

**Carstens MAR-TO-3R**

# **Carstens 2-Inch Heavy Duty 3-Ring Binder User Manual**

Model: MAR-TO-3R

## **INTRODUCTION**

The Carstens 2-Inch Heavy Duty 3-Ring Binder is designed for robust use, particularly in environments requiring durable document management such as healthcare facilities for Medication Administration Records (MAR). Constructed from premium Copolymer Polypropylene plastic, this binder offers superior resistance to tearing and bending. Its non-porous surface ensures easy cleaning and disinfection, preventing bacterial growth. The binder features No-Gap steel rings, tested for over 50,000 uses, ensuring secure document retention.



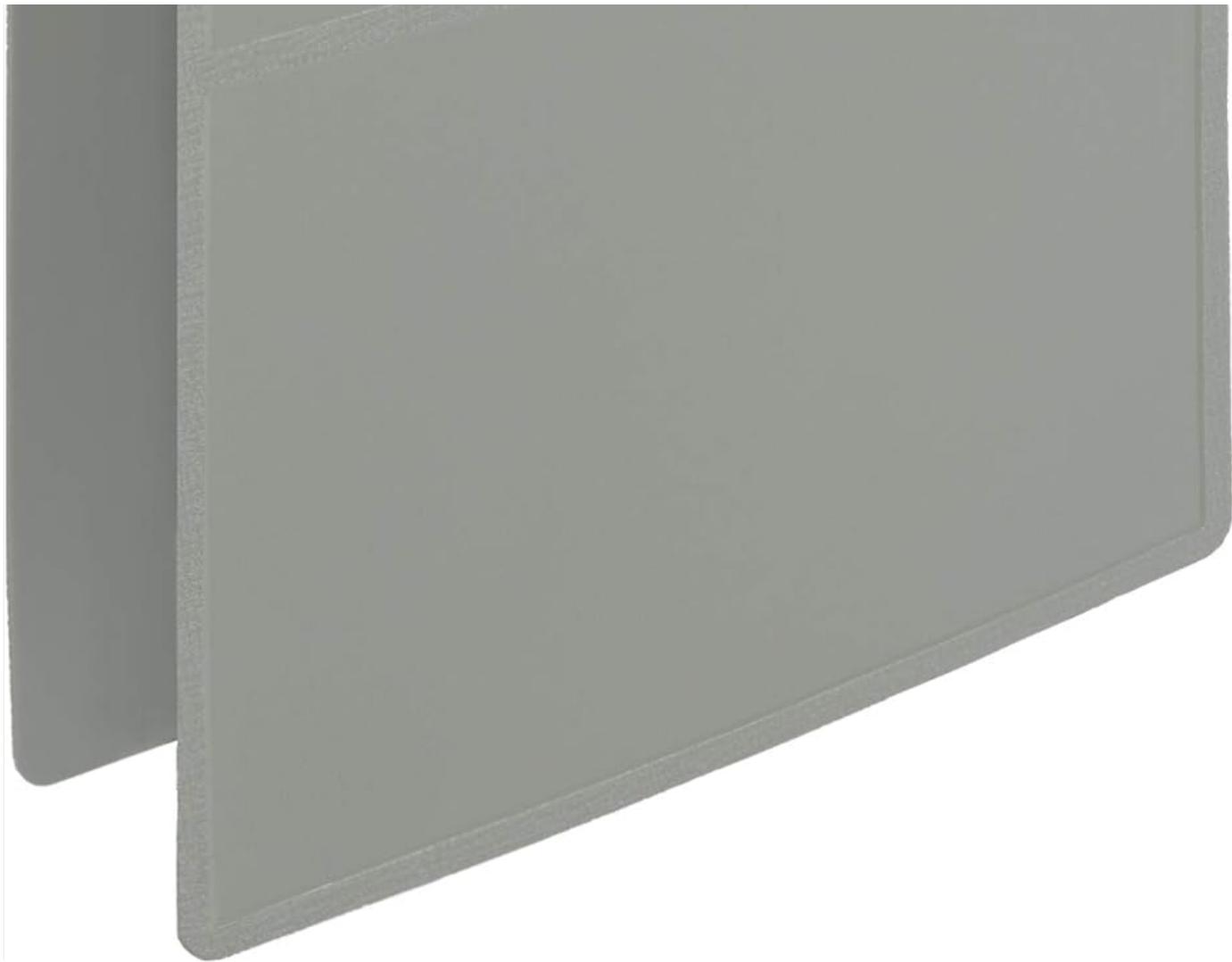


Figure 1: Carstens 2-Inch Heavy Duty 3-Ring Binder (Ash Gray)

