



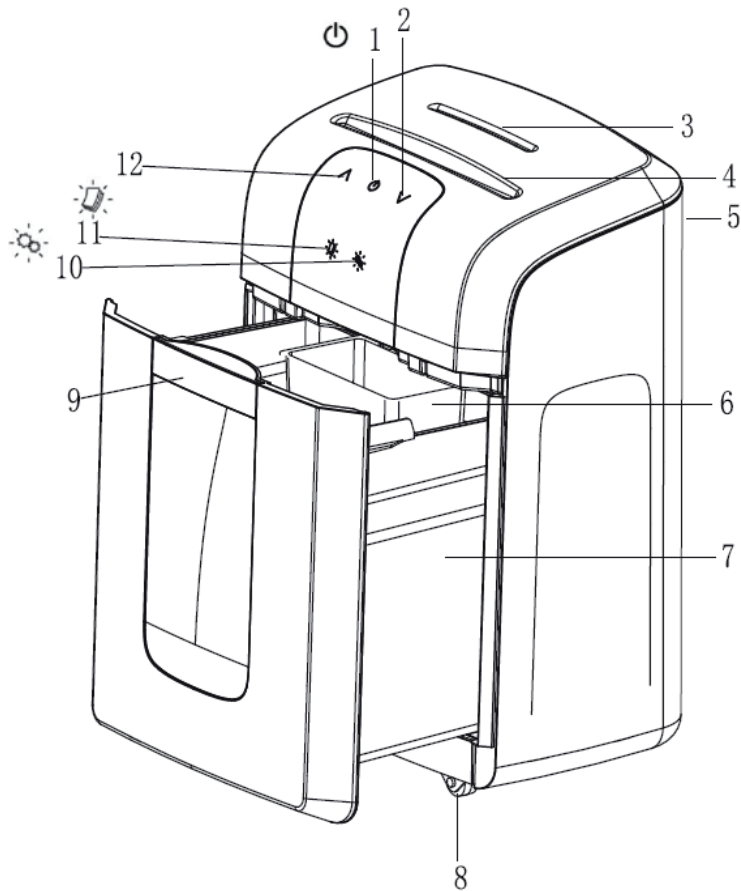
碎紙機
Paper shredder
使用說明書
User Manual
3S30 | 4S30



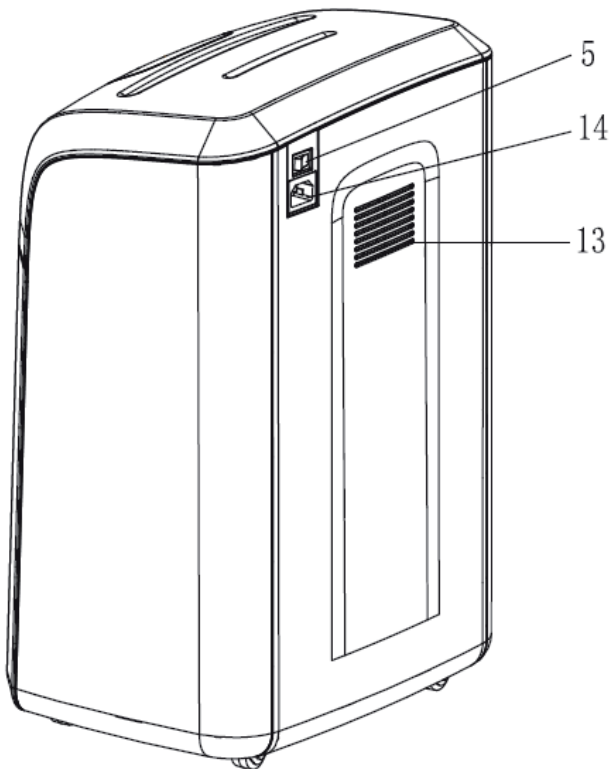
目錄/ Table of contents

產品外型結構及名稱.....	P.2
規格參數.....	P.3
符號資訊.....	P.3
使用說明.....	P.4
常見故障分析與排除.....	P.5
碎紙機保養.....	P.5
安全小貼士.....	P.6
裝箱訊息.....	P.6
碎紙機回收.....	P.6
Safety Information.....	P.7
Overview.....	P.8
Installation And Operation.....	P.8-9
Product Specification.....	P.10
General Troubleshooting.....	P.11
Equipment Maintenance Cleaning.....	P.12
Packaging contents	P.12

產品外形結構及名稱



1. 緊急停止/休眠
2. 正轉/碎紙
3. CD入口
4. 入紙口
5. ON/OFF 開關
6. CD盒
7. 紙屑桶
8. 腳輪
9. 提手
10. 過熱燈
11. 超載燈
12. 反轉/退紙
13. 散氣孔
14. 主電源線插孔



