

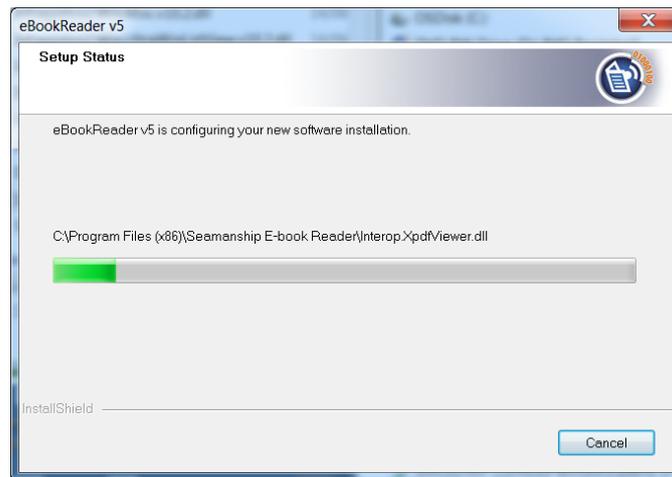
Accessing your E-reader titles with no internet access

These instructions are for customers who purchased through a distributor of IMO Publishing publications, received an IMO Bookshelf CD and their licence code but have no internet access.

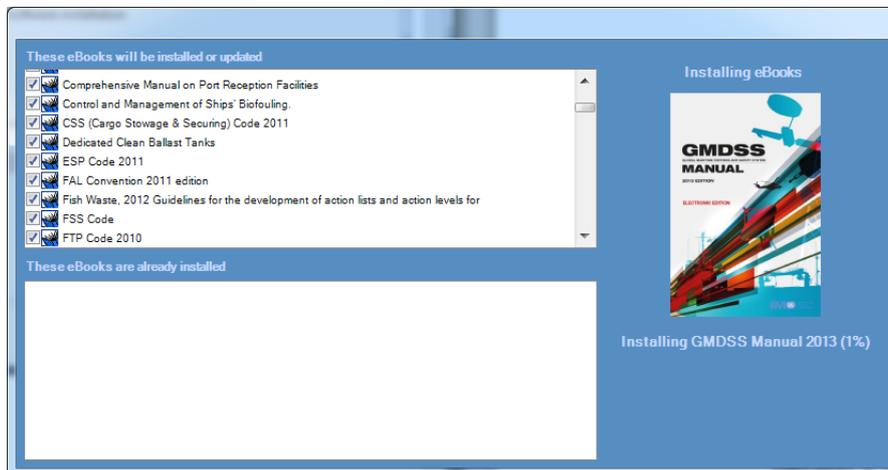
Section 1 – Downloading the CD

Enter the CD into your computer and follow the installation instructions.

The software will start installing



Once the software is installed the titles will automatically be added

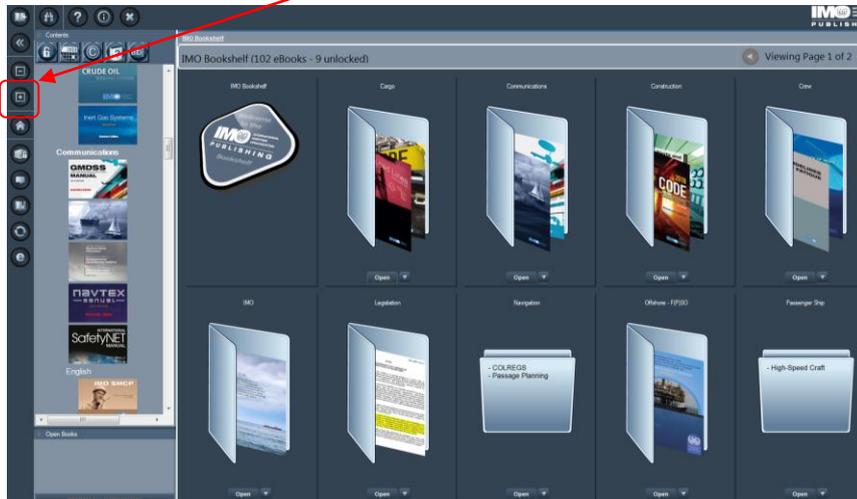


When all the titles have been added the software will be ready to open using 'The IMO Bookshelf' desktop icon



Section 2 – Unlocking your purchased product

To find the title you have purchased you can use the contents section on the left of the screen by clicking on the 'Expand Tree' button



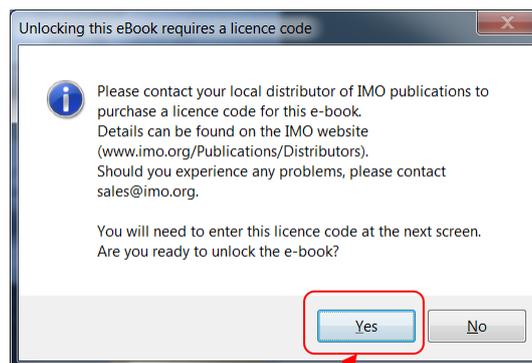
Or you can click on the 'ab' button and add a key word to the title search and click on 'Submit'



Once the title is open double click on the cover with padlock.



