



## CHAPTER 4

# Phone File Format

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The following topics provide information about configuring file formats for CSV data files that are created by using a text editor.

- [Using a Text Editor to Create the CSV Data File for Phones, page 4-1](#)
- [Finding a Phone File Format, page 4-2](#)
- [Configuring a Phone File Format, page 4-2](#)
- [Associating the File Format with the CSV Data File, page 4-5](#)
- [Creating a Text-Based CSV File for Phones, page A-1](#)

## Using a Text Editor to Create the CSV Data File for Phones

You can create the CSV data file by using lines of ASCII text with values separated by commas. The comma separated values (CSV) file provides textual information in tabular form. For more information about text-based CSV files for phones, see the [“Creating a Text-Based CSV File for Phones” section on page A-1](#).

Use one of these file format options to identify the device and line fields within the CSV data file:

- **Default Phone**—Contains a predetermined set of phone device and line fields.
- **Simple Phone**—Contains basic device and line fields for phones.
- **Custom**—Contains device and line fields that you choose and order yourself.

You cannot modify or delete the Simple Phone or Default Phone file formats.



### Note

When you use the Cisco Unified Communications Manager Bulk Administration (BAT) spreadsheet to create the CSV data file, you can create the file format within the spreadsheet. When you use a text editor to create the CSV data file, you need to create a file format or use the simple or default file format. You enter the values in the text-based file in the same order as specified in the file format.

### Additional Information


See the [“Related Topics” section on page 4-6](#)

## Finding a Phone File Format

Use the following procedure to find a phone file format.:

### Procedure

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- Step 1** Choose **Bulk Administration > Phones > Phone File Format > Create File Format**.  
The Find and List Phone File Formats window displays.
- Step 2** From the Find Phone File Format where Format Name 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 phone formats, click **Find** without entering any search text.
- Step 4** To further define your query and to add multiple filters, check the Search Within Results check box and choose **AND** or **OR** from the drop-down box, and repeat steps 2 and 3.
- Step 5** From the list of records, click the file format name that matches your search criteria.  
The Phone File Format Configuration window displays.
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### Additional Information

See the [“Related Topics” section on page 4-6](#)

## Configuring a Phone File Format

Use the following topics to create, copy, modify, or delete a phone file format:

- [Creating a File Format, page 4-2](#)
- [Copying a File Format, page 4-3](#)
- [Modifying a File Format, page 4-4](#)
- [Deleting a File Format, page 4-5](#)

## Creating a File Format

To create your file format for the text-based CSV data file, use the following procedure.

### Procedure

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- Step 1** Choose **Bulk Administration > Phones > Phone File Format > Create File Format**.
- Step 2** Click **Add New**. The Phone File Format Configuration window displays.
- Step 3** In the Format Name field, enter a name for this custom format.
- Step 4** Under Device Fields, choose the device field names that you want to define for each phone. In the Device Field box, click a device field name and click the arrow to move the field to the Selected Device Fields box.

A CSV data file must include MAC Address/Device Name and Description; therefore, these fields are always selected.

**Tip**

You can select several random field names in the list by holding down the Ctrl key, and then clicking the arrow to select them together. You can select a range of items by using the Shift key.

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- Step 5** Click line field names in the Line Field box and click the arrow to move the fields to the Selected Line Fields box.
- Step 6** Click the intercom DN field names in the Intercom DN Fields box and click the arrow to move the fields to the Selected Intercom DN Fields Order box.

**Tip**

You can change the order of the items in the Selected Line Fields, Selected Device Fields, and Selected Intercom DN Fields Order boxes. Select an item and then use the up arrow to move the field closer to the beginning of the list or the down arrow to move it to the end of the list.

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- Step 7** In the IP Phone Services Maximums area, enter the maximum values for the following fields:
- Maximum Number of Speed Dials
  - Maximum Number of IP Phone Services
  - Maximum Number of IP Phone Service Parameters
- Step 8** To save your custom file format, click **Save**. The name of the file format displays in the File Format Names list in the Find and List Phone File Formats window.

### Additional Topics

See the [“Related Topics” section on page 4-6](#).

## Copying a File Format

To copy an existing format for the CSV data file, use the following procedure.

### Procedure

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- Step 1** Find the phone file format you want to copy using [“Finding a Phone File Format” section on page 4-2](#).
- Step 2** In the Search Results area, choose a file format that you want to copy. The Phone File Format Configuration window displays.

