

Tab printing on your new Sharp Multifunction Printer



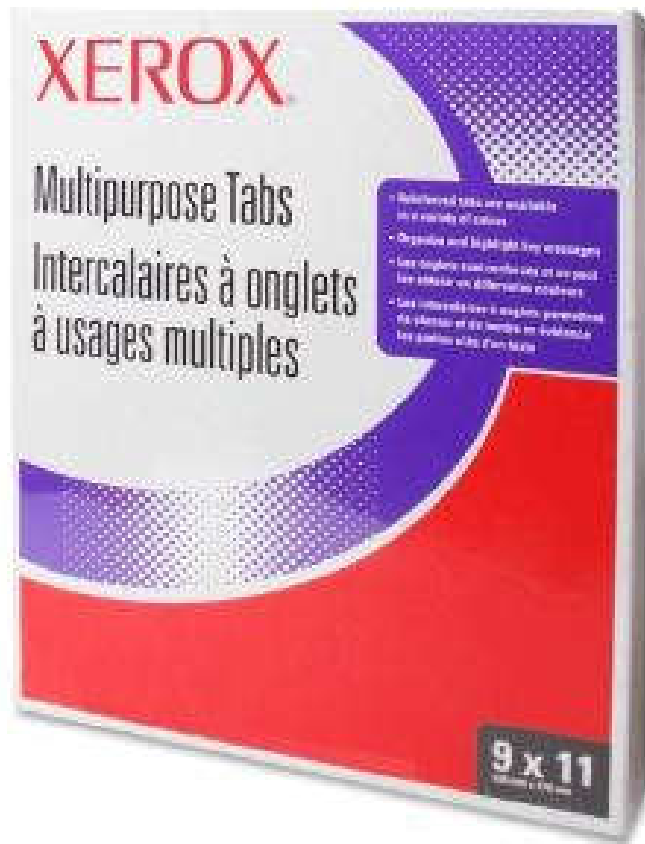
Please make sure to use tab paper that is not plastic coated.
Using tab paper that is plastic coated can damage the machine.



OK to use



Not OK to use



Xerox tabs
9 x 11
3 hole punched
Reorder number – 3R4418

We highly recommend and can offer technical/service support to our clients that use the tab paper shown above for printing on Sharp Multifunctional printers that support tab printing.

Xerox tabs can be purchased online and at most supply super stores.

Begin by loading the bypass tray with your tab paper. The bypass tray is the only tray that tab paper can be used in.

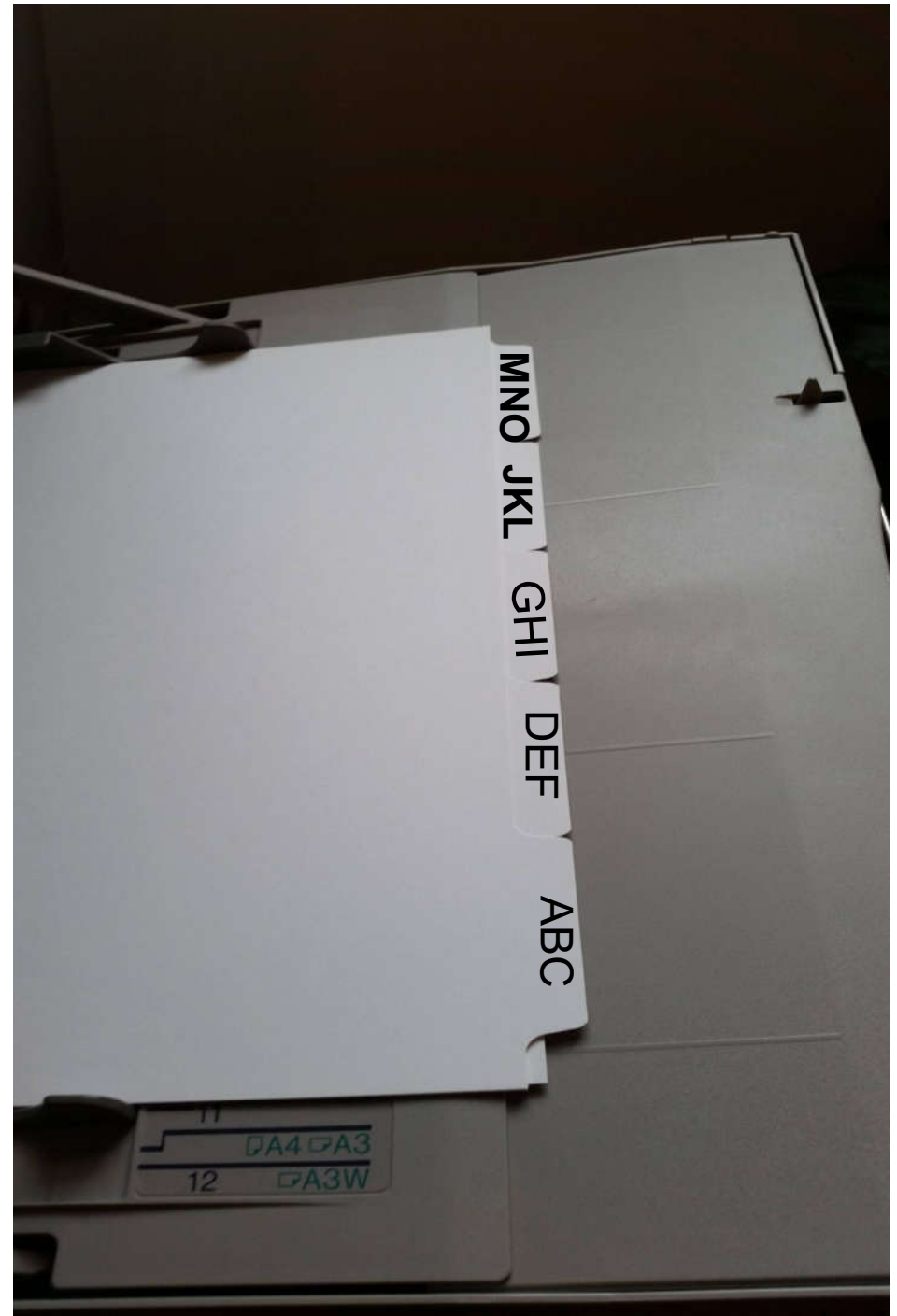
Load the paper with the tabs facing away from the body of the machine as shown in the example to the right.

