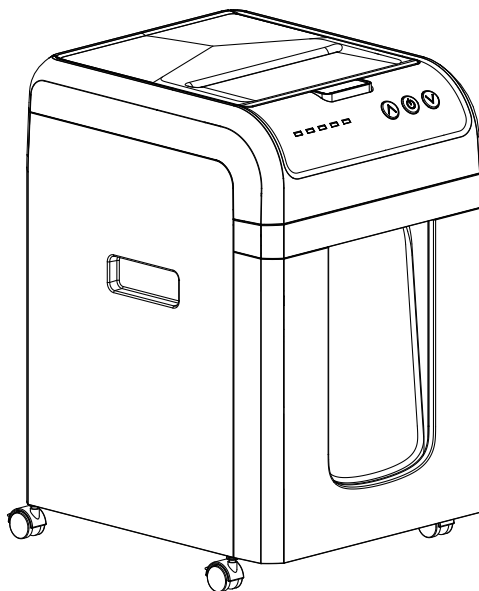




# Paper Shredder C283-A

## Instruction Manual



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

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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](mailto:customer-care@bonsaii.com)  
☎ : 1-844-728-6917 (U.S.A. only)

## TIPS:

Thank you for choosing our product!

To ensure that the machines are free of quality issues, we conduct 100% inspections. However, some shredded paper may remain in the basket or on the blades during machine testing. If this causes any discomfort or inconvenience, please contact our customer service and we will provide better service for you. Thank you!



## IMPORTANT!

1. Please read and keep the manual for future reference.
2. Carefully read each step and follow the correct sequence of operation.
3. Please place the device on a flat and stable surface to prevent it from tipping over, as it may result in the machine cracking or becoming unusable.
4. The device should be placed as close as possible to an accessible wall outlet.
5. Do not disassemble, modify or repair the device on your own to avoid electric shock, injury or damage to the machine.
6. When you empty the basket, move the device, or do not need to use the device for a period of time, make sure the device is turned off and unplug the power plug to prevent fire or electric shock.
7. Do not use flammable liquids, gases, water or cleaners to clean the device to avoid fire or electric shock.
8. Do not use the device in a high temperature, high humidity, or heavily dusty environment to prevent fire, electric shock, or machine malfunction.
9. Do not put tape, carbon copy paper, fabric, plastic film, etc. into the device for shredding to avoid damage to the machine.
10. Do not damage or process the power cord, and do not place heavy objects on the cable to avoid fire, injury or electric shock.
11. If smoke or odor occurs during use, immediately turn off the power and stop using it to prevent fire or electric shock.
12. Do not use the shredder or power cord if it is damaged or defective to avoid fire or electric shock.
13. Do not shred greeting cards with sound chips or batteries to avoid fire or electric shock.
14. Do not hold CD/DVD with finger through the center ring while feeding into the shredder, as this may result in serious injury.
15. Where the mains plug or an appliance coupler is used as the disconnect device, the disconnect device shall remain readily operable.
16. This appliance has a polarized plug (one blade is wider than the other). For safety purposes, this plug is intended to fit in a polarized outlet only one way. If the plug doesn't fit fully into the outlet, try inserting it in the opposite direction. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.

# IMPORTANT SAFETY INTRODUCTIONS BEFORE FIRST USE



User information / safety instructions.



WARNING



Please do not allow children to use the machine.

\* There are sharp blades inside the machine, so please exercise caution to avoid injury when using it.



Please do not put your hand close to the shredder blades and the paper feed opening.

\* There are sharp blades inside the machine, so please exercise caution to avoid injury when using it.



Please do not let your hair get close to the shredder's feed opening.

\* If your hair is accidentally sucked in, please use the "reverse function" to remove the danger.



Please keep your clothing or some small items away from the feed opening of the paper shredder, such as ties, necklaces, sleeves, jewelry, etc.



Please don't use flammable liquids, gases, water, or cleaners to clean the machine.



\* To avoid fire accidents.



