











# BUYING GUIDE Shredders

## Why Shred?

It's safe, it's smart and in some cases it's the law. Shredding confidential information can protect you and your business from security breaches, identity theft, and in some cases, it can help you comply with privacy legislation. When choosing a shredder consider the points below.

DUTY CYCLE	RECOMMENDED USERS	APPROXIMATE SHEETS PER JOB	IDEAL FOR
CONTINUOUS	Up to 12 or More	Over 500	High Security, Departmental & Large Offices
HEAVY	Up to 10	Up to 500	Medium Offices
MEDIUM	Up to 5	Up to 250	Small Offices or Homes
LIGHT	Up to 3	Up to 50	Personal & Deskside

SHRED STYLE	High Security 	Micro-Cut 	Cross-Cut 	Strip-Cut 
SIZE & CUT				
SECURITY LEVEL	Level VI	Level IV-V	Level III	Level I-II
SUGGESTED APPLICATIONS	Most secure cut is virtually impossible to reassemble. Highly sensitive or top-secret documents including financial, medical, personnel and proprietary information. Ideal for high productivity areas such as military and governmental agencies where classified and restricted information is handled.	Offers strong security for sensitive documents and confidential information such as, but not limited to, legal and bank documents, medical or personnel records or proprietary research. Great for financial institutions, human resources and marketing departments within corporations and hospitals.	Offers security for confidential documents such as credit and college applications, banking and insurance papers and interoffice documents. Ideal for use in areas of moderate productivity such as credit and insurance agencies, colleges and universities and small businesses.	Economical security for internal small office or home information. Good for personal use and low or nonsensitive information.

### LOOK FOR THESE ADDITIONAL SMART FEATURES

#### Jam Prevention Features

There are two basic types of jam-prevention features which reduce wear on the shredder motor and extend the life of the machine.

- **Jam-free**—Uses built-in technology to sense and power through tough jobs so that paper jams are eliminated.
- **Auto-reverse**—Immediately reverses the paper feed when a jam occurs, thus preventing a worse jam.

#### Specialty Shredding

Destroys CDs, credit cards, staples and paper clips.



#### Greener Choices

Energy-saving features reduce energy consumption and costs.



#### Self-Oiling Feature

Reservoir holds shredder oil and automatically releases it at periodic intervals to enhance the performance of the cutters and prolong the life of the shredder.



Self-Oiling

#### Sheet Capacity

The number of sheets that can be shred at once.

#### High Throughput

Throughput is the maximum number of sheets that can be shred in one minute. (Sheet capacity × single sheet speed = throughput.) The higher the throughput capacity the faster your shredding will get done!