

HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830, HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880 finishing accessories and paper handling

User Guide

# **Table of contents**

1 Finishing accessory overview	1
HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830	2
HP LaserJet Enterprise M806 product specifications	2
Technical specifications	2
Product dimensions	3
Power consumption, electrical specifications, and acoustic emissions	8
Power consumption	8
Electrical specifications	8
Acoustic emissions	8
Operating-environment range	9
HP LaserJet Enterprise flow MFP M830 product specifications	9
Technical specifications	9
Product dimensions	10
Power consumption, electrical specifications, and acoustic emissions	13
Power consumption	13
Electrical specifications	13
Acoustic emissions	13
Operating-environment range	14
Stapler/stacker	14
Stapler/stacker with hole punch	15
Booklet maker	16
HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880	17
HP Color LaserJet Enterprise M855 product specifications	17
Technical specifications	17
Product dimensions	19
Power consumption, electrical specifications, and acoustic emissions	23
Power consumption	23
Electrical specifications	23
Acoustic emissions	23
Operating-environment range	24
HP Color LaserJet Enterprise flow MFP M880 product specifications	24
Technical specifications	24

Product dimensions	
Power consumption, electrical	specifications, and acoustic emissions
Power consumption	
Electrical specificat	ons
Acoustic emissions	
Operating-environment range	
Stapler/stacker and stapler/stacker with h	ole punch 3
Stapler/stacker booklet maker and staple	/stacker booklet maker with hole punch
Finishing accessory specifications	
Accessory specifications	
Stapler/stacker output-bin capacities	
Booklet-maker output-bin capacities	
2 Install and configure the finishing accessories	
Install or replace a stapler/stacker or stapler/stacker	with hole punch accessory for the HP LaserJet
Enterprise M806 and HP LaserJet Enterprise flow MFF	9 M830 4
Introduction	
Before you begin	
Required tools	
Step one: Remove the stapler/stacker	
Step two: Unpack the optional or replacen	ent stapler/stacker accessory
Step three: Install the optional or replacer	nent stapler/stacker accessory4
Step four: Parts return	
Step five: Configure the default hole punc	location
Step six: Configure the default staple loca	ion 4
Install or replace a stapler/stacker with booklet make and HP LaserJet Enterprise flow MFP M830	r accessory for the HP LaserJet Enterprise M806 4
Introduction	
Before you begin	
Required tools	
Step one: Remove the booklet maker	
Step two: Unpack the optional or replacen	ent booklet maker accessory
Step three: Install the optional or replacer	nent booklet maker accessory5
Step four: Parts return	
Step five: Configure the booklet maker in t	he HP Embedded Web Server (EWS)
1: Connect to the EWS	
2: Configure the Paper Selectio	n feature 5
3: Configure the Sides feature f	or single or duplex printing5
4: Configure the Booklet featur	e
Step six: Configure the default staple loca	ion5
- •	

LaserJe	et Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880
	Introduction
	Before you begin
	Required tools
	Step one: remove the stapler/stacker
	Step two: Unpack the optional or replacement stapler/stacker
	Step three: Install the optional or replacement stapler/stacker
	Step four: Parts return
	Step five: Configure the default hole punch location
	Step six: Configure the default staple location
Install	or replace the booklet maker or booklet maker hole punch accessory for the HP Color LaserJe
Enterp	rise M855 and HP Color LaserJet Enterprise flow MFP M880
	Introduction
	Before you begin
	Required tools
	Step one: Remove the booklet maker
	Step two: Unpack the optional or replacement booklet maker accessory
	Step three: Install the optional or replacement booklet maker accessory
	Step four: Parts return
	Step five: Configure the booklet maker in the Embedded Web Server (EWS)
	1: Connect to the EWS
	2: Configure the Paper Selection feature
	3: Configure the Sides feature for single or duplex printing
	4: Configure the Booklet feature
	Step six: Configure the default hole punch location
	Step seven: Configure the default staple location
Configu	re the product for Mailbox Mode or Stacker Mode
	Step one: Access the HP Embedded Web Server (EWS)
	Step two: Configure Mailbox Mode or Stacker Mode from the Embedded Web Server (EWS
	Step three: Configure the Stapler/Stacker settings
	Step four: Configure the Staple/Collate settings
	Step five: Configure the Hole Punch functionality
	Step six: Configure the Output Bin
Configu	are the HP printer driver for Windows $^{\circ}$ 7, 8, 8.1, and OS X for Mailbox Mode or Stacker Mode
	Windows® 7
	Windows® 8.0 and 8.1

HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880	90
Paper loading and orientation	
Introduction	
Face-up and face-down printing	
Tray 1 paper orientation	
Tray 2, 3, 4, and 5 paper orientation	
3x500-sheet tray paper orientation	
4 How to use the hole punch (optional finishing accessory)	105
Introduction	106
Device output options	107
Introduction	
Hole punch only output options	
2 Hole punch	
3 Hole punch	
4 Hole punch	
Hole punch and staple output options	111
2 Hole punch and 1 staple	
2 Hole punch and 2 staples	
3 Hole punch and 1 staple	
3 Hole punch and 2 staples	
4 Hole punch and 1 staple	
4 Hole punch and 2 staples	
Hole punch when copying from the Automatic Document Feeder (ADF) optional accessory	119
Hole punch when printing from a Windows® application (optional accessory) using an HP UP driver or HP PCL 6 product specific print driver	'D print 120
Hole punch when printing from an OS X application (optional accessory) using an HP print di	river121

Introduction	23
Device output options	24
Introduction	25
Staple only output options	25
1 Staple12 2 Staples12 Staple and hole punch output options12	26
2 Staples	26
Staple and hole punch output options1	28
	30
1 Staple and 2 hole punch1	30
1 Staple and 3 hole punch1	32
1 Staple and 4 hole punch1	33
2 Staples and 2 hole punch1	34
2 Staples and 3 hole punch1	36

2 Staples and 4 hole punch	. 137
Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory	. 139
Staple/collate when printing from a Windows $^{ m e}$ application (optional accessory) using an HP UPD print	
driver or HP PCL 6 product specific print driver	. 140
Staple/collate when printing from an OS X application using an HP print driver	. 141
6 How to print booklets (optional finishing accessory)	. 143
Introduction	. 144
Create and use booklet printing shortcuts	. 145
Create a booklet printing shortcut in a Windows® application using an HP UPD print driver or HP PCL 6 product specific print driver	. 145
Create a booklet printing preset shortcut in a OS X application using an HP print driver	. 145
Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)	. 146
Connect to the Embedded Web Server (EWS)	. 146
Configure the Quick Sets shortcut	. 146
Step one: Set the button location for the Quick Set and options for	
user interaction at the control panel	. 147
Step two: Set the Paper Selection	. 147
Print a booklet from the computer using an HP UPD print driver or HP PCL 6 product specific print driver	
for Windows® and an HP print driver for Mac	. 148
Windows <sup>®</sup>	. 148
OS X	. 148
Create a booklet in Microsoft® Publisher (Windows®)	. 150
Create a booklet in Microsoft® Publisher 2003	. 150
Create a booklet in Microsoft® Publisher 2010 or 2013	. 150
Make a booklet in Adobe® Reader XI (Windows®)	. 152
Make a booklet when copying from the Automatic Document Feeder (ADF) optional accessory	. 153

## **1** Finishing accessory overview

- HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830
- HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880
- Finishing accessory specifications

# HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830

The following table lists the available finishing accessories for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 products.

ltem	Description	Part number
HP LaserJet Stapler/Stacker	Stapler/stacker finishing accessory	CZ994A
HP LaserJet Stapler/Stacker with 2/3 hole punch	Stapler/stacker with hole punch finishing accessory for countries/regions that use imperial measurements	CZ995A
HP LaserJet Stapler/Stacker with 2/4 hole punch	Stapler/stacker with hole punch finishing accessory for countries/regions that use metric measurements	СZ996А
HP LaserJet Booklet Maker/Finisher	Booklet maker finishing accessory	CZ285A

### HP LaserJet Enterprise M806 product specifications

- <u>Technical specifications</u>
- Product dimensions
- Power consumption, electrical specifications, and acoustic emissions
- <u>Operating-environment range</u>

### **Technical specifications**

Model name		M806dn	M806x+
Product number		CZ244A	CZ245A
Paper handling	Tray 1 (100-sheet capacity)	$\checkmark$	$\checkmark$
	Tray 2 and Tray 3 (500-sheet capacity each)	$\checkmark$	$\checkmark$
	Tray 4 and Tray 5 (combined 3,500-sheet capacity)		$\checkmark$
	Automatic duplex printing	$\checkmark$	$\checkmark$
	500-sheet output bin	$\checkmark$	$\checkmark$
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	~	<b>v</b>
	Easy-access USB port for printing without a computer and upgrading the firmware	~	<b>~</b>
	Wireless direct accessory for "touch" printing from mobile devices (optional on some printers)		<b>~</b>
Storage	HP High-Performance Secure Hard Disk		$\checkmark$
Control-panel display and input	Touchscreen control panel	$\checkmark$	$\checkmark$
Print	Prints 56 pages per minute (ppm) on A4-size paper and 55 ppm on Letter-size paper	~	¥

Model name		M806dn	M806x+
Product number		CZ244A	CZ245A
	Easy-access USB printing (no computer required)	$\checkmark$	$\checkmark$
	Wireless direct accessory for "touch" printing from mobile devices (optional on some printers)		<b>~</b>

### **Product dimensions**

### Table 1-1 Product dimensions with all doors closed and with toner cartridge

Product	Height	Depth	Width	Weight
M806dn	596.9 mm (23.5 in)	660.4 mm (26 in)	749.3 mm (29.5 in)	76.1 kg (168 lb)
M806x+	1003.3 mm (39.5 in)	723.9 mm (28.5 in)	749.3 mm (29.5 in)	108.4 kg (239 lb)

### Figure 1-1 M806dn dimensions with all doors and trays closed





Figure 1-2 M806x+ dimensions with all doors and trays closed

Table 1-2	Space requirements with a	all doors and trays fully (	opened
-----------	---------------------------	-----------------------------	--------

Product	Height	Depth	Width
M806dn	660.4 mm (26 in)	1371.6 mm (54 in)	1714.5 mm (67.5 in)
M806x+	1066.8 mm (42 in)	1371.6 mm (54 in)	1714.5 mm (67.5 in)



Figure 1-3 M806dn space requirements with all doors and trays fully opened



Figure 1-4 M806x+ space requirements with all doors and trays fully opened

### Table 1-3 Accessory physical dimensions with all doors closed

Product	Height	Depth	Width	Weight
Stapler/stacker	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	68 kg (150 lb)
Stapler/stacker with hole punch	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	73 kg (161 lb)
Booklet maker	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	87 kg (192 lb)





Table 1-4 Space requirement for the product and attached accessor	ry with all doors and trays fully opened
---	--

Product	Height	Depth	Width
M806x+ with accessory	1181.1 mm (46.5 in)	1371.6 mm (54 in)	2540 mm (100 in)

**Figure 1-6** Space requirement for the M806x+ and attached accessory with hole punch with all doors, trays, and document feeder fully opened



### Power consumption, electrical specifications, and acoustic emissions

#### **Power consumption**

Power consumption (average, in watts) <sup>1, 2, 3</sup>					
Product Series <sup>₄</sup>	Printing	Ready	Sleep	Auto On/ Auto Off	Off
HP LaserJet Enterprise M806dn	1000 W	38 W	6.5 W	2.2 W	0.3 W

HP LaserJet Enterprise M806x+

<sup>1</sup> Values subject to change.

<sup>2</sup> Power reported is highest value measured for all product models using standard voltages.

<sup>3</sup> Default time from Ready mode to Sleep = 15 minutes

<sup>4</sup> Speed is 56 ppm A4 size and 55 ppm Letter-size.

### **Electrical specifications**

110-volt input voltage: 100 to 127 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz), 11 A

220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz), 5.5 A

**CAUTION:** Power requirements are based on the country/region where the product is sold. Do not convert operating voltages. This will damage the product and void the product warranty.

#### **Acoustic emissions**

HP LaserJet Enterprise M806<sup>1</sup>

Sound power level	Declared per ISO 9296
Printing (56 ppm)	L <sub>WAd</sub> = 7.2 Bels (A) [72 dB(A)]
Ready	L <sub>WAd</sub> = 5.4 Bels (A) [54 dB(A)]
Sound pressure level - Bystander position	Declared per ISO 9296
Sound pressure level - Bystander position Printing (56 ppm)	Declared per ISO 9296 L <sub>pAm</sub> = 55 dB(A)

<sup>1</sup> Acoustic values are subject to change. Configuration tested: HP LaserJet Enterprise M806x+, printing on A4-size paper at 56 ppm in simplex mode.

### **Operating-environment range**

### Table 1-5 Operating-environment range

Environment	Recommended	Allowed
Temperature	17° to 25°C (59° to 99°F)	15° to 35°C (59° to 99°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3048 m (0 to 10,000 ft)

### HP LaserJet Enterprise flow MFP M830 product specifications

- <u>Technical specifications</u>
- Product dimensions
- Power consumption, electrical specifications, and acoustic emissions
- <u>Operating-environment range</u>

### **Technical specifications**

		M830z with Stapler/stacker accessory	M830z with Stapler/stacker with hole punch accessory	M830z with Booklet maker accessory
Paper handling	Tray 1 (100-sheet capacity)	$\checkmark$	$\checkmark$	$\checkmark$
	Tray 2 and Tray 3 (500-sheet capacity each)	$\checkmark$	×	$\checkmark$
	Tray 4 and Tray 5 (combined 3,500-sheet capacity)	~	~	<b>~</b>
	Two-bin stapler/stacker	$\checkmark$		
	Two-bin stapler/stacker with hole punch		$\checkmark$	
	Booklet maker			$\checkmark$
	Automatic duplex printing	$\checkmark$	×	$\checkmark$
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	~	~	~

		M830z with Stapler/stacker accessory	M830z with Stapler/stacker with hole punch accessory	M830z with Booklet maker accessory
	Easy-access USB port for printing and scanning without a computer and upgrading the firmware	~	~	<b>~</b>
	Wireless direct accessory for "touch" printing from mobile devices (optional on some printers)	~	~	<b>~</b>
Storage	HP High-Performance Secure Hard Disk	$\checkmark$	$\checkmark$	$\checkmark$
Control-panel display and input	Touchscreen control panel	<b>~</b>	<b>~</b>	~
	Retractable keyboard	$\checkmark$	$\checkmark$	$\checkmark$
Print	Prints 56 pages per minute (ppm) on A4- size paper and 55 ppm on Letter-size paper	~	~	~
	Easy-access USB printing (no computer required)	~	<b>~</b>	~
	Wireless direct accessory for "touch" printing from mobile devices (optional on some printers)	~	~	~
Fax		$\checkmark$	$\checkmark$	$\checkmark$
Copy and Scan	Copies and scans 56 ppm on A4-size paper and 55 ppm on Letter-size paper	~	~	~
	Easy-access USB copying and scanning (no computer required)	~	<b>~</b>	~
	200-page document feeder with electronic duplex copying and scanning and multi-pick detection	~	~	~
Digital Send	Send to E-mail, Save to USB, Save to Network Folder, and Save to SharePoint® options	~	<b>~</b>	~

### **Product dimensions**

### Table 1-6 Product dimensions with all doors closed and with toner cartridge

Product	Height	Depth	Width	Weight
M830z	1206.5 mm (47.5 in)	762 mm (30 in)	863.6 mm (34 in)	136 kg (300 lb)



Figure 1-7 Product dimensions with all doors, trays, and document feeder closed

 Table 1-7 Space requirements with all doors, trays, and document feeder fully opened

Product	Height	Depth	Width
M830z	1676.4 mm (67 in)	1371.6 mm (54 in)	1524 mm (60in)

### Figure 1-8 Space requirements with all doors, trays, and document feeder fully opened



Table 1-8	Accessory physica	l dimensions with al	l doors and trays closed
-----------	-------------------	----------------------	--------------------------

Product	Height	Depth	Width	Weight
Stapler/stacker	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	68 kg (150 lb)
Stapler/stacker with hole punch	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	73 kg (161 lb)
Booklet maker	1092.2 mm (43 in)	685.8 mm (27 in)	863.6 mm (34 in)	87 kg (192 lb)





Table 1-9 Space requirement for the product and attached accessory with all doors, trays, and document feeder fully opened

Product	Height	Depth	Width
M830z	1676.4 mm (67 in)	1371.6 mm (54 in)	2540 mm (100 in)

**Figure 1-10** Space requirement for the product and attached accessory with all doors, trays, and document feeder fully opened



### Power consumption, electrical specifications, and acoustic emissions

#### **Power consumption**

Power consumption (average, in watts) <sup>1, 2, 3</sup>						
Product Series <sup>4</sup>	Printing	Ready	Sleep	Auto On/ Auto Off	Off	
HP LaserJet Enterprise MFP M830z	1030 W	60 W	6.0 W	2.5 W	0.3 W	

<sup>1</sup> Values subject to change.

<sup>2</sup> Power reported is highest value measured for all product models using standard voltages.

<sup>3</sup> Default time from Ready mode to Sleep = 10 minutes

<sup>4</sup> Speed is 56 ppm A4 size and 55 ppm Letter-size.

### **Electrical specifications**

110-volt input voltage: 100 to 127 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz), 11 A

220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz), 5.5 A

**CAUTION:** Power requirements are based on the country/region where the product is sold. Do not convert operating voltages. This will damage the product and void the product warranty.

#### **Acoustic emissions**

HP LaserJet Enterprise MFP M830<sup>1</sup>

Sound power level	Declared per ISO 9296
Printing (56 ppm)	L <sub>WAd</sub> = 7.5 Bels (A) [75 dB(A)]
Copying (56 ppm)	L <sub>WAd</sub> = 7.6 Bels (A) [76 dB(A)]
Ready	L <sub>WAd</sub> = 5.3 Bels (A) [53 dB(A)]
Sound pressure level - Bystander position	Declared per ISO 9296
Printing/Copying (56 ppm)	L <sub>pAm</sub> = 58 dB(A)
Ready	L <sub>pAm</sub> = 37 dB(A)

<sup>1</sup> Acoustic values are subject to change. Configuration tested: HP LaserJet Enterprise MFP M830z with stapler/stacker/hole punch accessory, printing on A4-size paper at 56 ppm in simplex mode.

### **Operating-environment range**

### Table 1-10 Operating-environment range

Environment	Recommended	Allowed
Temperature	17° to 25°C (59° to 99°F)	15° to 35°C (59° to 99°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3048 m (0 to 10,000 ft)

### Stapler/stacker



1	Stapler/stacker output bins
2	Stapler/stacker output slot
3	Front door
4	Top cover

5	Upper release latch
6	Stapler 1
7	Lower release latch

### Stapler/stacker with hole punch



1	Stapler/stacker output bins
2	Stapler/stacker output slot
3	Front door
4	Top cover
5	Upper release latch
6	Hole punch
7	Chad collector
8	Stapler 1
9	Lower release latch

### **Booklet maker**



1	Booklet output bin
2	Booklet output slot
3	Stapler/stacker output bins
4	Stapler/stacker output slot
5	Front door
6	Top cover
7	Upper release latch
8	Stapler 1
9	Upper paper delivery guide
10	Lower paper delivery guide
11	Saddle-stitch carriage, access to stapler 2 and stapler 3
12	Paper-advancement knobs for clearing jams
13	Lower release latch

### HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880

These finishing accessories are available as accessories for these products.

