

WorkCentre®  
3550  
Letter-size  
Black-and-white  
Multifunction Printer



# Xerox® WorkCentre® 3550 Multifunction Printer

Value-driven performance  
for your office



# WorkCentre<sup>®</sup> 3550 multifunction printer

**Raise the productivity bar.** The WorkCentre 3550 helps your business optimize productivity with high-speed copy, print and fax capabilities, plus scan features that streamline your work processes.

## Step up to higher performance

The perfect balance of productivity and ease-of-use, the WorkCentre 3550 multifunction printer will help you regain time spent each day on document-related tasks.

- **Setting the pace.** Print and copy speeds up to 35 ppm will remove bottlenecks so users can focus on what's important.
- **Plenty of paper.** A steady supply of paper is always available thanks to 550-sheet paper capacity (expandable to 1,050 sheets).
- **Improve your image.** Optimize every customer encounter with impactful 1200 image-quality printing and vibrant color scanning.
- **Print from any application.** A choice of PostScript<sup>®</sup> 3™ and PCL<sup>®</sup> print drivers ensure your output comes out the way you expect.
- **User-friendly control panel.** A 4-line display lets you see more at a glance, while an efficient menu layout helps you accomplish routine tasks more quickly.
- **Multi-tasking enabler.** Now you can effectively accomplish all the tasks your single-function devices used to perform — receive faxes while you are making copies or printing — and save valuable office space.

## High-impact features that won't impact your budget

Sure to be your greatest individual contributor, the WorkCentre 3550 is value-packed and capable of handling all your print, copy, scan and fax needs.

- **Duplex Automatic Document Feeder** gives you convenient, money-saving, two-sided output across all features.
- **Legal-size platen.** A large 8.5 x 14 in. platen glass supports a wider range of media sizes than many competitive devices.
- **Reduce your document-related costs.** Resource-saving features include toner-saver and power-saver modes, and paper-saving N-up printing and ID Card Copy. Plus, the WorkCentre 3550 is ENERGY STAR qualified.
- **Incorporate color scanning into your workflow.** Easily convert hardcopy documents to digital PDF files and send them to your server, email contacts or USB memory device.
- **Say hello to your modern fax machine.** Get all the great features of a top fax machine — speed dials, Secure Fax, color send and fax forward to email — plus many workflow enhancing capabilities.
- **Handy, front panel USB port.** Sharing files between computers with a USB memory device is common practice in many offices. Now you can print from and scan files to your USB memory device.

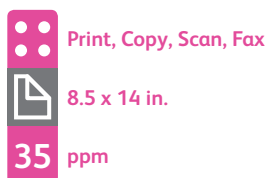
## Discover the benefits of scanning

Find out how useful scanning can be at improving your work processes and clearing your workspace of cluttered file cabinets and paper-strewn desks.

- Scan and email color documents and high-quality photos directly from the device. LDAP support automates contact lookup.
- Network scanning lets you store documents to the network for convenient workteam access.
- Optical Character Recognition software turns hard copies into editable electronic documents.
- Connect your USB memory device into the conveniently-located port for easy storage.
- Industry-standard scan file formats including PDF, TIFF, Multi Page TIFF and JPEG.
- The Network Scan Manager lets you quickly change scan settings and add or delete scan destination folders on your computer.

### WorkCentre<sup>®</sup> 3550 Quick Facts

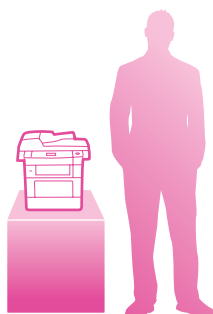
- Up to 35 ppm print and copy
- 600 x 600 dpi (Up to 1200 x 1200 enhanced image quality)
- 75,000 pages/month duty cycle
- 550-sheet capacity, expandable to 1,050 sheets



8.5 x 14 in.

35 ppm

**WxDxH:**  
22.9 x 19.2 x 21.8 in.  
582 x 488 x 554 mm



## Designed with your workteam in mind

With the WorkCentre 3550, office tasks that used to require multiple manual processes can be accomplished with the touch of a button.

