

Technical Support Reference Guide for Cisco BroadWorks and Legacy BroadSoft Products

For Customers and Partners using
Contract Number Support Entitlement

May 2021

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Introduction

This document describes the procedure for obtaining Technical Support through your newly adopted case management system through the Cisco® Technical Assistance Center (TAC). This document covers the Cisco.com user ID registration process, how to contact technical support, as well as how to manage your support case online.

We want you to know that this is only a change in the process through which you receive technical support. We at Cisco are committed to delivering the same high level of quality service that you are accustomed to receiving.

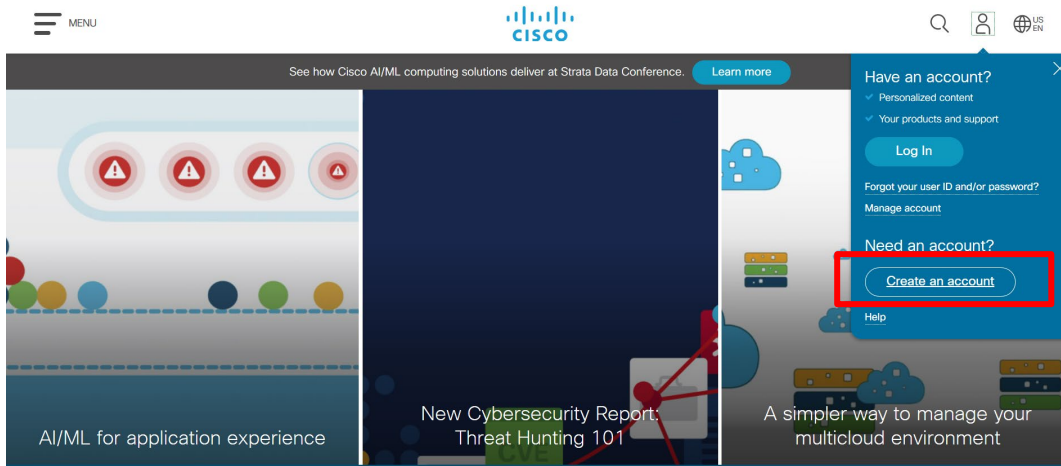
The Cisco TAC will allow you to:

- Open support cases by phone, web, or email 24 hours a day, 365 days a year
- Download software updates (maintenance and minor releases) for your covered software
- Access Cisco's online support, including database of product and service information, support case tracking, and a robust set of tools that help facilitate knowledge transfer to your staff and help answer questions more quickly

Registration for a Cisco.com User ID

To contact Cisco Technical Support for questions or issues with your Cisco Collaboration products, you first need to register for a Cisco.com user ID. If you already have a Cisco.com user ID, go to step 4, as you do not need to reregister.

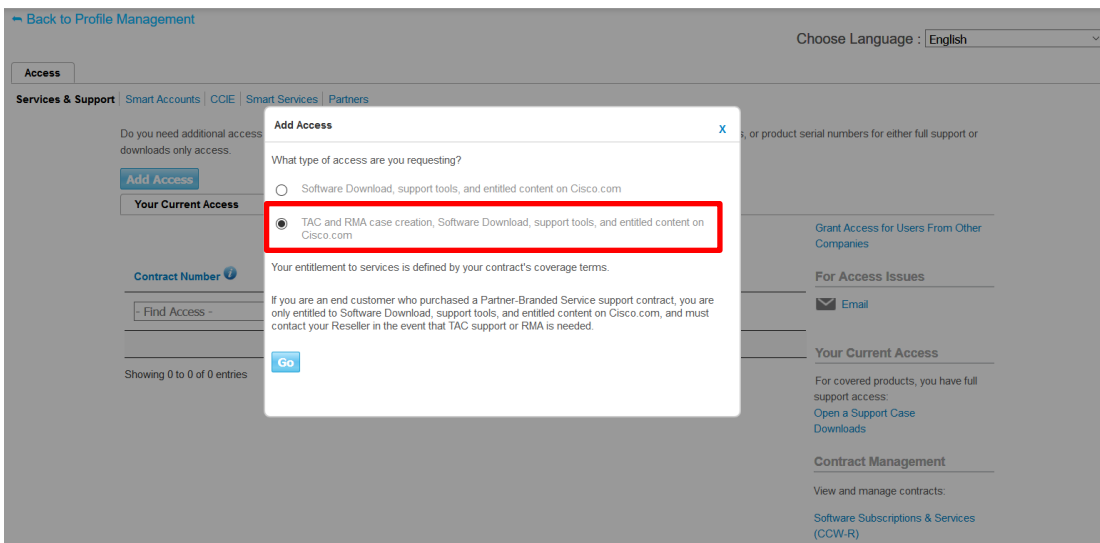
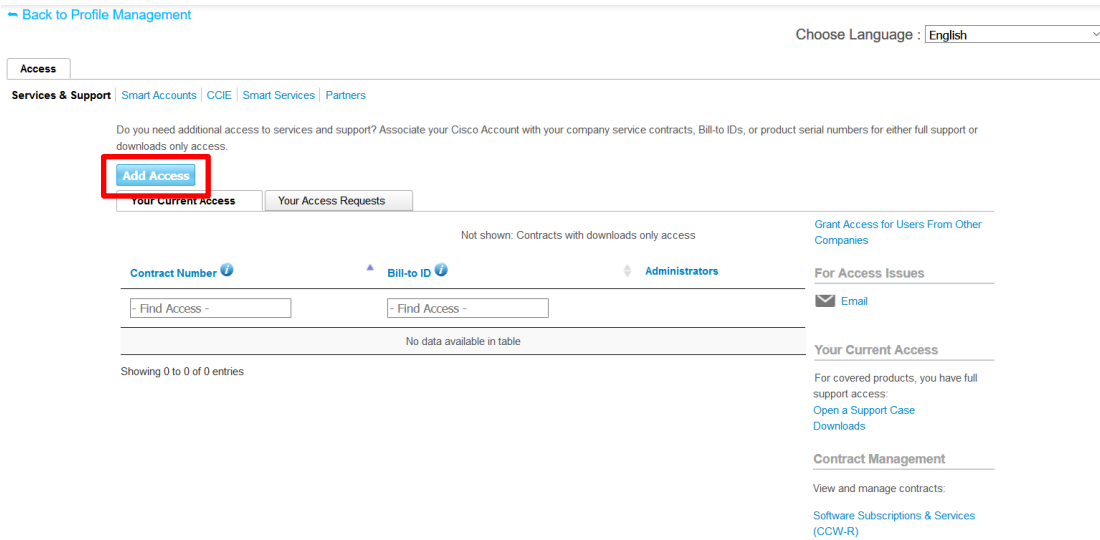
1. Navigate to www.cisco.com and click on the account icon and then click on **Create an account**.



