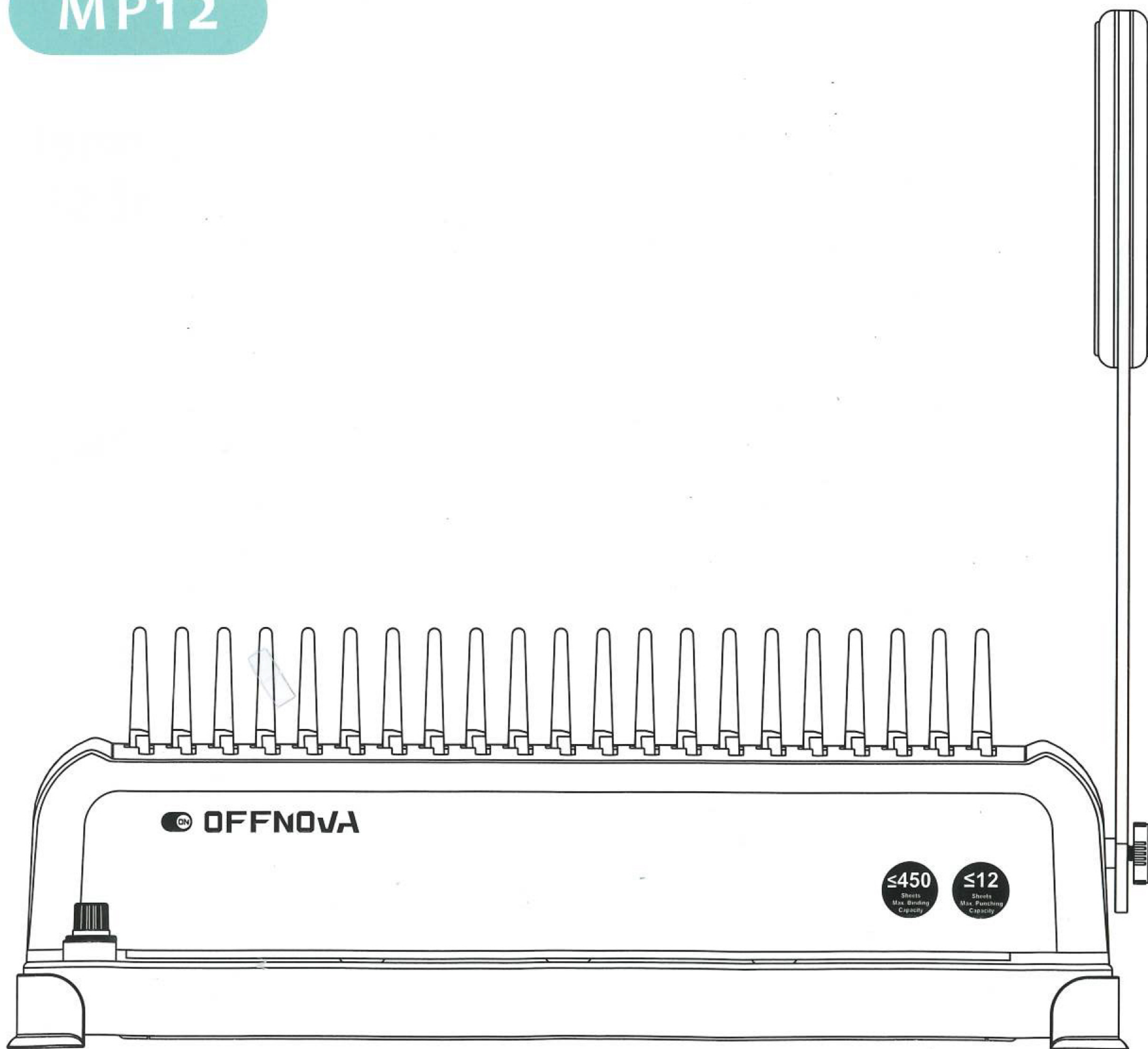


OFFNOVA

