



## Phone and User Insertions

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This chapter provides information to add a group of phones and users to the Unified Communications Manager database and directory.

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- [Topics Related to Phone and User Insertion, on page 2](#)

## Insert Phones with Users Into Unified Communications Manager

You can add a group of phones and users to the Unified Communications Manager database and directory.



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**Note** Phone records must be validated before insertion.

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You can use the dummy MAC address option. When adding CTI ports, this option gives a unique device name to each CTI port in the form of dummy MAC addresses that you can manually update later using the Unified Communications Manager Administration or the UnifiedCM Auto-Register phone Tool. Do not use the dummy MAC address option for H.323 clients, VGC phones, or VGC virtual phones.

The dummy MAC address option automatically generates dummy MAC addresses in the following format:

XXXXXXXXXXXX

where X represents any 12-character, hexadecimal (0-9 and A-F) number.

### Before you begin

1. Create a comma-separated values (CSV) data file to define individual values for each phone with users that you want to insert. You can create the CSV data file using the BAT spreadsheet (BAT.xlt) to add phones with users, or create a custom text file in CSV format to add phones with users combinations.
2. Associate file format with the CSV data file.
3. Validate phones with users records.

### Procedure

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**Step 1** Choose **Bulk Administration > Phones & Users > Insert Phones with Users**.

**Step 2** In the **File Name** field, choose the CSV data file that you created for this bulk transaction.

- Step 3** In the **Phone Template Name** field, choose the BAT phone template that you used for this transaction.
- Attention** If you did not enter individual MAC addresses in the CSV data file, you must check the **Create Dummy MAC Address** check box. You can update this information manually later. If you supplied MAC addresses or device names in the data input file, do not choose this option.
- If you do not know the MAC address of the phone that is assigned to the user, choose this option. When the phone is plugged in, a MAC address registers for that device.
- Step 4** In the **User Template Name** field, choose the BAT user template that you used for this transaction
- Step 5** In the **Job Information** area, enter the Job description.
- Step 6** Choose an insert method. Do one of the following:
- Click **Run Immediately** to insert the phones with users immediately.
  - Click **Run Later** to insert the phones with users at a later time.
- Step 7** To create a job for inserting the phones and user records, click **Submit**.  
To schedule and activate this job, use the Job Scheduler option in the **Bulk Administration** main menu.

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#### Related Topics

- [Add Phone and User File Format](#)
- [Add Phones with Users Using the BAT Spreadsheet](#)
- [BAT Log Files](#)
- [Phones with Users Combinations File Format](#)
- [Manage Scheduled Jobs](#)
- [TAPS Overview](#)
- [Topics Related to Phone and User Insertion, on page 2](#)
- [Validate Phones and User Records](#)

## Topics Related to Phone and User Insertion

- [Add Phones with Users Using the BAT Spreadsheet](#)
- [Phones with Users Combinations File Format](#)
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