

## CloudTalk Pro -- How to Setup & Use the Grandstream Universal Phonebook Editor

**Notebook:** Telephone Endpoint Related

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CloudTalk Pro -- How to Setup & Use the Grandstream Universal Phonebook Editor and File Export Preparation for the CloudTalk Pro System

Note: These instructions were created using the Grandstream Universal Phone Book Ver 3.6.7 however newer versions may also be applicable.

The CloudTalk Pro System is setup to preserve custom entries within each phone's Phonebook. Users may add their own custom entries and they will not be overwritten by an uploaded Universal Phonebook Editor Export File.

1. Download the Grandstream Universal Phonebook Editor [https://www.grandstream.com/sites/default/files/Resources/universal\\_phonebook\\_editor\\_v3.6.7.zip](https://www.grandstream.com/sites/default/files/Resources/universal_phonebook_editor_v3.6.7.zip) (If this link is no good when you attempt to use it may I suggest you Google Search "Download the Grandstream Universal Phonebook Editor" and you will find its most likely the first Google result "Tools | Grandstream Networks")
2. Install the Grandstream Universal Phonebook editor (Here is a Users Manual that can be referenced as well however please note that this manual is a generic manual and was not written specifically for the CloudTalk Pro System) [https://www.grandstream.com/sites/default/files/Resources/phonebook\\_editor\\_user\\_guide.pdf](https://www.grandstream.com/sites/default/files/Resources/phonebook_editor_user_guide.pdf)
3. Start the Universal Phonebook Editor and add new groups and contacts.
  1. Start out by adding a new group. Click on the Add New Group Button and name your new group and select the Add Button.
  2. Next Click on the Add New Contact (while the group you just created is selected) Complete as much of the screen as you wish to, however you will want to have a name and at least one phone number at a minimum.
  3. You may continue to add additional groups and contacts. Periodically do not forget to click on the Save File button at the top of the screen, you would not want to lose your work if the application would lock up or if there was a power failure.
4. Once you have your Phonebook built with all of your entries please select the Export button at the top of the screen. Leave the Format as GeneralXML, leave the Encode as UTF-8, Name the file anything that you would like, and Export it to somewhere you will know how to reference the file at a later time (you might want to consider select the desktop as your Export To location by clicking on the Select Path button to the right, select your user name in the left column and then select the Desktop Icon in the right column. You can double click on the Desktop Icon or you may click on it once and then Click on the Select Button. Click on the OK button to complete your File Export.
5. Once you have created the exported file you now need to send it to [help@vtjoliet.com](mailto:help@vtjoliet.com) via an email attachment. Once the Velocita representative processes the file your phone will be updated within 3 minutes.