



**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

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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.

Item	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	CZ996A
HP LaserJet Booklet Maker/Finisher	Booklet maker finishing accessory	CZ285A

HP LaserJet Enterprise M806 product specifications

- [Technical specifications](#)
- [Product dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

Technical specifications

Model name		M806dn	M806x+
Product number		CZ244A	CZ245A
Paper handling	Tray 1 (100-sheet capacity)	✓	✓
	Tray 2 and Tray 3 (500-sheet capacity each)	✓	✓
	Tray 4 and Tray 5 (combined 3,500-sheet capacity)		✓
	Automatic duplex printing	✓	✓
	500-sheet output bin	✓	✓
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓
	Easy-access USB port for printing without a computer and upgrading the firmware	✓	✓
	Wireless direct accessory for “touch” printing from mobile devices (optional on some printers)		✓
Storage	HP High-Performance Secure Hard Disk		✓
Control-panel display and input	Touchscreen control panel	✓	✓
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)	✓	✓
Wireless direct accessory for “touch” printing from mobile devices (optional on some printers)		✓

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

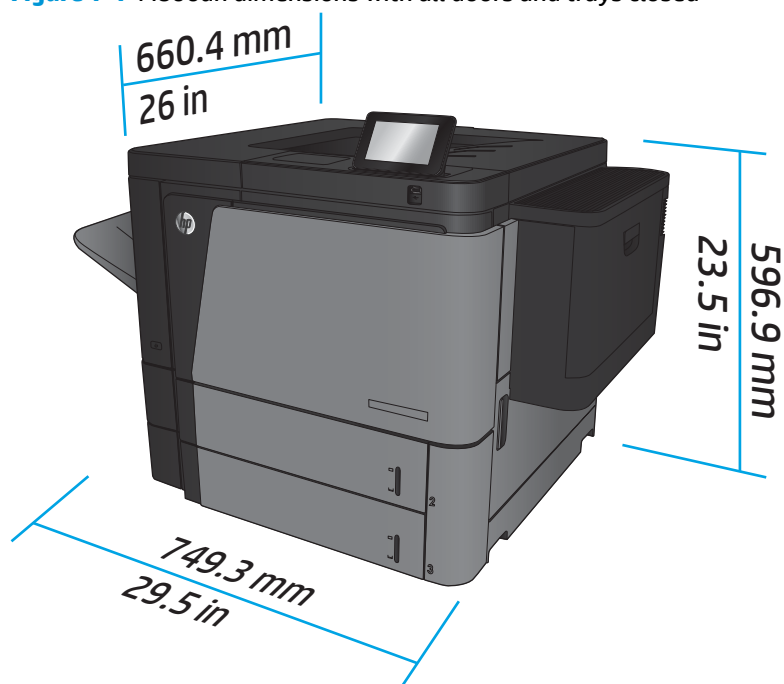


Figure 1-2 M806x+ dimensions with all doors and trays closed

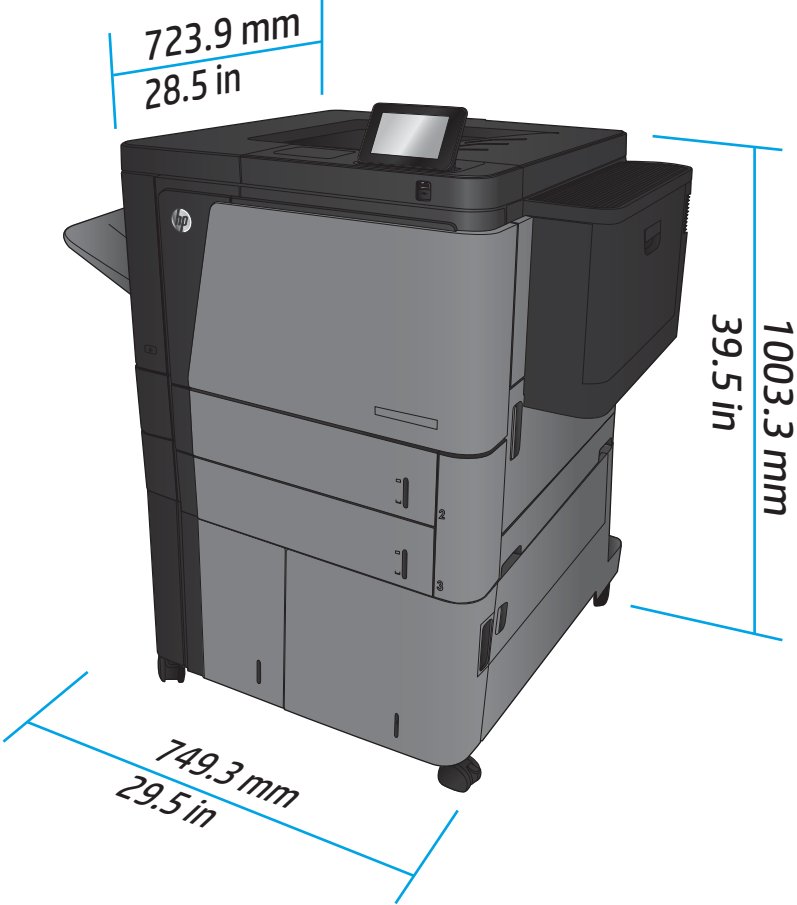


Table 1-2 Space requirements with all doors and trays fully opened

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

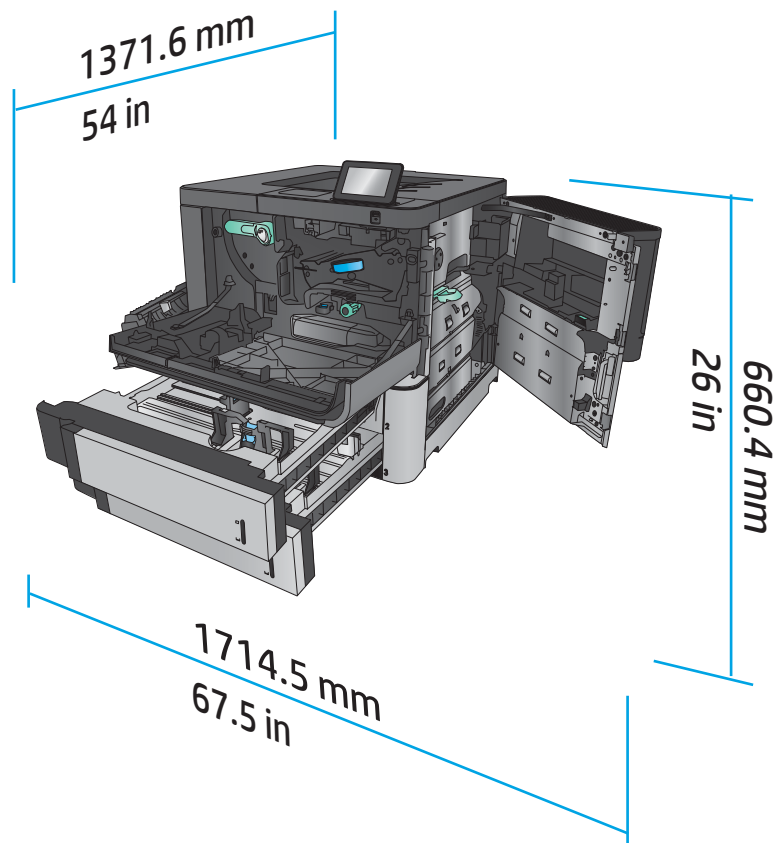


Figure 1-4 M806x+ space requirements with all doors and trays fully opened

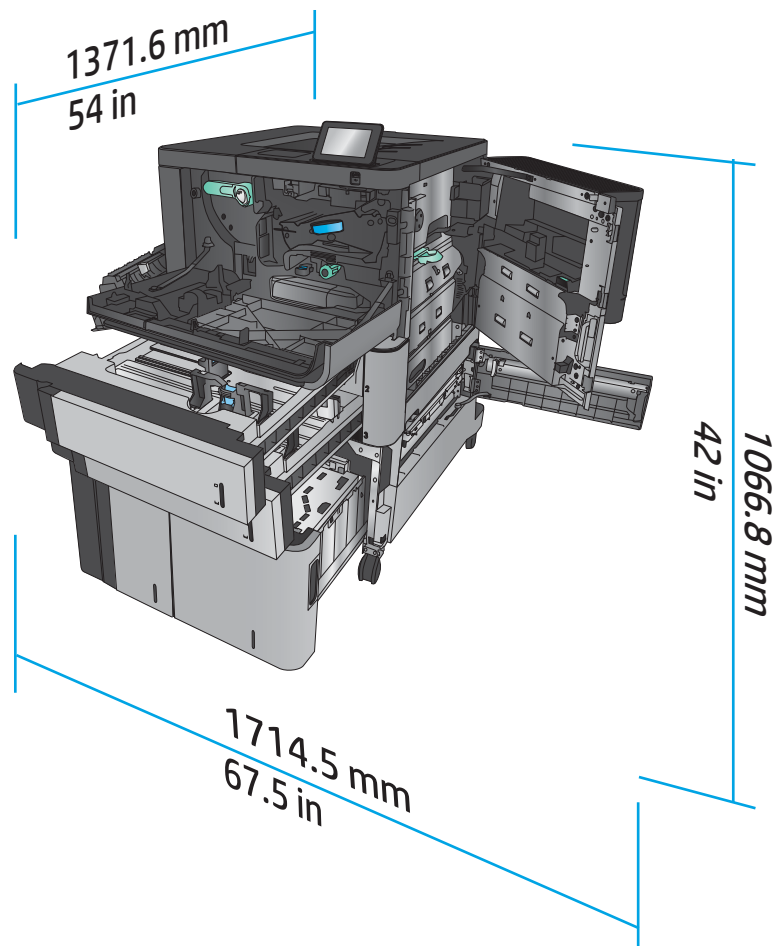


Table 1-3 Accessory physical dimensions with all doors closed

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)

Figure 1-5 Accessory physical dimensions with all doors and trays closed

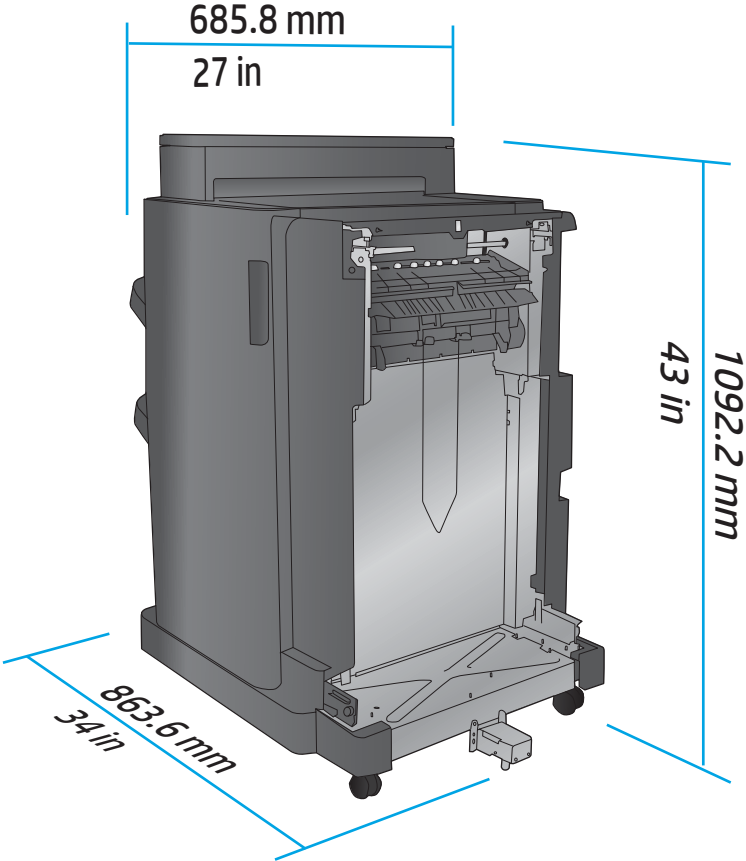
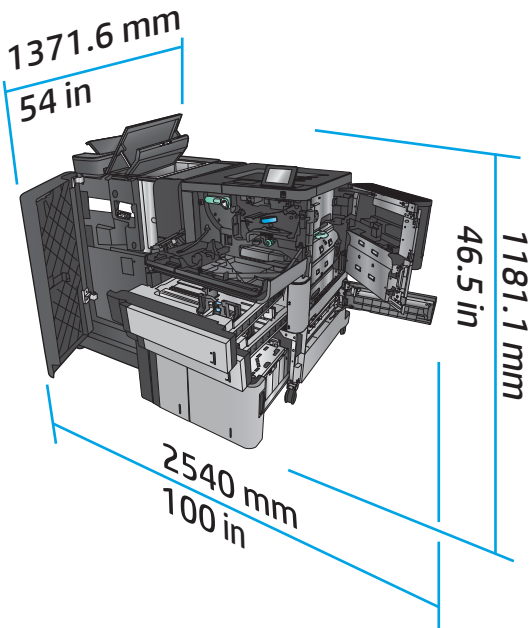


Table 1-4 Space requirement for the product and attached accessory with all doors and trays fully opened

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) ^{1, 2, 3}					
Product Series ⁴	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+					

- ¹ Values subject to change.
- ² Power reported is highest value measured for all product models using standard voltages.
- ³ Default time from Ready mode to Sleep = 15 minutes
- ⁴ 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 ¹
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Sound power level		Declared per ISO 9296
Printing (56 ppm)		$L_{WAd} = 7.2$ Bels (A) [72 dB(A)]
Ready		$L_{WAd} = 5.4$ Bels (A) [54 dB(A)]
Sound pressure level - Bystander position		Declared per ISO 9296
Printing (56 ppm)		$L_{pAm} = 55$ dB(A)
Ready		$L_{pAm} = 37$ dB(A)

¹ 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

- [Technical specifications](#)
- [Product dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

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)	✓	✓	✓
	Tray 2 and Tray 3 (500-sheet capacity each)	✓	✓	✓
	Tray 4 and Tray 5 (combined 3,500-sheet capacity)	✓	✓	✓
	Two-bin stapler/stacker	✓		
	Two-bin stapler/stacker with hole punch		✓	
	Booklet maker			✓
	Automatic duplex printing	✓	✓	✓
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	✓	✓	✓
	Wireless direct accessory for “touch” printing from mobile devices (optional on some printers)	✓	✓	✓
Storage	HP High-Performance Secure Hard Disk	✓	✓	✓
Control-panel display and input	Touchscreen control panel	✓	✓	✓
	Retractable keyboard	✓	✓	✓
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)	✓	✓	✓
	Wireless direct accessory for “touch” printing from mobile devices (optional on some printers)	✓	✓	✓
Fax		✓	✓	✓
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)	✓	✓	✓
	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	✓	✓	✓

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

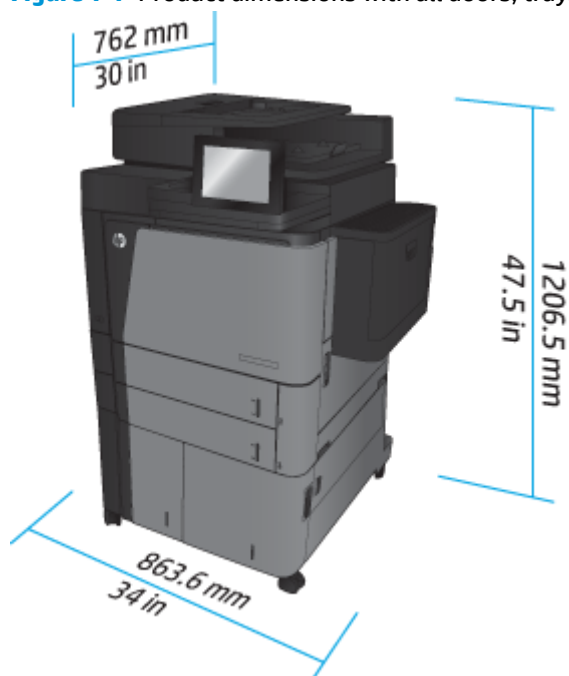


Table 1-7 Space requirements with all doors, trays, and document feeder fully opened

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

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

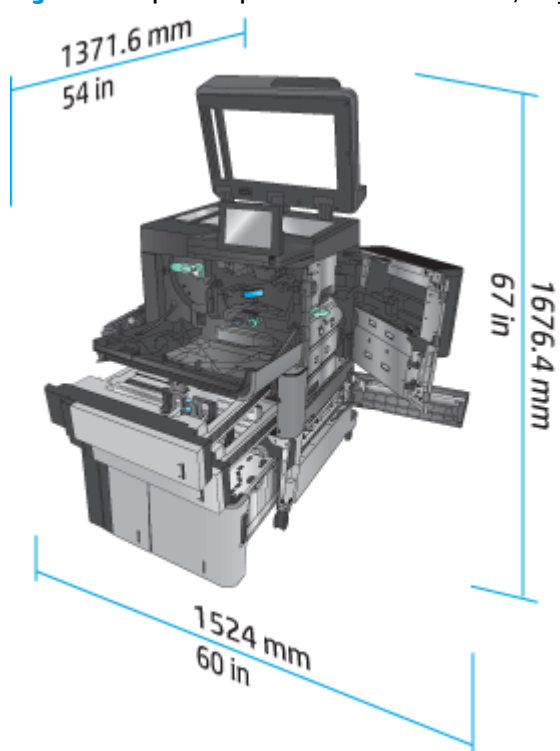


Table 1-8 Accessory physical dimensions with all doors and trays closed

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)

Figure 1-9 Accessory physical dimensions with all doors and trays closed

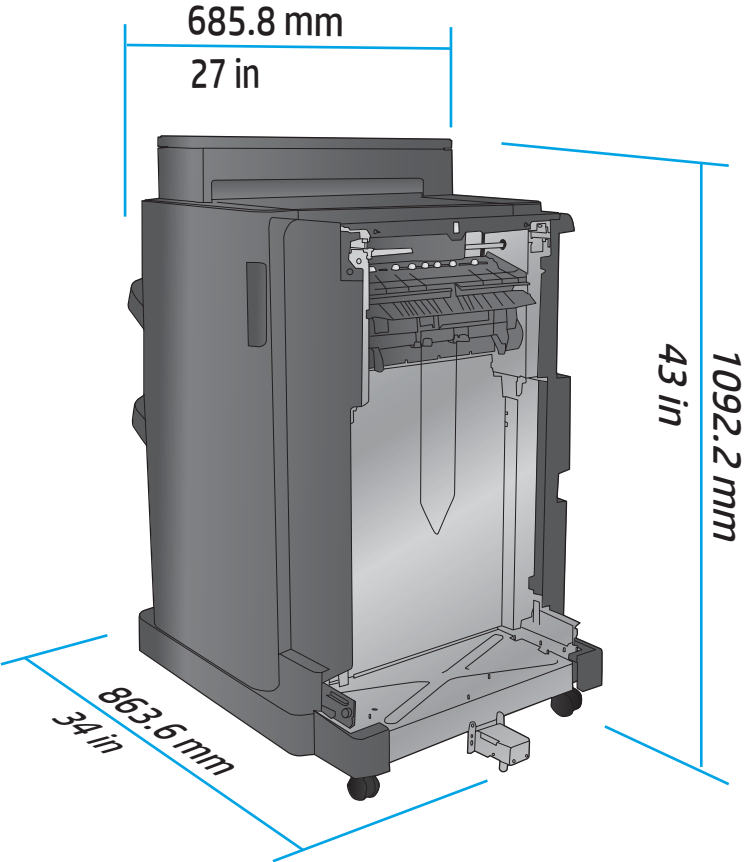
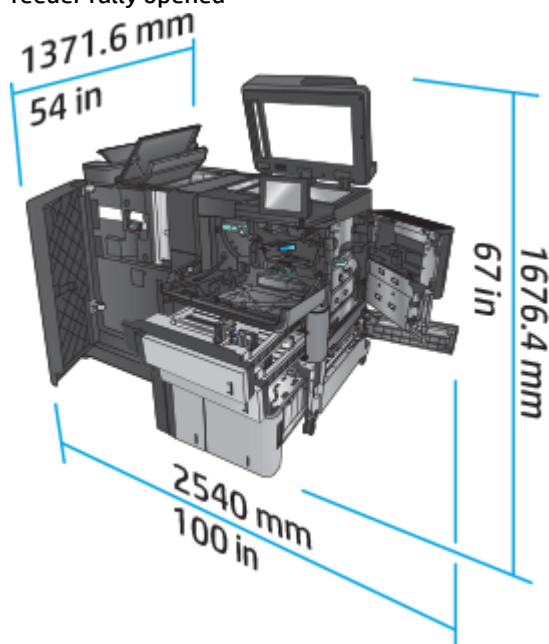


Table 1-9 Space requirement for the product and attached accessory with all doors, trays, and document feeder fully opened

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) ^{1, 2, 3}					
Product Series ⁴	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

¹ Values subject to change.

