

# Bloomberg

## **Bloomberg Software Installation Guide**

**Bloomberg Terminal® Installer (InstallAware)**

**English**

1 April 2022

Version: 1.6

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## I. Download the Bloomberg Software

From Microsoft Edge, Chrome or other WEB Browser, enter the following URL in the Address field to download the complete Bloomberg installation package.

**<http://www.bloombergsoftware.com>**

Bloomberg clients can download software, including full and upgrade installations, API components, utilities, various fonts and drivers, DCAP and Excel Add-ins.

### Bloomberg Terminal

Bloomberg Terminal - New/Upgrade Installation ⓘ	<a href="#">Release notes</a>	January 2022	<a href="#">↓</a>
Bloomberg Terminal - New Installation (Terminal Software Only) ⓘ		January 2022	<a href="#">↓</a>
Upgrade Bloomberg Terminal (Terminal Software Only) ⓘ		January 2022	<a href="#">↓</a>

### Office Tools

Bloomberg Office Tools ⓘ	<a href="#">Release notes</a>	January 2022	<a href="#">↓</a>
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Click [Bloomberg Terminal – New/Upgrade Installation] to perform a Full Installation.

Please save the software for new installation in any place such as Windows Desktop.



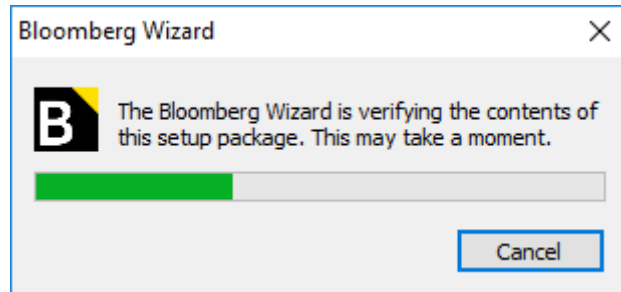
**NOTE:** Be sure to install the Bloomberg Terminal® under a login with Administrator rights.

For 24 hour global customer support call +1 212 318 2000, +44 20 7330 7500, +65 6212 1000, +81 3 4565 8900 or press the HELP key twice on the Bloomberg Terminal®.

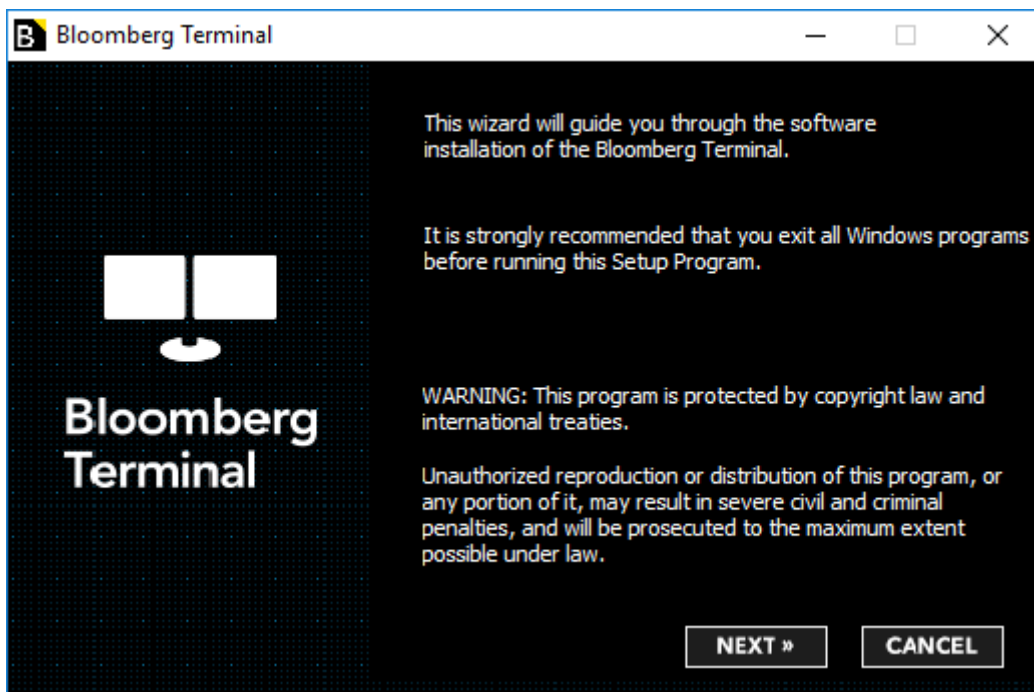
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## II. Install the Bloomberg Software

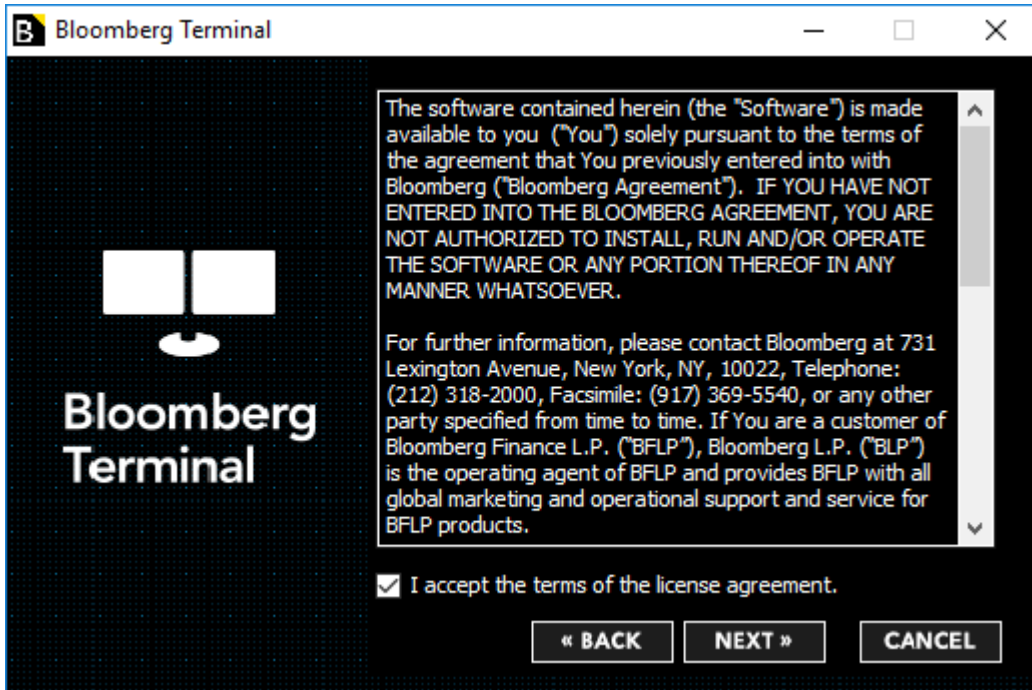
After the software download is complete, double-click the icon located on your desktop. This will execute the InstallAware Installation Wizard for the Bloomberg Terminal®.



