

**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.

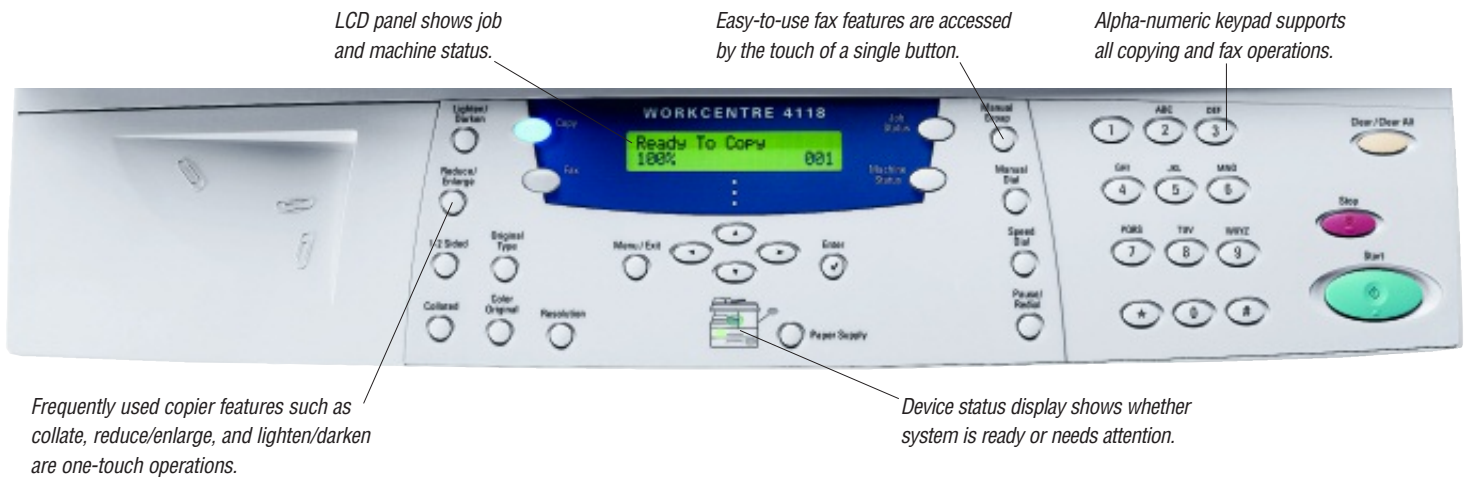
## Multi-dimensional multifunction system

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).

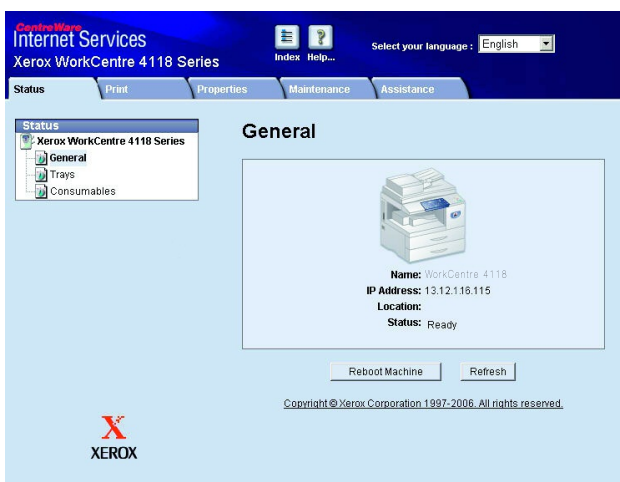


## The power of scanning

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 Nuance® scanning software transforms loose paper into digital formats and integrates them into your workflow:

- Nuance® OmniPage® 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.



Call today. For more information, call 00 800 9000 9090 or visit us at [www.xerox.com/office](http://www.xerox.com/office)



copy | print | scan | fax

CONFIGURATIONS	WorkCentre 4118x
<b>Speed</b>	Up to 17 ppm (A4)
First-Page-Out Time	As fast as 10 seconds
<b>Paper Handling</b>	
Paper Input Standard	<b>Automatic Document Feeder:</b> 40 sheets
	<b>Bypass Tray:</b> 100 sheets, Size: Custom sizes to A4
	<b>Tray 1:</b> 550 sheets, Size: Custom sizes to A4, Auto Tray Switching Capable
Optional	<b>Tray 2:</b> 550 sheets, Size: Custom sizes to 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, Pages Per Side (up to 16), Cover Pages, Collate, Watermark
<b>Fax</b>	
Fax Features	Walk-Up Fax (33.6 Kbps with JBIG Compression) Secure Fax: Receive Mode, Secure Mailbox Toll Save, Priority Transmission, Polling, Forwarding, Send Colour Fax
<b>Scan</b>	
	Scan to Desktop, bundled OCR software (Nuance PaperPort® SE 10.0, Nuance OmniPage® SE 4.0), 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
<b>Warranty</b>	One year on-site

**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 10/100 BaseT Ethernet  
Language Support: PCL5e/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\*  
Drum Cartridge – 20,000 pages

\*Toner cartridge yields Declared yield values in accordance with ISO / IEC 19752 ISO Compliant Toner Yields.

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

