Shred Wisely: Items to Shred & Avoid

Kensington



OfficeAssist[™] Shredder M100 Anti-Jam Cross Cut K52075AM



OfficeAssist[™] Shredder M100S Anti-Jam Cross Cut K52076AM



OfficeAssist[™] Shredder K52077AM



OfficeAssist[™] Shredder M150-HS Anti-Jam Micro Cut M200-HS Anti-Jam Micro Cut



CAN Shred the Following				
Stapled Sheets of Paper 26/6 and 24/6 or smaller staples Same sized paper	Up to 10 sheets, 25mm within the corner	Up to 10 sheets, 25mm within the corner	Up to 10 sheets, 25mm within the corner	Up to 15 sheets, 25mm within the corner
Paperclipped Paper Small/medium paperclips (max wire thickness 0.9mm) >80/100gsm paper	Up to 10 sheets, 25mm within the corner	Up to 10 sheets, 25mm within the corner	Up to 10 sheets, 25mm within the corner	Up to 15 sheets, 25mm within the corner
Thick paper or card	<200gsm	<200gsm	<200gsm	<200gsm
Glossy Sheets	Yes	Yes	Yes	Yes
Multiple sheets folded in half	Up to legal sized	Up to legal sized	Up to A3 sized	Up to A5 sized

CANNOT Shred the Following



Heavy duty staples. Check the staple leg length is not greater than 6mm



Bound documents



Large clips. Check the length of the paperclip is not longer than 32mm



Credit Cards

A

No heavy duty

paper clips



Plastic sheets, laminated documents, plastic folders



Adhesive labels



Bulldog clips



Magazines or other documents bound by multiple staples or clips



No CDs

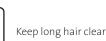


Keep loose jewelery clear



No credit cards





Ties and loose

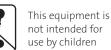
clothing hazard



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Warning Symbols

Do not reach into opening





Manual feed slot capacity











No aerosols

Sharp edges,



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