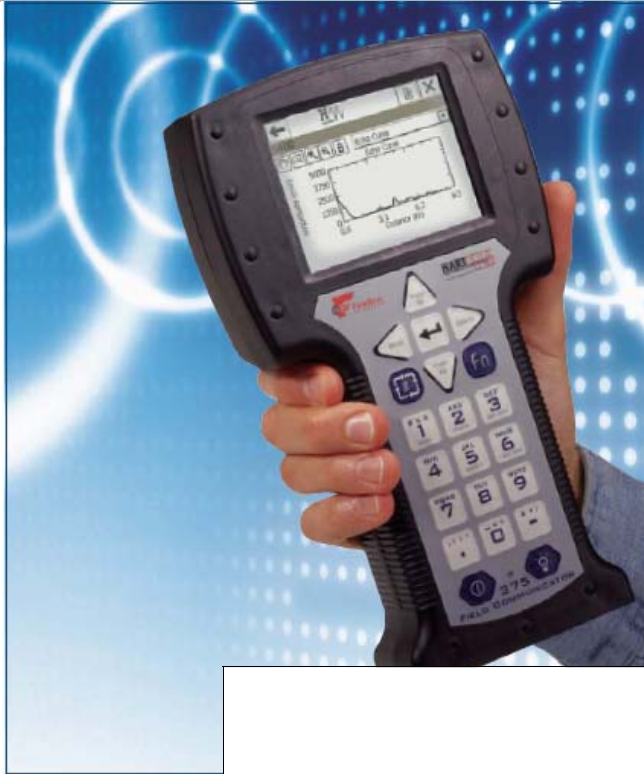


375 Field Communicator



375 Field Communicator ONLINE LICENSING PROCEDURE

Online Licensing Procedure for the 375 Field Communicator

Advantages of Online Licensing

- Allows users to add Licenses to existing System Card electronically via the 375 Easy Upgrade Programming Utility
- More economical than ordering a replacement System Card
- No need to send System Card to Service Center or wait for physical shipment to arrive

3 Stages of Online Licensing

- Register the 375 Field Communicator
- Order Placement
- License Download

Prerequisites

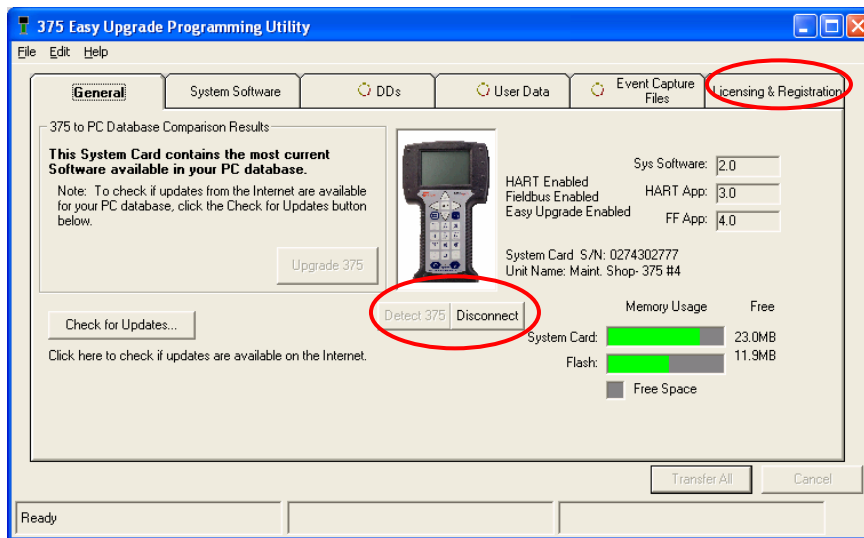
- Easy Upgrade Programming Utility (v1.6 or higher) installed
- PC with IRDA (integral or USB)
- Active Internet Connection
- 375 Field Communicator(s) running System Software v2.0 or higher

STAGE 1: Register the 375 Field Communicator.

1. From General Tab, detect your 375 Field Communicator.

Select **Detect 375**. For any additional communicators, select **Disconnect** and then **Detect 375** to connect a new unit.

Note: Step 1 must be performed using the IRDA interface with 375 Field Communicator in Listen for PC Mode.



