

COOL LAMINATOR

Owner's Manual



brother®

FCC NOTICE

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 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.

This equipment has been certified to comply with FCC standards, which are applied to the U.S.A. only.

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Statement

Under the terms of an agreement with Xyron, Inc., the purchase or other acquisition of this product confers no right or license to use the product in the Retroreflective Field.

Brother Cool Laminator LX-1200

Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your laminator using this manual, call our Fax-Back System, and follow the voice prompts to receive faxed instructions about using the system and an index of Fax-Back subjects.

USA:

1-800-521-2846

Brother on the World Wide Web

You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web. Visit us at

<http://www.brother.com>

For Customer Service

USA:

1-877-BROTHER (276-8437) (voice)
or 1-901-379-1010

1-901-379-1210 (fax)

Corporate Headquarters

Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA

Service Center Locations

If you need a local service center, please call **1-800-284-HELP** (4357) to locate the authorized service center near you.

Note:

Be sure to call the Service Center before your visit. Service Centers do not provide operational assistance.

Ordering Accessories and Supplies (in the USA)

For best quality results use only genuine Brother accessories, available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of Brother accessories and supplies available for purchase or you may order supplies and accessories by mail using the order form on page 3.)

USA: 1-888-879-3232 (voice)
 1-800-947-1445 (fax)
<http://www.brothermall.com>

Description	Model Number	Price Each
Double-side Laminate		
12" wide film cartridge (About 39.3m/128.9ft. long)	LC-D12	\$129.99
12" wide refill roll (About 39.3m/128.9ft. long)	LC-D12R	\$89.99
9" wide film cartridge (About 20m/65.6ft. long)	LC-D9	\$40.99
9" wide refill roll (About 20m/65.6ft. long)	LC-D9R	\$31.99
4.8" wide film cartridge (About 20m/65.6ft. long)	LC-D5	\$32.99
4.8" wide refill roll (About 20m/65.6ft. long)	LC-D5R	\$25.99
Adhesive With Laminate		
12" wide film cartridge (About 10m/32.8ft. long)	LC-A12	\$104.99
12" wide refill roll (About 10m/32.8ft. long)	LC-A12R	\$89.99
9" wide film cartridge (About 20m/65.6ft. long)	LC-A9	\$72.99
9" wide refill roll (About 20m/65.6ft. long)	LC-A9R	\$55.99
4.8" wide film cartridge (About 20m/65.6ft. long)	LC-A5	\$48.99
4.8" wide refill roll (About 20m/65.6ft. long)	LC-A5R	\$42.99
Magnetic Back Laminate		
9" wide film cartridge (About 4m/13.1ft. long)	LC-M9	\$133.99
9" wide refill roll (About 10m/32.8ft. long)	LC-M9R	\$174.99
4.8" wide film cartridge (About 4m/13.1ft. long)	LC-M5	\$83.99
4.8" wide refill roll (About 10m/32.8ft. long)	LC-M5R	\$109.99
Other Accessories		
Replacement Ceramic Side Cutters (2 blades)	SC-2	\$13.99
Replacement Corner Cutter Trimmer Tray	CC-3	\$29.99

Accessory order form

This order form is provided for your convenience should your retailer not stock the item(s) needed.

Item	Description	Price Each	Quantity	Total

To complete the Order Form:

1. Review the Accessory List on the preceding pages and select the desired items.
2. Complete the above form, indicating the quantity of each item.
3. Total the columns and enter the total on the "Supply/Accessory Subtotal" line.
4. Add the appropriate Sales Tax and Shipping / Handling Charge.
5. Put the total on the "Total Due" line.
6. Clearly print your name and address below.
7. Send the Order Form, along with proper payment to the address below.

Credit Card Holders

Order 7 days a week / 24 hours a day

PHONE: 1-888-879-3232

FAX: 1-800-947-1445

ON LINE: <http://www.brothermall.com>

Send Order Form To:

Brother International Corp.
Attn: Consumer Accessory Div.
P.O.Box 341332
Bartlett, TN 38184-1332

Supplies and Accessories Subtotal: \$ _____

AZ, CA, CO, CT, FL, GA, IL, LA, MA, MD, MI, MN,
MO, NC, NJ, NV, NY, OH, PA, TN, TX, VA, WA

residents add applicable sales tax: \$ _____

Name: _____

Shipping and Handling Options: \$ _____

Address: _____

Please choose one:

Standard Freight:

City: _____

Continental U.S. (\$5.00) Alaska & Hawaii (\$8.75) Canada,
GU, PR, VI (\$15.00)

State: _____ Zip: _____

* 2nd Day Air Freight (Continental U.S. only): (\$8.75)

* For all other overseas orders, fax this form to us at
1-901-384-8184 for a quote based on weight

Daytime Phone #: _____

Total Due \$ _____

Daytime Fax #: _____

Method of Payment (check one)** No C.O.D. orders **

() Visa () MasterCard () Discover () American Express
() Check / Money Order

Account Number _____

Expiration Date _____

Signature _____

Prices are subject to change without notice.

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Getting started

Thank you for purchasing a Brother Cool Laminator. This machine has been designed to be easy to use, but can be utilized to its fullest potential by taking some time to read this owner's manual.

Features

- Depending upon the type of film used, this machine turns a variety of documents into professional, self-adhesive stickers, dual-sided, coated lamination sheets, magnetic signs etc.
- In addition to output from computers and word processors, you can laminate hand-written sheets, clippings from magazines, photographs or any other type of document.
- Your documents are perfectly coated to protect them from water, dust, tearing, yellowing, and to create a professional, high quality finish.
- No heat is used. The unique cold pressure method and specially formulated adhesives make the operation safe, easy and fast.
- You can start laminating immediately after turning the power on (no warm-up time is necessary).
- This machine has an auto sheet feeder and auto cross cutting mechanism. It automatically detects the width and length of your document and precisely trims the excess laminate from your square or rectangular finished documents.
- The film is easily installed and replaced.
- The LX-1200 supports document widths of up to 11.7" (A3 - 297mm).

Precautions

To avoid personal injury or damage to the machine, please pay close attention to the CAUTION and WARNING notices in this manual. They are here for your safety, as well as to point out actions that might cause damage to your machine.



WARNING:

- Do not attempt to repair or disassemble this equipment yourself. The warranty will be voided if this machine is not repaired by authorized service personnel.
- Do not touch the blades inside of the machine.
- Use only the AC adapter that was supplied with the machine. Using the wrong AC adapter may damage the machine and will void the warranty.



CAUTION:

- Do not pull the power cord. To disconnect it, always grasp the plug itself.
- Do not place the machine under direct exposure to sunlight and other sources of heat, excessive moisture, or dust.
- If any liquid is spilled onto the machine, immediately unplug the machine from its power source and consult with authorized service personnel.
- Unplug the machine during a lightning storm.
- Do not place heavy objects on the machine.
- Keep the back and sides of the machine clear of obstructions to prevent overheating.
- Use only a soft, dry cloth to clean the machine (do not use chemicals, solvents, or detergents).
- To avoid electrical interference, do not place the machine close to a radio receiver or television.
- Do not turn the machine off while operating except in the event of a malfunction.
- Turn the machine off in the event of a malfunction.
- If you use adhesive laminate film, do not attach the laminated output to one's skin, or the sensitive surface of objects.
- The laminated documents are not easily digested. Great care should be taken to prevent accidental ingestion by infants or the elderly.
- The laminate film contains UV resistance materials. However, the color of the documents may fade if the documents are printed with liquid type ink. Solid type ink is recommended to prevent the document from fading.
- The laminated document may be wrinkled or damaged if it is placed under a heavy object.
- Do not place the magnetic back laminate output close to floppy disks or audio tapes. The data on the disks or tapes may be damaged.
- Brother can not be held liable for loss or damage of items used in the laminator machine.
- Under the terms of an agreement with Xyron, Inc., the purchase or other acquisition of this product confers no right or license to use the product in the Retroreflective Field.
- Laminating thermal paper may cause the print to fade.
- When a document is first laminated it may feel sticky to the touch. This stickiness is caused by silicone that is used in processing the film.
- Discard the machine or laminated output according to local regulations. If you are not sure of them, call your local Sanitation Department.



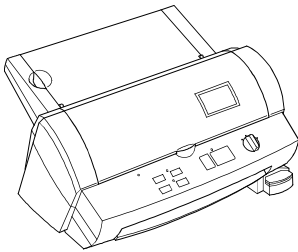
IMPORTANT OPERATIONAL PRECAUTIONS:

- Select Cutter Off Mode when laminating sensitive or irregularly shaped documents.
- Do not insert your precious and valuable items into the machine.
- Do not laminate any photograph which cannot be replaced.

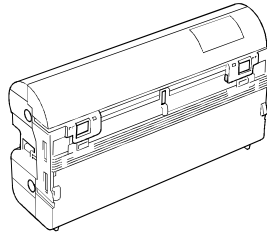
Package list

- | | |
|---|-------------------------------|
| ① Machine | 1 |
| ② Film cartridge
(Starter cartridge includes 13.1' or 4m of film)* | 1 (Double side laminate type) |
| ③ AC adapter | 1 |
| ④ Owner's manual | 1 |
| ⑤ Compatible accessory list | 1 |
| ⑥ Supplemental PC software (CD-ROM) | 1 |
| ⑦ Cartridge adapter | 1 |
- * The film cartridge is already installed into the machine.

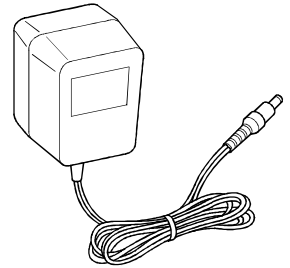
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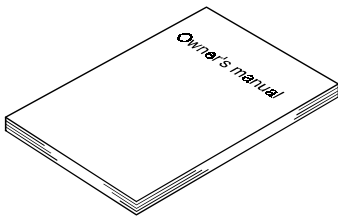
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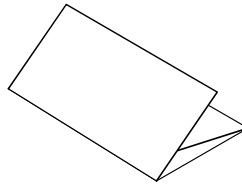
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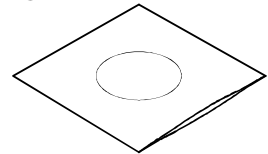
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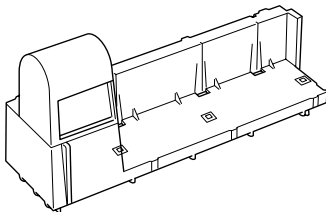
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⑥



⑦



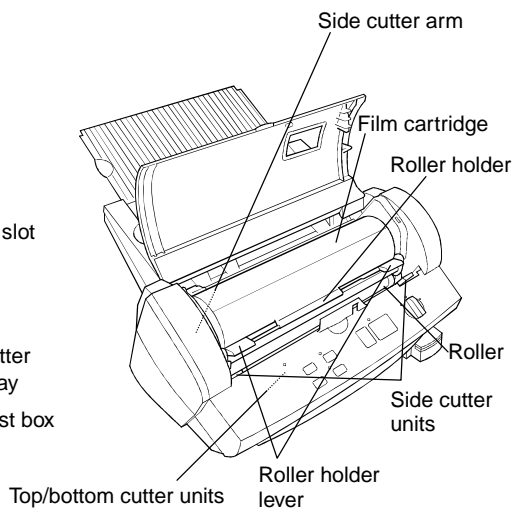
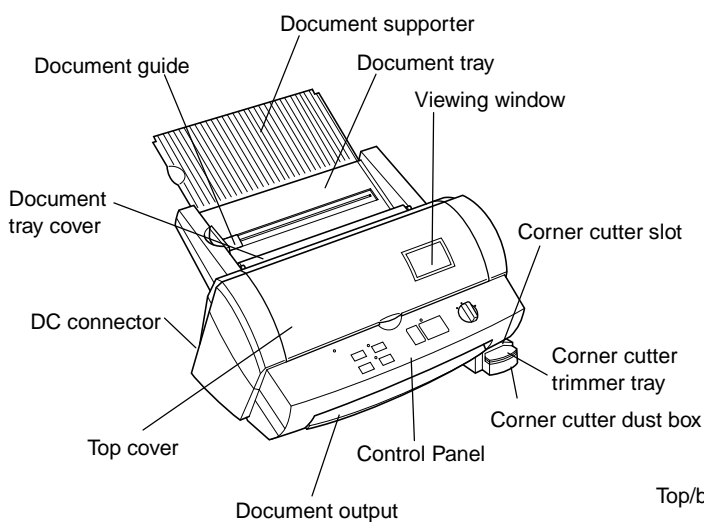
Part names

Outside of the machine

DC connector	Located on the left, backside of the machine. Aperture for the AC adapter.
Top cover	For replacing the film cartridge and cutter units.
Viewing window	Located on the top cover. Allows you to make sure that the correct type of film cartridge is loaded into the machine.
Document tray	Where documents to be laminated are placed.
Document supporter	Supports the document being laminated.
Document guide	Aligns the left edge of the paper for proper document insertion.
Document tray cover	Easily lifts for the removal small sized documents.
Control panel	Power switch and function button area.
Document output	Location where the document exits the machine.
Corner cutter slot	Allows you to trim the corners of your document after laminating. Corners of a document are automatically trimmed after insertion into the corner cutter slot.
Corner cutter trimmer tray	The corner of your laminated document is placed on this tray to position it into the corner cutter slot.
Corner cutter dust box	Collects trimmings from the corner cutter.
AC adapter	Plugs into an electrical outlet and the DC connector on the machine.

Inside of the machine

Film cartridge	Contains the roll film. The label on the cartridge identifies the film type. You can use 12.0 inch (A3), 9.0 inch (A4) or 4.8 inch (A6) width LC cartridges with this machine.
Roller holder lever	Locks/releases the roller holder.
Roller holder	Holds the roller unit.
Side cutter arm	Arm for the side (vertical) cutter unit.
Side cutter units	Blades for side (vertical) cutting.
Top/bottom cutter units	Blades for top/bottom (horizontal) cutting.
Roller	Feeds the document into the unit.



Control Panel

POWER DIAL ON/OFF

Turns the machine on/off.

Cut

Cuts the document in the current position.

Feed

Manually feeds the laminate and/or the document.

Continuous

Use this feature to laminate multiple documents.

Extra Border

Use this feature to create an extra border on one-side of your document (i.e. area for 3-hole punch).

Start

Starts an operation.

Stop

Stops an operation.

Border

The machine will trim the film with about a 0.18" (4.5mm) margin from each edge of the document. - Leaves a margin of laminate.

