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BONSEN S3201

BONSEN Paper Shredder S3201 User Manual

Model: S3201 | Brand: BONSEN

1. INTRODUCTION

Thank you for choosing the BONSEN S3201 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.



Figure 1: BONSEN S3201 Paper Shredder, a compact and efficient cross-cut shredder designed for home and small office use.

2. IMPORTANT SAFETY INSTRUCTIONS

To reduce the risk of fire, electric shock, or injury, always follow basic safety precautions when using this appliance.

- Read all instructions before operating the shredder.
- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and other foreign objects away from the shredder opening.
- Do not place hands or fingers into the shredder opening.
- Unplug the shredder when not in use or before cleaning.
- Do not operate with a damaged power cord or plug.
- Do not shred metal objects, wet paper, or adhesive labels.
- This shredder is designed for paper, credit cards, staples, and small paper clips only.

3. PACKAGE CONTENTS

Verify that all items are present in the package:

- BONSEN S3201 Paper Shredder Head
- 4-Gallon Waste Bin
- User Manual (this document)

4. SETUP

1. Unpack all components from the box.
2. Place the waste bin on a flat, stable surface.
3. Carefully place the shredder head onto the top of the waste bin, ensuring it is securely seated. The shredder will not operate if the head is not properly aligned.
4. Plug the power cord into a standard electrical outlet.



Figure 2: The shredder head detached from the waste bin, illustrating how the head sits securely on top of the bin for operation.

5. OPERATING INSTRUCTIONS

5.1 Control Switch Functions

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

- **FWD (Forward)**: Manually feeds paper through the shredder.
- **AUTO (Automatic)**: The shredder automatically starts when paper is inserted and stops when shredding is complete. This is the recommended mode for normal operation.
- **OFF**: Turns the shredder off. Always set to OFF when emptying the bin or when not in use.
- **REV (Reverse)**: Reverses the shredding mechanism to clear paper jams.



Figure 3: Close-up view of the control switch with FWD, AUTO, OFF, and REV settings, and indicator lights for standby and overheat.

5.2 Shredding Paper

1. Ensure the shredder head is properly seated on the waste bin and the power cord is plugged in.
2. Set the control switch to **AUTO**. The blue indicator light will illuminate, indicating standby mode.
3. Insert up to 10 sheets of A4 paper (70g/m²) straight into the paper entry slot. Do not exceed the maximum sheet capacity to prevent jams.
4. The shredder will automatically start and stop once the paper has been shredded.



There may be residual paper scraps inside the bin that are remnants of testing

Figure 4: The shredder actively processing paper, demonstrating its cross-cut capability and the small size of shredded particles for enhanced security.

5.3 Shredding Credit Cards

1. Set the control switch to **AUTO**.
2. Insert one credit card at a time into the dedicated credit card slot.
3. The shredder will shred the card into multiple pieces.



Figure 5: A credit card being inserted into the shredder's dedicated slot, highlighting its ability to destroy plastic cards securely.

5.4 Continuous Operation Time

The shredder is designed for a continuous operation time of 4 minutes. After 4 minutes of continuous use, the shredder will automatically shut off to prevent overheating. The red indicator light will turn on. Allow the shredder to cool down for approximately 40 minutes before resuming operation. This protects the motor and extends the product's lifespan.



Figure 6: Visual representation of the shredder's 4-minute continuous run time, emphasizing the importance of cool-down periods for optimal performance.

6. MAINTENANCE

6.1 Emptying the Waste Bin

The 4-gallon transparent waste bin allows you to easily monitor the shredded paper level. Empty the bin regularly to prevent jams and ensure optimal performance.

1. Set the control switch to **OFF** and unplug the shredder.
2. Carefully lift the shredder head off the waste bin.
3. Dispose of the shredded contents.
4. Place the shredder head back onto the bin, ensuring it is securely in place.



Figure 7: The shredder head lifted from the waste bin, showing the transparent window on the bin that allows users to see when it needs emptying.

6.2 Cleaning the Shredder

Regular cleaning helps maintain the shredder's efficiency.

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- For optimal performance, periodically oil the shredder blades using shredder oil sheets or liquid shredder oil. Follow the oil product's instructions.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	<ol style="list-style-type: none">1. Power cord not plugged in.2. Shredder head not properly seated.3. Overheat protection activated.	<ol style="list-style-type: none">1. Ensure power cord is securely plugged in.2. Re-seat the shredder head firmly on the bin.3. Allow the shredder to cool down for 40 minutes.

Problem	Possible Cause	Solution
Paper jam.	1. Too many sheets inserted. 2. Paper inserted at an angle. 3. Non-shreddable material inserted.	1. Set switch to REV to clear. If unsuccessful, unplug, remove shredder head, and manually clear paper. 2. Ensure paper is inserted straight. 3. Only shred approved materials.
Shredder stops during operation.	1. Overheat protection activated. 2. Waste bin is full. 3. Shredder head lifted.	1. Allow to cool down for 40 minutes. 2. Empty the waste bin. 3. Ensure shredder head is securely in place.

Your browser does not support the video tag.

Video 1: A brief product overview demonstrating key features and operation of the BONSEN S3201 shredder.

Your browser does not support the video tag.

Video 2: A demonstration of the BONSEN 10-Sheet Cross-Cut Paper Shredder for Home Office, showcasing its shredding capabilities.

8. SPECIFICATIONS

Feature	Detail
Product Dimensions	12.6 x 7.5 x 16.4 inches
Item Weight	8.8 pounds
Model Number	S3201
Cut Type	Cross Cut
Capacity	4 Gallons (210 sheets A4)
Sheet Capacity	10 sheets (70g/m ²)
Security Level	P-4 (5 x 18mm particles)
Continuous Run Time	4 minutes
Cool-down Time	40 minutes
Shreds	Paper, Credit Cards, Staples, Paper Clips
Color	Black
Manufacturer	BONSEN

9. WARRANTY AND SUPPORT

BONSEN provides professional customer service for this product. For any issues or inquiries, please contact BONSEN customer support through the retailer's platform or the official BONSEN website. Please have your model number (S3201) and purchase date ready when contacting support.

Refer to your purchase documentation for specific warranty terms and conditions.