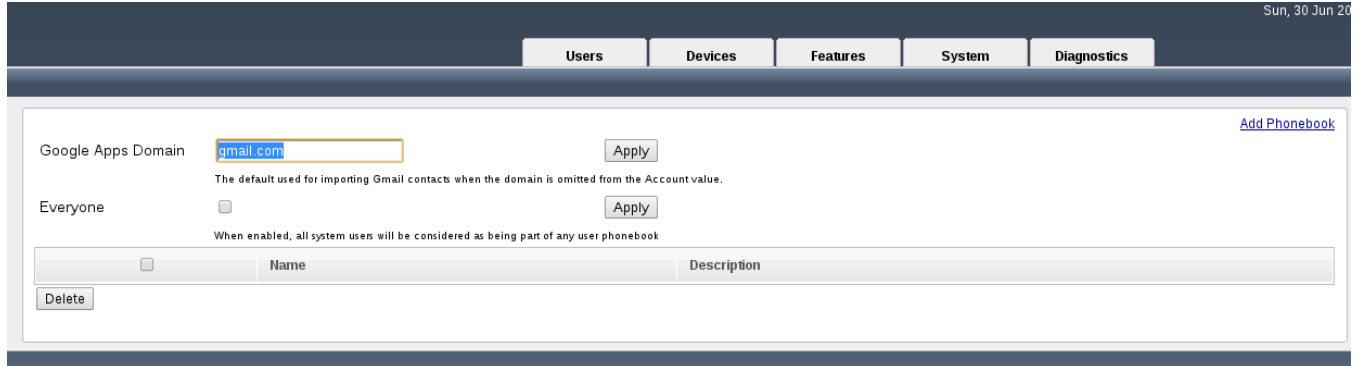


Phonebooks

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 Phonebook configuration page. The page has a navigation bar with tabs: Users, Devices, Features, System, and Diagnostics. The current page is titled "Add Phonebook" and contains the following fields and controls:

- Google Apps Domain:** A text input field containing "gmail.com" and an "Apply" button. Below it, a note states: "The default used for importing Gmail contacts when the domain is omitted from the Account value."
- Everyone:** A checkbox that is currently unchecked and an "Apply" button. Below it, a note states: "When enabled, all system users will be considered as being part of any user phonebook"
- Table:** A table with columns "Name" and "Description". A "Delete" button is located below the table.

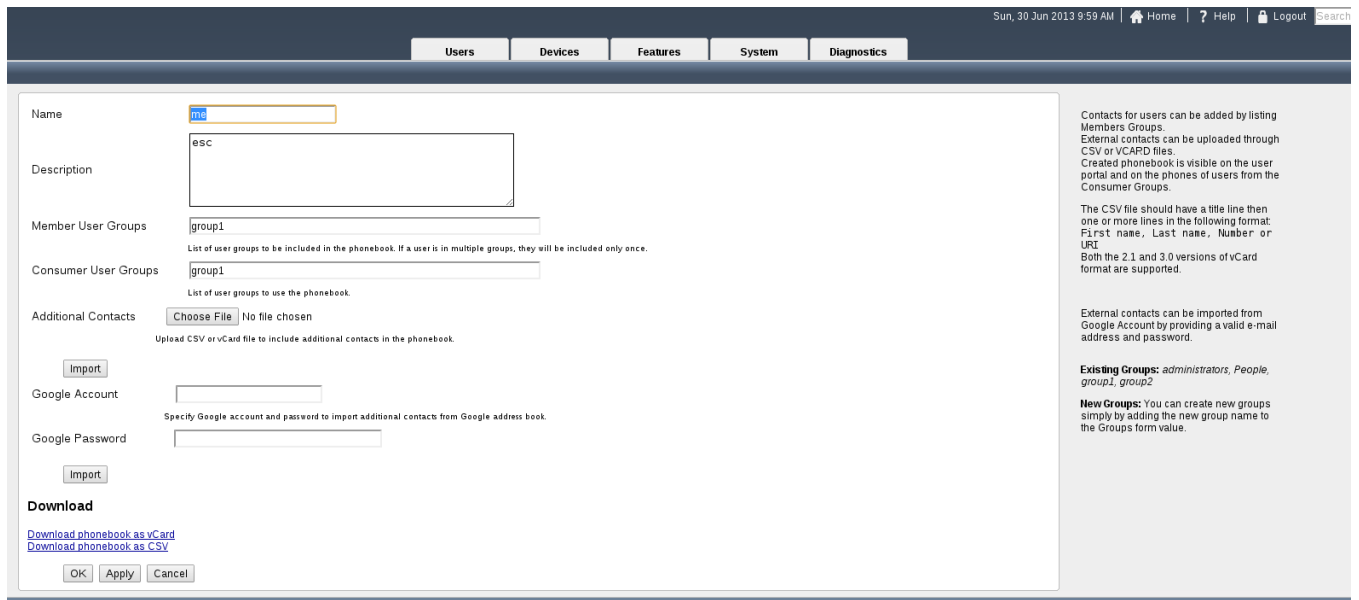
Phonebook creation

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 page. The page has a navigation bar with tabs: Users, Devices, Features, System, and Diagnostics. The current page is titled "Add Phonebook" and contains the following fields and controls:

- Name:** A text input field containing "me".
- Description:** A text area containing "esc".
- Member User Groups:** A text input field containing "group1". Below it, a note states: "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:** A text input field containing "group1". Below it, a note states: "List of user groups to use the phonebook."
- Additional Contacts:** A "Choose File" button and "No file chosen" text. Below it, a note states: "Upload CSV or vCard file to include additional contacts in the phonebook."
- Import:** An "Import" button.
- Google Account:** A text input field. Below it, a note states: "Specify Google account and password to import additional contacts from Google address book."
- Google Password:** A text input field.
- Import:** An "Import" button.
- Download:** Two links: "Download phonebook as vCard" and "Download phonebook as CSV".
- Buttons:** "OK", "Apply", and "Cancel" buttons.

On the right side of the page, there is a sidebar with the following 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 URL
- 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.