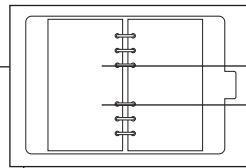
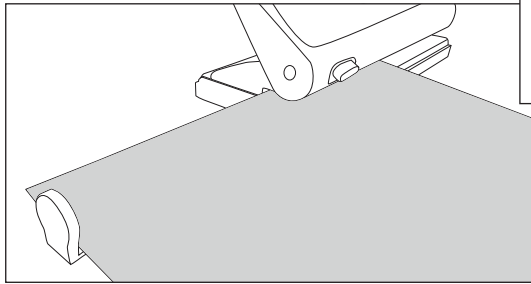


Model: Adjustable 6-Hole Organiser Punch - Settings & Compatibility (Codes: 1321, 1322, 1324, 1342 & 1344)

A5 Organisers



70mm / 2³/₄"

Make sure that the punching cutters lines are set with the lines for A5 organiser size.

Pull out the paper guide/ruler as far out as possible until the A5 mark clicks into place.

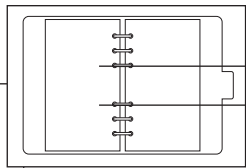
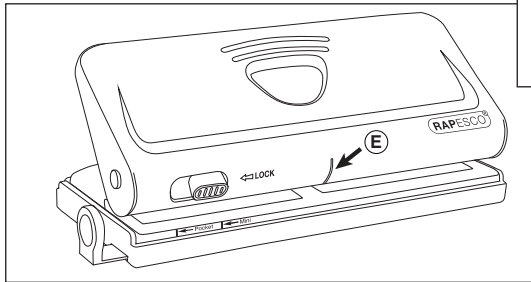
Position your A5 paper so that one edge lines up with the end of the paper guide/ruler.

Punch the first set of 3-holes, flip the paper over and repeat the same process for the second set of holes.

The punched sheet will now fit an A5 organiser.

NOTE: The cutters nearest the paper guide/ ruler are the only cutters required for A5 punching.

Agenda & A6 Organisers



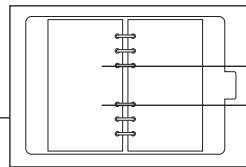
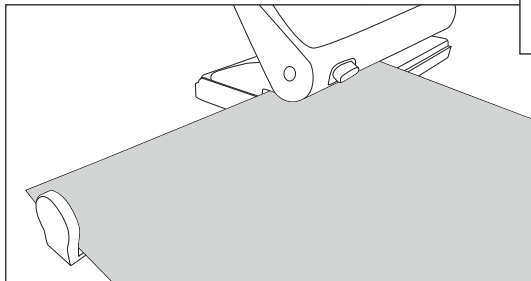
38mm / 1¹/₂"

Position the punching cutters **A** so the cutter lines are set with the lines for Agenda & A6

Use the centre mark **E** on the punch top for the centre positioning on your paper/refills.

Punch your paper for your refill to fit into an Agenda/ A6 organiser.

Planner & Timer 21 Organisers



50mm / 2"

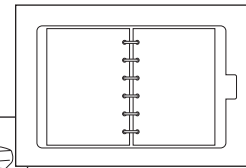
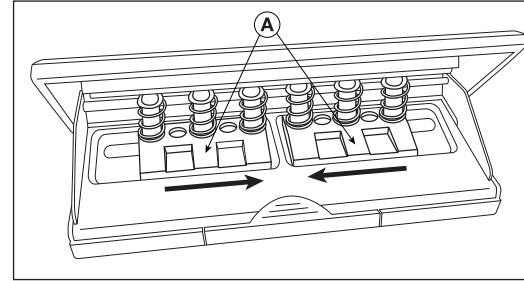
Push the punching cutters **A** apart / both to the outer edge of the punch, so the cutter lines are set with the lines for Planner & Timer 21.

Pull out the paper guide/ruler until the Timer 21 mark clicks into place.

Position your paper so that one edge lines up with the end of the paper guide/ruler. Punch the first set of 3-holes, flip the paper over and repeat the same process for the second set of holes.

NOTE: The cutters nearest the paper guide/ ruler are the only cutters required for Planner & Timer 21 punching.

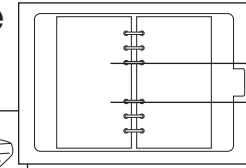
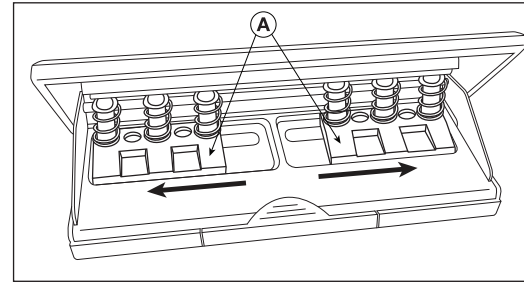
Pocket & Timer 14 Organisers



Push the punching cutters **A** together so the cutter lines are set with the lines for Pocket & Timer 14.

Use the centre mark **E** on the front of the punch top for the centre positioning on your paper refill, as well as positioning the paper so that the top edge lines up with the line marking "← Pocket" on the front of the base.

Personal, Compact, Slimline & Timer 17 Organisers



50mm / 2"

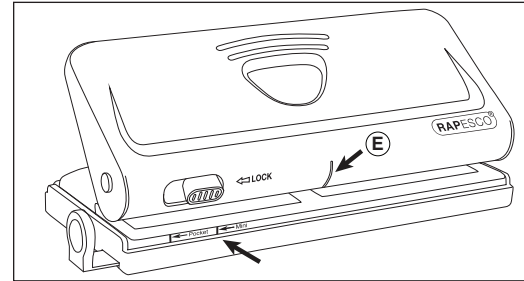
Push the punching cutters **A** apart / both to the outer edge of the punch, so the cutter lines are set with the lines for Personal, Compact, Slimline & Timer 17.

Use the centre mark **E** on the punch top for the centre positioning on your paper/refills. Also pull out the paper guide/ ruler until the PERSONAL mark clicks into place.

Position your paper so the one edge lines up with the end of the paper guide/ruler.

The punched sheet will now fit a Personal, Compact, Slimline & Timer 17 organiser.

Mini Organisers



Make sure that the punching cutter lines are set for Mini organiser size.

Position your Mini organiser paper refill so that top edge lines up with the line marking "← Mini" on the front of the base.

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. Also, when aligning for A5, Planner, Timer 21 & Mini, the centre mark **E** on the punch top is not applicable.