

# How to add Contacts to the Address book(Front Panel) Xerox Versalink/Altalink

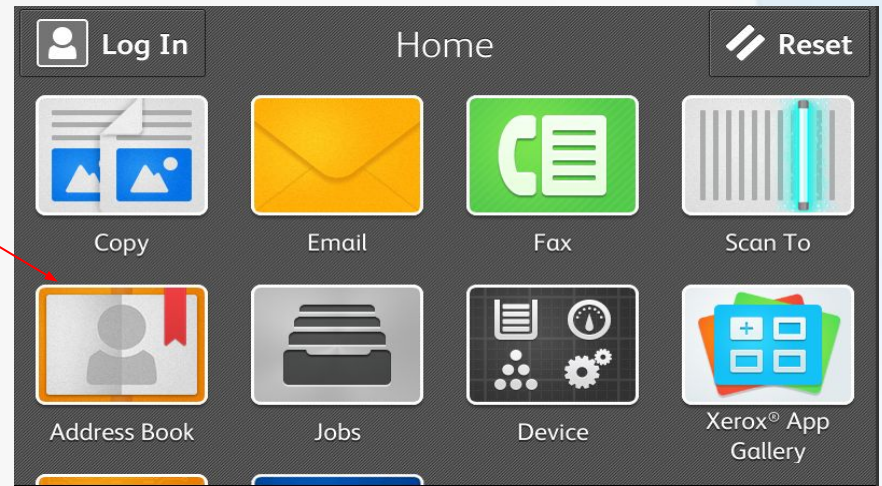


*Solutions for document management.*



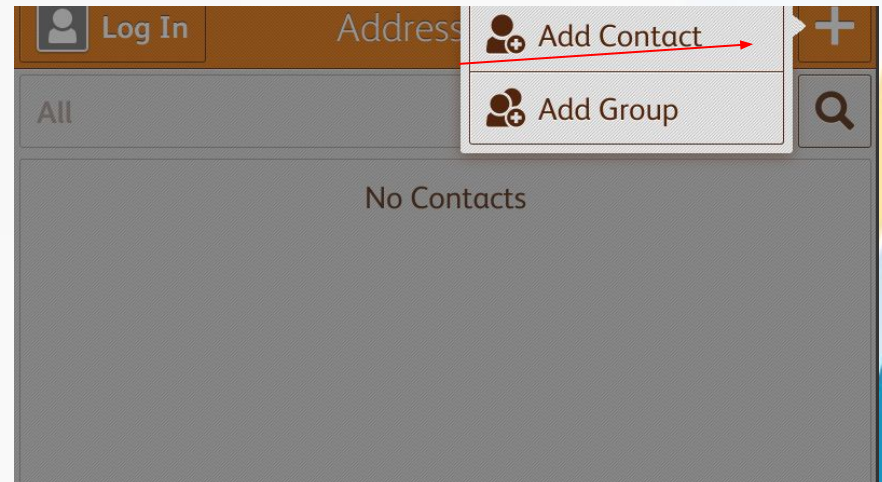
From the Front Panel of the Machine  
Choose the [Address Book](#) Button.

[Address Book](#) will show you all contacts that are entered in the machine regardless of destination type (Email, Fax, Shared Folder, Desktop Scan).



If you have any address submitted they will show on your contact list. You can search through or scroll to view them. To add a new contact Click the + Button in the right corner, and Choose [Add Contact](#).

If you would like to add a [Group Contact](#), Make sure all the Individual Addresses are already in so you can choose them when setting up the group.



Add the **Display name**( First and Last).

Add the **Company Name**(Not Required).

Choose the type of Address, I chose an **Email** Address. Scroll to see all of the Options Available.

If you Click on the **Star Icon** it will turn the address into a favorite, adding it the Favorites Screen that always appears first when choosing an Address for the Address Book.

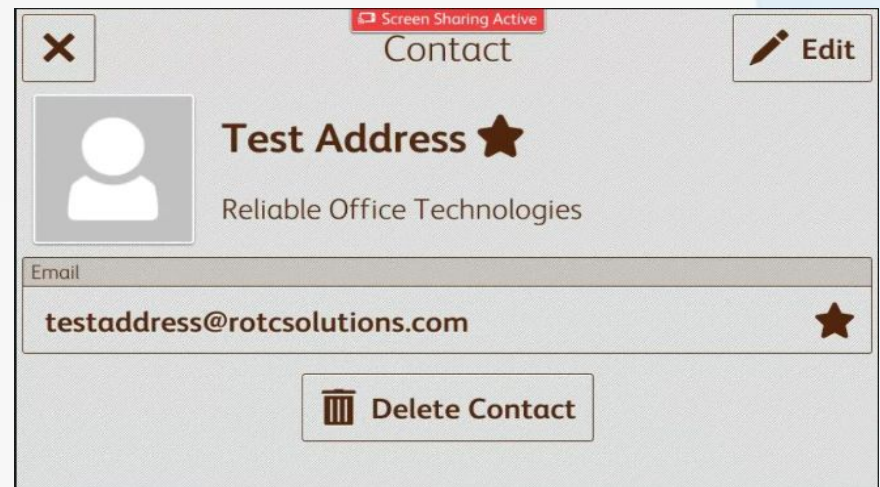
Once the contact is added, you will now see it in the **Address book** list, if you click on the entry again it will show you the information assigned to that Entry.

The screenshot shows the 'Add Contact' dialog box. It has a title bar with 'Add Contact' and an 'OK' button. The main area contains several fields: a name field with 'Test', an 'Address' field, a company field with 'Reliable Office Technologies', and an email field with 'testaddress@rotcsolutions.com'. There is a star icon next to the email field and a trash icon. A red arrow points from the text 'Star Icon' to the star icon.

The screenshot shows the 'Address Book' screen. It has a title bar with 'Log In', 'Address Book', and a '+' icon. Below the title bar is a search bar with 'All' and a magnifying glass icon. Below the search bar is a list of contacts, with 'Test Address' selected. A red arrow points from the text 'click on the entry again' to the 'Test Address' entry.



Selecting the Address Will allow you to not only see the Destinations assigned. You can edit Previous Information, as well as Delete the Contact.



If the Contact Information is All Verified and Correct, but the Scan/Fax is still not working, Please Contact Reliable Office Technologies for Further Assistance.