

GBC 620os

INSTALLATION & OPERATING MANUAL

Part Number 930-145, Rev A.



GB	Operating Instructions
I	Istruzioni per l'Uso
D	Bedienungsanleitungen
NL	Gebruiksaanwijzing
F	Mode d'Emploi
E	Instrucciones de Operación

GB

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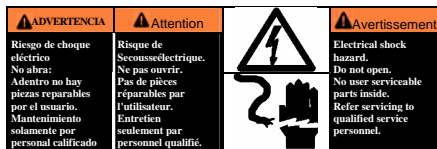
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IMPORTANT SAFETY INSTRUCTIONS

YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO GBC. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT, YOU WILL FIND IMPORTANT SAFETY MESSAGES REGARDING THE PRODUCT. READ THESE MESSAGES CAREFULLY. READ ALL OF THE INSTRUCTIONS AND SAVE THESE INSTRUCTIONS FOR LATER USE.

THE SAFETY ALERT SYMBOL PRECEDES EACH SAFETY MESSAGE IN THIS INSTRUCTION MANUAL. THE SYMBOL INDICATES A POTENTIAL PERSONAL SAFETY HAZARD TO YOU OR OTHERS. THE FOLLOWING WARNINGS ARE FOUND UPON THIS PRODUCT.



THIS SAFETY MESSAGE MEANS THAT YOU COULD BE SERIOUSLY HURT OR KILLED IF YOU OPEN THE PRODUCT AND EXPOSE YOURSELF TO HAZARDOUS VOLTAGE.



THIS SAFETY MESSAGE MEANS THAT YOU COULD BE BURNED AND YOUR FINGERS COULD BE TRAPPED AND CRUSHED IN THE HOT ROLLERS. CLOTHING, JEWELRY AND LONG HAIR COULD BE CAUGHT IN THE ROLLERS AND PULL YOU INTO THEM.



THIS SAFETY MESSAGE MEANS THAT YOU COULD CUT YOURSELF IF YOU ARE NOT CAREFUL.

WARNING: THIS SAFETY ALERT SYMBOL PRECEDES EACH SAFETY MESSAGE IN THIS INSTRUCTION MANUAL. THE SYMBOL INDICATES A POTENTIAL PERSONAL SAFETY HAZARD TO YOU OR OTHERS.

WARNING: DO NOT ATTEMPT TO SERVICE OR REPAIR THE 2064 WF LAMINATOR.

WARNING: DO NOT CONNECT THE LAMINATOR TO AN ELECTRICAL SUPPLY OR ATTEMPT TO OPERATE THE LAMINATOR UNTIL YOU HAVE COMPLETELY READ THESE INSTRUCTIONS. MAINTAIN THESE INSTRUCTIONS IN A CONVENIENT LOCATION FOR FUTURE REFERENCE.

IMPORTANT SAFEGUARDS

WARNING: TO GUARD AGAINST INJURY THE FOLLOWING SAFETY PRECAUTIONS MUST BE OBSERVED IN INSTALLATION AND USE OF THE LAMINATOR.

General:

Keep hands, long hair, loose clothing, and articles such as necklaces or ties away from the front of the heat and pull rollers to avoid entanglement and entrapment.

The heat roller can reach temperatures over 300°F (150°C). Avoid contact with the heat roller during operation or shortly after power has been removed from the laminator.

Keep hands and fingers away from the path of the sharp film cutter blades, feed belts and rollers.

Do not use the laminator for other than its intended purpose.

Avoid moving the Laminator on uneven floor surfaces. Never tilt the laminator.

Do not defeat or remove electrical and mechanical safety equipment such as interlocks, shields and guards.

Do not insert objects unsuitable for laminating or expose the equipment to liquids.

When moving the laminator on a cart or stand, avoid quick stops, excessive force and uneven surfaces.

Any concerns for safety should be brought to the attention of your local service representative immediately.

Electrical:

The Laminator should be connected only to a source of power as indicated in these instructions and on the serial plate located on the rear of the laminator. Contact an electrician should the attachment plug provided with the Laminator not match the receptacles at your location.

WARNING: THE RECEPTACLE MUST BE LOCATED NEAR THE EQUIPMENT AND EASILY ACCESSIBLE.

Do not operate the Laminator with a damaged power supply cord or attachment plug, upon occurrence of a malfunction, or after the laminator has been damaged. Contact GBC's Technical Service Department or your dealer/distributor for assistance.

Service:

Perform only the routine maintenance procedures referred to in these instructions

WARNING: DO NOT ATTEMPT TO SERVICE OR REPAIR THE LAMINATOR

Disconnect the plug from the receptacle and contact GBC's Technical Department or your dealer/distributor when one or more of the following has occurred.

- The power supply cord or attachment plug is damaged.
- Liquid has been spilled into the laminator.
- The laminator is malfunctioning after being mishandled.
- The laminator does not operate as described in these instructions.

WARRANTY

Limited 90- Day Warranty

GBC warrants to the original purchaser for a period of ninety days on labor and one year on parts after installation that this laminator is free from defects in workmanship and material under normal use and service. GBC's obligation under this limited warranty is limited to replacement or repair, at GBC's option, of any part found defective by GBC without charge for material or labor.

THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED. WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. ANY REPRESENTATIONS OR PROMISES INCONSISTENT WITH, OR IN ADDITION TO, THIS LIMITED WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING UPON GBC. IN NO EVENT SHALL GBC BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE.

This limited warranty shall be void if the laminator has been misused; mishandled; damaged by negligence, by accident, during shipment, or due to exposure to extreme conditions; repaired, altered, moved, or installed by anyone other than GBC or its authorized agents; or if incompatible film was used. GBC's obligation under this limited warranty does not include routine maintenance, cleaning, adjustment, normal cosmetic or mechanical wear, or freight charges.

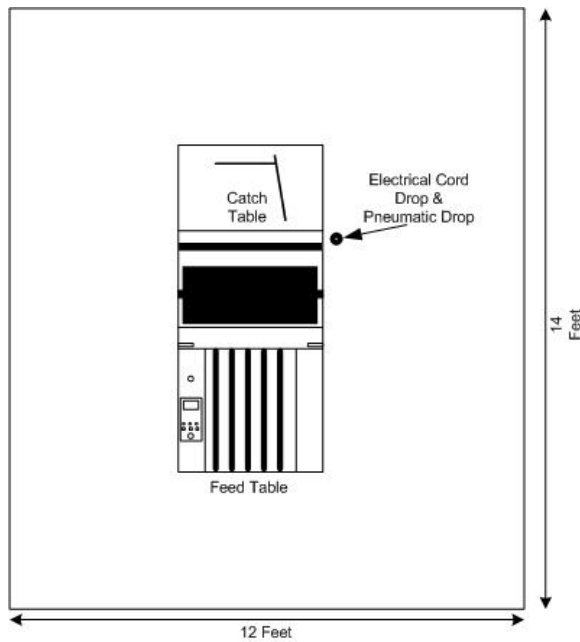
Without limiting the generality of the previous paragraph, GBC's obligation under this limited warranty does not include:

1. Damage caused to the rollers by knives, razors, or other sharp tools: by any foreign objects falling into the working area of the laminator; or by cleaning the laminator with solutions or materials that harm its surfaces;
2. Damage caused by adhesives; nor
3. Damage caused by lifting, tilting or attempting to position the laminator other than rolling it on its castors across even surfaces.

FOR EUROPEAN UNION RESIDENTS ONLY: This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of consumer goods.