2. Fill out the information on the Cisco.com Registration form.
3. Upon clicking **Submit** you will receive an email sent from Cisco. From the link provided in this email, you will be directed to the Cisco.com Registration confirmation page. This step is to verify, confirm, and activate your Cisco.com registration.

NOTE: This step in the registration process for a Cisco.com user ID **is critical**.

4. You will be directed to the [Cisco Account Profile](#). Click the **Add Access** button, then select the **TAC and RMA case creation, Software Download, support tools, and entitled content on Cisco.com** radio button on the pop-up screen, and then click **Go** to manage your Service Contract online.



5. Enter your Service contract number(s). If you have multiple service contract numbers, separate them by commas.

In order to receive Full Support Access to products covered by your service contract(s), associate your Cisco Account to the service contract either directly, or through the Bill-to ID.

Bill-to ID(s)

Choose this option if you are a partner, or if your company purchased service directly from Cisco. Bill-to ID requests are sent to your company contract administrator for review. If approved, you will be authorized to obtain support on all of the contracts under that Bill-to ID.

OR

Specific Contract(s)

Choose this option if you purchased service through a partner, or if you only need support access to specific service contracts.

By Service Contract Number(s)

Enter service contract number(s) if you have it.

OR

If you don't know your service contract number, you can enter the Serial Number of any product covered by your service contract.

By Serial Number

All submitted requests will be reviewed by an administrator.

By clicking Submit you acknowledge that you have reviewed and agree to comply with the terms of any applicable [Cisco Service Descriptions](#)

If you have any problems with this web registration process, you may send an email to Cisco at web-help-sr@cisco.com. If you are located in North America, you may call 1-800-553-2447 for assistance to reach Cisco's TAC support organization. For the rest of the world, it is recommended you consult the worldwide toll-free number list at www.cisco.com/en/US/support/tsd_cisco_worldwide_contacts.html, and one of the support agents will assist you in completing the registration process.

Service Access Management Tool

The Service Access Management Tool is an application that enables Partners or Customer Administrators to determine which of their service contract numbers are present in Cisco.com user profiles. It is ideal for organizations that want to manage and associate multiple Cisco.com profiles.

By using the Service Access Management Tool, Cisco partners and customers can manage access to the services provided by their contracts (e.g., TAC support, hardware replacement). This management can be done either using Bill to ID or contract number. To manage access by Bill to ID, the Bill to ID must be in an individual's Cisco.com profile and selected (enabled) for support access. This will ensure that all the contracts under the Bill to ID can be utilized for service. To manage access by contract number, a contract number must be in an individual's Cisco.com profile in order for that individual to be able to obtain service. Access the [Service Access Management Tool](#), training, and related content for more information.

Opening a Support Case Online

The online support case management tool, called Support Case Manager (SCM), allows users to open a support case, assign a severity (level 3 or 4), receive information through the web or email, maintain and track support cases online, and upload files.

