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› [KW-Trio Adjustable 6-Hole Desktop Punch User Manual](#)

## KW-Trio DZR4364766644982RO

# Adjustable 6-Hole Desktop Punch

## USER MANUAL

Brand: KW-Trio | Model: DZR4364766644982RO

## 1. Introduction

Thank you for choosing the KW-Trio Adjustable 6-Hole Desktop Punch. This manual provides essential information for the proper setup, operation, and maintenance of your new punch. Please read this manual thoroughly before use to ensure optimal performance and longevity of the product.

This desktop punch is designed for creating precise 6-hole patterns, suitable for various planner and organizer formats, including A4, A5, A6, and B7. Its adjustable hole spacing feature offers flexibility for different binding requirements.

## 2. Product Overview

The KW-Trio Adjustable 6-Hole Desktop Punch is a durable and portable tool crafted from high-quality metal. It features a thoughtful design for ease of use and efficient waste management.

### Key Features:

- Adjustable Hole Distance:** Customize spacing to fit various 6-hole planner and organizer formats.
- Durable Construction:** Made of high-quality metal for extended use.
- Portable Design:** Compact dimensions (approx. 7.8" x 1.54" x 2.64") for easy transport.
- Integrated Chip Holder:** Designed for easy disposal of paper fragments.
- 6-Sheet Capacity:** Efficiently punches up to 6 sheets of paper at a time.
- Standard Hole Diameter:** 5.5mm hole size.



Figure 2.1: Front view of the KW-Trio Adjustable 6-Hole Desktop Punch.

This image shows the overall design of the pink 6-hole desktop punch, highlighting its sleek appearance and compact form factor.

### 3. Setup

- Unpacking:** Carefully remove the punch from its packaging. Inspect the unit for any signs of damage during transit.
- Placement:** Place the punch on a stable, flat surface. Ensure there is enough clear space around the punch for comfortable operation and paper handling.
- Initial Inspection:** Verify that all movable parts, such as the punch heads and the chip holder, operate smoothly.

### 4. Operating Instructions

#### 4.1. Basic Punching Operation

- Prepare Paper:** Gather the sheets of paper you wish to punch. Ensure the paper is flat and free of creases or folds. Do not exceed the maximum capacity of 6 sheets per punch.

2. **Insert Paper:** Slide the paper into the punch opening until it reaches the back stop. Align the paper evenly to ensure consistent hole placement.
3. **Punch:** Press down firmly and evenly on the top handle of the punch until the holes are fully cut through the paper.
4. **Remove Paper:** Release the handle and carefully remove the punched paper.



Figure 4.1: Demonstrating the punching action.

This image illustrates how to properly insert paper and press down on the punch to create holes.

## 4.2. Adjusting Hole Distance

The punch features an adjustable mechanism to accommodate various 6-hole binding standards. The punch creates two groups of three holes, with 19mm spacing within each group. The central distance between these two groups can be adjusted.

1. **Locate Adjustment Sliders:** On the underside or side of the punch, you will find sliders or indicators for adjusting the central distance.
2. **Select Desired Spacing:** The available central distance options are typically 19mm, 38mm, 51mm, and 70mm.

Move the adjustment mechanism to the desired setting. Refer to the markings on the punch for precise alignment.

3. **Verify Setting:** Before punching important documents, it is recommended to test the selected spacing on a scrap piece of paper to ensure it matches your requirements.



Figure 4.2: Adjustable central distance guide.

This image displays the punch with a paper guide indicating the various adjustable central distances (19mm, 38mm, 51mm, 70mm) between the two sets of three holes.

#### 4.3. Emptying the Chip Holder

The punch is equipped with a transparent chip holder at the bottom to collect paper confetti. Regularly empty this holder to prevent jams and maintain cleanliness.

1. **Locate Chip Holder:** The chip holder is typically a clear plastic tray located at the base of the punch.
2. **Remove/Open Holder:** Gently slide out or unclip the chip holder from the punch.
3. **Empty Contents:** Dispose of the paper confetti into a waste bin.
4. **Reattach Holder:** Securely reattach the chip holder to the punch, ensuring it clicks into place if applicable.



Figure 4.3: Accessing the chip holder.

This image shows how to open or remove the chip holder from the bottom of the punch for easy disposal of paper waste.

## 5. Maintenance

- **Cleaning:** Regularly wipe the exterior of the punch with a soft, dry cloth to remove dust and debris. Avoid using abrasive cleaners or solvents.
- **Empty Chip Holder:** As mentioned in Section 4.3, frequently empty the chip holder to prevent accumulation and potential jamming.
- **Lubrication (If Needed):** If the punching mechanism feels stiff over time, a small amount of silicone-based lubricant can be applied to the moving parts, avoiding contact with the cutting edges.
- **Storage:** Store the punch in a dry environment, away from extreme temperatures and humidity, when not in use.

## 6. Troubleshooting

Problem	Possible Cause	Solution
Incomplete or Ragged Holes	Exceeding sheet capacity; dull blades; paper not inserted flat.	Reduce the number of sheets. Ensure paper is flat and fully inserted. If blades are dull, consider replacement if parts are available, or product replacement.
Punching Mechanism Stiff	Lack of lubrication; debris in mechanism.	Apply a small amount of silicone lubricant. Check for and remove any trapped paper fragments.
Paper Jams	Too many sheets; improper paper insertion; full chip holder.	Do not exceed 6-sheet capacity. Ensure paper is inserted straight. Empty the chip holder. Carefully remove jammed paper.

## 7. Specifications

Attribute	Detail
Product Dimensions (L x W x H)	7.8" x 1.54" x 2.64" (19.8cm x 3.9cm x 6.7cm)
Item Weight	0.54 Kilograms (1.19 Pounds)
Material	Metal, Plastic
Color	Pink
Hole Capacity	6 Sheets (max)
Hole Diameter	5.5mm
Adjustable Central Distances	19mm, 38mm, 51mm, 70mm
Model Number	DZR4364766644982RO

## 8. Warranty and Support

For warranty information or technical support, please refer to the documentation included with your purchase or contact the manufacturer directly. Keep your proof of purchase for any warranty claims.

Manufacturer: KW-Trio

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## Related Documents - DZR4364766644982RO

	<a href="#">KW-trio 05512T Transparent Mini Stapler - Specifications and Features</a> Detailed information on the KW-trio 05512T transparent mini stapler, including its capacity, insert depth, staple compatibility, and built-in staple remover.
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