



Micro Cut 110 Sheets Auto-feed shredder and 12 sheets Manual-Feed shredder Instruction Manual



**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP IT FOR FUTURE REFERENCE.**

Please give us a chance to make it right and do better!
Contact our friendly customer service department for help first.
Replacements for missing or damaged parts will be shipped.

Customer Service:

✉ : customer-care@bonsaii.com

TIPS:

Thanks for your believing and choosing!

In order to ensure the machine without any quality issues, We have inspected the machines by 100%. Maybe we have remained some shred papers in the basket or on blades during machine test. If it makes you feel uncomfortable or inconvenience, Please kindly contact with our customer service. We will provide further and better service for you. Thanks!



important!

1. Please read all instructions carefully and retain instructions for future reference.
2. Read through each step carefully and follow the proper order.
3. Please place this machine on a flat and stable surface place, please be careful and don't tip the machine over .
 - * In case the machine is broken and cannot be used as normal.
4. The device should be set up as close as possible to an easily accessible wall socket.
5. Dangerous, please do not disassemble, modify or repair the machine in any way on your own.
 - * To avoid electric shock, hurting or accidental injury.
6. When you empty the basket, or move the machine, or no need to use the machine for a certain period of time ,Please kindly make the machine under OFF status and unplug.
 - * To avoid fire accident or electric shock.
7. Please don't use inflammable liquids, gases, water and cleaner to clean the machine.
 - * To avoid fire accident or electric shock.
8. Please don't use the machine in a very high temperature, very humidity and very heavy dust environment .
 - *To avoid fire accident, electric shock or machine malfunction
9. Please do not put adhesive tape, carbon paper, fabric, plastic film, etc. into the machine for shredding.
 - * To avoid damaging the machine
10. Please do not damage or process the power cables, or do not place heavy objects on the cables.
 - * To avoid fire accident or, hurting or electric shock
11. If abnormal conditions such as smoke or odor occurred, please disconnect the power and stop using it immediately.
 - * To avoid fire accident or electric shock
12. Please do not use if the shredder or the power cable is damaged or defective
13. Do not shred greeting cards with sound chips or batteries.
 - * To avoid fire accident or electric shock

IMPORTANT SAFETY INTRODUCTIONS BEFORE FIRST USE



User information / safety instructions.



WARNING



Please kindly let children under 16 years old and pets keep away from the machine.

* There are sharp blades inside the machine so as to avoid injury.



Please kindly let your hands keep away from the sharp blades and feeding opening of paper shredder.

* There are sharp blades inside the machine so as to avoid injury.



Please kindly let your hair keeps away from the feeding opening of paper shredder.

* If your hair is accidentally sucked in, Please kindly use the "Reverse function" and get rid of the danger.



Please kindly let your clothing or some small items keep away from the feeding opening of paper shredder like tie, necklace, sleeves, jewelry, etc..



Please don't use inflammable liquids, gases, water and cleaner to clean the machine.



* To avoid fire accident.



Please kindly don't touch the sharp edges to avoid injury .



This equipment is not intended for use by children. Avoid touching the media feed opening with the hands, clothing or hair. Unplug this equipment when not in use for an extended period of time, Hazardous moving part is in this equipment, keep body parts away from moving parts.



Manual-Feed cannot be over 12 sheets in one time for the quantity of shredding.



Auto-Feed cannot be over 110 sheets in one time for the quantity of shredding.

One folded sheet of paper equates to 2 sheets of paper.

Heavier paper, humidity or other than rated voltage may reduce capacity.

85% Maximum sheets per pass to avoid jams.

KNOW YOUR SHREDDER

① . Power Switch

○: OFF

—: ON

② .Auto-feed Supporting plate

③ .Auto-feed fixed rod

④ .Auto-feed Connecting plate
(top and bottom)

⑤ .Auto-feed opening

⑥ .Auto-feed cleaning button

⑦ .Auto-feed Connecting plate lock

⑧ .Manual Feed Opening

⑨ .Auto button

⑩ .REV Button(“Release the paper”)

⑪ .FWD button (“Compulsorily work”)

⑫ . Hidden Basket handle

⑬ .Transparent Window

⑭ .Basket

⑮ .Caster

⑯ .Caster brake



For safety reasons, shredder will operate only if the shredder head is in correct position and used with supplied basket.



