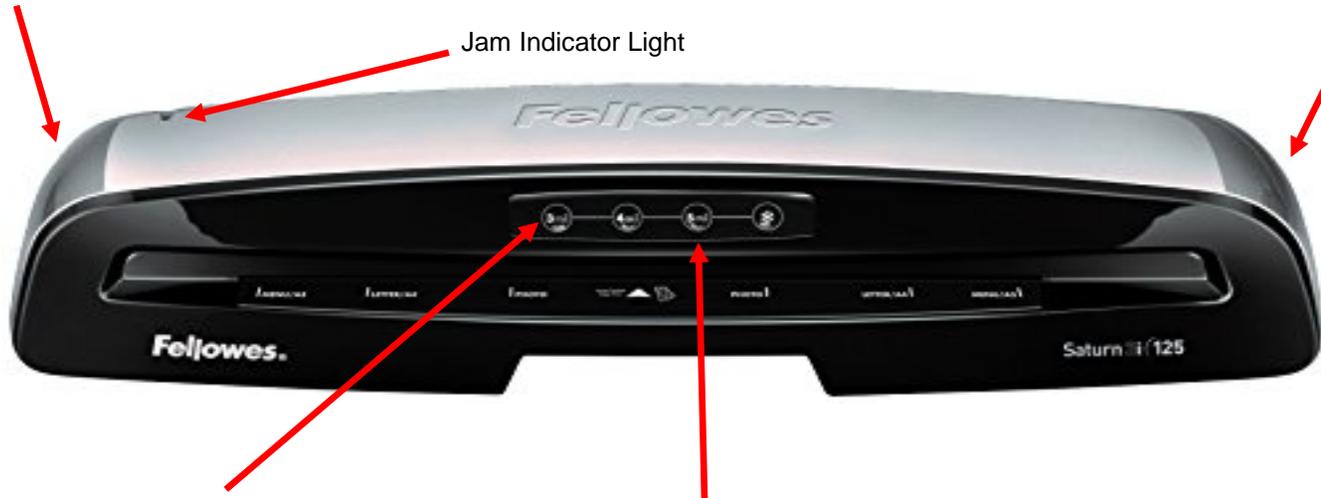


Instructions for Laminating with your Fellowes Saturn 3i 125

Jam Release Lever on back left side.

On/Off Switch on back at bottom right.

Jam Indicator Light



When you turn on your machine it will automatically go on at the 3 ml setting. Laminating pouches come in varying thicknesses requiring different heat settings.

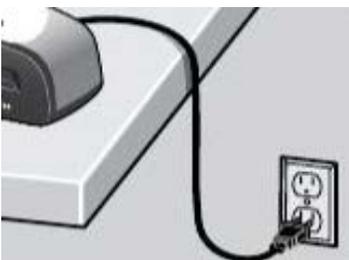
For bookmarks (both sizes), luggage tags, and recipe card pouches, select the 5 ml setting.

You may use 3 ml, 4 ml, 5 ml, or cold seal pouches.



8.5 x 11" and 8.5 x 14" pouches provided are 3 ml unless marked.

Bookmark (both sizes), luggage tag, and recipe card pouches provided are 5 ml unless marked.



STEP ONE: Plug in the laminator.



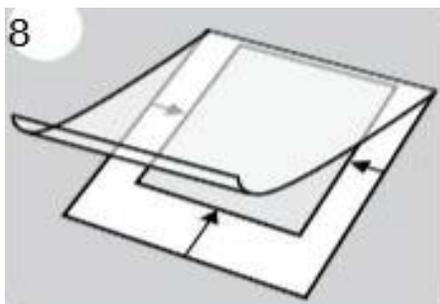
STEP TWO: Find and turn ON/OFF switch on back at bottom right.



STEP THREE: While the laminator is heating the lights on the various thickness settings will be flashing, then it will automatically set to 3 ml. SET this to the thickness of your pouch, by pushing the correct thickness button. See above.

Beep:)))

A beep will sound and the thickness (temperature) setting button will stop flashing and remain on. You may now feed in your prepared pouch. Make sure you only have one pouch. They tend to stick together



Laminating Pouches have one sealed edge. Place item to be laminated into the pouch, usually close to the sealed edge, and make sure that you have even plastic edges around the parameter--at least 1/8" wide.



Feed the pouch, sealed edge first centered into the front. The feeder rollers will pull the pouch through the machine.

The small bookmark that is sealed on the long side should be fed in with one of the short sides going in first so it does not get stuck in the machine.



The pouch is still slightly hot. You may smooth the pouch flat by using a cloth (or a gloved hand) to press down starting with the sealed edge and moving to the opposite edge. This may not be necessary but it might help to create a good seal.



As soon as the entire laminated pouch has exited the back (don't pull it through), you should bring it to your table and lay it flat.

Always pull out the last pouch before feeding in the next pouch.

If at any time a pouch becomes stuck or is going in crooked, you may push the jam release button on the back left of the laminator.

If you cannot remove the pouch because it is too narrow to grab it from the front or the back, try pushing in a finished bookmark by slipping it inside the stuck pouch to help it feed through.

Don't forget to turn off the Laminator. To be extra safe, turn off the switch, and if you are done for the day, unplug the unit. The machine is designed to automatically stop heating if it is not used for 30 minutes, but to be safe, please turn off the machine when not in use. Allow the machine cool before putting it away.

Tips to make easy bookmarks:

Cut two rectangle shaped graphics. Your rectangle should be cut about 1/2" shorter and narrower than the bookmark sleeve--this will give you a 1/4" plastic boarder around the edges. Put them back to back centered into the pouch. If you like your bookmarks studier, you may wish to insert a piece of cardstock between the two graphics. If you have a hard time keeping the front, back and middle together as you insert them into the sleeve, use a glue stick to hold them together.

You may use wrapping paper, printed photos of family or art (on card stock or paper), magazine pictures, fabric, original works of art, scrapbook or construction paper, etc. Care should be taken to cut both pieces the same size.

When making luggage tags, you may use a business card or hand written or printed contact information on both sides or just one side. The back side could be the same kinds of materials that you can use in bookmarks. To match the size of a standard business card, cut your design to 2" x 3".

TIP: If you have a hard time cutting fabric evenly, try cutting your "cotton" fabric with the Laser Cutter at your Library Innovation Studio.