

# Bloomberg

## **Bloomberg Software Installation Guide**

English

1 May 2024

Version: 2.0

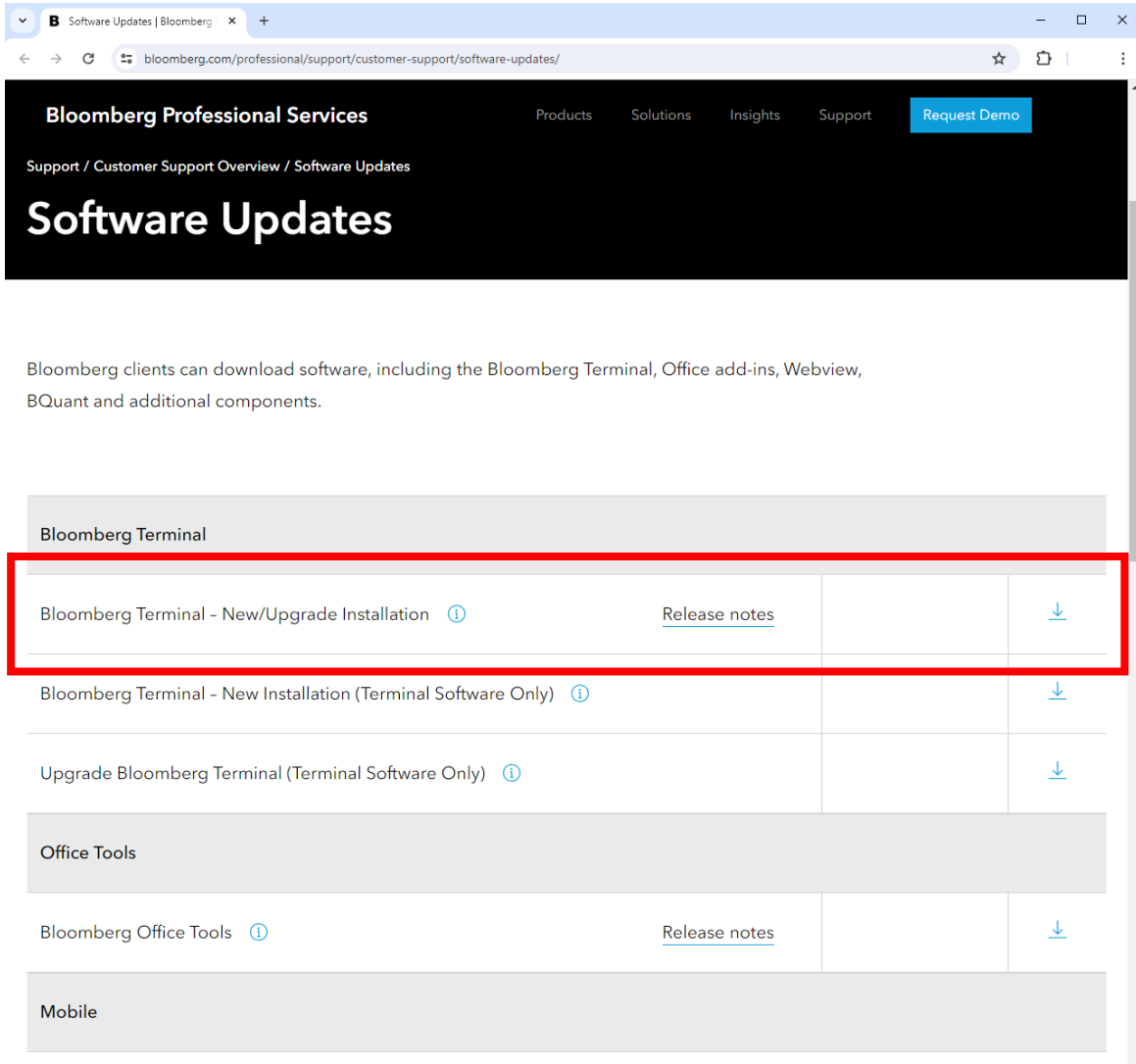
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## I. Download the Bloomberg Software

From Microsoft Edge, Chrome or other Web Browser, enter the following URL in the Address field to download the Bloomberg Full Installation package.

<https://www.bloombergssoftware.com/>



Bloomberg Professional Services

Support / Customer Support Overview / Software Updates

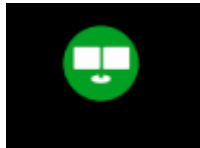
# Software Updates

Bloomberg clients can download software, including the Bloomberg Terminal, Office add-ins, Webview, BQuant and additional components.

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

Click on [Bloomberg Terminal - New/Upgrade Installation] to perform a Full Installation.

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



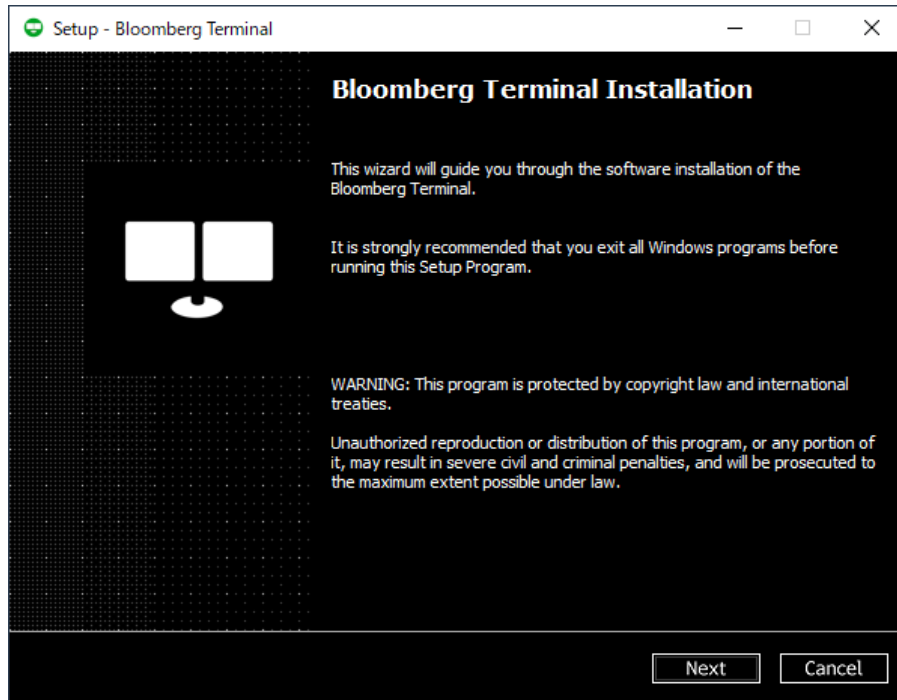
**NOTE:** Please be sure to install the Bloomberg Terminal® software under an account with Administrator rights.