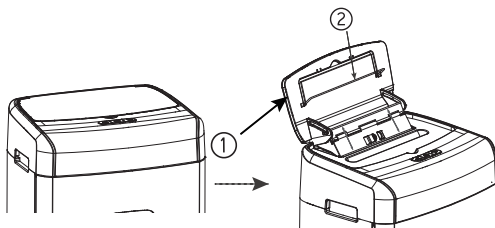
TECHNICAL SPECIFICATIONS

Voltage	120VAC, 60Hz	Auto-Feed Shred Functions	Paper
Auto-feed Shredding Capacity(A4 75g/m ²)	110 sheets/time	Manual-Feed Shred Functions	Paper,plastic credit card, staple, clips
Manual-Feed Shredding Capacity	12 sheets/time(A4 75g/m ²) one sheet of credit card/time	Manual-Feed Opening(L*W)	8.74×0.14inches (222×3.5mm)
Continuous Shred Capacity by Manual-Feed shredding paper	≥10min	Shred Type	Micro cut
Continuous Shred Capacity by Auto-feed shredding paper	≥30min	Paper Shred Size (L×W)	0.16×0.47inches (4×12mm)
Product Size (L x W x H)	367X263X506(mm) 14.45×10.35×19.92inches	Cool down time	≤60min (Naturally cool down)

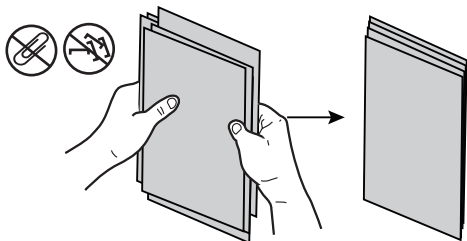
Will not shred : Unopened junk mail ,adhesive labels,continuous from paper,transparencies, newspaper, cardboard,large paper clips,laminates,file folders,X-rays or plastic other than noted above.

Manual-feed maximum recommended daily usage rates: 65 sheets, 2 credit cards

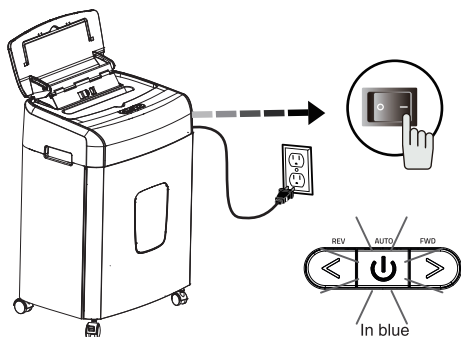
OPERATING INSTRUCTIONS



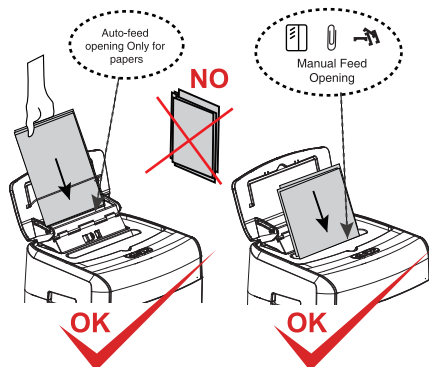
1.Open the Auto-feed Supporting plate and the Auto-feed fixed rod to make the Auto-feed Connecting plate(top and bottom) straight. (when open the Auto-feed Connecting plate under straight status,there will be a voice like a click)



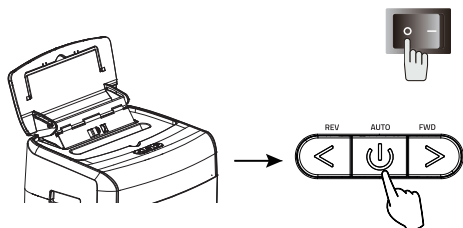
2.Make the papers tidily.



