



WHICH PAPER SHREDDER IS RIGHT FOR YOU



How to choose the best paper shredder

Choosing the right paper shredder involves considering usage, security needs, and special features. Answer these key questions to simplify your decision.

RECOMMENDED BY THE FELLOWES WORKLIFE COACH

**You can't cut corners when it comes to secure document disposal.
That's why you need a tough, reliable shredder to get the job done.**

Deciding which paper shredder you need depends on several factors, from where the shredder will be used to how much it will be used. An often-made mistake is purchasing a shredder that does not meet your needs. For example, you may purchase a personal shredder when you actually need an office shredder for multiple users and larger paper volumes.

For greater security needs, a micro-cut shredder is the best choice, while a shredder that can shred credit cards may be your choice if there is a need to destroy more than paper. Also, when buying a home paper shredder, you may need to consider safety features to safely shred around children and pets. Seems like a lot to think about? Just answer the following 4 questions to make your paper shredder choices easy.

1. Where will the shredder be used?

Understanding the environment and usage requirements helps to decide which is the best shredder for your needs.

Office & Departmental

Heavy-duty commercial grade shredders are designed for large office environments with multiple users (5+) and large shredding volumes. Featuring continuous run times for a non-stop shredding experience and larger capacity bins that hold more sheets and ensure less frequent bin emptying for ultimate productivity.



Small Office

Small office shredders are ideal for environments up to 5 users who handle confidential information, with extended run times and are engineered for medium/ heavy usage.








Home Office & Deskside

Personal shredders are ideal for individual users handling confidential information in the office or home, feature paper sheet capacities of up to 12 sheets and are engineered for light to medium usage.



2. What level of security do I need?

Your concerns about identity theft and data security will determine the security level you will need for your paper shredder.

Strip-Cut	Cross-Cut	Mini-Cut	Micro-Cut	High Security
				
Basic ▶	Higher ▶	Advanced ▶	Superior ▶	Maximum ▶
DIN P-1 & P-2 36 strips per A4 sheet	DIN P-3 & P-4 ≥ 300 particles per A4 sheet	DIN P-4 ≥ 1000 particles per A4 sheet	DIN P-5 ≥ 2000 particles per A4 sheet	DIN P-6 & P-7 ≥ 6000 strips per A4 sheet
		UP TO 3X more secure versus cross-cut EASIER . Less emptying	UP TO 6X more secure versus cross-cut 2.5X more bin capacity	
For low-risk non-confidential data. Not recommended for business environments or personal information.	For medium-risk sensitive personal or confidential data like delivery notes with address and client information.	For higher-risk sensitive personal or confidential data like account numbers and invoices.	For highly confidential data like balance sheets, strategy documents and patents etc.	Ultimate security for top secret and classified documents.

Don't Compromise on Data Security

In your search for the perfect shredder, one thing is clear – don't settle for anything less than you need when it comes to protecting your confidential information.

3. How do I choose between manual and automatic shredders?

How you use your shredder will determine the feed type you will want. We explore the different options below.

Manual

The ideal solution for anyone who like to shred their confidential documents instantly without unnecessarily leaving paper behind.

Automatic

Perfect if you prefer to do all your shredding in one go. Simply load the tray, press play and walk away!

Hybrid

Combine the best of automatic and manual shredding at your desk. Shred instantly and get on with your work while shredding is in progress.



4. Do I Need A Paper Shredder With Special Features?

Along with numerous options in shredder performance and security levels, there are also many features available that make shredding more effective for the home or workplace. When you think about where your shredder will be located and who will be using it, you might identify some additional needs.



Paper Jams

A paper shredder with anti-jam technology can help prevent the biggest frustration among shredder users. Look for a **100% Jam Proof system** to eliminate paper jams and power through tough jobs, ensuring a smooth and uninterrupted shredding process.



Energy Saving Paper Shredder

Because 80% of paper shredder energy consumption comes from in use activity, you may want to look for a shredder that maximises shredder energy savings 100% of the time - both in and out of use.



Safe Paper Shredder

A paper shredder used in the home can be a hazard for children and pets. Choose a paper shredder with safety features such as **SafeSense™** or **Safety Lock** to prevent accidents and create a secure shredding environment.



Convenience

Look for shredders with features which make your day run smoother, such as our **IntelliBar™ Efficiency Meter** which Indicates when more sheets can be shredded to maximise performance.



Quiet Paper Shredder

If noisy shredders have been a nuisance in the past, or if you work in a shared space, a paper shredder with **quieter performance** might be what you need.



Shred More Than Paper

There are shredders that can shred staples, paper clips, credit cards, CDs, and DVDs in addition to paper, making them one of the most popular choices among consumers.