Phaser®, WorkCentre® and VersaLink®
Small Business-class
Black and White
Printers and Multifunction Printers

Xerox® Small Business-class Black and White Printers and Multifunction Printers

Evaluator Guide

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Introducing the Small Business-class Line up
Product Line up Overview

This Evaluator Guide introduces you to our line up of small business-class black and white, A4 printers and multifunction printers. These products are ideal for individuals and small teams of professionals.

To help you select which black and white product is the right fit for your specific needs, we provide a simple breakdown of the key Xerox advantages, and explain the performance attributes, capabilities, features and detailed specifications for each Xerox® device.

Below is a quick glimpse of the Xerox® black and white printers and multifunction printers covered in this Evaluator Guide. You'll find additional details regarding each device's capabilities, features and benefits in the sections that follow.

Xerox® Phaser® 3260 Printer

- Print
- Ideal for 1 to 5 users
- Print up to 28 ppm
- Recommended monthly print volume: Up to 4,000 pages[1]
- 251-sheet standard paper capacity
- Wi-Fi standard

Xerox® Phaser® 3330 Printer

- Print
- Ideal for 1 to 7 users
- Print up to 40 ppm
- Recommended monthly print volume: Up to 6,000 pages[1]
- 300-sheet standard paper capacity expandable to 850 sheets
- Wi-Fi standard

Xerox® Phaser® 3610 Printer

- Print
- Ideal for 2 to 10 users
- Print up to 45 ppm
- Recommended monthly print volume: Up to 12,000 pages
- 700-sheet standard paper capacity expandable to 2,350 sheets

Xerox® VersaLink® B400 Printer

- Print
- Ideal for 2 to 10 users
- Print up to 45 ppm
- 5-inch capacitive colour touch screen user interface featuring full customisation and personalisation
- Native cloud connectivity, supporting limitless expansion via the Xerox App Gallery
- Mobile printing support across multiple platforms and NFC Tap-to-Pair
- Recommended monthly print volume: Up to 12,000 pages
- 700-sheet standard paper capacity expandable to 2,350 sheets

Xerox® Phaser® 4622 Printer

- Print
- Ideal for 5 to 25 users
- Print up to 62 ppm
- Recommended monthly print volume: Up to 25,000 pages[1]
- 650-sheet standard paper capacity expandable to 3,750 sheets

[1] Average Monthly Print Volume - Expected regular monthly throughput.

Xerox® Black and White A4 Multifunction Printers

Need more performance? Xerox offers a full line of advanced black and white multifunction printers for every office and every budget. Visit **www.xerox.com/office** or contact your Xerox sales representative to learn more.

In this guide

Xerox® WorkCentre® 3225 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 1 to 5 users
- Print up to 28 ppm
- Recommended monthly print volume: Up to 3,000 pages[1]
- 251-sheet standard paper capacity
- Wi-Fi standard

Xerox® WorkCentre® 3335 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 1 to 10 users
- Print up to 33 ppm
- Recommended monthly print volume: Up to 4,000 pages[1]
- 300-sheet standard paper capacity expandable to 850 sheets
- Wi-Fi standard

Xerox® WorkCentre® 3345 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 1 to 10 users
- Print up to 40 ppm
- Recommended monthly print volume: Up to 6,000 pages[1]
- 300-sheet standard paper capacity expandable to 850 sheets
- Wi-Fi standard

Xerox® VersaLink® B405 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 2 to 10 users
- Print up to 45 ppm
- 5-inch capacitive colour touch screen user interface featuring full customisation and personalisation
- Out of the box cloud connections, supporting print from/scan to DropBox™, Google Drive™ and OneDrive® with limitless expansion via the Xerox App Gallery
- Mobile printing support across multiple platforms and NFC Tap-to-Pair
- Recommended monthly print volume: Up to 12,000 pages
- 700-sheet standard paper capacity expandable to 2,350 sheets

[1] Average Monthly Print Volume - Expected regular monthly throughput.

Evaluating Your Needs
Xerox® Printers and Multifunction Printers

Consider the capabilities you need and the performance requirements of your office.

When evaluating which black and white product best addresses your needs, it's important to have a clear understanding of exactly what those needs are.

Do you need a no-frills printer that connects directly to a single workstation? Or does your workload demand a higher-performance device that's designed to support the printing, copying, faxing, scanning and emailing needs of several networked users in a fast-paced environment?

When evaluating your day-to-day office needs, consider these factors:

• Print-only vs. print / copy / scan / fax / email

• Number of users

• Network connectivity

• Output speed

• Recommended monthly print volume

• Paper capacity

• Automatic document feeder

• Automatic two-sided printing

• Maximum print cartridge capacity

• Device dimensions

• Wireless capabilities

Consult the chart on the following page for a device-by-device listing of these capabilities and performance attributes on the Xerox® small business-class black and white line up.

Capabilities/performance attributes

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Functionality	Print	Print	Print	Print	Print	Print, copy, scan, fax, email	Print, copy, scan, fax, email	Print, copy, scan, fax, email	Print, copy, scan, fax, email
Number of users	1 to 5	1 to 7	1 to 10	2 to 10	5 to 25	1 to 5	1 to 10	1 to 10	2 to 10
Network connectivity	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wi-Fi	Yes	Yes	Optional	Optional	Optional	Yes	Yes	Yes	Optional
Output speed (pages per minute)	Up to 28 ppm	Up to 40 ppm	Up to 45 ppm	Up to 45 ppm	Up to 62 ppm	Up to 28 ppm	Up to 33 ppm	Up to 40 ppm	Up to 45 ppm
Duty cycle[1]	Up to 30,000 pages per month	Up to 80,000 pages per month	Up to 110,000 pages per month	Up to 110,000 pages per month	Up to 275,000 pages per month	Up to 30,000 pages per month	Up to 50,000 pages per month	Up to 80,000 pages per month	Up to 110,000 pages per month
AMPV[2]	Up to 4,000 pages	Up to 6,000 pages	Up to 14,000 pages	Up to 12,000 pages	Up to 6,000 pages	Up to 3,000 pages	Up to 4,000 pages	Up to 6,000 pages	Up to 12,000 pages
Paper capacity	251 sheets standard	300 sheets standard 850 sheets max	700 sheets standard 2,350 sheets max	700 sheets standard 2,350 sheets max	650 sheets standard 3,750 sheets max	251 sheets standard	300 sheets standard 850 sheets max	300 sheets standard 850 sheets max	700 sheets standard 2,350 sheets max
Automatic Document Feeder	N/A	N/A	N/A	N/A	N/A	ADF	ADF	RADF	RADF
Automatic two-sided printing	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Maximum print cartridge capacity[3]	1,500	15,000	25,300	24,600	30,000	1,500	15,000	15,000	24,600
Dimensions	**W:** 368 mm **D:** 335 mm **H:** 214 mm **Weight:** 7.6 kg	**W:** 366 mm **D:** 366 mm **H:** 289.6 mm **Weight:** 10.6 kg	**W:** 393 mm **D:** 426 mm **H:** 315 mm **Weight:** 13 kg	**W:** 459 mm **D:** 426 mm **H:** 339 mm **Weight:** 14 kg	**W:** 476 mm **D:** 541 mm **H:** 420 mm **Weight:** 34.6 kg	**W:** 424 mm **D:** 422 mm **H:** 417 mm **Weight:** 14.4 kg	**W:** 414.6 mm **D:** 420.6 mm **H:** 449 mm **Weight:** 15.51 kg	**W:** 469 mm **D:** 444.3 mm **H:** 482.6 mm **Weight:** 17.27 kg	**W:** 495 mm **D:** 495 mm **H:** 551 mm **Weight:** 22 kg

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Average Monthly Print Volume - Expected regular monthly throughput.