No Border

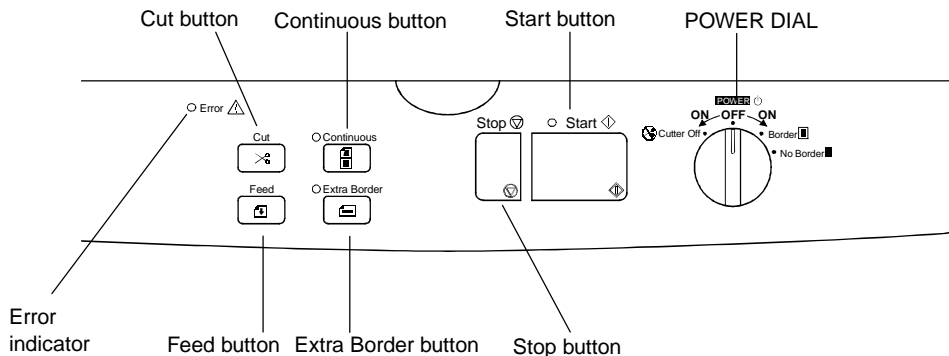
The machine will trim the film with a margin that is approximately 0.06" (1.5mm) from each edge of the document. - Trims the laminate close to the document.

Cutter Off

Turns the cutting mode off.

Error

Indicates a malfunction of machine.



Film Cartridge

Cutting line

Engraved on the outside of the cartridge, use as a guide to cut the excess film before installing the cartridge into the machine.

Shutter

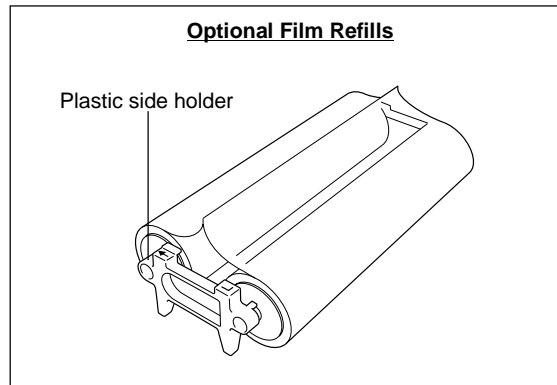
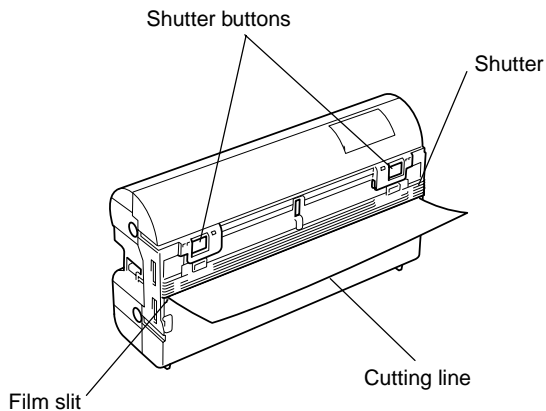
Lift the shutter upward to open the film cartridge cover.

Shutter buttons

Locks the film cartridge cover and returns the shutter to the original position.

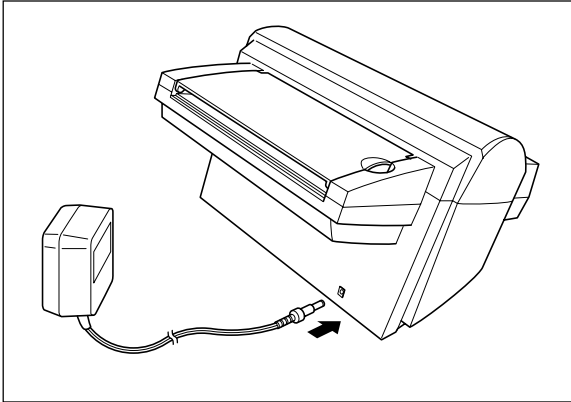
Film slit

The top edge of film appears from this film slit.



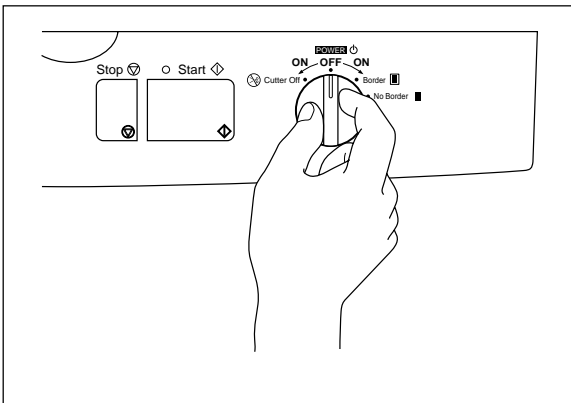
Setup

Turning the machine on/off



(1) Connect the plug of the AC adapter into the DC connector.

(2) Plug the AC adapter into an electrical outlet.



(3) Turn the power dial on the control panel to Cutter Off, Border or No Border. The green light on top of the **Start** button will light up. If the machine does not respond, check the connection of the AC adapter.

To turn the machine off, turn the power dial to POWER OFF.

(4) Press the **Feed** button until you can see the edge of the film to remove any slack from the film.



WARNING:

Do not plug your machine into an electrical outlet until it has been completely assembled. Do not try to disassemble or repair this equipment yourself. Service should be performed by authorized personnel only. Warranties will be voided if the unit is repaired by unauthorized technicians.

Never touch the surface of the blades when installing the film cartridge.



CAUTION:

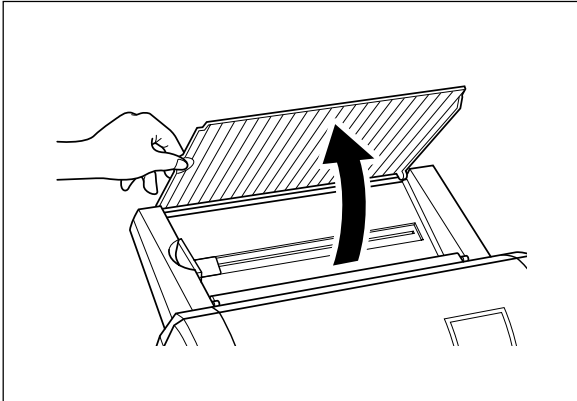
Do not turn the machine off during the laminating process. The machine should be turned off during operation only in the event of a malfunction.

About Auto Power Saver

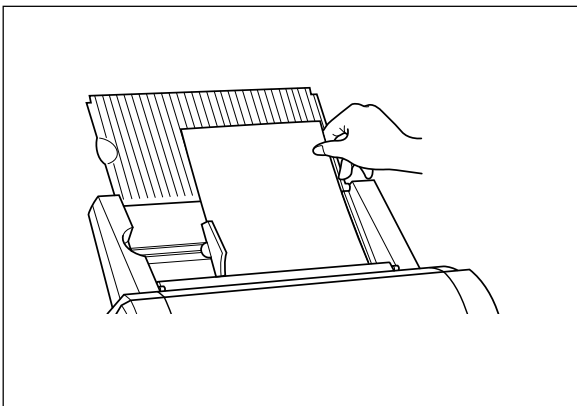
This machine has an Auto Power Off function. If the machine is left idle for approx. 5 minutes, the machine will automatically turn off. In order to turn the machine back on, please turn the POWER dial to POWER OFF, and then turn the machine on by selecting the cutter mode: Cutter Off, Border or No Border.

Operating the machine

Laminate documents, create magnetic signs, and create adhesive stickers:



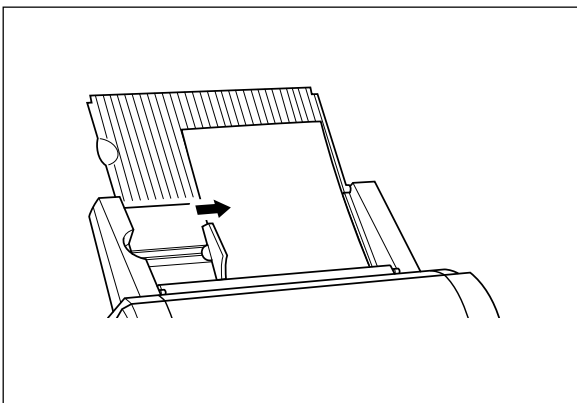
(1) Open the document supporter.



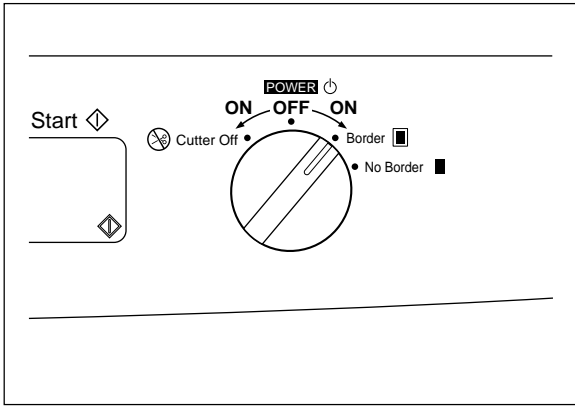
(2) Load the document to be laminated onto the document tray. Insert the document face up.

TIP

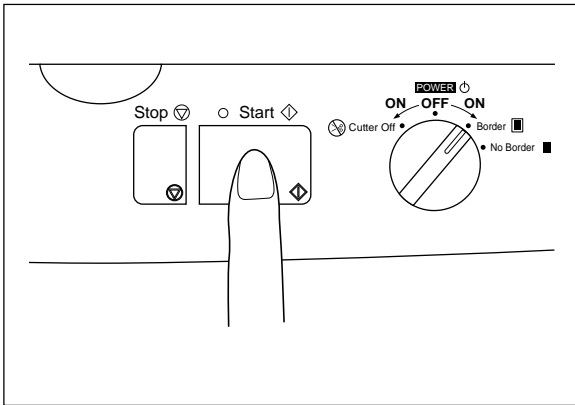
When using the adhesive laminating film, documents can be placed face down on the document tray to apply the adhesive to the front of the document (Great for Window Stickers).



(3) Align the paper with the tab on the right and slide the document guide until it touches the left edge of the document. When laminating an irregularly shaped document, always position the longest edge of the document to the right.



- (4) Turn the POWER dial to Cutter Off, Border or No Border to select the cut mode. Please refer to 'How to define the cutting position' page 16.



- (5) Press **Start**.
The document is fed into the machine. The machine will automatically start to detect the top and side edges of the document. The green light of the **Start** button will blink during the finishing process. When the Cutter Mode is set to Border or No Border, the top edge of the film will automatically be cut off. When the Cutter Off mode is selected, the machine will detect the size of the document and leave a large border of laminate.

Note

*The buzzer sounds if the document was not positioned correctly or if the document is too small to be laminated or too large to be laminated with the cartridge that is installed in the machine. Re-position the document or select a larger size cartridge and press **Start** again.*

- (6) The document is ejected through the document output area when the process is complete. If the document is longer than 18.5", the job will pause. Press **Start** again to continue the process.

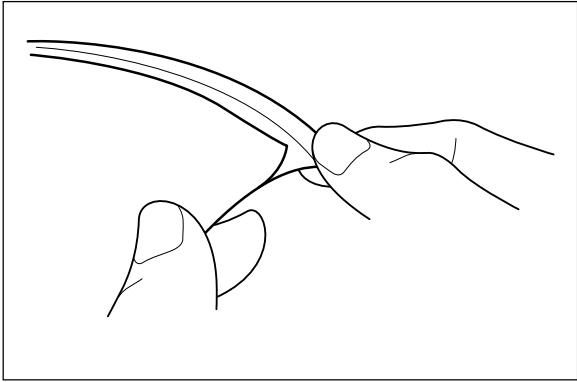


CAUTION:

Do not attempt to remove or pull on the document while the machine is operating.
Do not turn the machine off during a job except in the event of a malfunction.
Except when using Continuous Mode, do not place the next document on the document tray until the current operation is completed. Please see instructions for Continuous Mode on Page 18.

Note

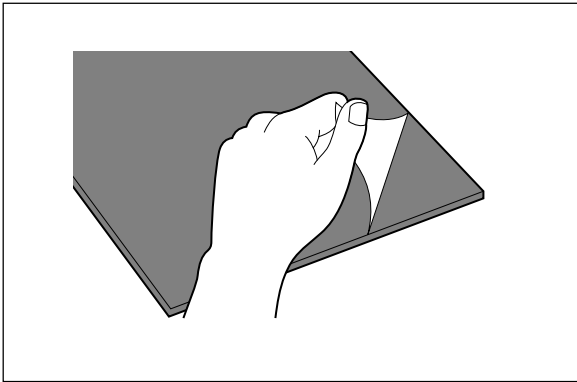
*To stop the operation, press **Stop**. Press **Start** again to restart the operation or use **Feed** and **Cut** to feed/cut the document manually.
To avoid accidentally cutting your document in the wrong place, press and hold the **Cut** button for more than 0.5 seconds.*



Note

If you use the adhesive laminate film, the back surface of the laminated output is a liner which will need to be peeled off. To mount the laminated document on a surface for display, peel off the liner as illustrated.

For easy peeling, there is a crack in the liner approx. 1" from the right side.



Note

If you use the magnetic back laminate film, you can place the output on metal surfaces.

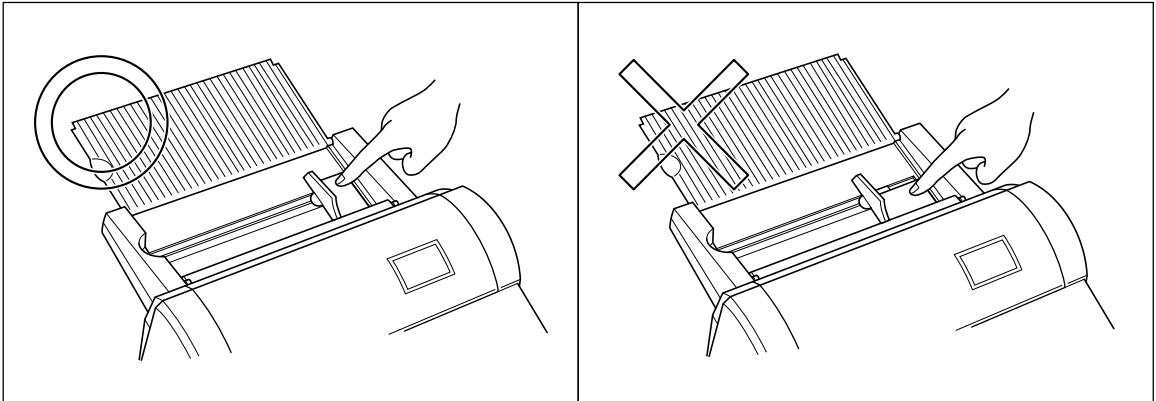
There is a liner on the back surface of the laminated output (magnet side). Please peel the liner off gently as illustrated before placing the output sheet on a metal surface.

Document Size

The size of the document that you wish to laminate should not be larger (or smaller) than the width that your machine can accommodate. The document should be between 2.0 and 11.7 inches (50 and 297 mm) wide. The minimum paper length should be 3.5 inches (90 mm). The paper thickness should be between 17 lbs. to 40 lbs. (0.004" and 0.008"). Only one document at a time can be loaded onto the document tray.

