



# EasyLicensing 4.1

Issue: May 2008

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## 1. Tips for Using this Guide

This Guide to the O&O license program EasyLicensing 4.1 is intended for all clients, resellers and distributors. O&O Software GmbH will be referred to hereafter as "O&O". All content, offers and options referred to in this guide are available worldwide. Any exceptions are noted in the relevant subsections. The Guide is subject to alteration. The latest issue of this Guide is available to anyone sending an E-mail. The internationally valid E-mail address is: [easylicensing@oo-software.com](mailto:easylicensing@oo-software.com).

All prices quoted in Europe are subject to the relevant Value Added Taxes. The prices are examples and may vary from the respective O&O Price List. You can obtain O&O Price Lists from your local reseller, retailer or distributor, or directly from O&O.

All O&O license transactions are subject to the terms of their respective license contracts. All information contained in this guide forms an integral part of a license contract. Any updates or supplements to it will be delivered with the respective License Certificate.

## 2. Introducing O&O EasyLicensing 4.1

For the discerning client, buying software is a matter of trust. The decision making process can last weeks or months and often includes intensive enquiries and product testing before a commitment is made to buy. O&O delivers high grade, durable and affordable software fit for the future - but it doesn't want to stop there.

O&O also wants to make obtaining software as easy as it can possibly be for every one of its clients.

Thanks to O&O EasyLicensing 4.1, all clients can now obtain software licenses and other services such as maintenance and support agreements at incredibly good value. With O&O EasyLicensing 4.1, O&O has created an easy way for customers to both acquire and administer O&O software licenses, with attractive bulk discounts and Enterprise license options included too.

O&O EasyLicensing 4.1 is intended for clients from all areas of industry, the service and public sectors as well as from research and education, regardless of how many licenses are required. In fact, clients can already begin to reap the benefits starting with just 3 licenses!

## 3. O&O EasyLicensing 4.1 for Companies

The O&O License Program is intended to simplify the licensing of O&O Software. O&O EasyLicensing 4.1 allows for all O&O products to be obtained under one contract number with no further obligations attached. The following sections will explain and demonstrate this in more detail.

### 3.1. Program Advantages and Obligations

O&O EasyLicensing 4.1 with its licensing and service options is suitable for any customer with any volume requirement.

	Single User Version	O&O License Program	
		O&O EasyLicensing 4.1 Purchase	O&O EasyLicensing 4.1 Leasing
1-4 PCs	Yes	No	No
5-100 PCs	No	EL-S1 to EL-S2	EL-S1 to EL-S2
100 + Licenses	No	EL-V1 to EL-V3	EL-V1 to EL-V3
1000+ PCs	No	EL-E1 to EL-E3	EL-E1 to EL-E3

# EasyLicensing 4.1

O&O's licensing program is separated into two distinct forms: Licensing "per Seat", in other words a license for each machine where the software is to be installed; and licensing "per User" - a license per person requiring use of the software. The "per User" licenses are person-bound and do not grant that person the rights to install the product on several machines at once.

This Guide will not go into further detail regarding the "per User" licenses. These products do form, however, an integral part of O&O EasyLicensing 4 and volume licensing is possible upon request. For more information, please contact your authorized O&O Partner or O&O directly.

It is often possible to recognize the type of license from the product name. The following summary should clearly demonstrate this, and provide a basis for explaining some further sections of the Guide.

By pooling together all the possible volume requirements into a single licensing program, O&O EasyLicensing 4.1 offers customers all the advantages of the inexpensive Enterprise license program combined with the flexibility offered by the small to medium volume programs.

Licenses can be purchased through O&O EasyLicensing 4.1 at any time without having to take out a volume license contract. Once the initial purchase is made, the customer receives an O&O EasyLicensing contract number which covers all his or her registered O&O licenses. This means the customer can purchase licenses at various different retailers or locations yet still benefit from all the advantages and options offered by O&O EasyLicensing 4.1.

