

Clearing Film Jams in the LEDCO Educator

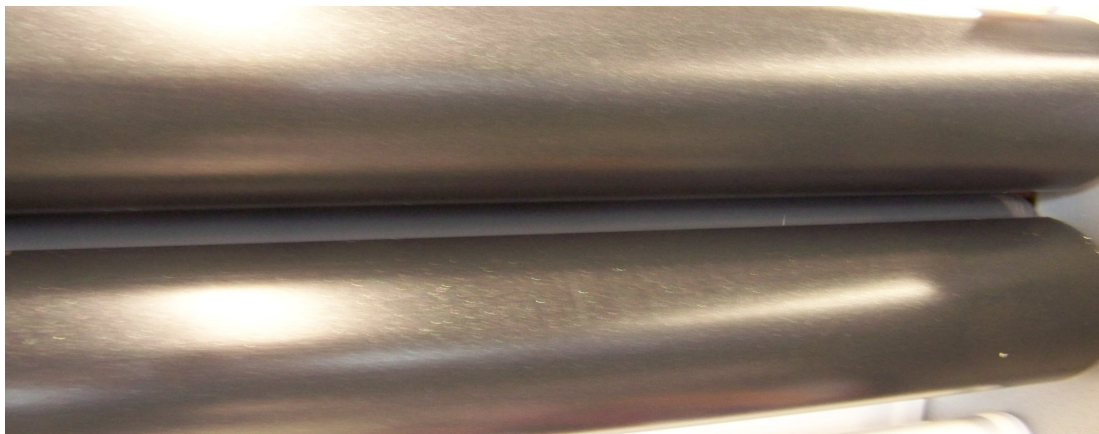
Improper film loading is the most common cause of film becoming wrapped around the rubber rollers in a laminator. Other causes are:

- **one of the film rolls running out of film**
- **improper tensioning on the film**
- **operating the machine up against a wall**
- **running the machine before it is up to temperature**

These conditions usually occur when someone unfamiliar with the operation of the unit attempts to operate the machine or load new rolls of film. Film has adhesive on one side and is smooth on the other. If you load the film upside down, **IT WILL STICK** to the rubber rolls and will be very difficult to remove. Please refer to the instruction manual when loading new rolls of film. The machine comes with a training video and an operator's manual. We urge anyone who will be operating the machine to review this information. **Since wrap arounds are an operator issue they will not be considered a warranty repair.** Should a wrap around occur, you can remove it yourself with a few simple tools. NOTE: Always unplug the machine before beginning disassembly.

Below are some tips to help you remove it:

1. **STOP!! If film is going in but not coming out it is wrapping around the rubber rollers. Stop the machine immediately! If you don't let too much film wrap around the rollers you can usually just put the machine in reverse, pull on the film and back it off of the rollers. Turn the heat off immediately! The longer the heat is on, the more the film will cook onto the rollers and the more difficult it will be to remove!**
2. **If the film is wrapped around the front rollers** you can try to grab an edge of the film with a non metal object such as a plastic letter opener through the slot between the heat shoes in the front.



Be very careful not to scratch the heat shoes or it will leave marks in the lamination! **Do not try to cut the film off of the rolls.**

The film is harder than the rubber rolls so you will not be able to tell when you are cutting just the film and not the rubber rolls. Sliced rubber rolls will leave marks in all of your lamination and will come apart in short order.

****YOU WILL CUT THE ROLLS IF YOU USE A KNIFE *****

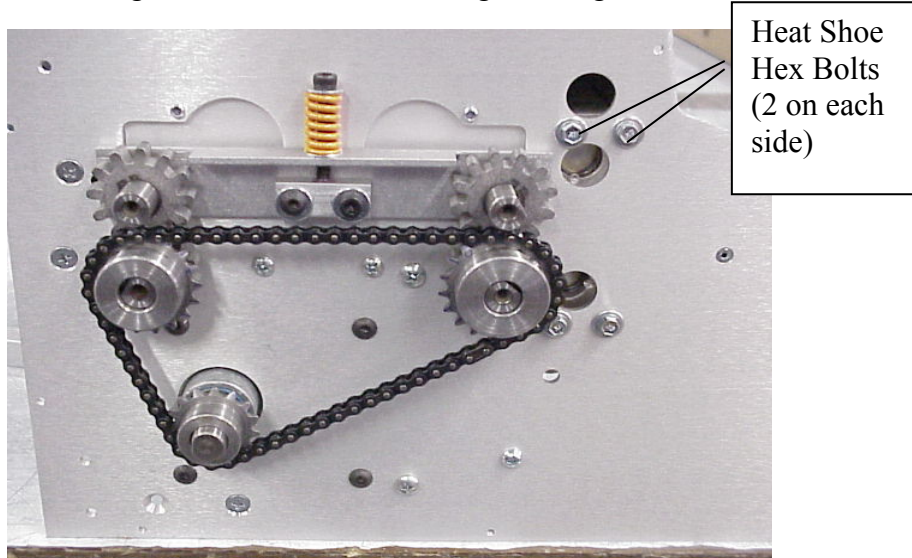
Run the rolls in reverse and try to pull the film off as the rolls rotate. If you cannot grab an edge of the film then you will need to remove the top heat shoe to get better access to the rubber rolls.

