

## Lever-Tech 300 Sheets Super 2-Hole Power Punch Manual

Please read user instruction before use this punch.

1. Designed for use on Standard Paper Only. Do **not** use to punch special papers such as board, vinyl covered or cloth covered paper, nor materials other than paper.
2. Should the punching action become forced or incomplete, DO NOT APPLY EXCESSIVE FORCE as this will damage POWER PUNCH and/or the CUTTERS.

### A Operation for paper guide

**Fig 1** Please check the amount of sheets you are punching against the paper guide on the left hand side of the punch.

### B Operation for punching 1-150 sheets copy paper

**Fig 2** Raise the handle to the vertical position (90 degrees).

Align paper with paper guide.

**Fig 3** Firmly pull down handle until all sheets are punched.

The window display will show green when this is done.

**Fig 4** Return handle of Power Punch to the vertical position.

### C Operation for maximum punching 150-300 sheets copy paper

**Fig 5** Raise the handle to the vertical position (90 degrees).

**Fig 6** Pull handle back to opened position (150 degrees align paper with paper guide).

The window display will show red.

**Fig 7** Pull down handle firmly. This will cut the first 150 sheets.

The window display will show red / green.

**Fig 8** Raise the handle to the vertical position until you hear a click.

The window display will show green.

**Fig 9** Pull down handle firmly and window display will show green.

**Fig 10** Pull handle back to fully opened position (150 degrees).

### D Clear Jammed Paper

**Fig 11** There is small tool used to clear paper that is stored on the under-side of the Power Punch.

**Fig 12** Raise the handle to the vertical position and take out plastic disc. (please see instruction F).

Position the small tool to cutter housing until it is under the jammed cutter.

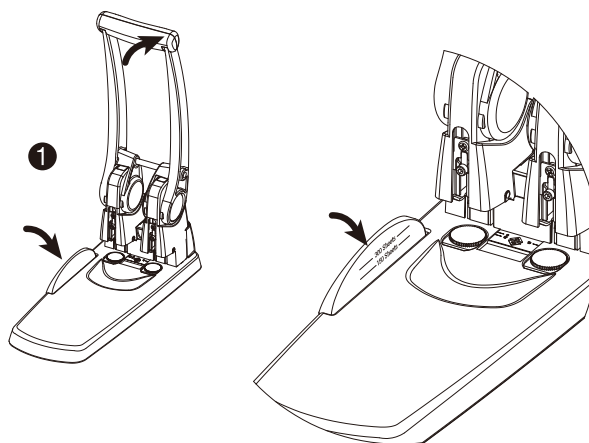
Pull down handle making sure the small tool goes inside cutter to clear paper out thoroughly.

**Fig 13** Raise the handle to the upright position and remove the tool.

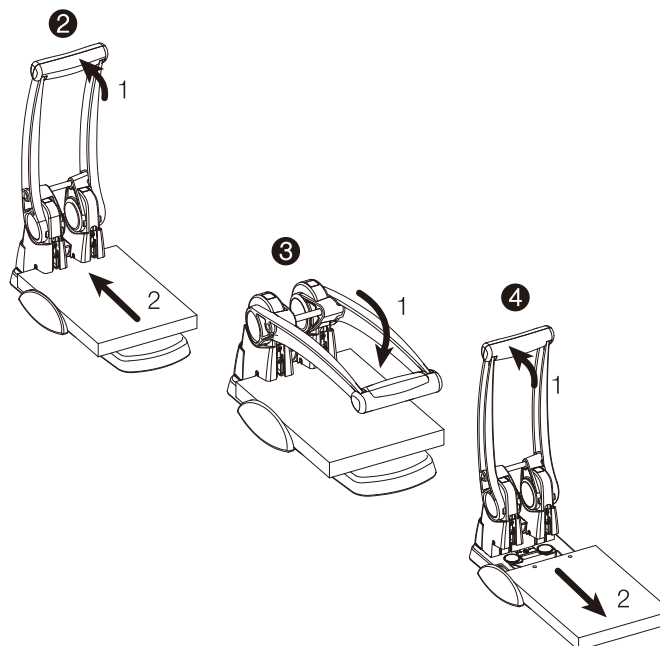
The cutter should now be unblocked.

Replace Disc by pushing firmly back in the original position.

