

How To Import Fax Numbers Into Network Fax

Overview

Recent Network Fax Devices allow for importing fax numbers saved in CSV file format. The following procedure will explain how to import fax numbers into network fax device using a web browser.

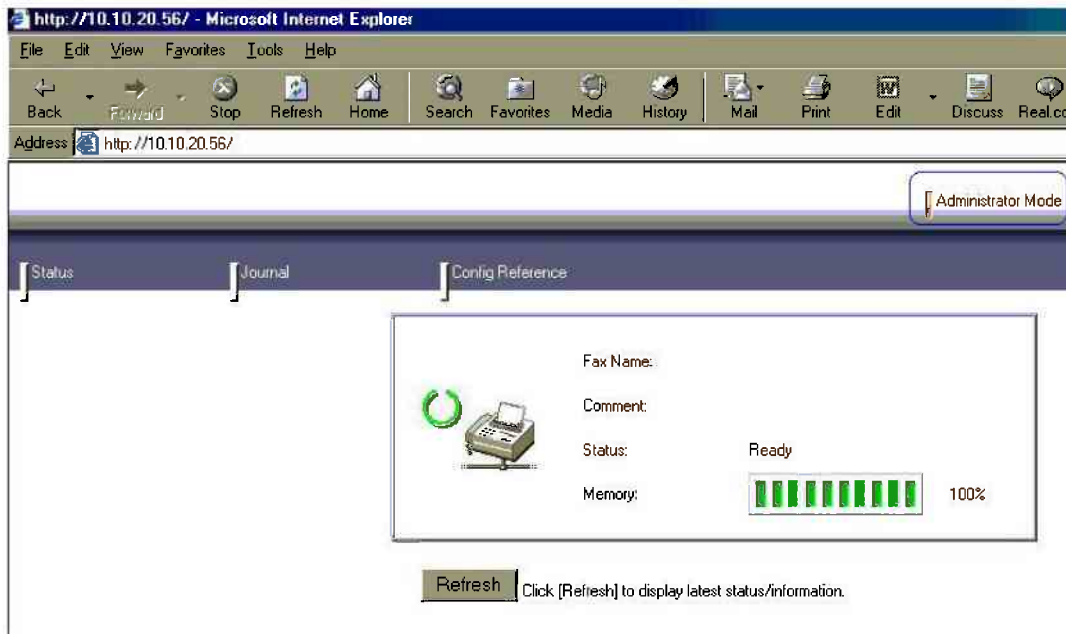
Required Hardware/Software

- Web Browser i.e. Internet Explorer 5 or later
- Network Fax Device: H310

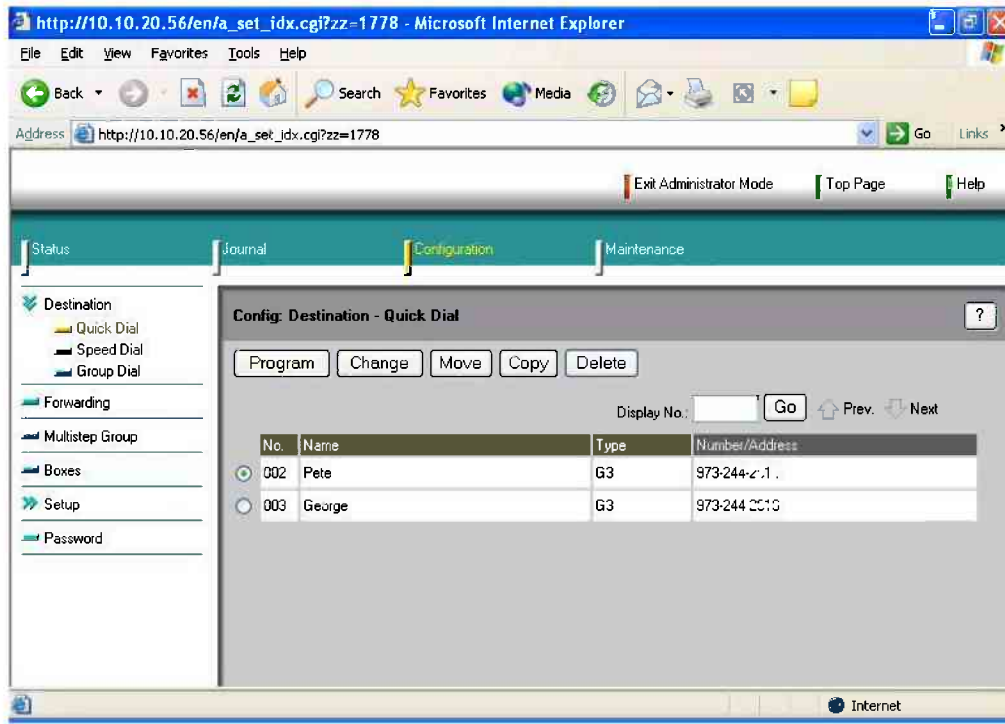
Steps To Create A CSV Template And To Add Fax Numbers

