Bulk Administration Tool

Required and Optional CSV Fields in BAT

The BAT tool allows you to create, update, and delete multiple user accounts, contacts, distribution lists, distribution list members, or unified messaging accounts by importing information contained in a comma separated value (CSV) file. For more information on BAT, see the Bulk Administration Tool section.

The tables in this section list the required and optional fields to include input CSV files. The fields are listed in alphabetical order, except for the required fields that are listed first.

Use the applicable table, depending on the type of object:

- Users With or Without Voice Mailboxes
- Contacts
- Distribution Lists
- Distribution List Members
- Unified Messaging Accounts

Required and Optional CSV Fields for User

Table 1: Required and Optional CSV Fields for User

Column Heading	Creating	Updating	Deleting	Descriptions

Alias	Required	Required	Required	The unique text name for the user account.
				Any combination of ASCII or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
				You should use only printable ASCII characters in the Alias field, because some messaging features do not support non-printing ASCII characters or Unicode. (The non-printing ASCII control characters are those below code 0x20.) For example, IMAP only supports user names that contain printable ASCII characters, so users with aliases that contain non-printing characters or unicode are unable to access their Connection messages via IMAP clients. In addition, the Cisco Object Backup and Restore Application Suite (COBRAS) is unable to back up messages for such users, because COBRAS uses IMAP to perform the backup.
Extension (Users With Mailbox Only)	Required	Optional	N/A	The number that callers dial to reach the user.
				The value must be unique among users in the partition.
				Any combination of ASCII alphanumeric characters, from 3 to 40 characters long.
TemplateAlias	Required	N/A	N/A	The unique text name for the user template to apply to the account during creation.
				Caution If you specify an administrator template for TemplateAlias, the users do not have mailboxes.
Password	Optional	Optional	N/A	The unique characters that the user enters to access Unity Connection web applications.
				Any combination of alphanumeric characters, and the following special characters: ~!@#$%^&*()-_+={}|[]:"';<>?/\.
				To help protect Unity Connection from unauthorized access and toll fraud, enter a long, eight or more characters and non-trivial password.

PIN (Users With Mailbox Only)	Optional	Optional	N/A	The unique digits that the user enters to access voice messages by phone.
				Any combination of digits 0 through 9.
				To help protect Unity Connection from unauthorized access and toll fraud, enter a long-six or more digits-and non-trivial PIN.
				Note Whenever you update the phone PIN for multiple users through BAT on Unity Connection, the PIN gets updated on Cisco Unified CM for the users if the PIN synchronization feature is enabled on the Edit AXL Server page.
				For more information on PIN Synchronization, see the "PIN Synchronization between Unity Connection and Cisco Unified CM" section of the "User Settings" chapter.
Address	Optional	Optional	N/A	The physical address, such as a house number and street name where the user is located, or with which the user is associated.
				Any combination of ASCII or unicode characters up to a maximum of 128 characters.

AltFirstNames (Users With Mailbox Only)	Optional	Optional	N/A	An alternate version of the first name. Unity Connection considers alternate names when users and callers use voice recognition to place a call or address voice messages.
				To create/update more than one alternate first name per user, separate them by semicolons (;). If an alternate name needs to contain a semicolon, precede the semicolon with another semicolon to indicate to Unity Connection that the name contains a semicolon.
				Use this field in conjunction with the AltLastNames field to add nicknames or maiden names for users. You can also use alternate names to add phonetic spellings of hard-to-pronounce names.
				Alternate first names and alternate last names are stored as a pair in the database. When submitting multiple alternate names, make sure that you have the same number of alternate first names and alternate last names.
				For example, if you have a user named Elizabeth Brown, who is sometimes known as "Liz" and sometimes known by her maiden name of "Smith," you would enter the following AltFirstNames and AltLastNames to ensure that all four combinations are submitted to the database:
				• Elizabeth; Liz; Elizabeth; Liz • Brown; Brown; Smith; Smith

AltLastNames (Users With Mailbox Only)	Optional	Optional	N/A	An alternate version of the last name. Unity Connection considers alternate names when users and callers use voice recognition to place a call or address voice messages.
				To create/update more than one alternate last name per user, separate them by semicolons (;). If an alternate name needs to contain a semicolon, precede the semicolon with another semicolon to indicate to Unity Connection that the name contains a semicolon.
				Use this field in conjunction with the AltFirstNames field to add nicknames or maiden names for users. You can also use alternate names to add phonetic spellings of hard-to-pronounce names.
				Alternate first names and alternate last names are stored as a pair in the database. When submitting multiple alternate names, make sure that you have the same number of alternate first names and alternate last names.
				For example, if you have a user named Elizabeth Brown, who is sometimes known as "Liz" and sometimes known by her maiden name of "Smith," you would enter the following AltFirstNames and AltLastNames to ensure that all four combinations are submitted to the database: • Elizabeth; Liz; Elizabeth; Liz • Brown; Brown; Smith; Smith
AltFirstName (Users With Mailbox Only)	Optional	Optional	N/A	An alternate spelling of the user first name in an internationally recognizable format (i.e., ASCII only characters). The value is used by the phone interface to search for users and to address messages.
				Any combination of ASCII alphanumeric characters up to maximum of 64 characters.
AltLastName (Users With Mailbox Only)	Optional	Optional	N/A	An alternate spelling of the user first name in an internationally recognizable format (i.e., ASCII only characters). The value is used by the phone interface to search for users and to address messages.
				Any combination of ASCII alphanumeric characters up to maximum of 64 characters.

