

How to use the Matrix Duo Laminating System

MD-460, MD-650

Please read these important points before you begin using the Matrix Duo system. ..

- Ensure no loose objects such as ties or long hair could be a hazard
- Make sure you have plenty of space around the machine, particularly at the front and rear of the laminator
- Ensure there are no loose cables around that people could trip on
- Ensure the machine and the power cable/sockets are not damaged in anyway
- Do not allow children to operate this machine
- Make sure you have read through this document thoroughly before commencing operation
- Do not plug in and begin to warm up the laminator until instructed to do so in this guide. You must ensure the correct set up of the film before heating the laminator

Step 1 - Getting started - Single sided

- Unpack your laminator carefully and place on a flat, sturdy working area.



Step 2

- Carefully remove the safety guard from the machine



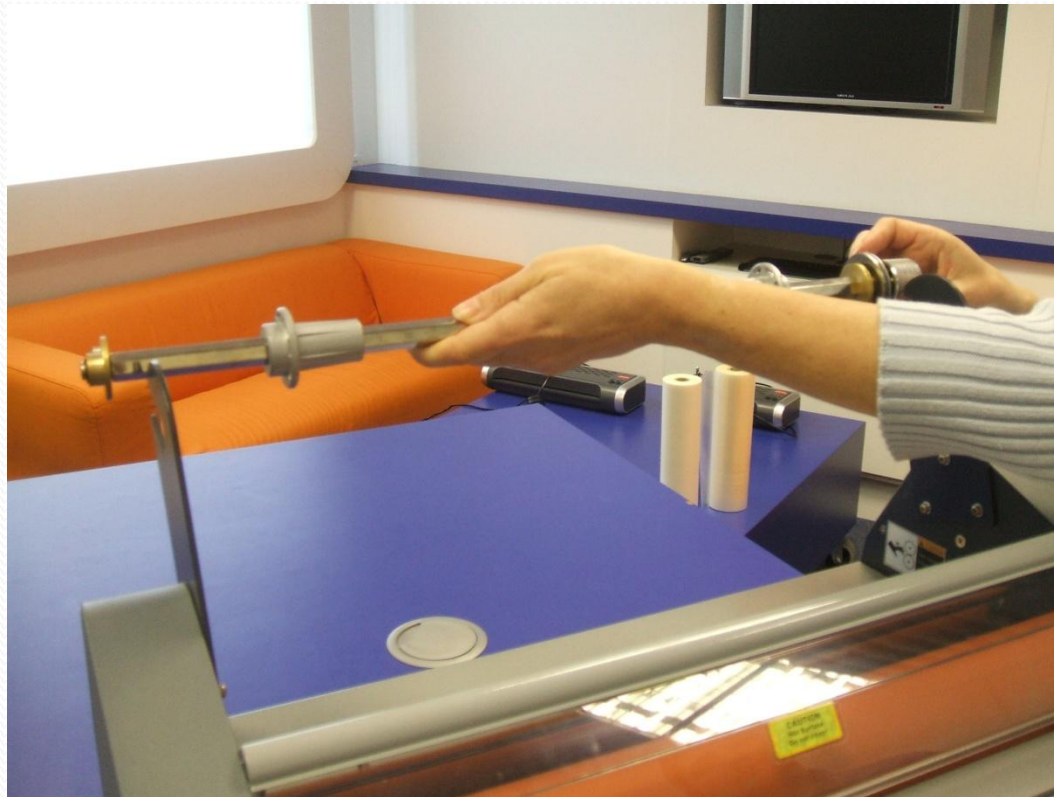
Step 3

- Carefully remove the feed tray by retracting interlock bolt



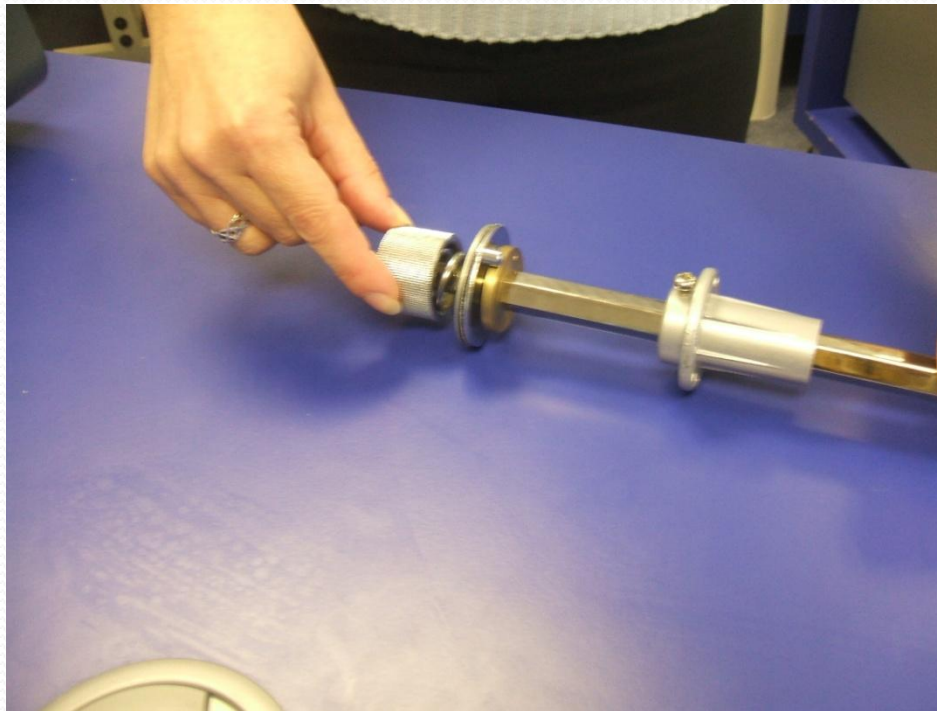
Step 4

- Remove the top mandrel



Step 5

Completely unscrew the tension handle on the removed mandrel.



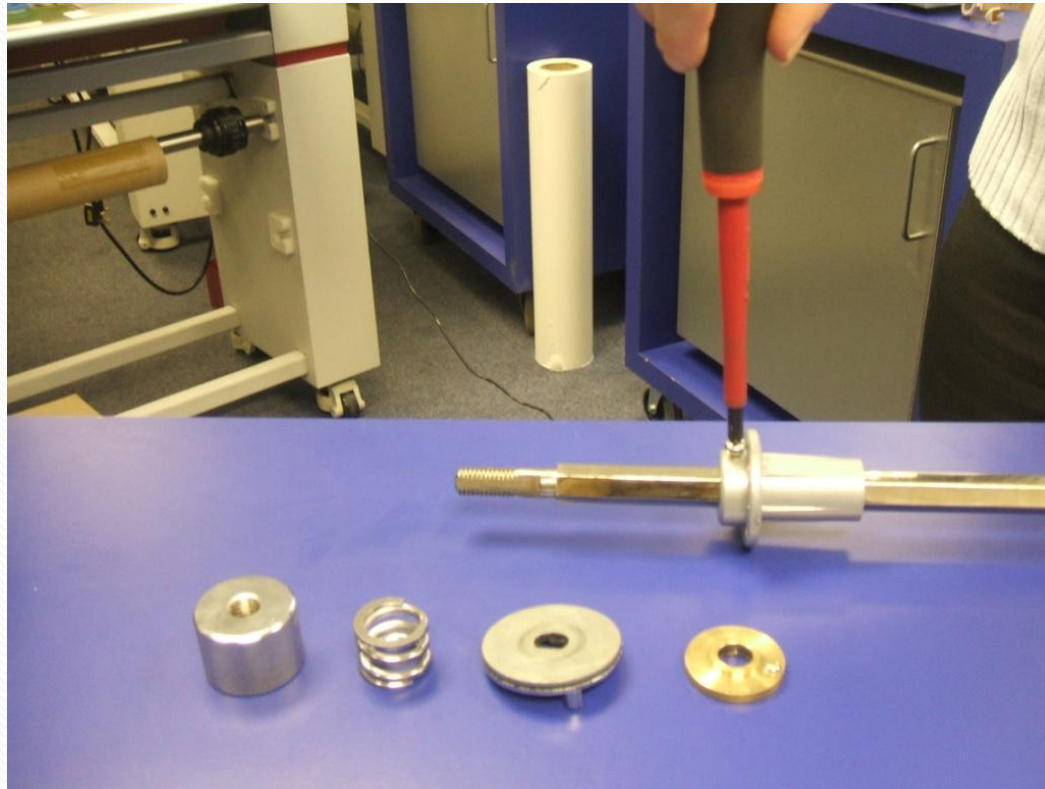
Step 6

- Remove all components (tension handle, spring, tension plates and bearing) lay the parts out in order (as shown) so they can be easily refitted in the correct order.



