

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Kinko’s Operators	Title Basic Instructions
	Date May 2007
	Page 1 of 2

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

Copy Only

1. Load documents in document feeder or place a document on the document glass
2. Press [**All Services**] button (if basic copy screen is not displayed)
3. Select [**Copy > Copy Only**]
4. Select desired options
5. Enter desired copy quantity
6. Press [**Start**]

Copy & Save (not frequent for most Kinko’s jobs)

1. Load documents in document feeder or place a document on the document glass
2. Press [**All Services**] button (if basic copy screen is not displayed)
3. Select [**Copy > Copy & Save**]
4. Select desired mailbox where the data will be saved

Tip: If necessary, refer to Create Mailbox in the *User Guide*

NOTE: Data saved in the internal Mailbox is not permanent – data will be deleted when software is reloaded

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**]

Large Volume Copy Jobs (more 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.

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Kinko’s Operators	Title Basic Instructions
	Date May 2007
	Page 2 of 2

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**.

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**.