

Laminator guide

uCreate
Multimedia

1. **CHOOSE A LAMINATING POUCH AND PLACE YOUR DOCUMENT INSIDE IT (DO NOT OVERLAP DOCUMENTS)**
2. **PUT YOUR LAMINATING POUCH INTO A BROWN LIFEJACKET (BOTH SEALED ENDS MUST BE AT THE SAME SIDE)**
3. **TURN ON THE LAMINATOR**
4. **SET THE LAMINATOR TO THE APPROPRIATE SETTING (75, 100 OR 125 MICRON)**
5. **WAIT FOR THE GREEN "READY" LIGHT ON THE LAMINATOR**
6. **INSERT YOUR LIFEJACKETED DOCUMENT INTO THE FRONT OF THE LAMINATOR (SEALED EDGE FIRST)**
7. **AFTER IT HAS STOPPED MOVING, REMOVE YOUR DOCUMENT (AND PUT THE RE-USABLE LIFEJACKET BACK)**
8. **TURN OFF THE LAMINATOR**

PLEASE NOTE

- **THE LAMINATOR IS AVAILABLE FOR USE BY ALL STAFF AND STUDENTS**
- **WHILE THE LAMINATING POUCHES ARE FREE, PLEASE DO NOT USE AN EXCESSIVE AMOUNT**
- **IF YOU HAVE QUESTIONS, NEED SUPPORT OR THE POUCHES RUN OUT- FIND HELP AT THE UCREATE MAKERSPACE DURING OPENING HOURS**
- **DO NOT LAMINATE WITHOUT USING A LIFEJACKET POUCH**
- **DO NOT ATTEMPT TO LAMINATE MORE THAN ONE SHEET PER POUCH**