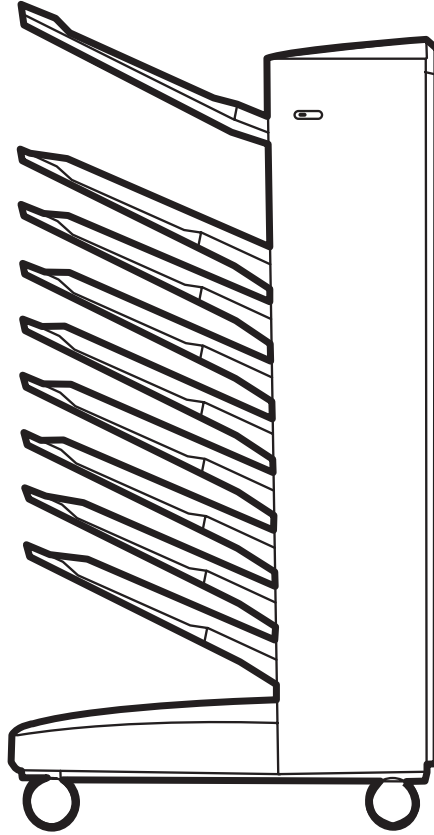


Q5693A  
8-bin Mailbox  
Administrator Guide





# 8-Bin Mailbox Administrator Guide



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# Table of contents

## 1 Product basics

Features .....	2
Identify the MBM parts .....	3
Light patterns .....	4

## 2 Configure the MBM for your work environment

Get started .....	6
Understand the operation modes .....	7
Mailbox .....	7
Stacker .....	7
Job Separator .....	7
Sorter/Collator .....	7
Set an operation mode .....	9
Set the operation mode at the control panel .....	9
Set the operation mode in the printer driver to match the control-panel setting .....	10
Turn off the designated default output bin for copy jobs .....	14
HP LaserJet 9040/9050 Series printer .....	14
HP LaserJet 9040mfp/9050mfp and HP Color LaserJet 9500mfp .....	14
HP LaserJet M9040 MFP and HP LaserJet M9050 MFP .....	14
Assign a default output bin to a user or a group of users for the Mailbox mode .....	15
Microsoft Windows .....	15
Macintosh .....	16
Send a print job to an output bin that is different from the default .....	17
Microsoft Windows .....	17
Macintosh .....	17
Send a copy job to an output bin that is different from the default .....	19

## 3 Problem solving

Resolve common problems .....	22
Control-panel messages .....	24
Clear jams .....	26
Paper-jam locations and parts .....	26
Control-panel messages about jams .....	26
Clear jams in the belt .....	28
Clear jams in the entry area .....	29
Clear jams in the face-up bin and in the flipper .....	30
Clear jams in the delivery head and the face-down bins .....	31

<b>4 Support information</b>	
World Wide Web .....	34
Warranty information .....	35
<b>Appendix A Operation modes summary table</b>	
<b>Appendix B Specifications</b>	
Physical specifications .....	40
Space requirements .....	40
Power requirements and circuit capacity .....	43
Power consumption .....	43
Operating and storage environment .....	44
Supported media .....	45
<b>Appendix C Regulatory information</b>	
Declaration of Conformity .....	48
FCC regulations .....	49
Canadian DOC regulations .....	50
VCCI statement (Japan) .....	50
EMI statement (Korea) .....	50
EMI statement (Taiwan) .....	50
<b>Index .....</b>	<b>51</b>

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# 1 Product basics

The HP 8-bin Mailbox (multibin mailbox, or MBM) makes it easier to share one printer among several users that might be located in different departments or workgroups within a network-shared environment. The MBM attaches to a printer or multifunction peripheral (MFP) and provides multiple output bins that can be assigned to a user or a group of users.

The MBM can be used with any of these HP products:

- HP LaserJet 9040 Series printers
- HP LaserJet 9050 Series printers
- HP LaserJet 9040mfp
- HP LaserJet 9050mfp
- HP Color LaserJet 9500mfp
- HP LaserJet M9040 MFP
- HP LaserJet M9050 MFP

# Features

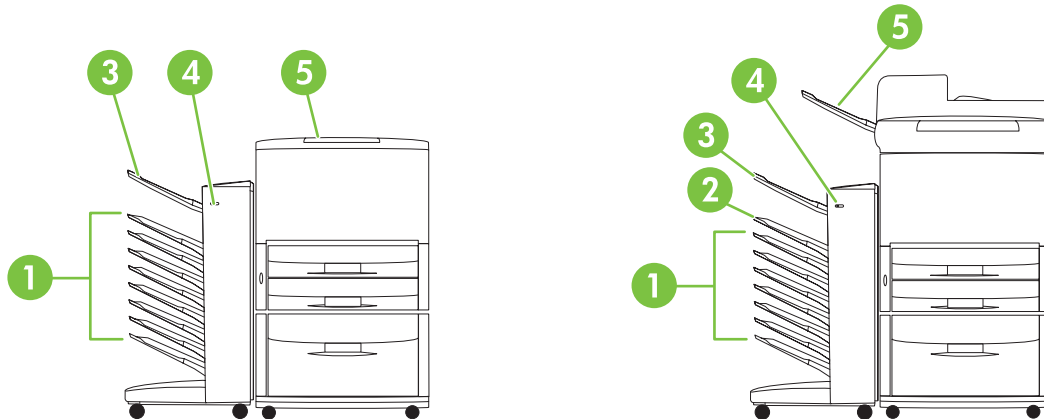
The MBM has the following features:

- The MBM supports printing or copying output at up to 50 pages per minute (ppm).
- The face-up bin (upper-left bin) can hold up to 125 sheets of 75 grams per square meter (g/m<sup>2</sup>) (20-lb bond) paper. Jobs are stacked in reverse order.
- The face-down bins can hold up to 250 sheets of 75 g/m<sup>2</sup> (20-lb bond) paper each. Jobs are stacked in order.
- You can use the MBM as a mailbox, stacker, job separator, or sorter/collator.
  - Mailbox: The eight face-down bins can be assigned to a user or a group of users. All jobs that a user or group of users sends are delivered to their assigned bin. This is the default operation mode.
  - Stacker: The MBM can act as a stacker. With the eight face-down bins, it can stack up to 2,000 sheets of 75 g/m<sup>2</sup> (20-lb bond) paper. Jobs are sent to the lowest available (empty) bin. Large jobs might stack up into the next bin.
  - Job Separator: Jobs are delivered to the first available (empty) bin (a job can include the original and its copies), starting from the top bin to the bottom bin.
  - Sorter/Collator: Copies of a single job are delivered to consecutive bins.
- In addition to supporting all of the media that the output bins support, the face-up bin also supports cardstock, envelopes, labels, and transparencies. For more information about supported media, see [Supported media on page 45](#).



# Identify the MBM parts

Figure 1-1 HP LaserJet printer (left) and HP LaserJet MFP (right)



- 1 **Face-down bins 1 through 8 (printer) or 2 through 8 (MFP):** Each of these bins holds up to 250 sheets. In these bins, the sheets are stacked in the order in which they were printed.

---

- 2 **Face-down bin 1 (copy bin):** Face-down bin 1 is the default bin for some MFP copy jobs. When the MFP is in the mailbox mode, or when the copy-bin option is turned on (enabled) in any of the other operation modes, the copy jobs are delivered to this bin.

---


- 3 **Face-up bin (upper-left bin):** This bin holds up to 125 sheets. In this bin, the sheets are stacked in the reverse order from the order in which they were printed.

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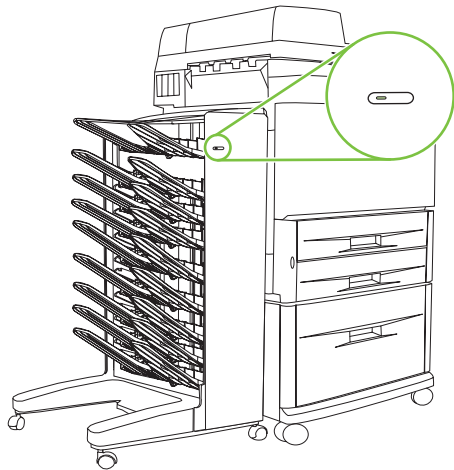
- 4 **User LED:** The user light-emitting diode (LED) indicates the general status of the MBM.

---

- 5 **Standard top bin (printer):** See the documentation that came with your printer for more information about this output bin.  
**ADF (automatic document feeder) output bin (MFP):** See the documentation that came with your MFP for more information about this output bin.

 **NOTE:** For more information about which output bins are designated to received copy and print jobs, see [Get started on page 6](#).

## Light patterns



The user LED, located on the front of the MBM, indicates the status of the MBM. Use the following table to interpret the device status by reading the user LED.

LED state	Indication
Green, solid	The MBM is operating normally.
Green, blinking	The MBM is in Service mode.
Amber, solid	A malfunction has occurred. See the printer or MFP control-panel display and <a href="#">Control-panel messages on page 24</a> for more information.
Amber, blinking	A jam or another error has occurred. Or, the MBM has been removed from the printer or MFP. See the printer or MFP control-panel display and <a href="#">Control-panel messages on page 24</a> for more information.
Off	The MBM is off.


