

Loading and Threading Film

SEE FIGS. 1, 2, 3, 4, 5

GBC laminators employ two rolls of film, one on top and one on bottom. Use film rolls of identical width and similar diameter and center them in laminator. The shiny side of **regular** film must contact heat rolls. The dull side of the film contains heat-reactivable polyethylene adhesive. Use care when installing **delustered** film, since both sides appear similar. GBC film rolls always contain adhesive wound on the inside.

1. Release cam locks and raise interlock safety shield. Then remove feed table.
2. Remove top and bottom film supply shafts from laminator.
3. Remove the loose, right side discs from film supply shafts. Depending upon width of film rolls, readjust left side discs with allen wrench supplied with laminator.
4. Slide film rolls onto right ends of film supply shafts.
 - A. Position film on top shaft with film unrolling from bottom **towards** operator.
 - B. Position film on bottom shaft with film unrolling from bottom and **away** from operator.
5. Replace side discs on supply shafts and press firmly into film cores until both left and right side discs are flush with film rolls.
6. Install loaded film supply shafts into laminator by inserting left ends into mounting socket and seating right ends into mounting bracket slots. Make sure film unrolls properly.
7. Unroll film from top roll and drape over top film guide and both heat rolls. Unroll film from bottom

roll and drape against both heat rollers. Insert a thin sheet of cardboard against the overlapping films and into heat roll nip. Turn threading knob clockwise until cardboard has entered heat roll nip.

8. Install feed table and lower interlock safety shield, and rotate cam locks into position.
9. Depress PREHEAT button. Red "ON" light will illuminate. Amber "Ready" light illuminates in 3-5 minutes, indicating laminator is ready to operate.
10. Depress RUN button. Turn threading knob clockwise and urge cardboard through laminator until both it and film are engaged by the pull rolls. Upon engagement, release cardboard and run laminator until the now-laminated cardboard ejects from rear of laminator. Stop laminator by depressing PREHEAT button.
11. Grasp cardboard and — with a quick upward motion — sever film against tear-off blade at ejection slot.
12. Set side guide where desired. Laminator is now ready to laminate material.
13. When shutting down laminator completely, insert a sheet of paper and run laminator until it projects several inches from rear. Depress OFF button.

NOTE: To adjust film tension, insert short end of allen wrench into film tensioning adjustment slot. Manually turn film roll (either direction) until wrench engages. Rotate film roll towards you to decrease tension; rotate film roll away from you to increase tension. Directions given are while facing front of laminator.

Film Threading Diagram

