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January 2012
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## Requesting a Disaster Recovery Key or Disaster Recovery Test Key

HP Exstream Customer Support

## Please follow the instructions below when requesting a Disaster Recovery Key or Disaster Recovery Test Key.

## What customers need to know before submitting request:

- 1. Your company's SAID (Service Agreement Identifier)
  - Contact <u>exstreamca@hp.com</u> if you do not know your company's SAID.
- 2. The type of key that is needed:
  - Disaster Recovery Key

In the event of a disaster that results in the indefinite failure of the Production Environment, customers may install the Software on other systems or at emergency use locations for the temporary convenience of the customer, provided that the customer notifies HP as soon as reasonably practicable. A software key will be made available after such disaster for as long as the Production Environment is inoperable. In this situation, the Software may only be used on the server that produces production output. If the customer experiences a natural or hardware disaster that causes a production down situation and requires a disaster recover Software Key, the customer must contact HP by reporting the incident via Software Support Online (www.hp.com/go/ExstreamSupport), or by calling HP Exstream Support.(see 'Opening an Incident by Phone' in the <u>HP Exstream Support Guide</u> for instructions)

• Disaster Recovery Test Key

Customers may download the Software to a server in a Cold Backup Environment, and HP will provide a disaster recovery testing software key based on Customer's testing dates for disaster recovery testing purposes up to six (6) times per calendar year per Operating System licensed. However, disaster recovery testing software keys cannot be used for more than any consecutive two (2) month period. If a customer requires a single disaster recovery testing software key for disaster recovery testing for a time period spanning two(2) months (e.g., January 21 – February 28), issuance of such Software Key will be counted as two (2) of the six (6) key annual limit. Each issued disaster recovery testing software key will expire either at the end of the month in which it is created or at the end of the following month depending on the date requested. In order to request such Software Key, customers must contact HP using the same process as for a true disaster (reporting the incident via Software Support Online (SSO) or calling HP Support and logging a request for a disaster recovery testing software key.

- 3. The start and end dates of the test if you are requesting a Disaster Recovery Test Key.
- 4. The version of Dialogue you are running.
- 5. The operating system in use in the production environment
- 6. Double byte or single byte key needed.

## Process

- 1. Enter an incident for the HP Exstream Support team through Software Support Online. You will need an HP Passport to submit an incident (instructions below. If you already have an HP Passport, skip to step 2.
  - Navigate to <u>www.hp.com/go/exstreamsupport</u>.
  - Click on the **Register** button at the top of the page to register for an HP Passport.

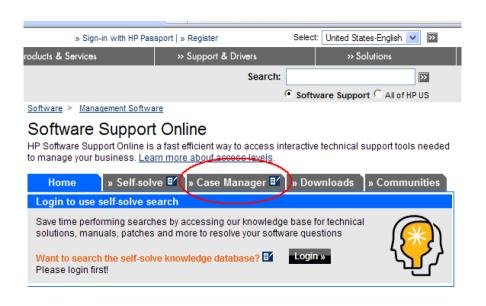
| » Sign-in with HP Pase                                  | sport   » Register   | Select: United States-English 💌 🔯                                    |  |  |  |
|---|--|--|--|--|--|
| Products & Services                                     | » Support & Drivers  | >> Solutions   |  |  |  |
|   | Search:  | <b>&gt;</b>  |  |  |  |
|   |  | • Software Support C All of HP US                                    |  |  |  |
| Software > Management Software                          |  |  |  |  |  |
| to manage your business. <u>Lea</u><br>Home » Self-solv | a fast efficient way to access in<br><u>rn more about access levels</u> .<br>ve 🛯 🕞 Case Manager 🗗 | nteractive technical support tools needed  » Downloads » Communities |  |  |  |
| Login to use self-solve search                          |  |  |  |  |  |
|   | nes by accessing our knowledg<br>and more to resolve your softw<br>ve knowledge database? I        |  |  |  |  |

- Complete the form and click **Continue**.
- Continue to step #3.

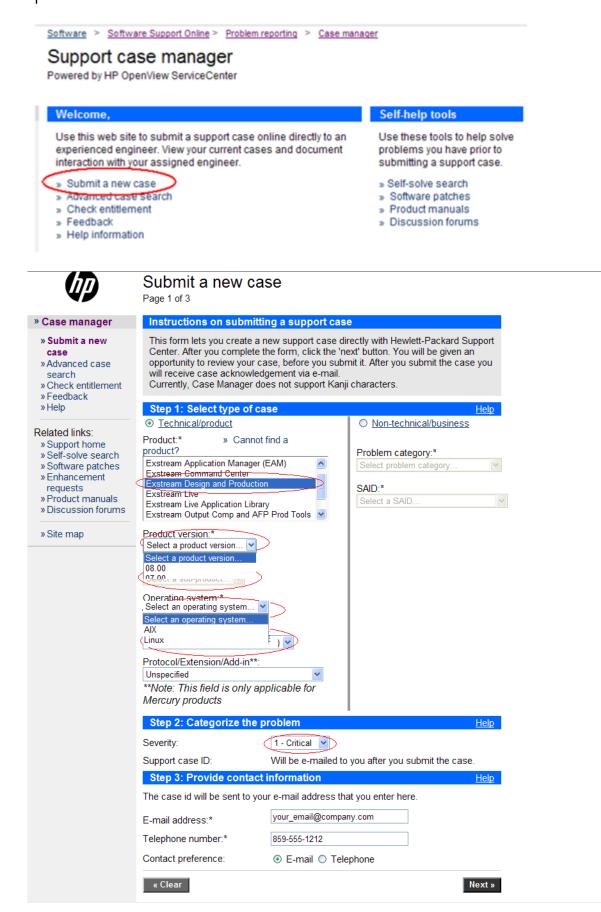
2. Navigate to <u>www.hp.com/go/exstreamsupport</u> and sign in with your HP Passport account.

