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# Instruction manual

# Double Insulated Finishing Sander



MODEL 340

### **IMPORTANT**

*Please make certain that the person who is to use this equipment carefully reads and understands these instructions before starting operations.*

The Model and Serial No. plate is located on the main housing of the tool. Record these numbers in the spaces below and retain for future reference.

Model No. \_\_\_\_\_

Type \_\_\_\_\_

Serial No. \_\_\_\_\_

To learn more about Porter-Cable visit our website at:

<http://www.porter-cable.com>

**PORTER-CABLE**  
PROFESSIONAL POWER TOOLS

**⚠ WARNING: SOME DUST CREATED BY POWER SANDING, SAWING, GRINDING, DRILLING, AND OTHER CONSTRUCTION ACTIVITIES**

contains chemicals known to cause cancer, birth defects or other reproductive harm. Some examples of these chemicals are:

- lead from lead-based paints,
- crystalline silica from bricks and cement and other masonry products, and
- arsenic and chromium from chemically-treated lumber.

Your risk from these exposures varies, depending on how often you do this type of work. To reduce your exposure to these chemicals: work in a well ventilated area, and work with approved safety equipment, such as those dust masks that are specially designed to filter out microscopic particles.

## GENERAL SAFETY RULES

**⚠ WARNING: READ AND UNDERSTAND ALL INSTRUCTIONS.** Failure to follow all instructions listed below, may result in electric shock, fire and/or serious personal injury.

SAVE THESE INSTRUCTIONS.

### WORK AREA

1. **Keep your work area clean and well lit.** Cluttered benches and dark areas invite accidents.
2. **Do not operate power tools in explosive atmospheres, such as in the presence of flammable liquids, gases, or dust.** Power tools create sparks which may ignite the dust or fumes.
3. **Keep bystanders, children, and visitors away while operating a power tool.** Distractions can cause you to lose control.

### ELECTRICAL SAFETY

1. **Double insulated tools are equipped with a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a polarized outlet. Do not change the plug in any way.** Double Insulation  eliminates the need for the three wire grounded power cord and grounded power supply system.
2. **Avoid body contact with grounded surfaces such as pipes, radiators, ranges and refrigerators.** There is an increased risk of electric shock if your body is grounded.
3. **Don't expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
4. **Do not abuse the cord. Never use the cord to carry the tools or pull the plug from an outlet. Keep cord away from heat, oil, sharp edges or moving parts. Replace damaged cords immediately.** Damaged cords increase the risk of electric shock.
5. **When operating a power tool outside, use an outdoor extension cord marked "W-A" or "W".** These cords are rated for outdoor use and reduce the risk of electric shock.

### PERSONAL SAFETY

1. **Stay alert, watch what you are doing, and use common sense when operating a power tool. Do not use tool while tired or under the influence of drugs, alcohol, or medication.** A moment of inattention while operating power tools may result in serious personal injury.

- 2. Dress properly. Do not wear loose clothing or jewelry. Contain long hair. Keep your hair, clothing, and gloves away from moving parts.** Loose clothes, jewelry, or long hair can be caught in moving parts.
- 3. Avoid accidental starting. Be sure switch is OFF before plugging in.** Carrying tools with your finger on the switch or plugging in tools that have the switch ON invites accidents.
- 4. Remove adjusting keys or wrenches before turning the tool ON.** A wrench or a key that is left attached to a rotating part of the tool may result in personal injury.
- 5. Do not overreach. Keep proper footing and balance at all times.** Proper footing and balance enables better control of the tool in unexpected situations.
- 6. Use safety equipment. Always wear eye protection.** Dust mask, non-skid safety shoes, hard hat, or hearing protection must be used for appropriate conditions.

