



**PERTH OFFICE
EQUIPMENT**
REPAIRS & SALES

We are specialists in Laminating Machines and Supplies.

We sell, service and repair Laminators and recommend regular servicing to ensure you get the most out of your machine. We also train your operators.

To re-order your Laminating Supplies contact our friendly team, by email, phone or order on-line.

E: sales@poer.com.au P: 6115 6363 W: www.poer.com.au

10 RULES OF POUCH LAMINATING

1. Read and understand the machines instructions BEFORE USING YOUR LAMINATOR.
2. NEVER feed empty or half empty pouches into the Laminator, fill the bottom if needed with scrap paper. This will stop the excess glue squeezing out onto the rollers.
3. Watch your Lamination happen and be ready to REVERSE if something goes wrong.
4. Turn OFF when not in use.
5. ONLY Laminate paper products, NO GLITTER or GLUE or foreign objects like flowers, leaves etc.
6. Use quality Laminating Pouches, available from **POER**. www.poer.com.au
7. Before laminating irreplaceable documents TEST the settings with similar material first.
8. Do NOT feed pouches above 110 degrees, you can always re-laminate if you need too.
9. The pouch should overlap the document by 2-3mm to ensure it is Encapsulated. Select the appropriate pouch size and DO NOT cut the pouch before laminating.
10. If your document jams during laminating, use REVERSE if part of the pouch is still visible. If not TURN OFF and call **POER** to remove. Put an Out of Order sign on it until it's repaired.

LAMINATING DO's and DON'Ts

DO's

Before Laminating read and understand this user guide and the Laminators Operating Manual.

Use Premium Pouches – Available from **POER**.

Always feed pouches closed/sealed end first.

Ensure items are at the top of the pouch and fill any excess pouch with scrap paper.

Only Laminate Paper Products. No Glitter etc!

Test a similar material before laminating irreplaceable documents.

Ensure the machine has been set to the correct temp and speed before use.

Remove the pouch from the machine immediately after laminating allowing it to cool flat.

Turn OFF Laminator when not in use.

SERVICE your Laminator regularly, call **POER**.

DON'Ts

Don't allow children to operate the Laminator.

Don't use in Hazardous areas, near water, while drinking, eating, or where small children can reach.

Don't feed empty or partially filled pouches.

Don't feed anything except Paper products through the Laminator. Not suitable for Glitter, leaves, flowers, wood etc. Do not use glue inside your items as it will get squeezed out.

Don't one-side laminate or use damaged pouches.

Don't cut down pouches before laminating.

Don't leave pouches in machine after Laminating.

Don't leave the Laminator unattended or on for extended periods of non-use.

Don't attempt to remove covers and repair it yourself. You will void any warranties, damage it or you may be electrocuted.