

Q5693A



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use



HP 8-bin Mailbox

User Guide

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1 Product basics

The HP 8-bin Mailbox (multibin mailbox [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 9050mfp
- HP LaserJet 9040mfp
- HP LaserJet 9500mfp

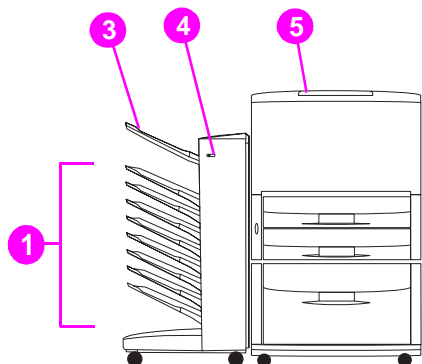
Features

The MBM has the following features:

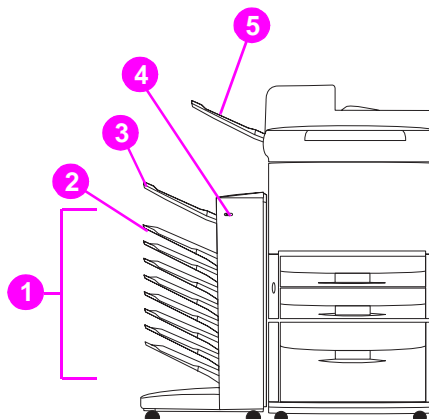
- The MBM supports printing or copying output at up to 50 pages per minute (ppm).
- The face-up bin (upper-left bin) can hold up to 125 sheets of 75 grams per square meter (g/m²) (20-lb bond) paper. Jobs are stacked in reverse order.
- The face-down bins can hold up to 250 sheets of 75 g/m² (20-lb bond) 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/m² (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 39](#).

Identifying the MBM parts

HP LaserJet printer



HP LaserJet MFP

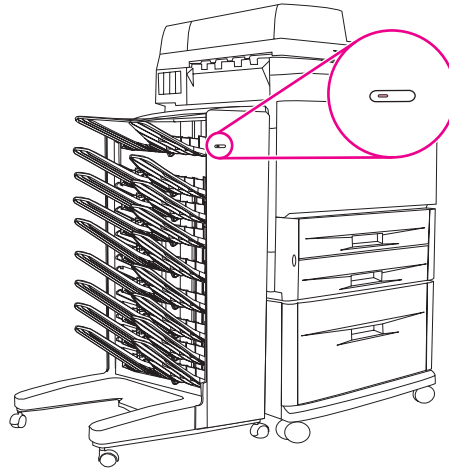


Part	Description
1 Face-down bins 1 through 8	Each of these bins holds up to 250 sheets. In these bins, the sheets are stacked in the order in which they were printed.
2 Face-down bin 1 (copy bin)	Face-down bin 1 is the default bin for some MFP copy jobs. When the MFP is in the mailbox mode, or when 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.
4 User LED	The user light-emitting diode (LED) indicates the general status of the MBM.
5 Standard top bin (printer) ADF (automatic document feeder) output bin (MFP)	See the documentation that came with your printer or MFP for more information about these output bins.

Note

For more information about which output bins are designated to received copy and print jobs, see “Getting started” on page 6.

Interpreting 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 "Interpreting control-panel messages" on page 19 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 "Interpreting control-panel messages" on page 19 for more information.
Off	The MBM is off.

2 Configuring the MBM for your work environment

This chapter contains information about the following topics:

- Getting started
- Understanding the operation modes
- Setting an operation mode
- Turning off the designated default output bin for copy jobs
- Assigning a default output bin to a user or a group of users for the Mailbox mode
- Sending a print job to an output bin that is different from the default
- Sending 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 or might not look like these illustrations.

Getting 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 [“Sending a copy job to an output bin that is different from the default” on page 16](#).

When the MBM is connected to	Operational mode	Copy bin	Default output bin for copy jobs	Default output bin for print jobs
Printer	<ul style="list-style-type: none"> ● Mailbox mode ● Stacker mode ● Job Separator mode ● Sorter/Collator mode 	(The printer does not produce copies.)	(The printer does not produce copies.)	Standard top bin
MFP	Mailbox mode	Not applicable (it is always enabled in the Mailbox mode)	Face-down bin 1	Face-down bin 2
	<ul style="list-style-type: none"> ● Stacker mode ● Job Separator mode ● Sorter/Collator mode 	Enabled (default)	Face-down bin 1	Face-down bins 2 through 8
	<ul style="list-style-type: none"> ● Stacker mode ● Job Separator mode ● Sorter/Collator mode 	Disabled	Face-down bins 1 through 8	Face-down bins 1 through 8

Understanding 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

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.

Setting an operation mode

After you set the operation mode at the printer or MFP control panel, you need to configure the printer driver so that it matches the operation mode that you set at the control panel.

HP LaserJet 9040/9050 series printers

- 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 restarts.
- 5 Continue to [“Setting the operation mode in the printer driver to match the control-panel setting” on page 8.](#)

HP LaserJet 9040mfp/9050mfp/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 restarts.
- 6 Continue to [“Setting the operation mode in the printer driver to match the control-panel setting” on page 8.](#)

Setting 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.

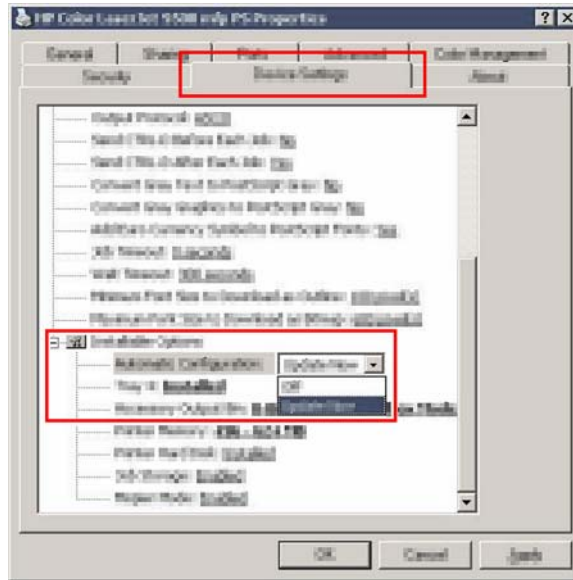
Note

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 or might not look like these illustrations.

