



XEROX Address Book Management

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 to appear in the **Favorites** Screen).
6. 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).
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.