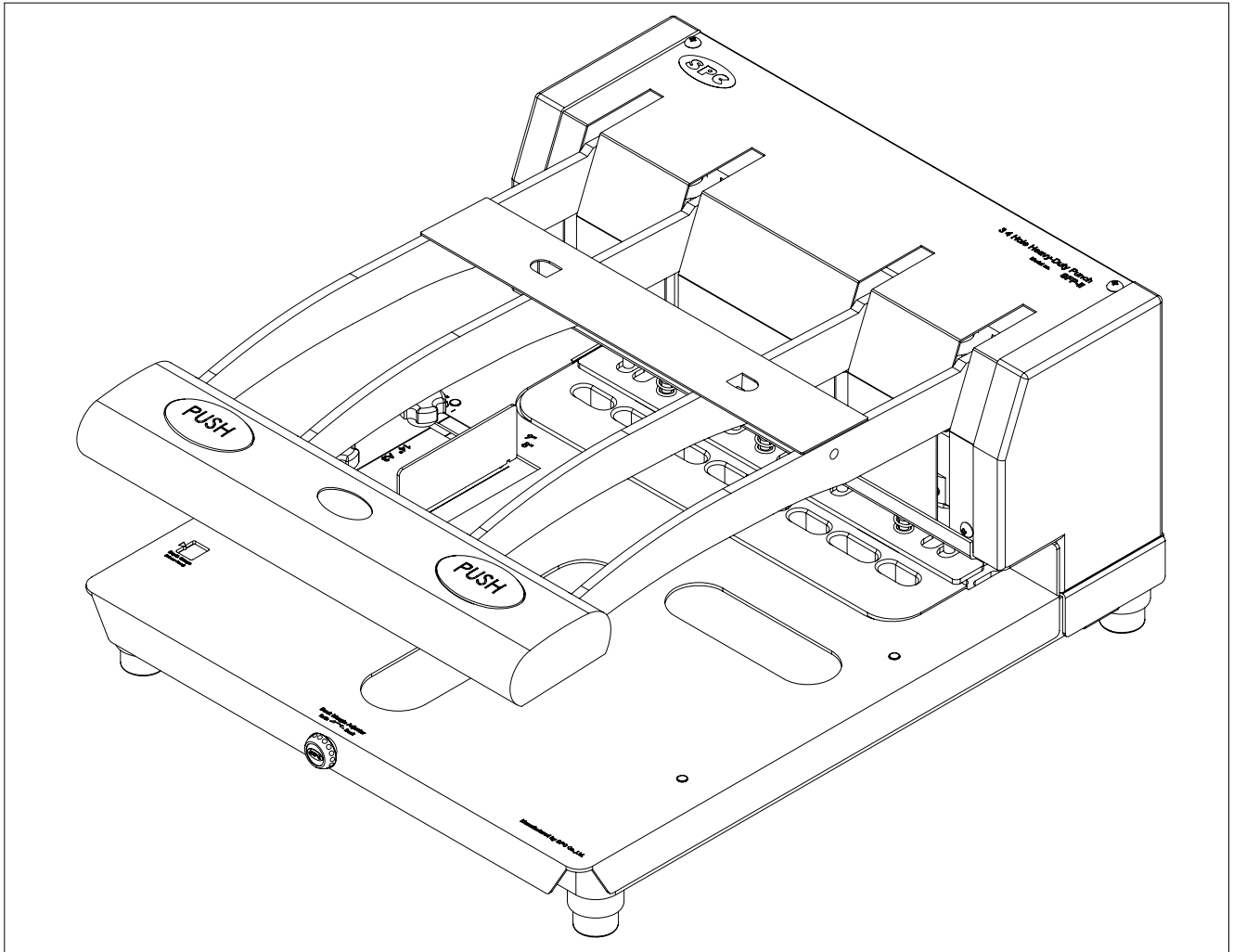


# Operation Manual

**Heavy-Duty  
3~4 Hole Punch**

**Model No.:SFP-II**

※ For safety and proficiency, please read this manual thoroughly and retain it for future reference.

