

Stanley Bostitch Adjusting Manual 7 Hole Punch BOSHPK7-ADJ

Instruction Manual



Provided by

MyBinding.com
When Image Matters.

Call Us at 1-800-944-4573

BOSTITCH®

Swivel Handle Heavy Duty Adjustable Punch



Model HPK3-ADJ
UPC Code 0 77914 03503 9



Model HPK7-ADJ
UPC Code 0 77914 03504 6

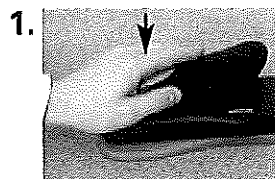
Congratulations on your purchase of this premium quality Swivel Handle Heavy Duty Adjustable Punch. With proper use and care, this punch will serve you well for many years.

IMPORTANT

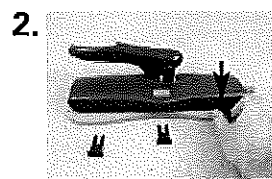
Please read these instructions completely before operating your new adjustable punch. Keep this instruction sheet for future reference.

Before Beginning: Unlock Procedure

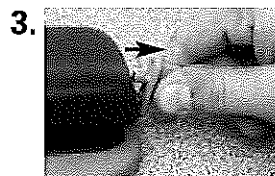
The unit is packaged with the cover in the locked position. To operate, the cover must be unlocked by following these simple steps. To lock unit, reverse steps.



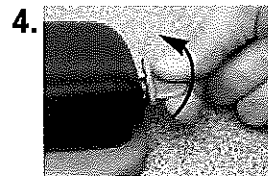
Push handle down



Remove punch spacers
(HPK3-ADJ ONLY)



Pull lock out



Rotate lock clockwise into
storage location

BOSTITCH®

Stanley Fastening Systems L.P.

Features

HPK3-ADJ

- Includes 3 fully adjustable, replaceable, punch heads for 2 or 3-hole applications. Punch pre-configured in standard 3-hole setting.
- Lever handle swivels for left or right hand operation
- Punches up to 20 sheets of 20 lb. paper
- Bi-material lever handle designed for improved comfort and reduced punching force
- Locking cover for easy storage
- Integral base cover door for controlled chip disposal

HPK7-ADJ

- Includes 7 fully adjustable, replaceable, punch heads for 2, 3 or 7-hole applications. Punch pre-configured in standard 3-hole setting.
- Lever handle swivels for left or right hand operation
- Punches up to 25 sheets of 20 lb. paper
- Bi-material lever handle designed for improved comfort and reduced punching force
- Locking cover for easy storage
- Convenient magnetic storage area
- Integral base cover door for controlled chip disposal

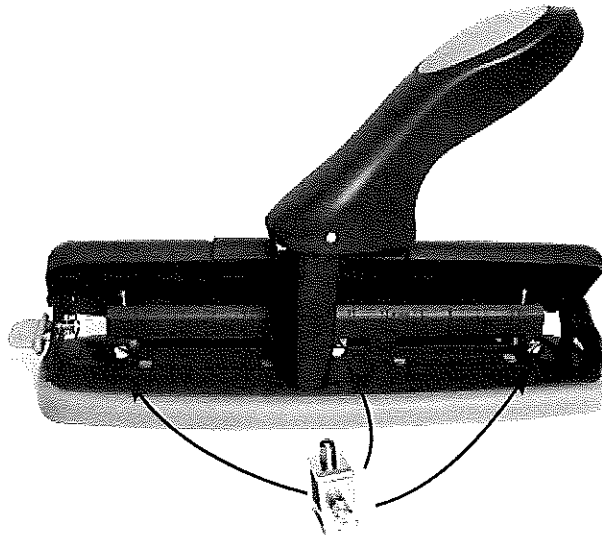
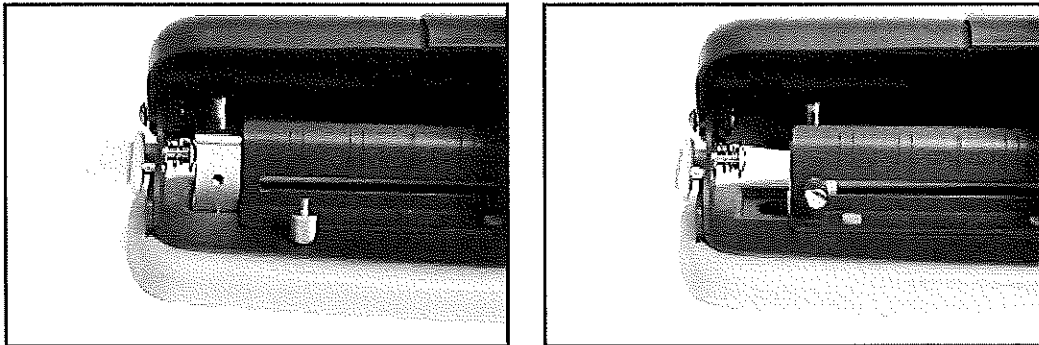
To Operate

1. Position the handle against the handle stops for right or left hand operation. It is recommended that the handle be positioned pointing left for more even punching.
2. Insert the paper into the punch head slots and position to the left, flush against the paper stop. Use the paper alignment guide on the base cover to ensure the paper is in the proper position.
3. Position the palm of your hand over the rubber area of the handle. Note: The swivel handle design will require less punching force. Do not apply a high force to the handle. Push the handle down to punch completely through the paper and then allow it to return to the original position.
4. To empty the chips, simply place your hand under the left side of the punch and press open the integral base cover door with your thumb. Empty the chip in an appropriate container and close the base cover door by pressing it onto the base tab. The chips are stored in the base cover and should be emptied when ever full.

To Remove, Install or Adjust Punch Heads

Your HPK3-ADJ or HPK7-ADJ are preset for 3-hole standard punching. The HPK3-ADJ can be adjusted for 2-hole standard punch and the HPK7-ADJ can be adjusted for 2 and 7-hole punching.

1. To adjust punch positions, turn the punch so the backside is facing you. Using a flat blade screwdriver or coin loosen the punch head assembly screw and reposition the punch head to the desire location. Standard punch configurations are shown on the punch guide. Tighten the screw and your punch is ready for use.
2. To remove the punch head assembly, remove the punch assembly screw and slip punch assembly to the end (left or right) of the punch guide. Reinstall punch assembly screw on to punch holder to prevent loss.
3. To install new or additional punch head assemblies by reversing the sequence in step two. Note: The HPK7-ADJ comes with four additional punches for 7-hole punching application.



The punch heads will wear over time and will need to be replaced for proper function. The punch head assemblies (all) should be replaced, when the punching force increases to a high level, the punches begin to stick in the paper after punching or when the punched holes shows signs of tearing.

Replacement Heads

Order Kit #HPK3-ADJK20 for HPK3-ADJ replacement punch head and Kit# HPK7-ADJK for HPK7-ADJ replacement punch heads. In a heavy use environment, the punch heads should be replaced annually.

Unit	Replacement Heads
HPK3-ADJ	HPK3-ADJK20
HPK7-ADJ	HPK7-ADJK