

Voyager 3 OPERATION MANUAL

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Voyager 3

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Voyager 3

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1.0 Safety



CAUTION: Do not attempt to operate your Voyager 3 Laminator until you completely read and understand this and all related Operations Manual.

Your safety, as well as the safety of others, is important to GBC. This section contains important safety information pertaining to the Voyager 3 Laminator which must be adhered to while operating, cleaning and performing basic maintenance in and around the machine.

For important safety information regarding the Becker Pump, Soma Feeder or Sterlco Water Temperature Control Unit, read the operation manual provided by each of the components manufacturer.

FCC NOTE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operator Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.



CAUTION: CHANGES OR MODIFI-CATIONS NOT EXPRESSLY APPROVED BY GENERAL BIND-ING CORPORATION COULD VOID YOUR AUTHORITY TO OPERATE THE EQUIPMENT.

Canada Class A Notice - Avis Canada, Classe A

This Class A digital apparatus complies with Canadian ICES-3.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

1.1 Explanation of symbols



INFORMATION: This symbol used to inform you of important information pertaining to the current subject.



<u>CAUTION:</u> When you see this symbol, use caution to avoid harm to you, or others around you.



WARNING: This symbol is used to inform you of a dangerous situation and tells you how to avoid harm to you, others around you or to the equipment



ELECTRICAL HAZARD: This symbol is used to prevent an electrical shock condition that may be caused by an operators action or machine function.

<u>CAUTION:</u> When you see this word without a symbol, it means the action described may result in machine damage.

If for any reason you are unsure of what a symbol represents, contact your local sales/service representative for further explanation.

1.2 General rules of safety



ELECTRICAL HAZARD: Do not operate the laminator if power cord is damaged or frayed. You can be severely shocked, electrocuted or cause a fire.



ELECTRICAL HAZARD: Employ a licensed electrician to provide electrical requirements for the laminator.



ELECTRICAL HAZARD: Employ a licensed plumber to provide tap and drain requirements for the laminator.



ELECTRICAL HAZARD: Do not use liquid or aerosol cleaners on the laminator. Do not spill liquid of any kind on the laminator. You can be severely shocked, electrocuted or cause a fire.



ELECTRICAL HAZARD: Never disconnect any cable on the laminator while power is supplied. Servicing should be left to qualified service representatives only.



ELECTRICAL HAZARD: Do not attempt to repair or service the laminator. Servicing should be left to qualified service representatives only.



WARNING: Do not operate this laminator if you are not physically, psychologically or emotionally fit. Do not operate this machine until you have been trained and read this manual in it's entirety.



WARNING: Do not wear ties, loose fitting clothes or dangling jewelry while operating or servicing the laminator. These items can get caught in the nip and choke you or you can be crushed or burned.



WARNING: Never tamper with the safety devices to increase the laminator's production capacity. In the event a safety device should fail, never attempt to bypass it for operation. Consult a service representative immediately.



WARNING: To prevent injury to others working around the laminator, only one person may control the functions of the laminator during operation or servicing.



<u>CAUTION:</u> The operating environment must be free of dust, flammable liquids and vapors.



<u>CAUTION:</u> Vapor build up or stored flammable liquids can cause a fire. Excessive dust can damage the laminator.



CAUTION: The laminator may only be moved by a qualified service representative. Improper disconnection or reconnecting can result in injury to you and/ or damage to the laminator.



CAUTION: Exercise extreme caution when working around or replacing the film cutter blade. This blade is sharp and cut you.



<u>CAUTION:</u> Never use this machine for any other purpose than its intended design and function. You may be injured.



<u>CAUTION:</u> Keep feet away from the feeder pile table when lowering to ground level

The following actions can result in machine damage.



CAUTION: Avoid contact with the heat roller during webbing, operation, un-webbing, changing film or after heat has been removed from the laminator.

CAUTION: Do not make any modifications to this laminator. Unauthorized changes will void your warranty and may cause extensive repairs or create poor output quality.



<u>CAUTION</u>: Always observe all warning labels placed at various points on the laminator. If you do not completely understand a label, contact your local service representative for further explanation.

CAUTION: Do not locate the laminator where air is blowing directly on the machine. The air flow can cool the rollers unevenly and result in poor output quality.



<u>CAUTION:</u> Always follow proper shutdown procedure as described in this manual when turning the laminator off.

<u>CAUTION:</u> Only use acceptable materials through this laminator. Unacceptable materials may cause damage to the rollers or cause poor output quality.

CAUTION: Do not place the laminator on uneven surfaces. This will effect the operation of the laminator and will result in poor output quality.



CAUTION: Only use materials specified in this manual for cleaning of the laminator and routine maintenance.

