

Windows Guest Phonebook Export and Import

1.0 Introduction

The Windows Guest can export phonebook records to a comma-separated values (.csv) file and import phonebook records from a CSV file. Each line in the CSV file represents one phonebook record.

Export can be used to back up phonebook records, review or edit them in another application, or transfer them to another Windows Guest installation. Import can be used to create multiple phonebook records in a single operation.

Phonebook records can be exported from or imported into the Guest phonebook root folder, a selected subfolder, or a specified full folder path. Subfolder structures can also be included where applicable.

For details about the CSV file structure and the phonebook fields that can be exported and imported, see *Section 4.0 CSV file format*, and *section 5.0 Field reference*.

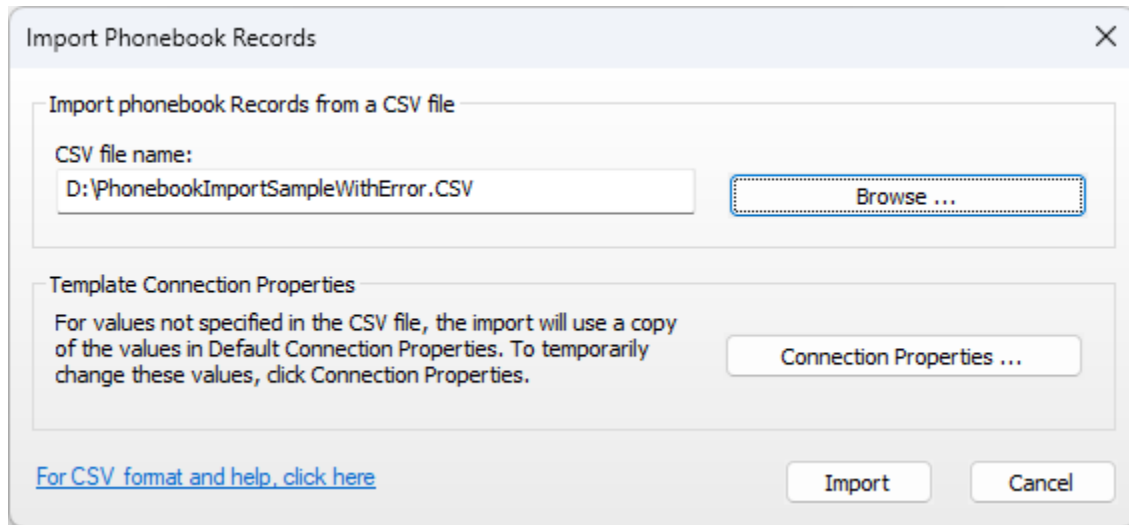
2.0 Importing Phonebook Records from a CSV File

2.1 Before importing

Values that are not specified in the CSV file are taken from a temporary copy of the Guest's **Default Connection Properties**.

Before starting the import, you can select **Connection Properties** in the import dialog to change these template values. The changes apply only to the current import and do not modify the configured Default Connection Properties.

