

Fellowes

Fortishred™ 3250HS/3250SMC The World's Toughest Shredders®



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

Lire ces instructions avant utilisation.
Ne pas jeter : conserver pour référence ultérieure.

Lea estas instrucciones antes de usarlo.
No las deseche: guárdelas para tenerlas como referencia.

Diese Anleitungen vor Gebrauch genau durchlesen.
Bitte nicht entsorgen: Zur späteren Bezugnahme aufheben.

Prima dell'uso, si raccomanda di leggere questo manuale di istruzioni.
Conservare il manuale per consultarlo secondo le necessità.

Deze instructies voor gebruik lezen.
Niet weggoien, maar bewaren om later te kunnen raadplegen.

Läs dessa anvisningar innan du använder apparaten.
Släng inte bort, behåll för framtida bruk.

Læs venligst denne vejledning før anvendelse.
Bør ikke bortskaffes. Behold for fremtidig henvisning.

Lue nämä ohjeet ennen käyttöä.
Älä hävittää: säilytä myöhempää käyttöä varten.

Vennligst les nøye igjennom denne bruksanvisningen før bruk.
Ikke kast den: Ta vare på den for senere referanse.

Przed użyciem proszę zapoznać się z tą instrukcją.
Nie wyrzucać - zachować jako źródło informacji na przyszłość

Перед началом эксплуатации обязательно прочтите данную инструкцию.
Не выбрасывайте данную инструкцию: сохраните ее для последующего использования.

Παρακαλείσθε να διαβάσετε αυτές τις οδηγίες πριν χρησιμοποιήσετε το προϊόν.
Μην τις απορρίψετε: κρατήστε τις για μελλοντική αναφορά.

Kullanmadan önce lütfen bu talimatları okuyun.
Atmayın: ileride başvurmak üzere saklayın.

Před použitím si přečtěte tyto pokyny.
Nelíkvudjte: uschovejte pro budoucí použití.

Pred použitím si prečítajte tieto pokyny.
Nezahadzujte: odložte pre budúce použitie.

Kérjük, hogy használat előtt olvassa el az utasításokat!
Az utasításokat ne dobja ki; tartsa meg referenciaanyagként való jövőbeni használatra.

Leia estas instruções antes da utilização.
Não as deite fora: conserve-as para consulta futura.

ENGLISH

Models 3250HS/3250SMC



KEY

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

CAPABILITIES

Will shred: Paper

Will not shred: Plastic credit cards, CD/DVDs, staples, paper clips, junk mail, adhesive labels, transparencies, newspaper, cardboard, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:

High Security (DIN 7) 0.8mm x 5mm

Super Micro-Cut (DIN 6) 0.8mm x 12mm

*In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 230V outlet.

Maximum:

Sheets per pass (3250HS).....5-7*

Sheets per pass (3250SMC).....8-10*

Paper entry width.....260mm

*A4 (70g), paper at 230V, 50 Hz, 3.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

⚠️ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



- Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.
- 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.
- DO NOT use aerosol products, petroleum based or aerosol lubricants on or near shredder. DO NOT USE "CANNED AIR" OR "AIR DUSTERS" ON SHREDDER. Vapors from propellants and petroleum based lubricants may combust causing serious injury.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- Do not operate the machine without the safety shield closed (A).
- This shredder has a Disconnect Power Switch in the cabinet door. The door must be fully closed to operate shredder. In case of emergency, open cabinet door. This action will stop shredding 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.
- Unplug shredder before cleaning or servicing.

BASIC SET UP

SHREDDER SET-UP



1 Open the door

2 Place cutter head into top of cabinet, use 2 people

3 Ensure access to a dedicated 15Amp, 230V outlet

4 Make sure safety flap is securely in place

BASIC SHREDDING OPERATION

TO SHRED



1 Plug in and make sure door is closed

2 Press (⏻) ON to activate

3 Feed paper straight into paper entry and release

4 When finished shredding set to (⏻) OFF

5 Do nothing and shredder will automatically shut off after 30 minutes of inactivity.

ADVANCED PRODUCT FEATURES



SILENT SHRED™

SilentShred™ Technology
SilentShred™ noise quality
shreds without noisy disruptions



