

**Fellowes**

# POWERSHRED® 325Ci/325i

THE WORLD'S **TOUGHEST** SHREDDERS™



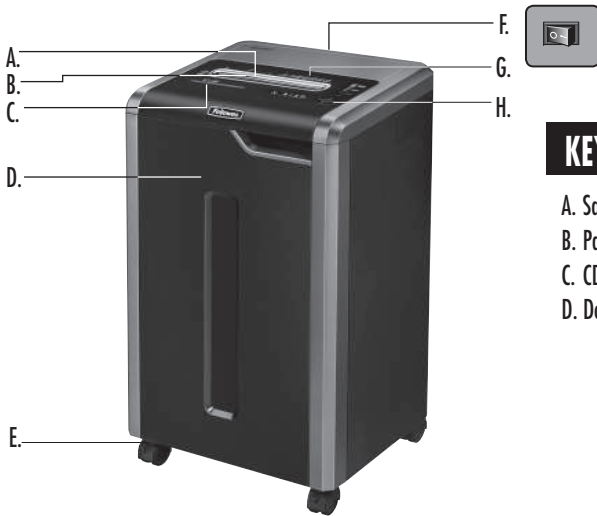
Please read these instructions before use.  
Do not discard: keep for future reference.

Veuillez lire ces instructions avant d'utiliser l'appareil.  
Ne pas jeter : conserver afin de consulter les directives ultérieurement, en cas de besoin.

Lea estas instrucciones antes del uso.  
No las deseche: consérvelas como referencia futura.

**Fellowes**

Quality Office Products Since 1917



**KEY**

- |                          |                            |                                     |
|--------------------------|----------------------------|-------------------------------------|
| A. SafeSense® Technology | E. Casters                 | H. Control Panel and LEDs           |
| B. Paper entry           | F. Disconnect power switch | ◀◀ 1. Reverse                       |
| C. CD entry              | ○ 1. OFF                   | ⏻ 2. ON/OFF                         |
| D. Door                  | I 2. ON                    | ▶ 3. Forward                        |
|                          | G. See safety instructions | 🗑️ 4. Bin full                      |
|                          |                            | 🚪 5. Door open                      |
|                          |                            | 🏠 6. Remove paper                   |
|                          |                            | ⚠️ 7. SafeSense® indicator (yellow) |
|                          |                            | ⏸️ 8. Auto button                   |
|                          |                            | 🔄 9. Straight feed                  |

**CAPABILITIES**

**Will shred:** Paper, credit cards, CD/DVD, staples, small paper clips and junk mail

**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 (325Ci)..... 5/32 in. x 1-1/2 in. (4mm x 38mm)  
Strip Cut (325i)..... 7/32 in. (5.8mm)

**Maximum:**

Sheets per pass (Cross-Cut) ..... 22\*  
Sheets per pass (Strip-Cut) ..... 24\*  
CDs/Cards per pass ..... 1\*  
Paper entry width ..... 9 1/2 in. (240mm)

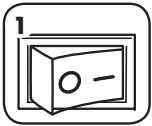
\* 8.5"x11", 20lb., (75g) paper at 120V, 60 Hz, 8Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 8,000 sheets; 300 cards; 30 CDs.

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!**

- 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 (◀◀) 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 (F) 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.

## BASIC SHREDDING OPERATION



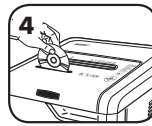
1 Plug in and put disconnect power switch in ON (I) position