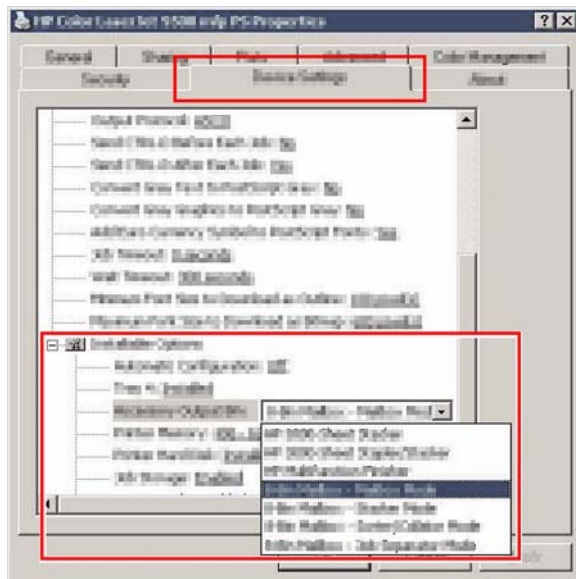
Microsoft® Windows® 2000 and Windows XP

- 1 Click the **Start** button, point to **Settings**, and then click **Printers** (Windows 2000) or **Printers and Faxes** (Windows XP).
- 2 Right-click the HP product icon, and then click **Properties** or **Printing Preferences**.
- 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.



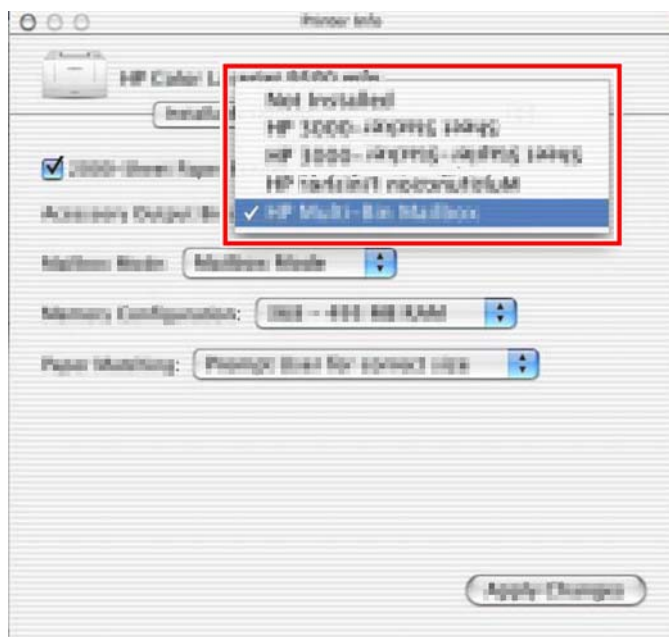
- 5 Click **OK** to save your settings.

Windows 98, Windows Me, and Windows NT® 4.0

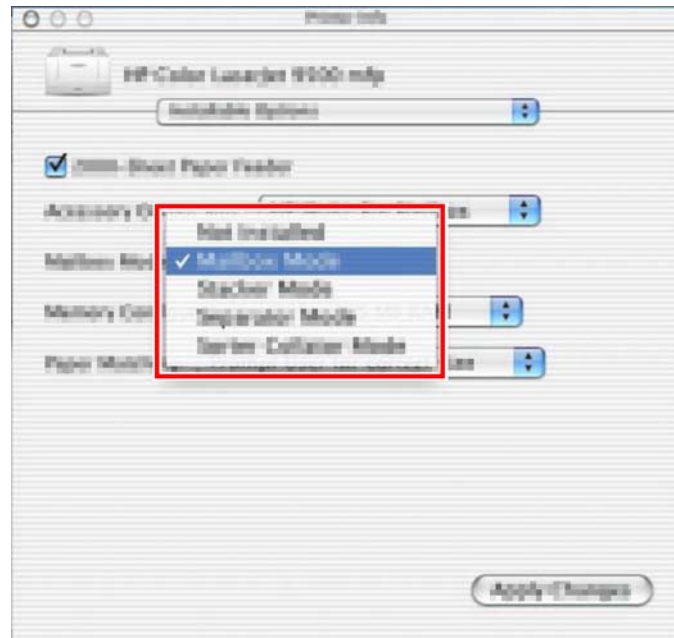
- 1 Click the **Start** button, point to **Settings**, and then click **Printers**.
- 2 Right-click the HP product icon, and then click **Properties** (Windows 98 and Windows Millennium Edition [Me]) or **Document Defaults** (Windows NT 4.0).
- 3 Perform *one* of the following actions:
 - If you are using a Printer Control Language (PCL) printer driver**
 - For automatic configuration, click the **Configure** tab, and then click the **Update Now** button. For manual configuration, select the appropriate operation mode in the **Optional Paper Destinations** list.
 - If you are using a PostScript® (PS) printer driver**
 - Click the **Device Options** tab (Windows 98 and Windows Me) or the **Device Settings** tab (Windows NT 4.0) tab. Under **Installable Options**, select the appropriate operation mode in the **Accessory Output Bin** list.
- 4 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**.



Turning 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 printers

- 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/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**.

Assigning 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.

