Grandstream Networks, Inc.

Universal Phonebook Editor User Guide

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INTRODUCTION

Universal Phonebook Editor is the latest software from Grandstream to help users manage their Phonebook better. The universal phonebook editor allows phone users to update phonebook information at any time. It is the best choice for the enterprise users pursuing efficiency, since it is more convenient and versatile. The phonebook has many functions. Users can add contacts by clicking on the import button and also save the phonebook by using the export button. Users can also add a new phonebook, batch add contacts and groups, and move contacts into different groups. The Phonebook can be also be uploaded to the phone through HTTPD. The Universal Phonebook Editor is a convenient, compact and powerful tool.

This user guide aims to help users to operate and manage the editor.

OVERVIEW OF FUNCTIONS AND UI

The Universal Phonebook Editor has a straightforward interface, intuitive operation and supports GXP21XX series, GXP2200 and GXV31XX, GXV32XX series video phones.

BASIC FUNCTIONS

- Import
- Edit contacts/groups
- Search contacts
- Export
- New File
- Save File
- History
- Options
- Backup
- HTTPD Service

BASIC INTERFACE

Open the directory where the Universal Phonebook Editor is installed and double click "UniPhoneBookEditor.exe." The main screen is shown below:

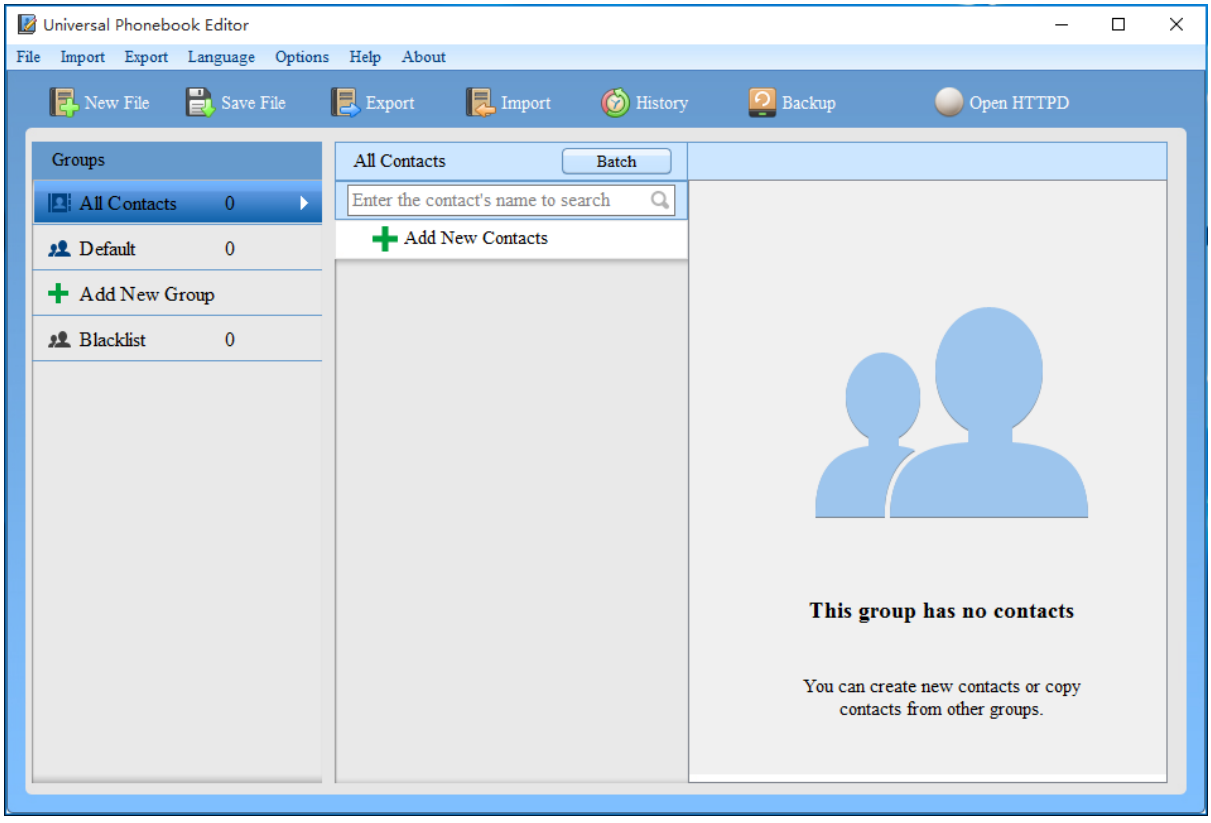


Figure 1: Phonebook Editor Main Interface

TUTORIAL OF FUNCTIONS

IMPORT OPTIONS

The import feature imports existing phonebook to Universal Phonebook Editor for editing.

