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## BONSEN S3110

# BONSEN 120-Sheet Auto Feed Paper Shredder User Manual

Model: S3110 | Brand: BONSEN

## 1. INTRODUCTION

Thank you for choosing the BONSEN S3110 120-Sheet Auto Feed Paper Shredder. This high-security micro-cut shredder is designed for efficient and secure disposal of sensitive documents in home and office environments. Please read this manual thoroughly before operation to ensure proper use, maintenance, and safety.

### Important Safety Information

- Keep hands, loose clothing, hair, and jewelry away from the paper entry slot.
- Keep children and pets away from the shredder.
- Do not spray any flammable products or lubricants into the shredder.
- Always unplug the shredder before moving, cleaning, or emptying the wastebasket.
- Do not shred wet or sticky materials.





Figure 1: BONSEN S3110 120-Sheet Auto Feed Paper Shredder. This image shows the overall design of the shredder with its auto-feed tray open, ready to accept up to 120 sheets of paper.

## 2. PRODUCT FEATURES

**Large Shredding Capacity:** The S3110 offers two feeding modes. The auto-feed tray can handle up to 120 sheets of paper (paper only) for convenient batch shredding. The manual feed slot can shred up to 12 sheets at a time, and is capable of shredding paper, paper clips, staples, and credit cards.

# Automatic Feeding Inlet

- Only Shreds Paper



Figure 2: Automatic Feeding Inlet. This image highlights the auto-feed tray, capable of holding up to 120 sheets for unattended shredding.

# Manual Feeding Inlet-More Than Paper

Also Shreds Clips, Staples, Creditcard



Figure 3: Manual Feeding Inlet. This image illustrates the manual feed slot, designed for shredding up to 12 sheets, including staples, paper clips, and credit cards.

**Continuous Running & High Speed:** The shredder can operate continuously for up to 30 minutes in auto-feed mode and 10 minutes in manual feed mode. It boasts a shredding speed of 71 inches per minute, enhancing efficiency.

**Superior Security P-4 Level:** This micro-cut shredder transforms confidential documents into tiny 5/32" x 15/32" (4mm x 12mm) pieces, meeting high-security level P-4 standards.

# Micro Cut & High Security

Unable to Piece



4mm  
12mm

5/32 x 15/32 inches

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do eiusmod tempor  
5mm  
50mm

13/64 x 31/32 inches

Other 😰

Figure 4: Micro Cut Shredded Paper. This image displays the small, confetti-like pieces of paper produced by the micro-cut shredder, ensuring high security.

**Large Capacity & Easy to Move:** Equipped with a 6-gallon large-capacity bin, reducing the frequency of emptying. The 360-degree universal wheels allow for easy relocation and can be fixed in place for stable operation.



Figure 5: Shredder with 6-Gallon Bin. This image shows the shredder's overall size and its large 6-gallon waste bin, designed for less frequent emptying.

**Protection & LED Indicators:** The shredder features LED indicator lights for Standby, Overheat, Bin-full, Overload, and Door open status. Safety features automatically stop the shredder when the bin is pulled out.

# Multi-funtion Button with LED Indicator



Figure 6: Multi-function Button with LED Indicator. This image details the control panel with buttons for Reverse (REV), Auto/On/Off (AUTO), and Forward (FWD), along with various LED indicators for operational status.

## 3. SETUP

- 1. Unpack the Shredder:** Carefully remove the shredder from its packaging. Retain packaging materials for future storage or transport.
- 2. Placement:** Place the shredder on a flat, stable surface. Ensure it is away from heat sources, water, and direct sunlight. The 360-degree universal wheels allow for easy positioning.
- 3. Connect Power:** Plug the power cord into a standard electrical outlet. Ensure the power switch located at the back of the shredder is in the "ON" position.
- 4. Prepare for Use:** Ensure the wastebasket is properly inserted and the shredder head is securely seated. The shredder will not operate if the wastebasket is not correctly in place.

## 4. OPERATING INSTRUCTIONS

### Control Panel Overview

The control panel features three main buttons and various LED indicators:

- **REV (<) Button:** Reverses the shredding direction. Useful for clearing minor paper jams or retrieving accidentally fed documents.
- **AUTO (Power Button):** Toggles the shredder between ON (Auto mode) and OFF. In Auto mode, the shredder will automatically start when paper is detected. It also serves as an indicator for overloading or overheating.
- **FWD (>) Button:** Forces the shredder to operate in the forward direction. Can be used to push paper through or clear stubborn jams.

### Auto-Feed Mode (Max 120 Sheets)

This mode is ideal for shredding large stacks of paper without constant supervision.

1. Ensure the shredder is plugged in and the power switch is ON.
2. Open the auto-feed tray cover.
3. Place up to 120 sheets of paper neatly into the auto-feed tray. Ensure papers are flat and free of folds or wrinkles.
4. The shredder will automatically begin shredding. It can run continuously for up to 30 minutes.

Your browser does not support the video tag.

Video 1: BONSEN 120-Sheet Autofeed Paper Shredder. This video demonstrates the auto-feed functionality, showing how to load a stack of paper for automatic shredding.

### Manual Feed Mode (Max 12 Sheets)

Use this mode for smaller quantities or for shredding materials other than just paper.