² Power reported is highest value measured for all product models using standard voltages.

³ Default time from Ready mode to Sleep = 10 minutes

⁴ 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 M830¹

Sound power level	Declared per ISO 9296
Printing (56 ppm)	$L_{WA} = 7.5$ Bels (A) [75 dB(A)]
Copying (56 ppm)	$L_{WA} = 7.6$ Bels (A) [76 dB(A)]
Ready	$L_{WA} = 5.3$ Bels (A) [53 dB(A)]
Sound pressure level - Bystander position	Declared per ISO 9296
Printing/Copying (56 ppm)	$L_{pA} = 58$ dB(A)
Ready	$L_{pA} = 37$ dB(A)

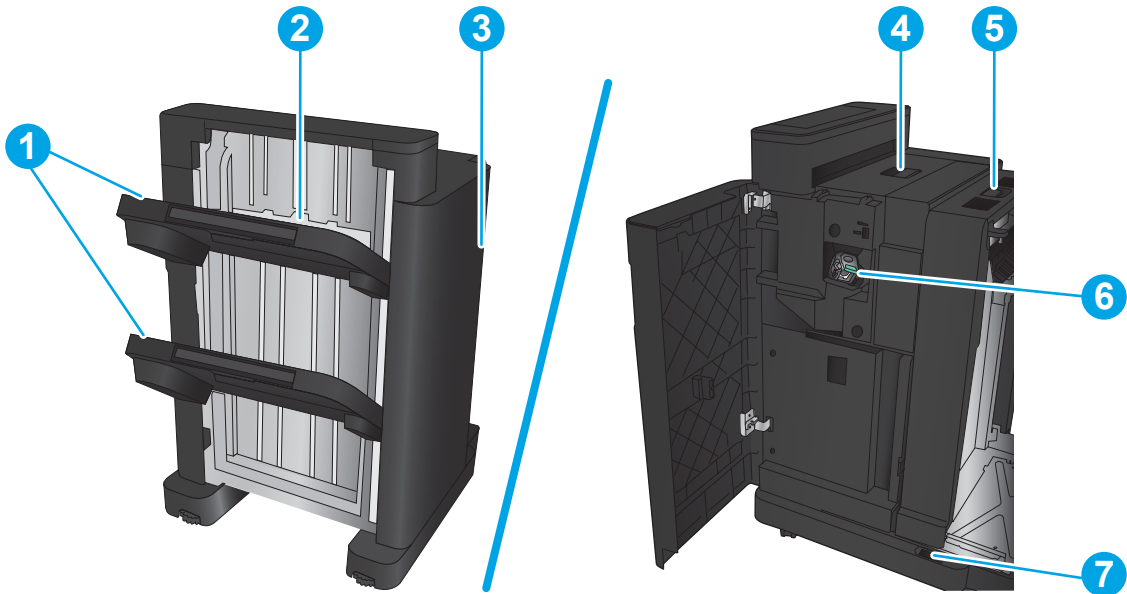
¹ Acoustic values are subject to change. Configuration tested: HP LaserJet Enterprise MFP M830z with stapler/stacker/hole punch accessory, printing on A4-size paper at 56 ppm in simplex mode.

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)

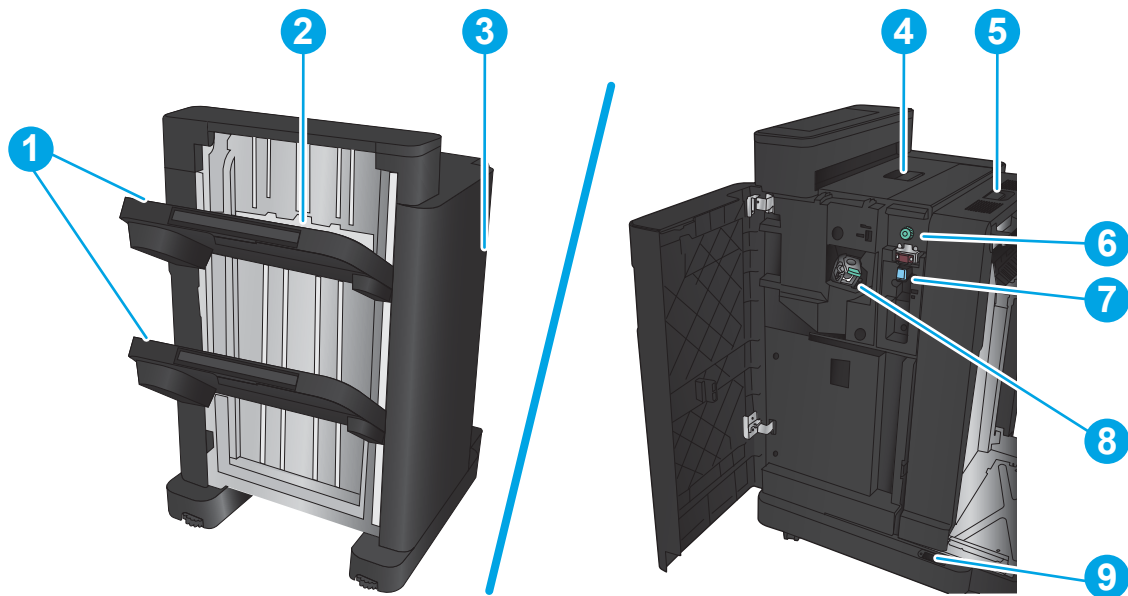
Stapler/stacker



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

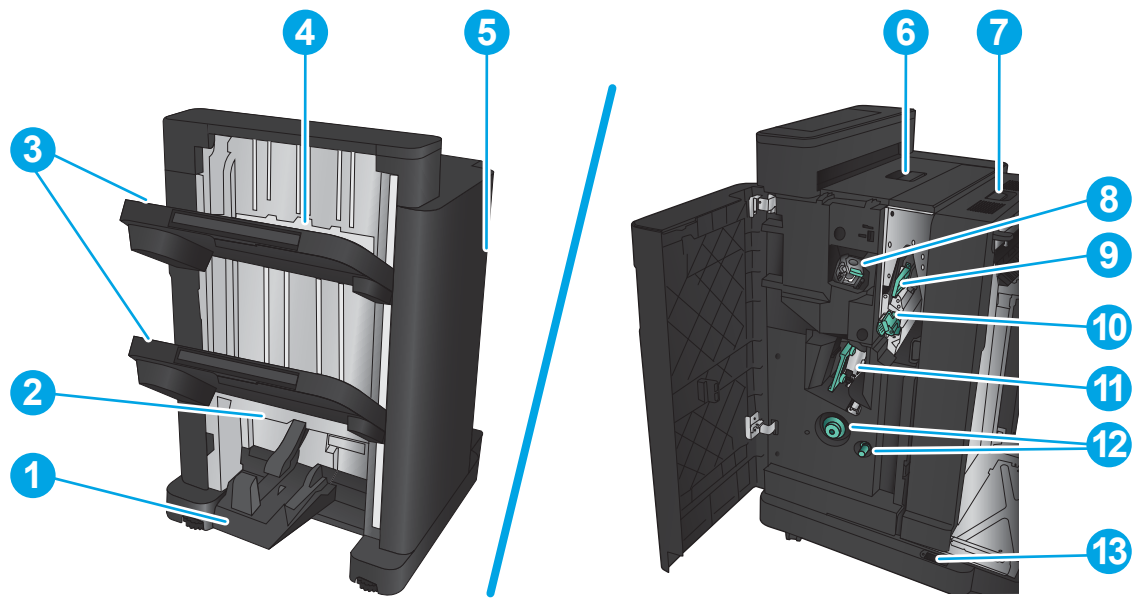
5	Upper release latch
6	Stapler 1
7	Lower release latch

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](#)
- [Stapler/stacker and stapler/stacker with hole punch](#)
- [Stapler/stacker booklet maker and stapler/stacker booklet maker with hole punch](#)

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

Item	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	CZ999A

HP Color LaserJet Enterprise M855 product specifications

- [Technical specifications](#)
- [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)	✓	✓	✓	✓
	Tray 2 (500-sheet capacity)	✓	✓	✓	✓

Model name	M855dn	M855xh	M855x+	M855x+
Product number	A2W77A	A2W78A	A2W79A	D7P73A
3x500-sheet paper feeder		✓		
NOTE: 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			✓	✓
NOTE: 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	✓	✓	✓	✓
Optional 1x500-sheet feeder with cabinet. Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions	✓			
NOTE: 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		✓	✓	✓
Optional stapler/stacker with 2/4 hole punch finishing accessory		✓	✓	✓
Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions				
Optional booklet maker finishing accessory		✓	✓	✓
Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions				
Optional booklet maker with 2/3 hole punch finishing accessory		✓	✓	✓
Available in North America and Latin America				
Optional booklet maker with 2/4 hole punch finishing accessory		✓	✓	✓
Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions				
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓	✓

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		✓	✓	✓
Control-panel display and input	Touchscreen control panel	✓	✓	✓	✓
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

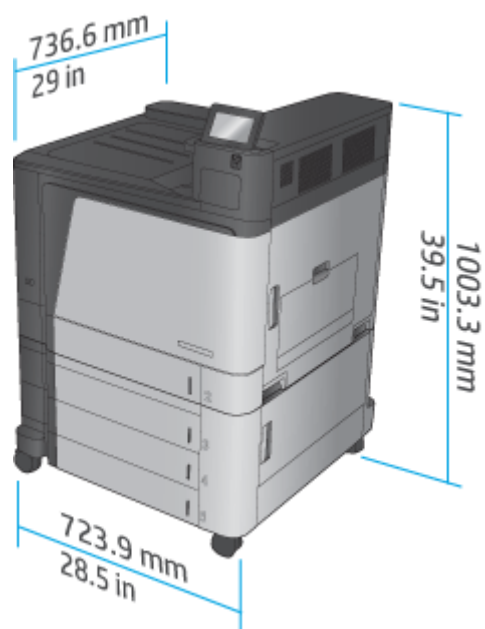


Table 1-12 Space requirements with all doors and trays fully opened

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

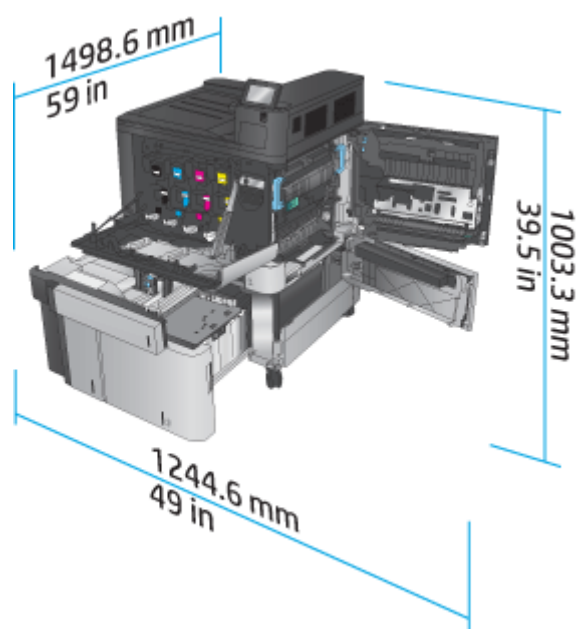


Table 1-13 Accessory physical dimensions with all doors closed

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)

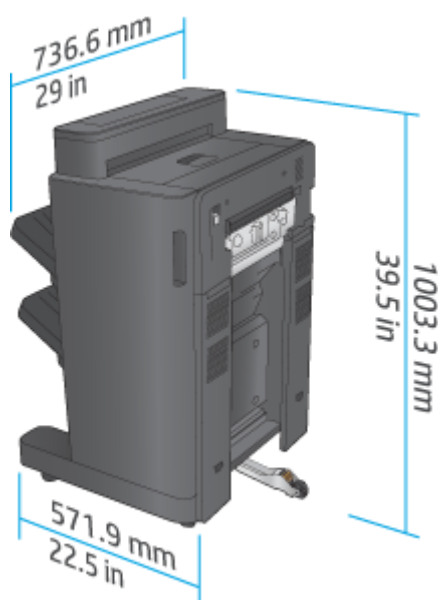
Figure 1-13 Finishing accessory physical dimensions with all doors and trays closed

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

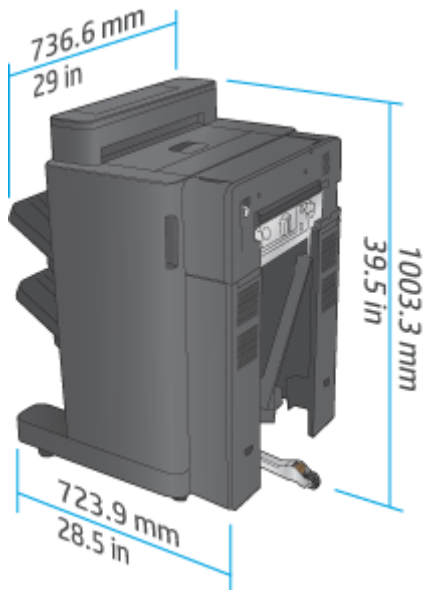


Table 1-14 Space requirement for the product and attached finishing accessory with all doors and trays fully opened

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

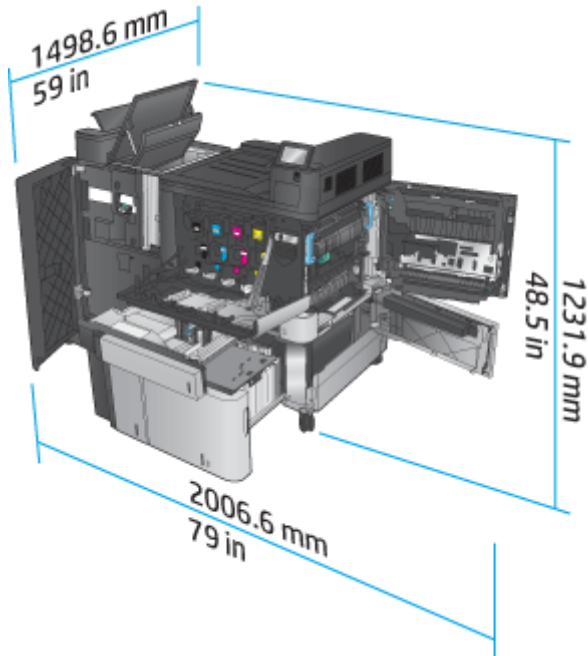
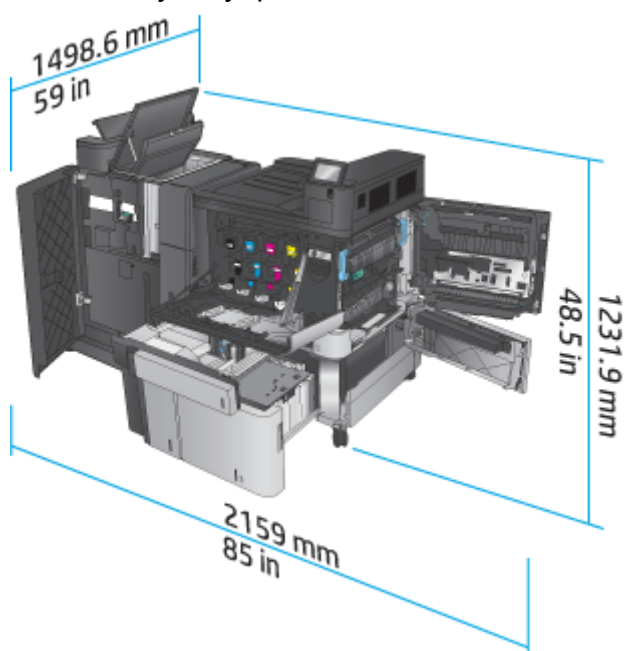


Figure 1-16 Space requirement for the product and attached finishing accessory with hole punch with all doors and trays fully opened



Power consumption, electrical specifications, and acoustic emissions

Power consumption

Product Series ⁴	Power consumption (average, in watts) ^{1, 2, 3}				
	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

¹ Values subject to change.

² Power reported is highest value measured for all product models using standard voltages.

³ Default time from Ready mode to Sleep = 15 minutes

⁴ 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 M855¹

Sound power level		Declared per ISO 9296
Printing (46 ppm)		$L_{WAd} = 7.1$ Bels (A) [71 dB(A)]
Ready		$L_{WAd} = 4.0$ Bels (A) [40 dB(A)]
Sound pressure level - Bystander position		Declared per ISO 9296
Printing (46 ppm)		$L_{pAm} = 55$ dB(A)
Ready		$L_{pAm} = 24$ dB(A)

¹ 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

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

- [Technical specifications](#)
- [Product dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

Technical specifications

Model name		M880z	M880z+	M880z+
Product number		A2W75A	A2W76A	D7P71A
Paper handling	Tray 1 (100-sheet capacity)	✓	✓	✓
	Tray 2 (500-sheet capacity)	✓	✓	✓
	3x500-sheet paper feeder	✓		
	3,500-sheet high-capacity input trays		✓	✓
	Automatic duplex printing	✓	✓	✓
	Optional stapler/stacker finishing accessory	✓	✓	✓
	Optional stapler/stacker with 2/4 hole punch finishing accessory	✓	✓	✓
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	✓	✓	✓
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions			
	Optional booklet maker with 2/3 hole punch finishing accessory	✓	✓	✓
	Available in North America and Latin America			
	Optional booklet maker with 2/4 hole punch finishing accessory	✓	✓	✓
	Available in Europe, the Middle East, Africa, and Asia-Pacific Countries/Regions			
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓	✓
	Easy-access USB port for printing and scanning 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	✓	✓	✓
Control-panel display and input	Touchscreen control panel	✓	✓	✓
	Retractable keyboard	✓	✓	✓
Print	Prints 46 pages per minute (ppm) on A4 and 45 ppm on letter-size paper	✓	✓	✓
	Easy-access USB printing (no computer required)	✓	✓	✓
Fax		✓	✓	✓
Copy and Scan	Copies 46 pages per minute (ppm) on A4 and 45 ppm on letter-size paper	✓	✓	✓
	Scans in monochrome at 85 images per minute (ipm) and in color at 63 ipm.			
	Easy-access USB copying and scanning (no computer required)	✓	✓	✓
	200-page document feeder with electronic duplex copying and scanning and multi-feed detection	✓	✓	✓
Digital Send	Send to E-mail , Save to USB , Save to Network Folder , and Save to SharePoint® options	✓	✓	✓

Product dimensions

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

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)

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

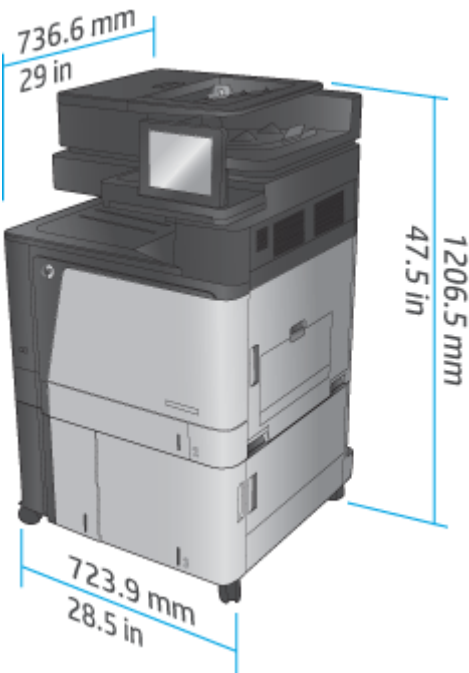


Table 1-17 Space requirements with all doors, trays, and document feeder fully opened

