

Xerox DocuColor 700 Digital Press

Copying Tab Template Pages



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Getting Started

General Purpose and Audience

This document will direct users through the steps necessary to copy pre-printed tab template image pages onto blank tab stock. This user guide is intended for copy center operators and general end users of the Xerox DocuColor 700 Digital Press User Interface.

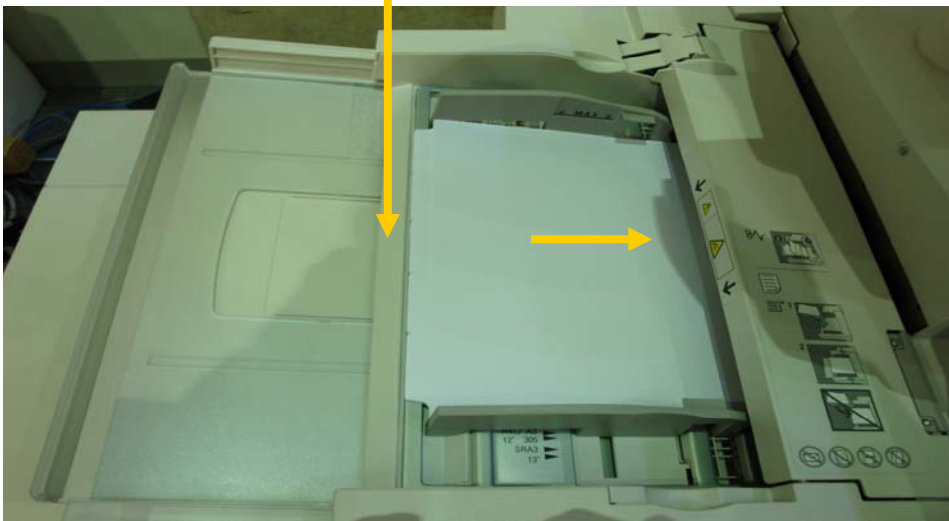
Required Materials

- Blank single straight collated tabs
- Pre-printed 8.5x11 tab template image pages

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Loading Tab Stock in the Copier

1. Insert the largest flat edge of the tab stock into bypass Tray 5.
The tab ear cutouts will face left.



⚠ WARNING

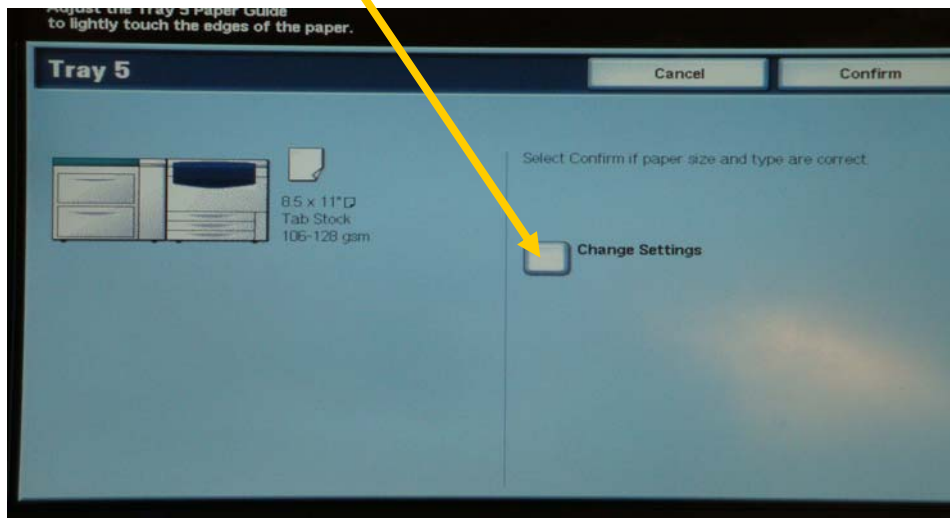
Always copy tab documents using complete tab bank / sets in the paper tray.
The first blank tab cutout in the stack will be toward to the outside when placed in the paper tray.



