

# THE SHREDDER THAT IS RIGHT FOR YOU

Choosing the right shredder is key to a good shredding experience. Use our step by step guide to find the shredder that is right for you.

## How many people will use the shredder and where?

### STEP 1. NUMBER OF USERS / USER GROUP



1 Personal



1-5 Small / Home Office



5-10 Departmental



10 - 20+ Large Office / Commercial

Start with number of users and look for the user group. Average business use can vary between 5 and 20 sheets per person per day.

## What is the level of security needed for the documents that will be shredded?

### STEP 2. SECURITY LEVEL/ CUT STYLE

Once you have narrowed your search to a user group, look for the security level/ cut style that fits your security needs. See chart below. Higher levels create smaller shreds and provide greater security. Cut styles are “names” of various security levels.

Security Level/ Cut Style	# of shreds per 8.5" x 11" sheet	Recommended for:
<b>Level 6:</b> High security	13000	Top secret or classified documents, company secrets, government documents
<b>Level 5:</b> Super micro	6700	Finance, HR and legal department documents, confidential documents with fine print
<b>Level 4:</b> Micro	3000	Documents with personally identifiable information, those related to pricing or cost information example price lists, vendor costs, financial analysis reports
<b>Level 3:</b> Cross (also diamond cut)	300	Everyday documents like emails, draft and final reports, extra copies of presentations - this is the minimum level of security recommended for most users
<b>Level 2:</b> Strip	34 strips	Junk mail, most shipping documents, old documents with expired information

## Look for the sheet and waste bin capacity combination that meets your needs.

### STEP 3. SHEET CAPACITY

Refers to how many sheets of 20 lb. bond paper used in most offices the shredder can shred at a time

#### WASTE BIN CAPACITY

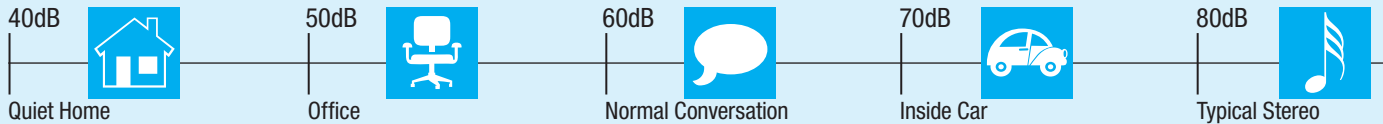
Amount of shredded material the shredder can hold. Expressed in gallons or # of sheets of shredded paper that can fit in the bin before it needs to be emptied.

# Additional considerations

## WHEN CHOOSING A SHREDDER

### SOUND LEVEL:

Refers to the sound level in decibels that the shredder creates when operating. Look for machines with less than 70 decibels for shared environments to minimize noise.



### ANTI JAM:

Anti jam features help protect the shredder against the long-term wear and tear caused by paper jams.

Even with the best of technologies, jams may occur sometimes. For best results, choose carefully and follow manufacturer's instructions.

	Function	Pros	Examples
Jam Prevention	Multiple vertical sensors that help prevent jams before they happen.	Alert before shredding if too much paper is inserted. Continues sensing as the paper passes through to stop most excess paper before it gets caught in the cutters.	Swingline Non-Stop Jam Free
	Sensors that help prevent jams.	Alert before shredding starts if too much paper inserted.	Swingline Jam Free; Fellowes 100% Jam Proof
Jam Protection	Auto stop on jam and auto reverse.	No alert before shredding starts, reverses paper upon jamming making it easy to take out excess paper. May or may not include automatic forward and reverse function.	Swingline Jam-Stopper; Swingline Auto+, Fellowes Turbo Jam; HSM Jam Stop (some models)
	Auto stop on jam.	Stops paper from jamming too far down the throat.	HSM Jam Stop (some models)
	No anti-jam protection, may have manual reverse.	Low cost.	Most personal shredders

### AUTOMATIC OILING:

Lack of oiling is among the top causes for service calls on shredders that are used a lot and/ or those that are security level 4 and higher. Most users either forget to oil their shredder or oil it much less often that it needs. Automatic oilers help take the guess work out of oiling.

### SELF CLEAN:

Shredders with self clean cutters rotate the cutters in alternating reverse and forward motion to get rid of shreds caught in the cutters.

### AUTOMATIC SHREDDING:

Lets you throw in an entire stack of paper and walk away so you don't spend time feeding papers.

### MAXIMUM RUN TIME FROM COLD/ COOL DOWN TIME:

Maximum run time from cold refers to how long a shredder can operate when first started from being at rest, e.g., at the start of a day. Cool down time refers to the amount of time a shredder needs to cool down after continuous operation before it's ready to shred again.