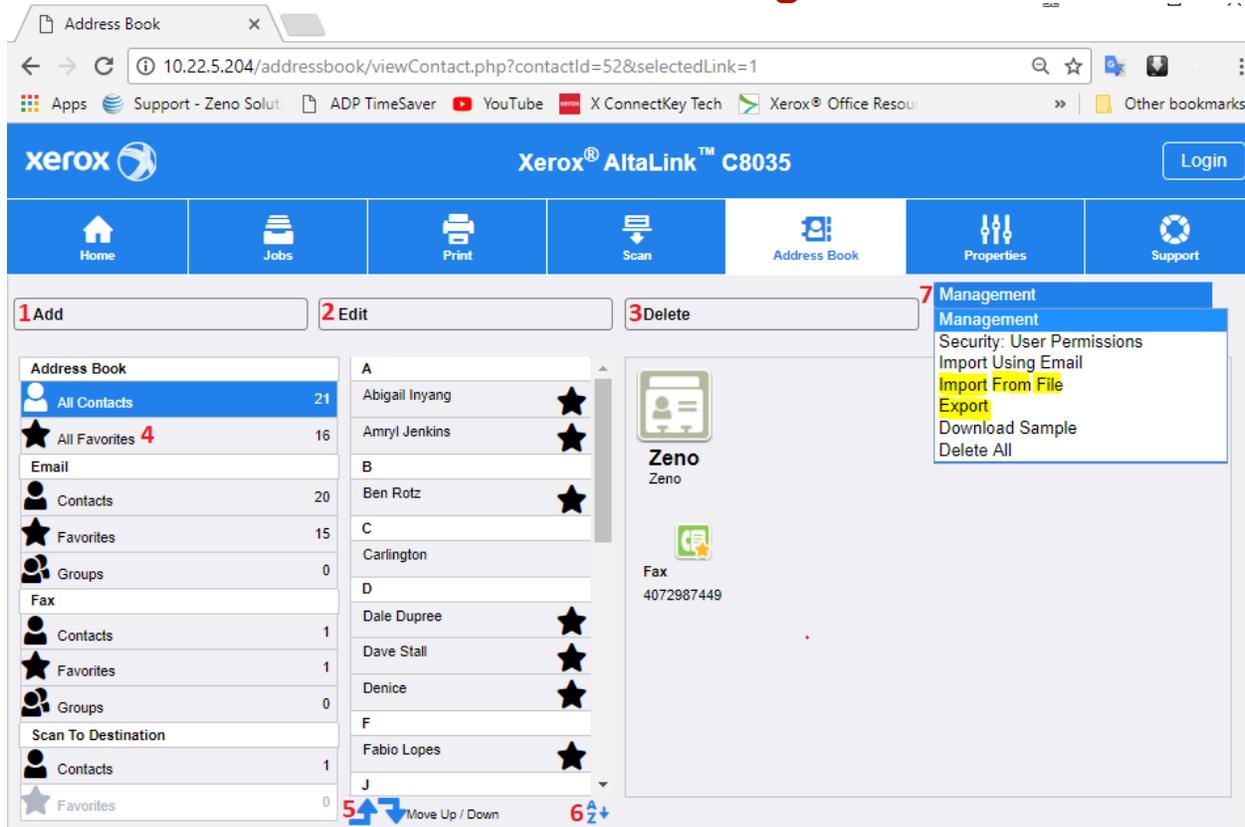


XEROX

Address Book Management



1. Open Internet Explorer > in Address Field Type IP Address > press Enter. Now in Centroware Internet Services.
2. Click Address Book Tab.
3. To Add a New Contact > click Add (1), > type the Contact Name in the *Display Name field ONLY.
4. For Email: Go down to Email field & type the email address > (click the  Add E-mail Favorite Star button.  to appear in the Favorites Screen).
5. For FAX: Go down to Fax field and enter the Fax number > (click the  Add Fax Favorite Star button  to appear in the Favorites Screen).
6. To Delete (2) a Contact > Highlight the Contact > click Delete button.
7. To Edit (3) a Contact > Highlight the Contact > click Edit and make changes > Scroll to the bottom > press Save button.
8. Scroll down and select Save and Add Another.
9. Follow these steps to make any other changes or additions.
10. Now Click  All Favorites (4) > to Move Up / Down (5) a particular contact or Alphabetize (6) the entire List.
11. To Export the Address Book: > click Management (7) > click Export > follow the prompts > select a location to save file to > OK
12. To Import the Address Book: > click Management (7) > click Import From File > follow the prompts > Browse & select location where file save to > Insure to check  Replace existing Device Address Book with the new contacts. > click OK.
13. Close the Internet Explorer.