1.0 INTRODUCTION

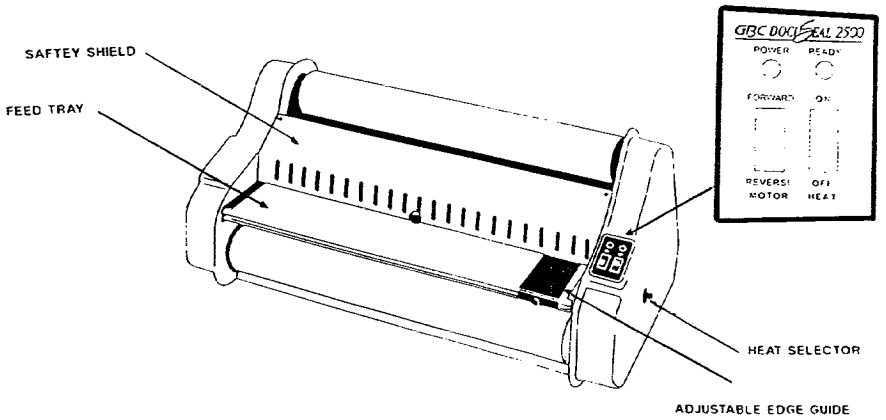
The Docuseal 2500 is a 25-inch heat shce laminator designed to provide years of trouble-free service.

This unit will operate with both 1.5 and 3.0 MIL film. The Docuseal 2500 will laminate paper and card stock up to 80-mils thick.

The features of your laminator include:

* Preset nip and pull roller pressure
* Feed table with adjustable guide
* Teflon coated heat shoes for easy cleaning
* Power indicator lamp verifies that the unit is plugged in and turned on
* Ready indicator lamp alerts operator that the unit has reached operating temperature
* Easy to use temperature dial adjusts operating temperature
* Reverse switch helps clear film wraps

DOCUSEAL 2500



2.0 SPECIFICATIONS

Electrical Specifications:	120 VAC +/- 10%, 12 amp
Lamination Width:	Up to 27" (68.6 cm)
Total Thru-put Thickness:	86 Mils. including film thickness Up to 80 Mils. thick paper
Lamination Speed:	4 ft. per minute +/- 0.5 ft. per minute
Warm-Up Time:	16 minutes or less at setting #4 (in normal room ambient temperature); 30 minutes recommended for optimum lamination.
Size:	32-7/8"L x 20-5/8"W x 15-3/8"H
Weight:	65.5 lbs.
Safety Agency Approved:	NRTL/C to UL and CSA Standards (UL1950 and CSA C22.2-950)
Geographic Distribution:	U.S. and Canada
Temp. Ready Light:	Indicates system has reached set temperature
Reverse Switch:	On front panel
Safety Shield:	Interlocked to motor

3.0 INSTALLATION

Inspect your DocuSeal 2500 for shipping damage. Damage should be brought to the immediate attention of the delivering carrier.

Place the DocuSeal 2500 laminator on a sturdy, flat surface that is approximately 30" high for comfortable operation in a standing position. Make sure all four rubber support feet of the laminator are resting squarely on the surface.

NOTE: Do not position the laminator on a table in such a manner that film accumulates on the table as it exits from the rear. To reduce the possibility of film accumulating and jamming the laminator it must be allowed to drop down toward the floor after exiting from the rear.

Locate the laminator in a clear work area with adequate space at the rear to allow the film web to freely exit, and on both ends to place stacks of items to be laminated.

NOTE: Do not locate the DocuSeal 2500 in the direct path of a cooling fan, air conditioner, or similar draft.

Plug the laminator into a 115V electrical outlet. The DocuSeal 2500 is capable of drawing the maximum current permitted for a single branch circuit. Use of it along with other equipment at the same time may cause circuit breakers to trip.

4.0 OPERATING INSTRUCTIONS

4.1 Loading and Theading Laminating Film

The GBC Docuseal 2500 laminator is designed to operate with top and bottom film supply rolls of the same width and length. Operating the system with film of different widths or lengths will result in substantial adhesive transfer to the rollers, thus requiring extensive clean-up and possible technical service.

Always change the top and bottom film supply rolls at the same time. At the end of each roll of GBC film is a label that says "Warning-End of Roll". When you see this label appear on either the top or bottom roll, finish laminating the item presently in the laminator, and then replace both rolls of film.

LOAD THE BOTTOM FILM ROLL

1. Turn off the power. If the laminator is warm allow the system to cool before proceeding.

2. Raise the shield and remove the feed tray. If you are re-loading the laminator, cut the film web between the supply roll and the heat shoes. Remove the supply mandrel from the laminator.