BillingId	Optional	Optional	N/A	Organization-specific information about the user, such as accounting information, department names, or project codes. The information can be included in user reports.
				Any combination of digits from 0 through 9 up to a maximum of 32 digits.
Building	Optional	Optional	N/A	The name of the building where the user is based.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
City	Optional	Optional	N/A	The name of a locality, such as a city or other geographic region where the user is located, or with which the user is associated.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
Country	Optional	Optional	N/A	The two letter ISO 3166-1 country code where the user is located, or with which the user is associated.
				Two ASCII lower or upper case alpha characters.
Department	Optional	Optional	N/A	The name or number for the department or sub division of an organization to which the user belongs.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
DisplayName	Optional	Optional	N/A	The user name that appears on the administration and user interfaces.
				If Displayname is empty and both Firstname, Lastname are present, then Displayname would be combination of "Firstname Lastname", else Displayname would be Alias.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
DisplayName (Users With Mailbox Only)	Optional	Optional	N/A	The user name that appears on the administration and user interfaces.
				If Displayname is empty and both Firstname, Lastname are present, then Displayname would be combination of "Firstname Lastname", else Displayname would be Alias.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.

EmailAddress	Optional	Optional	N/A	The email address of the user. This corresponds to the Corporate Email Address field in Cisco Unity Connection Administration.
				Note The field is only for directory information purposes. Unity Connection does not use the address to deliver incoming messages.
				Any combination of ASCII alphanumeric characters, and the special characters hyphen, underscore, period and at sign ("@"), up to a maximum of 320 characters.
MailName (Users With Mailbox Only)	Optional	Optional	N/A	Name used to construct part of SMTP address before the @ sign.
				A name is needed for unicode aliases that cannot be converted into a valid SMTP addresses.
EmployeeId	Optional	Optional	N/A	The numeric or alphanumeric identifier assigned to a user, typically based on order of hire or association with an organization.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
EnhancedSecurityAlias	Optional	Optional	N/A	The unique text name used to identify and authenticate the user with an RSA SecurID security system.
				Any combination of ASCII or unicode characters up to a maximum of 50 characters.
FirstName	Optional	Optional	N/A	The user first name.
				Any combination of ANSI or Unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
Initials	Optional	Optional	N/A	The initials of part or all of the user name.
				Any combination of ANSI or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 6 characters.

Language	Optional	Optional	N/A	The preferred language of the user.
				Use the Windows language code, such as 1033 for U.S. English. For a list of supported languages and the corresponding language codes, see the "Numeric and Alphabetic Codes for Supported Languages" section in the System Requirements for Cisco Unity Connection 15 at
				https://www.cisco.com/c/en/us/td/docs/voice_ip_comm/connection/15/requirements/b_15cucsysreqs.html.
LastName	Optional	Optional	N/A	The user last name.
				Any combination of ANSI or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
Manager	Optional	Optional	N/A	The name of the manager or supervisor of the user.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
PostalCode	Optional	Optional	N/A	For users located in the United States, the zip code where the user is located, or with which the user is associated. For users located in Canada, Mexico, and other countries, the postal code where the user is located, or with which the user is associated.
				Any combination of ASCII or unicode characters up to a maximum of 40 characters.
State	Optional	Optional	N/A	The full name of the state or province where the user is located, or with which the user is associated.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
TimeZone	Optional	Optional	N/A	The time zone with which the user account is associated.
Title	Optional	Optional	N/A	The position or function of the user within the organization, for example "Vice President."
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.

COSDisplayName (Users With Mailbox Only)	Optional	Optional	N/A	The unique text name that is displayed on the user interfaces for the class of service (COS) with which the user account is associated. Any combination of ASCII or Unicode characters, up to a maximum of 64 characters.
ClientMatterCode (Users With Mailbox Only)	Optional	Optional	N/A	The required Client Matter Code (CMC) to transmit to Cisco Unified Communications Manager (CM), if applicable, when the user makes an outbound call. CMCs are typically used to enable the system to track calls for account or billing purposes. The value is used only if the system is using Cisco Unified CM and if the version of Cisco Unified CM is 4.1 and later. Whether the CMC is transmitted depends on the setting for outbound calls. The user CMC is used only if the outbound call does not have its own CMC. The code length can be from 1 through 40 characters.
TransferType (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Alternate transfer rule.) Determines the way in which Unity Connection transfers calls from the automated attendant or a directory handler to the user phone for the Alternate transfer rule: • 0-supervised • 1-unsupervised (also called a "Release to Switch" transfer)
TransferRings (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Alternate transfer rule.) Determines the number of times the user extension rings before Unity Connection considers the call unanswered ("ring-no-answer") and plays the applicable greeting. This setting is applicable only when the TransferType is configured for a supervised transfer. An integer value from 2 through 100.
TransferExtension (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Alternate transfer rule.) The phone number that Unity Connection transfers calls to if TransferAction is set to 1.