### TOOLS USE AND CARE

- 1. Use clamps or other practical way to secure and support the workpiece to a stable platform.** Holding the work by hand or against your body is unstable and may lead to loss of control.
- 2. Do not force tool. Use the correct tool for your application.** The correct tool will do the job better and safer at the rate for which it is designed.
- 3. Do not use tool if switch does not turn it ON or OFF.** Any tool that cannot be controlled with the switch is dangerous and must be repaired.
- 4. Disconnect the plug from the power source before making any adjustments, changing accessories, or storing the tool.** Such preventive safety measures reduce the risk of starting the tool accidentally.
- 5. Store idle tools out of reach of children and other untrained persons.** Tools are dangerous in the hands of untrained users.
- 6. Maintain tools with care. Keep cutting tools sharp and clean.** Properly maintained tools, with sharp cutting edges are less likely to bind and are easier to control.
- 7. Check for misalignment or binding of moving parts, breakage of parts, and any other condition that may affect the tool's operation. If damaged, have the tool serviced before using.** Many accidents are caused by poorly maintained tools.
- 8. Use only accessories that are recommended by the manufacturer for your model.** Accessories that may be suitable for one tool may become hazardous when used on another tool.









### SERVICE

- 1. Tool service must be performed only by qualified repair personnel.** Service or maintenance performed by unqualified personnel could result in a risk of injury.
- 2. When servicing a tool, use only identical replacement parts. Follow instructions in the Maintenance Section of this manual.** Use of unauthorized parts or failure to follow Maintenance Instructions may create a risk of electric shock or injury.

## SPECIFIC SAFETY RULES AND SYMBOLS

1. **Always disconnect** the sander cord plug from the power circuit before changing abrasive sheets.
2. **Sanding of lead-based paint is not recommended.** Lead-based paint should only be removed by a professional.
3. **Some wood contains preservatives which can be toxic.** Take extra care to prevent inhalation and skin contact when working with these materials. Request, and follow, any safety information available from your material supplier.
4. **⚠️ WARNING:** There are certain applications for which this tool was designed. Porter-Cable strongly recommends that this tool NOT be modified and/or used for any application other than for which it was designed. If you have any questions relative to its application DO NOT use the tool until you have written Porter-Cable and we have advised you.

Technical Service Manager  
 Porter-Cable Corporation  
 4825 Highway 45 North  
 Jackson, TN 38305

SYMBOL	DEFINITION
V	volts
A	amperes
Hz	hertz
W	watts
kW	kilowatts
μF	microfarads
l	liters
kg	kilograms
N/cm <sup>2</sup>	newtons per square centimeter
Pa	pascals
h	hours
min	minutes
s	seconds
	alternating current
3 	three-phase alternating current
3N 	three-phase alternating current with neutral
	direct current
n <sub>0</sub>	no load
	alternating or direct current
	Class II Construction
	splash-proof construction
	watertight construction
.../min	revolutions or reciprocation per minute

## ADDITIONAL SAFETY RULES FOR PAINT REMOVAL

**⚠ WARNING:** Extreme care should be taken when removing paint. The peelings, residue, and vapors of paint may contain lead, which is poisonous. Exposure to even low levels of lead can cause irreversible brain and nervous system damage; young and unborn children are particularly vulnerable.

Before beginning any paint removal process you should determine whether the paint you are removing contains lead. This can be done by your local health department or by a professional who uses a paint analyzer to check for lead.

LEAD-BASED PAINT SHOULD ONLY BE REMOVED BY A PROFESSIONAL.

Persons removing paint should follow these guidelines:

