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# **GBC FOTON 30**

## **AUTOMATED LAMINATOR**

### **INSTALLATION & OPERATION MANUAL**

Document Number: CBT10000 Rev B  
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Brands

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# 1. Safety


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YOUR SAFETY, AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO Brands. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT ARE IMPORTANT SAFETY MESSAGES. BEFORE YOU INSTALL OR USE THE MACHINE, READ AND FOLLOW ALL THE SAFETY NOTICES CAREFULLY IN THIS CHAPTER.

Observe all the safety information provided.  
Observe all safety warnings. Never remove safety warnings or other information from the equipment.

Read all of the instructions and save these instructions for further use.


 **The safety alert symbol precedes each safety notice in this manual. The symbol indicates a potential personal safety hazard to you or others, as well as cause product damage or property damage.**


 **This safety alert symbol indicates a potential electrical shock. It warns you not to open the laminator and expose yourself to hazardous voltage.**


DO NOT OPEN. NO USER SERVICABLE PARTS INSIDE.  
REFER SERVICING TO QUALIFIED SERVICE PERSONAL.

THE FOLLOWING WARNINGS ARE FOUND ON THE  
FOTON 30 AUTOMATED LAMINATOR.



 **CAUTION Hot Surface:** Laminator rollers can be in excess of 260° F / 126.7° C. Please use caution and do not touch the rollers.

 **WARNING:** Do not attempt to service or repair the 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.

## General safeguards

- Use this laminator only for its intended purposes as according to the specifications outlined in the operating instructions.
- Keep hands, long hair, loose clothing and articles such as necklaces or ties away from the front of the feed rollers to avoid entanglement and entrapment.
- When opening the top door of the laminator, avoid contact with the internal rollers when laminator is powered on or shortly after the laminator has been turned off. The rollers can reach temperatures in excess of 260° F / 126.7° C.
- Keep hands and fingers away from the path of the sharp film cutter blade located at the film exit.
- Do not place the laminator on an unstable cart, stand or table. An unstable surface may cause the laminator to fall resulting in serious bodily injury. Avoid quick stops, excessive force and uneven floor surfaces when moving the laminator on a cart or stand.
- Do not defeat or remove electrical and mechanical safety equipment such as interlocks, shields and guards.
- Do not insert objects unsuitable for lamination.
- Do not expose laminator to liquids.

## Electrical Safeguards

- The equipment should be connected to an easily accessible and grounded (3-pin) receptacle (socket outlet) near the equipment.
- This laminator must be connected to a supply voltage corresponding to the electrical rating as indicated on the serial plate located on the rear of the machine.
- Unplug the laminator before moving it, or when it is not in use for an extended period of time.
- Do not operate the laminator with a damaged power supply cord or plug.
- Do not overload electrical outlets as this can result in fire or shock.
- Do not alter the attachment plug. This plug is configured for the appropriate electrical supply.
- The unit is intended for indoor use only.
- Disconnect the attachment plug from the receptacle to which it is connected and keep the power supply cord in your possession while moving the laminator.
- Do not operate the laminator with a damaged power supply cord or attachment plug, upon occurrence of a malfunction, or after laminator has been damaged. Contact an authorised GBC service representative for assistance.



**CAUTION:** The receptacle must be located near the equipment and easily accessible. Do not use an extension cord.

## GBC Technical Service

To order replacement accessories, service, parts, or an Equipment Maintenance Agreement, please contact GBC Technical Service and Support at:

Australia

ACCO Brands Australia  
2 Coronation Ave  
Kings Park NSW 2148  
[www.accobrand.com.au](http://www.accobrand.com.au)  
1300 278 546

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## 2. Warranty

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### Warranty Against Defects

This product is provided with a 2 year warranty limited to defects in material and workmanship from the date of original purchase (you must retain proof of purchase) (Warranty Period). This warranty is offered by ACCO Brands Australia Pty Ltd (ABN 16 000 265 047) if the product was purchased in Australia or ACCO Brands New Zealand Limited (26589) if the product was purchased in New Zealand (each referred to individually, as ACCO Brands). ACCO Brands will, at its own discretion, either repair or replace this product (with a new or refurbished product) if the defect is deemed by ACCO Brands to be the result of faulty materials or workmanship but subject to the conditions set out in this warranty.

Any other representation contained on this product's packaging or provided with this product which constitutes or appears to constitute a warranty is hereby excluded and is not given by ACCO Brands (except for the statutory warranties as indicated below).

You may claim on this warranty only within the Warranty Period in the manner set out below and provided that you have complied with all the other conditions of this warranty. This warranty can only be exercised by the original purchaser of the product and is not transferrable to any other person or entity under any circumstances.

