

# 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 |
|---|--|------------------------|------------------------|-------------------|-------------------|
| <b>Output Speed</b>                     |  |                        |                        |                   |                   |
| <b>Single Sided</b>                     | Up to 45/55 ppm 8.5 x 11 in.<br>Up to 43/53 ppm A4 (210 x 297 mm)<br>Up to 39/40 ppm 8.5 x 14 in.                                  |                        |                        |                   |                   |
| <b>Automatic Two-Sided</b>              | Up to 25/36 ppm 8.5 x 11 in.<br>Up to 24/35 ppm A4 (210 x 297 mm)<br>Up to 22/35 ppm 8.5 x 14 in.                                  |                        |                        |                   |                   |
| <b>Paper Handling - Input</b>           |  |                        |                        |                   |                   |
| <b>Duplex Automatic Document Feeder</b> |  |                        |                        |                   |                   |
| <b>Capacity<sup>1</sup></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)   |                        |                        |                   |                   |
| <b>Bypass Tray</b>                      |  |                        |                        |                   |                   |
| <b>Capacity<sup>1</sup></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<br>Envelopes<br>Labels<br>Transparencies<br>Card Stock<br>Recycled<br>Punched<br>Pre-printed<br>Heavyweight<br>Archive |                        |                        |                   |                   |

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

| Tray 1 (Standard)                         |   |
|---|---|
| Capacity <sup>1</sup>                     | 500 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 28 lb. bond (60 to 105 gsm)  |
| Media Types                               | Plain paper<br>Envelopes<br>Labels<br>Transparencies<br>Card Stock<br>Recycled<br>Punched<br>Pre-printed<br>Archive |
| Tray 2 (Standard on 4250XF and 4260XF)    |   |
| Capacity <sup>1</sup>                     | 500 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 28 lb. bond (60 to 105 gsm)  |
| Media Types                               | Plain paper<br>Envelopes<br>Labels<br>Transparencies<br>Card Stock<br>Recycled<br>Punched<br>Pre-printed<br>Archive |
| Trays 3 and 4 (Standard on 4250XF)        |   |
| Capacity <sup>1</sup>                     | 2 Trays at 500 sheets each  |
| 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 28 lb. bond (60 to 105 gsm)  |
| Media Types                               | Plain paper<br>Envelopes<br>Labels<br>Transparencies<br>Card Stock<br>Recycled<br>Punched<br>Pre-printed<br>Archive |
| High Capacity Feeder (Standard on 4260XF) |   |
| Capacity <sup>1</sup>                     | 2000 sheets   |
| Sizes                                     | Custom Sizes: 5.5 x 8.5 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm  |
| Weights                                   | 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.

|   |  |
|---|--|
| <b>Media Types</b>  | Plain paper<br>Card Stock<br>Recycled<br>Punched<br>Pre-printed<br>Archive   |
| <b>Paper Handling - Output</b>  |  |
| <b>Standard Output</b>  | 500 sheets   |
| <b>Finishing</b>  | Offline Convenience Stapler: 50-sheet, single position (standard on 4260XF)  |
| <b>Print (available with all configurations except Copier only model)</b> |  |
| <b>First-Page-Out-Time</b>  | 4250: As fast as 8 seconds<br>4260: As fast as 6 seconds   |
| <b>Print Resolution</b>   | 600 x 600 dpi (up to 1200 x 1200 enhanced image quality)   |
| <b>Memory (Std/max)</b>   | 256 MB / 512 MB  |
| <b>Processor</b>  | 500 MHz  |
| <b>Hard Disk Drive</b>  | 80 GB (Standard)   |
| <b>Language Support</b>   | PostScript® 3™ compatibility<br>PCL® 5e emulation<br>PCL® 6 emulation  |
| <b>Connectivity</b>   | USB 2.0, 10/100/1000 Base-TX Ethernet<br>Direct connect via USB (4250 Copier only)   |
| <b>Printing Features<sup>2</sup></b>                                      | Custom page size<br>Watermark<br>Secure Print<br>Sample Set<br>Delayed Print<br>Cover Selection<br>Paper Selection by Attribute<br>Toner Saver<br>N-Up<br>Image Rotation<br>Saved Settings<br>Booklet Creation<br>Fit to New Paper Size<br>Collation<br>Print to / From Hard Drive<br>Print from USB Memory Drive <sup>2</sup> |
| <b>Print Drivers</b>  | Microsoft® Windows® 2003 Server/XP/XP Professional/Vista<br>Mac OS® X version 10.3 and above<br>Sun Microsystems Solaris™ 9/10<br>Linux Red Hat® ES<br>Fedora™ Core 4<br>SUSE<br>IBM AIX® 5<br>HP-UX 11.0/11i<br>Novell NetWare® (IP only)<br>SCO®<br>Xerox Global Print Driver<br>Xerox Mobil Express Driver                  |
| <b>Font Capability</b>  | 136 PostScript® fonts<br>80 PCL® fonts   |

<sup>2</sup> Print from USB memory drive enables print features on 4250 Copier only model.

