

Insert/Print On Tabs

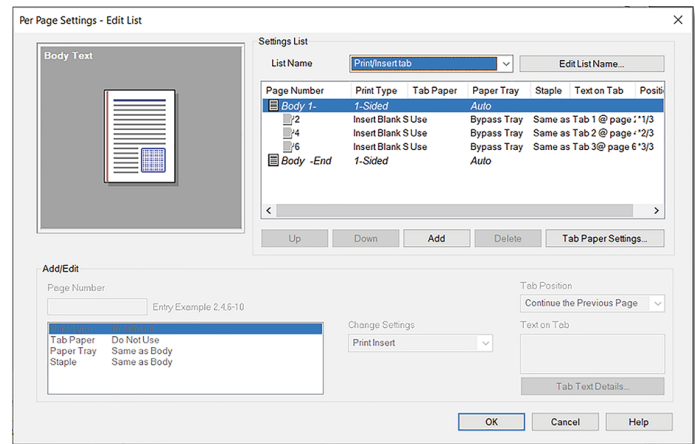
Recommended tabs are the Avery Dennison 20406 long edge single reversed, or reverse collated.

At the bizhub:

- ❑ Touch **FINISHING**, deselect **OFFSET**
- ❑ Load the tab paper in Bypass (tray on side) with tabs facing out
- ❑ Screen will pop up, page down to page 2 and select **INDEX PAPER**, touch **OK**

From the computer:

- ❑ Pull up document, **File/Print** and click on **Properties**
- ❑ If your document is all two sided go to layout and select **2 Sided** (the default is single sided, if mixed you will have to do per page setting and program each page or pages)
- ❑ Go to **COVER MODE** tab at top of page and select **PER PAGE SETTINGS**
- ❑ Click **EDIT LIST** and select first available list (these lists can be renamed)



Note: Default setting is 5 tabs, if you have more or less tabs select **TAB PAPER SETTINGS** And change number of tabs

- ❑ Select **Add**
- ❑ Under **PAGE NUMBER** type the page number where you want the tab to be printed and inserted
- ❑ See box:
 - » Paper Tray-change settings to **BYPASS TRAY**
 - » Tab paper-change settings to **USE** (have to change paper tray first)
 - » Print type-change settings to **INSERT BLANK**
 - » Staple-leave as **same as body**
- ❑ Go to box that says **TEXT ON TAB** and type in your text (can do two lines), if you need to change font, orientation, color or position go to **TAB TEXT DETAILS**)
- ❑ To do the rest of your tabs repeat the above steps that start with **ADD** and start with the page number where you want to print and insert tab
- ❑ Once all your tab info is added touch **OK, OK,** and **Print**