

OWNERS MANUAL

Minikote EZ



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SPECIFICATIONS

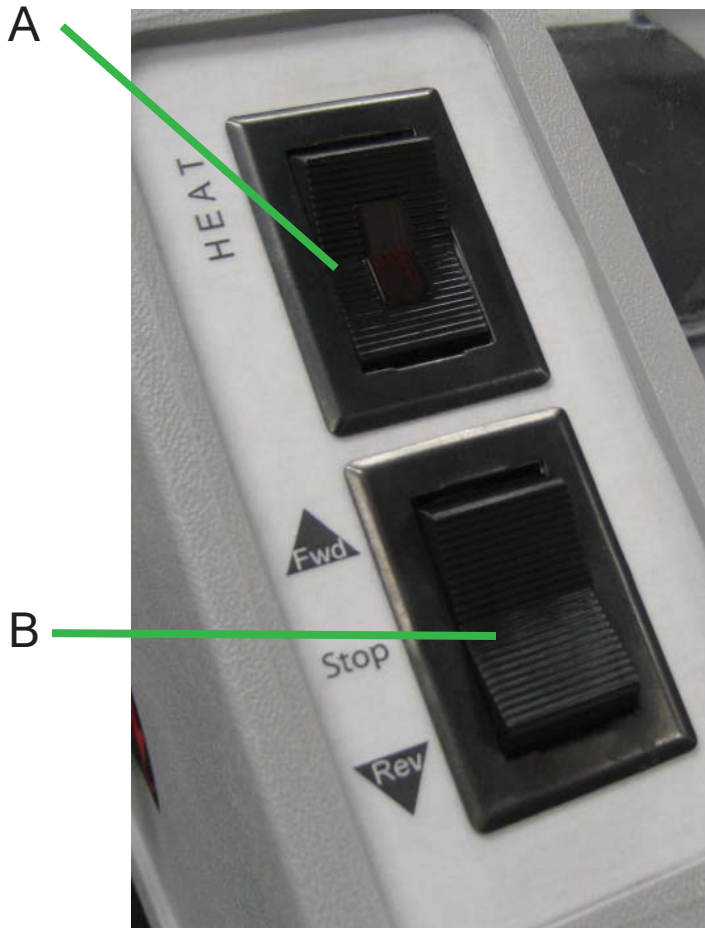
Height	15"
Width	34"
Depth (with feed tray)	20"
Net Weight.....	66 lbs.
Shipping Weight	72 lbs.
Capacity.....	27"
Electrical.....	120V AC, 60Hz, 1400w

IMPORTANT SAFEGUARDS

- Read all the safety and operating instructions before connecting or using this unit.
- Retain this notice and the owners manual for future reference.
- Adhere to all warnings and operating instructions.
- Do not use this unit near water (e.g. near a bathtub, etc.)
- The wearing of ties or jewelry while operating a laminator may be hazardous to the operator.
- Warning: Do not touch hot surfaces such as heat shoes and heat rollers.
- This unit should be installed so that its location or position does not interfere with its proper ventilation. For example, it should not be situated on a bed, sofa, rug or similar surface that may block the ventilation openings; or placed in a built-in installation, such as bookcase or cabinet or against the wall, that may impede the flow of air through its ventilation openings.
- This unit should be situated away from heat and air ventilation systems such as radiators, heat registers, stoves, etc.
- This unit should only be connected to a power supply outlet of the voltage, amperage and frequency marked on its serial tag.
- For 120 volt machines the socket outlet shall be installed near the equipment and be easily accessible.
- The power supply cord should be routed so that it is not likely to be walked upon or pinched, especially near the plug, convenience receptacles, or where the cord exits from the unit.
- Unplug the machine during any machine repairs.
- Clean unit only as recommended in this instruction manual.
- Make sure to remove the Feed Table before reversing the machine!
- Care should be taken so that objects do not fall, and liquids are not spilled, into the enclosure through any openings.
- Caution: The Cutter blade is extremely sharp. Please handle carefully and dispose of properly.

