bonsaii C266-A NEW

Bonsaii 12 Sheet Cross Cut Shredder User Manual

Model: C266-A NEW
Brand: Bonsaii

Important Safety Instructions

Please read all instructions carefully before use and retain for future reference. Failure to follow these instructions could result in injury or damage to the product.

- **Do not** allow children or pets near the shredder.
- **Keep hands, hair, and loose clothing away** from the paper entry slot.
- **Do not** spray or keep any aerosol products in or around the shredder.
- **Do not** shred items like metallic credit cards or wet paper.
- **Unplug** the shredder before moving, cleaning, or emptying the waste bin.
- Ensure the power supply matches the rating label on the shredder.
- The shredder is designed for indoor use only.

Product Overview

The Bonsaii C266-A New is a 12-sheet cross-cut paper shredder designed for home and small office use, offering a P-4 security level for sensitive documents.



Image: Front view of the Bonsaii 12 Sheet Cross Cut Shredder, showing the paper entry slot and the transparent window for the waste bin.

What's in the Box

What's in the Box

The product packaging typically includes:

- Bonsaii 12 Sheet Cross Cut Shredder Unit (Model C266-A New)
- Waste Bin (4.2 Gallons)
- Casters (Wheels)
- User Manual

Note: The provided product data indicates "NO" for "whats_in_the_box", but standard shredder components are listed here based on common sense and other product details.

Setup

1. **Unpacking:** Carefully remove all components from the packaging.
2. **Attach Casters:** Insert the casters into the designated holes at the bottom of the shredder base. Ensure they are securely in place.
3. **Assemble Shredder Head and Bin:** Place the shredder head securely onto the waste bin. Ensure it is properly aligned and seated to allow for correct operation.
4. **Positioning:** Place the shredder on a flat, stable surface near a power outlet.
5. **Connect Power:** Plug the power cord into a standard electrical outlet.



Image: Diagram showing the assembly of the shredder head onto the waste bin and the attachment of casters.

Operating Instructions

Basic Operation

1. **Power On:** Locate the power switch on the top of the shredder. Slide it to the "AUTO" position. The shredder is now ready for use.
2. **Feeding Documents:** Insert up to 12 sheets of paper (80g/m²) into the paper entry slot. The shredder will automatically start and stop once shredding is complete.
3. **Shredding Credit Cards:** Insert one credit card at a time into the designated slot.
4. **Continuous Operation:** The shredder can run continuously for up to 20 minutes. Allow a cool-down period if the shredder overheats.



Image: Illustration demonstrating the 12-sheet capacity and ability to shred staples, paper clips, and credit cards.

Jam-Proof System and Manual Reverse

The shredder features an auto start/stop function and a manual reverse function to clear paper jams.

1. If a paper jam occurs, the shredder may automatically reverse.
2. To manually clear a jam or retrieve a mistakenly shredded document, slide the switch to "REV" (Reverse).
3. Once the paper is cleared or retrieved, return the switch to "AUTO".

