

## OFFNOVA RC12

# OFFNOVA Gen2 Comb Binding Machine Instruction Manual

Model: RC12

Brand: OFFNOVA

## 1. INTRODUCTION

Thank you for choosing the OFFNOVA Gen2 Comb Binding Machine. This manual provides essential information for the safe and efficient operation, setup, and maintenance of your binding machine. Please read this manual thoroughly before use to ensure optimal performance and longevity of the product.

## 2. SAFETY INFORMATION

- Keep hands and loose clothing away from moving parts during operation.
- Ensure the machine is placed on a stable, flat surface before use.
- Do not attempt to bind materials thicker than the specified capacity to prevent damage to the machine.
- Keep out of reach of children.

## 3. PACKAGE CONTENTS

Verify that all items are present in the package:

- OFFNOVA Gen2 Comb Binding Machine
- 100 packs of 3/8" comb binding spines
- 1 comb protector
- 1 sheet of oil-absorbing paper
- User Manual

## 4. SETUP

---

1. **Unpacking:** Carefully remove the binding machine and all accessories from the packaging.
2. **Attach the Handle:** The punch handle is stored underneath the machine for shipping. Locate the thumb bolt on the side of the machine, unscrew it, and attach the handle. Secure the handle by screwing the thumb bolt back into place.
3. **Initial Cleaning:** Before first use, punch the included oil-absorbing paper at least 6 times to remove any excess oil from the machine's internal components. This prevents oil stains on your documents.

Your browser does not support the video tag.

Video: Unboxing and initial setup of the OFFNOVA Comb Binding Machine, including attaching the handle and preparing for first use.

## 5. OPERATING INSTRUCTIONS

---

### 5.1. Punching Paper

1. **Adjust Paper Guide:** Use the positioning knob and adjustable edge guide to align your paper (Letter, A4, or A5 sizes).
2. **Adjust Margin:** Customize the paper margin depth (3mm, 4mm, or 5mm) using the margin adjustment feature for professional-looking documents.
3. **Insert Paper:** Insert up to 10-12 sheets of 80g paper, 2 sheets of 230g cover/textured paper, or 1 sheet of 5-12mil PVC cover into the paper inlet. Ensure the paper is pushed all the way back against the guide.
4. **Punch:** Press the punch handle all the way down to the bottom in one continuous motion. Do not pause midway, as this may cause paper jams.

# Effortless Punching with Easy-Press Handle



Image: Effortless punching with the easy-press handle, demonstrating the stable cast iron base.

