# Shred Wisely: Items to Shred & Avoid

# Kensington



OfficeAssist™ Auto Feed Shredder A1500-HS Anti-Jam Micro Cut **K52050AM** 



OfficeAssist™ Auto Feed Shredder A3000-HS Anti-Jam Micro Cut **K52051AM** 



OfficeAssist™ Auto Feed Shredder A6000-HS Anti-Jam Micro Cut

K52052AM

### CAN Shred the Following – Both Auto Feed and Manual Feed Slot

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Stapled Sheets of Paper 26/6 and 24/6 or smaller staple Same sized paper	Up to 1" inch stack, 25mm within the corner	Up to 1" inch stack, 25mm within the corner	Up to 1" inch stack, 25mm within the corner	
Paperclipped Paper Small/medium paperclips (max wire thickness 0.9mm) 65 ~ 100gsm paper	Up to 1" inch stack, 25mm within the corner	Up to 1" inch stack, 25mm within the corner	Up to 1" inch stack, 25mm within the corner	
Individual folded sheets of paper	Up to 11" x 17" & stack of 300 sheets	Up to 11" x 17" & stack of 300 sheets	Up to 11" x 17" & stack of 300 sheets	

CAN Shred the Following – Manual Feed Slot Only				
Thick paper or card	<200gsm	<200gsm	<200gsm	
Glossy Sheets	Yes	Yes	Yes	
Multiple sheets folded in half	Up to tabloid sized	Up to tabloid sized	Up to tabloid sized	

#### **CANNOT Shred the Following**



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



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



Plastic sheets, laminated documents, plastic folders



Bulldog clips



Bound documents



Credit Cards



Adhesive labels



Magazines or other documents bound by multiple staples or clips

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No CDs



No heavy duty paper clips



Do not reach into opening



Sharp edges, do not touch



Keep loose jewelery clear



Ties and loose clothing hazard



This equipment is not intended for use by children



Moving parts



No credit cards



Keep long hair clear



Manual feed slot capacity



No aerosols

