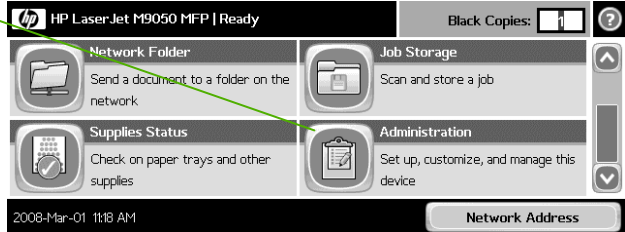
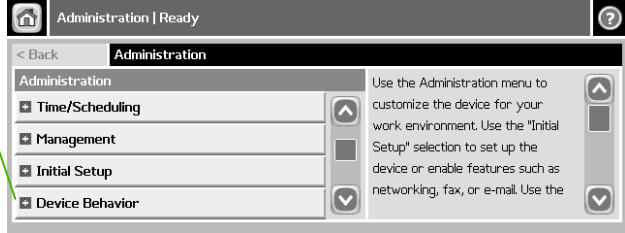
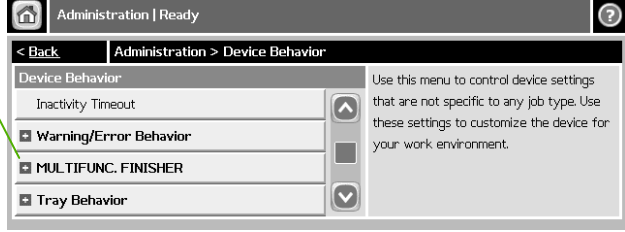


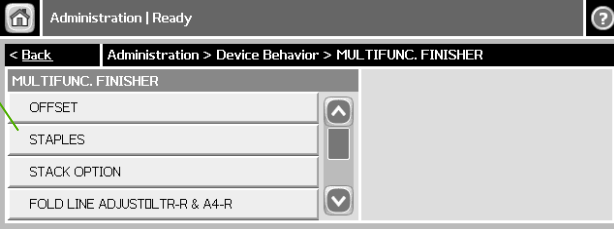



## Staple printed documents

How do I?	Steps to perform
<p><b>Staple documents</b></p> <p>Set the stapler at the control panel for printed jobs</p>	<p>You can usually select the stapler in your software program or printer driver, although some options might be available only in the printer driver.</p> <p>If the stapler cannot be selected in the program or printer driver, it can be selected using the MFP control panel.</p> <ol style="list-style-type: none"> <li>1 Scroll to and touch <b>Administration</b>.</li> <li>2 Scroll to and touch <b>Device Behavior</b>.</li> <li>3 Scroll to and touch <b>MULTIFUNC. FINISHER</b>.</li> </ol>   



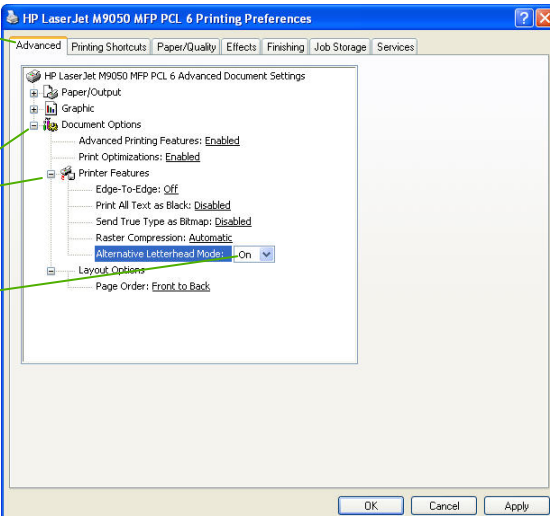
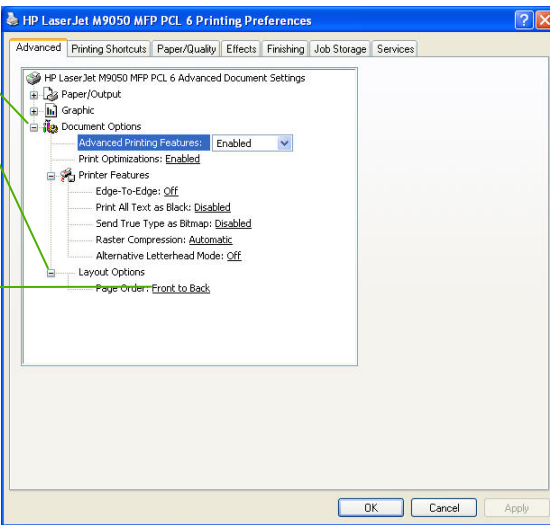


