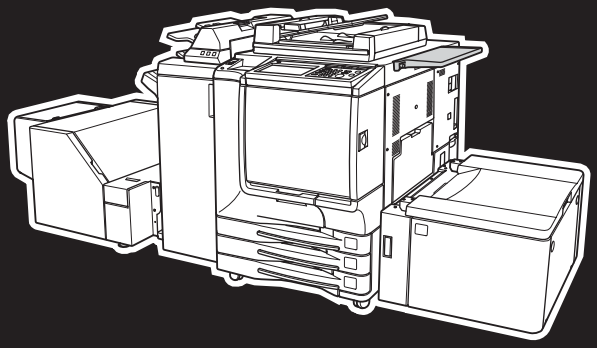
invent



hp color 9850mfp

quick reference

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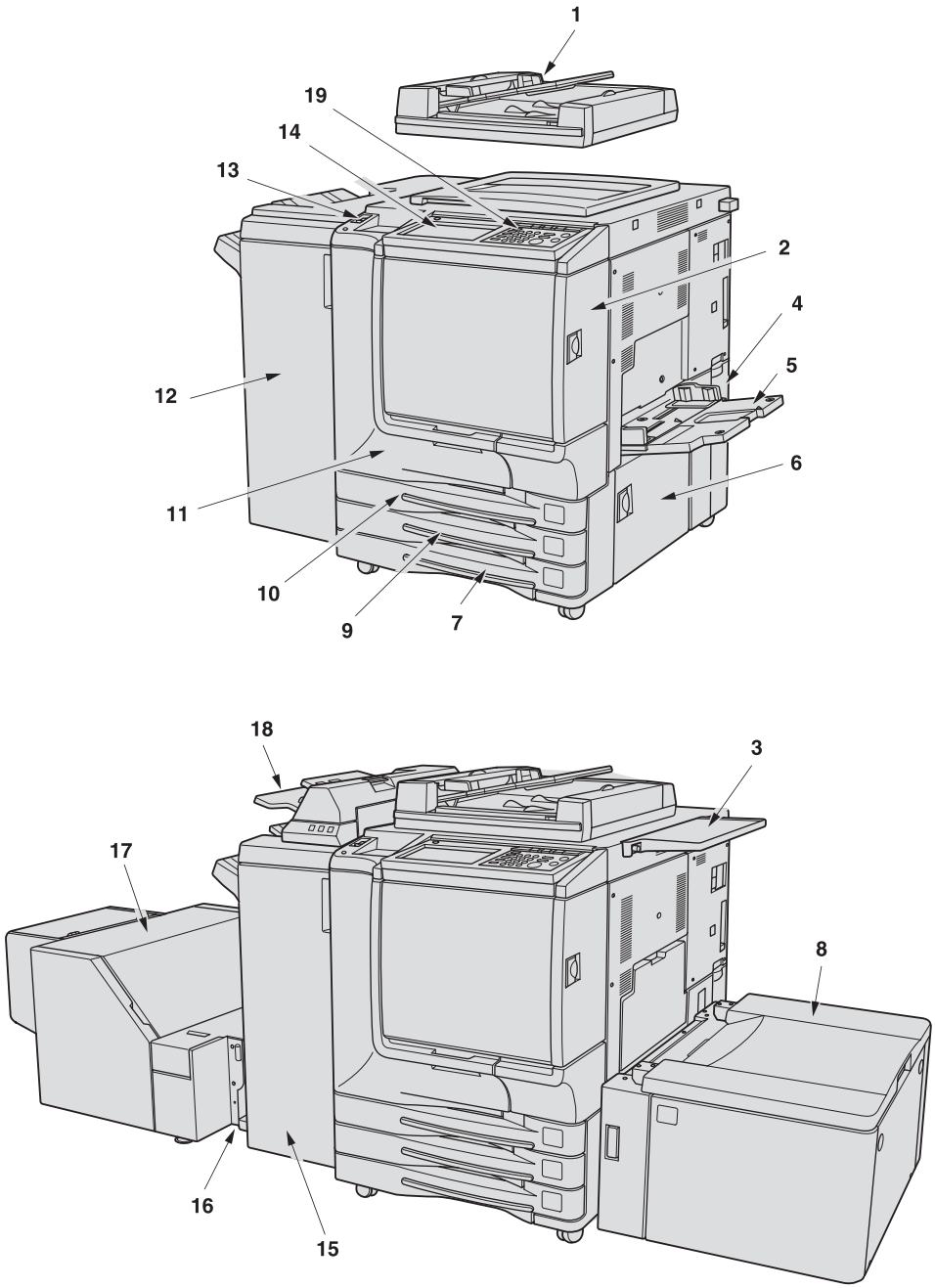
1 Getting started

MFP parts

The MFP



1 HP Automatic Document Feeder (RADF (ADF)) automatically feeds multiple originals, one at a time, to the scanner glass for copying.

2 Toner access door opens to replenish the black or color toner.

3 Work table provides a convenient workspace for documents before and after copying.

4 Toner recovery box opens to replace the filled toner box with a new one.

5 Multi-sheet bypass tray opens to use copy paper of another size or type than those loaded in the engine trays or HCI.

6 Right side door opens to allow removal of misfed paper.

7 Tray 3 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).

8 Tray 4/HCI (HP 2500-Sheet High Capacity Input (HCI)) holds 2,200 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to Letter.

9 Tray 2 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).

10 Tray 1 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).

11 Front door opens to allow removal of misfed paper.

12 HP 3000-Sheet Stapler/Stacker (optional) sorts, staple-sorts, or groups copies into finished sets.

13 Power switch turns the MFP power on/off when pressed.

14 Liquid crystal display (LCD) Touch display shows interactive operation screens.

15 HP 3000-Sheet Multifunction Finisher (optional) sorts, staple-sorts, or groups copies into finished sets. The HP 3000-Sheet Multifunction Finisher also folds or staples and folds copies into booklet-style sets, or folds a maximum of three copies into tri-fold documents.

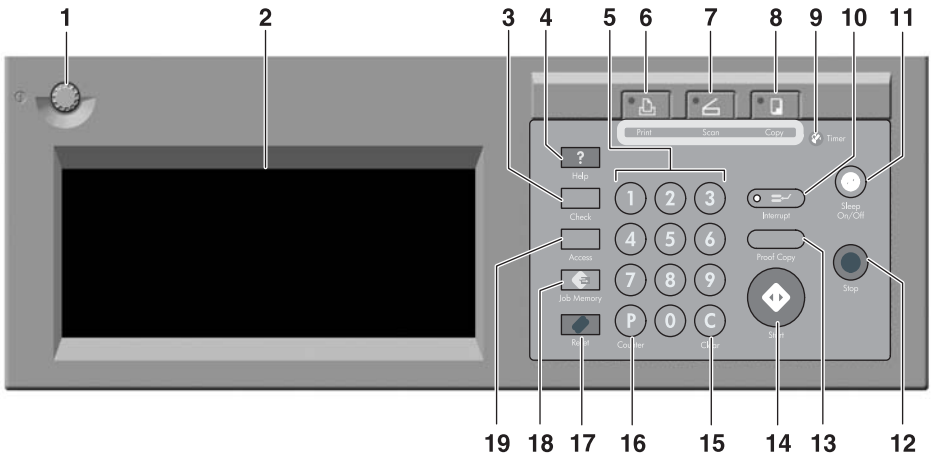
16 HP Trimmer Adapter Kit (optional) connects the Finisher and HP Trimmer Unit.

17 HP Trimmer Unit (optional) trims the end of booklet.

18 HP Post Insertion Kit (optional) loads cover sheet paper and feeds the sheet as cover to the sorted sets, used in combination with HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

19 Control panel controls MFP operations and displays messages as required.

The control panel



1 CONTRAST ADJUSTMENT DIAL can be turned to adjust the touch panel contrast.

2 LCD TOUCH DISPLAY shows engine and copying status, help information, interactive screens, and touch keys for selecting all functions.

3 Check displays a screen showing all settings that are selected for the current job.

4 Help displays a screen with help for the currently selected function, or to access the Key Operator Mode screen.

5 KEYPAD allows numeric values to be typed.

6 PRINTER switches the engine operation mode to printer. This key does not function at present.

7 SCANNER switches the engine operation mode to scanner.

8 COPY switches the engine operation mode to copy.

9 Timer lights when the timer function is set.

10 Interrupt stops copying in progress to allow copying from the scanner glass.

11 Sleep On/Off activates power-saving mode for times when the MFP is inactive, or activates Timer Interrupt mode when the Weekly Timer function is active.

12 Stop key stops the copying sequence and deletes the stored memory.

13 Proof Copy outputs a single set of copies to confirm whether the current settings are selected properly.

14 Start activates copying or scanning.

15 (C) (Clear) allows resetting of print quantity.

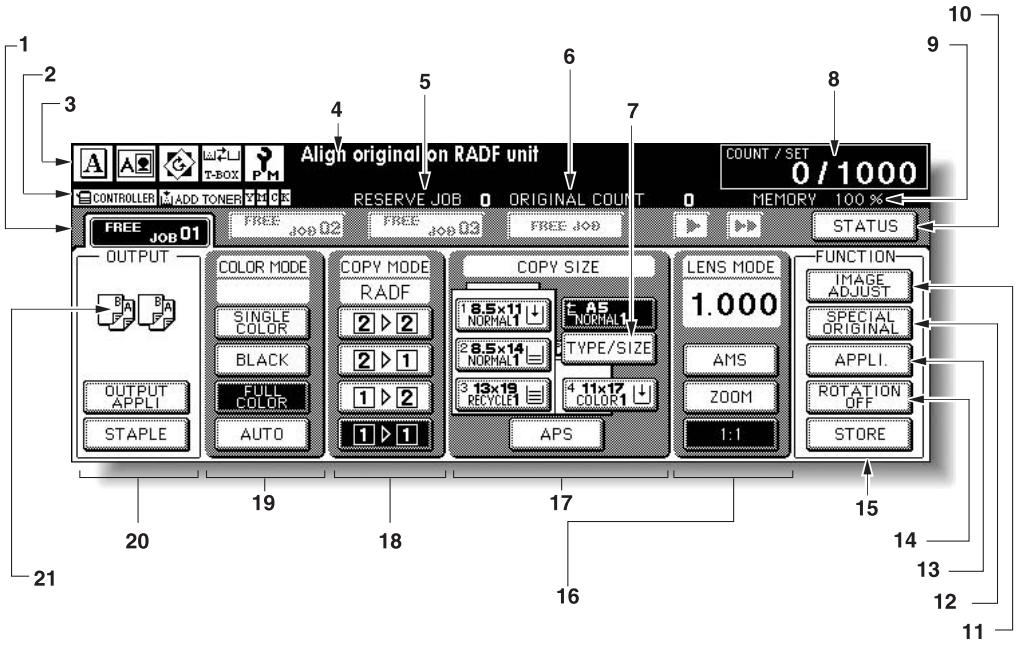
16 (P) (Counter) displays the Counter screen or accesses programming modes for setting special functions.

17 Reset restores the MFP to automatic mode settings or to Key Operator settings.

18 Job Memory displays screens for selecting job memory/job recall functions.

19 Access sets the engine to allow copying only when the Copy monitor password is entered.

The Main screen (touch screen)



1 Folder keys:
FREE JOB is selected to specify copy job conditions.
When scanning starts, FREE JOB changes to SCAN JOB, and then changes to PRINT JOB when the engine starts printing.
FREE JOB at the right side of SCAN JOB or PRINT JOB can be touched to specify reserve job conditions. Up to nine reserve jobs can be set. The arrow keys at the right side of folder keys are used to scroll.

2 **Word icons:**
The ADD TONER icon displays when the toner supply becomes low. The toner color to be supplied is indicated by a letter; C (cyan), M (magenta), Y (yellow), or K (black).
The Printer icon indicates the engine status when operating as a printer.

3 **Graphic icons:**
The Original direction icon indicates the original direction specified on the Special Original popup menu.
The Image adjust icon indicates the Enhance mode specified on the Special Original popup menu.
The Rotation icon is displayed when Rotation automatically functions.
The Toner recovery box icon is displayed when replacement of the toner recovery box is due.
The PM icon is displayed when preventive maintenance is due.

4 **The Message area displays the engine status and procedure required at that time.**

5 **Reserve job counts the reserve jobs already specified.**

6 **Original count counts the original pages placed in the document feeder as they are scanned.**

7 **The TYPE/SIZE key appears when the Bypass key is selected, and is touched to specify the type and size of the paper loaded in the multi-sheet bypass tray.**

8 **The Count/Set indicator indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.**

9 **The Memory indicator indicates the remaining memory available for the next operation.**

10 **The STATUS key allows you to view the current job status, to change the printing order of reserve jobs, and to cancel printing a reserve job.**

11 **The IMAGE ADJUST key allows you to display five sorts of the Image Adjustment Setting screens to adjust the image quality.**

12 **The SPECIAL ORIGINAL key allows you to specify the condition of originals to be scanned.**

13 **The OUTPUT APPLI (Application) key allows you to select various application functions.**

14 **The ROTATION OFF key allows you to release the rotation function.**

15 **The STORE key allows you to store scanned images into memory.**

16 **The Lens mode area is used to select the desired magnification ratio.**

17 **The Copy size area is used to select the desired copy size or automatic paper selection (APS).**

18 **The Copy mode area is used to select the copy mode (1 ▸ 1, 1 ▸ 2, 2 ▸ 1, or 2 ▸ 2).**

19 **The Color mode area is used to specify the desired color mode (single color, black, full color, or auto).**

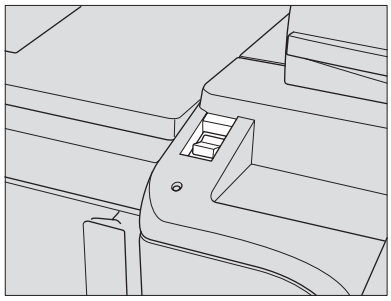
20 **The Output mode keys are used to specify the desired output mode.**

21 **The Output icon area displays the appropriate output icon according to the selected output mode.**

Turning the MFP on and off

To turn on the power

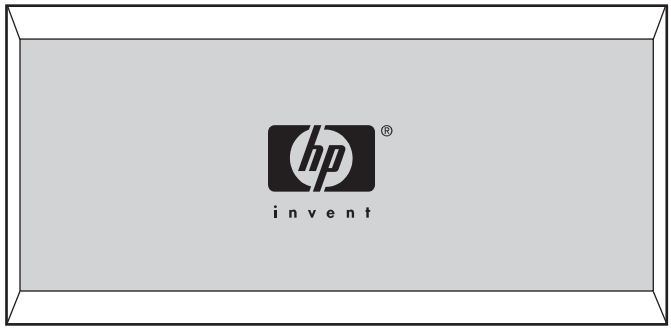
1 Turn on the power switch.
The power switch is located on the left side of the control panel.



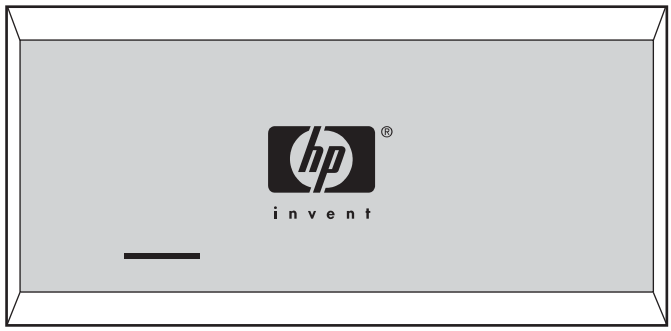
Note

The main power switch is located on the upper-left side of the internal engine. *Do not* use the main power switch in usual operation.

