Return-to-Office Checklist

Bloomberg

Contents

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We recommend the following checks to ensure a seamless transition back into the office and immediate access to Bloomberg Terminals:

Check #1: Terminal Serial Number

APODs and Access Points are set with an automatic expiration. If a Terminal has not been logged into for a period of time, the serial number will automatically expire and users will need to create a new one.

How to identify if the serial number has expired:

1. Double-click the Bloomberg icon. The Bloomberg Terminal screen appears.
2. Press <Enter> or <GO>. If the serial number has expired, a Connection Wizard screen will pop up. This screen will look nearly identical to the usual login screen, but with a blue Advanced Options link and the serial number showing "S/N - -"in the bottom left.
3. Follow the steps on the next page to complete the installation of a new serial number.
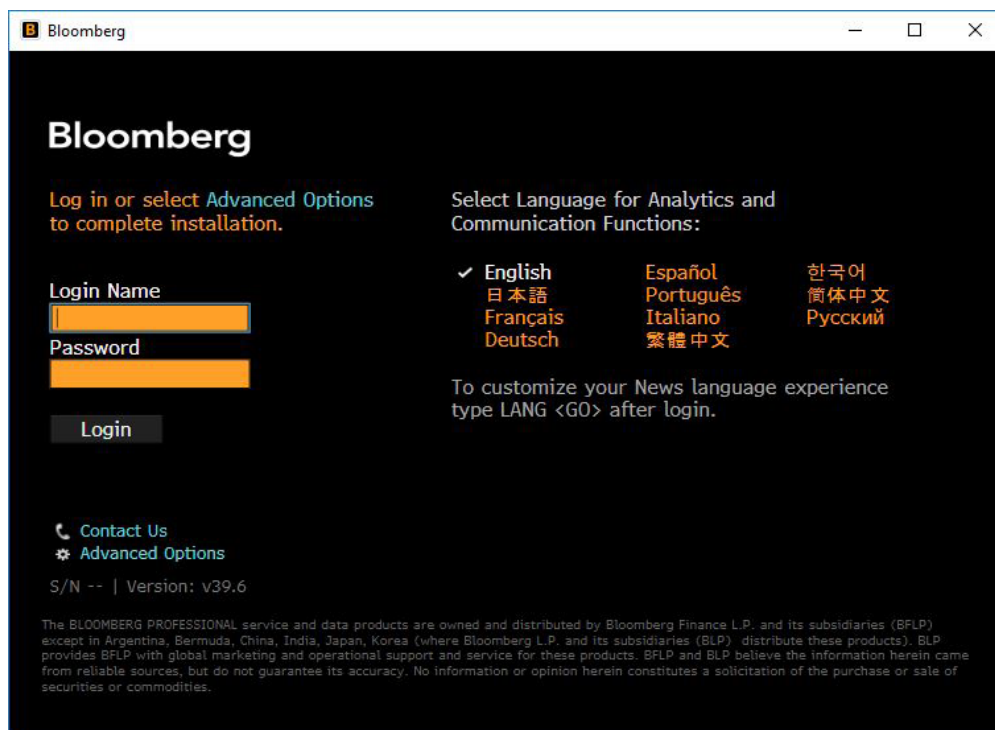
Installing a new serial number: With B-Unit

