LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

How to use the booklet finisher to make booklets

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Introduction

Use the HP LaserJet booklet finisher to print, fold, and staple projects for simple and efficient booklet making. This feature copies two or more pages onto one sheet of paper to fold down the middle and staple with two staples in the center to form a booklet. The printer arranges the pages in the correct order. For example, if the original document has eight pages, the printer prints pages one and eight on the same sheet of paper.

NOTE: This option is available only when an HP LaserJet booklet finisher is attached to the printer.

Make a booklet when copying from the automatic document feeder (ADF)

In order to copy into booklet output and print a booklet from the automatic document feeder (ADF), you must configure the booklet format settings.

1.   On the printer control panel Home screen, select Copy.

2.   Select Options.

3.   Select Booklet, and then select from the following booklet options:

- Booklet Format: Select this option, and then select Borders on each page to add a page border to the booklet pages.

- Fold and Stitch: Select this option, and then select Automatic or Custom to set a booklet page limit.

4.   Select Done.

5. As needed, set the other copy options that are marked on the control panel with a triangle.

📝 **NOTE:** For a booklet, the original document may be on one side of a single A4 210 x 297 mm (8.3 x 11.7 in) or letter 216 x 279 mm (8.5 x 11 in) sheet of paper. To print full-size booklets, select either A3 (A4) or 11 x 17 (letter) in the **Paper Selection** menu, **Paper Size** option setting.

6. When all necessary options have been set, select Copy on the control panel to print the booklet.

Create and use booklet printing shortcuts

- Create a booklet printing shortcut in a Windows® application using an HP UPD print driver or HP PCL 6 or HP PCL-6 V4 printer-specific print drivers

- Create a booklet printing preset shortcut in a OS X application using an HP print driver

- Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)

Create a booklet printing shortcut in a Windows® application using an HP UPD print driver or HP PCL 6 or HP PCL-6 V4 printer-specific print drivers

1. In the application, select the **Print** option.

2. Select the printer, and then click the **Properties** or **Preferences** button.

3. Click the **Printing Shortcuts** tab.

4. Select a printing shortcut.

   a. To use an existing shortcut, select the shortcut from the list on the left side of the screen.

   b. To create a new shortcut, follow these steps:

      i. On the left side of the screen, select an existing shortcut as a base.

      ii. On the right side of the screen, select the print options for the new shortcut.

      📝 **NOTE:** Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.

      iii. Click the **Save As** button.

      iv. Enter the name of the shortcut, and then click the **OK** button.

5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

Create a booklet printing preset shortcut in a OS X application using an HP print driver

1. In the application, select **File**.

2. Select **Print**, and under **Printer**, select the appropriate printer.

3. Make the appropriate selections for the driver preset:

     a.   For **Presets**, select **Save Current Settings as Preset…**.

     b.   For **Preset Name**, type a name for the preset.

     c.   For **Presets**, select **Default Settings**, **Last Used Settings**, or **Show Presets**.

4.   Select **OK**.

Create a Quick Sets shortcut from the HP Embedded Web Server (EWS)

Quick Sets are shortcut jobs that can be accessed on the main Home screen or within the Quick Sets application at the printer. Jobs can be set to start immediately upon selection, require an image preview before completion, or use other helpful options to assist users complete their jobs quickly and reliably. Quick Sets are saved as a unique job and do not impact the defaults set for the base application.

- Connect to the Embedded Web Server (EWS)

- Configure the Quick Sets shortcut

Connect to the Embedded Web Server (EWS)

1.   From the Home screen on the printer control panel, select the Information 🔵 icon, and then select Ethernet ⊞ or Wireless ((ı)) to display the IP address or host name.

2.   Open a web browser, and in the address line, type the IP address or host name as it displays on the control panel. Press the Enter key on the computer keyboard. The EWS opens.

    🅔 https://10.10.XX.XXX/

📝 **NOTE:** If the web browser displays a message indicating that accessing the website might not be safe, select the option to continue to the website. Accessing this website will not harm the computer.

📝 **NOTE:** To prevent unauthorized printer setting changes, administrators might want to add a password to limit access to the EWS. Click here to learn more.

Configure the Quick Sets shortcut

Each Quick Set can be located either on the printer Home screen or within the Quick Sets application. Each Quick Set must have a title and a description as these help users at the control panel understand the Quick Set.

- Step one: Set the name and description for the Quick Set and options for user interaction at the control panel

- Step two: Set the Booklet Format

Step one: Set the name and description for the Quick Set and options for user interaction at the control panel

1.   Click the **Copy/Print** tab.

2.   In the left navigation pane, click **Copy Settings**.

3.   Click **Quick Sets**, and then click **Add** to start the Quick Set Wizard.

     a.   Under **Quick Set Name**, enter a title for the Quick Set.

     b.   Enter a **Quick Set Description**.

     c.   Set the **Quick Set Start Option**, and then click **Next**.