SCM allows you to create Cisco TAC support cases for issues covered under the terms of your Cisco support contract(s). At this time, SCM can assist you only with products currently covered by a Cisco service contract. If you would like assistance with a product that is not covered by a contract or is covered under warranty, contact the Cisco TAC by phone.

Before you use SCM, you must be logged in with your Cisco.com user ID and password, and your Cisco.com ID must contain all of your appropriate Cisco support contracts in order for you to access the services covered by those contracts. You can use the [Cisco Profile Manager](#) to associate all of your Cisco service contracts to your profile.

NOTE: If you have a Service Access Management Administrator, you can ask them to make sure that all of your service contracts are associated with your Cisco.com user ID. If you are unsure of your contract number(s), your Cisco Partner, Reseller, or Service Account Manager can provide you with a complete list of your service contracts.

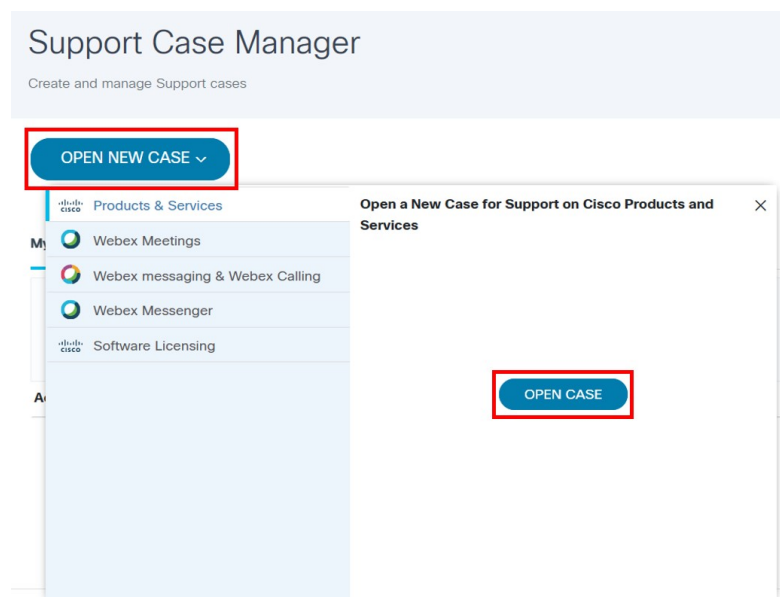
The main steps for opening a support case using SCM include:

1. Check Entitlement – verify the product is covered by a service contract
2. Describe the Problem – enter details about the product
3. Submit Your Support Case – confirm information and edit accordingly

You can access the online support case tool using this link: mycase.cloudapps.cisco.com/case

You will be required to log in with your Cisco.com ID and Password. Please make sure that you have your service contract number available with your Cisco.com ID.

To open a new support case, click on **Open New Case**, then **Open Case** and then follow the instructions below.



Check Entitlement

Identify the type of support case.

Support Case Manager
Open a new support case for Dana Bruning (dbruning)

OPEN NEW CASE
Products & Services

Need help with your case?

1 Check Entitlement 2 Describe Problem 3 Review & Submit

Request Type
 Diagnose and Fix Request RMA Ask a Question

Find Product by Serial Number
Find Product by Service Agreement

Product Name (PID) Product Description Site Name Service Contract

Smart Account Subscription Number

Virtual Account Find Subscription Number

Advanced Options

SEARCH

Complete these steps in order to open a support case:

1. Choose one of the Request Type options:
 - **Diagnose and Fix (S3)**
 - **Request RMA (S3)**
 - **Ask a Question (S4)**
2. For BroadSoft products enter the Service Contract number or product description and then click on **SEARCH** to find the product requiring support.
3. Select the contract from the table of products eligible for support and click the **NEXT** button to proceed with your support case.

Search Results:

Product		Site		Service Agreement			
Name	Description	Name	Address	Number	Smart Account	Svc. Level	Usage Type
BW-LIC	BroadWorks License					SIWSBW	
BSFT-WBX-BW-LIC	PID to enable support of Webex for BroadWorks					SIWSBW	

NEXT Save draft and exit

NOTE: At any time during the process, you can click the **Save draft and exit** link in order to save a draft of your support case. See the Save a Draft section in this document for the steps required to delete or continue submitting a saved support case.

Describe Problem

Identify the severity of the problem, loss of service (if applicable), case details and whether you would like the engineer to contact you. In addition, you can review and change your contact information.

Support Case Manager
Open a new support case for Dana Bruning (dbruning)

OPEN NEW CASE
Products & Services

Need help with your case? Chat Now

1 Check Entitlement 2 Describe Problem 3 Review & Submit

Severity Critical Impact (S1) High Impact (S2) Moderate Impact (S3) Ask a Question (S4) 1

Loss of Service
 Extended loss of 15 seconds or more 2

Title
I 3

Description
0/240 characters
Describe the issue you are experiencing...

