

FORMAX[®]

FD 8732HS

Paper/Optical Media Shredder

OPERATOR / PARTS MANUAL
FIRST EDITION

TOPIC	PAGE
Description	3
Set-up Guidelines	3
Operation	3
AutoOiler Operation	4
Eco Mode	4
Safety Precautions	4
Safety Devices & Other Features	4
Sensor Sensitivity Recovery	5
Daily Maintenance	5
Auto Cleaning	5
Specifications	6
Troubleshooting	7-8
Parts Lists	9-21

Description

The Formax FD 8732HS offers high-security paper shredding and optical media destruction in a single convenient, mobile unit. It meets the requirements of NSA/CSS Specification 02-01 for High Security Cross-Cut Paper Shredders and Specification 04-02 for Optical Media Destruction Devices. The FD 8732HS is listed on the NSA/CSS EPL, and meets the 2018 requirements for particle size of 2mm x 2mm for DVD and Blu-ray destruction.



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, 115V. If the outlet is shared with another electronic device, the total current should not exceed 30A (at 115V).

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 / optical media to shred. The shredder will start and stop automatically when using this function. For optical media, feed disc one at a time.

3. Manual Operation

If paper or optical media 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/ optical media 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 / optical media is inserted at one time in standard modes, the shredder will automatically operate in reverse. If this occurs, remove the inserted paper/optical media 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.



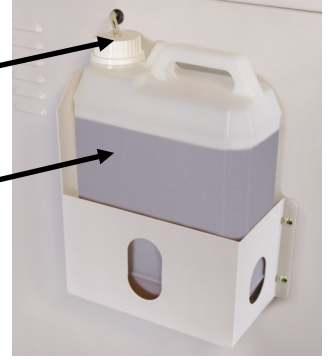
AutoOiler

The AutoOiler pumps 40 CCs of oil onto the cutting head every 30 minutes of run time to help keep the FD 8732HS working at peak performance.

1. Fill oil reservoir with recommended HS shredder oil.
2. Insert hose into the top of the bottle.
3. The oiler is ready for use.

Hose & cap assembly

Oil reservoir bottle



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. Simply press the start button to begin shredding.



To turn off ECO Mode: Turn the power switch to the off position, then while pressing the stop button turn the shredder back on, hold the stop button down until the shredder beeps once and release. The Eco Mode indicator LED will go out indicating that the shredder is no longer in Eco Mode. To re-engage Eco Mode simply turn the shredder off and back on again.

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 openings and shred outlet.
- Do not use the shredder for anything other than its intended purpose. Never use the paper shredding infeed to shred cloth, plastic, cardboard or any hard material that will cause damage to the shredder blades. Feed only discs into the optical media slot.
- 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.



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.

Sensor Sensitivity Recovery

Over time, the shredder photo eye may lose its sensitivity. Use these steps to reset it.

- If the sensor cannot detect paper: Press the Stop button for 5 seconds.
- If the shredder is operating without paper in the feed opening: Press Stop, then insert paper into the feed opening and press the Stop button for 5 seconds.

After following either of these steps, all LED lamps should be off, and the shredder will make a beeping sound. Sensitivity is recovered and the shredder is ready to operate.

Daily 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.

Auto Cleaning Function

Use the Auto Cleaning function when sheet capacity is decreased.

1. Prior to using the Auto Cleaning function, 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.
2. Press the REV button and hold for five seconds. Manual and Rev LED indicators on control panel will light.
3. The shredder will operate in reverse for one minute, then the Auto LED will light.

Specifications

CAUTION! Not for use with staples or paper clips they will damage the cutting blades.

	Paper	Optical Media
Cutting Style:	Cross Cut	Cross Cut
Shred Size:	1mm x 5mm	2mm x 2mm
Sheet Capacity:	10 - 11 sheets (75gsm)*	1 disc at a time
Speed:	Up to 18 fpm	Approx. 800 discs/hour
Feed Opening	9.4"	4.9"
Bin Capacity	28 gal.	21 gal.
DIN 66399 Security Level	P-7	O-6
Dimensions:	31" W x 26" D x 45" H (800 x 650 x 1135mm)	
Weight:	530 lbs. (240kg)	
Power Supply:	115V, 60 Hz	
*Capacity varies depending on paper and power supply		

