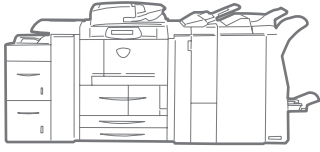


Xerox®
4595®
Tabloid-size
Black-and-white
Multifunction Printer



Xerox® 4595® Multifunction Printer Evaluator Guide



About this Guide

This guide will introduce you to the Xerox® 4595® Multifunction Printer and aid you in your evaluation process.

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Section 1: Introducing the Xerox® 4595® Multifunction Printer

Overview

The Xerox 4595 Multifunction Printer is there when you need it, delivering easy walk-up copying, productive scanning and printing for your print shop, your workgroup and your satellite offices. This versatile system delivers speed coupled with excellent output quality and multiple in-line finishing options. It effectively does the job for you, delivering a sound return on your investment and maximizing your equipment assets.

The Xerox 4595 delivers serious productivity by combining these essential attributes:

- **Top Performance** — Output speeds up to 95 ppm, first-page-out times as fast as 3 seconds, 2400 x 2400 dpi resolution, and a powerful onboard controller
- **More Versatility** — Flexible finishing options, post-process inserter, broad media support via up to 8 paper trays
- **Easy Productivity** — An easy-to-navigate 8-inch color touch-screen interface, Xerox CentreWare®-based print drivers and management tools, and engineering for maximum uptime and reliability

The Xerox 4595 is an ideal solution for:

Education

Ease of use and a wide range of finishing options make the Xerox 4595 Multifunction Printer the ideal solution for multiuser educational environments.

Office

The ability to quickly process a variety of jobs in different formats and with different resource requirements makes the Xerox 4595 Multifunction Printer perfect for any busy office.

Centralized Reproduction Departments (CRDs)

The Xerox 4595 Multifunction Printer is up to the task in fast-paced CRD environments, where jobs are submitted in multiple formats with quick turnaround expectations, and where a single workflow and basic finishing options are critical.

Quick Print / Pay-for-Print

With simple, helpful walk-up tools and the ability to expand to meet future needs, the Xerox 4595 Multifunction Printer is perfectly suited for pay-for-print businesses. It handles a heavy load of complex jobs — often with expanded finishing and color-integration requirements — for a wide variety of users.

Section 2: Evaluating Multifunction Printers

Overview

As the company that invented laser printing, Ethernet networking, and the first digital multifunction printer (MFP), Xerox has invested years of research and development into designing the most productive office solutions in the industry. This experience has positioned Xerox as the recognized leader in office MFP design and performance. Based on our in-depth understanding of customer requirements in the office, Xerox recommends considering the following criteria when evaluating a departmental-class multifunction system.

Productivity

Can it keep up with the demands of your daily and monthly workloads?

Installation and Deployment

How does the multifunction system ease the demands of the deployment process?

Ease of Use and Management

Does the device include tools and features to lighten the load for your IT staff?

Reliability

Is the system robust enough to meet your needs and backed by quality service?

Versatility

Can the device be customized to meet your specific needs?

Security

Does the multifunction system help keep your confidential information private?



Multifunction printers often look the same from the outside, and based on a quick look at speeds, feeds, and specifications, it is tempting to conclude they are all basically equals. This section of the Evaluator Guide will suggest ways you can thoroughly evaluate them, and will illustrate how the Xerox 4595 Multifunction Printer can exceed your expectations.

Section 2: Evaluating Multifunction Printers

Evaluate Productivity

In addition to actual print engine speed, consider the things that affect overall throughput. Are the scanning and faxing features powerful enough to support your busy departments? What is the warm-up wait time? Can features be used at the same time, or are employees forced to wait for the device to become “free”? Is the system designed to minimize network traffic? Can you monitor the device functions from your desktop and/or at the device?

How the Xerox 4595 Multifunction Printer exceeds the productivity requirement:

Performance

The productivity of the Xerox 4595 Multifunction Printer starts with a superfast print engine that delivers output speeds as fast as 95 ppm. Document-scanning speed is remarkable as well, with a 250-sheet duplex automatic document feeder (DADF) that scans one-sided documents at 100 ipm and two-sided documents at 60 ppm for A4 pages and 59 ppm for letter pages. With a first-page-out time as fast as 3 seconds, you won't have to wait long for your copy jobs, either.

