



## Phone File Formats

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This chapter provides information about configuring file formats for CSV data files that are created using a text editor.

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- [Configure Phone File Format for CSV Data File, on page 2](#)
- [Associate Text-Based File Format with CSV Data File, on page 5](#)

## Text Editors for Phone CSV Data File Creation

You can create the CSV data file by using lines of ASCII text with values separated by commas. The comma separated values (CSV) file provides textual information in tabular form.

Use one of these file format options to identify the device and line fields within the CSV data file:

- **Default Phone**—Contains a predetermined set of phone device and line fields.
- **Simple Phone**—Contains basic device and line fields for phones.
- **Custom**—Contains device and line fields that you choose and order yourself.

You cannot modify or delete the Simple Phone or Default Phone file formats.



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**Note** When you use the Unified Communications Manager Bulk Administration (BAT) spreadsheet to create the CSV data file, you can create the file format within the spreadsheet. When you use a text editor to create the CSV data file, you need to create a file format or use the simple or default file format. You enter the values in the text-based file in the same order as specified in the file format.

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### Related Topics

[Create Text-Based CSV File for Phones](#)

## Find Phone File Formats

You can use the BAT to find a phone file format.

## Procedure

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- Step 1** Choose **Bulk Administration > Phones > Phone File Format > Create File Format**. The **Find and List Phone File Formats** window displays.
- Step 2** From the **Find Phone File Format where Format Name** drop-down list box, choose one of the following criteria:
- begins with
  - contains
  - is exactly
  - ends with
  - is empty
  - is not empty
- Step 3** Specify the appropriate search text, if applicable, and click **Find**.
- Tip** To find all phone formats, click **Find** without entering any search text.
- Step 4** To further define your query and to add multiple filters, check the **Search Within Results** check box and choose AND or OR from the drop-down box, and repeat [Step 2, on page 2](#) and [Step 3, on page 2](#).
- Tip** To clear the text specified, click **Clear Filter**.
- Step 5** From the list of records, click the file format name that matches your search criteria. The **Create Phone File Format Configuration** window displays.

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## Related Topics

[Create Text-Based CSV File for Phones](#)

# Configure Phone File Format for CSV Data File

You can create, copy, modify, and delete a phone file format for a CSV data file.

## Create Custom Phone File Format Using Text Editor

You can use a text editor to create a custom phone file format for the text-based CSV data file.

### Procedure

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- Step 1** Choose **Bulk Administration > Phones > Phone File Format > Create File Format**.
- Step 2** Click **Add New**.
- Step 3** In the **Format Name** field, enter a name for this custom format.
- Step 4** Choose the fields to appear in the custom file format. Do the following:
- To choose the device fields, click a device field name in the **Device Field** box and then click the arrow to move the field to the **Selected Device Fields** box.

A CSV data file must include **MAC Address/Device Name** and **Description**; therefore, these fields always remain selected.

**Tip** To select a range of items in the list, hold down the **Shift** key. To select random field names, hold down the **Ctrl** key and click field names.

- b) Click a line field name in the **Line Field** box and click the arrow to move the field to the **Selected Line Fields** box.
- c) Click the intercom DN field names in the **Intercom DN Fields** box and click the arrow to move the fields to the **Selected Intercom DN Fields Order** box.

**Tip** You can change the order of the items in the **Selected Line Fields**, **Selected Device Fields**, and **Selected Intercom DN Fields Order** boxes. Choose an item and use the up and down arrows to move the field up or down in the list.

**Step 5** In the **IP Phone Services Maximums** area, enter the maximum values for the following fields:

- Maximum Number of Speed Dials
- Maximum Number of BLF Speed Dials
- Maximum Number of BLF Directed Call Parks
- Maximum Number of IP Phone Services
- Maximum Number of IP Phone Service Parameters

**Step 6** Click **Save**.

The name of the custom file format displays in the **File Format Names** list in the **Find and List Phone File Formats** window.

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### Related Topics

[Create Text-Based CSV File for Phones](#)

## Copy Custom Phone File Format for CSV Data File

You can copy an existing custom phone file format for the text-based CSV data file.

### Procedure

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**Step 1** Find the phone file format that you want to copy.

