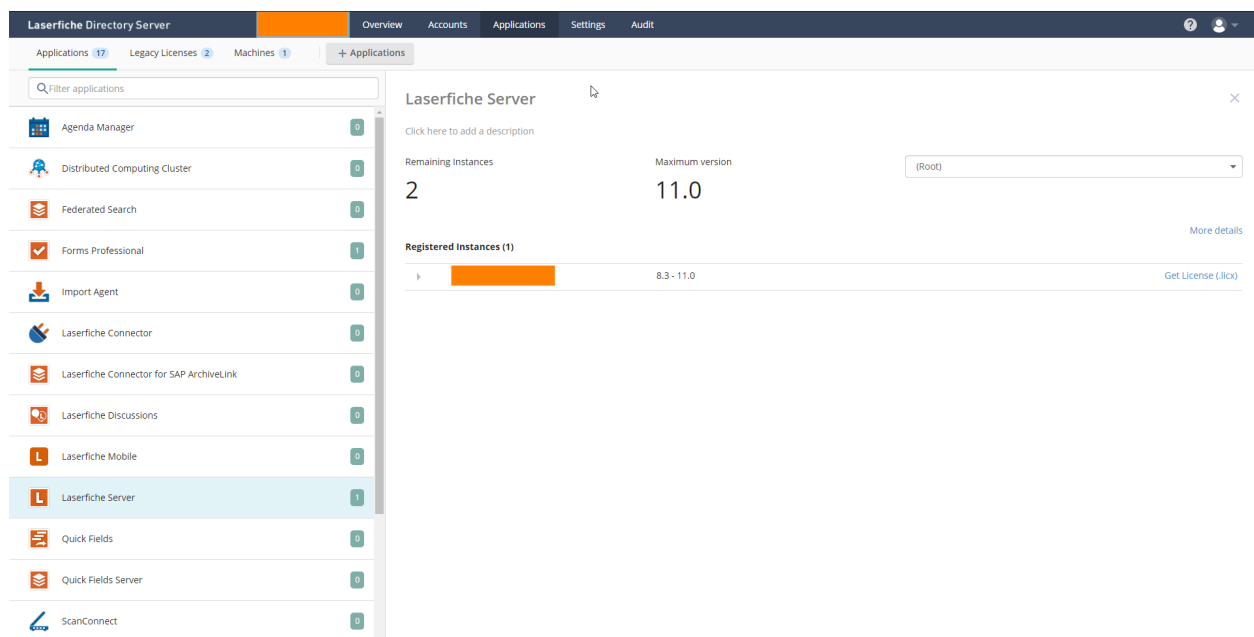


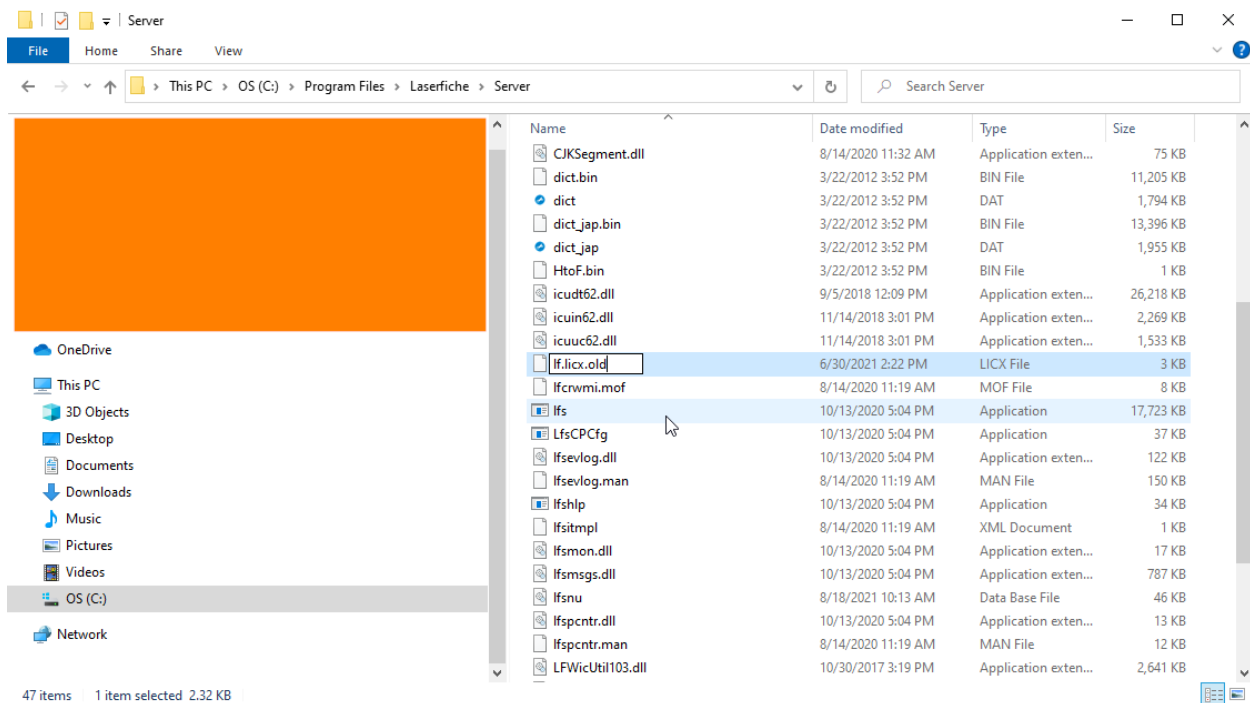


How To Replace a Laserfiche License File

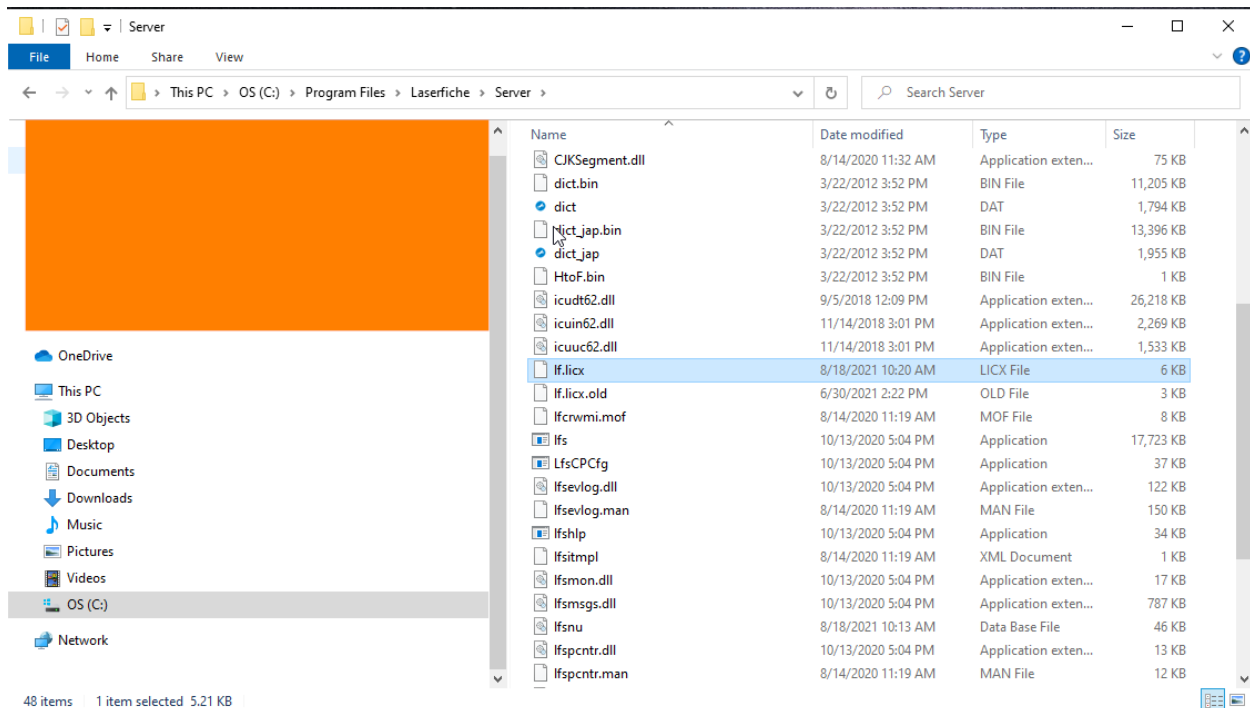
1. **Navigate to Laserfiche Directory Server (LFDS)**
2. In the Applications tab, find the application for which the new license is needed. (e.g. Laserfiche Server application, the process is the same for other applications)



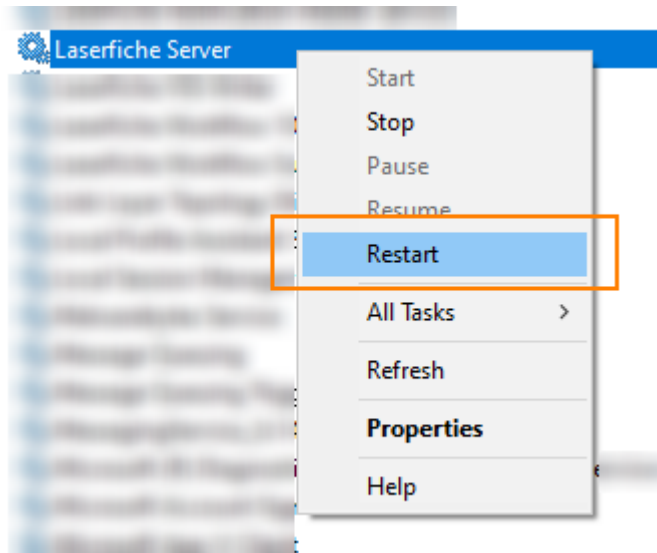
3. **Select *Get License (.licx)*** to download the .licx file to the local machine. Hold onto this until step 6.
4. **Navigate to the correct file path** for the application to be licensed. This [link](#) Contains a list of all default license file locations.
5. **Rename the old license file.** Once you get to the correct file path, there will be a file named "**If.licx**" this is the old license, so the name needs to be changed to something like "**If.licx.old**". This is done so that there is a backup of the existing license file in case a roll back is needed.



6. Place the new license file in the correct location. Once the old license has been renamed, drag and drop the new license into the same folder as the previous license. If done correctly there should be no message mentioning that a file with this name already exists. If that warning appears, click *Cancel* and retry step 5.



7. Once the new license file is placed in the folder, **restart the relevant service(s)** in the Microsoft Services application. (This is done by right clicking the service and selecting *Restart*.)



8. Once the relevant service(s) are back online, **verify the application functions correctly with the new license**. For LF Server, this can be done by opening the LF Admin Console and ensuring the repositories and number of license users are showing. If something looks out of place, or if the application does not appear to function correctly, roll back to the previous license by reversing step 5. The new license file can be named "lf.licx.new", and the file currently named lf.licx.old should be returned to its original name, "lf.licx." Restart the relevant service(s) again to re-apply the old license, then contact DocuNav support for assistance.