---

## 2 Configure the MBM for your work environment

This chapter contains information about the following topics:

- [Get started](#)
- [Understand the operation modes](#)
- [Set an operation mode](#)
- [Turn off the designated default output bin for copy jobs](#)
- [Assign a default output bin to a user or a group of users for the Mailbox mode](#)
- [Send a print job to an output bin that is different from the default](#)
- [Send a copy job to an output bin that is different from the default](#)

---

 **NOTE:** The illustrations in this section show the text in English. Depending on the operating system that you are using and what settings you have set, your screens might not look like these illustrations.

## Get started

After the printer driver is installed, you have to configure the MBM in the printer driver and at the control panel before you can use it.


Whether the MBM is connected to a printer or MFP, an output bin is set to be the first or only bin to receive copies (the copy bin) or print jobs. See the following table for more information about which output bins are designated to received copy and print jobs. For more information, see [Send a copy job to an output bin that is different from the default on page 19](#).

When the MBM is connected to	Operational mode	Copy bin	Default output bin for copy jobs	Default output bin for print jobs
Printer	• Mailbox mode	(The printer does not produce copies.)	(The printer does not produce copies.)	Standard top bin
	• Stacker mode			
	• Job Separator mode			
	• Sorter/Collator mode			
MFP	Mailbox mode	Not applicable (it is always enabled in the Mailbox mode)	Face-down bin 1	Face-down bins 2 through 8
	• Stacker mode	Enabled (default)	Face-down bin 1	Face-down bins 2 through 8
	• Job Separator mode			
	• Sorter/Collator mode			
	• Stacker mode	Disabled	Face-down bins 1 through 8	Face-down bins 1 through 8
	• Job Separator mode			
	• Sorter/Collator mode			

# Understand the operation modes

The MBM has four operation modes.

---

 **NOTE:** When the MBM is connected to a multifunction peripheral (MFP), the face-down bin 1 is designated for copy jobs (as the default) and is not available in the printer driver. Each of the remaining seven output bins is available in the printer driver. When the operation mode is changed, the printer or MFP restarts

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## Mailbox

The eight face-down bins (seven face-down bins when the MBM is connected to an MFP) can be assigned to individual users or a groups of users. All jobs that a user or group of users sends are delivered to the assigned bin. This is the default operation mode. When the mailbox mode is selected, each output bin is available as an output destination in the printer driver and at the control panel.


The face-up bin (upper-left bin) can hold up to 125 sheets and each face-down bin can hold up to 250 sheets. When an assigned output bin is full, the printer or MFP stops printing until the media in the bin is removed.

## Stacker

The MBM can be used as a stacker. Using the eight face-down bins, it can stack up to 2,000 sheets. Jobs are sent to output bins starting with the lowest available empty face-down bin. When an output bin is full, the current job or a new job is sent into the next available bin until that bin is full. Large jobs might stack up into the next bin. When the Stacker mode is selected, you cannot select which bin to send your job to.

When an output bin is full, the job is automatically delivered to the next available bin. When all of the face-down bins are full, the printer or MFP stops printing and indicates (on the printer or MFP control-panel display) that the stacker is full. In order for the printer or MFP to continue printing, you must remove any media from the top face-down bin (bin 1) first and then continue down.

---

 **NOTE:** Do not remove media from the top face-down bin (bin1) and then attempt to replace it in that bin. The stack order is disrupted when the media is removed and then replaced.

---

## Job Separator

Jobs are delivered to an available (empty) output bin (a job can include the original and its copies), starting from the top bin and continuing to the bottom bin. If no bins are empty, a job is delivered first to the top bin and, if the top bin is full, then to subsequent bins, continuing to the bottom bin. The bin that the job is sent to is considered the destination bin. When the Job Separator mode is selected, you cannot select which bin to send your job to.

When the destination bin is full, the printer or MFP stops printing (even if the other bins are not full). In order for the printer or MFP to continue printing, you must remove the media from the destination bin.

## Sorter/Collator

Each copy of a single print or copy job is delivered to a separate output bin, starting with the top face-down bin and continuing to the bottom bin. When a copy is delivered to the lowest bin, the next copy is delivered to the top face-down bin and the delivery process is repeated. When this mode is selected, you cannot select which bin to send your job to.

If a print or copy job is sent to a bin that is full, the printer or MFP stops printing (even if the other bins are not full). For the printer or MFP to continue printing, you must remove the media from the full bin.

# Set an operation mode

Set the operation mode at the printer or MFP control panel. Then configure the printer driver on all clients so that it matches the operation mode that you set at the control panel.

## Set the operation mode at the control panel

### HP LaserJet 9040/9050 Series printer

1. Use ▲ or ▼ to scroll to **CONFIGURE DEVICE**, and then press ✓.
2. Use ▲ or ▼ to scroll to **MBM-8 CONFIG**, and then press ✓.
3. Use ▲ or ▼ to scroll to **Operation Mode**, and then press ✓.
4. Use ▲ or ▼ to scroll to the operation mode that you want, and then press ✓. The printer turns off and then on.
5. Continue to [Set the operation mode in the printer driver to match the control-panel setting on page 10](#).

### HP LaserJet 9040mfp/9050mfp and HP Color LaserJet 9500mfp

1. Press the **Menu** button.
2. Scroll to and touch **CONFIGURE DEVICE**.
3. Scroll to and touch **MBM-8 CONFIG**.
4. Scroll to and touch **Operation Mode**.
5. Scroll to the operation mode that you want, and then touch **OK**. An asterisk (\*) appears next to your selection. The MFP turns off and then on.
6. Continue to [Set the operation mode in the printer driver to match the control-panel setting on page 10](#).

### HP LaserJet M9040 MFP and HP LaserJet M9050 MFP


1. Scroll to and touch **Administration**.
2. Scroll to and touch **Device Behavior**.
3. Scroll to and touch **MBM-8 CONFIG**.
4. Touch **Operation Mode**.
5. Select the operation mode you want to use, and then touch **Save**. The MFP turns off and then on.
6. Continue to [Set the operation mode in the printer driver to match the control-panel setting on page 10](#).

## Set the operation mode in the printer driver to match the control-panel setting

The operation-mode setting in the printer driver needs to match the operation mode that was selected at the control panel to ensure that print or copy jobs are delivered to the expected destination bin.

### Windows

---

 **NOTE:** To take full advantage of the paper-handling capabilities of the printer/MFP, set the operation mode in the printer driver for each user.

---

1. For Windows® 2000, Windows® XP, Windows Server 2003, and Windows™ Vista computers in classic view, click the **Start** button, point to **Settings**, and then click **Printers**.

For Windows XP and Windows Server 2003 computers in default view, click the **Start** button, and then click **Printers and Faxes**.

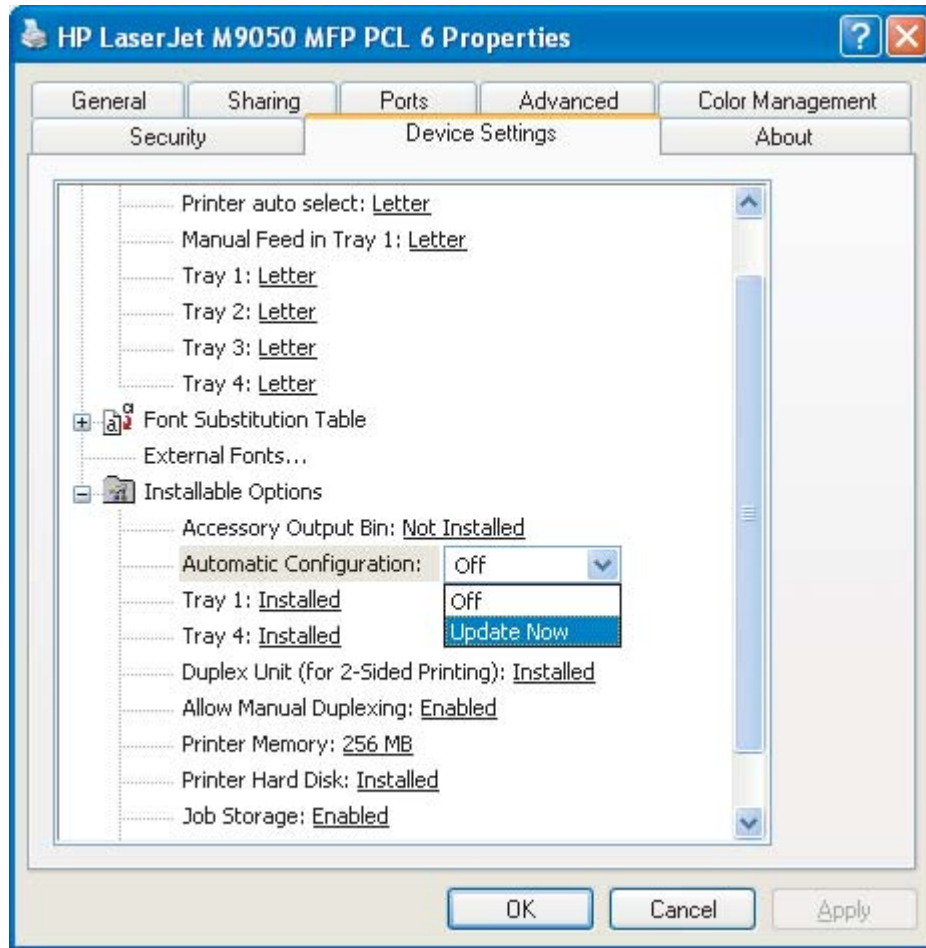
For Windows Vista computers in default view, click the **Start** button, click **Control Panel**, and then click **Printer** under the **Hardware and Sound** category.