SPECIFICATIONS

Operating Speed:	Up to 45-fpm (12 mpm) MAX
Maximum Temperature:	300°F (150°C)
Minimum Sheet size:	4 inches (101 mm) W x 10 inches (254mm) Long
Max Width:	21 inches. (533mm)
Max Length:	30 inches. (762mm)
Maximum Film Width:	21 in. (162.5 cm)
Max. Film Diameter:	
Film Types Used:	OPP, PET, Nylon. NOTE: "Poly-out films not recommended."
Core Size:	3 Inch Core
Max. Nip Opening:	1/8 th inch
Roller Design:	Teflon Heated Roller and Silicone Rubber Nip Roller
Dimensions (W x D x H) (With Cabinet)	Unit alone: (Uncrated) 47 inches (W) x 88 inches (L) x 53 inches (H). (1193mm x 2235mm x 1346mm.)
Weight:	Unit alone: 671 lb (304 Kg). Shipping: 792 lb (359 Kg).
Electrical Requirements: Laminator/ Compressor	Refer to the serial plate located on the rear of the laminator for the specific electrical ratings. (Laminator) 220V, 12.4 Amps, 60 HZ. Single Phase. 2800W. (Compressor) 220VAC, 1.2 Amps.
FCC NOTE	<p>FCC Class A Notice - Notification pour les Etats-Unis</p> <p>Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiated radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their own expense.</p> <p>Canada Class A Notice - Avis Canada, Class A</p> <p>This Class A digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.</p> <p>Modifications</p> <p>Any modifications made to this device that are not approved by General Binding Corporation may void the authority granted to the user by the FCC and/or by Industry Canada to operate this equipment.</p> <p>Toutes modifications apportées à ce dispositif et non approuvées par General Binding Corporation annuleront le droit accordé à l'utilisateur par le FCC et/ou par Industrie Canada de faire fonctionner cet équipement.</p>

PRE-INSTALLATION

Before a 620os Laminator can be installed, ensure the following requirements are met:

1. Are doorways and hallways wide enough for the laminator to be moved to the installation site?
 2. Is there ample room for the laminator?
 - A work area must be established that allows for operation in both the front and rear of the laminator and provides space for efficient material flow.
 3. Is the environment appropriate for the laminator?
 - The laminator requires a clean, dust and vapor free environment to operate properly.
 - Avoid locating the laminator near sources of heat or cold. Avoid locating the laminator in the direct path of forced, heated or cooled air.
- CAUTION: Air flow can cause uneven heating / cooling of the rollers and result in poor output quality.**
4. Have you contacted a certified electrician to wire the receptacle and ensure that adequate power is being supplied, having the appropriate capacity, over current protection and safety lockouts available?

GBC 620os Requires:

- 220V at 60Hz with 20 Amps single phase.
- Nema 6-15 P 15 A 250 V Receptacle
- A Buck Booster may be needed if voltage is not correct. Please contact a licensed electrician to install if needed.

This Machine is supplied with a Nema 6-15 male Plug.

INSTALLATION

1. Shipping damage should be brought to the immediate attention of the delivering carrier.
2. With assistance, carefully roll the laminator into position over flat and even surfaces.
3. The laminator should be positioned to allow exiting film to flow freely to the floor or a work table. Accumulation of laminate immediately behind the laminator as it exits the equipment may cause the film to wrap around the pull rollers, resulting in a "jammed" condition.
4. Avoid locating the laminator near sources of heat or cold. Avoid locating the laminator in the direct path of forced, heated or cooled air.
5. Once the laminator has been properly positioned, lock the castors in place. Locking the castors prevent the machine from rolling during set up, operation or servicing.
6. Connect the attachment plug provided with the laminator to a suitably grounded outlet. Avoid connecting other equipment to the same branch circuit to which the laminator is connected, as this may result in nuisance tripping of circuit breakers or blowing fuses.

Note: Machine must be leveled to ensure best performance. Level the machine by lowering both the main and pull rollers. Lay a level on top of the main and pull rolls. Then, check level from main roll to pull roll on right and left side of the roll. Finally, check by placing the level diagonally across lower main to lower pull rolls.

FRONT CONTROL GUIDE

Figure 1**A. LCD Display:**

- The **LCD** will display the settings the machine is currently set for.
- Illuminates when the laminator is plugged in and **POWER ON/OFF** is in the on, (I), position. Displays settings for the top heater, speed, Burst, and ready/wait.

B. MOTOR SPEED:

- When pressed, permits increasing or decreasing of speed by turning the **MOTOR SPEED** and is indicated on the control panel display. Range is 1-15. The number does not stand for Feet/Minute. 15=40Feet/Minute.

C. LOADING:

- When pressed, permits the operator to run product into the heat roll for the purpose of threading the film.

D. REVERSE:

- When pressed, and held, reverses the rollers direction to clear film jams.

E. STOP:

- When pressed, the machine will stop and the rollers will not rotate. The rollers will also rise to the up position.

F. RUN:

- When pressed, the machine will activate the rollers for normal operation.

G. LENGTH:

- You can enter your paper length by pressing **LENGTH** then turning the **MASTER DIAL** to the desired paper size.

H. BURST:

- You can determine where and when you want to activate the **Burst Rollers** by pressing **BURST** and changing the value displayed on the **LCD** by rotating the **MASTER DIAL**. Values displayed range from 580-660. A decal is located between the **Main Rollers** and the **Bursting Rollers** to determine what value is desired.

I. HEAT:

- When pressed, permits increasing or decreasing of the temperature by turning the **MASTER DIAL** and is indicated on the control panel display. Range is 32°F-302°F.

J. Reset Button:

- On the **LCD**, the sheet count will appear indicating how many sheets were run through the machine. By pressing **RESET**, the operator and clear this value returning the count to "0".

K. MASTER DIAL:

- Increases (+) or decreases (-) the numeric value for the selected setting when turned.

L. BURST ON/OFF:

- To activate the Burst Roller for sheet separation, press the **BURST ON/OFF**.

M. FAN ON/OFF:

- When pressed, turns on the cooling fan. When pressed again, turns off the cooling fan.

N. BURST SPEED:

- When **BURST SPEED** pressed, the RPM's of the Burst Rollers will increase helping to Burst or Snap stronger films such as Digital Lay Flat. This is a pre-set speed and can not be changed.