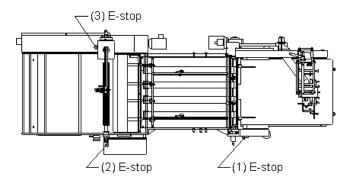


INFORMATION: Any concerns for safety or operation should be brought to the attention of your local service representative immediately.

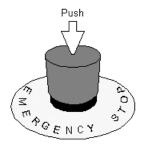
Jog/Slow Speed w/Guard Open

1.3 Emergency stops (E-Stop)

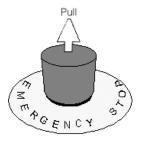
The Voyager 3 is equipped with three E-Stops. One is located on the feeder next to the feeder pile table controls, the second is located on the laminator control panel and the third is located on the top of the laminator electrical box.



To engage an E-Stop, press the E-Stop in. When any one of the three E-Stops is engaged, all functions of the machine are stopped and the main pressure roller is lowered.



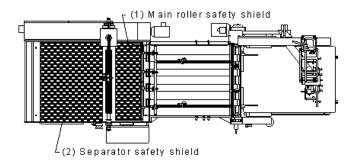
To continue operation, all E-Stops must be in the up position. To release an E-Stop, pull button out.



The Jog and Reset buttons must be held simultaneously to allow the slow speed jogging with the safety guard open. Speed is monitored by relay for safety purposes.

1.4 Safety shields

The two safety shields, one covering the main roller and the second covering the separator section, perform the same function as an emergency stop.

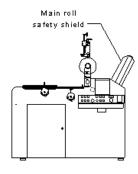


Both safety shields have a key switch. Once the key is removed from the switch, all functions of the machine are stopped and the main pressure roller is lowered.

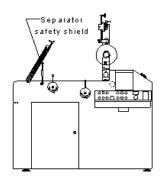
To disengage the main roller safety shield switch, pull up on the safety shield handle located on the operator side of the laminator.



WARNING: Burn hazard, chrome cylinder stays hot.



To disengage the separator safety shield switch, slide the shield back towards the stacker table and raise.



1.5 Pneumatics

The pneumatic system used to provide upward pressure on the pressure roller and the snap roller is capable of producing great amount of forces. This force is applied to any object presented in the opening (called the nip) between the two rollers.

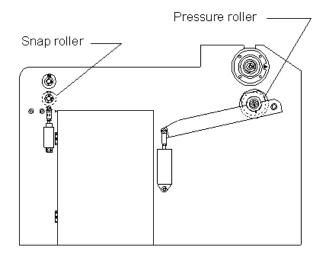
Use care in raising the lower pressure roller and/ or engaging the snap roller. Before engaging either of these rollers, ensure that nothing is in the nip areas. Know how to react quickly in an emergency. If any problem or danger should occur, depress any of the E-Stops, all functions of the machine are stopped and the main pressure roller is lowered.

1.6 Heat

The heater can raise the main roller temperature well of over 200°F (100°C). At these temperatures, you can become severely burned.



WARNING: Do not make contact with the main roller when heat is applied. You may become severely burned if not avoided.





<u>WARNING:</u> After heat is removed from the main roller, avoid contact with the roller for at least two hours. Heat is still present.



WARNING: Use extreme caution when the main roller safety shield is raised and heat is supplied.

<u>CAUTION</u>: Objects other than media, film or approved substrates, will cause irreparable damage to the rollers if caught in the nip.

1.7 Safety labels

Posted at various locations on the Voyager 3 Laminator are important safety labels. Pay careful attention to these labels at all times! Figure 1.7.1 illustrates the location of each of these labels.





WARNING READ MANUAL: Read and understand the Operations Manual before attempting to run this machine.



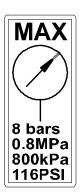


WARNING Hazardous Voltage: Do not open these cabinets. This machine is to be serviced only by trained and authorized personnel.





WARNING: DO NOT operate unless you have been fully trained. DO NOT operate until you have read the OPERATING INSTRUCTIONS completely.





CAUTION Maximum Air Pressure: Do not exceed the air pressure specified on this label.





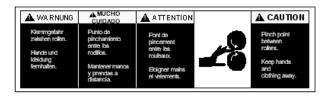
WARNING Moving Parts: Keep hands and fingers away. You may be crushed and/ or cut.





CAUTION HOT SURFACE/ PINCH POINT:

Surface may be hot. Do not touch. Keep hands and fingers away from pinch point.





CAUTION PINCH POINT: Keep hands and clothing away from pinch point.

▲ WARNUNG	<u>A</u> MUCHO CUIDADO	ATTENTION	▲ WARNING
Nicht ohne geschlossene schutzvor- richtung bedienen	No operer sin cubiertas instaladas.	Ne pas utilizer sans les capots installes.	Do not operate without all guards in place



WARNING: Do not operate without all guards in place. You may be seriously injured.





