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› [OFFNOVA RC12 Binding Machine User Manual - 21-Hole Comb Punch Binder for Letter, A4, A5 Paper](#)

OFFNOVA RC12

OFFNOVA RC12 Binding Machine User Manual

Model: RC12 | Brand: OFFNOVA

1. INTRODUCTION

This manual provides detailed instructions for the safe and efficient operation of your OFFNOVA RC12 Binding Machine. Designed for home and small office use, this 21-hole comb punch binder is capable of handling Letter, A4, and A5 paper sizes, offering adjustable margins and high-efficiency binding for professional-looking documents.

2. PRODUCT FEATURES

- Budget-Friendly Package:** Includes 100 packs of 3/8" comb binding spines, 1 comb protector, and 1 sheet of oil-absorbing paper.
- High Efficiency:** Punches up to 10-12 sheets of 80g (≤ 20 lb) paper, 2 sheets of 230g (≤ 85 lb) cover/textured paper, or 1 sheet of 5-12mil PVC cover. Max binding capacity: 450 sheets with 2" comb binding spines.
- Precise Punch Alignment:** Features a positioning knob and adjustable edge guide for Letter, A4, and A5 sizes. Customize paper margin (3mm, 4mm, 5mm).
- User-Friendly Design:** Advanced cutting blade and ergonomic curved handle for effortless paper cutting. Lightweight (6.3 pounds) with a durable cast iron base and wear-resistant ABS plastic shell.
- Easy to Operate:** All-in-one punching and binding system with a simple 2-step process.

3. PACKAGE CONTENTS

Upon opening the package, ensure all items are present:

- OFFNOVA RC12 Binding Machine
- 100 x 3/8" Comb Binding Spines
- 1 x Comb Protector
- 1 x Oil-Absorbing Paper Sheet
- User Manual



- Max Binding Capacity: 450 sheets (2" comb bindings)
- Max Punch Capacity: 12 sheets of 80g (~20lb) paper
- Including: 100 pcs of Black Comb Spines [3/8", 21 ring]

Image: OFFNOVA RC12 Binding Machine with its dimensions and included accessories like comb spines.

4. SAFETY INSTRUCTIONS

- Keep hands and loose clothing away from moving parts during operation.
- Do not exceed the maximum punching capacity to prevent damage to the machine and ensure clean punches.
- Ensure the waste bin is empty before extensive use to avoid jams.
- Use the machine on a stable, flat surface.
- Keep out of reach of children.

5. SETUP

The OFFNOVA RC12 Binding Machine comes largely pre-assembled. Follow these steps to prepare it for use:

1. **Unpacking:** Carefully remove the binding machine and all accessories from the packaging.
2. **Handle Installation:** Attach the punch handle to the designated slot on the side of the machine. Secure it firmly.
3. **First Use Cleaning:** Before binding important documents, use the included oil-absorbing paper (or a few scrap sheets) to punch at least 6 times. This removes any residual oil from the manufacturing process that could stain your documents.

Your browser does not support the video tag.

Video: An unboxing and initial setup guide for the OFFNOVA Comb Binding Machine, demonstrating how to prepare the device for first use.

6. OPERATING INSTRUCTIONS

6.1. Punching Paper

- Adjust Margin:** Use the positioning knob and adjustable edge guide to select the desired paper margin (3mm, 4mm, or 5mm) and paper size (Letter, A4, A5).
- Insert Paper:** Align the stack of paper (up to 10-12 sheets of 80g paper) into the paper inlet, ensuring it rests against the edge guide.
- Punch:** Firmly press the punch handle all the way down without pausing. Stopping midway may cause paper jams. Release the handle to complete the punch.
- Repeat:** For larger documents, punch in smaller batches until all pages are perforated.



Image: The OFFNOVA RC12 Binding Machine in action, showing the easy-press handle for punching paper.

