



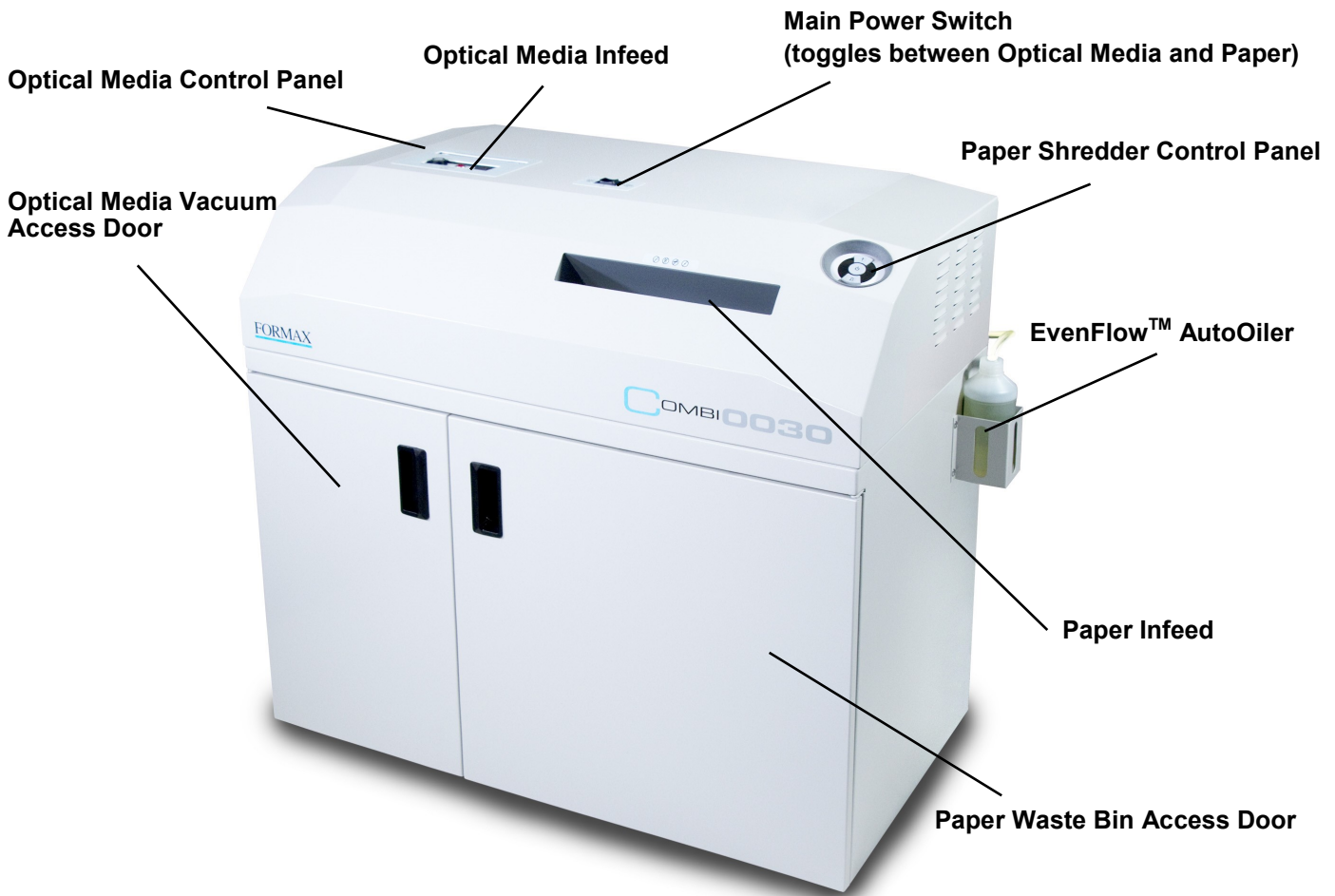
COMBI 0030

High-Security Paper Shredder &
Optical Media Destruction Device

Description

The Combi 0030 is an all in one high security paper and optical media shredder designed to meet the highest levels of shredding and destruction for paper, CD's, DVD's, and Blu-Ray discs. This high security combination unit meets the requirements of NSA/CSS Specification 02-01 for High Security Cross-Cut Paper Shredders and Specification 04-02 for Optical Media Destruction Devices.

