



Certificate of Warranty

(For use in Singapore only)

No. 140915

Model : _____

Serial No. : _____

Validity : 1 year from date of purchase



IMPORTANT: Certificate of Warranty must be produced together with proof of purchase (e.g. sales invoice, receipts, etc) when your equipment requires our service. All services provided after warranty period will be chargeable.

Terms and conditions

ACCO Brands Asia hereby certify that all machines of whatever designs are free from any defects in materials and in workmanship under normal use and service for twelve (12) months from date of purchase. Should any defects occur within the aforesaid period, ACCO Brands Asia shall at their absolute discretion, effect repairs or replacement of any part of the said machine free of costs.

1. This warranty shall not be transferable, negotiable or assignable to any third party.
2. This warranty shall be considered **VOID** under the following circumstances:
 - a. The serial number of the machine has been altered or removed.
 - b. The machine has been subjected to misuse, accident, and negligence.
 - c. The machine has not been installed, maintained or operated in accordance with the instructions given in the instruction manual.
 - d. The machine has undergone repairs, adjustments or corrections made to it by unauthorised person.
 - e. The machine has been dismantled by unauthorised person.
3. This warranty is applicable only in Singapore.
4. This warranty shall exclude all faults/defects caused by natural wear and tear.
5. This warranty shall exclude all other warranties & guarantees, expressed or implied other than mentioned above.
6. No notices will be given on expiry of this warranty. ACCO Brands Asia reserves the rights to amend or modify the terms and conditions of this warranty without giving any prior notice.



CLA402 / CLA302

Pouch Laminators Instruction Manual



Ref: DUALCLA/SG-EK/V4/140915



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Safety instructions



YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO BRANDS. IN THIS INSTRUCTION MANUAL 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.

Special notice

Thank you, for your recent purchase of a GBC 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.

Cleaning



Caution: Unplug this product before cleaning.

- Wipe exterior only with a damp cloth. Do not use detergents or solvents.
- Do not use aerosol dusters or cleaners.
- Do not spray anything into the machine.

Service

- Do not attempt to service or repair the pouch laminator yourself. Unplug the unit and contact an authorised ACCO Brands service representative for any required repairs.

Specifications

	GBC Pouch Laminator CLA402	GBC Pouch Laminator CLA302
Electrical	EU VER: 220-240V~50Hz / 400W / 2.20A KR VER: 220V~60Hz / 400W / 1.74A	EU VER: 220-240V~50Hz / 400W / 2.48A KR VER: 220V~60Hz / 400W / 1.74A
Machine Dimensions	331 x 103 x 75 mm	431 x 103 x 75 mm
Machine Weight	1.1 kg	1.55 kg
Maximum Pouch Width	240 mm	340 mm
Maximum Pouch Thickness	2 x 125 mic (Total 250)	2 x 125 mic (Total 250)
Maximum Thru-put Thickness	0.6 mm	0.6 mm
Warm-Up Time	5 minutes	5 minutes

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.

General safeguards

- Use the unit only for its intended purposes of laminating documents.
- Do not place anything in the throat opening of the laminator other than pouches/documents.
- Place unit on a secure, stable work area to prevent the unit from falling and possibly causing personal injury and damage to the unit.
- Follow all warnings and instructions marked on the unit.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Do not attempt single side lamination, this will destroy the laminator.
- Do not block the vent slots, this will cause the laminator to overheat.

Electrical safeguards

- The unit must be connected to a supply voltage corresponding to the electrical rating shown on the unit.
- Unplug the unit before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged supply cord or plug. Do not alter the attachment plug. The plug is configured for the appropriate electrical supply.
- Do not overload electrical outlets beyond their capacity; fire or electrical shock could result.
- The unit is intended for indoor use only.
- Never push objects through the cabinet slots. Do not spill liquid of any kind on this product.
- Close supervision is required when this product is used near children.

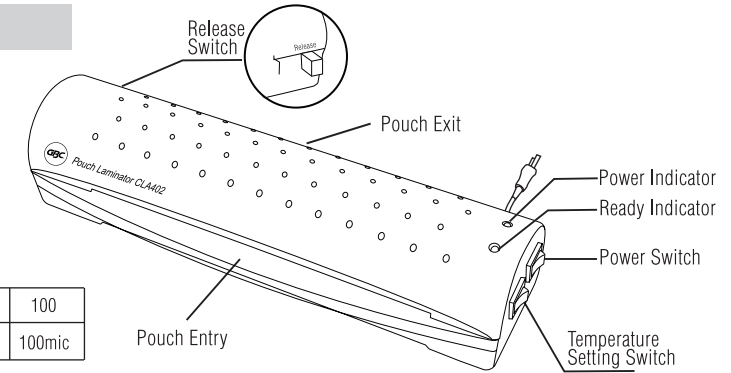


Temperature setting

125/COOL/100



Switch Position	125	COOL	100
Pouch Thickness	125mic	Cold Pouch	100mic



Operation, hot lamination

- 1 Connect power cord to appropriate power source.
- 2 **Push the power button** to turn the power "ON". The indicator will glow red.
- 3 Using the lamination guidelines, select the appropriate temperature setting for the pouch gauge thickness and material you are laminating.
 - If the laminated item appears to be cloudy, it means that the laminator temperature is not hot enough. Allow the laminator to heat for a few more minutes then run the pouch through again.
 - If the laminated item is wavy, the TEMPERATURE is too hot. Verify temperature selector is set at the appropriate temperature.
 - Always allow sufficient time for the laminator to adjust to changes in temperature setting.

- 4 The ready indicator will glow green when laminator reaches the operating temperature.
 - 5 Position the document to be laminated into a GBC laminating pouch, so that the document is aligned to the folded sealed edge and the right and left borders are equal.
 - 6 Insert the pouch and its contents straight into the machine, leading with the folded edge.
 - 7 The laminated item will automatically exit the rear of the machine. After the pouch has stopped moving, immediately place it on a flat surface to cool for one minute before handling.
- If you have finished laminating, push the switch to turn "OFF" the machine.

DO NOT LAMINATE AN EMPTY POUCH

Operation, cold lamination

- 1 Connect power cord to appropriate power source.
- 2 Adjust the temperature setting to the "cold" position.
- 3 **Push the power button** to turn the power "ON". The indicator will glow red.
- 4 Use and laminate your cold pouch.

Release Button

- 1 If Pouch jams or is fed improperly, turn off the laminator immediately.
- 2 Press the release button to release the motor from the rollers.
- 3 Pull out your document from the front of the laminator while pressing the release button down.
- 4 Ensure that jammed pouch is cleared before continuing to laminate.

Helpful lamination hints

- 1 Select the appropriate temperature setting for the pouch gauge thickness and the material you are laminating.
- 2 Before laminating important or unique documents always run a test pouch through the laminator using a similar type document.
- 3 Do not attempt to do single sided lamination. This will destroy the laminator.
- 4 Pouch used should be larger than the size of the item being laminated and 3-5mm margin should be left on all sides. Do not attempt to cut the pouch before laminating to meet the required size. Used pouches are not reusable.
- 5 As soon as the lamination is completed, remove from the rear of the machine and place on a cool flat surface for cooling to prevent the pouch from curling.
- 6 Do not block the vent slots, this will cause the laminator to overheat.