REIMAGE®
laser and digital carbonless paper by RELYCO

DIRECTIONS FOR 2-, 3- OR 4-PART FORMS

4 Easy Steps to Creating REIMAGE™ Carbonless Laser Forms

Relyco offers both STRAIGHT and REVERSE collated REIMAGE sets for your laser, offset, digital printer or copier. Your Relyco account representative can help you quickly determine the correct collation you need or you can use the "Determining Collation Sequence" steps below. These steps will ensure you print your REIMAGE forms correctly.

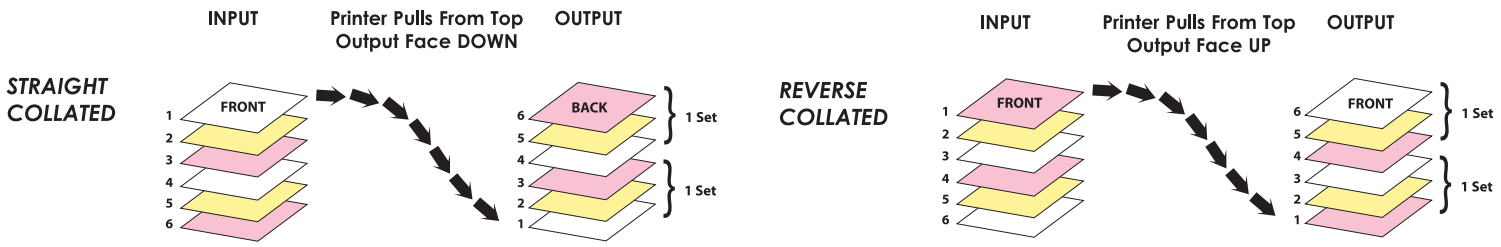
It is critical to load REIMAGE into your printer or copier in the correct order for any written correspondence to transmit from the top sheet to subsequent page(s).

Determining Collation Sequence

- Mark two sheets of plain printer paper as Page 1 and Page 2
- Load the marked sheets into the printer feed tray FACE UP
- Send 2 copies of a one-page document to the printer
- Remove pages from output tray without disturbing the sheet sequence
- If the sheet marked as Page 1 is on the top, then you want to use STRAIGHT collated REIMAGE sets
- If the sheet marked as Page 2 is on the top, then you want to use REVERSE collated REIMAGE sets
- If the image was printed on the blank side of the marked sheets, then you need to load the REIMAGE sets into the feed tray FACE DOWN. In this case, you may want to run the procedure again to verify correct collation.

STEP 1: Print on the "Face of Document" side only

REIMAGE testing packs are clearly marked STRAIGHT or REVERSE collated with the first sheet marked "Face of Document." After you have determined the collation sequence of your printer, load the precollated paper correctly so that your printer prints on the "Face of Document" side.



STEP 2: Print the correct number of sheets

Just as you print any other document, you must print carbonless laser paper one sheet at a time. For 2-part forms, you print two copies. For 3-part forms, you print three copies. i.e. when printing ten 3-part forms, you print your one-page document 30 times to create ten 3-part forms.

STEP 3: Verify the sheet order

If you determined the correct collation and printed on the "Face of Document" side, you have successfully printed your REIMAGE form (3-part form sequence: white, canary, pink).

Steps Continued on Back

STEP 4: Staple, clip, or glue your forms
RE**IMAGE** forms can then be stapled, paper clipped, or glued to create your form sets. RE**IMAGE** works by applying physical pressure and contact through the sheets. Use a firm writing style and a ballpoint pen for best results. RE**IMAGE** forms can then be stapled, paper clipped, or glued to create your form sets. RE**IMAGE** works by applying physical pressure and contact through the sheets. Use a firm writing style and a ballpoint pen for best results.

How to Glue REIMAGE Laser Carbonless Paper into Forms

II. Weight
With the exception of the top sheet, all other parts of the set must have a toner-free margin at the gluing edge of at least 3mm. This will ensure problem free gluing. Collated sets should be carefully jogged to produce a perfectly smooth gluing edge. This will allow for even glue penetration of the RE**IMAGE** glue into the coatings. The forms should be handled carefully to avoid damage from excess pressure.

It is recommended to carry out a trial on a small stack of forms to establish the suggested amount of adhesive application and the correct drying time.

II. Brush
The stack height for gluing should not exceed 30 cm and a waterproof board should be placed on top. A weight of 1-2 kg is also recommended.

Shake the RE**IMAGE** Carbonless Fanapart Adhesive before use and pour a small amount of adhesive into a small non-metalic container. The glue should be applied generously with a 2" soft bristled brush using horizontal strokes until the gluing edge is uniformly glossy.

III. Dry
We do not recommend the use of heaters to accelerate drying. Separation of the sets should be done by fanning the stack. This separation should take place after they are fully dry.

Drying/bonding is complete after 2-3 hours after gluing. The forms are now ready for use.

To ensure the correct functioning performance of RE**IMAGE** Laser Carbonless Paper, it should not be mixed with other RE**IMAGE** paper.