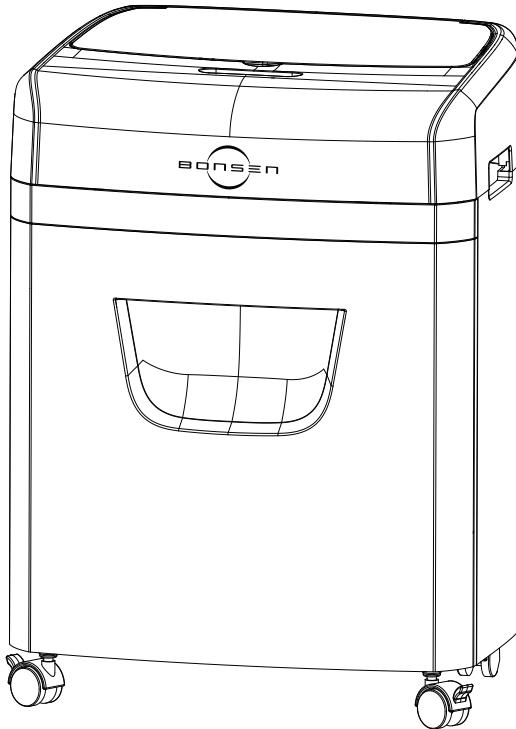


# BONSEN



**USER'S MANUAL  
MICRO CUT 120 SHEETS AUTO SHREDDER  
AND 12 SHEETS MANUAL SHREDDER  
S3110**

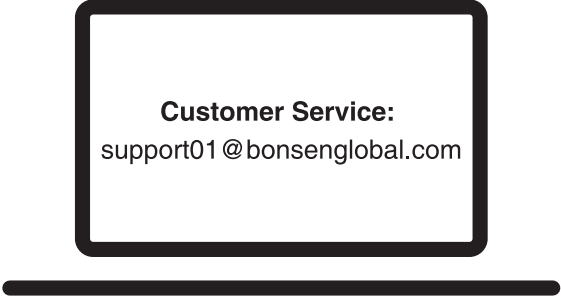
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THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION. PLEASE READ AND KEEP IT FOR FUTURE REFERENCE.



# CONTACT US!

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



**Customer Service:**  
support01@bonsenglobal.com

## TIPS

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### **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 wastebasket, 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. Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.
15. 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.



Automatic Feeding Opening: Only allow to shred the paper with the Max.capacity 120 sheets .



The clips, credit card and staples only can be shredded by Manual Feeding Opening



Manual Feeding Opening cannot be over 12 sheets in one time .

**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.**

# KNOW YOUR SHREDDER

① . Power Switch

○: OFF

—: ON

② .Auto-feed Supporting plate

③ .Auto-feed fixed rod

④ .Auto-feed Connecting plate  
(top and bottom)

⑤ .Auto-feed opening

⑥ .Auto-feed cleaning button

⑦ .Auto-feed Connecting plate lock

⑧ .Manual Feed Opening

⑨ .Auto button

⑩ .REV Button(“Release the paper”)

⑪ .FWD button (“Compulsorily work”)

