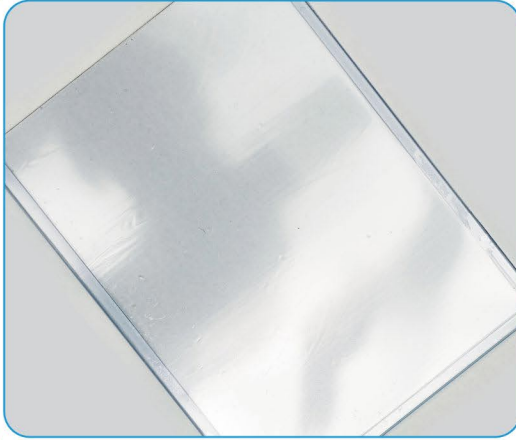


Lamination at HPL

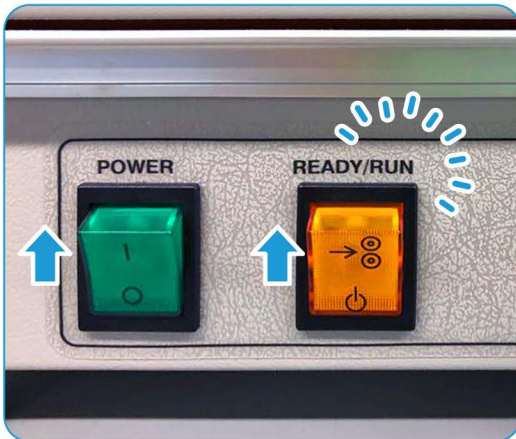
INSTRUCTIONS



STEP 1

Purchase a lamination pouch from Staff.
Staff will also supply a cardboard folder/carrier.

The lamination pouch must be inserted in this cardboard folder/carrier.



STEP 2

Turn on the laminator using the GREEN power button.
Turn on the AMBER READY/RUN button too.

After about 10 mins, the AMBER READY/RUN button will begin to blink indicating the laminator is ready to use.

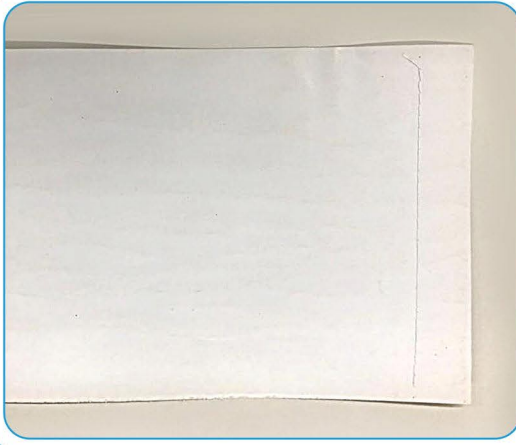


STEP 3

While the laminator is warming up, insert your document into the lamination pouch. (See below the list of documents/materials that shouldn't be laminated.)

Consider making a photocopy of your document prior to laminating.

Make sure your document doesn't go to the edge of the lamination pouch. The pouch needs room to create a seal.

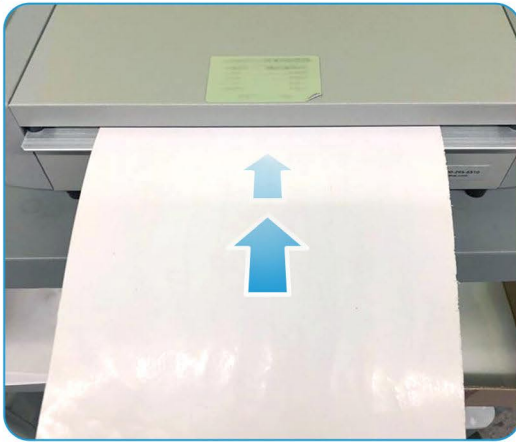


STEP 4

Place the lamination pouch with your document(s) inside the cardboard folder/carrier.

NOTE:

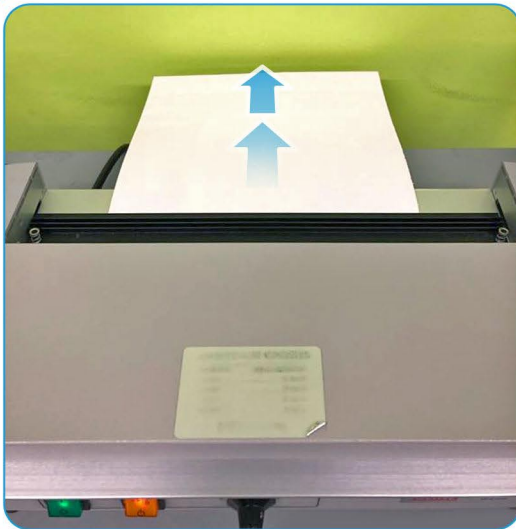
You must use the cardboard folder/carrier to laminate.



STEP 5

Place the lamination pouch and cardboard folder/carrier into the laminator. Carrier must be inserted into the laminator sealed side first.

The laminator will slowly feed everything through the machine and out the other side.



STEP 6

Your lamination is complete.

Open the cardboard folder/carrier to retrieve your newly laminated document(s).

If you have additional documents to laminate, continue the process from **Step 4**.

When you are finished, proceed to **Step 7**.



STEP 7

Please turn off the green and amber buttons.



STEP 8

Return the cardboard folder/carrier to Staff.

Guidelines

The Hamilton Public Library is not responsible for items damaged during lamination. Lamination pouches purchased will not be reimbursed.



Note:

Some official documents may be invalid if laminated:

- Travel visas
- Business, property, vehicle and insurance registrations
- Birth, marriage and death certificates
- Education and citizenship certificates
- Diplomas and transcripts

Avoid laminating thermal paper, glossy paper, plastic cards or photos.

Temperature Dial:

It is best to leave the adjustable temperature dial on a low setting. Most documents use setting 2. Avoid 4 and higher.

