



Thank you for buying this product, we would like to express our heartfelt thanks and best wishes to you for your support again! The functions of his product are suitable for personal and group office use, and we believe that the appearance, shredding ability and confidentiality of this product will provide you with a smooth shredding experience.

Packing List

| No | Name | Number | Remark |
|----|----------|--------|--------|
| 1 | Shredder | 1 | |
| 2 | Manual | 1 | |

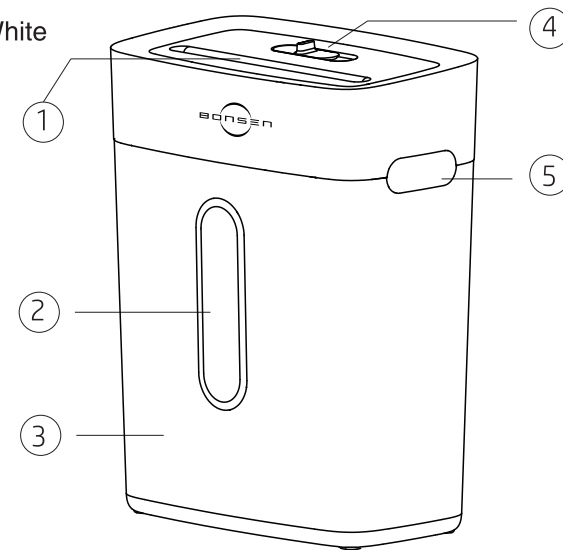
OPERATING INSTRUCTIONS

1. Please kindly place the shredder on the wastebasket with flat place .
2. Plug in and move "control panel" to AUTO position , "Indicator Light" shows blue light , It means the shredder is under working status and you can use it.
*If "control panel" is on AUTO position, "Indicator Light" shows red light with flashing. It means the shredder is overloading ,need to take out the things of overloading.
*If "control panel" is on AUTO position, "Indicator Light" is always on red, It means the shredder is overheating and need to wait for cooling.
3. Move "control panel" to "REV" position, "Indicator Light" shows blue light , It means the shredder is under "Reverse" status .
*This function can make the paper rise up and let you easier take out the paper if the shredder gets trouble in jam .
4. Move "control panel" to "FWD" position, "Indicator Light" shows blue light, It means the shredder is under "Forward" status and make the shredder compulsorily work in any status .
5. Move "control panel" to "OFF" position, "Indicator Light" will be OFF and the shredder stops to work .

Product Structure

Shredder Model: S3101 White

1. Feed Opening
2. Perspective Window
3. Basket
4. Control Panel
5. Handle



Product Specifications

| | | | |
|---------------------------------------|---|------------------|-------------------------------|
| Rated Voltage | 120VAC/60Hz | Paper Shred Size | 13/64-45/64inches (5 x 18 mm) |
| Sheets Per Pass (75g/m ²) | 8 sheets | Shred Type | Cross-Cut |
| Shred Speed | 1.8 m/min | Feed Opening | 8.7 inches (220mm) |
| Continuous Operation | >5min | Security Level | P-4 |
| Product Dimension | 12.60 x 7.48 x 16.40 inches | Basket Capacity | 4 Gallons / 15 Liters |
| Will Shred | paper, staples, credit cards, paper clips | Noise | ≤65db |
| Net Weight | 9.5 LBS (4.3 KG) | | |

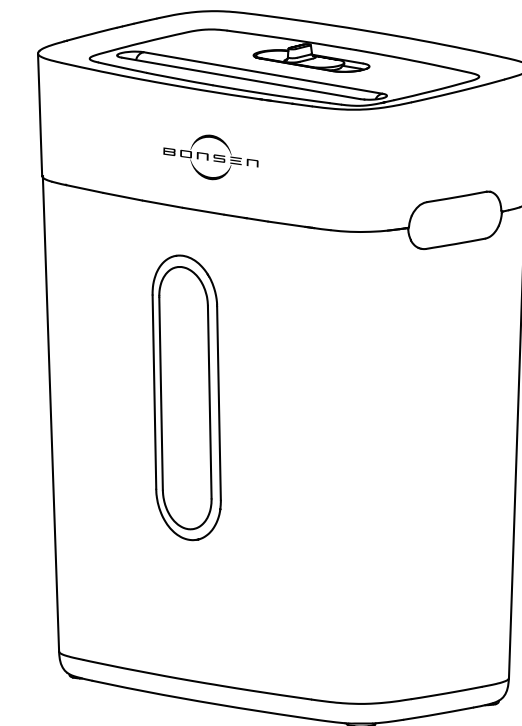
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BONSEN