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®.

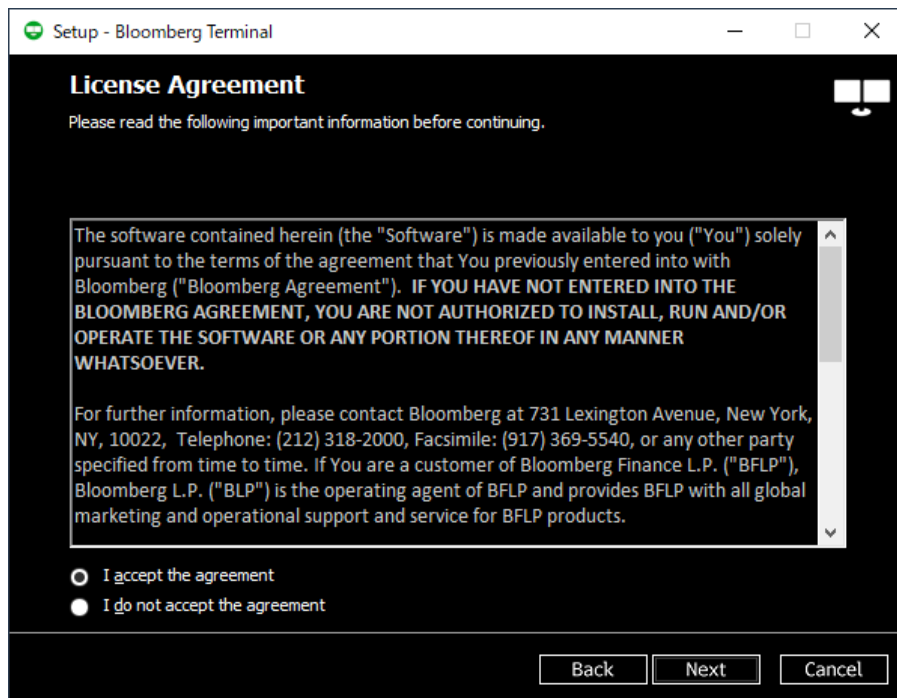
**Bloomberg**

## II. Install the Bloomberg Software

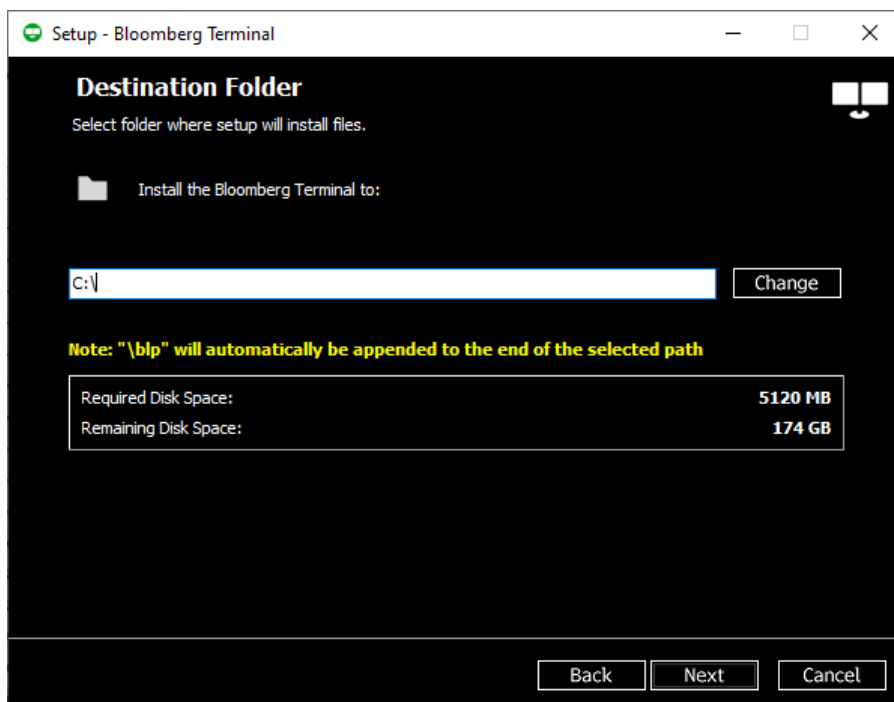
After the software download is complete, double-click the Bloomberg Terminal® installer.



Please click the **Next** button to continue or **Cancel** to exit the installation.

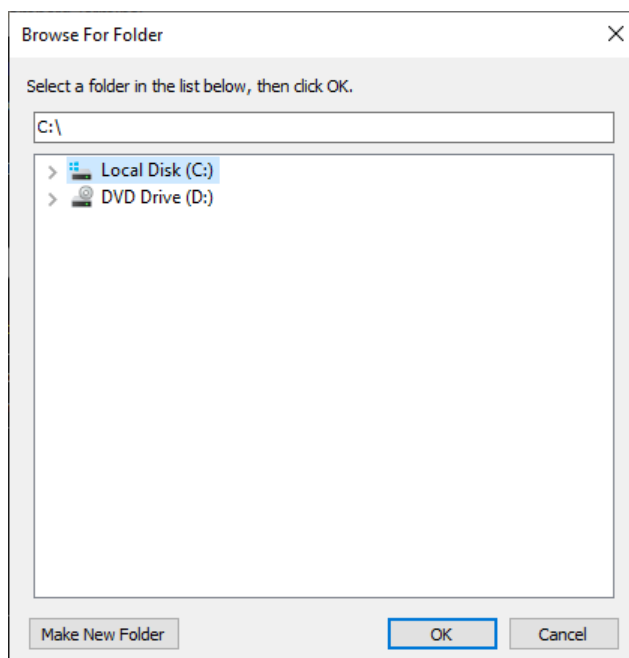


Please review the License Agreement and confirm you agree to it by checking the "**I accept the agreement**" box and hit the **Next** button to proceed. If you do not agree to these terms, please click the **Cancel** button. The installation will be canceled.