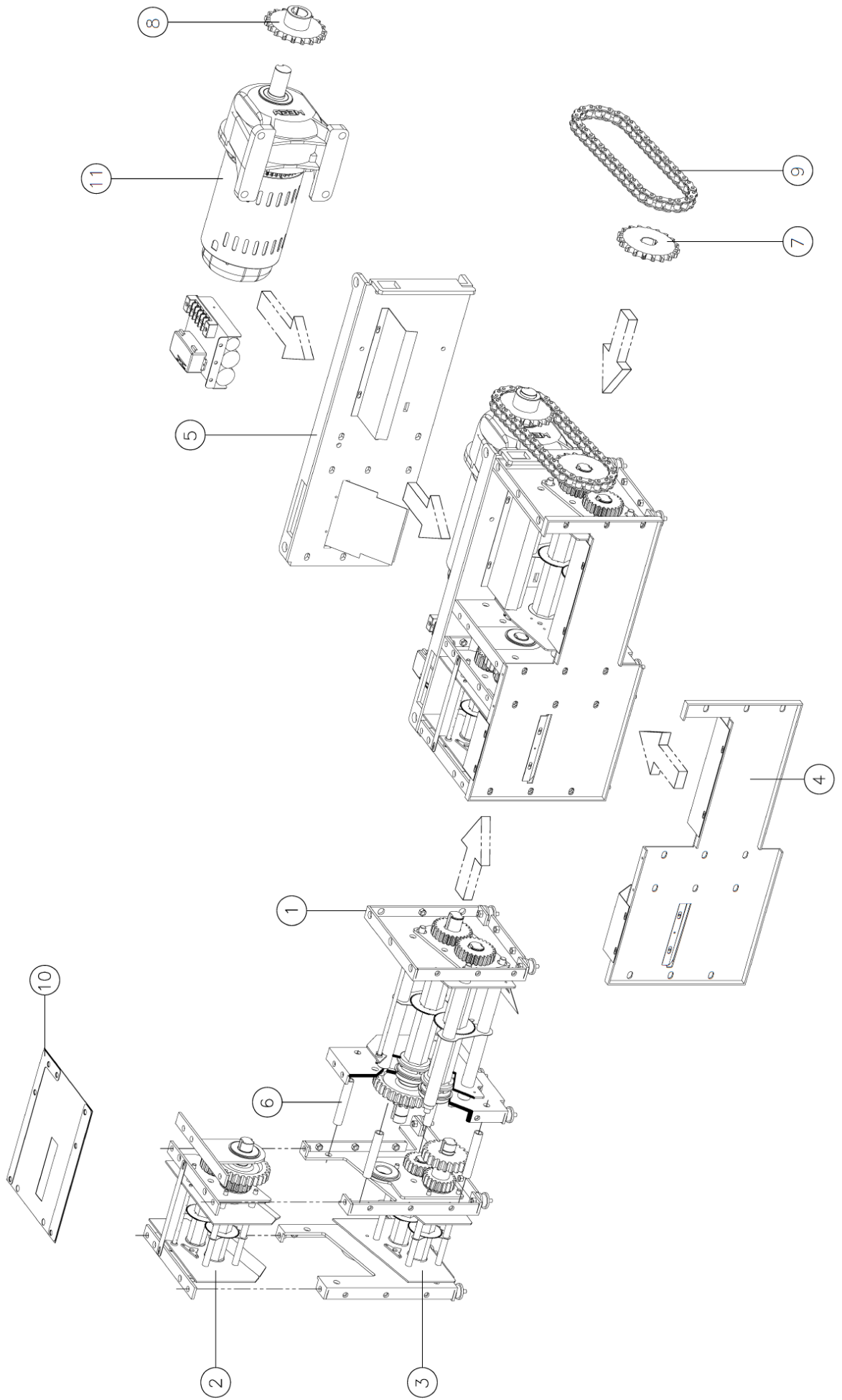
TROUBLESHOOTING

PROBLEM:	CHECK THIS:	SOLUTION:
Shredder will not operate	Check that the power cord is plugged into an appropriate outlet	Plug cord into outlet
	Check voltage of power outlet	If necessary, find an alternate outlet with the appropriate voltage
	Check the wiring between the fuse connector on the PCB	Reconnect, if necessary
Shredder capacity is decreased		Follow directions for Auto Cleaning
Main power is functioning but shredder won't operate (Main PCB)	Check main power cable to see if it is properly connected to the Main PCB (Reconnect, if necessary
	Check the Main PCB's printed circuit and wire disconnection of transformer	If there is a problem with the circuit and/or transformer, replace with new one
	Check the electrical contacts on the main control switch	Reconnect, if necessary
Main power is okay, but shredder is not working (electrical) NOTE: Photo sensor should be connected with the main PCB during testing.	Check the outlet for correct voltage, 120V	Use different outlet, if necessary
	Check wire connection between photo sensor and Main PCB If there is no output signal from Main PCB, shredder will	Reconnect cable to sensor and Main PCB
	Photo sensor could be dirty	Remove photo sensor and clean it with a soft cloth
	Photo sensor sensitivity may need to be reset	Sensitivity measurement distance should be .4 inch (10mm). If distance is less than .4 inch, replace the photo sensor
	Check power relay contacts	Reconnect, or replace main PCB power relay if necessary. If printed circuit is damaged, replace the main PCB.
Main power is okay, but shredder is not working (mechanical)	Check motor current contactor	Open motor cover, clean contactor and adjust gap of contactor .
	Shredder may have overheated.	Wait 5-10 minutes for motor to cool down, then resume shredding
	Check motor condenser for damage	Replace motor condenser