Performance isn't limited to raw document feeds and speeds. The Xerox 4595 Multifunction Printer copy functionality is supported by 512 MB memory and a 40 GB hard drive with 14.6 GB dedicated to document storage. Multifunction system configurations include a 750 MHz processor for handling complex print jobs, with 512 MB of memory dedicated to printing and an additional 40 GB hard drive.

Image Quality

With 600 x 600 dpi copy resolution and up to 2400 x 2400 dpi print resolution, the Xerox 4595 Multifunction Printer generates copies and prints with crisp text and images with distinctive detail. This multifunction printer also uses Xerox Emulsion Aggregation (EA) toner, which features smaller and more uniformly shaped toner particles to maximize fine line detail and shading. Xerox also delivers multiple page description languages (PDLs) to ensure your printed output meets your high expectations. PDLs include PCL® 6, PCL 5e, Adobe® PostScript® 3™, HP-GL, HP-GL2, Direct Print TIFF and PDF support.

Network Performance/Concurrency

The Xerox 4595 Multifunction Printer is easy on your network and avoids bottlenecks at the front panel. The device includes support for 10/100Base-TX Ethernet networking for shared printing and network scanning. With RAM collation, no matter how many job sets get printed, source files are sent over the network just once. Job pipelining enables the system to process print jobs even if the print engine is busy with an earlier print job — optimizing system performance by avoiding delays during job processing.

Bottlenecks are avoided by the concurrent operation capabilities of the Xerox 4595 Multifunction Printer. Users can program scan and copy jobs while the system is busy with prior print or copy jobs. Scan jobs can be programmed and executed without waiting for the print engine to become available, while newly programmed copy jobs will join the job queue and be executed when earlier jobs are completed.

Monitoring System Status

With the Xerox 4595 Multifunction Printer, up-to-date information on every job you process is always at your fingertips. You can manage job progress and status either at the device or from your desktop via an integrated job queue — all with a few mouse-clicks or button pushes.

Section 2: Evaluating Multifunction Printers

Evaluate Installation and Deployment

Installing and deploying multifunction systems in your organization is a potentially time-consuming, complicated process. This is not limited to physically placing the units in your environment; it is really about how these systems integrate into your existing network infrastructure. You also need to consider the process required to deploy printing and scanning services to your users, and to what extent you can automate that process.

How the Xerox 4595 Multifunction Printer exceeds the installation and deployment requirements:

Installation

When you choose Xerox, you can rest assured that your equipment will be delivered and installed to your specifications and expectations. All network-enabled configurations include a 10/100Base-TX Ethernet connection and include features such as automatic IP addressing, device naming and Ethernet speed sensing to provide simple and automatic network installation. Management and system setup can be accomplished through a variety of means, including easy, wizard-based processes found within Xerox CentreWare® Web. Features such as cloning facilitate multiple-device installation onto networks with identical settings — individual system setup becomes a thing of the past.

Deployment

Another critical area to evaluate is the process by which you can deploy print and scan drivers to your employees' computers. With the Xerox 4595 Multifunction Printer, print and scan drivers can be deployed centrally, so your IT staff no longer needs to walk from desk to desk to manually install driver software. Again, built-in CentreWare Web wizards help install, troubleshoot and upgrade print and scan drivers for your employees, freeing up your IT staff for more pressing projects. Client environments supported are Windows® 2000 / XP / Vista / Server 2003 / Server 2008 and Macintosh OS® 10.3.9 or later.