- HP Color LaserJet Enterprise M855 product specifications
- HP Color LaserJet Enterprise flow MFP M880 product specifications
- <u>Stapler/stacker and stapler/stacker with hole punch</u>
- <u>Stapler/stacker booklet maker and stapler/stacker booklet maker with hole punch</u>

The following table lists the available finishing accessories for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 products.

ltem	Description	Part number
HP LaserJet Stapler/Stacker	Stapler/stacker finishing accessory	A2W80A
HP LaserJet Stapler/Stacker with 2/4 hole punch	Stapler/stacker with hole punch finishing accessory	A2W82A
HP LaserJet Booklet Maker/Finisher	Booklet maker finishing accessory	A2W83A
HP LaserJet Booklet Maker/Finisher with 2/3 hole punch	Booklet maker with hole punch finishing accessory for countries/regions that use imperial measurements	A2W84A
HP LaserJet Booklet Maker/Finisher with 2/4 hole punch	Booklet maker with hole punch finishing accessory for countries/regions that use metric measurements	СZ999А

### **HP Color LaserJet Enterprise M855 product specifications**

- <u>Technical specifications</u>
- Product dimensions
- Power consumption, electrical specifications, and acoustic emissions
- Operating-environment range

### **Technical specifications**

Model name		M855dn	M855xh	M855x+	M855x+
Product number		A2W77A	A2W78A	A2W79A	D7P73A
Paper handling	Tray 1 (100-sheet capacity)	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
	Tray 2 (500-sheet capacity)	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

Model name		M855dn	M855xh	M855x+	M855x+
Product number		A2W77A	A2W78A	A2W79A	D7P73A
	3x500-sheet paper feeder		×		
	<b>NOTE:</b> Optional for the M855dn model. If this input accessory is installed, then any of the optional finishing accessories can also be installed with the M855dn model.				
	3,500-sheet high-capacity input trays			<b>~</b>	$\checkmark$
	<b>NOTE:</b> Optional for the M855dn model. If this input accessory is installed, then any of the optional finishing accessories can also be installed with the M855dn model.				
	Automatic duplex printing	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
	Optional 1x500-sheet feeder with cabinet. Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions	~			
	<b>NOTE:</b> If this input accessory is installed, then any of the optional finishing accessories can also be installed with the M855dn model.				
	Optional stapler/stacker finishing accessory		~	$\checkmark$	$\checkmark$
	Optional stapler/stacker with 2/4 hole punch finishing accessory		~	<b>~</b>	~
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/ Regions				
	Optional booklet maker finishing accessory		~	~	<b>~</b>
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/ Regions				
	Optional booklet maker with 2/3 hole punch finishing accessory		~	<b>~</b>	<b>~</b>
	Available in North America and Latin America				
	Optional booklet maker with 2/4 hole punch finishing accessory		<b>~</b>	~	~
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/ Regions				
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	~	~	<b>~</b>	~

Model name		M855dn	M855xh	M855x+	M855x+
Product number		A2W77A	A2W78A	A2W79A	D7P73A
	Easy-access USB port for printing without a computer and upgrading the firmware	~	~	~	~
	HP near-field communications (NFC) and Wireless Direct accessory for printing from mobile devices				~
	Optional HP NFC and Wireless Direct accessory for printing from mobile devices	~	~	~	
Storage	HP High-Performance Secure Hard Disk		<b>~</b>	~	<b>~</b>
Control-panel display and input	Touchscreen control panel	<b>~</b>	~	~	<b>~</b>
Print	Prints 46 pages per minute (ppm) on A4 and 45 ppm on letter-size paper	~	~	~	~
	Easy-access USB printing (no computer required)	~	~	~	~

### **Product dimensions**

 Table 1-11 Product dimensions with all doors closed and with toner cartridges and imaging drums

Product	Height	Depth	Width	Weight
M855dn	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	85.2 kg (187.8 lb)
M855xh	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	121.3 kg (267.4 lb)
M855x+	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	124.2 kg (273.8 lb)

### Figure 1-11 Product dimensions with all doors and trays closed



Table 1-12 Space requirements with all doors and trays fully opened

Product	Height	Depth	Width
M855dn	1003.3 mm (39.5 in)	1498.6 mm (59 in)	1244.6 mm (49 in)
M855xh	1003.3 mm (39.5 in)	1498.6 mm (59 in)	1244.6 mm (49 in)
M855x+	1003.3 mm (39.5 in)	1498.6 mm (59 in)	1244.6 mm (49 in)

Figure 1-12 Space requirements with all doors and trays fully opened



### Table 1-13 Accessory physical dimensions with all doors closed

Product	Height	Depth	Width	Weight
3x500 sheet feeder	387 mm (15.3 in)	699 mm (27.5 in)	711 mm (28 in)	36.1 kg (79.6 lb)
3,500-sheet high- capacity input tray	387 mm (15.3 in)	699 mm (27.5 in)	711 mm (28 in)	39 kg (85.9 lb)
1x500 sheet feeder (available in Europe, the Middle East, and Africa)	387 mm (15.3 in)	699 mm (27.5 in)	711 mm (28 in)	25.1 kg (55.3 lb)
Stapler/stacker	1003.3 mm (39.5 in)	736.6 mm (29 in)	571.9 mm (22.5 in)	60 kg (132.3 lb)
Stapler/stacker with hole punch	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	32 kg (136.7 lb)
Booklet maker	1003.3 mm (39.5 in)	736.6 mm (29 in)	571.9 mm (22.5 in)	60 kg (132.3 lb)
Booklet maker with hole punch	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	32 kg (136.7 lb)

Figure 1-13 Finishing accessory physical dimensions with all doors and trays closed



Figure 1-14 Finishing accessory with hole punch physical dimensions with all doors and trays closed



 Table 1-14
 Space requirement for the product and attached finishing accessory with all doors and trays fully opened

Product	Height	Depth	Width
Product and finishing accessory without hole punch	1231.9 mm (48.5 in)	1498.6 mm (59 in)	2006.6 mm (79 in)
Product and finishing accessory with hole punch	1231.9 mm (48.5 in)	1498.6 mm (59 in)	2159mm (85 in)

**Figure 1-15** Space requirement for the product and attached finishing accessory with all doors and trays fully opened



**Figure 1-16** Space requirement for the product and attached finishing accessory with hole punch with all doors and trays fully opened



### Power consumption, electrical specifications, and acoustic emissions

### **Power consumption**

Power consumption (average, in watts) <sup>1, 2, 3</sup>					
Product Series <sup>4</sup>	Printing and Copying	Ready	Sleep	Auto On/ Auto Off	Off
HP Color LaserJet Enterprise flow MFP M880	1100 W	80 W	8.0 W	1.2 W	0.4 W

<sup>1</sup> Values subject to change.

<sup>2</sup> Power reported is highest value measured for all product models using standard voltages.

<sup>3</sup> Default time from Ready mode to Sleep = 15 minutes

<sup>4</sup> Speed is 46 ppm A4 size and 45 ppm Letter-size.

### **Electrical specifications**

110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz (+/- 2 Hz), 10.5 A

220-volt input voltage: 220 to 240 VAC (+/- 10%), 50 Hz (+/- 2 Hz), 5.5 A

**CAUTION:** Power requirements are based on the country/region where the product is sold. Do not convert operating voltages. This will damage the product and void the product warranty.

### **Acoustic emissions**

HP Color LaserJet Enterprise M855<sup>1</sup>

Sound power level	Declared per ISO 9296
Printing (46 ppm)	L <sub>WAd</sub> = 7.1 Bels (A) [71 dB(A)]
Ready	L <sub>WAd</sub> = 4.0 Bels (A) [40 dB(A)]
Sound pressure level - Bystander position	Declared per ISO 9296
Sound pressure level - Bystander position Printing (46 ppm)	Declared per ISO 9296 L <sub>pAm</sub> = 55 dB(A)

Acoustic values are subject to change. Configuration tested: HP Color LaserJet Enterprise M855dn, printing on A4-size paper at 46 ppm in simplex mode.

### **Operating-environment range**

1

### Table 1-15 Operating-environment specifications

Environment	Recommended	Allowed
Temperature	17° to 25°C (59° to 86°F)	15° to 30°C (59° to 86°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3048 m (0 to 10,000 ft)

### HP Color LaserJet Enterprise flow MFP M880 product specifications

- <u>Technical specifications</u>
- <u>Product dimensions</u>
- Power consumption, electrical specifications, and acoustic emissions
- <u>Operating-environment range</u>

### **Technical specifications**

Model name		M880z	M880z+	M880z+
Product number		A2W75A	A2W76A	D7P71A
Paper handling	Tray 1 (100-sheet capacity)	$\checkmark$	$\checkmark$	$\checkmark$
	Tray 2 (500-sheet capacity)	$\checkmark$	$\checkmark$	$\checkmark$
	3x500-sheet paper feeder	$\checkmark$		
	3,500-sheet high-capacity input trays		$\checkmark$	$\checkmark$
	Automatic duplex printing	$\checkmark$	$\checkmark$	$\checkmark$
	Optional stapler/stacker finishing accessory	~	<b>~</b>	<b>~</b>
	Optional stapler/stacker with 2/4 hole punch finishing accessory	~	¥	<b>~</b>
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions			

Model name		M880z	M880z+	M880z+
Product number		A2W75A	A2W76A	D7P71A
	Optional booklet maker finishing accessory	$\checkmark$	$\checkmark$	×
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions			
	Optional booklet maker with 2/3 hole punch finishing accessory	~	<b>Y</b>	~
	Available in North America and Latin America			
	Optional booklet maker with 2/4 hole punch finishing accessory	~	<b>~</b>	<b>~</b>
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions			
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	$\checkmark$	<b>~</b>	<b>~</b>
	Easy-access USB port for printing and scanning without a computer and upgrading the firmware	~	<b>~</b>	<b>v</b>
	HP near-field communications (NFC) and Wireless Direct accessory for printing from mobile devices			~
	Optional HP NFC and Wireless Direct accessory for printing from mobile devices	<b>~</b>	<b>Y</b>	
Storage	HP High-Performance Secure Hard Disk	$\checkmark$	<b>~</b>	$\checkmark$
Control-panel display and input	Touchscreen control panel	<b>~</b>	<b>~</b>	~
	Retractable keyboard	$\checkmark$	$\checkmark$	$\checkmark$
Print	Prints 46 pages per minute (ppm) on A4 and 45 ppm on letter-size paper	<b>~</b>	<b>~</b>	~
	Easy-access USB printing (no computer required)	~	<b>~</b>	~
Fax		$\checkmark$	$\checkmark$	$\checkmark$
Copy and Scan	Copies 46 pages per minute (ppm) on A4 and 45 ppm on letter-size paper	$\checkmark$	<b>~</b>	~
	Scans in monochrome at 85 images per minute (ipm) and in color at 63 ipm.			
	Easy-access USB copying and scanning (no computer required)	<b>~</b>	<b>~</b>	<b>~</b>
	200-page document feeder with electronic duplex copying and scanning and multi- feed detection	~	<b>~</b>	<b>~</b>
Digital Send	Send to E-mail, Save to USB, Save to Network Folder, and Save to SharePoint® options	~	¥	¥

### **Product dimensions**

Product	Height	Depth	Width	Weight
M880z	1206.5 mm (47.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	149.6 kg (329.8 lb)
M880z+	1206.5 mm (47.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	152.6 kg (336.4 lb)

### Table 1-16 Product dimensions with all doors closed and with toner cartridges and imaging drums

### Figure 1-17 Product dimensions with all doors, trays, and document feeder closed



### Table 1-17 Space requirements with all doors, trays, and document feeder fully opened

Product	Height	Depth	Width
M880z	1714.5 mm (67.5 in)	1498.6 mm (59 in)	1244.6 mm (49 in)
M880z+	1714.5 mm (67.5 in)	1498.6 mm (59 in)	1244.6 mm (49 in)



Figure 1-18 Space requirements with all doors, trays, and document feeder fully opened

### Table 1-18 Accessory physical dimensions with all doors closed

Product	Height	Depth	Width	Weight
3x500 sheet feeder	387 mm (15.3 in)	699 mm (27.5 in)	711 mm (28 in)	36.1 kg (79.6 lb)
3,500-sheet high- capacity input tray	387 mm (15.3 in)	699 mm (27.5 in)	711 mm (28 in)	39 kg (85.9 lb)
Stapler/stacker	1003.3 mm (39.5 in)	736.6 mm (29 in)	571.9 mm (22.5 in)	60 kg (132.3 lb)
Stapler/stacker with hole punch	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	32 kg (136.7 lb)
Booklet maker	1003.3 mm (39.5 in)	736.6 mm (29 in)	571.9 mm (22.5 in)	80 kg (176.4 lb)
Booklet maker with hole punch	1003.3 mm (39.5 in)	736.6 mm (29 in)	723.9 mm (28.5 in)	82 kg (180.8 lb)

Figure 1-19 Finishing accessory physical dimensions with all doors and trays closed



Figure 1-20 Finishing accessory with hole punch physical dimensions with all doors and trays closed





Product	Height	Depth	Width
Product and finishing accessory without hole punch	1714.5 mm (67.5 in)	1498.6 mm (59 in)	2006.6 mm (79 in)
Product and finishing accessory with hole punch	1714.5 mm (67.5 in)	1498.6 mm (59 in)	2159 mm (85 in)
**Figure 1-21** Space requirement for the product and attached finishing accessory with all doors, trays, and the document feeder fully opened



**Figure 1-22** Space requirement for the product and attached finishing accessory with hole punch with all doors, trays, and document feeder fully opened



#### Power consumption, electrical specifications, and acoustic emissions

#### **Power consumption**

F	Power consumption (average, in watts) <sup>1, 2, 3</sup>					
Product Series <sup>4</sup>	Printing and Copying	Ready	Sleep	Auto On/ Auto Off	Off	

HP Color LaserJet Enterprise flow MFP M880	1100 W	80 W	8.0 W	1.2 W	0.4 W

<sup>1</sup> Values subject to change.

<sup>2</sup> Power reported is highest value measured for all product models using standard voltages.

<sup>3</sup> Default time from Ready mode to Sleep = 15 minutes

<sup>4</sup> Speed is 46 ppm A4 size and 45 ppm Letter-size.

#### **Electrical specifications**

110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz (+/- 2 Hz), 10.5 A

220-volt input voltage: 220 to 240 VAC (+/- 10%), 50 Hz (+/- 2 Hz), 5.5 A

**CAUTION:** Power requirements are based on the country/region where the product is sold. Do not convert operating voltages. This will damage the product and void the product warranty.

#### **Acoustic emissions**

HP Color LaserJet Enterprise flow MFP M880 <sup>1</sup>				
Sound power level	Declared per ISO 9296			
Printing (46 ppm)	L <sub>WAd</sub> = 7.0 Bels (A) [70 dB(A)]			
Copying (46 ppm)	L <sub>WAd</sub> = 7.2 Bels (A) [72 dB(A)]			
Ready	L <sub>wAd</sub> = 5.0 Bels (A) [50 dB(A)]			
Sound pressure level - Bystander position	Declared per ISO 9296			
Printing/Copying (56 ppm)	$L_{pAm} = 54 \text{ dB(A)}$			
Ready	L <sub>pAm</sub> = 33 dB(A)			

<sup>1</sup> Acoustic values are subject to change. Configuration tested: HP Color LaserJet Enterprise flow MFP M880, printing on A4-size paper at 46 ppm in simplex and duplex mode.

#### **Operating-environment range**

#### Table 1-20 Operating-environment range

Environment	Recommended	Allowed
Temperature	17° to 25°C (62° to 77°F)	15° to 30°C (59° to 86°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3048 m (0 to 10,000 ft)

# Stapler/stacker and stapler/stacker with hole punch



1	Stapler/stacker output bins
2	Stapler/stacker output slot
3	Front door
4	Stapler 1
5	Top left door
6	Hole-punch unit (hole punch models only)
7	Hole-punch alignment knob (hole punch models only)
8	Chad collector (hole punch models only)
9	Hole-punch door (hole punch models only)

# Stapler/stacker booklet maker and stapler/stacker booklet maker with hole punch



1

2

3	Stapler/stacker output slots
4	Lower booklet door (access for clearing jams)
5	Front left door
6	Stapler 1
7	Lower paper delivery guide
8	Upper paper delivery guide
9	Top left door
10	Hole-punch unit (hole punch models only)
11	Hole-punch alignment knob (hole punch models only)
12	Chad collector (hole punch models only)
13	Hole-punch door (hole punch models only)
14	Saddle-stitch carriage, access to stapler 2 and 3
15	Paper-advancement knobs for clearing jams

# Finishing accessory specifications

- <u>Accessory specifications</u>
- <u>Stapler/stacker output-bin capacities</u>
- <u>Booklet-maker output-bin capacities</u>

# **Accessory specifications**

#### Table 1-21 Stapling and stacking specifications (stapler/stacker and booklet maker)

ltem	Specifications	Remarks		
Stacking method	The HP LaserJet Enterpr LaserJet Enterprise M85 stapler/stacker			
Stacking orientation	Face-down			
	Face-up <sup>1</sup>			
Paper capacity	Paper form	Cut sheet		
	Special paper	Envelope, OHT film, colored paper, label paper, thick paper		-
	Paper weight	60 g/m <sup>2</sup> to 220 g/m <sup>2</sup>		-
	Paper size	Feed direction: HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830		Large size paper length >= 221 mm (8.7 in)
		98 x 312 mm (3.9 x 12.3 in	))	Small size maximum paper
		Feed direction: HP Color La HP Color LaserJet Enterpri	lengtn: <22 i mm (8.7 in)	
		98.4 x 320 mm (3.9 x 12.6 in)		
		Cross-feed direction: HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830 191 x 635 mm (7.5 x 25 in)		-
		Cross-feed direction: HP Co and HP Color LaserJet Ente		
		152.4 x 457.2 mm (6 x 18 in)		
Mode	Non sort, job offset, stap	ble sort		
Paper size	Non sort	A3, A4, A4–R, A5 B4, B5, LI 270 x 390 mm, 16K 195 x 3 216 x 340 mm, custom siz	A3, A4, A4–R, A5 B4, B5, LDR, LGL, LTR, LTR-R, EXE-R, 8K 270 x 390 mm, 16K 195 x 270 mm, Oficio 8.5 x 13, Oficio 216 x 340 mm, custom size	
	Job offset	A3, A4, A4–R, B4, LDR, LGL mm, Oficio 8.5 x 13, Oficio	A3, A4, A4–R, B4, LDR, LGL, LTR, LTR-R, 8K 270 x 390 mm, Oficio 8.5 x 13, Oficio 216 x 340 mm, custom size	
	Staple sort	A3, A4, A4–R, B4, LDR, LGL mm, Oficio 8.5 x 13, Oficio	A3, A4, A4–R, B4, LDR, LGL, LTR, LTR-R, 8K 270 x 390 mm, Oficio 8.5 x 13, Oficio 216 x 340 mm	
Stacking capacity Non sort, Job offset Output bin 1 Large size maximum state height: 65 mm (2.6 in)		Large size maximum stack height: 65 mm (2.6 in)		
			Small size maximum stack height: 130 mm (5.1 in)	_

lavle 1-21 Stapting and Statking Specifications (Stapter/Statker and Dooklet maker) (Continue	Table 1-21 Stapling and stacking specifications (stapler/stacker and bookl	let maker) (continue
---	--	----------------------

ltem	Specifications			Remarks
		Output bin 2	Large size maximum stack height: 65 mm (2.6 in)	
			Small size maximum stack height: 170 mm (6.7 in)	
	Staple sort	Large size maximum stack h	neight: 130 mm (5.1 in)	-
		Small size maximum stack h	neight: 130 mm (5.1 in)	
		50 copies or less		
	Special paper	Not specified		-
Mixed stacking	Non sort	Plain paper, recycled paper	Maximum stack height: 73.5 mm (2.9 in)	Stacking capacity is not guaranteed and is only for reference
		60 g/m² to 80 g/m²		
		Plain paper, thick paper 61 to 220 g/m <sup>2</sup>	Maximum stack height: 73.5 mm (2.9 in)	
		Special paper	Not specified	-
	Job offset	Not specified		-
	Staple sort	Maximum stack height: 130	-	
Stapling position	Front 1–point stapling, Rear	1–point stapling, 2–point stap	For the 2 staple option, staples are placed one after the other	
Stapling	By rotating cam			
Staple supply	Special staple cartridge (500	0 staples)		
Staple near end detection	Provided: Low staple warning	g is signaled after the staple n	near end is detected	Remaining about 40 staples
Staple detection	Provided			
Manual stapling	Not provided			
Staple capacity	Large size: 2 to 30 sheets 2	Plain paper: 60 g/m² to 81 g	/m²: 30 sheets	• Stapling thickness:
	and 28 sheets of 80 g/m <sup>2</sup>	Plain paper: 82 g/m² to 90 g/m²: 22 sheets		<ul> <li>5.5 mm or less</li> <li>Including 2 cover pages except extra</li> <li>thick paper when cover mode is applied</li> </ul>
	paper maximum: 30 sheets	Thick paper: 91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> : 11 sheets		
	• A4	Thick paper: 106 g/m <sup>2</sup> to 120 g/m <sup>2</sup> : 9 sheets		
	• A3	Thick paper: 121 g/m <sup>2</sup> to 16	3 g/m²: 8 sheets	-
	Letter	Extra thick paper: 164 g/m² to 199 g/m²: 6 sheets		-
	• Legal	Extra thick paper: 200 g/m <sup>2</sup> to 220 g/m <sup>2</sup> : 5 sheets		-
	• Oficio (8.5 x 13)			
	• 11 x 17			
	• B4 (JIS)			
	• Oficio (216 x 340)			
	• 8K (270 x 390)			

