# How do I activate an **ELO**office license?

Users often ask us how they can activate their purchased licenses in **ELOoffice**. The following explains the two available options:

#### **Option 1: entering the serial number during installation**

### 1. When installing **ELO**office, you will have the option to enter a serial number:

LOoffice 11	setup	×
Serial nur	nber entry	<b>ELO</b> Digital Office
Enter the If you do archive fi	serial number. This is located on your reg not enter a serial number, ELOoffice free or a maximum of 500 documents.	istration card. will be installed where you can create one
Serial	1	

**2.** Following installation, the activation dialog box automatically appears when you open **ELO**office. You can now activate your license online or by phone.

work with the full version of ELOoffice 11, you ablishes contact with the ELO Digital Office Gn transferred to the activation server. No perso	u need to activate the program. The activation is typically performed via the Internet and mbH activation server. During this process, only your serial number and installation ID will nal or other data that may be used to identify you will be transferred.
Online activation via Internet	
Please make sure that you are connected to the full range of functions, click "Activate now	the Internet before you proceed. To activate ELOoffice now via the Internet and to enable $w!$ ".
Phone activation To activate ELOoffice by phone, please cont	tact our service team during regular business hours at the following number:
	+49 (0) 711-806089-0
The second second share for the second secon	/:
Please have the following information ready	
Serial number: XXX	Installation ID: XXX
Serial number: XXX After providing the above information, you v and then click "Activate now!".	$\label{eq:Installation ID: \eqref{eq:Installation} ID: \eqref{eq:Installation} \eqref{eq:Installation} \eqref{eq:Installation} will receive an activation code from us. Please enter this code to the "Activation code" field the installation of th$
Serial number: XXX After providing the above information, you v and then click "Activate now!". Activation co	Installation ID: XXX will receive an activation code from us. Please enter this code to the "Activation code" field de:

Activation dialog box

#### **Option 2: after installation**

If you don't enter a serial number during installation, **ELOoffice** free will install automatically. To be able to use the full version of **ELOoffice**, you can then enter a serial number in the configuration.

## 1. Open the **ELO**office configuration.



**2.** Enter your serial number on the "General" tab in the configuration. Confirm the configuration dialog box with "OK" Another message will appear. Please confirm this message with "OK" as well.

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Configuration menu

# 3. Close ELO office completely.



**4.** Restart **ELO**office. The activation dialog box opens automatically. You can now activate your license online or by phone.

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#### Please note:

- **ELOoffice** licenses are bound to specific workstations. Every additional workstation requiring the **ELOoffice** full version requires an additional serial number.
- Each serial number can be activated a maximum of three times.