2. Right-click the HP product icon, and then click **Properties**.
3. Click the **Device Settings** tab.

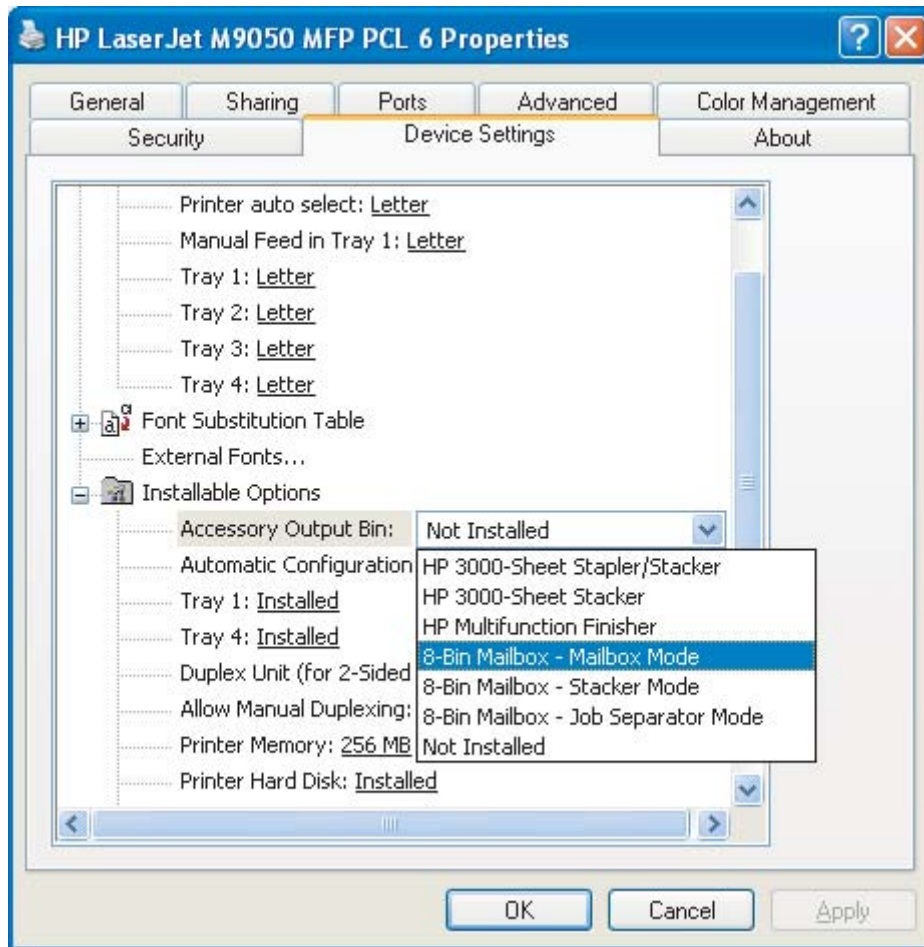


4. Perform one of the following actions:

- For automatic configuration, under **Installable Options**, click **Update Now** in the **Automatic Configuration** list.



- For manual configuration, under **Installable Options**, select the appropriate operation mode in the **Accessory Output Bin** list.

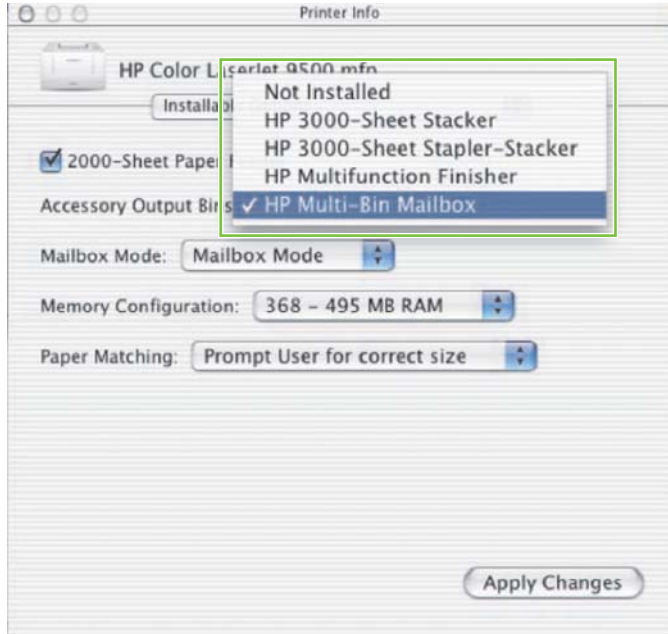


5. Click **OK** to save your settings.

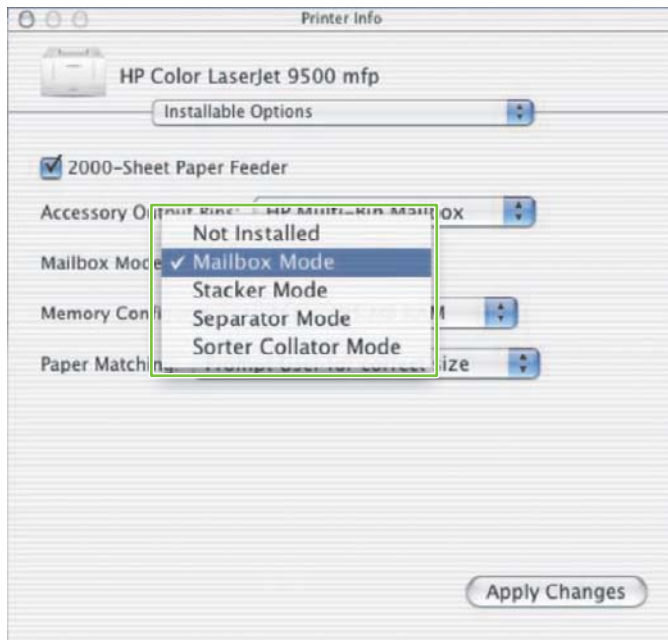
## Mac OS X

1. In the **Apple** menu, click **System Preferences**.
2. In the **System Preferences** dialog box, click **Print & Fax**.
3. Click the **Set Up Printers** button. **Printer List** appears.
4. Select the HP product, and then click **Show Info** on the **Printers** menu.
5. Select the **Installable Options** panel.

6. In the **Accessory Output Bins** list, select **HP Multi-Bin Mailbox**.



7. In the **Mailbox Mode** list, select the appropriate operational mode, and then click **Apply Changes**.




## Turn off the designated default output bin for copy jobs

If the MBM is connected to an MFP, the face-down bin 1 is designated for regular copy jobs in the following operation modes:

- Stacker
- Job Separator
- Sorter/Collator

If the copy bin is turned off, regular copy jobs are sent to face-down bins 1 through 8 for the Stacker, Job Separator, and Sorter/Collator modes.

---

 **NOTE:** This option does not apply to the Mailbox mode. When the Mailbox mode is used, the face-down bin 1 is always used for copy jobs.

---

### HP LaserJet 9040/9050 Series printer

1. Use ▲ or ▼ to scroll to **CONFIGURE DEVICE**, and then press ✓.
2. Use ▲ or ▼ to scroll to **MBM-8 CONFIG**, and then press ✓.
3. Use ▲ or ▼ to scroll to **Copier Bin**, and then press ✓.
4. Use ▲ or ▼ to scroll to the option to turn the copy bin on or off, and then press ✓.

### HP LaserJet 9040mfp/9050mfp and HP Color LaserJet 9500mfp

1. Press the **Menu** button.
2. Scroll to and touch **CONFIGURE DEVICE**.
3. Scroll to and touch **MBM-8 CONFIG**.
4. Scroll to and touch **Copier Bin**.
5. Scroll to the option to turn the copier bin on or off, and then touch **OK**.

### HP LaserJet M9040 MFP and HP LaserJet M9050 MFP

1. Scroll to and touch **Administration**.
2. Scroll to and touch **Device Behavior**.
3. Scroll to and touch **MBM-8 CONFIG**.
4. Touch **Copier Bin**.
5. Touch **Enabled** or **Disabled**, and then touch **Save**.