BBA users with a working B-Unit can log in to the Connection Wizard screen with their Terminal login name, password, and B-Unit. A pop-up message will appear confirming installation of the new serial number, and the user will be logged in.
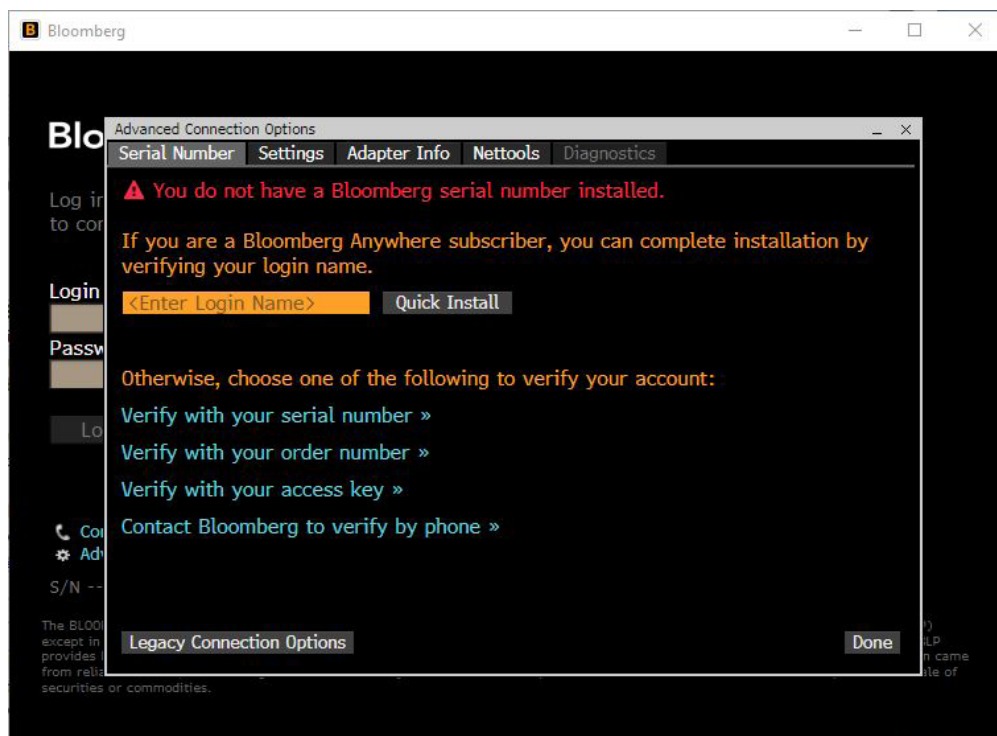
Installing a new serial number: Without B-Unit

This process will vary depending on the connection type.

If the Terminal connects via Internet OR you do not have BBA login credentials,

contact Bloomberg Customer Support for assistance with installing a new serial number.
https://www.bloomberg.com/professional/support/support-numbers/

If the Terminal connects via Private IP, use Quick Install.

1. On the Connection Wizard, click the Advanced Options link. *The Advanced Connection Options window appears.*

2. On the Serial Number tab, enter your Terminal login name and click the *Quick Install* button.

3. A pop-up will appear, confirming that the serial number has been verified.
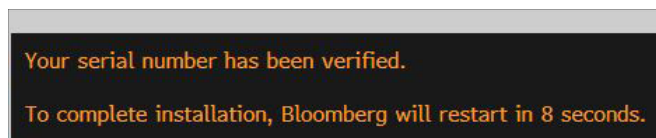
4. The Bloomberg Terminal will automatically relaunch to the login screen. You can now log in with your login name, password, and a form of authentication (Bloomberg Keyboard, B-Swipe, or an override).

Check #2: Software Version

A workstation that has not been in use may be running on outdated software. Update the software before logging in by following the steps below:

1. Double-click the Bloomberg icon. The Bloomberg Terminal screen appears.

2. Press <Enter> or <GO>. If the software is outdated, the following screens should appear instead of the login screen. The software update starts in the background.
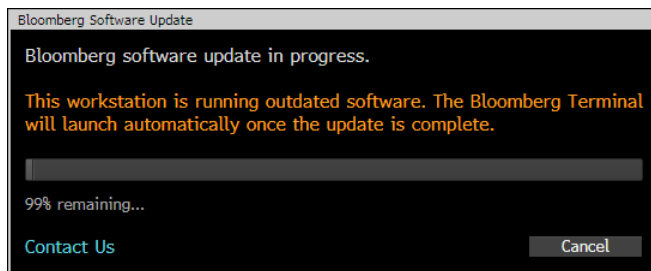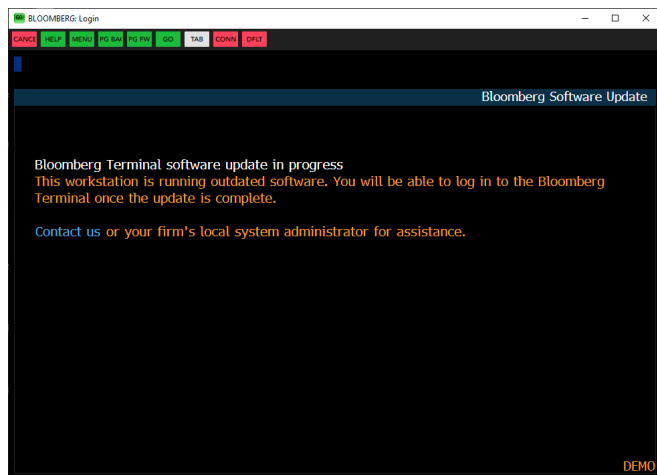

Note: The screens may vary for some customers. You can deploy your software package internally.

