

XEROX®

Technology | Document Management | Consulting Services

WorkCentre® 4150

print | copy | email | fax | scan

WorkCentre® 4150 Evaluator Guide



ABOUT THIS GUIDE

This guide will introduce you to the WorkCentre® 4150 multifunction printer (MFP), and aid you in your evaluation process.

CONTENTS

WorkCentre 4150 Digital Multifunction System Overview	1
Product Overview	1
WorkCentre 4150 MFP Configurations	2
 Section 2 – Evaluating Multifunction Systems	4
<i>Suggests specific areas to evaluate in a product of this class, how to evaluate these areas, and how the WorkCentre 4150 MFP measures up.</i>	
Productivity	5
Deployment	8
Ease of Use and Management	9
Reliability	12
Versatility	13
Security	14
Cost Control	15
 Section 3 – Configurations, Specifications, Options and Supplies . . .	17
Configuration Summary	17
Competitive Comparisons	18
Service and Support	19
Additional Information Sources	20

SECTION 1

Product Overview



The pace of business today is non-stop and your employees must be efficient multitaskers to get the job done – convenience is critical to help your employees stay productive. As the multifunction experts, Xerox understands these challenges and how to tackle them. In designing the WorkCentre® 4150, Xerox started with the basic requirement of every business – powerful printing capabilities – and added on an array of value-packed tools to create an easy-to-use device that will streamline the way you work.

Get more done, day in and day out

Replace your current workgroup printer and add the functionality of other stand-alone devices – copiers, fax machines and scanners – and see how much more you can do with the WorkCentre 4150's best-in-class features.

- The WorkCentre 4150 is customizable for your business, from a copier-only device all the way up to a full-fledged multifunction that can print, copy, fax and scan to email.
- Each function is fully integrated and can be accessed while other jobs are running enabling concurrent operation among multiple functions.
- Easily integrate the WorkCentre 4150 into your existing printer environment, or replace single-function machines with one convenient multifunction system.
- Call on unrivaled service and support, including service professionals who are linked to the engineers who designed the WorkCentre 4150. Xerox is there for you every step of the way.

Multifunction power priced right

Deploy a range of cost-effective solutions designed to keep your office running and keep within your budget.

- Save money by choosing just the functions you need now. Upgrade as your business grows.
- Increase productivity and decrease costs by getting one device that does the work of a multiple of single-function machines.
- Standard automatic two-sided printing and copying – and even faxing – saves time as well as money.

Convenience brought to your workgroup

Xerox has designed the WorkCentre 4150 to be simple and intuitive to use. Spend more time using the features and less time learning them.

- Installation and network configuration are easy – a couple of clicks and you're up and running.
- The large touch-screen interface can be understood at a glance. Most operations are a touch away.
- Manage your machine and access device and job status, and accounting information from your desktop using the CentreWare IS embedded web server.
- The space-saving design means all capabilities can fit comfortably in your workgroup. Add up to three additional paper trays and build a floor-standing system that is easily accessible to everyone in your office.
- Add a finisher to the desktop or floor-standing configurations that will collate and staple up to 50-sheet documents for more efficiency and convenience.

Must-have tools to match the job

The WorkCentre 4150 offers a lineup of special features so useful you'll wonder how you lived without them.

ID Card Copy – Use this feature to copy both sides of an ID document or check onto one side of a sheet of paper – without having to run the paper through a second time.

Fax Forward to Email – Route incoming faxes to your email for easy archiving or access while you're out of the office.

SECTION 1

Configurations and Options



WORKCENTRE® 4150 MFP

- **Standard copying**
- **Optional fax functionality**
- **3 x 7.5 in. backlit touch screen LCD display**
- **Copy features:**
 - Up to 45 ppm copy output
 - As fast as 5 second first-copy-out time
 - Automatic two-sided copy output
 - 600 x 600 dpi resolution
 - Book copy, booklet mode, copy control (via auditron), insert covers, edge erase, image rotate, job interrupt, margin shift, transparency interleaving, photo mode, program ahead, sheet insertion, ID card copy
- **Duplex Automatic Document Feeder**
 - Two-sided scanning of original documents
 - 50-sheet capacity
 - 45 ppm speed
 - Support for paper sizes up to 8.5 x 14 in.
 - Support for media weights from 12.5 to 32 lb. bond (50 to 120 gsm)
- **Paper capacity:**
 - 600-sheet standard paper capacity (100-sheet bypass tray, 500-sheet paper tray)
 - 2,100-sheet maximum paper capacity (with three additional 500-sheet paper trays)
- **Paper handling:**
 - Optional 50-sheet stapler (finisher)
 - Support for paper sizes up to 8.5 x 14 in.
 - Support for media weights from 16 to 53 lb. bond (60 to 200 gsm)
- **As fast as 30 second warm-up time**
- **Optional stand**
- **Optional foreign device interface**
- **One-year on-site warranty**
- **Xerox Total Satisfaction Guarantee**

WORKCENTRE® 4150s MFP

Includes all capabilities of the WorkCentre 4150, with the following additions:

- **Standard network printing, copying and scan-to-email**
- **Optional network scan, fax, PC fax**
- **Print features:**
 - Up to 45 ppm print speed
 - As fast as 8 second first-page-out time
 - Automatic two-sided print output
 - Up to 1200 dpi resolution at full rated speed
 - Standard 256 MB memory (optional maximum of 384 MB memory)
 - Minimum 40 GB hard drive
 - Language support includes PCL 5e/6 and PostScript® 3™ capability
 - Secure print, sample set, delay print, insert covers, transparency interleaving, N-Up printing, watermarks, and more
- **Scan features:**
 - Up to 600 x 600 dpi resolution
 - Color scanning
 - Scan-to-Email functionality
 - Compatible with Network TWAIN and WIA applications
 - Xerox® Scan to PC Desktop® Personal Edition (1 seat) scan software delivers scan file management, distribution features and optical character recognition capability
 - Optional Network Scanning functionality
- **Connectivity:**
 - 10/100 BaseT Ethernet connectivity
 - Networking support for Novell® NetWare®, Microsoft® Windows® XP, Windows® 2000, Windows® NT, Apple® AppleTalk®, Unix, AS/400, Linux environments
 - Operating system support for Microsoft® Windows® XP, Windows® 2003, Windows® 2000, Windows® NT 4.0, Windows® 98, Windows® NT 4.0, Apple® Mac OSX®, Linux, and Unix
 - 3rd party management system support for CA Unicentre® TNG, IBM® Tivoli® NetView®, Microsoft® Operations Manager, Novell® NDPS® and HP OpenView



