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**User manual XEROX 4110 ENTERPRISE**  
**User guide XEROX 4110 ENTERPRISE**  
**Operating instructions XEROX 4110 ENTERPRISE**  
**Instructions for use XEROX 4110 ENTERPRISE**  
**Instruction manual XEROX 4110 ENTERPRISE**

**XEROX®**

Version 3.2  
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Xerox 4590 Enterprise Printing Systems  
Xerox 4110 Enterprise Printing Systems

## User Guide



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**Manual abstract:**

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The following software configuration was used to create this guide: Controller + PS ROM 1.2026 / IOT ROM: 17.14.0 Table of contents Product overview

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. . . . .white, digital network printing systems driven by the DocuSP Controller. They are intended for large offices and small-to-medium size reproduction departments or print shops.

The 4110 EPS configuration prints jobs up to 110 pages per minute (8.5 x 11 inches/A4) while the 4590 EPS configuration prints up to 90 pages per minute.

The Xerox 4110 EPS/4590 EPS can feed a variety of paper types and weights. Both heavy weight and light weight paper media can run reliably. It also includes efficient production features such as Load While Run and Auto Tray Switching for continuous print operation.

Base configuration The standard or base configuration of the Xerox 4110 EPS/4590 EPS system consists of a: . . . . Standalone FreeFlow DocuSP Controller for accepting and processing documents for print Print engine with a User Interface (UI) 4 input trays, an inserter tray and a Bypass tray for a total capacity of 4,225 sheets at 20 lb. (75 gsm) D2 Staple Finisher module with stapling and hole punching capability, a post-process inserter and decurling unit Options

The Xerox 4110 EPS/4590 EPS printing system is available with the following optional equipment: . . . . Booklet Maker finisher Folder module for creating Z and C folds Either one of the following High Capacity Feeders: . . . . Standard 2-drawer High Capacity Feeder with a paper capacity of 2,000 sheets per tray Oversized 1-drawer High Capacity Feeder with a paper capacity of 2,000 sheets that feeds up to 13 x 19 in. (330 mm x 483 mm) stock 1- 2 X e r o x 4 5 9 0 E

P S / 4 1 1 0 E P S U s e r G u i d e 1 . P r o d u c t o v e r v i e w Job submission and workflow Jobs are sent to the Xerox 4110 EPS/4590 EPS network printer by way of the DocuSP Controller, which is the interface between the printer and the client workstation. The DocuSP Controller accepts, processes and manages the print-ready jobs for printing.

Jobs can be submitted over the network and received by the DocuSP Controller in any of the following ways: . Jobs submitted from an application on a PC client workstation using print drivers within the application that convert the job to a print-ready file and submit it for printing Web submission of print-ready files (PDF or PS) using a web browser or the Xerox FreeFlow Print Manager Importing jobs on a CD or USB drive at the DocuSP Controller . . The jobs submitted are either printed immediately or sent to a queue on the DocuSP Controller where they are held for job setup and printed at a later time. NOTE:

For more information on setting up a job for printing, defining job properties, and managing jobs on the DocuSP Controller, refer to the DocuSP Online Help or customer documentation. X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 1-3 1 . P r o d u c t o v e r v i e w Machine components WARNING: To prevent personal injury, do not touch any labeled area that indicates High Temperature. 2 1 1 2 3 1 1 1 0 9 7 8 6 5 4 1- 4 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i

d e 1 . P r o d u c t o v e r v i e w No. 1 Component DocuSP Controller Function The DocuSP Print Services software that provides a graphical user interface (GUI) to the printer for setting up and printing jobs, setting up the printer, controlling system-level preferences, and managing fonts, security, accounting, and many other activities. The User Interface (UI) is attached to the machine and consists of the Control Panel and the Touch Screen. Refer to "User Interface (UI)" in this chapter. Switches on/off the machine power.

Open this cover to clear paper jams and to replace the waste toner bottles. Open this cover to replace the toner cartridge. Contains the media used for print output. Locks the wheels of the machine. Lock these casters after moving the machine to its installation site. Open this cover to remove paper jams. Open this cover to access the bottom left cover. This cover and Trays 6 and 7 are part of the optional High Capacity Feeder (HCF). Optional High Capacity Feeder

contains 2,000 sheets per tray for print output. Alternative to the 2-drawer HCF, the optional Oversized High Capacity Feeder feeds oversized stock up to 13 x 19 in/SRA3 paper.

Load nonstandard paper (heavy stock or other special media) that cannot be loaded in trays 1-4. It can be folded away when not in use and extended to support longer length stock. 2 3 4 5 6 7 8 9 10 11 12 User Interface Power switch Front cover Left cover Tray 1, 2, 3, 4 Locking casters Bottom left cover Front cover for the optional Trays 6, 7 HCF (Trays 6, 7) OHCF (Tray 6) Tray 5 (Bypass) Xerox 4590 EPS/4110 EPS User Guide 1-5 1. Product overview 18 17 16 15 14 13 1-6 Xerox 4590 EPS/4110 EPS User Guide 1. Product overview No.