2.2 Importing the CSV file

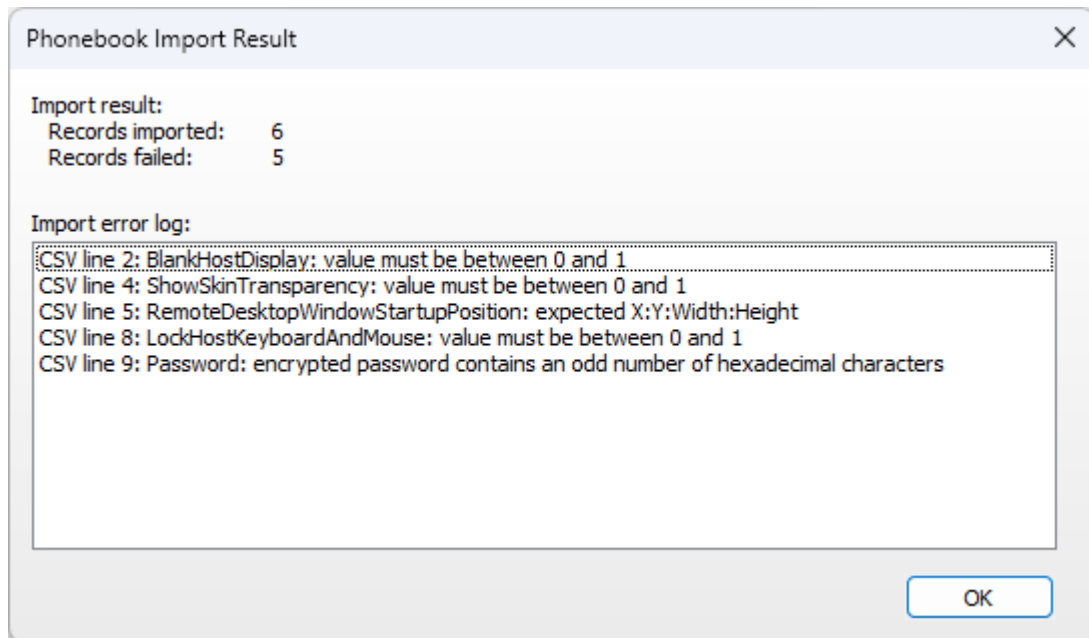


To import phonebook records:

1. In the Guest, select **Import** from the Phonebook section of the Home menu.



2. Select or enter the name of the CSV file.
3. Optionally select Connection Properties and adjust the template values used for fields that are not specified in the CSV file.
4. Select **Import**.
5. Review the import result.



The result dialog shows:

- The number of records imported successfully.
- The number of records that failed.
- An error log for records that could not be imported.

An error in one record does not prevent the Guest from importing the remaining valid records.

3.0 Exporting Phonebook Records to a CSV File

The Guest can export one or more phonebook records to a CSV file. The exported file contains all supported phonebook fields in the order described in Section 5.0 *Field reference*.

You can export:

- A single phonebook record.
- All records in a selected phonebook folder.
- Records in the selected folder and its subfolders.

The folder location of each record is written to the FolderPath field. This allows the folder structure to be recreated when the CSV file is imported.

3.1 Exporting phonebook records

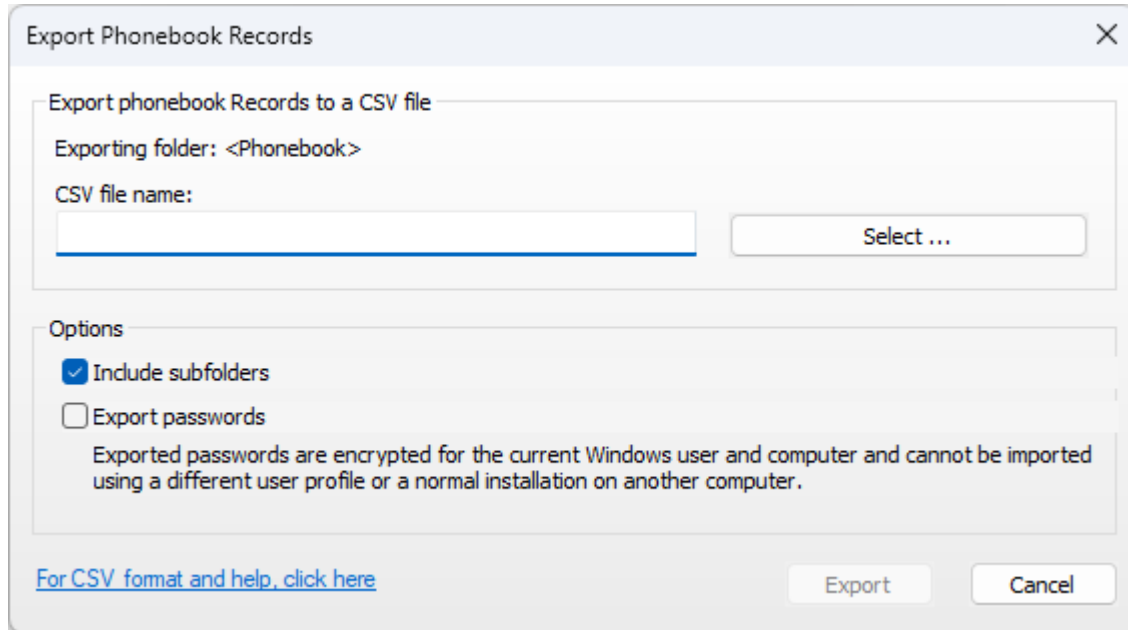
To export phonebook records:

1. In the Guest phonebook, select the record or folder you want to export.

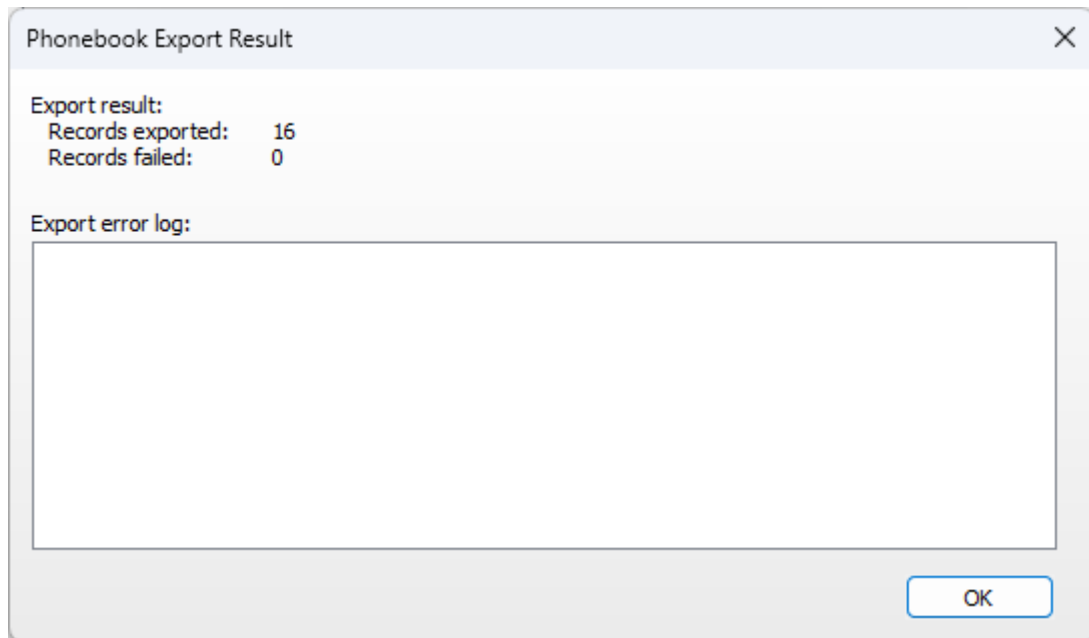
2. Select **Export** from the **Phonebook** section of the **Home** menu.



3. Select or enter the path and name of the CSV file.



4. When exporting a folder, choose whether records in its subfolders should also be included.
5. Select **Export**.
6. Review the export result.



The export result shows:

- The number of records exported successfully.
- The number of records that failed to export.
- An error log for records that could not be exported.

An error in one record does not prevent the Guest from exporting the remaining valid records.

3.2 Exported values

Export writes all supported phonebook fields to the CSV file. Empty phonebook properties are exported as empty CSV fields.

The first line of the exported file contains the field names. Each following line represents one phonebook record.

Text containing commas or double quotation marks is quoted according to the rules described in Section 4.0 *CSV file format*.

3.3 Exporting passwords

By default, stored passwords are not included in the exported CSV file. Select **Export passwords** to include them.

Exported passwords are encrypted and begin with the ENCRYPTED: prefix. They can only be imported by the same Windows user on the same computer on which they were exported.

An encrypted password cannot be imported using a different Windows user profile or on another computer. This restriction also applies to a normal Windows installation on another computer.

Exported CSV files may contain other sensitive information, such as usernames, Host names, addresses, and configuration details. Store exported files securely and delete them when they are no longer required.

4.0 CSV file format

Each line represents one phonebook record. Fields must appear in the predefined order and must be separated by commas.