[3] Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Evaluating Productivity
Printing and Copying

Consider efficiency tools to enhance printing and copying capabilities.

The basic printing and copying productivity that a device can deliver is a critical consideration when evaluating which printer or multifunction printer to purchase for your office.

Does the device deliver the level of performance required to support the demands of a busy single user or small workteam?

Does it offer the flexibility to create more office document possibilities? Can it be expanded in the future to include additional features for your increasing workload, such as expanded memory?

Are there work-saving features designed to improve office efficiency?

Look for the following performance attributes and helpful features when comparing our line up of small business-class printers and multifunction printers.

Performance

Output speed

Measured in pages-per-minute (ppm).

First-page-out time (FPOT)

For average print jobs of three pages or less, the most important specification is First-page-out time, which is the time it takes for the device to receive and process print or copy data, and produce the first page.

Adobe® PostScript® 3™

PostScript is a page description language that acts as an interpreter inside the print engine. It translates the information from your computer into a language the printer can understand. As processing occurs within the device, there is less network traffic and increased efficiency.

PCL®

PCL (Printer Command Language) is a page description language that functions in similar method to that of Adobe PostScript. The versions most commonly found with Xerox® printers and multifunction printers are PCL 5c, 5e and/or 6.

Processor

The faster a device's internal processor (measured in Hz), the quicker it is to print complex documents.

Flexibility

Expandable memory

Several of the printers and multifunction printers discussed in this guide allow the installation of additional RAM, which increases a device's print productivity and enables more advanced features.

Automatic two-sided printing and copying

With automatic two-sided printing, multipage print jobs are automatically printed on the front and back side of each sheet of paper for increased efficiency and reduced paper usage.

Booklet printing

With booklet printing, the printer driver formats printed documents, such as brochures or handouts, for folding into booklets to create professional-looking collaterals in-house.

N-up printing, N-up copying

With N-up printing and N-up copying, multiple pages are reduced in size and then printed/copied on a single sheet of paper. This feature is especially useful when outputting presentations or numerous thumbnail images or when trying to conserve paper.

Poster printing, poster copying

Poster printing and poster copying enlarge an image by printing/copying portions of it onto multiple pages, which can be secured together to create a poster.

ID Card Copy on multifunction printers

Copy both sides of an ID card, driver's license or other small document and print onto a single sheet of paper.

Work-saving Features

RAM collation

By using the internal RAM to collate multiple sets of multipage print jobs, RAM collation eliminates the need to manually collate documents after the print job is completed.

Automatic Document Feeder (ADF)

An ADF allows you to load a stack of originals for automatic copying, scanning or faxing at the touch of a button. ADF capacities range from 35 sheets to 50 sheets for this class of multifunction printers.

Productivity

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Print output speed (pages per minute)	Up to 28 ppm	Up to 40 ppm	Up to 45 ppm	Up to 45 ppm	Up to 62 ppm	Up to 28 ppm	Up to 33 ppm	Up to 40 ppm	Up to 45 ppm
Copy output speed (pages per minute)	N/A	N/A	N/A	Up to 45 ppm	N/A	Up to 28 ppm	Up to 30 ppm	Up to 40 ppm	Up to 45 ppm
First-page-out time (print)	As fast as 8.5 seconds	As fast as 6.5 seconds[1]	As fast as 6.5 seconds	As fast as 8 seconds	As fast as 7.8 seconds	As fast as 8.5 seconds	As fast as 6.5 seconds[1]	As fast as 6.5 seconds[1]	As fast as 8 seconds
First-page-out time (copy)	N/A	N/A	N/A	N/A	N/A	As fast as 10 seconds	As fast as 13 seconds	As fast as 13 seconds	As fast as 6 seconds
PostScript 3	Emulation	Emulation	Emulation	Yes	Emulation	Emulation	Emulation	Emulation	Yes
PCL®	Emulation	Yes	Emulation	Yes	Yes	Emulation	Yes	Yes	Yes
Processor	600 MHz	1 GHz	400 MHz	1.05 GHz	600 MHz	600 MHz	1 GHz	1 GHz	1.05 GHz
Memory	256 MB	512 MB	512 MB, expandable to 1 GB	2 GB	256 MB standard, expandable to 768 MB	256 MB	1 GB	1 GB	2 GB
Automatic two-sided printing	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Booklet printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up copying	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Poster printing	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes
Poster copying	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No
ID Card Copy	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
RAM collation	N/A	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes
Automatic Document Feeder	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes

[1] Printing from USB

Evaluating Productivity
Scanning and Faxing

Consider the benefits of paperless work processes.

Scanning and faxing powers the conversion of paper to electronic documents, enabling digital distribution and archiving of hard-copy documents for increased workflow efficiency and reduced consumables usage. Additional tools let you manage documents and convert scanned images into editable files.

Xerox® small business-class multifunction printers include powerful scanning capabilities and helpful features that streamline office-work processes for busy individuals and small workteams.

Scan File Formats

Xerox® multifunction printers allow you to specify the file format into which the scanned document is converted for greater flexibility and to ensure compatibility with potential recipients.

Scanning Capabilities

Scan to PC / Mac

Scan a document at the multifunction printer and route the digital file directly to your network.

Scan to USB memory device

A standard USB port on the front of the multifunction printer accepts any removable USB memory device. Scanned documents can be saved directly to the USB memory device for increased document portability.

Scan to Email

Send scanned documents to one or more email recipients at the same time directly from the multifunction printer. This helpful productivity feature eliminates the need to scan a file to your workstation and emailing the scanned document as an attachment.

Scan to Network

For fast and easy digital archiving, Xerox® multifunction printers with the Scan to Network capability allow you to transfer scanned documents over your network directly to a host server or computer using a specified network protocol, such as FTP or SMB.

Colour scanning

Multifunction printers with colour scanning capability allow your colour documents to retain their full-colour characteristics when scanned at the device.

LDAP support

The Lightweight Directory Access Protocol, or LDAP, enables the multifunction printer to retrieve recipients' contact information directly from your network, eliminating the need to manually enter email addresses and fax numbers at the device.

Scanning Software

Xerox® Scan to PC Desktop® software

Some Xerox® multifunction printers either include or offer Xerox® Scan to PC Desktop software, which enables a robust set of scanning capabilities, such as converting documents into editable Word or Excel files. For more information, visit **www.xerox.com/scan2pcSE**.

Faxing Capabilities

Xerox® multifunction printers help you consolidate office devices without sacrificing the powerful faxing capabilities you rely on as an important communication tool.

Walk-up fax

With walk-up fax capability, the multifunction printer operates as a traditional fax machine, using a standard telephone connection and 33.6 Kbps transmission speed.

LAN fax

Multifunction printers with LAN fax functionality let you fax documents directly from your workstation via the print driver.

Fax forward to email

With fax forward to email, incoming fax transmissions can be automatically routed directly to your email inbox for convenient fax receipt any place with Internet access.

Fax forward

Allows you to forward received faxes to other fax machines for easy distribution.

Fax resolution

The fax resolution for each multifunction printer is specified as the maximum number of dots per inch (dpi).

Secure fax receive

When a fax containing sensitive information is received by the multifunction printer, it stays in memory until the intended recipient enters a password at the device and allows the document to print.

