

OFFNOVA CD12

OFFNOVA 21-Hole Binding Machine User Manual

MODEL: CD12

1. Introduction

Thank you for purchasing the OFFNOVA 21-Hole Binding Machine. This manual provides detailed instructions for the safe and efficient operation, maintenance, and troubleshooting of your new binding machine. Please read this manual thoroughly before use and keep it for future reference.



Figure 1: OFFNOVA 21-Hole Binding Machine. This image shows the complete binding machine with its dual-arm handle and the comb binding mechanism.

2. Safety Instructions

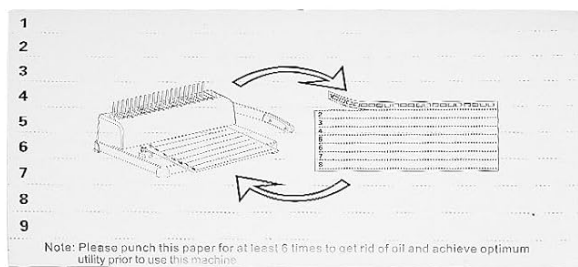
- Always operate the machine on a stable, flat surface.
- Keep hands and loose clothing away from moving parts during operation.
- Do not attempt to bind materials thicker than the specified maximum capacity.
- Keep the machine away from water or other liquids.
- Do not allow children to operate the machine without adult supervision.
- Ensure the punching lever is fully depressed during punching to prevent paper jams.
- Clean the machine regularly as instructed in the Maintenance section.

3. Package Contents

Please check the package contents upon unboxing to ensure all items are present:

- 1 x OFFNOVA 21-Hole Binding Machine (Model CD12)
- 100 x 0.95 cm (3/8 inch) Black Comb Spines
- 1 x Comb Protector
- 1 x Oil Absorbent Paper Sheet

Ready to Use, Handle Already Attached



1 x Oil Absorbent Paper



100 pcs of Black Comb Spines
[3/8", 21 ring]

Figure 2: Included accessories and machine dimensions. This image illustrates the machine's dimensions and shows the oil absorbent paper and the box of 100 black comb spines that are included with the product.

4. Product Overview

Familiarize yourself with the main components of the OFFNOVA Binding Machine:

Dual-Arm Handle: Designed for improved efficiency and reduced effort during punching.

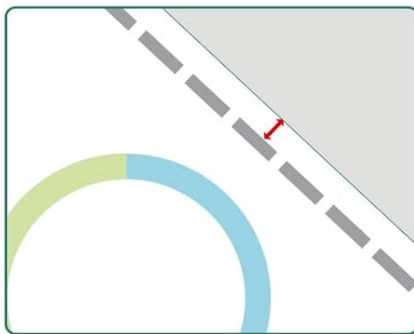
Dual-Arm Handle, Effortless Binding



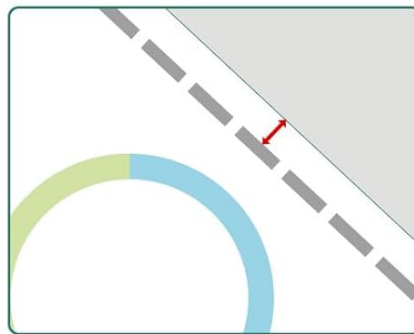
Figure 3: Dual-Arm Handle. This image highlights the ergonomic dual-arm handle, designed for effortless punching and binding.

Punch Margin Adjustment Knob: Allows customization of the paper margin (3mm, 4mm, 5mm) for professional-looking documents.

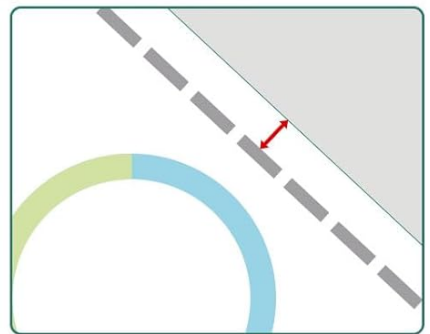
Punch Margin, Freely Adjustable



3 mm



4 mm



5 mm

Figure 4: Punch Margin Adjustment. This image shows the knob for adjusting the punch margin to 3mm, 4mm, or 5mm.

Paper Slider / Edge Guide: Ensures precise alignment for Letter, A4, and A5 paper formats.

Paper Slider Locks Paper Size



Figure 5: Paper Slider and Size Lock. This image demonstrates how the paper slider locks the paper size, indicating hole counts for A5 (15 holes), Letter (19 holes), and A4 (21 holes).

Punching Mechanism: Advanced cutting blade for effortless paper punching.



Figure 6: Punching Blade Mechanism. This image provides a detailed view of the "Offset on another" blade design, which facilitates effortless punching.

