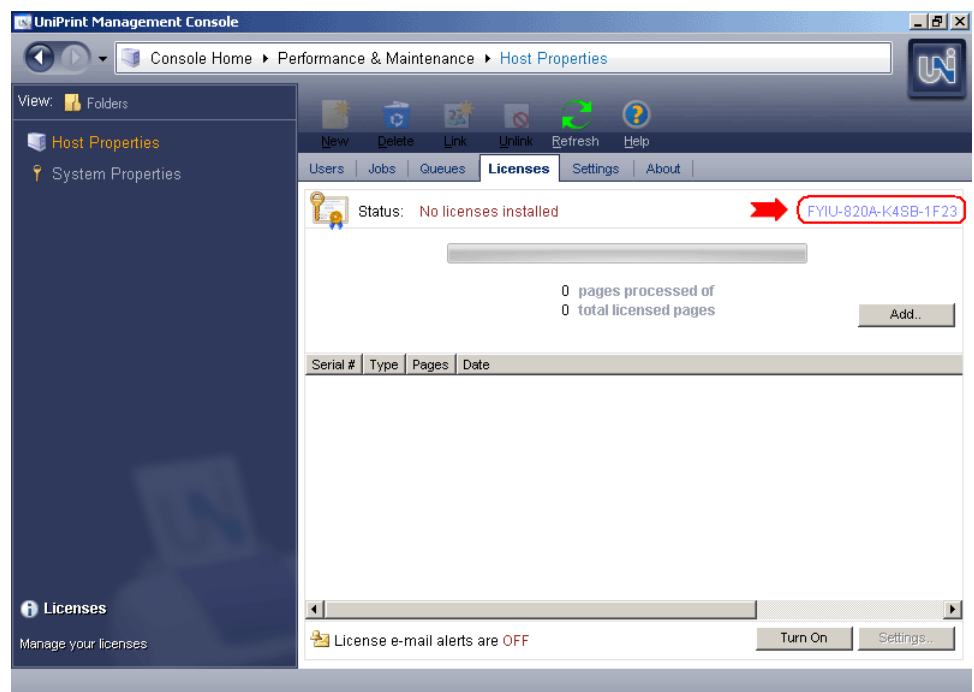


How To Manage Your UniPrint Host Version 6 Licenses

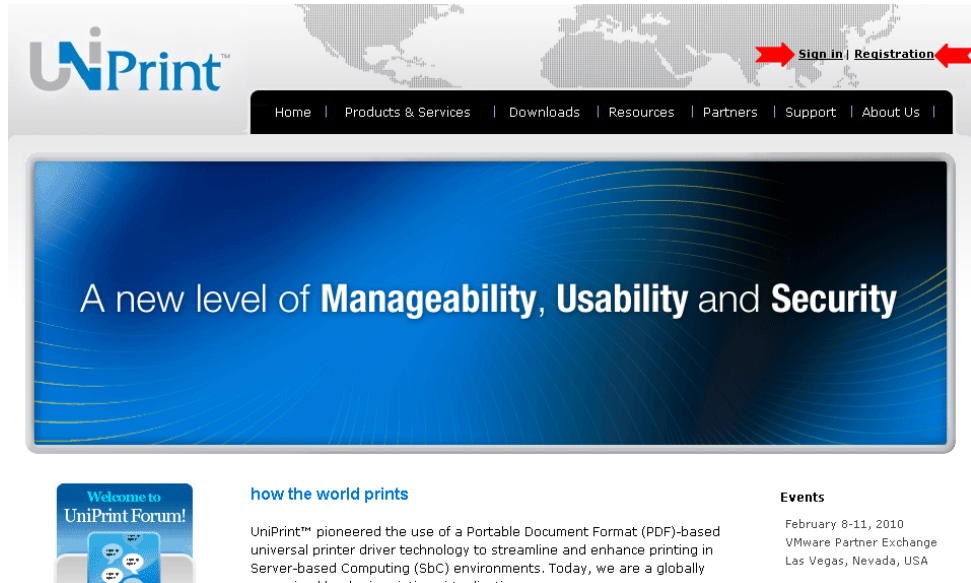
To Register Your Serial Number

1. Log on to the UniPrint Host Server machine.
2. Click **Start**, point to **Programs, UniPrint Suite** and then click **UniPrint Management Console**.
3. Under **Performance & Maintenance**, click **Host Properties** and then click the **Licenses** tab.
4. Take note of the **Installation code** located in the top right corner.