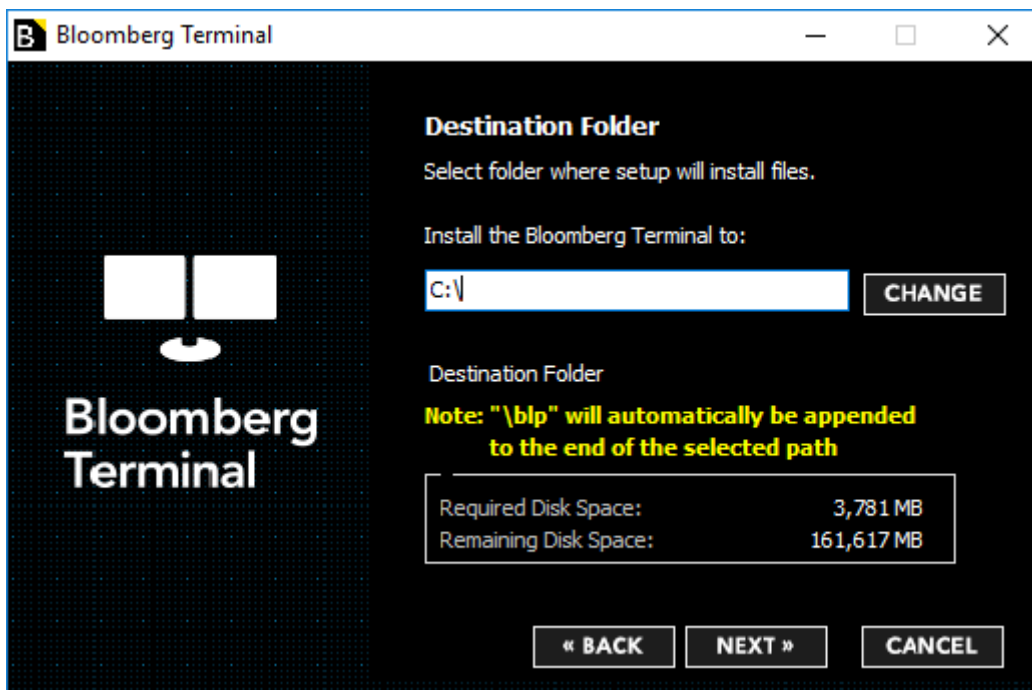
While the Bloomberg Wizard decompresses itself, this message box will appear on screen.



Please click the **NEXT** button to continue or **CANCEL** to exit the installation.

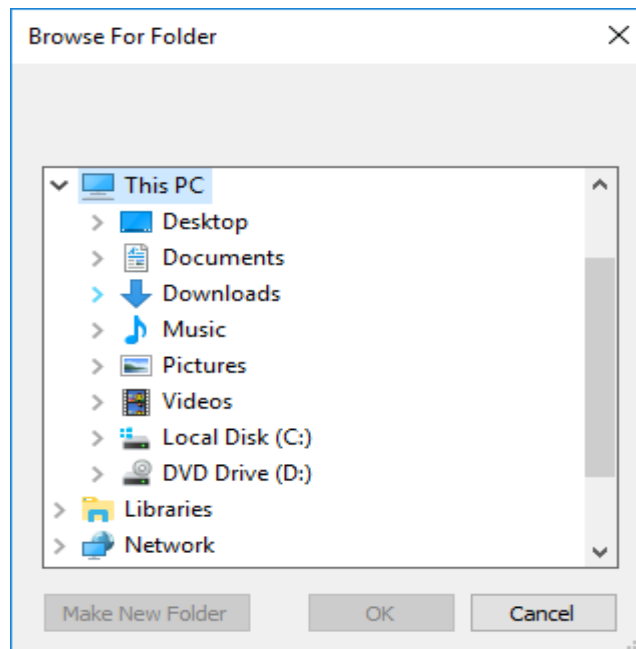


Please review the License Agreement and confirm you agree to it by checking the box. Should you not wish to accept these terms, please click the **CANCEL** button and the installation will be cancelled.

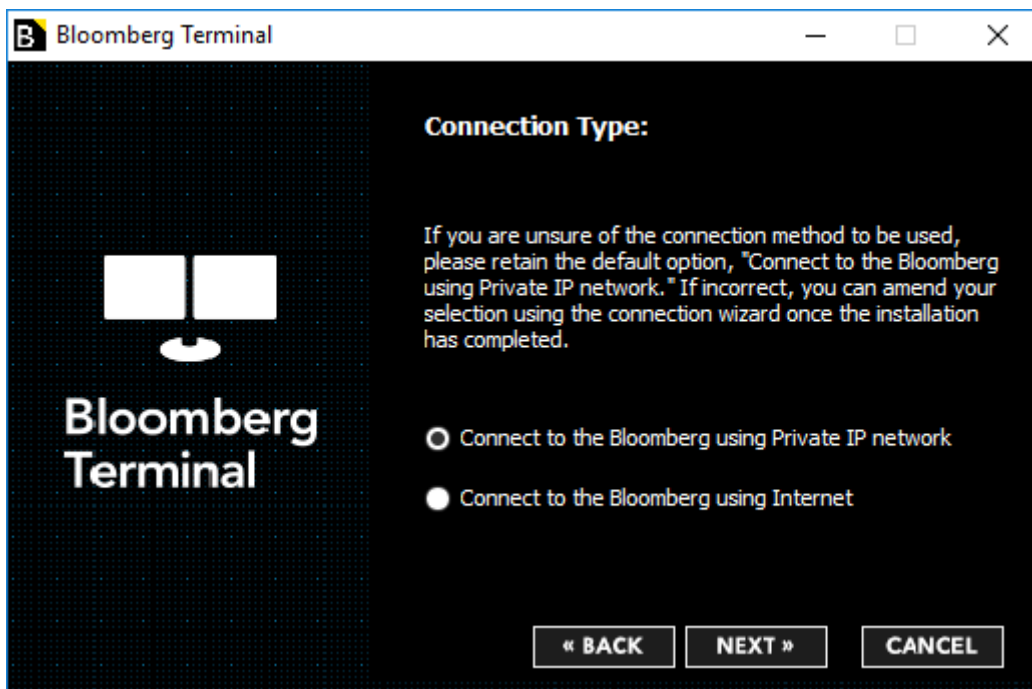


The default location for the installation of the Bloomberg Terminal® software is automatically populated. Bloomberg Terminal® software will always be installed in the blp folder of the selected location. For example, if you proceed with the installation path above, Bloomberg Terminal® will be installed into the C:\blp folder. Click on **NEXT** to accept the path and continue.