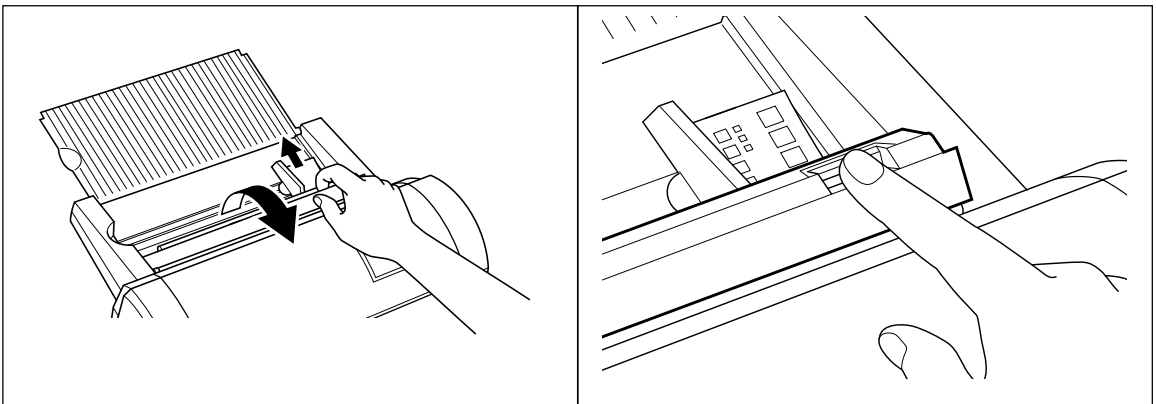
Type of cartridge		12.0 inch cartridge	9.0 inch cartridge	4.8 inch cartridge
Paper width	Maximum	11.7" (297 mm)	8.5" (216 mm)	4.3" (108 mm)
	Minimum	2.0" (50 mm)	2.0" (50 mm)	2.0" (50 mm)
Paper length	Minimum	3.5" (90 mm)	3.5" (90 mm)	3.5" (90 mm)
Paper thickness		0.004" - 0.008"	0.004" - 0.008"	0.004" - 0.008"

Business card-size paper should be inserted vertically into the machine as illustrated below.



Note

If you place a small document into the machine incorrectly, it can be removed by lifting the document tray cover as illustrated.



When laminating a document longer than 18.5" (470 mm), the machine will pause after laminating 18.5". To continue the process just press the **Start** button.



CAUTION:

Do not insert documents that are curled, wrinkled, folded or ripped into the machine. Documents must be free of staples, paper clips, glue, correction fluid and sticky tape. Do not insert fabric material into the machine.

The Auto Sheet Feeder

The Auto Sheet Feeder automatically feeds your document into the machine, one sheet at a time. Load only a single document at a time onto the document tray.

The Auto Cross Cutting System

The Auto Cross Cutting System automatically detects the width and length of the inserted document. The built-in mechanism precisely trims each side of the square or rectangular document.



IMPORTANT INFORMATION:

- Select Cutter Off Mode when laminating sensitive or irregularly shaped documents.

How to define the cutting position (creating borders)

The Auto Cross Cutting System automatically detects the size of your document and trims each edge of your square or rectangular document. The cutting position can be adjusted to create a margin on each edge of the laminated document.

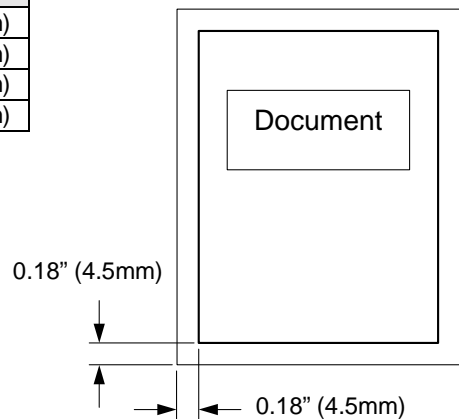
Auto Cutter Mode – Border

This mode is ideal for protecting documents from water or dust.

To create a margin on each edge of your square or rectangular document...

- (1) Change the position of the Power dial to **Border**.
- (2) Place the document in the document tray and press **Start**. The document will be cut with about a 0.18" (4.5 mm) margin of laminate on each edge of the paper.

	Cutting Position	
Top	Top of paper	0.18" ± 0.06" (4.5mm ±1.5mm)
Bottom	Bottom of paper	0.18" ± 0.06" (4.5mm ±1.5mm)
Right	Right edge of paper	0.18" ± 0.06" (4.5mm ±1.5mm)
Left	Left edge of paper	0.18" ± 0.06" (4.5mm ±1.5mm)



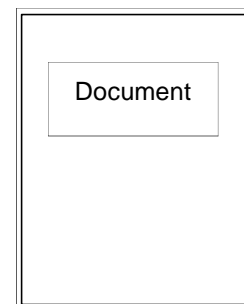
Auto Cutter Mode – No Border

This mode is ideal for making stickers.

To generate a document without a margin of laminate on each edge...

- (1) Change the position of the Power Dial to **No Border**.
- (2) Place the document in the document tray and press **Start**. The document will be trimmed with a very small margin of laminate (approximately 0.04" - 0.06" (1 - 1.5mm) from each edge of the document).

	Cutting Position	
Top	Top of paper	0.06" ± 0.06" (1.5mm ± 1.5 mm)
Bottom	Bottom of paper	0.06" ± 0.06" (1.5mm ± 1.5 mm)
Right	Right edge of paper	0.04" ± 0.06" (1.0mm ± 1.5 mm)
Left	Left edge of paper	0.04" ± 0.06" (1.0mm ± 1.5 mm)



Auto Cutter Mode – Cutter Off (for sensitive documents)

Use this mode to prevent any part of the document from being cut away during the finishing process. Cutter Mode will sense the beginning and the end of your document and automatically leave a wide margin of extra laminate, which you may manually trim.

- (1) When **Cutter Off Mode** is selected, the machine will laminate the document without trimming the edges. The document is processed and ejected from the machine.
- (2) Press **Cut** to manually cut the laminate and remove the document from the machine.

Auto Cutter Mode - Extra Border

This mode is ideal for making documents for filing purposes.

The Extra Border will always be generated on the last part of the document to be fed through the machine. You can choose 0.8" (20 mm) or 1.2" (30 mm) extra margin.

Change the width of the Extra Border by pressing the Extra Border button. The first time it is pressed, the extra border will be set to 0.8" (20 mm), the next time 1.2" (30 mm) and the next time the extra border mode will be turned off (as well as the Extra Border LED).

Off → 0.8" (20 mm) → 1.2" (30 mm) → Off

To create an extra 0.8" (20 mm) margin on your document...

- (1) Place the document in the document tray and press the **Extra Border** button once. The Extra Border green LED will light.
- (2) Press **Start**. The document will be laminated with a 0.8" (20 mm) Extra Border.

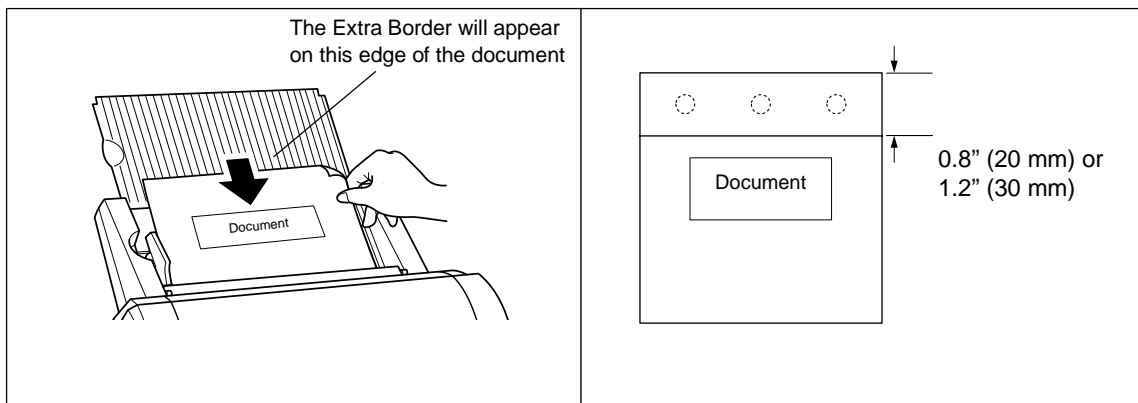
To create an extra 1.2" (30 mm) margin on your document...

- (1) Place the document in the document tray and press **Extra Border** button twice. The Extra Border green LED will blink.
- (2) Press **Start**. The document will be laminated with a 1.2" (30 mm) Extra Border.

Note

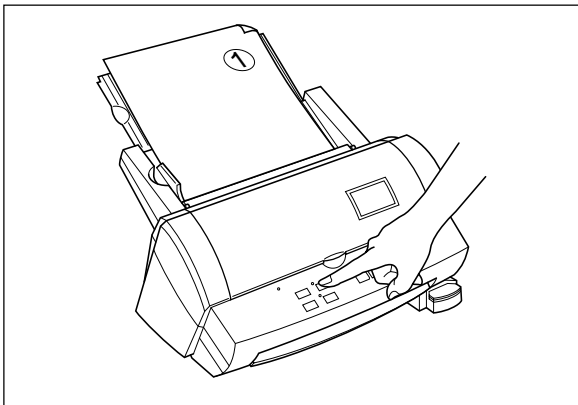
*Selected Extra Border mode will remain on until the power is turned off or the Extra Border mode is turned off. To turn the Extra Border mode off, press the **Extra Border** button until the Extra Border LED is no longer lit.*

To create an extra border for hole punching an 8.5" × 11" document, place the document in the tray landscape with the side to have the extra border on the top (see illustration).

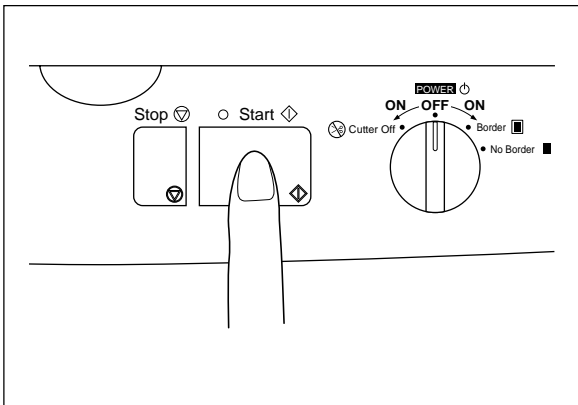


How to use Continuous mode

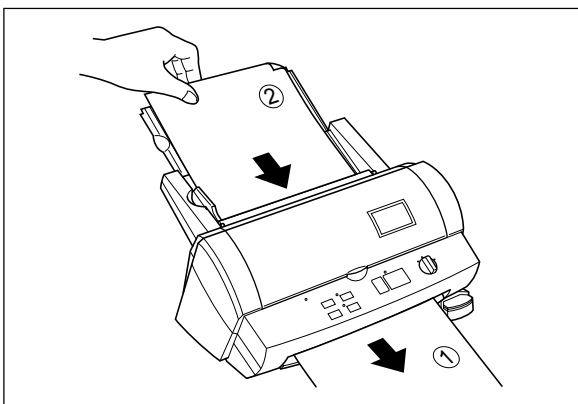
Continuous mode can reduce the wasted film between documents when laminating multiple documents.



- (1) Set the first document on the document tray and press the **Continuous** button. The green Continuous LED will light.



- (2) Press **Start**. The machine will start to laminate your document. When the end of the document is detected the laminating process pauses and the buzzer sounds.



- (3) Place the next document in the document tray. The next document will automatically be fed after approximately 7 seconds.

Note

If a new document is not placed in the feeder within 7 seconds, the machine will restart and finish the current document.

*If **Start** button is pressed after placing the next document in the feeder, the laminating process will restart without waiting 7 seconds.*

*If **Stop** button is pressed before placing next document in the feeder, the Continuous mode is paused. Press **Start** to restart the operation.*

- (4) Continue with step (3) until you are finished laminating documents. If a document is not placed in the feeder within 7 seconds, the machine will finish laminating the document in the machine and then return to normal mode.

Note

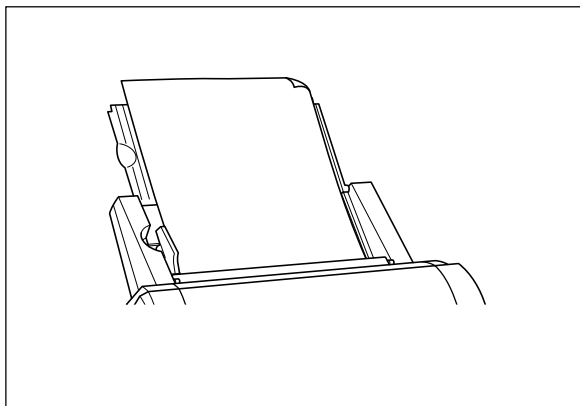
*The **Feed** and **Extra Border** buttons will not work while the machine is in Continuous mode.*

Do not change the setting of the Cutter Mode during Continuous mode.

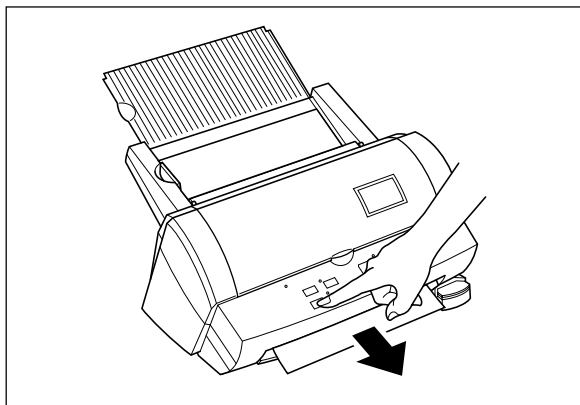
To create an extra border with continuous mode, select the extra border with mode before turning on the continuous mode. All documents laminated will have an extra border. To turn off the extra border, turn off continuous mode first and then turn off the extra border mode.

Manual feeding and manual cutting

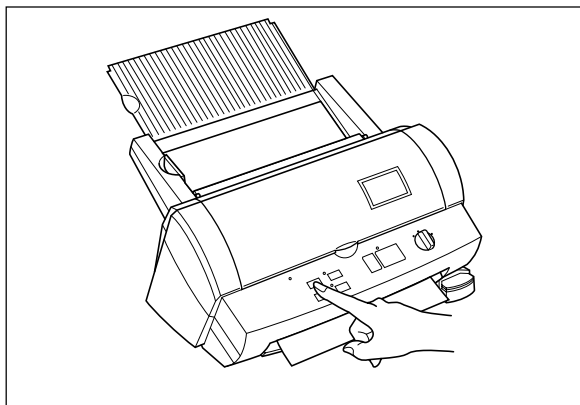
You can manually feed and cut the document using the Cool Laminator.



(1) Place the document in the document tray.



