



PO Box 852 • 802 By-Pass 25 NE
Greenwood, SC 29648
T (864) 229-2306 • F (864) 229-5754
www.SCMgreenwood.com

The Copy Room

Volume 3 Issue 1

Everything You Need To Know about SHREDDERS (Questions, tips and important information)

What to Look For When Choosing a Shredder

Why shouldn't I just buy an inexpensive shredder?

The most common error in buying a shredder is buying one that's too small for the job. Doing this usually results in far more wasted time and money than might be saved on the original price. Evaluate your needs before buying. Here's what will happen if you buy an inadequate shredder:

- ✓ Loss of productivity in employees waiting for the shredder to finish.
- ✓ As employees become impatient waiting for the current load to finish, the shredder may become jammed due to having too many pages put in at once.
- ✓ Additional repair cost and lost productivity due to break downs.
- ✓ Compromised security due to documents not completely being shredded because the shredder is being overloaded.

Should I just buy one shredder for everyone to use?

Depending on the size of your company, this is often an excellent choice. Here are some factors to consider:

- ✓ Will you have one person be responsible for operating the shredder, or will you have everyone shred their own waste? Remember that the person shredding will be able to see your confidential data.
- ✓ Individual shredders are convenient, yet noisy. A single shredder for for the whole company can be placed in a separate room.

What maintenance does a shredder need?

- ✓ Replace the bags when they get full. If your shredder does not have an indicator that informs you when the bin is full, you will need to keep close attention to make sure it does not overflow.
- ✓ Oil the cutting head frequently. This will keep your shredder running at full speed. See your instruction manual for how and when to oil.
- ✓ Clean off the paper dust that may build up on top of the machine and in the throat.

WARNING!!

When cleaning a shredder, many people use canned air. Manufacturers sometime use flammable gases which can cause serious injury or damage. Read the label carefully to make sure the contents are not flammable.

Shredder Basics

What are the different types of shredders?

There are many different types of shredders and shredding styles. Let's visit a few of the different types. (OVER)

(Continued) **What are the different types of shredders?**

- ✓ **Strip Cut:** These cut your documents into long narrow strips. Generally less expensive and have higher capacity, however they are less secure than other types.
- ✓ **Cross cut:** A cross cut shredder cuts your documents into small rectangular pieces called "chips". This style is more secure than Strip Cut, with the chip size determining the security level. Due to the size of the chips, the bin will hold much more than Strip Cut.
- ✓ **Micro Cut:** The highest of security levels, the micro cut is used by DoD and GSA for classified documents up to Top Secret.

Which type of shredder do I need: strip cut, cross cut, or micro cut?

This depends on the material being shredded. As a general rule:

- ✓ A strip cut shredder is good for ordinary business or personal documents. Use a strip cut for anything that might be subject to casual curiosity or low level snooping.
- ✓ Cross cut is good for sensitive documents: Ledgers, bank statements, credit card statements, business reports. Use a cross cut for anything that could be of value to a criminal or to your competitor.
- ✓ A micro cut is good for extremely sensitive documents: Trade secrets, HIPPA records, Social Security numbers and other personal information.

What else can I shred with my new shredder?

Many can handle staples and some of the larger units will handle paper clips, however check your owner's manual prior to doing so. Most can also shred CD's, CD-R's, DVD's, etc.

What Is a Shredders Throat?

The throat is the slot that accepts the pages to be shredded. The throat width should be slightly larger than the narrow dimension of the paper being shred. For example, if you have letter or legal sized pages, the throat should be 9-10 inches.

What Is the Difference between Personal and Office Shredders?

Personal shredders are designed for occasional use by a single person. Most are designed to fit in a small space next to a desk. They are very convenient, but are not designed for continuous or heavy use. The shred bin is usually about the size of an office trash can.

Office shredders are larger and designed to handle the needs of several people. They have larger motors that can handle continuous, heavy duties.

For more information about shredders or to find one that's right for your office or home, visit or call SCM Office Systems Today. 802 By-Pass 25 NE near the Rail Road Overpass

www.SCMgreenwood.com

To significantly extend the shredder's life, shred a maximum of 2-3 sheets less than the listed capacity.

**Is It Time...?
Is it time to replace your old copier, fax machine, printer or office furniture?**

**Call SCM Office Systems and let our team work for you!
(864) 229-2306**