### Statutory Guarantees and Your Other Rights and Remedies

This warranty is provided in addition to other rights or remedies that you, as a consumer, may have under Australian or New Zealand consumer law, or any other applicable law.

**For Australia:** Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

**For New Zealand:** Our Goods come with guarantees that cannot be excluded under the Consumer Guarantees Act 1993. This guarantee applies in addition to the conditions and guarantees implied by that legislation.

### What this Warranty Does Not Cover

If ACCO Brands reasonably considers that any of the following situations are present, this warranty does not apply:

- any cosmetic damage;
- where the product's serial number is no longer present or visible;
- loss or damage caused by factors beyond the control of ACCO Brands including, but not limited to, damage or failure due to power fluctuations, overload, excessive heat or humidity;
- where the product has not been installed, operated, used, stored and/or maintained in accordance with any instructions provided with the product;
- where damage or defects are due to unusual, abnormal, non-recommended or negligent use, handling or maintenance of the product;
- any alterations or repairs to the product not authorised in writing or performed by ACCO Brands;
- liability based on any service or other agreement or arrangement entered with any third party; or
- normal wear and tear including deterioration of any wearable components or consumables in any product, including but not limited to base boards, blades, cutters, cutting disks, cutting sticks, drill bits, feed wheels, fuses, light bulbs, manual punches, separators, slitters and staple inserts.

### How to Make a Claim

To make a claim under this warranty please contact your place of purchase within the Warranty Period (from the date of purchase). Proof of your purchase of this product, such as your receipt or invoice, must be provided in addition to a detailed description of the defect in the product. Your claim will be assessed under the terms and conditions of this warranty and the laws applicable to your place of purchase.

ACCO Brands Australia  
2 Coronation Ave  
Kings Park NSW 2148  
[www.accobrands.com.au](http://www.accobrands.com.au)  
Phone: 1300 278 546  
Email: [enquiry.nsw@acco.com](mailto:enquiry.nsw@acco.com)

### 3. Specifications

<b>Model</b>	FOTON 30 Automated Laminator
<b>Operating Speed</b>	75mic 700mm per minute 125mic 650mm per minute
<b>Operation Modes</b>	Auto Feed / Auto Cut Manual Feed / Auto Cut Manual Feed / Manual Cut
<b>Warm-up Time</b>	3.5 min. 75mic 4 min. 125mic
	30 Sheets 75gsm paper
<b>Maximum Film Width</b>	306mm
<b>Maximum Document Thickness</b>	250gsm Manually Fed
<b>Document Lengths Supported</b>	Minimum 152mm Maximum 432mm
<b>Document Widths Supported</b>	Minimum 127 mm Maximum 297mm
<b>Auto Feeder Media Weight</b>	High Reliability: 64 – 120 gsm Variable Reliability: 121 – 220 gsm
<b>Manual Feed Media Weight</b>	64 – 250 gsm
<b>Dimensions:</b>	<b>Machine:</b> <b>Shipping:</b>
• Width	57.7 cm 68.6 cm
• Height	24.5 cm 38.1 cm
• Depth	47.8 cm 57.8 cm
• Weight	9.5kgs 14.9kg
<b>Auto Shut Off</b>	15 minutes of inactivity
<b>Duty Cycle</b>	80 documents per week
<b>Electrical Requirements</b>	• 120V, 60Hz • NEMA 5-15P
<b>Fuse</b>	Yes (internal & non-replaceable)
<b>Operating Environment</b>	5 – 35 (C) Maximum Altitude of 2,000m

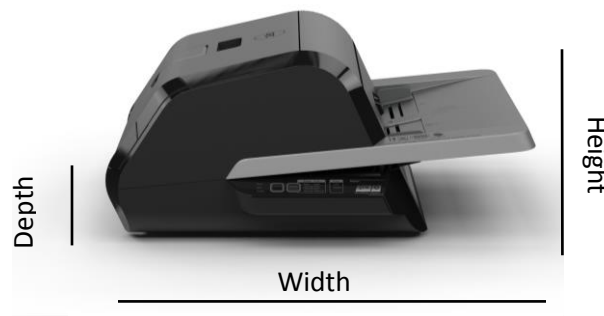



Figure 1. Foton 30 Dimensions

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## 4. Installation

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### Service

 **WARNING:** Do not attempt to service or repair the laminator. Failure to observe this warning could result in severe personal injury or death.

Disconnect the plug from the receptacle and contact Customer Service 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.


### Installation


- Shipping damage should be brought to the immediate attention of the delivering carrier.
- Place the laminator on a stable flat surface capable of supporting 23 kgs.
- The surface should be at least 75cm high to assure comfortable positioning during operation. All four rubber feet should be on the supporting surface.
- Connect power cord to an appropriate power source. Avoid connecting other equipment to the same branch circuit to which the laminator is connected as this may cause nuisance tripping of the circuit breaker or blown fuses.
- The laminator should be positioned to allow exiting film to drop freely to a flat surface. Accumulation of laminated documents as they exit the laminator may cause a jam.
- Avoid placing laminator near sources of heat or cold. Avoid locating the laminator in the direct path of forced, heated or cooled air.


### Caring for Foton 30

The only maintenance required by the operator is to periodically clean the rollers. Keeping the rollers clean ensures that your finished items will not be damaged by dirt and adhesive build-ups.

 **CAUTION:** the following procedure is performed while the laminator is hot. Use extreme caution.


 **WARNING:** Do not apply cleaning fluids or solvents to the rollers.

 **WARNING:** Do not attempt to laminate adhesives marked 'Flammable'.

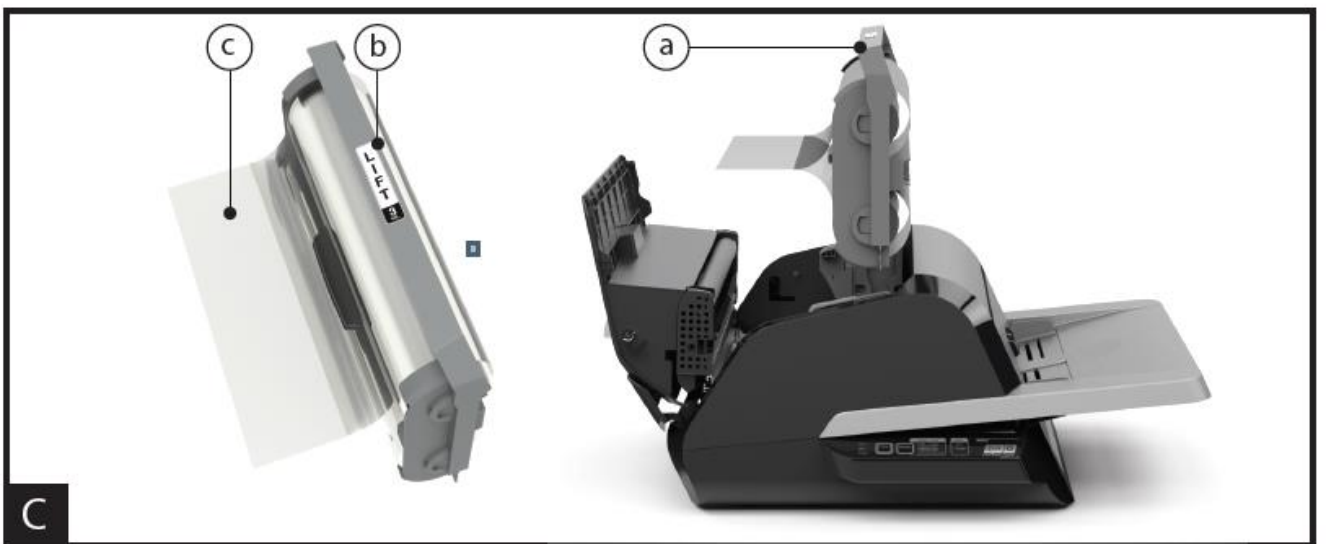
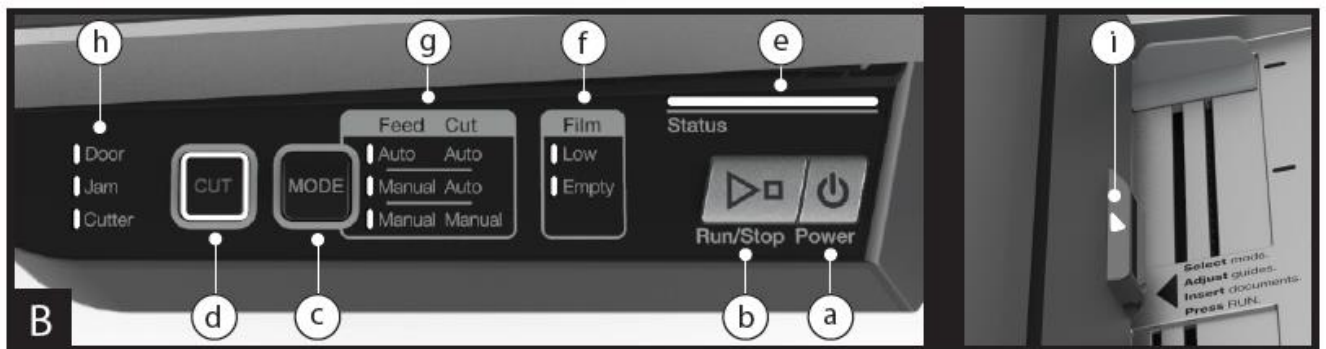
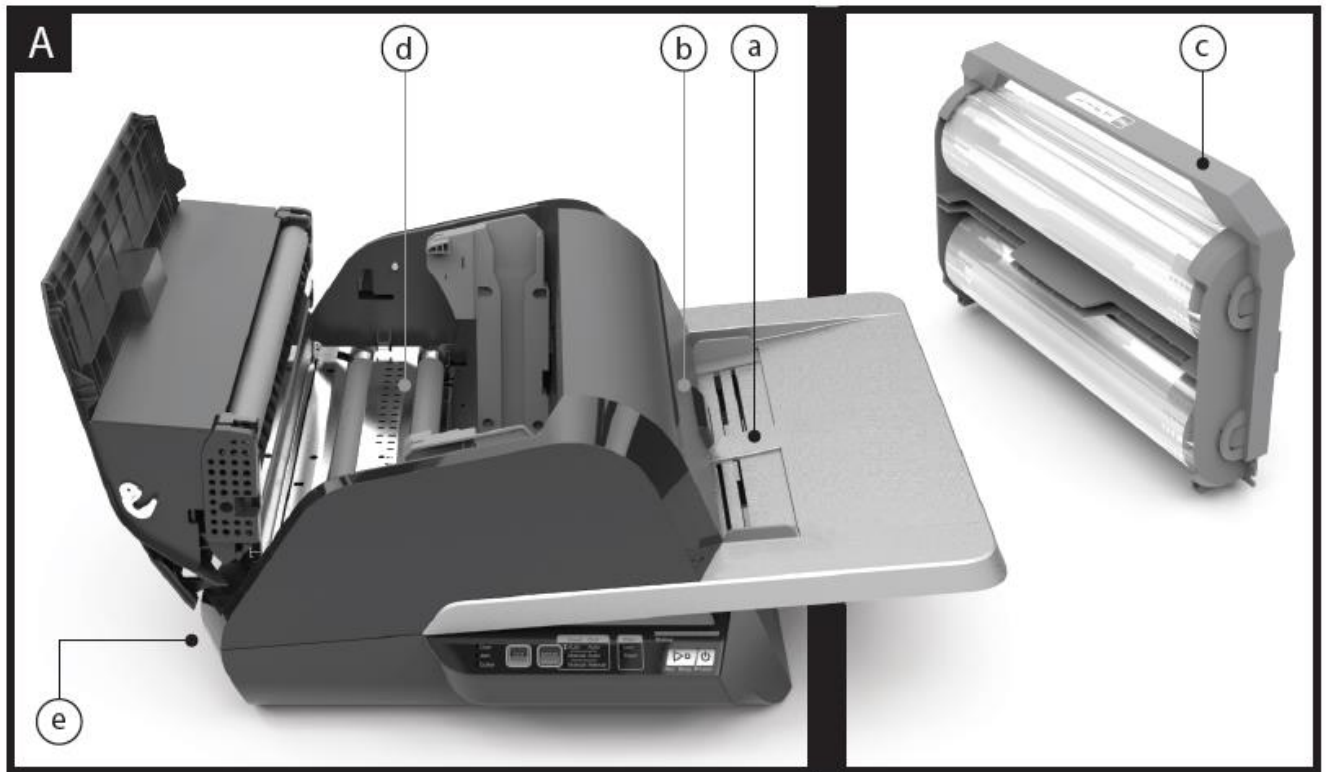
 **WARNING:** Do not expose laminator to liquids.

1. Power the machine on, wait for it to completely warm up.
2. Open the laminator door using the silver latch.
3. Clean the top rollers with a clean, damp lint-free cloth. If there are any adhesive build-ups, you may use isopropyl alcohol instead of water.
4. Lift leading film edge up to the handle of the cartridge.
5. Clean the bottom rollers with a clean, damp lint-free cloth. If there are any adhesive build-ups, you may use isopropyl alcohol instead of water.
6. Place the leading film edge into proper position and close the door.
7. Press and hold the RUN/STOP button for 5-7 seconds to manually advance the rollers.
8. Open the laminator door using the silver latch.
9. Repeat steps 4 – 6.

