

[Manuals.plus](#) /

› [Formax](#) /

› FORMAX FD 8402SC OnSite Office Strip-Cut Shredder User Manual

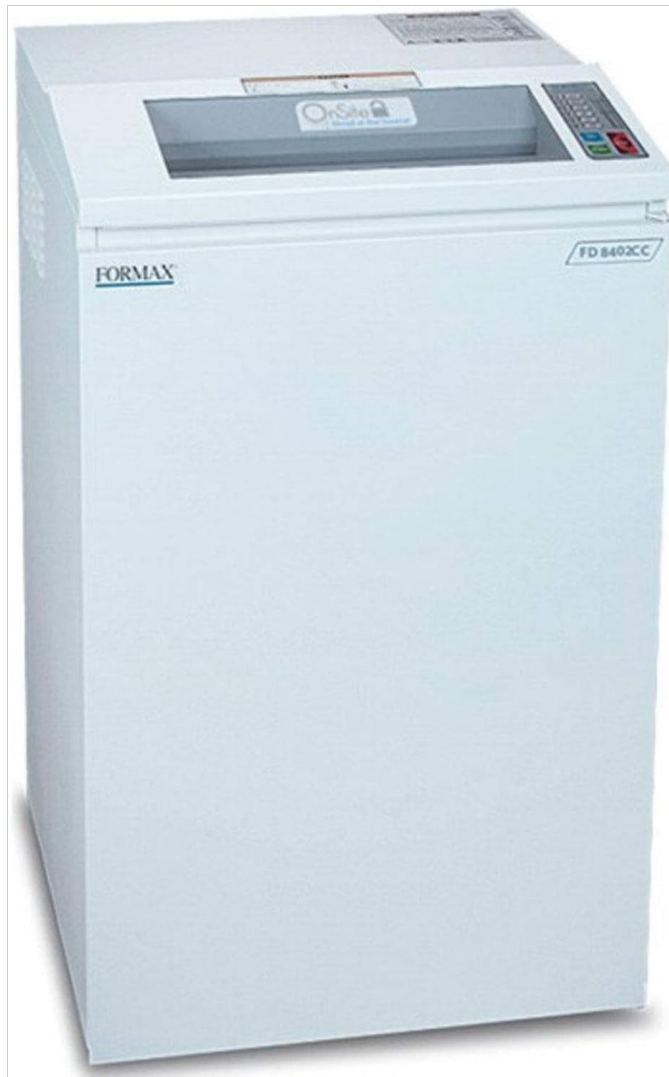
Formax FD 8402SC

FORMAX FD 8402SC OnSite Office Strip-Cut Shredder User Manual

Model: FD 8402SC | Brand: Formax

1. INTRODUCTION

This manual provides essential instructions for the safe and efficient operation, maintenance, and troubleshooting of your FORMAX FD 8402SC OnSite Office Strip-Cut Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.



Front view of the FORMAX FD 8402SC OnSite Office Strip-Cut Shredder, showing its white all-metal cabinet, feed opening, and control panel.

2. IMPORTANT SAFETY INFORMATION

To reduce the risk of injury or damage, always follow these basic safety precautions:

- **Read all instructions:** Familiarize yourself with the shredder's features and operation before use.
- **Keep hands and fingers away:** Never place hands, fingers, or any body parts near the shredder's feed opening.
- **Keep loose clothing and jewelry away:** Ensure ties, necklaces, long hair, and loose clothing do not come into contact with the feed opening.
- **Keep children and pets away:** This shredder is not a toy. Keep children and pets at a safe distance from the machine.
- **Unplug before maintenance:** Always unplug the shredder from the power outlet before cleaning, moving, or performing any maintenance.
- **Do not shred metal objects:** Avoid shredding staples, paper clips, or other metal objects that are not explicitly stated as shreddable by the manufacturer.
- **Use in a well-ventilated area:** Ensure adequate airflow around the shredder to prevent overheating.
- **Do not overload:** Adhere to the specified sheet capacity to prevent jams and motor strain.
- **Position correctly:** Place the shredder on a stable, level surface. Ensure the power cord is not pinched or damaged.

