Staple printed documents

How do I?	Steps to perform
Staple documents Set the stapler at the control panel for printed jobs	You can usually select the stapler in your software program or printer driver, although some options might be available only in the printer driver. If the stapler cannot be selected in the program or printer driver, it can be selected using the MFP control panel.

1 Scroll to and touch Administration.

2 Scroll to and touch Device Behavior.
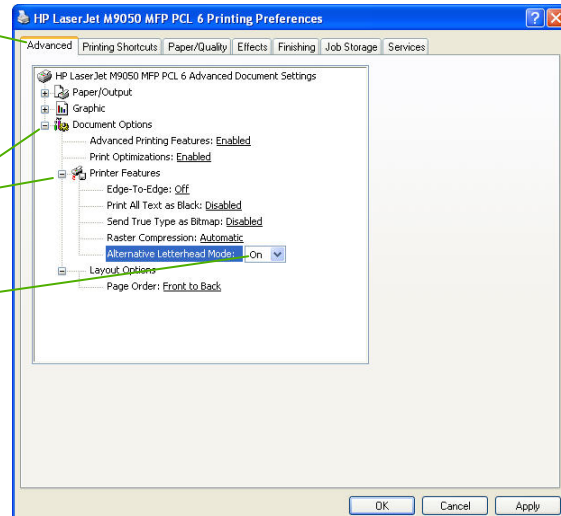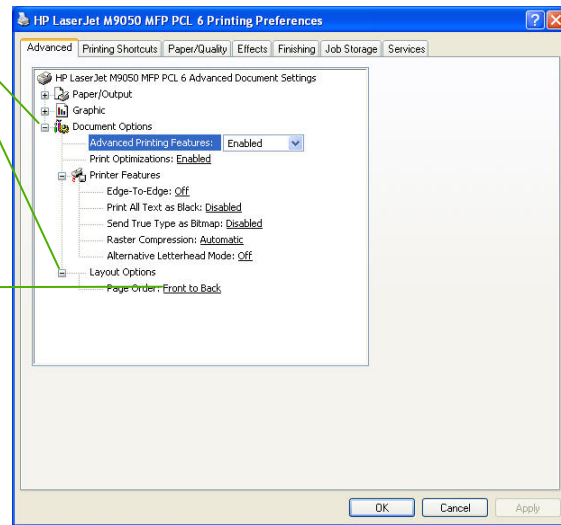

3 Scroll to and touch MULTIFUNC FINISHER.

How do I?	Steps to perform
	4 Touch STAPLES.
	5 Touch the staple option you want to use.

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Set advanced printing options