All purchases within O&O EasyLicensing include the right to downgrade to a maximum of one previous version. This enables a uniform installation across a network, when no Maintenance Agreement was purchased and separate additional licenses must be obtained sporadically. Should this right to downgrade be taken up, O&O cannot offer any support when changes or updates are made to operating systems.

### 3.2. Discount Levels and Ordering

The revised version of the O&O License Program enables even greater flexibility and cost efficiency in the licensing of O&O products.

Description of the Licensing Forms	
Admin Edition	per User, can be used on all compatible operating systems
Tech Edition	per User, can be used on all compatible operating systems
Professional Edition	per Seat, use on Windows Desktop systems possible
Workstation Edition	per Seat, use on Windows Desktop systems possible
Server Edition	per Seat, can be used on all compatible operating systems
Without Additional Title	per Seat, can be used on all compatible operating systems

### 3.2.1. The Standard License Group (S1 and S2)

We have now made the purchasing of licenses in the Standard Group even easier. You need only specify the product or products, and how much hardware should be included in the license. The licensing will now cover the exact number of computers instead of groups in license packages. The new possibilities of this licensing will be briefly illustrated in the following examples.

#### Example 1a

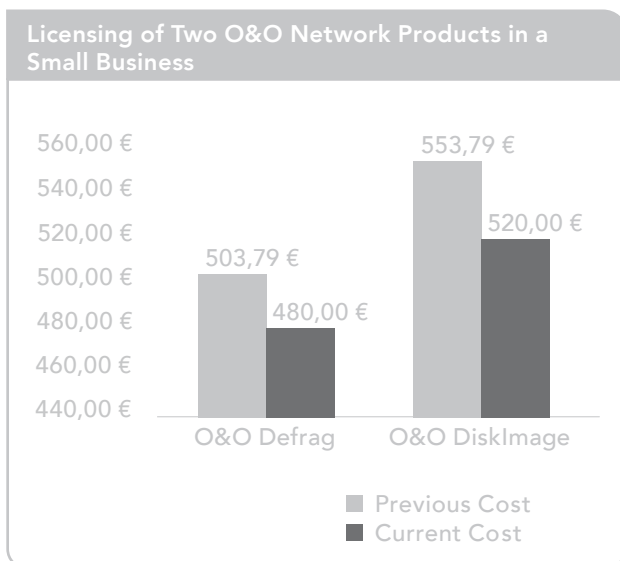
##### The Situation

John Doe, Inc. is a medium-sized company with one Server, eight Workstations and one Laptop. The corresponding Server or Desktop versions of Microsoft Windows are currently running on Servers, Workstations and the Laptop. The company wants to defragment all the systems and manage this centrally.

##### The Solution:

O&O Defrag is the only product required for this example. The licensing will be based exclusively on the number of installations and the operating systems. John Doe, Inc. requires the following licenses:

- 1x O&O Defrag Server Edition Full Version
- 8x O&O Defrag Professional Edition Full Version



John Doe, Inc. needs a total of 9 O&O Defrag licenses and so purchases all the licenses in the License Group 5+ (S1). The separate number of licenses no longer determines the pricing for Desktop and Server licenses. As O&O Defrag already contains a network administration, this must not be licensed separately.

#### Example 1b

##### Extending the Situation

John Doe, Inc. would now also like to license O&O DiskImage so that all its Servers, Workstations and Laptops can be imaged on a regular basis by a central administrator. To do this, the following additional licenses will be needed:

- 1x O&O DiskImage Server Edition Full Version
- 8x O&O DiskImage Workstation Edition Full Version

Here as well, John Doe, Inc. needs a total of 9 licenses which it then purchases in the License Group 5+ (S1). Again, John Doe, Inc. benefits from the combined licensing of Server and Desktop systems and the lowered costs which result. As in the case with O&O Defrag, a separate purchasing of a network administration is not necessary since this is included with delivery of O&O DiskImage.

Number of Licenses	License Group
5 to 49 Licenses	EL-S1
50 to 99 Licenses	EL-S2

The license groups EL-S1 to EL-S4 are ideal for those clients with a low license requirement which is fulfilled with only one or two O&O products.