How do I?	Steps to perform
	<p data-bbox="730 272 957 296">4 Touch <b>STAPLES</b>.</p> <p data-bbox="730 564 1194 588">5 Touch the staple option you want to use.</p> <div data-bbox="1297 272 1976 501"></div> <div data-bbox="1367 560 1976 788"></div>





## Set advanced printing options

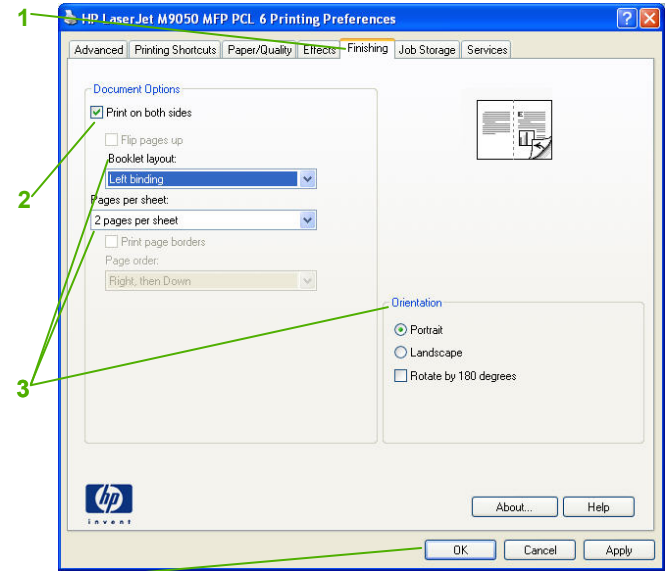
How do I?	Steps to perform
<p data-bbox="94 375 556 406">Select advanced printing options</p> <p data-bbox="94 534 682 630">Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page</p>	<p data-bbox="724 343 1281 375">Open the printer driver and click the <b>Advanced</b> tab.</p> <p data-bbox="724 406 1333 470">In any of the sections, click a current setting to activate a dropdown list so you can change the setting.</p> <ol data-bbox="724 518 1333 790" style="list-style-type: none"><li data-bbox="724 518 1333 582">1 Open the <b>Document Options</b> section, and then open the <b>Printer Features</b> section.</li><li data-bbox="724 638 1333 702">2 In the <b>Alternative Letterhead Mode</b> drop-down list, select <b>On</b>.</li><li data-bbox="724 726 1333 790">3 At the product, load the paper the same way you would for printing on both sides.</li></ol> 
<p data-bbox="94 901 672 933">Change the order in which pages are printed</p>	<ol data-bbox="724 885 1333 1157" style="list-style-type: none"><li data-bbox="724 885 1333 949">1 Open the <b>Document Options</b> section, and then open the <b>Layout Options</b> section.</li><li data-bbox="724 1029 1333 1157">2 In the <b>Page Order</b> drop-down list, select <b>Front to Back</b> to print the pages in the same order as they are in the document, or select <b>Back to Front</b> to print the pages in the reverse order.</li></ol> 





