

Reusable Name Plates

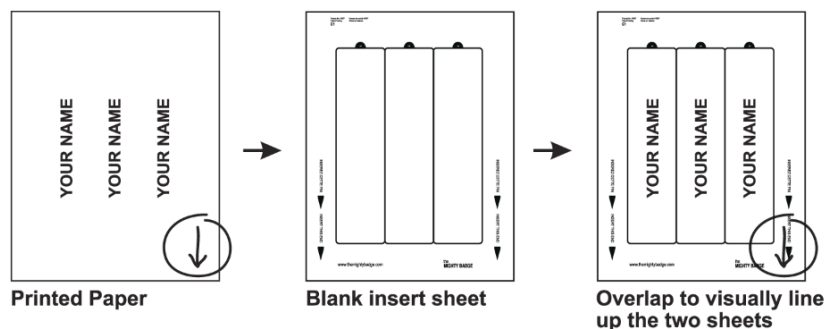
(Printing and Assembly)

You can print inserts with an office or home desktop printer. The inserts peel off like a sticker, one at a time, so that you may print as many as you need and then send the same sheet through the printer when you require additional inserts. Two styles are available, one for laser printers and another for inkjet printers. USING THE WRONG STYLE MAY RESULT IN DAMAGE TO YOUR PRINTER.

How to Correctly Print on Inserts

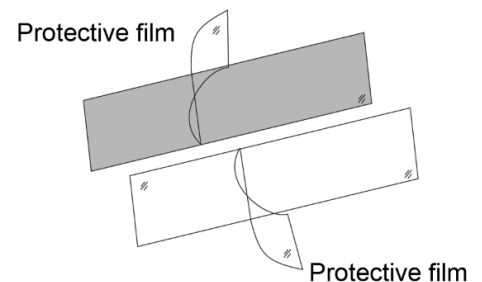
1. Draw an arrow on a standard blank piece of printer paper. Using the manual feed on your printer, place this paper with the arrow facing up in the tray and note the direction it is pointing. Print your document onto this blank paper and note the top and front in relation to the arrow. This will tell you how to load the insert sheet into your printer. Repeat this process until you are confident that you can predict where the text will print.

2. Lay one of your insert sheets on the test print with all edges aligned. Hold both sheets in front of a bright light to view the document through the insert sheet. Observe where the text will fall within each peel-off area. Make adjustments to your document as needed. Print a new test sheet and repeat the checking process until you are satisfied with where your text is printing. Allow a little space around the text on each insert because your printer may feed the insert sheet slightly differently than the paper.



3. Using the information about page feed and orientation gathered on the test print, place an insert sheet into the printer and print your document. We recommend printing only one sheet at a time to avoid print or feed errors.

4. If you ordered Reusable Name Plates without a logo, each back plate has a protective plastic film on the front that you must remove before assembly. When ordering Lexan lenses, you need to remove the protective film from both sides. On the insert sheet, peel the insert off the liner using the numbered tab. Then fold the tab on the perforation and separate it from the insert.



5. Stack a metal back plate, an insert and the optional Lexan lens together, making sure that all edges align. Then pick up all the layers together and slide them into your desk holder or wall mount.

