HP LaserJet 5Si Mopier Help



Installable Options Envelope Feeder 2000-Sheet Input Tray Duplexer High Capacity Output (HCO) Mode Printer Hard Disk Output Destination Collation Mailbox

Printer Driver Tabs

	Setup Tab
-	Paper Tab
	Destination Tab
-	Print Quality
222	Fonts Tab
5.5.5.5.	Accessories



Printer Driver Basics

A printer driver is software that allows your computer to communicate with your printer and to use most of your printer's features. When you print from an application, the application talks to the printer through the printer driver. You can access the printer driver from an application by choosing the Printer Setup button; or directly by clicking the Printers icon from the Windows Control Panel and then choose the Setup button.

Usually, you will want to access the printer driver to change the way your printer behaves. For instance, you might want to have the printer use different paper, enable two-sided printing, change the output bin, or turn on various special effects.

The HP PCL Printer Driver has up to six tabs on which you can make changes to various settings. (You will see only five tabs if you have bi-directional communication capabilities between your PC and the printer.) For more information, select any of the topics listed below.

See also

Setting Up your Print Job Adjusting Print Quality Printer Accessories Selecting Output Bin Working with Fonts Working with Paper

Working with Paper

You can control several aspects of how your printer works with paper and paper trays. You can tell your printer what paper size to use and which paper type or paper tray to select. You can also tell it which orientation to use for printing and how many copies to print.

The options listed below appear on the Paper screen for your printer. For more information about any of these options, select the appropriate option below.

Generally, we recommend that you set the number of copies, orientation, and paper size from your application.

Paper Screen Options

These options allow you to select paper by type (e.g., plain, color, letterhead, etc.) or by which tray it is in. You do not need to do both, however you (or your application) must specify size.

Paper selection - Same Paper for All Pages

Different Paper for First Page

Choose paper - by Source (Tray) by Type

Restore Defaults

Special Effects

These options are accessible from the Printer Setup screen (at bottom left). The page summary graphic reflects the choices you have set in your driver.

Paper Destinations

Use this option to select the desired output bin (where your finished job can be picked up) for your print job. Valid choices include "Top Output Bin" (with face-down output) and "Left Output Bin" (with face up output). Additional choices may be available depending on which paper-handling devices are installed on your printer. The default destination is the "Top Output Bin."

When printing on heavier paper, transparencies, or labels, use the Left output bin for your job destination.

See also: Output Destination Multi-Bin Mailbox Mailbox with Staple



Paper Size

Use the Paper Size box to set your driver's default paper size or envelope size. The box shows only those sizes that are supported by your printer.

Note Your Windows application software may override this setting. Check the paper size you have selected in your applications.

Bleeds and crop marks: Because your printer has the ability to print on specially cut paper up to a maximum of 11.7 by 17.7 inches in size, you can set up 11-by-17-inch pages with bleeds and crop marks. For more information about page formatting, refer to the on-line Help for the application you are printing from.

If you select Maximum as the paper size, the printer will assume that the dimensions of the pages you want to print are 11.7 by 17.7 inches (297 by 450 mm). Maximum-size paper can only be fed to the printer through Tray 1.

Pape	er Size		Paper Size	
	LETTER	8.5 X 11.0 inches	B5-ISO	176 x 250 mm
	LEGAL	8.5 x 14.0 inches	COM10 ENVELOPE	4.1 x 9.5 inches
	A4-ISO	210 x 297 mm	C5 ENVELOPE	162 x 229 mm
	A3-ISO	297 x 420 mm	DL ENVELOPE	110 x 220 mm
	11 X 17	11.0 x 17.0 inches	MONARCH	7.5 x 3.9 inches
	B4-JAPAN	257 x 364 mm	Booklet on Letter	Available only when duplex installed
	B5-JAPAN	182 x 257 mm	Booklet on 11 x 17	Available only when duplex installed
		7.25 x 10.5 inches	Booklet on A3	Available only when duplex installed
EXE	CUTIVE			
	MAXIMUM	11.7 x 17.7 inches	Booklet on A4	Available only when duplex installed
• .	JPOSTD	148 x 200 mm		_



Paper Type

Choose Paper by Type allows you to choose a type of paper (see list below) for your job without having to know where a particular paper type is loaded in the printer. Your job will be printed on the selected paper type if it is installed in your printer. If the selected type is not installed, you will be prompted to load that paper type.