13 14 15 16 Component Waste toner container cover Waste toner container Lever Fuser Function Open this cover when removing the waste toner bottle. Collects used toner. Use in order to pull out the transfer module. Fuses the printed image on the paper. WARNING: The fuser is extremely hot and will cause injury if jam clearing instructions are not followed.

17 18 Transfer module Toner cartridge Copies the image from the drum to the paper. Open this to remove paper jams. Provides toner for laying down the image on the paper. Xerox 4590 EPS/4110 EPS User Guide 1-7 1.



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*Product overview 32 19 20 21 22 23 31 30 29 28 27 26 24 25 1- 8 Xerox 4590 EP S/4 11 0 EP S User Guide 1. Product overview No. 19 20 21 22 23 24 25 26 27 28 29 30 31 32 Component Function Post-process inserter Loads and inserts offset and color documents, preprinted tabs, covers, or (Tray 8) transparency separators. Decurl button Output tray Finisher tray Booklet output tray Booklet output tray button Right cover Staple cartridges for booklet Staple cartridge Staple waste container Punch scrap container Tri-Fold output tray (optional) Left cover Tri-Fold output tray button For lighter weight paper especially, press this button to decurl the output. Prints are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated or Normal. Receives prints when you select Stapled, Punched and Z-folded.*

*Receives prints when you select Bi-Fold or Bi-Fold + Stapling. Press this button to deliver and retrieve booklets from the output area. Open to clear paper jams, replace staples, clear jammed staples or remove the scraps from the puncher. There are two staple cartridges for booklets. Remove this cartridge to replace staples and clear staple jams. Contains staples. Remove this cartridge to replace staples and clear staple jams. Collects the staple wire cuttings from the 4 staple cartridges. Open to remove and replace the waste container. Collects the scraps from the puncher.*

*Open to remove the scraps. Receives prints when you select Tri-Fold In or Tri-Fold Out. Open this cover to access the machine and to clear paper jams. Press this button to open the Tri-Fold output tray. NOTE: Throughout this guide, Finisher D2 and Booklet Finisher may be referred to simply as the finisher.*

*Xerox 4590 EP S/4110 EP S User Guide 1-9 1. Product overview User Interface (UI) The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components and indicators on the Control Panel. KEY POINT: The screens shown on the User Interface are a representation only of the type of screens that may be seen on the system. They may or may not reflect the screens displayed on your particular system.*

*Also the functions and features shown on the UI screens may not be functional for this product. 1- 1 0 Xerox 4590 EP S/4 11 0 EP S User Guide 1. Product overview No. 1 2 3 4 5 6 7 8 Component Control panel Touch Screen Function Allows keypad selection of features. Allows selections to be made simply by touching a button on the screen. Lights when the machine is in the Power Saver mode. To cancel the Power Saver mode, press this button. Not applicable to this product. Not applicable to this product. Press this button to stop the current print job or communications.*

*Press this button to start the printing process. Press these buttons to enter the passwords and other numerical values. Power Saver Clear All Interrupt Stop Start Numeric keypad 9 10 11 12 13 14 15 16 Clear Log In/Out Machine Status Review Job Status Brightness dial Job in Memory indicator Online indicator Press this button if you have entered the wrong numerical value or if instructed by the UI. This button is used by the System Administrator to log into the System Administration mode. Press this button to check the machine status, meters, and the state of consumables and print reports. Not applicable to this product. Press this button to confirm or cancel currently running or completed jobs. Adjusts the brightness of the touch screen. Not applicable to this product.*

*This indicator lights when data is transmitting from this machine or is receiving data from a client.*

*Xerox 4590 EP S/4110 EP S User Guide 1-11 1. Product overview Power on/off WARNING: Never touch a labeled area indicating High Temperature. Contact can lead to burns. Switch on the power before operating the machine. After the power is on, the machine will take about 5 minutes to warm up before you can start printing.*

*Turn the machine off at the end of the day or when it is not in use for a long period of time. Also, the Power Saver feature on the machine will automatically activate when print data has not been received for a specified time thereby reducing power consumption. NOTE: For information about the power saving feature, refer to "Power Saver Mode" in this chapter. NOTE: For information about when and how to power down and restart the entire printing system (both the DocuSP Controller and the machine), refer to the System Administration Guide. Power on 1.*

*Open the power switch cover and press the power switch to the (I) position to turn the power on. NOTE: The "Please wait..." message indicates that the machine is warming up. The machine cannot be used while it is warming up. 1- 1 2 Xerox 4590 EP S/4 11 0 EP S User Guide 1. Product overview Power off CAUTION: Switching off the power of the machine may cause loss of data being processed. 1. Before turning the power off, make sure that all print jobs have completely finished.*

*Also, make sure that the Online indicator is not lit. KEY POINT: Never turn the power off while data is being received or when jobs are being printed. 2. Open the power switch cover at the front of the machine and press the power switch to the Off position. KEY POINT: Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off. NOTE: If you turn the power back on after turning it off, first make sure that the display on the UI has gone out. About the circuit breaker The machine is provided with a circuit breaker. The circuit breaker is normally set to the On (I) position as shown in the figure below. In the event of a current leakage, the breaker will automatically cut off the power circuit to prevent any leakage or fire from occurring.*

