WorkCentre®
4260
Letter-size
Black-and-white
Multifunction Device

Xerox WorkCentre® 4260 Multifunction Device
Productivity meets affordability

xerox

WorkCentre® 4260 Multifunction Device

Kick office productivity into high gear with the Xerox WorkCentre 4260. It combines world-class copy, print, color scan and fax capabilities with exceptional reliability and ease of use. It's ideal for the busy office that needs large departmental MFP capabilities in a letter-sized, value-priced device.

Feature-rich and value-minded

The competitively priced WorkCentre 4260 multifunction device is loaded with features to help you manage costs without sacrificing power.

- **Tailored to your business requirements** with configurations ranging from desktop to floor standing models that provide copy, print, scan, email and fax functions. Larger finishing capabilities include collation, stapling and paper input of up to 3,100 sheets.

- **Speed to handle heavy demand:** Copy and print as fast as 55 ppm, with the first page out in as little as 6 seconds.

- **Color scan capabilities** mean you can communicate in color via email or digital file distribution without the additional cost.

- **Usage counters** let you track and analyze device usage by function for greater cost control.

- **Helps your office stay green** cost-effectively with Xerox Green World Alliance program; send your used toner cartridges to us for recycling, free of charge.

Easy to install, use and maintain

Unprecedented ease of use and reliability from a truly robust and integrated multifunction.

- **Network-ready** and easy to install on Microsoft Windows, Apple Macintosh and Linux networks. New global print drivers from Xerox greatly simplify driver management.

- **Eases network management chores** with remote device monitoring and troubleshooting, using CentreWare IS embedded web server and CentreWare Web, as well as third party management systems. Automatic email alerts notify administrators or users of events that require attention, such as low toner levels.

- **Walk-up ease of use** includes an intuitive icon-based color touch screen with easy instructions and Help screens for copy, scan and fax jobs. Plus, you can walk up and print from a USB memory drive or scan and store for convenient printing later — no computer needed.

- **Keep confidential documents safe** with password-protected secure print and encrypted hard disk.

- **Award-winning Xerox service and support** that's second to none. Our Xerox Total Satisfaction Guarantee ensures you're completely satisfied with your purchase.

Why pay for a huge, full-sized MFP when you primarily work with letter-size documents? Get everything you would expect on a powerful Xerox device, but get it in a small size at a small price!

Save Money

- Automatic two-sided printing saves paper.

- Fax forward to email feature lets you avoid extra printing.

- Toner cartridge and imaging unit are separate consumables maximizing the life of each.

- Energy save mode is always "on," reducing your utility bill.

Save Time

- No more running down the hall to make a copy: A small size means it can be located conveniently close to users.

- ID Card Copy scans both sides of an ID card and prints them face-up on a single sheet of paper.

- No print bottlenecks because the Print Around feature automatically holds any job missing resources (such as a different paper size), and prints the next job in the queue.

- Multiple functions can be accessed at the same time: scan while printing or receiving an inbound fax, and interrupt a print job to make a copy.

WorkCentre® 4260 Quick Facts

- Copy and print up to 55 ppm
- Standard automatic two-sided copy/print
- Up to 1200 image quality
- 250,000 pages/month duty cycle
- 256 MB memory (expandable to 512 MB) plus 80 GB Hard Drive
- 100-sheet Duplex Automatic Document Feeder

Print / Copy / Scan / Fax / Email

8.5 x 14 in.

55 ppm

WxDxH: (4260XF)
39.5 x 26 x 46 in.
1003 x 660 x 1168 mm

WorkCentre 4260XF with finisher and 2,000-sheet high-capacity feeder

1
100-sheet Duplex Automatic Document Feeder scans two-sided documents in sizes up to 8.5 x 14 in.

2
Full 8.5 x 14 in. platen glass allows you to scan legal-size documents without removing staples.

3
80 GB internal hard drive lets you handle more tasks at the device. Use the Save Print feature to keep frequently used documents available for quick printing on the go.

4
Advanced faxing capabilities include Embedded Fax and LAN Fax (for paperless faxing right from your desktop), plus Secure Fax Receive and Fax Forward to email.

5
USB direct printing/scanning lets you save to or print directly from any USB memory drive.

6
100-sheet bypass tray.

7
Standard 500-sheet tray.

8
Additional 500-sheet tray (standard on XF configuration).

9
2,000-sheet High Capacity Feeder boosts total paper capacity up to 3,100 sheets.

10
Finisher collates and staples sets of up to 50 pages. Available for both desktop and floor standing models.

Powerful scanning solutions

- **Scan to email** lets you route files to email recipients directly from the touch screen.
- **Network scanning** uses convenient templates to send scans to predefined locations.
- **Copy to hard drive** lets you copy files to the device's hard drive for easy retrieval.
- **Scan to USB** sends scanned images directly onto a portable USB storage device.

So advanced, it's simple. The full-color touch screen redefines walk-up ease-of-use. Whether printing, copying, scanning, faxing or emailing, the bright, colorful display guides you from start to finish with easily recognizable icons.