Programming Bypass Paper Tray 5

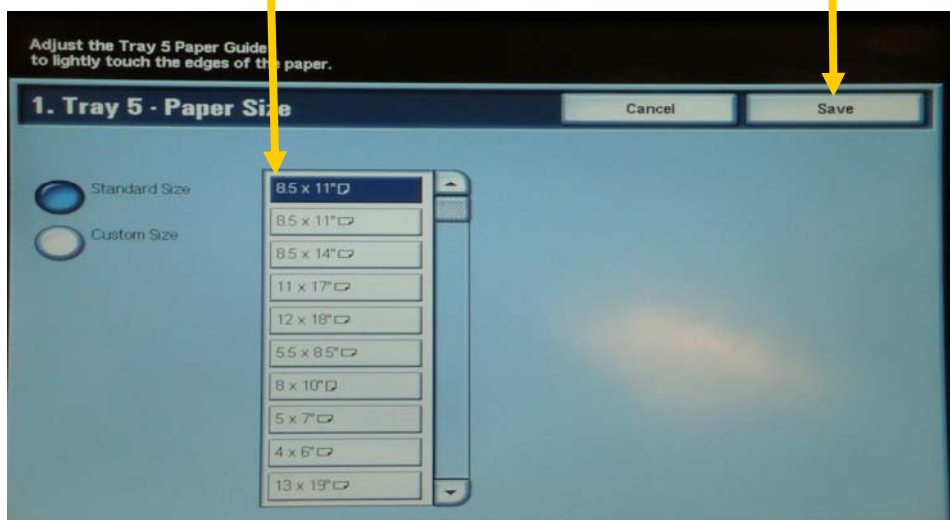
2

2. Select: Change Settings.



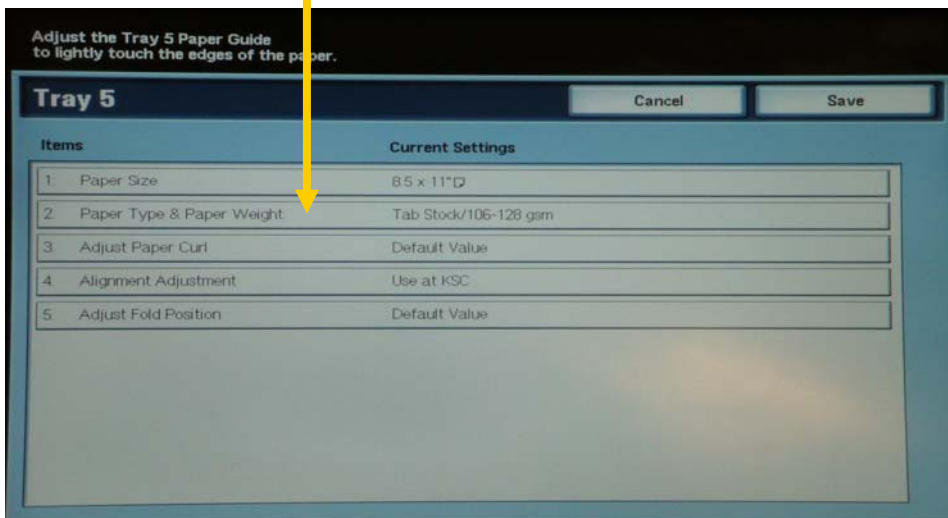
3. Select: 8.5 x 11"

4. Select: Save



Programming Bypass Paper Tray 5

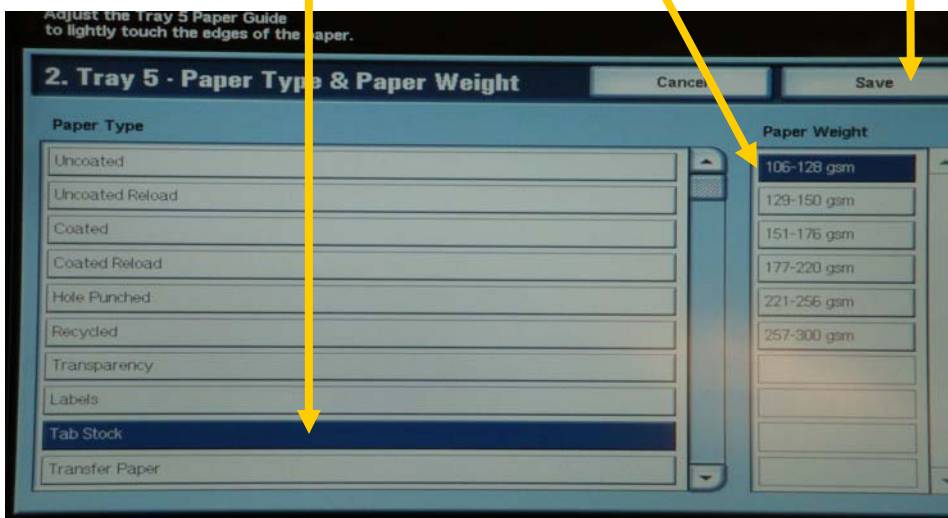
5. Select: Paper Type & Paper Weight



6. Select: Tab Stock

7. Select: Paper Weight

8. Select: Save



Programming Bypass Paper Tray 5

9. Select: Save

Adjust the Tray 5 Paper Guide to lightly touch the edges of the paper.

Tray 5

Cancel Save


Items	Current Settings
1. Paper Size	8.5 x 11"□
