

Retrieving your new software license if the workstation does not have Internet access

1. To open the Licensing Preps dialog box, select **Edit > Licensing**.
2. In the Licensing dialog box, activate the **Software license** menu in the upper-right corner and enter the following information:
 - a. Your Partner Place ID (the e-mail address you used to register on Partner Place).
If you do not yet have a Partner Place account, click **Create/update Partner Place user name** and follow the simple registration steps. A Partner Place account is free and you can start using it as soon as you confirm your e-mail address and set a password.
 - b. Your serial number.
 - If you are upgrading from a dongle-based license, Preps will automatically retrieve the ID of your dongle and use it as a serial number for your software-based license. If for some reason it is not automatically retrieved, manually enter the 6-digit ID that is etched into the dongle itself (for example, AH1234).
 - If you are *not* upgrading from a dongle-based license, enter your 15-digit software serial number or license ID (for example, K123456789101112) instead.
3. Click **Retrieve License**.
4. Select **Manual retrieval of new license** and click **Next**.
5. Click **Save As**.
Preps saves your license details to a file.
6. Copy this file to a computer with Internet access and upload it to <http://ecentral.kodak.com/productregistration/fileupload.aspx>.
7. Follow the instructions on the Web page to upload your license details and download a new software license.
8. Copy the downloaded license key file to the computer on which you are installing the software.
9. In the Licensing Control dialog box, click **Load License**, and in the Load License window, click **Browse** to locate the file that you downloaded.
10. Select the file and click **Open**.
11. To close the Licensing dialog box, click **OK**.
12. Restart Preps.