Shredders

AUTOMATIC & MANUAL FEED

Swingline SECURE. RELIABLE. EFFICIENT.

How to choose the shredder that is right for you

Choosing the right shredder is key to a good shredding experience.
Use our step-by-step guide to find the shredder that is right for you.

STEP 1.
How many people will use the shredder and where?

NUMBER OF USERS-
USER GROUP

| 1 Personal | 1-5 Small/Home Office | 5-10 Departmental | 10+ Large Office/Commercial |

Start with number of users and look for the user group. Average business use can vary between 5 and 20 sheets per person per day.

STEP 2.
What is the level of security needed for the documents that will be shredded?

Shredding Style	Security Level	# of Shreds per 8.5" x 11" Sheet	Recommended for:
Strip-cut	**2** Low	37	Internal documents with non-sensitive information
Cross-cut	**3** Moderate	300-400	Confidential documents with social security, employee ID and strategic information
Micro-cut	**4** High	>2000	Financial, medical, and proprietary information

STEP 3.
Look for the sheet and waste bin capacity combination that meet your needs.

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 number of sheets of shredded paper that can fit in the bin before it needs to be emptied.

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Additional considerations when choosing a shredder

HANDS FREE VS. MANUAL FEED:

Swingline™ shredders come in one of two operating types. A hands free shredder is fully automatic. Once a stack of paper is loaded into the auto feed tray, the shredder will continually pull sheets through the cutters to shred without your supervision. A manual feed shredder requires you to hand feed the sheets.

ANTI JAM:

Anti-jam technology, including Non-stop Jam Free™ and Jam Stopper®, help protect a shredder against additional wear and tear caused by paper jams. Even with these features, jams may still occur on occasion. Operate every shredder according to manufacturer instructions for best results.
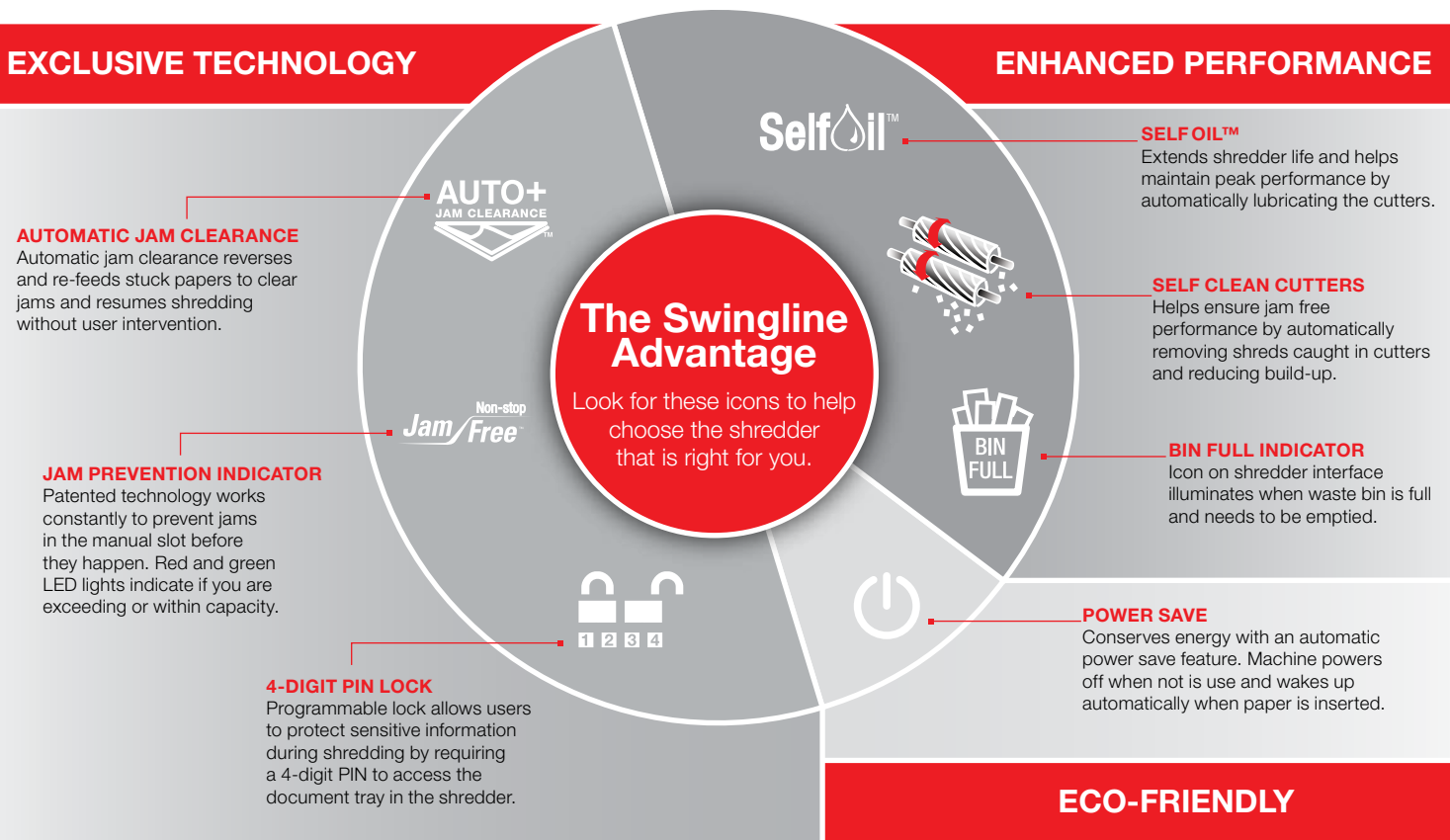
SOUND LEVEL

