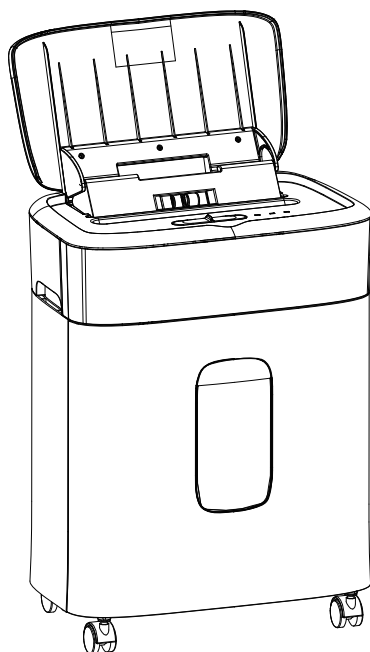




Paper Shredder C231-D

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
☎ : 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. Where the mains plug or an appliance coupler is used as the disconnect device, the disconnect device shall remain readily operable.
15. 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 8 sheets at one time.



Auto-Feed: The quantity of shredded paper cannot exceed 100 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. Main Power On/Off Rocker Switch (at back of machine)

○: OFF

—: ON

②. Flipper

③. Auto-feed connecting plate

④. Auto-feed opening

⑤. Auto-feed Connecting plate lock

⑥. Manual Feed Opening

⑦. Control Switch (featuring the control shredder's four statuses: "REV", "OFF", "FWD", "AUTO")

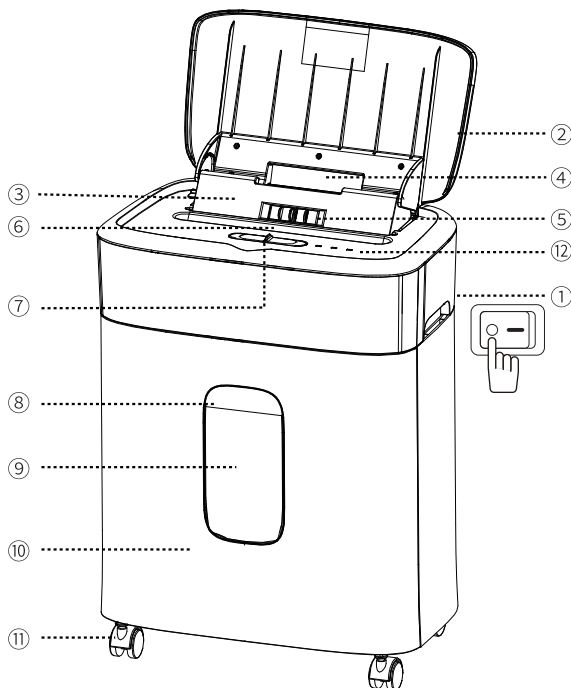
⑧. Hidden Basket handle

⑨. Transparent Window

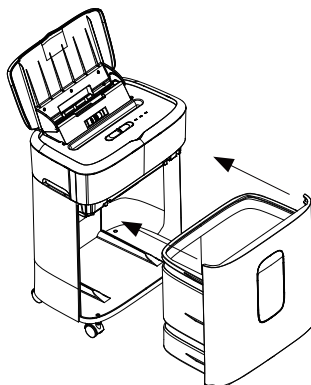
⑩. Wastebasket

⑪. Caster

⑫. Indicator Light

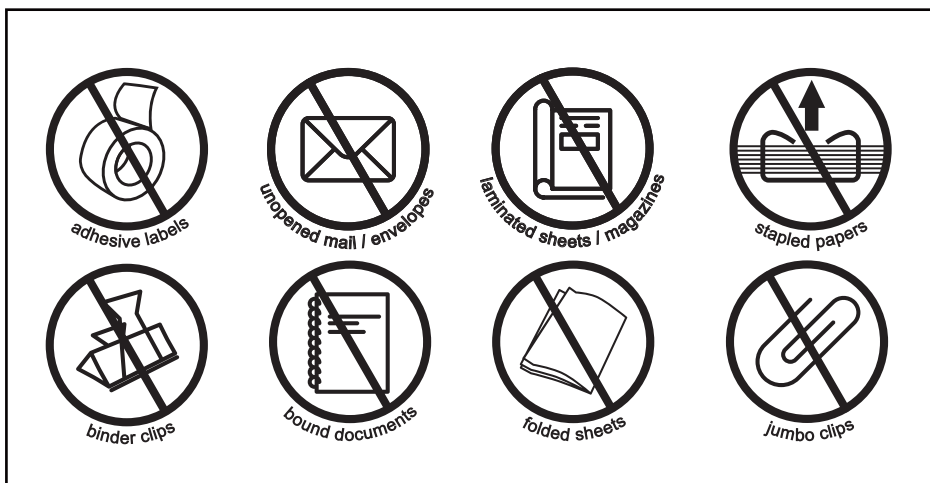


For safety reasons, shredder will operate only if the shredder head is in correct position and used with supplied basket.



