Xerox Address Book backup process
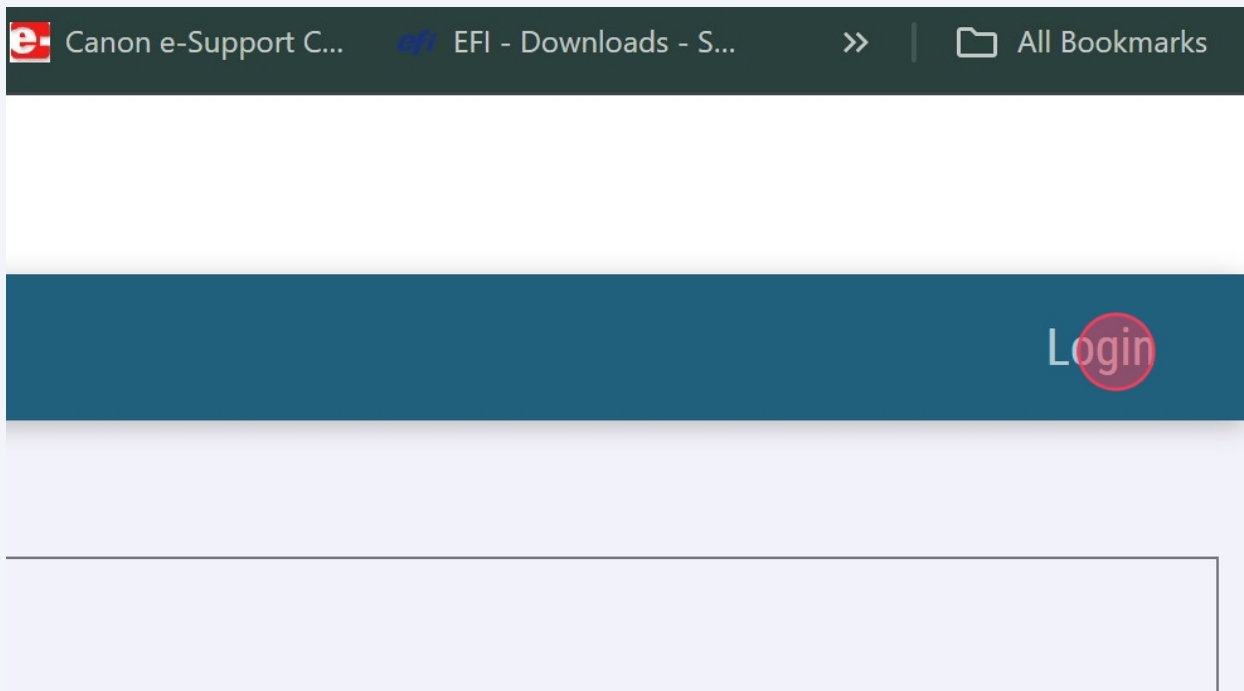
1 Enter IP Address of your Xerox Device in a web browser. If you do not know your device IP address follow this document to find that information :

http://metrosales.wpengine.com/wp-content/uploads/Xerox/Xerox-How%20to%20walk%20customer%20through%20accessing%20ip%20address%20at%20the%20panel.pdf

2 Click "Login"

3 Click "User ID"

XEROX AltaLink C8245 Color Multifunction Printer

| Home | Jobs | Print | Scan | Address Book | Properties | Support |

Login

User ID

Password

Login

4 Type admin

https://172.20.32.2/properties/authentication/login.php?redir=/addressbook/viewContact.php

Apps | DocuWare | Papercut | Ricoh | Metro | CloudStream | Microsoft | HP | Fiery | Canon e-Support C... | EFI - Downloads - S... | >> | All Bookmarks

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Login

User ID
admin

Password

Login

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Help

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5 Click "Password"

Login

User ID

admin

Password

Login

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Help

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6 Type **xerox, 0000, or device serial number**

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8:44 AM

7   Click "Login"

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Password

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Login

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8   Click "Address Book"

→ C ⌂   ⊗ Not secure https://172.20.32.2/addressbook/viewContact.php

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Edit   Delete

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9   Click here

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| Management ⌄ |

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| Management ⌄ |

Management
Security: User Permissions
Import Using Email
Import From File
Export
Download Sample
Delete All