- 1. KEEP THE WORK AREA WELL VENTILATED.** Open the windows and put an exhaust fan in one of them. Be sure the fan is moving air from inside to outside.
- 2. REMOVE OR COVER** any carpets, rugs, furniture, clothing, cooking utensils and air ducts.
- 3. PLACE DROP CLOTHS** in the work area to catch any paint chips or peelings. Wear protective clothing such as extra work shirts, overalls and hats.
- 4. WORK IN ONE ROOM AT A TIME.** Furnishings should be removed or placed in the center of the room and covered. Work areas should be sealed off from the rest of the dwelling by sealing doorways with drop cloths.
- 5. CHILDREN, PREGNANT OR POTENTIALLY PREGNANT** women and nursing mothers should not be present in the work area until the work is done and all cleanup is complete.
- 6. WEAR A DUST RESPIRATOR** or a dual filter (dust and fume) respirator mask which has been approved by the Occupational Safety and Health Administration (OSHA), the National Institute of Safety and Health (NIOSH), or the United States Bureau of Mines. These masks and replaceable filters are readily available at major hardware stores. Be sure the mask fits. Beards and facial hair may keep the masks from sealing properly. Change filters often. DISPOSABLE PAPER MASKS ARE NOT ADEQUATE.
- 7. KEEP FOOD AND DRINK** out of the work area. Wash hands, arms, and face and rinse mouth before eating or drinking. Do not smoke or chew gum or tobacco in the work area.
- 8. CLEAN UP ALL REMOVED PAINT** and dust by wet mopping the floors. Use a wet cloth to clean all walls, sills and any other surfaces where paint or dust is clinging. DO NOT SWEEP, DRY DUST OR VACUUM. Use a high phosphate detergent or trisodium (TSP) to wash and mop areas.
- 9. AT THE END OF EACH WORK SESSION** put the paint chips and debris in a double plastic bag, close it with tape or twist ties and dispose of properly.
- 10. REMOVE PROTECTIVE CLOTHING** and work shoes in the work area to avoid carrying dust into the rest of the dwelling. Wash work clothes separately. Wipe shoes off with a wet rag that is then washed with the work clothes. Wash hair and body thoroughly with soap and water.

## REPLACEMENT PARTS

When servicing use only identical replacement parts.

## MOTOR

Many Porter-Cable tools will operate on either D.C., or single phase 25 to 60 cycle A.C. current and voltage within plus or minus 5 percent of that shown on the specification plate on the tool. Several models, however, are designed for A.C. current only. Refer to the specification plate on your tool for proper voltage and current rating.

**CAUTION:** Do not operate your tool on a current on which the voltage is not within correct limits. Do not operate tools rated A.C. only on D.C. current. To do so may seriously damage the tool.

## EXTENSION CORD SELECTION

If an extension cord is used, make sure the conductor size is large enough to prevent excessive voltage drop which will cause loss of power and possible motor damage. A table of recommended extension cord sizes will be found in this section. This table is based on limiting line voltage drop to 5 volts (10 volts for 230 volts) at 150% of rated amperes.

If an extension cord is to be used outdoors it must be marked with the suffix W-A or W following the cord type designation. For example – SJTW-A to indicate it is acceptable for outdoor use.

RECOMMENDED EXTENSION CORD SIZES FOR USE WITH PORTABLE ELECTRIC TOOLS

		Length of Cord in Feet									
		115V	25 Ft.	50 Ft.	100 Ft.	150 Ft.	200 Ft.	250 Ft.	300 Ft.	400 Ft.	500 Ft.
		230V	50 Ft.	100 Ft.	200 Ft.	300 Ft.	400 Ft.	500 Ft.	600 Ft.	800 Ft.	1000 Ft.
Nameplate Ampere Rating	0-2	18	18	18	16	16	14	14	12	12	
	2-3	18	18	16	14	14	12	12	10	10	
	3-4	18	18	16	14	12	12	10	10	8	
	4-5	18	18	14	12	12	10	10	8	8	
	5-6	18	16	14	12	10	10	8	8	6	
	6-8	18	16	12	10	10	8	6	6	6	
	8-10	18	14	12	10	8	8	6	6	4	
	10-12	16	14	10	8	8	6	6	4	4	
	12-14	16	12	10	8	6	6	6	4	2	
	14-16	16	12	10	8	6	6	4	4	2	
	16-18	14	12	8	8	6	4	4	2	2	
	18-20	14	12	8	6	6	4	4	2	2	

## FUNCTIONAL DESCRIPTION

### FOREWORD

Model 340 Finishing Sander is equipped to accept STIKIT™ adhesive backed abrasives (4½" width) or conventional abrasive sheets (4½" x 5½").

This Sander is suitable for coarse, medium or fine sanding of wood, metal and plastics. It is ideal for finishing cabinets, fitting screens and doors and for general finishing work in the shop.

