

***Stanley Bostitch Heavy
Duty 3 Hole Paper
Punch - BOS03200***

Instruction Manual



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品 號	P26051043	品 名	說明書 (#102486)	日期	2011.12.16
機種代號	03200 (HDHP)	材 質	模造紙70磅	版本	T1(移轉)
顏 色	雙面共2色				
尺寸(mm)	289x205mm	圖 號	P	 豐民金屬工業股份有限公司 APEX MFG. CO., LTD.	

STANLEY BOSTITCH

REPLACING PUNCH HEADS AND PUNCH DISKS

Replacement hollow punch heads and plastic disks are available as Stanley Bostitch model number 03203.

TO REPLACE CENTER HOLLOW PUNCH HEAD:

Unwrap punch head from protective covering. Place punch head in black insertion tool. Position punch head under punch support. Lift insertion tool to insert punch head into support. Screw into place.

TO REPLACE HOLLOW PUNCH HEADS ON 2 OUTER PUNCHES ONLY:

Unscrew black Phillips head screw to release worn punch head. BE VERY CAREFUL - PUNCH HEAD MAY STILL BE SHARP!!

TO REPLACE PLASTIC PUNCH DISKS

The plastic punch disks should be rotated regularly to ensure uniform punching and increase the longevity of the disks.
Insert a ball point pen into the groove on the disk. Pull forward. Disk will pop out. Push new disk into place.

REMEMBER, HOLLOW PUNCH HEADS ARE VERY SHARP

STANLEY BOSTITCH

MODEL 03200 HEAVY DUTY HOLE PUNCH

Congratulations on your purchase of the Stanley Bostitch heavy duty hole punch. Your hole punch is designed to punch 160 sheets of paper cleanly and easily.

Please read the following instructions prior to using the 03200 heavy duty hole punch.

INSTRUCTIONS

- Always use two hands on the punch handle. For best results punch papers from a standing position.
- Push firmly and evenly to ensure that hollow punch heads penetrate bottom sheets.
- Return handle to the full upright position before removing punched papers.
- **PUNCH HEADS ARE VERY SHARP. ALWAYS KEEP FINGERS AWAY FROM PUNCH HEADS!**

STANDARD THREE HOLE PUNCHING:

Position center hollow punch heads over punch disk #3.

STANDARD TWO HOLE PUNCHING:

Position center hollow punch head over punch disk #2 or 4.

STANLEY
BOSTITCH®

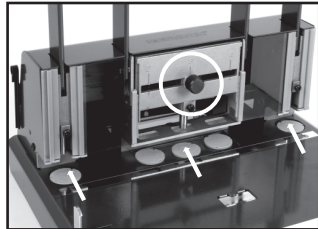
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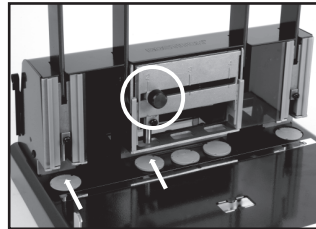
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STANDARD THREE HOLE PUNCHING



Position hollow punch head over punch head location #3.

STANDARD TWO HOLE PUNCHING



Position hollow punch head over punch head location #2 or #4.

STANLEY
BOSTITCH®

REPLACING PUNCH HEADS AND PUNCH DISCS

Replacement hollow punch heads and plastic discs are available (Bostitch model number 03203).

A



TO REPLACE HOLLOW PUNCH HEADS

- Unscrew black Phillips head screw to release worn punch head.
BE CAREFUL – PUNCH HEAD MAY STILL BE SHARP!

B



- Unwrap replacement punch head. Place punch head in black insertion tool provided in kit #03203 (Fig. A)
- Position punch head under punch support (Fig. B)
- Lift insertion tool to insert punch into punch support as far as possible (Fig. C)

C



- Tighten Phillips head screw to secure punch head in place.

CARE OF PLASTIC DISCS

- The plastic punch discs should be rotated regularly to ensure uniform punching and increase the longevity of the discs.

D



- To rotate the disc, insert a ball point pen into the groove in the top of the disc and push (Fig. D)

TO REPLACE PLASTIC PUNCH DISCS

- To replace plastic punch discs turn over hole punch so that the bottom of the plastic discs are visible.

E



- Use a ball point pen, with the point retracted, to push out the discs (Fig. E)

F



- Turn hole punch to upright position and insert replacement discs (Fig. F)
REMEMBER – HOLLOW PUNCH HEADS ARE VERY SHARP!