**Guidance on Using the Hort Soc Community Shredder**

In using the shredder, all users agree to follow these guidelines/requirements.

Health and Safety

* Always wear the Hort Soc provided safety goggles. Please return them with the shredder.
* Wear good, strong gardening gloves.
* Do not peer into the top of the shredder shute when in use as small chips can shoot up from it.
* The blades are so far down the machine you cannot get your hand/arm down the Shute as far as the blades from the top - so don’t worry about that. However DO NOT try putting your hand up the shute from the bottom whilst plugged in. That is dangerous.

Preparing the machine.

* Place the shredder on a relatively flat surface and plug into a mains supply.
* Use a 13amp extension. Hort Soc can supply one if needed. A conventional 6 amp household extension lead will probably blow a fuse as the machine starts.
* Ensure the black ‘lid’ at the bottom of the shredder is in the up position and clicked into place.
* Place either a collecting container or a tarpaulin sheet under the exit shute to collect shreddings.

Preparing your garden waste

* The machine can take branches, twigs with attached leaves up to a maximum thickness of 30mm (just over one inch). **DO NOT** try to shred anything thicker.
* For branches towards the thick end of this i.e. around one inch, and also for less thick ones that are tough, older wood, cut them into short lengths of around 9 inches. this enables the shredder to cut them more easily.
* Branches need to be relatively straight, so you may need a pair of loppers to prepare them.
* **DO NOT** under any circumstances try shredding the roots of plants or anything with soil on it. This rapidly blunts the blades.

Using the machine

* Switch it on and off by pressing the “on” and “off” buttons at the back.
* Feed in your material in smallish handfuls down the top shute. Do this at a slight angle (as marked on the mouth of the shute) rather than totally vertical. This enables the blade to grip the wood more easily.
* If material does not easily pull down inside the machine, you can safely put your hand down below the rubber protectors to “jiggle” it so it goes through.
* Keep an eye on your shreddings as they collect at the bottom. Pause the machine and remove the shreddings as the pile grows to ensure there is space for new shreddings to come down the shute.
* If you want finer shreddings, just collect your first shred in a bucket and put them through again.
* If the machine jams, switch it off immediately and dismantle as below.
* When you have finished your shredding, and when you are pausing putting material in (e.g. to clear away your shreddings pile to create more space), you **MUST** leave the machine running for 30 seconds to ensure any residual bits of material go fully through the machine. Not doing this risks damage to the machine when it is next started.

Dismantling and re-assembling the machine

If the machine jams, and for cleaning it prior to return, the procedure is as follows:

* Switch off at the mains
* Unscrew both of the locking bolts at the front until the front/top of the machine lifts up and off. One of these bolts actually has a link to the power supply, so if you do forget to switch the power off, it will prevent the blade coming to life.
* Take the entry shute off the top of the machine.
* Remove any material caught in the mechanism and, on finishing use, clean away any residual bits of twig/leaf. **TAKE CARE** with your fingers around the blades.
* Re-assemble by carefully putting the entry shute back into place. Hook the three silver hinges at the back into place. Take care that the bottom corners of the orange frame are inside the black hood at the front, as if left outside, you risk bending or breaking them as you tighten the locking bolts.
* Tighten the two locking bolts to put it all back in position.

At the end of your usage

* Clean the machine by dismantling and removing items as described above and then it reassembling totally (if wheeling it back to the collection point) or leave the entry shute off and thus in two parts (if taking back by car).
* Put the front black flap into a downward position

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