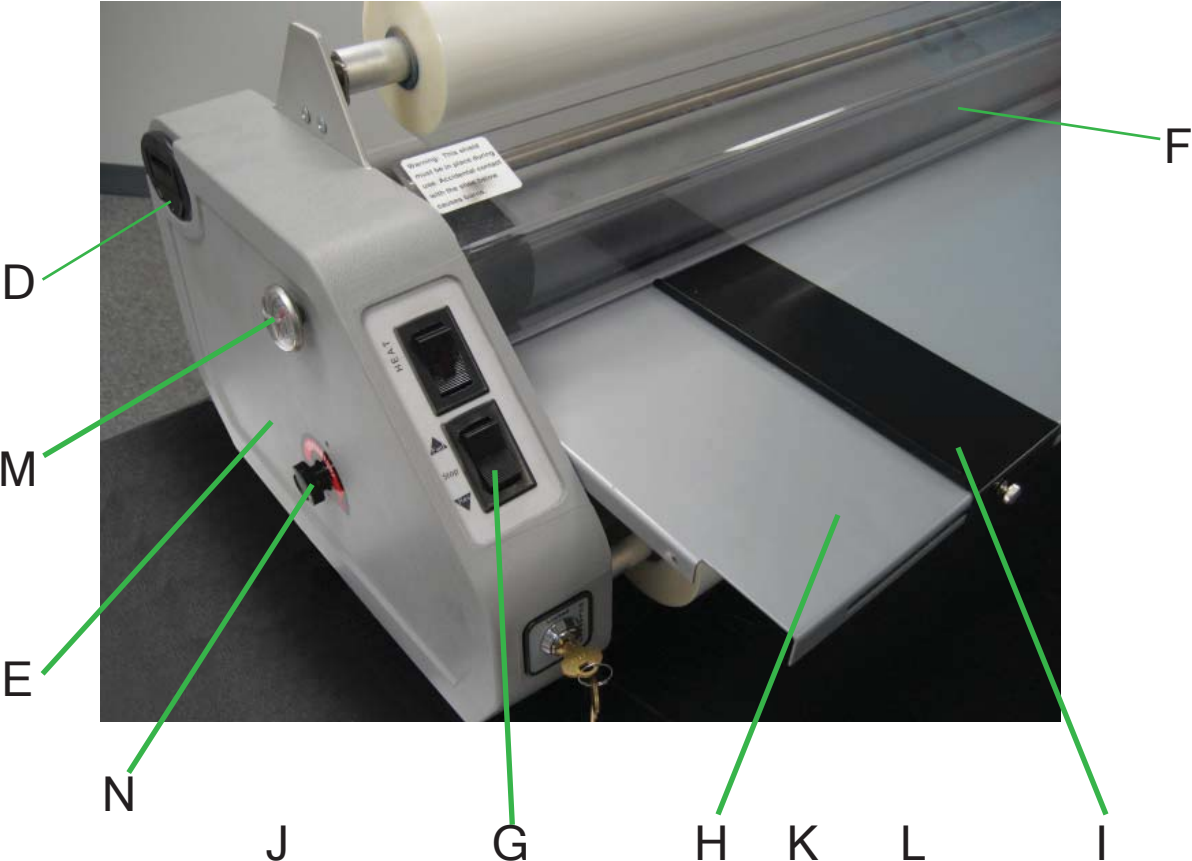
GENERAL DIAGRAMS

The Minikote EZ, offers a reverse feature. They are designed to laminate a variety of materials using up to 27" laminating film. The Minikote EZ is capable of lamination from 1 to 9 feet per minute and can be reversed by the push of a button. Tension Adjusting Knobs (L) are conveniently located on the Supply Mandrels (K) on the right side panel for easy access. A Control Panel (G) is located on the Left Housing (E), with a Motor Stop/Reverse switch (B), and a Heat On/Off Switch (A). The Feedtray (H) and Feed



Guide (I) provide a smooth, durable paper path and the Heat Guard (F) protects hands from hot surfaces inside. Teflon coated Heat Shoes (J) minimize friction. The Cutter (D) cuts and trims your laminated documents and the Keyswitch (C) prevents unauthorized usage.

