QUICK GUIDE



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>.

 Settings/Registration

 Select an item to set:

 Top

 Preferences

 Paper Settings

 • Paper Settings

1 2 3

(4) (5) (6) (7) (8) (9) (★) (0) (#)

- 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.

| E | | | | Custom Si |
|------------------------------|--------|---------------------|----------------------------|--------------|
| 3 LGL | | | | ▶ Envelope |
| 4 11x17 | | | | |
| _ | | | | |
| (61 cover-66 | :over) | (67 cover-80 cover) | (82 cover-140 index) | |
| Recycled 1 (17 bond-20 bond) | | | Pre-Punched | Transparency |
| (17 bond-20 i | | Tab 4 💭 | Color (17 band 31 band) | J Letterhead |
| (17 bond-20 t | | (56 cover-80 cover) | (17 00110-21 00110) | |

<Paper Settings>

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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.

| Transparency (121-220 g/m2) | 170 g/m2 |
|--|----------|
| Labels (118-185 g/m2) | 160 g/m2 |
| Tab 1 (91-105 g/m2) | 100 g/m2 |
| Tab 2 (106-128 g/m2) | 110 g/m2 |
| Tab 3 (129-150 g/m2) | 140 g/m2 |
| × Cancel | ОК |
| <tabb Set the number of tabs. % You can use numeric keys. 5 (1-100)</tabb | tabs |

LOFFLER

QUICK GUIDE

LOFFLER

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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