(2) Press the **Feed** button to feed the document manually. The **Feed** button is a self-repeating key. The document will continue to be fed until the **Feed** button is released. Keep pressing the **Feed** button until you see the end of the document.



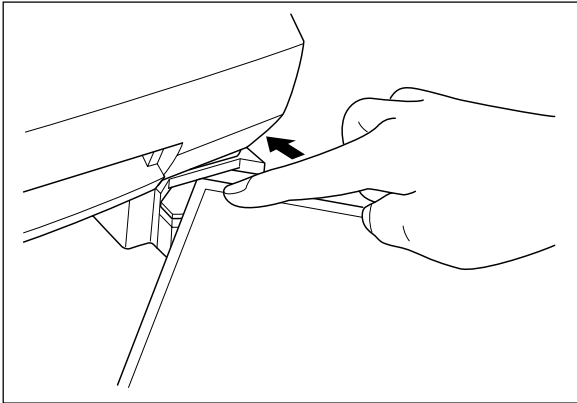
(3) Press the **Cut** button. The document will be cut at its current position.

Note

- For safety, the exact cutting position is not visible from outside of the machine.
- To avoid accidentally cutting through your document, it is recommended that you press the **Cut** button only after the document has been completely ejected from the machine.
- Never remove a document from the machine by force. If necessary, use scissors.

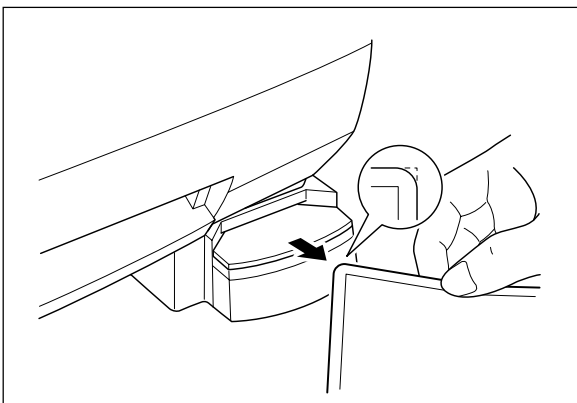
Corner cutting

After laminating, you can round each corner of the document.



- (1) Carefully insert a corner of the document all the way into the corner-cutter slot so that the corner of the laminated document is flush with the sides of the corner cutter.

- (2) The machine will automatically trim the corner of the document.

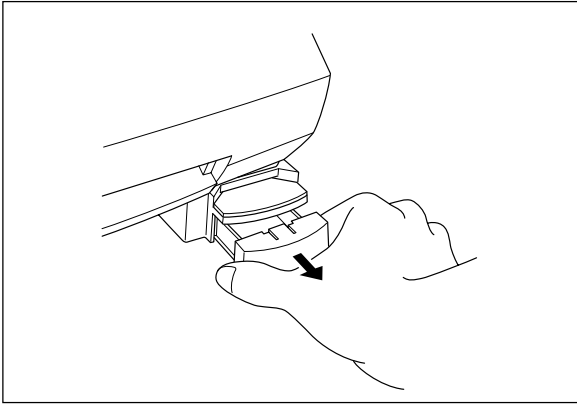


- (3) Remove the document from the slot.

Note

The maximum thickness of the original document (before lamination) that the corner cutter unit can cut is 0.008" (30 lbs. paper).

Do not use the corner cutter to trim magnetic back output.



Corner cutter dust box

The trimmings from the corner cutter are collected in the corner cutter dust box located just below the corner cutter slot. Pull the dust box towards you to discard the trimmings and place the box back into its original position.

Note

The trimmings created during the inspection process at the factory may still be in the corner cutter dust box.

About film rolls

There are a variety of different types of film rolls that have been designed to meet your needs.



This machine supports 12.0 inch (A3), 9.0 inch (A4) or 4.8 inch (A6) width cartridges.

Use only Brother authorized film cartridges or film refills. The above mark appears on all packages of authorized film cartridges or film refills that are compatible with the machine. Brother cannot be held responsible for any problem arising from the use of unauthorized supplies.

Depending upon the type of film used, this machine turns a variety of documents into professional, double-sided lamination sheets, adhesive stickers or magnetic signs. Please refer to the compatible accessory list packaged with this machine for details.

This machine is supplied with a Double Sided Lamination Film Cartridge. For other types of film rolls, please contact your local Brother dealer.

Note

To use a 9.0" or 4.8" cartridge with this machine, first install the cartridge adapter into the machine. Please refer to page 30.

Film-supply maintenance

A red marker appears when the film supply is running out. Please replace the film roll as soon as you notice this red marker. The red tape will appear approximately 39.4" (1000 mm) from the end of the roll.

If the red marker appears, replace the film immediately. Please refer to 'Replacing the film cartridge' on page 24 or 'Installing/replacing the film roll in the cartridge on page 26 to refill the film cartridge.

The starter cartridge produces about 11 US letter size sheets (landscape direction) in continuous mode. A regular roll double-sided laminate film produces about 168 US letter size sheets (landscape direction) in continuous mode.

Please refer to the compatible accessory list on page 2 for other supply information.

Note

A red tape will appear when the laminate film is reaching the end.

If this red tape appears, replace the film immediately. This red tape can simply be peeled off your original document without causing damage.

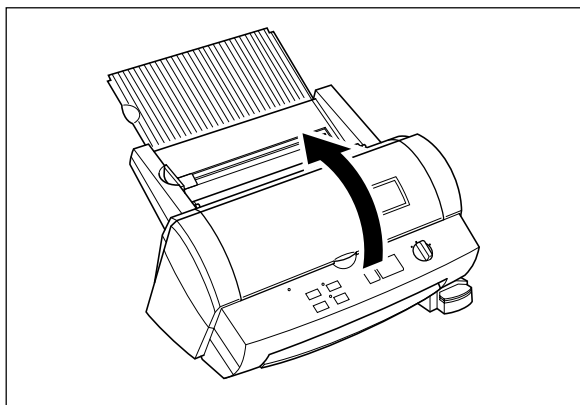
Attempting to laminate another document after the red marker appears may result in a damaged and/or cut document.

Replacing the film cartridge

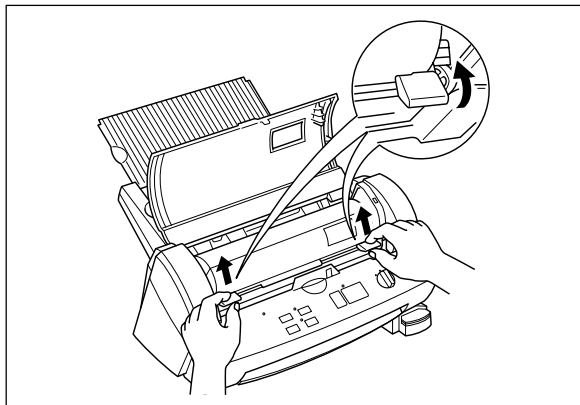


WARNING:

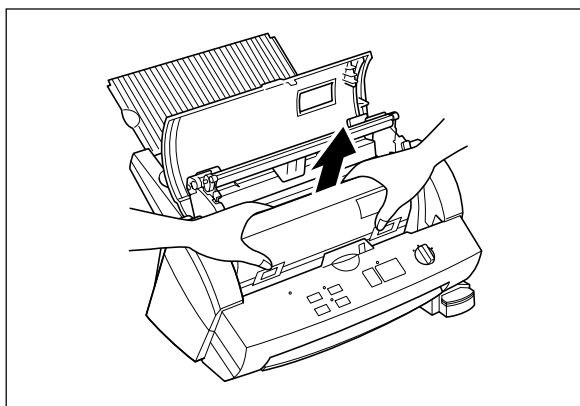
Never touch the surface of the blades when installing/replacing the film cartridge.



(1) Turn the POWER dial to Off and open the top cover.



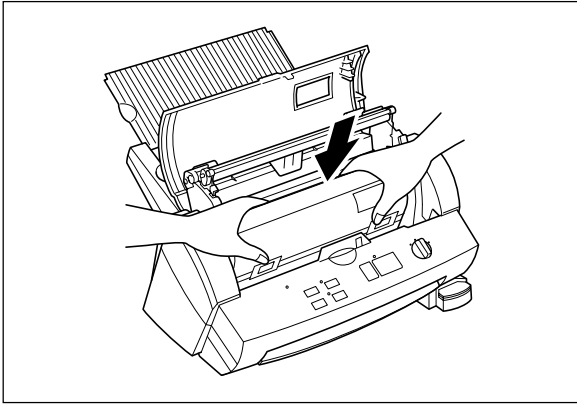
(2) Pull the roller holder levers up and lift the roller holder upwards.



(3) Remove the film cartridge taking care not to grab the cartridge by the shutter.

Note

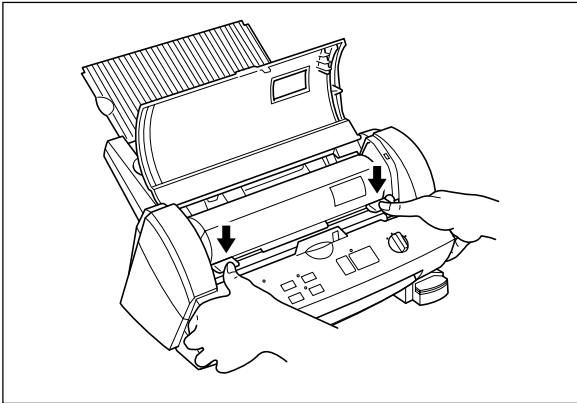
*If the film is stuck, turn on the machine and press the **Cut** button to remove the excess film.*



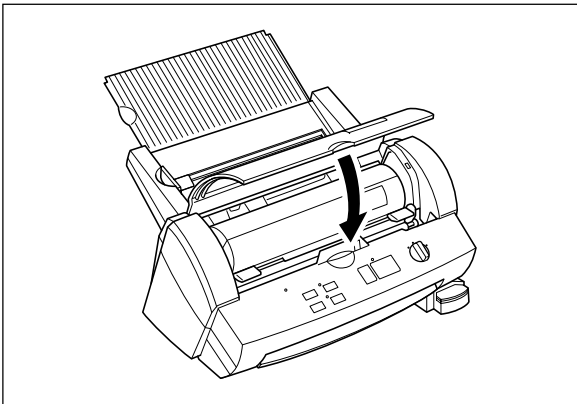
- (4) Carefully install the new film cartridge, square end down, film slit facing towards the front of the machine.

Note

- Make sure that the shutter of the cartridge is completely closed before installing the cartridge.
- Check the position of the top edge of the film before installing cartridge. It should be aligned with the cutting line of the cartridge. If necessary, cut away any excess film.
- Make sure that the top edge of the film lays across the lower roller.



- (5) Return the roller holder to its original position and press the roller holder levers as illustrated until it is secured into position. You will hear the roller holder click into place.



- (6) Close the top cover.

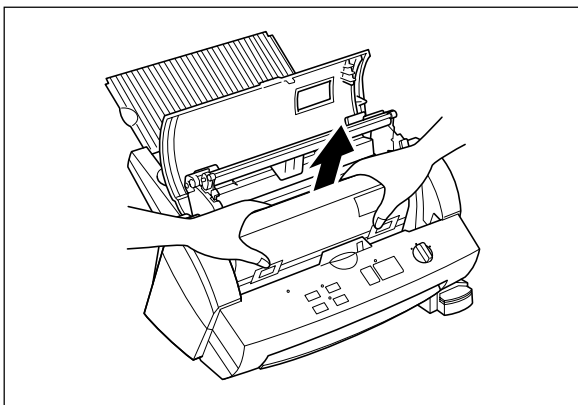
- (7) Turn the POWER dial to Cutter Off, Border or No Border. Press the **Feed** button until you can see the edge of the film to remove any slack from the film.

Note

- The type of the currently installed cartridge can be viewed through the window in the top cover.
- Store the film cartridge at below 113°F (45°C).

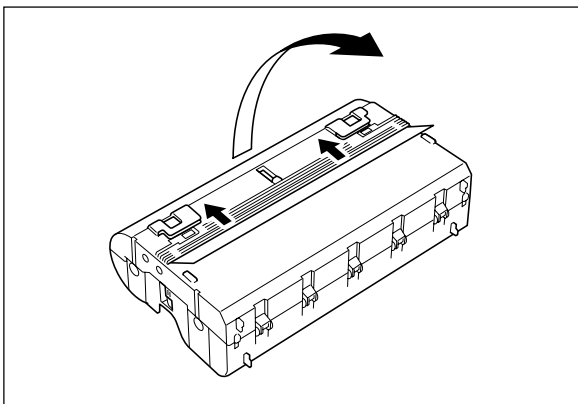
Installing/replacing the film roll in the cartridge

Cartridges can be recycled by replacing the film roll. Be sure to use Brother-authorized LC film refills only. Refill cartridges using the following instructions:

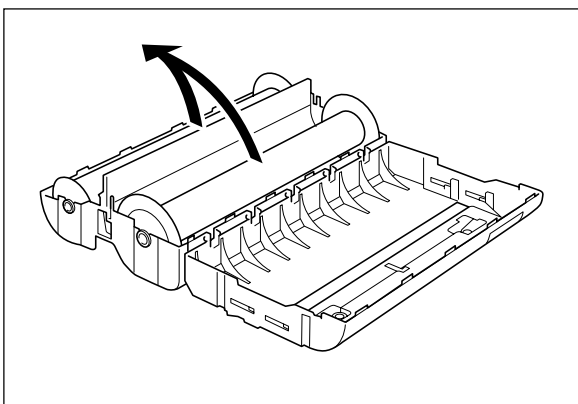


- (1) Remove the film cartridge from the machine being careful not to grab the cartridge by the shutter.

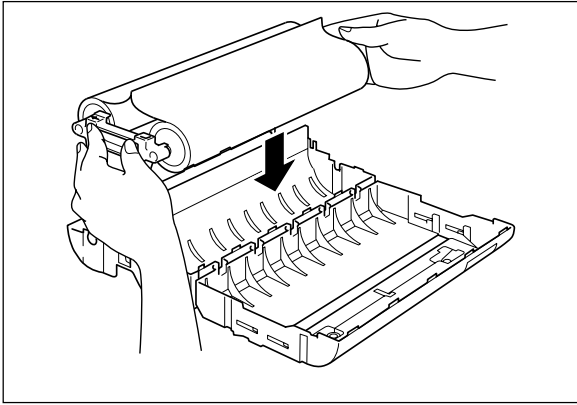
Note
If the film is stuck, turn on the machine and press the **Cut** button to remove the excess film.



- (2) Open the film cartridge by sliding the shutter in the direction of the arrows until it locks into place. Open the film cartridge by gently separating the clear top cover from the gray bottom cover.