- **Built for the masses.** Full support for your choice of operating system platforms, whether it's Windows, Linux/UNIX or Macintosh.
- **Remote management tools.** CentreWare® Internet Services provides real-time monitoring, device setup, viewing of toner and paper levels, plus efficient supplies ordering. Xerox Status Monitor alerts users when an error occurs during printing.
- **Control access to sensitive information.** Information security is a universal need for every business. Secure print and secure fax capabilities keep your documents from printing until you're ready to release them with a unique PIN.
- **Conveniently close to your workteam.** A small footprint brings more features closer to users so there's no need to go beyond the workspace to accomplish routine tasks.
- **Remove clutter and improve productivity.** Turn your hardcopy fax and copy output into digital files that can be automatically routed to a secure server for easy storage and retrieval.
- **Guaranteed to be reliable.** We deliver on our reliability commitment with a one-year on-site warranty and the exclusive Xerox Total Satisfaction Guarantee.
- **Maximize uptime** with just one integrated print cartridge to replace and a high-capacity paper tray.



1

Duplex Automatic Document Feeder provides fast scanning, copying and faxing of two-sided multi-page jobs.

2

50-sheet multipurpose tray handles a variety of paper and custom sizes, including envelopes, labels and post cards.

3

500-sheet tray provides plenty of paper capacity for workgroup printing, copying and faxing.

4

An additional 500-sheet tray (optional) boosts total capacity to 1,050 sheets.

5

USB memory port lets you save to or print directly from a USB memory drive – no computer needed.

6

One-touch power-save button allows fast and simple switching to power save mode or device shut-off during periods of extended downtime. Another press of the button quickly restores power.

7

Advanced faxing capabilities include Embedded Fax and PC Fax (send only), plus Fax Folders, Secure Fax Receive and fax forwarding options.

8

Find frequently used fax numbers and email addresses in the address book. You can also print an address list.



The simple front panel makes walkup functions and features accessible with the touch of a button.

# WorkCentre® 3550

## Black-and-White Multifunction Printer



		WorkCentre 3550
<b>Speed</b>		Up to 35 ppm (Letter) / 33 ppm (A4)
<b>Duty Cycle</b>		Up to 75,000 pages / month <sup>1</sup>
<b>Paper Handling</b>	Paper input	Standard <b>Duplex Automatic Document Feeder:</b> 60 sheets; Custom Sizes: 2.75 x 5.7 in. to 8.5 x 14 in. / 69.9 x 145 mm to 216 x 356 mm
		<b>Multipurpose Tray:</b> 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm
	Optional	<b>Main Tray:</b> 500 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
		<b>Additional Tray:</b> 500 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper output		250 sheets
Automatic two-sided printing		Standard
<b>Print</b>		
First-page-out-time		As fast as 8.5 seconds
Print resolution		600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
Memory (std / max)		256 MB / 512 MB
Processor		360 MHz
Page description languages		PCL® 6 / 5e emulations, PostScript® 3™ compatibility
Connectivity		USB 2.0, 10/100Base-TX Ethernet
Print features		Automatic two-sided, Custom page size, Toner save mode, Proof print, Secure print, Watermarks, N-up, Fit to page, Overlay, Reduce/enlarge, Poster, Scaling, Booklet printing, Print from USB memory device
<b>Copy</b>		
First-page-out-time		As fast as 10 seconds
Copy resolution		600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
Copy features		Automatic two-sided, Reduce/enlarge, Background suppression, Collation (DADF only), ID Card Copy, N-up (2-up/4-up), Book copy, Booklet creation, Clone copy (platen only), Poster copy (platen only)
<b>Fax</b>		33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression <sup>2</sup>
Fax features		Color fax send, two-sided, Fax forward to fax/email and server (FTP, SMB), PC Fax (send only), Secure fax receive, Searchable address book, Auto redial, Last number redial, Pause, Distinctive ring, External phone interface, Journal, Confirmation reports, Auto dial list, Junk fax barrier, Persistent Flash memory, Up to 209 group dial locations, Broadcast fax, Delayed fax, Memory receive, Auto file size reduction, 7 MB fax memory
<b>Scan</b>		
Scan destinations		Scan to Email (includes up to 200 entry address book, max. message size up to 10 MB), Network Scan to PC, Scan to FTP and SMB, Direct Scan to Applications including OCR (software included), Scan to USB memory device
Scan features		Color Scanning; Up to 4800 x 4800 dpi (enhanced); File formats: JPG, PDF, TIFF, Multipage TIFF; Scan to PC Desktop® Personal Edition (includes 1 seat of Nuance® PaperPort® SE 11.0, OmniPage® 4.0 SE, Image Retriever)
<b>Security</b>		802.1x, SNMPv3, HTTPS, Secure Fax, SSL, IPv6, IP Filtering, Scan to Email with authentication, Secure print
<b>Warranty</b>		One-year on-site warranty, Xerox Total Satisfaction Guarantee