2. **Select Licensing & Registration Tab**
3. **Select “Online” view to connect to Internet.**

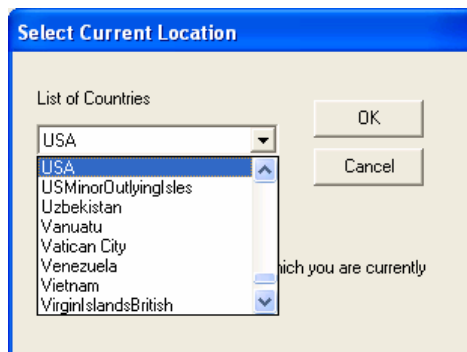
System Card entries may remain indefinitely or can be deleted to reduce clutter. A deleted entry can be easily restored by connecting the System Card via IRDA. (see Step 1). Once you go online (see Step 4), only System Cards listed in the archive will be Registered and available to the Online Configurator.



Note: The archive will list all System Cards that have been connected via IRDA since the installation of Programming Utility v1.6. The only exception to this is if the System Card entry has been manually deleted.

4. **Identify Current Location and select OK.**

This is not the country in which you reside, but the country where you are presently located.

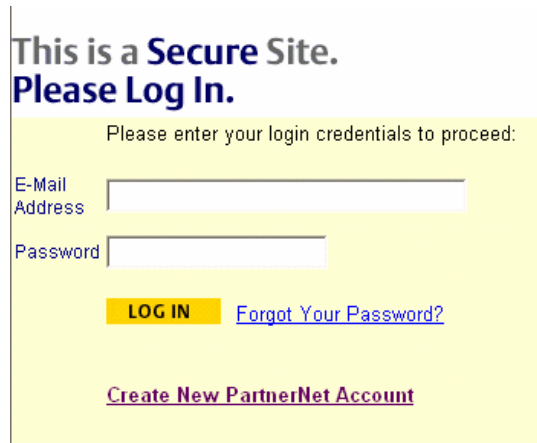


Note: This step will not occur if it has already been performed elsewhere since the Programming Utility was launched.

5. Log-in to PartnerNet.

For those with an existing Emerson PartnerNet account, provide email address, Password, and select Log In.

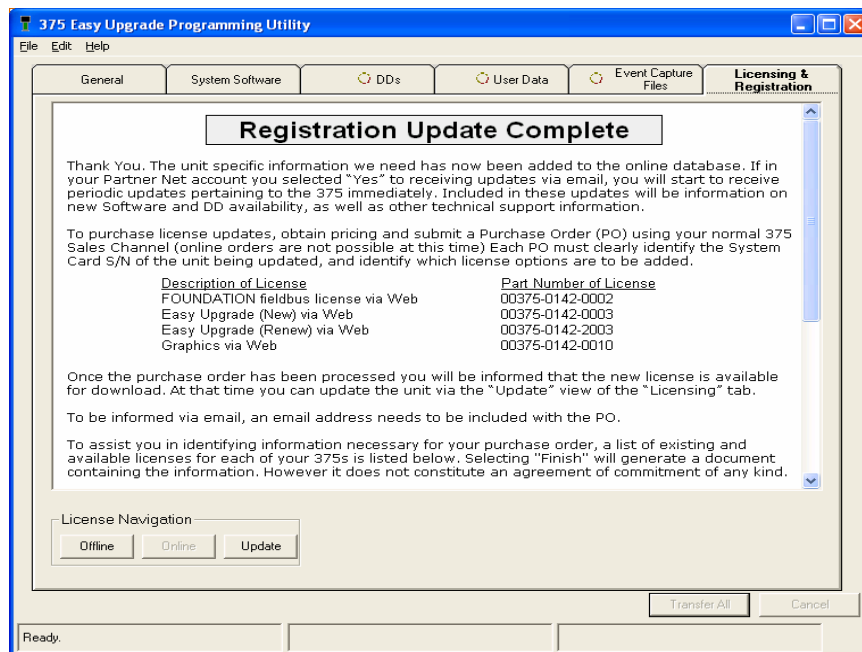
For those that do not have an Emerson PartnerNet account, or for those that have forgotten their account password, select the appropriate link and follow prompts



6. Review Registration Update information and scroll down to Online Configurator.

If you only wish to register your 375 Field Communicator, the process is complete once you receive the message "Registration Update Complete."