## ASSEMBLY

### PREPARATION FOR SANDING

#### SELECTING THE RIGHT ABRASIVE SHEET

By selecting the proper type of abrasive, the finest finishes can be attained. In general, coarser grit sizes will remove the most material and finer grit sizes will produce the best finishes.

Naturally, in all sanding operations, best results will be obtained if you select the proper size and type of abrasives. Only garnet, aluminum oxide and silicon carbide are recommended for use with finishing sanders.

Before starting to work, make sure you have the right abrasive for the material on which the sander is to be used. Make sure you use the correct size abrasive paper or cloth. Cut, do not tear, the abrasive sheets to size.

### ATTACHING STIKIT™ ABRASIVE

STIKIT™ Abrasives are available in pre-cut sheets, or in rolls. A convenient dispenser is also available for the rolls.

To install STIKIT™ abrasive, cut a 4<sup>1</sup>/<sub>4</sub>" long piece of abrasive from a roll (or use a pre-cut sheet), align abrasive with sander pad and press in place as shown in Fig. 1.

Punch holes in paper (for dust extraction), as instructed in PAPER PUNCH section of this manual.

**NOTE:** DO NOT store Sander with an abrasive disc installed. Heat generated by the sanding operation increases the adhesive bond between the disc and pad. If disc is left on pad for an extended time after use, it can become difficult to remove. If sanding disc is difficult to remove, use the sander on a piece of scrap wood for one to two minutes to warm the paper. This should make removal easier.



Fig. 1



Fig. 2

### ATTACHING CONVENTIONAL ABRASIVE

1. **CAUTION:** DISCONNECT TOOL FROM POWER SOURCE.
2. Open paper clamp by lifting up on lever (A) Fig. 2 to release it from the locking tab (B).
3. Position one 4<sup>1</sup>/<sub>2</sub>" wide end, of a 4<sup>1</sup>/<sub>2</sub>" x 5<sup>1</sup>/<sub>2</sub>" piece of sandpaper, under the open paper clamp (see Fig. 3), and hold, while lifting paper clamp lever up and placing it behind the locking tab to secure the paper in place (see Fig. 4).
4. Open second paper clamp (as described in Step 2).
5. Stretch the sandpaper tight over the pad, position the loose end under the second paper clamp, and close paper clamp.
6. Punch holes in paper (for dust extraction), as instructed in PAPER PUNCH section of this manual.



Fig. 3



Fig. 4

### PAPER PUNCH

A Paper Punch is provided with Model 340 Sander. The punch is used to make eight holes through the abrasive. These holes allow the sanding dust to be extracted directly through the pad. The punch can be mounted to a workbench or wall using four No. 8, flat head, screws (see Fig. 5). Use the punch as follows:

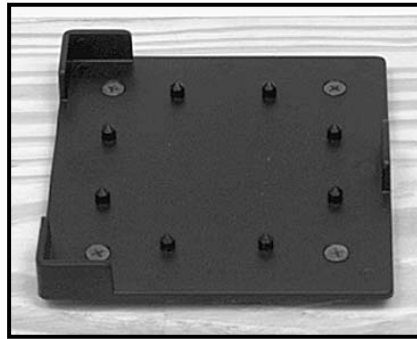


Fig. 5

1. **CAUTION:** DISCONNECT TOOL FROM POWER SOURCE.
2. Install the abrasive to the sander as described in the ATTACHING STIKIT™ ABRASIVE section, or the ATTACHING CONVENTIONAL ABRASIVE section of this manual.
3. Position the sander to the punch (see Fig. 6), aligning the sander pad with the two corner guides on the punch. Push sander onto the punch until seated (see Fig. 7).
4. Remove sander from punch.

