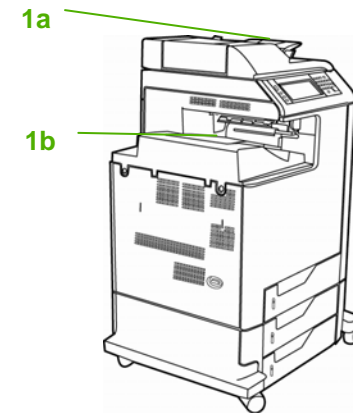


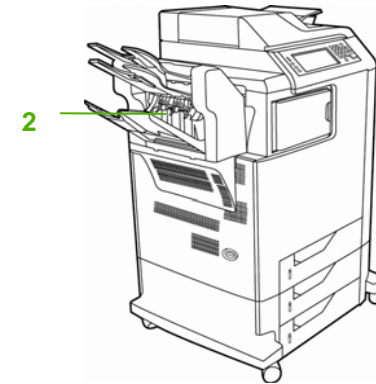
HP Color LaserJet CM4730 MFP – Output Devices



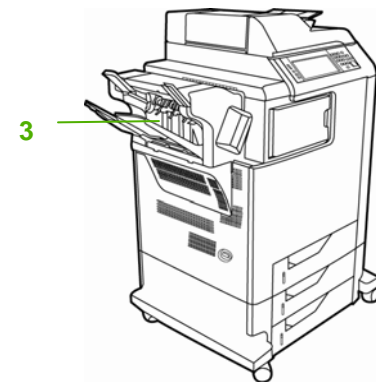
How do I	Steps to perform
1 Use standard output bins	When you scan or copy documents by using the Automatic Document Feeder (ADF), the originals are automatically delivered to the ADF output bin (1a). Copies and print jobs are delivered to the standard output bin (1b) or the output bin(s) on the stapler/stacker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



How do I	Steps to perform
3 Use the stapler/stacker	<ul style="list-style-type: none">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.



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How do I	Steps to perform
<p>4 Configure the printer driver to recognize the 3-bin mailbox or stapler/stacker</p>	<ol style="list-style-type: none"> Open the Printers folder. Select HP Color LaserJet CM4730 MFP. On the File menu, click on Properties. Select the Device Settings tab. Scroll down to Accessory Output Bin, select HP 500-Sheet Stapler/Stacker or one of the HP 3-Bin Mailbox configurations, and click Apply.
<p>5 Configure the device to stop or continue when the staple cartridge is empty</p>	<ol style="list-style-type: none"> Scroll to and touch Administration. Scroll to and touch Device Behavior. Scroll to and touch Stapler/Stacker. Touch Staples Out. Select Stop to stop all printing until the staple cartridge is replaced. Select Continue to continue printing jobs without stapling them.

How do I	Steps to perform
<p>6 Set the stapling options for each job (stapler/stacker only)</p>	<ol style="list-style-type: none"> On the File menu in the software program, click Print. Select the driver, and then click Properties or Preferences. Click the Output tab. In the Staple box, select the stapling option that you want to use for the print job. Click OK.
<p>7 Select an output bin for print jobs (3-bin mailbox only)</p>	<ol style="list-style-type: none"> On the File menu in the software program, click Print. Select the driver, and then click Properties or Preferences. On the Output tab, select the output bin from the Output Bin Options drop-down menu. Click OK.