GENERAL DIAGRAMS



I. Unpacking

Remove the laminator from its box by grasping the housings and pulling up. Do not use rollers or shafts as handles - this could cause damage. Choose a location for the laminator that is clean, well-lit and draft free. Make sure it is not in the path of any fans, room air conditioners, or positioned too close to the wall. The laminator comes to you ready to load the film onto the supply mandrels, thread the film through the machine, and install the feedtable.

II. Information About Laminating Film

Laminating film is made up of two layers: a glossy layer which gives the lamination its strength, clarity and rigidity, and a dull or matte side which is heat activated and serves as the “glue” to bond the film to the product being laminated. Once heated, small amounts of the “glue” side can stick to the heat shoes and rollers and must be periodically cleaned from the laminator.

Laminating film is available in a variety of different lengths, and thicknesses. The Minikote EZ Laminator is designed to use 1.5 mil (#150), and 3 mil (#300), film thicknesses.

III. Operating

A. Control Panel

The control panel is located on the left side of the laminator. This panel is used to control the various machine functions listed below.

Heat (A,M,N)

The temperature can be turned either “on” or “off” using the the heat switch (A) which is located on the control panel. The heat can be controlled manually using the heat control knob (N) located on the left housing (E). A thermostat (M) is also located on the left housing (E) and provides the current temperature of the laminator. Note: depending on room conditions and desired set point, it will take between 20 and 30 minutes for the laminator to heat up to desired temperature.

Motor (B)

To stop the motor, press the “Stop/Reverse” switch in the “Stop” (neutral) position. To start the motor, press the “Stop/Reverse” switch in the “Fwd” location. To reverse the motor, press the “Stop/Reverse” switch in the “Rev” location. The motor will remain in reverse as long as the button is depressed.

Additional Features

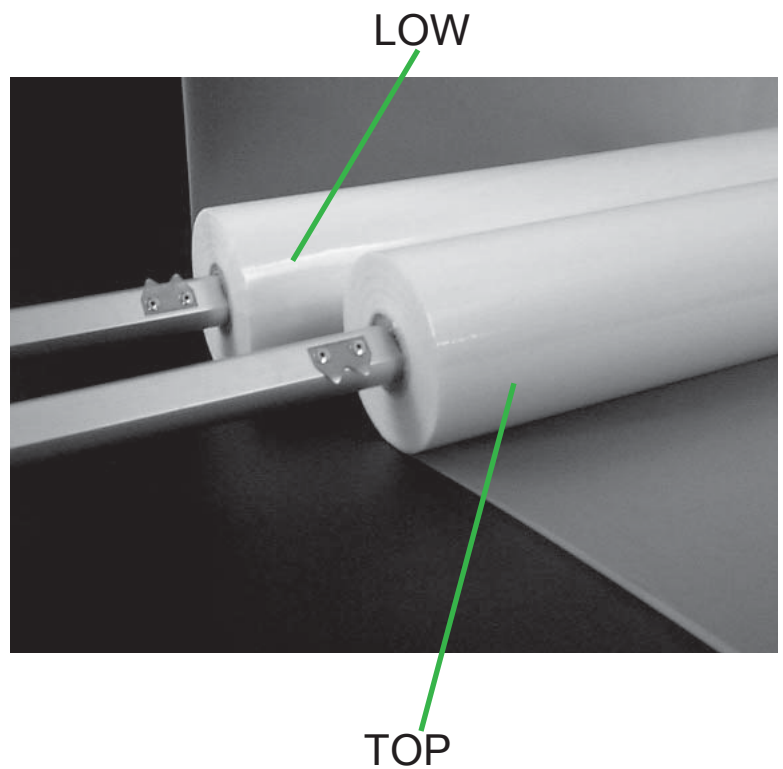
Keyswitch

The keyswitch (located just below the control panel) locks out the motor, allowing the machine to remain heated; yet, preventing unauthorized usage when in the locked position.

