

**XEROX®**

WorkCentre® 4118

Technology | Document Management | Consulting Services

copy | print | scan | fax

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



The WorkCentre 4118 multifunction 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.

- Down-to-earth pricing 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.

## Multidimensional multifunction

The WorkCentre 4118 offers a lineup of advanced features in two configurations that make business sense, the 4118p (copier/printer) and the 4118x (copier/printer/scanner/fax). You can add options to both configurations as your business grows.

- Every office accumulates paper. With the WorkCentre 4118x scanning software, you can scan black-and-white or color documents straight to your PC, where you can edit and organize 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 color 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.

LCD panel shows job and machine status.

Easy-to-use fax features are accessed by the touch of a single button.

Alpha-numeric keypad supports all copying and fax operations.



Frequently used copier features such as collate, reduce/enlarge, and lighten/darken are one-touch operations.

Device status display shows whether system is ready or needs attention.

Control panel shown is for WorkCentre 4118x

## Support your local workgroup

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

- Copy and print at 18 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.
- Organize 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 4118x to efficiently organize, 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 organize 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.



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>	<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	
Paper Input      Standard		
Optional	<b>Tray 2:</b> 550 sheets, Size: Custom sizes to 8.5 x 14 in./A4 <b>Automatic Document Feeder:</b> 40 sheets	<b>Tray 2:</b> 550 sheets, Size: Custom sizes to 8.5 x 14 in./A4
<b>Copy</b>	600 x 600 dpi	
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>	1200 x 1200 dpi	
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 Color Fax
<b>Scan</b>	NA	Scan to Desktop, bundled OCR software (Nuance PaperPort® SE 10.0, ABBY FineReader Pro 7.0), Color 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 10/100 BaseT Ethernet  
 Language Support: PCL5e/PCL®6 emulation, Adobe® PostScript® 3™ emulation (optional)

**Scan (4118x)**  
 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: Monochrome: 1 bit for Linearity and Halftone, 8 bit (external), 12 bit (internal) for Grayscale  
 Color: 24 bit (external), 36 bit (internal)  
 Scan Driver: TWAIN, WIA

**Fax (4118x)**  
 Fax Resolution: Up to 406 x 392 dpi  
 Memory: 8 MB (640 pages)  
 Communication Mode: Half Duplex  
 Data Compression: JBIG, MMR/MR/MH (JPEG for color 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: 16-43 lb. bond / 60-163 gsm  
 Trays 1 and 2: 16-24 lb. bond / 60- 90 gsm  
 Maximum Duplex: 16-20 lb bond / 60- 75 gsm

Media Types: Paper, envelopes, labels, transparencies

**Operating Environment**  
 Temperature:  
 Maximum Range: 50° – 90°F / 10° – 32°C  
 Recommended Range: 60° – 85°F / 16° – 30°C  
 Humidity:  
 Maximum Range: 20 – 80 RH  
 Recommended Range: 30 – 70 RH

**Electrical**  
 Power: 110 - 127 V, 5.5 A  
 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)**  
 4118p: 22 x 16.9 x 15.6 in. / 560 x 430 x 395 mm  
 Weight: 55.8 lb. / 25.3 kg  
 4118x: 22 x 16.9 x 17.9 in. / 560 x 430 x 455 mm  
 Weight: 59 lbs / 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. 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  
 cUL

