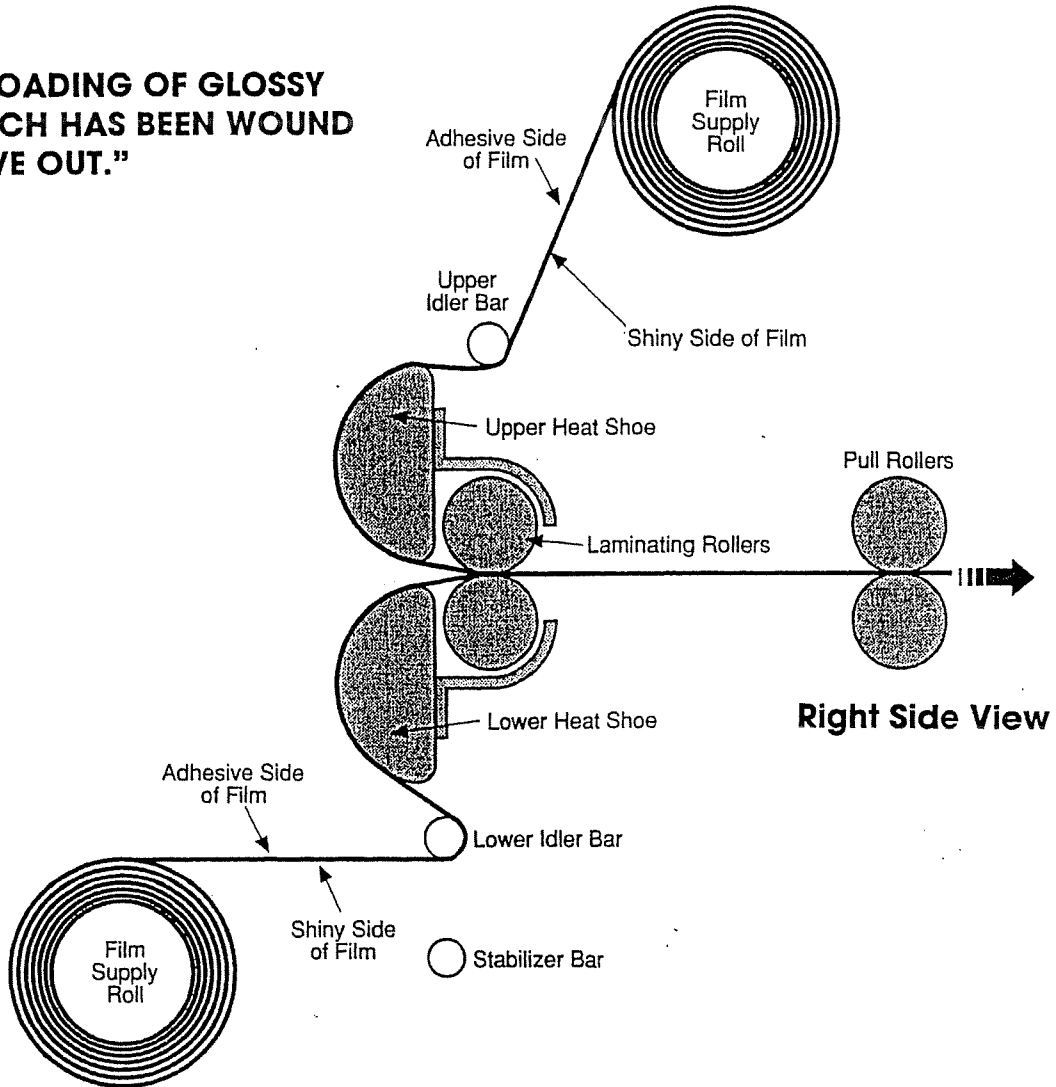


3. Review the threading diagram **Remember, the shiny side of the film must always go against the shoe. The dull (adhesive) side must face away from the shoe.**

With the top roll of film centered on the mandrel and the shiny side facing down, pass the film under the lower idler, over the top idler, and then drape it over the top heat shoe. You are now ready to load the bottom supply roll mandrel.

