

using the

LAMINATOR

make it
SPACE
make it @ milner

Laminating pouches are available at the Service Desk for FREE.

Laminating Pouch

A clear plastic sheet folded in half. This is what will melt to laminate your paper.

Cardboard Sleeve

A protective sleeve that should always be put around your items and laminating pouch.

Instructions

- 1** Flip the GREEN SWITCH to ON.
- 2** Put item(s) to be laminated into the plastic **Laminating Pouch**.
- 3** Place the laminating pouch into the **Cardboard Sleeve**.
Make sure to complete this step to keep from melting plastic into the laminator!
- 4** When the AMBER SWITCH lights up, turn it on to start the rollers.
- 5** Place the sleeve with your pouch into the laminator with the folded edge first.
- 6** Wait for the pouch to roll all the way through the laminator and come to a stop.
- 7** Pull the pouch out and remove your laminated item.

When everything is done laminating, and the pouches are cleared of the laminator, turn AMBER SWITCH to OFF and then the GREEN SWITCH to OFF.