

## Safety Precautions, continued

- 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.
- 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.

## Safety Devices and Other Features

### Automatic Reverse Rotation

When too much paper is inserted, the cutter stops operating and automatically rotates in reverse to discharge the jammed paper. The shredder will beep. 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 waste bin is full, the "FULL" LED will light and the cutter stops operation. Open the door, remove the waste bin and empty. Replace the waste bin, close the door, and press START to resume 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.



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## FD 8502AF AutoFeed Cross Cut Paper Shredder



# FORMAX<sup>®</sup>

## OPERATOR MANUAL THIRD EDITION

## Specifications

Cutting Style:	Cross Cut
Shred Size:	5/32" x 1-1/5"
Auto-Feed Hopper:	Up to 175 sheets
Hand-Feed Hopper:	22 to 24 sheets
Speed:	35 feet per minute
Feed Opening:	16" (hand-feed hopper)
Dimensions:	24" W x 20" D x 35" H
Security Level	Level 3
Bin Capacity:	33 gal.
Weight:	242 lbs.
Power supply:	110V, 50/60 Hz
Accepts credit cards, staples and paper clips in hand-feed hopper	

\* Sheet capacity varies depending on paper and power supply

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

### 3. Manual Operation

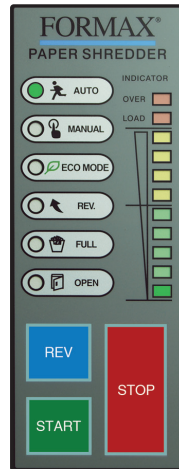
If paper is too small for the shredder's sensors to detect, shred it manually. Push the START button once more and the "MANUAL" LED will light. Insert paper to be shredded. Three minutes after shredding, the cutter automatically stops rotating.

### 4. Reverse Operation

Push the REV button and the "REV" LED 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" LED will light and the cutter will stop automatically. Open the door, remove and empty the waste bin. Replace the waste bin, close door, and press START to resume shredding.



## Auto-Feed

1. To use the Auto-Feed Hopper, select "Auto".
2. Lift open Auto-Feed Hopper Lid.
3. Press down Auto-Feed Lever and load up to 175 sheets of paper to be shredded. Release lever. **NOTE:** Load 8.5 x 11" paper landscape and 8.5 x 14" and 11" x 17" paper portrait. Feeder does not accept staples or paper clips.
4. Paper will automatically feed and be shredded. Cutting blades will stop after shredding is complete.
5. Close lid when Auto-Feed Hopper is not in use.

Auto-Feed Hopper Lid



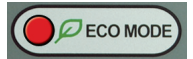
Auto-Feed Lever



## ECO Mode

When the power switch on the right side of the shredder (see below) is initially turned on, the shredder is automatically in ECO Mode. This energy-saving feature puts the shredder into standby after 5 minutes of inactivity.

When the shredder is in standby, the ECO Mode LED on the control panel will be lit.



To exit ECO Mode and begin shredding, press START until the Auto LED is lit.

## 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.



Power switch

- 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 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.

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