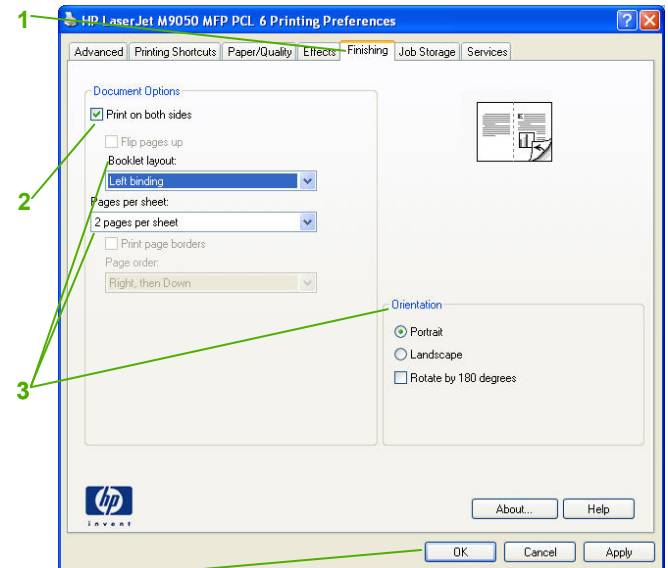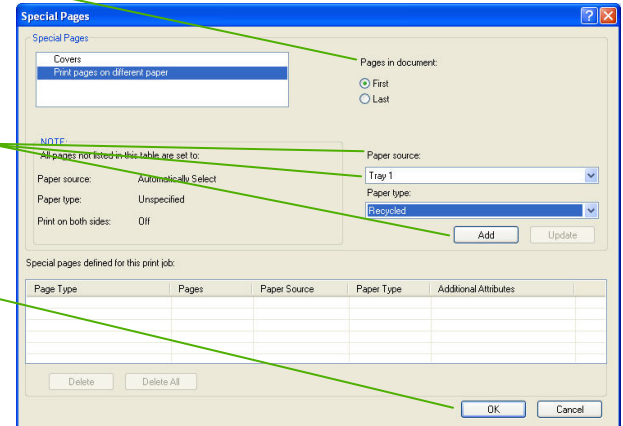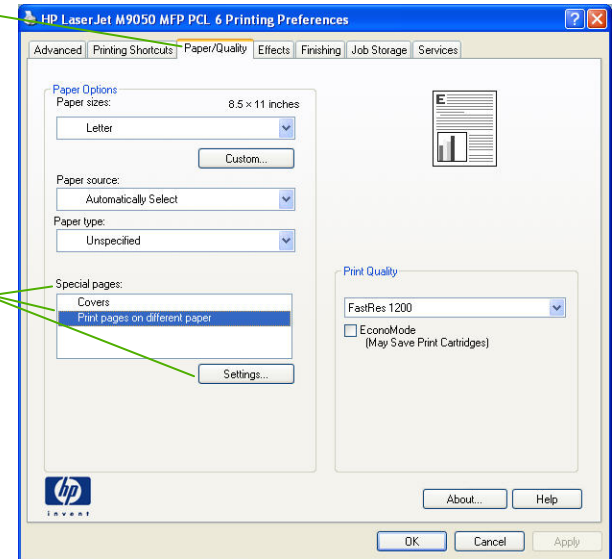| How do I?	Steps to perform
Select advanced printing options **Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page**	Open the printer driver and click the **Advanced** tab. In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 1 Open the **Document Options** section, and then open the **Printer Features** section. 2 In the **Alternative Letterhead Mode** drop-down list, select **On**. 3 At the product, load the paper the same way you would for printing on both sides.
Change the order in which pages are printed	1 Open the **Document Options** section, and then open the **Layout Options** section. 2 In the **Page Order** drop-down list, select **Front to Back** to print the pages in the same order as they are in the document, or select **Back to Front** to print the pages in the reverse order.

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Create a booklet

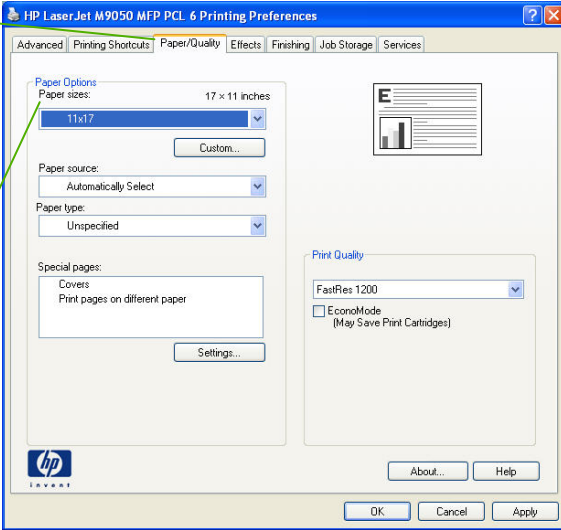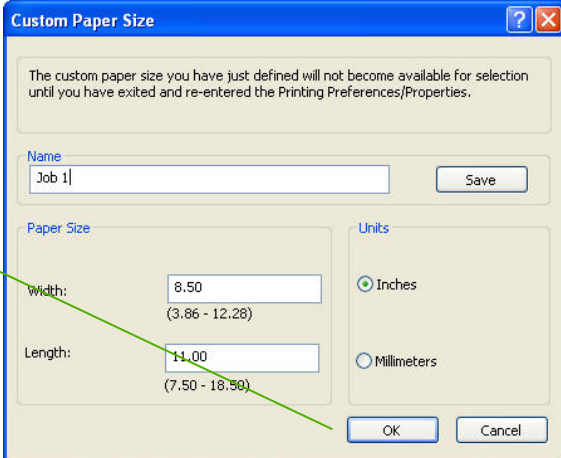| How do I?	Steps to perform
Create a booklet	**1** Open the printer driver and click the **Finishing** tab. **2** Click **Print on both sides**. **3** In the **Booklet layout** dropdown list, click **Left binding** or **Right binding**. The **Pages per sheet** option automatically changes to **2 pages per sheet**. **4** Click **OK**.

