



## How To Move RelayFax To A New Drive or Server

The following instructions will result in the RelayFax installation being moved to a new installation path either on the same server or a new server/OS.

### Remove the RelayFax Service

1. Open the RelayFax GUI.
2. Click File | RelayFax properties.
3. Select the Service tab and click the Remove Service button.
4. Click OK.

### Find Your Version and De-Activate the RelayFax Software License

1. Open the RelayFax GUI.
2. Note the version of RelayFax that you are currently running. To find out click Help | About RelayFax. The very top line states the version you are running. Write this number down.
3. De-activate your RelayFax license by clicking Help | Activate Your Alt-N Software  Deactivate Your RelayFax Software.
4. You will now see a popup window titled "Alt-N Product Activation Wizard". Click Next on this window.
5. If the RelayFax license was successfully de-activated then you will see a message stating "RelayFax was successfully deactivated. Your key was deactivated". Click Finish on the window.
6. Close RelayFax by clicking File | Exit.

### Completing the Move

1. Make a copy of the entire RelayFax folder and make a note of where RelayFax was installed.
2. Copy the RelayFax folder to the new location where you would like RelayFax to be installed.

3. Now we need to change the RelayFax directory paths. Using Windows Explorer, browse to the \RelayFax\App\ folder and open the RelayFax.ini file in Notepad.
4. Perform a Search and Replace for the old installation path and replace with the new installation path. For example if RelayFax was installed on the root of C drive and you wanted to move RelayFax to D drive you would search for C:\RelayFax and *replace* with D:\RelayFax.
5. Save the changes made to the RelayFax.ini file.
6. Download the RelayFax installation file for the version of RelayFax you are running. RelayFax can be download from [here](#). Previous versions can be download from [here](#). \*\*\*NOTE: Please ensure you download the same version of RelayFax that you were running on the old server.
7. Run the installation file on the new server and ensure the proper installation path is selected during the installation wizard.
8. As well, during the installation process, when prompted be sure the option "Start RelayFax as a system service" is selected.
9. Start RelayFax.
10. When RelayFax first loads you should get prompted to activate your RelayFax license. Select to activate automatically over the internet and click Next, and then Finish when prompted the activation was successful.