Table 1-21	<b>Stapling and stacking</b>	specifications (star	pler/stacker and boo	klet maker) (continued)
------------	------------------------------	----------------------	----------------------	-------------------------

ltem	Specifications		Remarks		
	Small size: 2 to 50 sheets 2	Plain paper: 60 g/m <sup>2</sup> to 81 g/m <sup>2</sup> : 50 sheets			
	and 48 sheets of 80 g/m <sup>2</sup>	Plain paper: 82 g/m <sup>2</sup> to 90 g/m <sup>2</sup> : 44 sheets			
	maximum: total 50 sheets • Letter (landscape) • A4 (landscape) • 5 x 8 -	Thick paper: 91 g/m² to 105 g/m²: 18 sheets			
		Thick paper: 106 g/m <sup>2</sup> to 148 g/m <sup>2</sup> : 18 sheets			
		Thick paper: 149 g/m <sup>2</sup> to 163 g/m <sup>2</sup> : 13 sheets			
		Extra thick paper: 164 g/m <sup>2</sup> to 199 g/m <sup>2</sup> : 12 sheets			
		Extra thick paper: 200 g/m² to 220 g/m²: 5 sheets			
	Glossy paper	Glossy paper: 91 g/m <sup>2</sup> to 130 g/m <sup>2</sup> : 8 sheets			
		Glossy paper: 131 g/m <sup>2</sup> to 220 g/m <sup>2</sup> : 5 sheets			
Self-diagnosis function	Provided with staple unit failure, tray failure and jam detection etc.				
Dimensions	W: 662 mm x D: 657 mm x H: 1063 mm (W: 26 x D: 25.9 x H: 41.9 in)				
Weight	Approximately 54 kg (119 lb)				
Power supply	From printer (24VDC)				
Maximum power consumption	20 W or less during standby, 20 W or less operating				

<sup>1</sup> Face-up is only supported by HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830





#### Table 1-22 Specifications for booklet making (Booklet maker only)

ltem	Specifications						
Stapling method	Center binding (double folding)						
Paper size	A3, B4, A4–R, LDR, LGL, LTR-R, Oficio (216 x 340), Oficio (8.5 x 13)						
Paper weight	60 g/m <sup>2</sup> to 220 g/m <sup>2</sup>						
Stacking capacity	Paper weight	Paper size	1 to 5 sheets	6 to 10 sheets	11 to 15 sheets		
	Plain paper: 60 g/m <sup>2</sup>	A4R, LTR-R	20 copies	10 copies	10 copies		
	to 81 g/m²	LGL	10 copies	10 copies	5 copies		
		A3, B4, LDR	25 copies	15 copies	10 copies		
	Plain paper: 82 g/m² to 90 g/m²	A4R, LTR-R	20 copies	10 copies			
		LGL	10 copies	10 copies			
		A3, B4, LDR	25 copies	15 copies			
	Plain paper: 91 g/m² to 105 g/m²	Large size	10 copies	10 copies			
	Plain paper: 106 g/m² to 220 g/m²	Large size	10 copies				
	Glossy paper: 91 g/m² to 220 g/m²	Large size	10 copies				

Table 1-22	Specifications	for booklet making	(Booklet maker	only) (continued)
------------	----------------	--------------------	----------------	-------------------

Item	Specifications
Folding capacity	Without binding: 1 sheet
	With binding: 2 to 15 sheets
Stapling position	2 points (center distribution; fixed interval)
Staple accommodation	2000 staples
Staple supply	Special cartridge
Staples	Special staple
Staple detection	Provided
Manual stapling	Not provided
Folding method	Roller contact
Folding mode	Double folding
Folding position	Paper center
Position adjustment	Provided
Power supply	From stacker unit (24VDC)



Paper Size	L1	L2	L3
A3	88.5 mm	208.5 mm	210.0 mm
B4	68.5 mm	188.5 mm	182.0 mm
A4R	45.0 mm	165.0 mm	148.5 mm
LDR	79.7 mm	199.7 mm	216.0 mm
LGL	48.0 mm	168.0 mm	177.8 mm
LTR-R	48.0 mm	168.0 mm	139.7 mm

# Stapler/stacker output-bin capacities

The stapler/stacker has been designed to accept only 50 staple jobs for large paper and small paper staple jobs. For large paper staple jobs, the maximum number of pages is 30 pages. For small paper staple jobs, the

maximum number of pages is 50 pages. Therefore, customers may see an **Output bin full** message on the control panel long before the individual output bin is at full capacity.

<b>Table 1-23</b>	Stapler/stacker ou	tput-bin capacities
-------------------	--------------------	---------------------

Output bin	Actual capacity of output bin	Number of staple jobs accepted	Bin capacity for staple jobs
Output-bin 1 (stacker bin)	1300 sheets plain paper <sup>1</sup>	50 staple jobs, up to 50 pages for small paper and 30 pages for large paper	50 staple jobs or 1300 sheets (whichever comes first)
Output-bin 2 (stacker bin)	1700 sheets plain paper	50 staple jobs, up to 50 pages for small paper and 30 pages for large paper	50 staple jobs or 1700 sheets (whichever comes first)

<sup>1</sup> Based on 75 g/m<sup>2</sup> (20 lb) paper

Example scenario:

A customer sends 60 staple jobs to the accessory with each job consisting of just two sheets, and the bin is full at the 50th job, which is 100 sheets.

The customer calls HP to say that the stapler/stacker is not working correctly.

### **Booklet-maker output-bin capacities**

The actual capacities of the booklet-maker output bin is 150 sheets of plain paper. However, the booklet maker has been designed to accept only 25-staple jobs capacity at one time, regardless of the number of pages in each job. For the booklet bin, it does not take long before reaching full capacity. Therefore, customers may see an **Output bin full** message on the control panel before the bin reaches full capacity. With 20 jobs, the bin looks full because of its small size.

Table 1-24 Booklet-maker output-bin capacities

Output bin	Actual capacity of output bin	Number of staple jobs accepted	Bin capacity for booklet maker jobs
Output-bin 3	150 sheets of plain paper <sup>1</sup>	Varies depending on paper type	25 sheet jobs or 150 sheets (whichever comes first)

<sup>1</sup> Based on 75 g/m<sup>2</sup> (20 lb) paper

# 2 Install and configure the finishing accessories

- Install or replace a stapler/stacker or stapler/stacker with hole punch accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830
- Install or replace a stapler/stacker with booklet maker accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830
- Install or replace a stapler/stacker or stapler/stacker with hole punch accessory for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880
- Install or replace the booklet maker or booklet maker hole punch accessory for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880
- <u>Configure the product for Mailbox Mode or Stacker Mode</u>
- Configure the HP printer driver for Windows<sup>®</sup> 7, 8, 8.1, and OS X for Mailbox Mode or Stacker Mode

# Install or replace a stapler/stacker or stapler/stacker with hole punch accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830

- Introduction
- Before you begin
- Required tools
- <u>Step one: Remove the stapler/stacker</u>
- <u>Step two: Unpack the optional or replacement stapler/stacker accessory</u>
- <u>Step three: Install the optional or replacement stapler/stacker accessory</u>
- <u>Step four: Parts return</u>
- <u>Step five: Configure the default hole punch location</u>
- <u>Step six: Configure the default staple location</u>

#### Introduction

The following information provides the procedures to install or replace a stapler/stacker accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830.

**NOTE: I** To see a short video demonstrating this procedure, click <u>here</u>.

### Before you begin

Use the following table to identify the correct accessory part number for the accessory, and then go to <u>www.hp.com/buy/parts</u> to order the accessory.

Table 2-1 Staple	Table 2-1 Stapler/stacker accessory part numbers		
CZ994A	Stapler/stacker accessory with installation instructions		
CZ995A	Stapler/stacker with 2/3 hole punch accessory with installation instructions		
CZ996A	Stapler/stacker with 2/4 hole punch accessory with installation instructions		

To replace an existing stapler/stacker, go to Step one: Remove the stapler/stacker on page 40.

To install a new stapler/stacker, go to <u>Step three: Install the optional or replacement stapler/stacker</u> <u>accessory on page 42</u>.

### **Required tools**

No special tools are required to install this accessory.

# Step one: Remove the stapler/stacker

**NOTE:** If the product does not have a stapler/stacker installed and you are installing an optional stapler/ stacker, go to <u>Step three: Install the optional or replacement stapler/stacker accessory on page 42</u>.

- **1.** Turn off the product, and then disconnect the power cord.
  - **CAUTION:** Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.
- 2. At the back of the product, disconnect the finishing accessory interface cable.



- 3. Open the finishing accessory front cover. Release and hold the bottom handle first, and then release and hold the top handle. Hold both handles at the same time, and then slide the finishing accessory away from the product.
  - **CAUTION:** Failure to follow these instructions might damage the product.



4. Completely remove the finishing accessory.



ENWW

## Step two: Unpack the optional or replacement stapler/stacker accessory

Unpack the stapler/stacker from the packaging.

NOTE: Remove all tape and packing material from outside the accessory. Open all doors and remove all tape and packing material from inside the product.

For recycling information, go to www8.hp.com/us/en/hp-information/environment/product-recycling.html.

**NOTE:** HP recommends responsible disposal of the defective stapler/stacker.

1. Remove all of the shipping tape from outside the accessory.



2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory

Close the front door.

**CAUTION:** Make sure that you remove all of the shipping material from inside the accessory.



### Step three: Install the optional or replacement stapler/stacker accessory

1. If you have not already done so, turn off the product and disconnect the power cord.

**CAUTION:** Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

2. Attach the accessory to the product.



- **3.** Use the adjustment wheels on the accessory to align that accessory with the edge of the product.
- **NOTE:** If the accessory is not correctly aligned with the product, you might experience excessive paper jams.



4. If you are installing an optional accessory for the first time, at the back of the product remove the accessory interface cable cover.



**5.** Connect the finishing accessory interface cable.



6. Connect the product power cord, and then turn on the product.

### **Step four: Parts return**

The following URL provides information on how to return parts to HP for reuse and recycling: <u>Product return</u> <u>and recycling</u>

**NOTE:** HP recommends responsible disposal of the defective stapler/stacker.

# Step five: Configure the default hole punch location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- **2.** Open the following menus:

- Stapler/Stacker Settings
- Hole Punching
- **3.** Select a hole punch location from the list of options, and then touch the Save button. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
None	×	$\checkmark$
Two left or top	$\checkmark$	$\checkmark$
Two left	$\checkmark$	$\checkmark$
Two right	$\checkmark$	$\checkmark$
Тwo top	$\checkmark$	$\checkmark$
Two bottom	$\checkmark$	$\checkmark$
Three left	×	
Three top	$\checkmark$	
Three right	$\checkmark$	
Three top	$\checkmark$	
Three left or top	$\checkmark$	
Four left		$\checkmark$
Four right		$\checkmark$
Four top		$\checkmark$
Four left or top		$\checkmark$

NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

NOTE: To use the hole puncher, load Letter or A4-size paper with the long edge of the paper along the right edge of the tray (long-edge feed).

# Step six: Configure the default staple location

- **1.** From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Stapling
- **3.** Select a staple location from the list of options, and then touch the Save button. The following staple options are available:
  - None
  - Top left

- Top right
- Two left
- Two right
- Two top
- Two top or left

# Install or replace a stapler/stacker with booklet maker accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830

- Introduction
- Before you begin
- <u>Required tools</u>
- <u>Step one: Remove the booklet maker</u>
- <u>Step two: Unpack the optional or replacement booklet maker accessory</u>
- <u>Step three: Install the optional or replacement booklet maker accessory</u>
- <u>Step four: Parts return</u>
- <u>Step five: Configure the booklet maker in the HP Embedded Web Server (EWS)</u>
- Step six: Configure the default staple location

#### Introduction

The following information provides the procedures to install or replace a booklet maker kit for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830.

**NOTE:** To see a short video demonstrating this procedure, click <u>here</u>.

### Before you begin

Use the table below to identify the correct accessory part number for the accessory, and then go to <a href="http://www.hp.com/buy/parts">www.hp.com/buy/parts</a> to order the accessory.

#### Table 2-2 Booklet maker accessory part numbers

CZ285A Stapler/stacker with booklet maker accessory with installation instructions

To replace an existing booklet maker, go to Step one: Remove the booklet maker on page 47.

To install a new booklet maker, go to <u>Step two: Unpack the optional or replacement booklet maker accessory</u> on page 48.

#### **Required tools**

No special tools are required to install this accessory.

### Step one: Remove the booklet maker

1. Turn off the product, and then disconnect the power cord

**CAUTION:** Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

2. At the back of the product, disconnect the finishing accessory interface cable.



3. Open the finishing accessory front cover. Release and hold the bottom handle first, and then release and hold the top handle. Hold both handles at the same time, and then slide the finishing accessory away from the product.



**CAUTION:** Failure to follow these instructions might damage the product.

4. Completely remove the finishing accessory.



# Step two: Unpack the optional or replacement booklet maker accessory

Unpack the booklet maker from the packaging.

NOTE: Remove all tape and packing material from outside the accessory. Open all doors and remove all tape and packing material from inside the product.

For recycling information, go to www8.hp.com/us/en/hp-information/environment/product-recycling.html.

**NOTE:** HP recommends responsible disposal of the defective booklet maker.

1. Remove all of the shipping tape from outside the accessory.



2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

Close the front door.

**CAUTION:** Make sure that you remove all of the shipping material from inside the accessory.



3. Remove all of the shipping tape and packing materials from the output trays.



4. Remove all of the shipping tape and packing materials from the booklet output tray.



# Step three: Install the optional or replacement booklet maker accessory

1. If not already done, turn off the product and disconnect the power cord.

**CAUTION:** Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

2. Attach the accessory to the product.



- **3.** Use the adjustment wheels on the accessory to align that accessory with the edge of the product.
- **NOTE:** If the accessory is not correctly aligned with the product, you might experience excessive paper jams.



4. If you are installing an optional accessory for the first time, at the back of the product remove the accessory interface cable cover.



**5.** Connect the finishing accessory interface cable.



6. Connect the product power cord, and then turn on the product.

## **Step four: Parts return**

The following URL provides information on how to return parts to HP for reuse and recycling: <u>Product return</u> <u>and recycling</u>

**NOTE:** HP recommends responsible disposal of the defective stapler/stacker.

# Step five: Configure the booklet maker in the HP Embedded Web Server (EWS)

- <u>1: Connect to the EWS</u>
- <u>2: Configure the Paper Selection feature</u>
- <u>3: Configure the Sides feature for single or duplex printing</u>

• <u>4: Configure the Booklet feature</u>

#### 1: Connect to the EWS

- 1. From the Home screen on the product control panel, touch the Network button to display the IP address or host name.
- 2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the Enter key on the computer keyboard. The EWS opens.



NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP product. If this error occurs outside of the HP product's EWS, the computer could be at risk.

🕼 HE Lawerder	low MPP MICO			- Jan	Velcome
HE Laws in the NFP MILL 192.16	58.0.10				
Information General	Copy/Print Scan/Digi	tal Send Fax Troubl	eshooting Security	HP Web Services Network	ing
Device Status Job Log Configuration Page Supplies Status Page	Device Status Ready				
Usage Page Device Information Control Panel Snapshot Print Printlable Reports and Pages Other Links	Stapler 1 C8091A: C * Estimated levels. Actu	100% Maintenance Kit Order 110V-C2H6 C2H57A K al levels may vary.	7A, 220V- 20%* Order L2718#	eeder Kit A 100%*	
Shon for Supplies	Media				
Product Support	Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Upper-left bin Lower-left bin	Status           Empty           111         40 - 100%           111         40 - 100%           1         <10%	Capacity 100 Sheets 500 Sheets 500 Sheets 1,500 Sheets 2,000 Sheets 1,300 Sheets 1,700 Sheets Change Settings	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11) Letter (8.5x11) N/A N/A	Type Any Type Plain Plain Plain Plain N/A N/A

NOTE: To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS . Click <u>here</u> to learn more.

#### 2: Configure the Paper Selection feature

Select the tray that contains the appropriate paper type and size for the job, or select Automatically select to select the tray based on the tray-configuration settings.

- 1. Click the Copy/Print tab.
- 2. In the left navigation pane, click the Copy Settings. These settings can be overwritten by printer drivers, file requirements, etc.

**3.** In the Copy Settings area, set the paper size, for example Ledger (11 x 17 in) or A3 279 x 420 mm, by clicking the Paper Selection icon. Select the appropriate tray with the loaded paper size.

Will day brings has not been admonthed by ad the		
Do De ges Querra Dels Des		
* Couge	<ul> <li>All Insult - State Processing</li> </ul>	by h. A
I COMPANY I COMPANY	Maar sige n 🔁 Annal Kana n 💟 Kulage Danke n 🔯 Mar Janus 🖸 Maalar e 📔 Te Dirachee n 🚬 Maas Kap n	
Gigen Provide Streeters, Income	<ul> <li>Querancer N A</li> </ul>	lon P ·
2 Pueles 2 Dispute Da - Rate form D	ine M. Ban, Sp. 2 millioning - 2 hydrolyn bol	
Harden - Streeters	<ul> <li>N + Q + al Ak + So</li> </ul>	- 261 - 128 - 18 - 18 M C 🛛 2
5 HP Color Laboral New HEP Mb	n	
- Conclusion for PPUBLIC 111-1014		
Romanias General Countries Landon	ind Te Februine Scatt WithScore Branchin	
Service Copy Software		
AT READ AND ADDRESS		
Contraction States	distante a commune de vez des comune en distantación de aplication d'Ananda, comune a comune deveniero que a du Ananda de las ideas de comune da Ananda de comune de comune de site a comune de la de la decembra de la deserva	a production of the state of the
Sectors Sectors	an ia	
They have been stated	the second s	
Effective States	ter de l'entre l'ante de la participa de la contra de la contr Contra de la contra de	Annual Marco Marco
and the second s		
Deside feetures confige	te defent wither the weather. The end of the left when a time is relative to be to be to be a strength.	
Suit .	* Departments	
Colored Colored	A III DOWN NOT	
<u></u>	Page Stanley	
R August	Base Constant and	
	<ul> <li>Charles Tables (1975) (2) Call Provide (1977)</li> </ul>	
S	<ul> <li>() Far Units Load differences</li> <li>() Far Units Load differences</li> </ul>	
	# 1945	
9.5	area.	
integral	is same or	
<u></u>		
and a second sec	lana -	
1	Strandard (Mar	- 400 - 1

4. Click Apply.

#### 3: Configure the Sides feature for single or duplex printing

Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides. For example, select 1-sided original, 2-sided output when the original is printed on one side, but you want to make two-sided copies.