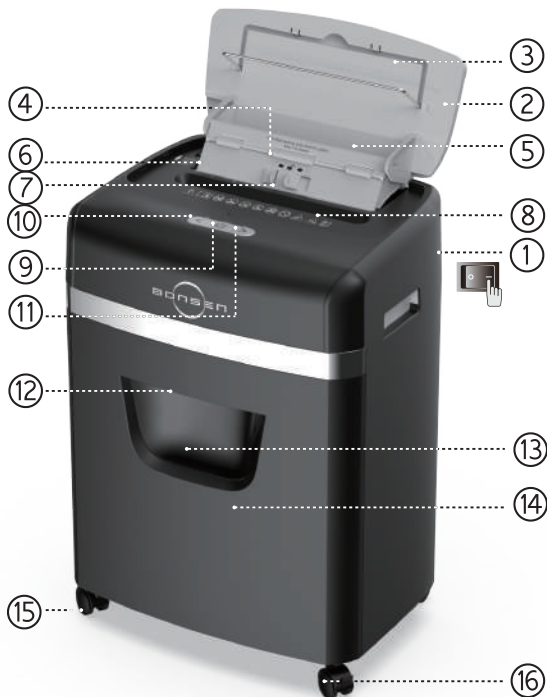
⑫ .Hidden Basket handle

⑬ .Transparent Window

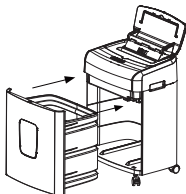
⑭ .Basket

⑮ .Caster

⑯ .Caster brake



**For safety reasons, shredder will operate only if the shredder head is in correct position and used with supplied basket.**

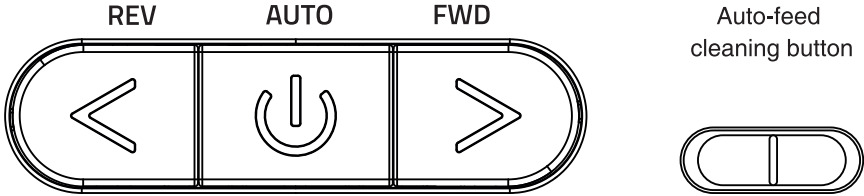






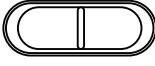
# PRODUCT SPECIFICATIONS

Voltage	120V / 60Hz		
Auto Shredding Capacity(A4 20LB)	120 sheets/time(Working way: Auto feeding paper a few sheets at a time)		
Manual Shredding Capacity(A4 20LB)	12 sheets/time	Manual-Feed Opening (L*W)	8.74x0.14inches (222x3.5mm)
Continuous Shred Capacity by Manual shredding paper	≥ 10min	Shred Type	Micro cut
Continuous Shred Capacity by Auto shredding paper	≥ 30min	Paper Shred Size (LxW)	5/32x15/32inches (4x12mm)
Product Size (Lx W x H)	367x263x506mm 14.45x10.35x19.92inches	Cool down time	≤ 60min (Naturally cool down)
Shred Functions	Automatic shredding: paper Manual shredding: paper, credit card, clips, staples	Security level	P-4
		Waste Bin Capacity	6Gallons(23L)
Noise	≤ 62dB		

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

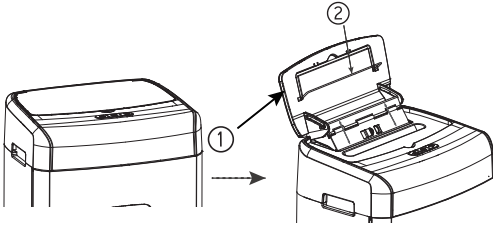
# CONTROL PANEL



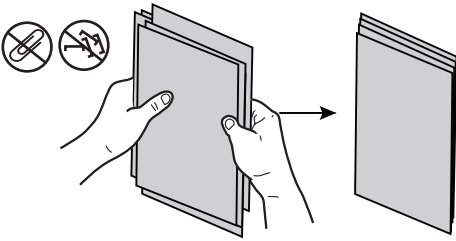
Button&Indicator	Name	Function
	Reverse running button	To make the paper rise up when the shredder gets the trouble in paper jam.
	On/Off button	ON/OFF Function
	Forward running button	To make the shredder compulsorily work.
	Status Indicator	Power on reminding, Overloading reminding, Overheating reminding, Basket full reminding, Automatic shredding abnormal reminding
	Auto-feed cleaning button	Clean up the paper scraps in the trunking bottom plate



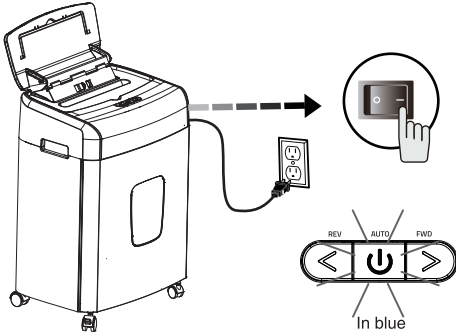
# OPERATING INSTRUCTIONS



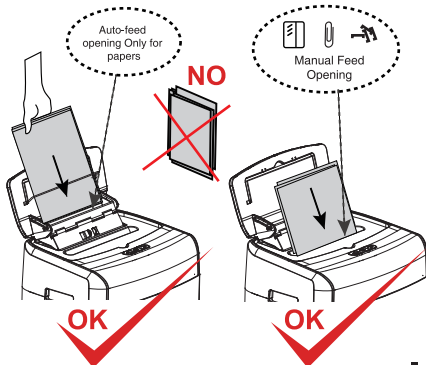
1. Open the Auto-feed Supporting plate and the Auto-feed fixed rod to make the Auto-feed Connecting plate (top and bottom) straight. (when open the Auto-feed Connecting plate under straight status, there will be a voice like a click)



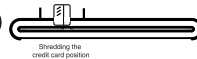
2. Make the papers tidily.

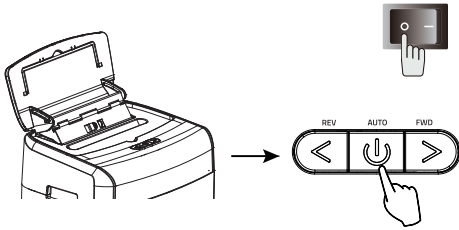


3. Plug in and press the power switch to “-” (“○”=OFF, “-”=ON Auto button in blue light)



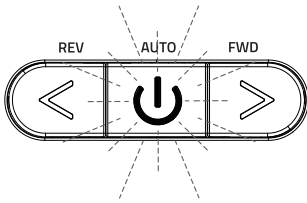
4. Feed the tidy papers to “Auto-feed opening” or feed the papers to “Manual Feed Opening”. (Auto-feed opening: Max 120 sheets Manual Feed Opening: Max 12 sheets)



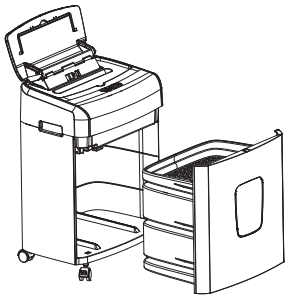


5. When finished shredding or no need to use it, please press "Auto button" or power switch to "o". (Auto button light OFF)

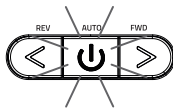
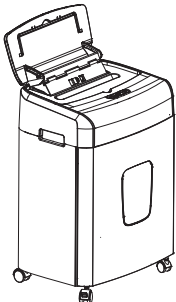
## BASKET FULL



- ① The basket full and need to clean up the paper scraps. (Auto button in blue light with flashing)

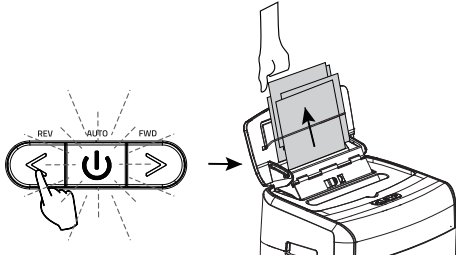


- ② Auto button light will be OFF, when the basket is opened.



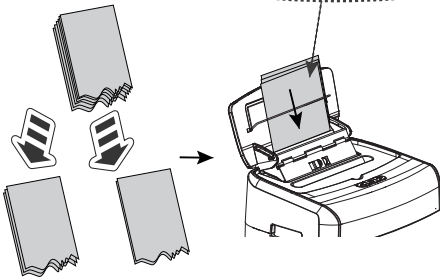
- ③ After clean the basket and assemble the basket with shredder's body well, Auto button will be in blue light, Shredder is under staying working.

## AUTO-FEED JAM



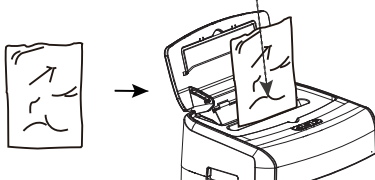
- ① Press the REV button and pull out the jammed papers . ( Auto button in red and blue light with flashing)

\*Tidy paper for auto-feed

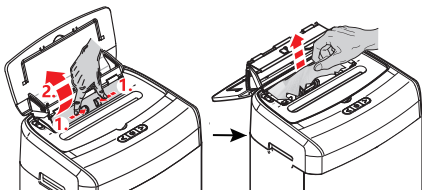


**\*Suggest to separate the jam paper to re-feed.**

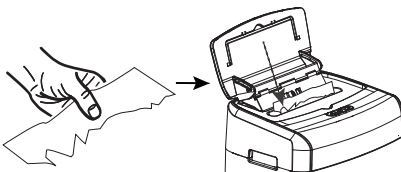
**CAUTION** Re-feed tidy paper to auto-feed, re-feed wrinkle paper to manual-feed shredding.



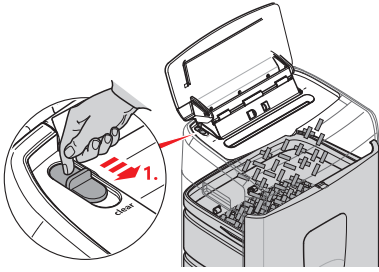
**\*Re-feed wrinkle paper for manual-feed.**



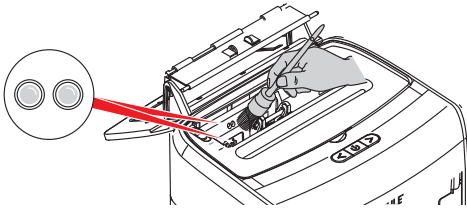
- ② Open the Auto-feed Connecting plate lock and take out the jammed papers



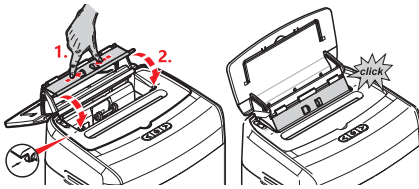
**\*Feed the jam paper scraps into manual-feed to shred.**



- ③ Move the Auto-feed cleaning button and make the paper scraps into the basket .

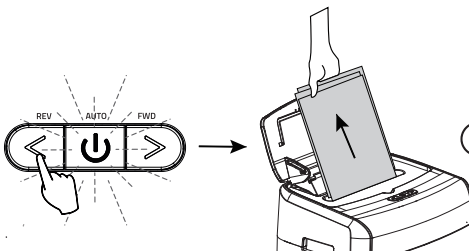


- ④ Clear the jammed paper scraps and dust on the rubber wheel.

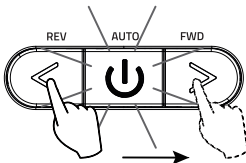


- ⑤ After clean up the jammed paper scraps ,move the Auto-feed Connecting plate lock and assemble the Auto-feed Connecting plate well, Shredder is under staying working status.(Auto button in blue light)

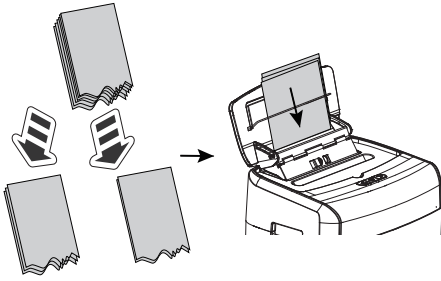
## MANUAL FEED JAM



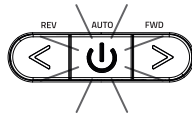
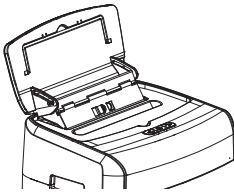
- ① Press the REV button and pull out the jammed papers .(Auto button in red light with flashing)



