<b>EXERCISE</b> <b>XERXOX</b> <b>VersaLink Address Book Mar</b>	xerox 🔊
← → Ů ŵ ▲ Not secure   https://10.22.41.48 ← ☆ ◎ ⑧ ↓ □ ᡤ (Not syncing ) ···	
🤹 PS Resources 🛭 🛜 ZX Knowledgebase 🗋 Cust Trng Resources 🗉 Xerox IT Self-Help 🚦 Office365	Login > Cther favorites
Xerox <sup>®</sup> VersaLink <sup>®</sup> C405DN MFP	Log In
A Home	0
Add Group	Advanced
All Contacts	۷.
1 Open the Web Browser > in Address Field Type the IP Address	> press Enter. The EWS interface onens
<ol> <li>Click Address Book &gt; To Login &gt; in User ID field: type admin &gt; in Password field: type 1111 &gt; Click Login.</li> </ol>	
3. To Add a New Contact > click Add Contact >	
4. To enter a name > click the First Name &Last Name > or Company field > then enter the details.	
Enter the contact details.	
1. To add an Email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the click the Email Plus icon (+)> enter an email address to the contact > click the Email Plus icon (+)> enter an email address to the click the click the email Plus icon (+)> enter an email address to the click the click the email Plus icon (+)> enter an email address to the click the click the email Plus icon (+)> enter an email address to the click the email Plus icon (+)> enter an email address to the click the email the email plus icon (+)> ent	ress.
<ol> <li>To add a Fax number to the contact &gt; click the FAX Plus icon (+)&gt; enter a fax number.</li> </ol>	George Smith
3. To mark the email address or fax number as a Favorite > click the <sup>3</sup> Star icon.	George Smith
<ol> <li>To save the contact &gt; click OK.</li> </ol>	Orlando Health Pharmacy
	Global Favorite
To edit or delete contacts:	Email
<ol> <li>From the Address Book &gt; select a contact.</li> </ol>	George.Smith@orlandohealth.com
2. To edit contact information, perform the following steps.	Fax 🛔 🌢
a. Click the contact name or contact information > edit as needed.	4071234567
b. To Clear contact information > click the Trash icon.	Special Characters
<ul> <li>c. To save the changes &gt; click <b>UK</b>.</li> <li>To Remove the collected contract &gt; click <b>Delete</b>. At the prompt &gt; click <b>Delete</b>.</li> </ul>	Network (SMB)
Close the Web browser	FTP +
Delete Cancel CANCEL	
To Export   Import   Delete all contacts from the Address Book	

- 5. To Export the Address Book: > click Advanced > click Export.csv > follow the prompts > select a location to save file to > OK
- 6. To Import the Address Book: > click Advanced > click Import.csv > follow the prompts > Browse & select location to file save to > Insure to check Replace existing Address Book with the new contacts > click OK.
- 7. To Delete All Contacts: > click Advanced > click Delete All Contacts > "No items to display" appears.
- 8. Close the Internet Explorer.