



Microsoft® Outlook® Synchronization Readme

This file is the readme for the MS Outlook Contacts synchronization application. This tool allows a user to convert an MS Outlook contact into a format that can be imported into the 96xx contacts list. The tool also allows a user to import contacts from a Comma Separated Value (CSV) file and convert them to the required format.

How to use to tool

- ❖ Import from MS Outlook
 - Copy the *Avayaone-XDeskphoneContactImporttool.xls* file to a local PC
 - Confirm MS Outlook is installed on the local PC and that at least one contact exists
 - Open the *Avayaone-XDeskphoneContactImporttool.xls* application with Marcos enabled
 - Ensure that the Macro security level is set to "Medium" or lower. The macro will fail to run if the security is set to "High" or if you click on "Disable Macros" when you first open the Microsoft® Excel file. For MS Office 2003, Macro security can be set by clicking on Tools->Macros->Security.
 - Using the Macro buttons in the toolbar, follow the steps in to retrieve the contacts and select the contacts you choose to import to the *9xxxContacts.txt* file.
 - While retrieving the contacts from outlook, if there are more than one Contact lists, the tool prompts to select appropriate Contact list to import.
 - After the import is done, by default all the contacts are selected to 'Yes' in the 'Select' columns of the tool.
 - Mark contacts to 'No' in 'Select' column if you do not want to import them.
 - The format of the imported number can be changed by double clicking the phone number and choosing a format from the drop down menu.
 - Save the selected contacts to a file named *9xxxContacts.txt* onto a USB 1.1 drive for import into the 96xx R2.0 phone application. Insert the USB drive into the phone and follow the instructions on the phone.
- ❖ Import of CSV file
 - Copy the *Avayaone-XDeskphoneContactImporttool.xls* file to a local PC
 - Confirm a CSV formatted file exists with only four entries per row in the format of **contact name, business phone number, mobile phone number, home phone number**
 - Note that the CSV file must contain a header row in row 1. If no header row is present, the first row of contact information will not be imported into the tool.
 - Using the Macro buttons in the toolbar, follow the steps in the tool to retrieve the CSV from the local PC
 - After the import is done, by default all the contacts are selected to 'Yes' in the 'Select' columns of the tool.

- Mark contacts to 'No' in 'Select' column if you do not want to import them.

- The format of the imported number can be changed by double clicking the phone number and choosing a format from the drop down menu.
- Save the selected contacts to a file named *9xxxContacts.txt* onto a USB 1.1 drive for import into the 96xx R2.0 phone application. Insert the USB drive into the phone and follow the instructions on the phone.

❖ Customization and Localization

- A user can customize the choices for the format of the imported phone numbers by changing the values in cells A10 – A15 on the **Settings** tab.
- If a user wants to convert call numbers from canonical form stored in Outlook contacts or a CSV file to national call numbers, select the option set in the cell B20 to "Yes". By default this option is set to "No".

E.g. Number stored in outlook is +49 (6151) 8704170

The settings are as follows:

| | A | B | C | D |
|---|-------------|----|---|---|
| 1 | | | | |
| 2 | HCC | 49 | H | Home Country Code |
| 3 | ARSC | 0 | A | ARS code(dial to get out of PBX) |
| 4 | NDD | 0 | D | National Direct Dial |
| 5 | IDD | 00 | I | International Direct Dial Access Number |
| 6 | LenPBX | 5 | | Length of extension numbers |
| 7 | LenNational | 15 | | Length of National Numbers |

If the option "Convert Call numbers in the Canonical form to National Call numbers?" is set to "Yes", the number imported is 0061518704170. I.e. ARSC + NDD + Call number

- A user can customize the language for many of the text strings displayed on the **Contacts** tab by changing the values of the strings in cells F2 – F21 on the **Settings** tab. The application will need to be saved and restarted for the changes to apply.

❖ Packaging and Distribution

- The package ContactImporttool.zip contains the readme file, help file and the tool.
- ContactImporttool.zip to be distributed to interested end users and the files must be extracted or installed into the same directory.

Known issues with the 96xx Microsoft® Outlook® Synchronization tool

- When importing a CSV file, the contents must follow the format described, with no additional data in the file to be imported.
- When selecting multiple numbers at once to be included, the counter in cell F1 will not increment.
- The 96xx Contacts application currently support up to 250 contacts with up to 3 contact numbers each, for a maximum of 750 contact numbers.
- Whenever the changes are required in the settings sheet (B2 – B7) cells, make sure the format of the cell is set to "text"

E.g. you need to set the International Direct Dial Access Number to 001 (Cell B5 in Settings sheet)

Note: It will truncate it to 1 instead of 001

- You need to set the format of the cell to text type. So 001 is acceptable. All the values should be in Text format and not number.
- Right Click on the cell and select "Format Cells" option. Under the Number tag select the "text" format.
- Now you can enter 001 as IDD.

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