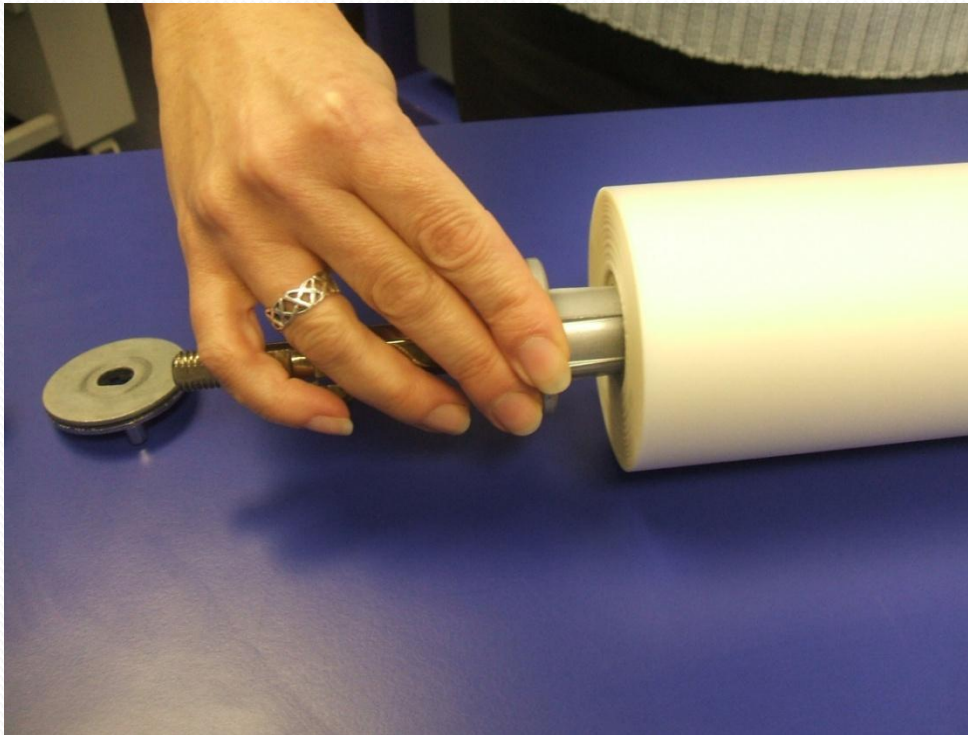
Step 7

- Using a phillips head screwdriver loosen the screw to remove the grey core holder.



Step 8

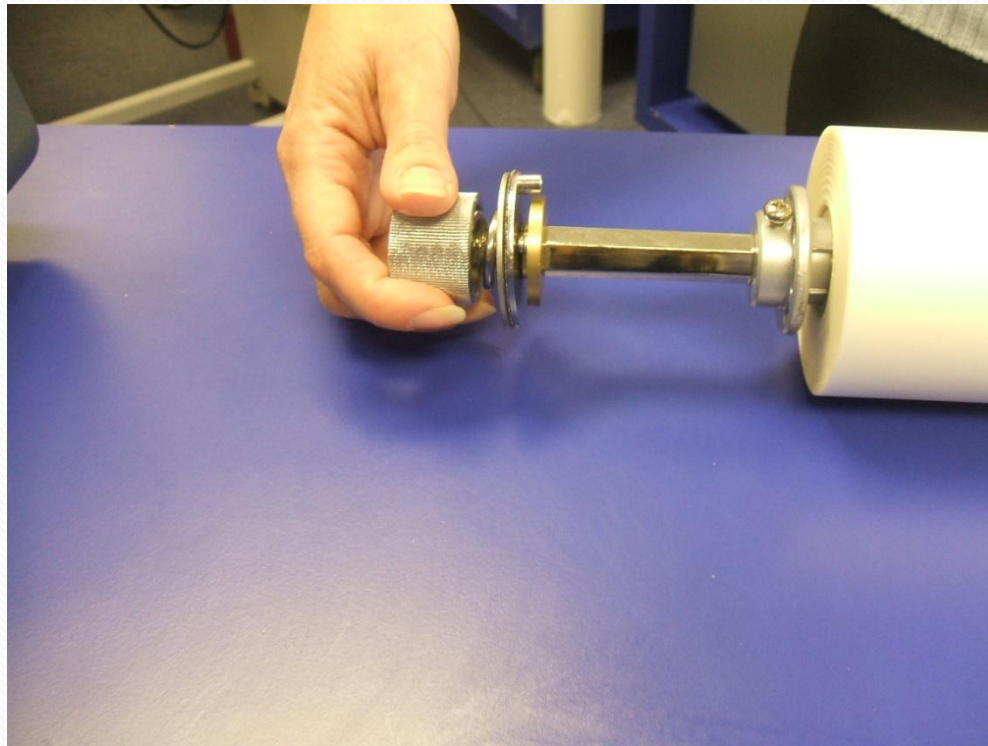
- Load the film onto the mandrel and make sure it is loaded with the film coming off the bottom of the roll with the adhesive side up. Tighten the screw back up with a screwdriver.



PLEASE NOTE -
The Matrix Duo will
also accommodate 3”
core rolls of film to
take 1000M rolls of 30
micron OPP laminating
film.