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

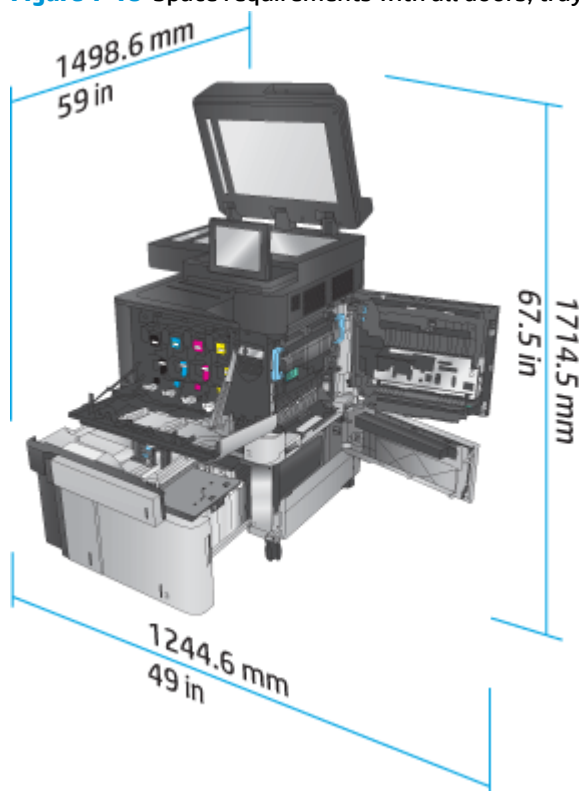


Table 1-18 Accessory physical dimensions with all doors closed

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

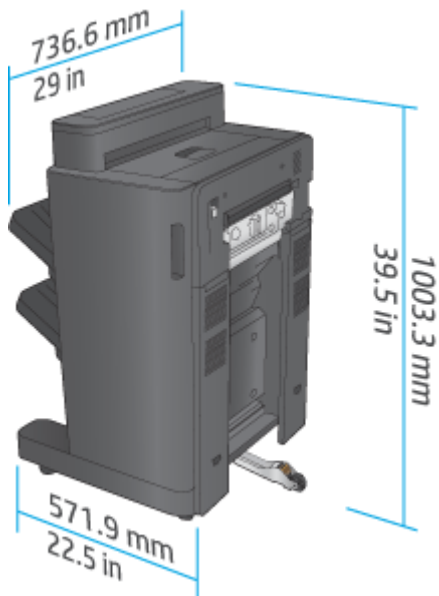


Figure 1-20 Finishing accessory with hole punch physical dimensions with all doors and trays closed

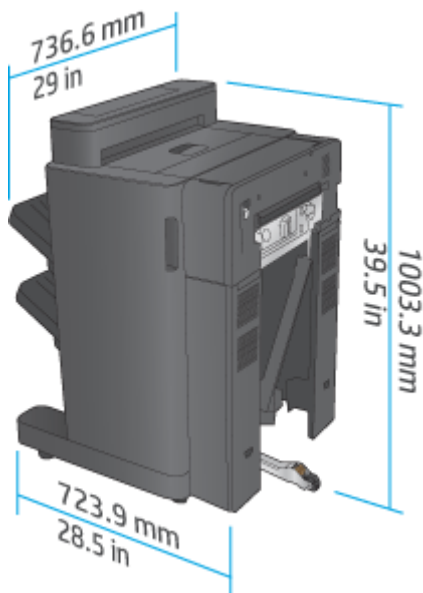


Table 1-19 Space requirement for the product and attached finishing accessory with all doors, trays, and document feeder fully opened

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

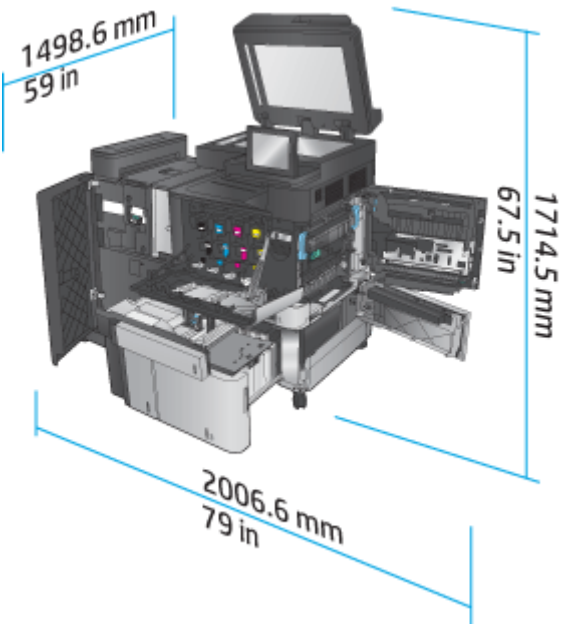
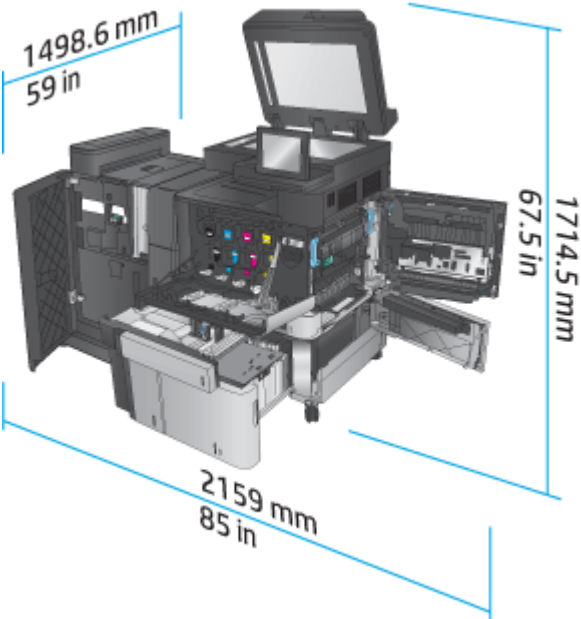


Figure 1-22 Space requirement for the product and attached finishing accessory with hole punch with all doors, trays, and document feeder fully opened



Power consumption, electrical specifications, and acoustic emissions

Power consumption

Power consumption (average, in watts) ^{1, 2, 3}					
Product Series ⁴	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
¹ Values subject to change. ² Power reported is highest value measured for all product models using standard voltages. ³ Default time from Ready mode to Sleep = 15 minutes ⁴ 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

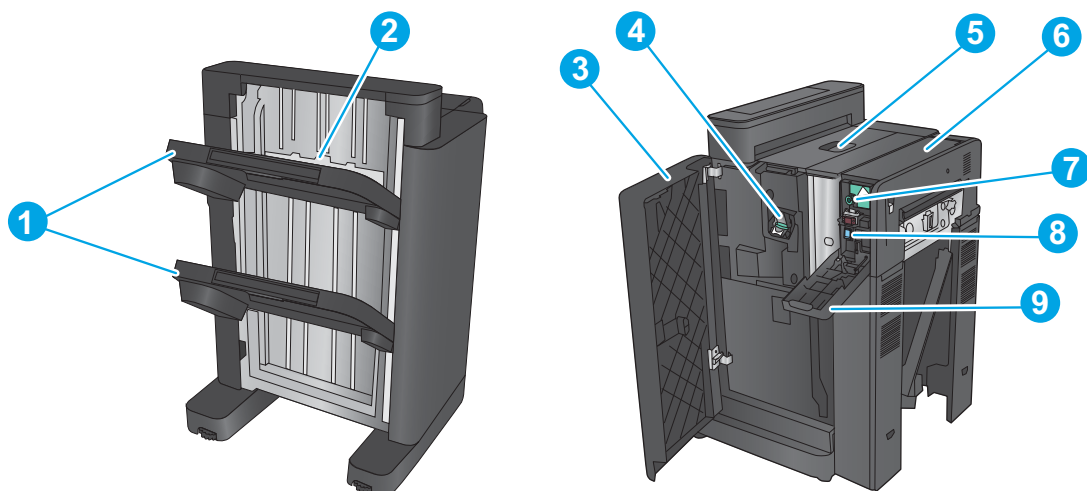
HP Color LaserJet Enterprise flow MFP M880 ¹	
Sound power level	Declared per ISO 9296
Printing (46 ppm)	$L_{WAd} = 7.0$ Bels (A) [70 dB(A)]
Copying (46 ppm)	$L_{WAd} = 7.2$ Bels (A) [72 dB(A)]
Ready	$L_{WAd} = 5.0$ Bels (A) [50 dB(A)]
Sound pressure level - Bystander position	Declared per ISO 9296
Printing/Copying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

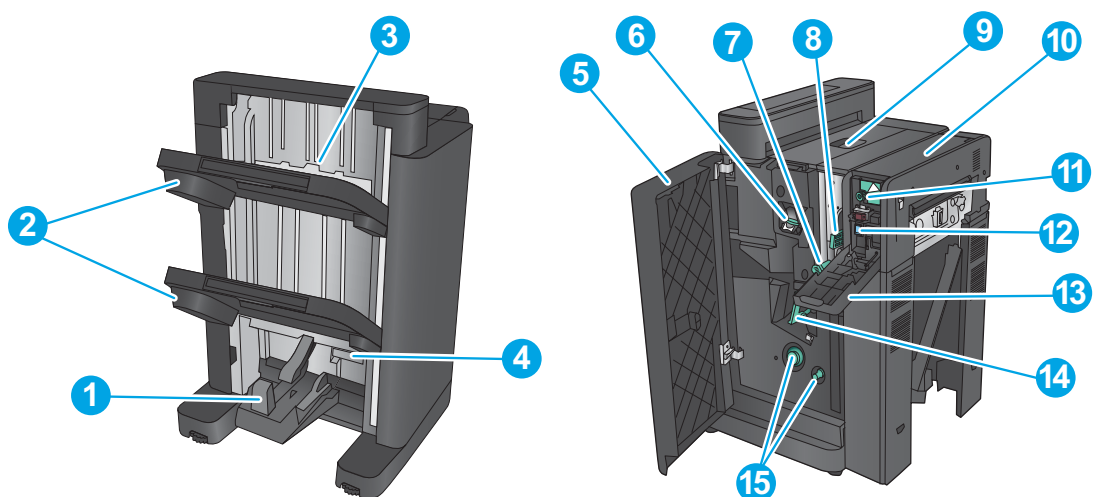
Environment	Recommended	Allowed
Temperature	17° to 25°C (62° to 77°F)	15° to 30°C (59° to 86°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3048 m (0 to 10,000 ft)

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	Booklet output bin
2	Stapler/stacker output bins

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

- [Accessory specifications](#)
- [Stapler/stacker output-bin capacities](#)
- [Booklet-maker output-bin capacities](#)

Accessory specifications

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

Item	Specifications		Remarks
Stacking method	The HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830, HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880 all have a stapler/stacker		
Stacking orientation	Face-down		
	Face-up ¹		
Paper capacity	Paper form	Cut sheet	
	Special paper	Envelope, OHT film, colored paper, label paper, thick paper	
	Paper weight	60 g/m ² to 220 g/m ²	
	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 length: <221 mm (8.7 in)
		Feed direction: HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880	
		98.4 x 320 mm (3.9 x 12.6 in)	
		Cross-feed direction: HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830	
Mode	Non sort, job offset, staple sort		
	Paper size	Non sort	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, 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, 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 stack height: 65 mm (2.6 in)
			Small size maximum stack height: 130 mm (5.1 in)

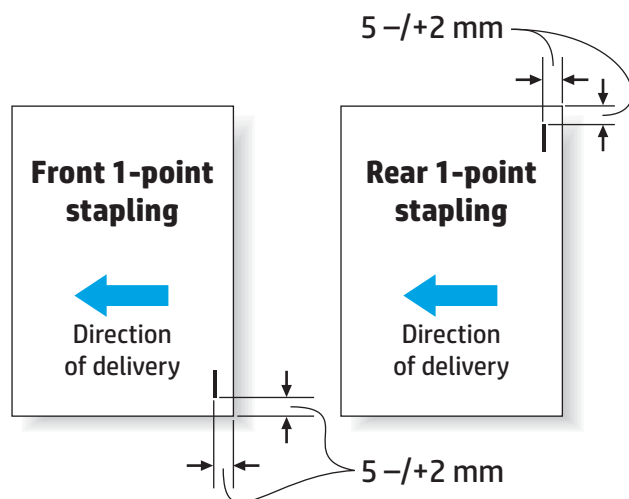
Table 1-21 Stapling and stacking specifications (stapler/stacker and booklet maker) (continued)

Item	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 height: 130 mm (5.1 in) Small size maximum stack height: 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)
60 g/m ² to 80 g/m ²					
Plain paper, thick paper 61 to 220 g/m ²			Maximum stack height: 73.5 mm (2.9 in)		
Special paper			Not specified		
Job offset			Not specified		
Staple sort			Maximum stack height: 130 mm (5.1 in), 50 copies or less		
Stapling position	Front 1–point stapling, Rear 1–point stapling, 2–point stapling			For the 2 staple option, staples are placed one after the other	
Stapling	By rotating cam				
Staple supply	Special staple cartridge (5000 staples)				
Staple near end detection	Provided: Low staple warning is signaled after the staple near end is detected			Remaining about 40 staples	
Staple detection	Provided				
Manual stapling	Not provided				
Staple capacity	Large size: 2 to 30 sheets 2 sheets of 199 g/m ² paper and 28 sheets of 80 g/m ² paper maximum: 30 sheets <ul style="list-style-type: none">• A4• A3• Letter• Legal• Oficio (8.5 x 13)• 11 x 17• B4 (JIS)• Oficio (216 x 340)• 8K (270 x 390)	Plain paper: 60 g/m ² to 81 g/m ² : 30 sheets		<ul style="list-style-type: none">• Stapling thickness: 5.5 mm or less• Including 2 cover pages except extra thick paper when cover mode is applied	
		Plain paper: 82 g/m ² to 90 g/m ² : 22 sheets			
		Thick paper: 91 g/m ² to 105 g/m ² : 11 sheets			
		Thick paper: 106 g/m ² to 120 g/m ² : 9 sheets			
		Thick paper: 121 g/m ² to 163 g/m ² : 8 sheets			
		Extra thick paper: 164 g/m ² to 199 g/m ² : 6 sheets			
		Extra thick paper: 200 g/m ² to 220 g/m ² : 5 sheets			

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

Item	Specifications	Remarks
	Small size: 2 to 50 sheets 2 sheets of 199 g/m ² paper and 48 sheets of 80 g/m ² maximum: total 50 sheets	Plain paper: 60 g/m ² to 81 g/m ² : 50 sheets
		Plain paper: 82 g/m ² to 90 g/m ² : 44 sheets
		Thick paper: 91 g/m ² to 105 g/m ² : 18 sheets
	• Letter (landscape)	Thick paper: 106 g/m ² to 148 g/m ² : 18 sheets
	• A4 (landscape)	Thick paper: 149 g/m ² to 163 g/m ² : 13 sheets
	• 5 x 8	Extra thick paper: 164 g/m ² to 199 g/m ² : 12 sheets
		Extra thick paper: 200 g/m ² to 220 g/m ² : 5 sheets
	Glossy paper	Glossy paper: 91 g/m ² to 130 g/m ² : 8 sheets
		Glossy paper: 131 g/m ² to 220 g/m ² : 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	

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



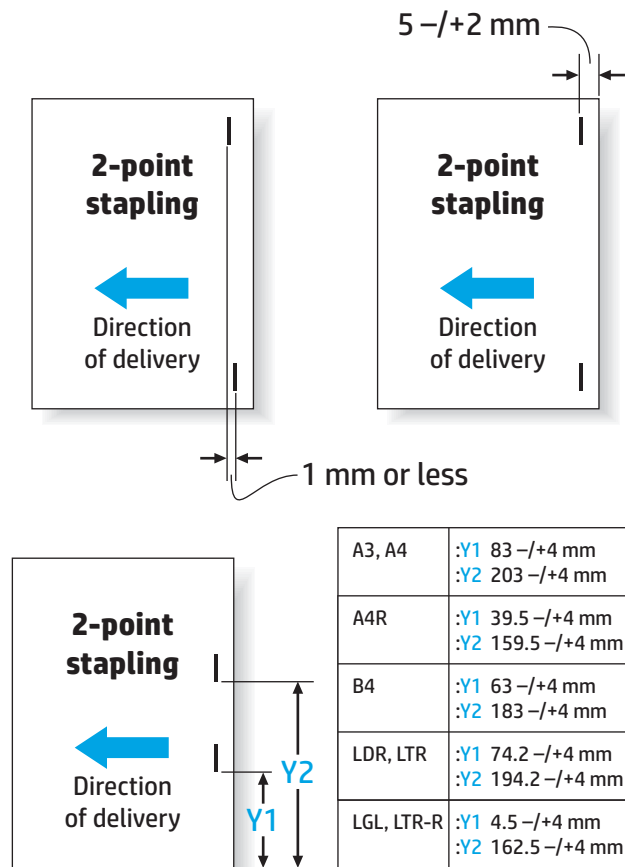
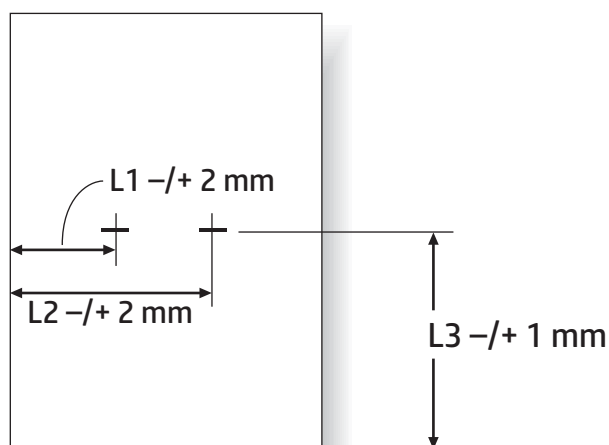


Table 1-22 Specifications for booklet making (Booklet maker only)

Item	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 ² to 220 g/m ²				
Stacking capacity	Paper weight	Paper size	1 to 5 sheets	6 to 10 sheets	11 to 15 sheets
	Plain paper: 60 g/m ² to 81 g/m ²	A4R, LTR-R	20 copies	10 copies	10 copies
		LGL	10 copies	10 copies	5 copies
		A3, B4, LDR	25 copies	15 copies	10 copies
	Plain paper: 82 g/m ² to 90 g/m ²	A4R, LTR-R	20 copies	10 copies	
		LGL	10 copies	10 copies	
		A3, B4, LDR	25 copies	15 copies	
	Plain paper: 91 g/m ² to 105 g/m ²	Large size	10 copies	10 copies	
	Plain paper: 106 g/m ² to 220 g/m ²	Large size	10 copies		
	Glossy paper: 91 g/m ² to 220 g/m ²	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.

Table 1-23 Stapler/stacker output-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 ¹	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)

¹ Based on 75 g/m² (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 ¹	Varies depending on paper type	25 sheet jobs or 150 sheets (whichever comes first)

¹ Based on 75 g/m² (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](#)
- [Configure the product for Mailbox Mode or Stacker Mode](#)
- [Configure the HP printer driver for Windows® 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](#)
- [Step one: Remove the stapler/stacker](#)
- [Step two: Unpack the optional or replacement stapler/stacker accessory](#)
- [Step three: Install the optional or replacement stapler/stacker accessory](#)
- [Step four: Parts return](#)
- [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 LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830.



NOTE: To see a short video demonstrating this procedure, click [here](#).

Before you begin

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

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 [Step three: Install the optional or replacement stapler/stacker accessory on page 42](#).

Required tools

No special tools are required to install this accessory.

Step one: Remove the stapler/stacker

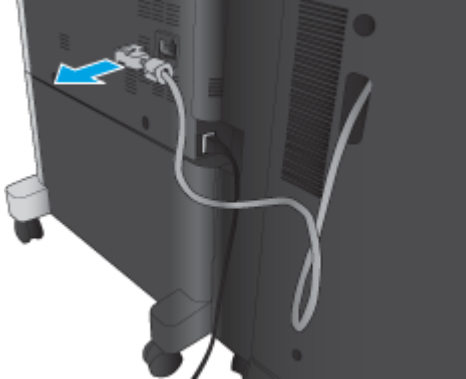


NOTE: If the product does not have a stapler/stacker installed and you are installing an optional stapler/stacker, go to [Step three: Install the optional or replacement stapler/stacker accessory on page 42](#).