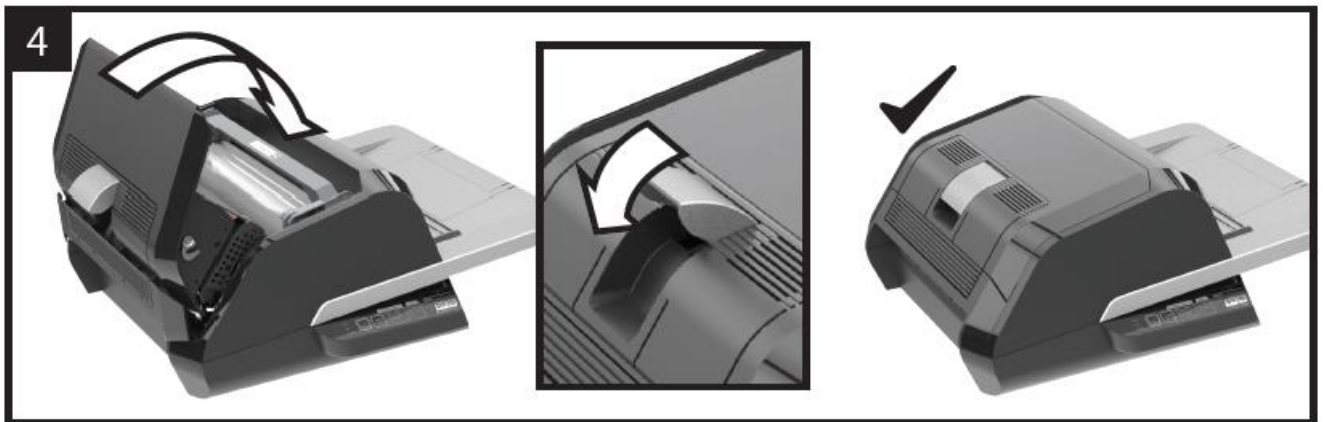
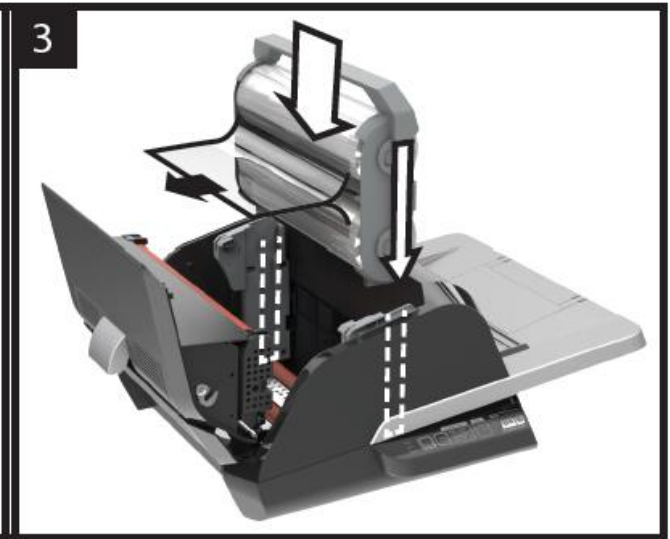
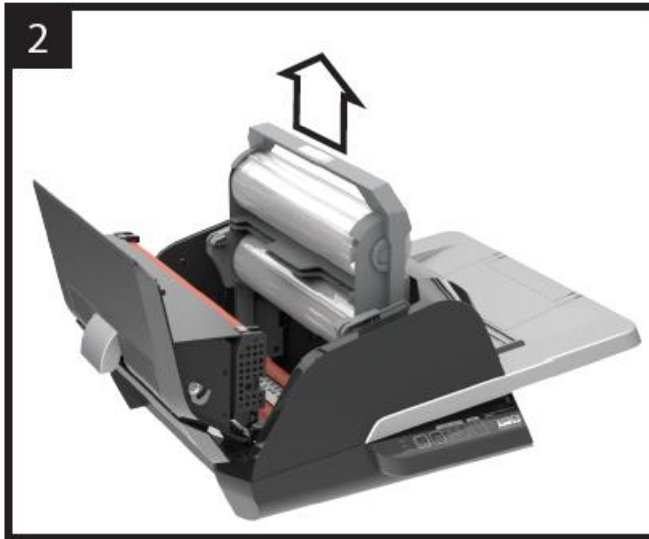
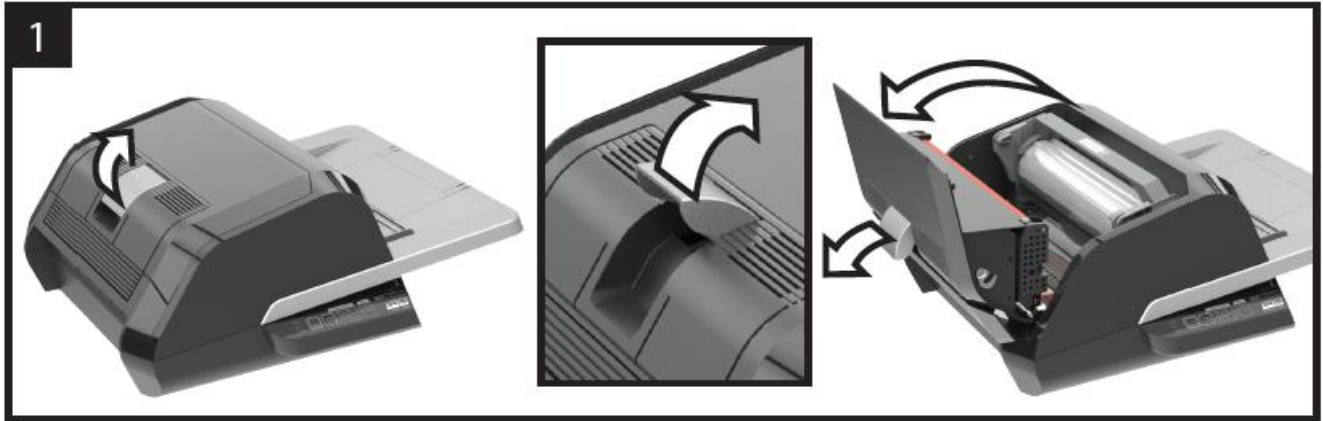
**Note:** Do not use metal scouring pads to clean the heat rollers!

