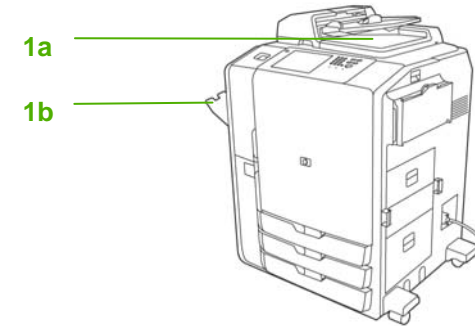
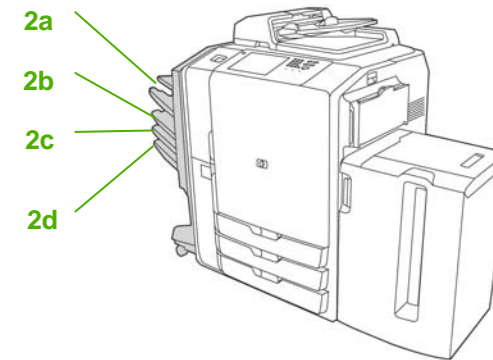




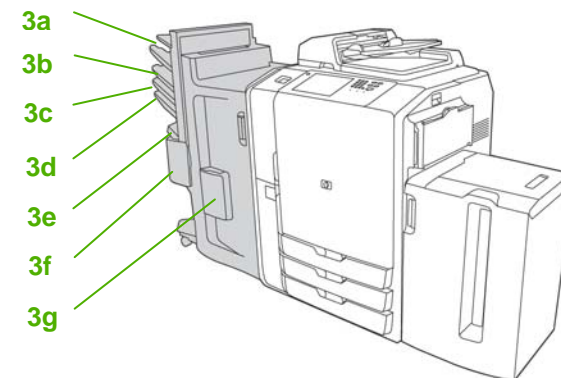
How do I	Steps to perform
<p><b>1</b> Use standard output bins</p>	<p>When you scan or copy documents by using the ADF, the originals are automatically delivered to the ADF output bin (1a). Copies and print jobs are delivered to the standard output bin (1b) or the output bin(s) on the multifunction finisher or the 4-bin job separator.</p>



How do I	Steps to perform
<p><b>2</b> Use the optional HP 4-Bin Job Separator</p>	<p>By default, when an optional finisher is installed, all copy jobs are sent to Output Bin 1, print jobs are sent to Output Bin 2, and fax jobs are sent to Output Bin 3. The system administrator can change these default settings.</p> <ul style="list-style-type: none"> <li>a. Output Bin 1 (Copy jobs)</li> <li>b. Output Bin 2 (Print jobs)</li> <li>c. Output Bin 3 (Fax jobs)</li> <li>d. Output Bin 4</li> </ul>

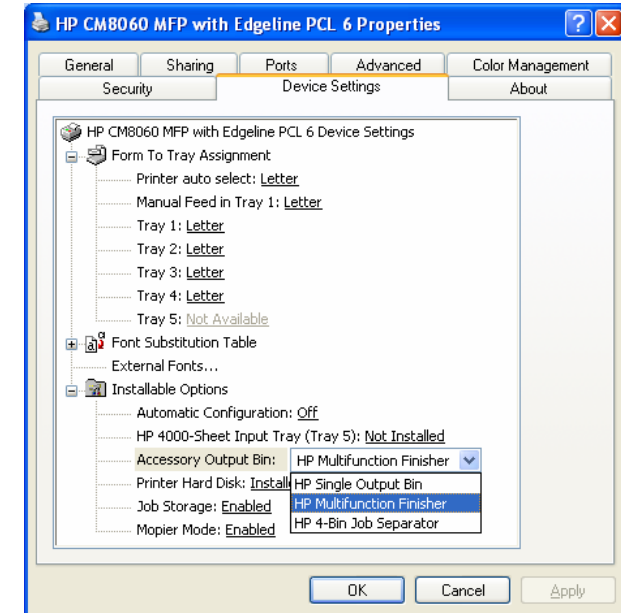


How do I	Steps to perform
<p><b>3</b> Use the optional HP Multifunction Finisher</p>	<ul style="list-style-type: none"> <li>a. Output Bin 1 (Copy jobs)</li> <li>b. Output Bin 2 (Print jobs)</li> <li>c. Output Bin 3 (Fax jobs)</li> <li>d. Output Bin 4</li> <li>e. Output Bin 5 (all stapled jobs are delivered to Output Bin 5)</li> <li>f. Stapler 2</li> <li>g. Stapler 1</li> </ul>





How do I	Steps to perform
<p>4 Configure the printer driver to recognize the 4-Bin Job Separator or Multifunction Finisher in Windows</p>	<ol style="list-style-type: none"> <li>Open the <b>Printers</b> folder.</li> <li>Select <b>HP CM8060 MFP with Edgeline</b>.</li> <li>On the <b>File</b> menu, click on <b>Properties</b>.</li> <li>Select the <b>Device Settings</b> tab.</li> <li>Scroll down to <b>Accessory Output Bin</b>, select <b>HP Single Output Bin</b>, <b>HP Multifunction Finisher</b>, or <b>HP 4-Bin Job Separator</b>, and click <b>Apply</b>.</li> </ol>



How do I	Steps to perform
<p>5 Set the stapling options for each job</p>	<ol style="list-style-type: none"> <li>On the <b>File</b> menu in the software program, click <b>Print</b>.</li> <li>Select the driver, and then click <b>Properties</b> or <b>Preferences</b>.</li> <li>Click the <b>Output</b> tab.</li> <li>In the <b>Staple</b> box, select the stapling option that you want to use for the print job.</li> <li>Click <b>OK</b>.</li> </ol>
<p>6 Select an output bin for print jobs</p>	<ol style="list-style-type: none"> <li>On the <b>File</b> menu in the software program, click <b>Print</b>.</li> <li>Select the driver, and then click <b>Properties</b> or <b>Preferences</b>.</li> <li>On the <b>Output</b> tab, select the output bin from the <b>Output Bin Options</b> drop-down menu.</li> <li>Click <b>OK</b>.</li> </ol>

