

10-sheet\*

# 3-hole punch instructions



unbox punch &  
adjustable paper guide



locate hole for  
adjustable paper guide



fully insert adjustable  
paper guide into  
punch base



set adjustable paper  
guide to desired paper  
size (11" = Letter,  
14" = legal, etc.)



insert paper fully into  
punch until it stops and  
rest bottom of the page  
against the adjustable  
letter guide



after use make sure to  
dump punch waste to  
avoid jamming

\*This punch is designed to easily punch through 10 sheets of standard printer paper at a time. If using thicker paper like cardstock you must reduce the page count down to avoid damage. Overloading the punch can lead to jams, poor cutting, excess wear, broken punch pins and more.