

KW-triO 9771

KW-triO Model 9771 Heavy Duty Slot Single Hole Punch User Manual

Your guide to operating and maintaining your KW-triO Model 9771 slot punch.

1. INTRODUCTION

The KW-triO Model 9771 is a heavy-duty slot single hole punch designed for creating oval-shaped holes in various materials. Its robust all-metal construction ensures durability and efficient operation for tasks such as preparing ID cards, badge holders, and other documents. This manual provides essential information for the proper setup, operation, and maintenance of your punch.



A black, heavy-duty single-hole punch with a slot design, featuring the 'KW-triO' logo on the handle.

2. PRODUCT FEATURES

- **Single Slot Punch:** Creates a precise oval hole measuring 0.59" x 0.16" (15mm x 4mm).
- **High Capacity:** Capable of punching up to 10 sheets of A4 paper simultaneously.
- **Adjustable Punching Depth:** Features a position limiting baffle that allows adjustment of the card delivery depth from 1mm to a maximum of 20mm for accurate hole placement.
- **Durable Construction:** Made from high-quality metal, ensuring a firm structure that resists rust and is designed for long-term use.
- **Effort-Saving Design:** The all-metal lever structure reduces the effort required to punch through thick materials.

- **Versatile Application:** Suitable for punching various materials including paper, photos, newspapers, magazines, cards, and PVC plastic sheets.



Premium Metal
Cutter



Lever Structure Handle
Ergonomically designed
and Labor-saving-You

A split image showcasing two key components: the durable premium metal cutter for clean punches, and the ergonomically designed lever structure handle that reduces effort during operation.



ID Card



KraftPaper



Photo



PVC Paper

This image displays various materials suitable for punching, including an ID card, a stack of colored Kraft paper, a collection of photographs, and a clear PVC badge holder.

3. SPECIFICATIONS

Feature	Detail
Model	9771
Color	Black
Material	Metal
Product Dimensions (L x W x H)	149 x 43 x 25 mm (5.8 x 1.6 x 0.9 in)
Oval Hole Size	15 x 4 mm (0.59 x 0.16 in)
Punching Depth Adjustment	1 - 20 mm
Paper Capacity	Up to 10 sheets of A4 paper

Feature	Detail
Package Weight	260 g (9.1 oz)



This image provides the physical dimensions of the punch: approximately 149mm (5.8 inches) in length, 43mm (1.6 inches) in height, and 25mm (0.9 inches) in width.

4. SETUP

The KW-triO Model 9771 slot punch requires minimal setup. It is ready for use directly out of the packaging.

1. **Unpack:** Carefully remove the punch from its packaging.
2. **Inspect:** Check the punch for any visible damage from shipping.
3. **Familiarize:** Locate the punching slot, the lever handle, and the adjustable position limiting baffle.

5. OPERATING INSTRUCTIONS

Follow these steps to use your KW-triO Model 9771 slot punch:

1. **Prepare Material:** Ensure the material you wish to punch (paper, card, PVC) is flat and free of creases. The punch can handle up to 10 sheets of A4 paper or equivalent thickness.
2. **Adjust Punching Depth (Optional):** If precise hole placement is needed, adjust the position limiting baffle. Slide the baffle to set the desired depth from 1mm to 20mm. This controls how far the material is

inserted into the punch.

3. **Insert Material:** Carefully insert the edge of your material into the punching slot until it reaches the desired position or the limiting baffle.
4. **Punch:** Press down firmly and steadily on the lever handle until the punch cuts through the material.
5. **Release:** Release the handle and remove the punched material.



A user is shown holding a small card and operating the KW-triO slot punch to create a precise hole, demonstrating typical usage.



A detailed view of the punch mechanism, highlighting the adjustable position limiting baffle. This feature allows users to set the punching depth from 1mm to 20mm for precise hole placement.

Free to punch PVC



An illustration of the punch in action, demonstrating its capability to easily create a slot in a PVC card, suitable for ID badges or similar applications.

6. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your punch.

1. **Clean Regularly:** After each use, or when a significant amount of material has been punched, empty the paper scraps.
2. **Empty Scraps:** To clean, open the bottom lid of the punch and discard any accumulated paper or material scraps. Close the lid securely after cleaning.
3. **Storage:** Store the punch in a dry environment to prevent rust.
4. **Avoid Overloading:** Do not attempt to punch more than the recommended capacity (10 sheets of A4 paper or equivalent) to prevent damage to the mechanism.



Keep it Clean

After use, open the bottom lid and clean the paper scraps.

This image illustrates the cleaning process: after use, the bottom lid of the punch can be opened to easily remove accumulated paper scraps, ensuring optimal performance.

7. TROUBLESHOOTING

- **Punching is difficult or incomplete:**

- Check if you are attempting to punch too many sheets at once. Reduce the number of sheets.
- Ensure the material is properly aligned and fully inserted into the slot.
- Inspect the cutting blade for any obstructions or damage.

- **Holes are not clean or have rough edges:**

- The material might be too thick or too thin for optimal punching.
- Ensure the punch is clean and free of debris.

- **Material gets stuck:**

- Open the bottom lid and carefully remove any jammed material.
- Ensure the material is inserted straight and not at an angle.

8. WARRANTY AND SUPPORT

No specific warranty information is provided with this product. For any warranty claims, technical support, or inquiries regarding your KW-triO Model 9771 slot punch, please contact the seller or retailer from whom you purchased the product. They will be able to provide the most accurate and up-to-date information regarding support and service options.