VS04 (SE98-RS34-SAPADF) HAND SEAL LASER PAYSLIP MAILER SUITABLE FOR USE WITH SAGE 50 PAYROLL

Sage Payroll first time users of this product – please contact your supplier for a free print file. When received, follow the instructions below.

1. Right click on the file supplied (SE98) and from the small menu displayed click <Save As>. A window will now be displayed with the title <Save Attachment>.
2. At the top of this window will be a drop-down field with the words <Save in> to the left of it. Click on the down arrow next to this field and double click on <My Computer>.
3. In the large window below double click on <Local Disk (C:)> or the drive where your <Sage Payroll> files are saved to.
4. Double click <Program Files>, then double click <Sage Payroll> followed by <Reports> and finally <Userdef>
5. Click <Save> at the bottom right hand side of the window.
6. Launch Sage 50 Payroll and click <Pre-Update Reports> located in the <Tasks> panel on the left-hand side of the screen.
7. The file you have saved (SE98) will now be listed in the <User Defined Folder>.

PRINTING AND STORAGE ADVICE FOR THE MAILERS

Laser Printing Tips
For optimum results:
- If your printer has a 'transparency setting' we would recommend that you use this when running the Mailers. This reduces the temperature in the laser and will enhance the appearance of the finished product.
- Fan-out to separate sheets before loading into printer.
- Try to avoid unnecessary handling of the adhesive strips, as this will deteriorate the product and shorten its lifespan.
- Do not load sheets that have bent corners.
- Keep unused sheets in protective polybag or return to the moisture-proof boxes.
- Not recommended for photocopiers, entry level laser printers and inkjet printers.
- Refer to your printer manual for loading and feeding recommendations.
- If your printer has a drop-down paper collection tray at the back of the machine, we recommend that you use this method, as this will help to keep the paper flatter and will reduce unnecessary curl.
- Avoid over-stacking the paper tray, as this will result in an uneven stack height, due to the placement of the window. We recommend between 50-80 sheets.
- Feed the Mailers from the foot, i.e. The window section going into your printer last
- In the case of twin paper-feed trays, we recommend using the upper tray, in preference to the lower one (this helps shorten the path of the paper travel).
- The strength of seal on the Mailers, is greatly enhanced if they are sealed immediately after they have been laser printed and are still warm.

Storage Instructions
The Mailers degrade when exposed to the atmosphere or if stored in adverse conditions. To maximize the shelf life of this product, please adhere to the following storage conditions:
- Temperature: 15-25°C (59-77°F) Relative Humidity: 35-65%
- Do not store near heat sources (pipes, radiators, sunlit windows etc), or in damp conditions.
- Forms should be given 48 hours to acclimatise in laser room conditions.
- Cartons or poly bags should not be opened until required.
- Unused forms should be returned to cartons and lids replaced, or resealed in poly bags.
- Partly used cartons or poly bags should be used before opening new cartons.
- Shelf life of the Mailer forms is 6 months from date of purchase.

Product Disclaimer
Although the Mailers have been tested in a variety of laser printers, the Manufacturer/Supplier/Distributor cannot guarantee that they will perform perfectly in every printer. The Kyocera range of printers are not suitable for the Mailers. The Manufacturer/Supplier/Distributor shall not be liable or responsible for any loss or damage caused or alleged to be caused directly or indirectly by the use of the Mailers.

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