

# ***Fellowes P-35C Deskside Cross Cut Paper Shredder - 3213501***

Instruction Manual



*Provided by*

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*When Image Matters.*

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# POWERSHRED® P-35C

THE WORLD'S **TOUGHEST** SHREDDERS™



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

**Fellowes**

Quality Office Products Since 1917



## KEY

- |                                  |                            |                   |
|----------------------------------|----------------------------|-------------------|
| A. Shredder head                 | F. Disconnect power switch | I. Control Switch |
| B. Sheet capacity icon           | ○ 1. OFF                   | R 1. Reverse      |
| C. See safety instructions below | I 2. ON                    | 0 2. Off          |
| D. Bin                           | G. Handle                  | I 3. Auto-On      |
| E. Safety Lock                   | H. Paper/Card entry        |                   |



## SET UP

Disconnect power switch must be in ON (–) position to operate shredder. For safety reasons, shredder will operate only if the shredder head is in correct position and used with supplied basket.



## CAPABILITIES

**Will shred:** Paper, credit cards, staples, and small paperclips

**Will not shred:** Unopened junk mail, continuous forms, adhesive labels, transparencies, newspaper, CD/DVDs, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

**Paper shred size:**

Cross-Cut.....5/32 in. x 1-9/16 in. (4mm x 40mm)

**Maximum:**

Sheets per pass ..... 5\*  
 Cards per pass ..... 1  
 Paper width..... 8.75 in. (222mm)

\*8.5 in. x11 in., 20lb., (75g) paper at 120V/60 Hz, 1.6Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 20 sheets; 25 cards; 5 sheets per pass.

## ! 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 (F) that must be in the ON (–) position to operate shredder. In case of emergency, move switch to OFF (0) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- 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.
- Unplug shredder before cleaning or servicing.

**Warning:** Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. **NOTE:** This equipment has been tested and found to comply with the limits for a 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 communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged 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 receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

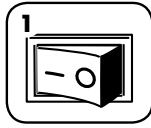
## BASIC SHREDDING OPERATION



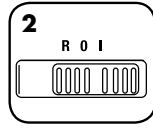
**Continuous operation:**  
2-minute maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 2-minutes will trigger 20-minute cool down period.

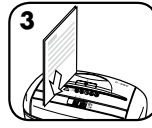
### PAPER/CARD



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



Press Auto-On (I)

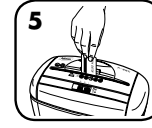


Check paper amount

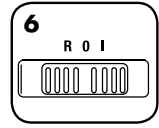


Feed paper straight into paper entry and release

or



Feed into center of entry and release



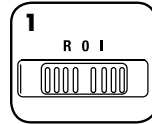
When finished shredding set to OFF (O)

## BASIC PRODUCT MAINTENANCE

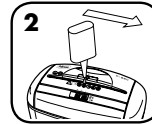
### OILING SHREDDER

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.

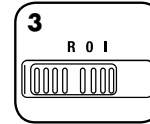
#### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (O)



\*Apply oil across entry



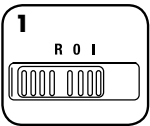
Set to Reverse (R) for 2-3 seconds

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

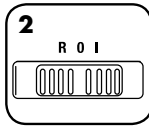


## TROUBLESHOOTING

### PAPER JAM



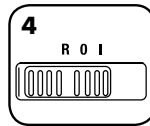
Set to Reverse (R) for 2-3 seconds



Set to Off (O) and unplug



Gently pull uncut paper from paper entry. Plug in.



Set to Reverse (R)

## 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 3 years 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.



# POWERSHRED® P-35C

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## Questions or Concerns?

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

- Troubleshooting
- Registration
- Manuals

### Customer Service & Support

- Troubleshooting
- Replacement parts
- General questions

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|               |                 |
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