



### LS950/1000 REPLACING THE OUTPUT TRAY

#### **Parts Required**

- Output Tray - 950 part no. 78-8114-8402-7
- 1000 part no. 78-8114-8418-3

1. Remove the input tray by lifting up on the tray and gently pulling outwards. Take out the cartridge by first turning the handle counterclockwise (to remove film from the roller bars), and gently pull cartridge outwards. Set input tray and cartridge aside.
2. Remove the roller springs by pulling the curved portion of the "U" shaped metal spring towards the center of the machine. Pull the springs out of the machine and set aside. Repeat for the other spring.
3. Lift the upper cut bar assembly out of the machine and set aside.
4. Lift the top roller bar out of the machine and set aside. Be certain not to lose the gold coloured bushings on either end of the roller bar.
5. Lift out the output tray and discard. Ensure that the tray is lifted out straight, for easy removal.
6. Install the new output tray into the machine. The tabs on the end of the tray should slide into the narrow slots on either side of the machine. Ensure that the output tray is installed straight because then tray fits tight and can break easily.
7. Reinstall the top roller making certain that the white gear aligns with the white gear on the bottom roller. Again be certain that the gold coloured bushings are installed on both ends of the roller bar.
8. Reinstall the upper cut bar assembly. The upper cut bar assembly slides into the same slots as the output tray on either side of the machine.
9. Reinstall the springs into the machine. Make certain that the springs are pressed firmly into place. Place the ends in first (top of the "U" shaped spring) at an angle, and press firmly on the curved portion of the spring until the spring snaps into place. Repeat for the other side. Installing the spring on the opposite side may require more force.
10. Install the cartridge. Place the cartridge starter on the start of the laminating film. Feed the cartridge starter between the black roller bars. Press the cartridge into place and advance the film by turning the handle clockwise. Remove the cartridge starter from the output laminate and place back in its holder.

11. Replace the input tray by lining up the tabs (on both sides of the input tray), with the notches on either side of the machine. Gently press the tray into place. Run a test item to ensure the machine is operating properly.