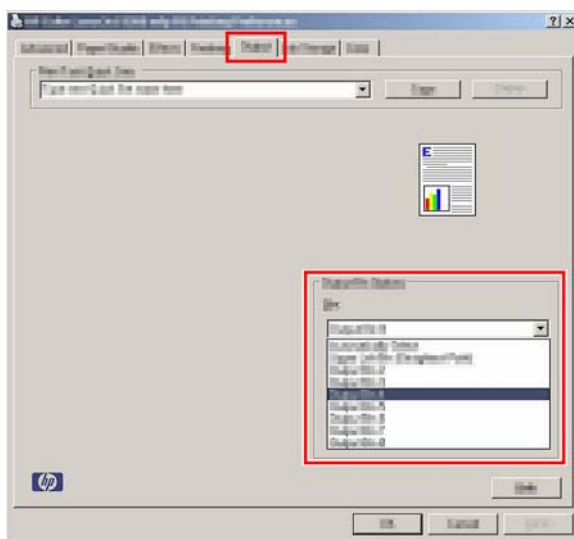
Note

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 or might not look like these illustrations.

Microsoft Windows

Windows 2000 and Windows XP

- 1 At the computer that belongs to the user that you are assigning, click the **Start** button, point to **Settings**, and then click **Printers** (Microsoft Windows 2000) or **Printers and Faxes** (Windows XP).
- 2 Right-click the HP product icon, and then click **Properties** or **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.

Windows 98 and Windows Me

- 1 At the computer that belongs to the user that you are assigning, click the **Start** button, point to **Settings**, and then click **Printers**.
- 2 Right-click the HP product icon, and then click **Properties**.
- 3 Perform *one* of the following actions:
 - If you are using a PCL printer driver**
 - On the **Output** tab, select the appropriate output bin, and then click **OK**.
 - If you are using a PS printer driver**
 - Click the **Paper** tab, click the **More Options** button. In the **More Paper Options** dialog box, select the appropriate output bin from the **Output Bin** list.
- 4 Repeat steps 1 through 3 for each user.

Windows NT 4.0

- 1 At the computer that belongs to the user that you are assigning, click the **Start** button, point to **Settings**, and then click **Printers**.
- 2 Right-click the HP product icon, and then click **Document Defaults**.
- 3 Perform *one* of the following actions:
 - If you are using a PCL printer driver**
 - On the **Output** tab, select the appropriate output bin, and then click **OK**.
 - If you are using a PS printer driver**
 - Click the **Advanced** tab. Under **Document Options**, click **Printer Features**. Select the appropriate output bin from the **Output Bin** list.
- 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.

Sending 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.

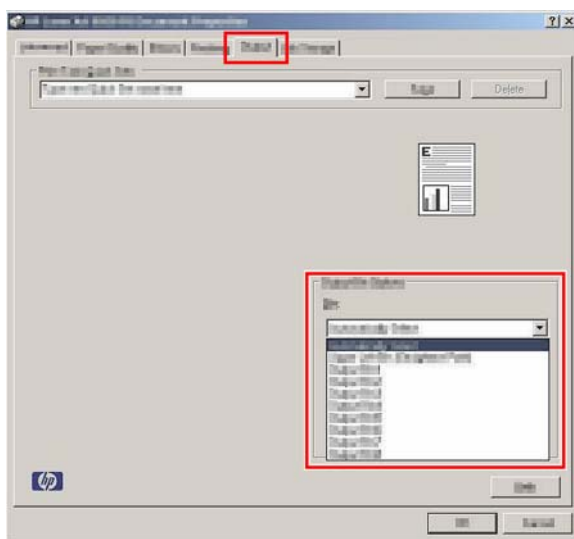
Note

The illustrations in this section show the text in English. They show screens that appear in the Mailbox mode. Depending on the operating system that you are using and what settings you have set, your screens might or might not look like these illustrations.

Microsoft Windows

Windows 2000 and Window XP

- 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**.



Windows 98 and Window Me

- 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 Perform *one* of the following actions:
 - If you are using a PCL printer driver**
 - On the **Output** tab, select the appropriate output bin, and then click **OK**.
 - If you are using a PS printer driver**
 - Click the **Paper** tab, click the **More Options** button. In the **More Paper Options** dialog box, select the appropriate output bin from the **Output Bin** list. Click **OK**.

Windows NT 4.0

- 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 Perform *one* of the following actions:

If you are using a PCL printer driver

- On the **Output** tab, select the appropriate output bin, and then click **OK**.

If you are using a PS printer driver

- Click the **Advanced** tab. Under **Document Options**, click **Printer Features**. Select the appropriate output bin from the **Output Bin** list.

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**.

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

HP LaserJet 9040mfp/9050mfp/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.

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	<ul style="list-style-type: none">• UPPER BIN• *BIN 1• BIN 2• BIN 3• BIN 4• BIN 5• BIN 6• BIN 7• BIN 8	Not applicable (the face-down bin 1 is always used for copy jobs when the Mailbox mode is set)
<ul style="list-style-type: none">• Stacker mode• Job Separator mode• Sorter/Collator mode	<ul style="list-style-type: none">• UPPER BIN (STRAIGHT PATH)• *BIN 1• BINS 2-8 (CORRECT ORDER)	<ul style="list-style-type: none">• UPPER BIN (STRAIGHT PATH)• *BINs 1-8 (CORRECT ORDER)

3 Problem solving

This chapter contains information to help you with the following issues:

- Resolving common problems
- Interpreting control-panel messages
- Clearing jams

Resolving 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"> ● Make sure that the power cord is firmly plugged into the 2,000-sheet input tray. ● 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. ● Make sure that the MBM communications cable is firmly plugged into the printer or MFP. ● Turn the printer or MFP off, check all of the cable connections, and then turn the printer or MFP on.
<p>The printer or MFP does not recognize the MBM.</p> <p>-OR-</p> <p>The user LED on the MBM is off.</p>	<ul style="list-style-type: none"> ● Check the power cord on the MBM. ● Make sure that the MBM has been configured in the printer software. ● Make sure that the MBM communications cable is firmly plugged into the printer or MFP. ● Print a configuration page to see if the MBM is operating normally. ● If the printer or MFP still does not recognize the MBM, contact your authorized HP service provider. See “Support information” on page 29.
The job went to a different output location than expected.	<ul style="list-style-type: none"> ● Make sure that you are using supported media weights and sizes. For more information, see “Supported media” on page 39. <p>Note 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"> ● 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. ● Print a configuration page and make sure that the operation mode in the printer software matches the information on the configuration page.
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>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.</p>

Problem	Solution
The print media jams.	<ul style="list-style-type: none"> Make sure that you are using supported media weights and sizes. For more information, see “Supported media” on page 39. <hr/> <p>Note</p> <p>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> <hr/> <ul style="list-style-type: none"> Check the cables and connectors between the printer and the MBM.
Repeated jams occur.	<p>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>Level the MBM. See the MBM installation guide for more information about leveling the MBM.</p>

Interpreting control-panel messages

The following table explain 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 22](#).

