



Phones with Users

This chapter provides information about using Cisco Unified Communications Manager Bulk Administration to add a group of users and their phones on a Cisco Unified Communications Manager server in one bulk transaction. You have two options for creating a CSV data file for the phones:

- Use the BAT spreadsheet (BAT.xlt) and export the data to the CSV format.
- Use a text editor to create a text file in CSV format (for experienced users).

You can access the Insert Phones with Users option by choosing **Bulk Administration > Phones and Users** from the Cisco Unified Communications Manager Administration main menu.

- [Add New Phones with Users, page 1](#)
- [Add Phones with Users Using the BAT Spreadsheet, page 2](#)
- [Topics Related to Phones with Users, page 2](#)

Add New Phones with Users

Use the following steps to insert phones with users.

Procedure

- Step 1** To define individual values for each phone/user record that you want to update, create a comma separated values (CSV) data file.
- See the [Add Phones with Users Using the BAT Spreadsheet, on page 2](#).
 - For a text-based CSV file, see the [Phones with Users Combinations File Format](#).
- Step 2** Associate file format with the CSV data file.
- See the [Add Phone and User File Format](#).
- Step 3** Validate phones with users records
- See the [Validate Phones and User Records](#).

Step 4 Insert phones with users records.

- See the [Insert Phones with Users Into Cisco Unified Communications Manager](#).
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Add Phones with Users Using the BAT Spreadsheet

Create a CSV data file for adding phones and users in bulk.

Procedure

- Step 1** To open the BAT spreadsheet, locate and double-click BAT.xlt file.
You can download a BAT.xlt file.
- Step 2** When prompted, click **Enable Macros** to use the spreadsheet capabilities.
- Step 3** At the bottom of the spreadsheet, click the **Phones-Users** tab.
- Step 4** Follow steps 4 through 10 in [Create Phone CSV Data File Using BAT Spreadsheet](#).
See [Table 1](#) for field descriptions in for adding users in the BAT spreadsheet.
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Related Topics

- [BAT Spreadsheet Data Collection for CSV Data File Creation](#)
- [Topics Related to Phones with Users, on page 2](#)
- [Upload and Download Files](#)

Topics Related to Phones with Users

- [Add New Phones with Users, on page 1](#)
- [Phones with Users Combinations File Format](#)
- [Add Phone and User File Format](#)
- [Validate Phones and User Records](#)
- [Insert Phones with Users Into Cisco Unified Communications Manager](#)