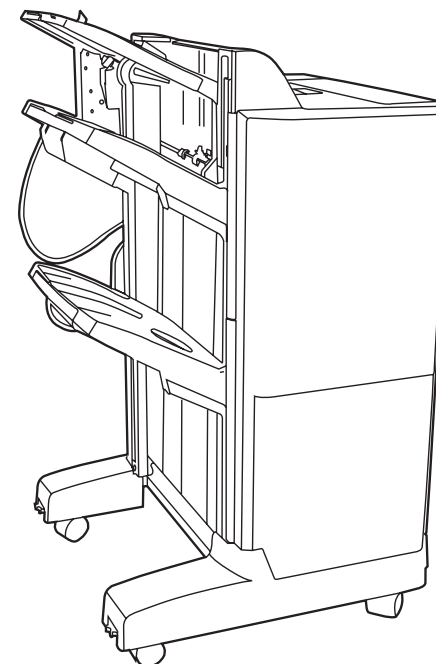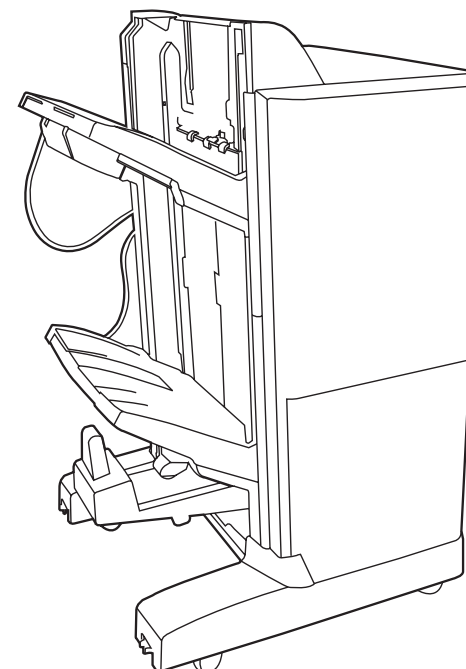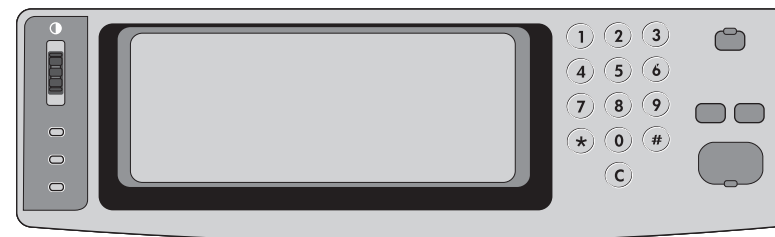| How do I	Steps to perform
Print to the optional 3-bin stapler/stacker.	If you have the optional stapler/stacker the following options are available: • **Job offset:** Each copy of a job is shifted to one side in the output bin in order to keep each copy separate from the others. (Supported paper sizes: A3, Ledger, A4, Letter, Legal, B4, Letter rotated, A4 rotated.) • **Three operation modes:** Mailbox Mode assigns each bin to a user or group of users. Stacker Mode uses all three output bins for all print jobs — when one bin is full, jobs are routed to the next bin. Function Separator Mode sends copies to bin 1, faxes to bin 2, and print jobs to bin 3. • **Stapler:** Built-in stapler staples jobs up to 50 sheets in size. Pages can be stapled in one position at the front, in one position at the back, or at two positions at the side or top. • **Large-capacity output bins:** The stacker has three bins: a 100-sheet bin, a 500-sheet bin, and a 1000-sheet bin.