The default location for the installation of the Bloomberg Terminal® software is automatically populated. You can change the installation destination here, but Bloomberg Terminal® software will always install to the **\blp** folder of your chosen destination. For example, if you proceed with the installation using the default installation path C:\ above, Bloomberg Terminal® software will be installed in **C:\blp**. Click on **Next** to proceed.

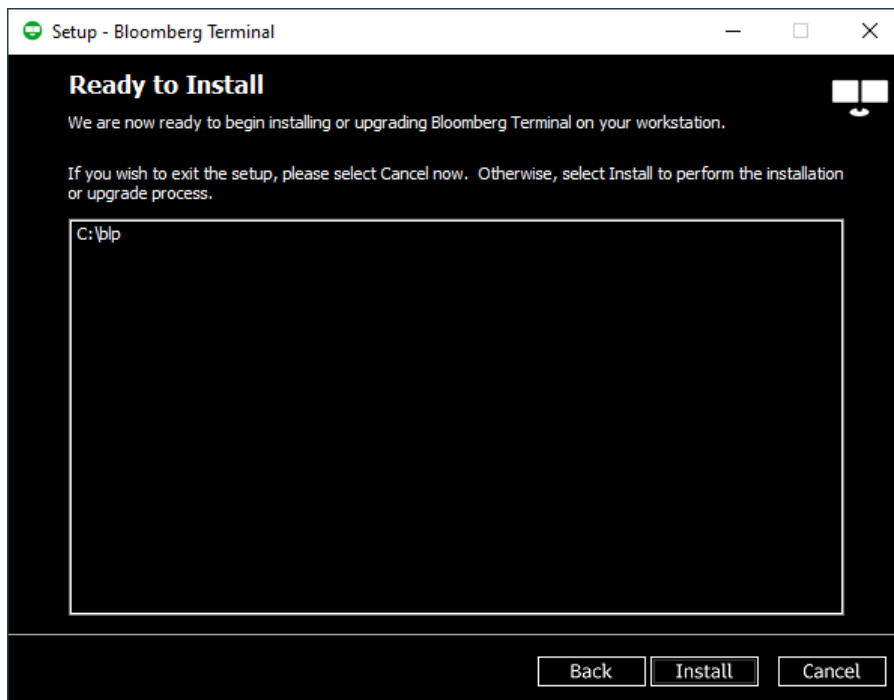
If you need to change the location, you can input the path manually or click on the **Change** button to open a dialog box and navigate to the desired path. Click on **OK** to return and then **Next** to proceed.



**Note:** If the installer detects an existing Bloomberg Terminal® software installation, it will automatically install to the same path and this step will not be shown.

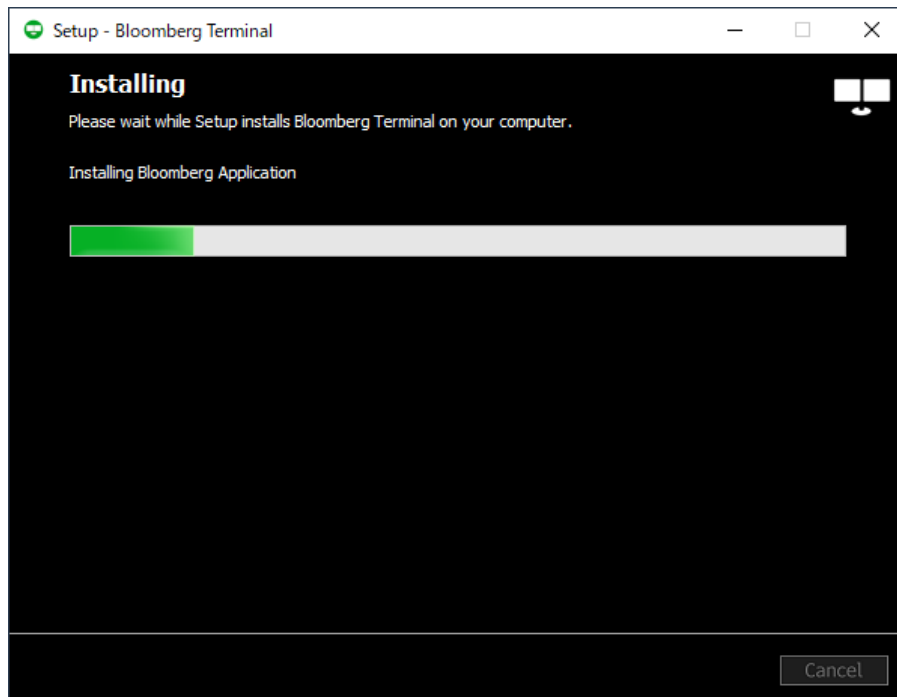
For 24 hour global customer support call +1 212 318 2000, +44 20 7330 7500, +65 6212 1000, +81 3 4565 8900 or press the HELP key twice on the Bloomberg Terminal®.

