Xerox WorkCentre – Export Address Book Instructions

See page 2 for instructions. If you have folders included in the address book, see the steps below:

- 1. Once the **address book** has been **exported** as a **.csv** file
- 2. **Open** it in **Excel** and go the **V column** (ScanLoginPassword) and type the valid password for each folder
- 3. Save the file
- 4. **Import** to new device.



XEROX Address Book Management

Centreware XER		OX WorkCentre 7845				
Status Jobs Print Sca	in Addres	ss Book	Properties	Support		
Add 1 🔀 De	lete 2	🖌 Edit	3	7 Mana Secu Impo	it Using Email	
Address Book		All Favorites		Expo	Export	
All Contacts	10	Allen Everett		Down	Download Sample	
🗙 All Favorites 4	10	Deb Merci	uno	文		
Email		Dr. Ellen 8 Frin Hamilton-Mullin 8 Food Service		*	★ Allen Everett ★ Allen Everett	
Contacts	8			*		
Favorites	8			*		
¢		Helo Desk		*	*	
Contacts	2	2 Kristine Kirstein 2 Sarah Stephens 3 Sherri Hakemian 3 Sylvia Powell 4			<pre> Email aeveret3@jhmi.edu ★</pre>	
Favorites	2			*		
Groups	0			*		
Scan To Destination				*		
Contacts	0			*		
+ Favorites	0					

- 1. Open Internet Explorer > in Address Field Type the ARMT or IP Address > press Enter. Now in Embedded Web Services.
- 2. Click Address Book Tab.
- 3. To Login > in User ID field: type admin > in Password field: type 1111 > Click Login.
- 4. To Add a New Contact > click Add (1), > type the Contact Name in the *Display field ONLY.
- 5. For Email: Go down to Email field & type the email address > (click the Add E-mail Favorite Star button.
- 6. For FAX: Go down to Fax field and enter the Fax number > (click the Add Fax Favorite Star button Favorite Star button Favorite Screen).
- 7. To Delete (2) a Contact > Highlight the Contact > click Delete button.
- 8. To Edit (3) a Contact > Highlight the Contact > click Edit and make changes > Scroll to the bottom > press Save button.
- 9. Scroll down and select Save and Add Another.
- 10. Follow these steps to make any other changes or additions.
- 11. Now Click All Favorites (4) > to Move Up / Down (5) a particular contact or Alphabetize (6) the entire List.
- 12. To Export the Address Book: > click Management (7) > click Export > follow the prompts > select a location to save file to > OK
- 13. 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.
- 14. Close the Internet Explorer.