1. Ensure the shredder is in Auto mode (power button illuminated).
2. Insert up to 12 sheets of paper, or one credit card, into the manual feed slot.
3. The shredder will automatically detect the material and begin shredding. It can run continuously for up to 10 minutes.

Your browser does not support the video tag.

Video 2: BONSEN 100-Sheet Autofeed Paper Shredder (demonstrates manual feed similar to 120-sheet model). This video illustrates the manual feed operation, including shredding of credit cards and other materials.

### Shreddable Materials:

- Paper (up to 120 sheets in auto-feed, 12 sheets in manual feed)
- Paper clips (manual feed only)
- Staples (manual feed only)
- Credit cards (manual feed only)

### Non-Shreddable Materials:

- Large binders or hardcovers
- Adhesive labels or materials
- Wet or sticky paper
- Cardboard

- Plastic sheets (other than credit cards)
- Newspapers or magazines (due to ink and paper type)

## 5. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your shredder.

### Emptying the Wastebasket

The 6-gallon wastebasket should be emptied regularly to prevent jams and ensure continuous operation. The "Bin-full" LED indicator will illuminate when the basket needs emptying.

1. Unplug the shredder from the power outlet.
2. Pull out the wastebasket from the front of the shredder. The shredder will automatically stop operating when the bin is removed.
3. Dispose of the shredded material.
4. Slide the wastebasket back into place until it clicks securely.

### Oiling the Shredder Blades

To maintain cutting performance and extend the life of your shredder, it is recommended to oil the blades regularly, especially after emptying the wastebasket or after heavy use. Use shredder oil sheets or liquid shredder oil.

1. For oil sheets: Feed one shredder oil sheet into the manual feed slot as you would a piece of paper.
2. For liquid oil: Apply a thin line of shredder oil across the paper entry slot. Then, feed a few sheets of paper to distribute the oil.

### Cleaning

- Wipe the exterior of the shredder with a soft, dry cloth.
- Do not use abrasive cleaners or solvents.
- Ensure no dust or debris accumulates in the paper entry slots.

## 6. TROUBLESHOOTING

This section addresses common issues you might encounter with your shredder.

### Paper Jam (Auto-Feed)

If paper gets stuck in the auto-feed tray:

1. Press the REV (<) button to try and reverse the paper out.
2. Carefully pull out the jammed papers.
3. Separate any remaining jammed paper and re-feed tidy paper into the auto-feed.
4. For wrinkled paper, re-feed into the manual feed slot.



Figure 7: Auto-Feed Jam Troubleshooting. This diagram illustrates steps to resolve a paper jam in the auto-feed mechanism, including using the reverse function and manually removing paper.

### **Serious Auto-Feed Jam**

For more severe jams in the auto-feed:

1. Open the Auto-feed Connecting plate lock.
2. Carefully take out the jammed papers.
3. Feed any remaining paper scraps into the manual feed slot to shred.
4. Move the Auto-feed cleaning button to let paper scraps fall into the basket.
5. After cleaning, re-assemble the Auto-feed connecting plate. The shredder should resume working.



Figure 8: Serious Auto-Feed Jam Troubleshooting. This diagram provides detailed steps for clearing a serious jam, including opening the connecting plate and using the cleaning button.

## Other Common Issues & LED Indicators

- **Paper is out of order (Auto-feed doesn't feed):**
  - Press REV button and take out papers.
  - Keep paper in order.
  - Re-feed tidy paper to auto-feed, or wrinkled paper to manual-feed.
- **Overload:** The shredder stops, and the AUTO button light flashes red and blue (auto-feed overload) or red (manual-feed overload).
  - Remove excess papers.
  - Separate jammed paper and re-feed.
  - Re-feed tidy paper to auto-feed, or wrinkled paper to manual-feed.
- **Overheat:** The shredder stops, and the AUTO button light is red.
  - Allow the shredder to cool down for approximately 60 minutes.
- **Bin-full:** The AUTO button light flashes blue.
  - Clean up the paper scraps in the wastebasket.



Figure 9: Shredder Status Indicators and Troubleshooting. This diagram visually explains solutions for common issues like paper out of order, overload, overheating, and bin-full, corresponding to LED light patterns.

## 7. SPECIFICATIONS

Feature	Specification
Model Number	S3110
Product Dimensions	10.35 x 14.45 x 19.92 inches
Item Weight	21.7 pounds
Cut Type	Micro Cut
Security Level	P-4 (4mm x 12mm)
Auto Feed Capacity	120 sheets (paper only)
Manual Feed Capacity	12 sheets (paper, clips, staples, credit cards)
Continuous Run Time (Auto Feed)	30 minutes
Continuous Run Time (Manual Feed)	10 minutes

Feature	Specification
Shredding Speed	71 inches/minute
Wastebasket Capacity	6 Gallons
Color	Silver
Manufacturer	BONSEN

## 8. WARRANTY AND SUPPORT

BONSEN products are manufactured to the highest quality standards. For specific warranty details and customer support, please refer to the official BONSEN website or the documentation included with your purchase.

A digital version of the user guide is available for download:

[Download User Guide \(PDF\)](#)

For further assistance, please contact BONSEN customer service.