



# Unjamming an Adjustable 3-Hole Puncher

This guide will serve as a short tutorial on how you can unjam your own 3-hole puncher.

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## INTRODUCTION

This step-to-step guide will serve as a guide for how to unjam an adjustable 3-hole puncher. The model for this tutorial is an S.P. Richards Company Adjustable 3-Hole Puncher. Use this guide to repair your jammed 3-hole puncher and return it to good working condition.

NOTE: Any steps after Step 2 is optional!

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### TOOLS:

- Penny (1)
  - X-ACTO Knife (1)
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## Step 1 — Unjamming an Adjustable 3-Hole Puncher



- Place a penny, a X-ACTO knife and a 3-hole puncher on a flat surface.

## Step 2



- Grab a penny and place it between the 'jammed' puncher and place it between the bottom of the compressed spring and the washer.
  - Grip your penny firmly and compress the washer in an upward motion until you hear a 'pop' sound.
  - Your hole puncher is now unjammed.
- i** Any steps after Step 2 is optional!

### Step 3



- Unscrew the head that keeps the puncher intact.
- Use your index finger or a X-ACTO knife to move aside the puncher out of the 3-hole puncher.

### Step 4



 Be very careful when using the X-ACTO knife.

- Use a X-acto knife to scrape off any excess paper stuck in the puncher.

To reassemble your device, follow these instructions in reverse order.