WORKCENTRE® 4150x MFP

Includes all capabilities of the WorkCentre 4150s, with the following additions:

- **Standard network printing, copying, faxing, PC faxing and scan-to-email**
- **Optional network scan**
- **Fax features:**
 - 33.6 Kbps modem speed
 - Up to 400 dpi transmission resolution
 - 16 MB dedicated fax memory
 - MH, MR, MMR, JBIG compression methods
 - Broadcast fax to up to 199 groups and destinations
 - Up to 200 speed dial settings
 - Up to 14 redial attempts at intervals from 1 to 25 minutes
 - 100-hour battery backup
 - Fax directly from your PC
 - Fax forward to fax and email destinations (email destinations only available with network-enabled WorkCentre 4150 MFPs)
 - Batch files, confidential transmitting and receiving, polling, delay fax timers, secure fax, fax from print driver
- **Paper capacity:**
 - 1,100-sheet standard paper capacity (100-sheet bypass tray, two 500-sheet paper trays)
 - 2,100-sheet maximum paper capacity (with three additional 500-sheet paper trays)

WORKCENTRE® 4150xf MFP

Includes all capabilities of the WorkCentre 4150x, with the following additions:

- **Paper capacity:**
 - 2,100-sheet standard paper capacity (100-sheet bypass tray, four 500-sheet paper trays)
- **Paper handling:**
 - 50-sheet stapler (finisher)

Section 2

Evaluating Multifunction Systems

EVALUATION CRITERIA

As the company that invented laser printing, Ethernet networking, and the first digital multifunction system, Xerox has invested years of research and development in designing the most productive office devices 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 needs in the office, Xerox recommends the following criteria be considered in the evaluation process of a shared MFP:

- **Productivity** – can it keep up with the demands of a multiple user environment?
- **Deployment** – how does the MFP ease the demands of the deployment process?
- **Ease of Use and Management** – are all the capabilities integrated and intuitive?
- **Reliability** – is it designed and built for demanding use and backed by a quality organization?
- **Versatility** – can the MFP grow with changing demands?
- **Security** – is the MFP able to keep your confidential information safe?
- **Cost Control** – can you monitor and control your organizations cost of printing?

MFPs often look the same from the outside. And from a quick look at specifications on speeds, feeds, and print resolution, you might incorrectly conclude that most MFPs are basically equal. This section of the Evaluator Guide will suggest ways you can thoroughly evaluate them, and show how the Xerox WorkCentre 4150 MFP can best meet your needs.

EVALUATE PRODUCTIVITY

In addition to actual print engine speed consider the things that effect **overall throughput**. Overall productivity considerations include **warm-up time**, the speed of functions like **scanning and faxing**, **device memory**, and more. Are you able to **manage the job queue**, and can the system help **automatically prevent downtime**? Is the MFP **optimized for productivity**, able to run **multiple jobs simultaneously**? Does the performance of the various features **improve** upon what you already had in your environment, allowing you to **boost productivity** while **updating your infrastructure** or **consolidating devices**? Does the system **minimize network traffic** created by the scan and print functions? Can you **monitor the device functions** from your desktop and at the device?

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE PRODUCTIVITY REQUIREMENT:**OVERALL PRODUCTIVITY**

With up to 45 ppm print and copy output speeds, up to 45 ppm page processing speed through the DADF, concurrent operation among specific features, and warm-up time as fast as 10 seconds from low power – the WorkCentre 4150 MFP is a high performance letter/legal/A4-size solution that produces and processes documents quickly, with less time spent waiting for the system. All network-print enabled configurations come with a powerful controller, 256 MB of memory and fast 10/100 BaseT Ethernet connections.

The WorkCentre 4150 includes a number of unique productivity features that give it a leg up on its competition. These capabilities include:

- **Job Queue Management** – The WorkCentre 4150 leads its class in job queue management, enabling jobs to be viewed, or deleted by accessing the job queue from the front panel or via Web browser.
- **Print Around** – If a print job is delayed because a specific type or size of paper is unavailable, the print around feature will automatically promote following jobs that need other types of loaded paper to remain productive until the required paper is loaded for the held jobs.
- **Load Paper While Run** – Paper can be loaded into WorkCentre 4150 paper trays that are not currently in use by the printer – enabling paper to be loaded while the printer is busy with a print or copy job.
- **Paper Selection and Validation** – When paper is loaded, the system prompts the user to select the paper size and type, or to validate that it is unchanged from the prior setting, to ensure users are informed and reliably choose the right paper for their print and copy jobs.

COPY FEATURES

Up to 45 ppm copy speeds and fast first copy out time as fast as 5 seconds keep your employees from waiting too long for their copies. The powerful and easy-to-use front panel gives simple access to commonly used features such as automatic one or two sided copying, collation and stapling (with optional finisher module), and more. Advanced features like book copy, mixed size originals, insert covers, image rotate, job interrupt, margin shift, transparency interleaving, program ahead, and N-up copy are standard on all WorkCentre 4150 configurations.

A critical feature for companies in healthcare, financial, and legal industries is ID card copy, which make it easy to copy both sides of an identification card or check onto one side of a single sheet of paper without having to reload the sheet. This feature allows you to put the original on the platen glass, scan the first side, reverse the ID card, scan the other side, and have both sides copied to the same side of the page.



