

# POWERSHRED C169-B

THE BEST SHREDDER YOU COULD EVER HAVE



**bonsai**

Quality Office Products Since 2005

Thank you for shopping with Bonsai. Please read these instructions carefully before use and do not discard this manual as you may need to use it for future reference.

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Leading Shredder Brand

## PARTS and FUNCTIONS:



- A. See safety instructions
- B. Paper entry
- C. Warning indicators
- D. Slide switch
- E. Pull-out bin
- F. Visual window

## CAPABILITIES

Will Shred: Paper, credit cards, CD/DVDs, staples, small paper clips and junk mail

Will Not Shred: Adhesive labels, continuous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

Paper Shred Size: 13/64" x 1-37/64(5mm x 40mm)

Sheets Per Pass: 14 sheets

CDs/Cards Per Pass: 1 pcs

Paper Entry Width: 8.6" (220mm)

Noise Level: ≤58dB

## WARNING: IMPORTANT SAFETY INSTRUCTIONS-Read Before Using!



- Operation, maintenance, and service requirements are covered in the instruction manual. Please read the entire instruction manual carefully before operating shredders.
- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when the shredder is not in use.
- Keep foreign objects like gloves, jewelry, clothing, hair, etc. away from shredder openings. If object enters top opening, switch to Reverse to back out object.
- Never use aerosol products, petroleum-based lubricants or other flammable products in or near shredder. Do not use canned air on shredder.
- Do not use if the shredder is damaged or defective. Do not disassemble shredder when no guidance from the manufacturer.
- Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch (B) that must be in the ON position to operate shredder. In case of emergency, move switch to OFF position to stop shredder immediately.
- Avoid touch exposed cutting blades under shredder head.
- Shredder must be plugged into a suitable grounded wall outlet or socket of the voltage and amperage designated on the label. The grounded outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with product.
- FIRE-HAZARD-Do NOT shred greeting cards with sound chips or batteries.
- For indoor use only.
- Unplug shredder before cleaning.

## BASIC SHREDDING OPERATION

Please check the voltage of your shredder carefully before using. Plug in and turn on the **Power Switch** at the back of the shredder lid.

There are 3 settings -**AUTO**, **OFF** and **REV** on the top of the shredder lid

1. When slide the switch to **AUTO**, the shredding process will start automatically when the sensor at the paper entry detects papers, a credit card or a CD/DVD is being inserted into the paper entry. The shredder will stop shredding automatically when the paper, credit card or CD/DVD has passed through the feed opening.
2. **REV** is used to assist in the removal of a paper jam, which reverses the shredder process prior to a completed shredding cycle, thus clearing the cutters. If you want to stop shredding the paper, set it to reverse. The machine will reverse automatically and back out the paper.
3. **OFF** is used to terminate the power to the shredder. This mode is recommended when emptying the waste bin or when the shredder is not in use for a prolonged period of time.

## ADVANCED PRODUCT FEATURES

1. Jam Proof System-No frustrations of paper jams at all
2. Patented Cooling Fan System-Significantly protects the motor
3. Safety Feature-When the bin is not completely installed, the shredder will not work
4. Overload and overheat technology protect the shredder's motor and cutters, please operate the shredder by following the instructions

## PRODUCT MAINTENANCE

### The maintenance of the cutter:

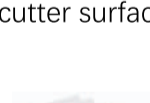
All shredders require oiling for peak performance. If not oiled, the shredder may experience diminished sheet capacity, intrusive noise when shredding, and could ultimately stop working. To avoid these problems and to prolong your shredder's lifespan, we suggest oiling your shredder each time you empty your waste bin.

### Oiling Procedure:

1. Apply oil across paper entry evenly
2. Press and hold reverse for 8-10 seconds
3. start to shred some paper to wipe off excess oil from the cutter surface.

### Recommended Oiling Products:

Bonsai Shredder Lubricant Oil  
Bonsai Shredder Lubricant Sheets



### The maintenance of the gear:

The main function of the gear is to transmit power. It is usually made of engineering plastics, which is still a vulnerable part in the shredder even though it has a certain mechanical strength.

Due to the strong overload capability of the AC motor, when a paper jam occurs for shredding too much, it will break the gear and teeth. We should be checking the integrity of the gears periodically to clean the dust and other foreign matter.

More importantly, we should replace the broken gear timely.

## CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

1. Turn off and unplug shredder
2. Locate Auto-start infrared sensor
3. Dip cotton swab in rubbing alcohol
4. Using cotton swab, wipe away any contamination from the paper sensors.

## TROUBLESHOOTING

1. Overheat Indicator: When the overheat indicator is illuminated, the shredder has exceeded its maximum operating temperature and needs to cool down.
2. Make sure the waste bin is perfectly installed into the machine body. If the bin is not pushed all the way in, it may not trigger the safety switch so the machine will not be able to run.
3. When there is a paper jam, press reverse or slide the toggle switch to reverse and remove paper. Reduce paper quantity to an acceptable amount and refeed into the paper entry.

## LIMITED PRODUCT WARRANTY

If the instructions above do not help to resolve the issue, please contact our customer service by emailing [customer-care@bonsai.com](mailto:customer-care@bonsai.com). Please contains our order number whether it is from Amazon, [bonsaiishop.com](http://bonsaiishop.com) or other authorized sales channel in your email. And it will be great help if you can also make a short video that records the malfunction/defect on the shredder and send it to us. Bonsaii warrant the parts of the machine to be free of shredder in material and workmanship and provides service and support for 12 months from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your cost and exclusive remedy will be repair or replacement at Bonsaii's option and expense, of the defective part. This warranty does not apply in cases of abuse, mishandling, failure to comply with product usage standards, shredder operation using an improper power supply (other than listed on the label), or unauthorized repair.

Bonsai EverShred C169-B  
The best shredder you could ever have!

### Questions or Concerns? Please contact us:

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