3. Wait for the update to complete.

Check #3: Terminal Connection

If the software is not connected, you will not be able to log in. Check the connection status:

1. Double-click the Bloomberg icon. The Bloomberg Terminal screen appears.

2. Press <Enter> or <GO>. If the software does not connect, an error message will display at the top left.
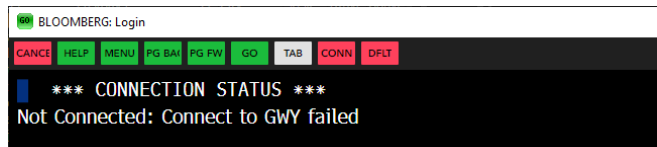
3. Check your internal network if it does not connect.

• You can utilize the Connection Wizard screen. Press the red CONN button at the top and select the *Nettools* tab to perform quick network tests, if your firm's settings allow.

• If you do not see the red CONN button, type "CONN" in the top left corner to bring up the Connection Wizard screen.

Check #4: Bloomberg Keyboard

Common keyboard errors include: keyboard not detected, biometric device not found, and not being able to perform biometric authentication.

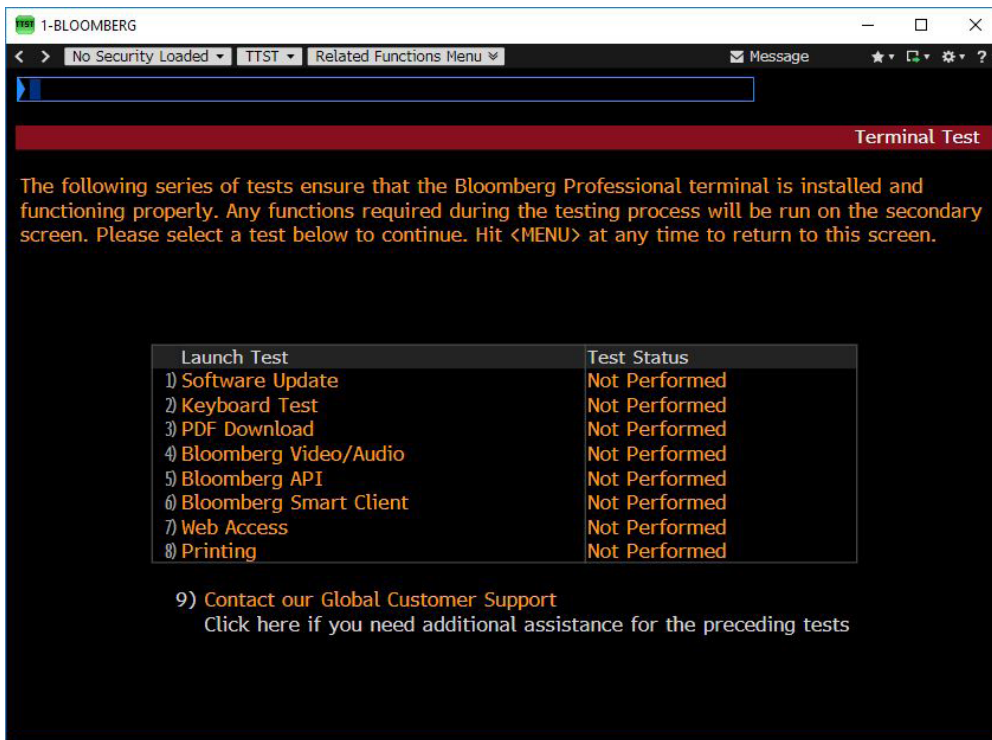You can test the Bloomberg Keyboard in advance by using TOUR INSTALL:

1. Double-click the Bloomberg icon. The Bloomberg Terminal screen appears.

2. Press <Enter> or <GO>. Enter "TOURINST" as the login name and password on the login screen, and select Login.
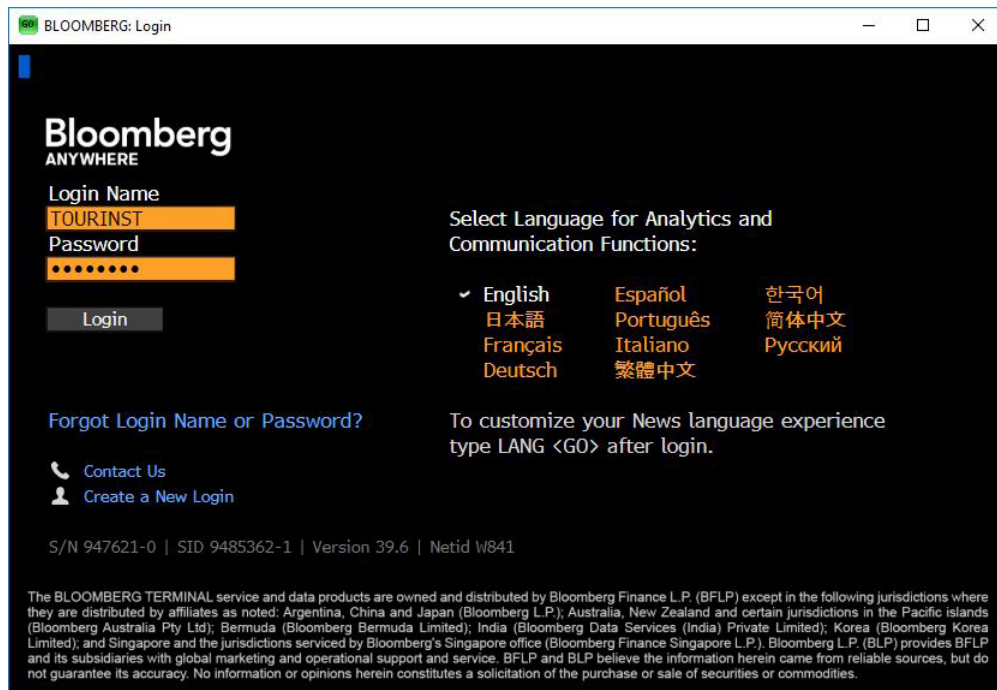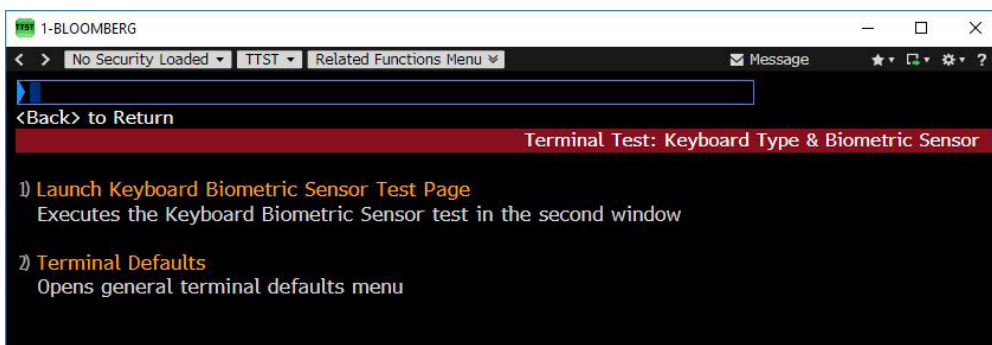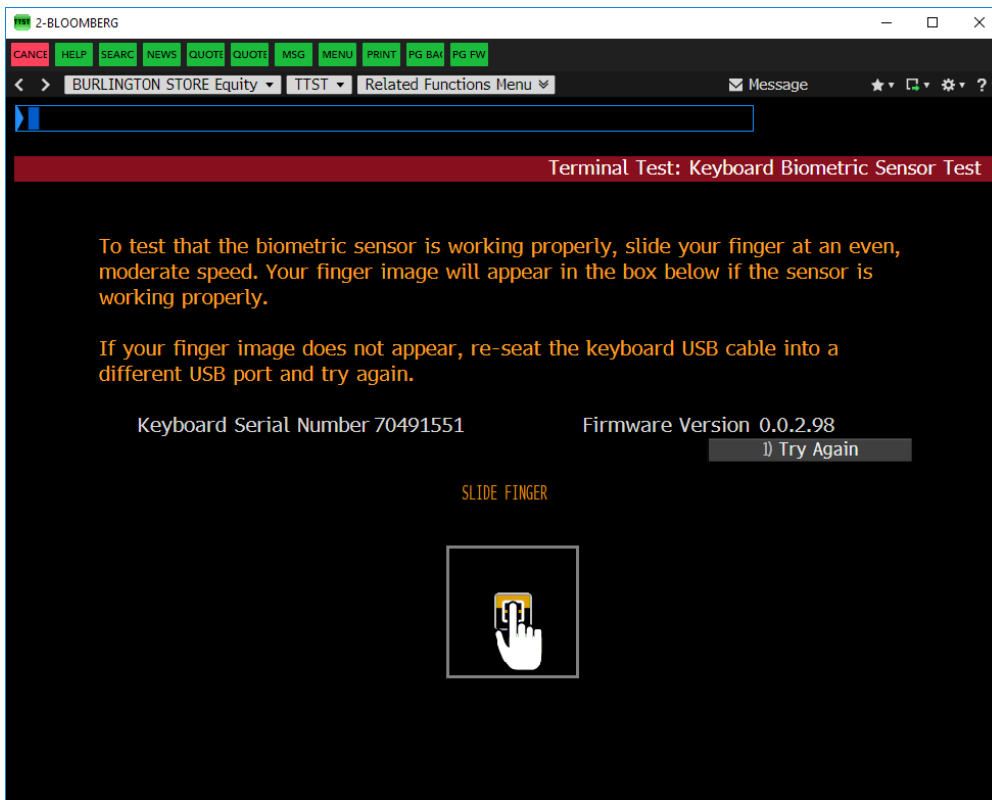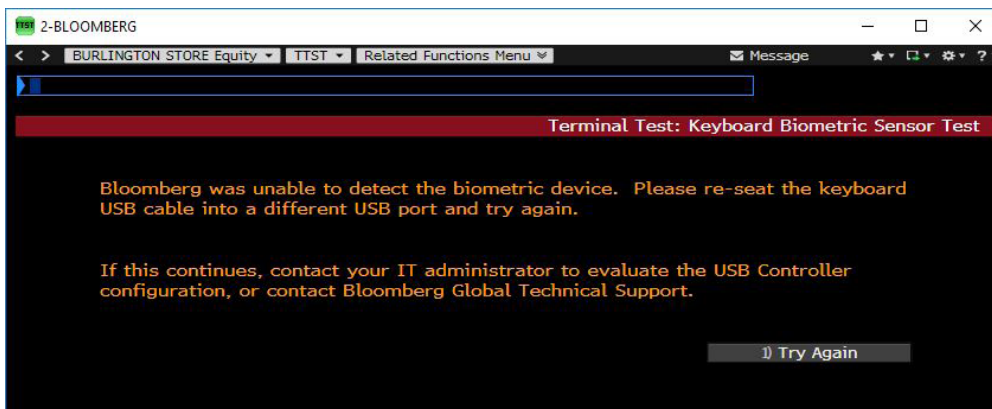

