

### Getting help

For information/assistance, check the following:

- User Guide for information on how to use the Xerox 4595.
- System Administrator Guide for information on how to set/change the system defaults for the Xerox 4595.
- For online assistance go to: [www.xerox.com](http://www.xerox.com)
  - Click the **Support and Drivers** link.
  - In **Product Name**, type **4595** and click **Search**.
  - From the list presented, locate your model (4595).
  - Click the appropriate link for the desired information: Support, Drivers & Download, or Documentation
- You may also call 1-800-275-9376 extension 871 for technical assistance.

### System messages

If the system displays a message on the screen, be sure to follow the steps in the order presented to solve the problem. Failure to do so may cause additional problems.

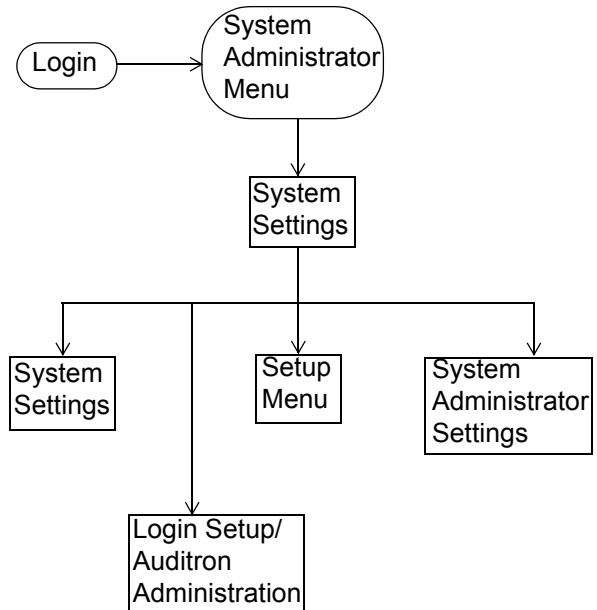
### Log In/Log Out

To Logon as a System Administrator, press the Log In/Log Out button. Enter your System Administrator Login ID and select **Confirm**.

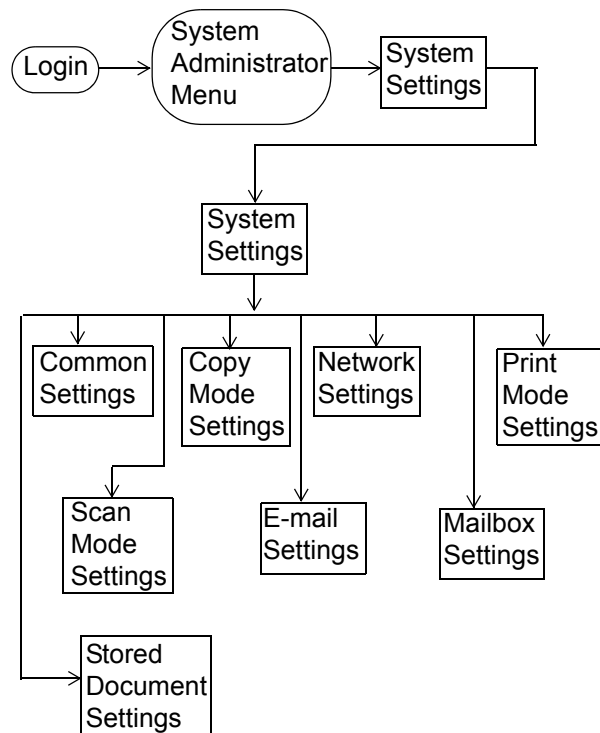
### Access the System Settings features

1. Log in as a System Administrator.
2. From the System Administrator Menu screen, select **System Settings**.
3. Select **System Settings** again.
4. Select the desired feature(s) to review/change.