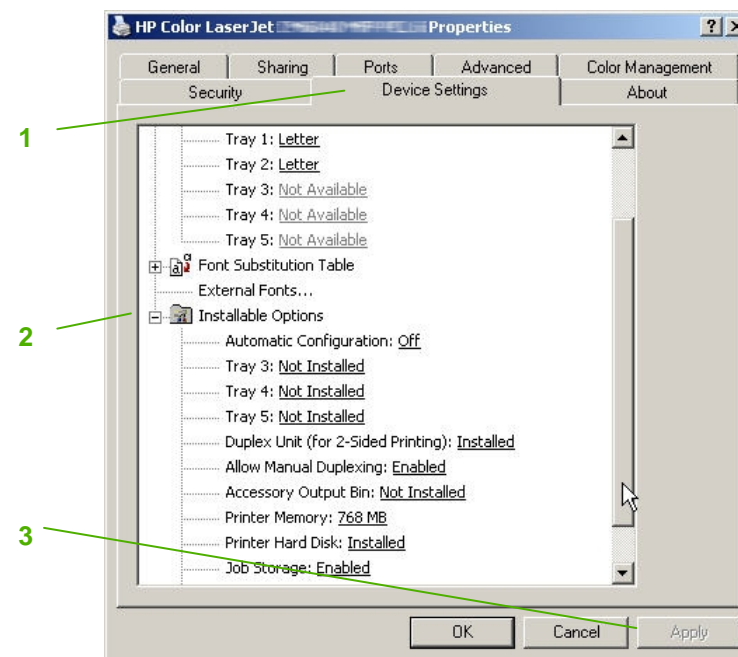| How do I	Steps to perform
Print to the optional booklet maker/finisher.	If you have the optional booklet maker/finisher, the following options are available: • **Booklet-making:** The booklet-making feature staples and folds print jobs of 2 to 15 pages into a booklet. • **Folding:** Single-sheet print jobs can be automatically folded in the center. • **Job offset:** Each copy of a job is shifted to one side in the output bin in order to keep each copy separate from the others. (Supported paper sizes: A3, B4, A4, A4 (landscape), B5, Ledger, Legal, Letter, Letter (landscape), A5, Executive and Statement.) • **Two operation modes:** Mailbox Mode assigns each bin to a user or group of users, and Stacker Mode uses both output bins for all print jobs — when the top bin is full, jobs are routed to the next bin. • **Stapler:** Built-in stapler staples jobs up to 50 sheets in size. Pages can be stapled in one position at the front, in one position at the back, or at two positions at the side or top. • **Large-capacity output bins:** The stacker has three bins: two 1000-sheet bins and one bin that can hold up to 25 saddle-stitched booklets.

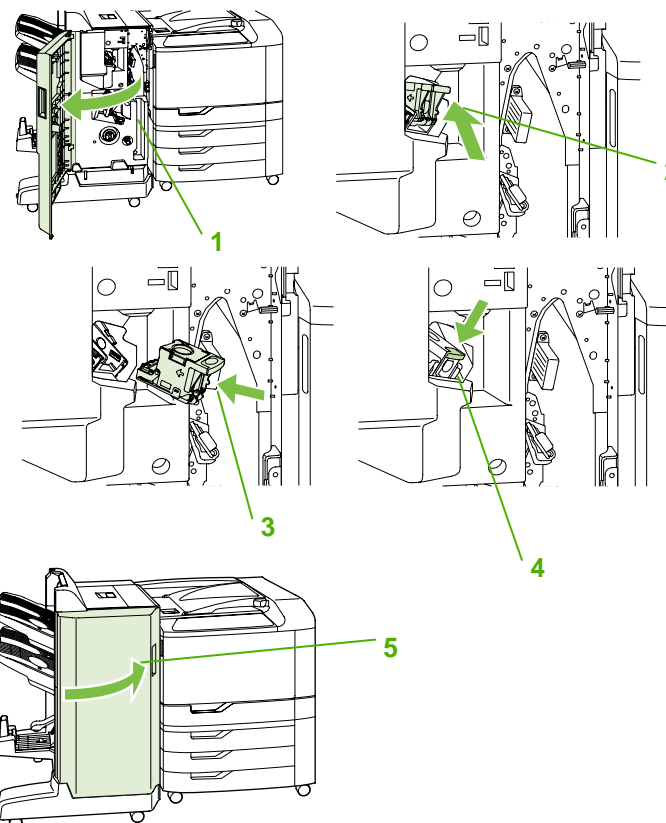| How do I	Steps to perform
Select the operating mode at the control panel.	You can set the operating mode for the stapler/stacker or the booklet maker at the product control panel. 1. At the control panel, touch **Administration**, and then touch **Device behavior**. 2. Touch **MBM-3 bin stapler** or **Multifunction** finisher. 3. Touch **Operation** mode, and then select the operation mode that you want to use. • When Mailbox Mode is used, each bin is assigned to a user or group of users. Every time a user sends a print job, the job is routed to the assigned bin. • When Stacker Mode is used and the optional 3-bin stapler/stacker is installed, the three bins act as a single bigger bin. When one bin gets full, jobs are automatically routed to the next bin. When Stacker Mode is used and the booklet maker finisher is installed, the two upper bins act as a single bin, and the third bin is reserved for booklets. • When Function Separator (3-bin stapler/stacker only) mode is used, each bin is assigned to a specific kind of job. Usually this designation is bin 1 for copies, bin 2 for fax, and bin 3 for printing. These values can be modified in the Default Job Options menus for copy, fax, and print. 4. Touch **Save**.

