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› BONSEN 14-Sheet Cross Cut Paper Shredder User Manual

BONSEN S3112 Paper Shredder Upgraded

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Model: S3112 Paper Shredder Upgraded

1. PRODUCT OVERVIEW

The BONSEN S3112 14-Sheet Cross Cut Paper Shredder is designed for efficient and secure document disposal in home and office environments. It features a robust motor, advanced cooling system, and intelligent jam-proof technology to ensure reliable performance.



Figure 1: BONSEN 14-Sheet Cross Cut Paper Shredder (Model S3112)

Key Features:

- **20-Minute Continuous Shredding:** Equipped with an advanced patented cooling system, this shredder can operate continuously for up to 20 minutes, shredding approximately 1,400 sheets of paper in a single session.

- **Smart Jam-Proof System:** Features Auto Start/Stop/Reverse sensors and real-time indicator lights for overheating and overload, ensuring smooth operation and extended shredder life.
- **14-Sheet Shredding Capacity:** Capable of shredding up to 14 sheets of paper simultaneously, along with CDs, credit cards, and staples.
- **High-Capacity 5.3-Gallon Pull-out Bin:** The large bin holds up to 350 sheets of shredded waste, reducing the frequency of emptying. A clear window allows for easy monitoring of fill levels.
- **P-4 High-Security Level:** Shreds sensitive documents into tiny 13/64 x 63/64 inch (5 x 25 mm) particles for enhanced data security.
- **360° Smooth-Rolling Casters:** Allows for effortless movement and positioning of the shredder within your workspace.

2. SETUP

Follow these steps to set up your BONSEN Paper Shredder:

1. **Unpack the Shredder:** Carefully remove all components from the packaging. Ensure all packing materials are removed from the shredder head and the waste bin.
2. **Place the Shredder:** Position the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the power outlet. The 360° swivel casters allow for flexible placement.
3. **Connect Power:** Plug the power cord into a standard electrical outlet.
4. **Insert Waste Bin:** Ensure the 5.3-gallon pull-out waste bin is correctly inserted into the shredder body. The shredder will not operate if the bin is not properly seated due to the auto-stop safety feature.



Figure 2: Optimal placement and dimensions for the shredder.

3. OPERATING INSTRUCTIONS

Control Panel Overview:

Overheating Protection



Figure 3: Control panel showing Power, Overload, and Overheat indicators.

- **FWD (Forward):** Manual forward operation.
- **AUTO:** Automatic shredding mode.
- **OFF:** Turns the shredder off.
- **REV (Reverse):** Manual reverse operation, useful for clearing jams.
- **Power Indicator:** Illuminates when the shredder is powered on.
- **Overload Indicator:** Illuminates if too many sheets are inserted.
- **Overheat Indicator:** Illuminates if the motor overheats, requiring a cool-down period.

Shredding Documents:

1. **Power On:** Slide the control switch to the 'AUTO' position. The Power indicator light will illuminate.
2. **Insert Materials:** Insert paper (up to 14 sheets), CDs, or credit cards into the designated shredding slot. The shredder will automatically start.
3. **Continuous Shredding:** The shredder can run for up to 20 minutes continuously. If the Overheat indicator illuminates, allow the shredder to cool down for 30 minutes before resuming operation.

4. **Emptying the Bin:** When the waste bin is full (visible through the clear window), pull out the bin to empty. The shredder will automatically stop when the bin is removed for safety.



Figure 4: The shredder is capable of 20 minutes of continuous operation.

Powerful Cross-Cut Shredder



Figure 5: The shredder can handle various materials including paper, CDs, credit cards, and staples.



Figure 6: The 5.3-gallon pull-out bin for easy waste disposal.

4. MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your shredder.

Cleaning:

- Always unplug the shredder before cleaning.
- Wipe the exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- Regularly empty the waste bin to prevent paper buildup and potential jams.

Lubrication:

To maintain shredding efficiency and extend the life of the cutting blades, lubricate the shredder regularly, especially after emptying the waste bin or after heavy use.

- Use shredder lubricant sheets or shredder oil specifically designed for paper shredders.
- For lubricant sheets: Insert one sheet into the shredder as you would a piece of paper.

- For shredder oil: Apply a thin line of oil across the paper entry slot. Then, run a few sheets of paper through the shredder to distribute the oil.

5. TROUBLESHOOTING

Refer to the following common issues and their solutions:

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; Waste bin not properly inserted; Overheat protection activated.	Ensure power cord is securely plugged in. Re-insert the waste bin correctly. If Overheat indicator is on, allow 30 minutes for cooling.
Paper Jam.	Too many sheets inserted; Material not suitable for shredding.	Refer to 'Clearing a Paper Jam' instructions below. Do not exceed 14 sheets. Avoid shredding unsuitable materials.
Shredder stops during operation.	Overheat protection activated; Waste bin full or removed.	If Overheat indicator is on, allow 30 minutes for cooling. Empty the waste bin or ensure it is fully inserted.
Shredder is noisy.	Blades need lubrication; Overload.	Lubricate the shredder blades. Reduce the number of sheets being shredded.