| (h)   | HP Passp           | ort sign-in   |                        |
|---|--------------------|---|------------------------|
|   |                    | gle sign-in service that lets you register with HP Pass<br>dentifier and password of your choice. | port-enabled Web sites |
| HP Passport   | * = Required field |   |                        |
| <ul> <li>Back</li> <li>New user registration</li> </ul>     | Sign-in to HP Pass | port  |                        |
| <ul> <li>Forgot password</li> <li>Forgot user ID</li> </ul> | User ID*           | your_email@company.com  |                        |
| About HP Passport   | Password*          | •••••   |                        |
| About HP Passport   |                    |   |                        |
| About HP Passport   | Remember m         | iy user ID  |                        |

3. Open an incident by clicking on the **Case Manager** tab.



4. Click **Submit a new case** and then follow the remaining screens per the red, circled options.

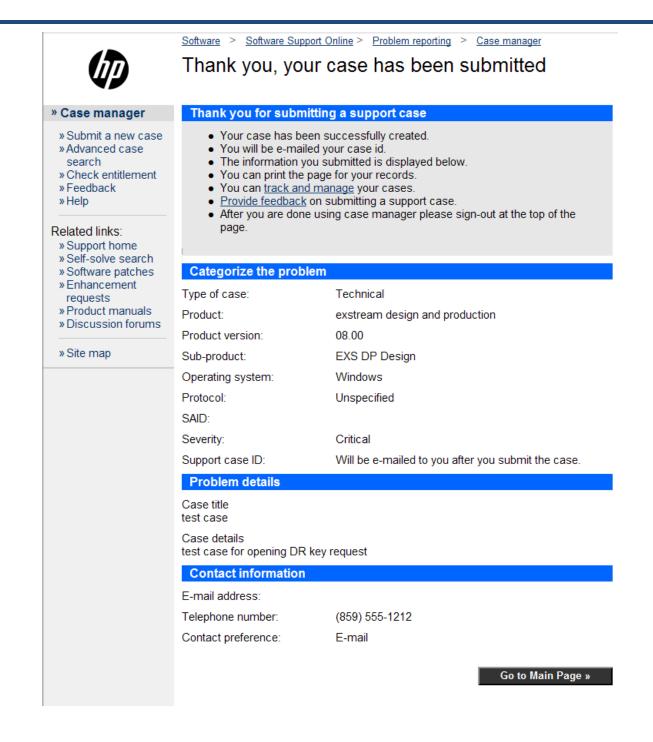


5. For the Case title and Case details, please use the text below.



6. Review your entry and submit the case. You will then get a confirmation and will receive an email with your case number.

|  | Software > Software Support Online > Problem reporting > Case manager<br>Review and recommendations<br>Page 3 of 3 |  |  |
|--|--|--|--|
| N)   |  |  |  |
| » Case manager   | Categorize the problem   |  |  |
| <ul> <li>» Submit a new case</li> <li>» Advanced case search</li> <li>» Check entitlement</li> <li>» Feedback</li> <li>» Help</li> </ul> | Type of case:  | Technical  |  |
|  | Product:   | Exstream Design and Production                     |  |
|  | Product version:   | 08.00  |  |
|  | Sub-product:   | EXS DP Design                                      |  |
|  | Operating system:  | Windows  |  |
| Related links  | Protocol:  | Unspecified  |  |
| » Support home<br>» Self-solve search  | SAID:  |  |  |
| » Sell-solve search<br>» Software patches<br>» Enhancement<br>requests   | Severity:  | Critical   |  |
|  | Support case ID:   | Will be e-mailed to you after you submit the case. |  |
| » Product manuals<br>» Discussion forums   | Problem details  |  |  |
| » Site map   | Case title<br>test case  |  |  |
|  | Case details<br>test case for opening DR key request   |  |  |
|  | Contact information  |  |  |
|  | E-mail address:  | your_email@company.com                             |  |
|  | Telephone number:  | 859-555-1212                                       |  |
|  | Contact preference:  | E-mail   |  |
|  | « Previous   | Submit Case »                                      |  |



If you have additional questions, please contact your regional support manager.

- <u>Americas</u>
  - o Valerie Moore (678-446-9554)
- Europe, Middle East, Africa, Asia Pacific
  - Clare Pilgrim (+44 7909 687 929)
- Worldwide Support Director
  - o Anita Danford (650-390-4237)