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You can add or upgrade applicable Cisco Unified MeetingPlace feature license keys into your system, either all at one time or individually. You add or upgrade license keys through MeetingTime.

Files for license keys that you may add or upgrade are made available to you when you purchase a new Cisco Unified MeetingPlace system or upgrade to the current release. These files are loaded into your Cisco Unified MeetingPlace 8106 or 8112 when it is purchased.

If you purchase new license keys, Cisco sends them to you as an e-mail attachment. Save the attachment on your local computer drive. Place it where you can browse to it easily in MeetingTime.

#### To Load All License Keys

1. In the MeetingTime System tab, select the **Import System Options** action.
2. For the Action to Perform Attribute, click the **Values** area. Choose **Import System Options to System** , and click **OK** .
3. For the Import File Name attribute, click the Values area.
4. To enter the filename of the license keys file, accept the default filename or enter a different filename, and click **OK** . (Use the **Browse** key, if necessary.)
5. Click **Execute** .  
The licenses are exported to the Cisco Unified MeetingPlace 8106 or 8112 server and then added or updated.
6. Telnet to the Cisco Unified MeetingPlace 8106 or 8112 server, and reboot it with the 'restart enable' command.
7. To verify that the licenses have been loaded, run a License Information report in MeetingTime. (See the [License Information Report](#).)  
Compare the license quantities and license keys with the information you entered into MeetingTime. If you see discrepancies, load missing licenses again.

#### To Load License Keys Individually

1. Locate the option key on the license document.
2. In the MeetingTime Configure tab, select the **System Options** view.
3. Click **Query** , then click the <or > button to locate the license key you want to add or upgrade.
4. For the Number of Licenses attribute, click the Values area. Enter the number of licenses for your system, then click **OK** .  
The number of licenses must match the number that corresponds to your Cisco Unified MeetingPlace option key.
5. For the Option Key attribute, enter the option key number.
6. Click **Save Changes** .

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7. To load additional licenses, repeat steps 3 through 6.
8. Telnet to the Cisco Unified MeetingPlace 8106 or 8112 server, and reboot it with the 'restart enable' command.
9. To verify that the licenses have been loaded, run a License Information report in MeetingTime. (See the License Information Report.)
  - Compare the license quantities and license keys with the information you entered into MeetingTime. If you see discrepancies, load missing licenses again.