







A Simple Guide to Choosing the Right Shredder

1 Identify Your Usage

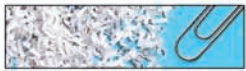
When selecting a shredder, be sure to consider:

- How many people will use the shredder
- The volume of paper each person will shred in a day
- The length of time the shredder needs to run without stopping

Description	Users	Run Time	Usage
 Heavy Duty	Up to 10 or More Users	Continuous	 Over 500 sheets/job
 Medium Duty	Up to 5 Users	15 - 45 Minutes	 Up to 500 sheets/job
 Light Duty	1 User	Up to 10 Minutes	 Up to 250 sheets/job

2 Keeping You Secure—Determine Your Security or DIN Level

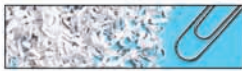
Level 6—Top Secret Security



Actual Cut Size 

- Highest Security: $\frac{5}{128}'' \times \frac{3}{16}''$
- 13,000 Particles per 8.5"x11" Page
- Top Secret or Classified Documents, Financial, HR Documents

Level 5—High Security



Actual Cut Size 

- Highest Security: $\frac{5}{128}'' \times \frac{15}{32}''$
- 6,700 Particles per 8.5"x11" Page
- Top Secret or Classified Documents

Level 4—Micro-Cut



Actual Cut Size 

- Higher Security: $\frac{5}{64}'' \times \frac{25}{64}''$
- 3,000 Particles per 8.5"x11" Page
- Medical Records, Employee Files, Bank Documents

Level 3—Cross-Cut



Actual Cut Size 

- Higher Security: $\frac{5}{32}'' \times 1\text{-}\frac{1}{2}''$
- 300 Particles per 8.5"x11" Page
- Credit/College Applications, Insurance Papers

Level 2—Strip-Cut



Actual Cut Width 

- Standard Security: $\frac{1}{4}''$ Strips
- 34 Strips per 8.5"x11" Page
- Non-confidential Documents

3 Other Features to Help Maintain a Productive Office

Jam Prevention

Eliminate frustrating jams to shred more efficiently, saving valuable time.

Safety

Advanced protection for yourself and your employees.

Energy Savings

Energy savings feature optimizes shredder efficiency to reduce energy costs.

Quiet Operation

Decibel Level

Very Loud (100 dBs)	Loud (80dBs)	Normal (60dBs)	Quiet (50dBs)	Very Quiet (20dBs)
Heavy Traffic	Dishwasher, Noisy Office	Sewing Machine, Typewriter	Private Conversation	Whisper, Rustling Leaves