TransferAction (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Alternate transfer rule.) Determines whether Unity Connection transfers the incoming calls for the user to the user greeting or to the extension specified in TransferExtension: • 0-Transfer to the greeting. • 1-Transfer to TransferExtension.
RnaAction (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Alternate transfer rule.) This setting is applicable only when the TransferType is configured for a supervised transfer. Determines whether Unity Connection transfers the call to the applicable greeting or releases the call to the phone system when a call is unanswered ("ring-no-answer"): • 0-Release the call to the phone system. • 1-After the number of rings specified in the TransferRings field, transfer the call to the appropriate greeting.
StandardTransferType (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Standard transfer rule.) Determines the way in which Unity Connection transfers calls from the automated attendant or a directory handler to the user phone for the standard (default) transfer rule: • 0-supervised • 1-unsupervised (also called a "Release to Switch" transfer)
StandardTransferRings (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Standard transfer rule.) Determines the number of times the user extension rings before Unity Connection considers the call unanswered ("ring-no-answer") and plays the applicable greeting. This setting is applicable only when the StandardTransferType is configured for a supervised transfer. An integer value from 2 through 100.
StandardTransferExtension (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Standard transfer rule.) The phone number that Unity Connection transfers calls to if StandardTransferAction is set to 1.

StandardTransferAction	Optional	Optional	N/A	(Applicable only to the Standard transfer rule.) Determines whether Unity Connection transfers the incoming calls for the user to the user greeting or to the extension specified in StandardTransferExtension: • 0-Transfer to the greeting. • 1-Transfer to StandardTransferExtension.
StandardRnaAction (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Standard transfer rule.) This setting is applicable only when the StandardTransferType is configured for a supervised transfer. Determines whether Unity Connection transfers the call to the applicable greeting or releases the call to the phone system when a call is unanswered ("ring-no-answer"): • 0-Release the call to the phone system. • 1-After the number of rings specified in the StandardTransferRings field, transfer the call to the appropriate greeting.
ClosedTransferType (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Closed transfer rule.) Determines the way in which Unity Connection transfers calls from the automated attendant or a directory handler to the user phone for the Closed transfer rule: • 0-supervised • 1-unsupervised (also called a "Release to Switch" transfer)
ClosedTransferRings (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Closed transfer rule.) Determines the number of times the user extension rings before Unity Connection considers the call unanswered ("ring-no-answer") and plays the applicable greeting. This setting is applicable only when the ClosedTransferType is configured for a supervised transfer. An integer value from 2 through 100.
ClosedTransferExtension (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Closed transfer rule.) The phone number that Unity Connection transfers calls to if ClosedTransferAction is set to 1.

ClosedTransferAction (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Closed transfer rule.) Determines whether Cisco Unity Connection transfers the incoming calls for the user to the user greeting or to the extension specified in ClosedTransferExtension: • 0-Transfer to the greeting. • 1-Transfer to ClosedTransferExtension.
ClosedRnaAction (Users With Mailbox Only)	Optional	Optional	N/A	(Applicable only to the Closed transfer rule.) This setting is applicable only when the StandardTransferType is configured for a supervised transfer. Determines whether Unity Connection transfers the call to the applicable greeting or releases the call to the phone system when a call is unanswered ("ring-no-answer"): • 0-Release the call to the phone system. • 1-After the number of rings specified in the ClosedTransferRings field, transfer the call to the appropriate greeting.
MWIExtension (Users With Mailbox Only)	Optional	Optional	N/A	The phone number (extension) of the default message waiting indicator (MWI) to light when callers leave messages for the user. If no value is provided, Unity Connection uses the number of the primary extension.
MWIMediaSwitchDisplay Name (Users With Mailbox Only)	Optional	Optional	N/A	The text name displayed on the system administration interface of the phone system used to turn message waiting indicators on and off for the phone number specified in the MWIExtension column. If no value is provided, Unity Connection uses the phone system specified in the MediaSwitchDisplayName column.
MaxMsgLen (Users With Mailbox Only)	Optional	Optional	N/A	The maximum duration (in seconds) for recording a message from an outside (unidentified) caller. The length specified can be from 1 through 1,200 seconds.

Play After Message Recording (Users With Mailbox Only)	Optional	Optional	N/A	Indicates whether Unity Connection plays a recording to the callers after a message has been sent: • 0-Do Not Play Recording. Select this setting to disable the feature. After a message is sent, users do not hear any recording. • 1-System Default Recording. After a message is sent, users hear the default system recording. • 2-Play Recording. After a message is sent, users hear the cutomized recording. **Note** By Default the System Default Recording option is selected.
PlayPostGreetingRecording (Users With Mailbox Only)	Optional	Optional	N/A	Indicates whether Unity Connection plays a recording to callers before allowing them to leave a message for the user. You can also indicate whether all callers hear the recording or only unidentified callers: • 0-Do Not Play Recording. Select this setting to disable the feature. Before they leave a message, callers hear only the user greeting. • 1-Play Recording to All Callers. Before they leave a message, users and outside callers hear the user or call handler greeting and then the recording. • 2-Play Recording Only to Unidentified Callers. Before they leave a message, outside callers hear the user greeting and then the post-greeting recording. Likewise, users who call from a phone that is not associated with their account and do not sign in to Unity Connection hear the post-greeting recording.
PostGreetingRecordingDisplayName (Users With Mailbox Only)	Optional	Optional	N/A	The display name of the post-greeting recording that plays after the greeting for this user.