Xerox 4595 Multifunction Printer Quick Facts

Physical Dimensions

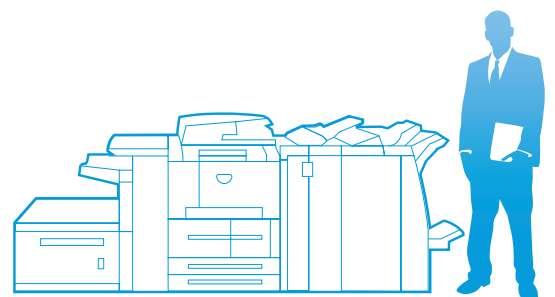
- With HCF and Finisher — 92.4 x 31 x 57.3 in. (2,346 x 787 x 1,455 mm)
- With HCF and Finisher and optional Folder — 100.1 x 31 x 57.3 in. (2,543 x 787 x 1,455 mm)
- With HCF and Booklet Maker — 92.6 x 31 x 57.3 in. (2,351 x 787 x 1,455 mm)
- With HCF and Booklet Maker and optional Folder — 100.3 x 31 x 57.3 in. (2,548 x 787 x 1,455 mm)

Electrical Requirements

- 208–240 VAC, 60 Hz, 15 amp service
- KVA Rating — Max Power Consumption: 2.8 to 3.1 KVA

Agency Certification

- ENERGY STAR®, Environmental Choice, cULus CE, NEMKO (Europe)



Section 2: Evaluating Multifunction Printers

Evaluate Ease of Use and Management

Look for fully integrated functions that create more value than the sum of their parts. Are the functions easy to learn? Is the user interface consistent from function to function? Do the network features give you full access to the power of your network? Does the device include additional software to take full advantage of your digital documents? Is the device easy for your IT organization to manage as part of its infrastructure?

How the Xerox 4595 Multifunction Printer exceeds the ease of use requirement

Consistent User Interface

It doesn't matter if your job is simple or complex — the front panel user interface (UI) is easy to learn and offers quick job programming. The Xerox 4595 Multifunction Printer utilizes an 8-inch color-touch-screen UI that enables total control of copying and scanning functions. The touch screen UI is intuitively organized with the most commonly accessed features on the default screen, and tab-based access to advanced programming features. A selection of buttons accompanies the touch panel UI for inputting and numbers, accessing management features, and executing jobs (with the familiar, green Start button). Whether you've used a Xerox Copier/Printer or multifunction printer in the past or not, you will find the Xerox 4595 a pleasure to operate.

Network Management

It couldn't be easier for the network administrator: The Xerox 4595 Multifunction Printer integrates into virtually any network environment. Network configuration is made simple with CentreWare® Web configuration wizards — eliminating the need for your IT staff to perform tasks at the front panel of each device on your network. The Xerox 4595 Multifunction Printer includes support for multiple native network environments, including TCP/IP, SNMP, SMB, Novel IPX, AppleTalk and IPP.

Bidirectional Drivers

Multifunction configurations of the Xerox 4595 include powerful CentreWare® print drivers that provide an easy, intuitive way to program jobs

and get updated system status information. As with the front panel touch-screen UI, the print drivers are intuitively organized by tabs. The most commonly used features are located on the default tab, with advanced features easily accessible when programming more complex jobs. The print drivers also provide bidirectional information, including system status, job status, currently loaded paper sizes, installed options and more.

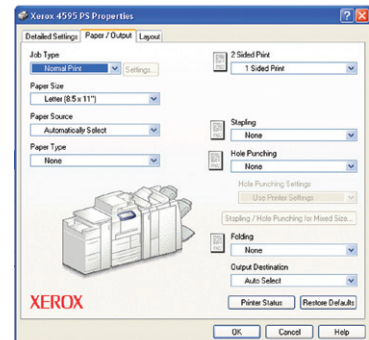
Xerox CentreWare Software

Xerox CentreWare Web (CWW) software is a powerful device management solution for IT. CWW is free software that eases the chore of installing, configuration, managing, monitoring and pulling reports from the networked printers and multifunction printers throughout your enterprise — regardless of vendor. Xerox also addresses enterprise asset management through compatibility with network management tools for Sun, Novell, Microsoft and other environments.

The Xerox 4595 Multifunction Printer also includes CentreWare Internet Services (CWIS), an embedded web server that allows employees and IT personnel to perform detailed status checks on the system and consumables, administer system settings, and manage access and accounting controls via any standard web browser.