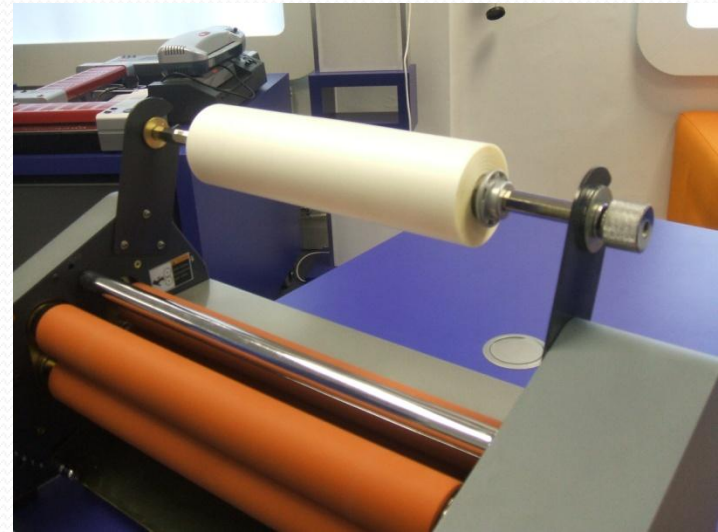
Step 9

- Refit components on the end of mandrel as shown



Step 10

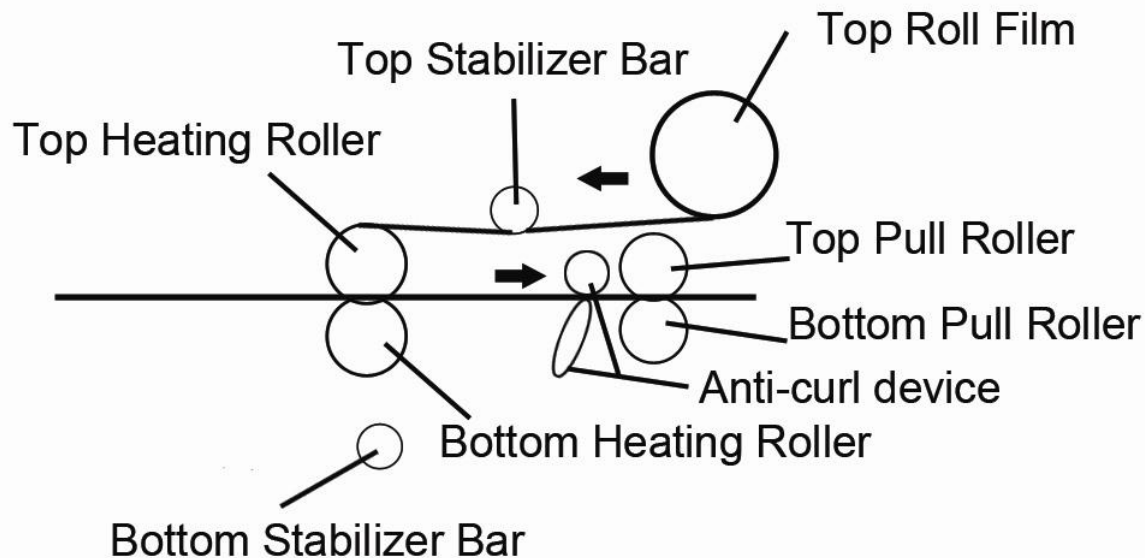
- Refit top mandrel complete with film as shown.



Step 11 - Film Threading Diagram

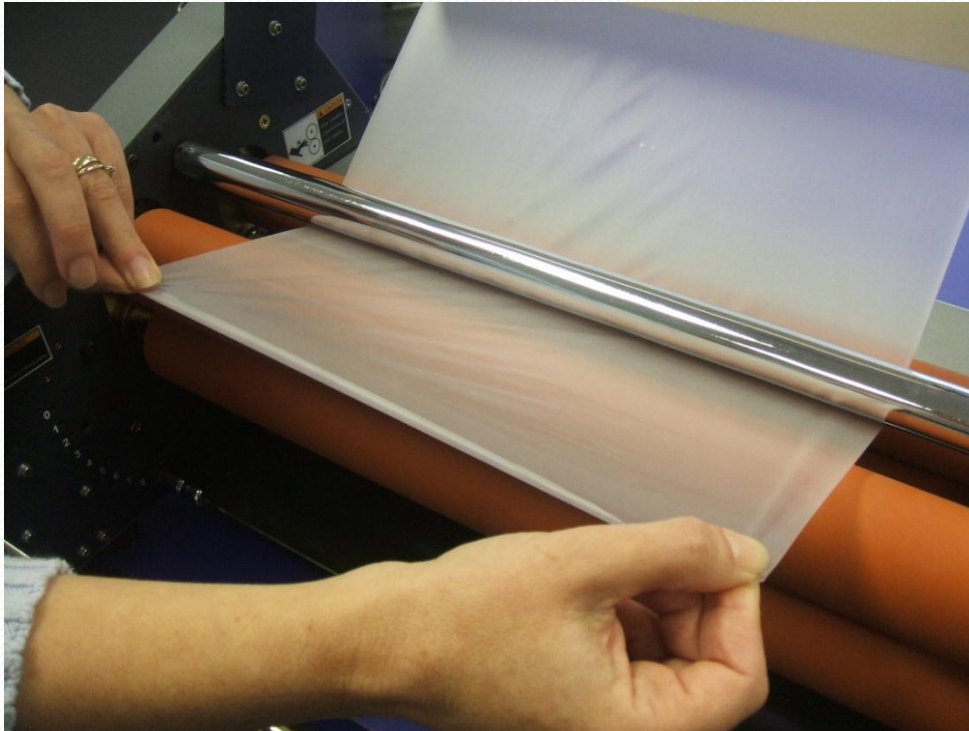
Single Sided Lamination

Film Under Top
Stabilizer Bar



Step 12

- Thread film from top mandrel down under top idler bar and over top laminating roller surface as shown (ensure film is loaded with adhesive side up)



Step 13

- Lift top roller by turning roller pressure handle anti-clockwise.