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



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



**Manual-Feed:** The quantity of shredded paper cannot exceed 12 sheets at one time.



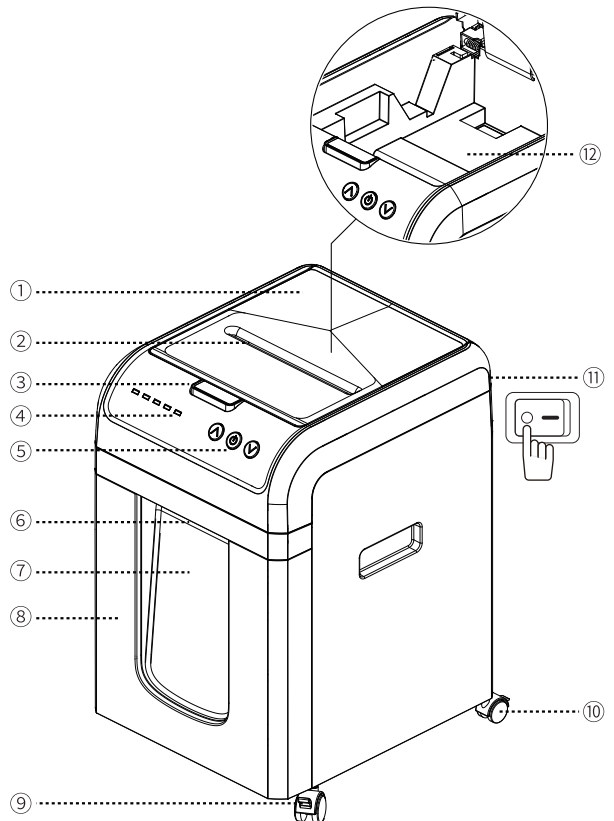
**Auto-Feed:** The quantity of shredded paper cannot exceed 200 sheets at one time.

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

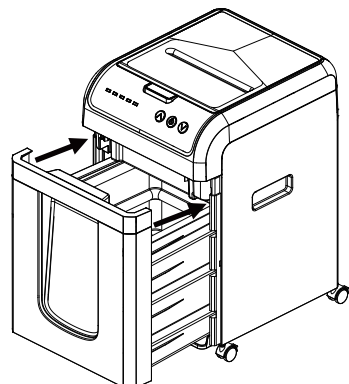
**Using heavier or higher humidity paper, or using a power supply with voltage lower than the rated voltage, may reduce the shredding capacity.**

# KNOW YOUR SHREDDER

- ①. Top Lid
- ②. Manual Feed Slot
- ③. Top Lid Button
- ④. Indicator Light
- ⑤. Control Panel
- ⑥. Wastebasket Handle
- ⑦. Transparent Window
- ⑧. Wastebasket
- ⑨. Caster Brake
- ⑩. Caster
- ⑪. Main Power Switch  
(at back of machine)
- : OFF  
—: ON
- ⑫. Paper Tray



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



| Control Panel                                                                                          |                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>AUTO</b>       | Press the "AUTO" button (the button light will turn blue). After placing the paper in the paper tray or manual feed slot, the machine will automatically start shredding. It will stop automatically once the paper has passed through completely.                        |
| <br><b>REV</b>        | Press and hold the "REV" button (the button light will turn blue) to force the shredder to run in reverse.                                                                                                                                                                |
| <br><b>FWD</b>        | Press and hold the "FWD" button (the button light will turn blue) to force the shredder to run forward.                                                                                                                                                                   |
| <br><b>Feed Error</b> | The Feed Error indicator light turns red, indicating that the paper in the paper tray cannot be grabbed by the feeder. Open the top lid to ensure that the papers are unfolded and properly positioned.                                                                   |
| <br><b>Bin Full</b>   | When the wastebasket is full, the Bin Full indicator light turns red, indicating that it needs to be emptied. The paper shredder will not continue to operate until the wastebasket is cleared.                                                                           |
| <br><b>Overheat</b>   | The Overheat indicator light turns red, indicating that the shredder has entered overheat protection after exceeding the maximum run time and will automatically stop operation. In such a case, turn off the machine for 20 minutes or more and resume normal operation. |
| <br><b>Overload</b>   | The Overload indicator light turns red, indicating that too much paper has been inserted. Use the "REV" mode to pull out the paper and reduce the number of sheets.                                                                                                       |
| <br><b>Door Open</b>  | The Door Open indicator light turns red, indicating that the wastebasket or top lid of the shredder has not been closed properly. Please put the wastebasket back in its place correctly or close the top lid properly, then the Door Open indicator light will turn off. |

