

Formax OnSite FD 8704CC ***Cross-Cut Multimedia Office*** ***Shredder***

Instruction Manual



Provided by

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Safety Devices and Other Features

Formax 8000 Series Shredders are equipped with various safety features:

Automatic Reverse Rotation

When too much paper is inserted, the cutter stops operating and automatically rotates in reverse to discharge the jammed paper. An alarm sounds. Reduce the amount of paper and restart the operation.



Door Switch / Multimedia Bin Switch

If the door or the multimedia bin cover is open, the shredder will not operate. Close the door or cover and press start to resume shredding.



Automatic Stop

When the waste bin is full of shredded material, the "FULL" light comes on and the cutter stops operation. Open the door, remove the waste bin and empty it. Replace the waste bin, close the door and continue operation.



Automatic Power Shut-Off

- If the shredder operates continuously for more than 30 minutes, the power is automatically shut off.
- If the motor is overloaded, the "STOP" LED will flash until it cools down. When the flashing stops the shredder is ready to be used again.

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.

Maintenance

- 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.

FORMAX[®]

FD 8704CC Cross-Cut Multimedia Shredder



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OPERATOR MANUAL
FIRST EDITION

Specifications

Cutting Style:	Cross Cut
Shred Size:	5/32" x 1-5/8"
Sheet Capacity:	35 to 40
Speed:	11 feet per minute
Feed Opening:	9.4"
Dimensions:	20" W x 20" D x 36" H
Bin Capacity:	21 gal.
Weight:	177 lbs.
Power supply:	110-120V, 60Hz
Cutting heads accept credit cards, staples, paper clips, CDs, DVDs and digital video tape.	

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, 110V. If the outlet is shared with another electronic device, the total current should not exceed 30A (at 110V).

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 signal lamp "AUTO" will light. Insert paper to shred. The shredder will start and stop automatically when using this function.

3. Manual Operation

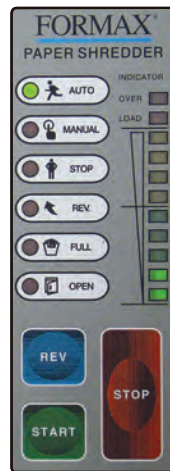
If paper is too small for the shredder's sensors to detect, shred it manually. Push the START button once more and the "MANUAL" lamp will light. Insert paper to be shredded. Three minutes after shredding, the cutter automatically stops rotating.

4. Reverse Operation

Push the REV button and the signal lamp "REV" will light and cutters will operate in reverse. If too much paper is inserted at one time in standard modes, the shredder will automatically operate in reverse. If this occurs, remove the inserted paper and shred in smaller amounts. NOTE: The maximum amount of paper to be shredded differs according to paper quality, humidity and voltage. If the shredder is to be used continuously, do not insert more than half of the maximum capacity.

5. Full Sensor

If the wastebasket is full, the "FULL" lamp will light and the cutter will stop automatically. Open the door, empty the wastebasket of paper strips/chips, replace the wastebasket, close door, and continue to shred.



6. Multimedia Bin

To shred multimedia including CDs, DVDs and digital video tape, use the the dedicated multimedia bin located on the top of the shredder.

- Flat media such as CDs and DVDs can be inserted into the infeed slot (Fig. 1) with the bin cover in the closed position. Simply insert, and press the Start button.
- For larger media or multiple CDs/DVDs, open the multimedia bin cover, drop the items to be shredded into the bin (Fig. 2), and close the cover. Opening the cover automatically places the shredder into stop/standby mode. Press the Start button.

Multimedia bin cover CD/DVD infeed slot

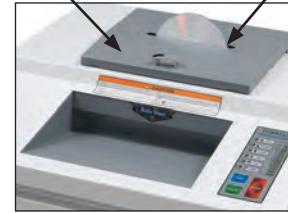


Fig. 1

Multimedia bin cover in open position



Fig. 2

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, flip the "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.
- 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.

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