**Bloomberg**

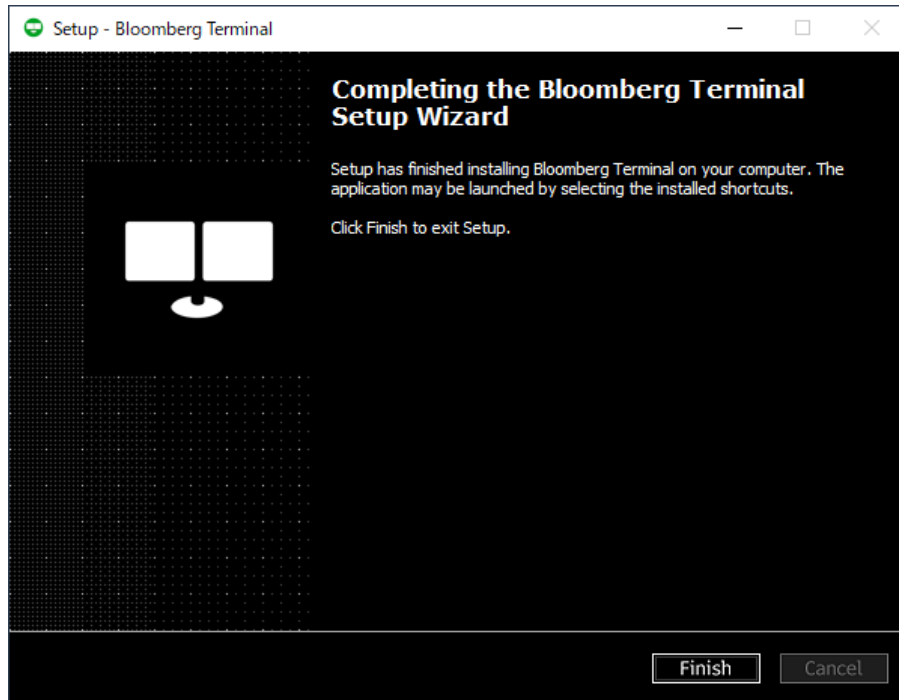


We are now ready to install the Bloomberg Terminal® software. Click on **Install** to proceed, or if you need to change any of the choices you have already made, click **Back** to return.

**Important:** You will NOT be able to cancel the installation after you hit **Install**.



Bloomberg Terminal® software is now being installed. The progress of the installation can be checked from the green progress bar.



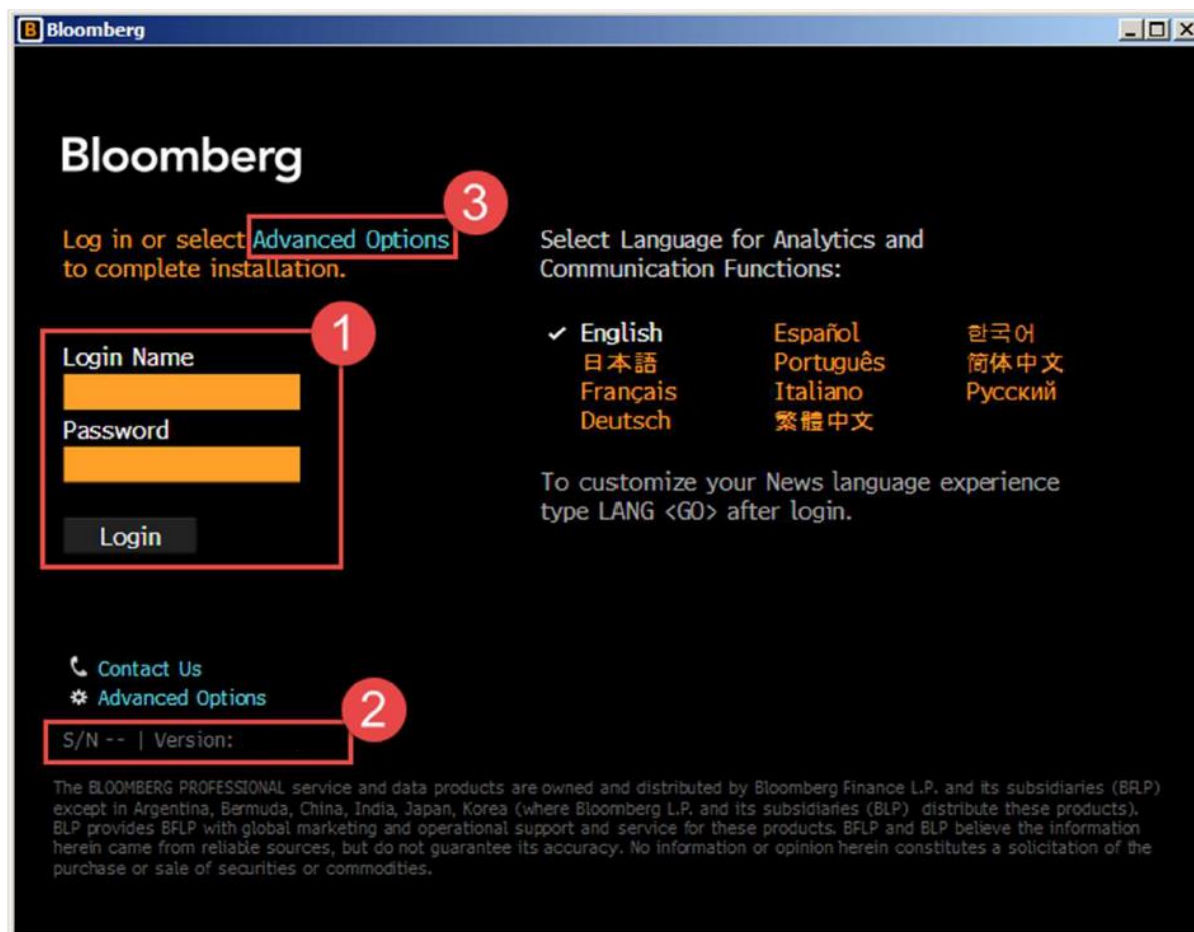
Installation is now complete. After clicking **Finish**, you will be able to launch Bloomberg by double clicking the Bloomberg shortcut on your desktop.