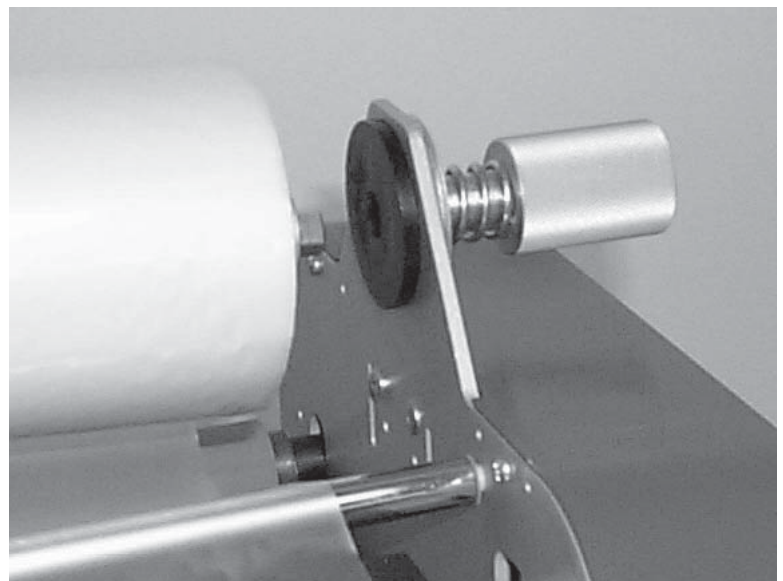
B. Loading Film: 1" Mandrel (K)

Unpack the upper and lower supply mandrels. The upper and lower mandrels are different. The word "TOP" is stamped on the shaft of the upper mandrel and the word "LOW" is stamped on the shaft of the lower mandrel. The ends of each mandrel are also different. The "hanger" end fits in the bracket on the left side of the laminator. The "slot end" fits into the tension adjuster on the right side.

Slide the film roll onto the mandrel by rotating the mandrel in the opposite direction of the gripper points, leaving equal lengths of mandrel sticking out of each end. The film roll will slide over the gripper, which will keep the roll from turning on the shaft.

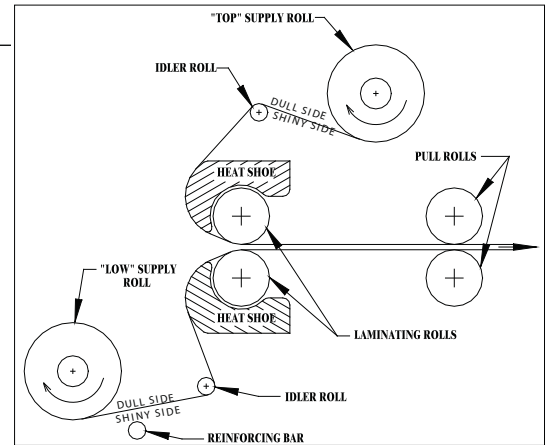


Load the mandrel on the laminator by inserting the slot end of the mandrel into the tension adjuster on the right side and then lowering the hanger end into the bracket on the left side.

