



## Managing Licenses

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- [System Licenses, on page 1](#)
- [Host Licenses, on page 1](#)
- [Smart License Management, on page 2](#)

### System Licenses

A single data center does not require a system license. Cisco Webex Meetings Server provides an 90-day Evaluation Mode that allows an unlimited number of Host licenses. You must purchase and register licenses before the evaluation period expires.

The base deployment models are micro (50), small (250), medium (800) and large (2000). You can extend the system capacity of a large deployment from 2000 up to 4000 (extra large) ports. You can reduce the capacity of an extended system deployment, down to the base large deployment of 2000 ports. The Extended Capacity feature requires a license.

There is no trial period for a new Multi-data Center (MDC). You must purchase MDC licenses for your system size, before you join the data centers. The primary data center hosts the MDC licenses and typically runs the license manager. If you want to upgrade or grow an existing MDC system, you must first purchase the licenses for the correct version and size.

### Host Licenses

Cisco Webex Meetings Server consumes a Host license for each user who hosts meetings or who is manually assigned a license. A user does not consume a Host license by attending or scheduling a meeting on behalf of others. Smart Licensing does not prevent you from using additional host licenses that you have not yet purchased. You can exceed the number of licenses that you purchased, provided that you are registered with the Cisco Smart Software Manager. You can use the additional licenses immediately and purchase them later.



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**Note** When you upgrade from a previous version, all licenses assignments from the original system are retained. When you join data centers to create a Multi-data Center (MDC) system, Host licenses are released on the data center joining the MDC system.

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## Types of Host Licenses

- **Permanent Host License**—An installed Host license that you purchase to allow a user to host meetings. The system assigns a host license to a user the first time that they host a meeting. You can also manually assign a host license to a user.

A Permanent Host license is released for use by another host only when the user of that license is deactivated.

- **Demo/Trial Host License**—A Temporary Host license that the system assigns automatically to a user during the Cisco Webex Meetings Server evaluation period.

## Roles and License Usage

- **Participant**—An individual who attends meetings, but does not host meetings. Participants do not have control over the host features, unless the host designates the participant to be the presenter. Meeting participants do not consume host licenses. Participants can also schedule meetings on behalf of others without consuming a host license.
- **Meeting Host**—An individual who can schedule and attend meetings as the meeting host. Meeting hosts have control over selected features, such as designating a presenter or muting another participant. Hosting a meeting consumes a license and the user retains the host license until the user is deactivated.
- **Alternate Host**—An individual who can assume the host role in the absence of the meeting host. The person scheduling the meeting designates the alternate host while scheduling the meeting. If the meeting host does not attend, the alternate host has control over most of the same features as the meeting host.

If both the alternate host and the meeting host attend the meeting, the status of the alternate host (from a licensing perspective) is *participant*. If the host does not attend the meeting, the alternate host consumes a host license. The user who scheduled a meeting must have a valid license at the time of that meeting, even if the user does not attend the meeting.



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**Note** Attendee Only account holders cannot host meetings and cannot be designated as alternate hosts.

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**Overlapping Meetings**—Two or more meetings that are scheduled for the same time, by the same host. A user can host a maximum of two simultaneous meetings, consuming only one license. A user cannot host more than two meetings at the same time.

## Smart License Management

Cisco Webex Meetings Server supports Smart Licenses only.

## Smart Software Licensing

Cisco Smart Software Licensing uses license pooling, which eliminates the need to manage product activation keys (PAKs) and license files. Smart Licenses are not node-locked to devices. You can use Smart Licenses

on any compatible device that your company owns. With Smart Software Licensing you can view all your software, services, and devices in one easy-to-use portal.

Smart Software Licensing benefits all types of Cisco licenses. You can access all license portals on Cisco Software Central (CSC): <https://software.cisco.com/>.

- Smart Licenses—Use the Cisco Smart Software Manager (CSSM) to easily activate and manage your smart licenses.
- Enterprise Agreements (EA)—Get enterprise-wide visibility of your EA licenses, and automatic license fulfillment in your Smart Account. Use the EA Workspace portal to manage your EA licenses.
- Classic PAK-based Licenses—Gain enterprise-wide visibility of PAK licenses and entitlements in your Smart Account. Use the License Registration Portal (LRP) to manage your classic licenses.

Training is available from: <https://community.cisco.com/t5/smart-licensing-enterprise/software-on-demand-training-resources-for-customers/ta-p/3639797>.