NOTE: Do not attempt to adjust or modify this unit. Doing so may deviate from DoD specifications, and you may lose the capacity to declassify to DoD requirements.



Safety Guidelines

- Do not allow children or untrained operators to use the COMBI 0030 unit.
- Keep loose clothing, long hair, ties, jewelry, fingers, etc. away from the infeed areas.
- Read this manual and keep it near the machine for reference.
- In case of emergency, press the Main Power Switch OFF button or unplug the machine.
- Repairs should be performed only by trained personnel.

Set-Up

1. Install unit on a level surface, away from heat sources and direct sunlight.
2. Insert the main power cord into a wall outlet with the appropriate voltage.
3. Open the optical media access door and ensure the vacuum power is plugged in. Attach the exhaust hose to one of the two exhaust ports (left side or rear of cabinet).
4. Open the paper shredder access door and be sure the waste bin is in place, with a bag if necessary.
5. The main power switch on top of the unit has three positions: Optical Media On - Off - Paper Shredder On. Flip the switch to the desired function.

NOTE: The paper shredder and optical media destruction unit can NOT be used simultaneously.

Optical Media Waste Vacuum



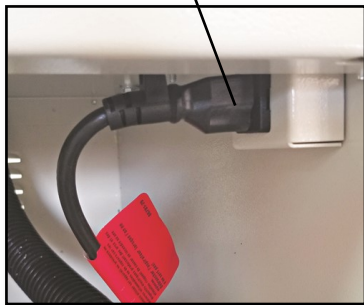
Vacuum Exhaust Port

Vacuum Exhaust Port



Vacuum power plug

Paper Waste Bin

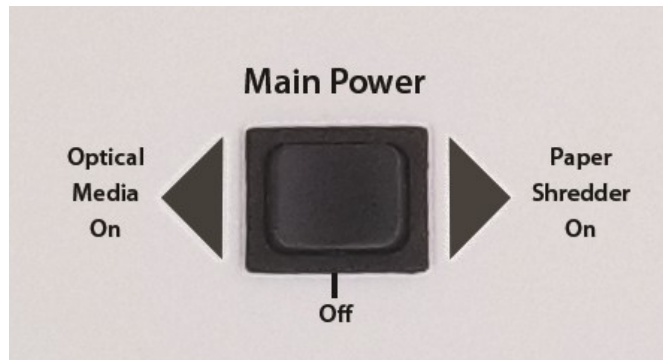


Main Power

Optical Media On

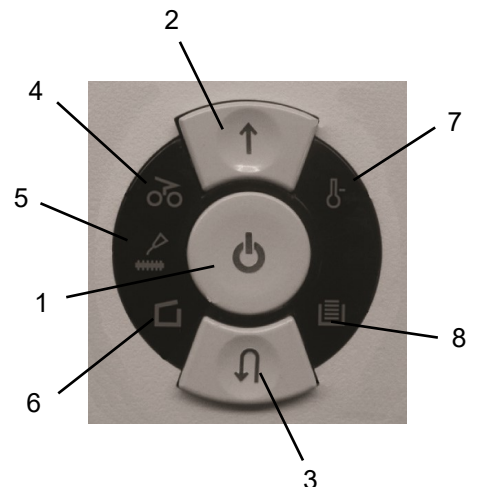
Paper Shredder On






Off



Control Panel: Paper Shredder

1. **READY / OFF / STOP** button **Ready:** Press briefly to put the shredder into Ready mode. The LED will light. **Off:** Press and hold the button for 3 seconds and the unit will turn off. **Stop:** If this button is pressed while the shredding blades are moving, the blades will stop.
2. **FORWARD / START** button **Forward:** Press briefly to run the cutting blades for a few seconds, to remove any material from the blades. LED will light. **Start:** Press and hold for 2 seconds and the blades will run continuously until the Stop button is pushed. LED will light.
3. **REVERSE** button : Press to run the cutters in reverse for a short time. LED will light.