Technology
CISCO SUGGESTIONS OR
Manually select a Technology...

1. Choose the severity from the Severity options. The Severity is automatically populated based on the type of support case:

- Moderate Impact = Severity 3
- Ask a Question = Severity 4

NOTE: you must select the **Ask a Question** button in the **Request Type** in the previous screen in order to select severity 4 at this step.

NOTE: If you need to open a Critical Impact severity 1 or High Impact severity 2 network-down emergency support case, you must call the Technical Assistance Center (TAC) nearest you.

2. Check the box if users are experiencing a loss of service for more than 15 seconds.
3. Enter a Case Title and Description.

Keep these guidelines in mind when describing your problem:

- Include a meaningful case title that states the problem accurately. A meaningful title permits assignment of the case to the appropriate technical resources.
- Describe the problem and symptoms (only one per support case).
- Include a history of the problem and any troubleshooting steps you completed.
- Describe your network topology.
- Include any recent changes to your network or data center environment.
- Include output from the **show tech** command (if applicable) and all other relevant output.
- Include software versions and types of equipment.

4 Technology
Select a Technology...

5 Problem Area
Choose problem area...

Additional Case Details ▾

6 Contact Information and Preference

Business Phone [edit](#)

Mobile Phone [edit](#)

Email [dbruning@cisco.com](#) [edit](#)

Email Confirmation
 Yes No

CC Recipients (optional)
eg: name2@cisco.com, name3@cisco.com

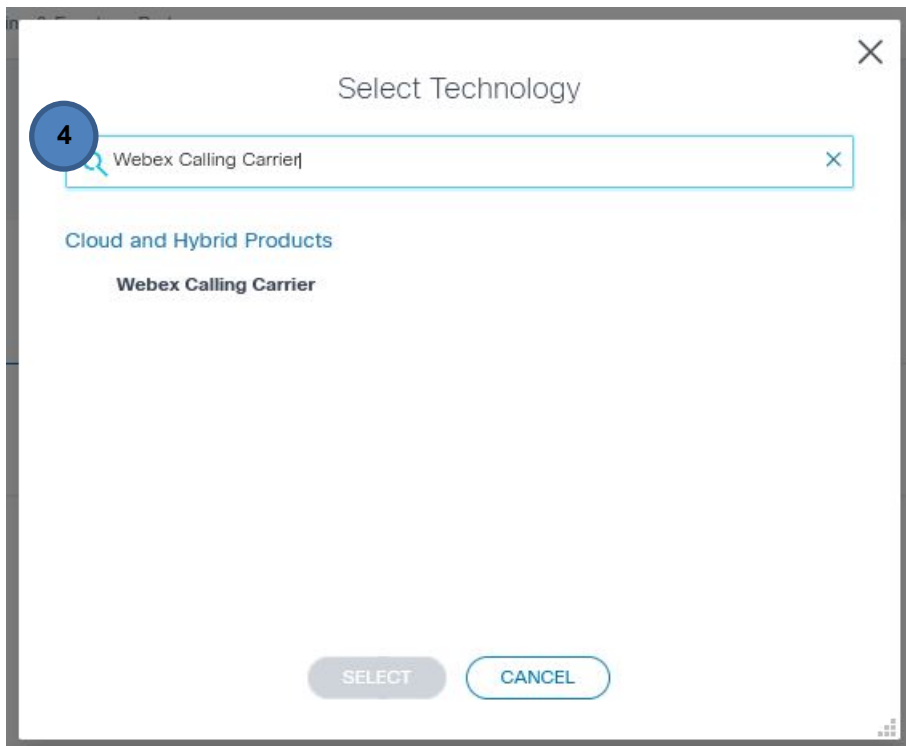
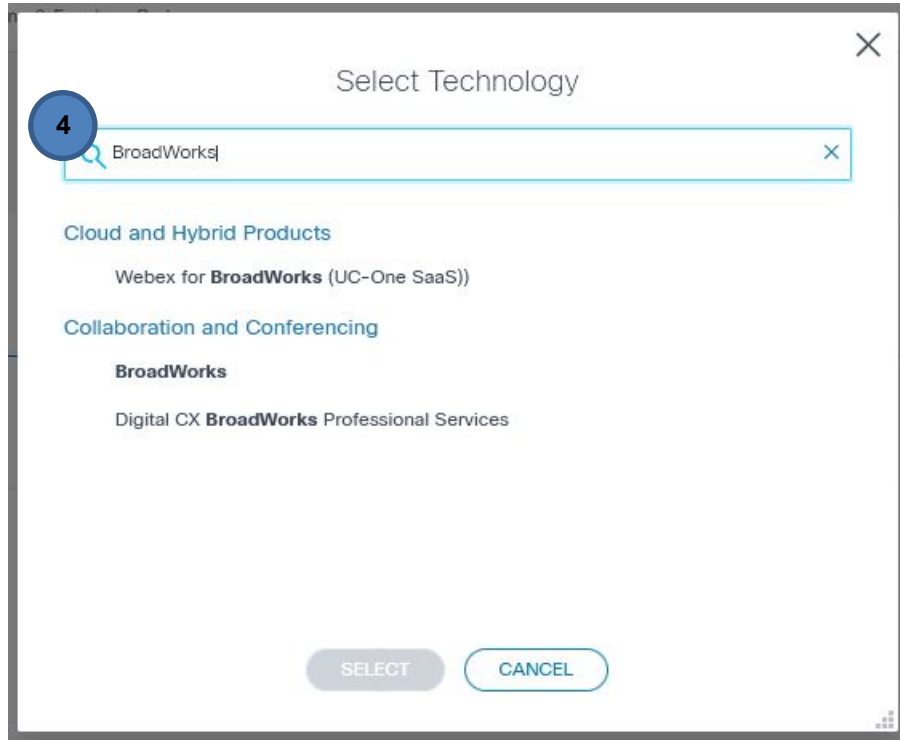
0/255 characters
Enter email addresses separated by comma or semicolon