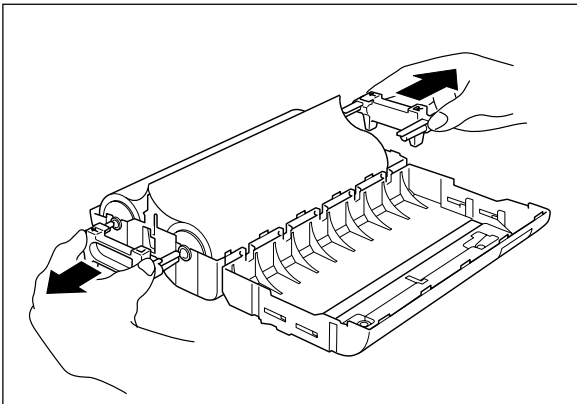
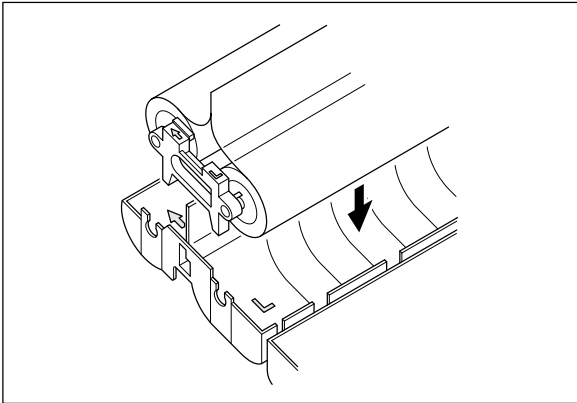
- (3) Remove the old film roll from the cartridge.



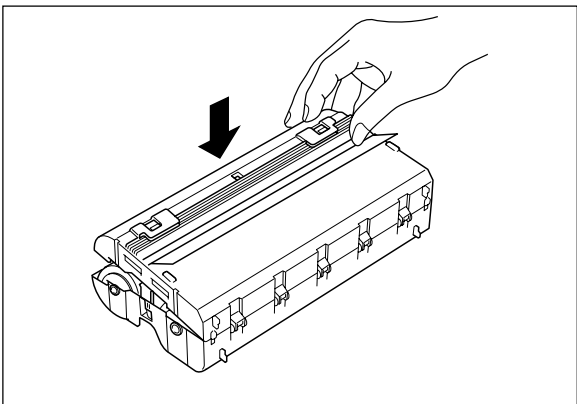
- (4) Take the new refill roll of film from the sealed package. Remove the separator sheet. Holding the yellow colored plastic side holders of the film roll. Place the film into the cartridge as illustrated. The film can only be placed into the cartridge in the correct direction.

Note

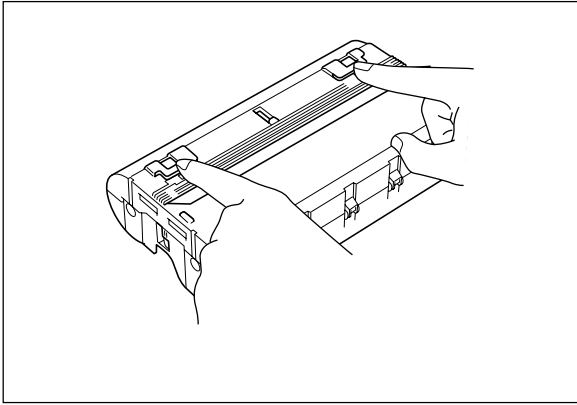
Remove the separator sheet between film rolls before placing the rolls into the cartridge. Do not grasp the rolls when installing. 9" and 4.8" refill rolls may have different side holders. Please refer to the directions that are packed with the refill roll.



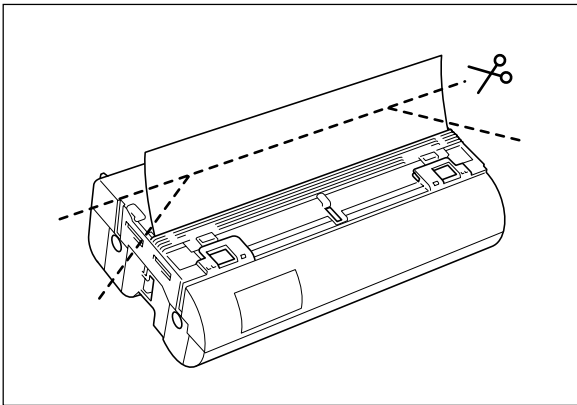
- (5) Remove the side holders (yellow color) of the film roll.



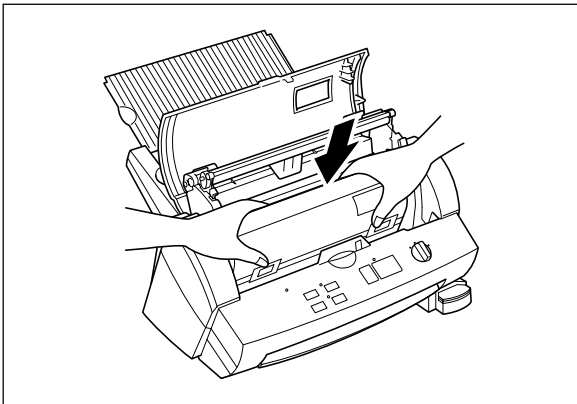
- (6) Close the film cartridge. Making sure that the leading edge of the film sticks out of the film slit.



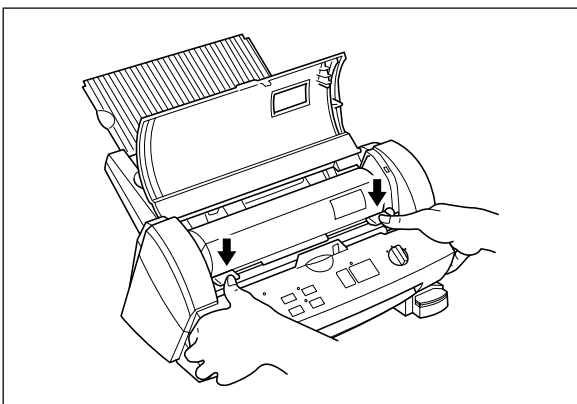
(7) Press on the two shutter buttons marked "PUSH" to release the shutter.



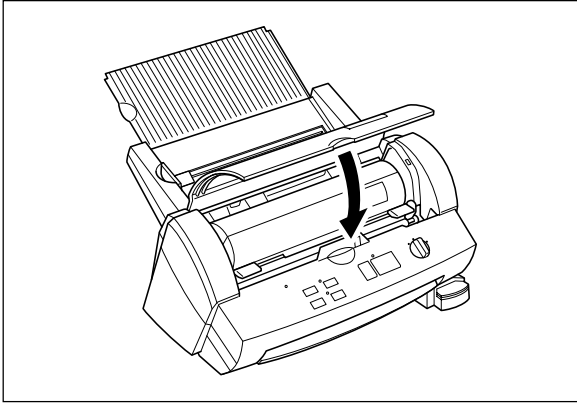
(8) The top edge of film should be aligned with the cutting line of the cartridge. If any film extends beyond the cutting line, cut away the excess film as illustrated before installing the cartridge into the machine.



(9) Install the cartridge into the machine.



(10) Return the roller holder to its original position and press the roller holder levers as illustrated. You will hear the roller holder click into place.



(11) Close the top cover.

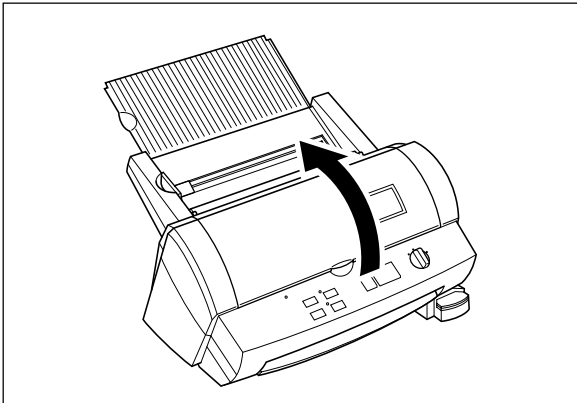
(12) Turn the POWER dial to Cutter Off, Border or No Border. Press the **Feed** button until you can see the edge of the film to remove any slack from the film.



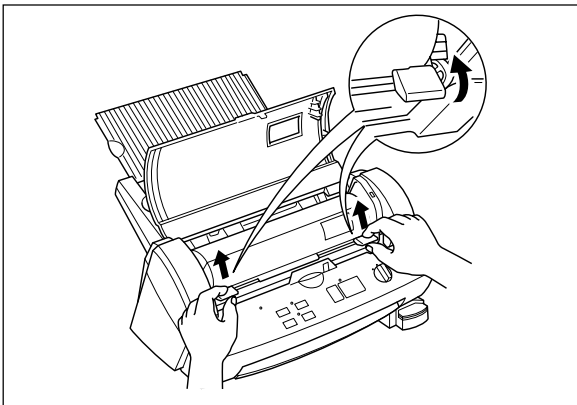
CAUTION:

To prevent the film from drying out, never open the sealed pack until you are ready to install the cartridge.

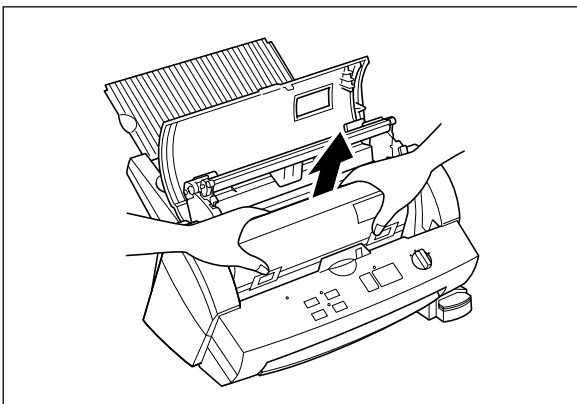
Using 9" (A4) or 4.8" (A6) film cartridges



(1) Turn the POWER dial to OFF and open the top cover.



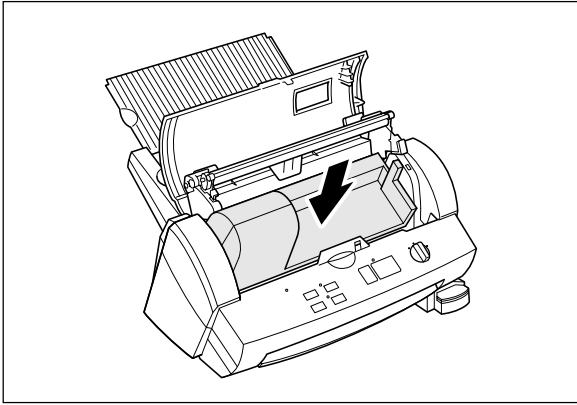
(2) Pull the roller holder levers up and lift the roller holder upwards.



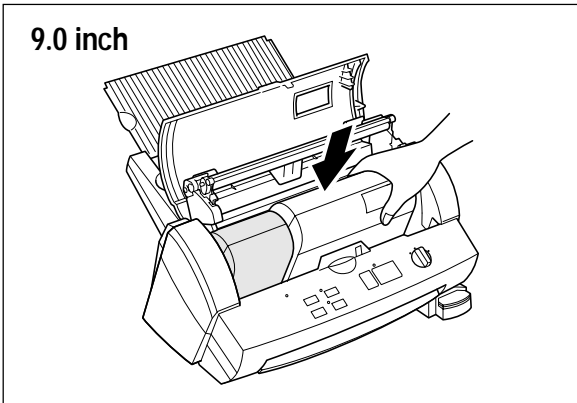
(3) Remove the film cartridge carefully.

Note

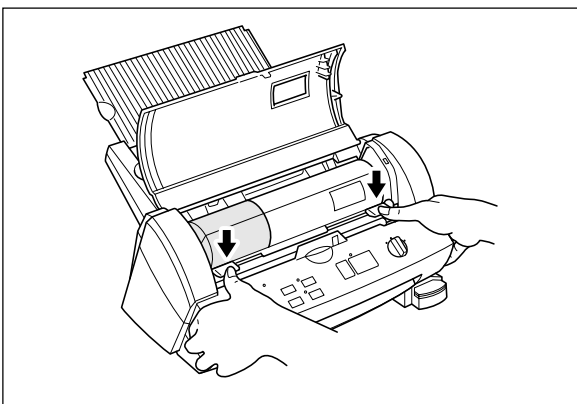
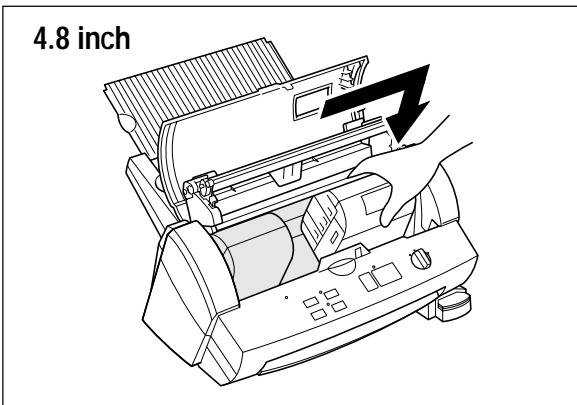
*If the film is stuck, turn on the machine and press the **Cut** button to remove the excess film.*



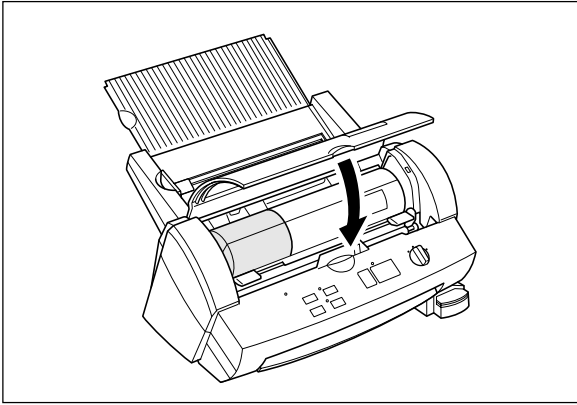
(4) Place the cartridge adapter into the machine as illustrated.



(5) Place the 9.0 inch or 4.8 inch cartridge into the machine.
When using the 4.8 inch cartridge, align the cartridge to the right side of the machine.



(6) Return the roller holder to its original position and press the roller holder levers as illustrated. You will hear the roller holder click into place.



(7) Close the top cover.

(8) Turn the POWER dial to Cutter Off, Border or No Border. Press the **Feed** button until you can see the edge of the film to remove any slack from the film.

Regular maintenance and troubleshooting

You can keep your machine in optimum condition by cleaning it on a regular basis.

Regular maintenance

Avoid small debris and objects

Be careful not to let anything slip into the machine, especially metal objects such as paper clips and staples. For optimum lamination results, do not place the machine and cartridges in a dusty environment.

