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Bamboosang Q4

Bamboosang Q4 Automatic Paper Shredder User Manual

Model: Q4

1. Introduction

Thank you for choosing the Bamboosang Q4 Automatic Paper Shredder. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your new shredder. Please read this manual thoroughly before using the device and retain it for future reference.
The Bamboosang Q4 is designed for secure document disposal, featuring micro-cut technology for enhanced security (P-4 level). It supports both automatic and manual feeding, capable of shredding paper, credit cards, and staples.

2. Important Safety Instructions

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

- **Read all instructions:** Familiarize yourself with the shredder's features and operation before use.
- **Keep away from children and pets:** This shredder is not a toy. Keep it out of reach of children and pets.
- **Avoid contact with shredder opening:** Keep hands, hair, loose clothing, ties, and jewelry away from the paper entry slot to prevent injury.
- **Unplug when not in use:** Always unplug the shredder before moving, cleaning, or emptying the waste bin.
- **Do not shred wet or adhesive materials:** Avoid shredding wet paper, labels, or anything with adhesive, as this can cause jams and damage.
- **Overheat protection:** The shredder is equipped with overheat protection and will automatically stop if it becomes too hot. Allow it to cool down before resuming operation.
- **Bin safety switch:** The shredder will not operate if the waste bin is not correctly inserted or is removed.
- **Use appropriate power source:** Connect the shredder to a properly grounded power outlet with the correct voltage.
- **Do not open the shredder head:** There are no user-serviceable parts inside. Refer servicing to qualified personnel.

3. Package Contents

Please check the package for the following items:

- Bamboosang Q4 Automatic Paper Shredder Unit
- 25L Waste Bin
- User Manual (this document)

4. Product Overview

The Bamboosang Q4 shredder is designed for efficiency and security. Key features include:

- **Automatic Feed:** Shreds up to 150 sheets of A4 paper automatically.
- **Manual Feed:** Shreds up to 10 sheets manually, including credit cards and staples.
- **Micro-Cut Security (P-4):** Reduces documents to 3x10mm particles for high security.
- **Continuous Run Time:** Up to 40 minutes in automatic mode.
- **25L Pull-Out Waste Bin:** Large capacity with a transparent window for easy monitoring.
- **Mobility:** Equipped with 4 casters for convenient movement.
- **Safety Features:** Overheat protection, automatic stop when bin is removed, and a reverse function for clearing jams.



Figure 1: Bamboosang Q4 Automatic Paper Shredder. This image shows the complete shredder unit with its sleek black design and the auto-feed tray open.



Figure 2: Automatic and Manual Feed Capacity. This image illustrates the difference between the 150-sheet auto-feed capacity and the 10-sheet manual feed capacity.



Figure 3: Micro-Cut Particles and Shredding Capabilities. This image displays the small 3x10mm micro-cut particles produced by the shredder, alongside examples of shredded credit cards and staples.

5. Setup

1. **Unpack:** Carefully remove the shredder from its packaging.
2. **Position:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the waste bin.
3. **Insert Waste Bin:** Ensure the 25L waste bin is correctly inserted into the shredder cabinet. The shredder will not operate if the bin is not properly seated.
4. **Connect Power:** Plug the power cord into a standard grounded electrical outlet.

6. Operating Instructions

6.1 Powering On/Off

Locate the power switch on the shredder. Set it to the "ON" position to power on the unit. Set it to "OFF" when not in use.

6.2 Automatic Shredding (Auto-Feed)

For shredding multiple sheets automatically:

1. Open the auto-feed tray.
2. Stack up to 150 sheets of A4 paper neatly into the auto-feed tray. Ensure the paper is flat and free of folds.
3. The shredder will automatically detect the paper and begin shredding.
4. Monitor the shredding process. The shredder will stop automatically once all paper in the tray has been processed.



Figure 4: Roller Feeding Design and Jam Removal. This image shows the automatic roller feeding mechanism and the process for opening the cover to remove jammed paper.

6.3 Manual Shredding

For shredding fewer sheets, credit cards, or stapled documents:

1. Insert up to 10 sheets of paper, one credit card, or a stapled document into the manual feed slot.
2. The shredder will detect the item and begin shredding.
3. Do not force too many items into the manual feed slot at once to prevent jams.

6.4 Reverse Function

In case of a paper jam, use the reverse function:

1. Press the "Reverse" button or switch to the reverse setting. This will attempt to clear the jam by moving the paper backward.
2. If the jam persists, unplug the shredder, open the shredder head cover (if applicable), and carefully remove the jammed paper.
3. Plug the shredder back in and resume operation.

6.5 Emptying the Waste Bin

When the waste bin is full, the shredder will stop operating. The transparent window allows you to monitor the fill level.

1. Unplug the shredder for safety.
2. Pull out the 25L waste bin from the front of the shredder.
3. Empty the shredded material into a suitable receptacle.
4. Reinsert the waste bin firmly until it clicks into place.
5. Plug the shredder back in to resume operation.

7. Maintenance

7.1 Cleaning

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- Periodically clean the paper entry slots to remove any paper dust or debris.

7.2 Oiling the Shredder Blades

Regular oiling helps maintain the shredder's performance and extends its lifespan. It is recommended to oil the blades after every 30 minutes of continuous shredding or at least once a month with regular use.

1. Use shredder oil (specifically designed for paper shredders). Do not use aerosol lubricants.
2. Apply a thin line of oil across the paper entry slot.
3. Run a few sheets of paper through the shredder to distribute the oil evenly.



Figure 5: Professional Shredding Components. This image highlights the high-strength nitrided steel blade, powerful motor, and the 25L capacity pull-out bin with transparent windows and casters.

8. Troubleshooting

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in. Waste bin not properly inserted. Power switch is OFF. Overheat protection activated.	Ensure power cord is securely plugged into a working outlet. Push the waste bin firmly into place. Set the power switch to ON. Allow the shredder to cool down for 30-40 minutes.

Problem	Possible Cause	Solution
Paper jam.	Too much paper inserted. Paper not inserted straight.	Use the reverse function. Unplug, open cover, and carefully remove jammed paper. Reduce the number of sheets for manual feeding.
Shredder stops during operation.	Waste bin is full. Overheat protection activated. Bin removed during operation.	Empty the waste bin. Allow the shredder to cool down for 30-40 minutes. Ensure the bin is securely in place.



Figure 6: Safety and Efficiency Features. This image illustrates the flame-retardant material, overheat protection, and automatic power-off when the bin is pulled out.

9. Specifications

Feature	Detail
Brand	Bamboosang
Model Number	Q4
Shred Type	Micro-Cut
Shred Size	3 x 10 mm
Security Level	P-4
Auto Feed Capacity	150 sheets (A4)
Manual Feed Capacity	10 sheets (A4)
Continuous Run Time	40 minutes (Auto mode)
Cool-down Time	Approx. 30-40 minutes
Waste Bin Capacity	25 Liters
Shreds Materials	Paper, Credit Cards, Staples
Color	Black
Special Features	Overheat Protection, Auto-Stop (bin removed), Reverse Function, Casters, Transparent Window
Power Source	Electric Cord
Item Weight	9.7 Kilograms

10. Warranty and Support

Bamboosang products are manufactured to high-quality standards. For warranty information, please refer to the warranty card included with your purchase or contact Bamboosang customer support.

If you encounter any issues or have questions regarding your Bamboosang Q4 Automatic Paper Shredder, please contact our customer support team for assistance. Contact details can typically be found on the product packaging or the official Bamboosang website.

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