Figure 1

FRONT CONTROL GUIDE



Figure 2



Figure 3

LCD Display:

- **HEAT:** This displays the Temperature the machine is set at. *Figure 2.* indicates the set temperature is 32°F. To read the actual temperature of the **Heat Roller**, press and hold the **MASTER DIAL**. (See *Figure 1.*)
- **WAIT:** After setting the desired temperature, the **LCD** will display “**WAIT**” until the temperature reaches the set point. After the machine reaches the set point, the **LCD** will read “**READY**” and the operator can start running the machine.
- **BURST:** The Burst value tells the laminator when and where to activate the **Burst Roller**. A decal located on the side frame between the pull rollers and the **Bursting Roller** reflects values from a range of 580-660. To change the location of the burst, press the **BURST** then turn the **MASTER DIAL** to dial in the desired value in relation to the decal on the side frame.
- **SPD:** The Abbreviation “**SPD**” refers to the set speed of the machine. The range of speed is 1-15. At speed 01, the machine will run approximately 3ft/mn. Each increment is equal to about 3ft/mn. **SPD 15** is 45ft/mn. To adjust this value, use **MOTOR SPEED**. *Figure 1.*
- **LENGTH:** The value displayed next to length refers to the sheet size of the media being used. In *Figure 2.* the medias sheet length is 18 inches. To adjust the length, press **LENGTH** and use the **MASTER DIAL** to increase or decrease your sheet size. The sheet size ranges from 8 inches-30inches and increases by 1/32nd increments.
- **SHEET COUNT:** Sheet count will indicate how many sheets of media were run through the laminator. To reset the counter to “0”, press **RESET** shown in *Figure 1.*
- **HEAT:** (*Figure 3.*) After setting the **Heat Roller** temperature, the laminator is protected with heat sensor protection. In the event that the **IR Sensor** fails, or a foreign object such as a misfeed image blocks the **IR Sensor**, the **IR Sensor** will detect a sudden/drastring change in temperature and an alarm will sound and “**H-Err**” will appear on the **LCD**. Stop the laminator by pressing **STOP**, locate the **IR Sensor**, (*Refer to Know Your Laminator Section*) and clear the image from the path of the **IR Sensor**. Rest the alarm by pressing the **MASTER DIAL**. (*Figure 1.*) At this time, simply press **RUN** and continue the job.

FEATURES/ACCESSORIES GUIDE

Refer to the following pages for detailed information on the Features.



Figure 1



Figure 2



Figure 3



Figure 4

EMERGENCY STOP BUTTONS

(Fig. 1- Item A)

There are two **EMERGENCY STOPS** on the laminator. One is located at the rear of the machine and the other is located on the front.

To engage, press any **EMERGENCY STOP** to stop the roller movement. To disengage, turn the **EMERGENCY STOP** clockwise after the emergency condition has been resolved.

FRONT SAFETY SHIELD INTERLOCK LATCHES

(Fig.1-Item B)

The **Front Safety Shield Interlock Latches** ensures that the Front Safety Shield is inserted properly and if not engaged, the machine will not operate.

FRONT SAFETY SHIELD

(Fig.2-ItemC)

The **Front Safety Shield** prevents entanglement, entrapment, and inadvertent contact with the **Heat Roller**.

REWINDER

(Fig.2-ItemD)

The **Rewinder** is used to take up any film that is being slit via the **In-Line Slitters**.

FEED GATE

(Fig.2-ItemE)

The **Feed Gate** controls the images entering the Nip. It will activate according to the paper size selected on the display, and give an even and accurate overlap.

FEED BELTS

(Fig.2-ItemF)

The **Feed Belts** move the images into the Feed Gate and then into the nip.

TABLE SIDE GUIDES

(Fig.2-ItemG)

The **Table Side Guides** are adjustable to ensure accurate feeding.

BURST ROLLER GAP ADJUSTMENT KNOB

(Fig.3-ItemH)

The **Burst Roller Gap Knob** raises and lowers the **Burst Roller**. Depending on the media and film being used, the operator can raise or lower the **Burst Roller** to assist in the Burst or Snapping of the images.

DECURLING ADJUSTMENT KNOB

(Fig.3-ItemI)

The **Decurling Adjustment Knob** is used in conjunction with the film shaft brake to increase or decrease the amount of curl desired by the operator. The **Decurling Bar** is located between the **Main Rolls** and the **Pull Rolls**.

FEED INDICATOR LED

(Fig.4-ItemJ)

The **Feed Indicator LED** will indicate when the next sheet can be placed on the **Feed Table**. Sheets should not be placed until the LED is illuminated.

FEED GATE STOPS

(Fig.4-ItemK)

The **Feed Gate Stops** can be adjusted up, down, and left to right to accommodate various media paper thicknesses.

FEATURES/ACCESSORIES GUIDE

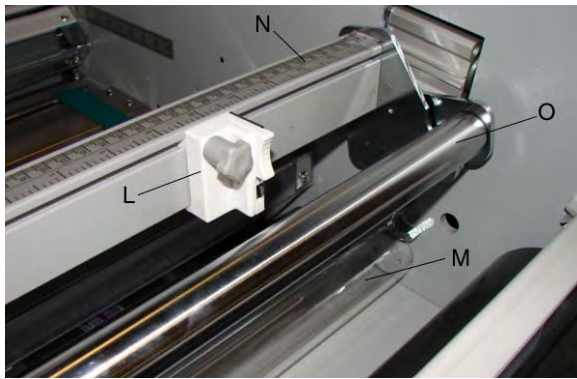


Figure 5

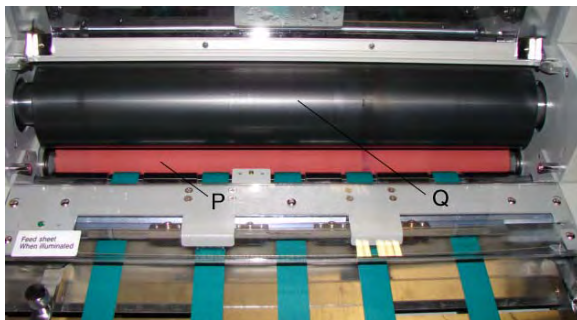


Figure 6

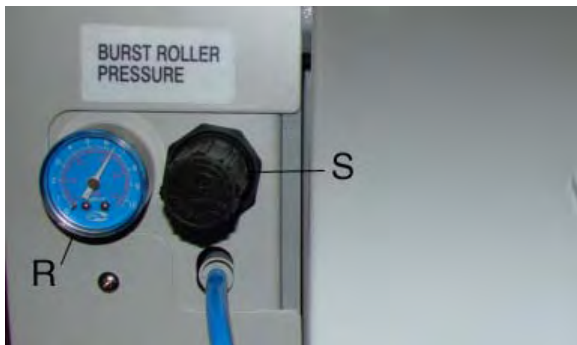


Figure 7



Figure 8

IN-LINE SLITTERS*(Fig. 5– Item L)*

The **In-Line Slitters** allows the operator to slit film before it passes through the **Main Rollers**. The trimmed waste can then be attached to the **Rewinder Tube** and disposed of later.

COOLIN TUBE*(Fig. 5– Item M)*

The **Cooling Tube** gives the operator the option of cooling the media after it passes through the **Main Rolls**. This can be activated on the **Main Display Panel**.

GUIDE RULER*(Fig. 5– Item N)*

The **Guide Ruler** helps the operator align the **Slitter Blades** accurately and helps align images to the film.

IDLER BAR*(Fig. 5– Item O)*

The **Idler Bar** is used to give the film more dwell time over the **Heat Roller**. It also assists in smoothing out the film before it enters the Nip.

NIP ROLLER*(Fig. 6– Item P)*

The **Nip Roller** is a silicone roll and does not heat up. The **Main Heat Roller** is lowered onto the **Nip Roller** to create pressure needed for lamination.

MAIN HEAT ROLLER*(Fig. 6– Item Q)*

The **Main Heat Roller** is Teflon coated & heats up to the desired set temperature activating the film for lamination.

BURST ROLLER PRESSURE GAUGE*(Fig. 7– Item R)*

The **Burst Pressure Gauge** indicates how much PSI is being supplied to the Burst Rollers. Different gages of paper may require changes to the pressure of the **Burst Roller**.

BURST ROLLER PRESSURE GAUGE KNOB*(Fig. 7– Item S)*

The **Burst Roller Pressure Knob** allows the operator to increase or decrease the amount of PSI supplied to the **Burst Roller**.