2. Paper Type & Paper Weight	Tab Stock/106-128 gsm
3. Adjust Paper Curl	Default Value
4. Alignment Adjustment	Use at KSC
5. Adjust Fold Position	Default Value

10. Select: Confirm

Adjust the Tray 5 Paper Guide to lightly touch the edges of the paper.

Tray 5

Cancel Confirm



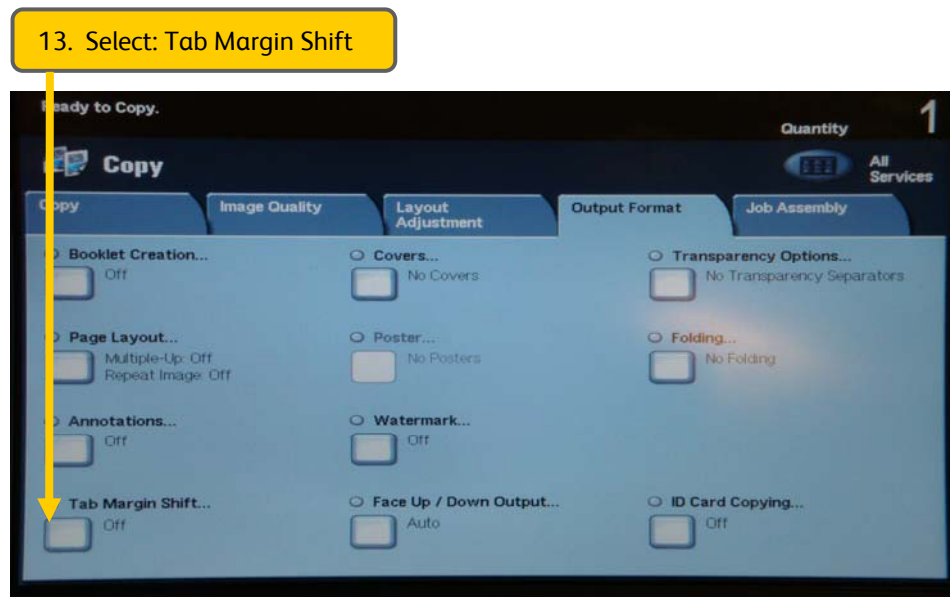
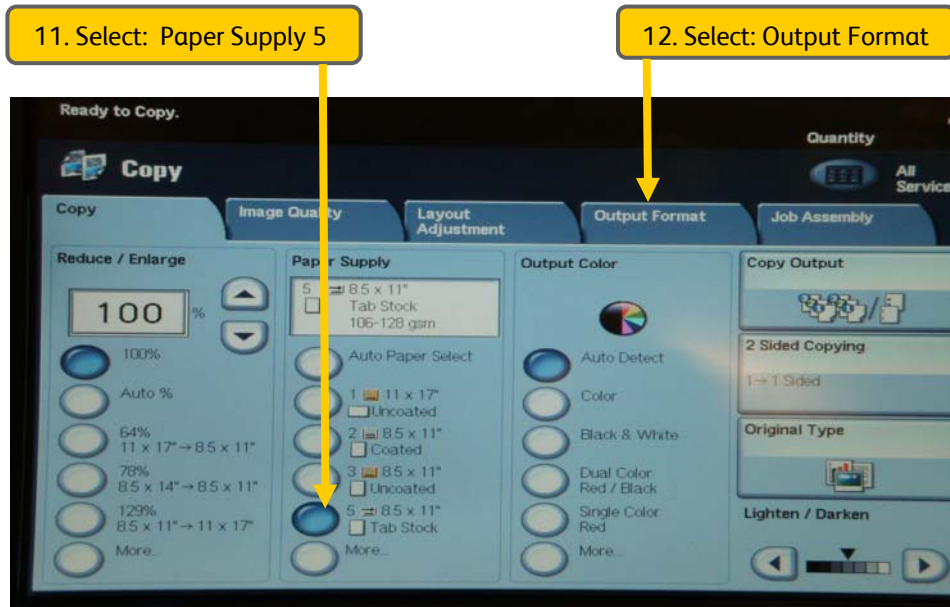
8.5 x 11"□
Tab Stock
106-128 gsm

