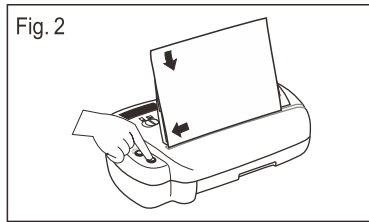


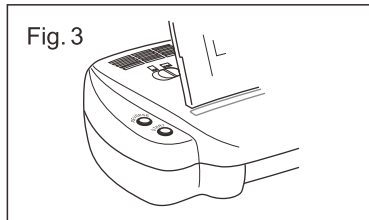
5. Gently press and hold the "PUNCH" button for about 1 second (Fig. 2). This will initiate the punching process. The unit will stop automatically when punching is complete.



**IF THE PAPER JAMS:** This machine is equipped with a "REVERSE" switch that allows you to clear jams. We strongly recommend punching no more than the recommended number of paper (HP586 20 sheets, HP588 30 sheets maximum of 20 lb. bond paper) at a time. Should you choose to punch more than the recommended number of sheets you will void your warranty.

**IF THE MACHINE JAMS WHILE PUNCHING:**

1. Press the "REVERSE" switch for 3 seconds. This will cause the punch pins to retract (Fig.3).



2. As you press the REVERSE button gently pull on the jammed paper. Once the pins have retracted into their original positions the paper should slip free.

**Important Warranty Information:**

**A dated proof of purchase is required for warranty service**

AUTOMATIC HOLE PUNCH

Patent No. 6,983,877

**Customer Service :**

1-888-8TECHKO(1-888-883-2456)

E-mail: [support@techkousa.com](mailto:support@techkousa.com)

Website: [www.techkousa.com](http://www.techkousa.com)

Mfg. By **TECHKO**<sup>®</sup>

9767 Research Drive

Irvine, CA 92618-4626

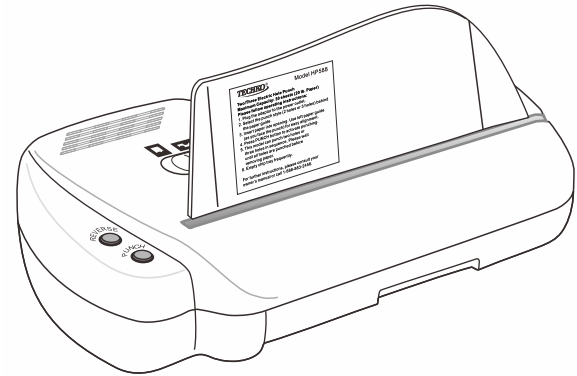
MADE IN CHINA

**TECHKO**<sup>®</sup>

**ELECTRIC HOLE PUNCH**

MODEL NO.: HP586/HP588

**OPERATING  
INSTRUCTIONS**



Before operating this unit,  
please read all instructions.

## IMPORTANT SAFETY INSTRUCTIONS

Your safety as well as the safety of others is important to TECHKO. In this manual as well as on the product are important safety instructions. **PLEASE READ AND RETAIN THESE INSTRUCTIONS.**

### FOR YOUR SAFETY

1. Read and save these instructions for future use.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water.
5. Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. Do not place the product on a bed, rug, or other similar surface. This product should not be placed near or over a radiator or heat register. This product should not be placed in a built-in situation unless proper ventilation is provided.
7. Operate the punch from the power source indicated on the rating label. If you are unsure of the power source, consult your dealer or local power company.
8. Do not rest anything on the power cord or place the machine where people may walk on the cord.
9. If an extension cord is used, make sure the total ampere rating of the products plugged into the extension cord does not exceed the total ampere rating for the extension cord. And that the total of all products plugged into the wall outlet does not exceed 15 amperes.
10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
11. Do not service this product yourself. Opening/removing the covers may expose you to dangerous voltage points or other risks, and will void your manufacturer's warranty. Unplug product and refer servicing to qualified personnel.
12. Unplug product from the wall outlet by holding the plug and detaching. Never unplug the product by pulling on the cord. After unplugging the product from the wall, refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of the controls may result in damage, which often requires extensive work by a qualified technician in order to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, this indicates a need for servicing

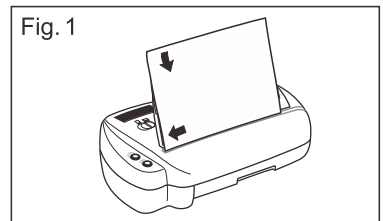
13. This unit is intended for paper stock punching only. It is not intended for heavy commercial usage.
14. For smooth trouble-free operation, empty waste receptacle frequently. Clean any paper waste away from the punch pin area. This will help prevent a miss punch or irregularly punched hole.
15. Keep children and pets away from the unit. Injury may result.
- 16. FAILURE TO FOLLOW ANY OF THE WARNINGS AND RECOMMENDATIONS IN THIS MANUAL OR ON THE PRODUCT WILL VOID YOUR WARRANTY.**
17. Moisture will affect the performance of this unit. Paper can become difficult to punch in humid conditions or where heavy moisture may be present. Do not use the HP586/HP588 under these conditions.

### OPERATION

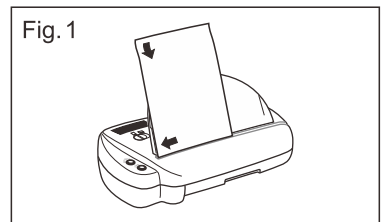
The Model HP586/HP588 can punch up to 20/30 sheets of standard 20 lb. bond paper automatically.

#### 2 HOLE & 3 HOLE PUNCHING

1. Plug the AC adaptor into the back of the unit.
2. Plug AC adaptor into any standard power outlet.
3. Set selector switch to 2 hole or 3 hole.
4. Neatly insert paper into punching slot, as shown in Fig.1. Be sure to justify the left edge of paper to left edge of the machine. This will ensure a clean and proper hole is punched.



**3 HOLE PAPER POSITION:**



**2 HOLE PAPER POSITION:**