NIP ROLLER PRESSURE GAUGE*(Fig. 8– Item T)*

The **Nip Roller Pressure Gauge** indicates how much PSI is being supplied to the **Main Heat Roller** and **Pull Rollers**. Different gages of paper may require changes to the pressure of the **Main Heat Roller**.

NIP ROLLER PRESSURE GAUGE KNOB*(Fig. 8– Item U)*

The **Nip Roller Pressure Knob** allows the operator to increase or decrease the amount of PSI supplied to the **Nip Rollers**, and the **Pull Rollers**.

FEATURES/ACCESSORIES GUIDE



Figure 9

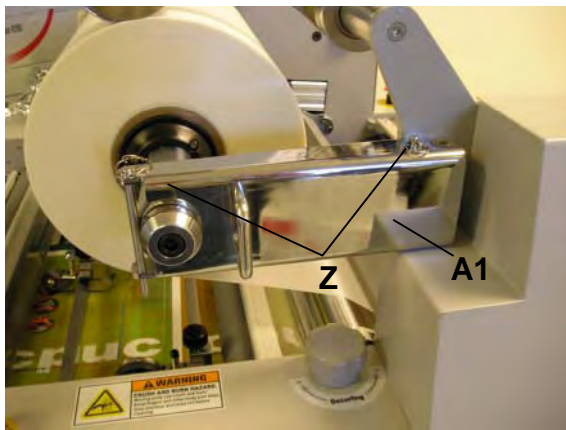


Figure 10

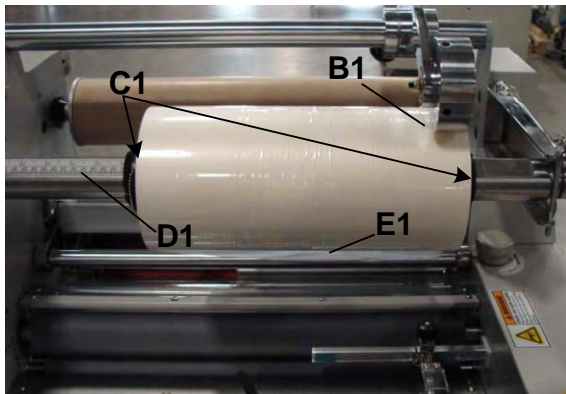


Figure 11

NOMENCLATURE PLATE*(Fig. 9- Item V)*

The **Nomenclature Plate** provides the operator the necessary Technical information such as Voltage, Amperage, Wattage, Model Number and Serial Number.

MAIN ON/OFF SWITCH*(Fig. 9- Item W)*

The **Main On/Off Switch** supplies power or removes power from the machine.

FUSES*(Fig. 9- Item X)*

The **Fuses** protect internal PCB's and motors.

POWER CORD*(Fig. 9- Item Y)*

The **Power Cord** plugs into the Main Power source or outlet. See (Machine Specs for plug requirements.)

LOCKING PINS*(Fig10- Item Z)*

The **Locking Pins** secure the **Film Shaft Latch**.

FILM SHAFT LATCH*(Fig. 10- Item A1)*

The **Film Shaft Latch** secures the Supply shaft ensuring that the film is supported and enters the nip accurately.

PRELAMINATING FILM PERFEORATOR WHEEL*(Fig. 11- Item B1)*

The **Prelaminating Film Perforator Wheel** pierces small holes into the film to ensure controlled snapping or separating of images.

FILM CORE CHUCKS*(Fig. 11- Item C1)*

The **Film Core Chucks** secure the film onto the **Supply Shaft**.

FILM SUPPLY SHAFT*(Fig. 11- Item D1)*

The **Film Supply Shaft** accepts a 3 inch **Core Chuck**. The two **Core Chucks** slide onto the **Film Supply Shaft**, supporting the film being used. The **Film Supply Shaft** has a ruler adhered to the shaft for ease and accuracy when aligning the film and medias.

TOP FILM IDLER*(Fig. 11- Item E1)*

The **Top Film Idler** guides the film through the nip giving the film adequate film dwell time.

FEATURES/ACCESORIES GUIDE

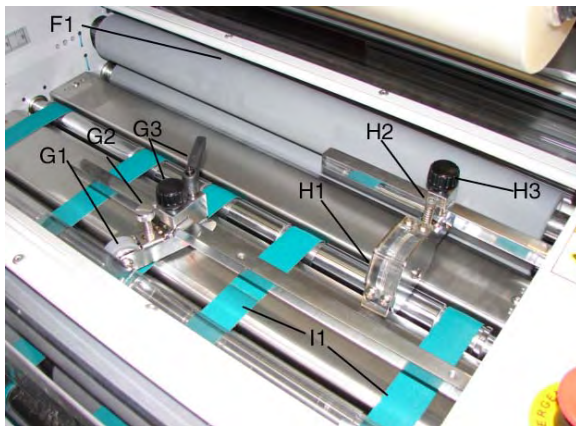


Figure 12

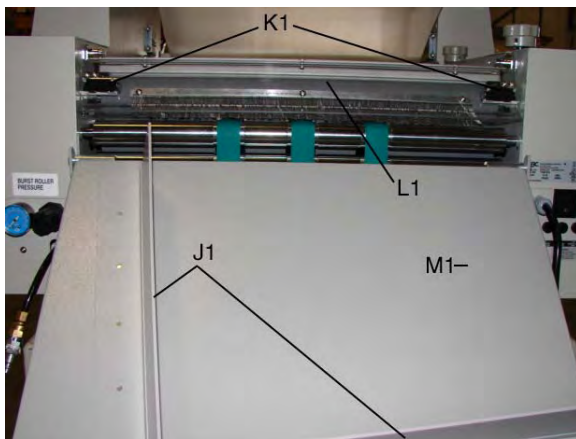


Figure 13

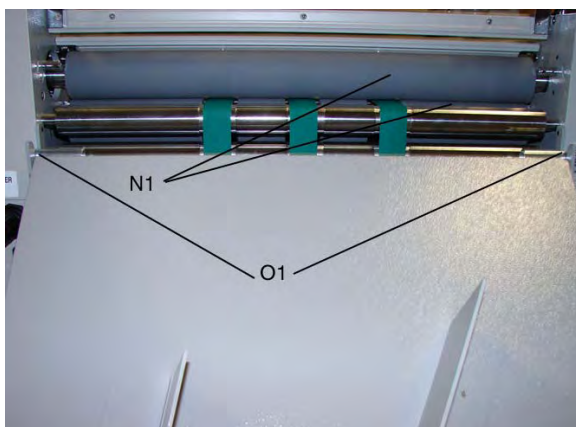


Figure 14

PULL ROLLERS*(Fig. 12- Item F1)*

The **Pull Rollers** are silicone driven rollers that pull the film and media through the machine and into the **Bursting Rollers**.

SKEW WHEEL*(Fig. 12- Item G1)*

For proper “snapping” of images, the out put must have a “skew” in the paper or a raised “tent” on one side of the output. By adjusting the **Skew Wheel**, you can adjust the amount of “Skew” or “Tent” needed for proper “snapping”.

SKEW WHEEL PRESSURE ADJUSTMENT*(Fig. 12- Item G2)*

The **Skew Wheel Pressure Adjustment** can be made by turning the screw down for more pressure and up for less.

SKEW WHEEL LOCK DOWNS*(Fig. 12- Item G3)*

The **Skew Wheel Lock Downs** secure the **Skew Wheel** to the shaft. These are used to relocate the **Skew Wheel** as needed.