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.

40dB	50dB	60dB	70dB	80dB
Quiet Home	Office	Normal Conversation	Inside Car	Typical Stereo

What to look for in a Swingline™ Shredder

EXCLUSIVE TECHNOLOGY

AUTOMATIC JAM CLEARANCE
Automatic jam clearance reverses and re-feeds stuck papers to clear jams and resumes shredding without user intervention.

JAM PREVENTION INDICATOR
Patented technology works constantly to prevent jams in the manual slot before they happen. Red and green LED lights indicate if you are exceeding or within capacity.

4-DIGIT PIN LOCK
Programmable lock allows users to protect sensitive information during shredding by requiring a 4-digit PIN to access the document tray in the shredder.

The Swingline Advantage
Look for these icons to help choose the shredder that is right for you.

ENHANCED PERFORMANCE

SELF OIL™
Extends shredder life and helps maintain peak performance by automatically lubricating the cutters.

SELF CLEAN CUTTERS
Helps ensure jam free performance by automatically removing shreds caught in cutters and reducing build-up.

BIN FULL INDICATOR
Icon on shredder interface illuminates when waste bin is full and needs to be emptied.

POWER SAVE
Conserves energy with an automatic power save feature. Machine powers off when not is use and wakes up automatically when paper is inserted.

ECO-FRIENDLY

Stack-and-Shred™

No other shredder has this technology

Any shredder protects against identity theft, but only Swingline™ Stack-and-Shred™ models protect against productivity theft!

Hands free shredding puts time back in your day and releases you from the dreary job of standing and feeding the shredder. Simply open the lid, drop in your stack of paper, close the lid and you're off to do more productive tasks.

Choose from six sizes and two cut types (cross and micro) of hands free operation - from a 60 sheet under-desk necessity to the 750 sheet shared space powerhouse. Stack-and-Shred hands free shredders get it done.

Swingline®
Stack AND Shred Shredders

Stack   **Shut**   **Done**

$ MOST COST EFFECTIVE
Up to 65% less cost than using a shredding service and up to 90% less cost than using a manual feed shredder.

LEAST TIME
Takes up to 98% less time to operate than a traditional shredder, which can equate up to 9 hours per person each year.

HIGHEST SECURITY
Instant peace of mind knowing that your confidential information is fully shredded.

MINIMAL SUPERVISION
Skip the hassle of monitoring strangers on-site and trucks blocking roads and entrances.

ECO-CONSCIOUS
Shredded paper can be safely added to your office recycling. Energy saving features help reduce your impact on the environment.

STACK. SHUT. DONE.
Automatically shreds up to 750 legal size sheets. The powerful cutters can shred documents, paper clips, staples, credit cards, DVDs and CDs.

MANUAL FEED
For small jobs of up to 12 sheets, as well as glossy or crumpled papers, a manual feed slot is included.

