

## G4/G3 Product Registration for your locally Networked or Stand-alone G4/G3 Server/Workstation only.

### Registration Steps:

Follow these simple steps to request your new or renewal G4 Registration Product Key from LRMS.

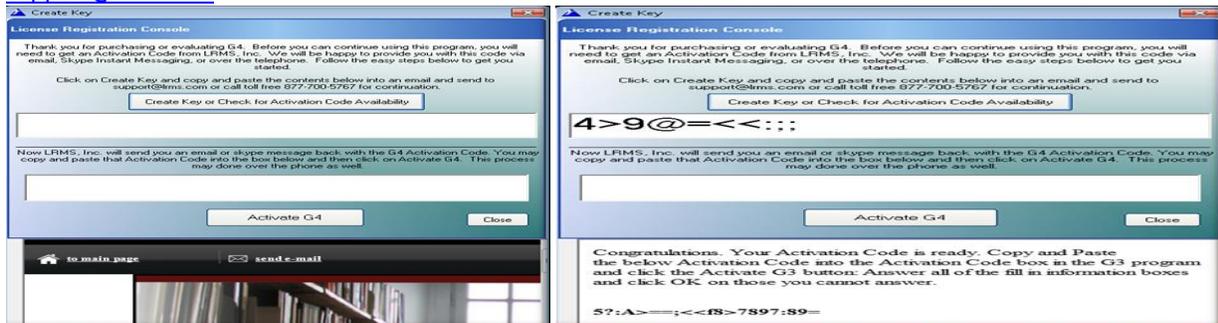
**Step 1:** From the **"server/workstation" only (not from the connected workstation when a two computer system is being registered)**, click on the [START] button (in the lower left corner of your Windows Desktop screen and select these options

- All Programs
- G4 Professional Archive Management Systems or LRMS Professional Library Automation
- Select License and Registration

After clicking on the option "License and Registration" a small Confirm message box will appear asking, are you sure you want to clear the license information and reset G4 or G3? Click on [Yes] and a box will appear saying: G4 or G3 will now close. You may restart for changes to apply. Click on the [OK] button in this box to proceed.

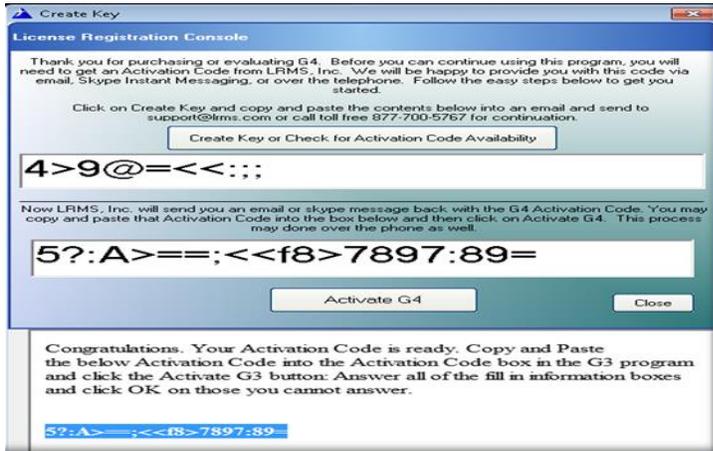
**Step 2:** Now click on the button that says: "Create Key or Check for Activation Code Availability". Once you click on this button, you will see in the white box (below the button you just click on) a Key request code that is unique for this single workstation will display. Copy this request code and when possible, paste the code in an email to:

[support@lrms.com](mailto:support@lrms.com)



- **IMPORTANT:** Do not underline the Create Key code or add anything to the code when you copy and paste it in the email to LRMS, as we do not know if what you added is suppose to be part of the code so **DO NOT ADD ANYTHING TO THE CODE**, as it will then be useless to us and we will not be able to help you with a new registration key. If you do not have access to e-mail from the workstation needing registration, be sure to write down the code accurately, be aware of the use of a semi-colon (;) and a colon (:), you can then e-mail this information from another location or call LRMS at 877-700-5767 or 928-444-8449
- Please tell us who is requesting an activation key (example: ABC Correctional Facility), otherwise LRMS will not know who the requesting entity is from and your email will be deleted. After doing this step, and your requested Key code has been transmitted to LRMS a license Activation Code will be returned to you, by e-mail or a phone call if e-mail is not used. If your computer workstation is connected to allow internet usage the activation code is also sent back to the Registration screen, it is necessary when internet is present to click upon the "Create Key or Check for Activation Code Availability button" the new Activation code will appear at the bottom display.

