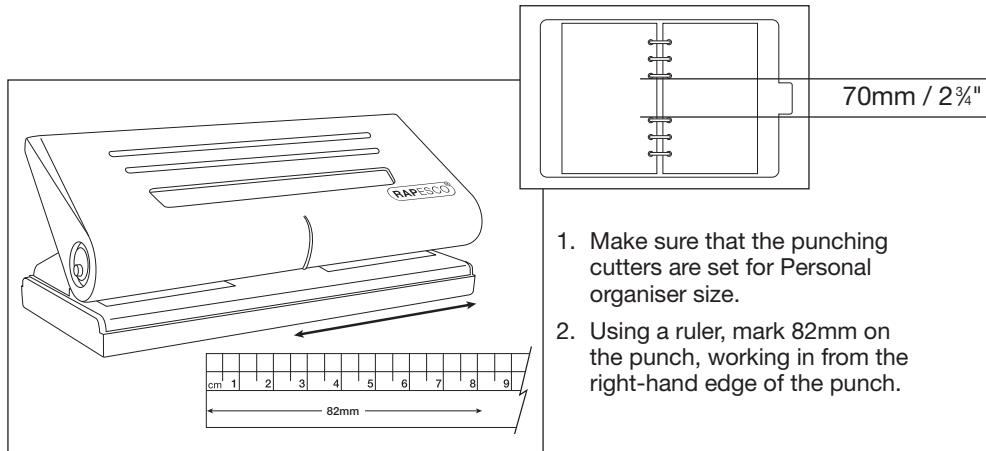
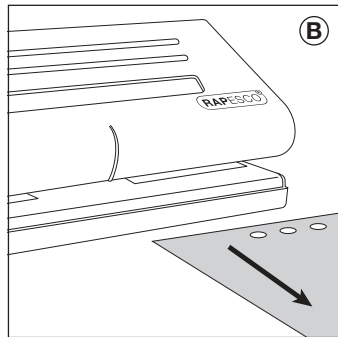
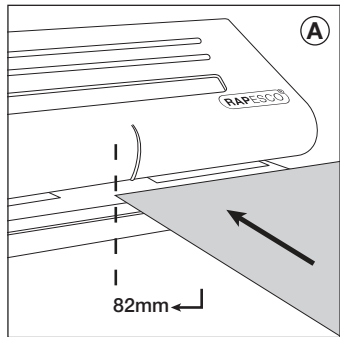


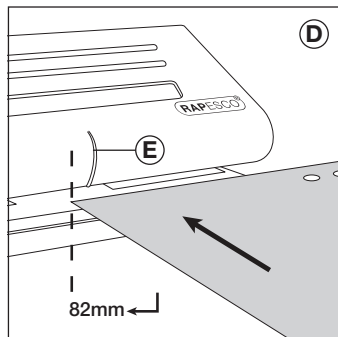
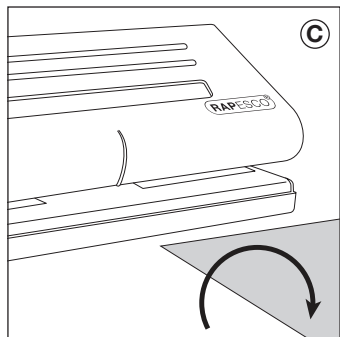
## A5 Organisers



1. Make sure that the punching cutters are set for Personal organiser size.
2. Using a ruler, mark 82mm on the punch, working in from the right-hand edge of the punch.



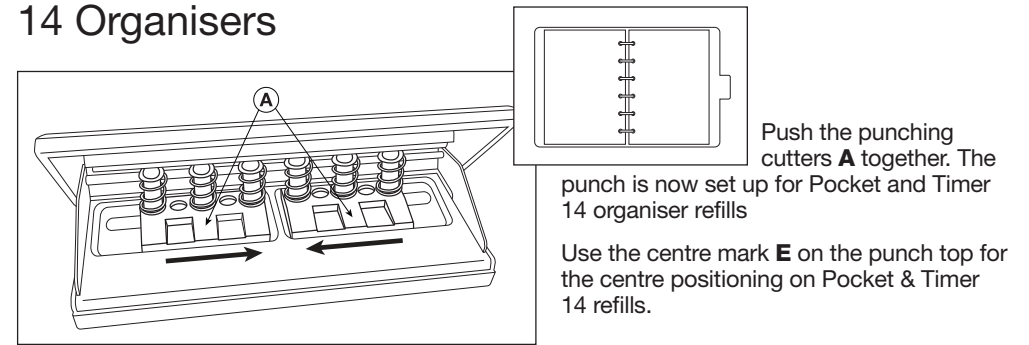
1. Position your A5 paper so that one edge lines up with the 82mm mark as shown in **A**.
2. Punch 3 holes and remove the paper from the punch **B**.