2 The Wake-up screen and Warm-up screens are displayed.



Wake-up screen



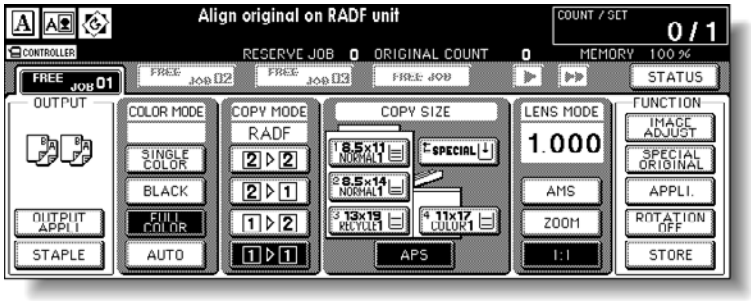
Warm-up screen

A few seconds after the Wake-up screen appears in the LCD Touch display, a Warm-up screen is displayed for approximately 6.5 minutes.

Note

You can set reserve jobs while the engine warms up. Touch the LCD screen to change the Warm-up screen to the Main screen, and then check that the message **“Ready to copy reserve”** is displayed on the Main screen.

3 The Main screen displays.
The message on the Main screen informs you that the copying job is now available.



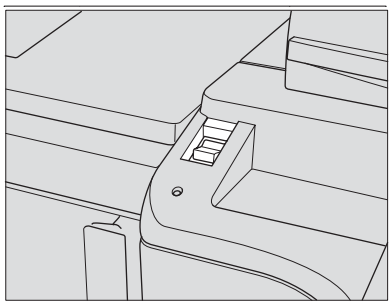
When the initial settings are changed by the key operator, the Main screen displays the modified conditions.

When **“Enter E.C.M. password”** is displayed, type your password to use the MFP.

When **“Set the key counter”** is displayed, insert the key counter to its inlet on the right side of the engine.

To turn off the power

1 Turn off the power switch.
The power switch is located on the left side of the control panel.
The Touch display and all the light emitting diodes (LEDs) on the control panel are turned off.



Do not use the main power switch during usual operation.
When the engine is under control of the Weekly Timer function, turning off the power switch deactivates the function.

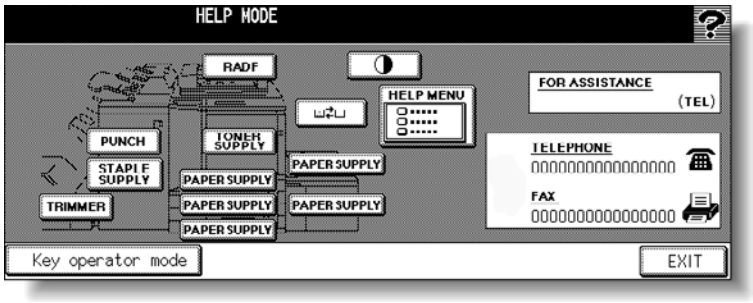
Help mode

To display the Help screen from the Main screen

1 Return to the Main screen, and then press **Help**.

The Help screen is displayed.

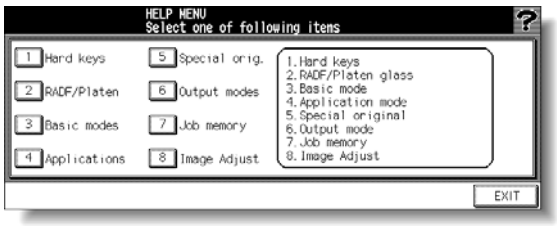
2 Touch the desired key to display specific information.



- **STAPLE SUPPLY** provides information on replacing the staple cartridge.
- **PUNCH** provides information on emptying the trash basket.
- **TRIMMER** provides information on emptying the trash basket.
- **RADF (ADF)** provides information on positioning originals in the document feeder.
- **TONER SUPPLY** provides information on adding toner.
- **PAPER SUPPLY** provides information on loading paper in each tray.
- **HELP MENU** displays the Help Menu screen that provides a list of all the MFP functions. When a function item is touched, the Help screen displays information specific to that topic.
- **PANEL CONTRAST** displays the screen to adjust the contrast of the LCD panel.
- **Toner recovery box** provides information on exchanging the toner recovery box.
- **FOR ASSISTANCE** displays the extension number of the Key Operator.
- **TELEPHONE/FAX** displays the phone/fax number of your service center.
- Touch on the Help screen, if provided, to scroll to the next page. Touch to return to the previous page.
- Touch **KEY OPERATOR MODE** to enter the Key Operator mode. For more information, see “An outline of the key operator mode” in the “Key Operator mode” section in the *HP 9850mfp System Administrators Guide*.

3 Touch **EXIT** to return to the Main screen.

Help Menu screen



a Select one of the eight help menu items on the Help Menu screen to display subsequent Help screens.

b Touch ▼ on the Help screen, if provided, to scroll to the next page. Touch ▲ to return to the previous page.

c Touch **MENU** on the subsequent Help screen to return to the Help Menu screen, and then touch **EXIT** to restore the Main screen.

- "1. Hard keys" displays the information on control panel buttons.
- "2. RADF (ADF)/Scanner" displays the information on unsuitable RADF (ADF) originals and maintenance of the document feeder and scanner glass.
- "3. Basic modes" displays the information on basic functions provided on the Main screen.
- "4. Applications" displays operational information on 16 application functions provided on the Application Selection screen.
- "5. Special orig." displays the information on functions provided on the Special Original popup menu.
- "6. Output modes" displays the information on Finisher functions.
- "7. Job memory" displays the information on Job Memory.
- "8. Image Adjust" displays the information on Color Image Adjustment.

To display the Help Screen from other screens

1 While in any screen other than the Main screen, press **Help**.

The Help screen displays to provide the information about the current screen mode and setting procedures.

2 Touch **EXIT**.

The screen that was displayed before pressing **Help** is restored.

2 Copying

Selecting color mode

The following four color modes are available:

AUTO mode detects whether the scanned original is a colored or black-and-white image and automatically selects either **FULL COLOR** mode or **BLACK** mode for copying.

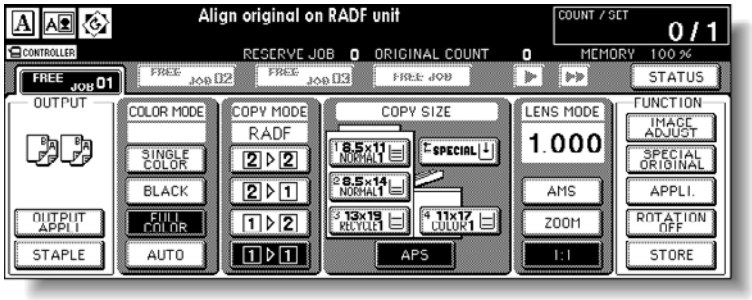
FULL COLOR mode makes full-colored copies whether the original image is colored or not.

BLACK mode makes black-and-white copies whether the original image is colored or not.

SINGLE COLOR mode copies in one color to be selected from red, green, blue, magenta, cyan, or yellow.

The **FULL COLOR** mode is initially selected. Follow the procedure below to change the Color mode.

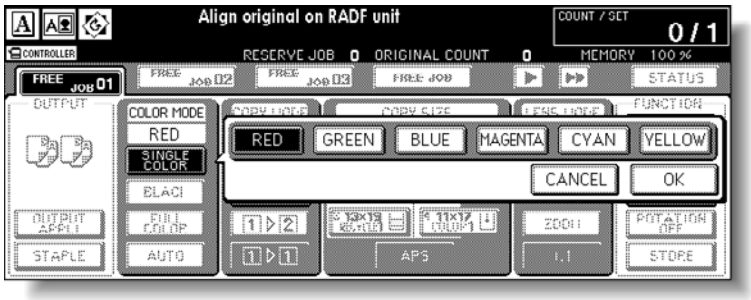
1 Touch a mode key under COLOR MODE on the Main screen to select the desired Color mode.



When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

FULL COLOR is already highlighted when the initial settings are restored.

Selecting SINGLE COLOR displays a pop-up menu for specifying a color.



Touch the desired color key, and then touch **OK**.

The selected color is indicated under the COLOR MODE indication of the Main screen, with the SINGLE COLOR key highlighted.

Note Touch **CANCEL** to restore the previous setting.

2 Select additional copy conditions, as desired.

3 Type the desired print quantity by using the control panel keypad.

4 Position original(s).

5 Press **Start**.

Improving color copy

To improve the color copy quality, this engine provides three types of adjustment methods: color adjustment, selecting the image reproduction method and its adjustment, and other adjustments.

The color adjustment is performed by varying the level of pigments in RGB model or CMYK model, or by modifying the hue, saturation, and brightness of the image.

To reproduce the copy image, select one of the two methods, the Dither (error diffusion) method or the Screen method. The Image Detection function helps in selecting the most appropriate method for each part of the original to make the copies of scanned image.

For further improvement, use Copy Density or apply filters for Sharpness, Contrast, and Gloss mode.

Note

For detailed information about color adjustments, see the following subsections in the “Color Image Adjustment” section of the *HP Color 9850mfp System Administrator Guide*:

Selecting density level and whitening background
Changing color using RGB and HSB values (color adjustment)
Changing colors using CMYK value (color balance adjustment)
Selecting line screen, dot screen, or high compression (screen settings)
Adjusting sharpness and contrast/selecting the gloss mode

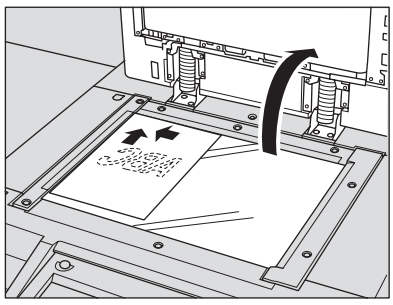
For detailed information about settings that can improve color, see the following subsections in the “Color Image Adjustment” section of the *HP Color 9850mfp System Administrator Guide*:

Making adjustment in image detection (image judge)
Specifying original type

Using the scanning glass

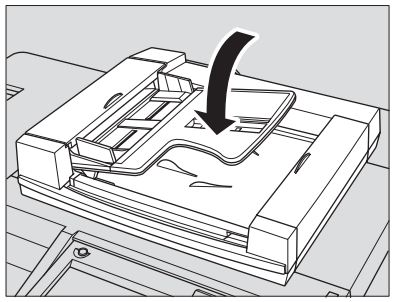
Use the scanner glass when the originals are not suitable for use with the document feeder, for example, when size is incompatible, or when originals are folded, stapled, torn, or generally in a poor condition.

1. Raise the document feeder.
2. Place original *face down* in the left rear corner.
   The direction of the original should conform to the Original direction icon displayed at the upper left corner of the Main screen.



Note The copy result may not be satisfactory if the original is set in wrong direction. Make sure the original is set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using the Staple, Stapling & Folding, Folding, or Booklet mode.

3 Gently close the document feeder or platen cover to prevent the original from shifting on the glass.



Note When selecting Book Copy, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, do not close the document feeder.

WARNING! *Do not* place originals that are too heavy, and *do not* press too hard when a thick original is placed and is under pressure of the RADF (ADF). In such cases the glass may break and you may be injured.

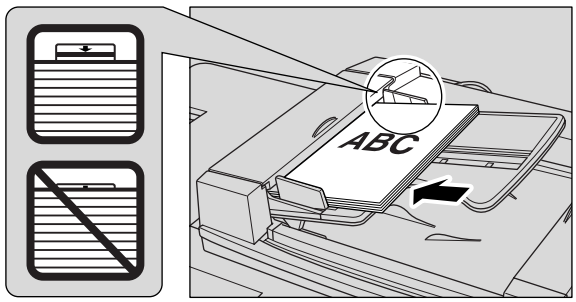
Using the RADF (ADF)

The HP Automatic Document Feeder (RADF (ADF)) automatically feeds up to 100 originals directly to the scanner area, starting with the top sheet. The RADF (ADF) should only be used for unstapled, smooth, and flat originals.

Positioning originals in Normal mode

1 Arrange originals in order.

2 Position original(s) *face up* in the document feeder tray.
Place two-sided originals with page one *face up*.
The direction of the originals should conform to the Original direction icon displayed at the upper left corner of the Main screen.
Up to 100 originals can be set at a time.



Note

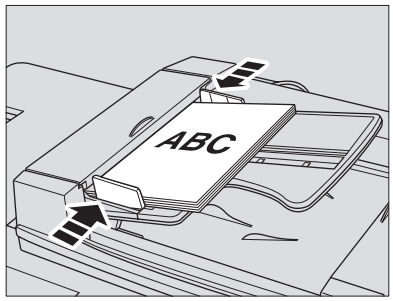
The copy result may not be satisfactory if the originals are set in the wrong direction. Make sure that the originals are set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using the Staple, Stapling & Folding, Folding, or Booklet mode. For more details, see “Specifying original direction” in the “Special original” section of the *HP Color 9850mfp System Administrator Guide.*

Make sure to use suitable RADF (ADF) originals.

Do not set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is completely closed. Once closed, *do not* open the document feeder because the selected copy conditions can be altered automatically.

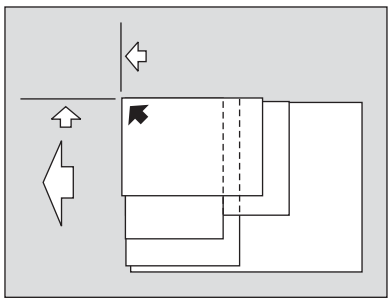
3 Adjust the paper guides.



Positioning originals in Mixed Original mode

Mixed size originals can be copied together from the document feeder.

1 Arrange originals in order.
Arrange the mixed size originals as illustrated below.



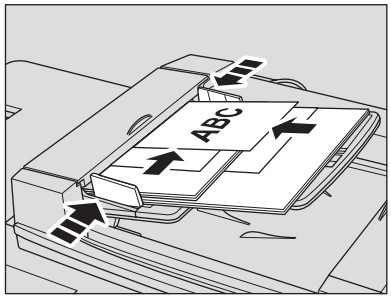
2 Position mixed originals *face up*, aligned with the left rear side of the document feeder tray.
Place two-sided originals with page one *face up*.
Up to 100 originals can be set at a time.

Note

Make sure to use suitable RADF (ADF) originals.
Do not set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is fully closed. Once closed, *do not* open the document feeder because the selected copy conditions may be altered automatically.

3 Adjust the paper guides.



Positioning originals in Z-Folded Original mode

Z-Folded Original mode detects the folded original size without using the size detection sensor of the RADF (ADF).

1 Arrange originals in order.

2 Position original(s) *face up* in the document feeder tray.
Place two-sided originals with page one *face up*.
Up to 100 originals can be set at a time.

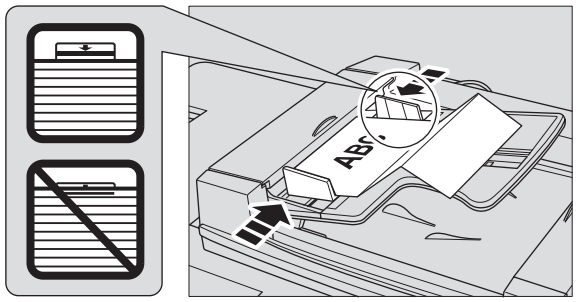
Note

Make sure to use suitable RADF (ADF) originals.

