LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

How to staple with an optional finisher accessory

Introduction

If an optional stapler finisher accessory is installed on the printer, you can assemble and staple pages when printing or copying. The collate option assembles the pages in the correct order in each set of copies. You can collate and staple with the following types of optional accessories.

Inner Finisher

An Inner Finisher accessory fits inside the printer bin.

Stapler/Stacker Finisher or Booklet Finisher

A Stapler/Stacker Finisher accessory or a Booklet Finisher accessory attaches to the side of the printer.

Staple when copying from the document feeder

Follow these steps to collate and staple when copying from the automatic document feeder (ADF) optional accessory.

1. Place the documents face-up in the document feeder and adjust the paper guides to fit.

2. From the Home screen on the printer control panel, select Copy.

3. Select Options in the lower left corner.

4. Select Staple in the Options list, and then select the desired stapling option from the Staple/Hole Punch menu.

5. The collate option is on by default. To turn off the collate option, scroll down to the end of the Options menu, select Collate, and then select Off.

6. Select any other settings needed from the Options menu, such as Sides and Content Orientation. Select Done if prompted.

7. To adjust the number of copies, touch the box to the left of the Copy button, and then select the number of copies from the keypad that opens. Select the Close ▨ button to close the keypad.

8. Select Copy to begin copying.

Staple when printing from Windows

Follow these steps to collate and staple when printing from a Windows application, using either an HP UPD print driver, or the HP PCL 6 or HP PCL-6 V4 printer-specific print driver.

📝 **NOTE:** Other print drivers might not support the collate/staple features provided by the printer accessory.

1. From the software program, select the **Print** option.

2. Select the printer from the list of printers, and then select the **Properties** or **Preferences** button to open the print driver.

3. Select the **Output** tab, and from the **Staple** drop-down menu, select the position and number of staples.

4. Select any other settings from the other tabs in the print driver.

5. Select **OK**, and then select **Print**.

Staple when printing from OS X

Follow these steps to collate and staple when printing from an OS X application, using an HP print driver.

📝 **NOTE:** Other print drivers might not support the collate/staple features provided by the printer accessory.

1. In the application, select **File**, select **Print**, and then select the appropriate printer in the **Printer** drop-down menu.

2. Just below **Orientation**, in the drop-down menu, select **Finishing**.

   📝 **NOTE:** The name of the item varies for different software programs.

3. Select the **Staple** drop-down menu, and then select the position and number of staples.

4. Select **Print**.

Staple with the exterior convenience stapler

The Stapler/Stacker Finisher and Booklet Finisher have a convenient exterior slot for stapling documents. To use the exterior stapler, align the documents and then insert them into the slot. Press the Staple button on the top of the finisher. The finisher staples the documents on the corner that you insert.

📝 **NOTE:** The printer must be awake (not in sleep mode) in order to use the exterior convenience stapler.

Staple configurations and supported papers

HP staple accessories can produce several staple configurations. The output result depends on the supported paper size, document orientation, and feed orientation. (Feed orientation is the direction that you load the paper in the tray.)
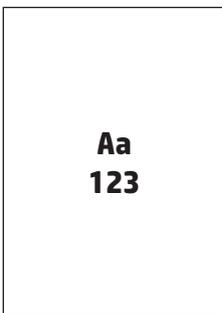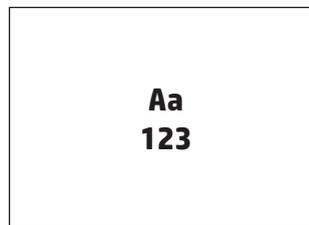
Long edge feed orientation	Short edge feed orientation
Aa **123** Direction of delivery	**Aa** **123** Direction of delivery
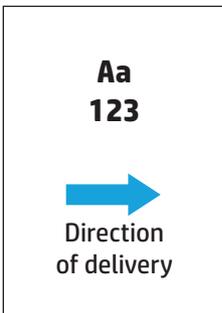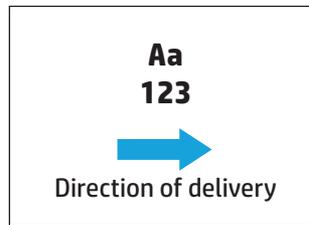
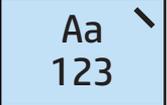| Portrait document orientation	Landscape document orientation
Aa **123**	**Aa** **123**

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The following tables show the output options for supported papers.

NOTE: The following paper types do not support stapling:

- Heavy envelope
- Labels
- Transparency
- Envelope
- User Types 1 to 10 (custom paper sizes added to the print driver via the HP Embedded Web Server or HP Web Jet Admin)
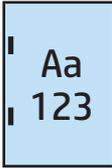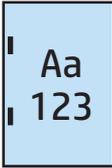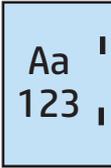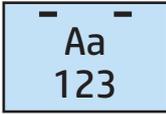
Table 25 One staple – Long edge tray feed orientation

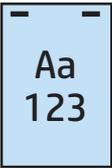| Supported papers	One staple left	One staple right
• Letter • 216 x 279 (8.5 x 11 in) • A4 • 210 x 297 mm (8.3 x 11.7)	Portrait Aa 123 Landscape Aa 123	Aa 123 Aa 123

Table 26 One staple –Short edge tray feed orientation

Supported papers	One staple left	One staple right
• Letter • 216 x 279 (8.5 x 11 in) • A4 • 210 x 297 mm (8.3 x 11.7) • Ledger • 279 x 432 (11 x 17 in) • A3 • 297 x 420 mm (11.7 x 16.5 in) • B4 (JIS) • 257 x 364 mm (10.1 x 14.3) • Legal • 216 x 356 mm (8.5 x 14.0) • Long Bond • 216 x 330 mm (8.5 x 13 in) • Oficio • 216 x 340 mm (8.5 x 13.4) • 8K • 270 x 390 mm (10.6 x 15.3)	Portrait Aa 123 Landscape Aa 123	Aa 123 Aa 123

Table 27 Two staples– Long edge tray feed orientation

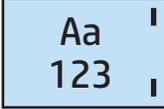| Supported papers	Two staples left or top	Two staples left	Two staples right	Two staples top
• Letter • 216 x 279 (8.5 x 11 in) • A4 • 210 x 297 mm (8.3 x 11.7)	Portrait Aa 123	Aa 123	Aa 123	Not supported
	Landscape Aa 123	Not supported	Not supported	Aa 123

Table 28 Two staples– Short edge tray feed orientation

Supported papers	Two staples top or left	Two staples left	Two staples right	Two staples top
• Letter	Portrait			
• 216 x 279 (8.5 x 11 in)	Aa 123	Not supported	Not supported	Aa 123
• A4				
• 210 x 297 mm (8.3 x 11.7)				
• Ledger				
• 279 x 432 (11 x 17 in)	Landscape			
• A3	Aa 123	Aa 123	Aa 123	Not supported
• 297 x 420 mm (11.7 x 16.5 in)				
• B4 (JIS)				
• 257 x 364 mm (10.1 x 14.3)				
• Legal				
• 216 x 356 mm (8.5 x 14.0)				
• Long Bond				
• 216 x 330 mm (8.5 x 13 in)				
• Oficio				
• 216 x 340 mm (8.5 x 13.4)				
• 8K				
• 270 x 390 mm (10.6 x 15.3)				