Scan Features

	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Scan file formats	PDF, JPEG, TIFF, Multipage TIFF	PDF, Single-page and Multi-page TIFF, JPEG, BMP	PDF, Single-page and Multi-page TIFF, JPEG, BMP	JPG, TIFF (single and multi-page), XPS (single and multi-page), PDF (single and multi-page), Searchable PDF, Password-protected PDF, Linearised PDF (set via embedded web server) and PDF/A
Scan to PC / Mac	Yes	Yes	Yes	Yes
Scan to USB	No	Yes	Yes	Yes
Scan to USB memory device	No	Yes	Yes	Yes
Scan to Email	Yes	Yes	Yes	Yes
Scan to Network	No	Yes (FTP and SMB)	Yes (FTP and SMB)	Yes (FTP and SMB)
Colour scanning	Yes	Yes	Yes	Yes
LDAP support	Yes	Yes	Yes	Yes
Xerox® Scan to PC Desktop® software	Standard: Personal Edition	Optional	Optional	Not available

Fax[1] Features

	WorkCentre 3225	WorkCentre 3335	WorkCentre 3345	VersaLink B405
Walk-up fax	Yes	Yes	Yes	Yes
LAN fax (send)	Yes	Yes	Yes	Yes
Fax Forward to Email	No	Yes	Yes	Yes
Fax forward	Yes	Yes	Yes	Yes
Fax resolution (max)	300 x 300 dpi	300 x 300 dpi	300 x 300 dpi	600 x 600 dpi
Compression formats	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JBIG
Colour fax send / receive	Send only	Send only	Send only	No
Secure fax receive	Yes	Yes	Yes	Yes

[1] Analogue phone line required.

Evaluating Productivity
Paper Handling

Review your current and future print volumes and media requirements.

When evaluating paper handling capabilities, consider your current and future print requirements. How many print jobs do you run each day? Will you need additional paper trays so you can keep sufficient quantities of different types of paper loaded? Do you print on heavyweight papers and/or different types of media, such as labels and transparencies?

The following considerations should be kept in mind when evaluating this class of Xerox® printers and multifunction printers.

Paper Capacity

Ample paper capacity allows you to print more without interruption. If you print a lot, or anticipate an increase in your printing workload, consider adding an extra paper tray.

Automatic Two-sided Printing

If you'd like the ability to produce your own professional-looking collaterals, look for automatic two-sided printing. You'll not only improve the look and feel of your documents, you'll also use less paper.

Automatic Document Feeder

Need to copy multipage documents? An automatic document feeder lets you insert an entire report, presentation or any other multipage collateral into the device and copy every page at the push of a button.

Custom Media and Paper Sizes

The right paper handling capabilities and features allow you to bring more types of colour print jobs in house. Consider the variety of media the printer or multifunction printer can handle, such as labels and card stock, and whether the device accepts a wide range of paper sizes.

Paper Handling Hardware

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Paper capacity Standard	**Manual Feed Slot:** 1 sheet **Main Tray:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Multipurpose Tray:** 150 sheets **Tray 1:** 550 sheets	**Bypass Tray:** 150 sheets **Tray 1:** 550 sheets	**Multipurpose Tray:** 100 sheets **Tray 2:** 550 sheets **Tray 3:** 550 sheets	**Manual Feed Slot:** 1 sheet **Main Tray:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Bypass Tray:** 150 sheets **Tray 1:** 550 sheets
Optional		**Tray 2:** 550 sheets	**Trays 2-4:** 550 sheets each	**Trays 2-4:** 550 sheets each	**Tray 4-6:** 550 sheets each **High Capacity Feeder:** 2,000 sheets		**Tray 2:** 550 sheets	**Tray 2:** 550 sheets	**Trays 2-4:** 550 sheets each
Automatic two-sided printing	Yes	Yes	Yes	**B400N:** Optional **B400DN:** Yes	Yes	Yes	Yes	Yes	Yes
Document Feeder	N/A	N/A	N/A	N/A	N/A	ADF	ADF	RADF	RADF

Media Specifications

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Media sizes	**Manual Feed Slot:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Main Tray:** Custom sizes:76 x 127 mm to 216 x 356 mm	**Bypass Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 99 x 147 mm to 216 x 356 mm **Optional Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm	**Multipurpose Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** Custom sizes: 148 x 210 mm to 216 x 356 mm **Trays 2-4 (optional):** Custom sizes: 148 x 210 mm to 216 x 356 mm	**Bypass Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** Custom sizes: 148 x 210 mm to 216 x 356 mm **Trays 2-4 (optional):** Custom sizes: 148 x 210 mm to 216 x 356 mm	**Multipurpose Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 2:** Custom sizes: 98.6 x 148.5 mm to 216 x 356 mm **Trays 3-6:** Custom sizes: 139.7 x 210 mm to 216 x 356 mm **High Capacity Feeder:** Standard Sizes: A4	**ADF:** Custom sizes: 148 x 148 mm to 216 x 356 mm **Manual Feed Slot:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Main Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm	**ADF:** Custom Sizes: 142 x 147 mm to 216 x 356 mm **Bypass Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 99 x 147 mm to 216 x 356 mm **Optional Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm	**RADF:** 142 x 147 mm to 216 x 356 mm **Bypass Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 99 x 147 mm to 216 x 356 mm **Optional Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm	**RADF:** Custom sizes: 140 x 140 mm to 216 x 356 mm **Bypass Tray:** Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** Custom sizes: 148 x 210 mm to 216 x 356 mm **Trays 2-4 (optional):** Custom sizes: 148 x 210 mm to 216 x 356 mm
Media weights	**Manual Feed Slot:** 60–220 gsm **Main Tray:** 60–163 gsm	**Bypass Tray:** 60–220 gsm **Tray 1 and Optional Tray:** 60–163 gsm	**Multipurpose Tray and Tray 1:** 60–216 gsm **Tray 2-4 (optional):** 60–216 gsm	**Bypass Tray and Tray 1:** 60–220 gsm **Tray 2-4 (optional):** 60–220 gsm	**Tray 1 (MPT):** 60–220 gsm **Trays 2-6:** 60–163 gsm **High-Capacity Feeder optional):** 60–90 gsm	**ADF:** 60–105 gsm **Manual Feed Slot:** 60–220 gsm **Main Tray:** 60–163 gsm	**ADF:** 60–105 gsm **Bypass Tray:** 60–220 gsm **Tray 1 and Optional Tray:** 60–163 gsm	**RADF:** 50–105 gsm **Bypass Tray:** 60–220 gsm **Tray 1 and Optional Tray:** 60–163 gsm	**RADF:** 50–125 gsm **Bypass Tray and Tray 1:** 60–220 gsm **Tray 2-4 (optional):** 60–220 gsm
Media types	Plain, thick, thin, envelope, label, card stock, cotton, colour, preprinted, recycled, bond, archive, transparencies	Archive, bond, card stock, custom, envelopes, heavyweight, labels, lightweight, plain, preprinted, recycled, transparencies	Plain, plain thick, card stock, lightweight / heavyweight, rough surface, labels, envelopes, letterhead, hole punched	Plain, lightweight card stock, card stock, punched, recycled, pre-printed, letterhead, bond, lightweight glossy card stock glossy card stock, labels, envelopes, custom	Archive, bond, card stock, Heavyweight, Labels, plain paper, preprinted prepunched, recycled transparencies	Plain, thick, thin, envelope, label, card stock, cotton, colour, preprinted, recycled, bond, archive, transparencies	Archive, bond, card stock, custom, envelopes, heavyweight, labels, lightweight, plain, preprinted, recycled, transparencies	Archive, bond, card stock, custom, envelopes, heavyweight, labels, lightweight, plain, preprinted, recycled, transparencies	Plain, lightweight card stock, card stock, punched, recycled, pre-printed, letterhead, bond, lightweight glossy card stock glossy card stock, labels, envelopes, custom

For more information, visit **www.xerox.com** to read our recommended media lists.

