

3.0 PUNCHING WITH THE MACHINE

3.5 PUNCHING METHOD TABLE

| NO OF HOLES | DRUM DISC | METHOD |
|-------------|-----------|--|
| 180 | 4 | Punch 90 holes and then a further 90 holes between |
| 144 | 1 | Punch 72 holes and then a further 72 holes between |
| 120 | 5 | Punch 60 holes and then a further 60 holes between |
| 112 | 2 | Punch 56 holes and then a further 56 holes between |
| 96 | 3 | Punch 48 holes and then a further 48 holes between |
| 90 | 4 | Punch every hole |
| 72 | 1 | Punch every hole |
| 60 | 5 | Punch every hole |
| 56 | 2 | Punch every hole |
| 48 | 3 | Punch every hole |
| 45 | 4 | Punch 1,miss 1 |
| 40 | 5 | Punch 20 holes and then a further 20 holes between |
| 36 | 1 | Punch 1, miss 1 |
| 32 | 1 | Punch as for 16 holes and the a further 16 holes between |
| 30 | 5 | Punch 1 miss 1 |
| | 4 | Punch 1 miss 2 |
| 28 | 2 | Punch 1 miss 1 |
| 24 | 1 | Punch 1 miss 2 |
| | 3 | Punch 1 miss 1 |
| 20 | 5 | Punch 1 miss 2 |
| 18 | 1 | Punch 1 miss 3 |
| | 4 | Punch 1 miss 4 |
| 16 | 3 | Punch 1 miss 2 |
| 15 | 4 | Punch 1 miss 5 |
| | 5 | Punch 1 miss 3 |
| 14 | 2 | Punch 1 miss 3 |
| 12 | 1 | Punch 1 miss 5 |
| | 3 | Punch 1 miss 3 |
| | 5 | Punch 1 miss 4 |
| 10 | 4 | Punch 1 miss 8 |
| | 5 | Punch 1 miss 5 |
| | 6 | Punch 1 miss 7 |
| 9 | 1 | Punch 1 miss 7 |
| | 4 | Punch 1 miss 9 |

Continued overleaf...