**Step 2** In the **Search Results** area, choose the file format that you want to copy. The **Phone File Format Configuration** window displays.

**Step 3** To make a copy of the chosen file format, click **Copy**.

**Tip** You can also click the corresponding **Copy** icon in the **Find and List Phone File Formats** window to copy the file format.

**Step 4** In the **Format Name** field, enter a new name for the copied format.

**Step 5** Modify the fields that appear in the copied file format. Do the following:

- a) To add new fields to the file format, click the field name in the **Device Fields, Line Fields, or Intercom DN Fields** box and then click the arrow to move the field to the **Selected Device Field, Selected Line Fields, or Selected Intercom DN Fields Order** box.
- b) To remove fields from the file format, click the field name in the **Selected Device Fields, Selected Line Fields, or Selected Intercom DN Fields Order** box and then click the arrow to move the field to the **Device Fields, Line Fields, or Intercom DN Fields** box.

**Note** You cannot remove the required fields: Number of lines, MAC address, and description.

- c) To change the order of items in the **Selected Device Fields, Selected Line Fields, and Selected Intercom DN Fields Order** boxes, choose an item and use the up and down arrows to move the field up or down in the list.

**Step 6** Click **Save**.  
The edited copy of the file format is saved.

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### Related Topics

[Find Phone File Formats](#), on page 1

## Modify Custom File Format for CSV Data File

You can modify an existing custom file format for the text-based CSV data file. You can modify custom formats only.

### Procedure

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- Step 1** Find the phone file format that you want to modify.
- Step 2** In the **Search Results** area, choose the file format that you want to modify.  
The **Phone File Format Configuration** window displays.
- Step 3** To modify the fields that appear in the file format, do the following:
  - a) To add new fields to the file format, click the field name in the **Device Fields, Line Fields, or Intercom DN Fields** box and then click the arrow to move the field to the **Selected Device Field, Selected Line Fields, or Selected Intercom DN Fields Order** box.
  - b) To remove fields from the file format, click the field name in the **Selected Device Fields, Selected Line Fields, or Selected Intercom DN Fields Order** box and then click the arrow to move the field to the **Device Fields, Line Fields, or Intercom DN Fields** box.

**Note** You cannot remove the required fields: Number of lines, MAC address, and description.

  - c) To change the order of items in the **Selected Device Fields, Selected Line Fields, and Selected Intercom DN Fields Order** boxes, choose an item and use the up and down arrows to move the field up or down in the list.
- Step 4** Click **Save**.  
The changes to the custom file format are saved.

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### Related Topics

[Create Text-Based CSV File for Phones](#)

[Find Phone File Formats](#), on page 1

## Delete Existing CSV Data File Format

You can delete an existing custom file format for the CSV data file. You can delete only custom formats.

### Procedure

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- Step 1** Find the phone file format that you want to edit.
- Step 2** In the **Search Results** area, verify that this is the file(s) that you want to delete.
- Step 3** To remove the file format(s) from the list, click **Delete Selected**. A message asks you to confirm that you want to delete the file format(s). Click **OK** to continue.

**Tip** Make sure you browse the entire list of displayed results before you click **Delete Selected**.

The system removes the file format(s) name from the list.

### Related Topics

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[Create Text-Based CSV File for Phones](#)

[Find Phone File Formats](#), on page 1

## Associate Text-Based File Format with CSV Data File

When you used a text editor to create the CSV data file, you created a file format for entering values in the text-based file. You entered values in the text file in the order that the file format specified.

After the CSV data file is completed, you need to associate the file format with the text-based CSV data file. After associating the file format with the CSV file, the names for each field display as the first record in the CSV data file. You can use this information to verify that you entered the values for each field in the correct order.

### Procedure

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- Step 1** Choose Bulk **Administration** > **Phones** > **Phone File Format** > **Add File Format**. Add File Format window displays.
- Step 2** In the **File Name** field, choose the text-based CSV file that you created for this transaction.
- Step 3** In the **Format File Name** field, choose the file format that you created for this type of bulk transaction.
- Step 4** In the **Job Information** area, enter the job description.
- Step 5** To create a job for associating the matching file format with the CSV data file, click **Submit**. Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job.

### Related Topics

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[Create Text-Based CSV File for Phones](#)

[Manage Scheduled Jobs](#)

