



Acer Classroom Manager Activation process

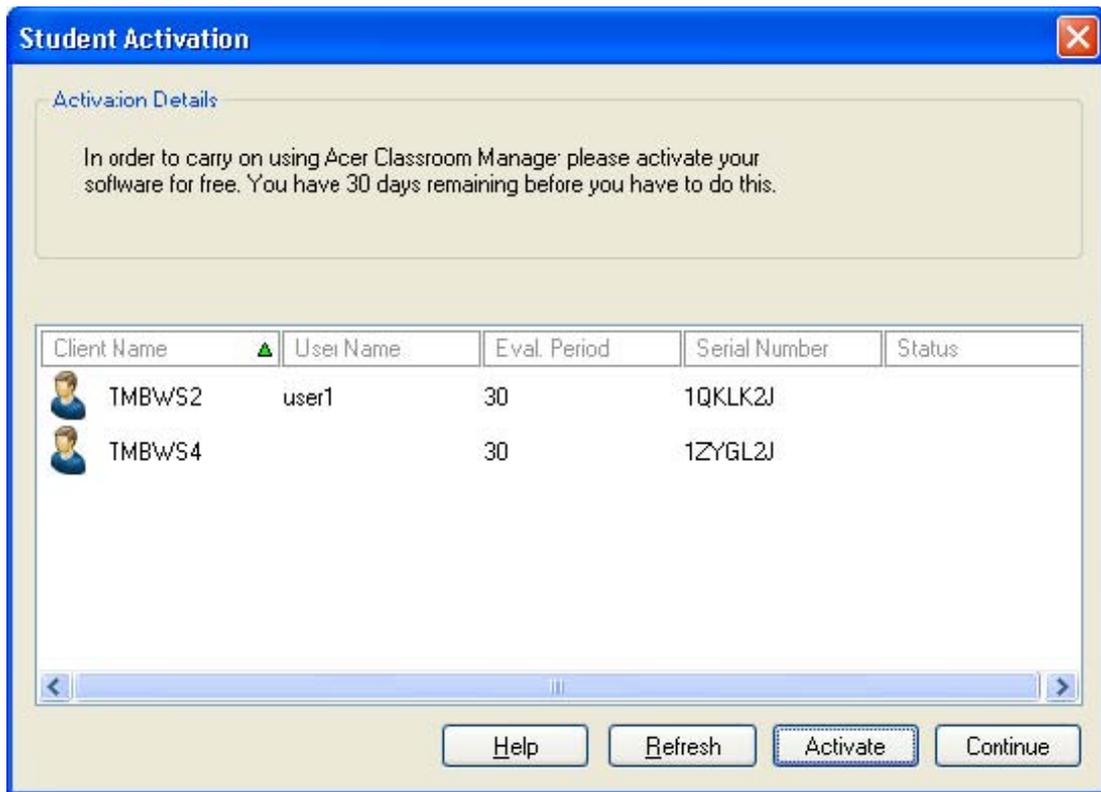
You have just downloaded a 30 days trial version of Acer Classroom Manager.
As a member of an educative entity (educator, teachers, IT administrators in a school or any member of an educative entity, you are entitled to freely activate this software on any given Acer notebook, netbook or desktop you may be using in your classroom.

There are two different ways to activate Acer Classroom Manager (ACM), depending on whether or not you have an internet connection when attempting the activation.

You will find the two activation process detailed in the following pages.

Acer On-Line Activation process

1. On Start-up the ACM Tutor lists details of connected ACM Student PC's that require activation.



Refresh Updates the list of connected ACM Student PC's.

