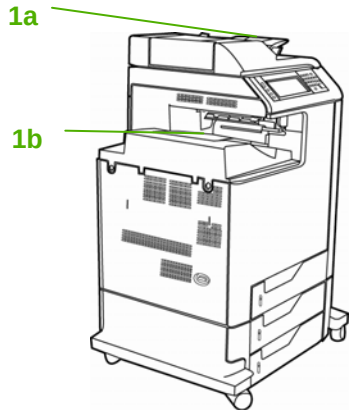
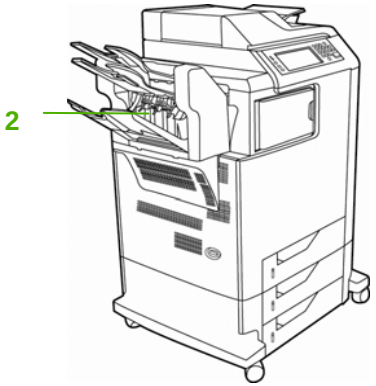
HP Color LaserJet CM4730 MFP – Output Devices

How do I	Steps to perform
1 Use standard output bins	When you scan or copy documents by using the Automatic Document Feeder (ADF), the originals are automatically delivered to the ADF output bin (1a). Copies and print jobs are delivered to the standard output bin (1b) or the output bin(s) on the stapler/stacker or the 3-bin mailbox.



How do I	Steps to perform
2 Use the 3-bin mailbox	If you are using the 3-bin mailbox, three output bins are available. Configure these bins as individual mailboxes, or combine them to function as a single bin to stack documents. The top two bins each hold up to 100 sheets of paper. A sensor stops the MFP when a bin is full. MFP operation continues when you empty or reduce the amount of media in the bin. The lower bin holds up to 500 sheets of paper.



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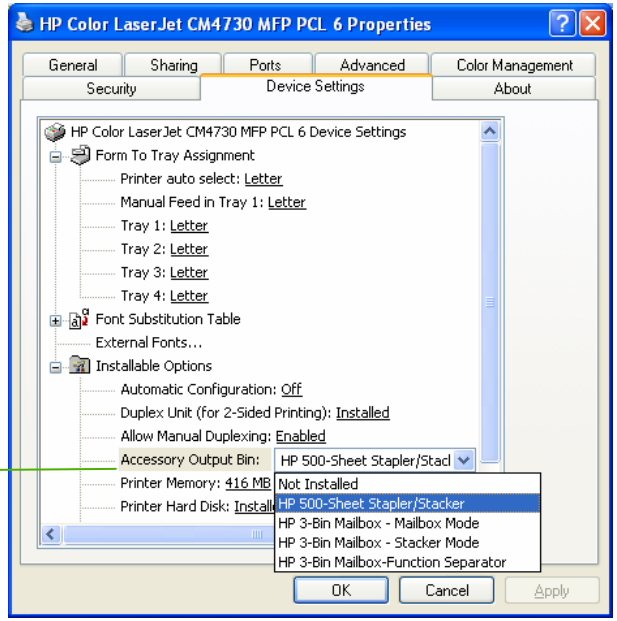
How do I	Steps to perform
3 Use the stapler/stacker	○ It can staple jobs of up to 30 sheets of 75 g/m² (20 lb) paper. ○ It can staple letter-size, A4-size, legal-size paper, Executive (JIS), and 8.5 x 13. ○ It can stack up to 500 sheets of paper. ○ Paper weight can range from 60 to 120 g/m² (16 to 32 lb). ○ If the job consists of only one sheet or more than 30 sheets, the MFP will print the job to the bin, but will not staple the job. ○ It supports paper only.

3

How do I	Steps to perform
4 Configure the printer driver to recognize the 3-bin mailbox or stapler/stacker	a. Open the **Printers** folder. b. Select **HP Color LaserJet CM4730 MFP**. c. On the **File** menu, click on **Properties**. d. Select the **Device Settings** tab. e. Scroll down to **Accessory Output Bin**, select **HP 500-Sheet Stapler/Stacker** or one of the HP 3-Bin Mailbox configurations, and click **Apply**.
5 Configure the device to stop or continue when the staple cartridge is empty	a. Scroll to and touch **Administration**. b. Scroll to and touch **Device Behavior**. c. Scroll to and touch **Stapler/Stacker**. d. Touch **Staples Out**. e. Select **Stop** to stop all printing until the staple cartridge is replaced. Select **Continue** to continue printing jobs without stapling them.

4



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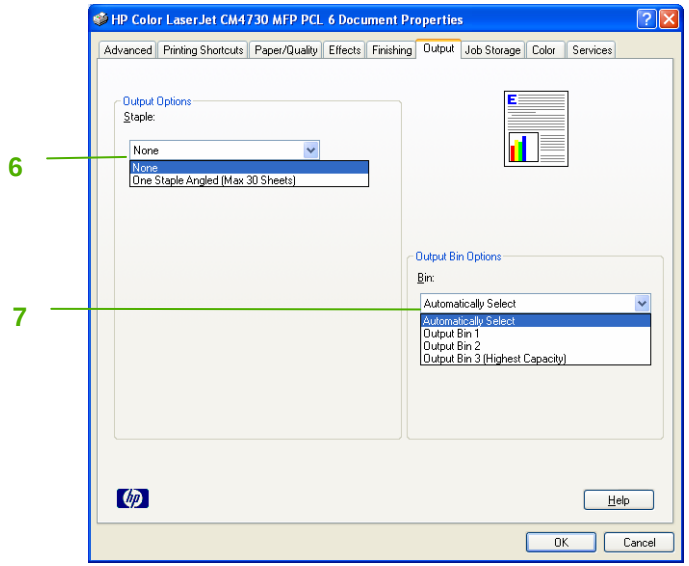
How do I	Steps to perform
6 Set the stapling options for each job (stapler/stacker only)	a. On the **File** menu in the software program, click **Print**. b. Select the driver, and then click **Properties** or **Preferences**. c. Click the **Output** tab. d. In the **Staple** box, select the stapling option that you want to use for the print job. e. Click **OK**.
7 Select an output bin for print jobs (3-bin mailbox only)	a. On the **File** menu in the software program, click **Print**. b. Select the driver, and then click **Properties** or **Preferences**. c. On the **Output** tab, select the output bin from the **Output Bin Options** drop-down menu. d. Click **OK**.



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