

# Laminating Guide

**IMPORTANT:** This notice must be displayed near your **EXPERT™** Pouch Laminator for all operators to see. Failure to follow these guidelines will invalidate your warranty.



## Always

and...



## Never

-  **ALWAYS** ensure the sealed end of the pouch is fed into the machine first
-  **ALWAYS** use a good quality laminating pouch; we recommend minimum 200 micron (2 x 100 micron)
-  **ALWAYS** use the correct size pouch, allowing a border of approx 3mm all round the document being laminated
-  **ALWAYS** use an **EXPERT™** Pouch Jacket (one was provided with your **EXPERT™** laminator and more are available to purchase - see below) **when laminating small items, odd shaped items or if the item does not fill the pouch.** If you do not have an **EXPERT™** Pouch Jacket, you should place a 'header strip' of paper at the sealed end of the pouch (see your instruction book for details)
-  **ALWAYS** ensure the pouch is fed in straight
-  **ALWAYS** make sure the machine is at the correct temperature ie the 'READY' light is glowing, before trying to laminate
-  **ALWAYS** use the anti-jam reverse switch if, after 10 seconds, the pouch has not emerged from back of machine. If the pouch still does not come out of the machine, switch off, put a notice on machine saying 'OUT OF ORDER' and phone the helpline number below
-  **ALWAYS** read and understand the operating instructions book before using the laminator
-  **ALWAYS**, when you have finished laminating, turn the left hand switch to 'COLD' and turn the temperature dial down to its coldest setting. Then leave machine to run for at least 15minutes before turning off. This is to avoid 'flat spots' on the rollers.
-  **NEVER** feed the pouch into the machine by an open edge – it will jam the machine
-  **NEVER** use the wrong size pouch, eg Do not laminate an A4 document using an A3 size pouch
-  **NEVER** use a thick card carrier as this may jam your machine, and your document may not laminate properly. You should be using an **EXPERT™** Pouch Jacket, especially when laminating small or irregular shaped objects
-  **NEVER** cut pouches up before laminating
-  **NEVER** laminate anything that is NOT paper based
-  **NEVER** force a pouch into the laminator, this will cause it to fold and jam the machine. Just feed into the laminator and allow the rollers to pull it through at the set speed
-  **NEVER** leave the machine switched on if a pouch gets jammed inside (which fails to come out when reverse switch is used) as it may overheat or cause other problems
-  **NEVER** allow children to use the laminator unsupervised
-  **NEVER** leave the laminator turned on for long periods of time, and **NEVER** leave machine unattended when switched on
-  **NEVER** switch the laminator off immediately after use. (See opposite for instructions)
-  **NEVER** attempt to laminate anything with a total thickness of more than 1mm (1000 micron)
-  **NEVER** attempt to laminate 2 documents back to back. Always laminate a single sheet

If you have followed all the guidelines and you still experience a problem with your machine, please phone the **EXPERT™** laminator helpline on:

**01502 52 55 84**

To purchase **EXPERT™** Pouch Jackets, contact your usual educational supplier, or phone the number above.