

# WorkCentre® 4260

## Black-and-White Multifunction Printer



### WorkCentre 4260S

*A powerful multifunction device with automatic two-sided copy/print/scan, 600-sheet input capacity and Color Scan to Email, Scan to Network and Scan to USB memory drive*



### WorkCentre 4260X

*All the features of the WorkCentre 4260S plus Embedded Fax and LAN Fax*



### WorkCentre 4260XF

*This configuration adds a 500-sheet paper tray, 2000-sheet High Capacity Feeder and Finisher*

### WorkCentre 4260S

### WorkCentre 4260X

### WorkCentre 4260XF

#### Output Speed

	WorkCentre 4260S	WorkCentre 4260X	WorkCentre 4260XF
<b>Single Sided</b>	Up to 55 ppm 8.5 x 11 in. Up to 53 ppm A4 (210 x 297 mm) Up to 40 ppm 8.5 x 14 in.		
<b>Automatic Two-Sided</b>	Up to 25 ppm 8.5 x 11 in. Up to 24 ppm A4 (210 x 297 mm) Up to 22 ppm 8.5 x 14 in.		

#### Paper Handling - Input

##### Duplex Automatic Document Feeder

<b>Capacity*</b>	100 sheets
<b>Sizes</b>	Custom Sizes: 2.75 x 6 in. to 8.5 x 14 in. / 70 x 152 mm to 216 x 356 mm
<b>Weights</b>	12.5 lb. bond to 28 lb. bond (50 to 120 gsm)

##### Bypass Tray

<b>Capacity*</b>	100 sheets
<b>Sizes</b>	Custom Sizes: 3.9 x 5.8 in. to 8.5 x 14 in. (99 x 147 mm to 216 x 356 mm)
<b>Weights</b>	16 lb. bond to 53 lb. bond (60 to 200 gsm)

<b>Media Types</b>	Plain paper Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Heavyweight Archive
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# WorkCentre 4260

## Tray 1 (Standard)

<b>Capacity*</b>	500 sheets
<b>Sizes</b>	Custom Sizes: 3.9 x 5.8 in. to 8.5 x 14 in. / 99 x 147 mm to 216 x 356 mm
<b>Weights</b>	16 lb. bond to 28 lb. bond (60 to 105 gsm)
<b>Media Types</b>	Plain paper Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Archive

## Trays 2 (Standard on 4260XF)

<b>Capacity*</b>	500 sheets
<b>Sizes</b>	Custom Sizes: 3.9 x 5.8 in. to 8.5 x 14 in. / 99 x 147 mm to 216 x 356 mm
<b>Weights</b>	16 lb. bond to 28 lb. bond (60 to 105 gsm)
<b>Media Types</b>	Plain paper Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Archive

## High Capacity Feeder (Standard on 4260XF)

<b>Capacity*</b>	2000 sheets
<b>Sizes</b>	Custom Sizes: 5.5 x 8.5 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
<b>Weights</b>	16 lb. bond to 28 lb. bond (60 to 105 gsm)
<b>Media Types</b>	Plain paper Card Stock Recycled Punched Pre-printed Archive

## Paper Handling - Output

<b>Standard Output</b>	500 sheets
<b>Finishing</b>	Offline Convenience Stapler: 50-sheet, single position (standard on 4260XF)

## Print

<b>First-Page-Out-Time</b>	As fast as 6 seconds
<b>Print Resolution</b>	600 x 600 dpi (up to 1200 x 1200 enhanced image quality)

\* Paper capacities are based on 20 lb/75 gsm stock; capacities will vary with different weight stocks.

# WorkCentre 4260

<b>Memory (Std/max)</b>	256 MB / 512 MB
<b>Processor</b>	400 MHz
<b>Hard Disk Drive</b>	80 GB (Standard)
<b>Language Support</b>	Postscript® 3™ compatibility PCL® 5e emulation PCL® 6 emulation
<b>Connectivity</b>	USB 2.0, 10/100 Base-TX Ethernet
<b>Printing Features</b>	Custom page size Watermark Secure Print Sample Set Delayed Print Cover Selection Paper Selection by Attribute Toner Saver N-Up Image Rotation Saved Settings Booklet Creation Fit to New Paper Size Collation Print to / From Hard Drive Print from USB Memory Drive
<b>Print Drivers</b>	Microsoft® Windows® 2000/2003 Server/XP/XP Professional/Vista Mac OS® X version 10.3 and above Sun Microsystems Solaris™ 9/10 Linux Red Hat® ES Fedora™ Core 4 SUSE IBM AIX® 5 HP-UX 11.0/11i Novell NetWare® (IP only) SCO® Xerox Global Print Driver Xerox Mobil Express Driver
<b>Font Capability</b>	136 PostScript® fonts 80 PCL® fonts
<b>Copy</b>	
<b>Document Scanner</b>	Duplex Automatic Document Feeder with 100-sheet capacity
<b>Sides (input:output)</b>	1:1, 1:2, 2:2 and 2:1
<b>Quantity</b>	1 to 999
<b>Resolution</b>	600 x 600 dpi
<b>Concurrency</b>	Concurrent scanning and printing
<b>First-Copy-Out-Time</b>	As fast as 5 seconds