4. **Jam Indicator**  : LED lights when too much paper has been inserted at once. The Auto Reverse function will engage, the cutting blades will stop, run in reverse, and stop. Gently remove the paper, and separate to feed in smaller stacks. This LED will also light when there is still material in the feed slot when the door is opened or when the machine is switched on.
5. **Oil Indicator**  : LED lights when the cutting blades are in need of oil. No action is needed from the operator, because the EvenFlow™ Automatic Oiling System will apply oil to the blades.
6. **Door Open**  : LED lights when the cabinet door is opened. The shredder will switch off automatically and cannot be restarted until the door is closed. LED will *flash* if there is an electrical fault in the door sensor. Contact Dealer for service, if needed.
7. **Motor Overload**  : LED lights when the motor has been overloaded and has switched off. The shredder cannot be restarted until the motor is cooling down. LED will *flash* if there is an electrical fault inside the control board. At the same time, the Ready/Off/Stop LED will flash. The shredder will switch off. Contact Dealer for service, if needed.
8. **Waste Bin Full**  : LED lights when the paper waste bin is full and must be emptied. Cutting blades will stop moving.

Operation: Paper Shredder

WARNING: For paper only. No CD's, DVD's, Blu-ray discs, credit cards, staples, or paper clips.

1. Press main toggle switch to Paper Shredder ON.
2. Press Ready button, the green LED will light.
3. Load paper into shredder infeed slot, up to 8 sheets (70gsm). The photoelectric sensor in the infeed slot will signal the cutting blades to start automatically.
4. When shredding is complete, the blades will stop moving. You may also press the Stop button at any time. **NOTE: The unit will go into sleep mode and turn itself off after approximately 5 minutes. Simply press the Ready button to resume shredding.**
5. To shred paper that is not recognized by the light sensor (i.e. transparent films), press and hold the Forward button for approximately 2 seconds. The blades will run continuously until the Stop button is pressed.

Paper Shredder In-feed



Emptying the Waste Bin: Paper Shredder

The paper waste container should be emptied periodically and/or when the Waste Bin Full LED is lit. Open the cabinet door, remove the waste bin and empty the contents. Replace the bin and close the door.

EvenFlow™ Automatic Oiling System (Paper Shredder Only)

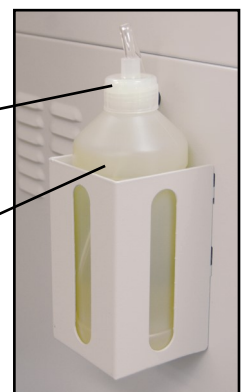
The Automatic Oiling System periodically pumps oil onto the paper cutting blades for optimal performance.

To install the oil reservoir bottle, unscrew and remove the cap from a full bottle of oil, insert the hose from the shredder into the top of the bottle, and screw on the hose/cap assembly.

The oiler is now ready for use.

