# User's Guide to Lamination



### **Ten Rules of Lamination**

- 1. Before using your laminator, read and understand the machines 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 pauches presented 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 peach should everlap the document by 2-3mm on all 4 edges to ensure the document is encapsulated. Select the appropriate size peach available from A7 to A3 size- for the document. Bo not cut down a peach before laminating
- 10. If your document jams while laminating, turn the machine off and try using the release lever to free the pauch

## **Gbc Pb260user Guide**

**RJ Alexander** 



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