

Adding Phones

<https://campus.barracuda.com/doc/39823038/>

Individual users and their telephones are the most visible parts of a Barracuda Phone System deployment. Before adding users to the Barracuda Phone System be sure to have their names and email addresses:

- [Synchronize LDAP Users and Groups](#)
- [Import Users via CSV](#)

You can add phones and then assign them to users, or define users and then assign them to phones.

Automatic Provisioning

Automatic provisioning locates all supported telephones connected to the local network and automatically adds them to the system. This is the easiest and fastest way to add or provision a phone to the Barracuda Phone System. Use the following steps to automatically provision all supported telephones connected to the local network:

1. In the Barracuda Phone System web interface, go to the **Configuration > Phones** page.
2. In the **Automatic Provisioning** section, select **Automatic Provisioning On** from the drop-down menu.
3. Upon restart, any supported phone is provisioned from the Barracuda Phone System.

In order for Automatic Provisioning to work, the phone(s) and the Barracuda Phone System must be in the same network and must all share the same broadcast address. The Automatic Provisioning service emulates a DHCP server, but does not give out leases. DHCP Snooping must be disabled on the switch the Barracuda Phone System is connected too.

Manual Provisioning

If you cannot use automatic provisioning, for example, if phones on your network should not be provisioned to the Barracuda Phone System, you can manually set up provisioning. Use the following steps to set up manual provisioning:

1. In the Barracuda Phone System web interface, go to the **Configuration > Phones** page.
2. In the **Automatic Provisioning** section, select **Automatic Provisioning Off** from the drop-down menu.
3. For manual provisioning steps by manufacturer, refer to [Manually Provisioning by Manufacturer](#). Note that Power over Ethernet (PoE) switches and phones ease the install process.
4. Once you set up manual provisioning on a phone, when you connect that phone to the LAN and power it on, it connects to the Barracuda Phone System.

Once a phone initially provisions, The Barracuda Phone System may need to update the phone's firmware, and then reboot the phone once or twice; this is normal. You can add several phones at one time and allow them to go through the provisioning process. The phones are assigned a temporary extension number and are available to add to users. Refer to [Adding Users](#) for more information.

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