ArchiOffice/EngineerOffice 2012 Installation Preparation

Please read these instructions carefully. If you are not prepared for your installation session, you will be rescheduled and charged a rescheduling fee for this service.

1. ArchiOffice/EngineerOffice must be hosted on a server or workstation that meets our minimum requirements. If using a workstation and having more than 5 users, we recommend a dedicated machine hosting only ArchiOffice/EngineerOffice. In addition, if you choose to use a client operating system on either a server or workstation, such as Windows 7 Professional/Ultimate, please note there may be IIS connection limitations if you have more than 10 users. Windows 7 allows 20 concurrent connections (this is a restriction by Microsoft).

2. Confirm your server/host computer meets the minimum requirements for ArchiOffice/EngineerOffice 2012. *See [System Requirements](#) for details.*

3. *If ArchiOffice/EngineerOffice is to be hosted on a server:* Our BQE Consultant will need to connect to your client workstation with a remote desktop connection to the server. Therefore, before your scheduled installation session, please make sure you are able to perform a remote desktop connection to your server.

   If ArchiOffice/EngineerOffice is to be hosted on a workstation: Our BQE Consultant will establish a remote connection directly to your workstation.

4. The server must have an internal static IP address.

5. The server that will host ArchiOffice/EngineerOffice 2012 on it should have UAC (User Access Control) **TURNED OFF** (this will require a restart), if you are running Windows Server/Windows Vista/Windows 7.

6. An Internet connection is required for remote access to your computer so our BQE Consultant can perform the installation.

7. Log in as a local *Administrator*.

8. *MAC users*: If you do not plan on purchasing a PC workstation for your ArchiOffice/EngineerOffice 2012 server, please note that you must utilize VMWare Fusion or Parallels to create a virtualized workstation *(see the [Set Up Mac for ArchiOffice](#) or [EngineerOffice](#) whitepaper for more).* Memory for your MAC has to be at least 6 GB (2 GB for Mac OSX and 4 GB for the Windows VM). If you have an existing Mac server and more than 5 users, we recommend installing *Parallels Server* instead to create a virtualized workstation on your server.

9. Prior to your scheduled installation, download the necessary SQL and ArchiOffice/EngineerOffice 2012 installation files from the following location (please download but **do not** run them. These will be installed during the scheduled session). Note the BQE Consultant may download a different edition of SQL Server Express based on your machine's hardware and software.

Download Links for New ArchiOffice/EngineerOffice Users:

Download SQL Server Express 2008 R2 SP2 (with management tools) on a 64-bit system:

http://download.microsoft.com/download/0/4/B/04BE03CD-EAF3-4797-9D8D 2E08E316C998/SQLEXPRWT_x64_ENU.exe

Download SQL Server Express 2008 R2 SP2 (with management tools) on a 32-bit system:

http://download.microsoft.com/download/0/4/B/04BE03CD-EAF3-4797-9D8D-2E08E316C998/SQLEXPRWT_x86_ENU.exe

Download ArchiOffice/EngineerOffice 2012 on a Windows Operating System:

http://www.bqe.com/ArchiOffice2012Download.asp

http://www.bqe.com/EngineerOffice2012Download.asp

ArchiOffice Getting Started Guide 2012

http://bqesoftware.net/media/PDF/ao/2012/ArchiOffice-Getting-Started-Guide-2012.pdf

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