

# Kofax Power PDF Advanced Registration & Installation Guide

POWER PDF Advanced V5.0 - AUGUST 2022

For Evaluation & NFR Serial Numbers With or Without Licence Server



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### Contents

### **Overview**

The Kofax Power PDF Advanced Registration & Installation Guide is intended to guide an end-user through the process from receipt of an Electronic Fulfilment email (license) through to installing the product on a Windows PC. This guide is primarily for Evaluation and Not for Resale (NFR) Serial Numbers however there is a short section at the end for Production Installs.

### **IMPORTANT NOTE**

A Kofax Power PDF License Serial Number can only be registered once (by a single user) to download the software. If you receive the error below when attempting to add your Serial number into the Kofax Delivery Portal, firstly check if anyone else in your organization has already registered the Serial number. Otherwise, please contact Kofax using the details provided on the screen for further assistance.

Serial Number AV09Z-K13-E5 is already registered to a different user. Please check the number and try again. Or, if you need to change the registration to you, contact Kofax Inside Sales (info@kofax.com).

As per the Kofax End User License Agreement, the software should only be installed and licensed based on the number of licenses purchased.

### **Free Trial or Managed Trial Software**

During the selection process leading up to the purchase of Kofax Power PDF, you may have already installed 30-Day trial software or a Managed Trial version. If this is the case, this software should be **REMOVED** from the Windows PC by an Administrator prior to installing the EVAL / NFR version.

# **Create an account on the Kofax Delivery Portal**

Navigate to https://delivery.kofax.com

Click on "Create a New Account"

Kofas Delivery - Downloads X +		ο - σ ×
← → C ① ê delivery.kofax.com/WebUserIdentity/Account/Login		Image: Section of the section of
KOFAX		D HELP
Downloads	en e les décen	
	Log In	
	Email	
	Password	
	□ Stay signed in	
	LOG IN	
	Forgot your password? Create new account	

Enter your email address and choose a password including at least 1 special character.



• Click the "Register" button.

 Complete the form with the required information and click the "Save" button at the bottom of the page.

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	Account		÷			
		Email was sent. Please pr	ovide the acknowledgement a	bout the email being received b	ay clicking on the link inside. $\qquad \qquad \qquad$	
				Profile		
	Profile Password	d Two-factor authen	tication Personal data			
	Username		Created at			
	YourFmail@Addro	55	9/18/2021			
	Email		Phone number		Job function	
	YourFmail@Addre	2.2				
	Send verification e	mail				
	First name		Last name		User title	
	Is Active					
	Those fields ove	erride your Compar	ny data			
	Company name		Industry code			
	Country code	State code	Company zip	Company Address 1	Company Address 2	
	Company					
	Company name		Industry code			
	Country code	State code	Company zip	Company Address 1	Company Address 2	

- A verification email will be sent to your email address. Click on the link to confirm your account.
- If not received within 5 minutes, please log out of the portal and log back in.

Kofax Electronic Fulfillment - Confirm account registration			
KOFAX  Kofax E-Delivery@kofax.com> To: kofax@	Ð	Tue, 14 Apr at 10:11	*
Please confirm your account			
BACCOUNT	Grosor	л இнецр	
Confirm email			
Thank you for confirming your email.			
© 2021 Kofax Inc. All rights reserved.	Privacy Terms o	of Use Subscription	

 Further help on creating an account can be found here

 https://knowledge.kofax.com/General\_Support/Support\_Details/Download\_Software\_from\_the\_Ko

 fax\_Electronic\_Fulfillment\_site

# Licence Type (Legacy or Licence Server)

It is important at this point to understand what type of licencing you have been issued or requested.

### **Licence Server Serial Number:**

This Licence allows you to install a separate (server based) Licence Server which all deployed desktop Power PDF installations will communicate to for issuing them with a Licence. This allows for the "In House" management of Power PDF licence's.

This type of Serial Number has a format of "XX00000" (two alpha characters and 5 numeric characters). A product code is also supplied on the fulfillment document "00X000XXX" which will also be required.