Xerox Office Services

Lastly, Xerox offers a set of services for managing document output and asset infrastructure in offices. These services deliver measurable business results by leveraging a powerful set of office technologies, business processes, methodologies and software tools to reduce costs and improve productivity. These offerings are summarized in Section 3 of this guide.



Xerox CentreWare print drivers



Xerox CentreWare Web

Section 2: Evaluating Multifunction Printers

Evaluate Reliability

Productivity relies on tools that do their jobs day in and day out. Consider how often you need to intervene to replace paper or other consumables or to clear jams. How easy is that intervention, and how long is the device typically down? If outside assistance is required, how easy is it to arrange, and how long do you have to wait? Is the device a reliable network citizen? Has it been tested and certified by independent industry participants?

How the Xerox 4595 Multifunction Printer exceeds the reliability requirement:

Day-to-Day Reliability

Simple paper paths and a minimum of moving parts help the Xerox 4595 Multifunction Printer optimize day-to-day reliability and contribute to its 500,000-page monthly duty cycle. Any paper jams or misfeeds can be cleared through access doors on the front of the machine, enabling your employees to proactively resolve most issues and helping limit calls to your help desk. Most components that wear over time can simply be ordered and replaced without a service call — getting you back up and running without delay. Further, if the Xerox 4595 Multifunction Printer does experience an interruption in service, CentreWare® alerts can be configured to inform IT staff.

The Xerox 4595 Multifunction Printer minimizes user interventions and downtime in a variety of ways. A standard paper capacity of 4,050 sheets maximizes how often pages need to be loaded during the day, and the optional high-capacity feeder boosts capacity to 8,050 sheets.

Service/Support

Building on the reliability that is engineered into the Xerox 4595 Multifunction Printer, Xerox has trained and developed a sophisticated service-delivery network capable of maintaining your equipment, addressing any issues you encounter, and training your IT staff and employees on how to get the most out of your Xerox devices.

Section 2: Evaluating Multifunction Printers

Evaluate Versatility

How many functions can the device perform? Does the system support the media types and capacities your employees require? Does the system offer the kinds of finishing options that can help your employees get their jobs done more efficiently?

How the Xerox 4595 Multifunction Printer exceeds the versatility requirement:

Copy Features

At its core, the Xerox 4595 Multifunction Printer is a high-performance digital copier capable of handling the highest workloads of office workgroups and departments. It features 95 ppm output speeds; 100 ipm single-sided and 60 ipm double-sided processing of originals; 600 x 600 dpi resolution; a first-page-out time as fast as three seconds; and a rich feature set. It is a powerful, versatile copy solution suitable for a range of environments, including educational institutions, offices, centralized reproduction departments, and quick print/pay-for-print businesses.

The copy features of the Xerox 4595 Multifunction Printer include automatic two-sided output, transparency dividers, booklet creation, mixed-size originals, multi-up, covers insertion, annotation, auto fit, edge erase, repeat image, build job and tab copying.

Print Features

The Xerox 4595 Multifunction Printer adds shared network printing capabilities, bringing departmental-class output speeds up to 95 ppm, support for a range of PDLs, and multiple finishing features. The CentreWare® print drivers are intuitively designed to help employees program complex print jobs, and feature multiple options for paper type and size, two-sided output settings, page-level programming, and finishing features such as folding and stapling.

The print features of the Xerox 4595 Multifunction Printer include watermarks, N-up, booklet imposition, forms/image overlay, email notification of print jobs, sample print and delayed print.

