

## Features

### Automatic Reverse Rotation

When too much paper is inserted, the cutter stops operating and automatically rotates in reverse to discharge the jammed paper. The shredder will beep. Reduce the amount of paper and resume shredding.



### Door Switch

If the door is open, the shredder will not operate.



### Automatic Stop

When the waste bin is full, the "FULL" LED will light and the cutter stops operation. Open the door, remove the waste bin and empty. Replace the waste bin, close the door, and press START to resume operation.



### Automatic Power Shut-Off

If the shredder operates continuously for more than 30 minutes, the power is automatically shut off.

## Oiling the Cutting Blades

For peak performance, Formax recommends oiling the shredder blades after every 4 hours of operation. Use a cutting head lubricating oil like Formax part #8000-10.

To oil: Spread a small amount of shredder oil onto the cutters through the feed opening, and allow the oil to sit for a few minutes to permeate the cutting blades, then press the "REV" button and hold for five seconds. The "REV" LED indicator on control panel will light. The shredder will operate in reverse for one minute, then the "AUTO" LED will light indicating the shredder is ready for use.

## Operator Maintenance

- Disconnect power by pulling power cord plug from wall outlet.
- To clean the exterior, wipe the surface with a soft cloth. If the surface is very dirty, use a neutral detergent, then wipe again with a soft cloth.

### CAUTION:

- Never put water directly on the surface of the shredder.
- Never clean the case with benzene or thinner, since it will cause discoloration.
- Do not dismantle the shredder. Contact your Formax Dealer for service.



## FD 8304CC Shredder



**FORMAX®**  
OPERATOR MANUAL

## Specifications

Cutting Style:	Cross Cut
Shred Size:	1/16" x 19/32"
Sheet Capacity:	6 - 7 sheets
Speed:	26 feet per minute
Feed Opening:	10.5"
Dimensions:	16.5" W x 15.3" D x 28.7" H
Bin Capacity:	10.5 gal.
Weight:	108 lbs.
Power supply:	110V, 50/60Hz
Accepts staples and paper clips	

*\* Sheet capacity varies depending on paper and power supply*

## Set-up Guidelines

1. Install the shredder on a level surface, away from heat sources and direct sunlight.
2. Insert plug into wall outlet with the appropriate voltage, 110V. If the outlet is shared with another electronic device, the total current should not exceed 30A (at 110V).

## Operation

1. Flip the power switch "ON" located on the right side of the shredder.

### 2. Auto Start/Auto Stop

When the START button is pushed, the "AUTO" LED will light. Insert paper to be shredded. The shredder will start and stop automatically when using this function.

### 3. Reverse Operation

Push the REV button and the "REV" LED will light and cutters will operate in reverse. If too much paper is inserted at one time, the shredder will automatically operate in reverse. If this occurs, remove the inserted paper and shred in smaller amounts.

NOTE: The maximum amount of paper to be shredded differs according to paper quality, humidity and voltage. If the shredder is to be used continuously, do not insert more than half of the maximum capacity.

### 4. Full Sensor

If the waste bin is full, the "FULL" LED will light and the cutter will stop automatically. Open the door, empty and replace the waste bin, close door, and continue to shred.



## Safety Precautions

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

**NOTE:** In case of emergency, flip the "Power Switch" to cut off power and/or pull the plug out of the wall outlet.



- Keep hands, long hair, clothing, ties, jewelry and loose items away from the feed opening 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 if 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.
- Do not sit on the shredder or place anything on top of it.
- Never open the fixed switch or cover.