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Made in China

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BONSEN Shredder S3101 White User Manual

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* Please refer to the actual appearance of the machine

Warning Notes

- Please place this machine on a flat and stable surface, please be careful not to tip over the machine.
* In case the machine breaks down and cannot be used appropriately
- Dangerous, please do not disassembly, modify or repair the machine in any way on your own.
* To avoid electric shock or accidental injury
- Please do not operate the power plug with wet hands.
* To avoid electric shock or accidental injury
- When emptying the waste bin, moving, or not using the machine for a certain period of time, please unplug and disconnect the power.
* To avoid fire accident or electric shock
- Please do not splash water on this machine
* To avoid fire accident or electric shock
- Please do not use this machine near a heating machine or a cooling machine, or in a place with high temperature, high humidity, and heavy dust.
* To avoid fire accident or electric shock
- Please do not put adhesive tape, carbon paper, fabric, plastic film, etc. into the machine for crushing.
* To avoid failures of the machine
- Please do not damage or process the power cables, or do not place heavy objects on the cables.
* To avoid fire accident or electric shock
- If abnormal conditions such as smoke or odor occurred, please disconnect the power and stop using it immediately.
* To avoid fire accident or electric shock
- Please do not use if the shredder or the power cable is damaged or defective.
* To avoid fire accident or electric shock
- Please keep children and pets away from this machine.
* There are sharp blades inside the machine so as to avoid injury
- Please keep hands away from the sharp blades appeared at the paper entry.
* There are sharp blades inside the machine so as to avoid injury
- Please keep foreign objects like tie, necklace, sleeves, etc. away from shredder openings.
* If an object enters the paper opening, switch to Reverse to back out the object.
- Please keep your hair away from the paper entry.
* If your hair is accidentally suck in, press and hold the "reverse" button and get rid of the danger
- Please do not put pins, photos, etc into the paper entry.
* If accidentally put them in, please press and hold the "Reverse" button and get rid of the danger
- Please do not blow flammable gas towards the machine.
* To avoid fire accident
- Sharp edges, Do not touch.
- 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.
The device should be setup as close as possible to an easily accessible wall socket.

Basic Shredding Operation

Power on

Plug the power cord into the 120VAC/60Hz power supply, flip the switch to the "auto" position, the power indicator light will be steady blue, and the machine will enter into a standby mode. If the light is off, please refer to "Trouble Shooting" in the manual.

Put paper

Put a certain amount of paper (8 sheets of 75g/A4) into the paper entry vertically. While shredding the paper, please do not put plastic sheets, laminated documents (such as delivery document bags), paper documents with thin iron sheets into the shredder so as not to affect the normal shredding.

* Note: Do not shred excessive paper, insulating envelopes, 64-70g multi-linked static sheets, newspaper facial tissues, and it is prohibited to shred photos and pins.

Clean up the paper scraps

After the paper scrap bucket is full of paper, lift up the machine head, clean up the paper scraps in the paper scrap bucket and return to the position, the machine is ready for machine use.

* Note: While emptying the bin, please be careful that there are sharp blades at the exit of the shredder so as to avoid puncturing your hands. Be careful when installing the machine head or emptying the papers.

Shut down

After finishing the paper shredding work, turn the switch to the "off" position and turn off the power switch.

