Bonsaii C266-B

Bonsaii C266-B Micro-Cut Paper Shredder Instruction Manual

Model: C266-B

1. Introduction

Thank you for choosing the Bonsaii C266-B Micro-Cut Paper Shredder. This manual provides essential information for the safe and efficient operation, setup, maintenance, and troubleshooting of your shredder. Please read it thoroughly before use and retain it for future reference.

2. Important Safety Instructions

WARNING: Failure to follow these safety instructions may result in fire, electric shock, or injury.

- 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 onto the shredder or use it near flammable materials.
- Do not shred metal objects, wet paper, or adhesive labels, as this may damage the shredder.
- Unplug the shredder from the power outlet when not in use or before cleaning.
- Do not operate the shredder if the power cord is damaged. Contact customer support for assistance.
- Do not attempt to repair the shredder yourself. Refer all servicing to qualified service personnel.

3. Product Overview

Familiarize yourself with the components of your Bonsaii C266-B shredder.



Figure 3.1: Bonsaii C266-B Micro-Cut Paper Shredder with waste bin pulled out.

Key Components:

- **Paper Entry Slot:** For shredding paper documents.
- **CD/Credit Card Slot:** Separate slot for shredding optical media and plastic cards.
- **Control Panel:** Includes FWD (Forward), AUTO (Automatic), OFF (Off), REV (Reverse) functions, and Overload/Overheat indicators.
- **Waste Bin:** Pull-out bin with a transparent window to monitor shredded material level.
- **Casters:** Four removable wheels for easy mobility.

4. Setup

Follow these steps to set up your shredder for first use.

1. **Unpack:** Carefully remove the shredder from its packaging.
2. **Attach Casters:** If not pre-attached, insert the four casters into the designated slots at the bottom of the shredder base.
3. **Position:** Place the shredder on a flat, stable surface. Ensure there is adequate space around it for ventilation.
4. **Connect Power:** Plug the power cord into a standard electrical outlet.



Figure 4.1: Bonsaii C266-B dimensions for placement reference.

5. Operating Instructions

5.1 Control Panel Functions

- **AUTO:** The shredder will automatically start when paper is inserted and stop when shredding is complete. This is the recommended setting for normal operation.
- **OFF:** Turns the shredder off.
- **FWD (Forward):** Manually activates the shredder blades to run forward. Useful for clearing minor jams.
- **REV (Reverse):** Manually reverses the shredder blades. Essential for clearing paper jams.



Figure 5.1: Control panel with Auto Start and Manual Reverse functions.

5.2 Shredding Paper

1. Ensure the shredder is plugged in and the control switch is set to **AUTO**.
2. Insert up to **12 sheets** of paper (A4, 70g/m²) into the paper entry slot. The shredder will automatically start and shred the paper into 5 x 12 mm micro-cut particles.
3. The shredder can continuously operate for up to **60 minutes**. After this period, allow it to cool down for approximately 10-20 minutes before resuming operation to prevent overheating.



Figure 5.2: Shredding capacity and continuous run time.



Figure 5.3: Micro-cut shredding for P-4 security.

5.3 Shredding CDs and Credit Cards

1. Ensure the shredder is plugged in and the control switch is set to**AUTO**.
2. Insert one CD or credit card at a time into the dedicated CD/Credit Card slot.
3. The shredder will automatically start and shred the item.

6. Maintenance

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

6.1 Emptying the Waste Bin

1. When the transparent window indicates the bin is full, or the shredder stops operating, pull out the waste bin.
2. Dispose of the shredded material.

3. Slide the waste bin back into place until it clicks securely. The shredder will not operate if the bin is not correctly seated.



Figure 6.1: Pull-out waste bin with transparent window.

6.2 Cleaning

- **Exterior:** Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Shredder Blades:** For optimal performance, regularly oil the shredder blades with shredder oil (sold separately). Apply a thin line of oil across the paper entry slot and run a few sheets of paper through the shredder.

7. Troubleshooting

If you encounter issues with your shredder, refer to the following common problems and solutions.

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; power switch off; waste bin not properly closed.	Check power connection; ensure switch is in AUTO position; push waste bin firmly into place.
Paper jam.	Too many sheets inserted; paper inserted incorrectly.	Switch to **REV** to clear the jam. If unsuccessful, unplug, remove paper manually, then plug in and try **FWD**.
Shredder stops during operation (Overheat indicator on).	Continuous operation exceeded 60 minutes; motor overheated.	Turn off the shredder and unplug it. Allow it to cool down for at least 10-20 minutes before resuming use.
Shredder runs slowly or makes unusual noise.	Blades need oiling; waste bin is too full.	Oil the shredder blades; empty the waste bin.

8. Specifications

Brand	Bonsaii
Model	C266-B (266B-NEW-EU)
Shred Type	Micro-Cut
Security Level	P-4
Sheet Capacity	12 sheets (A4, 70g/m²)
Bin Capacity	16 Liters
Continuous Run Time	60 minutes
Shreds Materials	Paper, CDs, Credit Cards, Staples
Dimensions (L x W x H)	24.2 x 34 x 43 cm
Weight	7.43 kg
Noise Level	Approximately 60 dB
Power Source	AC (Alternating Current)

9. Warranty and Support

Bonsaii offers a **3-year warranty** for this product. If you have any questions, concerns, or require technical assistance, please contact Bonsaii customer support. Refer to the product packaging or the official Bonsaii website for the most current contact information.
Please have your model number (C266-B) and purchase date available when contacting support.

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