## PRODUCT FEATURES

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- **Durable Construction:** Made from premium Copolymer Polypropylene plastic for enhanced resistance to tearing and bending.
- **No-Gap Rings:** Precision steel rings tested for over 50,000 uses, ensuring documents are held securely without gaps.
- **High Capacity:** 2-inch rings accommodate up to 300 sheets of standard letter-sized paper.
- **Easy to Clean:** Non-porous surface is impenetrable to air and liquids, facilitating easy cleaning and disinfection.
- **Permanent Labeling:** Silver "MAR" lettering is hot-foil stamped, preventing peeling or wearing.
- **Extended Covers:** Designed to protect internal dividers and tabs (dividers sold separately).
- **BPA/BPF/BPS Free:** Manufactured without harmful chemicals.
- **Made in USA:** Proudly manufactured in the USA with US and imported parts.

## SETUP

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The Carstens Heavy Duty 3-Ring Binder requires minimal setup. It is ready for use directly out of its packaging.

1. **Unpack:** Remove the binder from its protective packaging.
2. **Inspect:** Check the binder for any signs of damage during transit. Ensure the rings open and close smoothly.
3. **Prepare Documents:** Ensure all documents to be filed are standard letter-sized (8.5" x 11") and three-hole

punched.

## OPERATING INSTRUCTIONS

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Using the Carstens 3-Ring Binder is straightforward, designed for efficient document management.

- 1. Opening the Rings:** To open the binder rings, gently pull the two ring-opening levers located at the top and bottom of the ring mechanism. The rings will spring open.
- 2. Inserting Documents:** Align the three-hole punched documents with the open rings. Carefully slide the documents onto the rings.
- 3. Closing the Rings:** Push the ring-opening levers back towards the center until the rings snap shut. Ensure all rings are fully closed to prevent documents from falling out.
- 4. Removing Documents:** To remove documents, open the rings as described in step 1 and slide the desired documents off the rings. Close the rings securely afterward.

