

VOLUME 1



**SHREDDER**  
guide



## GOOD TO KNOW

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A shredder can also destroy staples, paper clips, credit cards, CDs and DVDs, depending on the model.

Paper jams are the #1 frustration among users. Choose a model with anti-jam technology to prevent this!

Noise can be an important issue. In general, automatic-feed and micro-cut models are quieter, especially if used with the lid closed.

## ECO-TIP

Reuse paper strips by using them to pack fragile objects in cardboard boxes.



## SHREDDERS 2.0



Is choosing a shredder a headache? Not if you identify your needs properly.

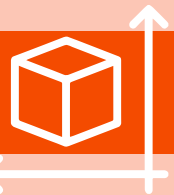
### First, define your needs:

Do you shred a few sheets of paper once a week? Hundreds of sheets a day? Stacks of documents at once? Low-security or secret information?

### Then determine:

- The number of users
- The frequency of use
- The volume of documents to be destroyed
- The security level
- The output
- The operating cycle

## VOLUME



The number of users and the frequency of use determine the volume of documents to be destroyed and the capacity of the bin.

Let's avoid emptying the bin too often.

### 1 to 5 users:

7 to 23 L

### 5 to 10 users

#### (a small department):

23 to 80 L

### 10 to 20 users

#### (large, shared offices or intensive all-day use):

80 to 140 L

## CUT TYPES AND SAFETY LEVELS



There are 3 categories of cuts.

Choose the one that best serves the security level you need. Levels range from P1 to P7.

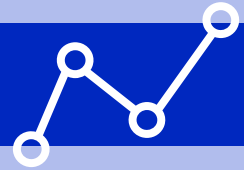
The smaller the cut, the higher the security level, as documents are shredded into fine particles that cannot be reassembled. Micro level P7 is suitable for highly confidential or secret documents.

**Straight cut (P1 to P3):**  
shreds into vertical strips

**Cross cut (P2 to P5):**  
shreds into particles

**Micro cut (P6 and P7):**  
shreds into micro-particles

## CAPACITY



Capacity is the number of sheets shredded in a single pass.

Standard models can shred from 1 to 10 sheets, with the option of shredding up to 100 sheets simultaneously.

Models with automatic feeders have more capacity for higher-volume shredding as 100 to 650 sheets can be fed at a time.

## DUTY CYCLE



This is the length of time the shredder can run before the motor needs to cool down.

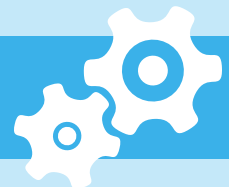
### Continuous

Documents are shredded continuously and without interruption throughout the day. Ideal for intensive use and large volumes.

### Timed

Documents are destroyed in cycles that can vary from 10 minutes to 4 hours, with 20 to 90-minute breaks between each cycle. A 10 to 20-minute cycle is sufficient to shred approximately 500 sheets per day.

## MANUAL OR AUTOMATIC?



### Volume and format

Manual shredders are generally smaller.

The automatic shredder, better suited to shredding large volumes and stacks of paper in a single operation, requires a deeper paper tray. It is also larger.

### Safety

The manual shredder allows for the immediate destruction of confidential documents, but the user must feed the sheets manually.

The automatic shredder with lockable receptacle does not require manual feeding. This both saves time and ensures the confidentiality of sensitive documents.

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travail!**



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