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## Fellowes LX220

# Fellowes Powershred LX220 Micro-Cut Shredder User Manual

Model: LX220 | Part Number: 5015401

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## 1. INTRODUCTION

Thank you for choosing the Fellowes Powershred LX220 Micro-Cut Shredder. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your new shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.





*Figure 1.1: Fellowes Powershred LX220 Micro-Cut Shredder, front view.*

## **2. IMPORTANT SAFETY INFORMATION**

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To ensure safe operation and prevent injury or damage, always follow these safety precautions:

- Keep hands, hair, loose clothing, ties, and jewelry away from the paper entry slot.
- Do not insert fingers or other body parts into the shredder opening.
- Keep children and pets away from the shredder at all times. The SafeSense Protection feature helps prevent accidents by stopping shredding when hands or paws touch the paper entry.
- Unplug the shredder when not in use or before moving, cleaning, or emptying the wastebin.
- Do not use aerosol products, petroleum-based lubricants, or other flammable products on or near the shredder.
- Do not shred metal objects, hard plastics (except credit cards/CDs if specified for the model), or adhesive materials that could damage the cutting mechanism.
- Operate the shredder on a flat, stable surface.

- Do not overload the shredder beyond its specified sheet capacity.
- Ensure the shredder is connected to a properly grounded power outlet.

### 3. SETUP AND ASSEMBLY

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Placement:** Position the shredder on a flat, stable surface near a grounded electrical outlet. Ensure adequate space around the unit for ventilation and wastebin access.
3. **Mobility:** The LX220 is equipped with wheels for easy movement. Gently push or pull the shredder to its desired location.
4. **Power Connection:** Plug the power cord into a standard 120V AC outlet.
5. **Wastebin:** Ensure the pull-out wastebin is correctly inserted and fully closed. The shredder will not operate if the bin is open or improperly seated.



Figure 3.1: The LX220 shredder is designed to fit well within an office environment, with dimensions of approximately 23.25 inches (height), 11.75 inches (width), and 16.50 inches (depth).

## 4. OPERATING INSTRUCTIONS

### 4.1 Basic Shredding

1. Turn on the shredder using the power switch, typically located on the back or side of the unit. The shredder will enter standby mode.
2. Insert paper into the paper entry slot. The LX220 has a manual sheet capacity of up to 20 sheets of 20lb bond paper.
3. The shredder will automatically start shredding when paper is detected and stop when the shredding is complete.
4. For optimal performance and to prevent jams, refer to the Efficiency Meter, which indicates the ideal number of sheets for shredding at a given time.



Figure 4.1: The LX220 is capable of shredding up to 4200 sheets per cycle with a continuous run time of 30 minutes before requiring a

cool-down period.

## 4.2 Jam Proof System

The Fellowes Powershred LX220 features a 100% Jam Proof System. This system automatically detects and powers through tough jobs, preventing paper jams. If an overload is detected, the shredder will automatically reverse to clear the jam.



Figure 4.2: The shredder's 100% Jam Proof System ensures smooth operation by preventing paper jams.

# SPEEDS THROUGH TOUGH JOBS



Figure 4.3: The LX220 is designed to speed through tough shredding jobs, including paper with staples, paper clips, and even credit cards or CDs (if applicable for this model, typically for cross-cut/micro-cut shredders).

## 4.3 Micro-Cut Security

The LX220 provides P-4 Micro-Cut security, shredding documents into approximately 1,257 particles per sheet. This level of security is suitable for highly confidential documents, offering enhanced protection against identity theft.



## MICRO-CUT

For Ultimate Security  
and Less Bin Emptying

*Figure 4.4: The P-4 security level micro-cut ensures ultimate security by shredding documents into very small particles, reducing the frequency of bin emptying.*

### 4.4 Continuous Operation and Cool-down

The shredder can run continuously for up to 30 minutes. After this period, it requires a 15-minute cool-down period to prevent overheating. The shredder will automatically shut off if it overheats and will resume operation once it has cooled down.

## 5. MAINTENANCE

## 5.1 Emptying the Wastebin

The LX220 features a convenient pull-out wastebin with an 8-gallon capacity, capable of holding approximately 750 shredded sheets. The Bin Full Indicator signals when the bin is nearly full and when it needs to be emptied.

1. Unplug the shredder from the power outlet.
2. Pull out the wastebin from the front of the shredder.
3. Empty the shredded material into a recycling bin or waste receptacle.
4. Slide the wastebin back into the shredder until it clicks securely into place.
5. Plug the shredder back into the power outlet.



Figure 5.1: The 8-gallon wastebin holds up to 750 sheets, and is designed for easy emptying.

## 5.2 Cleaning

Regular cleaning helps maintain shredder performance.

- Always unplug the shredder before cleaning.

- Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- Periodically clean the paper entry area with a soft brush to remove paper dust.

### 5.3 Oiling the Cutters (Recommended)

To ensure optimal performance and extend the life of your shredder, it is recommended to oil the cutters regularly, especially after emptying the wastebin or after heavy use. Use only vegetable-based shredder oil or Fellowes brand shredder oil.

1. Apply a continuous bead of shredder oil across the paper entry slot.
2. Run the shredder in reverse for 2-3 seconds to distribute the oil.
3. Then run it in forward for 2-3 seconds.

## 6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in. Wastebin not fully inserted. Overheat protection activated.	Ensure power cord is securely plugged into a grounded outlet. Push wastebin firmly into place until it clicks. Allow shredder to cool down for 15-20 minutes.
Shredder stops during operation.	Overload/Jam detected. Overheat protection activated. Bin Full Indicator activated.	The 100% Jam Proof System should automatically clear most jams. If not, remove excess paper and try again. Allow shredder to cool down for 15-20 minutes. Empty the wastebin.
Shredded paper is not micro-cut.	Incorrect shredder model (unlikely for LX220). Cutters are dull or damaged (rare).	Verify model number. Contact Fellowes customer support if issue persists.

## 7. PRODUCT SPECIFICATIONS

Feature	Detail
Model	Powershred LX220
Part Number	5015401
Cut Type	Micro-Cut (P-4 Security)
Sheet Capacity (20lb paper)	20 Sheets
Particle Size	Approx. 1,257 particles per sheet
Wastebin Capacity	8 Gallons (approx. 750 sheets)
Continuous Run Time	30 Minutes

Feature	Detail
Cool-down Period	15 Minutes
Color	Black
Recommended Uses	Document, Office
Dimensions (H x W x D)	23.25" x 11.75" x 16.50"
Special Features	Efficiency Meter, Bin Full Indicator, 100% Jam Proof System, SafeSense Protection, Mobility Wheels

## 8. WARRANTY AND CUSTOMER SUPPORT

Fellowes products are designed for durability and performance. For specific warranty details, please refer to the warranty card included with your product or visit the official Fellowes website.

If you encounter any issues or have questions regarding your Fellowes Powershred LX220 shredder, please contact Fellowes Customer Support:

- **Website:** [www.fellowes.com/support](http://www.fellowes.com/support)
- **Phone:** Refer to the Fellowes website for regional contact numbers.

When contacting support, please have your model number (LX220) and part number (5015401) ready.

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This manual is for informational purposes only. Specifications are subject to change without notice.