

[Manuals.plus](#) /

› [BONSEN](#) /

› BONSEN Paper Shredder S3104 User Manual

BONSEN S3104

BONSEN Paper Shredder S3104 User Manual

Model: S3104 | Brand: BONSEN

INTRODUCTION

Thank you for choosing the BONSEN S3104 Paper Shredder. This heavy-duty cross-cut shredder is designed for efficient and secure document disposal in home and office environments. It features a robust design, quiet operation, and advanced protection systems to ensure reliable performance.



Image: The BONSEN S3104 Paper Shredder, a sleek black and silver unit with a clear viewing window for the waste bin.

WHAT'S IN THE BOX

- BONSEN S3104 Paper Shredder Unit
- User Manual (this document)
- Power Cable

SETUP

1. **Unboxing:** Carefully remove the shredder from its packaging. Retain packaging for future storage or transport.
2. **Positioning:** Place the shredder on a flat, stable surface. Ensure adequate space around the unit for ventilation and operation. The shredder is equipped with wheels for easy movement.



Image: The BONSEN S3104 Paper Shredder positioned in an office environment, demonstrating its compact size and mobility.

3. **Connect Power:** Plug the power cable into the shredder's power inlet and then into a standard electrical outlet.
4. **Waste Bin:** Ensure the 6.6-gallon (25-liter) pull-out waste bin is correctly inserted into the shredder unit. The shredder will not operate if the bin is not properly seated.

6.6 Gallons



Image: The BONSEN S3104 Paper Shredder with its 6.6-gallon pull-out waste bin, highlighting its capacity and ease of access.

OPERATING INSTRUCTIONS

Control Panel Overview

The control panel on top of the shredder provides intuitive operation with various indicators:

- **REV (Reverse):** Reverses the shredding action to clear jams.
- **Power Button:** Turns the shredder On/Off and indicates status (Stand-by: Blue).
- **FWD (Forward):** Initiates forward shredding.
- **Overheat Indicator:** Red light indicates the shredder is too hot and needs to cool down.
- **Overload Indicator:** Red flashing light indicates too many sheets are inserted.
- **Waste Bin Open Indicator:** Light indicates the bin is not properly closed.

Shredding Documents

The BONSEN S3104 is designed for cross-cut shredding, turning documents into tiny particles (13/64 by 63/64 inches) for high security (P-4 level).



High Security P-4

13/64 x 63/64"



— P-3

— P-4 ✓

Image: Close-up of the shredded paper particles, demonstrating the high security P-4 cross-cut shredding capability.

1. **Power On:** Press the power button. The indicator light will turn blue, signifying it's in stand-by mode.
2. **Insert Materials:** Insert up to 20 sheets of paper (20lb bond paper) into the paper entry slot. The shredder can also shred junk mail, credit cards, CDs, staples, and paper clips.

20 Sheets



Paper



Junk Mails



Credit Cards



CDs



Staples



Clips



Image: The BONSEN S3104 Paper Shredder illustrating the various types of materials it can shred, including paper, junk mail, credit cards, CDs, staples, and clips.

3. **Automatic Operation:** The shredder will automatically start when material is detected and stop when shredding is complete.
4. **Continuous Shredding:** The advanced cooling system allows for more than 60 minutes of continuous shredding without overheating.

