

# 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 1/2 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.

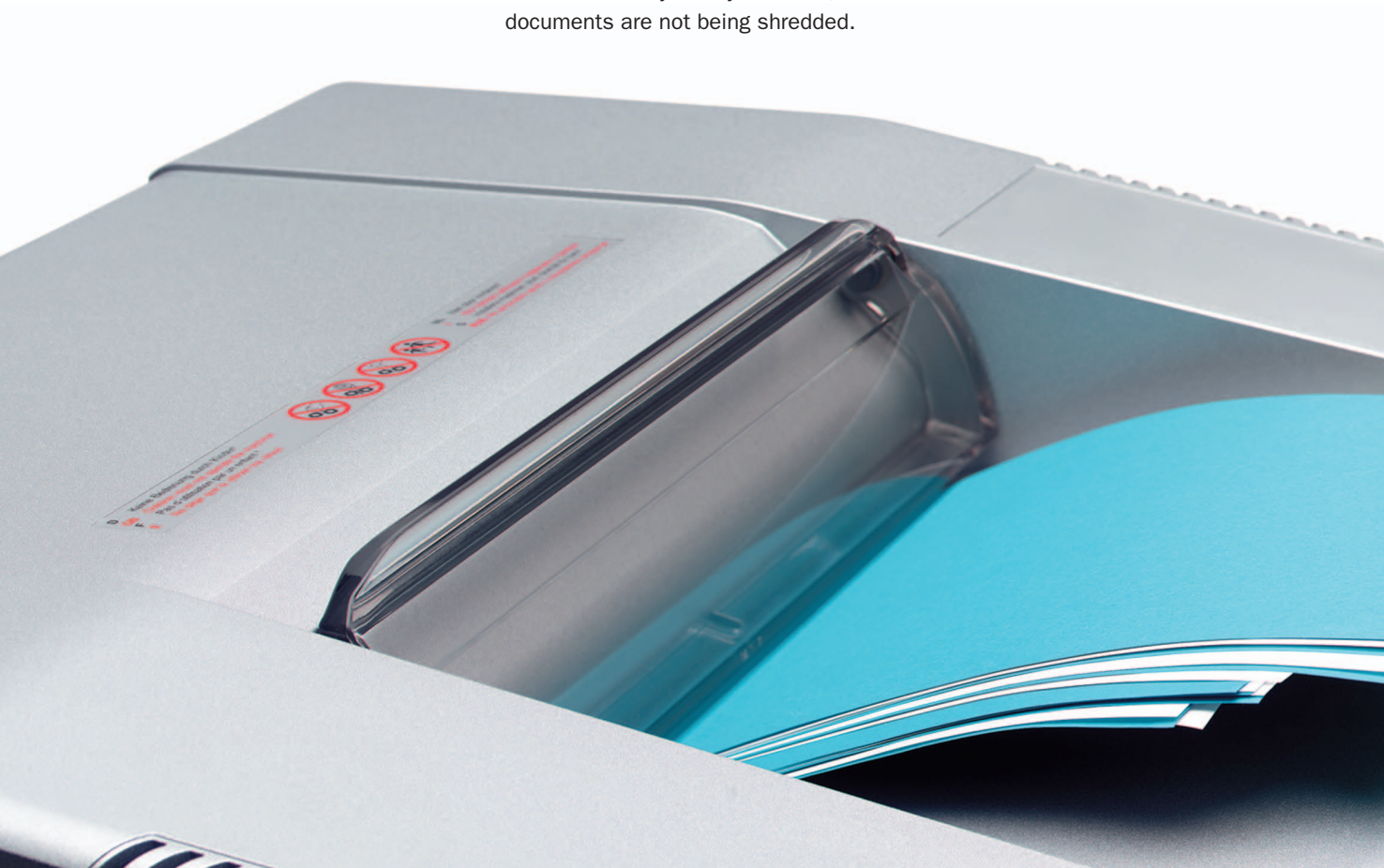
Check on how warranty and non-warranty repairs are handled, especially for paper shredders that are difficult to pack and ship for repairs. Remember that while a paper shredder is away from your office, documents are not being shredded.

