



Copier Tabs

Instructions for Use

Paper Tabs
Trilar™ Tabs

Storage Tips

- Do not open until ready to use.
- Store unopened in a cool, dry place. Like all paper products, tabs are sensitive to humidity.
- Ideal temperature and humidity ranges are 68F/20C - 76F/24.4C and 35%-55% relative humidity.

Conditioning Tips

- Conditioning is the process of allowing the product to acclimate to the temperature of your production environment.
- Conditioning is key to successful printing.
- While still in their sealed packaging, store the product where it will be used to allow it to acclimate to your environment.
- Condition for at least 24 hours.

Handling Tips

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

Preparation of Originals

- Use the layout templates at www.docucopyproducts.com to position tab titles.
- Use a separate original for each tab.
- Avoid using extra-bold type, small type sizes and fine serifs.

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.

Printing for Trilar™

- Tabs are covered with Trilar™ on both sides for added strength but are NOT recommended for printing on both sides if your equipment uses fuser oils.

Troubleshooting Tips

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This information is a general guide to possible solutions for common issues. For more information or for help with a specific issue, refer to your equipment manual or contact your equipment provider. Ensure that your equipment is tab-capable and has been properly maintained before running any tabs.

| <i>Problem</i> | <i>Tip</i> |
|---|--|
| Deletions / Voids, smudged or streaked image. or Image density varies from one tab position to another. | <ul style="list-style-type: none">• Avoid touching tab surface before printing.• Inspect the Transfer Assist Blade (TAB) to ensure it is clean and in good condition.• Ensure your temperature and humidity levels are in the correct range.• Open packaging just before printing to avoid temperature and humidity damage to the paper.• Ensure proper conditioning.• Perform xerographic setup. |
| Toner wipes off - similar in all tab positions. | <ul style="list-style-type: none">• Allow sufficient time for fuser to reach normal temperature.• Avoid printing tabs shortly after turning on the equipment.• Perform xerographic setup. |
| Toner wipes off - varies in different tab positions. | <ul style="list-style-type: none">• Allow sufficient time for fuser to reach normal temperature.• Avoid printing tabs shortly after turning on the equipment.• Verify consistent temperature across fuser roll. Replace if necessary.• Perform xerographic setup. |
| Toner flakes off. | <ul style="list-style-type: none">• Allow toner to cure for at least one hour after printing for maximum toner adhesion.• Avoid using extra-bold type or large solids.• Perform xerographic setup. |