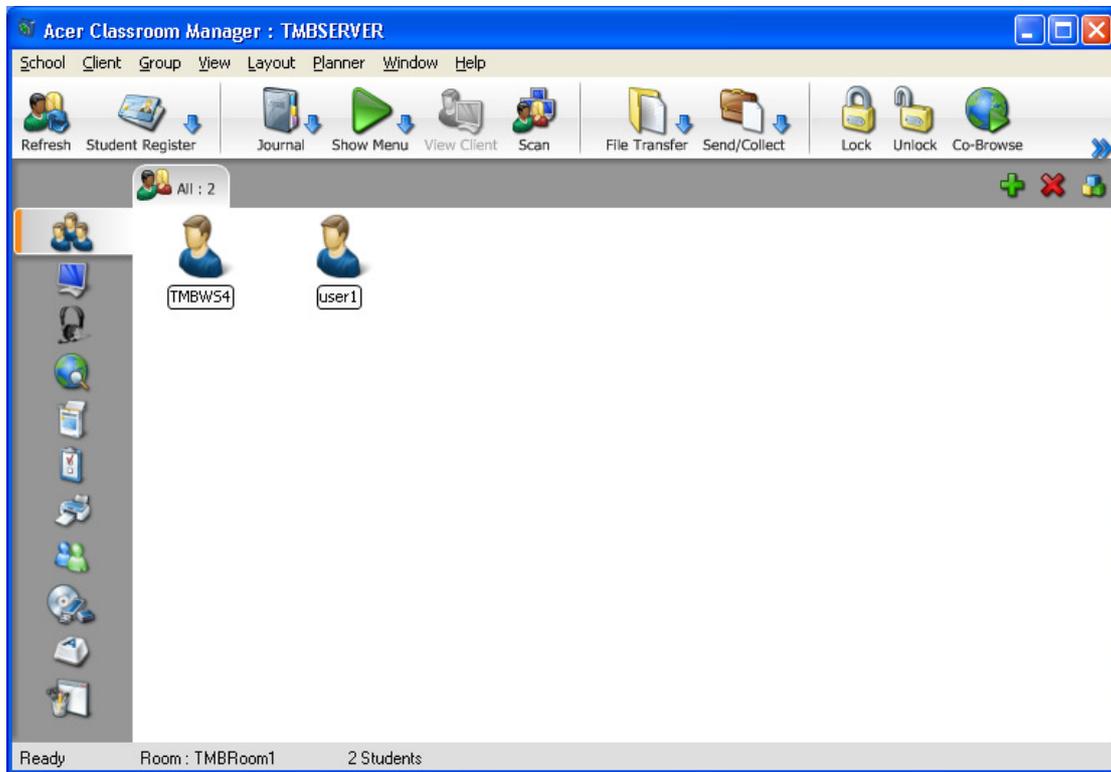
Activate Attempts the on-line activation of the ACM Tutor and connected ACM Student PC's.

Continue Closes the Dialog without attempting the on-line activation and allows the customer to continue to use the ACM Tutor program until the 30 day evaluation period expires.

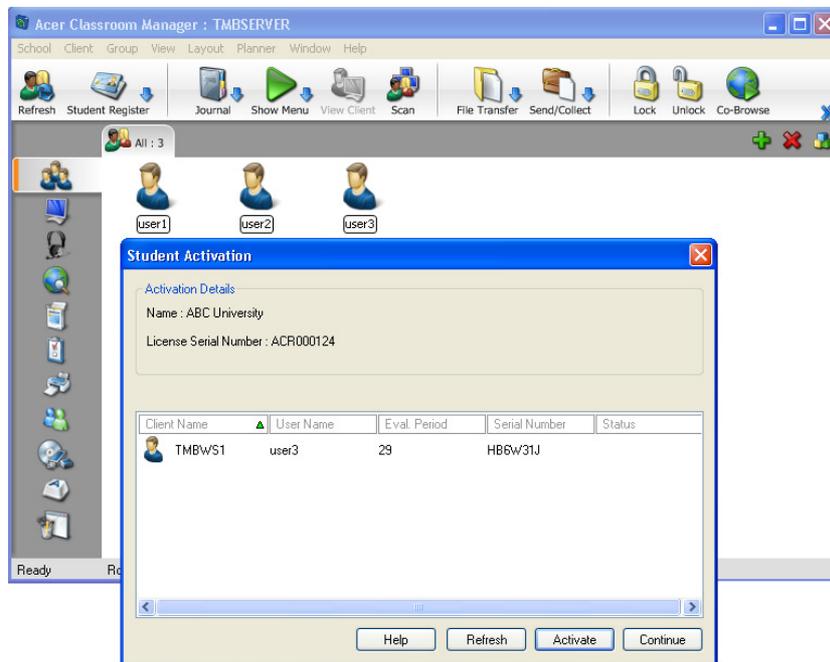
2. The first time the activation process is run you are required to enter your registration details.

