












Instruction Sheet Heavy Duty Punch No.120




Thank you for choosing the Carl Heavy Duty Punch No.120. Please carefully read these instructions before using your punch to obtain best results. File this instruction sheet safely for future reference.

Cautions

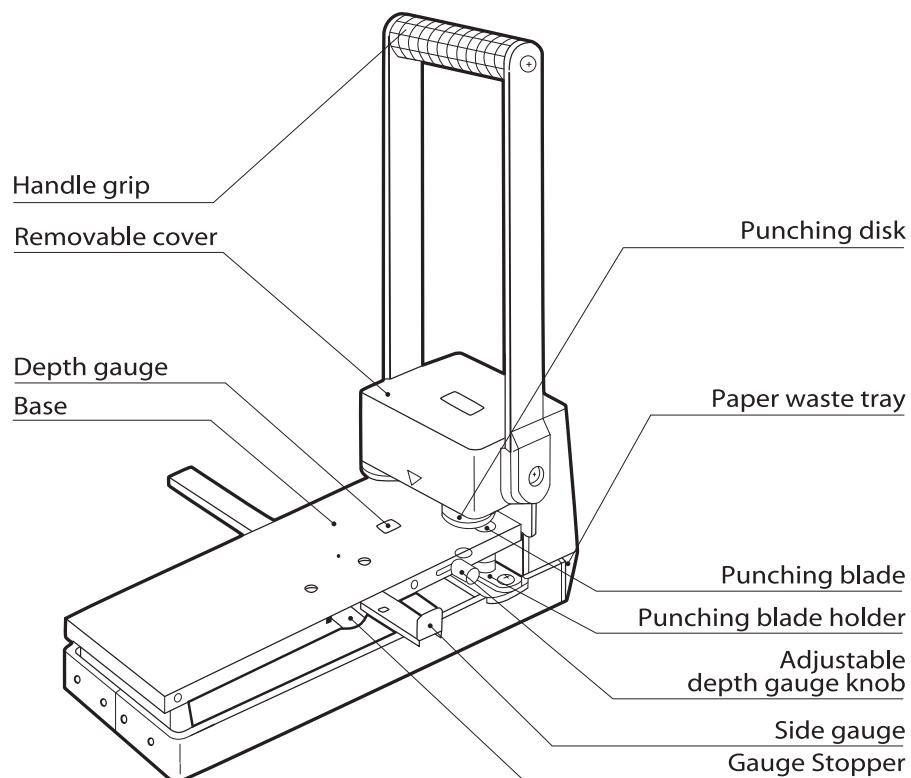
Injury may occur through mis-use

-  DO NOT lower the handle when hand or fingers are on the punching blade.
 -  DO NOT allow small children to use the machine and ensure that it is kept out of reach of children when not in use.
 -  DO NOT attempt to modify the operations of the machine.
- To ensure that your machine operates effectively:**
-  FOR BEST USE always ensure that the machine is in a stable environment before commencing to punch.
 -  Only use the Carl P-120MD punching blade.
 -  Ensure that clips and staples are removed from the area to be punched before use.
 -  Clean out the paper waste tray from time to time.
 -  Punch should only be used for perforating paper.
 -  Paper volumes should not be more than specified on the instruction sheet.
 -  Rotate the punching disk from time to time allowing the blade to punch onto an unused portion of the punching disk.
 -  Once the punching disk has been fully used, replace with a new punching disk.

Tips for Better usage

-  Make sure the paper is fully inserted into the punch.
-  Avoid double punching holes or punching near the edge of the paper.
-  Remove all staples and paperclips.