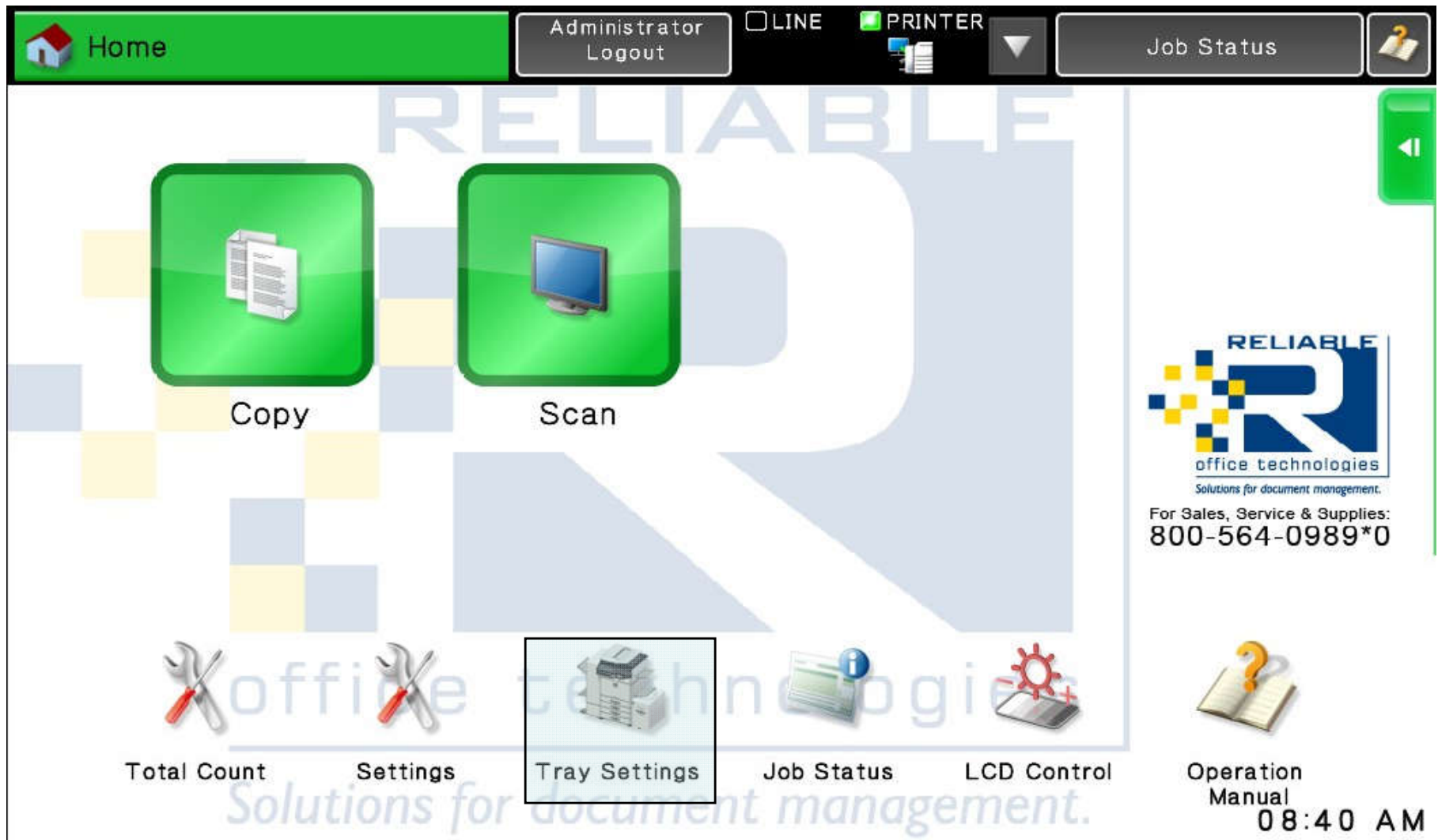
The tabs also need to be arranged with the first tab towards the front of the machine. As shown here. *

You may need to arrange/reorder the tabs by hand. You may also try to use “reverse order” tab paper in the store to avoid this step.

Next we must program the bypass tray to use tab paper.

**Note: The text will print on the face down side of the paper
This is simply to try to show the order in which it will print.*





On the touch screen press “Tray settings.” This button is highlighted in the example above.

