



**CANOPY
DESIGN
GROUP**

SOFT PUNCH 0424 USER MANUAL

CDG-SP-0424



I. INTRODUCTION

Soft Punch™ Tools are designed for quickly and easily creating holes in various materials such as plastic film, paper and cardboard, thin metal foil, filter membranes, fabrics and cloth. Soft Punch features a spring-loaded actuator and a durable premium stainless steel cutting blade for precise cuts.

II. SAFETY FIRST

Soft Punch Blades are razor sharp! Before using Soft Punch, follow these safety steps carefully to prevent injury and tool damage. If you encounter any issues, consult the troubleshooting section or contact Canopy Design Group.

- NEVER strike, hit or smash the actuator - do not use a hammer!
- Always wear appropriate safety glasses.
- Wear gloves to protect your hands.
- Be aware of your surroundings, and keep a safe distance from others when operating the tool.
- Keep fingers clear of the cutting blade at all times.
- Ensure the workpiece is secured and in the precise location of the desired hole before cutting.
- Do not use this tool if any components are damaged or appear to be malfunctioning.
- Only compress the actuator when the top tool is correctly situated and magnetically coupled to the lower tool. Deploying the blade onto a hard surface will almost always damage the fine razor sharp teeth of the blade. This is true if you mis-align the magnets and send the blade into the surface of the lower tool.

III. INSTRUCTIONS FOR USE

When used correctly, Soft Punch Tools are an ideal solution for cutting holes in a variety of materials. The tools work equally as well on very thin film materials as they do on thicker substrates. However, they are not intended for cutting rigid materials such as sheet metal, plastic sheets, wood, etc.

Getting Started:

1. Separate the lower tool from the upper actuator: Grasp the upper actuator body (not the handle) with one hand and the lower tool with the other. Gently twist/rotate the tool bodies in opposite directions while simultaneously tilting the faces apart - the tools decouple easily using this technique.
 - **Do not** separate the tools by yanking or twisting the top actuator push handle. Only grasp the body of the actuator. Over time, repeated pulling of the handle can damage the high quality linear bearing inside the actuator mechanism.
 - After you separate the upper actuator, it is suggested that you place the actuator on a forgiving surface, such as an EPDM rubber sheet (example: McMaster-Carr p/n 8610K47 - 6"x6"x1/4"). This will protect the blade tips (and the tabletop) in the event an operator accidentally presses down on the tool handle and deploys the blade while on a surface.

2. Place the lower tool on a firm surface.
3. If using the optional Positioning Rod, install into the hole on the lower tool body and secure with the set screw (do not over-tighten). Use the Positioning Rod to maneuver the lower tool into position.
4. Position the article to be cut on top of the lower tool, aligning the material in the desired location.
5. Gently place the upper tool on top of the target material and lower tool. Use the dimples on the side of the upper tool which reveal the location of the four magnets. Knowing the location of the four magnets helps to accurately place the tool.
6. The tool will magnetically couple. It is good practice to slightly “wiggle” the upper tool body to confirm proper alignment. If the tools are properly aligned and coupled, they will resist separation. If they are not aligned and magnetically coupled, the tools will shift and or separate.
7. To make the cut, firmly press the actuator handle with a controlled motion. The blade will penetrate and pass through the material. Avoid excessive force; allow the blade to do the work.
8. Once the cut is complete, release the actuator handle. The spring mechanism will retract the blade.
9. Separate the tools using the ‘twist & tilt’ method from step 1 (again, grasp the actuator body, not the top handle).
10. Always remove the scrap material from inside the blade. Use care - the blade teeth are very sharp. A needle-nose pliers or small steel probe works well for scrap removal. Scrap should be removed after each cut, however depending on the application and material, several cuts are often possible before pausing to remove the scrap.

IV. BLADE CHANGE PROCEDURE

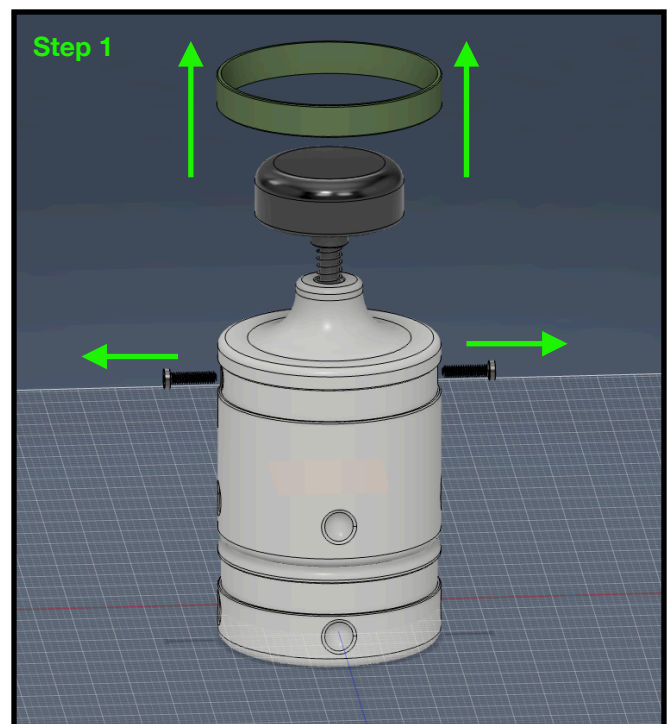
Tools Required

- 5/64” Hex Drive Key
- Crescent Wrench, as required
- Cut Resistant Gloves

Step 1: Remove the top silicone band by carefully stretching and pulling it upwards - revealing two hidden screws. Using the 5/64” hex drive key, remove two (2) black screws that secure the bearing plate to the main shell. Be sure to remove the correct screws as indicated in the drawing.

Step 2: Wearing the cut resistant gloves, Grasp the bearing cover plate and pull vertically to lift the top actuator assembly out and away from the body of the main outer shell.

NOTE: The blade will be exposed and is very sharp! Use Cut Resistant Gloves & take adequate safety precautions!



Step 3: For safety, once exposed it is advisable to secure the blade by placing it teeth-down into a small foam block or other rubber type material.

Step 4: Using two appropriately sized crescent wrenches, unthread the blade from the flanged jam nut. Remove the blade and set aside.

Step 5: Thread a new blade onto the linear shaft. Tighten the new blade down to the face of the jam nut and tighten to a firm mechanical stop. No torque spec is required.

Step 6: Reassemble the Soft Punch by following the same steps above in reverse. The two (2) black screws that secure the bearing plate should be tightened to a mechanical stop, but care should be given so as not to over tighten & strip the plastic threads.

Step 7: If a different diameter blade was installed, check to make sure the correct lower bottom tool is matched to the blade. The blade change procedure is now complete!

V. MAINTENANCE

After use, it is suggested to wipe down the tool with a clean cloth (60/40 IPA is preferred over water) & store the tool in a safe, dry place.

VI. TROUBLESHOOTING

Blade won't cut: Check the blade's condition (sharpness, type), and ensure the workpiece is properly secured and doesn't shift during the cutting process.

Cut is not clean: Ensure the blade is positioned and connected correctly. Make sure to use a controlled, consistent cutting motion. Check the blade for damage, replace if necessary.

Important Notes:

- Always consult this user manual for safety instructions, maintenance recommendations, and troubleshooting tips.
- Keep the blade sharp and clean for optimal cutting performance.
- Replace worn or damaged blades immediately.

Contact Information

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