Do not set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is fully closed. Once closed, *do not* open the document feeder because the selected copy conditions may be altered automatically.

3 Adjust the paper guides.



Choosing a paper size

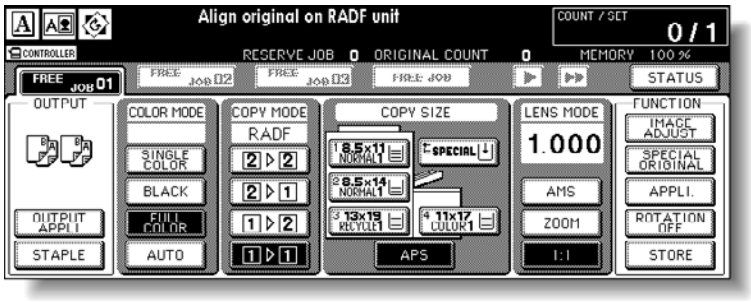
To select an appropriate copy size for getting your desired copy result, use APS, or select copy size manually on the touch display, as required.

To select copy size automatically (APS)

APS detects the size of originals placed on the RADF (ADF) or scanner glass, and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.

APS is *not* available when using non-standard size or wide paper.

1 Touch to highlight **APS** under **COPY SIZE** on the Main screen.



2 Select additional copy conditions, as desired.

3 Type the desired print quantity by using the control panel keypad.

4 Position original(s).

Detectable original sizes can be changed from inch sizes to AB sizes, A sizes, or inch sizes and AB sizes mixed.

A key operator can deactivate APS when the original is set in the RADF (ADF) or on the scanner glass.

5 Press **Start**.
Scanned images are printed on the copy size automatically selected.

Note

If the appropriate copy paper is not loaded in any tray, no copying is performed and a message prompts you to load the appropriate paper.
Copy results may not be satisfactory due to the Rotation function. In this case, turn off the function manually.

See the table below for the relation of original size, magnification ratio, and copy paper size.

Copy size / Magnification ratio	Original size: 11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R
0.250 - 0.500	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)	5.5x8.5 (5.5x8.5R)	5.5x8.5 (5.5x8.5R)
0.501 - 0.552	8.5x11R (8.5x11)					
0.553 - 0.607						
0.608 - 0.636		8.5x11R (8.5x11)				
0.637 - 0.647						
0.648 - 0.773	8.5x14		8.5x11 (8.5x11R)	8.5x11R (8.5x11)		
0.774 - 0.779	11x17					
0.780 - 0.786						
0.787 - 0.900		8.5x14				
0.901 - 1.000						
1.001 - 1.103		11x17	11x17	11x17	8.5x11 (8.5x11R)	8.5x11R (8.5x11)
1.104 - 1.294						
1.295					11x17	
1.296 - 1.545						8.5x14
1.546 - 4.000						11x17

( ): Rotation functions

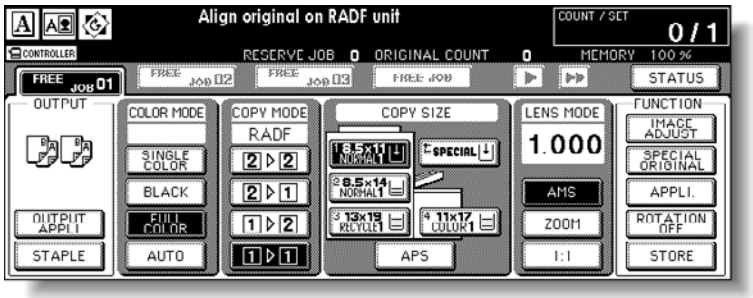
To reduce and enlarge

When a copy size is specified on the touch display, an appropriate reduction or enlargement ratio is selected automatically according to the original size detected from the RADF (ADF) or the scanner glass.

Note

Wide paper size can be specified when AMS is in use.
In this case, the same magnification ratio as that of the standard size is selected automatically.

1 Touch a tray key on the main screen to select the desired copy size.



The selected tray key is highlighted, and under the LENS MODE the AMS key is also highlighted.

2 Select additional copy conditions, as desired.

3 Type the desired print quantity by using the control panel keypad.

4 Position original(s).

5 Press **Start**.
Scanned images are printed on the specified copy size in the magnification ratio automatically selected.

Note

The copy result may not be satisfactory due to the Rotation function. In this case, turn the function off manually.
See the table below for the relation of original size, copy paper size, and magnification ratio automatically selected.

AMS Table		Original size						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
Copy size	11"x17"/ 11"x17"W	1.000 (0.647)	1.214 (0.786)	1.000 (1.294)	1.294 (1.000)	1.294 (2.000)	2.000 (1.294)	0.941 (1.330)
	8.5"x14"	0.772 (0.500)	1.000 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.545)	1.545 (1.000)	0.727 (1.028)
	8.5"x11"/ 8.5"x11"W	0.500 (0.647)	0.607 (0.786)	1.000 (0.773)	0.773 (1.000)	1.294 (1.000)	1.000 (1.294)	0.941 (0.727)
	8.5"x11"R/ 8.5"x11"WR	0.647 (0.500)	0.785 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.294)	1.294 (1.000)	0.727 (0.941)
	5.5"x8.5"/ 5.5"x8.5"W	0.324 (0.500)	0.393 (0.607)	0.647 (0.500)	0.500 (0.647)	1.000 (0.647)	0.647 (1.000)	0.665 (0.470)
	5.5"x8.5"R/ 5.5"x8.5"WR	0.500 (0.324)	0.607 (0.393)	0.500 (0.647)	0.647 (0.500)	0.647 (1.000)	1.000 (0.647)	0.470 (0.665)
	A4/A4W	0.486 (0.688)	0.591 (0.835)	0.973 (0.752)	0.752 (0.973)	1.376 (0.973)	0.973 (1.376)	1.000 (0.707)

( ): Rotation functions

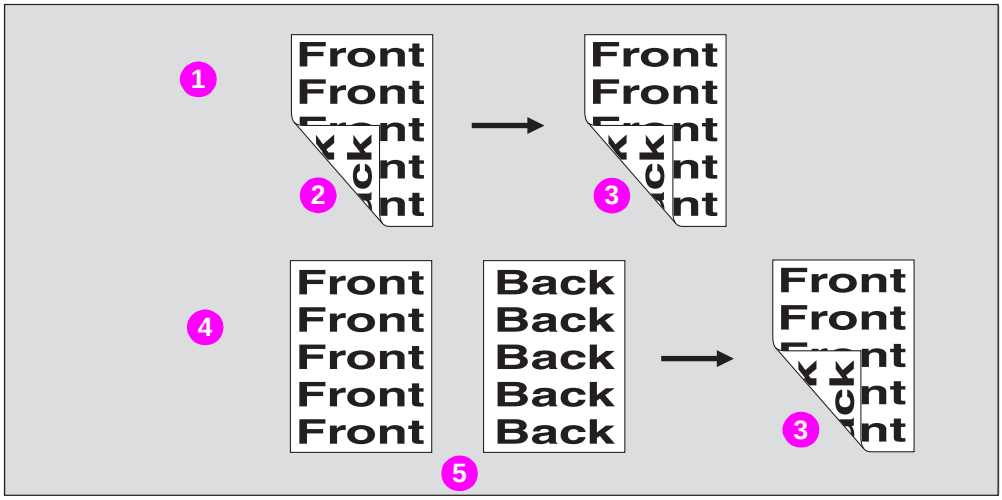
Duplexing (2-sided copying)

The Main screen is initially set to the 1 > 1 copy mode to make single-sided copies from single-sided originals.

Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the scanner glass.

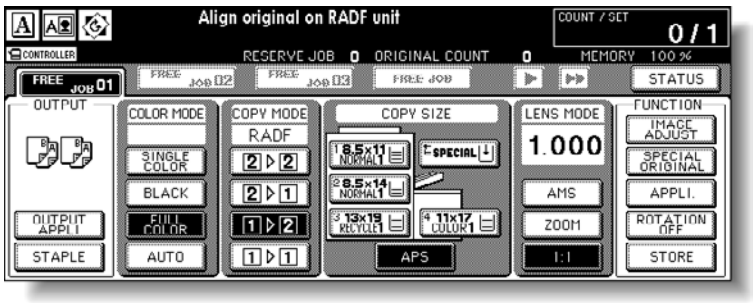
Using the RADF (ADF)

Select the copy mode according to the original type (single-sided or double-sided).



1. 2 > 2 copying
2. Double-sided original
3. Duplex copy
4. 1 > 2 copying
5. Single-sided original

1 Touch **1** ▸ **2** or **2** ▸ **2** on the Main screen to highlight it.

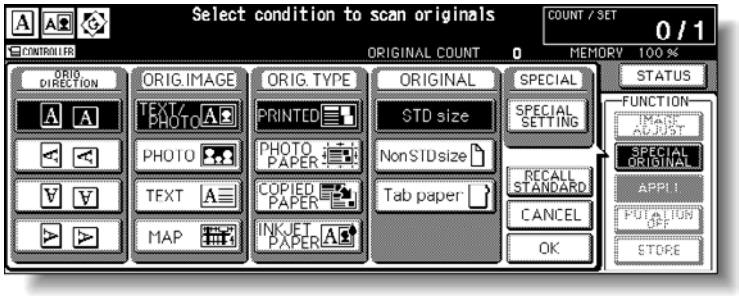


Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

2 Check the original set direction.

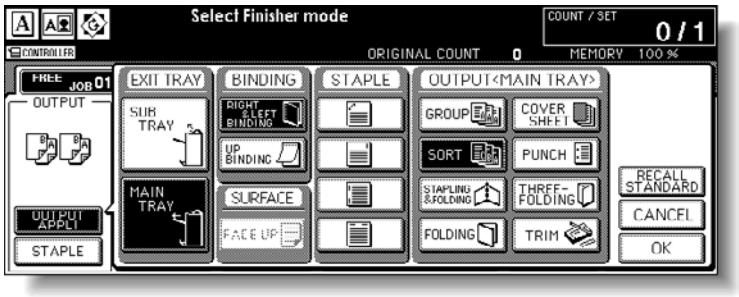
The Original direction icon is located at the upper left corner of the Main screen. To change the original set direction, touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu, and then touch the desired original direction key to highlight it.

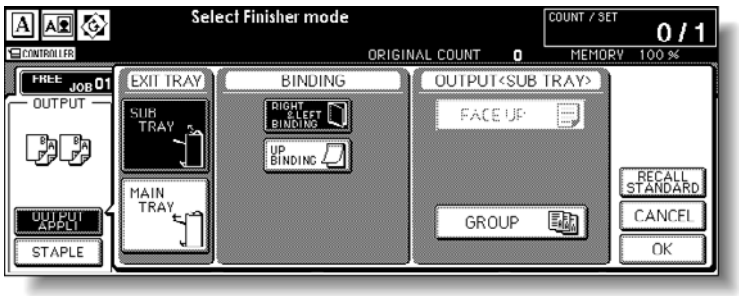


To return to the Main screen, touch **OK**.

3 Select the Binding mode.

Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, and then touch the desired Binding mode key to highlight it.





Note

Selecting **UP BINDING** makes copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.

To return to the Main screen, touch **OK**.

4 Select additional copy conditions, as desired.

Note

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

5 Type the desired print quantity by using the control panel keypad.

6 Position originals *face up* in the document feeder according to the original direction.

Use RADF (ADF) store mode when the original count exceeds 100.

7 Press **Start**.

The engine starts to scan originals, and then prints duplex copies when ready for output.

Note Press **Stop** to suspend the scanning or printing job.

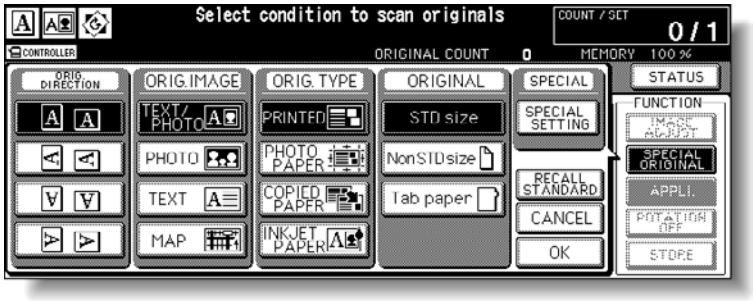
CAUTION When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

Using the scanner glass

Use the scanner glass to scan originals unsuitable for the document feeder.

1 Check the original set direction.

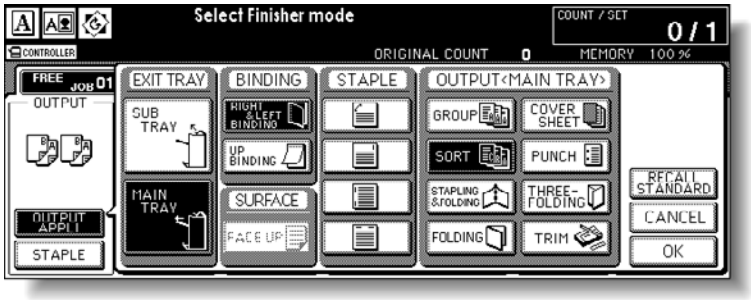
The Original direction icon is located at the upper left corner of the Main screen.
To change the original set direction, touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu, and then touch the desired original direction key to highlight it.

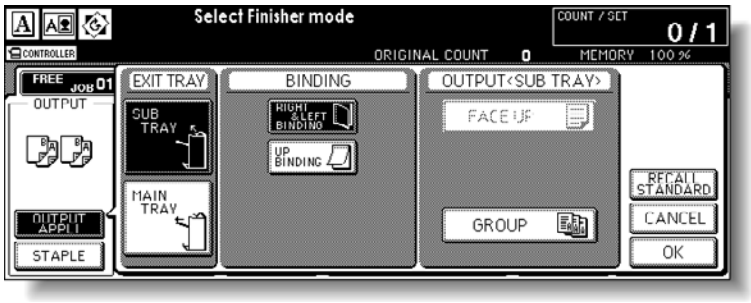


To return to the Main screen, touch **OK**.

2 Select the Binding mode.

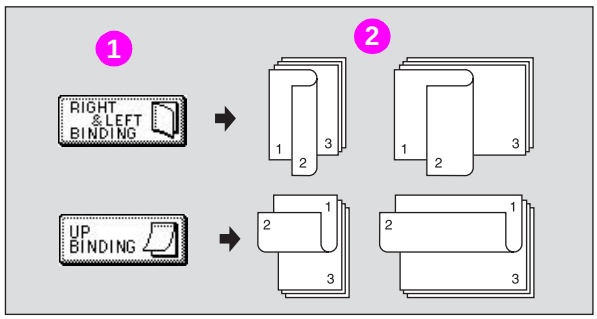
Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, and then touch the desired Binding mode key to highlight it.





Note

Selecting **UP BINDING** makes copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.



