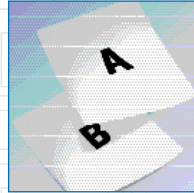


# NCR PAPER\* Brand Carbonless Sequence and Print Side Guide on Digital Equipment

## Instructions for using Carbonless Sheets with Copiers

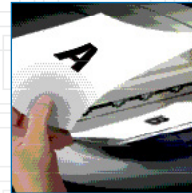
### 1 Mark Plain Paper Sheets

- Mark 2 sheets of plain bond paper "A" and "B."



### 2 Load and Prepare Copier

- Place the original you wish to copy face down on the copier platen and position it appropriately.
- Load the sheets marked "A" and "B" face up ("A" on top, "B" under it)



### 3 Produce Check Copies

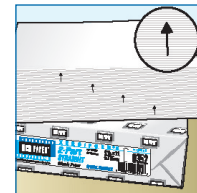
- Set the copy quantity to "2" and press the **START** button. Remove copies from the output tray without disturbing the delivered sequence.

### 4 Check Sequence and Print Side

- If the sheet marked "A" is on top, your copier requires **STRAIGHT SEQUENCE** Carbonless sheets.
- If the sheet marked "B" is on top, your copier requires **REVERSE SEQUENCE** Carbonless sheets.
- If the original image has been copied onto the side marked with the "A" and "B" designations, the paper's print side must be loaded **FACE UP** in the feeder tray.
- If the original image has been copied onto the reverse side, the paper's print side must be loaded **FACE DOWN** in the feeder tray.
- The paper's print side is clearly indicated on the label affixed to each ream.



- In addition to the ream label, Xero/Form® II paper's print side is also indicated on the ream edge.



## Instructions for using Carbonless Sheets with Desktop Printers

- Nearly all desktop printers require reverse sequence for simplex printing and straight sequence for duplex printing. Perform a test to determine proper sequence and print side.