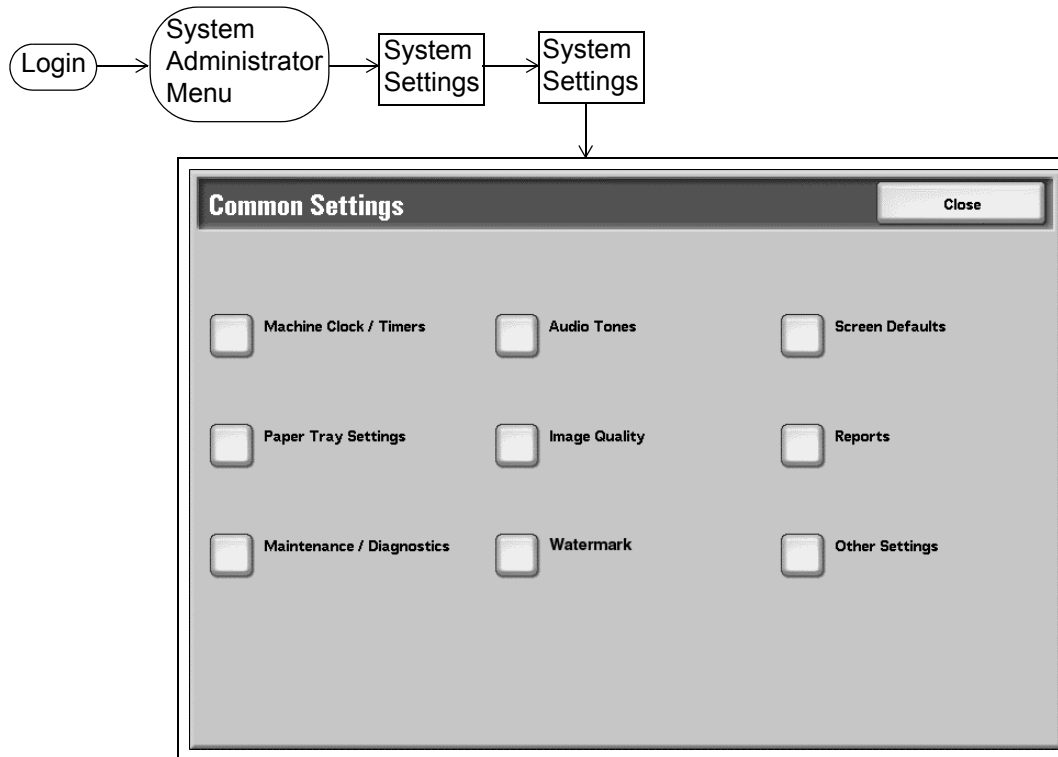
### Main System Settings menus



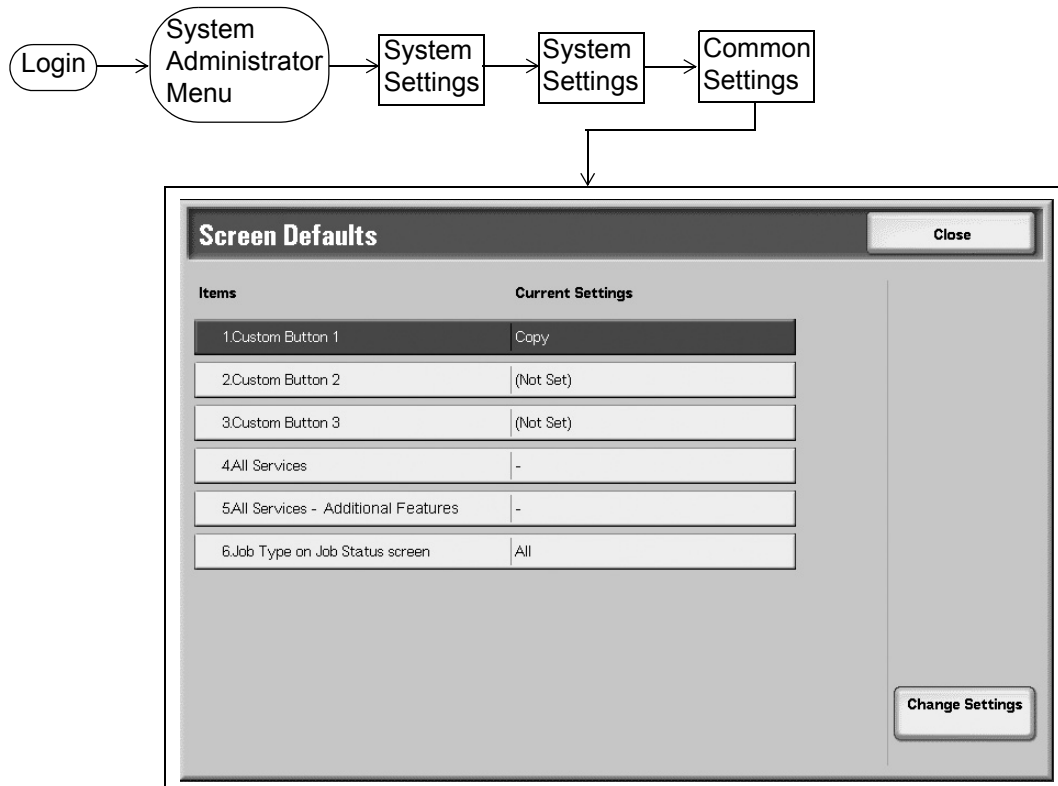
### Second level System Settings menus



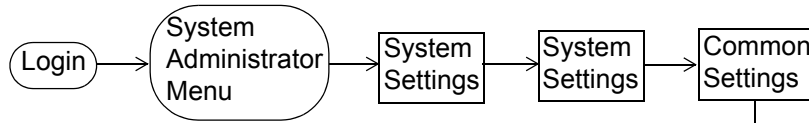
### Common Settings



### Screen Defaults



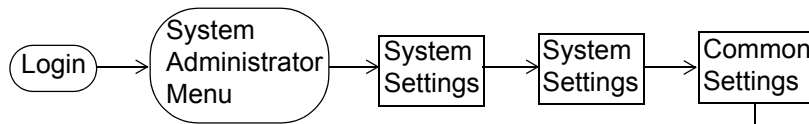
### Paper Tray Settings



Paper Tray Settings
Close

<input type="checkbox"/> Custom Paper Name	<input type="checkbox"/> Paper Tray Attributes	<input type="checkbox"/> Customize Paper Supply Screen
<input type="checkbox"/> Paper Tray Attributes on Setup Menu	<input type="checkbox"/> Paper Tray Attributes During Loading	<input type="checkbox"/> Paper Tray Priority
<input type="checkbox"/> Paper Type Priority	<input type="checkbox"/> Tray 5 (Bypass) - Paper Size Defaults	<input type="checkbox"/> Auto Tray Switching

