

# Customer Tips

dc08cc0444  
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*... for the user*

## *How To:* *Xerox Address Book Manager*

This document is supported by these Xerox products:

X	4110
X	4112/4127
X	4595
X	Phaser 3635 MFP
X	WC/Pro 123/128
X	WC/Pro 2xx Series
X	WC 4118
X	WC 4150
X	WC 4260
X	WC 5030/5050
X	WC 5225/5230
X	WC 56xx Series
X	WC 7232/7242
X	WC 73xx Series
X	WC 7655/7665/7675
X	WC BookMark 40/55
X	WC M20 / M20i

### Purpose

The Address Book Manager allows a customer to create or import an address book, add, modify or delete entries, and save the address book in product specific formats that can be imported into selected Xerox products. Customers may convert address books from one product format to another so that they may easily share the same data between devices.

### High Level Description

This document describes a PC based tool that can be used to manage a customer's Public Address Book file for selected Xerox products. Xerox products have multiple address books and formats depending upon the product type or family. To make it easier to create/edit address books and share them between products currently being sold by Xerox is the Xerox Address Book Manager. Within the application address books can be modified and/or created via the use of CSV (Comma-separated values) files which are commonly used by applications such as Microsoft Excel<sup>®</sup>, and OpenOffice.org<sup>®</sup> Calc, or text editor.

The main features of the Address Book Manager are:

- Downloading a sample address book for a specific Xerox product which can be modified using an editor or spreadsheet and then imported into a product using the product's Remote (Web) interface.
- Converting an address book from one Xerox product to a different Xerox product.
- Creating an address book from scratch and saving it in a specific Xerox product format.
- Allowing an existing Xerox product's address book to be read and modified by adding, deleting and/or modifying entries.
- Importing a generic file created from an external source, allowing for fields to be mapped to a supported format and saved as a specific Xerox product format.

## Installation of the Address Book Manager

The Address Book Manager can be used by Xerox customers on an as-needed basis. Please contact your local Xerox representative for more information.

### Get a Sample Address Book



This feature allows you to download a product-specific Address Book template in the form of a CSV file. The CSV files can then be easily viewed and edited using the 'Edit an existing file' feature within the Address Book Manager. A template includes the fields required by the device along with their corresponding headings. Also included in the template is an example entry for each field and the format of the file. When editing a template you must either remove the example entry or replace the information contained within those fields.

With the template file you have the ability to easily enter the information needed which can then be uploaded to the device. This feature also allows you to more easily create an address book for those products that may have traditionally only allowed you to enter the information using the local user interface.

Please follow this procedure to obtain an address book template file:

1. Open the Xerox Address Book Manager tool.
2. Click on the 'Get a Sample Address Book' button.
3. Select a Xerox product from the list provided and click Save.
4. Save the file to a location of your choosing and select Save.
5. If you would like to save another template you may do so now. If not, close all windows that remain open.
6. Browse to the location where the CSV file was placed and open the file with a spreadsheet application or text editor.
7. Using the format included under the headers add the entries you would like to include in the Address Book.
8. After all entries have been entered save the file as a CSV file. Do NOT change the file type; doing so will cause the file to become incompatible with the intended device.
9. You may now import the CSV file into the selected device. See Appendix A to locate where on the device's internal web page the file can be uploaded.

### Convert File to be Used on a Different Machine



This feature gives the customer the ability to interact with various product-specific Address Book file formats. This includes the ability to read and write (import / export) files to easily convert an Address Book from product A to product B (each having a unique Address Book format). Such conversions can be complex given the various Address Book formats, variations on the valid data for each field (based on product), and on field length (i.e. number of all valid characters), etc. The valid fields for each product type and their mapping can be found in the Appendix B of this document.

#### From Supported Device Format to Supported Device Format

Please follow this procedure to convert an address book from a supported product format to another supported product format.

**Note:** It is assumed that the Address Book file you are converting from has been exported from the device and placed in a location where it can be accessed.

