

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

**Panasonic**  
ideas for life



## 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 <sup>st</sup>	13 March. 2012	Original	

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.

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:**

Microsoft Outlook 2007

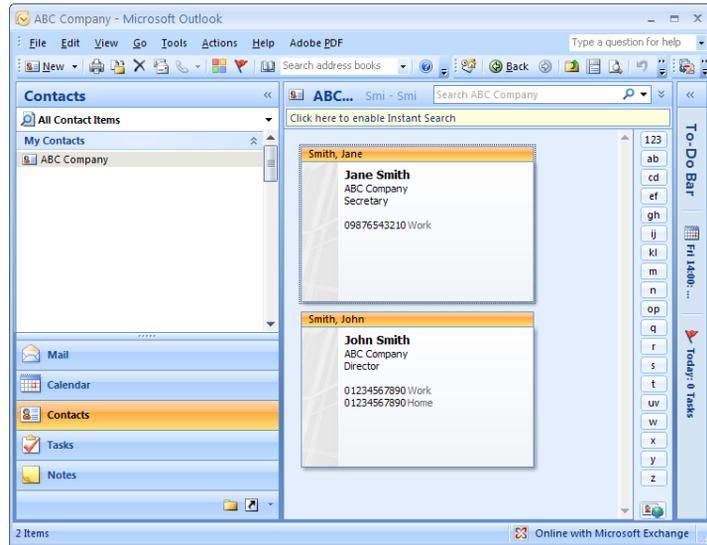
Microsoft Excel 2007

CSV2VCF (Freeware: <http://sourceforge.net/projects/csv2vcf/>)

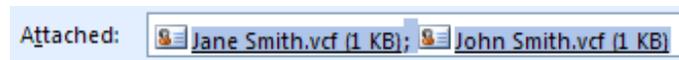
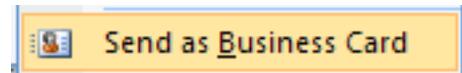
Outlook can directly Export contacts as .vcf file.

To export Locally stored contacts:

1. Open Outlook.
2. Click on Contacts.
3. Select the desired contacts list folder.
4. Highlight all the contacts within the list.



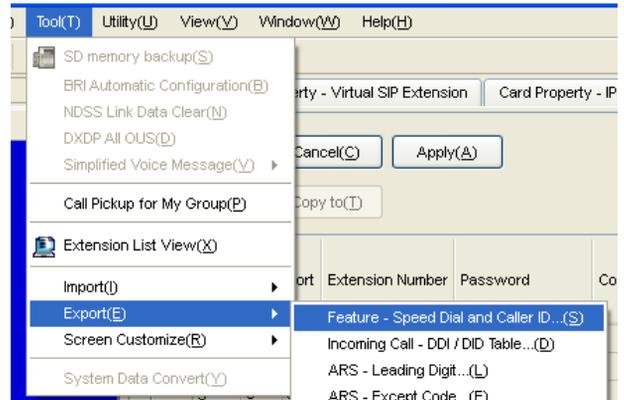
5. Right-click on Highlighted contacts and select 'Send as Business Card'.
6. An email will open with all contacts attached as .vcf files.
7. Select all the attachments, right-click and 'Copy' the files.
8. Open 'My computer', and navigate to the SD Card.
9. If you have 20 or less contacts, paste the 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.



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

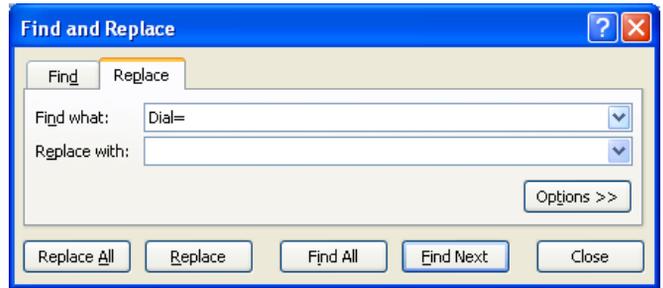
This can then be converted into .vcf files.