The message below will appear. Click on 'Yes'



There are various options available for unlocking your product. As you do not have an internet connection, please choose 'Automatic E-mail Option' or the 'E-mail' tab in order to generate your contact details.

Options to unlock your eBook | Internet | **E-mail** | E-mail from another PC | Phone/Fax | Enter Unlock Code

This eBook needs to be unlocked. The LICENCE CODE allows to unlock the eBook on one computer (including one backup). Obtain your licence code by contacting your local distributor of IMO publications

You have four options to unlock your eBook:

Is your computer connected to the internet?

YES → Internet Option

NO → Do you have e-mail access from this computer?

NO → Can you copy a small text and e-mail it from another computer?

NO → Phone/Fax Option

YES → Automatic E-mail Option

YES → E-mail from another PC Option

EXIT

Enter the licence code (starting with READ with 16 characters) supplied by your distributor and fill out the contact details. Once the details are complete, click on 'E-mail from another PC'.

Options to unlock your eBook | Internet | E-mail | **E-mail from another PC** | Phone/Fax | Enter Unlock Code

Please fill the form bel...

Clicking on [Send the e-mail] below will open your e-mail client with a message ready to send to our automated unlock e-mail server. You will receive a reply e-mail from the server containing your unlock code for this computer. Enter the unlock code in the red box below and pres...

Your Serial Number is: **8482-F553-BDD7-3D5A-B6** for the product **READ** [Show Help](#)

Enter your details

Licence Code: **READ-PWKY-VM3D-FHV3-XVEZ** Company: IMO

Obtain your licence code by contacting your local distributor of IMO publications

The code is similar to READ-AA11-CC22-DD33-E...

Address: 4 Albert Embankment

PostCode: SE1 7SR City: London

Surname: Bell Country: UK Phone: 020 7463 4162

Firstname: Emma E-mail reply address (if not as sender): ebell@imo.org

Mandatory fields

Send the e-mail (open e-mail client). You should receive an answer in less than 10 minutes.

Once you know your unlock code, enter or paste it here: **UNLOCK** EXIT

Copy and paste the text you have generated using the 'copy text to clipboard' button and attach it to a file that can be transferred to another PC, or print the text by clicking 'Print text'. Email this information to unlock.server@emailws.com with the subject 'Unlock READ'. The unlocking code will be emailed back and should be added in the unlock field. Then click on 'UNLOCK'.

Options to unlock your eBook Internet E-mail **E-mail from another PC** Phone/Fax Enter Unlock Code

If this computer doesn't have an e-mail connection, you can copy the text generated below to the clipboard and paste it in a file (e.g. Notep...

Goto the [E-mail] tab and fill the form

The unlock server e-mail address is unlock.server@emailws.com. The subject of the message MUST contain the words 'Unlock' and 'READ'. The body of the message should always be formatted as displayed below.

The text below uses square brackets [] to separate fields. This helps the automated e-mail server to read your e-mail and will speed-up the answer. You should normally receive an answer in less than 10 minutes (24h a day, 7 days a week). Don't resend the same e-mail to the server (except if requested to do so). In case of problems, send an e-mail to unlock.problem@emailws.com.

[Unicode: yes] (please always include this in your message)
 [Box Code: READ-PWKY-VM3D-FHV3-XVEZ]
 [Serial Number: 8482-F553-BDD7-3D5A-B6]
 [Surname: Bell] [Firstname: Emma]
 [Company: IMO]
 [Address: 4 Albert Embankment]
 [PostCode: SE1 7SR]
 [City: London]
 [Country: UK]
 [Phone: 020 7463 4162]
 [Reply Address: ebell@imo.org]

Print text

Copy text to clipboard

Once you know your unlock code, enter or paste it here: UNLOCK EXIT

The other option is 'Phone/Fax' where the serial number and licence code can be supplied by phone or fax and the unlock code is obtained in return and entered in the 'UNLOCK' box as explained above.