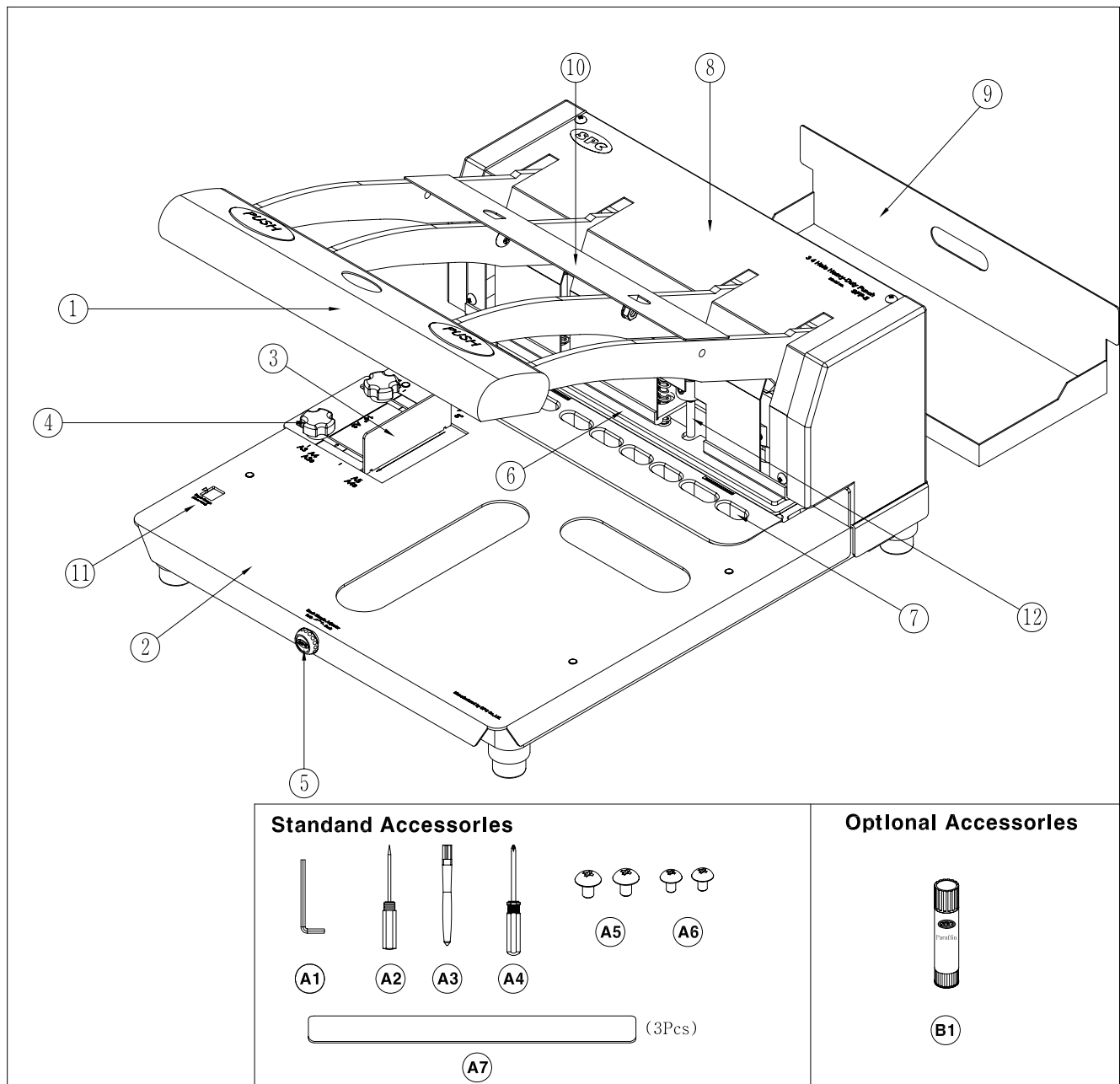


## < Features >

- Manual Punch with 300 sheets punching capacity for 3~4 hole perforation at a time.
- Size of Punching Bits: -Standard: 6.0mm(0.23")Dia.  
-Exchaneable: From 4.0 to 8.0mm Dia.
- Available Hole distance: -2 Holes: 80 mm(3 1/8")  
-3 Holes: 108 mm(4 1/4")  
-4 Holes: 80 mm(3 1/8")
- Maximum Size of Paper to load: up to A3(420mm)
- Weight:-Net: 18Kgs, Gross: 20Kgs
- Dimension:-Net: 470W x 370D x 210H(mm)  
-Gross: 520W x 400D x 230H(mm)

※ For improvement, above specifications can be changed without pre-notice.