Evaluating Environmental Sustainability

Consider features that minimise environmental impact.

The environmental impact of an office device can be assessed in a variety of ways. Does it meet ENERGY STAR® standards? Does it have energy saving and paper-saving features? Does the manufacturer have a recycling plan?

In 2007 and 2008, Xerox was named to the Dow Jones Sustainability Index for North America. In addition, we were picked by an independent research firm, KLD, which identifies companies that meet globally recognised standards for corporate responsibility. But our environmental leadership goes far beyond reducing our own environmental footprint. Our products, such as the printers and multifunction printers discussed in this guide, help our customers become greener as well.

With small, toner-only cartridges and a commitment to using cleverly designed packaging, Xerox® products help reduce office waste.

Plus, Xerox was among the first technology companies to set a company-wide target for reducing greenhouse gas emissions. We joined the U.S. EPA Climate Leaders programme in 2003 and subsequently set a target to reduce total greenhouse gas emissions by 10 % from 2002 to 2012. We achieved our first goal six years early and then announced an even more aggressive goal – a 25 % reduction in total greenhouse gas emissions from 2002 to 2012.

Look for the following attributes when evaluating the environmental sustainability strengths of this class of printers and multifunction printers.

Energy-saving Features

ENERGY STAR® Qualified

Xerox® printers and multifunction printers comply with ENERGY STAR environmental performance standards, ensuring that you'll save money on electricity while also benefitting the environment.

Waste-reducing Features

Xerox® Trade-in Programme

When purchasing a Xerox® Phaser or WorkCentre product you are eligible to take part in the Xerox® Trade-In Programme. When you trade in an old printer you no longer need, not only will Xerox dispose of it in an environmentally friendly way, but we will also give you some cash back as a thank you! Learn more by visiting **www.office.xerox.com/trade**.

Paper-saving Features

Automatic two-sided printing

With automatic two-sided printing, multipage print jobs are automatically printed on the front and back side of each sheet of paper for increased efficiency and reduced paper usage.

N-up printing, N-up copying

With N-up printing and N-up copying, multiple pages are reduced in size and then printed/copied on a single sheet of paper. This feature is especially useful when trying to conserve paper.

Recycling

Green World Alliance

For qualified multifunction printers, Xerox makes it fast, easy and free for you to recycle your depleted toner cartridges through our Green World Alliance Recycling Programme. Visit **www.xerox.com/gwa** to learn more.

Sustainability Features

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
ENERGY STAR® Qualified	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Green World Alliance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Earth Smart (automates earth-friendly print driver settings)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Automatic two-sided printing	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Toner Saver	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up copying	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Fax forward to email	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes

Evaluating Ease of Use and Management

Take a look at how easy the device is to use and manage on a network.

In most cases, individual users and small businesses have limited access to IT resources. Therefore, it's important that the printer or multifunction printer is easy to install, use and manage.

Evaluate the tools delivered with the printer and multifunction printer, and whether they will ease the task of installing the device and simplify day-to-day usage and management. Is the device simple to operate and will users quickly feel comfortable with it? Are the user interfaces, both the front panel and print driver, well designed and easy to navigate?

Xerox® printers and multifunction printers are designed to be set up and installed by non-technical users. The included Quick Install Guide helps install optional accessories and connect the device to your network and a power source.

Easy-access consumables, such as toner cartridges, allow for fast, easy replacement by any user for minimal device downtime.

Also, all Xerox® drivers are Windows® Hardware Quality Labs (WHQL) certified, ensuring compliance with Microsoft® standards and seamless compatibility with MS Windows environments.

Look for the following attributes and features when evaluating the ease-of-ownership offered by the Xerox® printers and multifunction printers covered in this guide.

Installation and Management

Phaser Installer
Phaser Installer greatly simplifies the driver installation process, getting your printer and multifunction printer up and running in about two minutes – with no computer reboot required.

DHCP
With the DHCP networking protocol, your device will automatically be assigned an IP address and join your network.

Pre-installed print cartridges
Xerox® printers and multifunction printers with pre-installed print cartridges are virtually plug-and-play.

Xerox® CentreWare® Internet Services (CentreWare IS) / Xerox® Embedded Web Server
CentreWare IS is an embedded web server that allows networked users to connect to their printer or multifunction printer via any standard web browser to install print drivers, monitor printer status, view the print job queue, manage settings and properties and access troubleshooting and support resources.

Xerox® CentreWare® Web
Office environments that have multiple printers and multifunction printers connected to their networks can install, monitor, configure, track usage and troubleshoot from any workstation via one convenient and powerful web application. Additionally, the interoperability of CentreWare Web means it can be used to monitor non-Xerox® devices as well.

Mac friendly
And for users in Mac environments, peace of mind comes from knowing that Xerox® printers and multifunction printers are the devices of choice for more Mac users than any other brand of office equipment.

Day-to-day Use

Bidirectional print drivers
With bidirectional print drivers, two-way communication between your computer and your printer or multifunction printer allows you to receive helpful device-status updates on your screen.

Xerox® Global Print Driver®
This truly universal print driver lets you install, upgrade and manage Xerox® and non-Xerox® devices from a single driver.

Xerox® Mobile Express Driver®
For mobile users, the Xerox® Mobile Express Driver makes it easy to find, use and manage Xerox® and non-Xerox® devices in every new location.

Xerox® Wireless Print Solutions Adapter
The optional Xerox® Wireless Print Solutions Adapter seamlessly connects your Xerox® printer or multifunction printer to modern mobile and desktop workflows, regardless of your office environment. For more information, visit **www.xerox.com/WPSA**.

Xerox® PrintingScout® Software
This driver-based feature monitors and reports any printer condition that prevents a print job from completing successfully. PrintingScout is designed to provide timely and useful information that allows users to identify and resolve their own printing issues.

Front-panel toner-level gauges
Conveniently located on the device's front panel, intuitive indicators let users quickly see how much toner remains.

Support and Service

To us, support means providing easy access to the resources you need to ensure your Xerox® device performs at the highest level, continuously delivering optimum results.

Unrivalled service

Behind every Xerox® product is a large network of North America-based customer support that's unrivalled in the industry and available when you need it. Our service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox.

Customers also have 24/7, Internet-based access to our knowledge base system, which provides problem-specific solutions or guides users through a troubleshooting tree.

One-year on-site warranty

Our quality, reliability and performance is backed by Xerox® Service and Support and a standard one-year warranty.

You decide when you're satisfied.

Visit our support website, at **www.support.xerox.com**, for additional information about the ways in which we help our customers stay more productive, longer.

Supplies

Xerox® Genuine Supplies are specially formulated and tested for our products to provide the best image quality and most reliable printing. Third-party supplies simply do not, and cannot, deliver the same, high quality output as produced by genuine Xerox® supplies.

In-depth testing conducted in 2009 by the SpencerLAB Digital Colour Laboratory, an independent printer evaluation laboratory, proves the point. In the publication "Xerox & Third- Party Toners – Reliability Test Report," SpencerLAB determined the following:

"Prints produced with genuine Xerox® toner cartridges did not exhibit any print quality defects throughout reliability testing. Prints from third-party toner cartridges had print-quality defects that would render the prints unusable – defects such as ghosting, streaking, banding, text distortion, excess toner, excessively dark colour and very low Black density." To ensure your printer or multifunction printer performs at its best, make sure you choose Xerox® genuine supplies. Ordering is fast and easy at **www.xerox.com/supplies**.

