

# DC Tips

... for the user

dc01cc0232  
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## *Exporting/Importing/Editing a Document Centre Fax Phonebook on a Macintosh*

### Purpose

This document provides instructions for importing, exporting and editing a Document Centre fax phonebook on the Macintosh platform. This document addresses only the fax phonebook capabilities of the drivers in CentreWare 5.1 and above. To learn about how to migrate fax phonebooks from versions of CentreWare before v5.1, please see DC Tip titled *DC 220/230/332/340 Macintosh Driver Crashes During LAN Fax* located at this address: [www.xerox.com/documentcentrefamily/tips](http://www.xerox.com/documentcentrefamily/tips) .

This document is based on testing with the CentreWare 5.1, 5.2 and 5.2.1 Macintosh drivers for the DC 220/230/332/340/420/425/432/440 products on Macintosh OS v8.6 and 9.x.

**NOTE:** This document does not address Macintosh OS X.

### Procedure

#### Prerequisites

Before using the following procedure ensure that:

- A Document Centre custom driver is set as the default printer in the Chooser.
- Fax is enabled.
- A fax phonebook currently exists. (For instructions to create a new fax phonebook, please consult your CentreWare documentation available for download at <http://www.xerox.com>).

#### Exporting an Existing Fax Phonebook

1. Select [**File:Print**] in an open application, for example, Microsoft Word.
2. Select the pulldown menu and select **Xerox Features**.
3. Select the **Output** tab.
4. Select [**Job Type:Fax**]. The fax phonebook interface window appears. The default fax phonebook is available with its entries shown in the left-hand window's list.

This document applies to these **Xerox** products:

	DC 555/545/535 ST
	DC 490/480/470/460 ST
x	DC 440/432/425/420 ST
x	DC 340/332 ST
	DC 265/255/240 ST/LP
x	DC 230/220 ST/LP
	DCCS 50

5. To export this phonebook, select the [**Phonebook File:Export**]. A **Save as:** window appears. Type a name for your exported phonebook. Note the location of the file and click **Save**.

## Importing a Fax Phonebook

1. Select [**File:Print**] in an open application, for example, Microsoft Word.
2. Select the pulldown menu and select **Xerox Features**.
3. Select the **Output** tab.
4. Select [**Job Type:Fax**]. The fax phonebook interface window appears. The default fax phonebook is available with the entries showing in the left-hand window's list.
5. To import a phonebook, select [**Phonebook File:Import**].
6. A browsing window appears. Browse to the folder location of the fax phonebook you wish to import, and select the file.
7. The fax phonebook automatically imports and the application opens.
8. Exit the fax phonebook interface window. When prompted to **Save** or **Don't Save** the changes, click **Save** to retain the imported entries.

## Editing a Fax Phonebook

**WARNING:** To edit a fax phonebook **only** use the Simpletext application. If you use another application, file corruption can occur. For example, editing a fax phonebook in Microsoft Excel strips characters from your file and, you are not able to import the phonebook edited with Excel back into the fax phonebook application. To edit a fax phonebook do the following:

1. Export the fax phonebook you wish to edit. See the instructions in the section "Exporting an Existing Fax Phonebook."
2. Open the exported fax phonebook file in Simpletext.

Note each entry line uses the following format:

**"first name","last name","company","Fax number","DTMF#"**

Each line ends with a carriage return. The DTMF field is limited to eight characters.

4. Add or delete entries as required.
5. Click **Save** and close the application.
6. Follow the procedure in the "Importing a Fax Phonebook" to import your edited file.

## Additional Information

Xerox Document Centre Technical Support Organization welcomes feedback on all DC Tips documentation - send feedback via e-mail to:  
[USA.DSSC.Doc.Feedback@mc.usa.xerox.com](mailto:USA.DSSC.Doc.Feedback@mc.usa.xerox.com).

Other DC Tips are available at the following URL:  
<http://www.xerox.com/DocumentCentreFamily/Tips>.

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