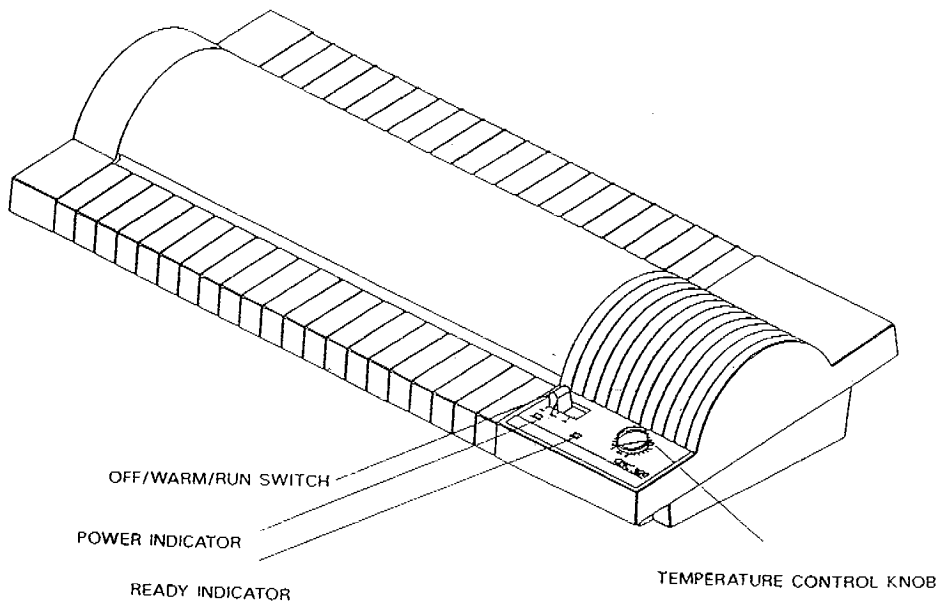


OPERATING INSTRUCTIONS 3120

The GBC 3120 is designed to be a low cost, document, pouch laminator. It is used to laminate flat items made from materials appropriate for hot laminating. The laminating films are precut to size, and the item to be laminated is inserted into the film pouch. Next, the pouch is placed in a carrier, which is provided in every box of GBC pouches, then directed into the machine.

The DS120 will accommodate 3 mil, 5mil, 7 mil, and 10 mil pouches of sizes between 2"x3" to 12"x18".



2.0 SPECIFICATIONS

Dimensions: 3.55" (H) X 8.13" (D) X 17.8" (W)
90mm (H) x 207mm (D) x 452mm (W)

Weight: 9.42 lbs. (4.27 kg)

Controls: OFF/WARM/RUN Slide Switch
Adjustable Potentiometer for Temperature

Electrical: Voltage - 115 VAC +/- 10% @ 60 Hz - 563 units
230 VAC + 10%/-6% @ 50 Hz
Amperage - 4.90 Amps @ 115 VAC - 115
8.00 Amps @ 220 VAC 4.9

Labels: Control label, Shock label, NRTL/CSA label,
TUV label, GBC Nameplate

Performance Characteristics

Pouches: Thickness: 3 mil to 10 mil
Styles: Tack-weld, Butterfly & Bar Sealed
Sizes: 2" x 3" to 12" x 18"
This machine is to laminate carrier based
and carrierless pouches only.

Materials: Newspaper, 20# bond, 100# Enamel Glossy,
index card stock, and 4 part Adapt-all cards

Capacity: 0.008" to 0.055" thickness
(Includes carrier, pouch and material)

Feed Rate: 15.4 in/min

Temperature Setting	Internal Peak	Internal Nominal	External Peak
1.0	≤ 265°F	≈ 215°F	
5.0	≤ 380°F	≈ 365°F	≈ 176°F

Safety Agency

Approvals: NRTL/CSA, TUV

3.0 INSTALLATION PROCEDURE

WARNING: FOR YOUR PROTECTION DO NOT CONNECT THE LAMINATOR TO ELECTRICAL POWER OR ATTEMPT TO OPERATE 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 THE MACHINE.