Indicator Light Status	
Power on	Power light stays green.
Overheating	The power indicator light is solid red.
Overload	The power indicator light is flashing red.
Bin full	Power light flashes green.
Shredder does not pull paper from the auto feed tray	The malfunction indicator light is solid red.

DO NOT SHREDS:



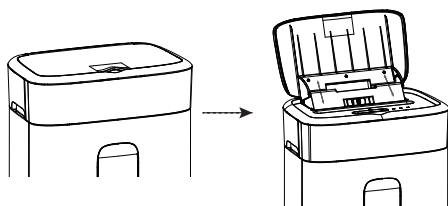
TECHNICAL SPECIFICATIONS

Voltage	120VAC, 60Hz	Auto-Feed Shred Functions	Paper
Auto-feed Shredding Capacity(A4 20LB)	100 sheets/time	Manual-Feed Shred Functions	Paper,plastic credit card, staple, clips
Manual-Feed Shredding Capacity	8 sheets/time(A4 20LB) 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)	5/32×15/32inches (4×12mm)
Product Size (L x W x H)	357×223×472mm 14.06×8.78×18.58 inches	Cool down time	≤ 40min (Naturally cool down)

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

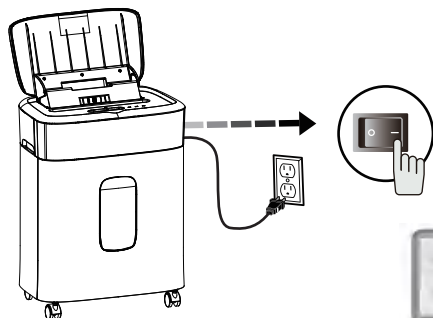
Using heavier or higher humidity paper, or using a power supply with voltage lower than the rated voltage, may reduce the shredding capacity.

OPERATING INSTRUCTIONS



1. Open the Flipper and secure it in place.

Tips:When the Flipper is securely in place, you will hear a "click" sound.



2. Plug in the power cord and press the power switch to "-" ("O" = off, "-" = on). : Move the control switch to the AUTO position, and the power indicator light will turn green.



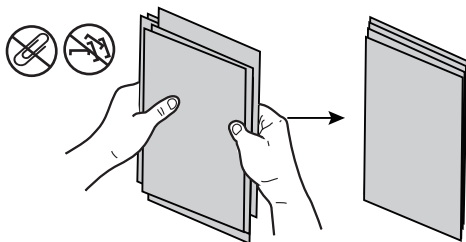
① Plug into ground standard US household power outlet (120V).



② Put main power switch in ON (-) position.

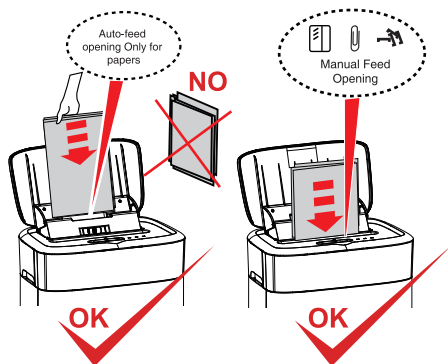


③ Move to the AUTO position.

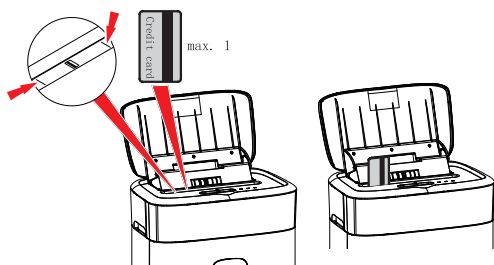


3. Organize the papers.

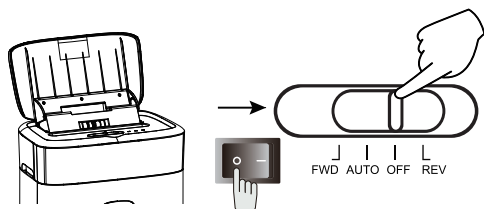
Note: When shredding through the auto-feed, make sure to remove staples, paper clips, and clamps from the paper, as well as any plastic cards, bound documents, and adhesive paper that may be within the paper. The manual-feed can shred staples, paper clips, and plastic credit cards.



4. Place the organized papers into the "Auto-feed opening" or insert them into the "Manual-feed opening" for shredding. (Auto-feed opening: Maximum 100 sheets, Manual-feed opening: Maximum 8 sheets).