*If the breaker is set to the Off (O) position, contact your Customer Support Center as there might be some unusual conditions. Xerox 4590 EP S/4110 EP S User Guide 1-13 1. Product overview Power Saver Mode The machine is installed with a Power Saver feature that will automatically shut off the electricity to the machine if no print data is received for a certain duration. Even though the Control Panel display will be off, the Power Saver button will be lit indicating that the machine is in Power Saver Mode. Enter the Power Saver Mode The Power Saver feature has two modes: a Low Power mode and Sleep mode.*

*The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses. For example, if the system administrator sets the Low Power Mode for 30 minutes and the Sleep Mode for 60 minutes, the machine enters Low Power Mode after 30 minutes of inactivity.*



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If the machine continues to remain inactive for an additional 30 minutes, it then enters Sleep Mode. Exit the Power Saver Mode The Power Saver Mode exits automatically whenever print data is received by the printer.

1. Press the Power Saver button on the Control Panel. Power Saver button NOTE: The period of time indicated for the Power Saver Mode to begin is set by the System Administrator. See the System Administrator Guide for adjusting the settings for Low Power mode and Sleep mode. 1- 1 4 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 2. Paper and other media Paper types supported This section describes the kinds of paper available for this device. To ensure correct printing and make full and effective use of the performance of the machine, it is recommended that you use only the paper types approved by Xerox. Printing with paper that is a different type or size from the paper selected by the printer driver, or printing from an unsupported paper tray, can result in paper jams, reduced print quality, malfunctions, and other problems. If you want to use paper not recommended by Xerox, contact the Customer Support Center. KEY POINT: The printed image may fade due to moisture such as water, rain or vapor.

For more information, contact the Customer Support Center. Normal paper (printable paper) When using supplier paper (known as printable paper) for printing, make sure that it complies with the following specifications. It is recommended, however, that you use the standard paper types listed in the following table to achieve clear print results. Custom (nonstandard) size paper Custom or nonstandard-sized paper is any paper for which there is no paper guide setting within the minimum and maximum sizes for the trays. Custom size paper can be loaded into all trays except Tray1 and Tray 2. Paper Tray Tray1 Capacity (sheet) 1,100 Paper Size 8.5" x 11"/A4 Weight 16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm) . . . . . Paper Type Plain Recycled Lightweight (52-63 gsm) Heavyweight 1 (106-216 gsm) Side 2 Paper (preprinted) Hole Punched Tray 2 1,600 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 2- 1 2. P a p e r a n d o t h e r m e d i a Tray 3 550 each Tray 4 Variable from: 5.

5" x 7.2" (140 x 182 mm) to 13.0" x 19.2" (330 x 488 mm) Variable from: 4" x 6"/Postcard to 12.5" x 18"/SRA3 Max: 13" x 19.2" (330 x 488 mm) 16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm) . . . . . Plain Recycled Lightweight (52-63 gsm) Heavyweight 1 (106-216 gsm) Side 2 Paper (preprinted) Hole Punched Tab Stock 1 (106-216 gsm) Plain Recycled Transparency Lightweight (52-63 gsm) Heavyweight 1 (106-216 gsm) Heavyweight 2 (217-253 gsm) Labels Side 2 Paper (preprinted) Hole Punched Tab Stock 1 (106-216 gsm) Tab Stock 2 (217-253 gsm) Plain Recycled Lightweight (52-63 gsm) Heavyweight 1 (106-216 gsm) Side 2 Paper (preprinted) Hole Punched Plain Recycled Heavyweight Coated Transparency Labels Hole Punched Lightweight Tab Stock Custom Coated Tray 5 (Bypass Tray) 250 16 lb. Bond (60 gsm) to 140 lb. Index (253 gsm) Optional Tray 6 and Tray 7 (High Capacity Feeder) OR Optional Tray 6 (Oversized High Capacity Feeder) 2,000 each . . . 8. 5" x 11"/A4 6.9" x 9.9"/B5 7.25" x 10.5" (executive) 16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm) 2000 8.5" x 11"/A4 to 13" x 19"/SRA3 + 18 lb. Bond (64 gsm) to 110 lb. Cover (300 gsm) Tray 8 (Postprocess inserter) 175 8.

5" x 11"/A4 to 11" x 17"/A3 16 lb. Bond (60 gsm) to 90 lb. Cover (220 gsm) Preprinted Stock on: · Plain · Recycled · Lightweight (52-63 gsm) · Heavyweight 1 (106-216 gsm) · Hole Punched NOTE: GSM is a measure of the substance of paper expressed in grams per square meter. NOTE: Ream weight is the weight of a 788 x 1,091 mm ream consisting of 1,000 sheets. 2- 2 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a Storing and handling paper Consider the following when storing paper: · Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can cause paper jams and image quality defects. After opening a package of paper, wrap up the remaining paper to store it. It is recommended that you include moisture prevention packets. Paper should be stored flat, to prevent bends or warping.

