



ress our heartfelt thanks

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	

### Button Instructions

#### AUTO

Turn on the power, turn the switch to the "auto" position, the power light blue light is always on, the machine is in standby, and the paper touches the machine to turn the machine forward to shred the paper; when the amount of shredded paper is too large, the machine will overload protection and the overload indicator light the red light is flashing; when the machine shreds paper for a long time, the overheat protection will stop working, and the red overheat indicator will always be on. After the standby unit has cooled down, the red overheat indicator will go out and the power indicator will turn on blue, and it can resume work.

#### Power Off

Turn on the power, turn the switch to the "off" position, the machine is in the shut down state, and all the indicators are off.

#### Forward

Turn on the power, turn the switch to the "forward" position, the machine is forced to rotate/feed the paper, and the power light blue light is always on.

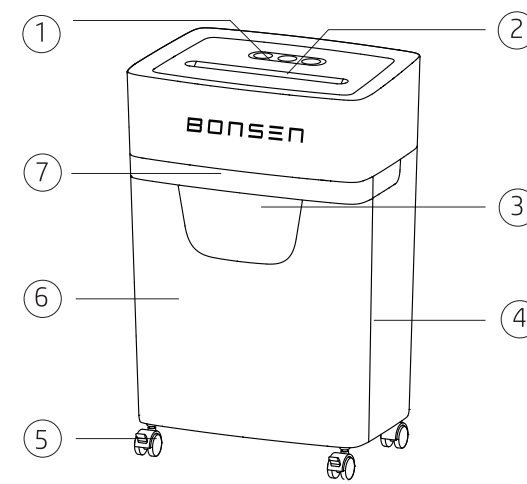
#### Reverse

Turn on the power, turn the switch to the "reverse" position, the machine forcibly reverse / eject the paper, the power light blue light is always on.

### Product Structure

Shredder Model: S3102

- Buttons
- Paper Entry
- Perspective Window
- Outer Waste Bin
- Casters
- Inner Waste Bin
- Handle



### Product Specifications

Rated Voltage	120VAC/60Hz	Rated Power	350W
Sheets Per Pass (75g/m <sup>2</sup> )	15 sheets (max)	Paper Shred Size	5/32 x 1-12/32 inches (4 x 35 mm)
Shred Speed	1.8 m/min	Shred Type	Cross-Cut
Continuous Operation	≥30 minutes	Paper Entry Width	8.7 inches (220mm)
Product Dimension	13.94 x 9.45 x 21.2 inches	Security Level	P-4
Will Shred	paper, staples, credit cards	Bin Capacity	5.28 Gallons / 20 Liters
Net Weight	20.66 lbs	Noise	65 db

The company reserves the right to update and modify this parameter without further notice.

- 1 -

Customer Service:  
support@bonsenglobal.com

**B O N S E N**

Designed in Georgia  
Made in China

**Bonsen Electronics Inc.**  
Address: 5808C Peachtree Corners East Norcross, GA, 30092  
Contact: 1-844-728-6917  
Customer Service:support@bonsenglobal.com

The company reserves the right to change the content of this manual, and subsequent changes to the product without prior notice. We are not responsible for any direct, indirect, intentional or unintentional damage and hidden dangers caused by installation, misuse, or use beyond the specifications provided by the manufacturer. Before placing your order, please check with the dealer to see if the product performance meets your needs. HP is a registered trademark of Hewlett-Packard Company. The ownership of other trademarks involved in this manual is owned by the corresponding product manufacturer. ©2020 All rights reserved. Unauthorized reproduction is not allowed in any way.



BONSEN Shredder S3102

# User Manual

#Edition 1.0

Made In China

\* 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, paper clips, 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.

- 2 -

### 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 (15 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, paper clips 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.

- 3 -

### Product Maintenance

r, please keep foreign

- 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.
- When the waste bin is full, please empty it in time to avoid affecting the normal operation of the machine.
- Do not put broken fabric, plastic, hard metal, etc. into the shredder.
- 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.
- While emptying the casing of the machine, please plug out at first and then wipe it with a soft cloth with detergent or soft soapy water. Please do not let the solution enter into the shredder and do not use bleach, gasoline or thin liquid to wash the shredder. Please do not allow sharp objects to scratch the casing, which may affect the outlook of the machine.
- Regularly oiling your shredder. It's recommend to use shredder lubricant oil/sheet to oil your cutter every 5th or 6th time you empty the basket, or at least twice a month, which can maximizes performance and prolong shredder life.

### 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

- 4 -

### Trouble Shooting

Malfunction	Reason	Solution
Stop Working	The power plug is not connected to the power supply.	Plug in again correctly
	The machine head is not aligned with the jam position of the paper waste bucket	Lift the head of the machine and align it with the paper scrap bucket.
	Power supply voltage is too low or no power supply	Turn off the power switch and wait for the voltage to return to be normal before operating the machine
	The machine enters the protection mode due to overheating after continuous working for a long time.	Wait for the machine to cool down naturally
	The thickness of paper is too thin	Add an opaque paper or fold the transparent paper multiple times
	Overload is not in contact	Reduce paper quantity to an acceptable amount and refeed into the paper entry
Jam	Damage of power cable	Please replace the power cable with the same parameters. If not, please contact customer service.
	The confetti bucket is full	Dump confetti
Keep Running	Paper jam beyond the rated shredded paper	Toggle the switch to the "reverse" position to eject excess paper
Loud Noise	Paper dust and other foreign objects cover the sensor.	Clean the dust or foreign objects.
	The shredder is place on a unstable place.	Change location

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

- 5 -