

## **Policy for Laminating Machine Use**

### **Communication Disorders Students:**

You may use the laminating machine for needed projects. There is no charge for clinic-related projects. For non-clinic uses or to laminate personal clinic-use items the fee for each laminated piece is for the index size sheet- \$1 and for the letter size- \$1.50 per sheet.

### **YOU MUST ADHERE TO THE FOLLOWING PROCEDURE!**

If you want to laminate an item, come to the clinic office and purchase the required laminating pouches for the project. The pouches are in two sizes index card (3.5" x 5.5") and letter size (8.75" x 11.25").

Go to room 107 and the GBC laminating machine is on the table.

### **DIRECTIONS:**

1. Select "LAMINATE" and push the switch to "RUN".
2. The "READY" green light will illuminate when the machine has reached the appropriate temperature.
3. Center the item to be laminated in the GBC laminating pouch appropriate for its size.
4. When inserting the laminate pouch into the carrier sleeve, place the sealed edge of the pouch into the carrier against the sewn end of the carrier sleeve.
5. Insert the carrier sleeve, with assembled items, straight into the machine, leading with the sewn/closed edge. Handle carefully so that the carrier sleeve can be reused.
6. The laminated item will automatically exit the rear of the machine. **DO NOT PULL ON THE CARRIER SLEEVE!!!**
7. If you are finished laminating, then move the switch to the "OFF" position. If not, repeat steps 2-6.
8. If you experience problems, ask for assistance from the office staff.

**If these rules are not followed, student use of the machine will be discontinued.**