3.Plug in and press the power switch to “-”(“○”=OFF, “-”=ON Auto button in blue light)

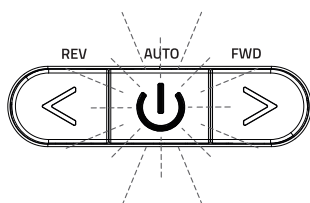


4.Feed the tidy papers to “Auto-feed opening” or feed the papers to “Manual Feed Opening”.(Auto-feed opening:Max 110 sheets Manual Feed Opening:Max 12 sheets)

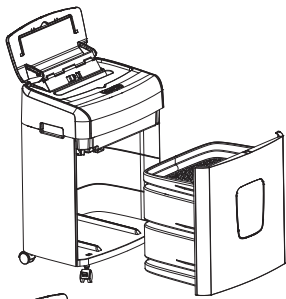


5.When finished shredding or no need to use it ,please press “Auto button” or power switch to “o”. (Auto button light OFF)

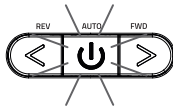
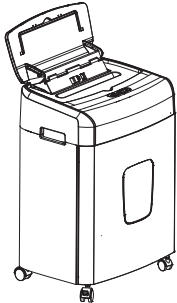
BASKET FULL



① Shredder stops to work and need to clean up the paper scraps. (Auto button in blue light with flashing)

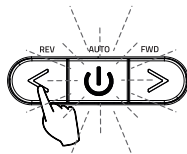
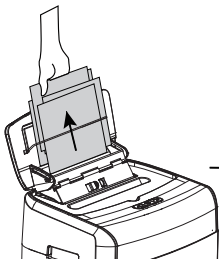


- ② Auto button light will be OFF , when the basket is opened.



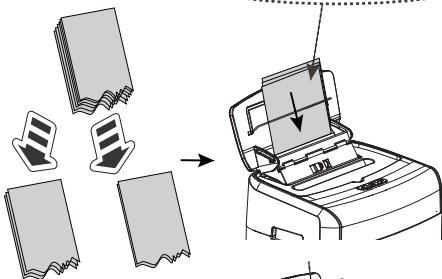
- ③ After clean the basket and assemble the basket with shredder's body well ,Auto button will be in blue light , Shredder is under staying working.

AUTO-FEED JAM



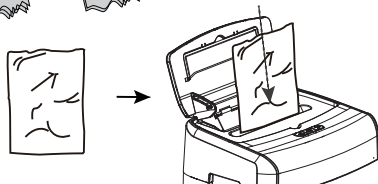
- ① Pull out the jammed papers and press the REV button.(Auto button in red and blue light with flashing)

*Tidy paper for auto-feed

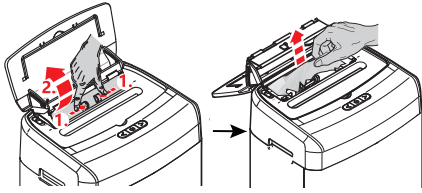


***Suggest to separate the jam paper to re-feed.**

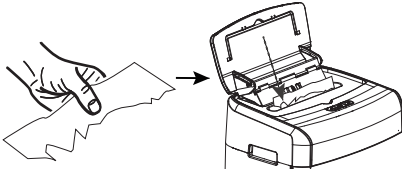
CAUTION Re-feed tidy paper to auto-feed, re-feed wrinkle paper to manual-feed shredding.



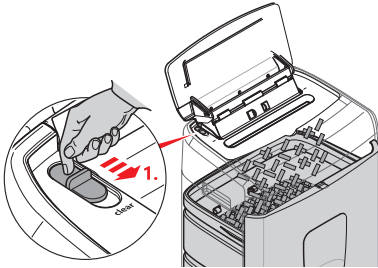
***Re-feed wrinkle paper for manual-feed.**



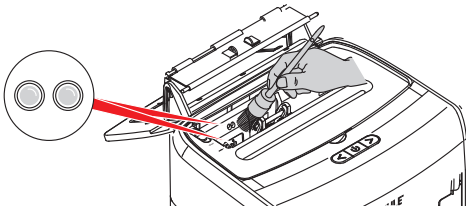
- ② Open the Auto-feed Connecting plate lock and take out the jammed papers



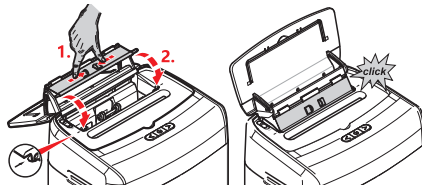
***Feed the jam paper scraps into manual-feed to shred.**



- ③ Move the Auto-feed cleaning button and make the paper scraps into the basket .

