

Proper Care of Your Shredder

Many shredders have gone to shredder heaven due to misuse or misunderstanding. Proper care will extend the life of the unit and eliminate operator frustration. Keep the following tips in mind when using your shredder.

- Don't feed it more than it can chew.
- Empty often.
- Don't be surprised if it stops 'eating' after 30 or so minutes, it's not broken, just tired of eating.
- Allow plenty of time between 'meals' to cool off.
- Prepare 'meals' properly; remove staples, paper clips, cardboard and unnecessary bulk. Tear checks and carbons off pad binding, flatten out folded items. Remove unnecessary bulk. Just because it can chew all those things up, doesn't mean it has to.
- Feed it a balance 'meal', not too many thick, heavy or hard items all at once. It will stop eating even sooner.
- Clean its teeth after 'meals'; but unplug it first, it bites.
- Be prepared to sweep up after 'meals'
- Shred often; several small 'meals' are better than a few big meals. *(It also keeps everybody regular!)*

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Organizing Matters is committed to helping clients reach their goal of a more organized home, workplace and schedule. To learn more, visit www.OrganizingMatters.com or e-mail her at OM@OrganizingMatters.com