

INSTALLATION PROCEDURES



Cantax T2 versions 10.2.3xx.126

November 2010

Single-User Local Installation Instructions

To install the *Cantax* program, you must have Administrator privileges. You must also ensure that the workstation's regional settings are set to English (Canada or United States).

Downloading from the Internet

Proceed as follows:

1. On the *Cantax* Downloads Web page, login under the Member Identification section.
2. On the Files Centre Web page, select the product you want to download.
3. Read and agree to the terms of the License Agreement by clicking **Accept**.
4. In the "Downloading the Program" section, click the ".exe" link to download the program.
5. Click **Save** in the dialog box to save the file to your computer. Please note: the location where the file is saved does not affect the installation program. The time required to download the file will depend on the speed of your modem and the speed of your Internet connection. Also, note where the file has been saved, as this will make it much easier to locate after downloading.
6. Once the download is completed, open the folder in which you saved the file.
7. Double-click the downloaded setup file.
8. When prompted for the version selection, select **Install a local version**.
9. Follow the instructions for the remainder of the installation.

Installing from the CD-ROM

1. Insert the *Cantax* CD-ROM in your CD drive.
2. The installation program should start automatically. If not, select **Start**, click **Run**, then browse to the CD-ROM and run "Setup.exe."
3. Follow the on-screen instructions, choosing the appropriate program to install.

4. If installing the *T2Plus* version, when prompted for the version selection, select **Install a local version**.
5. Follow the instructions for the remainder of the installation.
6. The *T2* program will install in a subfolder of the Program Files folder called "Cantax\T2 Cantax 2010-2."

Note: Each user will have their own Preferences and may choose to share Templates and Returns.

Activation Key

Cantax T2 requires an activation key. During the installation, enter the applicable activation key when prompted. The activation key can be found on the letter included with your package.

If you are installing the local demo version of *Cantax T2*, it is not necessary to enter an activation key.

Note: If you downloaded the program from our Web site, the activation key is available in the "Activation Key" section on the download service page of the product. Please keep this key for future reference.

Network Installation Instructions

Deploying the program on a server

To deploy the *Cantax T2Plus* program, you must have write privileges to the network folder you will be deploying the application in.

1. Log on at any workstation.
2. Insert the *Cantax* CD-ROM in the CD drive.
3. The installation program should start automatically. If not, select **Start**, click **Run**, then browse to the CD-ROM and run "Setup.exe."
4. If you have downloaded the setup file, run the installation program.
5. Follow the on-screen instructions, choosing the appropriate program to install.
6. When prompted for the version selection, select **Deploy a network version on a server**.
7. Select the folder to which the program is to be deployed and follow the on-screen instructions. This folder must be read-write accessible to all users.

8. Click **Finish** to deploy the program.

Once the deployment on the server is completed, the program must be installed on each workstation.

Installing *T2Plus* on each workstation

Note: The mapped drive (e.g.: drive H:) used to deploy the program on the server must be the same mapped drive used to install the program on each workstation (e.g.: drive H:).

To extend the program's accessibility, double-click the "2010 v.2 Cantax T2 (Jan. 2008 - Apr. 2011).lnk" file from the network location where the program was deployed and follow the prompts to complete the installation. This will install components such as Tax Fonts, shortcuts and other necessary files for the correct operation of the program on the workstation.

To Run the Cantax T2 Program

To run the program, double-click the *T2* program shortcut, on your desktop or select the program from the *Cantax* program group located under **Start/Programs/Cantax**.

Release Notes

The *Release Notes* are accessible from the **Welcome** box in the program.

System Requirements

To correctly execute *Cantax T2*, you must have the following:

Processor

Pentium IV or better (Dual Core processor is recommended)

Supported operating systems

- Windows XP SP3
- Windows Vista SP1 32-bit and 64-bit versions, (except for Starter Edition)
- Windows 7 32-bit and 64-bit versions, (except for Starter Edition)*
- Windows Server 2000 SP4 or Windows Server 2003 SP2 32-bit and 64-bit versions (including R2), Windows 2008 Server 32-bit and 64-bit versions R1 and R2.
- Network File Systems – NTFS, FAT32, Novell 6.5

Note:

* To know more about the different Windows 7 Editions and their respective requirements, consult the Microsoft Web site <http://windows.microsoft.com/en-us/windows7/products/system-requirements>.

RAM Minimum

1 G of RAM (2 G or higher is recommended)

Note: RAM requirements are highly dependent on the operating system used. Please refer to documentation provided with your operating system for minimum and recommended RAM requirements.

Hard drive disk space

The installation requires 59 MB of free disk space on the drive where Windows is installed (by default this drive is C:\) in order to copy temporary files, plus 80 MB of free disk space on the drive where the application will be installed.

Monitor

SVGA 800x600 monitor (1024x768 recommended), 65,000 colours

Printer

Laser printer with a minimum of 4 MB of memory (16 MB is recommended) or inkjet printer

Adobe Reader™

Version 9.0

Internet connection

Internet Explorer 6, 7 or 8.0 with 128-bit security encryption is required to transmit electronically.

An Internet connection is required to use electronic services available with *Cantax*.

DFILE

Diskette drive or CD burner is required for filing the CT23 Return to Ontario Ministry of Revenue.