Shredder motor and blades continue to rotate	Check control panel lights to see if AUTO lamp is flashing	If so, follow instructions for Sensor Sensitivity Recovery
	Check control panel lights to see if MANUAL lamp is on	If yes, press the START button. AUTO lamp should light and shredder should operate in AUTO mode.
	Photo sensor could be dirty	Remove photo sensor and clean it with a soft cloth
	Photo sensor sensitivity may need to be reset	Sensitivity measurement distance should be .4 inch (10mm). If distance is less than .4 inch, replace the photo sensor
	Check power relay contacts	Reconnect, or replace main PCB power relay if necessary
Reverse function will not work	Check power relay contacts (in case of electrical coil damage)	Replace power relay
	Check printed circuit for damage	If damaged, replace the Main PCB
Shredder makes an unusual or metallic noise	Check cutters for materials lodged between cutting blades and/or guides	If so, turn off shredder and carefully remove any foreign materials from the cutter. Then follow instructions for Auto Cleaning.
	Check guides and cutters for damage	If guides and/or cutters are broken, the whole cutting head should be replaced
	Check bearings, space rings and cutting shafts for damage	If any of these parts are damaged, they should be replaced, in addition to side plates
Motor makes a "tick tick" noise	Check the reduction gears for damage	If the reduction gears are broken, replace the entire motor