規格參數

產品型號	3S30	4S30
入口寬度	220mm	
碎紙細度	4x35mm	2x10mm
碎紙張數	18張	10張
碎光碟細度	10mm	
碎光碟能力	1片/次	
容量	30L	
噪音值	58dB	
連續工作時間	240min	
機器尺寸	41x32x63cm	
機器重量	17.5kg	
電源	110V / 60Hz	

備註：

連續工作時間說明：機器在沒有破壞或過熱的情況下能被持續使用多久；當達到規定的連續工作時間後，必須關掉機器待其自然冷卻大約60分鐘。

符號資訊



警告！



特別注意 慎防長髮捲入！



使用時小心手指！



特別注意 慎防領帶捲入！



特別注意 禁止兒童使用！




清潔機器嚴禁使用酸性或易燃性液體噴灑機器，以免引起火災！

使用說明

➤ 開箱：

用美工刀劃開封箱膠帶時請注意安全，不要切入太深，以免傷至內部附件。


➤ 開機：

將電源線插入機器自帶的插座和110VAC/60Hz電源，接通機器背面的電源開關，藍色燈亮，機器進入待機工作狀態，如果燈不亮，請參見第五頁 " 故障排除方法 "。

➤ 工作：

本機以A4紙張 (70g/m²) 為準，大於A4的紙，請將紙張折成可以進入入紙口的寬度。碎紙時，不要超過額定碎紙張數，勿將帶膠紙張 (如貼紙、信封)、迴紋針、投影片、膠帶、塑膠袋、PVC等物品放入機器，以免影響機器正常碎紙。當電壓不穩或紙張褶皺、潮濕等原因造成碎紙張數變化、屬於正常現象。碎光碟和卡時嚴禁同時碎紙，請投入光碟入口，一次投入一張。


➤ 超載：

碎紙時，若紙張過量或意外堵紙時，紅光閃爍，機器進行自動退紙後停止工作，需減少碎紙張數後再重新放入。


➤ 手動退紙：

碎紙時，若超載自動退紙無效時，請按在  鍵上進行退紙，取出紙張後，手指離開，機器恢復正常工作或待機狀態，可繼續碎紙。



➤ 手動進紙：

碎紙時，若所投入紙張過於透明或過窄不足以觸發自動碎紙系統時，按  鍵，正轉進紙或碎紙 (正轉或反轉將殘留在刀具上的紙屑清理乾淨)。

➤ 過熱：

碎紙時，機器長時間工作，馬達會超過預定的溫度，此時 紅光閃爍，機器進入待機保護狀態，待指示燈停止閃爍，機器休息40-60分鐘後恢復正常工作狀態，可繼續碎紙。

➤ 滿紙與紙屑清理：

通過垃圾桶透明窗發現紙屑到垃圾桶手柄處時或 藍光閃爍時，請立即拉出垃圾桶，紅光閃爍，機器停止一切工作，清理完紙屑，把垃圾桶歸位後，機器恢復正常工作狀態，同時按一次手動退紙鍵，機器清紙後再進行下一次工作。

➤ 關機：

完成碎紙工作，關閉電源開關。

常見故障分析與排除

故障現象	故障原因分析	故障排除方法
機器不工作	電源插頭未接好電源	插好電源插頭
	紙屑桶未推入預定位置	推入紙屑桶
	供電電壓過低或無電源	關閉電源開關，待電壓恢復正常後再操作機器
	機器因長時間連續工作，電機過熱進入保護狀態	等待機器自然冷卻
	紙張太透明	附加一張不透明紙或將透明紙多次折疊
	超載負荷未解除或電源線損壞	手動退紙，適當減少碎紙張數，重新放入碎紙口。請找參數相同的電源線替換，如沒有請聯繫客服人員。
機器堵轉	卡紙	選擇  按鈕，將過量紙退出
機器轉動不停	進紙口中央有紙屑和其他異物	清除乾淨
機器噪音大	地板中空或機器未放平穩	調整機器位置

如以上操作無法解決您的問題，請聯繫我們的客服人員。

碎紙機保養

- 由於碎紙機的刀具精密、銳利，因此在日常使用時應注意勿將衣角、領帶、頭髮等捲入進紙口以免造成意外損傷。
- 當碎紙桶的紙滿後應及時進行清除，以免影響機器正常工作。
- 請勿放入碎布料、塑膠、硬金屬、帶膠紙張（如貼紙、信封）、迴紋針、投影片、膠帶、塑膠袋、PVC 等。
- 為了延長機器壽命，每次碎紙量應低於機器規定的最大碎紙量為宜。
- 在清潔機器外殼時應先切斷電源，用軟布沾上清潔劑或軟性肥皂水輕擦，切勿讓溶液進入機器內部，不可使用漂白粉、汽油或稀液刷洗。
- 請勿讓鋒利物碰到外殼，以免影響機器美觀。

