

Self Service Portal User Guide v1.00

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1 Register and log in to the Self Service Portal

You can find the link to the Customer Self Service Portal by logging on to the D-Link website www.dlink.com/uk. Please select **«Support»** in the menu bar.

D-Link Building Networks for People	f in E 🕒	Search		
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Click on « **Product Registration and Support Log In** » to get directed to the Self Service Portal.

Connect Routers, broadband	View Cameras, NVRs	Share Network storage	Work Mobile broadband	Entertain Media players
me Solutions > Support				
Support	^ Support		er you're surfing the Internet, con	
Warranty Information	43		g or sharing media across your ho k won't let you down.	me, you want to be sure that you
FAQs			ink we provide best-in-class techn sure you always stay connected.	ical support for your home to
Contact Support				
Product Registration and Support Log In	-			
D-Link Assist	Most popular produc	ts		
D-DIK Assist				۲
Update on Camera Security issue	DNS-320L	DSL-320B DSL-	2640R DSL-2740R	DCS-932L
Update on Router	0			
Security issue	DCS-942L	DIR-615 DHP-	W307AV DCS-5222L	DNS-320

You can choose between the following 3 options:

- 1. If you do not have a user account for our Self Service Portal please register as **« New customer »** first.
- **2.** If you already have a username and password to log in to the Self Service Portal, click on **« Registered customers ».**
- **3.** If you forgot your username or password please choose this option.





1.1 Create a User Account

To begin using the Self Service Portal, you will first need to create a user account. Click **«New customers »** to register. Enter your email address and personal details. You must enter information wherever you see an asterisk (*) beside the field. You will not be able to complete registration without entering any information. Once all the required fields are completed click on **« Submit »**.



Customer Registration

Welcome to the Registration page for the D-Link European Customer Self Service Portal. Please complete the form below (*=required). After completion and within 30mins, you will receive your User ID and Password via Email.

First Name *		Surname *			
Company Name		Tax ID	7		
User ID *					
Email Address * 🍞		Retype Email address			
Street Address		City	_		
Post code	1	Country *	Langu		
Int Dial Code	Phone Number	Select One Int Dial Code	• - Sele	ct One	•
Enter the Displayed Num	ıber *				
6 7 9 9 4 7		Cancel		Submit	



1.2 Already a Registered Customer

As a registered customer you select the second option. After clicking **« Registered Customers »**, you will see the Login screen to the Service Portal.



To log in to the Self Service Portal as a registered customer, simply enter your username (User ID) and password as provided via email.

Note: If you do not have your username or password available, click **« Forgotten User ID or Password? »**. Enter your email address and click submit. You will receive an email with a User ID and temporary password. When you log in to the Service Portal, you may change your password.



1.3 Forgotten User ID or Password

If you forgot your user ID or password, you can request a password reset by entering the email address you used when creating your account and then click **«Submit».** A password reset email will arrive in you inbox showing your user ID and new password.

D-Link Building Networks for People	F	orgotten l	Jser ID /	Password
Enter your Email address below and press	Submit. Your User ID an	d new password will be	sent to this Email add	dress.
	Cancel	Submit		

1.4 General information

After logging in to the Self Service Portal you will see the main menu.





Choose your desired option. If you wish to exit the main menu, simply click **«LOGOUT »** in the top-right corner of the main menu.



The user guide for the Self Service Portal is available by clicking the help link in the top-right corner of the main menu.



2 Product registration

Register your product to obtain after sales service against a valid warranty. You will also need to register your product for any D-Link Assist or Software License service.

2.1 Register your product

If you wish to register your D-Link product, please choose menu item «Register your Product ».





Enter the serial number of your D-Link product and then select **« Verify your Serial Number »** and the system will confirm the details. The product code, product description and hardware version will appear in the screen.

Note: If the serial number could not be found please go to page 8 of this manual for additional information on how to check the serial number of your product.

Customer:		Email:
Serial Number*	(?	Verify your Serial Number
Product		
Hardware Version		

In the screen that appears below the serial number verification field enter the information as marked on your proof of purchase (receipt).

Purchase Date*	(?)	
Supplier*		
City*		
Postal Code		
Country"	United Kingdom 🗸	Re-use Proof of Purchase Information

Note: Select a date using the calendar. Place cursor in the Purchase Date field to open up the calendar or write the date directly in the format YYYY-MM-DD (e.g. 2014-01-31).

Proof of Purchase	e Infor	nat	ion				
Purchase Date*	0						
Supplier*		(Ju	ly 20	14		»
City*	S	u Me) Tu	We	Th	Fr	Sa
Postal Code	2		-	2	3		5
Country*	6			9 16		11	
country	2			23	_		
	2	7 28	29	30	31	1	2
	3	4	5	6	7	8	9



To complete the product registration, select « **Submit** ».

Cancel	Submit	Check All your Registered Products
Customer: Buy Buy		Email: beybey-julay@great.com
Serial Number*	SSPUAT2002025	Verify your Serial Number
Product	DWC-1000, D-Link	Wireless Controller
Hardware Version	A1	

The product registration will then be confirmed by email. Once completed you can register further products.

Note: if you need to register more than one product from the same purchase, you can re-use the proof of purchase information.

With the serial number entered in the screen, fill in all required fields in the **« Proof of Purchase Information »** section. Tick the **«** Re-use Proof of Purchase Information » box and click **« Submit »**.

Cancel	Submit Check All your Registered Products
Customer: Buy Buy	Email: Inclusion in the second second
Serial Number*	Verify your Serial Number
Product	DWC-1000, D-Link Wireless Controller
Hardware Version	A1
Proof of Purchase	Information
Purchase Date*	0
Supplier*	
City*	
Postal Code	
Country*	United Kingdom V Re-use Proof of Purchase Information

Proof of Purchase Information should still show on the screen, so you will not need to fill in this information again. However if **« Cancel »** button is used or if the session is terminated the previous proof of purchase information will not be shown if you load the **« Register your Products »** screen again.



