

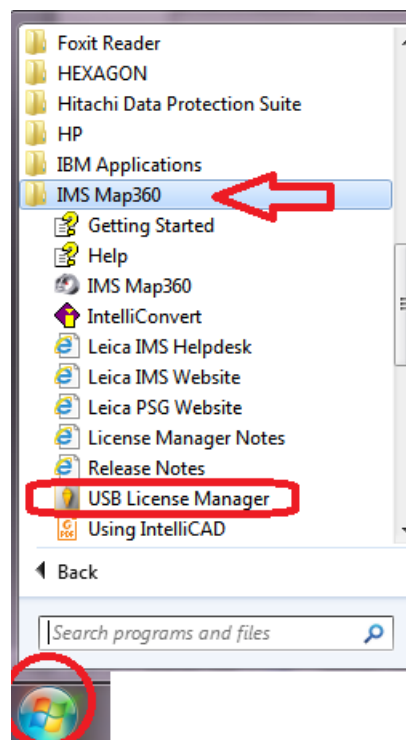
UPDATE (activate) YOUR IMS MAP360 USB LICENSE KEY

Even after purchasing upgrades or renewed CCP Maintenance, your USB key requires you to run the key update function to revised date on key.

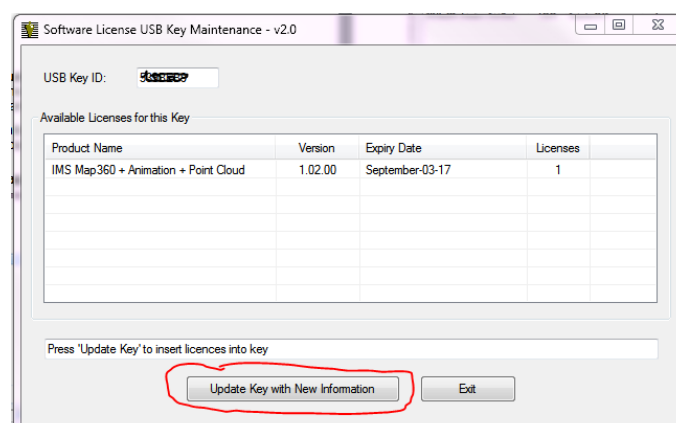
INSTALLATION:

To activate your USB License Key, **you must use a computer that has internet access.** You only need internet access to activate the key initially and once activated internet connection is not required to use the program.

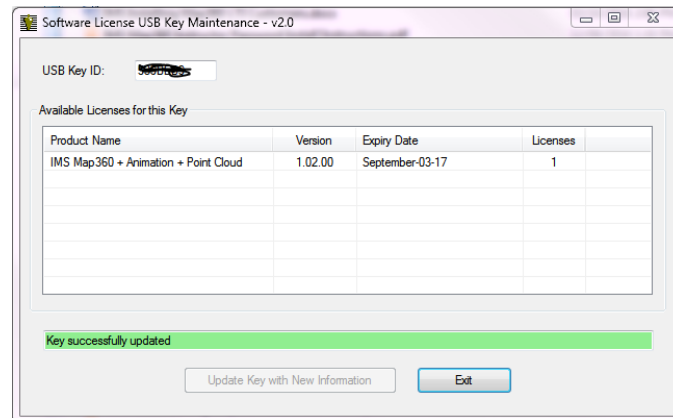
1. After IMS Map360 software is installed insert your **USB Software License Key** in any available **USB port** on your computer. *Confirm that the tiny red led on the key has lit.*
2. Go to **Start | All Programs | IMS Map360** and start “**USB License Manager.**”



3. On the Software License USB Key Maintenance Program, Press the **Update Key with New Information** Button:



4. You will get a message indicating that the key was updated highlighted in green. You now have a updated license expiry date stored on your key. Exit the License Manager.



5. You can now start **IMS Map360** by using the shortcut on your desktop, or from the Windows **Start button** go to **Programs** and select the **IMS Map360** folder.

Checking for Updates:

You should receive notifications for available updates but you may also need to check manually. To do this in Sketch Mode make sure you are in the **Home Tab** at top and go to far right on ribbon menu to **About IMS Map360** click the down arrow **Check for Updates**.

If you need to reinstall this is the Download link for IMS Map360:

<http://ims.leica-geosystems.com/download>

Download completely and once download is completed double-click file to begin installation. (Note: for an agency owned computer you may need to contact your IT Section in case you do not have admin rights to get their assistance to install software.)

Trouble Shooting:

If the IMS Map360 option did not appear on your USB key and you have a current maintenance plan, please contact us at **1-888-632-8285** and ask for **License Manager or Technical Support**.

You may need to update/activate your key in **Admin Mode**. To do this open the IMS Map360 by going to desktop and right click on the IMS Map360 icon. Select to **Run as Administrator**. Then follow instructions at top. (If this does not work and is an agency owned computer you may need to have your IT staff do this.)

IMPORTANT INFORMATION ABOUT FIREWALLS:

The key is activated using a special program called the USB License Manager. The License Manager contacts a server at our corporate office. Depending on the firewall configuration used in your organization, **you might need to grant special permission to the License Manager software to access MicroSurvey.com through TCP Port 80**. Alternatively, you can activate the key from a less restricted computer.

If you get an error message, *“Unable to retrieve product information, please contact Technical Support.”*, this usually indicates a firewall issue. Please consult with your own Network Administrator on how to setup exceptions. If License Manager can’t get through the firewall, you will not be able to activate, or update your USB License Key.