

Xerox 4590 Copier/Printer
Xerox 4110 Copier/Printer
**Getting
Started**



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1. Product Overview



KEY POINT: The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your 4110/4590 system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Related information sources

This section describes the guides provided with this machine.

- **User Guide:** This guide describes all the necessary steps for copy/print/scan jobs, clearing paper jams, daily care, and safety information.
- **Administrator Guide:** System Administrators use this guide to set up the machine defaults/settings and the network environment.
- **PostScript User Guide:** This guide provides information for installing print driver, configuring the printer environment, and other information related to the CentreWare Utilities CD-ROM.

Customer documentation updates

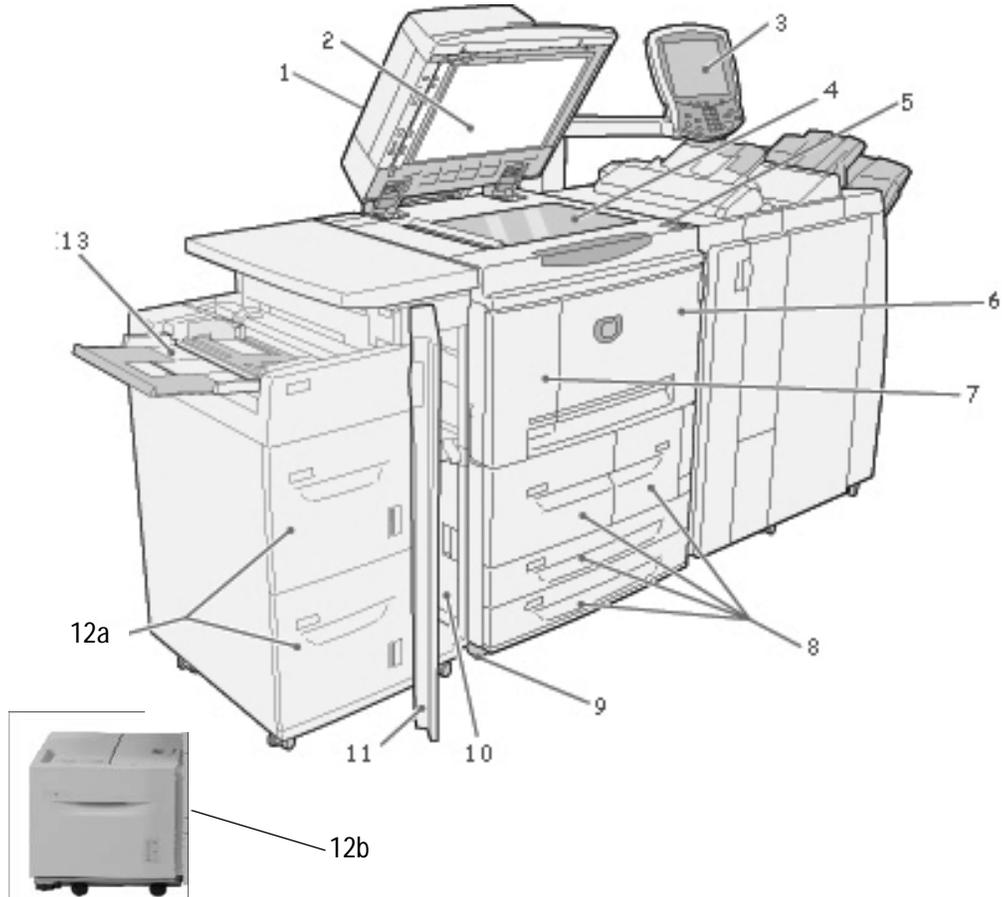
You can get the latest customer documentation and information for your product by going to www.xerox.com and doing one of the following:

- Enter your product number (e.g., 4110, 4595) in the Search field and select **Search**.
- Select the **Support & Drivers** link and then use the search options to locate your specific printer.

Be sure to periodically check www.xerox.com for the latest information for your product.

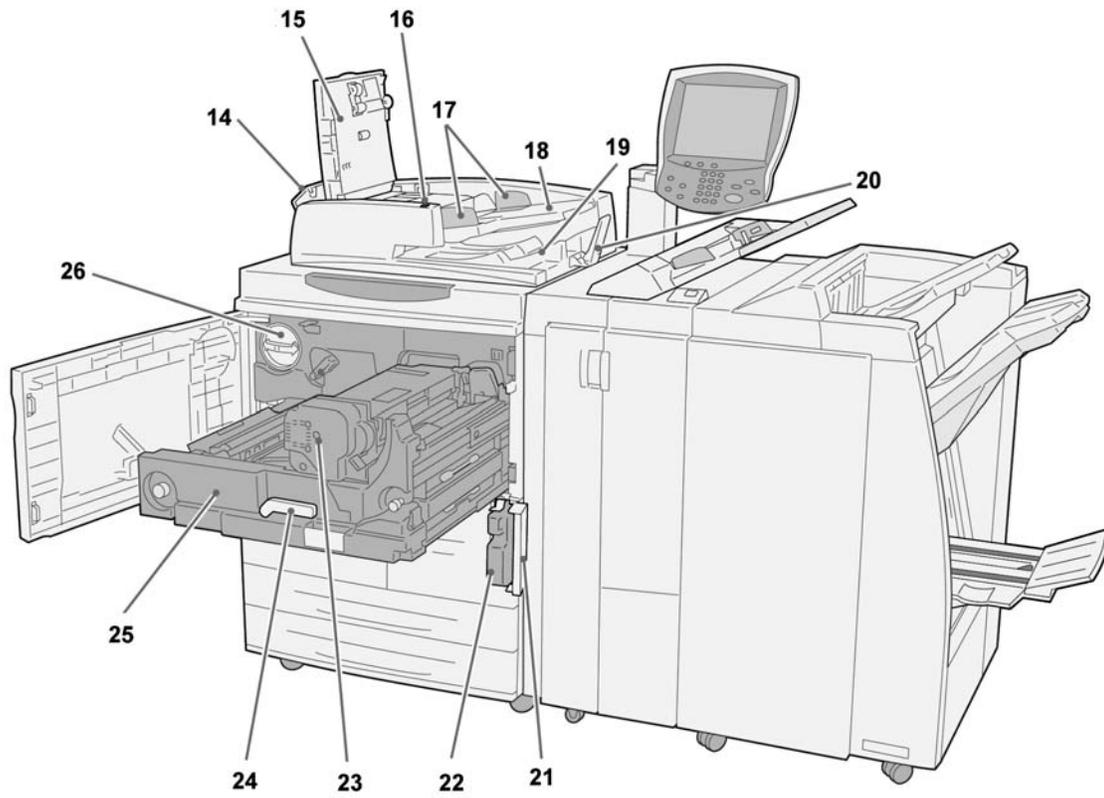
Machine components

WARNING: To prevent personal injury, do not touch any labeled area that indicates High Temperature.



No.	Component	Function
1	DADF	Duplex Automatic Document Feeder
2	Document cover	Holds a document in place on the document glass.
3	User Interface	The User Interface (UI) consists of the Control Panel and the Touch Screen. Refer to "User Interface (UI)" on page 1-12.
4	Document glass	Place a document here in order to copy it.
5	Power switch	Switches on/off the machine power.
6	Front cover	Open this cover to clear paper jams and to replace the waste toner bottles.
7	Left Cover	Open this cover to replace the toner cartridge.
8	Tray 1, 2, 3, 4	Contains the media used for copy or print output.
9	Locking casters	Locks the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Bottom left cover	Open this cover to remove paper jams.
11	Front cover for the optional Trays 6 and 7	Open this cover to access the bottom left cover. This cover and the trays 6 and 7 are part of the optional High Capacity Feeder (HCF).
12a	Tray 6, 7 (optional HCF)	Contains the media used for copy or print output.
12b	Tray 6 (optional OHCF)*	Alternative to the 2-drawer HCF, the optional Oversized High Capacity Feeder (OHCF) feeds oversized stock up to 13 x 19 in/SRA3 paper.
13	Tray 5 (Bypass)	Load nonstandard paper, such as heavy stock or other special media, that cannot be loaded in trays 1-4.

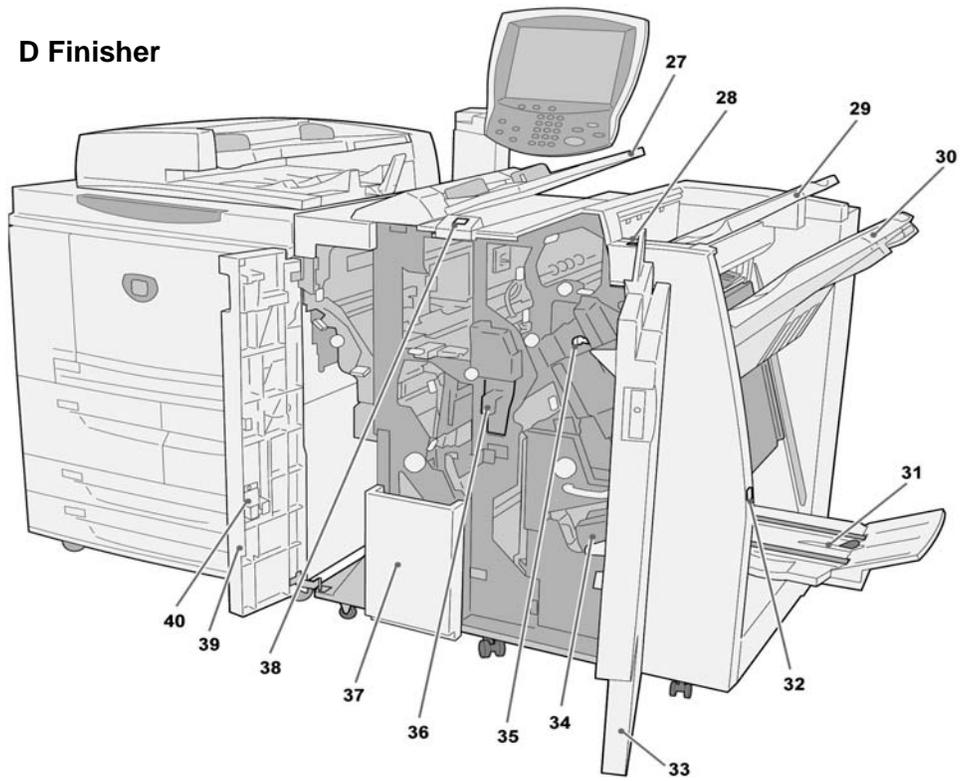
*The Oversized High Capacity Feeder (OHCF) is **not** available with the 4590 Copier/Printer.



