

## **IPO Basic: How to Upgrade the SD Card**

Keep in mind that Avaya will change the words used on the Manager screens from time to time. They use the words “Release” and “Version” to mean the same thing.

Take an Avaya SD Card and put it into an SD Card Reader. Other SD brands will not work.

**Note:**

If your SD Card Reader has multiple slots (Drives), be sure to note which one represents the Avaya SD Card.

**Make sure that the Manager Software in your Laptop is 9.0.7.0 Build 983**  
See Page 2 for instructions if you are unsure.

Open the Manager Software WITHOUT connecting to the IP Office Control Unit.

Click “File”

Click “Advanced”

Click “Format IP Office SD Card” >  
choose “IP Office Partner Edition for Partner/Basic Mode

After that (it takes up to 30 seconds)

Go back to the “Advanced Tab”  
Click “Recreate IP Office SD Card” >  
choose “IP Office Partner Edition for Partner/Basic Mode

Click OK...

Then it will take 30-40 minutes or more to upgrade the SD Card

After that it will say “all finished” or something similar to that...Choose “OK”

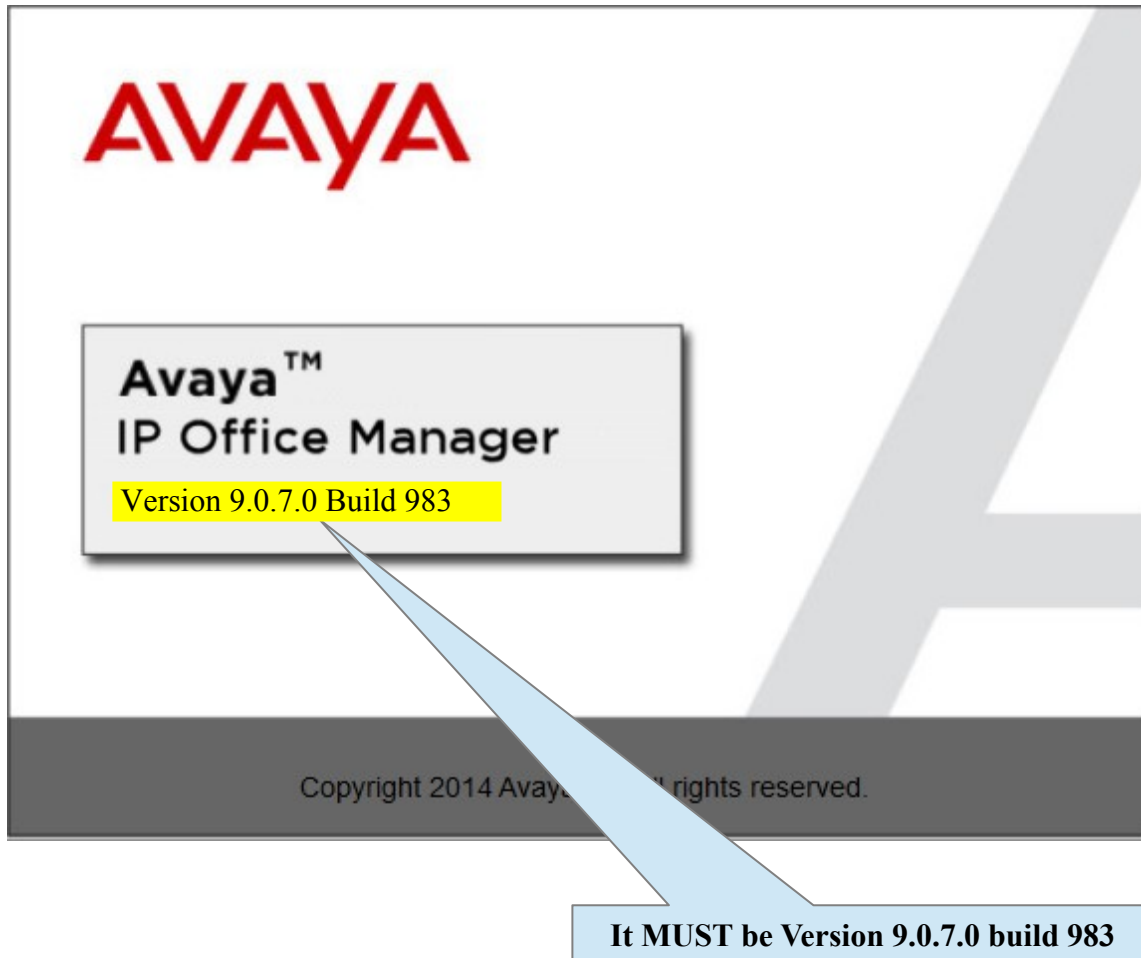
Wait until the Status Bar on the lower left bottom of the screen says “READY”

Then take SD Card out of the card reader and put into a powered down KSU.

Power up the KSU and when it is running OK, connect to it using the Manager program.

The SD Card keeps the original Feature Key number but it will be upgraded to Release 9.0.7.0 Build 983

Run the Manager program and you will see this screen when it starts up:



If you have any other Version, then stop and download and install the correct Version into your computer.

If you use a different Version, you may need to purchase an Upgrade License.