

# Xerox® 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					
Capacity <sup>1</sup>	100 sheets				
Sizes	Custom Sizes: 2.75 x 6 in. to 8.5 x 14 in. / 70 x 152 mm to 216 x 356 mm				
Weights	12.5 lb. bond to 28 lb. bond (50 to 120 gsm)				
Bypass Tray					
Capacity <sup>1</sup>	100 sheets				
Sizes	Custom Sizes: 3.9 x 5.8 in. to 8.5 x 14 in. (99 x 147 mm to 216 x 356 mm)				
Weights	16 lb. bond to 53 lb. bond (60 to 200 gsm)				
Media Types	Plain paper Envelopes Labels Transparencies Card Stock Recycled Punched Pre-printed Heavyweight Archive				

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

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.

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<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.

# Xerox® WorkCentre® 4250/4260

Copy	
Document Scanner	Duplex Automatic Document Feeder with 100-sheet capacity
Sides (input:output)	1:1, 1:2, 2:2 and 2:1
Quantity	1 to 999
Resolution	600 x 600 dpi
Concurrency	Concurrent scanning and printing
First-Copy-Out-Time	4250: As fast as 7 seconds 4260: As fast as 5 seconds
Copy Features	Collation Reduce/Enlarge 25 to 400 % (from Platen and ADF) Book Copying Mixed-size Originals Edge Erase Image Shift Booklet Creation Covers Lighten/Darken Transparency Separators Multi-up ID Card Copy Copy to Hard Drive Background Suppression Poster
Fax	
Embedded Fax <sup>3</sup> , 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 (32 MB dedicated fax memory)
Resolution	Up to 600 x 600 dpi (superfine) resolution
Compression	MH, MR, MMR, JPEG and JBIG
Fax Features	Color Fax Send Address Book Polling Mailboxes Forward to Fax / Email Secure Fax
Scan <sup>4</sup>	
Capability	Black-and-white and color scanning
Concurrency	Scan while the system is printing copy or network print jobs, or while it is transferring scan to network or fax jobs
Input Speed	Black-and-white: Scan up to 55 ipm (8.5 x 11) Black-and-white Text and Photo: Scan up to 55 ipm (8.5 x 11) Color: Scan up to 25 ipm (8.5 x 11)

<sup>3</sup> 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>Xerox® 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 MFP 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		
Security Features	<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) Common Access Card Enablement Kit (optional)	<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 Unified ID System <sup>®6</sup> Common Access Card Enablement Kit (optional)
Device Management		
Xerox CentreWare <sup>®</sup> 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 <sup>®</sup> Internet Services - Integrated Device Web Page		
Device Status	Web server embedded <ul style="list-style-type: none"><li>• Tray status/contents</li><li>• Consumables status</li></ul>	
Print Queue Viewing	Complete job print queue management—hold, release, promote and delete	
Job Submission	Print-ready files (PS, PCL, TIFF, PDF) Output feature selection	
Device Administration	Allows simple, remote installation setting of configuration options and management of the device	
Browsers	Windows <sup>®</sup> XP, 2000: Netscape Navigator <sup>®</sup> , Firefox <sup>®</sup> Microsoft <sup>®</sup> Internet Explorer Macintosh <sup>®</sup> 9.x/OS X: Netscape Navigator <sup>®</sup> 6.x, Apple <sup>®</sup> Safari™, Firefox <sup>®</sup> Linux: Netscape <sup>®</sup> 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	

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

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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
	Common Access Card Enablement Kit (card reader not included)	497K09950
<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).