The following list shows all types that are supported by the printer; however, all types shown are not necessarily loaded in your printer.

Paper type selections include the following:

Paper Type Name		Pape	Paper Type Name		
	Plain		Color		
	Preprinted		Cardstock		
	Letterhead		User Type 1		
	Transparency		User Type 2		
	Prepunched		User Type 3		
	Labels		User Type 4		
	Bond		User Type 5		
	Recycled				

If you are not in a bi-directional environment you will only see a pull-down list of paper types. If you are working in a <u>bi-directional</u> environment, paper types that are installed in the printer will be indicated as available. In addition, you will see an Automatic selector. Select this if you are concerned only about the size and not the type of the paper your job is printed on.

You can load the paper you are being prompted for in any tray, however you must correctly configure the tray for the requested type and size. See the user's manual for instructions.



Paper Source (Tray)

Choose Paper by Source allows you to select the desired paper tray (sometimes called paper source) for your job. You will see a combination of the following choices:

- Tray 1
- Manual Feed (Tray 1)
- Tray 2
- Tray 3
- Tray 4
- Envelope Feeder
- Automatic (First matching size printer will select the tray)

You can set the paper source in either your application or in the printer driver. See your application's user's guide for more information about setting the paper source there.

Note - Always set up your printer's paper source through your application, if you get unexpected results, or your application does not support paper sizes, then set up the paper source using the printer driver.

Note - If you set the paper source in your application, it will usually override changes you make in the driver. Occasionally, however, you will have problems setting paper source from your application. If your page does not print as you expect, try setting the paper source in both the application and the driver.

Copies

Use the Copies box to tell Windows how many copies of your job you want to print. We recommend that you set copies in your application, if possible. Note that the Print dialog box in your application (where the setting works a bit differently) is one of two locations where you can specify number of copies to print; the other place is the Copies box on the driver's Setup screen.

NOTE The number of copies set in the application print dialog box may override the value set on the Setup screen.

The maximum number of copies that can be selected from the driver is 999. The default number of copies is one.

Orientation

Use the Orientation option pull-down menu on the Setup screen to select portrait or landscape orientation. You can set orientation in either your application or in the printer driver.

Note If you set orientation in your application, it will usually override changes you make in the driver. Occasionally, however, you will have problems setting orientation from your application. If your page does not print as you expect, try setting the orientation in both the application and the driver. Occasionally, it may be necessary to reverse the settings in the length and width boxes in your application.

Select Portrait if you are printing a page that is taller than it is wide when you view the text right side up.

Select Landscape if you are printing a page that is wider than it is tall when you view the text right side up.

The default orientation is portrait.

Restore Defaults

Choose the Restore Defaults button to return all of the settings for that screen to the driver's "factory settings."

Print Quality

There are many adjustments that can affect the output quality of your print jobs. The table below lists the options that appear on the Print Quality screen. For more information about any of these options, select the appropriate option name and double click.

Print Quality Screen Options

Optimize for:

- **Highest Quality Printing**
- Save Toner (This setting automatically selects EconoMode to ON.) LaserJet III Compatibility Mode
- - Advanced

Advanced Settings:

- Graphic mode setting
- Font Settings
- Halftone Settings
- Resolution
- Page Protection
- EconoMode
- Resolution Enhancement technology (REt)

When you select Highest Quality Printing, Save Toner, or LaserJet III Compatibility Mode, the printer selects specific default settings for Font, Haftone, Resolution, Page Protection, EconoMode and REt.

To manually set values for your printer, select "Advanced", then press the Settings button.