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

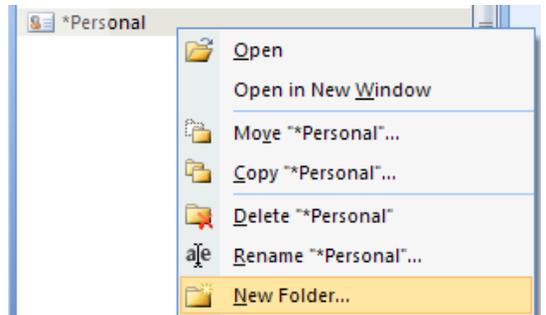


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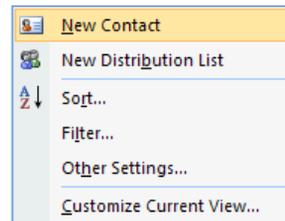
5. Open 'PBX CSV' File in Excel.
6. Delete columns: System Speed Dialling Number, CLI Destination. Also delete Row 1.
7. On the 'Home' tab click on 'Find and select button' (Ctrl+h) -> Replace.
8. Find what: 'Dial=' , Replace with: (Leave Empty).



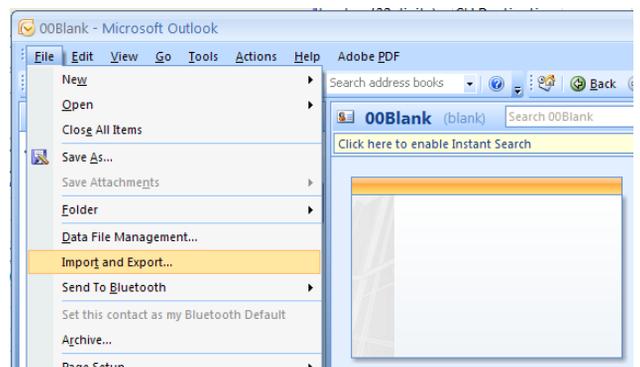
9. Open Outlook and navigate to Contacts.
10. Create a New Folder within Contacts called '00contacts'.



11. Create a New Contact within the '00contacts' folder.
12. Leave the details Blank and click save. Ignore the information and click Yes.



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

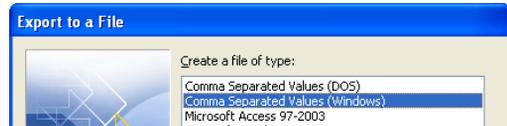


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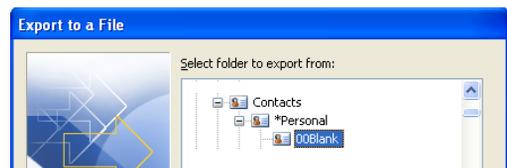
14. Highlight 'Export to a file'. Click Next



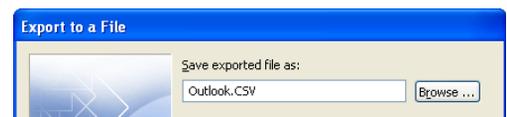
15. Highlight 'Comma Separated Values (Windows)'. Click Next



16. 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.

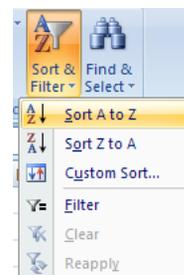
20. Open 'Outlook CSV' file in excel.

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.

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	

22. Go to the 'PBX CSV' file opened in Excel.

23. Select the First Column to highlight all the extension names and Sort A -> Z. Delete any extensions that are unused.

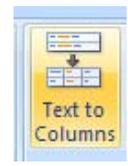


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24. Select the all the telephone numbers in the second column, right-click, and select Cut.

Business Fax	Business Phone	Business Phone
	113	
	117	
	669	
	221	
	625	

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.

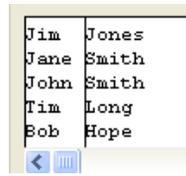


27. Leave as 'Delimited' and click Next.

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.

