




Helpful hints

- 1 The hot lamination process achieves the required result by bonding into the surface of your document. Once you have laminated your document it cannot be retrieved.
- 2 Do not attempt to hot laminate heat sensitive documents such as thermal paper, wax based inks etc.
- 3 If the laminated document has a milky appearance, you may need to process it again at a higher temperature.
- 4 If the laminated document is ridged and hard it has probably been laminated too hot, and you should put other laminates through at a lower setting.
- 5 If in doubt, start at a lower temperature and if the laminate does not bond to the document (appears cloudy) then repeat using a higher temperature.
- 6 If air pockets develop during processing, use a small sharp needle or pin to gently puncture pockets and process again.
- 7 Do not handle the inside of the laminating pouch moisture from your hands could impair the processing quality.

Care and cleaning

-  This personal laminator is for medium volume use only. No servicing other than external cleaning should be performed on the machine. Do not immerse in water.
- To reduce risk of electric shock, do not remove the base.
 - Never clean with scouring powders or hand implements.
 - Wipe clean with a soft cloth.

Service and repairs

- Do not attempt to repair the machine yourself as there are no serviceable components within the machine.
- Never open up the machine.
- Repair should only be carried out by an authorised service representative.

Waste Electrical and Electronic Equipment (WEEE)

At the end of its useful life, your product is considered to be WEEE. As such, it is important to note that:

WEEE is not to be disposed of as unsorted municipal waste. It is to be collected separately such that it can be disassembled so its components and materials can be recycled, re-used, and recovered (burned for energy content in the production of electricity).

Public collection points have been set up by municipalities for the collection of WEEE, free of charge to you.

Please return your WEEE to the collection facility nearest your home or office.

If you have difficulty locating a collection facility, the retailer that sold you the product should accept your WEEE.

If you are no longer in contact with your retailer, please contact ACCO for assistance with this matter.

Recycling of WEEE is geared toward protecting the environment, protecting human health, preserving raw materials, improving sustainable development, and ensuring a better supply of commodities in the European Union. This will be achieved by retrieving valuable secondary raw materials and reducing the disposal of waste. You can contribute to the success of these goals by returning your WEEE to a collection facility.

Your product is marked with the WEEE symbol (wheelie bin with an X through it). This symbol is to inform you that the WEEE is not to be disposed of as unsorted municipal waste.

Guarantee

Operation of this machine is guaranteed for two years from date of purchase, subject to normal use. Within the guarantee period, ACCO Brands Europe will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee. Proof of date of purchase will be required. Repairs or alterations made by persons not authorised by ACCO Brands Europe will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of goods.

If you experience a technical fault with your product during the warranty period, please contact the relevant ACCO service centre. Depending on the diagnostics and the model type, we will either arrange a service call by an engineer or we will ask you to return the machine to ACCO. If you return the machine, ACCO will, at its discretion, in accordance with law, either (i) repair the machine using either new or refurbished parts, or (ii) replace the machine with a new or refurbished machine that is equivalent to the machine being replaced.



Service

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**Academy
A3 Laminator**
 *Instruction Manual*



ATTENTION

To register and activate the warranty go to
www.accoeurope.com

Register this product online at www.accoeurope.com

Ref: Academy/CBT.0117
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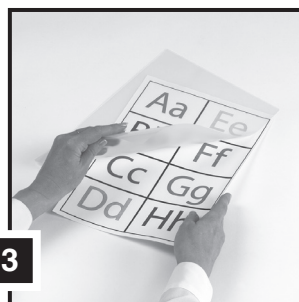
ACCO Brands Europe
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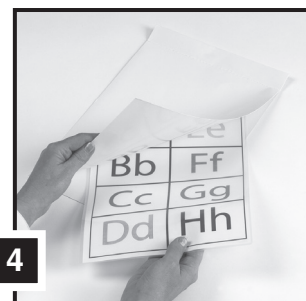
1 Switch on the power switch (1, position I). The red light (2) will illuminate to indicate that the power is on.



2 Select the appropriate temperature/pouch setting (4) according to the pouch thickness. The laminator will pre-heat for approx. 4 minutes.



3 Place the item to be laminated centrally into the correct size pouch, leaving the sealed edge intact, allowing a border of 3mm.



4 Place the filled pouch centrally in the carrier.



5 When the green light (3) has come on, insert the filled carrier (stitched edge first) between the entry guides (6) into the front of the laminator until the carrier engages with the automatic feed rollers.



6 Always turn down the temperature (4) and switch OFF (1, position O) the laminator after use.

Specifications

	Rexel Academy A3 Laminator
Maximum Pouch Size	A3
Minimum Pouch Size	Credit card size (54x86mm)
Minimum Pouch Thickness	Pouch sizes up to A7 = 2 x 75 micron (150 micron)
Maximum Pouch Thickness	Pouch sizes above A7 = 2 x 250 micron (500 micron)
Power Supply	230V / 50Hz
Maximum Power Consumption	600W
Weight	6.4 kg
Packed Weight	7.49 kg

Safety instructions

YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO BRANDS EUROPE. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT ARE IMPORTANT SAFETY MESSAGES. READ THESE MESSAGES CAREFULLY.