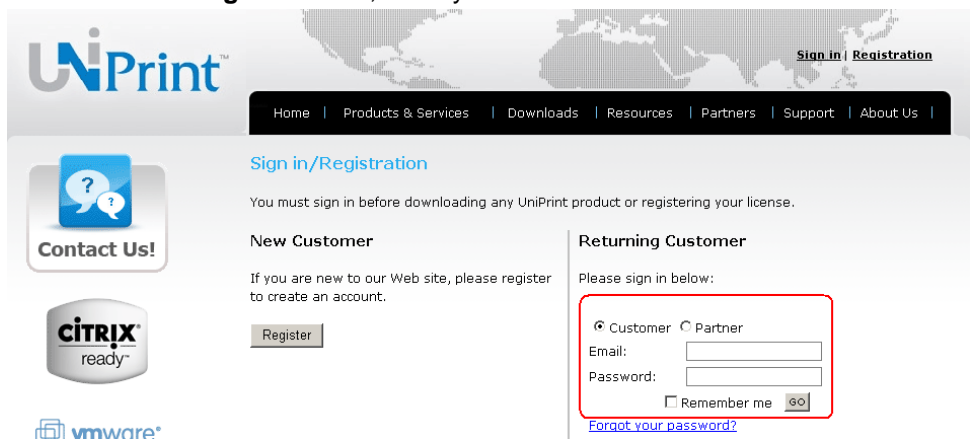


5. Under **Performance & Maintenance**, click **System Properties**. Take note of the server's IP Address and Host Name information.
6. *New Customer*: If you are a new customer, visit www.uniprint.net. Click **Registration**. Complete the form and then click **Register**.

Returning Customer: If you are a returning customer, sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**.




Under **Returning Customer**, enter your credentials and then click **GO**.



- In your **License Profile**, click **Add a License**. You should have received an e-mail from the UniPrint Portal or UniPrint Sales similar to the one below.



Purchase Order: **POTEST005**

Qty	Order Items
1	UniPrint Host Edition (60K) (UP-HST-60K) 1 Year UniPrint Host Edition Support (UP-SUP-HST-60K)
	164472411213-N18154  Serial Number

Ordered by:
TEST Reseller
Pariah Reseller
1 Post Road
Toronto, Ontario
Canada, M3B 3Z4

Ordered for:
Dexter Morgan
TEST Company
133 Dunvegan Rd
Forest Hill, Ontario
Canada, M4V 2R2

Click the links below for Serial Number Registration Guides
For UniPrint Suite 7.0: [Server/TSE/Gateway/VDI](#)
For UniPrint Suite 6.0: [Server/TSE/Gateway VDI Edition Host Edition](#)

- Enter a **Serial Number** (from the e-mail), **Server Name**, **Server IP Address**, and **Installation Code** and then click **Add License**.

Add License

For UniPrint 7.0 products, license files are now applied to the UniPrint License Server, NOT to the application server. Please specify the license server host name and IP address below.

Serial Number: -

Server Name:

Server IP Address:

For Host Edition license please provide the following information. Click [here](#) if you need help on how to locate the Host Edition Installation Code.

Installation Code:

Activation keys are generated and e-mailed during normal business hours (Eastern Standard Time).

Your License Profile will be updated and a license file will be sent to you via e-mail from support@uniprint.net. To ensure this message is received, verify that anti-spam filters are not blocking messages from this e-mail address.

- From UniPrint License Key e-mail, save the attached text file (e.g. [ServerName].txt) to a location that is accessible by the UniPrint Host Server. Rename this file to .ulf extension.

To Apply the License File

- Log on to the UniPrint Host Server machine with administrative rights.
- Click **Start**, point to **Programs, UniPrint Suite** and then click **UniPrint Management Console**.
- Under **Performance & Maintenance**, click **Host Properties** and then click the **Licenses** tab.
- Click **Add** and then browse to the location where the license file ([ServerName].ulf) is saved.
- Click **Open** and the license will appear in the bottom area of the details pane.

