



Preface

This preface describes the purpose, audience, organization, and conventions of this guide, and provides information on how to obtain related documentation.



Note

This document may not represent the latest Cisco product information available. You can obtain the most current documentation by accessing Cisco's product documentation page at this URL: http://www.cisco.com/en/US/products/sw/voicesw/ps556/tsd_products_support_series_home.html

- [Purpose](#), page [i](#)
- [Audience](#), page [i](#)
- [Organization](#), page [ii](#)
- [Related Documentation](#), page [iv](#)
- [Conventions](#), page [iv](#)
- [Documentation and Service Requests](#), page [v](#)
- [Cisco Product Security Overview](#), page [v](#)

Purpose

The *Cisco Unified Communications Manager Bulk Administration Guide* provides instructions for using the Bulk Administration menu of Cisco Unified Communications Manager Administration.

Audience

This document provides information for network administrators and engineers who are responsible for managing the Cisco Unified Communications Manager system. Administering Cisco Unified Communications Manager Bulk Administration (BAT) requires knowledge of telephony and IP networking technology.

Organization

Table 1 provides the organization of this guide.

Layout of BAT Tool User Guide

Chapter	Description
Overview	Cisco Unified Communications Manager Bulk Administration Overview Provides an overview of BAT.
File Upload and Download	Upload/Download Files Describes how to upload and download files.
Phones	Phones Describes how to add phones, phones and users, computer telephony integration (CTI) ports, and CTI ports and users in batches rather than adding each device or combination individually. Also describes how to add or update lines, phone services, and speed dials and how to update and delete phones.
Users	Users Describes how to add, update, and delete batches of users.
Phones and Users	Phones and Users Describes how to add a group of users and their phones on a Cisco Unified Communications Manager server in one bulk transaction.
Managers and Assistants	Managers and Assistants Describes how to add, update, or delete Manager Assistant Associations.
User Device Profiles	User Device Profiles Describes how to add, update, or delete User Device Profiles.
Gateways	Gateways Describes how to add, update, or delete Cisco VG200 gateways and ports, and how to add or delete Foreign Exchange Station (FXS) ports for Cisco Catalyst 6000 analog interface modules. Also describes how to create a gateway directory number template for use with FXS ports.
Forced Authorization Codes and Client Matter Codes	Forced Authorization Codes and Client Matter Codes Describes how to add, update, or delete Client Matter Codes and Forced Authorization Codes.
Call Pickup Groups	Pickup Groups Describes how to add, update, or delete call pickup groups.
Mobility	Mobility

	Describes how to insert, delete, and export access lists, remote destinations and remote destination profiles.
Region Matrix	Region Matrix Describes how to populate and depopulate the region matrix.
Import/Export	Import/Export Describes how to import or export Cisco Unified Communications Manager database to another server, or to the same server with modifications.
Phone Migration	Phone Migration Describes the Phone Migration menu in BAT and details the procedure to migrate phones in bulk.
Extension Mobility Cross Cluster (EMCC)	Extension Mobility Cross Cluster (EMCC) Describes the EMCC menu in BAT and details how to insert, delete, and update EMCC.
Intercompany Media Engine (IME)	Intercompany Media Services Describes the Intercompany Media Services menu in BAT and details how to insert and delete Trusted Element, Trusted Group, Enrolled Group, Exclusion Group, and Fallback Profile configuration.
CUPS	CUPS Describes the CUPS menu in BAT and details its use to update and export the CUPS and CUPC users.
Tool for Auto-Registered Phones Support	Tool for Auto-Registered Phones Support (TAPS). Describes how to install, configure, and use TAPS.
Scheduling Jobs	Scheduling Jobs Describes how to schedule and activate jobs.
Troubleshooting BAT and TAPS	Troubleshooting BAT and Unified CM Auto-Register Phone Tool Describes some common scenarios for bulk transaction log files and provides an explanation and resolution for various error messages that you may encounter while working with BAT or Unified CM Auto-Register Phone Tool.
Appendixes	Appendixes Describes how to create text-based files for the devices and users for bulk transactions. Also provides example of file formats for different scenarios.

Related Documentation

Refer to the following documents for further information about related Cisco IP telephony applications and products:

- *Cisco Unified Communications Manager Online Help*
- *Cisco Unified Communications Manager System Configuration Guide*
- *Release Notes for Cisco Unified Communications Manager*
- *Installing Cisco Unified Communications Manager*
- *Cisco Unified Serviceability Administration Guide*
- *Cisco Unified Communications Manager Security Guide*
- *Hardware Configuration Guide for the Cisco VG200*
- *Software Configuration Guide for the Cisco VG200*
- *Cisco VG248 Analog Phone Gateway Software Configuration Guide*
- *Cisco Unified IP Phone Administration Guide for Cisco Unified Communications Manager*
- *Feature Configuration Guide for Cisco Unified Communications Manager*
- *Troubleshooting Guide for Cisco Unified Communications Manager*
- *Cisco Unified Communications Manager Assistant User Guide*

Conventions

This document uses the following conventions:

Convention	Description
boldface font	Commands and keywords are in boldface.
italic font	Arguments for which you supply values are in italics.
string	A nonquoted set of characters. Do not use quotation marks around the string or the string will include the quotation marks.
screen font	Terminal sessions and information the system displays are in screen font.
boldface screen font	Information you must enter is in boldface screen font .

Notes use the following conventions:

**Note**

Means reader take note. Notes contain helpful suggestions or references to material not covered in the publication.

Timesavers use the following conventions:

**Timesaver**

Means the described action saves time. You can save time by performing the action described in the paragraph.

Tips use the following conventions:

**Tip**

Means the information contains useful tips.

Cautions use the following conventions:

**Caution**

Means reader be careful. In this situation, you might do something that could result in equipment damage or loss of data.

Warnings use the following conventions:

**Warning**

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, you must be aware of the hazards involved with electrical circuitry and familiar with standard practices for preventing accidents.

Documentation and Service Requests

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

Subscribe to the *What's New in Cisco Product Documentation* as a Really Simple Syndication (RSS) feed and set content to be delivered directly to your desktop using a reader application. The RSS feeds are a free service and Cisco currently supports RSS Version 2.0.

Cisco Product Security Overview

This product contains cryptographic features and is subject to United States and local country laws governing import, export, transfer and use. Delivery of Cisco cryptographic products does not imply third-party authority to import, export, distribute or use encryption. Importers, exporters, distributors and users are responsible for compliance with U.S. and local country laws. By using this product you agree to comply with applicable laws and regulations. If you are unable to comply with U.S. and local laws, return this product immediately.

Further information regarding U.S. export regulations may be found at
http://www.access.gpo.gov/bis/ear/ear_data.html