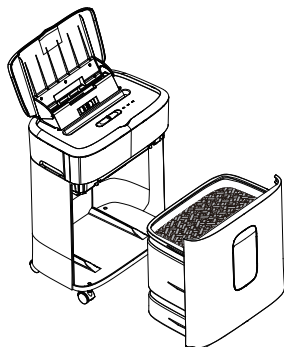


5. Insert credit cards into the designated position of the manual feed opening, shredding one at a time.



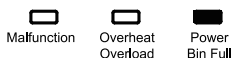
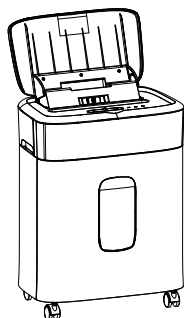
6. When shredding is completed or not needed, move the control switch to the OFF position or turn off the power switch by setting it to "O", and then unplug the power cord.

WASTEBASKET FULL



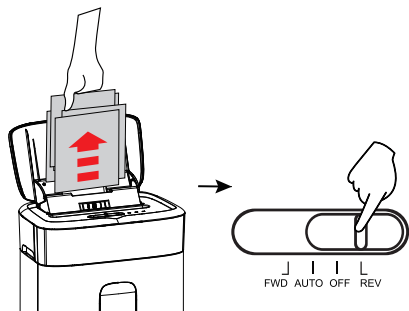
1. The full paper indicator light flashing green indicates the need to clear paper debris from the shredder.

2. The bin full indicator light will turn off when the wastebasket is opened.

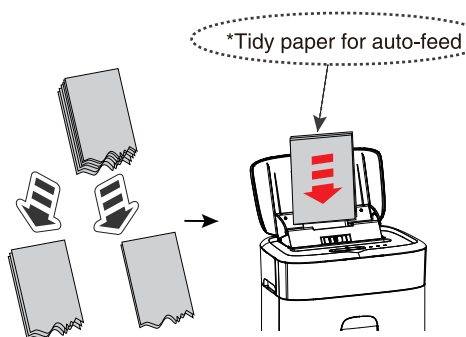


3. After cleaning the wastebasket and correctly reassembling it with the shredder unit, the bin full indicator light is solid green, indicating that the shredder is in standby mode.

AUTO-FEED JAM



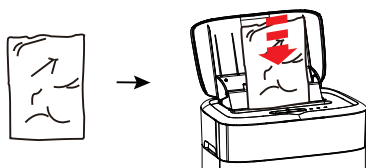
1. Set the control switch to the REV position and pull out the jammed paper.



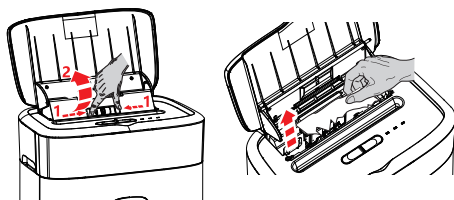
Separate the jammed papers, reorganize them, and feed them back into the feed opening.

CAUTION:

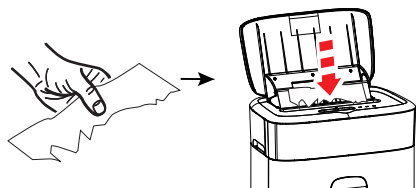
Re-feed tidy paper into the auto-feed for shredding.



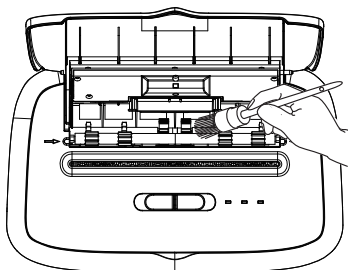
Re-feed wrinkled paper into the manual-feed for shredding.



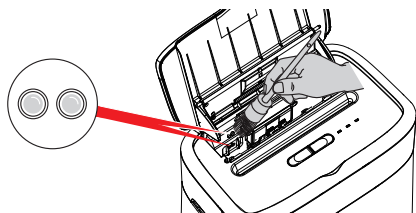
2. Open the Auto-feed connecting plate lock and take out the jammed papers.



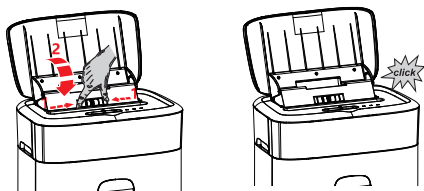
Feed the jammed paper into the manual-feed for shredding.