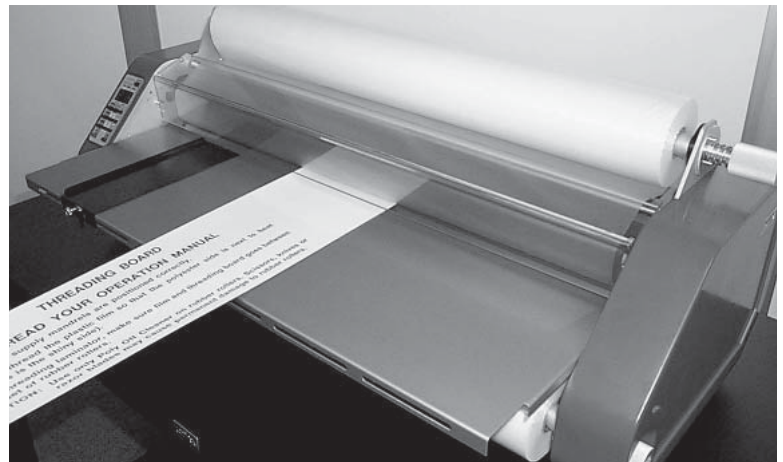


C. Threading the Film

Remove the feed tray and the heatguard. Thread the film as shown in the figure on the right. Pull the film around the idler rollers as shown. **Do not mistake the reinforcing bar for the idler roller. Make sure the glossy and dull sides of the film are as indicated in the diagram.** Position the threading board provided.



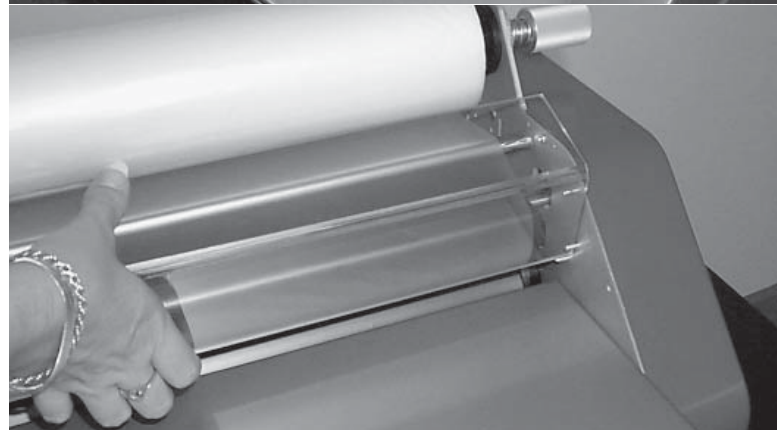
Turn power and keyswitch to on.



Start the motor by pressing the "Fwd" button. Feed the threading board and film in between the heat shoes. This will pull the film through the rollers until it comes out the back of the laminator.



Slide the top and bottom film rolls from side to side on the mandrels so that the film is perfectly aligned top and bottom (Note: overlap will cause the film to deposit residue on the heat shoes and rollers, so this procedure is critical). Replace feed tray and heat guard.



D. Laminating

After the machine is loaded with film (see B. Loading Film: 1" Mandrel) and threaded (see C. Threading the Film), it is ready to laminate. Ensure that the laminator has reached the preset temperature. This will be indicated by the ready light being illuminated. Place document on the feedtable and align with the feedguide to assure straight and even lamination. Start the motor with the "Fwd" button and if necessary, adjust the supply roll tension (see E. Supply Roll Tension Adjustment). With both hands, guide the document into the throat of the laminator. While the document is pulled into the laminating rollers, keep document flat on the feedtable while applying a slight back pressure. As the document exits the rear rollers, allow 3" to 6" of film to clear the rollers at the end of your document and turn the motor switch to stop. Using the hand held cutter, hold tension on the laminated document and slice through the film to release the document. Multiple documents can be run successfully if desired and cut at a later time.



E. Supply Roll Tension Adjustment (L)

Top and bottom supply rolls should have about the same tension. By turning the top roll with one hand, and the bottom roll with the other hand, it can be determined if one of the rolls is tighter than the other.

Note: Too much tension can destroy film, documents, and damage the machine.

Adjust the tension to the minimum amount required. Do this by loosening the tension knobs until there is no tension on the film. With the machine threaded and at operating temperature, turn the motor switch to forward. Tighten the adjusting knobs only until the wrinkles in the film are removed.



Note: As the diameter of the film roll decreases, tension should be reduced.

To increase tension, turn the adjusting knob clockwise. To decrease tension, turn the knob counterclockwise. If the tension is not equal top and bottom, the laminated product will curl. If the material curls **up** as it comes out of the machine, the top roll is probably tighter than the bottom. If it curls **down**, the bottom roll is probably tighter.

Note: Make sure the black disks are flat against the sidepanel. They should be rotating, both top and bottom, while film is feeding.