LOCAL IMPORT

There are 2 ways for users to import locally. Click Import and choose Local Import, or click

directly to enter Import Interface. You will see the screen show below:

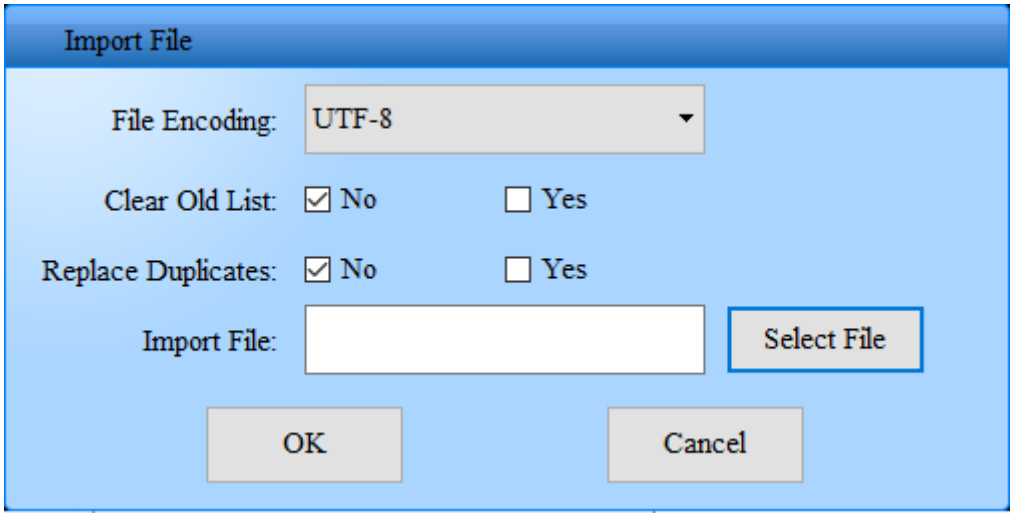


Figure 2: Local Import Window

- **File encoding**：Many encoding format are supported UTF-8 stands for Chinese, so we suggest users to choose UTF-8.
- **Clear Old list**: If “No” is selected, the previous phonebook will not be lost. If “Yes” is selected, the previous phonebook will be overwritten.
- **Replace Duplicates**: If “Yes” is selected, all duplicates will be removed after importing is complete. If “No” is selected, the duplicates will not be filtered and the phonebook may have duplicate contacts.

NETWORK IMPORT

The network import feature downloads the phonebook directly firm the server or web to the phone. By clicking Import and choosing Web Import, you will see the screen shown below:

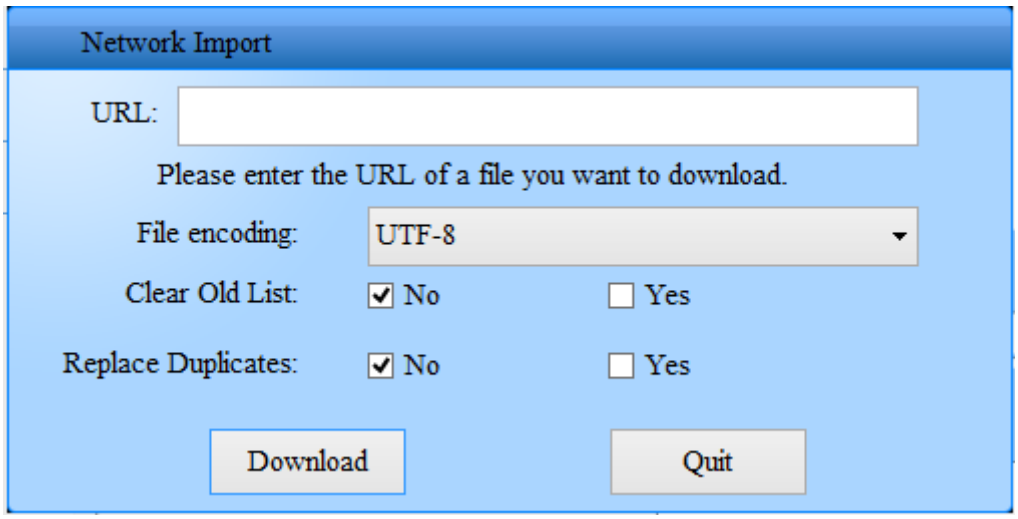
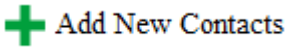


Figure 3: Network Import Window

- **URL：** Input the address for downloading the phonebook. For example, you can input http://192.168.89.135:8080/phonebook.xml to download the phonebook into your universal phonebook editor.