1. Product Overview

No.	Component	Function
14	Left cover	Open to access the top cover and to remove paper jams.
15	Front cover	Open to remove paper jams.
16	Confirmation indicator	This lights when a document is loaded correctly.
17	Document guides	Use these guides to align the edges of the document.
18	Document feeder tray	Load documents here.
19	Document output tray	Retrieve scanned documents here.
20	Document Stopper	Holds large document, such as 11 x 17 in./A3, in place. When not in use, position it upward.
21	Waste toner container cover	Open this cover when removing the waste toner bottle.
22	Waste toner container	Collects used toner.
23	Fuser 	Fuses the printed image on the paper. The Fuser is extremely hot and will cause injury if jam clearing instructions are not followed.
24	Lever	Use in order to pull out the transfer module.
25	Transfer module	Copies the image from the drum to the paper. Open this to remove paper jams.
26	Toner cartridge	Provides toner for laying down the image on the paper.

D Finisher



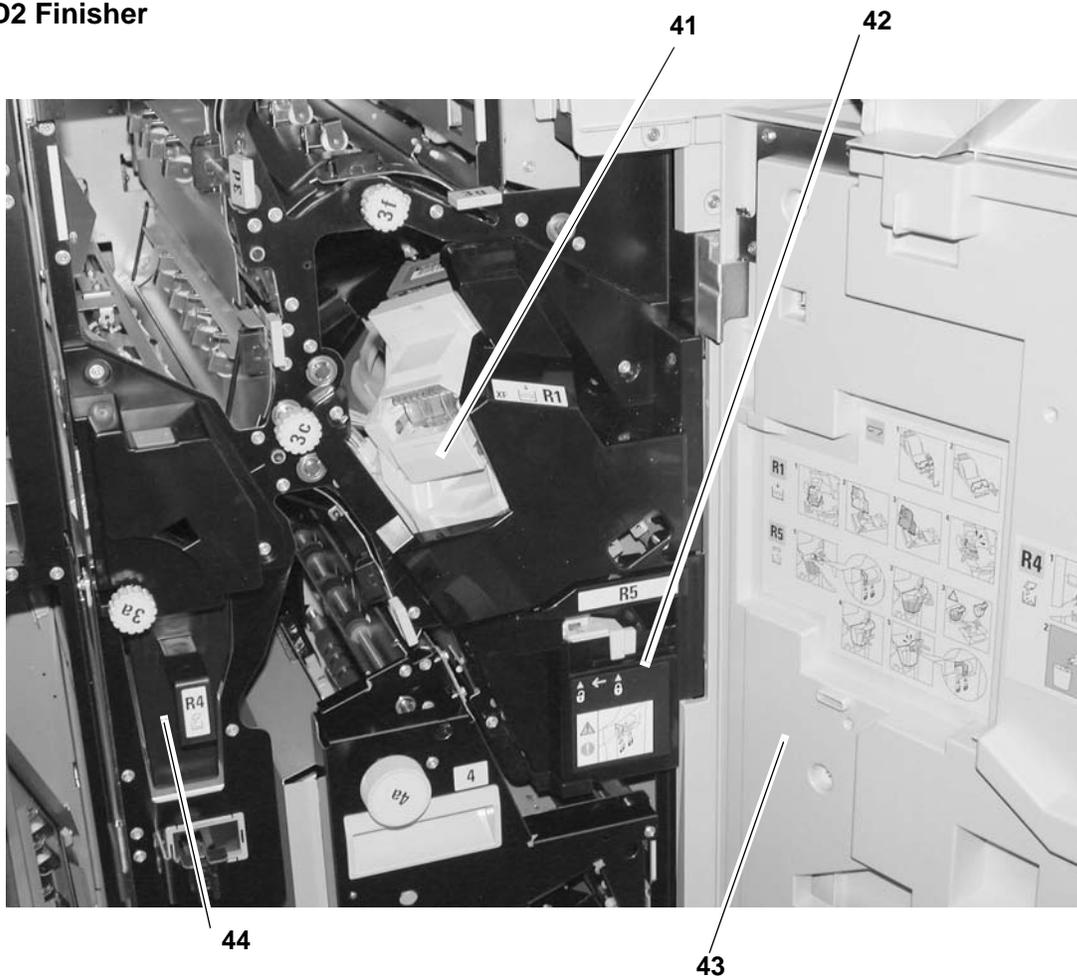
No.	Component	Function
27	Post-process inserter (Cover/Transparency separator tray) / Tray 8	Load paper for cover or transparency separators. Paper loaded here is not used for copying.
28	Decurl button	For lighter weight paper especially, press this button to decurl the output.
29	Output tray	Copies are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.
30	Finisher tray	Receives copies when you select stapled, punched, and Z-folded copies.
31	Booklet output tray	Receives copies when you select Bi-Fold or Bi-Fold + Stapling.
32	Booklet output tray button	Press this button to deliver and retrieve booklets from the output area.
33	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
34	Staple cartridges for booklet	There are two staple cartridge for booklet. Remove this cartridge to replace staples and clear staple jams.
35	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
36	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.
37	Tri-Fold output tray (optional)	Receives copies when you select Tri-Fold In or Tri-Fold out.
38	Tri-Fold output tray button	Press this button to open tri-Fold output tray.
39	Left cover.	Open this cover to access the machine and to clear paper jams.
40	Staple cartridge storage space	Staple cartridge for replacement can be stored (D Finisher only).
41	Staple waste container	Container for staple waste; remove this cartridge when full (D2 Finisher only).



NOTE 1: Throughout this guide, Finisher D, Booklet Finisher D, or Finisher D2 may be referred to simply as the Finisher.

NOTE 2: Throughout this guide, the Duplex Automatic Document Feeder is abbreviated as “Document Feeder” or “DADF.”

D2 Finisher



No.	Component	Function
41	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
42	Staple waste container	Container for staple waste; remove this cartridge when full (D2 Finisher only).
43	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
44	Post-process inserter (Cover/Transparency separator tray) / Tray 8	Load paper for cover or transparency separators. Paper loaded here is not used for copying.

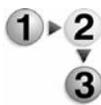
Power on/off

Switch on the power before operating the machine. The machine warms up in approximately five minutes after which you can make copies. Switch off the machine at the end of the day or when it is not in use for a long period of time. Use the Power Saver feature to reduce the power consumption of the machine.



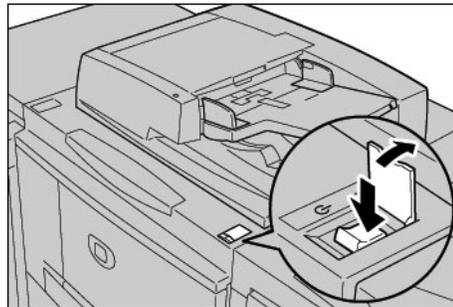
For information about power saving feature, refer to "Power Saver mode" on page 1-11.

Power on



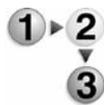
Perform the following to power on the machine:

1. Open the cover.
2. Press the power switch to the on position [I].



NOTE: The "**Please wait...**" message on the UI indicates that the machine is warming up. The machine cannot be used while it is warming up.

Power off



Perform the following to power off the machine:

1. Before switching off the power ensure that all copy or print jobs have completely finished. Furthermore, ensure that the **<Online>** indicator is not lit.



KEY POINT 1: Switching off the power before copy/print jobs are complete loses any data that is being processed.

KEY POINT 2: Never switch off the power while:

- While data is being received
- While jobs are being printed.
- While jobs are being copied
- While a scan is being executed

2. Press the power switch to the off position [⏻].



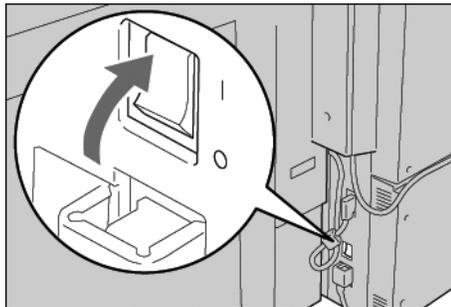
KEY POINT: The power off process continues internally after the power switch is turned off. Therefore, do not immediately unplug the power cord from the power outlet.



NOTE: If you have switched off the power, wait ten seconds before switching on the power again.

About the circuit breaker

This product is equipped with a circuit breaker.



The circuit breaker is normally **On** ("I") position, as shown in the figure. If power to the machine is interrupted, the circuit breaker trips and the switch is in the **Off** ("O") position.

If the breaker is **Off** ("O") position, contact your Customer Support Center as there might be some unusual conditions.

Power Saver mode

The machine is equipped with a Power Saver feature that automatically reduces power consumption after a period of time of inactivity. The Power Saver feature has two modes, a **Low Power** mode and **Sleep** mode.

The machine enters the **Low Power** mode after the machine remains inactive for a preset time period. Once activated, the machine remains in the Low Power mode until activity occurs or until a second period of time elapses. If the machine continues to remain inactive for another preset time period, it then enters the **Sleep** mode.

