boring
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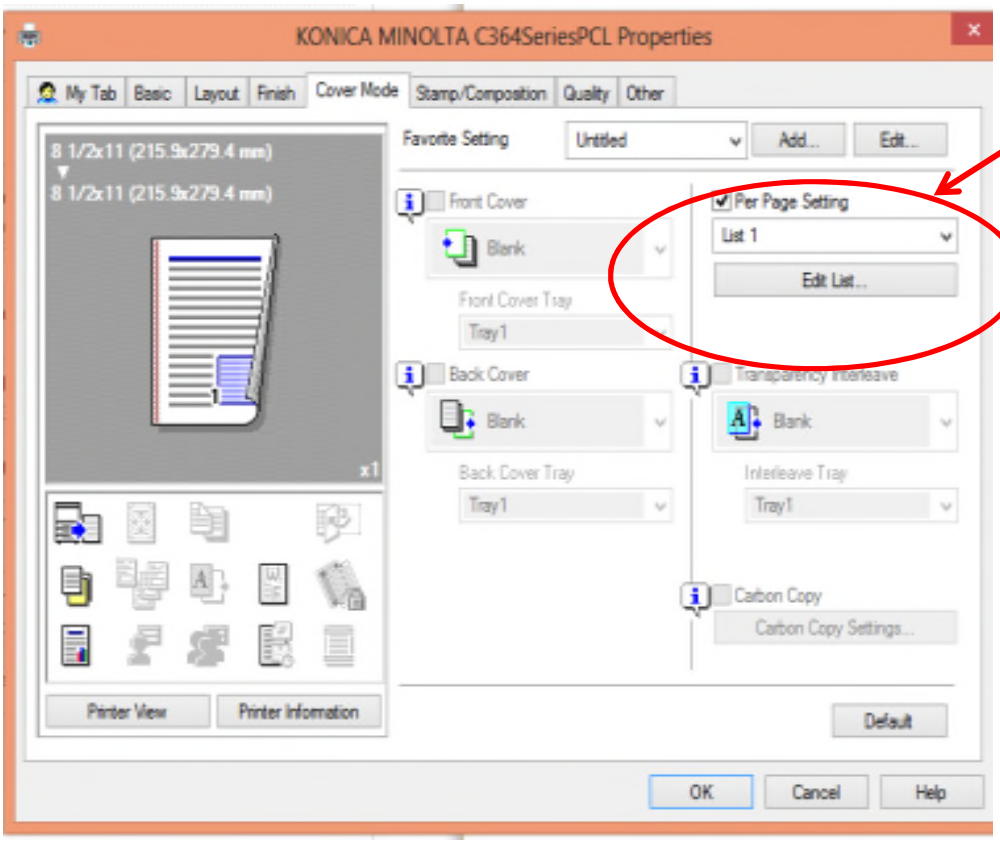