SECURITY
Lockable paper chamber with 4-digit programmable PIN code lock protects sensitive information during shredding.

INTELLIGENT™ FEATURES
Intelligent™ SelfOil™, Intelligent™ Self Cleaning Cutters and eco-friendly power save features maximize the shredder's performance and life.

INTELLIGENT™
AUTO+ JAM CLEARANCE TECHNOLOGY
Responds automatically to the occasional jam in the auto feed chamber. Intelligent™ Interactive Jam Clearance walks the user through how to clear a jam using the forward and reverse buttons when needed.

LARGE CAPACITY
A spacious 31-gallon waste bin holds up to 1400 shredded sheets (750M only).* A viewing window and bin full indicator allow you to check if it needs to be emptied at a glance. Plastic waste bags are available.

Caster wheels provide easy mobility. Available on selected models.

*Sheet and bin capacity and features vary by model.

AUTO FEED CHAMBER
Feeds stacked documents up to and including legal size.

Automatic rollers feed stacks smoothly through blades.

STAPLE AND PAPER CLIP COMPATIBLE
Patented design reliably handles documents fastened with staples and paper clips, even in the auto feed chamber.

ULTIMATE JAM PROTECTION
Intelligent™ Auto+ Jam Clearance technology responds automatically to auto feed jams.

PIN-LOCK SECURITY
A four digit custom PIN code ensures that only the original user can retrieve unshredded documents.

Stack-and-Shred™
Cross-Cut

	Light Use		Moderate Use		Heavy Use	

Number of Users	1	1-2	1-5	5-10	10-20	20+
Model	60X	100X	200X	300X	500X	750X
Item Number	3381657572	3381657571	3381657573	3381657576	3381657577	3381657578

HANDS FREE SHREDDING

Sheet Capacity	60	100	200	300	500	750
Paper Clipped & Stapled Sheets	✓	✓	✓	✓	✓	✓
Intelligent™ Jam Clearance		✓	✓	✓	✓	✓
Lockable Chamber				✓	✓	✓
Oversized Paper Chamber					✓	✓

MANUAL FEED SHREDDING

Sheet Capacity	5	6	7	8	10	12
Anti-Jam Technology Jam/Free™ Non-stop				✓	✓	✓
Bin Capacity (gallons)	4	7	9	11	21	31
Max Run Time/Cool Down (minutes)	10/40	15/10	30/30	30/30	Continuous	Continuous
Cut Size (in/mm)	3/16" x 1¾" (4 x 45 mm)	3/16" x 1½" (4 x 40 mm)	3/16" x 1½" (4 x 40 mm)	3/16" x 1½" (4 x 40 mm)	3/16" x 1½" (4 x 40 mm)	3/16" x 1½" (4 x 40 mm)
Shreds CDs/Credit Cards	Credit Cards Only	Credit Cards Only	✓	✓	✓	✓
Pull-out Bin	✓	✓	✓	✓	✓	✓
Ultra Quiet (<60dB)	✓	✓	✓	✓	✓	✓
Status Symbol Indicators	✓	✓	✓	✓	✓	✓
Bin Full Indicator		✓	✓	✓	✓	✓
Eco Friendly		✓	✓	✓	✓	✓
Swivel Wheels			✓	✓	✓	✓
Continuous Operation					✓	✓
Intelligent™ SelfOil™					✓	✓
Machine Dimensions (H x W x L)	16.3" x 11.5" x 12.8"	17.5" x 12" x 16.3"	18.5" x 13.8" x 25"	18.5" x 13.8" x 22"	21" x 20" x 32"	21" x 20" x 37.5"
Manufacturer Limited Warranty (cutters/machine)	1 yr / 1 yr	5 yrs / 2 yrs	2 yrs / 2 yrs	2 yrs / 2 yrs	2 yrs / 2 yrs	2 yrs / 2 yrs
Plastic Waste Bag Item Number	3381665016	3381665016	3381665016	3381665010	3381665015	3381665015

Swingline

Stack-and-Shred™
Micro-Cut

	Light Use NEW!	Moderate Use NEW!	Heavy Use NEW!	NEW!
Number of Users	1-2	5-10	10-20	20+
Model	100M	300M	500M	750M
Item Number	3381658571	3381658576	3381658577	3381658578