**1.** Find the Sides icon and click it.

Select 1-sided original, 2-sided output or the appropriate setting for the originals being used.

Constrained of the second	(K)	<ul> <li>March Water Soft</li> </ul>		
Constraint of the state	÷	💶 🖂 Sarriya 😨 Sadhari 🙆 Marginata 🖻 Babasi 🖸 Malar 👂	in Denne 🖉 de Neo	
An and the provide the prov	8	a Ballynese	States and States and	
	n 🔉 🖬 ' e	ner dieser (dieler dem 1955ener 1975 Benachten al) Wildle Mitger auf Berlindeperford.		
INP ColorIum 2010 000000000000000000000000000000000	1.00		and the set of the	8- A. 8 (2)
And a set of	HP ColorL:	sourchad Rove MEP HODO	100 million (100 million)	
Answer     App 1     App 2 (a)     App 2 (b)     App 2 (b)     App 2 (c)     App 2 (c) <td></td> <td>14.P.7</td> <td></td> <td></td>		14.P.7		
In the second	an damad	Apple Analytics to technolog from Modification	References and	
<pre>Mark 1 A Mark 1</pre>		Copy Synthys		
<pre>tile to per to per</pre>	10.00	181		
State     State       State		the state of the s		
A La Constanti de la constanti	-	an arrange as a		
Image: State		They down with the Debug to and the balls and Deb They age the Deep of Deb They all the	~	
Image: Second	1. A	and the balance of the set of the		
Image: Second		Landa and a second s		
Image: Second		and in the first of the standard	and the second second	
Interface     Interface       Interface     Interface       Interface     Interface       Interface     Interface       Interface     Interface		Ages and a second se		
Image: Solution of the soluti		1997 - 19		
Total All       International       International       International       International       International		(C) 14		
Constants Constants				
The state of the s		CALIND		
		THE THE A		
International       International       International       International       International		<u>19</u>		
See         Non-Name           Production         Non-Name           Production         Non-Name           Production         Non-Name		Call I and a state		
		<u> </u>		
		Contraction of the second seco		
Tens Exer		The blue		
			Sector and the sector is the s	3 · •
States process 2				

2. Click Apply.

#### 4: Configure the Booklet feature

- 1. Find the Booklet icon and click it to select the type of booklet to create.
- 2. To fold and staple the booklet, select the Fold and Stitch check box.

**NOTE:** Stapling is not an option by itself if **Booklet** is enabled under Booklet Format.

3. Select the appropriate booklet style and click Apply.

#### Step six: Configure the default staple location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Stapling
- **3.** Select a staple location from the list of options, and then touch the Save button. The following staple options are available:
  - None
  - Top left
  - Top right
  - Two left
  - Two right

- Two top
- Two top or left

# Install or replace a stapler/stacker or stapler/stacker with hole punch accessory for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880

- Introduction
- Before you begin
- <u>Required tools</u>
- Step one: remove the stapler/stacker
- <u>Step two: Unpack the optional or replacement stapler/stacker</u>
- <u>Step three: Install the optional or replacement stapler/stacker</u>
- <u>Step four: Parts return</u>
- Step five: Configure the default hole punch location
- Step six: Configure the default staple location

#### Introduction

The following information provides the procedures to install or replace a stapler/stacker accessory for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise Flow MFP M880.

**NOTE: I** To see a short video demonstrating this procedure, click <u>here</u>.

### Before you begin

Use the table below to identify the correct accessory part number for your accessory, and then go to <u>www.hp.com/buy/parts</u> to order the accessory.

#### Table 2-3 Stapler/stacker accessory part numbers

A2W80A	Stapler/stacker accessory with installation instructions
A2W82A	Stapler/stacker with 2/4 hole punch accessory with installation instructions

To replace an existing stapler/stacker, go to Step one: remove the stapler/stacker on page 57.

To install a new stapler/stacker, go to <u>Step two: Unpack the optional or replacement stapler/stacker</u> on page 58.

#### **Required tools**

No special tools are required to install this accessory.

#### Step one: remove the stapler/stacker

**1.** Turn off the product, and then disconnect the power cord.

**CAUTION:** To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

ENWW Install or replace a stapler/stacker or stapler/stacker with hole punch accessory for the HP Color LaserJet 57 Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 2. At the back of the product, disconnect the finishing accessory interface cable.



**3.** To separate the finishing accessory from the product, press the release button down and hold it down as you slide the finishing accessory away from the product.



**WARNING!** Failure to follow these instructions might damage the product.

**4.** Completely remove the finishing accessory.



# Step two: Unpack the optional or replacement stapler/stacker

Unpack the stapler/stacker from the packaging.

NOTE: Remove all tape and packing material from outside the accessory. Open all doors and remove all tape and packing material from inside the accessory.

For recycling information, go to www8.hp.com/us/en/hp-information/environment/product-recycling.html.

- **NOTE:** HP recommends responsible disposal of the defective stapler/stacker.
  - **1.** Remove all of the shipping tape from outside the accessory.



2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

Close the front door.



3. Remove all of the shipping tape and packing materials from the output trays.



- **4.** If you are installing an optional stapler/stacker, remove the intermediate paper transport unit (IPTU) and the binder cover from the packaging.
- **NOTE:** If you are replacing an existing stapler/stacker, these parts are already installed on the product and replacement of them is not required.



# Step three: Install the optional or replacement stapler/stacker

- 1. If not already done, turn off the product and disconnect the power cord.
  - **CAUTION:** To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.



**a.** Remove two thumbscrews.

**b.** Remove one cover (callout 1). Release one tab, and then remove one tray (callout 2).



c. Install the IPTU (callout 1), and then install the binder cover (callout 2).



2. Attach the accessory to the product.



- 3. Use the adjustment wheels on the accessory to align the accessory with the edge of the product.
  - **NOTE:** If the accessory is not correctly aligned with the product, excessive paper jams may occur.



**4.** Connect the finishing accessory interface cable.



5. Connect the product power cord, and then turn on the product.

#### **Step four: Parts return**

The following URL provides information on how to return parts to HP for reuse and recycling: <u>Product return</u> and recycling

**NOTE:** HP recommends responsible disposal of the defective stapler/stacker.

### Step five: Configure the default hole punch location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Hole Punching
- 3. Select a hole punch location from the list of options, and then touch the Save button. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
None	$\checkmark$	$\checkmark$
Two left or top	$\checkmark$	$\checkmark$

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
Two left	Ý	×
Two right	Ý	×
Two top	$\checkmark$	×
Two bottom	$\checkmark$	×
Three left	$\checkmark$	
Three top	$\checkmark$	
Three right	$\checkmark$	
Three top	$\checkmark$	
Three left or top	$\checkmark$	
Four left		×
Four right		×
Four top		×
Four left or top		¥

NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

NOTE: To use the hole puncher, load Letter or A4-size paper with the long edge of the paper along the right edge of the tray (long-edge feed).

### Step six: Configure the default staple location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Stapling
- **3.** Select a staple location from the list of options, and then touch the Save button. The following staple options are available:
  - None
  - Top left
  - Top right
  - Two left
  - Two right
  - Two top
  - Two top or left

# Install or replace the booklet maker or booklet maker hole punch accessory for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880

- Introduction
- Before you begin
- Required tools
- <u>Step one: Remove the booklet maker</u>
- <u>Step two: Unpack the optional or replacement booklet maker accessory</u>
- <u>Step three: Install the optional or replacement booklet maker accessory</u>
- <u>Step four: Parts return</u>
- Step five: Configure the booklet maker in the Embedded Web Server (EWS)
- <u>Step six: Configure the default hole punch location</u>
- Step seven: Configure the default staple location

#### Introduction

The following information provides the procedures to install or replace a booklet maker for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880.

## Before you begin

Use the table below to identify the correct accessory part number for the accessory, and then go to <u>www.hp.com/buy/parts</u>.

#### Table 2-4 Booklet maker/finisher accessory part numbers

A2W83A	Booklet maker/finisher accessory with installation instructions
A2W84A	Booklet maker/finisher with 2/3 hole punch accessory with installation instructions
CZ999A	Booklet maker/finisher with 2/4 hole punch accessory with installation instructions

To replace an existing booklet maker, go to Step one: Remove the booklet maker on page 65.

To install a new booklet maker, go to <u>Step two: Unpack the optional or replacement booklet maker accessory</u> <u>on page 66</u>.

### **Required tools**

No special tools are required to install this accessory.
### Step one: Remove the booklet maker

- **1.** Turn off the product, and then disconnect the power cord.
  - **CAUTION:** To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.
- 2. At the back of the product, disconnect the finishing accessory interface cable.



- **3.** To separate the finishing accessory from the product, press the release button down and hold it down as you slide the finishing accessory away from the product.
  - **CAUTION:** Failure to follow these instructions might damage the product.



4. Completely remove the finishing accessory.



### Step two: Unpack the optional or replacement booklet maker accessory

Unpack the booklet maker from the packaging.

NOTE: Remove all tape and packing material from outside the accessory. Open all doors and remove all tape and packing material from inside the accessory.

For recycling information, go to <u>www8.hp.com/us/en/hp-information/environment/product-recycling.html</u>.

- **NOTE:** HP recommends responsible disposal of the defective booklet maker.
  - 1. Remove all of the shipping tape from the outside of the accessory.



2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

Close the front door.

**CAUTION:** Make sure that you remove all of the shipping material from inside the accessory.



**3.** Remove all the shipping tape and packing materials from the output trays (callout 1) and the booklet output tray (callout 2).



- 4. If installing an optional booklet maker, remove the intermediate paper transport unit (IPTU) and the binder cover from the packaging.
- **NOTE:** If you are replacing an existing booklet maker, these parts are already installed on the product and replacement of them is not required.



### Step three: Install the optional or replacement booklet maker accessory

- 1. If installing an optional booklet maker for the first time, turn off the product and disconnect the power cord.
  - **CAUTION:** To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.
    - a. Remove two thumbscrews.



**b.** Remove one cover (callout 1). Release one tab, and then remove tray one (callout 2).



c. Install the IPTU (callout 1), and then install the binder cover (callout 2).



2. Attach the accessory to the product.



**3.** Use the adjustment wheels on the accessory to align the accessory with the edge of the product.

**NOTE:** If the accessory is not correctly aligned with the product, excessive paper jams may occur.

**4.** Connect the finishing accessory interface cable.



5. Connect the product power cord, and then turn on the product.

### **Step four: Parts return**

The following URL provides information on how to return parts to HP for reuse and recycling: <u>Product return</u> <u>and recycling</u>

**NOTE:** HP recommends responsible disposal of the defective booklet maker.

### Step five: Configure the booklet maker in the Embedded Web Server (EWS)

- <u>1: Connect to the EWS</u>
- <u>2: Configure the Paper Selection feature</u>
- <u>3: Configure the Sides feature for single or duplex printing</u>
- <u>4: Configure the Booklet feature</u>

#### **1: Connect to the EWS**

- 1. From the Home screen on the product control panel, touch the Network button to display the IP address or host name.
- 2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the Enter key on the computer keyboard. The EWS opens.

https://10.10.XXXXX/

NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP product. If this error occurs outside of the HP product's EWS, the computer could be at risk.

Lasso lat New WPP MEDI 192."	168.0.10				
Information General	Copy/Print Scan/Dig	ital Send Fax Troublesh	ooting Security I	HP Web Services Network	ing
Device Status					
Job Log	Device Status	ŧ.			
Configuration Page					
Supplies Status Page	Ready				
Event Log Page	Supplies				
Usage Page					
Device Information	Black Cartridge Order 25X (CF325X)	Maintenance Kit 100%* Order 110V-C2H67A.:	Document Fe 220V- 20%* Order L2718A	eder Kit 100%*	
Control Panel Snapshot		C2H57A	P		
Print			12		
Print Printable Reports and Pages	Stapler 1 C8091A: (	ok			
Print Printable Reports and Pages	Stapler 1 C8091A: ( * Estimated levels. Act	OK ual levels may vary.			
Print Printable Reports and Pages Other Links	Stapler 1 C8091A: ( * Estimated levels. Act	OK ual levels may vary.	Supplies Details		
Print Printable Reports and Pages Other Links HP Instant Support	Stapler 1 C8091A: ( * Estimated levels. Act	OK ual levels may vary.	Supplies Details		
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies	Stapler 1 C8091A: * Estimated levels. Act Media	OK uai levels may vary.	Supplies Details		
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: 0 * Estimated levels. Act Media Input/Output	OK uai leveis may vary. Stotus	Supplies Details Capacity	Size	Туре
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1	OK ual levels may vary. Status Empty	Supplies Details Capacity 100 Sheets	Size Any Size	Туре Алу Туре
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2	OK ual levels may vary. Status L Empty 100%	Supplies Details Capacity 100 Sheets 500 Sheets	Size Any Size A4 (210x297 mm)	Type Any Type Plain
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2 Tray 3	OK ual levels may vary. Sintus Empty 1111 40 - 100%	Supplies Details Capacity 100 Sheets 500 Sheets 500 Sheets	Size Any Size A4 (210:297 mm) Custom	Type Any Type Plain Plain
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4	OK ual levels may vary. Status J Emply 1111 0 100% 1111 40 - 100% 1115 40 - 100%	Supplies Details Capacity 100 Sheets 500 Sheets 500 Sheets 1,500 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11)	Type Any Type Plain Plain Plain
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supples Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5	Status           Status           Empty           111           40 - 100%           111           40 - 100%           111           40 - 100%           111           40 - 100%           111           40 - 100%           111           40 - 100%           111           40 - 100%           111	Supplies Details Capacity 100 Sheets 500 Sheets 1,500 Sheets 1,500 Sheets 2,000 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11) Letter (8.5x11)	Type Any Type Plain Plain Plain Plain
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Upper-left bin	OK ual levels may vary. Sintus Empty 1015 40 - 100% 1016 40 - 100% 1016 40 - 100% 1016 40 - 100% 1016 40 - 00%	Supplies Details Cepacity 100 Sheets 500 Sheets 1,500 Sheets 2,000 Sheets 1,300 Sheets 1,300 Sheets	Size Any Size A4 (210×297 mm) Custom Letter (8.5×11) Letter (8.5×11) N/A	Type Any Type Plain Plain Plain NJA
Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: * Estimated levels. Act Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Upper-left bin Lower-left bin	OK ual levels may vary. Status Dempty 1010 40 - 100% C - 10% C - 10% C - 10% D - 0K	Supplies Details Capacity 100 Sheets 500 Sheets 500 Sheets 2,000 Sheets 1,300 Sheets 1,300 Sheets 1,300 Sheets 1,300 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11) Letter (8.5x11) N/A N/A	Type Any Type Plain Plain Plain Plain N/A N/A

NOTE: To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS . Click <u>here</u> to learn more.

#### 2: Configure the Paper Selection feature

Select the tray that contains the appropriate paper type and size for the job, or select Automatically select to select the tray based on the tray-configuration settings.

- 1. Click the Copy/Print tab.
- 2. In the left navigation pane, click the Copy Settings. These settings can be overwritten by printer drivers, file requirements, etc.
- 3. In the Copy Settings area, set the paper size, for example Ledger (11 x 17 in) or A3 279 x 420 mm, by clicking Paper Selection icon. Select the appropriate tray with the loaded paper size.



4. Click Apply.

ENWW

#### 3: Configure the Sides feature for single or duplex printing

Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides. For example, select 1-sided original, 2-sided output when the original is printed on one side, but you want to make two-sided copies.

1. Find the Sides icon and click it.

Select 1-sided original, 2-sided output or the appropriate setting for the originals being used.

	NAME OF TAXABLE PARTY OF TAXABLE PARTY.		0.00
(A)	Mara Kataka		
÷	Carrier (Carrier ) Indian (Charles in State State) (Carles State)	er an 1 💭 Martines	
8	Children and A.	Without a lot Z -	
<ul> <li>3 B10</li> </ul>	on the plate from Store M. Analysis (MCM) where the bary of the figure of the		
n Ling		Sector and the sector of the	e- a '∎ #
HP Color La	wardet Rose MEP MODI		
	10 B/2		
	April - Antipities is furthered to the Ministry April	-	
	Copy Gentleys		
97 (F)	8 mil		
and the second	with reliant bounds are subjective threads to an inductive of the an event scale to a short of an allow which	el Viletes adalas	
era. Tau	the set of the set of the set		
	ing the second data in the state of the balance in the large production of the 2 state in the system.		
1.0	14 11 25 Mart		والمراجع الأجوم
	Topheter.	_	
	which is the standard of plants are predicted and by the plants of the p	de Brene and	
	Ages 1000		
	17 ···		
	THE THE PART		
	54		
	E IN STR		
	220 Decision		
	Service Court		

2. Click Apply.

#### 4: Configure the Booklet feature

- 1. Find the **Booklet** icon and click it to select the type of booklet to create.
- 2. To fold and staple the booklet, select the Fold and Stitch check box.

**NOTE:** Stapling is not an option by itself if **Booklet** is enabled under Booklet Format.

**3.** Select the appropriate booklet style and click Apply.

#### Step six: Configure the default hole punch location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Hole Punching
- 3. Select a hole punch location from the list of options, and then touch the Save button. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
None	$\checkmark$	$\checkmark$
Two left or top	$\checkmark$	$\checkmark$
Two left	$\checkmark$	$\checkmark$
Two right	$\checkmark$	$\checkmark$
Two top	$\checkmark$	$\checkmark$

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
Two bottom	×	$\checkmark$
Three left	×	
Three top	$\checkmark$	
Three right	×	
Three top	×	
Three left or top	$\checkmark$	
Four left		$\checkmark$
Four right		¥
Four top		$\checkmark$
Four left or top		¥

NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

NOTE: To use the hole puncher, load Letter or A4-size paper with the long edge of the paper along the right edge of the tray (long-edge feed).

### Step seven: Configure the default staple location

- 1. From the Home screen on the product control panel, scroll to and touch the Administration button.
- 2. Open the following menus:
  - Stapler/Stacker Settings
  - Stapling
- **3.** Select a staple location from the list of options, and then touch the Save button. The following staple options are available:
  - None
  - Top left
  - Top right
  - Two left
  - Two right
  - Two top

ENWW

• Two top or left

# **Configure the product for Mailbox Mode or Stacker Mode**

- <u>Step one: Access the HP Embedded Web Server (EWS)</u>
- <u>Step two: Configure Mailbox Mode or Stacker Mode from the Embedded Web Server (EWS)</u>
- <u>Step three: Configure the Stapler/Stacker settings</u>
- <u>Step four: Configure the Staple/Collate settings</u>
- <u>Step five: Configure the Hole Punch functionality</u>
- <u>Step six: Configure the Output Bin</u>

The mailbox mode allows each bin to be addressed individually. The stacker mode stacks the printed output from the lowest bin to the top.

Use the Embedded Web Server (EWS) to configure the mode. Check the driver to make sure it is configured for the new mode.

### Step one: Access the HP Embedded Web Server (EWS)

1. From the Home screen on the product control panel, touch the Network button to display the IP address or host name.

2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the Enter key on the computer keyboard. The EWS opens.

https://10.10.XXXXX/

NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP product. If this error occurs outside of the HP product's EWS, the computer could be at risk.

