Entering and using contacts from Outlook into my Yealink Phone

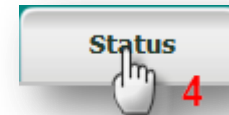1. Press the silver OK button to obtain the IP **1**
    Address. (ex. 192.168.1.XXX)
2. Enter the IP address into a your web
    browser URL address bar.
3. Username/Password = Admin/Admin

4. Select Status from the tab menu in the **3**
    upper part of the screen

5. If the current firmware on your phone is
    X.60.0.80 (X = the model you're are using,
    see below) or higher, please proceed to
    step 11. If you don't have the most up to
    date firmware version, click below to
    download the current firmware version for
    the following Yealink phones:

    I.   Yealink T-20: 9.60.0.80
    II.   Yealink T-22: 7.60.0.80
    III. Yealink T-28: 2.60.0.80
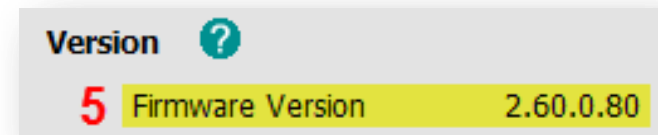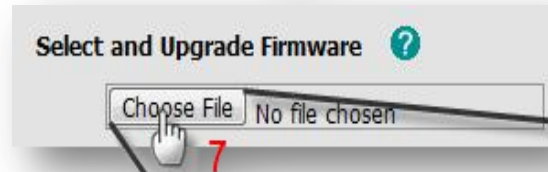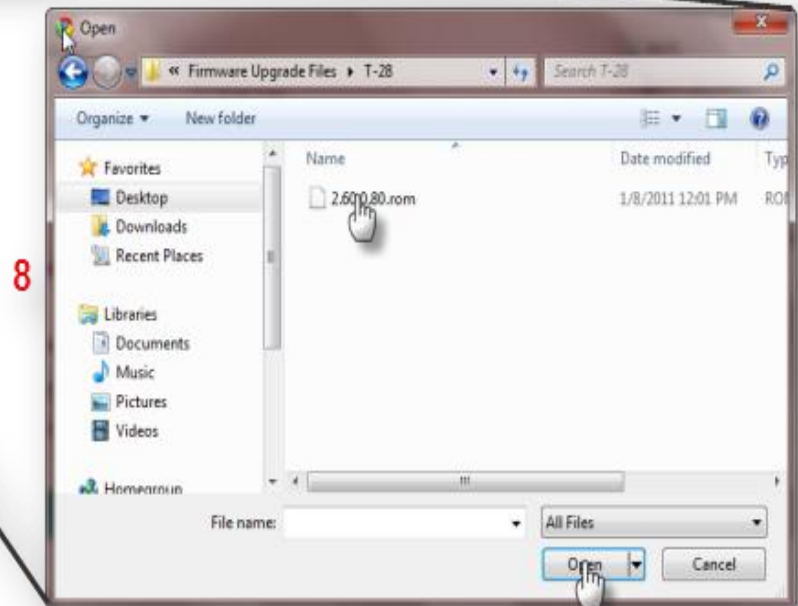

2 http://192.168.1.224/

admin
•••••

Status
4

Version ❓
5 Firmware Version   2.60.0.80

6. Click the "Upgrade" tab

Upgrade

6

Select and Upgrade Firmware ❓

Choose File | No file chosen

7. Click "Choose File"

7

8. Browse your computer for the Firmware File you've just downloaded. Click on the file and then click "Open".

8

Open

« Firmware Upgrade Files ▶ T-28   ▼ ↛ | Search T-28

Organize ▾   New folder

⭐ Favorites | Name | Date modified | Typ
🖥 Desktop | 2.6.0.0_80.rom | 1/8/2011 12:01 PM | RO
📥 Downloads
📋 Recent Places

📚 Libraries
📄 Documents
🎵 Music
🖼 Pictures
🎬 Videos

🏠 Homegroup

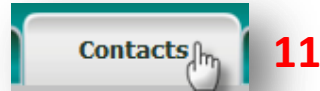File name: | | ▼ | All Files | ▼

Open ▾ | Cancel

9. Click the "Upgrade" button

Upgrade

9

10. The Firmware upgrade will take about 5 minutes so please do not unplug or power off your phone until the loading is complete.

Now that you have successfully upgraded the firmware version on your phone, we can now begin to load the contacts from Outlook into your phone.

11. Click "Contacts" tab.

Contacts **11**

12. Click "Export CSV"

Export CSV
12
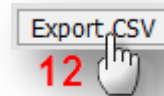
13. A CSV file will download and open up (See example). You will use this template to fill in the data from your Outlook contacts information. (hint: You will need to export your contacts from your Outlook as a CSV file, cut and paste the necessary information from the Outlook CSV file to the Yealink Contacts CSV file template)

	A	B	C	D	E	F	G
1	DisplayName	OfficeNumber	MobilNumber	OtherNumber	Line	Ring	Group
2							
3	Example CSV Template						
4							
5							

14. Click "Choose File"

Please select the contacts list file

Choose File | No file chosen

Import XML | Export XML

Choose File | No file chosen
14

Import CSV | Export CSV | ☑ Show title

Open

« YeaLink Stuff ▸ Yealink Contact ▾ ↔ | Search Yealink Contact

Organize ▾ | New folder

Favorites
- Desktop
- Downloads
- Recent Places

Libraries
- Documents
- Music
- Pictures
- Videos

- Homegroup

Name	Date modified	Typ
contacts from Outlook	2/10/2011 11:22 AM	Sho
15		

File name: ▾ | All Files ▾

16 Open ▾ | Cancel

15. Select the CSV file you've just created from your computer
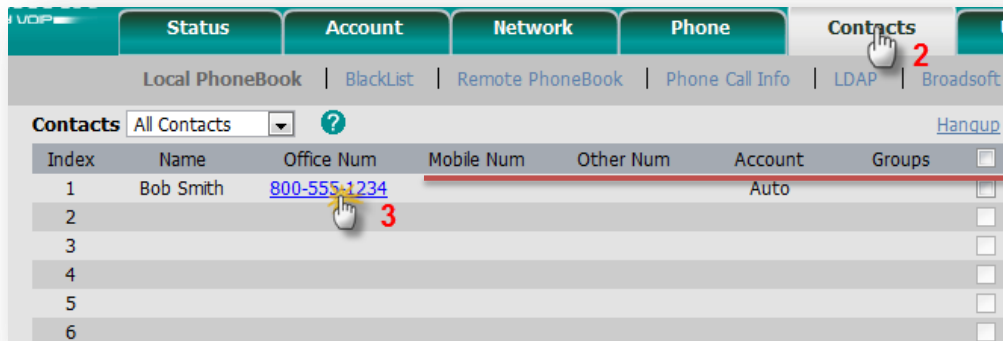**16. Click "Open"**

17. Click "Import CSV"

Import CSV
17
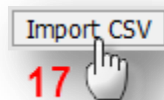
Using your newly added contacts from your Yealink Phone:

There are two ways to dial your contacts:
- a. Using the directory from your phone
    - i. Press the directory button
    - ii. Choose Local Directory
    - iii. Select Contacts
    - iv. Choose your contact from the list and the phone automatically dials the phone number associated to that contact.
- b. Click to dial from the Contacts tab
    - i. Login to your Yealink telephone (Steps 1-4 above)
    - ii. Select contacts
    - iii. Click on the phone number for the contact you are trying to reach. Your phone will automatically dial the number clicked.