



POWERSHRED® 99Ci
THE WORLD'S **TOUGHEST** SHREDDERS™



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THE WORLD'S **TOUGHEST** SHREDDERS™

Declaration of Conformity

Fellowes Manufacturing Company

Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Model 99Ci conforms with the requirements of the Restriction of Hazardous Substances Directive (2002/95/EC), the Low Voltage Directive (2006/95/EC) and the Electromagnetic Compatibility Directive (2004/108/EC) and the following harmonized European Names (EN Standards) and IEC Standards.

Safety: EN60950-1:2006+A11:2009 EN13857:2008

EMC Standard: EN 55014-1:2006+A1:2009 EN 55014-2:1997+A1:2001+A2:2008 EN 61000-3-2:2006+A1:2009+A2:2009 EN 61000-3-3:2008

Itasca, Illinois, USA
March 1, 2011

James Fellowes

James Fellowes



Questions or Concerns?

www.fellowes.com

- Troubleshooting
- Registration
- Manuals

Customer Service & Support

- Troubleshooting
- Replacement parts
- General questions

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Europe	00-800-1810-1810
United Kingdom	+44-(0)-1302-836836
United States	+1-800-955-0959

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www.fellowes.com

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Please read these instructions before use.
Do not discard: keep for future reference.

Fellowes

Quality Office Products Since 1917

ENGLISH

Model 99Ci



KEY

- | | | |
|----------------------------|----------------------------------|--------------------|
| A. SafeSense® Technology | H. Control Panel and LEDs | ⦿ 7. Auto (blue) |
| B. Paper entry | 1. Overheat (red) | ◀◀ 8. Reverse |
| C. See safety instructions | 2. Bin open | ⦿ 9. ON/OFF (blue) |
| D. CD/Card safety flap | 3. Bin full (red) | ▶▶ 10. Forward |
| E. Pullout bin | 4. Remove Paper (red) | |
| F. Casters | 5. SafeSense® indicator (yellow) | |
| G. Disconnect power switch | 6. Sheet capacity indicator | |
| ○ 1. OFF | | |
| 2. ON | | |

CAPABILITIES

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

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

Paper shred size:

Cross-Cut 3.9 x 38mm

Maximum:

Sheets per pass 17*

CDs/Cards per pass 1*

Paper entry width 230mm

*A4 (70g), paper at 220-240V/50 Hz, 2.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 1500 sheets per day, 50 credit cards; 10 CDs.

17 sheets per pass.

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

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



• 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.



• Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.

• This shredder has a Disconnect Power Switch (G) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.

• Avoid touching exposed cutting blades under shredder head.

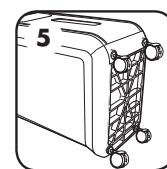
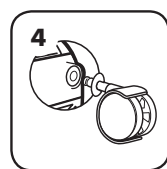
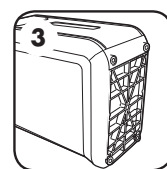
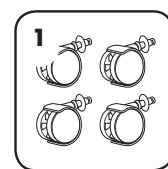
• Shredder must be plugged into a properly grounded wall outlet or socket of the voltage and amperage designated on the label. The grounded outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with this product.

• FIRE HAZARD – Do NOT shred greeting cards with sound chips or batteries.

• For indoor use only.

BASIC SET UP

CASTER INSTALLATION



Norwegian

Dette produktet klassifiseres som elektrisk og elektronisk utstyr. Hvis du har tenkt å bortskaffe dette produktet, vennligst se til at du gjør dette i overensstemmelse med det europeiske WEEE-direktivet (Waste of Electrical and Electronic Equipment) og ifølge lokalt lovverk forbundet med dette direktivet.

For mer informasjon om WEEE-direktivet, vennligst besøk www.fellowesinternational.com/WEEE

Polish

Ten produkt został zaklasyfikowany do grupy urządzeń elektrycznych i elektronicznych. W celu pozbycia się zużytego sprzętu będącego w Państwie posiadaniu należy postępować zgodnie z Europejską Dyrektywą w sprawie zużytego sprzętu elektrycznego i elektronicznego (WEEE) oraz z lokalnie obowiązującym prawem.

Więcej informacji znajdzie Państwo na stronie www.fellowesinternational.com/WEEE

Russian

Данное изделие классифицировано как электрическое и электронное оборудование. Когда придет время утилизировать данное изделие, пожалуйста, обеспечьте соблюдение Директивы Евросоюза об утилизации отходов электрического и электронного оборудования (Waste of Electrical and Electronic Equipment, WEEE) и местных законов, связанных с ней.