Cleaning

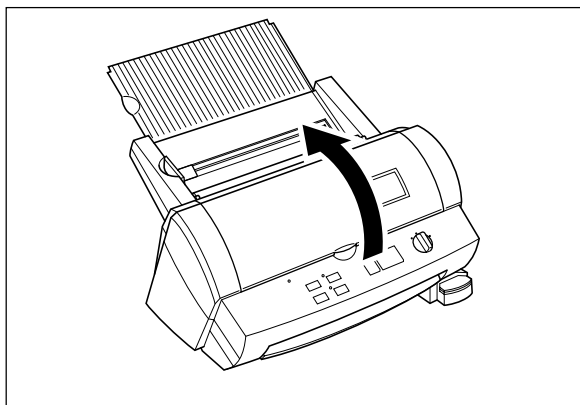
Never use volatile liquids such as thinner or benzene to clean the exterior surface of the machine. Use only a soft cloth dampened with a diluted mild detergent solution for the exterior. Use **ONLY** a soft, dry cloth for cleaning the interior.

Paper jams

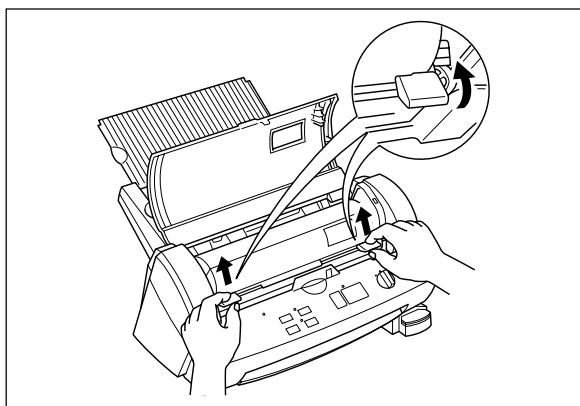
The machine will sound an alarm if a document jams while going through the feeder. The Error indicator will blink and the buzzer will sound.

Clearing a document jam

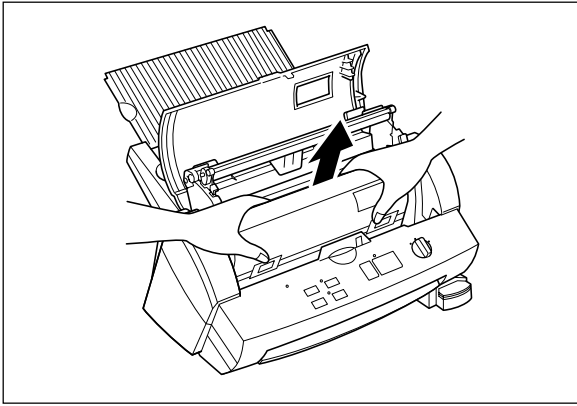
(1) Turn the machine off.



(2) Open the top cover.



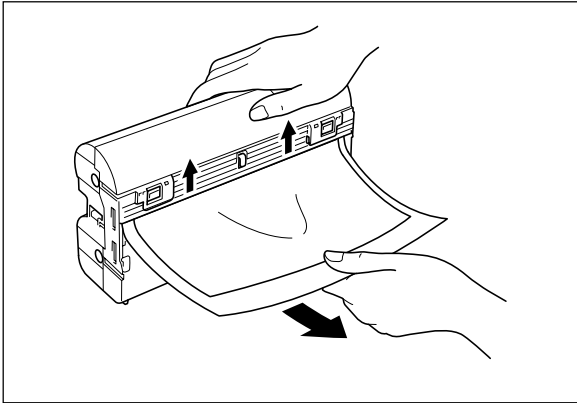
(3) Pull the roller holder levers up and lift the roller holder upwards.



(4) Remove the film cartridge from the machine.

Note

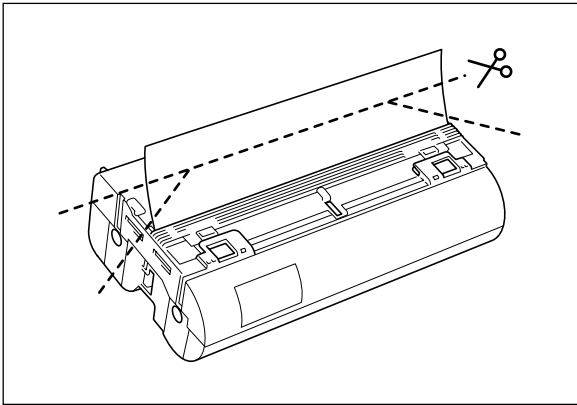
*Use scissors or **Cut** to extract the jammed film and remove the film cartridge, if necessary.*



(5) Open the cartridge shutter and remove the document from the film slit of the cartridge.

Note

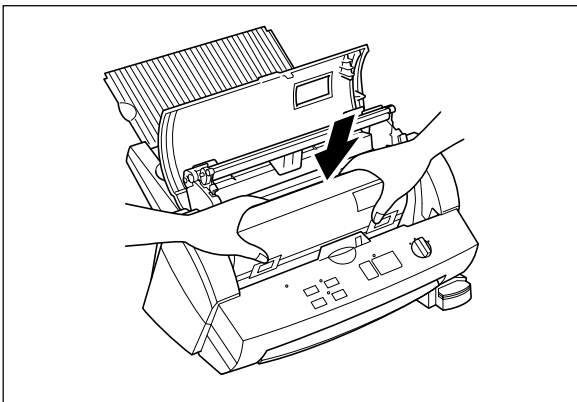
Do not pull the document from the opposite side.



(6) Remove any excess laminating film by cutting along the engraved "cutting line" on the cartridge before reinserting the cartridge.

Note

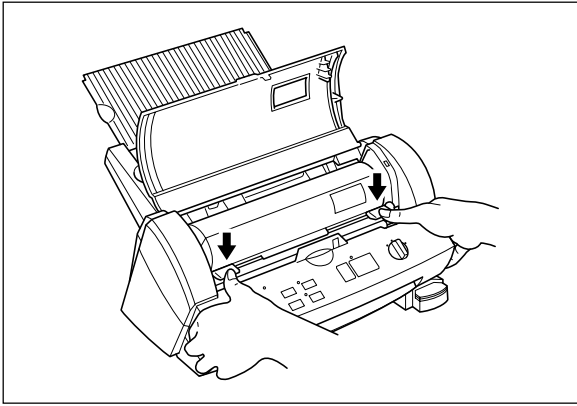
Make sure that the shutter of the cartridge is closed. If open, push the shutter buttons to close the shutter.



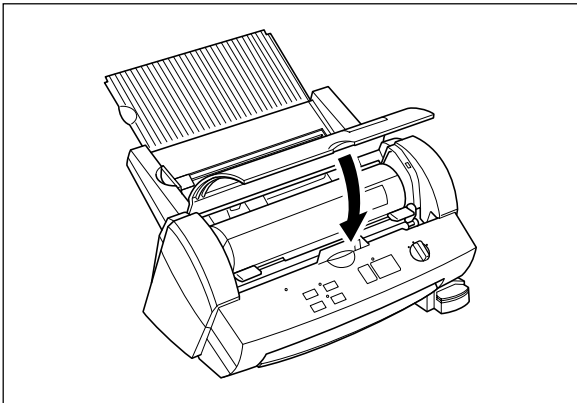
(7) Place the film cartridge into the machine.

Note

Make sure that the film is installed correctly.



(8) Return the roller holder levers to its original position. Push until it clicks into place.



(9) Close the top cover.

(10) Press the **Feed** button until you can see the edge of the film to remove any slack from the film.

Note

*If the film has creases or bubbles, press the **Feed** button until the creases disappear (should be okay after a few inches of film have been fed). If feeding the film does not correct the problem, check to make sure the refill is installed correctly in the cartridge (refer to page 26).*



CAUTION:

Do not touch the surface of the blade when removing a jammed document. This procedure must be done with great care to avoid personal injury.

Replacing the side cutter units

Cutter performance will decline as blades become dull through use or become coated with adhesives. Follow these steps to replace the side cutter units.

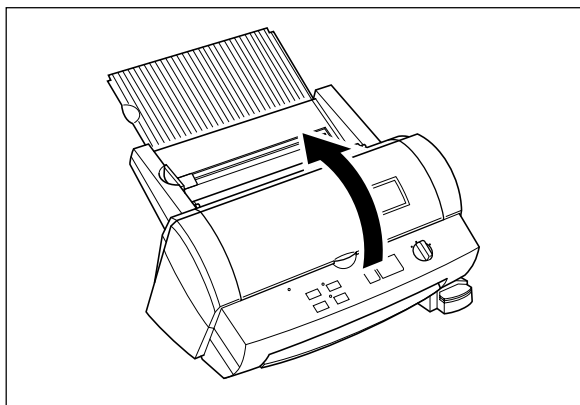


CAUTION:

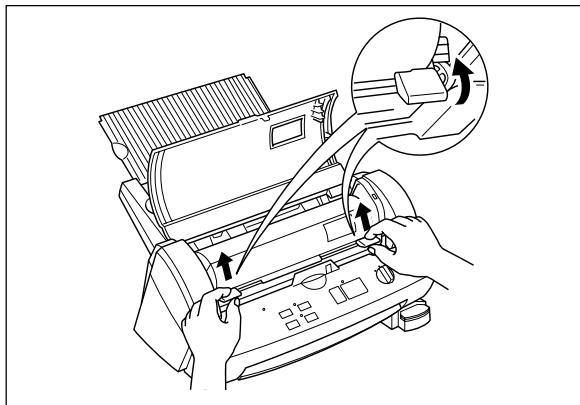
Do not touch the surface of the blade when replacing the cutter units. Handle the blades with great care to avoid personal injury.

Side cutter units (SC-2)

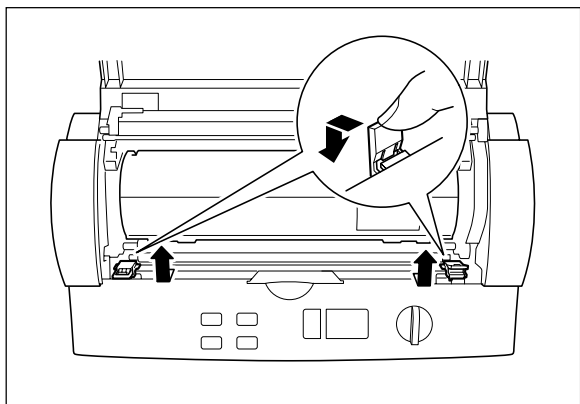
(1) Turn the machine off.



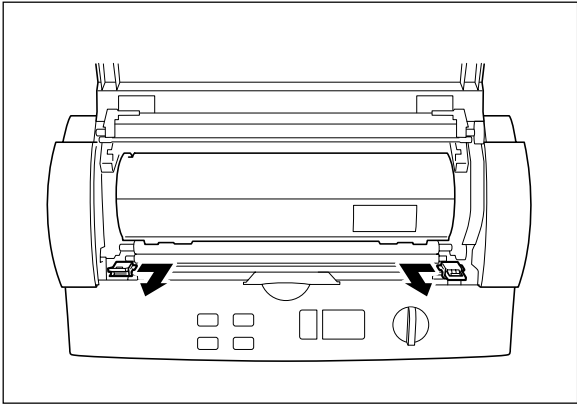
(2) Open the top cover.



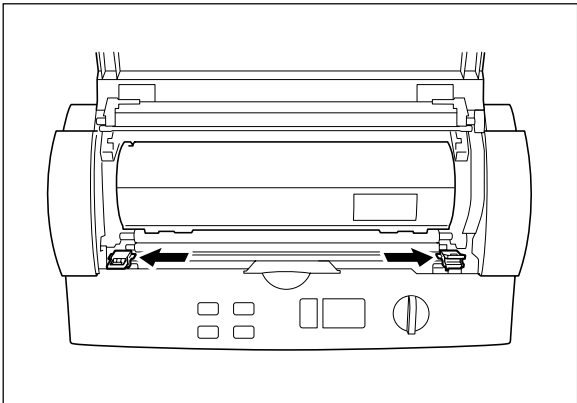
(3) Pull the roller holder levers up and lift the roller holder upwards.



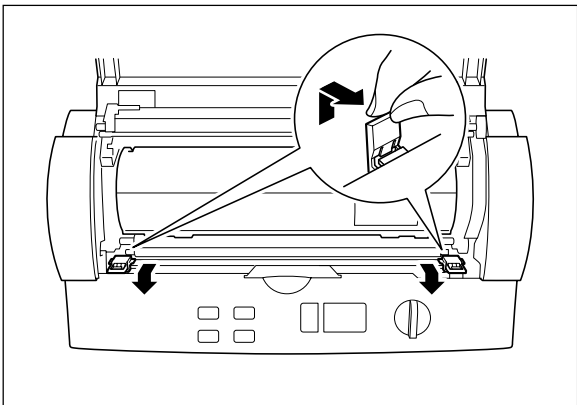
(4) Push the yellow colored tab of side cutter unit to release the lock as illustrated.



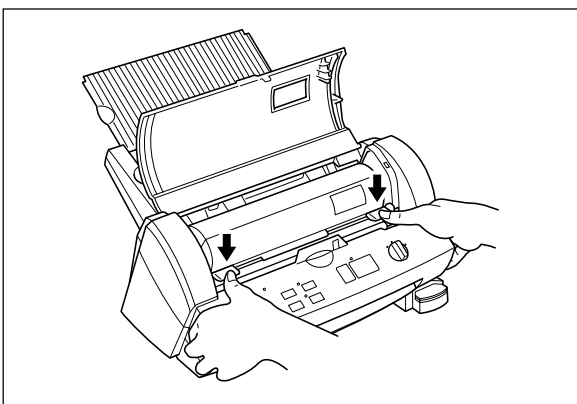
(5) Slide the old side cutter towards the center of the machine. Remove the side cutter.



(6) Place the new side cutter on the metal bar and slide it towards the side of the machine.

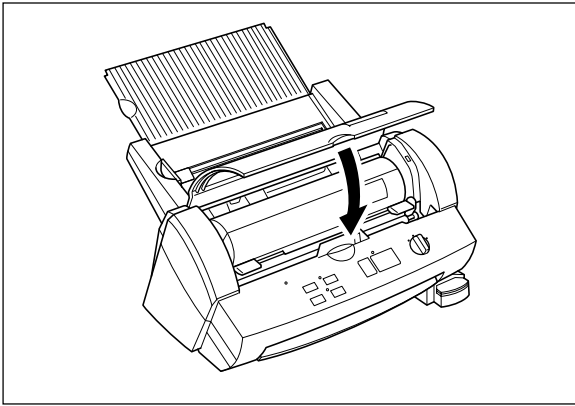


(7) When the cutter is in the correct position lift the tab and bring it upwards towards the front of the machine to lock the side cutter into place. Repeat this procedure for both cutters.



(8) Return the roller holder levers to its original position.

Note
If side cutter units are not installed properly, the roller holder will not return to its original position.
Make sure that film cartridge is installed properly after returning the roller holder to its original position.



(9) Close the top cover.

(10) Press the **Feed** button until you can see the edge of the film to remove any slack from the film.