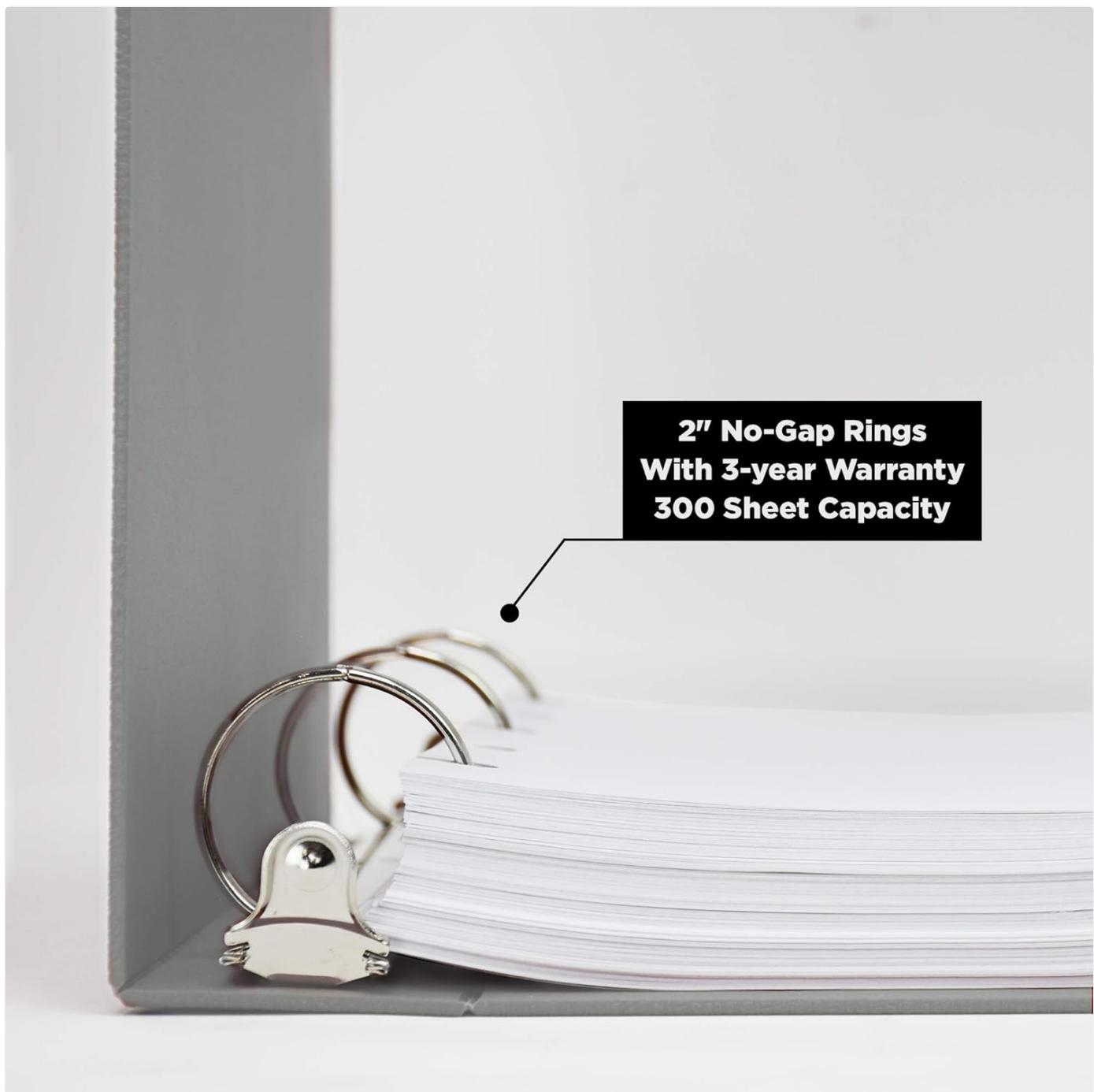


Figure 2: No-Gap Rings and 300 Sheet Capacity



\*Divider Tabs Sold Separately

Figure 3: Extended Covers for Divider Protection

## MAINTENANCE AND CARE

Proper maintenance ensures the longevity and hygienic integrity of your Carstens binder.

- **Cleaning:** The non-porous polypropylene surface can be easily wiped clean with a damp cloth. For disinfection, use standard hospital-grade disinfectants. Avoid abrasive cleaners or solvents that may damage the plastic.
- **Storage:** Store the binder in a cool, dry place away from direct sunlight or extreme temperatures to prevent material degradation.
- **Ring Care:** Periodically check the rings for proper alignment and smooth operation. Avoid forcing the rings open or closed, as this can damage the mechanism.

