

Getting Help

For information/assistance, check the following:

- User Guide for information on how to use the Xerox 4595.
- For online assistance go to: 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 in order to solve the problem. Failure to do so may cause additional problems.






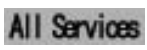



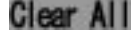



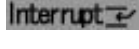

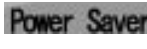
Log In/Log Out

If it is a requirement to log in to the Xerox 4595, press the Log In/Log Out button. If required, enter your UserID and password.

To log out, press this button again.

Control Panel icons

Icon (Wordless)	Icon (With Words)	Function
		Copy Use to access the Copy feature
		Custom 2 Use to access a custom feature (must be set by your System Administrator)

Icon (Wordless)	Icon (With Words)	Function
		Custom 3 Use to access a custom feature (must be set by your System Administrator)
		Start Starts the copy or scan process
		All Services Displays the menu screen
		Stop Stops the current job or communications
		Clear All Clears all programming and returns the machine to default settings
		Clear Clears wrong numerical values; press this button if instructed by the UI
		Interrupt Interrupts the current process to allow another job of higher of priority; press again after the interrupt job is complete to resume the previous operation
		Power Saver Lights when the machine is in Power Saver mode; press to cancel the Power Saver mode

Icon (Wordless)	Icon (With Words)	Function
	Machine Status	Machine Status Checks machine status, meters, consumables, and allows printing reports
	Review	Review Opens the review screen to check settings changed from the default; you can also check destination information for faxes and email
	Job Status	Job Status Confirms or cancels job
	Job in Memory	Job in Memory Lights when data is stored in the machine's memory
	Online	Online indicator Lights when data is being transmitted to or from the machine
		Brightness dial Adjusts the brightness of the touch screen

All Services buttons

Icon	Function
	Copy Provides access to the Basic Copy screen
	E-mail Allows documents to be scanned and e-mailed

Icon	Function
	Scan to Mailbox Allows documents to be scanned and saved for later use
	Network Scanning Scans the original documents and saves the scanned data to the server as a Job Template
	Scan to FTP/SMB Scans to a network server using FTP or SMB
	Check Mailbox Allows management of the mailboxes on the copier/printer
	Stored Programming Saves and stores multiple job steps as a single job
	Job Flow Sheets Allows the execution of a series of registered actions
	Language Allows the user to change the language on the UI
	Setup Menu Allows the creation and modification of mailboxes, address book entries, and Job Flow Sheets
	Print Mode Sets whether the machine is on or offline and what printer language the machine is using

Print a file from a client workstation

To print a file from your client workstation:

1. Open the document
2. Select **File>Print**.
3. From the **Print** window, select the desired printer.
4. Select your desired print options:

For **Windows** users - Select **Properties**

- Select the **Fiery Printing** tab and your desired print options; then select **OK** repeatedly until job is sent to printer, **OR**
- **Help** to obtain specific information on the printing options.

For **Macintosh** users:

- Select the desired print options; then select **OK** to send the job to the printer, **OR**
- **Help** to obtain specific information on the printing options.
- You may also refer to **PostScript User Guide** for information.

Tip: Always refer to www.xerox.com for the latest information.

Copy Only

1. Load documents in document feeder or place a document on the document glass.
2. Press **All Services** button.
3. Select **Copy > Copy Only**.
4. Select desired options.
5. Enter desired copy quantity.
6. Press **Start**.

Copy & Save

1. Load documents in document feeder or place a document on the document glass.
2. Press **All Services** button.
3. Select **Copy > Copy & Save**.
4. Select desired mailbox where the data will be saved.

Tip: If necessary, refer to Create Mailbox.

5. Use the default document name or create a new one.
6. Select any other desired options.
7. Enter desired copy quantity.
8. Press **Start**.

Save Only

1. Load documents in document feeder or place a document on the document glass.
2. Press **All Services** button.
3. Select **Copy > Save Only**.
4. Select desired mailbox where the data will be saved.

Tip: If necessary, see your System Administrator to set up a mailbox.

5. Use the default document name or create a new one.
6. Select any other desired options.
7. Press **Save** and then **Start**.

More? In the **User Guide**, review the **Copy** chapter for more information on **Copy Only**, **Copy & Save**, and **Save Only**.

Large Volume Copy Jobs

To copy a document larger than 50 pages:

1. Load up to 50 pages in the document feeder and press **All Services > Copy**.
2. Select the method to use (Copy Only, Copy & Save, Save Only).
3. Select the **Job Assembly** tab and then **Large Volume Document**.
4. Select **On** and then **Save**.
5. Press **Start** to begin.
6. Select **Next Original** to scan the next batch of pages in the document.
7. When all the pages in the document have been scanned select **Last Original**. The copy or save starts.

More? In the **User Guide**, check the **Copy** chapter for **Large Volume Documents**.

Scan

Scan, save, and/or send/email documents over the network to specified destinations.

The scan modes are: **Email**, **Scan to Mailbox**, **Network Scanning**, and **Scan to FTP/SMB**.

Tip: Do not confuse the Scan modes with the Copy & Save or Save Only features which *only* scan and save documents to the machine's local disk.

E-mail a Document

1. Press **All Services > E-mail**.
2. Select a recipient from the **Address Book** or enter one using the keyboard.
3. Select **From** to specify who is sending the e-mail. Select **Save**.
4. Select **Subject** to enter the subject of the e-mail. Select **Save**.
5. Select **Message Content** to add a message to accompany the document.
6. Select the file format (TIFF or PDF).
7. Load the documents and press Start. Once the document is scanned, it will be sent to the recipients selected.

More? In the **User Guide**, check the **Scan** chapter for **E-mail**.

Reprint a Saved Document

To print a saved document:

1. Press **All Services**.
2. Select **Check Mailbox > Copy & Print Jobs**.
3. Select the mailbox where the document resides and select **Document List**.
4. Select the document to reprint and select **Change Settings/Print**.
5. Check the settings and may any necessary changes.
6. Select **Print**.

More? In the **User Guide**, check the **Mailbox Management** chapter for **Printing Copy and Print Job Documents**.

Z-fold/Bi Fold/Tri-fold

To fold documents:

1. Select the method to use (Copy Only, Copy & Save, Save Only).
2. Select the **Output Format** tab and then **Folding**.
3. Select the type of fold and if the print will be on the inside or outside.
4. Select **Save** and proceed with the job setup.

More? In the **User Guide**, check the **Copy** chapter or the **Mailbox Management** chapter for **Folding**.

Copying on Tab Stock

To copy on tab stock:

1. Select the method to use (Copy Only, Copy & Save, Save Only).
2. Select the **Output Format** tab and then **Tab Margin Shift**.
3. Select **Shift to tab** to copy only the tab area of the original or **Shift All** to copy the entire original to the tab stock and select **Save**.
4. The Output Format tab reappears. Select **Output Orientation, Face Down** and then **Save**.
5. Load the original as shown on the User Interface, select the tray where the tab stock is located and select **Save**.
6. Ensure the tab stock is loaded and the media settings are correct. Press **Start** to print.

More? In the **User Guide**, check the **Copy** chapter for **Tab Margin Shift**.