

20-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 20 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.