Installation, Management and Day-to-day use Features

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
DHCP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pre-installed print cartridges	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Xerox® CentreWare® IS / Xerox® Embedded Web Server	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® CentreWare® Web	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® Global Print Driver®	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Xerox® Mobile Express Driver®	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Xerox® Wireless Print Solutions Adapter	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Wi-Fi Kit	No	No	No	Optional	No	No	No	No	Optional
Xerox® PrintingScout®	No	No	No	No	Yes	No	No	No	No
Front-panel toner-level gauges	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes
Support for Apple® Bonjour	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Evaluating Security

Evaluate whether the device provides the appropriate safeguards at all points of vulnerability.

Security is a critical competency no matter how small your business. Does the device offer the appropriate level of security for your business? Is it scaleable to provide more security if your needs change? The technology you deploy must include the necessary capabilities to protect sensitive data. Xerox® Phaser® and Xerox® WorkCentre® small business-class printers and multifunction printers provide a variety of security features that safeguard your information on the network and at the device.

Network

802.1X

The 802.1X protocol adds a layer of security to the network to prevent unauthorised devices from establishing a network connection.

HTTPS

Hypertext Transfer Protocol Secure or HTTPS, provides data encryption and secure identification of network servers.

IPsec

IPsec (IP security) is a suite of protocols for securing Internet Protocol (IP) communications by authenticating and/or encrypting each IP packet in a data stream.

IPv6

IPv6, or Internet Protocol version 6, includes support for a broader range of IP addresses. The enhanced capabilities of IPv6 will provide significant security benefits to network users and administrators, including traffic encryption, integrity validation peer authentication.

IP filtering

IP filtering blocks potentially harmful data packets, acting like a firewall to safeguard your internal network.

SNMPv3

The SNMPv3 protocol provides significantly enhanced security functions including message encryption and authentication.

SSL

The Secure Sockets Layer (SSL) protocol allows a device to communicate across a network in a way designed to prevent eavesdropping, tampering and message forgery.

Scan to email with authentication

Before using a multifunction printer's scan to email function, the user's name and password are authenticated, providing an additional layer of security.

Device

Secure print

When printing a document, a user chooses a numeric password, and then sends the print job to the multifunction printer. Once at the device, the user enters the numeric password using the front-panel interface and releases the print job.

Secure fax receive

When a fax containing sensitive information is received by the multifunction printer, it stays in memory until the intended recipient enters a password at the device and allows the document to print.

Security Features

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
802.1X	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HTTPS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IPsec	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes
IPv6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IP filtering	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mac Address filtering	Yes	No	No	No	No	Yes	No	No	No
SNMPv3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SSL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Scan to email with authentication	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Secure print	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Secure fax receive	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes

Evaluating Total Cost of Ownership (TCO) and Cost/Value Benefits

Consider how a printer or multifunction printer can help you reduce costs.

Affordability is a big consideration when choosing a printer and multifunction printer. Is the product priced competitively with comparable products? How does a multifunction printer compare with purchasing multiple stand-alone devices?

When evaluating a printer or multifunction printer, remember that the total cost includes several factors besides the initial purchase price, including the cost of supplies. Are supply costs competitive? Does the vendor provide fact-based tools and methods to help you assess current TCO?

Low Cost Per Page

Laser and LED toner-based printers and multifunction printers are good choices for fast-paced businesses on a budget. Inkjet printers by comparison are often perceived as low cost alternatives, but once ink costs are taken into consideration, they often turn out to have a higher total cost of ownership (TCO) than the higher performing toner-based devices.

Having a choice between high-capacity and low-capacity cartridges can help you manage your budget. Choose high-capacity for cost savings and nonstop printing. Choose standard capacity at a lower price, if printing loads are lighter.

Reduce costs by taking advantage of cost-saving features like toner-saver mode, N-up and two-sided printing.

The Cost of Space

A compact design saves space on your desktop while smaller toner cartridges with minimal packaging use less precious office storage space. A multifunction printer can add new capabilities to your business and consolidate several office products (along with their supplies) into one.

Consolidate and Save

Multifunction printers are useful assets to help manage and control costs by eliminating some of the need for hard copy documents. You can avoid printing altogether with such features as fax forward to email and by saving scanned files directly to a USB memory drive for easy portability.

Reliability and Ease of Use

TCO can increase significantly for devices that are hard to use and maintain, unreliable, or lack the features and capabilities to efficiently and effectively produce the results you need. Xerox® printers and multifunction printers are known for their ease of use and full-featured functionality.

Toner Saver

With Toner Saver mode, less toner is applied to each sheet of paper, further extending print-cartridge life.

Cost Saving Features

	Xerox® Phaser® 3260	Xerox® Phaser® 3330	Xerox® Phaser® 3610	Xerox® VersaLink® B400	Xerox® Phaser® 4622	Xerox® WorkCentre® 3225	Xerox® WorkCentre® 3335	Xerox® WorkCentre® 3345	Xerox® VersaLink® B405
Standard and high-capacity toner options	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Space-saving design	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Consolidates assets and supplies	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Toner Save mode	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Specifications
Configuration Summaries and Options

The following sections provide details about the available configurations of each small business-class Xerox® Phaser® and Xerox® WorkCentre® printer and multifunction printer.

Xerox®
Phaser® 3260

	Phaser 3260DNI
Speed	Up to 28 ppm A4
Duty Cycle[1]	Up to 30,000 pages / month
Processor / Memory	600 MHz / 256 MB
Connectivity	10/100Base-T Ethernet, High-Speed USB 2.0, Wi-Fi b/g/n
Print and Copy Resolution	600 x 600 dpi (Up to 4800 x 600 enhanced image quality)
First-page-out Time	As fast as 8.5 seconds
Page Description Languages	PCL® 5e and 6 emulations, PostScript® 3™ emulation
Print Features	Toner Save Mode, Booklet Printing, Poster Printing, Skip Blank Pages, N-up Printing, Scaling, Reduce/Enlarge, Fit to Page, Watermarks, Overlays, Custom-size Pages, Print Order, Edge Enhancement, Brightness Adjustment, Contrast Adjustment, Paper Selection by Attribute, Earth Smart Driver Settings, Bidirectional Print Drivers, Job Monitoring, Store and Recall Driver Settings
Mobile Printing	Apple® AirPrint™, Google Cloud Print™, optional Xerox® Wireless Print Solutions Adapter (includes Apple AirPrint, Google Cloud Print™ v2.0 and Mopria®. For more information, visit **www.xerox.com/WPSA**)
Security	Secure HTTPS (SSL), IPsec, 802.1X Authentication, WPA2 Personal, IPv4 and IPv6 Filtering, MAC Address Filtering, SNMPv3, USB Port Disablement
Paper Input Standard	Main Tray: Up to 250 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm Manual Feed Slot: 1 sheet; Custom sizes: 76 x 127 mm to 216 x 356 mm
Paper Output	150 sheets
Automatic Two-sided Printing	Standard
Warranty	One-year on-site warranty