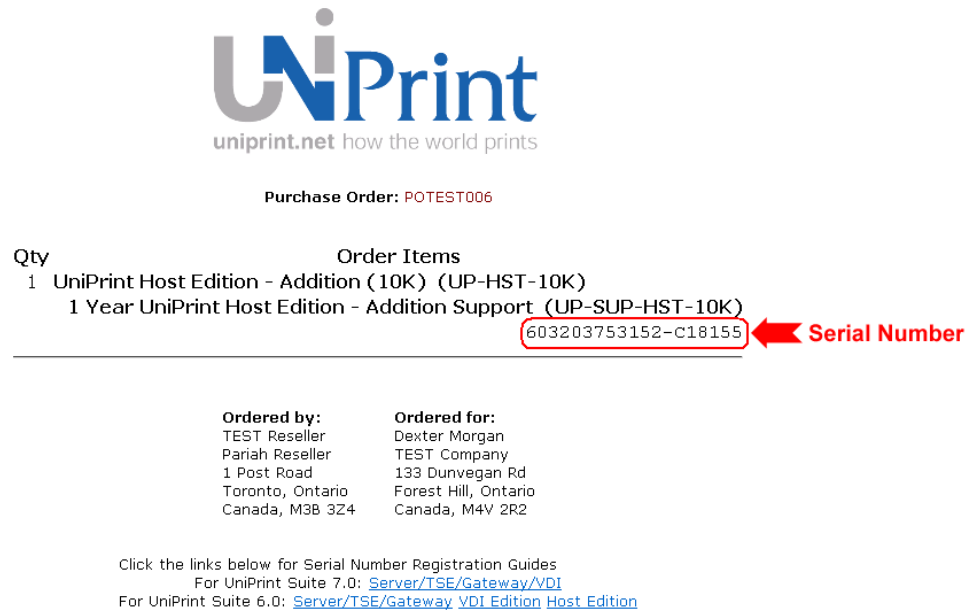
To Add Additional Page Packs for Host Edition

Additional page packs can be ordered if 60 000 printed pages/year is inadequate.

- Sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**. Enter your credentials and then click **GO**.
- Click **Details** beside the Host Server license that you want to add page packs to.

Licenses					
		Resend Key		Upgrade Key	
<input type="checkbox"/>	Product	Serial Number	Server Name	Server IP	Effective Date
<input type="checkbox"/>	Details UniPrint Host Edition (60K) (Servers: N/A, Users: N/A) * UniPrint Host Edition - Addition (10K) * UniPrint Host Edition Support	164472411213-N18154	HostServer	192.0.2.200	May 20, 2010
<input type="checkbox"/>	Details UniPrint VDI Edition version 6.0 (Servers: N/A, Users: 5) * UniPrint VDI Edition version 6.0 Support	553067490166-V18153	UPSpoolTorB	192.0.2.101	May 20, 2010

- In the **Modify License** window, click **Add Host Edition Addition**. You should have received an e-mail from the UniPrint Portal or UniPrint Sales similar to the one below.



UniPrint
uniprint.net how the world prints

Purchase Order: **POTEST006**

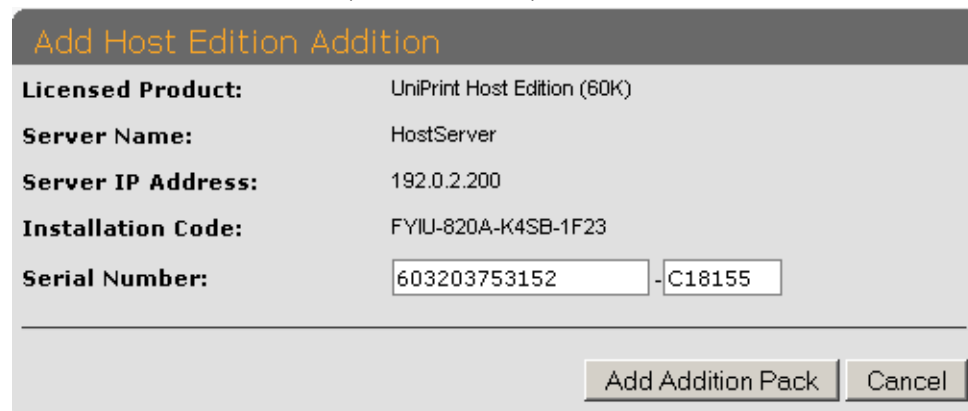
Qty	Order Items
1	UniPrint Host Edition - Addition (10K) (UP-HST-10K)
	1 Year UniPrint Host Edition - Addition Support (UP-SUP-HST-10K)
	603203753152-C18155 ← Serial Number

Ordered by:
 TEST Reseller
 Pariah Reseller
 1 Post Road
 Toronto, Ontario
 Canada, M3B 3Z4

Ordered for:
 Dexter Morgan
 TEST Company
 133 Dunvegan Rd
 Forest Hill, Ontario
 Canada, M4V 2R2

Click the links below for Serial Number Registration Guides
 For UniPrint Suite 7.0: [Server/TSE/Gateway/VDI](#)
 For UniPrint Suite 6.0: [Server/TSE/Gateway VDI Edition Host Edition](#)

- Enter the **Serial Number** (from the e-mail) and then click **Add Addition Pack**.