# 1. Identifying the parts.



- ① Punching lever grip
- ② Table
- ③ Paper guide(stop)
- ④ Fixing Knob of paper guide
- ⑤ Punching Margin Adjustment Knob
- ⑥ Plastic punching pad
- ⑦ Waste path
- ⑧ Upper cover
- ⑨ Waste compartment
- ⑩ Caution Board
- ⑪ Punching Margin Scale
- ⑫ Hollowed punching bit

## Standard accessories

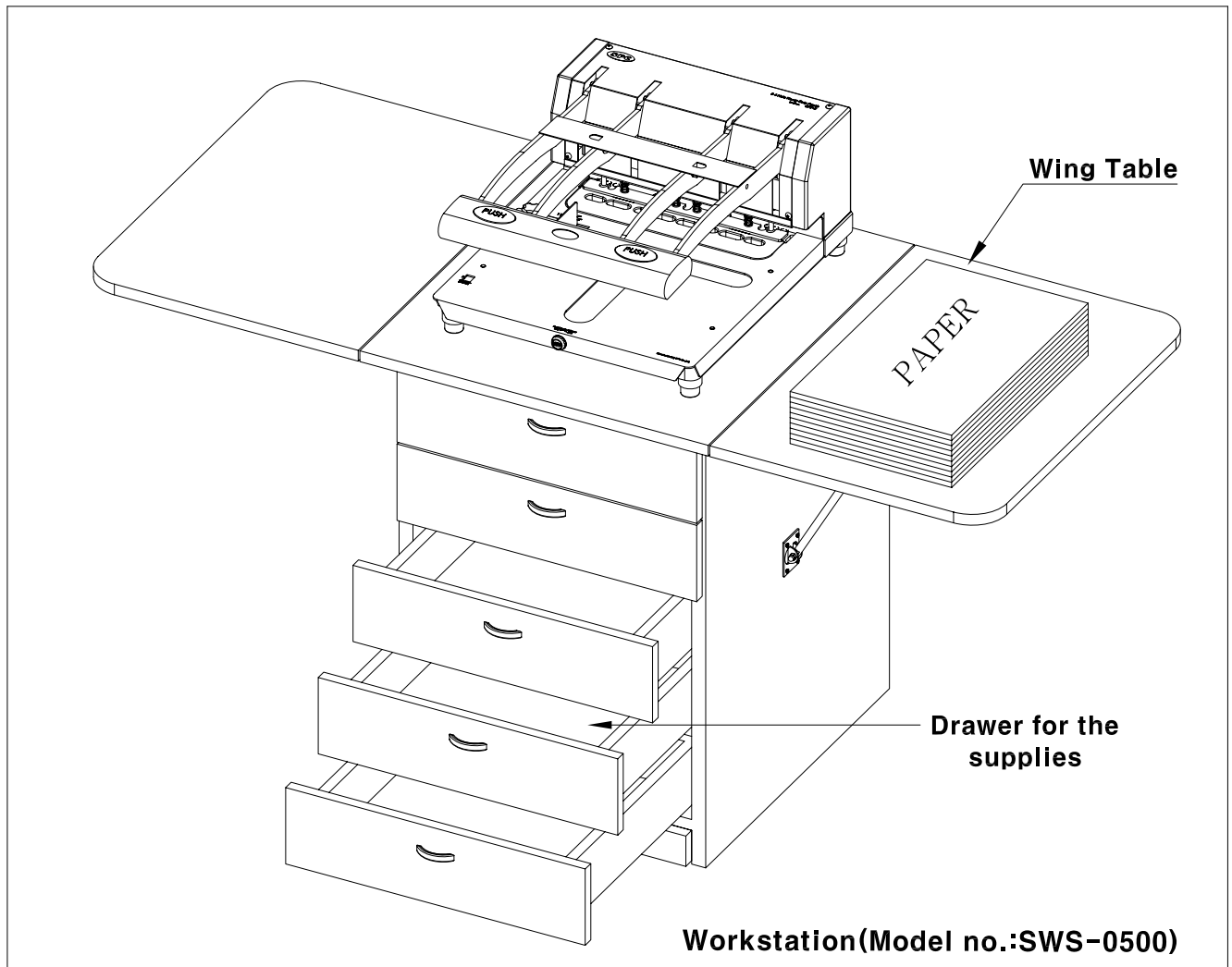
- ① L-wrench(3mm) for replacement of punching bit
- ② Gimlet
- ③ Brush
- ④ Screw driver
- ⑤ Fixing Screw for Paper Stop(M5-8)
- ⑥ Fixing Screw for the Upper Cover(M4-6)
- ⑦ Plastic punching pad