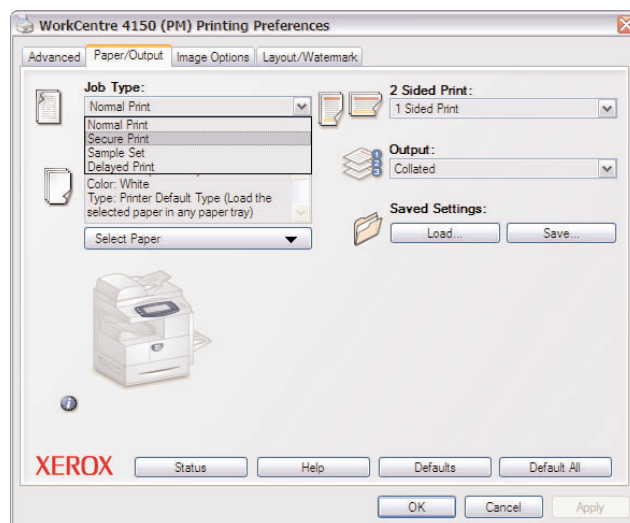
PRINT FEATURES

Up to 45 ppm printing speeds and standard automatic two-sided printing mean the WorkCentre 4150 x, s, and xf configurations meet or exceed the needs of busy small and large workgroups. Powerful print features are accessed primarily through the bi-directional print drivers provided for both PCL and PostScript printing – allowing you to easily build jobs by selecting paper types, finishing options, security settings, and more in-depth features like booklet mode, and transparency interleaving. These print drivers utilize similar user interfaces and offer access to additional information including job and supplies status, system settings, and troubleshooting information.

SCAN FEATURES

Give your hard copy documents new life. Make the best use of both hard copy and digital files by using your WorkCentre 4150 to move, manage, manipulate, capture, repurpose and distribute your documents electronically. Standard on the s, x, and xf configurations of the WorkCentre 4150, scan in color or black-and-white using the file format and compression method that works best for you with Xerox optional document distribution services. Scan capabilities of the WorkCentre 4150 MFP include:

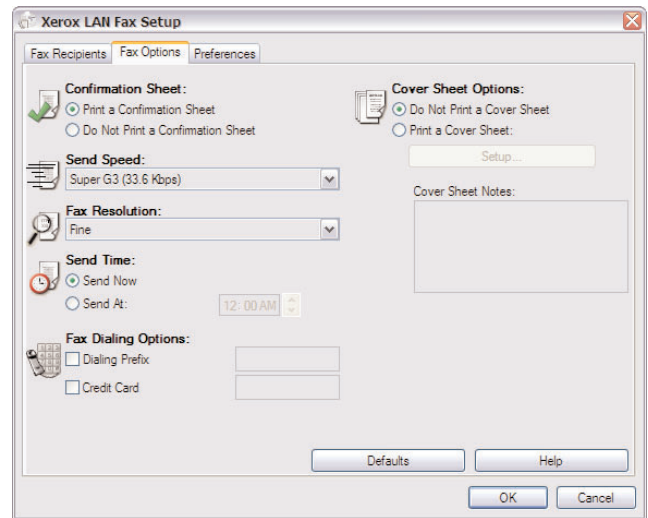
- **Scan to Email (standard)** – Enter email addresses on the front panel, or integrate the WorkCentre 4150 MFP with your company's email directory via LDAP to automatically deliver scanned images to users' email inboxes.
- **Network Scanning (optional)** – Use CentreWare Internet Services to create templates that not only direct scans to the correct repository, but also set the scan settings to optimize the file size/image quality ratio.
- **FreeFlow® SMARTsend™ (optional)** – Powerful routing tool for sending scanned images to multiple locations including network folders, email, PC desktop, remote printer, document management/workflow applications. Users can create SMARTsend templates on the WorkCentre 4150 front panel after creating them within the SMARTsend application. Professional Edition users can publish a PaperWare cover sheet from SMARTsend, check boxes on the sheet to dynamically select destinations, place the PaperWare form in front of your originals, and scan into the WorkCentre 4150.
- **Xerox® Scan to PC Desktop® Personal Edition (standard, 1 seat)** – Organizes and distributes scanned images, and includes optical character recognition capabilities for transforming scanned files into editable documents.
- **Supported compression methods** include MMR and JPEG.
- **Supported file formats** include TIFF, multi-page TIFF, JPEG and PDF.



FAX FEATURES

Fax functionality is optional on the WorkCentre 4150 and WorkCentre 4150s configurations, and is standard functionality on the x and xf configurations - bringing full featured, high performance faxing to the WorkCentre 4150 MFP. Transmission speeds as fast as 33.6Kbps, storage for up to 200 speed dial entries and 199 broadcast groups and destinations, 16 MB of dedicated fax memory and support for pages up to 8.5 x 14 in. enable this system to meet all of your fax needs. A variety of compression methods including MH, MR, MMR and JBIG ensure the right fit for your office needs. A variety of fax capabilities are at your disposal with the WorkCentre 4150 MFP, including:

- **PSTN Fax** – 33.6 Kbps modem speed, up to 406 x 392 dpi transmission resolution
- **PC Fax** – Increases productivity by allowing users to send faxes from their desks via the WorkCentre 4150 print driver, eliminating the need to print the document first before faxing. This capability is built into the print driver, eliminating the need to load a separate fax driver onto the PC.
- **Fax Forward to Email** – Allows all incoming and outgoing faxes to be sent to email recipients to save time, reduce paper, and maintain a record of all fax activity.



NETWORK TRAFFIC

Files are sent over the network just once no matter how many sets are being printed – a job consisting of five sets of a 10-page document is sent over the network as 10 pages, minimizing network traffic. Files are processed at the device, off the network, freeing up user's workstations and avoiding unnecessary network traffic.

