



LaserJet Managed MFP E72500, E77800, E82500, E87600 Series

How to use the hole punch

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Introduction

Use the hole punch feature to automatically punch holes in pages during printing. HP printers with either the HP LaserJet booklet finisher or the HP LaserJet inner finisher installed provide several options to hole punch copied sheets, and some of those options also include stapling. Learn which hole punch option to use for the appropriate outcome:

- Hole punch from the automatic document feeder (ADF)
- Hole punch from a Windows® application using an HP UPD print driver or HP PCL 6 and HP PCL-6 V4 printer-specific print drivers
- Hole punch from an OS X application using an HP print driver

 **NOTE:** The number of holes available varies by country/region. The possible options are described at the end of this section.

- For countries/regions that use metric measurements, two or four hole options are available with the HP LaserJet booklet finisher and the HP LaserJet inner finisher.
- For countries/regions that use imperial measurements, two or three hole options are available with the HP LaserJet booklet finisher and the HP LaserJet inner finisher.
- For Sweden, there are specific HP LaserJet booklet finisher and the HP LaserJet inner finishers

Hole punch when copying from the automatic document feeder (ADF)

Use these steps to configure the default settings for punching holes in when making copies at the printer.

1. On the printer control panel Home screen, select [Copy](#).



2. Select **Options**.
3. Select **Staple/Hole Punch**, and then select the position and number of holes to punch.



NOTE: Available options can vary, and depend on the specific printer and finishing accessory involved.

4. Select **OK**.
5. From the **Copy** screen, enter the number of needed copies in the **Copies** box.
6. Select **Copy** to complete the job.

Hole punch when printing from a Windows® application using an HP UPD print driver or HP PCL 6 and HP PCL-6 V4 printer specific print drivers

1. In the application, select **File** and then **Print**.
2. Click **Printer Properties** or **Printer Preferences** depending on the application the job will print from.
3. In the **Properties** dialog box, click the **Output** tab, and from the **Punch** drop-down menu, select the appropriate hole punch output. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:



NOTE: Available options can vary, and depend on the specific printer and finishing accessory involved.

| Hole punch location | 2/3 Hole Puncher | 2/4 Hole Puncher |
|---------------------|------------------|------------------|
| None | ✓ | ✓ |
| Two left or top | ✓ | ✓ |
| Two left | ✓ | ✓ |
| Two right | ✓ | ✓ |
| Two top | ✓ | ✓ |
| Two bottom | ✓ | ✓ |
| Three left | ✓ | |
| Three top | ✓ | |
| Three right | ✓ | |
| Three top | ✓ | |
| Three left or top | ✓ | |
| Four left | | ✓ |
| Four right | | ✓ |

| Hole punch location | 2/3 Hole Puncher | 2/4 Hole Puncher |
|---------------------|------------------|------------------|
| Four top | | ✓ |
| Four left or top | | ✓ |

 **NOTE:** Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

- Click **OK** and then **Print**.

Hole punch when printing from an OS X application using an HP print driver

- In the application select **File**, click **Print**, and select the appropriate printer in the **Printer** drop-down menu.
- Just below **Orientation**, in the drop down menu, select **Finishing**.
- Select the **Punch** drop-down menu, and select the appropriate punch option. The following hole punch options are available for either a 2/3 Hole Puncher or 2/4 Hole Puncher:

 **NOTE:** Available options can vary, and depend on the specific printer and finishing accessory involved.

| Hole punch location | 2/3 Hole Puncher | 2/4 Hole Puncher |
|---------------------|------------------|------------------|
| None | ✓ | ✓ |
| Two left or top | ✓ | ✓ |
| Two left | ✓ | ✓ |
| Two right | ✓ | ✓ |
| Two top | ✓ | ✓ |
| Two bottom | ✓ | ✓ |
| Three left | ✓ | |
| Three top | ✓ | |
| Three right | ✓ | |
| Three top | ✓ | |
| Three left or top | ✓ | |
| Four left | | ✓ |
| Four right | | ✓ |
| Four top | | ✓ |
| Four left or top | | ✓ |



NOTE: Not all options are available. Available options depend on whether the hole punch accessory is a 2/3 or 2/4 hole puncher.

