

## Safety Devices and Other Features

Formax 8000 Series Shredders are equipped with various safety features:

### Automatic Reverse Rotation (Process takes about 6 to 8 seconds)

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

If the door is open, the shredder will not operate.

### Automatic Stop

When the shredded paper fills the waste bin, the "FULL" light comes on and the cutter stops operation. Open the door, remove the waste bin and empty paper shreds. 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

**Oil regularly for peak performance. NOTE:** High Security shredders require a specialized oil that can only be ordered through Formax, part # 8000-15. 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®

## High Security Paper Shredder FD 8500HS Cross-Cut / Level 6



**NSA Approved:** Meets the requirements of NSA/CSS specification for Level 6 High-Security cross-cut shredders.

OPERATOR MANUAL  
FIRST EDITION

## Specifications

### FD 8500HS - For paper only

Cutting Style:	Cross Cut
Shred Size:	1/32" x 3/16" (Level 6)
Sheet Capacity:	4 to 5 ( <b>NO staples or paper clips</b> )
Speed:	35 feet per minute
Feed Opening:	16"
Dimensions:	24" W x 20" D x 35" H
Bin Capacity:	26 gal.
Security Level:	Level 6 (HIPAA Compliant)
Weight:	242 lbs.
Power supply:	110-120V, 60Hz

## 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. Open the door and flip the breaker switch to the "ON" position. Close door. Press the Power Switch on the right side of the shredder to the "ON" position (This switch should be used to turn the power on and off).

### 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 waste bin is full, the "FULL" lamp will light and the cutter will stop automatically. Open the door, empty the waste bin of paper shreds, replace the waste bin, close door, and continue to shred.

## 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, push 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. Never use it to shred cloth, plastic, cardboard or any hard material that will cause damage to the shredder blades. **DO NOT SHRED STAPLES OR PAPER CLIPS, THEY WILL DAMAGE OR DESTROY THE CUTTING 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.