## Your Cisco Smart Account and Virtual Accounts

Cisco Smart Accounts offer a simple-to-use, centralized, and organized solution for managing software entitlements and users across your organization. With your Cisco Smart Account, you can easily access the following types of information:

- License information
- Order information
- Usage information

For more information, and to get started, visit: <https://www.cisco.com/c/en/us/products/software/smart-accounts.html>.

For information about Smart Account roles, see: [Smart Account Roles Overview](#).

After you create your Smart Account, you can use the Smart Software Manager, or the Smart Software Manager satellite, to create virtual accounts. Virtual accounts are collections of licenses and product instances organized into logical entities. You can organize licenses by business unit, product type, IT group, or whatever makes sense for your organization. For example, if your company spans different geographic regions, you can create a virtual account for each region. For more information about how to create virtual accounts, see: [How to Add Virtual Accounts to a Smart Account](#).

You place all new licenses and product instances into a virtual account. You can transfer existing licenses or product instances from one virtual account to another.



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- Note** The following points apply to virtual accounts that are associated with a Smart Software Manager satellite:
- You must use the Cisco Smart Software Manager satellite to create the registration tokens for the virtual accounts. A satellite icon appears next to a satellite virtual account name.
  - You can add virtual accounts to a satellite, but you cannot delete them. If you remove the satellite, these virtual accounts disassociate from it.
  - You cannot specify a virtual account that is associated with a satellite as your default virtual account.
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## Product Instances

A product instance is an individual product or device, with a unique device identifier (UDI). You register product instances by using a product instance registration token. You can register several instances of a product with a single registration token. Each product instance can have one or more licenses that reside in the same virtual account.

Product instances must periodically connect to the Cisco Smart Software Manager (CSSM) servers during the renewal period.

If you remove a product instance, you release the associated licenses making them available within the virtual account.

## Product Instance Registration Tokens

A product requires a registration token until you register the product. Cisco Smart Software Manager (CSSM) stores your registration tokens in your Smart Account. After you register the product, the registration token is no longer required; you can revoke it and remove it from the table. Registration tokens are valid from 1 to 365 days.

You can see a list of your registration tokens in the **Product Instance Registration Token Table** in CSSM.

You can generate registration tokens regardless of whether the export controlled functionality feature is enabled.



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**Important**

You cannot create tokens for virtual accounts that belong to a satellite. Use the Cisco Smart Software Manager satellite to create registration tokens for these virtual accounts.

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## Cisco Smart Software Manager

With Cisco Smart Software Manager (CSSM), you can manage all of your Cisco Smart software licenses from one centralized website. Use the CSSM to perform the following tasks:

- Create, manage, and view virtual accounts.
- Create and manage Product Instance Registration Tokens.
- View and transfer licenses between virtual accounts.
- View, transfer, or remove, product instances.
- Run reports for your virtual accounts.
- Modify your email notification settings.
- View overall account information.



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**Note** The **Help** for Cisco Smart Software Manager describes the procedures for performing these tasks.

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The following web browsers are supported for Cisco Smart Software Manager:

- Chrome 36.0 and later versions

- Firefox 30.0 and later versions
- Safari 5.1.7
- Internet Explorer 10.0 and later versions



**Attention** Ensure that Javascript is enabled for your browser.

## Cisco Smart Software Manager satellite

Cisco Smart Software Manager satellite is a component of Cisco Smart Licensing that works in conjunction with Cisco Smart Software Manager (CSSM). Cisco Smart Software Manager satellite serves as a local data collector for smart licenses.

The Smart Software Manager satellite is ideal for customers who must limit connectivity outside of their network. You download the satellite software and install it on your premises to provide a subset of CSSM functionality. After you register the satellite application to CSSM, you can perform the following functions locally:

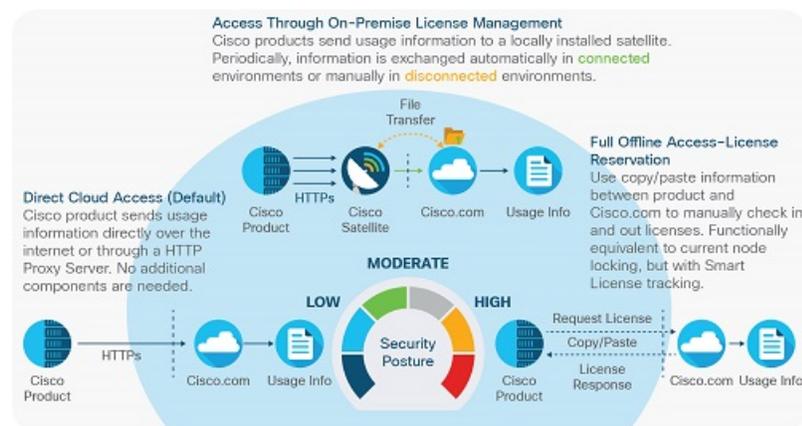
- Activate or register a license.
- View your licenses.
- Transfer licenses or product instances between virtual accounts.

Periodically, the satellite must synchronize with CSSM to update the license entitlements.

## Deployment Options

With Smart Licensing, your Smart Account collects and stores all your licensing information. You access this information by using the Cisco Smart Software Manager (CSSM) portal on Cisco Software Central (CSC). Choose one deployment option (direct, mediated, or offline), or mix and match options to provide the best balance of convenience and security.

**Figure 1: Choose a Deployment Option to Meet Your Security Requirements.**



We support the following deployment models:

- **Direct cloud access**—Cisco Webex Meetings Server sends the license usage information directly over the Internet.

With direct cloud access, you do not require any other components or configuration.

- **Direct cloud access over an HTTP proxy**—Cisco Webex Meetings Server sends the license usage information over the Internet, through an HTTP proxy server. For example, you can use one of the following proxies:
  - Smart Call Home Transport Gateway (available as a free VM download)
  - An off-the-shelf proxy, such as Apache
- **Mediated access through an on-premises license server**—Cisco Webex Meetings Server sends the license usage information to a local Cisco Smart Software Manager (CSSM) satellite. The CSSM satellite collects usage information and functions as a local license authority. The CSSM satellite can function in one of two modes:
  - Automatic—Periodically, the CSSM satellite exchanges information with the CSSM to keep the databases synchronized.
  - Manual—Once per month, you perform a manual exchange of human-readable information with the CSSM to keep the databases synchronized.
- **Offline with Reserved Licenses**—Cisco Webex Meetings Server uses Reserved Licenses instead of sending the license usage information to the CSSM or the CSSM satellite. You must manually process all license changes, including return material authorizations (RMAs).

With Reserved Licenses, you do not require any other components or configuration.




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**Note** We designed the offline option for highly secured environments. For deployments with more than 30 Cisco devices, we recommend that you use the disconnected CSSM satellite option.

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**Important** Specific License Reservation (SLR) requires pre-authorization from Cisco. If you plan to use SLR, send an email to <mailto:sa-adoption-support@external.cisco.com>. For more information, see [Cisco Software: Smart Licensing Specific License Reservation](#).

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## Prerequisites

- Create your Smart Account.

Cisco Webex Meetings Server uses only Smart Licenses. To place a Cisco Commerce Workspace (CCW) order, you must specify your Smart Account.

The My Cisco Entitlements (MCE) permits you to order upgrade licenses without specifying a Smart Account. Because a Smart Account is required, we follow up with you.

- The order confirmation prompts you to create your Smart Account and assign it to your upgrade order.
  - We send three emails to remind you to create your Smart Account and assign it to your upgrade order.
  - After the third email, our fulfillment team calls you to offer assistance with creating your Smart Account and assigning it to your upgrade order.
- Accept the **Cisco Smart License Agreement**, or ask someone with the authority to accept the agreement to do so.
  - Set up your Cisco Smart Software Manager satellite (if required for your deployment).
  - Add one or more virtual accounts to your Smart Account.
  - Purchase licenses:
    - [Licenses for New Deployments, on page 7](#)
    - [Licenses for Upgraded Deployments, on page 7](#)

**Important**

Specific License Reservation (SLR) requires pre-authorization from Cisco. If you plan to use SLR, send an email to <mailto:sa-adoption-support@external.cisco.com>. For more information, see [Cisco Software: Smart Licensing Specific License Reservation](#).

## Licenses for New Deployments

After you finish a first-time installation of Cisco Webex Meetings Server, the system provides a 90-day evaluation period. For 90 days, you have unlimited Host licenses. You must purchase and register your new licenses with the Smart Software Manager, before the evaluation period expires.