4. Click **Print**.

Output options

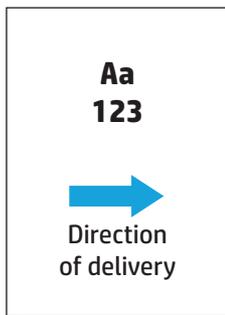
- [Introduction](#)
- [Hole punch only output options](#)
- [Hole punch and staple output options](#)

Introduction

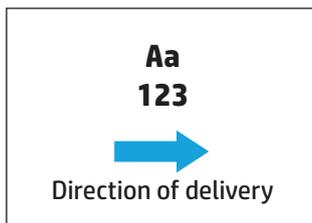
The printer paper handling accessories have various hole punch and staple options for different paper types.

The printer output option tables indicate the direction the paper is loaded in the tray and what the output will be:

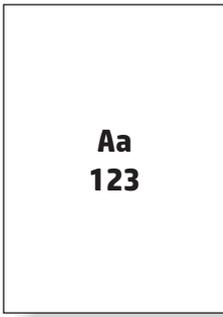
- Feed orientation: long edge feed or short edge feed
 - Long edge feed orientation



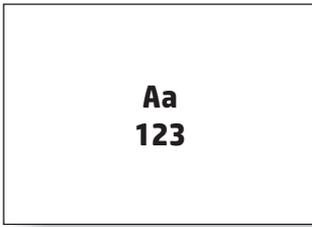
- Short edge feed orientation



- Document orientation: portrait or landscape
 - Portrait document orientation



- Landscape document orientation



- Finishing: staple, hole punch, or both

Some output device options are not supported and are indicated as such in the output options tables. Some drivers will allow these unsupported choices to be selected in the driver. For options that are not supported, the job will print but no output paper handling, such as hole punch or staple, will be performed.

 **NOTE:** The following tables are examples of supported features.

Hole punch only output options

2 hole punch

The following hole punch option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 1 Two hole punch options by paper size – Long edge tray feed orientation

| Paper size | Image orientation | Two Hole Punch Left or Top | Two Hole Punch Left | Two Hole Punch Right | Two Hole Punch Top | Two Hole Punch Bottom |
|--------------------------------------|-------------------|----------------------------|---------------------|----------------------|--------------------|-----------------------|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait | | | | Not supported | Not supported |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape | | Not supported | Not supported | | |

Table 2 Two hole punch options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Two Hole Punch Left or Top | Two Hole Punch Left | Two Hole Punch Right | Two Hole Punch Top | Two Hole Punch Bottom |
|--|-------------------|----------------------------|---------------------|----------------------|--------------------|-----------------------|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait | | Not supported | Not supported | | |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape | | | | Not supported | Not supported |
| Ledger 279 x 432 mm (11 x 17 in) | | | | | | |
| A3 297 x 420 mm (11.7 x 16.5 in) | | | | | | |
| Legal 216 x 356 mm (8.5 x 14 in) | | | | | | |
| Oficio 216 x 340 mm (8.5 x 13.4 in) | | | | | | |

3 hole punch

The following hole punch option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A

- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 3 Three hole punch options by paper size – Long edge tray feed orientation

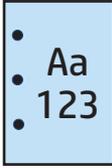
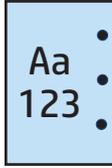
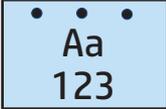
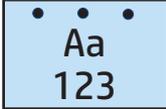
| Paper size | Image orientation | Three Hole Punch Top or Left | Three Hole Punch Left | Three Hole Punch Right | Three Hole Punch Top Right |
|--|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in) | Portrait |  |  |  | Not supported |
| | Landscape |  | Not supported | Not supported |  |

Table 4 Three hole punch options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Three Hole Punch Top or Left | Three Hole Punch Left | Three Hole Punch Right | Three Hole Punch Top Right |
|--|-------------------|---|---|---|--|
| Ledger 279 x 432 mm (11 x 17 in) A3 297 x 420 mm (11.7 x 16.5 in) | Portrait |  | Not supported | Not supported |  |
| | Landscape |  |  |  | Not supported |

4 hole punch

The following hole punch option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 5 Four hole punch options by paper size – Long edge tray feed orientation

