

A woman with long blonde hair, wearing a dark green sleeveless top and a grey skirt, is sitting in a black ergonomic office chair at a wooden desk. She is smiling and looking at a computer monitor that displays a data dashboard with a pie chart. In front of her is a white Fellowes shredder with a sheet of paper being processed. The desk also has a keyboard, a mouse, and a small potted plant. To the left of the desk is a large indoor plant in a white pot. The background shows a bright, sunlit office space with large windows and a white brick wall. The overall atmosphere is professional and modern.

# The Hybrid Future of Work

# Hybrid Working

Recent research identifies a **hybrid working future**.

The majority of people say they expect to spend more time working in the office than at home but do not expect to work at home every day.



**23%**  
In Office Full Time

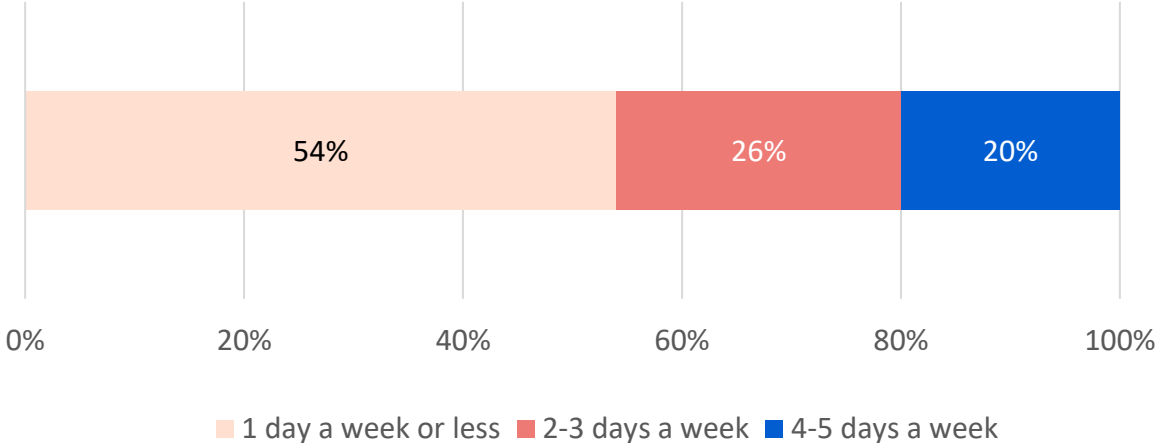


**72%**  
Hybrid



**5%**  
Remote Full Time

How Often People Expect to Work from Home



Whether in an Office or  
Home Office,  
**Shredding is Important**



# Why Shredding is Important

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## Eliminate Clutter and Unneeded Documents

Bank Statements and Financial Records

Contracts and Other Legal Records

Employee Information, Records and Pay Stubs

Invoices, Voided Checks and Sales Receipts

Private Company Data and Proprietary Information

Tax Records

Any Documents Containing Private Personal Information

## Compliance with Laws & Legislation

## Reduce Risk of Reputation Damage Caused By Identity Theft & Data Breaches



# Data Breaches are a Real Threat

Getting Struck  
by Lightning



1 in 960,000

Dating a  
Millionaire



1 in 220

Experiencing a  
Data Breach



1 in 4

*Global Average is 28%*

Whether you work from an office or home office, you need to ensure you are protected from data breaches.

## Causes of Data Breaches:

- Not having access to a proper disposal method for confidential information.
- Not understanding laws and legislation that regulates keeping private information secure

## Data Breaches Can:

- Negatively affect the reputation of:
  - Self
  - Employees
  - Customers/Clients
- Result in legal trouble and large fines

# Your Data Needs Protection Wherever You Work

Whether in an office or home office, a Fellowes shredder will help to keep you **productive, organized** and **safe**.





Shredders  
for the  
Home Office

# Why Home Offices Need a Shredder

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Businesses must remain compliant with laws and legislation, **even when employees are working remotely.**

Employees **accessing sensitive data at home** may be at risk of breaking rules, especially when paper data is involved. Make sure that employees handling confidential information are **aware of the destruction requirements** under data protection regulations.

Employers should also ensure employees who may be **transporting or obtaining confidential information remotely** have access to an **on-site shredder** to avoid accidental data breaches.



# Shredders for the Home Office

If data needs to be destroyed remotely, ensure you have a reliable shredder on hand to securely shred your documents.

