

Yealink – Import and Export Contacts to your Telephone

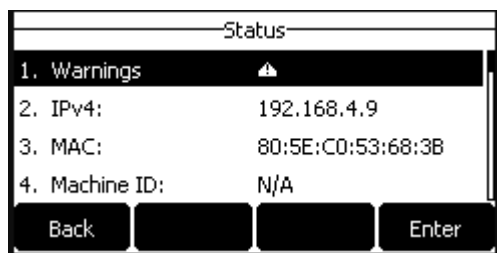
Exporting Contacts

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

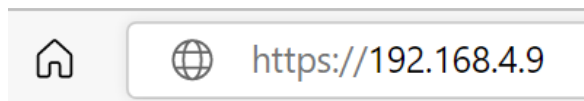


base.

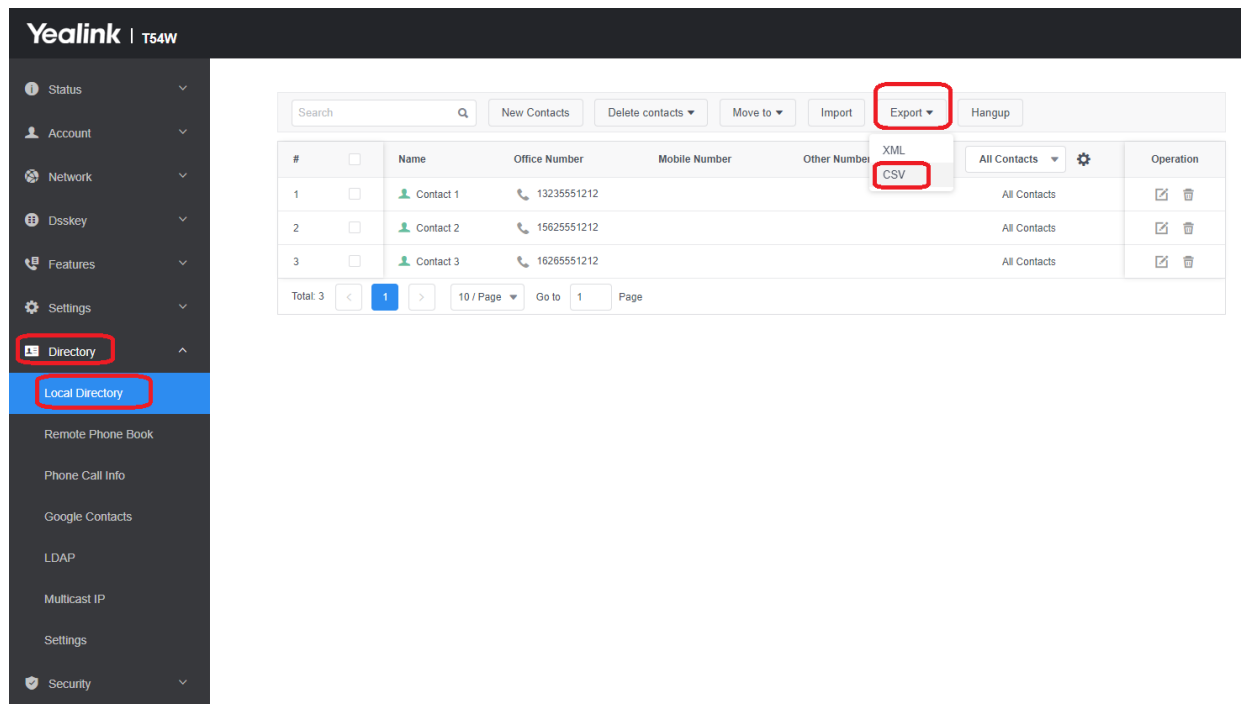
2. Record the IPv4 address shown on the screen.



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.

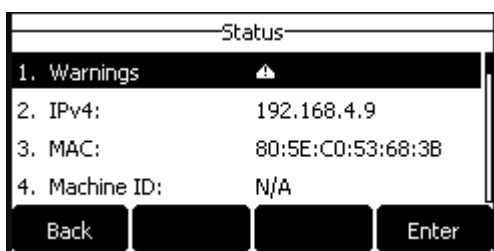
Importing Contacts

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.



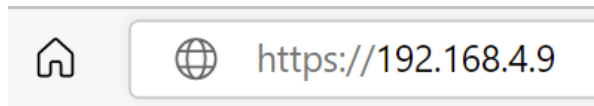
2. Record the IPv4 address shown on the screen.



