
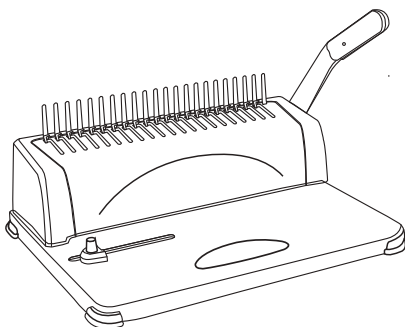


货号	E3870	货名	胶圈装订机	零件名称	说明书	加工单位	
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## User Manual

### COMB BIND No.3870

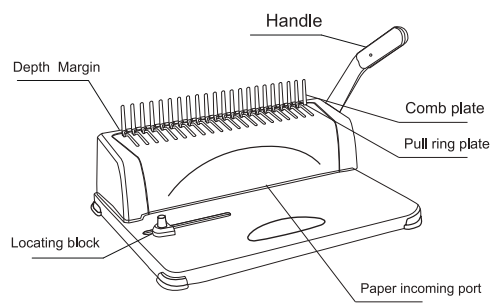


No.3870  
Deli Group berhak untuk mengubah desain produk dan spesifikasi, tidak akan melihat.

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.

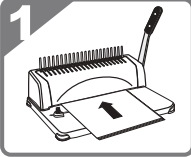
**Product apparent structure and the names**



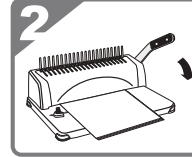
**Direction for use**

- 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.

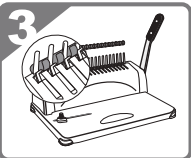
**△ Attention**  
Put the machine on the stable and safety table before use.



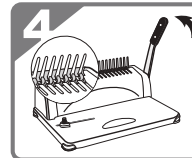
1. Insert paper and adjust "Locating block" to centre the paper. Select adjustable cutters to set hole punching.



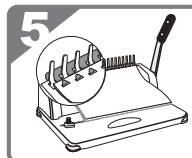
2. Pull down the handle to punch holes, then lift back to the original place.



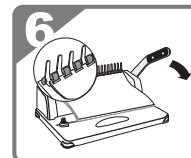
3. Place the plastic rings to the back of comb opening upward.



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



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. The operation is beyond the punching capacity described in the instruction.	Take out the sundries with chipboard, Operate according to the requirements of the instruction.
The punching edge distance has inclination phenomenon,	The two sides of the incoming paper are unbalanced. There is paper scrap or other hard object in the paper cutting port,	Take out the paper and then re-operate Take out the sundries with chipboard.
The open rubber ring has inclination phenomenon.	The comb plate has deformation caused by collision. The draw hook of pull ring plate has deformation,	Straighten the comb plate with a ruler. 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**

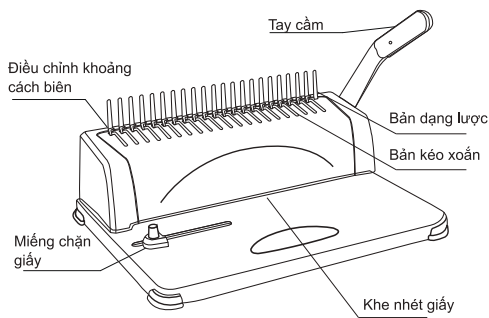
Binding specification	A4 paper or below	Maximum punching number	21holes
Hole dimension	3mmx8mm / 14.3mm	Margin Adjustable	3mm/4mm/5mm
Distance between holes		Maximum punching thickness	12pieces / 70g/m <sup>2</sup> paper
Maximum binding thickness	350 pieces / 70g/m <sup>2</sup> paper	Overall dimension	385x275x360mm
Net weight	3.46kg		

规格	270x195mm	材质及要求	80克双胶纸
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备注	文字内容	骑马钉装订	文件编号 3-1
批准	审核	校对	设计 王沛然 日期

货号	E3870	货名	胶圈装订机	零件名称	说明书	加工单位
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Trước hết, cảm ơn quý khách đã mua máy đóng gáy xoắn số 3870, phù hợp cho sử dụng văn phòng, cá nhân và phòng ban. Để sử dụng sản phẩm đúng cách và để tránh sự bất tiện cho bạn và những người khác, vui lòng đọc kỹ hướng dẫn này.

### Kết cấu hình dạng sản phẩm và tên gọi



### Hướng dẫn sử dụng (lưu dự phòng)

- Máy này dành cho tờ giấy và bìa nhựa đục lỗ rồi kẹp vào File công. Máy này chỉ có chức năng đục lỗ đóng gáy, xin vui lòng sử dụng máy theo hướng dẫn thao tác.
- Trước khi bấm bản gốc, hãy nhớ thử trên giấy thải để xác nhận rằng máy là bình thường.
- Làm trống hộp phế liệu thường xuyên.
- Giới hạn trên của đục lỗ là 12 tờ (70g / giấy), vui lòng không vượt quá.

