

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.

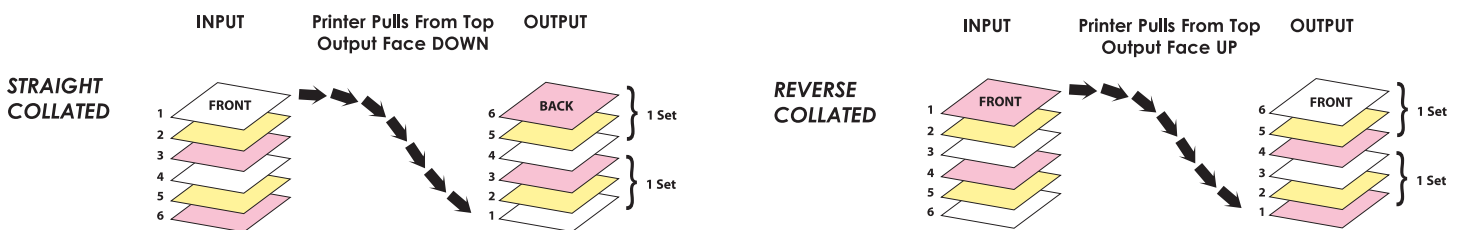
It is critical to load REIMAGE into your printer or copier in the correct order for any written correspondence to transmit from the top sheet to subsequent page(s).

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).

STEP 4: Staple, clip, or glue your forms

REIMAGE forms can then be stapled, paper clipped, or glued to create your form sets. REIMAGE works by applying physical pressure and contact through the sheets. Use a firm writing style and a ballpoint pen for best results.