WARNING BLADE HAZARD: Sharp blade, keep hands and fingers away. The sharp blade can crush and cut.





CAUTION HOT SURFACE: Do not touch.





CAUTION HEAVY OBJECT: Exercise safe lifting practices when handling.







WARNING ELECTRICAL SHOCK HAZARD:

Live voltage present. Do not touch wires. Use proper lock out/ tag out procedures.



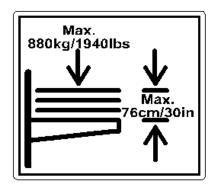


WARNING SHARP EDGE: Keep hands and fingers away. The sharp blade can crush and cut.





WARNING FORK LIFT HERE: For safe moving of the laminator, only place fork lift paddles where indicated on the machine. You may become seriously hurt or cause irreparable damage to the equipment.

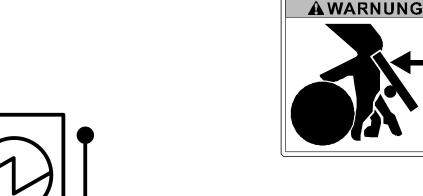




A

WARNING: Sharp edge. Keeps hands and fingers away. Sharp edge can cut.

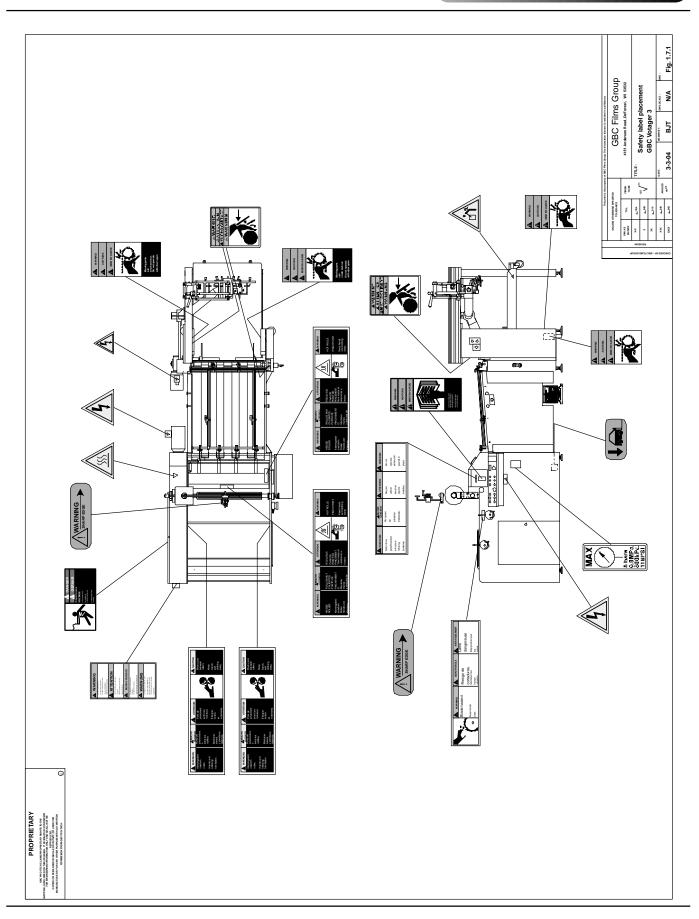
CAUTION: Max load and height. Do not exceed.



Main Power Switch

WARNING: Keep hands and fingers away. The gate can crush.

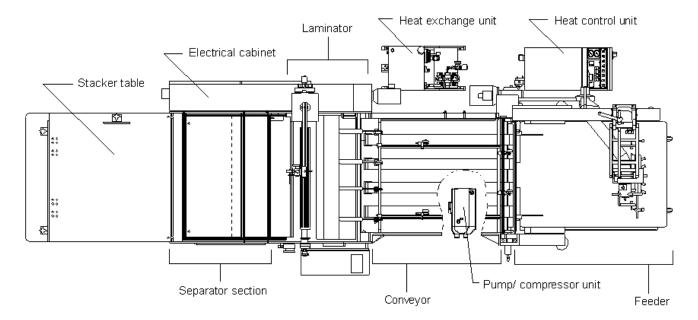
AWARNING
AATTENTION
AMUCHO CUIDADO



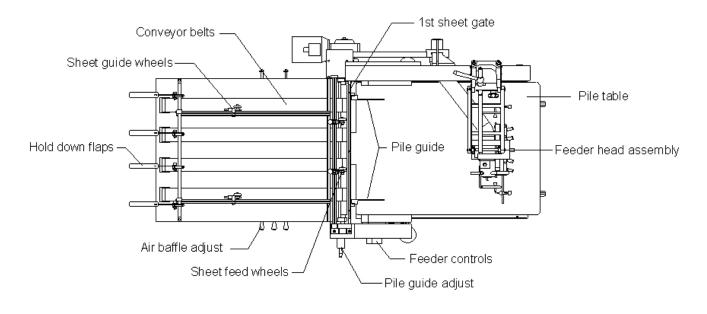
1.8 Know your laminator

To help you relate to the components referred to in this manual, take the time to get to know what and where key components are on your new laminator.