MANAGING JOBS

There are no unknowns. Up-to-date information is available for every job type including print, copy, scan, email, or fax. Both at the device via the front panel, or from your desktop via the network, you can manage documents and jobs in the job queue, display job progress and status, and promote or delete jobs with a few mouse clicks or button pushes.

EVALUATE DEPLOYMENT

Installing and deploying a fleet of multifunction systems throughout your organization is a potentially time consuming and complicated process. This process is not limited to physically placing the units in your environment, but about how these systems will integrate into your **existing network infrastructure**. You also need to consider the process required to **deploy printing and scanning services** to your users, and how automated that process can be.

EASY TO INSTALL

The WorkCentre 4150 is designed and packaged to be easy for you to install in your office. Once the product is received, it is easy and intuitive for you to remove the parts from the packaging and put them together to assemble the product. Once assembled, all network enabled-configurations include an embedded 10/100 BaseT Ethernet connection with innovative features like auto IP addressing, and device naming to provide a simple and automatic installation onto your network.

Management and system setup can be accomplished through a variety of means, including the easy wizard-based process found within Xerox CentreWare Web – which also provides device cloning for deploying fleets of WorkCentre 4150 MFPs with the same settings. Additionally, the WorkCentre 4150 MFP can integrate with third party management applications like CA Unicentre® TNG, IBM® Tivoli® NetView®, Microsoft® Operations Manager, Novell® NDPS® and HP OpenView.

EASY TO DEPLOY

Another critical area to evaluate is the process by which you can deploy drivers to your user population. Drivers can be deployed centrally – keeping your IT staff from having to walk from desk to desk manually installing new drivers. In many cases, existing Xerox drivers on your network will be able to work with your new hardware, potentially saving the step of updating your users' driver software altogether. Again, wizards are provided within CentreWare Web to aid in the process of installing, troubleshooting, and upgrading your users' driver software, freeing up your IT staff for more pressing projects.

EVALUATE EASE OF USE AND MANAGEMENT

Look for **fully integrated functions** that combine to 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**?

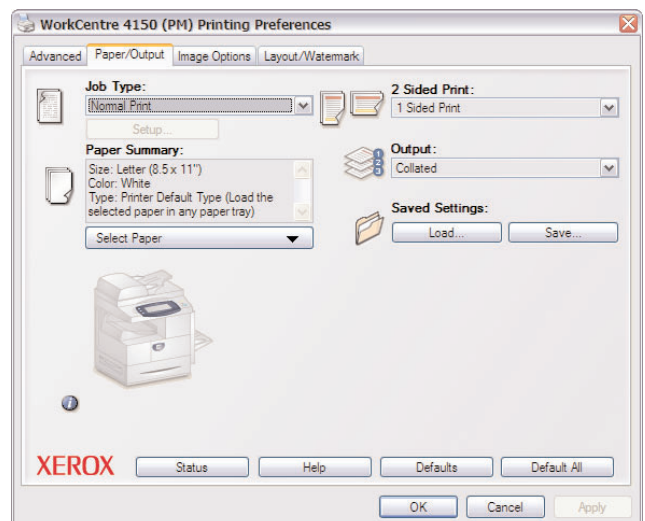
CONSISTENT USER INTERFACE

The large, backlit touch-screen front panel interface is easy to see and use, and is consistent with the user interface on other Xerox MFPs. The front panel defaults to the copy user interface – the most commonly used feature for people who walk up to the MFP. To access any of the other capabilities, simply touch the “All Services” button and the front panel will display icons for each of the WorkCentre 4150 walk-up functions – copy, ID card copy, fax, email, and network scanning (for systems equipped with all optional features). Hard buttons to the left of the front panel ease the navigation of the WorkCentre 4150 capabilities – “services” for the document features of the MFP, “job status” for viewing and managing the job queue, and “machine status” for managing and administering the system.

Xerox MFP user interfaces are designed to simplify the process of programming the most common jobs. For example, the “basic copying” tab minimizes the steps required by a user to program common options like two-sided printing or jobs requiring stapling. Common features are included on the primary tab, keeping the user from having to navigate multiple screens to program most jobs. Programming a common job is made easier – making five two-sided copies of a five page single-sided original, for example, can take half as many steps with a Xerox MFP than with another manufacturer’s product.

BI-DIRECTIONAL DRIVERS

WorkCentre 4150 MFP include CentreWare® print drivers with a clear, graphical user interface that provides an easy, intuitive way to interact with the printer. The driver provides desktop access to all of the WorkCentre 4150 output functions. The driver also provides bi-directional information indicating device status, currently loaded paper sizes and types, and installed options – there is no need to consult separate software in order to obtain this information.



ACCESSIBLE ADVANCED FEATURES

The print driver user interface is designed to give quick and easy access to the most commonly used features, with a tab-based design that makes it easy to access advanced print features. Job type, 2-sided print preference, paper selection and summary, collation and stapling are all easily accessed on the print driver's main page. Tab options include:

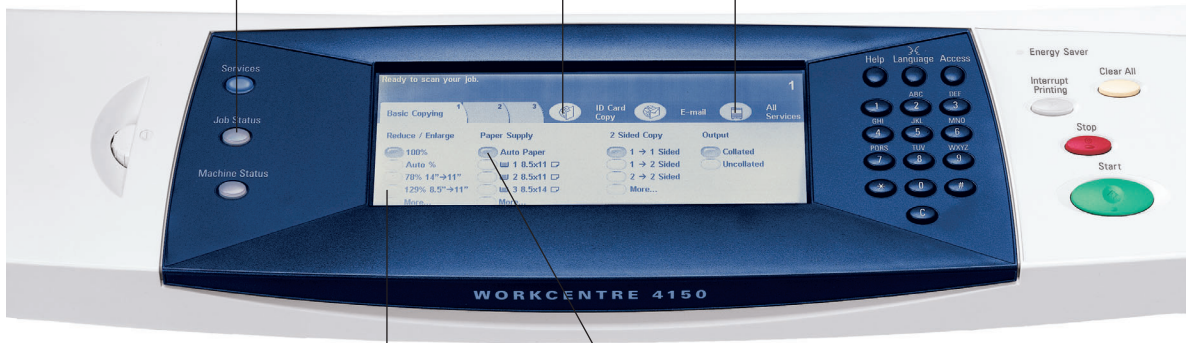
- **Advanced** – access to PostScript options, Font Settings, Paper/Output Settings, Image Options, and more
- **Paper/Output** – default print driver screen offering most commonly used features including Job Type (normal print, secure print, sample set, delayed print), 2 Sided Print (one-sided print, two-sided print, two-sided print flip on short edge), Paper Summary, Select Paper, Output/Stapling (collated, uncollated, stapled), and Saved Settings.
- **Image Options** – Toner Saver, Reduce/Enlarge, Resolution Setting, Margin, and Invert Image
- **Layout/Watermark** – options include N-Up Printing, Booklet Printing, Resizing to a new paper size, Image Orientation, and Watermark Settings

