

## SHREDDERS *Choosing the Right One for You*

### #1

### 4 Steps to Choosing a Shredder



- Designed for heavy duty use in an office or department with 10 or more users
- Ideal for continuous use by multiple people in an office setting



- Designed for light duty use in an office or department by 1-3 people
- Ideal for periodic shredding needs



- Designed for medium duty use in an office or department with 5-10 users
- Ideal for continuous use by multiple people in a department setting



- Designed for use in the home office by 1 person
- Compact lightweight design

### #2

### #3

### #4

### Other Features to Look for:

Security Level/Cut Type	Sheet Capacity	Types of Materials		
<p><b>Micro-Shred</b></p> <ul style="list-style-type: none"> <li>• Higher Security</li> <li>• 3,770 Confetti Chips per 8.5"x11" Page</li> </ul>	<p>Number of sheets that can be fed through the mouth of the shredder at one time (based on 20-lb. paper).</p> <p>Sheet capacity is one of the factors in determining how quickly you can complete your shredding.</p>	<p>What types of materials will you need to pass through the shredder?</p> Credit Cards	<p><i>Safety</i></p>	
<p><b>Confetti-Cut</b></p> <ul style="list-style-type: none"> <li>• High Security</li> <li>• 300 Confetti Chips per 8.5"x11" Page</li> </ul>		Staples		<p><i>Jam Assistance</i></p>
<p><b>Strip-Cut</b></p> <ul style="list-style-type: none"> <li>• Standard Security</li> </ul>		Paper Clips		
		CD/DVD		
		3.5" Floppy		