3. Use a brush to sweep the paper scraps into the basket.

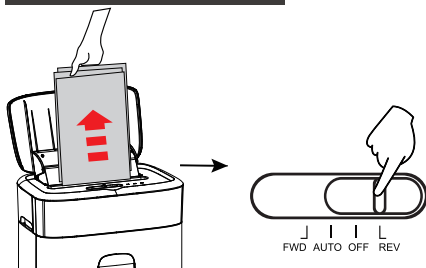


4. Remove the stuck paper debris and dust from the rubber rollers and sensor light.

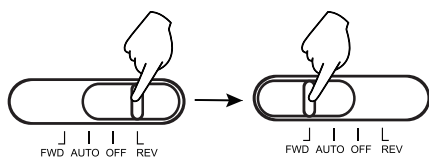


5. Move the auto-feed connecting plate and assemble it properly. The power indicator light will turn green, indicating that the shredder is in standby working mode.

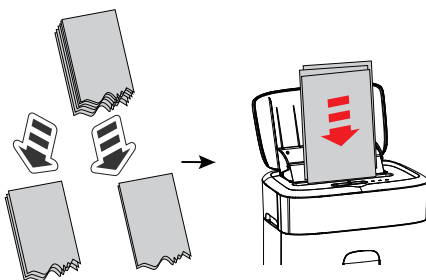
MANUAL FEED JAM



1. Move the control switch to the REV position and pull out the jammed paper.



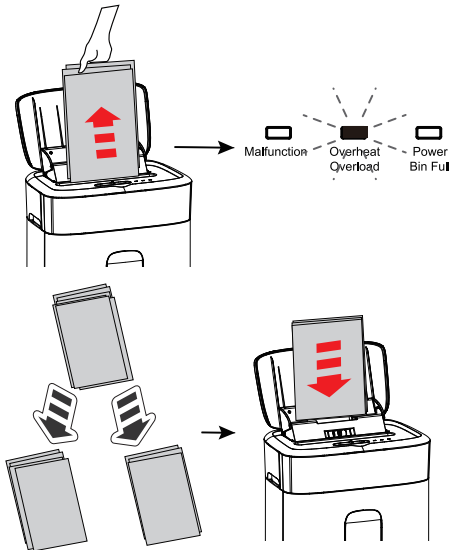
Move the Control Switch from the REV position to the FWD position and keep it there for 3-5 seconds, Repeat the operation 2-3 times if there is a very serious paper jam.



2. After separating the jammed paper, shred it again through the manual-feed opening.

Note: Manual feed opening shreds ≤ 8 sheets at a time.

OVERLOAD

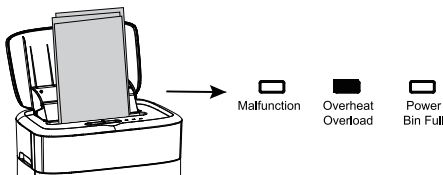


1. When the overload indicator light flashes red, it indicates that the manual feed opening capacity has been exceeded. You need to set the Control Switch to the REV position and remove the excess paper.

2. After separating the paper, place the tidy paper back into the Auto-feed opening for shredding, and the wrinkled paper back into the Manual-feed opening for shredding.

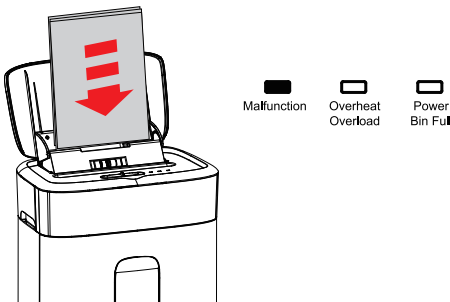
Note: It is prohibited to shred paper through both the manual and the auto feed openings simultaneously.

OVERHEAT



When the overheating indicator light turns red, it indicates that the shredder has been operating continuously beyond the maximum shredding time and requires cooling before it can be restarted. If this happens, please allow the shredder to cool for at least 40 minutes after turning it off before resuming normal operation.

AUTOMATIC FEED ABNORMALITY



When the fault light turns red, it indicates an automatic feed abnormality. The paper needs to be removed, sorted, and then reinserted.

Note: The auto-feed opening cannot shred files with staples, paper clips, clips, or bound documents. Please remove these items before shredding.

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.

Follow the oiling procedure below (FIGURE 1). It helps to keep the shredder blades operating well over many years of use.



FIGURE 1

Oiling procedure:

1. Turn off the shredder.
2. Apply shredder oil at the manual feed opening.
3. Press the REV button and run continuously for 3-5 seconds.

Note: Lubricant oil not included.



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 the professional shredder lubricant pack to maintain the shredder. such as the Bonsaii Shredder Lubricant 24-Pack (LS24) or 12-Pack (LS12).

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 is defective.	Please contact our customer service for help.
Jam	The paper is jammed.	Please use the "Reverse" function to take out the excess paper.
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.	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. 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 or use sharp tools to clean or poke the sensor.
Loud Noise	The shredder is placed on an unsuitable place.	Change the location.

If the above answers cannot solve your problems, please contact our customer service team via email at 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.

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☎ : 1-844-728-6917 (U.S.A. only)

Made in China

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