 **WARNING:** Do not laminate glitter and/or metallic items. Damage to the rollers may result.

The side covers and feed table can be cleaned with a lint-free cloth and a mild detergent.







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## 5. Feature Guide

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### A. GETTING TO KNOW YOUR LAMINATOR:

(Shown in image A above)

#### a. FEED TRAY & SIDE GUIDES:

- i. Place document(s) to be laminated and use the slide guides to minimize skew. Flip out extension for larger documents.

#### b. FEEDER/FEEDER DOOR:

- i. Feeds document into laminator. A red light on the door will indicate that a mis-feed has occurred. Open the door to clear any mis-feeds.

#### c. LAMINATOR DOOR:

- i. Door that gives access to the inner parts of the laminator: rollers, film cartridge, etc.
- ii. **To Open:** pull on the silver latch, and lift up
- iii. **To Close:** gently lower using the silver latch, and push latch closed. **DO NOT push down on the laminator door to close.**

#### d. FILM CARTRIDGE:

- i. Replace the film cartridge when empty or when a different thickness is required. See *CARTRIDGE FILM LOADING* for details.

#### e. LAMINATORS ROLLERS:

- i. Rollers heat-up to activate the adhesive on the film and apply the pressure to ensure the film sticks to the document.

#### f. AUTO TRIMMER:

- i. When in **Auto Cut** modes, the trimmer finds the leading and trailing edge of the document and cuts the film. In **Manual Cut** mode, it will cut the film when the **CUT** button is pressed.

### B. CONTROL PANEL: (Shown in image B above)

#### **BUTTONS**

- a. **POWER** – turns the machine on/off. After 15 minutes of no use, the machine will automatically turn off.
- b. **RUN/STOP** – used to start and stop the laminator.
  - i. **Dual Function – Manual Advance:** Continuously hold the button to manually advance the laminator

rollers. This can be used to clear jams and debris for cleaning.

- c. **MODE** – allows users to toggle through three modes of operation.
  - i. **Auto Feed / Auto Cut** – best for standard paper sizes printed on 20-32lb bond paper.
  - ii. **Manual Feed / Auto Cut** – best for standard paper sizes on heavy paper stocks that won't **Auto Feed**.
  - iii. **Manual Feed / Manual Cut** – best for odd shaped and non-rectangular documents.
- d. **CUT** – pressing this button will cycle the trimmer to cut the film one time. This button is primarily used in **Manual Cut** mode.