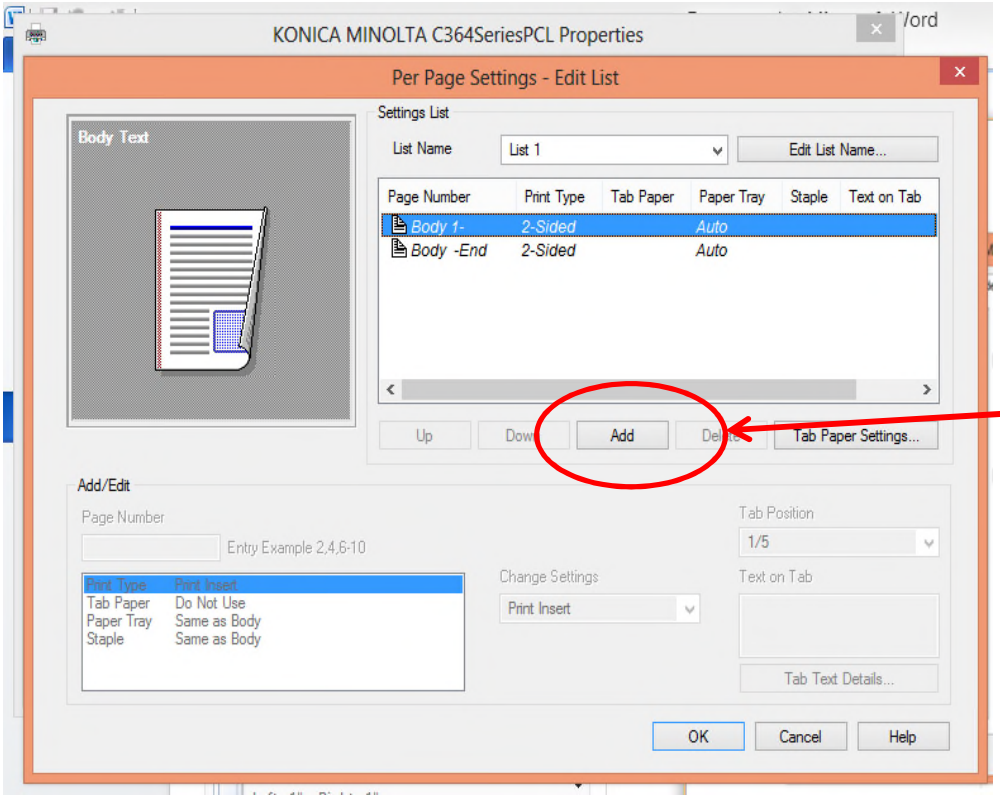
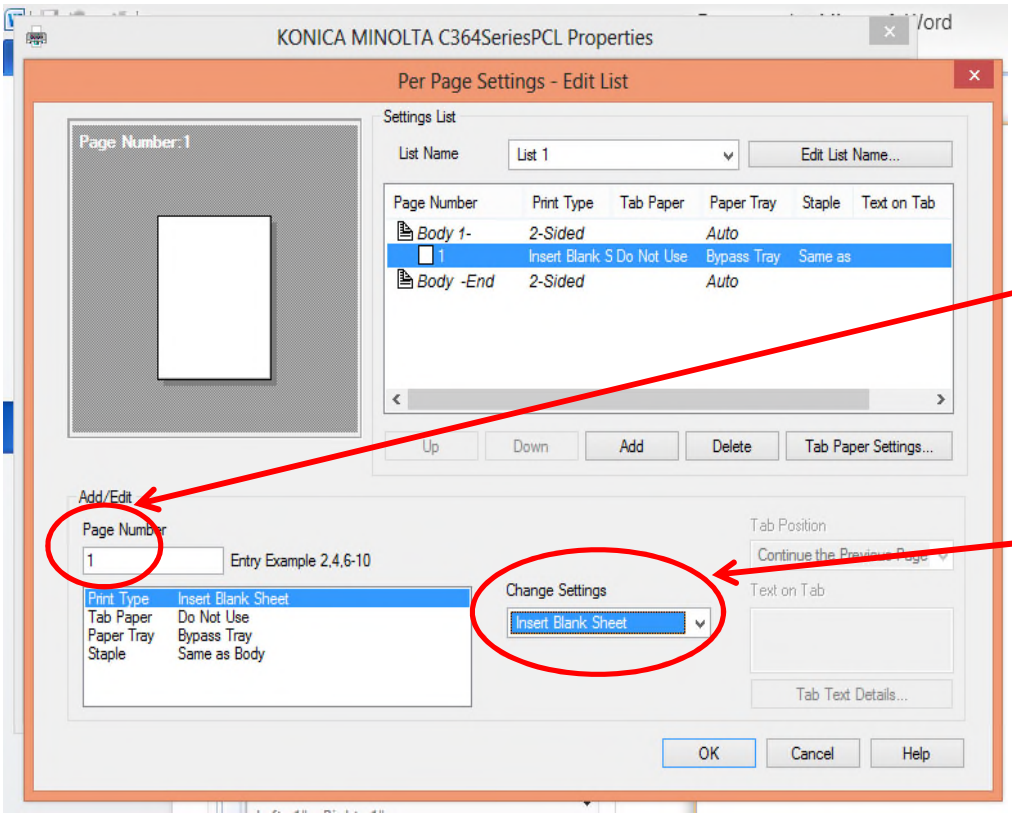
Konica Tab Inserts