The tab-based interface on the front panel of the WorkCentre 4150 makes it easy to access advanced features for each of the walk-up functions available. Tab options change depending on the feature selected to match that specific feature's capabilities, and similar to the print driver includes most commonly used features on the main page with access to advanced features through the tabs.

View and manage your print queue right from the touch-screen.

Process ID documents quickly and efficiently with ID Card Copy.

The fax feature can relay incoming faxes to email and other fax machines.



Touch-screen operation is easy to learn, easy to navigate, and consistent with all Xerox multifunction systems

Time-saving "Auto" features make correct selections for you, ensuring high-quality output.

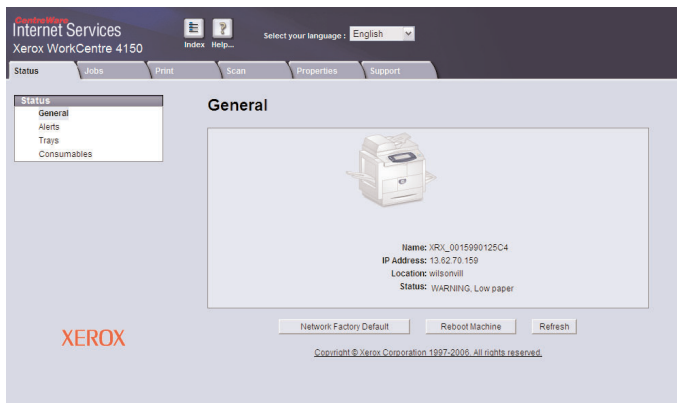
**Xerox
feature
advantages**

NETWORK PRINTING

It couldn't be easier for the network administrator. The WorkCentre 4150 MFP integrates seamlessly into virtually any network environment. Network configuration is easy with CentreWare install wizards – eliminating the need for IT staff to travel device to device to reset parameters, connect users or manage job queues. Built-in support for Simple Network Management Protocol (SNMP) eases the step of integrating network-enabled WorkCentre 4150 MFPs into your already-existing network printer environments.



Xerox CentreWare Web is web based software that installs, configures, manages, monitors and reports on the networked printers and multifunction devices throughout the enterprise – regardless of the manufacturer.



CentreWare Internet Services is a web server embedded in every WorkCentre product. You can submit and monitor print jobs and machine status from anywhere – from your intranet to the World Wide Web.

CENTREWARE SYSTEM MANAGEMENT SOFTWARE

Xerox CentreWare Web management software is a powerful enterprise management solution for I.T. CentreWare Web is optional free software that eases the chore of installing, configuring, managing, monitoring and pulling reports from the networked printers and MFPs throughout the enterprise – regardless of vendor. Xerox also addresses enterprise asset management through compatibility with network management tools from Novell and HP.

The WorkCentre 4150 MFP also includes CentreWare Internet Services, an embedded web server that allows for management of individual devices including detailed status checks and settings changes without any special software tools.

THIRD PARTY MANAGEMENT INTEGRATION

The WorkCentre 4150 MFP integrates with third party device management applications like Novell® NDPS®, HP OpenView and more.

XEROX OFFICE SERVICES

Lastly, Xerox offers a set of services for managing document output and asset infrastructure in the office. 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.

EVALUATE RELIABILITY

Productivity relies on tools that do their job day-in and day-out. Consider how often you need to intervene with the machine to **replace paper** or other consumables or to **clear jams** or other problems. How **easy is that intervention** and how **long is the device 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?

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE RELIABILITY REQUIREMENT:

DAY TO DAY OPERATION

The WorkCentre 4150 MFP has been engineered to minimize user interventions and downtime. One clear example – SMart Kit™ technology is built in to predict and prevent system downtime. The WorkCentre 4150 constantly monitors itself and communicates to users and administrators through the front panel interface, bi-directional print drivers, email alerts, CentreWare Web and CentreWare IS to alert if a potential failure is going to occur. Customers can simply order a new SMart Kit drum or toner cartridge and it is delivered directly to their office. Simply replace the SMart Kit drum and you have avoided costly downtime without the need for a service call.

Integration with Xerox SMart eSolutions offers hands-free, hassle-free, and secure administration of automatic meter reads and supply replenishment for Xerox devices – further easing the chore of managing supplies for the WorkCentre 4150 MFP.

SERVICE AND SUPPORT

Building on the reliability that is engineered into the WorkCentre 4150 MFP, Xerox has trained and developed a sophisticated service-delivery network that is capable of helping you maintain your equipment, address issues that you may encounter with your equipment, and train you and your users on how to get the most out of your equipment.

NETWORK RELIABILITY

Network reliability is another area Xerox focuses on to deliver a consistent and positive customer experience – the WorkCentre 4150 has been subjected to a controlled, formal test based on the IEEE software testing standards and certified at Capability Maturity Model (CMM) level 2. Compatibility testing uses a number of environmental conditions including server operating systems, client operating systems, network topologies, email servers and Web browsers. Xerox devices maintain standards through adherence to standard protocols (setup, authentication, secure print), consistency in physical standards (network cards, drivers, front end) and operations (copy, print, scan, fax, store) with rock solid security and data integrity.