ForcedAuthoizationCode (Users With Mailbox Only)	Optional	Optional	N/A	The required forced-authorization code (FACs) to transmit to Cisco Unified Communications Manager, if applicable, when the user makes an outbound call. Your organization may use FACs to prevent toll fraud. For example, users may have to provide FACs to place long-distance calls. The value is used only if the system is using Cisco Unified CM and its version is 4.1 and later. The code length can be from 1 to 40 characters.
ListInDirectory (Users With Mailbox Only)	Optional	Optional	N/A	Determines whether the user is included in the phone directory for outside callers: • 0-Not included in the directory • 1-Included in the directory
CreateSmtpProxyFromCorp (Users With Mailbox Only)	Optional	Optional	N/A	Determines whether Unity Connection uses the value in the EmailAddress column (Corporate Email Address field in Cisco Unity Connection Administration) to automatically create a new SMTP proxy address, so that IMAP messages to or from this email address can be properly identified by Unity Connection as belonging to this user. If you uncheck it, no such SMTP proxy address is automatically created. • 0-SMTP proxy address is not automatically created. • 1-SMTP proxy address is automatically created using the Corporate Email Address field.
MediaSwitchDisplayName (Users With Mailbox Only)	Optional	Optional	N/A	The text name displayed on the system administration interface of the phone system used for Telephone Record and Playback (TRAP) sessions and to turn message waiting indicators on and off. Any combination of ASCII or unicode characters up to a maximum of 64 characters.
PhoneNumber_HomePhone (Users With Mailbox Only)	Optional	Optional	N/A	The user home phone number. Any combination of the digits 0-9, T, t, commas, hashes (#), and asterisks (*), up to a maximum of 38 characters.
Active_HomePhone (Users With Mailbox Only)	Optional	Optional	N/A	Whether the user home phone device is enabled: • 0-disabled • 1-enabled

DisplayName_HomePhone (Users With Mailbox Only)	Optional	Optional	N/A	The text name for the user home phone displayed on the Unity Connection interfaces. Any combination of ASCII or Unicode characters, up to a maximum of 64 characters.
PhoneNumber_WorkPhone (Users With Mailbox Only)	Optional	Optional	N/A	The user work phone number. Any combination of the digits 0-9, T, t, commas, hashes (#), and asterisks (*), up to a maximum of 38 characters.
Active_WorkPhone (Users With Mailbox Only)	Optional	Optional	N/A	Whether the user work phone device is enabled: • 0-disabled • 1-enabled
DisplayName_WorkPhone (Users With Mailbox Only)	Optional	Optional	N/A	The text name for the user work phone displayed on the Unity Connection interfaces. Any combination of ASCII or unicode characters up to a maximum of 64 characters.
PhoneNumber_MobilePhone (Users With Mailbox Only)	Optional	Optional	N/A	The user mobile phone number. Any combination of the digits 0-9, T, t, commas, hashes (#), and asterisks (*), up to a maximum of 38 characters.
Active_MobilePhone (Users With Mailbox Only)	Optional	Optional	N/A	Whether the user mobile phone device is enabled: • 0-disabled • 1-enabled
DisplayName_MobilePhone (Users With Mailbox Only)	Optional	Optional	N/A	The text name for the user mobile phone displayed on the Unity Connection interfaces. Any combination of ASCII or unicode characters up to a maximum of 64 characters.
PhoneNumber_Pager (Users With Mailbox Only)	Optional	Optional	N/A	The user pager number. Any combination of the digits 0-9, T, t, commas, hashes (#), and asterisks (*), up to a maximum of 38 characters.
AfterDialDigits_Pager (Users With Mailbox Only)	Optional	Optional	N/A	Digits to send to the pager. This is referred to in Unity Connection Administration as "Extra Digits." For numeric pagers, the field holds numeric text to send to the pager; for text pagers, the field is blank. The maximum length is 32 digits.

Active_Pager (Users With Mailbox Only)	Optional	Optional	N/A	Whether the user pager device is enabled: • 0-disabled • 1-enabled
DisplayName_Pager (Users With Mailbox Only)	Optional	Optional	N/A	The text name for the user pager displayed on the Unity Connection interfaces. Any combination of ASCII or unicode characters up to a maximum of 64 characters.
PhoneNumber_TextPager1 (Users With Mailbox Only)	Optional	Optional	N/A	This phone number is entered in the From field on the default SMTP device for the user. Any combination of ASCII only alphanumeric characters, hyphens, underscores, periods, at signs ("@"), commas and hashes (#), up to a maximum of 40 characters.
SmtpAddress_TextPager1 (Users With Mailbox Only)	Optional	Optional	N/A	Message notifications for the user are sent to this SMTP address. **Note** The SMTP address cannot include non-ASCII characters.
Active_TextPager1 (Users With Mailbox Only)	Optional	Optional	N/A	Whether the user text pager device is enabled: • 0-disabled • 1-enabled
DisplayName_TextPager1 (Users With Mailbox Only)	Optional	Optional	N/A	The text name for the user text pager displayed on the Unity Connection interfaces. Any combination of ASCII or unicode characters up to a maximum of 64 characters.
Extension_Alt1 (Users With Mailbox Only)	Optional	Optional	N/A	The first alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt1_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the first alternate extension belongs.
Extension_Alt2 (Users With Mailbox Only)	Optional	Optional	N/A	The second alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt2_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the second alternate extension belongs.