· Consider the following when handling paper and setting paper into the tray: . . . . . Align the stack of paper neatly before setting it in the tray. Do not use paper that is folded, creased, or heavily warped. Do not use waved or curled paper. Do not load paper of mixed size together into the tray. Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once.

Be sure to carefully fan these types of paper. When continuously outputting onto transparencies, transparency sheets sometimes will stick to each other. Remove transparencies from the output tray every 20 or so sheets, and fan them to cool them down. · X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 2- 3 2. P a p e r a n d o t h e r m e d i a Paper tray features This section provides an overview of the paper tray features and functionality on the 4590 EPS/4110 EPS printer.

Automatic paper size detection feature When you load standard-sized paper in trays 3, 4, 6 and 7, the size is automatically detected by the machine. NOTE: Trays 1 and 2 are preset for paper size 8.5 x 11 inches. The machine detects only that size in trays 1 and 2. The paper type attribute is not automatically detected and must be set. Normally, plain paper is set as the default for each of the trays. Change the paper type settings if you load other paper types. Up to five paper types can be named and set as userdefined paper. For details about changing the paper type, refer to "Paper Tray Attributes" in the System Administration Guide. Automatic paper tray selection feature The machine automatically selects the paper tray containing the correct size paper without the user needing to select a specific paper tray.

The Automatic Tray Selection feature is active if Auto Size Detect is selected for Paper Size. Set the Paper Type Priority order for automatic tray selection from the Paper Tray Settings screen. If the machine senses that there are two or more corresponding trays (the Paper Type Priority setting is exactly the same), paper selection is determined by the Paper Tray Priority order set at the Paper Tray Settings screen.



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During automatic tray selection, trays whose Paper Type Priority setting is set to Off are not targeted in automatic tray selection. NOTE: Tray 5 (Bypass) cannot be selected when the automatic tray selection feature is active. For information about setting Paper Type, Paper Type Priority, Paper Tray Priority, and setting the paper substitute feature, refer to "Paper Tray Settings" in the System Administration Guide. The same settings can also be made from CentreWare Internet Services. See your System Administrator for help. 2-4 Xerox 4590 EPS/4110 EPS User Guide 2. Paper and other media Automatic tray switching feature When the paper tray currently being used is empty, the machine automatically switches to another tray containing paper of the same size, weight, type and feeding orientation (SEF or LEF) as the tray currently being used.

This feature is enabled from the Administration Mode in the Paper Tray Settings screen. See your System Administrator. Details about the paper tray settings are found in the System Administration Guide. Load While Run For continuous and uninterrupted printing, this feature allows toner to be replaced and paper stock to be loaded in the trays while the printer is still printing. Paper tray programming NOTE: For information on programming paper tray attributes on the DocuSP Controller, refer to the DocuSP online Help.

Once you load the paper in the printer paper trays, you may need to update the paper tray attribute settings to match the tray contents. The Paper Color attribute for all trays must be set at the Printer Manager on the DocuSP Controller. Settings for the Paper Type, Paper Weight and Paper Size are programmed at either the machine user interface or the DocuSP Controller depending on the tray. The paper tray attribute settings for trays 1-4 and 6-7 are programmed on the machine user interface and the settings are automatically uploaded to the Printer Manager on the DocuSP Controller. The paper tray attribute settings for Tray 5 (Bypass), however, are programmed at the DocuSP Controller.

Since Tray 5 does not have stock size guides, do not program Tray 5 settings at the machine user interface. The DocuSP Controller will download the settings from the Printer Manager to the printer and set the tray attributes for Tray 5. Set or change all Tray 8 paper tray attributes at the DocuSP Controller. Xerox 4590 EPS/4110 EPS User Guide 2-5 2. Paper and other media Load paper NOTE: When the machine runs out of paper during printing, a message is displayed on the Printer UI. Add paper according to the displayed instructions. Printing automatically resumes when paper is added. Load paper in trays 1 and 2 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 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 exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

3. 4. If you changed the paper type and/or weight, enter this in the Paper Tray Attributes window on the machine user interface. Select [OK] to save the information and close the window. Push the tray in gently until it comes to a stop. 2-6 Xerox 4590 EPS/4110 EPS User Guide 2. Paper and other media Load paper in trays 3 and 4 For information about changing the paper attributes (size, weight, etc.) and orientation, refer to "Change the size of paper trays" in this chapter. 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 paper against the left edge of the tray with the side to be printed on facing up. KEY POINT: Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble. Do not put paper or anything in the empty space on the right side of trays 3 or 4. Doing so might cause paper jams or machine trouble. 3. If you changed the paper type, weight or size, enter this in the Paper Tray Attributes window on the machine user interface. Select [OK] to save the information and close the window. Push the tray in gently until it comes to a stop. 4. Xerox 4590 EPS/4110 EPS User Guide 2-7 2. Paper and other media Load paper in Tray 5 (Bypass) When printing with paper that does not match the sizes or types in trays 1 to 4 and the optional trays 6 or 7, use Tray 5 (Bypass).

