



# C-120i/C-120Ci



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



Click Here ---->

**KEY**

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

**CAPABILITIES**

**Will shred:** Paper, credit cards, ND/DVDs, staples and small paper clipsBN

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

**Paper shred size:**

ross-Cut..... 5/32 inches x 1-1/2 inches (3.9mm x 38mm)  
Strip Nut..... 7/32 inches (5.8mm)N

**Maximum:**

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

\*8.5 inches x 11 inches, 20lb., (75g) paper at 120V, 60 Hz, N-120i 2.7Amps, N-120Ci 6.6Amps; heavier paper, humidity or other than rated voltage may reduce capacity. C Recommended daily usage rates: 100-150 paper passes; 100 cards; 10 NDs

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

**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!**



- NKeep away from children and pets. Keep hands away from paper N entry. Always set to off or unplug when not in use.
- NKeep 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 N products on or near shredder. Do not use canned air on shredder.
- NDo not use if damaged or defective. Do not disassemble shredder. Do N not place near or over heat source or water.
- NThis shredder has a Disconnect Power Switch (I) that must be in the ON (I) N position to operate shredder. In case of emergency, move switch to OFF (O) N position. This action will stop shredder immediately.
- NAvoid touching exposed cutting blades under shredder head.N
- NKeep finger away from ND hole when shredding.N
- NDo not put foreign objects in paper entry.N
- NThe grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

**BASIC SHREDDING OPERATION**

**PAPER/CARD OR CD**



Continuous operation: 45 minutes maximumN

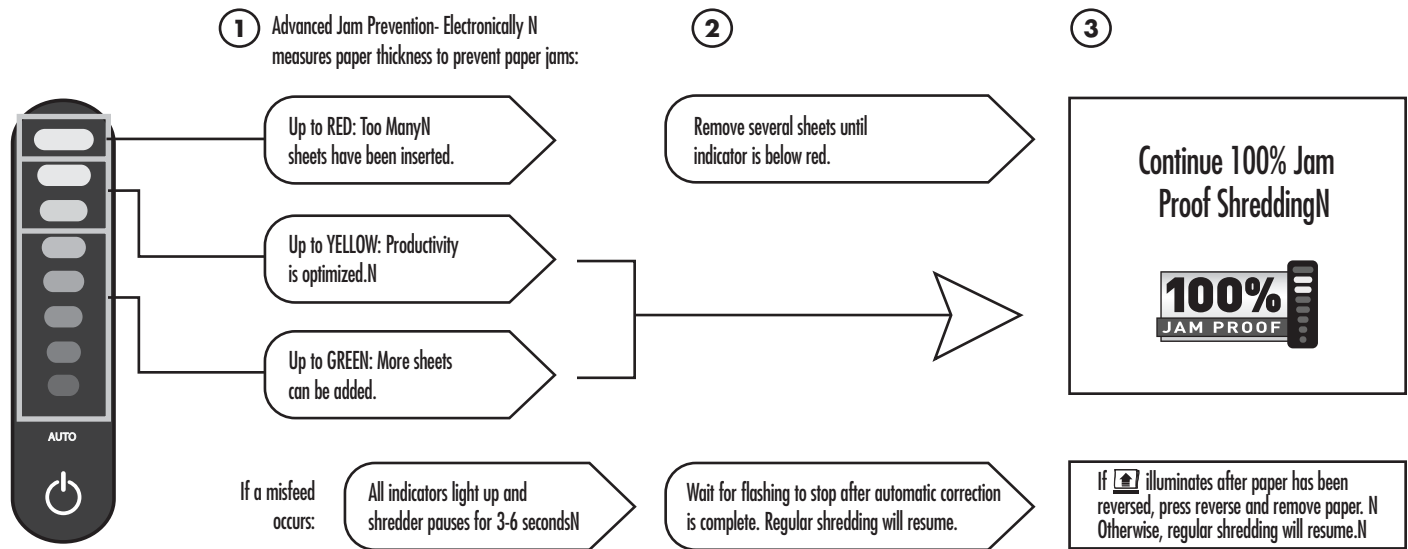
**NOTE:** Continuous operation beyond 45 minutes will trigger 45 minute cool down period.

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

- Plug in and put disconnect power switch in ON (I) position
- Press (ON) ON to activate
- Feed paper/card straight into paper entry and release
- To shred NDs rotate CD flap into place
- Hold ND at edge, N feed into CD entry and release
- When finished shredding set to OFF (O)
- Do nothing and shredder will go automatically to sleep mode

## 100% JAM PROOF SYSTEM OPERATION\*

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



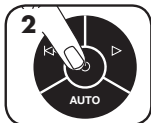
\*100% Jam Proof when used in accordance with user manual

## SLEEP MODE

### WHEN IN SLEEP MODE



In sleep mode



To get out of sleep mode N or insert paper



## SAFESENSE® TECHNOLOGY OPERATION

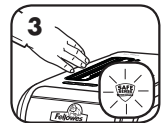
### SET-UP AND TESTING



Turn the shredder ON N (⏻) to activate SafeSense®



Touch test area and N look for the SafeSense® indicator to illuminate



SafeSense® is active and working properly

## PREVENTIVE MAINTENANCE AND MISCELLANEOUS TROUBLESHOOTING

- For peak performance, we recommend oiling shredder each time waste bin is emptied. Only use a non-aerosol vegetable oil. N Machines not oiled may lose sheet capacity, become noisy, and ultimately, stop running. N
- Though paper detection sensors are designed to be maintenance free, the sensors occasionally become blocked by paper dust, causing the motor to run even N if there is no paper present. Both sensors are located in the center of the paper entry.
- Self Nleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 seconds. N
- Empty wastebasket when bin full indicator lights up. N
- Shredder won't run if the door is open, or bin needs to be emptied. N
- Maintenance is an important part of protecting your investment. Don't forget our oil (35250) and shredder bags (36054). N
- When shredding for a prolonged period of time, the motor can become warm and require a cool down period. When this occurs the overheat indicator will alert you to the N problem, this model will require 45 minutes to cool down.

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



For More Info

Click Here --->



## 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.

800.592.1306

### Help Line

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www.fellowes.com

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