

Create an address book in an application that can save files as CSV (Comma Separation Value) format. The entries in the red circle must be entered as shown.

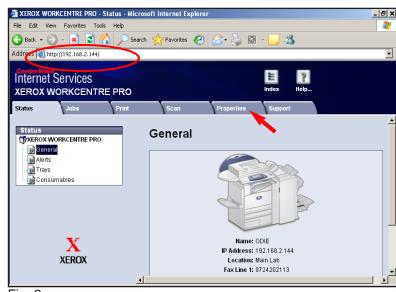


Fig. 2
Obtain the IP address of the WorkCentre Pro C3545 from the machine configuration report or IT Administrator. Open your Internet browser and enter the IP address in the Address field. The Home page will be displayed. Click **Properties**.

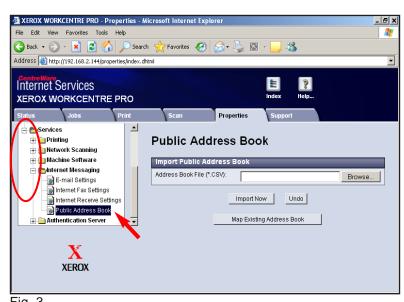


Fig. 3
Click Services and Internet Messaging folder to expand. Click
Public Address Book.

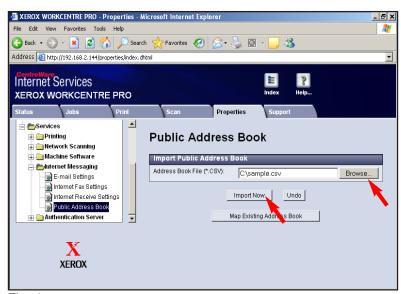


Fig. 4
Click **Browse**. Browse to the folder where you saved your CSV file. Click **Import Now**.

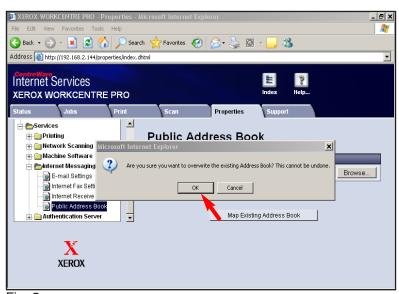


Fig. 5 Click **OK**.

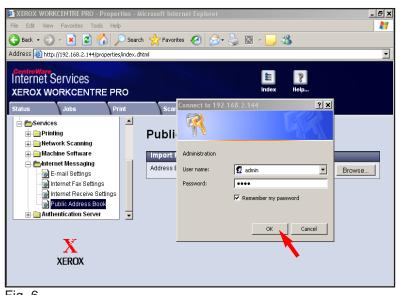


Fig. 6
Enter the User name and Password. Click **OK**. (See the System Administrator CD for the default User name and Password)

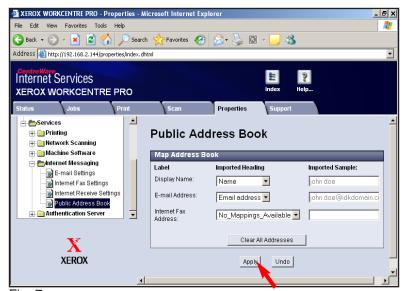


Fig. 7
Click Apply.

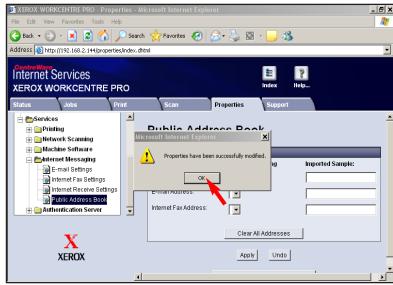


Fig. 8 Click **OK**.

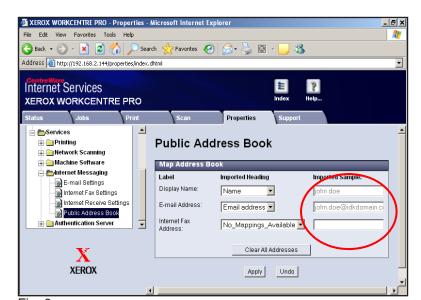


Fig. 9
Make sure the information in the imported sample fields match the first entry in your CSV file.

XEROX® Public Address Book Setup - 2 of 2

Quick Start Guide





WorkCentre Pro C2128/C2636/C3545