### 3.2.2. The Volume License Group (V1 to V3)

For businesses with a larger requirement for different O&O products - because, for ex-ample, a subsidiary has to be supplied - is the Volume License Group ideal.

This License Group not only allows for the mixing of Desktop and Server licenses for one product, you can also combine any number of O&O products out of the Volume license program and thereby reach a higher discount level and save even more. It is, of course, possible to combine full versions and upgrades as well as to integrate already existing licenses into the Volume Group's accounting structure. The only condition here is that licenses must cover the latest product version.

The following example will clarify this:

#### Example 2

##### The Situation

ABC, Ltd. Is a medium-sized business looking for a centrally administered solution for imaging data and increasing performance. The choice has been made for O&O DiskImage to image data and O&O Defrag to increase and maintain performance.

The IT Department of ABC, Ltd. Is responsible for 10 Servers installed with ten Microsoft Windows Server operating systems, in addition, 160 Workstations and 20 Laptops are all equipped with Microsoft Windows Desktop operating systems.

##### The Solution:

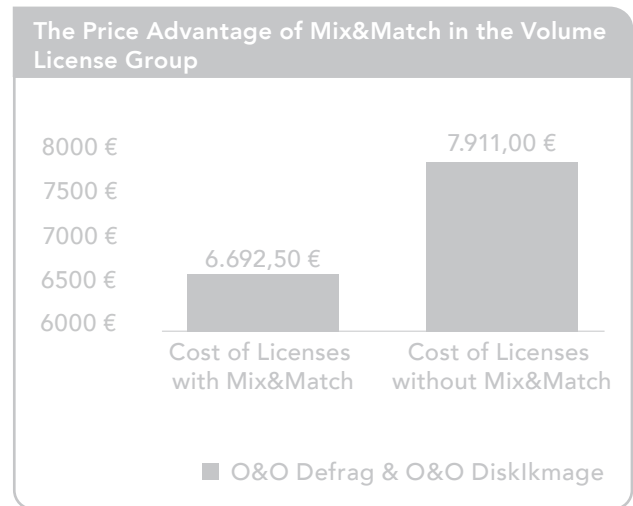
Given that Server and Desktop operating systems are also present in this example, we will consider them separately for the moment:

- 10x O&O Defrag Server Edition Full Version
- 180x O&O Defrag Professional Edition Full Version
- 10x O&O DiskImage Server Edition Full Version
- 180x O&O DiskImage Workstation Edition Full Version

A total of 380 licenses of O&O products are needed. At this level of demand, ABC, Ltd. would already qualify for License Group V2 (250-499 Licenses).

This example illustrates just how much money could potentially be saved by licensing multiple products in the Volume License Group under O&O EasyLicensing 4.1.

The change from a lesser License Group is also possible within the Groups EL-V1 to EL-V3. The next highest discount level can be applied as soon as the necessary license volume is achieved.



The following table once again shows all the License Groups and their corresponding volumes:

Number of Licenses	License Group
100 to 249 Licenses	EL-V1
250 to 499 Licenses	EL-V2
500 and more Lizenzen	EL-V3

Back Purchases from within the Volume group must carry a minimum order value of Euro 50.00 (based on the O&O list price). An O&O EasyLicensing contract number must be quoted when making a Back Purchase. For tips on ordering for subsidiaries or other related companies, please refer to section 3.5. (Worldwide Availability) of this Guide.

### 3.2.3. The Enterprise License Group (EL-E1 to EL-E3)

For clients with several thousand computers, managing and controlling software product licensing presents a huge financial and administrative challenge. Substantial time and personnel costs must be invested in order to comply with licensing conditions and to monitor the installed software.

In order to provide these customers with the simplest possible licensing solutions - either in a single location, throughout a country or globally, O&O has created Enterprise, a licensing group providing geography-based licensing as opposed to licensing per machine. Geographical licensing also differs from other License Groups in terms of the customer base. Customers from the Public Authority, Non-Profit Organization and Research and Teaching sectors are partly excluded from this Group.