Select Confirm if paper size and type are correct.

Change Settings

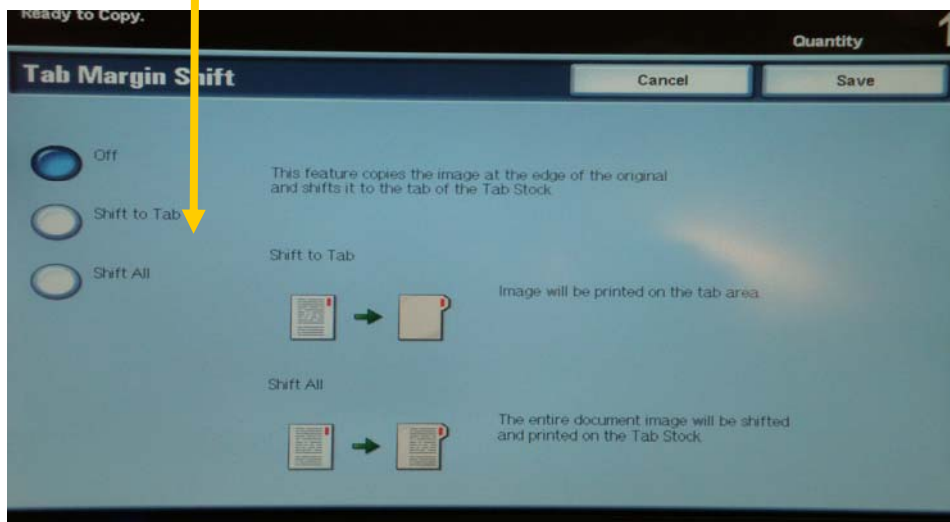
Programming Features

3

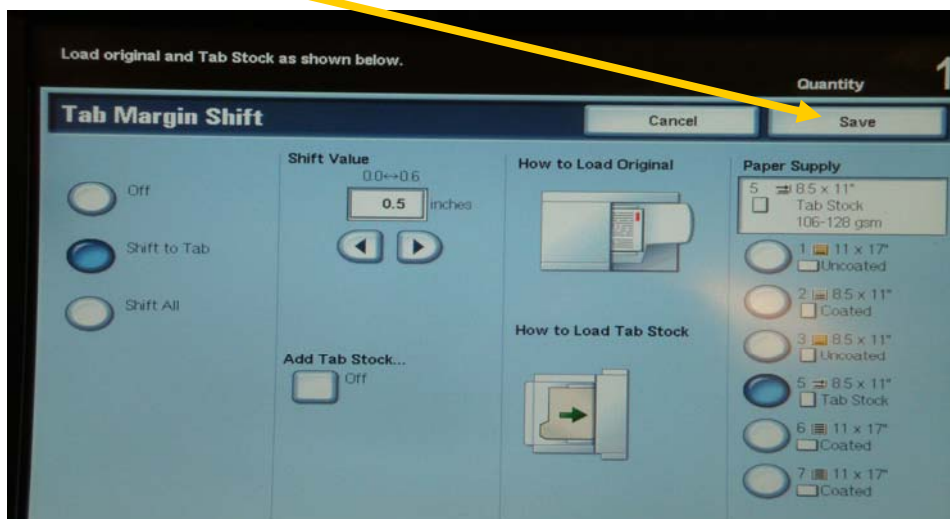


Programming Features

14. Select: Tab Margin Shift option

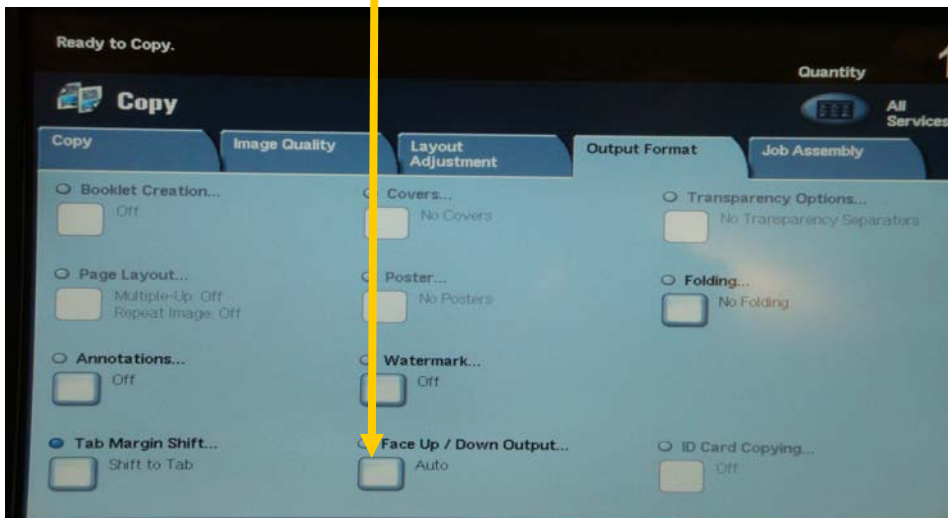


15. Select: Save



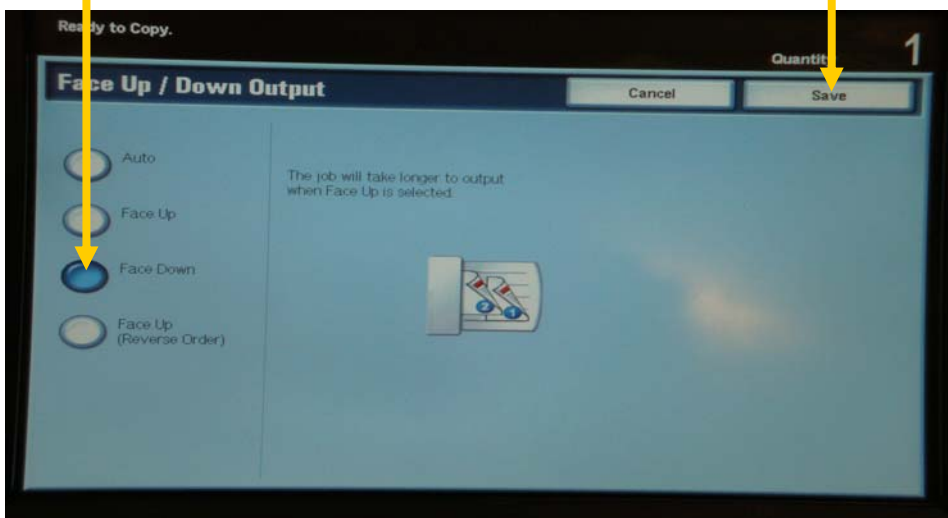
Programming Features

