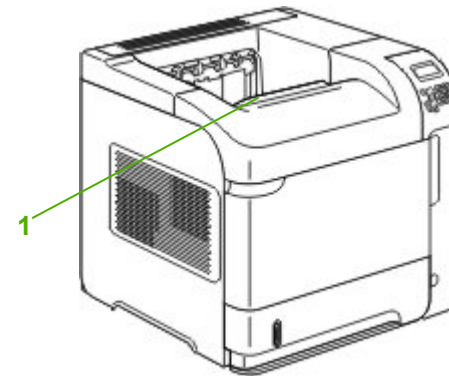


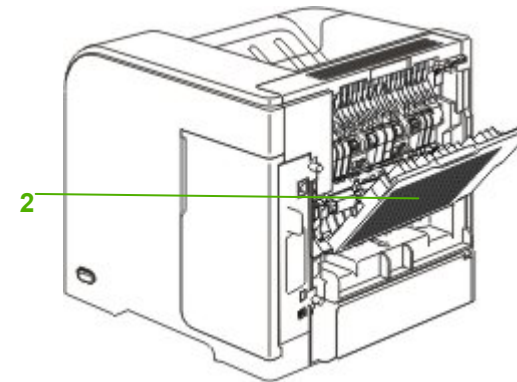
HP LaserJet P4010 and P4510 Series Printers – Output Options



How do I	Steps to perform
1 Print to the top (standard) output bin	<p>The top output bin collects paper face-down, in the correct order. The top output bin should be used for most print jobs, including transparencies.</p> <p>To use the top output bin, be sure that the rear output bin is closed.</p> <p>To avoid jams, do not open or close the rear output bin while the product is printing.</p>



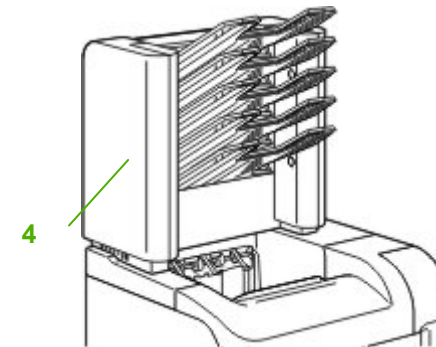
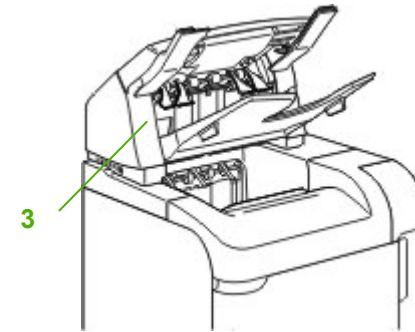
How do I	Steps to perform
2 Print to the rear output bin	<p>The product always prints to the rear output bin if it is open. Paper that is printed to this bin will exit faceup, with the last page on top (reverse order).</p> <p>Printing from Tray 1 to the rear output bin provides the straightest path. Opening the rear output bin might improve performance with the following items:</p> <ul style="list-style-type: none">• Envelopes• Labels• Small custom-size paper• Postcards• Paper heavier than 120 g/m² (32 lb) <p>To open the rear output bin, grasp the handle at the top of the bin. Pull the bin down, and slide out the extension.</p> <p>Opening the rear output bin makes the duplexer (if installed) and the top output bin unavailable. To avoid jams, do not open or close the rear output bin while the product is printing.</p>



HP LaserJet P4010 and P4510 Series Printers – Output Options



How do I	Steps to perform
<p>3 Print to the optional stacker or stapler/stacker.</p>	<p>The optional stacker or optional stapler/stacker can hold up to 500 sheets of paper 75 g/m² (20-lb) paper. The stacker accepts standard and custom paper sizes. The stapler/stacker accepts standard and custom paper sizes, but only Letter, Legal, and A4 sizes can be stapled. Do not try to send other types of print media, such as labels or envelopes.</p> <p>When a stapler/stacker is installed, the product automatically rotates the printed images 180° on all paper sizes, regardless of whether the job is stapled. Paper types that must be printed in the correct orientation, such as letterhead or prepunched paper, need to be loaded in a different direction.</p> <p>To print to the optional stacker or optional stapler/stacker, select the option in the program, in the printer driver, or at the printer control panel.</p>
<p>4 Print to the optional 5-bin mailbox</p>	<p>The optional 5-bin mailbox provides five output bins that can be configured from the control panel to sort print jobs in a variety of ways.</p> <ul style="list-style-type: none">• Mailbox: Each bin is assigned to a user or group of users. This is the default setting.• Stacker: The product uses all of the bins to stack copies of a job. Jobs are sent to the bottom bin first, and then to the next highest bin, and so forth. When all bins are full, the product stops.• Job Separator: Each print job is sent to a different bin. Jobs are sent to an empty bin, starting with the top bin and continuing to the bottom bin.• Collator: The product sorts copies of a single print job into separate bins.



HP LaserJet P4010 and P4510 Series Printers – Output Options



How do I	Steps to perform
5 Configure the printer driver to recognize an optional output accessory	<ol style="list-style-type: none">Open the Printers folder.Right-click on the name of this product.Click Properties.Click the Device Settings tab.In the area for Installable Options, next to Accessory Output Bin, select the output accessory that you have installed. (For the 5-bin mailbox, select the mode of operation that you want to use.)

