

## Help Line

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## Fellowes

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**PS-120c**

Please read these instructions before use.

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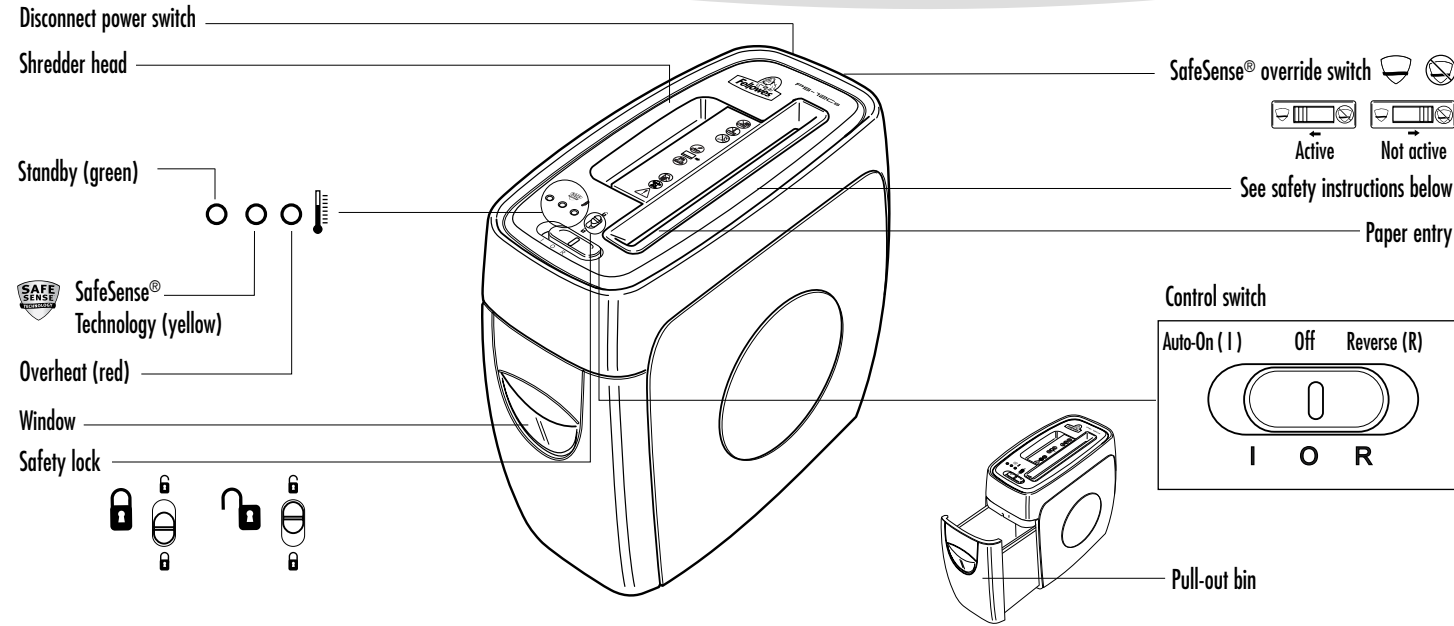
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# ENGLISH

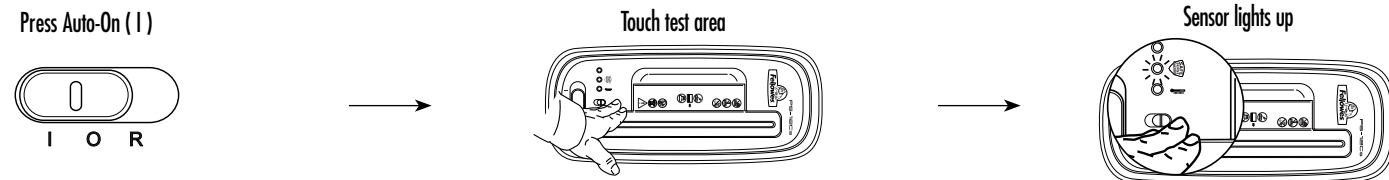
## Model PS-12Cs



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

### To Test SafeSense® Technology

Shredder comes fully assembled. Remove basket packing material and plug in. Disconnect power switch must be in ON (I) position to operate shredder.



## CAPABILITIES

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

**Will not shred:** Continuous forms, adhesive labels, transparencies, newspaper, cardboard, large paper clips, laminates or plastic other than noted above

**Paper shred size:**

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

**Maximum:**

Sheets per pass (Cross-Cut).....12\*  
 Cards per pass ..... 1  
 Paper width ..... 9 inches/229mm  
 Continuous operation ..... 4-5 minutes

\*20 lb., 8.5 inches x 11 inches paper at 120v, 60 Hz, 5.0Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

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.

## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

### WARNING

- Keep away from children and pets. Keep hands away from paper entry. Always 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.

### CAUTION

- Avoid touching exposed blades under Cross-Cut shredder head.

- Never use aerosol, petroleum based or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not open shredder head. Do not place near or over heat or water source.
- 12 sheets per pass to avoid jams.

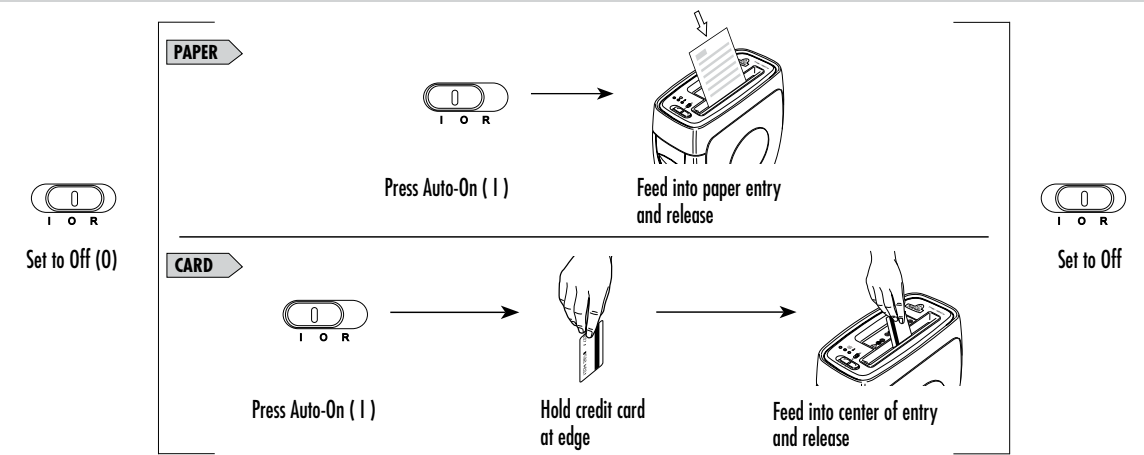
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

## OPERATION



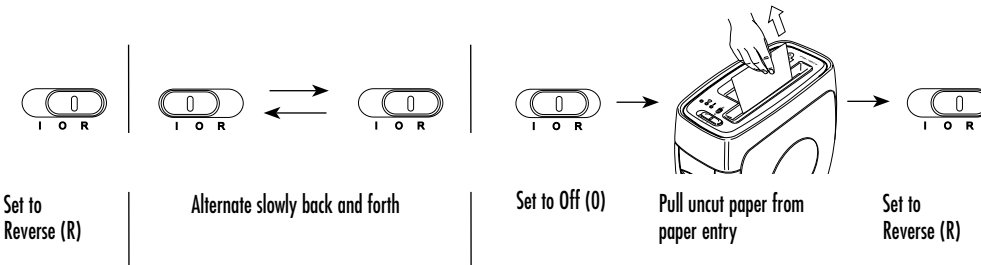
**Continuous operation:**  
4-5 minutes maximum

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



## TROUBLESHOOTING

**Paper jam:** Set to Off and empty basket. Replace basket and follow any or all of the below procedures.



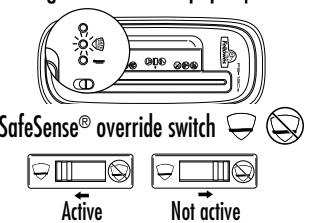
**Shredder doesn't start:**

- 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

**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.)

**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.

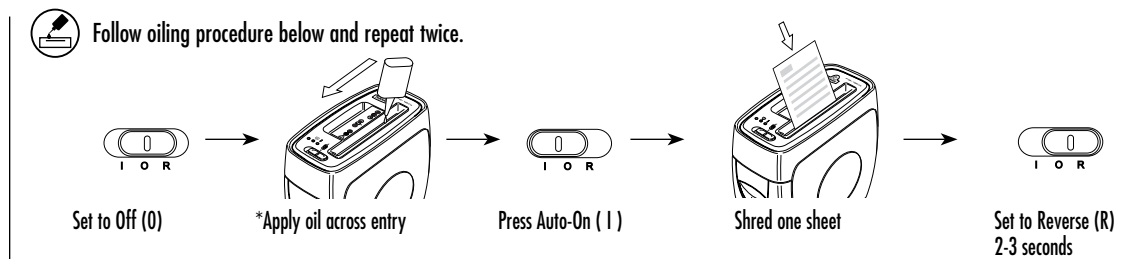
Sensor light illuminated—paper jammed



## MAINTENANCE

Run regularly in reverse for one minute

Oil when bin is full, or immediately, if:  
 • Capacity decreases  
 • Motor sounds different, or shredder stops running



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

## 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

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