The three different types of geographic licenses are summarized below using the theoretical example of a large enterprise:

- a) The Site License (EL-E1) enables a company to license one O&O product on any number of machines at one location. O&O defines the maximum size of a Site as a city. Inclusion of rural areas within the urban sprawl is not possible. The city area code can be used to assist in defining a Site.
- b) The Country License (EL-E2) enables a company to license one O&O product on any number of machines in one country. The definition of a country in this case is a nation.
- c) The Global license (EL-E3) enables a company to license one O&O product on any number of machines throughout the whole world.

The purchase of a Site, Country or Global License generally entitles the customer to purchase all other O&O products within the EL-V3 group. For this purchase, the Back Purchase rules described in Section 3.2.2. of "The Volume License Group" apply. There is one unique aspect to the Site, Country and Global Licenses and that is the Server Edition. Licenses for Server Editions also include the corresponding Professional or Workstation Edition licenses for the same product (depending on availability). For example, if a customer purchases the

O&O DiskImage Server Edition Site License, he or she can also use O&O DiskImage Workstation Edition on all machines at the same location.

As with the other license groups of EasyLicensing 4.1, it is also possible to change from a lower license level up to the Enterprise Group. Such a change is possible per product.

In principle, we recommend speaking to an O&O Authorized Partner about this kind of licensing or about any questions you might have related to changing the form of your license.

### 3.3. Contract Period

There is no fixed contract term under O&O EasyLicensing 4.1 - the original O&O EasyLicensing contract number remains valid indefinitely. The discount level is checked with every new order and should a higher level be reached, this is reflected accordingly. O&O reserves the right to lower the discount level if additional purchases are not made within 36 months of the last purchase. The contract, however, will never be reduced lower than discount level EL-V1.

This rule also applies to customers with Enterprise licenses making back purchases of other products. The Enterprise License status remains unaffected.

### 3.4. O&O Maintenance Agreements

Every license available under O&O EasyLicensing 4.1 comes with the additional option to purchase an O&O Maintenance Agreement. This option is open to customers from all sectors. Therefore, the following services, options and provisions apply to companies, public authorities, non-profit organizations and clients from the research and educational sectors.

An O&O Maintenance Agreement contains the following services:

#### a) regardless of discount level:

All Major and Minor Updates and Upgrades that are released for a product over the duration of the Maintenance Agreement.

## b) depending on the discount level:

### Standard:

- two free Support enquiries during the Agreement year
- 25% discount on services provided (see Section 6)

### Volume:

- five free Support enquiries during the Agreement year
- 50% discount on services provided (see Section 6)

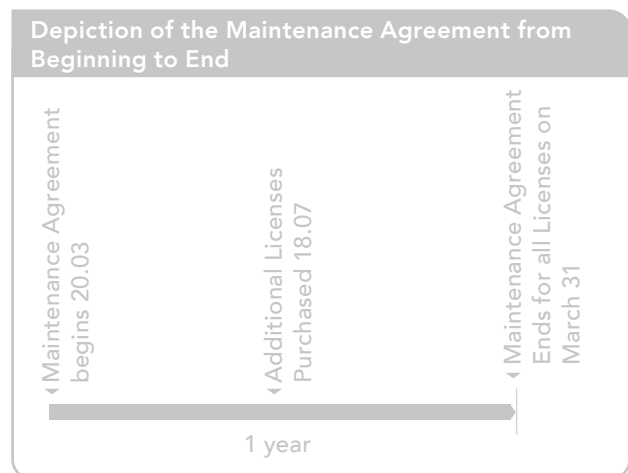
### Enterprise:

- five free Support enquiries during the Agreement year
- one free On-Site support (installation etc.) for a maximum of one Technician for one working day
- 50% discount on services provided (see Section 6)

An O&O Maintenance Agreement operates on a yearly basis (12 months) and can be taken out for any number of years required. The same rule applies to extensions to existing agreements. Regardless of the day the Agreement started, the Maintenance Agreement always ends on the last day of the month.