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

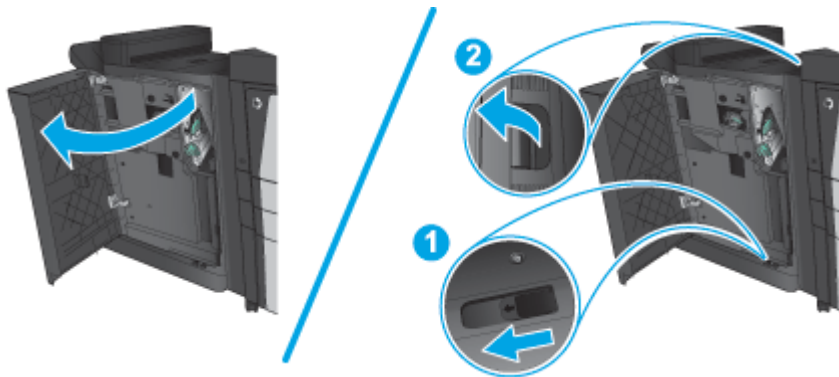
⚠ CAUTION: Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

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

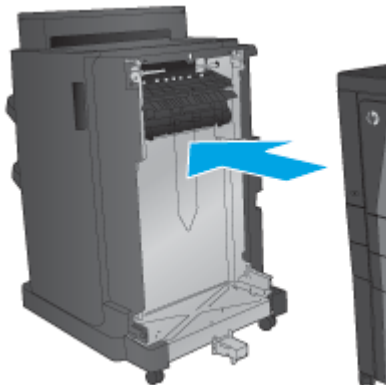


3. Open the finishing accessory front cover. Release and hold the bottom handle first, and then release and hold the top handle. Hold both handles at the same time, and then slide the finishing accessory away from the product.

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




4. Completely remove the finishing accessory.




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

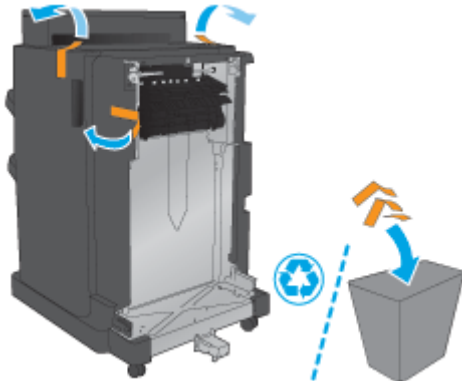
Unpack the stapler/stacker from the packaging.

 **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.

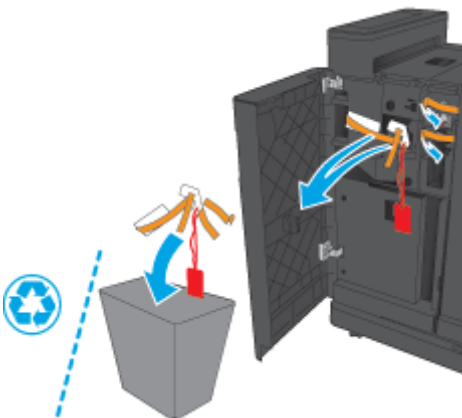
1. Remove all of the shipping tape from outside the accessory.



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.

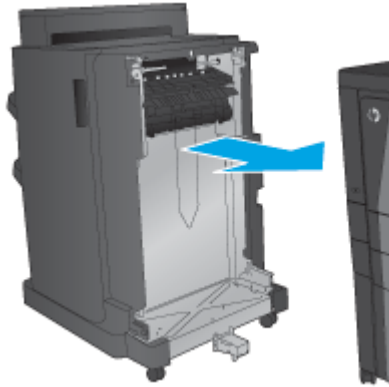


Step three: Install the optional or replacement stapler/stacker accessory


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

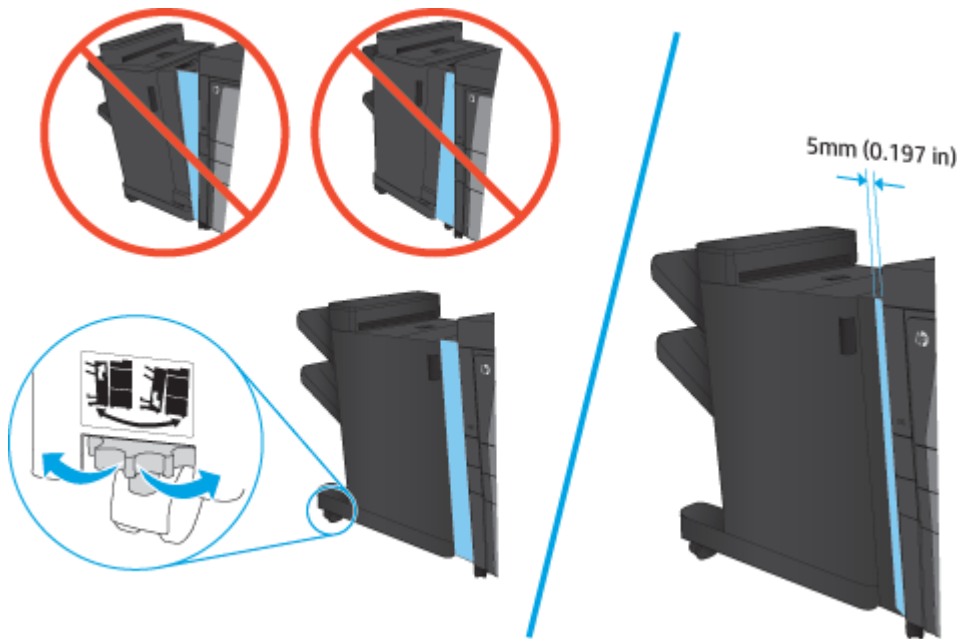
 **CAUTION:** Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

2. Attach the accessory to the product.

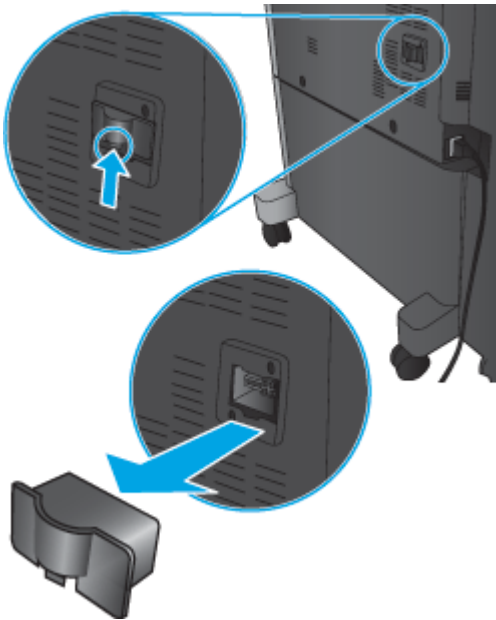


3. Use the adjustment wheels on the accessory to align that accessory with the edge of the product.

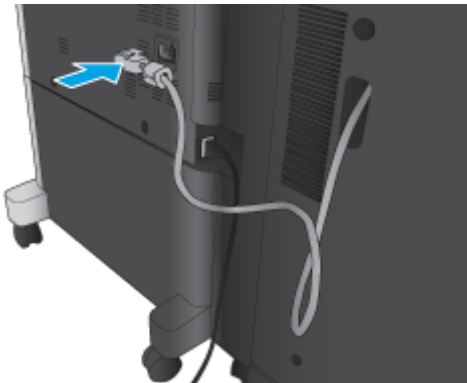
 **NOTE:** If the accessory is not correctly aligned with the product, you might experience excessive paper jams.



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: [Product return 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	✓	✓
Two left or top	✓	✓
Two left	✓	✓
Two right	✓	✓
Two top	✓	✓
Two bottom	✓	✓
Three left	✓	
Three top	✓	
Three right	✓	
Three top	✓	
Three left or top	✓	
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 a stapler/stacker with booklet maker accessory for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830

- [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 HP Embedded Web Server \(EWS\)](#)
- [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 [here](#).

Before you begin

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

Table 2-2 Booklet maker accessory part numbers

CZ285A	Stapler/stacker with booklet maker accessory with installation instructions
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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 [Step two: Unpack the optional or replacement booklet maker accessory on page 48](#).

Required tools

No special tools are required to install this accessory.

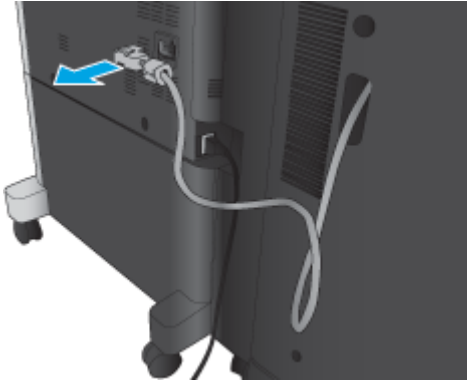
Step one: Remove the booklet maker

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



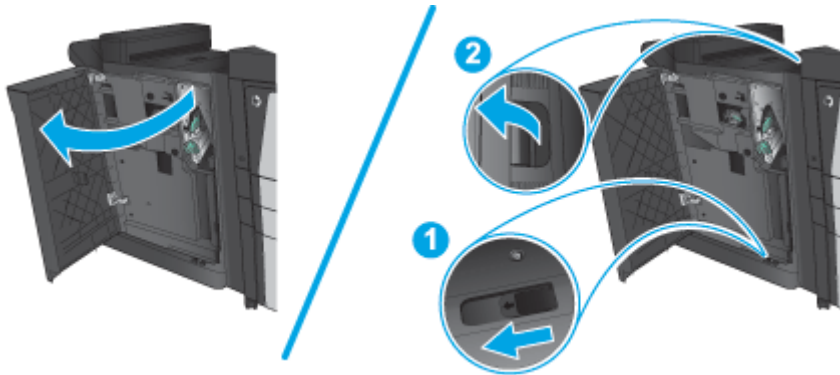
CAUTION: Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

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

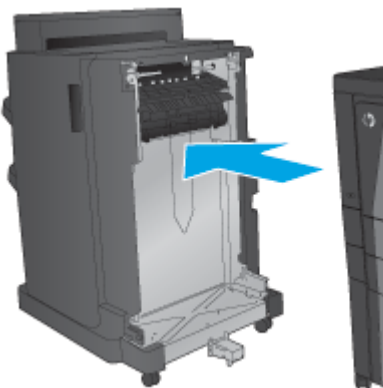


3. Open the finishing accessory front cover. Release and hold the bottom handle first, and then release and hold the top handle. Hold both handles at the same time, and then slide the finishing accessory away from the product.

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.

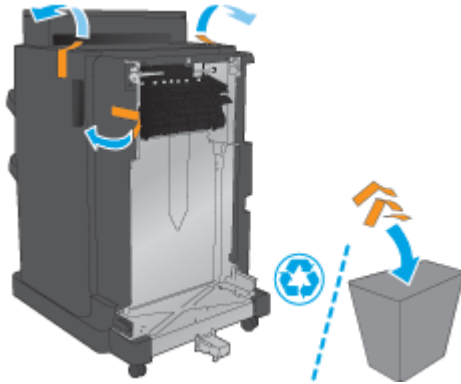
NOTE: Remove all tape and packing material from outside the accessory. Open all doors and remove all tape and packing material from inside the product.

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.

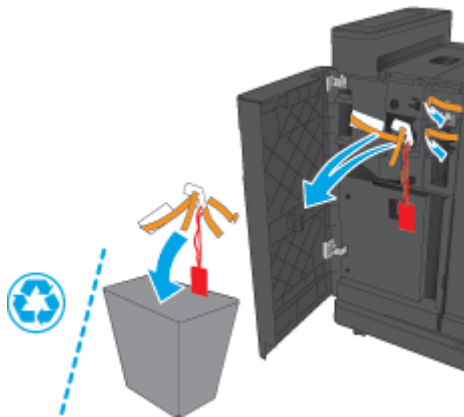


2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

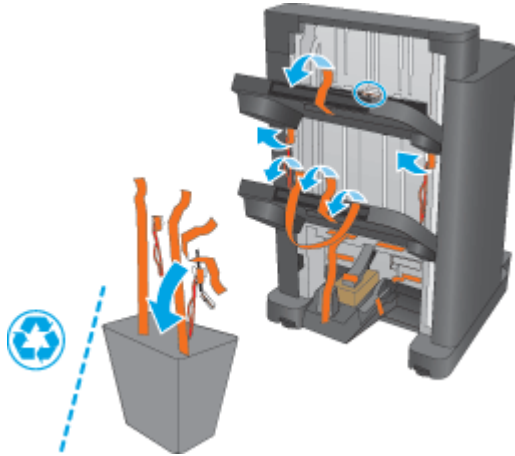
Close the front door.



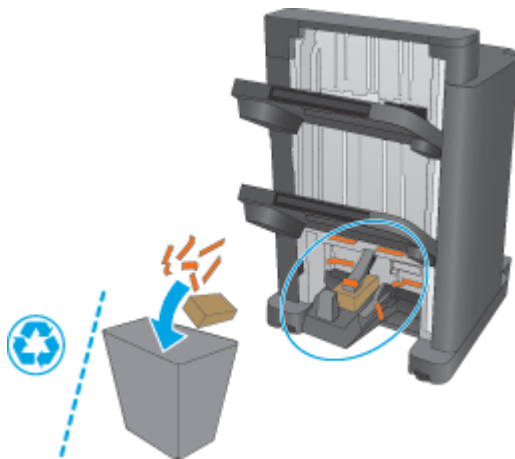
CAUTION: Make sure that you remove all of the shipping material from inside the accessory.



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.

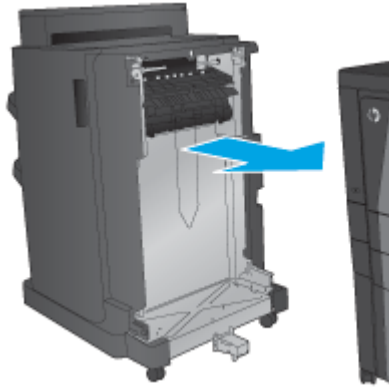


Step three: Install the optional or replacement booklet maker accessory


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

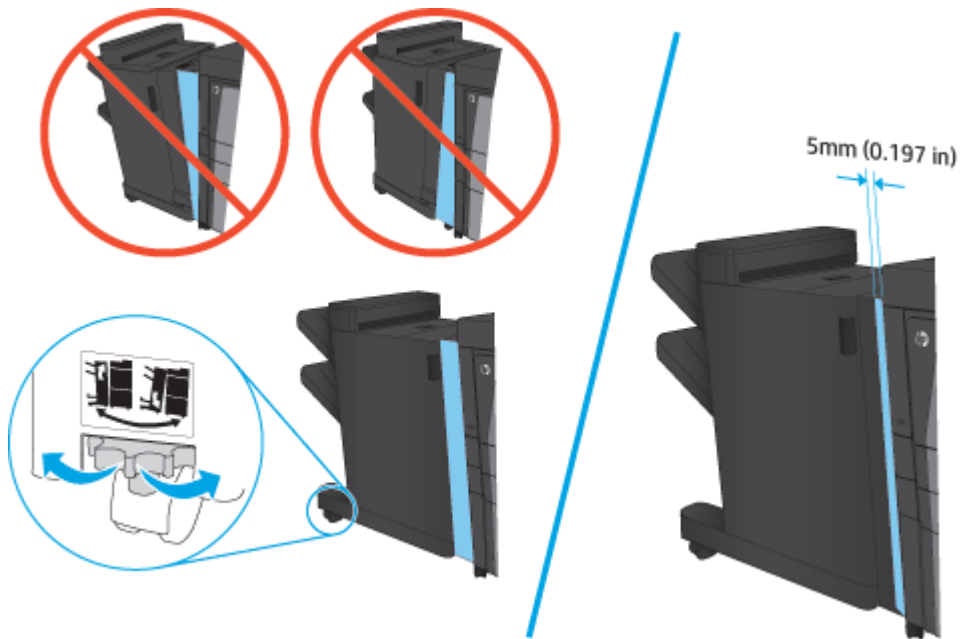
CAUTION: Turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

2. Attach the accessory to the product.

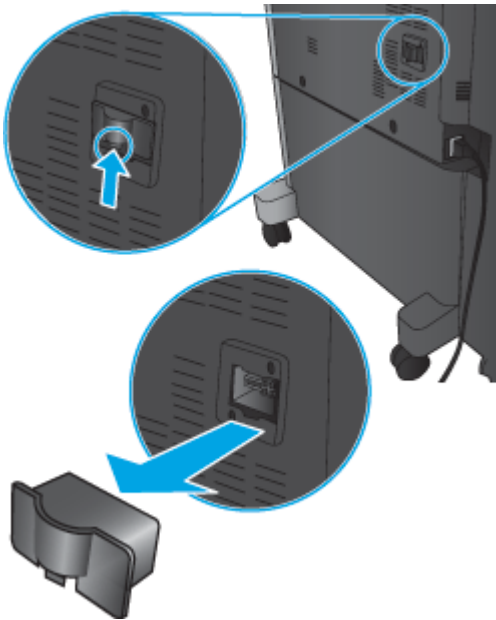


3. Use the adjustment wheels on the accessory to align that accessory with the edge of the product.

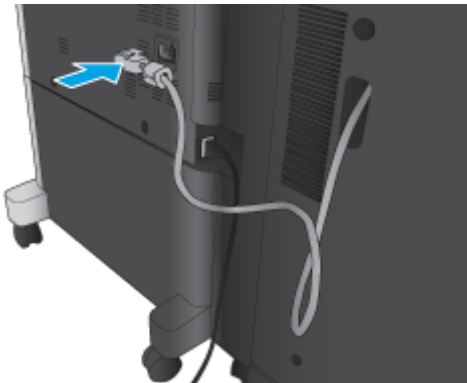
 **NOTE:** If the accessory is not correctly aligned with the product, you might experience excessive paper jams.



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: [Product return and recycling](#)




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

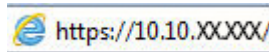
Step five: Configure the booklet maker in the HP Embedded Web Server (EWS)

- [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](#)

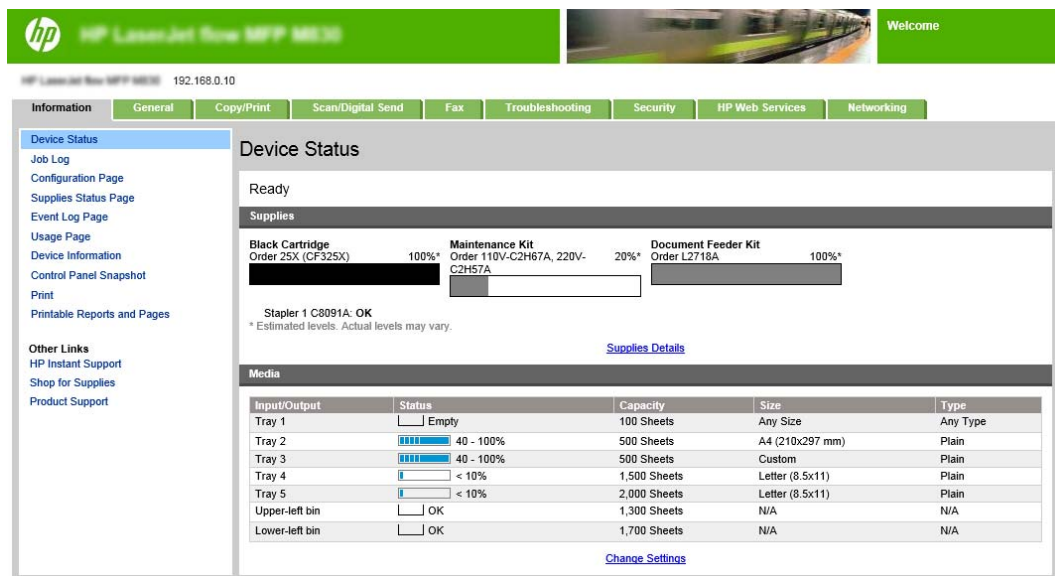
1: Connect to the EWS


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.