Hose & cap assembly

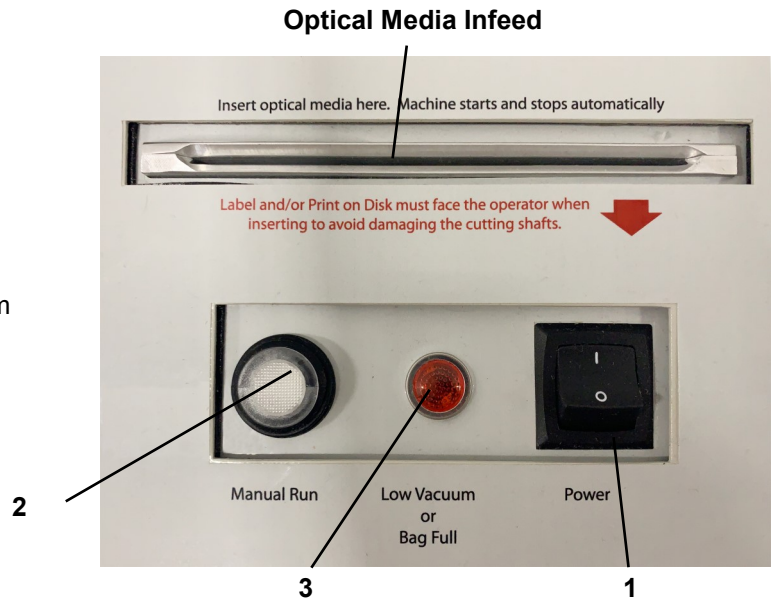
Oil reservoir bottle



Control Panel: Optical Media Destruction

1. Power switch: Controls power to the optical media unit.
2. Manual Operation button: Press this button to run manually (see instructions below).
3. Low Vacuum or Bag Full LED: Lights to indicate there is insufficient vacuum suction or if the vacuum is full.

NOTE: When the Low Vacuum or Bag Full LED is lit, the unit will NOT process discs or run in Manual mode.



Operation: Optical Media Destruction

WARNING: This unit completely destroys the disc, along with the information.

WARNING: Label and/or Print on Disk must face the operator when inserting to avoid damaging the cutting shafts.

NOTE: Machine will not run, even in Manual mode, without sufficient vacuum suction.

1. Press main toggle switch to Optical Media.
2. Set power switch to ON (I) position. NOTE: If sufficient vacuum suction is not present, the internal vacuum sensor will disable operation, and the red LED will light.
3. Remove any labels from the discs, if possible. Failure to do this may gum-up the cutter or drive roll. If you're unable to remove labels, insert the disc with the label facing you, which will reduce the chance of damage to the cutter.
4. Firmly insert the disc all the way into the slot. The motor will automatically start during the loading process. Continue inserting until the disc is pulled downwards. The machine will stop automatically when finished.
5. If you've been processing a lot of discs, and the internal fan is running, allow the machine to cool down for about 5 minutes before switching the power OFF.

OPTICAL MEDIA MANUAL OPERATION

If you need to process part of a broken disc:

1. Set power switch to ON (I) position.
2. Insert the disc fragment and press the Manual Run button. This bypasses the internal disc-detection switch, which might not be triggered if the disc fragment does not pass by it.
3. Press and hold the Manual Run button until destruction is complete. You will hear a change in sound when this happens.

Emptying Optical Media Waste Vacuum

The vacuum should be emptied periodically and/or when the Bag Full LED is lit.


1. Turn OFF optical media power and main power switch.
2. Open the door to access the vacuum.
3. Unplug the vacuum power cable and detach both the suction and exhaust hoses from the vacuum canister.
4. Remove the vacuum.
5. Carefully empty contents in proper receptacle.
6. Reverse the process to reinstall the vacuum.





Malfunctions / Troubleshooting

PAPER JAM (AUTO REVERSE FUNCTION)


If the jam is caused by too much paper being input, the following will happen:


- Cutting blades will jam, then run in reverse for a short time and stop.
- Motor will switch OFF
- Control display  will light.

To remove the jam:


- Remove the paper that has been fed back out.
- The cutters will automatically run in the forward direction, shredding the remaining paper in the cutting blades. During this time, the Forward LED  will light. The control display  will go out.
- Continue shredding with smaller stacks of paper.
- If necessary, switch the cutting blades manually alternately from forward to reverse until the material has gone through completely and been shredded.


LIGHT BARRIER IS COVERED WHEN DOOR IS OPENED

If there is still material in the feed slot when the door is opened, the motor switches off and the cutting blades stop. The control display  will light.

Close the door and reset by pressing the Forward button  briefly.


LIGHT BARRIER IS COVERED WHEN SHREDDER IS TURNED ON

If there is material in the feed slot when the paper shredder is turned on, the control display  will light.




Remove the material in the feed slot and reset by pressing the Forward button  briefly.

Malfunctions / Troubleshooting

MOTOR PROTECTION

If the motor becomes overloaded, it will switch off automatically. The control display  will light. The shredder should be left to cool down. It can be restarted after a period of 25-40 minutes.