### Other Settings (Common Settings)

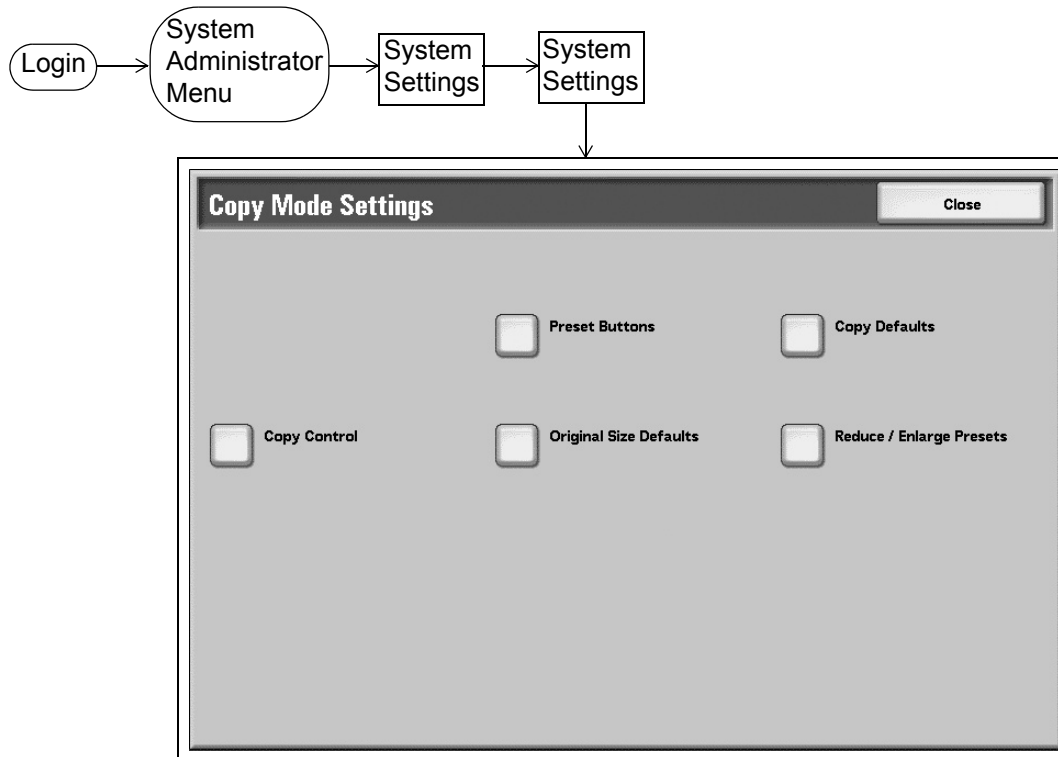


Other Settings
Close

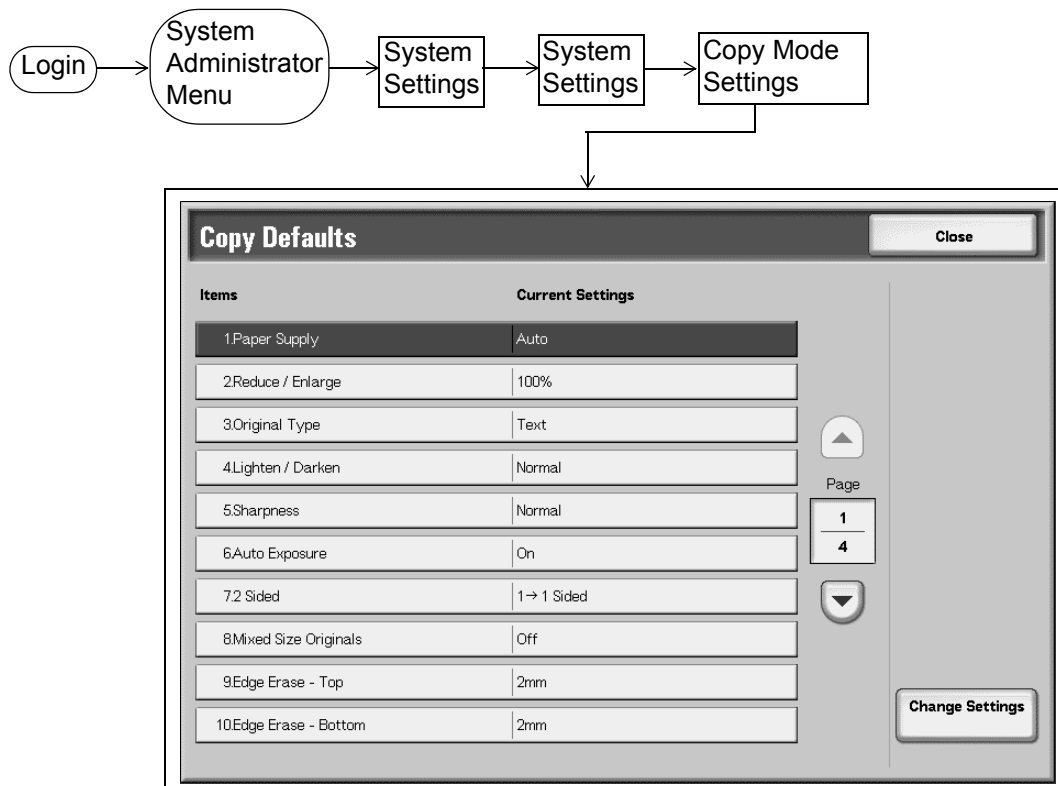
Items	Current Settings	
1 Auto Job Promotion	Enabled	
2 Offset Stacking (Finisher Tray)	Offset per set	
3 Default Print Paper Size	A4	
4 Paper Size Settings	A/B Series	▲
5 Millimeters / Inches	Millimeters	Page
6 Keyboard Input Restriction	Off	1
7 Operation of Up / Down Buttons	Enable Fast Scrolling	2
8 Overwrite Hard Disk	3 Overwrites	▼
9 Data Encryption	Off	
10 Software Download	Enabled	

