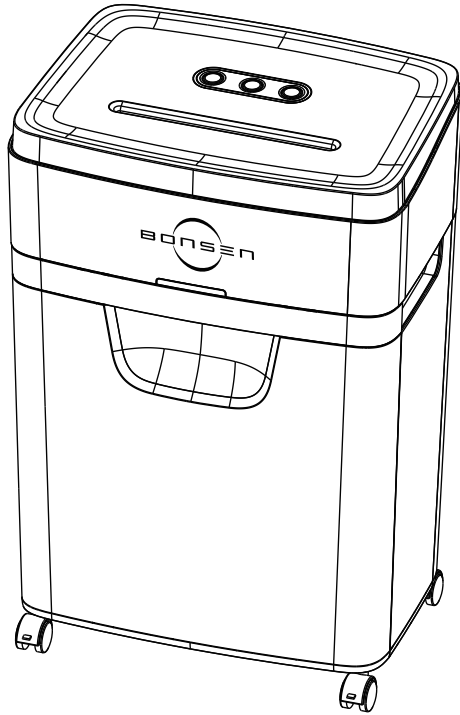


BONSEN



USER'S MANUAL

Cross-Cut Paper Shredder

S3104 18 Sheets

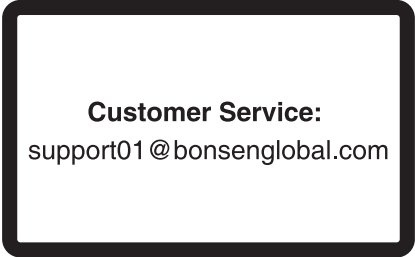
THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP IT FOR FUTURE REFERENCE.

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:
support01@bonsenglobal.com

CONTACT US!

Contact our friendly customer service department for help firstly.




Customer Service:
support01@bonsenglobal.com


- ⚠ Please read all instructions carefully.
- ⚠ Retain instructions for future reference.
- ⚠ Read through each step carefully and follow the proper order.
- ⚠ Please place this machine on a flat and stable surface, please be careful and don't tip over the machine .
 - * In case the machine breaks down and cannot be used as normal.
- ⚠ Dangerous, please do not disassembly, modify or repair the machine in any way on your own.
 - * To avoid electric shock or accidental injury.
- ⚠ When emptying the basket, 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 in 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

IMPORTANT SAFETY INTRODUCTIONS BEFORE FRIST USE



This is the safety alert symbol. It is used to alert you to potential injury hazards. Obey all safety messages that follow this symbol to avoid possible injury and death.



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 this 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.



Please kindly let children and pets keep away from the machine.

* There are sharp blades inside the machine so as to avoid injury.



Please kindly let your hands keep away from the sharp blades and the entry of paper shredder.

* There are sharp blades inside the machine so as to avoid injury.



Please kindly let your hair keep away from the feed opening.

* If your hair is accidentally sucked in, Please kindly try to press the "Reverse" button and get rid of the danger.



Please kindly let your clothing or some small items keep away from the feed opening like tie, necklace, sleeves, jewelry, etc..



* If something is accidentally sucked in, Please kindly try to press the "Reverse" button and get rid of the danger



Please do not spray flammable gas on the machine.

* To avoid fire accident.