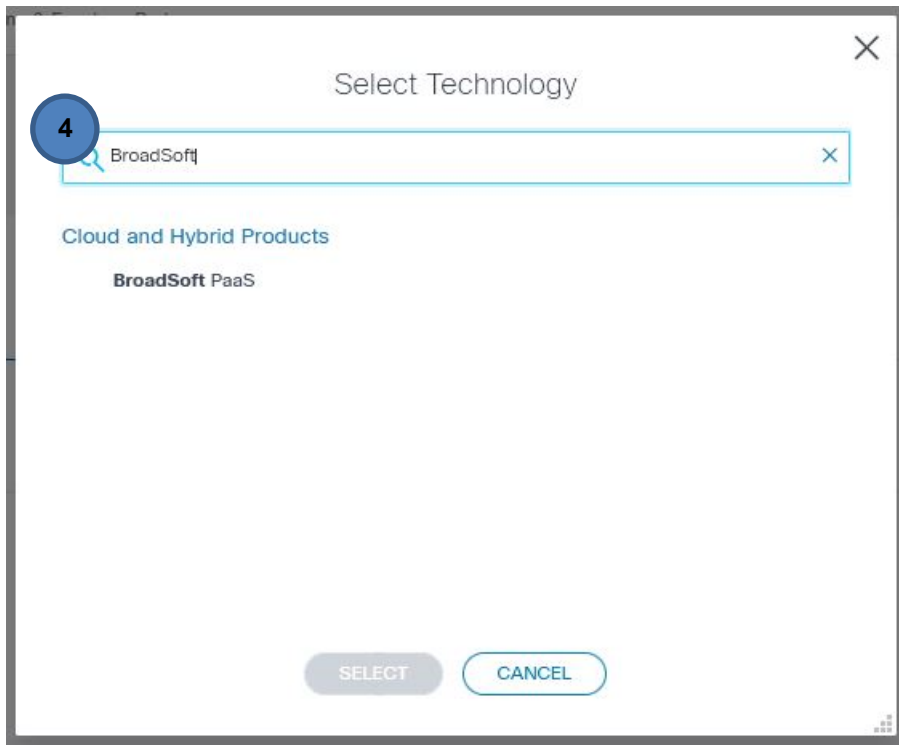
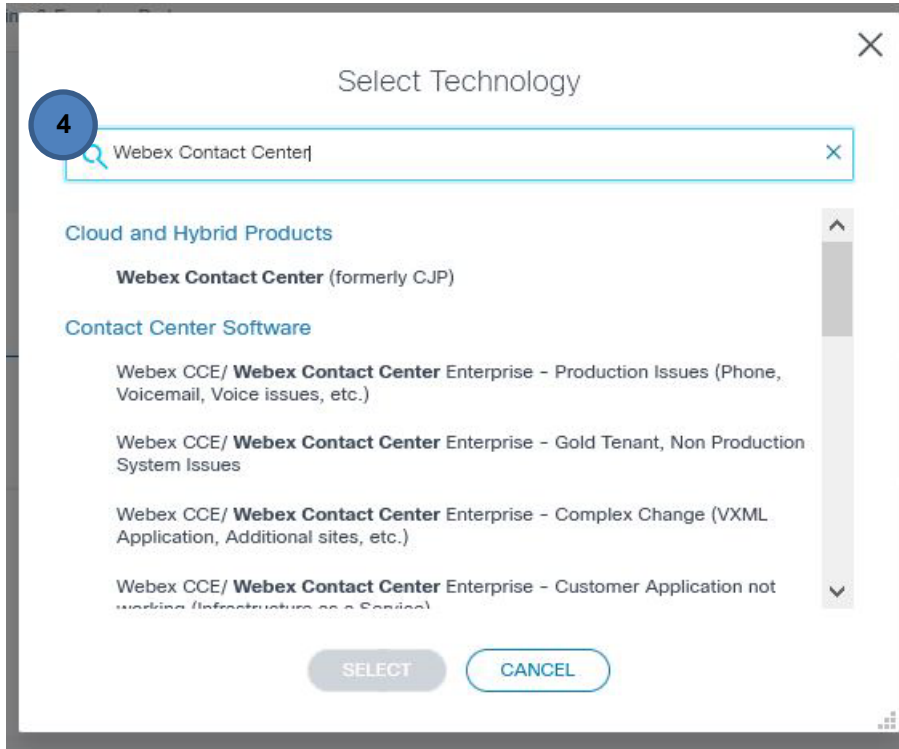
[Submit](#) [Review](#) [Save draft and exit](#)