1. Open the Xerox Address Book Manager tool.
2. Click on the 'Convert file to be used on a different machine' button.
3. Within the 'ConvertFile' window **[Browse...]** to where the existing address book file resides, select the file' and click **[Open]**.
4. Select a Xerox product from the 'File is Formatted for:' list that coincides with the file browsed to in step 3.
5. Select a Xerox product from the 'Convert File to:' list and click **[Convert]**.
6. The file will then be converted and you will be brought to the Format window.  
**Note:** If there is an error in an entry being converted you will receive a descriptive error prompting you to take action. Depending on the error the choices of actions available may differ. Once an action is chosen click **[Proceed]** to continue.
7. From this screen you have the ability to update the new file by Adding a New Name, editing a name, or deleting an entry. (option)  
**Note:** To Edit or Delete an entry select the entry and press the appropriate button.
8. When you are finished with the entries select either **[Save]** or **[Save As...]** and then **[Close]** the window.
9. You may now import the CSV file into the device for which the format is specified. See Appendix A to locate where on the device's internal web page the file can be uploaded.

## Unknown Format to Supported Device Format

Please follow this procedure to convert an unsupported address book file format, or any CSV file that contains names, email addresses, and/or other information to a supported product format. This is a helpful tool when converting an older device's address book to one supported by the Address Book Manager.

### Tip / Recommendation

If converting a CSV file of an unknown format for use on multiple device types, first convert the file to one device format, then use the newly created file and choose the 'Convert file to be used on a different Machine' feature to convert to the next format.

1. Open the Xerox Address Book Manager tool.
2. Click on the 'Convert file to be used on a different machine' button.
3. Within the 'ConvertFile' window **[Browse...]** to where the CSV file resides, select the file' and click **[Open]**.
4. Select 'Unknown Format' from the '**File is Formatted for:**' list.
5. Select a Xerox product from the '**Convert File to:**' list and click **[Convert]**.
6. Within the mapping window:
  - a. If prompted, choose to either import or not import the first row of the CSV file. If the file has a header row select '**Yes (Do not import first row)**'.
  - b. Within the '**Map Your Address Book File**' section map the information within the CSV file to the format for the device you are converting to. This is done by matching the new format heading under the 'Label' section to the CSV files header rows under the 'Import Heading' section. If you are not given the 'Import Heading' section, match the information within the 'Label' section to your file's information contained within the 'Import Sample' section.  
**Note:** When 'No Mapping Available' is selected that content is NOT included in the converted file.

- c. Select **[Next]** which will convert the file and if successful will cause a window to open that will show you the converted file.
7. From this window you have the ability to update the new file by Adding a New Name, editing a name, or deleting an entry. (option)  
**Note:** To Edit or Delete an entry select the entry and press the appropriate button.
8. Once the file is ready select either **[Save]** or **[Save As...]** and save the file to the default location or to a location of your choosing. Within this step you can also choose to keep the default name or create a more descriptive name.
9. Then click **[Close]** to close the window. If you are converting another file you may do so now or close all remaining windows.
10. You may now import the CSV file into the device for which the format is specified. See Appendix A to locate where on the device's internal web page the file can be uploaded.

## Manually Build and Download a New File



The Xerox Address Book Manager will allow you to create a new product-specific address book, using the Manager itself as the editor in which to specify the various fields. You can enter multiple entries and store them to a file once complete.

Please follow this procedure to manually build and save a new address book file:

1. Open the Xerox Address Book Manager tool.
2. Click on the 'Manually build and download a new file' button.
3. Choose a product from the 'Pick a Machine Format' window and select **[Next]**.
4. Choose 'Add New Name...' to add the first entry.
5. Enter all of the necessary information for that product and click **[OK]**.
  - a. If there are no errors proceed to step 6.
  - b. If there is an error with the information that was entered you will see an  in the affected field. To fix the error highlight the row in which the error occurs and select **[Edit Name...]**, the X will appear next to the affected field.
6. If you would like to add another entry, select **[Add New Name...]** or **[Edit Name...]** to edit any entry.
7. Once all information has been entered, select either **[Save]** or **[Save As...]** and save the file to the default location or to a location of your choosing. Within this step you can also choose to keep the default name or create a more descriptive name.
8. Select **[Close]** to close the window.
9. If you would like to create an address book for another product choose it from the 'Pick a Machine Format' window or else close all remaining 'Address Book Manager' windows.
10. You may now import the CSV file into the device for which the format is specified. See Appendix A to locate where on the device's internal web page the file can be uploaded.

