



## Phones with users

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This chapter provides information about using 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.

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- [Add phones with users using the BAT spreadsheet, page 2](#)
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## Add new phones with users

Use the following steps to insert phones with users.

### Procedure

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- Step 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 [Add phones with users using the BAT spreadsheet, on page 2](#).
  - For a text-based CSV file, see the [Phones with users combinations file format](#).
- Step 2** Associate file format with the CSV data file.
- See the [Add phone and user file format](#).
- Step 3** Validate phones with users records
- See the [Validate phones and user records](#).

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**Step 4** Insert phones with users records.

- See the [Insert phones with users into Cisco Unified Communications Manager](#).
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# Add phones with users using the BAT spreadsheet

Create a CSV data file for adding phones and users in bulk.

## Procedure

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- Step 1** To open the BAT spreadsheet, locate and double-click BAT.xlt file.  
You can download a BAT.xlt file.
- 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 10 in [Create phone CSV data file using BAT spreadsheet](#).  
See [Table 1](#) for field descriptions in for adding users in the BAT spreadsheet.
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## Related Topics

- [BAT spreadsheet data collection for CSV data file creation](#)
- [Topics related to phones with users, on page 2](#)
- [Upload and download files](#)

# Topics related to phones with users

- [Add new phones with users, on page 1](#)
- [Phones with users combinations file format](#)
- [Add phone and user file format](#)
- [Validate phones and user records](#)
- [Insert phones with users into Cisco Unified Communications Manager](#)