Xerox® Light Production and Entry Production Color printers
Printing Tabs

This document contains instructions for printing tabs on the FreeFlow Print Server when it is connected to a light/entry level production engine (for example: the Xerox Color 550/560 or the Xerox 700 Digital Color Press).

At the printer

1. Select any paper tray.
2. Load the Tab Stock in the selected tray (Long Edge Feed / Portrait) with the tab bank on the left side of the stack.
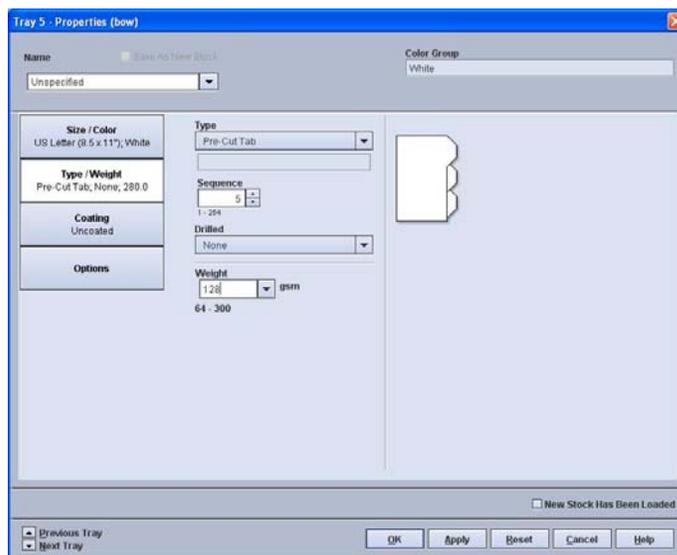
   NOTE
   The first tab of the set must be on top if the job is programmed as system specified (1-N).
3. Select the **Type/Weight** option: Pre-Cut Tab 106-128gsm (or appropriate weight).
4. Select the stock **Size** – auto detect (8.5 x11 - LEF).

   NOTE
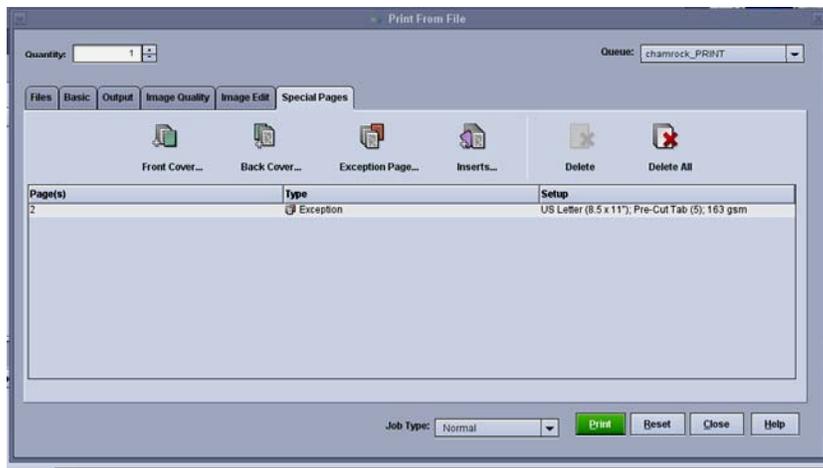   Do not select 9 x 11. Select 8.5 x11 or A4 for printing tabs.
5. Select **Confirm.**

At the FreeFlow Print Server

1. Select the paper tray that holds the tab stock.
2. The printer displays the size as **Custom**. Do not change this setting.
3. Select the **Type/Weight** option: Pre-Cut Tab.
4. Select the **Sequence** option and choose the number of tabs in the sequence that you require.
5. Select the check box the reads **New Stock Has Been Loaded**.

6. Select **OK.**
7. Select **Close.**

Print from File / program jobs in Job Manager

1. Select the desired job and program the normal settings.
2. Select the **Special Pages** tab.
3. Select **Exception Pages** and program the tab pages.

4. Add the exception pages for the tabs as needed. Use the stock loaded option to select the tab stock that was programmed on the print engine.
5. If blank tabs must be added to a job, the inserts can be used to place tabs in the job. Use the stock loaded option to select the tab stock loaded on the print engine.

Notes:

- The Exception Page is the only selection to use for tab pages.
- Print out each job completely, and make a note of where the tab pages are located. For example: pages 4, 10, 21, 26, 35, 41, 51, etc.
- Always select the Loaded Stocks option in order to choose the paper stock when printing the tab pages. This selection ensures that the correct paper stock is used from the printer and paper stock mismatches do not occur between the FreeFlow Print Server and the print engine.
- Tabs only print on one side.
- Proofread each job carefully to ensure that the Exception Page programming is accurate.
- Tabs do not run at the rated printer speeds due to an issue with mixed media when going to the high capacity stacker.
- Perform a manual job recovery when there is a jam. Remove the jammed tab stock and replace them in the paper tray in the proper order. If the stock is replaced incorrectly, the job will not print correctly.
- The **Custom Stock** selection only prints from Tray 1.