

## GENERAL RECOMMENDATIONS FOR USING STEINBEIS PRINTING AND PHOTOCOPYING PAPERS

In order to benefit fully from the exceptional characteristics of Steinbeis printing and photocopying papers, please note the following recommendations.

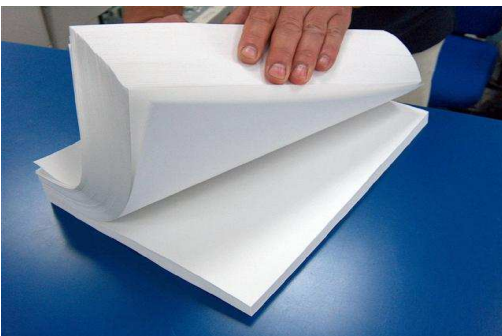
### Fanning:

After removing the paper from its protective wrapping (ream = 500-sheet pack), it is important to “fan” the paper thoroughly. Using your hands, flip each sheet in the ream at least once along each side. The paper can be inserted into the paper tray of your printer or copier.

Fig. 1: Fanning the short side



Fig. 2: Fanning the long side



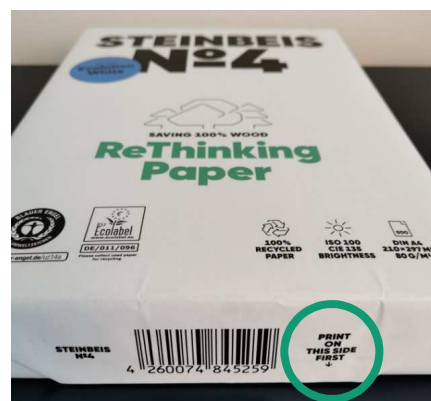
### Insertion information

To ensure optimum runnability and print results, it is advisable to use the same orientation when inserting each new ream into the paper tray of your device. This applies equally for both single-sided (simplex) and double-sided (duplex) printing. To help you doing this, most reams include an orientation arrow on the wrapper (see picture below).

Generally, we recommend that the ream be oriented in the print system or paper tray in such a way that the side to which the arrow is pointing is printed first.

If there is no arrow on the wrapper, use the gummed seal on the back as a guide. If using boxed paper rather than reams, print on the bottom side first.

Fig. 3: Insert paper such that the bottom side is printed first



If a print system has multiple paper trays and paths, and/or if optional post-print processes are available, we recommend that paper orientation be considered in the specific situation and chosen accordingly.