

2160

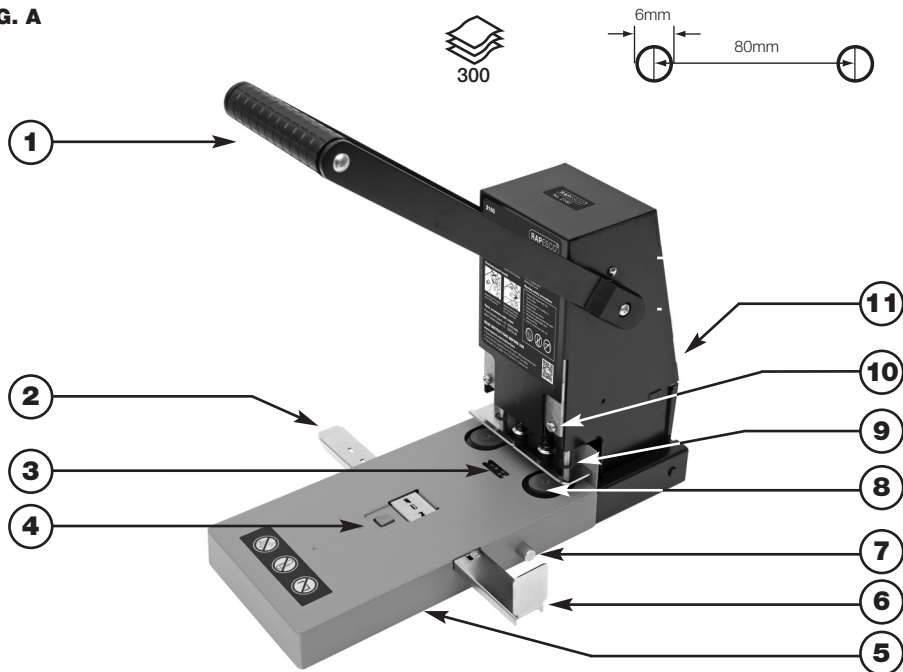


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Instruction Manual



FIG. A



WARNING/Specific Safety Precautions:

1. Before use, carefully read and understand all instructions. Save this manual for future reference.
2. Be aware of the punching cutter - never insert your fingers or any other body parts near any of the cutters. Use common sense when using this punch. Following this basic safety precaution should reduce the risk of personal injury.
3. Children should be supervised when using the 2160 punch.
4. The 2160 punch is intended for use with paper only. Remove all staples and paper clips prior to punching the paper. Do not punch vinyl, board or cloth covered paper.
5. Do not use this punch on an unstable or tilted surface.
6. Paper punching volumes must not exceed the models specified sheet capacity as stated in this instruction manual.

Other Precautions:

Please avoid double perforation or perforating the edge of the paper.



Punch Features (FIG. A)

2160

1. Powerful handle grip
2. Adjustable paper guide
3. Margin depth gauge
4. Paper guide release button
5. Metal chassis with sturdy base
6. Fits A5 - B6 paper sizes
7. Gauge locks
8. Punching boards
9. Punching cutters
10. Cutter holding screw
11. Paper chips/confetti container

Instructions for Use

For your convenience, these punches are pre-supplied with 1 set of punching cutters and boards.

NOTE: Only use approved/genuine Rapesco punching cutters and boards. We have experienced many service issues following the use of inferior spare boards and cutters.

Function of Paper Guide

- (a) Your power punch is fitted with a removable paper guide marked with the sizes of the paper to be perforated.
- (b) Simply press the paper guide release button to move the guide to the desired size.

Punching the Paper

1. Lift handle until completely upright.
2. Slide the paper guides outwards.
3. Insert the paper to be punched ensuring it is firmly against the back wall of the punch.
4. Adjust the paper guides securely against the edge of the paper.
5. Press handle downward to punch ensuring that the punching cutters are completely through to the punch boards.
6. Once punching is complete the handle should be lifted to remove the paper.

Margin Depth Gauge

To set desired distance from the edge of the paper, to where the holes are to be punched, simply loosen the gauge lock(s) and move to desired depth.

4-Hole Punching

- (a) The paper guide contains 2 markings of '888'.
- (b) For 4-hole punching set the paper guide to the first '888' marking to punch the first set of holes.
- (c) Then move the paper guide to the second '888' marking to punch the second set of holes.

Emptying Paper Chips Container

Regularly pull out the paper chips/confetti container draw and open the lid to empty.

Replacing Punch Cutters

⚠ PLEASE TAKE CARE REPLACING PUNCH CUTTERS THEY ARE EXTREMELY SHARP.

NOTE: If all the sheets in the paper stack are not being punched then one or more of the cutters may need replacing.

- (a) Ensure the punch is on its base on a flat stable surface and that the handle is completely upright.
- (b) Loosen the front screw(s) to remove the old cutters.

- (c) Replace the punch cutter(s) with a new one by holding the side of the cutter only.
- (d) Place a ruler (or similar) under the bottom of the cutter to lift into position.
- (e) Then support the cutter head in place by holding the middle of the cutter whilst tightening the screw(s).



Replacing Punch Boards

- (a) Rotate punch boards every 30-50 punches before the punching indents become too deep.
- (b) Replace punch boards when the punching indents cover the entire perimeter. Do this by lifting the board with your finger.

NOTE: If the boards are not frequently replaced damage will occur to the punch.



Guarantee

All Rapesco products are carefully checked, tested and are subject to the tight controls of Quality Assurance. Rapesco therefore offers the following guarantee. Your warranty claim based on your sales contract with the retailer, including your statutory rights, shall not be affected by this guarantee.

Should your Rapesco punch become defective due to faulty materials or workmanship within the warranty period, from the date of purchase, we will replace all defective parts free of charge or at our discretion, replace the punch free of charge. Please note, proof of purchase must be produced (e.g. an original receipt). The guarantee period starts from the time the punch is purchased from new. The date on your original sales receipt is the guarantee start date.

This warranty excludes:

- Punches that have received unauthorised changes or additions.
- Accessories such as punching cutters and replacement punching boards, etc.
- Defects to the punches caused by improper use (ie. not replacing cutters and boards), abnormal environmental conditions, inappropriate operating conditions or non-compliance with our operating instructions.