16. Select: Face Up / Down Output



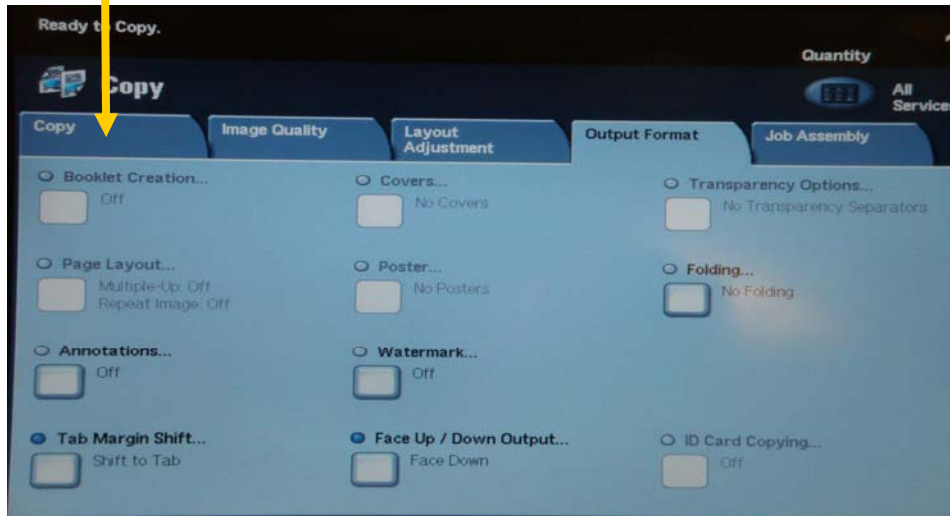
17. Select: Face Down

18. Select: Save



Programming Features

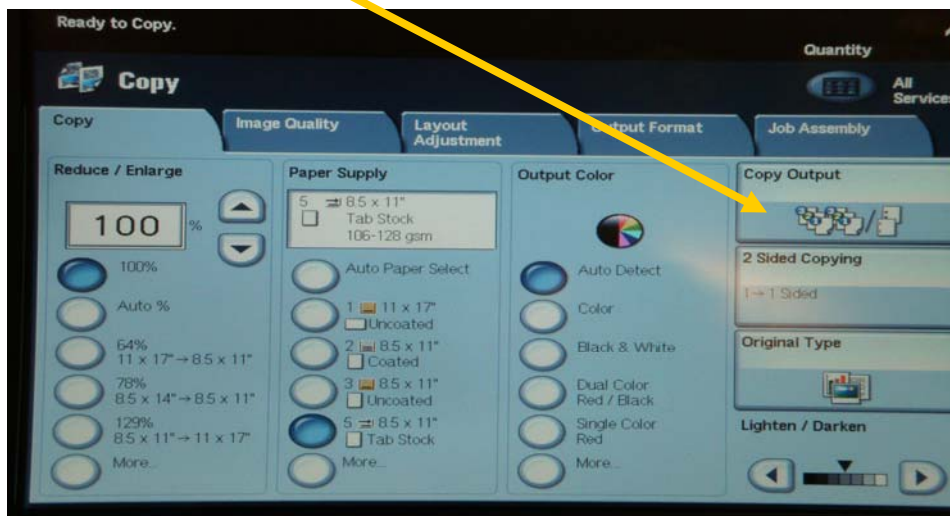
19. Select: Copy



CAUTION

Steps 20 – 22 are optional programming selections for 3 Hole punching tabs. If you do not need to hole punch your tabs skip to step #23.