Extension_Alt3 (Users With Mailbox Only)	Optional	Optional	N/A	The third alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt3_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the third alternate extension belongs.
Extension_Alt4 (Users With Mailbox Only)	Optional	Optional	N/A	The fourth alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt4_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the fourth alternate extension belongs.
Extension_Alt5 (Users With Mailbox Only)	Optional	Optional	N/A	The fifth alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt5_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the fifth alternate extension belongs.
Extension_Alt6 (Users With Mailbox Only)	Optional	Optional	N/A	The sixth alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt6_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the sixth alternate extension belongs.
Extension_Alt7 (Users With Mailbox Only)	Optional	Optional	N/A	The seventh alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt7_Partition	Optional	Optional	N/A	The text name of the partition to which the seventh alternate extension belongs.

Extension_Alt8 (Users With Mailbox Only)	Optional	Optional	N/A	The eighth alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt8_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the eighth alternate extension belongs.
Extension_Alt9 (Users With Mailbox Only)	Optional	Optional	N/A	The ninth alternate extension for the user. The value must be unique in the partition. Any combination of ASCII alphanumeric characters, from 1 to 40 characters long.
Extension_Alt9_Partition (Users With Mailbox Only)	Optional	Optional	N/A	The text name of the partition to which the ninth alternate extension belongs.
CcmId (Users With Mailbox Only)	Optional	Optional	N/A	The Cisco Unified Communications Manager user ID that is associated with the user. Any combination of characters except for non-printing ASCII characters, up to a maximum of 128 characters.
Exchange2010Service_Service DisplayName (Users With Mailbox Only)	Optional	Optional	N/A	The display name of the Exchange 2010 external service that corresponds with the Exchange 2010 server that contains the Exchange 2010 mailbox for this user. To add an Exchange 2010 external service for a user, include values for both the Exchange2010Service_ServiceDisplayName and Exchange2010Service_EmailAddress fields in the CSV input file. To remove the Exchange 2010 service for a user, set at least one of either the Exchange2010Service_ServiceDisplayName and Exchange2010Service_EmailAddress fields to %null% in the CSV input file
Exchange2010Service_Email Address (Users With Mailbox Only)	Optional	Optional	N/A	The primary email address that is associated with the Exchange mailbox that you want this user to be able to access. To add an Exchange 2010 external service for a user, include values for both the Exchange2010Service_ServiceDisplayName and Exchange2010Service_EmailAddress fields in the CSV input file

Exchange2010Service_UserId (Users With Mailbox Only)	Optional	Optional	N/A	The Windows domain alias for the user in Exchange 2010 (useful when the setting is different from the user alias).
Exchange2010Service_User Password (Users With Mailbox Only)	Optional	Optional	N/A	The Windows domain password for the user.
EmailAction (Users With Mailbox Only)	Optional	Optional	N/A	Action to take for a voice message: • 0-Reject the message • 1-Accept the message • 2-Relay the message • 3-Accept the message and relay a copy
VoiceMailAction (Users With Mailbox Only)	Optional	Optional	N/A	Action to take for a voice message: • 0-Reject the message • 1-Accept the message • 2-Relay the message • 3-Accept the message and relay a copy
FaxAction (Users With Mailbox Only)	Optional	Optional	N/A	Action to take for a voice message: • 0-Reject the message • 1-Accept the message • 2-Relay the message • 3-Accept the message and relay a copy
DeliveryReceiptAction (Users With Mailbox Only)	Optional	Optional	N/A	Action to take for a voice message: • 0-Reject the message • 1-Accept the message • 2-Relay the message • 3-Accept the message and relay a copy
RelayAddress (Users With Mailbox Only)	Optional	Optional	N/A	Specifies the address to relay incoming message when one or more of the actions (EmailAction, VoicemailAction, FaxAction, DeliveryReceiptAction) is set to 2 (Relay the message). RelayAddress is in the format of someone@somewhere or someone@somewhere.com.
SmtpProxyAddresses (Users With Mailbox Only)	Optional	Optional	N/A	The full SMTP proxy addresses for users. To create/update more than one address per user, separate them by commas and surround them all with double quotes. For example: "someone1@somewhere.com,someone2@somewhere.com"

LdapCcmUserID	Optional	Optional	N/A	The value of the LDAP field that you mapped to the Unity Connection Alias field when you configured Cisco Unity Connection to integrate with an LDAP directory. See the Task List for Configuring LDAP section.
				This field is used when you create Unity Connection users by importing LDAP user data and when you integrate existing Unity Connection users with LDAP users.
CorporatePhoneNumber (Users With Mailbox Only)	Optional	Optional	N/A	The phone number of the user. Note that the field is only for directory information purposes. Cisco Unity Connection does not use the phone number to route calls.
DisplayName_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	A descriptive name for the notification device. This field is required if you want to create an HTML notification device.
Active_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	Enables the HTML notification device.
callback_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	The phone number that the user use to play and record voice message.
disableMobPCA_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the mobile number from Cisco PCA and Mini Web inbox for HTML notification.
disableTemplatePCA_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the notification template from PCA.
SmtpAddress_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	The email address of the user text-compatible mobile phone, or another email account (such as a home email address) on which the user receives the HTML notification. Up to 128 characters can be entered in this field. SmtpAddress_HTML1 column is mandatory if Active_HTML1 column is set to 1.
templateName_HTML1 (Users With Mailbox Only)	Optional	Optional	N/A	A default or a customized template name for HTML notification device.