IN LINE PERFORATOR WHEEL*(Fig. 12- Item H1)*

The **In Line Perforator Wheel** “perfs” the edge of the film allowing the images to be “snapped” or “separated”.

PERFORATOR WHEEL TENSION ADJUSTMENT*(Fig. 12- Item H2)*

The **Perforator Wheel Tension Adjustment** can be made by turning the screw.

PERFORATOR WHEEL LOCK DOWN*(Fig. 12- Item H3)*

The **Perforator Wheel Lock Down** secures the **Perforator Wheel** to the shaft. This is used to relocate the **Perforator Wheel** as needed.

OUTPUT FEED BELTS*(Fig. 12- Item I1)*

The **Output Feed Belts** assist the finished images into the **Burst Rollers**.

PAPER GUIDES*(Fig. 13- Item J1)*

The **Paper Guides** catch and orientate the finished images.

REAR SAFETY LATCHES*(Fig. 13- Item K1)*

The **Rear Safety Latches** lock the **Rear Safety Shield** into place.

REAR SAFETY SHIELD*(Fig. 13- Item L1)*

The **Rear Safety Shield** protects the operator from harm.

REAR TABLE*(Fig. 13- Item M1)*

The **Rear Table** catches the finished product.

FEATURES/ACCESORIES GUIDE

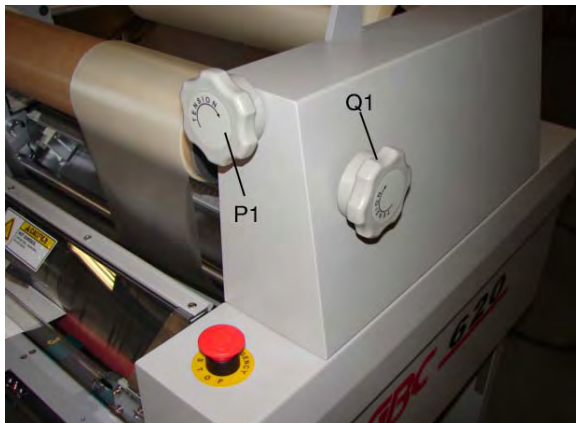


Figure 15

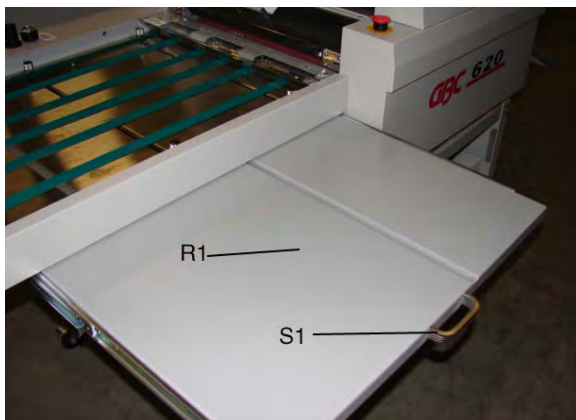


Figure 16



Figure 17

BURSTING ROLLERS*(Fig. 14- Item N1)*

When the **Bursting Rollers** are activated, images are separated. There are 2 speeds to select from on the **Main Control Panel**.

STACKER TRAY LATCHES*(Fig. 14- Item O1)*

The **Stacker Tray Latches** secures the **Stacker Tray** to the laminator.

FILM TENSION KNOB*(Fig. 15- Item P1)*

The **Film Tension Knob** allows the operator to adjust the amount of film tension.

FILM SLITTER REWINDER TENSION KNOB*(Fig. 15- Item Q1)*

The **Film Slitter Rewinder Tension Knob** allows the operator to adjust the amount of tension to the **Rewinder**.

MEDIA TABLE*(Fig. 16- Item R1)*

The **Media Table** provides a working space for the operator. The **Media Table** is used to store media being used during operation of the laminator.

MEDIA TABLE HANDLE*(Fig. 16- Item S1)*

The **Media Table Handle** allows the operator to pull the **Media Table** out for use and return to original location.

COMPRESSOR OUTPUT HOSE*(Fig. 17- Item T1)*

The **Compressor Output Hose** supplies the laminator with the necessary PSI to run the laminator.

COMPRESSOR PLUG*(Fig. 17- Item U1)*

The **Compressor Plug** plugs into an independent power source. The Compressor needs 220VAC. *See Specs for details on plug configuration.*

COMPRESSOR AIR REGULATOR*(Fig. 17- Item V1)*

The **Compressor Air Regulator** allows the operator to adjust the amount of PSI used.

COMPRESSOR ON/OFF*(Fig. 17- Item W1)*

The **Compressor On/Off** allows the operator to turn the Compressor On and off.

LOADING FILM & THREADING FILM

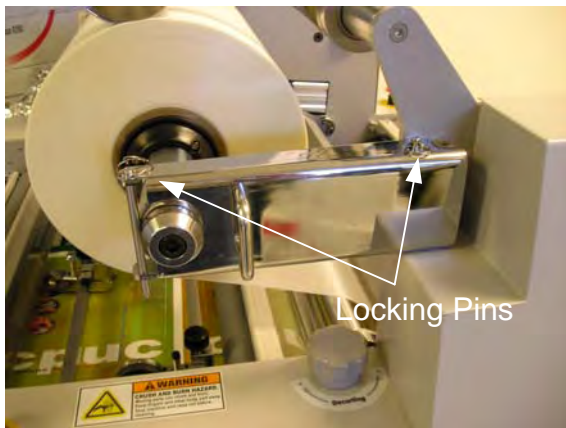


Figure 1

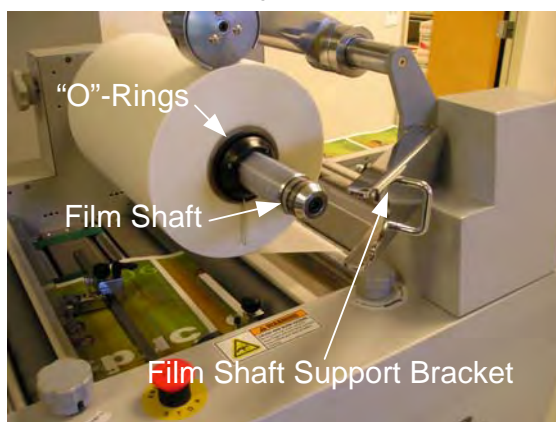


Figure 2

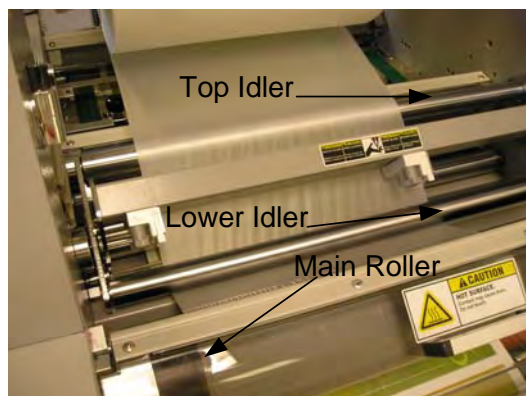


Figure 3

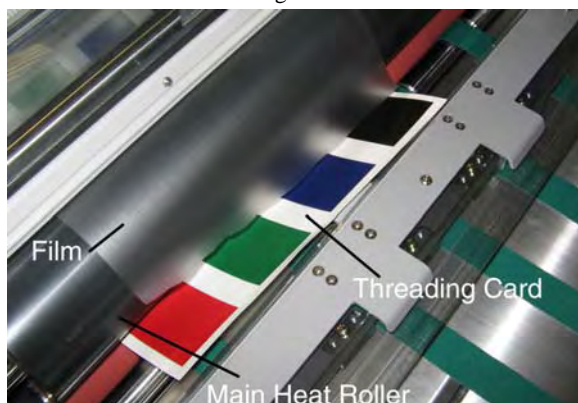


Figure 4

DO NOT USE COLORED PRINTS AS SHOWN IN PHOTOS FOR THREADING.