Filmer at New WEIP MILTE 192.16	8.0.10				
Information General	Copy/Print Scan/Dig	ital Send Fax Troublesho	ooting Security I	HP Web Services Networki	ing
Device Status Job Log	Device Status				
Configuration Page Supplies Status Page	Ready				
Event Log Page	Supplies				
Usage Page	Black Cartridge	Maintenance Kit	Document Fe	eder Kit	
Device Information	Order 25X (CE325X)	100%* Order 110V-C2H67A. 2	20V- 20%* Order L2718A	100%*	
Control Panel Snapshot	(	C2H57A			
Control Panel Snapshot Print		C2H57A			
Control Panel Snapshot Print Printable Reports and Pages	Stapler 1 C8091A: C	С2Н57А			
Control Panel Snapshot Print Printable Reports and Pages	Stapler 1 C8091A: C * Estimated levels. Actu	C2H57A			
Control Panel Snapshot Print Printable Reports and Pages Other Links	Stapler 1 C8091A: C * Estimated levels. Actu	C2H57A	Supplies Details		
Control Panel Snapshot Print Printable Reports and Pages Other Links HP Instant Support	Stapler 1 C8091A: C * Estimated levels. Actu Media	C2H57A DK ual levels may vary.	Supplies Details		
Control Panel Snapshot Print Printable Reports and Pages Other Links 4P Instant Support Shop for Supplies Printer Evenet	Stapler 1 C8091A: C * Estimated levels. Actu Media	C2H57A	Supplies Details		
Control Panel Snapshot Print Printable Reports and Pages Other Links IP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A. C * Estimated levels. Ach Media	C2H57A DK bal levels may vary.	Supplies Details Capacity	Size	Туре
Control Panel Snapshot Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: C * Estimated levels. Actu Media Input/Output Tray 1	C2H57A DK Lai levels may vary.	Supplies Details Capacity 100 Sheets	Size Any Size	Type Any Type
Control Panel Snapshot Print Printable Reports and Pages Other Links He Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: C * Estimated levels. Ach Media Input/Output Tray 1 Tray 2	C2H57A C2H57A Ual levels may vary. Status L Empty L Empty L Empty	Supplies Details Capacity 100 Sheets 500 Sheets	Size Any Size A4 (210x297 mm)	Type Any Type Plain
Control Panel Snapshot Print Printable Reports and Pages Other Links Phore Links Shop for Supplies Product Support	Stapler 1 C8091A: 4 * Estimated levels. Actu Media Input/Output Tray 1 Tray 2 Tray 3	C2H57A C2H57A DK usal levels may vary. Status L I Empty 1010 40 - 100% 1110 40 - 100%	Supplies Details Capacity 100 Sheets 500 Sheets 500 Sheets	Size Any Size A4 (210x297 mm) Custom	Type Any Type Plain Plain
Control Panel Snapshot Print Printable Reports and Pages <b>Dther Links</b> HP Instant Support Alsop for Supplies Product Support	Stapler 1 C8091A: ( * Estimated levels: Actu Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 4	C2H57A DK La levels may vary. Status Empty 1111 40 - 100% 1111 40 - 100% 1111 40 - 100%	Supplies Details Capacity 100 Sheets 500 Sheets 1,500 Sheets 1,500 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11)	Type Any Type Plain Plain Plain
Control Panel Snapshot Print Printable Reports and Pages Other Links HP Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: C * Estimated levels. Acti Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5	C2H57A DX ual levels may vary. Status L Empty 1111 40 - 100% 1111 40 - 100% 111 40 - 10% 1 - 10%	Supplies Details Capacity 100 Sheets 500 Sheets 500 Sheets 2,000 Sheets 2,000 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11) Letter (8.5x11)	Type Any Type Plain Plain Plain Plain Plain
Control Panel Snapshot Print Printable Reports and Pages Other Links HPI Instant Support Shop for Supplies Product Support	Stapler 1 C8091A: 4 * Estimated levels. Actu Media Input/Output Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Upper-left bin	C2H57A DK tail levels may vary. Status Empty 100%	Supplies Details Capacity 100 Sheets 500 Sheets 1,500 Sheets 2,000 Sheets 1,300 Sheets 1,300 Sheets	Size Any Size A4 (210x297 mm) Custom Letter (8.5x11) Letter (8.5x11) N/A	Type Any Type Plain Plain Plain Plain NA

NOTE: To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS . Click here to learn more.

# Step two: Configure Mailbox Mode or Stacker Mode from the Embedded Web Server (EWS)

1. Click the **General** tab.

A -faithe to Land Telescoles - We	ara. I dan darja ar	Pres Arres Constraints	
Sector Stratic Sector	altradiu Neuras Francis, neurannie Galle	🕐 🕘 Can Town Chor 🦄 🐹 🎦 Geodur	P -
In D. Gerfange Der	La contra de		
S. Pasto - 27 K. ( 7 Should peed	<ul> <li>Figure (Figure (F</li></ul>		
Sand fall and fall for the reasons		- 540, a.60, a.86 ≥ 10 a.80	· · · •
IP Color LaserJ	let flow MFP MS80	Solution States	
A THE REPORT OF MICH	**		
Advantation (Constant) (C	gyfald - Sandiga San - Biz - 1	Tedés seligi Ara Is 1764 Sausa Basa	a bag
Table Directory and Same	Control Panal Cuelomzahon		
400	Here Street Consolidation		
Contraction reproduced that a	Trapado e se a como se se encora e	es d'ar an digar ang an ar wisagapak di kanalakan	
at a training	Las Same		
Colorado e colora	(	CON DOM	
T she are an	LED CITECH	LCB.4	
Castan The			
JERO BER		Ena Bria	
LEEC - PERSON	Silka e	<u>a.</u> .	
a second and a second a	Replaye from USE	Game to Device Memory	
the second second	Colors .		
Second Second Second			
when Lada	Perference from Device for	Anony Jak Hank	
dia trans	Carece	Comp Comp. C	
to be repaired.	Supplies	(C) (A)	
	Subar .	2 3 A A A	
		/	
		( 3/4 ) US VISA ING MEMO * C4	_
÷			1
Press Doll # Ex (Why dense Wark Inc.	dc	💐 uppel internet i kristek Merei Citta 🛛 👘 in	S

- 2. In the left navigation pane, click the **Control Panel Administration Menu** link.
- 3. In the Control Panel Administration Menu area, expand the Administration list.

And the second second	ALCOHOLD IN MUSIC	
the two part shows the	NY 196	
< Googe	- Charle Market No. 4	and the
N LINE	Transfer (1) Sector (2) Sector (2) Sector (2) Sector	Constra Management Carton
Sector Process of	Malance	Status for \$2.5 Zee 2.5
Strates 2 Billion	e dave grade den Mener for Anaches aljebrische Alle e orden beite	NU
Second and		
🧔 HP Color Lav	wijat Row HEP Hono	
A SPRINGER PROPERTY		
Marine and Arrest	April Completed to Participation and	Parama Balances
And a feature of a	Copy Sealings	
elin de las	181	
the distribution	with reliant bound over conditioner literation and data for all the encounter law of	a for should be added in the line of a data in
August and	an or the second s	
	They there will be the basis of the balance the Display the Despet De	and public systems
The Chapter	14 11 25 251	and the second se
Taria Dagat	Property of	
	والمراجع والرقاب والمستعد المناوي والمتعار المتعام المتراجع والمتعاملات	an analagi a jing kadalan ing ana anal
	The second se	
	<u></u>	
	(C) · • •	
	SA 68.0	
	200	
	(C) LIN NOR	
	The second second	
	<u> </u>	
	Station below	
	Sector Court	
		Strategy and States

- 4. Click the **Stapler/Stacker Settings** link.
- 5. In the Stapler/Stacker Settings area, locate the Operation Mode box.
- 6. Select the appropriate option (Stacker or Mailbox).
- 7. Click **OK** at the bottom of the page.

### Step three: Configure the Stapler/Stacker settings

- 1. Click the **General** tab.
- 2. In the left navigation pane, click the **Control Panel Administration Menu** link.

Control Panel Administration Methods         Sector         Provide Sector	A Packard No. & Address M Construction and Construction Construction Construction Construction Construction for Construction Construction Construction	ca Maka Dena baba Ing Ing Ing California (Color Dena Ser Ing Ing California (Color Dena Ing Californi (Color Dena Ing California	La contra de la Maria de La Contra de la Co
	Look facilitation SubConference And Anno Anno Anno Anno Anno Anno Anno	Control Pane Administration Philosophics Administration Philosophics Administration Philosophics	Men.  In which of the sector name who, is determined in the lattice of the lattic

- 3. In the Control Panel Administration Menu area, expand the Administration list.
- 4. Click the **Stapler/Stacker Settings** link. Select the item settings to configure:
  - **Operation Mode** drop-down menu: **Mailbox** or **Stacker** mode
  - **Stapling** drop-down menu: select the position and number of staples. The following staple options are available:
    - None
    - Top left
    - Top right
    - Two left
    - Two right
    - Two top
    - Two top or left
  - Staples are very low drop-down menu: select to Continue or Stop from the drop-down menu
  - Job Offset drop-down menu: select **On** or **Off** from the drop-down menu
  - Low-humidity Printing drop-down menu: select Enabled or Disabled

- **Hole Punching** drop-down menu: select the position and number of holes to punch. The following hole punch options are available:
  - None
  - Two left or top
  - Two left
  - Two right
  - Two top
  - Two bottom
  - Four left or top
  - Four left
  - Four right
  - Four top
- **Staple Speed** drop-down menu: select the appropriate staple speed:
  - Automatic
  - Fast
  - Slow
- 5. Scroll to the bottom of the page, and click **OK**.

### Step four: Configure the Staple/Collate settings

- 1. Click the **Copy/Print** tab.
- 2. In the left navigation pane, click the **Copy Settings** link.

3. In the Copy Settings area, click Staple/Collate (scroll if necessary).



- 4. In the **Staple/Collate** area, do the following:
  - Select the position and number of the staples. The following staple options are available:
    - None
    - Top left angled
    - Top right angled
    - Two left
    - Two right
    - Two top
  - Leave the default as **Collate** or deselect the check box to stop collating.
- 5. Click Apply.

### **Step five: Configure the Hole Punch functionality**

- 1. Click the **Copy/Print** tab.
- 2. In the left navigation pane, click the **Copy Settings** link.

**3.** In the **Copy Settings** area, click **Hole Punch** (scroll if necessary).

and a	Dvi Par			
NgK .	- ( <b>1</b> )-	Ver March		Sys
11040.	The second secon	aga Tanànan 🙆 Majintana 🖸 Pitakan 📔 Cariba	arian - 🔁 Maja Dag	
a Surrawa	Manager and State of States		<ul> <li>Transform (1) &gt; (2) &gt; (2)</li> </ul>	
alar 🛛 🕸 🖬 🖓	analika - 🖗 ata Ilawa 🔂 Kasa 24. Kasa kapa 🖗 Mitika	Calley — 🖉 Big Dealayse heral		
Tas Velage			Six girlin Bir Kari Mari Izari	<ul> <li>4 · 4 3 4 1</li> </ul>
HP Colar La	cordet New MEP 18880		and Adapter	-
NAMES OF STREET, STREE	NEW YORK			
entes i desert	Combine Include Sect In Desired and	Louis Maintenien Beiere	les -	
the second second second	Case Settings			
d Tapa Tgan				
10.00	Consider suspected according			
ne Vin Drilling Technol				
er lans	(science)			
	Calify Teleparts designed bits Hall you incomposed on the reast frame or height colling to make some specific time (the spice and shally Calify	ners a writer to Schulzkale analysis of the database later and A Data are even as writer by and provident to be blacks	tensi in deriversite, one colorie, ande a bene realty is in the second state of the second state.	inina mananita
an sample	On with motivation 54			
the Competition of				
and Constant	I NOT THE WAY AND	NUMBER OF THE OWNER OF THE OWNER OF THE OWNER.		
at Carac	Compare and the set of	ano age too teneg within bear optimizings. Philipping Data Rationality wy	_	
et fange-	Cange to act of the same size of the cases some some some some Cange South Cases and the case of the case of the same some Cases and the cases of the case of the case of the same some Cases and the case of t	ante app des mange et mes son a print harbon. L'h <u>arbo Den Balandin</u>		يەر مەربىرىيە
et Center-	Carego na post dena sua a rea ester se sua ser sen a ser sen Asta Asta de la carego da la carego da ser espectada da anti- a carego da reación de la carego da ser Core la dema	uno ago seo mengrat na seo seo a gent mango. A la <mark>Calcolina Parlandina</mark> my		ang titul tak
er Gener	Company and a set of the set of t	under soger som men som an som en som en for til men som A han det som en som		ange 185 at Ref.
ar Cango		ana ago sa nang at na ang at nang. •• galading ta pang at na ang at nang at an na ang at na ang at na ang at nang at nang at nang at na ang at nang		na ya 1951 at Baki
et lange-	Constrained for the set of a s	nen app i de territoria de las seus app d'histopol - L'administrativa d'artes altre a la seus en la calega d'ha altre altre altre a la seus de la calega de - La seus altre	n calcular protec	har ya 195 nd Tala
er lange-	Lange of a circle circle of a	ann agu tao Ann an Aonaichte an Aonaichte An Aonaichte Alaine Ann an Aonaichte Ann an Aonaichte Ann an Aonaichte Ann an Aonaichte Ann an Aonaichte Ann Aonaiste Ann Aonaiste Ann Aonaiste Ann Aonais	a contrarente	1876 i Silo
er lange-	Lange and the second se	ана ара на литира на на назнат ут терра. • • Себита Бланска и терра на на назнат и терра на	1000 1000	na ya 195a di Baki
er lange-	Lager Lands for an and the server start basis has been and a server start basis has been at a set which has been been been been been been been bee	Annuario in a manga ana a tanàn a sa s	20 1. JOH J 1999	anga 185 ni Sak
ef ( <sub>1980</sub> -	Lager Loop Tree and Young Tree and Lager Loop	en ago con ang sa man den ang sa manga en babalan Jakania nya an ma ang sa manga ang sa manga ang sa ang sa manga ang sa mang ang sa ang sa manga ang sa mang ang sa manga ang sa mang sa mang ang sa manga ang sa mang ang sa mang ang	n cann a mini	han ya 115adi Bak
ef Spage-	In generation of the out of the series of th	entrange and the set of the strength of the st	1000 HTM	hou ya 115 mili Bak
ef Grage-	Lage a contra con ta contra con transmission con una un contra contra contra contra contra contra contra contra Contra contra contra contra contra contra contra contra contra contra contra contra contra contra contra contra contra contra contra contr	en angelen fan de ferste en	20 11 July 1 Martin	ner yn 1954 de felse
ef Grage-	and an address of the out of the second seco	And a general set of the set of t	• 400 UNF	ner yn 1954 ôf Anto
ef Gran-	in gen notin the only the net rates that is not an use that had been been with and it is not a provide that the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the control of the net rates of the net rates of the net rates of the net rates of the control of the net rates of	And a general set of the set of t	20 1.000 1999	anga USAI BAC
ef Spage-	in generation the out of series of series deals on the out of series of series deals of series and series of series	And any or an end of a set of		ing State
ef Spage-	in gen not refer due d'est per l'artic addes sont au au au de la de	en angele fan de finde en		
e fage	A de la de	en ange in the ange at man of the CMM Bangel (+) Coldential E Andre Bangel ange in the ange at the ange		ing the state
e fage-	and a set of the set o	And any internet of the second	1.000 FPHT	

- 4. In the Hole Punch area, select a Hole Punch option.
- 5. Click Apply.

### **Step six: Configure the Output Bin**

Use this feature to configure the default options for copy jobs. If the job options are not specified when creating the job, the default options are used.

- 1. Click the **Copy/Print** tab.
- 2. In the left navigation pane, click the **Copy Settings** link.

3. In the **Copy Settings** area, click **Output Bin** (scroll if necessary).

	- All 1	and a Billion No. W
Contract of the local division of the local		des Freier - 🛃 Mar Den A 🔼 Werker - 🔛 De Dent wer - 🖼 Henrik von
100 K 10 10 10 10 10 10	and a state of the	
Conversion of COntractor	server a far and a server and affect the server	and a second
N TLAY, Drings		8.2.2.8.00 Million 8.2.2.0
IP Color Las	anded flow NEP MISSO	A CONTRACTOR OF
And shows the second second	Lat. In Pro-	
House the second	Condition Section International	n Develo Wash Device Meleo ne
terrer terrer ang Terrer Start Isla	Occy Settings	
Anna ann Ann		
design of the proof.	V	
and the second s	Special Data	
Profest Super-	Construction of the second sec	
	alle marks	
	ter te tate til støpe te and sjon te taj jak til st	a na an
	The fact of the station of plant to the plant the state	n na se et sport på type spans ante antalig de popular dande advancer adva en joner den
	ta ta dari bi saga ta bala parti di pa	nterson by tog the population on the population of the sector of the sec
	eta en el constante plan de la constante plan de la constante plan de la constante plan de la constante de la	An an an type of program and an an analysis program. But an advantant water
	The ten where the subgrowth and the spectra of the state of the state of the spectra of the spec	Anne and ge tog the party parts and the manufacture and an anne anne
	The sector of th	an ana an try an ty an ty an
	A constant of the angle of the and plot of the stage of t	n fan en fige op fal på speson en en en seg te pysjon. Kenne akteur set være • Orderer Bin • Ord
	Section of the adaption of the adaption of the operation	An ear and george the personal entry and any personal extension and exte
	an de tack i fa angel a tack ad sport for tac part for the tack i fa angel a tack ad tack i fa angel ad tack angel ad tack angel ad tack angel at tack i fa angel ad tack angel ad tack angel at tack i fa angel ad tack angel ad tack angel at tack i fa angel ad tack angel	In last of good (if is good with a strategy of the good with a strate without a strategy)
	and the standard of and applied to the adaption of the standard to the standar	n fan aan fije oor jin je de gewaar een fer an de gewaar een de aan een de aan de aande een de aande een de aande een de aande een de aande een de
	and the standard of analysis of the analysis of the standard o	In face and gen of the physical and a minipage of physical factor advanced value
	The instant of a single statuted sport of the sport of th	A new and geo of the physical and a strategy to physical index advances - adv
	and an and the analysis of and any dot of the bag in the state The second of the analysis of an any dot of the bag in the state and the second of the analysis of the second o	Inter of the type of the space with a manufacture of the set of th

- 4. In the Output Bin area, select an Output Bin option:
  - Automatic
  - Upper-left bin
  - Lower-left bin
- 5. Click Apply.

**NOTE:** If creating a booklet, select the lower output bin.

**NOTE:** Available options for the booklet maker or Stapler/Stacker might not be available in all operating systems. All the finishing capabilities remain the same in all the operation modes.

# Configure the HP printer driver for Windows<sup>®</sup> 7, 8, 8.1, and OS X for Mailbox Mode or Stacker Mode

- <u>Windows® 7</u>
- Windows<sup>®</sup> 8.0 and 8.1
- <u>OS X</u>

#### Windows<sup>®</sup> 7

If the accessory is attached before the product software is installed, this procedure is not necessary. If the accessory is being attached after the product software is installed, perform the following steps:

- 1. Make sure the product is turned on and connected to the computer or network.
- 2. Open the Windows<sup>®</sup> Start menu, and then click **Devices and Printers** (or **Printers and Faxes** in XP).
- 3. Right-click the name of the product, and select **Printer Properties** (or **Properties** in XP).
- 4. Click the **Device Settings** tab.
- 5. Click the Installable Options section.
- 6. In the drop-down menu next to Automatic Configuration, select Update Now.

#### Windows<sup>®</sup> 8.0 and 8.1

**NOTE:** If the accessory is attached before the product software is installed, this procedure is not necessary.

If the accessory is being attached after the product software is installed, if the default driver settings are not used, or if another driver is used, perform the following steps:

- 1. Scroll to the bottom-left corner of the screen, and right-click the window that displays.
- 2. Select Control Panel, and then under Hardware and Sound, select View devices and printers.
- 3. Right-click the name of the product, and then select Printer Properties.
- 4. Click the **Device Settings** tab.
- 5. In the Installable Options, section, if Automatic Configuration is present, select Update Now.