3. Select a language.
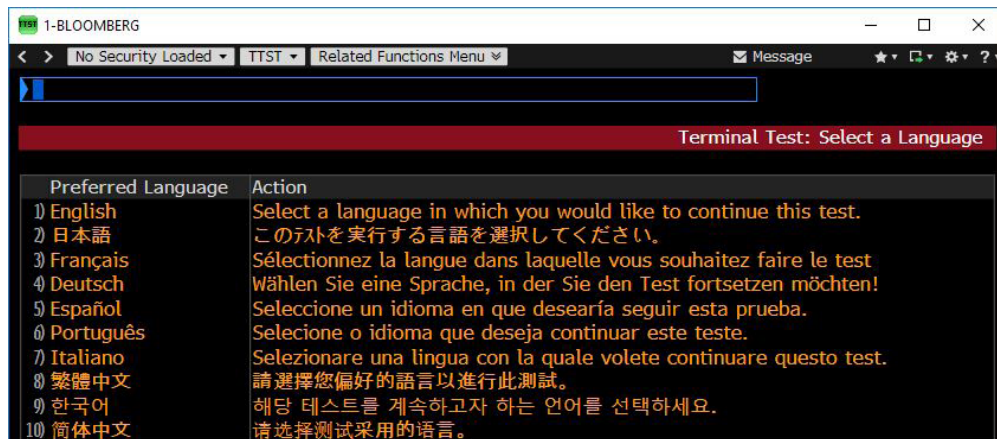
4. Select *2) Keyboard Test* from the menu.

5. Select *1) Launch Keyboard Biometric Sensor Test Page*. The test page appears in the second panel of the Bloomberg Terminal.

6. Slide your finger on the keyboard's biometric sensor.

Note: If your finger image does not appear, or the screen below appears, re-seat the keyboard USB cable and try again.

About the Bloomberg Terminal.

Since 1981, business and financial professionals have depended on the Bloomberg Terminal® for the real-time data, news and analytics they need to make the decisions that matter. The Terminal provides information on every asset class — from fixed income to equities, foreign exchange to commodities, derivatives to mortgages — all seamlessly integrated with on-demand multimedia content, extensive electronic-trading capabilities and a superior communications network.

Take the next step.

For additional information,
press the <HELP> key twice
on the Bloomberg Terminal®.

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