



# User Templates

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This chapter provides information about using Cisco Unified Communications Manager Bulk Administration (BAT) user templates to define the common user attributes to add a group of new users.

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## Find BAT User Template

Unified Communications Manager lets you locate specific user templates on the basis of specific criteria, which is useful when you have more than one user template.



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**Note** During your work in a browser session, your find/list search preferences get stored in the cookies on the client machine. If you navigate to other menu items and return to this menu item, or if you close the browser and then reopen a new browser window, the system retains your Unified Communications Manager search preferences until you modify your search.

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### Procedure

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- Step 1** Choose **Bulk Administration > Users > User Template**.
- The **Find and List User Templates** window displays. Use the two drop-down list boxes to search for a template.
- Step 2** From the first **Find User Template where** drop-down list box, choose one of the following criteria:
- User Template Name
  - Department
- From the second **Find User Template where** drop-down list box, choose one of the following criteria:
- begins with

- contains
- is exactly
- ends with
- is empty
- is not empty

**Step 3** Specify the appropriate search text, if applicable, and click **Find**.

**Tip** To find all User Templates that are registered in the database, click **Find** without entering any search text.

A list of discovered templates displays by

- User Template
- Department

**Step 4** From the list of records, click the user template that matches your search criteria. The window displays the user template that you choose.

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## Create New BAT User Template

You can create new user templates.

### Procedure

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**Step 1** Choose **Bulk Administration > Users > User Template**.

The **Find and List User Templates** window displays.

**Step 2** Click **Add New**.

The User Template Configuration window displays.

**Step 3** Enter the user settings that this group of users have in common.

See [BAT User Template Field Descriptions, on page 4](#) for field descriptions.

**Step 4** Click **Save**.

When the user template is added to the database, the status indicates that the transaction has completed.

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## Modify BAT User Template

You can view or modify an existing user template.

### Procedure

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**Step 1** Find the user template that you want to modify.

**Step 2** In the **User Template Configuration** window, add, change, or remove settings in the template.

See [Table 1: Field Descriptions for a User Template in BAT, on page 4](#) for field descriptions.

**Step 3** After you have modified the settings to update the template, click **Save**.

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**Related Topics**

[Find BAT User Template](#), on page 1

## Copy BAT User Template

You can copy the properties of a user template into a new user template when you want to change only a few fields.

**Procedure**

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- Step 1** Find the user template that you want to copy.
- Step 2** In the **User Template Configuration** window, verify that this is the template that you want to copy and click **Copy**.  
The template reproduces and creates a copy. The copy duplicates all the values that were specified in the original template.
- Step 3** Update the fields as needed for the new template.  
See [Table 1: Field Descriptions for a User Template in BAT, on page 4](#) for field descriptions.
- Step 4** Click **Save**.

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**Related Topics**

[Find BAT User Template](#), on page 1

## Delete BAT User Template

You can delete BAT user templates when you no longer require them. Use this procedure to delete a user template.



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**Caution** The delete action is final. You cannot retrieve deleted templates.

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**Procedure**

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- Step 1** Find the user template that you want to delete.
- Step 2** In the **User Template Configuration** window, verify that this is the template that you want to delete and click **Delete**.
- Note** You can also delete the user template from the **Find and List User Templates** window. Check the check box next to the template that you want to delete and click **Delete Selected**.

A message displays that asks you to confirm the delete operation.

**Step 3** To delete the template, click **OK**. The template name disappears from the list of user templates list on the **Find and List User Templates** window.

**Caution** If you submit a job with a particular user template, and if you delete that user template before the execution of the job, the job also gets deleted. You have to resubmit the job by creating another user template.

### Related Topics

[Find BAT User Template](#), on page 1

## BAT User Template Field Descriptions

In the BAT user interface, field names that have an asterisk require an entry. Treat fields that do not have an asterisk as optional.

The following table provides descriptions of all possible fields that appear after you add a BAT user template.

**Table 1: Field Descriptions for a User Template in BAT**

Field	Description
User Template Name	Enter a unique name, up to 30 alphanumeric characters, for the user template.
Default Password to User ID	Check this check box if you want to make the user ID the default password for all users.
Default PIN to Telephone Number	Check this check box to make the telephone number the default PIN.
Default Telephone Number to Primary Extension	Check this check box to make the telephone number the primary extension.
Default Mail ID to User ID	Check this check box to make the mail ID to default for the user ID.
Manager User ID	Enter manager user ID, up to 128 characters, for the user of this phone.
Department	Enter the department number, up to 64 characters, for the user of this phone.
User Locale	Choose the language and country set that you want to associate with this user from the drop-down list. Your choice determines which cultural-dependent attributes exist for this user and which language displays in the Unified CM user windows and phones.

