

Adding Favorites to Address Book On Xerox

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1. go to the web interface of the printer.

Resxerox2.printer.clarkson.edu

2. Click on Properties. It will ask for username and password. All of the Xerox that OIT setup the username is admin, password is X3r0x! (that is a zero)

3. Click on Address Book. Add the person's name, display name and email. Click on Add Email favorite. Click Save.

The screenshot shows the 'XEROX WorkCentre 5855' web interface. The top navigation bar includes 'Status', 'Jobs', 'Print', 'Scan', 'Address Book', 'Properties', and 'Support'. Below this, there are buttons for 'Add', 'Edit', and 'Delete'. The main content area is divided into two columns. The left column is the 'Address Book' sidebar, which lists various categories like 'All Contacts', 'All Favorites', 'E-mail', 'Contacts', 'Favorites', 'Fax', 'Groups', and 'Scan To Destination'. The right column is the contact form, which has fields for 'First Name', 'Last Name', 'Company', 'Display Name', 'E-mail', 'Fax', 'Scan To Destination', and 'Internet Fax'. To the right of the 'E-mail' field, there is a button labeled 'Add E-mail Favorite' which is circled in red. Other buttons include 'Add Global Favorite', 'Add Fax Favorite', and 'Add Scan Favorite'. At the bottom, there is a 'Required Field' indicator and a checkbox for 'Add Another Contact After Saving'.