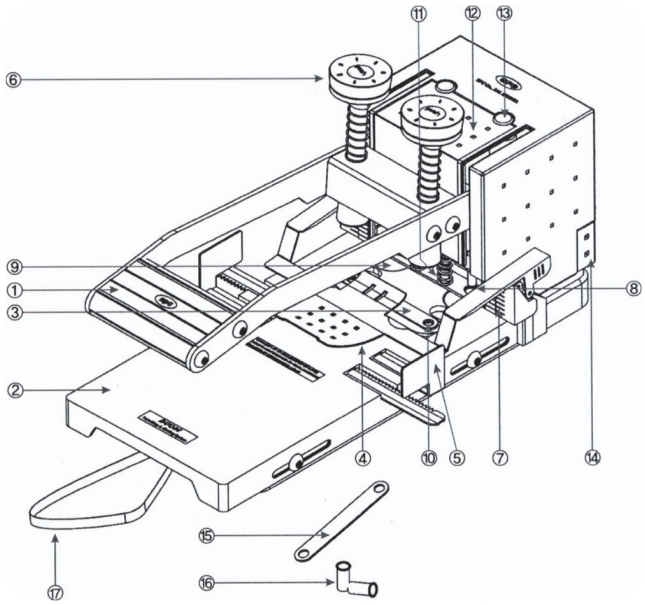
Operating instructions

DUO N20 and DUO N35 combination punches



Device overview

1	Handle
2	Movable table
3	Recess for cover strip
4	Paper holder
5	Paper centring guides
6	Eyelet press button
7	Stack gauge
8	Hollow punch
9	Washer
10	Closing die
11	Paper clamp
12	Cover
13	Cover screws
14	Paper waste container
15	Cover strip
16	Eyelets
17	Retaining strap

IMPORTANT - read before use

- Use the machine only while standing. Press the handle down firmly so that the hollow punches cut through the entire paper stack.
- **NOTICE:** Remove all paper clips and staples before punching. They can damage the hollow punches.
- Raise the handle fully upright before moving the table or paper. Move the table carefully.
- **CAUTION:** The hollow punches are very sharp. Keep your fingers away from them.
- Maintain the device regularly: replace the hollow punches and punching pads regularly, rotate the punching pads and remove paper waste. See page 3 for further information.

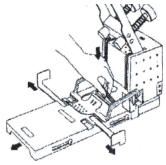
Use: The device is intended for punching paper and inserting eyelets into documents. Other applications are not intended uses.

Operation

Information and symbols

CAUTION	Possible risk of injury.
NOTICE	Possible damage to the device or other objects.
NOTE / TIP	Helpful information on use.

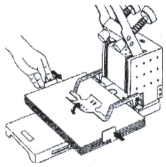
01



Preparation

Raise the handle [1] upright. Pull the movable table [2] forwards and open the paper centring guides [5]. For a small number of sheets, place the cover strip [15] in the recess.

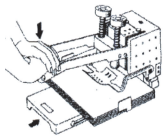
02



Inserting paper

Lift the paper clamp [11] and insert the paper stack as far as the stop. Press the paper centring guides [5] in from the sides and slide the movable table [2] back with the paper.

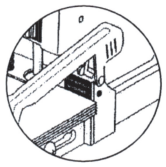
03



Punching

While standing, press the handle [1] down firmly with both hands. Then return it fully to its upright starting position.

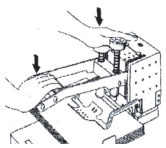
04



Inserting eyelets

With the handle [1] upright, slowly pull the movable table [2] forwards over the closing dies [10]. Insert suitable eyelets [16] through the holes; they should protrude by about 1 to 2 mm.

05



Closing eyelets

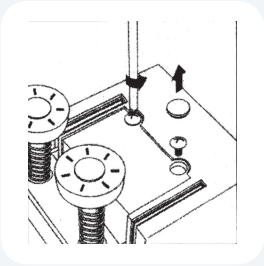
Press the handle [1] down. Press the eyelet press buttons [6] onto the eyelets [16] one after the other until the eyelets have curled over on the back.

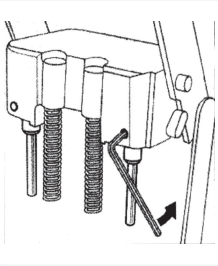
NOTICE - do not hammer in eyelets

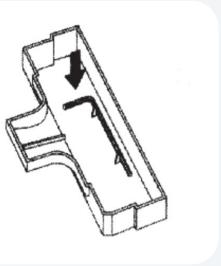
This can bend the eyelets.

Maintenance

01 Replacing hollow punches







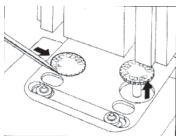
CAUTION - the hollow punches are very sharp.

Handle them carefully when replacing them.

Remove the rubber caps from the cover. Undo the screws with a screwdriver and remove the cover.

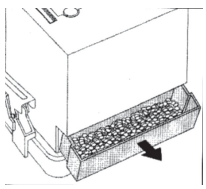
Use the hex key from the paper waste tray to loosen the screws until the hollow punches can be pulled out. Insert the new hollow punches and reassemble the device in reverse order.

02 Rotating or replacing punching pads



Regularly rotate the round white punching pads a little further to keep the holes cleanly punched. When worn, push the discs upwards from underneath the table and replace them.

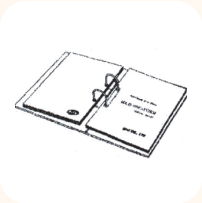
03 Removing paper waste



Empty the waste tray regularly. Wipe paper dust off the table and remove paper waste from the device.

Information and contact

Notes on the result



Documents with Klick eyelets up to size 4 (approx. 80 to 90 sheets) can be filed in a binder due to the curvature of the binder mechanism.



Only the DUO N35 can punch four holes at the correct spacing for four-ring binders: fully open the paper centring guides [5], punch the paper on the left, slide it to the other side and punch on the right.

TIP - use wax paper

Regularly punch through the supplied wax paper with both hollow punches. This makes punching easier and extends the service life of the hollow punches.

Manufacturer and distributor

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