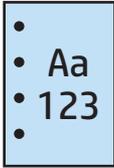
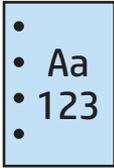
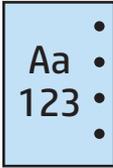
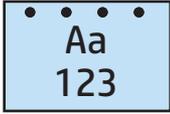
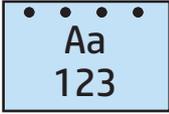
| Paper size | Image orientation | Four Hole Punch Left or Top | Four Hole Punch Left | Four Hole Punch Right | Four Hole Punch Top |
|--------------------------------------|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait |  |  |  | Not supported |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |

Table 6 Four hole punch options by paper size – Short edge tray feed orientation

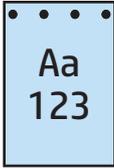
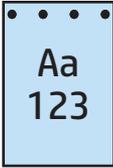
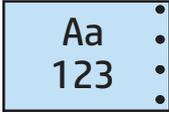
| Paper size | Image orientation | Four Hole Punch Left or Top | Four Hole Punch Left | Four Hole Punch Right | Four Hole Punch Top |
|-------------------------------------|-------------------|--|--|--|---|
| Ledger 279 x 432 mm (11 x 17 in) | Portrait |  | Not supported | Not supported |  |
| A3 297 x 420 mm (11.7 x 16.5 in) | Landscape |  |  |  | Not supported |

Table 7 Swedish four hole punch options by paper size – Long edge tray feed orientation

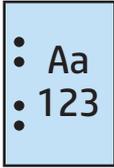
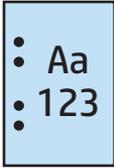
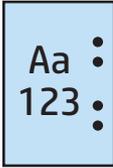
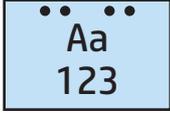
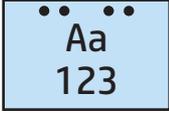
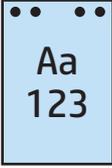
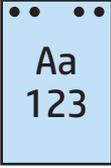
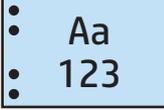
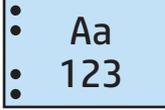
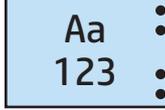
| Paper size | Image orientation | Four Hole Punch Left or Top | Four Hole Punch Left | Four Hole Punch Right | Four Hole Punch Top |
|--------------------------------------|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait |  |  |  | Not supported |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |

Table 8 Swedish four hole punch options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Four Hole Punch Left or Top | Four Hole Punch Left | Four Hole Punch Right | Four Hole Punch Top |
|--|-------------------|---|---|---|---|
| Ledger 279 x 432 mm (11 x 17 in) A3 297 x 420 mm (11.7 x 16.5 in) | Portrait |  | Not supported | Not supported |  |
| | Landscape |  |  |  | Not supported |

 **NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

Hole punch and staple output options

 **NOTE:** The hole punch and staple combinations below are the options supported in the print driver. For full printer stapler information, see the “How to automatically staple printed pages” document.

2 hole punch and 1 staple

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 9 Two hole punch and one staple options by paper size – Long edge tray feed orientation

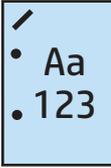
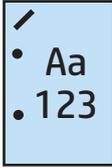
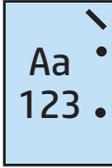
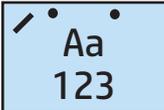
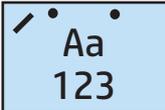
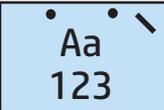
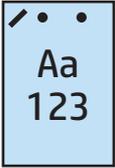
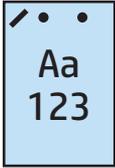
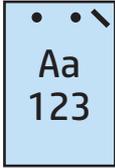
| Paper size | Image orientation | One Staple Left, Two Hole Top or Left | One Staple Left, Two Hole Left | One Staple Right, Two Hole Right | One Staple Left, Two Hole Top | One Staple Right, Two Hole Top |
|--|-------------------|---|---|--|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in) | Portrait |  |  |  | Not supported | Not supported |
| | Landscape |  | Not supported | Not supported |  |  |