Fellowes has a robust assortment of award-winning shredders, ideal for home offices.



# Home Office Shredders

GOOD



**Powershred LX70**  
(#4402901)

**Sheet Capacity**  
11

**Cut Type**  
Cross-Cut (5/32" x 1-1/4")

**Security Level**  
P-4

**Duty Cycle**  
5 min on / 30 min off

**Bin Capacity**  
4.8 Gallons

**Also Shreds**

BETTER



**Powershred LX85**  
(#4400401)

**Sheet Capacity**  
12

**Cut Type**  
Cross-Cut (5/32" x 1-9/16")

**Security Level**  
P-4

**Duty Cycle**  
20 min on / 30 min off

**Bin Capacity**  
5 Gallons

**Also Shreds**

BEST



**Powershred LX170**  
(#5501401)

**Sheet Capacity**  
12

**Cut Type**  
Cross-Cut (5/32" x 1-3/8")

**Security Level**  
P-4

**Duty Cycle**  
10 min on / 20 min off

**Bin Capacity**  
6 Gallons

**Also Shreds**



# Shredders for the Office

# Addressing Safety Concerns

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**Employees need to feel their employer is doing everything possible to keep them safe and healthy**

- **How:**
  - Mitigating the spread of disease by:
    - Limiting close contact among employees
    - Reducing density between workstations
    - Reduction of high-touch shared surfaces
    - Routine disinfecting

Fellowes has a full line of shredder solutions that will help employers address these needs so their employees can feel safe while in the office.



# “Social Distancing is a Top Priority”

If maintaining social distancing in the office is a top priority, consider these shredder solutions:





- LX Series for the Office Deskside Shredder
  - **What:** LX170, LX180, LX190, LX200, LX210 or LX220
  - **Why:**
    - A personal deskside shredder allows employees to destroy documents without needing to leave their workspace
- Commercial AutoMax Shared-Use Shredder
  - **What:** AutoMax 350C, 550C or 600M
  - **Why:**
    - Walk-away shredding discourages congregation of groups of employees and supports social distancing
      - Can quickly shred large stacks of paper at the push of a button, eliminating the need to stand and feed the machine



# Best Shredders for Social Distancing

GOOD







-  IntelliBAR™  
with Patented Responsive Technology
-  100% Jam Proof™
-  SafeSense®
-  QUIET OPERATION



**AutoMax 600M**  
(#4657301)

BETTER







-  IntelliBAR™  
with Patented Responsive Technology
-  100% Jam Proof™
-  SafeSense®
-  QUIET OPERATION



**Powershred LX210**  
(#5015201 & #5015301)

BEST



-  IntelliBAR™  
with Patented Responsive Technology
-  100% Jam Proof™
-  SafeSense®
-  QUIET OPERATION



**Powershred LX220**  
(#5015401 & #5015501)

**Sheet Capacity**  
600 (Automatic)  
14 (Manual)

**Cut Type**  
Micro-Cut (5/64" x 35/64")

**Security Level**  
P-5

**Duty Cycle**  
Continuous

**Bin Capacity**  
22 Gallons

**Also Shreds**  


**Sheet Capacity**  
12

**Cut Type**  
Micro-Cut (5/32" x 1/2")

**Security Level**  
P-4

**Duty Cycle**  
10 min on / 15 min off

**Bin Capacity**  
6 Gallons

**Also Shreds**  


**Sheet Capacity**  
20

**Cut Type**  
Micro-Cut (5/32" x 1/2")

**Security Level**  
P-4

**Duty Cycle**  
30 min on / 15 min off

**Bin Capacity**  
8 Gallons

**Also Shreds**  


# “Reduction of High-Touch Surfaces”

If reducing high-touch surfaces within shared office spaces to help limit the spread of germs is a top priority, consider these shredder solutions:

- **Fellowes 400 Series Shredders**
  - **What:** Powershred 425Ci or Powershred 485Ci
  - **Why:**
    - No-touch paper feed allows users to shred without having to physically touch the machine
    - Elongated paper entry point, reducing risk of touching machine while shredding
- **Commercial AutoMax Shredder**
  - **What:** AutoMax 350C, 550C or 600M
  - **Why:**
    - No-touch manual paper feed allows users to shred without having to physically touch the machine