## DO NOT SHRED (IN THE PAPER TRAY):



binder clips



credit card



CDs/DVDs



hardcover books/  
magazines



unopened mail/  
envelopes



paper clips



bound  
documents



folded sheets



adhesive labels



laminating glossy  
paper



>20LB paper



paper with  
staples

**Note: Do not open the top lid once the shredding cycle has started.**

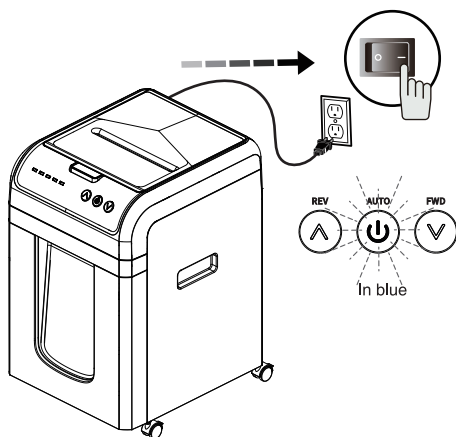
# TECHNICAL SPECIFICATIONS

|                                                          |                                                                    |                             |                                           |
|----------------------------------------------------------|--------------------------------------------------------------------|-----------------------------|-------------------------------------------|
| Voltage                                                  | 120VAC, 60Hz                                                       | Auto-Feed Shred Functions   | Only letter size paper                    |
| Auto-feed Shredding Capacity (20LB Letter size)          | 200 sheets/time                                                    | Manual-Feed Shred Functions | Paper, plastic credit card, staple, clips |
| Manual-Feed Shredding Capacity                           | 12 sheets/time (20LB Letter size)<br>one sheet of credit card/time | Manual-Feed Opening (L*W)   | 8.82×0.2 inches                           |
| Continuous Shred Capacity by Manual-Feed shredding paper | ≥ 30min                                                            | Shred Type                  | Micro cut                                 |
| Continuous Shred Capacity by Auto-feed shredding paper   | ≥ 60min                                                            | Paper Shred Size (L×W)      | 5/32×15/32 inches                         |
| Product Size (L x W x H)                                 | 13.78×15.94×22.17 inches                                           | Cool down time              | ≤ 20min                                   |

## TIPS: ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER

Using heavier or higher humidity paper, or using a power supply with voltage lower than the rated voltage, may reduce the shredding capacity.

# OPERATING INSTRUCTIONS



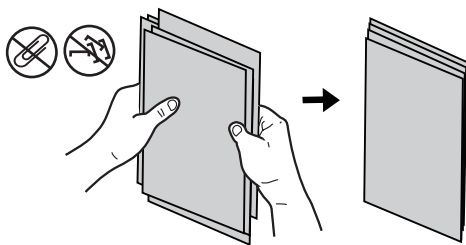
1. Plug in the power supply and put the main power switch in the "—" position ("O" = OFF, "—" = ON), "AUTO" button light will turn blue.



① Plug into grounded standard household power outlet (120V~).



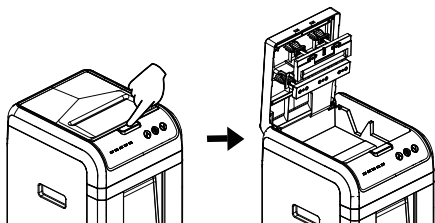
② Put the main power switch in ON (—) position.



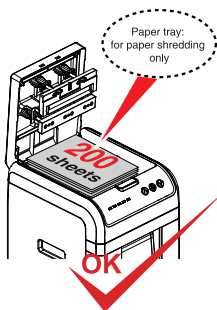
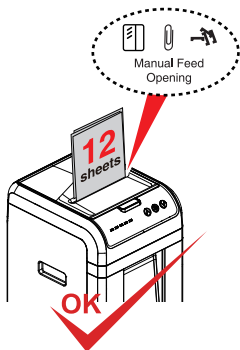
2. Organize the paper.

