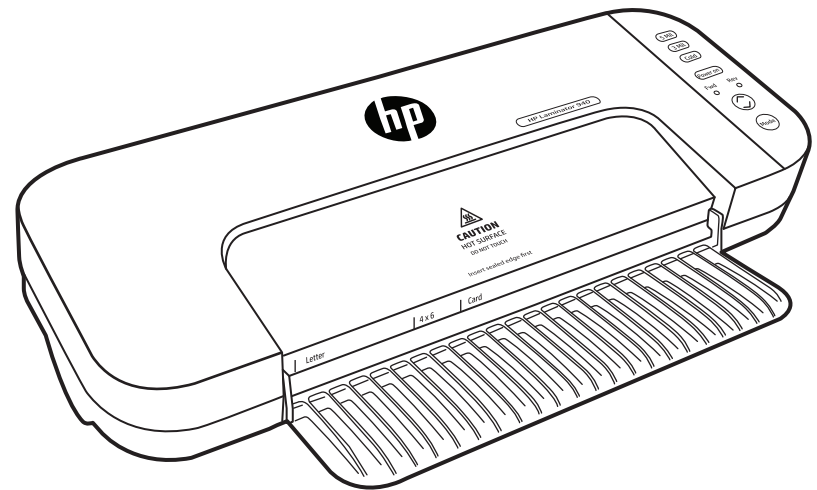




Laminator 940

9" Hot and Cold Laminator

USER MANUAL



ROYAL[®]

Consumer Information Products, Inc.

HP Warranty Processing
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www.hp.com/officeequipment

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HP-Laminator 940IM0221

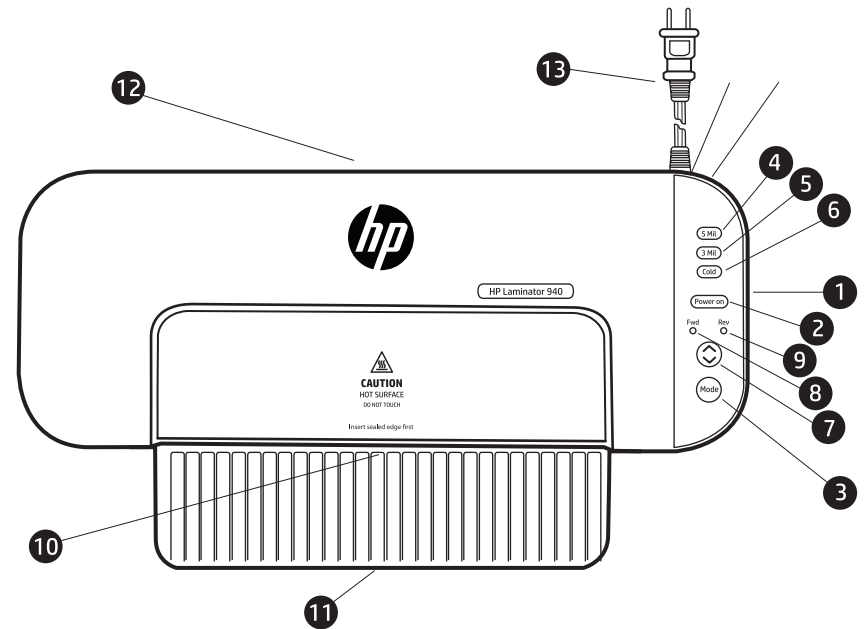
Made in China

Please read this manual carefully before use.

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Laminator overview



- | | |
|----|--------------------------------|
| 1 | Power switch |
| 2 | Power on / sleep LED indicator |
| 3 | Mode control button |
| 4 | 5 Mil LED indicator |
| 5 | 3 Mil LED indicator |
| 6 | Cold LED indicator |
| 7 | Forward / Reverse button |
| 8 | Forward LED indicator |
| 9 | Reverse LED indicator |
| 10 | Entry area |
| 11 | Guide tray |
| 12 | Exit area |
| 13 | AC power cord |