Print a different first page or last page

How do I?	Steps to perform
Print the first or last page on different paper	**1** Open the printer driver, and click the **Paper/Quality** tab.
	2 In the **Special pages** area, click **Print pages on different paper**, and then click **Settings**.
	3 Select an option to print the first or last page on different paper.
	4 Select options from the **Paper source** and **Paper type** drop-down lists, and then click **Add**.
	5 Click **OK**.

Print on different page sizes
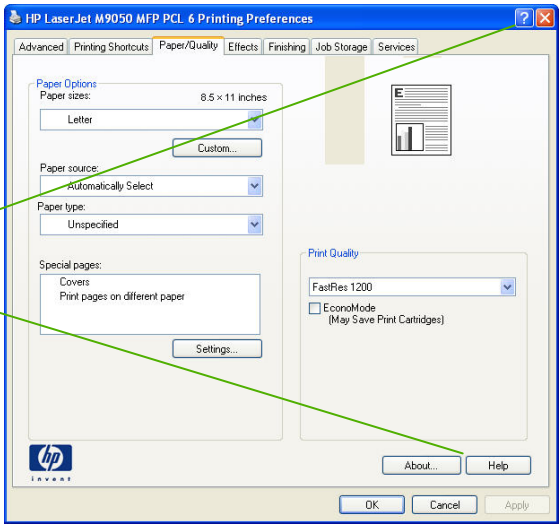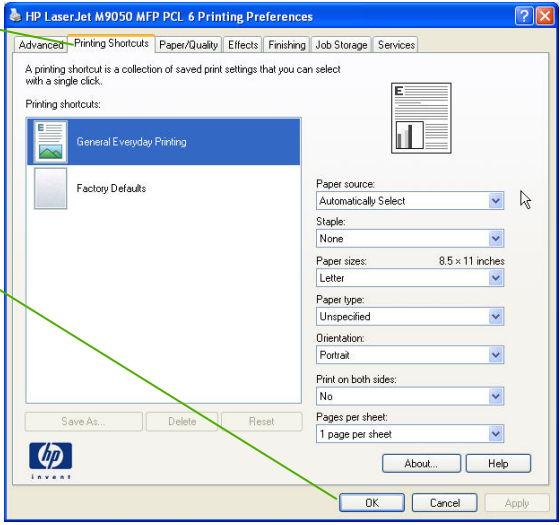
How do I?	Steps to perform
Print on different page sizes	**1** Open the printer driver and click the **Paper/Quality** tab. **2** Select a size from the **Paper sizes** drop-down list and then click **OK**.
Print on different page sizes **Select a custom page size**	**1** Open the printer driver and click the **Paper/Quality** tab. **2** Click **Custom**. The **Custom Paper Size** dialog box opens. **3** Type a name for the custom size, specify the dimensions, and click **OK**. **4** Click **OK**.