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

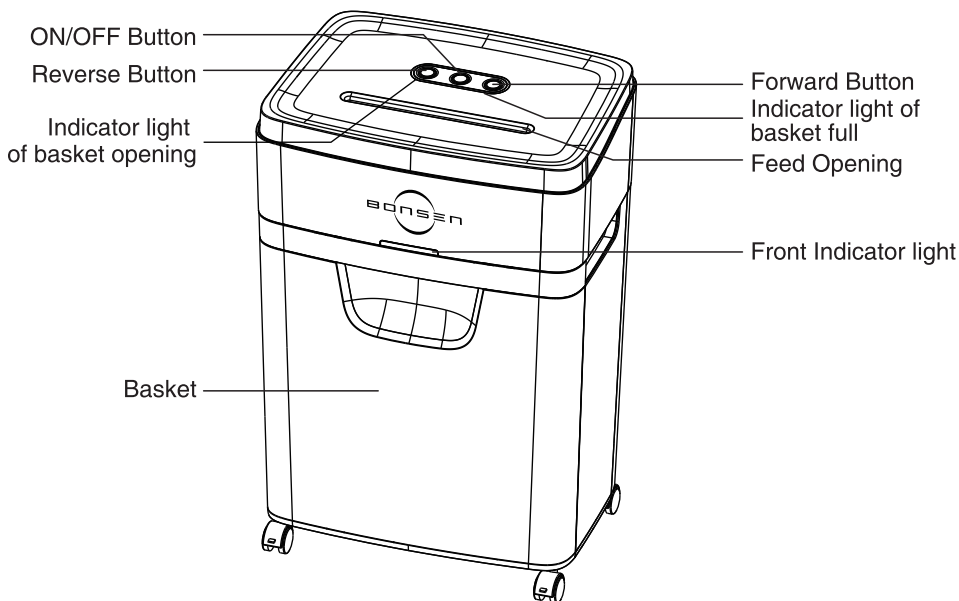


This equipment is not intended for use by children. Avoid touching the media feed opening with the hands, clothing or hair. Unplug this equipment when not in use for an extended period of time, Hazardous moving part is in this equipment, keep body parts away from moving parts.



It cannot be over 18 sheets in one time for the quantity of shredding .

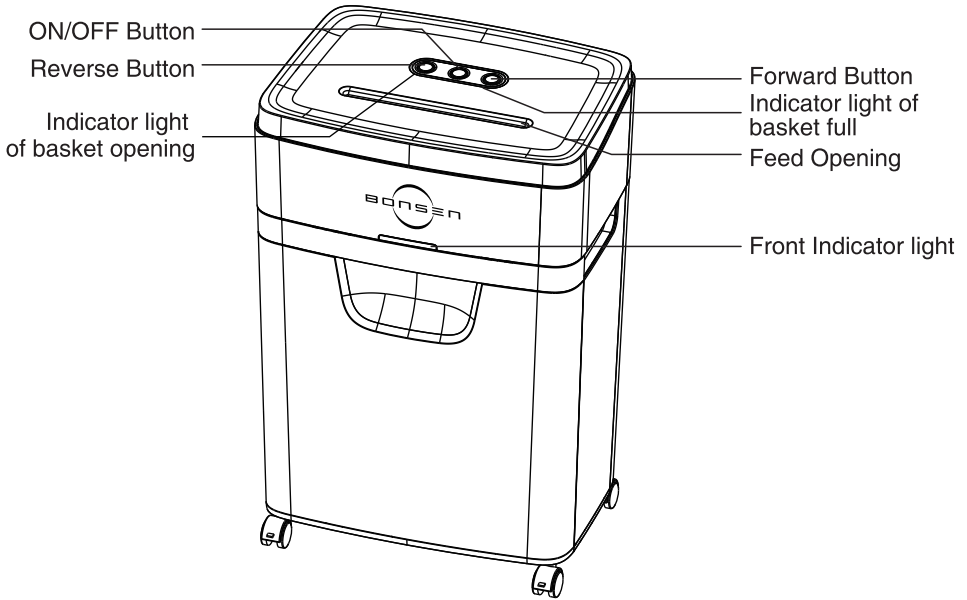
PRODUCT STRUCTURE



PRODUCT SPECIFICATIONS

| | | | |
|---|--|--------------------|------------------------------|
| Voltage | 120V/60Hz | Rated Power | 400W |
| Shredding Capacity (A4 75g/m ²) | 18 sheets/time | Feed Opening (L*W) | 220X5.0mm (8.66 *0.2 Inches) |
| Shredding Speed | 1.6m/min | Shred Type | Cross-Cut |
| Continuous Shred Capacity | Approx.30min | Shred paper Size | 0.16*1.38 Inches (4X35mm) |
| Product Size (L*W*H) | (400X271.5X590 loss ±1%mm) 15.75 x 10.67 x 23.23 Inches | Cool off time | ≤20Min (Naturally cool off) |
| Product function | Shredding for Paper, credit card, Staples ,Clips | Security level | P-4 |
| Net Weight | 26.9 LBS (12.2 Kg±10%kg) | Basket | Yes |
| Noise | ≤65 dB | | |

BUTTON INSTRUCTIONS



REV Button: To make the paper rise up when the shredder gets the trouble in paper jam.

FWD Button: To make the shredder compulsorily work


ON/OFF Button: ON/OFF function ,Overloading reminding , Overheating reminding.

Indicator light of basket opening: when the basket of shredder is opened, the indicator and front indicator will show red light together.

Indicator light of basket full: when the basket of shredder is full , the indicator and front indicator will show red with flashing together .

Front Indicator light: The basket of shredder opening reminding, full reminding and working status reminding .


OPERATING INSTRUCTIONS


 **ON/OFF button:** Press the “on/off button” ,The “on/off button” will be shown blue light , and it is under working status .