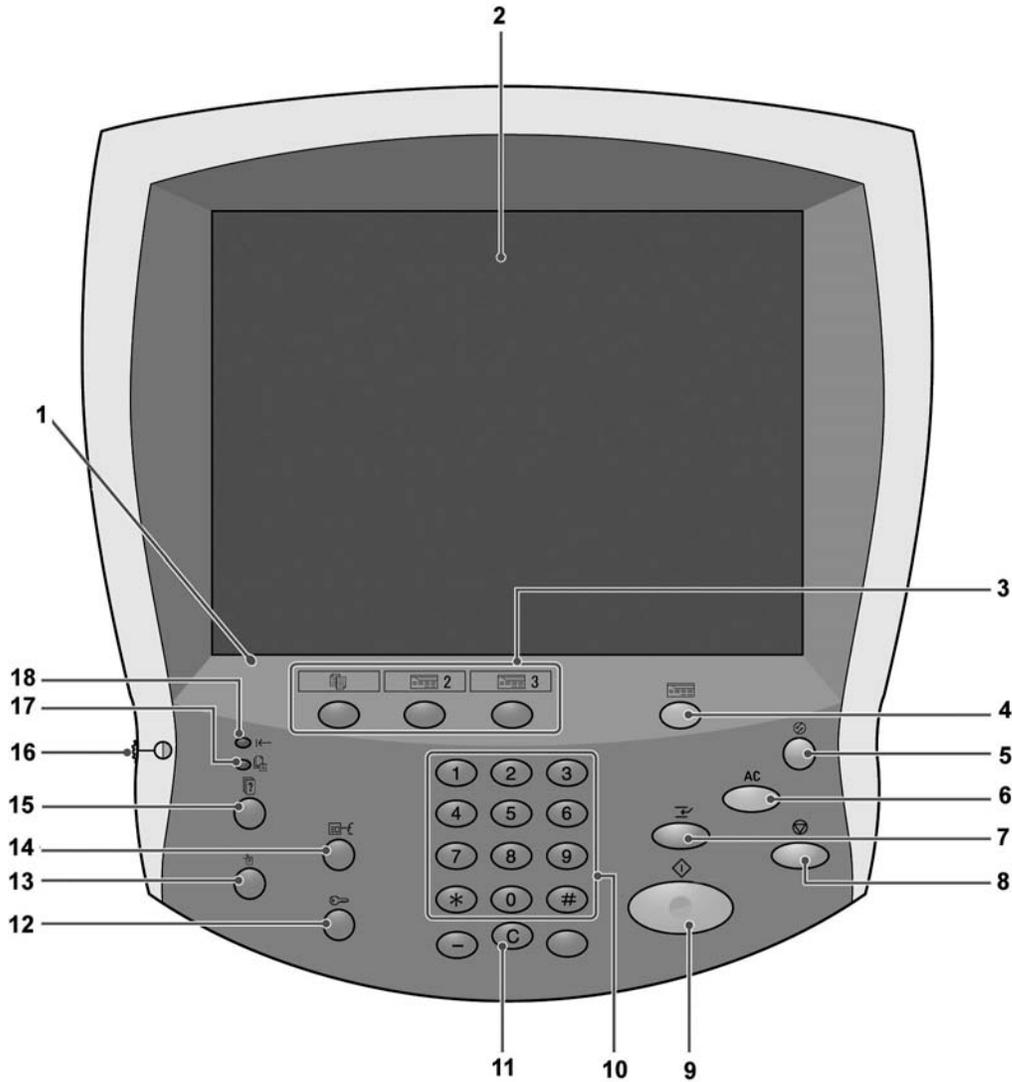
Example: The Low Power mode is set for fifteen minutes and the Sleep mode is set for sixty minutes. With this criteria, if the machine is inactive for fifteen minutes, it then enters the Low Power mode. If the machine continues to remain inactive for an additional forty-five minutes, it then enters the Sleep mode.



KEY POINT: The machine requires more time to warm-up from a Sleep Mode than it does from a Low Power Mode.

User Interface (UI)

The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components on the control panel.



No.	Component	Function
1	Control panel	Allows keypad selection of features.
2	Touch Screen	Allows selections to be made simply by touching a button on the screen.
3	Copy, Custom 2, Custom 3 	Use for the copy feature or for a custom feature.

No.	Component	Function
4	 All Services	Displays the menu screen.
5	 Power Saver	Lights when the machine is in the Power Saver mode. To cancel the Power Saver mode, press this button.
6	 Clear All	Clears all programming and returns the machine to its default settings.
7	 Interrupt	Interrupts the printing or copy process to allow another job a higher priority. The Interrupt indicator lamp lights. Press the Interrupt button after the job is completed to resume the previous operation.
8	 Stop	Press this button to stop the current copy job or communications.
9	 Start	Press this button to start the copy process.
10	 Numeric keypad	Press these buttons to enter the number of copies, passwords, and other numerical values.
11	 Clear	Press this button if you have entered the wrong numerical value or if instructed by the U I.
12	 Log In/Out	This button is used by the System Administrator to log into the System Administration mode or Login Setup/Auditron Administration mode.
13	 Machine Status	Press this button to check the machine status, meters, and the state of consumables and print reports.
14	 Review	Press this button to open the Review screen in order to check the status of copy and scan features whose settings have changed from the defaults. You can also check the destination information for sending e-mail.
15	 Job Status	Press this button to confirm or cancel currently running or completed jobs or to confirm or print saved documents.
16	 Brightness dial	Adjusts the brightness of the touch screen.
17	 Job in Memory indicator	This indicator lights when data is stored in the machine's memory.
18	 Online indicator	This indicator lights when data is transmitting from this machine or is receiving data from a client.

2. Basic Operation

This chapter describes basic operation about the machine, including:

- Copying
- Printing
- Scanning
- Printing local disk documents

Basic copying and scanning

- Copying:** This function and its related features copies original documents and does one of the following:
- Immediately prints output copies of the original document.
 - Prints copies and saves the scanned original for future use.
 - Saves the scanned original for future use and does not print a copy now.

- Scanning:** This function and its related features scans the original documents and does one of the following:
- Sends the scanned data as an e-mail attachment to the designated address.
 - Saves the scanned data to the machine's mailbox.
 - Saves the scanned data to the server as a Job Template.
 - Sends the scanned data to a networked workstation using file transfer protocol (FTP) or server message block (SMB).



NOTE: For more detailed information on copying and scanning, refer to your User Guide.

Loading documents

Documents may be loaded by using one of the following:

- **DADF:** Use this to feed a single sheet or multiple sheets
- **Document Glass:** Use this copy a single sheet or bound documents, such as books

DADF

The DADF supports a single sheet and multiple-sheet documents, with sizes ranging from 5.5 x 8.5 in. (A5),  (short edge feed - SEF) or  (long edge feed - LEF) to a maximum of 11 x 17 in. (A3)  (SEF).

The DADF automatically detects documents of standard sizes only. For documents that are nonstandard size, you must input the size in the **Original Size** field.

The DADF accepts the following.

Document type (weight)	Number of sheets
Lightweight paper (38-49 g/m ²)	250 sheets
Plain paper (50-80g/m ²)	250 sheets
Heavyweight paper (81-128g/m ²)	150 sheets
Heavyweight paper (129-200g/m ²)	100 sheets

Document Glass

The Document Glass accepts single-sheet or book-form documents up to a maximum of 11 x 17 in./A3 size.



CAUTION: When copying thick documents/books, do not use excessive force to press the Document Glass cover against the documents as this may cause damage to the Document Glass.

Copy/Scan procedure

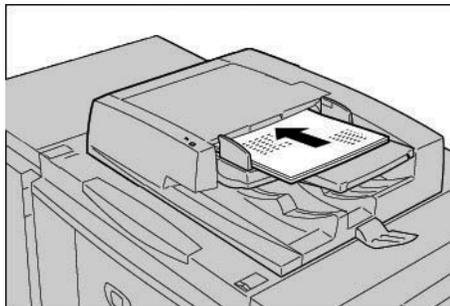


Follow these instructions when making basic copies or scanning documents.

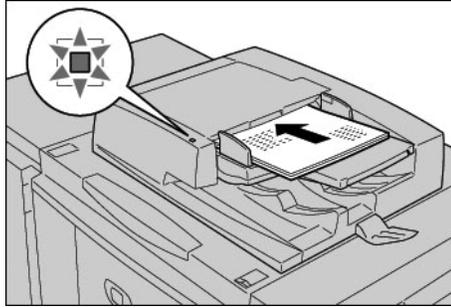


KEY POINT: In order to prevent paper jams, use the Document Glass when copying folded or creased documents.

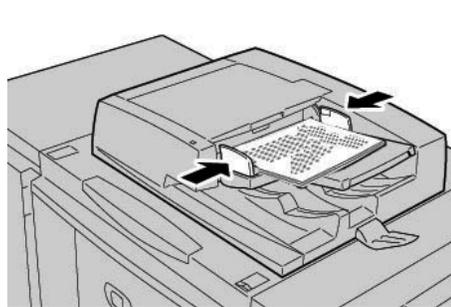
1. Load documents into the DADF.
 - a. If using the Document Glass, proceed to Step 2.
 - b. Load documents face-up into the DADF. Remove any paper clips and staples before loading documents.



- c. When the documents are loaded correctly, the Confirmation indicator lights.

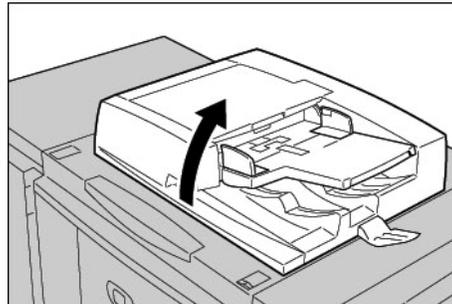


- d. Move the document guide until it just touches the edge of the documents.

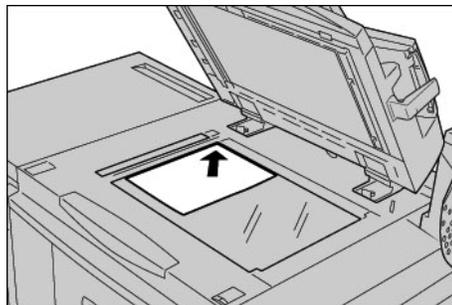


NOTE: When loading documents in the DADF, the timing for lifting up the document feeder tray may be set.

- e. Proceed to Step 3.
2. To use the Document Glass, open the document cover.



- a. Place the document face down and align it against the inside, left corner of the document glass.



b. Close the document cover.

NOTE: The size of the document on the glass is displayed on the Message Area of the Touch Screen, if the document is standard size;

c. Proceed to Step 3.

