

Formax FD 8252CC ***Deskside Paper*** ***Shredder***

Instruction Manual



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FORMAX[®]

FD 8250CC
Deskside Shredder

1 Proper use, warranty

Check the name plate on the back of the machine to find out the cutting width and mains voltage for your document shredder and observe the applicable instructions in the operating manual.

The shredder is designed for destroying paper. Depending on the cutting type, it can also handle small quantities of the following materials:


Shred width (mm)	1.9	3.9	5.8	1.9x15	3.9x30
Credit and charge cards	•	•	•	•	•
CDs			•		

Its sturdy drive mechanism is not damaged by paper clips and staples.

The warranty period for the document

2 Safety instructions

Classification

Safety notice	Explanation
 WARNING	Failure to observe this warning can lead to serious or fatal injury.
Notice	Failure to observe this instruction can cause damage.



Before using the machine for the first time, read the operating manual, and keep it for later use and to pass on to any subsequent users. Observe all safety instructions on to the machine.



WARNING

Dangerous for children and others!



The machine may not be used by persons (including children under 14 years of age) with limited physical, sensory or mental capabilities or with a lack of experience and knowledge, unless they are supervised by a responsible person or are instructed by them on the use of the machine. Children must be supervised to ensure they do not play with the machine. Do not leave the document shredder switched on when it is unattended.



WARNING

Risk of injury!

Do not reach into the paper feed slot.



Risk of injury from being pulled in!



Keep long hair, loose articles of clothing, ties, scarves, jewellery, etc. away from feed opening. Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.



Danger of injury by splinters!

Wear protective goggles when destroying CDs and hard credit cards.

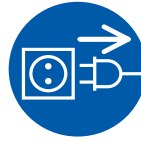


WARNING

Dangerous mains voltage!

Improper handling of the machine can lead to an electric shock.


- Before you insert the power plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.
- Make sure that the power plug is easily accessible.
- Make sure that no water gets into the shredder. Do not immerse the power cable or the power plug in water.
- Never touch the power plug with wet hands.
- Never pull the plug out of the socket using the power cable. Always pull out the plug directly.
- Only use the machine in a dry room indoors. Never operate the machine in damp rooms or in the rain.



Check the machine and cable regularly for damage. Switch the shredder off if it is damaged or not working correctly or before relocating or cleaning it and disconnect it from the mains.

- Keep the machine, the plug and cable away from open fire and hot surfaces. The ventilation slots must not be blocked or covered and there must be at least 5 cm space between the shredder and any wall or furniture.



Service work may only be carried out by  or by the service technicians of our contractual partners.

See page 68 for our customer

Notice *Danger from improper use*

Only operate this machine in accordance with the instructions outlined in “Proper use”.

3 Machine components



- 1 Cut material container
- 2 Feed opening
- 3 Automatic start stop control
- 4 Safety instructions
- 5 Rocker switch
▲: On
▼: Off, Reverse
- 6 Name plate

4 Scope of delivery

- Paper shredder, ready for connection, in carton packing
- 5 Bags for shredded material
- Special cutting block oil 50 ml (cross cut)
- Operating instructions

Accessories

- 10 waste bags
- Special cutting block oil 250 ml

5 Operation



WARNING

Before switching the machine on, make sure that you observe all safety instructions.

Switching the paper shredder on



- Press rocker switch ▲.
- Rocker switch locks in place.
- Paper shredder is ready for operation (standby).

Feed paper



- Insert the paper to be destroyed. See "Technical data" for sheet capacity.
- Automatic start stop control starts the cutting system automatically.
- Paper is pulled into cutting

system and shredded.

- When the paper feeding opening is free again, the cutting system automatically switches off after approx. 3 sec. and returns to standby.

Shredding CDs and credit cards (see "Proper Use")



WARNING

Depending on the type of material, splinters could be produced when shredding CDs. For this reason, wear protective goggles.

Insert CD/credit card in centre of the feed opening.

Switching paper shredder off



- Tap rocker switch ▼.
- Switch returns to zero position.

6 Troubleshooting

Paper jam

You have fed in too much paper.

Notice Do not press rocker switch alternately forwards/backwards (▲ - ▼). Cutting unit could be damaged.



- Press rocker switch ▼.
- Paper is pushed out.

- Separate paper stack.



- Press rocker switch ▲.
- Feed in paper successively.

Shredded material container full

- Paper shredder switches off.

Notice Empty the cut material container, immediately because if it is too full, malfunctions can occur in the cutting system.



- Switch equipment off. To do this tap rocker switch ▼.
- Empty cut material container.

Shredded material container contact interrupted

- Paper shredder switches off.
- Check whether shredded material container is correctly inserted in bottom frame.

For all other malfunctions, check whether the motor was overloaded before contacting our customer service. Let the shredder cool down for approx. 15 – 20 mins. before using it again.

7 Cleaning and maintenance



WARNING

Dangerous mains voltage!

Switch off the shredder and pull out the mains plug.

When cleaning only use a soft cloth and a mild soap-water solution. However, no water must enter the equipment.

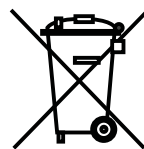


Oil the cutting unit when cutting performance decreases or the device becomes noisy, or every time you empty the waste

container (Cross cut only):

- Spray special cutting block oil through paper feed opening across the whole width of the cutting system blades.
- Press automatic start stop control and run cutting system forwards and backwards (▲ - ▼) several times without feeding paper. Paper dust and particles are shaken off.

8 Disposal / Recycling



Electrical and electronic old devices contain a variety of valuable materials, but also hazardous substances which were required for function and safety. Incorrect disposal or handling can be dangerous to your health and the environment.

Never dispose of old devices in the household waste. Observe the current applicable regulations and use the collection points for returning and recycling electric and electronic devices. Dispose of all the packaging materials also in an environmentally-responsible way.

FD 8250CC Technical Specifications

Cutting Style:	Cross Cut
Shred Size:	1/16" x 9/16"
Shred Capacity:	7-8 sheets 20# at a time, or 1 Credit Card
Speed:	Up to 14 feet per minute
Feed Opening:	9.5"
Dimensions:	15" W x 9.5" D x 22" H
Bin Capacity:	9 gal.
Weight:	28 lbs.
Security Level:	Level 4 (HIPAA Compliant)
Power Supply:	110 - 120V, 60Hz
Safety Certifications:	UL listed