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis

Xerox® Phaser® 3330

	Phaser 3330	
Speed	Up to 40 ppm	
Duty Cycle	Up to 80,000 pages / month[1]	
Paper Handling		
Paper input	Standard	**Bypass Tray:** 50 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 99 x 147 mm to 216 x 356 mm
	Optional	**Additional Tray:** 550 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
Paper output	150 sheets	
Automatic two-sided output	Standard	
Print		
First-page-out time	As fast as 6.5 seconds[2]	
Resolution	Up to 1200 x 1200 dpi image quality	
Processor	1 GHz	
Memory	512 MB	
Connectivity	USB 2.0 (front and rear ports), 10/100/1000Base-T Ethernet, Wi-Fi	
Language support	Adobe® PostScript® 3™ compatible, PCL® 5e, 6, PDF Direct, TIFF, JPEG	
Print features	Watermark, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Draft mode, Earth Smart mode, Print from USB, Job scheduling, Print from local drive, Save, Save and Print	
Mobile Printing	Standard	Apple® AirPrint™, Google Cloud Print™[3]
	Free Download	Xerox® Print Service Plug-in for Android™ , Mopria®
Security	802.1x, Secure Print, Secure HTTPS (SSL/TLS), Secure IPP, SSL, IP Filtering, IPv6, SNMP v3, IPsec, WEP (64-/128-bit), WPA2-PSK (AES) and WPA/WPA2-Personal and WPA/WPA2-Enterprise	
Warranty	One-year on-site warranty	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.
[2] Printing from USB.
[3] Depending on specific mobile device versions or vendor, the mobile device may require a free download of the app from the appropriate store.

Xerox® Phaser® 3610

	Phaser 3610DN	
Speed	Up to 45 ppm	
Duty Cycle	Up to 110,000 pages / month[1]	
Paper Handling		
Paper input	Standard	**Multipurpose Tray:** Up to 150 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
		Tray 1: Up to 550 sheets; Custom sizes: 148 x 210 mm to 216 x 356 mm
	Optional	**3 Additional Trays:** Up to 550 sheets each; Custom sizes: 148 x 210 mm to 216 x 356 mm
Paper output	250 sheets	
Automatic two-sided printing	Standard	
Print		
First-page-out time	As fast as 6.5 seconds	
Resolution (max)	Up to 1200 x 1200 dpi	
Processor	400 MHz	
Memory (std / max)	512 MB / 1 GB	
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0, Direct Print, Optional Wi-Fi (with Xerox® Wireless Connectivity Kit)	
Page description languages	PCL® 5e and 6 emulations, PostScript® 3™ emulation, PDF emulation	
Print features	Standard	Booklet printing, Scaling, Fit to page, Watermarks, Custom-size pages, N-up, Toner Save mode, Secure Print, Collation
Mobile Printing and Apps	Standard	Apple AirPrint™, Google Cloud Print™
	Free Download	Xerox® Print Service Plug-in for Android™
	Optional	Xerox® Wireless Print Solutions Adapter (includes Apple AirPrint, Google Cloud Print™ v2.0 and Mopria®. For more information, visit **www.xerox.com/WPSA**)
Security	Secure HTTPS (SSL, Secure LDAP), IPsec, 802.1X Authentication, Network Authentication, IPv6, SNMPv3, IP Filtering, Secure Print	
Warranty	One-year on-site warranty	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

Xerox®
VersaLink® B400

	VersaLink B400DN
Speed	Up to 45 ppm
Duty Cycle[1]	Up to 110,000 pages / month[1]
Processor / Memory	1.05 GHz Dual Core / 2 GB
Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair
Controller Features	Configuration Cloning, Xerox Extensible Interface Platform®, Xerox® App Gallery, Xerox® Standard Accounting, Online Support (accessed from the user interface and print driver)
Paper Handling Paper Input — Standard	**Bypass Tray:** Up to 150 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
	Tray 1: Up to 550 sheets; Custom sizes: 148 x 210 mm to 216 x 356 mm
Optional	**3 Additional Trays:** Up to 550 sheets each; Custom sizes: 148 x 210 mm to 216 x 356 mm
Total Capacity (std. / max.)	700 sheets / 2,350 sheets
Paper Output	250 sheets
Automatic Two-sided Output	Standard
Print Resolution	**Print:** Up to 1200 x 1200 dpi (enhanced)
First-page-out Time (as fast as)	**Print:** As fast as 8 seconds
Page Description Languages	PCL® 5e / PCL 6 / PDF / XPS / TIFF / JPEG / HP-GL / Adobe® PostScript® 3™
Print Features	Print from USB, Secure Print, Sample Set, Personal Print, Saved Job, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bidirectional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Skip Blank Pages, Draft Mode
Mobile Printing	Apple® AirPrint®, Google Cloud Print™, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android™ Visit **www.xerox.com/officemobileapps** for a list of downloadable apps available for smartphones and mobile devices.
Optional	@PrintByXerox[2], Wi-Fi Direct Printing[3], Xerox® Mobile Print Solution[3], Xerox® Mobile Print Cloud[3]
Printer/MFP Cloud Connectors[2]	Print from Google Drive, One Drive, DropBox, Microsoft 365, Box, DocuShare
	Additional printer/MFP apps and cloud services available. Visit **www.xerox.com/appgallery** for a growing selection of apps.
Security Standard	Firmware Verification, Security Certificates, Automatic Self-Signed Certificate Creation, Certificate Path Validation, Certificate Revocation Settings, Smart Card Enablement (CAC/PIV/.NET), FIPS 140-2, SSL/TLS, Port Filtering, IP Address Filtering, Domain Filtering, Cisco® TrustSec Identity Services Engine (ISE) Integration, 256-bit Encryption, Secure Print, Network Authentication, SNMPv3, Audit Log, Access Controls, Role Based Permissions, Convenience Authentication
Optional	Xerox® PrintSafe Software
Accounting Standard	Xerox® Standard Accounting (Print), Network Accounting Enablement
Optional	Equitrac Express®, Equitrac Office®, YSoft® SafeQ®, other network accounting solutions available through various Xerox Alliance Partners

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis; [2] Free option (download from Xerox® App Gallery to your printer/MFP); [3] Purchasable option.

Xerox® Phaser® 4622

	Phaser 4622DN
Speed	Up to 62 ppm
Duty Cycle	275,000 pages / month[1]
Paper Handling	
Paper input Standard	**Tray 1 (MPT):** 100 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
	Tray 2: 550 sheets; Custom sizes: 98.6 x 148.5 mm to 216 x 356 mm
Optional	Tray 3: 550 sheets; Custom sizes: 139.7 x 210 mm to 216 x 356 mm
Optional	**Stand**
	Tray 4: 550 sheets; Custom sizes: 139.7 x 210 mm to 216 x 356 mm
	Tray 5: 550 sheets; Custom sizes: 139.7 x 210 mm to 216 x 356 mm
	Tray 6: 550 sheets; Custom sizes: 139.7 x 210 mm to 216 x 356 mm
	High Capacity Feeder (Add to Trays 1-4): 2,000 sheets; Standard Sizes: A4
Paper output Standard	500 sheets
Optional (Choose one)	**Finisher:** 500-sheet tray, 50-sheet stapling
	Mailbox: Four 100-sheet bins
Automatic two-sided printing	Standard
Print First-page-out time	As fast as 7.8 seconds
Resolution (max)	600 x 600 dpi, up to 1200 x 1200 enhanced image quality
Processor	600 MHz Dual Core
Hard drive	Optional 320 GB hard drive
Memory (std / max)	256 MB / 768 MB
Connectivity	10/100/1000Base-T Ethernet, USB 2.0, optional wireless 802.11n with WPA 2 Enterprise
Page description languages	PCL® 6, PCL 5e, PostScript 3 emulation, PDF, Epson
Print features	256 levels of halftone (greyscale), Watermarks, N-up, Fit to page, Scaling, Reduce/enlarge, Toner saver, Print from USB, Print Around, Collation, Secure Print, Personal Print, Smart Duplex
Mobile Printing Optional	Xerox® Wireless Print Solutions Adapter (includes Apple AirPrint, Google Cloud Print™ v2.0 and Mopria®. For more information, visit **www.xerox.com/WPSA**)
Warranty	One-year on-site warranty[2]

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Products purchased under a PagePack agreement do not carry a warranty. Please refer to your service agreement for full details of your enhanced service package.