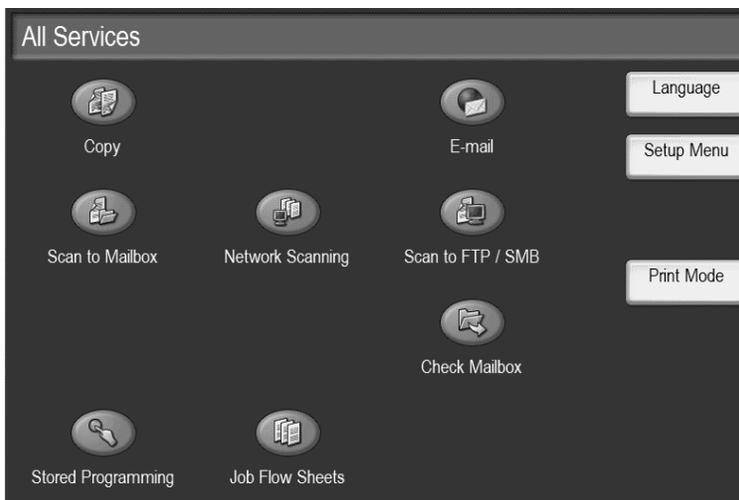
3. Press the **All Services** button,



or press the Copy button (if it is available):



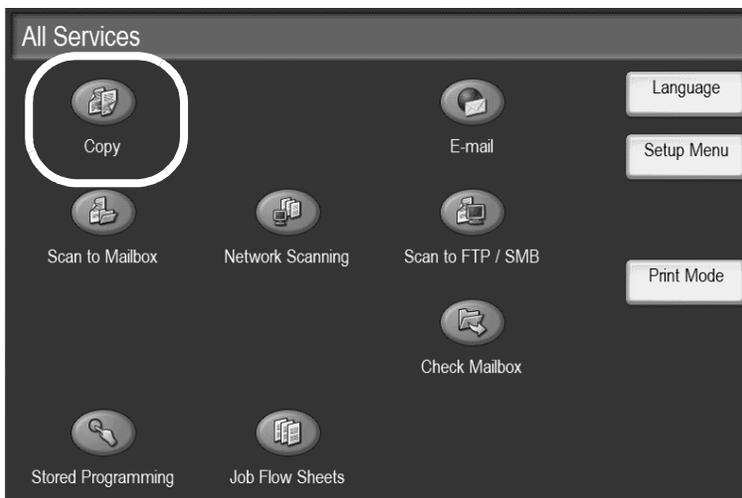
The following screen is displayed:



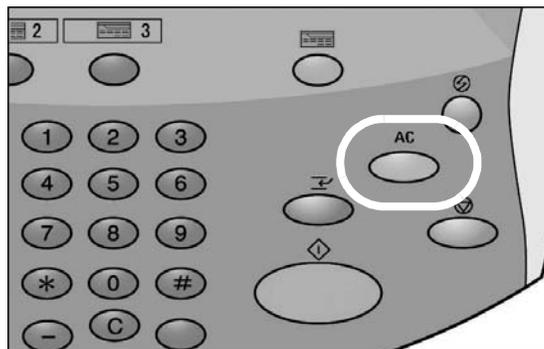
NOTE: The features displayed on the screen depend on the configuration of your machine.

- If you are making **basic copies**, proceed to the Step 4.
- If you are **scanning** documents, proceed to Step 8.

4. Select **Copy**.



If the previous settings still remain, press the **Clear All** button.



5. Select one of the copy buttons (circled below).

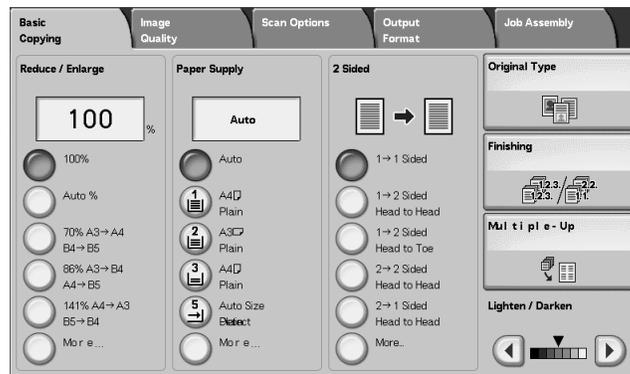


- **Copy:** This feature copies scanned documents.
- **Copy & Save:** This feature copies scanned documents and save them as data to the mailbox on the machine. You can print saved data from the Mailbox or change settings.
- **Save Only:** This feature saves scanned documents as data to the mailbox on the machine. You can print saved data from the Mailbox or change settings.



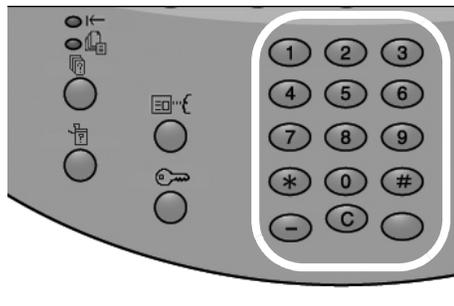
For details about Copy & Save and Save Only, refer to the Xerox 4110/4590 User Guide.

6. Select the features to set from each tab as necessary.

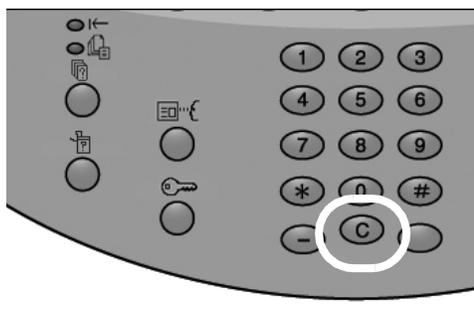


NOTE: The features shown above may vary depending on your machine configuration.

7. Enter the desired number of copies by pressing the corresponding numbers on the keypad.

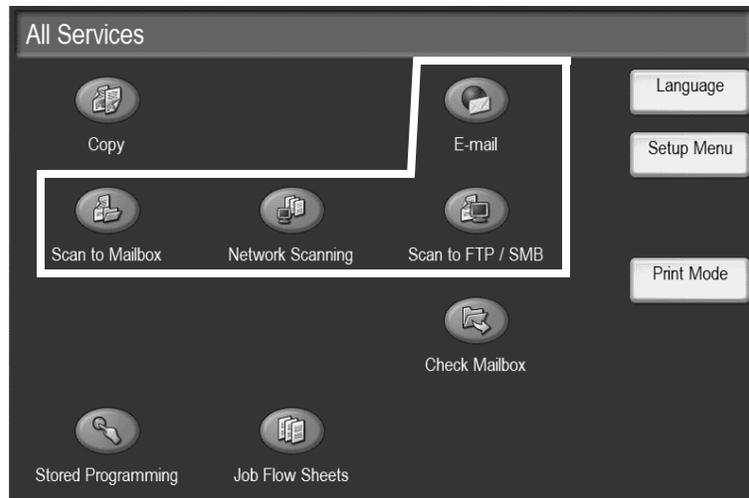


- A maximum quantity of 9999 can be entered.
- The entered number appears on the upper right of the display.
- If you enter an incorrect value, press the **C** button and re-enter the correct value.



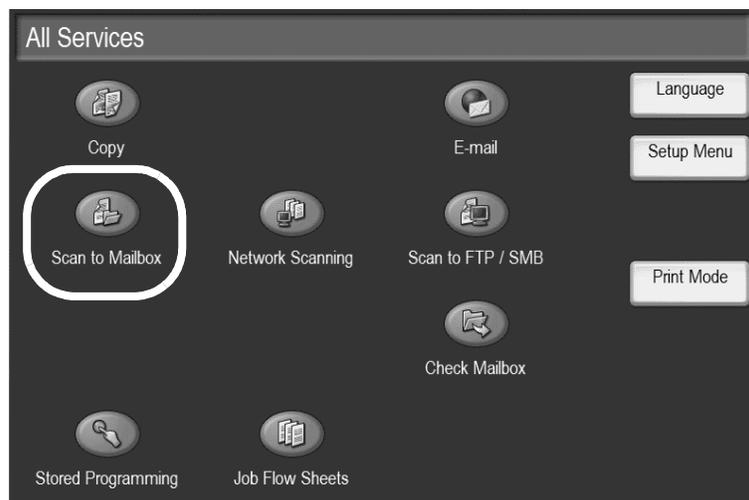
- Proceed to Step 12.

8. Select the desired scanning function.

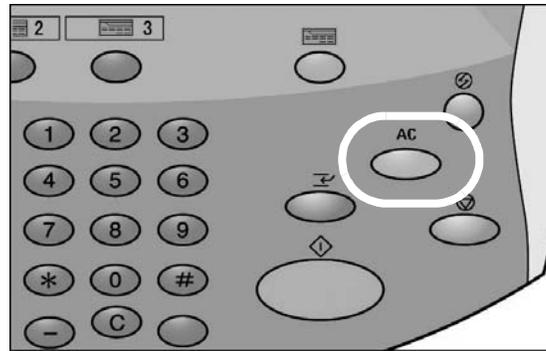


- **E-mail:** This feature scans the original documents and sends the scanned data as an e-mail attachment to the designated address.
- **Scan to Mailbox:** This feature scans the original documents and saves the scanned data to the machine's mailbox.
- **Network Scanning (Job Template):** This feature scans the original documents and saves the scanned data to the server as a Job Template.
- **Scan to FTP / SMB:** This feature scans the original documents and sends the scanned data to a networked computer using file transfer protocol (FTP) or server message block (SMB).

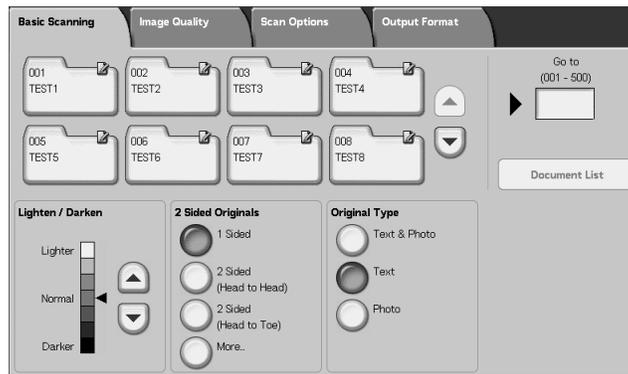
NOTE: For the purpose of this procedure, the **Scan to Mailbox** feature is used.