# Assign a default output bin to a user or a group of users for the Mailbox mode

When the HP 8-bin Mailbox (MBM) is configured as a mailbox, the output bins can be assigned to users or groups of users. This feature is available in the printer driver.

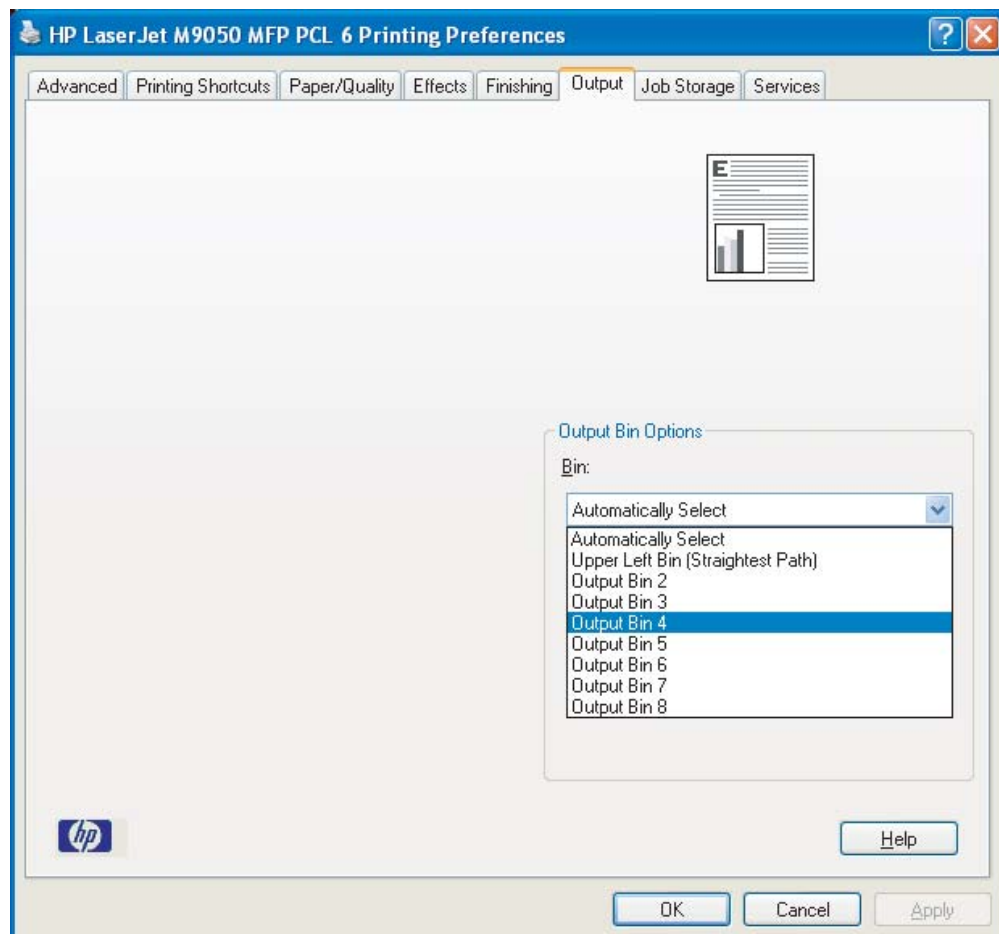
## Microsoft Windows

1. For Windows 2000, Windows XP, Windows Server 2003, and Windows Vista computers in classic view, click the **Start** button, point to **Settings**, and then click **Printers**.

For Windows XP and Windows Server 2003 computers in default view, click the **Start** button, and then click **Printers and Faxes**.

For Windows Vista computers in default view, click the **Start** button, click **Control Panel**, and then click **Printer** under the **Hardware and Sound** category.

2. Right-click the HP product icon, and then click **Printing Preferences**.
3. On the **Output** tab, select the appropriate output bin, and then click **OK**.



4. Repeat steps 1 through 3 for each user.

## Macintosh

You can assign a default output bin to a user or a group of users for the Mailbox mode by creating a preset in the printer driver that specifies the appropriate output bin set.

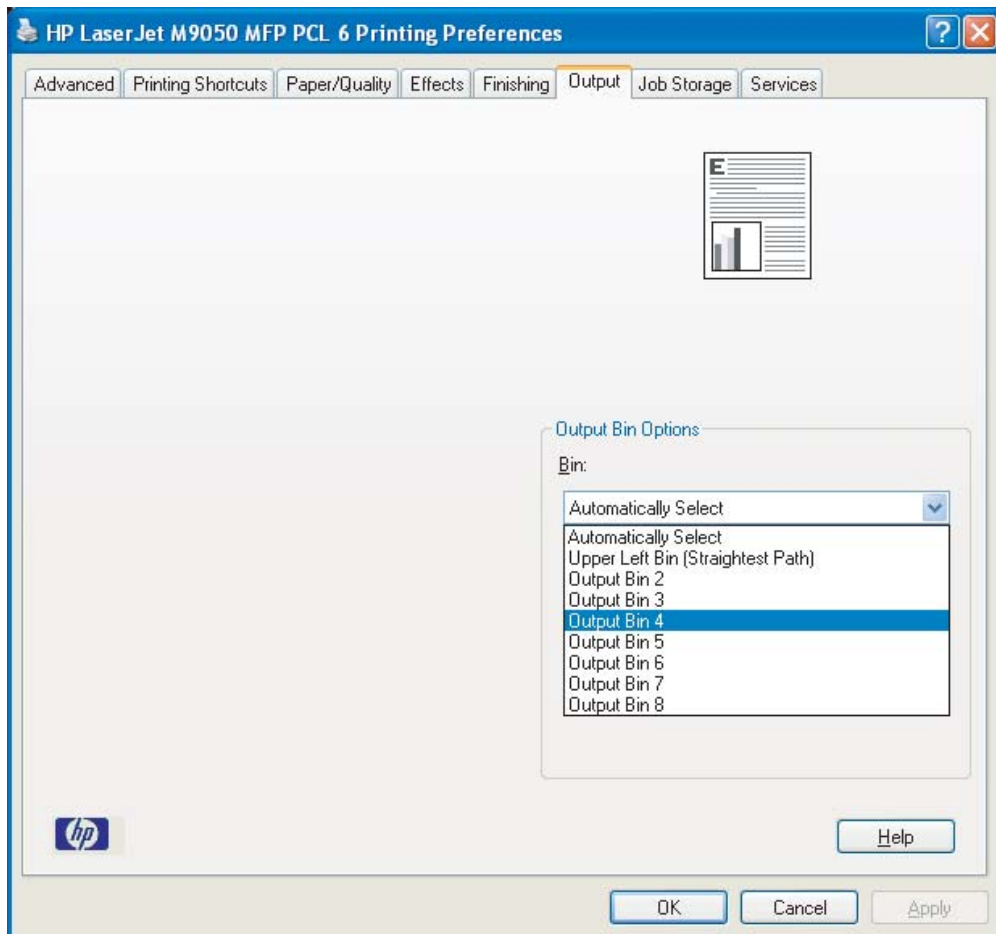
1. At the computer that belongs to the user that you are assigning, open a document and then click **Print** on the **File** menu.
2. Select the appropriate output bin.
3. In the **Presets** pop-up menu, click **Save As**, and then type a name for the preset.

# Send a print job to an output bin that is different from the default

Because you cannot specify a face-down output bin to send your print job to in the Stacker, Job Separator, and Sorter/Collator modes, the bin option for these modes is **Output Bins 1-8** (for printers) or **Output Bins 2-8** (for MFPs). When the MBM is connected to an MFP, output bin 1 is not available in the printer driver.

## Microsoft Windows

1. Open a document, and then click **Print** on the **File** menu.
2. Click **Setup** or **Properties**. (The options might be different for your program.)
3. Click the **Output** or **Destination** tab.
4. In the **Bin** list, select an output bin, and then click **OK**.



## Macintosh

1. On the **File** menu, click **Print**.
2. Select the **Finishing** panel.

3. In the **Output Destination** list, select **8-Bin Mailbox**.
4. In the **Mailbox Options** list, select the appropriate output bin, and then click **Print**.



# Send a copy job to an output bin that is different from the default

## HP LaserJet 9040mfp/9050mfp and HP Color LaserJet 9500mfp

1. Touch the copy icon on the control-panel display.
2. Touch **COPY SETTINGS**, and then touch the **Advanced** tab.
3. Select the output bin for your copy job.

## HP LaserJet M9040 MFP and HP LaserJet M9050 MFP

1. Touch **Copy**.
2. Scroll to and touch **Output Bin**.
3. Choose the output bin.
4. Touch **OK**.

The output bin options that are available for copy jobs differ depending on the operation mode. See the following table for more information.

