

## Tab Printing on X700 with FreeFlow Print Server

### ***On the IOT:***

1. Load the Tabs in Tray 5 Long Edge Feed (LEF) with the tab facing to the left. The tabs should be loaded in order of Last tab first.
2. On the Tray 5 Confirmation screen confirm the paper size is 8.5x11 LEF and the type is Tab Stock, if not, do the following:
  - a. Press the [Change Settings] button
  - b. Press the Paper Size section
  - c. Select 8.5x11 LEF
  - d. Press [Save]
  - e. Press the Paper Type section
  - f. Select Tab Stock from the Type list and set the weight of the stock by selecting the weight range the stock falls into from the Paper Weight list on the right.
  - g. Press [Save]
  - h. Press [Save] again to get back to the Tray 5 Confirmation screen
3. Press [Confirm]

### ***On the FreeFlow Print Server:***

1. Click the Paper Trays shortcut button or go to the Printer menu and click Paper Trays
2. Double-click Tray 5
3. Leave the size set, it should say 9x11, this is ok even though it is different from the IOT.
4. Click the [Type / Weight] button on the left
5. From the Type drop-down list, change the type to Pre-Cut Tab, or leave it as Full-Cut Tab if that is what is being printed.
6. Change the Sequence to the number of tabs that are in a bank
7. If desired, change the weight to match the gsm value of the tabs. The weight should already be populated with an acceptable value as it auto-detects this from the IOT.
8. Make sure there is a Check mark in the "New Stock Has Been Loaded" option and click [OK] to finish programming the tab stock on the FreeFlow Print Server.

Any job programmed with tabs must be printed as a 1-sided job. Tabs can be printed a couple different ways depending on how they are applied to the job. Tabs can be inserted into an existing job as pre-printed tabs or programmed as exceptions if the tab is already included in the file that is being printed. Finally, a job may just be to print the tabs by themselves (i.e. printing the Tab Template file from the Xerox website). Below are the steps to print any of these options.

### **Inserting tabs into an already existing job**

1. Send the job to the hold queue on the FreeFlow Print Server and double-click the job to open the Properties
2. Select the Special Pages tab
3. Click the [Inserts ...] button
4. Enter the Page Number that you want the tab(s) to be printed in the After box
5. Click the Drop-down list under Name and point to Loaded Stocks
6. Select Pre-Cut Tab from the list which should be listed as [Tray 5]
7. Click Add Insert
8. The Inserts window will stay up, change the Page Number to insert the next tab as per step 4. and click Add Insert, continue this process until all tabs have been inserted.
9. Click [Close] when finished.
10. Select the Output Tab in the Job Properties