The free support enquiries are valid for a 12 month period, i.e., a three year maintenance agreement in the License Group EL-S3 would include six free support enquiries divided equally over 3 years. If two enquiries are not used per year they are forfeited.

If additional licenses and O&O Maintenance Agreements are purchased during the life of the O&O Maintenance Agreement, the termination date of any additional Agreement will remain that of the original Agreement, regardless of when these additional Agreements were purchased. The Agreement ends per the end date within the Agreement terms. The example below should demonstrate this by including purchases made during the life of the Agreement, i.e. 18th July.



Licenses purchased a maximum 60 days prior to the end of an O&O Maintenance Agreement (for the same O&O product) will be included within the Agreement free of charge until it terminates. A new O&O Maintenance Agreement can then be taken out to include these products once the deadline is reached.

### 3.5. Worldwide Availability

O&O EasyLicensing 4.1 is license program available worldwide and can also be implemented beyond a country's borders. A license taken out in one country from discount level EL-V1 can also be used by related companies, organizations or establishments throughout the world.

## 4. O&O EasyLicensing 4.1 for Research and Education

Licenses, Maintenance Agreements, support, and services are also available to clients from the research and educational sectors. A 50% Research and Education discount is available against the list price of full version software and maintenance agreements. Support and services are excluded from this discount for Research & Education. Separate discounts on support and services are available to clients from these sectors and are described separately where appropriate.

Institutions for Research and Education include, among others:

- Kindergartens
- State Primary Schools

- State recognised Primary Schools
- State Universities, Technical Colleges, Colleges and Vocational Colleges
- State recognized Universities, Technical Colleges, Colleges and Vocational Colleges
- Adult Education Centers
- Further Education Centers
- Research Establishments (non-commercial)

For any questions regarding eligibility, please contact an authorized O&O Partner or write to us direct at [easylicensing@oo-software.com](mailto:easylicensing@oo-software.com).

## 5. O&O EasyLicensing 4.1 for Public Authorities and Non-Profit-Organizations

Clients from Public Authorities and Non-Profit Organizations can also take advantage of licenses, maintenance agreements, support, and services available from O&O. A 50% against the list price of licenses and maintenance agreements is available to Public Authorities and Non-Profit Organizations. Support and services are excluded from this discount for Public Authorities & Non-Profit Organizations. Separate discounts on support and services are available to clients from these sectors and are described separately where appropriate.

Among the Public Authorities and Non-Profit Organizations recognized are:

- Municipal and State Authorities
- Governments
- Companies whose majority interest is in state utilities (for example Public Service companies owned by the city, etc)
- Emergency Services and National Forces (Police, Fire Brigade, Army)
- Public Institutions and Corporations
- Chambers of Trade, Chambers of Commerce and Industry
- Non-Profit Organizations (Associations and establishments with no intention of making a profit - verification required)

For any questions regarding eligibility, please contact an authorized O&O Partner or write to us directly at [easylicensing@oo-software.com](mailto:easylicensing@oo-software.com).

## 6. Options and Additional Services

Several additional options and services were already mentioned in the section on O&O Maintenance Agreements (Section 3.4.). The following options and services are also available for purchase under an O&O EasyLicensing contract. These options and services are not included in the license price, but the higher the number of licenses purchased, the lesser the charges for additional options/services

### 6.1. Supplementary Support Contracts

Should a purchase be made under O&O EasyLicensing with no upgrade protection, or the support enquiries included in a Maintenance Agreement do not suffice over the Agreement period, O&O offers the possibility of purchasing further Support packs.

The O&O Support packs are available in two variations: a "Two Incident Support Pack" and "Five Incident Support Pack". These offer, respectively two and five support enquiries by E-mail, fax and telephone during business hours using standard telephone lines and special E-mail addresses.

### 6.2. Product Training and Services

Along with the options available in a support contract, additional services provided by O&O can result in an even more efficient and economical application of O&O products.