Listed here are the steps to create proper CSV template and screenshot of proper CSV template used by the Network Fax device.

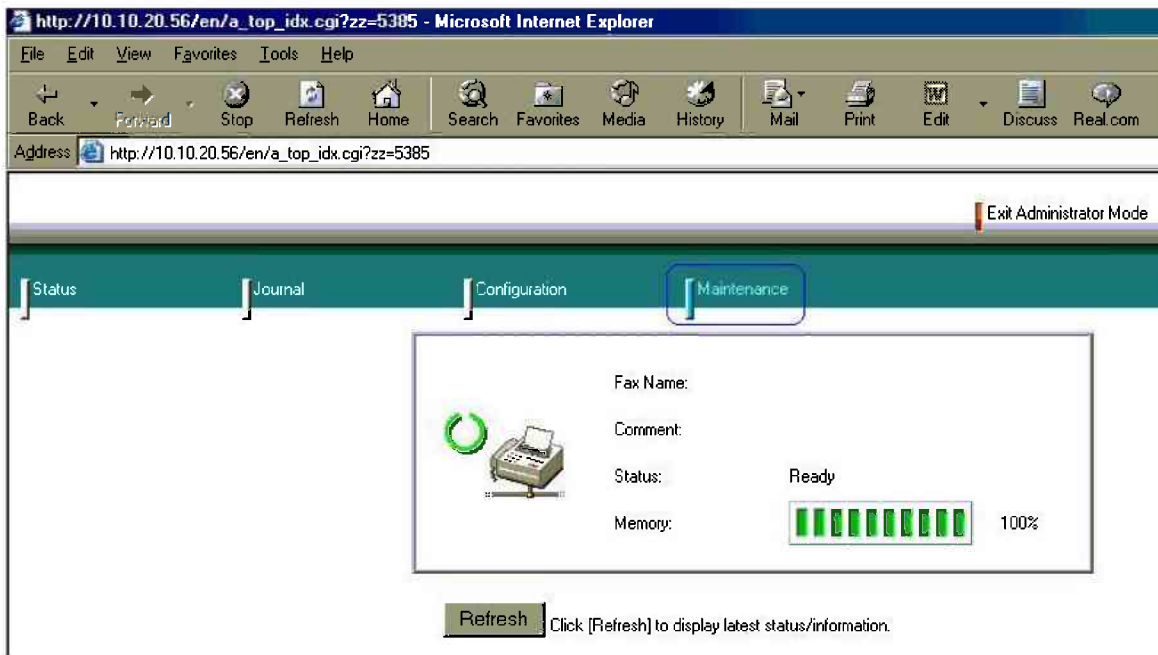
- To create CSV template, Launch web browser and type in NIC Fax IP address.
- Click administrator mode. And enter default user name and password, which are both blank. Click OK



- Click Configuration to add one quick dial, one speed dial, and one group dial for later reference.



