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› Fellowes A4 Self-Adhesive Laminating Pouches (160 Micron) User Manual

Fellowes A4 Laminating Pouches, 160 Micron

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1. INTRODUCTION

Thank you for choosing Fellowes A4 Self-Adhesive Laminating Pouches. These pouches are designed to protect and enhance your important documents, photos, and notices without the need for a heat laminator. The 160 micron (2 x 80 micron) thickness provides durable protection, while the self-adhesive backing allows for easy mounting and display of your laminated items. This manual provides instructions for proper use and care to ensure optimal results.



Image 1.1: Example of documents laminated with Fellowes A4 Self-Adhesive Pouches.

2. SETUP AND PREPARATION

Proper preparation ensures a smooth lamination process and a professional finish.

2.1 Unpacking

Carefully remove the laminating pouches from their packaging. Inspect them for any damage or creases. Do not use damaged pouches.

2.2 Document Preparation

- Ensure your document is clean, dry, and free of dust or debris.
- Trim your document to the desired size before lamination, if necessary. The A4 pouches are designed for standard A4 documents.
- For best results, avoid laminating documents with excessive thickness or uneven surfaces.



Image 2.1: Laminated school schedule and mission statement.

3. OPERATING INSTRUCTIONS

Follow these steps for effective cold lamination and mounting:

1. **Open the Pouch:** Carefully separate the two layers of the laminating pouch. The pouch has a clear front film and a backing paper that protects the adhesive layer.
2. **Position the Document:** Place your document precisely onto the adhesive side of the bottom layer of the pouch. Ensure it is centered and aligned as desired, leaving a small margin around the edges for a secure seal.
3. **Seal the Pouch:** Slowly and carefully lower the top clear film over your document, starting from one edge. Smooth out any air bubbles as you go, working from the center outwards to the edges. Use a flat object like a ruler or credit card to help press out air and ensure a firm, even seal.
4. **Trim (Optional):** Once sealed, you may trim the excess pouch material around the document, leaving a small sealed border to maintain protection.
5. **Mounting (Self-Adhesive Backing):** If you wish to mount your laminated document, peel off the protective release liner from the back of the laminated pouch. Carefully position the document on your desired surface (e.g., wall, board) and press firmly to adhere.



Image 3.1: Preparing a document for self-adhesive lamination and peeling the backing.