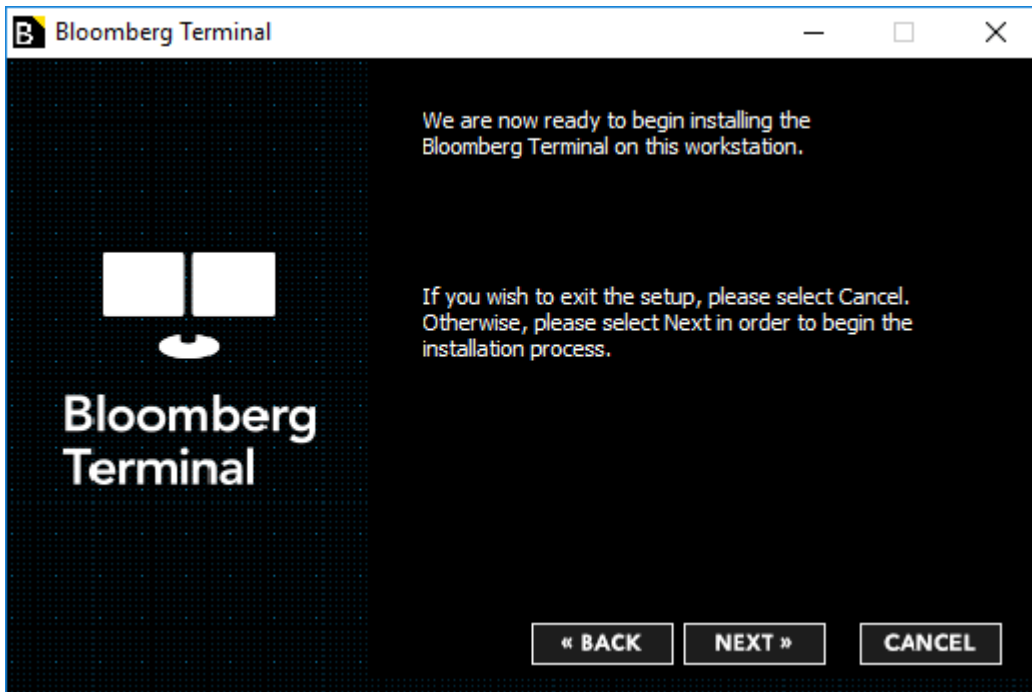
If you need to change the location, you can enter the desired location, or click on the **CHANGE** button to open a dialog box where navigate to the location. Click on OK to return. Click on **NEXT** to continue.



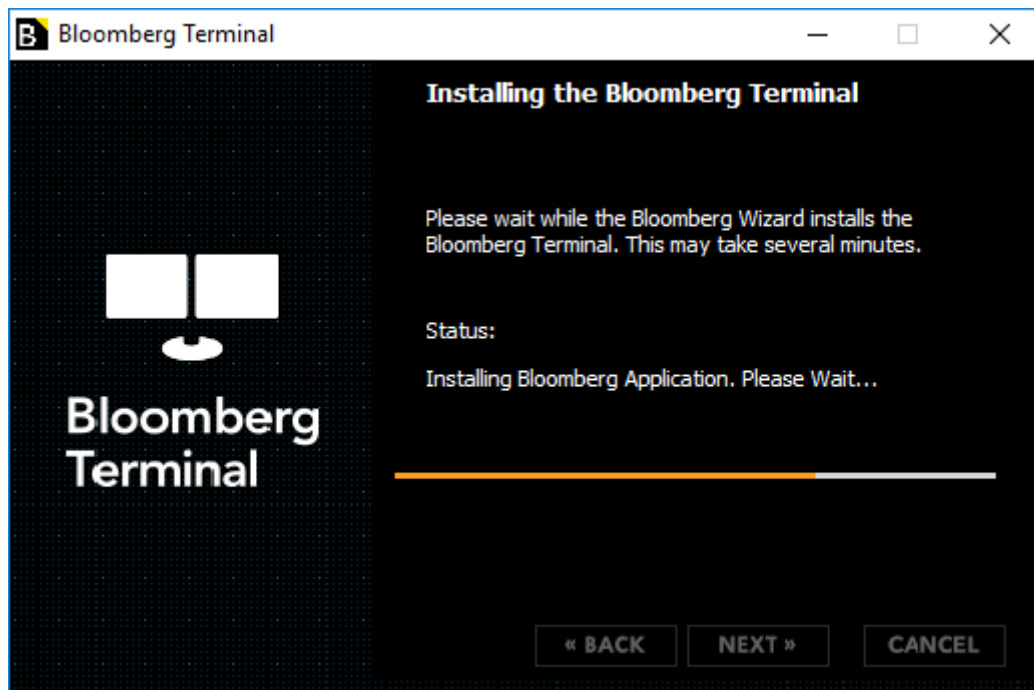
**Note:** If the installer detects a previously installed version, the existing location will be respected and this screen will not be displayed.



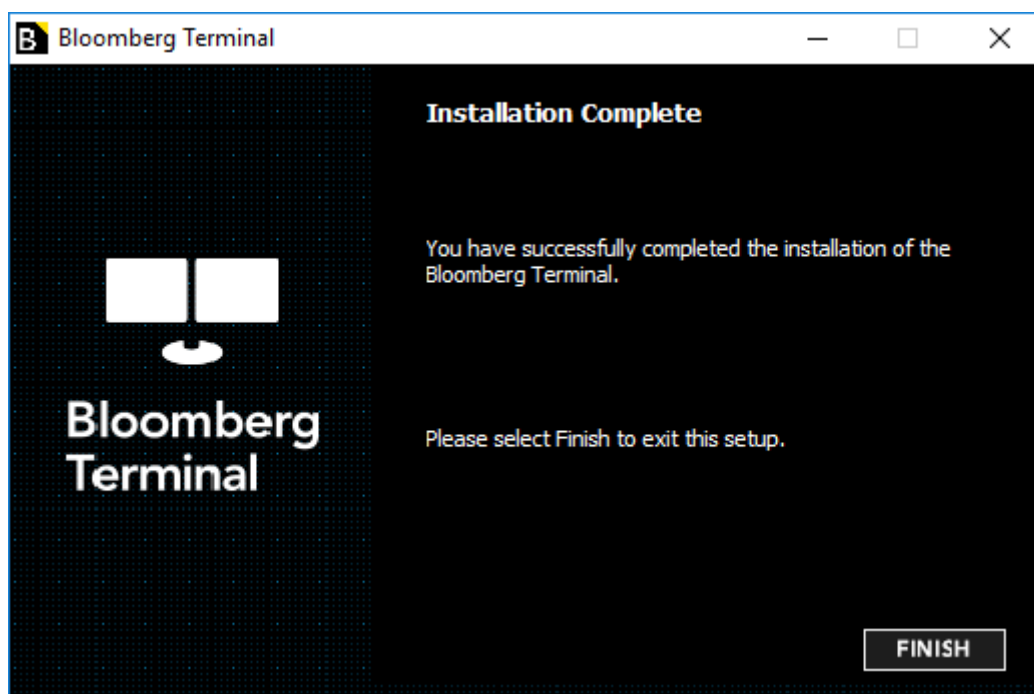
This screen will configure the desired connection method for your Bloomberg Terminal®. The default setting is “Connect to the Bloomberg using Private IP network” as this is the most common connection type and should be selected if you are unsure which method you should be using. In any case, this setting can be changed after the installation is complete.