# WorkCentre 4260

<b>Copy Features</b>	Collation Reduce/Enlarge 25 to 400 % (from Platen and ADF) Book Copying Mixed-size Originals Edge Erase Image Shift Booklet Creation Covers Lighten/Darken Transparency Separators Multi-up ID Card Copy Copy to Hard Drive Background Suppression Poster
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## Fax

**Embedded Fax, LAN Fax (Optional on 4260S – 1 line), Network Server Fax Enablement (Optional)**

<b>Fax Speed</b>	33.6 Kbps
<b>Memory</b>	80 GB
<b>Resolution</b>	Up to 600 x 600 dpi (superfine) resolution
<b>Compression</b>	MH, MR, MMR, JPEG and JBIG
<b>Fax Features</b>	Color Fax Send Address Book Polling Mailboxes Forward to Fax / Email Secure Fax

## Scan

<b>Capability</b>	Black-and-white and color scanning
<b>Concurrency</b>	Scan while the system is printing copy or network print jobs, or while it is transferring scan to network or fax jobs
<b>Input Speed</b>	Black-and-white: Scan up to 55 ipm (8.5 x 11) Black-and-white Text and Photo: Scan up to 55 ipm (8.5 x 11) Color: Scan up to 25 ipm (8.5 x 11)
<b>Resolution</b>	600 x 600 dpi 400 x 400 dpi 300 x 300 dpi (color maximum) 200 x 200 dpi 100 x 100 dpi 72 x 72 dpi
<b>Maximum Scan Area</b>	8.58 x 15.75 in. / 218 x 400 mm
<b>Network Protocol</b>	FTP HTTP HTTPS SMB
<b>File Formats</b>	TIFF Multipage TIFF JPEG PDF

<b>Supported Scan Destinations</b>	Scan to Email Network Scanning Network Scan to TWAIN/WIA applications Scan to USB Memory Drive
<b>Scan to Email</b>	<ul style="list-style-type: none"> <li>• Direct document email from device</li> <li>• Manual or directory Exchange/Notes/LDAP address searching</li> <li>• “From” field auto-populated from LDAP (only when authentication is used)</li> </ul>
<b>Network Scanning</b>	Uses templates to send scanned images to predefined locations
<b>Scan to USB</b>	Scans can be loaded directly onto a user’s portable USB storage device

## Scanning Solutions

<b>Scan to PC Desktop® Personal Edition (1 Seat)</b>	<p>A desktop and server-based offering that provides document imaging, archiving, editing and organization tools</p> <ul style="list-style-type: none"> <li>• ScanSoft PaperPort – image viewing and file management software</li> <li>• ScanSoft OmniPage (for desktop/client installation) – OCR and file format conversion software</li> <li>• Image Retriever – provides fully automated retrieval of scanned images direct from a scan enabled Xerox WorkCentre to individual desktops</li> </ul>
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## Accounting

### Xerox Standard Accounting

<b>Tracking</b>	Copy, Print, Fax and Scan usage
<b>Accounting</b>	Up to 500 User accounts Up to 250 General accounts Up to 250 Group accounts
<b>Features</b>	Enable/disable via the web UI or the GUI in tools, admin can manage the feature remotely via the web UI, Data can be exported via a CSV file, user required to enter XSA ID into the print driver when submitting a print job, similar to secure print.
<b>Network Accounting Enablement (Optional)</b>	Enhanced Network Accounting with up to the minute data on how the device is being used; comprehensive management and enterprise scale tracking and reporting of device usage of copy, print, scan and server fax. Various options available through Xerox Alliance Partner solutions. For details visit <a href="http://www.xerox.com">www.xerox.com</a>
<b>Accounting Control</b>	Xerox Standard Accounting Network Accounting (with third party integration) Supports Foreign Device Interface

## Security

<b>Security Features</b>	Image overwrite security Network Authentication 802.1x SNMPv3 Audit log HTTPS (SSL) Secure Print Secure Fax IPSec Secure LDAP IPv6 Xerox Secure Access
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## Device Management