## Create a booklet

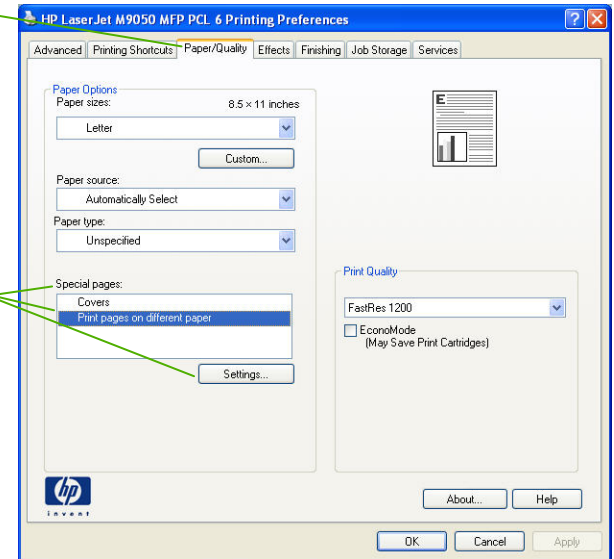
How do I?	Steps to perform
<p>Create a booklet</p>	<ol style="list-style-type: none"><li data-bbox="720 355 1333 387">1 Open the printer driver and click the <b>Finishing</b> tab.</li><li data-bbox="720 547 1333 579">2 Click <b>Print on both sides</b>.</li><li data-bbox="720 738 1333 818">3 In the <b>Booklet layout</b> dropdown list, click <b>Left binding</b> or <b>Right binding</b>. The <b>Pages per sheet</b> option automatically changes to <b>2 pages per sheet</b>.</li><li data-bbox="720 930 1333 962">4 Click <b>OK</b>.</li></ol>





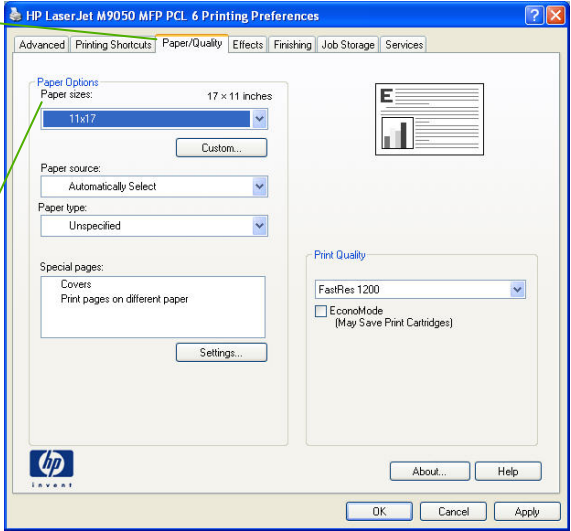
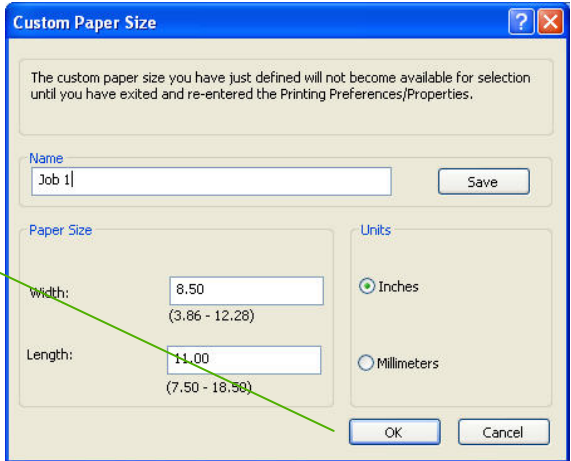
## Print a different first page or last page

How do I?	Steps to perform
<p>Print the first or last page on different paper</p>	<ol style="list-style-type: none"> <li>1 Open the printer driver, and click the <b>Paper/Quality</b> tab.</li> <li>2 In the <b>Special pages</b> area, click <b>Print pages on different paper</b>, and then click <b>Settings</b>.</li> <li>3 Select an option to print the first or last page on different paper.</li> <li>4 Select options from the <b>Paper source</b> and <b>Paper type</b> drop-down lists, and then click <b>Add</b>.</li> <li>5 Click <b>OK</b>.</li> </ol>