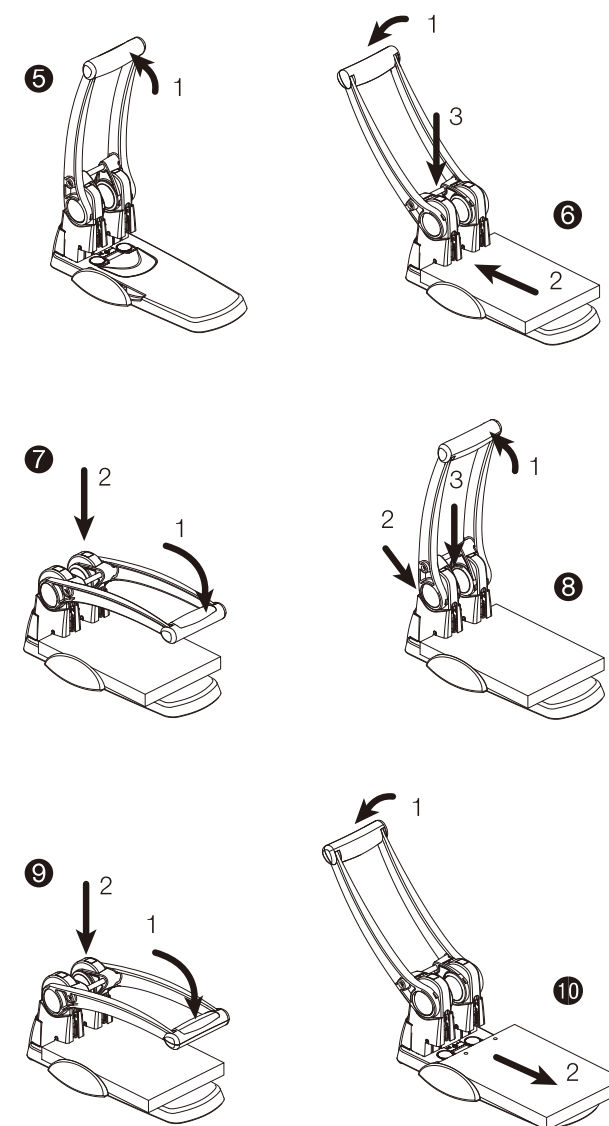
### A Operation for paper guide



### B Operation for punching 1-150 sheets

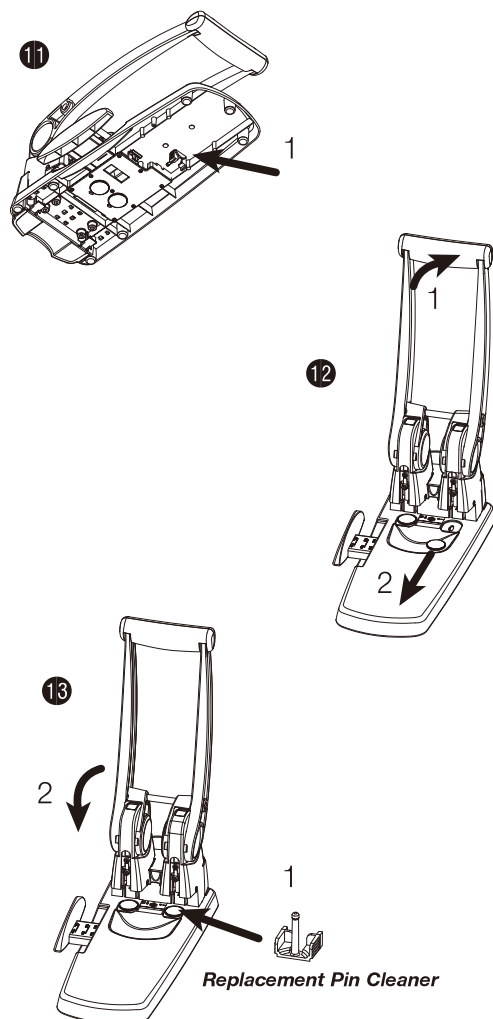


### C Operation for punching 150-300 sheets

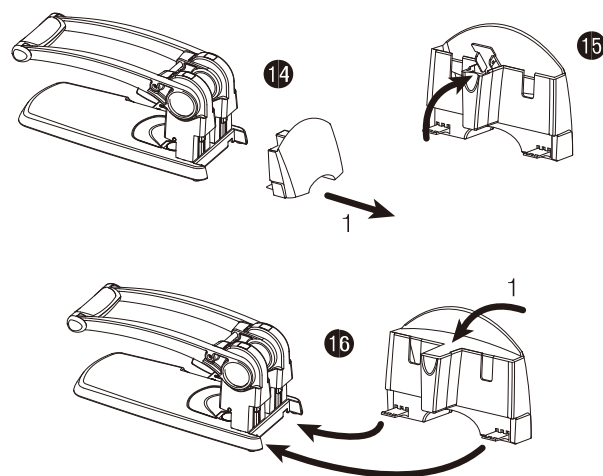


## D Clear Jammed Paper

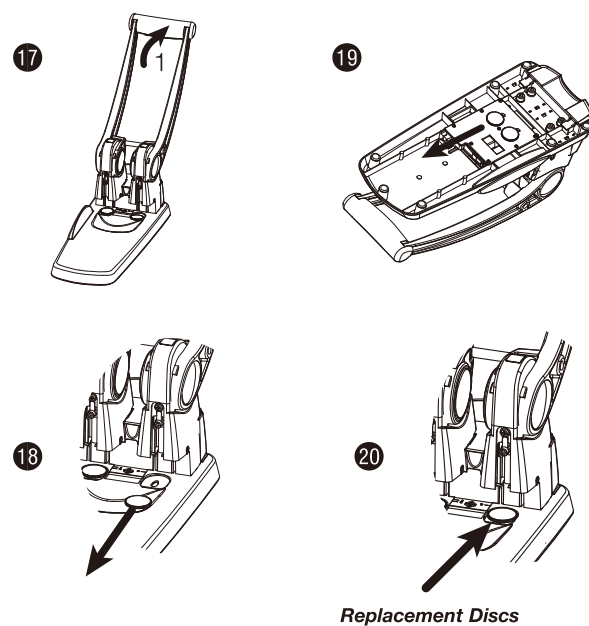
The channel inside the hollow cutter may have become blocked.  
If this occurs, please remove the cutter(s), the chip will easily drop from connection of cutters. Take care not to damage the cutting edge.



## E Empty chip receptacle



## F Replace plastic disc



## G Replace new hollow cutter