The licence server will need to be installed and configured with the licence BEFORE the Power PDF desktop deployment can take place.

### Legacy Serial Number

This licence does not require any additional software or infrastructure but will require access to the internet for activation. Using this licence system requires you to manage the deployment of Power PDF and ensure your licence covers the number of named users using the software.

This type of Serial Number has the format of "XX00X-XX0-X000-X00"

When you follow the next screens to register your Serial Key, it will also be important to download the Licence Server Software as well as the Power PDF software if this type of Serial key has been supplied.

# **Register your product Serial number**

• Log in to your Kofax account and go to Add Software. Enter the product serial number from the original Electronic Fulfilment email you received into the Serial Number field (screen shot below).

KOFAX	DOWNLOADS	REGISTRATIONS	↔ ADD SOFTWARE		E LOG OUT	(2) HELP
Add Software	14.1		• • •	ŀ.		
		Add Soft	ware			
	Serial Number	C809A-				
	Serial Number					
	Serial Number					
	Serial Number					
	Serial Number					
		ADD SOF	TWARE			
© 2021 Kofax Inc. All rights reserved.				р	rivacy Terms of Use	Subscription

When the software is successfully registered, it will appear in your registered list. Please ensure you select the **REFRESH** link to ensure the software is shown in the following screens.

Registered	Serial Num	Serial Number: ED16050 : Reg	atration successful.	iF 1.		×
Serial#	Version	Has Access	Status	Expire	🔿 Refresh All	
		ControlSuite Software, Kofax ControlSuite	Active - Expired Maintenance	12/30/2019	() Refresh	Delete
		ControlSuite Software, Kofax ControlSuite	Active - Expired Maintenance	12/30/2019	() Refresh	Delete
		ShareScan	Active - Expired Maintenance	3/2/2021	O Refresh	Delete
		PPDF Win Adv Vol Maint, PPDF Windows Adv Vol 3	Active - Expired Maintenance	3/27/2020	() Refresh	Delete
			Active - Expired Maintenance	3/2/2021	O Refresh	Delete
		PPDF Windows Advanced 4	Active - Expired Maintenance	8/25/2021	O Refresh	Delete
		PPDF Mac 4	Active - Expired Maintenance	1/4/2022	O Refresh	Delete
		PPDF Windows 4 NFR-EVAL	Active - Expired Maintenance	11/8/2021	O Refresh	Delete
		PPDF Windows Adv Vol 5	Active	7/13/2023	🔿 Refresh	Delete

### **Download the product software**

 Navigate to "DOWNLOADS" and then Select "Kofax Power PDF 5.0 Advanced Volume for Windows" in the software list. If you have other Kofax Software registered, this will also be listed here, navigate to the page with Power PDF v5.0 as shown below.

<b>KOF</b> ELee Trevallion	AX (1) DOWNLOADS (1) REG	ISTRATIONS () ADD SOFTWARE	ACCOUNT	C-LON OUT	() HELP
Downlo	ads	1.1	÷.		
View My Kofa	List  All Languages			Filter	
Release Date	1 Download	Version	Size 11 Lar	nguage Ti	Notes
3/18/2022	Kofax ControlSuite 1.3 - AutoStore Software	e with Fixpack 2 1.3	3.52 GB Eng	glish	9
3/18/2022	E Kofax ControlSuite 1.3 - Output Manager So	oftware with Fixpack 2 1.3	3.51 GB Eng	glish	3
3/18/2022	Kofax ControlSuite 1.3 - Software with Fixpa	ack 2 1.3	3.51 GB Eng	glish	9
3/18/2022	Kofax Equitrac Workstation Clients 1.3 with	Fixpack 2 1.3	111.63 MB Eng	glish	
3/18/2022	ControlSuite Workstation Clients 1.3 with Fit	xpack 2 1.3	3.29 GB Eng	glish	
4/1/2022	🕑 Kofax ControlSuite 1.3 – Equitrac Software #	with Fixpack 2 1.3	3.51 GB Eng	glish	39
5,/6/2022	Kofax Power PDF 5.0 Advanced Volume for 1	Windows 5.0	2.47 GB Por Chi Chi Cza Fre Hu Jap Pol	rtuguese (Brazil), inese (Simplified), inese (Traditional), ech, Dutch, English, nch, German, ngarian, Italian, vanese, Korean, lish, Russian,	
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• Accept the license agreement. Click on the "Proceed to Download" button.