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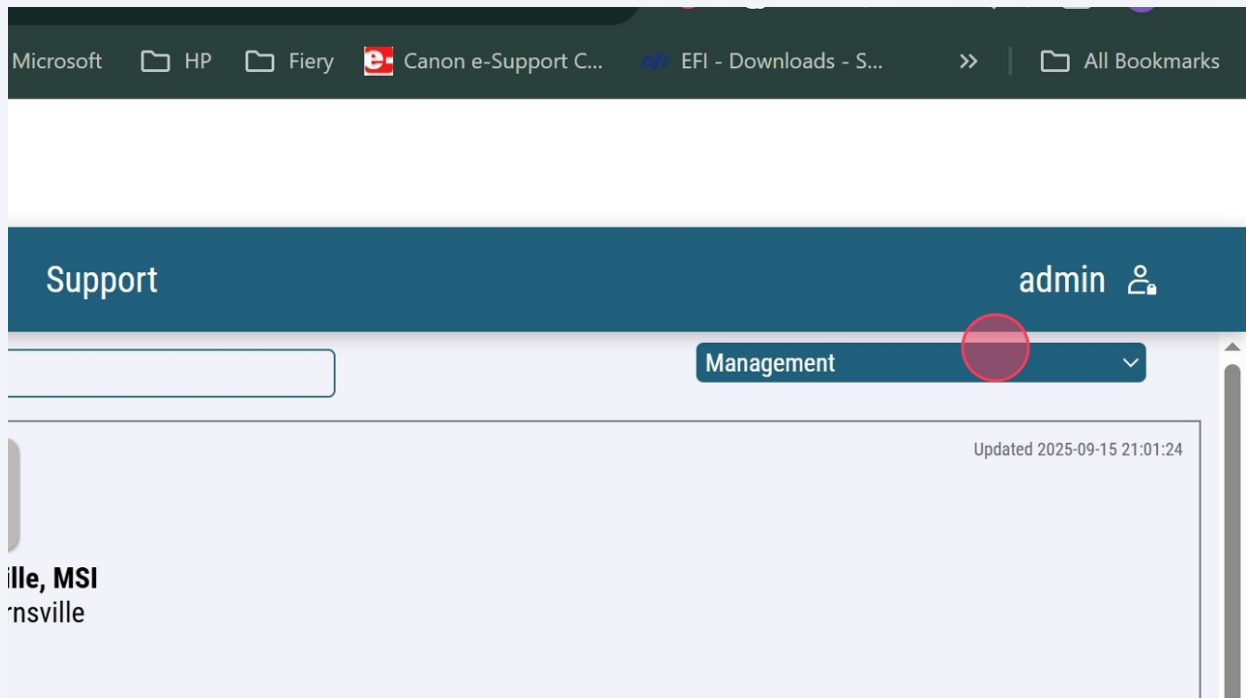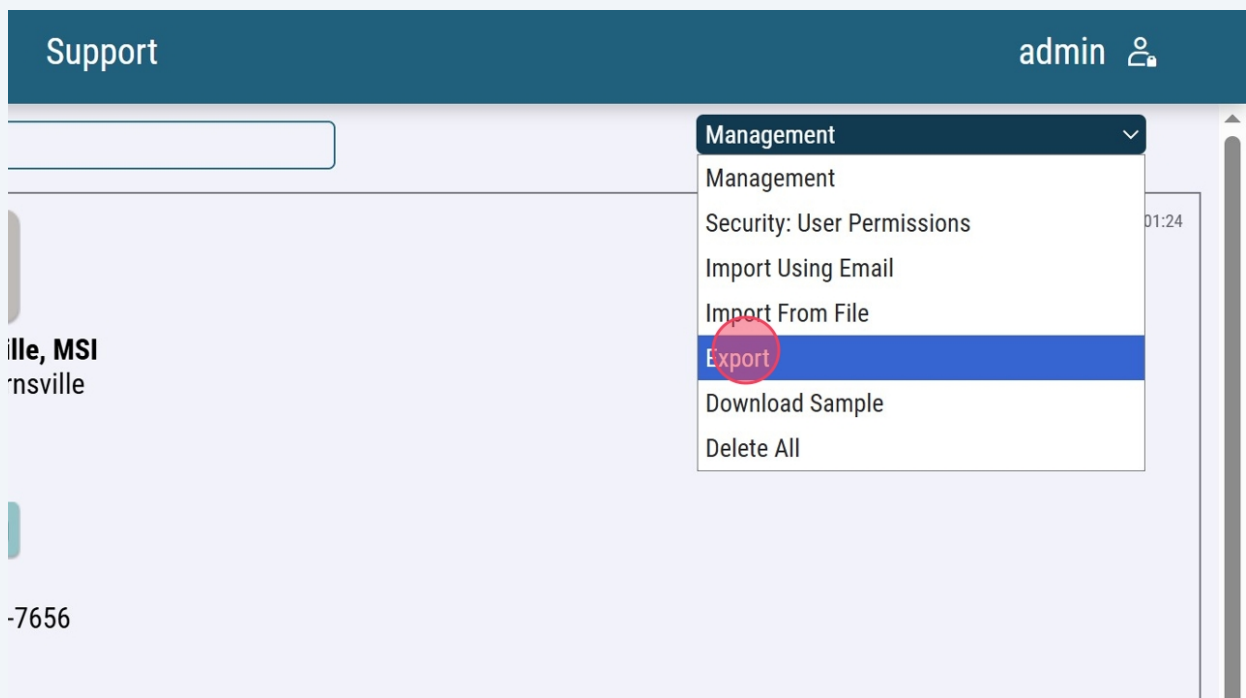
11 Click "Export"

Select Address Book file options.

Delimiter
Comma (hex 2C)

☐ **Export in Legacy Mode**
Friendly Name and Email information only

Export

?

Help

12 Click here

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ToFile.php?CSVFileFlag=true&legacy=false ☆

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