

# How to Import and Export Phonebook.csv File on Htek IP Phones



# 1. Add a or more contacts by webpage

logout

Home | Account | Network | Function Keys | Setting | Directory | Management

Directory

Remote Phone Book

Call History

LDAP

Network Directory

MultiCast Paging

Contact BlackList Hangup

Index	Display Name	Office Number	Mobile Number	Other Number	Account	All
1	test1	860			Auto	<input type="checkbox"/>
2	test2	532			Auto	<input type="checkbox"/>
3	test3	533			Auto	<input type="checkbox"/>
4	test4	534			Account 1	<input type="checkbox"/>

Save Delete Move to Contact/blacklist

**NOTE**

**Add Contact/Blacklist**  
Fill in the contact information and the contact name can not be empty.

**Delete Contact/Blacklist**  
Select a contact or more contacts and press the button 'Delete' to delete it.

**Move to Contact/blacklist**  
Select a contact or more contacts and press the button 'move to Contact/Blacklist' to move it.

**Upload Photo**  
The format of the photo supported is jpg or bmp, and the size should be less than 128\*128.

# 2. Export and Edit the .csv file

(1) Import the new phonebook.csv file by webpage.

Import Local Contacts

Choose file No file chosen

Import XML Export XML

Choose file No file chosen

Import Csv Export Csv  Show Title

(2) Open the phonebook.csv file using “Excel” software or other software, you can see the contacts’ information in the following:

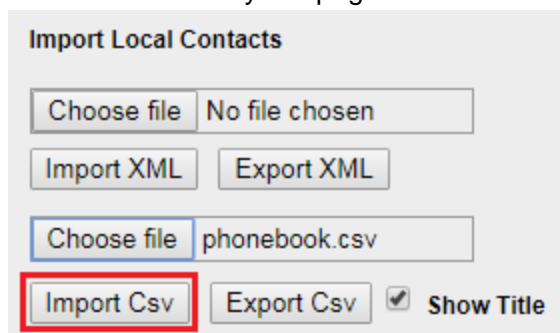
	A	B	C	D	E	F	G	H	I
1	DisplayName	OfficeNumber	MobilNumber	OtherNumber	AccountIndex	Ring	Group	PhotoDefault	PhotoSelect
2	test1	860			255	Auto	Contacts		0
3	test2	532			255	Auto	Contacts		0
4	test3	533			255	Auto	Contacts		0
5	test4	534			0	Auto	Contacts		0

(3) If you want to add more contacts, you can edit the phonebook.csv file, e.g.:

	A	B	C	D	E	F	G	H	I
1	DisplayName	OfficeNumber	MobilNumber	OtherNumber	AccountIndex	Ring	Group	PhotoDefault	PhotoSelect
2	test1	860			255	Auto	Contacts		0
3	test2	532			255	Auto	Contacts		0
4	test3	533			255	Auto	Contacts		0
5	test4	534			0	Auto	Contacts		0
6	test5	535			255	Auto	Contacts		0
7	test6	536			0	Auto	Contacts		0

### 3. Import the new phonebook.csv file

(1) Import the new phonebook.csv file by webpage.



**Import Local Contacts**

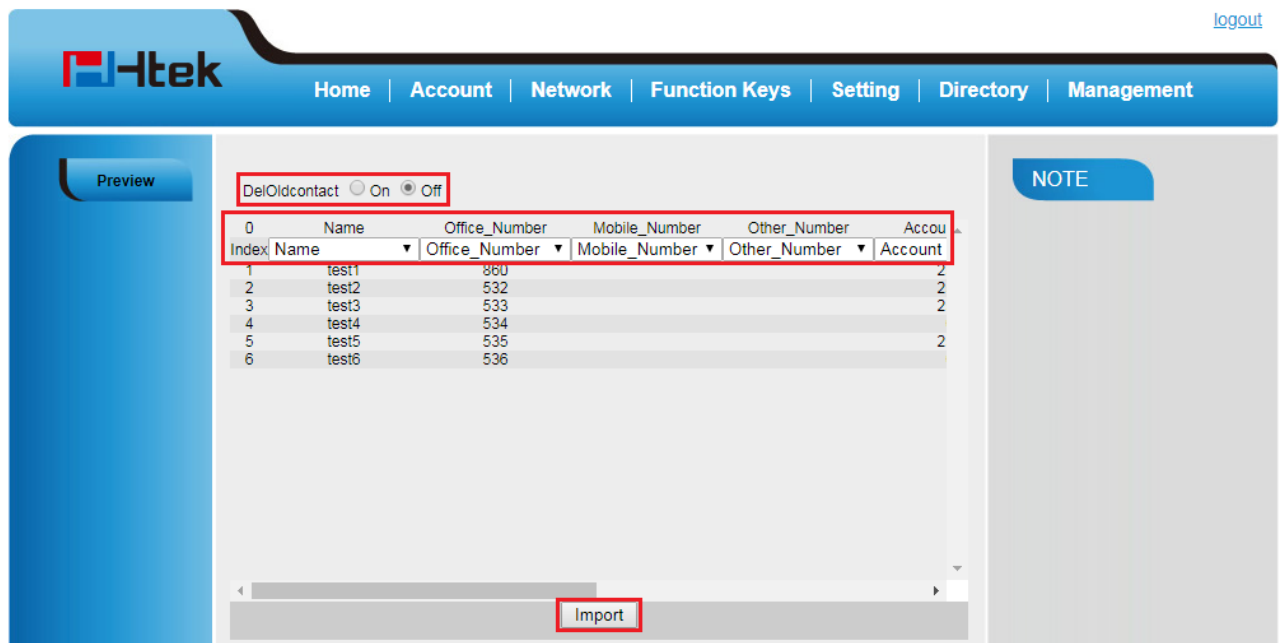
Choose file No file chosen

Import XML Export XML

Choose file phonebook.csv

**Import Csv** Export Csv  Show Title

(2) Select the target value from the pull-down list.



[logout](#)

**Htek** Home | Account | Network | Function Keys | Setting | Directory | Management

Preview

DelOldcontact  On  Off

0	Name	Office_Number	Mobile_Number	Other_Number	Accou
Index	Name	Office_Number	Mobile_Number	Other_Number	Account
1	test1	860			2
2	test2	532			2
3	test3	533			2
4	test4	534			2
5	test5	535			2
6	test6	536			2

NOTE

**Import**

(3) Click "Import", then the phonebook.csv file will be imported successfully.

(4) Please see the below:

- Directory
- Remote Phone Book
- Call History
- LDAP
- Network Directory
- MultiCast Paging

Contact		BlackList				Hangup	
Index	Display Name	Office Number	Mobile Number	Other Number	Account	All	<input type="checkbox"/>
1	test1	<a href="#">860</a>			Auto	Contacts	<input type="checkbox"/>
2	test2	<a href="#">532</a>			Auto	Contacts	<input type="checkbox"/>
3	test3	<a href="#">533</a>			Auto	Contacts	<input type="checkbox"/>
4	test4	<a href="#">534</a>			Account 1	Contacts	<input type="checkbox"/>
5	test5	<a href="#">535</a>			Auto	Contacts	<input type="checkbox"/>
6	test6	<a href="#">536</a>			Account 1	Contacts	<input type="checkbox"/>

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