## Optional accessories

- ① Paraffin Stick

## 2. Cautions before Use. (\*Refer the number of part shown in "1. Identifying the parts." to understand more easily.)

- Install this machine on the solid and flat workstation. In case the proper one is not available in your place, our product of the workstation designed specifically for binding works, model No. SWS-0500, is recommendable.

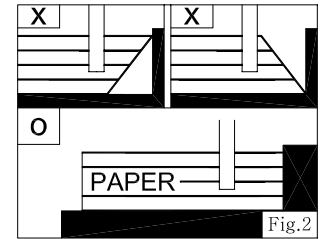
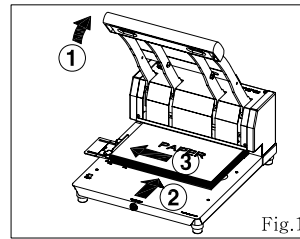


- Punching bits(12) on the machine are very sharp and strong so that keep fingers away from the punching zone while operating.
- During operation, from time to time, sweep the paper dusts off on the table(2) and especially on punching zone using with the brush(A3) provided in order to avoid the malfunction.
- Raise the punching lever grip(1) completely upright during setting sheets on the table.
- In punching operation, press the punching lever grip(1) down firmly with your two arms straight at standing position. It makes punching easier.
- Clips or staples should be removed before punching.
- The following maintenances are very important to keep on operating in good condition.
- Move the plastic punching pad(6) sideward a little after every 200 punchings and replace it with a new one(A7) when it looks torn out after many punchings.
- Waste the paper dusts frequently. It can occur a malfunction.

### 3. How to use.(※Refer the number of parts to mention hereunder to "1.Identifying the parts." to understand more easily.)

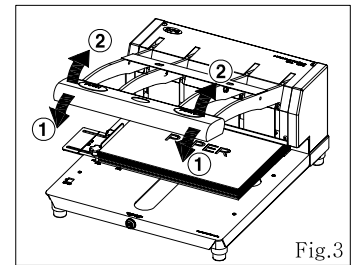
#### 1) Placing papers on the table(②).

- Raise the punching lever grip(①) to the top and align the paper well and place it on the table and push it to the end of the punching zone.
- Attach the sheets of paper to the paper stop(③) to be evenly flush(Fig.1,2).



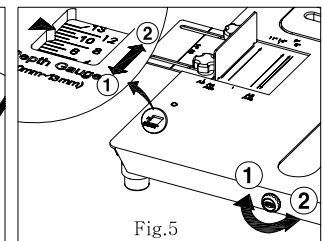
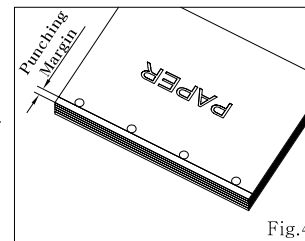
#### 2) Punching.

- After alignment of the paper on the table, press the punching lever grip (①) down firmly with your two arms straight at standing position until the end of stroke(Fig.3).
- Raise the punching lever grip(①) up slowly and completely(Fig.3).



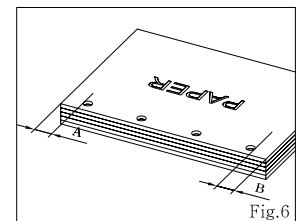
#### 3) Adjusting the punching margin(Fig.4).

- In order to adjust the punching margin of the paper to be punched, turn the Punching margin adjustment knob(⑤) to clockwise for smaller margin or to counter-clockwise for wider margin. The margin distance is shown on the Punching Margin Scale(⑪) located in the left side of the table(Fig.5).