The preparation stage is complete - we are now ready install the software. Click on **NEXT** to proceed, or if you need to change any of the choices you have already made, click **BACK** to review.



Start to install the Bloomberg Terminal®.



The figure above shows the installation process is now complete. After clicking **FINISH**, you will now be able to launch Bloomberg by double clicking the Bloomberg icon on your Desktop.



### III. Install the Bloomberg Serial Number

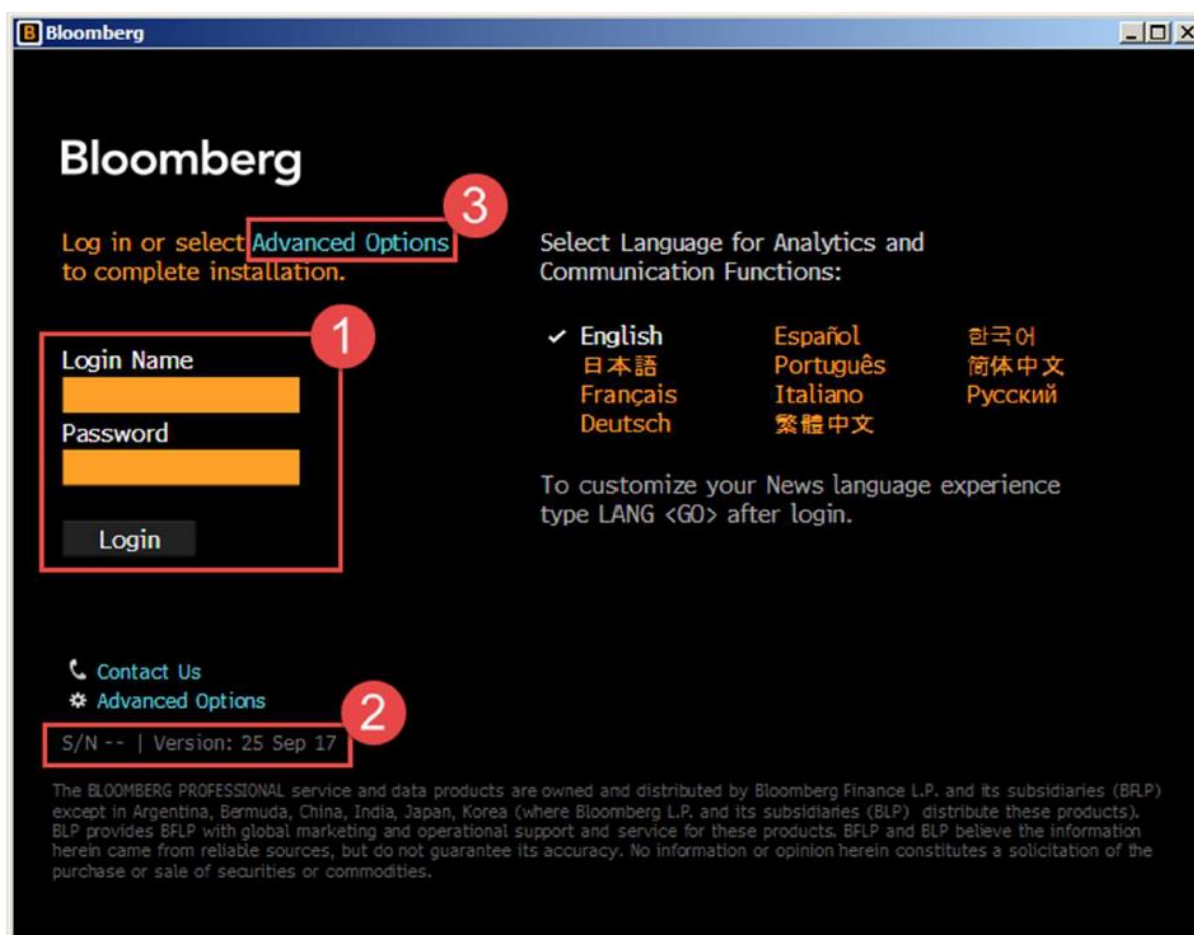
There are several ways to **install the Bloomberg Serial Number** other than the most basic ways described below. For details, please refer to the “**Market Data Manual**”.

\*The “**Market Data Manual**” can be downloaded here:

<https://www.bloomberg.com/professional/support/documentation/>

#### Installing Serial Number (S/N)

After installing the software package, you will see below screens.

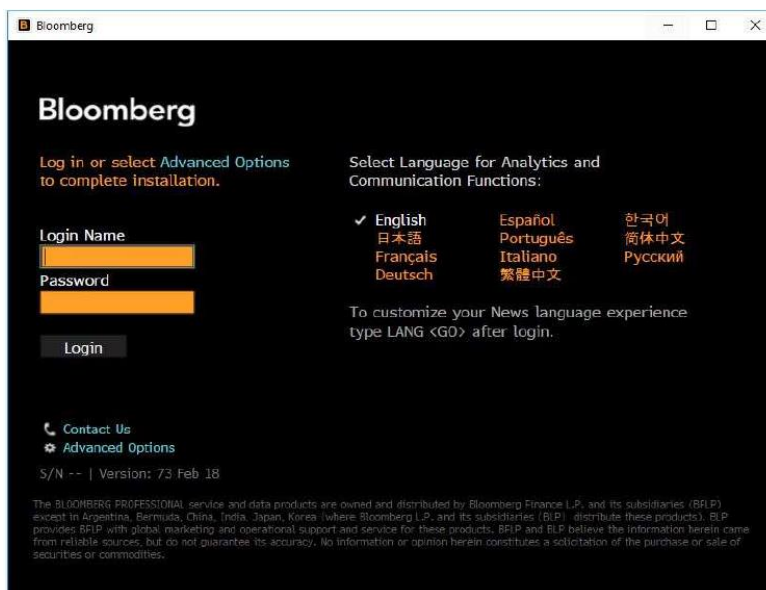


1. Login Area for Username and Password.
2. If the terminal already has an active Serial Number it will appear in this area along with the software version.
3. Advanced Options can be used by IT Technicians and users to access further options to help with creating a Serial Number or re-installing an existing Serial Number.

