

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

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If you purchase license SKUs with your Cisco Unified MeetingPlace order, then your order comes with a Product Authorization Key (PAK). You obtain a license file by providing the PAK and the MAC address of your server in a form on Cisco.com. Through the Administration Center, you upload the license file to Cisco Unified MeetingPlace to install all purchased licenses in that order.

**Note:** The new licenses take effect immediately. You do *not* need to reinstall or restart the Cisco Unified MeetingPlace operating system and application when you add licenses.

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## Determining the MAC Address of your System

### Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Licenses > Install Licenses**.  
The MAC address is listed in the [Host ID \(MAC address\)](#) field.

#### Related Topics

- [Install Licenses Page](#)

## Obtaining the License File

The license file contains all the purchased licenses in your order.

#### Before You Begin

- Find the Product Authorization Key (PAK) that came with your order.
- Complete [Determining the MAC Address of your System](#).

#### Procedure

1. Go to <http://www.cisco.com/go/license>.
2. If prompted, log in with your Cisco.com user ID and password.
3. Enter the PAK from your Cisco Unified MeetingPlace order.
4. Confirm the order information and click **Continue**.
5. Fill out all the required fields on the registration form. In particular:
  - ◆ Make sure that your e-mail address is correct, because the license file will be e-mailed to you.
  - ◆ Enter the MAC address of your Cisco Unified MeetingPlace server.
6. Click **Submit**.  
Cisco Systems sends you an e-mail containing the license file.
7. Save the license file to a location where you can access it from the Administration Center.

#### Related Topics

- [Planning the Capacity of your Cisco Unified MeetingPlace System](#)

## Installing the License File

#### Before You Begin

Complete [Obtaining the License File](#).

**NOTE:** You must install the license file while in Active mode.

#### Related Topics

## Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Licenses > Install Licenses**.
3. Select one of the following radio buttons:
  - ◆ Upload new license file -- Choose this option to delete all previously installed licenses before installing the license file. Select this option only when uploading licenses to your system for the first time, or in the unlikely event that you must install an entirely new set of licenses.
  - ◆ Append incremental license file -- Choose this option to keep all the previously installed licenses and to add additional licenses from the license file.
4. Enter the fully-qualified filename in the License file to use field or click **Browse** to search for the file.
5. Click **Install License**.

## Troubleshooting Tips

If the Application Server hostname is longer than 32 characters, you may not be able to install licenses. If this occurs, use the **net** command to change the hostname. Note, however, that changing the Application Server hostname requires a system restart and may require other configuration tasks. See the net command description.

## Related Topics

- [Install Licenses Page](#)
- [Planning the Capacity of your Cisco Unified MeetingPlace System](#)

## What to Do Next

Proceed to [Displaying Licenses](#) to verify license installation.

## Displaying Licenses

Complete this task to display the number and types of licenses that are installed on your system, which licenses are enabled, and any further license limitations that are specific to your system.

#### Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Licenses > Licenses Summary**.

#### Related Topics

- [Planning the Capacity of your Cisco Unified MeetingPlace System](#)
- [Licenses Summary Page](#)

## Downloading Licenses

Use this task to back up your license files.

#### Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > Licenses > Licenses Summary** or **Install Licenses**.
3. Click **Download License**.
4. In the File Download dialog box, click **Save**.
5. Navigate to the directory where you want to save the exported file.
6. Click **Save**.
7. If the Download Complete dialog box appears, click **Close**.

#### Related Topics

- [Displaying Licenses](#)
- [Planning the Capacity of your Cisco Unified MeetingPlace System](#)
- [Install Licenses Page](#)