

## Overload Protection

### IMPORTANT! Oiling Instructions

After 15 to 30 minutes of continuous use, the cutting cylinders must be oiled. To do this, run the shredder in reverse and squirt oil the length of the cutting cylinders twice. **OILING AND REVERSING** the cutting cylinders is critical to maintain life expectancy and sheet capacity of the shredder. Contact your Formax Dealer to order shredder oil, part #8000-10.

## Overload Protection

To prevent damage of the shredder, the motor has been equipped with a thermal overload mechanism. This makes the unit inoperative for a short period of time if it becomes too warm. If this occurs, it is necessary to turn off and unplug the unit for at least 20 minutes before using it again.

## Safety Precautions

To avoid personal injury, and damage to the shredder, observe the following safety precautions. Please keep these instructions for future reference.

- Keep hands, long hair, clothing, ties, jewelry and other loose items away from the paper entrance and shred outlet.
- Do not use the shredder for anything other than its intended purpose. Never use it to shred cloth, plastic, cardboard or any hard material that will cause damage to the shredder blades.
- Do not allow children to use the machine.
- Do not operate with a damaged power cord or plug, or when the machine is damaged in any manner.
- Unplug the shredder when it is being moved, or if it is not in use for an extended period of time.
- Do not disconnect the power by pulling only the cord. Hold the plug when disconnecting.
- Keep the shredder away from direct sunlight.
- In case of emergency, push the **OFF** button, or pull the plug out of the wall outlet.

# FORMAX<sup>®</sup>

FD 8204CC

Cross-Cut Deskside Shredder

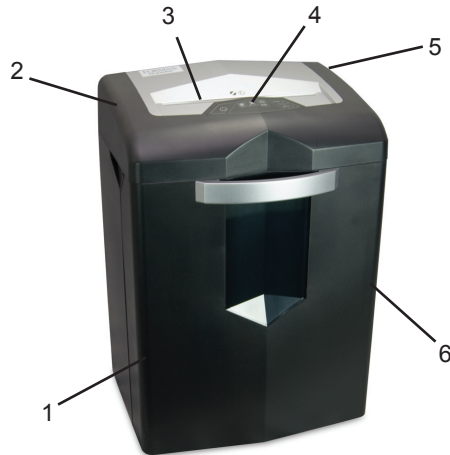


## Specifications

Cutting Style:	Cross Cut
Shred Size:	5/32" X 1 3/8" (4 X 35mm)
Sheet Capacity:	Up to 17 sheets, 1 CD, 1 Credit Card
Speed:	Up to 7.5 feet per minute
Feed Opening:	9" (228.6mm)
Dimensions:	15" W x 12.75" D x 22.75" H
Bin Capacity:	7.1 gal (26.8L)
Weight:	35 lbs.
Security Level:	P-4
Power supply:	115V, 60Hz

## Parts Identification

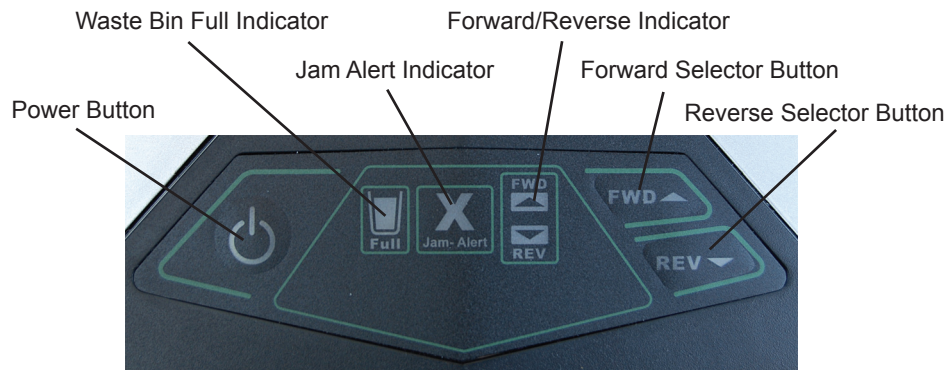
1. Waste Bin
2. Cutting Head
3. Infeed Slot
4. Control Panel
5. Main Power Switch
6. Base Cabinet



## Set-up

1. Unpack and set the shredder upright on a level surface.
2. Be sure the waste bin is properly inserted into the base cabinet
3. Plug in the power cord to an appropriate outlet. The outlet should be near the shredder and easily accessible.

## Control Panel



## Operation

1. Turn on main power switch on rear of shredder.
2. Press the power button on the control panel. The power button, forward and reverse selector buttons will illuminate.
3. Insert paper into the infeed slot. Do not feed more than 17 sheets at one time. The cutting blades will stop automatically when the paper has been shredded.
4. To shred a CD, DVD or credit card, insert through the same infeed slot. Insert only one (1) CD or DVD at a time.
5. After shredding, press the control panel power button to turn off the shredder.

## Jam Clearing



The FD 8204CC is equipped with jam-alert technology. If a jam occurs, the Jam-Alert icon will blink. Reduce the number of sheets and re-insert into infeed slot.

## Emptying the Waste Bin



When the waste bin is full of shredded material, the Full icon will flash. Power OFF the shredder, slide out the waste bin and empty. Replace the bin, power ON and continue.

## Energy-Saving ECO Mode



The FD 8204CC is designed with an energy-saving ECO Mode. If the shredder is idle for 30 minutes or more, it will go into zero-energy standby mode. To resume shredding, press the power button

## Troubleshooting

Problem	Solution
No LEDs are illuminated, shredder will not operate	Be sure shredder is plugged in to an appropriate power source. Be sure main power switch is in the ON position. Press "Power Button" on the control panel. Be sure the waste bin is fully inserted into the base.
Paper jam	Press and hold the Reverse button to clear the jam. Press the power button and continue shredding. If the jam cannot be cleared with this method: a) tear or cut the remaining paper just above the shredder infeed, b) press the power button to switch OFF, c) press the power button to switch ON, d) repeat steps c and d until the paper is cleared. NOTE: Do not reach underneath the cutting head to remove jammed paper. Serious injury may result due to sharp cutting blades.
Shredder stops in the middle of shredding	Switch off the main power switch at the rear of shredder, and unplug from the power source. Plug into the power source, turn ON the main power switch and press the power button on the control panel. For additional assistance, contact your local Formax Dealer.