

To attach handle:

Loosen handle screw, putting into handle socket and retighten it.

To attach drill:

Insert stem of drill into drill holder of motor and push firmly upward until fits snugly into place.

To adjust handle pressure:

Loosen the depth adjusting knob, then lower handle with just enough pressure for drill tip to cut slightly into black base protection board. Retighten knob.

To adjust height of removal board:

The maximum thickness of stacks of paper correspond with length of drill. When using a short drill, loosen screw of the back plate, removal board, to lower it so that drill holder does not hit the removal board. For easier operation with short drill, reverse the handle.

To secure paper to base board:

Trim papers and clip them by paper-guide pressure. (Stack to be no deeper than 50mm.)

Don't punch near edge of stack or near existing holes:

To prevent breaking or bending drill, leave a margin of at least 3mm. To adjust margin, loosen table knob. Press base table forward (toward you) until you get desired margin. Re-tighten table knob.

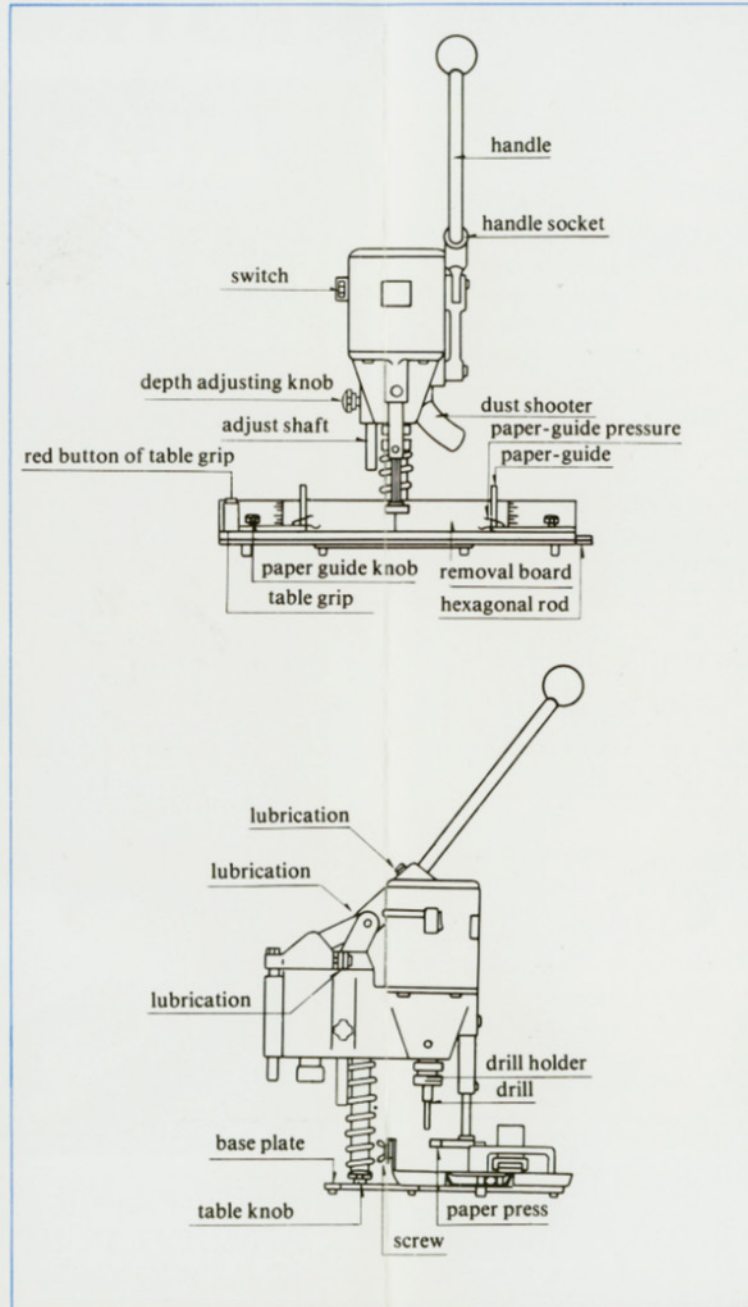
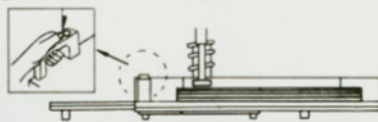


Manual setting:

For any number of holes, crease top sheet of paper in center and replace on stack. Position stack so crease lines up with center mark of unit. Now you can measure equal distance away from center according to the number of holes you need.

The way of punching the holes of regular size:

Straighten the paper to be drilled and line up equally. Then, fix up both sides with paper-guide pressure in order not to move at all (The maximum amount of paper to be drilled at one time is 50mm). Next, push down the red button of table grip with your left hand (as picture shown), and turn hexagonal index selector rod till the figure you want comes on top and slide table to the right fully. Press red button of table grip with your thumb and slide table till stopper is engaged. Next punching will be carries out under the same repeat.



Drilling:

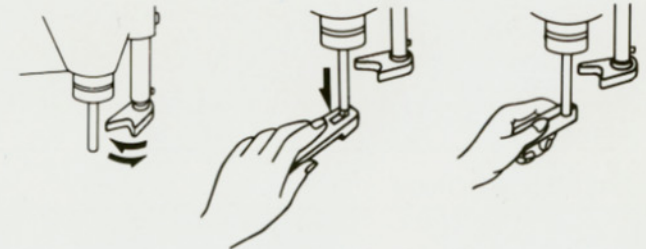
After hole position has been determined, turn on switch and press handle down quickly to drill hole. Do not stop while drilling. A stack of paper 50mm deep (maximum) can be drilled in one second.

If smoke is noticed while drilling:

Either the drilling operation is too slow or the paper is too thick to be drilled. Do not force the drill. If it becomes stuck, turn off switch and lift handle, then remove drill from shaft, clean out with pick, and apply paraffin wax to cutting edge of drill.

To sharpen drill:

If the handle feels "heavy" while drilling soft paper, the drill may need sharpening. **To sharpen:** Turn off switch and raise up the paper-press and keep it as it is (as A picture shown). Insert sharpener to point into drill and turn on the switch briefly to grind. The drill is sharpened soon, so don't over sharpen (as B picture shown). Be carefully not to touch drill while the machine is turning on. Touch up outside of drill tip with oil stone to get an even sharpness (as C picture shown). Apply a little paraffin wax to drill tip occasionally before drilling to avoid paper clog.



To remove drill:

Use one or both of removal tools provided. Pry upward, using notched end of tool between drill and holder. Always remove drill after using and wipe clean since moisture collects with heat of drilling.

If bottom holes are not cut cleanly:

It is usually because of an uneven surface on the black base protection board. Turn it over or use a new one. Also, reset drill.

Lubrication:

For best performance, lubricate once every 6 months those points indicated on diagram.