Change Settings

### Copy Mode Settings

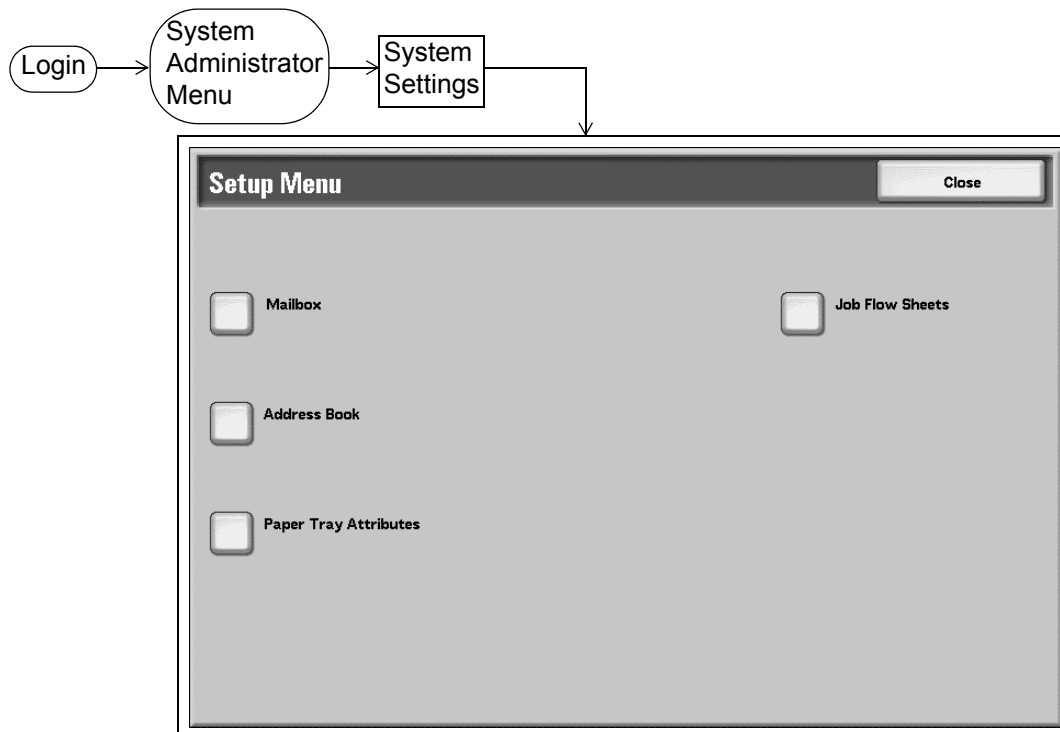


### Copy Defaults



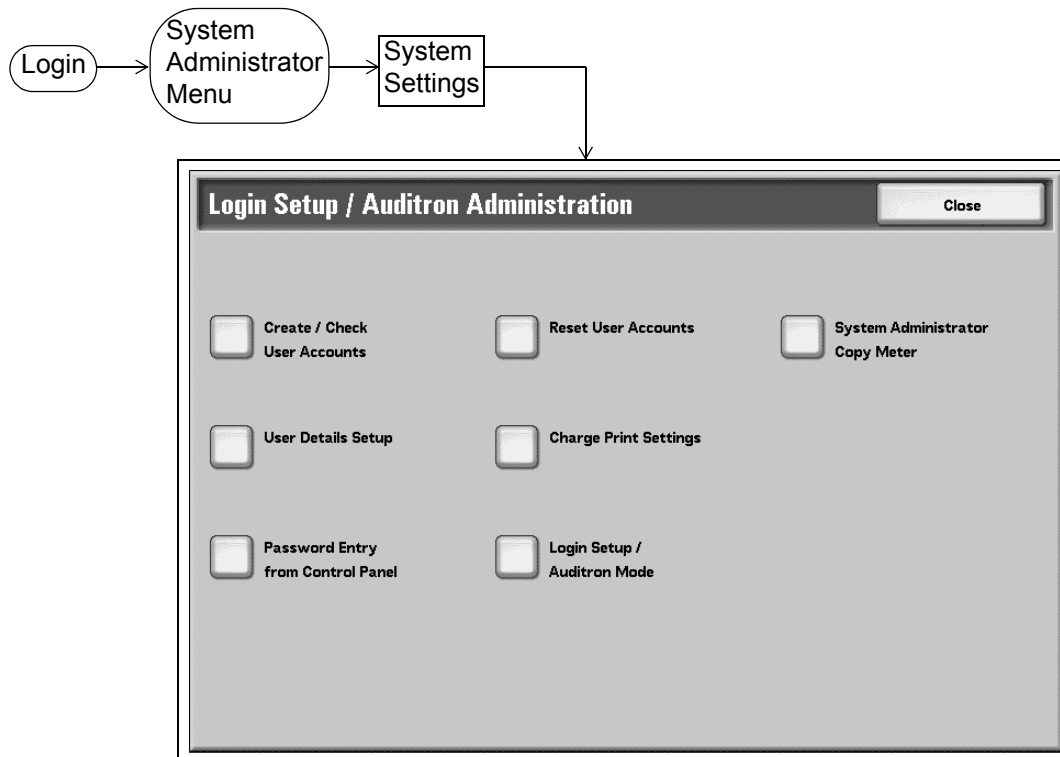
### Setup Menu

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### Login Setup/Audiron Administration

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### Set/change the Power Saver time interval

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1. Press the Log In/Out button.
2. Enter the System Administrator Login ID and select **Confirm**.
3. Select **System Settings > System Settings > Common Settings > Machine Clock/Timers**.
4. Select **Auto Power Saver > Change Settings**.
5. Enter the desired time interval for the Low Power Mode and the Sleep Mode (two separate modes).
6. Select **Save**.
7. Select **Close/Exit** until you exit the System Administration mode.

### Set/change the Screen Defaults

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1. Press the Log In/Out button.
2. Enter the System Administrator Login ID and select **Confirm**.
3. Select **System Settings > System Settings > Common Settings > Screen Defaults**.
4. Select the desired Screen Defaults feature and **Change Settings**.
5. Select the desired options/settings for that feature and select **Save** to return to the Screen Defaults window.
6. Repeat steps 4 and 5 for other Screen Defaults features, including:
  - Custom Button 1-3
  - All Services
  - All Services - Additional Features
  - Job Type on Job Status screen
7. Select **Close/Exit** until you exit the System Administration mode.