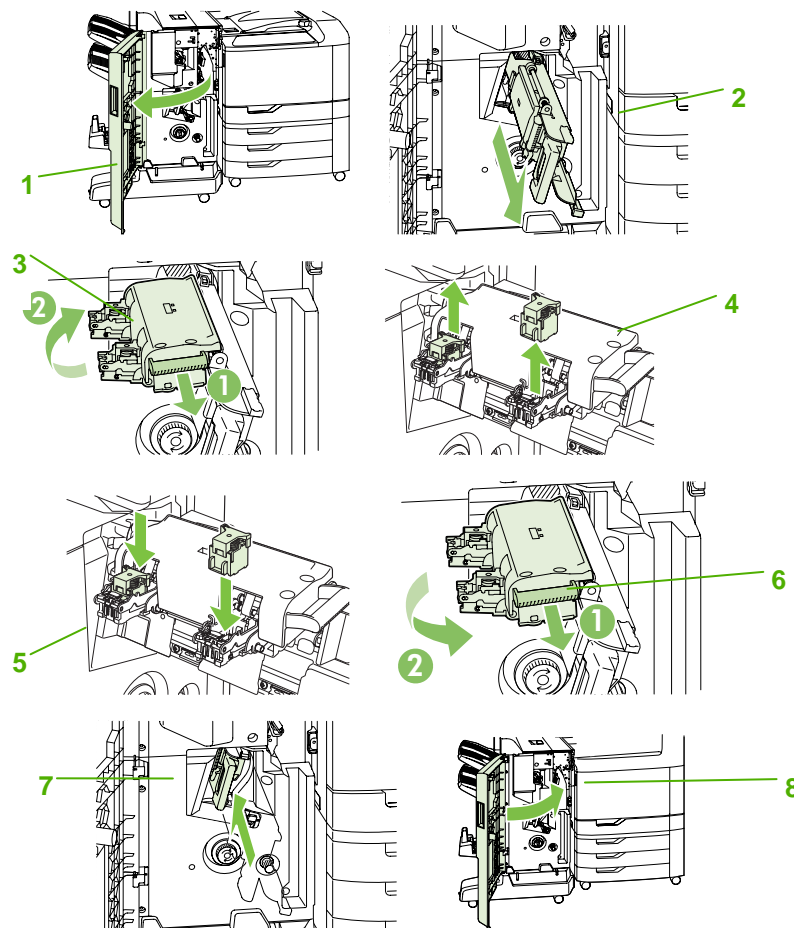| How do I	Steps to perform
Select the operating mode in the printer driver (Windows)	Click the **Start** button, point to **Settings**, and then click **Printers** (for Windows 2000) or **Printers and Faxes** (for Windows XP). Right-click the HP product icon, and then click **Properties** or **Printing Preferences**. Click the **Device Settings** tab (**1**). Perform one of the following actions: • For automatic configuration: under **Installable Options** (**2**), click **Update Now** in the **Automatic Configuration** list. -or- • For manual configuration: under **Installable Options**, select the appropriate operation mode in the **Accessory Output Bin** list. Click **Apply** (**3**) to save the settings.

How do I	Steps to perform
Replace staples.	Open the front door of the booklet maker or stapler/stacker. (**1**)
	Push up on the staple cartridge to remove it from the booklet maker or stapler/stacker. (**2**)
	Insert the replacement staple cartridge unit into the stapler unit. (**3**)
	Push the staple cartridge unit into the stapler unit until it clicks into position. (**4**)
	Close the front door. (**5**)

