

User's Guide to Lamination



Ten Rules of Lamination

1. Before using your laminator, read and understand the machine's 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 pouches presealed 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 pouch should overlap the document by 2-3mm on all 4 edges to ensure the document is encapsulated. Select the appropriate size pouch – available from A7 to A3 size- for the document. Do not cut down a pouch before laminating
10. If your document jams while laminating, turn the machine off and try using the release lever to free the pouch

Do's and Don'ts



Do's



- ✓ Before laminating, read and understand the machine's instruction manual and the user's guide. Use the machine only for its intended purpose
- ✓ Use quality pouches. Pouches used in GBC laminators must have a minimum level of stiffness which some lower quality pouches do not provide
- ✓ Place all documents inside the pouch as close to the presealed edge as possible
- ✓ Before laminating irreplaceable documents, test the setting on a similar but not important document first
- ✓ Allow the machine to heat to the desired temperature before use.
- ✓ Remove the pouch from the machine immediately after laminating and allow it to cool on a flat surface before handling
- ✓ Turn off your laminator when not in use
- ✓ Always feed pouches presealed edge first

Don'ts



- ✗ Don't use the laminator in possibly hazardous conditions—such as near water, while eating or drinking, or on unstable work surfaces
- ✗ Don't remove a jammed pouch while the power is on
- ✗ Don't cut down the pouches or trim the presealed edge off the pouch before lamination or it may jam. If trimming is required, cut the pouch only after lamination
- ✗ Don't feed empty pouches into the machine
- ✗ Don't attempt one-sided lamination, use creased or torn pouches, or feed anything other than paper products into the machine (not suitable for laminating wood, metal, flowers, leaves, etc.)
- ✗ Don't leave the pouch in the machine after laminating as the end may burn, bubble, or melt
- ✗ Don't leave the laminator unattended during lamination



Troubleshooting Guide



No Power to Machine

Check power cord is plugged in properly

Check power is turned on at power point and at machine (on /off switch)

Machine not heating up

Check power to machine (as above)

Leave machine on for a few minutes longer than instructions indicate

Try a different heat setting (where available)

Pouch Jamming

If the document has an end outside the laminator, turn the machine off and push the release lever. Pull the pouch but do not force it as this could damage the gears. If the document is retrieved using the release lever, run a sheet of white cardboard through the laminator 2 – 3 times in hot mode to absorb the glue from the rollers.

Check the settings on the machine are correct for the pouch thickness

Check the pouch thickness does not exceed the maximum thickness for the machine

Check nothing appears to be caught in or on the rollers

Ensure all pouches are fed into the machine presealed edge first

Lamination has a wavy appearance

Temperature is too hot. Check the setting is correct for the pouch being used

For variable temperature machines, turn temperature down & wait for 'ready' light to indicate correct temperature has been reached

If temperature can't be adjusted, try a thicker pouch

Document curls up after laminating

Ensure the document is removed from the machine as soon as lamination is complete

Leave document on a flat surface to cool before handling

Bubbles appear/Lamination looks cloudy

Temperature is not hot enough. Check the setting is correct for the pouch being used

For heavier documents, you may need to change to a thinner pouch

Try increasing the heat and running the pouch through a second time



Frequently Asked Questions - 1 of 2

Why is the pouch bigger than the document?

Pouches should always overlap the document by 2-3mm on all 4 edges so the document is fully encapsulated and protected.

How do I laminate a document that is smaller than the pouch?

Do not trim the pouch before laminating. Just insert the document into the pouch close to the presealed edge and ensure left and right margins are equal. Trim the pouch after lamination.

Why does the laminator smell when it is hot?

This smell comes from the rollers and the heating element when the machine is new. It is normal for hot roller laminators and will disappear after some hours of operation. The odour is not hazardous.

Is it normal that the top of the laminator is very hot?

Yes. Because the heating elements are wrapped around the rollers, heat will build up on the laminator house.

Why is the pouch getting stuck in the laminator?

There are three main causes:

1. If low quality pouches have been used, excess glue could have built up on the roller
2. The temperature setting may be too high
3. The pouch may have been misfed

Why are my laminated documents wavy from left to right?

This can occur if the laminator is too hot for the document. Check the temperature setting is correct for the pouch type. In some cases a better result may be achieved by using a lower temperature than the pouch thickness indicates. If the temperature can be adjusted further, try using a thicker pouch.

Is maintenance of the machine needed?

If the laminator is used correctly with GBC Pouches, machine maintenance is not necessary. Cleaning of the rollers is recommended after every laminating session. To clean roller, run a sheet of white cardboard through the laminator 2 – 3 times in hot operation mode or GBC Cleaning Sheets.



Frequently Asked Questions - 2 of 2

What does micron mean?

Micron is a measure of the pouch thickness. 1 micron = 0.001 millimetre

My pouch box says 125 micron – is this the total thickness of the pouch?

GBC always states the thickness per flap so a 125 micron pouch is 250 micron total thickness.

Some other manufacturers state total thickness so their 250 micron pouch would equal the total thickness of GBC 125 micron pouch.

Do I have to use GBC pouches?

We recommend using GBC premium pouches as they're made to the highest quality standards. All GBC products are designed to work together to ensure a great quality lamination result.

What is a Premium Pouch?

GBC Premium Pouches are manufactured to the highest quality standards to ensure optimum results.

GBC produces an extensive range of pouches available in packs of 25 or 100 including:

GBC A2, A3 A4, A5, A6 Laminating Pouches

- 80/125 micron

GBC A4 Specialty Pouches

- High Speed
- UV Safe Pouch
- Matt Finish
- Peel N Stick
- Filex

GBC Card, Badge and Tag Laminating Pouches

- 125/175 Micron

