

Specifications

Item Number:	EV12C05
Punching Capacity:	12 Sheets (A4 80g)
Binding Capacity:	450 Sheets (A4)/ ϕ 51mm plastic ring
Paper Margin:	3/4/5 mm
Square Holes :	21 holes
Square Hole Distance:	14.3mm
Square Hole Size:	3x8mm
Type of knife	single knife
Paper Format:	A4 paper or smaller sizes
Machine Dimension:	370(L)X260(W)X235(H)mm
N. W.:	3.15 kg

Problems & Solutions

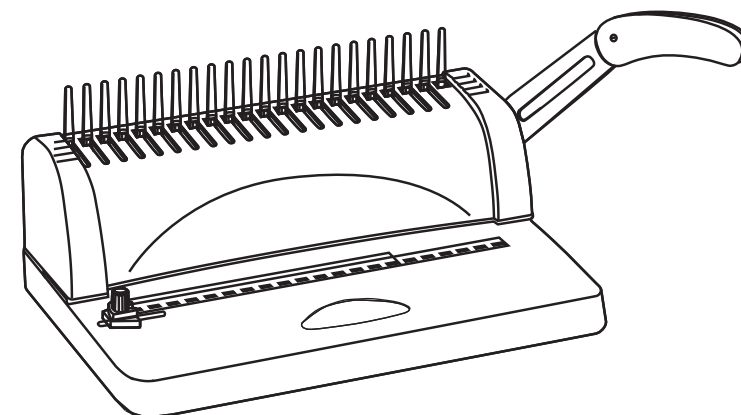
Problems	Reasons	Solutions
1. The lever couldn't be pressed down when punching	Paper scraps or other hard materials stay inside the paper cutter	Clean up the rubbish with hardboard
	Exceeding the punching capacity	Operate according to the manual
2. Slanting paper margin	The paper is lopsided when inserting.	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
3. Slanting plastic comb open	The binding mechanism is distorted	Just the binding teeth on the rack
	The comb opening hook is distorted	Press open the comb opening mechanism and just the hook
4. 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)
5. Paper couldn't touch the rack when inserting	The paper is old with the side rolling up	Smooth the paper and insert again

Comb Binding Machine

Operating Manual

Comb Binding Machine

EV12C05

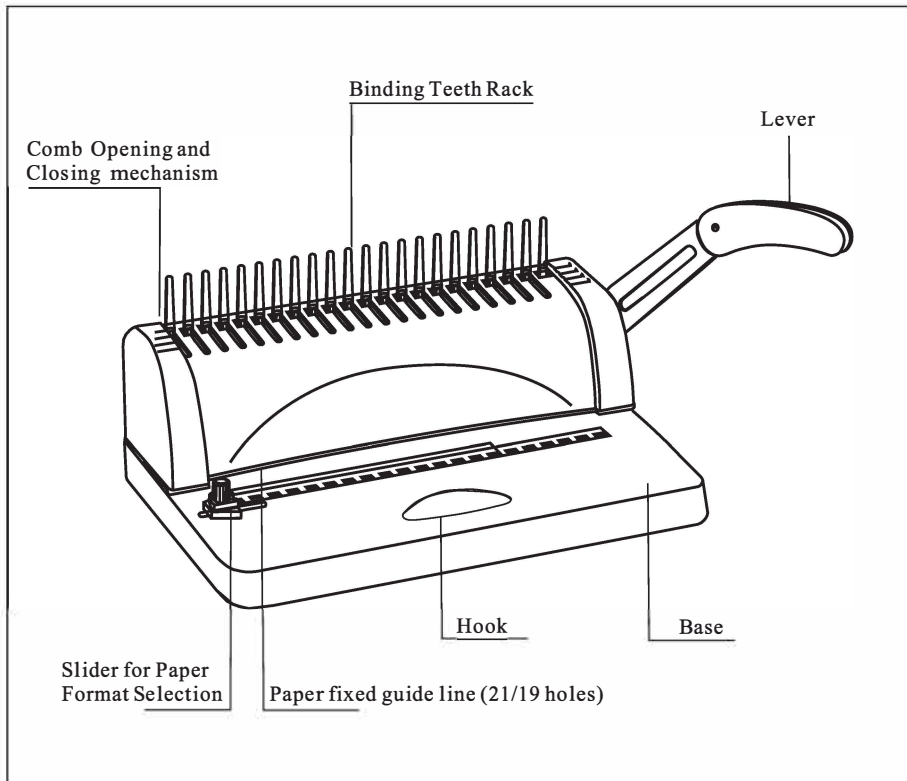


Operating Manual

Attentions

- ※ Please do not let the child operate separately.
- ※ Take out the surplus parts from the packing box. Put the machine on 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 any official documents.
- ※ When punching the plastic covers, we suggest that the covers 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 plastic rings.
- ※ Please don't put the machine in wet places to avoid any liquid dropping inside.

Structure



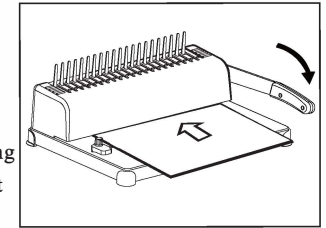
Operating Guide



Place the machine on a steady and even place before using!

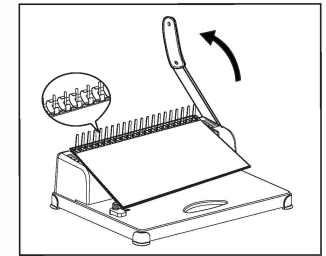
1. Punching Operation

- ◆ Move the slider for paper format to the proper position according to the paper format of the document, and then insert the document and press down the lever.



2. Binding Operation

- ◆ Punch the paper sheets needing binding.
- ◆ Insert the punched sheets (cover sheet first) onto the comb.
- ◆ Put on the comb with opening on top, and press the lever backwards.



Release the lever and take out the document. Done!

- ※ Choose the comb according to the thickness of the document. The following form is for your reference to choose the proper comb.

Comb size Φ (mm)	Φ (inch)	Binding sheets	Comb size C (mm)	Φ (inch)	Binding sheets
6	1/4"	1-20	25	1	200-230
8	5/16"	20-40	28	1-1/8	230-250
10	3/8"	40-60	32	1-1/4	250-290
12	1/2"	60-80	35	1-3/8	290-320
14	9/16"	80-100	38	1-1/2	320-360
16	5/8"	100-120	45	1-3/4	360-400
20	3/4"	120-150	51	2	400-450
22	7/8"	150-200			

3. Clean up the waste bin

- ◆ The waste bin, which is located at the back of the machine, is dedicated for the waste resulting from paper punching. The frequency of cleaning up the waste bin depends on the frequency you use the machine.

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

※ Please clean up the waste bin frequently!