PARTS

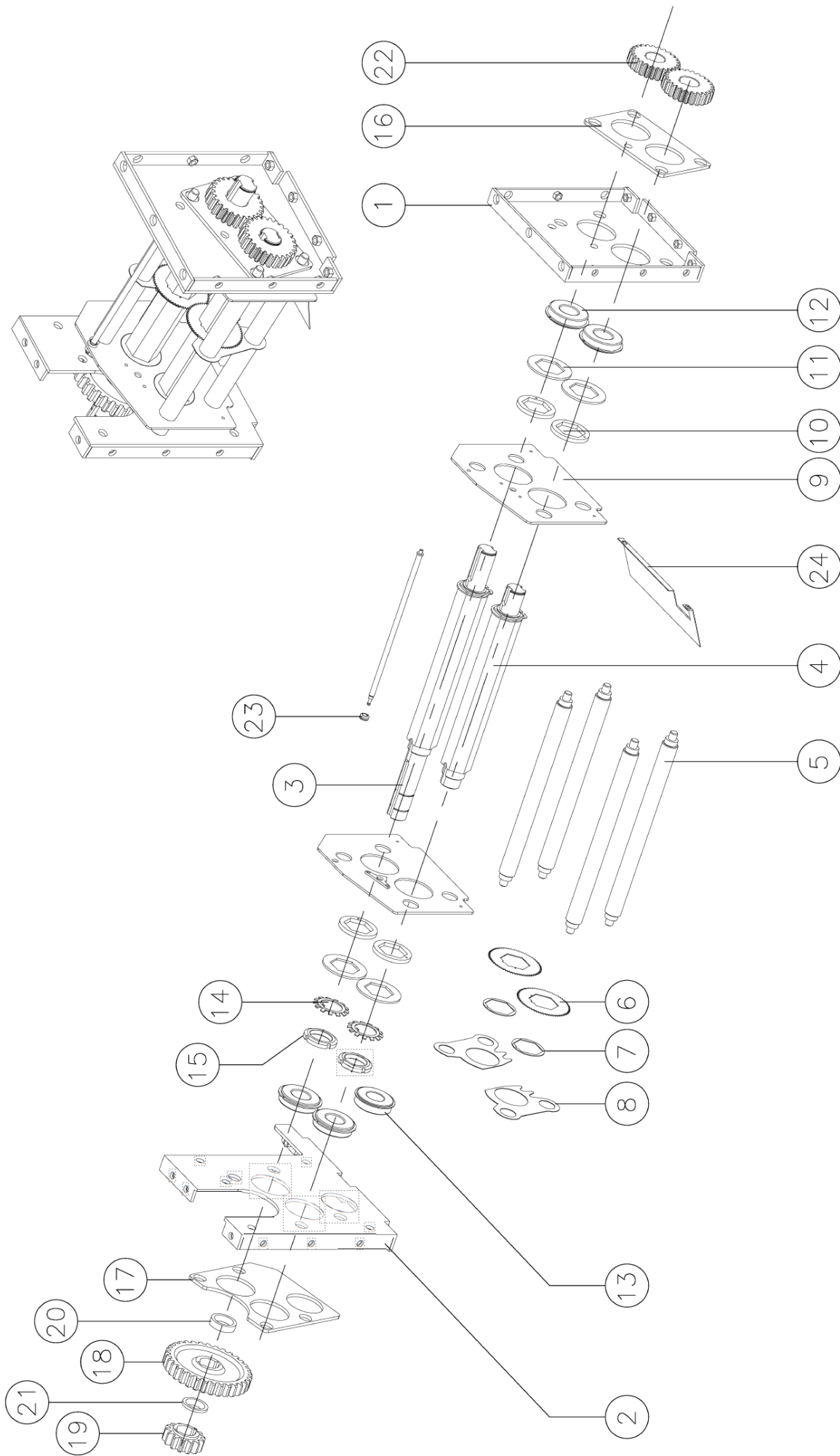
COMPLETE CUTTING BLOCK ASSEMBLY



COMPLETE CUTTING BLOCK ASSEMBLY

No.	Parts No.	Description	Remark
1	FD8732HS B 001	PAPER CUTTER ASS'Y	1SET
2	FD8732HS B 002	CD1 CUTTER ASS'Y	1SET
3	FD8732HS B 003	CD2 CUTTER ASS'Y	1SET
4	FD8732HS B 004	FRONT PLATE	SGHC / 1EA / 3.0t
5	FD8732HS B 005	MOTOR BASE PLATE	SS400 / 1EA / 8.0t
6	FD8732HS B 006	SPACE PIPE	SS400 / 4EA / 10Ax100
7	FD8732HS B 007	SHAFT SPROCKET	S45C / 1EA / #60/Z19
8	FD8732HS B 008	MOTOR SPROCKET	S45C / 1EA / #60/Z19
9	FD8732HS B 009	CHAIN	1EA / #60/44Link
10	FD8732HS B 010	GEAR COVER	ULETHANE / 1EA / 1.0t
11	FD8732HS B 011	MOTOR	1EA / 1HP(100:1)