1 Binding mode

2 Copies

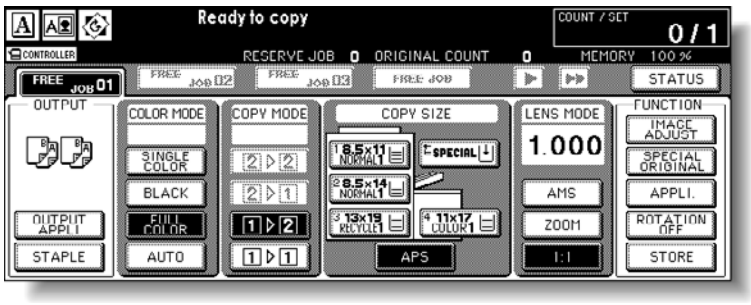
Touch **OK** to return to the Main screen.

3 Position original *face down* on the scanner glass according to the original direction, and then close the document feeder or scanner cover.

Make sure to start from the first page.

Note Use Non-Image Area Erase to prevent the black copy marks to be produced when scanning the original with the document feeder or scanner cover open.

4 Touch 1 ▸ 2 on the Main screen to highlight it.



The **STORE** key is automatically highlighted on the screen.

Note *Do not* press **Reset** at this point, otherwise the scanner mode is released and the MFP will stop scanning the original.

5 Select additional copy conditions, as desired.

Note Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

6 Type the desired print quantity by using the control panel keypad.

7 Press **Start** to scan.

The front side image of the double-sided copy is scanned into memory.

8 Turn the original over, and then press **Start**.

Repeat this step until all originals are scanned.

Note The Memory indicator on the upper right of the Main screen allows you to check the remaining memory.
To delete the scanned data without printing, press **Stop**.

9 After all originals are scanned, touch **STORE** to exit the Store mode.

STORE will no longer be highlighted.

10 Press **Start** to print.

All the data in memory is output.

Press **Stop** to suspend the printing job.

CAUTION When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

To staple

1. Close the RADF (ADF) securely, and then press **Reset**.
2. Main screen, touch **Staple**.
3. Touch **OUTPUT APPLI**.
4. Touch the desired staple position key, and then touch **OK**.
5. Touch **Special Original**.
6. Touch the desired original set direction key, and then touch **OK**.
7. Select additional copy conditions, as desired.
8. Enter the desired print quantity from the Control panel keypad.
9. Enter the desired print quality.
10. Position the originals.
11. Press **START**.

Note

The maximum number of sheets of coated paper with the paper weight between 81 to 256 g/m2 that can be stapled is 10.

To punch holes

1. On the Main screen, touch **OUTPUT APPLI**.

   The Output Mode popup menu will be displayed.
2. Touch **MAIN TRAY**, if it is not highlighted.
3. Touch **PUNCH** to display the Punch Position popup menu.
4. Touch the desired punch position key on the screen to highlight it.
5. Touch **OK** on the Punch Position popup menu to restore the Output Mode popup menu.
6. Touch **OK** on the Output Mode popup menu to complete the setting and return to the Main screen.

   The selection made in punch position will be displayed in the OUTPUT icon area.
7. Specify the original set direction.
   a. Touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu.
   b. Touch the desired original set direction key, and then touch **OK** to return to the Main screen.
8. Select additional copying features, as required.
9. Enter the desired print quantity from the Control panel keypad.
10. Position the originals in the document feeder.
11. Press **START**.

Making folded booklets

The Folding and Stapling & Folding modes are available only when the HP 3000-Sheet Multifunction Finisher option is installed. When any of these modes are selected, the Booklet feature is automatically selected and indicated on the Application selection screen.

Note

When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application selection screen.
When copying dark originals or using Reverse image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Folding or Stapling & Folding mode:

- In the Folding mode, each copied set is folded and output to the Booklet tray of the Finisher.
- In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), and then folded and put into the Booklet tray of the Finisher.

Specifications for Folding/Stapling & Folding mode

- Use the RADF (ADF).
- Maximum number of folded sheets in Folding mode

  28 lb paper or less: three sheets (less than in Staple & Folding mode because they are not clinched first)

- Maximum number of folded sheets in Stapling & Folding mode

  20 lb paper or less: 20 sheets
  19 sheets with a thick cover paper
  28 lb paper or less: 16 sheets
  15 sheets with a thick cover paper

- Paper size: 305 by 457 mm (12 by 18 inches), Ledger, Legal, 216 by 279 mm (8.5 by 11R inches, A4R
- Paper weight: 16 - 28 lb; Special stock (20 lb paper is recommended)
- Booklet tray capacity:

  When the Booklet tray capacity is exceeded, the Finisher will stop operating. Select the appropriate print quantity by referring to the following capacities.

  Using 20 lb paper:

  Approximately 100 sheets maximum (12 by 18, Ledger, Legal)

  Folding: 33 sets maximum of three-sheet-folded booklet (33 x 3 = 99 sheets)

  Stapling & Folding: 20 sets maximum of five-sheet-folded booklet (20 x 5 = 100 sheets)

  five sets maximum of 20-sheet-folded booklet (5 x 20 = 100 sheets)

  Approximately 75 sheets maximum 216 by 279 mm (8.5 by 11 inches, A4R)

  Folding: 25 sets maximum of three-sheet-folded booklet (25 x 3 = 75 sheets)

  Stapling & Folding: 15 sets maximum of five-sheet-folded booklet (15 x 5 = 75 sheets)

  Using 28 lb paper:

  Approximately 80 sheets maximum 305 by 457 mm (12 by 18 inches), Ledger, Legal

  Folding: 26 sets maximum of three-sheet-folded booklet (26 x 3 = 78 sheets)

  Stapling & Folding: 16 sets maximum of five-sheet-folded booklet (16 x 5 = 80 sheets)

five sets maximum of 15-sheet-folded booklet (5 x 15 = 75 sheets)

Approximately 60 sheets maximum 216 by 279 mm (8.5 by 11R inches), A4R

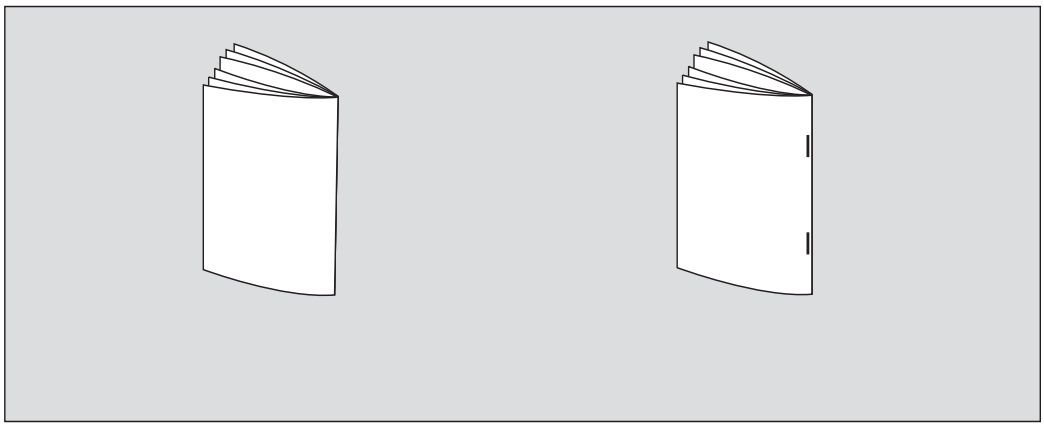
Folding: 20 sets maximum of three-sheet-folded booklet (20 x 3 = 60 sheets)

Stapling & Folding: 12 sets maximum of five-sheet-folded booklet (12 x 5 = 60 sheets)

- Incompatible conditions with Booklet selected: APS, 1 > 1, 2 > 1, ACS, Sort, Staple-sort, Group, Face up, Three-folding, Rotation sort, Rotation group, Punch, Back cover feeding, Mixed original, Whole area in non STD size, Tab paper, Sheet/Cover insertion, Combination, Program job, Multi-page enlargement, Non-image area erase, Reverse image, and Repeat.
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-folding, Punch, Back cover feeding, Mixed original, Book copy, Program job, Multi-page enlargement, and Reverse image.

Note

The maximum number of sheets of coated paper over 80 g/m^2 is 10.
The maximum number of sheets of coated paper over 80 g/m^2 that can be stapled is 10.
The maximum number of sheets of coated paper with the paper weight between 81 to 256 g/m^2 that can be stapled is 10.

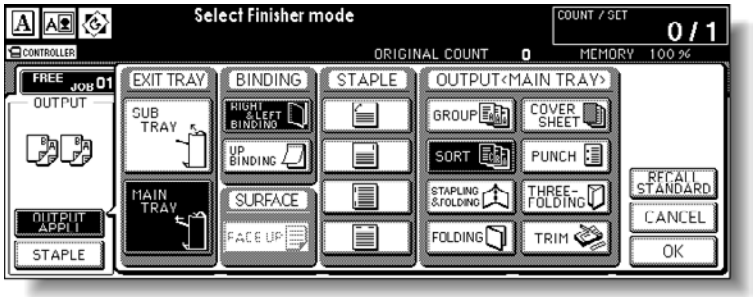


1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.

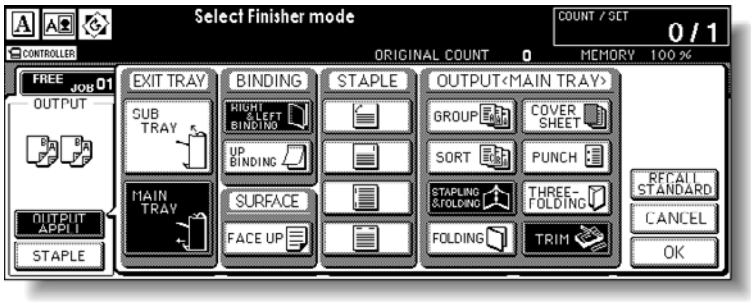
Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

2 Touch **MAIN TRAY**, if not highlighted.



3 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.



Note

Selecting **STAPLING & FOLDING** or **FOLDING** automatically switches the Output tray to Booklet tray. Notice that the arrow pointing from the Main tray shifts to the Booklet tray.

When selecting **STAPLING & FOLDING**, the engine with the Trimmer Unit installed selects **TRIM** automatically. To cancel the trimming mode, touch **TRIM**.

4 Touch **OK** on the Output mode popup menu.

The Main screen is restored and the selection made in the output mode is reflected in the **OUTPUT** icon area.

5 Select additional copying features, as required.

Note

NO COVER SHEET of Booklet is automatically selected.
To change this selection, touch **OUTPUT APPLI** on the Main screen to display the Application Selection screen. On this screen, touch **Booklet** twice to display the Booklet mode selection screen to make another selection or to release the setting.

6 Enter the desired print quantity from the control panel keypad.

7 Position originals.

When loading originals, notice the following limits on capacity:
Folding mode:

- 12 pages or less for simplex copying
- Six pages or less for duplex copying

Stapling & Folding mode:

- 80/64 pages or less for simplex copying (20/28 lb paper)
- 40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above capacity limits may cause problems in the Finisher.

8 Press **Start**.

When the Booklet tray capacity is exceeded, the Finisher will stop operating. To avoid this, select the appropriate print quantity.

To make a triple fold

1 Load Letter size or A4R size copy paper in a tray.

2 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.

3 Touch **MAIN TRAY**, if not highlighted.

4 Touch **THREE-FOLDING** to highlight it.

5 Touch **OK** on the popup menu to complete the setting and return to the Main screen.

The THREE-FOLDING icon is displayed in the OUTPUT icon area.

6 Select additional copying features, as required.

Touch to highlight the 8.5 by 11R or A4R tray key, if not already highlighted.

7 Enter the desired print quantity from the control panel keypad.

8 Position originals.

9 Press **Start**.

To insert covers

The HP Post Insertion Kit is available as an option on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main output tray. The sheets can also be used as booklet-type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.

1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.

2 Touch **MAIN TRAY**, if not highlighted.

3 Touch **COVER SHEET** to display the cover sheet insert selection screen.

4 Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, and then select the covers tray.

When you select **FRONT+BACK** mode, you can specify different tray sources for each.

5 Touch **OK** to restore the Output mode popup menu.

6 Touch **OK** on the Output mode popup menu.

The Main screen is restored.

7 Select additional copying features, as required.

8 Load the cover sheet paper into the optional cover sheet feeder of the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

9 Enter the desired print quantity from the control panel keypad.

10 Position originals.

11 Press **Start**.

Making trimmed booklets

The Trimming mode is available only when the HP Trimmer Unit option is installed on the HP 3000-Sheet Multifunction Finisher. This function can be used with Folding or Stapling & Folding mode to make each copied set folded or stapled and folded, trimmed at the edge that opens the booklet, and then output to the Trimmer Unit tray.

Specifications for Trimming mode

- Maximum number of folded sheets in Folding mode

  28 lb paper or less: three sheets (less than in Staple & Folding mode because they are not clinched first)

- Maximum number of folded sheets in Stapling & Folding mode

  20 lb paper or less: 20 sheets

  19 sheets with a thick cover paper

  28 lb paper or less: 16 sheets

  15 sheets with a thick cover paper

- Paper size: 12 by 18, Ledger, Legal, 8.5 by 11, A4R
- Paper weight: 16 - 28 lb
- Trimmer Unit tray capacity:

  When the Trimmer Unit tray capacity is exceeded, the Finisher and Trimmer Unit will stop operating. Select an appropriate print quantity by referring to the following capacities.

  Approximately 512 sheets maximum (20 lb paper)

  Folding and Trimming: 100 sets maximum of three-sheet-folded booklet

  (100 x 3 = 300 sheets maximum)

  Stapling & Folding and Trimming: 100 sets maximum of two - five-sheet-folded booklet

  (100 x 5 = 500 sheets maximum)

  50 sets maximum of 6 - 10-sheet-folded booklet

  (50 x 10 = 500 sheets maximum)

  32 sets maximum of 11 - 16-sheet-folded booklet

  (32 x 16 = 512 sheets maximum)

  25 sets maximum of 17 - 20-sheet-folded booklet

  (25 x 20 = 500 sheets maximum)

  Approximately 410 sheets maximum (28 lb paper)

  Folding and Trimming: 100 sets maximum of three-sheet-folded booklet

  (100 x 3 = 300 sheets maximum)

  Stapling & Folding and Trimming: 80 sets maximum of two - five-sheet-folded booklet

  (80 x 5 = 400 sheets maximum)

  40 sets maximum of 6 -10-sheet-folded booklet

  (40 x 10 = 400 sheets maximum)

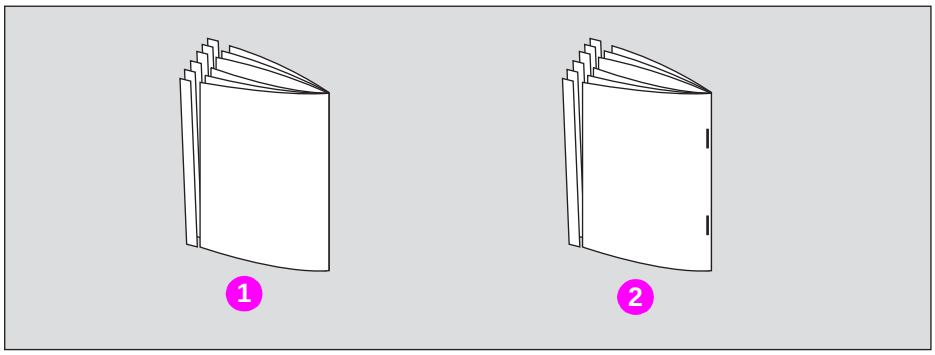
  25 sets maximum of 11 - 16-sheet-folded booklet

  (25 x 16 = 400 sheets maximum)

  20 sets maximum of 17 - 20-sheet-folded booklet

  (20 x 20 = 400 sheets maximum)

- Incompatible conditions with Booklet selected: APS, 1 > 1, 2 > 1, ACS, Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-Folding, Punch, Back cover feeding, Mixed original, Whole area in non-STD size, Tab paper, Sheet/cover insertion, Combination, Program job, Multi-page enlargement, Non-image area erase, Reverse image, and Repeat.
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-folding, Punch, Back cover feeding, Mixed original, Book copy, Program job, Multi-page enlargement, and Reverse image.