STEP 1:

- Preheat the laminator to desired temperature.
- Turn on the Air Compressor.

STEP 2:

- Pull the **Locking Pins** out of the **Film Shaft Support Bracket**. (Figure 1).
- Swing the **Film Shaft Support Bracket** out and slide the roll of film onto the **Film Shaft**, over the **Core Adaptors**. (Figure 2).
- Slide the **“O”-Ring** over the end of the **Core Adaptors** to keep the roll of film from shifting from side to side. (Figure 2).

STEP 3:

- Guide the film over the **Top Idler Bar**. (Figure 3).
- Continue by webbing the film under the **Lower Idler Bar**. (Figure 3).
- Drape the film over the **Main Heat Roller**. (Figure 3).
- Lower the Idler assembly to the lower position and lock in place.

STEP 4:

- Insert a **“Threading Card”** into the nip by pressing and holding **“LOADING”**. The **“Threading Card”** should be long enough to reach the **Pull Rollers** into the nip area. **NOTE: Use unprinted material to perform this function. If Printed paper must be used, make sure the printed area of the sheet DOES NOT make contact with the Heat Roller.** Continue to feed the Threading Card until the trailing edge clears the Feed Gate and about 3 inches of the image is left exposed. (Figure 4).
- Remove the **Front Safety Shield**. **NOTE: The Top Main Heat Roller is HOT. Use extreme caution not to touch the Heat Roller.**
- Set Motor Speed to lowest speed or speed 1.

LOADING FILM & THREADING FILM

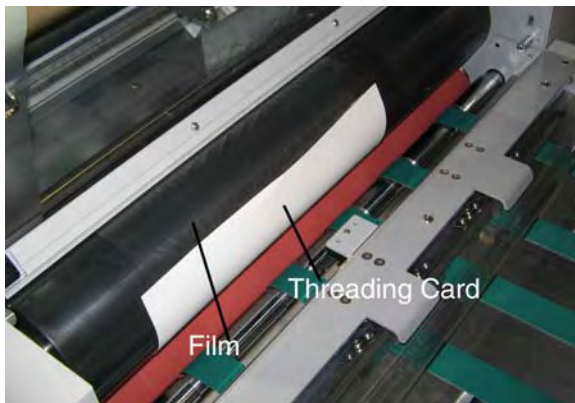


Figure 5

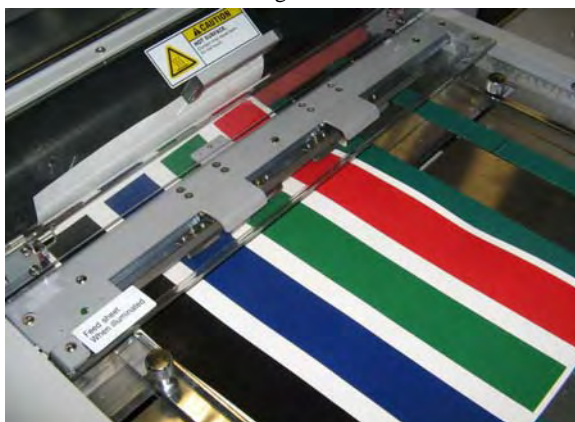
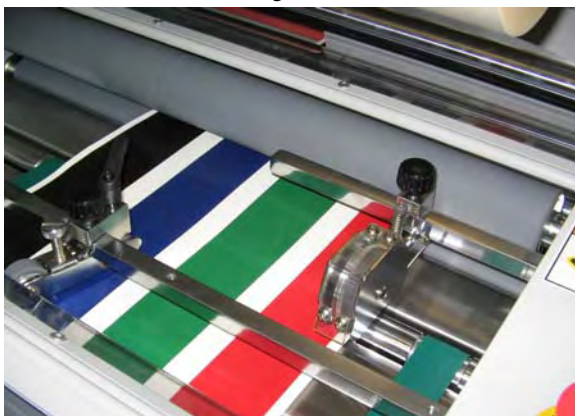


Figure 6



Figure 7

**STEP 5:**

- Attach the end of the Threading Card to the activated film. The **Top Main Roller** must be hot to activate the adhesive to ensure that the Threading Card sticks. (Figure 5).
- Replace the **Safety Shield** and lock in the **Safety Shield's Safety Interlocks**.

STEP 6:

- While pressing "**LOADING**", push another sheet into the nip area under the sheet you just tacked to the film. (Figure 6).
- Continue holding down "**LOADING**" until the first sheet enters the **Burst Rollers** while feeding additional sheets.
- Once the first sheet exits the **Burst Rollers**, release "**LOADING**".

STEP 7:

- Verify that the "Threading Card" and images are traveling over the **Decurling Bar**. (Figure 7). Monitor the amount of curl of the finished laminated images. Adjust the Decurling Bar Knob to increase or decrease the amount of curl desired.
- Press "**START**"
- When the green LED is illuminated, place another image onto the **Feed Belts** and guide it into the **Feed Gate**. The **Feed Gate** will automatically activate according to sheet size and open, allowing the image to be entered into the nip.
- When the green LED is illuminated, place another image onto the **Feed Belts** and guide it into the **Feed Gate**.

STEP 8:

- Set the **In-Line Perforator Wheel** on the very outer edge of the image but still making contact with the film. Make any adjustments needed to ensure the **Perforator Wheel** is penetrating the film, leaving small holes in the film. Verify that the gray wheel is off the image. (Figure 8&8A).

Figure 8A



LOADING FILM & THREADING FILM

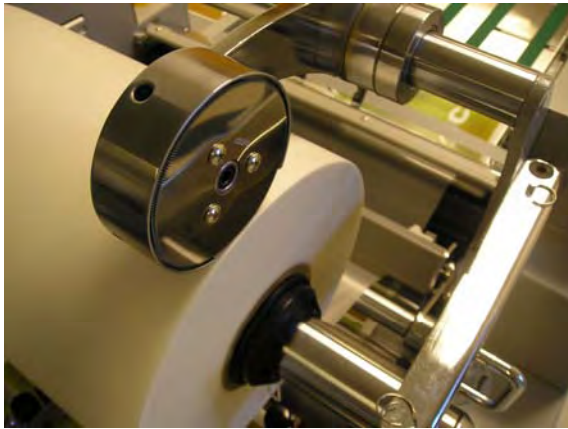


Figure 9



Figure 10



Figure 11



Figure 12

STEP 9:

- Place the **Prelaminating Film Perforator Wheel** on the edge of the Supply Roll of film. Verify that the **Prelaminating Film Perforator Wheel** is penetrating the film, leaving small holes in the film. Not necessary for all films. (Figure 9).

STEP 10:

- Set the **Skew Wheel** as shown in figure 10. The angle and position of the **Skew Wheel** will determine how much of a "tent" is present. For proper "snapping" or "separation" of the images, a small "tent" is needed as shown in figure 10.

