

Formax FD 8850CC ***Industrial Paper*** ***Shredder***

Instruction Manual



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FD 8850CC
Industrial Hopper Shredder

1 Proper use, warranty

The shredder is exclusively designed for destroying documents, as well as small quantities of store cards, credit cards, CDs, USB sticks and 3,5"discs. Its sturdy drive mechanism is not damaged by paper clips and staples.

The warranty period for the document shredder is 1 year. The warranty period is 6 months when used in multiple shifts.

This warranty and guarantee exclude wear and damage caused by improper handling or actions taken by third parties.

2 Safety instructions

- Read the operating instructions before switching on the document shredder. Save these instructions for later use.
- Observe all safety instructions on to the machine.



Risk of injury!

Do not reach into the paper feed slot.

Risk of injury from being pulled in!

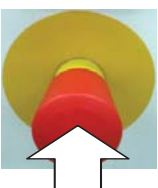


Keep long hair, loose articles of clothing, ties, scarves, jewellery, etc. away from feed opening. Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.



Risk of injury from slivers!

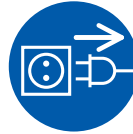
Put on protective goggles before you shred hard credit cards, CDs or floppy disks.



In emergencies immediately press the red emergency-stop push-button! This switches the paper shredder off.



Keep paper shredder out of the reach of children. Do not let the shredder run if the person using it is not present.



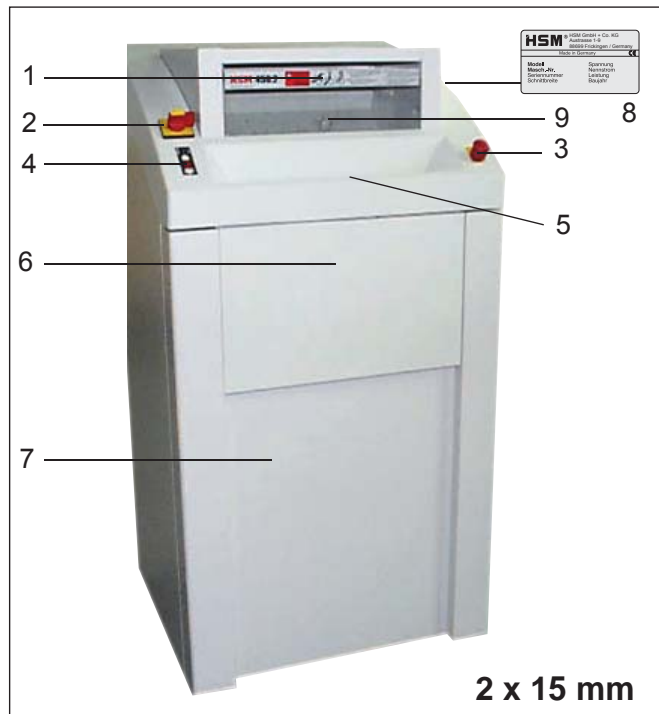
Switch the shredder off and disconnect it from the mains if it is damaged, not working correctly or before relocating or cleaning it.



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

- Make sure that the mains plug is well accessible.
- Before you insert the mains plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.
- Make sure that no liquid gets into the shredder.
- The shredder may not be placed near a heater or other heat source.
- 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.

3 Machine components



- 1 Safety instructions
- 2 Mains switch
- 3 Emergency-stop pushbutton
- 4 Membrane keyboard
- 5 Paper feed slot
- 6 Folding tray
- 7 Front door
- 8 Name plate
- 9 Flap
- 10 Filling drum
- 11 Drum handle

Membrane keyboard



ON pushbutton

Shredder is switched on.
Cutting system runs in feed direction.



Stop pushbutton

Cutting system stops.
Shredder remains in standby function.



Reversing pushbutton

Cutting system runs in reverse direction.



Ready for operation

green LED



Cut material bag full

red LED



Paper jam – electric motor overloaded

red LED



Door or flap opened

red LED

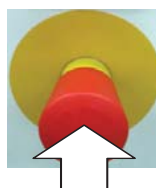
Main switch



Turning the main switch 90° in clockwise direction switches the machine on.

The main switch can be secured in the OFF position with a padlock

Emergency-stop pushbutton



In emergencies immediately press the red emergency-stop pushbutton! This switches the paper shredder off. The emergency stop button is unlocked by turning it to the left.

4 Operation

Switching the paper shredder on



- Unlock the emergency stop button by turning it anti-clockwise.



