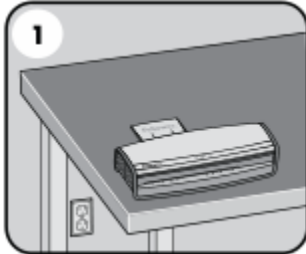


## A Pickering Public Library Guide for using the Laminator

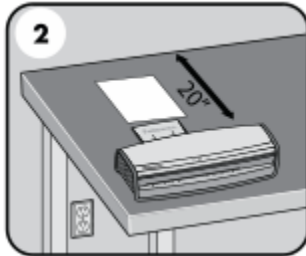


**Steps 1 thru 4 (this page) are for first time setup. However, since this is a shared machine, you may want to verify that the laminator is setup properly beforehand for an optimal laminating experience**

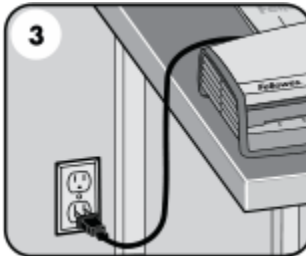
**Step 1** - Ensure the machine is on a stable surface.



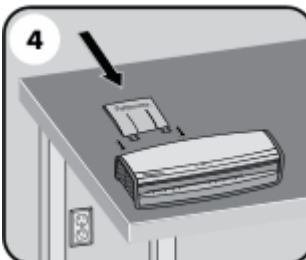
**Step 2** - Check there is enough clear space (min 20") behind the machine to allow items to pass through freely



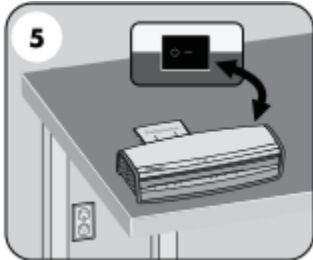
**Step 3** - Plug the machine into an easily accessible main outlet



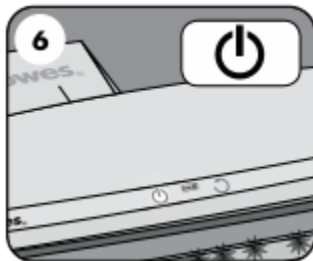
**Step 4** – Equip the Exit tray for best laminating results



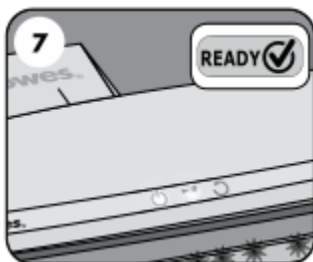
**Step 5** - Switch the power on (located at the rear right side of the machine). The control panel buttons will flash once as part of a check light system to ensure proper function



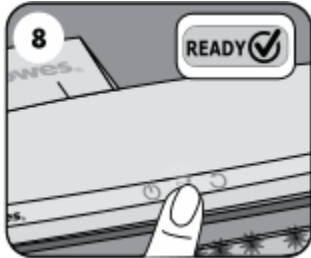
**Step 6** - The Standby button will turn on with a soft blue glow. The machine is automatically warming up to hot lamination. Note: the laminator features AutoSense which automatically recognizes the pouch thickness you insert into the laminator



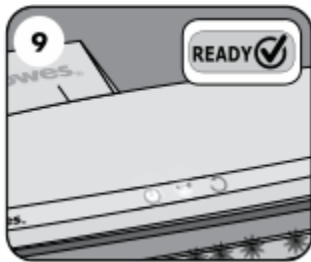
**Step 7** - When the machine is ready, the green "Ready" LED and entry tray LED's will come on and the machine will beep to indicate that it is ready for lamination



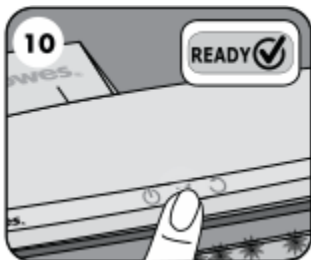
**Step 8** - To toggle between Cold and Hot lamination, press and hold the “Ready” button for 2 seconds. The Ready icon will blink 3 times in “Blue” when initially switched to the Cold mode to indicate that the mode has been switched then the Ready light will turn off until the machine is ready for cold lamination. Note: to use the cold setting after hot lamination you may have to wait for the laminator to cool down for 30-60 minutes.



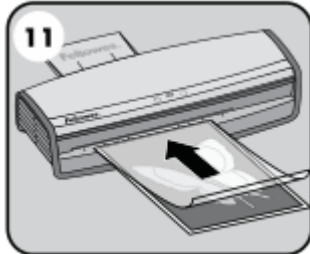
**Step 9** - When the machine is ready for Cold Lamination the “Ready” LED will illuminate “Blue” and the machine will beep.



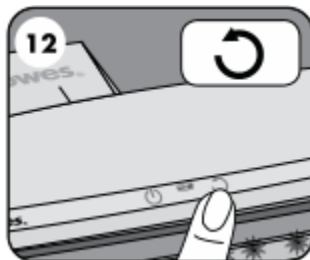
**Step 10** - To switch back to hot pouch laminating after cold laminating, press and hold the “Ready” LED. Wait until the ready light turns green to indicate it’s ready for hot lamination before inserting pouch.



**Step 11** – Place the pouch, sealed edge first, into the pouch / document entry. Keep the pouch straight and centered within the document entry, not on an angle. Use the entry markings as a guide



**Step 12** - This unit is equipped with an Advanced Pouch Tracking System that will detect and alert the user if there is a mis-feed. If a jam is detected the machine will automatically reverse the document to help clear the jam. The reverse button will come on while auto-reverse is engaged. If the jam is not completely cleared the reverse button will blink/flash. Press and hold the reverse button while pulling on the pouch to completely remove the laminate from the machine. Once jam is cleared the unit will return to normal operation.



**Step 13** – Upon exit, the laminated pouch may be hot and soft. For the best quality and to prevent jamming, remove the pouch immediately. Place the pouch on to a flat surface to cool. Take care when handling a hot pouch. Always remove laminated document before starting next laminate.





**Step 14** - Turning off the Machine – If the top power button is pushed, the machine will go into cool-down mode. The heaters will turn off, but the rollers will still run until the unit reaches the desired temperature to turn off completely. This functionality reduces long term wear and tear to the unit.