9. Select **Scan to Mailbox**.

If the previous settings still remain, press the **Clear All** button.



10. Select a mailbox to which the data will be saved.

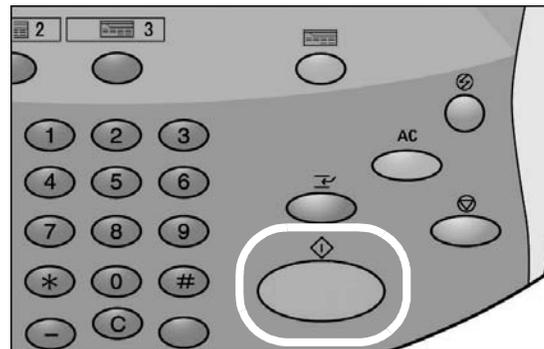


NOTE: If you have the optional Color Scanner Kit installed, the lower portion of the screen show above will be different. Consult the Scan chapter in the User Guide for more information.

11. If appropriate, select desired features from the various tabs.

Proceed to the next step.

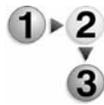
12. Press the **Start** button to copy or scan the job.



NOTE 1: If a problem occurs, an error message appears in the display of the Touch Screen. Follow the instructions on the screen to correct the problem.

NOTE 2: At this time, you can program your next copy or scan job. For more information, refer to your User Guide.

Canceling a copy or scan job

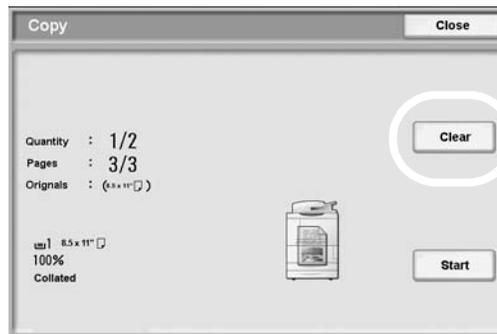


To cancel a copy or scan job, follow the procedure below.

1. Press **Stop** either on the touch screen or the **Stop** button on the Control Panel.

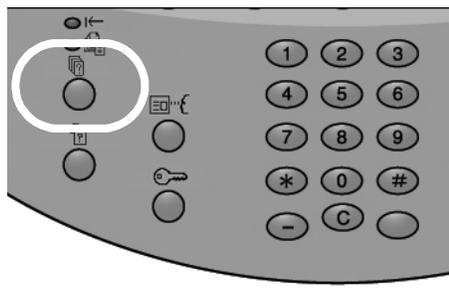


2. As the copy or scan job stops, the screen displays a **Clear** button.



Touch the **Clear** button to stop the job.

3. If the screen in Step 2. does not appear, press the **Job Status** button on the Control Panel.



- From the Job Status screen, choose the job to cancel, and then select **Stop**.

Document No. - Job Type	Status	Remote Terminal / Contents	Display Time
- - Save As	In Progress	Local Disk 001	99/444
- - Print	In Progress	Local Disk 001	99/444
12345 - Batch Print	Processing data	Doc Name	
- - Mailbox Print	In Progress	Mailbox 005	2/10
- - Link to Application	In Progress	/saitama/kitamoto/	
03333 - Document Print	Printing	toyoda.pdf	3456/4567
03333 - Document Print	Printing	Index Print	3456/4567
03333 - Document Print	Printing	toyoda.pdf	3456/4567
22223 - Document Print	Printing	Index Print	3456/4567
01234 - Save / Copy	→ Auto Start	This is File Name2	

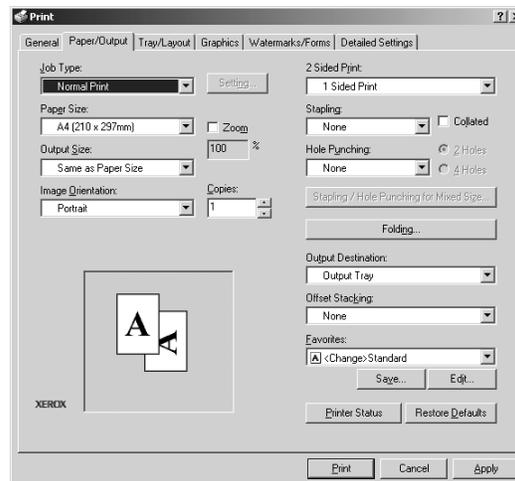
Printing



Use the following procedure when printing from your client workstation.

NOTE: The printing steps and screens may vary depending on the application software you are using. For specific information, refer to the documentation provided with each application.

- Select **File** and **Print** from the application's menu.
- Confirm the **Printer Name** and click **Properties**, if necessary.
- Configure the properties if necessary.



- Click **OK**.
- Click **OK** in the **Print** dialog box.

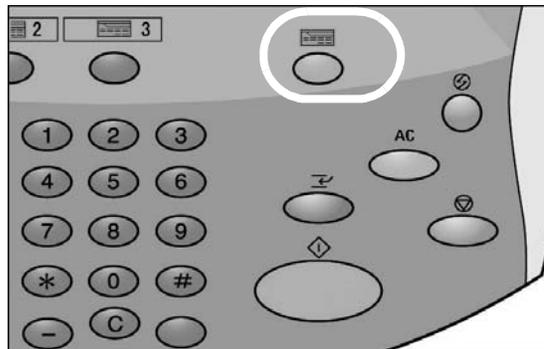
Print Copy & Print Jobs documents procedure



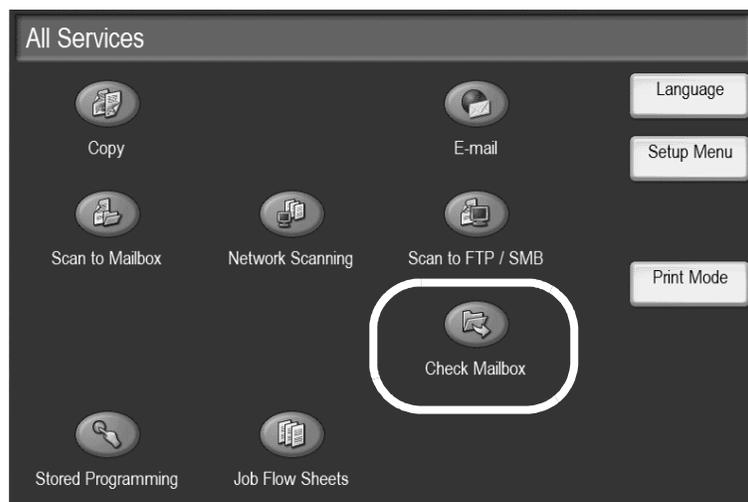
Use the following procedure when printing Copy & print Jobs documents at the machine.

NOTE: Features and screens may vary depending on your machine's configuration.

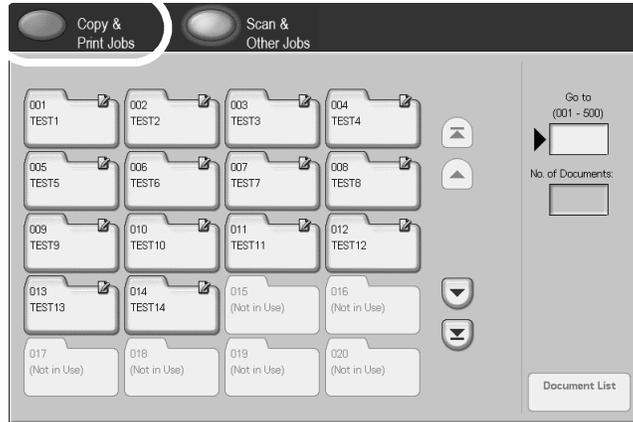
1. Press the **All Services** button.



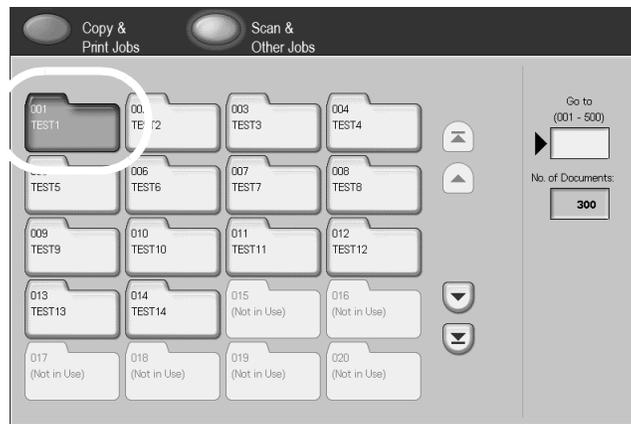
2. Select **Check Mailbox**.



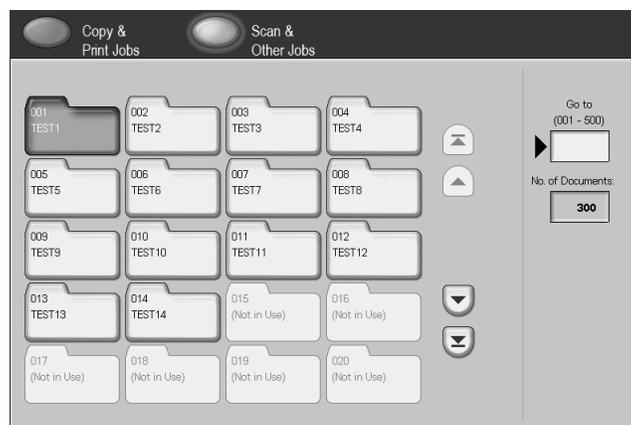
3. Select Copy & Print Jobs.



