Shredders
Small office to high capacity models
For all your security needs
5 Tips for Choosing a Paper Shredder

Buy your second paper shredder first!

Avoid the most common error of buying a shredder that is too small for the actual paper volume. Shredders must be able to handle the types and volumes of documents shredded. If a shredder is not easy to use, is not reliable or does not have the needed capacity, it will not be used and your need for information security will not be met.

Analyze your needs.

Before you select a shredder, you should first analyze your needs. Who will use the shredder? A person, a department or an entire office? What are the paper sizes to be shredded—8 ½ x 11, printout, complete file folders, reports, etc? How much paper needs to be shredded? Will this volume continue to grow? When in doubt, buy the larger capacity shredder.

Combine resources and budgets.

Paper shredders are often purchased by one department and when installed, multiple departments use them. The result is overload. Or multiple departments each purchase smaller paper shredders and struggle with paper volume. Had they combined their budgets, one larger shredder could have handled all of their needs, including large volume needs. If you or your department needs a paper shredder, check with others before buying.

Local service becomes important with paper shredder size.

Check on how warranty and non-warranty repairs are handled, especially for paper shredders that are difficult to pack and ship for repairs. Remember that while a paper shredder is away from your office, documents are not being shredded.

Be careful with paper shredder specifications.

Don’t buy a shredder based merely on specifications. For example, horsepower is frequently used to compare shredders, but it isn’t all that meaningful. Likewise, shredders may have been tested using lighter-weight paper than what’s used in your office. The real test is shredding your paper in your office.

Some models are equipped with an LED Shred Efficiency Indicator to monitor shredding and help prevent jams.
High-Capacity Models

Maximum Throughput

Non-stop shredding

The proper paper shredder does not jam frequently, overheat or require frequent emptying. A business reality is that shredding stops for reasons as small as a full bag. Rather than emptying or changing bags, people will remove the benefits of the document and decide it really does not need to be shredded. Shredded container capacity can be a critical element in paper shredder usage. Ideally, this container should be emptied only once a day.

Shredder Oil

- 1 gallon

Shred Waste Capacity (Gallons)

Individual cutters provide great capacity and long-term durability. Because each cutter is separable, repair costs are lower if foreign objects are shredded.

Sheet Capacity

- Listed USA number is the number of 20 lb. alerts operator when removed for disposal and are easily cabinet to minimize easy access. and long-term durability. Because each cutter is separable, repair costs are lower if foreign objects are shredded.

Easy Operation

Shredders are classified in a convenient location so that once it is in use, the door is open.

Safety Features

Options and Supplies for Models 530, 550, 550A, 576A

- Shredder Bags

- Non-stop shredding

- Maximum Throughput

- Shredder Oil

- Shred Waste Capacity (Gallons)

- Sheet Capacity

- Easy Operation

- Safety Features

- Options and Supplies for Models 530, 550, 550A, 576A

- Pull Out Waste Bin

- Shredder Oil

- Graph of shredder comparison

- Options for Models 96 & 1404

- Shred Waste Capacity (Gallons)

- Sheet Capacity

- Easy Operation

- Safety Features

- Options and Supplies for Models 96 & 1404

- Pull Out Waste Bin

Considerations and Recommendations

The following is a guide to help you determine which size would best meet your needs.

Shred Guide

- 8 1/2" x 11" / A4: Perfect for shredding regular size office documents.

- 11" Accommodates legal size and legal documents, as well as most letter size computer paper.

- 17" Safely accommodates legal-sized computer documents.

The good news

If you select the right size, type and quality paper shredders you may never have to replace it. Properly used and maintained, a quality paper shredder will last your copiers, computers, printers, etc. Some of our customers have used their圣诞Allion shredders daily for over twenty years. 

Personal, Medium and Large Office Models

Easy Operation

Shredders are classified in a convenient location so that once it is in use, the door is open.

Safety Features

Transparent plastic safety guard has an automatic interlock switch. Safety door interlocks must shut before paper is fed into the shredder. In the event of a foreign object being processed, the shredder automatically stops. The correct throat width size for your location when someone goes to make copies. And “bad” copies of sensitive documents can be immediately destroyed.

Individual cutters provide great capacity and long-term durability. Because each cutter is separable, repair costs are lower if foreign objects are shredded.