## Print on different page sizes

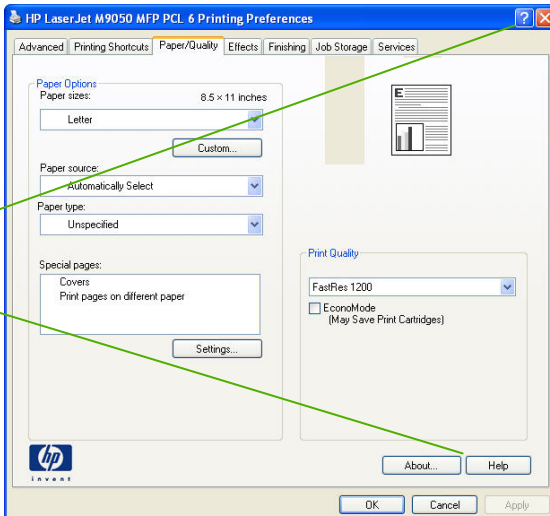
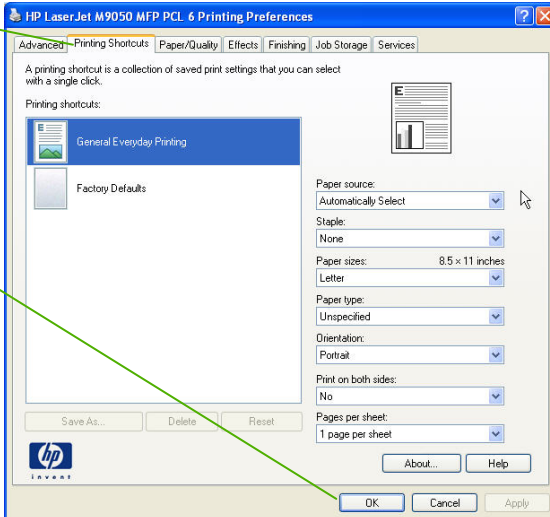
How do I?	Steps to perform
<p>Print on different page sizes</p>	<ol style="list-style-type: none"><li>1 Open the printer driver and click the <b>Paper/Quality</b> tab.</li><li>2 Select a size from the <b>Paper sizes</b> drop-down list and then click <b>OK</b>.</li></ol> 
<p>Print on different page sizes</p> <p>Select a custom page size</p>	<ol style="list-style-type: none"><li>1 Open the printer driver and click the <b>Paper/Quality</b> tab.</li><li>2 Click <b>Custom</b>. The <b>Custom Paper Size</b> dialog box opens.</li><li>3 Type a name for the custom size, specify the dimensions, and click <b>OK</b>.</li><li>4 Click <b>OK</b>.</li></ol> 



# HP LaserJet M9040/M9050 MFP Series – Print tasks



## Use features in the Windows driver

How do I?	Steps to perform
<p data-bbox="86 375 420 406">Open the printer driver</p> <p data-bbox="86 582 525 614">Get help for any printing option</p>	<p data-bbox="745 343 1323 422">On the <b>File</b> menu in the software program, click <b>Print</b>. Select the printer, and then click <b>Properties</b> or <b>Preferences</b>.</p> <p data-bbox="745 550 1375 662">Click the <b>?</b> symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click <b>Help</b> to open the online Help.</p> 
<p data-bbox="86 917 388 949">Use printing shortcut</p>	<ol style="list-style-type: none"><li data-bbox="745 885 1365 933">1 Open the printer driver and click the <b>Printing Shortcuts</b> tab.</li><li data-bbox="745 1165 1375 1212">2 Select one of the shortcuts, and then click <b>OK</b> to print the job with the predefined settings.</li></ol> 





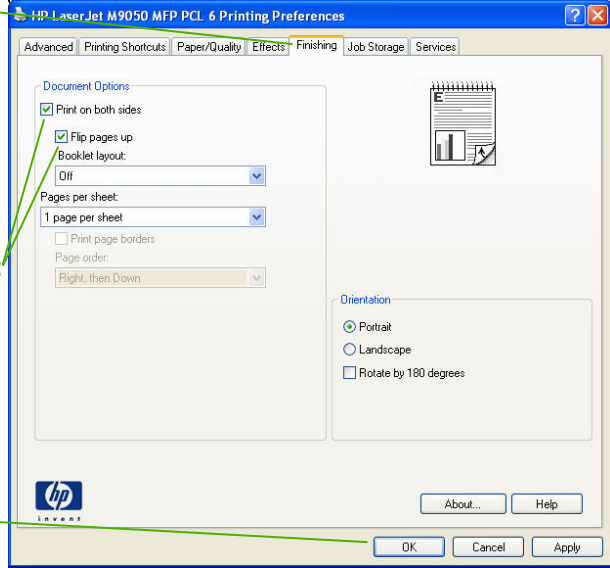
How do I?	Steps to perform	
<p>Create a custom printing shortcut</p>	<ol style="list-style-type: none"> <li>1 Open the printer driver and click the <b>Printing Shortcuts</b> tab.</li> <li>2 Select an existing shortcut as a base.</li> <li>3 Select the print options for the new shortcut.</li> <li>4 Click <b>Save As</b>, type a name for the shortcut, and click <b>OK</b>.</li> </ol>	
<p>Cancel a print job from the product control panel</p>	<ol style="list-style-type: none"> <li>1 Press <b>Stop</b> on the control panel.</li> <li>2 On the touchscreen, on the <b>Device Has Been Paused</b> screen, touch <b>Cancel current job</b>.</li> </ol>	
<p>Cancel a print job from the software program</p>	<p>Click <b>Start</b> and then click <b>Printers</b>. Double-click the device icon to open the print spooler. Select the print job that you want to cancel, and then press <b>Delete</b>. If the print job is not cancelled, you might need to shut down and restart the computer.</p>	