1. In the **Copy Settings** list, select **Booklet**, and then select **Booklet Format On**.

2. Click **Next** to view a summary of the new Quick Set.

3. Click **Finish** to save the Quick Set

Print a booklet from the computer using an HP UPD print driver or HP PCL 6 or HP PCL-6 V4 printer-specific print drivers for Windows® and an HP print driver for Mac

- Windows®

- OS X

Windows®

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A booklet maker/finisher is attached to the printer. The default settings in the application are being used. All the booklet settings are being selected in the printer driver.
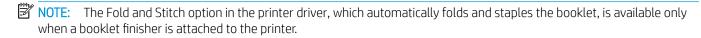
1. In the application, select **File**, and then click **Print**.

2. Select the printer the booklet will print from.

3. Click **Properties**. The properties dialog box opens.

4. Click the **Paper/Quality** tab and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.

5. Click the **Finishing** tab, and set the following options:

   a. Select **Print on both sides**.

   b. In the **Booklet layout** drop-down menu, select **Left binding**.

   c. In the **Pages per sheet** drop-down menu, select **2 pages per sheet**.

   d. Leave the default page orientation as **Portrait**.

6. Click the **Effects** tab.

7. Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.

8. Click the **Output** tab, and in the **Staple** drop-down menu, select **Fold and Stitch** (this will automatically fold and staple the booklet).

9. Click **OK**. The properties dialog box closes.

10. In the **Print** dialog box, click **OK** or **Print**. The booklet is printed in the correct order.

NOTE: The Fold and Stitch option in the printer driver, which automatically folds and staples the booklet, is available only when a booklet finisher is attached to the printer.

OS X

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A booklet maker/finisher is attached to the printer. The default settings in the application are being used. All the booklet settings are being selected in the printer driver.

1. Select **File**, and then click **Print**.

2. Under **Printer**, select the printer.

3. Just below **Orientation**, in the drop-down menu, select **Layout**.

4. For **Two-Sided**, select **Short-Edge binding**.

5. In the same drop-down menu, select **Finishing**.

6. For **Staple**, select **Fold and Stitch**, which will fold the document and staple two staples in the center of the document.

7. In the same drop-down menu, select **Booklet Printing**.

8. The **Format Output as Booklet** check box should be checked.

9. Set the **Paper for Booklet** to the appropriate paper size to print on. For this example, set it to **Tabloid** since the booklet will print two letter size pages on 11 x 17 paper.

10. Select **Print**. The booklet is printed in the correct order.

NOTE: The Fold and Stitch option in the printer driver, which automatically folds and staples the booklet, is available only when a booklet finisher is attached to the printer.

Create a booklet in Microsoft® Publisher 2010 or 2013

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A booklet maker/finisher is attached to the printer. The default settings in Publisher are being used.

1. After the booklet is created in Publisher 2010 or 2013, click the **Page Design** tab.

2. On the menu ribbon, click the **Size** arrow, and then select **Page Setup**.

3. From the **Layout type** drop-down menu, select **Booklet**, and then select **OK**.

4. In the application, select **File**, and then click **Print**.

5. Select the printer the booklet will print from.

6. Click **Properties**. The properties dialog box opens.

7. Click the **Paper/Quality** tab, and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.

8. Click the **Finishing** tab, and set the following options:

   a. Select **Print on both sides**.

   b. In the **Booklet layout** drop-down menu, select **Left binding**.

c. In the **Pages per sheet** drop-down menu, select **2 pages per sheet**.

d. Leave the default page orientation as **Portrait**.

9. Click the **Effects** tab.

10. Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.

11. Click the **Output** tab, and in the **Staple** drop down menu, select **Fold and Stitch** (this will automatically fold and staple the booklet).

12. Click **OK**. The properties dialog box closes.

13. In the **Print** dialog box, click **OK**. The booklet is printed in the correct order.

Make a booklet in Adobe® Reader XI (Windows®)

In the following example, a 20-page PDF document is to be printed. The original document is letter size, portrait orientation. The document is to be printed as a booklet on 11 x 17 paper saddle stitching (two staples) in the center of the document. A booklet maker/finisher is attached to the printer. The **default settings in Adobe® Reader XI are being used**.

📝 NOTE: If the **Booklet** button is selected in Adobe® Reader XI and the following steps are done, the page order of the booklet will be incorrect. Only perform the steps below to get the correct page ordering.

📝 NOTE: In this example, two letter-size pages will be printed on 11 x 17 paper to create a 8.5 x 11 booklet.

The following steps show how to configure the printer driver to print the document:

1. In the application, select **File** and then **Print**.

2. Select the printer the booklet will print from.

3. Click **Properties**. The properties dialog box opens.

4. Click the **Paper/Quality** tab and select the paper size for each printed page. This is the page size of the original document. In this example, choose letter size.

5. Click the **Finishing** tab, set the following options:

a. Select **Print on both sides**.

b. In the **Booklet layout** drop-down menu, select **Left binding**.

c. In the **Pages per sheet** drop-down menu, select **2 pages per sheet**.

d. Leave the default page orientation as **Portrait**.

6. Click the **Effects** tab.

7. Select the **Print document on** radio button, and select **11 x 17** in the drop-down menu. This is the size of the paper to be printed on.

8. Click the **Output** tab, and in the **Staple** drop-down menu, select **Fold and Stitch** (this will automatically fold and staple the booklet).

9. Click **OK**. The properties dialog box closes.

10. In the **Print** dialog box, click **OK**. The booklet is printed in the correct order.