**NOTE: 1. When shredding, please remove staples, paper clips, clips from the paper, plastic cards in the paper, bound documents, and paper with adhesive.**

**2. Manual feed slot can shred staples, paper clips, plastic credit cards, mail/letters.**

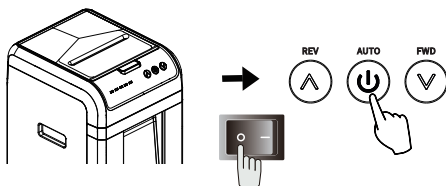


3. Press the top lid button and the top lid will automatically open.



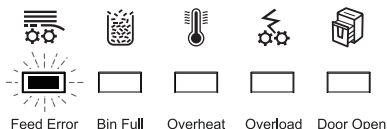
4. Put the organized paper into the paper tray and close the top lid, or insert it into the manual feed slot for shredding.

**NOTE: Paper tray: Maximum 200 sheets. Manual feed slot: Maximum 12 sheets.**



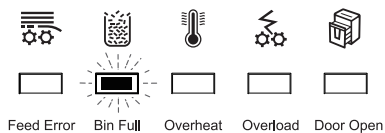
5. When shredding is completed or not needed, press the "AUTO" button or put the main power switch in the "O" position and unplug the power cord.

## FEED ERROR

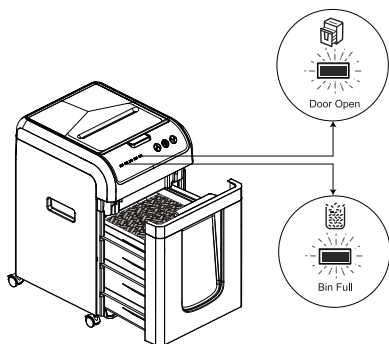


The "Feed Error" indicator light turns red, indicating that the paper in the paper tray cannot be grabbed by the feeder. Open the top lid, check and organize the papers, and place them correctly for re-shredding.

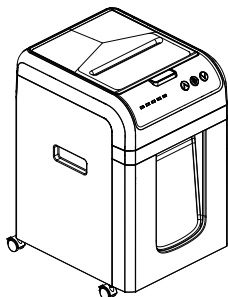
## BIN FULL



1. The "Bin Full" indicator light turns red, indicating that the wastebasket is full and needs to be emptied.

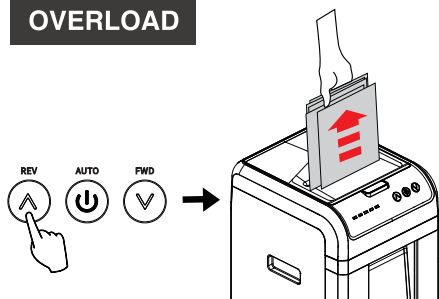


2. When the wastebasket is opened, the "Bin Full" indicator and "Door Open" indicator light will turn on.

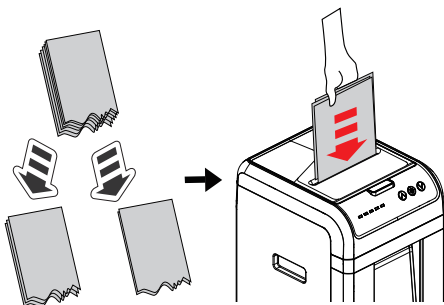


3. After the wastebasket is emptied and correctly assembled with the main body of the shredder, the "Bin Full" indicator light and "Door Open" indicator light will turn off, and the shredder will be in standby mode.

## OVERLOAD



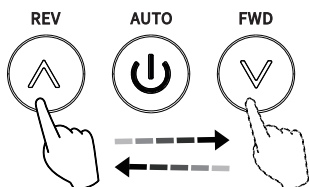
1. When the "Overload" indicator light turns red, indicating that too much paper has been inserted, press the "REV" button and remove the excess paper.



2. After separating the paper, place the organized sheets back into the paper tray for shredding, and return the wrinkled sheets to the manual feed slot for shredding.