Over view

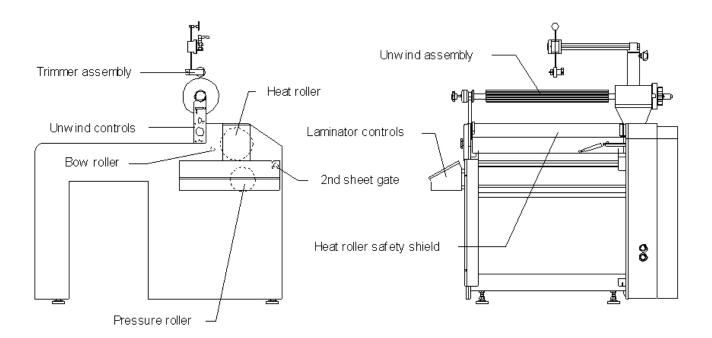


Feeder

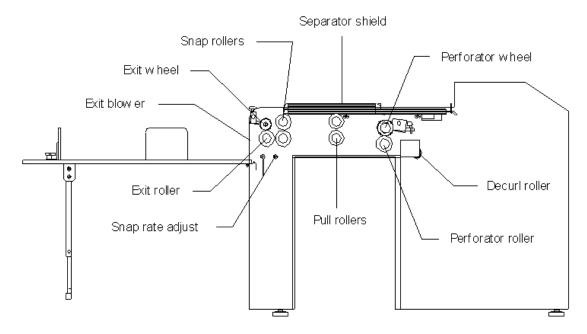


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Laminator



Separator



2.0 Limited 90-Day Warranty

GBC warrants to the original purchaser for a period of one year parts and ninety days labor, after installation that this laminator is free from defects in workmanship and material under normal use and service. GBC's obligation under this limited warranty is limited to replacement or repair, at GBC's option, of any part found defective by GBC without charge for material or labor.

THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED. WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. ANY REPRESENTATIONS OR PROMISES INCONSISTENT WITH, OR IN ADDITION TO, THIS LIMITED WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING UPON GBC. IN NO EVENT SHALL GBC BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE.

This limited warranty shall be void if the laminator has been misused; mishandled; damaged by negligence, by accident, during shipment, or due to exposure to extreme conditions; repaired, altered, moved, or installed by anyone other than GBC or its authorized agents; or if incompatible film was used. GBC's obligation under this limited warranty does not include routine maintenance, cleaning, adjustment, normal cosmetic or mechanical wear, nor freight charges.

Without limiting the generality of the previous paragraph, GBC's obligation under this limited warranty does not include:

- **1.** Damage to the rollers caused by knives, razors, or other sharp tools; by any foreign objects falling into the working area of the laminator; or by cleaning the laminator with solutions or materials that harm its surfaces;
- 2. Damage caused by adhesives; nor
- **3.** Damage caused by lifting, tilting or attempting to position the laminator other than rolling it on its castors across even surfaces.

FOR EUROPEAN UNION RESIDENTS ONLY: This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of consumer goods.

Voyager 3

3.0 Specifications

3.1 MACHINE SPECIFICATION

Maximum Speed: 150 ft/min = $10,000, 8.5 \times 11$ in. sheets/ hr.

 $(45.7 \text{ meters/min} = 10,000, 21.6 \times 28 \text{ cm sheets/ hr.})$

Minimum sheet sizes: 8.5 x 11 in. with the 8.5 side forward

(21.6 x 28 cm with the 21.6 side forward)

Maximum sheet size: 30 x 40 in. with the 30 side forward

(76.2 x 101.6 cm with the 76.2 side forward)

Max. Feeder Loading: 30 in. (7600 mm), 1940 lb (880 Kg)

Overlap Variation: Electronic lap control, 1/8 +/- 5/64 in. (3 +/- 2 mm)

Paper range: 80lb text C1S* to 14pt cover (115 to 300 g/m2)

Films: OPP Films: PET Films: Lay Flat Films

9325 CLR 8200 CLR 8500 LF 8300 CLR 8200 DEL 8500 LF DEL 8300 DEL 1.7 NAP2 CLR 1.7 NAP5 LF

8700 DEL 1.7 NAP2 DEL

Film Orientation: Adhesive in

Film Core Diameter: 3 in. (76.0 mm)