You can purchase your new licenses from a Certified Cisco partner or reseller. To find a partner or reseller, visit <https://locatr.cloudapps.cisco.com/WWChannels/LOCATR/openBasicSearch.do>.

For more information and resources, visit <https://www.cisco.com/c/en/us/products/conferencing/webex-meetings-server/index.html>. Click the menu to expand it, and then choose **Buy > How to Buy**.

## Licenses for Upgraded Deployments

After you upgrade Cisco Webex Meetings Server, the system starts in evaluation mode. For 90 days, you have unlimited Host licenses. You must obtain your licenses for the new version and register with the Smart Software Manager, before the evaluation period expires.

Use the My Cisco Entitlements (MCE) to order licenses for your upgraded system: <https://www.cisco.com/c/en/us/products/software/my-cisco-entitlements.html>.

## Upgrade SKUs for Cisco Webex Meetings Server Release 4.0

Upgrade SKU	Description
CWMS-USRUG-K9	WBX Meetings Server - User Licenses - Upgrade SKU Per host license
CWMS4-UPG-MG-K9	Webex Meetings Server 4.x SW Kit - Upgrade & Migrations Only Software via eDelivery unrestricted (K9). Change the quantity to 1; the delivery will match your host count entitlement.
CWMS4-UGMG-UAK9	Webex Mtg Srvr 4.x SW Kit Audio Unencrypt Upgrade & Migrations Only Software via eDelivery with non-encrypted audio (K7)
CWMS-MD-S-UG-S-K9	CWMS Small MDC (capacity 250 concurrent users) - Upgrade SKU Multi-datacenter, entitlement only if purchased
CWMS-MD-M-UG-S-K9	CWMS Medium MDC (capacity 800 concurrent users) Upgrade SKU Multi-datacenter, entitlement only if purchased
CWMS-MD-L-UG-S-K9	CWMS Large & XL MDC (cap 2000+ concurrent users) Upgrade SKU Multi-datacenter, entitlement only if purchased
CWMS-XL-UG-S-K9	Large capacity license for 4000 port - Upgrade SKU Multi-datacenter, entitlement only if purchased

## License Registration

Smart licenses are not reserved or tied to a particular product instance.

## Configure the Transport Settings

Perform this procedure to configure your connection to Smart Software Manager.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Click **Edit the Smart Software Call Home Transport Settings**.
  - Step 4** Select the option for your deployment, and enter the required information:
    - **Direct**—Select for direct cloud access.  
Enter the **URL** for the Cisco Smart Software Manager.

- **Transport Gateway**—Select for mediated access through an on-premises license server. (Cisco Smart Software Manager satellite)

Enter the **URL** for the Cisco Smart Software Manager satellite.

- **HTTP/HTTPS Proxy**—Select for direct cloud access over an HTTPS proxy.

Enter the **URL** for the proxy server, and then enter the **Username** and **Password**. The default port is 3128. If you want to change the default port, see the documentation for your proxy.

**Step 5** Click **Save**.

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## Obtain the Product Instance Registration Token

### Before you begin

[Configure the Transport Settings, on page 8](#)

### Procedure

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- Step 1** Sign in to the Cisco Smart Software Manager or to your Cisco Smart Software Manager satellite, and then click **Inventory**.
- Step 2** From the **Virtual Account** menu, choose a virtual account.
- Step 3** Select the **General** tab, and then click **New Token**.
- Step 4** In the **Create Registration Token** dialog box, enter the following information:
- **Description**—Specify a description to help you to identify the token.
  - **Expire After**—Specify the time period for the token to be valid: up to 365 days.
  - **Max. Number of Users**—Specify the number of users, up to the maximum number supported by your system size.
- Step 5** Check the **Allow export-controlled functionality on the products registered with this token** check box.
- Step 6** Check the check box to indicate your agreement with the terms and conditions.
- Step 7** Click **Create Token**.
- Step 8** Click the new token that appears in the **Product Registration Tokens** list.
- Step 9** Copy the Product Instance Registration Token.

Optionally, you can paste the Product Instance Registration Token into a file and save it for later use.

