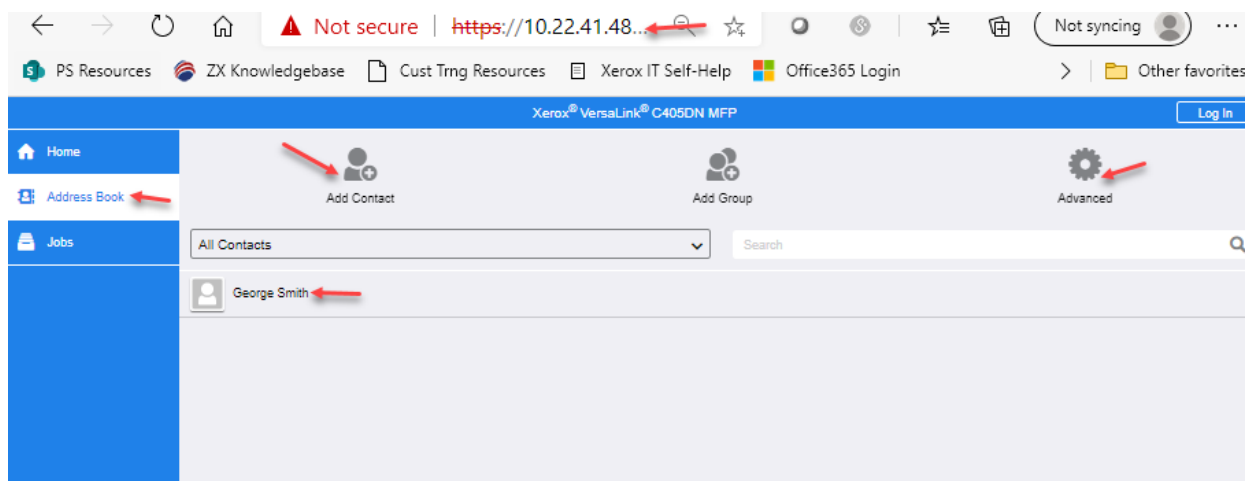



XEROX

VersaLink Address Book Management

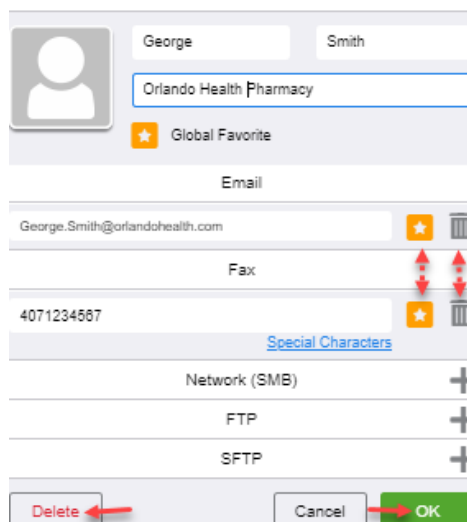


1. Open the **Web Browser** > in **Address** Field Type the **IP Address** > press **Enter**. The **EWS** interface opens.
2. Click **Address Book**.
3. To **Add** a **New Contact** > click **Add Contact** >
4. To enter a name > click the **First Name & Last Name** > or **Company** field > then enter the details.

Enter the contact details.

1. To add an **Email** address to the contact > click the **Email Plus icon (+)** > enter an **email** address.
2. To add a **Fax** number to the contact > click the **FAX Plus icon (+)** > enter a **fax** number.
3. To **mark** the **email** address or **fax** number as a **Favorite** > click the  **Star** icon.
4. To **save** the contact > click **OK**.

George Smith



To edit or delete contacts:

1. From the Address Book > select a contact.
2. To edit contact information, perform the following steps.
 - a. Click the contact name or contact information > **edit** as needed.
 - b. To **Clear** contact information > click the **Trash** icon.
 - c. To save the changes > click **OK**.
3. To **Remove** the selected contact > click **Delete**. At the prompt > click **Delete**.
4. Close the Web browser.

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.