

COPIER TABS

Instructions for Use

Handling Tips

- Handle tabs gently, Fan 8 1/2" edges only.
- Do not touch the tab surface. Finger oils can affect image quality.
- Inspect carefully for bent or damaged tabs. If any are found, remove the entire set.
- Keep equipment clean - excess toner can print in unwanted areas.

Preparation of Originals

- Use the layout guide at right to position tab titles.
- Keep copy within dotted area.
- Use a separate original for each tab.

Loading Tips

- Load as instructed by the copier manufacturer.
- To preserve the collating sequence when reloading the paper tray, unload the remaining tabs, add new tabs in complete sets, then place the original remaining tabs on the top of the stack.

Storage Tips

- Do not open until ready to use.
- Store in a cool, dry place. Like all paper products tabs are humidity sensitive.