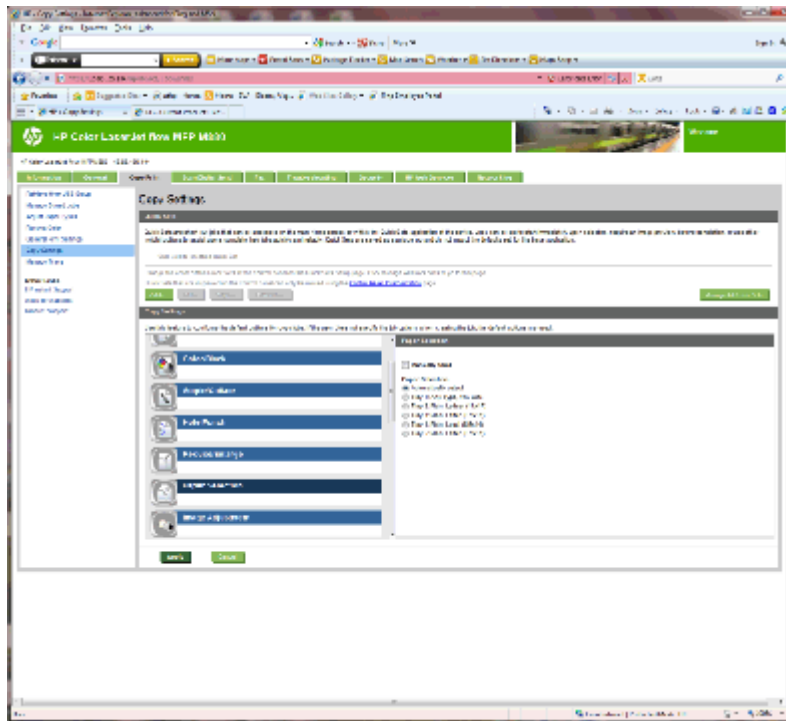
 **NOTE:** To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS. Click [here](#) to learn more.

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.



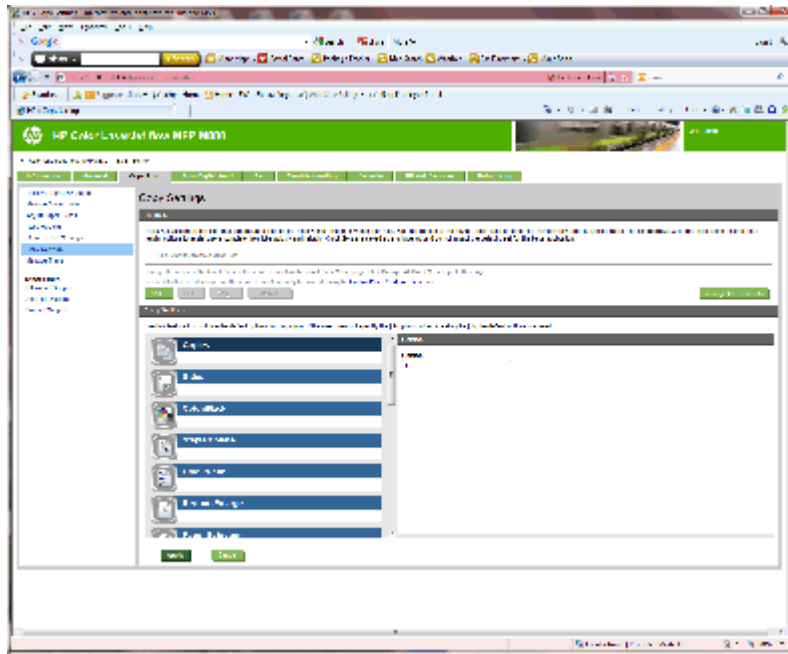
4. Click **Apply**.

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.



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](#)
- [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](#)

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: To see a short video demonstrating this procedure, click [here](#).

Before you begin

Use the table below to identify the correct accessory part number for your accessory, and then go to www.hp.com/buy/parts 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 [Step two: Unpack the optional or replacement stapler/stacker on page 58](#).

Required tools

No special tools are required to install this accessory.

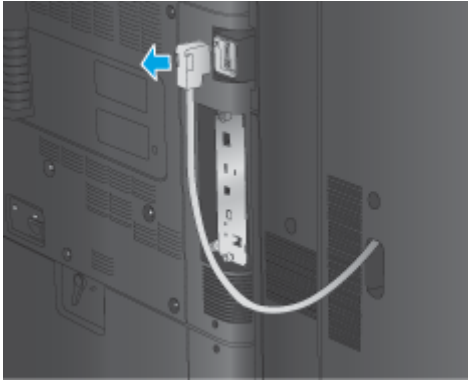
Step one: remove the stapler/stacker

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



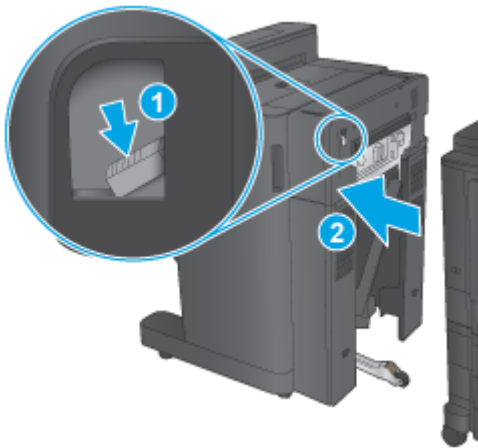
CAUTION: To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

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

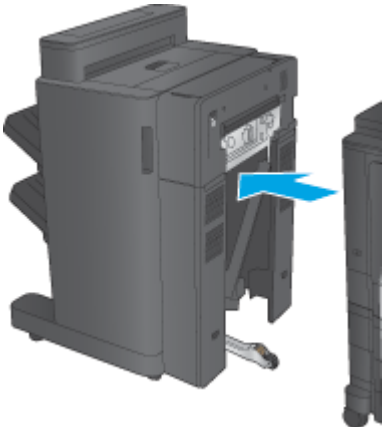


3. To separate the finishing accessory from the product, press the release button down and hold it down as you slide the finishing accessory away from the product.

⚠ 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

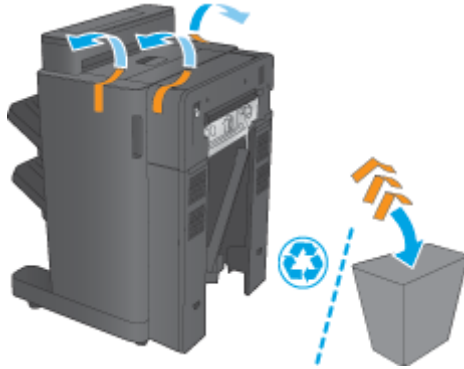
Unpack the stapler/stacker from the packaging.

 **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.

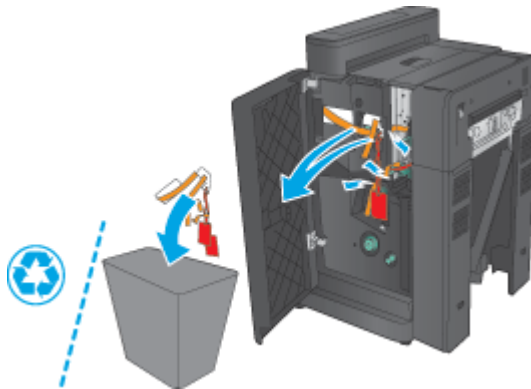
 **NOTE:** HP recommends responsible disposal of the defective stapler/stacker.

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

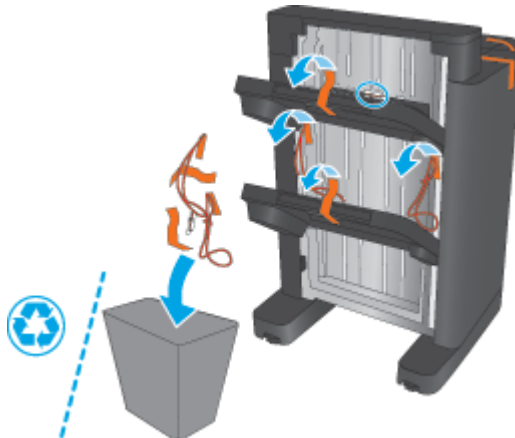


2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

Close the front door.

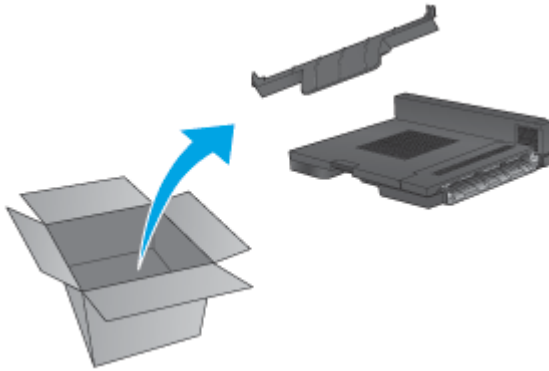


3. Remove all of the shipping tape and packing materials from the output trays.




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.

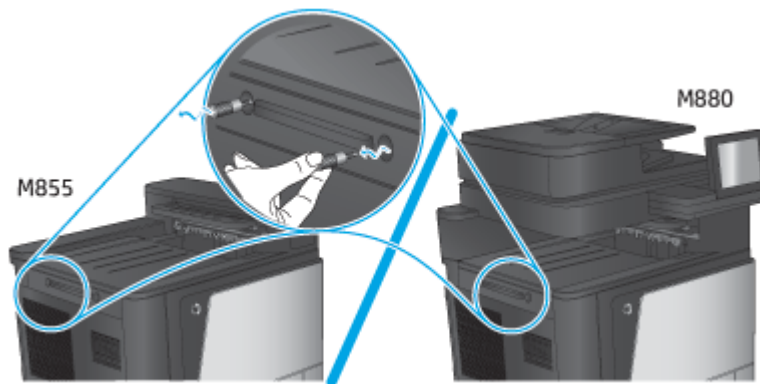


Step three: Install the optional or replacement stapler/stacker

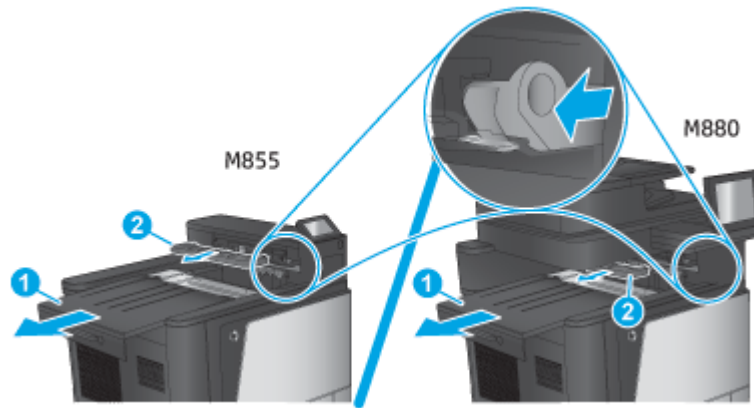
1. If not already done, turn off the product and disconnect the power cord.

 **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.

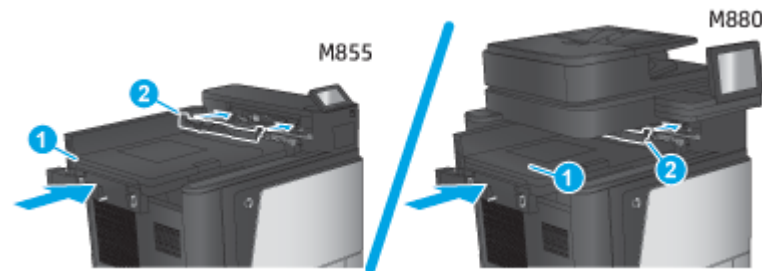
- a. Remove two thumbscrews.



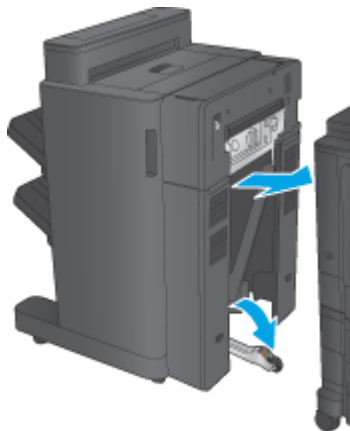
- b.** Remove one cover (callout 1). Release one tab, and then remove one tray (callout 2).




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

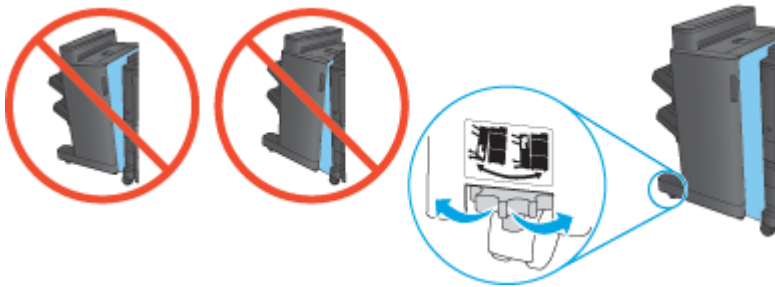


- 2.** Attach the accessory to the product.



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: [Product return 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	✓	✓
Two left or top	✓	✓

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
Two left	✓	✓
Two right	✓	✓
Two top	✓	✓
Two bottom	✓	✓
Three left	✓	
Three top	✓	
Three right	✓	
Three top	✓	
Three left or top	✓	
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](#)
- [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 \(EWS\)](#)
- [Step six: Configure the default hole punch location](#)
- [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 www.hp.com/buy/parts.

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 [Step two: Unpack the optional or replacement booklet maker accessory on page 66](#).

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.

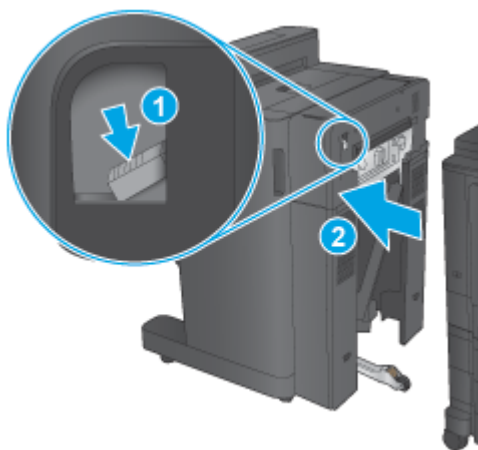
⚠ CAUTION: To avoid damage to the product, turn the product off, wait five seconds, and then remove the power cord before attempting to service the product.

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

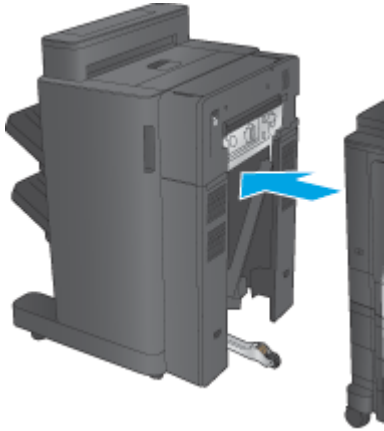


3. To separate the finishing accessory from the product, press the release button down and hold it down as you slide the finishing accessory away from the product.

⚠ 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 www8.hp.com/us/en/hp-information/environment/product-recycling.html.

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

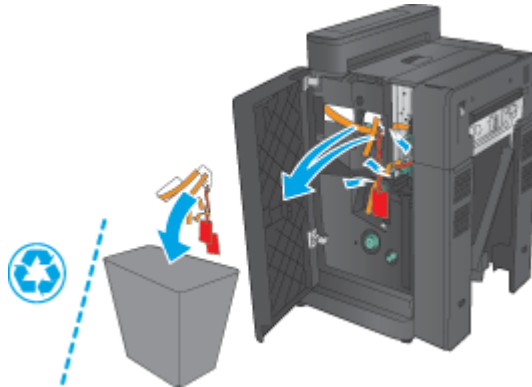
1. Remove all of the shipping tape from the outside of the accessory.



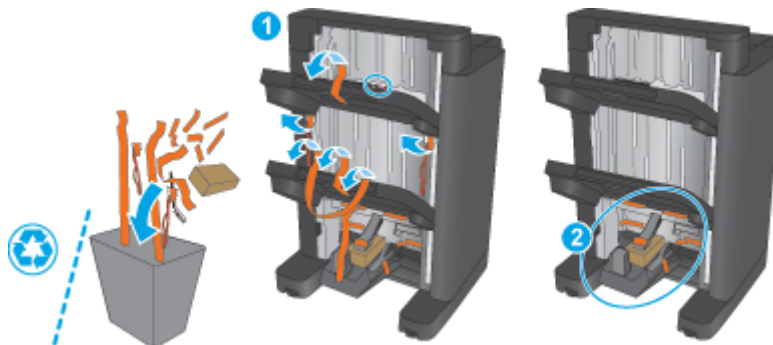
2. Open the front door of the accessory, and then remove all of the shipping tape and packing materials from inside the accessory.

Close the front door.

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

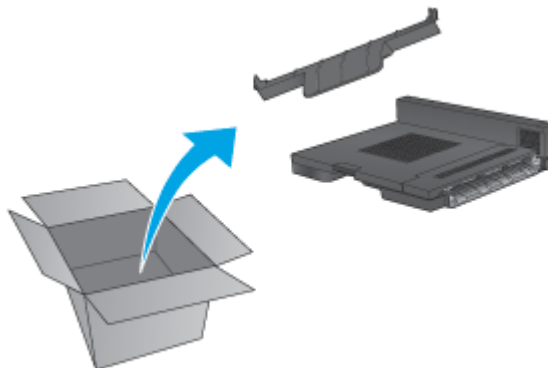


3. Remove all the shipping tape and packing materials from the output trays (callout 1) and the booklet output tray (callout 2).



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.

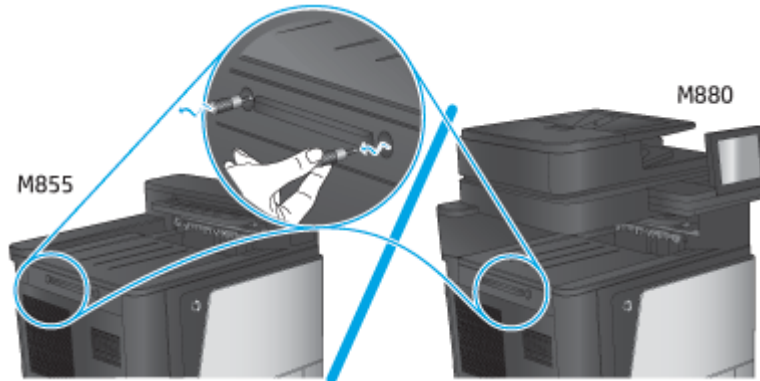


Step three: Install the optional or replacement booklet maker accessory

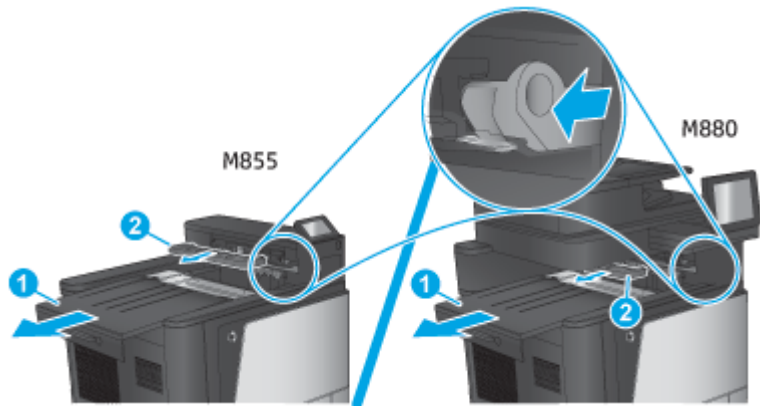
1. If installing an optional booklet maker for the first time, turn off the product and disconnect the power cord.

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.

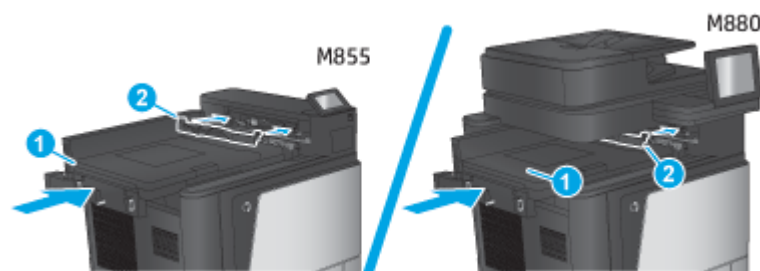
- a. Remove two thumbscrews.



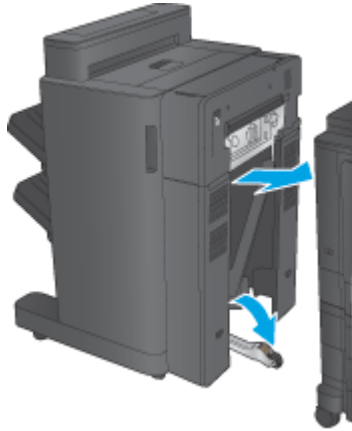
- b. Remove one cover (callout 1). Release one tab, and then remove tray one (callout 2).