Table 10 Two hole punch and one staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | One Staple Left, Two Hole Top or Left | One Staple Left, Two Hole Left | One Staple Right, Two Hole Right | One Staple Left, Two Hole Top | One Staple Right, Two Hole Top |
|---|-------------------|---|---|--|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in) | Portrait |  | Not supported | Not supported |  |  |
| Ledger 279 x 432 mm (11 x 17 in) A3 297 x 420 mm (11.7 x 16.5 in) Legal 216 x 356 mm (8.5 x 14 in) Oficio 216 x 340 mm (8.5 x 13.4 in) | Landscape |  |  |  | Not supported | Not supported |

2 hole punch and 2 staples

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 11 Two hole punch and two staple options by paper size – Long edge tray feed orientation

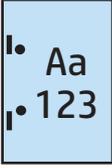
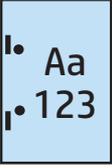
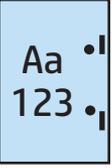
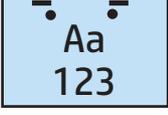
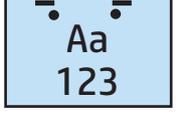
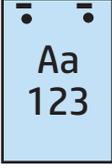
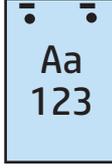
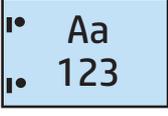
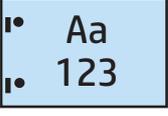
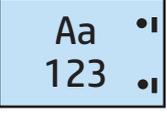
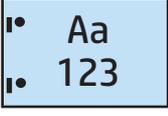
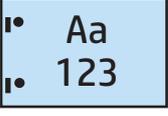
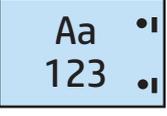
| Paper size | Image orientation | Two Staples Left or Top, Two Hole Punch Left or Top | Two Staples Left, Two Hole Punch Left | Two Staples Right, Two Hole Right | Two Staples Top, Two Hole Top |
|--------------------------------------|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait |  |  |  | Not supported |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |

Table 12 Two hole punch and two staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Two Staples Left or Top, Two Hole Punch Left or Top | Two Staples Left, Two Hole Punch Left | Two Staples Right, Two Hole Right | Two Staples Top, Two Hole Top |
|--|-------------------|--|--|--|---|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait |  | Not supported | Not supported |  |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape |  |  |  | Not supported |
| Ledger 279 x 432 mm (11 x 17 in) | |  |  |  | |
| A3 297 x 420 mm (11.7 x 16.5 in) | | | | | |
| Legal 216 x 356 mm (8.5 x 14 in) | | | | | |
| Oficio 216 x 340 mm (8.5 x 13.4 in) | | | | | |

3 hole punch and 1 staple

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A

- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 13 Three hole punch and one staple options by paper size – Long edge tray feed orientation

| Paper size | Image orientation | One Staple Left, Three Hole Left or Top | One Staple Left, Three Hole Left | One Staple Right, Three Hole Right | One Staple Left, Three Hole Top | One Staple Right, Three Hole Top |
|--|-------------------|---|----------------------------------|------------------------------------|---------------------------------|----------------------------------|
| Letter 216 x 279 mm (8.5 x 11 in) A4 210 x 297 mm (8.3 x 11.7 in) | Portrait | | | | Not supported | Not supported |
| | Landscape | | Not supported | Not supported | | |

Table 14 Three hole punch and one staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | One Staple Left, Three Hole Left or Top | One Staple Left, Three Hole Left | One Staple Right, Three Hole Right | One Staple Left, Three Hole Top | One Staple Right, Three Hole Top |
|--|-------------------|---|----------------------------------|------------------------------------|---------------------------------|----------------------------------|
| Ledger 279 x 432 mm (11 x 17 in) A3 297 x 420 mm (11.7 x 16.5 in) | Portrait | | Not supported | Not supported | | |
| | Landscape | | | | Not supported | Not supported |

NOTE: Letter and A4 paper sizes are not supported in short edge feed.