THE SAFETY ALERT SYMBOL PRECEDES EACH SAFETY MESSAGE IN THIS INSTRUCTION MANUAL. THIS SYMBOL INDICATES A POTENTIAL PERSONAL SAFETY HAZARD THAT COULD HURT YOU OR OTHERS, AS WELL AS CAUSE PRODUCT DAMAGE OR PROPERTY DAMAGE.

THIS WARNING IS FOUND ON THE PRODUCT.



This safety message means that you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.

Location of controls

- 1 Power Switch / Reverse Switch
- 2 'On' light
- 3 'Ready' light
- 4 Pouch/temperature setting
- 5 Entry Slot
- 6 Entry Guides
- 7 Exit slot

Important safeguards

WARNING: FOR YOUR PROTECTION DO NOT CONNECT THE POUCH LAMINATOR TO ELECTRICAL POWER UNTIL YOU READ THESE INSTRUCTIONS COMPLETELY. KEEP THESE INSTRUCTIONS IN A CONVENIENT LOCATION FOR FUTURE REFERENCE. TO GUARD AGAINST INJURY, THE FOLLOWING BASIC SAFETY PRECAUTIONS MUST BE OBSERVED IN THE SET-UP AND USE OF THIS PRODUCT.

When using electrical appliances, basic precautions should always be followed to reduce the risk of electric shock and injury, including the following:

- Carefully read all instructions.
- Always unplug the appliance when not in use or before cleaning.
- Extreme caution to be taken when appliance is used by, or near to, children or invalids.
- To protect against risk of electrical hazards, do not immerse power cord, plug, or appliance in water or other liquids.
- Do not insert any metal objects, e.g. scissors, or foreign objects into the entry or exit areas of the machine. Do not laminate metallic objects.
- Do not operate the appliance with a damaged power cord or plug, or after the appliance malfunctions, has been dropped or is damaged in any manner.
- The plug on the power cord is the disconnect device.
- The equipment should be installed near the outlet socket and the socket should be easily accessible.
- The machine must not be used outside.

Special notice

Thank you, for your recent purchase of a Rexel Pouch Laminator. Your new laminator may emit a slight odour during the initial stage of operation. It is normal and will diminish after several hours of operation.

THIS MACHINE MUST BE USED WITH A CARRIER.

A carrier is included with the sample pack of laminating pouches. The carrier is a folded piece of siliconised board stitched along one end. A carrier protects the laminate as it goes through the machine for best quality results.

Before you use your Academy Laminating machine for the first time, it is recommended that you familiarise yourself with the machine's operation and controls. Check the results using a range of sample sheets of paper before laminating your valuable original documents.

IMPORTANT

- It is important to always use a carrier with this machine. Not using a carrier will result in the laminator becoming jammed or failing to run. This is an operator fault and is not covered by a manufacturer's warranty.
- Do not attempt to laminate items which are too thick for your laminator i.e. the total thickness including the carrier must not exceed 1.4mm.

Hot laminating

- Plug the laminator into a convenient power socket.
- Switch on the power switch (1), the Red light will illuminate to indicate that the power is on.
- Select the appropriate temperature/pouch setting for the thickness of pouch.
- The laminator will pre-heat for approximately 4 minutes.
- Whilst the laminator is pre heating, you can prepare your item to be laminated by placing it centrally into the correct sized pouch, leaving the sealed edge intact. Then place the pouch in the carrier.
- When the required temperature is reached the Green light will come on.
- Gently insert the filled carrier between the entry guides into the front of the laminator, stitched edge first, until it engages with automatic feed rollers.
- The carrier will move through the unit and exit at rear.
- During the laminating process the Green light may go off as heat is absorbed by the laminate. Always wait until the Green light is on before laminating your next document.
- Turn temperature to cold and turn your laminator OFF after use (O).

Reverse function

CAUTION: Do not try to force the carrier into the laminator or try to pull the carrier out. This will damage (and could break) the laminator as well as not allowing for proper processing of the laminating pouch.

There is a reverse feature included on the on/off button (1) of the machine. If you need to retrieve a document during lamination:

- Press the reverse button.
- With the other hand gently hold the carrier and document.
- If the carrier has gone completely into the machine and is not sticking out of the front or back, there is nothing you can do. Do not try to open the machine. This can be dangerous and will invalidate the warranty.

Photo laminating

- Photographs have a sealed plastic surface that does not absorb the adhesive from the inside of a standard laminating pouch. The result can be disappointing as the adhesive will show as bubbles on the surface of the photograph.
- Heavily coloured inkjet copies and varnished printed pages can also present problems.
- These problems can be avoided by using Rexel/GBC Photo Pouches which have a special construction.
- Use Rexel/GBC 'Photo pouches' (available in standard photo sizes and A4) and process as normal.