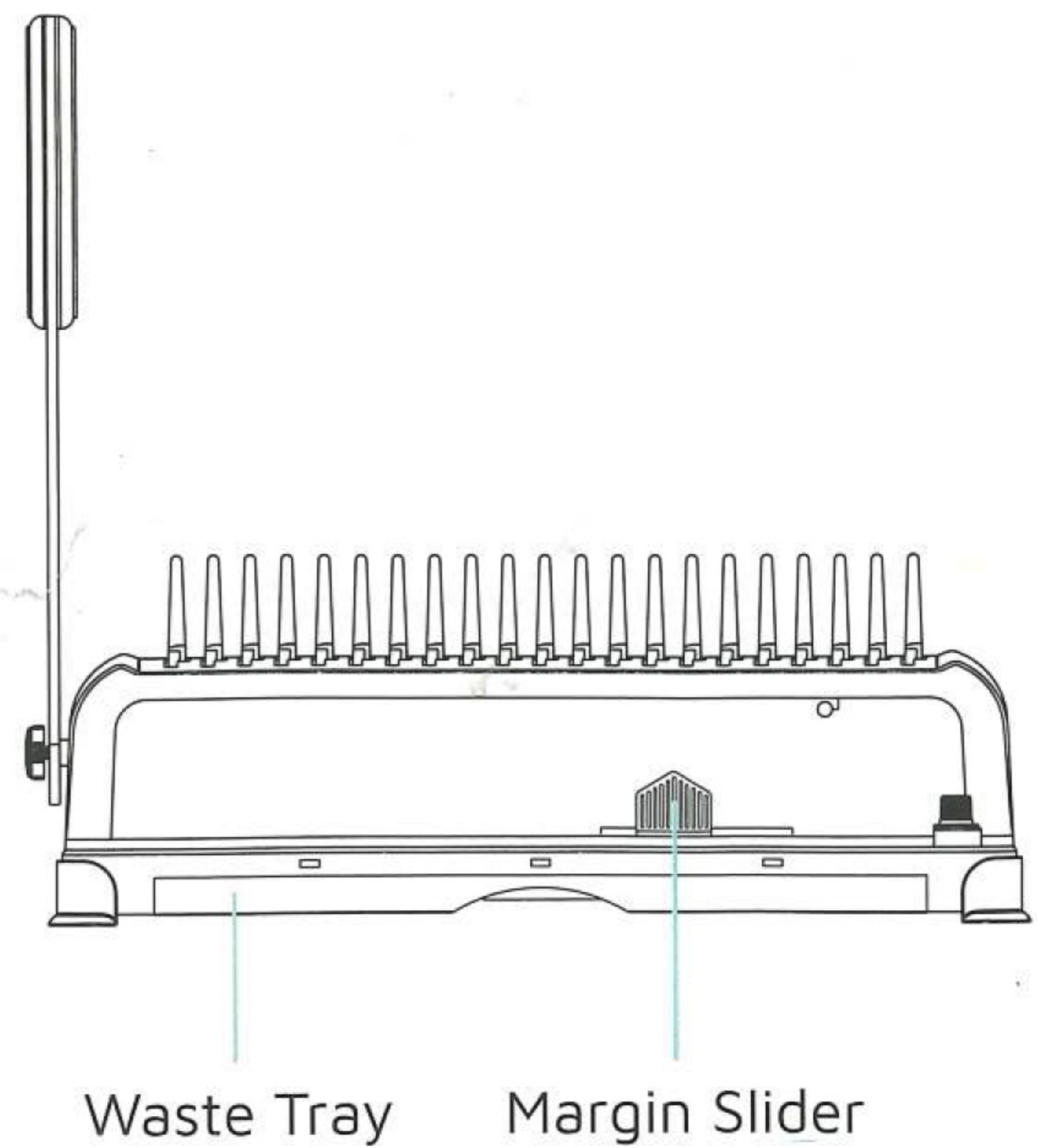