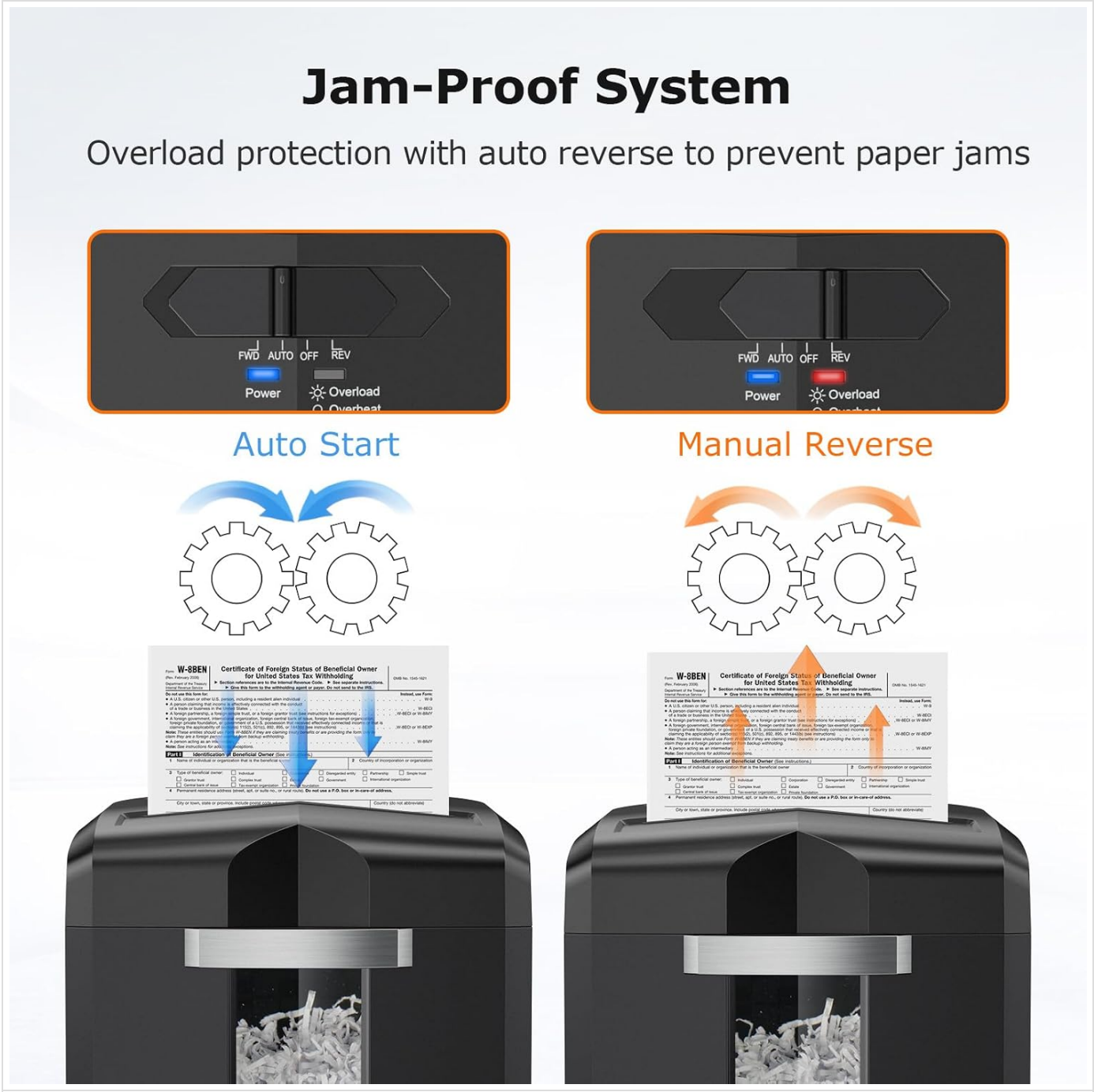


Image: Control panel showing Auto Start and Manual Reverse functions, illustrating how the jam-proof system works.

Security Level

This shredder provides a P-4 security level, shredding documents into 5 x 25mm (13/64 x 63/64 inches) cross-cut particles, ensuring high confidentiality.



Image: Comparison of shredded paper particles, highlighting the P-4 security level of Bonsaii shredders versus others.

Maintenance

Regular maintenance ensures optimal performance and extends the life of your shredder.

- **Emptying the Waste Bin:** The 4.2-gallon pull-out bin has a transparent window to easily monitor the fill level. Empty the bin regularly to prevent jams and maintain performance. The shredder automatically stops when the bin is removed.
- **Oiling the Cutters:** To maintain the knives and gears, regularly use shredder oil (oil-in-bottle) as recommended by Bonsaii. This helps prevent paper dust buildup and ensures smooth operation.
- **Cleaning:** Unplug the shredder before cleaning. Use a soft, dry cloth to wipe the exterior. Do not use abrasive cleaners or solvents.

CROSS-CUT SHREDDERS MAY NOT WORK PROPERLY FOR SOME OF THE FOLLOWING REASONS:

1. Improper assembly of the machine head and trash can. Improper assembly after the customer receives the product may cause the shredder to fail to start normally.
2. If too much paper is fed at one time or the paper is too thick, the paper inlet will be blocked and the shredder will not be able to operate normally.
3. When the trash can is full and not cleared in time, continuing to shred paper will cause paper jams or even stop working, and damage the cutter and internal gear structure.
4. Power problem: The socket is not connected to the power supply or the power plug is burnt out.

TO DEAL WITH THE ABOVE SITUATION, THE FOLLOWING MEASURES CAN BE TAKEN:

1. Refer to the video guide on the details page to correctly assemble the shredder head and trash can.
2. Refer to the user manual and use the anti-jam system of the shredder to carefully remove the blockage.
3. Clean up the trash can in time, and use the oil-in-oil bottle regularly to maintain the knives and gears to ensure that the machine is in good condition.
4. Check the power supply: check whether the socket is plugged in well, and confirm that the power plug is not burned out.

Image: View of the 4.2-gallon pull-out waste bin with a transparent window, indicating its capacity and ease of emptying.

TROUBLESHOOTING

If you encounter issues with your Bonsaii shredder, refer to the table below for common problems and solutions.

Malfunction	Reason	Solution

Malfunction	Reason	Solution
Shredder head and bin not assembled properly	Improper assembly of the machine head and trash can.	Refer to the video guide on the details page to correctly assemble the shredder head and trash can.
Power supply voltage is too low or no power supply.	The socket is not connected to the power supply or the power plug is burnt out.	Please kindly find a related supply voltage to use it. Check whether the socket is plugged in well, and confirm that the power plug is not burned out.
The machine is under overheating protection.	The machine is under overheating protection, because the machine is over the continues working capacity.	Wait for the machine to cool down naturally.
Paper Jam	The thickness of paper is too thin or too thick. The trash can is full.	To make the paper thicker, you can add more papers or fold the paper. Reduce paper quantity with an acceptable amount. Empty the basket. Use the anti-jam system (REV) to remove the blockage.
Loud Noise	The shredder is placed on an unsuitable place.	Change the location.

If you have any questions or require further assistance, please contact Bonsaii customer service.



Image: A section from the manual detailing common reasons for shredder malfunction and corresponding solutions.

Specifications

- **Model:** C266-A NEW
- **Shredding Capacity:** 12 sheets (80g/m²) per pass
- **Cut Type:** Cross Cut
- **Particle Size:** 5 x 25mm (13/64 x 63/64 inches)
- **Security Level:** P-4
- **Continuous Running Time:** 20 minutes

- **Waste Bin Capacity:** 4.2 Gallons
- **Product Dimensions:** 22.75 x 16.8 x 12.75 inches
- **Item Weight:** 16.12 pounds
- **Color:** Black
- **Manufacturer:** bonsaii
- **Country of Origin:** China

Warranty and Support

Bonsaii provides 1 year professional service for this product. For any questions or support, please get in touch with Bonsaii customer service as soon as possible.
Refer to the User Manual, Troubleshooting Guide, and Instructional Video before using the product.

Official Product Videos

Your browser does not support the video tag.

Video: Official Bonsaii video demonstrating the 12-sheet shredder for office heavy duty use (Model C266-A).

© 2024 Bonsaii. All rights reserved.

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