

PAPER SHREDDER SAFETY

- Locate the paper shredder and power cord outside of foot traffic areas.
- Locate the paper shredder at least 4 inches from walls or furniture to allow air to freely flow through ventilation slots.
- Always be alert and focus on the shredding task when using a paper shredder.
- Keep jewelry, long hair, neckties, lanyards, etc. away from the paper shredder feed opening.
- Never put fingers or objects other than paper (i.e.: paper clips or staples) into the shredder feed opening.
- Feed paper smoothly into the shredder. Never force paper into a shredder.
- If the shredder motor overheats, turn the shredder off and allow the motor to cool for at least 15 minutes before using again.
- Always disconnect the power source before removing and emptying the waste container or when cleaning the shredder.
- Only put paper in the paper shredder.