Country: United Kingdom
Language: English
Name*: Harry
Surname*: Brown
Email*: h.brown@testing.com
Confirm Email*: h.brown@testing.com
Position:
School:
School Name*: ABC University
School Address:
School Postcode/ZIP:
School City:
* mandatory field
By registering and activating the software you agree with Acer Group privacy policy and let Acer Group use your personal information.
[Click for further information](#)
Help OK Cancel

3. On successful activation the ACM Tutor program continues to load as normal.

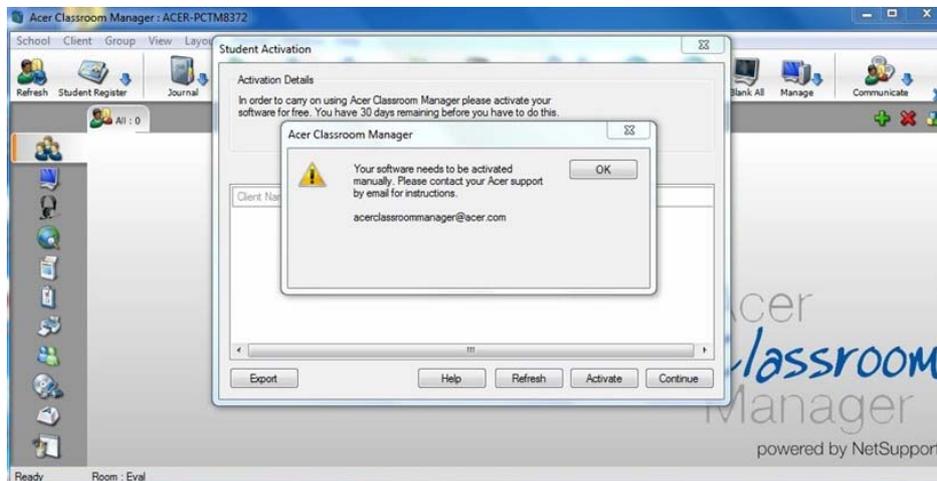


4. If additional ACM Student PC's connect that have not previously been activated the ACM Tutor will prompt the customer to activate them.

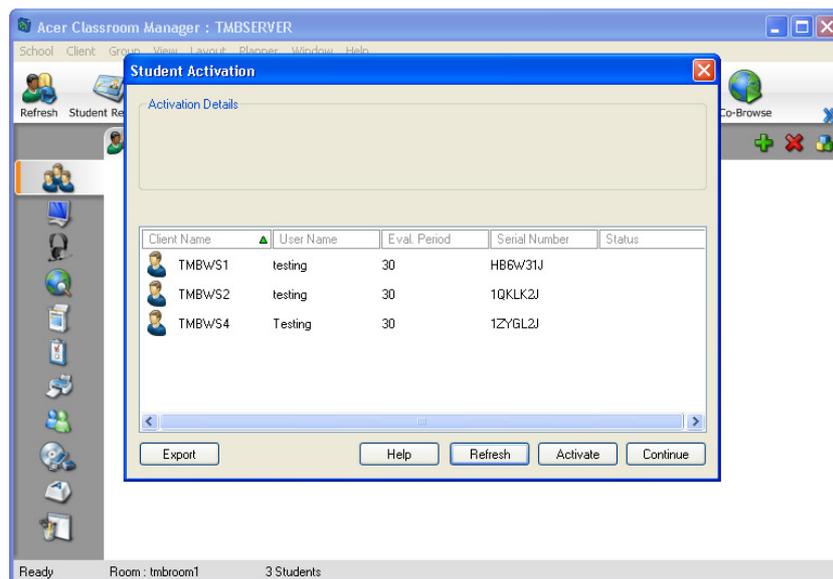


Manual Activation

1. When the ACM Tutor program detects activation is required but is unable to connect to the Activation Server the customer is advised to create an activation file and contact the Acer ACM activation center at acerclassroommanager@acer.com