**SHOWS LOADING OF GLOSSY FILM WHICH HAS BEEN WOUND "ADHESIVE OUT."**



4. Load the bottom roll of film onto the mandrel in the same manner as the top roll. Remember, the **shiny side of the film must always go against the shoe. The dull (adhesive) side must face away from the shoe.** Make sure the two rolls are aligned with each other before going to the next step. Pass the web under the idler bar near the bottom heat shoe. Use extreme care if the heat shoe is already heated up. Pull the bottom web up and drape it over the top web. When the machine is hot, the two webs will stick to each other. If threading while cold, use tape to hold the bottom web in place.

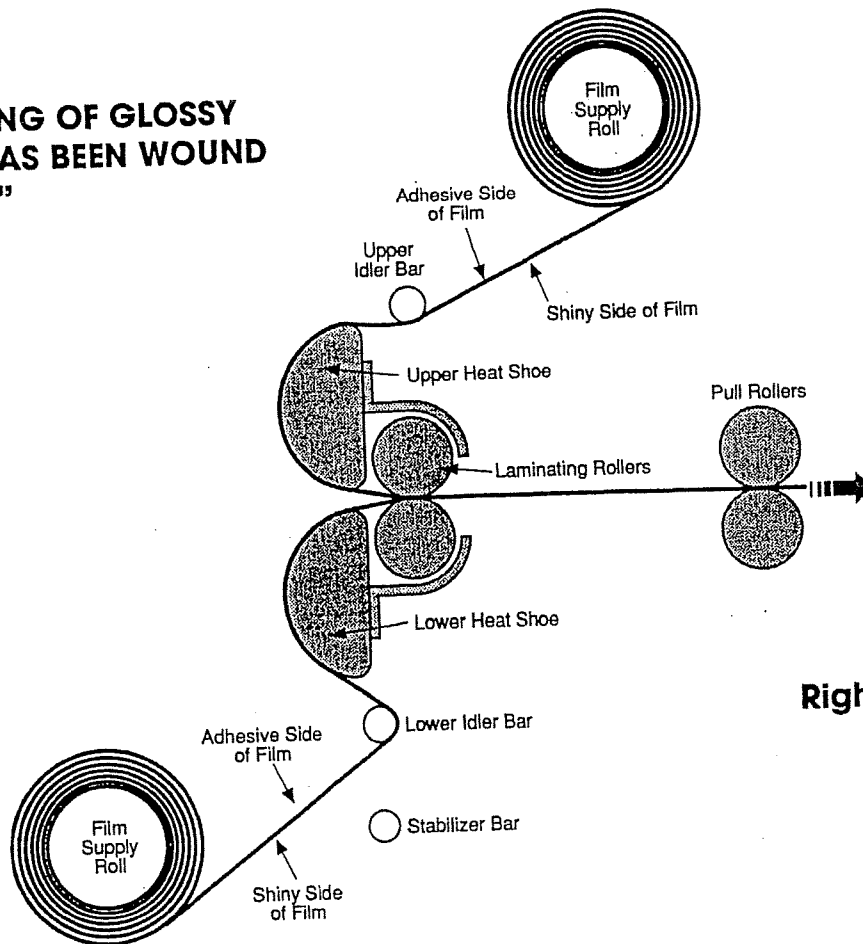
5. With both rolls threaded and installed in their respective brackets, unwind the top and bottom supply rolls about a half-turn each. This will provide enough slack in the web to allow the feed tray to slide on easily.

6. Slide the feed tray into position. Position the safety shield forward toward the heat shoe. Remember the drive will NOT engage without the feed table and the safety shield in their proper positions.

7. Make sure there is still enough slack in the web. Close the laminating rollers with the two large knobs on the right side of the unit. With the film draped over the two heat shoes, and melted or taped together, push one edge of the threading card between the heat shoes so that the film is firmly positioned against the laminating rollers. Make sure the rubber rollers are in the closed position. If a threading card is not available any piece of card stock or poster board will work.

8. Push the forward drive switch. If the film and the card are in the nip (the point where the laminating rollers meet), the film and the threading card will start into the laminator and will pass through both sets of rubber rollers. When the threading card has cleared the back of the machine press the STOP switch.

**SHOWS LOADING OF GLOSSY  
FILM WHICH HAS BEEN WOUND  
"ADHESIVE IN."**



**Right Side View**