60 Mins Working Time

Patented Cooling System

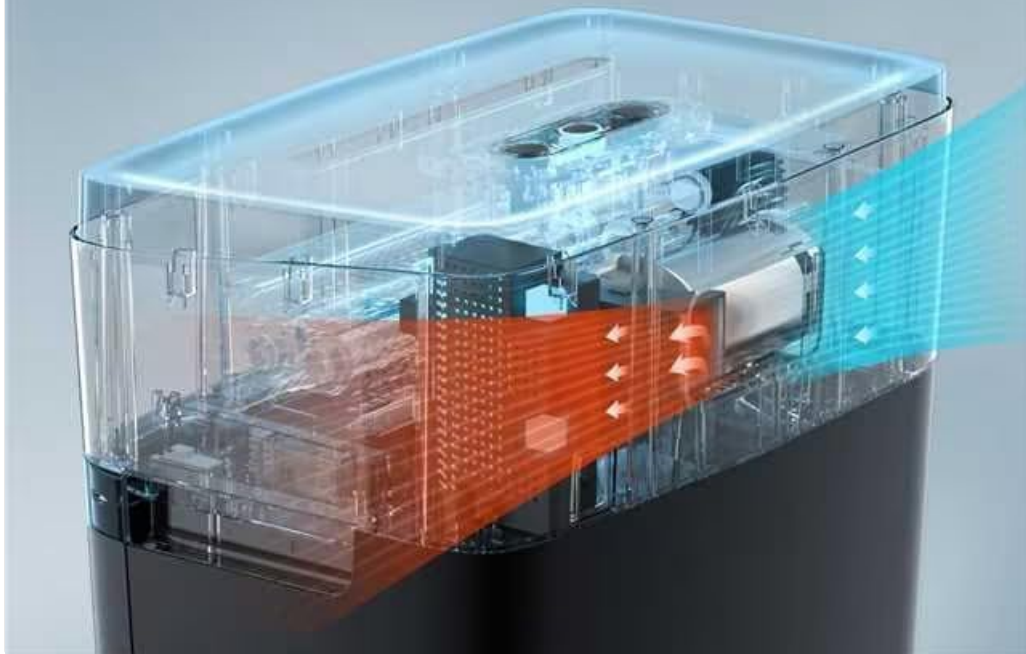


Image: A diagram illustrating the patented cooling system of the BONSEN S3104, enabling 60 minutes of continuous operation.

5. **Quiet Operation:** The shredder operates at an ultra-low noise level of $\leq 60\text{dB}$, ensuring a quiet working environment.



Ultra Quiet
 ≤ 60 dB

The image shows a BONSEN S3104 paper shredder, a black and silver machine with a document being shredded. To the right, a sound level comparison chart is displayed, showing the following levels:

Sound Level (dB)	Description
65dB	Normal Speaking
60dB	S3104
58dB	Quiet Office
45dB	Library

Image: The BONSEN S3104 Paper Shredder with a visual representation of its ultra-quiet operation, rated at ≤ 60 dB.

Official Product Video

Your browser does not support the video tag.

Video: An official video from Bensen US showcasing the NovaShred series, highlighting features like patented cooling technology and quiet operation.

MAINTENANCE

- **Emptying the Waste Bin:** Monitor the clear window on the waste bin to see when it is nearing full capacity. When full, pull out the bin, empty the shredded material, and reinsert it securely.
- **Oiling the Cutters:** To maintain optimal performance and extend the life of your shredder, regularly oil the cutting blades. Apply shredder oil (not included) across the paper entry slot. Refer to the user manual for recommended oiling frequency (typically once a month for regular use).

