Main page: Cisco Unified MeetingPlace Express, Release 2.x

If you purchase license SKUs with your Cisco Unified MeetingPlace Express 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 Express to install all purchased licenses in that order.

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

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Determining the MAC Address of your System

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Licenses > Install Licenses**.

   The MAC address is listed in the Host ID (MAC address) field.

Obtaining the License File

This topic describes how to obtain the license file, which contains all purchased licenses in your order.

Before You Begin

- Find the Product Authorization Key (PAK) that came with your order.

- Find the MAC address of your Cisco Unified MeetingPlace Express server. See the 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 Express 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 Express 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.

Installing the License File

This topic describes how to upload a license file, which contains all purchased licenses in your Cisco Unified MeetingPlace Express order.

Before You Begin

- Obtain the license file. See the Obtaining the License File.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
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. Select this option when changing between standard (ad hoc) and premium (scheduled) modes.
   - 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**.

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 Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > Licenses > Licenses Summary**.

Downloading Licenses for Backup

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
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**.