Specify the type of paper to load in the Printer Manager at the DocuSP Controller. To make detailed instructions during printing, specify the instructions using either the Print dialog in the application or from the Printer Manager. NOTE: When adding paper to Tray 5 (Bypass), remove any paper remaining in the tray, add it to the stack of paper to be added, then load all of the paper into the tray at once. 1. Open Tray 5 (Bypass) as necessary. 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.

2-8 Xerox 4590 EPS/4110 EPS User Guide 2. Paper and other media 3. Load paper with the side to be printed on facing up, and insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop. KEY POINT: Do not load mixed size paper into the tray. Do not load paper exceeding the maximum fill line.

Doing so might cause paper jams or machine trouble. 4. 5. When loading a non-standard paper size from Tray 5 (Bypass), move the paper guides to accommodate the paper. Select printing.

Load paper in the optional High Capacity Feeder (Trays 6 and 7) 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 paper against the right edge of the tray with the side to be printed on facing up. NOTE: Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble. Xerox 4590 EPS/4110 EPS User Guide 2-9 2. Paper and other media 3.

Push the tray in gently until it comes to a stop. Load paper in the optional Oversized High Capacity Feeder (Tray 6) 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.



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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. 2- 1 0 X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a 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. X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2-11 2 . P a p e r a n d o t h e r m e d i a Load paper in the optional Tray 8 (post-process inserter) The Post-Process Inserter is meant for loading paper (blank, copied paper, and so forth) to be used as separators and covers. Media loaded here will not be used to make copies.

NOTE: When adding paper to the Post-Process Inserter, remove any paper remaining in the tray, add it to the stack of paper to be added, then load all of the paper into the Post-Process Inserter at once. 1. Hold the center of the paper guides and slide them to the desired paper size. 2. Load the paper, aligning to the front side of the tray. 2- 1 2 X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a Load tab paper Load tab paper in trays 3 and 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 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. X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2-13 2 . P a p e r a n d o t h e r m e d i a Load 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 printed facing up and the bottom side to be fed first. Insert the paper slowly to the end along the paper guide. 2- 1 4 X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a Load 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. A A X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2-15 2 . P a p e r a n d o t h e r m e d i a Change the size of paper trays NOTE: If you need to change the paper size for trays 1 and 2, contact the Customer Support Center. Paper tray attributes are configurable and should match the attributes of the paper to be loaded to maintain high print quality. Normally, plain paper is set. When changing the setting to a different paper quality, change the paper quality settings to match the type of paper to be loaded to maintain high print quality. For more information about paper quality, refer to "Paper Tray Attributes" in the System Administration Guide. When setting a non-standard paper size, you must register the paper size.

For information about registering paper sizes, refer to "Paper Size Settings" in the System Administration Guide. For a description of how to print to non-standard size paper, refer to the online help for the print driver. Change the size in Trays 3 and 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. Remove any paper in the tray. 2- 1 6 X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a 3.

While pressing the paper guide lever (2 paper guides), adjust the paper guide to match the size of your paper. 4. 5. Check that the paper guides fit correctly in the slots and release the paper guide lever. Load and align the edge of the paper against the left side of the tray. NOTE: Make sure that the paper guides are adjusted to the paper being used. 6. Gently push the tray in until it comes to a stop. NOTE: Affix the paper size label to the front of the tray to indicate the paper size currently in the tray. X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2-17 2.

P a p e r a n d o t h e r m e d i a Change the size in the optional Trays 6 and 7 (HCF) NOTE: When changing the paper size to non-standard size loaded in trays 6 and 7, contact your Customer Support Center. If doing so, it never returns to the original setting. 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. 3. Remove any paper loaded on the tray. Loose the screw on the right to remove your side and the other side guide.

4. Attach the guides according to the hole of the paper size to change, and tighten the screws. 2- 1 8 X e r o x 4 5 90 E P S / 4 1 1 0 E P S U s e r G u i d e 2 . P a p e r a n d o t h e r m e d i a 5. Load and align the edge of the paper against the right edge of the tray with the side to be printed on facing up. KEY POINT: Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble. 6. Push the tray in gently until it comes to a stop. NOTE: Affix the paper size label to the front of the paper tray.

Change the paper size in the optional OHCF (Tray 6) 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. 3. Remove any paper loaded on the tray.



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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. Xerox 4590 EP S / 4110 EP S Us er G ui d e 2-19 2.

4. 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. 5. 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.

6. Move both Paper Weight Switches to their appropriate positions. 7. 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.

2-20 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2. Paper and other media Change/verify the Paper Tray Attribute settings NOTE: For information on programming paper tray attributes on the DocuSP Controller, refer to the DocuSP online Help. If paper in a tray has changed, the paper tray attribute settings associated with that tray may need to be modified. The following describes how to change the paper type settings to match the paper type currently loaded in the paper trays. KEY POINT: It is very important to identify the actual Paper Type settings for any media loaded into the paper trays.