# Best Shredder to Reduce High-Touch Surfaces

GOOD



AutoMax 550C  
(#4963001)

BETTER



Powershred 425Ci  
(#38425)

BEST



Powershred 485Ci  
(#38485)

**Sheet Capacity**  
550 (Automatic)  
14 (Manual)

**Cut Type**  
Cross-Cut (5/32" x 1½")

**Security Level**  
P-4

**Duty Cycle**  
Continuous

**Bin Capacity**  
22 Gallons

**Also Shreds**

**Sheet Capacity**  
30

**Cut Type**  
Cross-Cut (5/32" x 1½")

**Security Level**  
P-4

**Duty Cycle**  
Continuous

**Bin Capacity**  
30 Gallons

**Also Shreds**

**Sheet Capacity**  
30

**Cut Type**  
Cross-Cut (5/32" x 1½")

**Security Level**  
P-4

**Duty Cycle**  
Continuous

**Bin Capacity**  
35 Gallons

**Also Shreds**



# “Routine Disinfecting”

If routine disinfecting to stop the spread of germs is a priority, you will be pleased to learn that Fellowes shredders can easily be cleaned using non-abrasive cleaners, such as:

- Clorox Anywhere Hard Surface Sanitizing Spray
  - **To Use:**
    - Spray disinfectant on cloth then wipe shredder
- Lysol® Disinfectant Spray
  - **To Use:**
    - Spray disinfectant on cloth then wipe shredder

*\*We recommend using the disinfectants listed above on the shredder control panel; however, avoid using on the chrome throat of shredders with SafeSense. Prior to use, test in an inconspicuous area.*



# Addressing Productivity Concerns

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Employers need to ensure workplaces can support collaboration as well as individual focused work to optimize employee productivity in the office.

- **How:**
  - Provide in-office locations for uninterrupted work
  - Reduce time needed to complete mundane tasks

Fellowes has a full range of deskside, auto feed and commercial shredders designed to optimize employee productivity



# “Productivity is Key”

If improving employee in-office productivity is a top priority, consider these shredder solutions:

- **Fellowes LX Series for the Office Models**
  - **What:** LX170, LX180, LX190, LX200, LX210 or LX220
  - **Why:**
    - Allows employees to shred documents deskside without the need to move to a shared-use shredder, keeping their productivity in flow.
    - LX Series for the Office shredders include an efficiency meter, which helps guide users to the optimum shredding capacity for maximum productivity.
- **Commercial AutoMax Shredder**
  - **What:** AutoMax 350C, 550C or 600M
  - **Why:**
    - AutoMax shredders can shred large stacks of paper with just the push of a button, allowing for truly walk-away shredding.



# “Productivity is Key” Cont.

- Powershred Commercial Shredder
  - **What:** Powershred 425Ci or 485Ci
  - **Why:**
    - Robust commercial shredders with high sheet capacities and shred speeds allow shred jobs to be completed quickly
      - The 425Ci and 485Ci can shred 30 sheets/pass at speeds of 20 fpm, allowing large shred jobs to be completed quickly
        - *Shred 3,000 sheets in 5 minutes*
    - Continuous run time for non-stop shredding
    - Large wastebins reduce the need for frequent emptying



# Best Shredder to Increase Productivity

GOOD



**Powershred 485Ci**  
(#38485)

BETTER



**AutoMax 600M**  
(#4657301)

BEST



**Powershred LX220**  
(#5015401 & #5015501)

<b>Sheet Capacity</b> 30	<b>Cut Type</b> Cross-Cut (5/32" x 1 1/8")
<b>Security Level</b> P-4	<b>Duty Cycle</b> Continuous
<b>Bin Capacity</b> 35 Gallons	<b>Also Shreds</b> 

<b>Sheet Capacity</b> 600 (Automatic) 14 (Manual)	<b>Cut Type</b> Micro-Cut (5/64" x 35/64")
<b>Security Level</b> P-5	<b>Duty Cycle</b> Continuous
<b>Bin Capacity</b> 22 Gallons	<b>Also Shreds</b> 

<b>Sheet Capacity</b> 20	<b>Cut Type</b> Micro-Cut (5/32" x 1/2")
<b>Security Level</b> P-4	<b>Duty Cycle</b> 30 min on / 15 min off
<b>Bin Capacity</b> 8 Gallons	<b>Also Shreds</b> 

Many employers are working to understand and implement new best practices when it comes to **social distancing, reducing the spread of germs** and **increasing the productivity** of their employees.

