



Bulk Extensions

User Guide

Chapters

- ▶ Overview
- ▶ Logging In
- ▶ Exporting Extensions
- ▶ Importing Extensions

Overview

The Bulk Extension module allows you to easily import all your extensions from a CSV. This will save you time if you have a large amount of extensions you need to create on the system.

Logging In

- Log into the Extensions DID module and you should see a screen like this.

Bulk Extensions

Manage Extensions in bulk using CSV files.

Start by downloading the [Template CSV file](#) (right-click > save as) or clicking the Export Extensions button.

Modify the CSV file to add, edit, or delete Extensions as desired. Then load the CSV file. After the file is processed, the action taken for each row will be displayed.

Bulk extension changes can take a long time to complete. It can take 30-60 seconds to add 100 extensions on a small system. However, on a system with 2000 extensions it can take about 5 minutes to add 100 new extensions.

CSV File to Load: No file chosen

Exporting Extensions

- You can choose to export all your existing extensions to CSV. This will allow you to modify anything on each extension and re-import them.
- Pressing the “Export Extensions” button on the main page should allow you to download the CSV of all your current extensions.

Export Extensions

- You can now open this file in a CSV friendly program, like Microsoft Excel, and make changes or add new entries.

A	B	C	D	E	F	G	H	I	J
action	extension	name	cid_masquera	sipname	outboundcid	ringtimer	callwaiting	call_screen	pinless
	1000	CGN3's	1000			0	enabled	0	disabled
	2000	Moshe Brevda	4004			0	enabled	0	disabled
	2001	Moshe Brevda	2001			0	enabled	0	disabled

K	L	M	N	O	P	Q	R	S	T
password	noanswer_des	noanswer_cid	busy_dest	busy_cid	chanunavail_d	chanunavail_c	emergency_ci	tech	hardware
								custom	
								sip	
								sip	

Importing Extensions

- You can choose at anytime to import a new CSV of extensions. To do this, we suggest you start with exporting at least one with an extension created on your PBX so you can see the proper CSV format.
- At the top of the CSV will be each field that you can define information for. These fields are the same fields you will see in the Admin GUI of the PBX and each field is explained in the Extension module user guide.
- The only column in the CSV that is not a field in your Extensions module is the action field. The action field lets you define what action you want to take for each entry. Your options are:
 - add**- If the entry is a new extension, you would set this to “add.”
 - del**- If you want to remove the entry from the PBX, you would set this to “del.”
 - edit**- If you want to edit the entry from what it has now for settings, you would set this to “edit.”

A	B	C	D	E	F	G	H	I	J
action	extension	name	cid_masquera	sipname	outboundcid	ringtimer	callwaiting	call_screen	pinless
	1000	CGN3's	1000			0	enabled	0	disabled
	2000	Moshe Brevda	4004			0	enabled	0	disabled
	2001	Moshe Brevda	2001			0	enabled	0	disabled

K	L	M	N	O	P	Q	R	S	T
password	noanswer_des	noanswer_cid	busy_dest	busy_cid	chanunavail_d	chanunavail_c	emergency_ci	tech	hardware
								custom	
								sip	
								sip	

- Also, on the main page of this module, there is a cheat sheet explaining what each column on the CSV is used for.

Bulk Extensions CSV File Columns

The table below explains each column in the CSV file. You can change the column order of the CSV file as you like, however, the column names must be preserved.

#	Name	Default	Allowed	On Extensions page	Details
1	action		add, del, edit		Add, Delete, or Edit an Extension.
2	extension			User Extension	The extension number to dial to reach this user.
3	name			Display Name	The caller id name for calls from this user will be set to this name. Only enter the name, NOT the number.
4	cid_masquerade			CID Num Alias	The CID Number to use for internal calls
5	sipname			SIP Alias	If you want to support direct sip dialing of users internally or through anonymous sip calls, you can supply a friendly name that can be used in addition to the user's extension to call them.
6	outboundcid			Outbound CID	Overrides the caller id when dialing out a trunk. Any setting here will override the common outbound caller id set in the Trunks admin. Format: "caller name" <#####> Leave this field blank to disable the outbound CallerID feature for this user.

- To import your new CSV, click on the “Choose File” option and pick the CSV you want to import from your local computer. Then press the “Load File” button when done.

CSV File to Load:

Choose File

No file chosen

Load File



Schmooze[®]
Schmooze Com Inc.

(920) 886-8130

<http://schmoozecom.com>