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› [BONSEN S3101 Cross-Cut Paper Shredder User Manual](#)

## **BONSEN S3101**

# **BONSEN S3101 Cross-Cut Paper Shredder User Manual**

Model: S3101

## **1. INTRODUCTION**

Thank you for purchasing the BONSEN S3101 Cross-Cut Paper Shredder. This manual provides important information regarding the safe operation, setup, maintenance, and troubleshooting of your shredder. Please read this manual thoroughly before using the product and retain it for future reference.



Image 1.1: The BONSEN S3101 Cross-Cut Paper Shredder, a compact device designed for home and office document destruction.

## 2. IMPORTANT SAFETY INSTRUCTIONS

To reduce the risk of injury or damage, please observe the following safety precautions:

- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and other foreign objects away from the paper entry slot.
- Do not insert fingers or hands into the paper entry slot.
- Unplug the shredder when not in use or before cleaning.
- Do not shred metal objects, adhesive labels, or wet paper.
- Ensure the shredder head is correctly positioned on the wastebasket for operation. The shredder will not operate if not properly assembled.
- Do not operate the shredder if the power cord is damaged.
- Avoid placing the shredder near heat sources or in humid environments.

## Added Safety Protection



\* Shredder will operate only if the shredder head and the basket are both in correct position.

Image 2.1: The shredder features an added safety protection mechanism, ensuring operation only when the shredder head is correctly seated on the wastebasket.

### 3. PRODUCT COMPONENTS

The BONSEN S3101 shredder consists of the following main components:

- Shredder Head (with paper entry slot, control switch, and LED indicators)

- 4-Gallon Wastebasket
- Lift-Off Handle (integrated into the shredder head)
- Power Cord

## Small Shredder for Home Use



Image 3.1: The BONSEN S3101 shredder with its dimensions: 12.09 inches (L) x 7.44 inches (W) x 15.40 inches (H), illustrating its compact design suitable for home or small office use.

## 4. SETUP

1. Unpack the shredder and all components from the packaging.
2. Place the shredder head securely onto the 4-gallon wastebasket. Ensure it is properly aligned and seated to activate the safety interlock.
3. Position the shredder on a flat, stable surface.
4. Plug the power cord into a standard electrical outlet.

## 5. OPERATION

### 5.1 Control Switch Functions

The shredder features a 4-mode control switch located on the top of the shredder head:

- **FWD (Forward):** Manually feeds paper forward. Useful for clearing minor jams.
- **AUTO (Automatic):** The shredder will automatically start when paper is detected in the entry slot and stop when shredding is complete. This is the recommended setting for normal operation.
- **OFF:** Turns the shredder off.
- **REV (Reverse):** Manually reverses the shredder blades. Useful for clearing paper jams.



Image 5.1: Close-up of the shredder's control switch, showing the Forward, Auto, Off, and Reverse settings, along with Power On (green) and Overheat (red) LED indicators.

## 5.2 Shredding Documents

1. Ensure the shredder is plugged in and the control switch is set to **AUTO**. The green Power LED should be illuminated.
2. Insert up to 8 sheets of 20 lb. bond paper into the paper entry slot. The shredder will automatically begin shredding.
3. For credit cards, insert one card at a time into the designated slot.
4. The shredder can also handle small paper clips and staples.
5. The shredder has a continuous run time of up to 5 minutes. After this period, a 30-minute cool-down period is required to prevent overheating.

## 8-Sheet Shredding Capacity



Papers



Junk Mail



Credit Cards



Staples



Small Clips



Image 5.2: The shredder's capability to shred up to 8 sheets of paper, junk mail, credit cards, staples, and small paper clips.



Image 5.3: An illustration indicating the shredder's 5-minute continuous run time before requiring a cool-down period.

## 6. MAINTENANCE

### 6.1 Emptying the Wastebasket

When the wastebasket is full, the shredder will stop operating. To empty it:

1. Ensure the shredder is turned **OFF** and unplugged.
2. Use the lift-off handle to carefully remove the shredder head from the wastebasket.
3. Empty the shredded contents from the 4-gallon wastebasket.
4. Replace the shredder head securely onto the wastebasket.

# Easy Lift-Off Head to Empty Mess

4  
Gallons



Image 6.1: The shredder head being lifted off the 4-gallon wastebasket, demonstrating the easy emptying process.

## 6.2 Cleaning and Lubrication

- Clean the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- Regularly lubricate the shredder blades with shredder oil sheets or liquid shredder oil (sold separately) to maintain optimal performance and extend the life of the shredder. Follow the instructions provided with the lubricant.

## 7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	Not plugged in. Shredder head not properly seated. Control switch not in AUTO or FWD position. Overheated.	Ensure power cord is securely plugged in. Re-seat the shredder head onto the wastebasket. Set the control switch to AUTO or FWD. Allow 30 minutes for the shredder to cool down if the red Overheat LED is on.

Problem	Possible Cause	Solution
Paper jam.	Too many sheets inserted. Paper not inserted straight.	Switch to <b>REV</b> for 5 seconds to clear paper. Pull out jammed papers. Switch to <b>FWD</b> for 5 seconds. Reduce the number of sheets and re-feed.
Shredder stops during operation.	Wastebasket is full. Overheated.	Empty the wastebasket. Allow 30 minutes for the shredder to cool down if the red Overheat LED is on.

## Overheating Protection



Image 7.1: The LED indicators for Power (green) and Overheat (red). A red light indicates the shredder needs to cool down for 30 minutes.

# Anti-Jam Protection System

Empty first if the bin is full

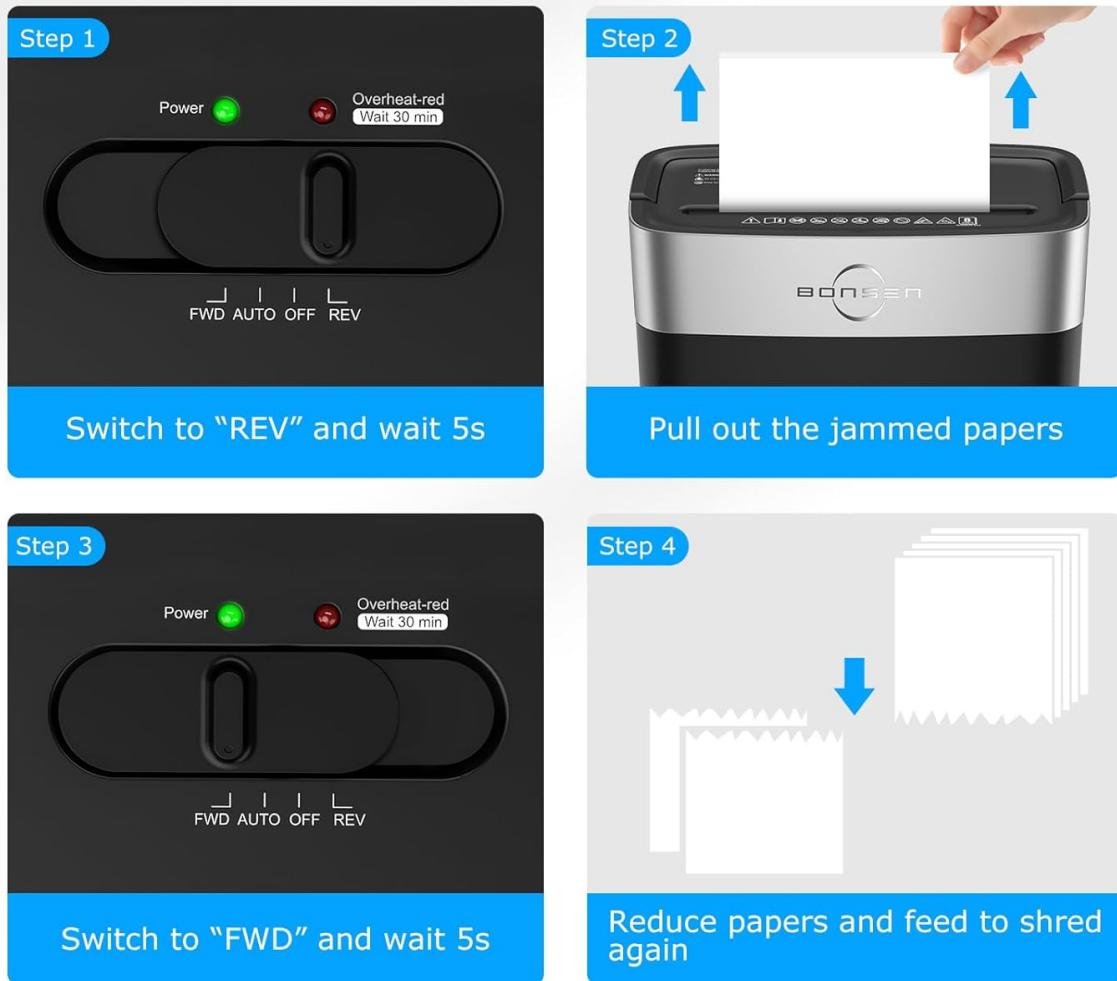


Image 7.2: Visual guide for clearing a paper jam using the reverse function and reducing the paper load.

## 8. SPECIFICATIONS

- **Model:** S3101
- **Shredder Type:** Cross-Cut
- **Security Level:** P-4
- **Shredding Capacity:** 8 sheets (20 lb. bond paper), 1 credit card
- **Continuous Run Time:** 5 minutes
- **Cool-down Time:** 30 minutes
- **Wastebasket Capacity:** 4 Gallons (approximately 210 shredded sheets)
- **Acceptable Materials:** Paper, credit cards, staples, small paper clips
- **Product Dimensions (L x W x H):** 12.09 x 7.44 x 15.40 inches
- **Item Weight:** 7.9 pounds
- **Certifications:** ETL



## P-4 Security Level



**Cross Cut Shred Size**  
13/64" x 45/64"(5 x 18 mm)

Image 8.1: The shredder's P-4 security level, indicating a high level of document security with cross-cut shred size of 13/64" x 45/64" (5 x 18 mm).

## 9. WARRANTY AND SUPPORT

BONSEN provides professional customer service for the S3101 paper shredder. For any questions, concerns, or support needs, please refer to the contact information provided with your product or visit the official BONSEN website.

Please retain your purchase receipt as proof of purchase for any warranty claims.