ELECTRICAL FAULT

If the control display  **flashes** together with the function button LED  or only the control display  **flashes**, there is an electrical fault. The machine cannot be restarted. Contact your Formax dealer for technical support.

PAPER SHREDDER - TROUBLESHOOTING CHECKLIST

If the paper shredder is not functioning, check the following points, and complete the actions, if necessary:

Is the Main Power switch set to Paper Shredder?	Press the Main Power switch to turn on the shredder.
Is the plug connected to the power supply?	Plug into an appropriate power supply
Is the door closed?	Close the door
Is the waste bin full?	Empty the waste bin
Is there a jam in the infeed?	Clear the paper jam
Is the motor overloaded?	Allow the shredder to cool down for 25-40 minutes.

OPTICAL MEDIA SHREDDER - TROUBLESHOOTING CHECKLIST

If the optical media shredder is not functioning, check the following points, and complete the actions, if necessary:

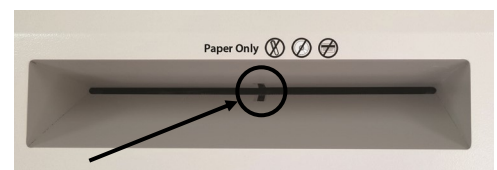
Is the Main Power switch set to Optical Media?	Press the Main Power switch to turn the optical media on.
Is the plug connected to the power supply?	Plug into an appropriate power supply
Is the vacuum unit plugged in to its power supply?	Open the door and plug in the power cord.
Is the vacuum on?	Check the vacuum connection and switch to the on position.
Is the vacuum full?	Empty the vacuum and make sure the hoses are properly connected.
Does not automatically start when media is inserted?	Check to be sure the sensor is clear of debris. If the disc is not fully intact, press and hold the Manual Run button to feed.

User Maintenance

CLEANING THE PHOTOCELLS - PAPER SHREDDER

If paper particles are left in the paper infeed slot (for example, after clearing a paper jam), it's possible the shredder may not turn off, due to the broken light barrier.






To clean the photoelectric sensors, pass a sheet of paper through the infeed, or switch to reverse and wipe both "eyes" of the photocell with a soft brush.




User Maintenance

AUTO OILER DISPLAY RESET -

If the control display  lights, proceed as follows:

- Open the door until the control display  lights. The control displays  and  will flash.
- Press the Reverse  button and hold it until the control display  goes out.
- Close the door.
- The cutters will begin an automatic cleaning cycle (forward and reverse), then switch off.
- The shredder is now ready for use. To order high-security oil, contact your Formax dealer.

AUTOMATIC ENERGY-SAVING MODE

If the shredder is not used for 5 or more minutes, it will automatically power off to save energy. The function button LED  for "Ready" will switch off. Simply press the button briefly to turn on the shredder again.

OPTICAL MEDIA UNIT

Turn off and unplug entire unit. Remove any optical media residue with an ordinary vacuum equipped with a small nozzle.

EXTERIOR CLEANING OF SHREDDER CABINET

Wipe the exterior cabinet with a damp cloth. Do NOT use solvents. A mild detergent, such as one designed for windows or countertops works very well, and will not harm the exterior surface.

Specifications

	Paper*	Optical Media
Cutting Style	Cross Cut	Cross Cut
Shred Size	0.8mm x 4.5mm	< 1.5mm ²
Feed Capacity	7 - 8 sheets (70gsm) / 6-7 sheets (80gsm)**	1 disc at a time
1-Hour NSA Durability Test:	17 reams / 6 sheets	NSA rated 1,091 discs/hour
Speed	2.75 fpm	Approximately. 3 seconds per disc
Feed Opening	12'	5.5"
Waste Bin Capacity		Based on vacuum capacity
Dimensions	37" w x 21" D x 35" H	
Weight	235 lbs.	
DIN 66399 Security Level	P-7	O-6
Power Supply	110V, 50/60Hz	

* Paper Shredder: Paper ONLY. No CD's, DVD's, Blu-ray discs, credit cards, staples, or paper clips

**Capacity varies depending on paper and power supply