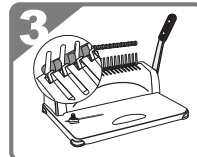
⚠ Lưu ý: Đảm bảo đặt máy trên bề mặt làm việc ổn định, an toàn trước khi sử dụng.



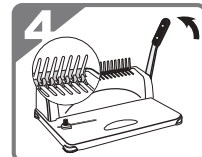
Chèn giấy theo kích thước của tài liệu được ghim, chọn vị trí của miếng cố định giấy và lỗ ràng buộc, rồi cho văn bản vào



Kéo tay cầm xuống sau khi cho văn bản vào, rồi nâng tay cầm lên

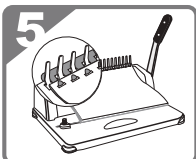


Cho xoắn nhựa vào sau bản dạng lược, mở miếng hướng lên

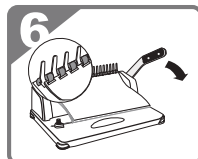


Đẩy tay cầm xuống để kéo xoắn nhựa ra

4 5



Chồng văn bản đã đục lỗ lên xoắn nhựa



Kéo tay cầm xuống, văn bản hoàn tất việc đóng gáy

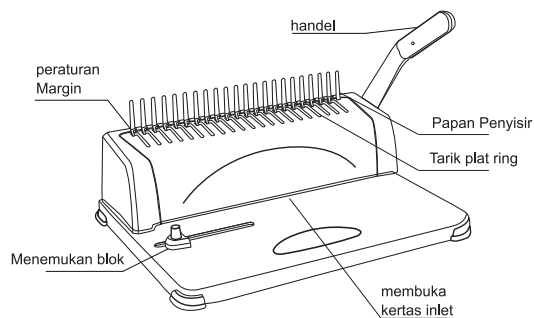
### phân tích và loại bỏ sự cố thường gặp

Sự cố	Phân tích nguyên nhân	Phương pháp xử lý
Tay cầm không kéo xuống được khi đục lỗ giấy	Có giấy vụn hoặc vật cứng khác trong khe cắt giấy Thao tác vượt khả năng đục lỗ trên hướng dẫn	Dùng giấy bản cứng loại bỏ tạp chất Thao tác theo yêu cầu hướng dẫn
Đục lỗ nghiêng so với khoảng cách biên	Hai bản nạp giấy không bằng nhau Có giấy vụn hoặc vật cứng khác trong khe cắt giấy	Lấy giấy ra và cho vào lại Dùng giấy bản cứng loại bỏ tạp chất
Kéo nghiêng xoắn nhựa	Bản dạng lược bị biến dạng do va đập Biến dạng móc kéo bản dạng lược	Dùng thước thẳng chài thẳng bản dạng lược Kéo vòng kéo, dùng tay vận chỉnh móc kéo
Đục lỗ giấy không xuyên qua hoặc khó rút giấy ra	Số lượng đục lỗ 1 lần nhiều	Giảm độ dày đục lỗ 1 lần (theo yêu cầu hướng dẫn)
Trang giấy nhét không hết	Giấy cũ, góc giấy bị cuộn lên	Cho lại giấy vào sau khi đã vuốt phẳng

### Thông số kỹ thuật sản phẩm

Quy cách đóng gáy	Nhỏ hơn giấy A4	Số lỗ đục	21 lỗ
Kích thước/ cự ly lỗ	3mmx8mm /14,3mm	Lỗ có thể điều chỉnh cự ly in	3mm /4mm/5mm
Khả năng đóng gáy tối đa	350trang (70g/m <sup>2</sup> giấy)	Khả năng đục lỗ tối đa	12 trang (70g/m <sup>2</sup> giấy)
Trọng lượng	3,46kg	Kích thước máy	385x275x360mm

### Penampilan produk dan nama struktur



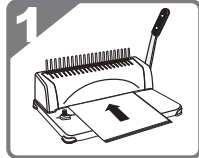
6 7

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印刷颜色	黑色	版次	第 1.0 版
备注	文字内容 骑马钉装订	文件编号	3-2
批准	审核	校对	设计 王沛然 日期

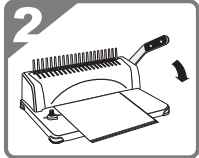
货号 E3870 货名 胶圈装订机 零件名称 说明书 加工单位

### Instruksi (Reserved)

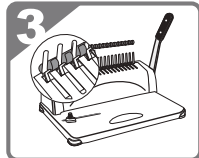
1. Mesin kertas dengan seribu dan berlubang plastik penutup, dan dengan cincin pengikat plastik klip. Mesin hanya fitur ini, ikuti petunjuk untuk menggunakan.
  2. Ingatlah untuk menekan sebelum kertas asli pada sidang pertama untuk mengkonfirmasi mesin dengan benar.
  3. Teratur mengosongkan kotak trim.
  4. Menusuk batas atas adalah 12 (70g / dan kertas), tidak melebihi.
- △ Harap dicatat bahwa sebelum menggunakan mesin pada permukaan kerja yang stabil, aman.



