

Choosing the right shredder



How many people will be using it regularly?

home user

1 (home user)

office desk

1-3 (office desk side)

workgroup

3-5 (small business unit)

department

10+ (large office)

Security levels

lowest/DIN1



Strip Cut

Strip cut shredding for disposal only; offers little security.

low/DIN2



Strip Cut



Cross Cut

Safe enough for personal letters or most internal business documents, these shredders cut paper into larger strips or cross cut.

medium/DIN3



Strip Cut



Cross Cut

A good level of security for destroying confidential personnel files or financial information. Cuts paper into smaller strips or cross cuts.

high/DIN4



Cross Cut



Micro Cut

For destroying commercially-sensitive documents that in the wrong hands could threaten your company's well being. These are all cross-cut or micro-cut shredders.

high/DIN5



Micro Cut

Nearly the highest level of security, often used by the military or research facilities. Turns top-secret documents into very small particles.

Viking Tip:

If you're concerned with privacy, you'll want to pay attention to a shredder's security rating. Our shredders range from DIN 2 (low security) to DIN 5 (highest).



Staples



Paperclips



Credit Cards



CDs/DVDs

More than paper...

If you often shred multi-page documents, save time and buy a shredder designed to cope with staples and paperclips. They also destroy items like credit cards and CDs, adding another aspect to your ID protection.

What else to look for



Checking noise level

Quiet shredders are good if they need to run in open environments.



Ease of use

Clearing paper jams is especially frustrating for high volume users.



Safer operation

If you have children or pets in the office or worry about hair, clothing or jewellery getting caught, check out SafeSense technology.

Shredder oils

Don't forget your shredder will need a little TLC so think about adding this to your order for when the time comes.

Viking Tip:

The more powerful a shredder, the more sheets you can load at a time. Unless otherwise noted, sheet capacity in these pages is provided for paper weighted 70gsm. If you use heavier paper, you may have to load fewer sheets