Let Fellowes be your partner as you work to navigate new workplace norms and implement proactive shredding solutions.



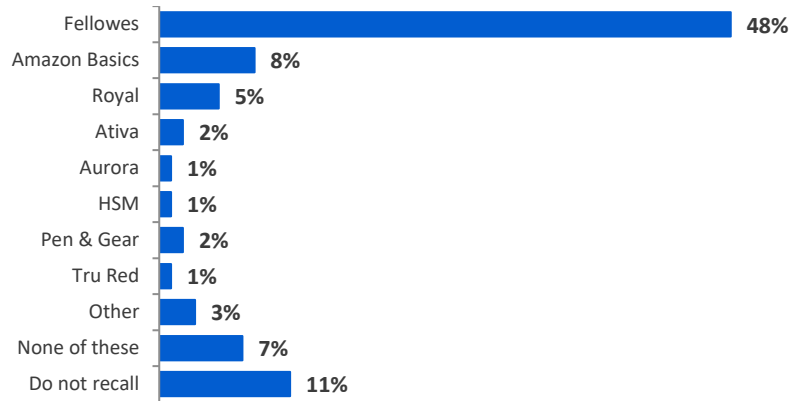
Thank You

# Appendix

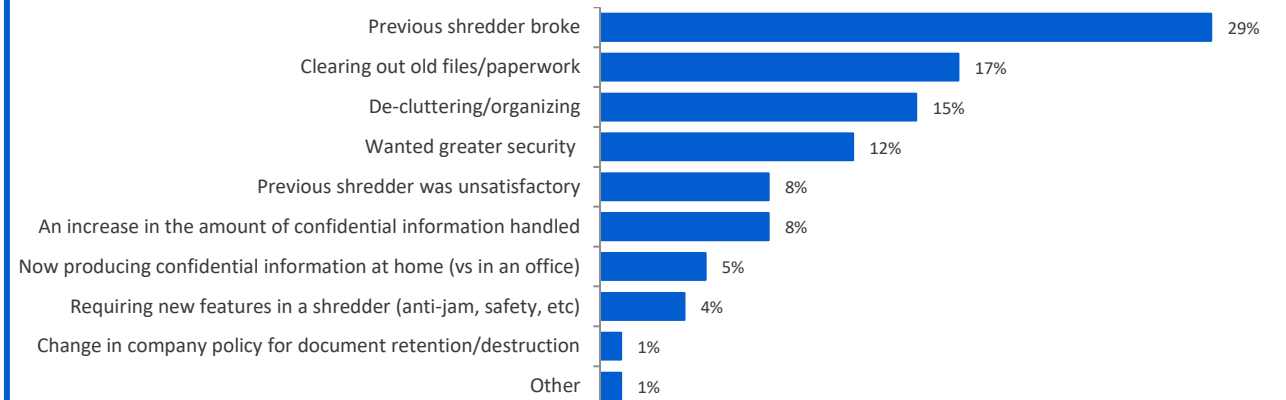


# Consumer Shredding Insights

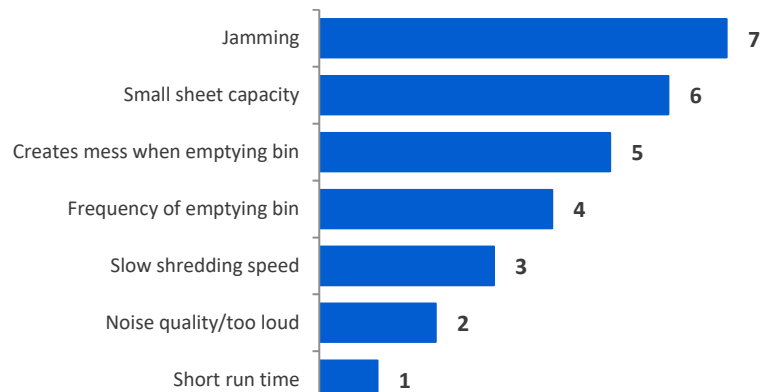
## What brand is your current shredder



## What motivators led you to buying a new shredder



## Rank Your Shredding Experiences: 7=Most frustrated, 1=least frustrated



## Rank features by their importance: 10=Most Important; 1=Least Important