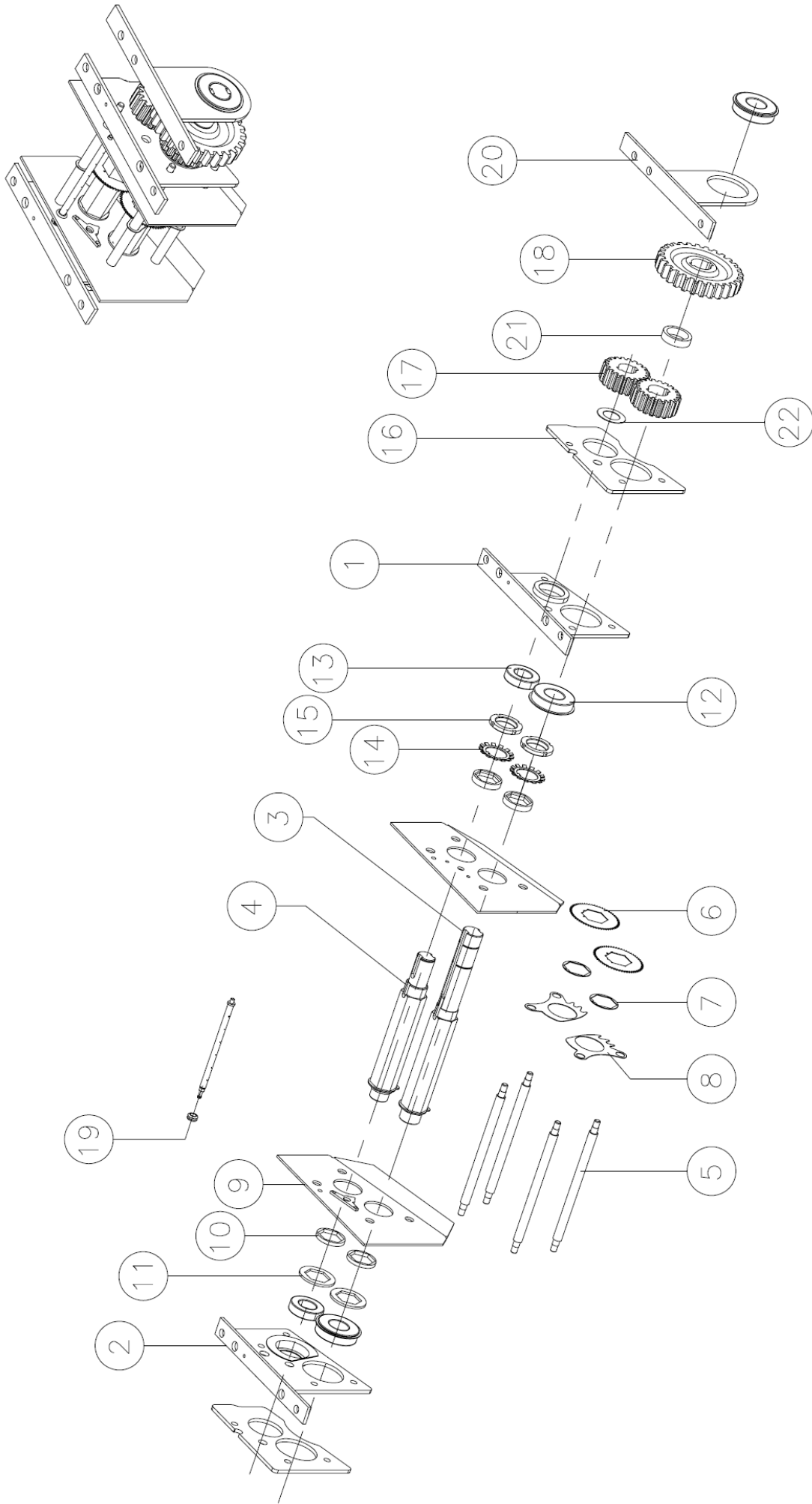
PAPER CUTTING BLOCK ASSEMBLY



PAPER CUTTING BLOCK ASSEMBLY

No.	Part No.	Description	Remark
1	FD8732HS C 001	PAPER SIDE PLATE (R)	SS400 / 1EA / 5.0t
2	FD8732HS C 002	PAPER SIDE PLATE (L)	SS400 / 1EA / 5.0t
3	FD8732HS C 003	PAPER SHAFT (L)	S45C / 1EA / HEX. 41
4	FD8732HS C 004	PAPER SHAFT (S)	S45C / 1EA / HEX. 41
5	FD8732HS C 005	PAPER GUIDE POST	S45C / 4EA / Ø25
6	FD8732HS C 006	PAPER CUTTER	SK5 / 340±3 / 0.78t
7	FD8732HS C 007	PAPER RING	SPHC / 340±3 / 0.8t
8	FD8732HS C 008	PAPER GUIDE	SGHC / 340±3 / 0.6t
9	FD8732HS C 009	PAPER GUIDE PLATE (L/R)	SGHC / 2EA / 3.0t
10	FD8732HS C 010	PAPER SPACE RING (A)	SGHC / 4EA / 4.0t
11	FD8732HS C 011	PAPER SPACE RING (B)	SGHC / 2EA / 2.0t
12	FD8732HS C 012	PAPER NR BEARING	4EA / 6206ZZ NR
13	FD8732HS C 013	NR BEARING	1EA / 62/28Z
14	FD8732HS C 014	PAPER BEARINGWASHER	2EA / AW07
15	FD8732HS C 015	PAPER BEARING NUT	2EA / AN07
16	FD8732HS C 016	PAPER BEARING PLATE	SS400 / 1EA / 5.0t
17	FD8732HS C 017	PAPER BOTTOM BEARING PLATE	SS400 / 1EA / 5.0t
18	FD8732HS C 018	PAPER-CD2 GEAR (A)	S45C / 1EA / M=4/Z=33
19	FD8732HS C 019	PAPER-CD2 GEAR (B)	S45C / 1EA / M=4/Z=22
20	FD8732HS C 020	PAPER-SPACE RING 1	SS400 / 1EA / Ø40 x 10.2
21	FD8732HS C 021	PAPER-SPACE RING 2	SS400 / 1EA / Ø40 x 10.2
22	FD8732HS C 022	PAPER SPUR GEAR (A)	S45C / 1EA / M=3/Z=25
23	FD8732HS C 023	PAPER OIL PIPE ASS'Y	1EA
24	FD8732HS C 024	PAPER GUIDE	1EA

