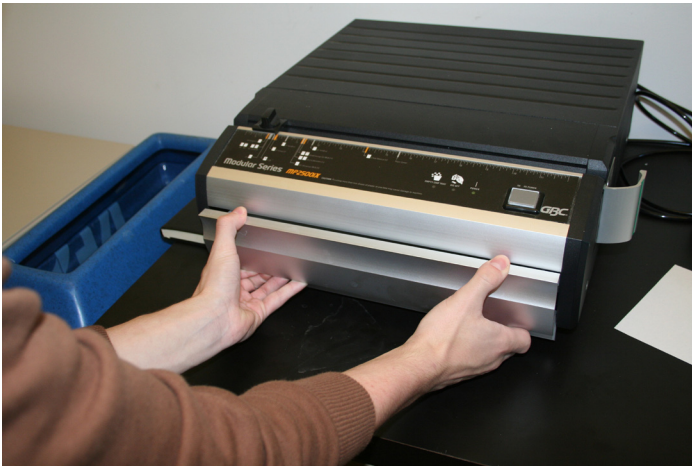


Using the MP2500iX (Spiral Hole Puncher)

1.) Check the tray. If the tray is full, empty it out, then replace the tray. (Note: The tray is difficult to replace. Try pushing down on the tray as you slide it in.)

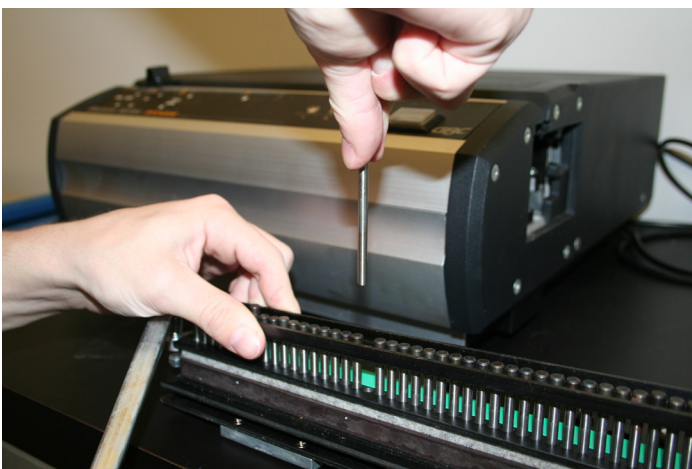


2.) Turn the power switch on the back left corner of the machine.

3.) To set the position and number of holes punched, first pull on the silver handle to the right of the machine.

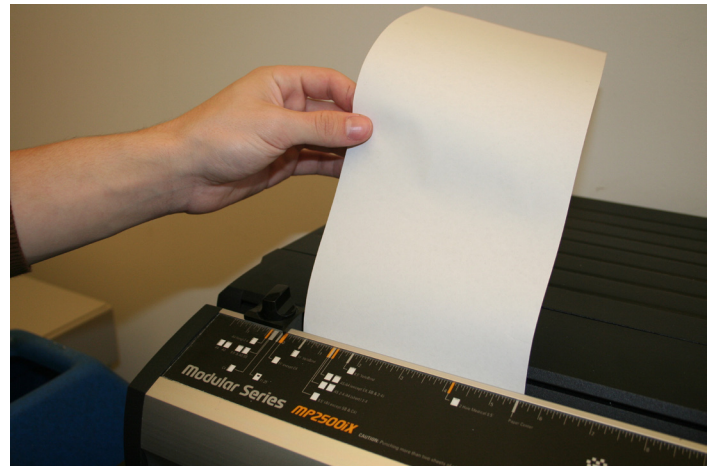


To remove pins, push down on the silver bar and rotate clockwise. Remove pins desired.



4.) Replace silver bar, and slide the handle back into the machine.

5.) Stick paper in slot and align against the plastic knob on the left. Make sure to do a few tests with scratch paper.



6.) Once the paper is in the slot, press the grey "Punch" button.



7.) Purchase a plastic spiral, and twist it through the holes. Cut excess spiral with clippers (please don't use scissors), located in the drawer below the machine. Bend ends of spiral with pliers to prevent slippage. Remember to turn off the machine.