

# REIMAGE® Laser & Digital Carbonless Paper

*How do I know if I need straight or reverse collated carbonless paper?*



Before you can print, you need to make sure that you order the right type of multi-part carbonless forms. The way the carbonless laser paper will travel through your printer how your printer pulls the paper and then outputs it - will determine which you need.

**Why?** Because 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 output will determine the type of multi-part forms you should buy.

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

## Printer Output 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. Observe how the printed sheet comes out of the printer and sits on the output tray. Make a note: "The paper was face \_\_\_\_\_ on the output tray, so that's the output."
5. 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. Record your results again.
6. Take your notes and follow through the table below to determine if you need straight or reverse collated multi-part forms.

## Output Test Results



FACE UP OUTPUT

OR



FACE DOWN OUTPUT



LASER  
COMPATIBLE



INKJET  
COMPATIBLE



FLEXO  
COMPATIBLE



HP INDIGO  
COMPATIBLE



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