

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 1 of 6

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**.

How to run jobs with pre cut tabs

The 4110 EPS is able to print on pre cut tab stock - with the following caveats:

1. The system does not have automatic job recovery for ordered stocks.
 - This will need to be handled manually by the user.
2. The system does not support automatic kick out of unused tabs.
 - This can be handled within the application or manually.
3. Currently, the 4110/4590 EPS DocuSP GUI and drivers do not directly support the **PreCutTab** media type.
 - The workaround is to use the Full Cut Tab or custom media types.
 - This may cause issues for applications that explicitly call out **PreCutTab** media.

How to Print to Tabs with the Built-in PCL Driver

Set up the 4110 for 8.5x11 tabs in Tray 3, and then do the following:

1. Open the 8.5x11 document containing the tab information.
2. Select [File] [Print].
3. Select the 4110 Built-in Controller PCL version 3.0.
4. Select [Properties]
5. On the [Paper/Output] tab, set the following:
 - [Paper Size] = 8.5x11"
 - [Output Size] = 8.5x11"
6. Select the [Tray/Layout] tab, set the following:
 - [Paper Source] = Tray 3 (or tray with 8.5x11 tab stock)
7. Select [Detailed Settings] tab
8. In the [Items] window, scroll to the bottom and select "Tab Margin Shift".
9. Under [Setting for:] select "On".
10. Select [OK].

RESULTS: The tab information prints centered on the tab.

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 2 of 6

NOTE 1: If the tab information is 2 or more lines, the text lines must be printed closer to the right edge of the original for the tab information to print centered onto the tab.

NOTE 2: The tab shift value can be adjusted by the technician, but cannot be adjusted by the customer. If this capability is desired, please submit a C/PR (<http://www.cpr.world.xerox.com/>).

How to print on 9x11 tabs from tray 5 (bypass) using 4110/4590 PCL6 driver

At 4110 load tabs in Tray 5 LEF Tabs pointing away from machine with tab 1 on top closest to front of 4110, tab 5 will be on bottom closest back of machine.

Tray is programmed as Tab Stock 1, 8.5x11

At PC:

1. Open the 8.5x11 document containing the tab information.
2. Select [File] [Print].
3. Select 4110 PCL6 version 3.0.
4. Select [Properties]
5. On the [Paper/Output] tab, set the following:
 - [Paper Size] = 8.5x11
 - [Image Orientation] = Landscaped
6. - Select the [Tray/Layout] tab, set the following:
 - [Paper Source] = Tray 5(Bypass)
7. Select [Bypass Tray Settings] set the following:
 - [Paper Type] =Tab Stock 1
 - [Feed Orientation] = Portrait
8. Select [Detailed Settings] tab
9. In the [Items] window, scroll to the bottom and select [Tab Margin Shift]
11. Under [Setting for:] select [On]
12. Image Rotation (180deg)=Landscape

How to Print Tabs from Tray 3 and 4 on the 4110

Problem symptoms - When printing to tab stock the image is cut off, not shifted or machine jams if paper tray has been set for 9 X 11 heavy weight or tab stock. (Verified with PCL print drivers version 2.4.2 and 3.0) Select the correct settings in the print driver when printing tabs from 8.5 X 11 document to tab stock on 4110 using the following guidelines.

At 4110:

1. Place tab stock in trays 3 and/or 4.
2. Select [Tab Stock 1] which will set the paper size to 8.5x11.

NOTE 1: When loading Tray 3 or 4 you are standing in front of the printer facing tray 3 or 4. Tabs are loaded with smooth edge going in, Tabs out to the Right.

NOTE 2: Ensure Tab1 is Close to you and on Top, Tab 2 is next and Below Tab 1, Tab 3 is next and Below Tab 2, Tab 4 is next and Below Tab 3, Tab 5 is Last and Below Tab 4.

Check and set the properties in the print driver:

1. Paper/Output (Tab)

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 3 of 6

2. Paper Size - 8.5x11
3. Output Size - Same as Paper Size
4. Tray/Layout (Tab)
5. ** Image Rotation (180deg) set to Landscape
6. Detailed Settings (Tab)
7. Other Settings (Graphic Settings)
 - Scroll down to find Tab Margin Shift and turn it ON.

** **Note:** If printing from a Microsoft Word document using the tab template you need to select this setting to have the image rotated.

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 4 of 6

CORRECT PROGRAMMING STEPS FOR ADDING TABS WITH COMPOSE:

At the 4110, load tab stock in the desired tray following the instructions in the *User Guide*. Program the tray for Auto Size and Tab Stock 1.