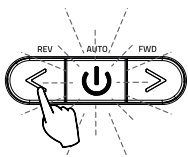
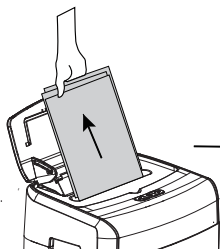


- ④ Clean up the jammed paper scraps .

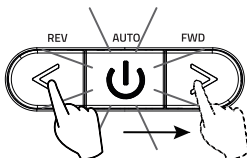


- ⑤ After clean up the jammed paper scraps ,move the Auto-feed Connecting plate lock and assemble the Auto-feed Connecting plate well, Shredder is under staying working status.(Auto button in blue light)

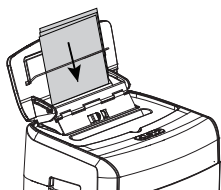
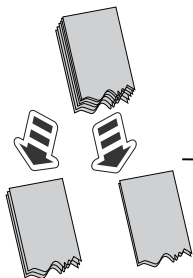
MANUAL FEED JAM



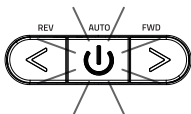
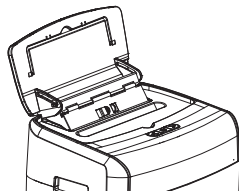
- ① Pull out the jammed papers and press the REV button. (Auto button in red light with flashing)



***Press REV button and FWD button for 3-5seconds staying, if it gets a very serious jam.**

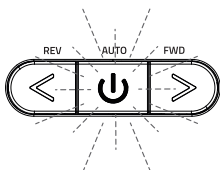
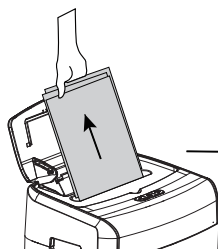


***Suggest to separate the jam paper to re-feed shredding in manual-feed.**

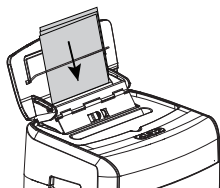
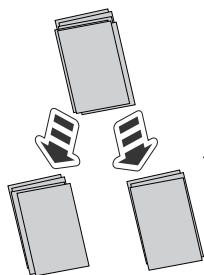


- ② When the Auto button is under blue light, Shredder is under staying working status.

OVERLOAD

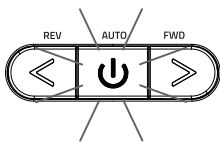
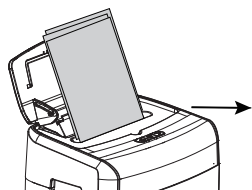


Auto button is under red and blue light with flashing or red with flashing, It means the “Auto-feed opening(red and blue light with flashing)” or Manual-Feed Opening(red with flashing) is over its capacities , need to take out the excess papers.



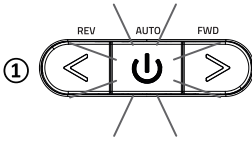
***Take out the excess papers and re-feed to shred .**

OVERHEAT

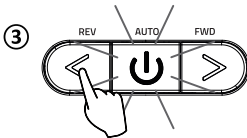


“Auto button” is red light and Shredder stops to work , need to wait for cooling down . After the shredder cools down,“Auto button” is in blue light ,the shredder is under staying working.