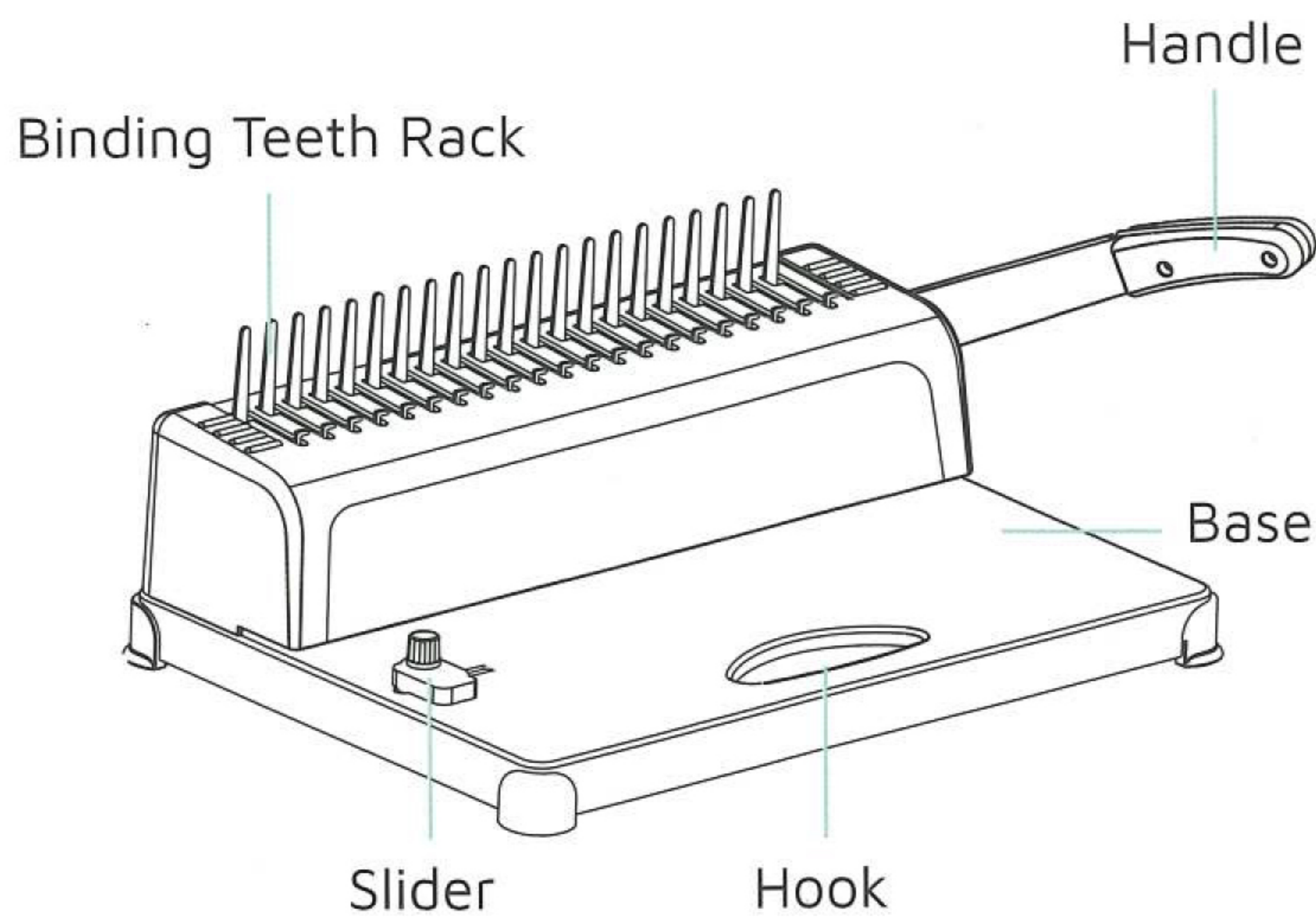
COMB BINDING MACHINE USER MANUAL