Media Support and Capacity

The Xerox 4595 Multifunction Printer supports a wide range of media sizes and types, helping you produce a wide range of documents. The paper capacity and media support of the Xerox 4595 include:

- Tray 1 — 1,100 sheets, 8.5 x 11 in. (A4), 16 lb. bond to 80 lb. cover (52 to 216 gsm)
- Tray 2 — 1,600 sheets, 8.5 x 11 in. (A4), 16 lb. bond to 80 lb. cover (52 to 216 gsm)
- Trays 3 and 4 — 550 sheets each, custom sizes from 5.5 x 7.2 in. (140 x 182 mm) to 13 x 19.2 in. (330 x 488 mm), 16 lb. bond to 80 lb. cover (52 to 216 gsm)
- Tray 5 (Bypass Tray) — 250 sheets, custom sizes from 4 x 6 in. (102 x 152 mm) to 13 x 19.2 in. (330 x 488 mm), 16 lb. bond to 140 lb. index (52 to 253 gsm)
- Trays 6 and 7 (optional High-Capacity Feeder) — 2,000 sheets each, 8.5 x 11 in. (A4), 16 lb. bond to 80 lb. cover (52 to 216 gsm)
- Tray 6 (optional Oversize High-Capacity Feeder) — 2,000 sheet, custom sizes from 8 x 10 in. (A5) to 13 x 19 in. (SRA3), 16 lb. bond to 90 lb. cover (52 to 270 gsm)
- Tray 8 (Post-Process Inserter) — 175 sheets, 8.5 x 11 in. to 11 x 17 in. (A4 to A3), 16 lb. bond to 90 lb. cover (52 to 220 gsm)

The Xerox 4595 Multifunction Printer delivers a total standard paper capacity of 4,225 sheets. Capacity is boosted to 8,225 pages when adding the High-Capacity Feeder or 6,225 pages with the Oversize High-Capacity Feeder — either option comfortably supports busy office, centralized reproduction, and quick print/pay-for-print environments.

Section 2: Evaluating Multifunction Printers

Evaluate Versatility (continued)

Finishing Features

With the Xerox 4595 Multifunction Printer, you have multiple choices at your disposal to ensure you get the right set of finishing features for your employees and the documents they produce on a regular basis. When purchasing a Xerox 4595, customers have their choice of:

- Finisher — 3,000 sheet output, 3-position single or dual 100-sheet stapling, 2- and 3-hole punching, and 175-sheet Post-Process Inserter
- Booklet Maker Finisher — 2,000 sheet output, 3-position single or dual 100-sheet stapling, 2- and 3-hole punching, saddle-stitch booklet maker, 175-sheet Post-Process Inserter
- Optional Folder — Adds C- and Z-folding for 8.5 x 11 in. (A4), folds 11 x 17 in. (A3) Z-folds for inserts



Scan Features

The Xerox 4595 Multifunction Printer configuration also adds network scanning capabilities. The high-speed duplex automatic document feeder processes single-sided originals at 100 ipm and double-sided originals at 60 ipm, so even long scan jobs are processed quickly. Network scanning serves as a digital on-ramp for your hard-copy documents, enabling them to be distributed, edited, archived, and utilized by your enterprise applications. The optional Color Scanning Kit adds color scanning to this already impressive solution.

Scan destinations include:

- Scan to Email — send scanned images to email destinations, with LDAP support for integration with your existing network infrastructure
- Network File Server — save scanned images to a network file location selected during job programming
- Mailbox — scanned images are saved on the Xerox 4595 hard drive, for retrieval at your desktop via CWIS
- Job Template — preprogrammed templates that can deliver scanned images to one or multiple locations

Additional Xerox scan software is available to expand the capabilities of your Xerox 4595:

- ScanFlowStore® — converts scanned files into text-searchable PDF files for storage on your network
- SMARTsend® — eases the process of distributing scanned files to multiple destinations, including remote printers, email, network folders, mailboxes, fax destinations, and more

Section 2: Evaluating Multifunction Printers

Evaluate Security

What security requirements does your office require? Does the device have the security features to meet this demand? Can device access be password protected? Does the system remove latent images on its hard drive? Does the system have features in place to protect confidential documents?

How the Xerox 4595 Multifunction Printer exceeds the security requirement:

Integrated Security

The Xerox 4595 Multifunction Printer helps you keep your confidential documents safe. Secure print functionality enables you to set up a four-digit PIN when you submit print jobs, and the Xerox 4595 will hold the print job until you go to the front panel, enter the PIN, and release it — this ensures your document won't be misfiled or picked up by someone else. Scan mailboxes can also be PIN protected, to ensure your scanned files are kept private and confidential.