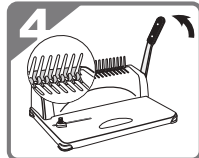
Pengikatan ukuran file, select And blok deckle posisi margin mengikat, Sisipkan file.



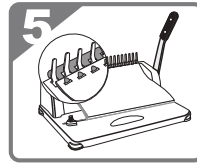
Setelah memasukkan file, semakin rendah tekanan pegangan, Angkat pegangan.



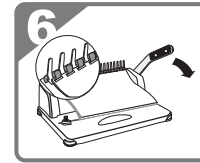
Apron seturut di balik piring sisir, Buka ke atas.



Mendorong kembali pegangan, tarik apron.



File diletakkan dalam apron perforasi.



pegangan belakang, dokumen finisher.

### Analisis kegagalan umum dan pemecahan masalah

Karena itu pembatas fenomena	Karena itu pembatas Analisis penyebab	Karena itu pembatas Pendekatan
Kertas menekan pegangan	potongan potongan kertas atau mulut keras lainnya daripadanya memiliki Memasuk di luar kemampuan untuk petunjuk	Puing-puing dihapus dengan karton Beroperasi sesuai dengan petunjuk dalam klaim
margin miring berlubang	Feed tidak seimbang di kedua sisi potongan potongan kertas atau mulut keras lainnya daripadanya memiliki	Lepaskan kertas re-feed Puing-puing dihapus dengan karton
Dibuka kemiringan apron	Tabrakan deformasi oleh pelat sisir Tab piring dideformasi retractor	Penguasa pingir sisir pelurus Tarik menarik retractor buruk diperbaiki dengan tangan
Hit kertas atau kertas-kedap ekstraksi sulit	Setelah bermain terlalu banyak kertas	Kurangi ketebalan punch setiap kali (berdasarkan persyaratan instruksi)
Kertas tidak cocok pada akhirnya	kertas bobrok, tepi kertas digulung	Setelah kertas halus, kertas re-feeding

### Spesifikasi Produk

binding Spesifikasi	A4Kertas berikut	Jumlah pukulan	dua puluh satulubang
lubang berbentuk / lapangan	3mmx8mm /4.3mm	Lubang margin adjustable	3mm / 4mm / 5mm
Kapasitas mengikat maksimum	350Zhang (70g / Sementara kertas)	Kapasitas pengeboran maksimum	12Zhang (70g / m2kertas)
berat bersih	3.46kg	mesin dimensi	385x275x360mm

## WARRANTY CARD

Thank you for your purchase of our products. The interests of customers who purchase our products will be protected. Please contact authorized local dealers or service centers with this receipt and the warranty card for any malfunction due to product quality problems.

#### Warranty terms:

1. For product failures occur under normal operating circumstances, free of charge repair and spare parts replacement service shall be provided by our company within one year commencing from date of purchase.
2. Customers are required to present this warranty card and the original purchase invoice to our company upon request for warranty service. This warranty card shall be valid only after the following form is filled out in details and affixed with official seal of the dealer.
3. No free of charge repair service shall be provided in the event of any of the following circumstances:
  - (1) Expiration of the warranty period;
  - (2) Damages caused by improper use, maintenance or storage not in accordance with the requirements of the user manual;
  - (3) Failure or damage resulting from unauthorized disassembly, repair or modification;
  - (4) Failure or damage caused by force majeure;
  - (5) Wear parts or accessories.

This warranty card is being delivered with the product, one card for one product. Please keep this warranty card in proper condition for free warranty service. There is no replacement if lost.

National service hotline: 400-185-0555 Purchase date: Year \_\_\_ Month \_\_\_ Day

Product Information	Product Name	Serial Number			
	Product Model Number	Manufacturing Date			
Customer Information	Company Name	Contact			
	Address	Phone			
Sales Information	Dealer Name	Contact			
	Address	Phone			
	Date of Purchase	Invoice No.			
Maintenance Record	Description of Malfunction	Maintenance Results	Customer Signature	Maintenance Technician Signature	Maintenance Date

This copy shall be cut along the dotted line and kept by the dealer.

Product Information	Product Name	Serial Number			
	Product Model Number	Manufacturing Date			
Customer Information	Company Name	Contact			
	Address	Phone			
Sales Information	Dealer Name	Contact			
	Address	Phone			
	Date of Purchase	Invoice No.			
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**DELI GROUP CO., LTD.**  
Address: Deli Industrial Park,  
Ninghai, Zhejiang  
National service hotline:  
400-185-0555  
www.delivorld.com  
MADE IN CHINA



Version:  
Date: 2019

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