



# Read Me First

## for Cisco Video Portal 5.0 and Cisco Video Portal Reports 5.0

*Cisco Video Portal* and *Cisco Video Portal Reports* software is preinstalled on your Cisco Media Convergence Server appliance hardware, but you must unlock the software to activate it. If you require backup media for the software, contact your Cisco account representative.

### Unlocking and Activating Software Features

- Step 1.** Set up your Video Portal appliance and configure its replication settings.  
For step-by-step instructions, see *Quick Start Guide for Cisco Digital Media System 5.0 Appliances* on Cisco.com.
- Step 2.** To view the IP address and serial number of your Video Portal appliance:
- Log in to AAI with the **admin** username.
  - In the first displayed menu, press **Enter** to open the SHOW\_INFO submenu.
- Step 3.** Write down the serial number.
- Step 4.** To obtain a valid license key:
- Compose an e-mail message that includes all the following information:
    - The Cisco sales order number for your Video Portal purchase.
    - The Video Portal appliance serial number.
    - Your e-mail address.
    - The name of your organization.
    - The department name within your organization.
  - Send the finished message to [dms-softwarekeys@cisco.com](mailto:dms-softwarekeys@cisco.com).
- Step 5.** Save a local copy of your license key after you receive it; then, apply it in DMM.  
For step-by-step instructions, see *Read Me First for Cisco Digital Media Manager 5.0*, which you received with your DMM appliance. Alternatively, see *Quick Start Guide for Cisco Digital Media Systems 5.0* on Cisco.com.
- Step 6.** Click-accept the Video Portal/Video Portal Reports license terms in DMM.

For information about using Cisco Video Portal and Video Portal Reports, see the most current Cisco product documentation at [http://www.cisco.com/en/US/products/ps6682/tsd\\_products\\_support\\_series\\_home.html](http://www.cisco.com/en/US/products/ps6682/tsd_products_support_series_home.html).

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