Lastly, the WorkCentre 4150 MFP has been evaluated for functionality and quality by a number of independent entities and has been awarded the following certifications:

- Microsoft WHQL
- SNMP Version 1 and SNMP Version 2
- CB Certified (IEC 60950-1/EN 60950-1)
- Printer MIB RFC 1213, 2790, 3805, 3806
- UL Listed (UL 60950-1)

EVALUATE VERSATILITY

How many **functions** can the device perform? How easy is it to **upgrade** from basic functions to more advanced functions? Can **specific functions be added** as requirements grow? Can multiple functions be performed **simultaneously**?

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE VERSATILITY REQUIREMENT:

CONFIGURATIONS

A variety of configuration options are available to help you select the right set of capabilities for your environment. Unlike similar competitive MFPs, the WorkCentre 4150 offers a copier-only configuration for environments that do not require network connectivity for printing or scanning. The WorkCentre 4150s configuration includes network connectivity, and includes features like shared network printing, scan-to-email, and optional faxing and network scanning. Higher configurations add standard fax features, greater paper capacity, and finishing capabilities.

MEDIA SUPPORT

The WorkCentre 4150 MFP is an excellent option for busy offices and workgroups who need a high-performance black-and-white MFP and who do not require support for paper sizes larger than 8.5 x 14 in. Media weights from 16 to 32 lb. bond (60 to 120 gsm) are supported through all paper trays, and envelopes are also supported in all trays. The bypass tray handles an increased range of media, from 16 to 53 lb. bond (60 to 200 gsm). The DADF supports media from 12.5 to 32 lb. bond (50 to 120 gsm) to accommodate a broad range of original documents for copying, scanning, and faxing.

FINISHING FEATURES

The optional finishing module (standard on the WorkCentre 4150xf configuration) brings 50-sheet stapling and 500-sheet stacking to the WorkCentre 4150 – perfect for offices that regularly produce multiple sets of multi-page stapled documents.

UPGRADEABILITY

Increase paper capacity, add network scan or network fax server integration to network-enabled configurations, or add finishing capabilities – upgrade capabilities when you purchase, or later as your needs change. For coin or card-operated environments like libraries or retail locations, a foreign device interface kit is available.

XEROX BUSINESS PARTNER SOLUTIONS

Xerox business partners offer a wide range of server and client –based software solutions that extend the value of Xerox products by providing advanced solutions for document distribution and management, access and usage control, job tracking/reporting, and output fleet management.



WorkCentre 4150 Versatility

- ① Money-saving and fast automatic two-sided printing is standard
- ② 50-sheet duplex automatic document feeder scans two-sided documents
- ③ 100-sheet bypass tray handles heavier papers up to 200 gsm

- ④ Standard 500 sheet paper tray feeds custom sizes up to 8.5 x 14 in.
- ⑤ One, two or three additional paper trays boost capacity to as much as 2,100 sheets
- ⑥ Use the handy Finisher to collate and staple sets of up to 50 pages

EVALUATE SECURITY CAPABILITIES

What type of security requirements does your office require? Does the device have the **security features** to meet this demand? Can the device access be **protected by a password**? Does the device **remove latent images** on disk drives and in memory?

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE SECURITY REQUIREMENT:

BASIC SECURITY FEATURES

Xerox is committed to the security of its products, and is taking a unique approach to security within the document industry. Xerox believes security should be built in as a core component of the MFP system and its controller. For instance, full system status is available through the CentreWare Internet Services interface using a secure model that does not compromise users' information – some competitive devices actually allow users to view the front panel UI in its current state, making confidential long-distance calling codes or email addresses available to all users.

Basic security features delivered in the WorkCentre 4150 MFP include:

- **Analog Fax and Network Isolation** – Controller architecture isolates the fax telephone line and the network connection to foil in-coming attacks.
- **Authentication**
 - **Internal Auditron** – restricts access to the device for copy and embedded fax functionality
 - **Device Access Password Protection** – Further restricts access to device setup screens and remote network settings.
 - **Network Authentication** – Restricts access to scan, Email and fax features by validating network user names and passwords.
 - **System Administrator Authentication** – The WorkCentre 4150 supports IP Filtering, limiting access by single or multiple IP addresses. This allows access to administrative Web pages to be restricted to authorized IP addresses.
- **Encrypted Email** – Emails sent from the device to the SMTP server are encrypted with digital keys.
- **Secure Print** – Secure Print holds jobs at the device until the owner releases them with a PIN code.

ADVANCED SECURITY FEATURES

Optional, advanced security features available for the WorkCentre 4150 MFP include:

- **Audit Logging** – A new feature that captures job activity, and exports the log via HTTPS at the request of an authorized user or administrator.
- **Disk Image Overwrite** – This feature electronically erases data that has been processed to the hard disk in print, copy, scan, Internet and server fax modes. This feature uses a 3-pass algorithm specified in the US Department of Defense Directive 5200.28-M.
- **Fax Forward to Email** – Companies can archive all incoming and outgoing faxes to an email address for documentation and security purposes.
- **Print Channel Encryption** – Delivering secure communication via SSL/TLS.
- **Secure Data Protocols** – The WorkCentre 4150 supports HTTPS, enabling the use of Secure Sockets Layer (SSL) technology in CentreWare Internet Services. The WorkCentre 4150 also supports SLDAP for secure email.

EVALUATE COST CONTROL

Controlling the cost of MFP and printer fleets is a critical capability for organizations of any size. Does your MFP provide you the tools you need to manage and track your employees' printing and copying, and the associated cost? Can your MFP vendor offer you an all-inclusive monthly contract that includes printing and maintenance costs? Does your vendor have the expertise to analyze your environment and your printing needs to help right-size your fleet to fit your company's needs?

