

# Rexel How to Choose a Shredder

## 1. Where will the shredder be located and how many people will use it?

Personal/Executive  
1-2 users

Small Office  
Up to 10 users

Departmental  
Up to 20 users

Large Office  
20+ users

Wide Entry  
20+ users

## 2. Which type of feed: Auto Feed or Manual?



**STACK** - the sheets in the top of the shredder  
**SHUT** - the lid  
**DONE** - now get on with something else!



Shreds up to a certain number of sheets in a single feed

## 3. What security level should you have?

Basic Security



**P-2 STRIP CUT**  
For day to day paperwork containing non-sensitive information.

Cuts 1 A4 sheet into approx. 35 pieces

General Security



**P-3 CROSS CUT**  
For day to day paperwork containing sensitive information.

Cuts 1 A4 sheet into over 200 pieces

Confidential Security



**P-4 CROSS CUT**  
For business documents containing proprietary information and/or sensitive personal information.

Cuts 1 A4 sheet into over 400 pieces

High Security



**P-5 MICRO CUT**  
For confidential business documents with ID, financial and strategic information.

Cuts 1 A4 sheet into over 2,000 pieces

**SMALLER PARTICLE CUT MEANS GREATER BIN CAPACITY.**

Ultra High Security



**P-6 SUPER MICRO CUT**  
For very sensitive information containing financial, legal, military and proprietary information.

Cuts 1 A4 sheet into over 6,000 pieces

Top Secret Security



**P-7 TOP SECRET**  
For top secret government and military documents.

Cuts 1 A4 sheet into approx. 15,600 pieces

## 4. Select paper feed capacity and bin size.

A higher paper feed capacity means less time spent shredding.  
A larger bin allows more shredding before emptying the bin.



## 5. Other features/icons to look out for to help choose the best shredder include:



**MERCURY JAM FREE SHREDDING**  
Jam Free shredders continuously check whether you're trying to feed too much paper. A red light indicates too much paper and a green light indicates that there is no risk of jamming. No time wasted. No mess made.



**AUTO JAM CLEARANCE**  
Automatically clears jams.



**ULTRA QUIET**  
Shredder designed to have ultra quiet operation, ideal for shared environments.



**CONTINUOUS OPERATION**  
Shredder can be used continuously; no cool down means no wasted time.



**INTELLIGENT POWER SAVE**  
Shredder automatically switches off after a short time to conserve power consumption.



**INTELLIGENT SELF OIL**  
Oils the cutting head automatically when required to provide better shred performance and a longer shredder life.



**RECYCLING BAGS**  
Recyclable paper bags available for this product for the easiest way to empty and recycle your shredded paper.



**AUTO REVERSE**  
Returns paper that is too thick or too many sheets for shredder to accept.



**SELF CLEANING**  
Cutters are self cleaning to remove loose pieces of paper and prevent paper jams.



**LARGE BIN CAPACITY**  
Extra large bin for less emptying.