HANDS FREE SHREDDING

Sheet Capacity	100	300	500	750
Paper Clipped & Stapled Sheets	✔	✔	✔	✔
Intelligent™ Jam Clearance	✔	✔	✔	✔
Lockable Chamber		✔	✔	✔
Oversized Paper Chamber			✔	✔

MANUAL FEED SHREDDING

Sheet Capacity	6	7	9	10
Anti-Jam Technology Jam/Free Non-stop		✔	✔	✔
Bin Capacity (gallons)	7	11	21	31
Max Run Time/Cool Down (minutes)	15/10	30/30	Continuous	Continuous
Cut Size (in/mm)	1/8" x 1/2" (2 x 15 mm)	1/8" x 1/2" (2 x 15 mm)	1/8" x 1/2" (2 x 15 mm)	1/8" x 1/2" (2 x 15 mm)
Shreds CDs/Credit Cards	Credit Cards Only	✔	✔	✔
Pull-out Bin	✔	✔	✔	✔
Ultra Quiet (<60dB)	✔	✔	✔	✔
Status Symbol Indicators	✔	✔	✔	✔
Bin Full Indicator	✔	✔	✔	✔
Eco Friendly	✔	✔	✔	✔
Swivel Wheels		✔	✔	✔
Continuous Operation			✔	✔
Intelligent™ SelfOil™			✔	✔
Machine Dimensions (H x W x L)	17.5" x 12" x 16.3"	18.5" x 13.8" x 22"	21" x 20" x 32"	21" x 20" x 37.5"
Manufacturer Limited Warranty (cutters/machine)	5 yrs / 2 yrs	2 yrs / 2 yrs	2 yrs / 2 yrs	2 yrs / 2 yrs
Plastic Waste Bag Item Number	3381665016	3381665010	3381665015	3381665015

Large Office

10+ users

When you have a big stack of papers to shred, turn to a Swingline™ Large Office Shredder with anti-jam technology. These high-capacity models have no problems shredding through large volumes of paper with staples or paper clips, credit cards and CDs to help protect your company's information. Plus, Swingline™ large office shredders are 10 decibels quieter than their competition so as not to disturb your co-workers.

Large Office

	RCMP Approved				
Number of Users	10+	10+	10+	10+	10+
Model	CX30-55	CX22-44	LM12-30	LX20-30	LS32-30
Item Number	3381658583	3381658582	3381609412	3381609411	3381609410
Cut Style/Security Level	Cross-cut/3	Cross-cut/3	Micro-cut/4	Cross-cut/3	Strip-cut/2
Sheet Capacity	30	22	12	20	32
Waste Capacity	55 gal	44 gal	30 gal	30 gal	30 gal
Entry Width	16"	15"	10"	10"	10"
Max Run Time/Cool Down (minutes)	Continuous	Continuous	Continuous	Continuous	Continuous
Shreds per 8½" x 11" Sheet	332	332	2,117	377	37
Shred Speed (feet per minute)	35 fpm	20 fpm	18 fpm	21 fpm	21 fpm
Cut Size (in/mm)	3/16" x 1½" (4.8 x 38 mm)	3/16" x 1½" (4.8 x 38 mm)	1/8" x 1/2" (3.2 x 12.7 mm)	1/4" x 1½" (6.4 x 38 mm)	1/4" (5.8 mm)
Shreds CDs/Credit Cards	✔	✔	✔	✔	✔
Bin Full Indicator	✔	✔	✔	✔	✔
Anti-Jam Technology *Jam/Free* Non-stop	✔	✔	✔	✔	✔
Super Quiet	✔	✔	✔	✔	✔
Sound Level	55 dB	52 dB	55 dB	55 dB	55 dB
Self Cleaning Cutters			✔	✔	
Intelligent™ SelfOil™			✔	✔	✔
Eco Friendly	✔	✔	✔	✔	✔
Machine Dimensions (H x W x L)	38" x 25" x 23"	38" x 24" x 19"	35" x 21" x 21"	35" x 21" x 21"	35" x 21" x 21"
Manufacturer Limited Warranty (cutters/machine)	Lifetime / 2 yrs	Lifetime / 2 yrs	1 yr / 2 yrs	Lifetime / 2 yrs	Lifetime / 2 yrs
2-Year On-Site Service Included	✔	✔	✔	✔	✔
Plastic Waste Bag Item Number	3381600137	3381600137	3381665015	3381665015	3381665015

Departmental

5-10 users

Keep things moving with a dependable departmental shredder. Powerful enough to keep up with frequent use, these Non-stop Jam Free™ cross-cut and micro-cut shredders rip through paper, credit cards, and CDs with ease. Place one in your department to keep confidential information secure.