Use features in the Windows driver

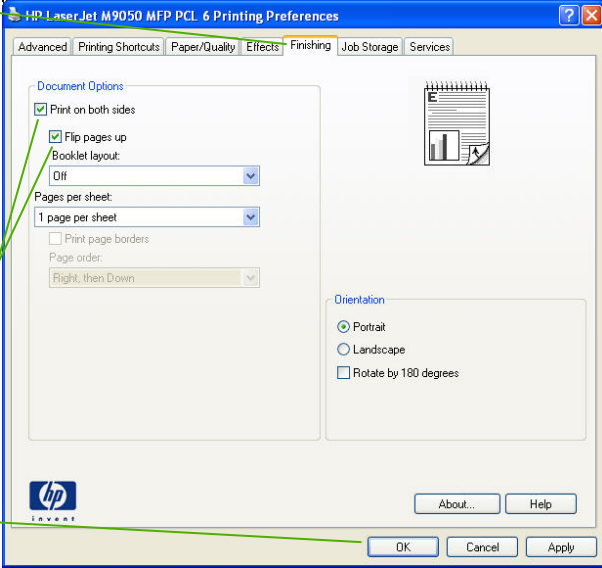| How do I?	Steps to perform	
Open the printer driver	On the **File** menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.	
Get help for any printing option	Click the **?** symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click **Help** to open the online Help.	
Use printing shortcut	1 Open the printer driver and click the **Printing Shortcuts** tab. 2 Select one of the shortcuts, and then click **OK** to print the job with the predefined settings.	

HP LaserJet M9040/M9050 MFP Series – Print tasks

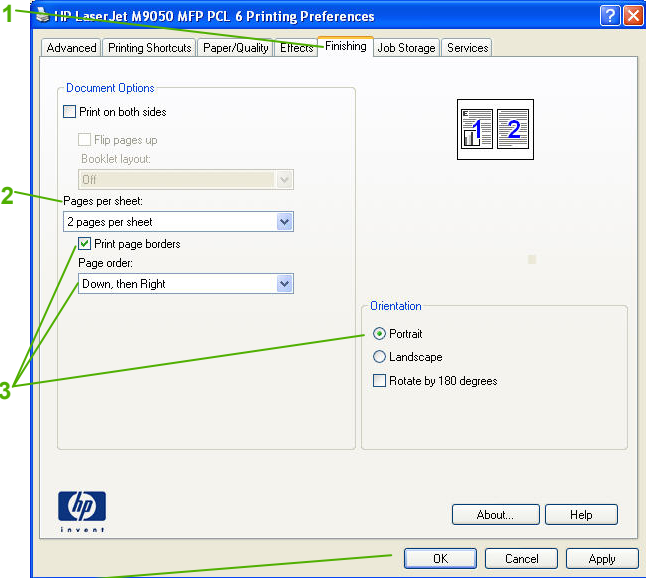| How do I?	Steps to perform	
Create a custom printing shortcut	**1** Open the printer driver and click the **Printing Shortcuts** tab. **2** Select an existing shortcut as a base. **3** Select the print options for the new shortcut. **4** Click **Save As**, type a name for the shortcut, and click **OK**.	
Cancel a print job from the product control panel	**1** Press Stop on the control panel. **2** On the touchscreen, on the **Device Has Been Paused** screen, touch **Cancel current job**.	
Cancel a print job from the software program	Click **Start** and then click **Printers**. Double-click the device icon to open the print spooler. Select the print job that you want to cancel, and then press **Delete**. If the print job is not cancelled, you might need to shut down and restart the computer.	

Print on both sides (duplex)