3 hole punch and 2 staples

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

The following hole punching and stapling options table applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A

- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 15 Three hole punch and two staple options by paper size – Long edge tray feed orientation

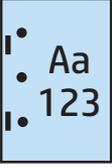
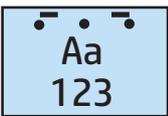
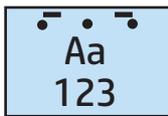
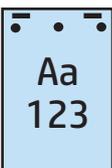
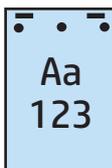
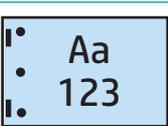
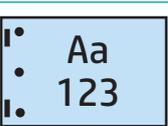
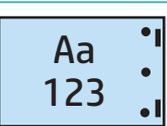
| Paper size | Image orientation | Two Staples Left or Top, Three Hole Punch Left or Top | Two Staples Left, Three Hole Punch Left | Two Staples Right, Three Hole Right | Two Staples Top, Three Hole Top |
|--------------------------------------|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) | Portrait |  |  |  | Not supported |
| A4 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |

Table 16 Three hole punch and two staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Two Staples Left or Top, Three Hole Punch Left or Top | Two Staples Left, Three Hole Punch Left | Two Staples Right, Three Hole Right | Two Staples Top, Three Hole Punch Top |
|-------------------------------------|-------------------|---|---|---|--|
| Ledger 279 x 432 mm (11 x 17 in) | Portrait |  | Not supported | Not supported |  |
| A3 297 x 420 mm (11.7 x 16.5 in) | Landscape |  |  |  | Not supported |

 **NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

4 hole punch and 1 staple

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A

- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 17 Four hole punch and one staple options by paper size – Long edge tray feed orientation

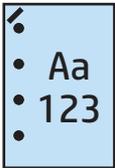
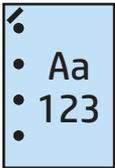
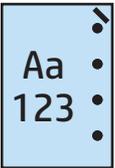
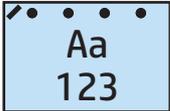
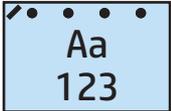
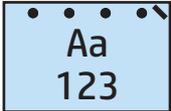
| Paper size | Image orientation | One Staple Left, Four Hole Punch Left or Top | One Staple Left, Four Hole Punch Left | One Staple Right, Four Hole Punch Right | One Staple Left, Four Hole Punch Top | One Staple Right, Four Hole Punch Top |
|--|-------------------|---|---|--|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 | Portrait |  |  |  | Not supported | Not supported |
| 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |  |

Table 18 Four hole punch and one staple options by paper size – Short edge tray feed orientation

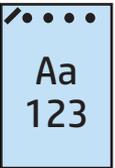
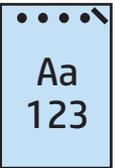
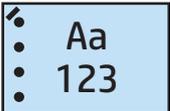
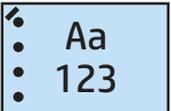
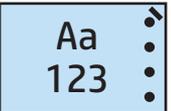
| Paper size | Image orientation | One Staple Left, Four Hole Punch Left or Top | One Staple Left, Four Hole Punch Left | One Staple Right, Four Hole Punch Right | One Staple Left, Four Hole Punch Top | One Staple Right, Four Hole Punch Top |
|---|-------------------|---|---|--|--|--|
| Ledger 279 x 432 mm (11 x 17 in) A3 | Portrait |  | Not supported | Not supported |  |  |
| 297 x 420 mm (11.7 x 16.5 in) | Landscape |  |  |  | Not supported | Not supported |

Table 19 Swedish four hole punch and one staple options by paper size – Long edge tray feed orientation

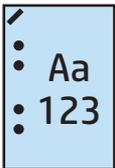
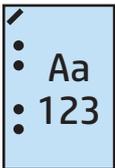
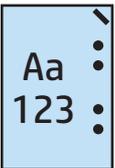
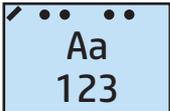
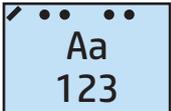
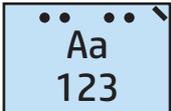
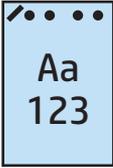
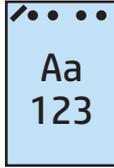
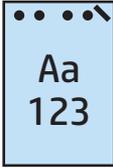
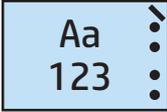
| Paper size | Image orientation | One Staple Left, Four Hole Punch Left or Top | One Staple Left, Four Hole Punch Left | One Staple Right, Four Hole Punch Right | One Staple Left, Four Hole Punch Top | One Staple Right, Four Hole Punch Top |
|--|-------------------|---|---|--|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 | Portrait |  |  |  | Not supported | Not supported |
| 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |  |

