

# OPERATING INSTRUCTIONS

## 1 IMPORTANT SAFEGUARDS

When using electrical appliances, basic precautions should always be followed to reduce the risk of electric shock and injury to people, including the following:

1. Read all instructions.
2. Always unplug the appliance when not in use or before cleaning.
3. Do not use outdoors.
4. Extreme caution should be taken when the appliance is used by or near children or invalids.
5. To protect against risk of electrical hazards, do not immerse cord, plugs, or appliances in water or other liquids.
6. Do not operate the appliance with a damaged cord or plug, or after the appliance malfunctions, has been dropped or is damaged in any manner. Return appliance to the nearest authorized service facility for examination, repair, or adjustment.
7. Do not use accessory attachments not recommended or sold by the appliance manufacturer.
8. Do not let cord hang over edge of counter, or touch hot surfaces.
9. Do not use the appliance for other than intended use. This appliance is intended for Office or Household use only.

## 2 LOCATION

Please remove the laminator carefully from the transit packaging, place the machine on a flat work surface. Locate the machine in the area where it will normally be used ensuring adequate room for the finished laminate to feed out at the back.

## 3 HOW TO USE

1. Plug into the nearest AC outlet and turn on the power switch.
2. Turn on the heater switch and the red light will glow.
3. Determine the correct temperature setting for your document and pouch combination. The table below gives some common settings for typical uses:

THICKNESS OF POUCHES	RECOMMENDED TEMPERATURE SETTING	
	WITHOUT CARRIER	WITH CARRIER
3 MIL (80 MICRON)	105°C	120°C
5 MIL (125 MICRON)	115°C	130°C
6 MIL (150 MICRON)	120°C	135°C
7 MIL (175 MICRON)	125°C	145°C
8 MIL (200 MICRON)	125°C	145°C
10 MIL (250 MICRON)	130°C	150°C

4. The machine will pre-heat for approximately 3 to 5 minutes. When ready to use, the ready light (yellow light) will glow.
5. Prepare your document to be laminated. Allow a minimum 3 mm (1/8") border to ensure good sealing. The machine can be used either with or without a protective carrier.
6. Turn on the motor switch and the green light will glow.
7. When the machine is ready, gently insert the loaded pouch (the closed end of the sleeve) into the entrance slot on the laminator until the pouch is engaged in the machine.
8. Allow the laminated item to lie flat and cool under a flat weight. If handled before the adhesive cools, the pouch may become distorted.
9. If the lamination is not clear, please increase the temperature by 5~10°C and then process the pouch a second time. If the lamination is wavy, please reduce the temperature by 5~10°C wait 2 minutes and then process the next lamination.
10. Turn off the motor switch, heater switch and power switch after use.

## **4 CARE AND CLEANING**

1. This appliance is for Office or Household use only. Any servicing, other than cleaning and user maintenance, should be performed by an authorized service representative.
2. Do not immerse in water.
3. To reduce the risk of fire or electric shock, do not remove the base. No user serviceable parts inside.
  - Keep your hands and cord away from hot parts of the appliance during operation.
  - Never clean with scouring powders or hand implements.
  - Wipe clean with a soft cloth.