3. Slide the old film off the shaft. Slide the new film roll onto the shaft positioning the roll along the groove line indented on the shaft. Make sure the film unrolls off the top towards you.

4. Load the supply shaft into the laminator. Pull 18" of film towards you. Thread the film back behind the idler bar and lay the loose film forward on the top of the loaded roll (See Figure 4.1).

LOAD THE TOP FILM ROLL

1. Cut the top film web between the supply roll and the heaters. Remove the supply roll and shaft from the laminator.

2. Slide the old roll of film off the shaft. Load the new roll of film onto the shaft. Position the roll along the grooved line indented on the shaft. Load the shaft into the laminator. Pull and unwind 12" of film toward you. Thread film under upper idler bar and loosely drape film on the top heater. Verify that the shiny side is against the heater. **CAUTION! Do not touch heater.** (See Figure 4.1).

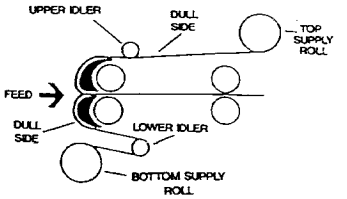


FIGURE 4.1

4.1 Loading and Threading Laminating Film (Contined)

THREADING THE FILM

1. Pull the loose film from the bottom roll up and layer the film resting on the top heater.

2. Insert the feed table into position and return safety shield to the down position.

3. Use the re-usable threading card provided with your laminator or use a thin piece of cardboard (i.e. Bristol Board) approximately 15" long x 10" wide as your threading card.

4. Turn the motor **ON** and press the threading card against the layered film. Push the card and film until they catch between the laminating rollers.

5. Watch the threading card exit the rollers through the pull rollers at the rear of the laminator. Turn the motor switch off. If film wraps around the rollers, press the **REVERSE** switch until the rollers are clear.

4.2 Adjust Roller Tension

The film roller tension is preset at the factory and should not require adjusting. However, if adjustment is required use the following procedure. If wrinkles occur on the finished lamination, increase the roller tension until the wrinkles disappear. If the motor strains to pull the film, decrease film tension until wrinkles appear, then increase tension until the wrinkles disappear.

For best results, only adjust the laminator at operating temperature.

1. Switch the heaters **ON** and wait for the ready light to illuminate.

2. Turn the motor switch on.

3. Insert a 7/64" Allen wrench into the set screw located on the right side of the top supply shaft (See Figure 4.2).

4. Turn the screw to adjust the tension - clockwise to increase, counter-clockwise to decrease. Only turn the screw a few degrees at a time.

5. Insert the Allen wrench in the bottom set screw to adjust the bottom roller tension.

6. Top and bottom roller tension must be similar or finished lamination will curl.

4.2 Adjust Roller Tension (Continued)

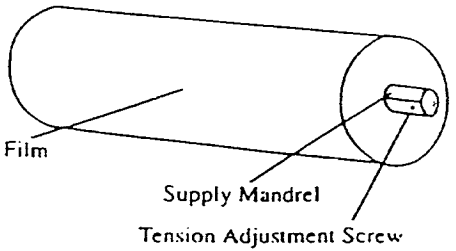


FIGURE 4.2

4.3 Operating Procedure

1. Confirm that the safety shield is down, resting against the stop on each side panel.

2. Turn on the "POWER" switch.

3. Set the Temperature Knob to the temperature corresponding to the material you are laminating (See chart on page 7). Wait approximately 15 minutes for the system to warm up. The "READY" light illuminates when the heaters reach your set temperature. For optimal results, allow the system to preheat up to 15 minutes after the "READY" light illuminates to heat the rollers.

4. Place your item(s) to be laminated on the feed table. If you have several items to laminate you may place them side-by-side, but do not overlap them.

5. Depress the motor switch to "FORWARD".

6. Slide your item(s) forward until it is grasped by the front rollers.

7. Move the motor switch to "OFF" after the laminated item completely exits the laminator.

8. Use scissors or the Zippy cutter to cut your laminated item from the film web.

9. When you are finished laminating for the day, unplug the system.

4.3 Operating Procedure (Continued)

4.3.1 SETTING LAMINATOR TEMPERATURE

Set the temperature knob to the appropriate setting for the gauge of film and material thickness you are using. In general, the thicker the material the higher the setting required. Layered paper requires higher settings than single layer paper.

Material	1.5 Mil Film Settings	3 Mil Film Settings
Newspaper Copy Paper Construction Paper	5-7	5-6
Poster Board File Folders	6-7	5-7

For best results, set the temperature knob to the high end of the temperature range and begin to laminate at least five minutes after the ready light illuminates. Then set the control to a lower setting within the range.