2.2 How to find the Serial Number on your D-Link product

Please see below for help in entering the serial number of your product :

- You will find the serial number on the side of the box.
- If your product is not a kit there is only 1 serial (S/N).
- If your product is a kit you will see two serial numbers (S/N and BS/N). For kits please enter the serial labelled BS/N.
- Your serial number is prefixed with BS/N : or S/N :
- Enter the following 13 characters, in capital letters.
- Please take care to distinguish between the number 0 and the letter 0 and the number 1 and letter L.
- This is an example of a valid D-Link serial number : F3NU18B003979

Here is an example of a product and serial number location of a single item:



Here is an example of a model and serial number location of a kit (bundle). A bundle has two serial numbers S/N and BS/N. Please register the product with the serial **BS/N**:





2.3 How to view all registered products

To view all your registered products, please select « **Registered Products** » in the main menu.



In the screen that opens up, all your registered products are listed over multiple pages, by default 10 products per page. Change page by clicking the page number at the right bottom of the screen.

D-Link uilding Networks for People			Registered Products			
ustomer: 📷 📷						
ort by Serial Number	✓ ASCEN	DING V Page Size 10 V				
Cancel	So	rt				
Serial Number	Product	Product Description	Registration Date	Purchase Date	Cou	
Q882302000021	DWC-1000	D-Link Wireless Controller	2014-03-27	2014-03-26	Unit	
Q8621C2880835	DWC-1000	D-Link Wireless Controller	2014-03-27	2014-03-26	Unit	
QBBD3C2080048	DWC-1000	D-Link Wireless Controller	2014-04-07	2014-03-31	Unit	
QBB23C3088078	DWC-1000	D-Link Wireless Controller	2014-04-07	2014-03-31	Unit	
SEPELATORODE	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-04-07	2013-04-30	Unit	
BEP3ALT200018	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-04-07	2013-04-30	Unit	
397LUW1280087	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-06-04	2014-06-01	Unit	
SSP3UAT200601	DWC-1000	D-Link Wireless Controller	2014-04-07	2013-04-30	Unit	
SSP1144T208115	DWC-1000	D-Link Wireless Controller	2014-04-07	2013-04-30	Unit	
10PLUNTINGER	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	2014-04-07	2013-04-30	Unit	
<					>	

Total Record: 73 Page: 1/8 Page Size: 10



In the **« Sort by »** drop down list, you can select a criteria you wish your products to be sorted by. Choose (Ascending/Descending) and click **« Sort »**.

D-Link Building Networks for People			Regist	ered Produ	cts
Customer: Ear Ear Sort by Serial Number Product Product Description Registration Date Purchase Date	ASCEN		v		
Country Serial City	duct	Product Description	Registration Date	Purchase Date	Cou
Q8E210E000021	1000	D-Link Wirejess Controller	2014-03-27	2014-03-26	Unite
Q8531C3000035 DW	C 1000	D Link Wireless Controller	2014-03-27	2014-03-26	Unite

2.4 Register Multiple Products

To register a single purchase of several products select **« Register Multiple Products »** in the main menu.





First you will need to fill in all the required fields in the **« Proof of Purchase Information »** section.

Cancel	Submit	
Customer: Illuy Illuy		\mathcal{A}
Purchase Date -	2	
Supplier *		
City *		
Postal Code		
Country =	United Kingdom	y

Email: buybay.julae@gmail.com

Then enter the serial number for each product either one by one manually in the **« Register Multiple Products »** screen or save time by using the sample file to register up to 100 products in one go.

	Delete	Tick to select a record	Sample File	Examinar	Import
1	Serial Number	Product			
	SSPLAT2802025	DWC-1000			
	SSPUAT2002026	DWC-1000			
	SSPUAT2802021	DWC-1000			

Save time by downloading the Sample File to register up to 100 serial numbers in one go using MS Excel.

- Enter the serial numbers as shown in the sample file.
- Save the file on your computer.
- Select import to upload the file and check the result.
- Errors can be removed by selecting the serial and clicking « **Delete**».

Delete	Tick to select a record	Sample File	Ex	aminar	Import		
✓ Serial Number	Product	Click Sample File to data in this file shou numbers you want to	Id exist in Sheet1	and start in rov	v 1. Column A n	nust contain the s	serial
		on your computer. C on 'Import'.					

Click **« Submit »** to complete the multiple product registration.

Note: please see the *How to upload a file* chapter for further details.



3 Service Activation

When purchasing your D-Link Assist Service your provider sent you a file by email containing the activation code.

In your inbox you will find an email from your provider requesting to activate your D-Link Assist Service.

In the attachment to the message there are two important things to note:

- Firstly, the Activation Code
- Secondly, the Contract Start Date

D-L Building Nets							Ser	vice Contra	ct
Customer: Address:	Graan Avenue Landor		UNI Alphal		Site: Address:	NEW SITE AL1 AL2 AL3 London NB London NB			
Email:	HOWN	alahcentome @an	neil.com)	
Serial Num	ber	Product	Product Description	Service Type	Contra	ct No.	Contract Start	Contract End	Activation Code
55P10473	4750	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	Silver 1YR - C	18718	ICMIN, 119	2014-06-30	2015-06-29	CNWLm2Fge

Please remember that you will need to register your product for any D-Link Assist Service.

Before activating your service please register the product for which the service was purchased by selecting **« Register your Product»** in the Main Menu.



3.1 Activate a D-Link Service

To activate a D-Link Assist Service, log in to the Self Service Portal and select **« Activate D-Link Services »** in the main menu.



You will need to accept the Terms and Conditions before you continue. Tick the box next to **« Accept Terms and Conditions »** and click on the **« OK »** button.





If the location where the product for which the service was purchased is different from your default address, please select **« New Site Address »** to create a Site Number for the physical product location.

Cancel	Submit	Terms and Conditions
Customer:	0	Email: buybuy jalay@gmail.com
Main Address:	Street City 111 111 United staglars	Phone: +++-=563@@
To create servi serial:	ces at a different site, please cre	eate a new site and update the site number for each equipment

Try to enter as much address information as you can. This will save time when logging in service calls, then click **« Submit ».**

D-Link Building Networks for People	Activate D-Link Services Create New Site
Cancel Submit	
Customer:	
Site Name *	Buy-Buy Julay
Address Line 1 *	Street
Address Line 2	
Address Line 3	
City -	City
Post Code *	111 111
Country -	United Kingdom 🗸 🗸

Note: The D-Link Assist Service you have purchased will only be provided to the **Site Address** you specified during the activation of your D-Link Assist Service. Entering the correct product location is important as D-Link uses this information to ensure spare parts are maintained in the correct location.