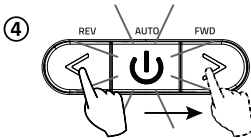
PRODUCT MAINTENANCE



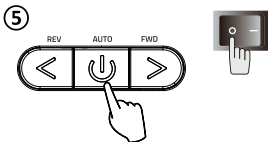
Plug in and feed one shredder lubricant pack to shred in Manual-feed.(Auto button in blue light)



Press REV button for 2-3 seconds staying .(don't pull out the shredder lubricant pack)



Press REV button and FWD button to shred the lubricant pack for 3-5 seconds staying and repeat the operation for 2-3 times till the shredder lubricant pack is fully shredder.



When finished shredding or no need to use it ,please press “Auto button” or power switch to“o”. (Auto button light OFF)



* Only use the professional shredder Lubricant pack to maintain the shredder such as Bonsaii shredder Lubricant 24-Pack (LS24) /12-Pack (LS12) .(no cleaner ,inflam- mable liquids ,gases oil etc...)

TROUBLESHOOTING

Malfunction	Reason	Solution
Stop Working	The power plug doesn't connect to the power supply.	Please kindly check whether you use the machine with related supply voltage or Plug in again correctly.
	Power supply voltage is too low or no power supply.	Please kindly find a related supply voltage to use it .
	The machine is under overheating protection, because the machine is over the continues working capacity.	Wait for the machine to cool down naturally.
	The thickness of paper is too thin.	To make the paper thicker ,You can add more papers or fold the paper.
	The machine is overloading, because the paper is over machine Max shredding quantities.	Reduce paper quantity with an acceptable amount and place the paper into the feeding opening of shredder again.
	Damage of power cable.	Please replace the power cable with the same parameters by professional person or contact with our customer service.
	The basket is full.	Empty the basket.
	Defective of machine.	Please kindly contact with our customer service.
Jam	Paper jam.	Please kindly use the function of "Reverse" to take out the excess paper.
Keep Running	Paper dust and other foreign objects cover the sensor. The location of sensor is in the shredder's feeding opening look like glass beads or marbles.	1.Please unplug first and use soft cloth or cotton swab to clean the foreign objects without any cleaner or water . 2.If there are some paper scraps around the sensor area ,please kindly use cotton swab or needle nosed pliers to take out the paper scraps . ⚠CAUTION :please don't overexert and use Sharp tools to clean or poke the sensor to avoid damaging the sensor.
Loud Noise	The shredder is placed on an unsuitable place.	Change the location.

If the above answers can not solve your problems, please kindly contact with our customer service team via email **customer-care@bonsaii.com**

LIMITED WARRANTY

We stand by our product and offer a 30-day money-back guarantee. During this time, you could return the item without paying any extra fee if there is a manufacturing defect in it. Please rest assured that the returns are free and easy if there is a manufacturing defect. Otherwise, it would be the customer's responsibility to cover the shipping fee. Products on sale are also returnable.

If the product isn't meeting your expectations, please email within 30-days of receipt. We will help you to either return or exchange your product. Your original form of payment will be refunded in full once the full return is complete. After 30-days orders may be subject to a 20% restocking fee and all shipping and handling charges will be the responsibility of the customer. Additional return details are listed below. After 60-days the purchase from Bonsaii is non-refundable.

If you receive a damaged product, you must notify Bonsaii within 48 hours of delivery. Bonsaii will investigate the claim and notify the freight company about the damage. Please retain all packaging in the event that Bonsaii or the freight company needs to inspect it. These investigations may take several days but merchandise replacements will be processed as soon as possible.

For product arrived defective or damage, We're sorry to hear that your Bonsaii product arrived in less than perfect condition. We'd like to resolve this issue right away with the help of our Customer Support Team and Quality Assurance team. They'll need to know a bit of information on your order as well as the issue you're experiencing with your Bonsaii product. To report your issue, please reach out to our Customer Support team by emailing customer-care@bonsaii.com with your order number. We may need you to make a short video, or take some pictures of the defects of the product and send them to customer-care@bonsaii.com. After a preliminary analysis on the video or pictures, we will send you a brand new replacement right away if it is confirm to be defective on its arrival. If we determine that you have misrepresented Bonsaii product's condition and that product is not defective, we will send you the right instructions and help you to use the product correctly.

If you have any questions or any confusions, Please kindly contact with us:
customer-care@bonsaii.com.



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