

# Phonebooks

## View all phonebooks in the system

The administrator can configure one or more phonebooks

To make sure that every user has all users in the system in his phonebook just click **Everyone** checkbox. There is no need to create any departmental phonebook

Screenshot of the Phonebooks configuration page. The page has a navigation bar with tabs for Users, Devices, Features, System, and Diagnostics. The main content area includes a form for configuring phonebooks. It has a "Google Apps Domain" field with "gmail.com" entered and an "Apply" button. Below it is a note: "The default used for importing Gmail contacts when the domain is omitted from the Account value." There is an "Everyone" checkbox which is currently unchecked, with an "Apply" button. Below that is a table with columns "Name" and "Description", and a "Delete" button. A "Add Phonebook" link is in the top right corner. The date "Sun, 30 Jun 20" is visible in the top right corner.

## Phonebook creation

**Member User Groups** - List of user groups to be included in the phonebook. If a user is in multiple groups, they will be included only once.

**Consumer User Groups** - List of user groups to use the phonebook.

**TIP:** If you want to see yourself in your phonebook, make sure that you are a member of both a **Member User Group** and a **Consumer User Group**

Also you have the option to import contacts from csv/vcard files or google accounts

Screenshot of the Phonebook creation form. The form has a navigation bar with tabs for Users, Devices, Features, System, and Diagnostics. The main content area includes a form for creating a phonebook. It has a "Name" field with "me" entered, a "Description" field with "esc" entered, a "Member User Groups" field with "group1" entered, and a "Consumer User Groups" field with "group1" entered. There is an "Additional Contacts" section with a "Choose File" button and a "No file chosen" message. Below it is an "Import" button. There is a "Google Account" field and a "Google Password" field, both with "Import" buttons. At the bottom, there is a "Download" section with links for "Download phonebook as vCard" and "Download phonebook as CSV", and "OK", "Apply", and "Cancel" buttons. On the right side, there is a sidebar with text: "Contacts for users can be added by listing Members Groups. External contacts can be uploaded through CSV or vCARD files. Created phonebook is visible on the user portal and on the phones of users from the Consumer Groups. The CSV file should have a title line then one or more lines in the following format: First name, Last name, Number or URI. Both the 2.1 and 3.0 versions of vCard format are supported. External contacts can be imported from Google Account by providing a valid e-mail address and password. Existing Groups: administrators, People, group1, group2. New Groups: You can create new groups simply by adding the new group name to the Groups form value." The date "Sun, 30 Jun 2013 9:59 AM" and navigation links "Home", "Help", "Logout", and "Search" are visible in the top right corner.