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### What to do next

[Register Your Licenses, on page 10](#)

## Register Your Licenses

### Before you begin

Obtain a Product Instance Registration Token.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Paste the Product Instance Registration Token into the text box, and then click **Register**.
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## Renew Registration

The registration period is one year, and registration automatically renews every six months. However, if there is an issue, you can manually renew the registration. This is different from the registration token ID expiration, which is the time limit for a registration token to be active.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Next to the **Registration Status**, click **View/Edit**.
  - Step 4** Click **Renew Registration Now**.
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## Renew Authorization

The license authorization renews automatically every 30 days. The authorized status expires after 90 days without a connection to the Cisco Smart Software Manager or to the Cisco Smart Software Manager satellite.

The Cisco Smart Software Manager satellite must have an internet connection to the Cisco Smart Software Manager, for authorization to occur. Otherwise, you must manually perform the authorization.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Next to the **Authorization Status**, click **View/Edit**.
  - Step 4** Click **Renew Authorization Now**.
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## Reregister

If you need to increase or decrease the number of licenses for a product instance, you can make the changes on the Smart Software License Manager and then reregister.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
- Step 2** In the **Smart Licenses** section, click **View More**.
- Step 3** Next to the **Registration Status**, click **View/Edit**.
- Step 4** Click **Reregistration**.
- Step 5** Obtain a new Product Instance Registration Token from the Smart Software Manager.
- Step 6** In Webex Administration, paste the new Product Instance Registration Token into the text box.
- Step 7** (Optional) Check **Overwrite product instance on Smart Software Manager**.

If you skip this step, the system checks for an existing product instance. If a product instance exists, the system returns an error message and automatically checks **Overwrite product instance on Smart Software Manager**.

- Step 8** Click **Reregister**.
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## Deregister

Deregister to release all licenses and make them available for use with other product instances. Cisco Webex Meetings Server reverts to evaluation mode, unless the evaluation period is expired. If the evaluation period is expired, the only available system functionality is to register licenses.

### Procedure

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- Step 1** Sign in to Webex Administration, and click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Next to the **Registration Status**, click **View/Edit**.
  - Step 4** Click **Deregister**.
  - Step 5** On the dialogue box, click **Yes**.
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## License Reservation

Specific License Reservation (SLR) is a feature designed for highly secured networks. With SLR you can reserve licenses for use with a specific product instance, without directly communicating usage information to Cisco.

Reserved licenses provide functionality that is similar to classic PAK licenses, with most of the benefits of Smart Licensing.

During the 90-day evaluation period after a new install, or after upgrading, the system allows for unlimited Host licenses. After you purchase your licenses and register with the Smart License Manager (SLM), you

must have enough licenses for each user who hosts meetings. If you don't purchase sufficient licenses to cover your Host license assignments, the system limits functionality to license management. Your system remains disabled until you purchase sufficient licenses and register with the SLM.

## Obtain a Reservation Request Code

Specific License Reservation is only for customers with the highest security requirements, who must not establish connections outside of their networks.

### Before you begin

Your Smart Licenses must be authorized for Specific License Reservation.

### Procedure

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- Step 1** Sign in to Webex Administration, and then click **System**.
- Step 2** In the **Smart Licenses** section, click **View More**.
- Step 3** Click **click here**.
- Step 4** Copy the code, and then click **OK**.

You can save the code in a file.

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### What to do next

[Obtain the Reservation Authorization Code File, on page 12](#)

## Obtain the Reservation Authorization Code File

### Procedure

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- Step 1** Sign in to the Cisco Smart Software Manager or to your Cisco Smart Software Manager satellite, and click **Inventory**.
- Step 2** From the **Virtual Account** menu, choose a virtual account.
- Step 3** Click the **Licenses** tab, and then click **License Reservation**.
- Step 4** In the **Reserve Licenses** dialog box, paste the reservation request code, and then click **Next**.
- Step 5** Check **Reserve a specific license**.
- Step 6** Enter the **Quantity to Reserve** for each license that you want to reserve, and then click **Next**.  
The number of licenses that you specify cannot exceed the number of available licenses.
- Step 7** Click **Generate Authorization Code**.
- Step 8** Click **Download File**, and then **Save File**, to save the Reservation Authorization Code file to your **Downloads** folder.

You require this file to complete your license reservation.

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#### What to do next

[Register Your Reserved Licenses, on page 13](#)

## Register Your Reserved Licenses

#### Before you begin

Obtain a Reservation Authorization Code file and make it accessible to Webex Administration.

