



## Printing Instructions

**3M™ and Post-it® Business Cards are designed for use with laser printers, inkjet printers or both.**

To determine which printer your product is designed for, refer to the front of the product package.

### Option A

- Refer to the package insert to help determine which template to use or visit [3M.com/businesscards](http://3M.com/businesscards) and select and download the business card template that references your 3M or Post-it® product number.

### Option B

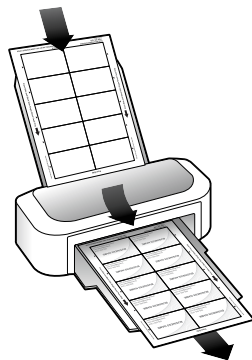
- **Microsoft® Office Word 2003:** Open Microsoft® Word. From the **Tools** tab, select **Letters and Mailings > Envelopes and Labels**. From the **Labels** tab, click **Options**, then select the compatible business card template based on the information provided at the top of your business card sheet. Click **OK**. Click **New Document**. Enter and format your text.
- **Microsoft® Office Word 2007 or 2010:** Open Microsoft® Word. On the **Mailings** tab, click **Labels** and then **Options**. In the **Label Options** dialog box, click on **Label Vendor**, and select **Microsoft**. Under **Product Number**, scroll down to the **Business Card** options and select the template that corresponds to your business card size and type. Click **OK**. Enter and format your text in the **Address** box. Click **New Document**.

For more information about 3M™ and Post-it® Business Cards and frequently asked questions, visit [3M.com/businesscards](http://3M.com/businesscards)

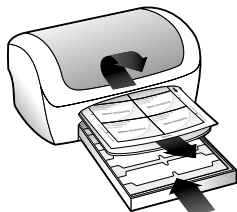
### Load Business Card Sheet:

**Check label position:** Determine if your printer is a **top-feed** or a **bottom-feed** printer by referring to the instructions on your printer or in your printer's user manual.

- **For top-feed (face-up) printers:**  
Feed your business cards with the side to be printed face up.



- **For bottom-feed (face-down) printers:**  
Feed your business cards with the side to be printed face down.



### Tips for Printing:

- **Not all printers can feed business cards reliably from a stack. Single sheet feeding is the most reliable method.**
- Always print a test copy on a plain sheet of paper, or on the test sheet provided, then align with your sheet of 3M™ or Post-it® Business Cards to confirm proper alignment. Slight adjustments may be necessary.
- For best results, feed a sheet of business cards through your printer only once.
- For inkjet printers, select “Best” print quality, if available, in the Printer Properties menu.
- For laser printers, select “Thick card” or a similar description in the Printer Properties menu.
- Do not bend or fold the business card sheet prior to printing.
- Do not feed damaged sheets or sheets with bent corners through the printer.
- Store unused business cards flat in a cool, dry place, in the original packaging, with the flap or cover closed.
- Keep your printer properly cleaned and maintained.

## Contact Us

For information or support using 3M™ or Post-it® Business Cards, call 1-800-395-1223.  
To learn more about other 3M™ and Post-it® products, plus new products  
and special offers, visit us at [3M.com/labels](http://3M.com/labels).



### Office Supplies Division

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