In the screen that opens up **« Activate D-Link Services »**, select the product the Service was purchased for by ticking the box next to the product code.

Activa	te Services	Existing Activation				
$\overline{}$	Product	Product Description	Serial Number	Category	Product Purchase Date	Regist
0	D8H-31107	1-Port Mini-GBIC to 1000BaseSX	39PLM12004002	с	2014-01-01	2014-04
0	D8H-31107	1-Port Mini-GBIC to 1000BaseSX	\$5PU#T2805800	с	2014-01-01	2014-04
0	DIM-2019T	1-Port Mini-GBIC to 1000BaseSX	SSR/A72006004	с	2014-01-01	2014-04
0	069-34:97	1-Port Mini-GBIC to 1000BaseSX	SSPUNT2B06808	с	2014-01-01	2014-04

Note: if the product you are looking for does not appear in above registration details section, please check that you have registered the product in the first place by selecting **«Registered Products»** in the Main Menu. If the product has not been registered please select **« Register your Product»** in the Main Menu as you will need to register your product for any D-Link Assist Service.

In the Activate D-Link Services page you can search for the product that requires activation by:

- By entering the serial number or
- By product name (also by partial names)

Optional Search (partial n	:	
Product	Search	
Serial Number	Starti	

By moving the horizontal slide bar at the bottom to the right you will find three fields that you need to fill in:

- 1. Activation Code
- 2. Service Purchase Date
- 3. Site Number.

Complete the activation by entering the Activation Code you received by email into the Activation Code field, fill in the Service Purchase Date with the Contract Start Date and select the Site Number you created for the product location.

Note: select a site different from the default one by using the magnifying glass icon.

		Export	Examinar	Impor	t
Activate Services	Existing Activation				
Registration Date	Activation Code	Service Purchase Date	Site Number	Site Name	Addr Line
2014-06-04			68013696 Q	Buy-Bay John	Street
<					>



Note: it is only possible to use activation codes against the product category the service was purchased for. Ensure that the activation code you enter for each one of the products matches the product's service category (A/B/C). The first character of the activation code denotes the applicable service category.

Once all the information has been added select **« Submit »**. When the Registration Confirmation message appears click **« OK »** to return to the main menu.

Building Networks for People	Service Activation Con	firmation Email will be sent out shortly.
Cancel	Sub	
Customer:	SSP EN Test Customer (LN1 Mailing)	Email: sspenglishcustomer@amail.com
eastemen		
Main Address:	Grasmere Avenue London XXX United Kingdom	Phone: 0044-phone LN1
Main Address:	London XXX United Kingdom	
Main Address: To create servic	London XXX United Kingdom	Phone: 0044-phone LN1
Main Address: To create servic	London XXX United Kingdom es at a different site, please create a	Phone: 0044-phone LN1

After activating your service, you will receive a confirmation email with the D-Link Assist Service contract.

From:	ehçides.qport@dink.com on behalf of noregiy@services.dink.eu	Sent	Sun 09
To:	ehq:desupport@dink.com		
Cc			
Subject:	D-Link Assist - Service Activation		
🔀 Message	2000A035_EILpdf (JT6 KB)		
(Dear Sir/Hadam,		
Thank yo contract	ou for registering your product(s) and activating your D-Link Assist service contract(s). Attached you will find your D-Link Assis t.	t sei	rvice
	be aware that the D-Link Assist service you have purchased will ONLY be provided to the address you specified during registration. nd Conditions can be found at: <u>ftp://ftp.dlink.eu/Terms and Conditions/DAS/</u>	Th	e full
If you h	have provided an incorrect address or should the address change for any reason then please notify your local Support office immedia	tely	
Should y	you experience any difficulties with a product covered under D-Link Assist, please call the following numbers:		
Daytime	- 8844 (0) 8718 730 989		
Out of H	Hours(for Gold service only) - 0044 (9) 20 000 28704		
If you s	should have any queries please do not hesitate to contact us on: 0044 (0) 8718 730 909		
Please o	do not respond to this email as this is an automated service.		

Note: from the time that the confirmation document and service contract are sent to you, D-Link shall require two business days to deliver on its DAS Service.



3.2 Multiple Activations

For large purchases of D-Link Assist Services, save time by activating up to 10 services in one go.

Select « Activate D-Link Services » in the main menu.

To complete multiple activations, please follow these steps:

1. Filter by product name or serial number using the optional search function to display up to 10 products that have the services you wish to active.

Optional Search (artial names allowed):		
Product		Search	
Serial Number		Startin	

2. Download the required template by selecting **« Export » in the Activate D-Link Services** screen.

<u>Export</u>	Examinar	Import

Here are some tips on how to fill in the template:

- 1. Fill in the blank fields only with Activation Code and Service Purchase Date.
- 2. Site Number can be changed from the **« Activate D-Link Services »** screen once the information is imported by clicking the magnifying glass.

1	А	В	с	D	E	F	G	н	1
1	Product	Product Description	Serial Number	Category	Product Purchase Date	Registration Date	Activation Code	Service Purchase Date	Site Number
2	DWC-1000	D-Link Wireless Controller	58PUA73083083	В	2014-03-01	2014-04-07			68013695
3	DWC-1000	D-Link Wireless Controller	MIPLANT2002002	в	2014-03-01	2014-04-07			6800,3695
4	DWC-1000	D-Link Wireless Controller	S\$PUAT2002005	в	2014-03-01	2014-04-07			68013695
5	DWC-1000	D-Link Wireless Controller	\$8PUAT2002004	В	2014-03-01	2014-04-07			69013695
6	DWC-1000	D-Link Wireless Controller	SSPUAT2002005	В	2014-03-01	2014-04-07			640110400
7	DWC-1000	D-Link Wireless Controller	SSPUAT2002006	в	2014-03-01	2014-04-07			00013695
8	DWC-1000	D-Link Wireless Controller	\$\$PU#73083087	В	2014-03-01	2014-04-07			00013695
9	DWC-1000	D-Link Wireless Controller	55PUAT2002008	В	2014-03-01	2014-04-07			6800,3655
10	DWC-1000	D-Link Wireless Controller	SSPUAT2002009	в	2014-03-01	2014-04-07			60013695
11									

- 3. Once activation code and service purchase date has been entered, save the updated file on your computer.
- 4. Return to the **« Activate D-Link Services »** Screen and browse and select the uploaded file saved on your computer.



