

XEROX®

Technology | Document Management | Consulting Services

copy | print | scan | fax

Fits your desktop.  
Fits your budget.  
Fits your workgroup's needs.



The WorkCentre 4118 multifunction system is a great way for you to save space and gain efficiency by consolidating all of your devices into one. You get copy and print features rarely seen in this price range – along with fax and scanning capabilities that are always appreciated in a busy office.



# WorkCentre™ 4118

## High-profile features in one low-profile, low-cost package

You can now combine all of the functions you use every day in one affordable device. That's a lot of power at your fingertips.

- Good value will appeal to the cost-conscious.
- Operating one device that does the work of four reduces operating costs and service calls.
- A range of special copy features you'd expect in a much more expensive device, including Collation, ID Card Copy, Auto Fit, Edge Erase, Margin Shift, Book Copy, Covers, Transparency mode, Create Booklet mode, and more.
- Includes cost-saving features like two-sided printing, scanned document management software, and print, copy, fax selections to reduce paper and toner usage.

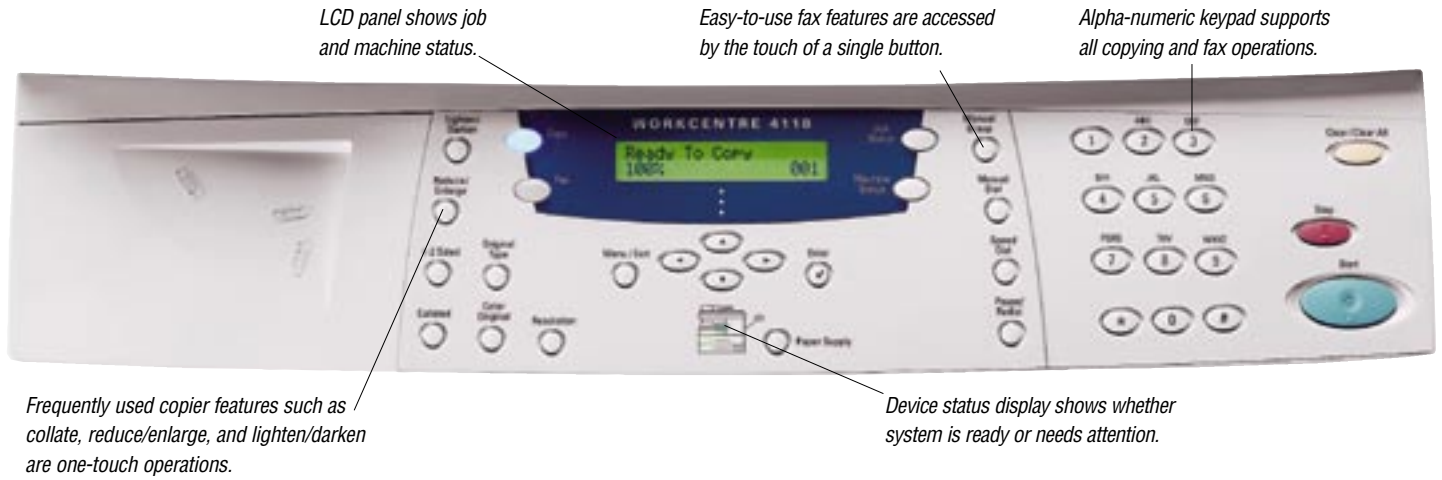
## Multi-dimensional multifunction system

The WorkCentre 4118 system offers a lineup of advanced features that make business sense, and you can add options as your business grows.

- Every office accumulates paper. With the WorkCentre 4118 scanning software, you can scan black and white or colour documents straight to your PC, where you can edit and organise them.
- The fax function offers 8 MB of memory, image resolution up to 406 x 392 dpi, and speeds as high as 3 seconds per page, depending on your connection. You can send colour faxes, too.
- The straightforward, intuitive control panel makes it easy to find your way around.
- Compact size, but a huge impact on your workflow. Use it as a desktop or add an extra paper tray and convenient cabinet stand for easy access for everyone in the office.
- Options include a second paper tray, cabinet stand, network kit, and foreign device interface.



## The control panel is simple and intuitive.



## Support your local workgroup

The hard working WorkCentre 4118 has the features to handle everyday use by your workgroup.

- Copy and print at 17 ppm.
- Supports multiple projects with trays that hold up to 1,200 sheets of paper. Spend more time printing and a lot less time reloading.
- Install the optional network card and share the printer feature with your entire office.
- Organise paper clutter in your office the easy way – by scanning it all into PDFs (see sidebar).



## The power of scanning

Use the power of scanning on the WorkCentre 4118 to efficiently organise, edit, and distribute information by scanning documents straight to your PC.

The bundled scanning software transforms loose paper into digital formats and integrates them into your workflow:

- ABBYY® FineReader™ 7.0 Professional Edition quickly converts paper documents into editable and searchable digital documents with accurate page layouts and formats.
- Nuance® PaperPort® uses a thumbnail-based Visual Desktop that lets you instantly view and organise scanned paper and formats including PDFs, TIFFs, and MS Office documents.



Manage your printer from a Web browser with CentreWare IS software included in the optional network card.