DisplayName_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	A descriptive name for the notification device. This field is required if you want to create an HTML Missed Call notification device.
Active_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	Enables the HTML Missed Call notification device.
callback_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	The phone number that the user use to view the missed calls.
disableMobPCA_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the mobile number from Cisco PCA and Mini Web inbox for HTML Missed Call notification.
disableTemplatePCA_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the notification template from PCA. This field is applicable for HTML Missed Call notification template.
SmtpAddress_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	The email address of the user text-compatible mobile phone, or another email account (such as a home email address) on which the user receives the HTML Missed Call notification. Up to 128 characters can be entered in this field. SmtpAddress_HTML2 column is mandatory if Active_HTML2 column is set to 1.
templateName_HTML2 (Users With Mailbox Only)	Optional	Optional	N/A	A default or a customized template name for HTML Missed Call notification device.
DisplayName_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	A descriptive name for the notification device. This field is required if you want to create an HTML Scheduled Summary notification device.
Active_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	Enables the HTML Scheduled Summary notification device.
callback_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	The phone number that the user use to play the voice messages received in Summary notification.
disableMobPCA_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the mobile number from Cisco PCA and Mini Web inbox for HTML Scheduled Summary notification.

disableTemplatePCA_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	Disallow the users to change the notification template from PCA. This field is applicable for HTML Scheduled Summary notification template.
SmtpAddress_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	The email address of the user text-compatible mobile phone, or another email account (such as a home email address) on which the user receives the Summary notification of the voice messages. Up to 128 characters can be entered in this field. SmtpAddress_HTML3 column is mandatory if Active_HTML3 column is set to 1.
templateName_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	A default or a customized template name for HTML Scheduled Summary notification device.
DisplayName_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	A descriptive name for the notification device. This field is required if you want to create an HTML Scheduled Summary notification device.
Active_HTML3 (Users With Mailbox Only)	Optional	Optional	N/A	Enables the HTML Scheduled Summary notification device.

Required and Optional CSV Fields for Contacts

Table 2: Required and Optional CSV Fields for Contacts

Column Heading	Creating	Updating	Deleting	Descriptions
Alias	Required	Required	Required	The unique text name for the contact. Any combination of ASCII or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
Extension	Required	Optional	N/A	The number that callers dial to reach the contact. The value must be unique among users and contacts in the partition. Any combination of ASCII alphanumeric characters up to a maximum of 40 characters.
ContactTemplateAlias	Optional	N/A	N/A	The unique text name for the contact template to apply to the contact during creation.

AltFirstNames	Optional	Optional	N/A	An alternate version of the first name. Unity Connection considers alternate names when users and callers use voice recognition to place a call or address voice messages.
				To create/update more than one alternate first name per contact, separate them by semicolons (;). If an alternate name needs to contain a semicolon, precede the semicolon with another semicolon to indicate to Unity Connection that the name contains a semicolon.
				Use this field in conjunction with the AltLastNames field to add nicknames or maiden names for users. You can also use alternate names to add phonetic spellings of hard-to-pronounce names.
				Alternate first names and alternate last names are stored as a pair in the database. When submitting multiple alternate names, make sure that you have the same number of alternate first names and alternate last names.
				For example, if you have a contact named Elizabeth Brown, who is sometimes known as "Liz" and sometimes known by her maiden name of "Smith," you would enter the following AltFirstNames and AltLastNames to ensure that all four combinations are submitted to the database: • Elizabeth; Liz; Elizabeth; Liz • Brown; Brown; Smith; Smith

AltLastNames	Optional	Optional	N/A	An alternate version of the last name. Unity Connection considers alternate names when users and callers use voice recognition to place a call or address voice messages.
				To create/update more than one alternate last name per contact, separate them by semicolons (;). If an alternate name needs to contain a semicolon, precede the semicolon with another semicolon to indicate to Unity Connection that the name contains a semicolon.
				Use this field in conjunction with the AltFirstNames field to add nicknames or maiden names for users. You can also use alternate names to add phonetic spellings of hard-to-pronounce names.
				Alternate first names and alternate last names are stored as a pair in the database. When submitting multiple alternate names, make sure that you have the same number of alternate first names and alternate last names.
				For example, if you have a contact named Elizabeth Brown, who is sometimes known as "Liz" and sometimes known by her maiden name of "Smith," you would enter the following AltFirstNames and AltLastNames to ensure that all four combinations are submitted to the database: • Elizabeth; Liz; Elizabeth; Liz • Brown; Brown; Smith; Smith
AltFirstName	Optional	Optional	N/A	An alternate spelling of the contact first name in an internationally recognizable format (ASCII characters). The value is used by the phone interface to search for users and to address messages. Any combination of ASCII alphanumeric characters up to maximum of 64 characters.
AltLastName	Optional	Optional	N/A	An alternate spelling of the contact last name in an internationally recognizable format (ASCII characters). The value is used by the phone interface to search for users and to address messages. Any combination of ASCII alphanumeric characters up to maximum of 64 characters.