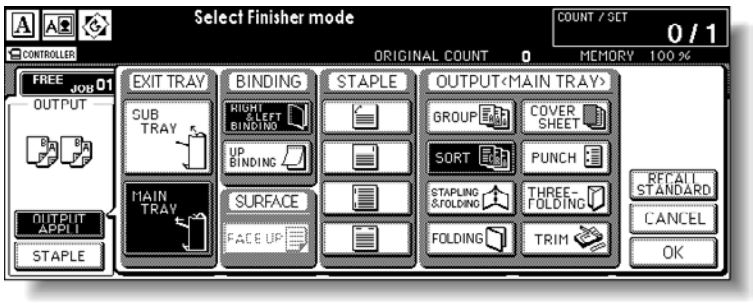
1 Folding and trimming

2 Stapling & Folding, and trimming

1 Touch **OUTPUT APPLI** on the Main screen.

The Output Mode popup menu is displayed.

2 Touch **MAIN TRAY**, if not highlighted.

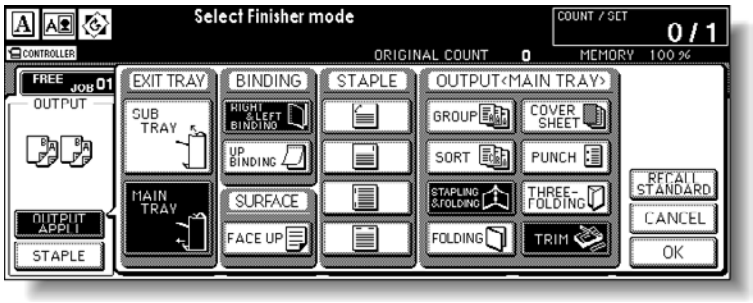


3 Select the desired trimming mode.

Touch **STAPLING & FOLDING** or **FOLDING**, as desired.

When selecting **FOLDING**, also touch **TRIM** to highlight it.

When selecting **STAPLING & FOLDING**, **TRIM** is selected automatically if the Trimmer Unit is installed.



Note

When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection screen.
When copying dark originals or using Reverse image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be shifted slightly.

4 Touch **OK** on the Output mode popup menu.

The Main screen will be restored and the selection made in the output mode will be reflected in the **OUTPUT** icon area.

5 Select additional copying features, as required.

NO COVER SHEET of Booklet is initially selected.
To change this selection, touch **OUTPUT APPLI** on the Main screen to display the Application selection screen. On this screen, touch **Booklet** twice to display the Booklet mode selection screen to make another selection or to release the setting.

6 Enter the desired print quantity from the control panel keypad.

7 Position originals.

When loading originals, notice the following limits on capacity:

Folding mode:

- 12 pages or less for simplex copying
- Six pages or less for duplex copying

Stapling & Folding mode:

- 80/64 pages or less for simplex copying (20/28 lb paper)
- 40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above capacity limits may cause the Finisher to quit operating.

8 Press **Start**.

When the Trimmer Unit tray capacity is exceeded, the Finisher and Trimmer Unit will stop operating. To avoid this, select the appropriate print quantity.

Cover sheet feeding

The HP Post Insertion Kit is available as an option on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main output tray. The sheets can also be used as booklet-type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.

Note

Paper loaded into the cover sheet feeder cannot be copied.
This function is incompatible with Cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and Cover mode in Sheet/cover Insertion.

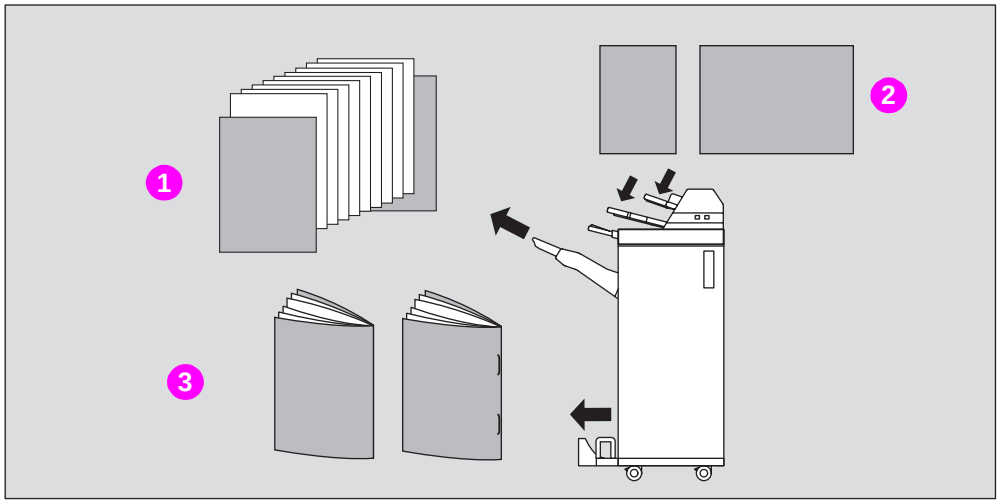
Specifications for cover sheet feeding

- Cover paper size:

  Upper tray; Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches)

  Lower tray; 305 by 457 mm (12 by 18 inches), Ledger, Legal, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches)

  139 by 216 mm (5.5 by 8.5 inches) paper is available in portrait type feeding only).
- Cover paper weight: (200 g/m^2) 13 - 110 lb cover paper
- Tray capacity: 200 sheets, (200 g/m^2 (110 lb) cover paper or 30 mm thick for both trays
- Incompatible Conditions: Group, Rotation sort, Rotation group, Output to secondary (sub) tray, Punch, Cover mode in Sheet/Cover insertion, Cover sheet mode in Booklet, and Multi-page enlargement
- Incompatible with Back cover feeding: Folding, Stapling & Folding, and Three-folding



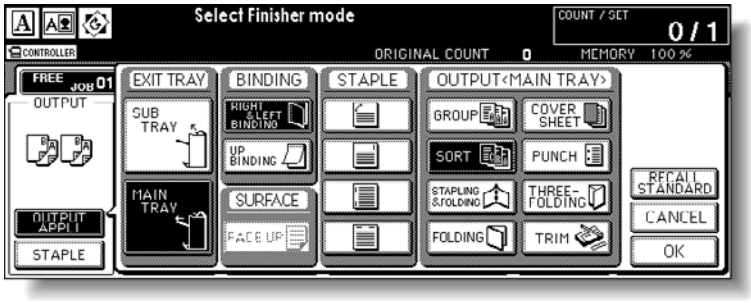
1 **Copied set with cover attached**

2 **Cover sheet**

3 **Copied sets with cover attached in Folding or Stapling & Folding mode**

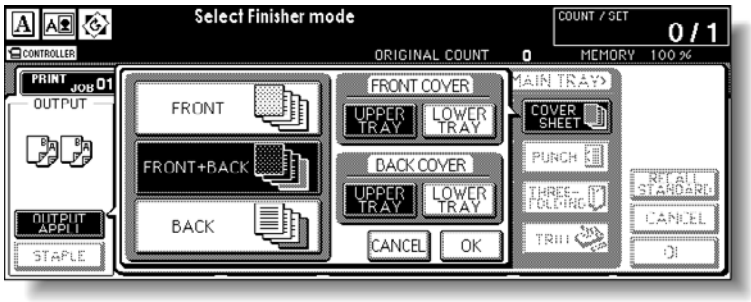
1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.

2 Touch **MAIN TRAY**, if not highlighted.



3 Touch **COVER SHEET** to display the cover sheet insert selection screen.

4 Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, and then select the covers tray.



When you select **FRONT+BACK** mode, you can specify different tray sources for each.

Note Copy paper sizes available to be loaded are different in each tray.

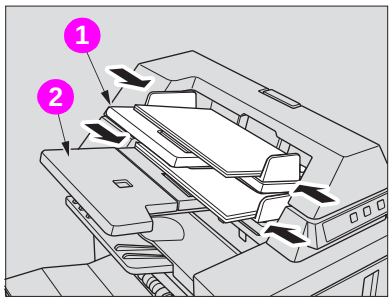
5 Touch **OK** to restore the Output mode popup menu.

6 Touch **OK** on the Output mode popup menu.

The Main screen is restored.

7 Select additional copying features, as required.

8 Load the cover sheet paper into the optional cover sheet feeder of the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.



1 Upper tray

2 Lower tray

If the paper size loaded in the cover sheet feeder is not suitable, the following messages are displayed and copying is unavailable until the correct size is loaded.

Please load cover sheet in cover sheet feeder

Adapt paper size between cover sheet and selected paper

9 Enter the desired print quantity from the control panel keypad.

10 Position originals.

11 Press **Start**.

CAUTION When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

Off-line finishing

The Off-Line finishing function enables you to finish documents independent of MFP operation. This function is available only with the HP Post Insertion Kit installed on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher. To use this convenient function, simply load paper into the lower tray of the cover sheet feeder, select the desired mode from the Off-line finishing control panel located on the top of the Finisher, and then press the Start/Stop button.

The available finishing modes are described below:

HP 3000-Sheet Stapler/Stacker + HP Post Insertion Kit

- One oblique staple: Main tray
- Two parallel staples: Main tray

HP 3000-Sheet Stapler/Stacker + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Punch

HP 3000-Sheet Multifunction Finisher + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Stapling & Folding (two staples in the center + folding)
- Three-folding

HP 3000-Sheet Multifunction Finisher + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Stapling & Folding (two staples in the center + folding)
- Three-folding
- Punch

Specifications for manual stapling one oblique staple and two parallel staples

- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 356 mm (8.5 by 14 inches), 216 by 279 mm (8.5 by 11 inches), 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), A4, A4R (210 by 297 mm, 8.27 by 11.69 inches)
- Paper weight: 13 - 28 lb (20 lb paper is recommended)
- Staple capacity: 50/40 sheets maximum (20/28 lb paper)
- Output tray: Main output tray

Specifications for manual punch

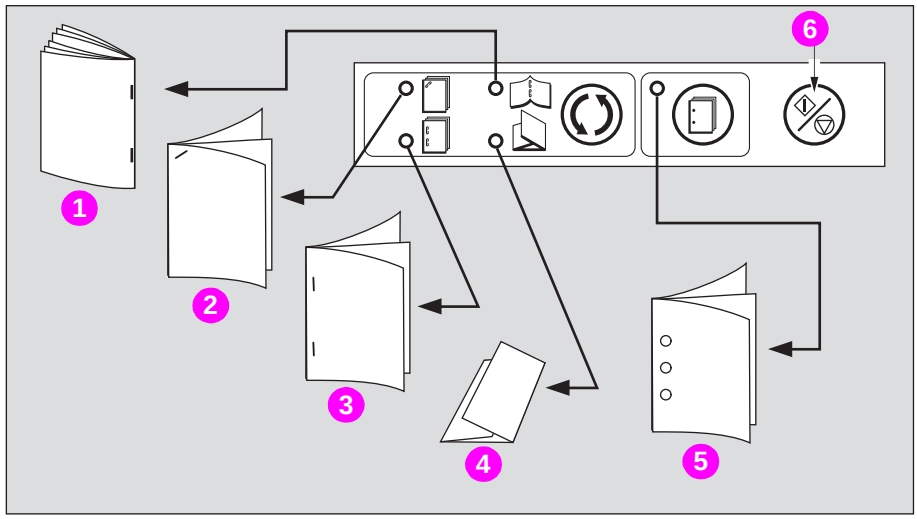
- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 279 mm (8.5 by 11 inches), A4 (210 by 297 mm (8.27 by 11.69 inches)
- Paper weight: 13 - 34 lb (20 lb paper is recommended)
- Punch capacity: 200 sheets maximum (28 lb paper) or within 30 mm thick
- Output tray: Main output tray

Specifications for manual stapling & folding mode

- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 356 mm (8.5 by 14 inches), 216 by 279 mm (8.5 by 11R inches), A4, A4R (210 by 297 mm, 8.27 by 11.69 inches)
- Paper weight: 16 - 28 lb (20 lb paper is recommended)
- Staple capacity: 20/16 sheets maximum (20/28 lb paper)
  19/15 sheets maximum (20/28 lb paper with a thick paper cover)
- Output tray: Booklet tray

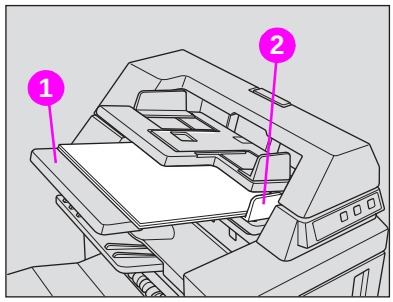
Specifications for manual three-folding mode

- Paper size: 216 by 279 mm (8.5 by 11R inches), A4R, 210 by 297 mm (8.27 by 11.69 inches)
- Paper weight: 16 - 28 lb (20 lb paper is recommended)
- Folding capacity: three sheets maximum (28 lb paper)
- Output tray: Booklet tray



1 **Stapling & Folding**
2 **One oblique staple**
3 **Two parallel staples**
4 **Three-folding**
5 **Punching**
6 **Start/Stop button**

1 Load paper into the lower tray of the cover sheet feeder, as described below for each mode.



1 Lower tray

2 Guide plate

- One oblique staple/two parallel staples: *Face up*
- Punch: *Face up*
- Stapling & Folding: *Face up* for the outside of the finished set
- Three-Folding: *Face up* for the outside of the folded set

Align the guide plate. The indicator light of the **Start/Stop** button turns green.

2 Press the Staple mode selection button and/or Punch button to select the desired mode.

Punch mode is compatible with one oblique staple, two parallel staples, or Stapling & Folding mode.

3 Press the **Start/Stop** button.

Finished sheets are delivered to the appropriate tray according to the mode selected.

Note If you want to stop the Off-Line Finishing operation, press the **Start/Stop** button again. The Finisher will stop operating. When using Stapling & Folding mode, the unfinished set will be left in the stacker unit inside the Finisher.

CAUTION When the Booklet tray capacity is exceeded, the Finisher will stop. To avoid this, select the appropriate print quantity.

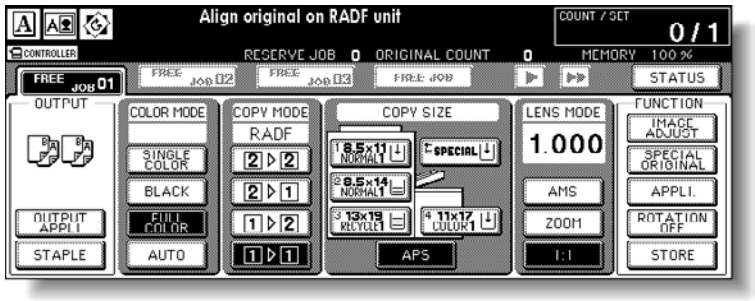
CAUTION When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

3 Loading trays

Loading paper

A paper indicator is shown on each tray key of the Main screen to indicate the paper tray level (six levels are provided:) of the tray. (The multi-sheet bypass tray displays only " " when the tray becomes empty.)