**\*Press REV button and FWD button for 3-5seconds staying, if it gets a very serious jam.**

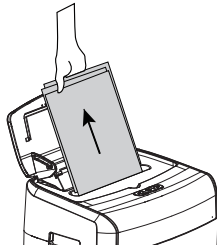
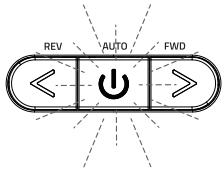


**\*Suggest to separate the jam paper to re-feed shredding in manual-feed.**

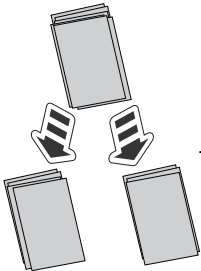


② When the Auto button is under blue light ,Shredder is under staying working status.

**OVERLOAD**

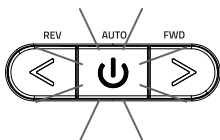
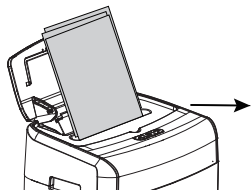


Auto button is under red and blue light with flashing or red with flashing, It means the “Auto-feed opening(red and blue light with flashing)” or Manual-Feed Opening(red with flashing) is over its capacities , need to take out the excess papers.



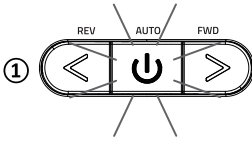
**\*Take out the excess papers and re-feed to shred .**

## OVERHEAT

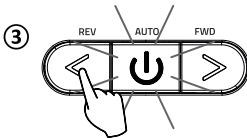


“Auto button” is red light and Shredder stops to work , need to wait for cooling down . After the shredder cools down,“Auto button” is in blue light ,the shredder is under staying working.

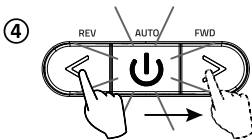
# PRODUCT MAINTENANCE



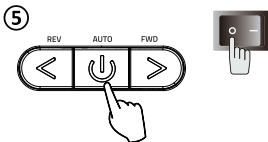
Plug in and feed one shredder lubricant pack to shred in Manual-feed.(Auto button in blue light)



Press REV button for 2-3 seconds staying .(don't pull out the shredder lubricant pack)




Press REV button and FWD button to shred the lubricant pack for 3-5 seconds staying and repeat the operation for 2-3 times till the shredder lubricant pack is fully shredded.



When finished shredding or no need to use it ,please press "Auto button" or power switch to "o". (Auto button light OFF )



\* Only use the professional shredder Lubricant pack to maintain the shredder (no cleaner ,inflammable liquids ,gases oil etc... )

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 basket 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.



# 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.
	Defective 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.
Paper jam.	The number of shredded paper exceeds the rated number of shredded paper.	Using the function of "Reverse" to pull out the jam paper.
	The shredded media contains paper with a thickness of more than 75g/m <sup>2</sup> or similar adhesive paper, such as express bags, envelopes, and colored promotional paper.	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 our customer service team via email [support01@bonsenglobal.com](mailto:support01@bonsenglobal.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 bonsen 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:  
**support01@bonsenglobal.com.**

# 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.

**B O N S E N**

**Manufacture: Bonsen Electronics Limited**

No. 11, Lunpinchong Industrial Zone, Houjie Town,  
Dongguan City, Guangdong Province, China,  
postal code 523941.

Contact: 1-844-728-6917

Customer Service: [support01@bonsenglobal.com](mailto:support01@bonsenglobal.com)

**Designed in Georgia  
Made in China**