### Set/change the default Paper Tray Attributes

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1. Press the Log In/Out button.
2. Enter the System Administrator Login ID and select **Confirm**.

3. Select **System Settings > System Settings > Common Settings > Paper Tray Settings**.
4. Select **Paper Tray Attributes**.
5. Select the desired paper tray and **Change Settings**.
6. If necessary, select **Paper Size > Auto Size Detect** or **Variable**.
7. Select **Save**.
8. Select **Paper Type/Color** and the desired Paper Type and if applicable, the Paper Color.
9. Select **Save**.
10. Select **Save** to return to the Tray screen.
11. Select **Save** again to return to the Paper Tray Attributes screen.
12. Repeat Steps 5-11 for the other trays.
13. Select **Close/Exit** until you exit the System Administration mode.

### Set/change the System Administrator Login ID and Password

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1. Press the Log In/Out button.
2. Enter the System Administrator Login ID and select **Confirm**.
3. Select **System Settings > System Administrator Settings**.
4. Select **System Administrator Login ID**.
5. Select **On** and **Keyboard**.
6. Enter the new System Administrator Login ID and then re-enter it a second time.
7. Select **Save**.
8. From the System Administrator Settings window, select **System Administrator Password**.
9. Select **Keyboard**.
10. Enter the new password and then re-enter it a second time.
11. Select **Save**.
12. Select **Close/Exit** until you exit the System Administration mode.