**Step 3** To make a copy of the chosen file format, click **Copy**.

**Note**

To copy the file format, you can also click the corresponding Copy icon in the Find and List Phone File Formats window.

**Step 4** In the Format Name field, enter a new name for the copied format.

**Step 5** Modify the copied format by using one of these methods:

- Add new fields by choosing them from the Device Fields, Line Fields, or Intercom DN Fields box, and then clicking the arrow to move the chosen fields into the Selected Device Field, Selected Line Fields, or Selected Intercom DN Fields Order box.
- Remove selected fields by choosing them from the Selected Device Fields, Selected Line Fields, or Selected Intercom DN Fields Order box and then clicking the arrow to move the chosen fields into the Device Field, Line Fields, or Intercom DN box.
- Change the order of the fields by choosing a field name in the Selected Device Fields, Selected Line Fields, or Selected Intercom DN Fields Order box and using the up or down arrow to change its location.

**Step 6** After making your changes, click **Save** to save the copied file format with changes in the list.

**Additional Topics**

See the [“Related Topics” section on page 4-6](#).

## Modifying a File Format

To modify an existing file format for the CSV data file, use the following procedure. You can modify custom formats only.

**Procedure**

**Step 1** Find the phone file format that you want to copy by using [“Finding a Phone File Format” section on page 4-2](#).

**Step 2** In the Search Results area, choose a file format that you want to modify. The Phone File Format Configuration window displays.

**Step 3** Modify the copied format by using one of these methods:

- Add new fields by choosing them from the Device Fields, Line Fields, or Intercom DN Fields box, then clicking the arrow to move the chosen fields into the Selected Device Field, Selected Line Fields, or Selected Intercom DN Fields Order box.
- Remove fields by choosing them from the Selected Device Fields, Selected Line Fields, or Selected Intercom DN Fields Order box and then clicking the arrow to move the selected fields into the Device Field, Line Fields, or Intercom DN Fields box.

**Note**

You cannot remove the required fields: Number of lines, MAC address, and description.

- Change the order of the fields by choosing a field name in the Selected Device Fields Order, Selected Line Fields Order, or Selected Intercom DN Fields Order box and using the up or down arrow to change its location.

**Step 4** After making your changes, click **Save** to save the changes to the file format.

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#### Additional Topics

See the [“Related Topics” section on page 4-6](#).

## Deleting a File Format

To delete an existing file format for the CSV data file, use the following procedure. You can delete only custom formats.

#### Procedure

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- Step 1** Find the phone file format that you want to copy by using [“Finding a Phone File Format” section on page 4-2](#).
- Step 2** In the Search Results area, verify that this is the file(s) that you want to delete.
- Step 3** To remove the file format(s) from the list, click **Delete Selected**. A message asks you to confirm that you want to delete the file format(s). Click **OK** to continue. The system removes the file format(s) name from the list.



**Note** Make sure to browse the entire list of displayed results before clicking **Delete Selected**.

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#### Additional Topics

See the [“Related Topics” section on page 4-6](#).

## Associating the File Format with the CSV Data File

When you used a text editor to create the CSV data file, you created a file format for entering values in the text-based file. You entered values in the text file in the order that the file format specified.

After the CSV data file is completed, you need to associate the file format with the text-based CSV data file. After associating the file format with the CSV file, the names for each field display as the first record in the CSV data file. You can use this information to verify that you entered the values for each field in the correct order.

To add the file format with the text-based CSV data file, use the following procedure.

#### Procedure

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- Step 1** Choose **Bulk Administration > Phones > Phone File Format > Add File Format**. Add File Format window displays.

- Step 2** In the File Name field, choose the text-based CSV file that you created for this transaction.
- Step 3** In the File Format Name field, choose the file format that you created for this type of bulk transaction.
- Step 4** To create a job for associating the matching file format with the CSV data file, click **Submit**.
- Step 5** Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job. For more information on jobs, see the [Chapter 63, “Scheduling Jobs.”](#)
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**Additional Topics**

See the [“Related Topics”](#) section on page 4-6.

## Related Topics

- [Using a Text Editor to Create the CSV Data File for Phones, page 4-1](#)
- [Finding a Phone File Format, page 4-2](#)
- [Configuring a Phone File Format, page 4-2](#)
- [Associating the File Format with the CSV Data File, page 4-5](#)
- [Creating a Text-Based CSV File for Phones, page A-1](#)