



# Choose the right shredder.

### SELECT USAGE

Determine where the shredder will be located and how many people will use it

### CUT STYLE

The more sensitive the information, the higher security level you need

### CAPACITY

Choose the highest sheet capacity, bin sizes and duty cycles to meet your organization's needs

## STEP 1: Number Of Users / User Group

Start with number of users and look for the user group. Each user group corresponds to a section on our website. Average business use can vary between 5 and 20 sheets per person per day.



1 PERSONAL



1-5 SMALL / HOME OFFICE



5-10 DEPARTMENTAL



10 - 20+ LARGE OFFICE

## 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:
Level 6: High security	13000	Top-secret or classified documents, company secrets, government documents
Level 5: Super micro	6700	Finance, HR and legal department documents, confidential documents with fine print
Level 4: Micro	3000	Documents with personally identifiable information, those related to pricing or cost information such as price lists, vendor costs, financial analysis reports
Level 3: 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
Level 2: Strip	34 strips	Junk mail, most shipping documents, old documents with expired information

## STEP 3: Look for Sheet / Waste Bin Capacity Combination to Meet Your Needs.

### SHEET CAPACITY

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

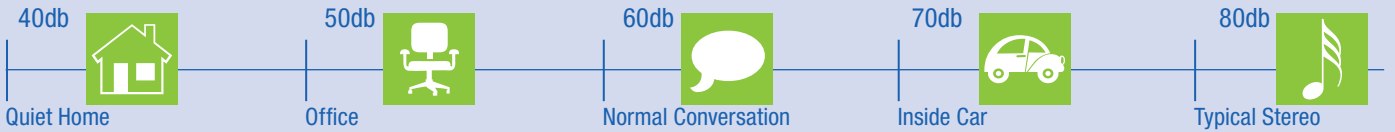
### WASTE BIN CAPACITY

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.

	ANTI-JAM LEVEL/ FUNCTION	PROS	EXAMPLES
JAM PREVENTION	<b>ANTI-JAM 4</b> 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™
	<b>ANTI-JAM 3</b> Sensors that help prevent jams	Alert before shredding starts if too much paper is inserted.	Swingline Jam Free™; Fellowes 100% Jam Proof
JAM PROTECTION	<b>ANTI-JAM 2</b> 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)
	<b>ANTI-JAM 1</b> Auto stop on jam	Stops paper from jamming too far down the throat.	HSM Jam Stop (some models)
	<b>ANTI-JAM 1</b> No anti-jam protection, may have manual reverse	Low cost.	most personal shredders

### SelfOil™

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 than 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 started from being at rest, e.g., at the start of a day. Cooldown time refers to the amount of time a shredder needs to cool down after continuous operation before it's ready to shred again.