Operational mode	Copy bin is enabled	Copy bin is disabled
Mailbox mode	UPPER BIN	Not applicable (the face-down bin 1 is always used for copy jobs when the Mailbox mode is set)
	BIN 1 <sup>1</sup>	
	BIN 2	
	BIN 3	
	BIN 4	
	BIN 5	
	BIN 6	
	BIN 7	
BIN 8		
Stacker mode	UPPER BIN (STRAIGHT PATH)	UPPER BIN (STRAIGHT PATH)
Job Separator mode	BIN 1 <sup>1</sup>	BINS 1-8 (CORRECT ORDER) <sup>1</sup>
Sorter/Collator mode	BINS 2-8 (CORRECT ORDER)	

<sup>1</sup> Default bin



---

# 3 Problem solving

## Resolve common problems

Use the information in the following table to resolve common problems that can occur with the MBM.

Problem	Solution
The MBM does not turn on.	<ul style="list-style-type: none"> <li>• Make sure that the power cord is firmly plugged into the 2,000-sheet input tray.</li> <li>• If you are using the MBM with the HP Color LaserJet 9500mfp, make sure that the power cord is firmly plugged into the base of the MFP unit.</li> <li>• Make sure that the MBM communications cable is firmly plugged into the printer or MFP.</li> <li>• Turn the printer or MFP off, check all of the cable connections, and then turn the printer or MFP on.</li> </ul>
The printer or MFP does not recognize the MBM. -OR- The user LED on the MBM is off.	<ul style="list-style-type: none"> <li>• Check the power cord on the MBM.</li> <li>• Make sure that the MBM has been configured in the printer software.</li> <li>• Make sure that the MBM communications cable is firmly plugged into the printer or MFP.</li> <li>• Print a configuration page to see if the MBM is operating normally.</li> <li>• If the printer or MFP still does not recognize the MBM, contact your authorized HP service provider. See <a href="#">Support information on page 33</a>.</li> </ul>
The job went to a different output location than expected.	<ul style="list-style-type: none"> <li>• Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> </ul> <p><b>NOTE:</b> Using media that is outside of HP specifications might cause problems that could require repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.</p> <ul style="list-style-type: none"> <li>• Make sure that the correct output bin is selected in the printer software. For more information about changing settings in the printer software, see the user documentation that came with the printer or MFP.</li> <li>• Print a configuration page and make sure that the operation mode in the printer software matches the information on the configuration page.</li> </ul>
Because the face-down bins are full, the printer or MFP has stopped printing. But when I remove the paper from one of the face-down bins, the printer or MFP does not continue printing the job.	<p>Make sure to remove all of the media, starting with the topmost face-down bin (bin 1) and continuing down. If media is removed starting from any bin other than bin 1, the MBM ignores it.</p> <p><b>NOTE:</b> Do not remove media from the top face-down bin (bin1) and then attempt to replace it in that bin. The stack order is disrupted when the media is removed and then replaced.</p>
The print media jams.	<ul style="list-style-type: none"> <li>• Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> </ul>


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Problem	Solution
Repeated jams occur.	<p data-bbox="879 226 1465 331"><b>NOTE:</b> Using media that is outside of HP specifications might cause problems that could require repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.</p> <ul data-bbox="879 359 1465 407" style="list-style-type: none"><li data-bbox="879 359 1465 407">● Check the cables and connectors between the printer and the MBM.</li></ul> <p data-bbox="879 432 1465 510">Repeated jams that occur when print media travels between the printer or MFP and the MBM might mean that the printer or MFP and the MBM are set up on an uneven floor.</p> <p data-bbox="879 537 1465 585">Level the MBM. See the MBM installation guide for more information about leveling the MBM.</p>

---

# Control-panel messages

The following table explains general control-panel messages that pertain to the MBM.

 **NOTE:** For control-panel messages that pertain to jams that occur when using the MBM, see [Control-panel messages about jams on page 26](#).

Control panel message	Description	Recommended action
UPPER LEFT BIN FULL	The face-up bin (upper-left bin) is full.	Remove all media from the face-up bin.
optional bin 1 full	One or more of the face-down bins are full.	Remove all media from the face-down bins.
optional bin 2 full		
optional bin 3 full		
optional bin 4 full		
optional bin 5 full		
optional bin 6 full		
optional bin 7 full		
optional bin 8 full		
optional bins 1-8 full		
optional bins 2-8 full		
Output paper path open	The MBM is not correctly attached to the printer or MFP on the left side.	<ol style="list-style-type: none"> <li>1. Attach the MBM to the printer or MFP.</li> <li>2. Adjust the casters on the bottom of the MBM to level the MBM. See the MBM installation guide for more information about leveling the MBM.</li> </ol>
13.12.XX	A jam exists in the MBM.	For more information, see <a href="#">Control-panel messages about jams on page 26</a> .
Jam in left accessory		
66.12.60	A problem exists with the delivery-head internal mechanism.	<ol style="list-style-type: none"> <li>1. Move the MBM away from the printer or MFP.</li> <li>2. Verify that all of the output bins are seated correctly.</li> <li>3. Remove any pieces of media that might be obstructing movement of the delivery head. See <a href="#">Paper-jam locations and parts on page 26</a> for the location of the delivery head.</li> <li>4. Reattach the MBM.</li> <li>5. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>
66.12.61		
output device failure		
Check bins of the output device	A problem exists with the up-and-down movement of the delivery head.	<ol style="list-style-type: none"> <li>1. Move the MBM away from the printer or MFP.</li> <li>2. Make sure that all of the output bins are seated properly.</li> </ol>
65.12.70		
65.12.71		

Control panel message	Description	Recommended action
65.22.72		<ol style="list-style-type: none"> <li>3. Make sure that the blind cover is seated correctly. See <a href="#">Paper-jam locations and parts on page 26</a> for the location of the blind cover.</li> <li>4. Remove any media that might obstruct the belt movement. See <a href="#">Paper-jam locations and parts on page 26</a> for the location of the belt.</li> <li>5. Reattach the MBM.</li> <li>6. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>
65.22.73		
output device condition		
66.12.05	An internal malfunction has occurred.	<p>Turn the printer or MFP off and then on again. If the problem persists, call for service. See <a href="#">Support information on page 33</a>.</p>
66.12.06		
66.12.86		
output device failure		

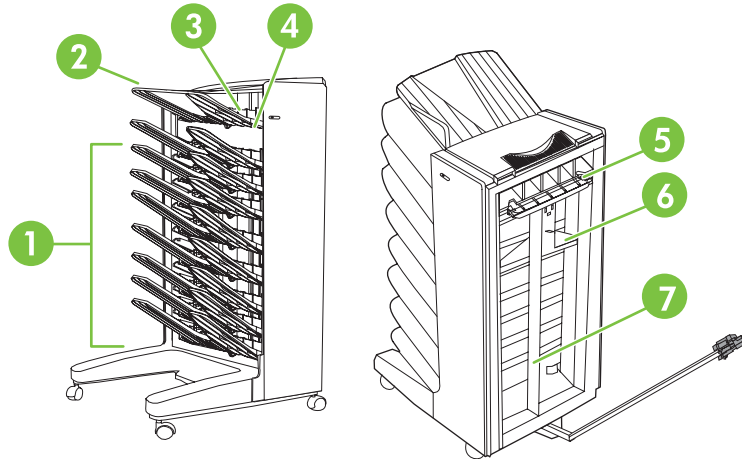
## Clear jams

If the message **Jam in left accessory** appears on the control panel, follow the recommended action in [Control-panel messages about jams on page 26](#).

**NOTE:** When you clear a jam, be very careful not to tear the media. If even a small piece of media is left in the MBM, it can cause additional jams.

## Paper-jam locations and parts

The following illustration shows the MBM parts that might be involved when jams occur.



1	Face-down bins
2	Face-up bin
3	Flipper
4	Blind cover
5	Entry area
6	Delivery head
7	Belt

## Control-panel messages about jams

The following table explains control-panel messages that pertain to jams that occur when using the MBM.

Control panel message	Description	Recommended action
13.12.01	A jam exists in the entry area or the flipper assembly.	1. Move the MBM away from the printer or MFP.
13.12.02		2. Remove the face-up bin.
13.12.03		3. Remove any jammed media from the output area of the printer or MFP and from the entry area or flipper of the MFP.
13.12.04		
13.12.05		

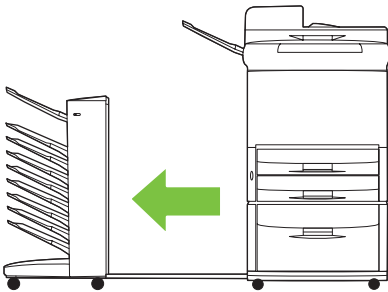


Control panel message	Description	Recommended action
13.12.06 Jam in left accessory		<ol style="list-style-type: none"> <li>4. Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> <li>5. Verify that the face-up bin is correctly installed.</li> <li>6. Reinstall the face-up bin and verify that it is properly seated.</li> <li>7. Reattach the MBM.</li> <li>8. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>
13.12.50 Jam in left accessory	Media is present in the belt or the delivery head.	<ol style="list-style-type: none"> <li>1. Move the MBM away from the printer or MFP.</li> <li>2. Remove any media from the belt.</li> <li>3. Remove any media from the delivery head.</li> <li>4. Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> <li>5. Reattach the MBM.</li> <li>6. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>
13.12.51 Jam in left accessory	A paper jam exists in the belt.	<ol style="list-style-type: none"> <li>1. Move the MBM away from the printer or MFP.</li> <li>2. Remove any media from the belt.</li> <li>3. Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> <li>4. Reattach the MBM.</li> <li>5. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>
13.12.52 13.12.53 13.12.54 Jam in left accessory	A jam exists in the belt or in the delivery head.	<ol style="list-style-type: none"> <li>1. Move the MBM away from the printer or MFP.</li> <li>2. Remove any media from the delivery head.</li> <li>3. Remove any media from the belt.</li> <li>4. Make sure that you are using supported media weights and sizes. For more information, see <a href="#">Supported media on page 45</a>.</li> </ol>

Control panel message	Description	Recommended action
		<ol style="list-style-type: none"> <li>5. Reattach the MBM.</li> <li>6. Wait for the solid green status light to appear on the user LED before you continue printing.</li> </ol>

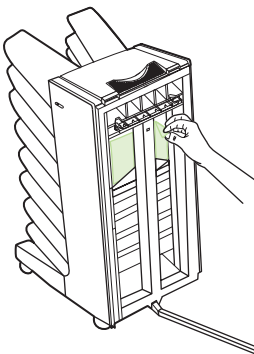
## Clear jams in the belt

1. Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.