THE XEROX
ADVANTAGE

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE COST CONTROL REQUIREMENT:

MANAGING AND TRACKING COSTS

For any I.T. department managing a fleet of MFP systems, it is crucial to be able to manage and track the costs of operating the systems. The Xerox WorkCentre 4150 includes the following utilities for tracking and managing costs:

- **Device Auditron** – Can restrict and track copy and fax usage.
- **Xerox Standard Accounting (XSA)** – Restricts and tracks copy, print, fax and scan usage. XSA can also generate reports from the Web showing print, copy, fax and scan events with time stamps.
- **3rd Party Enablement for Accounting** – Additional accounting solutions for specific industries and vertical applications are available from Xerox Business Partners including Equitrac Corporation, Pharos Systems, Control Systems Inc, and more.

Another cost management option is a Xerox maintenance and supplies contract. With this contract, per page printing costs are fixed, meaning the per-click charge is consistent regardless of how much toner is used.

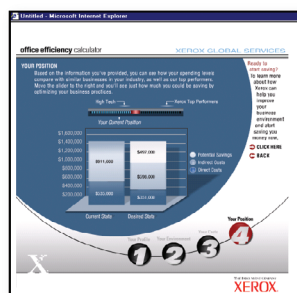
The screenshot displays the 'Internet Services' web interface for a Xerox WorkCentre 4150. The top navigation bar includes 'Status', 'Jobs', 'Print', 'Scan', 'Properties', and 'Support'. The 'Properties' tab is selected, showing a left-hand menu with categories like 'General Setup', 'Xerox Standard Accounting', 'Billing & Counters', 'Connectivity', 'Services', 'Security', and 'Maintenance'. The 'Usage Counters' section is active, displaying a table of usage statistics.

Usage Counters	Count
Total Impressions	2011
Black Copied Impressions	739
Black Copied Sheets	728
Black Copied 2 Sided Sheets	32
Black Printed Impressions	1035
Black Printed Sheets	850
Black Printed 2 Sided Sheets	212
E-Mail Images Sent	23
Network Images Sent	24
Server Fax Images Sent	0
Server Fax Impressions	0
Embedded Fax Images Sent	0
Embedded Fax Impressions Printed	1
Embedded Fax Sheets	1
Embedded Fax 2 Sided Sheets	0

HOW THE WORKCENTRE® 4150 MFP EXCEEDS THE COST CONTROL REQUIREMENT:

ASSESSING YOUR ENVIRONMENT

Xerox can help you decrease your overall document costs by optimizing and right-sizing your technology deployment. Three levels of assessment tools and services are available to help you deploy the right mix of equipment to best serve the needs of your environment:



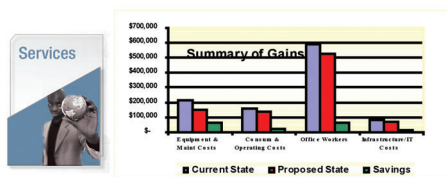
LEVEL 1: Xerox Office Efficiency Calculator

A five minute, Web-based “instant analysis” offers suggestions on your technology needs using information you enter on your environment and key, known industry metrics.

XOPA Metrics	Current state	Proposed state	Consulting Profit/loss total increase industry average	Benchmark
Employees per device	9.42	8.08	-2.68	8 - 20
Device utilization	3.03%	4.81%	1.80%	5% - 7%
Direct cost per page	\$ 0.081	\$ 0.075	\$ 0.007	\$ 0.030 - \$ 0.070
Pages per employee (monthly)	1,670	1,579	1,262	
Monthly costs per employee				
Direct cost per employee	\$ 152	\$ 119	\$ 82	
Infrastructure cost per employee	\$ 34	\$ 30	\$ 25	
Productivity cost per employee	\$ 242	\$ 217	\$ -	
Total direct and indirect cost per employee	\$ 429	\$ 366	\$ -	
Annual costs per employee				
Direct cost per employee	\$ 1,829	\$ 1,424	\$ 979	
Infrastructure cost per employee	\$ 407	\$ 360	\$ 305	
Productivity cost per employee	\$ 2,910	\$ 2,802	\$ -	
Total direct and indirect cost per employee	\$ 5,146	\$ 4,306	\$ -	

LEVEL 2: Xerox Office Productivity Advisor (XOPA)

More in-depth Web-based tool assesses your specific document environment. XOPA results suggest better ways to manage page volume between printing, copying and faxing – delivering end user satisfaction and cost efficiency. XOPA is a free service performed by your local Xerox sales representative.



LEVEL 3: Xerox Office Document Assessment (ODA)

An analytical model that measures and analyzes your current document production infrastructure, the ODA provides in-depth improvement plans for significant cost savings and increased efficiency. The ODA is a six-sigma fee-based tool and consultative service oriented more at enterprise level organizations.

SECTION 3

Configurations, Competitive Comparisons, Service and Support, Additional Information Sources