Clients with Maintenance Agreements in the Enterprise License Group can benefit from O&O's Onsite Support, with its oneday installation service already included in the O&O Maintenance Agreement. Under this service, our experts install and integrate the O&O software product with speed and precision, a service particularly helpful for customers in large Local Area Networks (LAN) or Wide Area networks (WAN).

Further services available from O&O include product training, individual programming work and individual customization work, enabling the integration of O&O products into even the most complex of working environments.

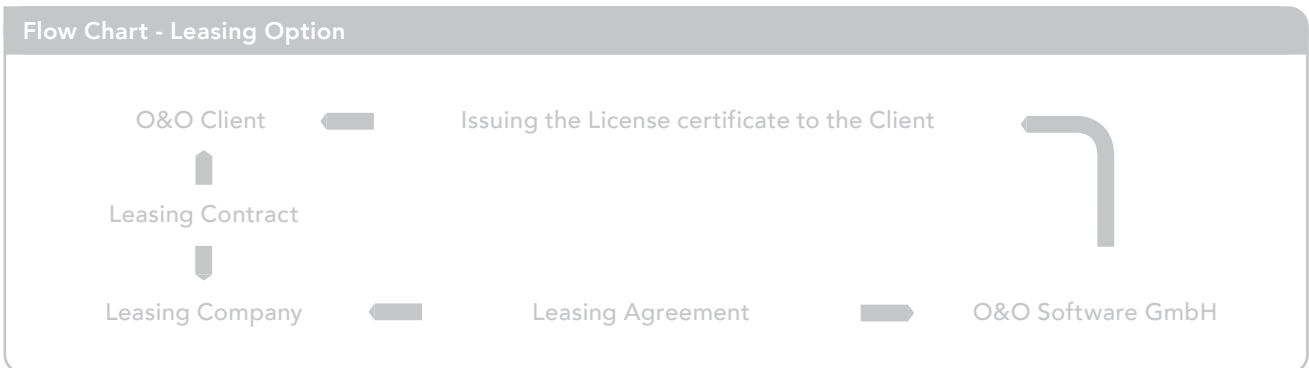
## 7. The Leasing Option

O&O EasyLicensing 4.1 Leasing provides for the leasing of the software licenses which are available in O&O EasyLicensing 4.1. Under the terms of the O&O product EULA (End User License Agreement) it is prohibited by copyright to rent, lease or lend O&O software products. An end customer acquires the right to use the software but O&O retains actual ownership. This applies to software leasing too - the company leasing the software does not acquire actual ownership of the product.



O&O has drawn up a contract which enables customers to lease O&O products too. Our recommended leasing partner in this regard is GRENKELEASING AG, one of the largest IT finance specialists not associated with banks and manufacturers.

The leasing option is available under O&O EasyLicensing 4.1 for all discount levels and License Groups. All the charge rate calculations and lease administration is carried out by an authorized O&O partner from the leasing company. The Partner then submits a formal offer to the customer in the name of the leasing company. Should this offer be accepted, the customer and the leasing company then close the contract together. The following graphic clearly illustrates the leasing procedure:



**8. O&O EasyLicensing 4.1 Summary Table**

Client	Contract clients and all related companies or establishments
Contract Period	Unlimited
License Period	Unlimited
Licenses Available	Full Versions, Updates
O&O Products Available	All O&O Products
Special Terms	For Research & Teaching, Public Authorities and Non-Profit Organizations
Minimum Requirement	Five licenses or 1 Admin/Tech Edition
Discount Levels	8 Discount Levels (Standard, Volume and Enterprise)
Mix & Match of Servers and Desktops	Possible in Standard Discount Group
Mix & Match of All Products	Possible in Volume Discount Group
Unlimited Quantity Licensing	Possible at Enterprise Discount Level
Merging Licenses	Possible at all Discount Levels
Maintenance Agreement	Available for all License Groups on a yearly basis (also available over several years)
Further Services	Available at a surcharge or included in the Maintenance Agreement
Downgrade Right	One Version Maximum
Sales Routes	Distribution and Specialized Dealership
Acquiring a License	Purchase or Leasing