This product is not a toy and should not be used by children



Warning

- Read instruction manual before first use.
- This equipment is not suitable for use in locations where children are likely to be present.
- Observe all warnings and instructions marked on the product.
- For pluggable equipment, the socket-outlet (power adaptor) shall be installed near the equipment and shall be easily accessible.
- Mains plug is used as disconnect device and it should remain readily operable during intended use. In order to disconnect the apparatus from the mains completely, the mains plug should be disconnected from the mains socket outlet completely.
- For indoor use only.
- Do not use laminator in damp conditions.
- Always insert the sealed edge of pouch into laminator. If open edge is inserted it may lead to jamming or curling inside of the laminator.
- Never attempt to open and/or service the unit. There are no user serviceable parts inside of the laminator. Refer servicing to qualified service personnel.
- Repairs must be done by authorized personnel. Unauthorized attempt to service the unit will render the warranty invalid.
- Use only 3 or 5 mil pouches. Pouches that are too thin or thick will result in document jams.
- Machine surface will get hot during operation, please use caution.
- Never attempt to use cold pouches while the laminator is still hot.
- Do not attempt to laminate over staples or paper clips.
- Do not laminate anything that is more than .5 mm thick (including lamination pouch thickness).
- Do not laminate heat sensitive paper.



CAUTION
HOT SURFACE
DO NOT TOUCH

- Caution marking is located on the top enclosure of the laminator.
- Rating plate is located on bottom of the laminator.
- Machine surface will get hot during operation, please use caution.

Setup:

1. Place laminator horizontally on a flat surface with good ventilation.
2. Plug the power cord **15** into any standard 120-volt AC outlet. We recommend that you do not plug your laminator into the same outlet as other electronic devices.
3. Flip down the Guide Tray **11**.
4. Press the Power switch **1** to the On Position. All LED's will illuminate and you will hear a beep. The 3 mil **5** LED will start to blink. The machine is heating and preparing for lamination. After approximately 1 minute the laminator will beep again and the 3 mil **5** LED will be lit steady. The laminator is now ready for 3 mil lamination.

Sole remedies/No incidental or consequential damages

To the extent allowed by local law, the remedies provided in this Limited Warranty are your sole and exclusive remedies. These terms and conditions supersede any prior agreements or representations, including statements made in sales literature or advice given in connection with your purchase.

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Locate your authorized service center

If you need support during the warranty period, locate the Authorized Service Center for this product at:

www.hp.com/officeequipment

Or use the following contact information:

USA: 833-523-0800

Limited warranty

Your HP Product is warranted to be free from defects in materials or workmanship under normal use for one year, starting on your date of purchase. Your dated sales or delivery receipt is your proof of purchase. You may be required to provide proof of purchase as a condition of receiving warranty service.

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LED Status indicator:

- Power on LED ② is on steady, power is on.
- Power on LED ② is switching on and off slowly, laminator is in sleep mode.
- COLD LED ⑥ is for laminating using Cold Lamination Pouches
- 3 Mil LED ⑤ is for laminating using 3 Mil Pouches
- 5 Mil LED ④ is for laminating using 5 Mil Pouches
- When the COLD, 3 Mil or 5 Mil LEDs flash it indicates that your laminator is preparing for ready. When the light is steady your machine is now ready to use. You will also hear a beep when your laminator is ready
- Fwd ⑧ and Rev ⑨ indicate the motor running direction.

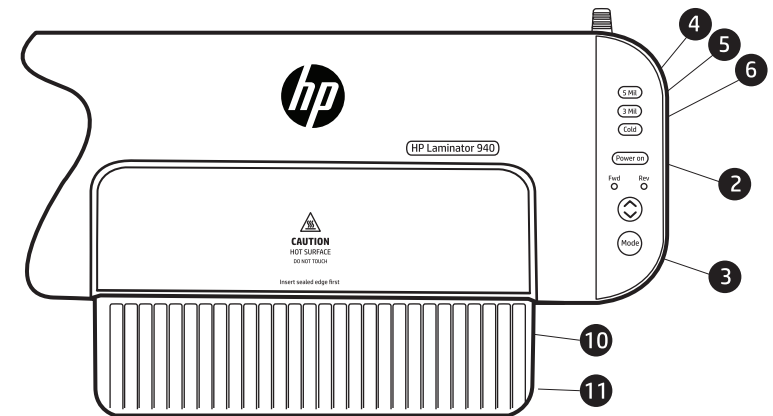
Operation:

Hot lamination

The laminator defaults to 3 mil pouch lamination upon power on. To switch to 5 mil press Mode button ③ to select 5 mil ④. When the 5 mil LED is lit **steady**, your laminator is ready for use. Place the document into the pouch, insert the sealed edge of the pouch into the Entry area ⑩ using the Guide tray ⑪ and markings as your guide. Lamination starts automatically.