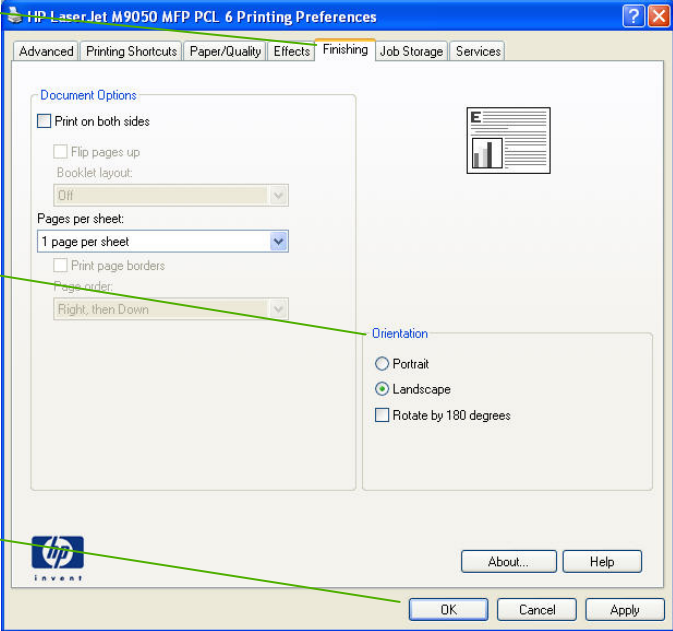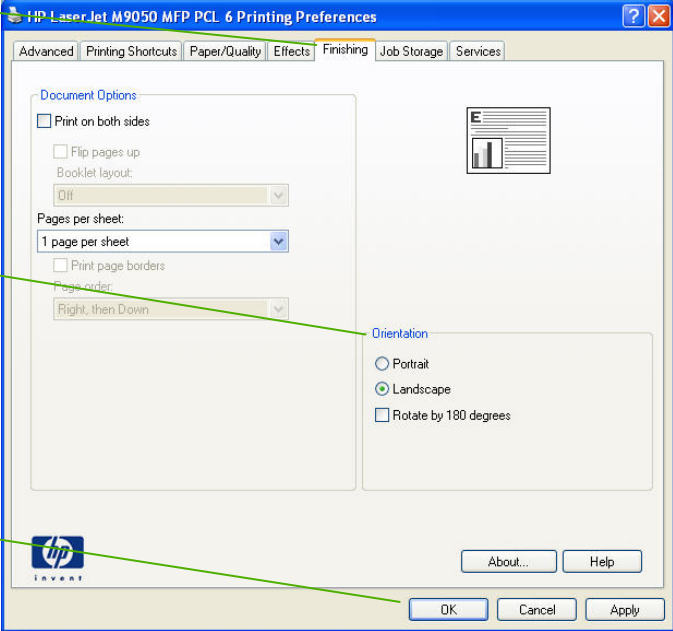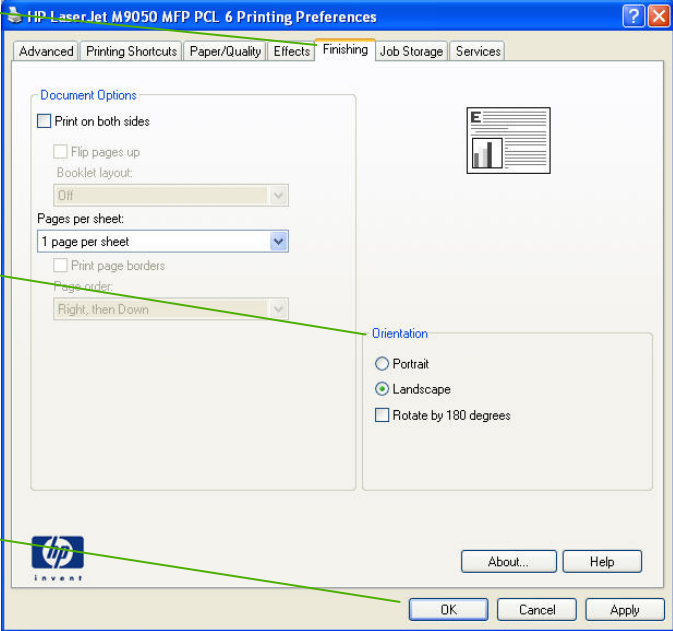| How do I?	Steps to perform
Print on both sides (duplex)	**1** Open the printer driver and click the **Finishing** tab.
	2 Click **Print on both sides**. If you will bind the document along the top edge, click **Flip pages up**.
	3 Click **OK**.

Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	**1** Open the printer driver and click the **Finishing** tab. **2** Select the number of pages per sheet from the **Pages per sheet** drop-down list. **3** Select the correct options for **Print page borders**, **Page order**, and **Orientation**. **4** Click **OK**.

Select page orientation

How do I?	Steps to perform
Select page orientation	**1** Open the printer driver and click the **Finishing** tab. **2** In the **Orientation** area, click **Portrait** or **Landscape**. **3** Click **OK**.

Choose an output bin

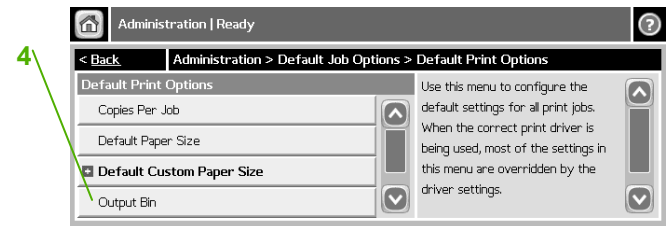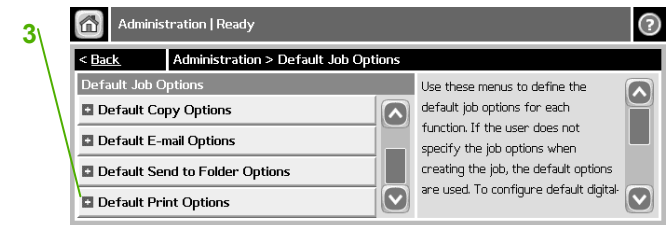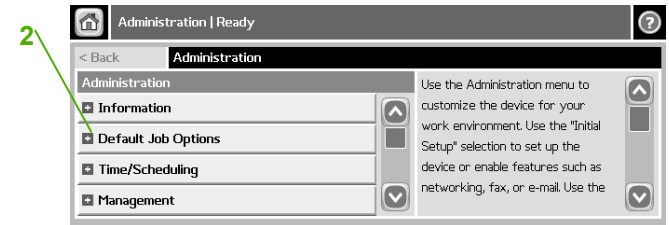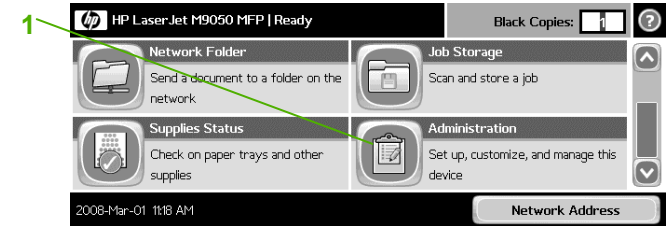| How do I?	Steps to perform
Choose an output bin	**Stacker or stapler/stacker output bins** If you choose the 3,000-sheet stacker or 3,000-sheet stapler/stacker, the output bins are the upper bin (2) (face up) and the lower bin (3) (face down). The upper bin (face-up) (2) is the top bin on the stacker 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. 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. **8-bin mailbox output bins** If you choose the 8-bin mailbox, the output bins are the upper bin and the eight face-down bins. The upper bin (4) holds up to 125 sheets of paper. The network administrator can assign the eight bins (5) to individual users or workgroups. Each bin can stack up to 250 sheets of paper. **Multifunction finisher output bins** If you choose the multifunction finisher, the output bins are the upper bin (6) and the lower booklet bin(7). 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. 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.