## Edit an Existing File



The Xerox Address Book Manager will allow you to read and modify an existing address book for one of the supported product types.

Please follow this procedure to manually edit an existing address book:

1. Open the Xerox Address Book Manager tool.
2. Click on the 'Edit an existing file' button.
3. Within the 'Pick a Machine Format' window **[Browse...]** to where the existing address book file resides, select the file' and click **[Open]**.
4. Then select the product that corresponds with the address book file selected in step 3 and click **[Next]**.

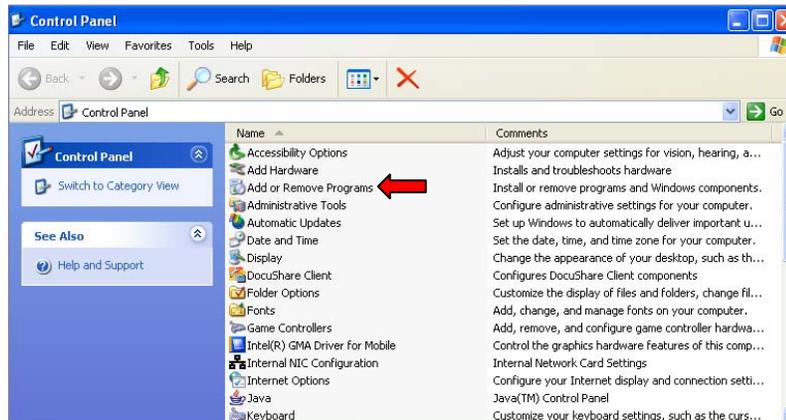
**Note:** If there is an error in an entry being uploaded you will receive a descriptive error prompting you to take action. Depending on the error the choices of actions available may differ. Once an action is chosen click **[Proceed]** to continue.

5. Once the file has been uploaded you may either **[Add New Name...]** to add a new entry, **[Edit Name...]** to update an entry, or **[Delete]** to delete an entry.
6. Once the file has been updated select either **[Save]** or **[Save As...]** and save the file to the location where the file was retrieved in step 3 or to a location of your choosing. Within this step you can also choose to keep the default name, create a more descriptive name, or save the file with the same name.
7. Select **[Close]** to close the window.
8. If you would like to update another address book return to step 3 or else close all remaining 'Address Book Manager' windows.

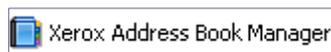
## Uninstalling the Address Book Manager

The following procedure will allow you to completely remove the Xerox Address Book Manager from your system.

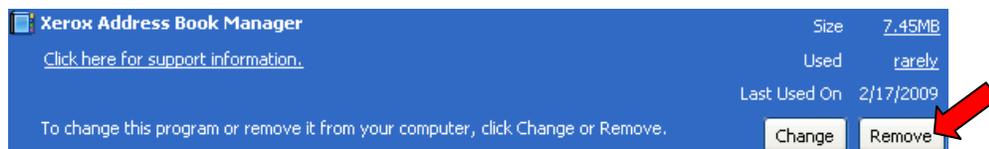
1. Select 'Start' → 'Control Panel'.
2. Double-click on the 'Add or Remove Programs' item.



3. Click on the 'Xerox Address Book Manager' entry.



4. Click on the 'Remove' button.



5. When asked "Do you want to completely remove the selected application and all of its features?" click on the 'Yes' button' which will start the uninstall procedure.
6. Click 'Finish' when the uninstall process has completed.

## Appendix A – Device Address Book Import/Export Locations

The following table describes the location where Address Book Import and Export functions appear on the stated device's internal web page. These procedures assume that you have gained entry into the internal web page.