## 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.





## Personal, Medium and Large Office Models

### Shredder Specifications and Features:



## High-Capacity Models

Model	515	516	526	534	535	536	554	555	556	576-A	96	1405	1406
Shred Type	Strip Cut	Crosscut	Crosscut	Crosscut	Strip Cut	Crosscut	Crosscut	Strip Cut	Crosscut	Crosscut	Crosscut	Strip Cut	Crosscut
Shred Size (Inches)	3/16	1/8 x 1	3/32 x 5/8	3/32 x 5/8	3/16	3/16 x 1 1/2	3/32 x 5/8	1/4	3/16 x 1 1/2	3/16 x 1 1/2	3/16 x 23/8	1/4	1/4 x 2
Throat Width	8 3/4	8 3/4	9 1/2	10 1/4			16			16	18	16	16
Sheet Capacity*	10 - 12	5 - 6	9 - 11	12 - 14	27 - 30	20 - 22	14 - 16	32 - 35	24 - 26	30 - 32	50 - 60	75 - 95	65 - 82
Security Level	2	3	4	4	2	3	4	2	3	3	3	2	3
LED Shred Capacity Indicator	—	—	—	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—	—	—
Maximum Horsepower	1/5		3/4	1			1 3/4			2 1/8	7 1/3	10	8
UL, C-UL, and CE Approved	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Auto Start/Stop	Yes	Yes	Yes	Yes			Yes			Yes	Yes	—	—
Thermal Overload Protection	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Auto Cutoff on Paper Jam	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Auto Reverse on Paper Jam	—	—	Yes	Yes			Yes			Yes	Yes	—	—
Bag Full Indicator	Visual	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Auto Cutoff When Bag is Full	—	—	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Auto Cutoff When Door is Open	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Casters for Mobility	—	—	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Accepts Staples & Paperclips	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	Yes
Accepts CD's	—	—	—	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Accepts Credit Cards	Yes	—	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shred Container Type	Pull-Out Waste Bin		Permanent Bag	Plastic Bin			Plastic Bin			Plastic Bin	Plastic Bin	Disposable Bag	
Shred Waste Capacity (Gallons)	5		13	26			44			44	61	79	
Dimensions HxWxD (Inches)	21 x 13 1/2 x 8 3/4		28 1/2 x 15 1/2 x 11 3/4	36 1/2 x 19 1/2 x 18 1/2			38 1/4 x 25 1/4 x 23 1/4			39 3/4 x 25 1/4 x 23 1/4	67 x 29 x 30	56 3/4 x 48 3/4 x 67	
Net Weight (Lbs.)	27	28	58	123			240	239	240	378	715	994	983
Power (units/amps)	115/10		115/10	115/10			115/10			115/20	220/20 3-Phase	220/20 3-Phase	
Energy Saving Mode	—	—	Yes	Yes			Yes			Yes	—	—	
Feeder Safety Shield	Yes	Yes	Yes	Yes			Yes			Yes	—	—	
Dustproof Gear Housing	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	

\* Sheet Capacity: Listed USA number is the number of 20 lb. 8 1/2" x 11" copier paper sheets shredded and may vary due to paper types and paper supplied.

### Maximum Throughput

Conveyor feed moves flat and crumpled paper into the cutters at optimal speed for maximum throughput.



### Safe Shredding

Top Hopper provides safe shredding of materials like crumpled paper that are difficult to feed into other shredders.

Integral foldaway shelf provides easy and efficient feeding of printouts and other large documents, yet folds out of the way when not needed.



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

### Easy Operation

Shreds are collected in a totally enclosed cabinet to minimize dust and are easily removed for disposal. A bin full indicator alerts operator when the bin is full.



### Safety Features

Transparent feeder safety shield has an auto-stop interlock switch. Safety door interlock shuts shredder off when the door is open.



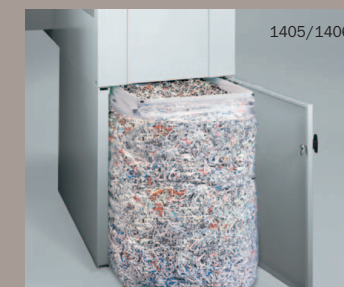
### Options and Supplies for Models: 530 Series, 550 & 576A

Disposable Shredder Bags

Oil for 576-A  
5-1 liter bottles

Shredder Oil 1 gallon

Oil Bottle (ships empty)



Paddle feed mechanism safely feeds materials into the cutters.

### Options and Supplies for Models 96 & 1404

Disposable Shredder Bags

Heavy Duty Ties (1,000)

Twist Tie Tool

Shredder Oil - 1 gallon

Oil Bottle (ships empty)



# Considerations and Recommendations

## 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.

## 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

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.

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

### Shred Guide

---

8 <sup>3</sup>/<sub>4</sub>" x 9 <sup>1</sup>/<sub>2</sub>" Perfect for shredding letter or legal size documents.

---

10 <sup>1</sup>/<sub>4</sub>" Accommodates letter and legal documents, as well as most letter size computer paper.

---

16"- 18" Easily accommodates large-sized computer documents.

## 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

From small office units that fit under desks to high-capacity models for continuous shredding, Cummins Allison has the shredders to fit your specific needs.

A selection of strip cut and crosscut models are available to meet various levels of information security and throughput. Powerful motors, gears and hardened steel cutters easily handle a variety of document sizes as well as staples and standard paperclips.

Top-quality design, components and craftsmanship ensure ease of use and unsurpassed reliability — backed by a network of local Cummins Allison trained service professionals.

### 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.



852 Feehanville Drive  
Mt. Prospect, IL 60056  
800 786 5528

[cumminsallison.com](http://cumminsallison.com)

© Cummins Allison Corporation 2012  
Specifications subject to change without notice

### Readers' Choice Award Winner

Cummins Allison Cross Cut Shredder

Cummins Allison's Model 516 cross cut shredder has been recognized by Today's Facility Manager with a 2012 Reader's Choice Award.

We are acknowledged for the aesthetics, reliability, value, and customer service provided to facility management professionals.



## Generations of Vision and Excellence

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.

Form 023-1720 Rev. B