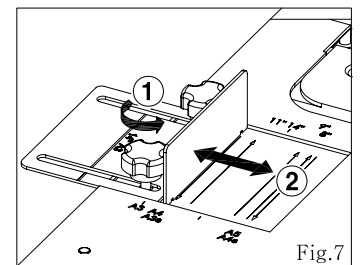


#### 4) Setting the paper guide(stop) (③).

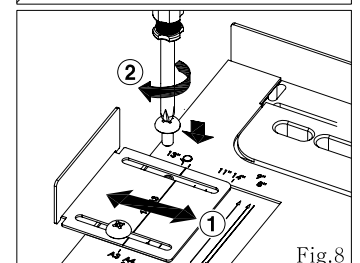
- For a number of punching with the same sized paper, using the Paper stop(③) is very efficient to get the same result(Fig.6).



- In case the size of paper is up to A4(297mm), first loosen the Fixing Knob of paper guide (④) and place the Paper stop at the point fitting the same balance of the holes. And then, tighten the Knob(④) firmly to fix the paper stop(③) and place the paper attaching to the paper stop before punching(Fig.7).

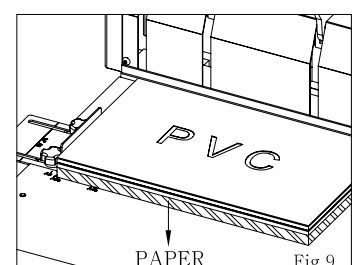


- In case the size of paper is wider than A4 like A3(420mm) or 14" (356mm), place the paper stop(③) in the reverse direction and fix it at its right position using with the Fixing Screw for Paper Stop(A5) and the screw driver(A4) provided(Fig.8).



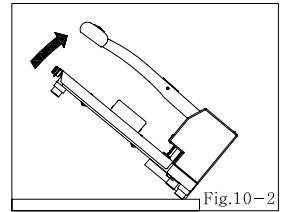
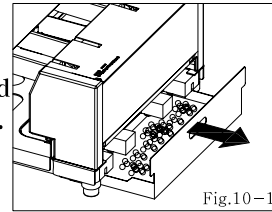
#### 5) Perforation for the plastic film sheets like PE,PVC.

- The plastic sheets should be restricted in thickness within 4~5 sheets a time and put on the upper part of the paper stack in order to protect the punching bits broken down as well as the fine result of the punching on the plastic film(Fig.9).



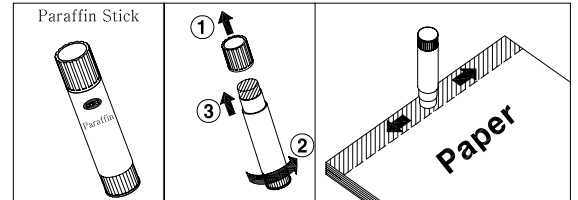
## 6) Emptying paper cuttings.

- To remove, pull the waste compartment (⑨) backward in the back side as frequent as possible. Too much accumulated scraps may cause the malfunction of the machine (Fig.10-1).
- After discharging the paper scrap, raise up the front of the machine in order to eliminate the paper scrap may remain inside the machine (Fig.10-2).



## 7) Using the paraffin stick (⑥). (Optional part)

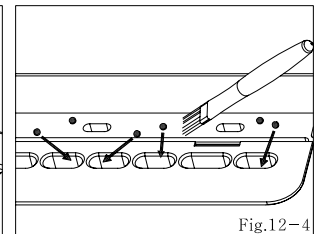
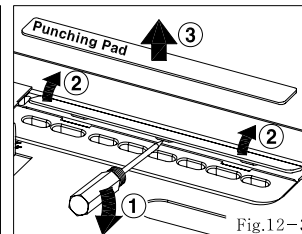
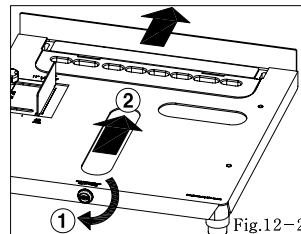
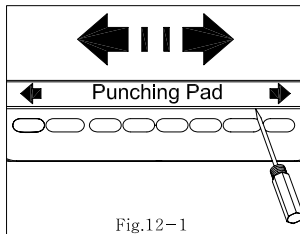
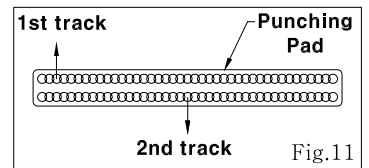
- Punching can be much more easier with using of the paraffin stick. Open the cap and turn the bottom handle of the tube to raise the paraffin up. Rub it onto the paper to be perforated.



