

Operator Maintenance

Cleaning

Periodically clean the outside of the shredder with a soft cloth and a mild soap-water solution.

NOTE: Be sure no liquids reach the inside of the shredder.

Oiling Instructions

Oil the cutting blades when the shredding performance decreases, the device becomes noisy, or when you empty the waste bin. Drizzle the cutting blade oil through the infeed slots along the entire width of the cutting head. Run the cutting head in reverse by pressing the R button on the control panel. Do this for approximately 15 seconds.

Contact your Formax Dealer to order shredder oil, part #8000-10.

To increase the longevity of the paper cutting head, remove staples and small paper clips before shredding.

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 infeeds.
- 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. Shredding very large paper clips, windowed envelopes, padded envelopes, and laminated documents is NOT recommended.
- 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 **Power** button, switch off the main power on the back of the unit, or pull the plug out of the wall outlet.

FORMAX[®]

FD 8206

Cross-Cut Deskside Shredder



Specifications

Cutting Style:	Cross Cut
Shred Size:	5/32" x 1 7/16"
Sheet Capacity:	Up to 17 sheets, 1 CD, 1 Credit Card
Speed:	Up to 8.8 feet per minute
Feed Opening:	9"
Dimensions:	23.4" H x 15.4" W x 11.8" D
Bin Capacity:	6.9 gal.
Weight:	28.7 lbs.
Security Level:	DIN 66399 P-4 / O-3 / T-4 / E-4 / F-1
Power supply:	120V, 60Hz

Parts Identification

1. Base Cabinet
2. Cutting Head
3. Paper Infeed
4. CD Infeed
5. Control Panel
6. Main Power Switch
7. Paper Waste Bin
CD Waste Bin (not shown)

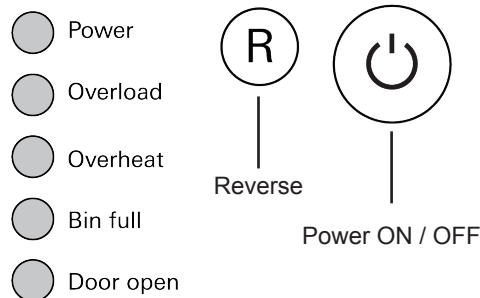


Set-up

1. Unpack and set the shredder upright on a level surface.
2. Remove the main waste bin. Insert the CD waste bin into the bracket on the inside of the main waste bin.
3. Reinstall the main waste bin.
4. Plug in the power cord to an appropriate outlet.

Control Panel

The Control Panel includes the Power ON/OFF button, Reverse button, and LEDs which indicate the status of the shredder.



Control Panel LEDs

Power	LED is illuminated when shredder is ON and ready to use.
Overload	Too much paper has been fed into the infeed. The shredder will run in reverse for a few seconds to allow the paper to be removed. If necessary, press and hold the Reverse (R) button to back out the paper. Reduce the paper stack size and feed in smaller increments.
Overheat	Motor has overheated. Switch off the main power and allow the shredder to cool down for 30 minutes before using.
Bin Full	When this LED is illuminated, the waste bin is full. Turn off the power. Slide out the bin, empty and replace. The window on the front of the bin gives an idea of when the bin is getting full. NOTE: The fill level sensor is on the underside of the cutting head. If, after emptying, the LED remains lit, remove the bin and clean the sensor with a soft cloth.
Door Open	Be sure the waste bin is installed correctly.

Operation

1. Turn on main power switch on rear of shredder.
2. Press the power button on the control panel. The Power LED will illuminate.
3. Insert paper into the infeed slot. The light sensor will automatically detect the paper and engage the cutting blades. The cutting blades will stop automatically when the paper has been shredded.
NOTE: Do not feed more than 17 sheets at one time.
NOTE: Do not use both infeed slots at the same time.
4. To shred a CD, DVD or credit card, insert through the dedicated CD infeed slot. Insert only one (1) CD, DVD or credit card at a time.
NOTE: Do not use both infeed slots at the same time.
NOTE: Empty the CD waste bin after shredding up to 5 CDs/DVDs.
5. After shredding, press the control panel power button to turn off the shredder.

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.
Cutting blades run continuously	The light sensor in the paper infeed is blocked. Feed another sheet through to help clear the piece of paper blocking the sensor.
	The light sensor is blocked by paper dust. Turn off the power. Clear the sensor with a short blast of canned air, a soft cloth or a paintbrush.