Product Maintenance

1. All shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding, and could ultimately stop running. To avoid these problems, we recommend you oil your shredder once a month.
2. Due to the precision and sharpness of the blades of the shredder, please keep foreign objects like clothes corner, tie, hair, etc. away from shredder openings to avoid damage in daily use.
3. When the waste bin is full, please empty it in time to avoid affecting the normal operation of the machine.
4. Do not put broken fabric, plastic (except for credit card), hard metal, etc. into the shredder.
5. In order to prolong the service life of the shredder, it is advisable that the amount of shredded paper should be lower than the maximum amount of shredded paper specified in the manual.
6. While clean the face of machine, please kindly plug out first or make the shredder under OFF status and then wipe it with a soft cloth with detergent or soft soapy water. Please kindly don't let the detergent or soapy water goes through the shredder inside and don't use bleach, gasoline or thin liquid to wash the shredder. Please don't allow sharp objects to scratch the casing, which may affect the effect of shredder vision or will damage the shredder.

Limited Product Warranty

This product implements free maintenance for product failures due to non-human factors within 12 months.

Recycle of the Shredder

Please make sure to send waste electronic products and packaging materials to special collection points, so as to avoid uncontrolled and unnecessary waste disposal and help material recycling



The packaging materials have been selected for their environmental friendliness and ease of disposal and are therefore recyclable. Dispose of packaging materials that are no longer needed in accordance with applicable local regulations.

Trouble Shooting

| Malfunction | Reason | Solution |
|----------------------------|--|---|
| The shredder does not work | The power plug doesn't connect to the power supply. | Make sure the unit is plugged in and that the outlet is in good working order. |
| | The shredder switch is not set to the "AUTO/ON" position | Make sure the plug is inserted into the correct power outlet, and flip the switch to the "AUTO/ON" position, the power indicator lights up. |
| | Overheating with extended use. | In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, switch the shredder off for 40 minutes or longer before resuming normal operation. |
| | Safety interlock switch not to operate properly. | Make sure the shredder head is correctly seated onto the included wastebasket, with all the words and icons facing towards you. The head unit is particularly designed to work only with the integrated wastebasket. The shredder is equipped with a safety interlocking mechanism, which prevents the shredder from working when the head unit is lifted, removed, or accidentally knocked over. The shredder will not function until the head unit is properly assembled as pictured. |
| | Using plastic bag to line the wastebasket. | Please remove it. This may cause the shredder not to operate properly. |
| | The basket is full. | Empty the basket. |
| | The activation sensor of the shredder is located near the center of the feed slot. | Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards) |
| | Damage of power cable. | Please replace the power cable with the same parameters by professional person or contact with our customer service. |
| | Defective of machine. | Please kindly contact with our customer service. |

| Malfunction | Reason | Solution |
|--|---|--|
| Won't shred MAX sheets | Paper jam. | NEVER SHRED THE FOLLOWING ITEMS: Large paper clips (remove small clips whenever possible) Envelopes (especially windowed or glued flaps) Adhesive materials such as labels, stickers, or glued paper Newsprint, tissue, or any similar thin paper stock Transparencies, film, or laminated documents Continuous forms or paper rolls Cardboard / Corrugated board or fabric Plastic or hard items (except Credit Cards & CDs if applicable) 1) Lift up the shredder and check whether the outlet is blocked by paper. If there is a lot of paper attached to the outlet, please disconnect the power supply, manually remove the paper at the outlet, and then place the shredder on the basket correctly. Move "control panel" from "REV" to FWD position for 3-5 seconds staying (repeat the operation around 2-3 times if get a very serious jam) 2) Switch the shredder to Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed. 3) With stubborn situations where the reverse function does not help, you may need to clean the jammed paper with shredder oil (cooking oil is acceptable, but don't use aerosol). Start by drizzling oil into the feed slot where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Turn the shredder to Auto-On (or FWD) mode. If required, an index card or a rigid sheet of cardstock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through. 4) With the shredder unplugged, you may use a set needle-nose pliers or tweezers to remove the blockage. |
| The shredder is constantly running while in "Auto (On)" mode. | Paper dust and other foreign objects cover the mechanical sensor. The location of mechanical sensor is in the middle of shredder's feeding opening look like a small plastic divider. | It is possible that the activation sensor, which starts the shredder, is blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed slot. |
| The shredder runs in "Rev (Reverse)" mode but not in "Auto (On)" mode. | It is also possible that the feed slot has become blocked with paper. | Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to push the jammed paper through. This will usually clear any paper blockage. |

If the above operation can not solve your problem, please contact our customer service team via email support01@bonsenglobal.com.