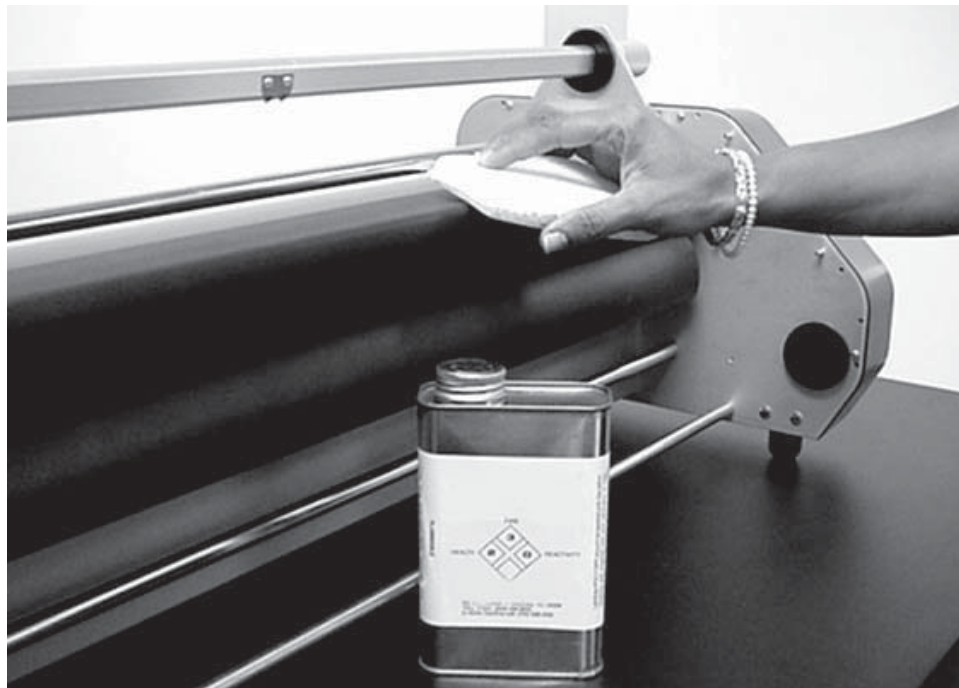
V. Maintaining the Minikote EZ

A. Care and Cleaning

In the normal course of operating the Minikote EZ, dirt and adhesive will accumulate on the heat shoes and rubber rollers (Laminating produces static electricity which attracts airborne dust and dirt). Regular inspection and cleaning will assure that this does not become a problem.

Never use hard, sharp, or abrasive items to clean the heat shoes. The shoes are coated with a non-stick surface that could easily be damaged. Likewise, do not use sharp metallic objects or steel wool to clean the rubber rollers. Any scratches, indentations, or marks left on the rollers will appear on the laminated product.

To clean the shoes and rollers, use a clean, lint-free cloth. Some suggested solvents are Poly-Off®, rubbing alcohol(isopropyl), fingernail polish remover(with acetone), and Goof-Off® spray.



B. Specific Troubleshooting Guide

	Increase Heat	Decrease Heat	Worn, Dirty, Or Damaged Rollers	Increase Tension On Supply Rolls	Dirty Heat Shoes	Moist Or Coated Product	Decrease Tension On Supply Rolls	Check Threading Diagram
Wrinkles on Film (side to side)		●	●	●				
Wrinkles on Film (lengthwise)		●			●		●	
Plastic not bonding	●							
Bubbles or Blisters		●	●			●		
Impressions on product			●					
Squeaking sounds						●		●
Film narrowing on shoes						●		●
Film wrinkling on shoes	●			●				
Continuous blemish			●		●	●		
Cloudy film	●							
"Orange Peel" Finish		●						
Film sticks to rollers			●					●
Film sticks to shoes					●			●
Film won't stay aligned								●
No seal on edges	●			●				
Poor seal - one side only					●			

C. Removing a "Wrap-Around"

A "wrap-around" occurs if the film exiting the rear rollers curls around one of them causing the laminate to wind around the roller.

