



# C-220i/C-220Ci

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

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



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**KEY**

- A. SafeSense® Technology
- B. Paper entry
- D. Oil reservoir
- E. Door
- F. Basket - paper (inside)
- G. Basket - CD (inside)
- H. See safety instructions
- I. Disconnect power switch
- J. Casters
- K. Oil drain plug (inside)
- L. Shipping bolts (wing nuts)
- M. Control Panel and LEDs
- N <<< 1. Reverse
- N < 2. ON/OFF
- N > 3. Forward
- N >> 4. Bin full
- N >>> 5. Door open
- 6. Remove paper
- 7. Low oil
- 8. Sheet capacity indicator
- 9. SafeSense® indicator (yellow)
- 10. 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 Nut..... 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, C-220i: 2.9Amps, C-220Ci: 4.5Amps;  
 Heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage  
 Rates: C-220i: 10,000 sheets per day C-220Ci: 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 mistfed paper



**Patented SafeSense® Technology**  
 Stops shredder immediately when hands are too close to the paper entry



**Auto Oil (C-220Ci only)**  
 Automatically oils the cutters to enhance performance and extend shredder life



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

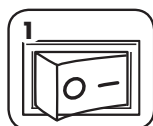
**⚠ WARNING : IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!**



- 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 N disconnect power switch in ON (I) position



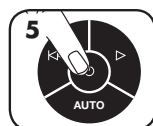
Press (ON) ON to activate



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)

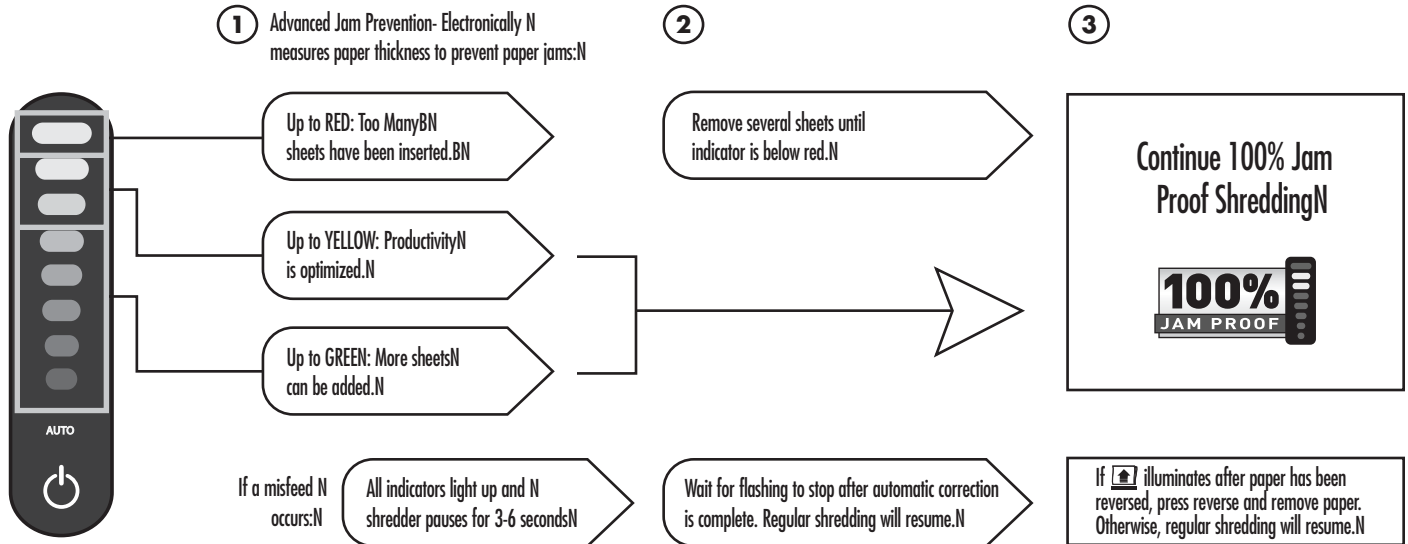


Do nothing and shredder will go automatically to sleep mode

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

## 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

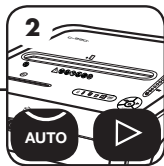
## AUTO OIL OPERATION

Automatically oils the cutters to enhance performance and extend shredder life. (C-220Ci only)

### SET-UP AND TESTING



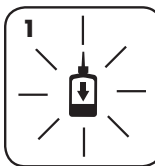
Before using, fill oil N reservoir with 12 oz. of N shredder oil



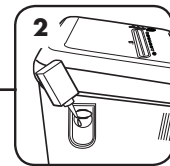
To test, press the auto and forward (▶) buttons at the same time

Oil will spray out of the nozzles N confirming that the system is working properly

### REFILLING OIL



Low oil indicator will N signal when your reservoir needs refilling



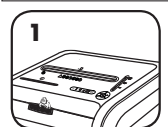
DO NOT OVERFILL.N

To maintain shredder performance, N refill oil reservoir with up to 12 oz. N of shredder oil (Fellowes #35250)N

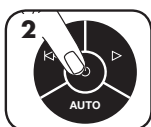
Once refilled, automatic oiling CN will resume.CN

## SLEEP MODE

### WHEN IN SLEEP MODE



In sleep modeBN



To get out of sleep mode N touch control panel



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

- 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 N if there is no paper present. Both sensors are located in the center of the paper entry.N
- Self Ncleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 secondsN
- 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

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



## WARRANTY

Our promise to you is quite simple. Fellowes shredders are built stronger, engineered to run longer, and 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 the performance of the product, provides for prompt service and support, plus a lifetime cutter 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.

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 please contact us or your dealer.

For More Info  
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### Help Line

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

Europe	00-800-1810-1810
Mexico	+1-800-234-1185
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