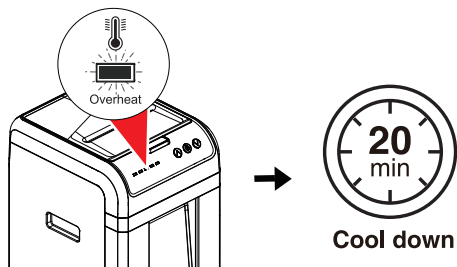
**NOTE: 1. Do not shred simultaneously through the manual feed slot and the paper tray.**

**2. The manual feed slot can shred  $\leq 12$  sheets per pass.**



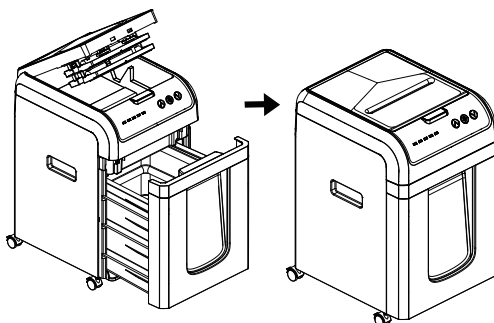
**NOTE: If there is a very serious paper jam, please press the "REV" button for 3-5 seconds, then press the "FWD" button for 3-5 seconds, and repeat the operation for 2-3 times.**

## OVERHEAT



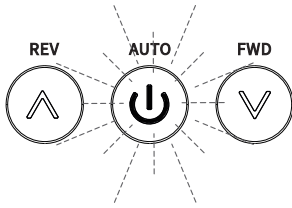
The "Overheat" indicator light turns red, indicating that the shredder has entered overheat protection after exceeding the maximum run time and needs to cool down before restarting. In such a case, turn off the machine for 20 minutes or more and resume normal operation.

## DOOR OPEN



The "Door Open" indicator light turns red, indicating that the wastebasket or top lid of the shredder has not been closed properly. Please put the wastebasket back in its place correctly or close the top lid properly. Once this is done, the "Door Open" indicator light will turn off.

## ENERGY-SAVING AUTO SLEEP FUNCTION



The "AUTO" button light will flash, and the shredder will automatically enter sleep mode after 10 minutes of inactivity. In this mode, all functions of the shredder will be shut down. For safety reasons, we recommend turning off the shredder when it is unattended or not in use.

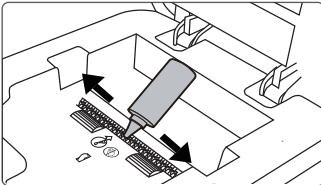
**NOTE: Press the "AUTO" button to start the machine.**

## PRODUCT MAINTENANCE

**Warning: Failure to properly maintain your shredder will void the warranty.**

Oil the shredder blades with 3-5 ml of shredder oil every month.

Please follow oiling procedure below (Pic 1). This helps to keep the shredder blades operating well over many years of use.

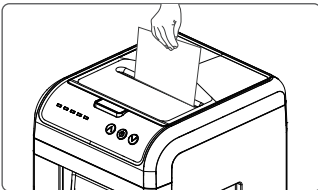


Pic 1

### Oiling procedure:

1. Turn off the shredder.
2. Open the top lid, and carefully apply shredder oil across the feed slot.
3. Close the top lid, press and hold the "REV" button to run the shredder continuously for 3~5 seconds.

**NOTE: Lubricant oil not included.**



**Use the shredder lubricant sheets (not included in the product) for maintenance:**

1. Insert the shredder lubricant sheet into the manual feed slot as if you were inserting a sheet of paper.
2. Press and hold the "REV" button, and let it run continuously for 3~5 seconds.



**Cautions: Risk of explosion!**

1. Do not spray or store any aerosol products (such as cleaners, flammable liquids, gases, oils, etc.) inside or around the shredder.
2. Do not use compressed air cans to clean the shredder.



**TIPS**

Only use professional shredder lubricant for shredder maintenance. work best with lubricant oil packets, such as the bonsaii shredder lubricant oil packet in a 24-pack/12-pack.

