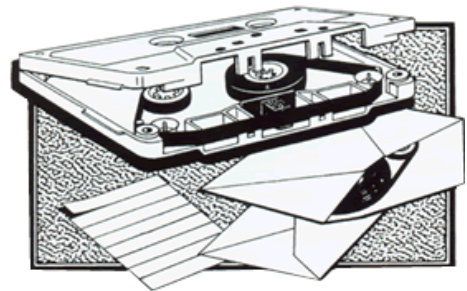


## How to Use the **RE-LOADABLE** **Audio Cassette**

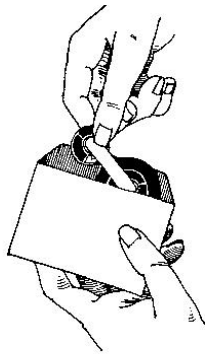
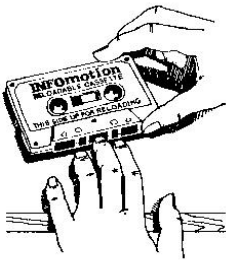


It takes a few minutes to learn to use **The Re-loadable Audio Cassette**, but the results are well worth it!

- Easier to file than ordinary cassettes.
- Save up to 50% of the space it currently takes to store claim statements.
- Save thousands of dollars over conventional & micro cassettes.

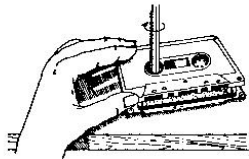
### Unloading

1. Place the cassette on a flat surface. You'll be looking at the side marked "This side up for reloading." Before opening the cassette, look through the window in the center to make sure the tape is rewound to the left side. Now hold the bottom half of the shell firmly and lift up on the top half to open the cassette.



4. Label the storage envelope with the corresponding claim number and information, place the tape in the envelope and file. You've saved up to 60% in storage space using the **INFO-motion** reloadable cassette!

3. Place the end of any octagonal ball point pen (a Bic works great!) in the left sprocket as shown and turn clockwise until tight. The tape will be flat against the pressure pad.

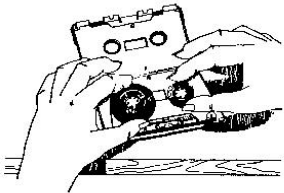


4. Close the cassette shell, making sure the tape is behind the front tape guides. To be sure the tape moves freely, turn both sides with your pen. Record a few seconds to test, then you're ready for statements!



### Reloading

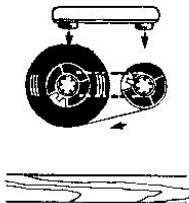
2. Find the plastic hub lock inside the storage envelope that comes with your reloadable cassette. Remove the tape from the shell and lay it on a flat surface.



1. Take a new tape out of the storage envelope and remove the hub lock. With the words "This side up for reloading" facing up, snap open an empty cassette shell and lay it on a flat surface.



3. Wind any loose tape tightly around the left side by turning the left reel clockwise, and place one end of the hub lock in each sprocket of the cassette.



2. Place the loaded tape hub on the left inside shell. Thread the tape around both pins and rollers and put the empty tape hub in place on the right, opposite the loaded hub.

#### **\* Special Note**

Should you accidentally open the cassette upside down, or drop it, don't worry. The tape pack is durable and won't come apart unless deliberately pulled apart. Just hand-wind the tape snugly and place in the storage envelope. If the rollers, pressure pad or snap lock come out of the shell, just replace and your shell is ready for recycling. If you do lose a roller, save the other one - they are interchangeable in all masters.

#### **The INFO-motion Guarantee**

All cassettes are fully guaranteed against defects in material and workmanship. All are statistically verified and mechanically reliable. We are not responsible for misuse or damage caused by customer-owned material or consequential damages. This guarantee is limited to replacement of defective materials.