



# bonsaii

## Paper Shredder S123-B

### Instruction Manual



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THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.  
PLEASE READ AND KEEP IT FOR FUTURE REFERENCE.

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Please give us a chance to make it right and do better!  
Contact our friendly customer service department for help first.  
Replacements for missing or damaged parts will be shipped.

**Customer Service:**

✉ : [customer-care@bonsaii.com](mailto:customer-care@bonsaii.com)

☎ : 1-844-728-6917

## **TIPS:**

Thank you for choosing our product!

To ensure that the machines are free of quality issues, we conduct 100% inspections.

However, some shred papers may remain in the basket or on the blades during machine testing. If this causes any discomfort or inconvenience, please contact our customer service and we will provide better service for you. Thank you!



## **IMPORTANT !**

1. Please read and keep the manual for future reference.
2. Carefully read each step and follow the correct sequence of operation.
3. Please place the equipment on a flat and stable surface to prevent tipping over, as this may cause the machine to crack or become unusable.
4. The device should be placed as close as possible to an accessible wall outlet.
5. Do not disassemble, modify or repair the device on your own to avoid electric shock, injury or damage to the machine.
6. When you empty the basket, move the device, or do not need to use the device for a period of time, make sure the device is turned off and unplug the power plug to prevent fire or electric shock.
7. Do not use flammable liquids, gases, water or cleaners to clean the device to avoid fire or electric shock.
8. Do not use the device in a high temperature, high humidity, or heavily dusty environment to prevent fire, electric shock, or machine malfunction.
9. Do not put tape, carbon copy paper, fabric, plastic film, etc. into the device for shredding to avoid damage to the machine.
10. Do not damage or process the power cord, and do not place heavy objects on the cable to avoid fire, injury or electric shock.
11. If smoke or odor occurs during use, immediately turn off the power and stop using it to prevent fire or electric shock.
12. Do not use the shredder or power cord if it is damaged or defective to avoid fire or electric shock.
13. Do not shred greeting cards with sound chips or batteries to avoid fire or electric shock.
14. Where the mains plug or an appliance coupler is used as the disconnect device, the disconnect device shall remain readily operable.

# IMPORTANT SAFETY INTRODUCTIONS BEFORE FIRST USE



WARNING



User information / safety instructions.



Please do not allow children to use the machine.

\* There are sharp blades inside the machine so as to avoid injury. Please be sure to exercise caution when using it.



Please do not put your hand close to the shredder blades and the paper feed opening.

\* There are sharp blades inside the machine so as to avoid injury. Please be sure to exercise caution when using it.



Please do not let hair near the shredder's feed opening.

\* If your hair is accidentally sucked in, please use the "reverse function" to remove the danger.



Please keep your clothing or some small items away from the feed opening of the paper shredder, such as ties, necklaces, sleeves, jewelry, etc.



Please don't use inflammable liquids, gases water and cleaner to clean the machine.



\* To avoid fire accident.



Please kindly don't touch the sharp edges to avoid injury .



This equipment is not intended for use by children. Avoid touching the media feed opening with the hands, clothing or hair. Unplug this equipment when not in use for an extended period of time, Hazardous moving part is in this equipment, keep body parts away from moving parts.



It cannot be over 6 sheets in one time for the quantity of shredding.

**One folded sheet of paper equates to 2 sheets of paper.**

**Heavier paper, humidity or other than rated voltage may reduce capacity.**

**85% Maximum sheets per pass to avoid jams.**

**! WARNING:**

**Do not shred:**

Large paper clips  
CDs/DVDs

Insulated envelopes  
or unopen junk mails

Adhesive  
materials

Cardboard

Metal  
Credit Card

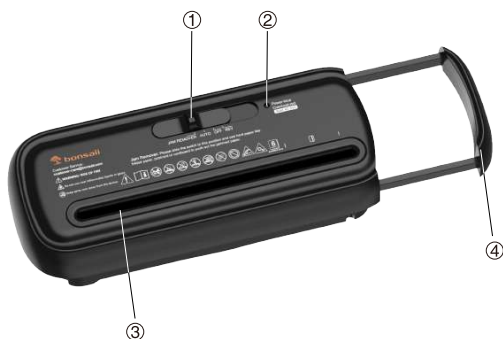
Laminated docu-  
ment and magazines

# TECHNICAL SPECIFICATIONS

Voltage	120VAC, 60Hz
Shred Capacity	6 sheets/time(A4 20LB)
Product Size (L*W*H)	12.1 x 5.1 x 2.8 Inches 307 x 128 x 71mm
Shred Paper Size	15/64 Inches 6 mm

**TIPS:ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER**  
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

# OPERATION



- ① Control switch
- ② Power indicator light
- ③ Shredding slot
- ④ Handle



## • Control Switch

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right.



### **AUTO:**

This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.

### **OFF:**

This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the “Off” position whenever the shredder is unattended or not in use.