NOTE: This procedure requires a System Administrator password. Contact your System Administrator for assistance with this procedure. NOTE: For information about how to set names to custom paper (up to five), refer to "Custom Paper Name" in the System Administration Guide or contact your System Administrator. Map the paper type and weight KEY POINT: The tray programming options available on the Printer do not consistently correspond with the tray programming options on the DocuSP. When selecting the paper type or weight on both the printer UI and the DocuSP UI, refer to the name mapping table below. This table shows which Paper Types & Weights on the Printer UI correspond to which Paper Types and Weights on the DocuSP UI. Paper Type names and weight Printer Paper Types & Weights Plain (64-105 g/m2) Recycled (64-105 g/m2) Lightweight (52-63 g/m2) DocuSP Paper Types Plain Recycled Plain DocuSP Paper weight (g/m2) 75 75 60 150 Paper can be used in which trays: All (Trays 1, 2, 3, 4, 5, 6, 7, and 8) All All All Heavyweight 1 (106-216 g/m2) Plain Heavyweight 2 (217-253 g/m2) Plain Plain (Side 2) Hole Punched Transparency Tab Stock 1 (106-216 g/m2) Plain Plain Drilled Transparency Full-Cut Tab 250 (or 150 if 250 is Trays 5 and 8 not available) 75 75 75 150 All All Tray 5 Trays 3, 4, 5, and 8 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2-21 2. Paper and other media Paper Type names and weight Printer Paper Types & Weights Tab Stock 2 (217-253 g/m2) Labels 1 (106-216 g/m2) Labels 2 (217-253 g/m2) Custom 1 (64-105 g/m2) Custom 2 (64-105 g/m2) Custom 3 (64-105 g/m2) Custom 4 (64-105 g/m2) Custom 5 (64-105 g/m2) Not applicable (N/A) DocuSP Paper Types Full-Cut Tab Labels Labels Plain or Custom Plain or Custom Plain or Custom Plain or Custom Pre-Cut Tab DocuSP Paper weight (g/m2) Paper can be used in which trays: 250 (or 150 if 250 is Tray 5 not available) 150 Tray 5 250 (or 150 if 250 is Tray 5 not available) 75 75 75 75 150 All All All All All N/A Any (program on the printer Pre-Printed according to type, weight, size) Any (varies All (suggested use depending on in Tray 5 or 8) specific Pre-Printed stock used) N/A Any N/A Depends on size, weight, and type N/A Ordered Stock Any (program on the printer Custom according to type, weight, size) NOTE: This table does not represent a complete and comprehensive list of all paper types/weights. 2-22 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2. Paper and other media Program/verify 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. 1. From the Printer UI All Services screen, select Setup Menu. 2. Select Paper Tray Attributes. Xerox 4590 EP S / 4110 EP S Us er G ui d e 2-23 2. Paper and other media 3. Select the desired paper tray and select Change Settings.

4. 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. 2-24 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2. Paper and other media If you select Variable, the screen displays: a. Select the width and height of the paper by selecting the 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 installed, an additional Paper Type option, Coated Stock, is available for selection. Xerox 4590 EP S / 4110 EP S Us er G ui d e 2-25 2. Paper and other media 8. Select Save to return to the Tray screen. 9. 10.

Select Save to return to the Paper Tray Attributes screen. Choose one of the following: a. If you want to change the attributes for another tray, repeat Step 2. - Step 8. b. If you finished, repeatedly select Close until you return to the All Services screen. 2-26 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2. Paper and other media Program/change the DEFAULT tray settings (System Administration) 1. Press the Log In/Out button. Log In/Out button 2.

Enter the System Administrator Login ID (password) with the numeric keypad, and select Confirm. 3. Select System Settings. Xerox 4590 EP S / 4110 EP S Us er G ui d e 2-27 2. Paper and other media 4.

Select System Settings. 5. Select Common Settings. 6. Select Paper Tray Settings.

2-28 Xerox 4590 EP S / 4110 EP S Us er G ui d e 2. Paper and other media 7. Select Paper Tray Attributes. 8. Select the desired paper tray and select Change Settings. 9. Select Paper Size. NOTE: The Paper Size option is not available for Trays 1 and 2.



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The default paper size for Trays 1 and 2 is 8.5 x 11/A4.

NOTE: If you are programming Trays 1 and 2, proceed to Step 11. Xerox 4590 EP S / 4110 EP S User Guide 2-29 2. Paper and other media 10. 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 buttons. b. Select Save. 11.

Select Paper Type and/or Color (if applicable). 2-30 Xerox 4590 EP S / 4110 EP S User Guide 2. Paper and other media NOTE: The Paper Color option is available only if it is Enabled from System Settings. Refer to the System Administration Guide, Chapter 5, the section entitled "Customize the paper color screen." 12.

Select the desired for the paper type and/or paper color (if applicable), and then select Save. NOTE: If the optional OHCF (Tray 6) is installed, an additional Paper Type option, Coated Stock, is available for selection. 13. 14. Review the Paper Type screen and ensure that the Current Settings for the Items you changed reflect the newly entered values, and select Close.