STEP 11:

- At this point, the Bursting Location can be determined by referencing the decal shown in Figure 12.
- Watch the images as they pass through the **Pull Rollers** and into the **Burst Rollers**. When determining the location of the "Burst", the overlap should be past the **In-Line Perforator Wheel** but before the **Skew Wheel**.
- Match up that location with the Decal in Figure 12. Observe the number value that represents the location you want start snapping. Ex. 620.
- Press "**BURST**", (Figure 11) and then use the **Master Dial** to dial in the desired value. Ex 610. The numeric value on the **Main LCD** will change as you rotate the **Master Dial**.
- At this point, activate the Burst Rollers by pressing **BURST ON/OFF**.
- Ensure that the sheets are being separated by the **Burst Rollers**. If more speed is needed for bursting, press **BURST SPEED**. This will increase the **Burst Rollers**, which gives you better sheet separation.

LOADING FILM & THREADING FILM

Figure 13

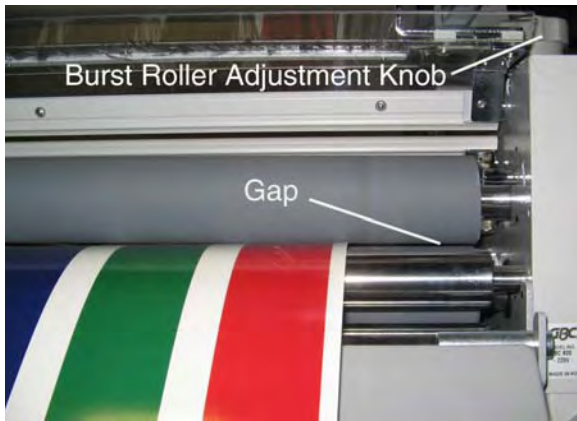
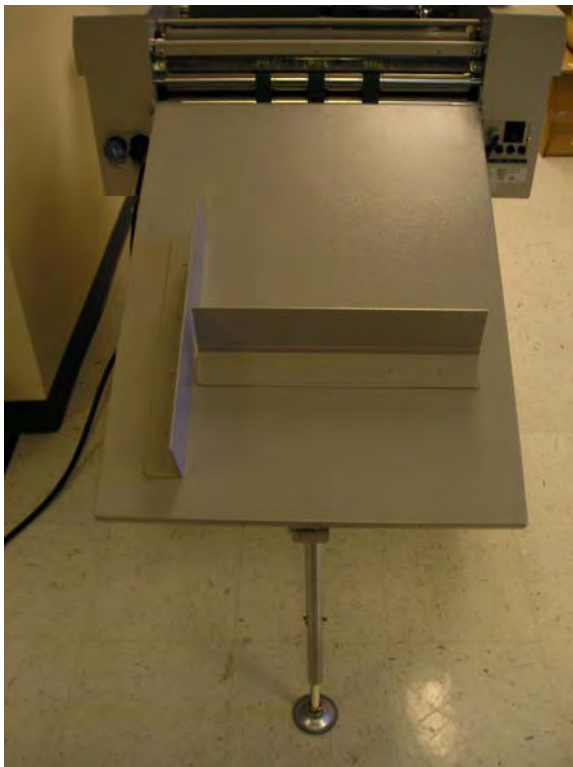


Figure 14

**STEP 12:**

- The **Burst Roller** can be adjusted up or down determining whether more or less pressure is needed for “Bursting”. Start by lowering the roller by using the **Burst Roller Knob** until there is about ½ to 1 inch of roll contact. (*Figure 13*).
- If the images are not separating, lower the **Burst Roller** a little until consistent separation is achieved.

STEP 13:

- Adjust the **Paper Guides** on the **Rear Table** so that the separated sheets fall onto the **Rear Table** and stay in a pile.
- The Angle of the **Rear Table** can be adjusted by pushing in the pins and raising or lowering the leg.

SLITTING FILM

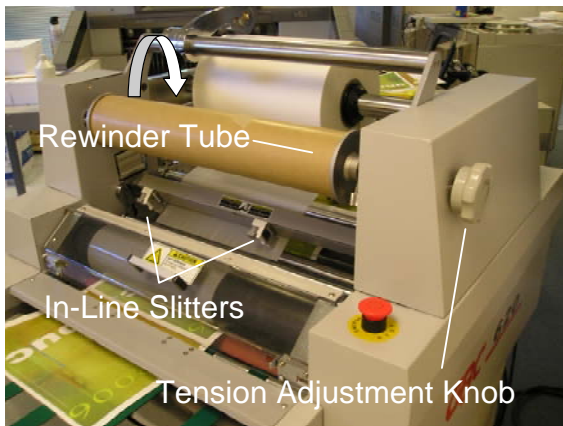


Figure 15

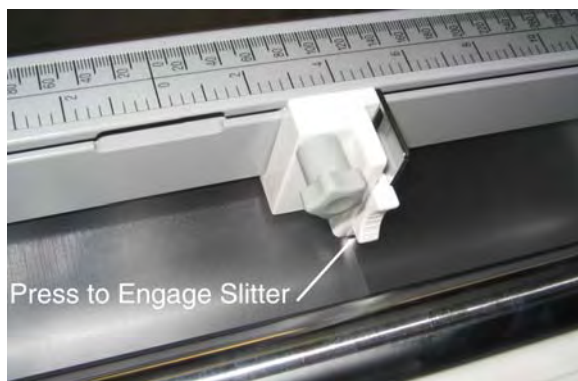


Figure 16



Figure 17

Slitting Film:

You always want to use film that is narrower than the sheets being laminated, so sometimes it may be necessary to slit the film. If the film is wider than the sheet being laminated, start the threading process with sheets wider than the film.

- Load the film on the machine and web it up per the above procedure. Refer to the *Loading Film and Threading* section. **NOTE: Use non-printed sheets that are wider than the film.**
- After the machine has been webbed up, set the **Side Slitter** to a width that is narrower than the sheets to be laminated.
- Engage the **Side Slitter** by pushing down the lever. (Figure 16).
- Set the Motor Speed to 1 and start feeding sheets into the laminator.
- Grasp the piece of film that is to be separated from the web and snap it right at the **Heat Roller**.
- Guide the slit film up to the **Rewinder Tube** and secure it to the Tube with a piece of tape. (Figure 17).
- Adjust the rewind tension so that there is just enough tension for the **Rewinder Tube** to rotate. **NOTE: Do not overly tension the Rewinder as this will make removal of the excess film from the tube difficult.**

SPEED / TEMPERATURE CONTROL

This is only a general reference guide. Different settings may be suitable as the warm up time, lamination time and materials change.

Factors that may affect the speed and temperature parameters;

1. Image length
2. Image width.
3. Ink coverage
4. Paper type
5. Laminate thickness
6. Operating environment
7. Condition of the rollers
8. Line voltage (effects heaters)
9. Using cooling features.

You may have to adjust temperature or speed depending on stock finish, thickness *Turn heat off when not in use.

Recommended Starting Guide:

- OPP—NAP II Adhesive (8300 Film) / 220°F-240°F. **NOTE: Can not be used with prints that contain high concentrations of silicone fuser oil.**
- Digital Lay Flat/ 260°F-280°F. **NOTE: To be used with prints that contain high concentrations of silicone fuser oil. Not recommended to exceed speeds of 36ft/mn with such prints.**

THE ART OF LAMINATION

BASIC RULES

- Do not attempt to laminate abrasive or metal Objects such as staples, paper clips and glitter, as they may damage the heat or pull rollers.
- Do not force items into the nip area of the heat rollers. An item that is not easily drawn into the laminator by the heat rollers is probably too thick to laminate.
- Wrinkles may result if an attempt is made to reposition an item once it has been grasped by the heat rollers.
- Do not stop the laminator before an item has completely exited the pull rollers. Even a momentary stop will cause a mark (heat line) on the laminated item.