HP LaserJet M9040/M9050 MFP Series – Print task
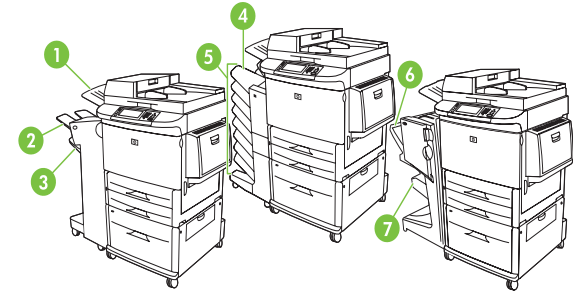
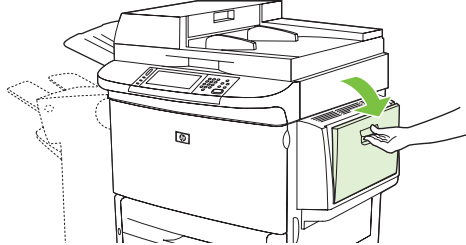| How do I?	Steps to perform
Choose an output bin (continued) **Note:** It is recommended that you select an output location (bin) through your program or driver. Where and how you make selections depends on your program or driver, set the default output location from the MFP control panel.	**1** Scroll to and touch Administration.
	2 Touch Default Job Options.
	3 Touch Default Print Options.
	4 Touch Output Bin.
	5 Touch the desired output bin.
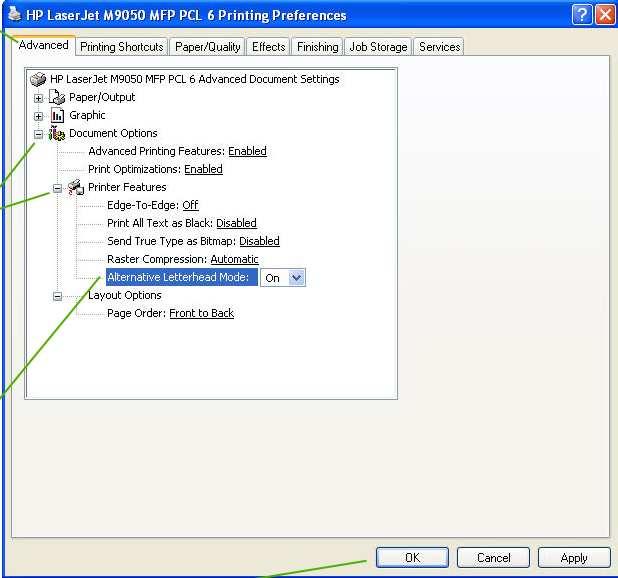
Print on preprinted letterhead or forms

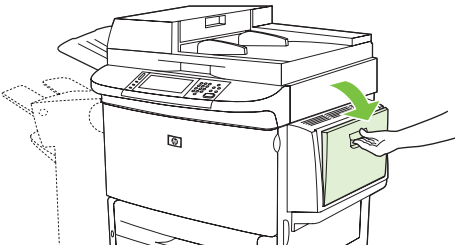| How do I?	Steps to perform
Load paper and print media	**1** Open tray 1.
	2 Load paper according to size and finishing options.
	3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.
	4 Make sure the paper fits under the tabs on the guides and not above the load level indicators.

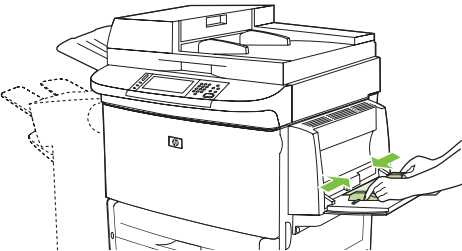| How do I?	Steps to perform
Print on preprinted letterhead or forms (continued)	**1** Open the printer driver and click the **Advanced** tab. **2** Open the **Document Options** section, and then open the **Printer Features** section. **3** In the **Alternative Letterhead Mode** drop-down list, select **On**. **4** Click **OK**.
Supported paper types and tray capacity	● Tray 1 holds up to 100 sheets of paper or 10 envelopes. ● Trays 2 and 3 hold up to 500 sheets of standard media. ● Tray 4 holds up to 2,000 sheets of standard media.

Print on special media

How do I?	Steps to perform		
Media type and tray loading	*Media type*	*Media quantity*	*Paper orientation*
	● Labels	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	● Transparencies	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	● Envelopes	Short edge leading flap on right side facing up	Up to 10 envelopes
	● Heavy	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	● Glossy	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
Load paper and print media	**1** Open tray 1.		
	2 Load paper according to size and finishing options.		

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