- After creating single quick dial, speed dial, and group dial numbers, click maintenance to perform backup.



- Click backup on the left hand side of web page.
- Click perform backup, which ask to save file. Name backup file template and click save. Open CSV file with Microsoft Excel program, which should look very similar to example shown here.

- Add additional fax numbers by adding rows under first Quick Dial No., Speed Dial No., and Group Dial No. using the same syntax. For example:
[002] [973-244-1234] [0] [0] [Pete] [1] [0] [0]

Microsoft Excel - csv-format-example.csv

File Edit View Insert Format Tools Data Window Help

K16 =

	A	B	C	D	E	F	G	H	I
1	#Format: 01								
2	#Backup Date: 12/03/2002 01:43:18 (PM)								
3	#Quick Dial								
4	#Quick Dial No.	Number/Address	Type	Line No.	Name	Group No.	Fax Header	Label Insertion	
5	[002]	[973-244-2010]	[0]	[0]	[Pete]	[1]	[0]	[0]	
6	[003]	[973-244-2010]	[0]	[0]	[George]		[0]	[0]	
7	#Speed Dial								
8	#Speed Dial No.	Number/Address	Type	Line No.	Name	Group No.	Reserved 1	Reserved 2	Fax Header
9	[000]	[973-882-3960]	[0]	[0]	[Sally]	[1]			[0]
10	[001]	[973-244-2618]	[0]	[0]	[Joey]				[0]
11	#Group Dial								
12	#Group Dial No.	Group Name	Quick Dial No.						
13	[01]	[NSC]							
14	#Number Keys								
15	#Number/Address	Type	Line No.	Group No.					
16	#END								

- Save file after adding all quick dial, speed dial, and group dial numbers by clicking File, Save. Select Yes to CSV file may contain features not compatible with CSV format.

Steps To Import Fax Numbers Into Fax Machine

- Launch web browser and type in NIC Fax IP address.
- Click administrator mode. And enter default user name and password, which are both blank. Click OK

http://10.10.20.56/ - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com

Address http://10.10.20.56/

Administrator Mode


Status Journal Config Reference



Fax Name:

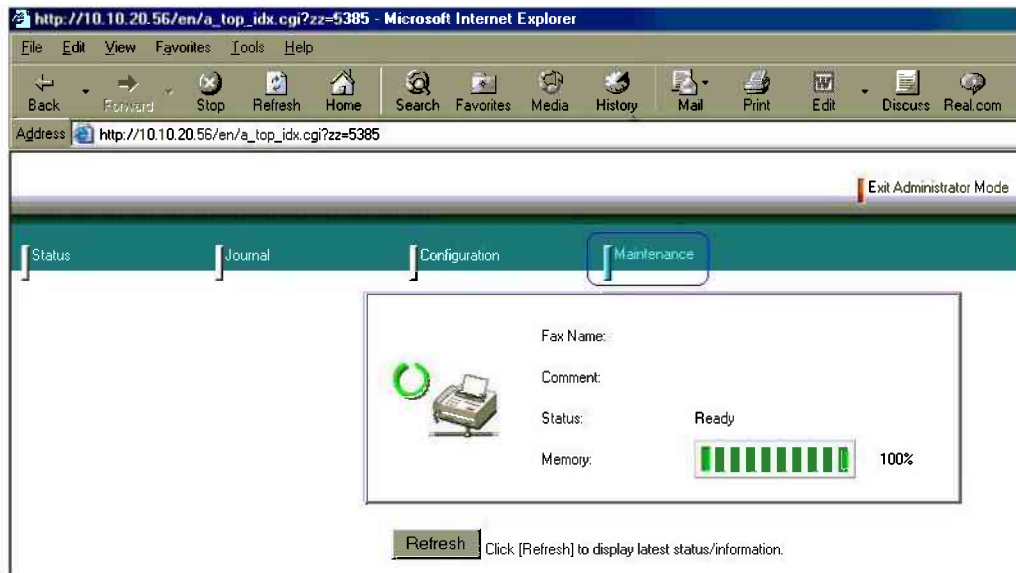
Comment:

Status: Ready

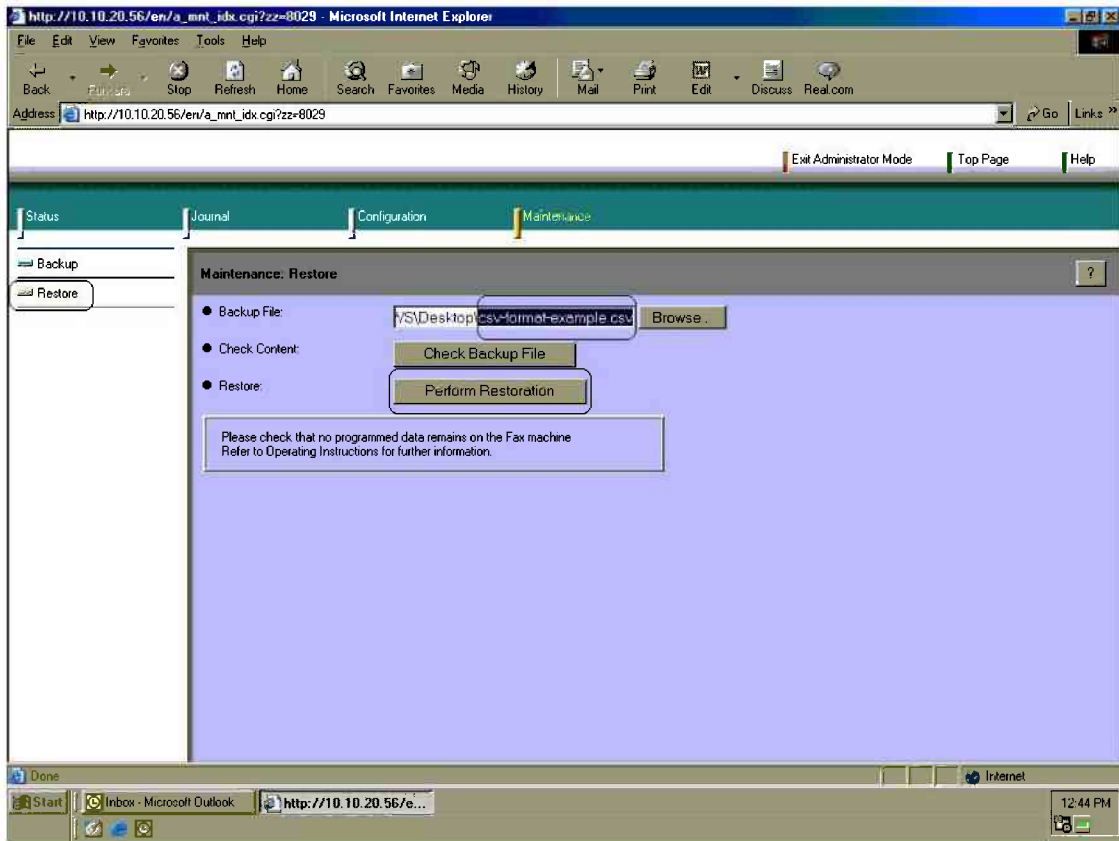
Memory:  100%

Refresh Click [Refresh] to display latest status/information.

- Inside administrator mode, click maintenance.



- Inside maintenance, click restore on the left hand side of web page.
- Browse to CSV file in proper format. See CSV format section shown above.
- Click perform restoration, which will add all quick dial, speed dial, and group dial numbers listed in CSV file. **Caution: This process will erase any existing numbers.**



- Click OK to overwrite all previous numbers.

End Result:

Network Fax Device now has all quick dial, speed dial, and group dial numbers taken from CSV file format.