

#### **Customer Guide**

This guide shows you how to view and request volume licensing keys and download licensed products.

To get started, sign in to the Business Center, select Inventory from the top menu, and then Get downloads and keys.

Microsoft				
Business Center	Inventory $\checkmark$	Account $\lor$	Reports	Support 🗸
	Manage my inv	-		
Welcom	Get downloads Set up online s			

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#### Downloads and Keys page categories

The **Downloads and Keys** page includes several ways to find the products you want and then download them or get product keys for them:

- CATEGORIES check boxes
- Search Products box
- Product list
- Downloads and Keys icons for each product
- EXPORT ALL KEYS button

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Busi	ness Center	Inventory $\lor$ Account $\lor$ Reports Support $\lor$		
Dow	nloads and Keys	;		
Cust1 000525		Select an account View All Accounts	EXPORT	ALL KEYS
CATE	GORIES	1 - 5 of 700 items	Sort: Alphabe	tically A-Z ~
	Office Windows Windows Server Servers	Access 2007 Office Access 2007 enables you to quickly track and report information. Collect information through forms in e-mail or import data from external applications. Create detailed reports, and . More	<b>₩</b>	Ø
	Developer Tools Business Solutions Software Assurance Archive	Access 2010 Visual Studio Enterprise 2015 is an end-to-end solution for teams of any size with demanding quality and scale needs that are building and managing complex applications targeting More	<ul> <li>(➡)</li> </ul>	Ø
		Access 2013 Access 2013 lets you build and share a database in seconds. You supply the information and Access does the rest, making it easy to create and structure your data. Reports and queries put More	( <u>\</u>	Ø
		Access 2013 with SP1 Access 2013 with SP1 lets you build and share a database in seconds. You supply the information and Access does the rest, making it easy to create and structure your data. Reports and More	. ( <u>+</u> )	Ø

By default, pages are limited to five results per page. To view more than five results per page, scroll to the bottom of the page and select a larger number from the **Results per page** options.



### **Product Descriptions**

Details about the product version, special instructions, and system requirements are provided by product.

- 1. Select More to view additional details about a product.
- 2. Select Less to minimize the information.

JON	nloads and	Keys			
ATEGO	RIES	Search Products	م	ļ.	EXPORT ALL KEYS
Offic		1 - 5 of 646 items			Sort: Alphabetically A-Z
] Wind	iows lows Server	Access 2003			
-	ers loper Tools ness Solutions			ful database solutions to organize, ar ugh for professional developers	
50	Access 2003		2		
Arc					
] Arc	Microsoft Office and share infor new users to lea	mation more effectiv	vely. Sophisticated end r a wide range of data	ful database solutions to ugh for professional dev formats, including XML,	elopers yet simple for
Arc	Microsoft Office and share infor new users to lea	mation more effectiv arn. With support fo	vely. Sophisticated end r a wide range of data	ugh for professional dev	elopers yet simple for you can access

### Search for products

There are two ways to find a product. They can be used separately or in combination:

- 1. Select one (or more) of the checkboxes under **CATEGORIES**. This narrows the list to the products in the selected product family.
- Type the name of the product in the Search box. As you start typing, a list of product names should appear in a drop-down menu. Select a product name or continue your search by selecting the magnifying glass icon or pressing Enter on your keyboard. This limits the search results to only those products containing the words you typed.

**TIP** If you don't know the precise name of the product version you are trying to find (or can't remember it), you may want to ask your partner for help or search for the product name on Microsoft.com by visiting the website for its product family.



CATE	GORIES		
	Office Windows Windows Server Servers Developer Tools Business Solutions Software Assurance Archive	PC Pack 2008	×P

### Obtain keys

To find the keys associated with the product you selected, select the **Keys** icon. The drop-down panel provides product and key information and a list of available keys.

**NOTE** Some products do not require a key.

#### Filter the key list (multiple accounts)

If you have multiple accounts, it is a good idea to filter for the account you want before exporting or printing keys. To filter the list, open the **Account** menu (top right of page), and select the account for which you want the keys. After filtering the list, only the keys associated with that account will be printed or exported. The **Account** menu filters all lists in the Business Center that pertain to accounts, so when you are done, set Account back to **All**.