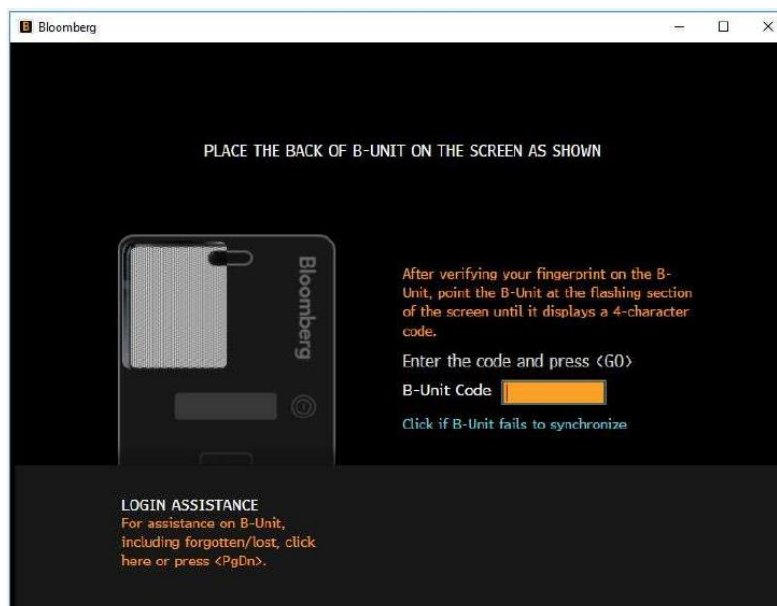
## APOD Creation

### How to Create a Serial Number(S/N) by Bloomberg Anywhere user

1. Launch the Bloomberg Professional Software.
2. Login with your Bloomberg Anywhere username and password.



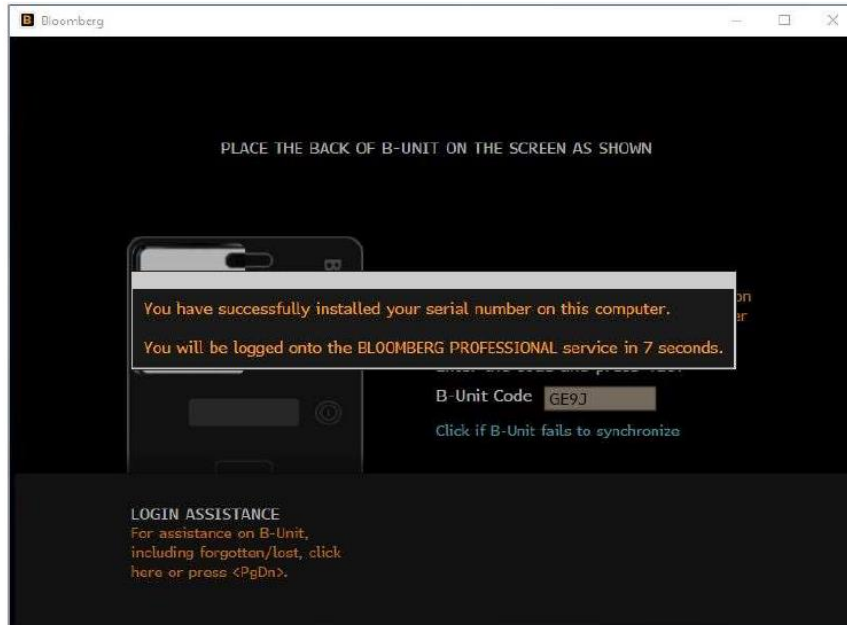
3. Verify on the B-Unit with Fingerprint.
4. Sync the B-Unit with the flashing screen.
5. Enter the B-Unit Code.



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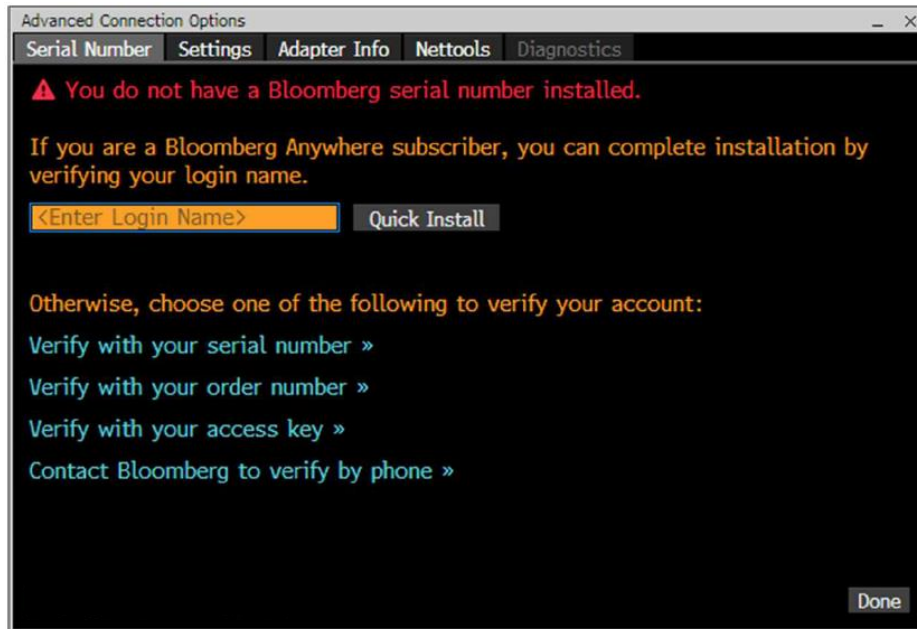
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6. Terminal will relaunch and the user will already be logged in.



### Quick Install for Bloomberg Anywhere user

Alternatively, under **Advance Options**, IT Technicians or users can also enter their Bloomberg username to automatically create a serial number for the terminal under the correct customer number. The terminal software will relaunch and the user will be able to login using their Username, Password and biometric authentication. This feature requires an active connection to a Bloomberg Router.