WorkCentre® 4260 Configurations

WorkCentre 4260S	WorkCentre 4260X	WorkCentre 4260XF	Options
• Automatic two-sided copy/print/scan • 600-sheet input capacity • Color Scan to Email, Scan to Network, Scan to USB memory drive	**4260S plus:** • Embedded Fax and LAN Fax	**4260X plus:** • 500-sheet Tray • 2,000-sheet High Capacity Feeder for 3,100-sheet input capacity • Finisher for 50-sheet stapling	• 256 MB memory upgrade • 2,000-sheet High Capacity Feeder • Additional 500-sheet trays • Finisher for 50-sheet stapling • Cabinet Stand • Network Accounting enablement • Network Fax Server enablement

WorkCentre® 4260

	WorkCentre 4260S	WorkCentre 4260X	WorkCentre 4260XF
Speed	Up to 55 ppm (Letter) / 53 ppm (A4)		
Duty Cycle	Up to 250,000 pages / month		
Paper Handling Paper input	**Duplex Automatic Document Feeder:** 100 sheets; Custom Sizes: 2.8 x 6 in. to 8.5 x 14 in. / 70 x 152 mm to 216 x 356 mm		
	Bypass Tray: 100 sheets; Custom sizes: 3.9 x 5.8 in. to 8.5 x 14 in. / 99 x 147 mm to 216 x 356 mm		
	Tray 1: 500 sheets; Custom sizes: 3.9 x 5.8 in. to 8.5 x 14 in. / 99 x 147 mm to 216 x 356 mm		
	Optional		**Tray 2:** 500 sheets
	Optional		**High Capacity Feeder:** 2,000 sheets
Paper output	500 sheets, automatic two-sided		
Finishing	Optional		**Finisher:** 500-sheet tray, 50-sheet stapling
Print First-page-out-time	As fast as 6 seconds		
Print resolution	600 x 600 dpi, 1200 image quality		
Memory (std / max)	256 MB / 512 MB plus 80 GB Hard Drive		
Processor / PDL	400 MHz processor, PCL® 6/5e emulation, Adobe® PostScript® 3™ compatibility		
Connectivity	USB 2.0, 10/100 Base-TX Ethernet		
Print features	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		
Copy First-page-out-time	As fast as 5 seconds		
Copy resolution	600 x 600 dpi		
Copy features	Collation, Reduce/Enlarge 25 to 400 %, 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	Optional	Embedded Fax, LAN Fax, Network Server Fax enablement (optional)	
Fax features	Optional	Color Fax send, Address Book, Polling, Mailboxes, Forward to Fax / Email, Secure Fax	
Scan Scan destinations	Scan to Email, Network Scanning, Network Scan to TWAIN/WIA applications, Scan to USB memory drive		
Scan features	File formats: PDF, JPEG, TIFF, multi-page TIFF; Scan to PC Desktop® Personal Edition (includes 1 seat of PaperPort®, OmniPage®, Image Retriever), Color Scanning		
Accounting	Xerox Standard Accounting (tracks copy, print, scan, fax), Network Accounting enablement (optional), supports optional Xerox Alliance Partner Solutions		
Security	Image Overwrite Security, Network Authentication, 802.1x, SNMPv3, Audit Log, HTTPS (SSL), Secure Print, Secure Fax, IPSec, Secure LDAP, IPv6, Xerox Secure Access		
Warranty	One-year on-site, Xerox Total Satisfaction Guarantee		

Device Management
CentreWare® Internet Services, CentreWare Web, HP® WebJet Admin, Tivoli, Rendezvous

Print Drivers
Windows® 2000/2003 Server/XP/XP Pro, Vista, Mac OS® X 10.3+, Sun Solaris 9/10, SUSE®, Red Hat® ES, Fedora Core 4, IBM AIX 5, HP-UX 11.0/11i, Novell NetWare, SCO, Xerox Global Print Driver, Xerox Mobile Express Driver

Media Handling
12.5 – 53 lb. bond / 50 – 200 gsm
Media types: Plain paper, envelopes, transparencies, labels, cardstock, postcards

Operating Environment
Operating: 50° to 90° F / 10° to 32° C
Storage: -4° to 104° F / 20° to 40° C
Relative humidity: 20 to 80 %
Sound pressure levels: Printing: 54 dB(A),
Standby: 39 dB(A)

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)

Electrical
Power: 110–127 VAC, 50/60 Hz or
220–240 VAC, 50/60 Hz
Power consumption: Standby: 111 W
Printing: 794 W
Power save: 20 W
ENERGY STAR® qualified

Dimensions (WxDxH)
4260S: 24.5 x 19 x 25.5 in. /
622 x 483 x 648 mm
Weight: 97 lbs. / 44 kg
4260X: 24.5 x 19 x 25.5 in. /
622 x 483 x 648 mm
Weight: 98 lbs. / 44.5 kg

4260XF: 39.5 x 26 x 46 in. /
1003 x 660 x 1168 mm
Weight: 205 lbs. / 93 kg

Certifications
FCC Part 15, Class A, FCC Part 68, Listed UL 60950-1/CSA 60950-1-03, CE Mark applicable to Directives 73/23/EEC, 89/336/EEC and 1999/5/ EC, Section 508 ADA

What Comes In The Box
• WorkCentre 4260
• Toner Cartridge (12,000 print capacity)*
• Drum Cartridge (80,000 yield)**
• Software and Documentation CD
  (with User Manual, Quick Installation Guide, Warranty Statement and Registration Card)
• Fax phone cord (4260X and 4260XF)
• Power cord

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

** Average standard pages. Yield will vary depending on job run length, media size and orientation.

Supplies and Options
Toner Cartridge (approx. 25,000)*	106R01409
Drum Cartridge (approx. 80,000 pages)**	113R00755
Maintenance Kit (200,000 pages)**	115R00063
Network Accounting Enablement	098S04928
Network Fax Server Enablement	098S04931
Fax Kit (Parallel)	097N01685
256 MB Memory	098N02200
500-sheet Paper Tray	098N01524
Two Tray Stand	097S03677
2000-sheet High-Capacity Feeder	097N01684
Finisher	097N01715
Staple Cartridge	008R12941
Foreign Device Interface	097N01676

Call today. For more information, call **1-877-362-6567** or visit us at **www.xerox.com/office**

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