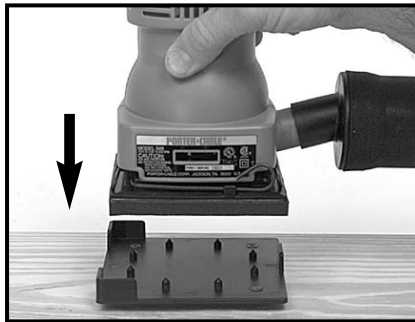


Fig. 6

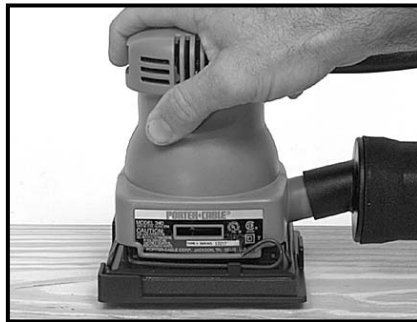


Fig. 7



## OPERATION

### TO START AND STOP SANDER

1. **CAUTION:** Make certain the switch is in the "OFF" position, and the power source is the same as that specified on the tool's nameplate.
2. Connect the sander to the power source.
3. Lift sander off the work and hold it firmly when switching the motor "ON" and "OFF".
4. The switch button (A) Fig. 8, is labeled "ON" and "OFF". Depress the "ON" end of the switch button to start motor. Depress the "OFF" end of the switch button to stop motor.

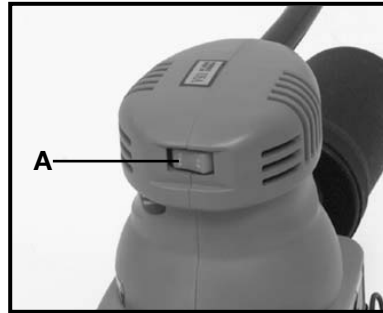


Fig. 8

### HOW TO HOLD SANDER

Model 340 is designed to be held either around the housings, Fig. 9, or by the top of the housings, Fig. 10. When sanding for long periods, it is recommended you periodically alternate between the two holding positions.



Fig. 9



Fig. 10

### DUST COLLECTOR

Model 340 is supplied with a Dust Collector Assembly that is attached to the sander as outlined below. An accessory hose assembly, is available to connect the sander to a remote vacuum system.

**CAUTION:** Do not operate the sander without: (A) the dust collector installed, or (B) an appropriate vacuum system attached. Dust could be blown into your eyes and the level of dust in the atmosphere would be greatly increased.

### TO INSTALL DUST COLLECTOR

1. **CAUTION:** DISCONNECT TOOL FROM POWER SOURCE.
2. Position dust collector (A) Fig. 11, to sander nozzle as shown. Seat collector firmly onto the nozzle, (B) Fig. 11A.
3. Periodically remove the dust container (A) Fig. 12, from its mounting flange (B), and empty the collected dust.

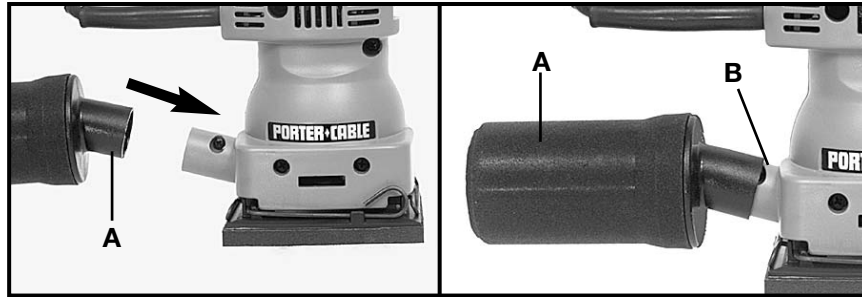


Fig. 11

Fig. 11A

**NOTE:** A slight twisting action will ease removal and reassembly.

Tap container lightly to remove compacted dust. **DO NOT WASH CONTAINER.** Dry compressed air may be used to blow out container.