Tray Settings

OK

Paper Tray

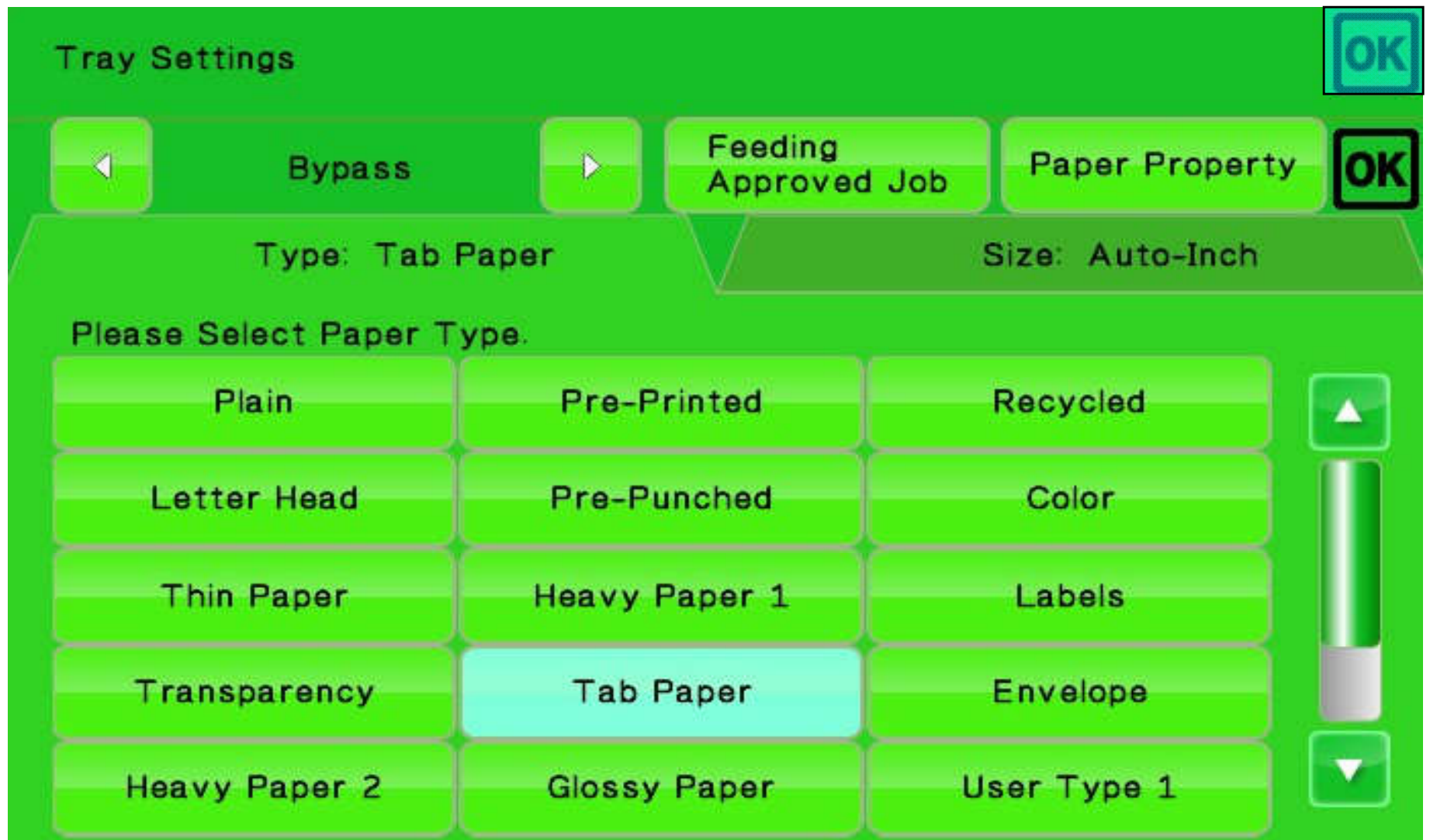
1 8½X11
Plain

2 8½X14
Plain

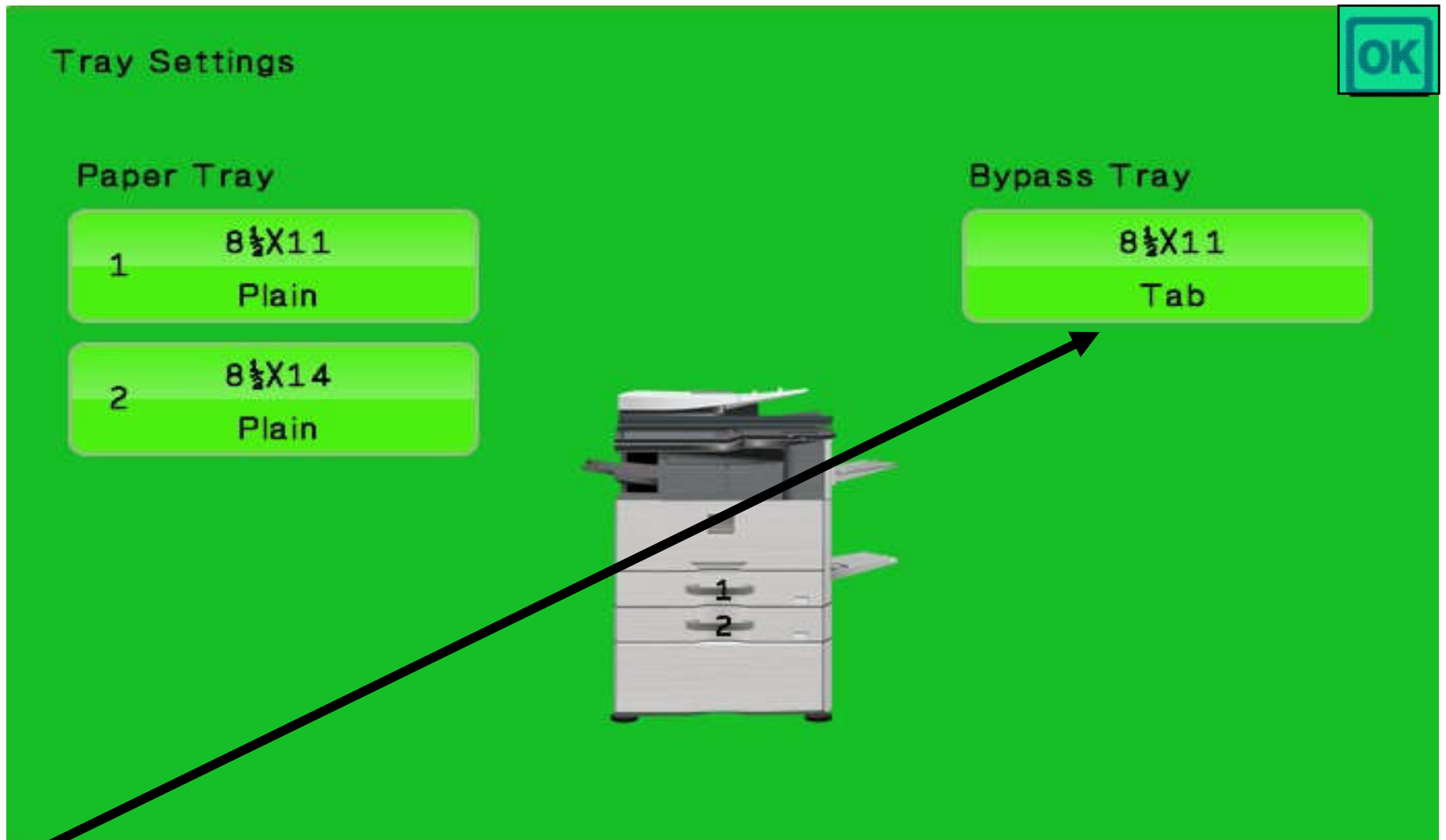
Bypass Tray
8½X11
Plain



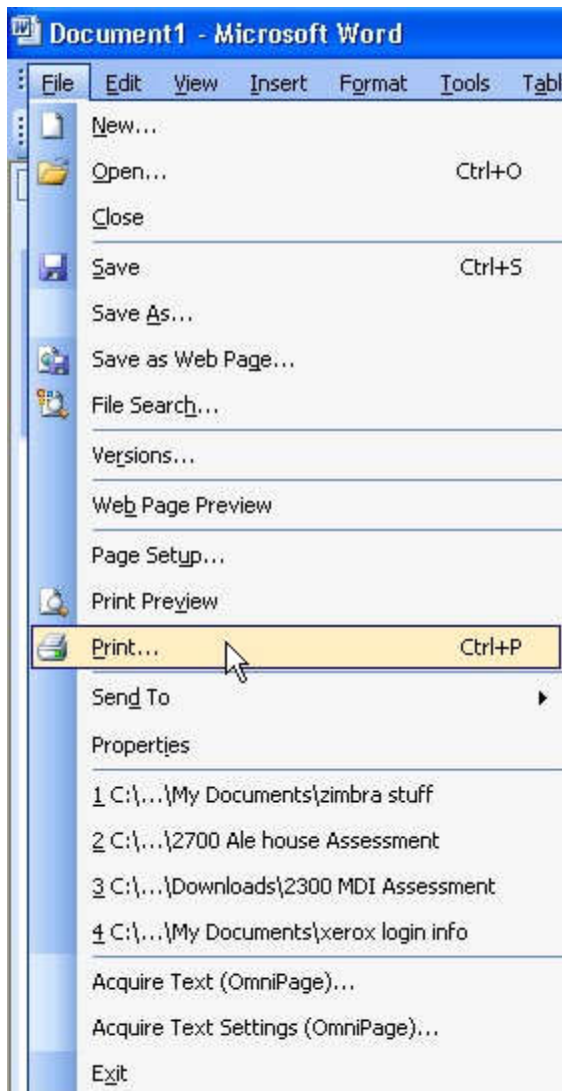
On the next screen, press “Bypass Tray.” This button is highlighted in the example above.



