

## Overview

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### RICOH ProcessDirector subscription

You can purchase a RICOH ProcessDirector subscription for different periods of time, ranging from 1 to 5 years.

You purchase a subscription for the base product and for each feature that you want to install. If you purchase a feature subscription after the base product, the feature subscription is prorated to expire at the same time as the base product.

 **Note:**

- You can install trial versions of features, but to continue using them after the trial period, you must purchase the feature subscription.

When there are 60 days left in a subscription, an expiration warning message appears in the product banner to let you know. You must renew your subscription before it expires to avoid interruption in access.

If the subscription expires, you must contact Software Support for renewal assistance.

 **Note:**

- You can check the subscription expiration date at any time from [Administration ➔ Licenses](#).

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