When the paper supply in a tray becomes low, the indicator " " appears on the tray key, and then it changes to " " when paper in that tray becomes empty and the tray key blinks on the screen.



Follow the procedure below to supply the empty tray with copy paper.

Each tray key displays a paper type and a number that indicates the paper weight to be loaded. The following paper types are provided:

Normal, Recycled, Colored, Fine, Coated, User, Tab paper, and Exclusive A to D

The numbers corresponding to the paper weight are:

1: 64 - 74 g/m^2 (17 lb - 18 lb)

2: 75 - 80 g/m^2 (19 lb - 20 lb)

3: 81 - 105 g/m^2 (21 lb - 28 lb)

4: 106 - 162 g/m^2 (29 lb - 42 lb)

5: 163 - 209 g/m^2 (43 lb - 115 lb index)

6: 210 - 256 g/m^2 (116 lb - 143 lb index) (for the HCI and multi-sheet bypass tray only)

The key operator can change this setting. For more information, see "(1) Date & time setting" for details on the engine trays and the Tray 4/HCI in the "Key Operator mode" section of the *HP Color 9850mfp System Administrators Guide*.

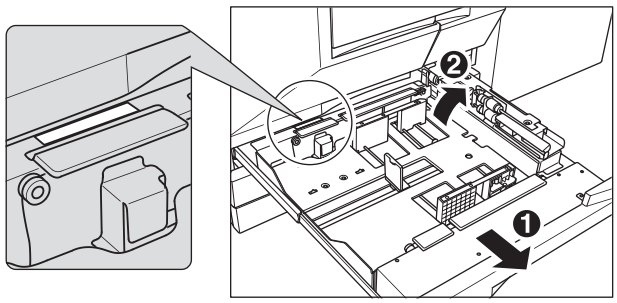
Note

Make sure to load only the paper type and weight set for the tray.
When using paper with punch holes, the copy result may not be satisfactory due to the hole positions.

Loading paper in Trays 1, 2, and 3

1 Withdraw Tray 1, 2, or 3 and open the paper pick roller.

WARNING! *Do not* withdraw the tray forcibly; you can be injured.



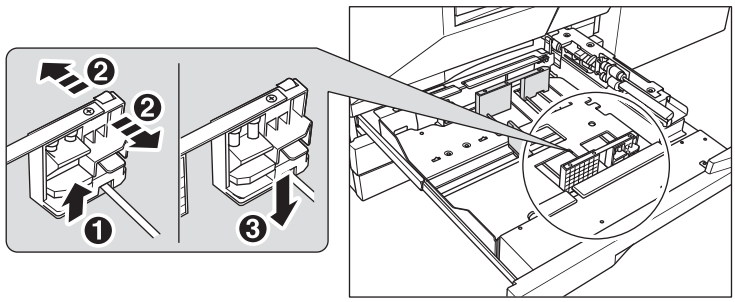
Withdraw the tray completely until the green line appears at the left rear side of the tray.

To load the same size as loaded before, proceed to step **4**.
If changing the paper size, proceed to the next step.

2 Adjust the position of the side guide plate.
Pull up the lock lever at the front, and then slide the side guide plate to the desired position.

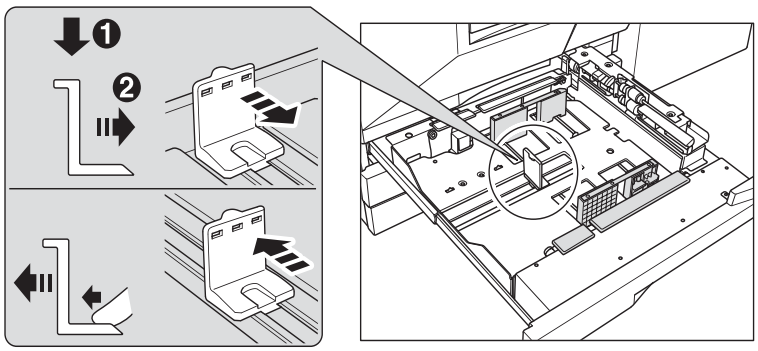
See the size indication on the bottom plate of the tray to determine the position of the side guide plate.

Push down the lock lever firmly until it clicks into position to secure the side guide plate.



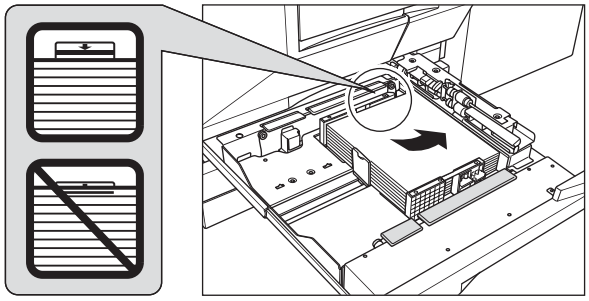
Make sure to secure the side guide plate in position according to the size indicated on the tray bottom plate, so that the engine can detect the correct paper size.

3 Adjust the position of the rear stopper.
To slide the rear stopper to the right, hold it at the upper part and slide it while pressing down slightly.
With the other hand, hold the rear stopper at the lower part to slide it to the left.



Make sure to press down the rear stopper when moving it to the right, and also make sure to hold it at the lower part when moving it to the left. *Do not* move the rear stopper forcibly, otherwise it can be damaged.

4 Place paper on the tray.
Load paper aligning it to the right side of the tray, and then align the rear stopper to the paper.



Make sure that the rear guide plate is securely aligned to the paper to avoid engine trouble. *Do not* load above the limit indicated on the side guide plate.

5 When paper is positioned properly, close the paper pick roller.

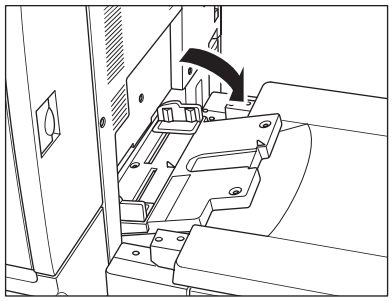
6 Gently push in the tray until it locks into place.
The indicator " " on the tray key will change to " ".

Note To avoid engine trouble, *do not* push the tray into the engine.

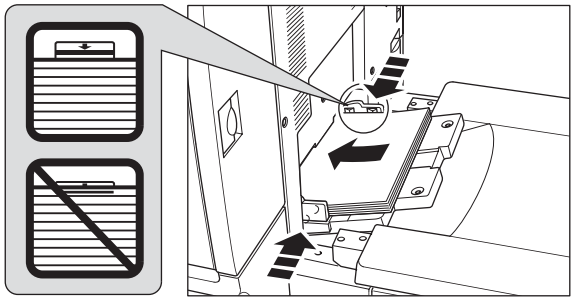
Loading paper in the multi-sheet bypass tray

When using the multi-sheet bypass tray, specify the paper type to be loaded in the tray at the same time.

1 Open the multi-sheet bypass tray located on the right side of the MFP.



2 Load copy paper and adjust the paper guides to the paper size.



Note

Stack paper up to 200 sheets (28 lb). When loading special paper, *do not* exceed the limit indicated on the paper guides because this could lead to a paper misfeed.

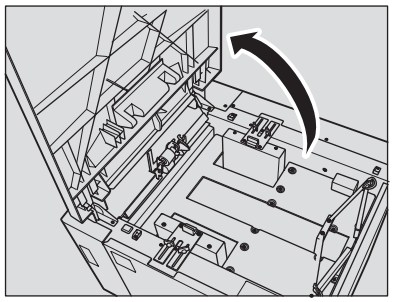
Transparency film or ink-jet paper cannot be used with this engine.

3 When copying is completed, close the multi-sheet bypass tray.

Loading paper in the HP 2500-Sheet High Capacity Input (HCI)

Make sure to load only the paper type and weight set for HP 2500-Sheet High Capacity Input. Only the key operator can change this setting. For more information, see “(6) Paper type/special size set” in the “Key Operator mode” section of the *HP Color 9850mfp System Administrators Guide*.

1 Open the top door of HP 2500-Sheet High Capacity Input.
The bottom plate will go up.



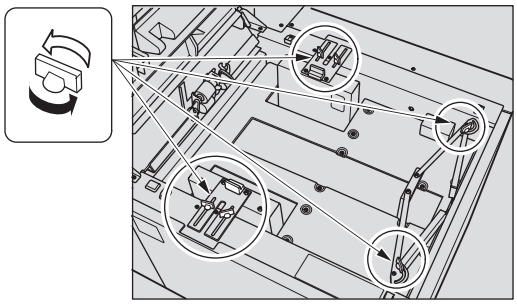
Note

Make sure to turn on the power switch before loading paper in the HP 2500-Sheet High Capacity Input or the bottom plate will not function.

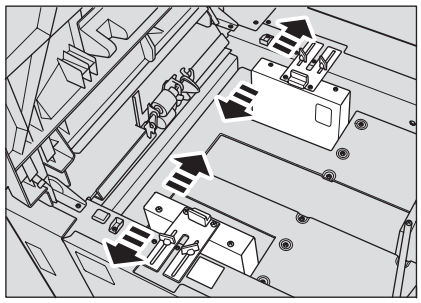
To load the same size as loaded before, proceed to step **3**.
If changing the paper size, proceed to the next step.

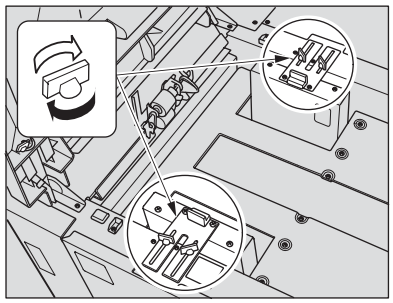
2 Adjust the position of the paper guides and rear stopper.

a Turn the four paper guide knobs and two rear stopper knobs counterclockwise to loosen them.

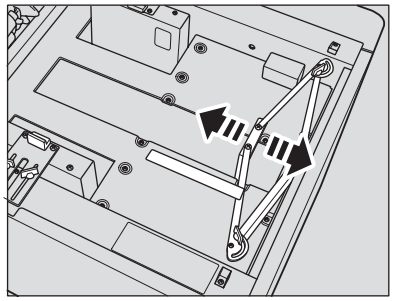


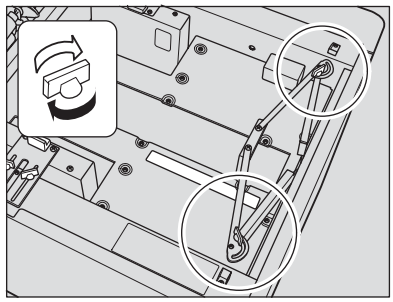
b Move the upper part of the two paper guides to the appropriate positions according to the size indication, and then turn the paper guide knobs (two for each) clockwise to secure the guides.



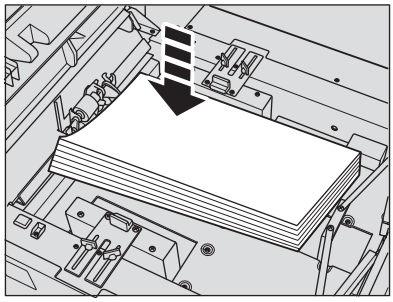


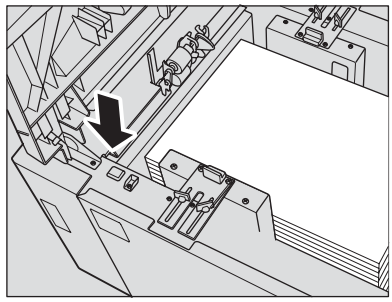
c Move the rear stopper to the appropriate position according to the size indicator on the bottom plate, and then turn the two rear stopper knobs clockwise to secure the rear stopper.





3 Press the paper loading button once, and then load the paper.
The bottom plate will go down.



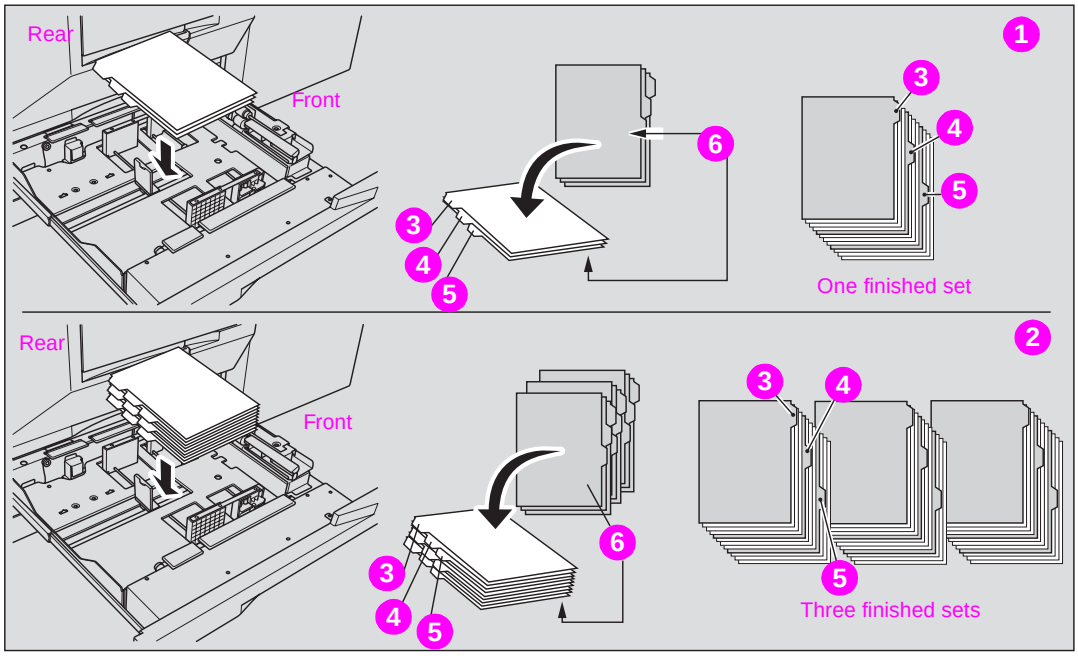


Loading tabbed sheets in Tray 1, 2, or 3

When TAB is displayed on the tray key of the Main screen, follow the procedure below to supply the tray with tabbed sheets.

The tray paper type can be specified in the Key Operator setting. For more information, see “(6) Paper type/special size set” in the “Key operator mode” section of the *HP 9850mfp System Administrators Guide.*

Note The tab extension width should be 12.5 mm (0.5 inch) or less.



