

User's Guide to Lamination



Ten Rules of Lamination

1. Before using your laminator, read and understand the machine's instruction manual and the user's guide
2. Never feed empty pouches into machine
3. Do not leave laminator unattended during lamination
4. Turn off your laminator when not in use
5. Only suitable for laminating paper products, not foreign objects like wood or flowers
6. Feed pouches presealed edge first
7. Before laminating irreplaceable documents, test the setting on a similar but not important document first
8. Always choose the correct heat setting/pouch thickness. Having the heat setting too high may damage the document
9. The pouch should overlap the document by 2-3mm on all 4 edges to ensure the document is encapsulated. Select the appropriate size pouch — available from A7 to A3 size- for the document. Do not cut down a pouch before laminating
10. If your document jams while laminating, turn the machine off and try using the release lever to free the pouch

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JE Gale



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