Select Close/Exit repeatedly to exit the System Administration mode. Xerox 4590 EP S / 4110 EP S User Guide 2-31 2. Paper and other media Manually confirm/change the tray settings on the DocuSP KEY POINT: You can quickly and easily check the status of the printer trays from the DocuSP by selecting Printer Status from the Printer pull-down menu. The settings for the individual trays cannot be changed from here. In order to change the settings, perform the procedure provided in this section. 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 tray settings on the DocuSP UI by performing the following steps. KEY POINT: You must be logged on as the System Administrator in order to make changes to the paper tray settings. 1.

2. 3. 4. From the DocuSP UI, select the Logon pull-down menu and select Logon... From the Logon screen, select System Administrator from the User Name pull-down menu. Enter the correct Password and select OK. From Services, select Printer. 2-32 Xerox 4590 EP S / 4110 EP S User Guide 2. Paper and other media 5. Check the paper tray settings for the desired tray(s). · · · Ensure that the settings reflect any changes made to the tray (such as size, type, weight, etc.). If the settings shown on the DocuSP are correct, you finished.

If the settings shown on the DocuSP are different from the actual tray contents, continue to the next step. 6. Double click on the desired tray to open the Properties window. 7. Make the desired changes to the settings (size, type, weight, etc. ). Ensure that the changes made here reflect the Printer UI settings and the contents of the paper tray. 8. 9. Select Apply to save the changes. Select OK to close the Properties window. Xerox 4590 EP S / 4110 EP S User Guide 2-33 2. Paper and other media 2-34 Xerox 4590 EP S / 4110 EP S User Guide 3. Job Status KEY POINT: Since jobs are managed, printed and deleted through the DocuSP Controller, it is recommended that you check the status of the print jobs at the controller. Job status overview The Job Status feature lets you check executing, pending, and completed jobs.

You can also cancel printing or print pending jobs. 1. Press the Job Status button. Job Status button In the Job Status screen, the following tabs are present: Current and pending jobs You can check lists of executing and pending jobs, and display more details about the jobs. You can also cancel an executing or pending job. For more information, refer to "Checking current/pending jobs" in this chapter. Completed jobs You can display the status of completed jobs. You can also display more details about the completed jobs. For more information, refer to "Checking completed jobs" in this chapter. Print waiting jobs You can print pending print jobs and select the order that they will print.

For more information, refer to "Printing waiting print jobs" in this chapter. Xerox 4590 EP S / 4110 EP S User Guide 3-1 3. Job Status Checking current/pending jobs This section describes how to check current or pending jobs. In the Job Status screen, you can cancel jobs, or execute jobs in the order you set. 1.

2. Press the Job Status button. Select the Current and Pending Jobs tab. 3. Check the executing/pending job. to NOTE: Select to display the previous screen and select display the next screen. Display Time The estimated job completion time is displayed. The time is displayed either in the form of Cumulative Time Required or Time Required. NOTE: The estimated job completion time is not displayed during data processing. NOTE: The information displayed can be changed under Common Settings...Other Settings in Admin mode. For more information about the Display Time values, refer to "Estimated Job Time" in the System Administration Guide or contact your System Administrator for help. 4.

5. 6. An To cancel or preferentially execute a job, first select the job. Select Cancel to cancel the current pending job. Select Promote Job to promote a job to run after the currently executing job. icon appears on the Status of a job set to Promote Job. 3-2 Xerox 4590 EP S / 4110 EP S User Guide 3. Job Status Checking completed jobs This section describes how to check completed jobs. You can check whether a job has completed successfully as well as display more details about a selected job. 1.

2. Press the Job Status button. Select the Completed Jobs tab. NOTE: Select to display the previous screen and select display the next screen. to 3. To check the details of a job, select the job. 4. After checking the job, select Close. When jobs are not completed correctly If a job is not completed correctly, print the Job History Report to view the error. For information about the error code, refer to "Error Code" in the Problem Solving chapter of this guide. Xerox 4590 EP S / 4110 EP S User Guide 3-3 3. Job Status Printing waiting jobs You can print pending print jobs. NOTE: If there are no pending print jobs, then you cannot select Print Waiting Jobs. 1. 2. Press the Job Status button. Select the Print Waiting Jobs tab. 3. Locate and select the job to print. to NOTE: Select to display the previous screen and select display the next screen.

3-4 Xerox 4590 EP S / 4110 EP S User Guide 4.



