



# P-12C



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

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



**KEY**

- |                            |                            |  |
|----------------------------|----------------------------|--|
| A. Shredder head           | F. Disconnect power switch | H. Control switch and LEDs             |
| B. Paper/credit card entry | G. See safety instructions | I 1. Auto-On                           |
| C. Pull-out bin            |                            | O 2. OFF                               |
| D. Window                  |                            | R 3. Reverse                           |
| E. Safety lock             |                            | ⊙ 4. Standby (green)                   |
|                            |                            | SAFE 5. SafeSense® Technology (yellow) |
|                            |                            | 🔥 6. Overheat (red)                    |

Breakthrough Safety Technology! SafeSense® stops shredding when hands are too close to the opening.

**CAPABILITIES**

**Will shred:** Paper, small paper clips, credit cards and staples

**Will not shred:** Continuous forms, CD/DVDs, adhesive labels, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

**Paper shred size:**

Cross-Cut..... 5/32 in. x 2 in. (3.9mm x 50mm)

**Maximum:**

Sheets per pass .....12\*  
Cards per pass.....1\*  
Paper width..... 9 in. (229mm)

\*8.5 in. x11 in., 20lb., (75g) paper at 120V/60 Hz, 5.0Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 10-20 paper passes; 10 credit cards. 12 sheets per pass.

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.

**⚠ 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 (R) 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.
- 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

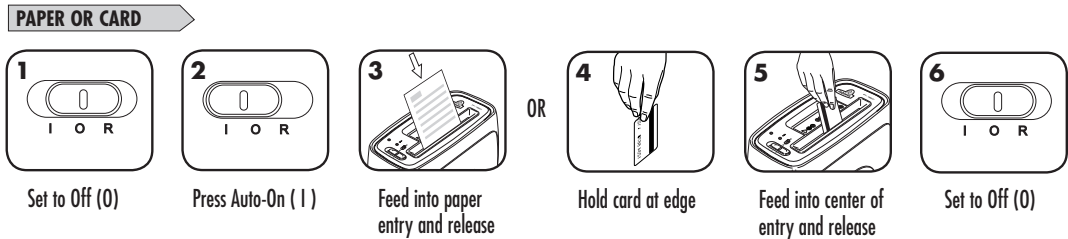
Shredder comes fully assembled. Remove basket packaging material and plug-in. Disconnect Power Switch must be in ON ( I ) position to operate shredder.



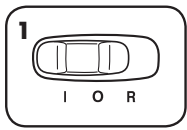
### Continuous operation:

4-5 minutes maximum

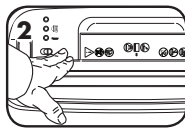
**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 4-5-minutes will trigger 20-minute cool down period.



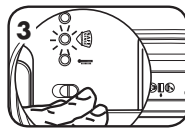
## TO TEST SAFESENSE® TECHNOLOGY



Press Auto-On ( I )



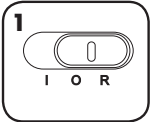
Touch test area and look for the SafeSense® indicator to illuminate



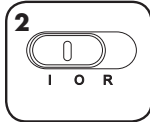
Sensor lights up

## TROUBLESHOOTING

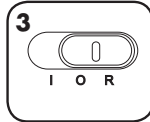
**Paper jam:** Set to Off (0), remove shredder head and empty bin. Replace shredder head, and follow any or all of the below procedures.



Set to Reverse ( R )



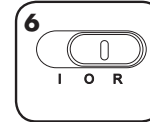
Alternate slowly back and forth



Set to Off ( 0 )  
and unplug



Pull uncut paper from  
paper entry



Set to Reverse ( R )

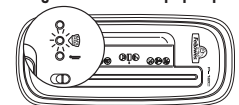
**ATTENTION:** If the SafeSense® light remains on, you must engage the **Override Switch** in order to perform steps above. Once the jam is cleared, reset the SafeSense® feature. (See SafeSense® instructions below.)

### Shredder doesn't start:

- Yellow - SafeSense® active
  - Yellow flashing - SafeSense® not active
- Make sure control switch is in Auto-On ( I ) position
- Wait 20 minutes for red light to turn off

**SafeSense® paper jam:** If the SafeSense® feature activates (SafeSense® light remains on) to cause the user to think the shredder has jammed when it has not, use the **Override Switch** to deactivate the SafeSense® feature and clear the paper. **Warning** – when switch is in override position, the SafeSense® light will flash and the SafeSense® feature will NOT function. Once the paper is cleared, reset the SafeSense® feature.

Sensor light illuminated—paper jammed



SafeSense® override switch

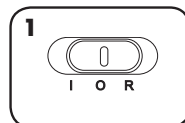


## BASIC PRODUCT MAINTENANCE

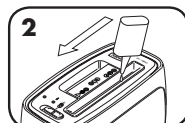
### OILING SHREDDER

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.

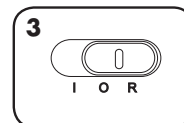
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off ( 0 )



\*Apply oil  
across entry



Set to Reverse ( R )  
2-3 seconds

**CAUTION** \*Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250



## Useful Phone Numbers

### Help Line

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

### Fellowes

Australia	+61-3-8336-9700
Benelux	+31-(0)-76-523-2090
Canada	+1-905-475-6320
Deutschland	+49-(0)-5131-49770
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Polska	+48 (22) 481-96-12
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600

## LIMITED PRODUCT WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 1 year from the date of purchase by the original consumer. 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.

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