See also

Printed Graphic Looks Different than Computer Graphic

Out of Memory Printer Error (Error 20)

Print Overrun Printer Error (Error 21)



Graphics Settings

Use the options in the Graphics Mode Settings box under Advanced on the Print Quality screen to change the <u>graphics</u> <u>mode</u> of graphic images. These settings are related to the performance of you printer and your output will be optimized for your selection.

Note The Graphics Mode Setting affects the resolution of graphic images only, not text. Use the Font Settings box and Output Settings boxes to change the resolution of text as well as graphic images.



Graphics Mode

Use the Graphics Mode Setting to tell Windows how to send graphic information to the printer. HP LaserJet printers will print graphics either as raster images or as HP-GL/2 (Hewlett Packard Graphics Language) graphic images.

You can select one of four options in the Graphics Mode Settingsbox:

- Automatic (default)--lets the driver select the optimum technique for sending graphics to the printer.
- HP-GL/2 Graphics--sends graphics to the printer as a mixture of HP-GL/2 and raster images.
- Raster Graphics--sends all graphics to the printer as raster images.
- Raster Graphics and Text-sends all data to the printer as raster images, including text. This is used for object layering. (This setting is the same as "Print TrueType as Graphic" in previous drivers.)

Note

Not all graphic images can be printed using the HP-GL/2 graphics setting. If you use the HP-GL/2 or Automatic setting and your graphic images do not print the same way they appear on your screen, or if your printer displays a print overrun error (Error 21), select the Raster Graphics setting and reprint your graphic.

Font Settings

.

Use the options in the Font Settings box to specify whether to use internal printer fonts or download soft fonts.

You can select one of two options in the Font Settings box:

- Download Soft Fonts--Output will match what you see on your monitor (WYSIWYG). At 300 dpi, you'll get output that looks exactly as if it were printed on an HP LaserJet III or 4L printer.
- Use Internal Fonts--This option will use the printer-resident fonts and will not download fonts to the printer unless they are not present in the printer. This frees memory and speeds up your job. This setting will give your printer its best performance and is the printer default setting.

If you encounter problems with WYSIWYG printing, select "Download Soft Fonts." However, for performance, it is recommended that "Use Internal Fonts" is selected most of the time.

Economode

Use Economode to reduce the amount of toner that your printer uses. Economode causes the printer to use less toner on each page, as illustrated in the figure below. As a result, pages printed with Economode turned on will be lighter than pages printed with Economode turned off. This feature can be used as a "draft mode" to extend the life of your toner cartridge.

Note Economode will not affect the speed or performance of your printer.

Printer Resolution

For best results, set the printer resolution option to 600 dpi, and use graphics and fonts that are designed specifically for printers that print at 600 dpi resolution.

If you are using accessory fonts that were designed for 300 dpi printers such as the HP LaserJet Series II and HP LaserJet III printers, you can print at either 600 dpi or 300 dpi resolution. For best results, set Printer Resolution to 300 dpi and use the REt option in the Advanced box on the Print Quality screen. Your printer will smooth out the 300 dpi data and scale it to 600 dpi resolution.

See also

Graphics Settings

Output Destination

You can use this item to tell your printer to send printed pages to the Top Output Bin (Face-Down), the Face Up Bin, the Stapler Bin accessory, or the Job Separator.

Top Output Bin (Face-Down) - The Top Output Bin (face-down output) is the default setting. Use the Top Output bin setting when you want pages to exit the printer face down in the bin on top of your printer. Pages sent to the this output bin will stack in the order that they are printed (correctorder output).

Face Up Bin - Use the Face Up bin setting when you want pages to exit the printer face up in the bin at the left side of your printer. Pages sent to the Face Up bin will stack in reverse order (last page sent to the printer will be on top; first page will be on the bottom).

Stapler Bin - Depending on which printer accessory you have, your Multi-Bin Mailbox device may have a Stapler. You can send one or more copies of your document to the Stapler.

Use the following guidelines when stapling your documents:

- Each copy of your document must be 20 pages or less.
- Documents must be on either Letter size or A4 paper.
- Use 16 to 28 lb. paper only.
- Do not staple labels or transparencies.
- Do not select collate copies within your software application. If your application supports collation, be sure to check that it is turned off before stapling print jobs. Multiple copies of the print job will be collated automatically by the printer driver.

