

Fellowes Powershred 325i / 325Ci Paper Shredders Instruction Manual



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POWERSHRED® C-325i/C-325Ci

THE WORLD'S **TOUGHEST** SHREDDERS™



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



Fellowes

Quality Office Products Since 1917



KEY

- | | | |
|----------------------------|----------------------------|----------------------------------|
| A. SafeSense® Technology | F. Basket - CD (inside) | J. Control Panel and LEDs |
| B. Paper entry | G. See safety instructions | 1. Reverse |
| C. CD entry | H. Disconnect power switch | 2. ON/OFF |
| D. Door | I. Casters | 3. Forward |
| E. Basket - paper (inside) | | 4. Bin full |
| | | 5. Door open |
| | | 6. Remove paper |
| | | 7. Sheet capacity indicator |
| | | 8. SafeSense® indicator (yellow) |
| | | 9. Auto button |
| | | 10. Straight feed |

CAPABILITIES

Will shred: Paper, credit cards, CD/DVDs, 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 5/32 in. x 1-1/2 in. (3.9mm x 38mm)

Strip Cut 7/32 in. (5.8mm)

Maximum:

Sheets per pass (Cross-Cut) 22*

Sheets per pass (Strip-Cut) 24*

CDs/Cards per pass 1*

Paper entry width 9 1/2 in. (240mm)

* 8.5 in. x 11 in., 20lb., (75g) paper at 120V, 60 Hz, C-325i: 4Amps, C-325Ci: 6Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: C-325i: 9,000 sheets per day C-325Ci: 8,000 sheets per day; both: 200 credit cards; 10 CDs

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.

ADVANCED PRODUCT FEATURES



Jam Proof System

Eliminates frustrating jams by preventing overloads and powering through misfed paper



Patented SafeSense® Technology

Stops shredder immediately when hands are too close to the paper entry



Sleep Mode

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

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

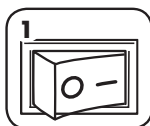


- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (◀◀) to back out object.
- Never use aerosol 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.

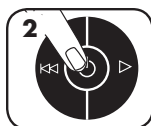
- This shredder has a Disconnect Power Switch (H) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Keep finger away from CD hole when shredding.
- Do not put foreign objects in paper or CD entry.
- 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.

BASIC SHREDDING OPERATION

PAPER/CARD OR CD



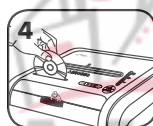
Plug in and put disconnect power switch in ON (I) position



Press (ON) to activate



Feed paper/card straight into paper entry and release



Hold CD at edge, feed into CD entry and release



When finished shredding set to OFF (O)



Do nothing and shredder will go automatically to sleep mode

Eliminates frustrating jams by preventing overloads and powering through misfed paper.

- ① Advanced Jam Prevention- Electronically measures paper thickness to prevent paper jams:

②

③



Up to RED: Too many sheets have been inserted.

Up to YELLOW: Productivity is optimized.

Up to GREEN: More sheets can be added.

Remove several sheets until indicator is below red.

Continue 100% Jam Proof Shredding



If a misfeed occurs:

All indicators light up and shredder pauses for 3-6 seconds

Wait for flashing to stop after automatic correction is complete. Regular shredding will resume.

If illuminates after paper has been reversed, press reverse and remove paper. Otherwise, regular shredding will resume.

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

STRAIGHT FEED



If Straight Feed indicator illuminates, remove paper and feed straight into shredder.

SLEEP MODE

WHEN IN SLEEP MODE



In sleep mode



To get out of sleep mode touch control panel or insert paper



SAFESENSE® TECHNOLOGY OPERATION

SET-UP AND TESTING



Turn the shredder 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

BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

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



Shred one sheet



Press and hold forward (➤) 2-3 seconds

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



PREVENTIVE MAINTENANCE AND MISCELLANEOUS TROUBLESHOOTING

- Self Cleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 seconds (C-325C1).
- Empty wastebasket when bin full indicator lights up.
- Shredder won't run if the door is open, or bin needs to be emptied.
- Maintenance is an important part of protecting your investment. Don't forget our oil (35250) and shredder bags (36056).

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



POWERSHRED® C-325i/C-325Ci

THE WORLD'S **TOUGHEST** SHREDDERS™

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 3 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, or unauthorized repair. The user is responsible for any additional costs incurred by Fellowes in servicing the paper shredder outside of the country

where the shredder is initially sold. 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.

Questions or Concerns?

www.fellowes.com

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

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