| Copy   |   |
|--|---|
| <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>   | 4250: As fast as 7 seconds<br>4260: As fast as 5 seconds  |
| <b>Copy Features</b>   | Collation<br>Reduce/Enlarge 25 to 400 % (from Platen and ADF)<br>Book Copying<br>Mixed-size Originals<br>Edge Erase<br>Image Shift<br>Booklet Creation<br>Covers<br>Lighten/Darken<br>Transparency Separators<br>Multi-up<br>ID Card Copy<br>Copy to Hard Drive<br>Background Suppression<br>Poster |
| Fax  |   |
| <b>Embedded Fax<sup>3</sup>, LAN Fax (Optional on 4250 Copier only and 4250S/4260S – 1 line), Network Server Fax Enablement (Optional)</b> |   |
| <b>Fax Speed</b>   | 33.6 Kbps   |
| <b>Memory</b>  | 80 GB (32 MB dedicated fax memory)  |
| <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<br>Address Book<br>Polling<br>Mailboxes<br>Forward to Fax / Email<br>Secure Fax  |
| Scan <sup>4</sup>  |   |
| <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)<br>Black-and-white Text and Photo: Scan up to 55 ipm (8.5 x 11)<br>Color: Scan up to 25 ipm (8.5 x 11)  |

<sup>3</sup> Analog phone line required

<sup>4</sup> Scan to USB memory drive enables scan features on 4250 Copier only model.

|  |   |
|--|---|
| <b>Resolution</b>  | 600 x 600 dpi<br>400 x 400 dpi<br>300 x 300 dpi (color maximum)<br>200 x 200 dpi<br>100 x 100 dpi<br>72 x 72 dpi  |
| <b>Maximum Scan Area</b>                                 | 8.58 x 15.75 in. / 218 x 400 mm   |
| <b>Network Protocol</b>                                  | FTP<br>HTTP<br>HTTPS<br>SMB   |
| <b>File Formats</b>                                      | TIFF<br>Multipage TIFF<br>JPEG<br>PDF   |
| <b>Supported Scan Destinations</b>                       | Scan to Email<br>Network Scanning<br>Network Scan to TWAIN/WIA applications<br>Scan to USB Memory Drive <sup>4</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  |
| <b>Scanning Solutions</b>                                |   |
| <b>Scan to PC Desktop®<br/>Personal Edition (1 Seat)</b> | A desktop and server-based offering that provides document imaging, archiving, editing and organization tools <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> |
| <b>Accounting<sup>5</sup></b>                            |   |
| <b>Xerox Standard Accounting</b>                         |   |
| <b>Tracking</b>  | Copy, Print, Fax and Scan usage   |
| <b>Accounting</b>  | Up to 500 User accounts<br>Up to 250 General accounts<br>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<br>Network Accounting (with third party integration)<br>Supports Foreign Device Interface   |

<sup>4</sup> Scan to USB memory drive enables scan features on 4250 Copier only model.

<sup>5</sup> Not available on 4250 Copier only model.

| Security   |   |
|--|---|
| <b>Security Features</b>   | <p><b>WorkCentre 4250 Copier only</b><br/>Image overwrite security<br/>Secure Print (enabled with Print from USB Memory Drive)<br/>Secure Fax (enabled when Fax Kit is added)</p> <p><b>WorkCentre 4250S/4260S, 4250X/4260X, 4250XF/4260XF</b><br/>Image overwrite security<br/>Network Authentication<br/>802.1x<br/>SNMPv3<br/>Audit log<br/>HTTPS (SSL)<br/>Secure Print<br/>Secure Fax (enabled when Fax Kit is added)<br/>IPSec<br/>Secure LDAP<br/>IPv6<br/>Xerox Secure Access<sup>6</sup></p> |
| Device Management  |   |
| Xerox CentreWare® Web  |   |
|  | <ul style="list-style-type: none"> <li>• 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</li> <li>• Works with any SNMP-managed printer from any manufacturer</li> <li>• Provides help with device discovery and installations, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management</li> </ul>    |
| Xerox CentreWare® Internet Services - Integrated Device Web Page |   |
| <b>Device Status</b>   | <p>Web server embedded</p> <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>  | <p>Print-ready files (PS, PCL, TIFF, PDF)</p> <p>Output feature selection</p>   |
| <b>Device Administration</b>                                     | Allows simple, remote installation setting of configuration options and management of the device  |
| <b>Browsers</b>  | <p>Windows® XP, 2000: Netscape Navigator®, Firefox®</p> <p>Microsoft® Internet Explorer</p> <p>Macintosh® 9.x/OS X: Netscape Navigator® 6.x, Apple® Safari™, Firefox®</p> <p>Linux: Netscape® 6.x</p>   |
| Device Specifications  |   |
| Duty Cycle   |   |
|  | <p>4250: Up to 200,000 pages per month</p> <p>4260: Up to 250,000 pages per month</p>   |
| Recommended Monthly Print Volume                                 |   |
|  | <p>4250: Up to 20,000 pages per month</p> <p>4260: Up to 30,000 pages per month</p>   |
| Rated Engine Life  |   |
|  | Up to 1,500,000 pages   |

<sup>6</sup> Without EIP functionality.

# 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<br>User Interface ready and programmable: 2 seconds  |                   |                   |                      |
| Warm up (from power on)     | First Print: 73 seconds (maximum)<br>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/<br>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/<br>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, Cerner Tested and Certified  |                   |                   |                      |
| What Comes in the Box       |   |                   |                   |                      |
|                             | WorkCentre 4250/4260<br>Starter Toner cartridge (12,000 print capacity) <sup>7</sup><br>Drum cartridge (80,000 yield) <sup>8</sup><br>Software and documentation CD, User manual, Quick Installation guide and Warranty booklet<br>Power cord<br>Fax phone cord (X and XF configurations) |                   |                   |                      |

<sup>7</sup> Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

<sup>8</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>7</sup> | 106R01409    |
|                          | Drum Cartridge – approx. 80,000 pages <sup>8</sup>  | 113R00755    |
|                          | Maintenance Kit – 200,000 pages <sup>8</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    |
| <b>Country of Origin</b> |   |              |
|                          | Manufactured in Korea                               |              |

<sup>7</sup> Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

<sup>8</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).

