


Leica Geosystems

Licence Activation Guide

Licence Activation for Leica FlexOffice

Dear valued customer... Thank you for purchasing a licence for our product. The following instructions will guide you through the licence activation process.

 Please register your product at myWorld.leica-geosystems.com, our internet platform for our customers. myWorld provides 24/7 access to all information you require to actively manage your equipment. Here, detailed information on individual products and their service history can be found. The information also aids in maintaining the product value while at the same time enabling maximum efficiency and productivity.

Entitlement ID The **Entitlement ID** is the key to initial licence activation as well as for re-ordering additional software options or CCPs. The Entitlement ID consists of the 25 alphanumeric characters separated by dashes, for example:
Entitlement ID: 00101-64466-00014-03624-4C34F
The Entitlement ID can be found on the **Invoice** and on the **Delivery Note** of the purchased software product. In addition, it can also be found on a separate **Entitlement Certificate**, on paper or in digital form. (i.e. HTML document). The Entitlement ID for a software product never changes and therefore these documents should be kept carefully.

Installation requirements To install the software package on a PC and to activate the licences the following is required:

- PC with connection to the internet.
- Invoice, delivery note or Entitlement Certificate with the Entitlement ID for the software package.
- Downloaded setup program for the software package.
- You can find it in myWorld: my Downloads\Software

Installation wizard The installation of the software and activation of the software package is done with an installation wizard that automatically guides the user through the complete installation and activation process. The installation steps described may differ slightly depending on the software package you install.

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Step-by-step installation and licencing

Step	Description
1.	<p>Starting the Setup program</p> <ul style="list-style-type: none"> To begin the installation of the software package, start the setup program *Setup.exe from the local hard disk.
2.	<p>Installing the prerequisites</p> <p>The installation program now automatically checks if the required prerequisites are already installed.</p> <ul style="list-style-type: none"> If not installed yet, select Install to install the remaining prerequisites. The prerequisites will now be installed on the PC.
3.	<p>Starting the installation of the software package</p> <p>The installation wizard of the software package is started.</p> <ul style="list-style-type: none"> Select Next to start the installation of the software package.
4.	<p>Accepting the Software Licence Agreement</p> <p>The terms in the Leica Geosystems Software Licence Agreement have to be accepted before the software can be installed.</p> <ul style="list-style-type: none"> Read the Software Licence Agreement and select "I accept...". Select Next to continue with the installation.
5.	<p>Starting the Licence Activation Wizard</p> <p>To activate your Entitlement the Licence Activation Wizard has to be started.</p> <ul style="list-style-type: none"> Press Next to start the Licence Activation Wizard. Check Skip Licence Activation if you already licenced a previous software version or if you prefer doing the licencing process later in the Licence Administrator.
6.	<p>Starting the Licence Activation Process</p> <p>The Licence Activation Process has to be started:</p> <ul style="list-style-type: none"> Press Next to start with the Licence Activation Process. If a connection to the internet cannot be established the Proxy Server page is shown.
7.	<p>Checking for existing Entitlements</p> <p>If for the product you are going to install a licence has already been activated before, then a connection to the Leica Geosystems licence server will now be established to check if updates for your product are available.</p> <ul style="list-style-type: none"> Select Next to establish the connection to the Leica Geosystems Licence Server. Please, wait until the check is completed. If the internet connection is slow this may take a few minutes. If the connection to the internet cannot be established the Proxy Server page is shown.
8.	<p>Entering the Entitlement ID</p> <p>If for the product you are going to install a licence has not been activated before, then you will be asked to enter your Entitlement ID.</p> <ul style="list-style-type: none"> Enter the complete Entitlement ID as printed on the invoice, delivery note or Entitlement Certificate. Select Next to activate the Entitlement.


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Step	Description
9.	<p>Register Entitlement</p> <p>It is recommended to register the Entitlement on the Customer Web Portal myWorld.</p> <ul style="list-style-type: none"> • Select Yes, I would like to register if you want to register the Entitlement ID immediately. • Select Next to proceed. The browser will be started with the myWorld start page. For details on how to register the Entitlement refer to "Registering the licence at myWorld". • If No, I don't want to register is selected, it is possible to register the Entitlement later. Refer to " Registering the licence at myWorld".
10.	<p>Activation completed</p> <p>The entitlement has now successfully been activated or updated.</p> <ul style="list-style-type: none"> • Select Finish to close the Licence Activation Wizard. <p>The Licence Activation Wizard will be closed and the installation of the software package continues.</p> <p>The activated Entitlement can be viewed any time in the Licence Management Tool CLM Administrator.</p>
11.	<p>Select a Destination Folder for the installation</p> <p>Now, the folder for the installation of the software package has to be selected.</p> <ul style="list-style-type: none"> • Select Change if you want to install the software in a different folder. • Select Next to continue with the installation.
12.	<p>Starting the installation of the Software Package</p> <p>The installation of the software package can now be started.</p> <ul style="list-style-type: none"> • Select Install to start the installation of the software. <p>The software will now be installed into the selected folder.</p>
13.	<p>Installation completed</p> <p>After the installation of the software package has successfully been completed.</p> <ul style="list-style-type: none"> • Select Finish to exit the Installation Wizard and to start the software product.

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Registering the licence at myWorld

Step	Description
	<p>Registering of licences at the Customer Web Portal myWorld is required for rehosting and for accessing product related information and software updates. For the registration of licences the Entitlement ID is required.</p> <p>The registration of licences can be done during the installation process, but also at a later stage.</p>
1.	<p>Starting myWorld</p> <p>myWorld can be started via the following link:</p> <ul style="list-style-type: none"> • http://myworld.leica-geosystems.com • If Yes, I would like to register was selected during installation, myWorld is automatically started in a separate browser window. • myWorld can also be started directly from the CLM Administrator by selecting Register Entitlement after selecting View installed licences and then Return licences. <p>If you already have a user and password for myWorld you can directly log on:</p> <ul style="list-style-type: none"> • Enter your E-Mail and Password and select Log on. <p>If you do not have a user and password for myWorld yet you need to register as a new myWorld user:</p> <ul style="list-style-type: none"> • Select Register to start the Registration Wizard for myWorld. • Follow the Registration Wizard until it is completed and you will receive your user and password via E-Mail. • Enter your E-Mail and Password and select Log on.
2.	<p>Starting myProducts</p> <p>Registering the licence to your user (i.e. company) is done via myProducts. To start myProducts:</p> <ul style="list-style-type: none"> • Select myPrdoucts from the menu on the left.
3.	<p>Add Product</p> <p>myProducts shows all Leica Geosystems products that are registered with the current user. To add an additional product or licence:</p> <ul style="list-style-type: none"> • Select Add Product from the button below the product list.
4.	<p>Register Licence</p> <p>To add a licence:</p> <ul style="list-style-type: none"> • Select Software. Enter the Entitlement ID. Select OK. <p>Now, the licence is registered and the software package added to the myProducts list.</p>

In case activation fails...

In case the licence activation fails:

- contact your local Leica Geosystems agency.

OR

- create new support requests on myworld.leica-geosystems.com that will be answered by your local Leica Geosystems Support Team.

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