# 4. Maintenance

## 1) Moving the position of the plastic punching pad (⑥) and replacing with a new one. (Most Important factor for the better punching result and the long life of the punching bits)

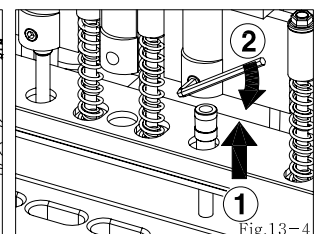
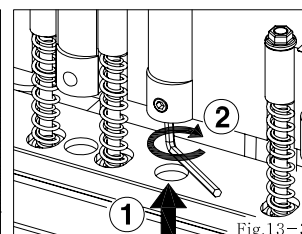
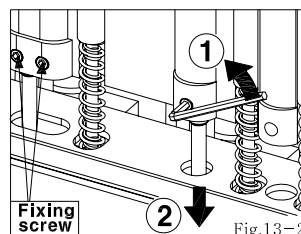
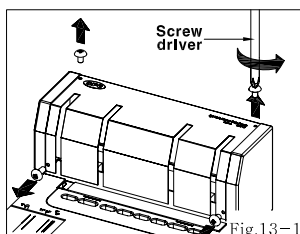
- The punching pad can be used on the both tracks (Fig.11).
- After punching of every 200 times, the position of the punching pad (⑥) should be moved sideward little by little, unless perforating condition becomes worse and the punching bits can be broken faster as well. Move the punching pad sideward with gimlet (A4) (Fig.12-1).
- In case the track of punching mark is seriously damaged, the punching pad should be rotated to the opposite side or should be replaced with a new one. Taking off the punching pad from the location can be possible after shifting the table (②) to the end of backward by turning the Punching margin adjustment knob (⑤) to counter-clockwise (Fig.12-2). And then, pick up the P-pad (⑥) from the location using with the Gimlet (A2) provided (Fig.12-3)



**! Before placing the new pad on the location, be sure to sweep the paper scraps away on the location of the punching pad using with the brush (A3) provided. Unless the paper scrap remaining under the punching pad can make the punching bits damaged (Fig.12-4).**

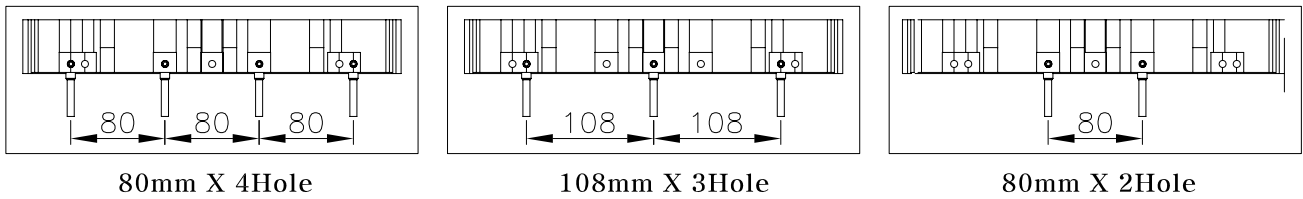
## 2) Replacing the punching bit (⑫).

- In case the punching bit would be broken down or it needs to exchange the position of the punching holes from 3 to 4 holes or 4 to 3 holes,
- Loosen the screws on the upper cover (⑧) with the screw driver (A4) provided and remove the cover (Fig.13-1).
- Loosen the screw in the front side of the punching bits assembly with the L-wrench (A1) provided and pull the punching bit down (Fig.13-2).
- Clean inside the location of the punching bit with the L-wrench by turning it around (Fig.13-3). The paper scarp may remain inside can let the punching bit break down during punching.
- When assemble the punching bit, insert the punching bit and push up the bit to the end of the location and fasten the screw up but not too tightly (Fig.13-4).



### 3) Converting the pattern of perforation.

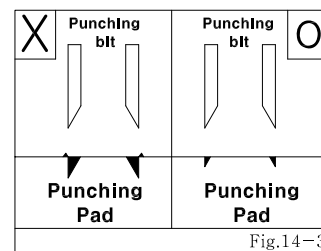
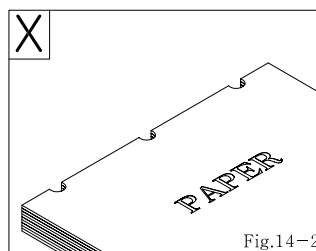
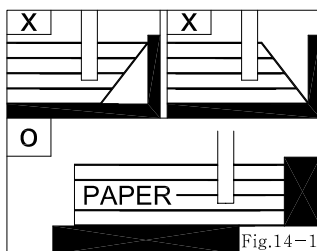
- According to the user's demand, the pattern of perforation with the machine can be converted by exchanging and re-mounting the location of the punching bits as shown in belows.