5. Select **« Import »** to upload the updated file and review the results.



6. Click **« Submit »** to complete the multiple activation. When the Registration Confirmation message appears click **« OK »** to return to the main menu. After activating, you will receive a confirmation email with the D-Link Assist Service contract.

3.3 Existing Activation

If you wish to view all of your activated D-Link Assist Services, simply click the tab **« Existing Activation »** where all activated services are listed.

You can also use this function to identify inactivated services.

		Export		Examinar I	mport	
Activate Se	rvices	Existing Activation				
Product	Prod	uct Description	Serial Number	Contract Number	Service Description	Contract S
DEM-311GT	1-Por	t Mini-GBIC to 1000BaseSX	8891 aA7308305	1071908CM0.160	Silver 1YR - C	2013-05-30
DEM-311GT	1-Por	t Mini-GBIC to 1000BaseSX	55914.97291281	1071908CM0.190	Silver 1YR - C	2014-05-30
DEM-311GT	1-Por	t Mini-GBIC to 1000BaseSX	\$1F3.M7250213	1071908CM0.230	Silver 1YR - C	2013-05-30

Activated services can also be viewed by selecting **« My Service Contracts »** in the Main Menu where the DAS contract details corresponding to your completed activations are listed.





3.4 Renew D-Link Services

When renewing your D-Link Assist Service, your provider sent you a file by email containing the activation code.

In your inbox you will find an email requesting to renew your D-Link Assist Service. The attachment to the message contains the activation code needed to activate the service through the Service Portal:

Building Net	in and a second						Ser	vice Contra	ct
Customer: Address: Email:	Graans Avenue Landon Gruted				Site: Address:	ABW SITE AL3 AL2 AL3 Landon HW United King	110		
Serial Num	ber	Product	Product Description	Service Type	Contra	ct No.	Contract Start	Contract End	Activation Code
	10110	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	Silver 1YR - C	NOTTIN	OCM1.118	2014-06-30	2015-06-29	CNVLmIPp

To renew your existing D-Link Assist Service contract log in to the Service Portal and select **« Re-new D-Link Services »** in the Main Menu.





You will need to accept the **« Renew D-Link Services Terms and Conditions »** before you continue. Tick the box next to **« Accept Terms and Conditions »** and click on the **« OK »** button.



When the **« Renew D-Link Services »** screen opens up select the product that has the service by ticking the box next to the product name.

Complete the renewal by entering the Activation Code you received by email into the Activation Code field and click **« Submit ».**

						erms and Conditions
ustomer:	Buy Buy		Email:	beybuy (alwy	ögnallorn	
lain Address:	Oty 111 I United Kin		Phone:	+44-456719		
ptional Searc	h (partial n	ames allowed):				
	[10000000000000000000000000000000000000		
roduct				Search		
roduct erial Number				Search		
				Search	_	
			Export	Search	Examinar	Import
	es		Export	Search	Examinar	Import
erial Number	_	oduct Description	Export Serial Number	Search Category	Examinar Activation Code	Import
erial Number	ict Pr	oduct Description Port Mini-GBIC to 1000BaseSX	Serial		Activation	_
Renew Servic	11GT 1-		Serial Number	Category	Activation	Contrac



When the Registration Confirmation message appears click **« OK »** to return to the main menu. A Service Activation Confirmation email will be sent to you shortly after.

Note: If you need to change the location of a product listed in the Service Contract please inform your local Help Desk in advance and in writing (e-mail or courier delivered mail) with no less than thirty business days' notice. However, such notice of change is not accepted by D-Link until confirmed in writing by D-Link. With regards to changes to location communicated by customer, D-Link is entitled to terminate the DAS service agreement if the new location of the product cannot be reached within the guaranteed response time.

Note: If needed you can search for the product that requires renewal by:

- By entering the serial number
- By product name (also by partial names)

Optional Search (partial names allowed):		
Product	Search	
Serial Number	Scarti	

3.5 Multiple Renewals

For large renewals of D-Link Assist Services, save time by renewing up to 10 services at once.

Select « **Renew D-Link Services** » in the main menu.

To complete multiple renewal, please follow these steps:

1. Filter by product name or serial number using the optional search function to display up to 10 products that have the services you wish to active.

Optional Search (partial names allowed):		
Product		Search	
Serial Number		Search	

2. Download the required template by selecting **« Export » in the Renew D-Link Services** screen.



				Renew	D-Link S	Services
Renew	v Services		Export		Examinar	Import
×	Product	Product Description	Serial Number	Category	Activation Code	Contract
0	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	SSP1UAT200215	с		10719080
0	DWC-1000	D-Link Wireless Controller	SSP1UAT200115	в		10719080
0	DGS-1024T	24-Port 10/100/1000Mbps Copper	SSP1UAT200015	A		10719080
<						>

Here are some tips on how to fill in the template:

- Fill in the blank fields only with Activation Codes.
- Do not edit any other field.