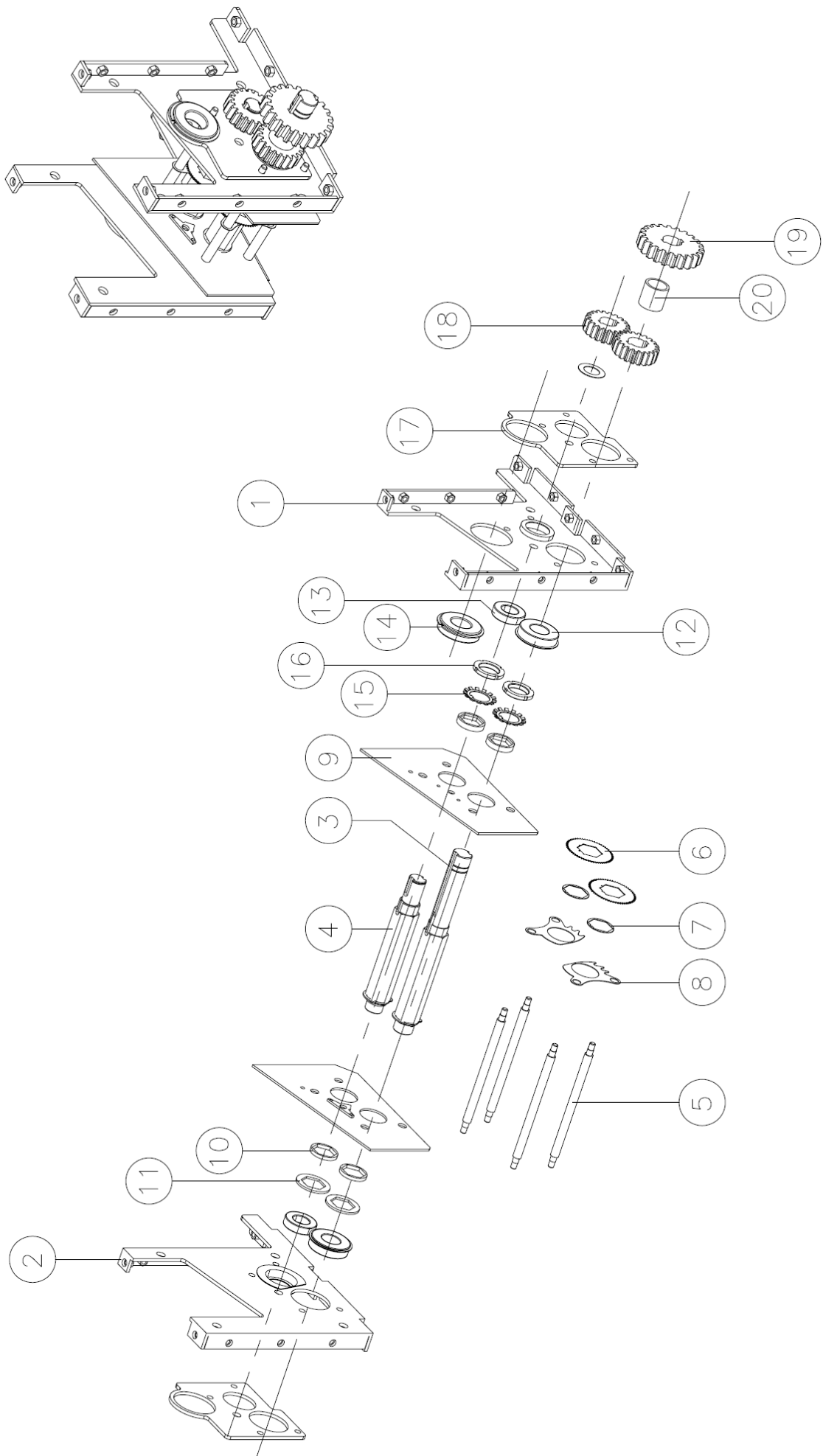
CD/DVD 1 CUTTING BLOCK ASSEMBLY



CD/DVD 1 CUTTING BLOCK ASSEMBLY

No.	Parts No.	Description	Remark
1	FD8732HS D 001	CD1 SIDE PLATE (R)	SS400 / 1EA / 5.0t
2	FD8732HS D 002	CD1 SIDE PLATE (L)	SS400 / 1EA / 5.0t
3	FD8732HS D 003	CD1 SHAFT (L)	S45C / 1EA / HEX. 32
4	FD8732HS D 004	CD1 SHAFT (S)	S45C / 1EA / HEX. 32
5	FD8732HS D 005	CD GUIDE POST	S45C / 4EA / Ø12
6	FD8732HS D 006	CUTTER	SK5 / 280±3 / 0.78t
7	FD8732HS D 007	RING	SPHC / 280±3 / 0.8t
8	FD8732HS D 008	GUIDE	SGHC / 280±3 / 0.6t
9	FD8732HS D 009	CD1 GUIDE PLATE(L/R)	SGHC / 2EA / 3.0t
10	FD8732HS D 010	CD CSPACE RING	SGHC / 2EA / 3.0t
11	FD8732HS D 011	CD SPACE RING (HEX)	ACETAL / 4EA / 5.0t
12	FD8732HS D 012	NR BEARING	3EA / 62/28Z
13	FD8732HS D 013	BEARING	2EA / 6005ZZ
14	FD8732HS D 014	CD BEARING WASHER	2EA / AW06
15	FD8732HS D 015	CD BEARING NUT	2EA / AN06
16	FD8732HS D 016	CD1 BEARING PLATE	SS400 / 2EA / 5.0t
17	FD8732HS D 017	CD1 SPUR GEAR	S45C / 2EA / M=3/Z=20
18	FD8732HS D 018	CD1-PAPER GEAR (A)	S45C / 2EA / M=4/Z=28
19	FD8732HS D 019	CD1 OIL PIPE ASS'Y	1EA
20	FD8732HS D 020	CD TOP SIDE PLATE	SS400 / 1EA / 5.0t
21	FD8732HS D 021	CD-SPACE RING 1	SS400 / 1EA / Ø45 x 10.5
22	FD8732HS D 022	CD-SPACE RING 2	ACETAL / 1EA / Ø33.5 x 3

