



# Manual Phone Registration

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## Manual Phone Registration Overview

To manually register a new Cisco IP Phone, you must add the phone to the Unified Communications Manager node using Unified Communications Manager, then configure the directory number for the phone.

You should have already set up the new phone with the proxy TFTP server IP address so that the new phone knows how to locate the Unified Communications Manager node. See the *Cisco IP Phone Administration Guide* for your phone series.

## Manual Device Registration Task Flow

### Procedure

	Command or Action	Purpose
<b>Step 1</b>	See the <i>Cisco IP Phone Administration Guide</i> for your phone series	Set up the new phone with the proxy TFTP server IP address so that the new phone knows how to locate the Unified Communications Manager node.
<b>Step 2</b>	<a href="#">Add a Phone to the System Manually, on page 1</a>	Add the phone to the Unified Communications Manager node.
<b>Step 3</b>	<a href="#">Configure a Directory Number Manually for a Phone, on page 2</a>	Add a directory number for the phone and configure some basic settings for the directory number.

## Add a Phone to the System Manually

Manually add a new phone to the Cisco Unified Communications Manager node.

### Procedure

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- Step 1** In Cisco Unified Communications Manager Administration, select **Device > Phone**, then click **Add New**.
- Step 2** In the **Add a New Phone** window, select your phone model in the **Phone Type** field, then click **Next**.
- Step 3** In the **Phone Configuration** window, select the protocol type for your device in the **Select the device protocol** field, then click **Next**.
- Step 4** In the **Device Information** area, perform the following actions.
- Enter a name in the **Device Name** field.  
The name entered here must match the Device Name that is configured on your phone. See the documentation that supports your endpoint device for more information.
  - Select a device pool for the phone from the list of device pools.
  - Select the phone button template to use from the list of phone button templates.
- Step 5** In the **Protocol Specific Information** area, select the non-secure profile for your type of phone in the **Device Security Profile** field.
- Step 6** Click **Save**.
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### What to do next

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## Configure a Directory Number Manually for a Phone

There are multiple ways to manually add and configure a directory number (DN) using Cisco Unified Communications Manager Administration.

- From the **Directory Number Configuration** window using **Call Routing > Directory Number**.
- From the **Phone Configuration** window using **Device > Phone** when you select either **Line [1] - Add a new DN** or **Line [2] - Add a new DN link** in the **Association Information** area.
- From the **Phone Configuration** window using **Call Routing > Phone** after you add the phone under call routing.
- From the **CTI Route Point Configuration** window when you configure a CTI route point using **Device > CTI Route Point**.

This procedure assumes that you are configuring a DN for a new phone using the **Phone Configuration** window that appeared after you added the new phone to the Unified Communications Manager node.

Only the settings that apply to your phone model display using this method.




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**Tip** You can configure phone features at the same time that you add the new DN for the phone. To see all available DN settings, you must access the **Directory Number Configuration** window from call routing in the user interface.

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### Before you begin

The phone is added to the node. The **Phone Configuration** window should still be visible for the new phone that you are registering.

If your system uses partitions, collect the route partition and calling search space information to use for the new phone.

### Procedure

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- Step 1** Click **Line [1] - Add a new DN** in the **Association** area of the **Phone Configuration** window.
- Tip** If the **Phone Configuration** window is not already visible, select **Device > Phone**, then click **Find** and select the phone from the list of phones.
- Step 2** In the **Directory Number Configuration** window, enter a dialable phone number in the **Directory Number** field.
- Step 3** (Optional) Select a partition in the **Route Partition** field.
- Step 4** (Optional) Select a calling search space in the **Calling Search Space** field in the **Directory Number Settings** area.
- Step 5** (Optional) Configure other directory number features as applicable for the new phone, then click **Save**.
- For example, if you already know the user name for the new phone, you can enter that in the **Display (Caller ID)** field. See the online help for field descriptions.
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