

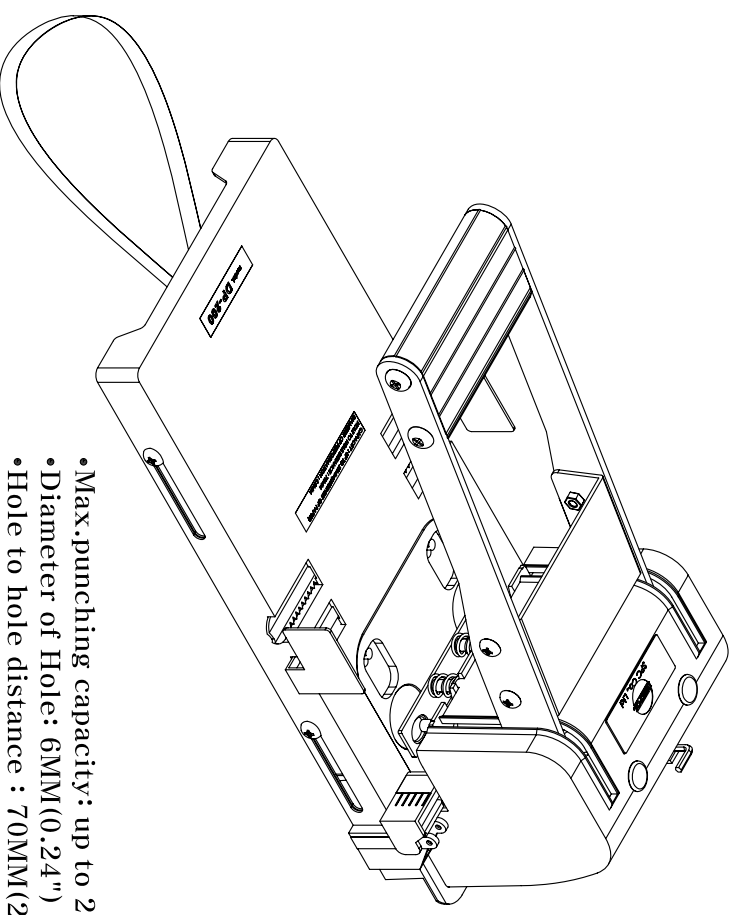


SPC Co., Ltd.

Operation Manual

Heavy-Duty
2 Hole Punch

Model No. : DP-200



- Max.punching capacity: up to 20MM
- Diameter of Hole: 6MM(0.24")
- Hole to hole distance : 70MM(2.76")
or 80MM(3.15")

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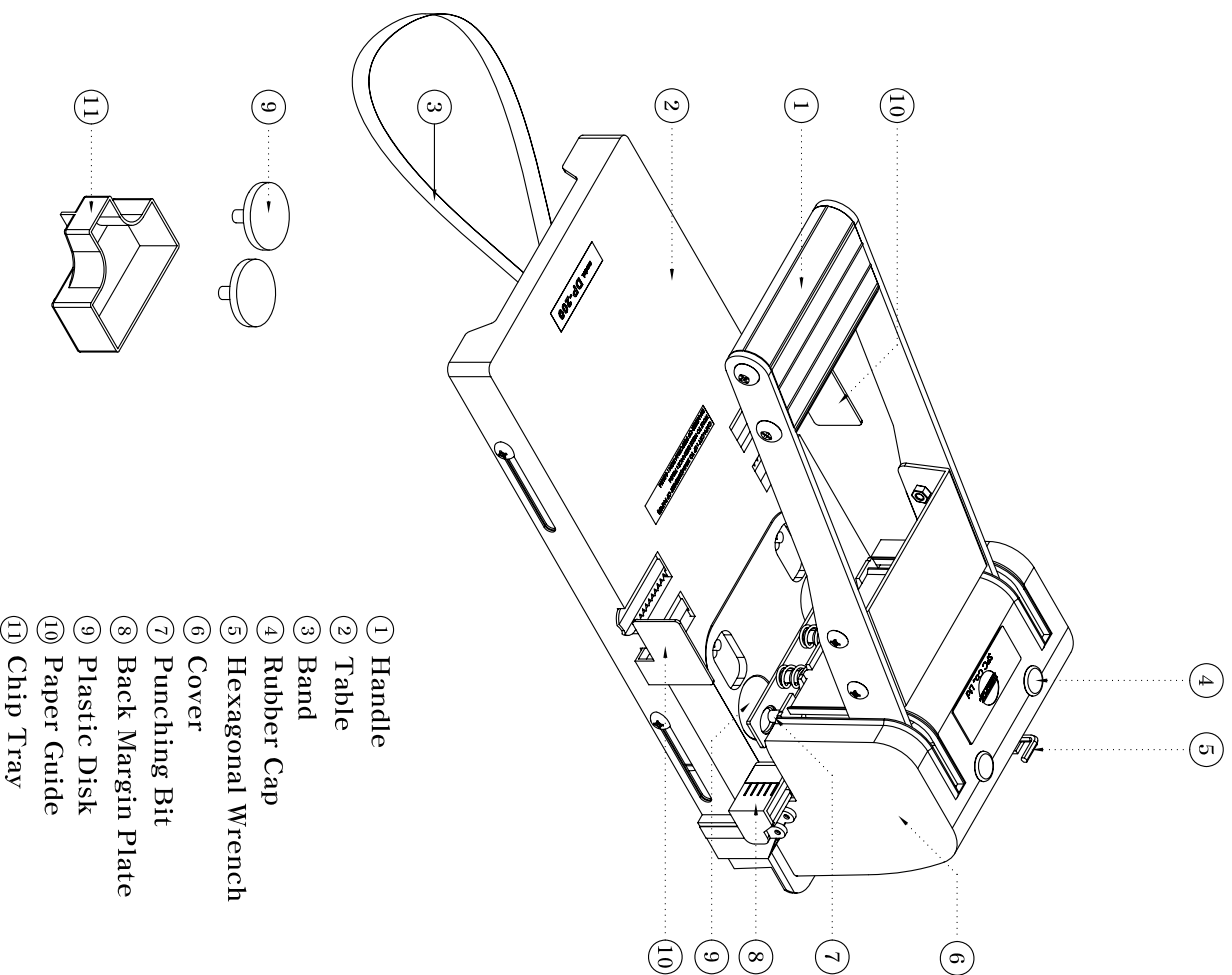
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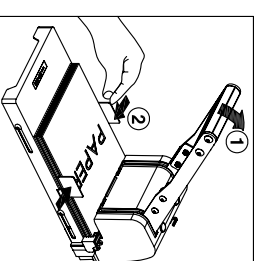
<http://www.spc-punch.co.kr>