## BCHG

### How to re-install a Serial Number for Open Terminal users

BCHG is supported if:

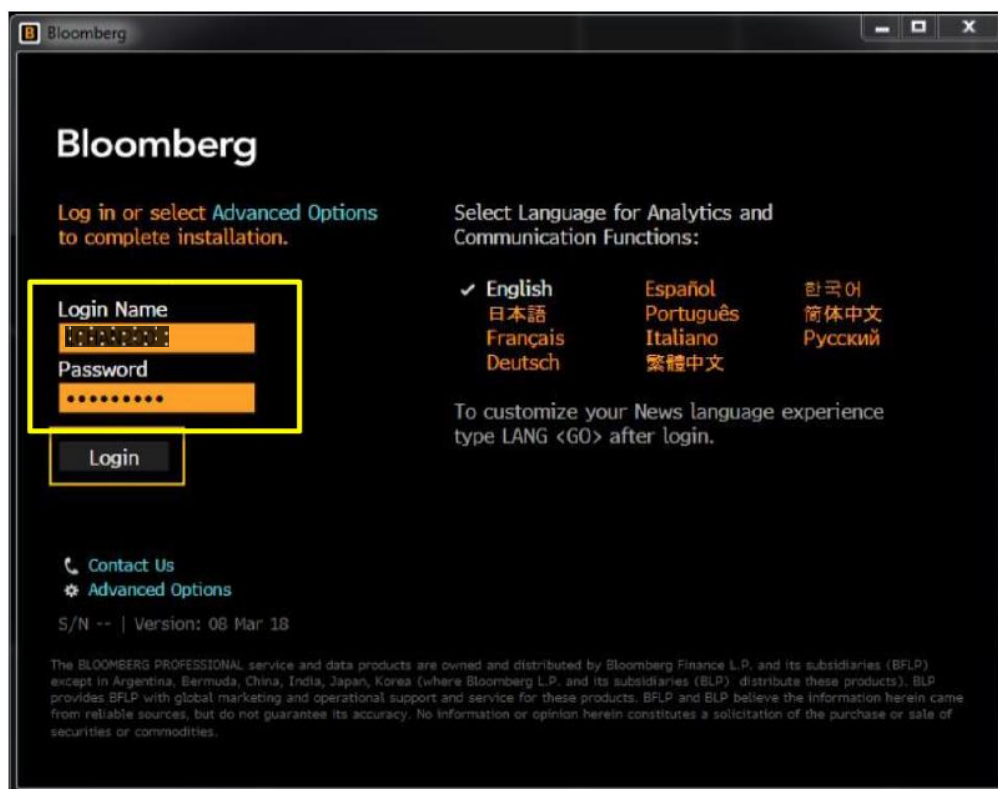
- Open/ Bloomberg Professional terminal.
- Terminal is configured to connect over a Bloomberg Router (Private IP).
- Terminal is not currently connected (user's logged out, application is closed).
- The S/N of the terminal has not been re-installed more than 3 times over the last 30 days.
- Terminal must have been connected to the Bloomberg router over the last 2 weeks, otherwise the S/N will fall from the Bloomberg router list.

If BCHG attempt does not pass any of the security checks above, the system will either display an error message or generate a service ticket for Bloomberg Help Desk for a callback.

### Auto BCHG with Login Name

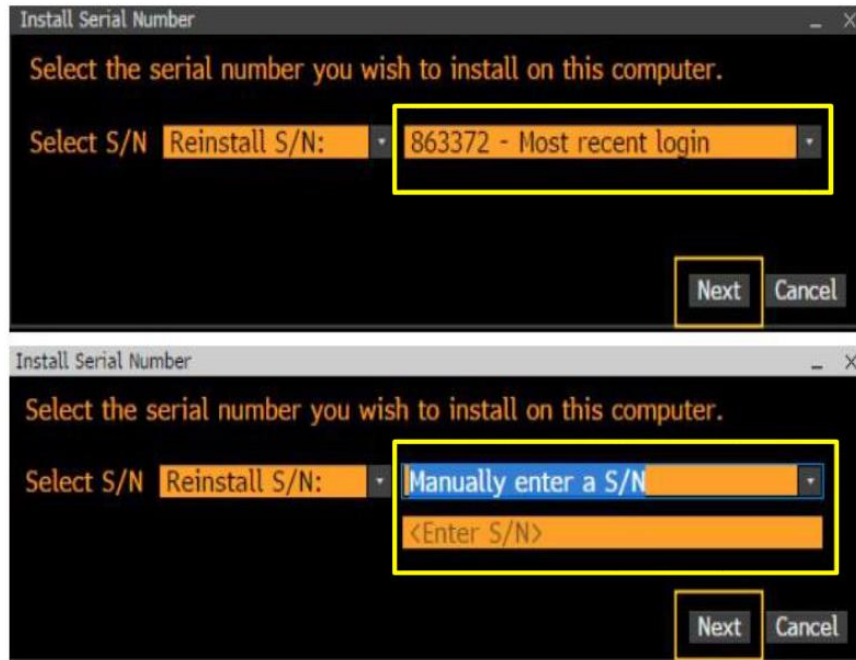
Automatic BCHG can be performed by existing Open Terminal users.

1. Open Terminal users may login with username and password.



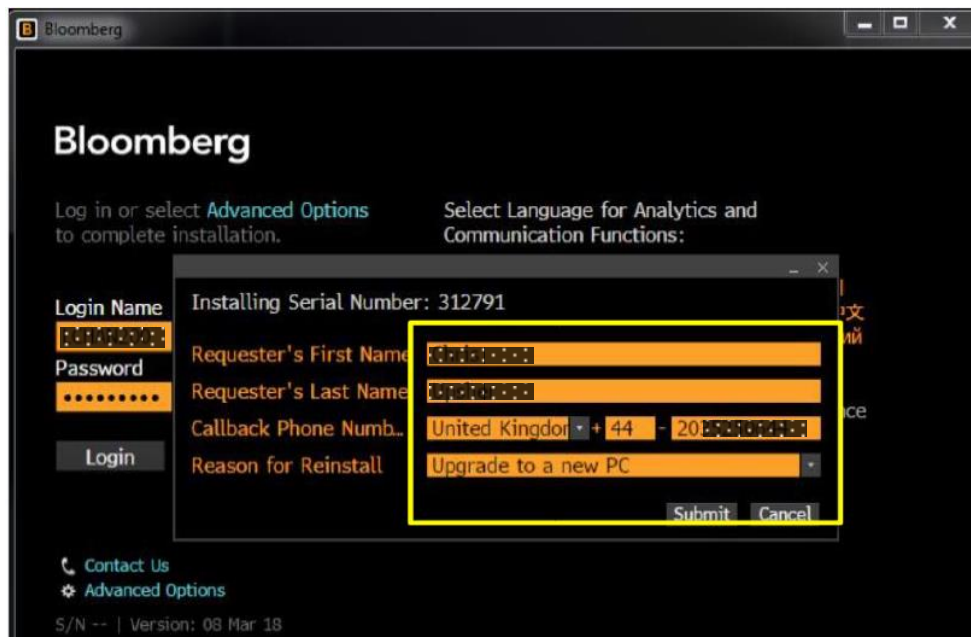
2. You will be given two options:

- a. **Reinstall S/N** – to install the last Open Terminal S/N that the user has logged in.
- b. **Manually enter a S/N** – to install a different Serial Number.



