How to use the Laminator

1) Turn **ON** using the **POWER** button on the back left corner of the machine.
2) Press the **HEAT** button on the front right corner of the machine.
3) The thickness is preset to 3 mil. **DO NOT CHANGE THIS SETTING.**
4) The machine will take about 10-15 minutes to heat. When ready, the **HEAT** light will change from **blinking red** to **solid green**.
5) Carefully lay out your pieces along the front of the laminator, making sure they **DO NOT OVERLAP**.
6) Press the **RUN** button (preset to slow). **DO NOT CHANGE THE SPEED.**
7) Push the papers towards the laminator. The machine will grab them. While those are laminating, set your next pieces in place.

Look down into the middle of the laminator to see when to feed the next set of papers.

8) After all materials are through the machine, allow the laminator to feed an extra 2-3” of lamination.
9) Press the **STOP** button. Cut off your portion of lamination using a pair of scissors, leaving those extra inches attached to the laminator.
10) Attach large binder clip *(for weight)* to the hanging edge of lamination.
11) **TURN OFF** laminator when finished.
   - If the laminator runs out of film, notify the school secretary.
   - **DO NOT USE THE REVERSE BUTTON—it makes the machine jam.**