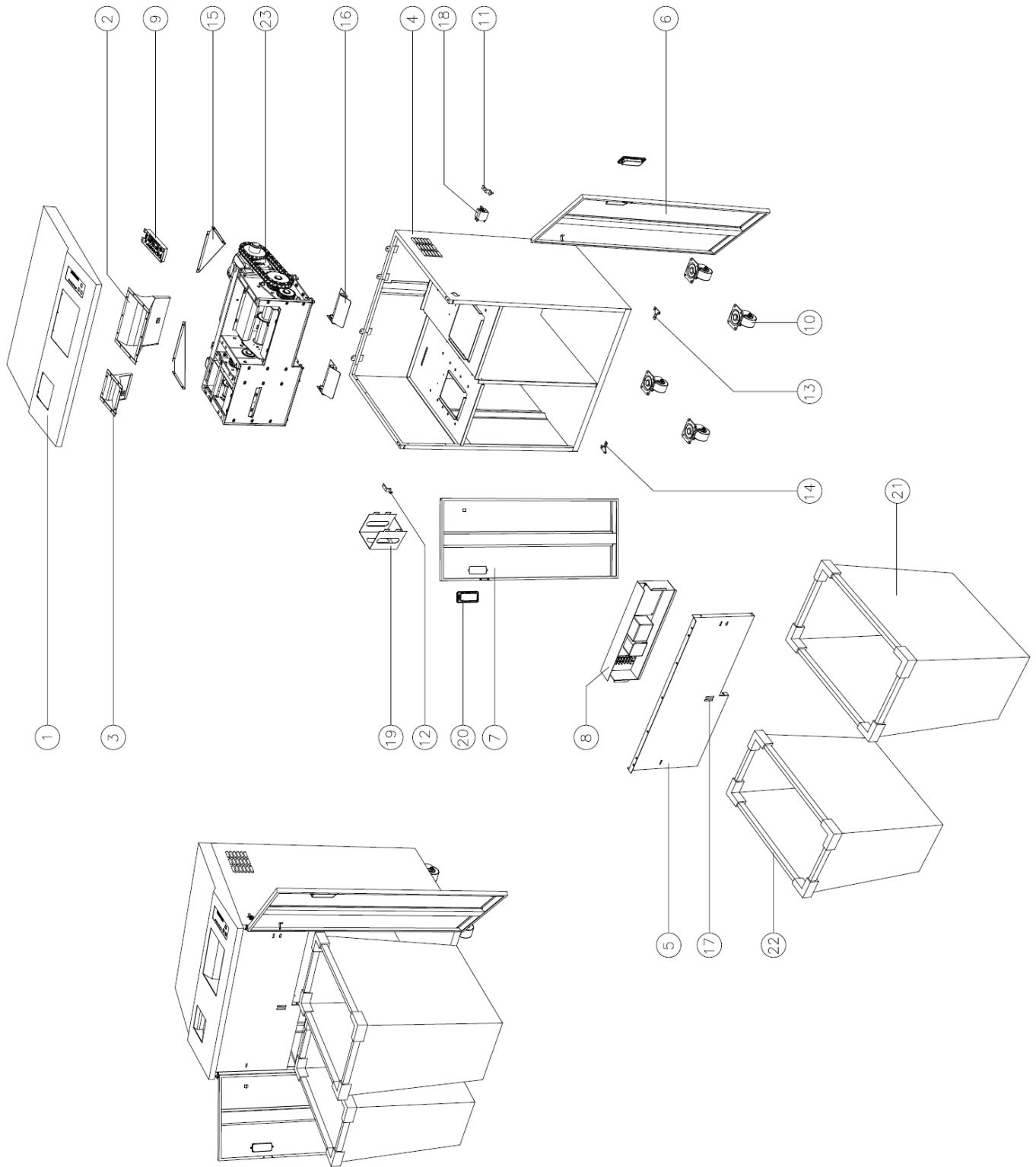
CD/DVD 2 CUTTING BLOCK ASSEMBLY



CD/DVD 2 CUTTING BLOCK ASSEMBLY

No.	Parts No.	Description	Remark
1	FD8732HS D2 001	CD2 SIDE PLATE (R)	SS400 / 1EA / 5.0t
2	FD8732HS D2 002	CD2 SIDE PLATE (L)	SS400 / 1EA / 5.0t
3	FD8732HS D2 003	CD2 SHAFT (L)	S45C / 1EA / HEX. 32
4	FD8732HS D2 004	CD2 SHAFT (S)	S45C / 1EA / HEX. 32
5	FD8732HS D2 005	CD GUIDE POST	S45C / 4EA / Ø12
6	FD8732HS D2 006	CUTTER	SK5 / 280±3 / 0.78t
7	FD8732HS D2 007	RING	SPHC / 280±3 / 0.8t
8	FD8732HS D2 008	GUIDE	SGHC / 280±3 / 0.6t
9	FD8732HS D2 009	CD2 GUIDE PLATE (L/R)	SGHC / 2EA / 3.0t
10	FD8732HS D2 010	CD SPACE RING	SGHC / 2EA / 3.0t
11	FD8732HS D2 011	CD SPACE RING (HEX)	ACETAL / 4EA / 5.0t
12	FD8732HS D2 012	NR BEARING	3EA / 62/28Z
13	FD8732HS D2 013	BEARING	2EA / 6005ZZ
14	FD8732HS D2 014	PAPER NR BEARING	1EA / 6206ZZ NR
15	FD8732HS D2 015	CD BEARING WASHER	2EA / AW06
16	FD8732HS D2 016	CD BEARING NUT	2EA / AN06
17	FD8732HS D2 017	CD2 BEARIN PLATE	SS400 / 2EA / 5.0t
18	FD8732HS D2 018	CD2 SPUR GEAR	S45C / 2EA / M=3/Z=20
19	FD8732HS D2 019	PAPER-CD2 GEAR (B)	S45C / 2EA / M=4/Z=22
20	FD8732HS D2 020	CD-SPACE RING 2	SS400 / 1EA / Ø45 x 10.5
21	FD8732HS D2 021	CD-SPACE RING 3	ACETAL / 1EA / Ø33.5 x 3