### **REV(REVERSE):**

In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

## • JAMREMOVER / CRITED CARD DESTROYER:

Please slide the switch to this position and use hard paper like folded paper, postcards or cardboard to push out the jammed paper. This allows to manually activate the shredder into cutting mode.

## • LED Status Indicators:

### **Ready(PowerOn):**

The Blue LED light indicates the shredder is “On” and ready to operate when paper is inserted.



## Overheat:

Red light – Shredder has shred continuously beyond the maximum shred time and needs to cool down before operation can restart. If this happens, switch the shredder off for 20 minutes or longer before resuming normal operation.

## The proper way to use a shredder:

1. Do not insert fingers, ties or other objects into the entry slot of the shredder.
2. Try to avoid laminating materials, plastic bags etc. from being passed through the shredder. This will prevent damage to the cutters.
3. Do not shred wet paper as it can tangle in the cutters.
4. Do not shred more than the stated sheet capacity in one pass.
5. Do not break paper for more than 2 minutes at a time. Long time use will make the motor overheat protection. If the motor is protected from overheating, it should be allowed to cool for at least 20 minutes before continuing to use it.
6. Do not use the "REV" function if you don't need to.

## • Paper / Credit Card Entry:



1. Make sure you don't exceed the number of sheets at a time (Max. 6 sheets). Insert the paper as straight as possible into the shredding slot and release.



2. Insert one credit card at a time into the right of the feed slot.

## NOTE:

1. Always turn off and unplug the shredder when not in use.
2. This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.
3. Only by vertically inserting the credit card into the designated position of the entry slot and releasing it when shredding begins, can the credit card be shredded. Only one

credit card can be shredded at a time.

4. Overfeeding the shredder: Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.

## MAINTENANCE

**Warning: Failure to properly maintain your shredder will void the warranty.**

Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 1). It helps to keep the shredder blades operating well over many years of use.



FIGURE 1



### Oiling procedure:

1. Turn off shredder.
2. Apply shredder oil across paper entry.
3. Turn shredder in reverse mode for 3~5 seconds.

**Note: lubricating oil is NOT included.**



- Do not spray or keep any aerosol products in or around shredder.
- DO NOT USE CANNED AIR ON SHREDDER.

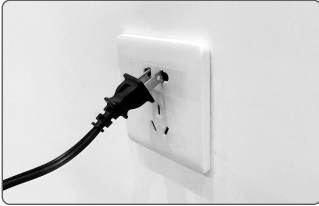
### CLEANING:

- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.



# TROUBLESHOOTING

## STOP WORKING



### Solution:

Please kindly check whether you use the machine with related supply voltage or Plug in again correctly.

## PAPER JAM



### Solution:

①When the waste bin is full, empty the shredded materials in the bin.

②Please slide the switch to Jam Remover position and use hard paper like 3 sheets folded paper, postcards or cardboard to push out the jammed paper.

## KEEP RUNNING



### Solution:

Please unplug first and use cotton swab or needle nosed pliers to take out the paper scraps.

**⚠ CAUTION** please don't overexert and use Sharp tools to clean or poke the mechanical sensor to avoid damaging the mechanical sensor.

If the above answers can not solve your problems, please kindly contact with our customer service team via email [customer-care@bonsaii.com](mailto:customer-care@bonsaii.com)

# LIMITED WARRANTY

Warranty Period: Machines are covered by a 1-year limited warranty and cutters are warranted for 1 years from the date of your original retail purchase from us. The warranty is not transferable to any subsequent purchaser or recipient of the product.

We have great confidence in our products and offer a 30-day money-back guarantee. During this period, if the product has manufacturing defects or fails to meet your expectations, please notify us via email within 30 days of receiving the product. We will assist you in returning or replacing the product. Once the complete return is processed, your original payment method will be refunded in full. After 30 days, a restocking fee of 20% may be charged for the return, and all shipping and handling costs will be borne by the customer. After 60 days, the product is non-refundable.

Further details regarding returns are as follows:

If you receive a damaged product, you must notify us within 48 hours of receipt. We will investigate the claim and inform the shipping company of the damage. Please keep all packaging for bonsaii or the shipping company to inspect if necessary. These investigations may take a few days, but the replacement of the goods will be processed as soon as possible.

If the product has defects or damages, we are sorry to hear that it did not meet your expectations perfectly. We aim to resolve this issue as quickly as possible with the help of our customer support team and quality assurance team. They will need to know your order information and the issues you have encountered with the product. Please inform us of your concerns by email and provide the order number. We may require you to take a short video or photos of the product's flaws. After preliminary analysis of the video or images, if it is confirmed that the product has defects, we will immediately send a brand-new replacement product. If we determine that you have misjudged the condition of the product and there are no defects, we will provide you with the correct instructions for use and assist you in using the product correctly.

In line with our policy of continuous development we reserve the right to change this product, packing and documentation specification without notice.

If you have any questions or any confusions, Please kindly contact with us:  
**customer-care@bonsaii.com.**





**Manufacture: Bosen Electronics Limited**

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☎ : 1-844-728-6917

**Made in China**