Directory upload procedure by Excel file (xls)

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

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

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.

Internet Options	? ×	Security Settings - Trusted Sites Zone	×
General Security Privacy Content Connections Programs	Advanced	Settings Enable all "Activex" functions	
Internet Local intranet Trusted sites Res Trusted sites Trust of the damage your computer or your files. You have websites in this zone	e Outdoor panel IP)	ActiveX controls and plug-ins Allow ActiveX Filtering Disable Enable Allow previously unused ActiveX controls to run v Disable Enable Allow Scriptets Disable Disable Disable Disable	without prom
Security level for this zone Allowed levels for this zone: All		Enable Prompt Automatic prompting for ActiveX controls Disable	
Medium Prompts before downloading potentially unsafe content Justigned ActiveX controls will not be download	2 led	Disable Enable Rinary and errint hehaviore	*
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -	plorer)	*Takes effect after you restart your computer Reset custom settings	
Custom level Default 4 Reset all zones to default	t level	Reset to: Medium (default) ~	Reset Cancel
OK Cancel	Apply		

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.

Upload	Examinar
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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.



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".

Name: Room:	Tom	2			
Submit)				
Name	Room	Name	Room	Name	Room
Tom	113	Lily	1111	Lucy	1112