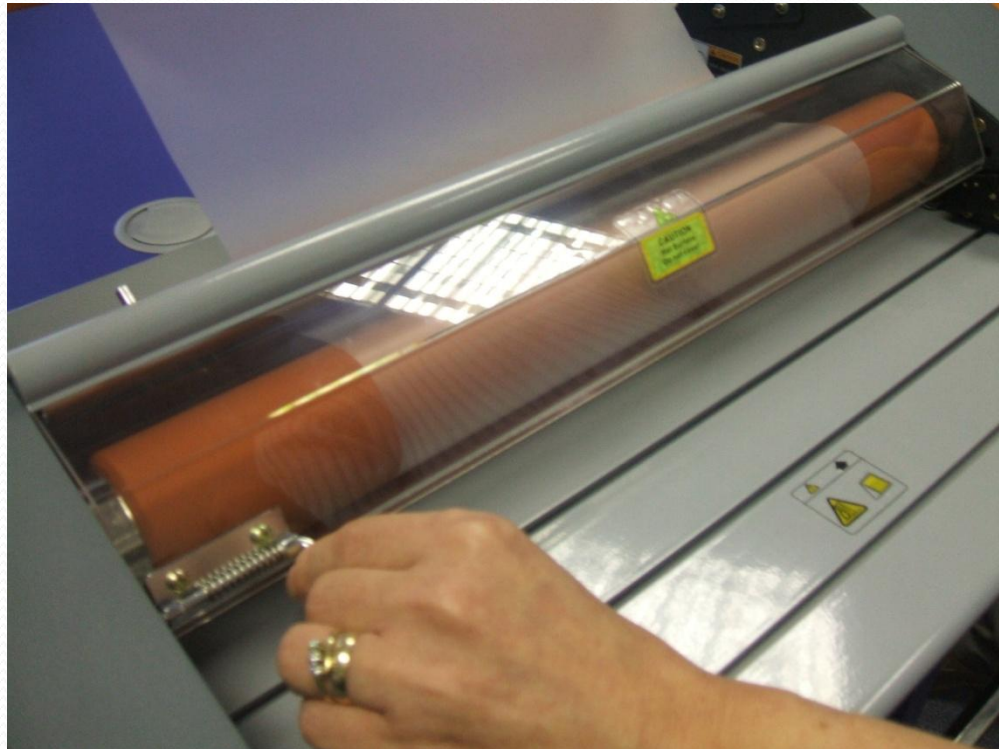
Step 14

- Refit feed tray



Step 15

- Refit the plastic guard



Step 16

- Plug the system in.



Step 17

- Select the heater switch to “TOP HEAT”