Names of parts



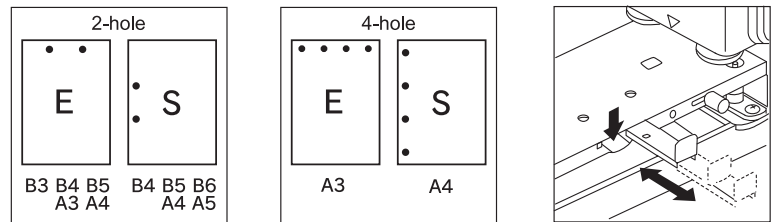
Product specifications

Punching capacity	145 sheets (14.5 mm) of 80 gsm paper
Hole diameter	6 mm
Hole pitch	80 mm
Depth	6 mm ~ 14 mm
Side gauge	A3E to B6S
Sizes	W 142 mm x L 329 mm x H 373 mm
Weight	4.1 kgs

To use the punch

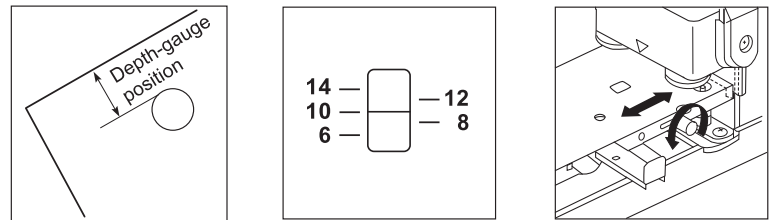
- Lift up the handle.
- Use the side gauge and the depth-gauge to set the paper punching position.
- Once papers are set, press the handle downward to punch.
Ensure that the punching blade is completely through to the punching disk.
- Once punching is complete, the handle should be lifted to retract the paper.

● To set the Side-gauge position



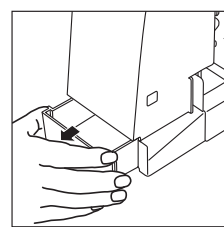
Adjustable gauge shows different sizes of paper to be punched. Push down the gauge stopper and move the gauge to desired position. For A4 size paper, 4 hole punching is possible by simply setting the gauge at the two 888 positions.

● To set the Depth-gauge position



To set desired distance from the edge of paper to hole to be drilled, simply loosen up the knob and move it back and forth. Tighten up the knob before use.

● Paper waste

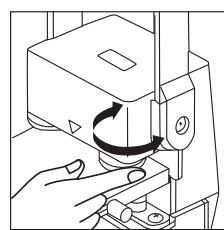


- Pull out the waste tray from the punch.

 **The paper waste tray should be cleaned out from time to time.**

If blades seem to be dull

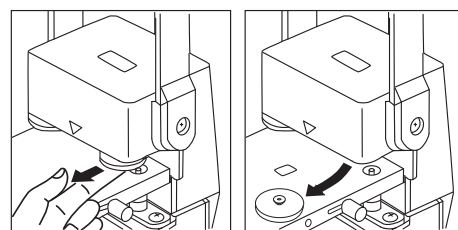
● Rotation of the position of punching disk



- If you feel punching becomes dull, rotate the punching disk in use from time to time.

 **Do not place your hands on the blades. (It may result in injury)**

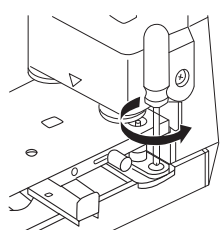
● Replacement of the punching disk



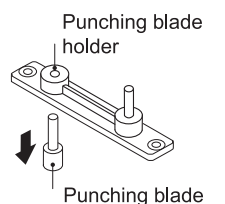
- Once circumference of the punching disk is all damaged, replace the punching disk.
- To replace, simply pull the punching disks toward you and they will easily come off. Put new punching disks in position, making sure upper side has the center hook.

 **Do not place your hands on the blades. (It may result in injury)**

● Replacement of the punching blades



- Simply loosen up two screws and replace punching blades.
- * If the punching blade punches poorly, please replace the punching blade.



 **Do not touch the point on the blade. (It may result in injury.)**

Replacement parts

Punching blade	P-120MD	1 pc / pack
Punching disk	P-B01	10 pcs / pack

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