### III. Install the Bloomberg Serial Number

There are several ways to **install a Bloomberg Serial Number** other than the most basic ways described below. For details, please refer to the “**Bloomberg APOD Creation Documentation**” available at <https://www.bloomberg.com/professional/support/documentation/>

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

After installing the software package, you will see the following screens:



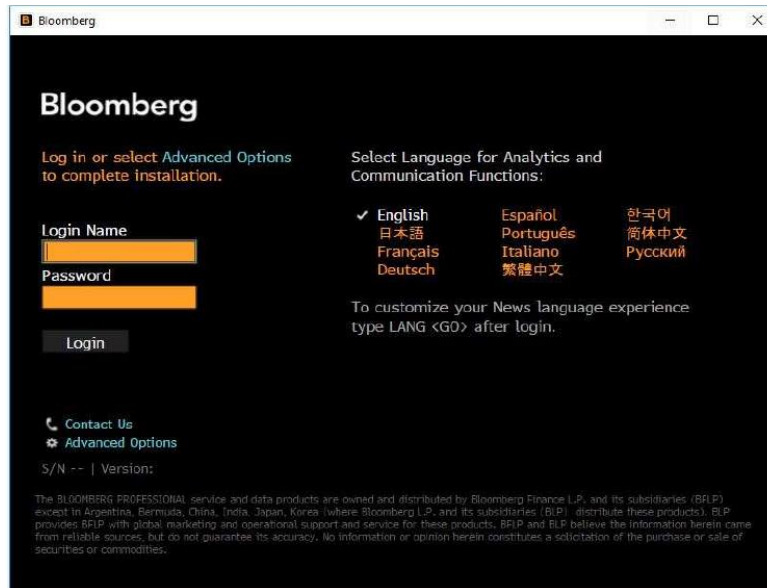
1. Login Area for Username and Password.
2. If the terminal already has an active Serial Number it will appear in this area along with the software version.
3. Advanced Options can be used by IT Technicians and users to access more options to help with creating a Serial Number or re-installing an existing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



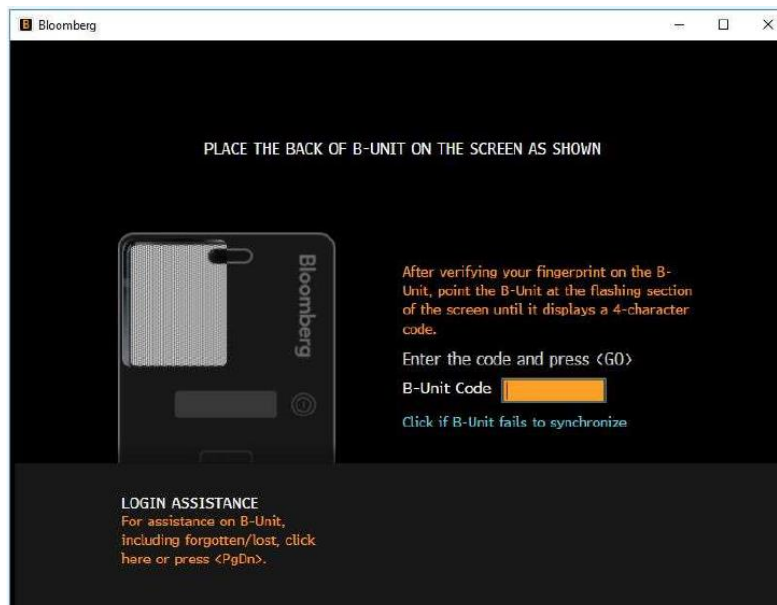
## APOD Creation

### How to Create a Serial Number(S/N) for Bloomberg Anywhere users

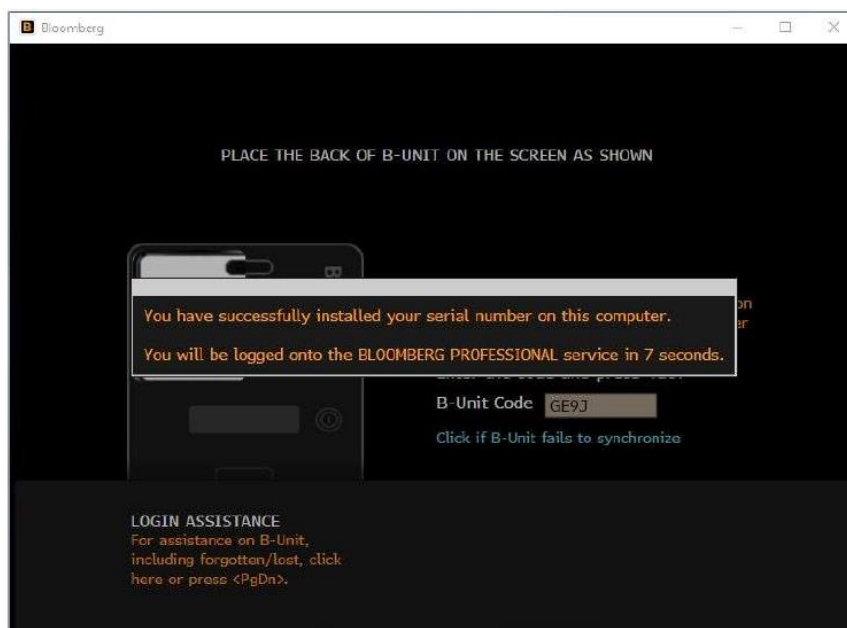
1. Launch the Bloomberg Professional Software.
2. Login with your Bloomberg Anywhere username and password.



3. If prompted, verify the fingerprint on your B-Unit.
4. Sync the B-Unit with the flashing screen.
5. Enter the B-Unit Code.

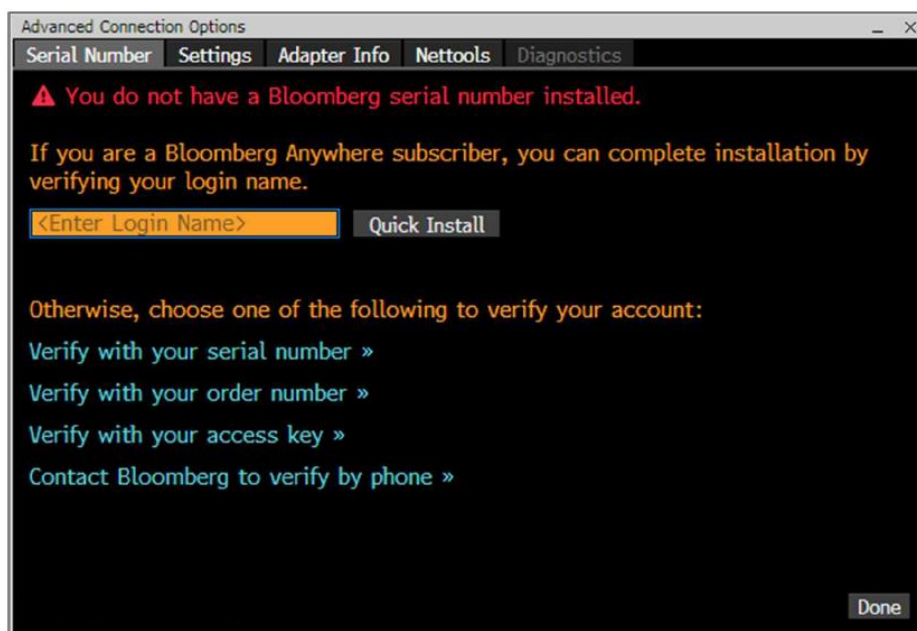


6. Terminal will relaunch and the user may be automatically logged in.



### Quick Install for Bloomberg Anywhere users

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:

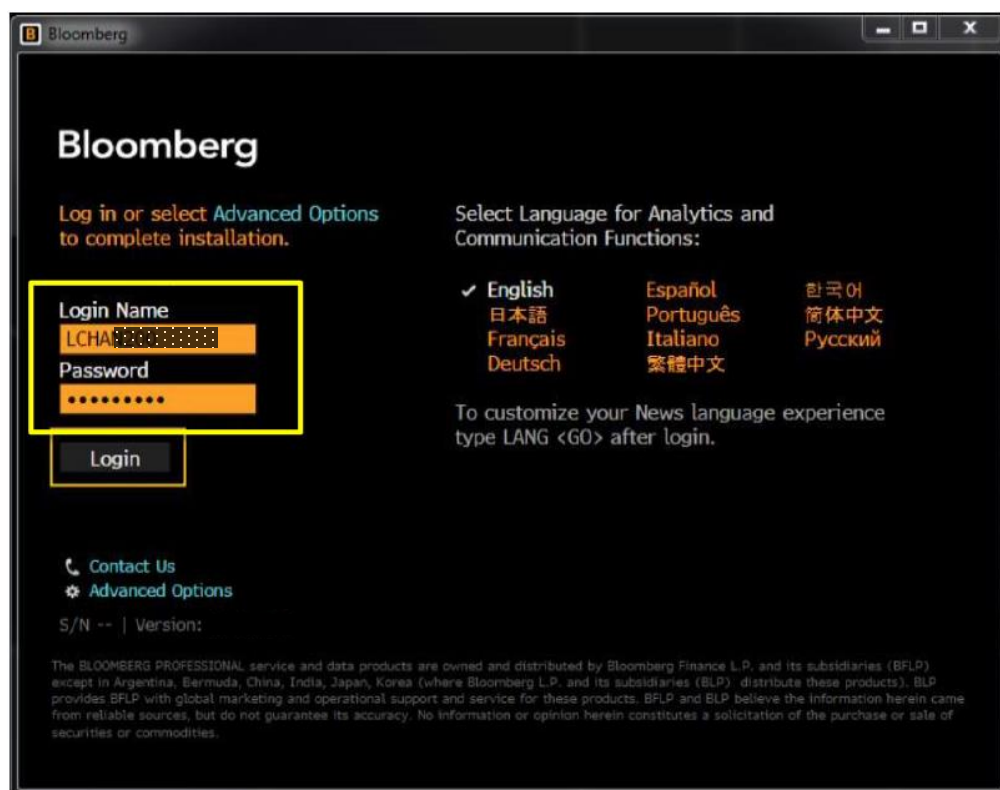
- Open/ Bloomberg Professional terminal.
- Terminal is configured to connect over a Bloomberg Router (Private IP).
- Terminal is not currently connected (user's logged out, application is closed).
- The S/N of the terminal has not been re-installed more than 3 times over the last 30 days.
- Terminal 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 Customer Support for assistance.

### Auto BCHG with Login Name

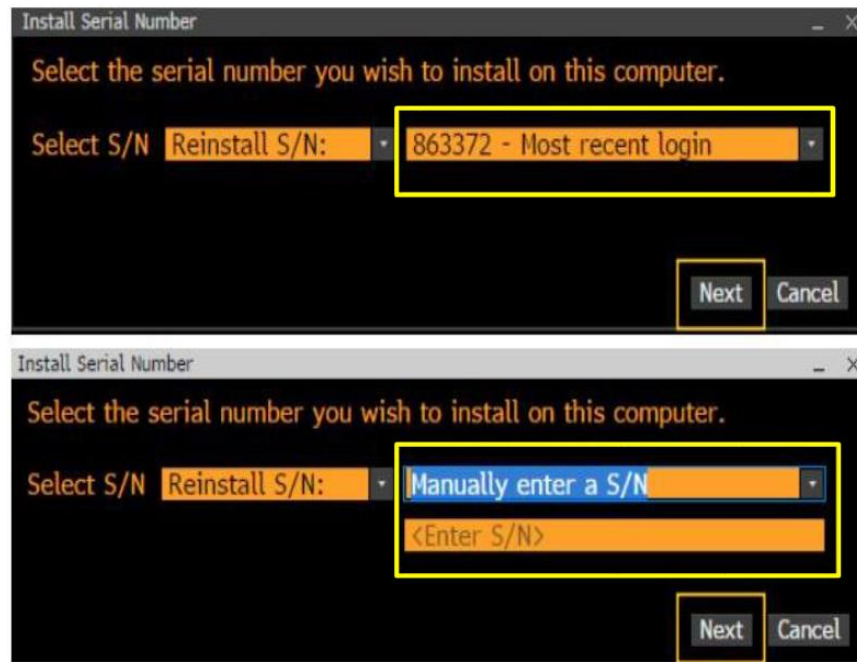
Automatic BCHG can be performed by existing Open Terminal users.

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.