Для получения дополнительной информации о директиве WEEE, пожалуйста, посетите веб-сайт www.fellowesinternational.com/WEEE

Greek

Αυτό το προϊόν είναι ταξινομημένο ως Ηλεκτρικός και Ηλεκτρονικός Εξοπλισμός. Σε περίπτωση που θέλετε να απορρίψετε αυτό το προϊόν, παρακαλείσθε να βεβαιωθείτε ότι κάνετε την απόρριψη σύμφωνα με την Ευρωπαϊκή Οδηγία σχετικά με τα Απόβλητα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (WEEE) και σύμφωνα με τους τοπικούς νόμους που σχετίζονται μ' αυτή την οδηγία.

Για περισσότερες πληροφορίες σχετικά με την Οδηγία WEEE, παρακαλείσθε να επισκεφτείτε την ιστοσελίδα www.fellowesinternational.com/WEEE

Turkish

Bu ürün, Elektriksel ve Elektronik Ekipman olarak sınıflandırılmıştır. Bu ürünü bertaraf etme zamanı geldiğinde, lütfen bunun Avrupa Elektriksel ve Elektronik Ekipmanların Atılması (WEEE) Yönetmeliği ve bu yönetmele ilgili yerel kanunlar uyarınca yapıldığından emin olun.

WEEE Yönetmeliği hakkında daha fazla bilgi için lütfen www.fellowesinternational.com/WEEE sitesini ziyaret edin

Czech

Tento výrobek je klasifikován jako elektrické a elektronické zařízení. Po skončení jeho životnosti zajistěte jeho likvidaci v souladu se Směrnicí 2002/96/ES o odpadu z elektrických a elektronických zařízeních (OEEZ) a v souladu s místními předpisy, které s touto směrnicí souvisí.

Více informací o směrnici OEEZ najdete na stránkách www.fellowesinternational.com/WEEE

Slovak

Tento produkt je klasifikovaný ako elektrické a elektronické zariadenie. Ak nastane as zlikvidova tento produkt, zabezpe te, prosim, aby ste tak urobili v súlade s Európskou smernicou o odpade z elektrických a elektronických zariadeniach (WEEE) a v zhode s miestnymi zákonmi vz ahujúcimi sa na túto smernicu.

Podrobnejšie informácie o Smernici WEEE nájdete na www.fellowesinternational.com/WEEE

Hungarian

Ez a termék Elektromos és elektronikus berendezés besorolású. Ha eljönne az id , amikor ki kell dobni a terméket, akkor kérjük, gondoskodjon arról, hogy ezt az Európai elektromos és elektronikus berendezések hulladékáról szóló (WEEE) irányelv szerint tegye, megfelelő az irányelvhez kapcsolódó helyi törvényeknek is.

A WEEE Irányelvre vonatkozó további információkért kérjük, keresse fel a www.fellowesinternational.com/WEEE internetes címet

Portuguese

Este produto está classificado como Equipamento Eléctrico e Electrónico. Quando chegar a altura de eliminar este produto, certifique-se de que o faz em conformidade com a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE) e em observância da legislação local relativa a esta directiva.

Para obter mais informações sobre a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE), visite o endereço www.fellowesinternational.com/WEEE

W.E.E.E.

English

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

French

Ce produit est classé dans la catégorie « Équipement électrique et électronique ». Lorsque vous décidez de vous en débarrasser, assurez-vous d'être en parfaite conformité avec la directive européenne relative à la gestion des déchets d'équipements électriques et électroniques (DEEE), et avec les lois de votre pays liées à cette directive.

Pour obtenir des plus amples informations sur cette directive, rendez-vous sur www.fellowesinternational.com/WEEE

Spanish

Se clasifica este producto como Equipamiento Eléctrico y Electrónico. Si llegase el momento de deshacerse de este producto, asegúrese que lo hace cumpliendo la Directiva Europea sobre Residuos de Equipamiento Eléctrico y Electrónico (Waste of Electrical and Electronic Equipment, WEEE) y las leyes locales relacionadas con esta directiva.

Para más información acerca de la Directiva WEEE, visite www.fellowesinternational.com/WEEE

German

Dieses Produkt ist als Elektro- und Elektronikgerät klassifiziert. Wenn Sie dieses Gerät eines Tages entsorgen müssen, stellen Sie bitte sicher, dass Sie dies gemäß der Europäischen Richtlinie zu Sammlung und Recycling von Elektro- und Elektronikgeräten (WEEE) und in Übereinstimmung mit der lokalen Gesetzgebung in bezug auf diese Richtlinie tun.

Mehr Informationen zur WEEE-Richtlinie finden Sie unter: www.fellowesinternational.com/WEEE

Italian

Questo prodotto è classificato come Dispositivo Elettrico ed Elettronico. Al momento dello smaltimento di questo prodotto, effettuarlo in conformità alla Direttiva Europea sullo Smaltimento dei Dispositivi Elettrici ed Elettronici (WEEE) e alle leggi locali ad essa correlate.