The optional Security Kit enables two important security features to protect data stored on the Xerox 4595 Multifunction Printer's hard drive. The Image Overwrite feature electronically shreds data stored on the hard drive as part of routine job processing, implementing a three-pass algorithm originally specified by the U.S. Department of Defense. Data encryption is also enabled, ensuring data stored on the hard drive is not accessible if the hard drive is removed from the system.

For more information on Xerox security, visit www.xerox.com/security.

Section 3: Specifications, Support and Additional Information Sources

Configuration Summary



	Xerox 4595 Copier	Xerox 4595 Copier / Printer
Speed	Up to 95 ppm	
Device Memory	512 MB RAM, 40 GB hard drive with 14.6 GB for document storage	
Paper Handling		
Paper input	Standard	Tray 1: 1,100 sheets; Size: 8.5 x 11 in. / A4; 16 lb. bond to 80 lb. cover / 52–216 gsm Tray 2: 1,600 sheets; Size: 8.5 x 11 in. / A4; 16 lb. bond to 80 lb. cover / 52–216 gsm Trays 3–4: 550 sheets each; Custom sizes: 5.5 x 7.2 to 13 x 19.2 in. / 140 x 182 to 330 x 488 mm; 16 lb. bond to 80 lb. cover / 52–216 gsm Tray 5 Bypass Tray: 250 sheets; Custom sizes: 4 x 6 to 13 x 19.2 in. / 102 x 152 to 330 x 488 mm; 16 lb. bond to 140 lb. index / 52–253 gsm
	Optional	Trays 6–7 High-Capacity Feeder: 2 Trays — 2,000 sheets each; Size: 8.5 x 11 in. / A4; 16 lb. bond to 80 lb. cover / 52–216 gsm Tray 6 Oversize High-Capacity Feeder: 1 Tray — 2,000 sheets; Custom sizes: 8 x 10 in. / B5 to 13 x 19 in. / SRA3; 16 lb. bond to 110 lb. cover / 52–253 gsm
Document handler	Duplex Automatic Document Feeder: 250 sheets	
Finishing (choose 1)	Finisher: 3,000-sheet output, 3-position single or dual 100-sheet stapling, 2- and 3-hole punch Inserter: 175 sheets; Size: 8.5 x 11 to 11 x 17 in. / A4 to A3; 16 lb. bond to 90 lb. cover / 52–220 gsm Booklet Maker Finisher: 2,000-sheet output, 3-position single or dual 100-sheet stapling, 2- and 3-hole punch, Saddle-stitch booklet maker Inserter: 175 sheets; Size: 8.5 x 11 to 11 x 17 in. / A4 to A3; 16 lb. bond to 90 lb. cover / 52–220 gsm	
	Optional	Folder: C-fold and Z-fold of 8.5 x 11 in. / A4, folds 11 x 17 in. / A3 Z-folds for inserts
Copy		
First-page-out time	As fast as 3 seconds	
Copy resolution	600 x 600 dpi	
Copy features	Automatic two-sided output, Transparency dividers, Booklet creation, Mixed-size originals, Multi-up, Covers insertion, Annotation, Auto fit, Edge erase, Repeat image, Build Job, Tab copying	
Print		
System		750 MHz, 40 GB hard drive, 512 MB memory
Connectivity		10/100Base-TX Ethernet
PDL support	NA	PCL® 6, PCL 5e, Adobe® PostScript® 3™, HPGL, HPGL2, Direct print TIFF, PDF
Print resolution		Up to 2400 x 2400 dpi
Print features		Watermarks, N-up, Booklet imposition, Forms/Image overlay, Email notification of print jobs, Sample print, Delay print
Scan		
Scan destinations	NA	Scan to email with LDAP support, Network file server, Mailbox, Job template
Scan speed		100 ipm simplex, 60 ipm duplex
Security	NA	Secure Print
Accounting	NA	Internal Auditor
Options	Security Kit (includes Image Overwrite and Data Encryption), Foreign Interface Device, Color Scanning Enablement Kit	