Maximum Film Roll Diameter: 15.5 in. (394 mm)

Air Requirement:

Operating Air pressure: 80-90 psi, (5.6-6.3 bar), (560-630 kPa)

Air flow: Max. operating pressure 116 psi (8 bar), (800 kPa)

10-13 CFM (17-22 m³/h)

Water Requirement: Tap and drain water

Power Requirement European Version: 400 Volt AC, 3-Phase, 50 Hz, 75 Amps

Power Requirement US Version: 230 Volt AC, 3-Phase, 60 Hz, 100 Amps

Short Circuit Interrupt Capacity: Isc = 350 amperes

Sound Pressure: LpA = 76.6+2.5 = 79.1 dbA

Sound Power: L WA = 94.8+2.5 = 97.3 dbA

Ambient Air Temp: 5°-40° C

Humidity Rating: 30%-95% (Non-Condensing)

Altitude Rating: 1000 Meter Minimum

3.2 Feeder Specifications

Minimum sheet sizes: 8.5" x 11" (21.6 x 28 cm) (8.5" side forward)

Maximum sheet size: 30" x 40" (76.2 x 101.6 cm) (30" side forward)

Paper range: 80lb text C1S to 14pt cover (115 to 300 g/m2)

Operating Speed: 0 - 10 000 sheets/hr for all paper types listed under

paper range and for sheet lengths according "Chart

#1 in Sec. H"

Max. Paper Load Height: 30 in (7600 mm)

In-feed pile weight: 1940 lb (880 kg)

Laminator Connection Height: 33.5 in (850 mm) (Angle 10° or less)

Operation: Continuous

1 Revolution of input shaft = 1 feeder head cycle = 1 gate cam revolution = conveyor movement 197 mm

Rotation of feeder input shaft: Counter clockwise (looking from DRIVE side)

Sheets overlap on conveyor: 197 mm (recommended)

Feeder Head: Two system feeder head (recommended)

Type: lifting suckers (recommended)

- forwarding suckers (recommended)

Blowers: Blower design for feeding with short side forward.

(Sheet direction is opposite than on printing presses)

(1) foot blower and (2) cushion blowers(2) front side blowers on the side guides

Adjustments: Horizontal linear mechanism for 11 – 40" paper

with sheet length scale

Vertical feeder head height adjustment

min. 3/4" (19 mm)

Other: Vacuum and blower adjustments

Conveyor:

Type: Vacuum style conveyor Length: Min. 40" (101.6 cm)
Vacuum sections: Max. 4" (101.6 mm)

from downstream edge of feeder conveyor with possibility to close two external sections

Belts: 3.2" (80mm) wide "Habasit" belts for vacuum conveyor

Lifting Mechanism:

Type: Lifting mech. with removable feeder table

design for 2000 lb (907 kg) load capacity

Moving increments: 1/8" (3 mm) per increment in up direction

with full load and empty table as well

Other: Feeder will be supplied with one (1) removable table

Pile height sensor: Operating on all colors and reflective materials

Gating mechanism: Gating mechanism related to feeder head function

located between paper stock and conveyor

Paddles: (4) Paddles holding sheets from top on the conveyor

Clutch: Not required

Leveling pads: Adjustable pads M 20 with 1" adjustment

Air requirements:

Pressure: Min. 7 psi (.5 bar) (50 kPa) **Vacuum:** Min. 6 psi (.5 bar) (40 kPa)

Consumption: 40 m3/h

Electrical plug connections: (1) plug for connection between feeder and laminator

(1) plug for air pump

Power Requirement: Power supplied by the laminator

3.3. Feeder Air Pump Specifications

Capacity at 50 Hz: 24 CFM (40 m³/h)

Pressure: Max. 9 psi (.6 bar) (60 kPa)

Vacuum: Max 9 psi (.6 bar) (60 kPa)

Motor power: 1.85 kW (informative)

RPM at 50 Hz: 1420 (informative)

Adjustments: Vacuum and pressure adjustments

Power Requirement: Power supplied by the laminator

Note: Air pump design equal or similar to Becker air pump T 4.40 DSK

3.4 Heater

(For heater specifications see heater manual).

4.0 Installation



<u>CAUTION:</u> The GBC Voyager 3 can only be installed by a trained GBC Service Representative.

Before a Voayger 3 Laminator can be installed, there are a few requirements that must be met. Make certain that each of the requirements listed in the following pre-installation checklist are met prior to installation.



<u>CAUTION:</u> Failure to follow the pre-installation check list can result in damage to the laminator.

As a customer, you are responsible for ensuring the crates are uncrated and the components are set in proper position as illustrated in Figure 4.1.1 Suggested Floor Layout. The installation time is outlined to allow for maximum hands on training with the operators.

4.1 Pre-installation

	Are the doorways and hallways wide enough for the laminator to be moved to the installation site?
	Is there ample room for the laminator? The laminator occupies 16 ft. by 6 ft. of floor space (488 cm x 183 cm).
	A safe work area constitutes enough room to work with the materials at hand while being free to move around the laminator without interference from the laminator. You must allow a minimum of 5 ft. (152 cm) in front of the feeder and on the operator side, and a minimum of 2 ft. (61 cm) behind the stacker and drive side of the laminator. Refer to Figure 4.1.1 Floor layout.
	Is the environment appropriate for the laminator? A controlled environment is recommended.
A	CAUTION: The operating environment must be free of dust, flammable liquids and vapors.
	The laminator requires a clean, dust and vapor free environment to operate properly.

	<u>CAUTION:</u> Do not locate the laminator where air can blow directly on the machine. The air flow can cool the rollers unevenly and result in poor quality output.
	Have you contacted a certified electrician to install a receptacle for the laminator ensuring that adequate power and correct circuit breaker is being supplied?
	The laminator and heater requires 380 Volt AC, 50/ 60 Hz, 50 amps, Delta three phase (four wire) power. For US, a transformer is required to step up power from 230 Volt 3 Phase to 380 Volt 3 Phase AC. Refer to Figure 4.1.2 connections.
	For heater requirements, consult the heater manual for your unit.
0	INFORMATION: The vacuum/ pump, feeder and heater units will draw it's electrical power from the laminator.
	Is tap and drain water available?
	Water supply should be hard plumbed with a
	3/4 in. (1.9 cm) NPT supply and drain. Refer
	to Figure 4.1.2 connections.
	Is proper air pressure available?
	Air pressure required is 80-90 psi min. (0.56-0.63 Mpa) with an air flow of 10-13 cfm (280-360 liters/ min.). Refer to Figure 4.1.2 connections.
A	CAUTION: Tripping Hazard. If connections are not dropped from the ceiling, all lines and hoses must be covered to prevent trip hazard.

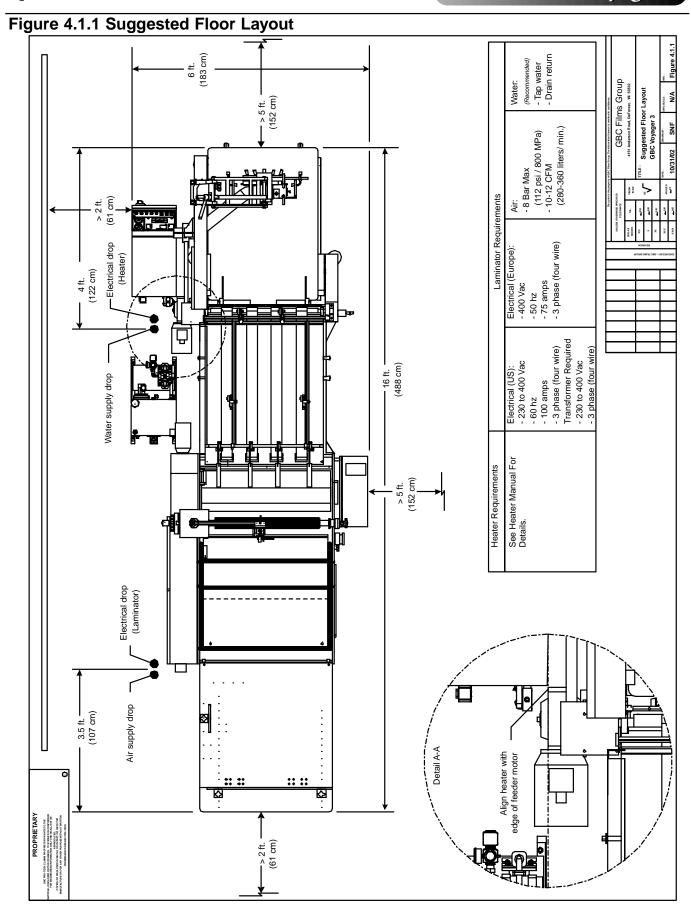
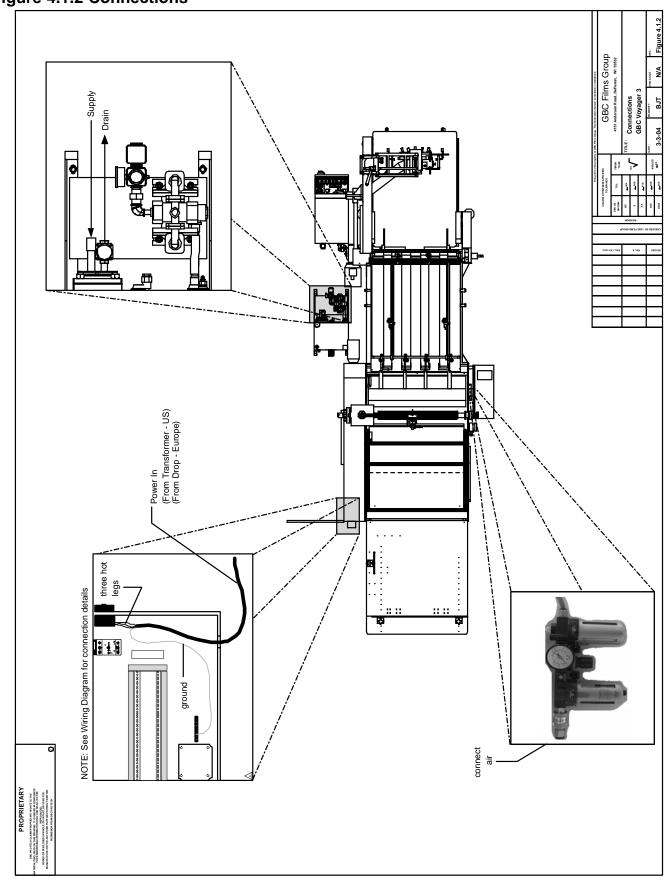


