

BONSEN S3112-14CC

BONSEN S3112-14CC 14-Sheet Cross Cut Paper Shredder User Manual

Model: S3112-14CC

1. INTRODUCTION

Thank you for choosing the BONSEN S3112-14CC 14-Sheet Cross Cut Paper Shredder. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your new shredder. Please read it thoroughly before use and retain it for future reference.

This shredder is designed for home and small office use, capable of shredding paper, CDs, credit cards, and staples. It features a P-4 security level for effective data protection.

2. IMPORTANT SAFETY INSTRUCTIONS

- **Read all instructions** before using the appliance.
- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and hands away from the paper entry slot.
- Do not spray any flammable products or lubricants into the shredder.
- Do not shred adhesive labels or any materials that could stick to the blades.
- Unplug the shredder when not in use or before cleaning.
- Do not operate the shredder if the power cord is damaged.
- Empty the waste bin regularly to prevent jams.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.

3. PRODUCT COMPONENTS

Familiarize yourself with the parts of your BONSEN S3112-14CC paper shredder:

- **Shredder Head:** Contains the cutting blades and control panel.
- **Paper Entry Slot:** For inserting paper documents.

- **CD/Credit Card Slot:** Separate slot for shredding optical media and plastic cards.
- **Control Panel:** Features power switch (REV/AUTO/OFF/FWD) and indicator lights (Power, Overload, Overheat).
- **Waste Bin:** 5.3-gallon pull-out bin for shredded materials.
- **Clear Window:** Allows monitoring of the waste bin fill level.
- **Casters:** 360° smooth-rolling wheels for easy mobility.



Image: Overview of the BONSEN S3112-14CC paper shredder, highlighting its 14-sheet capacity and 20-minute continuous run time.

4. SETUP

1. **Unpack:** Carefully remove the shredder from its packaging.
2. **Position:** Place the shredder on a flat, stable surface. Ensure the casters are locked if you do not intend to move it frequently.
3. **Connect Power:** Plug the power cord into a standard electrical outlet.

4. **Initial Check:** Ensure the waste bin is properly inserted. The shredder will not operate if the bin is not correctly seated.

5. OPERATING INSTRUCTIONS

5.1 Power On/Off

- To turn on, slide the switch to the **AUTO** position. The Power indicator light will illuminate.
- To turn off, slide the switch to the **OFF** position.

5.2 Shredding Paper

1. Ensure the shredder is in **AUTO** mode.
2. Insert up to 14 sheets of paper (standard 20lb bond) into the paper entry slot. The shredder will automatically start and stop.
3. The shredder can continuously operate for up to 20 minutes. After this period, it will enter a 30-minute cooldown mode if the Overheat indicator lights up.

20-Minute Continuous Running



Image: The BONSEN S3112-14CC paper shredder in operation, demonstrating its 14-sheet capacity.

5.3 Shredding CDs, Credit Cards, and Staples

- Insert one CD or credit card at a time into the dedicated slot.
- The shredder can also handle small staples and paper clips attached to documents.

Powerful Cross-Cut Shredder



Papers



CDs



Credit Cards



Staples



Small Clips



CDs



Credit Cards

Image: Close-up of the shredder mechanism, illustrating the cross-cut action on CDs and credit cards.

6. MAINTENANCE

6.1 Emptying the Waste Bin

- Regularly check the clear window on the waste bin.
- When full, pull out the waste bin. The shredder will automatically stop for safety.
- Dispose of shredded material and reinsert the bin securely.



P-4 High Security Level



BONSEN Shred Size
13/64" x 63/64" (5 x 25 mm)

Others Shred Size
5/32" x 1-9/16" (4 x 40 mm)

Powerful Shredding

Image: The BONSEN S3112-14CC paper shredder showing its 5.3-gallon pull-out waste bin, capable of holding up to 350 sheets.

6.2 Oiling the Shredder

To maintain optimal performance and extend the life of the shredder, oil the cutting blades regularly, especially after heavy use. Use shredder oil sheets or liquid shredder oil applied to a sheet of paper and run it through the shredder.

7. TROUBLESHOOTING

7.1 Paper Jam

If a paper jam occurs, the shredder's anti-jam system will activate. Follow these steps:

1. Slide the switch to the **REV** (Reverse) position and hold for 5 seconds to attempt to clear the jam.
2. If the paper does not clear, switch to **FWD** (Forward) for 5 seconds, then back to **REV**. Repeat this cycle 3-5 times.
3. If the jam persists, unplug the shredder and carefully pull out the jammed paper from the entry slot.
4. Once cleared, plug in the shredder and switch to **AUTO**. Reduce the amount of paper for the next shredding task.