The fields must appear in the following order:

FolderPath,HostName,CommunicationProfile,Description,Comment,Username>Password,Domain,UseCurrentLogonCredentials,RemoteDesktopWindow,UseRemoteDesktopWindowStartupPosition,RemoteDesktopWindowStartupPosition,SkinMode,SkinName,ShowSkinTransparency,RecordRemoteDesktopSession,LockHostKeyboardAndMouse,BlankHostDisplay,SuspendOtherGuestsFromConnection,RemoteDesktopWindowFit,PictureQuality,PictureProgressiveQuality,HostMonitorSelection,HostMonitorNumber,MonitorScreenArea,KeyboardInput,UseGuestKeyboardLayout,MouseInput,DisplayHostMouseMoveMents

An imported CSV file may optionally begin with this header line. Files created by the Guest's export function always include it.

4.1 Unspecified values

Export includes all supported phonebook fields, whereas import allows fields to be omitted or left unspecified. The rules in this section apply to imported CSV records.

For unspecified import values, the applicable template Connection Properties are used as described below.

A field is considered unspecified when it is empty or contains only spaces or tabs.

For example:

Servers,SERVER01,,Main server

In this record:

- FolderPath is Servers.
- HostName is SERVER01.
- CommunicationProfile is unspecified.
- Description is Main server.

- All remaining fields are unspecified.

Unspecified fields use the corresponding values from the template Connection Properties.

A record can also end before all fields have been included. All remaining fields then use their template values.

For example:

```
Servers,SERVER02
```

The line can end with either:

- CR-LF
- CR
- LF

4.2 Text containing commas

A field containing a comma must be enclosed in double quotation marks.

Example:

```
Servers,SERVER03,TCP/IP,Main server,"Main server, accounting department"
```

A double quotation mark inside a quoted field must be written twice.

Example:

```
Servers,SERVER04,TCP/IP,Main server,"Main server, located in the ""Blue Room"""
```

4.3 Grouped fields

Some related CSV fields are treated as a single property group. If none of the fields in a group are specified, the complete group is taken from the temporary Connection Properties template.

If one or more fields in the group contain a value other than spaces or tabs, the entire group is imported from the CSV record. Empty fields within that group are not taken from the template. They remain empty or use the corresponding built-in default value.

The following fields are from the logon credentials group:

- Username
- Password
- Domain
- UseCurrentLogonCredentials

If all four fields are empty, the logon credentials are taken from the template Connection Properties.

If any one of the four fields is specified, none of the remaining empty fields are taken from the template.

For example:

```
Servers,SERVER05,TCP/IP,Main server,,user1
```

This specifies Username, so the complete logon credentials group is imported from the CSV record:

- Username is user1.
- Password is empty.
- Domain is empty.
- UseCurrentLogonCredentials is empty.

The password, domain, and current-logon-credentials setting are therefore not inherited from the template.

4.4 Security considerations

CSV files can contain sensitive information, including usernames, Host names, addresses, and configuration details. Passwords entered manually in a CSV file may be stored in readable form, while passwords included by the Guest's export function are encrypted.

Store CSV files securely, restrict access to them, and delete them when they are no longer required.

5.0 Field reference

CSV field	Description / accepted values
FolderPath	A full folder path or a path relative to the predefined Guest phonebook root folder. An empty value represents the phonebook root folder.
HostName	Host ID, IP address, DNS name, or computer name.
CommunicationProfile	Name of an existing Communication Profile.
Description	Used as the phonebook record filename. If blank, HostName is used. Invalid filename characters are

	replaced with _, and a numeric suffix is added when necessary to create a unique filename.
Comment	Optional free-text comment.
Username	Logon credentials username.
Password	Logon credentials password. It may be specified in readable form or, when created by the Guest's export function, in encrypted form beginning with ENCRYPTED:. An encrypted password can only be imported by the same Windows user on the same computer on which it was exported.
Domain	Logon credentials domain.
UseCurrentLogonCredentials	Use the credentials of the currently logged-on user. Values: 0 = No, 1 = Yes.
RemoteDesktopWindow	Initial Remote Desktop window state. Values: 0 = Windowed, 1 = Full screen, 2 = Maximized, 3 = Minimized.
UseRemoteDesktopWindowStartupPosition	Use the specified startup position and size. Values: 0 = Disabled, 1 = Enabled.
RemoteDesktopWindowStartupPosition	Position and size in the format X:Y:Width:Height, for example 100:200:1280:720.
SkinMode	Specifies how skins are used. Values: 0 = Automatic, 1 = Do not use, 2 = Use specific skin.
SkinName	Name of the specific skin. Used when SkinMode is 2.
ShowSkinTransparency	Show transparent areas of the selected skin. Values: 0 = No, 1 = Yes.
RecordRemoteDesktopSession	Record the Remote Desktop session. Values: 0 = No, 1 = Yes.