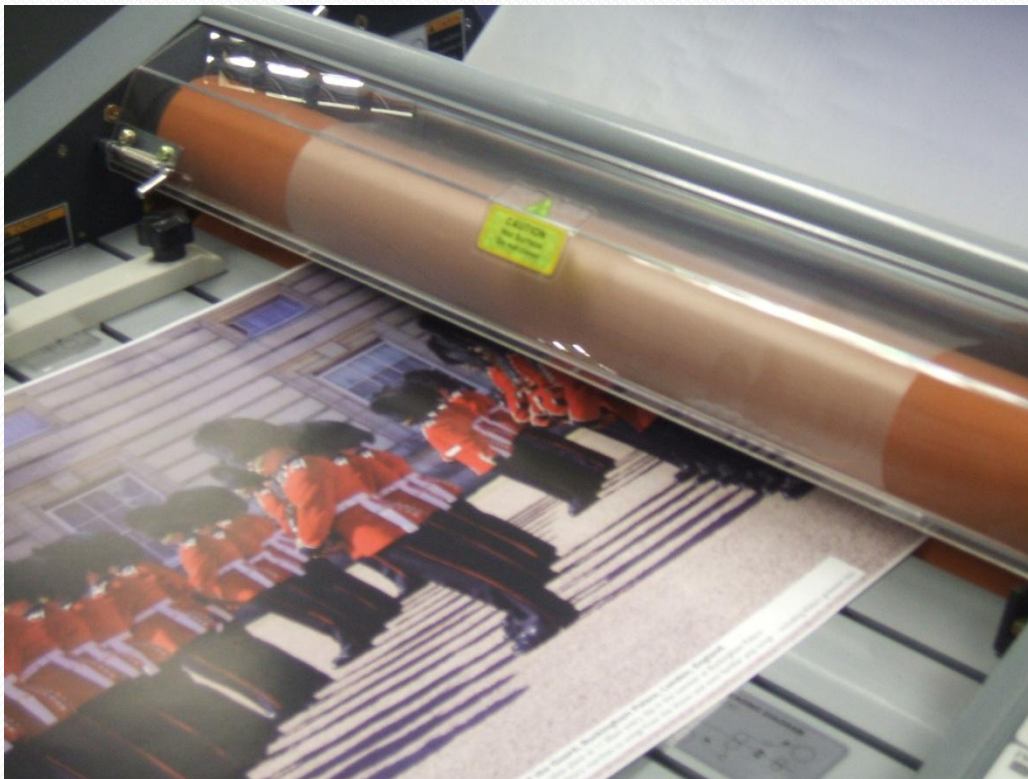
Step 18

- Turn the main power switch “ON”



Step 19

- With the rollers still gapped push a document into the 'Nip' of the rollers to stop any adhesive making contact with the bottom roller.



Step 20

- Press the 'HOT' button and dial in the desired temperature using the 'TEMP SET' switches. Ensure rollers are lifted whilst the machine is heating up.



Step 21

- Lower the top rollers by turning the pressure handle completely clockwise until it stops.



Step 22

- Dial in the required speed using the 'SPEED SET' buttons.



Step 23

- Select the 'FWD' switch and the document will begin to be drawn into the machine.



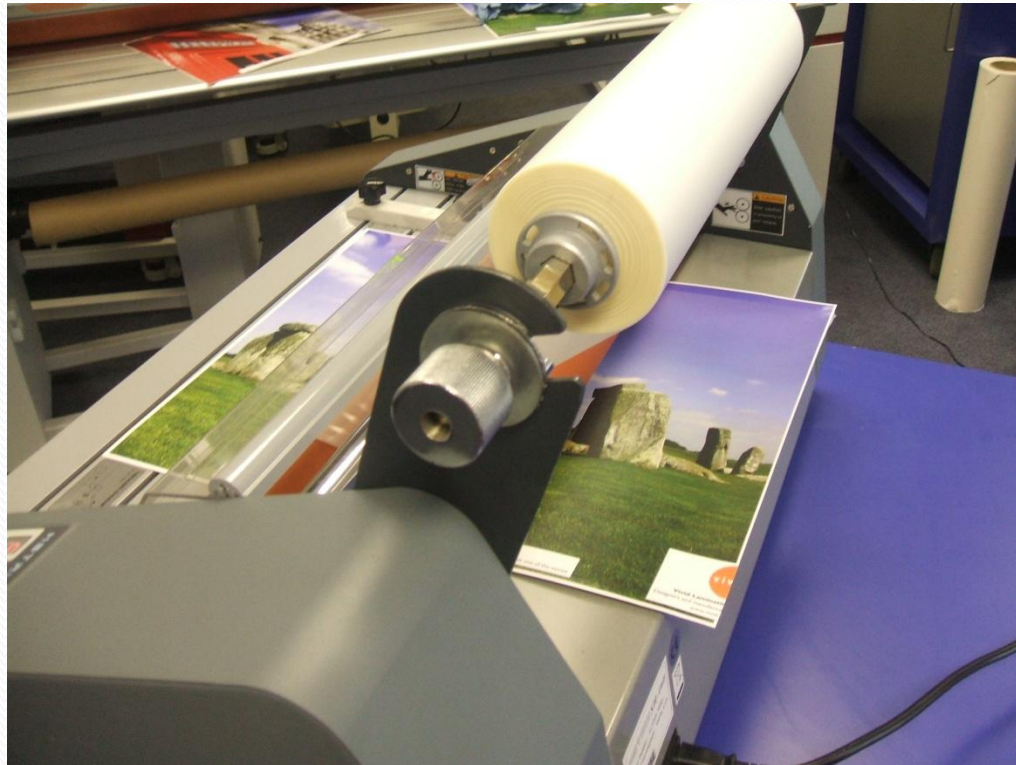
Step 24

- Adjust the tension by turning the knob on the side of the machine until the lines in the laminating film disappear.



Step 25

- Now you are ready to laminate your document. Insert the document into the rollers making sure it is straight.



Step 26

- When single side laminating ensure documents slightly overlap as shown. Leave one edge outside of the laminating film giving you clean edges for guillotining.

DO NOT ALLOW THE FILM ADHESIVE TO BECOME EXPOSED TO THE BOTTOM ROLLER



Step 27

- Simply nick then tear the film to separate your documents



Step 28

- Ensure the document is laminated flat.



Step 29

- If the document has curled you need to adjust the anti-curl bar as shown.