# Adjustable Margin

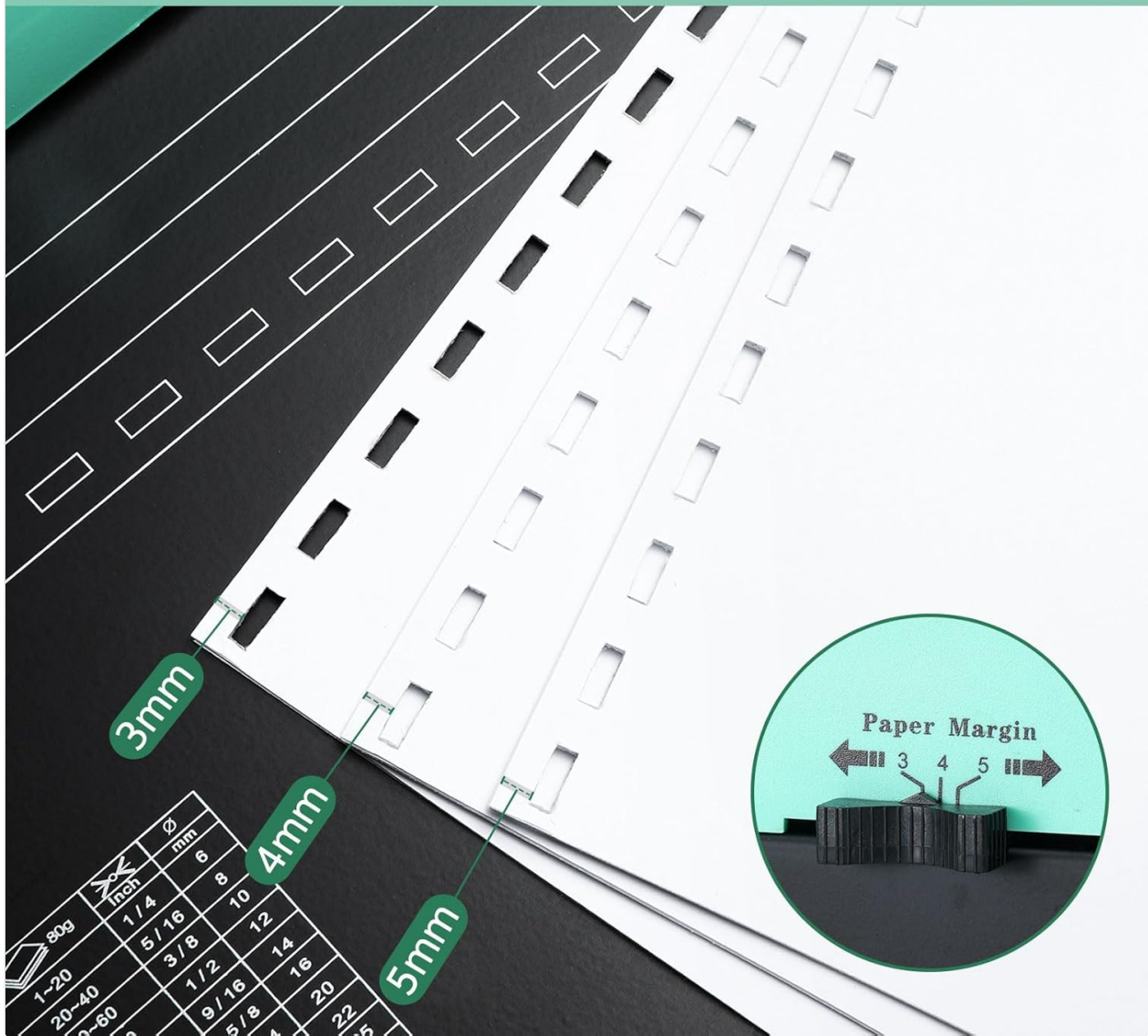


Image: Detailed view of the adjustable margin settings for precise hole punching.



# Paper Slider Locks Paper Size



Image: Paper slider for locking paper size, indicating settings for A5 (15 holes), Letter (19 holes), and A4 (21 holes).

## 5.2. Binding Documents

1. **Place Comb:** Place the comb binding spine onto the comb plate, ensuring the open side of the comb faces upwards.
2. **Open Comb:** Push the handle back to open the comb rings.
3. **Insert Perforated Pages:** Carefully slide the punched pages onto the open comb rings.
4. **Close Comb:** Pull the handle forward to close the comb rings and secure the bound document.



Image: Visual guide for adjusting paper, punching, and placing the comb.

## How it Goes

**Adjust**

Adjust the slider based on your paper size

**Punch**

Insert the file and punch paper

**Place**

Place the comb ring

Image: Visual guide for opening the comb, inserting pages, and closing the comb to bind.

Your browser does not support the video tag.

Video: Demonstration of the binding machine's operation, showing the process of punching and binding a document.

## 6. MAINTENANCE

- **Empty Waste Tray:** Regularly pull out the waste tray located at the back of the machine to empty paper scraps. This prevents accumulation and potential jamming.
- **Clean Blades:** If the machine gets stuck or paper jams, use the included oil-absorbing paper to clean the blades. Punching the oil-absorbing paper helps to remove debris and maintain smooth operation.
- **Storage:** Store the machine in a dry, clean environment when not in use.

## 7. TROUBLESHOOTING

Problem	Possible Cause	Solution
---------	----------------	----------

Problem	Possible Cause	Solution
Paper jam during punching	Too many sheets inserted; handle not pressed continuously.	Reduce the number of sheets; press the handle all the way down without pausing.
Uneven holes	Paper not properly aligned with the guide.	Ensure paper is pushed firmly against the paper guide and margin adjuster before punching.
Oil stains on paper	Excess oil on blades from manufacturing.	Punch oil-absorbing paper several times before using with important documents.

## 8. SPECIFICATIONS

Feature	Detail
Brand	OFFNOVA
Model Number	RC12
Item Weight	9.59 pounds
Product Dimensions	14.57 x 10.24 x 9.25 inches
Max Punch Capacity	10-12 sheets of 80g paper; 2 sheets of 230g cover/textured paper; 1 sheet of 5-12mil PVC cover
Max Binding Capacity	450 sheets with 2" comb binding spines
Adjustable Margin	3mm, 4mm, 5mm
Paper Sizes Supported	Letter, A4, A5
Hole Count	21-Hole (A4), 19-Hole (Letter), 15-Hole (A5)

## 9. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the contact details provided with your purchase or visit the official OFFNOVA website. Keep your purchase receipt as proof of purchase for any warranty claims.