How to install and activate KNFB Reader Enterprise with a site license

Step 1: Create a KNFB Reader Enterprise User Account on the KNFB Reader Enterprise license server.

There are two ways to create the account:

- 1. The administrator of the site has created your account and forwarded you your username and password
- 2. Using the activation code you received from your site administrator:
 - a. Go to https://knfblic.sensotec.be
 - b. Select "Create New User"
 - c. Fill in the activation code in the first field of the Create New User Form.
 - d. Fill in the other fields in the Create New User Form. The required fields are marked with an asterisk
 - e. After completion of the form, hit the Save button. Saving the form completes the creation of a new user.
 - f. An email confirmation with your username and password is mailed to the email address you provided in the form.

Please note:

- You can update your user account info and change your password at any time by going to <u>https://knfblic.sensotec.be</u> and selecting Update Info or Change Password. After entering your username and password, you then get the User Information Form, with the available information filled in. You can edit or complete this information. To change your password, hit the Change Password button and fill in the old password and the new password.
- If you have forgotten your Password or Username, you can retrieve it by going to <u>https://knfblic.sensotec.be</u> and selecting Password or Username forgotten. After giving in your username or the email address for your account you will receive a mail with your username and a new password. You can change that password as described above.

Step 2: Go to the iOS App Store, Google Play Store or Windows App Store and install KNFB Reader Enterprise on your device

Step 3: Activate the KNFB Reader Enterprise on your device.

For iOS:

- 1. Make sure you are online
- 2. Start KNFB Reader Enterprise

- 3. Fill in your username and password
- 4. Hit the activate button
- 5. Now your KNFB Reader Enterprise install is activated, and from then on you can use KNFB Reader, even when offline.

For Android:

- 1. Make sure you are online
- 2. Start KNFB Reader Enterprise
- 3. Make your choice between "Activation" and "Demo"
- 4. If you have hit the button "Demo" then you remain in demo mode and there is no activation made. When in Demo Mode you can start the activation anyhow by hitting the button on the left top of your screen, next to the message with the number of demo pics left.
- 5. If you have hit the button "Activation": Fill in your username and password
- 6. If you fill in your username and password, then you are presented with an activate button
- 7. Hit the "Activate" button
- 8. Now your KNFB Reader Enterprise install is activated, and from then on you can use KNFB Reader, even when offline.

For UWP (Windows 10):

- 1. Make sure you are online
- 2. Start KNFB Reader Enterprise
- 3. Fill out your username and password
- 4. Press the login button
- 5. Now your KNFB Reader Enterprise install is activated, and from then on you can use KNFB Reader, even when offline.

Step 4: Start using KNFB Reader Enterprise on your device

Before removing the KNFB Reader Enterprise app from your device, always return your activation to the license server. As you can have KNFB Reader Enterprise activated for two installs only at the same time, you must return your activation to be able to use KNFB Reader Enterprise on another device or on the same device after reinstall of KNFB Reader Enterprise. Removing the KNFB Reader Enterprise app from your device, without returning your activation to the license server will result in the loss of one install activation. The only way to restore that activation then is to contact the administrator of your site, who will have to contact KNFB Reader support for this. To return your activation to the license server:

- 1. Make sure you are online
- 2. Start KNFB Reader Enterprise
- 3. Go to Settings General
- 4. Select Remove KNFB Reader Enterprise activation
- 5. Confirm
- 6. Now you will receive a confirmation in KNFB Reader Enterprise that the activation has been successfully removed.
- 7. Once the activation is returned the KNFB Reader Enterprise app goes back to the opening screen of the app.
- 8. Now you can safely remove the app from your device and use the returned activation for activation on another device, or activation on the same device after restart of the app or after reinstall of the app
- 9. The next time you start the app on your device, you will start in step 3 of the activation procedure. It makes no difference whether you removed and reinstalled the app or left the app on the device and restarted it.

Your site administrator can remove your user account from the KNFB Reader Enterprise license server. This will also automatically de-activate the KNFB Reader Enterprise on your device(s). The app will notify you of this de-activation.