

# HEAVY DUTY PUNCHING MACHINE

**MODEL** { **4016 - 4 HOLE**  
**4032 - 4 HOLE**

## INSTRUCTION MANUAL

For the safe and prolonged life of the product please follow the following instructions.

1. - Do not apply jerks while punching.

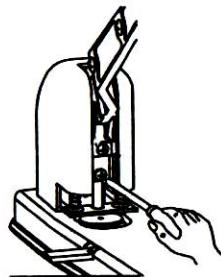


Fig. - 1

2. - Do not try to punch laminated paper, board or vinyl (use only office papers up to 80 gsm).

3. - After heavy use, remove hollow punches by loosening cross head screw (fig. - 1) and pulling out from holder with the help of punch fitting prob(fig. - 2).

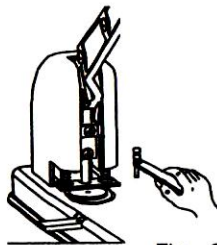


Fig. - 2

- Check punches are free from paper etc. before re-fitting.

4. - Remove staples or pins from paper before punching.

- If all sheets in paper stack are not being punched, one or more punches are blocked and need to remove. Clear punches with a small screwdriver or replace the punch(es).

5. - Plastic disc need to be rotate regularly, before the grooves become deep and uneven. Replace after each full 360° rotation.

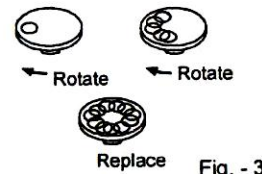


Fig. - 3

6. - To replace plastic disc, place the disc in to the hole(as shown in fig. - 4) and slide forward.

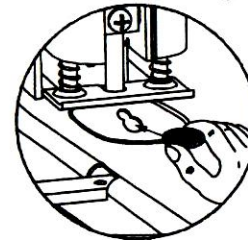


Fig. - 4

7. - Please do not put your finger(s) near working area, to avoid injury(fig. - 5).



Fig. - 5

8. - Depress the handle at middle of end position, not from any other side(fig. - 6).

9. - Punching hole size -  $\varnothing 6$ .

- Spare punches available from your stationery supplier at nominal price.



Punch



Plastic disc

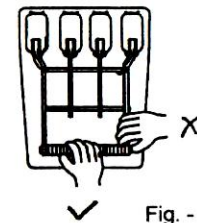


Fig. - 6

Order code:

Punches

KP-4016-07 for 4016

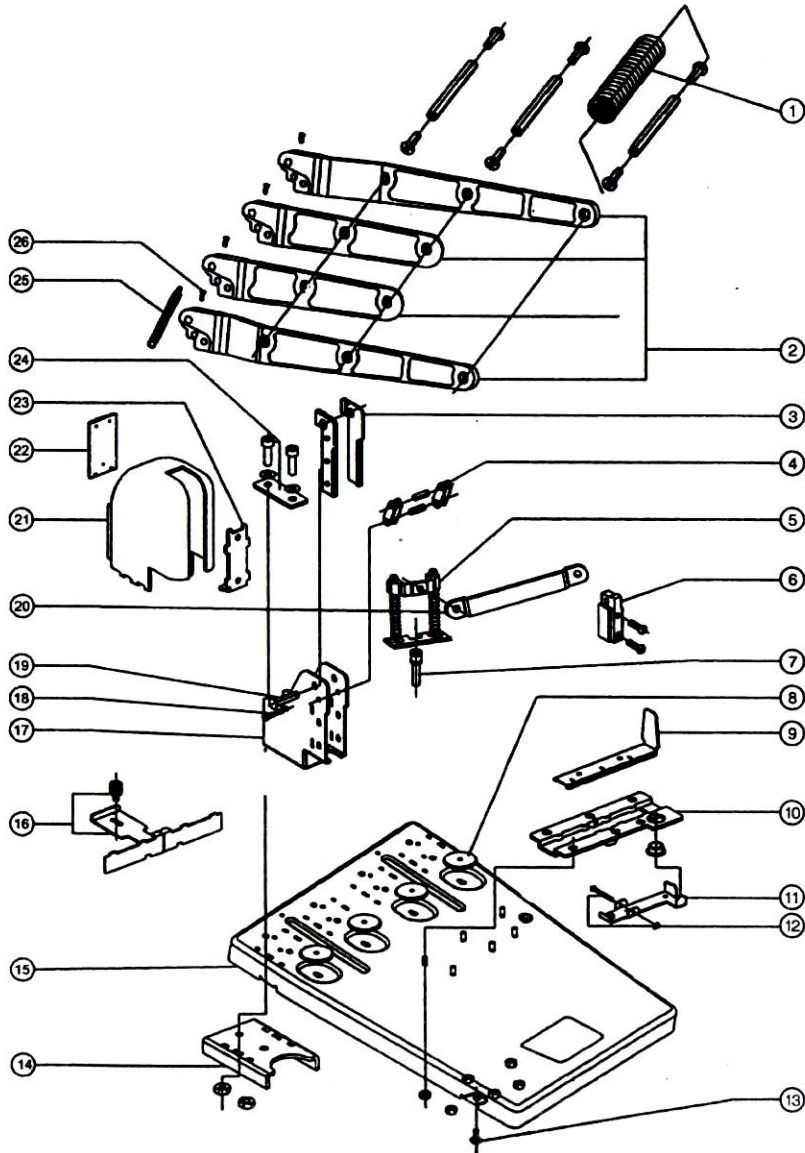
KP-4032-07 for 4032

Plastic disc

KP-4016-08 for 4016 & 4032

**KINDLY USE ON STANDARD PAPER ONLY (UP TO 80 GSM.)**

● SPARE PARTS DETAIL FOR PUNCHING MACHINE 4016 / 4032



● SPARE PARTS LIST FOR PUNCHING MACHINE 4016 / 4032

S.NO.	DESCRIPTION OF PARTS	NO. OFF	ORDER CODE
01	HANDLE SPACER ASSEMBLY	01	KP-4016-01
02	HANDLE ASSEMBLY	01	KP-4016-02
03	PLASTIC GUIDE ASSEMBLY	04	KP-4016-03
			KP-4032-03
04	LINK ASSEMBLY	04	KP-4016-04
			KP-4032-04
05	STRIPPER ASSEMBLY	04	KP-4016-05
			KP-4032-05
06	PUNCH HOLDER ASSEMBLY	04	KP-4016-06
07	PUNCH	04	KP-4016-07
			KP-4032-07
08	PLASTIC DISC	04	KP-4016-08
09	PAPER STOPPER	01	KP-4016-09
10	STOPPER HOUSING	01	KP-4016-10
11	STOPPER LOCK	01	KP-4016-11
12	PIN (STOPPER HOUSING)	01	KP-4016-12
13	BUTTON	04	KP-4016-13
14	STIFFENING	04	KP-4016-14
15	STEEL BASE	01	KP-4016-15
16	GAUGE	02	KP-4016-16
			KP-4032-16
17	STEEL BRACKET	04	KP-4016-17
			KP-4032-17
18	PIN (HANDLE SPRING)	04	KP-4016-18
19	HINGE PIN (MAIN)	04	KP-4016-19
20	FRONT LINK	02	KP-4016-20
21	PLASTIC COVER	04	KP-4016-21
			KP-4032-21
22	SCRAP COVER	04	KP-4016-22
23	BACK SUPPORT	04	KP-4016-23
			KP-4032-23
24	STIFFENING ASSEMBLY	04	KP-4016-24
25	TENSION SPRING (HANDLE)	04	KP-4016-25
26	SCREW	04	KP-4016-26

★ ALL SPARES AVAILABLE ON REQUEST AT REASONABLE PRICE