1. Turn the punched paper over **C** and re-position as shown in **A**.
2. Punch 3 more holes as shown in **D**. The punched sheet will now fit an A5 organiser.

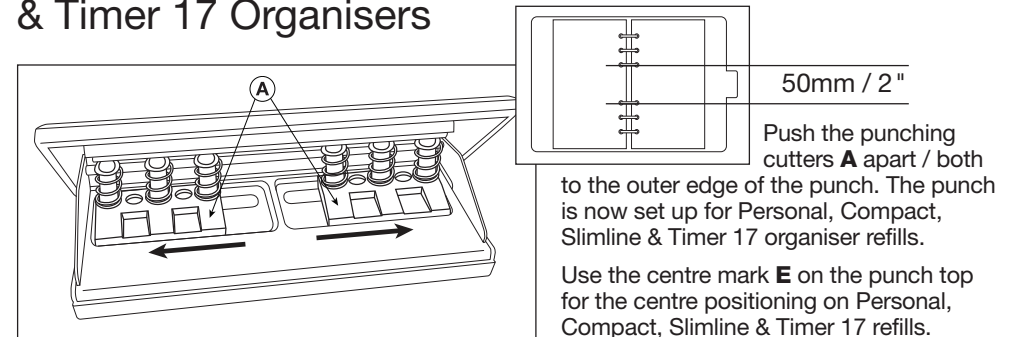
**NOTE:** When aligning for A5 & Mini, the centre mark **E** on the punch top is not applicable.

## Pocket & Timer 14 Organisers



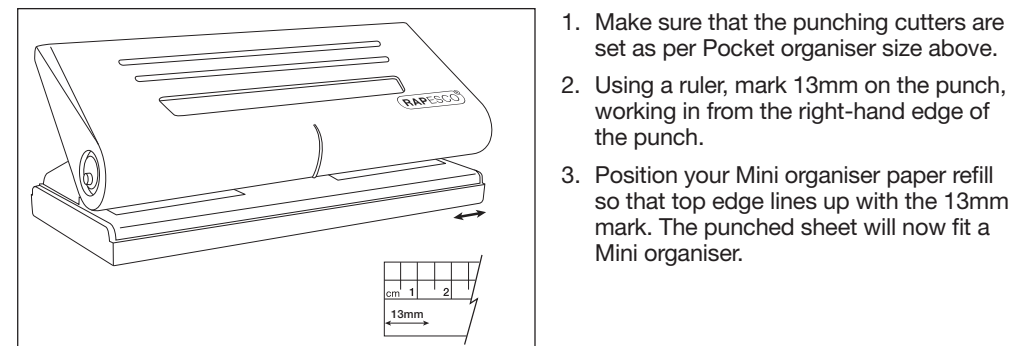
- Push the punching cutters **A** together. The punch is now set up for Pocket and Timer 14 organiser refills
- Use the centre mark **E** on the punch top for the centre positioning on Pocket & Timer 14 refills.

## Personal, Compact, Slimline & Timer 17 Organisers



- Push the punching cutters **A** apart / both to the outer edge of the punch. The punch is now set up for Personal, Compact, Slimline & Timer 17 organiser refills.
- Use the centre mark **E** on the punch top for the centre positioning on Personal, Compact, Slimline & Timer 17 refills.

## Mini Organisers



1. Make sure that the punching cutters are set as per Pocket organiser size above.
2. Using a ruler, mark 13mm on the punch, working in from the right-hand edge of the punch.
3. Position your Mini organiser paper refill so that top edge lines up with the 13mm mark. The punched sheet will now fit a Mini organiser.

**NOTE:** On first use the punching cutters may be stiff to move, but this will ease with use.