

EXPERT LAMINATION Pouch Jacket

Thank you for purchasing an **EXPERT** laminator, one of the most heavy duty available. Included with your laminator is your **FREE** Pouch Jacket.

This pouch jacket must be used when:

- Laminating small items
- Laminating irregular shaped items
- Your document does not completely fill the pouch
- Using lightweight laminating pouches

See the 'Laminating Guide' section for more details.

WHEN USING A POUCH JACKET, FOLLOW THESE FOUR STEPS TO ENSURE QUALITY LAMINATION

1. Increase the temperature on your machine by approximately 25° above the normal recommended setting
2. Put items into the laminating pouch in the normal manner
3. Place the laminating pouch into the **EXPERT** Pouch Jacket, ensuring that the sealed end of the laminating pouch meets the sealed edge of the Pouch Jacket
4. To commence laminating, insert the **EXPERT** Pouch Jacket into the laminating machine sealed end first

Failure to use the **EXPERT** Pouch Jacket when necessary may cause the machine to jam, which will **NOT** be covered by the warranty.

*Not sure where to get more **EXPERT** Pouch Jackets from?*

To purchase **EXPERT** Pouch Jackets, contact your usual educational supplier, or phone the laminator helpline number below.

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

ALWAYS read and understand the operating instructions book before using the laminator

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 when laminating **small items, odd shaped items, or if the item does not fill the pouch**

ALWAYS place a 'header strip' of paper at the sealed end of the pouch if you do not have an **EXPERT** Pouch Jacket

ALWAYS ensure the pouch is fed in straight

ALWAYS make sure 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 it off.

ALWAYS turn the left hand switch to 'COLD' and turn the temperature dial down to its coldest setting when you have finished laminating. Then leave the machine to run for at least 15 minutes before turning off. This is to avoid 'flat spots' on the rollers.

Never

NEVER use the wrong size laminating pouch, e.g. do not laminate an A4 document using an A3 size laminating pouch

NEVER cut pouches up before laminating

NEVER force a pouch into the laminator as this will cause it to fold and jam the machine

NEVER allow children to use the laminator unsupervised

NEVER leave the laminator turned on for long periods of time when not in use

NEVER leave the machine unattended when switched on

NEVER attempt to laminate anything with a total thickness of more than 1mm (1000 micron)

NEVER laminate more than a single sheet in a single laminating pouch

NEVER attempt to laminate more than one laminating pouch in an **EXPERT** Pouch Jacket at once

Laminator Helpline: **0345 611 8020**

If you have followed all the guidelines and still experience a problem with your machine, go to **www.expertmachines.co.uk** or call the **EXPERT** laminator helpline.