



## CHAPTER 43

# Adding Lines in UDP

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You can add lines to a group of existing user device profiles. When you use the template to add new lines, you cannot change phone services or speed dials. Cisco Unified Communications Manager Bulk Administration (BAT) ignores those fields on the template when you add lines to existing devices.

To add lines to existing phones or user device profiles, use the following procedure.

### Before You Begin

- You must have a BAT template for this transaction. See the [“Adding or Updating Lines in a BAT Template”](#) section on page 3-4.
- You must have a CSV data file for this transaction. See the [“Using the BAT Spreadsheet to Create User Device Profile CSV Data Files”](#) section on page 34-2 for information.

## Adding Lines to Existing UDPs

Use the following procedure to add lines to a group of existing user device profiles.

### Procedure

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- Step 1** Choose **Bulk Administration > User Device Profiles > Add/Update Lines > Add Lines**.  
The UDP Add Lines Configuration window displays.
- Step 2** In the File Name field, choose the CSV data file that you created for this bulk transaction.
- Step 3** If you are changing the phone settings for existing phones in the template, check the **Override the existing configuration** check box. The user device profile information also gets updated when this check box is checked.
- Step 4** In the Template Name field, choose the User Device Profile template to use for this bulk transaction.
- Step 5** In the Job Information area, enter the Job description.
- Step 6** Click the Run Immediately radio button to insert the phone records immediately or, click Run Later to insert the phone records at a later time.
- Step 7** Click **Submit** to create a job for inserting the phone records.
- Step 8** 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.”](#)

For information on log files, see [“BAT Log Files” section on page 64-3](#).

### Additional Topics

See the [“Related Topics” section on page 43-4](#).

## Using the BAT Spreadsheet to Add Lines to Existing UDPs

To create the CSV data file by using the BAT spreadsheet for adding lines to existing UDPs, use the following procedure.

For information about installing and using the BAT spreadsheet, see the [“Using the BAT Spreadsheet for Gathering Data” section on page 1-8](#).

### Procedure

- Step 1** To open the BAT Spreadsheet, locate and double-click the **BAT.xlt** file.
- Step 2** When prompted, click **Enable Macros** to use the spreadsheet capabilities.
- Step 3** To display the fields, click the **Add Lines** tab at the bottom of the spreadsheet.
- Step 4** Enter data for an individual device profile on each line in the spreadsheet. Complete all mandatory fields and any relevant optional fields. Each column heading specifies the length of the field and whether it is required or optional. [Table 43-1](#) describes the fields for adding lines in the BAT spreadsheet.
- Step 5** To transfer the data from the BAT Excel spreadsheet into a CSV formatted data file, click **Export to BAT Format**.

The system saves the file to C:\XLSDataFiles\ or you can use Browse to save your file in another existing folder on your local workstation. The filename is

<tablename>-<timestamp>.txt

where <tablename> represents the type of input file that you created, such as UDPs, and <timestamp> represents the precise date and time that the file was created.



**Note** If you enter a comma in one of the fields, BAT.xlt encloses that field entry in double quotes when you export to BAT format.

If you enter a blank row in the spreadsheet, the system treats the empty row as the end of the file. The system does not convert data that is entered after a blank line to the BAT format.

Upload the CSV file to Cisco Unified Communications Manager Server first node. See [“Uploading a File” section on page 2-3](#).



**Note** For information on how to read the exported CSV data file, click the link to **View Sample File** in the Insert Phones window in BAT.

**Additional Topics**

See the “[Related Topics](#)” section on page 43-4.

## Field Descriptions for Adding Lines By Using the BAT Spreadsheet

Table 43-1 provides the field descriptions when you are adding lines by using the BAT spreadsheet. For related procedures, see the “[Related Topics](#)” section on page 43-4.

**Table 43-1** *Field Descriptions for Adding Lines by Using the BAT Spreadsheet*

Field	Description
MAC Address/Device Name	Enter the MAC address for phones, VGC virtual phones, and VGC phones. Enter a unique identifier for CTI ports and H.323 clients. Enter the device name for UDPs
Line Index	Enter a number between 1 and 34 for the line index of a phone.
Directory Number	Enter a directory number, up to 24 numerals and special characters, for this line.
Display	Enter the text that you want to display on the called party’s phone display, such as the user name (John Smith) or phone location (Conference Room 1).  <b>Note</b> If this field is left blank the system uses the value that is entered in the Directory Number field.  <b>Note</b> The default language specifies English.
Line Text Label	Enter text that identifies this directory number for a line/phone combination.  <b>Note</b> The default language specifies English
Forward Busy External	Enter the directory number to which a call that is coming from an external number is forwarded when the line is in use.  <b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.
Forward No Answer External	Enter the directory number to which a call that is coming from an external number is forwarded when the phone is not answered.  <b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.

**Table 43-1** Field Descriptions for Adding Lines by Using the BAT Spreadsheet

Field	Description
Forward No Coverage External	<p>Enter the directory number to which a call that is coming from an external number is forwarded when the phone does not have coverage.</p> <p><b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.</p>
Forward Busy Internal	<p>Enter the directory number to which a call that is coming from an internal number is forwarded when the line is in use.</p> <p><b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.</p>
Forward No Answer Internal	<p>Enter the directory number to which a call that is coming from an internal number is forwarded when the phone is not answered.</p> <p><b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.</p>
Forward No Coverage Internal	<p>Enter the directory number to which a call that is coming from an internal number is forwarded when the phone does not have coverage.</p> <p><b>Note</b> This setting applies to any dialable phone number, including an outside destination unless restricted, and to all devices that are using this directory number.</p>
Call Pickup Group	<p>Enter a Pickup Group Name to specify the call pickup group, which can answer incoming calls to this line by dialing the appropriate pickup group number.</p>

## Related Topics

- [Adding Lines to Existing UDPs, page 43-1](#)
- [Using the BAT Spreadsheet to Add Lines to Existing UDPs, page 43-2](#)
- [Field Descriptions for Adding Lines By Using the BAT Spreadsheet, page 43-3](#)
- [Adding or Updating Lines in a BAT Template, page 3-4](#)