



User's guide

OPUS profiELPUNCH

Health & safety precautions

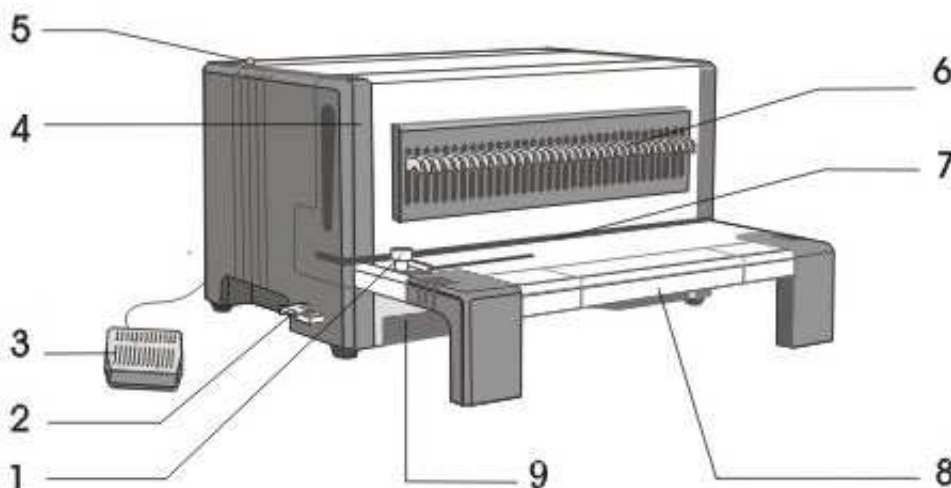
- Before using, the equipment please read the Health & Safety precautions, manufacturers' recommendations and the operating manual
- The operating manual should be available at all times for the operator to read
- OPUS profiELPUNCH is designer to punch paper. Use the machine only for this purpose and do not use any other materials than paper or plastic covers. Following to this user's guide you will provide long life to the machine
- The equipment should be installed on sturdy and level surface near a 220-240 V, 50Hz socket
- The equipment must not be placed near the heating or ventilation units
- The equipment must be protected against dust and moisture.
- The equipment must not be used in vicinity of inflammable liquids or gases
- The power supply cable should be protected against damage and must not be used to pull the equipment or to remove the plug from the socket
- During a long standstill or before replacing the machine, the plug should be removed from a mains socket
- The equipment must be kept away and out of from reach of children
- Do not put fingers into the paper insert slot during punching → danger of injury!
- The equipment must not be used for any other purposes than those indicated in the instruction manual to do so will invalidate the Guarantee/Warranty
- It is necessary to check and supervise if the equipment is operated correctly.
- In case of any malfunction, you must contact the dealer or service team.
- Before removing any covers from the equipment, remove the power plug from a mains socket
- The equipment must be operated according to general Health & Safety rules
- Any repairs must be carried out by authorised staff only
- After use turn the equipment off by the switch on unit, next remove the plug from a socket

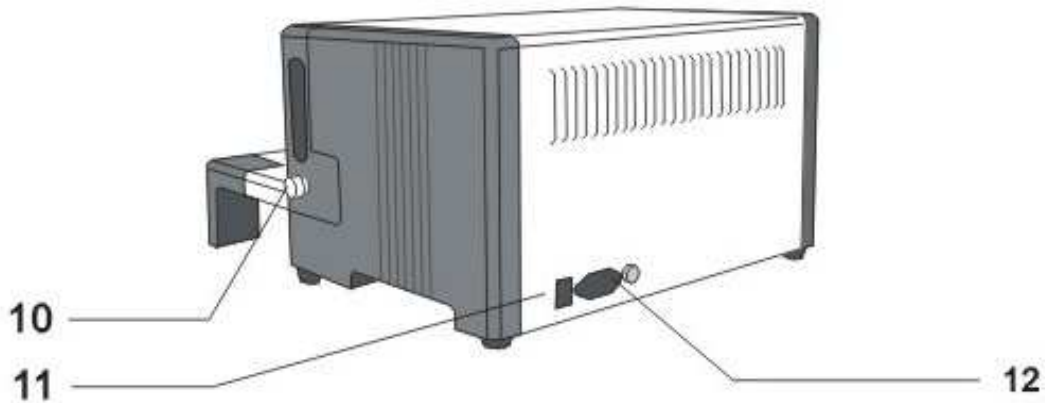
Recommendations

- Use only recommended supplies and accessories
- The machine is designed to punch only paper and covers
- Unpack and install all the elements of the device and put it on a sturdy and level surface
- Before punching important documents, test the settings of the machine on a sheet of paper.
- The machine punches 25 sheets of paper. Paper and the plastic covers should be punched separately and one by one! To make punching easier plastic covers can be placed between two sheets of paper. DO not exceed max punching capacity.
- Punching knives are covered by oil to prevent them before corrosion and to provide easy start

**NOTE! Not complying with the recommendations above can result with,
the guarantee/warranty being made void**

Construction of the machine:





- | | |
|------------------------------|-----------------------------|
| 1 – paper stop | 7 - Punching slot |
| 2 – Cassette lock | 8 – Table top |
| 3 – Foot lever | 9 – Waste bin |
| 4 – Interchangeable cassette | 10 – Margin knob adjustment |
| 5 – Indicator light | 11 – Power switch |
| 6 – Releaseable knives | 12 - Fuse |