**NOTE:** Shredder lubricant sheets are not included with the product.

# TROUBLESHOOTING

| Malfunction               | Reason                                                                                                                 | Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stop Working              | The power plug doesn't connect to the power supply.                                                                    | Please check whether you are using the machine with the correct supply voltage, or plug it in again correctly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                           | The power supply voltage is too low or there is no power supply.                                                       | Please find the correct supply voltage to use with the machine.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                           | The machine is under overheating protection, because the machine is exceeding its continuous working capacity.         | Wait for the machine to cool down naturally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                           | The paper is too thin.                                                                                                 | To make the paper thicker, you can add more paper or fold the paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                           | The machine is overloaded because the amount of paper exceeds the machine's maximum shredding capacity.                | Reduce the quantity of paper to an acceptable amount and place the paper into the shredder's feeding opening again.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                           | The power cable is damaged.                                                                                            | Please replace the power cable with the same parameters by a professional person or contact our customer service for help.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                           | The basket is full.                                                                                                    | Empty the basket.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                           | The machine has entered the energy-saving sleep mode.                                                                  | Press the "AUTO" button to start the machine.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                           | The machine is defective.                                                                                              | Please contact our customer service for help.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Manual Feed Slot Overload | The Overload indicator light turns red, indicating that too much paper has been inserted.                              | <ol style="list-style-type: none"> <li>1. Use the "REV" mode to pull out the paper and reduce the number of sheets for re-shredding.</li> <li>2. Place the creased paper into the manual feed slot for shredding.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                |
| Paper Tray Feed Error     | The Feed Error indicator light turns red, indicating that the paper in the paper tray cannot be grabbed by the feeder. | <ol style="list-style-type: none"> <li>1. Press and hold the REV button to pull out the jammed paper. Use a thicker piece of paper to pry the jammed paper loose. Then press and hold the FWD button to re-shred the paper.</li> <li>2. Remove the folded paper, staples, paper clips and any jammed paper loose. Then place the paper correctly.</li> <li>3. If the REV or FWD button does not work, use shredder oil to loosen the jammed paper. Drop some oil into the manual feed slot where the paper is jammed. Let it soak for about 30 minutes, then repeat the process.</li> </ol> |

| Malfunction  | Reason                                                                                                                                                            | Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Keep Running | Paper dust and other foreign objects cover the sensor. The location of the sensor is in the shredder's feeding opening, and it looks like glass beads or marbles. | <p>1.Please unplug the machine first, then use a soft cloth or cotton swab to clean the foreign objects without using any cleaner or water.</p> <p>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 .</p> <p> Please don't overexert or use sharp tools to clean or poke the sensor.</p> |

**If the above answers cannot solve your problems, please contact our customer service team via email at [customer-care@bonsaii.com](mailto:customer-care@bonsaii.com).**

# LIMITED WARRANTY

Warranty Period: Machines are covered by a 1-year limited warranty, and cutters are warranted for 1 year from the date of your original retail purchase from us. The warranty is not transferable to any subsequent purchaser or recipient of the product.

We have great confidence in our products and offer a 30-day money-back guarantee. During this period, if the product has manufacturing defects or fails to meet your expectations, please notify us via email within 30 days of receiving the product. We will assist you in returning or replacing the product. Once the complete return is processed, your original payment method will be refunded in full. After 30 days, a restocking fee of 20% may be charged for the return, and all shipping and handling costs will be borne by the customer. After 60 days, the product is non-refundable.

Further details regarding returns are as follows:

If you receive a damaged product, you must notify us within 48 hours of receipt. We will investigate the claim and inform the shipping company of the damage. Please keep all packaging for bonsaii or the shipping company to inspect if necessary. These investigations may take a few days, but the replacement of the goods will be processed as soon as possible.

If the product has defects or damages, we are sorry to hear that it did not meet your expectations perfectly. We aim to resolve this issue as quickly as possible with the help of our customer support team and quality assurance team. They will need to know your order information and the issues you have encountered with the product. Please inform us of your concerns by email and provide the order number. We may require you to take a short video or photos of the product's flaws. After preliminary analysis of the video or images, if it is confirmed that the product has defects, we will immediately send a brand-new replacement product. If we determine that you have misjudged the condition of the product and there are no defects, we will provide you with the correct instructions for use and assist you in using the product correctly.

In line with our policy of continuous development, we reserve the right to change this product, packaging, and documentation specifications without notice.

If you have any questions or confusion, please contact us at:

**customer-care@bonsaii.com.**





## **Manufacture: Bonsen Electronics Limited**

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Dongguan City, Guangdong Province, China,  
postal code 523941.

✉ : [customer-service@bonsenoa.com](mailto:customer-service@bonsenoa.com)

☎ : 1-844-728-6917 (U.S.A. only)

**Made in China**

C283-A 20250416 A1