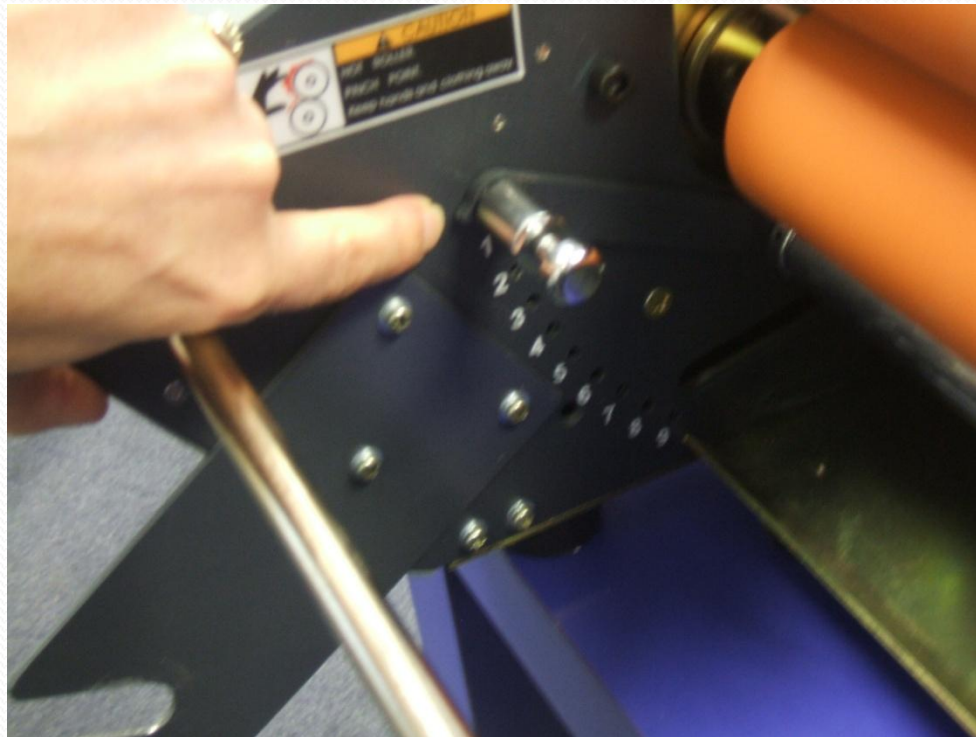
Step 1 - Double Sided (encapsulating)

- Load film onto top mandrel in the same fashion as with single side, remove bottom mandrel as shown



Step 2

- Whilst film and bottom mandrel are removed select the anti-curl bar to setting '0' this will move the anti-curl mechanism (its not required when encapsulating/double sided laminating)



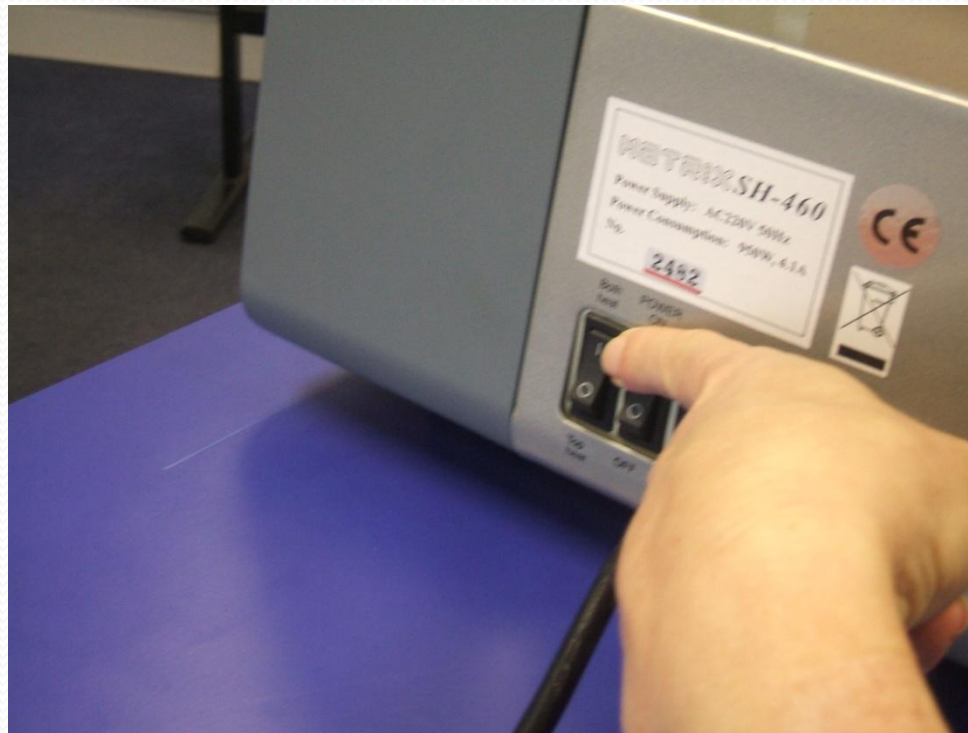
Step 3

- Refit mandrels complete with film as shown.