Downloads and Keys 🗸						
PURCHASING ACCOUNT	~ HPC			XP	EXPOR	TALL KEYS
		AGREEMENT NUMBER		· · · ·		
All Accounts			~		Sort: Alphabe	tically A-Z v
eCATT PA - Hof, , Germany.	0005213976	4100018113				,
PA - city, , Italy.	0005213464	4100019134	5		$(\underline{\Psi})$	
PA - Redmond Washington Unite	0005213919	4100019122		previously HPC Pack 2008 R2 for Workstations.	Ì	O
7 Items	More			ver 2008 R2-based servers and Windows 7		
Developer Tools     Business Solutions	HPC Pack 2008R2 Ent	terprise			$( \mathbf{Y} )$	

Use the PURCHASING ACCOUNT menu to select the accounts you want.

For more details on product activation and key information, go to: <u>http://www.microsoft.com/licensing/existing-customers/product-activation.aspx</u>



Microsoft Volume Licensing

#### Export all keys

To export all the keys for an account, do the following:

- 1. Select EXPORT ALL KEYS. You can print a list of all keys or export the file in CSV format.
- 2. To print a list of all keys, select **PRINT KEYS**.
- 3. To export the file for later use, select **EXPORT AS A CSV**.

	Search Pro	linte	Q			EXPORT ALL	VEVC
TEGORIES						EXPORTALL	AETS
All Keys							×
PRODUCT		PURCHASING ACCOUNT NUMBER	PURCHASING ACCOUNT NAME	KEY TYPE	ACTIVATION	KEY	
Access 2007 - Acce	ccess 2007 - Access 2007		Fabrikam 1	VL Key	N/A	SMOKE-12670-95199-2ZZZZ-ZZZZZ	~
Access 2010 - Acce	rss 2010	0005203017	Fabrikam 1	KMS	N/A	SMOKE-96201-64982-9ZZZZ-ZZZZZ	
Access 2010 - Acce	ss 2010	0005203017	Fabrikam 1	MAK	0/500	SMXRX-XX579-XXXX9-65791-16XX7	
Access 2013 - Acce	rss 2013	0005203017	Fabrikam 1	MAK	0/500	SMOKE-19478-38188-1ZZZZ-ZZZZZ	
Access 2013 - Acce	rss 2013	0005203017	Fabrikam 1	KMS	N/A	SMOKE-20623-46183-37ZZZ-ZZZZZ	
Core Infrastructure ws Server 2012 (St	Svr DataCenter - Windo d and DataCtr)	0005203017	Fabrikam 1	KMS	N/A	SMOKE-20615-25807-71ZZZ-ZZZZZ	
Core Infrastructure ws Server 2012 (St	Svr DataCenter - Windo d and DataCtr)	0005203017	Fabrikam 1	MAK	0/100	SMOKE-18481-71637-58ZZZ-ZZZZZ	
Core Infrastructure r 2012 (Std and Da	Svr Ent - Windows Serve taCtr)	0005203017	Fabrikam 1	KMS	N/A	SMOKE-20615-25807-71ZZZ-ZZZZZ	
Core Infrastructure r 2012 (Std and Da	Svr Ent - Windows Serve taCtr)	0005203017	Fabrikam 1	MAK	0/100	SMOKE-18422-56637-98ZZZ-ZZZZZ	
Core Infrastructure er 2012 (Std and D	Svr Std - Windows Serv ataCtr)	0005203017	Fabrikam 1	KMS	N/A	SMOKE-20615-25807-71222-22222	
Core Infrastructure er 2012 (Std and D	Svr Std - Windows Serv ataCtr)	0005203017	Fabrikam 1	MAK	0/100	SMOKE-18422 2 98222-2222 3	~

#### Download products

To download a software product, do the following:

- 1. Select the **Downloads** icon to the right of the product.
- 2. Check if there are any special instructions, such as a setup key or an acknowledgement of the terms of use.
- 3. Select the language and operating system that you want from the **FILES** drop-down list.



- Select the **Download** button(s) at the bottom of the product description. If there are multiple items under a product bundle, all
  of the products can be downloaded at the same time by selecting each of the available **DOWNLOAD** buttons. The products
  will download concurrently.
- 5. Select the appropriate option to **Run**, **Save**, or **Cancel** the request.