High Temperature Ion Nitriding Steel Knife Material

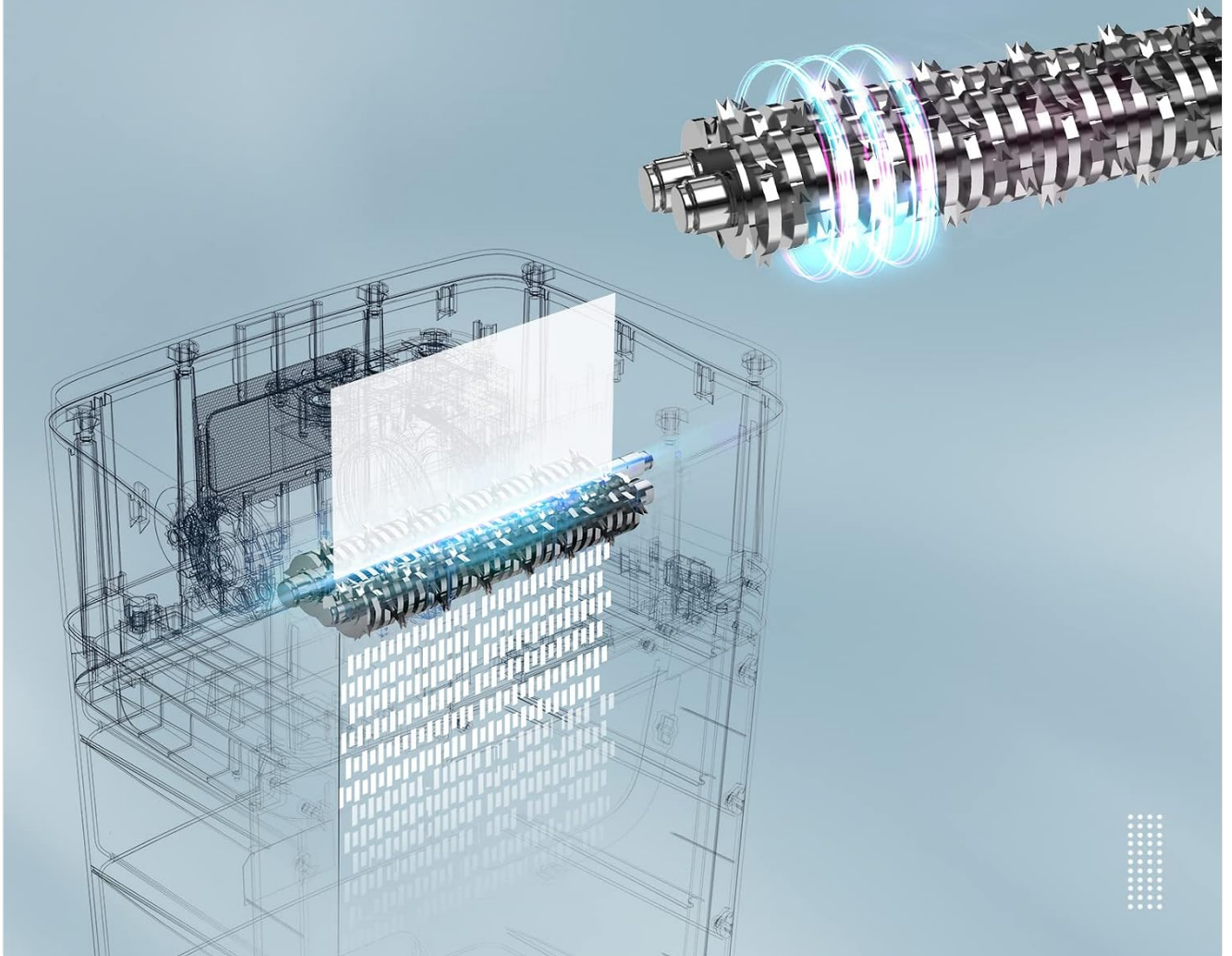


Image: A detailed view of the high-quality nitrided steel knife material used in the BONSEN S3104 shredder, emphasizing its durability.

- **Cleaning:** Periodically wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.

TROUBLESHOOTING

The BONSEN S3104 is equipped with multiple protection features to ensure safe and reliable operation.

Multiple Protection



Overload Protection-Red Flashing



Overheat Protection-Red Always On



Bin Open Protection-Shredder Will Stop

Image: The control panel of the BONSEN S3104 highlighting its multiple protection features: Overload Protection (red flashing), Overheat Protection (red always on), and Bin Open Protection (shredder stops).

Problem	Indicator	Solution
Paper Jam	Overload (red flashing)	Press the REV button to reverse the cutters and clear the jam. Remove excess paper. If the jam persists, unplug the shredder, carefully remove the paper, and then plug it back in.
Overheating	Overheat (red always on)	The shredder has been used continuously for too long. Unplug the shredder and allow it to cool down for at least 20 minutes before resuming operation.
Waste Bin Open	Waste bin open indicator (light on)	Ensure the waste bin is fully and correctly inserted into the shredder unit. The shredder will not operate if the bin is not properly closed.
No Power	No lights	Check if the power cable is securely plugged into both the shredder and the electrical outlet. Test the outlet with another device to ensure it is functional.

SPECIFICATIONS

Brand	BONSEN
Model Number	S3104
Cut Type	Cross Cut (13/64 by 63/64 inches)
Security Level	P-4
Sheet Capacity	Up to 20 sheets (20lb bond paper)
Continuous Run Time	60 minutes
Noise Level	≤60dB
Waste Bin Capacity	6.6 Gallons (25 Liters)
Product Dimensions	15.7 x 10.7 x 21.6 inches
Item Weight	26.5 pounds
Shreds Materials	Paper, Junk Mail, Credit Cards, CDs, Staples, Paper Clips
Manufacturer	BONSEN
Country of Origin	Vietnam
Date First Available	July 12, 2021

WARRANTY & SUPPORT

BONSEN provides a 1-year warranty for this product. For any questions, technical support, or warranty claims, please contact BONSEN customer service.

- **Customer Service:** 24-hour customer service is available.
- **User Guide (PDF):** An additional user guide is available for download: [Download User Manual \(PDF\)](#)

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question