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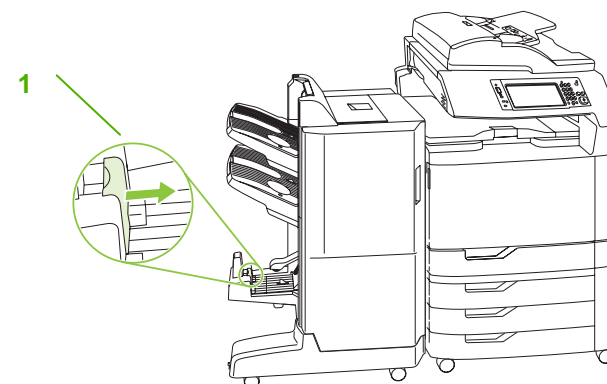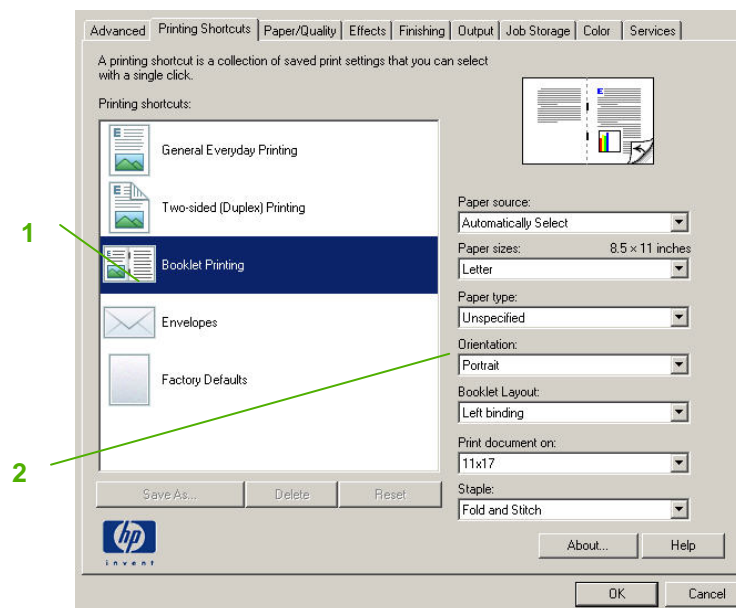| How do I	Steps to perform
Load saddle stitch staples in the booklet maker	Open the front door of the booklet maker. (**1**) Grasp the blue handle and pull the staple carriage out of the booklet maker. (**2**) Grasp the small blue handle on the staple cartridge and pull it toward you, then swing the staple cartridge unit into an upright position. (**3**) Grasp the edges of each staple cartridge and pull up firmly to remove the staple cartridges from the staple cartridge unit. (**4**) Unpack the new cartridges and remove the plastic packing lock from each one. Hold the new cartridges so that the arrows on the cartridges align with the arrows on the staple cartridge unit and insert them into the unit. (**5**) Pull the handle of the staple cartridge unit toward you and rotate it downward to its original position. Lock it into position by pushing in the handle (**6**) Push the staple carriage back into the booklet maker finisher. (**7**) Close the front door of the booklet maker. (**8**)

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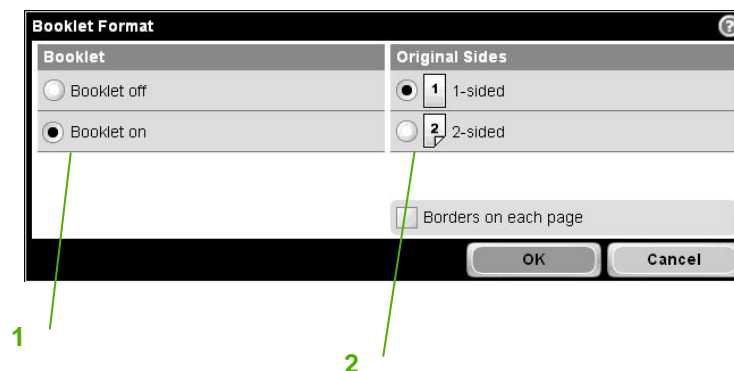| How do I	Steps to perform
Set the booklet bin guide	Before creating a booklet, set the booklet bin guide (**1**) for the size of paper being used: • Closed: 11x17, Legal, A3, or B4 • Open: Letter Rotated, A4 Rotated

How do I	Steps to perform
Create a booklet from the print driver	On the **File** menu of your software program, click **Print.** Select the HP Color LaserJet CM6040 MFP. Click **Properties**. On the **Printing Shortcuts** tab, click **Booklet Printing**. (**1**) Set the **Paper source**, **Paper sizes**, **Paper type**, **Orientation**, **Booklet Layout**, **Print document on,** and **Staple** settings (**2**) and then click **OK**. Click **OK** to print.

How do I	Steps to perform
Create a booklet from a copy	Documents can be copied from the automatic document feeder (ADF) or by placing the document on the scanner glass. From the control panel, touch **Copy.** Scroll to and touch **Booklet Format.** Touch **Booklet on** (**1**). For **Original Sides** touch **1-sided** or **2-sided** (**2**). Touch **OK** and then touch **Start.**

How do I	Steps to perform
Select paper size	Scroll to **Paper Selection** (**1**) and touch the size required. Touch **OK**
Staple and collate	From the control panel, touch **Copy.** Scroll to **Staple/Collate** (**2**). Touch a staple choice (stapling is available with an optional output accessory only). If collating is required, touch **Collate.** To choose Landscape or Portrait page orientation, touch **Orientation** Touch **OK.** Scroll down and touch **Saddle Stitch**. Touch **OK.**
Print a color booklet	From the control panel, touch **Copy**. Scroll to **Color/Black** and touch **Color** (**3**). Touch **OK.**

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