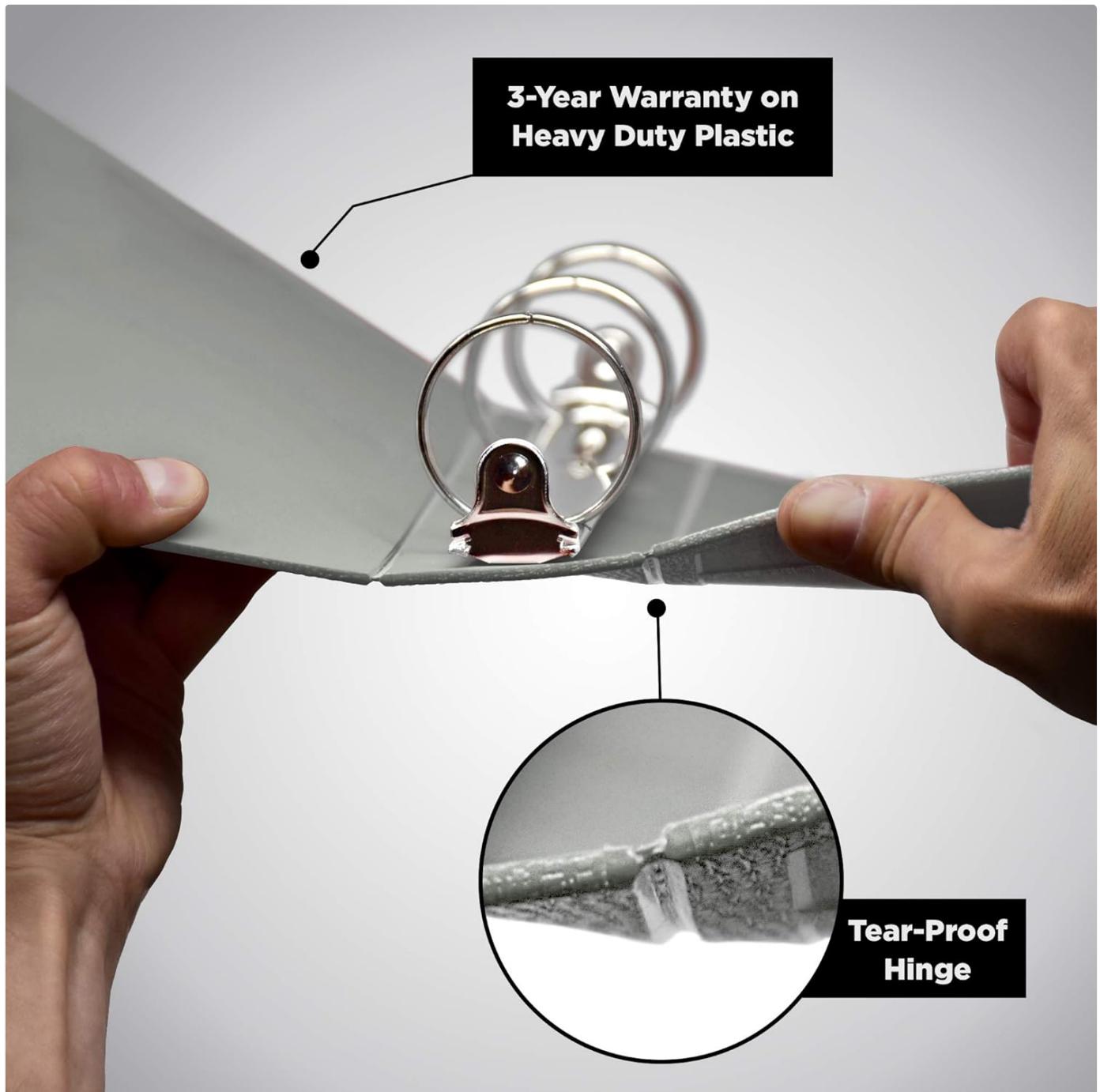


Figure 4: Durable Tear-Proof Hinge

## TROUBLESHOOTING

Problem	Possible Cause	Solution
Rings do not close completely.	Debris in the ring mechanism or misalignment.	Inspect for any obstructions and remove them. Gently try to realign the rings by hand. If the issue persists, contact customer support.
Binder cover appears dirty or stained.	Surface dirt or residue.	Wipe with a damp cloth and mild soap. For disinfection, use appropriate cleaning agents as described in the Maintenance section.
Documents slip out of rings.	Rings are not fully closed or are damaged.	Ensure rings are snapped shut completely. If rings are bent or damaged, the binder may need replacement.

## SPECIFICATIONS

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- **Model:** MAR-TO-3R
- **Ring Size:** 2 inches
- **Sheet Capacity:** Up to 300 sheets (standard letter size)
- **Material:** Copolymer Polypropylene Plastic
- **Color:** Ash Gray
- **Item Weight:** 1.15 pounds
- **Product Dimensions:** 13.63 x 9.25 x 2.38 inches
- **Sheet Size Compatibility:** Letter (8.5" x 11")
- **Special Features:** No-Gap Rings, Tear-Proof Hinge, Hot-Foil Stamped Lettering, Extended Covers