#### **INDICATORS**

- e. **STATUS** – communicates the status of the machine:
  - i. Solid Green = ready to use
  - ii. Green Blinking Sequence = running
  - iii. Solid Amber = warming up
  - iv. Amber Blinking Sequence = warming up and RUN command accepted. Will begin laminating once ready.
  - v. Solid Red = error status
- f. **FILM** – LED light will indicate when film is low (approx. 30% remaining) or is empty.
  - i. Low = Amber LED light
  - ii. Empty = Red LED light
- g. **MODE** – green LED light identifies what mode of operation the machine is in.
- h. **ERROR MESSAGE** – communicates error messages that need to be resolved.
  - i. **DOOR:** one or both doors are open
  - ii. **JAM:** the machine may encounter two types of jams:
    1. **Laminator jam:** push and hold the RUN button to manually advance the rollers to clear itself.
    2. **Feeder jam:** open the feeder door and remove the paper.
  - iii. **CUTTER:** trimmer cannot complete full cut cycle

- i. **MANUAL FEED INDICATOR** – Located on the *Feeder Door*, Illuminates GREEN when the laminator is ready for a document to be manually fed.
- C. **FILM CARTRIDGE:** *(Shown in image C above)*
- a. **CARTRIDGE** – inserts into the laminator.
  - b. **CARTRIDGE LABEL** – indicates film thickness. Located on top of handle.
  - a. **FILM LEADER** – the first 75-100mm of sealed laminating film provided on the film cartridge. The film leader must be placed facing the exit of the machine.

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## 6. Operation

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### OPERATION MODES:

#### AUTO FEED / AUTO CUT

**Note:** Best for standard paper sizes printed on 75-120 gsm paper.

1. Press the POWER button to turn the machine ON. The machine will automatically start in Auto Feed / Auto Cut mode.
2. Place your document(s) in the FEED TRAY.
3. Slide the Side Guides to fit your document(s) to minimize skew during lamination.
4. Press the RUN button:

**Note:** If RUN is pressed before the machine has completely warmed up, the status bar will be AMBER blinking in a sequence. The laminator has accepted the command and will start automatically when machine reaches proper temperature.
5. Document(s) will be automatically laminated and automatically trimmed as they exit the machine.

**Note:** If you hit stop while the document is still feeding through the laminator, the machine will finish laminating the document before stopping.

#### MANUAL FEED / AUTO CUT

**Note:** Best for standard rectangular paper sizes on heavy paper stocks that won't *Auto Feed*.

1. Press the POWER button to turn the machine ON.
2. Select the *Manual Feed / Auto Cut* mode by pressing the Mode button.
3. Wait for the machine to reach proper temperature: solid green STATUS light.
4. Place only the first document in the FEED TRAY. The document must be placed in the center of the Feed Tray and far enough into the feeder to grab your document.
5. Press the RUN button. The document will begin to feed into the laminator.
6. After your first document begins laminating, wait for the MANUAL FEED indicator to illuminate green. Once illuminated, the machine can be manually fed the next document. Repeat this process one sheet at a time until the job is complete.
7. Documents will be manually laminated and automatically trimmed as they exit the machine.
8. After the final document has been cut and exits the machine will automatically stop.

#### MANUAL FEED / MANUAL CUT

**Note:** This mode is best used for odd-shaped or non-rectangular documents that won't

*Auto Feed*.

1. Press the POWER button to turn the machine ON.
2. Select the *Manual Feed / Manual Cut* mode by pressing the Mode button.
3. Wait for the machine to reach proper temperature: solid green STATUS light.
4. Place only the first document in the FEED TRAY. The document must be placed in the center of the *Feed Tray* and far enough into the feeder to grab your document.
5. Press the RUN button. The document will begin to feed into the laminator.
6. After your first document begins laminating, wait for the MANUAL FEED indicator to illuminate green. Once illuminated, the machine can be manually fed the next document. Repeat this process one sheet at a time until the job is complete.
7. Press the CUT button to cycle the trimmer anytime you want to cut the film.

**Note:** It is recommended to press the CUT button after you see the entire document exit the machine to avoid cutting the document.
8. After the final document has exited the machine, press the STOP button to stop the lamination process.
9. Once lamination has stopped, press CUT to cut the remaining film that has exited the machine.

#### CARTRIDGE FILM LOADING

(Reference Images 1-4 to demonstrate process)



**CAUTION:** the following procedure might be performed while the laminator is hot. Use extreme caution.

**Note:** The film cartridges have an End of Roll sticker which the laminator will automatically detect. Once detected, the laminator will stop feeding any remaining documents in the feed tray. The laminator continue to laminate in the laminator. The sticker may appear on the last document but can be removed from the laminate.

1. **Open Laminator Door:** Open the laminator door by fully raising the silver latch on the top of the machine and pull up until door fully opens.

