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# Ativa paper shredder 08ma01 manual

Our editors independently research, test, and recommend the best products; you can learn more about our review process here. We may receive commissions on purchases made from our chosen links. What We Like Cross-shredding for effective and secure destruction of documents Anti-jam auto-reverse to clear paper jams Auto-on sensor What We Don't Like Noisy despite its size Bucket isn't as durable Gets warm quickly When it comes to shredding documents, you need a capable, reliable, and durable machine to do the job. The AmazonBasics is just that. Able to shred up to 12 sheets and credit cards, you'll have unwanted documents and cards destroyed in no time. It can even shred continuously for up to 7 minutes with only a 30-minute cool-down. It's even equipped with anti-jam auto-reverse to clear paper jams quickly and easily to get you back to shredding in no time. And, with the cross-cut shred, you'll find your documents or unwanted cards effectively and securely destroyed. Small and discrete, you can place this shredder anywhere in your home without it being in the way and can still count on it holding up to 4.8 gallons worth of shredded documents. Plus, it's easy to set up and even easier to use. AmazonBasics also comes with a 1-year limited warranty should you run into any issues. What We Like Lightweight Cross-cut shredder What We Don't Like For quick, easy and limited shredding sessions, Amazon's six-sheet cross-cut paper and credit card shredder more than fits the bill. Capable of shredding strips into 7/32 inches or 1-27/32 inches, the compact shredder is perfect for the home office. At 15" x 12.1" x 7.7" inches and 8.25 pounds, the shredder isn't going to knock your socks off with raw power. The 3.8-gallon bin is sized just right for a shredder that has a two-minute run time. The 30-minute cooldown is in line with more expensive shredders, but the low price tag is the tradeoff for a shredder that lasts just 120 seconds before automatically shutting off. Run time aside, shredding ATM receipts, old tax returns and junk mail make this unit perfect for use in a small business or home office. In automatic mode, shredding begins once the sensor detects that a piece of paper or single credit card has entered the 8.7-inch wide paper feed. As a cross-cut shredder, each individual shred will occur faster than a micro-cut shredder, but it sacrifices the six times smaller confetti-like shred. What We Like What We Don't Like The prime reason for paper shredding comes down to security. And the Fellowes Powershred 99Ms is a shredder that puts security above all other features. The micro-cut shredder can push 12 sheets (and credit cards) into the nine-inch wide feed slot per pass into 5/65-inch x 9/16-inch cross-cut particles, which stamps it as the most secure shredder on this list. As a micro-cut shredder, the 99Ms provides the ultimate in protection, with particles 10 times smaller than a standard cross-cut. Realistically, the 99Ms will cut a single letter-sized sheet of paper into 2,154 particles per sheet, so it's next to impossible to reassemble. At 25.2" x 17.4" x 11.2" and 41.5-pounds, the 99Ms is a little on the tall side, which makes it far more suitable for a business environment. Regardless of its placement, the 99Ms can operate for 15 minutes before a 25-minute cooldown period is needed, which allows time to properly dispose of the nine-gallon pull-out bin. Fellowes claims that the bin can hold 80 percent more micro-cut particles per gallon than the standard cross-cut particles, including their own models. And the inclusion of "SilentShred" limits the decibel level for ultra-quiet performance in shared workspaces. What We Like What We Don't Like With a 40-minute run time, Royal's 1840MX 18-sheet commercial cross-cut paper shredder is a standout option for both home and small businesses. Its lengthy run time helps it destroy 18 sheets in a single pass into 5/32-inch x 1 1/8-inch particles, as well as CDs, DVDs and credit cards. Once shredded, sensitive information documents drop right into a slide-out 8.5-gallon wastebasket with a clear viewing window to show you when it needs emptying. With an auto start/stop and reverse function, the 1840MX will shred a single sheet in just under five seconds. It's 11.5" x 15.2" x 25.50" and weighs 44 pounds, but doesn't come casters for easy maneuvering around the home or office. What We Like Low noise High waste capacity What We Don't Like Fellowes strikes again with the Powershred 125Ci. Starring a 14-gallon bin capacity, the energy-efficient 125Ci is ideal for use in large offices. This powerhouse is capable of shredding 20 sheets of paper per pass into 397 (5/32" x 1-1/2" Security Level P-4) cross-cut particles and it can even handle miscellaneous items such as staples, paper clips, credit cards, CDs and more. It can chug away for 45 minutes before needing to cool down and its 100 percent jam-proof system promises to keep frustrations to a minimum. Additional features we especially like are its SafeSense technology that freezes the shredder when it senses hands touching the paper opening, and SilentShred, which keeps noise to a minimum — though that doesn't cover your chatty co-worker. What We Like High speed shredding 9-gallon capacity Energy management system What We Don't Like Might be excessive for some users At first glance, a pricey shredder might seem unnecessary, but for large businesses, HSM's 150-sheet shredder is a fantastic choice, with features to spare. A three-year warranty is paired with high-quality materials engineered for both security and durability over the life of the shredder. Additionally, an energy management control system pumps out just .1 watts in standby mode. At 29.1" x 15" x 15.5" and 42.6 pounds, it's not unusually large for the price. Most importantly, the size belies the features, specifically the 150-sheet autofeed tray that can handle up to 12.8 feet of shredding per minute. The nine-gallon bin is paired