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.

| Status | ~ | Search | Q New Contacts Delete contacts Move to Import Export | t 🕶 Hangup | |
|---|---|------------|--|------------------|----------|
| Account | ~ | # | Name Office Number Mobile Number Other Number | All Contacts 👻 🔅 | Operatio |
| Network | ~ | 1 | CSV | All Contacts | |
| Dsskey | ~ | 2 | Contact 2 15625551212 | All Contacts | |
| Features | ~ | 3 | L Contact 3 📞 16265551212 | All Contacts | 2 0 |
| | | Total: 3 < | > 10 / Page v Go to 1 Page | | |
| Settings Directory Local Directory | ~ | | | | |
| Directory | ^ | | | | |
| Local Directory Remote Phone Book | ^ | | | | |
| Directory Local Directory Remote Phone Book Phone Call Info | ^ | | | | |
| Directory Local Directory Remote Phone Book Phone Call Info Google Contacts | ^ | | | | |
| Directory Local Directory Remote Phone Book Phone Call Info | ^ | | | | |

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

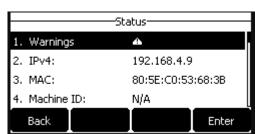
Importing Contacts

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.



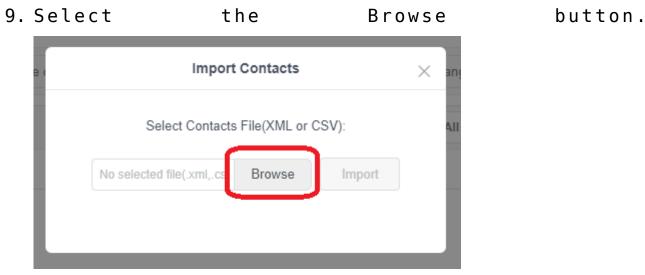
- 3. Open the web browser of choice.
- 4. In the address bar of the browser enter the IP address recorded in step 2, in the format of

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

| / o u | saved | then | cli | c k | 0 p e n |
|------------------|------------------------------|--------------------------------|-------------|-------------|--------------|
| C Open | | | | | × |
| ← → ~ ↑ ↓ > | This PC > Downloads | | ~ | ට , C Sear | ch Downloads |
| Organize 🔻 New | folder | | | | :== |
| Pictures 🖈 | ↑ Name | Date modified | Туре | Size | |
| 👌 Music | ✓ Today (1) | | | | |
| Poly | Contact.csv | 6/3/2022 11:29 AM | CSV File | 1 KB | |
| 📑 Videos | | 0/ 5/ LOLL THE SAM | Covinc | T KD | |
| Yealink | V Last month (1) | | | | |
| 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 | | |
| 📃 Desktop | Config_20220422172644_Fireli | neNetwork 4/22/2022 10:26 AM | File folder | | |
| 撞 Documents | Yealink USB Connect for Wind | | 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 | E | | | | |
| | × | | | | |
| F | ile name: contact.csv | | | ✓ Custom fi | les 🗸 🗸 |
| | L | | | | Count |
| | | | | Oper | n 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 Pag | | | | |
| Total: 3 | | 10/Page 🔻 | Go to 1 Pag | le | | | |
| | | [] | ОК | Cancel | | | |

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

| | | Searc | h | Q | New Contacts | Delete contacts 💌 | Move to 🔻 | Import | Export 🕶 | Hangup | | |
|---|---|----------|---|-------------|----------------|-------------------|-----------|--------------|----------|------------|--------|----------|
| Account | ~ | # | | Name | Office Number | Mobile Nu | mher | Other Number | | All Contac | ts 🔻 🗘 | Operatio |
| Network | ~ | 1 | | L Contact 1 | 1323555121 | | | | | All Co | | ⊡ ∎ |
| Dsskey | ~ | 2 | | L Contact 2 | 1562555121 | | | | | All Co | | |
| Features | ~ | 3 | | L Contact 3 | 1626555121 | 2 | | | | All Co | ntacts | 2 6 |
| | | Total: 3 | | 1 > 10/F | Page 🔻 Go to 1 | Page | | | | | | |
| | ~ | | | | | | | | | | | |
| Settings Directory Local Directory | | | | | | | | | | | | |
| Directory Local Directory | | | | | | | | | | | | |
| Directory Local Directory Remote Phone Book | | | | | | | | | | | | |
| Directory Local Directory Remote Phone Book | | | | | | | | | | | | |
| Directory Local Directory Remote Phone Book Phone Call Info | | | | | | | | | | | | |
| Directory Local Directory Remote Phone Book Phone Call Info Google Contacts | | | | | | | | | | | | |
| Directory | | | | | | | | | | | | |

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