



Quick User and Phone Addition

This chapter contains information to quickly add users and phones to Cisco Unified Communications Manager (Unified CM).

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Quick User and Phone Addition Configuration and Settings

In Cisco Unified CM Administration, use the **User Management > User/Phone Add > Quick User/Phone Add** menu path to configure a user, a phone, and a line appearance in a single, easy addition.

The **Quick User/Phone Add Configuration** window provides a single window that allows you to perform basic steps to add a new user and assign the phones to the user.

Before you add a user and phone from this window, ensure that you performed the following prerequisites:

- Set up a line (directory number)
- Set up a universal device template
- Set up a feature group template

The following table lists the quick user and phone addition settings.

Table 1: Quick User and Phone Addition Settings

Field	Description
User Information	
First Name	Enter the user first name.
Middle Name	Enter the user middle name.
Last Name	Enter the user last name.
Display Name	Enter a display name that will appear on devices that are associated with this user.

Field	Description
User ID	Enter the user identification name. Unified Communications Manager does not permit modifying the user ID after you create it.
User Template	<p>Choose a template to assign to this user. You can assign one template.</p> <p>After you create the user and assign a template, the Manage Devices button appears.</p> <p>Note You have to add at least one extension before the Manage Devices button appears.</p>
Access Control Group Membership	
User is a member of	<p>Select the plus sign (+) next to this drop-down list box to list the access control groups (ACGs). You can assign this user as an ACG member. ACGs allow users with full access to configure different levels of access for Unified CM administrators. Full-access users configure the access of other users to Unified CM.</p> <p>Tip Select the plus sign (+) again to add more ACGs for the user.</p>
Credentials	
Use default credential	<p>Use this setting to select the default credential, so you do not have to type credentials into a field. When you select this setting, the default credential defined in the system default credential policy is used automatically during the user insertion. The password and PIN input and confirm text box is disabled.</p> <p>Note This setting is not supported for the update user operation.</p>
Password	Enter five or more alphanumeric or special characters for the user password. You may use the following special characters: =, +, <, >, #, ;, \, , ""', and blank spaces.
Confirm Password	Enter the user password again.
PIN	Enter five or more numeric characters for the personal identification number (PIN).
Confirm PIN	Enter the PIN again.
Extensions	

Field	Description
Extension	<p>This field represents the extensions for the user. Extensions represent the lines that are added to a phone. These extensions are based on the available lines in the template. After you assign the first (primary) extension, the secondary extensions drop-down list box lists the available extensions.</p> <p>To assist the administrator, the drop-down list box shows extensions as either "Available" or "Used."</p> <p>Note You cannot add devices until you specify an extension.</p> <p>Note You can add multiple extensions for the user. When you select the green plus sign (+) under Action, you can add more extensions and change their order of appearance.</p>
Personal	
Directory URI	Enter the directory uniform resource identifier (URI) for this user. A directory URI looks like an email address and follows the user@host format. It allows for others to find a user in a directory easily.
Number Displayed in Directory	Enter the user telephone number. This number shows up when you hit the company (local) directory button on your phone.
Email	Enter the user e-mail address.
Manager User Id	<p>Enter the user ID of the manager.</p> <p>Note The manager user ID that you enter does not have to exist in the same cluster as the user; therefore, Unified CM does not require that you enter a user ID that already exists in the database.</p>
Department	Enter the user department information (for example, the department number or name).

Add New User and Device

Procedure

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- Step 1** Select **Add New**.
The Quick User/Phone Add window is displayed.
- Step 2** Enter the appropriate settings.
See topics related to quick user and phone addition for details.
- Step 3** Select **Save**.
- Step 4** Select **Manage Devices**.
- Step 5** Select **Add New Phone**.

Step 6 Set the following fields:

- Product Type
- Device Protocol
- Device Name
- Universal Device Template
- Number of Expansion Modules

This field appears only for devices that support expansion modules. When you enter the number of expansion modules, you can also select the expansion module type if the device supports more than one type. The expansion module type you select is applied to all expansion modules on the device. Devices that support only one type of expansion module display the supported expansion module type by default. The maximum number of expansion modules you can enter for a device is determined by the number the expansion modules the device supports.

When you check the Is Extension Mobility Template Checkbox, the No. of Expansion Modules field and Expansion module field are disabled

Note Cisco Unified Communications Manager uses three universal device templates to define the characteristics of a device: Desk Phones, Mobile Devices, and Profiles. Set the device templates in the **Feature Group Template** window.

- Is Extension Mobility Template

Step 7 Select **Save**.

The phone is added to the user.

Add New User and Existing Device



Note Unified CM uses the three universal device templates that you defined on the **Feature Group Template** window to define the characteristics of devices.

Procedure

Step 1 Select **Add New**.

The **Quick User/Phone Add** window appears.

Step 2 Enter the appropriate settings as described in [Quick User and Phone Addition Configuration and Settings](#), on page 1.

Step 3 Select **Save**.

The user is added to the Unified CM database.

- Step 4** Select **Manage Devices**.
- Step 5** Select **Find a Phone to Move to This User**.
- Step 6** Select the phone you want to associate to the user.
- Note** You can set search filters on the phone listing.
- Step 7** Select **Move Selected**.
- The phone is added to the user.
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Move Device to a User



Note Be aware that when a device is moved to the user, that device is disassociated from the previous user.

Procedure

- Step 1** In Unified CM Administration, select **User Management > User/Phone Add > Quick User/Phone Add**. The Find and List window appears. Records from an active (prior) query may also appear in the window.
- Step 2** From the first drop-down list box, select a search parameter.
- Example:**
Select **First Name** to search by the user first name.
- Step 3** From the second drop-down list box, select a search pattern.
- Step 4** Specify the appropriate search text, if applicable.
- Note** To add additional search criteria, select the + button. When you add criteria, the system searches for a record that matches all criteria that you specify. To remove criteria, select the - button to remove the last added criterion or select the **Clear Filter** button to remove all added search criteria.
- Step 5** Select **Find**.
- All matching records appear. You can change the number of items that appear on each page by choosing a different value from the Rows per Page drop-down list box.
- Step 6** Select the user to which you wish to move an existing device.
- The user profile appears.
- Step 7** Select the **Manage Devices** button.
- Step 8** Select the **Find a Phone to Move to This User** button.
- Step 9** Select the phone you want to associate to the user.
- Note** You can set search filters on the phone listing.

- Step 10** Select **Move Selected**.
The phone is added to the user profile.
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