

# WorkCentre® 4250/4260

## Black-and-White Multifunction Printer



**WorkCentre 4250 Copier only**  
A powerful copier with automatic two-sided copy and optional faxing capabilities



**WorkCentre 4250S/4260S**  
A 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 4250X/4260X**  
All the features of the WorkCentre 4260S plus Embedded Fax and LAN Fax



**WorkCentre 4250XF**  
This configuration adds three 500-sheet paper trays and a Finisher



**WorkCentre 4260XF**  
This configuration adds a 500-sheet paper tray, 2000-sheet High Capacity Feeder and Finisher

**WorkCentre 4250**

**WorkCentre 4250S/4260S**

**WorkCentre 4250X/4260X**

**WorkCentre 4250XF**

**WorkCentre 4260XF**

### Output Speed

**Single Sided** Up to 45/55 ppm 8.5 x 11 in.  
Up to 43/53 ppm A4 (210 x 297 mm)  
Up to 39/40 ppm 8.5 x 14 in.

**Automatic Two-Sided** Up to 36/25 ppm 8.5 x 11 in.  
Up to 35/24 ppm A4 (210 x 297 mm)  
Up to 35/22 ppm 8.5 x 14 in.

### Paper Handling - Input

#### Duplex Automatic Document Feeder

**Capacity<sup>1</sup>** 100 sheets

**Sizes** Custom Sizes: 2.75 x 6 in. to 8.5 x 14 in. / 70 x 152 mm to 216 x 356 mm

**Weights** 12.5 lb. bond to 28 lb. bond (50 to 120 gsm)

#### Bypass Tray

**Capacity<sup>1</sup>** 100 sheets

**Sizes** Custom Sizes: 3.9 x 5.8 in. to 8.5 x 14 in. (99 x 147 mm to 216 x 356 mm)

**Weights** 16 lb. bond to 53 lb. bond (60 to 200 gsm)

#### Media Types

Plain paper  
Envelopes  
Labels  
Transparencies  
Card Stock  
Recycled  
Punched  
Pre-printed  
Heavyweight  
Archive

<sup>1</sup> Paper capacities are based on 20 lb/75 gsm stock; capacities will vary with different weight stocks.

# WorkCentre 4250/4260

## Tray 1 (Standard)

<b>Capacity<sup>1</sup></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

## Tray 2 (Standard on 4250XF and 4260XF)

<b>Capacity<sup>1</sup></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 3 and 4 (Standard on 4250XF)

<b>Capacity<sup>1</sup></b>	2 Trays at 500 sheets each
<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<sup>1</sup></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)

<sup>1</sup> Paper capacities are based on 20 lb/75 gsm stock; capacities will vary with different weight stocks.

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<b>Media Types</b>	Plain paper Card Stock Recycled Punched Pre-printed Archive
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## Paper Handling - Output

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<b>Standard Output</b>	500 sheets
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<b>Finishing</b>	Offline Convenience Stapler: 50-sheet, single position (standard on 4260XF)
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## Print (available with all configurations except Copier only model)

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<b>First-Page-Out-Time</b>	4250: As fast as 8 seconds 4260: As fast as 6 seconds
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<b>Print Resolution</b>	600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
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<b>Memory (Std/max)</b>	256 MB / 512 MB
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<b>Processor</b>	500 MHz
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<b>Hard Disk Drive</b>	80 GB (Standard)
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<b>Language Support</b>	Postscript® 3™ compatibility PCL® 5e emulation PCL® 6 emulation
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<b>Connectivity</b>	USB 2.0, 10/100 Base-TX Ethernet Direct connect via USB (4250 Copier only)
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<b>Printing Features<sup>2</sup></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 <sup>2</sup>
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<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
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<b>Font Capability</b>	136 PostScript® fonts 80 PCL® fonts
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<sup>2</sup> Print from USB memory drive enables print features on 4250 Copier only model.

# WorkCentre 4250/4260

## Copy

**Document Scanner** Duplex Automatic Document Feeder with 100-sheet capacity

**Sides (input:output)** 1:1, 1:2, 2:2 and 2:1

**Quantity** 1 to 999

**Resolution** 600 x 600 dpi

**Concurrency** Concurrent scanning and printing

**First-Copy-Out-Time** 4250: As fast as 7 seconds  
4260: As fast as 5 seconds

**Copy Features**

- 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

## Fax

**Embedded Fax, LAN Fax (Optional on 4250 Copier only and 4250S/4260S – 1 line), Network Server Fax Enablement (Optional)**

**Fax Speed** 33.6 Kbps

**Memory** 80 GB

**Resolution** Up to 600 x 600 dpi (superfine) resolution

**Compression** MH, MR, MMR, JPEG and JBIG

**Fax Features**

- Color Fax Send
- Address Book
- Polling
- Mailboxes
- Forward to Fax / Email
- Secure Fax

## Scan<sup>3</sup>

**Capability** Black-and-white and color scanning

**Concurrency** Scan while the system is printing copy or network print jobs, or while it is transferring scan to network or fax jobs

**Input Speed** 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)

<sup>3</sup> Scan to USB memory drive enables scan features on 4250 Copier only model.