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

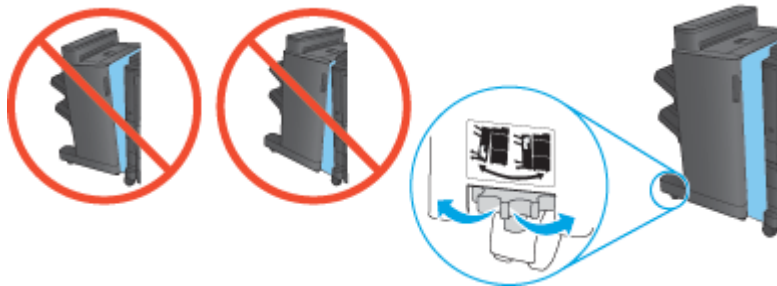


2. Attach the accessory to the product.



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: [Product return and recycling](#)

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

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](#)

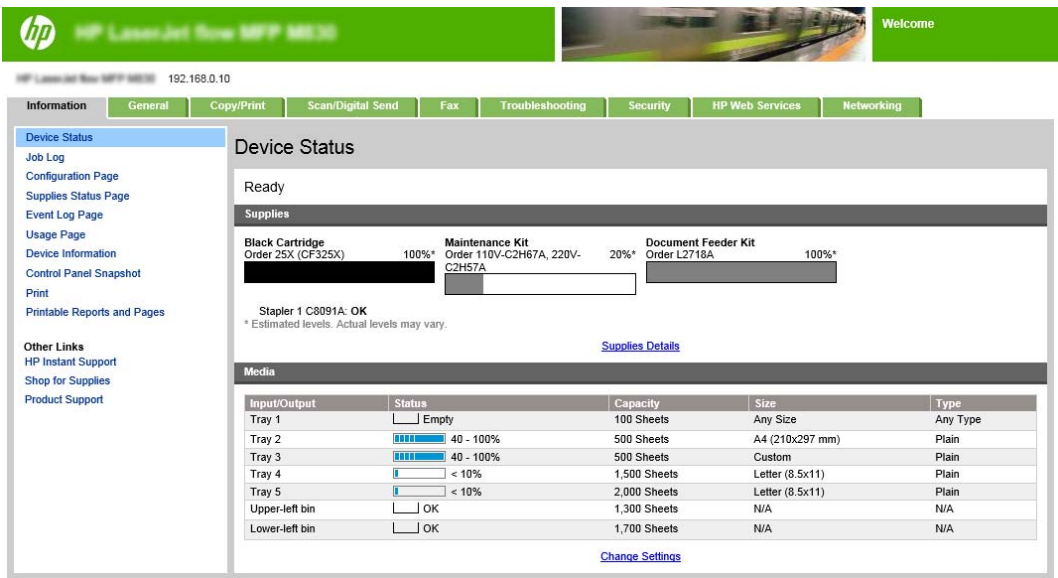
1: Connect to the EWS


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.

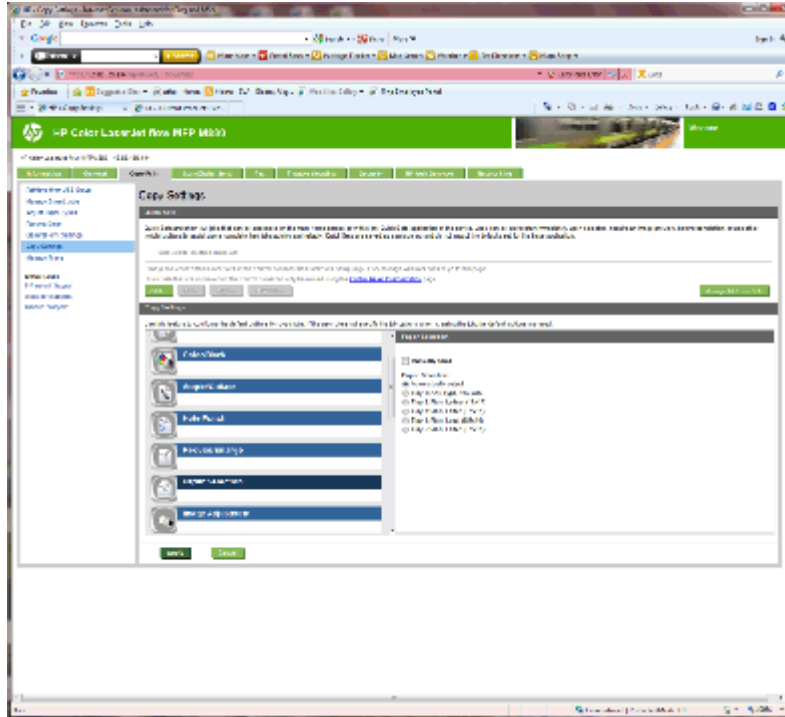


 **NOTE:** To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS . Click [here](#) to learn more.

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.



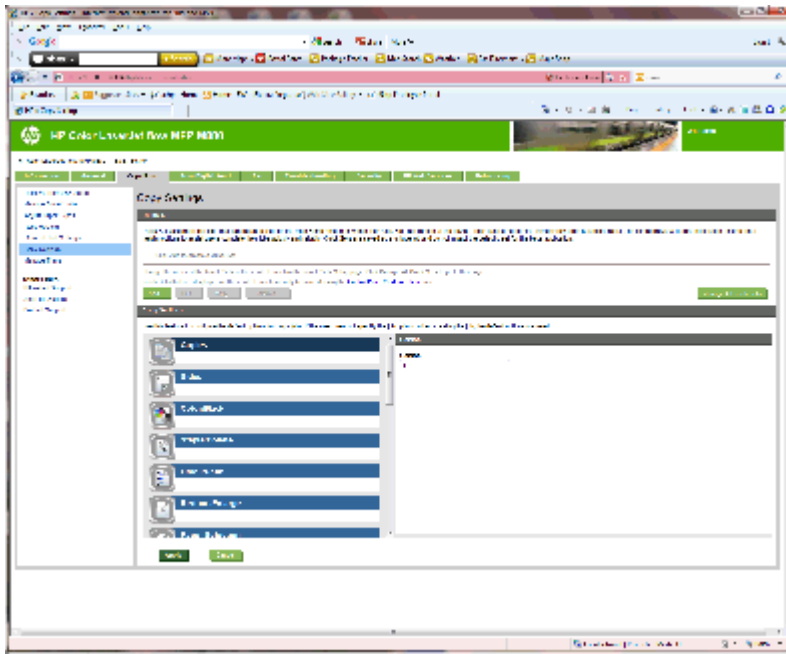
4. Click [Apply](#).

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.



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	✓	✓
Two left or top	✓	✓
Two left	✓	✓
Two right	✓	✓
Two top	✓	✓

Hole punch location	2/3 Hole Puncher	2/4 Hole Puncher
Two bottom	✓	✓
Three left	✓	
Three top	✓	
Three right	✓	
Three top	✓	
Three left or top	✓	
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 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
 - Two top or left


Configure 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](#)

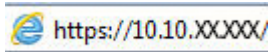
The mailbox mode allows each bin to be addressed individually. The stacker mode stacks the printed output from the lowest bin to the top.

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.



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.

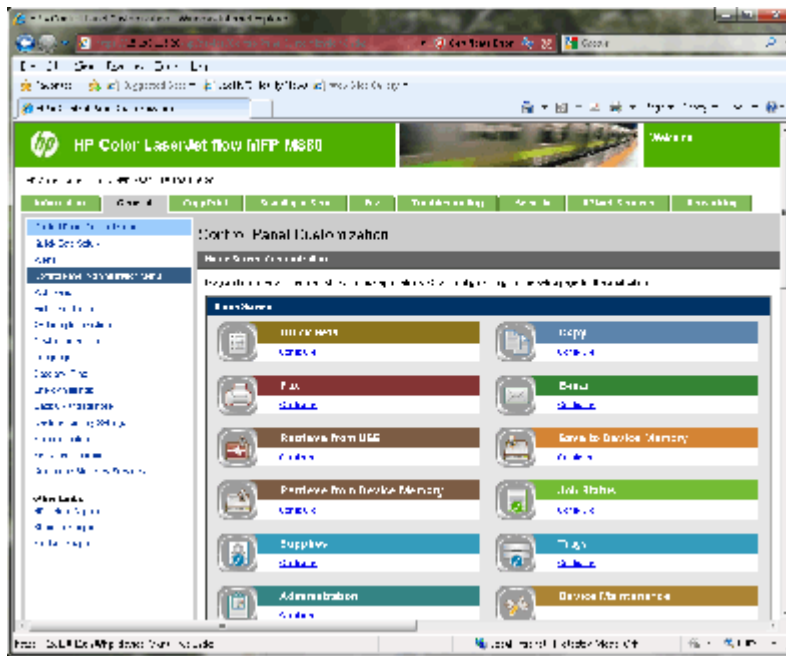
Input/Output	Status	Capacity	Size	Type
Tray 1	Empty	100 Sheets	Any Size	Any Type
Tray 2	40 - 100%	500 Sheets	A4 (210x297 mm)	Plain
Tray 3	40 - 100%	500 Sheets	Custom	Plain
Tray 4	< 10%	1,500 Sheets	Letter (8.5x11)	Plain
Tray 5	< 10%	2,000 Sheets	Letter (8.5x11)	Plain
Upper-left bin	OK	1,300 Sheets	N/A	N/A
Lower-left bin	OK	1,700 Sheets	N/A	N/A



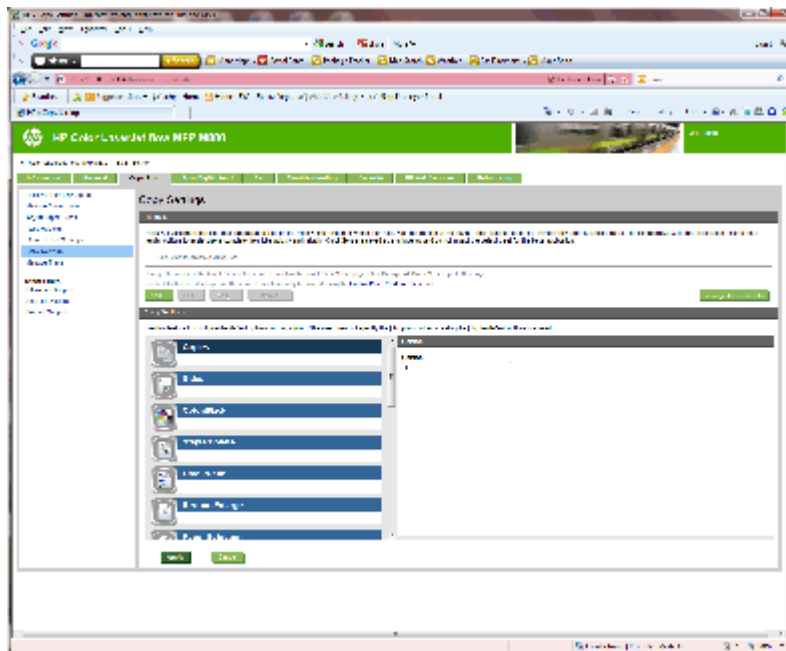
NOTE: To prevent unauthorized product setting changes, administrators might want to add a password to limit access to the EWS. Click [here](#) to learn more.

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

1. Click the **General** tab.



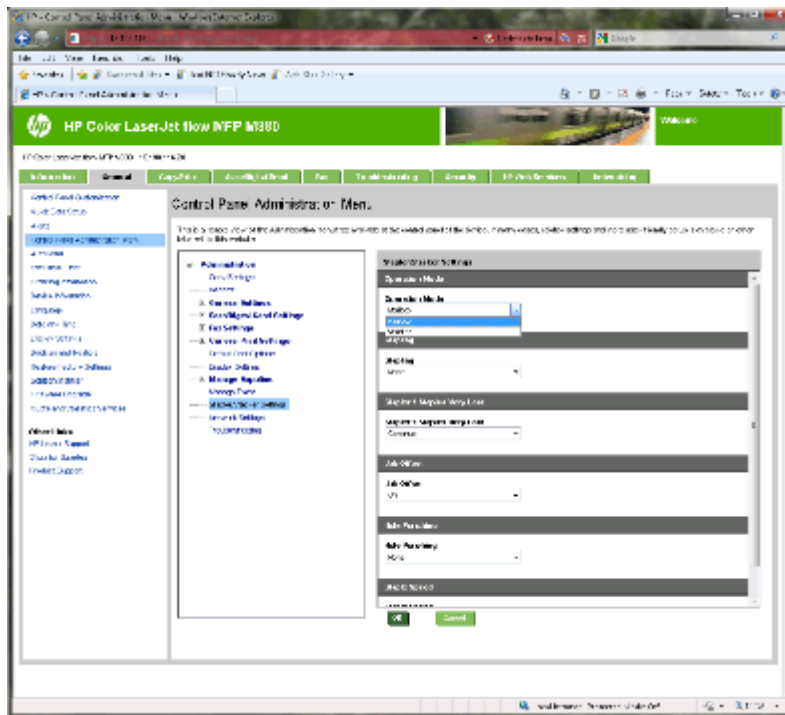
2. In the left navigation pane, click the **Control Panel Administration Menu** link.
3. In the **Control Panel Administration Menu** area, expand the **Administration** list.



4. Click the **Stapler/Stacker Settings** link.
5. In the **Stapler/Stacker Settings** area, locate the **Operation Mode** box.
6. Select the appropriate option (**Stapler** 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.



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**

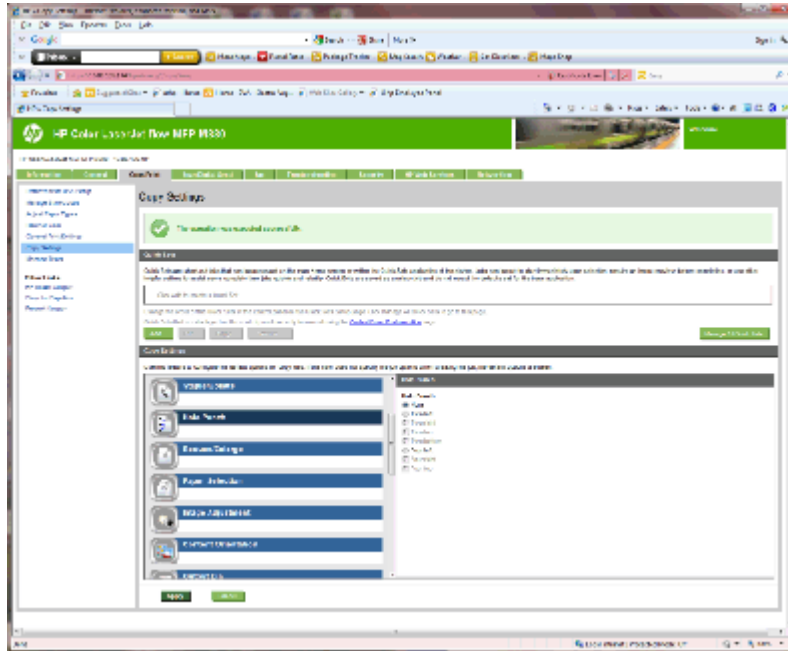
- **Hole Punching** drop-down menu: select the position and number of holes to punch. The following hole punch options are available:
 - None
 - Two left or top
 - Two left
 - Two right
 - Two top
 - Two bottom
 - Four left or top
 - Four left
 - Four right
 - Four top
- **Staple Speed** drop-down menu: 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 **Hole Punch** (scroll if necessary).



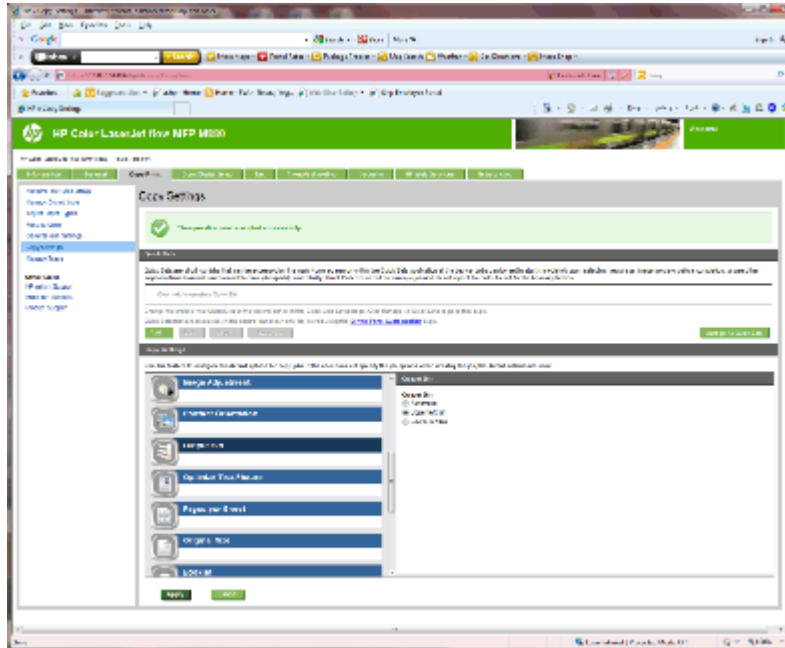
4. In the **Hole Punch** area, select a **Hole Punch** option.
5. Click **Apply**.

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).




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® 7, 8, 8.1, and OS X for Mailbox Mode or Stacker Mode

- [Windows® 7](#)
- [Windows® 8.0 and 8.1](#)
- [OS X](#)

Windows® 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® 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® 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.

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

Paper size	Stacking		Offset	Stapling	
	Portrait	Landscape		Corner staple	Dual staple
Letter 216 x 279 mm (11 x 8.5 in)		✓	✓	✓	✓
Letter Rotated 279 x 216 mm (8.5 x 11 in)	✓		✓	✓	✓
Legal 216 x 356 mm (8.5 x 14 in)	✓		✓	✓	✓
Executive 184 x 267 mm (7.25 x 10.5 in)	✓				
Statement 140 x 216 mm (5.5 x 8.5 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)	✓		✓	✓	✓
12 x 18 305 x 457 mm (12 x 18 in)	✓				
5 x 8 127 x 203 mm (5 x 8 in)	✓				
A3 197 x 420 mm (7.8 x 16.5 in)	✓		✓	✓	✓
A4 210 x 297 mm (8.3 x 11.7 in)		✓	✓	✓	✓
A4 Rotated 297 x 210 mm (11.7 x 8.3 in)	✓		✓	✓	✓
A5 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 (continued)

Paper size	Stacking		Offset	Stapling	
	Portrait	Landscape		Corner staple	Dual staple
RA3 305 x 430 mm (12 x 16.9 in)	✓				
RA4 215 x 305 mm (8.5 x 12 in)	✓	✓	✓		
SRA4 225 x 320 mm (8.9 x 12.6 in)	✓		✓		
B4 (JIS) 257 x 364 mm (10.1 x 14.3 in)	✓		✓	✓	✓
B5 (JIS) 182 x 257 mm (7.2 x 10.1 in)	✓				
Oficio (216 x 340) 216 x 340 mm (8.5 x 13.4 in)	✓		✓	✓	✓
8K (270 x 390) 270 x 390 mm (10.6 x 15.3 in)	✓		✓	✓	✓
16K (195 x 270) 195 x 270 mm (7.7 x 10.6 in)	✓				
8K (260 x 368) 260 x 368 mm (10.2 x 14.5 in)	✓		✓		
16K (184 x 260) 184 x 260 mm (7.25 x 10.2 in)	✓				
8K (273 x 394) 273 x 394 mm (10.7 x 15.5 in)	✓		✓		
16K (197 x 273) 197 x 273 mm (7.8 x 10.7 in)	✓				
D Postcard (JIS) 148 x 200 mm (5.8 x 7.9 in)	✓				
Envelope #9 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	Stapling	
	Portrait	Landscape		Corner staple	Dual staple
Envelope #10 114 x 241 mm (4.5 x 9.5 in)	✓				
Envelope B5 176 x 250 mm (6.9 x 9.8 in)	✓				
Envelope C5 162 x 229 mm (6.4 x 9 in)	✓				
Envelope DL 110 x 220 mm (4.3 x 8.7 in)	✓				
Custom 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 Hole punch		2/4 Hole punch	
	Two hole punch	Three hole punch	Two hole punch	Four hole punch
Letter 216 x 279 mm (11 x 8.5 in)	✓	✓	✓	✓
Letter Rotated 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 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	✓		✓	
297 x 210 mm (11.7 x 8.3 in)				
Oficio (216 x 340)	✓		✓	
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	✓
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)	✓
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 ¹	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 ¹	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)	-	-	-

¹ 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 ¹	Large sheets ²
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

¹ Small sheets: Feed direction < 221 mm.