Departmental

	RCMP Approved		**RCMP Approved**	
Number of Users	5-10	5-10	5-10	5-10
Model	DX20-19	DS22-19	DX18-13	DS22-13
Item Number	3381609417	3381609415	3381609416	3381609414
Cut Style/Security Level	Cross-cut/3	Strip-cut/2	Cross-cut/3	Strip-cut/2
Sheet Capacity	20	22	18	22
Waste Capacity	19 gal	19 gal	13 gal	13 gal
Entry Width	9"	9"	9"	9"
Max Run Time/Cool Down (minutes)	Continuous	Continuous	Continuous	Continuous
Shreds per 8½" x 11" Sheet	335	54	335	54
Shred Speed (feet per minute)	16 fpm	16 fpm	16 fpm	16 fpm
Cut Size (in/mm)	1/4" x 1¾" (6.4 x 44.5 mm)	1/4" (6.4 mm)	1/4" x 1¾" (6.4 x 44.5 mm)	1/4" (6.4 mm)
Shreds CDs/Credit Cards	✓	✓	✓	✓
Bin Full Indicator	✓	✓	✓	✓
Anti-Jam Technology	✓	✓	✓	✓
Super Quiet	✓	✓	✓	✓
Sound Level	60 dB	60 dB	60 dB	60 dB
Self Cleaning Cutters	✓		✓	
Intelligent™ SelfOil™	✓		✓	
Eco Friendly	✓	✓	✓	✓
Machine Dimensions (H x W x L)	29" x 19" x 14"	29" x 19" x 14"	24" x 16" x 19"	24" x 19" x 14"
Manufacturer Limited Warranty (cutters/machine)	Lifetime / 2 yrs	Lifetime / 2 yrs	Lifetime / 2 yrs	Lifetime / 2 yrs
2-Year On-Site Service Included				
Plastic Waste Bag Item Number	3381665010	3381665010	3381665010	3381665010

Small Office

1-5 users

Protect your small or home office information from identity theft with a reliable Swingline™ shredder. Our compact, manual feed models, safely destroy your most confidential material including paper, credit cards and CDs.

Small Office

	SM12-08	SX16-08	SS20-08
Number of Users	1-5	1-5	1-5
Model	SM12-08	SX16-08	SS20-08
Item Number	3381609406	3381609405	3381609208
Cut Style/Security Level	Micro-cut/4	Cross-cut/3	Strip-cut/2
Sheet Capacity	12	16	20
Waste Capacity	8 gal	8 gal	8 gal
Entry Width	9"	9"	9"
Max Run Time/Cool Down (minutes)	20/10	20/10	20/10
Shreds per 8½" x 11" Sheet	2,117	335	37
Shred Speed (feet per minute)	7 fpm	7 fpm	7 fpm
Cut Size (in/mm)	1/8" x 1/2" (3.18 x 12.7 mm)	1/4" x 1¾" (6.4 x 44.5 mm)	1/4" (6.4 mm)
Shreds CDs/Credit Cards	Credit Cards Only	✔	✔
Bin Full Indicator	✔	✔	✔
Anti-Jam Technology	✔	✔	✔
Super Quiet	✔	✔	✔
Sound Level	60 dB	60 dB	60 dB
Self Cleaning Cutters	✔	✔	
Intelligent™ SelfOil™			
Eco Friendly	✔	✔	✔
Machine Dimensions (H x W x L)	22" x 17" x 13"	22" x 17" x 13"	22" x 17" x 13"
Manufacturer Limited Warranty (cutters/machine)	1 yr / 2 yrs	Lifetime / 2 yrs	Lifetime / 2 yrs
2-Year On-Site Service Included			
Plastic Waste Bag Item Number	3381665016	3381665016	3381665016

Executive

Upgrade your identity theft protection to Executive Class with these more powerful Swingline™ shredders. Executive shredders include Non-Stop Jam Free™ technology, are energy efficient and built to last. These high-performing machines make quick work of paper, credit cards and CDs.