1 Example: Three tabbed sheets loaded in position for one finished set

2 Example: Nine tabbed sheets loaded in position for three finished sets

3 First tab

4 Second tab

5 Third tab

6 Printed side

1 Remove Tray 1, 2, or 3.

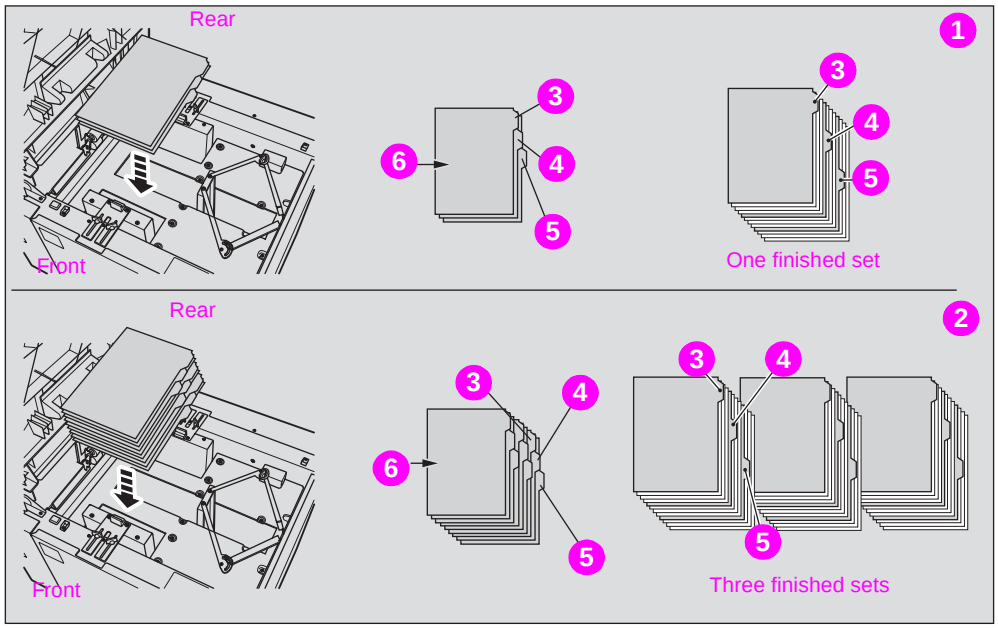
2 Open the paper feed roller.

3 Place the tabbed sheets on the tray as illustrated above.

4 Move the green levers (located at the front and the left side) to the edge of the paper.

5 Close the paper feed roller, and then push in the tray until it locks into place.

Loading tabbed sheets in the HCI



1 **Example: Three tabbed sheets loaded in position for one finished set**

2 **Example: Nine tabbed sheets loaded in position for three finished sets**

3 **First tab**

4 **Second tab**

5 **Third tab**

6 **Printed side**

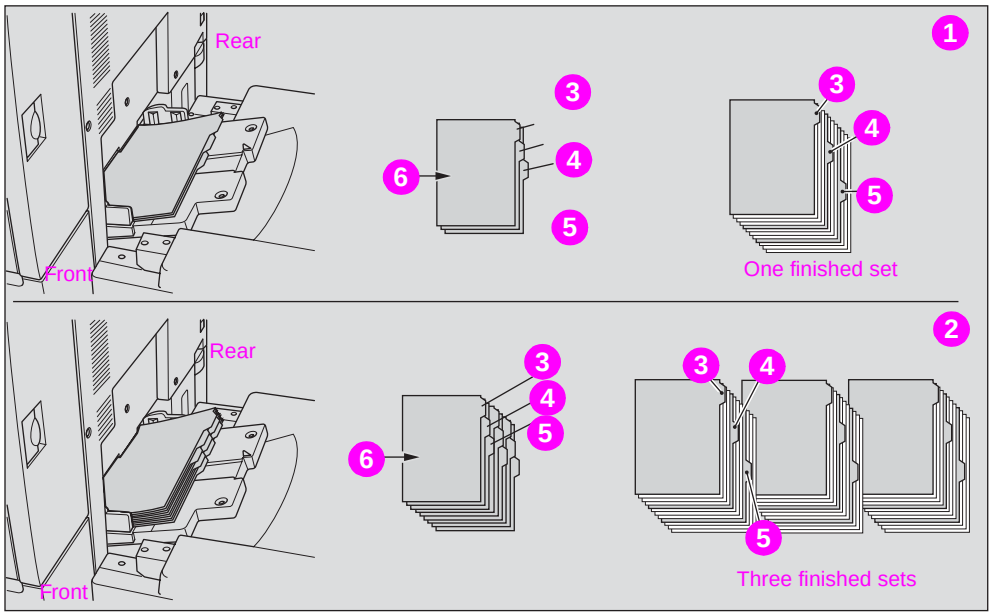
Note

The tab extension width must be 12.5 mm (0.5 inch) or less.

To load the tabbed sheets into the HCI, contact your service representative to position the rear stopper for the paper size to be loaded.

1. Open the HCI top door.
2. Press the paper loading button to lower the HCI bottom plate.
3. Load the tabbed sheets into the HCI as illustrated above.
4. Close the HCI top door.

Loading tabbed sheets in the multi-sheet bypass tray



1 **Example: Three tabbed sheets loaded in position for one finished set**

2 **Example: Nine tabbed sheets loaded in position for three finished sets**

3 **First tab**

4 **Second tab**

5 **Third tab**

6 **Printed side**

Note

The tab extension width should be 12.5 mm (0.5 inch) or less.

1. Open the multi-sheet bypass tray located on the right side of the copier.
2. Load tabbed sheets as illustrated above.
3. Adjust the paper guides to the paper size.
4. Specify the paper type as TAB for the multi-sheet bypass tray.

Note

See “Copying using special paper (multi-sheet bypass tray)” in the “Copying operations” section of the *HP 9850mfp System Administrators Guide* for information about specifying the paper type in the multi-sheet bypass tray.

Supported paper sizes for trays

The following table shows the standard paper sizes for each of the trays.

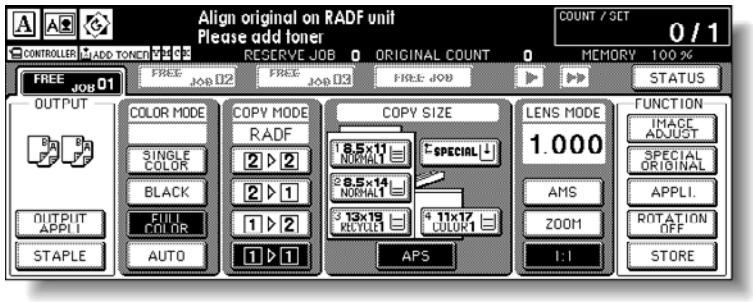
Size	Tray 1	Tray 2	Tray 3	Tray 4 (HCI)	Multi-sheet bypass tray
A3	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
A4	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
A4R	2 ✓	2 ✓	2 ✓	2 ✓	2 ✓
A5	2 ✓	2 ✓	2 ✓		2 ✓
B4	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
B5	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
B5R	1 ✓	1 ✓	1 ✓	2 ✓	1 ✓
Half-letter R	1 ✓	1 ✓	1 ✓		1 ✓
Folio (F4)	2 ✓	2 ✓	2 ✓	2 ✓	2 ✓
Letter	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
Letter R	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
Legal	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
Tabloid/11 by 17	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
305 by 457 mm 12 by 18 inches	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓
330 by 483 mm 13 by 19 inches	1 ✓	1 ✓	1 ✓	1 ✓	1 ✓

[1]STD size
[2]Non STD size for trays

4 Adding toner

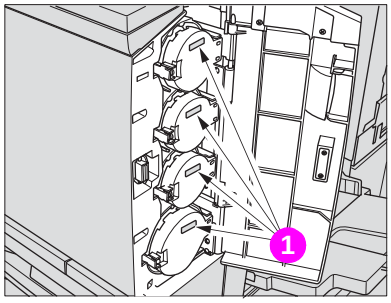
Adding toner

When toner supply is low, the message “Please add toner”, and the ADD TONER icon (ADD TONER Y M C K) display on the touch display. The toner color to be supplied is indicated by a letter of the alphabet: C (cyan), M (magenta), Y (yellow), or K (black).



Note

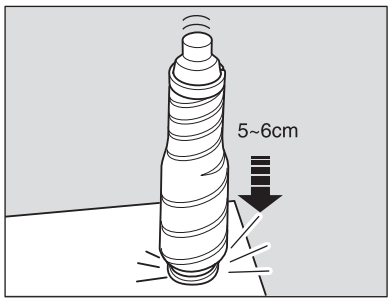
Use the same number toner bottle as described on the label on the toner bottle cover. Otherwise, it may cause engine trouble.

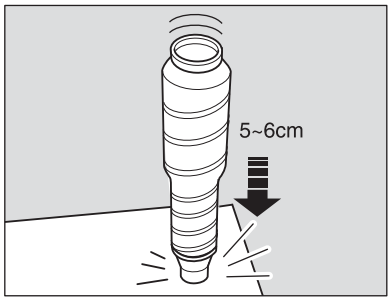


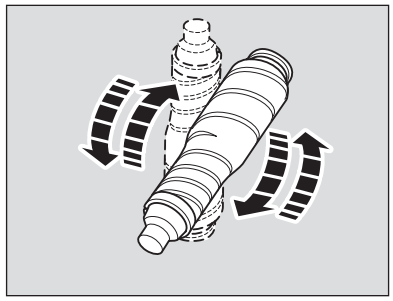
1 Toner number labels

Add toner using the following procedure:

1 Loosen toner by tapping both the top and bottom of the new toner bottle on a solid surface, and then shake the bottle at least five times.

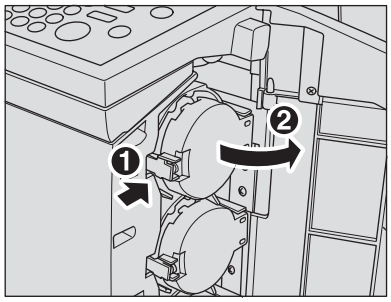




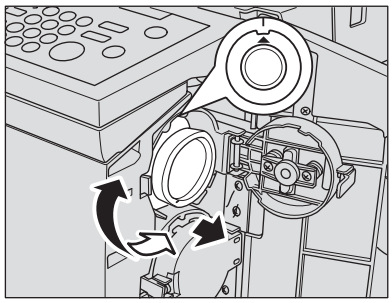


2 Open the toner access door.

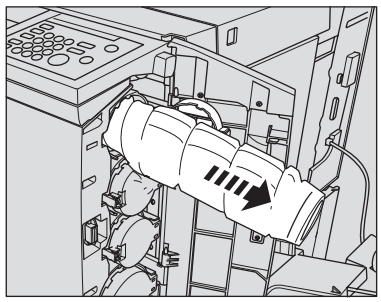
3 Unlock and open the toner bottle cover of the empty toner bottle.



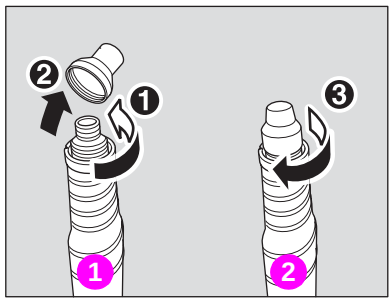
4 Partially withdraw the toner bottle, and then turn it to set the “Up arrow” mark at the top.



5 Remove the bottle.



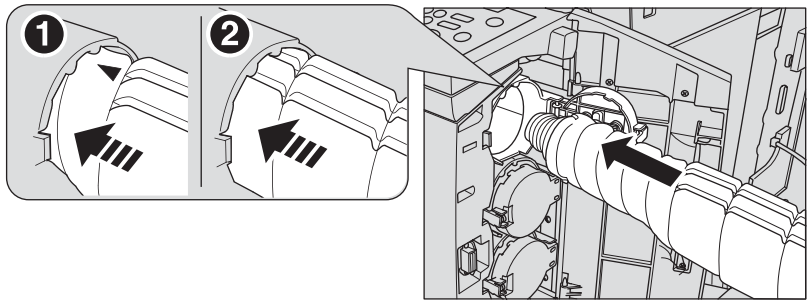
6 Remove the cap of the new toner bottle, and then place the same cap on the removed bottle.

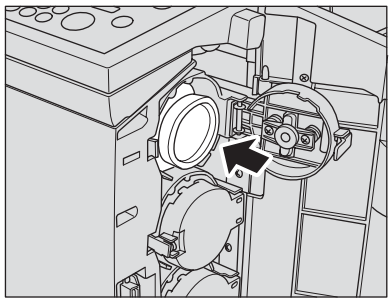


1 New toner bottle

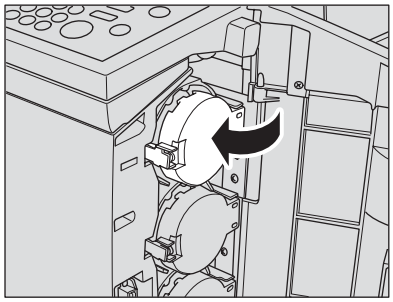
2 Empty toner bottle

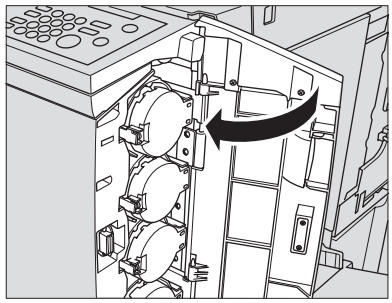
7 Position the “Up arrow” mark at the top and align the grooves of the toner bottle with the ridges at the bottle opening. Next, push the toner bottle until it locks in place.





8 Close and lock the toner bottle cover, and then close the toner access door.





Note The toner bottle cover cannot be locked if the toner bottle is not set in place.

WARNING! *Do not* throw the empty toner bottle into fire. This is dangerous because the toner may catch fire.

WARNING! Keep the toner bottle away from children. The toner is non-toxic; however, if you inhale the toner, seek medical advice. If the toner comes in contact with your eyes, wash with water immediately and seek medical advice.

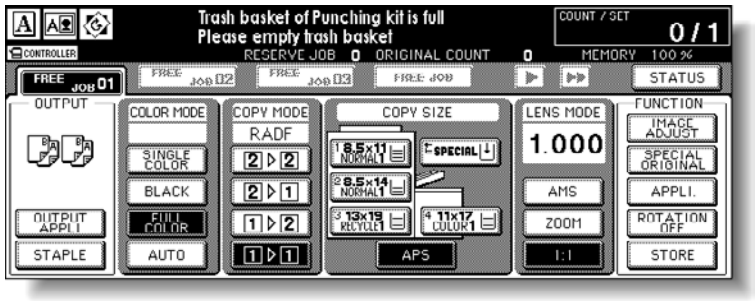
5 Emptying the trash basket

Empty trash basket of the HP 3 Hole Punch Kit

Note

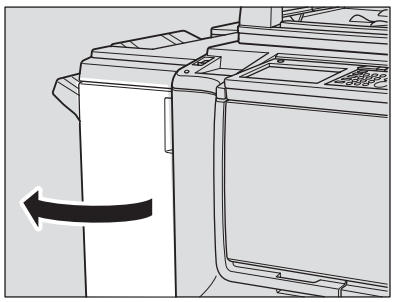
The “Trash basket of Punching Kit is full/Please empty trash basket” message applies to all HP Hole Punch Kits installed on the Finisher.

When the trash basket becomes full, the “Trash basket of Punching Kit is full/Please empty trash basket” message is displayed on the touch screen, and the finished set is generated without being punched even if Punch mode is selected.

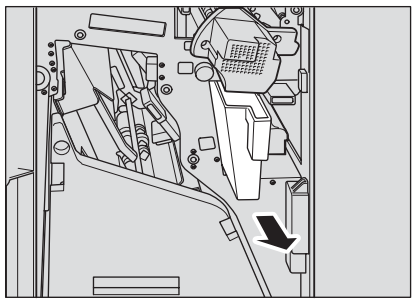


Follow the procedure below to empty the trash basket.

