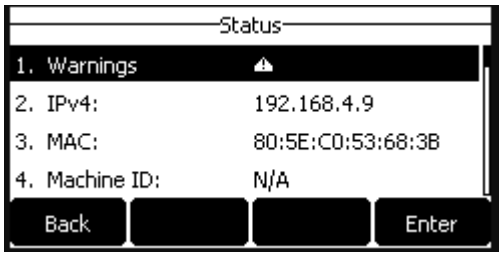
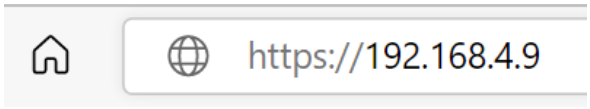
Yealink – Import and Export Contacts to your Telephone

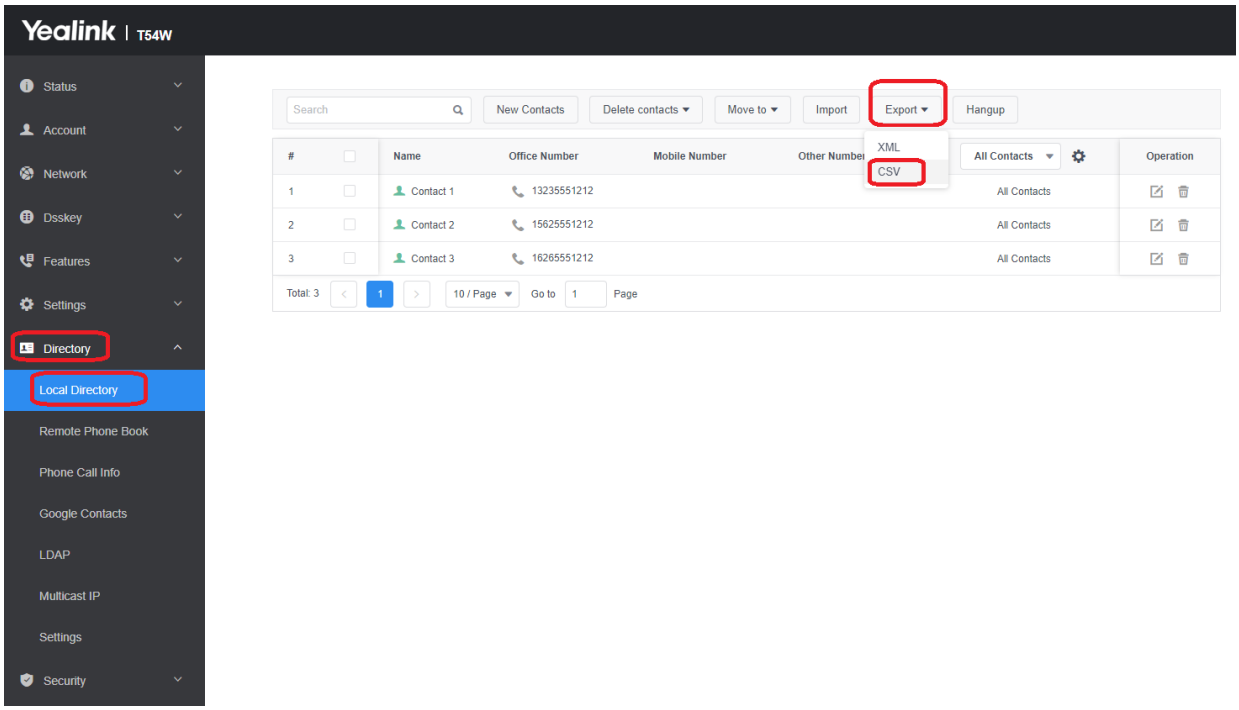
Exporting Contacts

1. Press and release the OK button found on the telephone base.

2. Record the IPv4 address shown on the screen.


3. Open the web browser of choice.
4. In the address bar of the browser enter the IP address recorded in step 2, in the format of https://xxx.xxx.xxx.xxx and press enter.