	А	В	С	D	E	F	G	Н	
1	Product	Product Description	Serial Number	Category	Activation Code	Contract Number	Contract Start Date	Contract End Date	Service Package
2	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	SSP1UT0000212	С	BFfKqpQoYV	1071860CM.270	2013-04-30	2014-04-29	SILVER1Y
3	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	SSP1UT0000213	С		1071860CM.240	2013-05-05	2014-05-04	SILVER1Y
4	DWC-1000	D-Link Wireless Controller	SSP1UT0000112	В	CDCM8KTE	1071860CM.290	2013-04-15	2014-04-14	BRONZE1Y
5	DWC-1000	D-Link Wireless Controller	SSP1UT0000114	В		1071860CM.260	2013-05-09	2014-05-08	BRONZE1Y
6	DGS-1024T	24-Port 10/100/1000Mbps Copper	SSP1UT0000012	А	Ad5XmVHmi	1071860CM.250	2013-04-30	2014-04-29	GOLD1Y
7	DGS-1024T	24-Port 10/100/1000Mbps Copper	SSP1UT0000013	А		1071860CM.280	2013-05-09	2014-05-08	GOLD1Y
8									

- 3. Once activation codes has been entered, save the updated file on your computer.
- 4. Browse and select the uploaded file saved on your computer.
- 5. Select **« Import »** to upload the updated file and review the results.



6. Click **« Submit »** to complete the multiple renewal. When the Registration Confirmation message appears click **« OK »** to return to the main menu. After renewal, you will receive a confirmation email with the D-Link Assist Service contract.

Note: please see the *How to upload a file* chapter for further details on how to upload a file.



Renewed services can be viewed by selecting **« My Service Contracts »** in the Main Menu where the DAS contract details corresponding to your completed activations and renewals are listed.



4 Software Licence Activation

When purchasing your D-Link Software Licence your provider sent you a file by email containing a **Licence Key**.

You will need the **Licence Key** to generate a Software Licence Activation Code for your product. Please remember that you will need to register the product the licence was purchased for.

D-Lin Building Networks for			D-L	ink Software Lice	ense Keys
Order Detail			Conta	d	
Order Date:	2013-04-10		Refere	nce:	
Dispatch Date:	2013-07-08				
			Email:	anna kedple	mike@elink.com
Order Number	Order Line	License Model	License Description	Activation Type	License Key
12088052 50	1.000	DWC-1000-AP6-LIC	DWC-1000 +6 Access Points	Interactive	DEBTOL MSTEST0401
Donnool, JV					



4.1 Activate a software licence

To activate your Software License log in to the Service Portal and select **« Activate Software Licences »** in the Main Menu.



You will need to accept the *Activate Software Licences Terms and Conditions* before you continue. Tick the box next to **« Accept Terms and Conditions »** and click on the **« OK »** button.





Note: please ensure that you have the correct Email address and country configured in your profile before activating your licence.

In the **«Activate Software Licences Serial Numbers »** screen, simply select the product for which the licence was purchased by clicking on the serial number. If you cannot find your serial number, check that it has been registered or register it by selecting **« Product Registration»** in the Main Menu.

Software Licence Activation		/	
Using the serial number, select the product you wish to generate	Serial Number	Product Code	Product Description
a Software Licence Activation	<u>QBE21C2000021</u>	DWC-1000	D-Link Wireless Controller
Code for:	QBE21C2000035	DWC-1000	D-Link Wireless Controller
	OBE21C2000049	DWC-1000	D-Link Wireless Controller
	OBE21C2000075	DWC-1000	D-Link Wireless Controller

Note that you can search for the product that requires activation by:

- By entering the serial number
- By product name (also by partial names)

Optional Search (partial names allowed):		
Product	Search	
Serial Number	Search	

In the screen that opens up, once you have selected the product, enter a valid Licence Key purchased from D-Link and click **« Get Activation Code »** to generate a unique code that should be entered into your device.

Please enter a Licence Key to activate and press the Get Activation Code button:				
Enter Licence Key provided	Get Activation Code			

Your final Activation Code to be entered into your device will be emailed to you shortly after.

To: Cc:	ehq-jdesupport@dink.com
Subject:	D-Link Software License Activation
🖂 Message	T _RDCSS13E_EN.pdf (77 KB)
Dear C	ustomer
Thank you	I for purchasing a D-Link software license. Please find attached a PDF document with your Software License Activation Code(s).
	o complete the software activation process, enter the attached code into your product as outlined in the user manual, a copy of which can be found on the CD accompanying your product or ely on our website: http://www.dlink.com/uk/en/ This completes your software activation process.
Please ke	ep a copy of this receipt for your records.
Thank you	I for purchasing D-Link Products. If we can be of any further assistance, please do not hesitate to contact us.
D-Link (Eu	Jrope) Limited
This emai	l address is not monitored. Please do not reply to this email as we will not be able to read or respond to your messages.



4.2 My Software Licences (review/ Re-send Activation Codes)

If the Activation Code is lost or misplaced, you can enter the **« My Software Licences »** from the Main Menu to request that the Activation Code for a specific Software Licence be re-sent to your email.



In **« My Software Licences »** search for the product for which the activation code was purchased and click **« Re-send Activation Code »**. Shortly after, you will find an email with the Software Licence Activation Code in your inbox.

D-Link Building Networks for People		Sink buerks for People		My Software Licence		
Cancel	Re-send Acti	ivation Codes		<u>Terms</u>	and Conditions	
Customer: 🎰 🛍	a.	En	nail: baybay Juley Byr	neiLoom		
Optional Search	(partial names allo	owed):				
Product Serial Number			Search			
Serial Number	Product Code	Product Description	MAC Address	Licence Model	Licence K	
QBM 215C30080011	DWC-1000	D-Link Wireless Controller	28107BBBCF43	DWC-1000-VPN-LIC	207380043/	
QBBD 3C300B003	DWC-1000	D-Link Wireless Controller	28107BBBCF43	DWC-1000-AP6-LIC	000000400	
QBRD SCROBBODS	DWC-1000	D-Link Wireless Controller	28107BBBCF6D	DWC-1000-AP6-LIC	day on state of the	
<					>	

Total Record: 3 Page: 1/1 Page Size: 10



5 Cases

Do you have a question related to a D-Link product? This section allows you to exchange information with the D-Link Support team.

5.1 Create a case

To submit a new request to the D-Link Support, select **« Create a Case »** in the Main Menu.



In the screen that opens up enter the serial number of your D-Link Product and your operating system.

Note: Click on the Serial Number Help icon for help in entering the serial number of your product.

