## 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.

	-Status
1. Warnings	4
2. IPv4:	192.168.4.9
3. MAC:	80:5E:C0:53:68:3B
4. Machine ID:	N/A
Back	Enter

- 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 and press enter.

https://192.168.4.9

- 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 <u>support</u> <u>ticket</u>.
- Once logged in use the menu to go to Directory > Local Directory.
- 7. To export the contacts select Export > CSV.

<b>Yealink</b> I	T54W						
<ol> <li>Status</li> </ol>	~						
L Account	~	Search	Q New Contacts De	lete contacts  Move to	Import Export •	Hangup	
	<u> </u>	# Name	Office Number	Mobile Number	Other Number	All Contacts 💌 🔅	Operation
W INCLIVIT		1 🗌 💄 0	ntact 1 📞 13235551212			All Contacts	C o
Dsskey	~	2 🗌 💄 C	ntact 2 📞 15625551212			All Contacts	C ā
Features	~	з 🗌 💄 с	ntact 3 📞 16265551212			All Contacts	C D
Settings	~	Total: 3 < 1 >	10 / Page 💌 Go to 1	Page			
LE Directory	^						
Local Directory	כ						
Remote Phone B	ook						
Phone Call Info							
Google Contacts							
LDAP							
Multicast IP							
Settings							
Security	~						

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 <u>contact template</u>

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 and press enter.

6

https://192.168.4.9

- 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 <u>support ticket</u>.
- Once logged in use the menu to go to Directory > Local Directory.
- 7. Select the Invoice button. Yealink | T54W Status Q New Contacts Delete contacts 
  Move to 
  Import Export 
  Hangup Account Name Other Number All Contacts 🔻 🔅 Office Number Mobile Number Operation Network No data Dsskey 😍 Features Settings Directory Remote Phone Book Google Contacts Multicast IP Security
- 8. A pop-up will appear asking you to select the file you would like to import



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

y o u	saved	then	cli	. c k	Open.
C Open					×
← → ~ ↑ ↓ >	This PC > Downloads		~	ට , C Searc	h Downloads
Organize 🔻 New fo	lder				E≡ <b>- □</b> ?
📰 Pictures 🛛 🖈 🖍	Name	Date modified	Туре	Size	
👌 Music	V Today (1)				
Poly		6/3/2022 11·29 ΔM	CSV File	1 KB	
🚆 Videos	Last month (1)	0/0/2022 11120 /411	Covinc	1 KB	
Yealink					
OneDrive	939731115	5/11/2022 11:06 AM	File folder		
	✓ Earlier this year (5)				
💻 This PC	SoundPoint_IP_BootROM_4_4	_0_Upgrade 4/28/2022 2:07 PM	File folder		
🗊 3D Objects	SolarWinds-TFTP-Server	4/28/2022 12:53 PM	File folder		
Cesktop	Config_20220422172644_Fireli	neNetwork 4/22/2022 10:26 AM	File folder		
🗄 Documents	Yealink USB Connect for Wind	ows-0.33.3 4/22/2022 10:21 AM	File folder		
🚽 Downloads	How to Configure Yealink Hea	adsets to w 4/22/2022 10:17 AM	File folder		
Music					
Pictures					
Videos					
Local Disk (C:)					
CD Drive (E:) US					
	/				
File	name: contact.csv			✓ Custom fil	es 🗸 🗸
				Open	Cancel

- 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
  - If there is a problem, cancel the import and check your file.

			Import CSV File F	Preview			×
🛃 The fi	rst line as the title	Delete Old Contacts					
#	display_name 💌	office_number 🔻	mobile_number 💌	other_number 💌	line 💌	ring	Ŧ
1	Contact 1	13235551212			-1	Auto	
2	Contact 2	15625551212			-1	Auto	
3	Contact 3	16265551212			-1	Auto	
Total: 3		10 / Page =	Go to 1 Poo				
Iotal: 3		10/Page 🔻	Go to 1 Pag	le			
		[]	ОК	Cancel			

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

		Search	1	٩	New Contacts	Delete contacts  Move to	Import Expo	rt 🕶 Hangup	
Account	~	#		Name	Office Number	Mobile Number	Other Number	All Confacts 🔻 🖏	Operatio
Network	~	1		L Contact 1	13235551212			All Contacts	IX ₿
Dsskey	~	2		L Contact 2	\$ 15625551212			All Contacts	
Features	~	3		L Contact 3	<b>%</b> 16265551212			All Contacts	2 6
		Total: 3		1 > 10/P	age 🔻 Go to 1	Page			
octanga									
Directory	<u>,</u>								
Directory	^								
Directory	^								
Directory	^								
Directory Local Directory Remote Phone Book	^ (								
Directory 	^ (								
Directory Local Directory Remote Phone Book Phone Call Info	^ <								
Directory ocal Directory Remote Phone Book Phone Call Info Google Contacts	~								
ocal Directory ocal Directory temote Phone Book thone Call Info Google Contacts DAP	с с								
Directory ocal Directory emote Phone Book hone Call Info icoogle Contacts DAP	л с								
ocal Directory ocal Directory elemote Phone Book Phone Call Info Boogle Contacts DAP Autticast IP	х К								

Version 01.06032022