5. Log in to the telephone using the user-name and password. If you do not know the user name and password please contact support or open a support ticket .
6. Once logged in use the menu to go to Directory > Local Directory.
7. To export the contacts select Export > CSV.



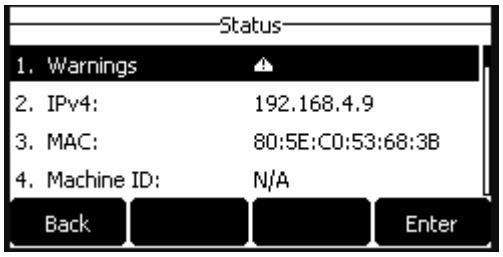
8. The file will be downloaded to your local computer.

Importing Contacts

You can import contacts from a custom .csv file made manually, or you can use the .csv exported from another telephone. Click here to download the contact template

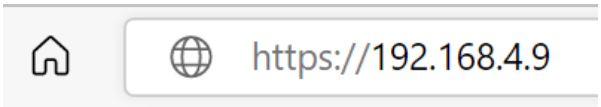
1. Press and release the OK button on the telephone.

2. Record the IPv4 address shown on the screen.

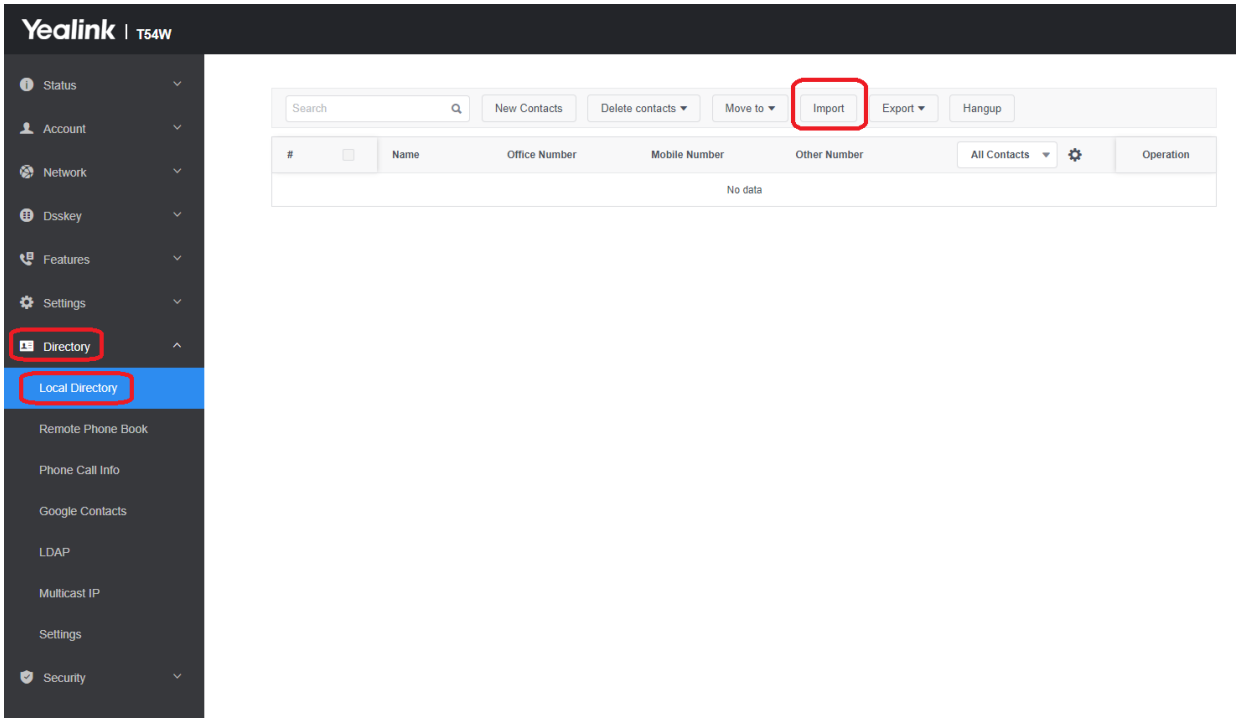


3. Open the web browser of choice.
4. In the address bar of the browser enter the IP address recorded in step 2, in the format of