If “on/off button” from blue light changes to red light , It means the shredder is overheating and will be stopped working , need to wait for the shredder cooling .

If “on/off button” from blue light changes to red light with flashing, It means the shredder is overloading , need to take out the things of overloading.

If “on/off button” without any lights , It means the shredder under OFF status .

 **REV button:** Continuously press “REV button” ,The “REV button”will be shown blue light (**Releasing your finger the light will be OFF and stop “Reverse”**). The shredder is under reversing status and it makes the items rise up. If the shredder gets trouble in jam, It will help to take out the items .

 **FWD button:** Continuously press “FWD button”,The “FWD button” will be shown blue light (**Releasing your finger the light will be OFF and stop “Forward”**). It means the shredder is compulsorily worked in any status.

PRODUCT MAINTENANCE

1.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 to avoid damage in daily use.

2. When the basket of shredder is full , please kindly empty it in time to avoid affecting the normal operation of the machine.

3. Please kindly don't put broken fabric , plastic , hard metal , etc into the shredder .

4. In order to prolong the service life of the shredder , Please kindly follow the user's manual and use the shredder .

5. 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.

TROUBLE SHOOTING

| Malfunction | Reason | Solution |
|--------------|--|---|
| Stop Working | The power plug is not connected or connected well. | Please kindly check if you use the shredder with related voltage . If yes , Please kindly plug in again . |
| | The voltage is too low or not available . | Please kindly unplug the shredder and refind related voltage to use the shredder . |
| | The paper doesn't be put the position of shredder feed opening . | Please kindly refeed the paper into the shredder feed opening . |
| | The shredder is under protection status for overheating . | Wait for the shredder to cool down . |
| | The shredder is overloading . | Please kindly take out excess paper and put the paper into the shredder feed opening again . |
| | The thickness of paper is too thin or too transparent . | Add an opaque paper or fold the transparent paper by multiple . |
| | The basket doesn't be assembled well . | Please kindly assembled the shredder again . |
| | Defictive of power line | Please kindly contact with us customer service to replace new one for you . |
| | The basket of shredder is full | Please kindly empty the basket in time. |
| Jam | Paper jam | Using the function of "Reverse" to pull out the jam paper . |
| Keep Running | Paper dust and other foreign objects cover the sensor. | Please kindly unplug the shredder and clean the dust or foreign objects. |
| Loud Noise | The shredder is placed on a unsuitable place. | Change location |

If the above answers cannot solve your problems, please kindly contact with us customer service team via email support01@bonsenglobal.com.

LIMITED WARRANTY

We stand by our product and offer a 30-day money-back guarantee. During this time, you could return them without any paying extra fee if there is a manufacturing defect in it. Please rest assured that the returns are free and easy if there is a manufacturing defect. Otherwise, it would be the customer's responsibility to cover the shipping fee. Products on sale are also returnable.

If the product isn't meeting your expectations, please email within 30-days of receipt. We will help you to either return or exchange your product. Your original form of payment will be refunded in full once the full return is complete. After 30-days orders may be subject to a 20% restocking fee and all shipping and handling charges will be the responsibility of the customer. Additional return details are listed below. After 60-days the purchase from BONSEN is non-refundable.

If you receive a damaged product, you must notify BONSEN within 48 hours of delivery. BONSEN will investigate the claim and notify the freight company of the damage. Please retain all packaging in the event that BONSEN or the freight company needs to inspect it. These investigations may take several days but merchandise replacements will be processed as soon as possible.

For product arrived defective or damage, We're sorry to hear that your BONSEN product arrived in less than perfect condition. We'd like to resolve this issue right away with the help of our Customer Support Team and Quality Assurance team. They'll need to know a bit of information on your order as well as the issue you're experiencing with your BONSEN product. To report your issue, please reach out to our Customer Support team by emailing support01@bonsenglobal.com with your order number. We may need you to make a short video, or take some pictures of the defects of the product and send them to support01@bonsenglobal.com. After a preliminary analysis on the video or pictures, we will send you a brand new replacement right away if it is confirm to be defective on its arrival. If we determine that you have misrepresented BONSEN product's condition and that product is not defective, we will send you the right instructions and help you to use the product correctly.

If you have any questions or any confusions, Please kindly contact with us: **support01@bonsenglobal.com**.

B O N S E N

Designed in Georgia

Made in China

Bonsen Electronics Inc.

Address: 4198 Industry Way, Flowery Branch, GA, 30542, USA

Contact: 1-844-728-6917

Customer Service: support01@bonsenglobal.com

<https://bonsenshop.com>