Section 3: Specifications, Support and Additional Information Sources

Specifications

Specifications	
Device Management	Xerox CentreWare® IS, CentreWare Web
Print Drivers Support	Apple — Macintosh OS® 8.0x / 8.5x / 9.0x / 10.x Microsoft — Windows® 98 / ME / NT 4.0 / 2000 / XP / Vista (post-launch)
Media Handling	Supported sizes
	Supported weights
Power	208–240 VAC, 60 Hz, 15 amp service KVA Rating — Max Power Consumption: 2.8 to 3.1 KVA
Physical Dimensions (WxDxH)	With HCF and Finisher — 92.4 x 31 x 57.3 in. (2,346 x 787 x 1,455 mm) With HCF and Finisher and optional Folder — 100.1 x 31 x 57.3 in. (2,543 x 787 x 1,455 mm) With HCF and Booklet Maker — 92.6 x 31 x 57.3 in. (2,351 x 787 x 1,455 mm) With HCF and Booklet Maker and optional Folder — 100.3 x 31 x 57.3 in. (2,548 x 787 x 1,455 mm)
Agency Approvals	ENERGY STAR®, Environmental Choice, cULus CE, NEMKO (Europe)

Supplies		
Description	Details	Part Number
Toner Cartridges	Black toner (75,000 prints at 6% area coverage)	006R01237
Staples	Xerox Staple Cartridge (4 cartridges for total of 20,000)	008R12925
	Staple Cartridge/Waste Container (4 cartridges for total of 20,000)	008R13041

Section 3: Specifications, Support and Additional Information Sources

Support and Additional Information Sources

Unrivaled service and support

Behind every Xerox product is a large network of customer support that's unrivaled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And Genuine Xerox® supplies are always readily available.

Total satisfaction guaranteed

The exclusive Xerox Total Satisfaction Guarantee, recognized as unique in the industry, covers every Xerox device that has been continuously maintained by Xerox or its authorized representatives under a Xerox express warranty or Xerox maintenance agreement. You decide when you're satisfied.

Xerox Office Services Support

Asset Management Services

- Asset Optimization and Tracking — Process and tools to optimize an enterprise's office output infrastructure and reduce hard costs.
- Break-Fix Management — Single point of ownership and management for break-fix service for all brands of office output devices, regardless of manufacturer.
- Supplies Management — Process and tools to procure, monitor and replenish all document-related supplies proactively.

Imaging and Output Management Services

- Output Management — Single point of management of office output from all output devices, regardless of manufacturer.
- Image Capture and Workflow — Cost-efficient solutions for capturing, managing, retrieving and distributing information into digital repositories.

Support Services

- Technology Procurement and Deployment — A creative and flexible end-to-end print/computer product-acquisition solution that employs a single-point-of-contact model and lowers the total cost of acquisition.
- Help Desk Services — A broad range of enterprise services managed through a centralized single point of contact and delivered through an on-site or off-site model.
- End User Services — Microsoft software implementation, IT project consulting, and customer education.

Access Managed Services

- Student/Patron Access Services — Custom designed and implemented customer-managed solutions for student and library patron print-access management.

Additional Information Sources

Xerox 4595 Front Panel

The front panel offers tools and information pages to help with machine setup, feature selections, operational problem solutions, media feed and supply issues.

The Customer Documentation contains:

- Read Me First
- Quick Start Guide
- Training and Information CD
- System Administrator's CD
- Management Tools

On the web:

Visit www.xerox.com/office for:

- Product, supplies, and support information
- Downloading drivers
- Online documentation

Visit www.xerox.com/office/support for:

Support and service information, including the same troubleshooting Knowledge Base used by Xerox customer service representatives

Support staff to provide the latest technical information on:

- Application issues
- Errors
- Print-quality issues

Notes

Questions? Comments? Problems?

If you have any questions, please contact your Xerox sales representative, call **1-800-ASK-XEROX**, or visit us on the web at **www.xerox.com/office**.



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