Message	Description	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 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	One or more of the face-down bins are full.	Remove all media from the face-down bins.
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"> Attach the MBM to the printer or MFP. 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.
13.12.XX JAM IN LEFT ACCESSORY	A jam exists in the MBM.	For more information, see “Control-panel messages about jams” on page 22 .

Message	Description	Action
65.12.60 65.12.61 OUTPUT DEVICE FAILURE	A problem exists with the delivery-head internal mechanism.	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Remove any pieces of media that might be obstructing movement of the delivery head. See "Paper-jam locations and parts" on page 21 for the location of the delivery head. 3. Reattach the MBM. 4. Wait for the solid green status light to appear on the user LED before you continue printing.
CHECK BINS OF THE OUTPUT DEVICE 65.12.70 65.12.71 OUTPUT DEVICE CONDITION	A problem exists with the up-and-down movement of the delivery head.	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Make sure that all of the output bins are seated properly. 3. Make sure that the blind cover is seated correctly. See "Paper-jam locations and parts" on page 21 for the location of the blind cover. 4. Remove any media that might obstruct the belt movement. See "Paper-jam locations and parts" on page 21 for the location of the belt. 5. Reattach the MBM. 6. Wait for the solid green status light to appear on the user LED before you continue printing.
66.12.05 66.12.06 66.12.55 66.12.65 66.12.75 66.12.85 66.12.95 OUTPUT DEVICE FAILURE	An internal malfunction has occurred.	Turn the printer or MFP off and then on again. If the problem persists, call for service. See "Support information" on page 29 .

Clearing jams

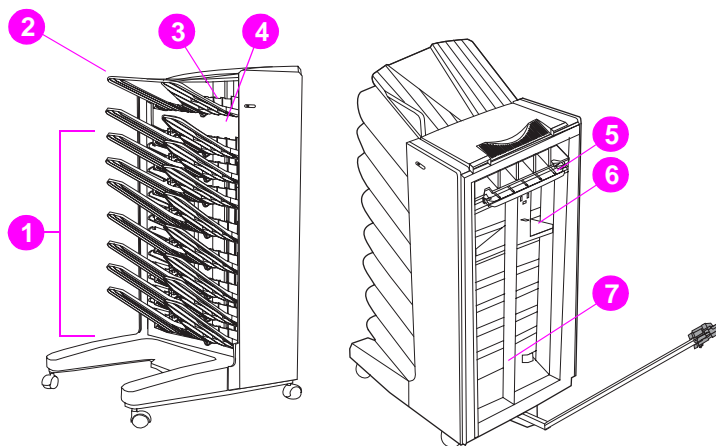
If the message **JAM IN LEFT ACCESSORY** appears on the control panel, follow the recommended action in “Control-panel messages about jams” on page 22.

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

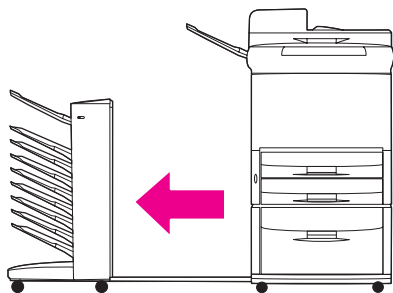
The following table explains control-panel messages that pertain to jams that occur when using the MBM.

Message	Description	Action
13.12.01 13.12.02 13.12.03 13.12.04 13.12.05 13.12.06 JAM IN LEFT ACCESSORY	A jam exists in the entry area or the flipper assembly.	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Remove any jammed media from the output area of the printer or MFP and from the entry area or flipper of the MFP. 3. Make sure that you are using supported media weights and sizes. For more information, see "Supported media" on page 39. 4. Reattach the MBM. 5. Wait for the solid green status light to appear on the user LED before you continue printing.
13.12.50 JAM IN LEFT ACCESSORY	Media is present in the belt or the delivery head.	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Remove any media from the belt. 3. Remove any media from the delivery head. 4. Make sure that you are using supported media weights and sizes. For more information, see "Supported media" on page 39. 5. Reattach the MBM. 6. Wait for the solid green status light to appear on the user LED before you continue printing.
13.12.51 JAM IN LEFT ACCESSORY	A paper jam exists in the belt.	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Remove any media from the belt. 3. Make sure that you are using supported media weights and sizes. For more information, see "Supported media" on page 39. 4. Reattach the MBM. 5. Wait for the solid green status light to appear on the user LED before you continue printing.

Message	Description	Action
<p>13.12.52 13.12.53 13.12.54 JAM IN LEFT ACCESSORY</p>	<p>A jam exists in the belt or in the delivery head.</p>	<ol style="list-style-type: none"> 1. Move the MBM away from the printer or MFP. 2. Remove any media from the delivery head. 3. Remove any media from the belt. 4. Make sure that you are using supported media weights and sizes. For more information, see "Supported media" on page 39 5. Reattach the MBM. 6. Wait for the solid green status light to appear on the user LED before you continue printing.