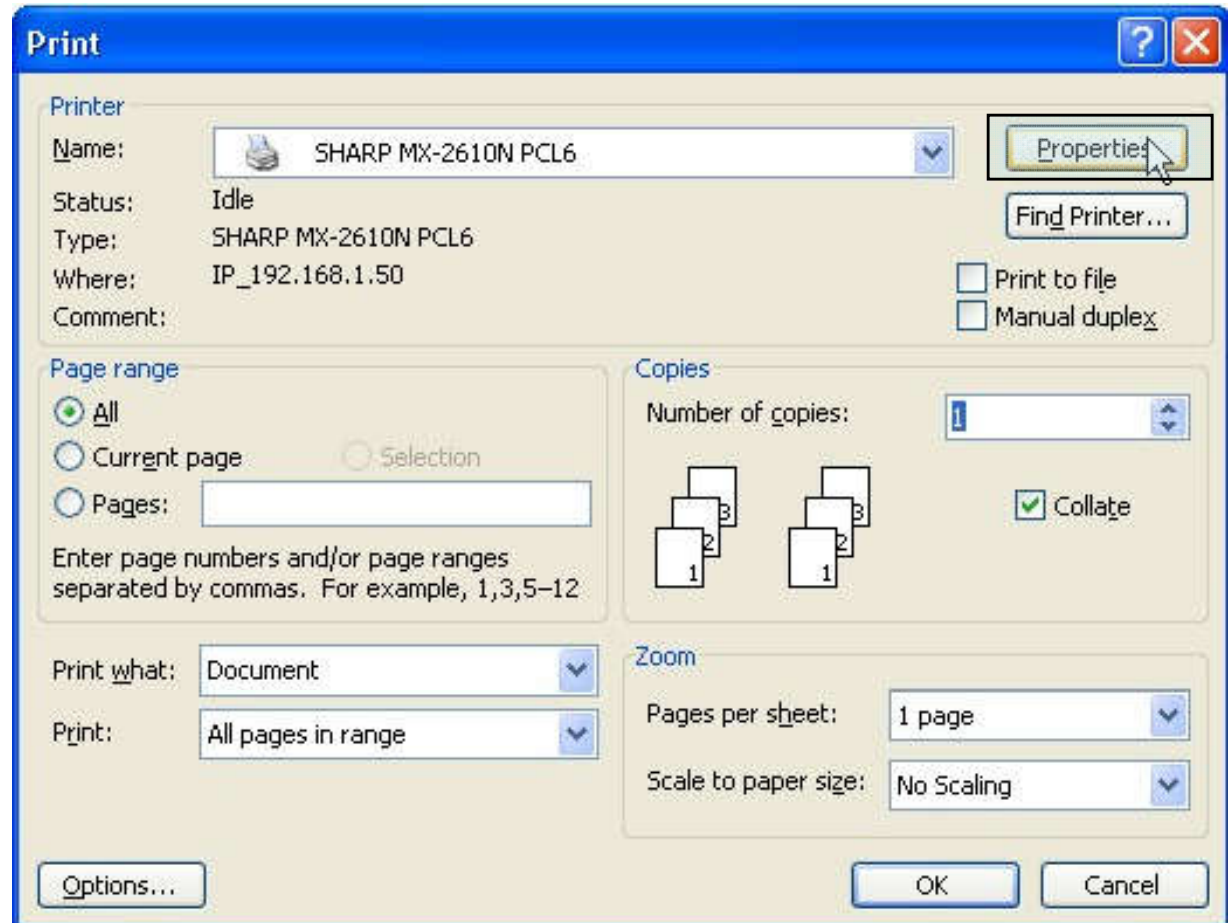
On this screen, press “Tab Paper.” The button will light up indicating that it has been selected. Press the “OK” button and you return to the previous screen.



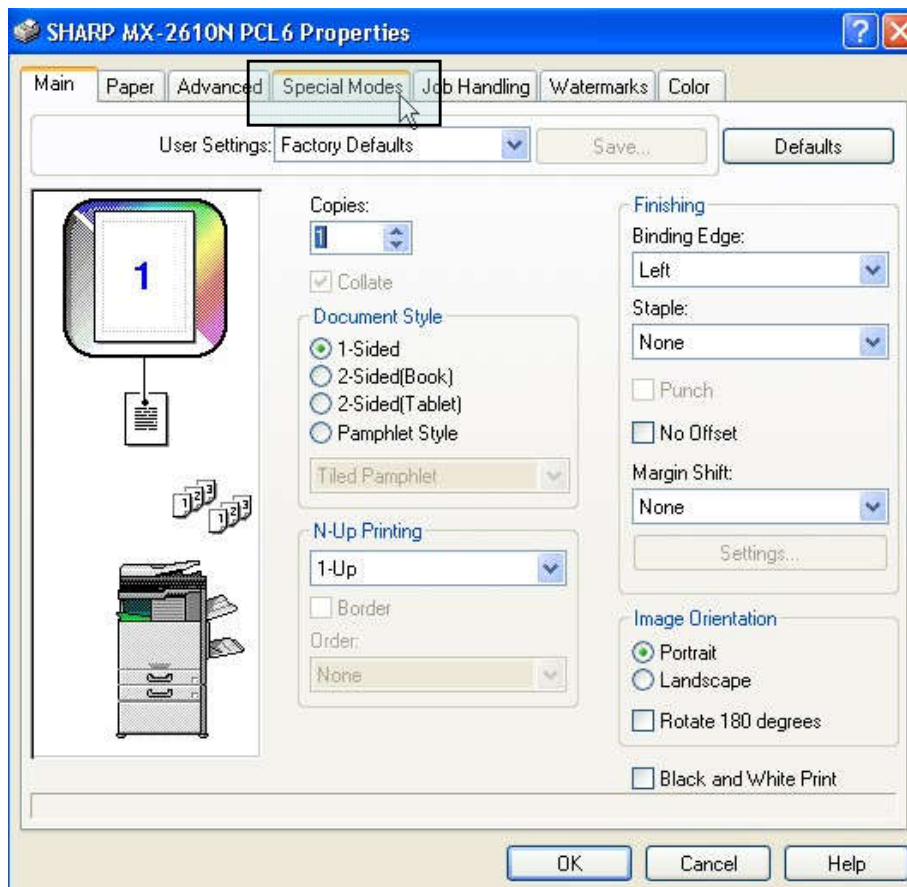
Once you return to this screen, you will see that the bypass tray is now programmed for tab paper. Press "OK" to return to the home screen.



On your computer. Go to file, then print. A window will open like the one to the right.