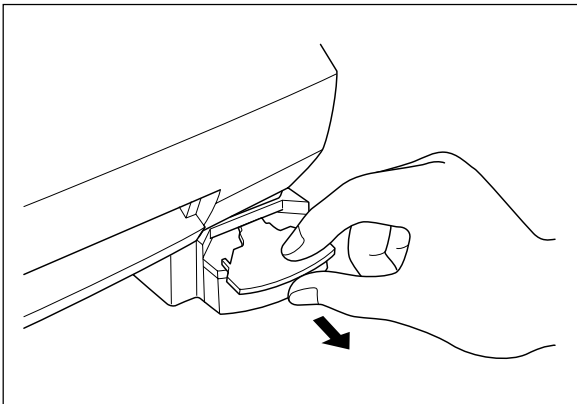
Replacing the corner cutter trimmer tray

The cutter performance will decline as the blade becomes dull.

You can improve the performance of the blade by replacing the corner cutter trimmer tray.

You can use both sides of the corner cutter trimmer tray. To use the other side simply remove the corner cutter trimmer tray as shown below and reinsert it with the other side up. Install a new corner cutter trimmer tray after both sides are worn.

Use the following operation to replace the corner cutter trimmer tray when necessary.



Corner Cutter Trimmer Tray (CC-3)

(1) Remove the corner cutter trimmer tray as illustrated.

(2) Install the new corner cutter trimmer tray.

Note

Use Brother authorized cutter units (SC-2 or CC-3) only.

Other cutter units, (top/bottom cutter unit and the upper blade of the corner cutter) are not user replaceable. Please consult your dealer if these cutter units become dull or damaged.

Troubleshooting

Problem	Cause	Solution
Nothing happens after the machine has been turned on.	The AC adapter is not connected properly.	Check that the machine is plugged into a power source.
	The top cover is not completely closed.	Close the top cover.
The document will not feed into the machine and the alert buzzer sounds (two times).	The document was not properly placed into the machine.	Remove the document and place it correctly in the document tray. Press Start again.
	The document is too thick or too thin.	The minimum and maximum thickness of paper that can be used with this machine are 0.004" (17 lbs.) - 0.008" (40 lbs.).
	The document is wrinkled or curled.	Curled, wrinkled documents cannot be laminated.
	The width of the document is too narrow or too wide.	The width of the document must be between 2.0" (50mm) and 11.7" (297mm).
	The document is too small.	Documents must be at least 3.5" (90mm) long.
The laminator stops while laminating a document, the Error indicator is blinking and the alert buzzer sounds	The width of film cartridge is narrower than inserted document.	Install the proper film cartridge.
	There is no more film in the cartridge.	Change the film cartridge.
The laminator stops while laminating a document, the Start LED is blinking.	The document is jammed.	Remove the jammed document.
	The document length is more than 18.5" (470mm) long.	Press the Start button to continue the process.
Output quality is poor.	The document is too thick or too thin.	The minimum and maximum thickness of paper that can be used with this machine are 0.004" (17 lbs.) - 0.008" (40 lbs.).
	The document is wrinkled or curled.	Curled, wrinkled documents cannot be laminated.
	The document is too small.	Documents must be at least 2.0" (50mm) wide and 3.5" (90mm) long.
The document will not feed straight.	The document is not set properly.	Set the document properly.
The extra laminate around the document is not trimmed after processing.	The cutter units are not installed properly.	Check to see if the cutter units are installed in the machine properly.
	The cutter units have been damaged.	Replace the cutter units. You can replace the side cutter units and Corner Cutter Trimmer Tray. It is not possible to replace the top/bottom cutters. If these cutter units do not work properly, please consult your dealer.
	Cutter Off Mode is selected.	Change the setting of the POWER switch.
The cutting position is not accurate (top/bottom)	The paper sensor is damaged.	Please consult your dealer.
Documents made with the Adhesive Lamination will not stick.	Adhesive film has not been loaded into the machine.	Use Brother Adhesive Film Roll LC-A12, LC-A9 or LC-A5.
	The liner of the adhesive film has not been peeled away.	Remove the liner using the crack and peel on the back of the document.
	You are trying to place the adhesive document on a surface that is dirty or rough.	Wipe the surface clean or try a different surface.
The Error indicator blinks and the alert buzzer sounds when the machine is turned on.	The film cartridge is not installed properly or an incompatible film cartridge is installed.	Install the film cartridge properly. Use Brother authorized film cartridges and film refills only.
	The proper AC adapter is not being used.	Use a Brother authorized AC adapter.
The Error indicator blinks and the alert buzzer sounds when the top cover is closed	The film cartridge is not installed properly or an incompatible film cartridge is installed.	Install the film cartridge properly. Use Brother authorized film cartridge and film refills only.
The power dial cannot be turned.	The side cutter units are not installed properly.	Check the side cutter units and install them properly.
The film has creases or bubbles.	The refill is not installed correctly in the cartridge.	Check to make sure the refill is installed correctly and press the Feed button until the creases and bubbles disappear (should be okay after a few inches of film have been fed).

Specifications

Model number:	LX-1200
Processing method:	Cold pressure method
Power supply:	AC adapter (included) USA 120V±10% (60Hz) Output DC 18V 700mA
Min./max. width of document:	2.0" – 11.7" (50mm – 297mm)
Min. length of document:	3.54" (90 mm)
Min./max. thickness of document:	0.004" - 0.008" (0.1mm/3.9MIL – 0.2mm/7.9MIL)
Film:	Refillable cartridge film
Film type:	LC-D12/D12R (12.0"/A3 width double-side laminate) LC-A12/A12R (12.0"/A3 width adhesive laminate) LC-D9/D9R (9.0"/A4 width double-side laminate) LC-A9/A9R (9.0"/A4 width adhesive laminate) LC-M9/M9R (9.0"/A4 width magnetic-back laminate) LC-D5/D5R (4.8"/A6 width double-side laminate) LC-A5/A5R (4.8"/A6 width adhesive laminate) LC-M5/M5R (4.8"/A6 width magnetic-back laminate)
Max number of output/cartridge: (continuous mode)	LC-D12: About 86 sheets/11" × 17" paper LC-D12R: About 86 sheets/11" × 17" paper LC-A12/A12R: About 20 sheets/11" × 17" paper LC-D9/A9: About 68 sheets/Letter paper LC-D5/A5: About 121 sheets/4" × 6" paper LC-M9: About 13 sheets/Letter paper LC-M5: About 21 sheets/4" × 6" paper
Document feed speed:	0.98"/sec. (25mm/sec.)
Cutting system:	Built-in cutting system with paper size detection Side cutter units (replaceable) Top/bottom cutter unit (non-replaceable) Corner cutter unit (replaceable – cutter trimmer tray only)
Life of the cutter:	Side cutter units About 984 feet (300m) Top/Bottom cutter unit About 5000 sheets (used with adhesive with laminate film) Corner cutter unit (Upper) 20,000 times Corner cutter trimmer tray 3,000 times
Noise level:	35 dB (stand-by mode)
Unit dimensions:	468mm (W) * 387mm (D) * 273mm (H) (18.3" * 15.2" * 10.8")
Unit weight (not including film cartridge and AC adapter)	8.3kg (18.3lbs.)

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Appendix (About PrintMaster Gold Software)

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You don't need a computer to use the Cool Laminator. However, if you have a computer and printer, the bundled PC software, PrintMaster Gold makes it easy to produce beautiful projects you'll love to show around. Simply choose from PrintMaster Gold's selection of beautiful, ready-to-print designs, make any changes you want, and you're ready to print. It's really that easy!

Note:

Each time when you use PrintMaster, you will have to insert the PrintMaster Gold CD-ROM to your PC.

If you have any technical problems with this software, please contact the technical service department of the software company The Learning Company.

The list of Technical Support is as follows.

Country	Location
USA	Online Support Request Form: www.expressit.com Technical Support Email: help@tlcsupport.com (Note : the web site is spelled: TLCSUPPORT.COM) Online Technical Library: www.support.expressit.com 24 Hour Fax: 319-395-9600 Technical Support Call Center: 319-247-3333 Business Hours: 8:00 AM - 6:00 PM (CST) Mailing Address Mattel Interactive 1700 Progress Drive PO Box 100-TS Hiawatha, IA 52233-0100 USA Attn: Printmaster 4 Publishing Suite
UK	Tech Support e-mail: uksupport@learningco.com Phone: 09062165432 (Calls cost 25p/min & may be monitored/recorded. Correct at Apr 1999) Facsimile: 09062165433 (All calls cost 25p/min. Correct at Apr 1999) Mail: The Learning Company PO Box 121 Crawley RH11 9YP ENGLAND Attn: Printmaster 4 Publishing Suite
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Getting Started

Before installing, check the system requirements listed below to make sure your computer is able to work with PrintMaster Gold.

System Requirements

PrintMaster Gold performs on any computer with the following features:

- IBM PC with a 486DX2 66 MHz (or higher)
- Windows 95, Windows 98, Windows 3.1x/Windows for Workgroups (running in 386 Enhanced Mode)
- 8Mb or more of RAM (16Mb recommended)
- 30Mb or more of free hard disk space
- Double-speed or better CD-ROM drive
- Microsoft mouse or 100% compatible
- Sound Blaster or 100% compatible sound card (recommended)
- Hayes or 100% compatible modem (optional)

Print Support: PrintMaster Gold provides the highest resolution output possible on all back & white or color printers supported by Windows. Be sure you have enough color ink cartridges before printing. We suggest you print out your projects on the best paper (usually glossy) your printer will support.

Graphics Support: PrintMaster Gold provides a large selection of spectacular full color CGM, TIFF, PSD, and JPG images and works with all other popular graphic formats: PCX, TIF, GIF, WMF, BMP, and Kodak Photo CD.

Font Support: PrintMaster Gold will work with any other True Type fonts that are installed in Windows.

Starting PrintMaster Gold in Windows 95/98

Follow these step-by-step instructions to install PrintMaster Gold onto your hard disk.

When running under Windows 95 or 98, the PrintMaster Gold CD-ROM provides support for the **autorun** feature as described below:

1. Insert the PrintMaster Gold CD-ROM into your CD-ROM drive and the installation program will automatically start.
2. Proceed to the next section entitled, Installing PrintMaster Gold.

If the Windows 95 or 98 autorun is not currently enabled on your system, then begin the PrintMaster Gold installation as follows:

1. From the **Start** menu click **Run**.
2. At the command line specify the drive letter where the PrintMaster Gold CD-ROM is located and type **INSTALL** (Example: **D:INSTALL**). Press **ENTER** or click **OK** to proceed.
3. Proceed to the next section entitled, Starting PrintMaster Gold.

Starting PrintMaster Gold in Windows 3.1x or Windows for Workgroups

Follow these step-by-step instructions to install PrintMaster Gold onto your hard disk.

1. Open the Program Manager's File menu and select Run.
2. Specify the drive where the CD-ROM is located and type **INSTALL** (Example: **D:INSTALL**) for the Command Line and press **ENTER** or click **OK** to proceed.
3. Proceed to the next section entitled, Installing PrintMaster Gold.

Installing PrintMaster Gold

1. Click the Install button or press **ENTER** to continue the installation.
The PrintMaster Gold Installation screen appears with the default drive and directory, which you may change or accept as shown.
2. Click **Continue** or press **ENTER** to install PrintMaster Gold into the default directory, C:\PMW. or Click the **Custom** button to install PrintMaster Gold into the drive and directory of your choice.

Launching PrintMaster Gold after installing:

In Windows 95/98:

1. Start Windows in the usual manner. The installation process creates a new menu group for PrintMaster Gold in the Program section of the Start menu.
2. Click Start on the bottom left side of the window.
3. Click Programs, then open the PrintMaster Gold group and click the PrintMaster Gold icon.

NOTE:

You can also double-click the PrintMaster Gold icon in the PrintMaster Gold group window.

To use the autorun feature in Windows 95/98:

1. Start windows in the usual manner.
2. Insert the PrintMaster Gold CD-ROM. The autorun feature in Windows 95/98 will automatically start the program.
3. Click Run to proceed past the title screen.

In Windows 3.1x

1. Open the Program Manager and double-click the PrintMaster Gold subdirectory.
2. Double-click the PrintMaster Gold icon.

Removing PrintMaster Gold

To remove an existing version of PrintMaster Gold from your computer, use the **Uninstall** feature. If you have a previous version of PrintMaster Gold, we suggest you remove it first.

NOTE:

Removing PrintMaster Gold will also remove any previous projects and address books you have created in the PMW directory. If you would like to save these, please save the files into another directory.

In Windows 95/98

1. Click the Start button at the bottom left of the screen. A popup menu will appear.
2. Find your PrintMaster Gold group submenu. In it, click the Remove PrintMaster Gold icon.
3. Follow the on-screen instructions. PrintMaster Gold will be removed from your hard drive.

Or,

1. Start Windows 95/98.
2. Insert the PrintMaster Gold CD-ROM.
3. When the PrintMaster Gold opening screen appears, click Remove. Then, follow the on screen directions.

In Windows 3.1x

1. Find the PrintMaster Gold group on the Program Manager.
2. Double-click the group to open its contents.
3. Double-click the Uninstall icon.
4. Follow the on-screen instruction. PrintMaster Gold will be removed from your hard drive.

Reinstalling PrintMaster Gold

Though unlikely, PrintMaster Gold files may become corrupted and the program may not run properly. If so, you can reinstall PrintMaster Gold, which cleans out all old files and restores original functionality.

In Windows 95/98

1. Start Windows 95/98.
2. Insert the PrintMaster Gold CD-ROM.
3. When the PrintMaster Gold opening screen appears, click Reinstall, then follow the on-screen instructions.

NOTE:

Reinstalling will delete all of your stored projects in Your Own file.

In Windows 3.1

1. In the PrintMaster Program group, click Install.
2. Follow the onscreen directions. PrintMaster Gold will reinstall all programs and art files over the old files.

NOTE:

Reinstalling will delete all of your stored projects in Your Own file.

Viewing/Printing PrintMaster Gold user's manual

The full contents of user's manual is stored in the PrintMaster Gold CD-ROM.
Please install the Adobe Acrobat Reader to see the online manual.

How to install the Adobe Acrobat Reader

1. Double click the file Ar32e301 in the Acrobat 3 folder on the CD-ROM.
2. Please proceed the operation.

System Requirements.

X86- based personal computer (386 minimum 486, pentium, or pentium pro recommended)

Microsoft Windows 3.1x, 95, 98

4MB application RAM

5MB hard disk space plus 7MB additional temporary disk space available during installation.

How to open the manual

1. Double click the file manual.pdf in the PrintMaster Gold CD-ROM. The full contents of manual will be displayed on the screen.

Note

The program Acrobat Reader should in installed on your PC to open the file. Please refer to the above section.

The World of PrintMaster Gold

This section introduces you to the PrintMaster Gold environment. As soon as you open the program, you'll notice PrintMaster Gold has several interrelated areas, each with its own individual purpose and look. Each area—including the Hub, Art Gallery, Sentiments Gallery, With Help Designer, and Workspace—offers you different tools to help create a unique card, calendar, or newsletter. If you are a new user, we suggest you first browse through the features in each area to get a basic understanding of the creative possibilities in PrintMaster Gold.

