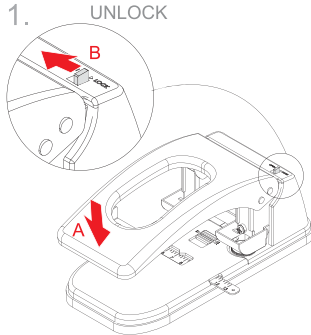
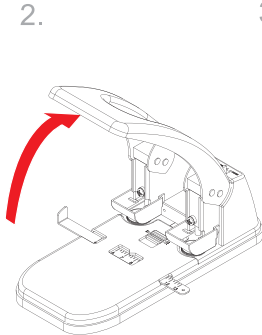
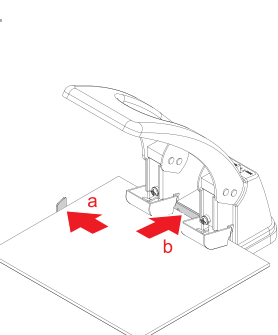
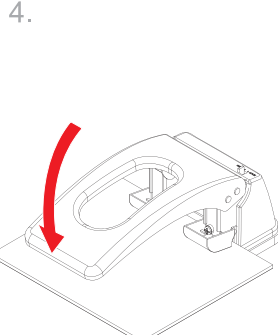


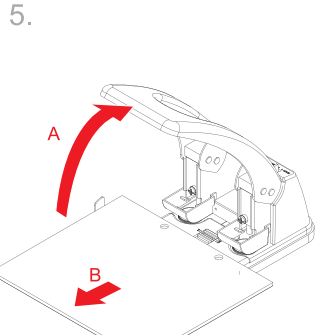
Hole Punch Instructions

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1. UNLOCK
A. Push the handle down and hold
B. Slide the switch to the unlock position.
- 

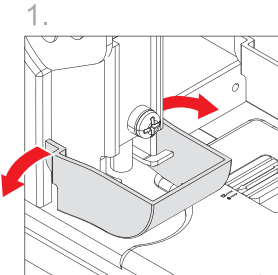
2. Raise the handle.
- 

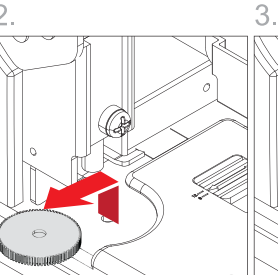
3. Align the stack of paper against the paper alignment guide (a) and the depth guide (b).
- 

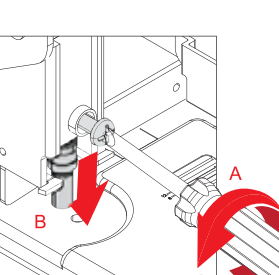
4. Press the handle down firmly to punch holes in the stack of paper.
- 

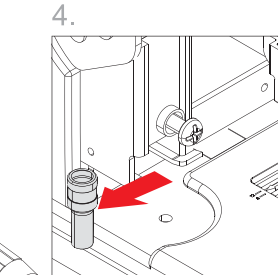
5. A. Raise the handle
B. Remove the punched stack of paper.

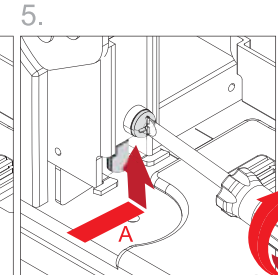
Punch Pin Removal & Replacement

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1. Pull the pin guard away from the holder and remove.
- 

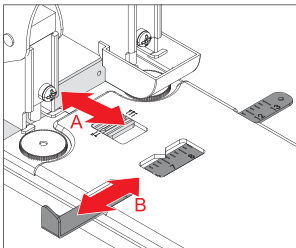
2. Remove the punch disc. (Refer to the punch disc removal instructions below).
- 

3. A. Loosen the punch pin screw.
B. Worn out punch pin will drop from the punch pin socket after the punch pin screw is loosened.
- 

4. Remove the punch pin after it falls. (This concludes the punch pin removal instructions)
- 

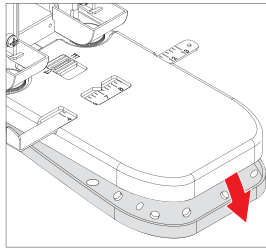
5. A. Push replacement punch pin all the way up into the punch pin socket.
B. Tighten the punch pin screw to secure the punch pin.

Guides



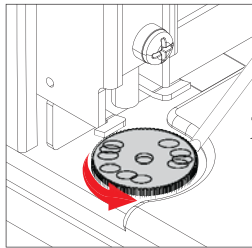
- A. Depth guide
B. Paper alignment guide

Emptying The Base



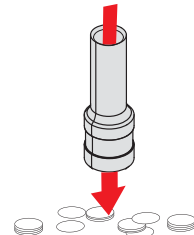
- Remove the slipper / base to empty the confetti.

Rotating The Disc



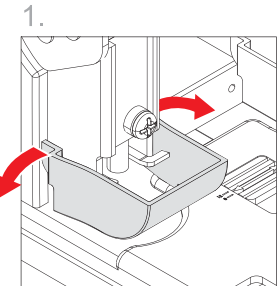
- For best punch results, occasionally rotate the punch disc.

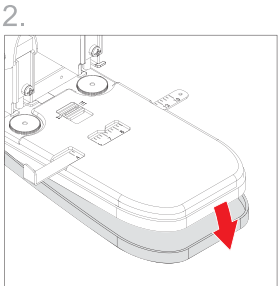
Clearing The Punch Pin

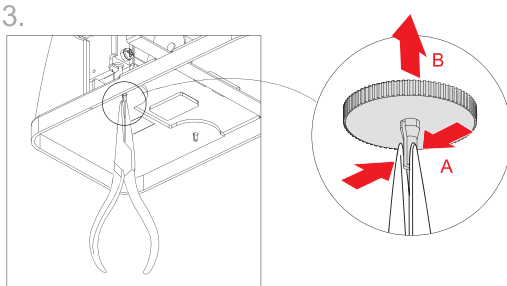


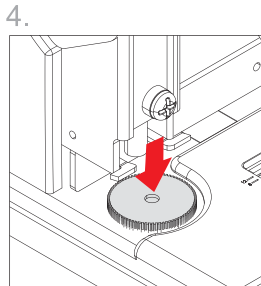
- The Punch pin channel may become blocked. If blockage occurs, remove the punch pin, flip upside down and clear the channel with a screw driver (Refer to the punch pin removal instructions above).

Punch Disc Removal & Replacement

- 

1. Pull the pin guard away from the holder and remove.
- 

2. Remove the slipper / base.
- 

3. A. Squeeze the base of the punch disc with a pair of pliers (not included).
B. Push the punch disc up while squeezing its base with the pliers to remove it from the punch disc socket (This concludes the punch disc removal instructions).
- 

4. Push the replacement punch disc into the punch pin socket.