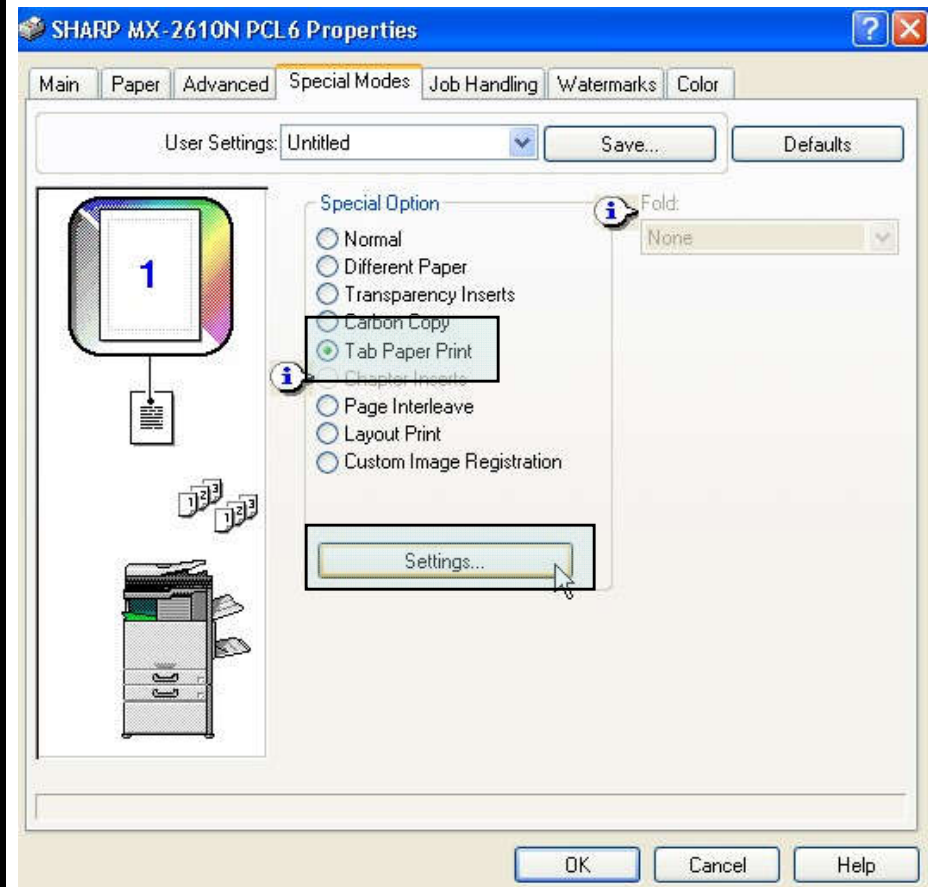


Make sure the correct printer is selected and click "Properties." It may also be called "Preferences" in some programs.



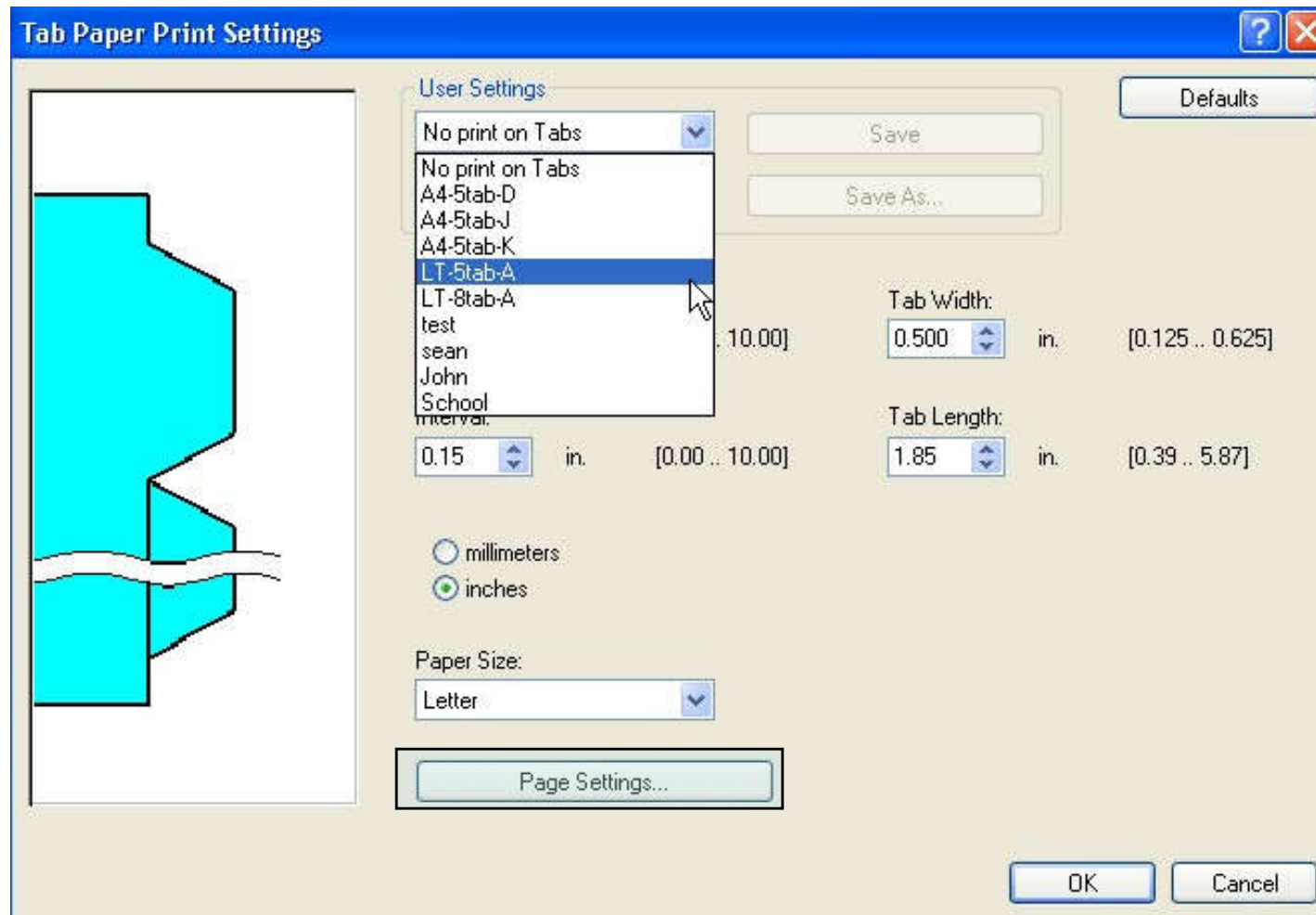
The printer properties window will open.

Click on the tab that says “Special Modes.” This will take you to the screen seen on the right.