Clearing jams in the belt

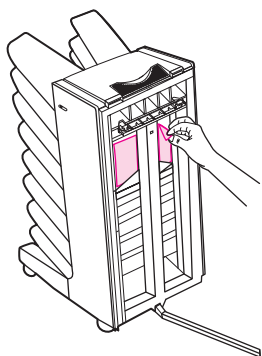
- 1 Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.



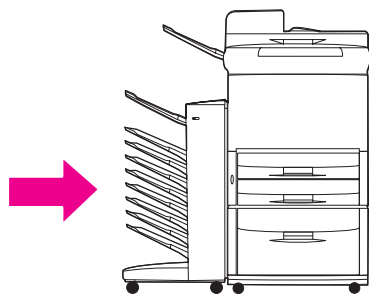
- 2 Carefully pull the jammed media out of the belt.

CAUTION

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

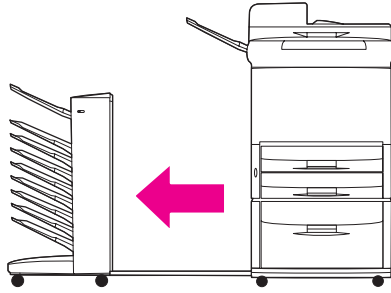


- 3 Reattach the MBM to the printer or MFP.



Clearing jams in the entry area

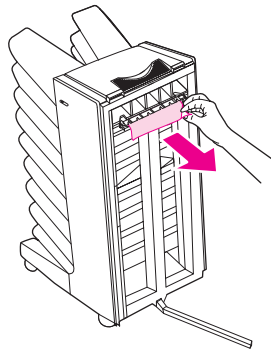
- 1 Move the MBM away from the printer or MFP. To do this, stand on the left side of the MBM and pull the device straight toward you.



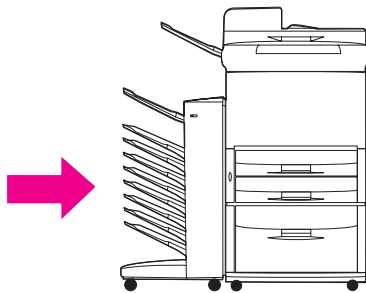
- 2 Carefully pull the jammed media from the MBM entry area or from the exit area of the printer or MFP.

WARNING!

Avoid touching the entry area area. It can be hot.

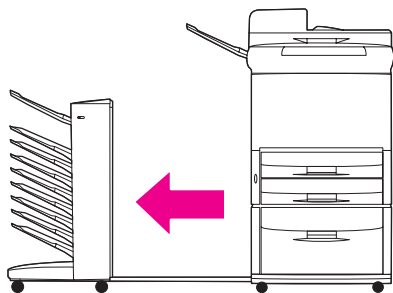


- 3 Reattach the MBM to the printer or MFP.

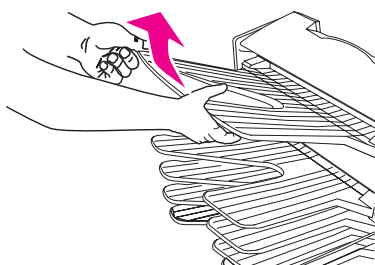


Clearing jams in the face-up bin and in the flipper

- 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.



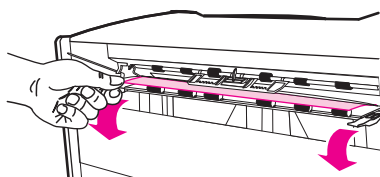
- 2 Remove the face-up bin (upper-left bin).



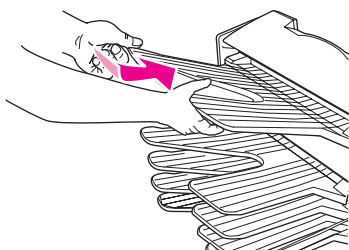
- 3 Locate the handle in the flipper area and lift the handle. Remove the jammed media.

WARNING!

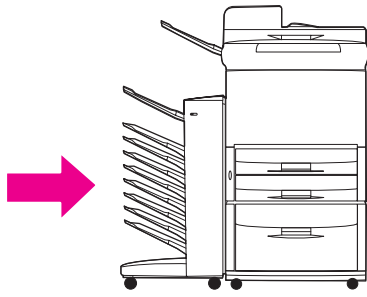
Avoid touching the flipper area. It can be hot.



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

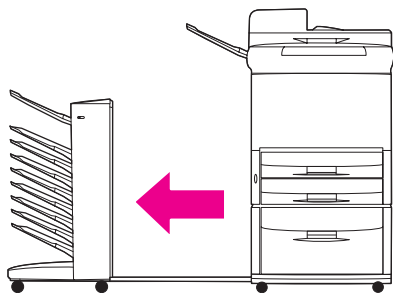


5 Reattach the MBM to the printer or MFP.



Clearing 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.



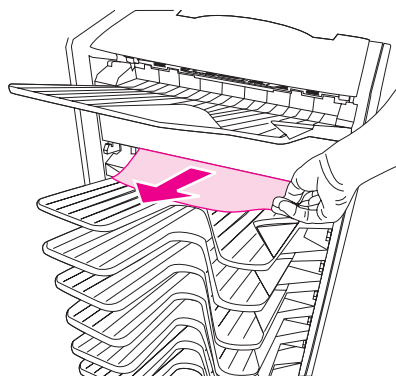
- 2 Carefully pull the jammed media out from the face-down bin and delivery head.

Note

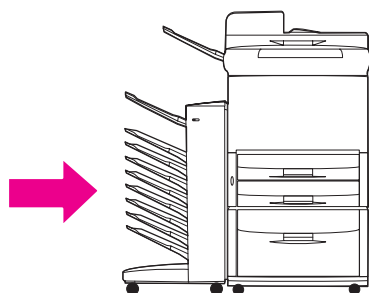
Hewlett-Packard Company recommends removing the jammed media *without* removing the face-down bins.

