



Laminating Tips



What you should do

1. Turn the machine onto the correct setting for the pouch thickness being used.
2. When the machine has reached the correct temperature, insert Cleaning and Carrier Sheet. This will help extend the lifetime of the machine.
3. Always use the equivalent laminating pouch size for the document you want to laminate. For example an A4 pouch for an A4 document.
4. Please leave a margin of 0,5 cm around the document to ensure the pouch seals properly.
5. Should you still want to laminate smaller documents, please add the Cleaning and Carrier Sheet under the pouch and insert them both, closed side first, into the machine throat. This will avoid jamming.
6. Always place smaller documents in the middle of the closed side of the pouch.
7. Always insert pouches closed side first.
8. Ready? Insert the Cleaning & Carrier Sheet one more time.
9. After use turn the machine off and let it cool down before you store it away.



What you shouldn't do

1. Don't insert the pouch open side first.
2. Don't insert a pouch if it is not aligned properly (upper and lower sides need to meet).
3. Do not laminate cut pouches: to laminate cut out documents use a complete laminating pouch and cut out later. However, the pouch should be filled as much as possible to avoid jamming.
4. Do not misfeed the pouch when inserting it. Each machine has indication marks that help to insert the pouch properly.
5. Do not use pouches that are too small or too big for the document.
6. Do not laminate materials other than paper. The machines are designed to laminate paper documents. Laminating leaves or other materials can cause damage to the machine.
7. Do not laminate wrinkled paper. The laminating pouch should always close properly and be flat.
8. Do not place the document wrongly in the pouch (always place it centered at the closed side of the pouch).