If the wrap-around is not severe, simply use the reverse feature and back the film out. **Make sure to remove the Feed Table before reversing the machine!**

For extreme wrap-arounds (i.e. when plastic and/or product have wrapped around the rubber rollers several times) follow this procedure:



Shut the machine off! Minikote EZs have set screws at both ends of each laminating and pull roller. With the use of a 3/32 hex key, loosen all four set screws on the pull rollers. Cut the plastic between the laminating and pull rollers, grab the loose end and pull. The rollers will rotate freely on the roll shafts and the “wrap-around” will easily unwrap. Tighten all the set screws and rethread the film.

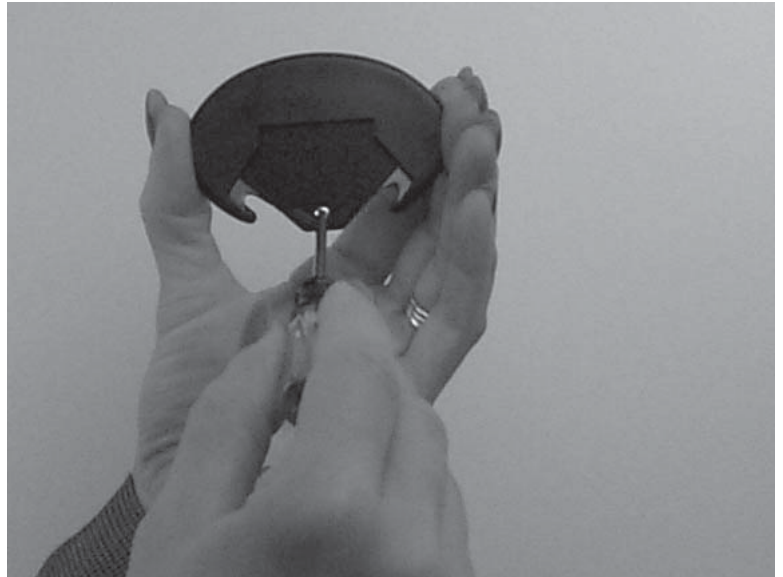
Appendix A

Replacing the hand held Cutter Blades.