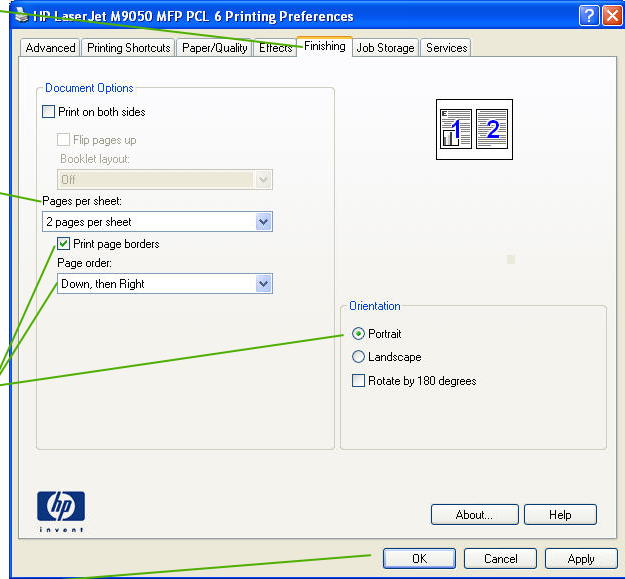
## Print on both sides (duplex)

How do I?	Steps to perform
Print on both sides (duplex)	<ol style="list-style-type: none"><li data-bbox="730 347 1354 375">1 Open the printer driver and click the <b>Finishing</b> tab.</li><li data-bbox="730 606 1354 662">2 Click <b>Print on both sides</b>. If you will bind the document along the top edge, click <b>Flip pages up</b>.</li><li data-bbox="730 861 871 888">3 Click <b>OK</b>.</li></ol> 





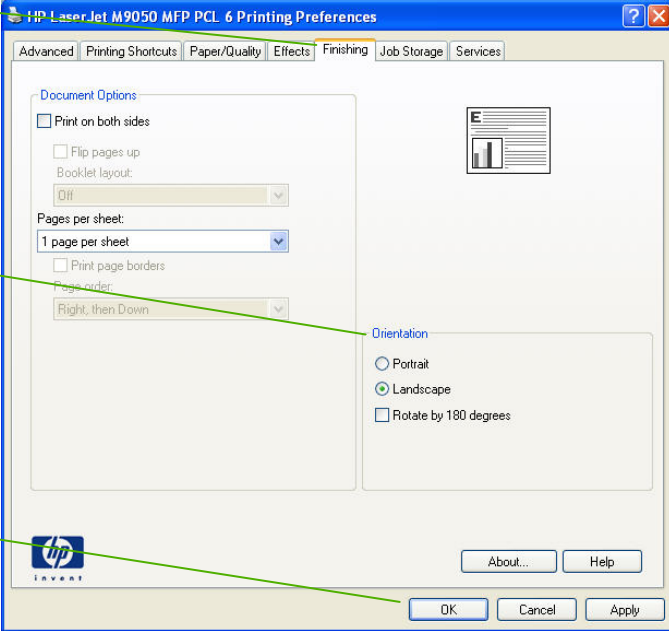
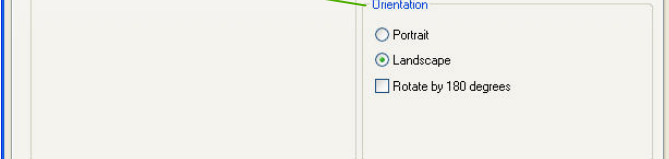

## Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none"><li data-bbox="730 347 1312 375">1 Open the printer driver and click the <b>Finishing</b> tab.</li><li data-bbox="730 539 1260 598">2 Select the number of pages per sheet from the <b>Pages per sheet</b> drop-down list.</li><li data-bbox="730 734 1302 793">3 Select the correct options for <b>Print page borders</b>, <b>Page order</b>, and <b>Orientation</b>.</li><li data-bbox="730 928 871 956">4 Click <b>OK</b>.</li></ol> 





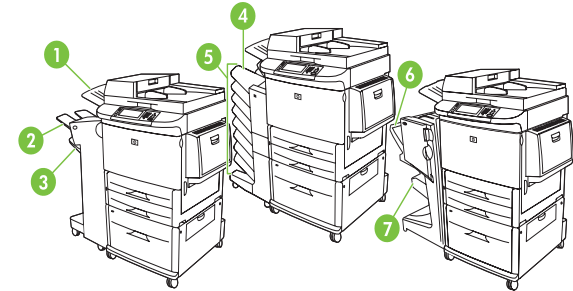
## Select page orientation

How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="674 347 1297 379">1 Open the printer driver and click the <b>Finishing</b> tab. </li><li data-bbox="674 619 1142 671">2 In the <b>Orientation</b> area, click <b>Portrait</b> or <b>Landscape</b>. </li><li data-bbox="674 890 814 911">3 Click <b>OK</b>. </li></ol>



## Choose an output bin

How do I?	Steps to perform
<p>Choose an output bin</p>	<p><b>Stacker or stapler/stacker output bins</b></p> <p>If you choose the 3,000-sheet stacker or 3,000-sheet stapler/stacker, the output bins are the upper bin (2) (face up) and the lower bin (3) (face down).</p> <p>The upper bin (face-up) (2) is the top bin on the stacker or stapler/stacker. This bin holds up to 100 sheets of paper in face-up order as they exit the MFP. A sensor causes the product to stop when the bin is full. Product operation continues when you empty or reduce the amount of paper in the bin.</p> <p>The lower bin (face-down) (3) is the lower bin on the stacker or stapler/stacker. This bin holds up to 3,000 sheets of paper and allows you to stack or staple jobs. This bin is the default output bin.</p> <p><b>8-bin mailbox output bins</b></p> <p>If you choose the 8-bin mailbox, the output bins are the upper bin and the eight face-down bins.</p> <p>The upper bin (4) holds up to 125 sheets of paper.</p> <p>The network administrator can assign the eight bins (5) to individual users or workgroups. Each bin can stack up to 250 sheets of paper.</p> <p><b>Multifunction finisher output bins</b></p> <p>If you choose the multifunction finisher, the output bins are the upper bin (6) and the lower booklet bin(7).</p> <p>The upper bin (6) is the top bin on the multifunction finisher. This bin provides 1,000 sheets of stacking capacity and can offset each job as it is stacked, delivering unstapled jobs face up or face down. This bin also provides stapling for up to 50 sheets of paper per document. The upper bin is the default output bin when the multifunction finisher is attached.</p> <p>The lower booklet bin (7) is the lower bin on the multifunction finisher. This bin provides folding and saddle stitching of booklets for up to 10 sheets of paper.</p>