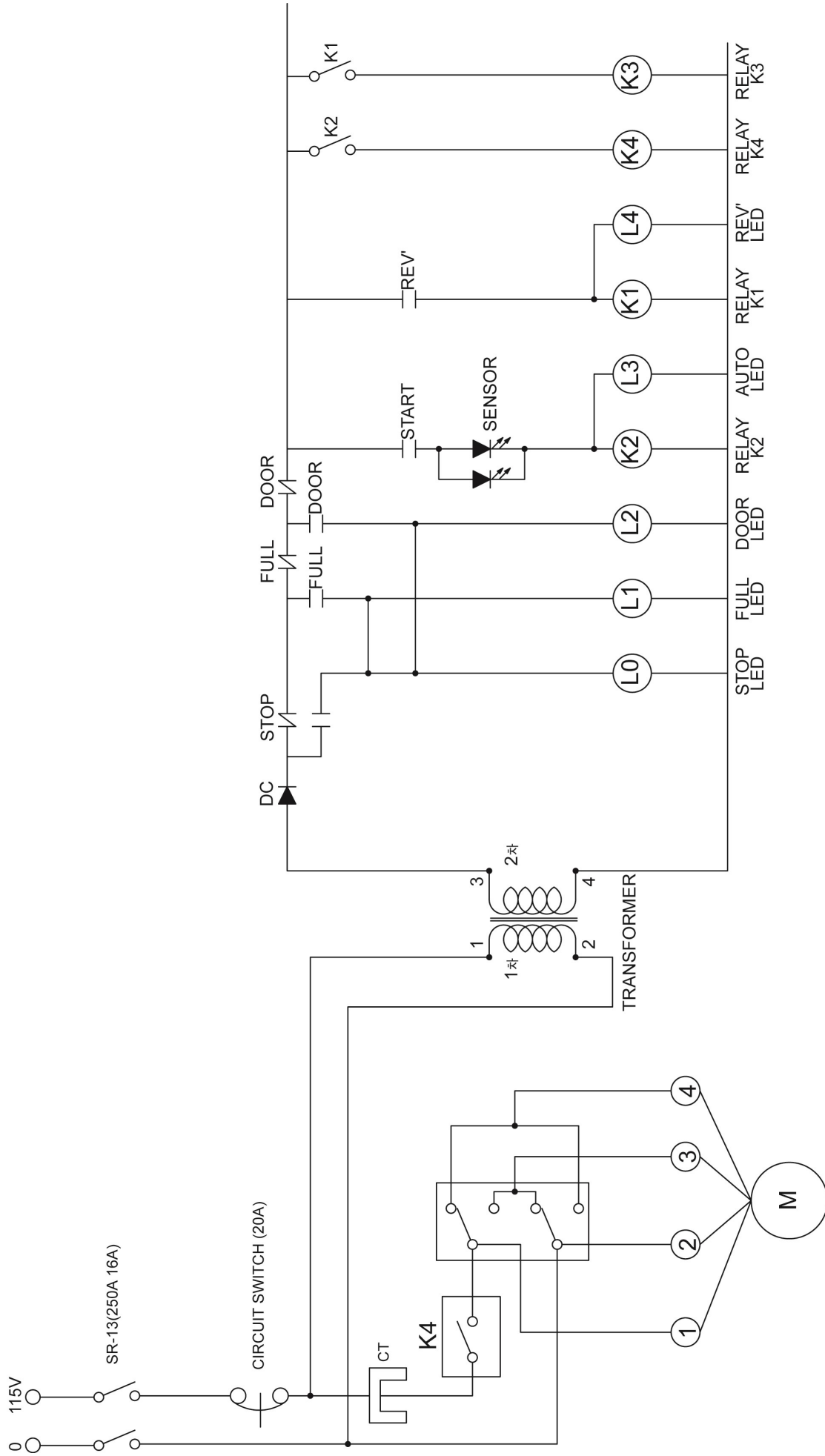
CABINET ASSEMBLY



CABINET ASSEMBLY

No.	Description	Parts No.	Remark
N/A	TOP CASE ASS'Y	FD8732HS A 000	SPCC / 1SET
1	TOP CASE	FD8732HS A 001	SPCC / 1EA
2	PAPER THROAT	FD8732HS A 002	SPCC / 1EA
3	CD THROAT	FD8732HS A 003	SPCC / 1EA
4	BODY ASS'Y	FD8732HS A 004	SPCC / 1SET
5	FRONT PLATE	FD8732HS A 005	SPCC / 1EA
6	PAPER DOOR	FD8732HS A 006	SPCC / 1EA
7	CD DOOR	FD8732HS A 007	SPCC / 1EA
8	MAIN PCB ASS'Y	FD8732HS A 008	1SET
9	CONTROL PCB ASS'Y	FD8732HS A 009	1SET
10	CASTER	FD8732HS A 010	4EA
11	PAPER DOOR HINGE (T)	FD8732HS A 011	1EA
12	CD DOOR HINGE (T)	FD8732HS A 012	1EA
13	PAPER DOOR HINGE (B)	FD8732HS A 013	1EA
14	CD DOOR HINGE (B)	FD8732HS A 014	1EA
15	BODY TOP BRACKET	FD8732HS A 015	SPCC / 2EA / L, R
16	FULL PLATE ASS'Y	FD8732HS A 016	2EA
17	MAGNET	FD8732HS A 017	2EA
18	CIRCUIT BREAKER	FD8732HS A 018	1EA
19	OIL COVER	FD8732HS A 019	SPCC / 1EA
20	DOOR HANDLE	FD8732HS A 020	2EA
21	PAPER WASTE BASKET	FD8732HS A 021	PVC / 1EA
22	CD WASTE BASKET	FD8732HS A 022	PVC / 1EA
23	CUTTING BLOCK	FD8732HS A 023	1SET

ELECTRICAL SCHEMATIC



BLOCK ELECTRICAL SCHEMATIC