	Cancel	Submit	
Co	mpany Name: 🌆	Buy Julay	Case Number: 28
Co	ntact Name	Bay Bay	
Ph	one Number	+44 456708	
Em	nail	buybuy julay (ppmail.com	
Se	rial Number *		
Pre	oduct		
Ор	erating System *	Select One V	
Fir	mware		
Ha	rdware Version		



Enter the serial number either manually or use the magnifying icon and choose from a list of all your registered D-Link products. In the screen that opens up, select the serial number you wish to create a case for and then click **« Select »** as shown below.

D	-Link Networks for People	Create a Ca Serial Searc				
	tomer: Buy Buy					
Sort	by Serial Number	ASCENDIN	IG V Page Size 10 V			
	Cancel S	Sort	Select Tick to select a rea	cord		
1	Serial Number	Product	Product Description	Registration Date	Purchase Date	Co
0	QBE21C2000021	DWC-1000	D-Link Wireless Controller	2014-03-27	2014-03-26	Unit
0	QBE21C2000035	DWC-1000	D-Link Wireless Controller	2014-03-27	2014-03-26	Unit
0	QBE21C2000049	DWC-1000	D-Link Wireless Controller	2014-04-07	2014-03-31	Unit
0	QBE21C2000075	DWC-1000	D-Link Wireless Controller	2014-04-07	2014-03-31	Unit
0	SSP1UAT200001	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-04-07	2013-04-30	Unit
0	SSP1UAT200015	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-04-07	2013-04-30	Unit
0	SSP1UAT200087	DGS-1024T	24-Port 10/100/1000Mbps Copper	2014-06-04	2014-06-01	Unit
0	SSP1UAT200101	DWC-1000	D-Link Wireless Controller	2014-04-07	2013-04-30	Unit
0	SSP1UAT200115	DWC-1000	D-Link Wireless Controller	2014-04-07	2013-04-30	Unit
~	SSP1UAT200201	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	2014-04-07	2013-04-30	Unit
0						

If the serial number could not be recognized, you can still proceed with your request by entering the Product Name instead.

Enter as much information as possible about the problem you are addressing in the message field to enable the D-Link Help Desk to resolve your issue as quickly as possible.

After you have written your notes in the message field, you are asked to upload a copy of your receipt for that particular product. Please do this by selecting **« Click Here to attach your Proof of Purchase »**.



Click « **Browse** » to select a file and then click « **Import** » to upload it.

Note: please see the *How to upload a file* chapter for further details.



5.2 Review or Update your Case

Once you have submitted a case, you can always review or update it with new information, add attachments or simply have another look at the solution provided by support.

Select « **Review or Update your Case**» in the Main Menu.



You can search for your case by entering the Case Number or by simply by clicking the **« Search »** button.





You will then see a list of all of your cases. Select the case you want to review by clicking on the case number hyperlink.

D-Lit		Review or Updat	Review or Update your Case		
Can	icel				
Company N Case Numbe	lame: Buy-Buy Ji	Search <u>Advanced Search</u>			
Case Num	her Contact Na	me Problem	Priority	Beginning Date	
278764	But Bay	007-730/E E 00000000000	Standard	2014-07-01	
276484	Bue Oax	DW1-0123 8 83 1987	Standard	2014-06-17	
276270	Buy Buy	OP-3018+/8-5 Stamaris 53-34 lipiteding File 'koele.gog' 2834-05-85 12:55 GMF+1	Standard	2014-06-05	

Note: by using « Advanced Search » you can look up a certain case by:

- Entering Serial Number
- By entering Case Open / Close Date details
- By entering Case Status

Case Number 🕑 *	Search	Hide Advanced Search
Serial Number	3.	
Case Open Date From	3	through
Case Status	? Select One	\sim
Case Close Date From	0	through

In the **« Review or Update your Case »** screen, by moving the slider to the right you will find the status of each case using the following key:

- **Awaiting Customer:** we have contacted you to request further details to allow us to progress with the case.
- **Cancelled:** your case has been cancelled. Please contact your local Help Desk for further information.
- **Complete:** your case is resolved.
- New: you have created a case which has not yet been assigned to a Help Desk agent.
- **Open:** your case is being reviewed by a Help Desk agent who will respond as quickly as possible.
- **Proof of Purchase required:** please provide the proof of purchase of the product to validate the warranty.



	Priority	Beginning Date	Beginning Time	Case Status	Serial Number	Product Description	RMA Exist
	Standard	2014-04-25	12:43:00	Complete	33PUW13300991	D-Link Wireless N Router w/	No
MAC-TONOP	Standard	2014-04-25	12:08:00	Complete	\$\$PU#T2860850	D-Link Wireless N Router w/	No
n	Standard	2014-04-25	11:34:00	Complete	Q8031C2800831	D-Link Wireless Controller	No
	Standard	2014-04-07	16:17:00	Complete	QBROCCOORDER	D-Link Wireless Controller	No
	Standard	2014-04-07	17:15:00	Open	STRUCTURE FOR	D-Link Wireless Controller	No
	Standard	2014-04-07	16:44:00	Open	BEFS-MT200801	24-Port 10/100/1000Mbps Copper	No
<				-			>

Total Record: 46 Page: 5/5 Page Size: 10

<< < 12345

a) Review solutions

Select the case number you wish to review by clicking on the case number hyperlink.

Case Number	Contact Name	Problem	Priority	Beginning
275080	Buy Buy	DIR-615/DE E BLA BLA BLA	Standard	2014-04-25
275067	Bey Buy	DIR-615/DE E THIS IS A MESSAGE THIS IS A MESSAGE \$254587608 PHT \$546(1)=7(1)(##	Standard	2014-04-25
275062	Buy Buy	DWC-1000 E This is a Test Pessage. Will PP will work now? Latis by Ah II 2.	Standard	2014-04-25
273825	Bay Bay	DWC-1000 E CARE CREATED TO VERSIV PEODUCT RECOURTRATION	Standard	2014-04-07
273824	Boy Buy	DWC-1000 E CASE CREATED TO REVEN RECENTRATION DETAILS	Standard	2014-04-07
273821	Bay Bay	DGS-1024T E THET TO REE THE ARCENTALTION OFFICE	Standard	2014-04-07
<				>

In the case details screen that opens up, you will see the **« Communication History** » window where you can view information about your case. In the **« Enter Your Message** » window you can add comments or questions and attach files.