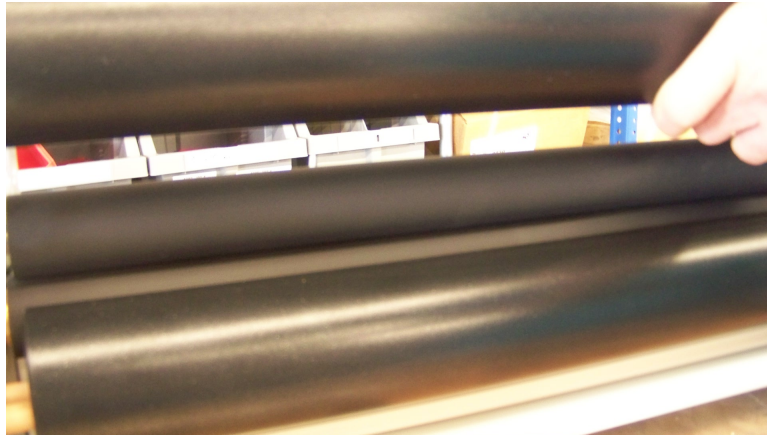
3. To remove the top heat shoe, you will need a small phillips screwdriver, a set of small allen wrenches, and a 1/4" nut driver. Depending on the vintage of the machine, you may need a very small flat screwdriver similar to an eyeglass screwdriver.
 - A. Remove the heat control knob. There is a small hole in the knob where there is a screw that holds the knob on the heat control shaft. This is either a small slotted screw (in the older machines) or an allen head screw.
 - B. Remove the plastic side covers from each side by removing all of the small phillips head screws. You will need to remove the acorn nuts that hold the safety shield on as you remove the screws in the front.



- C. There are 2 self tapping 1/4" head hex bolts on each side of the heat shoe. You will need to remove these from both sides of the top heat shoe. Be very careful not to scratch the heat shoe or it will leave a mark in all of your lamination. After the shoe is loose, it is a good idea to wrap it in a towel to protect it. You will not need to unhook the wires as all you need is to move it out of the way so you can access the rubber roller.

Do not lose the heat shoe spacers as you will need to put them back on when reattaching the shoe. NOTE: The longer ones go on the left side.





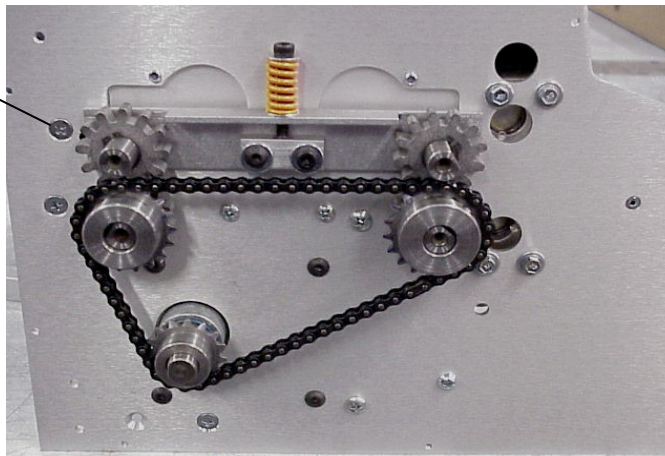
Top heat shoe removed for roller access

With the rubber roll exposed, find an edge of the lamination and peel it up. Plug in the machine and reverse it in small increments until you free all of the film from the roller. Use caution as there is exposed electrical connections on the control panel side and chains and gears on the left side. If the film is also wrapped around the lower roller, you can remove the 4 screws that hold the lower heat shoe on as well to access the bottom roller. Remove any residual glue using a hard pink pencil eraser or a scotch sponge with a cleaner like Formula 409.

- D. Reassemble the machine in reverse order. When replacing the heat control knob, turn the shaft counterclockwise until it stops. Slide the knob onto the shaft and tighten the set screw down with the hash mark on the knob pointing towards the lowest setting on the decal on the cover.

If the film is wrapped around the back rollers you will also need to remove the side covers as in steps A & B above. You will then need to remove the rear rubber roller cover to access the rear rolls. There are 2 countersunk phillips head screws (one on each side) that hold the rear part of the cover on. Remove these two screws and the cover will swing forward exposing the rear rollers.

Rear rubber
Roller cover
Screw (one
on each side)





Rear roller cover removed

You can then rotate the rollers until you can grab an edge of the film and then reverse the machine to remove the film from the rollers. Once the film is removed, reassemble the machine.

If you are unsure or uncomfortable performing any of these procedures please call LEDCO Service and we will assist you in finding qualified repair personnel in your area.

Thank you,

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