

## 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, open the waste bin door and flip the main 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, 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.
- Do not sit on the shredder or place anything on top of it.
- Never open the fixed switch or cover.

## Maintenance

### Oil Indicator

The MANUAL LED will flash after every four (4) hours of operation as an indicator to oil the shredder cutting blades. The LED will continue to flash until oiled. NOTE: the shredder will still operate when the LED is flashing but at a decreased load capacity.

**TO OIL:** Spread 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. MANUAL and REV LED indicators 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 to operate.

- 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 87 Plasti Plastic & Laminate Shredder



**FORMAX**<sup>®</sup>  
OPERATOR MANUAL

## Specifications

Cutting Style:	Cross Cut
Shred Size - Laminated:	.12" x .55" (3 x 14mm)
Shred Size - Paper Only:	.24" x .55" (6 x 14mm)
Laminated Sheets:	Up to a 3mm stack
Paper Capacity:	36 to 38 sheets*
Speed:	10 fpm
Feed Opening:	12.2" (310mm)
Dimensions:	21.6" W x 21.6" D x 38" H
Bin Capacity:	30 gal. (115 liters)
Weight:	238 lbs. (108kg)
Security Level:	P-4
Power Supply:	115V, 60 Hz, 400W

\* Paper capacity varies depending on paper type and power supply.

\*\* Capacity varies based on laminate thickness and power supply. Samples may be sent to Formax for testing.

## 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, 115V. If the outlet is shared with another electronic device, the total current should not exceed 30A (at 115V).

## Operation

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

### 2. Auto Start/Auto Stop

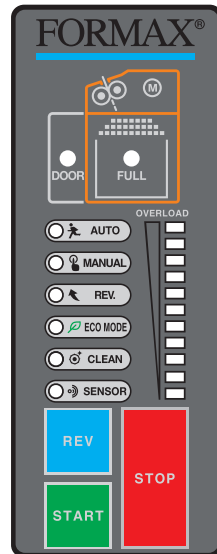
When the START button is pushed, the AUTO LED will light. Insert media into the infeed slot. The shredder will start and stop automatically.

### 3. Manual Operation

If media is too small for the shredder's sensors to detect, shred it manually. Push the START button once more and the MANUAL LED will light. Insert media to be shredded. Three minutes after shredding, the cutter blades automatically stop rotating.

### 4. Reverse Operation

Push the REV button and the REV LED will light and cutters will operate in reverse. If too many sheets are inserted at once, the shredder will automatically operate in reverse. If this occurs, remove the inserted sheets and shred in smaller amounts. NOTE: The maximum shred capacity will vary according to paper quality, laminate thickness, humidity and voltage. If using the shredder continuously, do not insert more than half of the maximum capacity.



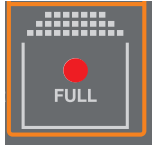
## Control Panel and Safety Features

### Load Indicator LEDs

The LEDs on the right side of the control panel indicate the ideal capacity of media to be shredded. Green is the most efficient amount, yellow is borderline, and red means the shredder is overloaded and will stop and switch into reverse to clear the jam. Try to keep the media being shredded in the green zone.

### Full LED

If the waste bin is full, the FULL LED will light and the cutter will stop automatically. Open the door, empty the waste bin and reinstall it, close the door, and press START to resume operation.



### ECO Mode LED

When the power switch is initially turned on (see next page), the shredder is automatically in ECO Mode. This energy-saving feature puts the shredder into standby after 5 minutes of inactivity. When the shredder is in standby, the ECO Mode LED on the control panel will be lit.



To exit ECO Mode: Turn the power switch to the off position, then while pressing the stop button turn the shredder back on, hold the stop button down until the shredder beeps once and release. The ECO Mode indicator LED will go out indicating that the shredder is no longer in ECO Mode. To re-engage ECO Mode simply turn the shredder off and on again.

### Cleaning Mode LED

When the shredder is in Auto Clean mode, the CLEAN LED will light. Wait until the shredder has completed the cleaning cycle before attempting to shred.



### Sensor LED

If the SENSOR LED is lit, you must reset the optical sensor. Press the STOP button for 5 seconds to recover the sensor's sensitivity.



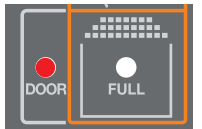
### Auto Reverse

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 media and restart the operation.



### Door Switch

If the door is open, the DOOR LED will light and the shredder will not operate. Close the door to continue operation.



### Auto Power Shut-Off

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

### Motor Overload Protection

If the motor is overloaded, the M LED will flash until it cools down. When the flashing stops the shredder is ready to be used again.