Enter Your Message:	Communication History

Attach Your Proof of Purchase or a File

The following Files have been uploaded

b) Attach a file to your case

If you need to report a problem to D-Link Help Desk or provide new information such as error messages, screen shots, configuration files, please use the conversation window **« Enter Your Message »** to write your comments.

Click « attach Your Proof of Purchase or a File » to send a file to the D-Link Help Desk.

Note: please see the How to upload a file chapter for further details.



c) Reopen or close a case

It is possible to reopen a previously closed case if necessary simply by clicking on the hyperlink **« Reopen this Case »** in the **« Review or Update your Case »** details screen.

D-Link Building Networks for People		Review or Update your Case Case Details
Cancel	Submit	Reopen this Case

You may also close a case yourself by clicking on the hyperlink **« Close Case »** in the details screen of this one case.

D-Link		Review or Update your Case	
Building Networks for People		Case Details	
Cancel	Submit	Close this Case	

5.3 Raise a Support Question

Do you want to ask a question about one of our products?

If you do not own a D-Link product but are thinking of buying one and are in need of additional information, select **« Raise a Support Question »** in the Main Menu to get in touch with us.

Product Registration	D-Link Assist Business Support Services	Software Licensing
Register your Product	My Service Contracts	My Software Licences
Register Multiple Products	Activate D-Link Services	Activate Software Licences
Registered Products	Renew D-Link Services	
Request Support	Product Returns	Profile
Create a Case	(RMA)	Update your Profile
Review or Update your Case	Review your RMAs	Change your Password
Raise a Support Question		



You do not need to enter the serial number of the product, but you must provide a valid D-Link product code and select an operating system.

D-Link Building Networks for People	Raise a Support Question
Cancel Submit	
Company Name: Buy-Buy Julay	Case Number: 202713
Contact Name Bry Bry	
Phone Number +44 456789	
Email buybuy.julay@gmail.com	
Serial Number 3	
Product • Operating System • Select One	
Firmware Hardware Version	
Enter Your Message:	
	^
	~

Fill in the firmware version and write your question in the conversation window **« Enter Your Message**».

Click « attach Your Proof of Purchase or a File » to send a document to the Help Desk.

Note: please see *the How to upload a file* chapter for further details on how to upload files.

Click **« Submit »** to complete your support question.

When the Registration Confirmation message appears click **« OK »** to return to the main menu. Shortly after, you will receive a confirmation email with your pre-sales case number.



6 Review your RMAs

If your product has been approved for warranty exchange (RMA = Return Material Authorization), you can find details and status information by selecting **« Review your RMAs »** in the Main Menu.



All the RMAs you have raised are listed in the « Review your RMAs » screen.

To see details of a particular RMA tick the RMA Number to select it and click **« View RMA Details »**.

	-Link Networks for Propie			(Review	your RM
us	Cancel	usiing contacts			englefisidődlink a	87
V	iew RMA Details	Tick to select a record		Open I Clo	osed © All	
7	ew RMA Details	Tick to select a record RMA Type	RMA Status	Open Open Clo	Closed Date	Case Number
7			RMA Status			Case Number
7 •	RMA Number	RMA Type		Open Date	Closed Date	
> •	RMA Number 14000025	RMA Type Receipt only RMA	Closed	Open Date 2014-01-28	Closed Date	264933
> 0 0	RMA Number 14000025 13000085	RMA Type Receipt only RMA Standard RMA	Closed Closed	Open Date 2014-01-28 2013-07-29	Closed Date 2014-01-28 2013-07-29	
	RMA Number 14000025 13000085 12000147	RMA Type Receipt only RMA Standard RMA Partial (Component) Swap	Closed Closed Closed	Open Date 2014-01-28 2013-07-29 2012-07-07	Closed Date 2014-01-28 2013-07-29 2012-07-18	264933

Total Record: 6 Page: 1/1 Page Size: 10



Note: to your right you can sort through, viewing All, Open or Closed RMAs.



To see details of a particular RMA tick the RMA Number to select it and click **« View RMA Details »**.

D-Link Building Networks for People			Review your RM RMA Details	As
Cancel	a mailing consets	E	mail: laura anglafiaka judinis sum	
RMA Number Open Date	14000050 Advanced Replaceme 2014-02-12		ase Number 267252 losed Date	1
Status	Open			
RMA Line Number	Item Number Expected Ite	em Description	Quantity Expected from Customer	Se
1,000	DEM-311GT 1-6	Port Mini-GBIC to 1000BaseSX	1,00	-

Use the horizontal slide bar at the bottom of the screen to view all details of your RMA such as the **« Receipt Status »** or **« Shipment Status » column**.

D-Link Building Networks for People				your RMAs Details
Cancel	0 mailing contact (Ema	il: Isura-orgicficing	
RMA Number Open Date Status	14000050 Advanced Replaceme 2014-02-12 Open		e Number ed Date	267252
Receipt Status	Item Number To Be Shipped	Item Description	Quantity to be	Sent to Customer
Waiting to Receive	DEM-311GT	1-Port Mini-GBIC to 1000BaseSX	1,00	



The serial number of the faulty product that has been approved for Warranty Exchange is listed in the **« Serial Number Received »** column once it is received at D-Link's logistic centre.

RMA Number	14000027	Case Number	
Open Date	2014-01-28	Closed Date	
Status	Open		
Item Description	Quantity Expected from Customer	Serial Number Received	Receipt Status Ite
D-Link Wireless N Router w/	4,00	List Serial Numbers	Partially Received
D-Link Wireless N Router w/	3,00	List Serial Numbers	Partially Received
4			10

Note: if quantity of your RMA is more than one, click the hyperlink to see the serial numbers listed.

The serial number of your replacement product is listed in the **« Shipment Serial Number »** column once it has been shipped to you.

Quantity to be Sent to Customer	Shipment Serial Number	Shipment Status	Shipment Tracki	ng Number
4.00	List Serial Numbers	Dispatched		
<			m	•

Note: if quantity of your RMA is more than one, click the hyperlink to see a list of the serial numbers shipped to you.

Select « Cancel» to return to the « Review your RMAs » screen.

