



## WARRANTY

Our promise to you is quite simple. Fellowes shredders are built stronger, engineered to run longer, resist jams and power through large jobs. The Fellowes worry free warranty described below covers the performance of the product, provides for prompt service and support, plus a lifetime cutter 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. 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.

### Help Line

|           |                 |
|-----------|-----------------|
| Australia | +1-800-33-11-77 |
| Canada    | +1-800-665-4339 |

|               |                  |
|---------------|------------------|
| Europe        | 00-800-1810-1810 |
| Mexico        | +1-800-234-1185  |
| United States | +1-800-955-0959  |

**Fellowes** 1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

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

|           |         |        |           |              |         |                |               |
|-----------|---------|--------|-----------|--------------|---------|----------------|---------------|
| Australia | Benelux | Canada | China     | France       | Germany | Italy          | Japan         |
| Korea     | Poland  | Russia | Singapore | South Africa | Spain   | United Kingdom | United States |



# C-225i/C-225Ci



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

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



### KEY

- |                            |                                  |                                     |
|----------------------------|----------------------------------|-------------------------------------|
| A. SafeSense® Technology   | F. Basket - CD (inside)          | K. 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) | J. Shipping bolts (wing nuts)    | 🗑️ 4. Bin full                      |
|                            | To be removed prior to operation | 🚪 5. Door open                      |
|                            |                                  | 🗑️ 6. Remove paper                  |
|                            |                                  | 📄 7. Sheet capacity indicator       |
|                            |                                  | ⚠️ 8. SafeSense® indicator (yellow) |
|                            |                                  | ⏻ 9. Auto button                    |

## 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 ..... 5/32 inches x 1-1/2 inches (3.9mm x 38mm)

Strip Cut ..... 7/32 inches (5.8mm)

### Maximum:

Sheets per pass ..... 20\*

CDs/Cards per pass ..... 1\*

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

\* 8.5 inches x 11 inches, 20lb., (75g) paper at 120V, 60 Hz, 6Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: C-225i: 10,000 sheets per day C-225Ci: 5,000 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 (I) 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.

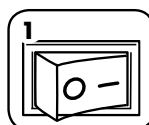
• Keep finger away from CD hole when shredding.

• Do not put foreign objects in paper entry.

• The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

## BASIC SHREDDING OPERATION

### PAPER/CARD OR CD



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



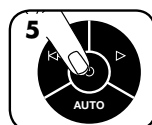
Press (⏻) ON to activate



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 (⏻)

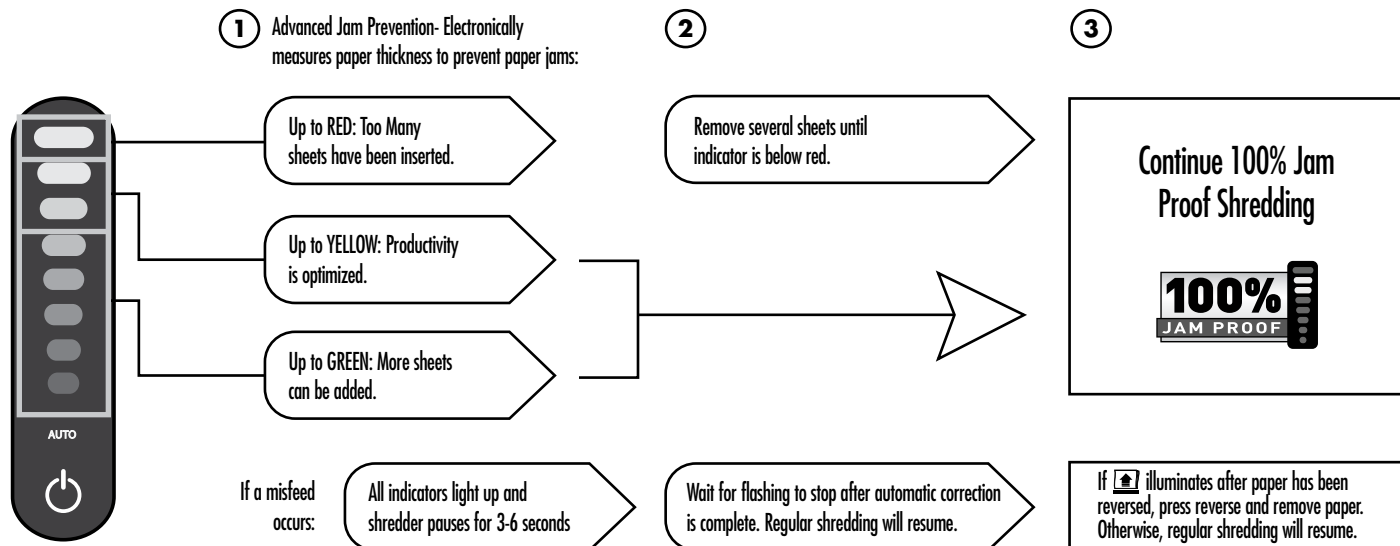


Do nothing and shredder will go automatically to sleep mode

[www.fellowes.com](http://www.fellowes.com) features an extensive on-line support section with a number of self-service options

## JAM PROOF SYSTEM OPERATION\*

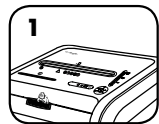
Eliminates frustrating jams by preventing overloads and powering through misfed paper.



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

## SLEEP MODE

### WHEN IN SLEEP MODE



In sleep mode



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



## 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



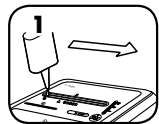
If hand is held on SafeSense® area more than 2 seconds Shredder will shut off

## BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

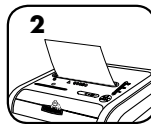
### OILING SHREDDER

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.

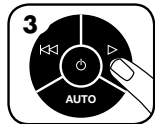
#### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



\*Apply oil across entry



Shred one sheet



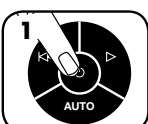
Press and hold forward (▶) 2-3 seconds

### CLEANING AUTO-START INFRARED SENSORS

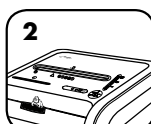
Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present

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

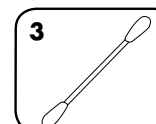
#### TO CLEAN THE SENSORS



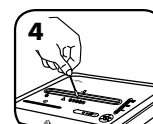
Turn off and unplug shredder



Locate Auto-start infrared sensor



Dip cotton swab in rubbing alcohol



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

**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-225Ci).
- 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 (36054).

Go to Support Section at [www.fellowes.com](http://www.fellowes.com) or see back page of manual for useful telephone numbers.