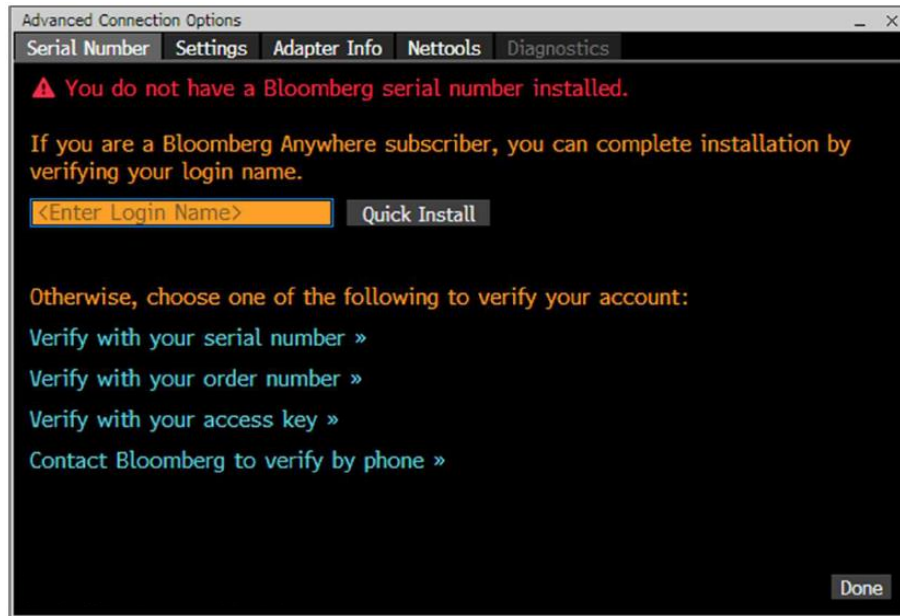


3. Enter contact details and reason for BCHG.
4. Click Submit, your serial number will be verified, software will relaunch and the user will be able to login.



## Advanced Connection Options

Advanced Connection 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.

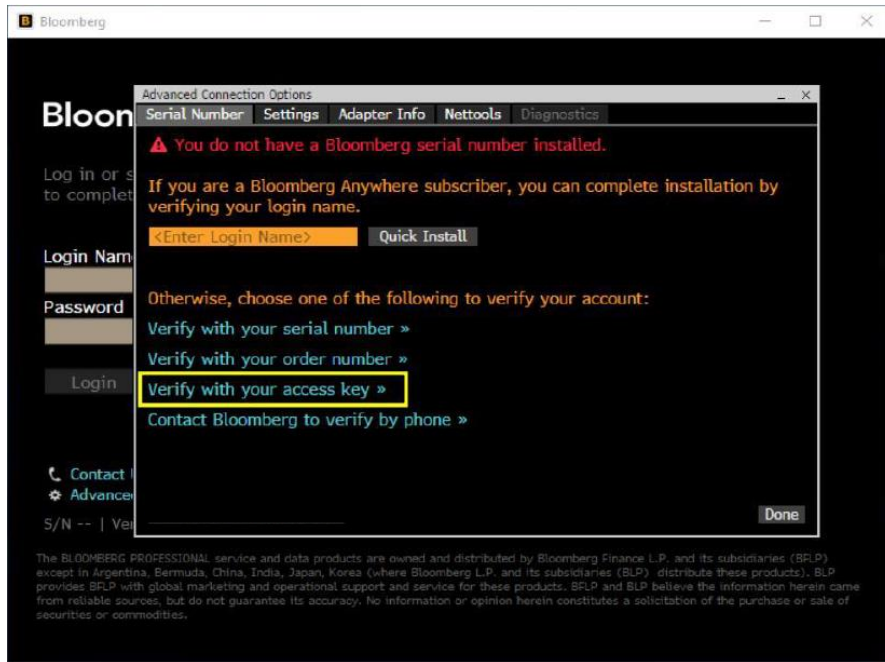
### Contact Bloomberg to verify by phone >>

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.

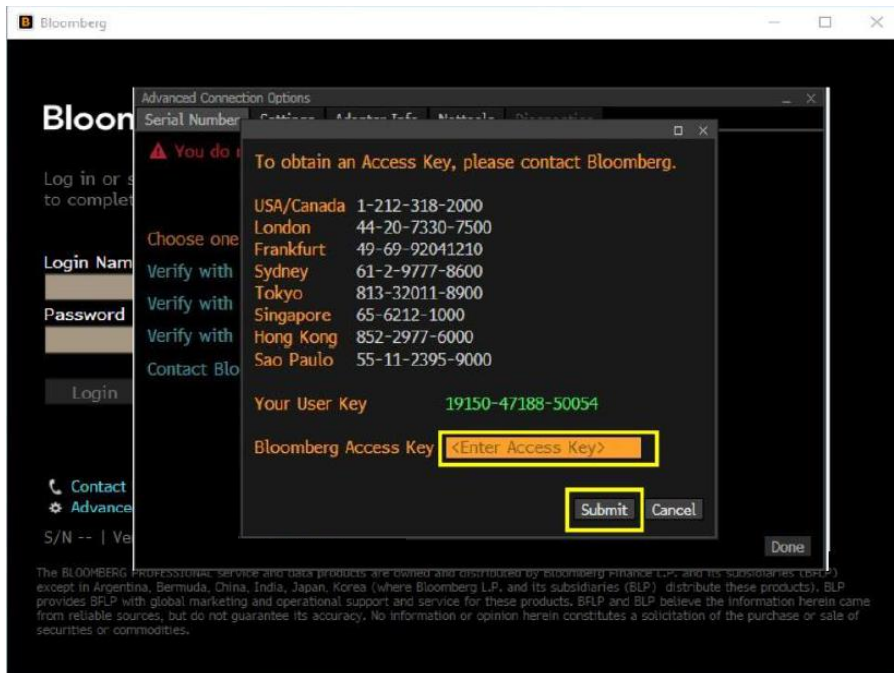
## Manual BCHG

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.



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®.