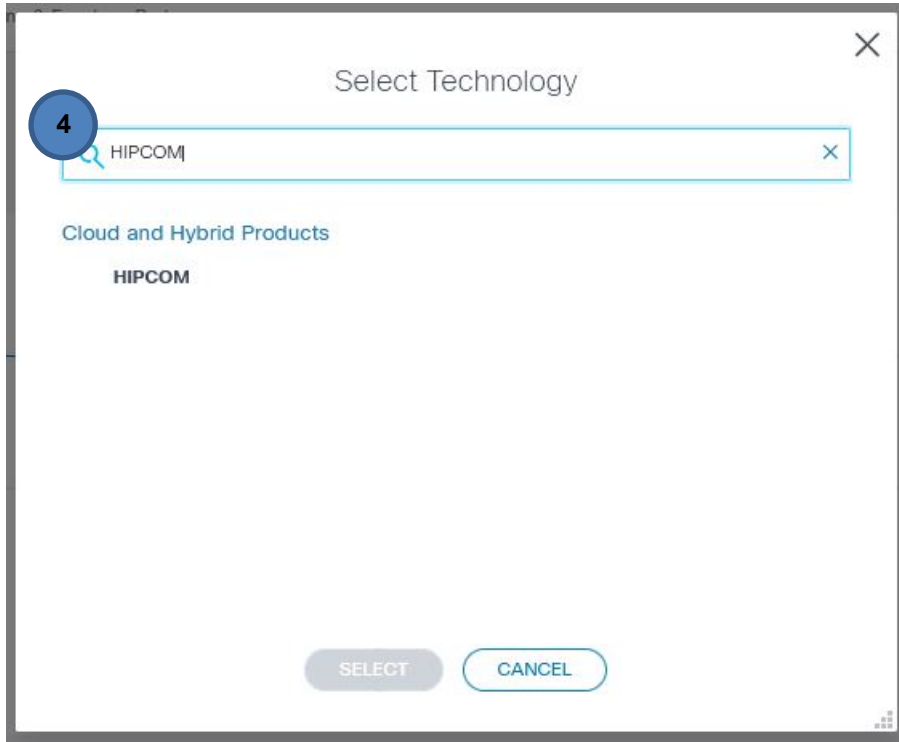
4. Click on “Select a Technology” and select the Technology from the pop up menu.
 - For Cisco BroadWorks and legacy BroadSoft products choose the following technology and sub-technology category:

Product	Technology
Cisco BroadWorks	Collaboration & Conferencing > BroadWorks
BroadCloud	Cloud & Hybrid Products > Webex Calling Carrier
BroadSoft PaaS	Cloud & Hybrid Products > BroadSoft PaaS
Contact Center	Cloud & Hybrid Products > Webex Contact Center (formerly CJP)
HIPCOM	Cloud & Hybrid Products > HIPCOM
UC-One Collaborate	Collaboration & Conferencing > BroadWorks
UC-One SaaS	Cloud & Hybrid Products > Webex for BroadWorks (UC-One SaaS)
Webex for BroadWorks	Cloud & Hybrid Products > Webex for BroadWorks (UC-One SaaS)
BroadSoft ProServices	Collaboration & Conferencing > Digital CX BroadWorks Professional Services

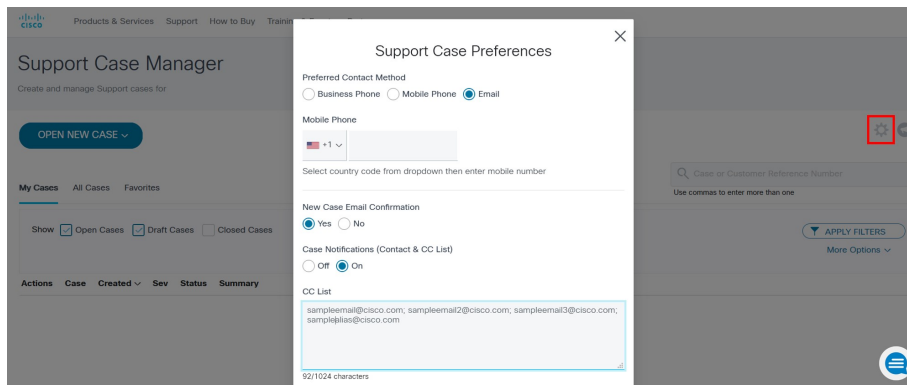
5. Select the Problem Area.
6. Review your contact information in the Contact Preference section. Your contact information is automatically provided based on the Cisco.com user name you used to log in to the tool.
7. Click **Review** to review your case before you submit.







