

### Master Hole Punch Operation

- 1) Place the hole punch on a flat sturdy surface.
- 2) Insert paper into the hole punch under the cutting heads.
- 3) Depth of cut can be adjusted using the depth gauges.  
To adjust depth, simply loosen screw on depth of cut adjustment and adjust to the desired depth.
- 4) The Ruled Paper Guide can be adjusted for hole placement.  
The Ruler is held in place by friction and can be easily moved into place by pushing the guide to the desired location.
- 5) Punch head placement is adjustable  
To adjust punch head placement, simply loosen lock down screw and slide to the desired location.
- 6) Additional punch heads can be installed by removing the end clip and sliding on the new punch heads.