



bonsaii

S- series paper shredder Instruction Manual



Model 3S16 | 4S16 | 3S23 | 4S23 | 3S30 | 4S30 | 5S30

Customer Service: customer-care@bonsaii.com

Call Service: 1-844-728-6917



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
 - * To avoid fire accident or electric shock

IMPORTANT SAFETY INTRODUCTIONS BEFORE FIRST USE



User information / safety instructions.



WARNING



Please kindly let children 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 .

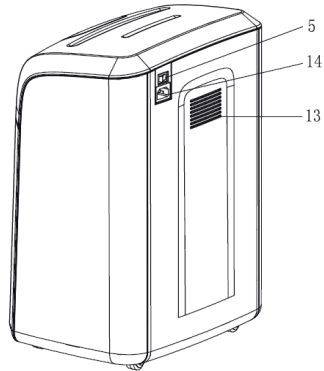
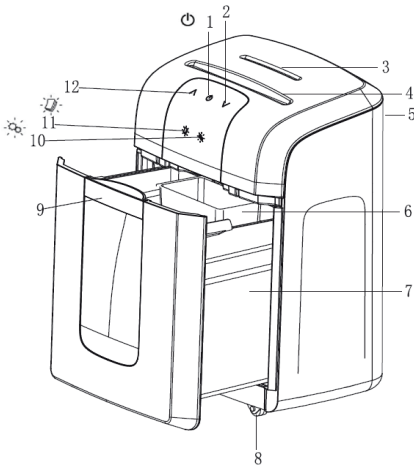


This equipment is not intended for use by children. Avoid touching the media feed opening with the hands, clothing or hair. Unplug this equipment when not in use for an extended period of time, Hazardous moving part is in this equipment, keep body parts away from moving parts.




Please kindly don't shred the paper and CD/credit cards simultaneously , and the CD or credit card should be shredded one by one .

OPERATION INSTRUCTION



- | | |
|--|-------------------------|
| 1 Standby / Emergency stop button | 8 Casters |
| 2 Forward in feed | 9 Removal tray (Handle) |
| 3 In feed for CDs/DVDs | 10 Overheating light |
| 4 In feed for paper and credit cards | 11 Overflow light |
| 5 Main switch | 12 Reverse in feed |
| 6 Collection unit for CDs/DVDs | 13 Cooling vent |
| 7 Collection unit for paper and credit cards | 14 Mains power supply |

Operation:

Switch on the power button at the rear of the machine ("ON"). The symbol for standby mode which is displayed as ("Standby")  will light up and the machine will go into standby mode. The equipment is now ready to use. Should the symbol not light up, then please refer to the section "General Troubleshooting" on page 5 of this manual.



Shredding paper

Place the paper in portrait orientation into the corresponding in feed unit. The paper will be recognized by the sensors, and the cutter will begin to feed the paper through automatically. The equipment will stop once again after a short period when no paper has passed through the cutter. When no sheets of paper have been fed through for a period of three minutes, the equipment will revert to standby mode and have minimal power consumption.

Please press the  button to switch from standby to operational mode.

Please be aware of the maximum number of sheets of paper. Further information can be found on the device, or in the table below entitled "Product Specification".


Overloading:

If you overload more paper in one go than the machine is able to handle, the overloading display will turn to red,  and the cutter will stop immediately. Should this happen, then please reduce the number of sheets and try again. Should this particular fault not be rectified automatically, then press the up arrow  in order to remove any paper. The machine will then be reset to either normal or standby mode.


Shredding CDs/DVDs/credit cards

Insert CDs/DVDs/credit cards one by one into the designated in feed slot. Do not hold onto the holes in the middle of the CD/DVD, as this could result in injury!

Manual in feed:

If a sheet of paper is too thin or too transparent for it to be recognized by the sensors, then please press the "forward" button . You can also use the forward and backward buttons to allow any excess sheets of paper to be shred.

Overheating:

It is possible that the engine may overheat if you exceed the maximum amount of time specified for continuous operation. This is when the cutter will stop and the overheating light  will turn red. The machine will then start to cool down while in standby mode, and can be used again when the light stops flashing.

Removing excess paper:

Switch off the equipment, and disconnect the power supply. Remove the paper tray. Remove any snippets of paper which have become stuck to the cutter. The blades are very sharp, so please do take extra care!

Put the paper tray back into position, connect the power cable, and switch on the power. You can now use the machine once again.

Disconnecting:

Turn off the rear main switch for the equipment to become fully disconnected.

PRODUCT SPECIFICATION

Model	Dimensions (inches)	Security Level	Cutting size (inches)	Cutting capacity	Power supply	Basket Capacity (Gallons)	Weight (LBS)	Noise Level (dB)	Continuous operation
3S16	13.6 x 9.4 x 20	P-4	0.16 x 1.38	12	120VAC, 60Hz /2.5A	4.2	22	58	1 hour
4S16	13.58x9.84x20.16	P-5	0.08 x 0.39	6	120VAC, 60Hz /2.5A	4.2	22	58	1 hour
3S23	14.44x11.14x22.36	P-4	0.16 x 1.38	14	120VAC, 60Hz /2.5A	6	26	58	2 hours
4S23	14.2 x 10.6 x 22.4	P-5	0.08 x 0.39	8	120VAC, 60Hz /2.5A	6	26	58	2 hours
3S30	16.1 x 12 x 24.4	P-4	0.16 x 1.38	18	120VAC, 60Hz /2.8A	7.9	39	58	4 hours
4S30	16.1 x 12 x 24.4	P-5	0.08 x 0.39	10	120VAC, 60Hz /2.8A	7.9	39	58	4 hours
5S30	16.1 x 12 x 24.4	P-6	0.04 x 0.24	5	120VAC, 60Hz /2.8A	7.9	39	58	4 hours

TROUBLE SHOOTING

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 of the machine continues working for a long time.	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.	Please unplug first and use soft cloth to clean the foreign objects without any cleaner or water.
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@bonsai.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:
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