



Microshred 8MC  
The World's Toughest Shredders®



PLEASE READ THESE INSTRUCTIONS BEFORE USE.  
DO NOT DISCARD: KEEP FOR FUTURE REFERENCE.

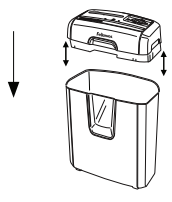


**KEY**

- A. Paper/card entry
- B. Shredder head
- C. See safety instructions below
- D. Bin
- E. Window
- F. Safety lock
- G. Control switch and LEDs
  - ⏪ 1. Reverse
  - 2. Off
  - ▶ 3. Auto-On (green)
  - ⏹ 4. Overheat (red)



For safety reasons, shredder will operate only if the shredder head is in correct position and used with supplied basket.



**CAPABILITIES**

**Will shred:**

Paper, plastic credit cards and staples

**Will not shred:**

Unopened junk mail, continuous forms, adhesive labels, transparencies, newspaper, CD/DVDs, cardboard, paper clips, laminates, file folders, X-rays or plastic other than noted above

**Paper shred size:**






Micro-Cut .....3mm x 10mm

**Maximum:**

Sheets per pass .....8\*  
Cards per pass .....1\*  
Paper width.....220mm

\*70g A4 paper at 220-240v, 50/60Hz, 1.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 50 sheets; 5 cards.

**⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!**

-  • Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.
-  • Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
-  • Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (⏪) to back out object.
-  • DO NOT use aerosol products, petroleum based or aerosol lubricants on or near shredder. DO NOT USE "CANNED AIR" OR "AIR DUSTERS" ON SHREDDER. Vapors from propellants and petroleum based lubricants may combust causing serious injury.
-  • Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.

- Avoid touching exposed cutting blades under shredder head.
- Shredder must be plugged into a wall outlet or socket of the voltage and amperage designated on the label. The outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with this product.
- FIRE HAZARD – Do NOT shred greeting cards with sound chips or batteries.
- For indoor use only.
- Unplug shredder before cleaning or servicing.

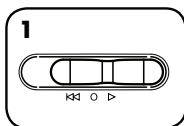
## BASIC SHREDDING OPERATION



**Continuous operation:**  
Up to 5-minute maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 5-minutes will trigger 30-minute cool down period.

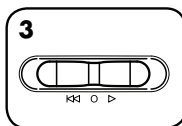
### PAPER / CARD



1 Plug in and set to Auto-On (▷)



2 Feed paper/card straight into paper entry and release



3 When finished shredding, set to Off (○)



Safety Lock prevents accidental operation. To set, wait for shredding to stop, set control switch to Off (○) position, then slide black button down. To unlock, slide black button up. For greater safety, always unplug shredder after use.

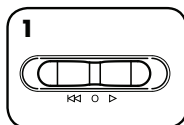
## PRODUCT MAINTENANCE

### OILING SHREDDER

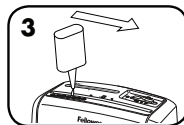


All micro-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

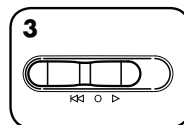
#### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



1 Set to Off (○)



\*Apply oil across entry



3 Set to Reverse (◀◀) for 2-3 seconds

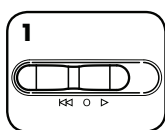


**CAUTION** \*Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250

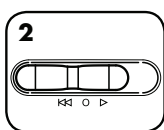


## TROUBLESHOOTING

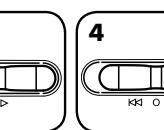
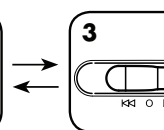
### PAPER JAM



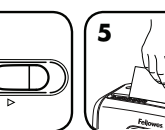
1 Set to Reverse (◀◀) for 2-3 seconds



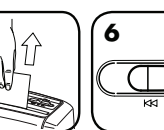
2 Alternate slowly back and forth



4 Set to Off (○) and unplug



5 Gently pull uncut paper from paper entry. Plug in



6 Set to Auto-On (▷) and resume shredding

### Shredder doesn't start:

- Make sure switch is in auto position (▷).
- Make sure safety lock is in unlock position.
- Make sure head is on basket correctly.
- Check for jam.
- Remove and empty basket.
- Wait 30 minutes for motor to cool down.

## LIMITED PRODUCT WARRANTY

Limited Warranty: Fellowes, Inc. ("Fellowes") warrants the parts of the machine to be free of defects in material and workmanship and provides service and support for 1 year from the date of purchase by the original consumer. Fellowes warrants the cutting blades of the machine to be free from defects in material and workmanship for 3 years from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part. This warranty does not apply in cases of abuse, mishandling, failure to comply with product usage standards, shredder operation using an improper power supply (other than listed on the label), or unauthorized repair. Fellowes reserves the right to charge the consumers for any additional costs

### Australia Residents Only:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. The benefits under Fellowes' Warranty are in addition to other rights and remedies under a law in relation to the shredder.

incurred by Fellowes to provide parts or services outside of the country where the shredder is initially sold by an authorized reseller. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law. For more details or to obtain service under this warranty, please contact us or your dealer.



## CUSTOMER SERVICE & SUPPORT

[www.fellowes.com](http://www.fellowes.com)

Australia: 1 800 33 11 77

Europe: 00-800-1810-1810

United Kingdom: +44 (0) 1302 836836

United States: 001-800-514-9057

## Declaration of Conformity

### Fellowes, Inc.

Unit 2 Ontario Drive, New Rossington, Doncaster, DN11 0BF, England declares that the product model 8MC conforms with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EU + 2015/863/EU), the Low Voltage Directive (2014/35/EU), the Electromagnetic Compatibility Directive (2014/30/EU), the WEEE directive (2012/19/EU), and below harmonized European EN Standards.

Safety: EN60950-1: 2006/A2:2013

EMC Standard: EN55014-1:2006+A1:2009+A2:2011  
EN55014-2:2015  
EN61000-3-2:2014  
EN61000-3-3:2013

Year Affixed: 19

Itasca, Illinois, USA  
January 1, 2019

**John Fellowes**  
President & CEO

## Waste Electrical and Electronic Equipment (WEEE)

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that it is not mixed with general household waste. For proper treatment, recovery and recycling, please take this product to a designated collection point. Please contact your local authority for further details of your nearest designated collection point.



1789 Norwood Avenue, Itasca, Illinois 60143 • 1-800-955-0959 • [www.fellowes.com](http://www.fellowes.com)