

Fellowes 225Ci

Fellowes Powershred 225Ci Crosscut Paper Shredder Instruction Manual

Model: 225Ci (3825001)



1. IMPORTANT SAFETY INSTRUCTIONS

Please read these safety instructions carefully before using the shredder. Failure to follow these instructions may result in injury or damage to the product.

- Keep hands, jewelry, loose clothing, hair, and pets away from the paper entry slot.
- Do not insert more than the maximum sheet capacity into the shredder.
- Do not shred metal objects, wet paper, or adhesive materials.
- Always unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not operate the shredder if the power cord is damaged.
- Keep out of reach of children.
- The shredder is equipped with SafeSense Technology, which stops shredding when hands touch the paper opening. However, exercise caution at all times.

2. PACKAGE CONTENTS

Verify that all items are present in the package:

- Fellowes Powershred 225Ci Shredder Unit
- Instruction Manual
- Sample Shredder Oil
- Five Waste Bags
- Casters (wheels)

3. SETUP

Follow these steps to set up your shredder:

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging.
2. **Install Casters:** If not pre-installed, insert the casters into the designated slots at the bottom of the shredder until they click into place.
3. **Position the Shredder:** Place the shredder on a flat, stable surface near a power outlet. Ensure adequate ventilation around the unit.
4. **Connect Power:** Plug the power cord into a grounded electrical outlet.
5. **Prepare Waste Bin:** Pull out the 16-gallon waste bin and line it with one of the provided waste bags. Ensure the bag is properly seated. Close the bin securely.





Figure 3.1: Angled view of the Fellowes Powershred 225Ci shredder, showing its compact design and casters for mobility.

4. OPERATING INSTRUCTIONS

4.1 Powering On/Off

- To turn on the shredder, locate the power switch (usually on the back or side) and set it to the 'ON' position.
- The control panel on top of the shredder will illuminate, indicating it is ready for operation.
- To turn off, set the power switch to the 'OFF' position.

4.2 Shredding Documents

The Powershred 225Ci can shred up to 22 sheets of paper per pass, as well as staples, credit cards, paper clips, CDs/DVDs, and junk mail.

1. Ensure the shredder is powered on and in 'Auto' mode (if applicable).
2. Insert paper or other shreddable items into the paper entry slot. The shredder will automatically start.
3. For CDs/DVDs, use the dedicated media entry slot (if present).
4. The shredder features a continuous duty motor for non-stop shredding during extended use.



Figure 4.1: A hand inserting a stack of paper into the shredder's paper entry slot.

4.3 SafeSense Technology

This shredder is equipped with patented SafeSense Technology. This feature automatically stops the shredding process when hands or paws touch the paper opening, enhancing user safety.



Figure 4.2: An illustration of the SafeSense Technology, showing a hand near the shredder opening, which triggers the safety stop.

4.4 Jam Prevention

The 225Ci features 100% Jam-Proof technology. If too much paper is inserted, the shredder will automatically detect the overload, reverse the paper, and then attempt to shred it again. This helps prevent frustrating paper jams.

4.5 Waste Bin Full Indicator

The shredder is equipped with an LED bin-full indicator. When the waste bin is full, this indicator will illuminate, signaling that the bin needs to be emptied to continue shredding.

5. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder.

5.1 Oiling the Cutters

It is recommended to oil the shredder cutters regularly, especially after emptying the waste bin or after approximately 30 minutes of cumulative shredding. Use only Fellowes brand shredder oil or a vegetable-based oil. Do not use aerosol lubricants.

1. Apply a thin line of oil across the paper entry slot.
2. Run the shredder in reverse for 5-10 seconds to distribute the oil.

5.2 Emptying the Waste Bin

When the LED bin-full indicator illuminates, or when the bin appears full, empty the waste bin:

1. Turn off and unplug the shredder.
2. Pull out the waste bin.
3. Dispose of the shredded material.
4. Reinsert the waste bin securely.
5. Plug in and turn on the shredder.

5.3 Cleaning

Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.

6. TROUBLESHOOTING

Refer to the table below for common issues and their solutions.

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; power switch off; waste bin not fully closed.	Ensure power cord is securely plugged in. Turn power switch to 'ON'. Push waste bin in completely.
Paper jam.	Too much paper inserted; foreign object.	The 100% Jam-Proof system should automatically reverse and clear. If not, unplug, remove excess paper, and try again. Do not force.
Shredder stops during operation.	Overheating; waste bin full; SafeSense activated.	Allow shredder to cool down. Empty waste bin. Remove hands from paper entry.
Shredder is noisy.	Cutters need oiling.	Oil the shredder cutters as per maintenance instructions.