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*Machine status Machine status overview You can check the machine status and number of printed pages on the screen. You can also print a report/list, as well as check the job history and settings/recorded values. 1. Press the Machine Status button. Machine Status button 2. Review the Machine Status screen; the following tabs appear: Machine Status You can check the machine configuration, paper tray status, and the optional overwrite hard disk status. You can also set the printer mode. For more information, refer to the "Machine status" section of this chapter. Billing Meter/Print Report You can check the number of pages printed for each meter.*

*You can also print a report/list, the job history and settings/recorded values. Consumables You can check the status of consumables. For more information, refer to the "Consumables" section of this chapter. Faults You can print the faults that have occurred on the machine. For more information, refer to the "Faults" section of this chapter.*

*Xerox 4590 EP S / 4110 EP S Us er G u i d e 4- 1 4. M a c h i n e s t a t u s Machine status From the Machine Status screen, you can check the configuration of the machine, the paper tray status, and set the print mode. 1. 2. Press the Machine Status tab.*

*Make a selection from the Machine Status screen. Machine information If you select Machine Information, you can check the serial number, machine configuration, and software version. 1. From the Machine Status screen, select Machine Information. 2. Review the screen for the following information: For enquiry on maintenance and operation This indicates how to make maintenance and operating inquiries. Serial Number This displays the machine serial number. 4- 2 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 4. M a c h i n e s t a t u s Machine Configuration This displays the Machine Configuration screen, which identifies the devices associated with the machine such as feeders, print drivers and finishing equipment. Software Version This displays the Software Version screen that identifies the version of all software applications loaded on the machine.*

*Machine configuration screen You can check the configuration of the machine. 1. From the Machine Status screen, select Machine Information and then Machine Configuration. NOTE: Select to display the previous screen and select display the next screen. to 2. From the Machine Configuration screen, you can check the following items: Configuration Code Paper Tray High capacity feeder Separators/Covers Tray Output Device Folder Booklet Maker Waste Toner Container Hard Disk Page Memory Size System Memory Size PostScript PCL HP-GL/2 Xerox 4590 EP S / 4110 EP S Us er G u i d e 4-3 4. M a c h i n e s t a t u s Software version screen You can check the software version of the IOT and finisher, for example. 1. From the Machine Status screen, select Machine Information and then Software Version. NOTE: Select to display the previous screen and select display the next screen.*

*to 2. From the Software Version screen, you can check the following items: Controller + PS ROM IOT ROM HCF ROM Finisher ROM Paper tray If you select Paper Tray from the Machine Status screen, you can check the following paper tray configuration information: . . . Tray status Amount of paper remaining Paper size Paper type 4- 4 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 4. M a c h i n e s t a t u s 1. From the Machine Status screen, select Paper Tray. 2.*

*When finished examining the tray configurations, select Close. Overwriting the hard disk (optional) You can check whether the hard disk is being overwritten. When "Standby" appears, the overwriting operation has finished. NOTE: An optional package is necessary for this selection. For more information, contact the Customer Support Center.*

*KEY POINT: Overwrite Hard Disk only appears when Overwrite Hard Disk is set in the System Settings. For more information, refer to "Overwrite Hard Disk" in the System Administration Guide. 1. From the Machine Status screen, select Overwrite Hard Disk. 2. When finished examining the status, select Close. Xerox 4590 EP S / 4110 EP S Us er G u i d e 4-5 4. M a c h i n e s t a t u s Print mode You can set the printer mode. NOTE: The items that appear depend on the options that are installed. 1.*

*From the Machine Status screen, select Print Mode. 2. Make a selection: Off-line The printer cannot accept data. Any data being sent is terminated, and not printed. On-line The printer can accept data and is ready for printing jobs. 3. Select the printer language for the printer mode such as HPGL/2 Emulation. 4. Select the item to be set. NOTE: These item selections are discussed further on the following pages.*

*5. Otherwise, select Close repeatedly to return to the main default screen. 4- 6 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 4. M a c h i n e s t a t u s Retrieve programming You can recall and use a printer mode saved in memory. 1.*

*From the specified printer language screen, select Retrieve Programming. 2. 3. Select Factory Defaults to use the software default settings or select Custom Settings to select the custom settings memory number to use. Select Close to apply the stored programming.*

*Select Close repeatedly to return to the System Settings screen. Programming You can check or set the value for a printer mode item number. 1. From the specified printer language screen, select Programming. 2. Enter the Item Number for the feature to be set, using the numeric keypad. Xerox 4590 EP S / 4110 EP S Us er G u i d e 4-7 4. M a c h i n e s t a t u s Item Number Enter the item number for the feature you want to set. Current Value When you enter an Item Number, this shows the currently set value. 3.*

*4. Select Confirm. Select Change Value. 5. 6. 7. Using the numeric keypad, enter the value to which you want to change the setting in New Value. Select Save. Select Close to leave this screen. Store/delete programming You can save up to 5 printer modes in memory for HP-GL/2 emulation.*

*1. From the specified printer language screen, select Store/ Delete Programming. 4- 8 X e r o x 4 5 9 0 E P S / 4 1 1 0 E P S U s e r G u i d e 4. M a c h i n e s t a t u s 2. Select either Store Current Selections or Delete to identify the task you want to perform.*

*Store Current Selections This stores the current selections. If you select a number in which information is already stored, this data is overwritten. Overwritten data cannot be restored. Delete When you select Delete and the number to be deleted, the information stored in this number is erased. KEY POINT: Deleted data cannot be restored.*

*3. 4. Select the memory number you want to store or delete. Select Close to apply the selection and return to the Print Mode screen.*



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