

# How to choose - SHREDDERS

When selecting a shredder you need to consider the following points:

## Environment

- Where will the shredder be used?
  - Is it intended for the home, the home office or the office?
- 1 Home shredders are designed for light duty personal use. They will typically have 10-20 shredding passes a day. (Security DIN 1 and 2).
  - 2 Home/Small-Office shredders are designed for medium duty use and will typically have 25-50 shredding passes a day. The number of users is generally up to 5. (Security DIN 2 and 3).
  - 3 Office shredders are designed for heavy duty personal or light office use and will typically have 50-100 passes a day. The number of users is generally up to 10. (Security DIN 3 and above).

## Daily Usage

- How often will the shredder be used?
- How many sheets of paper do you need to shred in one go?
- How many people will be using the machine?
- How long can the shredder be left to run before it needs switching off?
- What size paper do you wish to shred?

## Security


- How confidential is the information you want to dispose of?
- Every shredder will be given a DIN Security Level. This can help you determine which shredders you need to consider.
- The DIN security level is determined by the cut size of the shredder. Below are the DIN Security Levels that are grouped into 5 classifications.

## What to do with the waste?

Shredder waste paper can be used for packaging, animal bedding, confetti or a myriad of other uses.

- Cross Cut Particles have less bulk.
- Strip Cut Particles have more bulk.



 \* Cross Cut



 \* Strip Cut

## Security Levels

DIN Level	Security Definitions	Examples of documents to be shredded
1	General	Everyday documents, banking information, credit card receipts, bulk shredding
2	Everyday	Internal, working documents, financial information
3	Confidential	Sales data, salary information, personal and personnel documents
4	Sensitive	Strategic proposals, personnel files
5	Top Secret	Military and government documents

\*Images supplied by Fellowes