Nap Lam II film requires operating temperatures slightly lower than Nap Lam I film. Set the temperature knob approximately 2 to 3 settings lower than the Nap Lam I settings when running Nap Lam II.

4.4 Laminating Do's and Don'ts

DO

1. Always run test samples through the laminator to ensure proper performance before laminating valuable items.

2. Always operate the laminator with both rolls of laminating film properly loaded and threaded. Using only a single film roll or film loaded with the dull adhesive side contacting the rollers will result in substantial adhesive transfer to the rollers, thus requiring extensive clean-up and possibly film wrapping around the rollers.

3. During operation periodically check the rear of the laminator to ensure film is exiting properly.

4. If laminator is not in current use, turn heat setting to 1 (one), or turn unit off.

DON'TS

1. To avoid damaging the rollers never feed abrasive material or metal objects such as staples, paper clips, and glitter through the laminator. Keep sharp objects like scissors and rulers away from the rollers at all times.

2. Do not force items between the rollers. If an item does not enter easily between the rollers it is probably too thick to laminate. The GBC DocuSeal 2500 accepts items up to 80 mils thick.

3. Once an item has been fed between the rollers do not:
   a) attempt to alter its position, except to hold it taut from the trailing edge. Attempts to straighten items already in motion can cause wrinkles in the finished lamination.

   b) stop the laminator before the item has completely exited from the rear. Even a momentary pause will leave a mark on the finished lamination.

7.0 MAINTENANCE

The rubber rollers and teflon coated heat shoes must be cleaned at regular intervals with a soft cloth dipped in alcohol. The use of any abrasive cleaning material will damage the teflon coating on the heat shoes.

No lubrication is required. The roller bearings are impregnated with lubricant and the film idlers use plastic bushings. Both should be inspected for wear periodically.

WARNING: Remove the power cord from wall outlet before attempting repairs on the laminator. Hazardous voltages are present when the side plates are removed.

7.1 Cleaning Rubber Rollers

Use the following procedure if film on rollers is causing blistering of lamination or erratic movement of film through the laminator. Also, clean the rollers before loading a supply of film that is wider than the current film.

CAUTION: Do not use any abrasive materials such as sandpaper, emery cloth, or steel wool on the rollers. These materials will damage the rollers resulting in uneven pressure and poor quality lamination.

1. Turn the **HEAT** switch off and allow the heat shoes to cool down.

2. Remove plastic film from the laminator.

   Cut the film as it exits the top and bottom from supply rolls. Cut the plastic film as close to the rear of the unit as possible.

   Press the **REVERSE** drive switch to back any film out of the unit. Pull the film away from the heat shoes.

3. **Remove the power cord from the wall outlet.** Retain the power cord under your control for your continuous safety.

WARNING: Alcohol is flammable! Avoid excessive heat and all ignition sources. Wear protective gloves to avoid skin irritation. Avoid excessive inhalation.

4. Ensure the heat shoes are cool. Use a soft cloth dipped in alcohol to wipe the surface of the upper and lower laminating rollers on the roller sections exposed at the rear of the heat shoes and in front of the rear rollers.

5. Allow the alcohol to dry.

Cleaning Rubber Rollers (Continued)

6. Plug the power cord into the wall outlet. Place the motor control switch to forward position momentarily to expose a new section of the rollers. Turn the motor control switch to off.

7. Repeat steps 3 through 7 as necessary until rollers are thoroughly cleaned.

8. Allow the surface of the rollers to dry before plugging the power cord into a wall outlet.

7.2 Cleaning Heat Shoes

The heat shoes must be cleaned of residual adhesive whenever the plastic film does not move over their surface smoothly.

CAUTION: The surfaces of the heat shoes contain a Teflon coating for smooth movement of the film. These surfaces are easily damaged by sharp or abrasive objects such as nails, wire brushes, etc. Use only a soft rag for cleaning the shoes.

1. Allow the heat shoes to cool down.

2. Cut the film where it exits the laminating rollers, as close to the rear of the unit as possible. Pull any film away from the pull rollers.

3. Lift the film away from the top and bottom heat shoes. Press the **REVERSE** drive switch and pull the film forward toward you.

4. **Turn the power off and remove the power cord from wall outlet. Retain the power cord under your control for your continued safety.**

5. Remove the Feed Table by sliding it toward you. The surface of both heat shoes are now exposed.

WARNING: Alcohol is flammable! Avoid excessive heat and all ignition sources. Wear protective gloves to avoid skin irritation. Avoid excessive inhalation.

6. Use a soft cloth soaked in alcohol to remove any residue from the surface of the heat shoes.

7. Allow the surface of the shoes to dry before re-threading the plastic film.