

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.

The High Capacity Input accessory is an additional input source that is installed under your printer. Select the accessory you have installed or choose **Not Installed**.

Select **Installed** if you have this Input Tray under your printer

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

Specifies the amount of memory installed in your printing device.

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 certain paper sizes and types. Never try to duplex labels, transparencies, envelopes, odd-sized pages, or paper heavier than 24 pounds (90 g/m<sup>2</sup>). Jamming and damage to your printer can result.

If the **Duplex Unit** is installed, you can select any one of the following options. To select these options, right-click your printer icon in the **Printers** folder, select **Printer Preferences**, and choose one of the following:

- **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 setting must be set to match the current mailbox mode of the printer. The printer's **Mailbox Mode** can be set from the control panel or through a HP printer utility. This is only selectable if a mailbox capable Output Bin is installed (see **Accessory Output Bin** under Installable options).

**Mailbox** - When operating in this mode, jobs can be sent to individual mailboxes (bins) by selecting the Output Bin desired. To select a destination mailbox, right-click your printer icon in the **Printers** folder, select **Printer Preferences**, click the **Advanced** button, select **Output Bin** and choose your desired mailbox.

This mode is useful in a workgroup environment where bins can be assigned to one or more users, just as mailboxes are used in an office environment. The name of each mailbox can be modified by clicking the **Edit Names** button. Edit your mailbox names to match how your printer's Mailbox unit has been set up.

NOTE: the multi-bin mailbox is not designed to support the following **Media** type:

- Transparencies
- Cardstock (paper heavier than 28 pounds / 105 g/m2)
- Labels
- Envelopes

**Stacker** - This mode is useful for customers who need a single, high volume output bin to perform paper stacking. All jobs are sent face-down to the lowest output bin. As the bins fill, the jobs are sent to the next higher output bin.

**Job Separator** - This operating mode is useful for environments where the user wants to clearly separate their print jobs. Each job is sent to a different bin.

**Collator** - This mode is useful when printing multiple copies. Each copy is sent to a different output bin.

Use this setting to control **EconoMode**, a toner-saving feature that prints characters lightly (with less toner).



Use this setting to control **RET**: Resolution Enhancement Technology. **RET** draws fonts and curves more smoothly.

Use this setting to tell your printer to send printed pages to a particular output bin. The available settings depend upon which Accessory Output Bin is installed on your printer, and on the **Mailbox Mode** setting. To select an Accessory Output Bin, or to change the **Mailbox Mode** setting, right-click your printer icon in the **Printers** folder, select **Properties**, and select the **Device Settings** tab.

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

**Left Face-Up** or **HCO Face-Up** - Use this 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 bottom).

**Mailbox** - Use this setting when you want pages to stack face-down in a particular mailbox. The actual name of these mailboxes may be edited; to edit your names, right-click your printer icon in the **Printers** folder, select **Properties**, select the **Device Settings** tab, select **Mailbox Mode** and click on **Edit Names**. Remember that **Mailbox Mode** is only enabled if a Mailbox unit is installed.

**Stapler** - Use this setting when you want your documents stapled. When stapling, please use the following guidelines:

- 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 pound paper only!
- Do not staple labels or transparencies.
- Do not print collated copies with the Stapler unless your printer has a **Printer Hard Disk** and the disk is installed in the Device Settings! To install a disk in the **Device Settings**, right-click your printer icon in the **Printers** folder, select **Properties**, select the **Device Settings** tab, select **Printer Hard Disk** and set it to **Installed**.

**Stacker** - This setting sends your documents face-down to the lowest bin. Large jobs may stack up into a higher bin.

**Job Separator** - This setting sends your documents to the next available (empty) bin.

**Collator** - This setting sends each copy of your document to a different bin.

**Job Retention** allows you to store your print job on the printer's hard disk so you can access the print job later from the printer's control panel. Jobs are identified on the control panel with the **Job Retention User ID** number.

