





SHREDDER GUIDE

Why shred? It's safe, smart, and in some cases, it's the law. Shredding confidential information can protect you or your business from security breaches and identity theft.

SECURITY LEVELS

Shred Style	High Security Level P-7	Micro Cut Level P-6 & P-5	Confetti / Cross Cut Level P-4 & P-3	Strip Cut Level 2
Size & Cut				
Security Level	High	High to Medium	Medium	Medium to Low
Suggested Applications	Most secure cut. For high security, top secret, financial or personnel records.	Ideal for highly confidential credit and financial documents.	Ideal for all shredding needs that may have some sensitivity, including home offices.	Strip shredding. Ideal for fast high-volume shredding needs of non-confidential documents. These are good for a home office application

SHRED VOLUME

Light Duty	Ideal for small offices with limited shredding needs. Small waste bin capacity. Less than 10 minute motor run time and average 40 minute cool down. Low sheet capacity.
Medium Duty	Single or multiuser. Small to medium waste bin capacity. 10+ minute motor run time with average 40 minute cool down. Medium sheet capacity
Heavy Duty	Multiuser department or office. Continuous Duty motor for all day shredding. Waste bin capacity (18-28 gallons) Sheet capacity and security levels vary by model.
Auto-Feed	Simply load your paper and let the shredder do the work. Auto-Feed shredders save time and effort. Simple and safe to use. Great for the busy office.

Other Features to Consider:

How many sheets can be loaded at one time? How do I maintain the shredder? How quiet is the shredder?