

Set up the Public Address Book – Xerox 5135/5150

The Public Address book is a .CSV file that contains a list of user names and e-mail addresses. The book can have up to 200,000 entries, and should contain two columns. The heading in Column A should be **Name** and the heading in Column B should be **Address**. The first letter in the headings should be uppercase. Enter e-mail recipient names in the Name column and their e-mail addresses in the Address column. If the address book is modified, it will need to be uploaded again for the changes to take affect on the printer.

To create the Public Address Book:

1. Open an application that supports .CSV files, for example Microsoft Excel.
2. Create a list of addresses with headings, for example: name and address.

NOTE: The name and address should be in two separate fields. Column A should have the name; Column B should have the e-mail address. Also, do not use punctuation to separate the name; only spaces should be used. The machine will only search for the first name in the Name column. To search for last name, enter in the Last name, First name format.

3. Save the file with the file type as .CSV, comma delimited.

To import the Public Address Book:

1. From the computer, open an Internet browser window.
2. Enter the IP address of the printer in the **Address** field, and then press [Enter] on the keyboard. The CentreWare Internet Services window will be displayed.

NOTE: If the CentreWare Internet Services window fails to display, repeat step 2 but enter:

http://xxx.xxx.xxx.xxx/index.dhtml, where xxx.xxx.xxx.xxx represents the IP address of the printer.

3. Click on [Properties] in the directory tree or the tab.
4. Click on [Services].
5. Click on [E-Mail].
6. Click on [Public Address Book].
7. Click on [Browse].
8. Browse to the location of the saved .csv file, highlight the .csv file, and then click on [Open].
9. Click on [Import Now].

NOTE: If an address book already exists a warning will be displayed stating that the new import will overwrite the existing address book.

10. If prompted, enter the user name and password in the fields provided, and then click [OK].

NOTE: The default username is admin and the default password is 1111.

11. Click [OK] to import the address book.
12. Click on [Apply New Settings]. A 'Properties have been successfully modified' message will be displayed.
13. Click [OK].

To test the Public Address Book:

1. From the printer, select [E-Mail] or [Internet Fax] button on the Touch Screen. If necessary, you may have to select the [All Services] button first.
2. Select the [To...] button.
3. If LDAP is enabled, select the [Change Address Book] button and make sure that 'Address Book: Public' is displayed.
4. Enter the first few characters of the recipient's name, and then select [Enter]. The Public Address book will be displayed with the search results of the recipient's name.
5. Select the required address from the list, and then select [Add].
6. Select [Done].
7. Place a document face-up in the Automatic Document Handler and then press the [Start] button on the Control Panel.
8. Contact the recipient to make sure they receive the image in their e-mail.