

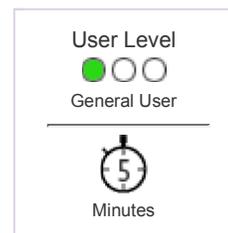


### Solutions for : How To Create or Add an Individual Entry to the Device Address Book

#### Solution : Create or Add an Individual Entry to the Device Address Book From the Touch Screen

The Device Address Book can contain up to 5,000 contacts. If the Add button is unavailable, the address book has reached its limit.

Before you can use this feature, your System Administrator must enable Create/Edit Contact from Touch Screen for All Users. See the [Related Items](#) below for additional information.



#### To add a recipient to the Device Address Book:

1. Press the [Services Home] button on the Control Panel, and then select [E-mail] on the Touch Screen.
2. Select [New Recipient].
3. Select the **Enter e-mail address and select Add** field, then use the keyboard to type the e-mail address.
4. Select the [Add to Address Book] icon.
  - To add the recipient to the address book, select [Create New Contact].
  - To add the new recipient information to an existing address book contact, select [Add to Existing Contact].
5. To add name and company information for the new entry, to the right of the contact field, select the [i] button.
  - a. Enter a name into the First Name, Last Name, or Company field, and then select [OK].

**NOTE:** The first entry into one of the fields becomes the display name for the contact information.

- b. Enter names into the remaining fields, and then select [OK] after each entry.
6. At the Additional Contact Information page, select [OK].
7. To enter a fax number for the contact, to the right of the green fax icon, select the field.
8. Select [Enter Fax Number], use the alphanumeric keypad to enter the number, and then select [OK].
9. To enter an Internet fax number for the contact, to the right of the blue Internet Fax icon, select the field. Select [Enter Internet Fax Number], use the alphanumeric keypad to enter the number, and then select [OK].
10. To mark a contact as a favorite, to the right of the global address book, e-mail, fax, or Internet fax fields, select the corresponding star.
11. To save the contact to the Device Address Book, select [OK].

#### To add a recipient to the Device Address Book using the Fax feature:

1. Press the [Services Home] button on the Control Panel, and then select [Fax] on the Touch Screen.
2. Select the **Enter Fax Number** field, then use the keyboard to type the fax number.
3. Select the [Add to Address Book] icon.
  - To add the recipient to the address book, select [Create New Contact].
  - To add the new recipient information to an existing address book contact, select [Add to Existing Contact].

4. To add name and company information for the new entry, to the right of the contact field, select the [i] button.
  - a. Enter a name into the First Name, Last Name, or Company field, and then select [OK].

**NOTE:** The first entry into one of the fields becomes the display name for the contact information.

- b. Enter names into the remaining fields, and then select [OK] after each entry.
  - c. At the Additional Contact Information page, select [OK].
5. To add an e-mail contact for the recipient, select the field to the right of the e-mail icon.
  - a. Select [Enter E-mail Address].
  - b. Enter a valid e-mail address.
  - c. Select [OK].
6. To enter an Internet fax number for the contact, to the right of the blue Internet Fax icon, select the field. Select [Enter Internet Fax Number], use the alphanumeric keypad to enter the number, and then select [OK].
7. To mark a contact as a favorite, to the right of the global address book, e-mail, fax, or Internet fax fields, select the corresponding star.
8. To save the contact to the Device Address Book, select [OK].

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