

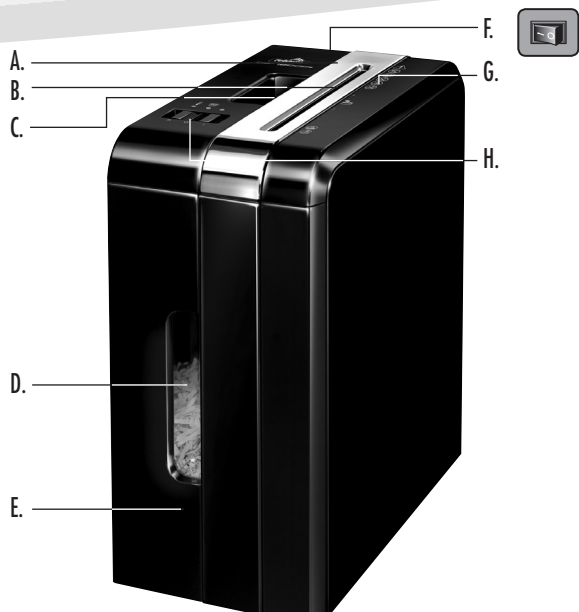


# DS-1200Cs



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

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



**KEY**

- |                          |                            |  |
|--------------------------|----------------------------|--|
| A. SafeSense® Technology | E. Pull-out Bin            | H. Control Switch and Indicator lights |
| B. Paper/Card entry      | F. Disconnect power switch | R 1. Reverse                           |
| C. Handle                | G. See safety instructions | O 2. OFF                               |
| D. Window                |                            | I 3. Auto-On (green)                   |
|                          |                            | ⏏ 4. Overheat (red)                    |
|                          |                            | 5. SafeSense® indicator (yellow)       |

**CAPABILITIES**

- Will shred:** Paper, credit cards, staples, paper clips and junk mail
- Will not shred:** Adhesive labels, CD/DVDs, continuous form paper, transparencies, newspaper, cardboard, laminates, file folders, X-rays or plastic other than noted above
- Paper shred size:**  
Cross-Cut ..... 5/32 in. x 2 in. (4mm x 50mm)
- Maximum:**  
Sheets per pass ..... 12\*

- Cards per pass..... 1\*
- Paper entry width..... 8-6/7 in. (225mm)
- \*8.5 in. x11 in., 20lb., (75g) paper at 120V/60 Hz, 6.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 10-25 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.

**ADVANCED PRODUCT FEATURES**



**Patented SafeSense® Technology**  
Stops shredder immediately when hands are too close to the paper entry

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

Modifications not approved by the party responsible for compliance could void user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception, which can be determined by turning the equipment off

and on, the user is encourage to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experience radio/TV technician for help.

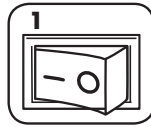
## BASIC SHREDDING OPERATION



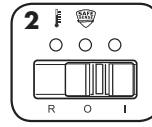
**Continuous operation:** 5 minutes maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 5 minutes will trigger 30-minute cool down period.

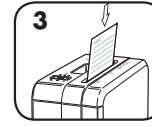
### PAPER/CARD



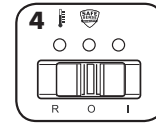
Plug in and put disconnect power switch in ON (I) position



Set to Auto On (I)



Feed paper/card straight into paper entry and release

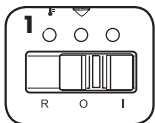


When finished shredding set to OFF (O)

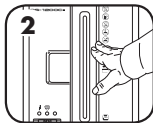
[www.fellowes.com](http://www.fellowes.com) features an extensive on-line support section with a number of self-service options

## SAFESENSE® TECHNOLOGY OPERATION

### SET-UP AND TESTING



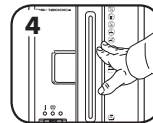
Set to Auto On (I)



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



SafeSense® is active and working properly



If hand is held on SafeSense® area more than 2 seconds shredder will shut off

### Indicator lights:



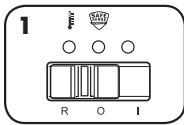
Wait 30 minutes for motor to cool down



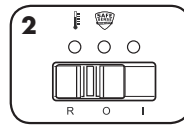
Yellow - SafeSense® active

## TROUBLESHOOTING

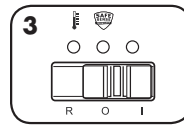
**Paper jam:** Set to Off (O) and empty bin. Replace bin and follow any or all of the below procedures.



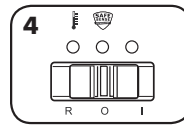
Set to Reverse (R) for 2-3 seconds



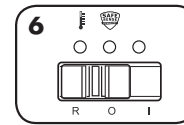
Alternate slowly back and forth



Set to Off (O) and unplug



Gently pull uncut paper from paper entry. Plug in.



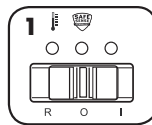
Set to Reverse (R)

## BASIC PRODUCT MAINTENANCE

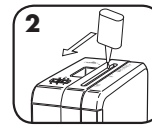
### OILING SHREDDER

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.

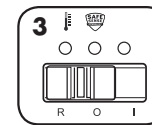
### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (O)



\*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 

Go to Support Section at [www.fellowes.com](http://www.fellowes.com) or see back page of manual for useful telephone numbers.

## 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.



## 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
Espana	+34-91-748-05-01
France	+33-(0)-1-78-64-91-00
Italia	+39-071-730041

Europe	00-800-1810-1810
Mexico	+1-800-234-1185
United States	+1-800-955-0959

Japan	+81-(0)-3-5496-2401
Korea	+82-(0)-2-3462-2884
Malaysia	+60-(0)-35122-1231
Polska	+48 (22) 481-96-12
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600

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