

Cantax[®] T2

Installation Procedures

Cantax T2 versions 15.2.3xx.135

January 2016

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

To download this version of *Cantax* from the Internet, proceed as follows:

1. On the Welcome page of the *Cantax* Web site, select **Cantax Software** from the **Downloads** drop-down menu.
2. On the "Cantax Downloads" Web page, login under the "Member Identification" section.
3. On the "Files Centre" Web page, select the product you want to download.
4. Read and agree to the terms of the License Agreement by clicking **Continue**.
5. In the "Downloading the Program" section, click the **.exe** link to download the program.
6. Click **Save as** in the dialog box to save the file to your computer.
7. Select the location where you want to save the setup file and click the **Save** button. 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 Internet connection.
8. Once the download is completed, open the folder in which you saved the file.
9. Double-click the downloaded setup file.
10. If installing the T2Plus version, when prompted for the version selection, select **Install a local version**.
11. Follow the instructions for the remainder of the installation.

The T2 program will install in a subfolder of the **Program Files** folder called "Cantax\T2 Cantax 2015-2."

Note: Windows 8.1 and Windows 10 apply a filter named "SmartScreen" which allows you to control the installation of certain programs.

When launching the *Cantax* installation program, the SmartScreen filter may display a warning indicating that

the start-up of an unrecognized program has been prevented. This message is issued by Microsoft Windows. The *Cantax* T2 installation program is signed using a digital certificate recognized by certification authorities (for more details, contact the Support Centre).

If such a warning displays, click **More info** and then **Run anyways** to continue with the installation.

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

Installing from the optical disk

1. Insert the *Cantax* optical disk in the disk drive.
2. The installation program should start automatically. If not, open the Windows File Explorer, then browse to the optical disk and run "Setup.exe."
3. Follow the instructions on the screen, 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.

The T2 program will install in a subfolder of the **Program Files** folder called "Cantax\T2 Cantax 2015-2."

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 in your account information on the *Cantax* downloads page.

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 Cantax T2Plus on a server

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

1. Log on at any workstation.
2. Insert the *Cantax* optical disk in the disk drive.
3. The installation program should start automatically. If not, open the Windows File Explorer, then browse to the optical disk and run "Setup.exe."
4. If you have downloaded the setup file, run the installation program.
5. Follow the instructions on the screen, 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 instructions on the screen. 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 **2015 v.2 Cantax T2 (Jan. 2013 - May 2016).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.

Updating a Previous Version of the Cantax T2 Program

To update a previous version of the program, proceed as follows:

Local Installation Version Update

1. Run the installation program.
2. When prompted for the version selection, select **Update local installation** (this option should be selected by default) and click **Next**.
3. Click **Update** in the **Welcome** box displayed on screen. The installation process will automatically update your program to the current version.

Network Version Update

Step 1 - Server Update

1. Ensure that there are no users connected to the program.
2. Run the installation program.
3. When prompted for the version selection, select **Server Update** (this option should be selected by default) and click **Next**.
4. Select the network location containing the program that must be updated.
5. Follow the instructions for the remainder of the update.
The installation process will automatically update the program on the server to the current version.

Step 2 - Update of client workstations

1. Double-click the T2 program shortcut on your desktop or select the program from the *Cantax* program group.
2. Click **Yes** in the **Update** message box.

The files required to use the program are installed on the workstation following the update.

Release Notes

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

Cantax Configuration for the Use of a Proxy Server

If you are using a proxy server to access the Internet, you must configure the settings to connect to this server to enable the electronic transmission of data in *Cantax*.

To configure the usage settings of a proxy server, proceed as follows:

1. Select **Internet Filing Setup** from the **Internet Filing** menu.
2. Click the **Proxy Server** tab to display the **Proxy Server** panel.
3. In the **Proxy server** panel, select the check box **Use a proxy server**.
4. Click **Get Settings**. If proxy server settings are detected, they will display automatically in the appropriate fields. Then, go to step 7. Otherwise, you will have to manually enter the information provided by your network administrator.
5. In the "Address of the proxy server" field, enter the proxy IP address.
6. In the "Port" field, enter the number of the port used by the proxy server for Internet connection.
7. If the proxy server is configured to authenticate users who want to access the Internet, enter the name of the user in the "User name" field and enter the related password in the "Password" field.
8. Click **OK** to save the configuration.

System Requirements

To correctly execute *Cantax T2*, your computer system must have the following:

Processor

Dual Core processor

Supported operating systems

- Windows Vista SP2 (32-bit and 64-bit) except for Starter and Home Editions*
- Windows 7 SP1 (32-bit and 64-bit) except for Starter and Home Editions*
- Windows 8.1 Professional & Enterprise*
- Windows 10 (32-bit and 64-bit) except for Education and Home Editions*
- Windows Server 2008 SP2 (32-bit and 64-bit) and R2 SP2 (64-bit)
- Windows Server 2012 SP1 and R2

* To know more about the different Windows Editions and their respective requirements, consult the Microsoft Web sites:

- For Windows Vista: <http://support.microsoft.com/kb/919183/en-us>
- For Windows 7: <http://windows.microsoft.com/en-CA/windows7/products/system-requirements>
- For Windows 8.1: <http://windows.microsoft.com/en-CA/windows-8/system-requirements>
- For Windows 10: <http://www.microsoft.com/en-ca/windows/windows-10-specifications>

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

Network File Systems

- NTFS
- FAT32
- exFAT32

PDF Printer

Cantax is compatible with the Amyuni PDF Document Converter 4.5.

Adobe Reader

Version 11.0

Internet connection

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