

# Feature information for Analysts

## Unified Address Book



An address book is a list of individual contacts, each associated with an email address, fax number, or scan destination. You can configure the printer to use a Network Address Book or the Device Address Book for email or Internet fax. The Network Address Book looks up addresses from an LDAP directory. If you do not have an LDAP server, you can use the Device Address Book. If you configure both address books, users are presented with a choice to use either address book at the control panel.

The unified address book improves the previous public address book feature with the following enhancements:

- Embedded Fax and Scan destination integration into the Public Address Book management feature so administrators can perform address book setup in one place.
- Establishes a standard address book format for exchange of the Public Address Book information among all Xerox devices supporting the new format.
- Provides users with a simpler and more consistent workflow with all services using address book information.

## Supported environments

ConnectKey multifunction devices

## Capabilities

The new Unified Address Book feature supports the following device services:

- Embedded Fax
- Scan Services
- Server Fax

The Unified Address book can be populated through the following methods:

- Manual entry using the Web user interface (CWIS)
- Import of an address book data file (CSV)
- Importing from email addresses from emails sent to the device (requires POP3 to be configured on the device)

## Fax Support

The Unified Address Book supersedes the previously available Fax Dial Directory and supports the fax addressing and dialing needs for the fax, and server fax, services.

## Scan destination Support

The Unified Address Book supports Scan destination information. Scan destination information supports the following:

- Scan server: Network Address (IPv4/6) or Host Name
- Transfer protocol: FTP,SFTP,NetWare, SMB.
- Share Name (SMB only)
- Directory Path
- Mandatory Login Name to authenticate to scan destination (for SMB destinations specify a domain i.e domain\login name)
- Optional Login Name Password to authenticate with scan destination (Passwords shall be masked in CWIS configuration). Passwords will not be exported or imported using the CSV files. If password information is omitted from configuration of the Address Book entry but required by the Scan destination then the user will be prompted to provide this information as needed.
- Mandatory Nickname

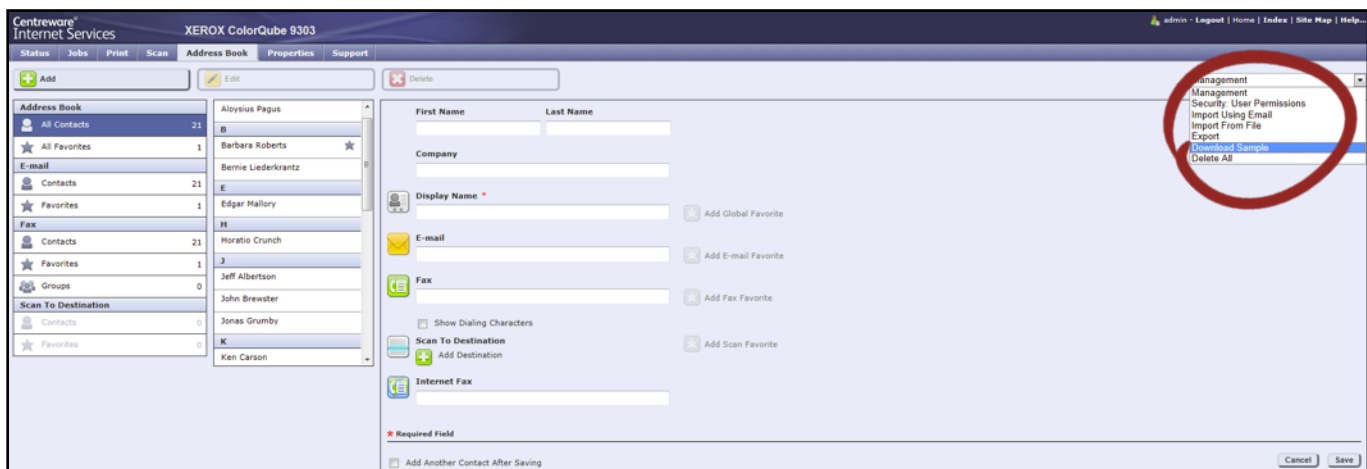
## Import/Export

A sample CSV file is available from the Address Book area, which has been enhanced to include Fax and Scan destinations.

Devices will accept data files for import with Scan and Fax entries, even if the services are not configured on the corresponding devices. The file is not rejected as containing extraneous data.

Scan destination Login User Passwords are not exported or imported in the file. This information will be missing and will require extra configuration by the System Administrator if required.

