



## HP LaserJet Enterprise M806, M830, M855, and M880 - How to use the staple/collate feature (optional finishing accessory)

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### Introduction

Use the staple/collate feature to assemble and staple pages in the same order as the original document. When printing or copying, use the collate option to assemble the pages in the correct order in each set of copies. If the product has a stapler installed, options are available for stapling. HP products with the staple/collate accessory installed provide several options to staple copied sheets, and some of those options also include hole punching. Learn which staple/collate option to use for the appropriate outcome:

- Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory
- Staple/collate when printing from a Windows® application (optional accessory) using an HP UPD print driver or HP PCL 6 product specific print driver
- Staple/collate when printing from an OS X application (optional accessory) using an HP print driver

If the product has a stapler installed, select a staple option.

### Device output options

#### Introduction

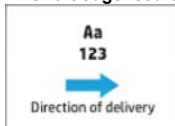
The HP LaserJet Enterprise M806, HP LaserJet Enterprise flow MFP M830, HP Color LaserJet Enterprise M855, and HP Color LaserJet Enterprise flow MFP M880 paper handling accessories have various staple and hole punch options for different paper types.

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

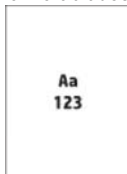
- Feed orientation: long edge feed or short edge feed
  - Long edge feed orientation
    - 1: Long edge feed orientation – Arrow indicates feed direction into product**



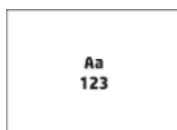
- Short edge feed orientation
  - 2: Short edge feed orientation – Arrow indicates feed direction into product**



- Document orientation: portrait or landscape
  - Portrait document orientation
    - 3: Portrait document orientation**



- Landscape document orientation
  - 4: Landscape document orientation**



- Finishing: staple, hole punch, or both

Some output device options are not supported and are indicated as such in the device output options tables. Some drivers will not allow these supported 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.

The following tables are examples of supported features.

## Staple only output options

### 1 Staple

The following staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker — Mailbox Mode — CZ994A
- HP Stapler/Stacker — Stacker Mode — CZ994A
- HP Stapler/Stacker — with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker — with 2/3 Hole Puncher — Stacker Mode — CZ995A
- HP Stapler/Stacker — with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker — with 2/4 Hole Puncher — Stacker Mode — CZ996A
- HP Booklet Maker/Finisher — Mailbox Mode — CZ285A
- HP Booklet Maker/Finisher — Stacker Mode — CZ285A

The following staple option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker — Mailbox Mode — A2W80A
- HP Stapler/Stacker — Stacker Mode — A2W80A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher — Mailbox Mode — A2W83A
- HP Booklet Maker/Finisher — Stacker Mode — A2W83A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Stacker Mode — CZ999A

**One staple stapling options by paper size – Long edge tray feed orientation**

Paper size	Image orientation	One staple left	One staple right
Letter 216 x 279 mm A4 210 x 297 mm	Portrait	<input checked="" type="checkbox"/>	
	Landscape		

Some paper types do not support stapling:

- Heavy envelope
- Labels
- Transparency
- Envelope
- User types 1 to 10

**One staple stapling options by paper size – Short edge tray feed orientation**

Paper size	Image orientation	One staple left	One staple right
Letter 216 x 279 mm A4 210 x 297 mm Ledger 279 x 432 mm A3 297 x 420 mm B4 (JIS) 257 x 364 mm Legal 216 x 330 mm Oficio 216 x 340 mm 8K 270 x 390 mm	Portrait	<input checked="" type="checkbox"/>	
	Landscape		

### 2 Staples

The following staple option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker — Mailbox Mode — CZ994A
- HP Stapler/Stacker — Stacker Mode — CZ994A
- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — CZ996A
- HP Booklet Maker/Finisher — Mailbox Mode — CZ285A
- HP Booklet Maker/Finisher — Stacker Mode — CZ285A

The following staple option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker — Mailbox Mode — A2W80A
- HP Stapler/Stacker — Stacker Mode — A2W80A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher — Mailbox Mode — A2W83A
- HP Booklet Maker/Finisher — Stacker Mode — A2W83A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Stacker Mode — CZ999A

#### Two staples stapling options by paper size – Long edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top	Two Staples Left	Two Staples Right	Two Staples Top
Letter 216 x 279 mm A4 210 x 297 mm	Portrait	Aa 123	Aa 123	Aa 123	Not supported
	Landscape	Aa 123	Not supported	Not supported	Aa 123

Some paper types do not support stapling:

- Heavy envelope
- Labels
- Transparency
- Envelope
- User type 1 to 10

#### Two staples stapling options by paper size – Short edge tray feed orientation

Paper size	Image orientation	Two Staples Left or Top	Two Staples Left	Two Staples Right	Two Staples Top
Letter 216 x 279 mm A4 210 x 297 mm Ledger 279 x 432 mm A3 279 x 420 mm B4 (JIS) 257 x 364 mm Legal 216 x 330 mm Oficio 216 x 340 mm 8K 270 x 390 mm	Portrait	Aa 123	Not supported	Not supported	Aa 123
	Landscape	Aa 123	Aa 123	Aa 123	Not supported