MP12



- Please read these instructions before use.



▶ Product Overview



▶ Specification

Punching Capacity	12 Sheets of 80g(2.8oz) Paper
Binding Capacity	450 Sheets(2" plastic ring)
Paper Margin	1/8", 1/6", 1/5" (3/4/5mm)
Square Hole Distance	5/9" (14.3mm)
Square Hole Quantity	21 Holes
Square Hole Size	1/8" X 1/3" (3 x 8mm)
Type of Cutter	Separate Cutter
Paper Format	Letter Size/A4/A5
Machine Dimension	15 4/7"(L) x 10 1/4"(W) x 9 1/4"(H) (370 x 260 x 235mm)
N.W.	≈6.4lb

▶ Comb Diameter & Document Sizes

		
mm	inch	Number of pages
6mm	1/4"	2-20
8mm	5/16"	21-40
10mm	3/8"	41-55
12mm	1/2"	56-90
16mm	5/8"	91-120
18mm	11/16"	121-150
22mm	7/8"	151-180
25mm	1"	181-200
32mm	1 1/4"	201-240
38mm	1 1/2"	241-340
45mm	1 3/4"	341-410
51mm	2"	411-500

▶ Clean Up the Waste Tray

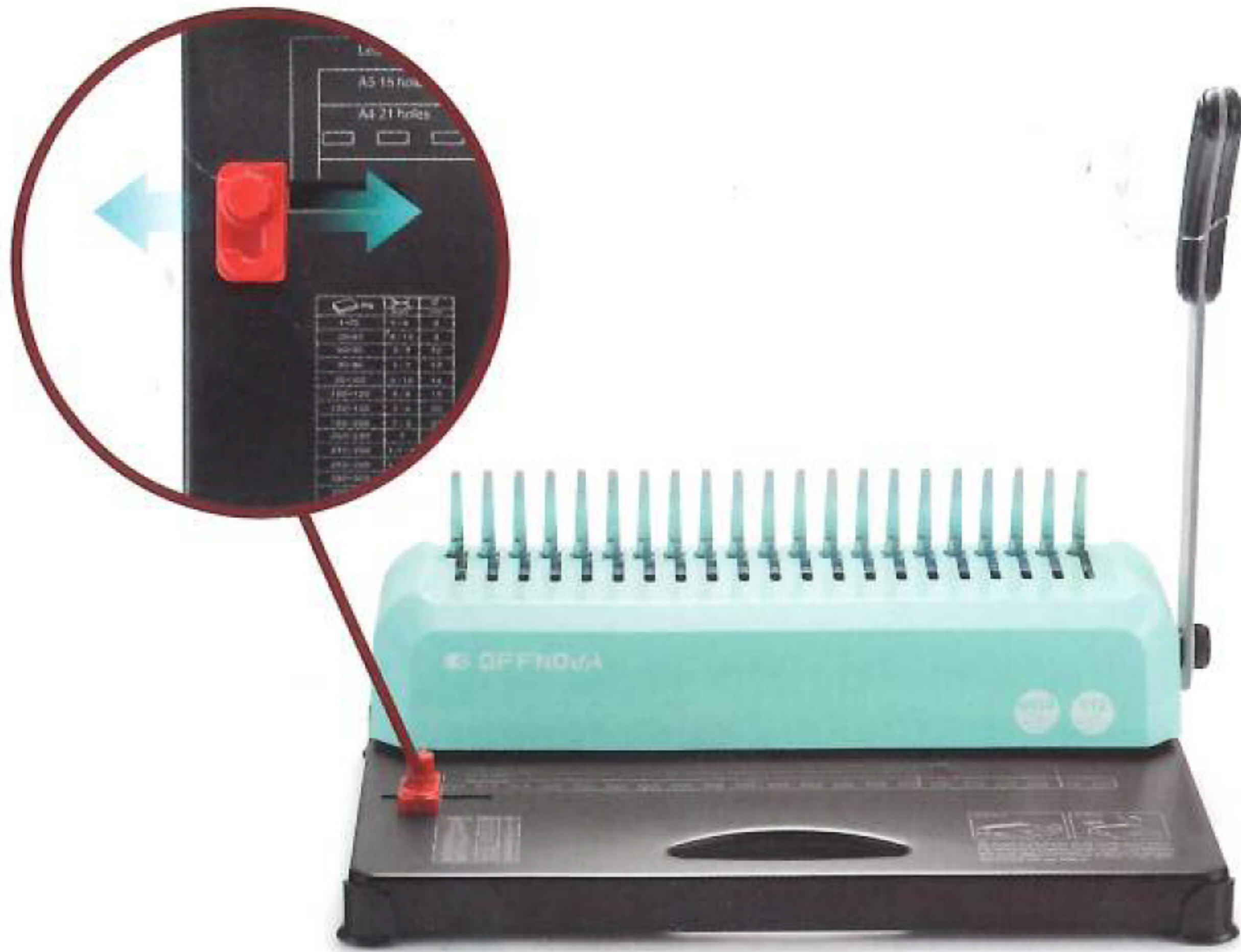
The waste tray, which is located at the back of the machine, is dedicated to the waste of punching. The frequency of cleaning up the waste tray depends on the frequency you use the machine.

1. Pull out the waste tray from the back of the machine.
2. Pour the waste into the rubbish bin.
3. Insert the waste tray back to the machine.

Clean up the waste in time can help a better binding experience.