## 5. Trouble Shooting.

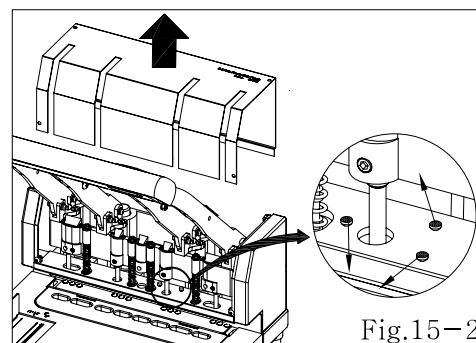
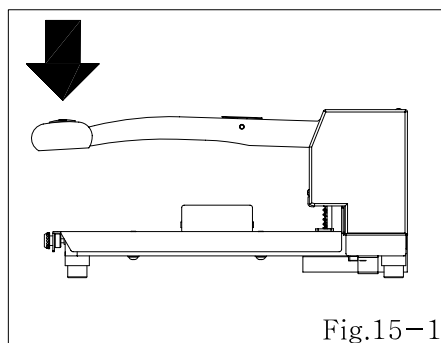
### 1) The punching bits are often broken down.

- Alignment of the stack of paper should be evenly flush to the vertical plane of the punching wall and paper stop(③) as well (Fig.14-1).
- Be sure to avoid the punching on the edge of paper (Fig.14-2).
- **Move the punching pad(⑥) sideward as frequent as possible normally after every 200 times punching and replace with a new punching pad provided (refer to chapter 4-1)).**
- **Be sure to sweep the paper scraps away on the location of the punching pad using with the brush(⑬) provided (refer to chapter 4-1)).**
- When mount the punching bit, make clean inside the location of the punching bit with the L-wrench by turning it around (refer to chapter 4-2)). The paper scarp may remain inside so eventually extend the level of the punching bit so that it can influence the punching bit broken down.
- Remove clips or staples of the sheets before punching.



