## 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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3 Use the stapler/stacker	<ul> <li>It can staple jobs of up to 30 sheets of 75 g/m<sup>2</sup> (20 lb) paper.</li> </ul>
	<ul> <li>It can staple letter-size, A4-size, legal-size paper, Executive (JIS), and 8.5 x 13.</li> </ul>
	<ul> <li>It can stack up to 500 sheets of paper.</li> </ul>
	<ul> <li>Paper weight can range from 60 to 120 g/m<sup>2</sup> (16 to 32 lb).</li> </ul>
	<ul> <li>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.</li> </ul>
	<ul> <li>It supports paper only.</li> </ul>



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General       Sharing       Ports       Advanced       Color Management         Security       Device Settings       About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About         Image: HP Color Laser Jet CM4730 MFP PCL 6 Device Settings       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM4730 MFP PCL 6 Device Settings       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM4730 Methods       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM4730 Methods       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM4730 Methods       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM4730 Methods       HP Setting Jet CM4730 Methods       Image: About Jet CM4730 Methods         Image: HP Setting Jet CM	HP Color LaserJet CM4730 MFP PCL 6 Properties			
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HP Color Laser Jet CM4730 MFP PCL 6 Device Settings     Form To Tray Assignment     Printer auto select: Letter     Manual Feed in Tray 1: Letter     Tray 1: Letter     Tray 2: Letter     Tray 3: Letter     Tray 3: Letter     Tray 4: Letter     Tray 5: Letter     Tray 4: Letter     Tray 5: Letter     Tray 4: Letter     Tray 5: Letter     Tray 4: Letter     Tray 5: Letter     Tray 5: Letter     Tray 5: Letter     Tray 5: Letter     Tray 4: Letter     Tray 5: Le	Security Device Settings About			
Tray 3: Letter Tray 4: Letter Tray 4: Letter Font Substitution Table External Fonts ■ Installable Options Automatic Configuration: Off Duplex Unit (for 2-Sided Printing): Installed Allow Manual Duplexing: Enabled Accessory Output Bin: Printer Memory: 416 MB Not Installed Printer Hard Disk: Install HP 500-Sheet Stapler/Stacker HP 3-Bin Mailbox - Mailbox Mode HP 3-Bin Mailbox - Function Separator	HP Color LaserJet CM4730 MFP PCL 6 Device Settings     Form To Tray Assignment     Printer auto select: Letter     Manual Feed in Tray 1: Letter     Tray 1: Letter     Tray 2: Letter			
Automatic Configuration: <u>Off</u> Duplex Unit (for 2-Sided Printing): <u>Installed</u> Allow Manual Duplexing: <u>Enabled</u> Accessory Output Bin: <u>HP 500-Sheet Stapler/Stacker</u> Printer Hard Disk: <u>Install HP 500-Sheet Stapler/Stacker</u> HP 3-Bin Mailbox - Mailbox Mode     HP 3-Bin Mailbox - Function Separator	Tray 3: Letter Tray 4: Letter Letter External Fonts Tray 1: Letter External Fonts			
Allow Manual Duplexing: Enabled Accessory Output Bin: HP 500-Sheet Stapler/Stacl Printer Memory: <u>416 MB</u> Not Installed Printer Hard Disk: Install HP 500-Sheet Stapler/Stacker HP 3-Bin Mailbox - Stacker Mode HP 3-Bin Mailbox - Function Separator	Automatic Configuration: <u>Orr</u> Duplex Unit (for 2-Sided Printing): <u>Installed</u>			
Printer Memory: <u>416 MB</u> Not Installed Printer Hard Disk: <u>Install HP 500-Sheet Stapler/Stacker</u> HP 3-Bin Mailbox - Mailbox Mode HP 3-Bin Mailbox - Stacker Mode HP 3-Bin Mailbox - Function Separator	Allow Manual Duplexing: <u>Enabled</u> Accessory Output Bin: HP 500-Sheet Stapler/Stacl			
HP 3-Bin Mailbox - Stacker Mode HP 3-Bin Mailbox-Function Separator	Printer Memory: <u>416 MB</u> Not Installed Printer Hard Disk: <u>Install</u> HP 500-Sheet Stapler/Stacker HP 3-Bin Mailbox - Mailbox Mode			
	HP 3-Bin Mailbox - Stacker Mode HP 3-Bin Mailbox - Stacker Mode			

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

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