**CAUTION:** Wear safety glasses while using compressed air.

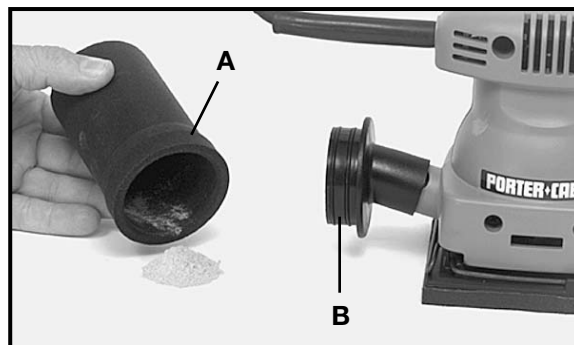


Fig. 12

## ACCESSORY PADS

Model 340 is supplied with a Standard Profile, PSA (Pressure Sensitive Adhesive) Pad. This pad and some special purpose pads are available to fit this machine. To install one of these accessory pads:

1. **CAUTION:** DISCONNECT TOOL FROM POWER SOURCE.
2. Remove abrasive from sander.
3. Use a T20 Torx screwdriver to remove the four pad retaining screws (see Fig. 13), and lift the foam pad (and its aluminum backing plate), off the sander.
4. Position the accessory pad to the sander and attach with the four screws from Step 3.

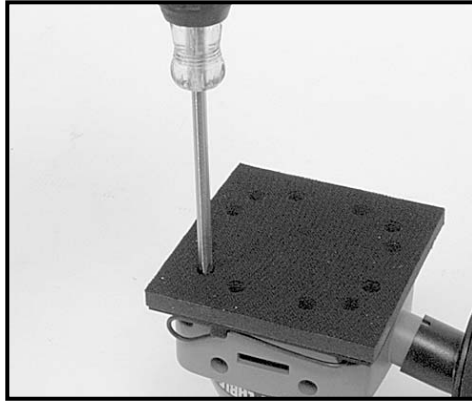


Fig. 13

## USING THE SANDER

### SANDING PROCEDURE

The normal weight of the machine is sufficient for efficient sanding. Do not put additional pressure on the machine. This would only slow down the speed of the pad, reducing the sanding efficiency and put an additional burden on the motor. In addition, it might cause the sander to jump on the work. Let the sander do the work.

### FINE FINISHING

The action of the Porter-Cable Finishing Sander causes thousands of tiny abrasive grits to move in circular orbits against the work at high speed. Each grain moves in the same direction at a constant speed so the cutting action is uniform over the entire pad surface. Crossing and re-crossing of the abrasive grits from all directions quickly levels surface irregularities to a fine, uniform smoothness. Start the work with an abrasive grit just coarse enough to remove the high spots and excessive roughness. Follow with a second sanding using a grit one or two grades finer. Continue with successively finer grits until the desired finish is obtained. **DO NOT GO FROM A COARSE GRIT TO A VERY FINE GRIT IN ONE STEP.**

Going from a coarse grit to a very fine grit in one step could make it difficult to remove swirl marks that might have been made by the coarse grit abrasive. Use the finest grits practical for the roughing operation and then finish by using successively finer grits.

## REMOVING PAINT AND VARNISH

**CAUTION:** Read and follow all instructions in the ADDITIONAL SAFETY RULES FOR PAINT REMOVAL section of this manual.

Your sander will do a good job of removing old paint and varnish if two precautions are taken. First, be sure to use a coarse, open coat abrasive to avoid the usual clogging of the abrasive surfaces. Second, keep the machine moving over new areas to avoid heating and softening the material being removed. Try to work the entire surface down at the same time by working in wide, overlapping arcs. Do not concentrate on small areas. If liquid removers or heaters are used to speed the work, be sure the surface is cool and dry and the excess material has been scraped away with a putty knife or other suitable scraping tool before applying the sander.

## CABINETS AND DOORS

The orbital motion of the Porter-Cable Finishing Sander is ideally suited for finishing doors, cabinet fronts and other installations where wood grain is often perpendicular to that of a joining piece. Since the motion is circular, the machine may be moved in any direction and crossed from one part to the other without regard to direction of grain. A uniform and smooth finish will result on both parts. The same procedure may be used when evening joints in all types of cabinet work. The sander may be worked on both sides and in all directions to obtain a smooth, matching joint. By properly changing from coarser to finer grit abrasives, an excellent finish will result.

## MAINTENANCE

### KEEP TOOL CLEAN

Periodically blow out all air passages with dry compressed air. Remove buildup of grime resulting from working with green or sappy wood. All plastic parts should be cleaned with a soft damp cloth. NEVER use solvents to clean plastic parts. They could possibly dissolve or otherwise damage the material.