Check mark the Per Page Setting, then select Edit List.

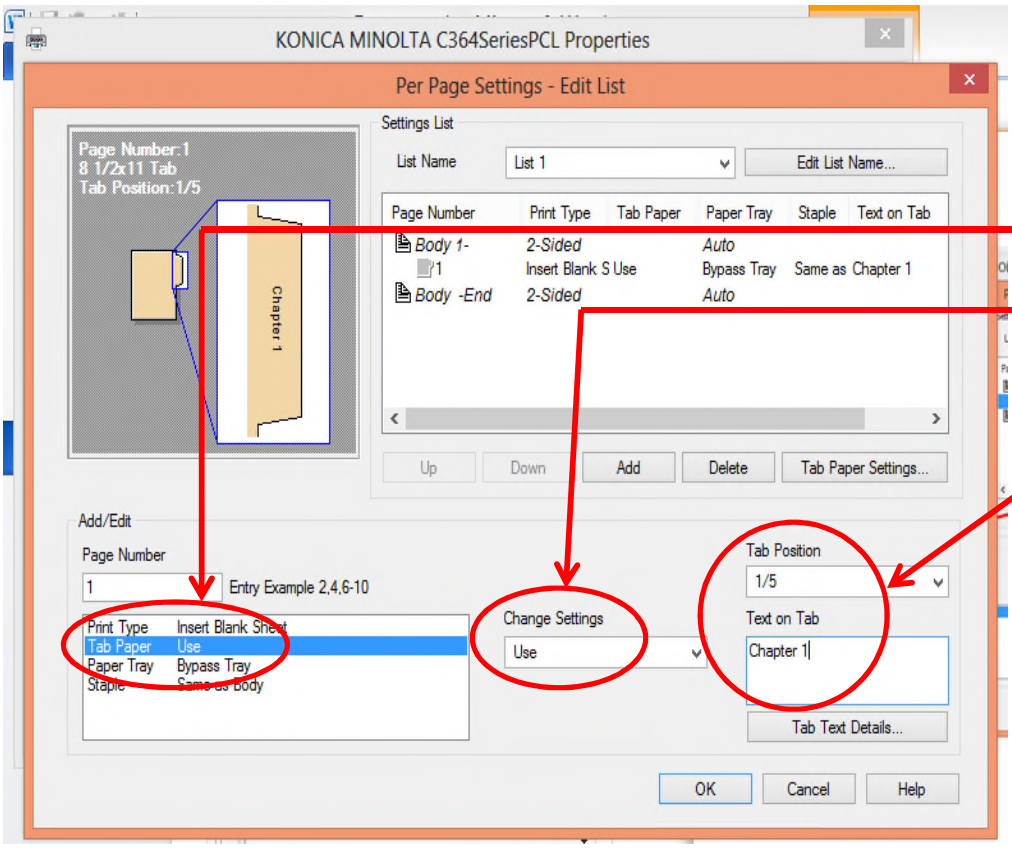


Select Add



Type in page number, the tab paper will be place behind that page number.

Change the drop down to Insert Blank page. You will get a popup asking you to verify that you want it pulled from the bypass tray, select yes.



Highlight Tab Paper.

Change dropdown to Use.

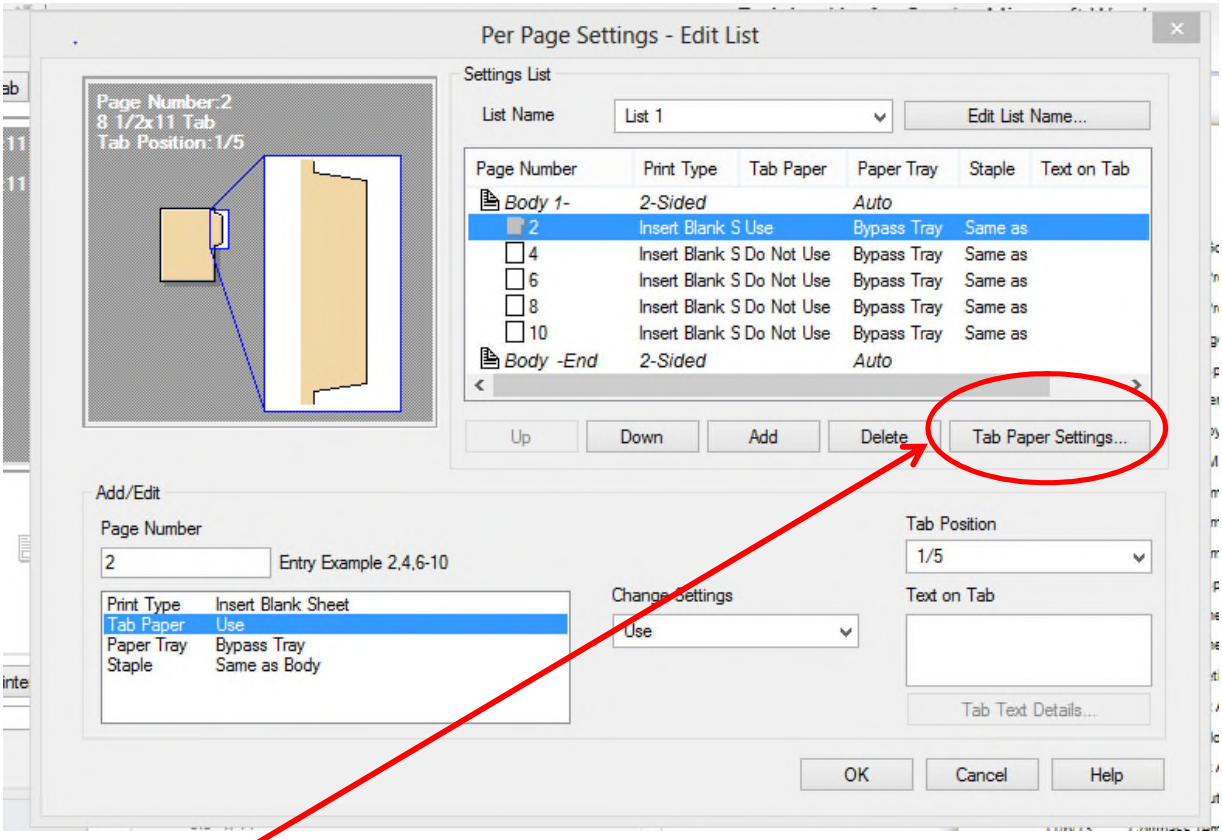
Change Tab Position to the position you would like.

