

Fellowes

WORK BETTER™

Powershred® 125Ci/125i The World's Toughest Shredders™

CUSTOMER SERVICE & SUPPORT

www.fellowes.com

Australia: +61-1-800-33-11-77

Europe: 00-800-1810-1810

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United States: +1-800-955-0959

Declaration of Conformity

Fellowes Ltd.

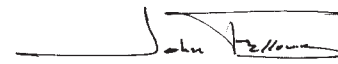
Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Models 125Ci/125i conform with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EC), the Low Voltage Directive (2014/35/EU), the Electromagnetic Compatibility Directive (2014/30/EU), the WEEE directive (2012/19/EU), and below harmonized European EN Standards:

Safety: EN 60950-1 (2nd Edition)

EMC Standard: EN55014-1 EN55014-2 EN61000-3-2 EN61000-3-3

Year Affixed: 15

Itasca, Illinois, USA
May 1, 2015



John Fellowes

W.E.E.E.

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit www.fellowesinternational.com/WEEE



Fellowes
Brands™

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

ENGLISH

Models 125Ci/125i



KEY

- | | | |
|-------------------------------|--|----------------------------------|
| A. SafeSense® Technology | G. Casters (2) | J. Control Panel and LEDs |
| B. Paper entry | H. Disconnect power switch | 1. Reverse |
| C. CD/Credit card safety flap | 1. OFF | 2. ON/OFF |
| D. Door | 2. ON | 3. Forward |
| E. Basket (paper) | I. Shipping bolts (wing nuts) To be removed prior to operation | 4. Auto |
| F. See safety instructions | | 5. Overheat (red) |
| | | 6. Door open (red) |
| | | 7. Bin full (red) |
| | | 8. Remove paper (red) |
| | | 9. SafeSense® indicator (yellow) |
| | | 10. Sheet capacity indicator |

CAPABILITIES

Will shred: Paper, credit cards, CD/DVD, staples and small paper clips

Will not shred: Adhesive labels, continuous form paper, transparencies, newspaper, cardboard, large paper clips, folders, X-rays or plastic other than noted above

Paper shred size:

Cross-Cut (125Ci) 3.9mm x 38mm
Strip Cut (125i) 5.8mm

Maximum:

Sheets per pass 18*
CDs/Cards per pass 1*
Paper entry width 230mm

*A4 (70g), paper at 220-240V/50/60 Hz, 3.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 3000 sheets per day; 100 cards; 10 CDs.

Fellowes SafeSense® shredders are designed to be operated in office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity.

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.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch (H) that must be in the ON (I) position to operate shredder. In case of an emergency move switch to OFF (O) position. This action will stop shredder immediately.
- 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

PAPER/CARD OR CD

- Continuous operation: 45 minutes maximum
NOTE: Continuous operation beyond 45 minutes will trigger 45 minute cool down period.
- Plug in and put disconnect power switch in ON (I) position
- Press (ON) to activate
- Feed paper/card straight into paper entry and release
- To shred CDs or credit card, rotate safety flap into place
- Hold CD/card at edge, and feed into center of entry and release
- When finished shredding set to OFF (O) or Do nothing and shredder will go automatically to sleep mode after 2 minutes of inactivity

www.fellowes.com features an extensive on-line support section with a number of self-service options

ADVANCED PRODUCT FEATURES



Jam Proof System
Eliminates paper jams and powers through tough jobs



Patented SafeSense® Technology
Stops shredding immediately when hands touch the paper entry

