

Dear TELUM User:

As an aid to the successful installation of TELUM, we have provided the following checklist.

Please review the list and confirm that everything is in order on your computer *before* you start the TELUM installation. We cannot overemphasize the importance of this preliminary check and setup of your computer. A successful TELUM installation depends on the following:

- Your computer must be equipped with a registered Windows 2000 (with the upgrade to Service Pack 5) or Windows XP (with Service Pack 2), and you must have the Microsoft Office software package, including full installation of Microsoft Access and Microsoft Excel.
- Microsoft Excel must include both the *Analysis ToolPak* and the *Analysis ToolPak-VBA* extensions. Please load these extensions before installing TELUM. Directions are provided below. Please note that some computer installations, especially in the case of networked systems have these extensions setup to be uninstalled when the user turns off their PC or even in some cases if they “log off” the network. You will need to be sure that they are present prior to each use of TELUM.

[Open an Excel workbook, Go to *Tools → Add-Ins*, click on *Analysis ToolPak AND Analysis ToolPak-VBA*]

Note: You might need to use your Microsoft Office CD-ROM in order to install these extensions. Please contact your systems administrator if you are experiencing problems loading these extensions.

- Microsoft Excel must be set on “Low” Macro Security whenever you are running your TELUM project.

[Open an Excel workbook, Go to *Tools → Macro → Security*, select “Low”]

- *ESRI ArcGIS* must be installed on your computer in order to use TELUM mapping module called MAPIT. Current version of TELUM is compatible with *ArcGIS versions 8.3 and 9.x*.
- In addition to desktop installation of ArcGIS you also must install *ArcGIS Developer Kit* (versions 8.3, 9.0 and 9.1) or *ArcGIS Desktop SDK for Visual Basic* (versions 9.2). This is

necessary as some of the ArcGIS scripts and software libraries used by TELUM are not installed with the ArcGIS basic desktop installation.

- If you do not have ArcGIS or you do not have a version of ArcGIS compatible with TELUM installed on your computer, you can not use MAPIT module. Please select “No” when prompted by MAP IT. The embedded GIS procedures of TELUM will only run with above versions of ArcGIS, though you can export completed calibration and forecasting data from TELUM after completing the runs and use them in other GIS software.
- Land use data values are to be in the unit of *acres* only.
- When prompted by TELUM, users are asked to place file(s) inside the TELUM project folder. Files copied into TELUM *must not* have the “read only” property. Check file properties after you copy them into TELUM folder, especially if you are copying them from a backup CD (many of which automatically set file property to “read only”). To change the “read only” property, please follow the instructions.

[Select the file(s), then right-click mouse on the file(s), go to *Properties* → *General*, and check if the property “*Read only*” is selected. If it is, then unselect it and click “*Apply*”. Do the same with the rest of the files you copied in TELUM.]

- You should remove all former versions of TELUM prior to installing TELUM ver. 5.

BEFORE removing former versions of TELUM, you have the option to save the data that you have already entered in TELUM’s Dataprep.xls spreadsheet. In order to do that you should save your old dataprep.xls with a new name and in a different folder of your choice.

AFTER installing the new version of TELUM, and when you have gotten to the Data Organization and Preparation Unit (DOPU) with your new dataprep.xls spreadsheet open, you will be able to transfer your data using *Copy* and *Paste Special* → *Values*. Open the old (renamed) dataprep.xls directly (outside of TELUM). At the prompt click “*No*”. The spreadsheet will open and you will be able to access your data.

NEVER copy an old TELUM spreadsheet into a newer version of the program. The spreadsheets are not compatible and will cause malfunctions in your project.

FYI, a safe way to uninstall former versions of TELUM is via the standard procedure that Microsoft Windows offers, using the “*Add/Remove Programs*” option:

[Go to *Start* → *Settings* → *Control Panel* → *Add Remove Programs*. Scroll down until you find TELUM. Click on TELUM and then click on the “Change/Remove” button. In addition, go to TELUM folder and erase the whole folder.]

How to Install TELUM

1. Once you have checked off **ALL** of the above TELUM project requirements, begin your installation by double-clicking on the *SETUP.exe*.
2. If you are installing TELUM from TELUS CD, during installation TELUM will ask you to select version of ArcGIS you are using. If you are using any of the 9.x versions, please select ArcGIS 9.0. If you do not have ArcGIS installed on your computer, please select “I do not have ArcGIS 8.3 or higher”. Click “Install” button after making the above selections.

OR

If you are downloading installation files from TELUS/TELUM website, please select installation package that matches the version of ArcGIS that you currently have on your computer.

3. TELUM installation will begin automatically. Please follow the instructions on the screen.
4. At the conclusion of installation, your system will reboot automatically, unless you are using a Windows XP operating system. With Windows XP a reboot is not necessary.

Starting TELUM software

Once you have completed the installation process, a TELUM icon will appear on your computer’s desktop. Double-click on the TELUM icon. Upon entering TELUM, the program will prompt you to enter your username and password. Username and password have been hard-coded and you will need to enter them each time you start TELUM application. To obtain username and password, please contact TELUM user support (see the contact information below).

TELUM User Support

For user support please visit TELUS website at www.telus-national.org. If you are an MPO, State DOT, or other public transportation or planning agency in the United States you can also contact TELUS development team:

Transportation, Economic and Land Use System (TELUS)

New Jersey Institute of Technology

Tiernan Hall, Suite 287

University Heights

Newark, NJ 07102

E-mail: telus@njit.edu

Phone: (973) 596-5700

Fax: (973) 596-6454

If you are not an MPO, State DOT, or other public transportation or planning agency in the United States, please contact Federal Highway Administration (FHWA) Resource Center for more information about user support for TELUM:

FHWA Resource Center

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