

# REIMAGE®

## How to Print Multi-Part Carbonless Forms on a Laser Printer

There are two steps that are critically important when printing multi-part carbonless forms in your laser printer. If you follow both steps correctly, writing will transmit from the top sheet to the subsequent pages in a set.

1. Use the correct collation type of carbonless paper (reverse vs. straight) for your printer - refer to our document: [REIMAGE Determining Straight vs. Reverse](#)
2. Load the paper into the tray correctly

### This document will help you to achieve #2! Why is it important?

There are special coatings on the paper that allow the transfer of writing through the layers, but the transfer can only work when the paper is in the correct sequence. Some printers will flip paper during the printing process and some will not, so testing your printer's input will determine how to load it into your printer.

### Test your printer's input

To know which type of collation you need, you must determine how your printer inputs & outputs paper. We recommend the following test:

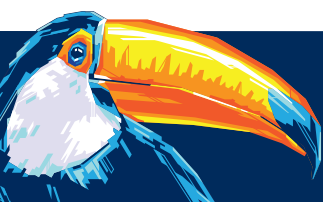
1. Draw a hand-written X on a sheet of paper.
2. Place that sheet into the printer tray you plan to use for your carbonless forms and make a note of which way you put it in. Did you put it in with the X face up or face down? Make a note: "I put the paper in face \_\_\_\_, so that's the input."
3. Print a single, one-sided page from a Word doc with the word "test" on it. Make sure you use the same printer tray as your X doc.
4. Note: the hand-written X and the printed word "test" must be on the same side of the paper for this test to work properly. If they come out on opposite sides, start over and on step #2 place your sheet in the tray the opposite way you did the first time. Update the note you left yourself.

### How to load the paper into the tray

Remember: make sure you are using the same tray you used for the above test.

- If your printer input test gave you a "face up" result, hold your paper ream so that the arrow on the label faces up. Keep the ream in that position – don't flip it. Rip open the package, lift the paper and place it into the tray. Remember, don't ever flip that ream over!
- If you got a "face down" result on the input test, you will want the arrow on the label to face down (so the label will actually be upside down). Keep the ream in that position – don't flip it. Rip open the package, lift the paper and place it into the tray. Again, don't flip that ream!

If you have followed these steps, you should be able to just print regularly without adjusting any printer settings.



# REIMAGE Printing Instructions

## Finished product

### Straight Collated Forms

If you're using three-part straight collated forms, when they are output, the pink will be on top, face down. As you lift them off the tray and turn them over, they are in the correct order, ready for use.

### Reverse Collated Forms

If you're using three-part reverse collated forms, output will be the white sheet on top, face up. The pre-collated forms will be in the correct order to use.

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**Reminder: never change the order of carbonless forms. For the special coatings to work and writing to transfer from sheet to sheet, the paper must stay in the correct order.**

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## Printing the correct number

Just like any other document, you must print carbonless laser paper one sheet at a time. For two-part forms, you print two copies. For three-part forms, you print three copies. For four-part forms, you print four copies. For example, if you needed five sets of your three-part forms, you would simply set the printer to print 15 copies.

## Always test a set

Before printing a large number of multi-part carbonless form sets, we recommend printing one set and confirming that your writing transfers through the sheets correctly. REIMAGE works by applying physical pressure and contact through the sheets. Use a firm writing style and a ballpoint pen for best results.

## Creating sets

REIMAGE forms can be stapled, paper clipped or glued to create your form sets.

## How to Glue REIMAGE Laser Carbonless Paper into Forms



1. **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 REIMAGE 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.



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



3. **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.