4. Select a mailbox.



5. Select Document List.



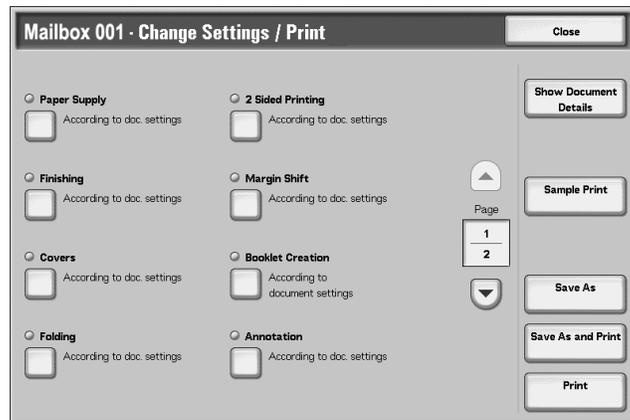
6. Select a document.



NOTE: Up to 100 copied, printed, and scanned documents may be stored.

7. Select the **Change Settings / Print** button.

8. Select the desired item or items.

9. Select **Print**.

3. Loading Paper

About paper

Paper types in the trays

The machine automatically detects the size and orientation of loaded paper in trays. The paper type, however, must be set. Normally, plain paper type is set for each tray. If you load paper that is different from plain, you must change the paper type settings. You may also specifically name the paper and give it a user-defined type. A maximum five paper types can be set as user-defined paper.

Automatic tray selection

Network print jobs: The machine automatically selects a paper tray that corresponds to your document size and orientation if the following conditions exist:

- You are using Printer Command Language (PCL) print drivers, and
- You select Paper Tray on the Paper/Output tab

This is called **Automatic Tray Selection**.

Copy jobs: When making copies, Automatic Tray Selection is active if **Auto** is selected for **Auto Paper Select**. If there are two or more corresponding trays in Automatic Tray Selection, the machine chooses the tray that has the highest **Paper Type Priority**. This is set at **Paper Type**. During Automatic Tray Selection, trays that have **Paper Type Priority** set to **Off** are not used for printing the job. Also, if the **Paper Type Priority** setting is the same for all trays, then Automatic Tray Selection is determined by **Paper Tray Priority**.



NOTE 1: *Tray 5 (Bypass) cannot be used with Automatic Tray Selection.*

NOTE 2: *If the machine runs out of paper during a copy or print job, you must refill the tray that the machine chose for your print job. Ensure that the tray is set for the same size and orientation as it was before paper was depleted.*

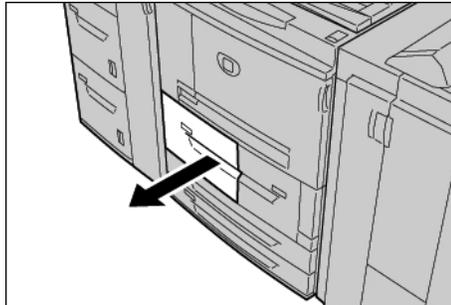
Loading paper in Trays 1 and 2



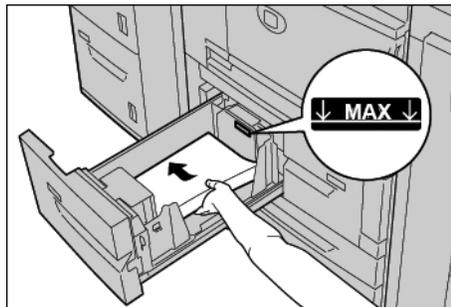
Use the following procedure for loading paper in trays 1 and 2.

NOTE: When the machine runs out of paper during a copy or print job, the UI displays a message. Follow the instructions on the UI for adding paper to the appropriate tray or trays. The copy or print job automatically resumes once paper is added.

1. Slowly pull out the tray until it stops.



2. Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on facing down.



KEY POINT: Do not load paper above the MAX line.

3. Gently push the tray in until it stops.

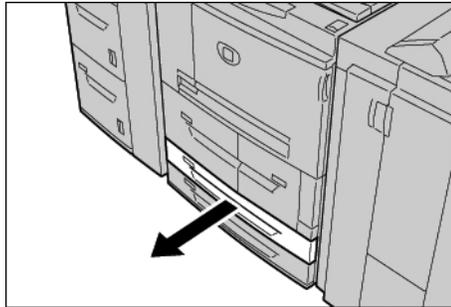
Loading paper in Trays 3 and 4



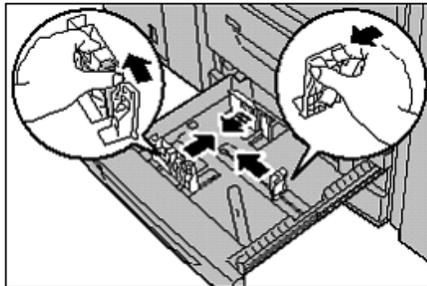
Use the following procedure for loading paper in trays 3 and 4.

NOTE: When the machine runs out of paper during a copy or print job, the UI displays a message. Follow the instructions on the UI for adding paper to the appropriate tray or trays. The copy or print job automatically resumes once paper is added.

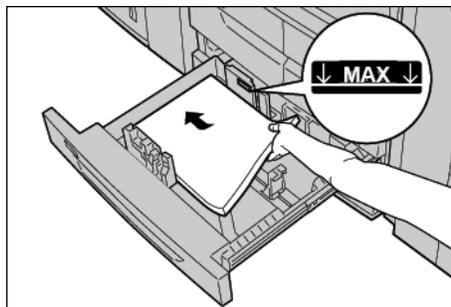
1. Slowly pull out the tray until it stops.



2. Remove any paper from the tray.
3. Expand the two paper guide levers to the desired paper size.



4. Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on facing down.



5. Move the two paper guide levers until they just touch the edges of the paper.
 - a. Ensure that the paper guides fit correctly into the slots on the tray and release the levers.

- b. Ensure that the paper guides are adjusted to the same size as the paper in the tray.



KEY POINT: Do not load paper above the MAX line.

- 6. Gently push the tray in until it stops.

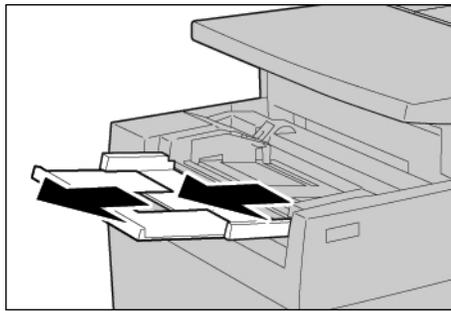
Loading paper in tray 5 (Bypass)

If you copy or print to a paper size that is different from the paper loaded in the trays, use Tray 5, the Bypass for your copy or print job.

Use the following procedure for loading paper in Tray 5 (Bypass).



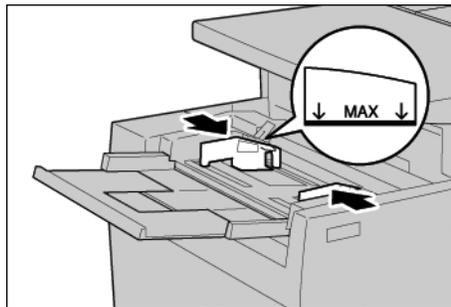
- 1. Open Tray 5.



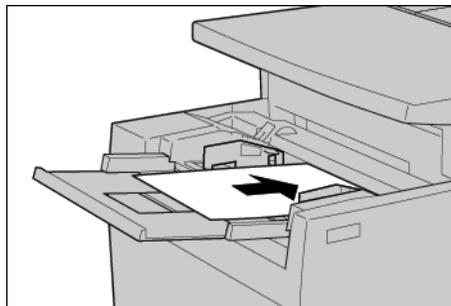
NOTE: If necessary, pull out the extension part of the tray.



- 2. Hold the center of the paper guides and slide to the desired paper size.



- 3. Load with the side to be copied or printed on facing up, and insert the paper along the guide until it stops.

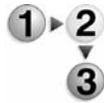




KEY POINT: Do not load paper above the MAX line. Do not load more than one size into the tray.

4. When loading nonstandard paper size, move the paper guides to accommodate the paper.
5. Complete your copy or print job.

Loading paper in optional (HCF) Trays 6 and 7

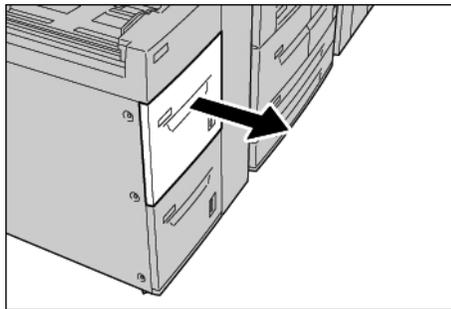


If you have the optional Trays 6 and 7, use the following procedure for loading paper into them.

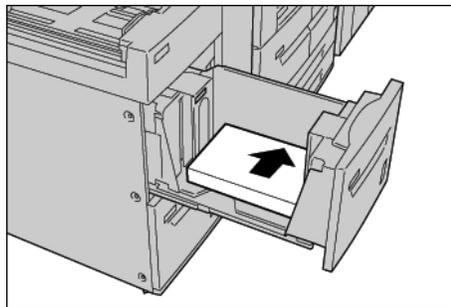


NOTE: When the machine runs out of paper during a copy or print job, the UI displays a message. Follow the instructions on the UI for adding paper to the appropriate tray or trays. The copy or print job automatically resumes once paper is added.

1. Slowly pull out the tray until it stops.



2. Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on facing up.



KEY POINT: Do not load paper above the MAX line.

3. Gently push the tray in until it stops.

Load paper in the optional Oversized High Capacity Feeder (Tray 6)



NOTE: This optional tray is not available with the 4590 Copier/Printer.

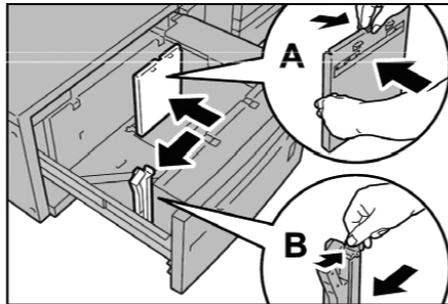


1. Pull out the tray towards you until it stops.

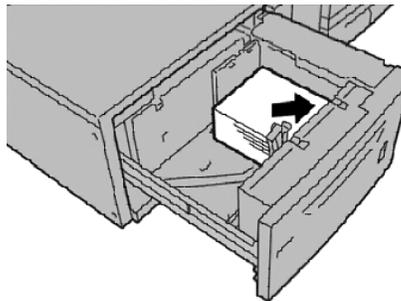


WARNING: When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Squeeze the handle on the paper guide (A) and slide the guide to the desired paper size. Squeeze the handle on the paper guide (B) and slide the guide to the desired paper size.



