

## Quick Canon Address Book Builder, John Secord 2012, Hospers, IA

### Instructions

Copy the 'Quick Canon Address Book Builder' folder to the root of C:\ open the folder and click on 'Quick Canon Address Book Builder.exe to start the program.

1. In the 'Name' field enter the user's name as you want it to appear in the Address Book.
2. Tab to the 'Email Address' field and enter the user's email address. You can paste in the mail domain if you have many addresses on the same mail domain e.g., @officesystemsco.com .
3. Tab to the enter button, and press the 'Enter' key to write the address to file.
4. Pressing the 'Enter' key will return you to the 'Name' field and clear the 'Name' and 'Email Address' fields.
5. Continue entering email addresses. Exit the program when you are finished.

To import the email address file into a Canon ImageRunner copier

1. Open the copier's Remote User Interface (copier's web page)
2. In the left-hand column click on 'Import/Export'.
3. In the center pane click on 'Address Book' and then 'Import'.
4. In the 'Address Book' dropdown choose the address book to write the email addresses.
5. Change to the appropriate 'Import Method'.
6. Under 'File Format' browse to ' C:\Quick Canon Address Book Builder\addressbook.ldif '
7. Change the 'File Format' dropdown to 'LDAP Format'.
8. Uncheck the 'Decode Confidential Information of Address' box.
9. Click 'Start Import'

To import the email address file into a Canon IR Advance copier

1. Open the copier's web page
2. Click Settings/Registration in the left hand column
3. Click Data Management in the right-hand column
4. Click Import/Export in the center pane
5. Click Address Lists
6. Click Import, towards the upper right
7. From the Address List dropdown, select where you want to import the email addresses
8. From the Import Method dropdown, select whether to add the emails to an existing list, or overwrite an existing list with the new email addresses
9. Click the Browse button and browse to, C:\Quick Canon Address Book Builder\addressbook.ldif
10. From the File Format dropdown, select LDAP format
11. Uncheck the box for Decode Address List Certified Information
12. Click the Start Importing button towards the upper right

To add to the current email address file, simply open the program and enter new addresses, close the program, and import the appended file into the copier.

Before starting a new address book be sure to click the Clear Address Book button. This will delete the contents of the addressbook.ldif file .