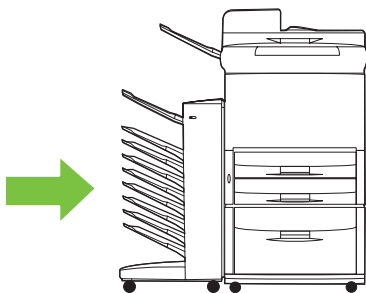


2. Carefully pull the jammed media out of the belt.

△ **CAUTION:** Do not move the delivery head up or down. In addition, do not move or damage the strings attached to the delivery head. Doing so can cause serious damage to the MBM.

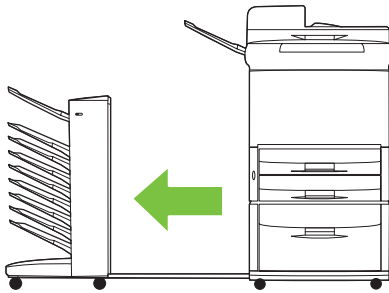


3. Reattach the MBM to the printer or MFP.



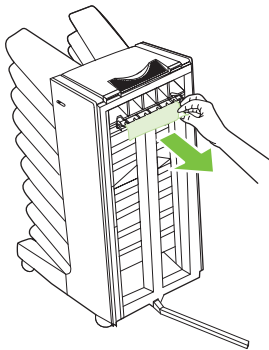
## Clear jams in the entry area

1. Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.

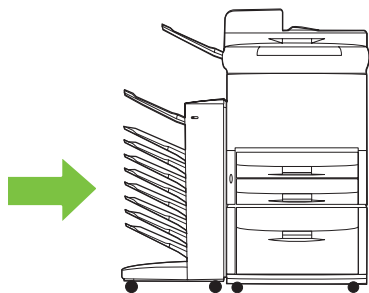


2. Carefully pull the jammed media from the MBM entry area or from the exit area of the printer or MFP.

**⚠ WARNING!** Avoid touching the entry area. It can be hot.

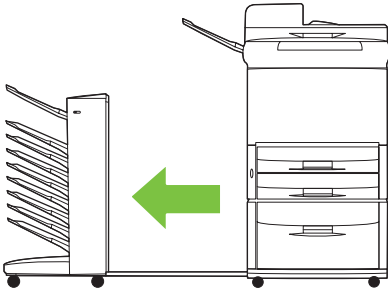


3. Reattach the MBM to the printer or MFP.



## Clear jams in the face-up bin and in the flipper

1. Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.

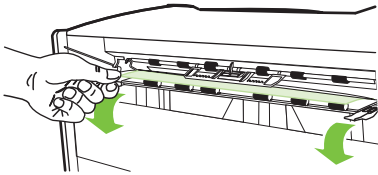


2. Remove the face-up bin (upper-left bin).

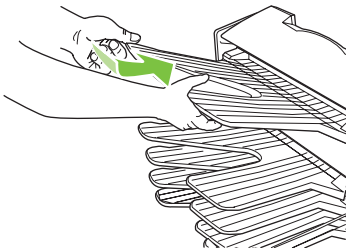


3. Locate the handle in the flipper area and lift the handle. Remove the jammed media.

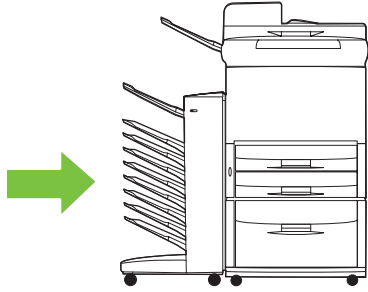
⚠ **WARNING!** Avoid touching the flipper area. It can be hot.



4. Reinstall the face-up bin (upper-left bin).

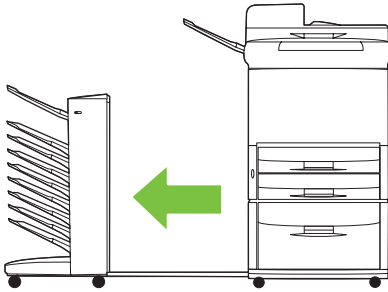


5. Reattach the MBM to the printer or MFP.





## Clear jams in the delivery head and the face-down bins

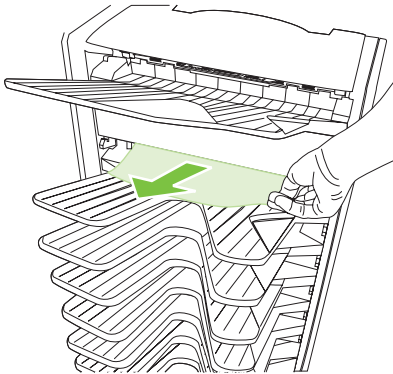
1. Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.



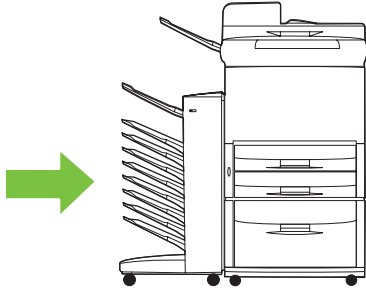
2. Carefully pull the jammed media out from the face-down bin and delivery head.

 **NOTE:** Hewlett-Packard Company recommends removing the jammed media without removing the face-down bins.

 **CAUTION:** Be careful to not move the delivery head up or down. Doing so can cause serious damage to the MBM.



3. Reattach the MBM to the printer or MFP.



---

## 4 Support information

## World Wide Web

Solutions to most issues can be found at [www.hp.com](http://www.hp.com). The HP Web site includes frequently asked questions (FAQ), troubleshooting help, information about maintenance and use, and manuals for the following products that can be used with the MBM:

- HP LaserJet 9040 Series printers
- HP LaserJet 9050 Series printers
- HP LaserJet 9040mfp
- HP LaserJet 9050mfp
- HP Color LaserJet 9500mfp
- HP LaserJet M9040 MFP
- HP LaserJet M9050 MFP



## Warranty information

See the warranty booklet that came with your printer or MFP for warranty information.



# A Operation modes summary table

MBM is connected to	Operational mode	Copy bin enabled or disabled	Available output bins	The output bin options at the control panel for copying	The output bin options in the printer driver for printing
Printer	Mailbox mode	Not applicable (The printer does not produce copies.)	Standard top bin Face-up bin (upper-left bin) Face-down bins 1 through 8	Not applicable	Standard Top Bin Upper Left Bin (Straightest Path) Output Bin 1 Output Bin 2 Output Bin 3 Output Bin 4 Output Bin 5 Output Bin 6 Output Bin 7 Output Bin 8
	Stacker mode	Not applicable (The printer does not produce copies.)	Standard top bin	Not applicable	Standard Top Bin
	Job Separator mode	Not applicable (The printer does not produce copies.)	Face-up bin (upper-left bin)		Upper Left Bin (Straightest Path)
	Sorter/Collator mode		Face-down bins 1 through 8 (high paper capacity)		Output Bins 1-8

MBM is connected to	Operational mode	Copy bin enabled or disabled	Available output bins	The output bin options at the control panel for copying	The output bin options in the printer driver for printing
MFP	Mailbox mode	The copy bin is always enabled in the Mailbox mode	Face-up bin (upper-left bin)	UPPER BIN	Upper Left Bin (Straightest Path)
			Face-down bins 1 through 8 (high paper capacity)	BIN 1 <sup>1</sup>	Output Bin 2
				BIN 2	Output Bin 3
				BIN 3	Output Bin 4
				BIN 4	Output Bin 5
				BIN 5	Output Bin 6
				BIN 6	Output Bin 7
				BIN 7	Output Bin 8
	BIN 8				
	Stacker mode	Enabled (default)	Face-up bin (upper-left bin)	UPPER BIN (STRAIGHT PATH)	Upper Left Bin (Straightest Path)
			Face-down bin 1	BIN 1 <sup>1</sup>	Output Bins 2-8
			Face-down bins 2 through 8 (high paper capacity)	BINS 2-8 (CORRECT ORDER)	
Stacker mode	Disabled	Face-up bin (upper-left bin)	UPPER BIN (STRAIGHT PATH)	Upper Left Bin (Straightest Path)	
		Face-down bins 1 through 8 (high paper capacity)	BINS 1-8 (CORRECT ORDER) <sup>1</sup>	Output Bins 2-8	
		Sorter/Collator mode			

