



## 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.

# C-120i/C-120Ci



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

### 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  |



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

|           |        |             |        |        |           |                |
|-----------|--------|-------------|--------|--------|-----------|----------------|
| Australia | Canada | Deutschland | France | Japan  | Polska    | United Kingdom |
| Benelux   | China  | España      | Italia | Koreva | Singapore | United States  |



# ENGLISH

## Model C-120i/C-120Gi

### KEY

- |                          |   |                                  |
|--------------------------|---|----------------------------------|
| A. SafeSense® Technology | F. Basket (CD)  | K. Control Panel and LEDs        |
| B. Paper entry           | G. See safety instructions  | 1. Reverse                       |
| C. CD entry              | H. Casters (2)  | 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 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 Cut.....7/32 inches (5.8mm)

**Maximum:**  
 Sheets per pass ..... 18\*  
 CDs/Cards per pass ..... 1\*  
 Paper entry width..... 9 inches (230mm)  
 \*8.5 inches x11 inches, 20lb., (75g) paper at 120V, 60 Hz, C-120i 6 Amps, C-120Gi 8 Amps; heavier paper, humidity or other than rated voltage may reduce capacity.  
 Recommended daily usage rates: 100-150 paper passes; 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.

### ADVANCED PRODUCT FEATURES

**100% JAM PROOF**  
**Jam Proof System**  
 Eliminates frustrating jams by preventing overloads and powering through misfed paper

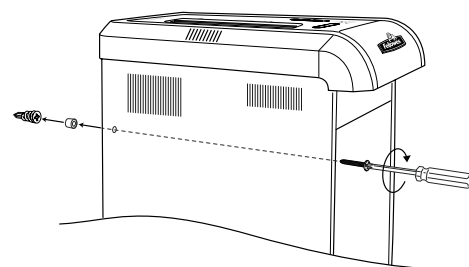
**SAFE SENSE TECHNOLOGY**  
**Patented SafeSense® Technology**  
 Stops shredder immediately when hands are too close to the paper entry

**SLEEP MODE**  
**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.
- WARNING: Shredder Stability - Secure Shredder to wall with hardware provided following the instructions under Installation Instructions.**
- Product is intended for commercial use only, and not for use around children.**

### INSTALLATION INSTRUCTIONS



- Place shredder against the wall (drywall, wooden, or concrete). Mark screw locations on wall through back of cabinet.
- Drill 1/4" hole in wall for the anchor plugs.
- Insert white plastic anchor plugs into drilled holes.
- Insert (2) screws through back of cabinet and thread black rubber spacer onto the screw.
- From inside cabinet use Phillips screw driver to secure shredder to the wall.

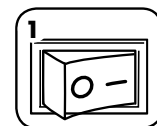
### BASIC SHREDDING OPERATION

#### 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



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



2 Press (O) ON to activate



3 Feed paper/card straight into paper entry and release



4 To shred CDs rotate CD flap into place



5 Hold CD at edge, feed into CD entry and release



6 When finished shredding set to OFF (O)

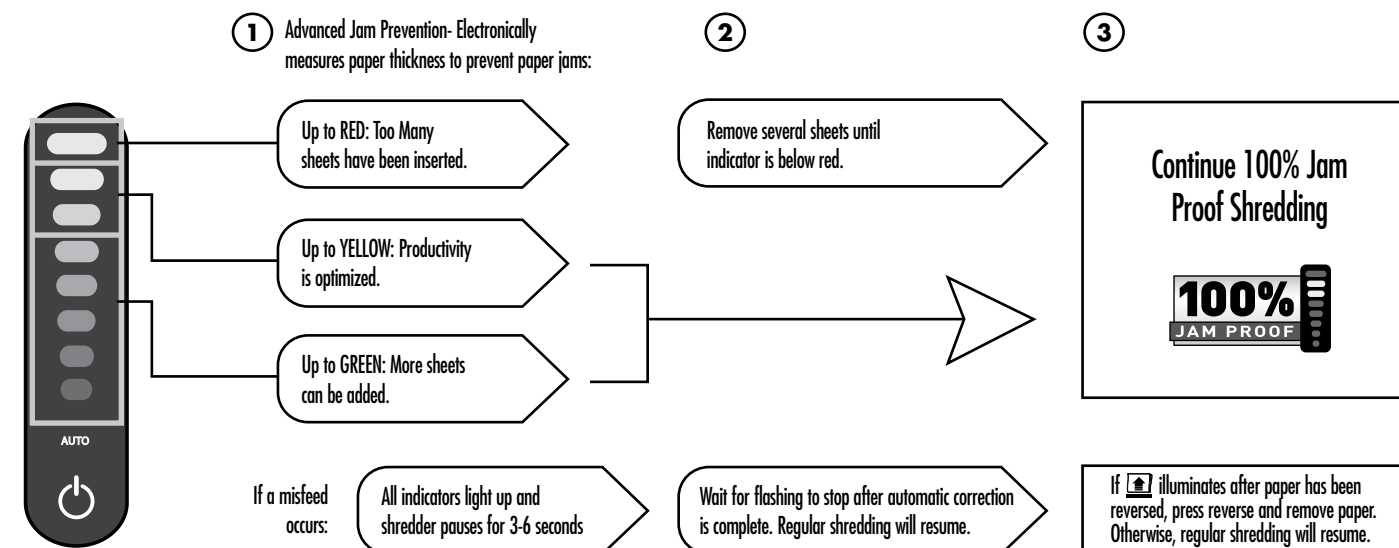


7 Do nothing and shredder will go automatically to sleep mode



### JAM PROOF SYSTEM OPERATION\*

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



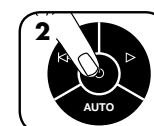
\*100% Jam Proof when used in accordance with user manual

### SLEEP MODE

#### WHEN IN SLEEP MODE



1 In sleep mode



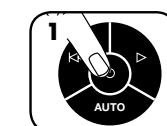
2 To get out of sleep mode touch control panel



3 or insert paper

### SAFESENSE® TECHNOLOGY OPERATION

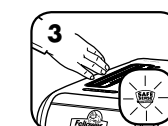
#### SET-UP AND TESTING



1 Turn the shredder ON (O) to activate SafeSense®



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



3 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. Machines not oiled may lose sheet capacity, become noisy, and ultimately, stop running.
- Though paper detection sensors are designed to be maintenance free, the sensors occasionally become blocked by paper dust, causing the motor to run even if there is no paper present. Both sensors are located in the center of the paper entry.
- Self Cleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 seconds.
- 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).
- 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 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.