### Xerox CentreWare® Web

- A Web-based server application for network administrators that permits Web browser-based device management from any workstation, whether running Windows or UNIX or any other operating system
- Works with any SNMP-managed printer from any manufacturer
- Provides help with device discovery and installations, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management

# WorkCentre 4260

## Xerox CentreWare® Internet Services - Integrated Device Web Page

<b>Device Status</b>	Web server embedded <ul style="list-style-type: none"> <li>• Tray status/contents</li> <li>• Consumables status</li> </ul>
<b>Print Queue Viewing</b>	Complete job print queue management—hold, release, promote and delete
<b>Job Submission</b>	Print-ready files (PS, PCL, TIFF, PDF) Output feature selection
<b>Device Administration</b>	Allows simple, remote installation setting of configuration options and management of the device
<b>Browsers</b>	Windows® XP, 2000: Netscape Navigator®, Firefox® Microsoft® Internet Explorer Macintosh® 9.x/OS X: Netscape Navigator® 6.x, Apple® Safari™, Firefox® Linux: Netscape® 6.x

## Device Specifications

### Duty Cycle

Up to 250,000 pages / month

### Recommended Monthly Print Volume

Up to 30,000 pages per month

### Rated Engine Life

Up to 1,500,000 pages

### Power Consumption

<b>Printing</b>	794 watts
<b>Standby</b>	111 watts
<b>Power save</b>	20 watts
<b>Warm up (from power save)</b>	First Print: As fast as 32 seconds User Interface ready and programmable: 2 seconds
<b>Warm up (from power on)</b>	First Print: 73 seconds ( maximum) User Interface ready and programmable: 54 seconds (maximum)

<b>Operating Temperature Range</b>	50° to 90° F (10° to 32° C)
<b>Storage Temperature Range</b>	-4° to 104° F (20° to 40° C)
<b>Maximum Humidity Range</b>	20% to 80%

Dimensions and Weights	Width	Depth	Height	Weight
<b>4260S</b>	24.5 in. / 622 mm	19 in. / 483 mm	25.5 in. / 648 mm	97 lbs / 44 kg
<b>4260X</b>	24.5 in. / 622 mm	19 in. / 483 mm	25.5 in. / 648 mm	98 lbs / 44.5 kg
<b>4260XF</b>	39.5 in. / 1003 mm	26 in. / 660 mm	46 in. / 1168 mm	205 lbs / 93 kg

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Package Dimensions	Width	Depth	Height	Weight
4260S	32.1 in. / 815 mm	23.7 in. / 602 mm	27.6 in. / 701 mm	113.8 lbs / 51.6 kg
4260X	32.1 in. / 815 mm	23.7 in. / 602 mm	27.6 in. / 701 mm	114.4 lbs / 51.9 kg
4260XF	26 in. / 660 mm	34.5 in. / 876 mm	80 in. / 2,032 mm	278.8 lbs / 126.5 kg

## Certifications

FCC Part 15, Class A, FCC Part 68, Listed UL 60950-1/CSA 60950-1-03, CE Mark applicable to Directives 73/23/EEC, 89/336/EEC and 1999/5/ EC, Section 508 ADA

## What Comes in the Box

WorkCentre 4260  
 Starter Toner cartridge (12,000 print capacity)\*  
 Drum cartridge (80,000 yield)\*\*  
 Software and documentation CD, User manual, Quick Installation guide, Warranty booklet and Registration card  
 Power cord  
 Fax phone cord (X and XF configurations)

## Supplies and Options

Description	Order Number
Toner Cartridge – approx. 25,000 pages*	106R01409
Drum Cartridge – approx. 80,000 pages**	113R00755
Maintenance Kit – 200,000 pages**	115R00063
Network Accounting Enablement	098S04928
Network Fax Server Enablement	098S04931
Fax Kit (Parallel)	097N01685
Fax Kit (Serial)	097N01686
256 MB Memory Upgrade	098N02200
500-Sheet Paper Tray	097N01524
Two Tray Stand	097S03677
2000-Sheet High Capacity Feeder	097N01684
Finisher	097N01715
Staple Cartridge	008R12941

## Country of Origin

Manufactured in Korea

\* Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

\*\* Yield will vary depending on job run length, media size and orientation.

## Supplies Recycling Program

Consumables for the WorkCentre 4260 are part of the Xerox Green World Alliance Supplies Recycling Program. For more information, please visit the Green World Alliance website at [www.xerox.com/gwa](http://www.xerox.com/gwa).