Per ulteriori informazioni sulla Direttiva WEEE, consultare il sito www.fellowesinternational.com/WEEE

Dutch

Dit product is geclassificeerd als een elektrisch en elektronisch apparaat. Indien u besluit zich te ontdoen van dit product, zorg dan a.u.b. dat dit gebeurt in overeenstemming met de Europese richtlijn inzake afval van elektrische en elektronische apparaten (AEEA) en conform de lokale wetgeving met betrekking tot deze richtlijn.

Voor meer informatie over de AEEA-richtlijn kunt u terecht op www.fellowesinternational.com/WEEE

Swedish

Denna produkt är klassificerad som elektrisk och elektronisk utrustning. När det att dags att omhänderta produkten för avfallshantering se då till att detta utförs i enlighet med WEEE-direktivet om hantering av elektrisk och elektronisk utrustning och i enlighet med lokala bestämmelser relaterade till detta direktiv.

För mer information om WEEE-direktivet besök gärna www.fellowesinternational.com/WEEE

Danish

Denne produkt er klassificeret som elektrisk og elektronisk udstyr. Når tiden er inde til at bortskaffe dette produkt, bedes De sørge for at gøre dette i overensstemmelse med det Europæiske direktiv om affald af elektrisk og elektronisk udstyr (WEEE) og i henhold til de lokale love, der relaterer til dette direktiv.

For yderligere oplysninger om WEEE-direktivet bedes De besøge www.fellowesinternational.com/WEEE

Finnish

Tämä tuote luokitellaan sähkö- ja elektroniikkalaitteeksi. Kun tuote poistetaan käytöstä, se on hävitettävä sähkö- ja elektroniikkalaiteromusta annetun EY:n direktiivin (WEEE) ja direktiiviin liittyvän kansallisen lainsäädännön mukaisesti.

Lisätietoja WEEE-direktiivistä on osoitteessa www.fellowesinternational.com/WEEE

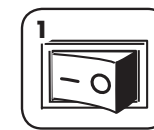
BASIC SHREDDING OPERATION



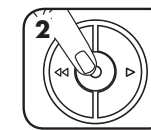
Continuous operation:
25-minute maximum

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond 25-minutes will trigger 40-minute cool down period.

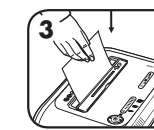
PAPER OR CD/CARD



Plug in and put disconnect power switch in ON (I) position



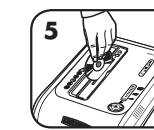
Press (ON) to activate (blue)



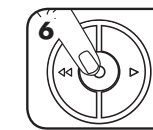
Feed paper straight into paper entry and release



To shred CDs rotate CD flap into place



Hold CD/card at edge, feed into CD/Card flap entry and release



When finished shredding set to OFF (O)

ADVANCED PRODUCT FEATURES



Jam Proof System

Eliminates jams and powers through tough jobs.



Patented SafeSense® Technology

Stops shredding immediately when hands touch the paper opening.