with a wider throat opening (9.5 inches), and there's an automatic start and stop to prevent paper jams. The micro-cut shreds at a very high-security level, which is ideal for destroying confidential data to prevent identity theft or documents of importance to a person, company or institution. Finally, the ability to continuously add paper manually during the autofeed stack processing cuts down on the amount of time required to utilize the HSM. What We Like Equal opportunity shredder 6-gallon capacity What We Don't Like When it comes to a shredder, models can range from budget entries, to out-of-this-world splurges, but they all highlight handling both multimedia and paper. While many users focus on paper first and multimedia second, the Fellowes Powershred 79Ci treats every shreddable object equally. It can handle 16 sheets of paper per pass, along with staples, credit cards, paper clips and CD/DVDs. A 100 percent "Jam Proof" system eliminates paper jams and powers through tough jobs, specifically those of the multimedia type. And the introduction of SafeSense technology goes one step further to shut down the shredder when hands get too close to the paper opening. As a cross-cut shredder, the 79Ci will reduce the 16 sheets of paper per pass into 397 particles (5/32 x 1-1/2-inch), which will fall into a six-gallon pull-out with a LED bin-full indicator. Sheet capacity - If you're using a paper shredder for occasional home use — bank statements, those endless credit card offers — then a small six-sheet capacity should be fine. But if you're using it for a home office or a business, then you may want to pay a little more to be able to shred more at once. Shred style - All shredders do not shred alike. Some destroy documents more completely than others. If you're using a shredder for pretty routine documents at home, then you probably don't need top-of-the-line shredding capabilities. But if you deal with sensitive information at home or in the workplace, then paying more for micro-cut shreds, rather than cross-cut shredding, is a good idea. Other materials - There may be times you want to shred more than just paper. Credit cards, CDs with sensitive material on them, paper with staples — the list goes on and on. That's why you should check and see if the shredder you're interested in can handle these types of shredding. Staples especially are key because who wants to remove them before sending documents through the shredder? Paper shredders cut sensitive documents in a variety of patterns that are designed to minimize the chances of their being put back together. Some are cross-cut, while others are diamond or confetti-cut. Regardless of the pattern, shredders have metal blades that cut the paper into shaps. As the blades cut through paper, they create dust that builds up and causes the blades to wear down. Users must clean and maintain the blades to keep the shredder functioning well. Read the manual that came with the shredder. Some shredders are self-sharpening models. They have sheets of metal that sharpen their blades at every stroke, maintaining the edge. You should keep these models oiled, but there is no need to worry about sharpening them. Eventually, however, the blades will become dull. When this happens, you should remove them according to the manufacturer's instructions and either replace them or have them sharpened by a professional. Maintain the blades. Oiling the shredder blades will keep them sharp and maximize the time in between blade replacements or professional sharpening. Shredders, whether self-sharpening or not, operate better when they are well-oiled. There are two methods to oil a sharpener. The first is to coat a piece of paper with shredder oil and then feed it through the shredder. The second is to turn the shredder off, put oil along the top of the blades, and then run the shredder in reverse for 10 to 20 seconds. Then, run a few sheets of dry paper through the shredder. Whichever method you choose, the oil will keep the shredder running smoothly and help to clear out the dust that dulls the blades. You will need to oil your sharpener often: about every 30 minutes of shredding time. This means that a shredder that is used heavily needs oil about every four hours of real time, while a shredder under normal use should be oiled every few weeks. The frequency of oiling also depends on the type of shredder. The more cuts that it makes, the more dust is produced, so, for example, cross-cut shredders need oil more often than strip-cut. You should only use the shredder oil that is specified by the manufacturer to oil your shredder. Using aerosol oils (such as WD-40) or other non-approved oils can void the warranty on your shredder. Run aluminum foil through the shredder. If your shredder does not sharpen itself, you can use aluminum foil to replicate the effect that the metal sheet has in self-sharpening models. Use regular kitchen foil and feed two or three sheets into the shredder. This will give dull blades some of their edge back. However, it is not a perfect fix. Some blades may be too dull to be resharpened in this way. If your blades are still fairly sharp, use the aluminum foil method every few weeks to keep them sharp for as long as possible. Send the blades to be professionally resharpened. Use this method if your self-sharpening blades dull, or if your blades are too dull to be resharpened using the aluminum foil method. Paper shredder manufacturers recommend that users never try to sharpen blades themselves; instead, have a professional sharpener restore their edge. Replace the blades when necessary. Sharpening is accomplished by removing some of the metal. Eventually, the blades are so worn down that sharpening is ineffective. When this happens, buy replacement blades. Make sure to maintain them well so that they stay sharp for as long as possible. Tips With the price of shredders so low, it may be more cost-effective to replace the shredder when it no longer shreds properly.

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