2 Press (C) ON to activate



3 Feed paper/card straight into paper entry and release



4 Hold CD/card at edge, and feed into center of entry and release



5 When finished shredding set to OFF (O)



6 Do nothing and shredder will go automatically to sleep mode after 2 minutes of inactivity

## 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

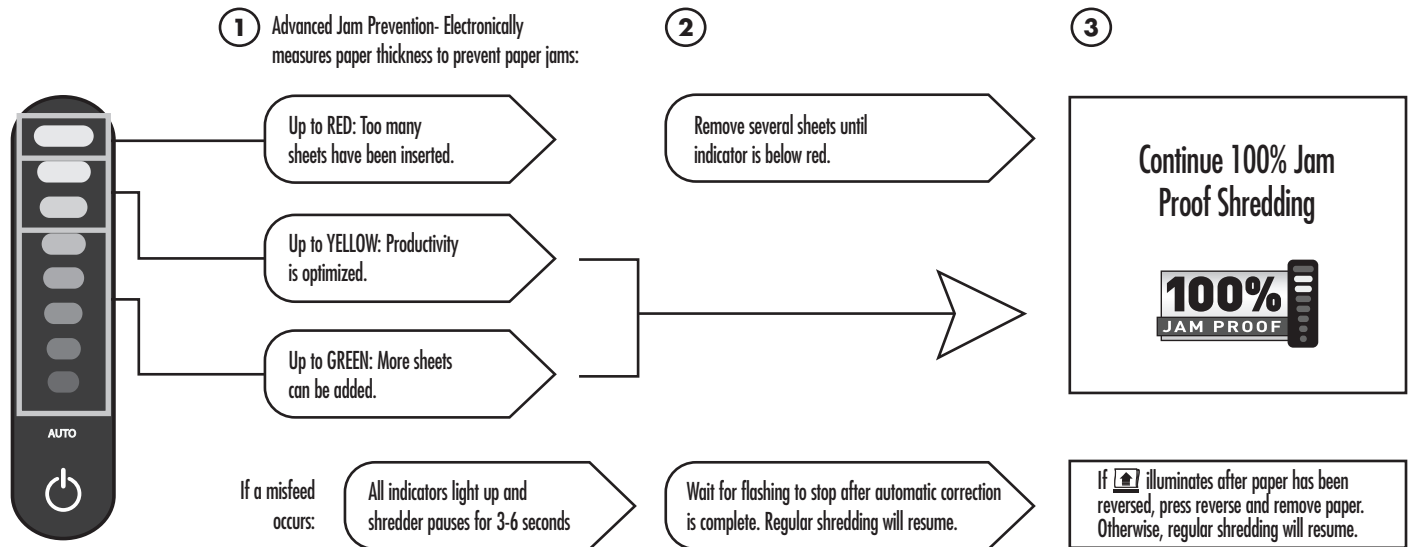


**Energy Savings System**  
Optimal energy efficiency 100% of the time – in use and out of use.



### 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



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



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



3 SafeSense® is active and working properly



4 If hand is held on SafeSense® area more than 3 seconds shredder will shut off

For more information about all of Fellowes Advanced Product Features go to [www.fellowes.com](http://www.fellowes.com)



### ENERGY SAVINGS SYSTEM

Optimal energy efficiency 100% of the time – in use and out of use.

- Saves energy in four ways: energy-efficient electronics, jam prevention, standby mode and sleep mode.
- Sleep Mode shuts down shredder after 2 minutes of inactivity.

#### WHEN IN SLEEP MODE



1 In sleep mode



2 To get out of sleep mode touch control panel



3 insert paper

## PRODUCT MAINTENANCE

### CLEANING AUTO-START INFRARED SENSORS

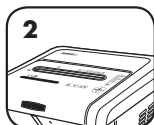
Paper detection sensors are designed for maintenance free operation. However, on rare occasions, the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

(Note: two paper detection sensors are located in the center of the paper entry).

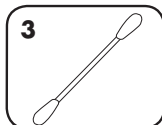
#### TO CLEAN THE SENSORS



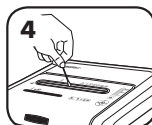
Turn off and unplug shredder



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



**Bin Full Indicator:** When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 36056.



**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.



**Remove Paper Indicator:** When illuminated, press reverse (◀◀) and remove paper. Reduce paper quantity to an acceptable amount and refeed into paper entry.



**Door Open Indicator:** The shredder will not run if the cabinet door is open. When illuminated, close the door to resume shredding.



**Straight Feed Indicator:** When illuminated, remove paper and feed straight into paper entry.

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

## 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 2 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, 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.