2. **Remove Cartridge:** Lift upward on the cartridge handle to remove the installed cartridge.  
**Caution:** full cartridges tend to be heavy
3. **Insert Cartridge:** Insert replacement cartridge by aligning edges of cartridge over grey channel guide in laminator and lowering.  
**Note:** Film leader should be inserted away from the feeder, facing towards the exit of the machine.
4. **Close Laminator Door:** Close the laminator door by gently lowering the door and fully close the silver hatch on top. **DO NOT push**

***down on the laminator door to close; use the latch.***

5. **Ensure Cartridge is Fully Inserted:** Film
6. Empty indicator will be illuminated when no cartridge is installed or if the cartridge is not fully seated on the bottom.
7. **Automatically Thread:** When the laminator reaches proper temperature, the machine will finish threading film and feed approximately 22.9 cm of film to eliminate potential wrinkles in the film.

TROUBLE SHOOTING		
SYMPTON	POSSIBLE CAUSE	CORRECTIVE ACTION
Pressing the Power button does not turn the machine ON	The power cord may not be inserted all the way into outlet	Fully Insert plug into outlet  Make sure the outlet has power
Status Indicator Red:	Door Error Indicator Red:  Paper Jam Error Indicator Red:  Film Empty Indicator Red:  Cutter Error Indicator Red	<p>Remove any paper from the feeder tray. Open and Close both the laminator door and the feeder door. Ensure they are fully closed</p> <p>Open the feeder door, and remove any paper from the feeder tray. Close the feeder door.</p> <p>If the above does not clear the error, press and hold the RUN button for 10 seconds to manually feed film. Film should begin to exit the machine and Jam should clear.</p> <p>If Jam error remains, open laminator door and look to see if film leader is caught on an obstacle or the rollers. DO NOT CUT the film. Lift-up the film leader and replace it in proper position. Shut Laminator door and hold the run button for 10 Seconds.</p> <p>Cartridge End of Roll label has been detected. Replace the film cartridge with new cartridge and shut the laminator door.</p> <p>The cutter could not initiate a cut, or did not finish a cut.</p> <p>Press the manual cut button one time to try and activate the cutter. Not resolved, try the following:</p> <p>Observe the film at the exit of the laminator to see if the film is not cut or partially cut.</p> <p>Film is <b>not</b> cut: Press and hold the RUN button for about 10-20 seconds to manually advance the film. If there is laminated media in the exit of the laminator, hold the RUN button until the media has fully exited the laminator. Now press the manual cut button to see if the cutter is activated.</p> <p>Film is <b>Partially</b> Cut: Open the laminator door and look to see if you can see the trimmer blade. It will be near the back of the laminator partway through the film. Using scissors cut the film hanging out the exit of the laminator. Then using caution not to put your fingers near the trimmer knife, carefully remove the cartridge. Close the laminator door and try to manually cycle the cutter. If the cutter works Re-insert your cartridge. Might need to trim off the leading edge of film where the cutter jammed. If you need to trim the film leave 100mm of sealed film as the cartridge leader. Re-insert the cartridge. The machine once warmed-up will automatically thread the film and activate the trimmer.</p> <p>If the cutter does not work after the above steps contact your service provider.</p>

Film Wrinkles on output	Film Misaligned	<p>Press and hold the RUN button to manually advance the film. After 125 – 500mm of film has been advanced the wrinkle should work themselves out. If wrinkle clear press the manual cut button and you are ready to begin.</p> <p>If wrinkles still present, open the laminator door. Grasp the film exiting the laminator and hold it tight while closing the laminator door. Repeat above step and wrinkles should disappear.</p>
Film Edges are not evenly aligned.	Top and bottom rolls of film are not matched properly.	Press and hold the RUN button to manually advance the film. After 125 mm, grasp the film exiting the laminator and hold it tight while closing the laminator door.
Documents are skewed in the film when exiting	Documents fed in skewed	<p>Before loading paper, try tapping the leading edge of the paper on a flat surface and then repeat with the bottom or top edge to get your paper properly squared.</p> <p>Insert your media in the auto feeder and slide the edge guide up to edge of your media.</p>
Experiencing frequent double feeds	Paper has heavy static	Try fanning the media or placing in a paper jogger prior to feeding it. If issues persist use the Manual Feed / Auto Cut mode.
Experiencing frequent mis-feeds	Rollers are slipping on media and do not feed sheets	<p>Try fanning the media or placing in a paper jogger prior to feeding it. If issues persist use the Manual Feed / Auto Cut mode.</p> <p>If mis-feeds continue use the Manual Feed / Auto Cut operation mode and manual feed the media one sheet at a time</p>