DisplayName	Optional	Optional	N/A	The contact name that appears on the administration and user interfaces.
				If no value is provided, the value is set to the Alias.
				Any combination of ASCII or unicode characters up to a maximum of 64 characters.
FirstName	Optional	Optional	N/A	The contact first name.
				Any combination of ANSI or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
LastName	Optional	Optional	N/A	The contact last name.
				Any combination of ANSI or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
ListInDirectory	Optional	Optional	N/A	Determines whether the contact is included in the phone directory for outside callers: • 0-Not included in the directory • 1-Included in the directory
RemoteMailAddress	Optional	Optional	N/A	For VPIM contacts, enter the mailbox number of the VPIM contact on the remote voice messaging system.
				The maximum length is 256 characters.
TransferEnabled	Optional	Optional	N/A	Determines whether Unity Connection transfers calls from the automated attendant or a directory handler to the phone number that is specified in the TransferExtension field. • 0-Do not transfer calls. Unity Connection takes a message and sends it to the remote mailbox for the VPIM contact instead. • 1-Transfer incoming calls to TransferExtension.

TransferExtension	Optional	Optional	N/A	The extension or phone number to which Unity Connection transfers calls when TransferEnabled is set to 1. When entering a phone number, include any additional numbers necessary to dial outside calls (for example, 9) and for long-distance dialing (for example, 1). Any combination of numeric digits, commas, and the special characters # and *, up to a maximum of 40 characters.
TransferRings	Optional	Optional	N/A	Determines the number of times the extension of the contact rings before Unity Connection considers the call unanswered ("ring-no-answer") and plays the applicable greeting. An integer value from 2 through 100.
TransferType	Optional	Optional	N/A	Determines the way in which Unity Connection transfers calls from the automated attendant or a directory handler to the contact phone for the standard (default) transfer rule: • 0-supervised • 1-unsupervised (also called a "Release to Switch" transfer)
DeliveryLocation DisplayName	Optional	Optional	N/A	For VPIM contacts, the VPIM delivery location on which the contact mailbox resides. Use the display name of the VPIM location as it is listed in Cisco Unity Connection Administration. Any combination of ASCII or Unicode characters (except nonprinting ASCII characters), up to maximum of 64 characters.
PartitionDisplayName	Optional	Optional	N/A	The display name of the partition to which the contact belongs.
SmtpProxyAddresses	Optional	Optional	N/A	The full SMTP proxy addresses for contacts. To create/update more than one address per user, separate them by commas and surround them all with double quotes. For example: "someone1@somewhere.com,someone2@somewhere.com"

DialableWorkPhone	Optional	Optional	N/A	A phone number that voice recognition users can use to call the contact. Include any additional numbers necessary to dial outside calls (for example, 9) and for long-distance dialing (for example, 1). Any combination of numeric digits, commas, and the special characters # and *, from 1 to 255 characters long.
DialableHomePhone	Optional	Optional	N/A	A phone number that voice recognition users can use to call the contact. Include any additional numbers necessary to dial outside calls (for example, 9) and for long-distance dialing (for example, 1). Any combination of numeric digits, commas, and the special characters #, and *, from 1 to 255 characters long.
DialableMobilePhone	Optional	Optional	N/A	A phone number that voice recognition users can use to call the contact. Include any additional numbers necessary to dial outside calls (for example, 9) and for long-distance dialing (for example, 1). Any combination of numeric digits, commas, and the special characters #, and *, from 1 to 255 characters long.
City	Optional	Optional	N/A	The name of a locality including a city, county or other geographic region where the contact is located, or with which the contact is associated. Callers who reach a voice-enabled directory handler can narrow down their search for a contact by saying the name and city of the contact if this field is defined for the contact. (ListInDirectory must also be set to 1 for the contact to be reachable via directory handlers.) Any combination of ASCII or Unicode characters, up to a maximum of 64 characters.

Department	Optional	Optional	N/A	The name or number for the department or subdivision of an organization to which the contact belongs.
				Callers who reach a voice-enabled directory handler can narrow down their search for a contact by saying the name and department of the contact if this field is defined for the contact. (ListInDirectory must also be set to 1 for the contact to be reachable via directory handlers.)
				Any combination of ASCII or Unicode characters, up to a maximum of 64 characters.

Required and Optional CSV Fields for Distribution Lists

Table 3: Required and Optional CSV Fields for Distribution Lists

Column Heading	Creating	Updating	Deleting	Descriptions
Alias	Required	Required	Required	The unique text name for the distribution list.
				Any combination of ASCII or unicode alphanumeric characters, periods, commas, spaces, and the special characters `, ~, !, @, #, $, %, ^, &, -, _, ', up to a maximum of 64 characters.
Display Name	Required	Optional	N/A	The name of the distribution list.
AltNames	Optional	Optional	N/A	An alternate version of the name. Unity Connection considers alternate names when users or contacts use voice recognition to place a call or address voice messages.
				To create/update more than one alternate name distribution list, separate them by semicolons (;). If an alternate name needs to contain a semicolon, precede the semicolon with another semicolon to indicate to Unity Connection that the name contains a semicolon.
Extension	Optional	Optional	N/A	The number that callers dial to reach the distribution list.
				Any combination of ASCII alphanumeric characters, up to a maximum of 40 characters.
AllowContacts	Optional	Optional	N/A	Allows contacts to be added as members of the distribution list.
AllowForeignMessage	Optional	Optional	N/A	Allows users on remote voice messaging systems that are configured as VPIM locations to send messages to this distribution list.