Mailbox (Face-Down) - When installed, these bins will function as either a:

- Mailbox (the default) To select a mailbox by name, choose the Select Mailbox... button and pick a mailbox from the available list.
- Stacker.
- Job Separator.

Print Problems

Generally, you should have few problems printing. There are, however, a few problems that people see more frequently than others. In the following topics, common problems are described and solutions to the problems are presented.

See also

Printed Graphic Looks Different than Computer Graphic Out of Memory Printer Error (Error 20) Print Overrun Printer Error (Error 21) Printed Graphic Looks Different than Computer Graphic

Not all graphic images can be printed using the HP-GL/2 or Automatic options in the Graphics Mode Settings box on the Print Quality screen. If your printed image looks different than the image on your screen, change your Graphics Mode setting to Raster Graphics.

See also

Graphics Mode Text Mode Out of Memory Printer Error (Error 20)

Additional printer memory may be required before you can print full-page, complex graphic images at 600 dpi settings. If your printer does not print the entire graphic image on one page and displays the Out of Memory error message (Error 20), the printer has run out of memory.

- To avoid this error
 Change the setting in the Graphics Mode Settings box (if HP-GL/2 or Automatic is selected, select Raster Graphics instead; or if Raster Graphics is selected, select HP-GL/2 Mode instead).
- Set Resolution to 300 DPI in the Output Settings box.
 Install more memory in your printer. For more information about adding printer memory, contact your authorized Hewlett-Packard dealer.

Print Overrun Printer Error (Error 21)

The Print Overrun error message indicates that the data (rules, dense text, raster graphics, or vector graphics) sent to your printer was too complex.

To avoid this error

- If you are printing complex HP-GL/2 images, select Raster graphics located under the Print Quality screen. Under the Print Quality screen select Advanced, then Settings, then Graphic Mode settings, then Raster graphic.

 Use the Page Protection option. This option requires additional memory for 600 dpi
- printing and for larger paper sizes. See your user's manual for more information.

 Make your page less complex by reducing the amount of dense text or the number of rules or graphic images.

Working with Fonts

This driver provides utilities that allow you to view and/or change the fonts that are installed on your PC and your printer.

Select HP FontSmart to access the HP provided utility that adds fonts to your Windows system.

Usually, you should use HP FontSmart (if installed) to manage fonts on your PC. To install TrueType fonts on your PC, use HP FontSmart or the Windows Font utility. The Windows Font utility can be found in the Windows Control Panel.

If you have a hard disk installed on your printer, select Printer Hard Disk to download TrueType fonts from Windows to your printer's hard disk.

You can also manage your fonts and font SIMM accessories using the HP Font Installer

Installable Options

This is used to tell the driver that you have certain accessories installed on your printer, not to select options for a particular job. These settings do not affect the devices that are installed in the printer, only the software.

For example, to use a duplex unit to get 2-sided output for your document, first tell the software that you have a duplex unit installed on your printer. Then select Document Properties, and choose the 1 or 2-sided printing control to select 2-sided printing for your job.

The following selections appear as Installable options.

Installable Options

- 2000-Sheet Input Tray
 Duplex Unit (for 2-sided printing)
- Envelope Feeder Multi-Bin Mailbox

Printer Hard Disk
For more information, see your user's guide.

Printer Hard Disk

Your HP mopy printer is designed to produce multiple, collated, duplexed (two-sided), and stapled print jobs (mopy stands for Multiple Original Prints). Your HP mopy printer enables you to create, control, manage, and finish your documents from your desktop, and reduce or eliminate the extra step of going to the photocopier.

Your printer's hard disk is used during the "Mopying" process. Mopying allows you to format your print job within the printer and store it on the printer's internal hard disk. Once stored, it can be printed as many times as you need without retransmitting it over the network, cutting down on network traffic.

Set this option to "Installed" if you have the hard disk accessory installed in your printer.