<sup>1</sup> Default bin

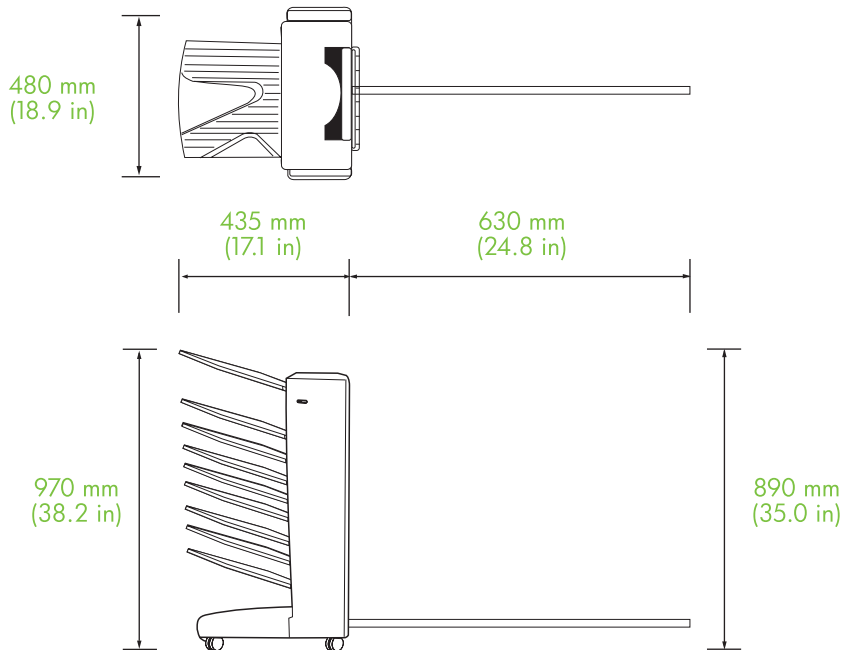
---

## **B Specifications**

# Physical specifications

The following sections outline the physical specifications for the HP 8-bin Mailbox (MBM).

Height	Width	Depth	Weight
970 mm (38.2 inches)	1065 mm (41.9 inches)	480 mm (18.9 inches)	19.2 kgs (51.4 lbs)



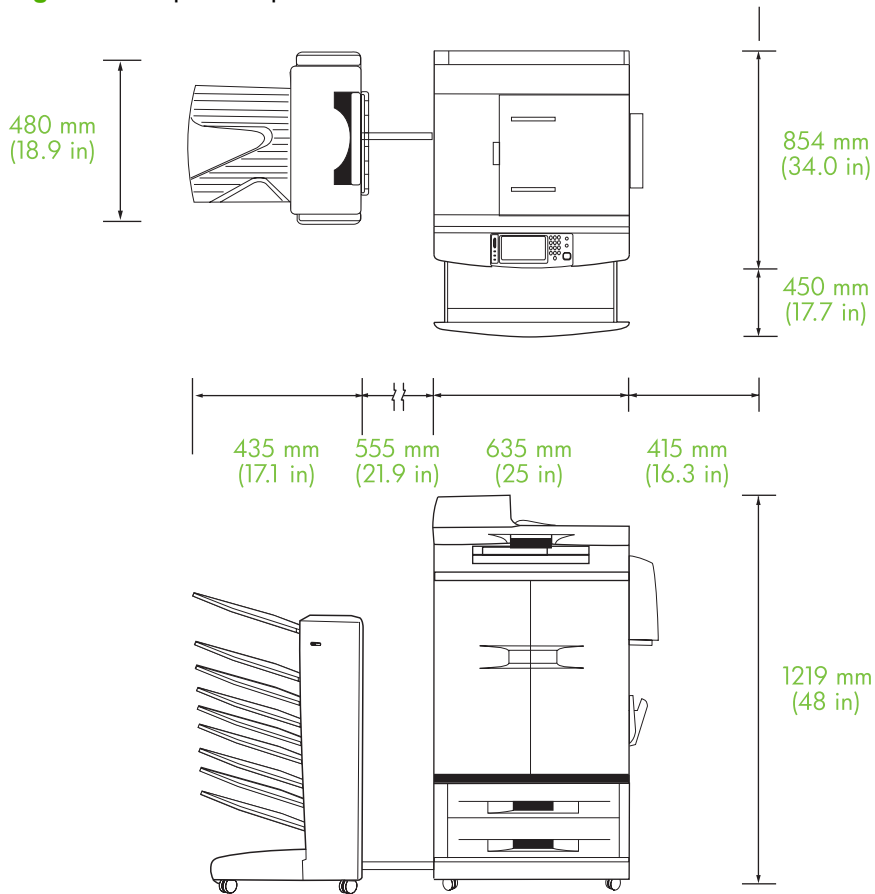
## Space requirements

HP recommends the following setup specifications for using the HP 8-bin Mailbox (MBM) with your printer or MFP.

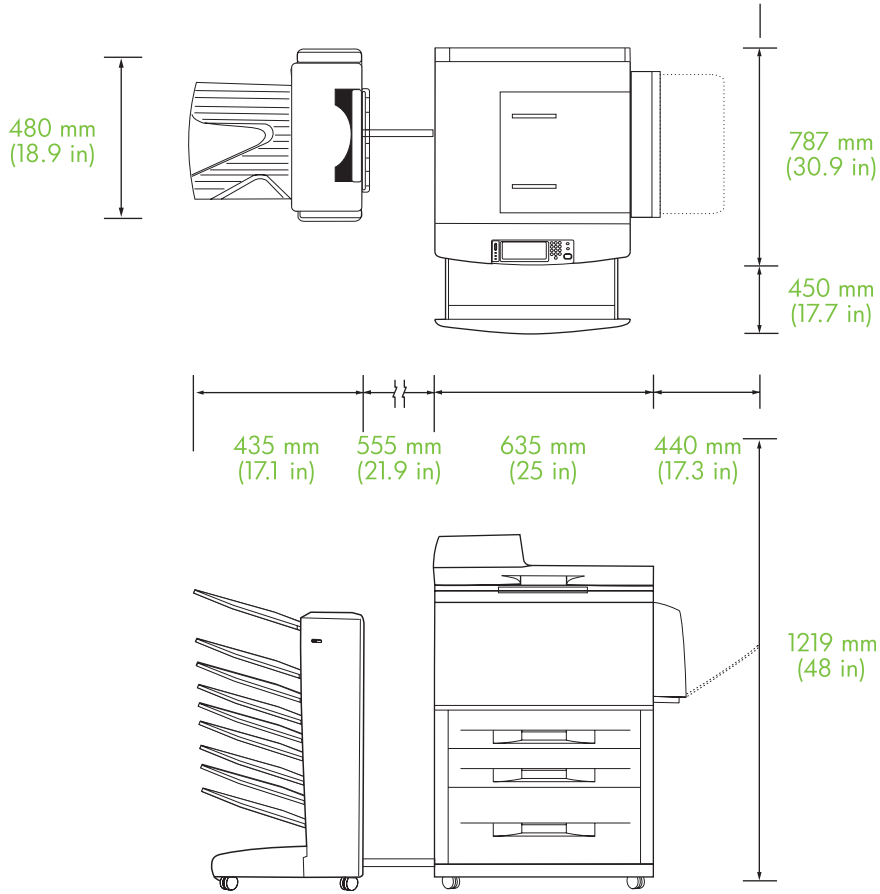
- Place the printer or MFP and the MBM on a level surface.
- Allow space around the printer or MFP and the MBM for good ventilation.
- Place the printer or MFP and the MBM in a well-ventilated room.
- Do not expose the printer or MFP and the MBM to direct sunlight or chemicals, including ammonia-based cleaning solutions.

- Ensure that the printer or MFP and the MBM have an adequate power-supply circuit located nearby. See the [Power requirements and circuit capacity on page 43](#) section of this chapter for more information.
- Choose a location for your printer or MFP and the MBM that has a stable temperature and humidity level. See the [Operating and storage environment on page 44](#) section of this chapter for more information.