Figure 4.1.2 Connections



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4.2 Receiving the crates

The GBC Voyager 3 is shipped in two crates. Both crates should arrive at the same time on your docks.



INFORMATION: ALL SHIPMENTS ARE EXWORKS. At our dock, title passes to the buyer. Please review your insurance coverage prior to shipment, as you are responsible for all subsequent freight charges and risks.



INFORMATION: Before signing the BILL OF LADING, you should be sure to inspect the crates and/ or pallets for signs of damage or missing items; if applicable, make note of this on the BILL OF LADING.



WARNING: The GBC Voyager 3 Laminator is a large and heavy piece of equipment. It is necessary to employ LICENSED RIGGERS ONLY to move the laminator components.

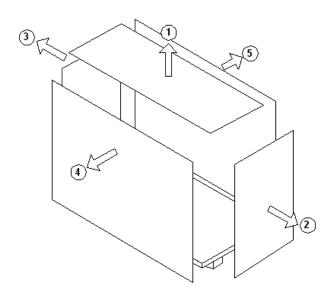
<u>CAUTION:</u> The GBC Voyager 3 Laminator is not designed to be tipped up side down or sideways in any way. Such action disturbs the exact alignment of the rolling parts of the machine and may require costly and extensive realignment.

4.3 Uncrating



CAUTION: Do not attempt to remove the sides of the crate by yourself. You can be seriously injured and/ or cause damage to the laminator components.

Below is an example of a typical crated unit. Your crate may have some minor differences but should uncrate in the same manner.



<u>CAUTION:</u> Do not use a knife or other sharp objects to remove shrink wrap or pre masking from around the laminator. You can cause irreparable damage to the rollers.

4.4 Positioning the components

All components are positioned by the center line of the laminator. The components should be positioned in the following order; Laminator, stacker table, feeder, conveyor, vacuum/ pump and then the water heater. Refer to Figure 4.4.1 Component Placement.



<u>WARNING:</u> Always consult your licensed riggers before attempting to move the components. You may be seriously injured and/ or cause damage to the machine.



WARNING: Do not attempt to move the components of the GBC Voyager 3 across anything other than a flat level surface without trained and qualified riggers.

It is recommended to move each component in the following manner but you should consult the licensed riggers for alternative methods that best fit your situation and surroundings.



WARNING: To safely move the components, use as many people necessary to assist in keeping the components stable during movement.

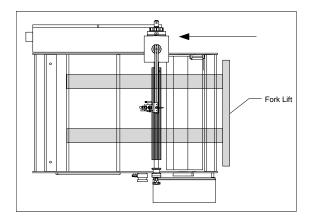


CAUTION: Exercise safe lifting practices to avoid serious injury to yourself and the equipment.

Laminator

Once the laminator has been safely removed from the crate, you can move the laminator into position by using a pallet jack or forklift.

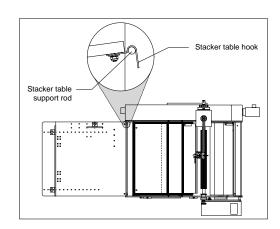
To move the laminator, approach the laminator from the front and guide the forks under the laminator where indicated on the laminator.



Stacker table

The stacker table can be easily carried by two people and attached to the laminator once the laminator has been set into position.