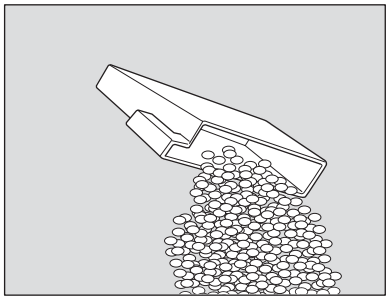
1 Open the Finisher door.



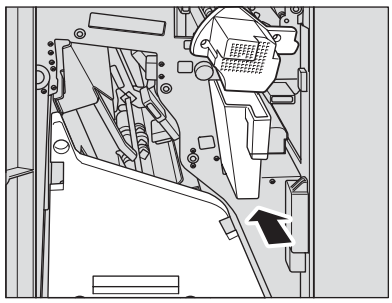
2 Withdraw the trash basket.

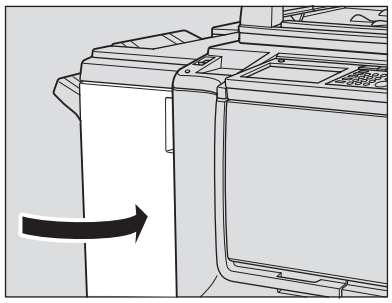


3 Empty the trash basket.



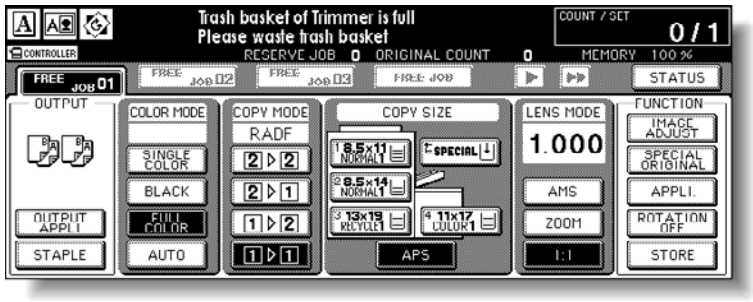
4 Place the trash basket in its original position, and then close the Finisher door securely.





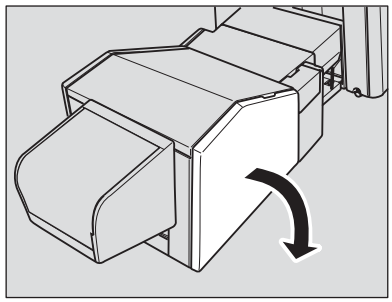
Empty trash basket of the HP Trimmer Unit

When the trash basket becomes full, the “Trash basket of Trimmer is full/Please empty trash basket” message is displayed on the touch screen, and the finished set is generated without being trimmed even if the Trimming mode is selected.

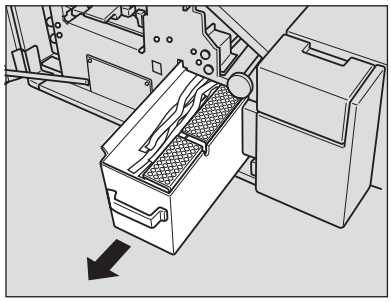


Follow the procedure below to empty the trash basket:

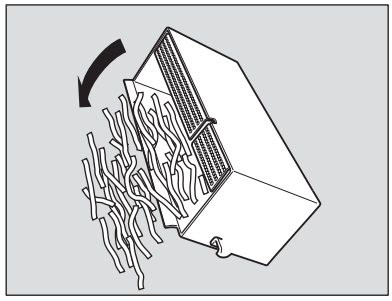
1 Open the Trimmer Unit front door.



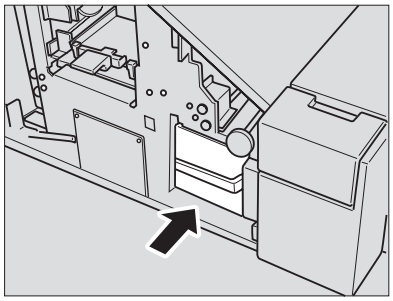
2 Withdraw the trash basket.

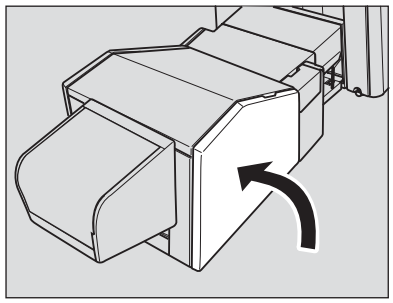


3 Empty the trash basket.



4 Place the trash basket in its original position, and then close the Trimmer Unit front door securely.

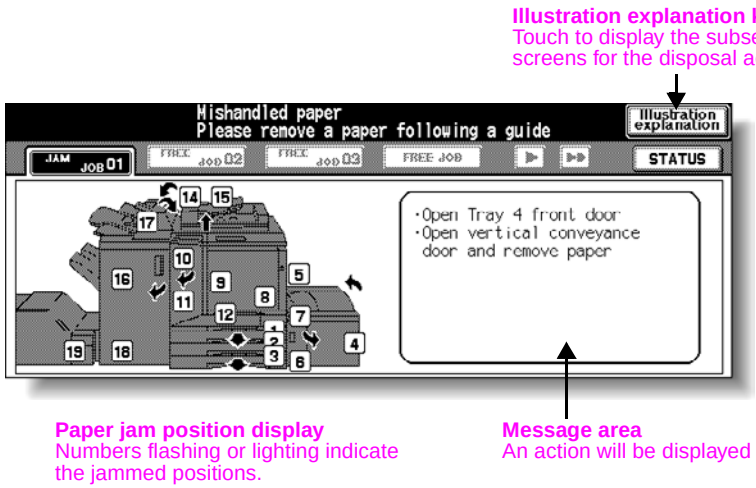




6 Clearing jams

Clearing paper jams

When a paper misfeed occurs, the MFP stops making copies and misfed paper codes display on the screen to indicate misfeed area(s). The copying operation cannot be continued until all the misfeed locations are cleared.



The above screen displays all the jam numbers for the sake of explanation. Actually, only a few numbers appear when a paper misfeed occurs.

1 Touch **Illustration explanation** on the screen.

The screen illustrating the method for the disposal action is displayed.

2 Follow the procedure on the screen to remove the misfed paper.

Touch on the screen, if provided, to go to the next page of illustrations.

Note When removing misfed paper, make sure to leave no torn paper inside the engine.

3 When completed, the Main screen is restored.

If any misfeed location remains, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

WARNING! The drum unit generates high voltage; to avoid electric shock, *never touch* the area.

CAUTION The internal fuser is very hot; to avoid getting burned, *do not touch* it.
To avoid injury, be careful while removing staples stuck inside the engine.
To avoid injury, *do not* insert fingers into the two RADF (ADF) hinge portions.

When “JAM” appears on the folder key (or arrow key flashes)

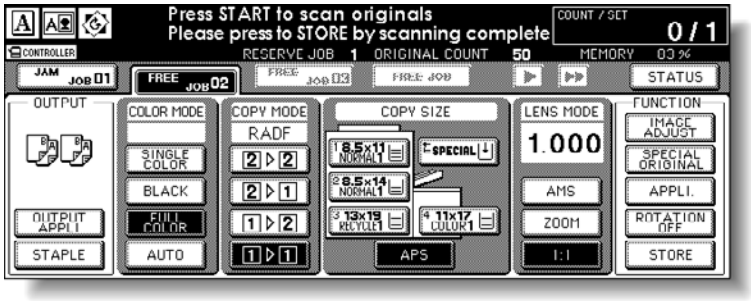
If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, the SCAN or PRINT JOB folder key on the Main screen changes to flashing JAM JOB.

When more than four jobs have been specified, and the folder key of the print/scan job in trouble is not currently displayed on the screen, use the arrow key to scroll to the job that is flashing.

Follow the procedure below to remove misfed paper.

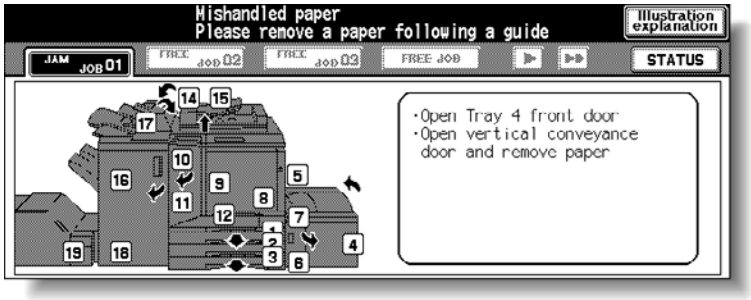
1 Display the Jam position screen.

Touch **JAM JOB**. The Jam position screen displays.



When the arrow key flashes, touch the key to scroll to the **JAM JOB** folder key, and then touch it to display the Jam position screen.

2 Touch **Illustration explanation**.



The screen illustrating the method for the disposal action is displayed.

3 Follow the procedure on the screen to remove the misfed paper.

When all procedures are completed, the Main screen is restored.

Note JAM JOB has changed to STOP, and the settings for the current printing job are displayed on the screen.

4 Press **Start**.

The scan/print job resumes.

5 Touch **FREE JOB** to continue the reserve job setting.

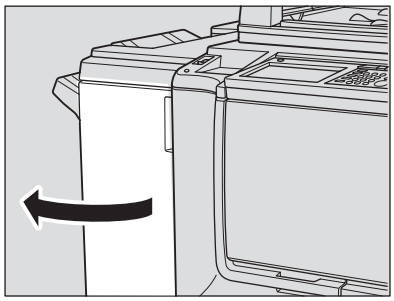
WARNING! The drum unit generates high voltage; to avoid electric shock, *never touch* the area.

WARNING! The internal fuser is very hot; to avoid getting burned, *do not* touch it.
To avoid injury, be careful while removing staples stuck inside the engine.
To avoid injury, *do not* insert fingers into the two RADF (ADF) hinge portions.

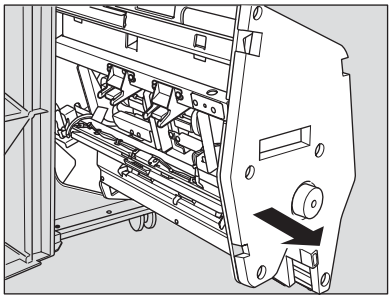
Clearing staple jams

Use the following steps to clear a jam caused by a damaged staple.

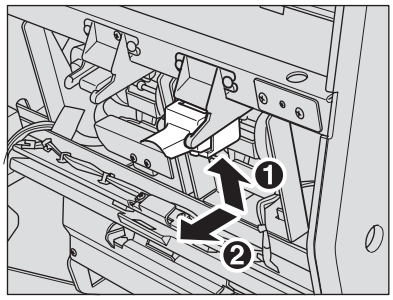
1 Open the front door.

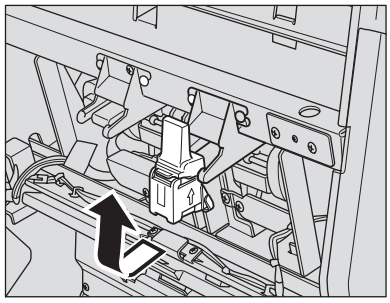


2 Slide the stapler unit toward you.

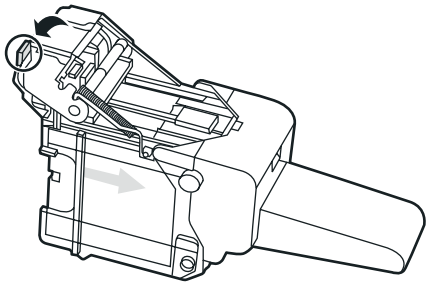


3 Remove the staple cartridge.

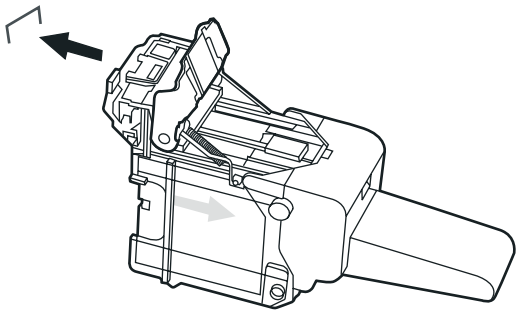




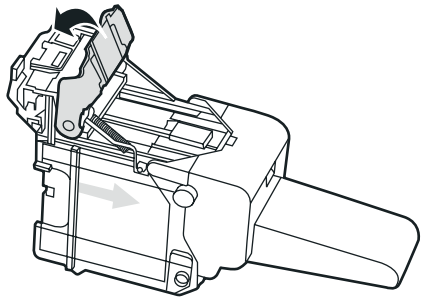
4 Press down on the transparent plastic lever.



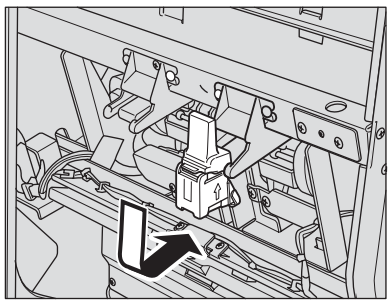
5 Remove the damaged staple.

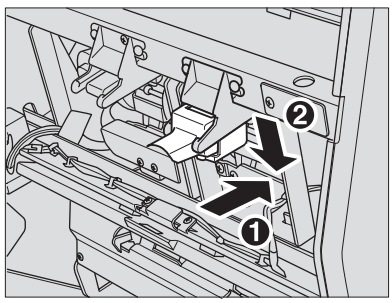


6 Press down on the metallic part until it clicks.

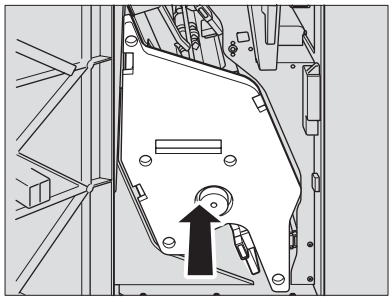


7 Reinstall the staple cartridge.





8 Slide the stapler unit into the device.



9 Close the front door.

A Paper Sizes

The following table provides dimensions for commonly used paper sizes.

Size	English (inches)	Metric (millimeters)
A3	11.69 by 16.54	297 by 420
A4	8.27 by 11.70	210 by 297
A4R	11.70 by 8.27	297 by 210
A5	5.83 by 8.27	148 by 210
A5R	8.27 by 5.83	210 by 148
B4	10.12 by 14.33	257 by 364
B4R	14.33 by 10.12	364 by 257
B5	7.17 by 10.12	182 by 257
B5R	10.12 by 7.17	257 by 182
B6R	5.02 by 7.17	128 by 182
Half-letter	5.5" X 8.5"	140 by 216
Half-letter R	8.5 by 5.5	216 by 140
Letter	8.5 by 11.0	215.9 by 279.4
Letter R	11.0 by 8.5	279.4 by 215.9
Legal	8.5 by 14	215.9 by 355.6
Tabloid/Ledger	11.0 by 17.0	279.4 by 431.8

Note

For more information, see the “Paper and original information” section in the *HP Color 9850mfp System Administrator Guide.*

B Warranty and regulatory information

Hewlett-Packard limited warranty statement

1. HP offers the customer no product warranty on this MFP; however, for information on a Service Maintenance Contract on your product, please contact your authorized HP Reseller. The Supplies warranty is set forth below.
2. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.
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