



Licensing Guide

Overview

- *Standard* licenses allow you to install Q Professional on one computer.
- *Transferable* licenses allow you to install Q Professional on many computers, but only one computer may use it at a time.
- *Transferable* licenses are like borrowing a book from a library. You borrow Q Professional when you need it.
- Your *Customer Page* is a web page on q-researchsoftware.com where you install licenses.

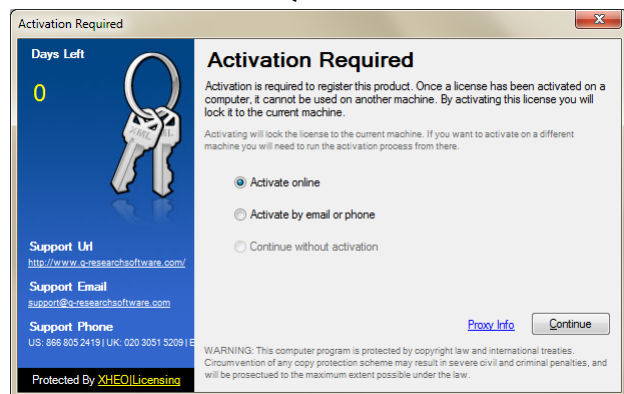
Standard license

- Needs to be installed once over the Internet, by e-mail, or by phone.
- Restricted to 1 computer.
- 24/7 exclusive access to Q Professional.
- Cannot 'swap' or 'transfer' your license to another computer. If a computer breaks down or somebody leaves the company, contact Q Support.

Installing Standard licenses

1. Visit your *Customer Page* in your web browser.
2. Click **Download and Install Q Professional:**

#	Name	Computer	Telephone	Dep't/Location	Q Edition	Type
1	Download and Install Q Professional				Professional	Standard
3. Follow the instructions to install Q Reader.
4. Follow the instructions to open the license file with Q.
5. Once you have accepted the license agreement, the **Activation Required** window appears:
6. Click **Continue** to activate online.
7. If you are not connected to the Internet, or are trying to transfer licenses between computers, an error screen may appear. In this case, go back and select **Activate by email or phone**, click **Continue**, and then click **Copy To Email** to send an e-mail to Q Support who will respond with an **Unlock Code**.



Transferable license

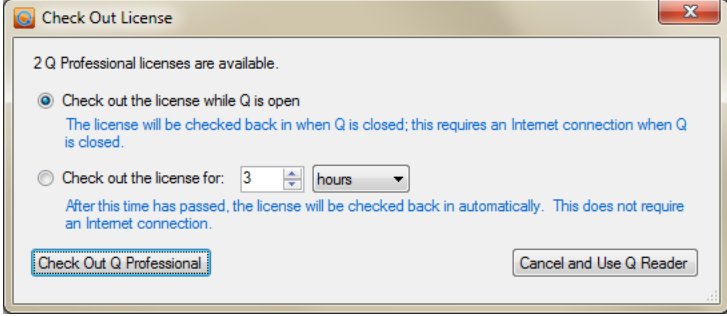
- Q Professional must be 'checked out' (over the Internet) when you want to use it.
- One license may only be checked out by one person at a time, like borrowing a book from a library. If you purchase two licenses, it is like a library having two copies of a book to borrow.
- Since they cost 3 times more than a *Standard* license, *Transferable* licenses are economically viable when your company has 4 people or more that don't need to use Q Professional at the same time.

Installing Transferable licenses

1. Visit your *Customer Page* in your web browser.
2. Click **Check out Q Professional:**

#	Name	Computer	Telephone	Dep't/Location	Q Edition	Type
1	Check Out Q Professional				Professional	Transferable
3. Follow the instructions to install Q Reader.
4. Follow the instructions to open the license file with Q.
5. The Transferable license is now installed. Every time you start Q, the **Check Out License** window will appear.

Checking out Transferable licenses

1. Ensure you are connected to the Internet.
2. Start Q.
3. The **Check Out License** window appears. Wait until it reports how many licenses are available:
4. Select one of the two duration options.
If you know you won't have an Internet connection later – such as when you are going on the road to meet clients – then select the second option (**Check out the license for X hours/days**) and specify how long you need Q Professional for. Otherwise, use the first option.
5. Click **Check Out Q Professional**. A license will be checked out.

Checking in Transferable licenses

- If you selected **Check out the license while Q is open**, simply close Q. If you are not connected to the Internet, Q will warn you that your license has not been checked back in.
- If you selected **Check out the license for X hours/days**:
 - a. wait until your check out time elapses (no Internet connection needed),
 - b. or to check out immediately, select **Deactivate Q** from the **Help** menu (while connected to the Internet).

**Technical
notes**

You do not need administrator privileges to activate *Standard* licenses nor to check out *Transferable* licenses.

**Frequently
asked
questions**

If a computer breaks down or somebody leaves the company, can a Standard License be transferred between machines? Yes. Contact Q Support.

Do I need to be connected to the Internet to activate and deactivate Standard licenses? No. If you are not connected to the Internet you can activate and deactivate by contacting Q Support via phone or e-mail (on another computer).

Can we have both Standard licenses and Transferable licenses? Yes.

Can we have some people in our company using Q Professional and some using Q Reader? Yes. Files created in one edition can be read in all the others.