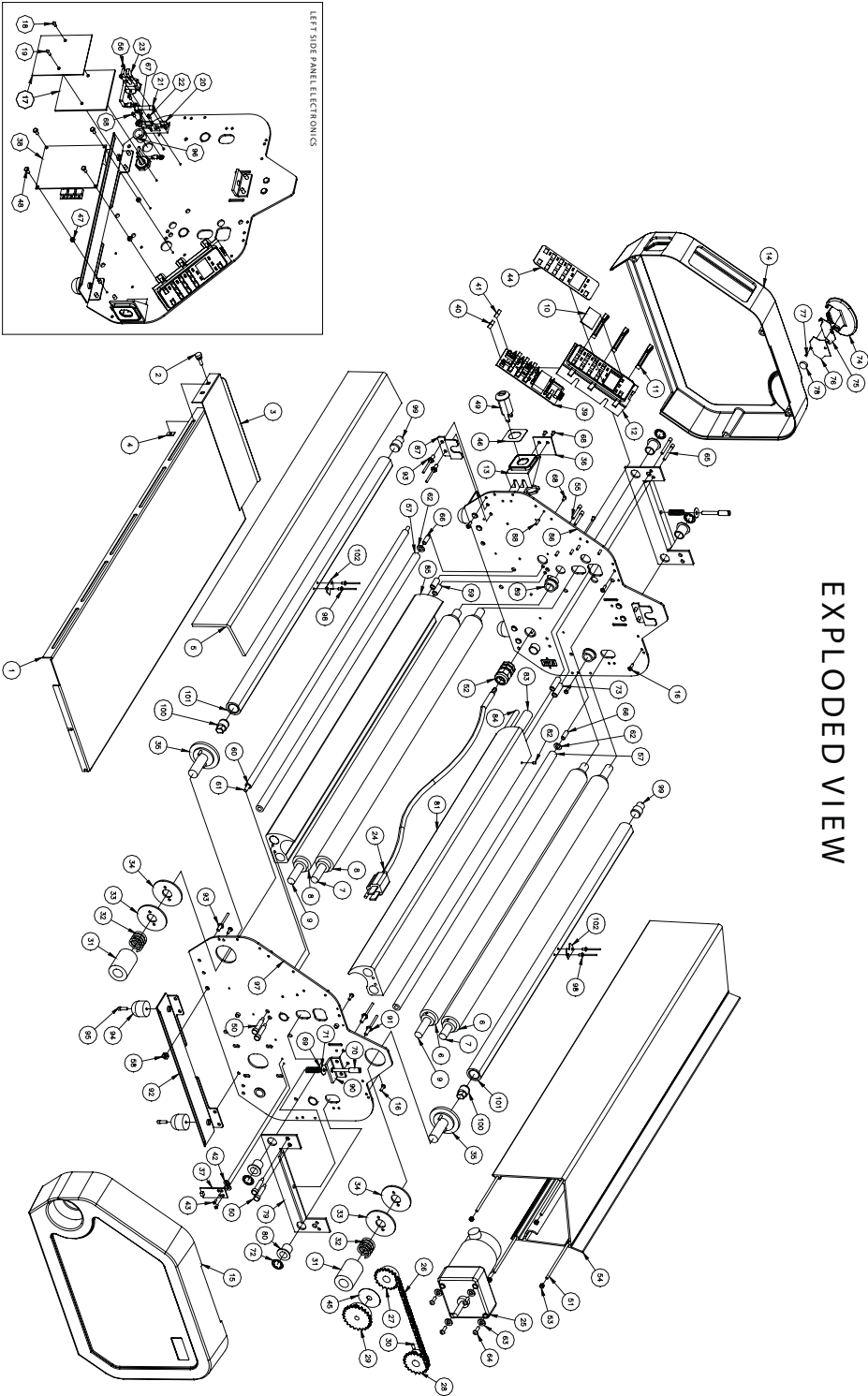
The hand held cutter blade can be replaced by removing the small screw on the back of the cutter, then removing the cutter back.

Caution: The cutter blade is extremely sharp. Please handle carefully and dispose of properly. Remove and discard the old blade. Re-install cutter back and screw.

Caution: Do not over tighten screw.



EXPLODED VIEW



LIMITED WARRANTY

Dealer, warrants to the original consumer purchaser that each new Minikote EZ Laminator which proves defective in materials or workmanship within the applicable warranty period will be repaired or, at our option, replaced without charge upon its return as outlined below. The applicable warranty shall be one year from date of purchase. "Original consumer purchaser" means the purchaser who first purchased the product covered by this warranty other than for purpose of resale.

Liability for breach of any warranty express or implied shall be limited to the repair or replacement, at dealer, option, of the defective item. Dealer shall not be liable for damages arising out of, or in connection with the use or performance of any product. Any implied warranty shall be limited in duration to the duration of this warranty. Some states do not allow limitations on how long an implied warranty lasts for the exclusion or limitation of consequential damages, so the above limitation may not apply to you.

There are no consumer serviceable parts in the Minikote EZ Laminator. If you require service under this Warranty, contact your dealer to obtain Return Authorization (RA), pack the product in its original packaging (or request the same from Technical Service when requesting the RA), and include a description of the malfunction and proof of date of purchase. Technical Service will arrange for the Minikote EZ Laminator to be picked up by a freight company. Failure to return in original packaging could void this warranty. The Warranty extends to and is enforceable only by the original consumer purchaser, and only for the period which the product remains in the possession of the original equipment purchaser. This Warranty does not cover any defect or malfunction due to the use of faulty non- Minikote EZ Laminator materials, unreasonable use or abuse of the machine, or failure to provide reasonable and necessary maintenance. This Warranty gives you specific legal rights and you may have other rights, which vary, from state to state.