7. SPECIFICATIONS

Detailed specifications for the Fellowes Powershred 225Ci:

Feature	Detail
Shred Type	Cross-Cut
Shred Size	5/32" x 1-1/2" (4x38mm)
Sheet Capacity	22 sheets (70gsm paper)
Waste Bin Capacity	16 Gallons (60 Liters)
Shreds Materials	Paper, Staples, Paper Clips, Credit Cards, CDs/DVDs, Junk Mail
Security Level	P-4
Safety Features	SafeSense Technology
Jam Prevention	100% Jam-Proof System
Motor Type	Continuous Duty
Dimensions (H x W x D)	30.75" x 17.75" x [Depth not specified in image, using 17.75" as a placeholder for depth based on typical shredder proportions]
Weight	93 lbs (42.18 kg)
Energy Saving	Energy Savings System

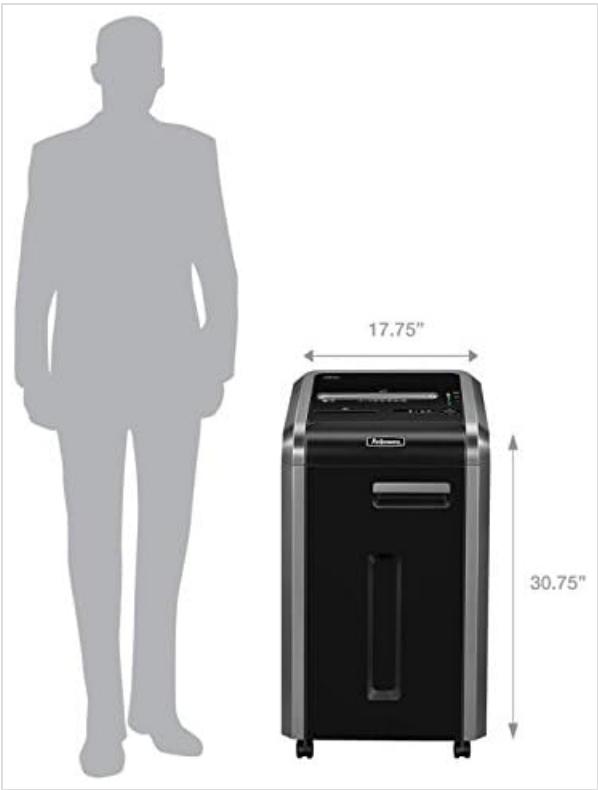


Figure 7.1: Diagram illustrating the approximate dimensions of the Fellowes Powershred 225Ci shredder.

8. WARRANTY AND SUPPORT



The Fellowes Powershred 225Ci is backed by a comprehensive warranty:

- **Product and Service Warranty:** 2 years from the date of purchase.
- **Cutter Warranty:** Lifetime warranty on the shredder cutters.

For technical assistance, warranty claims, or to purchase accessories, please contact Fellowes customer support. Refer to the contact information provided in your product registration or on the official Fellowes website.



Related Documents - 225Ci

	<p>Fellowes POWERSHRED 225Ci/225i Shredder User Manual and Safety Guide</p> <p>Comprehensive guide for the Fellowes POWERSHRED 225Ci/225i shredder, covering capabilities, safety instructions, operation, maintenance, troubleshooting, and warranty information.</p>
	<p>Fellowes Powershred 225Ci/225i Paper Shredder User Manual</p> <p>Official user manual for the Fellowes Powershred 225Ci and 225i paper shredders. Learn about SafeSense technology, Jam Proof system, energy saving features, operation, maintenance, and troubleshooting.</p>



[Fellowes POWERSHRED 62MC Micro-Cut Paper Shredder Manual & Instructions](#)

Official manual for the Fellowes POWERSHRED 62MC micro-cut paper shredder. Includes setup, operation, safety, troubleshooting, maintenance, and warranty information.



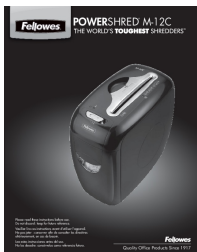
[Fellowes POWERSHRED PS-62C Shredder: Operation, Safety, and Maintenance Guide](#)

A comprehensive guide for the Fellowes POWERSHRED PS-62C shredder, detailing operation, capabilities, important safety instructions, troubleshooting steps, maintenance procedures, and warranty information.



[Fellowes Powershred 7C Cross-Cut Shredder: Manual and Safety Guide](#)

Comprehensive guide for the Fellowes Powershred 7C cross-cut shredder, covering setup, operation, safety instructions, maintenance, troubleshooting, and warranty information. Learn how to safely and effectively shred documents and credit cards.



[Fellowes POWERSHRED M-12C Cross-Cut Paper Shredder - User Manual and Safety Guide](#)

Comprehensive guide for the Fellowes POWERSHRED M-12C paper shredder, covering capabilities, safe operation, maintenance, troubleshooting, and safety instructions. Learn how to use the SafeSense technology for enhanced safety.