Envelope Feeder

The envelope feeder is an additional input source designed specifically for feeding multiple envelopes. Set this option to "Installed" if you have the envelope feeder accessory installed on your printer.

Page Protection

The Page Protection option allows the printer to reserve printer memory for printing complex text or graphic images. Page Protection enables your printer to create an entire page image in memory before physically moving the paper through the printer. This process ensures that the entire page will be printed and helps prevent print overrun errors (Error 21: Print Overrun).

Note This setting will override the default printer Page Protection setting.

Normally, you should leave the Page Protection option set to Automatic (MEt) for best results. If you get an Error 21 message, try printing with Page Protection set to Special. With Special selected, performance may be reduced and the printer might use more memory, but you may be able to print error-free.

Note When you finish printing the job, switch back to the Automatic setting.

Memory

If you are operating in a bi-directional environment, you will not see this option.

The setting in the Available Memory box under the Accessories screen tells Windows how much memory you have installed in your HP LaserJet printer. This setting should exactly match the amount of available memory in your printer. You can find this information printed on the <u>printer configuration page</u>.

Additional printer memory can eliminate out of memory errors (ERROR 20) if you print complex forms, full-page graphics images, or many fonts.

If you are using the Page Protection option, your printer may require additional printer memory. If you are using Page Protection, check your printer user's manual or operator's guide for recommendations on additional printer memory.

- If you modify memory options or add or delete memory in the future, make sure this value is also modified.
- This value changes the way your computer interacts with the printer. It does not change the amount of memory in the printer.

See also

Page Protection



Use this button to see information about the name and version of the printer driver.

Duplex

If you have a Duplex Unit installed in your printer, you can print on both sides of the paper. Set this option to "Installed" if you have the Duplex Unit accessory installed on your printer.

Caution: The duplex unit will not duplex paper smaller than executive or larger than 11 x 17. Never try to duplex print labels, transparencies, envelopes, odd-sized pages, or paper heavier than 24 lb (90 g/m^2). Jamming and damage to your printer can result.

If the Duplex Unit is installed, you can select any one of the following options from the Page Setup tab in the Document Properties dialog:

None (the default) - The job will be printed on only one side of the page.

Long Side - long side binding in portrait orientation is used for conventional layouts in book binding. Long side binding in landscape orientation is often used in accounting and spreadsheet applications because pages can be flipped through, much like a calendar (every other page is oriented upside-down).

Short Side - short side binding in portrait orientation is often used for clipboards (every other page is oriented upside-down).

This is the beginning of the pop-up section

Automatic

If you select a automatic size, your printer will select paper from any paper tray holding the desired paper size.

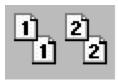
Collated

In multiple-page jobs that are collated, the printer will print a complete set of pages, followed by another complete set of pages, and so on until the total number of copies you specified have been printed. For example, for a two-page print job, it will print one copy each of pages 1 and 2 followed by another set of pages 1 and 2 and so on.



Uncollated

In multiple-page jobs that are uncollated (also called grouped), all of the copies (the number of copies you specified) of page 1 are printed, followed by all of the copies of page 2 and so on.



Resolution

Resolution refers to the number of dots per inch (dpi) of ink, or toner, that the printer places on the page. As resolution is increased, the quality (clarity) of the print on the page is improved; however, the higher the resolution, the more toner the printer uses. The maximum resolution of this printer is 600×600 dpi.

Welcome to Help for the HP PCL Printer Driver

The PCL Printer Driver allows your computer to communicate with your printer and to use all of the printer's features.

HP LaserJet III Compatibility

Slight differences exist between the page formatting of the HP LaserJet III family of printers and the HP LaserJet 4 family of printers. Selecting this setting enables you to print forms and templates that were created for the HP LaserJet III family on your new printer and maintain the exact formatting including page breaks and line wraps.

We recommend that you reset your printer to Highest Quality Printing after you print your job.