Cold lamination

Press Mode button ③ to select Cold function. When the Cold LED ⑥ is lit **steady**, your laminator is ready for use. Place the document into a pouch specifically for cold lamination, insert the sealed edge of the pouch into the Entry area ⑩ using the Guide tray ⑪ and markings as your guide. Cold lamination starts automatically. If the Cold LED indicator ⑥ is flashing, it indicates the laminator is still too hot inside and is cooling down. When the temperature cools down enough, the Cold LED indicator ⑥ will stop flashing and turn steady.



Pouch reverse

The HP 940 is equipped with an electric Reverse function to back up misfeeds or jammed pouches. When a misfeed or minor jam occurs, press the Fwd / Rev 7 button to Rev to reverse the pouch out of the laminator.

Auto sleep, compulsory sleep and wake up

Auto sleep

To save energy and for enhanced safety, the HP 940 laminator is designed to enter into SLEEP mode automatically when used, or is idle for over 60 minutes. When auto sleep starts, the laminator will sound 3 beeps, the Power on LED 2 and current setting LED; 5mil 4, 3mil 5 or Cold 6 will start to flash. Laminator will still run for about 60 seconds to finish any lamination in process. After 60 seconds, all LEDs will turn off except Power on indicator. The Power on LED will turn on and off slowly indicating the machine is in sleep status. To wake up the laminator press the MODE button.

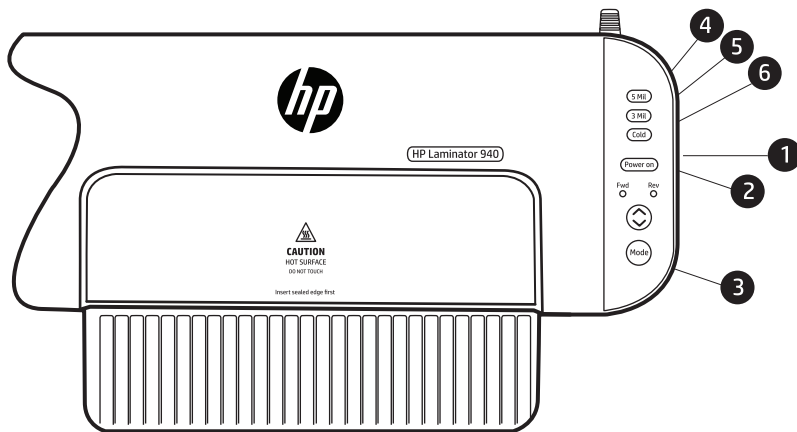
Compulsory sleep

If you wish to put your machine into Sleep Mode, press and hold the Mode button 3 for 3 seconds and release. Your machine will go into sleep mode and the Power on LED 2 will turn on and off slowly. To wake up, press the Mode button 3 again.

Wake up

To wake up your laminator press the Mode button 3. If waking up within 2 minutes of start of Sleep status, your laminator will return to the status before sleep. If after 2 minutes it will return to Power on state.

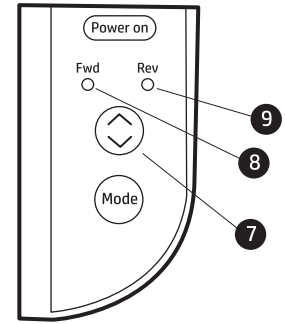
Under Sleep condition there is still weak electric current inside of your laminator. Press Power switch 1 to completely turn off your laminator.



Active jamming protection

When a jam occurs and causes the rollers to stop running for more than 5 seconds, the machine will alert you by a continuous buzzing and the Rev LED 9 and current setting indicator will flash. To protect the machine from damage, it will also stop the heating process and motor running. To terminate the alert and clear the jam, press the Fwd/Rev 7 to reverse the jammed pouch. If the pouch does not come out easily, while the machine is in Rev, pull the jammed pouch back out gently by hand.

Once cleared press Fwd / Rev 7 button again to show the Fwd LED 8 to resume normal lamination.



Specifications:

Voltage:	120 V ~ 60 Hz
Current:	9.5 Amp
Ready time:	1 Minute / 3 Mil
Max thickness:	0.5 mm
Max entry width:	9.17 inches (233 mm)
Acceptable pouches:	Cold/3Mil/5Mil
Laminating speed:	31 Seconds per Letter Size Pouch
Rollers:	4
Dimensions (W x D x H):	14.84" x 5.71" x 3.17" (377mm x 145mm x 80.5 mm)
Weight:	5.28 lbs. (2.4 Kg)
Ambient Operating Temp.	Maximum 95°F (35°C)

FCC information

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.