▶ Use Instruction

1. Adjust the slider



2. Insert the file then pull-down the handle



3. Place the comb ring



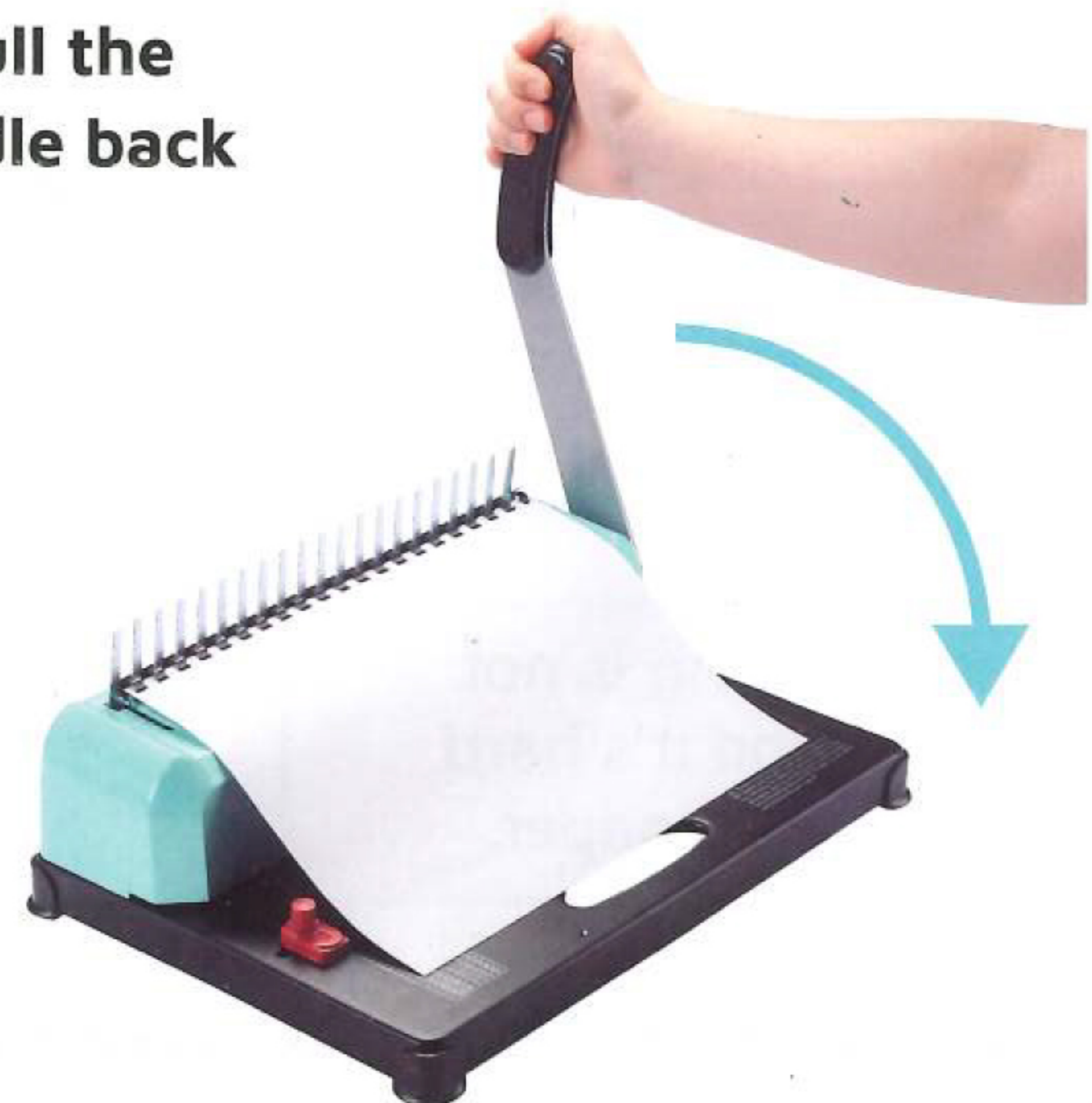
4. Push the handle to open the comb ring



5. Place the perforated file



6. Pull the handle back



▶ Attentions

Please do not let the child operate separately.

Take out the surplus parts from the packing box. Put the machine on a balanced and safe place to avoid falling off or causing any injury to people or the machine.

Operate the machine strictly as per the manuals especially pay attention to the maximum punching and binding capacity.

Please test the machine before you punch the official documents.

When punching the plastic covers, we suggest that the cover should be clipped between two pieces of paper.

Please don't use the machine to punch hard materials such as metals to avoid damage to the machine.

When clamping the plastic ring, please don't put your fingers inside this area, otherwise, you will get hurt.

The machine is only dedicated to using the plastic ring.

Please don't put the machine in wet places to avoid any liquid dropping inside.

▶ Troubleshooting

Problems	Reasons	Solutions
The handle couldn't be pressed down when punching.	Paper scraps or other hard materials stay inside the paper cutter.	Clean up the rubbish with hardboard.
	Exceeding the maximal punching capacity.	Operate according to the manual.
Slanting paper Margin	The paper is lopsided when inserting.	Take out the paper and put in again.
	Paper scraps or other hard materials stay inside the paper cutter.	Clean up the rubbish with hardboard.
Slanting plastic comb open	The binding mechanism is distorted.	Ajust the binding teeth on the rack.
	The comb opening hook is distorted.	Press open the comb opening mechanism and ajust the hook.
Paper punching is not complete and it's hard to pull out the paper.	Exceeding the max. Punching capacity.	Lessen the punching thickness (follow the manual).
Paper couldn't touch the rack when inserting.	The paper is not flat or the side curled up.	Smooth the paper and insert again.