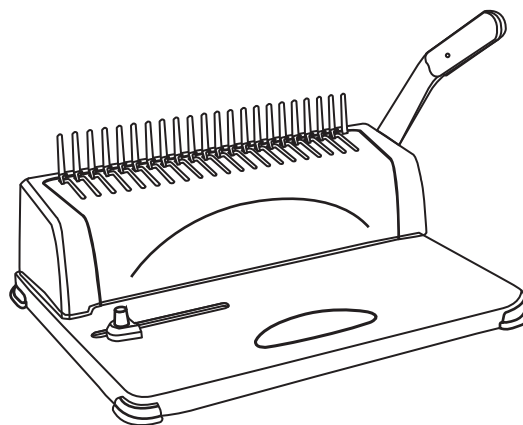


# U 胶圈装订机 使用说明书 USER'S MANUAL



No.3870

得力集团保留产品设计及说明书的更改权利, 届时将不另行通知。

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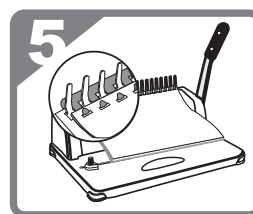
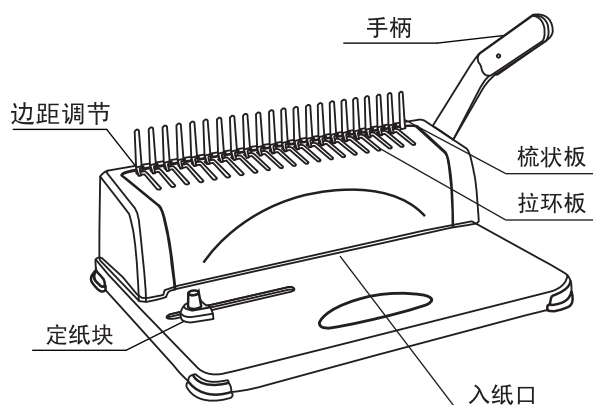


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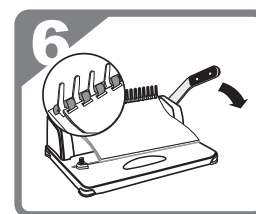
首先感谢您购买得力公司 No.3870 胶圈装订机, 该机器适合个人和部门级办公使用。

为了正确使用该产品, 并防止给您及他人带来不便, 请仔细阅读本手册。

### 产品外形结构及名称



5. Insert the binded paper into the plastic rings.



6. Push the handle backward and finished of the file.

### Common fault analysis and troubleshooting

Fault phenomenon	Fault cause analysis	Troubleshooting method
It is hard to press the handle when paper punching	There is paper scrap or other hard object in the paper cutting port	Take out the sundries with chipboard.
	The operation is beyond the punching capacity described in the instruction.	Operate according to the requirements of the instruction.
The punching edge distance has inclination phenomenon.	The two sides of the incoming paper are unbalanced.	Take out the paper and then re-operate
	There is paper scrap or other hard object in the paper cutting port.	Take out the sundries with chipboard.
The open rubber ring has inclination phenomenon.	The comb plate has deformation caused by collision.	Straighten the comb plate with a ruler.
	The draw hook of pull ring plate has deformation.	Pull the pull ring to calibrate the draw hook with hands.
Incomplete paper punching or the paper is hard to draw out.	The number of pieces of paper for punching at a time is too large.	Reduce the punching thickness of each time (based on the requirements of the instruction)
The paper cannot reach the bottom.	The paper is unserviceable and the paper edge coils.	Smoothen the paper and then re-operate.

### Product parameters

Binding specification	A4 paper or below	Maximum punching number	21holes
Hole dimension	3mmx8mm /14,3mm	Margin Adjustable	3 mm/4 mm/5mm
Distance between holes		Maximum punching thickness	12pieces( 70g/m <sup>2</sup> paper)
Maximum binding thickness	350 pieces ( 70g/m <sup>2</sup> paper)	Overall dimension	385x275x360mm
Net weight	3.46kg		

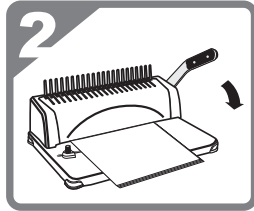
### Direction for use

- The machine is used for punching of paper and plastic cover, and plastic clip is used for loose-leaf binding. The machine only can be used for this purpose, and please use it according to the operation instruction.
- Before punching of the original materials, do remember to use waste paper to test whether the machine works normally.
- Empty the waste paper container periodically.
- The upper limit number for punching is 12, and this number shall not be exceeded.

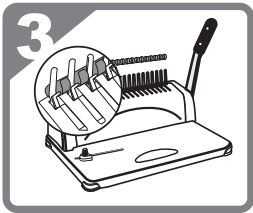
**⚠ Attention**  
Put the machine on the stable and safety table before use.



