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› [Fellowes Powershred 79Ci Medium-Duty Cross-Cut Shredder Instruction Manual](#)

Fellowes 79Ci

Fellowes Powershred 79Ci Medium-Duty Cross-Cut Shredder

Model: 79Ci

1. INTRODUCTION

The Fellowes Powershred 79Ci is a medium-duty cross-cut shredder designed for efficient and secure document destruction. It incorporates advanced features to enhance user experience and safety.



Image: Fellowes Powershred 79Ci shredder, showing its compact design and front-loading paper slot.

Key Features:

- **SafeSense Technology:** Automatically stops shredding when hands touch the paper entry.
- **100% Jam Proof System:** Prevents jams by automatically detecting and correcting overloads.
- **Electronic Auto-Start and Reverse:** Simplifies operation and clears misfed paper.

- **Large Capacity Pullout Bin:** Facilitates easy waste disposal.
- **Fast Shred Speed:** Enhances efficiency.
- **Quiet Operation:** Strong motor designed for reduced noise levels.

2. IMPORTANT SAFETY INFORMATION

Read all instructions before using the shredder. Keep this manual for future reference.

- Keep children and pets away from the shredder.
- Keep hands, jewelry, loose clothing, and hair away from the paper entry.
- Do not use aerosol products, petroleum-based lubricants, or flammable products on or near the shredder.
- Unplug the shredder when not in use or before cleaning.
- Do not shred metal objects, large paper clips, or continuous forms.
- Ensure the shredder is placed on a stable, level surface.
- The SafeSense Technology is designed to prevent accidents by stopping the shredder when hands are too close to the paper entry.

3. SETUP

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging. Retain packaging for storage or transport.
2. **Position the Shredder:** Place the shredder on a flat, stable surface near a power outlet. Ensure adequate ventilation around the unit.
3. **Install the Waste Bin:** Slide the pullout waste bin into the shredder cabinet until it is securely in place. The shredder will not operate if the bin is not correctly installed.
4. **Connect Power:** Plug the power cord into a grounded electrical outlet.
5. **Power On:** Locate the main power switch, typically on the back or side of the unit, and switch it to the 'ON' position.

4. OPERATING INSTRUCTIONS

4.1 Powering On/Off

- **To Turn On:** After connecting power and switching the main power switch to 'ON', press the 'AUTO' button on the control panel. The shredder will enter standby mode, indicated by a blue light.
- **To Turn Off:** Press the 'OFF' button on the control panel. For complete power disconnection, switch the main power switch to 'OFF' and unplug the unit.

4.2 Shredding Paper

The 79Ci can shred up to 16 sheets of 20lb bond paper per pass. Always ensure the paper is fed straight into the entry slot.

1. Ensure the shredder is in 'AUTO' mode.
2. Insert paper directly into the paper entry slot. The shredder will automatically start and stop.
3. The 100% Jam Proof System will automatically detect and correct overloads. If too much paper is inserted, the shredder will reverse to clear the jam.

4.3 Shredding CDs, DVDs, and Credit Cards

The shredder features a dedicated slot for shredding CDs, DVDs, and credit cards.

1. Locate the dedicated media entry slot, usually smaller than the paper entry.
2. Insert one CD, DVD, or credit card at a time into the slot. The shredder will automatically process the item.

4.4 Understanding Indicators

The control panel features various indicators to provide operational status:

- **Sheet Capacity Indicator:** A series of lights (often green to red) indicates the current load on the shredder. Green signifies optimal load, while red indicates an overload or potential jam.
- **SafeSense Indicator:** Illuminates when SafeSense Technology is active, indicating that hands are too close to the paper entry.
- **Bin Full Indicator:** Lights up when the waste bin needs to be emptied.
- **Overheat Indicator:** Illuminates if the shredder has been used continuously for too long and needs to cool down.

5. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your shredder.

1. **Emptying the Waste Bin:** When the 'Bin Full' indicator lights up, pull out the waste bin and dispose of the shredded material. Reinsert the bin securely.
2. **Oiling the Shredder:** To maintain cutting performance, oil the shredder regularly, especially after emptying the waste bin 2-3 times or if performance decreases. Use a vegetable-based oil in a continuous stream across the paper entry, then run a few sheets of paper through.
3. **Cleaning the Shredder:** Unplug the shredder before cleaning. Use a soft cloth to wipe down the exterior. Do not use abrasive cleaners or solvents. Keep the paper entry clear of dust and debris.

6. TROUBLESHOOTING

Refer to this section for solutions to common issues.

Problem	Possible Cause	Solution
Shredder does not start.	No power, waste bin not fully inserted, main power switch off.	Check power connection, ensure bin is secure, turn main power switch ON.
Paper jam.	Too much paper inserted, paper not fed straight.	The 100% Jam Proof System should auto-correct. If not, press the reverse button to clear. Reduce sheet count for next pass.
Shredder stops during operation.	Overheating, waste bin full, SafeSense activated.	Allow shredder to cool down (Overheat indicator will turn off). Empty waste bin. Remove hands from paper entry.
Shredder is noisy.	Blades require oiling.	Oil the shredder blades as per maintenance instructions.

7. SPECIFICATIONS

Feature	Detail
Model	79Ci
Shredder Type	Cross-Cut
Sheet Capacity	16 sheets (20lb bond paper)
Run Time	10-12 minutes
Shreds	Paper, CDs, Credit Cards, Staples, Small Paper Clips
Product Dimensions	12.19 x 17.75 x 21.5 inches
Item Weight	33.6 pounds
Manufacturer	Fellowes
Special Features	Automatic Start Stop, Jam Proof, Quiet, SafeSense Technology

8. WARRANTY AND SUPPORT

Fellowes products are designed for durability and performance. For specific warranty details, please refer to the warranty card included with your product or visit the official Fellowes website.

For technical support, troubleshooting assistance, or to inquire about replacement parts, please contact Fellowes Customer Service. Contact information can typically be found on the Fellowes website or on the product packaging.