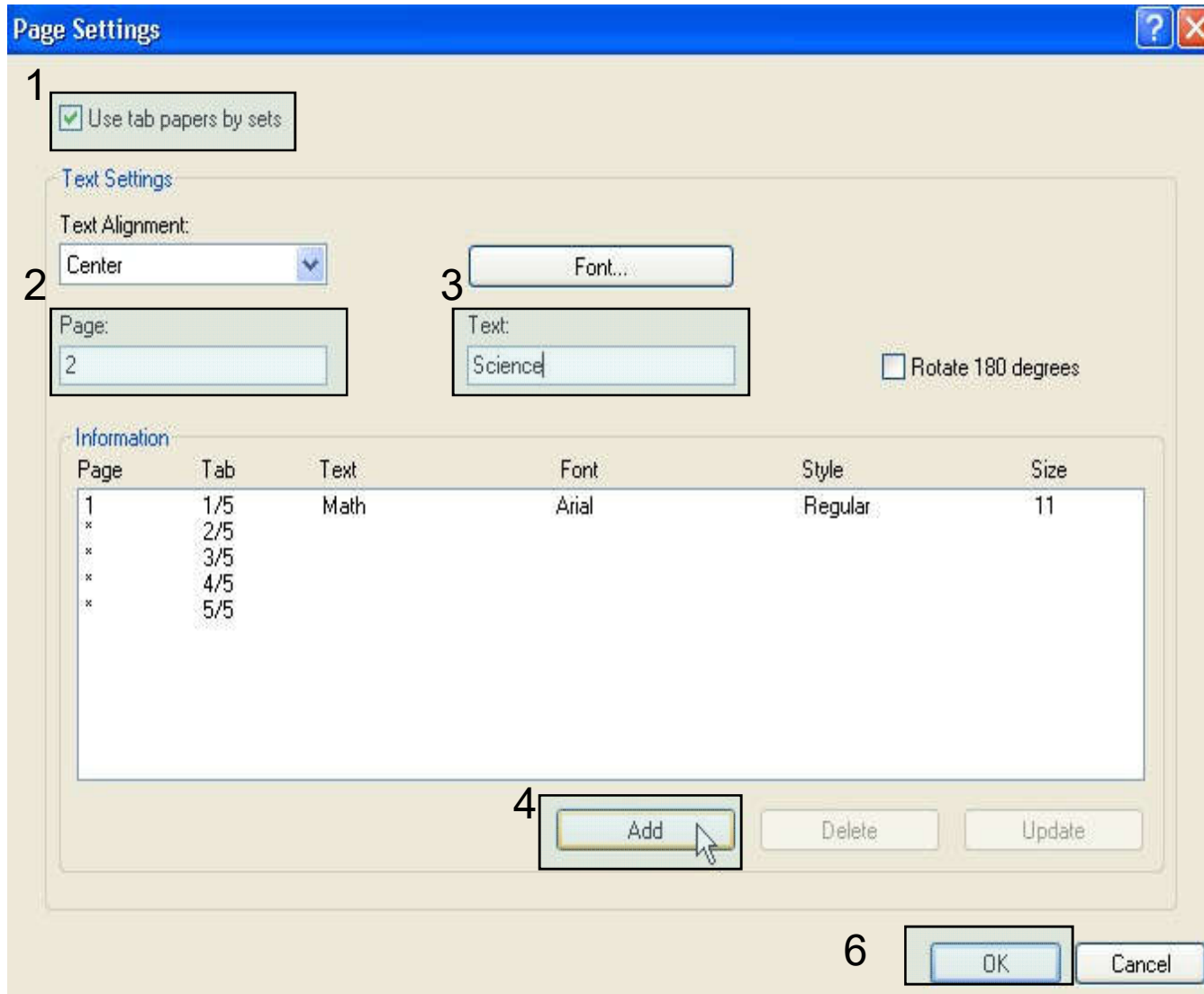
On this screen, select “Tab Paper Print.”

Then click “Settings.”



Click the down arrow under “User Settings.” In this example, I am using letter size paper with 5 tabs. So I am going to select “LT-5tab-A”.

Then click “Page Settings” and a new window will open.



1: Click on “Use tab paper by Sets”

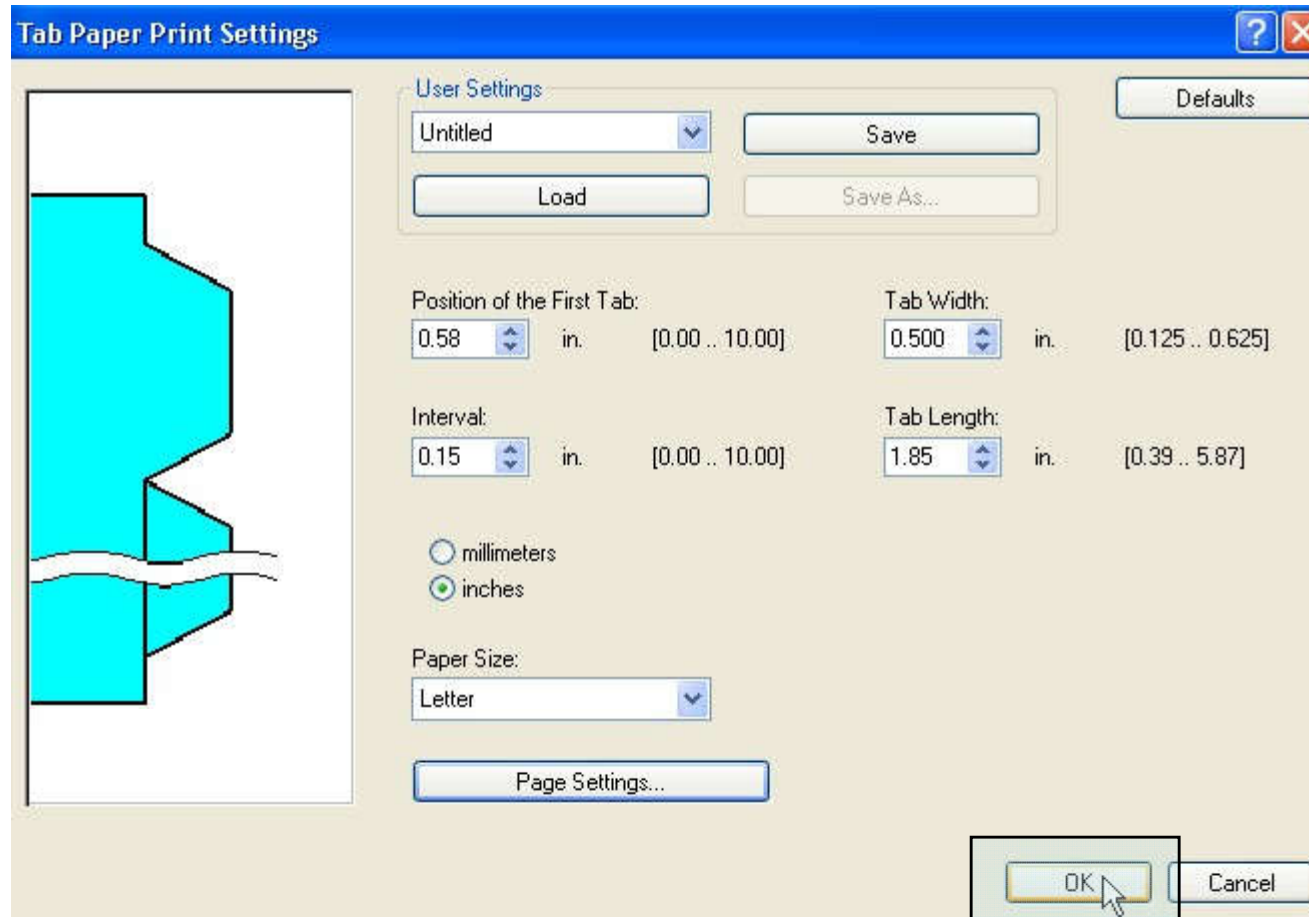
2: Type in the page number

3: Type in the name of the tab.

