

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Kinko’s Operators	Title Tab Jobs
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Copying on Tab Stock (not printing from network).

To copy on tab stock:

1. Select the method to use (Copy Only, Copy & Save, Save Only).
2. Select the **Output Format** tab and then **Tab Margin Shift**.
3. Select **Shift to tab** to copy only the tab area of the original or **Shift All** to copy the entire original to the tab stock and select **Save**.
4. The Output Format tab reappears. Select **Output Orientation, Face Down** and then **Save**.
5. Load the original as shown on the User Interface, select the tray where the tab stock is located and select **Save**.
6. Ensure the tab stock is loaded and the media settings are correct. Press **Start** to print.

More? In the **User Guide**, check the **Copy** chapter for **Tab Margin Shift**.

Printing Tabs on the Xerox 4110

1. Make sure the digital tab is created to the size 8.5x11

NOTE: If your document has an amount of tabs that does not fit an increment of 5 banks add blank pages to the back of the document to even them out and program the blank pages to be tabs. The Xerox 4110 does not have tab kick out so this will have to be done so tabs will run correctly and not get out of order.

2. Load the tab stock in tray 3 or 4.
3. Set the Paper Size to 11x9 and Save.
4. Set the Paper Type to Tab Stock and Save.
5. Save.
6. In the Acrobat printer dialog UNCHECK the box for “Choose Paper Source by PDF Paper Size”.
7. Click the properties button and select the Mixed Media Define button under Paper Source.
8. Click the button for Define Page Range.
9. Type in the appropriate tabs pages, ex. 5,15,33,48
10. Set Duplex to OFF.
11. Set Media Type to Tab Stock.
12. Set the Paper Source to the appropriate tray.
13. Set Folding to OFF.
14. Set Tab Shift to 0.5 Inch.
15. Set Paper Size to 9x11.
16. Click the Add Definition button then Close.
17. Click the OK button.
18. Click the OK button.
19. Click the OK button.