#### Procedure

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- Step 1** Sign in to Webex Administration, and then click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Click **click here**.
  - Step 4** Click **Browse** and navigate to the Reservation Authorization Code file.
  - Step 5** Select the file, and then click **Open**.
  - Step 6** Click **Install Authorization Code**.
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## Modify Your Reserved Licenses

This procedure is the first step to modify (increase or decrease) the number of reserved licenses for a product instance.

#### Procedure

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- Step 1** Sign in to Smart Software Manager or to your Smart Software Manager satellite, and then click **Inventory**.
  - Step 2** From the **Virtual Account** menu, choose a virtual account.
  - Step 3** Select the **Product Instances** tab, and locate the product instance.
  - Step 4** From the **Actions** menu (for the product instance), choose **Update Reserved Licenses**.
  - Step 5** Check **Update a specific license**.
  - Step 6** For each license that you want to modify, enter a new **Quantity to Reserve**.  
The number of licenses that you enter cannot exceed the number of available licenses.
  - Step 7** Click **Next**.
  - Step 8** Verify the updated quantities, and then click **Generate Authorization Code**.
  - Step 9** Click **Download as File**, and save the file.  
Smart Software Manager saves the file to the **Downloads** folder.
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**What to do next**

[Update Your Reserved Licenses, on page 14](#)

## Update Your Reserved Licenses

Use this procedure to complete an update to your reserved licenses, after you modify them in Smart Software Manager.

**Before you begin**

Modify your license quantities and obtain a Reservation Authorization Code file. Make the file accessible to Webex Administration.

**Procedure**

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- Step 1** Sign in to Webex Administration, and then click **System**.
- Step 2** In the **Smart Licenses** section, click **View More**.
- Step 3** Click **Modify Licenses**.
- Step 4** Click **Browse** and navigate to the Reservation Authorization Code file.
- Step 5** Select the Reservation Authorization Code file, and then click **Open**.
- Step 6** Click **Update**.
- Step 7** Copy the confirmation code.

You can save the confirmation code in a file.

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**What to do next**

[Enter the Confirmation Code, on page 14](#)

## Enter the Confirmation Code

After you modify and update your reserved licenses, the system generates an Confirmation Code. You enter this code on the Smart Software Manager to complete the process.

**Before you begin**

Obtain the Confirmation Code from Webex Administration.

**Procedure**

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- Step 1** In Smart Software Manager or in the Smart Software Manager satellite, on the **Update License Reservation** window, click **Enter Confirmation Code**.

If you closed the **Update License Reservation** window, and signed out of Smart Software Manager:

- a) Sign in to Smart Software Manager or to your Smart Software Manager satellite, and then click **Inventory**.
- b) From the **Virtual Account** menu, choose a virtual account.

- c) Select the **Product Instances** tab, and locate the product instance.
- d) From the **Actions** menu (for the product instance), choose **Enter Confirmation Code**.

**Step 2** Paste the Confirmation Code into the **Enter Confirmation Code** dialogue box, and then click **OK**.

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## Create a Reservation Return Code

Creating a Reservation Return Code is the first step to returning all reserved licenses. You cannot modify licenses after you create this code.

### Procedure

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- Step 1** Sign in to Webex Administration, and then click **System**.
- Step 2** In the **Smart Licenses** section, click **View More**.
- Step 3** Beside **Registration Status**, click **View/Edit**.
- Step 4** In the **Reservation Return Code** section, click **Create**.
- Step 5** To continue, click **Yes** in the confirmation dialogue box.
- Step 6** Copy the code.

You can save the code in a file.

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### What to do next

[Remove the Product Instance, on page 15](#)

## Remove the Product Instance

### Procedure

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- Step 1** Sign in to Smart Software Manager or to your Smart Software Manager satellite, and then click **Inventory**.
  - Step 2** From the **Virtual Account** menu, choose a virtual account.
  - Step 3** Select the **Product Instances** tab, and locate the product instance.
  - Step 4** From the **Actions** menu (for the product instance), choose **Remove**.
  - Step 5** Paste the Reservation Return Code into the dialogue box, and then click **Remove Product Instance**.
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### What to do next

[Return Your Reserved Licenses, on page 15](#)

## Return Your Reserved Licenses

Use this procedure to complete the return of your reserved licenses.

## Procedure

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- Step 1** Sign in to Webex Administration, and then click **System**.
  - Step 2** In the **Smart Licenses** section, click **View More**.
  - Step 3** Beside **Registration Status**, click **View/Edit**.
  - Step 4** Click **Return Reserved Licenses**.
-