安全小貼士

- 請將機器放置於靠近電源插座的地方。不要使用外接電源線。請確保機器和電源插座在出現危險狀況的情況下都能夠很容易拔除。
- 不要讓機器超負荷工作。本款碎紙機設計的只能供短時間使用。
- 如遇危險，請立即將機器插頭從電源插座上拔掉。
- 請勿將機器的自帶附件用於其他用途。
- 請時刻保持細心！對於自己正在行為要有基本的常識。不要在自己感覺分心或不舒服的情況下使用機器。

裝箱訊息

名稱	碎紙機	電源線	使用說明書
數量	1	1	1

碎紙機回收

請務必將廢舊的電子產品及包裝材料送到專門的回收點，這樣可以防止廢棄物處理不受控制並幫助材料的回收。



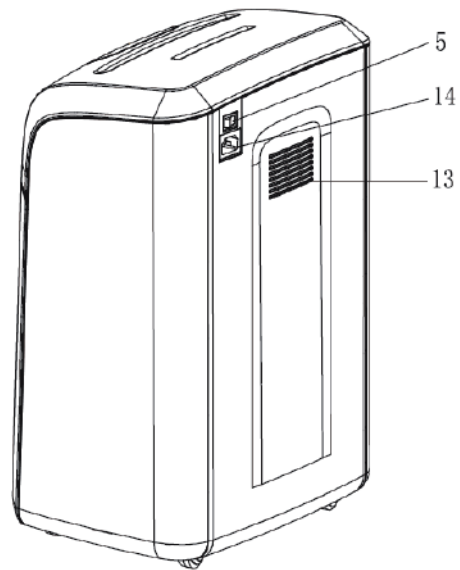
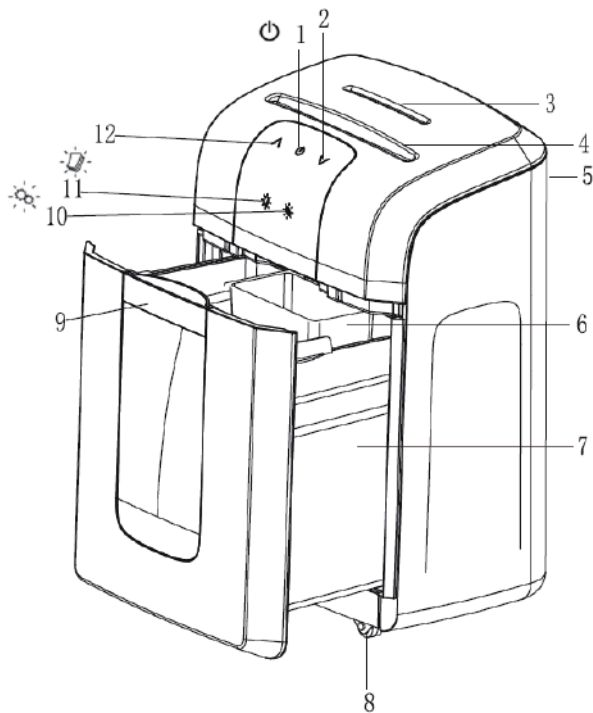
Safety information



⚠ Caution:

- Please read this manual before you start using the equipment, and keep hold of it for future reference.
- Please keep any long and/or flat objects, e.g. clothing (scarves, ties etc.) and any jewelry (necklaces, bracelets etc.) and any long hair away from the in feed area.
- Switch off the equipment when not in use for a sustained period of time.
- Do not put your hands or fingers in the feed area as this may cause serious injury.
- The continuous operation for destroying paper, CDs/DVDs, and credit cards should not exceed the length of time specified for each model.
- You should generally avoid bringing the equipment into contact with liquids, aerosol flammable liquids or gases as they can easily ignite.
- Switch off the equipment, or unplug it before you move, empty, or clean the machine.
- Switch off the equipment if it is damaged or is not functioning properly, and unplug the power cable. The equipment should be checked by a dealer, or by the customer service team.
- If you experience technical problems, do not open the shredding unit under any circumstances. You must contact the service address listed at the end of this manual at all times.
- The equipment must not be operated with a damaged power cable.
- Empty the collection unit on a regular basis.
- Never leave the shredder unattended, especially if children or pets are nearby. This equipment is not a toy. Keep children and pets out of reach.
- This equipment is only suitable for indoor use.
- In an emergency, you must not place the equipment close to an easily accessible power supply, and must not use an extension cable.
- This machine has been designed for shredding paper up to A4 size (70g/m²). Larger pieces of paper must be folded or crushed to the equivalent of A4 size.
- Please pay attention to the maximum number of sheets per operation to avoid overloading.
- Please do not allow any plastic or metal foil to be shredded, as these types of materials can damage the blades.
- You must never shred paper and CDs/credit cards simultaneously! Please shred CDs and credit cards one at a time.

