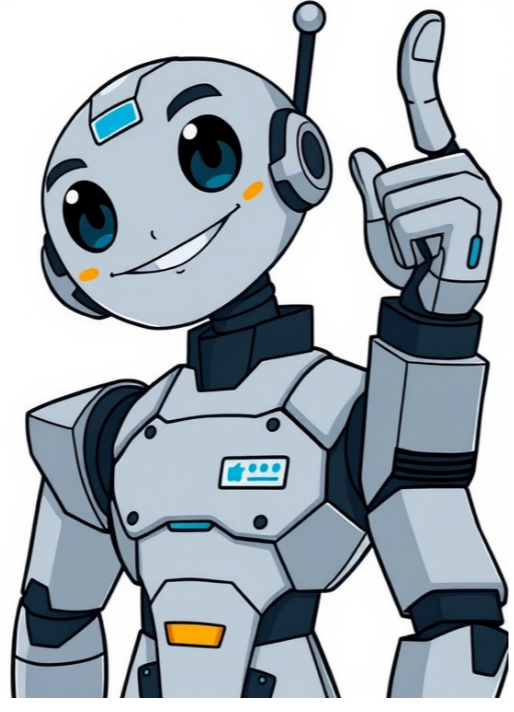


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What to Consider When Buying a Paper Shredder | Office Maintenance Tips  
When purchasing a paper shredder, consider the volume of shredding you need. Look at your current usage and project future demands before making a decision. This will help you select a shredder that can handle your needs efficiently. The quest for the best paper shredder may seem simple at first glance, but there are several factors to consider when making your selection. A high-quality paper shredder typically costs between a few hundred dollars and \$500. If you need to shred a large number of documents simultaneously, it's essential to have a machine with sufficient sheet capacity. Basic models can handle 6-8 pages at once, while medium models can handle up to 30 pages, and higher-end models can shred stacks of up to 150 pages. However, if you work with confidential documents, it's better to opt for a shredder that can handle more pages at once. When choosing a paper shredder, there are three main types of cut styles: strip-cut, cross-cut, and micro-cut. Strip-cut shredders only cut paper lengthwise, producing confetti-like strips, making them suitable for non-sensitive information. Cross-cut shredders use two sets of blades to shred paper both lengthwise and widthwise, producing smaller strip pieces, and are ideal for all types of paperwork. Micro-cut shredders offer the most security by turning paper into particles that are ten times smaller than cross-cut shredding, making them suitable for highly confidential documents. Paper shredders are also classified by security levels, ranging from P1 (lowest level) to P7 (highest level). Generally, each cut style is associated with a particular security level: strip-cuts are P1 or P2; cross-cuts, P3 or P4; and micro-cuts, P5 to P7. Those with higher security levels produce smaller paper particles but come at a higher cost. Another essential feature to consider when choosing a paper shredder is the waste bin capacity. A larger waste bin capacity can be an advantage if you need to empty it frequently while shredding documents. Some shredders also have pull-out baskets or lift-off baskets, which can make maintenance easier. Most paper shredders have limits on usage, with some requiring cool-down periods after non-stop operation and others having maximum run times. If you want fewer interruptions, consider a paper shredder with a longer run time and shorter cool-down time. The best paper shredders, ideal for home use, office needs, and budget constraints. Among various options, we compare features, performance, and prices to help you make an informed decision. The top-rated shredders for home offices and heavy-duty use are being reviewed to help consumers make informed purchasing decisions. Applying legal terms or technological measures to restrict others from doing anything permitted by the license is mandatory. Complying with the license is not required for elements in the public domain or where usage is allowed under an applicable exception or limitation. No warranties are provided. The license does not guarantee all necessary permissions for your intended use. For instance, other rights like publicity, privacy, or moral rights might limit how you utilize the material.

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