For more information, please contact your local Xerox sales representative or visit us at [www.xerox.com/office](http://www.xerox.com/office)



copy : print



copy : print : scan : fax

CONFIGURATIONS	WorkCentre 4118p	WorkCentre 4118x
<b>Speed</b>	Up to 18 ppm (letter) / 17 ppm (A4)	
First-Page-Out Time	As fast as 10 seconds	
<b>Paper Handling</b>		
Paper Input	Standard <b>Platen</b>	<b>Automatic Document Feeder: 40 sheets</b>
	<b>Bypass Tray:</b> 100 sheets, Size: Custom sizes to 8.5 x 14 in./A4 <b>Tray 1:</b> 550 sheets, Size: Custom sizes to 8.5 x 14 in./A4, Auto Tray Switching Capable	
	Optional <b>Tray 2:</b> 550 sheets, Size: Custom sizes to 8.5 x 14 in./A4 <b>Automatic Document Feeder: 40 sheets</b>	<b>Tray 2:</b> 550 sheets, Size: Custom sizes to 8.5 x 14 in./A4
<b>Copy</b>		
Copy Resolution	600 x 600 dpi	
Copy Features	Auto Fit, Auto Suppress, Book Copy, Booklet Mode, Clone, Collation, Covers, Create Booklet, Edge Erase, ID Card Copy, Margin Shift, N-Up, Transparency	
<b>Print</b>		
Print Resolution	1200 x 1200 dpi	
Print Features	Automatic Two-sided, Poster, Booklet Printing, Fit to Page, Reduce/Enlarge, Up to 16 Pages Per Side, Cover Pages, Collate, Watermark	
<b>Fax</b>	NA	Walk-Up Fax (33.6 Kbps with JBIG Compression)
Fax Features	NA	Secure Fax: Receive Mode, Secure Mailbox Toll Save, Priority Transmission, Polling, Forwarding, Send Colour Fax
<b>Scan</b>	NA	Scan to Desktop, bundled OCR software (Nuance PaperPort® SE 10.0, ABBYY® FineReader™ 7.0 Professional Edition), Colour Scan Capable
<b>Duty Cycle</b>	Up to 20,000 pages / month	
<b>Other Options</b>	Network Kit, Foreign Device Interface Kit, Cabinet Stand	

**DETAILED SPECIFICATIONS**

**Copy**

Reduce/Enlarge Platen: 25 – 400% in 1% increments; ADF: 25 – 100% in 1% increments  
Productivity: Scan One Print Many, Electronic Pre-Collation  
Multiple Copies: Up to 999 copies of multiple page originals

**Print**

Controller: 240 MHz  
Device Memory: 64 MB  
Print Drivers: Windows 98/NT4.0/2000/Me/XP, Mac OS, Linux  
Connectivity: USB, Parallel, optional 10/100BaseT Ethernet  
Language Support: PCL 5e/PCL®6 emulation, Adobe® PostScript® 3™ emulation (optional)

**Scan**

Compatibility: TWAIN standard  
Technology: Direct Connect to PC (USB); Parallel Port, IEEE 1284  
Scan Resolution: Optical Resolution: 600 x 600 dpi; Interpolated Resolution: 4800 dpi; Pre scan: 75 dpi  
Scan Depth: Black and white: 1 bit for Linearity and Halftone, 8 bit (external), 12 bit (internal) for Grayscale  
Colour: 24 bit (external), 36 bit (internal)  
Scan Driver: TWAIN, WIA

**Fax**

Fax Resolution: Up to 406 x 392 dpi  
Memory: 8 MB  
Communication Mode: Half Duplex  
Data Compression: JBIG, MMR/MR/MH (JPEG for colour fax transmission)  
Dialing: Up to 200 Speed / Group Dial locations  
Halftones: 256 levels  
Battery Backup: Up to 72 hours when fully charged

**Device Management**

CentreWare Internet Services, CentreWare Web, NDPS, HP Openview, and Control Centre 5.0

**Media Handling**

Bypass Tray: 60-163 gsm  
Trays 1 and 2: 60- 90 gsm  
Maximum Duplex: 60-75 gsm  
Media Types: Paper, envelopes, labels, transparencies

**Operating Environment**

Temperature: Maximum Range: 10° – 32°C  
Recommended Range: 16° – 30°C  
Humidity:  
Maximum Range: 20 – 80 RH  
Recommended Range: 30 – 70 RH

**Electrical**

Power: 220 - 240 V, 3.5 A  
Power consumption:  
Normal Operation: 340 watts, Ready Mode: 84 watts, Power Saver Mode: 16 watts  
ENERGY STAR® Compliant  
Sound power levels: Run: 7.1 (B) Lwa, Standby: 5.1 (B) Lwa

**Physical Dimensions (WxDxH)**

560 x 430 x 455 mm  
Weight: 26.8 kg

**Supplies**

**Approximate Yields**

Toner – Black: 8,000 pages\*  
(ships with 4,000 page cartridge)  
Drum Cartridge – 20,000 pages

\*Toner cartridge yields are determined in accordance with ISO/IEC 19752, a standard for testing toner cartridge yields for monochrome laser printers.

**Agency Approvals**

UL 60950-1 2003  
CE, Nemco EN60950-1:2001