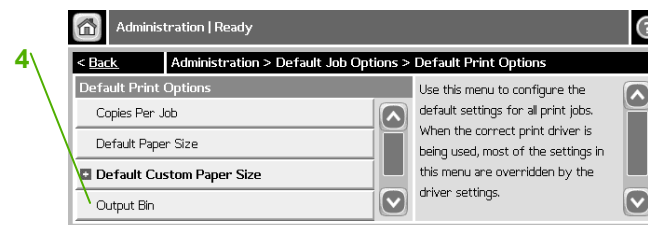
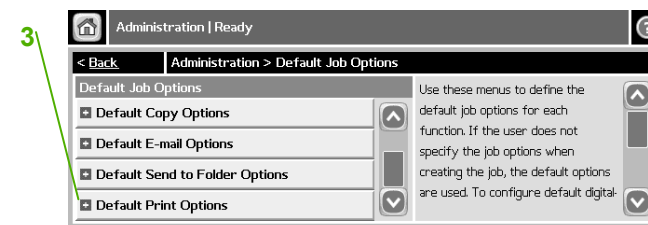
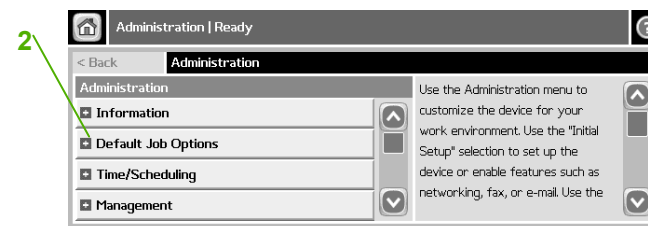
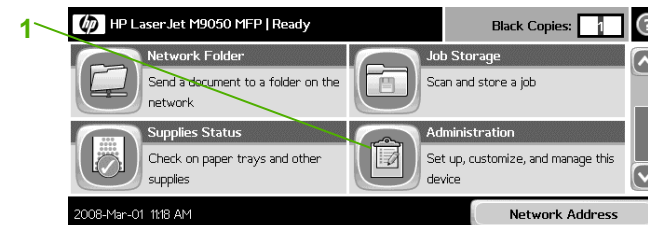
## How do I?

### Choose an output bin (continued)

**Note:** It is recommended that you select an output location (bin) through your program or driver. Where and how you make selections depends on your program or driver, set the default output location from the MFP control panel.

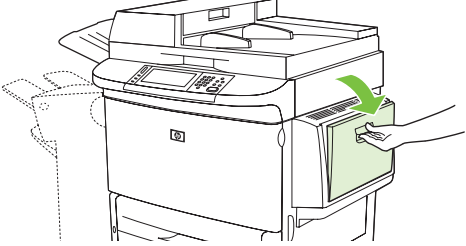

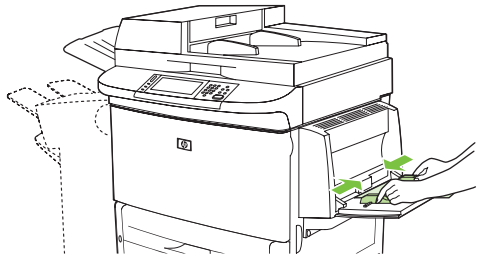
## Steps to perform

- 1 Scroll to and touch **Administration**.
- 2 Touch **Default Job Options**.
- 3 Touch **Default Print Options**.
- 4 Touch **Output Bin**.
- 5 Touch the desired output bin.



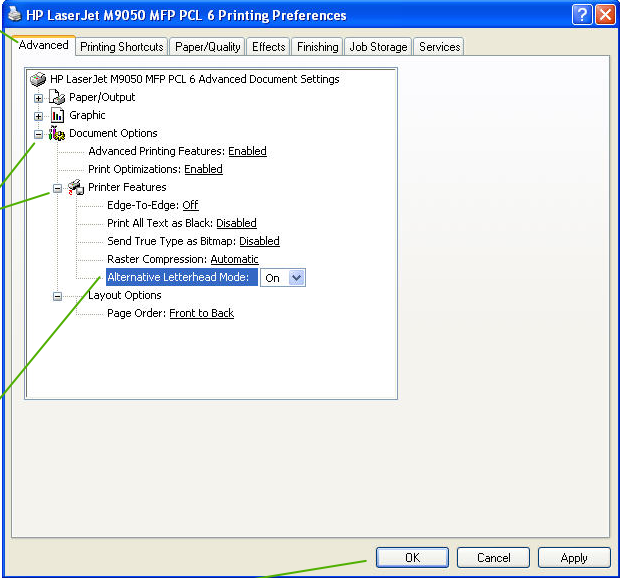


## Print on preprinted letterhead or forms

How do I?	Steps to perform
Load paper and print media	<ol style="list-style-type: none"><li data-bbox="667 343 840 375">1 Open tray 1.</li><li data-bbox="667 614 1239 646">2 Load paper according to size and finishing options.</li><li data-bbox="667 885 1270 949">3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.</li><li data-bbox="667 1157 1312 1220">4 Make sure the paper fits under the tabs on the guides and not above the load level indicators.</li></ol>   