Location

People use paper shredders that are conveniently located. One location that might make sense is next to your copier — chances are your copier is in a convenient place. Material to be shredded can be brought to this location when someone goes to make copies. And “bad” copies of sensitive documents can be immediately shredded.

Deal-side paper shredders are great for security.

A paper shredder at the desk of executives, human resource and other persons who frequently handle very sensitive documents is a good practice. As soon as a very sensitive document is no longer needed, it can be destroyed.

Capacity

Paper shredders must be fast and easy to use. Shredders must handle all the types and volumes of documents to be shredded. The larger the paper shredder, the better the chances that all documents will be shredded. Even if the “perfect location” a paper shredder that is too small, handles too few sheets at a time, or has its waste container full too often will not be used as much as it should. When it is dead, try the larger paper shredder.

Non-stop shredding

The proper paper shredder does not jam frequently, overheat or require frequent emptying. A business reality is that shredding stops for reasons as small as a full bag. Rather than emptying or changing bags, people will remove the benefits of the document and decide it really does not need to be shredded. Shredded container capacity can be a critical element in paper shredder usage. Ideally, this container should be emptied only once a day.

Throat size speaks volumes

When selecting a paper shredder, it is important to understand exactly what types and sizes of paper you will be shredding. In order to determine the correct throat width size for your needs, throat width refers to the size of the opening in which you put material to be shredded. It is recommended to select a throat width that is large enough to accommodate your widest paper size. A throat width too small may decrease paper shredding speed and efficiency.

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Desk-side paper shredders are great for security
A paper shredder at the desk of executives, human resource and other persons who frequently handle very sensitive documents is a good practice. As soon as a very sensitive document is no longer needed, it can be destroyed.

Capacity
Paper shredders must be fast and easy to use. Shredders must handle all the types and volumes of documents to be shredded. The larger the paper shredder, the better the chances that all documents will be shredded. Even in the “perfect location” a paper shredder that is very slow, handles too few sheets at a time, or has its waste container full too often will not be used as much as it should. When in doubt, buy the larger paper shredder.

Non-stop shredding
The proper paper shredder does not jam frequently, overheat or require frequent emptying. A business reality is that shredding stops for reasons as basic as a full bag. Rather than emptying or changing bags, people will re-evaluate the sensitivity of the document and decide it really does not need to be shredded. Shred container capacity can be a critical element in paper shredder usage. Ideally, this container should be emptied only once a day.

Throat size speaks volumes
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The following is a guide to help you determine which size would best meet your needs:

<table>
<thead>
<tr>
<th>Shred Guide</th>
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<tbody>
<tr>
<td>8 3/4&quot; x 9 1/2&quot; Perfect for shredding letter or legal size documents.</td>
</tr>
<tr>
<td>10 1/4&quot; Accommodates letter and legal documents, as well as most letter size computer paper.</td>
</tr>
<tr>
<td>16&quot;-18&quot; Easily accommodates large-sized computer documents.</td>
</tr>
</tbody>
</table>

The good news
If you select the right size, type and quality paper shredder, you may never have to replace it. Properly used and maintained, a quality paper shredder will outlast your copiers, computers, printers, etc. Some of our customers have used their Cummins Allison shredders daily for over twenty years.
Cummins Allison Shredders

Why you should rely on Cummins Allison for all your shredder needs

Selection
Cummins Allison offers the widest variety of shredders, from small personal units that fit under desks, to full size office models that can handle continuous shredding from multiple feeds.

Value
Cummins Allison shredders provide ease-of-use, capacity and reliability. The right shredder in your application should provide years of reliable service. We will work with you to provide your "second shredder first" and avoid the cost and hassle of buying the wrong first shredder.

Experience
Our branch office staff is factory-trained and can help you select the right shredder for your needs – without cost or obligation.

Cummins Allison sets the standard for accuracy and dependability.
Cummins Allison is a global leader in developing solutions that quickly and efficiently count, sort and authenticate currency, checks and coin. With a 100-year heritage of leadership in technology and product innovation, Cummins Allison serves the majority of financial institutions worldwide, as well as leading organizations in retail, gaming, law enforcement and government. Ninety-seven percent of our customers recommend our products and services.

CA holds more than 350 U.S. patents and invests double the industry average in R&D. Our world-class sales and service network includes hundreds of local representatives in more than 50 offices in North America, 4 wholly-owned subsidiaries in Europe and is represented in more than 70 countries around the world.

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