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› United Office A3 ULG 300 B1 2-in-1 Laminator and Paper Trimmer Instruction Manual

United Office DIN A3 ULG 300 B1

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Instruction Manual

1. SAFETY INSTRUCTIONS

Please read these safety instructions carefully before using the device. Keep this manual for future reference.

- This appliance is for indoor use only.
- Do not expose the laminator to moisture or extreme temperatures.
- Ensure the power cord is not damaged and is properly connected to a grounded outlet.
- Keep hands and loose clothing away from the feed opening and output slot during operation.
- The laminator's surface can become hot during use. Avoid direct contact.
- Unplug the device from the power outlet before cleaning or when not in use.
- Do not attempt to laminate items thicker than the specified maximum.
- Use only laminating pouches designed for laminators.
- The integrated paper trimmer contains sharp blades. Exercise caution when using and cleaning. Keep fingers clear of the cutting area.
- Do not allow children to operate the device unsupervised.

2. PRODUCT OVERVIEW

The United Office A3 ULG 300 B1 is a versatile 2-in-1 device, combining a laminator for hot and cold lamination with an integrated paper trimmer. It supports documents up to A3 size.

Key Features:

- Hot and Cold Lamination Functionality
- Maximum Lamination Format: A3
- Adjustable Insertion Aid and Automatic Film Feed
- Rotary Switch for Film Thickness Adjustment with Instant Stop (ABS) Function
- Integrated Paper and Film Trimmer

Components:

Refer to the images below for a visual guide to the laminator's components and the integrated paper trimmer.



Image 1: The United Office A3 ULG 300 B1 laminator shown in operation, processing a document. This image highlights the main body of the laminator with its control panel and the document feed area.



Image 2: Front view of the United Office A3 ULG 300 B1 laminator, displaying the control panel with power, hot, and cold settings, and the film insertion slot.



Image 3: Close-up view of the integrated paper and film trimmer, showing the cutting guide and blade mechanism. This component is designed for precise cutting of documents and laminated pouches.

3. SETUP

1. **Unpacking:** Carefully remove the laminator and all accessories from the packaging. Retain packaging for storage or transport.
2. **Placement:** Place the laminator on a stable, flat, and heat-resistant surface. Ensure there is adequate space around the device for ventilation and for documents to pass through freely.
3. **Power Connection:** Plug the power cord into a suitable electrical outlet.
4. **Initial Warm-up:** Before first use, or after extended periods of non-use, allow the laminator to warm up for approximately 5 minutes in the 'HOT' setting without a document inserted.

4. OPERATING INSTRUCTIONS

4.1 Lamination

The device supports both hot and cold lamination.

Hot Lamination:

- **Power On:** Connect the device to power.
- **Select Mode:** Set the switch to 'HOT'. The 'Power' indicator light will illuminate.
- **Warm-up:** Wait approximately 5 minutes for the laminator to reach operating temperature. The 'Ready' indicator light will illuminate when ready.
- **Prepare Document:** Place your document inside a hot laminating pouch. Ensure the document is centered and leaves a small margin around the edges.
- **Adjust Thickness:** Use the rotary switch to select the appropriate film thickness (80 to 125 microns).
- **Insert Pouch:** Insert the sealed edge of the laminating pouch into the feed opening. Use the

adjustable insertion aid to guide the pouch straight. The automatic film feed will pull the pouch through.

- **Cooling:** Once the pouch exits the output slot, place it on a flat surface to cool and harden.

Cold Lamination:

- **Power On:** Connect the device to power.
- **Select Mode:** Set the switch to 'COLD'. The 'Power' indicator light will illuminate. No warm-up time is required for cold lamination.
- **Prepare Document:** Use a self-adhesive cold laminating pouch (up to 200 microns). Place your document inside the pouch according to the pouch manufacturer's instructions.
- **Insert Pouch:** Insert the sealed edge of the cold laminating pouch into the feed opening. The automatic film feed will pull the pouch through.

Instant Stop (ABS) Function:

In case of a misfeed or jam, immediately activate the Instant Stop (ABS) function by pressing the designated button or rotating the switch to the 'ABS' position (if available on your model). This will stop the rollers and allow you to carefully pull out the pouch. Rectify the issue and re-insert the pouch correctly.

4.2 Integrated Paper Trimmer

The laminator includes a convenient integrated paper and film trimmer.

- **Capacity:** The trimmer can cut a maximum of 3 sheets of 80 gsm paper or 1 laminated document at a time.
- **Usage:** Place the document or laminated pouch under the cutting guide. Align it carefully with the desired cutting line.
- **Cutting:** Press down firmly on the cutting mechanism and slide the blade along the guide to make the cut.
- **Caution:** The blade is sharp. Always keep fingers away from the cutting path.

5. MAINTENANCE

- **Cleaning:** Ensure the device is unplugged and completely cool before cleaning. Wipe the exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Roller Cleaning:** Periodically run a laminator cleaning sheet (available separately) through the machine to clean the rollers and remove adhesive residue.
- **Storage:** When not in use, store the laminator in a dry, dust-free environment.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Laminator does not turn on.	No power supply.	Check power cord connection and wall outlet.
Pouch jams in the laminator.	Pouch inserted incorrectly (open end first), pouch too thick, or misaligned.	Activate ABS function, carefully pull out pouch. Re-insert sealed edge first, ensure proper alignment, and verify pouch thickness.
Laminated document is cloudy or has bubbles.	Temperature too low (for hot lamination), incorrect pouch thickness, or document not flat.	Ensure laminator is fully warmed up. Use correct pouch thickness for the selected setting. Ensure document is flat before lamination.
Laminated document is wavy or curled.	Temperature too high (for hot lamination) or document not allowed to cool flat.	Allow the laminator to cool slightly if possible, or try a slightly thinner pouch. Place laminated document on a flat surface to cool.

7. SPECIFICATIONS

- **Model:** DIN A3 ULG 300 B1
- **Lamination Type:** Hot and Cold
- **Maximum Lamination Size:** A3
- **Hot Lamination Thickness:** 80 to 125 microns
- **Cold Lamination Thickness:** Up to 200 microns
- **Power Consumption:** Approximately 300 W
- **Warm-up Time:** Approximately 5 minutes
- **Paper Trimmer Capacity:** Max. 3 sheets (80 gsm) or 1 laminated document
- **Dimensions (Package):** 45 x 16.5 x 12.5 cm
- **Weight:** Approximately 2.12 kg

8. WARRANTY AND SUPPORT

This product comes with a standard manufacturer's warranty. Please refer to the warranty card included in your product packaging for specific terms and conditions.

For technical support, spare parts, or warranty claims, please contact the retailer or the manufacturer's customer service department using the contact information provided with your purchase documentation.

Always provide the model number (DIN A3 ULG 300 B1) and purchase date when seeking support.