

Do's and Don'ts of Shredding

Shredding Do's

Check sheet capacity

- Before manually feeding paper. Most models indicate if you are shredding too many sheets.

Ensure shredder bin is emptied and door is closed

- For safety, shredders do not operate when overloaded or open.

Check if your shredder needs oiling

- Shredders like all investments require care and attention. Oil your shredder regularly to keep it in good working order. Remember to check your user manual for instructions as your shredder may have an automatic oiling feature.

Check your shredder running time

- Your shredder will stop to cool down if used for too long a period beyond its motor capacity.

Take your time and shred sensibly

- There are numerous ways to make the most of your shredder (no matter size or capability!). Consider before shredding and you can maximise performance. Little ideas such as cutting A3 documents down to A4 size before shredding (rather than folding) allows even the most basic shredder to tackle larger paper sizes.

And finally, **always read your shredder instruction manual before operating.**

Don'ts

Don't shred large format staples or paperclips

- While regular staples, paperclips (and in some cases CD's) are OK; large format accessories can potentially damage your shredder.

Don't use with loose clothing, hanging jewellery or long hair

- Tie back or remove any loose or dangling items when shredding to eliminate risk of injury and shredder malfunction.

Don't leave a shredder unattended with a child

- While easy to use, it is important to remember that shredders can be hazardous pieces of office equipment and may result in injury. Always remember that an adult should be in control at all times.

Don't operate if you suspect damage

- If anything has happened to the wires, plugs or internal workings do not attempt to use.

Don't overload your outlets

- Don't overload electrical outlets beyond capacity when using your shredder as this can result in fire or electrical shock.

Don't alter the attached plug

- Your shredder plug is designed specifically for your shredder and configured for the appropriate electrical supply. Alterations could result in injury, so we recommend that this is not removed for safety.

Don't use near water

- As with other electrical products, shredders should not be used near or around water as this could result in injury.

Don't use aerosol dusters or cleaners or sprays

- Sprays can react badly with shredder mechanisms. When cleaning use a dry cloth to wipe down, or for internal maintenance, shredder oil.

Don't load an auto feed chamber with unopened junk mail

- Junk mail may contain unknown contents which could damage your shredder. This also applies to magazines or bound documents. Always check content before shredding.