**Figure B-1** Space requirements for the HP 8-bin Mailbox with the HP Color LaserJet 9500mfp

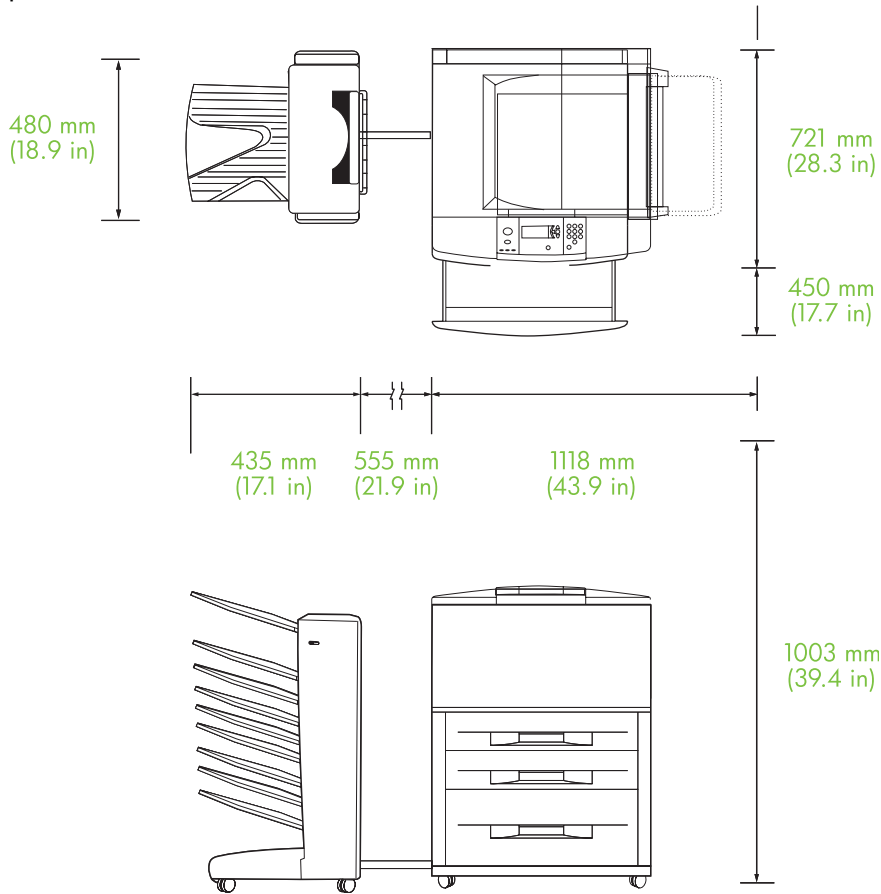


**Figure B-2** Space requirements for the HP 8-bin Mailbox with the HP LaserJet 9040mfp, HP LaserJet 9050mfp, HP LaserJet M9040 MFP, and HP LaserJet M9050 MFP





**Figure B-3** Space requirements for the HP 8-bin Mailbox with the HP LaserJet 9040/9050 Series printers



## Power requirements and circuit capacity

Requirement or capacity	110-volt models	220-volt models
Power requirements	110 to 127 volts (V) (+/- 10%) 50 to 60 hertz (Hz) (+/- 2 Hz)	220 V (+/- 10%) 50 to 60 Hz (+/- 2 Hz) -Or- 220 to 240 V (+/- 10%) 60 Hz (+/- 2 Hz)
Minimum recommended circuit capacity	15.0 amps	6.5 amps

## Power consumption

Printer state	Specification
Printing	49 watts

Printer state	Specification
Standby	11 watts
Off	less than 0.25 watt

## Operating and storage environment

Variable	Allowable condition
Operating temperature	10° to 32.5° C (50° to 95° F)
Relative humidity	20% to 80%
Storage temperature	0° to 45° C (32° to 113° F)
Storage humidity	20% to 80%

## Supported media

Bin	Capacity	Media size	Media type	Media weight
Face-down bins	250 sheets of 75 g/m2 (20 lb bond)	Standard sizes: letter, legal, ISO A3, ISO A4, ISO A5, 11 x 17, JIS B4, JIS B5, 8k, 16k  Custom sizes: minimum: 148 x 210 mm (5.83 x 8.27 inches) maximum: 297 x 432 mm (11.69 x 17 inches)	plain	64 to 135 g/m2 (17 to 36-lb bond)
			preprinted	
			letterhead <sup>1</sup>	
			prepunched	
			bond	
			color	
			recycled	
			light	
			glossy	
			heavy	
			rough	
			heavy glossy	
			non-HP heavy glossy	
			high-gloss images	
Face-up bin	125 sheets of 75 g/m2 (20 lb bond)	Standard sizes: letter, legal, executive, ISO A3, ISO A4, ISO A5, 11 x 17, JIS B4, JIS B5, jpostD, 8k, 16k  Custom sizes: minimum: 98 x 170 mm (3.86 x 6.7 inches) maximum: 305 x 470 mm (12 x 18.5 inches)	plain	64 to 216 g/m2 (14 to 58-lb bond)
			preprinted	
			letterhead <sup>1</sup>	
			prepunched	
			bond	
			color	
			recycled	
			light	
			glossy	
			heavy	
			rough	
			heavy glossy	
			non-HP heavy glossy	
			high-gloss images	
tough paper				
labels				
envelopes				
cardstock				

Bin	Capacity	Media size	Media type	Media weight
			transparencies	

<sup>1</sup> Letterhead with raised lettering or low-temperature inks is not supported.

---

## C Regulatory information

# Declaration of Conformity

## Declaration of Conformity

according to ISO/IEC 17050-1 and EN 17050-1

**Manufacturer's Name:** Hewlett-Packard Company  
**Manufacturer's Address:** 11311 Chinden Boulevard,  
Boise, Idaho 83714-1021, USA

**declares, that the product**

**Product Name:** HP 8-bin mailbox  
**Model Number:** Q5693A  
**Regulatory Model Number<sup>2)</sup>:** GUADA-0401-00  
**Product Options:** All

**conforms to the following Product Specifications:**

**Safety:** IEC 60950-1:2001 / EN60950-1: 2001 +A11  
GB4943-2001

**EMC:** CISPR22:2005 / EN 55022:2006 - Class A<sup>1, 3)</sup>  
EN 61000-3-2:2000  
EN 61000-3-3:1995 +A1  
EN 55024:1998 +A1 +A2  
FCC Title 47 CFR, Part 15 Class A / ICES-003, Issue 4  
GB9254-1998, GB17625.1-2003

### Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 2004/108/EC and the Low Voltage Directive 2006/95/EC, and carries the CE-Marking accordingly.

This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

- 1) The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.
- 2) For regulatory purposes, this product is assigned a Regulatory model number. This number should not be confused with the product name or the product number(s).
- 3) The product meets the requirements of EN55022 & CNS13438 Class A in which case the following applies: "Warning – This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures".

Boise, Idaho , USA

**January 25, 2007**

### For regulatory topics only:

**European Contact:** Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Straße 140, D-71034 Böblingen, Germany, (FAX: +49-7031-14-3143)

**USA Contact:** Product Regulations Manager, Hewlett-Packard Company, PO Box 15, Mail Stop 160, Boise, ID 83707-0015, , (Phone: 208-396-6000)

## FCC regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

---

 **NOTE:** Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules.

## Canadian DOC regulations

Complies with Canadian EMC Class A requirements.

« Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques. « CEM ». »

## VCCI statement (Japan)

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスA情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

## EMI statement (Korea)

A급 기기 (업무용 정보통신기기)

이 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자 또는 사용자는 이 점을 주의하시기 바라며, 만약 잘못판매 또는 구입하였을 때에는 가정용으로 교환하시기 바랍니다.

## EMI statement (Taiwan)

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。



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# Index

## A

ADF output bin 3

## B

belt paper jams, clearing 28

bins

capacities 2

copy 14, 19

default settings 6

default, assigning 15

full 22, 24

locating 3

media specifications 45

operation modes 7, 37

selecting 17

troubleshooting selection 22

blinking lights 4

## C

Canadian DOC regulations 50

collator mode 7

configuration

default settings 6

operation modes 7, 9

control panel messages

general 24

paper jams 26

customer support 34

## D

delivery head jams, clearing 31

devices supported 1

driver settings

operation modes 10

## E

electrical specifications 43

entry area paper jams,

clearing 29

environmental specifications 44

## F

face-up bin

jams, clearing 30

locating 3

FCC regulations 49

features 2

flipper jams, clearing 30

full output bins

operation modes 7

## J

jams

control panel messages 26

face-down bins, clearing 31

locations 26

troubleshooting frequent 22

Japanese VCCI statement 50

job separator mode 7

## K

Korean EMI statement 50

## L

lights

locating 3

status 4

## M

mailbox mode 7

media

bin capacities 2

specifications 45

media jams

troubleshooting frequent 22

modes

default bins 6

## O

operating environment

specifications 40

output paper path open 24

## P

physical specifications 40

power

troubleshooting 22

## S

space requirements

HP Color LaserJet

9500mfp 41

HP LaserJet 9040mfp/

9050mfp 42

HP LaserJet 9050 series

printers 43

storage specifications 44

## T

Taiwan EMI statement 50

troubleshooting

device not recognized 22

jams, entry area 29

## U

upper-left bin. See face-up bin





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Q5693-90906