



Dear Customer:

This document contains directions for printing tabs using the DocuSP controller with the DocuColor 250, 2045, 2060, 5252, 6060, 7000, 8000 printers.

❖ At the printer:

1. Place tabs in appropriate Tray 3 (DocuColor 2045, 2060, 5252) or any tray (DocuColor 250, 6060, 8000).
  - Tabs are short edge feed.
  - Tabs face the back of the printer.
  - The last tab of the set must be on top if the job is programmed as N to 1.
  - Size: 9 X 11 inch.
  - Weight: program with the correct weight.
  - If the tabs are precut, be sure to program the tab sequence number, which is the number of tabs in the set, not the number of tabs used. For example, if the tab set is 5 and only 3 tabs are being used, the tab sequence number is 5.

Example: Set up a job for seven tabs with the tab information included on the originals:

- Tab stock is typically purchased in sets of five tabs. For this job put aside the last three tabs of bank two as they are not needed for this job.
- Pre-collate the tabs in the tray for every set by reversing the order of the tabs. For this job tab 7 is on top, tab 6 is after that, tab 5 is next, tab 4, tab 3, tab 2, tab 1.
- Reverse Order would be for N to 1 job finishing, Otherwise 1 to N is Forward Order.

**Note:** The tabs cannot just be pulled out of the box and flipped over because they will be in the wrong sequence. Extra tabs can be saved for future jobs.

- Tabs do not run at rated printer speed because they are heavier stock.
- Use Manual job recovery if there is a jam. As jammed tabs are removed, replace them in the paper tray in the proper order or the whole job will be thrown off.

**Note:** If the jammed tab is the furthest from the paper tray, it will have to be the next tab fed by the printer.

2. Place 8.5 x 11 inch paper in a paper tray short edge feed. Note, the only 8.5x11 stock loaded must be short edge feed.

❖ At the DocuSP, access the Printer Manager and follow these steps for setting tabs:

1. Select the "Stacking" tab.



2. Select "Settings".
  3. Disable "Collated Stacking". If this is left on, an error message displays and the job cannot be run.
  4. Check the paper tray programming in the Printer Manager to make sure that the paper stock programming matches the stock in the printer paper trays.
  5. Access the Job Manager. Select the job and select Properties.
  6. If running a Portrait orientation job, select the "Output" tab and set "Rotation" to 180 degrees.
- ❖ Use Exception Programming for tab pages with the tab information included in the original set:
1. Be sure to print out the whole job and make a note of where the tab master pages are located. For example, page 4, page 10, page 21, page 26, page 35, page 41, page 51.
  2. Enable "Image Shift" for every exception page. Since pages are loaded in the printer short edge feed and the image is rotated, the shift would be set on the negative "Y" axis. For example, -0.75.
  3. Program the exception pages for 9 X 11 inch paper, correct weight stock.

**Note:** Be sure to run a proof job to make sure that the programming is accurate.