Table 20 Swedish four hole punch and one staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | One Staple Left, Four Hole Punch Left or Top | One Staple Left, Four Hole Punch Left | One Staple Right, Four Hole Punch Right | One Staple Left, Four Hole Punch Top | One Staple Right, Four Hole Punch Top |
|---|-------------------|---|---|--|---|---|
| Ledger 279 x 432 mm (11 x 17 in) A3 | Portrait |  | Not supported | Not supported |  |  |
| 297 x 420 mm (11.7 x 16.5 in) | Landscape |  |  |  | Not supported | Not supported |

 **NOTE:** Letter and A4 paper sizes are not supported in short edge feed.

4 hole punch and 2 staples

The following hole punch and staple option tables by paper size for this printer series applies to these devices:

- HP LaserJet Hole Punch 2/3 Accessory—Y1G10A
- HP LaserJet Hole Punch 2/4 Accessory—Y1G11A
- HP LaserJet Hole Punch Swedish Accessory—Y1G12A
- HP LaserJet Inner Finisher Hole2/3 Punch—Y1G02A
- HP LaserJet Inner Finisher Hole2/4 Punch—Y1G03A
- HP LaserJet Inner Finisher Swedish Punch—Y1G04A

Table 21 Four hole punch and two staple options by paper size – Long edge tray feed orientation

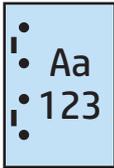
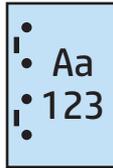
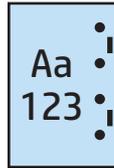
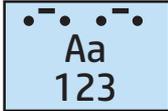
| Paper size | Image orientation | Two Staple Left or Top, Four Hole Punch Left or Top | Two Staples Left, Four Hole Punch Left | Two Staples Right, Four Hole Punch Right | Two Staple Top, Four Hole Punch Top |
|--|-------------------|---|---|---|---|
| Letter 216 x 279 mm (8.5 x 11 in) A4 | Portrait |  |  |  | Not supported |
| 210 x 297 mm (8.3 x 11.7 in) | Landscape |  | Not supported | Not supported |  |

Table 22 Four hole punch and two staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Two Staples Left or Top, Four Hole Punch Left or Top | Two Staples Left, Four Hole Punch Left | Two Staples Right, Four Hole Punch Right | Two Staple Top, Four Hole Punch Top |
|---|-------------------|--|--|--|-------------------------------------|
| Ledger 279 x 432 mm (11 x 17 in) A3 | Portrait | | Not supported | Not supported | |
| 297 x 420 mm (11.7 x 16.5 in) | Landscape | | | | Not supported |

Table 23 Swedish four hole punch and two staple options by paper size – Long edge tray feed orientation

| Paper size | Image orientation | Two Staple Left or Top, Four Hole Punch Left or Top | Two Staples Left, Four Hole Punch Left | Two Staples Right, Four Hole Punch Right | Two Staple Top, Four Hole Punch Top |
|--|-------------------|---|--|--|-------------------------------------|
| Letter 216 x 279 mm (8.5 x 11 in) A4 | Portrait | | | | Not supported |
| 210 x 297 mm (8.3 x 11.7 in) | Landscape | | Not supported | Not supported | |

Table 24 Swedish four hole punch and two staple options by paper size – Short edge tray feed orientation

| Paper size | Image orientation | Two Staples Left or Top, Four Hole Punch Left or Top | Two Staples Left, Four Hole Punch Left | Two Staples Right, Four Hole Punch Right | Two Staple Top, Four Hole Punch Top |
|---|-------------------|--|--|--|-------------------------------------|
| Ledger 279 x 432 mm (11 x 17 in) A3 | Portrait | | Not supported | Not supported | |
| 297 x 420 mm (11.7 x 16.5 in) | Landscape | | | | Not supported |

NOTE: Letter and A4 paper sizes are not supported in short edge feed.