Overview




- 1 **Standby / Emergency stop button**
- 2 **Forward in feed**
- 3 **In feed for CDs/DVDs**
- 4 **In feed for paper and credit cards**
- 5 **Main switch**
- 6 **Collection unit for CDs/DVDs**
- 7 **Collection unit for paper and credit cards**

- 8 **Casters**
- 9 **Waste bin**
- 10 **Overheating light**
- 11 **Overload light**
- 12 **Reverse in feed**
- 13 **Cooling vent**
- 14 **Mains power supply**

Installation And Operation

- Place the equipment on a flat and even surface.
- Make sure that the equipment is placed away from any radiators or hot areas.
- Do not cover the cooling vent at the rear of the equipment.
- Avoid the use of extension cables and multiple power sockets if possible, and connect the equipment directly to a wall socket (as specified in the section on technical information).
- Please keep the equipment at a distance of at least 4 inches away from the wall in order to ensure the cooling vent has an adequate supply of air.

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 11 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 ten 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.

Waste bin full:

When you see shredded paper reach the waste bin handle through the bin window, or  show flashing blue light, pull out the waste bin.  will show flashing red light. Machine stops working. Empty the waste bin and put it back into position, the machine enters standby mode. Press  and machine will clear the paper again. Then you can start shredding again.

Removing excess paper:

Switch off the equipment, and disconnect the power supply. Remove the waste bin,  will show flashing red light. Remove any snippets of paper which have become stuck to the cutter. The blades are very sharp, so please pay extra attention and care! Put the waste bin 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	3S30	4S30
Entrance width	220mm	
Cut size	4x35mm	2x10mm
Max. Amount of sheets	18sheets	10 sheets
CD cut size	10mm	
Max. Amount of CD	1piece	
Bin capacity	30L	
Volume	58dB	
Continuous operation	240min	
Dimensions	41x32x63cm	
Weight	17.5kg	
Voltage	110V / 60Hz	

General Troubleshooting

Error	Troubleshooting	Resolution
Equipment is not functioning	Is the power supply and socket connected to the wall correctly?	Adjust the connections.
	Is the collection unit positioned correctly?	Adjust the position of the collection unit.
	Is the power cable damaged?	Replace the power cable or contact your Bonsaii dealer.
	Is the engine possibly overheating? Is the light flashing?	Wait until the machine has cooled down.
	Is the sheet of paper too thin for it to be detected by the sensors?	Fold the sheets of paper or use the manual in feed fuction.
	Do you want to shred many pieces of paper in one go?	Reduce the amount of paper and try again.
Cutter is blocked	Is the paper jammed?	Press the back button  and remove any excess paper.
Cutter will not stop	Excess paper or unusual objects are blocking the sensors?	Remove any excess paper and try again.
Machine sounds too loud	Is the surface uneven? Is the equipment in a straight position?	Place the equipment on a flat surface.

Equipment Maintenance Cleaning

As the cutter blades are very sharp and the engine is particularly powerful, you should take the appropriate precautions when using the equipment on a daily basis to ensure that any items of clothing, ties, scarves and hair do not fall into the equipment!

The collection unit must be regularly checked and emptied if possible to ensure it is able to operate smoothly.

Do not allow any items of clothing, plastic, or metal fragments to fall into the cutter.

It is advised to use a number of sheets of paper below the technical capacity in order to achieve a long life expectancy.

In order to optimize shredder performance to reduce blade friction and paper jams and extend its lifetime, the shredder cutter blades need to be lubricated with shredder lubricant oil or sheet every time the collection unit gets completely full twice.

You must disconnect the plug first when cleaning the equipment. It must then be cleaned on the outside by using a cloth and mild soap solution. The cloth should only be damp and not wet. Avoid any liquids from penetrating into the cutter. Do not use bleach, alcohol, paint stripper, or any other flammable liquids under any circumstances.

Packaging contents

Item	Paper shredder	Power cable	User manual
Quantity	1	1	1