Add Host Edition Addition

Licensed Product: UniPrint Host Edition (60K)
Server Name: HostServer
Server IP Address: 192.0.2.200
Installation Code: FYIU-820A-K4SB-1F23
Serial Number: -

Your License Profile will be updated and a license file will be sent to you via e-mail from support@uniprint.net. To ensure this message is received, verify that anti-spam filters are not blocking messages from this e-mail address.

- Apply the license file on the UniPrint Host Server. See ["To Apply the License File" on page 4](#).

To Retrieve an Existing License File

You can have an existing server license file resent to you at anytime.

- Sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**. Enter your credentials and then click **GO**.

2. Beside the Host Edition license, click the check box and then click **Resend Key**.

Licenses						
Resend Key Upgrade Key						
<input type="checkbox"/>	Product	Serial Number	Server Name	Server IP	Effective Date	Ex
<input checked="" type="checkbox"/>	Details UniPrint Host Edition (60K) (Servers: N/A, Users: N/A) * UniPrint Host Edition - Addition (10K) * UniPrint Host Edition Support	164472411213-N18154	HostServer	192.0.2.200	May 20, 2010	M
<input type="checkbox"/>	Details UniPrint VDI Edition version 6.0 (Servers: N/A, Users: 5) * UniPrint VDI Edition version 6.0 Support	553067490166-V18153	UPSpoolTorB	192.0.2.101	May 20, 2010	M

3. Apply the new license file on the UniPrint Host Server. See [“To Apply the License File” on page 4.](#)

To Modify a Current License

To modify the server name or server IP address, follow the instructions below:

1. Sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**. Enter your credentials and then click **GO**.
2. Click **Details** beside the Host Server license that you want to modify.
3. Enter in the new **Server Name** and/or **Server IP Address**.

Modify

Licensed Product: UniPrint Host Edition (60K)

Serial Number: 164472411213-N18154

Server Name:

Server IP Address:

For Host Edition license please provide the following information. Click [here](#) if you need help on how to locate the Host Edition Installation Code.

Installation Code:

4. Click **Update**.
5. A new license file will be e-mailed to you. Apply the new license file on the Host Server, see [“To Apply the License File” on page 4.](#)

How To Manage Your UniPrint Support

To Renew Support

Support can be renewed online for one, two or three years. For multiple licenses, we recommend that you synchronize your support to reduce administration and have all of your support come due at the same time.

1. Sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**. Enter your credentials and then click **GO**.
2. Point to **Account** and then click **Renew Support**.
3. Select the server(s) to renew and then from the **Renew** list, click **One Year, Two Years** or **Three years**. Click **Renew**.

Available for	Serial Number	Server Name	Server IP	Effective
<input checked="" type="checkbox"/> Prod	164472411213-N18154	HostServer	192.0.2.200	May 20, 2011
UniPrint Host Edition (60k) (Servers: N/A Users: N/A) * UniPrint Host Edition - Addition (10k) * UniPrint Host Edition Support				
<input type="checkbox"/>	553067490166-V18153	UPSpoolTorB	192.0.2.101	May 20, 2011
UniPrint VDI Edition version 6.0 (Servers: N/A Users: 5) * UniPrint VDI Edition version 6.0 Support				

If you have multiple support contracts and you want the support for your servers to end at the same time, click **...** and then select a new date. Click **Close** and then click **Renew & Synchronize**.

4. Confirm that your **Billing Address** is correct. To change the **Billing Address**, click **Edit**. Edit your address and then click **Update**.
5. Enter in your **Credit Card** information and **Purchase Order** information and then click **Submit**.
6. Your support renewal will be processed within 48 hours. If you want a receipt for your records, click **Click here if you would like to obtain a receipt**.

How To Manage Your Account Information

To Update Your UniPrint.net Profile

1. Sign in to your UniPrint.net account by visiting www.uniprint.net. Click **Sign In**. Enter your credentials and then click **GO**.
2. Point to **Account** and then click **My Profile**.
3. Edit the required fields and then click **Update**.