**CAUTION:** Wear safety glasses while using compressed air.

### FAILURE TO START

Should your tool fail to start, check to make sure the prongs on the cord plug are making good contact in the outlet. Also, check for blown fuses or open circuit breakers in the line.

### BRUSH INSPECTION AND LUBRICATION

For your continued safety and electrical protection, brush inspection and replacement on this tool should ONLY be performed by an AUTHORIZED PORTER-CABLE SERVICE STATION or a PORTER-CABLE/DELTA FACTORY SERVICE CENTER.

At approximately 100 hours of use, take or send your tool to your nearest authorized Porter-Cable Service Station to be thoroughly cleaned and inspected. Have worn parts replaced and lubricate with fresh lubricant. Have new brushes installed, and test the tool for performance.

Any loss of power before the above maintenance check may indicate the need for immediate servicing of your tool. DO NOT CONTINUE TO OPERATE TOOL UNDER THIS CONDITION. If proper operating voltage is present, return your tool to the service station for immediate service.

## SERVICE AND REPAIRS

All quality tools will eventually require servicing or replacement of parts due to wear from normal use. These operations, including brush inspection and replacement, should ONLY be performed by either an AUTHORIZED PORTER-CABLE SERVICE STATION or a PORTER-CABLE•DELTA FACTORY SERVICE CENTER. All repairs made by these agencies are fully guaranteed against defective material and workmanship. We cannot guarantee repairs made or attempted by anyone other than these agencies.

Should you have any questions about your tool, feel free to write us at any time. In any communications, please give all information shown on the nameplate of your tool (model number, type, serial number, etc.).

## ACCESSORIES

A complete line of accessories is available from your Porter-Cable • Delta Supplier, Porter-Cable • Delta Factory Service Centers, and Porter-Cable Authorized Service Stations. Please visit our Web Site [www.porter-cable.com](http://www.porter-cable.com) for a catalog or for the name of your nearest supplier.

**⚠ WARNING:** Since accessories other than those offered by Porter-Cable • Delta have not been tested with this product, use of such accessories could be hazardous. For safest operation, only Porter-Cable • Delta recommended accessories should be used with this product.

## PORTER-CABLE LIMITED ONE YEAR WARRANTY

Porter-Cable warrants its Professional Power Tools for a period of one year from the date of original purchase. We will repair or replace at our option, any part or parts of the product and accessories covered under this warranty which, after examination, proves to be defective in workmanship or material during the warranty period. For repair or replacement return the complete tool or accessory, transportation prepaid, to your nearest Porter-Cable Service Center or Authorized Service Station. Proof of purchase may be required. This warranty does not apply to repair or replacement required due to misuse, abuse, normal wear and tear or repairs attempted or made by other than our Service Centers or Authorized Service Stations. **NOTE: THIS WARRANTY WILL BE VOID IF THE TOOL IS USED ON DRYWALL.**

ANY IMPLIED WARRANTY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WILL LAST ONLY FOR ONE (1) YEAR FROM THE DATE OF PURCHASE.

To obtain information on warranty performance please write to: PORTER-CABLE CORPORATION, 4825 Highway 45 North, Jackson, Tennessee 38305; Attention: Product Service. THE FOREGOING OBLIGATION IS PORTER-CABLE'S SOLE LIABILITY UNDER THIS OR ANY IMPLIED WARRANTY AND UNDER NO CIRCUMSTANCES SHALL PORTER-CABLE BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specific legal rights and you may also have other legal rights which vary from state to state.

**PORTER-CABLE • DELTA SERVICE CENTERS  
(CENTROS DE SERVICIO DE PORTER-CABLE • DELTA)  
(CENTRE DE SERVICE PORTER-CABLE • DELTA)**

**Parts and Repair Service for Porter-Cable • Delta Power Tools are Available at These Locations  
(Obtenga Refaccion de Partes o Servicio para su Herramienta en los Siguietes Centros de Porter-Cable • Delta)  
(Locations où vous trouverez les pièces de rechange nécessaires ainsi qu'un service d'entretien)**

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