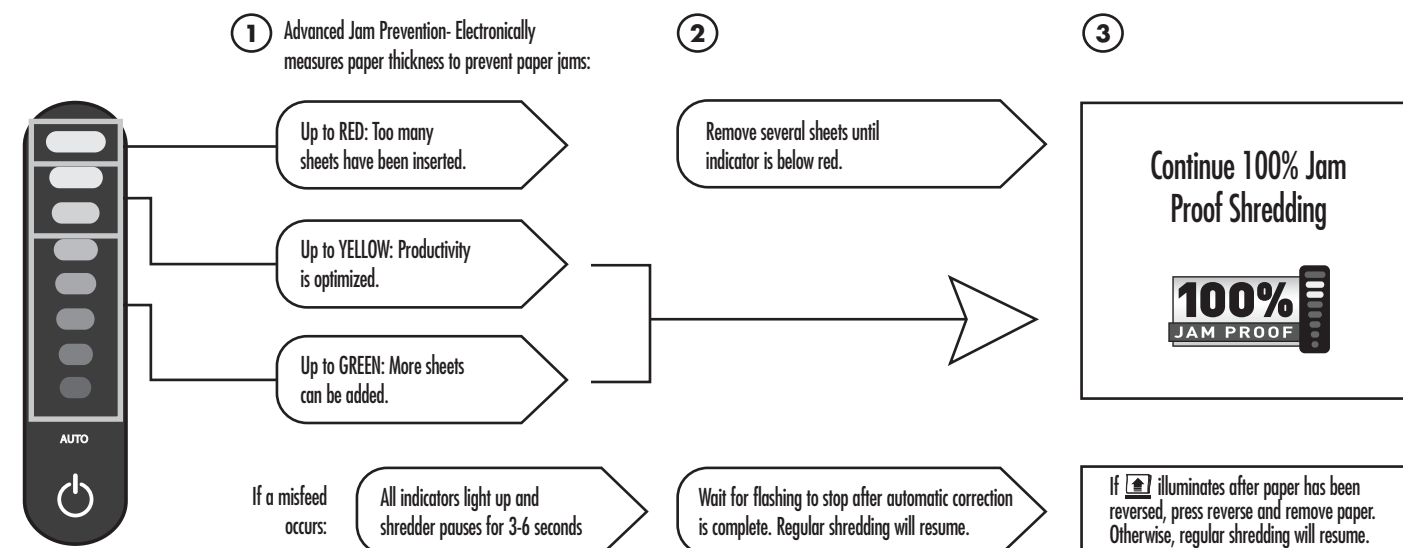


Sleep Mode
Energy saving feature shuts down automatically after 2 minutes of no shredding activity



JAM PROOF SYSTEM OPERATION*

Eliminates paper jams and powers through tough jobs.



*100% Jam Proof when used in accordance with user manual

ADVANCED PRODUCT FEATURES



SAFESENSE® TECHNOLOGY OPERATION

Stops shredding immediately when hands touch the paper opening.

SET-UP AND TESTING

- Turn the shredder ON (ON) to activate SafeSense®
- Touch test area and look for the SafeSense® indicator to illuminate
- SafeSense® is active and working properly
- If hand is held on SafeSense® area more than 2 seconds shredder will shut off



SLEEP MODE OPERATION

Energy saving feature shuts down the shredder after 2 minutes of inactivity

WHEN IN SLEEP MODE

- In sleep mode
- To get out of sleep mode touch control panel
- insert paper

PRODUCT MAINTENANCE

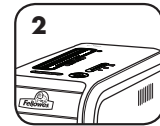
Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present

(Note: two paper detection sensors are located in the center of the paper entry).

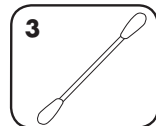
TO CLEAN THE SENSORS



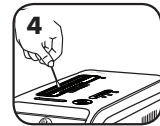
Turn off and unplug shredder



Locate Auto-start infrared sensor



Dip cotton swab in rubbing alcohol



Using cotton swab, wipe away any contamination from the paper sensors

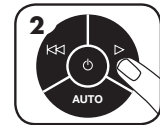
OILING SHREDDER

All cross-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



*Apply oil across entry



Press and hold forward (▶) 2-3 seconds

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



TROUBLESHOOTING



Overheat Indicator: When the Overheat Indicator is illuminated, the shredder has exceeded its maximum operating temperature and needs to cool down. This indicator will remain illuminated and the shredder will not operate for the duration of the recovery time. See Basic Shredding Operation for more information about the continuous operation and recovery time for this shredder.



Bin Open: The shredder will not run if the bin is open. When illuminated, close the bin to resume shredding.



Bin Full: When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 36054.



Remove Paper: When illuminated, press reverse (◀◀) and remove paper. Reduce paper quantity to an acceptable amount and refeed into paper entry.



SafeSense® Indicator: If hands are too close to the paper entry, the SafeSense® indicator will illuminate and the shredder will stop shredding. If SafeSense® is active for 3 seconds, the shredder will automatically turn off and the user must press the power button on the control panel to resume shredding.

Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.

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 2 years 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 20 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 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.