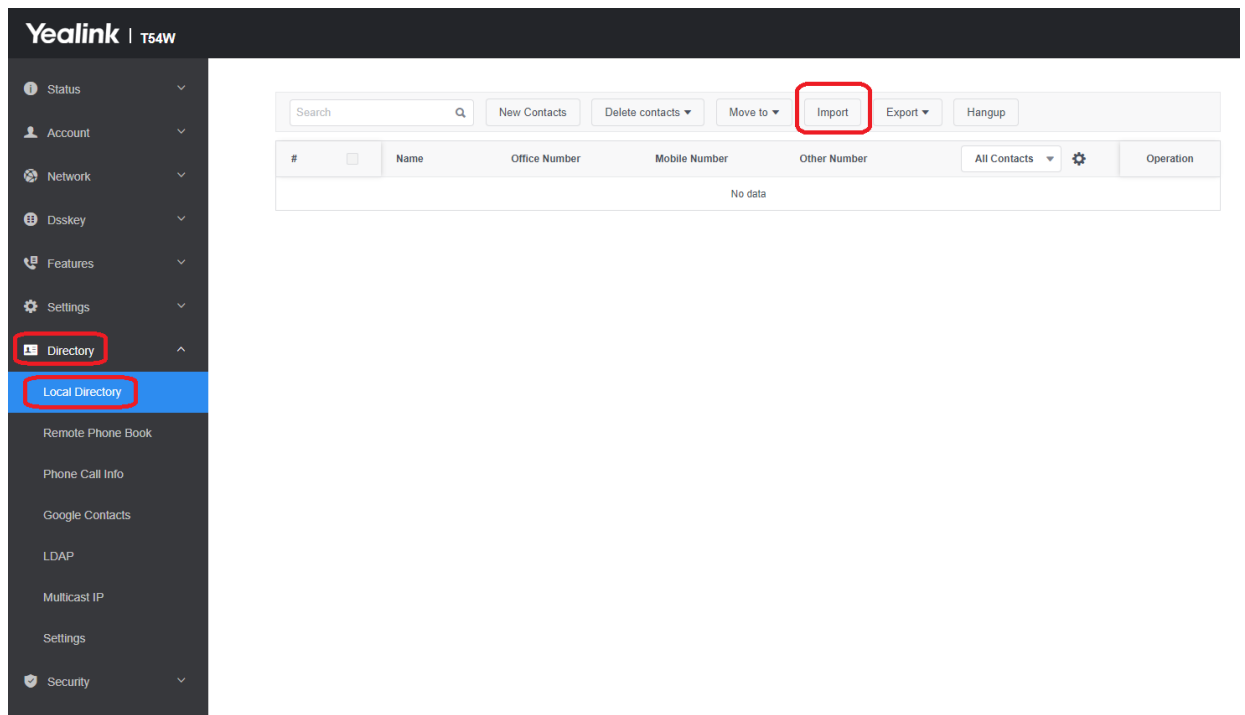
3. Open the web browser of choice.

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

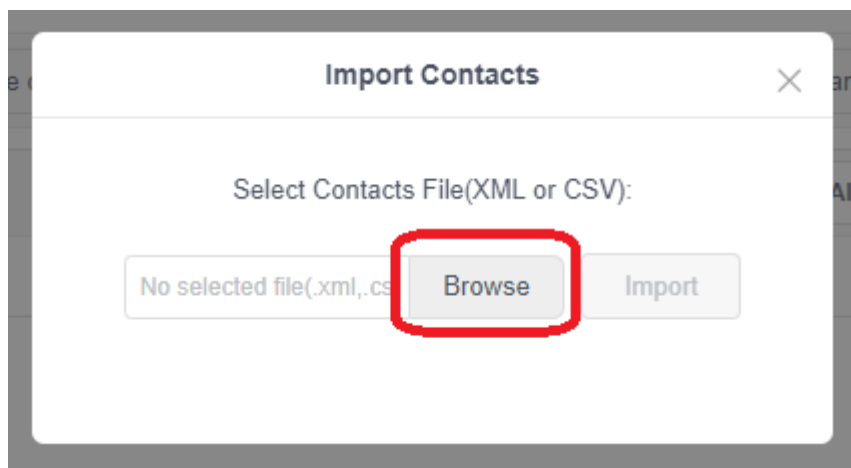
https://xxx.xxx.xxx.xxx and press enter.