LockHostKeyboardAndMouse	Lock the Host keyboard and mouse during the session. Values: 0 = No, 1 = Yes.
BlankHostDisplay	Blank the Host display during the session. Values: 0 = No, 1 = Yes.
SuspendOtherGuestsFromConnection	Suspend connections from other Guests during the session. Values: 0 = No, 1 = Yes.
RemoteDesktopWindowFit	Controls how the Host screen is fitted to the Remote Desktop window. Values: 0 = Fit window to Host screen, 1 = Fit Host screen to window, 2 = Do not fit.
PictureQuality	Picture quality level. Integer from 0 to 4, where 0 favours quality and 4 favours speed.
PictureProgressiveQuality	Enable progressive picture quality. Values: 0 = No, 1 = Yes.
HostMonitorSelection	Specifies which Host display area is shown. Values: 0 = All monitors, 1 = Primary monitor, 2 = Monitor number, 3 = Screen area.
HostMonitorNumber	Host monitor number. Non-negative integer. Used when HostMonitorSelection is 2.
MonitorScreenArea	Screen area in the format X:Y:Width:Height, for example 100:200:1280:720. Used when HostMonitorSelection is 3.
KeyboardInput	Keyboard input mode. Values: 0 = Remote keyboard, 1 = Local keyboard, 2 = No keyboard control.
UseGuestKeyboardLayout	Use the Guest keyboard layout. Values: 0 = No, 1 = Yes.
MouseInput	Mouse input mode. Values: 0 = Remote mouse, 1 = Local mouse, 2 = No mouse control.
DisplayHostMouseMovements	Display mouse movements made at the Host. Values: 0 = No, 1 = Yes.

6.0 Import examples

6.1 Basic record

This record uses the phonebook root folder and leaves most properties unspecified:

```
,SERVER06,,Main server
```

Because CommunicationProfile and all following fields are blank, their values are taken from the template Connection Properties.

6.2 Record in a relative subfolder

```
Customers\Denmark,OFFICE-PC01,TCP/IP (TCP),Office PC,Main office computer
```

The phonebook record is created below:

```
<Guest phonebook root>\Customers\Denmark
```

6.3 Record using a full folder path

```
C:\Shared Phonebook\Servers,SERVER07,TCP/IP (TCP),Main server
```

The record is created in:

```
C:\Shared Phonebook\Servers
```

6.4 Record using current logon credentials

```
Servers,SERVER08,TCP/IP (TCP),Main server,,,,,1
```

The empty Username, Password, and Domain fields are followed by:

```
UseCurrentLogonCredentials = 1
```

6.5 Record with a specified window position

```
Servers,SERVER09,TCP/IP (TCP),Main server,,,,,0,1,100:200:1280:720
```

This imports the record with:

- Windowed mode.
- Startup position enabled.
- X coordinate 100.
- Y coordinate 200.
- Width 1280.
- Height 720.

6.6 Record using a specific Host monitor

```
Servers,SERVER10,TCP/IP (TCP),Main server,,,,,,,,,,,,,,,,,2,1
```

Here:

- HostMonitorSelection is 2 (specify a monitor number).
- HostMonitorNumber is 1.

6.7 Record using a defined screen area

```
Servers,SERVER11,TCP/IP (TCP),Main Server,,,,,,,,,,,,,,,,,3,,100:200:1280:720
```

Here:

- HostMonitorSelection is 3 (specify screen area).
- MonitorScreenArea is 100:200:1280:720.