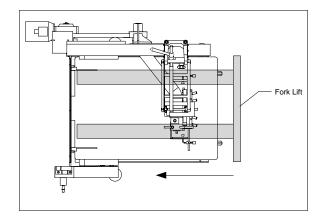
To attach the stacker table, position the stacker table hooks onto the stacker table support rod located at the back of the laminator.



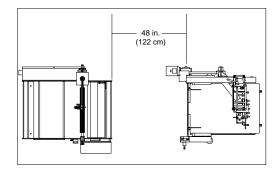
Feeder

Once the feeder has been safely removed from the crate, you can move the feeder into position by using a pallet jack or forklift.

To move the feeder, approach the feeder from the front and guide the forks under the feeder where indicated on the cross beams.



Set the back of the feeder approximately 48 in. (122 cm) from the front of the laminator. This will provide sufficient space for the installation of the conveyor.

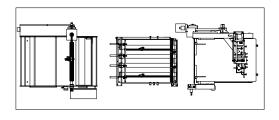




INFORMATION: Do not remove the cross beams. They will be removed at the time of installation.

Conveyor

The conveyor can be easily carried by two people and set down on the floor between the feeder and the laminator. The belt drive gear end of the conveyor should be on the feeder end. The conveyor will be connected at the time of installation.



Vacuum/ pump

The vacuum/ pump can moved by placing it on to a pallet jack and moved to the set up location.

Set the vacuum/ pump next to the control panel on the operator side of the laminator. The vacuum/ pump will be connected at the time of installation.

Water heater/ reservoir tank

The water heater and reservoir tank are equipped with castors and can be rolled over flat surfaces and placed next to the laminator.

Set the water heater and reservoir tank next to the electrical box on the drive side of the laminator. The water heater and reservoir tank will be connected at the time of installation.

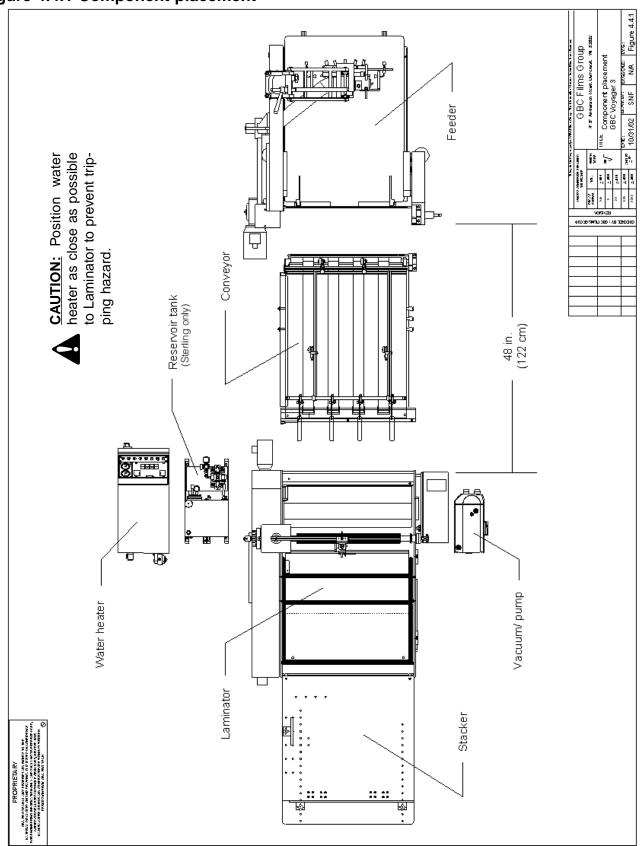


CAUTION: Tripping Hazard. Position water heater so that hoses from heater do not cause a tripping hazard.



<u>CAUTION:</u> Ensure all accessory items are placed with the GBC Voyager 3. Do not attempt to connect any component after positioning has been completed.

Figure 4.4.1 Component placement



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4.5 Safety Checklist

steps to ensure that all the safety features of the machine are operating properly. E-Stop on Feeder – Does E-stop remove power from machine at main contactor? Do you have to press the Reset button to re-apply power to machine? E-Stop on Operators Station – Does E-stop remove power from machine at main contactor? Do you have to press the Reset button to re-apply power to machine? E-Stop on Electrical Cabinet - Does E-stop remove power from machine at main contactor? Do you have to press the Reset button to re-apply power to machine? Snapping Cover - Open the cover while the machine is running. Does the machine stop? Laminator Cover - Open the cover while the machine is running. Does the machine stop? Check Jog Speed – With the main roll safety guard open, press and hold the RESET and JOG Forward buttons. In this condition, the machine speed should not exceed 1 meter/min. To check the speed, mark the chrome roll with a piece of tape and time the machine for 1 minute. Ensure the chrome roll rotate more than 1-3/4 does not rotations/minute.

Once installation is complete, perform the following

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