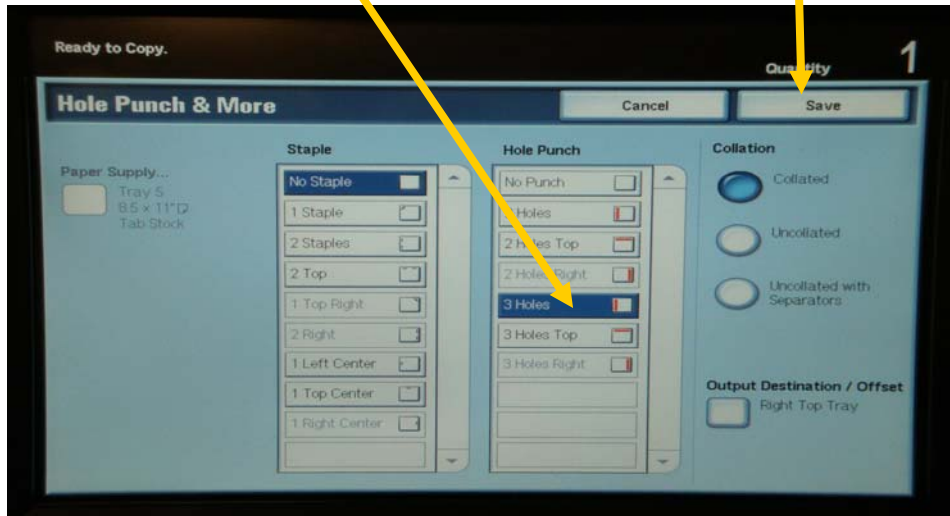
20. Select: Copy Output



Programming Features

21. Select: 3 Hole Punch

22. Select: Save

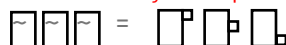


23. Place the 8.5x11 tab template image pages in the document feeder

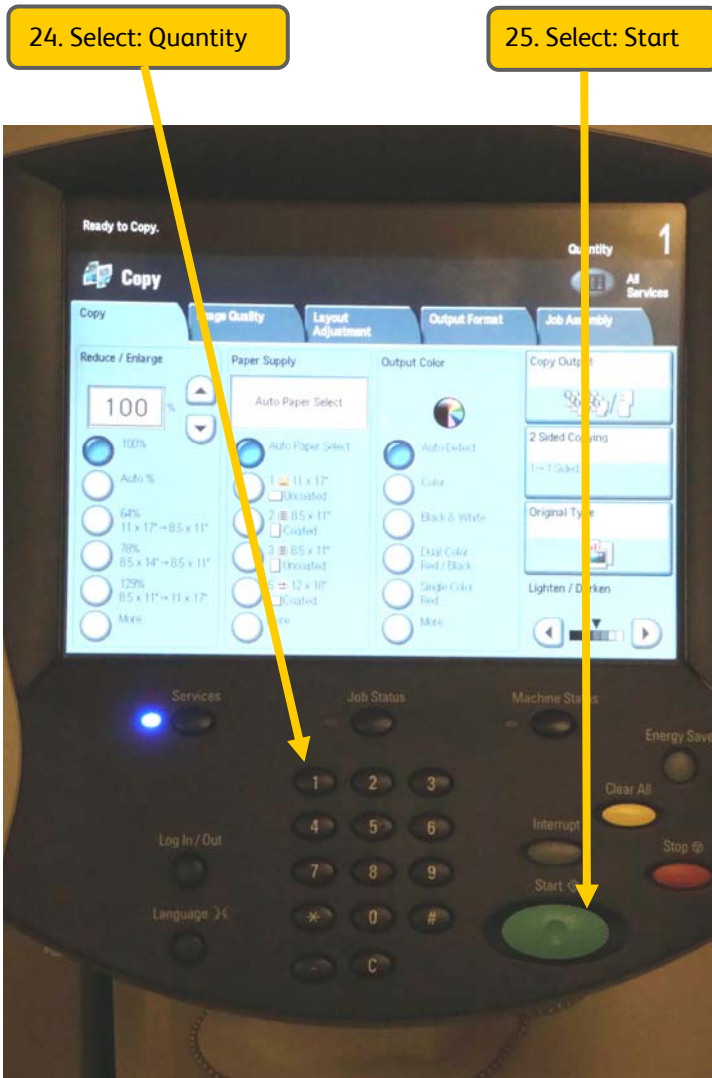


WARNING

The pre-printed 8.5x11 tab template image pages **MUST** be divisible by the number of tab bank and /or sets being used in bypass paper tray 5. Add blank sheets to your template images if necessary.



Programming Features



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