NOTE: to have an alias or a list of additional emails that are always copied on cases, you can set that in your Support Case Preferences. Click the **gear** icon on the Support Case Manager homepage. In the Support Case Preferences pop-up box, select the **On** radial button for **Cases Notifications (Contact & CC List)** and then add a list of email addresses into the **CC List** box.



Review & Submit

Review your information and submit your support case.

Support Case Manager

Open a new support case

OPEN NEW CASE
Products & Services

Need help with your case? [Chat Now](#)

- 1 Check Entitlement
- 2 Describe Problem
- 3 Review & Submit

19 REQUEST TYPE		Edit
REQUEST TYPE	CONTRACT NUMBER	
Diagnose and Fix	203613174	

18 DESCRIBE PROBLEM		Edit
SEVERITY	LOSS OF SERVICE	
3	No	
TITLE	SMART ACCOUNT NAME	
Sample Case	Spark NZ telco	
DESCRIPTION	VIRTUAL ACCOUNT	
This is a sample case description	BSFT BroadCloud	
TECHNOLOGY	PROBLEM AREA	
Collaboration and Conferencing > BroadWorks	Configuration > Software Failure	
PREFERRED CONTACT METHOD	EMAIL CONFIRMATION	
+14085551111	Yes	
CC RECIPIENTS	CASE ORIGIN	
	Email	
VISIBILITY LEVEL		
Virtual Account		

SUBMIT CASE

1. Review the summary of your support case. If you need to update a section, click the **Edit** link.
2. Click **SUBMIT CASE** in order to submit your support case.

Your support case number will appear at the top of the page.

Save as Draft

During your process to open a support case, you can click the **Save Draft and Exit** link located at the bottom of the page in order to complete the process at a later time. When you click the Save Draft and Exit link, all information you entered is saved, and you are redirected to your open support cases page. Each saved draft has an expiration date, after which it will be automatically deleted.

To continue submitting a saved draft, click the title of the support case.

To delete a saved draft, click the checkbox located next to the support case, and click the Delete button.

Managing Your Support Case

After you have created your support case, you can view the status, update the notes, upload files, turn automatic updates on or off, and request case closure.

Navigate to www.cisco.com/c/en/us/support/index.html and then select **View Open Cases** from the **My Support** menu. Or you may go directly to: mycase.cloudapps.cisco.com/case.

Support & Downloads Worldwide - English

Product Support Downloads

Select a Product Enter Product Name (e.g., AnyConnect or 5506)

Products by Category

Switches	Networking Software (IOS & NX-OS)
Security	Cloud and Systems Management
Routers	Conferencing
Wireless	Customer Collaboration
Unified Communications	Servers - Unified Computing (UCS)
Collaboration Endpoints and Phones	Interfaces, Modules, and Cards

My Support

- View Open Cases
- Download History
- Devices
- Recently Viewed Products
- Feedback

On your Support Case Manager home page, you can filter your support cases.

Support Case Manager

Create and manage Support cases

My Cases All Cases Favorites

Case or Customer Reference Number

Use commas to enter more than one

Show Open Cases Draft Cases Closed Cases Created Updated Any Time

More Options

Export Cases 1 - 10 of 175 Cases per page: 10 | 25 | 50

Actions	Case	Created	Sev	Status	Summary
<input type="button" value="ASK THE BOT"/>	690286271	11/10/2020	3	Closed	Cisco CUC 12.5 VM on ESXi 6.7 showing 100% Memory usage alarm
<input type="button" value="ASK THE BOT"/>	690233140	11/02/2020	3	Closed	Cisco Informacast Basic Paging Server - Paging by phone
<input type="button" value="ASK THE BOT"/>	690168785	10/22/2020	3	Closed	Cisco Paging Server - unable to login
<input type="button" value="ASK THE BOT"/>	690012321	09/29/2020	3	Closed	Unable to open Calling Admin Portal for all customers and getting certificate ex
<input type="button" value="ASK THE BOT"/>	689991200	09/25/2020	3	Closed	Webex calling: Phones are not coming up. Showing "Call Pull" at the left bottom

Here are the available options:

- Open Cases
- Draft Cases
- Closed Cases
- More Options

If you click **More Options** link, additional fields appear.