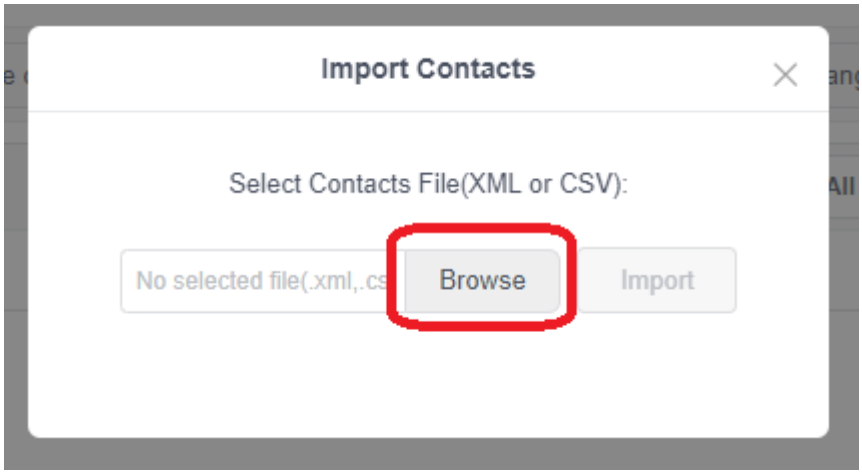
https://xxx.xxx.xxx.xxx and press enter.



5. Log in to the telephone using the user-name and password. If you do not know the user name and password please contact support or open a support ticket .
6. Once logged in use the menu to go to Directory > Local Directory.
7. Select the Invoice button.

