How do I oil the cutters of my paper shredder?

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Note: Strip-cut shredders do not require oiling.

Do not use any oil or lubricant that is dispensed from an aerosol container or that is petroleum-based. Use of such aerosols, oils or lubricants will void the warranty and could create a fire hazard and cause serious damage and/or injury.

Regular oiling of cross-cut / micro-cut shredders is a necessary maintenance step to keeping the shredder functioning properly and prolonging its life.

The frequency of oiling needed is determined by a range of factors such as the type of paper being shredded, the amount being shredded and whether the shredding is intermittent or continuous. For instance, if shredding continuous form paper, oiling may need to occur every 10 minutes.

It is a good practice to oil the cross-cut shredder each time the wastebasket is emptied. **(High security shredders should be oiled every 15 minutes or when capacity drops).**

There are two acceptable oiling Methods:

1. It is recommended that Fellowes Powershred Oil #35250 be used for oiling Fellowes shredders or a suitable substitute. A suitable substitute is limited to vegetable-based oils, with a flash point over 450 ˚ F, that will not go rancid. When using oil not in the original Fellowes Powershred Oil bottle, oil must be dispensed from a plastic long nozzle bottle.

Method: Set the unit to 'off' and apply a thin line of oil across the full paper entry. Set the unit to 'reverse' for 4-5 seconds.

2. Another oil option is to use Fellowes Oil Sheets - item 4015501.

Method: Simply feed one lubricant sheet into the shredder as you would a piece of paper

Oiling your shredder every time the basket is emptied optimizes performance and lifespan of your shredder.