**Note:** This option is only available when the **Printer Hard Disk** option is installed in Device Settings. The HP LaserJet 8000 Printer does NOT support this feature.

**Quick Copy** - Prints the job and allows you to make additional copies of a print job from the printer control panel without resending the job from the PC.

**Proof and Hold** - Prints only the first copy of a print job and holds additional copies until they are requested from the control panel.

**Store Job** - Doesn't print, but stores the print job on the printer for printing later.

Use this setting to select which Accessory Output Bin is installed on the printer.

Once a particular Output Bin is installed, you can tell your printer to send printed pages to a particular output bin. To select a default output bin right-click your printer icon in the **Printers** folder, select **Printer Preferences**, click the **Advanced** button, select **Output Bin** and choose the bin.

**Job Retention User ID** allows you to attach a user id number to each job. This number is used on the printer control panel to retrieve jobs sent to the printer using one of the three job retention settings. Jobs sent with the same number are overwritten.

Use this setting to tell your printer to send printed pages to a particular output bin. The available settings depend upon which Accessory Output Bin is installed on your printer, and on the **Mailbox Mode** setting. To select an Accessory Output Bin, or to change the **Mailbox Mode** setting, right-click your printer icon in the **Printers** folder, select **Properties**, and select the **Device Settings** tab.

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

**Left Face-Up or HCO Face-Up** - Use this 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 bottom).

**Mailbox** - Use this setting when you want pages to stack face-down in a particular mailbox. The actual name of these mailboxes may be edited; to edit your names, right-click your printer icon in the **Printers** folder, select **Properties**, select the **Device Settings** tab, select **Mailbox Mode** and click on **Edit Names**. Remember that **Mailbox Mode** is only enabled if a Mailbox unit is installed.

**Stapler** - Use this setting when you want your documents stapled by the **5-Bin Mailbox with Stapler**. When stapling, please use the following guidelines:

- 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 pound paper only!
- Do not staple labels or transparencies.
- Do not print collated copies with the Stapler unless your printer has a **Printer Hard Disk** and the disk is installed in the **Device Settings**! To install a disk in the **Device Settings**, right-click your printer icon in the **Printers** folder, select **Properties**, select the **Device Settings** tab, select **Printer Hard Disk** and set it to **Installed**.

**Stacker (stapled)**- Use this setting to send your documents to the **3000-Sheet Stacker/Stapler** for stapling. To set the stapling option, select **Stapler** and choose the desired option. When stapling with the 3000-Sheet Stacker/Stapler, please use the following guidelines:

- The maximum number of pages to staple is 50 with 20 pound paper, documents with more than 50 pages might not be stapled.
- The **Custom** staple option can only be defined by the network administrator.
- **One Staple Angled** will not work with some paper sizes, in these cases **One Staple** will be used.

**Stacker** - This setting sends your documents face-down to the lowest bin. Large jobs may stack up into a higher bin.

**Job Separator** - This setting sends your documents to the next available (empty) bin.

**Collator** - This setting sends each copy of your document to a different bin.

Use this setting to select which Accessory Output Bin is installed on the printer.

Once a particular Output Bin is installed, you can tell your printer to send printed pages to a particular output bin. To select a default output bin right-click your printer icon in the **Printers** folder, select **Printer Preferences**, click the **Advanced** button, select **Output Bin** and choose the bin.

Use this setting to select the type of stapling to apply to your document. This option is only visible when the **Accessory Output Bin** installed on the printer is the **3000-Sheet Stacker/Stapler**. When stapling please use the following guidelines:

- Stapling will only occur when the **Output Bin** selected is the Stacker (**stapled**).
- The maximum number of pages to staple is 50 with 20 pound paper, documents with more than 50 pages might not be stapled.
- The **Custom** staple option can only be defined by the network administrator.
- **One Staple Angled** will not work with some paper sizes, in these cases **One Staple** will be used.



