



## CHAPTER 6

# Inserting Phones

---

To add phones, Cisco VGC Phones, CTI ports, or H.323 clients into the Cisco Unified Communications Manager database, use the following procedure.

### Before You Begin

- You must have a Cisco Unified Communications Manager Bulk Administration (BAT) phone template for the devices that you are adding.
- You must have a data file in comma separated value (CSV) format that contains the unique details for the phones or other IP telephony devices.
- Upload the data files by choosing the relevant target and function for the transaction.
- Before you insert phones, validate the phone records.

### Additional Topics

See the [“Related Topics” section on page 6-2](#)

## Inserting Phones into Cisco Unified Communications Manager

Use the following procedure to insert phones into Cisco Unified Communications Manager

### Procedure

---

- Step 1** Choose **Bulk Administration > Phones > Insert Phones**.
- The Phone Insert Configuration window displays.
- Step 2** To insert phone records that use a customized file format, click Insert Phones Specific Details radio button and continue with Steps 4 and 6.
- Step 3** To insert phone records from an exported Phones file that was generated by using the All Details option, click Insert phones All Details radio button.
- Step 4** In the File Name drop-down list box, choose the CSV data file that you created for this specific bulk transaction. To allow updating the phone with the custom file that you chose, check the Allow Update Phone with Custom File check box.
- Step 5** Checking the **Override the existing Configuration** check box overwrites the existing phone settings with the information that is contained in the file that you want to insert.

The following check boxes get enabled for selection after you have checked the Override the existing configuration check box.

- Delete all existing Speed Dials before adding new Speed Dials
- Delete all existing BLF Speed Dials before adding new BLF Speed Dials.
- Delete all existing Subscribed Services before adding new Services.




---

**Note** Check the check box(es) to delete all existing Speed Dials, BLF Speed Dials, or Subscribed Services records and add new records. Leave the check box(es) clear if you want to append these to existing records.

---

**Step 6** For the Specific Details option, in the Phone Template Name drop-down list box, choose the BAT phone template that you created for this type of bulk transaction.

If you did not enter individual MAC addresses in the CSV data file, you must check the **Create Dummy MAC Address** check box. If you are adding CTI ports, the dummy MAC address option provides a unique device name for each CTI port in the form of dummy MAC addresses.

This field automatically generates dummy MAC addresses in the following format:  
XXXXXXXXXXXX

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

- If you do not know the MAC address of the phone that will be assigned to the user, choose this option. When the phone is plugged in, a MAC address registers for that device.
- If you supplied MAC addresses or device names in the data input file, do not choose this option.

You can update the phones or devices later with the correct MAC address by manually entering this information into Cisco Unified Communications Manager Administration or by using Unified CM Auto-Register Phone Tool. See the [“Introducing TAPS” section on page 65-1](#) for more information about Unified CM Auto-Register Phone Tool. Skip to [Step 9](#).

**Step 7** In the Job Information area, enter the Job description.

**Step 8** To insert the phone records immediately, click the Run Immediately radio button. Click Run Later to insert the phone records at a later time.

**Step 9** to create a job for inserting the phone records, click **Submit**.

**Step 10** To schedule and/or activate this job, use the Job Configuration window.

For more information on jobs, see the [Chapter 67, “Scheduling Jobs.”](#)

For information on log files, see [“BAT Log Files” section on page 68-3](#).

---

#### Additional Topics

See the [“Related Topics” section on page 6-2](#)

## Related Topics

- [Phone Template](#)
- [Phone File Format](#)
- [Uploading and Downloading Files](#)
- [Validating Phone Records](#)