#### OS X

The list of installed options should automatically update during the first print job after installing the accessory. If not, perform the following steps:

- 1. From the Apple menu, click System Preferences.
- 2. Select Print & Scan (or Printers & Scanners).
- 3. Select the product, **Options & Supplies**, and then select **Driver**.
- 4. Manually configure the **Accessory Output Mode**.

# 3 Supported paper sizes and types for finishing accessories

- HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830
- HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880
- Paper loading and orientation

# HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830

The following tables detail the supported paper types and sizes for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830.

Paper size	S	itacking	Offset	Stap	ling
_	Portrait	Landscape		Corner staple	Dual staple
Letter		×	<b>~</b>	$\checkmark$	$\checkmark$
216 x 279 mm (11 x 8.5 in)					
Letter Rotated	$\checkmark$		$\checkmark$	<b>~</b>	$\checkmark$
279 x 216 mm (8.5 x 11 in)					
Legal	$\checkmark$		$\checkmark$	<b>~</b>	$\checkmark$
216 x 356 mm (8.5 x 14 in)					
Executive	$\checkmark$				
184 x 267 mm (7.25 x 10.5 in)					
Statement	$\checkmark$				
140 x 216 mm (5.5 x 8.5 in)					
Oficio (8.5 x 13)	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
216 x 330 mm (8.5 x 13 in)					
11 x 17	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
279 x 432 mm (11 x 17 in)					
12 x 18	$\checkmark$				
305 x 457 mm (12 x 18 in)					
5 x 8	$\checkmark$				
127 x 203 mm (5 x 8 in)					
A3	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
197 x 420 mm (7.8 x 16.5 in)					
A4		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
210 x 297 mm (8.3 x 11.7 in)					
A4 Rotated	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
297 x 210 mm (11.7 x 8.3 in)					
A5	$\checkmark$				
148 x 210 mm (5.8 x 8.3 in)					

#### Table 3-1 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for stapling

# Table 3-1 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for stapling (continued)

Paper size	S	tacking	Offset	Stap	ling
	Portrait	Landscape	-	Corner staple	Dual staple
RA3	$\checkmark$				
305 x 430 mm (12 x 16.9 in)					
RA4	$\checkmark$	$\checkmark$	$\checkmark$		
215 x 305 mm (8.5 x 12 in)					
SRA4	$\checkmark$		$\checkmark$		
225 x 320 mm (8.9 x 12.6 in)					
B4 (JIS)	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
257 x 364 mm (10.1 x 14.3 in)					
B5 (JIS)	$\checkmark$				
182 x 257 mm (7.2 x 10.1 in)					
Oficio (216 x 340)	$\checkmark$		$\checkmark$	<b>~</b>	$\checkmark$
216 x 340 mm (8.5 x 13.4 in)					
8K (270 x 390)	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$
270 x 390 mm (10.6 x 15.3 in)					
16K (195 x 270)	$\checkmark$				
195 x 270 mm (7.7 x 10.6 in)					
8K (260 x 368)	$\checkmark$		$\checkmark$		
260 x 368 mm (10.2 x 14.5 in)					
16K (184 x 260)	$\checkmark$				
184 x 260 mm (7.25 x 10.2 in)					
8K (273 x 394)	$\checkmark$		$\checkmark$		
273 x 394 mm (10.7 x 15.5 in)					
16K (197 x 273)	$\checkmark$				
197 x 273 mm (7.8 x 10.7 in)					
D Postcard (JIS)	$\checkmark$				
148 x 200 mm (5.8 x 7.9 in)					
Envelope #9	$\checkmark$				
98 x 225 mm (3.9 x 8.9 in)					

# Table 3-1 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for stapling (continued)

Paper size	Stacking		Offset	Stap	ling
	Portrait	Landscape	_	Corner staple	Dual staple
Envelope #10	$\checkmark$				
114 x 241 mm (4.5 x 9.5 in)					
Envelope B5	<b>~</b>				
176 x 250 mm (6.9 x 9.8 in)					
Envelope C5	<b>~</b>				
162 x 229 mm (6.4 x 9 in)					
Envelope DL	<b>~</b>				
110 x 220 mm (4.3 x 8.7 in)					
Custom	<b>~</b>	$\checkmark$	$\checkmark$		
Variable					

#### Table 3-2 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for hole punch

Paper size	2/3 Ha	le punch	2/4 Hole punch		
	Two hole punch	Three hole punch	Two hole punch	Four hole punch	
Letter	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
216 x 279 mm (11 x 8.5 in)					
Letter Rotated	$\checkmark$		$\checkmark$		
279 x 216 mm (8.5 x 11 in)					
Legal	$\checkmark$		$\checkmark$		
216 x 356 mm (8.5 x 14 in)					
Oficio (8.5 x 13)	$\checkmark$		$\checkmark$		
216 x 330 mm (8.5 x 13 in)					
11 x 17	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
279 x 432 mm (11 x 17 in)					
A3	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
197 x 420 mm (7.8 x 16.5 in)					
A4	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
210 x 297 mm (8.3 x 11.7 in)					

# Table 3-2 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for hole punch (continued)

Paper size	2/3 Hole punch		2/4 Hole punch		
	Two hole punch	Three hole punch	Two hole punch	Four hole punch	
A4 Rotated	$\checkmark$		$\checkmark$		
297 x 210 mm (11.7 x 8.3 in)					
Oficio (216 x 340)	$\checkmark$		$\checkmark$		
216 x 340 mm (8.5 x 13.4 in)					

# Table 3-3 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper sizes for booklet maker (Bin 3 only)

Paper size	Booklet
Letter Rotated	$\checkmark$
279 x 216 mm (8.5 x 11 in)	
Legal	×
216 x 356 mm (8.5 x 14 in)	
Oficio (8.5 x 13)	×
216 x 330 mm (8.5 x 13 in)	
11 x 17	×
279 x 432 mm (11 x 17 in)	
A3	×
197 x 420 mm (7.8 x 16.5 in)	
A4 Rotated	×
297 x 210 mm (11.7 x 8.3 in)	
B4 (JIS)	$\checkmark$
257 x 364 mm (10.1 x 14.3 in)	
Oficio (216 x 340)	×
216 x 340 mm (8.5 x 13.4 in)	

#### Table 3-4 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported custom paper sizes

Custom paper sizes supported					
Custom size range <sup>1</sup>	Non-shift	Shift (offset)	Staple	Booklet	Punch
Scan direction minimum	98 mm (3.9 in)	210 mm (8.3 in)	-	-	-
Scan direction maximum	312 mm (12.3 in)	297 mm (11.7 in)	_	-	_

#### Table 3-4 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported custom paper sizes (continued)

Custom paper sizes supported					
Custom size range <sup>1</sup>	Non-shift	Shift (offset)	Staple	Booklet	Punch
Feed direction minimum	191 mm (7.5 in)	191 mm (7.5 in)	-	-	-
Feed direction maximum	635 mm (25 in)	432 mm (17 in)	-	-	-

<sup>1</sup> Custom size is not available for stapling, hole punching, or booklet.

# Table 3-5 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper types for stapling for Bin 1 and Bin 2

Paper size	Number of sheets (one and two staples)			
	Small sheets <sup>1</sup>	Large sheets <sup>2</sup>		
Plain	50	30		
HP EcoFFICIENT	50	30		
Light 60-74 g	50	30		
Mid-weight 96-110 g	18	11		
Heavy 111-130 g	18	9		
Extra heavy 131-175 g	12	6		
Letterhead	50	30		
Preprinted	50	30		
Prepunched	50	30		
Colored	50	30		
Bond	50	30		
Recycled	50	30		
Rough	50	30		
Intermediate 85-95 g	50	30		
Heavy rough	18	11		

<sup>1</sup> Small sheets: Feed direction < 221 mm.

<sup>2</sup> Large sheets: Feed direction >= 221 mm.

# Table 3-6 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper types for hole punching for Bin 1 and Bin 2

Paper type	Offset	2/3 Hol	2/3 Hole punch		e punch
		2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Plain	$\checkmark$	<b>~</b>	$\checkmark$	$\checkmark$	$\checkmark$
HP EcoFFICIENT	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Light 60-74 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$

Paper type	Offset	2/3 Hole punch		2/4 Hol	e punch
		2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Mid-weight 96-110 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Heavy 111-130 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Extra heavy 131-175 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Letterhead	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Preprinted	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Prepunched	$\checkmark$				
Colored	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Bond	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Recycled	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Rough	$\checkmark$	~	<b>~</b>	$\checkmark$	<b>~</b>
Intermediate 85-95 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Heavy rough	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

 Table 3-6
 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper types for hole punching for

 Bin 1 and Bin 2 (continued)
 Image: Support of the super su

#### Table 3-7 HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 – Supported paper types for booklets for Bin 3

Paper type		Booklet sheet (Bin 3 only)		
	Fold 1 sheet	With 1 cover sheet	No cover sheet	-
Plain	$\checkmark$	14	15	$\checkmark$
HP EcoFFICIENT	$\checkmark$	14	15	$\checkmark$
Light 60-74 g	$\checkmark$	14	15	$\checkmark$
Mid-weight 96-110 g	$\checkmark$	4	5	$\checkmark$
Heavy 111-130 g	$\checkmark$	4	5	$\checkmark$
Extra heavy 131-175 g	$\checkmark$	2	3	$\checkmark$
Letterhead	$\checkmark$	14	15	$\checkmark$
Preprinted	$\checkmark$	14	15	$\checkmark$
Colored	$\checkmark$	14	15	$\checkmark$
Bond	$\checkmark$	9	10	$\checkmark$
Recycled	$\checkmark$	14	15	$\checkmark$
Rough	$\checkmark$	9	10	$\checkmark$
Intermediate 85-95 g	$\checkmark$	5	6	$\checkmark$
Heavy rough	$\checkmark$	5	6	$\checkmark$

## HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880

The following tables detail the supported paper types and sizes for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880.

# Table 3-8 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper sizes for stapling

Paper size	Offset	Staple		
		Corner staple	Dual staple	
Letter	$\checkmark$	$\checkmark$	$\checkmark$	
215 x 279 mm (8.5 x 11 in)				
Letter Rotated	$\checkmark$	$\checkmark$	×	
279 x 215 mm (11 x 8.5 in)				
Legal	$\checkmark$	$\checkmark$	$\checkmark$	
216 x 356 mm (8.5 x 14 in)				
Oficio (8.5 x 13)	$\checkmark$	$\checkmark$	×	
216 x 330 mm (8.5 x 13 in)				
11 x 17	$\checkmark$	$\checkmark$	$\checkmark$	
279 x 432 mm (11 x 17 in)				
A3	$\checkmark$	$\checkmark$	$\checkmark$	
297 x 420 mm (11.7 x 16.5 in)				
A4	$\checkmark$	$\checkmark$	$\checkmark$	
210 x 297 mm (8.3 x 11.7 in)				
A4 Rotated	$\checkmark$	$\checkmark$	×	
297 x 210 mm (11.7 x 8.3in)				
RA4	$\checkmark$			
215 x 305 mm (8.5 x 12 in)				
SRA4	$\checkmark$			
225 x 320 mm (8.9 x 12.6 in)				
B4 (JIS)	$\checkmark$	$\checkmark$	$\checkmark$	
257 x 364 mm (10.1 x 14.3 in)				
Oficio (216 x 340)	$\checkmark$	$\checkmark$	×	
216 x 340 mm (8.5 x 13.4 in)				
8K (270 x 390)	$\checkmark$	$\checkmark$	$\checkmark$	
270 x 390 mm (10.6 x 15.3 in)				

# Table 3-8 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper sizes for stapling (continued)

Paper size	Offset	Staple	
		Corner staple	Dual staple
8K (260 x 368)	$\checkmark$		
260 x 368 mm (10.2 x 145 in)			
8K (273 x 394)	$\checkmark$		
273 x 394 mm 10.7 x 15.5 in			
16K (197 x 273)	$\checkmark$		
197 x 273 mm (7.8 x 10.7 in)			
Custom	$\checkmark$		
Variable			

# Table 3-9 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper sizes for hole punching

Paper size	2/3 Hole punch		2/4 Ho	le punch
	2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Letter	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
215 x 279 mm (8.5 x 11 in)				
Letter Rotated	<b>~</b>		$\checkmark$	
279 x 215 mm (11 x 8.5 in)				
Legal	$\checkmark$		$\checkmark$	
216 x 356 mm (8.5 x 14 in)				
Oficio (8.5 x 13)	<b>~</b>		$\checkmark$	
216 x 330 mm (8.5 x 13 in)				
11 x 17	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
279 x 432 mm (11 x 17 in)				
A3	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
297 x 420 mm (11.7 x 16.5 in)				
A4	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
210 x 297 mm (8.3 x 11.7 in)				
A4 Rotated	$\checkmark$		$\checkmark$	
297 x 210 mm (11.7 x 8.3in)				
Oficio (216 x 340)	×		$\checkmark$	
216 x 340 mm (8.5 x 13.4 in)				

 Table 3-10
 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper sizes for

 booklet maker

Paper size	Booklet (Bin 3 only)
Letter Rotated	$\checkmark$
279 x 215 mm (11 x 8.5 in)	
Legal	$\checkmark$
216 x 356 mm (8.5 x 14 in)	
Oficio (8.5 x 13)	$\checkmark$
216 x 330 mm (8.5 x 13 in)	
11 x 17	$\checkmark$
279 x 432 mm (11 x 17 in)	
A3	$\checkmark$
297 x 420 mm (11.7 x 16.5 in)	
A4 Rotated	$\checkmark$
297 x 210 mm (11.7 x 8.3in)	
B4 (JIS)	$\checkmark$
257 x 364 mm (10.1 x 14.3 in)	
Oficio (216 x 340)	$\checkmark$
216 x 340 mm (8.5 x 13.4 in)	

#### Table 3-11 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported custom paper sizes

Custom size range	Non-shift	Shift (offset)	Staple	Booklet	Hole punch
Scan direction minimum	98.4 mm (3.9 in)	210 mm (8.3 in)	-	-	-
Scan direction maximum	320 mm (12.6 in)	297 mm (11.7 in)	-	-	-
Feed direction minimum	152.4 mm (6 in)	182 mm (7.2 in)	-	-	-
Feed direction maximum	457.2 mm (18 in)	432 mm (17 in)	-	-	-

# Table 3-12 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper types for stapling for Bin 1 and Bin 2

Paper type	One or two staples			
	Small sheets	Large sheets		
Plain	50	30		
HP EcoFFICIENT	50	30		

 Table 3-12
 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper types for stapling for Bin 1 and Bin 2 (continued)

Paper type	One or two staples		
	Small sheets	Large sheets	
HP Matte 90 g	44	22	
Light 60-74 g	50	30	
Intermediate 85-95 g	50	30	
Bond	50	30	
Recycled	50	30	
HP Matte 120 g	18	11	
HP Soft Gloss 120 g	8	8	
HP Glossy 120 g	8	8	
Mid-weight 96-110 g	18	11	
Heavy 111-130 g	18	9	
Mid-weight glossy 96-110 g	8	8	
Heavy glossy 111-130 g	8	8	
HP Matte 150 g	13	9	
HP Glossy 150 g	5	5	
Extra heavy 131-175 g	12	6	
Letterhead	50	30	
Preprinted	50	30	
Prepunched	50	30	
Colored	50	30	
Rough	50	30	
Heavy rough	18	11	

# Table 3-13 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper types for hole punching for Bin 1 and Bin 2

Paper type	Offset	2/3 Hole punch		2/4 Hole punch	
		Two hole punch	Three hole punch	Two Hole punch	Four hole punch
Plain	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
HP EcoFFICIENT	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
HP Matte 90 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Light 60-74 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Intermediate 85-95 g	$\checkmark$	~	$\checkmark$	$\checkmark$	$\checkmark$
Bond	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

Paper type	Offset	2/3 Hole punch		2/4 Ho	le punch
		Two hole punch	Three hole punch	Two Hole punch	Four hole punch
Recycled	$\checkmark$	<b>~</b>	$\checkmark$	$\checkmark$	$\checkmark$
HP Matte 120 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
HP Soft Gloss 120 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
HP Glossy 120 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Mid-weight 96-110 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Heavy 111-130 g	$\checkmark$	<b>~</b>	$\checkmark$	$\checkmark$	$\checkmark$
Mid-weight glossy 96-110 g	~	<b>~</b>	¥	<b>~</b>	<b>Y</b>
Heavy glossy 111-130 g	<b>~</b>	<b>~</b>	<b>~</b>	<b>~</b>	<b>~</b>
HP Matte 150 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
HP Glossy 150 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Extra heavy 131-175 g	<b>~</b>	~	<b>~</b>	$\checkmark$	<b>~</b>
Extra heavy glossy 131-175 g	<b>~</b>	~	$\checkmark$	$\checkmark$	$\checkmark$
HP Matte 200 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
HP Glossy 200 g	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Cardstock 176-220 g	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Cardstock glossy 176-220 g	<b>~</b>	~	<b>~</b>	<b>~</b>	<b>~</b>
Letterhead	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Preprinted	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Prepunched	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Colored	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Rough	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$
Heavy rough	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

# Table 3-13 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper types for hole punching for Bin 1 and Bin 2 (continued)

# Table 3-14 HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 – Supported paper types for booklet making for Bin 3

Paper type	Booklet sheet (Bin 3 only)			
	Fold one sheet	With one cover sheet	No cover sheet	
Plain	$\checkmark$	14	15	
HP EcoFFICIENT	$\checkmark$	14	15	

Table 3-14 HP Cold	or LaserJet Enterprise M855 and HI	P Color LaserJet Enterprise flow <b>N</b>	IFP M880 – Supported paper types for
booklet making fo	r Bin 3 (continued)		

Paper type	Booklet sheet (Bin 3 only)			
	Fold one sheet	With one cover sheet	No cover sheet	
HP Matte 90 g	$\checkmark$	9	10	
Light 60-74 g	$\checkmark$	14	15	
Intermediate 85-95 g	$\checkmark$	5	6	
Bond	<b>~</b>	9	10	
Recycled	$\checkmark$	14	15	
HP Matte 120 g	$\checkmark$	4	5	
HP Soft Gloss 120 g	$\checkmark$	4	5	
HP Glossy 120 g	$\checkmark$	4	5	
Mid-weight 96-110 g	$\checkmark$	4	5	
Heavy 111-130 g	$\checkmark$	4	5	
Mid-weight glossy 96-110 g	$\checkmark$	4	5	
Heavy glossy 111-130 g	$\checkmark$	4	5	
HP Matte 150 g	$\checkmark$	2	3	
Extra heavy 131-175 g	$\checkmark$	2	3	
Letterhead	$\checkmark$	14	15	
Preprinted	$\checkmark$	14	15	
Prepunched	$\checkmark$	14	15	
Colored	×	14	15	
Rough	×	9	10	
Heavy rough	×	5	6	

# **Paper loading and orientation**

- Introduction
- Face-up and face-down printing
- <u>Tray 1 paper orientation</u>
- Tray 2, 3, 4, and 5 paper orientation
- <u>3x500-sheet tray paper orientation</u>

### Introduction

For some features to work correctly, you must specify the way the content of the original document is placed on the page. Use the following information about paper loading to make sure the paper is loaded correctly to achieve the appropriate output results when using paper finishing.

In the Orientation area, select whether the original document has a portrait or landscape orientation. Portrait is the default setting.

Portrait orientation means the short edge of the page is along the top.



Landscape orientation means the long edge of the page is along the top.



### Face-up and face-down printing

Face-up printing is only available on either the HP LaserJet Enterprise M806 or the HP LaserJet Enterprise Flow M830 products. When selecting face-up, the staple, hole punch, and stitch finishing options are not available. The following table provides information about what paper sizes the product can print face-up and face-down.  
 Table 3-15
 HP LaserJet Enterprise M806 and HP LaserJet Enterprise Flow M830 – Supported paper sizes for face-up and facedown printing

Paper size	Face-up <sup>1</sup>	Face-down
Letter	$\checkmark$	×
216 x 279 mm (11 x 8.5 in)		
Letter Rotated	$\checkmark$	×
279 x 216 mm (8.5 x 11 in)		
Legal	$\checkmark$	$\checkmark$
216 x 356 mm (8.5 x 14 in)		
Executive	$\checkmark$	×
184 x 267 mm (7.3 x 10.5 in)		
Oficio (8.5 x 13)	$\checkmark$	$\checkmark$
216 x 330 mm (8.5 x 13 in)		
11 x 17	$\checkmark$	$\checkmark$
279 x 432 mm (11 x 17 in)		
5 x 8		$\checkmark$
127 x 203 mm (5 x 8 in)		
A3	$\checkmark$	$\checkmark$
197 x 420 mm (7.8 x 16.5 in)		
A4	$\checkmark$	$\checkmark$
210 x 297 mm (8.3 x 11.7 in)		
A4 Rotated	$\checkmark$	$\checkmark$
297 x 210 mm (11.7 x 8.3 in)		
A5	$\checkmark$	$\checkmark$
148 x 210 mm (5.8 x 8.3 in)		
B4 (JIS)	$\checkmark$	$\checkmark$
257 x 364 mm (10.1 x 14.3 in)		
B5 (JIS)	$\checkmark$	$\checkmark$
182 x 257 mm (7.2 x 10.1 in)		
D Postcard (JIS)		$\checkmark$
148 x 200 mm (5.8 x 7.9 in)		
Envelope #9		$\checkmark$
98 x 225 mm (3.9 x 8.9 in)		
Envelope #10		$\checkmark$
114 x 241 mm (4.5 x 9.5 in)		

 
 Table 3-15
 HP LaserJet Enterprise M806 and HP LaserJet Enterprise Flow M830 – Supported paper sizes for face-up and facedown printing (continued)

Paper size	Face-up <sup>1</sup>	Face-down
Envelope B5		$\checkmark$
176 x 250 mm (6.9 x 9.8 in)		
Envelope C5		$\checkmark$
162 x 229 mm (6.4 x 9 in)		
Envelope DL		$\checkmark$
110 x 220 mm (4.3 x 8.7 in)		
Custom	$\checkmark$	$\checkmark$
Variable		

<sup>1</sup> Face-up printing does not work with paper finishing.

### Tray 1 paper orientation

Use the following information to load paper in Tray 1.

#### Table 3-16 Tray 1 paper orientation

Paper orientation	Image orientation	Duplex mode	How to load paper
Preprinted, letterhead, or labels	Portrait	1-sided printing	Face-down
			Top edge toward the back of product
		Automatic 2-sided printing	Face-up
			Top edge toward the back of the product

#### Table 3-16 Tray 1 paper orientation (continued)



## Tray 2, 3, 4, and 5 paper orientation

Use the following information to load paper in Trays 2, 3, 4 and 5.

#### Table 3-17 Tray 2, 3, 4, and 5 paper orientation


#### Table 3-17 Tray 2, 3, 4, and 5 paper orientation (continued)



### 3x500-sheet tray paper orientation

Use the following information to load paper in any of the trays in the 3x500-sheet feeder.

Table 3-18 3x500-sheet tray paper orientation							
Paper type	Image orientation	Duplex mode	How to load paper				
Preprinted or letterhead	Portrait	1-sided printing	Face-up				
			Top edge at the back of the tray				



#### Table 3-18 3x500-sheet tray paper orientation (continued)



#### Table 3-18 3x500-sheet tray paper orientation (continued)



# 4 How to use the hole punch (optional finishing accessory)

- Introduction
- Device output options
- Hole punch when copying from the Automatic Document Feeder (ADF) optional accessory
- <u>Hole punch when printing from a Windows® application (optional accessory) using an HP UPD print</u> <u>driver or HP PCL 6 product specific print driver</u>
- Hole punch when printing from an OS X application (optional accessory) using an HP print driver

## Introduction

Use the hole punch accessory to automatically punch holes in pages during printing. HP products with the hole punch accessory installed provide several options to hole punch copied sheets, and some of those options also include stapling. Learn which hole punch option to use for the appropriate outcome:

- Hole punch from the Automatic Document Feeder (ADF)
- Hole punch from a Windows<sup>®</sup> application using an HP UPD print driver or HP PCL 6 product specific print driver
- Hole punch from an OS X application using an HP print driver

**NOTE:** The number of holes available varies by country/region.

- For countries/regions that use metric measurements, two or four hole options are available.
- For countries/regions that use imperial measurements, two or three hole options are available.

## **Device output options**

- Introduction
- Hole punch only output options
- Hole punch and staple output options

#### Introduction

The HP LaserJet Enterprise M806, HP LaserJet Enterprise Flow M830, HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880 paper handling accessories have various hole punch and staple options for different paper types.

The device output option tables indicate the direction the paper is loaded in the tray and what the output will be:

- Feed orientation: long edge feed or short edge feed
  - Long edge feed orientation



• Short edge feed orientation



- Document orientation: portrait or landscape
  - Portrait document orientation

Aa	
123	

• Landscape document orientation

	Aa	1	
	12	3	

• Finishing: staple, hole punch, or both

Some output device options are not supported and are indicated as such in the device output options tables. Some drivers will not allow these supported choices to be selected in the driver. For options that are not supported, the job will print but no output paper handling, such as hole punch or staple, will be performed.

**NOTE:** The following tables are examples of supported features.

#### Hole punch only output options

#### **2 Hole punch**

The following hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A

- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

Paper size	Image orientation	Two Hole Punch Left or Top	Two Hole Punch Left	Two Hole Punch Right	Two Hole Punch Top	Two Hole Punch Bottom
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 4-1 Two hole punch options by paper size – Long edge tray feed orientation

#### Table 4-2 Two hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Hole Punch Left or Top	Two Hole Punch Left	Two Hole Punch Right	Two Hole Punch Top	Two Hole Punch Bottom
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• • Aa 123	Not supported	Not supported	• • Aa 123	Aa 123
210 x 297 mm (8.3 x 11.7 in)	Landscape	• Aa	• Aa	Aa •	Not supported	Not supported
Ledger		. 123	. 123	123 .		
279 x 432 mm (11 x 17 in)						
A3						
279 x 420 mm (11.7 x 16.5 in)						
Legal						
216 x 330 mm (8.5 x 13 in)						
Oficio						
216 x 340 mm (8.5 x 13.4 in)						

#### **3 Hole punch**

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A

#### Table 4-3 Three hole punch options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Three Hole Punch Top or Left	Three Hole Punch Left	Three Hole Punch Right	Three Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	Aa 123	Aa 123	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 4-4 Three hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Three Hole Punch Top or Left	Three Hole Punch Left	Three Hole Punch Right	Three Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	Aa 123	Not supported	Not supported	Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	Aa 123	Aa 123	Aa 123	Not supported

#### **4 Hole punch**

The following hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 4-5 Four hole punch options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Four Hole Punch Left or Top	Four Hole Punch Left	Four Hole Punch Right	Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 4-6 Four hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Four Hole Punch Left or Top	Four Hole Punch Left	Four Hole Punch Right	Four Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	•••• Aa 123	Not supported	Not supported	•••• Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa 123	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### Hole punch and staple output options

#### 2 Hole punch and 1 staple

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 4-7 Two hole punch and one staple options by paper size – Long edge tray feed orientation

Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<ul><li>Aa</li><li>123</li></ul>	<ul><li>Aa</li><li>123</li></ul>	Aa • 123 •	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 4-8 Two hole punch and one staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	Not supported	Not supported	Aa 123	••• Aa 123
210 x 297 mm (8.3 x 11.7 in) Ledger 279 x 432 mm (11 x 17 in) A3 279 x 420 mm (11.7 x 16.5 in) Legal 216 x 330 mm (8.5 x 13 in) Oficio 216 x 340 mm (8.5 x 13.4 in)	Landscape	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported	Not supported

#### 2 Hole punch and 2 staples

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 4-9 Two hole punch and two staple options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<sup>I•</sup> Aa I• 123	<sup>I•</sup> Aa I• 123	Aa •' 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 4-10 Two hole punch and two staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• • Aa 123	Not supported	Not supported	• • Aa 123
210 x 297 mm (8.3 x 11.7 in)	Landscape	<b>∙</b> Aa	I• Aa	Aa •	Not supported
Ledger		<mark>₁•</mark> 123	<mark>₁•</mark> 123	123 📲	
279 x 432 mm (11 x 17 in)					
A3					
279 x 420 mm (11.7 x 16.5 in)					
Legal					
216 x 330 mm (8.5 x 13 in)					
Oficio					
216 x 340 mm (8.5 x 13.4 in)					

#### 3 Hole punch and 1 staple

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A

Table 4-11	Three hole punch and	one staple options by paper siz	e – Long edge tray feed orientation
------------	----------------------	---------------------------------	-------------------------------------

Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	Aa 123	Aa 123	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 4-12 Three hole punch and one staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Ledger	Portrait	/•••	Not supported	Not supported	<b>/•••</b>	• • •
279 x 432 mm (11 x 17 in)		Aa 123			Aa 123	Aa 123
A3						
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa 123	• Aa • 123	Aa 123	Not supported	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### **3 Hole punch and 2 staples**

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

The following hole punching and stapling options table applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A

Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	<sup>1</sup> Aa 123	Aa <sup>1</sup> 123	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 4-14 Three hole punch and two staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Punch Top
Ledger	Portrait	· · ·	Not supported	Not supported	
279 x 432 mm (11 x 17 in)		Aa 123			Aa 123
A3					
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa 123	l* Aa 123	Aa '' 123 .	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### 4 Hole punch and 1 staple

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

<b>ימטוב א- ו</b> ש רטעו ווטוב אעוונוו מווע טווב שנמאנב טאנוטווש איז אמאבו שוצב – בטווע בעעב נומע ובבע טוובוונמנוט	Table 4-15 Four hole	punch and one sta	ple options by 1	paper size – Long e	dge trav feed orientation
--	----------------------	-------------------	------------------	---------------------	---------------------------

Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<ul> <li>Aa</li> <li>123</li> </ul>	<ul> <li>Aa</li> <li>123</li> </ul>	Aa • 123 •	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 4-16 Four hole punch and one staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	Aa 123	Not supported	Not supported	Aa 123	Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### 4 Hole punch and 2 staples

The following hole punch and staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 4-17 Four hole punch and two staple options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Two Staple Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	• <b>-••-•</b> Aa 123	Not supported	Not supported	• <b>-••-•</b> Aa 123

#### Table 4-18 Four hole punch and two staple options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	Aa 123	Not supported	Not supported	Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa : 123 :	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

## Hole punch when copying from the Automatic Document Feeder (ADF) optional accessory

Use these steps to configure the default settings for punching holes in when making copies at the product.

- 1. On the product control panel Home screen, touch Copy.
- 2. In the Copy screen, scroll to and touch Hole Punch, and select the position and number of holes to punch. The following options are available:
  - None
  - Two left or top
  - Two left
  - Two right
  - Two top
  - Two bottom
  - Three left or top
  - Three left
  - Three right
  - Three top
  - Four left or top
  - Four left
  - Four right
  - Four top
- 3. Touch OK.
- 4. From the Copy screen, enter the number of needed copies in the Copies box.
- **5.** Touch Copy to complete the job.

## Hole punch when printing from a Windows<sup>®</sup> application (optional accessory) using an HP UPD print driver or HP PCL 6 product specific print driver

- 1. In the application, select **File** and then **Print**.
- 2. Click **Printer Properties** or **Printer Preferences** depending on the application the job will print from.
- 3. In the Document Properties dialog box, click the **Output** tab, and from the **Punch** drop-down menu, select the appropriate hole punch output. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
None	$\checkmark$	$\checkmark$
Two left or top	$\checkmark$	$\checkmark$
Two left	$\checkmark$	$\checkmark$
Two right	$\checkmark$	$\checkmark$
Two top	$\checkmark$	$\checkmark$
Two bottom	$\checkmark$	$\checkmark$
Three left	$\checkmark$	
Three top	$\checkmark$	
Three right	$\checkmark$	
Three top	$\checkmark$	
Three left or top	$\checkmark$	
Four left		$\checkmark$
Four right		$\checkmark$
Four top		$\checkmark$
Four left or top		$\checkmark$

NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

4. Click **OK** and then **Print**.

## Hole punch when printing from an OS X application (optional accessory) using an HP print driver

- 1. In the application select **File**, click **Print**, and select the appropriate product in the **Printer** drop-down menu.
- 2. Click the drop-down menu that shows **Copies & Pages**, and select **Finishing**.
- **3.** Select the **Punch** drop-down menu, and select the appropriate punch option. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
None	$\checkmark$	$\checkmark$
Two left or top	$\checkmark$	$\checkmark$
Two left	$\checkmark$	$\checkmark$
Two right	$\checkmark$	$\checkmark$
Two top	$\checkmark$	$\checkmark$
Two bottom	$\checkmark$	$\checkmark$
Three left	$\checkmark$	
Three top	$\checkmark$	
Three right	$\checkmark$	
Three top	$\checkmark$	
Three left or top	$\checkmark$	
Four left		$\checkmark$
Four right		$\checkmark$
Four top		$\checkmark$
Four left or top		<b>~</b>

NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

4. Click Print.

## 5 How to use the staple/collate feature (optional finishing accessory)

- Introduction
- Device output options
- <u>Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory</u>
- <u>Staple/collate when printing from a Windows® application (optional accessory) using an HP UPD print</u> <u>driver or HP PCL 6 product specific print driver</u>
- <u>Staple/collate when printing from an OS X application using an HP print driver</u>

## Introduction

Use the staple/collate feature to assemble and staple pages in the same order as the original document. When printing or copying, use the collate option to assemble the pages in the correct order in each set of copies. If the product has a stapler installed, options are available for stapling. HP products with the staple/ collate accessory installed provide several options to staple copied sheets, and some of those options also include hole punching. Learn which staple/collate option to use for the appropriate outcome:

- Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory
- Staple/collate when printing from a Windows<sup>®</sup> application (optional accessory) using an HP UPD print driver or HP PCL 6 product specific print driver
- Staple/collate when printing from an OS X application (optional accessory) using an HP print driver

If the product has a stapler installed, select a staple option.

## **Device output options**

- Introduction
- <u>Staple only output options</u>
- <u>Staple and hole punch output options</u>

#### Introduction

The HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830, HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880 paper handling accessories have various staple and hole punch options for different paper types.

The device output option tables indicate the direction the paper is loaded in the tray and what the output will be:

- Feed orientation: long edge feed or short edge feed
  - Long edge feed orientation



• Short edge feed orientation



- Document orientation: portrait or landscape
  - Portrait document orientation

Aa 123	
123	

• Landscape document orientation

	Aa	1	
	123	3	

• Finishing: staple, hole punch, or both

Some output device options are not supported and are indicated as such in the device output options tables. Some drivers will not allow these supported choices to be selected in the driver. For options that are not supported, the job will print but no output paper handling, such as hole punch or staple, will be performed.

**NOTE:** The following tables are examples of supported features.

#### Staple only output options

#### **1 Staple**

The following staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker Mailbox Mode CZ994A
- HP Stapler/Stacker Stacker Mode CZ994A
- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A
- HP Booklet Maker/Finisher Mailbox Mode CZ285A
- HP Booklet Maker/Finisher Stacker Mode CZ285A

- HP Stapler/Stacker Mailbox Mode A2W80A
- HP Stapler/Stacker Stacker Mode A2W80A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher Mailbox Mode A2W83A
- HP Booklet Maker/Finisher Stacker Mode A2W83A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 5-1 One staple stapling options by paper size – Long edge tray feed orientation

Paper size	Image orientation	One staple left	One staple right	
Letter	Portrait	1		
216 x 279 mm (8.5 x 11 in)		Aa	Aa	
A4		123	123	
210 x 297 mm (8.3 x 11.7 in)				
	Landscape	Aa 123	Aa ` 123	

**NOTE:** Some paper types do not support stapling:

- Heavy envelope
- Labels
- Transparency
- Envelope
- User types 1 to 10

Paper size	Image orientation	One staple left	One staple right
Letter	Portrait		
216 x 279 mm (8.5 x 11 in)		Aa	Aa
A4		123	123
210 x 297 mm (8.3 x 11.7 in)			
Ledger	Landscape		Δа
279 x 432 mm (11 x 17 in)		123	123
A3			
297 x 420 mm (11.7 x 16.5 in)			
B4 (JIS)			
257 x 364 mm (10.1 x 14.3 in)			
Legal			
216 x 330 mm (8.5 x 13 in)			
Oficio			
216 x 340 mm (8.5 x 13.4 in)			
8K			
270 x 390 mm (10.6 x 15.3 in)			

#### Table 5-2 One staple stapling options by paper size – Short edge tray feed orientation

#### **2 Staples**

The following staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker Mailbox Mode CZ994A
- HP Stapler/Stacker Stacker Mode CZ994A
- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A
- HP Booklet Maker/Finisher Mailbox Mode CZ285A
- HP Booklet Maker/Finisher Stacker Mode CZ285A

- HP Stapler/Stacker Mailbox Mode A2W80A
- HP Stapler/Stacker Stacker Mode A2W80A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher Mailbox Mode A2W83A
- HP Booklet Maker/Finisher Stacker Mode A2W83A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 5-3 Two staples stapling options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top	Two Staples Left	Two Staples Right	Two Staples Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait	' Aa 123	' Aa 123	Aa <sup>1</sup> 123 <sub>1</sub>	Not supported
	Landscape	Aa 123	Not supported	Not supported	Aa 123

**NOTE:** Some paper types do not support stapling:

- Heavy envelope
- Labels
- Transparency
- Envelope
- User type 1 to 10

Paper size	Image orientation	Two Staples Left or Top	Two Staples Left	Two Staples Right	Two Staples Top
Letter	Portrait		Not supported	Not supported	
216 x 279 mm (8.5 x 11 in)		Aa 123			Aa 123
A4		5			
210 x 297 mm (8.3 x 11.7 in)	Landscape			Δa Ι	Not supported
Ledger		123	123	123	
279 x 432 mm (11 x 17 in)					
АЗ					
279 x 420 mm (11.7 x 16.5 in)					
B4 (JIS)					
257 x 364 mm (10.1 x 14.3 in)					
Legal					
216 x 330 mm (8.5 x 13 in)					
Oficio					
216 x 340 mm (8.5 x 13.4 in)					
8K					
270 x 390 mm (10.6 x 15.3 in)					

#### Table 5-4 Two staples stapling options by paper size – Short edge tray feed orientation

#### Staple and hole punch output options

#### 1 Staple and 2 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

The following hole punching and stapling options table applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<ul><li>Aa</li><li>123</li></ul>	<ul><li>Aa</li><li>123</li></ul>	Aa • 123 •	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 5-6 One staple and two hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	Not supported	Not supported	Aa 123	••• Aa 123
210 x 297 mm (8.3 x 11.7 in) Ledger 279 x 432 mm (11 x 17 in)	Landscape	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported	Not supported
A3						
279 x 420 mm (11.7 x 16.5 in)						
Legal						
216 x 330 mm (8.5 x 13 in)						
Oficio						
216 x 340 mm (8.5 x 13.4 in)						

#### 1 Staple and 3 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A

#### Table 5-7 One staple and three hole punch options by paper size – Long edge tray feed orientation

Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	Aa 123	Aa 123	Aa 123	Not supported	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

Table 5-8 Or	ne staple and three <b>i</b>	ole punch options	by paper size – Short ed	ge trav feed orientation
			-, paper	je

Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Ledger	Portrait	/•••	Not supported	Not supported	/•••	• • •
279 x 432 mm (11 x 17 in)		Aa 123			Aa 123	Aa 123
A3						
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa 123	Not supported	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### 1 Staple and 4 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

#### Table 5-9 One staple and four hole punch options by paper size – Long edge tray feed orientation

Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported	Not supported
2 10 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123	Aa 123

#### Table 5-10 One staple and four hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	Aa 123	Not supported	Not supported	Aa 123	Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	Aa 123	Aa • 123 •	Not supported	Not supported

NOTE: Letter and A4 paper sizes are not supported in short edge feed.