Booklet Printing

If a duplex unit has been installed, you will be able to print booklet style documents. In booklet printing, your pages are reordered and printed two-up on each side of a sheet of paper. This allows you to fold the paper in the middle, forming a booklet, and have the pages in the correct order with no page shuffling. Valid choices for this option are:

- Booklet on Letter
- Booklet on 11 x 17 Booklet on A3
- Booklet on A4

You can enable this option on the Setup screen, the Paper screen, or by choosing one of the booklet sizes from your application. If you have problems printing booklets, make sure that the desired booklet size is selected in your application and in the driver.

Halftone Settings

This driver allows you to choose the desired halftone for your job. You choices are FINE or HIGH CONTRAST.

Halftone refers to a type of pattern that is applied to printed images. By using combinations of black dots, these patterns produce a gray appearance on the printed page.

The normal usage for the two settings are:

- Fine You should use this setting in most cases. It provides the most aesthetically pleasing appearance by providing smooth shades of gray. This is the default setting.
- High Contrast This setting is normally used for documents that require high contrast. Examples are documents that will be scanned, faxed, or copied.

Bi-directional communication

Bi-directional communication describes the ability of the printer to respond to data inquiries from your PC and report things such as what type of paper is available or what accessories are connected to the printer. If a printer does not have this capability (non bi-directional mode), it can only accept commands from the host and not report information back.

Bi-directional communication is dependent upon the network operating system you are using, the way your printer is connected to the network, and the amount of stack memory available from the application you are running.

Mailbox Bin (Face Down)

This bin performs one of the following functions: stacking, job separation, or mailbox. Set this option to "Installed" if you have the Multi-Bin Mailbox accessory installed on your printer. If the mailbox is installed, you must also set the Multi-Bin Mailbox Mode setting to match the current mailbox mode. Refer to the JetAdmin User's Guide for more details.

Job Separation - This mode directs each new job to the next available (empty) bin.

Stacking - In this mode, each bin is filled to capacity prior to the next bin being selected. The next bin is then filled to capacity, and so on until all bins are filled. Bins selection begins with the lowest bin first and moves upward to the top bin.

Mailbox - This mode allows an administrator to assign names to specific mailboxes (bins) through the network utility, JetAdmin. You can tell the printer driver how the mailboxes have been assigned from the Installable Options section under the Device Settings tab.

NOTE The multi-bin mailbox is not designed to support the following media type:

- Transparencies
- Cardstock (paper heavier than 28 pounds/105 gm2)
- Labels
- Envelopes

Same Paper for All Pages

Use this selection if you want to print your entire document on the same paper.

Different Paper For First Page

If you want to print the first page on paper that is different from the rest of the document, such as letterhead, use this selection. Even though you are able to print on different paper, the job must be printed on the same size paper unless your application allows you to do otherwise.

by Tray

This selection provides a list of paper sources (trays) available. This option allows you to choose paper for your job by specifying the paper tray.

by Type

This selection allows you to specify the type of paper (for example, letterhead, color, transparencies, etc.) that you want the job printed on. If that paper is not loaded in the printer, the printer will prompt the user to load that paper.

Collation

Use this item to control how multiple copies (Mopies) of your document are printed. If collation is **Off**, copies of each page will be printed together (all copies of page one, then all copies of page two, etc.). Afterwards you will need to combine the pages into correct order before they can be stapled. Use this method if you are printing many copies of a single document, or if the pages need to be assembled by hand after printing.

If collation is **On**, each copy of your print job will be printed in its entirety before the next copy is printed (copy 1 - page 1; copy 1 - page 2, etc.) Use this method if you are printing many copies of a multi-page document which requires no further assembly after printing. Note that copies of documents sent to the stapler bin will be collated automatically.

Resolution Enhancement technology (REt)

Resolution Enhancement technology (REt) refines the print quality of characters and graphics by smoothing out jagged edges that can occur around angles and curves in a printed image. The effects of different REt settings can be seen by printing a <u>PCL Configuration Page</u>. Look for the block labeled REt on the PCL Configuration Page printout. In general, set the REt option so that the REt block on the PCL Configuration Page is uniform in appearance, with no vertical lines or with vertical lines that are dark.

