



**POWERSHRED® 125Ci/125i**  
THE WORLD'S **TOUGHEST** SHREDDERS™



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## Factory Service

### Questions or Concerns?

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

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

#### Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

Canada	+1-800-665-4339
Mexico	+001-800-514-9057
United States	+1-800-955-0959






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 1 year 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 1 year 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.

ENGLISH  
Models 125Ci/125i

A.  
B.  
C.  
  
D.  
E.  
F.



H.  
F.  
J.  
  
I.  
  
G.

H. Disconnect power switch  
○ 1. OFF  
I 2. ON

I. Shipping bolts (wing nuts)  
To be removed prior to operation

G. Casters (2)

J. Control Panel and LEDs  
1. Reverse  
2. ON/OFF  
3. Forward  
4. Auto  
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)	5/32 inches x 1-1/2 inches (4mm x 38mm)
Strip Cut (125i)	7/32 inches (5.8mm)








**Maximum:**

Sheets per pass	18*
CDs/Cards per pass	1*
Paper entry width	9 inches (230mm)

\*8.5"x11", 20lb., (75g) paper at 120V, 60 Hz, 125Ci 8Amps, 125i 6Amps; 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!

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- 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 (1<<1) 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.
  - Use only designated entry for CDs/cards. Keep fingers away from CD entry.
  - Do not put foreign objects in paper 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.
  - FIRE HAZARD — Do NOT shred greeting cards with sound chips or batteries.
  - For indoor use only.
  - Unplug shredder before cleaning or servicing.
- 5 2

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.

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



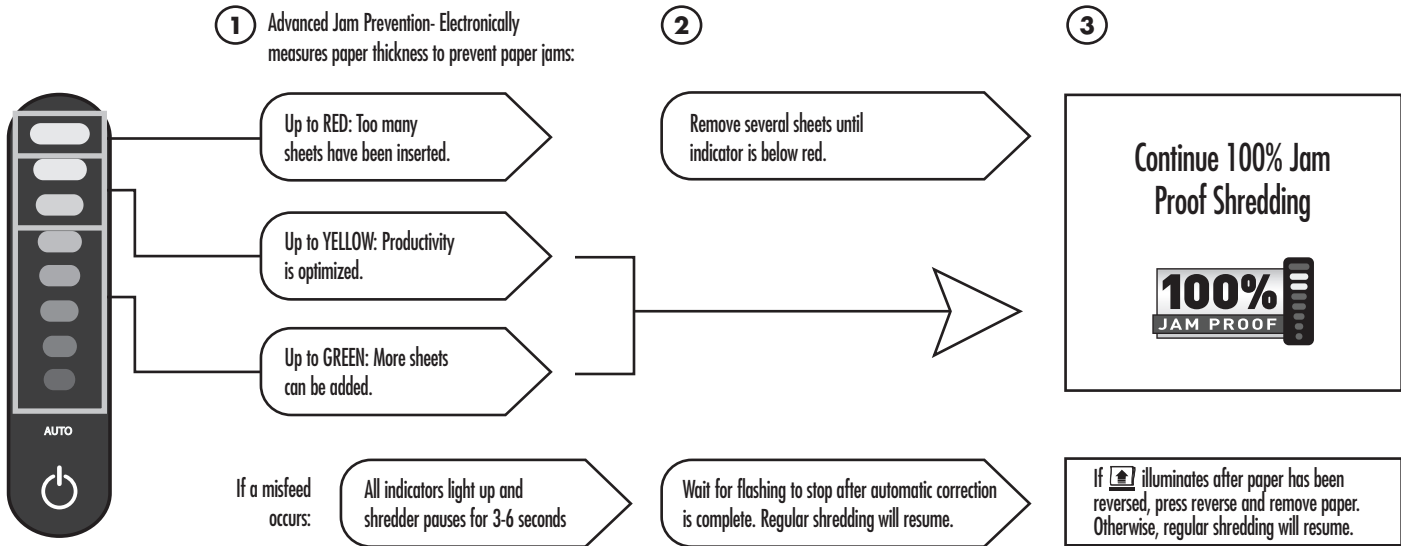
**Patented SafeSense® Technology**  
Stops shredding immediately when hands  
touch the paper entry



**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



**SAFESENSE® TECHNOLOGY OPERATION**

Stops shredding immediately when hands touch the paper opening.

SET-UP AND TESTING



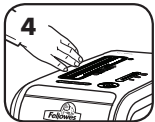
Turn the shredder ON  
() to activate SafeSense®



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 3 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

ENGLISH

Models 125Ci/125i

PRODUCT MAINTENANCE

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).

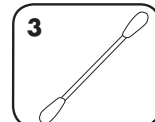
TO CLEAN THE SENSORS



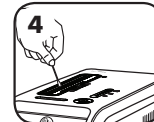
Turn off and unplug  
shredder



Locate Auto-start  
infrared sensor



Dip cotton swab in  
rubbing alcohol



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

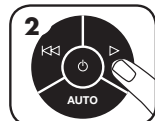
OILING SHREDDER

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 36052.



**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.

**Self Cleaning Cycle:** Shredder periodically cycles in forward and reverse lasting 3-6 seconds (125Ci only).

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