Number of Users	1-2	1-2	1	1
Model	EM07-06	EX10-06	EX12-05	EX10-05
Item Number	3381650006	3381609353	3381650005	3381657393
Cut Style/Security Level	Micro-cut/4	Cross-cut/3	Cross-cut/3	Cross-cut/3
Sheet Capacity	7	10	12	10
Waste Capacity	6 gal	6 gal	5 gal	5 gal
Entry Width	9"	9"	9"	9"
Max Run Time/Cool Down (minutes)	20/15	20/15	4/40	4/40
Shreds per 8½" x 11" Sheet	2,117	302	431	431
Shred Speed (feet per minute)	7 fpm	7 fpm	10 fpm	10 fpm
Cut Size (in/mm)	1/8" x 1/2" (3.18 x 12.7 mm)	1/4" x 2" (6.4 x 50.8 mm)	1/4" x 1½" (6.4 x 38 mm)	0.16" x 1½" (4 x 38 mm)
Shreds CDs/Credit Cards	Credit Cards Only	Credit Cards Only	✔	✔
Bin Full Indicator	✔			
Anti-Jam Technology	✔	✔		
Super Quiet	✔	✔		
Sound Level	60 dB	60 dB	70 dB	70 dB
Self Cleaning Cutters	✔	✔		
Intelligent™ SelfOil™				
Eco Friendly	✔	✔		
Machine Dimensions (H x W x L)	16" x 11" x 19"	16" x 11" x 19"	16" x 9" x 17"	9" x 14" x 15"
Manufacturer Limited Warranty (cutters/machine)	1 yr / 2 yrs	Lifetime / 2 yrs	5 yrs / 2 yrs	1 yr
2-Year On-Site Service Included				
Plastic Waste Bag Item Number	3381665016	3381665016	3381665016	3381665016

Personal

Don't become an easy target for identity thieves! Compact strip-cut and cross-cut shredders make destroying all your private and personal documents an easier task.

NEW!

	EX07-03	Style+	Style Strip	GX5	GS5
Number of Users	1	1	1	1	1
Model	EX07-03	Style+	Style Strip	GX5	GS5
Item Number	3381658567	3381609368	6447409300	3381609370	3381609369
Cut Style / Security Level	Cross-cut / 3	Cross-cut / 3	Strip-cut / 2	Cross-cut / 3	Strip-cut / 2
Sheet Capacity	7	7	7	5	5
Waste Capacity	3.5 gal	3.3 gal	3.2 gal	3.7 gal	2.6 gal
Entry Width	9"	9"	9"	8.75"	8.75"
Max Run Time / Cool Down (minutes)	6/30	6/30	6/30	3/30	3/30
Shreds per 8½" x 11" Sheet	656	656	38	494	37
Shred Speed (feet per minute)	9 fpm	9 fpm	9 fpm	8.5 fpm	7.4 fpm
Cut Size (in / mm)	1/4" x 1" (6.4 x 25 mm)	1/4" x 1" (6.4 x 25 mm)	1/4" (6.4 mm)	0.16" x 1.18" (4 x 30 mm)	1/4" (6.4 mm)
Shreds CDs / Credit Cards	Credit Cards Only	Credit Cards Only	Credit Cards Only	Credit Cards Only	Credit Cards Only
Bin Full Indicator					
Anti-Jam Technology					
Super Quiet					
Sound Level	70 dB	70 dB	70 dB	70 dB	70 dB
Self Cleaning Cutters					
Intelligent™ SelfOil™					
Eco Friendly					
Machine Dimensions (H x W x L)	13.5" x 14" x 7.5"	12.4" x 13.9" x 5.9"	12.4" x 13.9" x 5.9"	13.9" x 11.6" x 5.5"	13.1" x 10.4" x 4.1"
Manufacturer Limited Warranty (cutters / machine)	5 yrs / 2 yrs	5 yrs / 2 yrs	5 yrs / 2 yrs	1 yr	1 yr
2-Year On-Site Service Included					
Plastic Waste Bag Item Number	3381665016	3381665016	3381665016		

Durable
Tested to shred over **THREE MILLION SHEETS***

1000 pages a day x 365 days a year x for 9 years

*Study performed using a Stack-and-Shred 750X shredder

Swingline SECURE. RELIABLE. EFFICIENT.

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