Comb Binding Mechanism: Located at the top, used to open and close comb spines for binding.

Chip Tray: Collects paper chads from punching.

5. Setup

The OFFNOVA Binding Machine comes fully assembled for immediate use. Follow these steps before your first binding project:

1. **Unpack the Machine:** Carefully remove the binding machine and all accessories from the packaging.
2. **Initial Cleaning:** Before first use, clean the machine with the included oil absorbent paper. Punch at least 8 times with the oil absorbent paper to remove any pre-lubrication residue and prevent staining your documents.
3. **Place on a Stable Surface:** Position the machine on a flat, stable, and clean surface.

6. Operating Instructions

The binding process involves two main steps: punching and binding.

6.1 Punching Documents

1. **Adjust Paper Margin:** Use the punch margin adjustment knob (Figure 4) to set the desired margin depth (3mm, 4mm, or 5mm) based on your document's requirements.
2. **Set Paper Size:** Adjust the paper slider/edge guide (Figure 5) to align with your paper size (Letter, A4, or A5) for precise hole alignment.
3. **Insert Paper:** Insert up to 10-12 sheets of 80g paper, 2 sheets of 230g cover paper, or 1 sheet of 5-12mm PVC cover into the punching slot. Ensure the paper is flush against the edge guide.
4. **Punch:** Firmly press the dual-arm punching lever down completely and without pause. Releasing the lever mid-punch can cause paper jams.
5. **Repeat:** Remove the punched sheets and repeat the process until all pages are punched.

Note: For optimal results and to prevent paper jams, always press the punching handle all the way down without stopping.



Figure 7: Punching and Binding Capacity. This image illustrates the maximum punch capacity of 12 sheets of 80g paper and a maximum binding capacity of 450 sheets using 2-inch comb bindings.

6.2 Binding Documents

1. **Open Comb Spine:** Place a comb spine onto the binding mechanism's teeth. Pull the dual-arm handle towards you to open the comb spine.
2. **Insert Punched Pages:** Carefully slide the punched pages onto the open comb spine, starting with the front cover, followed by the document pages, and finally the back cover. Ensure all pages are correctly aligned on the comb.
3. **Close Comb Spine:** Push the dual-arm handle away from you to close the comb spine, securing the document.
4. **Remove Document:** Carefully remove the bound document from the machine.

7. Maintenance

Regular maintenance ensures the longevity and optimal performance of your binding machine:

- **Empty Chip Tray:** Regularly empty the chip tray located at the bottom of the machine to prevent accumulation of paper chads, which can interfere with punching.
- **Clean Blades:** Periodically punch the included oil absorbent paper (or a few sheets of scrap paper) to clean the punching blades and remove any paper dust or residue.
- **Wipe Down:** Use a soft, dry cloth to wipe down the exterior of the machine. Do not use abrasive cleaners or solvents.
- **Storage:** When not in use, store the machine in a clean, dry place, away from direct sunlight and extreme temperatures.

8. Troubleshooting

Problem	Possible Cause	Solution
Paper jam during punching.	Punching lever not fully depressed; too many sheets inserted; paper not aligned.	Ensure the lever is pressed completely down. Reduce the number of sheets. Align paper correctly against the edge guide.
Holes are not clean or complete.	Dull blades; chip tray is full; too many sheets.	Punch oil absorbent paper or scrap paper to clean blades. Empty the chip tray. Reduce the number of sheets.
Comb spine does not open/close smoothly.	Mechanism is stiff or dirty.	Operate the binding mechanism a few times without a comb to loosen it. Ensure no debris is obstructing the mechanism.
Documents are stained after punching.	Pre-lubrication residue from manufacturing.	Punch the included oil absorbent paper at least 8 times before first use with actual documents.

9. Specifications

Feature	Detail
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Feature	Detail
Brand	OFFNOVA
Model Number	CD12
Punching Capacity	Up to 10-12 sheets (80g paper), 2 sheets (230g cover paper), or 1 sheet (5-12mm PVC cover)
Binding Capacity	Max 450 sheets (using 2-inch comb bindings)
Number of Holes	21 holes
Supported Paper Sizes	Letter, A4, A5
Adjustable Margin	3mm, 4mm, 5mm
Product Dimensions (L x W x H)	Approx. 370mm x 260mm x 240mm (14.6 x 10.2 x 9.45 inches)
Item Weight	4.3 Kilograms
Color	Mint

10. Warranty and Support

Specific warranty details for this product are not provided in this manual. For warranty information, technical support, or service inquiries, please contact OFFNOVA customer service or refer to the product's purchase documentation. You can typically find contact information on the manufacturer's official website or through the retailer where the product was purchased.

