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## Introduction

This document covers the most frequently asked questions (FAQs) on how to obtain Cisco Unified Communications Product CDs when Service Requests are created.

**Note:** Customers often open Service Requests. The requests are routed to the Cisco Technical Support backbone, by default. However, Cisco Technical Support does not provide service for this type of request. This document provides guidelines on how to handle these types of Service Requests.

## Primary Issues

**I just received a new Cisco Communications Manager/Unity Server and the DVDs are missing or defective. What should I do?**

See the solution based on these scenarios:

- **The server is ordered directly from Cisco Systems, Inc.** The Customer/Partner should contact a [Customer Service Representative](#) (CSR) by calling 1-800-553-6387, or by e-mailing [cs-support@cisco.com](mailto:cs-support@cisco.com). Customer Service generates a mis-ship order with a new Sales Order number. The Sales Order number is tracked on Cisco.com at [Cisco Commerce](#) on the Orders tab. Before the customer contacts a CSR, the customer should have their Sales Order number available.
- **The server is ordered through a Partner or Sales Representative.** The Customer should contact the Sales Representative who placed the order. This representative may be a Cisco Partner. The Partner/Sales representative then sends the DVDs or works with the Cisco CSR.
- **How can Cisco Technical Support assist the customer if a Service Request is opened and they attempt to acquire Unified Communications build DVDs?** If a customer purchases the server through a Cisco Partner, Unified Communications Technical Support attempts to conference in the particular Cisco Partner, Cisco SE, or Account Manager to try and resolve the issue. In some circumstances Cisco Technical Support can RMA UC Application install media to entitled customers. This option is only available for older releases not available through the Product Upgrade Tool (PUT). Direct the customer to their Cisco SE or AM if they do not want to go to the Customer Service Representative. After the item is ordered, they can contact Customer Service to have the order expedited.

**I just received my new server for my existing network. I need the latest Operating System DVD or Platform CD. How do I get it?**

See the solution based on these scenarios:

- **The new server replaces the same type of server in an existing cluster.**If the customer has a Cisco Unified Communications Software Subscription (UCSS) contract, refer them to the [Product Upgrade Tool \(PUT\)](#) ( [registered](#) customers only). If the DVDs are not offered through the PUT tool, then use the RMA replacement DVDs. Refer to [Cisco 7800 Series Media Convergence Servers](#) for Cisco CallManager required part numbers. All Cisco CallManager part numbers include the required operating system and other included foundational software (Microsoft SQL Server, DC Directory, and so forth.).
- **The new server is an addition to the current cluster or an upgraded server.**Inform the customer that there is a cost associated with this and the appropriate software must be ordered.

### **How do I get the latest full version DVDs of a specific product?**

Refer the customer to the [Product Upgrade Tool \(PUT\)](#) ( [registered](#) customers only)

The customer is required to enter their Cisco Unified Communications Software Subscription (UCSS) contract number and request the DVD set. If the customer does not have a UCSS contract, they must purchase the upgrade from Cisco Sales.

See the [Product Upgrade Tool](#) section for further details.

### **What do I need to do if I have lost my DVDs or need another set?**

Refer the customer to the [Product Upgrade Tool \(PUT\)](#) ( [registered](#) customers only)

The customer is required to enter their Cisco Unified Communications Software Subscription (UCSS) contract number and request the CD/DVD set.

See the [Product Upgrade Tool](#) section for further details.

### **What do I do if I received my DVD set, but it does not have the leaflet attached with the Product Keys?**

- Verify the purchase/upgrade for these DVDs by checking the Sales Order on the Cisco Status Tool. If the customer did properly purchase the upgrade, then the customer is entitled to those keys and Cisco provides the keys to the customer. Refer to the [IP Telephony Application Product Keys](#) for further information on Cisco CallManager/Personal Assistant/Cisco Emergency Responder/Cisco Conference Connection/IPCC Express Keys.
- For Cisco Unity CD Keys, Technical Support must get the Sales Order and the PAK number that is sent to the customer when the server/software is purchased. These are the specific keys that the customer needs to have in order to install Cisco Unity. These product keys are given to the customer once there is confirmation of the purchase. Unity CD Keys Exchange 5.5/Message Store 5.5 (all languages) Exchange 2000/Message Store 2000 (all languages) SQL 2000/Data Store 2000 (English, French and Japanese Only) SQL 2000/Data Store 2000 (German only) Windows 2000 Standard (English, French and DUE only) Windows 2000 Standard (Japanese only) Windows 2000 Advanced Server (all languages)

## **Product Upgrade Tool**

## How do you use the Product Upgrade Tool (PUT)?

- The customer must have a valid Cisco Unified Communications Software Subscription (UCSS) contract.
- The specific product must be listed in the contract by a part number.
- The part number is then mapped over to the actual upgrade part number.
- The PUT generates a sales order. The order is fulfilled through manufacturing.

## If the part/DVD set I need does not show up as an available option through the Product Upgrade Tool (PUT), but I believe I purchased a Cisco Unified Communications Software Subscription (UCSS) contract for the product, whom do I contact?

You must contact your Service Sales Representative (SSR). In order to locate your Cisco Sales Representative, go to [Who is my Cisco Rep.](#)

The SSR verifies the purchase and then adds the needed part number to the contract. The upgrade is offered through the Product Upgrade Tool (PUT) within a few minutes.

## If an upgrade is urgently needed for the next day, what can Cisco Technical Support do to help?

Only the Customer Service Representative (CSR) expedites orders. Call your CSR at 1-800-553-6387 for information on how to expedite orders. Cisco Technical Support does not expedite orders.

## DVD Upgrade Part Numbers

### What are the different DVD upgrade part numbers?

Upgrade part numbers are available through the [Product Upgrade Tool](#) ( [registered](#) customers only [contact Customer Service](#) or your local account manager. **Cisco TAC cannot provide support on obtaining product upgrades.**

## Related Information

- [Voice Technology Support](#)
- [Voice and Unified Communications Product Support](#)
- [Troubleshooting Cisco IP Telephony](#) 
- [Technical Support & Documentation - Cisco Systems](#)