Field	Description
Associated PC	This field, which is required for Cisco SoftPhone and Cisco Unified Communications Manager Attendant Console users, displays after the user is added.
Default Profile	Choose the default profile for this user from the default Profile drop-down list.
BLF Presence Group	From the drop-down list, choose the BLF presence group that watches the status of the directory number, the presence entity.
SUBSCRIBE Calling Search Space	All calling search spaces that you configure in Unified CM Administration appear in the SUBSCRIBE Calling Search Space drop-down list.  The SUBSCRIBE Calling Search Space determines how Cisco Unified Communications Manager routes the Presence subscription requests that come from the user. To configure a calling search space specifically for this purpose, you configure a calling search space as you do all calling search spaces ( <b>Call Routing &gt; Class Control &gt; Calling Search Space</b> ).
Allow Control of Device from CTI	Check this check box to allow CTI to control and monitor this device.  If the associated directory number specifies a shared line, enable this check box as long as at least one associated device specifies a combination of device type and protocol that CTI supports.
EMCC Enabled	Check this check box to enable the EMCC service.
User Rank	From the drop-down list box, select the rank that you want to assign to this user. The highest rank is 1, the lowest is 10.
Access Control Group	From the drop-down list, choose the access control group to which the user belongs. Only those access control groups that are either the same or lower than the user's rank are available to select from.

Field	Description
Digest Credentials	<p>When you configure digest authentication for phones that are running SIP, Cisco Unified Communications Manager challenges the identity of the phone every time that the phone sends a SIP request to Cisco Unified Communications Manager. The digest credentials that you enter in this field get associated with the phone when you choose a digest user in the <b>Phone Configuration</b> window.</p> <p>Enter a string of up to 128 alphanumeric characters.</p> <p>For information about digest authentication, see the <i>Cisco Unified Communications Manager Security Guide</i>.</p>
Confirm Digest Credentials	<p>To confirm that you entered the digest credentials correctly, reenter the credentials in this field.</p>
Home Cluster	<p>Check this check box to home users in this user template to this cluster. The user must only be homed to one cluster within the enterprise.</p> <p><b>Note</b> IM and Presence does not function properly if a user is assigned to more than one home cluster.</p>
Enable User for Unified CM IM and Presence	<p>Check this check box to enable users in this user template for IM and Presence. Configure IM and Presence in the associated service profile.</p> <p><b>Note</b> You must install a Cisco Unified Communications Manager IM and Presence node along with this Cisco Unified Communications Manager cluster.</p> <p>Use the <b>User Management &gt; User Settings &gt; UC Services</b> menu to configure the IM and Presence service.</p>
Include meeting information in Presence	<p>Check this check box to enable the user to include meeting and calendar information in IM and Presence Service.</p> <p>The user must be on the home cluster and have IM and Presence enabled. Also ensure that an Exchange Presence Gateway is configured on the Cisco Unified Communications Manager IM and Presence Service server.</p>

Field	Description
Assigned Presence Server	<p>Assign a user to an IM and Presence Service server that is installed in the cluster if the system is nonbalanced. The server you specify using the Bulk Administration Tool must be part of a Presence Redundancy Group.</p> <p>For clusters that have the user assignment mode for the IM and Presence server set to balanced or active-standby, user assignments that are made using the Bulk Administration Tool override the automatic user assignments.</p>
UC Service Profile	<p>Choose a UC service profile from the drop-down list.</p> <p><b>Note</b> Use the <b>User Management &gt; User Settings &gt; Service Profile</b> menu to set up service profiles for the users.</p>
Enable Mobility	<p>Check this check box to activate Cisco Unified Mobility, which allows a user to manage calls by using a single phone number and to pick up calls on the desk phone and mobile phone.</p>
Enable Mobile Voice Access	<p>Check this check box to allow the user to access the Mobile Voice Access integrated voice response (IVR) system to initiate Cisco Unified Mobility calls and activate or deactivate Cisco Unified Mobility capabilities.</p>
Maximum Wait Time for Desk Pickup	<p>Enter the maximum wait time, up to five numerals, for this user.</p> <p>This value indicates the maximum time that is permitted to pass before the user pickup a call that is transferred from the mobile phone to the desk phone.</p>
Remote Destination Limit	<p>Enter the maximum number of phones, up to two numerals, to which the user is permitted to transfer calls from the desk phone.</p>