D-Link Building Networks for People Cancel		-		Re	view your I RMA Detai	
Customer: IIIP II	Test Customer (1811)	lating)	Em	nail: sepenglishoute	nenĝigmaik.com	
RMA Number	14000038 Shi	p Only RMA	Ca	se Number	267270	
Open Date	2014-02-10		Clo	osed Date		
Status	Open					
Quantity to be S	ent to Customer	Shipment Serial	Number	Shipment Status	Shipment Tracking) Number
4.00		List Serial Numbers		Dispatched		
4						+



7 Update your Profile

To update your contact details simply select **« Update your Profile »** in the Main Menu.



7.1 How to update your address details

Select the tab **« General Information »** to update your address and telephone number details., then click **« Submit »** to save the changes.

D-Lin	D-Link Ring Networks for Paragle			Update your P				Profile
Cance	el 🖉	Submi	ch	ange your details o	or those of	your contacts		
Company Na	me: Rip Rap							
General Info	Contacts							
Address								
Address Line 1	Street, 2							
Address Line 2								
Address Line 3								
City	City 3		Country *	United Rungsom	~	Post Code	123	



1

_

7.2 How to update your Email Address

The tab **« Contact »** contains basic contact information such as Name, Email Address and User ID. To update your email address, click on the hyperlink in the **« Contact Name »** column.

D-Link Building Networks for People			Up	date your Profile
Cancel Company Name: Rip Ra	Submit	Change your	details or those of your o	ontacts
General Info Conta Contact Name T	cts	Phone Number	Email	Primary Contact
Total Record: 1 Page: 1/1 Pag	je Size: 10		tiprapilētā ģijakas sam	Yes

That will take you to the screen **« Update your Profile Contacts »** from where you will be able to update your contact details such as your email address.

	Ορα	ate your Profile Contacts
Submit		
	User ID	RIPRA1
ip .]	
49		
	Email Address * 🕲	ripragi686@yahos.cam
Select One V	Preferred Contact Method	Select One 🗸
Phone Number	Phon	е Туре
	Sel	ect One V
	Select One V	User ID User ID Email Address * Select One V Preferred Contact Method

Note: changes to your profile are restricted if you have existing service contracts. Please contact your local Help Desk to request the required changes.



8 Change your Password

To change your password for the Self Service Portal select **« Change your Password »** in the Main Menu.



Enter your current password and then your new password twice, select **« Submit »**. Your new password can be up to 10 characters long and cannot be the same as any of your previous 10 passwords.

D-Link Building Networks for People	Change your Password
Enter your current password a be the same as any of your pr	nd then your new password twice. Your new password can be up to 10 characters long and cannot evious 10 passwords.
User ID	RIPRA1
Old Password	
New Password	
New Password - Verify	
	Cancel Submit

You will not receive an email confirming that your password has been changed, so please be sure to use your new password the next time you sign in. If you have forgotten your User ID or Password, please refer to *Forgotten User ID or Password* chapter to reset it.

Note: your User ID cannot be changed after your initial registration.



9 How to upload a file to your case

If you have an open Support Request with our Help Desk, you might be asked to upload files to assist Technical Support in identifying a problem. Below, it is described how to upload these files to the Self Service Portal:

- When you create a case
- When you review or update your case
- When you raise a support question

Note: Certain file formats (scripts, batch files or executables) will not be allowed for security restrictions. **For that reason, always zip your file to make it accessible for the Technical Support staff.**

There is one step that must be completed before uploading a file to your case:

Enter the serial number of your product in your case before uploading a file. That is, you can only upload a file to your case if you have entered the serial number of the product you have raised the support request for.

1. Select a support case type in the Main Menu *Create a Case, Review or Update your Case* or *Raise a Support Question*



2. Create a case or search for an existing case that you want to attach a file to.



3. In the case details screen click the hyperlink **« Attach Your Proof of Purchase or a File »** below the **« Enter Your Message »** conversation window.

D-Link					
Cancel	Submit	Close this Case			
Case	276229	Status 🕲	New		
Case Created	2014-06-05 09:59:00				
Company Name	Buy-Bey Joley	Contact	Buy Buy		
Contact Phone	+44 454789	Email	baybay, Julay Ogmail.com		
Serial Number		Product	DFL-260/E, NETDEFEND UTM Firewall 260		
Hardware Version		Firmware	xyz		
Operating System	Linux/FreeBSD/UNIX	Problem	DFL-260/E E Stoesario #3-03 03/06/14 @11.00		
Enter Your Message:		Communica	Communication History		
		/			
	¥				
Attach Your Proof of Purchase or a File					

4. In the new screen that opens up, click **« Browse »** to select a file saved on your computer and then click **« Import »** to upload it. The uploaded file should not exceed 50MB, or it results in error.

Cancel		/
Case Number: 27622	,	
	Examinar	Import

Note: depending on the internet browser you use, the name of the Browse/Choose File button can be different.



D-Link

5. When the web message appears informing you that your file will be uploaded shortly, click **« OK »** to return to the case.

Review or Update your Case File Upload



6. Click « Submit » to complete the file upload and save the changes.

Cancel	Submit	<u>e this Case</u>	
Case	276229	Status 🕐	New
Case Created	2014-06-05 09:59:00	<hr/>	
Company Name	Buy-Buy Julity	Contact	Duy Duy
Contact Phone	+44 455709	Email	beybuy.jelay@greal.com
Serial Number		Product	DFL-260/E, NETDEFEND UTM Firewall 260
Hardware Version		Firmware	xyz
Operating System	Linux/FreeBSD/UNIX	Problem	DFL-260/E E Scenario 62-05 05/06/14 @11:00
Enter Your Message:		Communicat	tion History

Attach Your Proof of Purchase or a File

The following Files have been uploaded

Note: it will take up to 15 minutes for your file to be uploaded and accessible by the Technical Support staff.



When you enter your case again, below the **« Communication History** » window on the right side, you can see a note that your document has been uploaded with the name of your attachment.



10 Contact

If this user guide did not answer all of your questions, please contact us through the Customer Self Service Portal <u>www.dlink.com/xx/xx/support</u>

