

## **Design, Production, Storage & Handling Guidelines**

*For best results, follow these guidelines for design, production, handling and storage of GPA's Ultra Digital<sup>®</sup> ID Cards.*

*GPA's Ultra Digital<sup>®</sup> ID Cards are certified by RIT and are engineered using RIT Certified Ultra Digital<sup>®</sup> paper and laminate film. Ultra Digital<sup>®</sup> ID Cards are high performance, high-quality substrates. Properly conditioning and fully testing the product prior to the actual production run will guarantee the highest possible results. Testing includes printing, UV coating, bindery, inserting, fulfillment and mailing (if applicable).*

### **Design & Production Recommendations**

- Templates in PDF file format are available for design and layout purposes. Contact GPA at 800-395-9000 or at info@askgpa.com to received these templates via email.
- For enhanced feeding, sheet delivery and stacking, this product has embossed dots designed into the sheet. When the product is cut down to the finished 8<sup>1</sup>/<sub>2</sub>" x 11" size or smaller, the embossed dots will be eliminated.
- Use the "Glossy" or "Semi-Matte" press setting on the HP Indigo digital press for this substrate. The base paper of the Ultra Digital<sup>®</sup> ID Cards is GPA's Ultra Digital<sup>®</sup> 80MC (80# Matte Cover, 200 gsm, approximately 8 pt. caliper). The overall caliper of the base stock and the card laminate (card thickness) is 9.5 pt.
- This product is engineered for duplex printing, therefore it can be imaged on both sides of the sheet and card.
- When duplex printing a bleed on both sides, the finished sheet will need to be smaller than 8<sup>1</sup>/<sub>2</sub>" x 11". To accommodate the 3/8" gripper on either end of the sheet, the finished sheet size must be 8<sup>1</sup>/<sub>4</sub>" x 11" when duplexing bleeds on both sides of the sheet.
- Ultra Digital<sup>®</sup> ID Cards are set up as grain long (12" x 18") for finishing in the grain direction. Scoring is recommended before folding.
- Ultra Digital<sup>®</sup> ID Cards are made for TEMPORARY applications. Ink may rub off actual card over time.
- The edge of the cards may have a slightly "toothy" appearance once "punched" out of the sheet.

### **Handling, Storage & Stacking**

- Treat cartons with care. Aggressive inventory handling, dropping, accidental striking with a forklift or other mishandling can result in damage.
- Avoid touching the ink-receptive laminated area of card prior to printing.
- Keep cartons flat and horizontal.
- **To achieve best results, leave Ultra Digital<sup>®</sup> ID Cards sealed in their original boxes until ready to print.**
- Once you open the package, store unused loose sheets in a moisture proof package wrap on shelves or pallets to avoid moisture absorption.
- Do not store in the substrate tray of your HP Indigo digital press.



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### **Acclimating & Climate Control**

- Temperature and humidity are critical factors in how Ultra Digital<sup>®</sup> ID Cards perform on your HP Indigo digital press. Choose an area that is protected from extreme temperatures and humidity.
- Most environments with air conditioning systems provide the proper mix of temperature and humidity. Following is the ideal environment for storing this product:
  - Minimum temperature of 50° F/10° C with 15% relative humidity
  - Maximum temperature of 81° F/27.2° C with 85% relative humidity
- High humidity causes damp edges and wavy paper.
- Low humidity dries paper edges and makes it contract and become tight.
- For best results, condition Ultra Digital<sup>®</sup> ID Cards for three to seven days prior to production run.



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