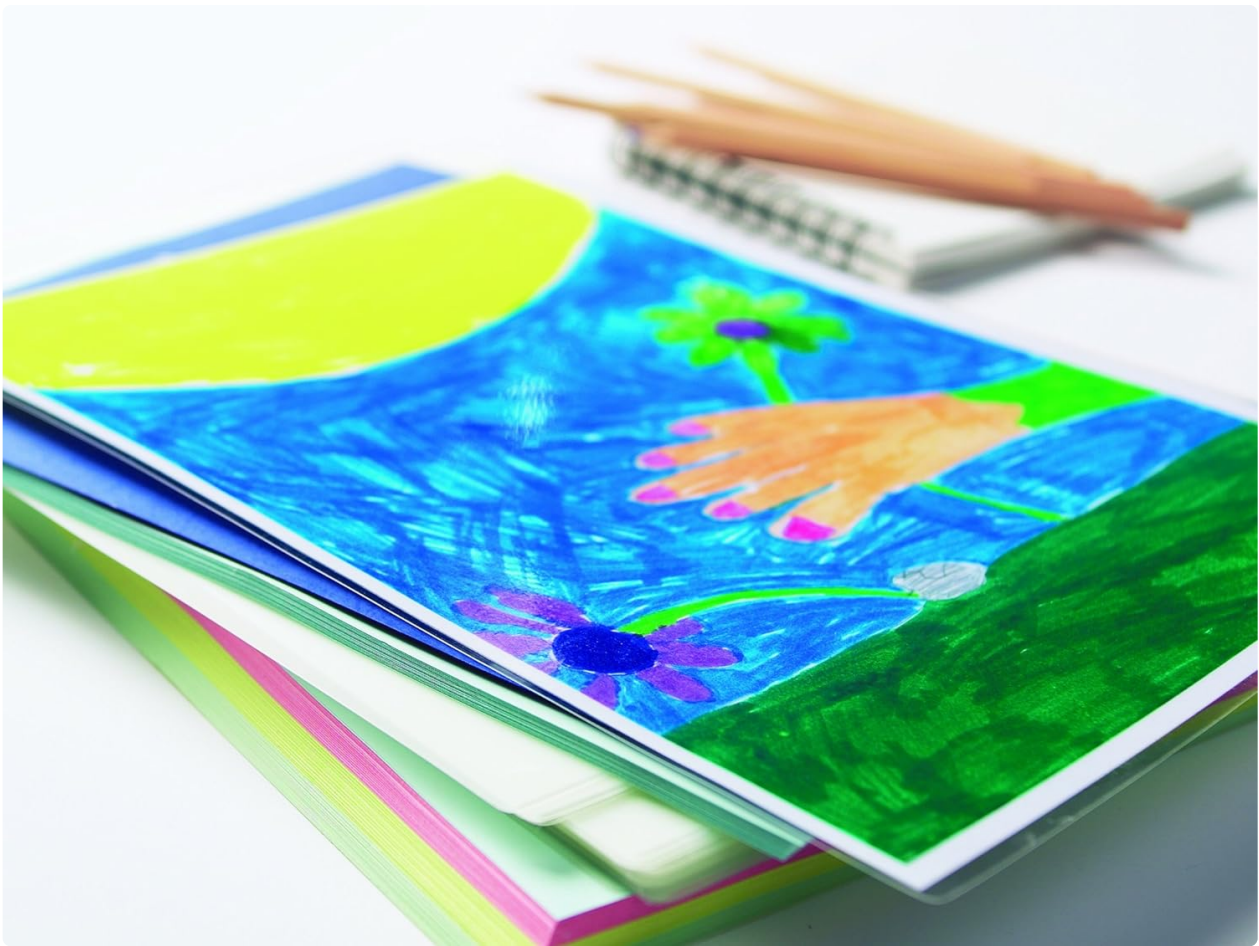


Image 3.2: Laminated child's drawing, showcasing protection for artwork.

4. CARE AND STORAGE

4.1 Laminated Documents

- Laminated documents can be wiped clean with a damp cloth. Avoid abrasive cleaners.
- Store laminated documents flat to prevent bending or creasing.
- Avoid prolonged exposure to direct sunlight or extreme temperatures, which can affect the adhesive and film integrity over time.

4.2 Unused Pouches

- Store unused pouches in their original packaging in a cool, dry place.
- Keep pouches away from direct sunlight and heat sources.
- Ensure pouches are stored flat to prevent curling or damage to the adhesive layers.

5. TROUBLESHOOTING

Here are solutions to common issues you might encounter:

Problem	Possible Cause	Solution
Bubbles or Air Pockets	Air trapped during application; uneven pressure.	Apply the top film slowly, working from one edge to the other. Use a flat object to smooth out air as you go. Ensure the document is flat and free of debris.
Uneven Lamination	Document not centered; film applied crookedly.	Carefully align the document before applying the top film. Take your time to ensure the film is laid down straight.
Poor Adhesion (for mounting)	Surface is dirty, dusty, or unsuitable; insufficient pressure applied.	Ensure the mounting surface is clean, dry, and smooth. Apply firm, even pressure across the entire back of the laminated document when mounting.
Pouch Appears Cloudy	Dust or moisture on the document or inside the pouch.	Ensure your document and workspace are clean and dry before lamination. Store pouches in a dry environment.

6. SPECIFICATIONS

- **Brand:** Fellowes
- **Model:** A4 Self-Adhesive Laminating Pouches
- **Pouch Size:** A4 (approximately 8.27 x 11.69 inches or 210 x 297 mm)
- **Thickness:** 160 Micron (2 x 80 Micron)
- **Finish:** Gloss
- **Type:** Self-Adhesive (Cold Lamination)
- **Color:** Clear
- **Item Weight:** 0.17 Kilograms (for a pack of 100)
- **Product Dimensions:** 0.04"L x 8.58"W x 11.89"H (individual pouch)
- **UPC:** 077511530227, 775115302270, 077511545733



Image 6.1: Laminated documents for projects and presentations.

7. WARRANTY INFORMATION

Fellowes products are manufactured to high-quality standards. While specific warranty details for consumables like laminating pouches are not typically provided, Fellowes stands behind the quality of its products. If you experience any issues related to manufacturing defects, please contact Fellowes customer support.

8. CUSTOMER SUPPORT

For further assistance, questions, or to report any issues with your Fellowes A4 Self-Adhesive Laminating Pouches, please visit the official Fellowes website or contact their customer service department. Contact information can typically be found on the Fellowes brand website or product packaging.

Fellowes Website: www.fellowes.com