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. 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 9050mfp
- HP LaserJet 9040mfp
- HP LaserJet 9500mfp

Warranty information

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

A Operation modes summary table

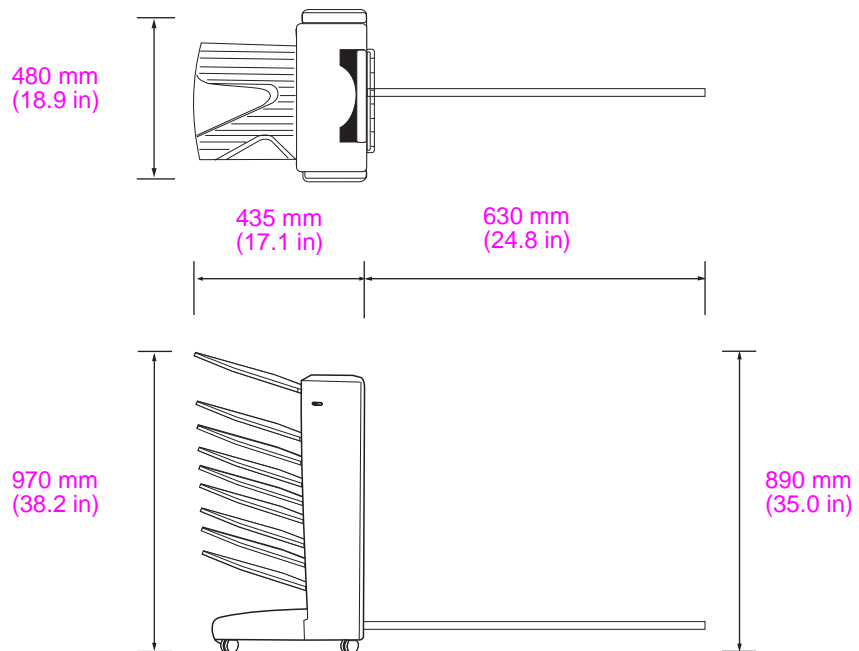
What the MBM is connected to	Operational mode	Copy bin enabled or disabled	Available output bins	The output bin options at the control panel for copying	The output bin options in the printer driver for printing
Printer	<ul style="list-style-type: none"> Mailbox mode 	Not applicable (The printer does not produce copies.)	<ul style="list-style-type: none"> Standard top bin Face-up bin (upper-left bin) Face-down bins 1 through 8 	Not applicable	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Stacker mode Job Separator mode Sorter/Collator mode 	Not applicable (The printer does not produce copies.)	<ul style="list-style-type: none"> Standard top bin Face-up bin (upper-left bin) Face-down bins 1 through 8 (high paper capacity) 	Not applicable	<ul style="list-style-type: none"> Standard Top Bin Upper Left Bin (Straightest Path) Output Bins 1-8
MFP	Mailbox mode	The copy bin is always enabled in the Mailbox mode	<ul style="list-style-type: none"> Face-up bin (upper-left bin) Face-down bins 1 through 8 (high paper capacity) 	<ul style="list-style-type: none"> UPPER BIN *BIN 1 BIN 2 BIN 3 BIN 4 BIN 5 BIN 6 BIN 7 BIN 8 	<ul style="list-style-type: none"> Upper Left Bin (Straightest Path) Output Bin 2 Output Bin 3 Output Bin 4 Output Bin 5 Output Bin 6 Output Bin 7 Output Bin 8
	<ul style="list-style-type: none"> Stacker mode Job Separator mode Sorter/Collator mode 	Enabled (default)	<ul style="list-style-type: none"> Face-up bin (upper-left bin) Face-down bin 1 Face-down bins 2 through 8 (high paper capacity) 	<ul style="list-style-type: none"> UPPER BIN (STRAIGHT PATH) *BIN 1 BINS 2-8 (CORRECT ORDER) 	<ul style="list-style-type: none"> Upper Left Bin (Straightest Path) Output Bins 2-8
	<ul style="list-style-type: none"> Stacker mode Job Separator mode Sorter/Collator mode 	Disabled	<ul style="list-style-type: none"> Face-up bin (upper-left bin) Face-down bins 1 through 8 (high paper capacity) 	<ul style="list-style-type: none"> UPPER BIN (STRAIGHT PATH) *BINS 1-8 (CORRECT ORDER) 	<ul style="list-style-type: none"> Upper Left Bin (Straightest Path) Output Bins 2-8

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)