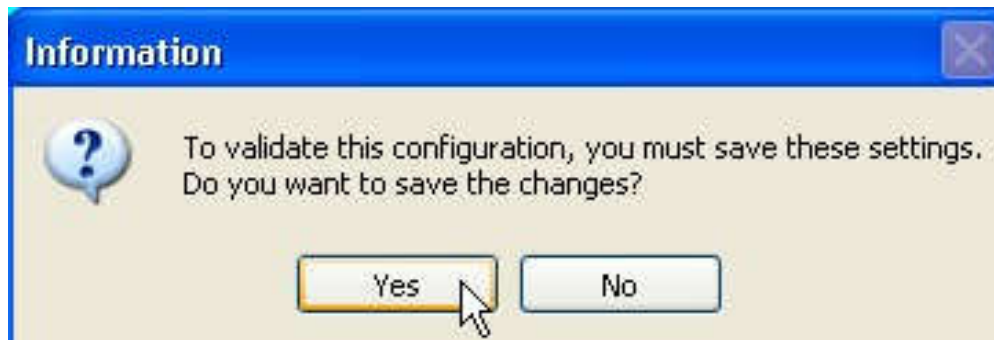
4: Click “Add”

5: Repeat this process until you have named each of your tabs.

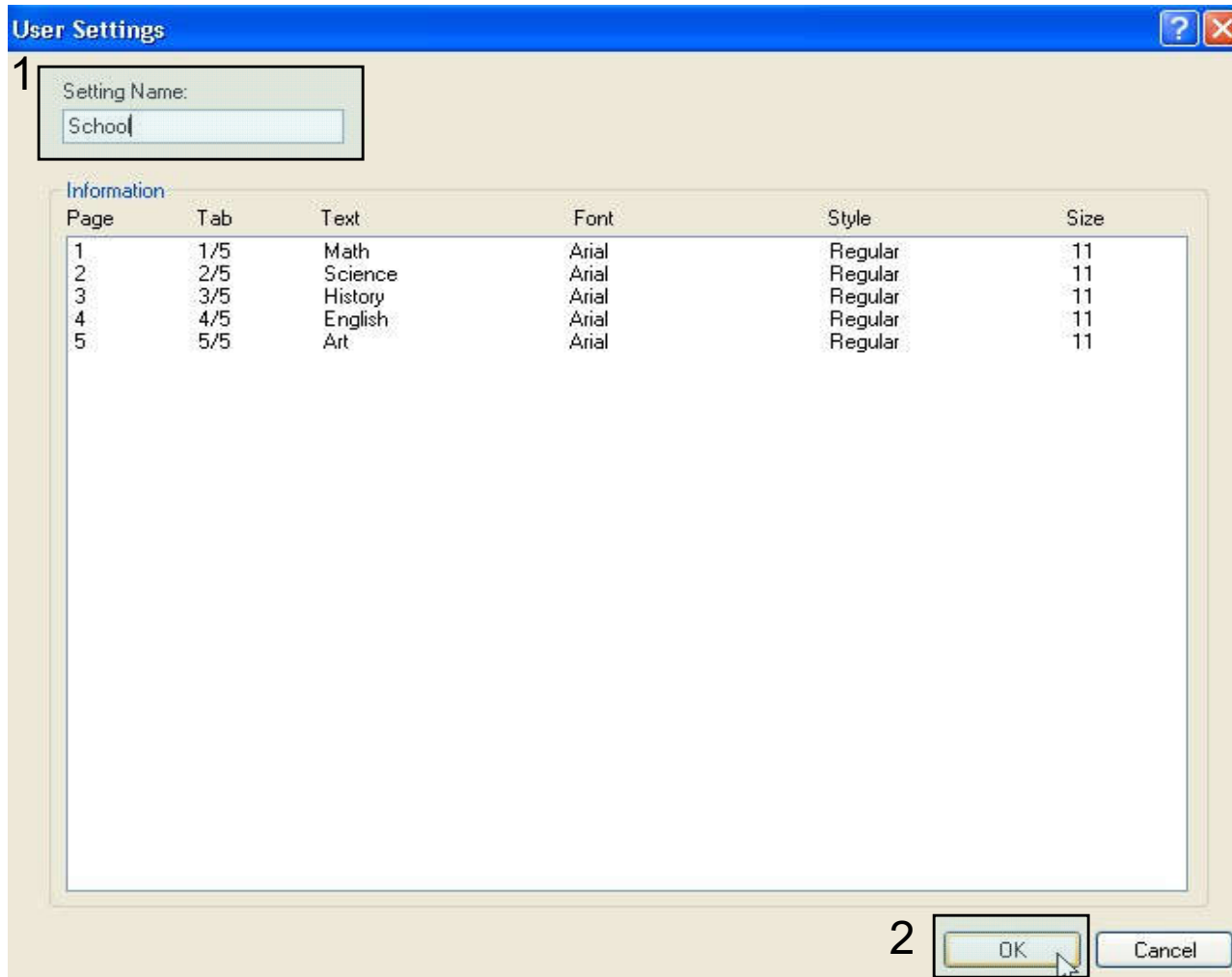
6: Click “OK” when are finished and this window will close and return you to the previous screen.



On this screen click “OK” and a pop up will appear as seen below

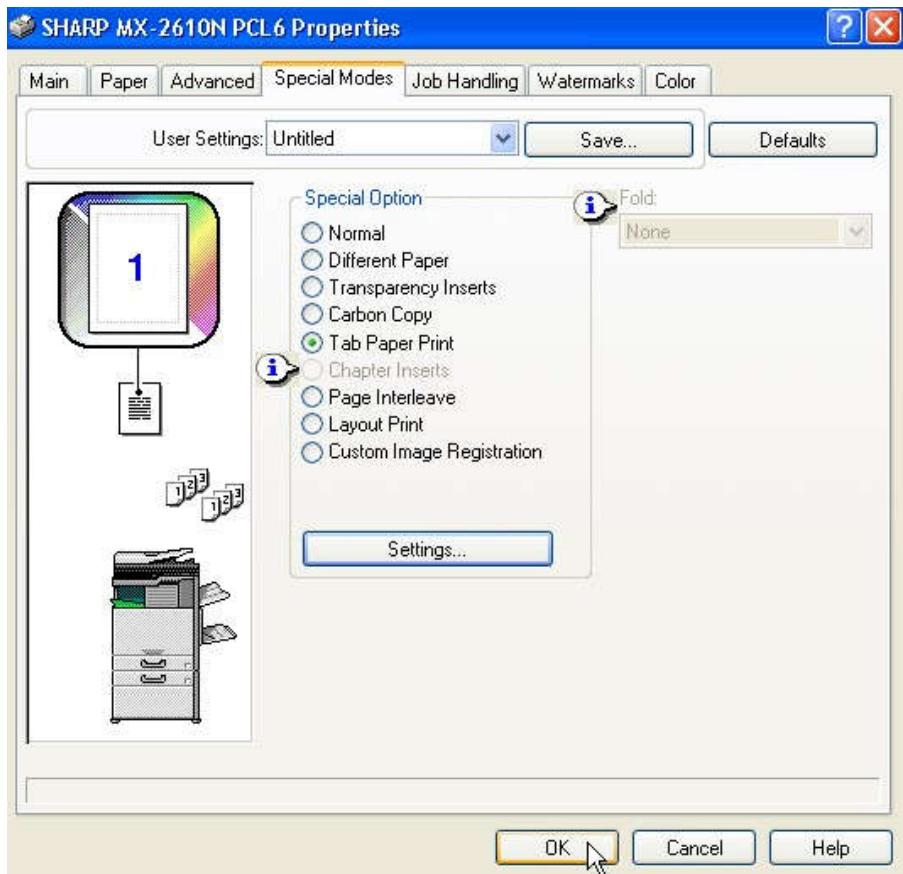


Click “Yes” to save and new window will open.