# WorkCentre 4250/4260

<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 <sup>3</sup>
<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<sup>4</sup>

### 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

<sup>3</sup> Scan to USB memory drive enables scan features on 4250 Copier only model.

<sup>4</sup> Not available on 4250 Copier only model.

# WorkCentre 4250/4260

## Security

Security Features	WorkCentre 4250 Copier only	WorkCentre 4250S/4260S, 4250X/4260X, 4250XF/4260XF
	Image overwrite security Secure Print (enabled with Print from USB Memory Drive) Secure Fax (enabled when Fax Kit is added)	Image overwrite security Network Authentication 802.1x SNMPv3 Audit log HTTPS (SSL) Secure Print Secure Fax (enabled when Fax Kit is added) IPSec Secure LDAP IPv6 Xerox Secure Access

## 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

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

Device Status	Web server embedded <ul style="list-style-type: none"><li>• Tray status/contents</li><li>• Consumables status</li></ul>
Print Queue Viewing	Complete job print queue management—hold, release, promote and delete
Job Submission	Print-ready files (PS, PCL, TIFF, PDF) Output feature selection
Device Administration	Allows simple, remote installation setting of configuration options and management of the device
Browsers	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

4250: Up to 200,000 pages per month  
4260: Up to 250,000 pages per month

### Recommended Monthly Print Volume

4250: Up to 20,000 pages per month  
4260: Up to 30,000 pages per month

### Rated Engine Life

Up to 1,500,000 pages

# WorkCentre 4250/4260

## Power Consumption

Printing	794 watts
Standby	111 watts
Power save	20 watts
Warm up (from power save)	First Print: As fast as 32 seconds User Interface ready and programmable: 2 seconds
Warm up (from power on)	First Print: 73 seconds (maximum) User Interface ready and programmable: 54 seconds (maximum)
Operating Temperature Range	50° to 90° F (10° to 32° C)
Storage Temperature Range	-4° to 104° F (20° to 40° C)
Maximum Humidity Range	20% to 80%

Dimensions and Weights	Width	Depth	Height	Weight
4250 Copier/ 4250S/4260S	24.5 in. / 622 mm	19 in. / 483 mm	25.5 in. / 648 mm	97 lbs / 44 kg
4250X/4260X	24.5 in. / 622 mm	19 in. / 483 mm	25.5 in. / 648 mm	98 lbs / 44.5 kg
4250XF/4260XF	39.5 in. / 1003 mm	26 in. / 660 mm	46 in. / 1168 mm	205 lbs / 93 kg
Package Dimensions	Width	Depth	Height	Weight
4250 Copier/ 4250S/4260S	32.1 in. / 815 mm	23.7 in. / 602 mm	27.6 in. / 701 mm	113.8 lbs / 51.6 kg
4250X/4260X	32.1 in. / 815 mm	23.7 in. / 602 mm	27.6 in. / 701 mm	114.4 lbs / 51.9 kg
4250XF/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 2006/95/EC, 2004/108/EC and 1999/5/ EC, Section 508 ADA

## What Comes in the Box

WorkCentre 4250/4260  
 Starter Toner cartridge (12,000 print capacity)<sup>5</sup>  
 Drum cartridge (80,000 yield)<sup>6</sup>  
 Software and documentation CD, User manual, Quick Installation guide and Warranty booklet  
 Power cord  
 Fax phone cord (X and XF configurations)

<sup>5</sup> Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

<sup>6</sup> Yield will vary depending on job run length, media size and orientation.

# WorkCentre 4250/4260

Supplies and Options	Description	Order Number
	Toner Cartridge – approx. 25,000 pages <sup>5</sup>	106R01409
	Drum Cartridge – approx. 80,000 pages <sup>6</sup>	113R00755
	Maintenance Kit – 200,000 pages <sup>6</sup>	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 (Trays 3 and 4)	097S03677
	2000-Sheet High Capacity Feeder	097N01684
	Finisher	097N01715
	Staple Cartridge	008R12941

## Country of Origin

Manufactured in Korea

<sup>5</sup> Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

<sup>6</sup> Yield will vary depending on job run length, media size and orientation.

## Supplies Recycling Program

Consumables for the WorkCentre 4250/4260 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).

