

# SMALL OFFICE SHREDDERS



Personal Size

Small Office

Office

Multi+Media

Department

High Capacity

High Security



*9 1/2" feed opening easily accommodates letter and legal size paper.*



*Safety features include automatically shutting off the shredder when the door is open.*

Proficiency best describes Dahle's line of Small Office Shredders with their ability to get the job done quickly and easily with minimal effort. Small offices or teams of employees will benefit from the ease of use and quiet operation of these small to mid-size shredders. They're designed to shred between 100 and 400 sheets of paper per day and are perfect for destroying personnel records, client proposals and tax information.

With seven models to choose from, Dahle Small Office Shredders are built with a 9 1/2" feed opening to accommodate both letter and legal size paper with ease. This range offers two strip cut models (20304 / 20404) and five cross cut models (20314 / 20414 / 20422 / 20430) that are able to shred to the standards of security level 2, 3, 4 or 5. All you need to do is decide what to shred and your Dahle Small Office shredder will take care of the rest.

These machines are constructed using a wooden cabinet with swing open door. This door hides the addition of a removable Shred Box which

makes changing bags easier. This box can be easily lined with Dahle's Disposable Shred Bags and emptied or recycled when full. If you're not sure when that will be - don't worry. Your shredder will inform you with its visual warning indicators. Once your shredder is empty and the door is closed, it will resume normal operation.

Getting things done quickly and easily may be the strong suit of these shredders, but it's just the opposite of our service department. We take great pride in our extensive dealer network located throughout the U.S. and Canada. Their commitment to our products continues long after your original purchase. Not sure who to call about an issue? Then contact Dahle's Customer Relations Department at (800) 995-1379 and we will take care of your problem or put you in touch with one of our representatives that can.

# SMALL OFFICE SHREDDER MODELS



**20304**

1/8" Shred Size  
15/18 Sheet Capacity  
Security Level 2  
3/5 Hp Motor  
Automatic On/Off



**20314**

1/8" x 1 3/16" Shred Size  
12/15 Sheet Capacity  
Security Level 3  
3/5 Hp Motor  
Automatic On/Off



**20404**

1/8" Shred Size  
16/20 Sheet Capacity  
Security Level 2  
1/2 Hp Motor  
Automatic On/Off



**20414**

1/8" x 7/8" Shred Size  
12/15 Sheet Capacity  
Security Level 3  
1/2 Hp Motor  
Automatic On/Off



**20422**

1/12" x 3/16" Shred Size  
10/12 Sheet Capacity  
Security Level 4  
1/2 Hp Motor  
Automatic On/Off



**20430**

1/32" x 7/16" Shred Size  
5/6 Sheet Capacity  
Security Level 5  
1/2 Hp Motor  
Automatic On/Off

## SMALL OFFICE SHREDDER SPECIFICATIONS

Model	Feed Width	Capacity #20 / #16	Security Level	Shred Size	Motor	Speed ft / min	Automatic Features <i>on / off bag full off reverse</i>			Auto Oil Available	dB Level	Waste Volume	Waste Bag/Box	Dimensions <i>h x w x d</i>	Shipping Weight
20304	9 1/2"	15 / 18	2	1/8"	3/5 Hp	17	●	●			54	8 Gal	701/750	21 3/4" x 16" x 11 1/2"	57 lbs
20314	9 1/2"	12 / 15	3	1/8" x 1 3/16"	3/5 Hp	13	●	●			57	8 Gal	701/750	21 3/4" x 16" x 11 1/2"	57 lbs
20404	9 1/2"	16 / 20	2	1/8"	1/2 Hp	18	●	●			54	10 Gal	704/749	25" x 16" x 14"	80 lbs
20414	9 1/2"	12 / 15	3	1/8" x 7/8"	1/2 Hp	15	●	●			56	10 Gal	704/749	25" x 16" x 14"	80 lbs
20422	9 1/2"	10 / 12	4	1/12" x 3/16"	1/2 Hp	15	●	●			56	10 Gal	704/749	25" x 16" x 14"	80 lbs
20430	9 1/2"	5 / 6	5	1/32" x 7/16"	1/2 Hp	13	●	●			56	10 Gal	704/749	25" x 16" x 14"	83 lbs

All performance data has been established using #20 / #16 bond 8 1/2" x 11" paper. Different paper qualities may yield different results.



1/4" Strip Cut



1/8" Strip Cut



1/8" x 3 1/8" Cross Cut



1/8" x 1 3/16" Cross Cut



1/8" x 1 3/16" Cross Cut



1/8" x 7/8" Cross Cut



1/12" x 3/16" Cross Cut



1/32" x 7/16" Cross Cut



1mm x 4.7mm Cross Cut

Authorized Dealer

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