

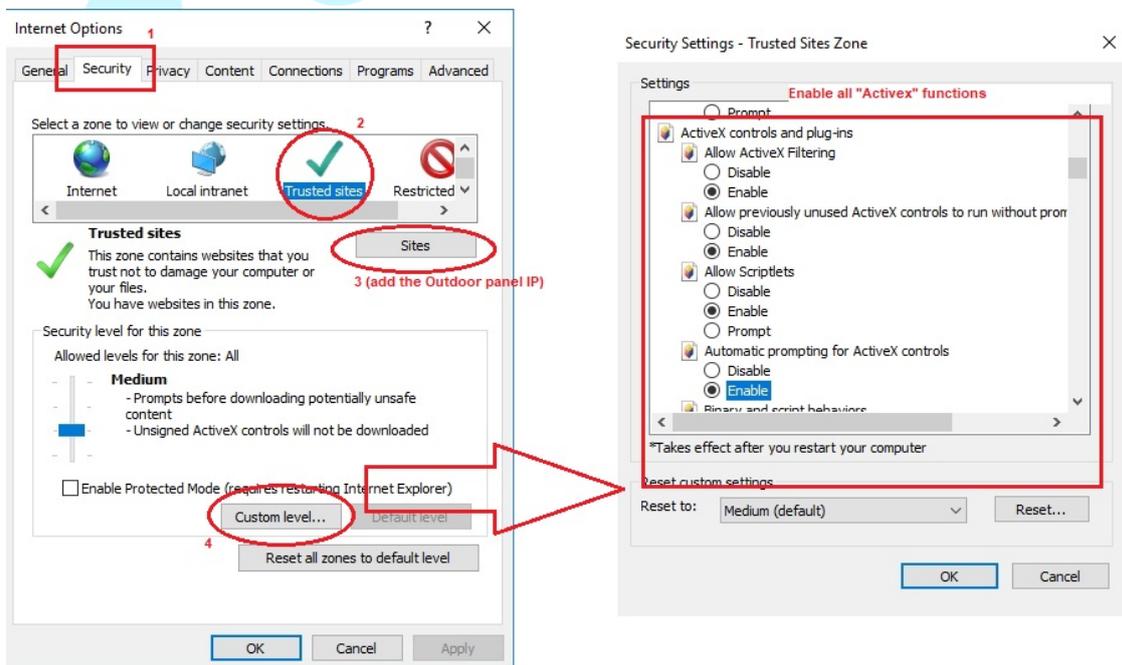
Directory upload procedure by Excel file (xls)

1.- Generate an excel spreadsheet with the following characteristics (see image below)

	A	B	C	D	E
1	RoomNo	Name			
2	1111	Lily			
3	1112	Lucy			
4	1113	Tom			
5	1114	Tony			
6					
7					
8					

Save the file as * .xls.

2.- Once the file is generated, you must enter "Internet Explorer" and modify its settings according to the image below.



3.- Enter to "Outdoor Panel" by "Internet Explorer" entering the IP address on the upper bar.

Note: By default the usr and pwd are: admin/123456

4.- From the menu in the left column, select the "Phonebook" function, then click the "Upload" button.



Select the excel file generated in step 1 and click "Open".

If the process is successful, a confirmation message like the one shown below should appear.



Upload successful!

In case of an error or the indicated message does not appear, please check step 2.

Note: Keep in mind that, if there are already users in the "Phone Book", the new list will not overwrite them, but will be added to the existing one.

Note2: If you want to delete only one user, you must go to the "Phonebook" function, select the user by clicking on the name, this will fill in the empty fields at the top. To eliminate it, all you have to do is enter the number "0" in the "Room" field and press "Submit".

Phonebook Settings

Name:

Room: 2

3

Name	Room	Name	Room	Name	Room
1 Tom	113	Lily	1111	Lucy	1112