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Kofax Power PDF 5.	0 Advanced Volume for Wind	lows		
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<ul> <li>License Grant. Subject to Y6 Kofax. Inc. (*Kofax:) grants Y8 provided to Y0u from time to object code form only and a (production, evaluation, text) have paid the appropriate it Kofax or between Y0u and a licensed (the "Software"). You concurrent client module us documentation for the Software</li> </ul>	ur acceptance of the terms and conditions of thi ou a non-exclusive personal license to use the 30 to the (as and when wallable as part of Kofax's 3 to therwise provide this License Agreement. ng, demonstration - stater recovery) and for the nauthorized Kofax reseller or distributor identify ir use of the Software is further subject to the lin limitations as may be specified in the Sales Ord are, and any other limitations as may be specified	s License Agreement and conditional or thrave. Including any upgrades and new ioftware Maintenance and Support prog Vour licenses allow You to use the Softw e duration and extent, whether perpetur or more valid order documents (a "Sales ing the specific software and accompan, nitations on use of the Software, such as e., usage restrictions as may be describ ed in the then current licensing policies f	n payment of all required fees, v version releases that may be yram), for Your internal use in are only for the purposes all or for a term. for which You Order) between You and ying hardware (fl any) products v volume limitations or el in the product for the Software. You agree to	
I agree to the terms of the lice	ense agreement. Proceed to Download	Back to Products		
© 2022 Kofax Inc. All rights reserv	ed.		Privacy Terms of Use Subscription	

• Click on the "KofaxPowerPDFAdvancedVolume-5.0.0.zip" file name link (highlighted).

Elec Trevalion	∃ LOG OUT _ @ HELP
Kofax Power PDF 5.0 Advanced Volume for Windows	
Product Release	
Title File Date	Size
Kofax License Server 6.5 KofaxLicenseServer-6.5.0.2ip 2022.05.06	150.71 MB
Kofax Power PDF Collaboration Server 1.0 KofaxPowerPDFCollaborationServer-1.0.0.zip 2022.05.06	33.06 MB
Kofax Power PDF 5.0 Advanced Volume for Windows KofaxPowerPDFAdvancedVolume-5.0.0zip 2022.05.06	1.76 GB
Kofax Power PDF Create 5.0 for App-V Deployment KofaxPowerPDFCreateAppV-5.0.0.zip 2022.05.06	318.43 MB
Kofax Power PDF 5.0 iFilter for SharePoint KofaxPowerPDFiFilterforSharePoint-5.0.0.zip 2022.05.06	99.33 MB
Kofax Power PDF 5.0 RMS Protector for SharePoint KofaxPowerPDFRMSProtectorforSharePoint-5.0.0.zip 2022.05.06	37.87 MB
Documentation	
Title File Date	Size
Kofax Power PDF 5.0 Help KofaxPowerPDFDocumentation_5.0.0.zip 2022.05.06	80.37 MB
Kofax Power PDF 5.0 Release Notes - English KofaxPowerPDFReleaseNotes, 5.0.0_EN.pdf 2022.05.06	280.24 KB

• You can also download additional software such as the Kofax Licence Server as well at this point.

# **Installing Kofax Power PDF**

Installation of Kofax Power PDF can either be performed manually or automatically using various deployment methods. For automatic deployment options, we include in our download package a guide (KofaxPowerPDFNetworkInstallationGuide\_EN.pdf) and customization kit under this folder:

<extracted path>\KofaxPowerPDFAdvancedVolume-5.0.0\Tools\CustomKit\Doc

Please refer to this for further information about automatic deployment (the guide also includes details about installing the Kofax Licence Server).

