



## **GBC CATENA 105 PRE-INSTALL CHECKLIST**

***Verify the machine has not sustained any shipping damage. If damage has occurred, notify trucking company prior to signing the freight bill.***

**Before installation can be scheduled, this list is to be completed and signed by you, the customer.** After you have received your machine and completed the following checklist, please email this sheet to [installations@acco.com](mailto:installations@acco.com), or fax to Attn: Customer Care at 800-463-2714. If you have any questions, please call 800-723-4000, option 2.

**Please Note: YOUR EQUIPMENT INSTALLATION WILL BE SCHEDULED WITHIN 10 BUSINESS DAYS OF OUR RECEIPT OF THIS FORM. YOU WILL BE CONTACTED BY THE ACCO/GBC SERVICE TECHNICIAN TO SET UP THE SPECIFIC DATE & TIME. IF YOU WISH AN EXPEDITED INSTALLATION, ADDITIONAL CHARGES WILL APPLY.**

Please check each box to confirm completion.

- CATENA 105** is delivered to your satisfaction.
- Verify that the machine has been moved to its installation location. For larger equipment, it should be delivered to the location where it will be used. This is important in that GBC Service Technicians are not allowed to lift any equipment which **exceeds 60 pounds** in weight.
- In order to ensure our tech's and your safety, please make sure you place all loose items packaged with the machine for tech install on the floor by the machine so when our technician arrives, all parts are easily located. DO NOT PLACE LOOSE PARTS ON THE MACHINE AS INJURY COULD OCCUR IF THE PARTS WERE TO FALL.**
- When the GBC Service Technician arrives on site, if the machine is not in the proper location for installation, the shipper may be called back at customer expense to move the equipment or the customer must see that it is re-located to the correct place. This could create delays in installation which may result in additional costs.
- Do not plug** the machine in prior to technician arrival - you may damage the Laminator. Please wait for your GBC technician to complete the install before operating the machine.
- Verify power **220 - 230** volts is connected. If not, please purchase a Buck and Boost transformer. **Actual Voltage measured by your electrician using a Meter is \_\_\_\_\_.**  
**Plug Configuration-Nema 6-15P, 15 AMPS, Single Phase**
- For Hot/Cold machines, verify that you have two rolls of 3 or 5 mil lo-melt film for machine testing. For Cold only machines, have on hand a roll of PSA Laminant, and a roll of PSA Adhesive for testing. In either case, the best option is for film to be at or near the maximum width capability of the laminator. The film widths must be matching each other and lengths must be 250' minimum.
- If Enhanced Application Training has been purchased, verify that the correct supplies have arrived. If no training has been purchased, only Thermal Encapsulation will be shown on Hot/Cold machines, and only Decaling or One-Sided Lamination will be shown on Cold only machines. If One-Sided Lamination is selected, the Sled Method will require 4 - 6 pieces of 3/16 Foam Core the same width or wider than your PSA Laminant X 4' minimum length, **or** for the Continuous Roll method, a roll of Craft Paper the same width as your PSA Laminant X 100' minimum length will be needed.



***Your personnel must have dedicated time for training. After installation of the unit by GBC service, your personnel must remain with the GBC Rep for the duration of the basic training period. Basic Training covers machine operation. In the case of purchased Enhanced Training (covers machine operation as well***

*as applications), the training session might be scheduled on an alternate day after installation of the machine has been completed.*

Contact Name:		Phone No:	
Address:			
City:		State/Zip:	
Model Number:		Serial No:	

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that failure to meet the requirements listed above may result in additional charges.**

 <p>Male Plug NEMA 6-15P</p> <p>This plug can also be used in the 20A/250V receptacle below.</p>	 <p>Female Receptacle NEMA 6-15R</p>	<p>15 amp. 250 volt 2-Pole 3-Wire Grounding</p> <p>Household use includes window air conditioners, certain machines and office equipment in commercial applications. 1½ hp rating</p>
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February 6, 2014