5.3-Gallon Large Capacity Bin

5.3
Gallons

350
Sheets



Image: The control panel of the BONSEN S3112-14CC shredder, illustrating the Auto Start and Manual Reverse functions for anti-jam protection.

Overheating Protection



Image: Step-by-step guide on how to clear a paper jam from the BONSEN S3112-14CC paper shredder.

Your browser does not support the video tag.

Video: Official BONSEN troubleshooting guide for the 14-sheet paper shredder, demonstrating how to resolve common issues.

Your browser does not support the video tag.

Video: Detailed troubleshooting steps for the BONSEN S3112 14-Sheet Paper Shredder.

7.2 Overheating

If the shredder runs continuously for its maximum duration (20 minutes) or is overloaded, the Overheat indicator will light up, and the shredder will automatically shut down to protect the motor.

- Allow the shredder to cool down for approximately 30 minutes.
- Once cooled, the Overheat indicator will turn off, and the shredder will be ready for use again.

Anti-Jam Protection



Auto Start



Manual Reverse



Image: The control panel indicating normal operation (Power on) and overheating status (Overheating, requires 30 minutes of cooling).

8. SPECIFICATIONS

Feature	Detail
Model Number	S3112-14CC
Cut Type	Cross Cut
Security Level	P-4
Shred Size	13/64 x 63/64 inches (5 x 25 mm)
Sheet Capacity	14 sheets (20lb bond paper)
Continuous Run Time	20 minutes

Cooldown Time	30 minutes
Waste Bin Capacity	5.3 gallons (approx. 350 sheets)
Shreds	Paper, CDs, Credit Cards, Staples
Noise Level	65 dB
Dimensions (D x W x H)	9.8"D x 14"W x 20.2"H
Item Weight	16 pounds
Power Source	Corded Electric

Solution to Clear Paper Jam

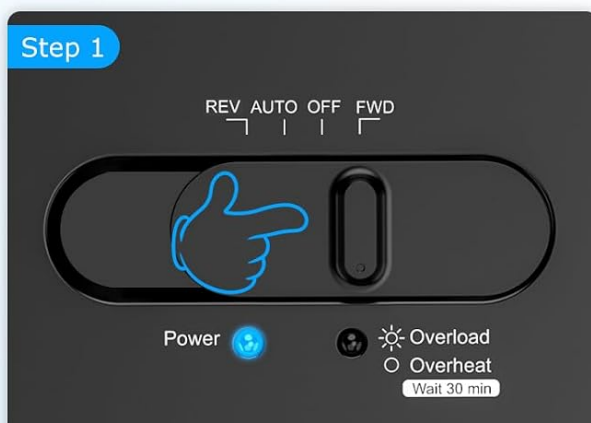
Empty first if the bin is full



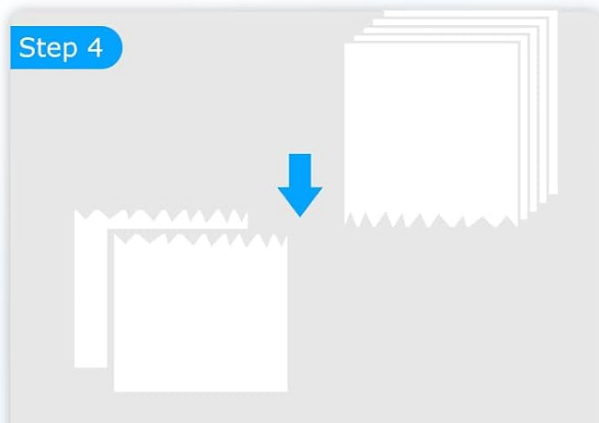
Switch to "REV" and wait for 5s



Pull out the jammed paper



Switch to "FWD" and wait for 5s



Reduce paper and shred again

Image: Dimensions of the BONSEN S3112-14CC paper shredder: 20.2 inches high, 14.1 inches wide, and 9.7 inches deep.

9. WARRANTY AND SUPPORT

This BONSEN S3112-14CC paper shredder comes with a **1-year professional service warranty**.
For any questions or assistance during use, please contact BONSEN customer service through Amazon. Our professional customer service team is available to help you within 24 hours.
You can also visit the official BONSEN store for more information and products:[BONSEN Store on Amazon](#).

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