3. Fan the sheets before loading them into the tray. With the side to be printed on facing up, load and align the paper stack in the lower right corner of the tray as shown below.



NOTE: Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine malfunctions. When loading drilled stock, place the paper with its drilled side to the right. When loading tab stock, place the tabs to the left.

4. Slide both paper guides to just touch the edges of the paper stack.

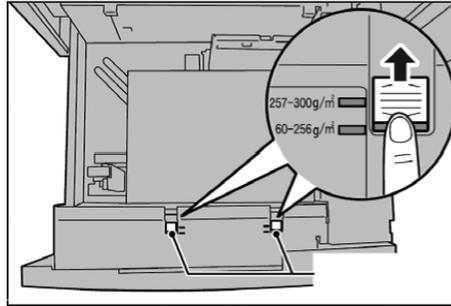


NOTE: Position the paper guides correctly to match the paper size. If the position of the paper guide is not correct, the paper may not be fed properly and paper jams may occur.



CAUTION: For paper heavier than 256 gsm, slide both Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.

5. Move both Paper Weight Switches to their appropriate positions.



6. Push the tray in gently until it comes to a stop.



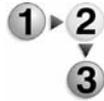
NOTE: When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.

Loading paper in Tray 8 (Post-Process Inserter)

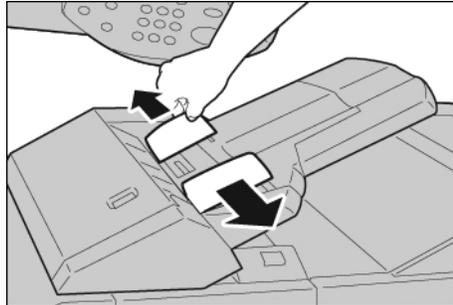
Use the following procedure for loading paper into the Post-Process Inserter (Tray 8),



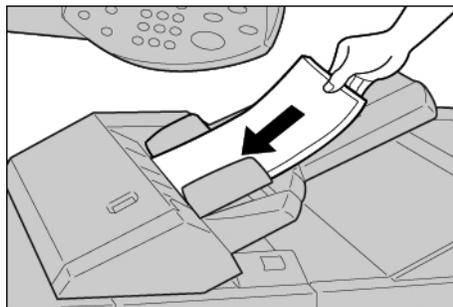
KEY POINT: The Post-Process Inserter (Tray 8) is used when your desired output includes separators, or covers; therefore, it cannot have an image copied on to it. Your separator or cover paper may be blank or with an image already copied onto it.



1. Hold the center of the paper guides and slide to the desired paper size.

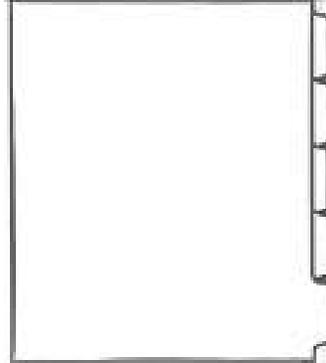


2. Load the separator or cover paper into the tray; ensure that is aligned to the front of the tray.



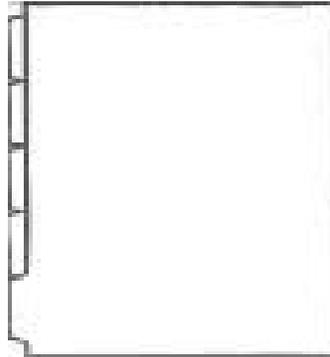
Loading tab stock into any tray

When using single reverse tabs, load the tabs on the right with the highest tab at the front of the machine; refer to the illustration below:

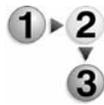


Loading tab stock into Tray 5 (Bypass) or Tray 8 (Post-Process Inserter)

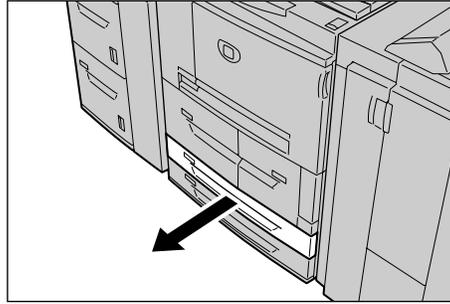
When using single straight tabs, load the tabs on the left with the highest tab at the front of the machine (the Bypass tray); refer to the illustration below:



Load tab paper in trays 3 to 4

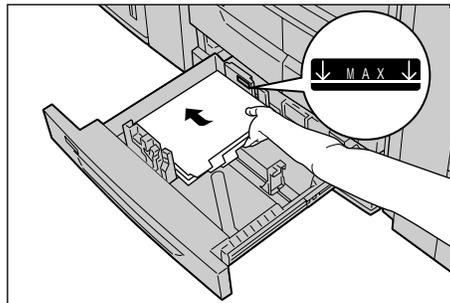


1. Pull out the tray towards you until it stops.

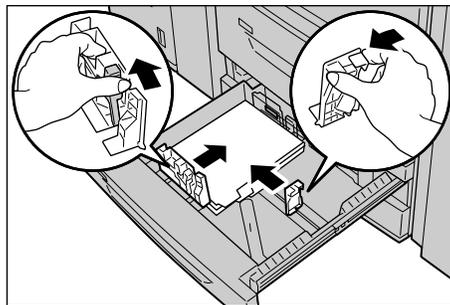


WARNING: When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Load and align the edge of the tab paper against the right edge of the tray with the side to be copied or printed on facing down.



3. Move the two paper guide levers while holding their grips so that they lightly contact the edges of the paper.

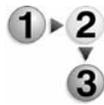


Ensure that the levers are positioned correctly.

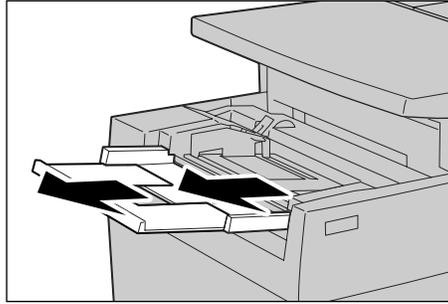


NOTE: Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

Loading tab paper in Tray 5 (Bypass)

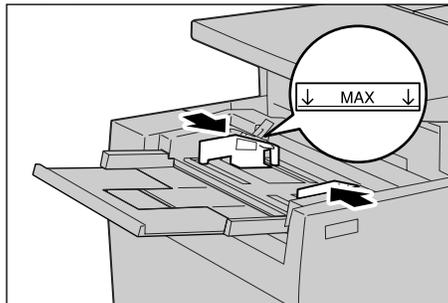


1. Open Tray 5 (Bypass).

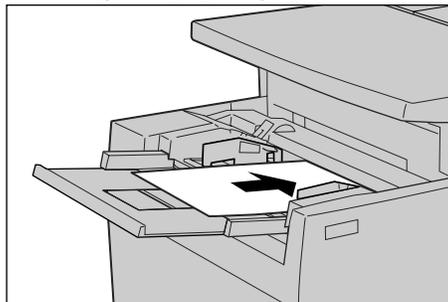


NOTE: If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.

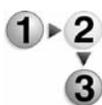
2. Hold the center of the paper guides and slide them to the desired paper size.



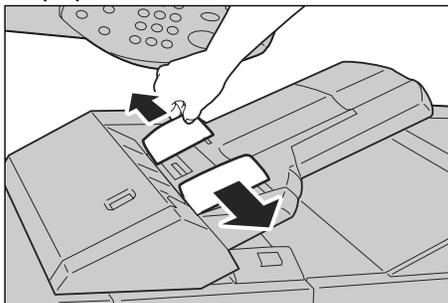
3. Place the paper with the side to be copied or printed facing up and the bottom side to be fed first. Insert the paper slowly to the end along the paper guide.



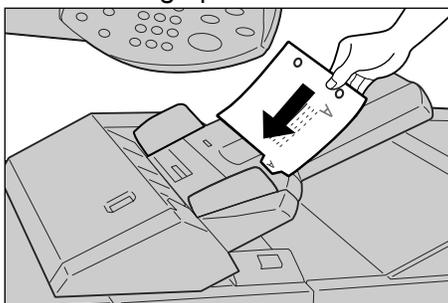
Loading tab paper in Tray 8 (Post-process inserter)



1. Hold the center of the paper guides and slide them to the desired paper size.



2. If the paper is already printed on, load the paper with the printed side facing up and with the tab side to be fed first.



Change/confirm the tray settings

If paper tray types have been changed, the settings must be modified to reflect the paper that is loaded in the tray. The following describes how to change or confirm the paper attributes of the paper loaded in the trays.

Change/confirm the tray settings from the All Services screen



NOTE: The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system



You can manually confirm and/or change the paper settings (such as weight, size, type, etc.) from the **All Services/Setup Menu** on the printer UI.



KEY POINT: To change or confirm the tray settings from the **All Services** screen, the System Administrator must program the **Setup Menu** in **System Settings** so that the **Paper Tray Attributes** feature is enabled. For more information, see your System Administrator, or refer to the System Administration Guide, Chapter 8, Setups, the section entitled “Setup Menu.”

1. From the Printer UI **All Services** screen, select **Setup Menu**.
2. Select **Paper Tray Attributes**.
3. Select the desired paper tray and select **Change Settings**.
4. If necessary, select **Paper Size**.
5. Select either **Auto Size Detect** or **Variable**.
 - If you select Auto Size Detect, select save to save and close the window.
 - If you select Variable, the screen displays:
 - a. Select the width and height of the paper by selecting the up, down, right, and left buttons.
 - b. Select **Save**.
6. Select **Paper Type/Color**.
7. Select the desired Paper Type and if applicable, the Paper Color, and then select **Save**.