Product Name	Procedure
4110	Properties tab → Address Book
4112/4127	Properties tab → Address Book
4595	Properties tab → Address Book
Phaser 3635MFP Email Book	Properties tab → Services → E-mail Settings → Local Address Book
Phaser 3635MFP Fax Book	Properties tab → Services → Fax → Fax Phone Book
WorkCentre 2xx Series	Properties tab → Services → Internet Messaging → Public Address Book
WorkCentre 4118	Properties tab → Services folder → Fax Settings folder → Fax Phone Book
WorkCentre 4150 Email Book	Properties tab → Services → E-mail Settings → Local Address Book
WorkCentre 4150 Fax Book	Properties tab → Services → Fax → Fax Phone Book
WorkCentre 4260 Fax Book	Properties tab → Services → Fax → Fax Phone Book
WorkCentre 4260 Email Book	Properties tab → Services → E-mail Settings → Local Address Book
WorkCentre 5030/5050	Properties tab → Services → E-mail → Public Address Book
WorkCentre 5225/5230	Properties tab → Services folder → E-mail folder → Public Address Book
WorkCentre 56xx Series Version up to and including 2x.113.02.032	Properties tab → Services → E-mail → Public Address Book
WorkCentre 7232/7242	Properties tab → Services folder → E-mail folder → Public Address Book
WorkCentre 73xx Series	Properties tab → Services folder → E-mail folder → Public Address Book
WorkCentre 76xx Series Version up to and including 040.033.53040	Properties tab → Services → E-mail → Public Address Book
WorkCentre 76xx Series Version 040.033.53087 and greater	Public Address Book Tab
WorkCentre BookMark 40/55	Properties tab → Services → Internet Messaging → Public Address Book
WorkCentre M20/M20i Email Address Book	Properties tab → Services folder → Fax Settings folder → Fax Phone Book
WorkCentre M20/M20i Fax Address Book	Properties tab → Services folder → Fax Settings folder → Fax Phone Book
WorkCentre Pro 123/128	Properties tab → Address Book

## Appendix B – Device Field Mapping / Caveats

The following tables describe the various fields that are mapped for each device's address book.

**Important:** Passwords can be entered into the CSV file for import, but due to security reasons the passwords cannot be exported from the device.

### WorkCentre 7232/7242, 73xx Series, 123/128, 5225/5230

**Note:** When converting an address book file that has email addresses but no iFax entries to these product file formats, the conversion process will create two entries, one for the email address and a second for the iFax entry. When the conversion takes place you may receive a warning message if an iFax entry within the originating file is blank. The message states “The following entry only contains a Friendly Name.” It is recommended that within the ‘Warning’ window that you select the ‘Delete this and all similar entries’ option and select the ‘Proceed’ button. Choosing this option will delete the iFax entry only; it will NOT delete the email entry. Thus, you will have the ability to convert more entries up to the address book limit of 999 entries.

Address Book Manager Fields	Product Unique Fields	Feature Relevance	Length in Characters	Supported Characters
Friendly Name	MFCN	All	18	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Feature	MFADDRT	All Only shown on Add / Edit / Delete screen	6	“FAX”, “IFAX”, “EMAIL”, “SERVER”
Index	MFDN	All	4	“0001” to “0999”
E-Mail Address	MFMAIL	MAIL	128	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ \ ] ^ _ {   } ~
Fax Phone Number	MFFAX	FAX	128	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ \ ] ^ _ {   } ~ <space>
Internet Fax Address	MFIFAX	IFAX	128	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ \ ] ^ _ {   } ~
Scan Protocol	MFSVRT	SERVER	6	“FTP”, “SMB”
Scan Server	MFSVRADDR	SERVER	64	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Server Port	MFPORT1	SERVER	2 bytes	1 to 65535
Scan SMB Share	MFVOLUME	SERVER	64	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.

Scan Path	MFPATH	SERVER	128	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Username	MFUSER	SERVER	97	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Password	MFPASSWD	SERVER	32	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.