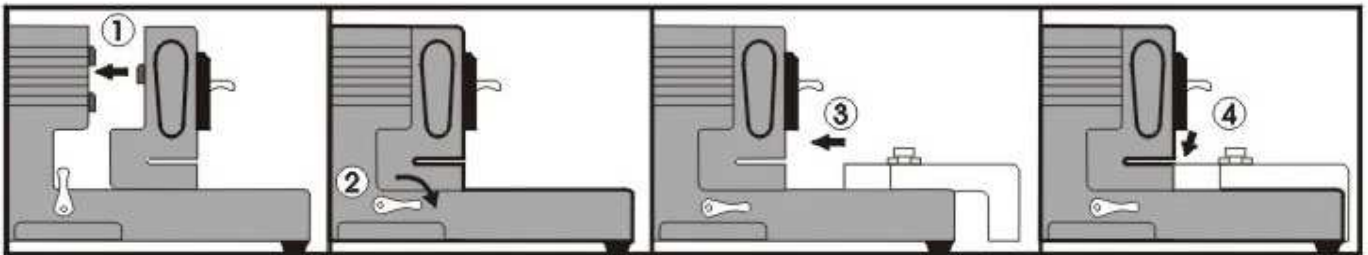
Application

NOTE! The machine is designed to punch paper and plastic covers. Range and size of holes depends from interchangeable punch cassettes which is installed in OPUS profiELPUNCH

Punch cassettes compatible with OPUS profiELPUNCH:

Name	Description	Holes	Dimension of holes
Opus profiPUNCHBLOCK 3x8mm	Cassette with 21 releaseable knives	21 rectangular	3x8mm
Opus profiPUNCHBLOCK 3:1 ø4mm	Cassette with 35 releaseable knives	35 round	Φ4mm
Opus profiPUNCHBLOCK 2:1 ø6mm	Cassette with 23 releaseable knives	23 round	Φ6mm
Opus profiPUNCHBLOCK 4:1 ø4mm	Cassette with 49 releaseable knives	49 round	Φ4mm
Opus profiPUNCHBLOCK 3:1 ø4mm+thumbcut	Cassette with 32 releaseable knives with thumbcut knife (Calendar)	32 round	Φ4mm

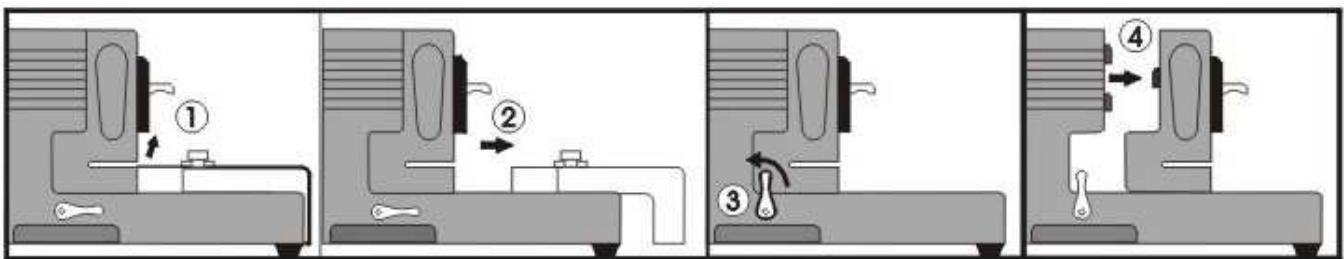
Instillation of punch cassettes in OPUS profiELPUNCH



Any installation should be made on switched off machine!

1. Put the machine on a sturdy and level surface. Push the cassette into the main body (see pic. 1)
2. Turn the cassette lock to position CLOSE (see pic. 2).
3. Inset table top (see pic. 3)
4. Push table top to connect it with main body (see pic 4), installation is finished.

Changing punch cassette in OPUS profiELPUNCH



1. Disconnect table top from punch cassette (see pic 1)
2. Remove table top from machine (see pic 2)
3. Unlock the cassette (see pic 3)
4. Remove the cassette from OPUS profiELPUNCH

Operation

Punching

- Put sheets of paper in proper order into punching slot (max 25 sheets 70/80g/m²) and even them into paper stop.
- Turn the knob (10) placed on the right side of the machine to choose proper paper margin. Opening document after binding is easier when paper margin is correctly adjusted.
- Press the foot lever (3) to punch the document. Take out punched sheets
- All punch cassettes have selectable knives which can be released separately to prevent punching edges in non-standard paper formats.
- Please check margin and paper position before punching documents
- Do not exceed recommended maximum punching capacity!

Binding

To bind punched sheets of paper we recommend separate machine such as OPUS profiBINDER&CLOSER or OPUS ELCLOSER.

Cleaning out the pieces of waste paper draw

The waste draw is designed to catch the paper pieces from the punching dies/knives. Emptying of the draw should be done regularly and depends on how often the equipment is used.

To empty the draw

1. Pull out and remove the draw from the equipment and empty paper scraps into a bin.
2. Reinsert the empty draw back into the equipment.

Please remember to empty the draw for the paper pieces regularly!

Possible malfunctions

Malfunction	Cause	Remedy
Uneven punched paper margin, i.e. holes are closer to the edge at one end	Paper uneven when inserting the sheets into the punching slot	Pull out and insert the paper once more into the paper slot making sure that they are all even
	Paper scraps or other material stuck inside the paper / punching slot	Clean up the paper / punching slot

Technical Data:

Max punching capacity:	25 sheets* / covers should be punched separately
Format:	A4
Margin depth adjustments:	4 steps
Selectable knives:	depends on punch cassette
Number of selectable dies/knives :	all
Hole dimension:	depends on punch cassette
Voltage:	110/220V / 50/60Hz
Net weight:	30 kg
Gross weight:	31,5 kg
Dimension (DxSxW):	401x436x219mm

*paper 70/80g/m²

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