

Clearing Paper Jams

A paper jam may occur in the following situations: exceeding the recommended sheet capacity, paper is too wide for the infeed, or if paper is not fed squarely into the infeed. To protect the unit from damage, it is equipped with an auto shut-off, in the event of overload.

To clear the jam, follow these instructions:

1. Press the Control switch to the “R” position until the paper is cleared.
2. Press the Control switch to the “O” position.
3. To resume normal operation, press the Control switch to “I” position.

CAUTION: If the reverse action does not clear the jammed paper, DO NOT ATTEMPT TO OPEN THE MACHINE HOUSING. Contact your Formax Dealer for service.

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[®]

FD 8202CC Cross-Cut Deskside Shredder



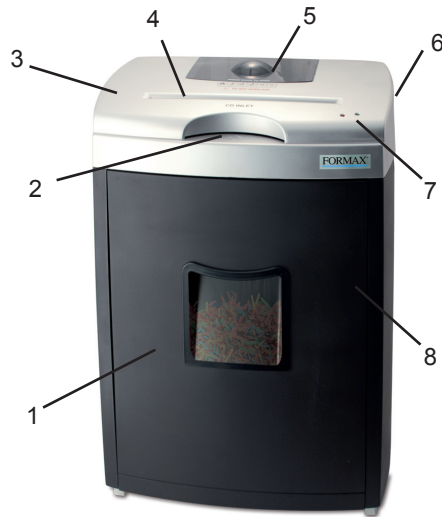
OPERATOR MANUAL
SECOND EDITION

Specifications

Cutting Style:	Cross Cut
Shred Size:	1/8" x 1 1/16"
Sheet Capacity:	Up to 20 sheets 20#, 1 CD, 1 Credit Card
Speed:	Up to 10 feet per minute
Feed Opening:	9"
Dimensions:	15.6" W x 10.6" D x 22.5" H
Bin Capacity:	6.6 gal.
Weight:	35 lbs.
Security Level:	Level 3
Power supply:	110V, 60Hz

Parts Identification

1. Paper Waste Bin
2. CD Infeed
3. Cutting Head
4. Paper / Credit Card Infeed
5. CD Waste Bin
6. Control Switch
7. LED Status Indicators
8. Base Cabinet



Set-up

1. Remove all parts from shipping box.
2. Remove paper waste bin and cutting head from base cabinet.
3. Carefully place the cutting head on the base cabinet. **NOTE:** The lugs on the bottom of the cutting head latch into the openings on the base cabinet.
4. Push the paper waste bin into the base cabinet until it latches in the housing.
5. Plug in AC cable to appropriate outlet.

Control Identification

I	On
O	Off
R	Reverse

Green LED	Ready for operation
Red LED	Overloaded



Control Switch

Operation

Switching the shredder on

Press the rocker switch to "I".

1. Switch will lock into place
2. Green LED lights up
3. Shredder is ready for operation (standby mode)

Shredding paper and credit cards

Feed in only **one credit card** or **no more than 15 sheets** of paper into the top feed opening.

1. The light barrier detects paper or credit card and starts shredding automatically.
2. Three seconds after the feed opening is clear, the cutting blades stop and the shredder automatically goes into standby mode.

Shredding CDs

The FD 8202 is equipped with a separate CD cutting unit. (Fig 1)

1. Push one CD into the feed opening on the front until the cutting unit catches it.
2. The CD is cut into 5 strips.
3. Cutting blades will stop and shredder automatically goes into standby mode.



Fig 1

Emptying the CD waste bin

The FD 8202 is equipped with a separate CD waste bin. (Fig 2)

1. Push down on the front of the bin (1)
2. Slide it toward the back of the shredder (2)
3. Lift the container out of the bracket (3)
4. Reverse these steps to re-install the waste bin

NOTE: The shredder will not operate without the CD waste bin properly in place.

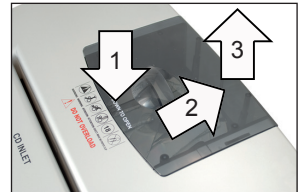


Fig 2

Troubleshooting

LED Indicators	Possible Cause	Solution
No LED lights up		Place the cutting head correctly on the base cabinet and push the paper waste bin and CD waste bin in fully. Press "I" on the switch
Both LEDs light up	Paper waste bin is full	Empty the container. NOTE: If you remove the cutting head from the base cabinet, be sure not to damage the flap sensor on the bottom of the cutting head.
Red LED flashes	Overheated	The maximum uninterrupted operating time is five minutes. Turn off and let the machine cool for approximately 20 minutes.
Only the Red LED lights up	Cutting unit overloaded	Press R on the switch to reverse the cutting blades. NOTE: The cutting unit starts in reverse with a delay of 2 seconds. Remove the paper. Do not feed more than 15 sheets of paper at a time.