Options to unlock your eBook Internet E-mail E-mail from another PC **Phone/Fax** Enter Unlock Code

You can contact Witherby Publishing Group by phone +44 (0)1506 463 227 or fax +44 (0)845 833 2324. Unlock codes are issued during the UK business days from 0900 to 1700 GMT.

Please note the serial number displayed below and contact us quoting this serial number (unique to your computer) and your licence code. We will then be able to generate an unlock code for you. Enter this unlock code in the red box below and press the

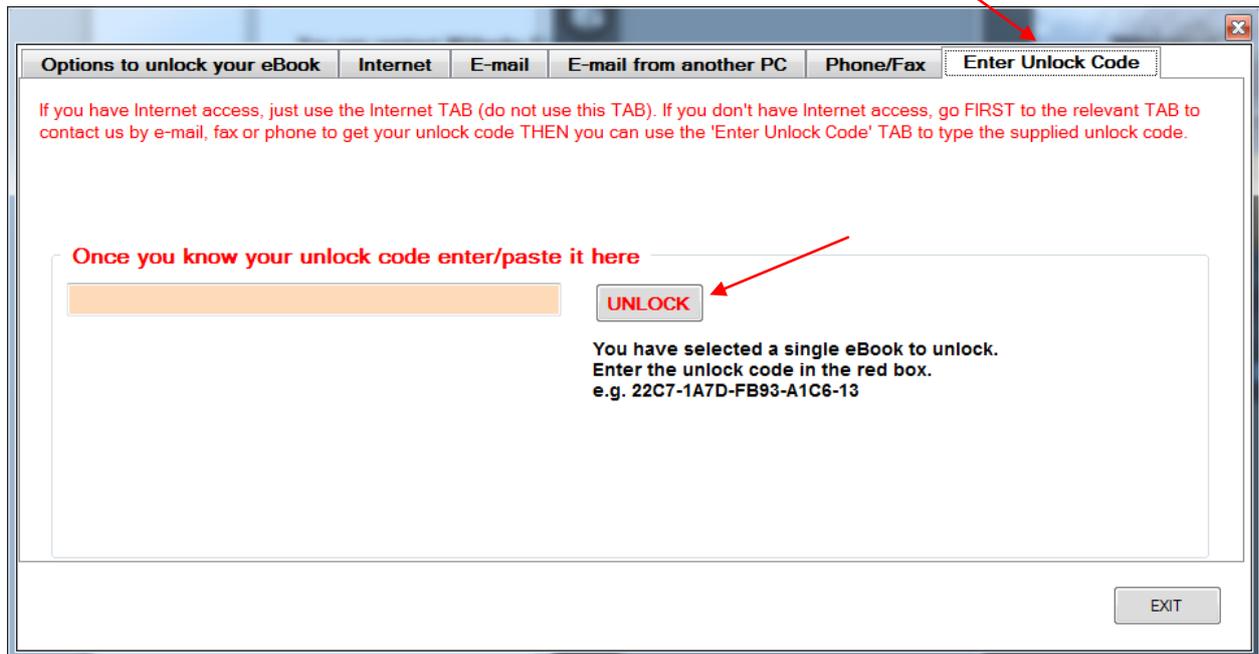
Your Serial Number is: **8482-F553-BDD7-3D5A-B6** for the product **READ**

Obtain your licence code by contacting your local distributor of IMO publications

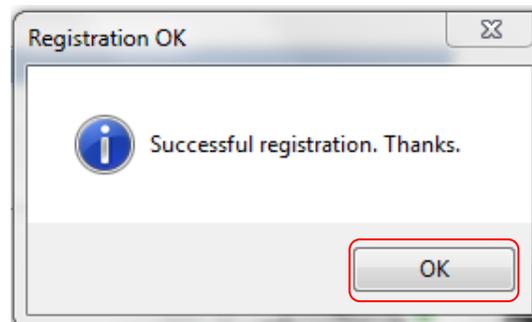
The code is similar to READ-AA11-CC22-DD33-EE44.

Once you know your unlock code, enter or paste it here: UNLOCK EXIT

Once the unlock code is received by using the 'E-mail', 'E-mail from another PC' or 'Phone/Fax' options, you can also add it directly into the 'Enter Unlock Code' tab



Once the 'UNLOCK' button is clicked you will received a successful registration message. Click on 'OK'



Your purchased product is now open and is ready to search, add annotations, add bookmarks and copy & paste.

For further information contact your distributor.
For technical support contact – techhelp@emailws.com