

# Introducing your new Xerox 4595!

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## Where to begin?

This document is designed to acquaint you with your new Xerox 4595 Copier/Printer. Think of it as a starting point to help you to learn about your new machine in advance of your upcoming training. Your trainer will expect that you know the topics discussed in this document.

## About the Xerox 4595

- The Xerox4595™ is a black and white copier/printer or copier only.
- The 4595 prints at 95 pages per minute
- It can:
  - Print complex jobs sent from your computer using the supplied printer drivers
  - Scan black and white documents at 80 prints-per-minute (ppm)
  - Scan color documents at 50 prints-per-minute (ppm)
  - Scan to a network server, e-mail, or to the internal hard drive of the machine
  - Hole-punch, staple, fold, insert, create booklets, and collate your output (depending on the output devices attached)

**Tip:** For the remainder of this document, the term “copier/printer” is used to represent both copier/printer and copier only configurations.

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## Before your trainer arrives

Before your training begins, your trainer expects you to know the following:

### 1. Your Documentation

The following guides are available: **System Administrator Guide** (if applicable to you), **User Guide**, and the **Getting Started** guide. Additionally, there are two Quick Reference documents which give you condensed instructions on how to do common tasks on the copier/printer.

**Tip:** It is important that you take the time to familiarize yourself with the contents of the Getting Started guide. Your instructor expects you to have acquainted yourself with this guide *before* the training begins.

### 2. Power On/Off

You may have to switch on or off the power on the copier/printer. It is a simple procedure, but be aware that there are two switches that control the power. Review the **Power on/off** information in the **Product Overview** chapter of the **Getting Started** guide for information on the power switches.

**Tip:** The power switch and the circuit breaker are the two switches that control the power to the copier/printer.

### 3. Control Panel

The Control Panel is made up of a touch screen and a numeric keypad. Unless you submit a print job from your computer, you will use the control panel to enter your job options. Review the **Control Panel** section in the **Product Overview** chapter of the **Getting Started** guide for information on the various features and buttons.

**Tip:** When you program the copier/printer from the Control Panel and want to return to the menu screen from whatever screen you are currently on, simply press the **All Services** button.

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## 4. Paper Trays

Your copier/printer comes standard with six paper trays for a total of 4,225 sheets that can be loaded. With the optional high capacity feeder (2 drawer), you can have a maximum of eight paper trays from which media is fed for a total of 8,225 sheets.

**Tip:** The Post Process Inserter (Tray 8) is designed for inserting dividers or covers into documents. Media loaded into the Post Process Inserter cannot be printed on. Only blank or pre-printed media (for dividers or covers) can be used in this tray for insertion into the documents that you are printing.

## 5. Basic Operations

When you scan a document from the document glass or the document feeder, you decide if you want to print copies immediately, print copies immediately **and** save the scan for later reuse, **or** just save the scan for later use. This flexibility allows you to immediately print needed copies or to save the document and print it later.

**Tip:** When using the Duplex Automatic Document Feeder (DADF), the maximum number of sheets of plain paper that can be scanned at one time is 250. (Note that the copier/printer can chain scans together if you have more than 250 sheets to scan.)

## 6. Maintenance

The copier/printer will inform you when it is low on consumables that you can replace. A list of these consumables, known as Customer Replaceable Units, can be found in the **Maintenance** chapter of the **User Guide**. Other maintenance tasks, such as cleaning the document feeder and document glass, are also included in the Maintenance chapter.

**Tip:** Before you clean the exterior of the copier/printer, you must first switch off the power and unplug the machine.

## 7. Printing a file from your computer

If the print drivers for the Xerox 4595 are installed on your computer, you can send a file to the copier/printer for printing. Review the **Printing** section of the **Basic Operation** chapter of the **Getting Started** guide for specific instructions.

**Tip:** See your system administrator for installation of the print drivers on your computer.

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## Where to go for more information?

Check *Getting Started*, *System Administration*, and the *User Guide* for assistance.

**Tip:** The *Getting Started* is provided to you **both** in a hard copy format and also electronically on the Customer Documentation CD that comes with your machine.

**Tip:** The *User Guide* and the *System Administration Guide* are provided **only in electronic format on the Customer Documentation CD**. You can also download these electronic books and all the latest documentation at the following website:

## 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 4595
- Click the appropriate link for the desired information: Support, Drivers & Download, or Documentation

**Tip:** You may also call 1-800-275-9376 extension 871 for technical assistance.