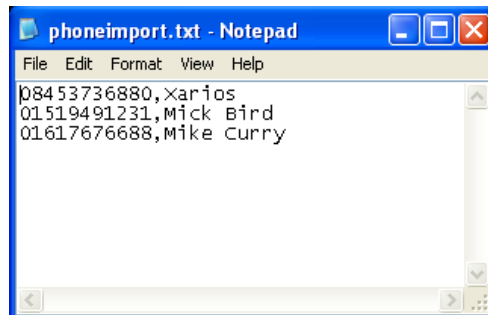


Directory Import Tool

For this import tool you will need to start by creating a `.csv` or a `.txt` file (via either Microsoft Excel or a basic writing tool like Notepad). The `.csv` for the `.txt` file needs to be created in a format like so:

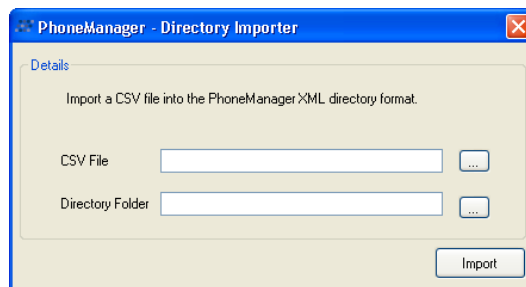
Name,Number

So for example the `.csv` or `.txt` file would look like this:

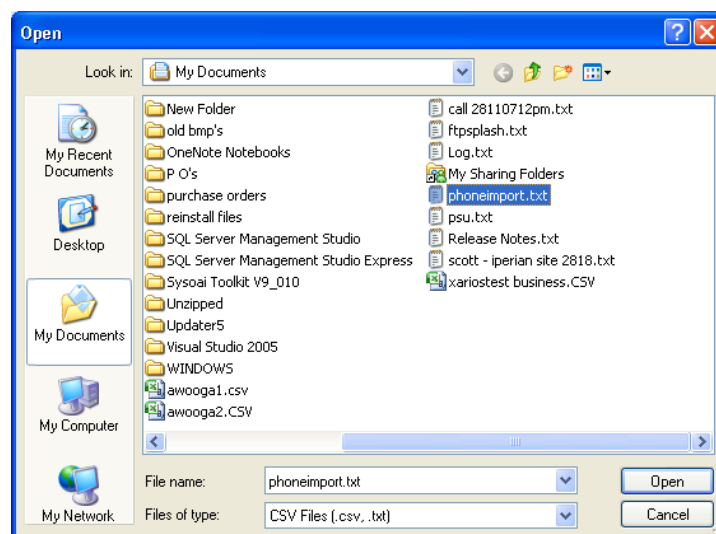


Then once you've created the file you will need to save it as either a `.csv` or a `.txt` file and locate where it's saved to.

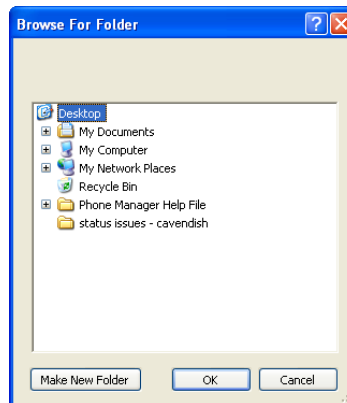
Then you should load up the `directoryimport.exe` program by double clicking the programs icon, which will bring up this window:



First of all you should click on the `...` icon to the right of the `CSV File` text box, this will bring up an explorer window where you can explore for the `.csv` or `.txt` file you've just created:

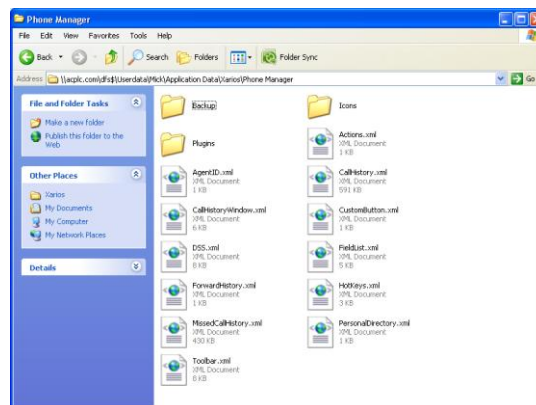


The Directory Folder is the folder where the new [personaldirectory.xml](#) file will be created. Simply click on the ... button to the right of the [Directory Folder](#) text box.



This will create a new [personaldirectory.xml](#) file that can be added into the phone manager.

To do this **first make sure that the phone manager program has been turned off** on the pc you're going to update. Then locate the new [personaldirectory.xml](#) file you've created in the Directoryimport.exe program. The file needs to be moved to your [my documents](#) folder – in here you should navigate to \\application data\Xarios\phone manager\ Where you will see a [personaldirectory.xml](#) file, simply replace this file with your new one you have created using the directory import tool.



Finally start up the phone manager and your new personal directory should be accessible from the personal directory on the phone manager:

