Return-to-Office Checklist

Bloomberg

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Return-to-Office Checklist

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.
- 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/

Advanced Connect	tion Options	_ ×
Serial Number	Settings Adapter Into Nettools Diagnostics	
ir A You do no	ot have a Bloomberg serial number installed.	
If you are a verifying you	Bloomberg Anywhere subscriber, you can complete installat ur login name.	ion by
N KEnter Logir	n Name> Quick Install	
sv		
Otherwise, c	hoose one of the following to verify your account:	
Verify with y	your serial number »	
Verify with y	your order number »	
Verify with y	your access key »	
con Contact Bloo	mberg to verify by phone »	
\dr		
Legacy Conne	ection Options	Done

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.



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.

1-BLOOMBERG	<u>-</u>	. 🗆	×
No Security Loaded •	TTST ▼ Related Functions Menu ♥ ✓ Message	*• 📭	₩•?
1			
	Terminal Test: Select	a Lan	guage
Preferred Language	Action		
1) English	Select a language in which you would like to continue this test.		
2)日本語	このテストを実行する言語を選択してください。		
3) Français	Sélectionnez la langue dans laquelle vous souhaitez faire le test		
4) Deutsch	Wählen Sie eine Sprache, in der Sie den Test fortsetzen möchten	1	
5) Español	Seleccione un idioma en que desearía seguir esta prueba.		
6) Português	Selecione o idioma que deseja continuar este teste.		
7) Italiano	Selezionare una lingua con la quale volete continuare questo tes	t.	
8) 繁體中文	請選擇您偏好的語言以進行此測試。		
9) 한국어	해당 테스트를 계속하고자 하는 언어를 선택하세요.		
10) 简体中文	请选择测试采用的语言。		

4. Select 2) Keyboard Test from the menu.

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< > No Securi	ity Loaded ▼ TTST ▼ Related Functions Menu >	Message	**		₩•?•
			Term	inal	Test
The followin functioning p screen. Plea	g series of tests ensure that the Bloo properly. Any functions required durin se select a test below to continue. Hi	mberg Professional terminal is ins g the testing process will be run o t <menu> at any time to return to t</menu>	talled a n the s this scr	econ een.	dary
	Launch Test	Test Status			
	1) Software Update	Not Performed			
	2) Keyboard Test	Not Performed			
	3) PDF Download	Not Performed			
	4) Bloomberg Video/Audio	Not Performed			
	5) Bloomberg API	Not Performed			
	6) Bloomberg Smart Client	Not Performed			
	7) Web Access	Not Performed			
	8) Printing	Not Performed			
	 Ø Bloomberg Smart Client Ø Web Access Ø Printing 9) Contact our Global Customer S Click here if you need addition 	Not Performed Not Performed Not Performed upport al assistance for the preceding tes	sts		

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.

2-BLOOMBERG			– 🗆 X
CANCE HELP SEARC NEWS QUOTE QUOTE MSG MENU PRINT PG BAR PG FW			
SURLINGTON STORE Equity • TTST • Related Functions	Menu ¥	Message	★▼ □▼ ☆▼ ?▼
	Torminal Tortu	Kouboard Diamate	ric Concor Tost
	Terminat Test:	Keyboarti biometi	ic sensor rest
To test that the biometric sensor is work moderate speed. Your finger image will working properly. If your finger image does not appear, re different USB port and try again	king properly, slide y appear in the box bel -seat the keyboard l	our finger at an ow if the sensor ISB cable into a	even, is
unforent cob port and ally again			
Keyboard Serial Number 70491551	Firmware V	ersion 0.0.2.98	
		⊅ Try Agar	
SLID	E FINGER		

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

2-BLOOMBERG		8 <u>00</u> 9		×
< > BURLINGTON STORE Equity ▼ TTST ▼ Related Functions Menu ♥	Message	**		¢•?•
Terminal Test: K	eyboard Biomet	tric Ser	isor	Test
Bloomberg was unable to detect the biometric device. Please USB cable into a different USB port and try again. If this continues, contact your IT administrator to evaluate th configuration, or contact Bloomberg Global Technical Support.	re-seat the ke e USB Controlle 1) Try Aga	eyboard er	10	

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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