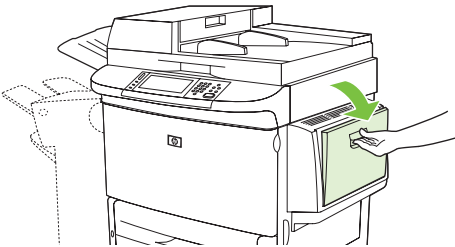



How do I?	Steps to perform
<p>Print on preprinted letterhead or forms (continued)</p>	<ol style="list-style-type: none"><li data-bbox="667 272 1245 300">1 Open the printer driver and click the <b>Advanced</b> tab.</li><li data-bbox="667 480 1304 533">2 Open the <b>Document Options</b> section, and then open the <b>Printer Features</b> section.</li><li data-bbox="667 687 1318 740">3 In the <b>Alternative Letterhead Mode</b> drop-down list, select <b>On</b>.</li><li data-bbox="667 879 800 906">4 Click <b>OK</b>.</li></ol> 
<p>Supported paper types and tray capacity</p>	<ul style="list-style-type: none"><li data-bbox="701 1123 1310 1150">• Tray 1 holds up to 100 sheets of paper or 10 envelopes.</li><li data-bbox="701 1182 1304 1209">• Trays 2 and 3 hold up to 500 sheets of standard media.</li><li data-bbox="701 1241 1255 1268">• Tray 4 holds up to 2,000 sheets of standard media.</li></ul>





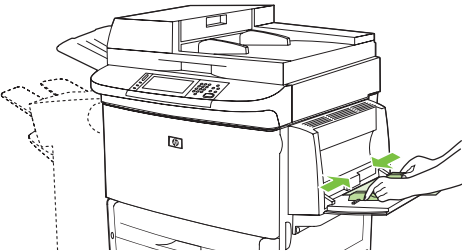
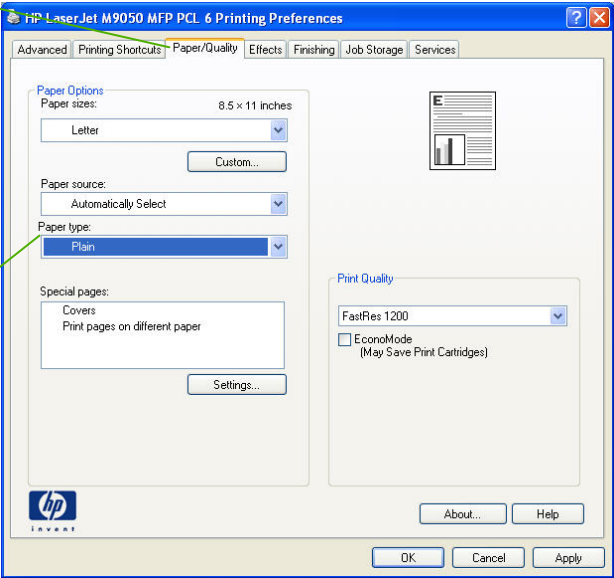
## Print on special media

How do I?	Steps to perform		
Media type and tray loading	<i>Media type</i>	<i>Media quantity</i>	<i>Paper orientation</i>
	<ul style="list-style-type: none"> <li>● Labels</li> <li>● Transparencies</li> <li>● Envelopes</li> <li>● Heavy</li> <li>● Glossy</li> </ul>	<p>Side to be printed on facing up</p> <p>Side to be printed on facing up</p> <p>Short edge leading flap on right side facing up</p> <p>Side to be printed on facing up</p> <p>Side to be printed on facing up</p>	<p>Maximum stack height: 10 mm (0.6 inch)</p> <p>Maximum stack height: 10 mm (0.6 inch)</p> <p>Up to 10 envelopes</p> <p>Maximum stack height: 10 mm (0.6 inch)</p> <p>Maximum stack height: 10 mm (0.6 inch)</p>
Load paper and print media	<p><b>1</b> Open tray 1.</p>  <p><b>2</b> Load paper according to size and finishing options.</p> 		







How do I?	Steps to perform
<p>Load paper and print media (continued)</p>	<p>3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.</p> <p>4 Make sure the paper fits under the tabs on the guides and not above the load level indicators.</p> 
<p>Select a paper type</p>	<p>1 Open the printer driver and click the <b>Paper/Quality</b> tab.</p> <p>2 Select a type from the <b>Paper type</b> drop-down list.</p> 



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