The REt box for the printer contains three options: Auto, On, and Off. The default setting for this printer is Auto. Auto uses the REt setting you select on your front panel. If you select Off or On, the driver will override the printer's default setting.

With REt on you will see the most improvement in graphics and large-size type.

2000-Sheet Input Tray

The 2000-Sheet Input Tray is an additional, high capacity input source that fits under the printer. You must add this accessory in the driver by selecting it from the Installable Options section under the Device Settings tab.

Highest Quality Printing

Use this option for the best quality on your print job. The printer selects predetermined settings, including 600 dpi and fine halftones, which will give you the best quality printing for your job.

PCL Configuration Page

For instructions on printing a PCL Configuration page, see you printer's getting started guide or user's guide.

Advanced

The Print Quality screen option "Advanced" allows the user to select their own choices. Click on any choice for more information.

Graphic mode settings

Graphics Mode

Font settings

Font settings
Halftone settings

Halftone settings
Output settings

- Resolution
 Page Protection
 Economode
 Resolution Enhancement technology (REt)

Configuration

.

This control allows you to turn driver Auto-Configuration ON or OFF if you are in a <u>bi-directional communication</u> mode. In the ON position, your driver will automatically match your printer configuration. That is, all options that are available in your printer are accessible in your driver. You can also see the current paper level in paper trays and bins and the paper type configured for the paper trays.

You may want to turn Auto-Configuration OFF if you are concerned about performance (the amount of time necessary for the driver UI to be displayed) OR if you are concerned about network traffic. However, this should not be noticeable unless your network is near capacity.

Stapler Bin Accessory

Depending on which printer accessory you have, your Multi-Bin Mailbox device may have a Stapler. You can send one or more copies of your document to the Stapler.

Use the following guidelines when stapling your documents:

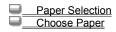
- Each copy of your document must be 20 pages or less.
- Documents must be on either Letter size or A4 paper.
- Use 16 to 28 lb. paper only.
- Do not staple labels or transparencies.
- Do not select collate copies within your software application. If your application supports collation, be sure to check that it is turned off before stapling print jobs.

Note - Stapling can be selected by turning the Stapling feature On (using the Setup Tab), or by selecting Stapler Bin as the destination for your print job (using the Destination Tab).

Setup Tab

Orientation
Stapling
1 or 2 Sided Printing

Paper Tab



Destination Tab

Top Output Bin (Face-Down)
Face Up Bin
Stapler Bin
Mailbox (Face-Down)

Print Quality Tab

Highest Quality Printing
Save Toner
LaserJet III Compatibility Mode
Advanced

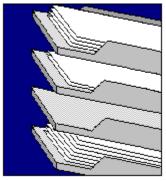
Fonts Tab



HP FontSmart

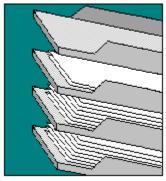
This selection will start HP FontSmart.

Job Separator



Job separation mode sends your output to the next empty bin.

Stacking



In Stacking mode, your output will end up face down on top of all other print jobs in the device.

Mailbox



Mailbox mode enables your output to be sent to any one of eight mailboxes. Mailbox names can be changed to any names to indicate the location. Select the "Edit Mailbox Names" button to modify the names of the mailboxes.

Single Inline Memory Module

Mailbox with Stapler

With this device, the remaining five bins (below the staple bin) can be configured in any of the following modes:

Job Separation - This mode directs each new job to the next available (empty) bin.

Stacking - In this mode, each bin is filled to capacity prior to the next bin being selected. The next bin is then filled to capacity, and so on until all bins are filled. Bins selection begins with the lowest bin first and moves upward to the top bin.

Mailbox - This mode allows an administrator to assign names to specific mailboxes (bins) through the network utility, JetAdmin. If you are in a bi-directional environment, you will be able to view the labels for each mailbox. If you are not, you will still be able to direct your output to any mailbox. You can tell the printer driver how the mailboxes have been assigned from the Accessories screen if desired.

Do not select collate copies within your software application. If your application supports collation, be sure to check that it is turned off before stapling print jobs.