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 ${\bf OK}.$
- 12. Restart Preps.