Xerox®
WorkCentre® 3225

	WorkCentre 3225
Speed	Up to 28 ppm A4
Duty Cycle[1]	Up to 30,000 pages / month
Processor / Memory	600 MHz / 256 MB
Connectivity	10/100Base-T Ethernet, Wi-Fi b/g/n, High-Speed USB 2.0
Print and Copy Resolution	**Print:** 600 x 600 dpi (Up to 4800 x 600 enhanced image quality); **Copy:** Up to 1200 x 1200 dpi enhanced image quality
First-page-out Time	**Print:** As fast as 8.5 seconds; **Copy:** As fast as 10 seconds
Page Description Languages	PCL® 5e and 6 emulations, PostScript® 3™ emulation
Print Features	Toner Save Mode, Booklet Printing, Poster Printing, Skip Blank Pages, N-up Printing, Scaling, Reduce/Enlarge, Fit to Page, Watermarks, Overlays, Custom-size Pages, Print Order, Edge Enhancement, Brightness Adjustment, Contrast Adjustment, Paper Selection by Attribute, Earth Smart Driver Settings, Bidirectional Print Drivers, Job Monitoring, Store and Recall Driver Settings
Mobile Printing	Apple® AirPrint™, Google Cloud Print™, optional Xerox® Wireless Print Solutions Adapter (includes Apple AirPrint, Google Cloud Print™ v2.0 and Mopria®. For more information, visit **www.xerox.com/WPSA**)
Scan Features	Scan via TWAIN/WIA, Scan to PC, Scan to WSD, Scan to Email, Up to 1200 x 1200 dpi (4800 x 4800 dpi enhanced) resolution, Colour, Black and White, 8-bit Greyscale, PDF/JPEG/TIFF, Xerox® Scan to PC Desktop SE (includes OCR, file conversion to Microsoft® Word®, Excel® and PowerPoint®. For more information, visit **www.xerox.com/scan2pcSE**)
Fax Walk-Up Fax Features[2]	MH/MR/MMR/JBIG/JPEG Compression, Auto Answer, Auto Redial, Auto Reduction Broadcast Sending, Colour Fax Send, Junk Fax Filter, Distinctive Ring, Fax Address Book, Fax Forward to Fax, Secure Fax Receive, Receive Fax Forward to PC
LAN Fax Features	Broadcast Sending, Fax Address Book
Security Standard	Secure HTTPS (SSL), IPsec, 802.1X Authentication, WPA2 Personal, IPv4 and IPv6 Filtering, MAC Address Filtering, SNMPv3, USB Port Disablement
	Network Authentication (Kerberos/SMB/LDAP), Secure LDAP, SMTP over SSL/TLS, Scan to Email Authentication, WPA2 Enterprise
Paper Input Standard	**Automatic Document Feeder (ADF):** 40 sheets; Custom sizes: 148 x 148 mm to 216 x 356 mm **Main Tray:** Up to 250 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm **Manual Feed Slot:** 1 sheet; Custom sizes: 76 x 127 mm to 216 x 356 mm
Paper Output	120 sheets
Automatic Two-sided Printing	Standard
Warranty	One-year on-site warranty

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis; [2] Requires analogue phone line

Xerox®
WorkCentre® 3335

	WorkCentre 3335
Speed	Up to 33 ppm
Duty Cycle	Up to 50,000 pages / month[1]
Paper Handling Paper input　　　　Standard	**Automatic Document Feeder (ADF):** 50 sheets: Custom Sizes: 142 x 147 mm to 216 x 356 mm **Bypass Tray:** 50 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 99 x 147 mm to 216 x 356 mm
Optional	**Additional Tray:** 550 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
Paper output	150 sheets
Automatic two-sided printing	Standard
Print First-page-out time	As fast as 6.5 seconds[2]
Print resolution	Up to 1200 x 1200 dpi image quality
Memory	1.5 GB
Processor	1 GHz
Language support	Adobe® PostScript® 3™ compatible, PCL® 5e, 6, PDF Direct, TIFF, JPEG
Connectivity	USB 2.0 (front and rear ports), 10/100/1000Base-T Ethernet, Wi-Fi
Print features	Watermark, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Draft mode, Earth Smart mode, Print from USB, Job scheduling, Print from local drive, Save, Save and Print
Mobile Printing　　　Standard	Apple® AirPrint™, Google Cloud Print™[3]
Free Download	Xerox® Print Service Plug-in for Android™ , Mopria®
Copy First-page-out time	As fast as 13 seconds
Copy resolution	Up to 600 x 600 dpi
Copy features	Automatic Background Suppression, Darkness Control, ID Card Copy, Margin Shift, N-up, Job Build, Photo Mode, Program Ahead, Booklet Creation, Book Copying with Centre Erase, Edge Erase, Job Interrupt, Poster Copying
Fax[4] Fax features	33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression, Address book (up to 200 speed dials, 209 group dials), Resolution up to 300 x 300 dpi, Auto redial, Auto reduction, Delayed Send, Fax Forward to Email/Fax, Junk fax protection, Memory Receive, PC Fax (Windows® only), Secure Fax, Colour Fax Send
Scan Scan destinations	Scan to Network Computer (SMB/FTP), Scan to Email (SMTP/POP3), WSD, Application (TWAIN USB/Network), WIA (USB/WSD Scan), Mac® 10.9 or later (USB/Network/Mac ICA), USB
Scan features	Up to 600 x 600 dpi (optical); Maximum 4800 x 4800 dpi (enhanced), 8-bit grayscale, PDF/JPEG/TIFF (single and multi-page)
Security	802.1x, Secure Print, Secure HTTPS (SSL/TLS), Secure IPP, SSL, IP Filtering, IPv6, SNMP v3, WEP (64-/128-bit), WPA2-PSK (AES) and WPA/WPA2-Personal and WPA/WPA2-Enterprise, Network Address Book Authentication (LDAP, Windows Kerberos)
Warranty	One-year on-site warranty

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Printing from USB

[3] Depending on specific mobile device versions or vendor, the mobile device may require a free download of the app from the appropriate store.

[4] Requires analogue phone line.