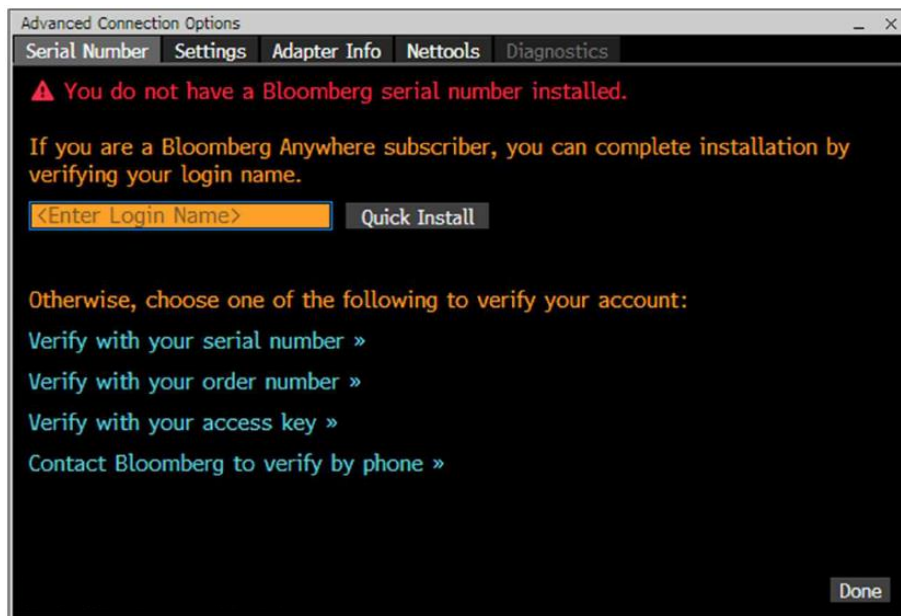
3. Enter contact details and reason for BCHG.

4. Click Submit, your serial number will be verified, software will relaunch and the user will be able to login.



## Advanced Options

Advanced Options is available for IT technicians or users to install the Serial Number with other identifiers.



### Verify with your serial number >>

This option can be used to automatically reinstall an Open Terminal serial number (BCHG) connecting over Bloomberg routers. For this option to work, ensure the terminal you are attempting to reinstall is not currently open in another computer.

### Verify with your order number >>

This option can be used to install a new terminal by entering a Bloomberg order number.

### Verify with your access key >>

You will be guided to this option by Bloomberg customer support whenever a terminal serial number needs to be manually installed or re-installed.

### Contact Bloomberg to verify by phone >>

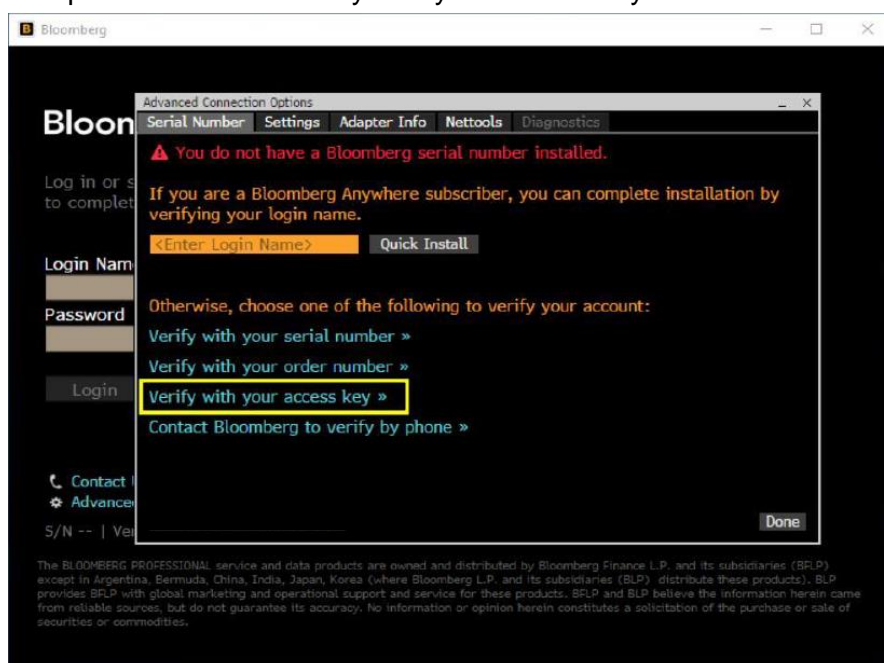
This option will provide you with the Bloomberg customer support phone numbers. Our support team will assist in installing or re-installing a Bloomberg terminal serial number.



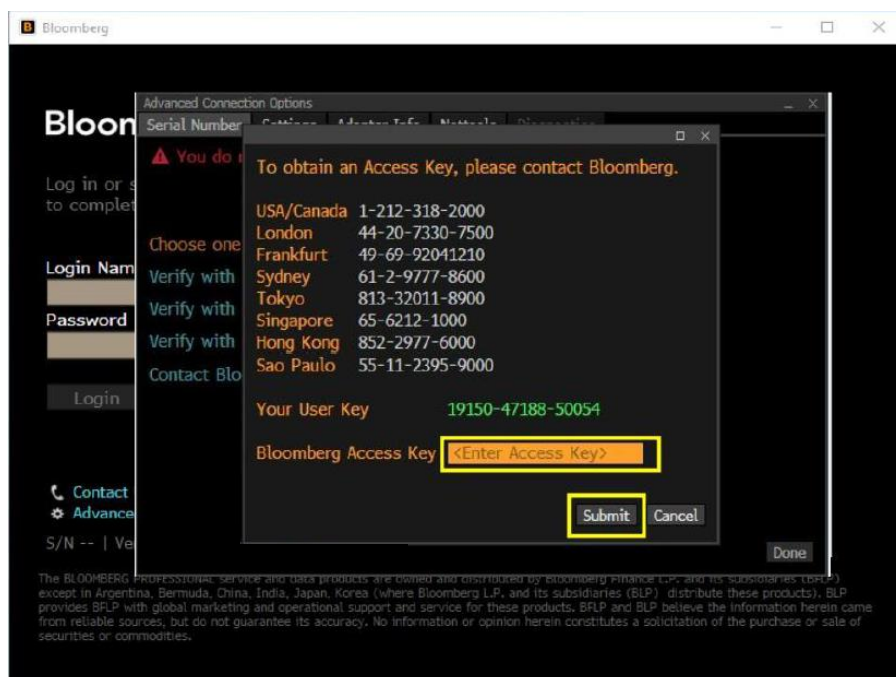
## Manual BCHG

You can also contact Bloomberg Customer Support to perform a Manual BCHG. Bloomberg Customer Support will provide an Access Key when you need to reinstall an Open Terminal manually.