The screenshot displays the 'Support Case Manager' interface. At the top, there is a header with the title 'Support Case Manager' and a subtitle 'Create and manage Support cases'. Below the header, there is a navigation bar with 'My Cases', 'All Cases', and 'Favorites'. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections. On the left, there are tabs for 'Open Cases', 'Draft Cases', and 'Closed Cases'. Below these tabs, there are several input fields for filtering cases: 'Contract Number(s)', 'Subscription Reference ID(s)', 'Smart Account', and 'Virtual Account'. In the center, there are input fields for 'PICA ID(s)', 'Serial Number(s)', 'Node Name(s)', and 'Webex Account'. On the right, there is a 'Status' section with radio buttons for 'Customer Pending', 'Cisco Pending', 'Closure Pending', 'Cisco Release Pending', 'Service Order Pending', and 'Closed'. Below the status section, there is a 'Severity' section with radio buttons for 'Severity 1', 'Severity 2', 'Severity 3', and 'Severity 4'. At the bottom right, there are input fields for 'From' and 'To' dates, and checkboxes for 'Linked Bugs' and 'RMAs'. A 'FILTERS' button is located at the top right of the main content area.

Select an option from the Filter menu and enter additional information in the remaining fields in order to further filter your support cases. Here are the Advanced Filter menu options:

- Contract Number(s)
- Subscription Reference ID(s)
- Smart Account
- Virtual Account
- PICA ID(s)
- Serial Number(s)
- Node Name(s)
- Webex Account
- Status
 - Customer Pending
 - Cisco Pending
 - Closure Pending
 - Cisco Release Pending
 - Service Order Pending
 - Closed
- Severity
 - Severity 1
 - Severity 2
 - Severity 3
 - Severity 4
- Linked Bugs
- RMAs

Opening a Support Case by Phone

Support Numbers

1-800-553-2447 U.S.

For worldwide support numbers, refer to Cisco worldwide contacts:

www.cisco.com/en/US/partner/support/tsd_cisco_worldwide_contacts.html

When you want to report a case, make sure you have the following information available:

- Cisco.com user ID that has been associated to the service contract
- Service contract number
- Business effect (case severity)

Cisco entitles customers by contract number and Cisco.com ID. You must know your Cisco.com user name and have the contract number of the product when you are calling for support.

Once the agent has all the appropriate information he/she will open a case, provide you with a case tracking number and route your case to a support engineer. They will contact you to provide technical assistance.

Defining the Severity of a Support Case

Severity 1 and 2 Support Cases must be opened by phone.

Severity 3 and 4 Support Cases should be opened online or by email, but may be opened by phone.

- **Severity 1 (S1)** – An existing Network or Environment is down or there is a critical impact to End User’s business operation. End User and Cisco both will commit full-time resources to resolve the situation.
- **Severity 2 (S2)** – Operation of an existing Network or Environment is severely degraded or significant aspects of End User’s business operation are negatively impacted by unacceptable Network or Environment performance. End User and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.
- **Severity 3 (S3)** – Operational performance of the Network or Environment is impaired, although most business operations remain functional. End User and Cisco both are willing to commit resources during Standard Business Hours to restore service to satisfactory levels.
- **Severity 4 (S4)** – Information is required on Cisco product capabilities, installation, or configuration. There is little or no impact to End User’s business operation. End User and Cisco both are willing to provide resources during Standard Business Hours to provide information or assistance as requested.

If a customer does not feel that there is adequate forward progress or feels that the quality of Cisco service is not satisfactory, Cisco encourages the customer to escalate the problem ownership to the appropriate level of Cisco management by asking for the TAC duty manager.

NOTE: Severity 1 and 2 escalation times are measured in calendar hours, 24 hours per day, 7 days per week. Severity 3 and 4 escalation times correspond with standard business hours.

For more information, download the [Severity and Escalation Guide](#).

Opening a Support Case by Email

Open new support cases by email using the Cisco support email address: tac@cisco.com. If you are opening a new support case, include the product type as the subject line of your email; for example, “Cisco BroadWorks.” This will help the agent processing the incoming email to determine the correct support case queue to route your support request.

Include the following information in your email:

- Company name
- Contact name
- Contact phone number
- **Cisco.com User ID**
- Contact email address
- **Contract number**
- Product type (e.g. Cisco BroadWorks, etc.)
- Business effect (support case severity – as defined above)
- Brief problem description
- Equipment location (e.g., address)
- Alternate contact name
- Alternate contact phone number

Providing this information will help expedite the processing of the support case through the Cisco TAC agent.

Once the agent has processed the email, he/she will open a support case and you will receive a support case number by email. A support engineer will contact you shortly regarding your support case.

Americas Headquarters
Cisco Systems, Inc.
San Jose, CA

Asia Pacific Headquarters
Cisco Systems (USA) Pte. Ltd.
Singapore

Europe Headquarters
Cisco Systems International BV Amsterdam,
The Netherlands

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