

## What does Forge provide?

- 13" Hot and Cold Laminator
- The library provides limited materials for purchase with some restrictions. See our Material guide for more information.

## What do I need to bring in?

- Any paper document that fit the specifications of the laminator. No larger than 8.5 x 11 inches and no thicker than cardstock.
- 3 mil or 5 mil Thermal Laminating Pouches. (May be purchased in Forge.)

## How do I use the equipment?

Hot Lamination (Thermal Laminating Pouches ONLY)

1. Position the laminator on a flat surface with enough space to insert the laminating pouches.
2. Plug the unit into an outlet.
3. Switch the laminator on using the ON/OFF switch on the front of the machine. The red power light will come on.
4. Select hot lamination by flipping the HOT/COLD switch to the HOT position.
5. The green standby indicator light appears as soon as the unit has reached the right temperature. Takes about 2-3 minutes.
6. Place document in between the top and bottom layers of the laminating pocket.
7. Insert the pocket, closed edge first, into the feed slot at the back of the laminator. **Do not trim the pouch before running it through the laminator as that can result in glue residue damaging the rollers in the machine.**
8. Wait for the document to fully exit the front of the laminator and let the item cool before removing it. **Be careful, as the plastic can be hot to the touch.**

**If a jam occurs, or an emergency stop is needed, turn off the machine using the switch in the front and push the ABS switch, located on the back of the machine, to the left and pull out your document. Don't use force to pull out your laminated items.**

After Laminating

1. Set the ON/OFF switch to the OFF position.
2. Remove the plug from the electrical outlet.
3. Leave the machine to cool.
4. Let a library staff member know you are finished with the Forge equipment.

Cold Laminating (ONLY pouches intended specifically for cold lamination may be used.)

- Cold lamination utilizes a pressure sensitive adhesive to laminate items that cannot be heat laminated.
  - For example: items that cannot be exposed to heat, vintage photo-graphs, polaroid photographs, thermal copies/receipts, papers with surfaces that maybe altered by heat, documents with heat activated embossing, wax coated/treated documents or artwork.



- After hot lamination, wait 20 - 30 minutes after flipping the temperature switch to COLD. This allows the equipment to cool down before you start cold laminating.

## **What Materials can be used?**

- Documents must not be thicker than 5 mil cardstock.

This equipment is available to use free of charge. Materials are available for purchase to assist in using this equipment. See our Materials guide for more information and prices.

You may also bring your own materials (all outside materials must be approved by library staff before use).

## **Troubleshooting**

Stop the machine if:

- The document does not exit or gets stuck.
- The laminator begins to make strange noises during the lamination process.
- The document is wrinkled as it exits the laminator.
- To stop the machine, turn off the machine using the switch in the front and push the ABS switch, located on the back of the machine, to the left and pull out your document.

