

## TIPS FOR THE SKY 325R4 POUCH LAMINATOR

- To turn the machine on press the switch at the rear of the machine. Or if the machine was left in standby mode, please press the 'Power' button on the front control panel and hold for 1 second.
- Adjust your temperature control to suit the pouches you are using (refer to the laminating guide in the manual provided) and then press the 'Hot' button
- We recommend that you preheat your machine for 8-10 minutes regardless of the ready indicator light
- Always feed pouches sealed edge first into the laminator
- Always use the correct size pouch for your document. Small cutouts in larger pouches can cause jams.
- Always place the document being laminated against the sealed edge (leading edge) of the pouch. This will act as a support for the pouch as it feeds through the machine and should prevent the pouch from becoming stuck or wrapped around the rollers
- To engage reverse you must hold the reverse button down. Do not forcibly pull the document out, as this may strip gears.
- If your laminated document is cloudy wait a further 5 mins for the machine to heat up and feed through again. Also check you have the correct heat setting selected
- If your laminated document is warped or wrinkled adjust the temperature lower and wait a little while for the machine to cool down before proceeding
- Keeping your rollers clean and free from glue will prolong the life of your machine.
- To help keep your rollers clean - feed through a plain manila folder or piece of cardboard after each batch of laminating. This will remove any excess glue from the rollers
- Do not use sharp objects to remove glue or pouches from your rollers

**If you have any questions or require assistance with your Sky laminator,  
please feel free to call and speak to one of our experienced team**

