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Canon ImageRUNNER Advance: Printing on Tab Paper
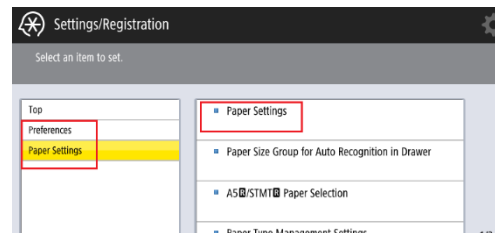
Setting up Tabs at the Machine:

1. Load the tab paper in the paper drawer. *(If printing from multi-purpose tray, skip to step 6.)*

2. Press the **Setting and Registration** button on the control panel.

3. Log on if necessary.

4. Select **Preferences>Paper Settings>Paper Settings>.**

5. Select the drawer where the tab paper resides.

6. Click **Set** to open the paper registrations.

7. Select **Tab** paper button.

    Note: If the tab paper button isn't among the listed paper types, click the **Details Setting** button.
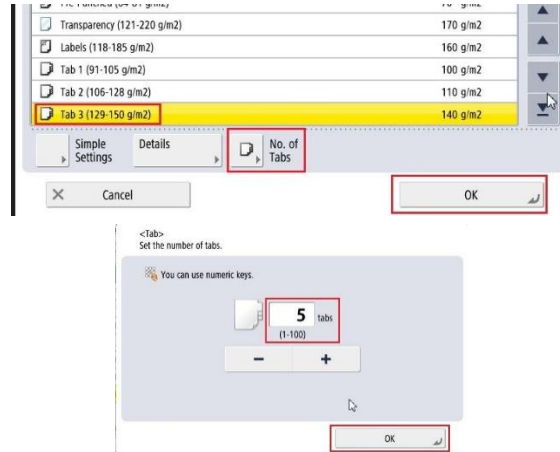
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8. Scroll to and select the appropriate tab paper type.

    Note: If the OK button is grayed out and unavailable, you will not be able to print tabs from this paper drawer.

9. Click the **No. of Tab** button to establish the number of tabs in the set and click **OK.**

10. Click **OK** and **Close** to exit the **Setting and Registration** windows**.**

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Printing onto Tab Paper from the Computer:

1. Open the tab template document you created for the tabs you want to print.

2. Click **File** from the windows menu.

3. Click **Print.**

4. Select the Canon printer.

5. Click **Printer Properties/Preferences**.

6. Click the **Paper Source** tab.

7. Leave the default for **Paper Selection**, **Same Paper for all Pages.**

8. From the **Paper Source** list, select the drawer where the tab paper resides.

9. Click the **Paper Type Settings (N)** button to select the paper type. (Tab 1 or Tab 2.)

10. Click **OK**.

11. Click the **Tab Details** button on the **Paper Source** tab window to adjust the offset tab position. This is the amount the image will be shifted on the tab.

12. Click **OK** to close the **Tab Details** window.

13. Click **OK** to close the print driver and proceed to the **Print** button to print.

14. Click **Print** to print tabs.

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