The remainder of this guide goes through a manual installation of Power PDF.

You will require Administrative privileges on the target PC and once installed the PC will require a restart to fully install all required components. The PC will also require an Internet connection and be able to connect to the following website: <u>http://licenses.kofax.com/us/</u> for activation purposes.

Once you have downloaded the Kofax Power PDF installer (KofaxPowerPDFAdvancedVolume-5.0.0.zip), copy this to the Windows PC that you wish to install upon. This file is a zip file and will need the contents extracting to the destination PC under a suitable folder, check it has not been blocked by Windows by right clicking on the file, select Properties and under the General tab check the Unblock box if it is present.

Attributes:	Read-only	Hidden	Advanced
Security:	This file came fro computer and mi help protect this	m another ight be blocked to computer.	Unblock
	OK	Cancol	Annie

Once extracted, in the folder the zip file was extracted too, right click on Setup.exe and select "Run as Administrator"



The Setup process should begin, and the following screen will be shown. Select Install



Depending upon your system you may the see this screen installing the Microsoft WebView2 software.



• If a previous version of Power PDF is detected, you are prompted to Upgrade Product



Select Next



Accept the License Agreement.



• Enter your Username and Organisation.

🛃 Kofax Power PDF Advanced - InstallShield Wizard	×
Customer Information Please enter your information.	KOFAX
User Name:	
Qrganization:	
TeetalChield	
< Back Next 2	Cancel

Select Next

### Selecting Kofax Licence Server at Installation

• At this next screen you are asked to select the licencing type discussed earlier in this document. In this first example we will select "Activate with Kofax Licence Server":

g north and a second second		~
Product Activation		KOEAN
Choose the activation type.		KUFAA
Do you want to:		
Activate with Kofax License Se	rver	
Select this option if you want to con information from a Kofax License Se	figure Kofax Power PDF rver.	Advanced to get license
O Activate with legacy Serial Num	nber	
Select this option if you have Serial I	Number for Kofax Powe	r PDF Advanced.
stalishield -		

• You are then asked to enter either the server name or IP address of the Licence Server. The backup server is optional. Both these pieces of information would be provided by the IT Team in your company.

License Server Configuration			
Please enter your information.			KOFA
Qverwrite existing settings			
Enable secure communication (HTTF	PS)		
Primary Kofax License Server (required):			
Hostname:		Port number:	
		3582	
Backup Kofax License Server (optional)			
Hostname:		Port number:	
1		3582	
tallShield			

### **Selecting Legacy Serial Number at Installation**

• If you are using the legacy serial keys then select the "Activate with Legacy Serial Number"



• You are then asked to enter the Serial Number. This will be provided by your IT Team or can be found on the Kofax Fulfillment document that was emailed to your company.

🛃 Kofax Power PDF Advanced - InstallShield Wizard	×
Customer Information	
Please enter your information.	KOFAX
Serial Number:	
Please enter the serial number in the following format: XXXXX-XXXX-XXXX-XXXX-XXX	
InstallShield	
< Back Next >	Cancel

A choice is then provided between a Typical or Custom installation. Typical installs the base product and Custom allows for the installation of custom components such as Document Management Connectors and access to the Kofax AutoStore integration.

• We will follow a Typical installation process. Click Next.

Setup Type		
Choose the se	tup type that best suits your needs.	KOFAX
Please select	a setup type.	
Typical		
	Program will be installed with the most common options.	
Custom		
di Ba	Choose which program features you want installed and whe will be installed.	re they
nstallShield		
	< Back Next >	Cancel

• Unless required, accept the default installation location. Click Next.



• Click Install.



The installation will begin, and files copied to the relevant locations.



• Once the installation process has completed, click Finish.

