

Printing On Tabs

Konica Minolta Bizhub

Set the printer for tab printing

1. Tabs must be run from the bypass. Often, tabs should be run in reverse, so that the top tab is at the bottom. This is because the paper will “flip” on the output.
2. Set the bypass tray to “Index” paper

Printing to the tab paper

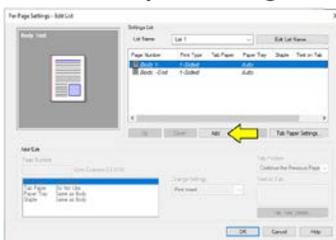
To print to tab paper, the job must be “built”. The tabs are inserted into the job during printing.

Note: If you wish to print ONLY tabs, create a blank document with a number of pages equal to your tabs needed

1. Once your printer properties windows is open, Click the **Cover Mode** tab, then select **Per Page Setting** and click **Edit List...**



2. Click **Tab Paper Settings**



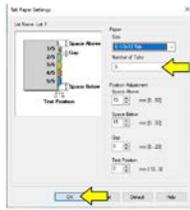
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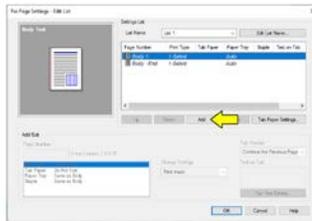
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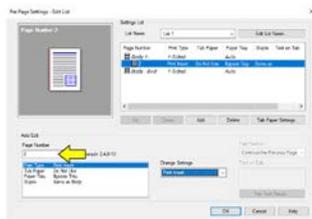
3. Select the number of tabs you are going to make and adjust the position if required. Click **OK**



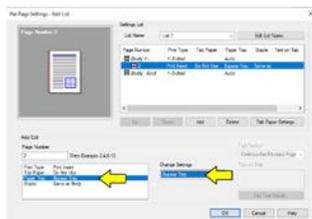
4. Click **Add**



5. Enter the **Page Number** you want the tab to be inserted after



6. Select **Paper Tray** and choose **Bypass Tray** under *Change Settings*



7. Select **Tab Paper** and choose **Use** under *Change Settings*



8. If you wish to print on a specific tab, select it under **Tab Position**

9. Under **Text on Tab**, Enter the text you wish to show on the tab



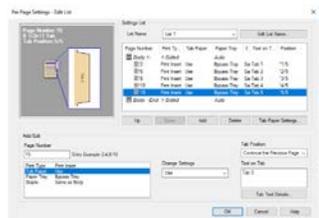
10. To edit the details of the tab (such as positioning, font, and colour), click **Tab Text Details**



11. Make your desired changes, and click **OK**



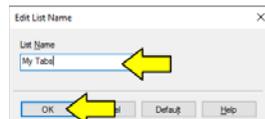
12. Repeat steps 4 – 11 to insert all your tabs



13. Once all your tabs are set, you can name this list if you like by clicking **Edit List Name**, otherwise you can skip to step 15



A. Enter the desired list name and click **OK**



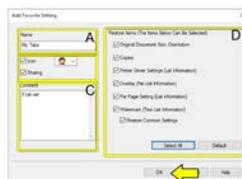
14. Click **OK**



15. If this is a job that will be run often, you can save it as a favourite by clicking on **Add** beside **Favorite Setting**, otherwise skip to step 16



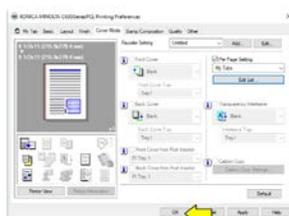
- Enter a name for the favourite
- Select an icon if you wish
- Enter any comments you wish to make
- Select the desired settings you want to recall (or click **Select All**)
- Click **OK**



16. Click **Apply**



17. Click **OK**



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