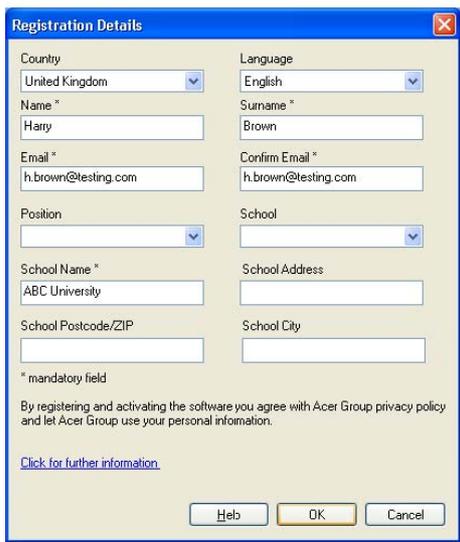


Note: It is important to ensure that the customer has all their required ACM Student PC's listed by performing a refresh if necessary before proceeding with the Manual Activation of the product



2. Select the Export Button

3. The first time the Activation process is used the customer is prompted to enter their registration details before the Export file is saved to the customers desktop.



The 'Registration Details' dialog box contains the following fields:

- Country: United Kingdom
- Language: English
- Name *: Harry
- Surname *: Brown
- Email *: h.brown@testing.com
- Confirm Email *: h.brown@testing.com
- Position: (empty)
- School: (empty)
- School Name *: ABC University
- School Address: (empty)
- School Postcode/ZIP: (empty)
- School City: (empty)

* mandatory field

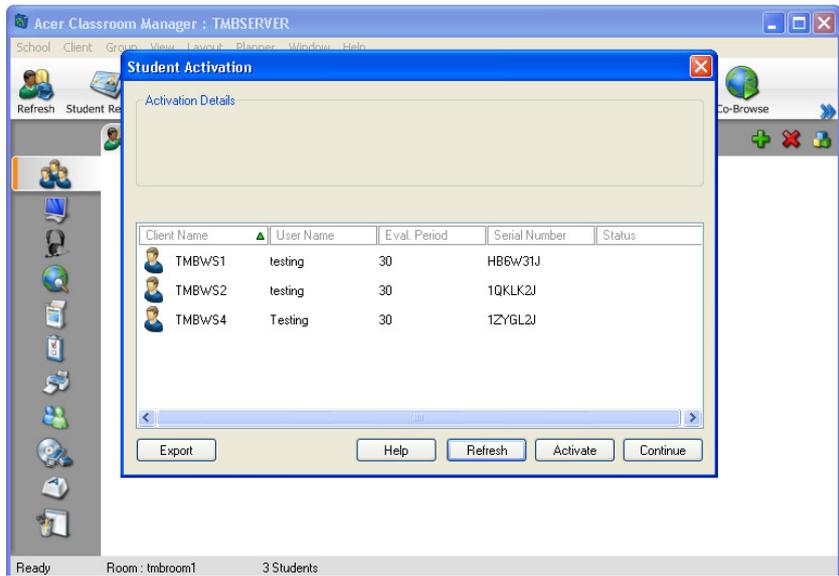
By registering and activating the software you agree with Acer Group privacy policy and let Acer Group use your personal information.

[Click for further information.](#)