1. Click on Advanced Options and select verify with your access key.



2. Exchange User Key for Access Key.



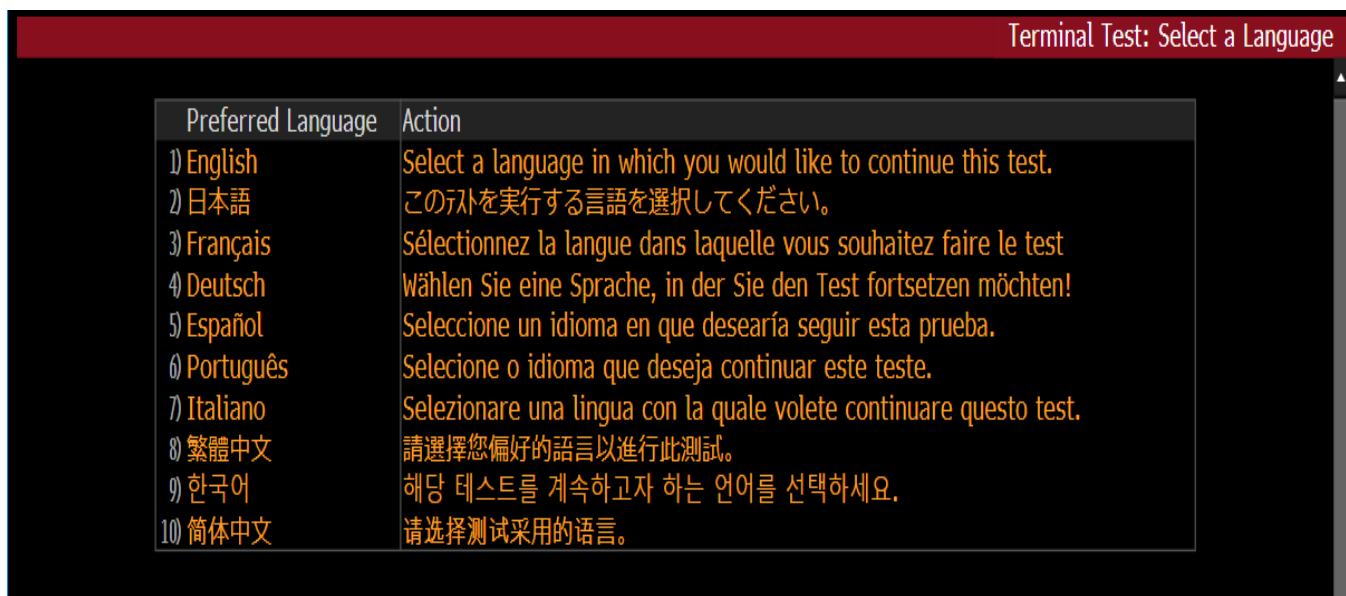
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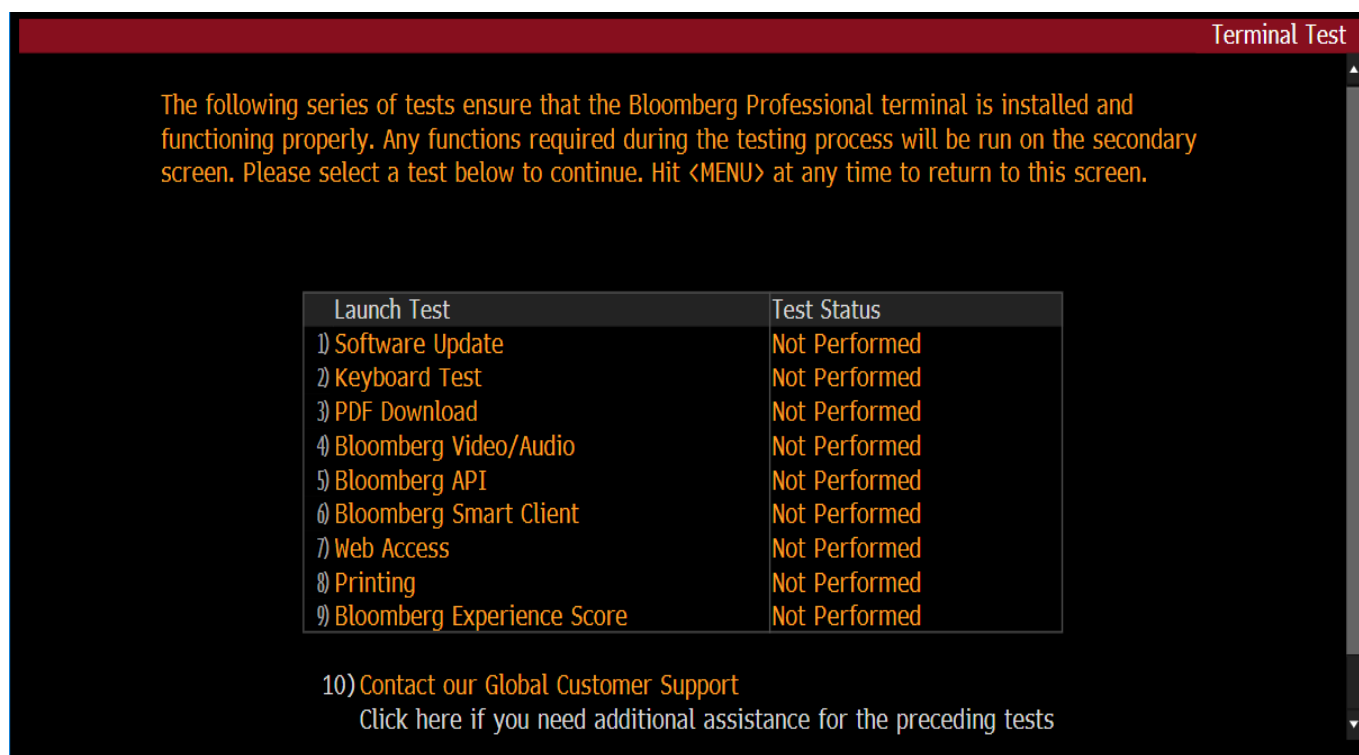
## IV. Testing the Bloomberg Terminal

### TOUR INSTALL

This program ensures that Bloomberg Terminal® is installed properly and have access to all standard functions. To run the program, type TOUR INSTALL and press <Enter>. The system will log in, using TOUR as the user name. After login has been completed, the following Select a Language.



TOUR INSTALL main menu page will appear with 9 options.





### **TOUR INSTALL Menu Item Descriptions**

1. Check Bloomberg Software versions
2. Set your Keyboard type
3. Check if PDF file is downloaded and displayed correctly
4. Check if audio/video is functioning properly using VID function
5. Check BBCOM/API DEMO is running properly and API data can be downloaded
6. Check if Smart Client is functioning properly using FFIP function
7. Check Bloomberg web site can be displayed properly on Bloomberg screen
8. Check if Bloomberg screen is printed out correctly
9. Check your PC's performance capabilities and identify any possible bottlenecks

## **V. Minimum File and Registry Rights for the Bloomberg Application**

For minimum Windows file and registry rights required for running the Bloomberg Terminal® and receiving automatic updates, please access the "**Minimum File & Registry Rights**" document available at <https://www.bloomberg.com/professional/support/documentation/>