<sup>1</sup> Print volume uniformly distributed over 30 days <sup>2</sup> Analog phone line required

### Device Management

CentreWare® Internet Services, CentreWare Web

### Print Drivers

Windows® XP (32/64bit)/2003 (32/64bit)/2008Server (32/64 bit)/Vista (32/64bit)/Windows7 (32/64bit)/2008 R2 (64bit); Macintosh® OS X v10.3-10.6; Various Linux® including RedHat Enterprise Linux WS 4, 5 (32/64bit), Fedora Core 2-10 (32/64bit), SuSE Linux 9.1 (32bit), OpenSuSE 9.2, 9.3, 10.0, 10.1, 10.2 10.3, 11.0, 11.1 (32/64bit), Mandrake 10.0, 10.1 (32/64bit), Mandriva 2005, 2006, 2007, 2008 (32/64bit), Ubuntu 6.06, 6.10, 7.04, 7.10, 8.04, 8.10 (32/64bit), SuSE Linux Enterprise Desktop 9, 10 (32/64bit), Debian 3.1, 4.0, 5.0 (32/64bit)

### Media Handling

Multipurpose Tray: 16 to 43 lb. bond / 60 to 163 gsm; Media types: Plain paper, letterhead, bond, heavyweight, lightweight, recycled, archive, labels, drilled, postcard, transparency, envelope; Main Tray and Additional Tray (optional): 16 to 28 lb. bond / 60 to 105 gsm; Media types: Plain paper, heavyweight, lightweight, recycled, archive; DADF: Weight: 12.5 to 28 lb / 50 to 120 gsm

### Operating Environment

Operating: 50° to 90° F / 10° to 32° C; Relative humidity: 20 to 80 %; Sound pressure levels: Printing: 55 dB(A), Standby: 39 dB(A); Warm-up time (from sleep mode): Less than 15 seconds

### Electrical

Power: 110–127 VAC, 50/60 Hz or 220–240 VAC, 50/60 Hz; Power consumption: Standby: <60 W; Printing: 600 W; Power save: <20 W ENERGY STAR® qualified

### Dimensions (WxDxH)

22.9 x 19.2 x 21.8 in. / 582 x 488 x 553 mm; Weight: 51.59 lbs / 23.4 kg without Print Cartridge; Package Dimensions (WxDxH): 26.6 x 24.3 x 27.5 in. / 676 x 619 x 699 mm

### Certifications

Listed UL 60950, CE Mark applicable to Directives 2006/95/EC, 2004/108/EC and 99/5/EC, FCC Part 15 Class A, FCC Part 68

### What's in the box

- WorkCentre 3550 Multifunction Printer
- Print Cartridge (5,000 print capacity<sup>1</sup>)
- World Kit (includes Printer Installer and utilities CD, Software and documentation CD)
- Power cord, fax cord

### Supplies

Standard-Capacity Print Cartridge<sup>1</sup>: 106R01528  
5,000 std. pages  
High-Capacity Print Cartridge<sup>1</sup>: 106R01530  
11,000 std. pages

<sup>1</sup> Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

### Options

500-sheet Tray 098N02190  
256 MB Memory 098N02189  
Stand 097N01674  
Foreign Device Interface 097N01676  
Wireless Network Adapter 097S03740

### Supplies Recycling Program

Consumables for the WorkCentre 3550 are part of the Xerox Green World Alliance Supplies Recycling Program. For more information, please visit the Green World Alliance website at [www.xerox.com/gwa](http://www.xerox.com/gwa)



For more information, call **1-877-362-6567** or visit us at [www.xerox.com/office](http://www.xerox.com/office)