WORKCENTRE 4150 CONFIGURATION SUMMARY



CONFIGURATIONS	WorkCentre 4150	WorkCentre 4150s	WorkCentre 4150x	WorkCentre 4150xf
Speed	Up to 45 ppm (letter / A4)			
Duty Cycle	Up to 200,000 pages / month			
Paper Handling	Duplex Automatic Document Feeder: 50 sheets Bypass Tray: 100 sheets; Size: 3.86 x 5.83 in. to 8.5 x 14 in. / A6 to A4 (105 x 148.5 mm to 279 x 356 mm) Tray 1: 500 sheets; Size: 4 x 6 in. to 8.5 x 14 in. / B5 to A4 (176 x 250 mm to 279 x 356 mm)			
Paper Input				
Additional Trays				
	Optional		Tray 2: 500 sheets	
	Optional			Tray 3: 500 sheets Tray 4: 500 sheets
Paper Output	500 sheets, automatic two-sided			
Finishing	Optional			500-sheet Finisher: 50-sheet single position stapling
Copy				
First-Page-Out Time	As fast as 5 seconds			
Copy Resolution	600 x 600 dpi			
Copy Features	Automatic two-sided, Collation, Reduce/Enlarge, Book Copying, Mixed-Size Originals, Edge Erase, Booklet Creation, Covers, Transparency Separators, Multi-Up, ID Card Copy			
Print				
First-Page-Out Time	NA	As fast as 8 seconds		
Print Resolution	NA	600 x 600 dpi, 1200 interpolated		
Memory (standard / max)	NA	256 MB / 384 MB plus 40 GB Hard Drive		
Processor / PDL	NA	400 MHz / PCL 5e, PCL 6, compatible with PostScript® 3™		
Connectivity	NA	10/100 BaseT Ethernet (WIFI via 3rd party)		
Print Features	NA	Automatic two-sided, Watermark, Secure print, Delayed print, Sample set, Cover selection, Paper selection by attribute, Toner saver, N-Up, Mirror image, Negative image, Image rotation, Saved settings, Booklet creation, Fit to new paper size, Collation		
Scan				
Scan Destinations	NA	Scan to Email, Optional: Network Scanning, SMARTsend™, Xerox Business Partner Solutions		
Scan Features	NA	PDF, JPEG, TIFF, Multi-page TIFF, Xerox® Scan to PC Desktop® Personal Edition (1 seat), Color Scanning Scan Speed: up to 45 ipm B/W (letter), 43 ipm B/W (A4)		
Security	NA	Secure Email via SSL; Network Authentication (SMB, secure LDAP and Kerberos)		
Fax	Optional		Embedded Fax (33.6 Kbps with JBIG Compression), Optional: Server Fax	
Fax Features	Optional		Mailbox, Polling, Security Fax, Color fax transmission	
Accounting	Standard	Internal Auditron tracks copy and fax, Xerox Standard Accounting		
	Optional	Network Accounting Kit and Xerox Business Partner Solutions		
Other Options	Foreign Device Interface, 256 MB Memory Upgrade (adds additional 128 MB), Network Scanning, Cabinet, Image Overwrite, Server Fax Enablement			
Warranty	One Year On-Site Warranty, Xerox Total Satisfaction Guarantee			

WORKCENTRE 4150 DETAILED SPECIFICATIONS

Device Management

- CentreWare Internet Services
- CentreWare Web
- NDPS
- HP Openview

Media Handling

- Bypass Tray: 16–53 lb bond / 60–200 gsm
- Tray 1, 2, 3, 4: 16–32 lb bond / 60–120 gsm
- Duplex Automatic Document Feeder: 12–32 lb bond / 50–120 gsm
- Media Types: Paper, envelopes, labels, transparencies

Operating Environment

- Temperature:
 - Maximum Range: 50°–90°F / 10°–32°C
 - Recommended Range: 61°–86°F / 16°–30°C
- Humidity:
 - Maximum Range: 20–80%
 - Recommended Range: 30 – 70%
- Electrical:
 - Power: 110–127 VAC, 60 Hz, and 220–240 VAC, 50 Hz
- Power Consumption:
 - Average: 748 watts,
 - Power Saver Mode: 32.5 watts
 - ENERGY STAR® Compliant

Physical Dimensions (WxDxH)

- Without Finisher: 24.5 x 19 x 24 in. / 622 x 483 x 610 mm
- With Finisher: 39.5 x 19 x 24 in. / 1003 x 483 x 610 mm
- Weight:
 - Without Finisher: 110 lb / 50 kg
 - With Finisher: 132 lb / 60 kg

Supplies (Approximate Yields)

- Starter Toner – 10,000 images*
 - Standard Toner – 20,000 images*
 - Drum Cartridge – 55,000 images**
- *Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.
- **Declared Yield based on average job size of X pages. Yield will vary depending on job run length and media size.

Agency Approvals

- UL
- CE Semko

WORKCENTRE 4150 COMPETITIVE COMPARISON

Xerox WorkCentre 4150s MFP vs. HP LaserJet 4345mfp

- ID Card Copy
- Fax Forward to Email
- Job Queue Management capability available on front panel and via Web browser
- Front panel use not visible via Web browser
- Print Around
- Full 8.5 x 14 in. platen glass
- Two-sided printing standard
- Smaller file size for scanned documents
- PC Fax integrated into print driver, doesn't require separate driver

Xerox WorkCentre 4150s MFP vs. Lexmark X644e/646dte MFP

- ID Card Copy
- Fax Forward to Email
- Two-sided printing standard (vs. X644e)
- Print around
- Finishing features
- Easy access to paper jams
- PC Fax integrated into print driver, doesn't require separate driver
- 1200 dpi at full print engine speed

SUPPORT AND 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 easily available.

Total satisfaction guaranteed

The exclusive Xerox Total Satisfaction GuaranteeSM, recognized as unique in the industry, covers every WorkCentre[®] device which 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
- 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 & Deployment – A creative and flexible end-to-end print/computer product acquisition solution using a single point of contact model, while lowering 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

The Front Panel

The Front Panel offers tools and information pages to help with machine set-up, feature selections, solve operational problems, media feed and supply issues.

The Customer Documentation contains:

- Quick Install Booklet
- Getting Started Guide
- Worldwide Warranty
- Driver CD
- User Documentation CD
- System Administrator Guide

ON THE WEB

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

- Product, supplies, and support information
- Downloading drivers
- Finding your local Xerox sales representative
- On-line documentation

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

- Support and service information including the same troubleshooting knowledge base used by Xerox Customer Support staff to provide the latest technical information on:
 - Application issues
 - Errors
 - Print-quality issues
 - Troubleshooting

NOTES:

Questions? Comments? Problems?

**If you have any questions,
please contact your Xerox
sales representative or
local reseller, call
1-877-362-6567
or visit us on the Web at
www.xerox.com/office**

