



GBC Polar **A4 & A3 Laminators**

Instruction Manual



Technical specifications

	GBC A4 POLAR	GBC A3 POLAR
Maximum Pouch Width	241mm	317mm
Maximum Pouch Thickness	2x125mic (250 Total)	2x125mic (250 Total)
Warm Up Time (2x75mic)	5 mins	5 mins
Speed	240 mm/min	240 mm/min

Safety instructions



YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO® BRANDS. 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.

THE FOLLOWING 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.

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.

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.

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.
- 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.

Introduction

Thank you for purchasing this GBC® Pouch Laminator. The laminator heats up to operating temperature quickly and retains its heat so you can laminate your documents without waiting. The laminator also provides cold lamination for pressure sensitive adhesive lamination pouches. The laminator provides audible and visual indication that it is ready to laminate. The laminator goes into a standby mode after 30 minutes of inactivity.

Please take a little time to study these instructions to ensure you get the best out of your machine. Your new laminator may emit a slight odour during the initial operation. It is normal and will diminish after a few hours of operation.

Operation

- ① Connect power cord to appropriate power source.
- ② Push the power button to turn on the machine. The indicator will glow.
- ③ Move the switch button to the appropriate pouch gauge thickness and material you are laminating.
- ④ 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.
- ⑤ When the ready light glows, insert the pouch and its contents straight into the machine, leading with the folded edge.
- ⑥ 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.
- ⑦ If you have finished laminating, push the power button to turn off the machine.



NOTE: DO NOT LAMINATE AN EMPTY POUCH.

Laminating Tips

- **DO NOT LAMINATE AN EMPTY POUCH.**
- Never insert the loose end of the pouch first into the machine. This could cause the machine to jam.
- Before laminating important or unique documents, always run a test pouch through the laminator using a similar type document
- Do not attempt to do single sided lamination. This will destroy the laminator
- As soon as hot lamination is completed, remove the lamination from the rear of the machine and place on a cool flat surface for cooling to prevent the pouch from curling
- Do not block the vent slots, this will cause the laminator to overheat
- Do not cut pouches prior to lamination.



PELIKAN ARTLINE PTY LTD (ABN 51 084 958 556)

WARRANTY AGAINST DEFECTS

This product comes with Pelikan Artline Pty Ltd's (PA) warranty against defects, the details and conditions of which are set out below.

Subject to the terms and conditions set out in this warranty, Pelikan Artline will (at PA's option) repair or replace this product with a new or refurbished product if it contains defects which are a result of faulty manufacturer workmanship or materials.

PERIOD OF WARRANTY

You may claim on this warranty if you notify PA within one year of the defect in the manner set out below and if you comply with the other conditions of this warranty.

WHO CAN CLAIM UNDER THIS WARRANTY?

This warranty applies to and can be exercised by the original purchaser of the product only. This warranty is not transferrable to any other person or party under any circumstances.

WHAT THIS WARRANTY DOES NOT COVER

If we reasonably consider that any of the following situations are present, this warranty does not apply. The situations to which this warranty does not apply are:

- any cosmetic damage;
- any product where the product's serial number is no longer present or visible;
- loss or damage caused by factors beyond PA's control including, but not limited to, damage or failure due to power fluctuations, overload, excessive heat or humidity;
- any product which has not been installed and/or maintained according to any care or operating instructions provided with the product;
- any alterations or repairs to the product not authorised in writing or performed by PA; or
- damage or defects caused to the product due to unusual, abnormal, non-recommended or negligent use of the product

PROCEDURE FOR MAKING A CLAIM

Any claim made under this warranty must be made by sending the faulty product to PA at the address noted below, together with the following information in writing:

- Your name or company name (if applicable);
- Your address;
- Your telephone number;



- Contact name;
- Machine type, model number and serial number;
- Proof of your purchase of this product, such as your receipt; and
- A detailed description of the defect you believe the product to have

You must bear the cost of transporting the product to PA and all other costs of exercising your rights under this warranty.

WHAT WE WILL DO TO HONOUR THIS WARRANTY

Upon delivery to us we will organise for the product to be assessed to determine if the fault or problem is covered by this warranty. We will advise you by telephone, email or in writing whether the fault is covered by this warranty.

STATUTORY GUARANTEES AND YOUR OTHER RIGHTS AND REMEDIES

This warranty against defects is provided in addition to other rights or remedies you, as a consumer, may have under a law in relation to this product.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law.

You are entitled to a replacement or refund for a major failure and for compensation for any reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

CONTACTING US

Pelikan Artline Pty Ltd (ABN 51 084 958 556)

Australia and New Zealand Distributor

Locked Bag 50

Blacktown BC NSW 2148

For product purchased in Australia call: 1300 ARTLINE

Email: custsupport@pelikanartline.com.au

For product purchased in New Zealand call: 0800 800 526