At the EXP4110 Command WorkStation,

1. Right click on the job in the Hold queue
2. Select [Compose] from the pull-down menu
3. Use [Add Tab] to add the tabs in the appropriate place
 - Click on the page number that should follow the tab
 - for example, if the tab should go before page 5, click on page 5
4. Select [Tab] under the [Compose] [Page Properties] section (far right of [Compose] window)
5. Select [Letter Tab (LEF)]
6. Select the [T] icon (under the [Tab] section)**
7. Set the font and size; select [Apply Settings to all Tabs]
8. Double click on the area under [Tab Text]; enter the appropriate tab text
9. Repeat step 8 for all tabs
10. Select [OK]
11. Save the [Compose] job - rename if desired
12. Right click on the job in the Hold queue
13. Select [Paper Source], [Mixed Media], [Define]
14. Left click on the first tab; select [Edit]
15. Verify the [Tab Text Attributes]; change if necessary
16. In the [Tabs Text] window, select [Change Tab Settings] and ensure the following settings:
 - # of Tabs in Set = 5 (or how ever many are in the set)***
 - Duplex = Off
 - Media Type = Tab Stock 1
 - Paper Source = Tray containing Tab Stock (or AutoSelect)
 - Page Size = Letter-Cover (9x11) LEF
17. Select [OK] until back to the [Properties] tab
18. Set [Finishing] options as desired
19. Print the job

**[Tab Text Attributes] can be set in [Paper Source] [Mixed Media] [Define], also

***If the [# of Tabs in Set] is not programmed correctly, all of the information will be printed in the same place on each sheet of tab stock. This will result in printing on only 1 of the tabs.

RESULTS: The tab information will be printed on the tabs that are inserted correctly in the job.

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 5 of 6

How to print onto Tabs using Corel Draw 12 Tab Template

1. At the 4110, place tabs in tray 3 or 4
2. Program the tray for 9 x 11, Heavyweight 1
3. At the PC, Create a custom Stock for 9x11
 - a. Select [Start]
 - b. Select [Settings]
 - c. Select [Printer and Faxes]
 - d. Select [Properties] for the 4110 PCL printer
 - e. Select [Configuration]
 - f. Select a custom number
 - g. Set the short edge to 9 and the long edge to 11
 - h. Enter a Paper name(Such as 9x11)
 - i. Select [OK]
 - j. Select [Printer]
 - k. Select [Get information from printer] to update paper stocks
 - l. Select [OK]
4. At the pc open the tab document.
5. Select [File] [Print]
6. Select the 4110 PCL Printer
7. Go to Properties.
8. Paper Output/Tab, Output Size. 9x11 (228x279mm), output size 9x11 (228x279 mm)
Image Orientation in the case of Corel Draw 12 is landscape.
9. Select [Tray/Layout]
10. Set paper source to the tray that contains the tab stock
11. Select [Margin shift / Margin...]
12. Select [Portrait Left Edge]
13. Set the Side 1 value to a minimum of .7 (for this original)
14. Select [OK] [OK] [Print]

The job should print as expected on Tabs. The Margin Shift may have to be adjusted to move the Tab printing onto the Tabs.

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Tab Jobs
	Date May 2007
	Page 6 of 6

How To Set Up Tab Purge Tray

Problem / symptom – You can insert tab pages in job using the Mixed Media print option. Tab pages come in sets (of three or five, for example), with each tab position offset from the previous one so that the tabs do not overlap. If a job requires more tab pages than are in a single set, additional sets are used. Tab pages are left over if the job uses only part of a set. For example, when you are using standard tab stock (like a 5-bank tab set), you may sometimes print on 3 of the tabs. On some printers the 2 unused to tab to go to a designated separate tray (like the top tray). On 4110 with EXP4110, the blank tabs are inserted to finisher tray with the rest of print job. You can change this behavior by programming a “Tab Purge Tray”. The Tab Purge Tray setting specifies which output tray to use when the copier ejects unused tab pages that are left over after printing a job with tab inserts.

NOTE: Tab Purge Tray is available in version 1.1, when the Production Printing Package is enabled on the Fiery EXP4110.

You can set the Tab Purge Tray for a job in the Windows PostScript and Mac OS X printer drivers. You can set the default setting in PS Setup

What Will It Do – When I Change the Tab Stock Tray in Mailbox

You save job to a Mailbox and job faults when changing Tab Stock Paper Trays an 024-747 fault code is raised (Print Instruction Failed) and the job does not print. Or it may try to feed from the original Tab Stock Tray which results in a paper jam.

The Paper Tray setting for a job in a Mailbox cannot be changed if the paper stock is 'Tab'. This is a specification limitation.

SUGGESTED WORKFLOW: Always load tab stock in a specific tray, such as Tray 4. When saving a tab job to a Mailbox, always specify the Tab Stock Tray (Tray 4).