² 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 Hole punch		2/4 Hole punch	
		2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Plain	✓	✓	✓	✓	✓
HP EcoFFICIENT	✓	✓	✓	✓	✓
Light 60-74 g	✓	✓	✓	✓	✓

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)

Paper type	Offset	2/3 Hole punch		2/4 Hole punch	
		2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Mid-weight 96-110 g	✓	✓	✓	✓	✓
Heavy 111-130 g	✓	✓	✓	✓	✓
Extra heavy 131-175 g	✓	✓	✓	✓	✓
Letterhead	✓	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓	✓
Prepunched	✓				
Colored	✓	✓	✓	✓	✓
Bond	✓	✓	✓	✓	✓
Recycled	✓	✓	✓	✓	✓
Rough	✓	✓	✓	✓	✓
Intermediate 85-95 g	✓	✓	✓	✓	✓
Heavy rough	✓	✓	✓	✓	✓

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)			Face-down
	Fold 1 sheet	With 1 cover sheet	No cover sheet	
Plain	✓	14	15	✓
HP EcoFFICIENT	✓	14	15	✓
Light 60-74 g	✓	14	15	✓
Mid-weight 96-110 g	✓	4	5	✓
Heavy 111-130 g	✓	4	5	✓
Extra heavy 131-175 g	✓	2	3	✓
Letterhead	✓	14	15	✓
Preprinted	✓	14	15	✓
Colored	✓	14	15	✓
Bond	✓	9	10	✓
Recycled	✓	14	15	✓
Rough	✓	9	10	✓
Intermediate 85-95 g	✓	5	6	✓
Heavy rough	✓	5	6	✓

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	✓	✓	✓
215 x 279 mm (8.5 x 11 in)			
Letter Rotated	✓	✓	✓
279 x 215 mm (11 x 8.5 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	✓	✓	✓
297 x 420 mm (11.7 x 16.5 in)			
A4	✓	✓	✓
210 x 297 mm (8.3 x 11.7 in)			
A4 Rotated	✓	✓	✓
297 x 210 mm (11.7 x 8.3 in)			
RA4	✓		
215 x 305 mm (8.5 x 12 in)			
SRA4	✓		
225 x 320 mm (8.9 x 12.6 in)			
B4 (JIS)	✓	✓	✓
257 x 364 mm (10.1 x 14.3 in)			
Oficio (216 x 340)	✓	✓	✓
216 x 340 mm (8.5 x 13.4 in)			
8K (270 x 390)	✓	✓	✓
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)	✓		
260 x 368 mm (10.2 x 145 in)			
8K (273 x 394)	✓		
273 x 394 mm 10.7 x 15.5 in			
16K (197 x 273)	✓		
197 x 273 mm (7.8 x 10.7 in)			
Custom	✓		
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 Hole punch	
	2 Hole punch	3 Hole punch	2 Hole punch	4 Hole punch
Letter	✓	✓	✓	✓
215 x 279 mm (8.5 x 11 in)				
Letter Rotated	✓		✓	
279 x 215 mm (11 x 8.5 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	✓	✓	✓	✓
297 x 420 mm (11.7 x 16.5 in)				
A4	✓	✓	✓	✓
210 x 297 mm (8.3 x 11.7 in)				
A4 Rotated	✓		✓	
297 x 210 mm (11.7 x 8.3in)				
Oficio (216 x 340)	✓		✓	
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	✓
279 x 215 mm (11 x 8.5 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	✓
297 x 420 mm (11.7 x 16.5 in)	
A4 Rotated	✓
297 x 210 mm (11.7 x 8.3 in)	
B4 (JIS)	✓
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 3-11 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	✓	✓	✓	✓	✓
HP EcoFFICIENT	✓	✓	✓	✓	✓
HP Matte 90 g	✓	✓	✓	✓	✓
Light 60-74 g	✓	✓	✓	✓	✓
Intermediate 85-95 g	✓	✓	✓	✓	✓
Bond	✓	✓	✓	✓	✓

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)

Paper type	Offset	2/3 Hole punch		2/4 Hole punch	
		Two hole punch	Three hole punch	Two Hole punch	Four hole punch
Recycled	✓	✓	✓	✓	✓
HP Matte 120 g	✓	✓	✓	✓	✓
HP Soft Gloss 120 g	✓	✓	✓	✓	✓
HP Glossy 120 g	✓	✓	✓	✓	✓
Mid-weight 96-110 g	✓	✓	✓	✓	✓
Heavy 111-130 g	✓	✓	✓	✓	✓
Mid-weight glossy 96-110 g	✓	✓	✓	✓	✓
Heavy glossy 111-130 g	✓	✓	✓	✓	✓
HP Matte 150 g	✓	✓	✓	✓	✓
HP Glossy 150 g	✓	✓	✓	✓	✓
Extra heavy 131-175 g	✓	✓	✓	✓	✓
Extra heavy glossy 131-175 g	✓	✓	✓	✓	✓
HP Matte 200 g	✓	✓	✓	✓	✓
HP Glossy 200 g	✓	✓	✓	✓	✓
Cardstock 176-220 g	✓	✓	✓	✓	✓
Cardstock glossy 176-220 g	✓	✓	✓	✓	✓
Letterhead	✓	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓	✓
Prepunched	✓	✓	✓	✓	✓
Colored	✓	✓	✓	✓	✓
Rough	✓	✓	✓	✓	✓
Heavy rough	✓	✓	✓	✓	✓

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	✓	14	15
HP EcoFFICIENT	✓	14	15

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 (continued)

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

Paper loading and orientation

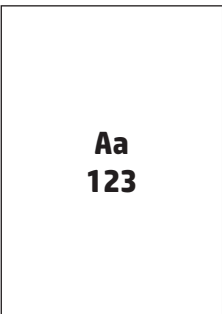
- [Introduction](#)
- [Face-up and face-down printing](#)
- [Tray 1 paper orientation](#)
- [Tray 2, 3, 4, and 5 paper orientation](#)
- [3x500-sheet tray paper orientation](#)

Introduction

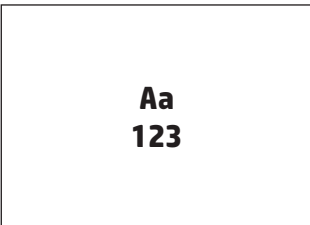
For some features to work correctly, you must specify the way the content of the original document is placed on the page. Use the following information about paper loading to make sure the paper is loaded correctly to achieve the appropriate output results when using paper finishing.

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 face-down printing

Paper size	Face-up ¹	Face-down
Letter	✓	✓
216 x 279 mm (11 x 8.5 in)		
Letter Rotated	✓	✓
279 x 216 mm (8.5 x 11 in)		
Legal	✓	✓
216 x 356 mm (8.5 x 14 in)		
Executive	✓	✓
184 x 267 mm (7.3 x 10.5 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)		
5 x 8		✓
127 x 203 mm (5 x 8 in)		
A3	✓	✓
197 x 420 mm (7.8 x 16.5 in)		
A4	✓	✓
210 x 297 mm (8.3 x 11.7 in)		
A4 Rotated	✓	✓
297 x 210 mm (11.7 x 8.3 in)		
A5	✓	✓
148 x 210 mm (5.8 x 8.3 in)		
B4 (JIS)	✓	✓
257 x 364 mm (10.1 x 14.3 in)		
B5 (JIS)	✓	✓
182 x 257 mm (7.2 x 10.1 in)		
D Postcard (JIS)		✓
148 x 200 mm (5.8 x 7.9 in)		
Envelope #9		✓
98 x 225 mm (3.9 x 8.9 in)		
Envelope #10		✓
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 face-down printing (continued)

Paper size	Face-up ¹	Face-down
Envelope B5 176 x 250 mm (6.9 x 9.8 in)		✓
Envelope C5 162 x 229 mm (6.4 x 9 in)		✓
Envelope DL 110 x 220 mm (4.3 x 8.7 in)		✓
Custom Variable	✓	✓

¹ 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

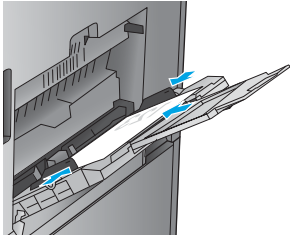
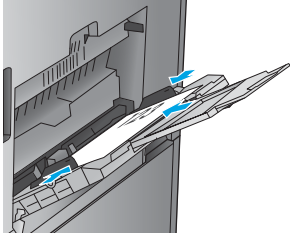
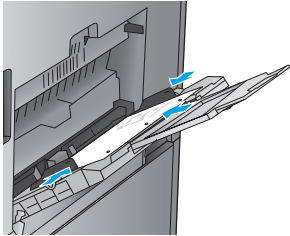
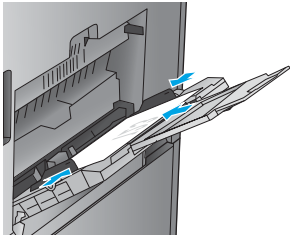
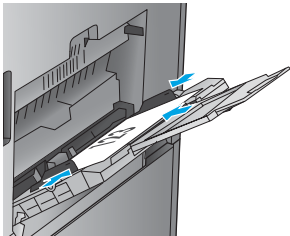
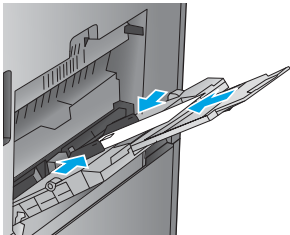
Paper orientation	Image orientation	Duplex mode	How to load paper
Preprinted, letterhead, or labels	Portrait	1-sided printing	Face-down Top edge toward the back of product 
		Automatic 2-sided printing	Face-up Top edge toward the back of the product 

Table 3-16 Tray 1 paper orientation (continued)

Paper orientation	Image orientation	Duplex mode	How to load paper
Prepunched	Portrait	1-sided printing	Face-down Holes towards the right of the tray
			
Preprinted or letterhead	Landscape	1-sided printing	Face-down Top edge toward the right
			
			Automatic 2-sided printing
			Face-up Top edge toward the left
			
Envelope	Short edge of the envelope feeding into the product	1-sided printing	Face-down Top edge toward the back of the product
			

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

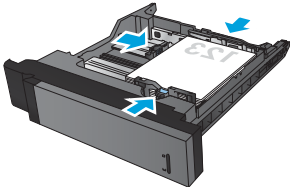
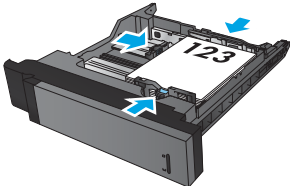
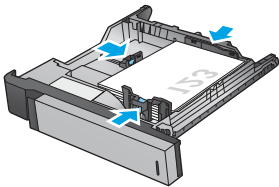
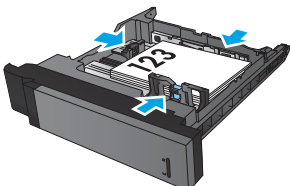
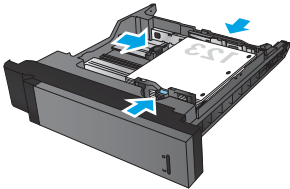
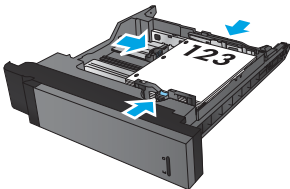
Paper type	Image orientation	Duplex mode	How to load paper
Preprinted or letterhead	Portrait	1-sided printing	Face-down Top edge of the back of the tray
			
		Automatic 2-sided printing	Face-up Top edge at the back of tray
			
	Landscape	1-sided printing	Face-down Bottom edge toward the right side of the tray
			
		Automatic 2-sided printing	Face-up Bottom edge toward the right side of the tray
			

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

Paper type	Image orientation	Duplex mode	How to load paper
Prepunched	Portrait	1-sided printing	Holes toward the right side of the tray
			
		Automatic 2-sided printing	Holes toward the left side of the tray
			

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

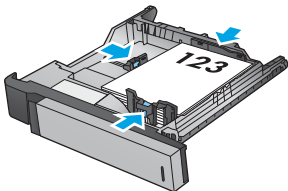
Paper type	Image orientation	Duplex mode	How to load paper
Preprinted or letterhead	Portrait	1-sided printing	Face-up Top edge at the back of the tray
			

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

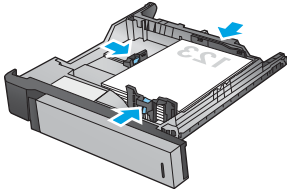
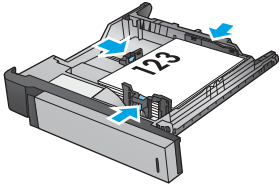
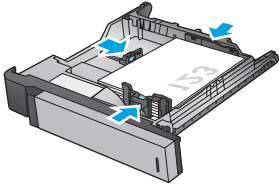
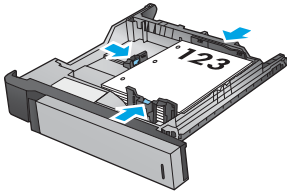
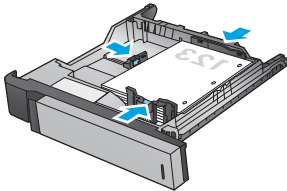
Paper type	Image orientation	Duplex mode	How to load paper
		Automatic 2-sided printing	Face-down Top edge at the back of the tray
			
Landscape		1-sided printing	Face-up Bottom edge toward the right side of the tray
			
		Automatic 2-sided printing	Face-down Top edge toward the right side of the tray
			

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

Paper type	Image orientation	Duplex mode	How to load paper
Prepunched	Portrait	1-sided printing	Holes toward the left side of the tray
			
		Automatic 2-sided printing	Holes toward the right side of the tray
			

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](#)
- [Hole punch when printing from a Windows® application \(optional accessory\) using an HP UPD print driver or HP PCL 6 product specific print driver](#)
- [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® 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](#)

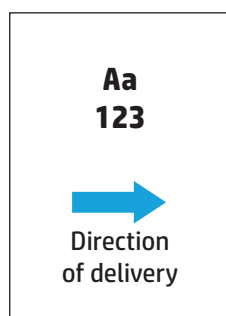
Introduction

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.

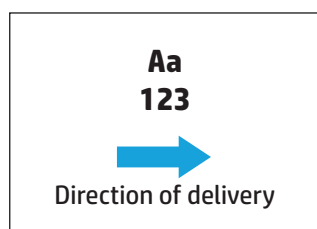
The device output option tables indicate the direction the paper is loaded in the tray and what the output will be:

- Feed orientation: long edge feed or short edge feed

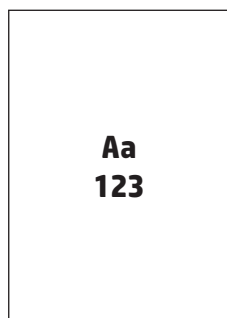
- Long edge feed orientation



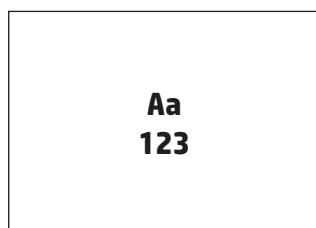
- Short edge feed orientation



- Document orientation: portrait or landscape
 - Portrait document orientation



- Landscape document orientation



- 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

The following 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 2/3 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 4-1 Two hole punch options by paper size – Long edge tray feed orientation

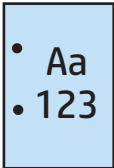
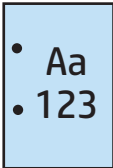
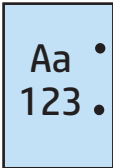
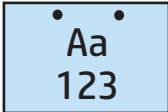
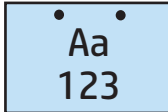
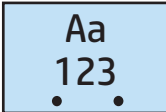
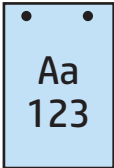
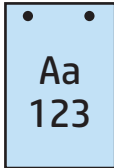
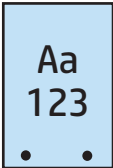
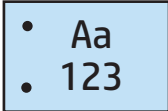
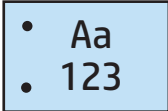
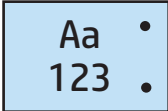
Paper size	Image orientation	Two Hole Punch Left or Top	Two Hole Punch Left	Two Hole Punch Right	Two Hole Punch Top	Two Hole Punch Bottom
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported	Not supported
	Landscape		Not supported	Not supported		

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 210 x 297 mm (8.3 x 11.7 in)	Portrait		Not supported	Not supported		
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				Not supported	Not supported

3 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

The following 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 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

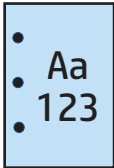
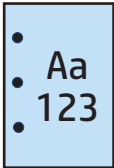
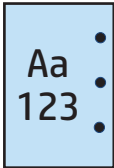
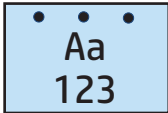
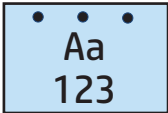
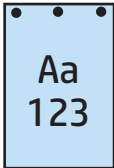
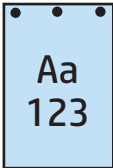
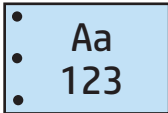
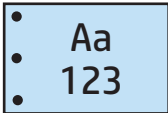
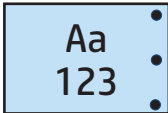
Paper size	Image orientation	Three Hole Punch Top or Left	Three Hole Punch Left	Three Hole Punch Right	Three Hole Punch Top Right
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape		Not supported	Not supported	

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 Right
Ledger 279 x 432 mm (11 x 17 in) A3 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported	
	Landscape				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

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

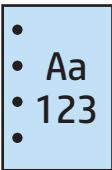
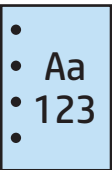
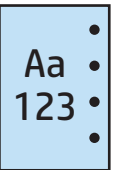
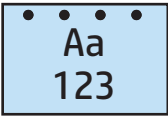
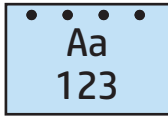
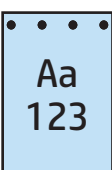
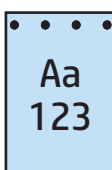
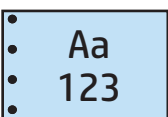
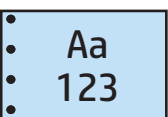
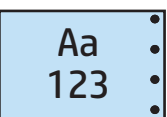
Paper size	Image orientation	Four Hole Punch Left or Top	Four Hole Punch Left	Four Hole Punch Right	Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape		Not supported	Not supported	

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 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported	
	Landscape				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

The following hole punch and staple 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 2/3 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

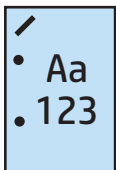
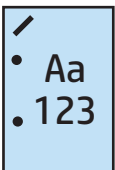
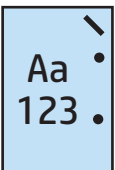
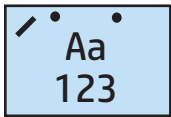
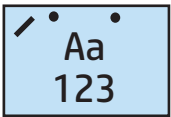
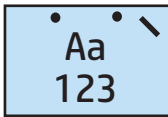
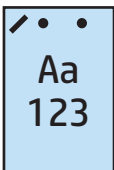
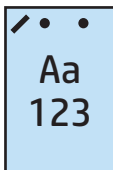
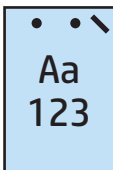
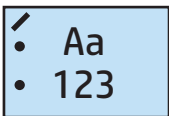
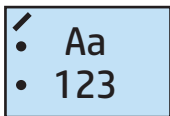
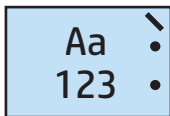
Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported	Not supported
	Landscape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

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		Not supported	Not supported		
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				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

The following hole punch and staple 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 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