**Smooth Labeling Surface**

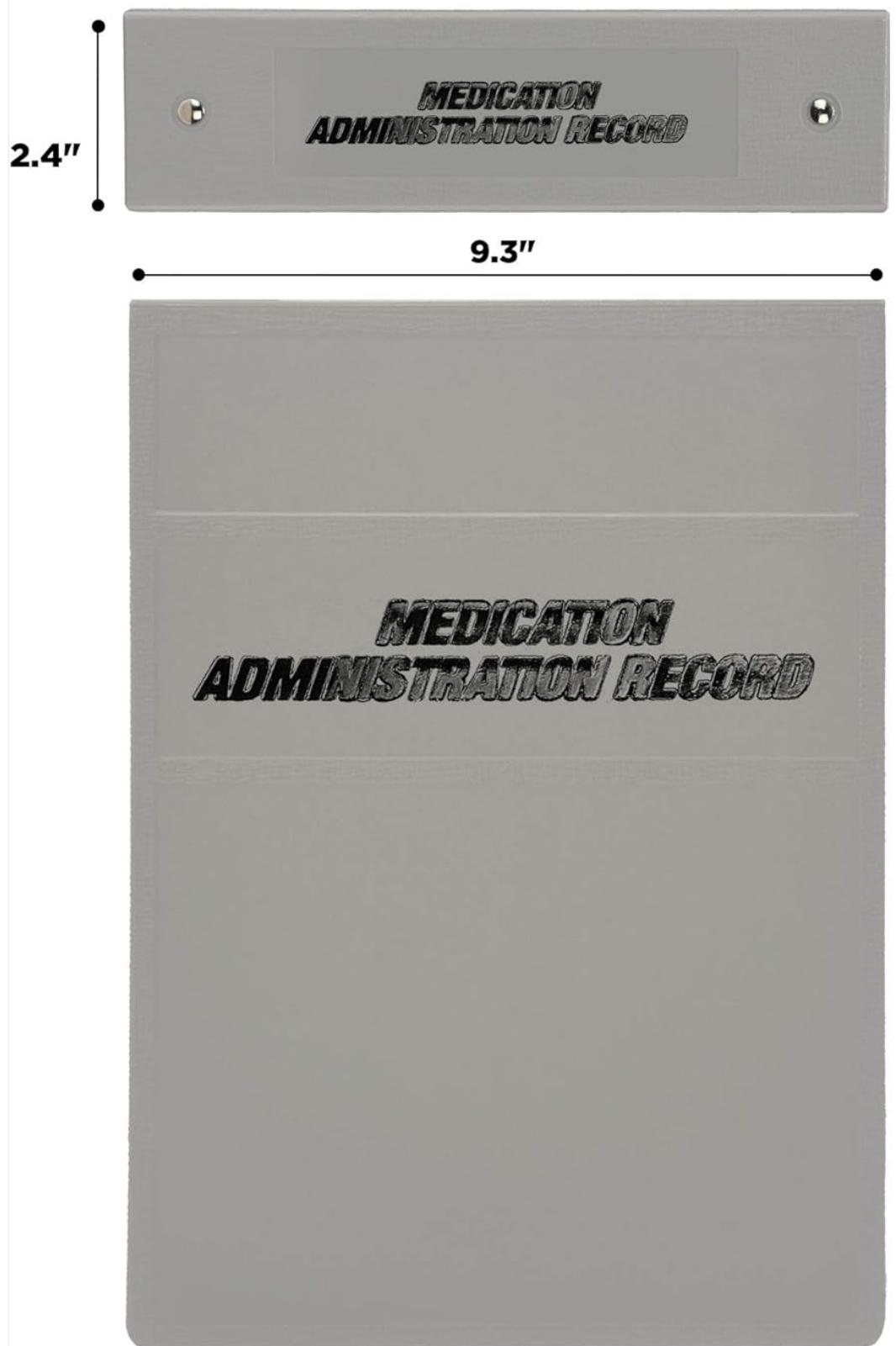


Figure 5: Product Dimensions

## WARRANTY AND SUPPORT

Carstens stands behind the quality of its products.

### Warranty Information:

This Carstens Heavy Duty 3-Ring Binder comes with a **3-year warranty** on both the rings and the covers, covering defects in materials and workmanship under normal use. This warranty ensures the product's durability and performance for the long term.

### **Customer Support:**

For any questions, concerns, or warranty claims, please contact Carstens customer support. You can find contact information on the official Carstens website or through your point of purchase. Please have your model number (MAR-TO-3R) and purchase date available when contacting support.

For more information about Carstens products and our company history, visit the [Carstens Store on Amazon](#).

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