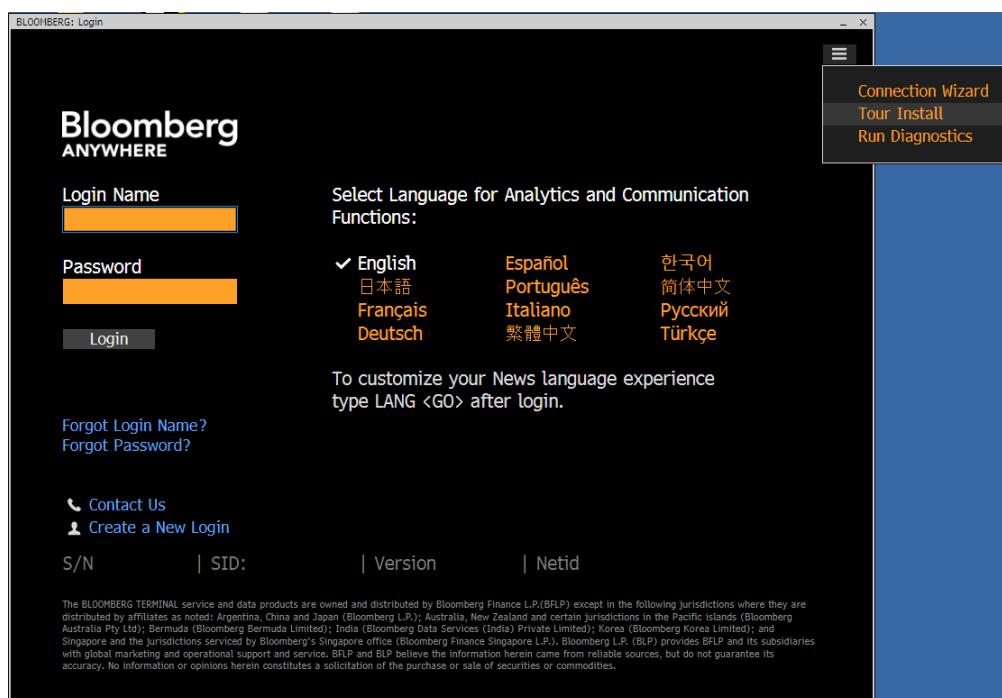


## IV. Testing the Bloomberg Terminal® software

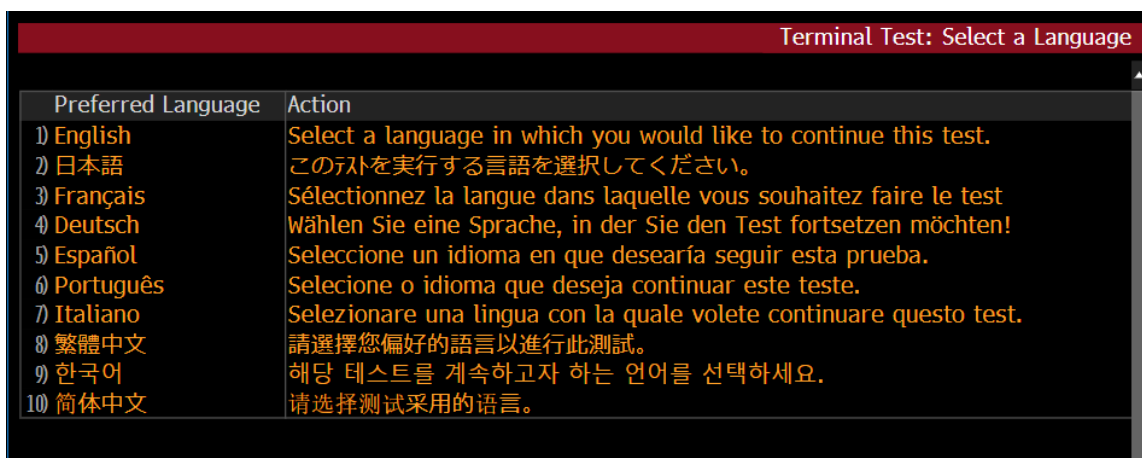
### TOUR INSTALL

“TOUR INSTALL” allows you to run some standard functions to check whether the Bloomberg Terminal® software is working properly.

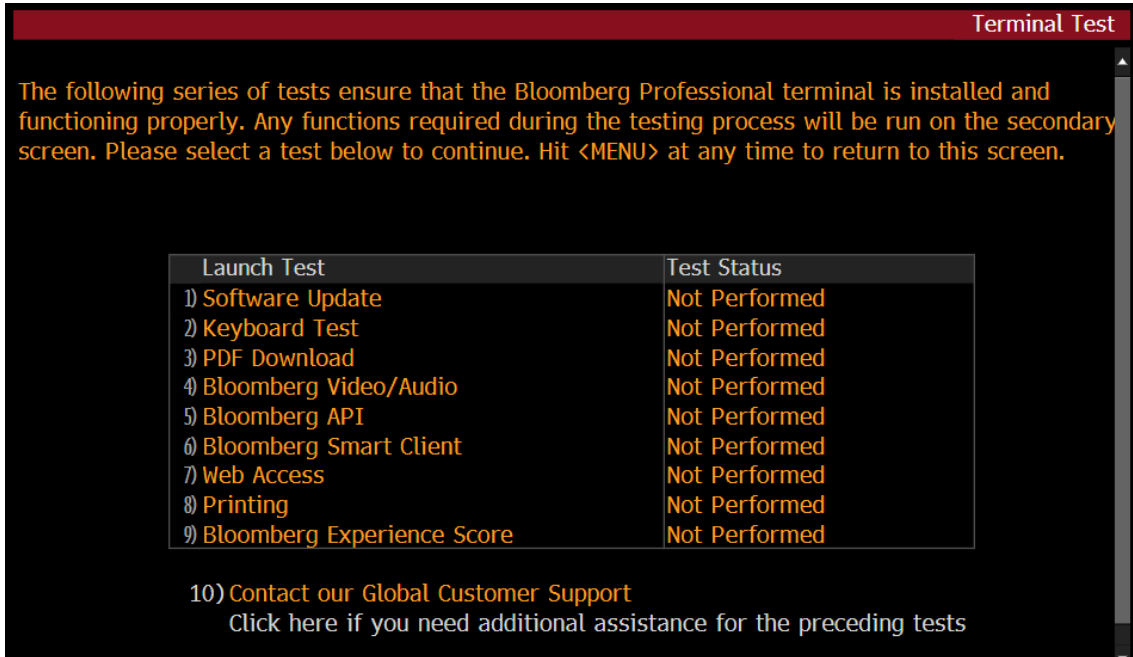
After launching the Bloomberg Terminal®, the following window will be displayed. From the upper righthand corner of window, click on “Tour Install” from the triple bar ≡ (a.k.a. hamburger button).



After logging in with “Tour Install”, select your language.



After selecting the language, Terminal Test 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 APPS 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 and Registry Rights**" document available at <https://www.bloomberg.com/professional/support/documentation/>