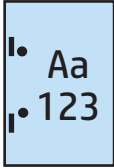
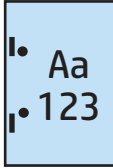
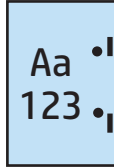
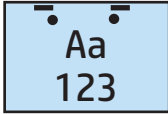
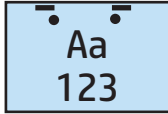
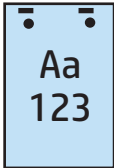
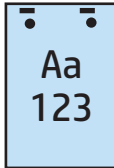
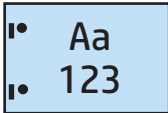
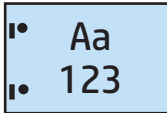
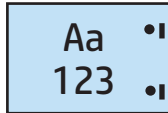
Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape		Not supported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

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 210 x 297 mm (8.3 x 11.7 in)	Portrait		Not supported	Not supported	
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				Not supported

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

The following hole punch and staple 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 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 size – Long edge tray feed orientation

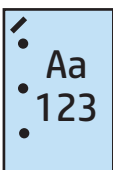
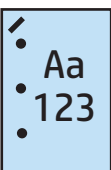

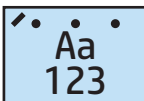
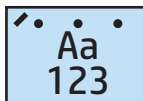
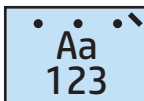
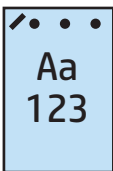
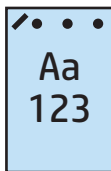
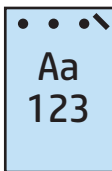
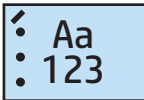
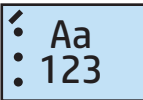
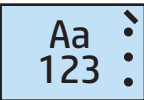
Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported	Not supported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

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 279 x 432 mm (11 x 17 in) A3 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported		
	Landscape				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

The following hole punch and staple 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 Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A

Table 4-13 Three hole punch and two staple options by paper size – Long edge tray feed orientation

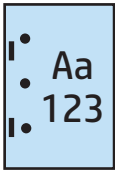
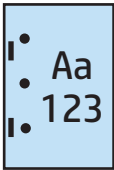
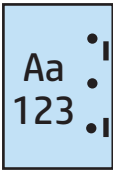
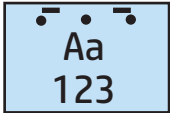
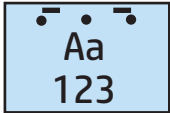
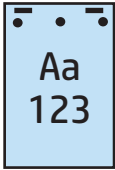
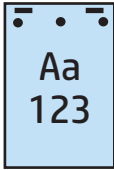
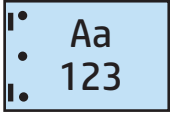
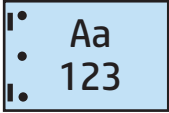
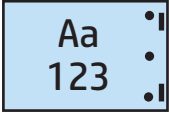
Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape		Not supported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

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 279 x 432 mm (11 x 17 in) A3 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported	
	Landscape				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

The following hole punch and staple 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 4-15 Four hole punch and one staple options by paper size – Long edge tray feed orientation

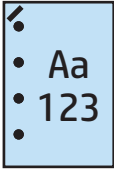
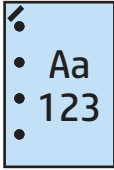
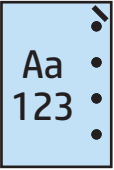
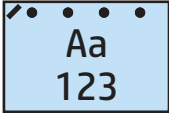
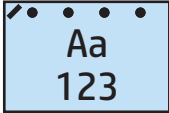
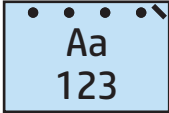
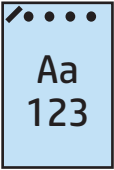
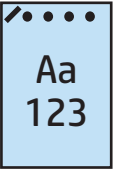
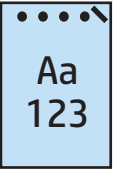
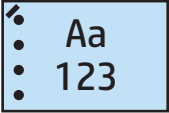
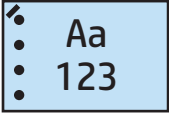
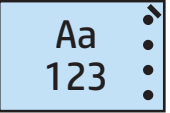
Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait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

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 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported		
	Landscape				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

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

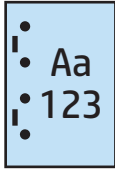
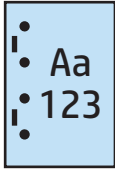
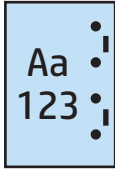
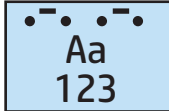
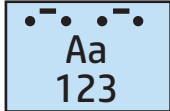
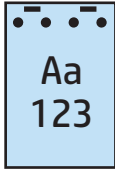
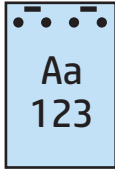
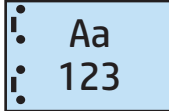
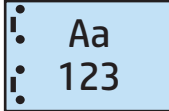
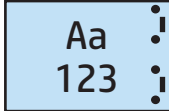
Paper size	Image orientation	Two Staple Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape	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

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 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported	
	Landscape				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® 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	✓	✓
Two left or top	✓	✓
Two left	✓	✓
Two right	✓	✓
Two top	✓	✓
Two bottom	✓	✓
Three left	✓	
Three top	✓	
Three right	✓	
Three top	✓	
Three left or top	✓	
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.

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	✓	✓
Two left or top	✓	✓
Two left	✓	✓
Two right	✓	✓
Two top	✓	✓
Two bottom	✓	✓
Three left	✓	
Three top	✓	
Three right	✓	
Three top	✓	
Three left or top	✓	
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.

4. Click **Print**.

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

- [Introduction](#)
- [Device output options](#)
- [Staple/collate when copying from the Automatic Document Feeder \(ADF\) optional accessory](#)
- [Staple/collate when printing from a Windows® 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 using an HP print driver](#)

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® 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](#)
- [Staple only output options](#)
- [Staple and hole punch output options](#)

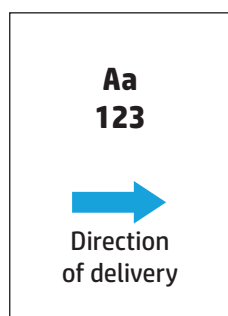
Introduction

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.

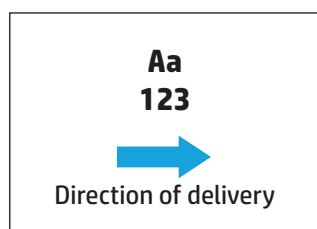
The device output option tables indicate the direction the paper is loaded in the tray and what the output will be:

- Feed orientation: long edge feed or short edge feed

- Long edge feed orientation

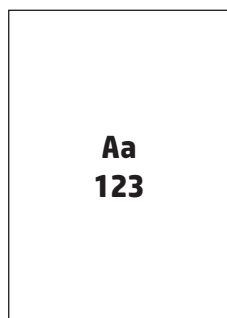


- Short edge feed orientation

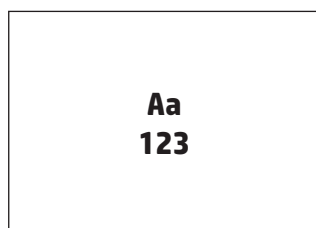


- Document orientation: portrait or landscape

- Portrait document orientation



- Landscape document orientation



- 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

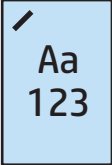
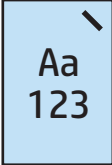
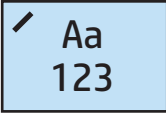
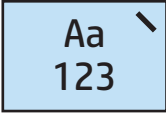
The following staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- 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

The following staple 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 — 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

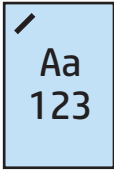
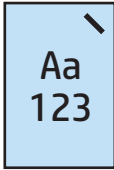
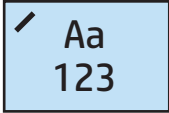
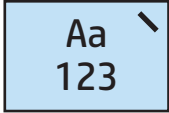
Table 5-1 One staple stapling options by paper size – Long edge tray feed orientation

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

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

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

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

Paper size	Image orientation	One staple left	One staple right
Letter 216 x 279 mm (8.5 x 11 in)	Portrait		
A4 210 x 297 mm (8.3 x 11.7 in)			
Ledger 279 x 432 mm (11 x 17 in)	Landscape		
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)			

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:

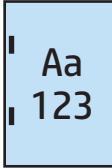
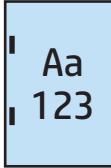
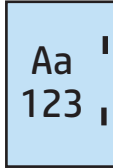
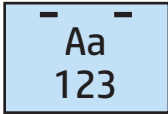
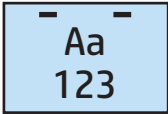
- HP Stapler/Stacker — Mailbox Mode — CZ994A
- HP Stapler/Stacker — Stacker Mode — CZ994A
- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker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

The following staple 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 — 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

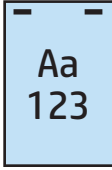
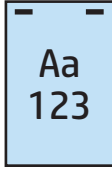
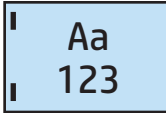
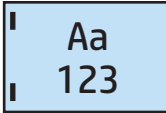
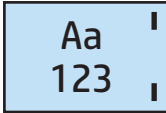
Table 5-3 Two staples stapling options by paper size – Long edge tray feed orientation

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)	Portrait				Not supported
A4 210 x 297 mm (8.3 x 11.7 in)	Landscape		Not supported	Not supported	

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

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

Table 5-4 Two staples stapling options by paper size – Short 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	Portrait		Not supported	Not supported	
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) 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)	Landscape				Not supported

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

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 2/3 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 5-5 One staple and two hole punch options by paper size – Long edge tray feed orientation

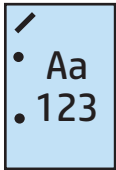
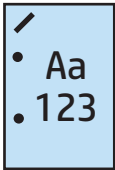
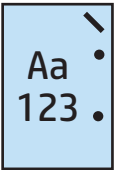
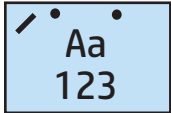
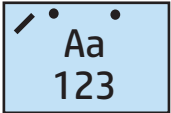
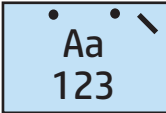
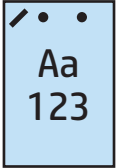
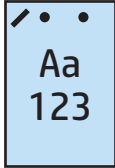
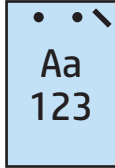
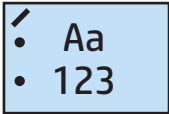
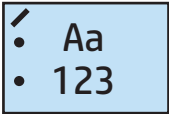
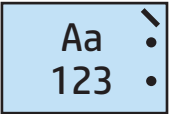
Paper size	Image orientation	One Staple Left, Two Hole Top or Left	One Staple Left, Two Hole Left	One Staple Right, Two Hole Right	One Staple Left, Two Hole Top	One Staple Right, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in)	Portrait				Not supported	Not supported
A4 210 x 297 mm (8.3 x 11.7 in)	Landscape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

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		Not supported	Not supported		
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				Not supported	Not supported

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

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 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

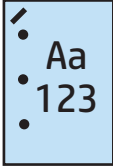
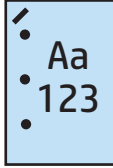
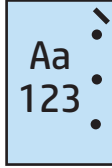
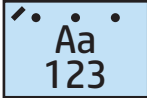
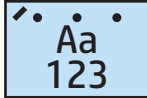
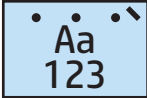
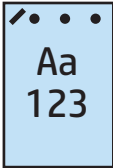
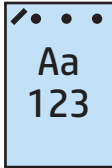
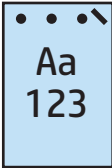
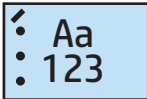
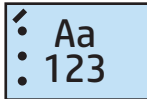
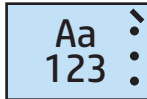
Paper size	Image orientation	One Staple Left, Three Hole Left or Top	One Staple Left, Three Hole Left	One Staple Right, Three Hole Right	One Staple Left, Three Hole Top	One Staple Right, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait				Not supported	Not supported
210 x 297 mm (8.3 x 11.7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

Table 5-8 One staple and three hole punch 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 279 x 432 mm (11 x 17 in) A3	Portrait		Not supported	Not supported		
279 x 420 mm (11.7 x 16.5 in)	Landscape				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

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

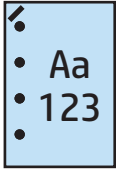
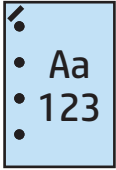

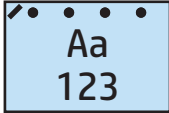
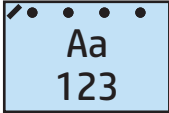
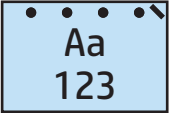
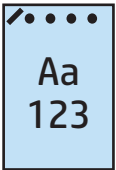
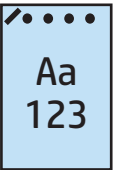
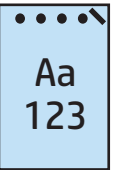
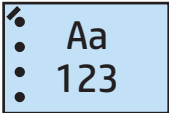
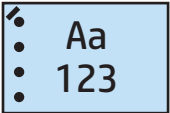
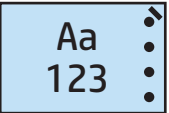
Paper size	Image orientation	One Staple Left, Four Hole Punch Left or Top	One Staple Left, Four Hole Punch Left	One Staple Right, Four Hole Punch Right	One Staple Left, Four Hole Punch Top	One Staple Right, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait				Not supported	Not supported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

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		Not supported	Not supported		
279 x 420 mm (11.7 x 16.5 in)	Landscape				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

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 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 paper size – Long edge tray feed orientation

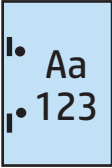
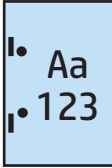
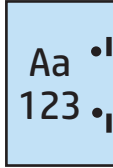
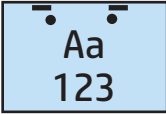
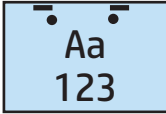
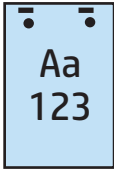
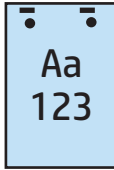
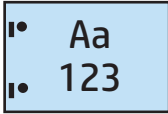
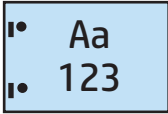
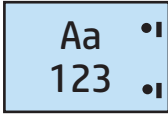
Paper size	Image orientation	Two Staples Left or Top, Two Hole Punch Left or Top	Two Staples Left, Two Hole Punch Left	Two Staples Right, Two Hole Right	Two Staples Top, Two Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape		Not supported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

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		Not supported	Not supported	
210 x 297 mm (8.3 x 11.7 in) Landscape 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				Not supported

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

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 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

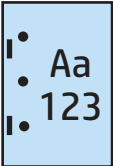
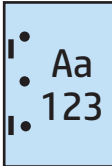
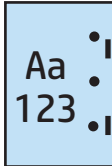
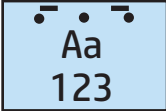
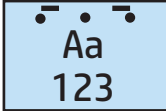
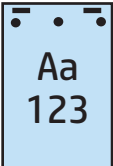
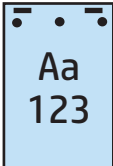
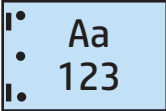
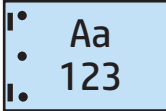
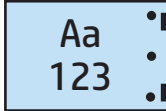
Paper size	Image orientation	Two Staples Left or Top, Three Hole Punch Left or Top	Two Staples Left, Three Hole Punch Left	Two Staples Right, Three Hole Right	Two Staples Top, Three Hole Top
Letter 216 x 279 mm (8.5 x 11 in) A4	Portrait				Not supported
210 x 297 mm (8.3 x 11.7 in)	Landscape		Not supported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

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 279 x 432 mm (11 x 17 in) A3	Portrait		Not supported	Not supported	
279 x 420 mm (11.7 x 16.5 in)	Landscape				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 four hole punch options by paper size – Long edge tray feed orientation

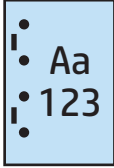
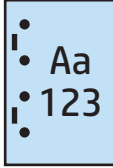
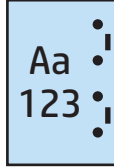
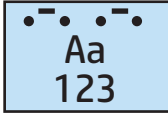
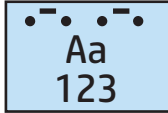
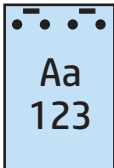
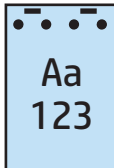
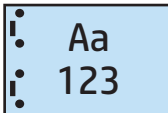
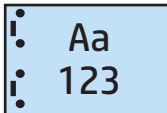
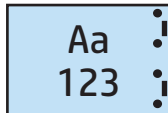
Paper size	Image orientation	Two Staple Left or Top, Four Hole Punch Left or Top	Two Staples Left, Four Hole Punch Left	Two Staples Right, Four Hole Punch Right	Two Staple Top, Four Hole Punch Top
Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in)	Portrait				Not supported
	Landscape	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

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 279 x 420 mm (11.7 x 16.5 in)	Portrait		Not supported	Not supported	
	Landscape				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® 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](#)
- [Create and use booklet printing shortcuts](#)
- [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](#)
- [Create a booklet in Microsoft® Publisher \(Windows®\)](#)
- [Make a booklet in Adobe® Reader XI \(Windows®\)](#)
- [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

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

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**.

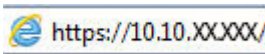
Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)

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](#)

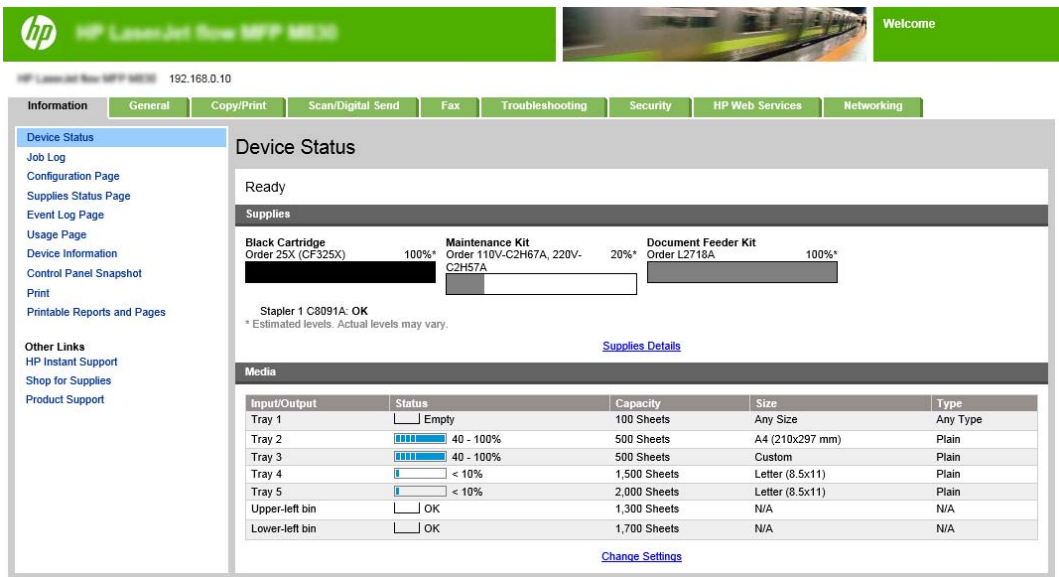
Connect to the Embedded Web Server (EWS)


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.



 **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.



 **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.

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.

- [Step one: Set the button location for the Quick Set and options for user interaction at the control panel](#)
- [Step two: Set the Paper Selection](#)

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

- [Windows®](#)
- [OS 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.
4. 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® Publisher (Windows®)

- [Create a booklet in Microsoft® Publisher 2003](#)
- [Create a booklet in Microsoft® Publisher 2010 or 2013](#)

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.
6. 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.
10. 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® 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.
4. 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.
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.

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, touch the **Copies** box, and enter the number of copies needed.
7. Touch the green **Copy** on the control panel to print the booklet.