- Turn main switch to position I.



- Green LED lights.
- Paper shredder is ready for operation (standby)

Notice Safety switches are installed at the doors. Paper shredder can only be switched on if the door and the flap are both closed.



Notice

The document shredder can also be started by pressing the green arrow button:

- **Press briefly:**

Cutting device starts.

Automatic stop approx. 3 seconds after the last piece of paper was drawn in, or manual stop when the stop button is pressed.



- **Hold down for longer than 2 seconds:**

constant operation without light barrier function.

The cutting device runs until it is switched off with the stop button.

Shreds smooth paper and continuous paper

Notice The tray can be folded out to hold stacks of paper or continuous lists.



- Feed paper. See „Technical data“ for sheet capacity.
- The shredding process is started by a photo-cell in the paper feeding opening.
- When the paper feed opening is free again,

the cutting system automatically switches off after approx. 3 sec. and returns to standby.

Only machines with cut size 3.9 x 50 mm: Shredding crumpled paper



- Pull the drum handle forward and put the crumpled paper in the drum.



- Press the green arrow key.

When you push back the handle the paper falls into the shredder blades.

Destroying USB sticks

Insert USB sticks in the centre of the paper feed.

Switching paper shredder off



- Turn main switch to position 0
Secure main switch with a padlock, if necessary.

5 Troubleshooting

Paper jam

You have fed in too much paper.



- Paper shredder jammed.
- Red LED in the key pad flashes.
- Paper shredder reverses automatically.

Notice! Do **not** press dashed arrow button and green arrow button alternately forwards and backwards.
Cutting unit can be damaged.



CAUTION!

Injuries by cutting rollers are possible even when the paper shredder is idle. Keep hands away from the cutting system!

- Open the flap and clear the paper jam.

If material is not completely pushed out, then



- Close the flap again.
- Press dashed arrow button.
- Paper is pushed out.
- Pull paper out.
- Separate paper stack and feed paper again.
- The shredding process is started again with the green arrow button or by the light barrier (paper feed).

Electric motor overheated



- Red LED on membrane keyboard lights.
- Paper shredder switches off automatically.
- Allow paper shredder to cool down for approx. 15 to 20 min.

Front door or flap opened



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.
- Close door and flap.

Note *If the door is opened when the cutting device is running, the document shredder must be started again using the green button after the door of the document shredder has been closed.*

Bag for shredded material full



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.

Note *Reversing the cutting device ("Reverse" button) is also possible even when the shredded material container is full.*

- Insert new bag.

Notice! *Empty the shredded material container after the paper shredder has been switched off, because otherwise malfunctions of the cutting system could occur when the rocker switch is pressed several times in succession.*

6 Cleaning and maintenance

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:



- Spray special cutting block oil through paper feed opening across the whole width of the cutting system blades.
- Run cutting system forwards and backwards several times without feeding paper.
- Paper dust and particles are shaken off.

7 Technical data

US-Version

Cutting type	Cross cut
Shred size (mm)	3.9 x 50
Nominal cutting capacity, DIN A4 70 g/m ²	60 sheets
Cutting speed	218 mm/s
Loading width	443 mm
Power supply	3W + PE 208 V, 60 Hz
Rated power	2.99 HP
Nominal current	20 A
Plug	L15-30P 30 A
Ambient air temperature	25 °C
Dimensions W x D x H (mm)	750 x 665 x 1590
Weight	220 kg
Volume of shredded material bag	290 l
Noise level (Idle running/ load)	58 dB(A) / 70-75 dB(A)

EU-Version

Cutting type	Cross cut	
Shred size (mm)	3.9 x 50	2 x 15
Safety rating DIN 32757 – 1	3	4
Cutting capacity (sheets), DIN A4 70 g/m ² 80 g/m ²	80 - 85 65 - 70	35 - 40 28 - 32
Cutting speed	218 mm/s	
Loading width	443 mm	
Weight	220 kg	
Volume of shredded material bag	290 l	
Noise level (Idle running/ load)	58 dB(A) / 70-75 dB(A)	
Dimensions W x D x H (mm)	750 x 665 x 1590	750 x 665 x 1460
Power for the maximum number of sheets	3 kW	2.2 kW
Power supply	3 x 400 V, 50 Hz	3 x 400 V, 50 Hz
Power supply fuses (slow-blow)	3 x 16 A	3 x 10 A