SHEET CAPACITY SENSOR™

Sheet Capacity Sensor
Helps prevent paper jams by
indicating sheet capacity levels
during the shredding process



SAFETY SHIELD™

Safety Shield
Electronically controlled shield
stops shredder when opened for
advanced safety



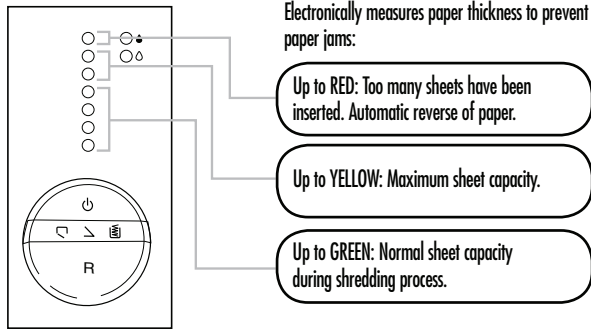
AUTO SHUT OFF™

Auto Shut Off
After 30 minutes of inactivity, shredder
automatically turns off for zero energy
consumption

For more information about all of Fellowes Advanced Product Features go to www.fellowes.com

SHEET CAPACITY SENSOR

Eliminates frustrating jams by preventing overloads.

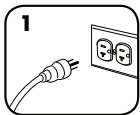


PRODUCT MAINTENANCE

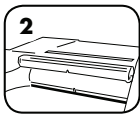
CLEANING AUTO-START INFRARED SENSORS

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).

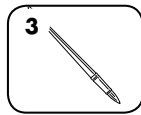
TO CLEAN THE SENSORS



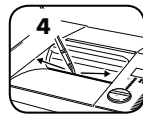
Turn off and unplug shredder



Locate Auto-start infrared sensor



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



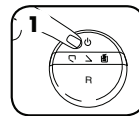
Clean any contamination from the paper sensors

OILING SHREDDER

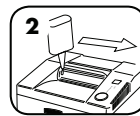


All shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (0)



*Apply oil across entry



Set to Reverse (R) 2-3 seconds

Important: For optimal shredding performance, use Fellowes High Security oil (3525601). *Use of standard shredder oil is not recommended.



TROUBLESHOOTING

- Bin Full Indicator: When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 3604101.
- Safety Shield Indicator: When flashing alternatively with On/Off (⊙) LED, safety shield is open and shredding will stop. To resume shredding, make sure safety shield is closed.
- Door Open Indicator: When flashing alternatively with On/Off (⊙) LED, safety shield is open. To resume shredding, make sure the door is closed.
- Paper Capacity Indicator: When flashing blue, too much paper is inserted. Shredder will automatically stop and reverse paper. See Paper Jam section below.
- Overheat Indicator: When flashing alternatively with On/Off (⊙) LED, shredder requires a 10-15, minute cool down period. When (⊙) is blue, resume shredding.

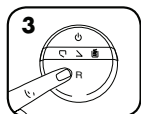
PAPER JAM



When flashing blue, too much paper is inserted. Shredder will automatically stop and reverse paper.



Gently pull uncut paper from paper entry.



If necessary, press Reverse (R) to run shredder in reverse and then pull uncut paper from shredder.



Shred 1 sheet of paper to clear cutters. Resume normal shredding.



CUSTOMER SERVICE & SUPPORT

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Declaration of Conformity

Fellowes, Inc.

Unit 2 Ontario Drive, New Rossington, Doncaster, DN11 0BF, England declares that the product models 3250HS/3250SMC conform with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EU), the Low Voltage Directive (2014/35/EU), the Electromagnetic Compatibility Directive (2014/30/EU), the WEEE directive (2012/19/EU), and below harmonized European EN Standards.

Safety: EN60950-1: 2006/A2:2013

EMC Standard: EN55014-1:2006+A1:2009+A2:2011
EN55014-2:1997+A1:2001+ A2:2008
EN61000-3-2:2014
EN61000-3-3:2013

Year Affixed: 16

Itasca, Illinois, USA
July 1, 2016

John Fellowes



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