For you want to place an Online License order, follow the steps outlined below.

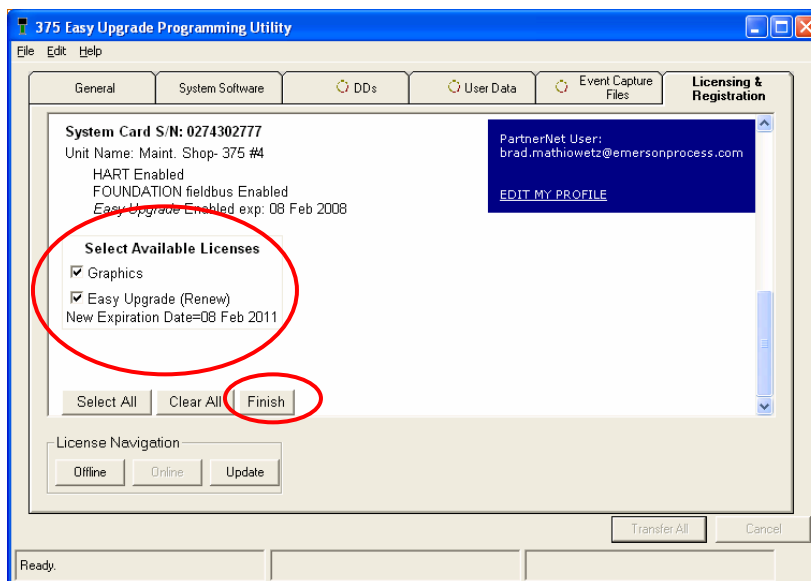


STAGE 2: Order Placement.

7. Select desired licenses for each System Card.

To help facilitate your Online License order, an Online Configurator is available for use. The System Cards displayed match those in the archive. Check boxes indicate which licenses are available for each System Card. For your convenience, **Select All** and **Clear All** buttons are available at the bottom of the screen.

The Online Configurator reflects our current compatibility requirements. This includes the requirement for users to have an active *Easy Upgrade* license if they are ordering the FOUNDATION™ fieldbus or Graphics license.



8. Once you have made your desired selections, select Finish.

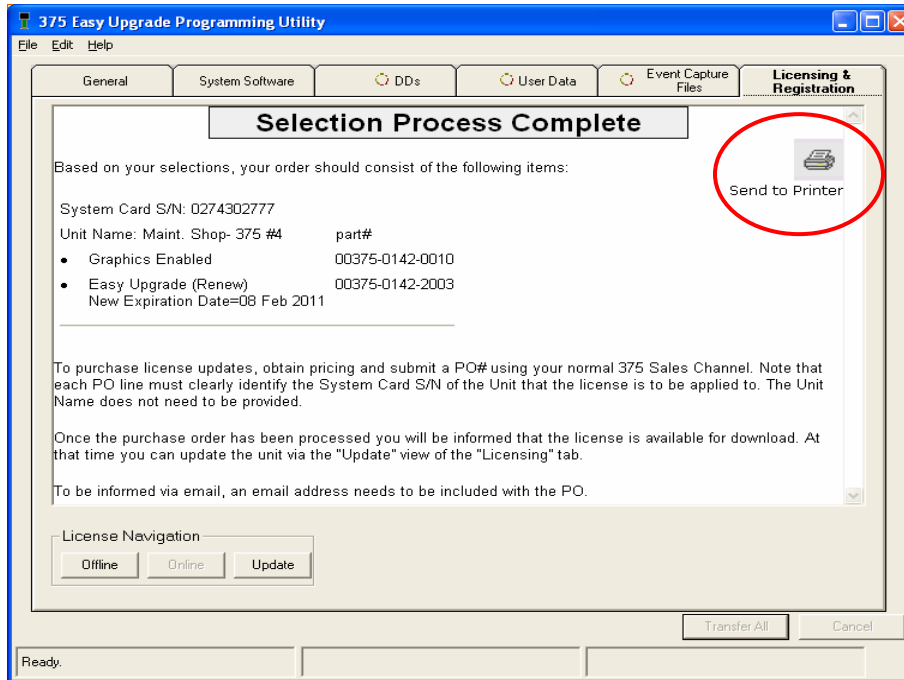
Selecting **Finish** creates supporting documentation for your order, but it does not constitute an order nor does it commit you to an order in any way.