THE HUB SCREEN

After you launch PrintMaster Gold, the first thing you will see is the Hub screen. The Hub is where you can choose the kind of help you want creating a project, choose to work on a Ready Made, view art in the Art Gallery, or launch your Internet browser and go to the PrintMaster Gold Web site.

Once you have decided on the type of project you would like to work on, click one of the buttons above to go there. You can always return to the Hub by closing the project you are working on, or clicking Back in the With Help windows.

Ready Made

Click here to view the Ready Made Gallery of projects created by the PrintMaster team of Designers.

With Help

Click here to get step-by-step help from the PrintMaster Designer.

Brand New

Click here to start any project from scratch.



Your Projects

Click here to go to your own Ready Made Gallery folder where you can view all the projects you've created.

Art Gallery

Click here to browse and choose any of the thousands of graphics, drawings, photos, and pictures in the Art Gallery.

Address Book

Click here to go to the Address Book where you can create your personal name and address list.

Internet

Click here to launch your Internet Browser and go to the PrintMaster Gold web site.

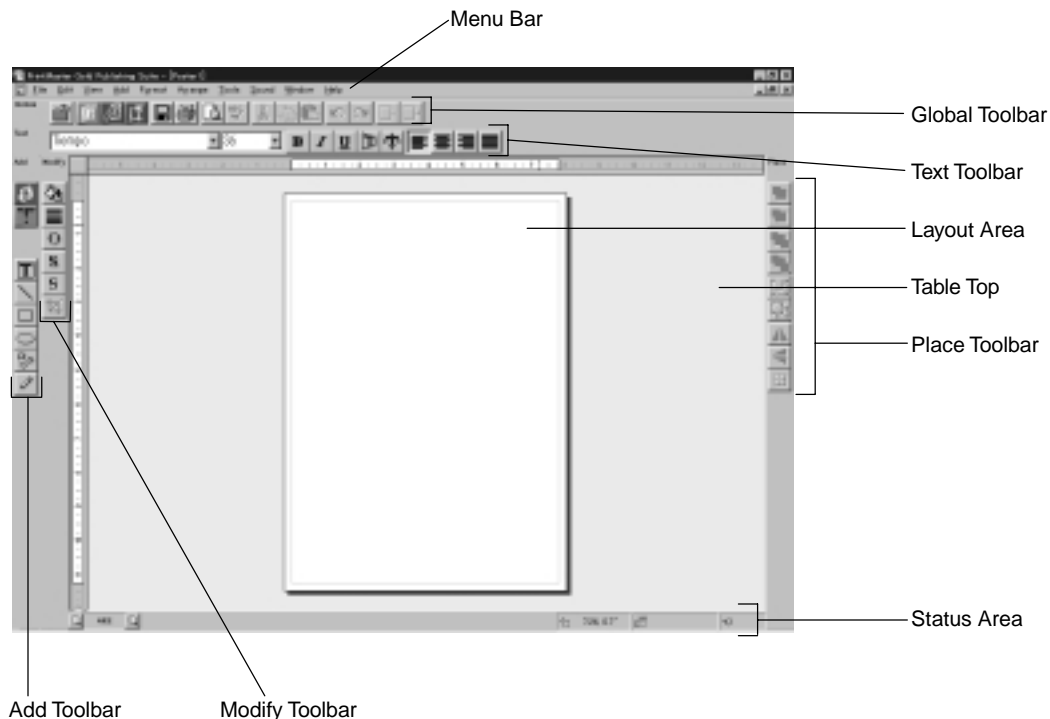
Exit

Click here to quit the program.

The workspace

The Workspace is your own personal drafting board, with all the text, drawing, and editing tools you'll need to make a beautiful project. Here, you can put the finishing touches on your project, add new pictures, type in your personal message, and print.

Below, we will introduce you to the main menu bar and the five toolbars in the Workspace. We suggest you browse through them to get an idea of the possibilities, then jump right in and start designing.



Menu Bar:

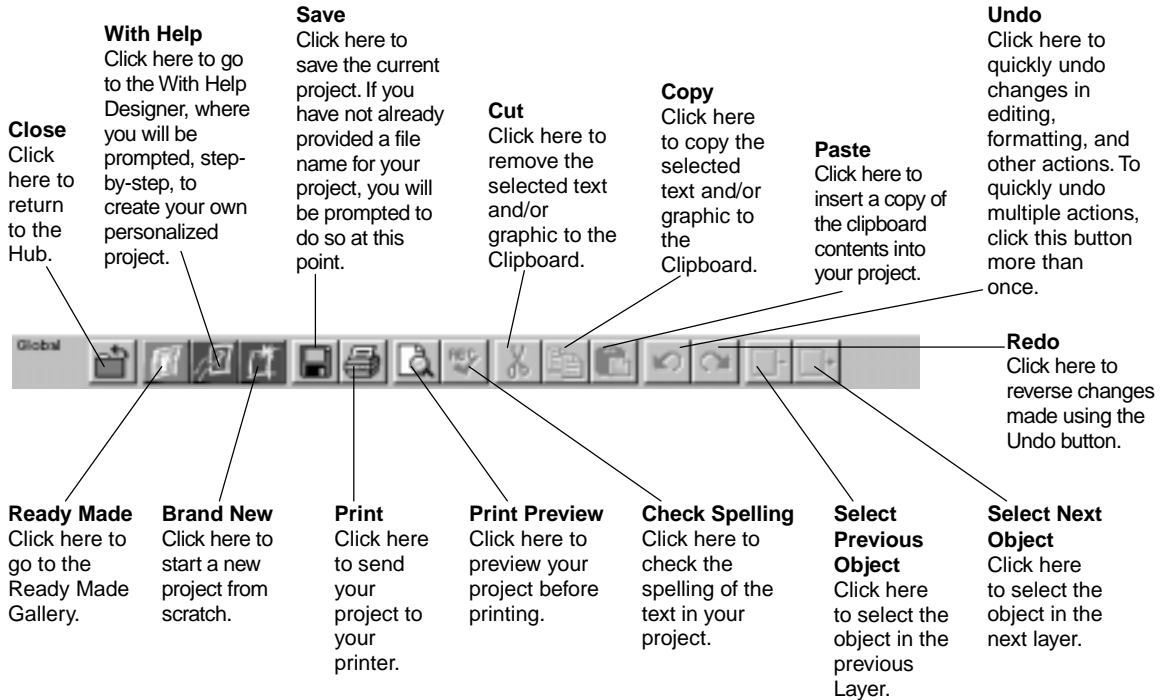


Like most Windows applications, PrintMaster Gold has a menu bar at the top of the screen. The menu bar provides access to all PrintMaster Gold command features, including File, Edit, View, Format, and Sound functions.

Use your mouse (or the **ALT** key) to pull down these menus to see their contents. (See the section entitled: Mouse and Keyboard Conventions later on in this guide for more details).

The Global Toolbar

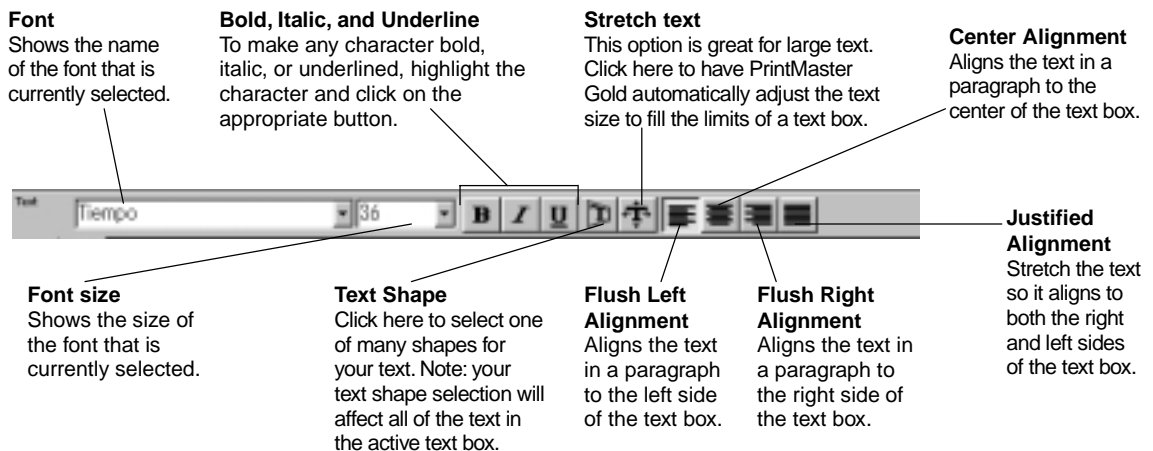
The Global Toolbar, which is displayed across the top of the Workspace, provides quick mouse access to some of the most commonly used PrintMaster Gold actions such as closing the current project, going to the Ready Made Gallery, starting a With Help project, and starting a Brand New project. These buttons are also one-step alternatives to using the menu bar for saving, printing, viewing Print Preview, cutting, Pasting, and others. To hide or display the Global toolbar, access the **View** menu, then **Toolbars/Global Bar**.



Text Toolbar

The Text toolbar is where you can make adjustments to the text in your project. Notice that whenever you click on text in your project, the Text toolbar will be immediately updated. You can also use this toolbar to bold, italicize, stretch, bend, or align your text.

To hide or display the Text toolbar, access the **View** menu, then **Toolbars/Text Bar**.



Add Toolbar

The Add toolbar holds all the tools you need to add graphics, sentiments, and your own art to your project. To hide or display the Add toolbar, access the **View** menu, the **Toolbar/Add Bar**.



Add a picture Click here to go to the PrintMaster Art Gallery. In the Art Gallery, you can choose from thousands of graphics, pictures, photos, and borders for your project. Select or Double-click a picture preview in the Art Gallery and your selection will be placed on your project in the Workspace.

Add a Sentiment Click here to view the thousands of fun, sentimental, warm, and serious sentiments we've gathered in the Sentiments Gallery. Search by type or keyword for the sentiment you want, then select the sentiment and it will be inserted into your project automatically.

Text Box Click here to add text to your project. After clicking this button, your cursor will turn into a 'text' crosshair. You can then either drag (with the mouse button down) across the project to create a text box, or just click once on the project and start typing.

Line Click this tool to draw a straight line on your project. To keep your line horizontal, perpendicular, or at a 45-degree angle, hold down the shift key while you drag the cursor across your project.

Rectangle Use this tool to create a rectangle on your project. by holding down the shift key, your box will be held to a perfect square.

Ellipse Use this tool to create an ellipse. By holding down the shift key, your drawing will be held to a perfect circle.

Shape Click on this tool to view a wide selection of shapes you can place on your project. Once you have selected a shape from the pop-up menu, drag your cursor across the project to determine its size. You can keep the shape's original proportion by holding down the shift key while you drag.

Free Draw This tool acts like a pencil, letting you draw any design or line you want on your project. You can modify the width of the Free Draw tool with the Line Width tool in the modify toolbar.

Modify Toolbar

Use the Modify toolbar to make adjustments to your art and text. With these tools, you can easily change the color of text and pictures, change line widths, add shadows, and crop pictures. To hide or display the Modify toolbar, access the **View** menu, then **Toolbars/Modify Bar**.

Color Use the tool to add color to your pictures and text. First select the picture or text you want to color, then select this tool. You will then see a selection of colors to choose from.

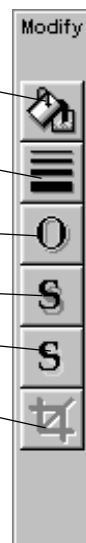
Line Width Use this tool to change the line width of your drawing or the outside border of a shape.

Line Color Use this tool to change color of the border line of a picture.

Shadow Use this tool to add a shadow to your text or shapes.

Shadow Color Use this tool to choose the color of the shadow behind your text or shapes.

Crop Use this tool to crop out the part of a picture or shape you do not want to see. Just select the picture you want to crop, click on this tool, and then move the handles on the picture to only show the part you want to see. Or, you can move the picture within its 'window'. The picture will still be intact, but you will only be able to see a portion of it.



Place Toolbar

The Place toolbar is a selection of automatic tools for working with all objects in PrintMaster Gold. With these tools, you can easily select pictures partially hidden behind another, group together objects you want to move as one, or flip pictures horizontally and vertically. To hide or display the Place toolbar, access the View menu, then Toolbars/Place Bar.

Forward One Click this tool once to bring the active object up one level.

Backward One Click this tool once to push the active object back one level.

Send to Front Click this tool to bring the active object to the top of a stack of overlapping objects.

Send to Back Click this tool to send the active object to the bottom of a stack of overlapping objects.

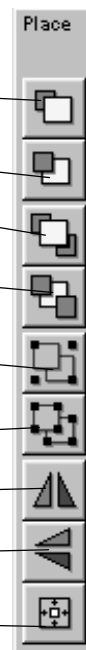
Group Use this tool to group several objects together. First select all the pieces you want to group by clicking on them one by one while holding down the shift key, then click on group. The grouped objects will now act as one.

Ungroup Click this tool to ungroup several objects you have previously grouped.

Mirror This tool flips the active object horizontally.

Flip This tool flips the active object vertically.

Center on Page This tool centers the active object in the middle (half way between the top and bottom and left and right sides) of the project.



Status bar

The Status toolbar is displayed at the bottom of the PrintMaster Gold window. Use this area to change your view of your project or to check the accuracy of your measurements.

To hide or display the Status toolbar, access the **View** menu, then **Toolbars/Status Bar**.

View Side Window Click either the left arrow or the right arrow to see the different sides of your project. You can also click directly in the middle of the View Side window to see a pop-up menu of different views.

Note: only available in cards, brochures, and newsletters.

Zoom to Area - This option changes the cursor into a magnifying glass, allowing you to drag across just the area you want to view close-up.

1. Select this option and position the magnifying glass to the left and above of the object you want to magnify.
2. Hold down the left mouse button and drag the magnifying glass across and down the layout screen until the item of focus is enclosed in a box. Then release the mouse button.

Select Dimensions This window shows the dimensions of the currently selected text box or picture. Click on this window for more size options.



View Size Window Click the Plus or Minus magnifying glass to view your project closer or farther away. You can also click in the middle to view a pop-up menu of different viewing sizes.

Note: You can zoom in to your project in the workspace by typing the plus (+) key and zoom out by typing the minus (-) key on the number pad of your keyboard.

Location This window shows the cursor's location on the project page. If a picture is selected, the location window will show the picture's upper left corner location. The first number indicates the cursor or picture's location on the top ruler, while the second number shows the cursor or picture's location on the left ruler. Click on this window for more position options.

Rotation Angle This window displays the angle of rotation of the object selected. The number will increase or decrease as you rotate the object. Click on this window to custom rotate the object.

