Application Guide

No. 014 (First Edition)

PSNE Technical Support Application Guide

IMPORT CONTACTS INTO UT670 (OUTLOOK & TDE/NCP)

Panasonic System Networks Company (UK) Ltd European Technical Support Centre



Disclaimer

This solution/product has been confirmed to provide the described level of functionality at the time of testing, however we do not guarantee operation and we are not responsible for changes to Hardware or Software which may affect the suitability of this solution/product.

Up date

Edition	Date of issue	Modification	Note
1 st	13 March. 2012	Original	

Introduction

The aim of this guide is to import contacts created in Outlook, or Extensions on the TDE, or NCP, into the UT670 as contacts.

The UT670 can import and Import vCard contacts.

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vCards are containers for, contact information. The commonly-used filename extension for vCards is .vcf or .vcard

The UT670 will read the .vcf, .vcard files from the ROOT of the SD card when Importing.

Please remove the SD card safely from the UT670 and insert into PC/Card reader before starting the next steps.

Software used in this guide:

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Microsoft Outlook 2007 Microsoft Excel 2007 CSV2VCF (Freeware: <u>http://sourceforge.net/projects/csv2vcf/</u>) Outlook can directly Export contacts as .vcf file.

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To export Locally stored contacts:

- 1. Open Outlook.
- 2. Click on Contacts.

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- 3. Select the desired contacts list folder.
- 4. Highlight all the contacts within the list.

- 5. Right-click on Highlighted contacts and select 'Send as Business Card'.
- 6. An email will open with all contacts attached as .vcf files.
- Select all the attachments, right-click and 'Copy' the files.
- 8. Open 'My computer', and navigate to the SD Card.
- 9. If you have 20 or less contacts, paste the files onto the Root of the SD card. If you have many contacts, .vcf files can be combined into one file using command prompt. This is not a requirement. The process is explained later.

🔀 ABC Company - Microsoft Outlook		_ = X
<u>Eile Edit View Go Tools Actions H</u> elp	Adobe <u>P</u> DF	Type a question for help 🔹
🛯 🛯 New 🝷 🎒 🎦 🗙 🔂 🗞 🔹 🔡 🥙 🔛	Search address books 🔹 🕢 🥃 🧐 🎯 Back 🚱 🚺	2 📑 💁 🔊 🔋
Contacts «	Search ABC Smi - Smi Search ABC Company	₽ - × «
All Contact Items	Click here to enable Instant Search	
My Contacts 🖈 🔺	Smith, Jane Jane Smith ABC Company Secretary 09876543210 Work	123 ab C e gh y ki m n
Mail Calendar Calendar Calendar Calendar Calendar Notes Contacts Calendar C	Smith, John John Smith ABC Company Director 01234567890 Work 01234567890 Home	op q r s t uv w x y z
🔁 🗷 🔹		- 💽
2 Items	🔀 Online	with Microsoft Exchange

Send as Business Card

Attached: 🛛 🚨 Jane Smith.vcf (1 KB); 🚨 John Smith.vcf (1 KB)

The TDE and NCP can export extension contacts as a CSV file.

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This can then be converted into .vcf files.

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- 1. Log into PBX using Panasonic Maintenance Console (PCMC)
- Go to Tools -> Export -> Feature Calls and Speed Dial ID.
- 3. Choose a location to save the file and enter File name: PBX CSV
- Select 'Name' and 'Dial' check boxes and click 'OK'.
- 5. The file is saved as 'PBX CSV' on Local PC.



💭 Export					
Export Fields :					
Location (1-1000)	OK(O)				
Name (Max. 20 digits)					
✓ Dial (Max. 32 digits)	Cancel(C)				
CLI Destination (Max. 4 digits)	Help(<u>H</u>)				
Select export Speed Dial Table origination.					
System (default)					

Continued.

5. Open 'PBX CSV' File in Excel.

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 Delete columns: System Speed Dialling Number, CLI Destination. Also delete Row 1.

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- On the 'Home' tab click on 'Find and select button' (Ctrl+h) -> Replace.
- Find what: 'Dial=', Replace with: (Leave Empty).
- 9. Open Outlook and navigate to Contacts.
- 10. Create a New Folder within Contacts called '00contacts'.
- 11. Create a New Contact within the '00contacts' folder.
- 12. Leave the details Blank and click save. Ignore the information and click Yes.

 Highlight the blank contact and go to: File -> Import and Export

Find and Replace 🔹 🤶 🔀				
Find Replace				
Find what: Dial=				
Replace with:				
Op <u>t</u> ions >>				
Replace <u>All</u> Replace Find All Find Next Close				







Continued.