🛃 Kofax Power PDF Advanc	ed - InstallShield Wizard	×
	InstallShield Wizard Completed	
Kofax Power PDF Advanced	The InstallShield Wizard has successfully installed K PDF Advanced. Click Finish to exit the wizard,	ofax Power
KOFAX	< Back Finish	Cancel

• The screen will be shown below. Click the "Launch the application" button.

Kofax Setup Launcher	Kofax Power	- • × PDF 5 Advanced
	Installation completed successfully.	
	Launch the application	
		Learn more

If Legacy Serial Numbers are being used, the following screens may be displayed if the Eval or NFR software was used for the installation.

• The screen will be shown below. Select the "Activate Product" button to enter your Serial Key.



• Enter your Serial Number you have registered

Kofax Power PDF Advanced Product Activation	×
Product Serial Number	
Please enter your product serial number in the field below: We recommend you copy and paste the supplied serial number. If you enter it manually, do not type the dashes; they are placed automatically.	
C809A ?	
KOFA	x
< Back Next > Exit	

• You should receive this screen if the product has now successfully activated.

Kofax Power PDF Advanced Product Activation	×
Successful Activation	
Thank You for activating the product.	
KOFAX	Κ
< Back Launch Exit	

### **IMPORTANT NOTE:**

Power PDF is regularly updated, and it is advisable to install the latest Fix Pack prior to using the software (available in the "Power PDF Advanced Volume – All Versions" folder in the Kofax Delivery portal).

Please refer to the available Fix Packs on the Kofax Delivery Portal for more information.

# **Kofax Power PDF Custom Installation**

Kofax Power PDF offers an advanced "Custom Installation" where additional components can be installed. Below are a selection of screen shots showing which features can be enabled during a Custom Installation.

#### Language Support:



### Integrations:



#### **Specialized Document Processing:**

#### **Connectors:**



The advanced features above may require additional components to be installed in order to function. For example, the DMS Connector for NetDocuments will require the NetDocuments and Office desktop component to be installed and operational. Details of pre-requisites can be found in the Kofax Power PDF Documentation and Help files.

# **Associating PDF files with Kofax Power PDF**

Due to security built into MS-Windows 10, the automatic installation will be unable to complete the association of PDF files with Kofax Power PDF by design. Instead, the message below will be displayed when first opening Kofax Power PDF, follow the on-screen instructions to set Power PDF Advanced as your default PDF application.

Select Yes and then follow the on screen instructions.

Power	PDF Advanced	
1	Kofax Power PDF is currently not your default PDF application. Would you like to set Kofax Power PDF as your default pro-	gram for viewing PDF documents?
Don	't show again.	
		Yes No

# Fix Packs – Eval & NFR

Fix packs are available from the same delivery portal if you have a valid Maintenance & Support agreement. With Eval and NFR Serial keys, no M&S is supplied so in this case, please contact your local Kofax Pre-Sales Engineer or Sales Representative to check if any are available and can be downloaded separately.

# **End of Evaluation Period**

Please be aware that the NFR version installed through these instructions cannot be used with a "Full Production Serial Number".

Therefore at the end of the trial period please take steps to uninstall Power PDF Advanced (NFR) from all PC's where it was installed as trying to install "over the top" a production version will give issues relating to product activation of the "Full" serial Number.

# **Production Installation**

For a Production download and installation, all the same steps can be followed in this guide except for:

Download the production Volume software - KofaxPowerPDFAdvancedVolume-5.0.0.zip

Using a Full Production Serial Key

For Network deployments, there is a separate guide which talks through the different options and environments supported as well as information about using the Customization Tool for packaging a customer installation before deployment. The *KofaxPowerPDFNetworkInstallationGuide\_EN.pdf* guide can be found in the following location where the downloaded file was extracted:

<extracted path>\KofaxPowerPDFAdvancedVolume-5.0.0\Tools\CustomKit\Doc

### **Fix Packs – Production**

Fix packs are available from the same delivery portal if you have a valid Maintenance & Support agreement.

Fix packs are generally named: KofaxPowerPDFAdvanced-5.0.0.xx.zip

Where xx denotes the fix pack release number