



## 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



# SB-125i/SB-125Ci



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

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



### KEY

- |                            |   |                                  |
|----------------------------|---|----------------------------------|
| A. SafeSense® Technology   | H. Casters (2)  | K. Control Panel and LEDs        |
| B. Paper entry             | I. Disconnect power switch  | 1. Reverse                       |
| C. CD entry                | J. Shipping bolts (wing nuts)<br>To be removed prior to operation | 2. ON/OFF                        |
| D. Door                    |   | 3. Forward                       |
| E. Basket (paper)          |   | 4. Bin full                      |
| F. Basket (CD)             |   | 5. Door open                     |
| G. See safety instructions |   | 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, e 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 x 11 inches, 20lb., (75g) paper at 120V, 60 Hz, C-125i 6Amps, C-125Ci 8Amps; 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



### Jam Proof System

Eliminates frustrating jams by preventing overloads and powering through misfed paper



### Patented SafeSense® Technology

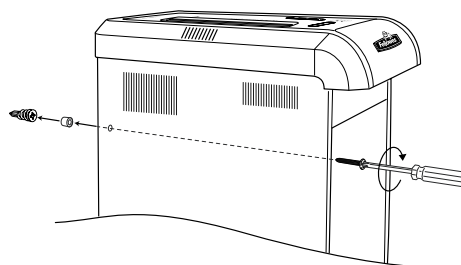
Stops shredder immediately when hands are too close to the paper entry



### Sleep Mode

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

## 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.

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



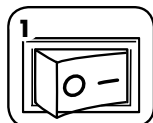
- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (◀◀) to back out object.
- Never use aerosol 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.**

## 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.



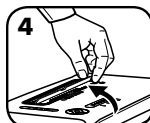
Plug in and put disconnect power switch in ON (I) position



Press (I) ON to activate



Feed paper/card straight into paper entry and release



To shred CDs rotate CD flap into place



Hold CD at edge, feed into CD entry and release



When finished shredding set to OFF (O)



or  
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.

① Advanced Jam Prevention- Electronically measures paper thickness to prevent paper jams:



Up to RED: Too many sheets have been inserted.

Up to YELLOW: Productivity is optimized.

Up to GREEN: More sheets can be added.

②

Remove several sheets until indicator is below red.

③

Continue 100% Jam Proof Shredding



If a misfeed occurs: All indicators light up and shredder pauses for 3-6 seconds

Wait for flashing to stop after automatic correction is complete. Regular shredding will resume.

If illuminates after paper has been reversed, press reverse and remove paper. Otherwise, regular shredding will resume.

\*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



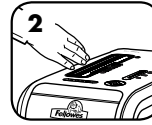
insert paper

## SAFESENSE® TECHNOLOGY OPERATION

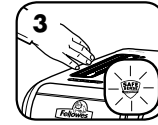
SET-UP AND TESTING



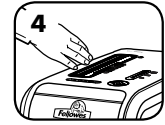
Turn the shredder ON (⏻) to activate SafeSense®



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

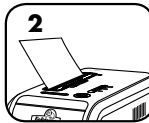
### OILING SHREDDER

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.

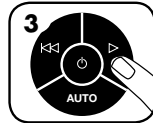
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



\*Apply oil across entry



Shred one sheet

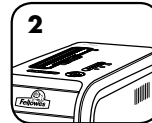


Press and hold forward (▶) 2-3 seconds

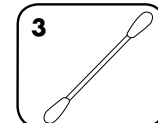
TO CLEAN THE SENSORS



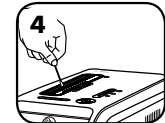
Turn off and unplug shredder



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 (SB-125Ci).
- 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.