	B	C	D	E	
	First Name	Middle Name	Last Name	Suffix	C
	Bob		Hope		
	Jane		Smith		
	John		Smith		
	Tim		Long		

31. Copy all the cells for contacts 'Last Name' and paste in 'Outlook CSV' -> Last Name.

32. Copy all the cells for contacts 'First Name' and paste in 'Outlook CSV' -> First Name.

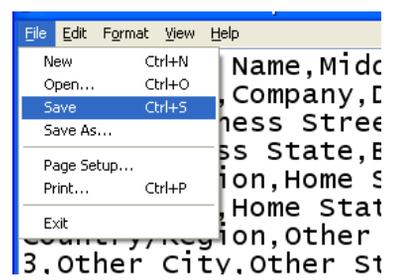
33. Save the 'Outlook CSV' file and close. Ignore the Save as prompt that follows.

34. Navigate to desktop on local PC.

35. Right click on Outlook CSV file and select Open with.

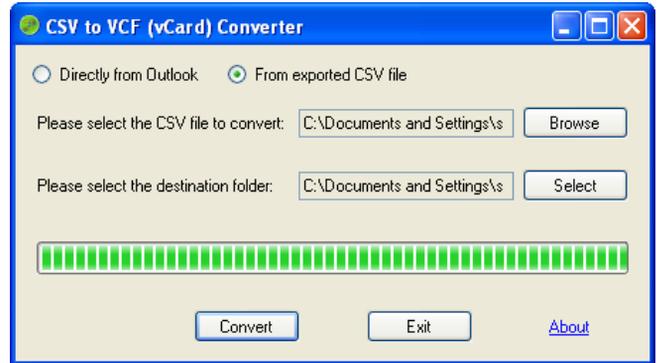
36. Choose Notepad.

37. When file opens in notepad, click File -> Save -> Close. This fixes any format issues.



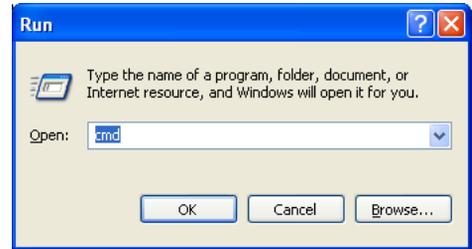
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38. Download CSV2VCF from:  
<http://sourceforge.net/projects/csv2vcf>.  
This is a freeware application that does not require installation.
39. Open 'CSV2VCF.exe' once it has downloaded and been unzipped.
40. Select 'From Exported CSV File' option.
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.



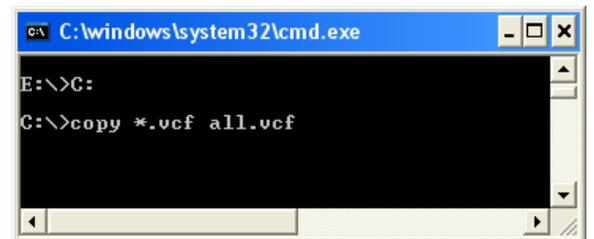
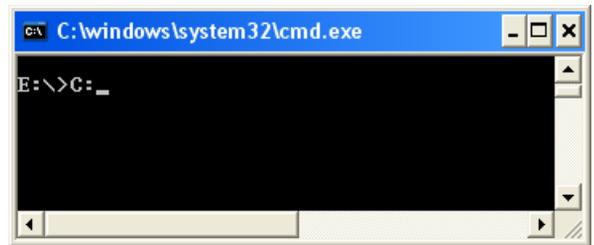
The UT670 can import multiple .vcf files at the same time. If you have exported more than 20 contacts as .vcf files, it is easier to merge them together as 1 file.

1. First cut the contact folder from the desktop and paste it in a Root directory (C:/, D:/, etc).
2. Open Windows command prompt (Windows + R), and then type "CMD" to open command prompt.
3. 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

4. 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.



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

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