Clearing a Paper Jam:

Solution to Clear Paper Jam

Empty first if the bin is full

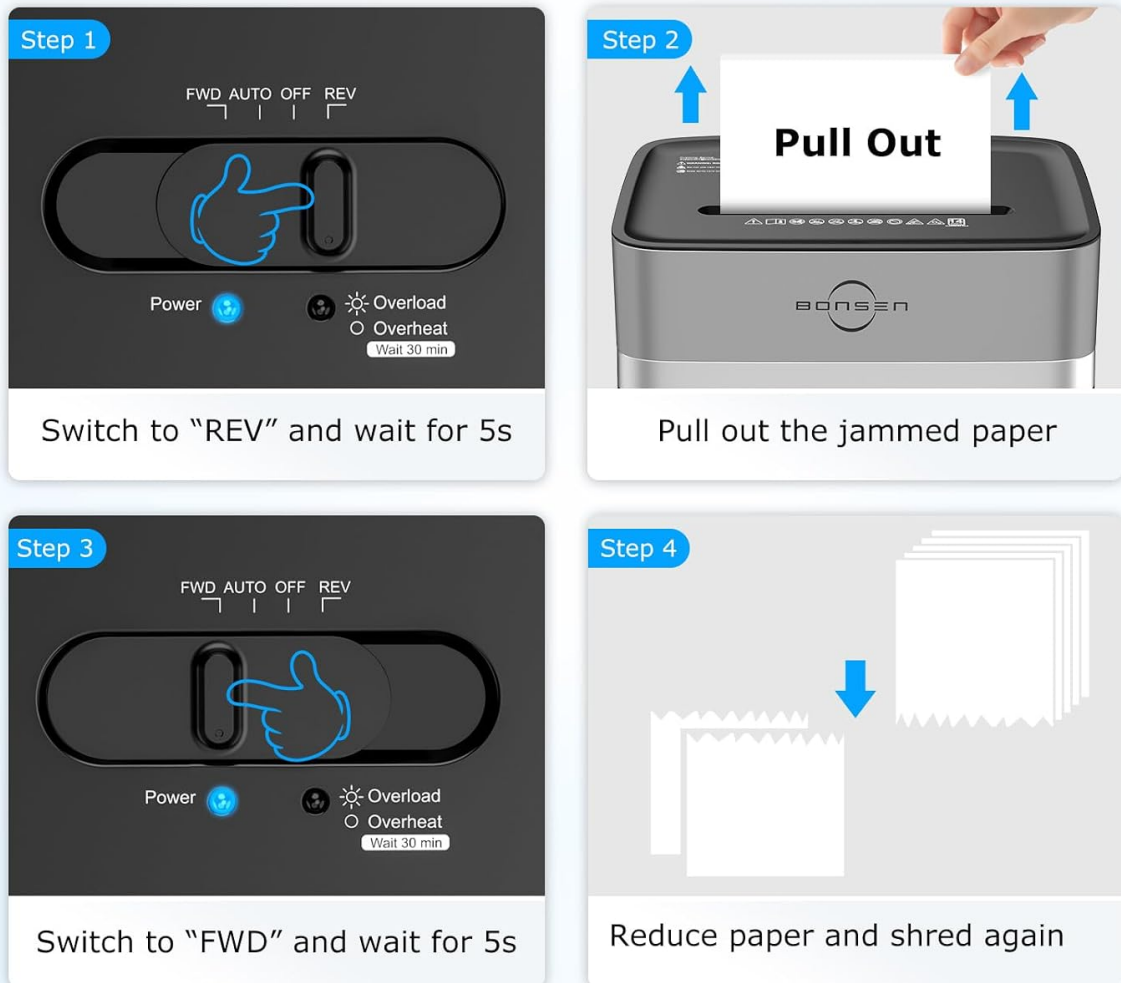


Figure 7: Step-by-step guide to clear a paper jam.

1. **Check Bin:** First, ensure the bin is not full. If it is, empty it.
2. **Reverse Operation:** Slide the control switch to the 'REV' (Reverse) position and hold for 5 seconds to try and clear the jam.
3. **Pull Out Jammed Paper:** If the paper does not clear, switch to 'OFF', unplug the shredder, and carefully pull out the jammed paper from the entry slot.
4. **Forward/Reverse Cycles:** Plug the shredder back in. Switch to 'FWD' for 5 seconds, then 'REV' for 5 seconds. Repeat 3-5 times to clear any remaining debris.
5. **Resume Shredding:** Switch the control to 'AUTO' and try shredding again with fewer sheets.

6. SPECIFICATIONS

Feature	Detail
Model Number	S3112 Paper Shredder Upgraded

Feature	Detail
Shred Type	Cross Cut
Shred Capacity	14 sheets (20 lb bond paper)
Shred Size	13/64 x 63/64 inches (5 x 25 mm)
Security Level	P-4
Continuous Run Time	20 minutes
Cool Down Time	30 minutes
Waste Bin Capacity	5.3 Gallons (approx. 350 sheets)
Shreds Materials	Paper, CDs, Credit Cards, Staples
Product Dimensions	9.8 x 14 x 20.2 inches
Item Weight	16 pounds
Noise Level	Approximately 65dB

7. WARRANTY & SUPPORT

This BONSEN paper shredder (Model S3112 upgraded) is ETL listed and comes with a 1-year professional customer service warranty.

For any questions or support during use, please contact BONSEN customer service through Amazon. Our professional customer service team is committed to assisting you within 24 hours.

For additional support and product information, please visit the official BONSEN store:[BONSEN Amazon Store](#)