

# Formax FD 8200 Series Shredder

## Instruction Manual



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## 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>

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## Paper Shredders

FD 8200CC Cross-Cut

FD 8200SC Strip-Cut



3/2007



OPERATOR MANUAL  
SECOND EDITION

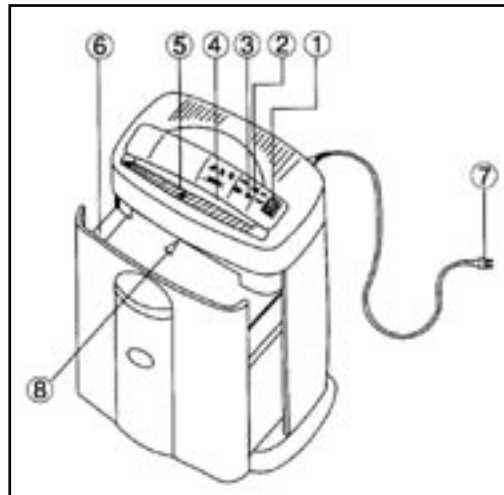
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## Specifications

	FD 8200CC	FD 8200SC
Cutting Style:	Cross Cut	Strip Cut
Shred Size:	1/16" x 1/2"	1/8"
Sheet Capacity:	4 to 5	9 to 10
Speed:	16 feet per minute	16 feet per minute
Feed Opening:	8.7"	8.7"
Dimensions:	16" W x 10" D x 20" H	16" W x 10" D x 20" H
Bin Capacity:	6 gal.	6 gal.
Weight:	22 lbs.	22 lbs.
Power supply:	110-120V, 60Hz	110-120V, 60Hz

## Parts Identification

1. Start/Off/Reverse Switch
2. Power Indicator Light
3. Basket Full Indicator Light
4. Paper Infeed
5. Optical Sensor
6. Wastebasket
7. Power Cord
8. Door Switch



## Features

- Auto Start/Stop detects paper and starts shredding automatically
- Built-in overload sensor stops the motor if shredder overheats
- Reverse mode for releasing jammed paper
- Shreds paper up to 8.7" wide, including documents with staples
- Auto shut-off when wastebasket is full
- Shreds up to 5 pages at a time (FD 8200CC), and up to 9-10 pages (FD 8200SC).

## Operation

1. Connect the power cord to an AC outlet.
2. Push the Start/Off/Reverse switch to the **START** position. The power indicator will light.
3. Insert documents into the paper infeed. The cutters will start automatically, and stop after the documents are shredded.
4. The FD 8200 shreds 4-5 sheets (Cross-Cut) or 9-10 sheets (Strip-Cut) at a time, continuously for up to 30 minutes. After that, allow 15 minutes for the shredder motor to cool down.

## 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 Start/Off/Reverse switch to the **REVERSE** position until the paper is cleared.
2. Press the Start/Off/Reverse switch to the **OFF** position.
3. To resume normal operation, press the Start/Off/Reverse switch to **START**.

**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.

## 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 unplug the unit for at least one hour before using it again.