



## Phones with Users

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You can use Cisco Unified CallManager Bulk Administration to add a group of users and their phones on a Cisco Unified CallManager 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 CallManager Administration main menu.

## Adding New Phones with Users

Use the following steps to insert phones with users.

1. Create a comma separated values (CSV) data file to define individual values for each phone/user record that you want to update.
  - See the [“Using the BAT Spreadsheet to Add Phones with Users”](#) section on page 22-1.
  - For a text-based CSV file, see the [“Phones With Users Combinations File Format”](#) section on page A-2.
2. Associate file format with the CSV data file.
  - See the [“Adding Phones/Users File Format”](#) section on page 23-1.
3. Validate Phones with users records
  - See the [“Validating Phones and Users Records”](#) section on page 24-1.
4. Insert Phones with users records.
  - See the [“Inserting Phones with Users to Cisco Unified CallManager”](#) section on page 25-1.

## 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** Locate and double-click **BAT.xlt** file to open the BAT spreadsheet. 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** Click the **Phones-Users** tab at the bottom of the spreadsheet.
- Step 4** Follow steps 4 through 14 in the [Using the BAT Spreadsheet to Create a CSV Data File for Phones, page 3-30](#).

For descriptions for the user information fields, see [Table 14-1Field Descriptions in BAT Spreadsheet for Adding Users, page 14-2](#).

**Additional Topics**

See the [“Related Topics” section on page 22-2](#).

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## Related Topics

- [Adding New Phones with Users, page 22-1](#)
- [Phones With Users Combinations File Format, page A-2](#)
- [Adding Phones/Users File Format, page 23-1](#)
- [Validating Phones and Users Records, page 24-1](#)
- [Inserting Phones with Users to Cisco Unified CallManager](#)