Type the text you would like to appear on the tab into the box.

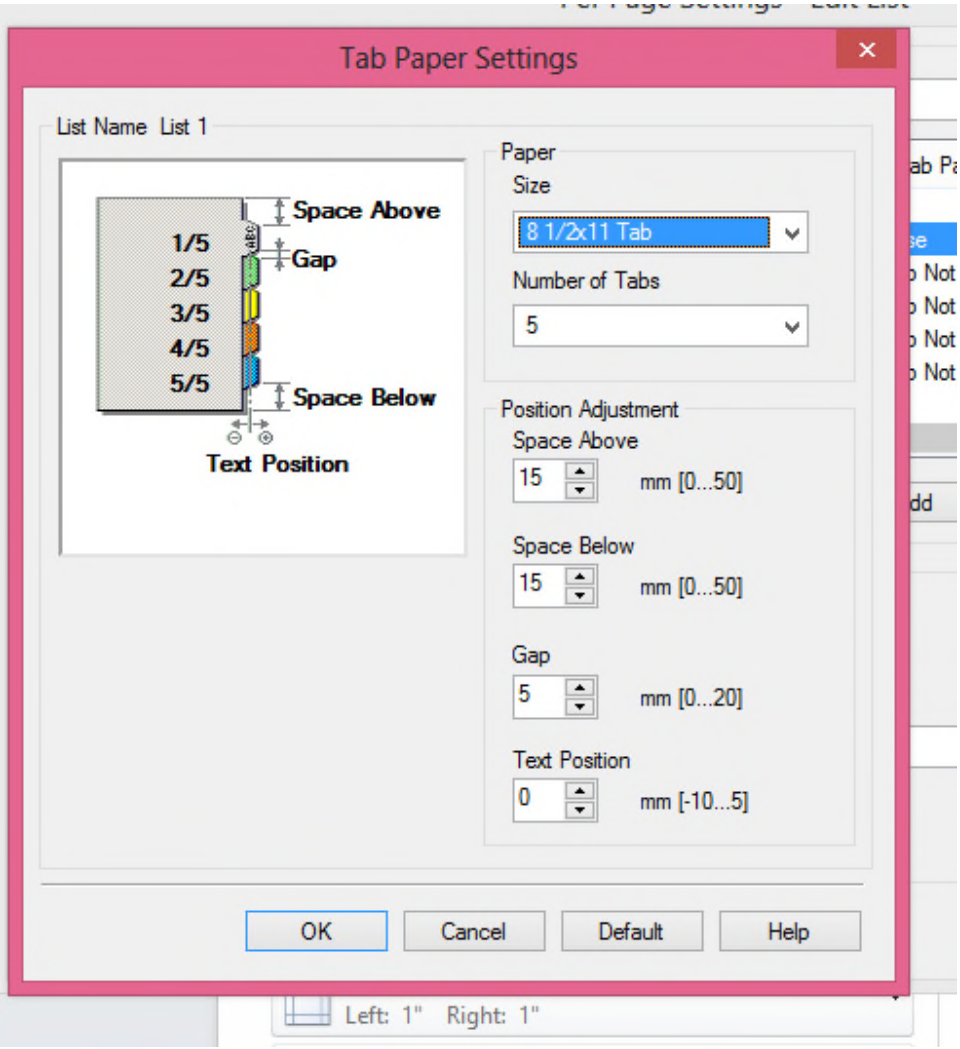
Continue to follow the above steps until you have inserted all of your tabs. Select OK once you are done. If you have tabs that are smaller and more than 5, you can change the settings under Tab Paper Settings.

When you put the tab paper in the bypass tray a popup will enable you to change the paper size to Index (you will see the picture change to a paper with a tab off the side). Keep in mind that when using the bypass tray, it pulls from the top and it needs to be face down. When I tried this from the office, it also needed to be upside down.

If you are using Tab paper that has more than 5 tabs in a row follow the steps below.



Select Tab Settings.



Make appropriate selections and select OK.