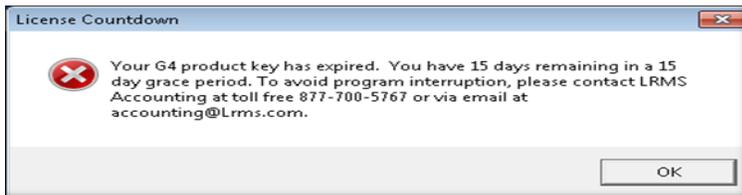
**Step 3:** Once we receive your identified request with the Key code and the Annual License Fee is current; LRMS will then transmit your new Activation Code. If internet access is available directly to the computer that requested Activation Code will appear in the lower big white section of the Create Key window. This new Activation Code (Product Key) will also be sent back to you in an email, responding to your originating email or by Phone/Fax from you.



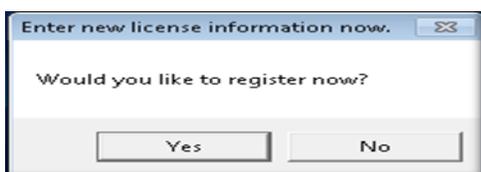
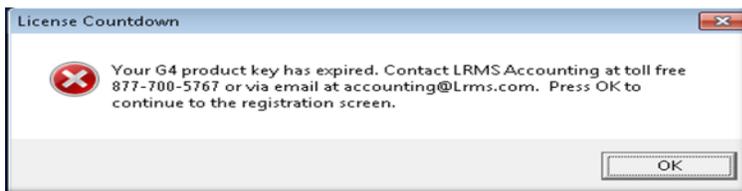
Copy and Paste or Type this new (case letter sensitive) Activation Code from LRMS into the empty box located just above the [Activate G4] button, then click on the [Activate G4] button and G4 will display a "Success Note", upon registration success. This is your signal that you are done with the new Product Key registration for this computer and G4 has been successfully registered. Note: you will need to do this same procedure for each computer that needs Registration.

#### **Termination Warnings:**

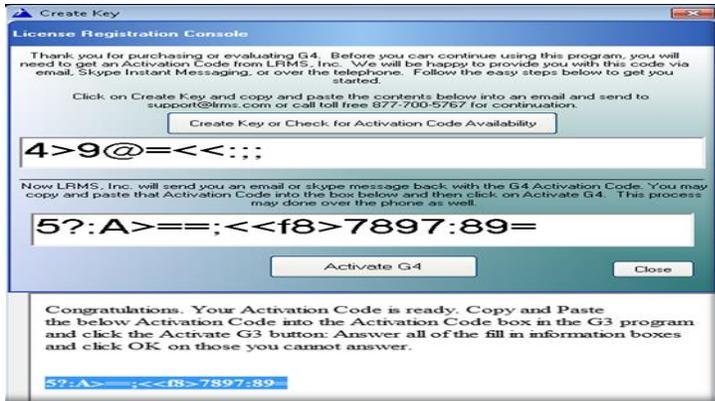
**Has your license registration period expired? The program will display this message at the startup of the program. End of license notices begins 30 days prior to the termination date and has an additional buffer of 15 days before termination.**



LRMS provides a visual warning and provides a count down in days prior to expiration as shown here, we strongly suggest that the re-registration be done during this period. When the Grace days have run out the program will not be accessible for use until registration is once again up to date.



Answer "Yes" to proceed to Register, "No" will present another screen result and terminate this process. To register is similar to Steps 1 – 3 within this document.



Successful Registration is followed by a Series of questions, add your Library name and contact information. If your computer is not online simply clicking the "OK" to pass through the question fields. If connected to the Internet please complete the questions.