Xerox® WorkCentre® 3345

	WorkCentre 3345
Speed	Up to 40 ppm
Duty Cycle	Up to 80,000 pages / month[1]
Paper Handling Paper input Standard	**Reversing Automatic Document Feeder (RADF):** 50 sheets: Custom Sizes: 142 x 147 mm to 216 x 356 mm **Bypass Tray:** 50 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 99 x 147 mm to 216 x 356 mm
Optional	**Additional Tray:** 550 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
Paper output	150 sheets
Automatic two-sided printing	Standard
Print First-page-out time	As fast as 6.5 seconds[2]
Print resolution	Up to 1200 x 1200 dpi image quality
Memory	1.5 GB
Processor	1 GHz
Language support	Adobe® PostScript® 3™ compatible, PCL® 5e, 6, PDF Direct, TIFF, JPEG
Connectivity	USB 2.0 (front and rear ports), 10/100/1000Base-T Ethernet, Wi-Fi
Print features	Watermark, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Draft mode, Earth Smart mode, Print from USB, Job scheduling, Print from local drive, Save, Save and Print
Mobile Printing Standard	Apple® AirPrint™, Google Cloud Print™[3]
Free Download	Xerox® Print Service Plug-in for Android™ , Mopria®
Copy First-page-out time	As fast as 13 seconds
Copy resolution	Up to 600 x 600 dpi
Copy features	Automatic Background Suppression, Darkness Control, ID Card Copy, Margin Shift, N-up, Job Build, Photo Mode, Program Ahead, Booklet Creation, Book Copying with Centre Erase, Edge Erase, Job Interrupt, Poster Copying
Fax[4] Fax features	33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression, Address book (up to 200 speed dials, 209 group dials), Resolution up to 300 x 300 dpi, Auto redial, Auto reduction, Delayed Send, Fax Forward to Email/Fax, Junk fax protection, Memory Receive, PC Fax (Windows® only), Secure Fax, Colour Fax Send
Scan Scan destinations	Scan to Network Computer (SMB/FTP), Scan to Email (SMTP/POP3), WSD, Application (TWAIN USB/Network), WIA (USB/WSD Scan), Mac® 10.9 or later (USB/Network/Mac ICA), USB
Scan features	Up to 600 x 600 dpi (optical); Maximum 4800 x 4800 dpi (enhanced), 8-bit grayscale, PDF/JPEG/TIFF (single and multi-page)
Security	802.1x, Secure Print, Secure HTTPS (SSL/TLS), Secure IPP, SSL, IP Filtering, IPv6, SNMP v3, WEP (64-/128-bit), WPA2-PSK (AES) and WPA/WPA2-Personal and WPA/WPA2-Enterprise, Network Address Book Authentication (LDAP, Windows Kerberos)
Warranty	One-year on-site warranty

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Printing from USB.

[3] Depending on specific mobile device versions or vendor, the mobile device may require a free download of the app from the appropriate store.

[4] Requires analogue phone line.

Xerox®
VersaLink® B405

	VersaLink B405DN
Speed	Up to 45 ppm
Duty Cycle[1]	Up to 110,000 pages / month[1]
Processor / Memory	1.05 GHz Dual Core / 2 GB
Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair
Controller Features	Unified Address Book, Configuration Cloning, Scan Preview, Xerox Extensible Interface Platform®, Xerox® App Gallery, Xerox® Standard Accounting, Online Support (accessed from the user interface and print driver)
Paper Handling Paper Input Standard	**Reversing Automatic Document Feeder (RADF):** 60 sheets; Custom sizes: 140 x 140 mm to 216 x 356 mm
	Bypass Tray: Up to 150 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
	Tray 1: Up to 550 sheets; Custom sizes: 148 x 210 mm to 216 x 356 mm
Optional	**3 Additional Trays:** Up to 550 sheets each; Custom sizes: 148 x 210 mm to 216 x 356 mm
Total Capacity (std. / max.)	700 sheets / 2,350 sheets
Paper Output	250 sheets
Automatic Two-sided Output	Standard
Copy and Print Resolution	**Print:** Up to 1200 x 1200 dpi (enhanced) **Copy:** Up to 600 x 600 dpi
First-page-out Time (as fast as)	**Print:** As fast as 8 seconds **Copy:** As fast as 6 seconds
Page Description Languages	PCL® 5e / PCL 6 / PDF / XPS / TIFF / JPEG / HP-GL / Adobe® PostScript® 3™
Print Features	Print from USB, Secure Print, Sample Set, Personal Print, Saved Job, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bidirectional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Skip Blank Pages, Draft Mode
Mobile Printing	Apple® AirPrint®, Google Cloud Print™, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android™ Visit **www.xerox.com/officemobileapps** for a list of downloadable apps available for smartphones and mobile devices.
Optional	@PrintByXerox[2], Wi-Fi Direct Printing[3], Xerox® Mobile Print Solution[3], Xerox® Mobile Print Cloud[3], Xerox® Mobile Link App[2]
Printer/MFP Cloud Connectors[2]	Print from/Scan to Google Drive, One Drive, DropBox, Microsoft 365, Box, DocuShare
Cloud Services	Xerox® Easy Translator Service, Xerox® Healthcare MFP
	Additional printer/MFP apps and cloud services available. Visit **www.xerox.com/appgallery** for a growing selection of apps.
Scan Scan Destinations	Scan to USB, Scan to Email, Scan to Network (FTP or Browse SMB)
Scan Features	**File Formats:** PDF, PDF/A, XPS, JPEG, TIFF; **Convenience Features:** Scan to Home, Searchable PDF, Single/Multi-Page PDF / XPS / TIFF / Password Protected PDF, Linearised PDF / PDF/A
Fax Fax Features[4]	Walk-up Fax (includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing via Unified Address Book (up to 2,000 contacts)
Security Standard	Firmware Verification, Security Certificates, Automatic Self-Signed Certificate Creation, Certificate Path Validation, Certificate Revocation Settings, Smart Card Enablement (CAC/PIV/.NET), FIPS 140-2, SSL/TLS, Port Filtering, IP Address Filtering, Domain Filtering, Cisco® TrustSec Identity Services Engine (ISE) Integration, 256-bit Encryption, Secure Print, Secure Fax, Secure Scan, Secure Email, Network Authentication, SNMPv3, Audit Log, Access Controls, Role Based Permissions, Convenience Authentication
Optional	Xerox® PrintSafe Software
Accounting Standard	Xerox® Standard Accounting (Copy, Print, Scan, Fax, Email), Network Accounting Enablement
Optional	Equitrac Express®, Equitrac Office®, YSoft® SafeQ®, other network accounting solutions available through various Xerox Alliance Partners

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis; [2] Free option (download from Xerox® App Gallery to your printer/MFP); [3] Purchasable option;
[4] Analogue phone line required.

Support and Additional Information Sources

Unrivalled Service and Support

Behind every Xerox® product is a large network of customer support that's unrivalled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And genuine Xerox® supplies are always readily available.

Xerox® Office Services Support

Asset Management Services

- Asset Optimisation and Tracking – Process and tools to optimise an enterprise's office output infrastructure and reduce hard costs.

- Break-Fix Management – Single point of ownership and management for break-fix service of all brands of office output devices, regardless of manufacturer.

- Supplies Management – Process and tools to procure, monitor and replenish all document-related supplies proactively.

Imaging and Output Management Services

- Output Management – Single point of management of office output from all output devices, regardless of manufacturer.

- Image Capture and Workflow – Cost-efficient solutions for capturing, managing, retrieving and distributing information into digital repositories.

Support Services

- Technology Procurement and Deployment – A creative and flexible end-to-end print/computer product acquisition solution that uses a single-point-of-contact model while lowering the total cost of acquisition.

- Help Desk Services – A broad range of enterprise services, managed through a centralised single point of contact and delivered through either an on-site or off-site model.

- End User Services – Microsoft software implementation, IT project consulting, and customer education.

Additional Information Sources

Customer Documentation:

- Installation Guide

- Quick Use Guide

- Software and Documentation CD-ROM

On the Web:

Visit **www.xerox.com/office** for:

- Product, supplies and support information

- Downloading drivers

- Finding your local reseller

- Online documentation

Visit **www.xerox.com/office/support** for:

Support and service information, including the same troubleshooting Knowledge Base used by Xerox Customer Support staff to provide the latest technical information on:

- Application issues

- Errors

- Print-quality issues

- Troubleshooting

Questions? Comments? Problems?

For more information about the Xerox® Black and White Printers and Multifunction Printers
please contact your Xerox sales representative, or visit us on the web at **www.xerox.com/office**

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