PartitionName	Optional	Optional	N/A	The name of the partition to which the distribution list belongs.

Required and Optional CSV Fields for Distribution List Members

Table 4: Required and Optional CSV Fields for Distribution List Members

Column Heading	Creating	Deleting	Descriptions
DLAlias	Required	Required	The unique text name of the distribution list to which the member belongs.
MemberAlias	Required	Required	The unique text name of the member (a user, contact, user template, or another distribution list).
LocationNames	Optional	Optional	The display name of the location where the member is homed. By default, this is the display name of the local system.

Required and Optional CSV Fields for Unified Messaging Accounts

Table 5: Required and Optional CSV Fields for Unified Messaging Accounts

Column Heading	Creating	Updating	Deleting	Descriptions
subscriberAlias	Required	Optional. See Description	Optional. See Description	The alias of the Unity Connection user for which you want to add a unified messaging account. Note the following: • When creating unified messaging accounts, this column is required. • When updating and deleting unified messaging accounts, you should use OptionalServiceAccountID to identify the unified messaging accounts that you want to update or delete. You can also use subscriberAlias and serviceDisplayName.

serviceDisplayName	Required	Optional. See Description	Optional. See Description	The descriptive name for the unified messaging service that you want to associate with this unified messaging account. Note the following: • When creating unified messaging accounts, this column is required. • When updating and deleting unified messaging accounts, you should use OptionalServiceAccountID to identify the unified messaging accounts that you want to update or delete. You can also use subscriberAlias and serviceDisplayName.
OptionalServiceAccountID	Omit	Recommended See Description	Recommended See Description	A unique identifier that distinguishes multiple unified messaging accounts for the same user. Note the following: • When creating unified messaging accounts, leave this column blank. • When updating and deleting unified messaging accounts, you should use OptionalServiceAccountID to identify the unified messaging accounts that you want to update or delete. You can also use subscriberAlias and serviceDisplayName.
UMEmailAddress	Optional	Optional	Optional	Exchange only: If you set the emailAddressUseCorp to: • 0-Enter the Exchange email address that you want Unity Connection to access for unified messaging features for this user. • 1-Leave this field blank. If you enter a value, Unity Connection ignores it.
emailAddressUseCorp	Optional	Optional	Optional	Exchange only: Determines which Exchange email address to access for unified messaging features: • 0-Do not use the EmailAddress column in Table 1 , which corresponds with the Corporate Email Address field on the New and Edit User Basics pages. Instead, use the UMEmailAddress column in this table, which is associated with the Use This Email Address option on the New or Edit Unified Messaging Account pages. • 1-Use the EmailAddress column in Table 1 , which corresponds with the Corporate Email Address field on the New and Edit User Basics pages.

enableCalendar	Optional	Optional	Optional	Exchange only: Determines whether calendar and contact functionality is enabled for this user: • 0-Not enabled • 1-Enabled
enableMeeting	Optional	Optional	Optional	Cisco Unified MeetingPlace only: Determines whether the MeetingPlace Scheduling and Joining feature is enabled for this user. • 0-Not enabled • 1-Enabled If the feature is not enabled in the unified messaging service specified by serviceDisplayName, the value that you specify here, if any, is ignored.
enableMbxSynch	Optional	Optional	Optional	Exchange only: Determines whether the Synchronize Connection and Exchange Mailboxes (single inbox) feature is enabled for this user. • 0-Not enabled • 1-Enabled If the feature is not enabled in the unified messaging service specified by serviceDisplayName, the value that you specify here, if any, is ignored.
isPrimaryMeetingService	Optional	Optional	Optional	Cisco Unified MeetingPlace only: Determines whether MeetingPlace meetings sre set up through the server listed in the unified messaging service specified by serviceDisplayName. • 0-MeetingPlace meetings are set up through a different server. • 1-MeetingPlace meetings are set up through the server listed in the service specified by serviceDisplayName.

loginType	See Description	Optional	Optional	Required when creating unified messaging accounts for MeetingPlace.
				Required when creating unified messaging accounts for Exchange when all of the following are true:
				• You are creating users.
				• You want the user to be able to access Exchange email using text to speech.
				If you specify a loginType of:
				• 0-Unity Connection uses the alias to sign in to MeetingPlace.
				• 1-Unity Connection signs in using the MeetingPlace server guest account.
				• 2-Unity Connection uses the value specified in the userID column to sign in to MeetingPlace for this user. The value of the userID column corresponds with the User ID field on the New and Edit Unified Messaging Accounts pages.
userId	See Description	Optional	Optional	Required when creating unified messaging accounts for MeetingPlace.
				Required when creating unified messaging accounts for Exchange when all of the following are true:
				• You are creating users.
				• You want the user to be able to access Exchange email using text to speech.
				• You specify a loginType of 2.