Buttons: Help, OK, Cancel

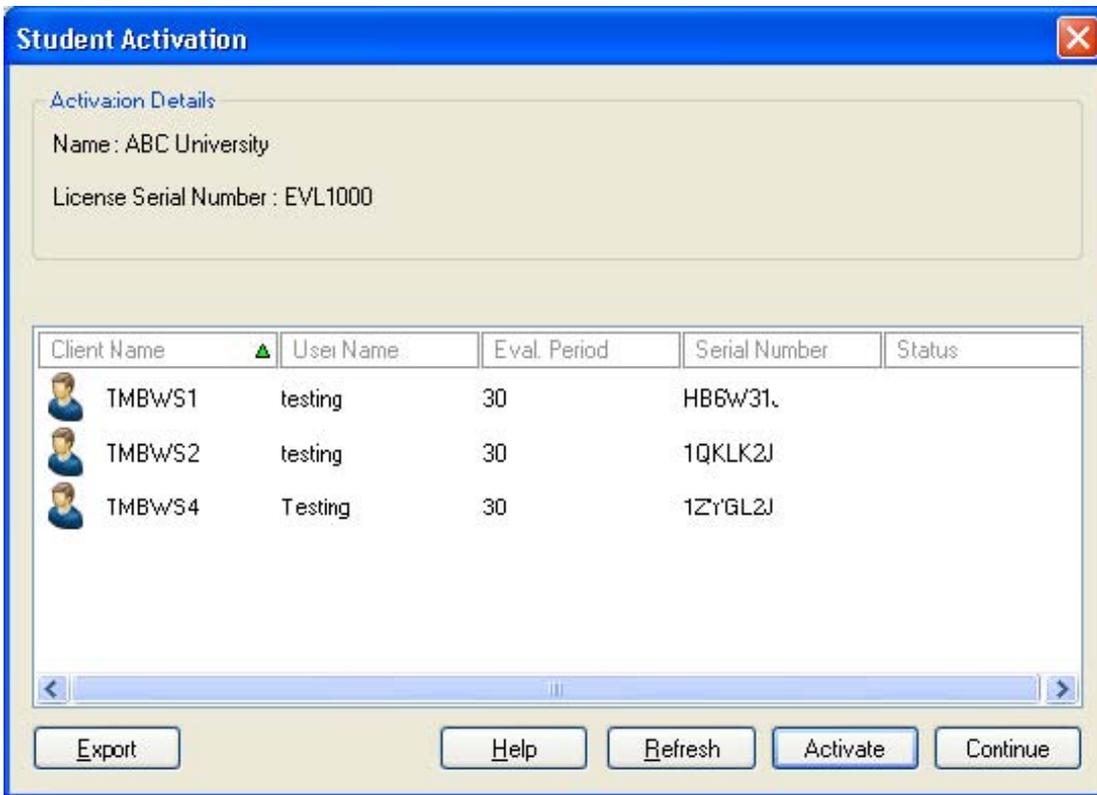
4. An Export File is generated and saved on the users desktop containing details of the Tutor and Student PC's that require activation. This file can then be supplied to Acer using the following email address : acerclassroommanager@acer.com

5. Until the Manual Activation process has been completed the customer can use the Continue option to use the software for up to 30 days

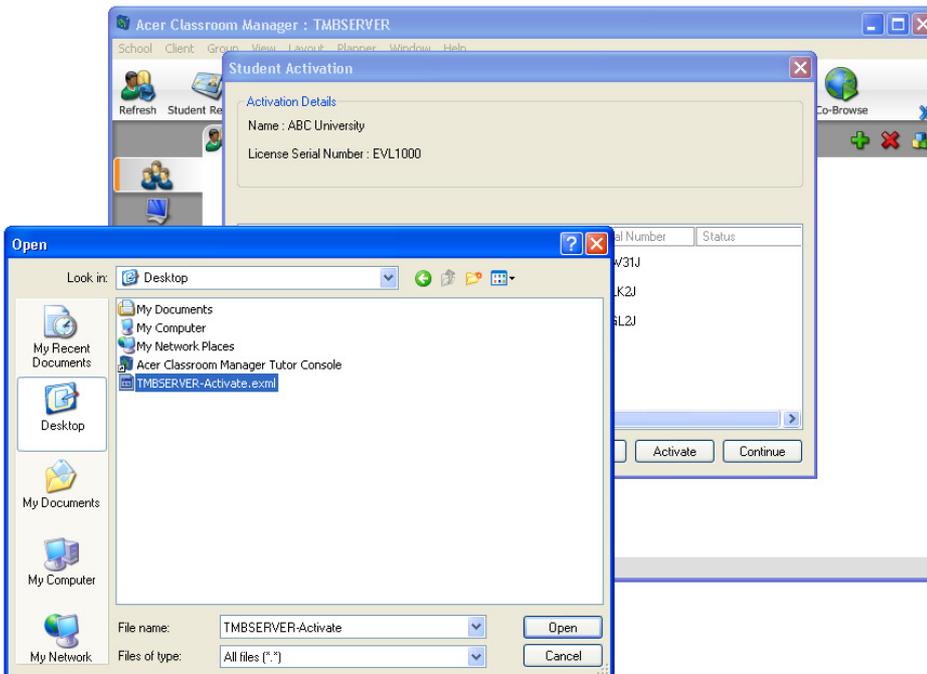


Note: The Dialog displayed in Step 1.will continue to display each time the Tutor program is started until the Manual activation process has been completed.

6. Once in possession of the Activation File the customer can select the Activate Button



9./ The Tutor Program prompts to load the Activation File



10./ On Successful activation the Tutor program continues to load as normal.

