

RAPESCO®

worldwide

P4400



150



Instruction Manual

FIG. A

P4400

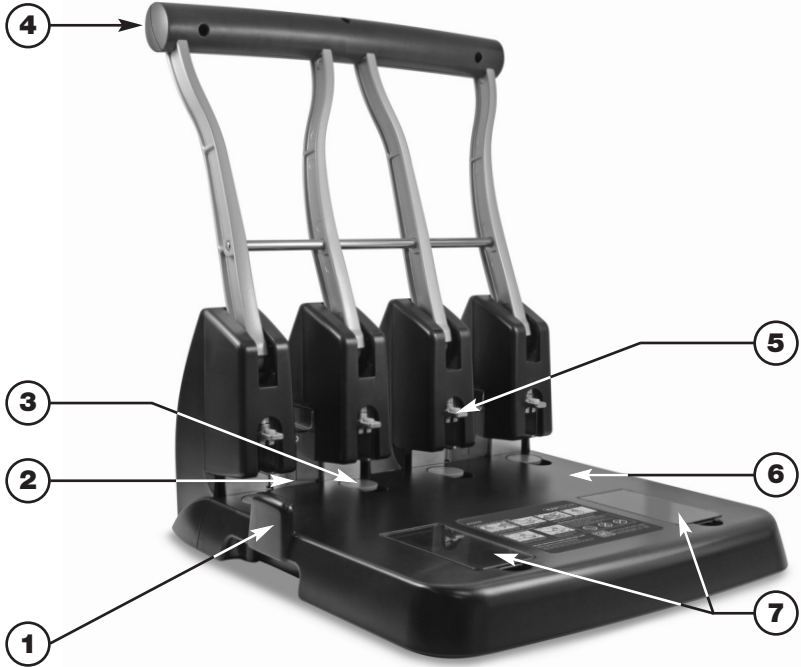
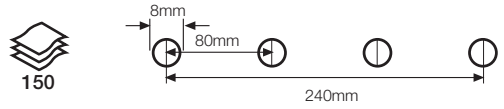


FIG. B

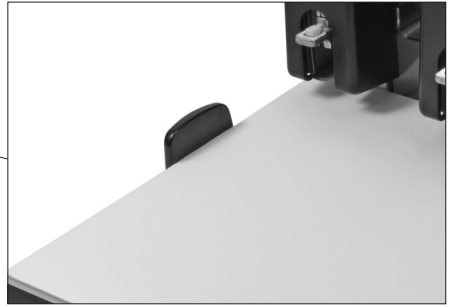


FIG. C(a)

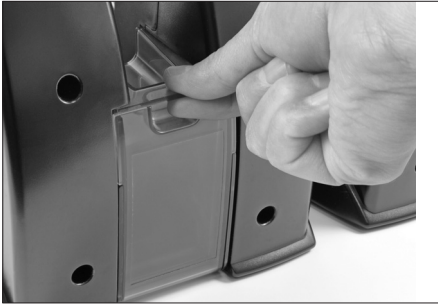


FIG. C(b)

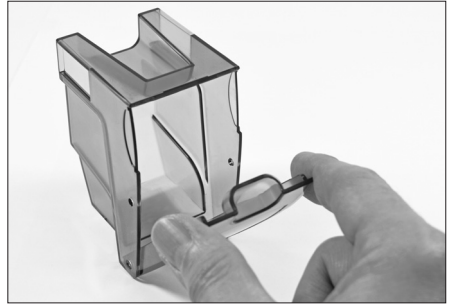


FIG. D(a)

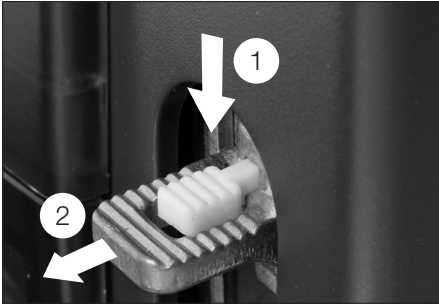


FIG. D(b)

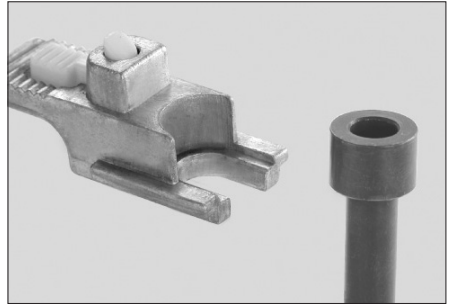


FIG. D(c)

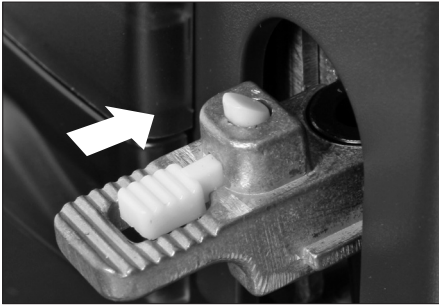
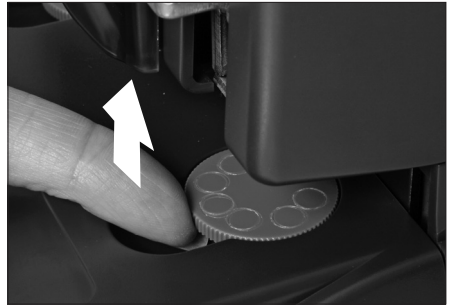


FIG. E(a)



FIG. E(b)



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 P4400 punch.
4. The P4400 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.
7. DO NOT attempt to modify the operations of the machine.
8. Damage may occur through miss-use.
9. Depress the handle with both hands simultaneously at either side.

Other Precautions:

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



Punch Features (FIG. A)

P4400

1. Paper guide for accurate/precise hole punching
2. Paper chips/confetti container
3. Punching boards
4. Handle grip
5. Punching cutters
6. Sturdy base with metal chassis
7. Storage drawer for spare cutters/boards

Instructions for Use

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

Note: We strongly recommend that you only use approved/genuine Rapesco punching cutters and boards. We have experienced many service issues following the use of inferior spare boards and cutters.

Punching the Paper (FIG. B)

1. Place the unit on a flat surface and move handle completely upright.
2. Insert the paper into the unit, using the paper guide to achieve accurate/precise hole positioning. Ensure papers are pushed firmly to back wall of punch.
3. Press handle downward to punch ensuring that punching cutters are completely through to the punching boards.
4. Once punching is complete, the handle should be lifted to remove the paper and any waste.

Emptying Paper Chips Container (FIG. C)

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

Replacing Punch Cutters (FIG. D)

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

- (a) Lift the handle until completely upright, press down the release button (1) and pull out the punch cutter holder (2).
- (b) Replace the punch cutter(s) with a new one.
- (c) Insert the punch cutter holder into the rail until it clicks in place.

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

Remove cutters prior to clearing any blockages from the hollow cutter(s).

Replacing Punch Boards (FIG. E)

- (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 pulling the board towards you with your finger and lifting.

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.