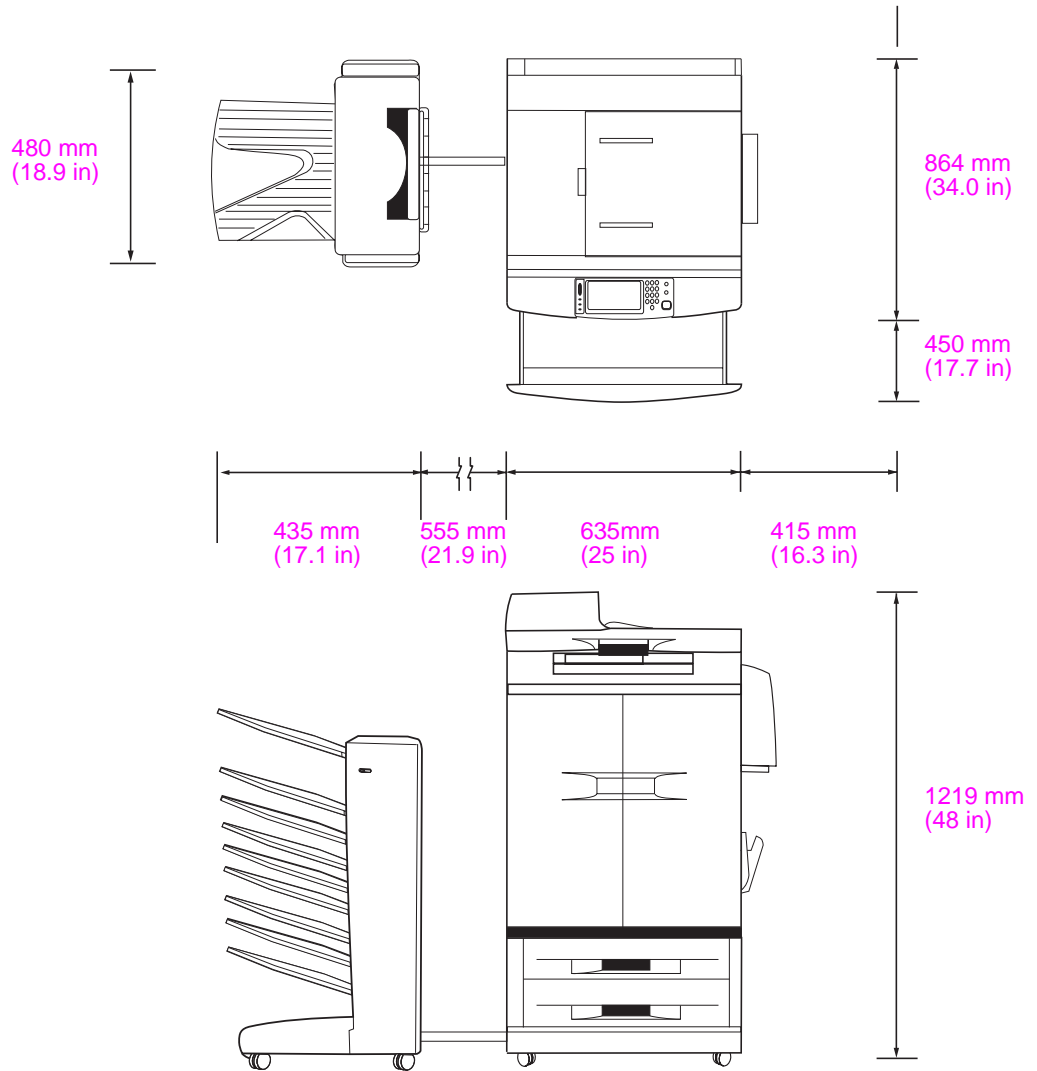


Space requirements

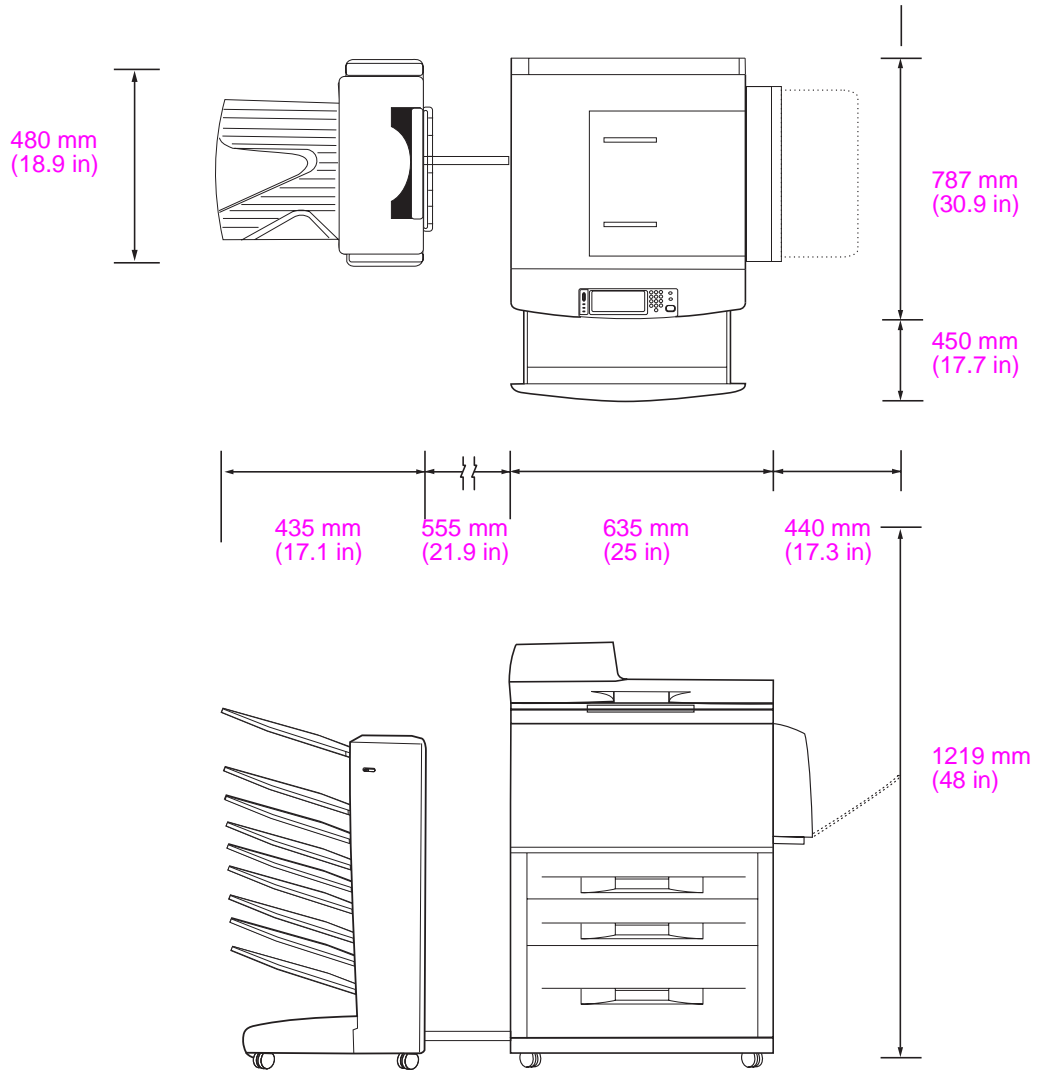
HP recommends the following setup specifications for using the HP 8-bin Mailbox (MBM) with your printer or MFP.

- 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 38](#) 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 38](#) section of this chapter for more information.