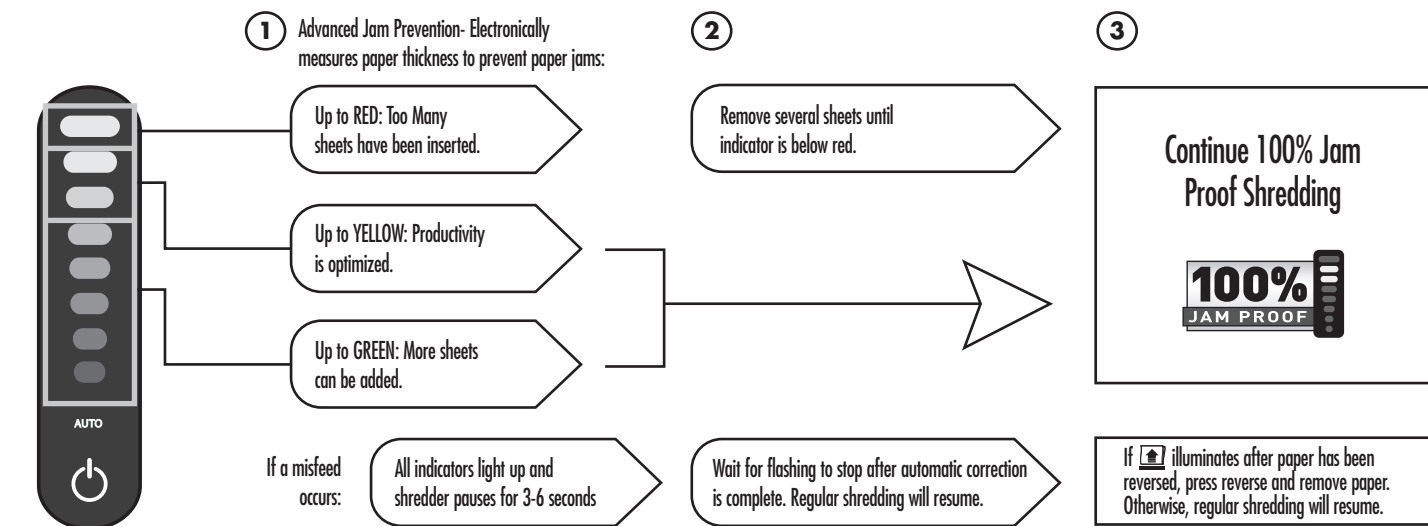
SilentShred™ Technology

SilentShred™ noise quality shreds without noisy disruptions.



JAM PROOF SYSTEM OPERATION*

Eliminates paper jams and powers through tough jobs.



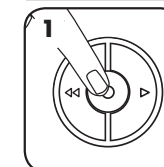
*100% Jam Proof when used in accordance with user manual



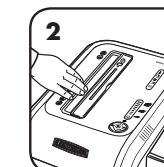
SAFESENSE® TECHNOLOGY OPERATION

Stops shredding immediately when hands touch the paper opening.

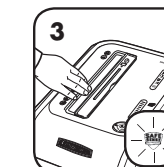
SET-UP AND TESTING



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

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 the lifetime of the shredder. 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

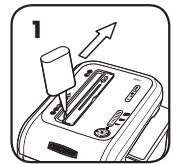
Fellowes to provide parts or services outside of the country where the shredder is initially sold by an authorized reseller. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In 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.

PRODUCT MAINTENANCE

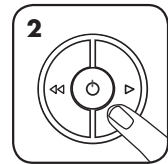
OILING SHREDDER 

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

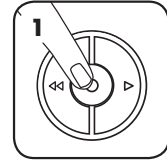
CAUTION *Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250 

CLEANING AUTO-START INFRARED SENSORS

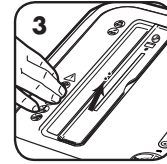
Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

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

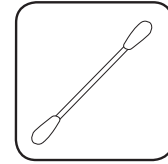
TO CLEAN THE SENSORS



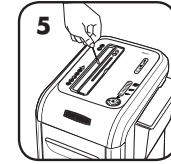
Turn off and unplug shredder



Locate Auto-start infrared sensor

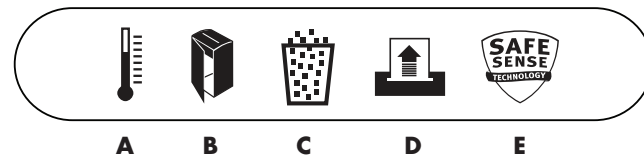


Dip cotton swab in rubbing alcohol



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

TROUBLESHOOTING

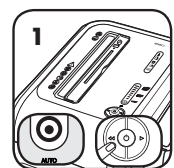


- A. Overheat Indicator:** When the Overheat Indicator is illuminated, the shredder has exceeded its maximum operating temperature and needs to cool down. This indicator will remain illuminated and the shredder will not operate for the duration of the recovery time. See Basic Shredding Operation for more information about the continuous operation and recovery time for this shredder.
- B. Bin Open:** The shredder will not run if the bin is open. When illuminated, close the bin to resume shredding.
- C. Bin Full:** When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 36053.
- D. Remove Paper:** When illuminated, press reverse (◀◀) and remove paper. Reduce paper quantity to an acceptable amount and refeed into paper entry.
- E. 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.

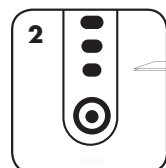
100% JAM PROOF SYSTEM*

Eliminates paper jams and powers through tough jobs

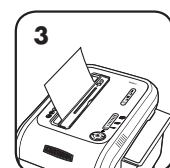
DISABLING THE FEATURE



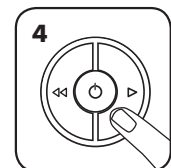
Should you choose to disable the system, press and hold the auto button (blue) and reverse (◀◀) key at the same time



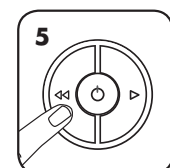
Once disabled, the blue Auto light is no longer illuminated (To re-engage, repeat step 1)



Shredding can continue with the system disabled, however a paper jam may occur with too many sheets and Remove Paper icon (🗑️) will illuminate



If jam occurs, press and hold forward (▶) key until the document is completely through the shredder



If not cleared, press reverse (◀◀) briefly (repeat steps 4 and 5 until shredded)



If steps 4 and 5 do not clear jam, reverse paper all the way out, remove several sheets and refeed

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