

Your License Key can be found in two places. **See Page 3 for Method B.**

### **Method A**

In the email your received it is listed in the column “License Key” (page 2)

It is 33 characters long.

Example: cSREkfLALfri4HZrSuk7\_0H7lUrAYtbT

It is also attached as a “RUNxxxxxxxxxxxxxxxxxxxxxxxx.zip” file.

The easy method is to copy the License Key from the body of the email. Don't type it in manually.

Install the License(s)

Run the Manager program for the IP Office Partner Edition and Open Config. to the KSU.

In the Manager, click on “View” at the top of the screen.

Click on “Hide Admin Tasks” only if there is a CheckMark next to it.

Then you will see the “Admin Task” column appear.

In the “Admin Task” column, click on “System”.

Click on “License Management” in the “Admin Task” column.

Now you are working in the “System – License Management” area of the screen.

If this is the first License Key that you are installing on the KSU, you will likely use this method:  
See Page 4B for a graphic view

If the word <New> appears in the “Key” column,  
double click on it and then paste your License Key in that line.  
The word <New> should not be part of your License Key.

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See Page 4B for a graphic view

If this is an additional License Key that you are installing on the KSU, then you will likely use this method: If the word <New> does not appear in the “Key” column,  
right click on the first item in the list and select “New” from the drop down box  
and then paste your License Key in that new line.  
The word <New> should not be part of your License Key.

## Page 2      Avaya IP Office Feature Key Installation Procedure

Click the “Apply” button down in the lower right side of the screen.

Click on “File” at the top left side of the screen.

Click on “Save Configuration”

You will see the “Send Configuration” box appear.

Select “Immediate” (it may be selected for you)

Then click the “OK” button.

This action will add the new License Key and re-boot the system.

This is a sample of the License Key info you may have received by email:

Serial Number/ Feature Key Id	Certificate	Sales Item	Order Qty	Licence Key Name	CPU Location	Key Qty	Licence Key	Expiry Date
Item Description								
1301234808	308A31F26294	243034	1	USR_MOB ILE	Mobile Worker	1	QDBSZUmrEXyw123451wYg5etRPj@UFSN	
IPO LIC R6 MOBILE WORKER 1								

This is the License Key

**Method B**

If your License Key was an Attachment to an email, an .XLS type file, it will look similar to this:

**RUN131217094721142234800086.xls**

Double click on the .xls file.

It will open Windows Excel or whatever program your computer uses for this type (xls) of file.

If you see a message that the file contains Macros, just click OK.

A Spreadsheet will appear and on the bottom you will find a tab for “All Keys”, click it.

L
Encrypted Key
2jc37YgOgXQ9tN0z0WRD9BYM8rZWpNm0
<u>zbyHBoLkSVfXnRY_EfW0uLLCauptg3la</u>

**Column “L” (as in License) will contain the actual License Keys.**

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G
<u>LicenceKey</u> Description
Small Site Software Upgrade
IP500 Voice Networking Channels

**Column “G” will contain the NAME of the License Keys.**

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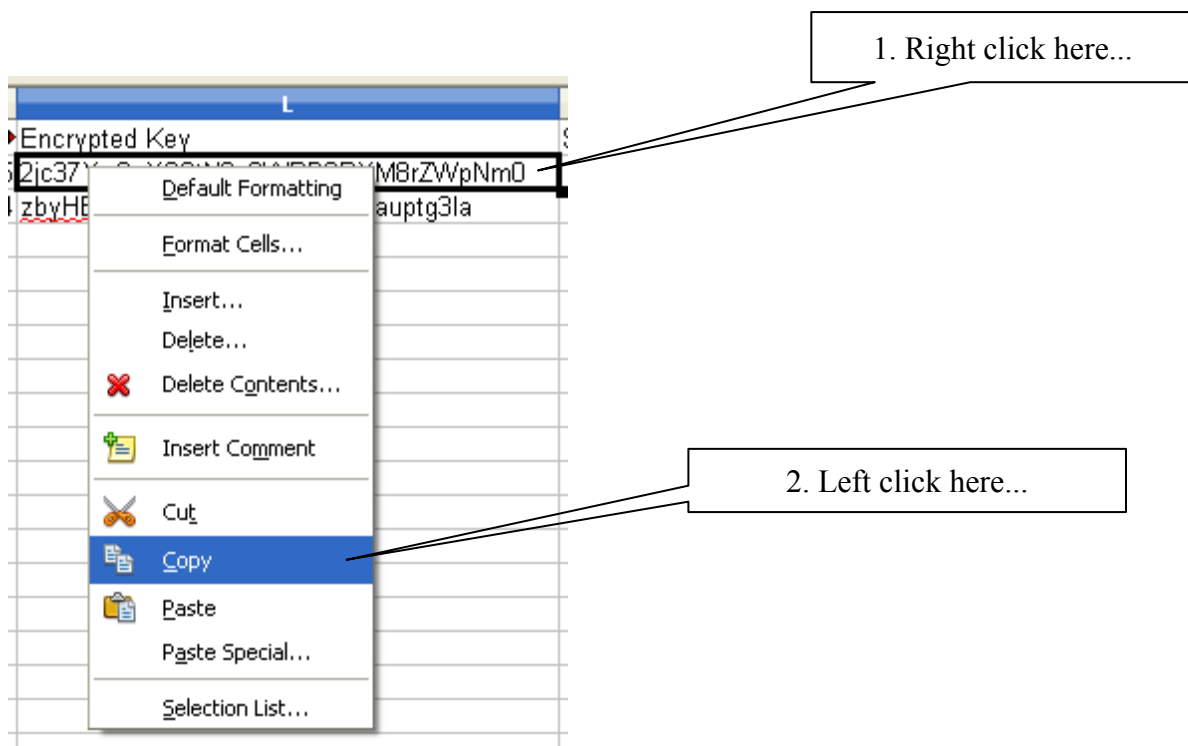
In some cases you may see all the License Keys ever generated for your system.

