Buyers Guide

Choosing the right shredder



How many people will be using it regularly?

home user

office desk

1 (home user)

1-3 (office desk side)

workgroup

3-5 (small business unit)



10+ (large office)

Security levels

owest/DIN1



Strip cut shredding for disposal only; offers little security.

high/DIN4



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.

low/DIN2



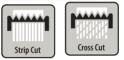
Safe enough for personal letters or most internal business documents, these shredders cut paper into larger strips or cross cut.

high/DIN5



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

medium/DIN3



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

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).



(Ds/DVDs

Credit Cards

More than paper...

If you often shred multipage 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.

Shredder oils



nvironments. Trust



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.

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

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