



POWERSHRED® 3140S/3140C

THE WORLD'S **TOUGHEST** SHREDDERS™



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LIMITED PRODUCT WARRANTY

Limited Warranty: Fellowes, Inc. ("Fellowes") warrants the parts of the machine to be free of defects in material and workmanship and provides service and support for 1 year from the date of purchase by the original consumer. Fellowes warrants the cutting blades of the machine to be free from 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, failure to comply with product usage standards, shredder operation using an improper power supply (other than listed on the label), or unauthorized repair. Fellowes reserves the right

to charge the consumers for any additional costs incurred by Fellowes to provide parts or services outside of the country where the shredder is initially sold by an authorized reseller. 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.

Factory Service



Questions or Concerns?

www.fellowes.com

- ☑ Troubleshooting
- ☑ Registration
- ☑ Manuals

Customer Service & Support

- ☑ Troubleshooting
- ☑ Replacement parts
- ☑ General questions

Canada
Mexico
United States

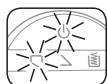
+1-800-665-4339
+001-800-514-9057
+1-800-955-0959



KEY

- | | |
|----------------------------------|---------------------------|
| A. Safety Flap | H. Control Panel and LEDs |
| B. Paper entry | ⏻ 1. ON/OFF |
| C. Disconnect switch (open door) | ↺ 2. Reverse |
| D. Door | 🗑️ 3. Bin full |
| E. Basket - paper (inside) | 🚪 4. Door open |
| F. Casters | 🔒 5. Safety Flap Open |
| G. See safety instructions | |

INDICATOR LIGHTS



Stops automatically when door is opened. Symbols flash alternately



Stops automatically when bin is full. Empty bag when bag full indicator lights up



Stops automatically if too much paper is inserted. Automatic reverse if paper jams



Stops automatically if safety flap is opened. Symbols flash alternately



Overload protection. Machine stops to cool down - approx. 10-15 minutes. Symbols flash alternately

CAPABILITIES

Will shred: Paper, credit cards, CD/DVDs, staples, paper clips and junkmail
Will not shred: Adhesive labels, transparencies, newspaper, cardboard, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:

Strip-Cut 1/4 in. (6mm)
Cross-Cut 3/16 in. x 1-1/2 in. (4mm x 40mm)

* In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 120V outlet.

Maximum:

Paper entry width 16"/406mm
*8.5"x11", 20lb., (75g) paper at 120V, 60 Hz, 11.6Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

⚠️ 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.
- Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.

- This shredder has a Disconnect Power Switch (C) that must be in the ON (I) position to operate shredder. In case of an emergency move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Do not put foreign objects in paper entry.
- Shredder must be plugged into a properly grounded wall outlet or socket of the voltage and amperage designated on the label. The grounded outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with this product.
- FIRE HAZARD — Do NOT shred greeting cards with sound chips or batteries.
- For indoor use only.

BASIC SET-UP

SHREDDER SET-UP



Ensure access to a dedicated 15Amp, 120V outlet

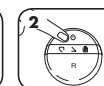


Make sure safety flap is securely in place

PAPER/CARD



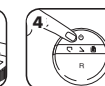
Plug in and make sure door is closed



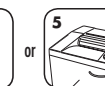
Press (⏻) ON to activate



Feed paper straight into paper entry and release



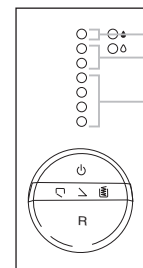
When finished shredding set to (⏻) OFF



Do nothing and shredder will go automatically to sleep mode after 1 hour

SHEET CAPACITY GAUGE

Eliminates frustrating jams by preventing overloads.



Electronically measures paper thickness to prevent paper jams:

Up to RED: Too many sheets have been inserted. Automatic reverse of paper.

Up to YELLOW: Maximum sheet capacity.

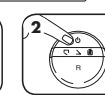
Up to GREEN: Normal sheet capacity during shredding process.

SLEEP MODE

WHEN IN SLEEP MODE



In sleep mode



To get out of sleep press ON (⏻)



or insert paper

TROUBLESHOOTING and PREVENTIVE MAINTENANCE

- Empty wastebasket when bin full indicator lights up.
- Shredder won't run if the door is open, or bin needs to be emptied.
- Maintenance is an important part of protecting your investment. Don't forget to purchase our oil (35250) and shredder bags (3604101).

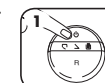
Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.

OILING SHREDDER



FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE

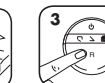
All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.



Set to Off (O)



*Apply oil across entry



Set to Reverse (R) 2-3 seconds



*Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250



PAPER JAM

Set to Off (⏻) and empty bin. Replace bin and follow the below procedures.



Stops automatically if too much paper is inserted. Automatic reverse if paper jams



Gently pull uncut paper from paper entry. Machine runs for a short time in reverse. Repeat if necessary

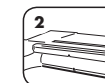
CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present (Note: two paper detection sensors are located in the center of the paper entry).

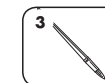
TO CLEAN THE SENSORS



Turn off and unplug shredder



Locate Auto-start infrared sensor



Use thin, long-handled brush to clean sensors. Make sure brush is clean and dry



Clean any contamination from the paper sensors