

## 3M DL961

# 3M Scotch DL961 Refill Rolls for LS960 Heat-Free Laminating Machines User Manual

Model: DL961 | Brand: 3M Scotch

## INTRODUCTION

This manual provides instructions for the proper use and installation of the Scotch DL961 Refill Rolls, designed specifically for the Scotch LS960 Heat-Free Laminating Machines. These rolls are 90 feet in length and provide a clear, protective finish for your documents without the need for heat. For optimal performance and safety, please read these instructions carefully before installing and using the refill rolls.

## PRODUCT OVERVIEW



Image: Scotch DL961 Refill Rolls in their packaging. This image shows the product as it appears when purchased, highlighting the brand and model information.

The Scotch DL961 Refill Rolls are essential for continuous operation of your LS960 Heat-Free Laminating Machine. Each roll provides 90 feet of clear laminating film, ensuring a durable and professional finish for various documents, photos, and other materials.

## SETUP: INSTALLING REFILL ROLLS

Follow these steps to correctly install the DL961 refill rolls into your Scotch LS960 Laminating Machine:

- 1. Prepare the Laminator:** Ensure your Scotch LS960 laminating machine is turned off and unplugged. Open the laminator's cover to access the roll compartments. Refer to your LS960 machine's manual for specific instructions on opening the cover.

2. **Remove Old Rolls (if applicable):** If old rolls are present, carefully remove them from their spindles. Dispose of used rolls responsibly.
3. **Unpack New Rolls:** Remove the new Scotch DL961 refill rolls from their packaging. Handle the rolls by their edges to avoid fingerprints on the laminating surface.
4. **Identify Roll Orientation:** The DL961 rolls consist of two separate film rolls. One roll is for the top film, and the other for the bottom film. Ensure the adhesive side of the film is facing inwards towards the document path when installed. The film should unwind from the top of the roll for the upper film and from the bottom of the roll for the lower film.
5. **Load Top Roll:** Place the top film roll onto the designated upper spindle. Ensure it is securely seated and can rotate freely.
6. **Load Bottom Roll:** Place the bottom film roll onto the designated lower spindle. Ensure it is securely seated and can rotate freely.
7. **Thread the Film:** Carefully pull the leading edge of the top film and the bottom film forward. Align the edges and feed them together into the laminator's entry slot, following the arrows or guides on your LS960 machine. Ensure the films are straight and free of wrinkles.
8. **Close the Cover:** Once the rolls are properly seated and the film is threaded, close the laminator cover securely.
9. **Power On:** Plug in and turn on your Scotch LS960 laminating machine. It is now ready for use.



Image: Illustrative diagram of the Scotch DL961 refill rolls being loaded into the Scotch LS960 laminating machine. This image demonstrates the correct placement and threading of the film rolls onto the spindles.

## OPERATING INSTRUCTIONS

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After installing the DL961 refill rolls, operate your Scotch LS960 laminating machine as follows:

1. **Prepare Document:** Ensure your document is clean, flat, and free of debris. For best results, trim documents to the desired size before laminating.
2. **Align Document:** Place the document squarely into the laminator's entry slot, between the two film layers. Ensure it is centered and straight.
3. **Feed Document:** Gently guide the document into the laminator. The machine will automatically pull the document through, applying the laminating film. Do not force the document.
4. **Retrieve Laminated Document:** Once the document exits the laminator, retrieve it. The laminated item will be cool to the touch as this is a heat-free system.
5. **Trim (Optional):** If desired, trim any excess laminating film around the edges of your document using scissors or a paper trimmer. Leave a small border of laminate around the document for a secure seal.

***Note:** Always refer to your Scotch LS960 laminating machine's specific operating manual for detailed instructions on its functions and features.*

## MAINTENANCE

Proper maintenance ensures the longevity of your laminating machine and the quality of your laminations:

- **Cleaning:** Periodically clean the exterior of your laminating machine with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Roller Cleaning:** If you notice residue on the laminator rollers, consult your LS960 machine's manual for instructions on how to safely clean them. Dirty rollers can affect lamination quality.
- **Storage:** Store unused DL961 refill rolls in their original packaging in a cool, dry place away from direct sunlight to prevent damage or degradation of the film.
- **Film Handling:** Avoid touching the adhesive side of the film to prevent fingerprints or dust from compromising the lamination.

## TROUBLESHOOTING

If you encounter issues while using your Scotch DL961 Refill Rolls, consider the following:

- **Film Jam:** If the film jams, immediately turn off and unplug the laminator. Carefully open the machine and gently pull the jammed film or document out. Refer to your LS960 manual for specific jam clearing procedures. Do not force the film.
- **Poor Lamination Quality (Bubbles, Wrinkles):**
  - Ensure the film rolls are installed correctly and threaded straight.
  - Check that the document is flat and free of wrinkles before feeding.
  - Verify that the rollers are clean and free of debris.
- **Film Not Feeding:**
  - Confirm the laminator is powered on and the rolls are properly seated.
  - Ensure the film's leading edge is correctly inserted into the entry slot.
- **Rolls Not Rotating Freely:** Check for any obstructions or incorrect seating of the rolls on their spindles.

For persistent issues, consult the full manual for your Scotch LS960 Heat-Free Laminating Machine or contact 3M customer support.

## SPECIFICATIONS

Model Number	DL961
Brand	3M Scotch
Compatible Laminator	Scotch LS960 Heat-Free Laminating Machines
Film Type	Heat-Free Laminating Film
Roll Length	90 feet
Laminating Width Maximum	8.5 Inches (of compatible LS960 machine)
Color	Clear
Item Weight	2.54 pounds

<b>Product Dimensions</b>	13.7 x 12.8 x 6.8 inches (packaging)
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## WARRANTY AND SUPPORT

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For information regarding product warranty, technical support, or to purchase additional accessories, please visit the official 3M website or contact 3M customer service directly. Keep your purchase receipt as proof of purchase.

**3M Official Website:** [www.3m.com](http://www.3m.com)

**Customer Support:** Refer to the contact information provided with your Scotch LS960 laminating machine or on the 3M website.