

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

Paper Handling - Input

Duplex Automatic Document Feeder

Capacity¹ 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

Capacity¹ 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

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

Tray 1 (Standard)

Capacity¹	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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Archive

Tray 2 (Standard on 4250XF and 4260XF)

Capacity¹	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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Archive

Trays 3 and 4 (Standard on 4250XF)

Capacity¹	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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Archive

High Capacity Feeder (Standard on 4260XF)

Capacity¹	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)

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

Media Types	Plain paper Card Stock Recycled Punched Pre-printed Archive
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Paper Handling - Output

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

First-Page-Out-Time	4250: As fast as 8 seconds 4260: As fast as 6 seconds
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Print Resolution	600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
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Memory (Std/max)	256 MB / 512 MB
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Processor	500 MHz
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Hard Disk Drive	80 GB (Standard)
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Language Support	PostScript® 3™ compatibility PCL® 5e emulation PCL® 6 emulation
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Connectivity	USB 2.0, 10/100/1000 Base-TX Ethernet Direct connect via USB (4250 Copier only)
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Printing Features²	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 ²
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Print Drivers	Microsoft® Windows® 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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Font Capability	136 PostScript® fonts 80 PCL® fonts
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² Print from USB memory drive enables print features on 4250 Copier only model.

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

Scan³

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)

³ Scan to USB memory drive enables scan features on 4250 Copier only model.

Resolution	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
Maximum Scan Area	8.58 x 15.75 in. / 218 x 400 mm
Network Protocol	FTP HTTP HTTPS SMB
File Formats	TIFF Multipage TIFF JPEG PDF
Supported Scan Destinations	Scan to Email Network Scanning Network Scan to TWAIN/WIA applications Scan to USB Memory Drive ³
Scan to Email	<ul style="list-style-type: none"> • Direct document email from device • Manual or directory Exchange/Notes/LDAP address searching • “From” field auto-populated from LDAP (only when authentication is used)
Network Scanning	Uses templates to send scanned images to predefined locations
Scan to USB	Scans can be loaded directly onto a user’s portable USB storage device

Scanning Solutions

Scan to PC Desktop® Personal Edition (1 Seat)	<p>A desktop and server-based offering that provides document imaging, archiving, editing and organization tools</p> <ul style="list-style-type: none"> • ScanSoft PaperPort – image viewing and file management software • ScanSoft OmniPage (for desktop/client installation) – OCR and file format conversion software • Image Retriever – provides fully automated retrieval of scanned images direct from a scan enabled Xerox WorkCentre to individual desktops
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Accounting⁴

Xerox Standard Accounting

Tracking	Copy, Print, Fax and Scan usage
Accounting	Up to 500 User accounts Up to 250 General accounts Up to 250 Group accounts
Features	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.
Network Accounting Enablement (Optional)	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 www.xerox.com
Accounting Control	Xerox Standard Accounting Network Accounting (with third party integration) Supports Foreign Device Interface

³ Scan to USB memory drive enables scan features on 4250 Copier only model.

⁴ Not available on 4250 Copier only model.

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 ⁵

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"> • Tray status/contents • Consumables status
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

⁵ 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 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)⁶
 Drum cartridge (80,000 yield)⁷
 Software and documentation CD, User manual, Quick Installation guide and Warranty booklet
 Power cord
 Fax phone cord (X and XF configurations)

⁶ Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

⁷ Yield will vary depending on job run length, media size and orientation.

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Supplies and Options	Description	Order Number
	Toner Cartridge – approx. 25,000 pages ⁶	106R01409
	Drum Cartridge – approx. 80,000 pages ⁷	113R00755
	Maintenance Kit – 200,000 pages ⁷	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

⁶ Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and media used.

⁷ 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.