14. Highlight 'Export to a file'. Click Next

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- 15. Highlight 'Comma Separated Values (Windows)'. Click Next
- Click on 'Contacts' and Highlight '00contacts' from the list. Click Next.
- 17. Browse to Local PC and select desktop as location and save as 'Outlook CSV' file.
- 18. Enter file name and click Finish.
- 19.
- 20. Open 'Outlook CSV' file in excel.
- 21. There is some information displayed within the CSV file. The column titles **must** stay on the first row. The other fields that contain data (Anniversary, Birthday, Priority, etc) must not be deleted and must also be copied to every row that is added to the file.
- 22. Go to the 'PBX CSV' file opened in Excel.
- Select the First Column to highlight all the extension names and Sort A -> Z.
 Delete any extensions that are unused.

⊆hoose an action to perform:	
Export RSS Feeds to an OPML file Export to a file	
Import a VCARD file (.vcf)	







V	AX	AY	AZ	BA	BB	BC	
int	Anniversary	Birthday	Gender	Priority	Private	Sensitivity	Spc
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	
	0/0/00	0/0/00	Unspecified	Normal	FALSE	Normal	



Exporting Outlook Contacts

Continued.

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24. Select the all the telephone numbers in the second column, right-click, and select Cut.

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- 25. Go to the 'Outlook CSV' and paste text into 'Business Phone' column, starting at row 2.
- 26. Go to the 'PBX CSV', and again select the first column. Click on 'Data' Tab and select 'Text to Columns'. This will split the First and Last names into two columns.
- 27. Leave as 'Delimited' and click Next.
- 28. Select 'Space' from the list of delimiters, and click Next.
- 29. Preview the data to check that they are separated correctly and click Finish.
- 30. The Name will be split over multiple columns.
- 31. Copy all the cells for contacts 'Last Name' and paste in 'Outlook CSV' -> Last Name.
- Copy all the cells for contacts 'First Name' and paste in 'Outlook CSV' -> First Name.
- 33. Save the 'Outlook CSV' file and close. Ignore the Save as prompt that follows.
- 34. Navigate to desktop on local PC.
- 35. Right click on Outlook CSV file and select Open with.
- 36. Choose Notepad.
- When file opens in notepad, click File -> Save -> Close. This fixes any format issues.

L	AI	AU
ss Fax	Business Phone	Business Phone
	113	
	117	
	669	
	221	
	625	









В	С	D	E	
First Name	Middle Name	Last Name	Suffix	С
Bob		Норе		
Jane		Smith		
John		Smith		
Tim		Long		

<u>File</u> <u>E</u> dit	F <u>o</u> rmat	⊻iew	Help			
New	C	rl+N	Name.Midd			
Open	. Ct	:rl+0	Company I			
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Exit , , , , , , , , , , , , , , , , , , ,						
3.Ot	3.Other City.Other St					

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 Download CSV2VCF from: <u>http://sourceforge.net/projects/csv2vcf</u>. This is a freeware application that does not require installation.

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- 39. Open 'CSV2VCF.exe' once it has downloaded and been unzipped.
- 40. Select 'From Exported CSV File' option.
- 41. Browse for Outlook CSV.
- 42. Choose a Destination folder (Create a folder on desktop called contact).
- 43. Click 'Convert' button.
- 44. Navigate to Desktop -> contact folder. It will contain .vcf files for all contacts.

St to VCF (vCard) Converter				
O Directly from Outlook From exported CSV file 				
Please select the CSV file to convert:	C:\Documents and Settings\s	Browse		
Please select the destination folder:	C:\Documents and Settings\s	Select		
Convert	Exit	<u>About</u>		

Merging Multiple VCF files

The UT670 can import multiple .vcf files at the same time. If you have exported more that 20 contacts as .vcf files, it is easier to merge them together as 1 file.

 First cut the contact folder from the desktop and paste it in a Root directory (C:/, D:/, etc).

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- Open Windows command prompt (Windows + R), and then type "CMD" to open command prompt.
- Navigate to the 'contact' folder where all your contact files are stored (type cd.. To navigate to root, C: to change to C directory)

Your .vcf files should be in folder on the desktop named 'contact'. In command prompt type in: cd contact

- Enter the following DOS command: copy
 *.vcf all.vcf
- 5. Navigate to the folder 'contact'. There will be a file called all.vcf.
- 6. Copy 'all.vcf' to root of UT670 SD card.

	? 🔼
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you	J.
cmd	~
OK Cancel Brows	e
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you and OK Cancel Brows

🛋 C:\windows\system32\cr	nd.exe 💶 🗙
E:\>C:_	
•	▼ ▶

C:\windows\system32\cmd.exe	- 🗆 🗙
E:\>C:	
C:∖≻copy *.vcf all.vcf	
	-
•	

The UT670 can Import and Export contacts from within the Phone Application

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- 1. On the Phone Application, press the 'Contacts' button.
- 2. Press the 'Menu' button and select 'Import/Export'.

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- 3. Select 'Import from SD card' from menu. Click OK
- 4. Select 'Import all vCard files' from menu. Click OK
- 5. The contact will be imported.