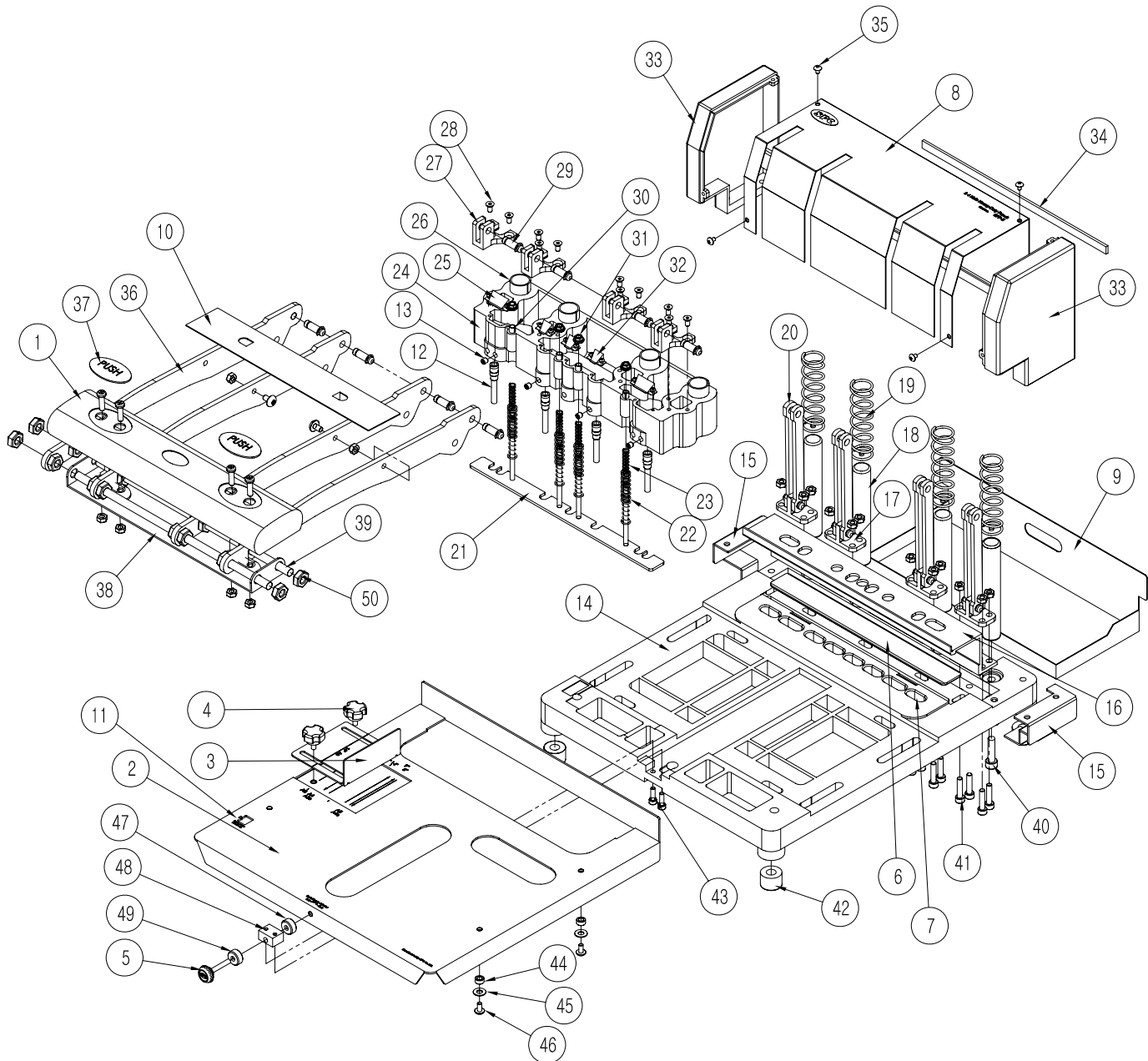
### 2) A few lower sheets of the stack are not perforated thoroughly.

- Push the punching lever grip(①) down completely(Fig.15-1).
- Move the punching pad(⑥) sideward a little to encounter the fresh surface or replace with a new one(refer to chapter 4-1)).
- Check the punching bit whether it is broken.
- Put a couple of sheets beneath the punching pad and try again.
- After removal of the upper cover(⑧), check inside of the machine if paper cuttings exist between the assembly of the punching bits and the aluminum block and remove it(Fig.15-2).





## 6. Parts List



PART NO.	PART NAME	Q'TY	REMARK
1	Punching lever grip	1	
2	Table	1	
3	Paper gulde(stop)	1	
4	Fixing knob of paper gulde	1	
5	Punching margin Adjustment Knob	1	
6	Plastic punching pad	1	
7	Waste path	1	
8	Upper cover	1	
9	Waste compartment	1	
10	Caution Board	1	
11	Punching Margin Scale	1	
12	Hollowed Punching blt	3~4	
13	Fixing screw	7	
14	Base	1	
15	Waste compartment hanger	1,1	Left,Right
16	Aluminum Block	1	
17	Lever bracket(lower)	4	
18	Shaft	4	
19	Shaft spring	4	
20	Link plate	8	
21	Paper Presser	1	
22	Paper Presser spring	4	
23	Paper Presser spring	4	

PART NO.	PART NAME	Q'TY	REMARK
24	Punching bits Assembly	1	
25	Chip cover(large)	2	
26	DU bushing	8	2020
27	Lever bracket(upper)	1	
28	Screw	12	M5-7
29	Link pin	12	
30	DU bushing	8	0508
31	Nut	4	M5
32	Chip cover(small)	3	
33	Side cover	1,1	Left,Right
34	Magnetic plate	1	
35	Screw	4	M4-6
36	Punching lever	4	
37	Rubber cap	2	
38	Lever grip plate	1	
39	Lever fixing screw	2	M10
40	Screw	4	M8-30
41	Screw	20	M6-25
42	Rubber foot	4	
43	Screw	2	M5-15
44	Bushing	4	
45	Washer	4	M5
46	Screw	4	M5-10
47	Bushing(Small)	1	
48	P-Margin Supporter	1	
49	Bushing(Large)	1	
50	Nut	16	M10