CONTACT OPTIONS

ADD NEW CONTACT

Users can add new contacts by clicking 

, and a new contact will appear on your right as the picture shown below:

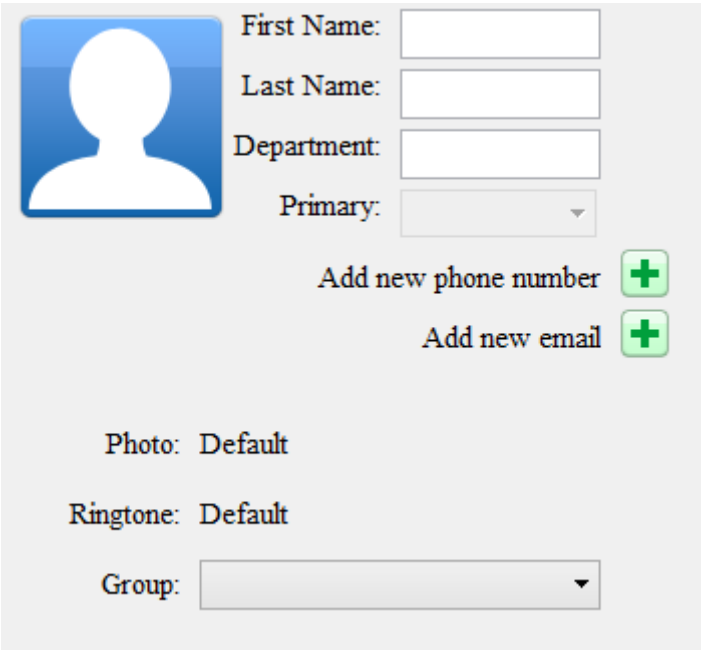
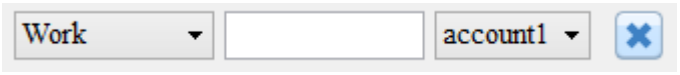


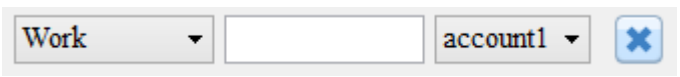
Figure 4: Contact Details Interface

- **First/Last name**：Enter contact's first and last name.
- **Department**: Enter the department of the number of the contact.
- **Primary**: If the contact contains two or more numbers for different groups, set the primary number group for this contact.
- **Add new phone number**: Press and a text box will appear above.

  Users can choose the number type and account number account number by selecting the appropriate drop-down box. They can also delete it by pressing or add more contacts by pressing .

- **Add new emai**l: Press and a text box will appear above.

  Choose email type by selecting the drop-down box. Delete information by clicking , or add more contacts by pressing .

- **Group**: Only for looking up which group the contact belongs to.

  Note: Clicking on another contact will save the current contact information.

DELETE CONTACT

- **Delete one contact**：Right click on the contact and press “Delete contact” to delete a contact.
- **Batch deletion**: Press batch and a ☐ will appear after all the contacts. Users can click ☐ to choose multiple contacts and then right click and choose “delete” to delete the contacts. User also can click on “Cancel Batch” to cancel this operation. As the figure shows below:

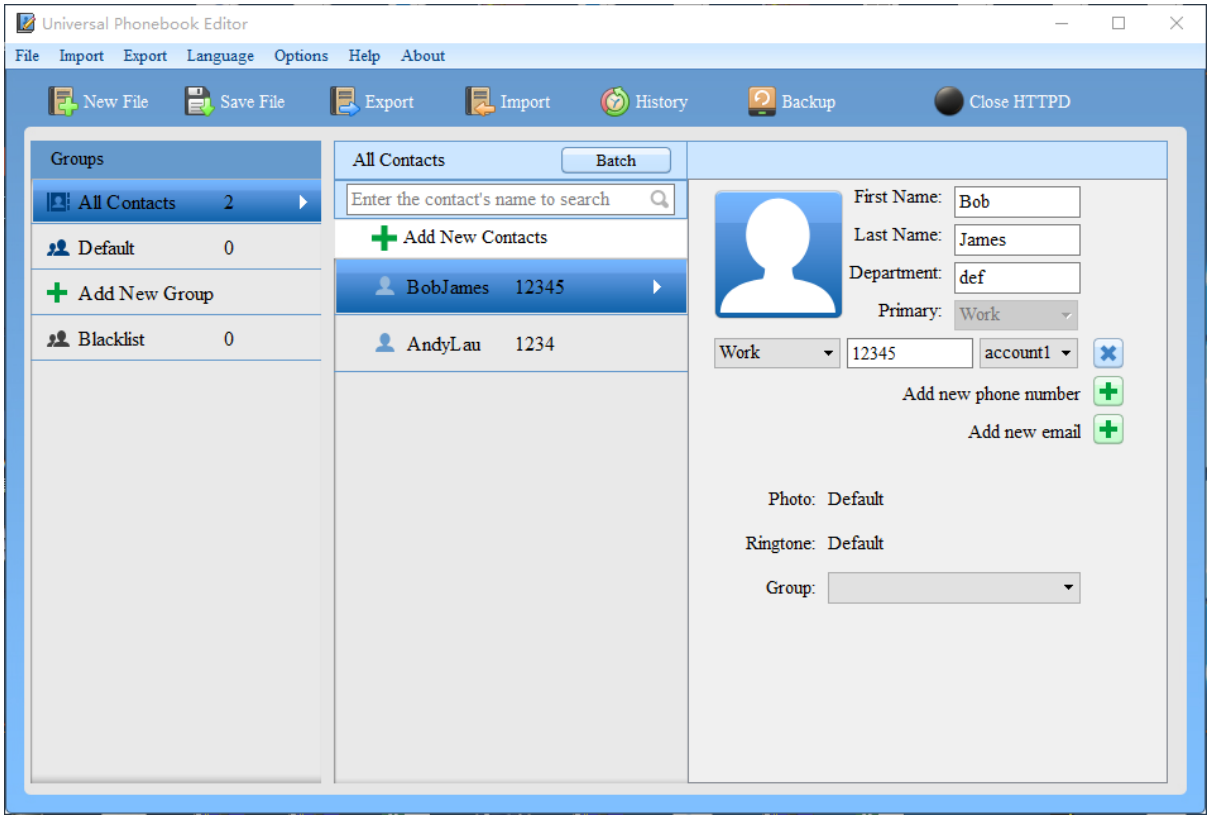


Figure 5: Batch Delete the Contacts

MODIFY CONTACT ATTRIBUTES

Move the cursor to the contact, click on the contact and all the information will appear at the right side of telephone editor. Users can revise or add new telephone number, email, or delete previous information. The change will be saved automatically when you click on another contact.

SEARCH·LOOKUP CONTACTS

Fuzzy search is supported. Users can look up contacts in the search box. Only supports lookup by first or last name, as the figure shows below:

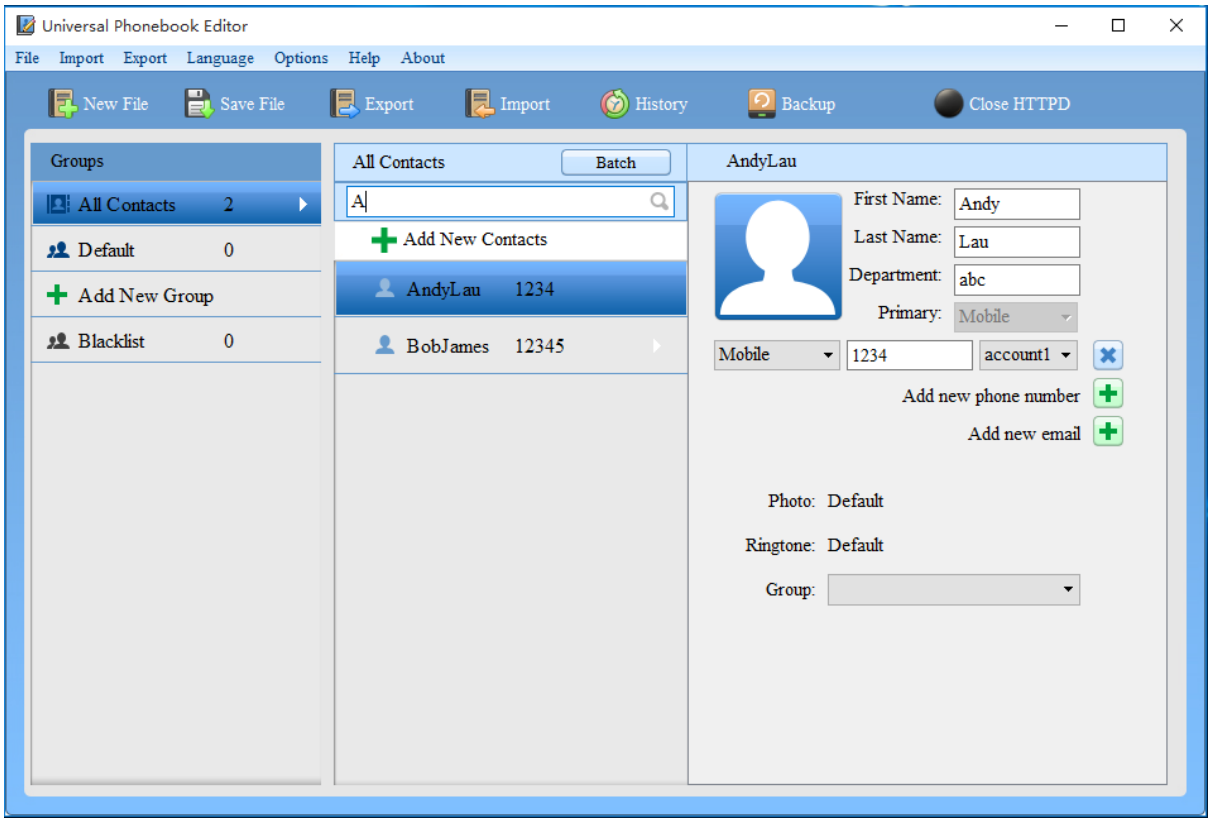


Figure 6: Search Lookup Contacts

BLACKLIST

Right click on a contact and choose “Move to” or “Copy to” as shown below to move the contact to the blacklist.

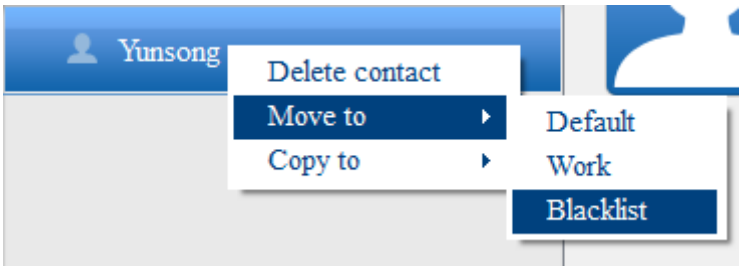
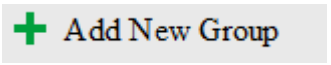


Figure 7: Contact right click options

GROUP OPTIONS

ADD GROUP·RENAME GROUP

- **Add New Group**: Clicking on 

and a new group will appear in the group listing. Type name of the group, such as

and when you click on another group it will be save automatically.
- You can rename the group by double clicking on the name of the group.

DELETE GROUP

Right click on a group and “Delete Group” and “Dissociate Group” will appear. As the shown below:

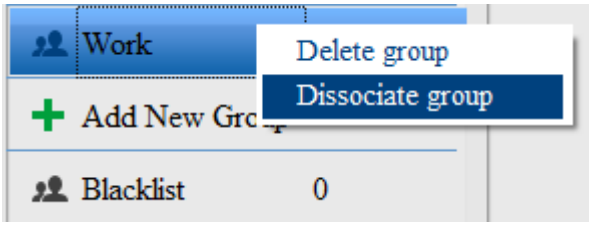
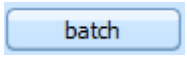


Figure 8: Group right click options

- **Delete group**: Removes the group from the list.
- **Dissociate group**: Empty all the contacts in this group, but the group still exists.

BATCH ADD CONTACTS TO GROUP

Press 

and a ☐ will appear after all the contacts. Users can click ☐ to choose multiple contacts, then right click and choose “Move to” and select the group to add the contacts. This option is similar to batch deleting contacts.

VIEW GROUP INFORMATION

Click on a group and all the contacts within the group will appear in the middle section. You can search for a contact within the group by entering the contact name in the search box.

EXPORT FUNCTION

Export feature can export phonebook to a specified path.

LOCAL EXPORT

Move cursor to Export and click “Local Export”, or click Export directly. There are many formats and encoding choices when exporting, as shown in the picture below:

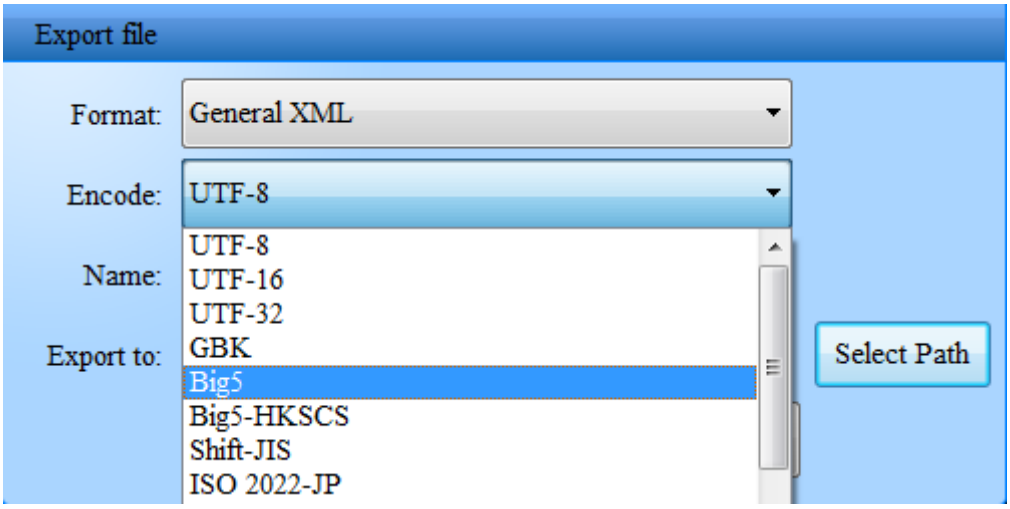


Figure 9: Export file window

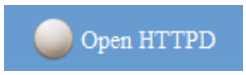
- **Format**: Phonebook editor supports importing and exporting various formats by XML file. All formats are available for Grandstream phones. See not for compatible formats.
- **Export to**: Choose a save path for the file.

Note: GXP21xx and GXV3140 series can only support XML and UTF-8 formats. GXV3175 can support XML and CSV formats, and UTF-8，UTF-16，UTF-32, and GBK encoding. GXV32xx supports XML, VCard, and CSV formats, and UTF-8, UTF-16, UTF-32, GBK, Big5, Big5-HKSCS, Shift-JIS, ISO8859-1, ISO8859-15, Windows-1251 and EUC-KR encoding. When importing saved files to the phone, encode and file format should be same as exporting else the import will fail and messy code will appear on LCD.

BACKUP

To create a backup, click on Backup, and a saving interface will appear. Type the name and then click “Backup” to save the phonebook.

HTTPD SERVICE

The HTTPD service uploads the phonebook to the phone from the computer. Move cursor to 

and click on the “white ball” to activate the HTTPD service. An HTTPD service path and port number will appear on screen. Write down this information for the next step. As the figure shows blow:

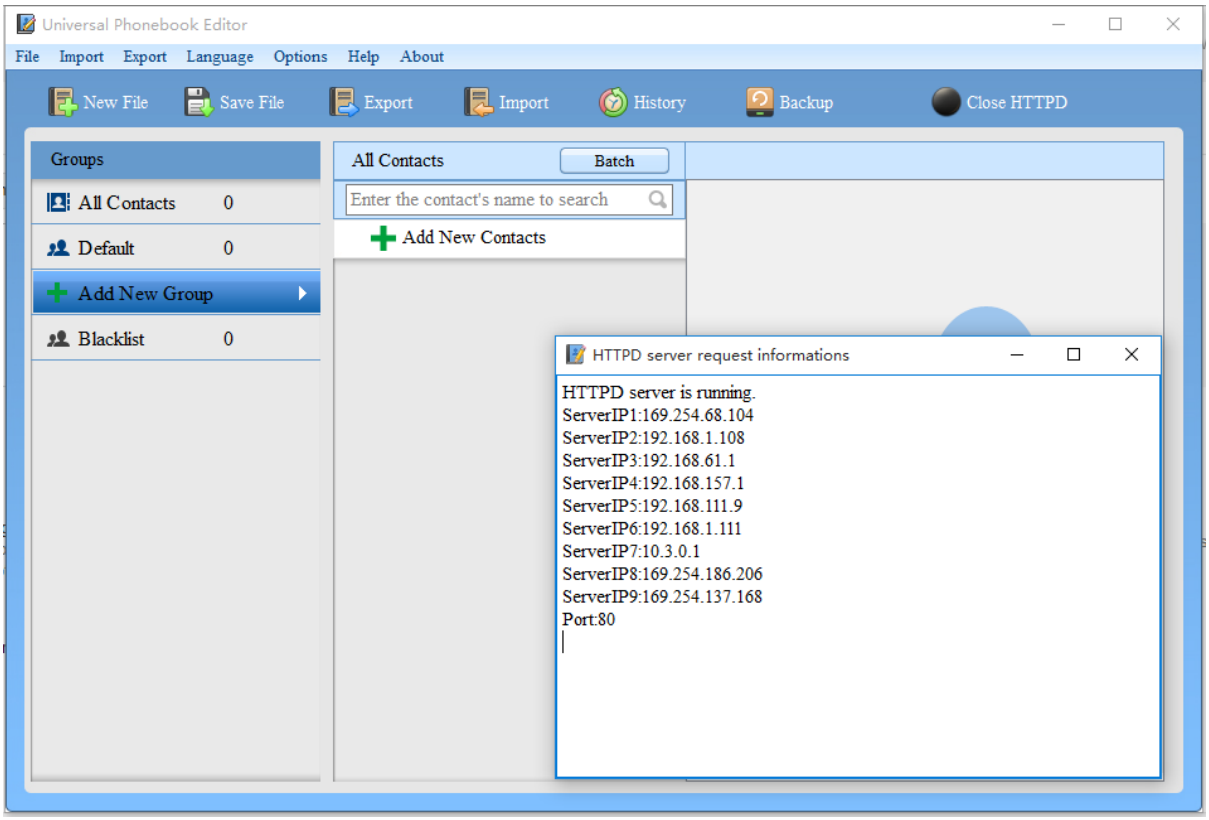


Figure 10: HTTP Service Enabled

The GXP21xx series take the following steps below (Such as GXP1400):

1. Open browser, and type the IP address of the phone to access the Web GUI.
2. Open “Phonebook”-> “Phonebook Management”. Under “Enable Phone book XML Download” select “Enable, use HTTP” in the drop box, and then enter the phone book XML server path and port number from the previous step.
3. Save and reboot. Check the address book after 3 minutes. The phonebook will be downloaded to the phone.

The GXV3140/3175 series take the following steps below (Such as GXV3175):

1. Open browser, and type the IP address of the phone to access the Web GUI.
2. Open “Application setting”->”Phonebook”. Under Download Mode choose “HTTP”. The server should be filled with the path and port number shown from the previous step. Encode type is UTF-8 by default.
3. Click download and wait for a few seconds. Phonebook will be downloaded to the phone.

The GXV3240/3275 series take the following steps below (Such as GXV3275):

1. Open browser, and type the IP address of the phone to access the Web GUI.
2. Open “Maintenance”->”Contacts”. Under Download section choose “HTTP”. Add the HTTP Download Server path on “Download Server” field. Encode type is UTF-8 by default.
3. Click download and wait for a few seconds. Phonebook will be downloaded to the phone.

NEW FILE

Click on “New File” to create another new phonebook, and if user already has some contacts, there will be a notification indicating user to save the contacts.

SAVE FILE

Click on “Save File” to save the current phonebook as an XML on the computer. The file will be located in the “target” folder inside the Universal phonebook Editor directory. The file is named using the current date and time. As the figure shows below:

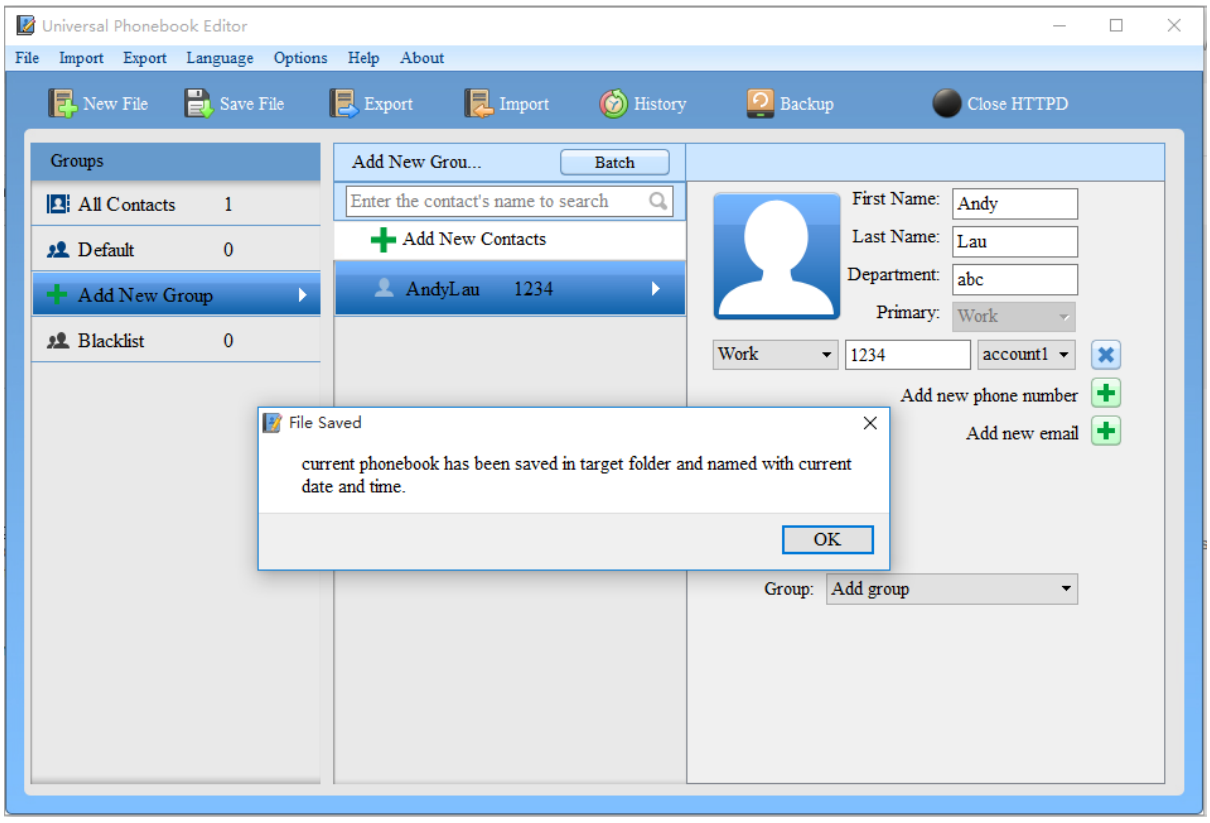


Figure 11: Save File

HISTORY

Click on “History” to see the directory where files are saved using the “Save File” function. As the figure shows below:

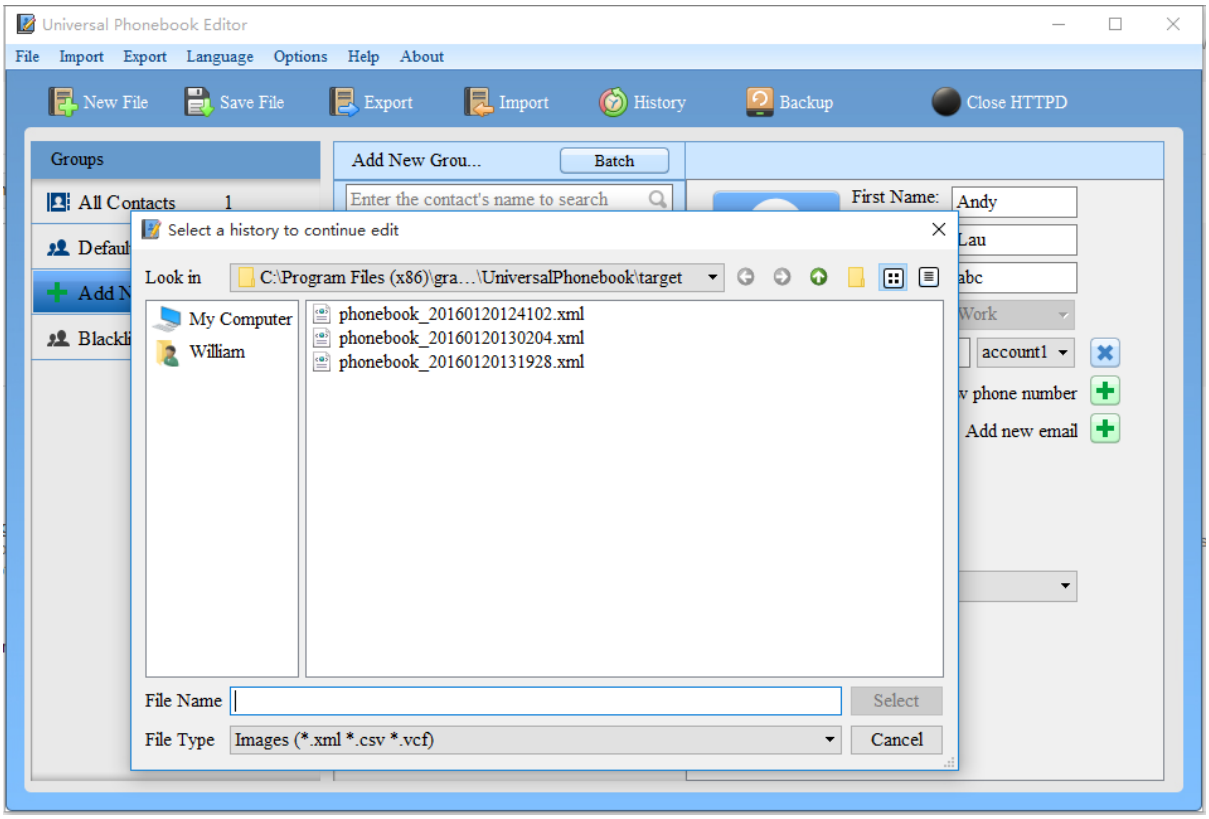


Figure 12: History Function

OPTINOS MENU

BOOT AUTO START

Automatically run Phonebook Editor on windows startup.

RECOVERY DATA

Loads the last saved configuration on program startup.

AUTO HTTPD

Automatically start HTTPD server on program startup.