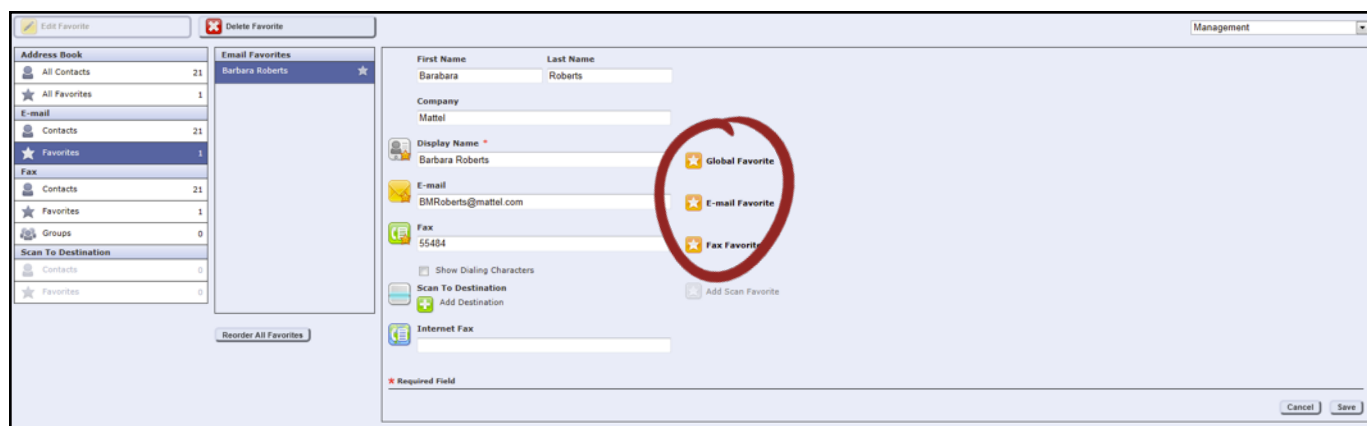
To view an example of the appropriate format for the .csv file, download a sample file.



## Favorites

The Unified Address Book supports favorites, the definition of Favorites. Favorites are address book entries which are used frequently. Favorites replace the existing speed dial feature in the Fax Dial Directory. A star next to a contact in the list indicates a Favorite. You can mark a favorite as a Global Favorite for all services or as a Favorite for email, fax, or scan to destinations.

The administrator or user, if the device is configured, has the ability to designate at least 1,000 favorites.

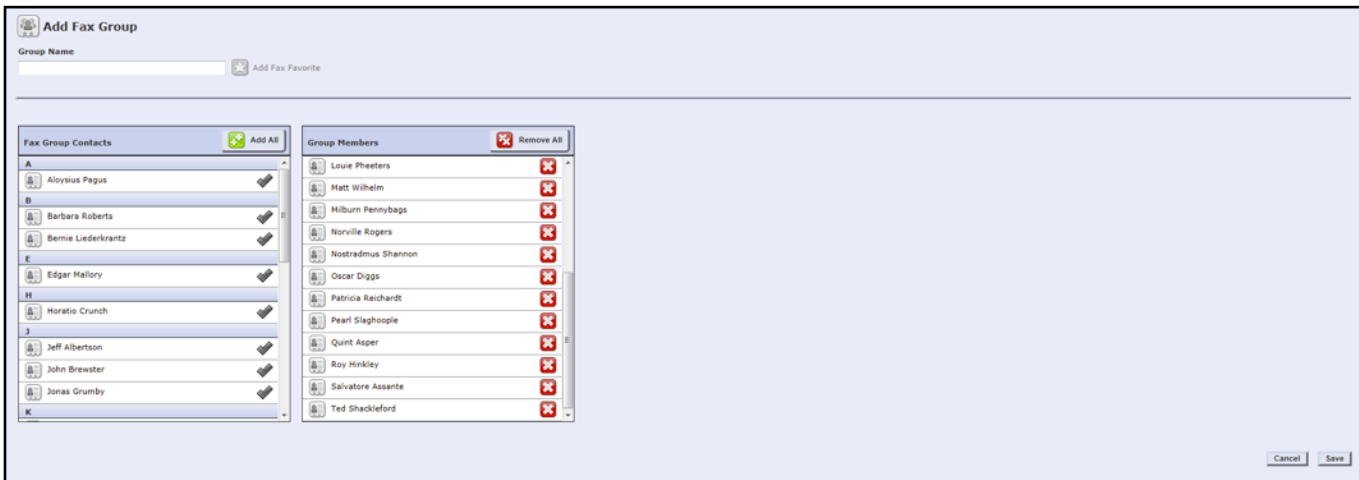


## Groups

The Unified Address Book supports at least 500 Groups. Group entries enable the user to address multiple recipients simultaneously through a single entry.

The number of entries in a group is not limited and it is possible to nest group entries within another group.

A Group can be designated as a Favorite.



## Import Using Email

The Import Using Email feature adds email addresses to the Device Address Book from emails sent to the printer. Use this feature to populate the address book without manually typing address information.

Note: Xerox recommends that you disable the Import Using Email feature after the Device Address Book is populated sufficiently.

When this feature is enabled, the Device Address Book can fill quickly. For example, if you send an email message to the printer containing 30 recipient addresses in the CC field, and you allow the printer to add addresses in the CC field, all 30 addresses are added to the address book.

1. To import an address book ensure that the SMTP and POP3 services are enabled on the device are enabled.
2. To configure select Import using Email and under Enablement, click On.
3. To allow the printer to add the email addresses of all senders to the Device Address Book, under Email Type, select All Emails. To add email addresses contained in emails sent with a digital signature only, select Only Signed Emails.
4. To save digital certificates sent with signed email messages, select Import encryption certificate from signed emails.
5. To add email addresses to the Device Address Book from the From, To, and CC fields, under Add all recipients contained in the following email fields, select one or more fields.



## User Permissions

You can allow users to edit the Device Address Book, or restrict editing to system administrators only

- System Administrators Only requires users to log in as an administrator to edit the address book.
- Open to All Users allows anyone to edit the address book.