Adjustable Margin

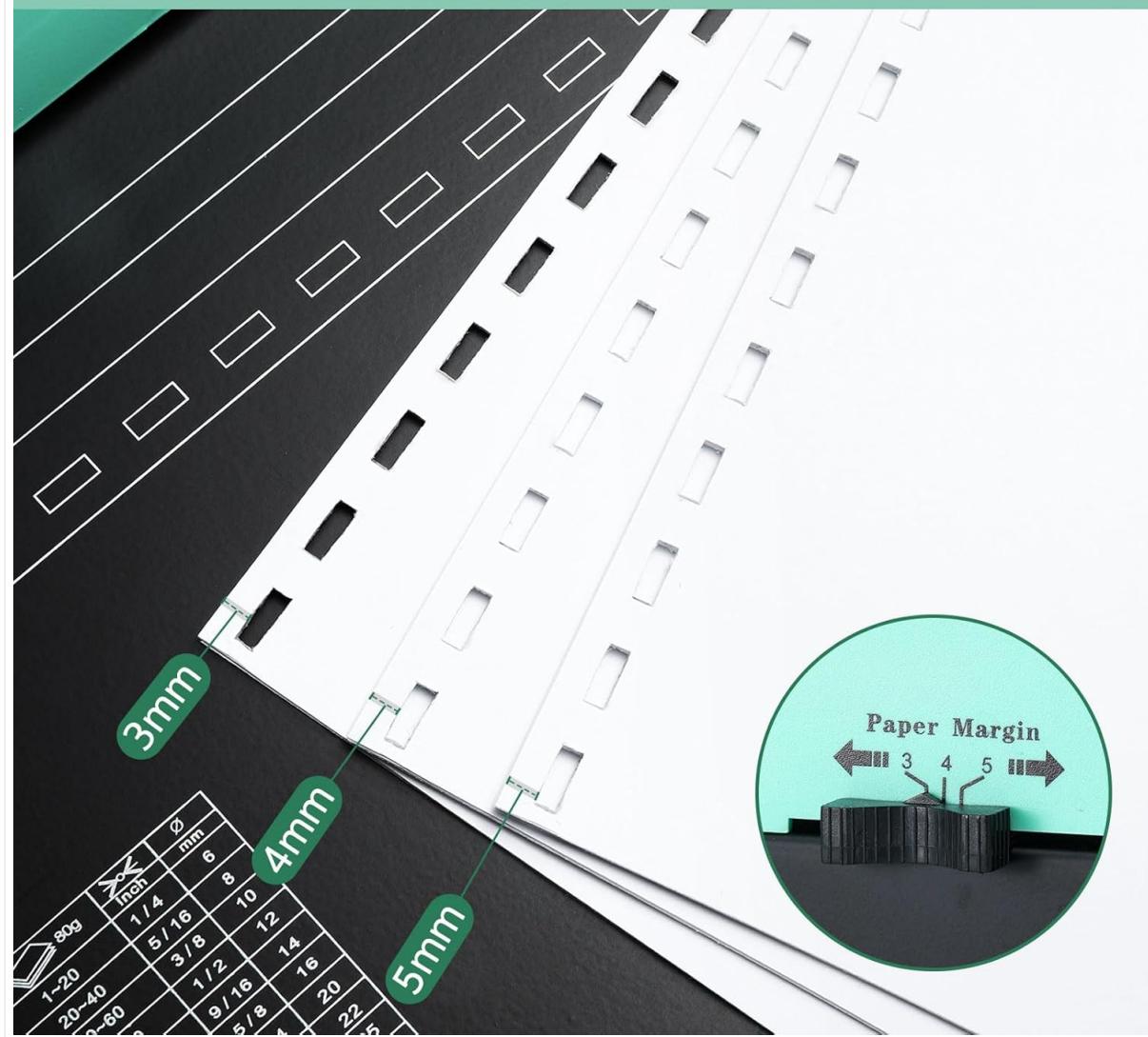


Image: Detail of the adjustable margin guide on the binding machine, allowing selection of 3mm, 4mm, or 5mm margins.

Paper Slider Locks Paper Size



Image: The paper slider mechanism on the binding machine, used to lock paper for A5 (15 holes), Letter (19 holes), and A4 (21 holes) sizes.

6.2. Binding Documents

- Select Comb:** Choose a comb binding spine appropriate for the thickness of your document (up to 450 sheets with 2" comb).
- Open Comb:** Place the comb binding spine onto the comb plate. Pull the punch handle back to open the comb rings.
- Insert Pages:** Carefully insert the punched pages onto the open comb rings. Ensure all pages are properly aligned.
- Close Comb:** Push the punch handle forward to close the comb rings, securing your document.

Your browser does not support the video tag.

Video: A demonstration of the operation of the OFFNOVA Binding Machine, showing the process of punching and binding documents.

Your browser does not support the video tag.

Video: An overview of the Gen 2 Upgraded OFFNOVA Comb Binding Machine, highlighting its features and ease of use for binding documents.

7. MAINTENANCE

- Empty Waste Bin:** Regularly check and empty the waste bin located at the bottom of the machine to prevent paper chads from accumulating and causing jams.
- Cleaning:** Wipe the machine's exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.

- **Lubrication:** If the punching mechanism feels stiff, apply a small amount of machine oil to the moving parts and punch a few scrap sheets to distribute it.

8. TROUBLESHOOTING

- **Paper Jams:** If paper jams, gently pull the paper out. Ensure you are not exceeding the maximum sheet capacity and that the punch handle is pressed all the way down in one smooth motion.
- **Uneven Punches:** Check that the paper is properly aligned against the edge guide and that the margin setting is correct.
- **Difficulty Opening/Closing Combs:** Ensure the comb is correctly seated on the comb plate and the handle is fully pulled back or pushed forward.

9. SPECIFICATIONS

Brand	OFFNOVA
Model Number	RC12
Max Punch Capacity	10-12 sheets (80g/20lb paper), 2 sheets (230g/85lb cover), 1 sheet (5-12mil PVC cover)
Max Binding Capacity	450 sheets (with 2" comb binding spines)
Paper Sizes Supported	Letter, A4, A5
Adjustable Margin	3mm, 4mm, 5mm
Item Weight	9.59 pounds
Product Dimensions	14.57 x 10.24 x 9.25 inches

10. WARRANTY AND SUPPORT

For warranty information, technical support, or service inquiries, please refer to the product packaging or contact OFFNOVA customer service directly. Keep your purchase receipt for warranty claims.