

# 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. Up to 43/53 ppm A4 (210 x 297 mm) 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. Up to 24/35 ppm A4 (210 x 297 mm) 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 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.

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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed 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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed 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 Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed 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 Card Stock Recycled Punched Pre-printed 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 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 PCL® 5e emulation PCL® 6 emulation
<b>Connectivity</b>	USB 2.0, 10/100/1000 Base-TX Ethernet Direct connect via USB (4250 Copier only)
<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>
<b>Print Drivers</b>	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
<b>Font Capability</b>	136 PostScript® fonts 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 4260: As fast as 5 seconds
<b>Copy Features</b>	Collation Reduce/Enlarge 25 to 400 % (from Platen and ADF) Book Copying Mixed-size Originals Edge Erase Image Shift Booklet Creation Covers Lighten/Darken Transparency Separators Multi-up ID Card Copy Copy to Hard Drive Background Suppression Poster
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 Address Book Polling Mailboxes Forward to Fax / Email 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) 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> 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 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>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® 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 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>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> Image overwrite security Secure Print (enabled with Print from USB Memory Drive) Secure Fax (enabled when Fax Kit is added)</p> <p><b>WorkCentre 4250S/4260S, 4250X/4260X, 4250XF/4260XF</b> 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<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® 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 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, Cerner Tested and Certified			
What Comes in the Box				
	WorkCentre 4250/4260 Starter Toner cartridge (12,000 print capacity) <sup>7</sup> Drum cartridge (80,000 yield) <sup>8</sup> Software and documentation CD, User manual, Quick Installation guide and Warranty booklet Power cord 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.

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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).





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