Step 4

- Select the 'BOTH HEAT' setting on the heater switch on the back of the machine.



Step 5

- Load bottom film around roller bar as shown.



Step 6

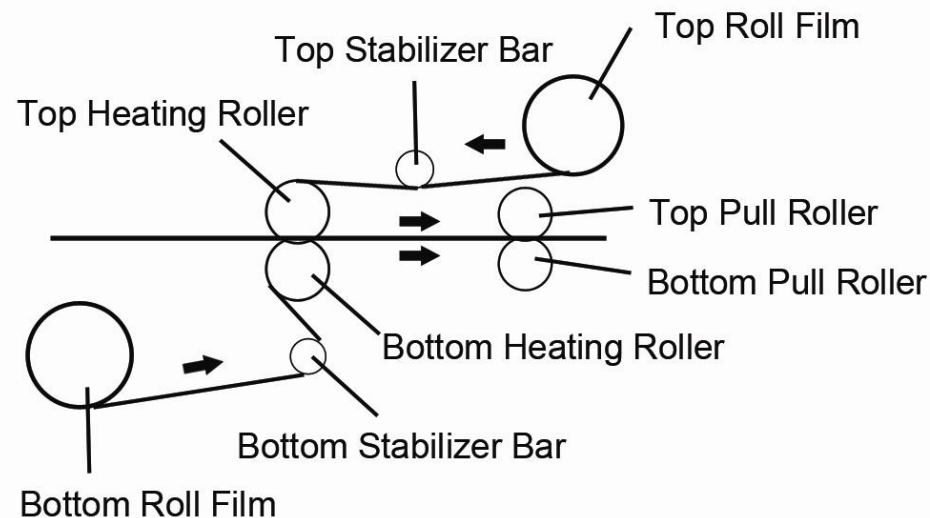
- Bring top film down under idler bar and web the films together as shown overlapping the top & bottom film by several inches.



Step 7 - Film Threading Diagram

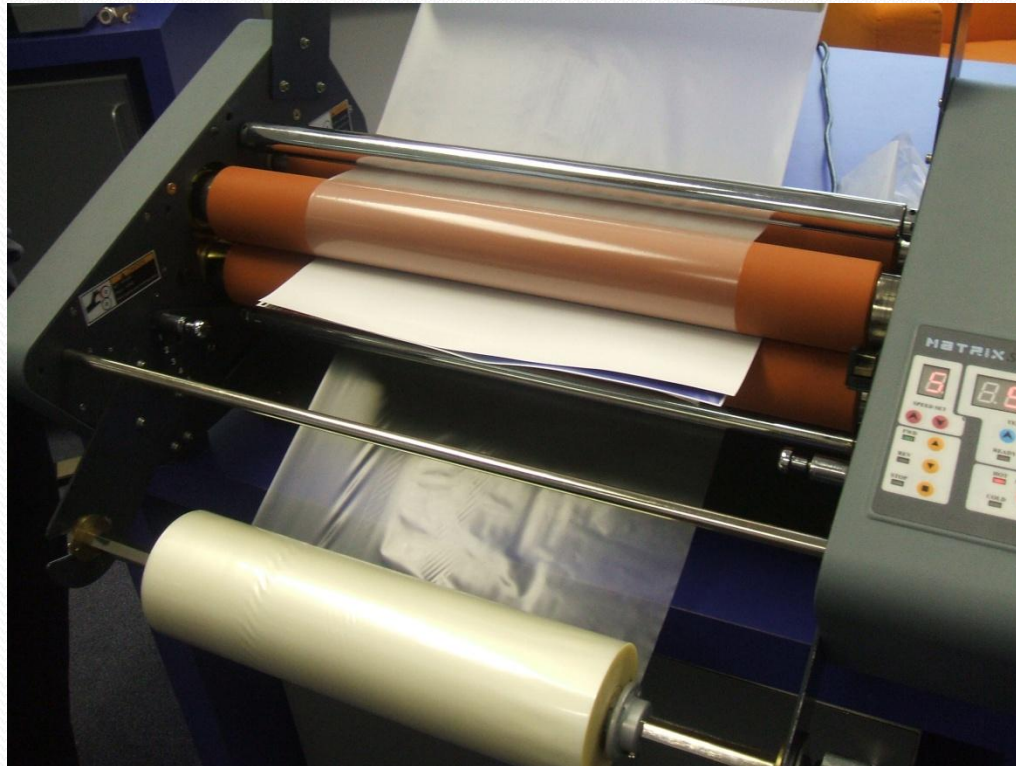
Encapsulating & double sided laminating

Film Under Top
Stabilizer Bar



Step 8

- Take a piece of cardboard insert it in between the rollers (in the nip)



Step 9

- Refit the feed tray and plastic guard as shown, your machine is now ready to encapsulate.