Good, consistent lamination is a result of combining proper heat, tension and dwell time. Dwell time is controlled by the speed of the motor and is defined as the amount of time the material to be laminated is compressed between the heat rollers.

As a general rule, thicker items and film need to run at slower speeds because they extract more heat from the rollers at a quicker rate. Setting the speed control at slower settings gives the laminator longer dwell time thus allowing proper lamination of thick items. Thinner items, such as standard copier paper (20 lb. bond), extract less heat from the rollers and can be run at faster speeds.

FILM TENSION

Proper film tension, known as brake tension, is the minimum amount required to eliminate wrinkles in the finished item. The film should be taut. A properly adjusted roll of film should not require excessive force to turn by hand.

Film tension should be enough to introduce a minor amount of drag as the film unrolls. Insufficient tension causes wrinkles, while too much tension causes stretching (necking).

OUTPUT TROUBLESHOOTING

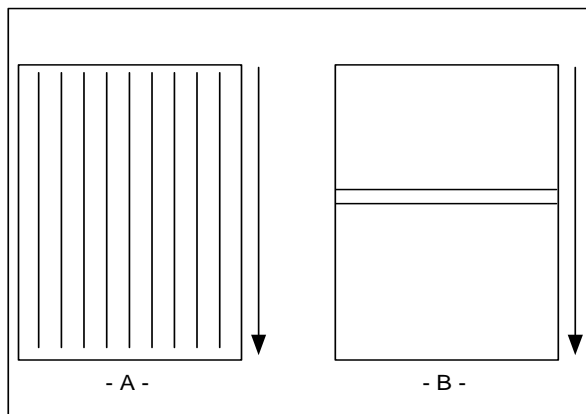


Figure 1 A & B

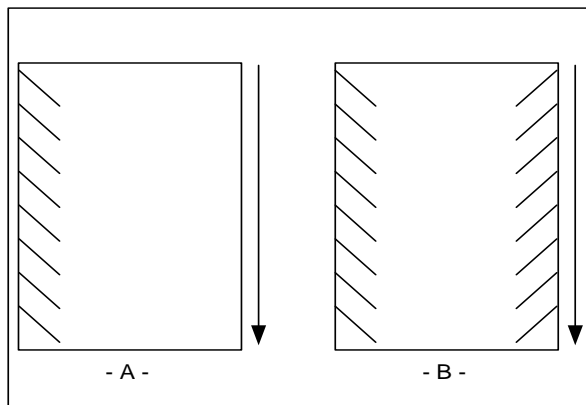


Figure 2 A & B

1. Straight waves in output (Fig. 1A).
 - Check operational settings for materials being used.
 - Check for moisture in the media.
2. Indent waves in output after pull rollers (Fig. 1B).
 - Bursting PSI too high.
 - Output was handled prior to cooling.
 - Use cooling feature if not on.
 - Machine was stopped on print.
3. Angled waves in the output (Fig. 2A&2B).
 - Main air Supply setting
 - Check main Roller Pressure.
 - Check pull roller pressure.
 - Check for Paper Tension.
 - Check Nip for accuracy.
4. Curled Output. (Not Shown)
 - Too much Brake Tension
 - Increase or decrease the amount of Decurling Bar being used.
 - Images not being fed with the grain oriented correctly

TROUBLE SHOOTING GUIDE

SYMPTOM	POSSIBLE CAUSE	CORRECTIVE ACTION
The control panel display does not illuminate when POWER ON/OFF is in the ON, marked "I", position	Laminator not connected to electrical supply	Insert attachment plug into receptacle
	Blown out fuse.	Check fuses.
Rollers do not turn when Load or Run is pressed.	Safety latch not engaged	Check all Safety latches.
	Pull E-Stop button	Pull out on the E-STOP push button.
Laminated items exhibit curling.	Too much Brake on Film	Adjust tension per section FILM TENSION.
	Decurling bar not set correctly	Adjust Decurling bar to increase or decrease curl.
	Wet Media	Turn on Cooling Fans or let Media cure.
Adhesive deposited on heat rollers.	Top film exceeds image size.	Re-orientate film or images, or slit film.
	Laminate improperly loaded.	Adhesive (matte) side of laminate film may be against the heat rollers. Unweb and reload the film properly.
Unsatisfactory adhesion of laminate.	Speed setting too fast for type of material being laminated	Lower speed setting.
	Insufficient heat	Wait for "READY" indicator to appear in the control panel display.
	Laminate improperly loaded	Adhesive side of film must be facing away from the heat rollers.
	Heat rollers require cleaning.	Bottom roll of film not threaded behind the idle bar.
	Laminated item unsuitable for adhesion.	Clean heat rollers per procedure in section CARING FOR THE GBC 620os LAMINATOR. Item may be dirty or may have non porous surface that is extremely difficult to laminate.
	Insufficient PSI	Increase PSI

MAINTENANCE

Caring For the GBC 620os Laminator

GBC offers Cleaning kits as well as Extended Maintenance Agreements.

Contact your local GBC Service Representative or your dealer/distributor for additional information. The only maintenance required by the operator is to periodically clean the heat rollers and schedule semi annual maintenance checks. The following procedure will help keep the heat rollers free of adhesive that has been deposited along the edge of the laminating film. Proper alignment of the rolls of film reduces the amount of "squeeze out".



WARNING: Do not attempt to laminate adhesives marked "Flammable".
Do not laminate glitter and/ or metallic items. Damage to the rollers may result.



WARNING: Do not apply any cleaning fluids or solvents to the rollers. Some solvents and fluids could ignite on heated rollers.
Never clean rollers with sharp or pointed objects.
Hardened adhesive deposits on the rollers can cause damage to the rollers. Rotate the rollers at the lowest speed setting on the control panel.



CAUTION: THE FOLLOWING PROCEDURE IS PERFORMED WHILE THE LAMINATOR IS HOT. USE EXTREME CAUTION.

1. Remove the film from the laminator following the Procedure outlined in steps 1 through 6 of the section entitled TO UNWEB THE LAMINATOR.
2. Preheat the laminator until the "READY" indicator illuminates.
3. Rub the top and bottom heat rollers with cotton Cloth and alcohol. DO NOT USE METAL SCOURING PADS!
4. Refer to the beginning of the section entitled OPERATING INSTRUCTIONS to web your laminator.

NOTE: Do not use metal scouring pads to clean the rollers.

SERVICE AGREEMENT

GBC's Equipment Maintenance Agreement will insure the quality performance and long life built into your laminator.

A service charge for travel time, labor and parts may be incurred for each out of warranty service call. GBC's Equipment Maintenance Agreement

Decreases these expenses and protects your valuable investment. GBC offers several types of agreements to suit your needs and budget. To contact

GBC write to:

GBC NATIONAL SERVICE
ONE GBC PLAZA
NORTHBROOK, IL 60062 U.S.A.

IN CANADA:

GBC NATIONAL SERVICE
49 RAILSIDE ROAD
DON MILLS, ONTARIO
M3A 1B3

General Binding Corporation
One GBC Plaza
Northbrook, IL 60062-4195