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› [Fellowes Powershred PS-12Cs, 12 Sheet Cross-Cut SafeSense Shredder \(3271301\) User Manual](#)

## Fellowes 3271301

# Fellowes Powershred PS-12Cs Instruction Manual

Model: 3271301

## INTRODUCTION

Thank you for choosing the Fellowes Powershred PS-12Cs Cross-Cut Shredder. This manual provides essential information for the safe and efficient operation, setup, and maintenance of your new shredder. Designed for personal and home office use, this shredder offers reliable document security with its cross-cut shredding capabilities and advanced safety features.

## IMPORTANT SAFETY INFORMATION

Please read all instructions before use. Keep this manual for future reference.

- **SafeSense Technology:** This shredder is equipped with patented SafeSense Technology, which automatically stops shredding when hands or fingers touch the paper opening. This feature enhances user safety, especially in environments with children or pets.
- Keep loose clothing, hair, and jewelry away from the paper entry.
- Do not place hands or fingers into the paper entry.
- Keep children and pets away from the shredder.
- Unplug the shredder when not in use or before cleaning/maintenance.
- Do not use aerosol products near the shredder.

## SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Ensure all components are present and

undamaged.

2. **Placement:** Place the shredder on a flat, stable surface. Its slim profile design allows for easy placement next to or under your desk.
3. **Power Connection:** Plug the power cord into a standard electrical outlet.



Image: The Fellowes Powershred PS-12Cs shredder, showcasing its compact design and paper entry slot.

## OPERATING INSTRUCTIONS

### Shredding Paper

The PS-12Cs can shred up to 12 sheets of paper per pass into 0.16" x 2" cross-cut particles (Security Level P-3).

1. Ensure the shredder is plugged in and the power switch is in the 'ON' position.
2. Insert paper directly into the paper entry slot. The shredder will automatically start and stop.
3. Avoid exceeding the maximum sheet capacity to prevent jams.
4. The shredder can run for up to 4-5 minutes before a cool-down period is needed.

### Shredding Credit Cards, Staples, and Small Paper Clips

This shredder is designed to handle more than just paper.

- Insert credit cards one at a time into the designated slot (if available, otherwise use the main paper entry).
- Staples and small paper clips can be shredded along with paper, eliminating the need for removal.



Image: A top-down view of the Fellowes Powershred PS-12Cs, highlighting the paper entry and control panel.

Video: A product demonstration video showcasing the features and operation of the Fellowes Powershred PS-12Cs shredder.

## MAINTENANCE

### Emptying the Wastebasket

The shredder features a convenient 4-gallon pull-out wastebasket for easy disposal of shredded materials.

1. When the wastebasket is full, the shredder will stop operating.
2. Pull the wastebasket out from the front of the unit.
3. Empty the shredded contents into a recycling bin or trash.
4. Slide the wastebasket back into the unit until it clicks securely into place. Ensure it is fully closed for the shredder to operate.

### Oiling the Shredder

Regular oiling is recommended for optimal performance and longevity of your cross-cut shredder. Use Fellowes shredder oil or a vegetable-based oil in a squeeze bottle.

- Apply a thin line of oil across the paper entry slot.
- Run the shredder in reverse for 10 seconds to distribute the oil.
- Repeat this process after every 30 minutes of continuous shredding or when emptying the wastebasket.

## TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not operate.	Not plugged in; wastebasket not fully inserted; overheating; SafeSense activated.	Check power connection; ensure wastebasket is secure; allow 20-30 minutes for cool-down; remove hands from paper entry.
Paper jam.	Overfeeding; crumpled paper.	Switch to reverse mode to clear the jam. If persistent, unplug and carefully remove paper.
Shredder is noisy.	Needs oiling; wastebasket full.	Oil the shredder blades; empty the wastebasket.

## SPECIFICATIONS

- **Model:** PS-12Cs (3271301)
- **Shred Type:** Cross-Cut
- **Sheet Capacity:** 12 sheets per pass
- **Particle Size:** 5/32" x 2" (Security Level P-3)
- **Throat Width:** 9 inches
- **Wastebasket Capacity:** 4 gallons (pull-out bin)
- **Continuous Run Time:** 4-5 minutes
- **Safety Features:** SafeSense Technology
- **Shreds:** Paper, staples, small paper clips, credit cards
- **Dimensions (H x W x D):** 17 x 8.75 x 16 inches
- **Item Weight:** 19.28 pounds
- **Color:** Black

## WARRANTY AND SUPPORT

Specific warranty details for the Fellowes Powershred PS-12Cs are not included in this manual. For comprehensive warranty information, product registration, or technical support, please refer to the official Fellowes website or contact their customer service directly. Keep your purchase receipt as proof of purchase for warranty claims.

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