9. Collect data for Purchase Order.

After selecting **Finish**, the screen will display the information needed for your PO. Be sure to include System Card S/N and the part number(s) ordered for each specific System Card S/N.

The information is available in three forms:

- 1) It can be copied directly from this page and pasted into another document
- 2) It can be printed by selecting the print icon
- 3) It can be sent through an automated text-based email to your email address.






10. Place Purchase Order with 375 Field Communicator Point of Sale, specifying System Card S/N and license part numbers for each System Card.

To prevent delays in processing, it is critical that a valid part number and System Card S/N are provided. To ensure accuracy, it is recommended that you include the PO information provided via the Online Configurator (see Step 9)

Note: US and Canadian customers may place orders with the North American Response Center by calling 1-800-654-7768 or emailing NARC.IVS@EmersonProcess.com. All other world areas should place their order via their normal 375 Field Communicator Point of Sale.

11. To receive immediate notification of licensing availability, include your email address on the PO.

|  | |  | | PURCHASE ORDER | |
|--|----------|---|---|---|---------------|
| SHIP-TO: 111 Main St Los Angeles, CA 12345 | | BILL-TO: PO Box 1234 Dallas, TX 56789 | | Number: 4500123456 <small>THIS NUMBER MUST APPEAR ON ALL INVOICES</small> | |
| Ph: 888-123-4567; Fax: 888-123-7890 | | Date: 5/16/2007 | | | |
| VENDOR: Instrument & Valve Services Company 12001 Technology Dr Eden Prairie, MN 55344 Attn: SR # 333124 Phone # 800-654-7768 Fax # 952-828-3344 cc: InstrumentPO.IYSNarc@EmersonP rocess.com ATTN: SR # 333124 | | | | | |
| Original or Confirming Requisition: | | | | Terms: Net 30 | |
| Item No. | Quantity | Description | Unit | Price | |
| | | Requesting 375 Online Licensing Easy Upgrade Renew option PART # 00375-0142-2003 System Card Serial # 0387663367 | 1 | 575 | |
| | | Subtotal | | \$ | 575.00 |
| | | Tax | | \$ | 37.35 |
| | | TOTAL | | \$ | 612.35 |
| Contact Info Michelle Smith ph # 888-123-4567 confirm order to e-mail: Michelle.Smith@Globalchemcorp.com | | |  Authorized Signature | | |

STAGE 3: License Download

12. Upon notification that licenses are available for download, launch 375 Easy Upgrade Programming Utility and proceed to the Update View of the Licensing & Registration Tab.

If email addresses are provided in Step 11, an email notification such as this one will be provided informing you of the license availability and instructing you how to proceed with license download.

```

From: 375Licensing@EmersonProcess.com
Sent: Tuesday, May 01, 2007 6:39 PM
To: john.doe@emailserver.com
Subject: New Licenses Awaiting Download For Your 375 Unit(s)

You have licenses awaiting download for the following 375 Units:

System Card S/N: 0274302777
Unit Name: Maint. Shop- 375 #4

part#: 00375-0142-0010
License: Graphics Enabled

part#: 00375-0142-2003
License: Easy Upgrade (Renew)
New Expiration Date=08 Feb 2011

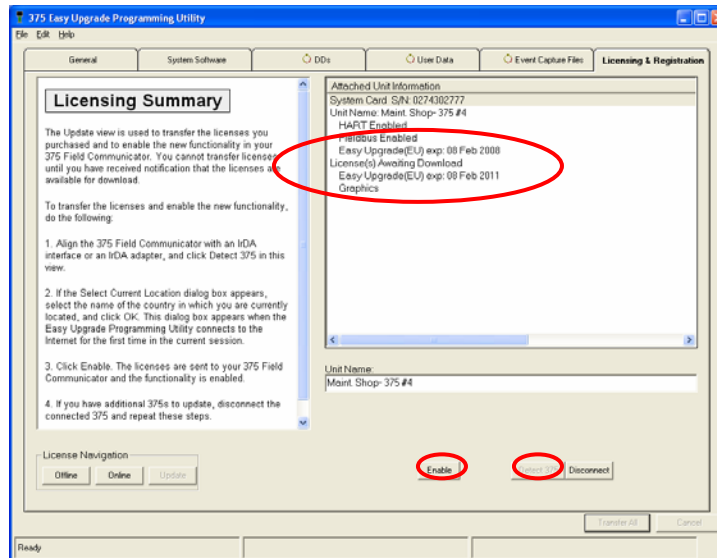
To enable these licenses in your 375 Unit(s), start the Easy Upgrade
Programming Utility and select the Licensing Tab. Connect and detect the
375 Unit. Then select the UPDATE button to list the license(s) for this
unit. Finally, select the ENABLE button to enable these license(s) this
unit.
    
```

