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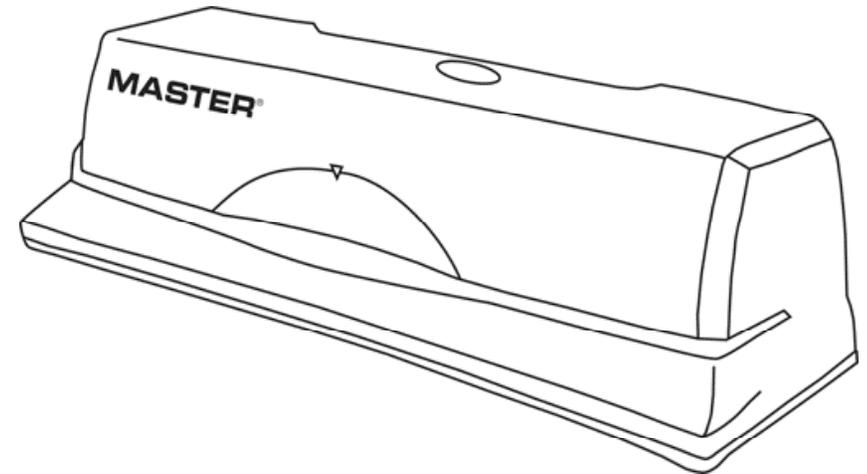
MASTER[®]

A MARTIN YALE BRAND

EP310 BATTERY OPERATED
3-HOLE PAPER PUNCH

AND

EP312 TRANSFORMER OR BATTERY OPERATED
PAPER PUNCH



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Web Site: www.martinyale.com

INSTRUCTION SHEET

Congratulations on your purchase of the Master battery operated (EP310) or the transformer/battery operated (EP312) 3-hole paper punch.

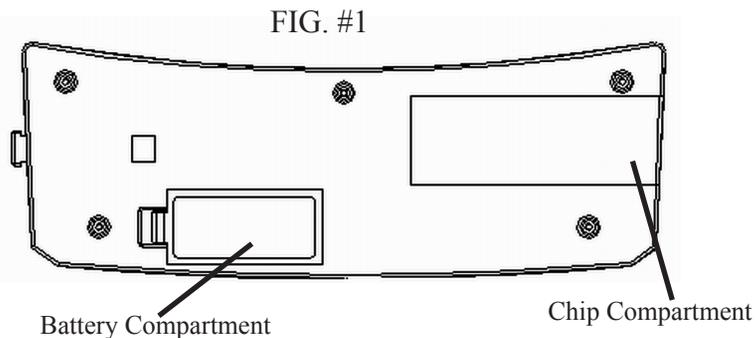
INSTRUCTIONS

This punch is an efficient and easy way to punch paper and the batteries can last more than one year depending on how often you use the punch. It will punch 3 holes in 10 sheets of standard 20-lb. bond paper.

This paper punch is set to punch only 3 holes in 8 1/2" x 11" paper for 3 ring binders.

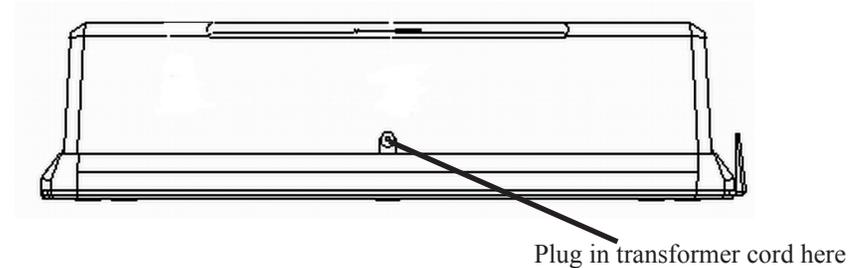
REMEMBER - Only punch paper.

1. Remove the battery compartment door on the bottom of the punch (FIG. #1). Insert the 6 AA batteries according to the illustration on the bottom of the compartment. Re-install the battery compartment door and the punch is ready for use.
2. Also on the bottom side of the punch is the compartment that holds the chips from punching. Slide it open to dump the waste. See FIG. #1. Be sure to do this over a waste paper basket.



3. If you have the EP312 that has the 120 Volt transformer you may plug it in to a 120 Volt wall plug and then into the punch on it's back side (FIG.#2). Or, you may follow the same instructions in Step #1 and use the punch with batteries instead. You do not need to remove the batteries when using the punch with the transformer.

FIG. #2



4. The punch has a paper guide on the lower left area at the base. See Fig. #3. This punch is meant to be used for standard 8 1/2" x 11" paper only. Be sure the guide is set for accurate 3-hole punching before using. The guide slides in and out of the side of the punch.
5. The Button to operate the punch is on top as shown in FIG. #3. Just push it and let go once the punching action has began. In the unlikely event the punch pins get jammed the machine will automatically reverse itself to the home position so you can remove the paper.

FIG. #3