#### Staple and hole punch output options

##### 1 Staple and 2 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

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

- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — CZ996A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Stacker Mode — CZ999A

**One staple and two hole punch 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 A4 210 x 297 mm	Portrait				Not supported	Not supported
	Landscape		Not supported	Not supported		

**One staple and two hole punch 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 A4 210 x 297 mm Ledger 279 x 432 mm A3 279 x 420 mm Legal 216 x 330 mm Oficio 216 x 340 mm	Portrait		Not supported	Not supported		
	Landscape				Not supported	Not supported

**1 Staple and 3 hole punch**

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A

**One staple and three hole punch 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 A4 210 x 297 mm	Portrait				Not supported	Not supported
	Landscape		Not supported	Not supported		

**One staple and three hole punch 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 A3 279 x 420 mm	Portrait		Not supported	Not supported		
	Landscape				Not supported	Not supported

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

**1 Staple and 4 hole punch**

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Stacker Mode — CZ999A

**One staple and four hole punch 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 A4 210 x 297 mm	Portrait				Not supported	Not supported
	Landscape		Not supported	Not supported		

**One staple and four hole punch 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 A3 279 x 420 mm	Portrait		Not supported	Not supported		
	Landscape				Not supported	Not supported

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

**2 Staples and 2 hole punch**

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

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

- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A
- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ996A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher 2/3 Hole Puncher — Stacker Mode — A2W84A
- HP Booklet Maker/Finisher 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher 2/4 Hole Puncher — Stacker Mode — CZ999A

**Two staples and two hole punch 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 A4 210 x 297 mm	Portrait				Not supported
	Landscape		Not supported	Not supported	

**Two staples and two hole punch 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 A4 210 x 297 mm Ledger 279 x 432 mm A3 279 x 420 mm Legal 216 x 330 mm Oficio	Portrait		Not supported	Not supported	
	Landscape				Not supported

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
216 x 340 mm					

## 2 Staples and 3 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/3 Hole Puncher — Mailbox Mode — CZ995A
- HP Stapler/Stacker with 2/3 Hole Puncher — Stacker Mode — CZ995A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Mailbox Mode — A2W84A
- HP Booklet Maker/Finisher with 2/3 Hole Puncher — Stacker Mode — A2W84A

### Two staples and three hole punch 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 A4 210 x 297 mm	Portrait				Not supported
	Landscape		Not supported	Not supported	

### Two staples and three hole punch 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 A3 279 x 420 mm	Portrait		Not supported	Not supported	
	Landscape				Not supported

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

## 2 Staples and 4 hole punch

The following staple and hole punch option tables by paper size for the HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — CZ996A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — CZ996A

The following staple and hole punch option tables by paper size for the HP Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 applies to these devices:

- HP Stapler/Stacker with 2/4 Hole Puncher — Mailbox Mode — A2W82A
- HP Stapler/Stacker with 2/4 Hole Puncher — Stacker Mode — A2W82A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Mailbox Mode — CZ999A
- HP Booklet Maker/Finisher with 2/4 Hole Puncher — Stacker Mode — CZ999A

### Two staples and four hole punch 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 A4 210 x 297 mm	Portrait				Not supported
	Landscape		Not supported	Not supported	

### Two staples and four hole punch 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 A3 279 x 420 mm	Portrait		Not supported	Not supported	
	Landscape				Not supported

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

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## Staple/collate when copying from the Automatic Document Feeder (ADF) optional accessory

1. On the product control panel Home screen, touch **Copy**.
2. In the **Copy** screen, touch **Staple/Collate**, and select the position and number of staples. The following staple options are available:
  - None
  - Top left
  - Top right
  - Two left or top
  - Two left
  - Two right
  - Two top
3. Touch **Orientation** to select **Portrait** or **Landscape**, and then touch **OK**.
4. The **Collate** default is to collate. To turn off collate, touch the checked **Collate** check box so the check is no longer there.
5. Touch **OK**.
6. From the **Copy** screen, , enter the number of needed copies in the **Copies** box.
7. Touch **Copy** to complete the job.

## Staple/collate when printing from a Windows® application (optional accessory) using an HP UPD print driver or HP PCL 6 product specific print driver

1. In the application, select **File** and then **Print**.
2. Click **Printer Properties** or **Printer Preferences** depending on the application the job is printing from.
3. In the Document Properties dialog box, click the **Output** tab, and from the **Staple** drop-down menu, select the position and number of staples. The following staple options are available:
  - None
  - One staple left
  - One staple right
  - Two staples left or top
  - Two staples left
  - Two staples right
  - Two staples top
4. Click **OK** and then **Print**.

## Staple/collate when printing from an OS X application using an HP print driver

1. In the application select **File**, click **Print**, and select the appropriate product in the **Printer** drop-down menu.
2. Click the drop-down menu that shows **Copies & Pages**, and select **Finishing**.
3. Select the **Staple** drop-down menu, and select the position and number of staples. The following staple options are available:
  - None
  - One staple left
  - One staple right
  - Two staples left or top
  - Two staples left
  - Two staples right
  - Two staples top
4. Click **Print**.