13. Connect your 375 Field Communicator using “Detect 375” function.

This step must be performed using the IRDA interface with 375 Field Communicator in Listen for PC Mode. An Internet Connection is also required.

14. Confirm that the licenses “Awaiting Download” match your PO.

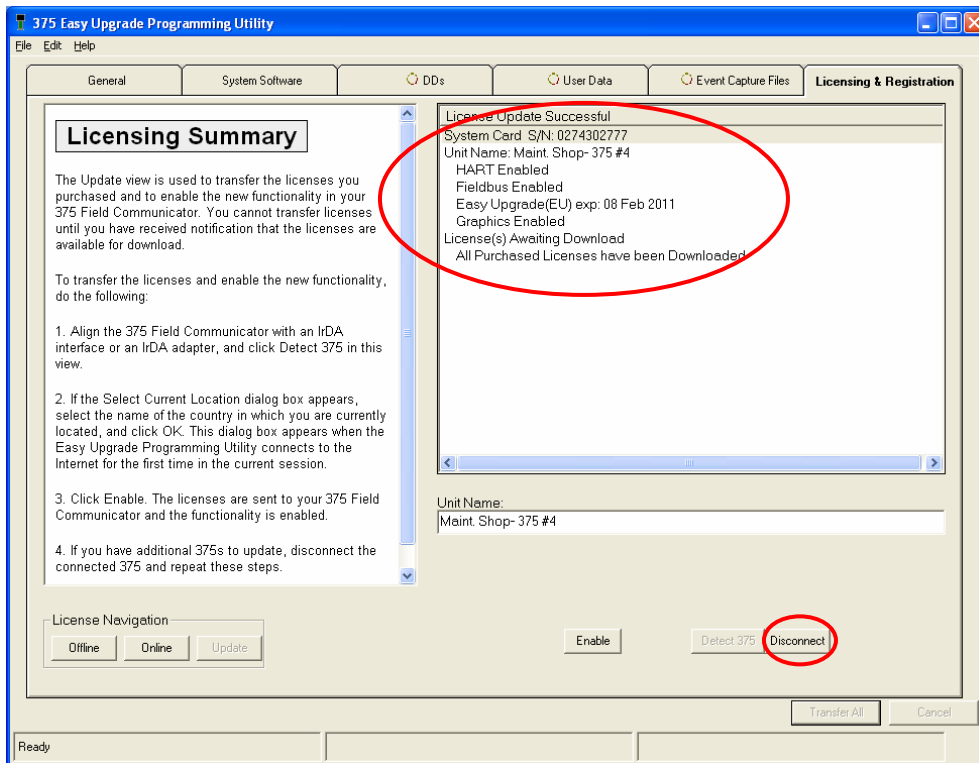
If the licenses “Awaiting Download” do not match your PO, verify that System Card S/N matches what is on the PO. If a mismatch still exists, contact your Point of Sale for resolution.



15. Select “Enable” to update the System Card license(s).

Enter “Unit Name” change as desired. This May be done in conjunction with a license update or performed separately.

16. Verify final license change matches PO. If it does not, repeat Steps 13-16.



17. To add licenses to another 375 Field Communicator, select Disconnect and then perform steps 13-16 for each additional communicator.

If you do not have any other units to license, you can shut down the 375 Easy Upgrade Programming Utility at this time.

If you have any problems with the online licensing procedures, contact [375 Technical Support](#).

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