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

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.

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.

Related Topics

BAT Spreadsheet Data Collection for CSV Data File Creation

Upload and Download Files

Topics Related to Phones with Users

• 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