4110, 4112 / 4127, 4595

Address Book Manager Fields	Product Unique Fields	Feature Relevance	Length in Characters	Supported Characters
Friendly Name	MFCN	All	18	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Feature	MFADDRT	All Only shown on Add / Edit / Delete screen	6	"FAX", "IFAX", "EMAIL", "SERVER"
Index	MFDN	All	4	"0001" to "0999"
E-Mail Address	MFMAIL	MAIL	128	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ \ ] ^ _ {   } ~
Scan Protocol	MFSVRT	SERVER	6	"FTP", "SMB"
Scan Server	MFSVRADDR	SERVER	64	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Server Port	MFPORT1	SERVER	2 bytes	1 to 65535
Scan SMB Share	MFVOLUME	SERVER	64	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.

Scan Path	MFPATH	SERVER	128	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Username	MFUSER	SERVER	97	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.
Scan Password	MFPASSWD	SERVER	32	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ and uncommon characters within ASCII Extended CP1252.

### WorkCentre 56xx, 76xx, 2xx, 5030/5050, BookMark 40/55

**Note:** If iFax is enabled on a device you are importing an address book file into, and the address book does not contain iFax entries, at the device ensure you select the "No Mappings Available" option for iFax from the mapping screen before selecting 'Apply'.

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Friendly Name	Name	1-251	All alpha-numeric characters plus: <space>! " # \$ % & ' ( ) * + , - / : ; = ? @ [ ] ^ _ {   } ~ also uncommon characters within the ISO 8859-15 standard with decimal values from 160-255.
E-Mail Address	E-Mail Address	0-253	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ ] ^ _ {   } ~
Internet Fax Address	Internet Fax Address	0-253	All alpha-numeric characters plus: ! " # \$ % & ' ( ) * + , - / : ; < = > ? @ [ ] ^ _ {   } ~

### WorkCentre 4150, WorkCentre 4260, Phaser 3635MFP Fax Address Book

**Max Limits:** 200 Fax entries; 100 Group entries.

**Note:** The WorkCentre 4150 device does not allow duplicate entries to be imported.

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Speed Dial	Index	3	0-199
Friendly Name	Name	20	All alpha-numeric characters plus: <space> # & ' * + - . / <b>Note:</b> Do not use a comma to separate first and last names.
Fax Phone Number	Tel Number/ Group Number	25	Valid characters: 0 1 2 3 4 5 6 7 8 9 # * P

Groups	Name	20	All alpha-numeric characters plus: <space> # & ' * + , - . /
Speed Dial	Index	3	0 - 99

### WorkCentre 4150 Email Address Book

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Friendly Name	Name	64	All alpha-numeric characters plus: # & ' * + - . / : ; < = > ? @ [ \ ] ^ _  <i>Note: Do not use a comma to separate first and last names.</i>
E-Mail Address	Address	128	All alpha-numeric characters plus: # & ' * + , - . / : ; < = > ? @ [ \ ] ^ _
	phone	24	- 0 1 2 3 4 5 6 7 8 9

### WorkCentre 4260 and Phaser 3635MFP Email Address Book

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Friendly Name	First Name	64	All alpha-numeric characters plus: # & ' * + , - . / : ; < = > ? @ [ \ ] ^ _
E-Mail Address	E-mail Address	128	All alpha-numeric characters plus: # & ' * + , - . / : ; < = > ? @ [ \ ] ^ _
	Phone No	24	- 0 1 2 3 4 5 6 7 8 9

### WorkCentre M20 / M20i Email Address Book

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Friendly Name	First Name	64	All alpha-numeric characters plus: <space> # & ' * + , - . /
E-Mail Address	E-mail Address	128	All alpha-numeric characters plus: # & ' * + , - . / : ; < = > ? @ [ \ ] ^ _

### WorkCentre M20/M20i, 4118 Fax Address Book

Address Book Manager Fields	Product Unique Fields	Length	Supported Characters
Friendly Name	Name	20	All alpha-numeric characters plus: <space> # & ' * + , - . /
Fax Phone Number	phone_number	46	0 1 2 3 4 5 6 7 8 9 # * P

## Additional Information

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>.

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: [USA.DSSC.Doc.Feedback@mc.usa.xerox.com](mailto:USA.DSSC.Doc.Feedback@mc.usa.xerox.com).

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.office.xerox.com/support/dctips/dctips.html> .

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