









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.

SHREDDER TYPE	APPROX. SHEETS /JOB	DUTY DAILY USAGE	IDEAL FOR
Continuous	Over 500	Continuous operation by multiple users	Large offices
Heavy	Up to 500	For frequent shredding—50-100 times a day	Medium offices
Medium	Up to 250	For moderate use—25-50 times a day	Small offices or homes
Light	Up to 50	For occasional shredding—10-20 times per day	Deskside and small offices or home

SHRED STYLE	High Security Super Micro-Cut 	Micro-Cut 	Confetti (Cross-Cut) 	Strip-Cut 
SIZE & CUT				
SECURITY LEVEL	High	High to Medium	Medium	Medium to Low
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 non-sensitive information.

LOOK FOR THESE ADDITIONAL SMART FEATURES

• Safety Technology

Advanced safety features offer additional peace of mind. For example, Fellowes® SafeSense® technology immediately stops the machine from running when hands are too close.



- **Auto Reverse** If the shredder jams, reverses immediately to prevent a worse jam.

• Anti-Jam Technologies

Many shredders feature jam prevention technologies. Besides making life easier, these features reduce wear on motors, extending the life of the machine.

- **Auto Stop** Shuts machine off automatically and alerts operator when a jam occurs.

• Specialty Shredding

Destroys CDs, credit cards, staples and paper clips.



- **Maintenance** Regular lubrication improves performance and extends shredder life. Look for models with a self-oiling feature.

- **Throughput** The maximum number of sheets that can be shred in one minute. Sheet capacity × single sheet speed = throughput.