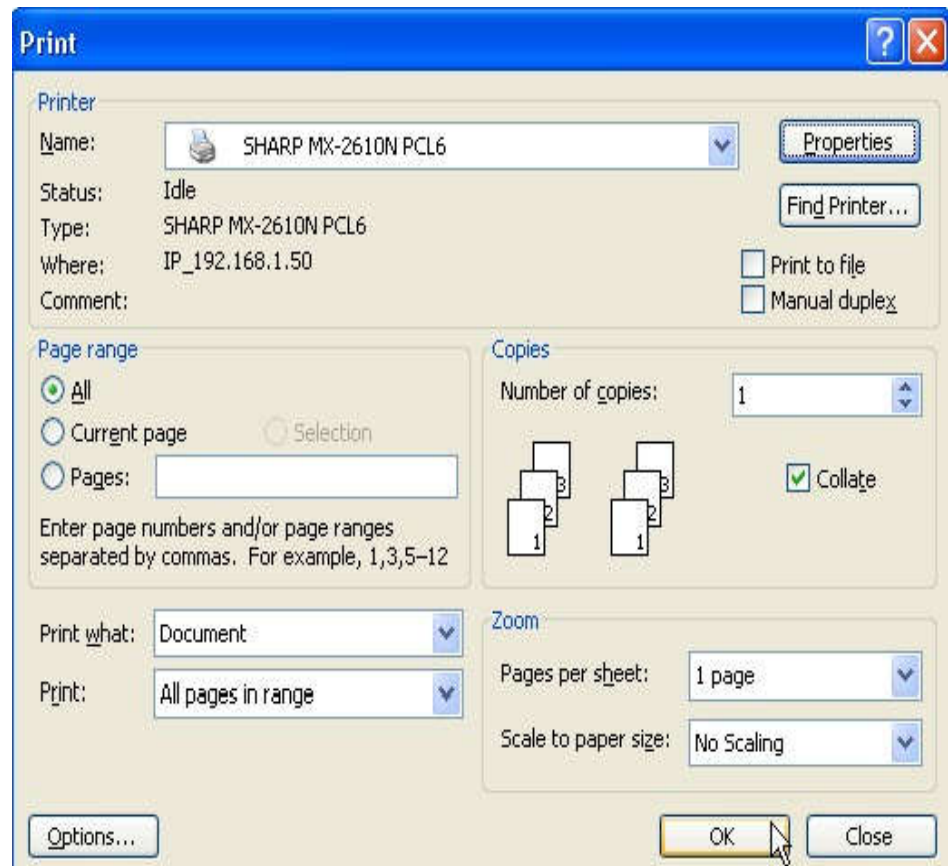


1: On this screen you can name your setting. This will become a preset so that you will not have to create these tabs again.

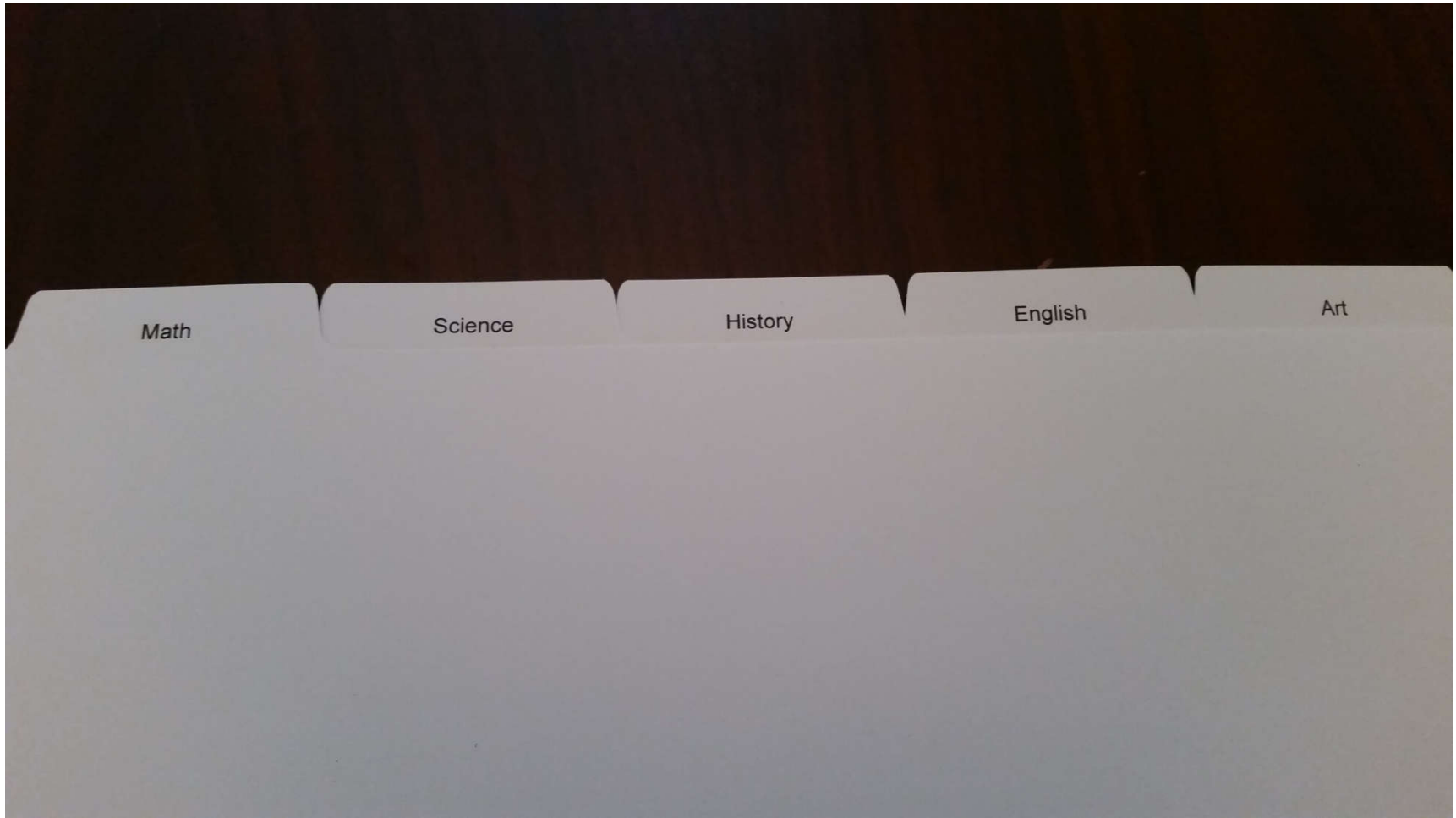
2: Click “OK” to finish and you will return to the “Special Modes” screen.



When you return to this screen click "OK" and you will return to screen on the right.



On this screen click "OK" and your print job will be sent to the machine



Your print should finish shortly. You can see here that my job has printed correctly.

Congratulations!! You have printed on tabs successfully!!