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.

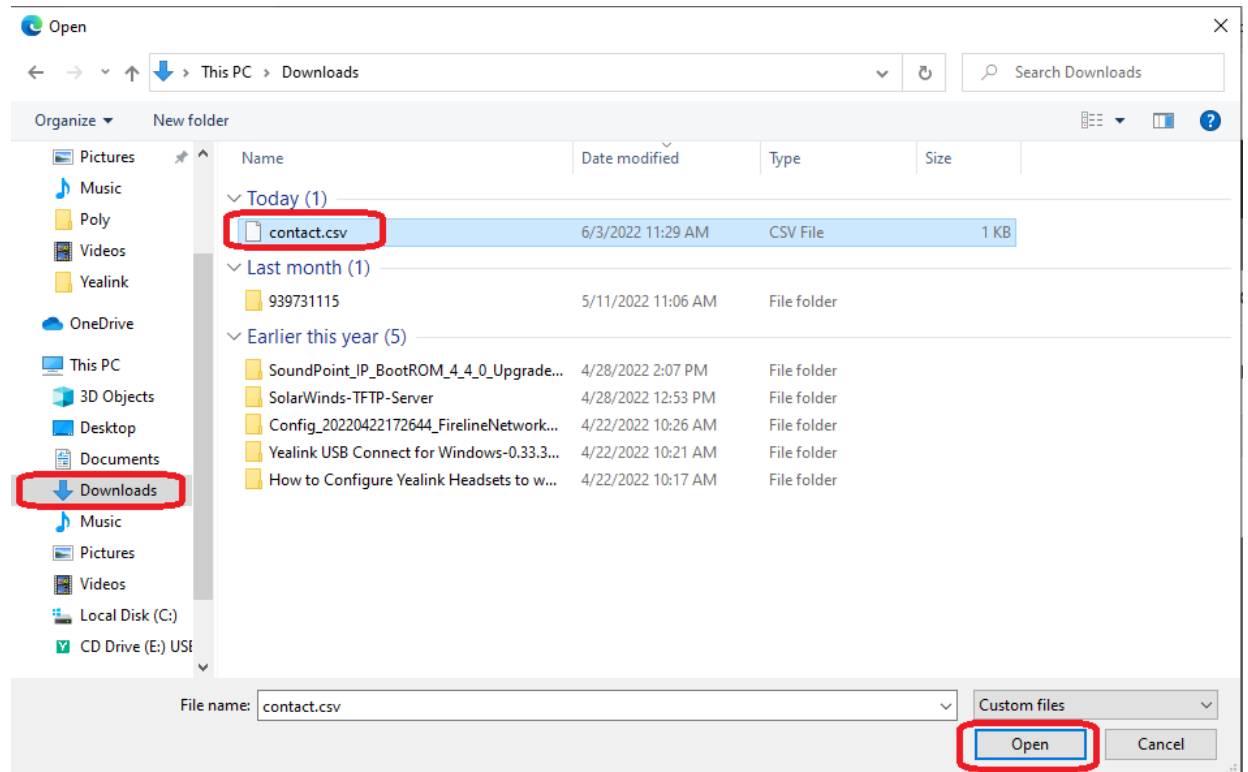


8. A pop-up will appear asking you to select the file you would like to import
9. Select the Browse button.



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.

Import CSV File Preview

☒ The first line as the title
 ☐ Delete Old Contacts

#	display_name	office_number	mobile_number	other_number	line	ring
1	Contact 1	13235551212			-1	Auto
2	Contact 2	15625551212			-1	Auto
3	Contact 3	16265551212			-1	Auto

Total: 3

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OK

Cancel

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

Yealink | T54W

Status

Account

Network

Dsskey

Features

Settings

Directory

Local Directory

Remote Phone Book

Phone Call Info

Google Contacts

LDAP

Multicast IP

Settings

Security

Search

New Contacts

Delete contacts

Move to

Import

Export

Hangup

#		Name	Office Number	Mobile Number	Other Number	All Contacts	Operation
1	☐	Contact 1	13235551212			All Contacts	☒ ☐
2	☐	Contact 2	15625551212			All Contacts	☒ ☐
3	☐	Contact 3	16265551212			All Contacts	☒ ☐

Total: 3

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