The laminator has been designed to provide many years of safe and reliable lamination service.

SET-UP

Place machine on a flat, dry surface. Plug the laminator into an outlet specified for the machine, and move the slide switch to the "WARM" position. Next, adjust the temperature control knob to the proper setting correlating to the type of pouch and product that is to be laminated.

***TEMPERATURE SETTING GUIDELINES**

<u>Carrier Pouches</u>	<u>Setting</u>
3 mil pouch	2.4-3.6
5 mil pouch	3.0-4.0
7 mil pouch	3.6-4.4
10 mil pouch	4.2-5.0
<u>Carrier-less Pouches</u>	<u>Setting</u>
3 mil pouch	1.0-2.0
5 mil pouch	2.0-3.6
7 mil pouch	2.6-4.0

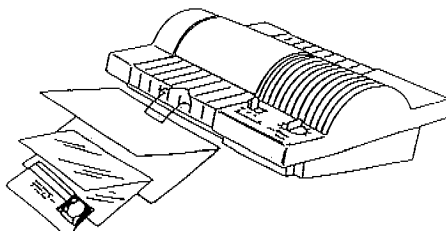
*Temperature setting will vary due to the finish, chemistry and heat absorption properties of the materials you are laminating. Use this chart as a guideline only and adjust temperature as necessary. If pouch is cloudy the first pass through the machine, adjust temperature setting higher and run through again. If warping occurs, reduce temperature. Run additional pieces at lower setting once machine has cooled.

4.0 OPERATING INSTRUCTIONS (Con't)

1. Push the power switch to "WARM".
2. Select appropriate temperature for the pouch gauge thickness and material thickness which you are planning to laminate (see chart in Section 3.0 for guidelines).
3. Once the "READY" light activates to indicate machine is at operating temperature, switch machine to "RUN".
4. Place the item to be laminated into a laminating pouch, centering within the pouch (see figure).
5. Insert the pouch containing the item into a carrier which is provided with each carton of pouches. Position the pouch toward the center of the carrier with the sealed edge facing the inside folded edge of the carrier (see figure). The carrier must totally enclose the pouch to prevent the squeeze-out of adhesive getting onto internal parts of the laminator.
6. Insert the folded edge of the carrier STRAIGHT into the front of the laminator until you feel the rollers pick up the carrier. If the pouch is designated as a carrierless pouch, the pouch assembly is fed directly into the machine.
7. Remove the carrier from the rear of the machine after it has stopped moving. Leave the pouch within the carrier and place on a flat surface for a few seconds to cool before removing it. **WARNING:** The carrier assembly is very hot after exiting the machine. Handle with care!
8. If you adjust temperature during a lamination job, allow appropriate time for the machine to reach desired temperature.

GUIDELINES

- * Raise temperature to a higher setting Wait a few minutes.
 - * Reduce temperature to a lower setting Wait at least 10 minutes then verify the temperature with temperature indicator light.
9. When you are finished laminating, switch the machine to "OFF".



4.0 OPERATING INSTRUCTIONS

GENERAL SAFEGUARDS

- Use the GBC 3120 only for its intended purpose of laminating documents up to 11 1/2 inches wide.
- Do not place anything in the throat opening of the machine other than pouch carriers with appropriate pouches inside or a pouch specifically designated as a carrierless pouch.
- Place unit on a secure, stable work area to prevent the machine falling and possibly causing personal injury and damage to the unit.
- Turn off unit when not in use.

ELECTRICAL SAFEGUARDS

- The laminator must be connected to a supply voltage corresponding to the electrical rating of the machine as indicated on the serial label located at the base.
- Unplug the laminator before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged power supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do not overload electrical outlets beyond their capacity as this can result in fire or electrical shock.
- Do not alter attachment plug. Plug is configured for the appropriate electrical supply.
- The unit is intended for indoor use only.

CLEANING

- Wipe exterior only with a damp cloth. Do not use detergents or solvents.