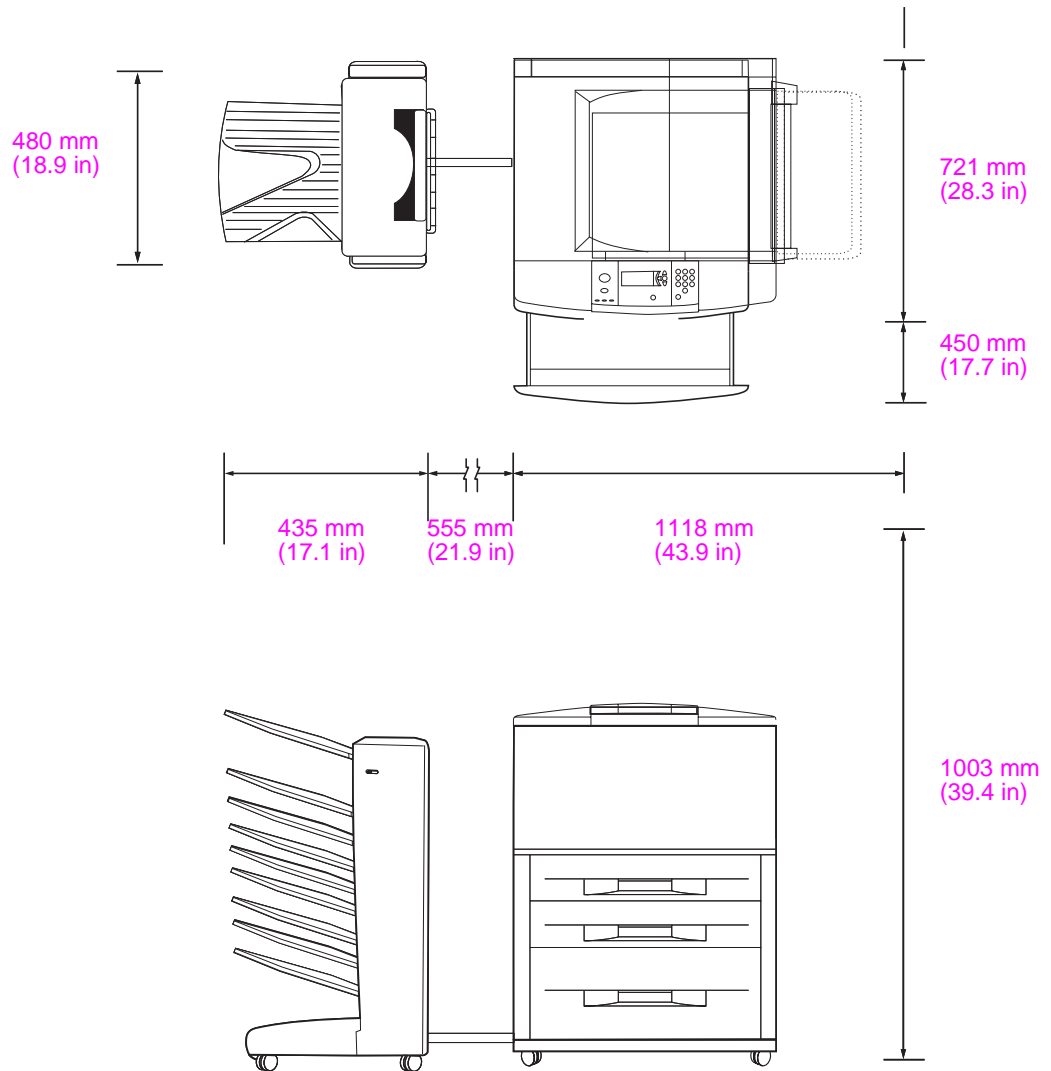
Space requirements for the HP 8-bin Mailbox with the HP LaserJet 9500mfp



Space requirements for the HP 8-bin Mailbox with the HP LaserJet 9040mfp and HP LaserJet 9050mfp



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
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/m ² (20 lb bond)	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> plain preprinted letterhead¹ prepunched bond color recycled light glossy heavy rough heavy glossy non-HP heavy glossy high-gloss images 	64 to 135 g/m ² (17 to 36-lb bond)
Face-up bin	125 sheets of 75 g/m ² (20 lb bond)	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> plain preprinted letterhead¹ prepunched bond color recycled light glossy heavy rough heavy glossy non-HP heavy glossy high-gloss images tough paper labels envelopes cardstock transparencies 	64 to 216 g/m ² (14 to 58-lb bond)

1 - Letterhead with raised lettering or low-temperature inks is not supported.

C Regulatory information

Declaration of Conformity

According to ISO/IEC Guide 22 and CEN/CENELEC EN 45014

Manufacturer's Name: Hewlett-Packard Company
Manufacturer's Address: Montemorelos 299
Guadalajara Jalisco, 45060
Mexico

Declares, that the product

Product Name: HP 8-bin Mailbox
Model Numbers: Q5693A, Q5710A
Regulatory Model: GUADA-0401-00
Product Options: All

Is in conformity with:

SAFETY: IEC 60950:1999 / EN60950:2000

EMC: CISPR 22:1997 / EN55022:1998 Class A¹
CISPR 24:1997 / EN 55024:1998

IEC 61000-3-2:2000 / EN61000-3-2:2000
IEC 61000-3-3:1994 +A1 / EN61000-3-3:1995 +A1

FCC Title 47 CFR, Part 15 Class A / ICES-003, Issue 4

Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly.

- 1) The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.
- 2) 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.

For Regulatory Topics Only:

Australia Contact: Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia

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 (FAX: +49-7031-14-3143)

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

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）の基準に基づき、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。

Korean EMI Statement

사용시 안내문 (A급 기기)

이 기기는 업무용으로 전자파장애경정을 받은 기기이오니, 만약 잘못 구입하셨을 때에는 구입한 곳에서 비업무용으로 교환하시기 바랍니다.

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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i n v e n t

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