1. PARTS NAME



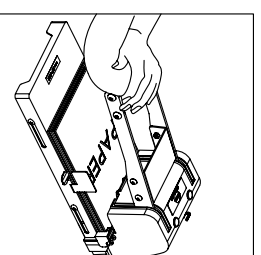
2. HOW TO OPERATE

1) Setting papers



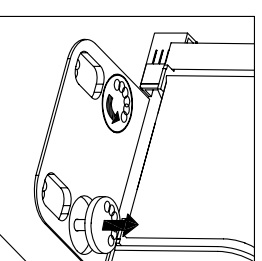
- Raise the handle completely upright.
- After raising the handle, insert papers to the end of table.
- After setting papers on the table, push the paper guide toward center.

2) Punching papers



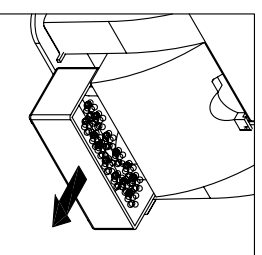
- Press the handle down firmly using two hands.

3) Rotating & Replacing Disks



- While operating, plastic disks should be turned little by little, unless perforating ability should come down.
- In case of replacing them, simply push up them from bottom of base and fit new disks into slot.

4) Emptying the Chip Tray

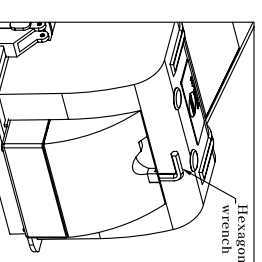
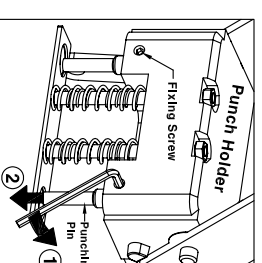
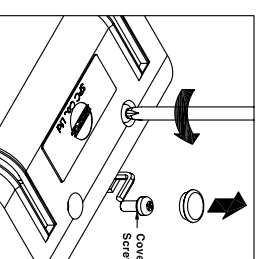


- Chip tray should be clean periodically.

⚠ Caution: Before placing the plastic disk in the position, make sure to sweep the paper scraps away on the position.

5) How to replace punching Bits.

- After extended use, the punching bit becomes dull and requires extra pressure to punch. At this point, the punching bit should be replaced as follows.



- After removing the rubber cap on the cover, loosen the screw with a screwdriver and remove the cover.
- Loosen the screw in the front part of punch holder with the hexagonal wrench, which locates on the back of the cover. You can pull down the punching bit.
- Replace the punching bit with the new one and assemble in reverse order.

⚠ CAUTION! READ PRIOR TO USE.

- Always use the machine in standing position and push firmly to ensure that the bit goes completely through the stack of papers.
- Make sure clips or staples are removed before punching, otherwise the bit will be damaged.
- Raise the handle completely upright before setting the papers.
- Punching bits are very sharp – **KEEP FINGERS AWAY FROM THE PUNCHING AREA.**
- Periodic maintenance should be performed as follows.
 - Rotate bits and disks regularly for the best results.
 - Replace bits and disks regularly.
 - Clean paper dust from the table and waste chips regularly.