



# CHAPTER 24

## Phones with Users

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You can use 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.

## Adding New Phones with Users

Use the following steps to insert phones with users.

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 [“Using the BAT Spreadsheet to Add Phones with Users”](#) section on page 24-1.
  - For a text-based CSV file, see the [“Phones With Users Combinations File Format”](#) section on page A-3.
2. Associate file format with the CSV data file.
  - See the [“Adding Phones/Users File Format”](#) section on page 25-1.
3. Validate phones with users records
  - See the [“Validating Phones and Users Records”](#) section on page 26-1.
4. Insert phones with users records.
  - See the [“Inserting Phones with Users to Cisco Unified Communications Manager”](#) section on page 27-1.

## Using the BAT Spreadsheet to Add Phones with Users

To create the CSV data file for adding phones and users in bulk, use the following procedure.

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

### Procedure

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- Step 1** To open the BAT spreadsheet, locate and double-click **BAT.xlt** file. For more information on downloading **BAT.xlt** file, see [Chapter 2, “Uploading and Downloading Files.”](#)
- 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 14 in [Using the BAT Spreadsheet to Create a CSV Data File for Phones, page 3-48.](#)
- For descriptions for the user information fields, see [Table 15-1 Field Descriptions in BAT Spreadsheet for Adding Users, page 15-2.](#)

### Additional Topics

See the [“Related Topics”](#) section on page 24-2.

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## Related Topics

- [Adding New Phones with Users, page 24-1](#)
- [Phones With Users Combinations File Format, page A-3](#)
- [Adding Phones/Users File Format, page 25-1](#)
- [Validating Phones and Users Records, page 26-1](#)
- [Inserting Phones with Users to Cisco Unified Communications Manager](#)