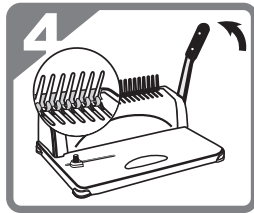
1. Insert paper and adjust "Locating block" to centre the paper. Select adjustable cutters to set hole punching.



2. Pull down the handle to punch holes, then lift back to the original place.



3. Place the plastic rings to the back of the comb opening upward.



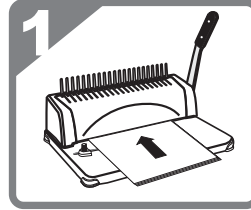
4. Push the handle backward and let the hooks engage the rings to open the plastic rings.

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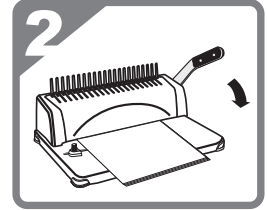
### 使用说明 (保留备用)

- 该机器用于纸张和塑胶封面打孔，并用塑料夹活页装订。该机器仅限此功能，请遵照操作说明使用。
- 对原件打孔前切记在废纸上先行试用确认机器正常。
- 定期清空纸屑盒。
- 打孔上限为12张(70g/m<sup>2</sup>纸)，请勿超出。

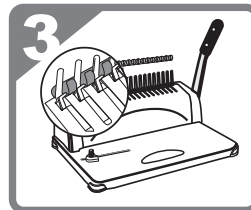
**⚠ 注意** 使用前请把机器放置在平稳、安全的工作台上。



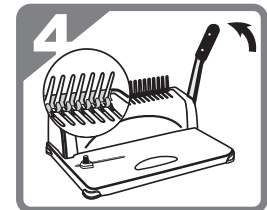
根据装订文件大小，选择定纸块和装订边距位置，插入文件。



插入文件后，将手柄下压，抬起手柄。

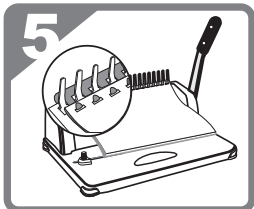


将胶圈置于梳状板后面，开口向上。

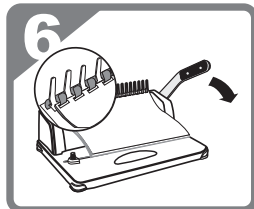


向后推手柄，拉开胶圈。

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将打孔后的文件套在胶圈上。



将手柄拉回，文件装订完成。

### 常见故障分析及排除

故障现象	故障原因分析	故障处理方法
打纸时手柄压不下	切纸口里有纸屑或其它硬物	用硬纸板把杂物取出
	超出说明书上的打孔能力操作	按说明书要求进行操作
打孔边距倾斜	进纸两边不平衡	抽出纸张，重新进纸
	切纸口里有纸屑或其它硬物	用硬纸板把杂物取出
拉开的胶圈倾斜	梳状板受碰撞变形	用直尺校直梳状板
	拉环板拉钩变形	拉开拉环，用手把拉钩校正
打纸不透或纸张难抽出	一次打纸过多	减少一次打孔厚度（按说明书要求）
纸张塞不到底	纸张残旧，纸边沿卷起	把纸张抚平后，重新进纸

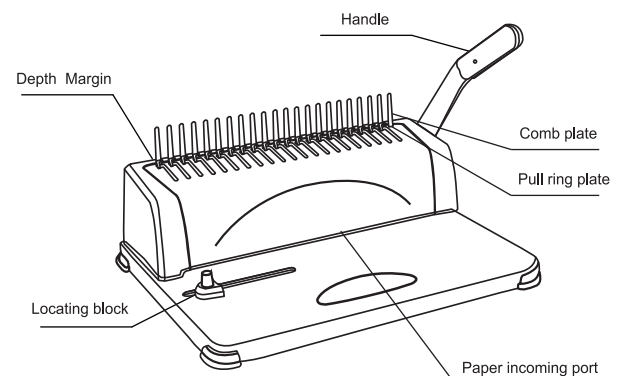
### 产品参数

装订规格	A4纸以下	打孔数	21孔
孔形 / 孔距	3mmx8mm / 14.3mm	孔可调边距	3mm / 4mm / 5mm
最大装订能力	350张 (70g/m <sup>2</sup> 纸)	最大打孔能力	12张 (70g/m <sup>2</sup> 纸)
净重	3.46kg	机器外形尺寸	385x275x360mm

Thank you for purchasing No.3870 rubber ring binding machine of Deli Company. The multiple functions and elegant design make the product applicable to individual use and department use. We believe that the rubber ring binding machine with complete functions will make your document binding have higher efficiency.

To make you correctly use the product and prevent the inconvenience caused to you and other people, please carefully read this manual.

### Product apparent structure and the names



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