In this case use the License Key(s) that is lowest on the list since this is where the newest are found.

## Page 4

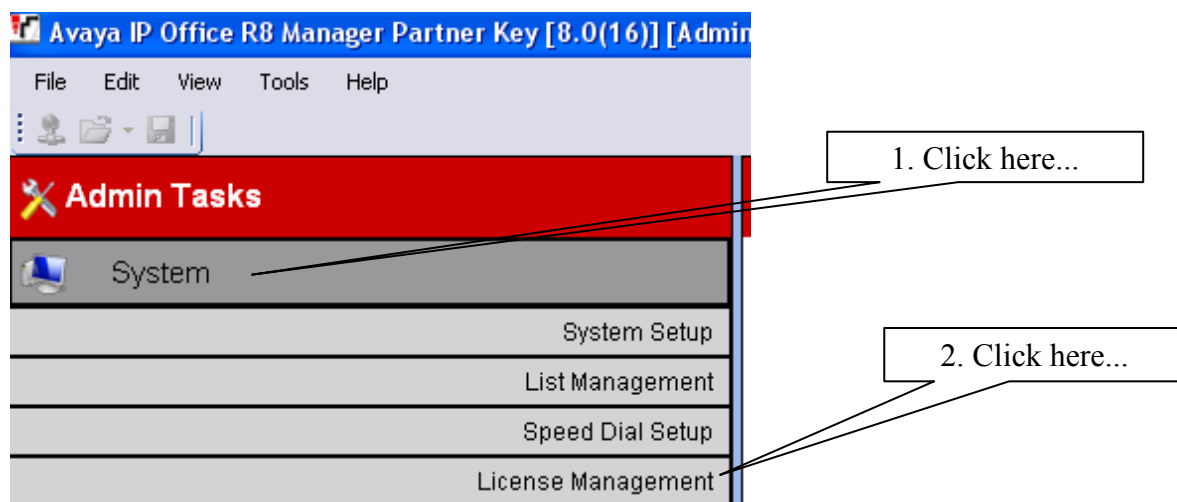
Right click on the cell that contains the License Key that you want to install into the IP Office and select Copy.

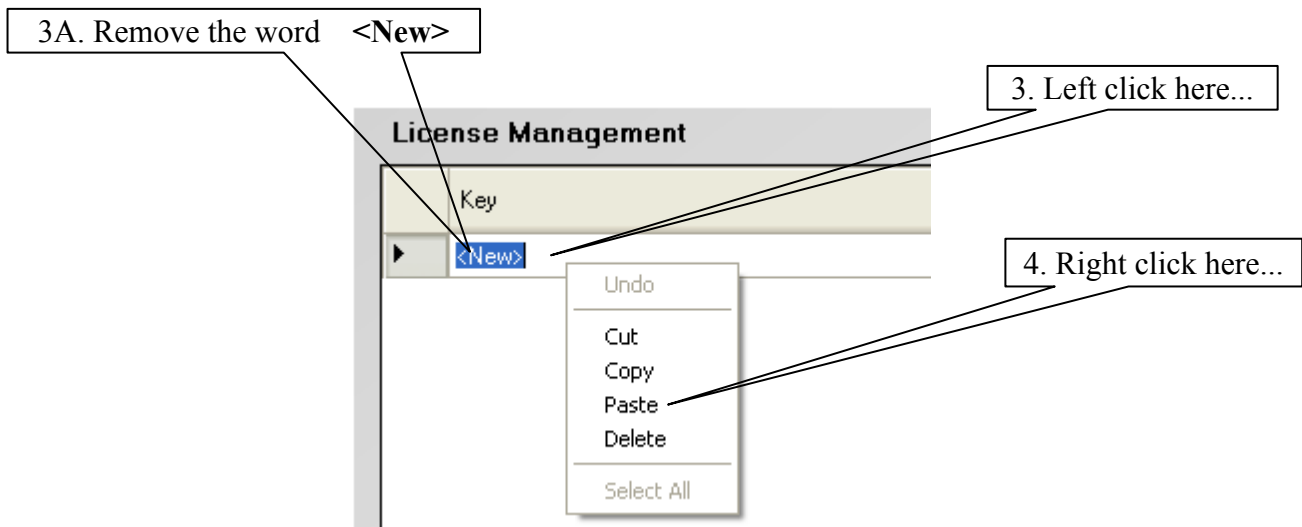
(I am not using Excel, so your view may be different.)



## Page 4B

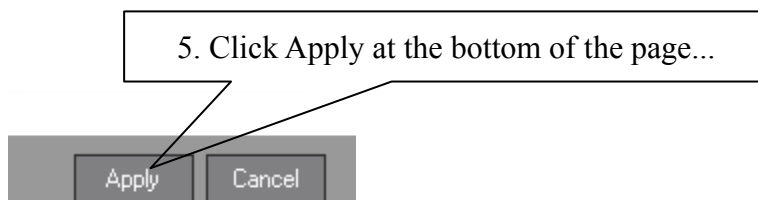
Now go to the Manager program for the IP Office:





**Note: Make sure that the word <New> is not included in the License Key.**

**This step will then Paste the License Key into the Key area.**



**Repeat these steps to install any additional License Keys.**

**When you are done, click the Blue Floppy Disk icon to send new License Key(s) to the KSU.**



**Select "Immediate" (it may be selected for you) then click OK**