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### Help Line

Australia	+ 1-800-33-11-77
Canada	+ 1-800-665-4339
México	+ 1-800-234-1185
United States	+ 1-800-955-0959

### Fellowes

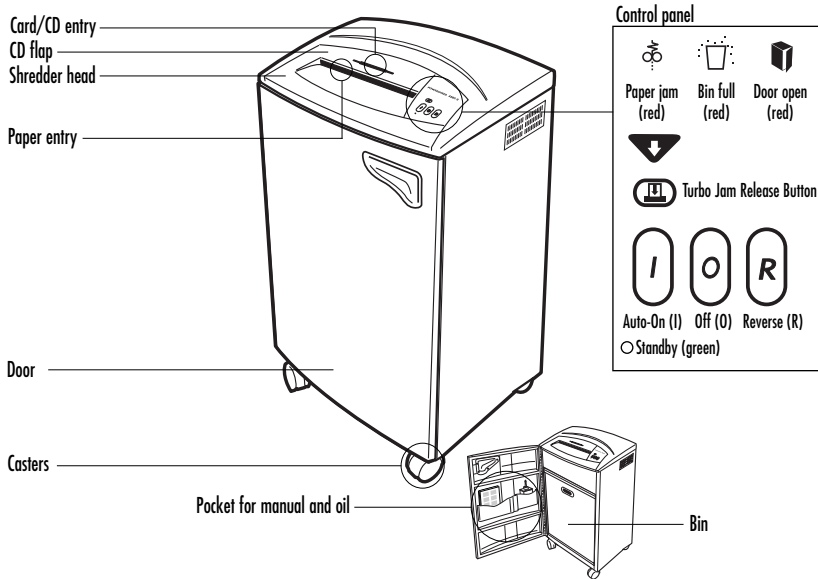
Australia	+ 61-3-8336-9700
Benelux	+ 31-(0)-76-523-2090
Canada	+ 1-905-475-6320
Deutschland	+ 49-(0)-5131-49770
France	+ 33-(0)-1-30-06-86-80
Italia	+ 39-(0)-71-730041
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Malaysia	+ 60-(0)-35122-1231
Polska	+ 48-(22)-771-47-40
Spain	+ 34-91-748-05-01
Singapore	+ 65-6221-3811
United Kingdom	+ 44-(0)-1302-836836
United States	+ 1-630-893-1600

**www.fellowes.com**



**C-320/C-320C**

Please read these instructions before use.



## CAPABILITIES

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

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

**Paper shred size:**

Strip-Cut.....7/32" (5.8mm)  
 Confetti-Cut.....5/32" x 1-1/8" (3.9 x 30mm)

**Maximum:**

Sheets per pass (Strip-Cut).....26-28\*  
 Sheets per day (Strip-Cut).....14,000  
 Sheets per pass (Confetti-Cut).....14-16\*  
 Sheets per day (Confetti-Cut).....7,000  
 Cards/CDs per pass.....1  
 Cards/CDs per day.....10  
 Paper width.....10" (254mm)

\*20lbs., 8.5"x11" paper at 120v, 60 Hz, 10 Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

### WARNING

- Keep away from children and pets. Always set to Off (O) 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.

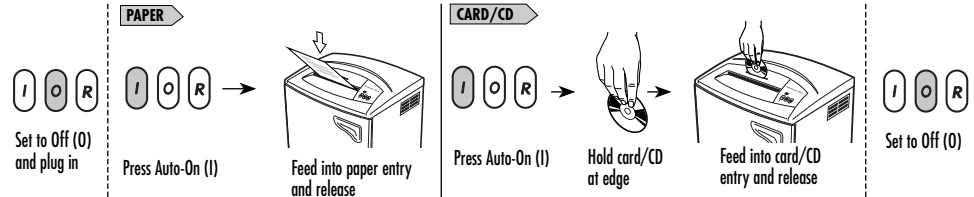
- Never use aerosol, petroleum-based or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not open shredder head. Do not place near or over heat or water source.

### CAUTION

- Avoid touching exposed blades under Confetti-Cut shredder head.
- Use only designated entry for cards/CDs. Keep finger away from CD hole.

## OPERATION

Shredder comes ready to use. Insert waste bag (Fellowes #36056) for easy disposal.



## TROUBLESHOOTING

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

**Strip Cut:**



Press and hold Turbo Jam Release Button



Press and hold Reverse (R) for 1 second



Open CD flap



Pull several sheets of uncut paper from entry



Press and hold Turbo Jam Release Button. Repeat procedure if still in jam mode.

**Confetti-Cut:**



Press and hold Turbo Jam Release Button



Press and hold Reverse (R) for 1 second



Remove all uncut paper from entry



Press and hold Turbo Jam Release Button

**Indicator lights:**

- [Light] [Door Closed Icon] Make sure door is tightly closed
- [Light] [Paper Jam Icon] Paper Jam
- [Light] [Bin Full Icon] Remove and empty bin

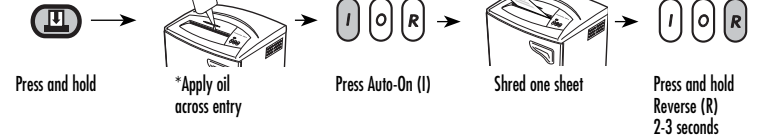
## MAINTENANCE

**Confetti-Cut and Strip-Cut:** Run regularly in reverse for one minute

Follow oiling procedure below and repeat twice.

**Confetti-Cut only:**

- Lubricate 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

## SUPPLIES

To purchase supplies, contact Fellowes at the appropriate location listed on the back page of this instruction manual, or visit us at [www.fellowes.com](http://www.fellowes.com).

## WARRANTY

**LIMITED WARRANTY** Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 20 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 2 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

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