NOTE: If the optional OHCF (Tray 6) is attached, an additional Paper Type option called **Coated Stock** is available. Remember: The OHCF (Tray 6) is not available with the 4590 Copier/Printer.

8. Select **Save** to return to the Tray screen.

9. Select **Save** to return to the Paper Tray Attributes screen.
10. Choose one of the following:
 - a. If you want to change the attributes for another tray, repeat Step 2. - Step 9.
 - b. If you finished, repeatedly select **Close** until you return to the All Services screen.

Copy/print on tabs

This section provides information on:

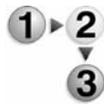
- Programming features on the Printer UI for a copy job with tabs, and
- Programming features from the print driver for network print jobs that require tabs.

Copy job with tabs



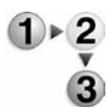
1. Load the tab stock in Tray 5 (Bypass).
2. For Tray 5 (Bypass) program the following (from the Setup Menu):
 - For Paper Size: Standard Size (8.5 x11 in./A4)
 - For Paper Type: Tab Stock 1
 - Select **Save/Close/Exit** until you return to the All Services screen
3. Select **Copy** from the **All Services** screen.
4. Select the desired Copy feature.
5. Select **Output Format**.
6. For **Output Orientation**, select **Face Down**.
7. Select **Save**.
8. From Output Format, select **Tab Margin Shift** and **Copy to Tab**.
9. Select **Save**.
10. Enter the desired output quantity.
11. Select **Start**.

Network print on tabs with the PCL print driver



1. From your computer, open the desired document to print.
2. Select **File > Print**.
3. Select the desired printer (4110/4590).
4. Select **Properties**.
5. For **Paper/Output**, select:
 - **Paper Size** = 8.5 x 11"/A4
 - **Output Size** = 8.5 x 11"/A4
6. Select the **Tray/Layout** tab.
7. For **Paper Source**, select the desired tray (where tabs are loaded).
8. Select the **Detailed Settings** tab.
9. For **Items:**, scroll to and select **Tab Margin Shift**.
10. Select **On** for **Settings for:/Tab Margin Shift**.
11. Select **OK** to save and close the **Properties** window.
12. Select the desired copies/quantity and **OK** to print the job.

Network print on tabs with the PS print driver



1. From your computer, open the desired document to print.
2. Select **File > Print**.
3. Select the desired printer (4110/4590).
4. Select **Properties**.
5. For **Paper/Output**, select:
 - **Paper Size** = 8.5 x 11"/A4
 - **Paper Source** = Automatically select or Manual Feed
 - **Paper Type** = Tab Stock 1 or Tab Stock 2
6. Select **OK** to save and close the **Properties** window.
7. Select the desired copies/quantity and **OK** to print the job.

4. Maintenance



Refer to your User Guide for information and step-by-step instructions for replacing or maintaining the following consumables:

- Replacing the Dry Ink/Toner Cartridge
- Replacing the Dry Ink/Toner Waste Container
- Replacing the Staple Cartridge
- Replacing the Staple Cartridge for an optional Booklet Maker
- Emptying the Punch Scrap Container
- Emptying the Staple Waste Container (D2 Finisher only)

Supply items

Supply item	Supply number	Supply unit	Approximate yield / carton
Dry Ink - Black	6R01237	1 unit per carton	81.000
Staple Housing Cartridge for 100 sheets	8R12912	1 unit per carton	Holds 5000 staples
Staple refills for Staple Housing 100 sheets	8R12898	3 refills per carton	5000 per cartridge
Staple Refills for Booklet Maker	8R12925	4 Boxes per carton	5000 per box
Staple Housing Cartridge for 50 sheets	8R12919	1 unit per carton	Holds 5000 staples
Staple refills for Staple Housing 50 sheets	8R12920	3 per carton	5000 per cartridge
Staple Cartridge for 100 sheets for D2 Finisher	8R13029	4 staple refills and 1 replacement waste container per carton	5000 per cartridge



NOTE: Customers on metered price plans will have their toner shipped to them automatically via the Metered Supplies Automatic Replenishment Program. Questions/Issues should be directed to 1-800-599-2198. Staples are not included under metered price plans and ordered separately by calling 1-800-822-2200.

Customer Replaceable Units (CRUs)

Supply item	Reorder number	Impressions/unit
Dry Ink/Toner Waste Container	8R13036	210,000

Call 1-800-821-2797 to order a new Dry Ink/Toner Waste Container.



KEY POINT: Please have your machine serial number and your Xerox 4110/4590 customer number ready when you call to order supplies.

5. Problem Solving

This section information about various problem solving situations. Most times, instructions for solving problems are provided on the User Interface, in the User Guide, or a combination of both.

Fault clearance

If a fault or problem occurs, there are several ways you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the UI screen messages and animated graphics. Clear the fault in the order specified on the UI.
- If the problem is not resolved by following the screen messages and graphics, contact the System Administrator for assistance.

Image quality problems

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the System Administrator.

- Do not place the machine in direct sunlight or near a radiator.
- Follow regular maintenance schedules for cleaning areas, such as the document glass and output trays.



Refer to your User Guide for more detailed information on various image quality problems.

Paper jams

When a paper jam occurs, the machine stops and an alarm sounds. The UI displays a message. Follow the instructions for removing the jammed paper. If the paper tears while attempting to remove it, ensure that you remove any torn pieces from the machine.

If the UI continues to display a paper jam message after you have initially removed the jam, the paper is probably jammed at another location. Continue to follow the instructions on the UI for removing all paper jam areas.

When you have finished removing a paper jam, the printing process automatically resumes. If the paper jam occurred during the copy process, remove the jam. Press the **Start** button after removing the jam to resume the copy process.



NOTE: Always refer the UI display for instructions on removing paper jams. Also refer to your User Guide.

6. Safety and Notices

Safety notices

This Xerox product and the recommended supplies are designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your product.



KEY POINT: The safety testing and performance of this product have been verified using Xerox materials only.



WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information.

Electrical safety

This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

- Use only the power cord supplied with this equipment.
- This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of the machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.
- Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



WARNING: You may incur a severe electrical shock if the outlet is not grounded correctly.



WARNING: This product must be connected to a protective earth circuit.

- Do not place the machine where people may step or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings prevent overheating of the machine.



WARNING: Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part may result in fire or electrical shock.

If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

- The machine emits unusual noises or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device is tripped.
- Liquid is spilled into the press.
- The machine is exposed to water.
- Any part of the machine is damaged.

Disconnect device

The power cable is the disconnect device for this equipment and is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.



WARNING: This product must be connected to a protective earth circuit.

Laser safety

North America

This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.



CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure of laser light.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

Europe and other markets

This product complies with IEC60825, Laser Safety Products.

The equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.



CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number:

+44 (0) 1707 353434

Safety standards

North America

This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950-1 (first edition), and CSA International CAN/CSA C22.2 No. 60950-1-03 (First Edition).

Europe and other markets

This Xerox product is safety certified by Underwriters Laboratories Incorporated to publication IEC60950-1 (2001) First Edition.

Maintenance safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your product.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the press and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your press.

Operational safety

Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your product:

- Use the materials and supplies specifically designed for your product. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not set up the machine near a heat source.
- Do not set up the machine in direct sunlight.
- Do not set up the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine.
- Do not attempt to override any electrical or mechanical interlock devices.



WARNING: Be careful when working in areas identified with this warning symbol. These areas may be very hot and should not be touched.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Ozone safety

This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE* by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

Notices

Radio frequency emissions

FCC in the USA

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.



WARNING: Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

In Canada (ICES-003)

This Class “A” digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe “A” est conforme à la norme NMB-003 du Canada.

Regulatory information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency IDentification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

Safety extra low voltage approval

This Xerox product is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the press must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

Certifications in Europe



The CE marking that is applied to this product symbolizes Xerox Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999 Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety
The Document Company Xerox
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England
Tel Number +44 (0) 1707 353434



WARNING: This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.



WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken.



WARNING: This is a Class A product in a domestic environment. This product may cause radio frequency interference in which case the user may be required to take adequate measures.



WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

It's illegal...

In the USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

- Certificates of Indebtedness
- National Bank Currency
- Coupons from Bonds
- Federal Reserve Bank Notes
- Silver Certificates
- Gold Certificates
- United States Bonds
- Treasury Notes
- Federal Reserve Notes
- Fractional Notes
- Certificates of Deposit
- Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

- 2.** Adjusted Compensation Certificates for Veterans of the World Wars.
- 3.** Obligations or Securities of any Foreign Government, Bank, or Corporation.
- 4.** Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
- 5.** Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
- 6.** Passports. (Foreign Passports may be photographed.)
- 7.** Immigration Papers.
- 8.** Draft Registration Cards.
- 9.** Selective Service Induction Papers that bear any of the following Registrant's information:
 - Earnings or Income
 - Court Record
 - Physical or mental condition
 - Exception: United States military discharge certificates may be photographed.
 - Dependency Status
 - Previous military service
- 10.** Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states: Automobile Licenses, Drivers' Licenses, and Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

In Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- 1.** Current bank notes or current paper money.
- 2.** Obligations or securities of a government or bank.
- 3.** Exchequer bill paper or revenue paper.
- 4.** The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5.** Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- 6.** Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7.** Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
- 8.** Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- 9.** Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

In other countries

Copying certain documents may be illegal in your country. Penalties of a fine or imprisonment may be imposed on those found guilty of making such reproductions, which include:

- Currency notes
- Bank notes and cheques
- Band and government bonds and securities
- Passports and identification cards
- Copyright materials or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Environmental notices for the USA



As an ENERGY STAR[®] partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print output, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print output. A more detailed description of the Power Saver Mode, together with instructions on changing the default time to suit your work pattern, can be found in the System Administration Guide, Power Saver section.

Product recycling and disposal

If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead and perchlorate is fully consistent with global regulations applicable at the time that the product was placed on the market.

North America

Xerox operates a worldwide equipment take-back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.

For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

Perchlorate Material

This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

If your product is not part of the Xerox program and you are managing its disposal, please follow the instructions provided in the above paragraph.

European union



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end-of-life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, contact your local dealer or Xerox representative for end-of-life take-back information.

Other countries

Please contact your local waste authorities and request disposal guidance.