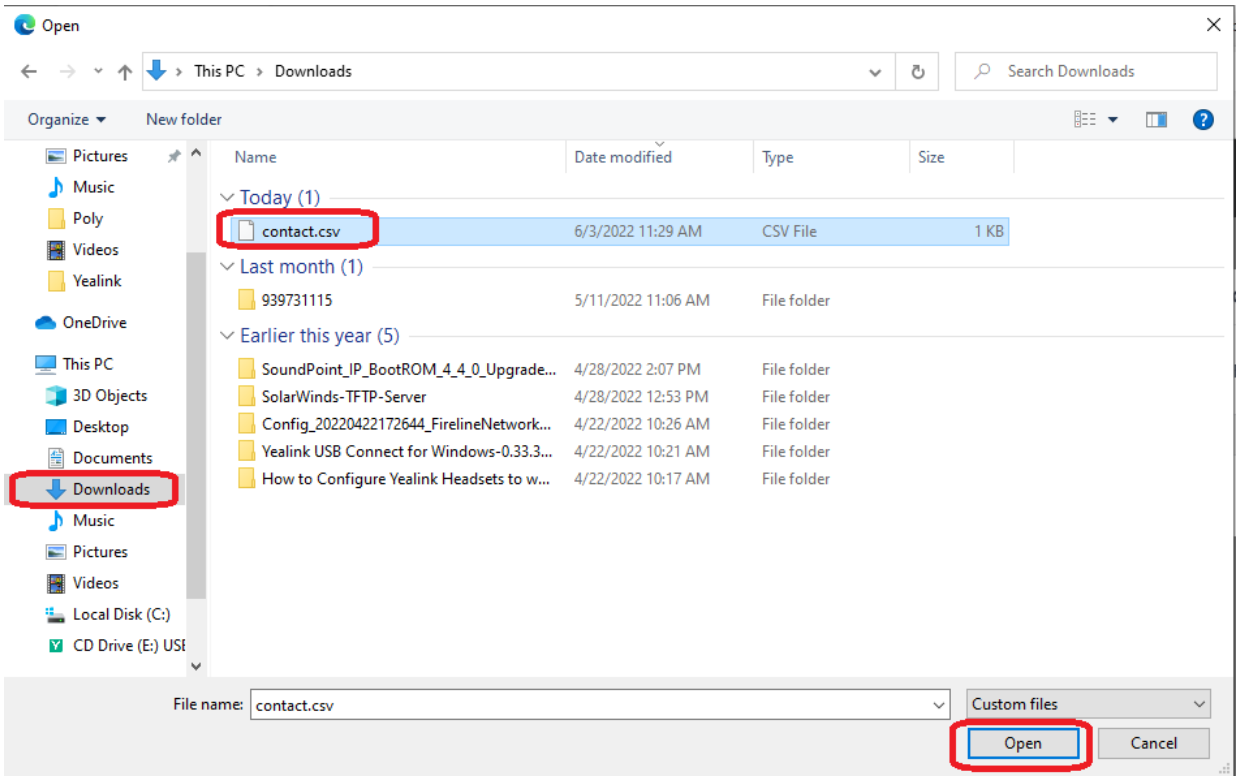


8. A pop-up will appear asking you to select the file you would like to import
9. Select the Browse button.

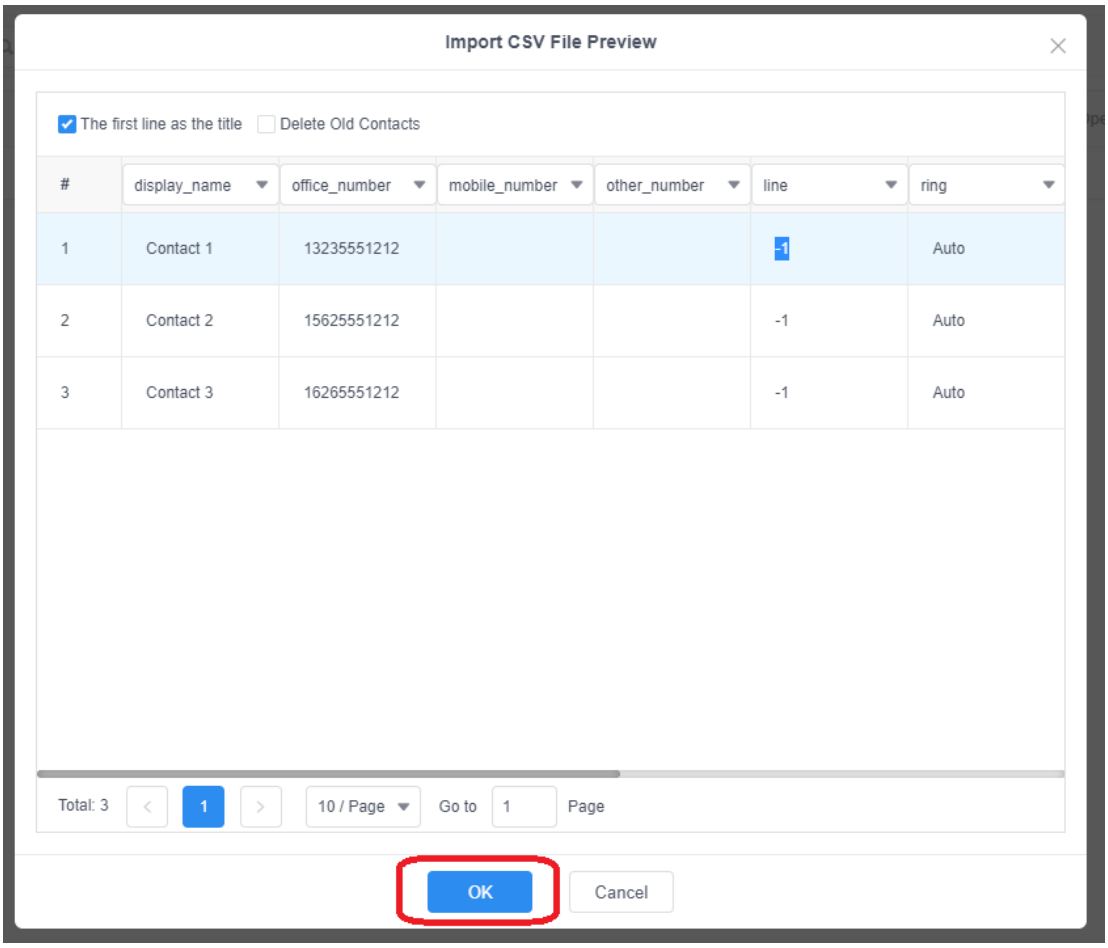


10. Select the directory and file name of the contacts file

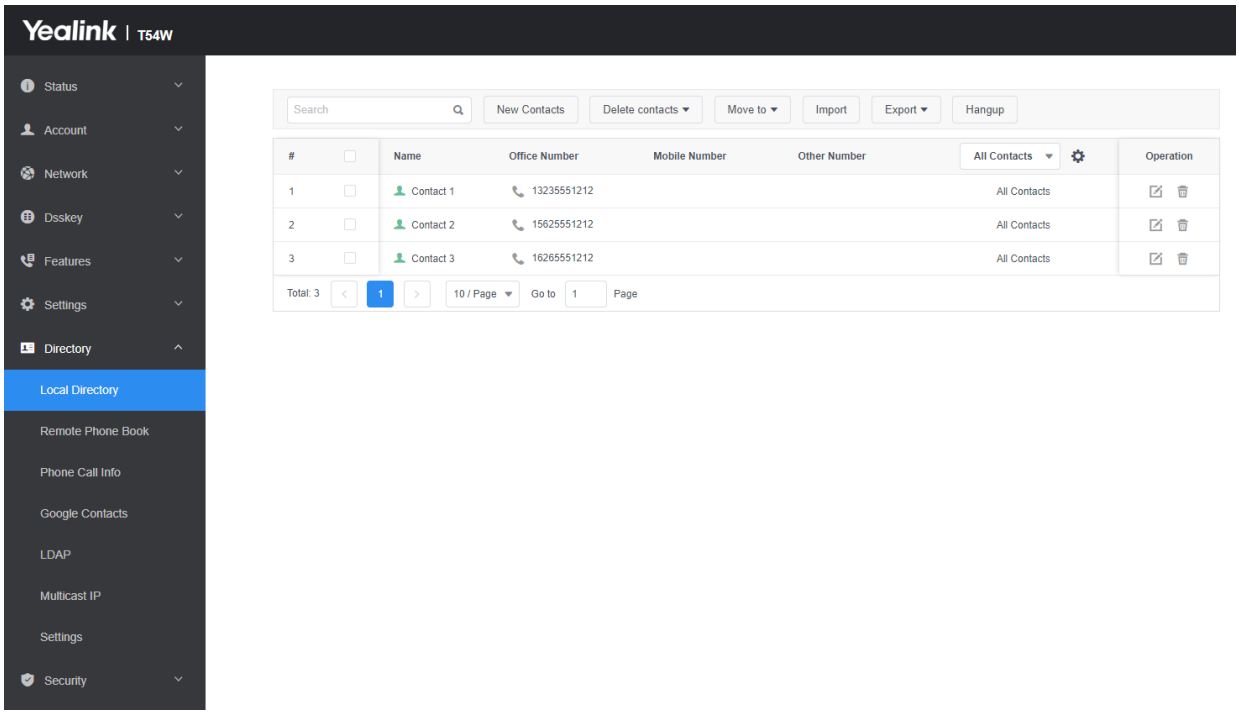
you saved then click Open.



11. Select the import button to upload the file to the telephone.
12. Once uploaded you will see a preview screen showing the contacts that are going to be imported. Check to make sure that the information looks correct and is in the appropriate fields then click OK
    1. . If there is a problem, cancel the import and check your file.



13. Once the file processes your import will be complete.



Version 01.06032022