#### 2 Staples and 2 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

The following hole punching and stapling options table applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ996A

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher 2/3 Hole Puncher Stacker Mode A2W84A
- HP Booklet Maker/Finisher 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher 2/4 Hole Puncher Stacker Mode CZ999A

Table 5-11	Two staples and two hole	punch options by pa	ner size – Lona eda	e trav feed orientation
	i wo stupics and two note	punch options by pu	per size rong eug	je truy recu orientation

Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<sup>I•</sup> Aa I• 123	<sup>I•</sup> Aa I• 123	Aa •' 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 5-12 Two staples and two hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• • Aa 123	Not supported	Not supported	• • Aa 123
210 x 297 mm (8.3 x 11.7 in)	Landscape	• Aa	• Aa	Aa •	Not supported
279 x 432 mm (11 x 17 in)		<mark>⊪</mark> 123	<sub>I</sub> • 123	123 •I	
A3					
279 x 420 mm (11.7 x 16.5 in)					
Legal					
216 x 330 mm (8.5 x 13 in)					
Oficio					
216 x 340 mm (8.5 x 13.4 in)					

#### 2 Staples and 3 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher Mailbox Mode CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher Stacker Mode CZ995A

- HP Booklet Maker/Finisher with 2/3 Hole Puncher Mailbox Mode A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher Stacker Mode A2W84A
#### Table 5-13 Two staples and three hole punch options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	<sup>1</sup> • Aa 123	<sup>1</sup> • Aa 123	Aa <sup>•</sup> 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	Aa 123	Not supported	Not supported	Aa 123

#### Table 5-14 Two staples and three hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Punch Top
Ledger	Portrait		Not supported	Not supported	•••
279 x 432 mm (11 x 17 in)		Aa			Aa
A3		125			123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa <b>'</b> 123 .	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

#### 2 Staples and 4 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode CZ996A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher Mailbox Mode A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher Stacker Mode A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Mailbox Mode CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher Stacker Mode CZ999A

Table 5-15	Two staples and fou	r hole punch option	s by paper size –	Lona edae trav	feed orientation
	ine staptes and rea	. note panen option			

Paper size	Image orientation	Two Staple Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait	• Aa • 123	• Aa • 123	Aa • 123 •	Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape	•-••-• Aa 123	Not supported	Not supported	•-••-• Aa 123

#### Table 5-16 Two staples and four hole punch options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Ledger 279 x 432 mm (11 x 17 in) A3	Portrait	Aa 123	Not supported	Not supported	Aa 123
279 x 420 mm (11.7 x 16.5 in)	Landscape	• Aa • 123	• Aa • 123	Aa <b>'</b> 123 <b>'</b>	Not supported

**NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

# Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory

- 1. On the product control panel Home screen, touch Copy.
- 2. In the Copy screen, touch Staple/Collate, and select the position and number of staples. The following staple options are available:
  - None
  - Top left
  - Top right
  - Two left or top
  - Two left
  - Two right
  - Two top
- 3. Touch Orientation to select Portrait or Landscape, and then touch OK.
- 4. The Collate default is to collate. To turn off collate, touch the checked Collate check box so the check is no longer there.
- 5. Touch OK.
- **6.** From the Copy screen, , enter the number of needed copies in the Copies box.
- 7. Touch Copy to complete the job.

## Staple/collate when printing from a Windows<sup>®</sup> application (optional accessory) using an HP UPD print driver or HP PCL 6 product specific print driver

- 1. In the application, select **File** and then **Print**.
- 2. Click **Printer Properties** or **Printer Preferences** depending on the application the job is printing from.
- **3.** In the Document Properties dialog box, click the **Output** tab, and from the **Staple** drop-down menu, select the position and number of staples. The following staple options are available:
  - None
  - One staple left
  - One staple right
  - Two staples left or top
  - Two staples left
  - Two staples right
  - Two staples top
- 4. Click **OK** and then **Print**.

# Staple/collate when printing from an OS X application using an HP print driver

- 1. In the application select **File**, click **Print**, and select the appropriate product in the **Printer** drop-down menu.
- 2. Click the drop-down menu that shows **Copies & Pages**, and select **Finishing**.
- **3.** Select the **Staple** drop-down menu, and select the position and number of staples. The following staple options are available:
  - None
  - One staple left
  - One staple right
  - Two staples left or top
  - Two staples left
  - Two staples right
  - Two staples top
- 4. Click Print.

# 6 How to print booklets (optional finishing accessory)

- Introduction
- <u>Create and use booklet printing shortcuts</u>
- <u>Print a booklet from the computer using an HP UPD print driver or HP PCL 6 product specific print driver</u> for Windows<sup>®</sup> and an HP print driver for Mac
- <u>Create a booklet in Microsoft® Publisher (Windows®)</u>
- <u>Make a booklet in Adobe® Reader XI (Windows®)</u>
- Make a booklet when copying from the Automatic Document Feeder (ADF) optional accessory

# Introduction

Use the booklet maker optional accessory to print, fold, and staple projects for simple and efficient booklet making. This feature copies two or more pages onto one sheet of paper to fold down the middle and staple with two staples in the center to form a booklet. The product arranges the pages in the correct order. For example, if the original document has eight pages, the product prints pages one and eight on the same sheet of paper.

**NOTE:** This option is available only when a booklet maker optional accessory is attached to the product.

# **Create and use booklet printing shortcuts**

- <u>Create a booklet printing shortcut in a Windows® application using an HP UPD print driver or HP PCL 6</u> product specific print driver
- <u>Create a booklet printing preset shortcut in a OS X application using an HP print driver</u>
- <u>Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)</u>

# Create a booklet printing shortcut in a Windows® application using an HP UPD print driver or HP PCL 6 product specific print driver

- 1. In the application, select the **Print** option.
- 2. Select the product, and then click the **Properties** or **Preferences** button.
- **3.** Click the **Printing Shortcuts** tab.
- **4.** Select a printing shortcut.
  - **a.** To use an existing shortcut, select the shortcut from the list on the left side of the screen.
  - **b.** To create a new shortcut, follow these steps:
    - i. On the left side of the screen, select an existing shortcut as a base.
    - **ii.** On the right side of the screen, select the print options for the new shortcut.
      - NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.
    - iii. Click the Save As button.
    - iv. Enter the name of the shortcut, and then click the **OK** button.
- 5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialogue box, click the **OK** button to print the job.

# Create a booklet printing preset shortcut in a OS X application using an HP print driver

- 1. In the application, select **File**.
- 2. Select **Print**, and under **Printer**, select the appropriate product.
- 3. Make the appropriate selections for the driver preset:
  - a. For Presets, select Save Current Settings as Preset....
  - **b.** For **Preset Name**, type a name for the preset.
  - c. For Preset Available For, select Only this printer or All printers.
- 4. Select OK.

#### Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)

Quick Sets are shortcut jobs that can be accessed on the main Home screen or within the Quick Sets application at the device. Jobs can be set to start immediately upon selection, require an image preview before completion, or use other helpful options to assist users complete their jobs quickly and reliably. Quick Sets are saved as a unique job and do not impact the defaults set for the base application.

- Connect to the Embedded Web Server (EWS)
- Configure the Quick Sets shortcut

#### **Connect to the Embedded Web Server (EWS)**

- 1. From the Home screen on the product control panel, touch the Network button to display the IP address or host name.
- 2. Open a Web browser, and in the address line, type the IP address or host name as it displays on the product control panel. Press the Enter key on the computer keyboard. The EWS opens.

https://10.10.XXXXX/

NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP product. If this error occurs outside of the HP product's EWS, the computer could be at risk.

🖗 🕫 Lasardad	for MPP MICO				Welcome
Lasso and New WITP WICH 192.1	68.0.10				
Information General	Copy/Print Scan/Di	gital Send Fax	Troubleshooting Security	HP Web Services	Networking
Device Status lob Log Configuration Page	Device Status	5			
Supplies Status Page	Ready				
Event Log Page	Supplies				
Device Information Control Panel Snapshot Print Printable Reports and Pages Other Links HP Instant Support	Black Cartridge Order 25X (CF325X) Stapler 1 C8091A: * Estimated levels. Ac Media	100%* Maintenan C2H57A OK tual levels may vary.	Ce Kit Docur /C2H67A, 220V- 20%* Order Supplies Details	ent Feeder Kit L2718A 100%	
Product Support		0.4			
	Tray 1	Empty	100 Sheets	Size Any Size	Any Type
	Tray 2	40 - 100%	500 Sheets	A4 (210x297 m	m) Plain
	Tray 3	40 - 100%	500 Sheets	Custom	Plain
	Tray 4	< 10%	1,500 Sheets	Letter (8.5x11)	Plain
	Tray 5	L < 10%	2,000 Sheets	Letter (8.5x11)	Plain
	Upper-left bin	ОК	1,300 Sheets	N/A	N/A
	Lower-left bin	ОК	1,700 Sheets	N/A	N/A
			Change Setting		

**NOTE:** To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS . Click <u>here</u> to learn more.

#### **Configure the Quick Sets shortcut**

Each Quick Set can be located either on the product Home screen or within the Quick Sets application. Each Quick Set must have a title and a description as these help users at the control panel understand the Quick Set.

- <u>Step one: Set the button location for the Quick Set and options for user interaction at the control panel</u>
- <u>Step two: Set the Paper Selection</u>

#### Step one: Set the button location for the Quick Set and options for user interaction at the control panel

- 1. Click the **Copy/Print** tab.
- 2. In the left navigation pane, click **Copy Settings**.
- 3. Notice under Copy Settings, the Quick Sets area. Click Add to start the Quick Set Wizard
  - **a.** Under Quick Set Title, enter a title for the Quick Set.
  - **b.** Under the Button Location, select either **Quick Sets Application** or **Home Screen** for where this short cut will be accessed.
  - c. Enter a Quick Set Description.
  - d. Set the Quick Set Start Option, and click Next.

#### Step two: Set the Paper Selection

▲ Scroll to **Paper Selection** and select the tray with the appropriate paper size. For example, select Tray 1: Ledger (11 x 17) or A3 (297 x 420 mm).

### Print a booklet from the computer using an HP UPD print driver or HP PCL 6 product specific print driver for Windows® and an HP print driver for Mac

- <u>Windows®</u>
- 05 X

#### **Windows®**

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A Booklet Maker/Finisher is attached to the product. The default settings in the application are being used. All the booklet settings are being selected in the printer driver.

- 1. In the application, select **File**, and then click **Print**.
- 2. Select the printer the booklet will print from.
- 3. Click Properties. The Document Properties dialog box opens.
- Click the Paper/Quality tab and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.
- 5. Click the **Finishing** tab, and set the following options:
  - a. Leave the default option, **Print on both sides**, active.
  - b. In the Booklet layout drop-down menu, select Left binding.
  - c. In the Pages per sheet drop-down menu, select 2 pages per sheet.
  - d. Leave the default page orientation as **Portrait**.
- 6. Click the **Effects** tab.
- 7. Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.
- 8. Click the **Output** tab, and in the **Staple** drop-down menu, select **Fold and Stitch** (this will automatically fold and staple the booklet).
- 9. Click **OK**. The Document Dialog box closes.
- **10.** In the Print dialog box, click **OK**. The booklet is printed in the correct order.
- NOTE: The Fold and Stitch option in the printer driver, which automatically folds and staples the booklet, is available only when a booklet maker is attached to the product.

#### OS X

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A Booklet Maker/Finisher is attached to the product. The default settings in the application are being used. All the booklet settings are being selected in the printer driver.

- 1. Select File, and then click Print.
- 2. Under **Printer**, select the product.
- **3.** Select **Copies & Pages**.
- **4.** In the drop-down menu, select **Layout**.
- 5. For Pages per Sheet, select 2.
- 6. For Two-Sided, select Short-Edge binding.
- 7. Select Layout, and in the drop-down menu, select Finishing.
- 8. For Output Bin, select Lower Left Bin.
- **9.** The **Staple** option will automatically change to **Fold and Stitch**, which will fold the document and staple two staples in the center of the document.
- **10.** Select **Finishing**, and in the drop-down menu, select **Booklet Printing**.
- **11.** The **Format Output as Booklet** checkbox should be checked.
- 12. Set the **Paper for Booklet** to the appropriate paper size to print on. For this example, set it to **Tabloid** since the booklet will print two letter size pages on 11 x 17 paper.
- **13.** Select **Print**. The booklet is printed in the correct order.
- NOTE: The Fold and Stitch option in the printer driver, which automatically folds and staples the booklet, is available only when a booklet maker is attached to the product.

# Create a booklet in Microsoft<sup>®</sup> Publisher (Windows<sup>®</sup>)

- <u>Create a booklet in Microsoft® Publisher 2003</u>
- <u>Create a booklet in Microsoft® Publisher 2010 or 2013</u>

#### Create a booklet in Microsoft® Publisher 2003

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A Booklet Maker/Finisher is attached to the product.

When printing a booklet in Publisher 2003, an issue may occur where the pages print out of order. This may occur because the application and the driver reorder the booklet pages. This issue can be fixed by doing the following steps:

- 1. After a booklet is created in Publisher 2003 and before attempting to print the booklet, select **File** and click **Page Setup**.
- 2. In the Page Setup dialogue box, select Full page and click OK.
- 3. Select File, and then click Print.
- 4. Select the product to booklet will print from.
- 5. Click **Properties**. The Document Properties dialog box opens.
- Click the Paper/Quality tab, and select the paper size for each printed page. This is the size of the original document. In this example, choose letter size.
- 7. Click the **Finishing** tab, and set the following options:
  - a. Leave the default option as **Print on both sides**.
  - **b.** In the **Booklet layout** drop-down menu, select **Left binding**.
  - c. In the Pages per sheet drop-down menu, select 2 pages per sheet.
  - d. Leave the default page orientation as Portrait.
- 8. Click the **Effects** tab.
- **9.** Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.
- Click the Output tab, and in the Staple drop-down menu, select Fold and Stitch (this will automatically fold and staple the booklet).
- 11. Click **OK**. The Document Dialog box closes.
- 12. In the Print dialog box, click **OK**. The booklet is printed in the correct order.

The booklet is printed in the correct order from Publisher 2003.

#### Create a booklet in Microsoft® Publisher 2010 or 2013

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two

staples) in the center of the document. A Booklet Maker/Finisher is attached to the product. The default settings in Publisher are being used.

- 1. After the booklet is created in Publisher 2010 or 2013, click the **Page Design** tab.
- 2. On the menu ribbon, click the **Size** arrow. The Page Setup dialog box opens.
- 3. From the Layout type drop-down menu, select Booklet.
- 4. In the application, select **File**, and then click **Print**.
- 5. Select the product the booklet will print from.
- 6. Click **Properties**. The Document Properties dialog box opens.
- 7. Click the **Paper/Quality** tab, and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.
- 8. Click the **Finishing** tab, and set the following options:
  - a. Leave the default option as Print on both sides.
  - **b.** In the **Booklet layout** drop-down menu, select **Left binding**.
  - c. In the Pages per sheet drop-down menu, select 2 pages per sheet.
  - d. Leave the default page orientation as **Portrait**.
- 9. Click the Effects tab.
- **10.** Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.
- **11.** Click the **Output** tab, and in the **Staple** drop down menu, select **Fold and Stitch** (this will automatically fold and staple the booklet).
- 12. Click **OK**. The Document Dialog box closes.
- **13.** In the Print dialog box, click **OK**. The booklet is printed in the correct order.

# Make a booklet in Adobe® Reader XI (Windows®)

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A Booklet Maker/Finisher is attached to the product. The **default settings in Adobe® Reader XI are being used**.

NOTE: If the **Booklet** button is selected in Adobe<sup>®</sup> Reader XI and the following steps are done, the page order of the booklet will be incorrect. Only perform the steps below to get the correct page ordering.

**NOTE:** In this example, two letter-size pages will be printed on 11 x 17 paper to create a 8.5x11 booklet.

The following steps show how to configure the printer driver to print the document:

- 1. In the application, select **File** and then **Print**.
- 2. Select the printer the booklet will print from.
- 3. Click **Properties**. The Document Properties dialog box opens.
- Click the Paper/Quality tab and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.
- 5. Click the **Finishing** tab, set the following options:
  - a. Leave the default option, **Print on both sides**, active.
  - b. In the Booklet layout drop-down menu, select Left binding.
  - c. In the Pages per sheet drop-down menu, select 2 pages per sheet.
  - d. Leave the default page orientation as **Portrait**.
- 6. Click the **Effects** tab.
- 7. Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.
- Click the Output tab, and in the Staple drop-down menu, select Fold and Stitch (this will automatically fold and staple the booklet).
- 9. Click **OK**. The Document Dialog box closes.
- **10.** In the Print dialog box, click **OK**. The booklet is printed in the correct order.

## Make a booklet when copying from the Automatic Document Feeder (ADF) optional accessory

In order to copy into booklet output and print a booklet from the Automatic Document Feeder (ADF), the booklet format settings will need to be configured.

- 1. On the product control panel Home screen, touch Copy.
- 2. In the Copy menu, scroll to and touch Booklet and check the Booklet Format checkbox.

**NOTE:** To fold and stitch (staple) the booklet, select the Folded and Stitched box to enable this function.

- **3.** To set the paper type, touch Original Size , and set the following options:
  - **a.** Select the paper type for the booklet. The following options are available:
    - 1-sided original, 1-sided output
    - 2-sided original, 2-sided output
    - 1-sided original, 2-sided output
    - 2-sided original, 1-sided output

**NOTE:** When you are loading mixed sizes into the document feeder, be sure to align all the pages with the rear guide in the document feeder.

- **b.** If 2-sided output is selected, touch Orientation and select a 2-sided output:
  - Book-style: The back side of the original is printed right-side-up, and the back side of the copy is printed the same way. Use this option for originals and copies that are bound along the left edge.
  - Flip-style: The back side of the original is printed upside-down, and the back side of the copy is printed the same way. Use this option for original and copies that are to be bound along the top edge.
  - Book-style original, Flip-style copy: The back side of the original is printed right-side-up, but the back side of the copy is printed upside-down. Use this option when the original is bound along the left edge, but you want the copies to bound along the top edge.
  - Flip-style original, Book-style copy: The back side of the original is printed upside-down, but the back side of the copy is printed right-side-up. Use this option when the original is bound along the top edge, but you want the copies to be bound along the left edge.

# **NOTE:** The Orientation screen has the option of changing the default Portrait orientation to Landscape.

- **c.** Touch OK on the Content Orientation screen and touch OK on the Sides screen to return to the Booklet screen.
- 4. To set the side output, touch Sides, and select the appropriate output.
  - ▲ Touch Orientation to select portrait/landscape and back-sided orientation.

- NOTE: For a booklet, the original document may be on one side of a single A4 210 x 297 mm (8.3 x 11.7 in) or Letter 216 x 279 mm (8.5 x 11 in) sheet of paper. If so, select 1-sided original, 2-sided output.
- 5. To select the tray with the appropriate paper type to use, touch Paper Selection, and set the tray to use. Touch OK.
- 6. In the upper-right corner, tough the Copies box, and enter the number of copies needed.
- 7. Touch the green Copy on the control panel to print the booklet.