LOFFLER

Xerox AltaLink: Add/Edit or Delete Contacts

Add a New Contact at the copier

1.	Select the **Home** button on the front panel and select the **Email** icon.	
2.	Select **Manual Entry.** Note: If the **Manual Entry** icon doesn't appear, select the **Add Recipient** button, Add Recipient then **Manual Entry**.	Manual Entry
3.	Enter the contact's email information.	To: Jane.Doe@loffler.com ✓ Add
Note: Use the bottom row of the keyboard to enter special characters and use shortcuts. Help key to show how to access other language symbols [-} · Áá · Space · @ · .com · ▲ · < · > · ENG Toggles between upper and lower case · Inserts a space · Inserts the @ symbol · Moves the cursor left or right. · Changes the language of the keyboard	
4.	Select the **Address book** icon.	To: Jane.Doe@loffler.com ✓ Add
5.	Select **Create New Contact**.	Add to Device Address Book Create New Contact · Add to Existing Contact
6.	The email field should show. Select the people icon field to change the display name.	Create New Contact ✓ OK Jane.Doe@loffler.com Jane.Doe@loffler.com
7. **8.**	Enter the name to display in address book. Select **OK** to save and close the **Edit Display Name**.	Edit Display Name ✗ Jane D ✓ OK 1 2 3 4 5 6 7 8 9 0 ( ) q w e r t y u i o p /
9.	Select **OK** to save.	Create New Contact ✓ OK Jane Doe jane.doe@loffler.com
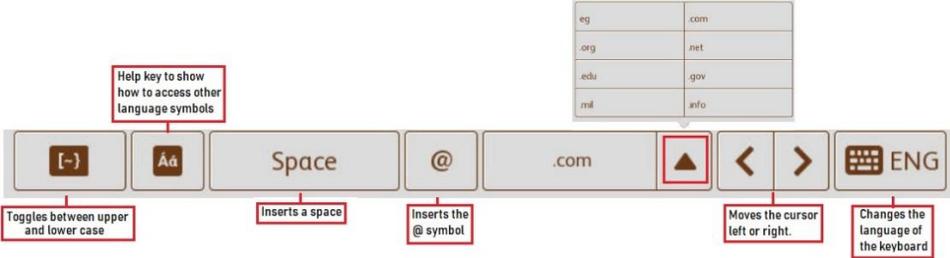
LOFFLER

Add a New Contact using the Embedded Web Server

1.	At a computer, open a browser and enter the IP address of the AltaLink. Note: The IP address can be found in the top left corner of the home screen.	https:// XX.XX.XX.XXX Login
2. **3.**	Enter the **Username** and **Password** for the copier. Select **Login**.	Login User ID admin Password •••• Login
4.	Select the **Address Book** icon.	Xerox® AltaLink® B8045 Address Book
5.	Select the **Add** button to add a new contact.	Add
6.	Populate necessary fields, i.e. First and Last Name, Display Name [name that appears in contact list], email and/or fax. Note: If the entry is a favorite, select the appropriate favorite button at the right of the entry fields.	First Name Last Name Company Display Name * Global Favorite Email Email Favorite Fax Fax Favorite ☐ Show Dialing Characters
7.	Select the **Save** button	Save
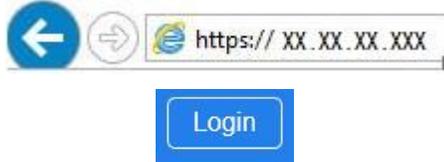
Edit a Contact at the Copier

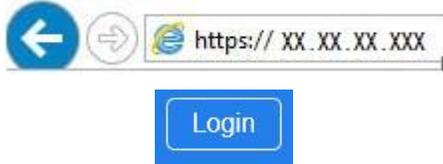|	
1. Select the **Home** button on the front panel to display the home screen. **2.** Select the **Email** icon.	
3. Select **Device Address Book.** Note: If the **Device Address Book** icon doesn't appear, select the **Add Recipient** button, then **Device Address Book**.	
4. Select the **i** button next to the recipient name.	
5. Select which field to edit.	
6. Make the changes and select **OK** to save and close the window.	
7. Select **OK** to close the **Details** window and OK to close the Contacts window.	

Edit a Contact using the Embedded Web Server

1. Select the contact from the list and press **Edit**.	
2. Edit the fields as required. **3.** Select the **Save** button to save the changes.	

4/15/2020

LOFFLER

Delete a contact using the Embedded Web Server

A contact cannot be deleted at the copier. Log into the remote user interface to delete a contact from the address book.

1. Open a browser and enter the IP address of the **AltaLink** into the address bar. **2.** Select the **Login** button	
3. Enter the **Username** and **Password** for the copier. **4.** Select **Login**.	
5. Select the **Address Book** tab.	
6. Select the category, in this case **Email**, of the **Address Book** to narrow the search for the contact. **7.** Select the contact. **8.** Select **Delete**.	
9. Select **OK** to confirm.	

©2019 Loffler Companies

MN: Bloomington; Duluth; Mankato; Rochester; St Cloud; Willmar; Grand Rapids | WI: Eau Claire; Hudson; La Crosse; Green Bay
IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Falls

4/15/2020