3. PACKAGE CONTENTS

Verify that all items are present in the packaging:

- FORMAX FD 8402SC Shredder Unit
- Power Cord
- User Manual (this document)
- Waste Bin

4. SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Placement:** Position the shredder on a firm, level surface. Ensure there is sufficient space around the unit for ventilation and easy access to the waste bin. The shredder is equipped with casters for easy movement.
3. **Waste Bin Installation:** Ensure the waste bin is correctly seated within the shredder cabinet. The shredder will not operate if the bin is not properly installed.
4. **Power Connection:** Plug the power cord into the shredder's power inlet, then plug the other end into a standard grounded electrical outlet.



Side view of the FORMAX FD 8402SC OnSite Office Strip-Cut Shredder, highlighting its compact design and casters for mobility.

5. OPERATING INSTRUCTIONS

1. **Power On:** Locate the main power switch, typically on the back or side of the unit, and switch it to the 'ON' position.
2. **Select Mode:** Use the control panel to select the desired operating mode (e.g., Auto, Reverse, Off). For normal operation, select 'Auto'. The shredder will enter standby mode.
3. **Feeding Documents:** Insert paper into the feed opening. The shredder's automatic start/stop feature will detect the paper and begin shredding. Feed documents straight into the opening.
4. **Capacity:** Do not exceed the maximum sheet capacity of 30-32 sheets (70gsm paper) at a time. Overloading can cause jams and damage the motor.
5. **Continuous Operation:** The FD 8402SC is designed for continuous operation. However, if the motor becomes too hot, the thermal overload protection will activate, and the shredder will temporarily shut down. Allow it to cool down before resuming operation.
6. **Power Off:** When finished shredding, switch the main power switch to the 'OFF' position and unplug the unit from the power outlet.

6. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder.

- **Emptying the Waste Bin:** Regularly check and empty the 28-gallon waste bin to prevent paper jams and ensure continuous operation. Always switch off and unplug the shredder before removing the bin.

- **Cleaning the Cutters:** Periodically clean the shredder cutters. With the shredder unplugged, carefully remove any paper dust or debris from the feed opening using a soft brush or cloth.
- **Oiling (Optional):** While strip-cut shredders generally require less oiling than cross-cut models, occasional oiling can help maintain cutter performance. Use shredder-specific oil and follow the instructions provided with the oil.
- **Exterior Cleaning:** Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	No power, waste bin not properly seated, thermal overload activated.	Check power cord connection. Ensure waste bin is fully inserted. Allow shredder to cool down for 20-30 minutes if overheated.
Paper jam.	Overloading, crumpled paper, foreign object.	Switch to 'Reverse' mode to clear the jam. If unsuccessful, unplug the shredder and carefully remove paper manually. Do not force.
Shredder runs continuously.	Sensor obstructed.	Unplug the shredder and clean the paper sensor located in the feed opening.
Unusual noise during operation.	Cutters need oiling, debris in cutters.	Oil the cutters (if applicable). Unplug and inspect cutters for any lodged debris.

8. SPECIFICATIONS

Feature	Detail
Model Number	FD 8402SC
Cut Type	Strip Cut
Shred Size	1/4 inch (approximate, based on product title)
Sheet Capacity	30 to 32 sheets (70gsm)
Feed Opening	12.2 inches
Bin Capacity	28 gallons
Product Dimensions	24 x 30 x 43 inches (L x W x H)
Item Weight	206 pounds
Special Features	Automatic Start Stop, Casters, Energy Saving, Thermal Overload Protection
Recommended Uses	Shredding Paper, Shredding Staples

9. WARRANTY AND SUPPORT

For warranty information and technical support, please refer to the warranty card included with your product or contact Formax customer service directly. Keep your purchase receipt as proof of purchase.

Contact information for Formax can typically be found on their official website or on the product packaging.

© 2023 Formax. All rights reserved.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question