

Dear TELUM User:

As an aid to the successful installation of TELUM, we have provided the following installation checklist. Please review the list of requirements 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), Windows XP (with Service Pack 2 or later), Vista or Windows 7, and you must have the Microsoft Office software package (2003, 2007 or 2010 version), including full installation of Microsoft Access and Microsoft Excel.
- You should remove all former versions of TELUM prior to installing this version.

BEFORE removing previous versions of TELUM, you have the option to save the data that you have already entered in TELUM's *DATAPREP* spreadsheet workbook (located in \TELUM\TELUM_SYS\ folder). In order to do that you should save your old DATAPREP workbook with a new name and in a different folder of your choice.

To uninstall TELUM please use the Microsoft Windows “Add/Remove Programs” tool: in the Windows taskbar click **Start → Settings → Control Panel → Add Remove Programs**. Scroll down until you find TELUM. Click on TELUM and then click the **Change/Remove** button. In addition, if not deleted by Windows, go ahead and delete the TELUM folder including all of its remaining contents).


- Microsoft Excel must have both the *Analysis ToolPak* and the *Analysis ToolPak-VBA* add-ins installed and activated. Please load the add-ins before installing TELUM. Directions are provided below. Please note that some Microsoft Office installations, especially in the case of networked systems, are set up to automatically uninstall these add-ins when the users turn off their PC, and in some cases even if they “log off” the network. You will need to be sure that both these add-ins are loaded prior to each use of TELUM.

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

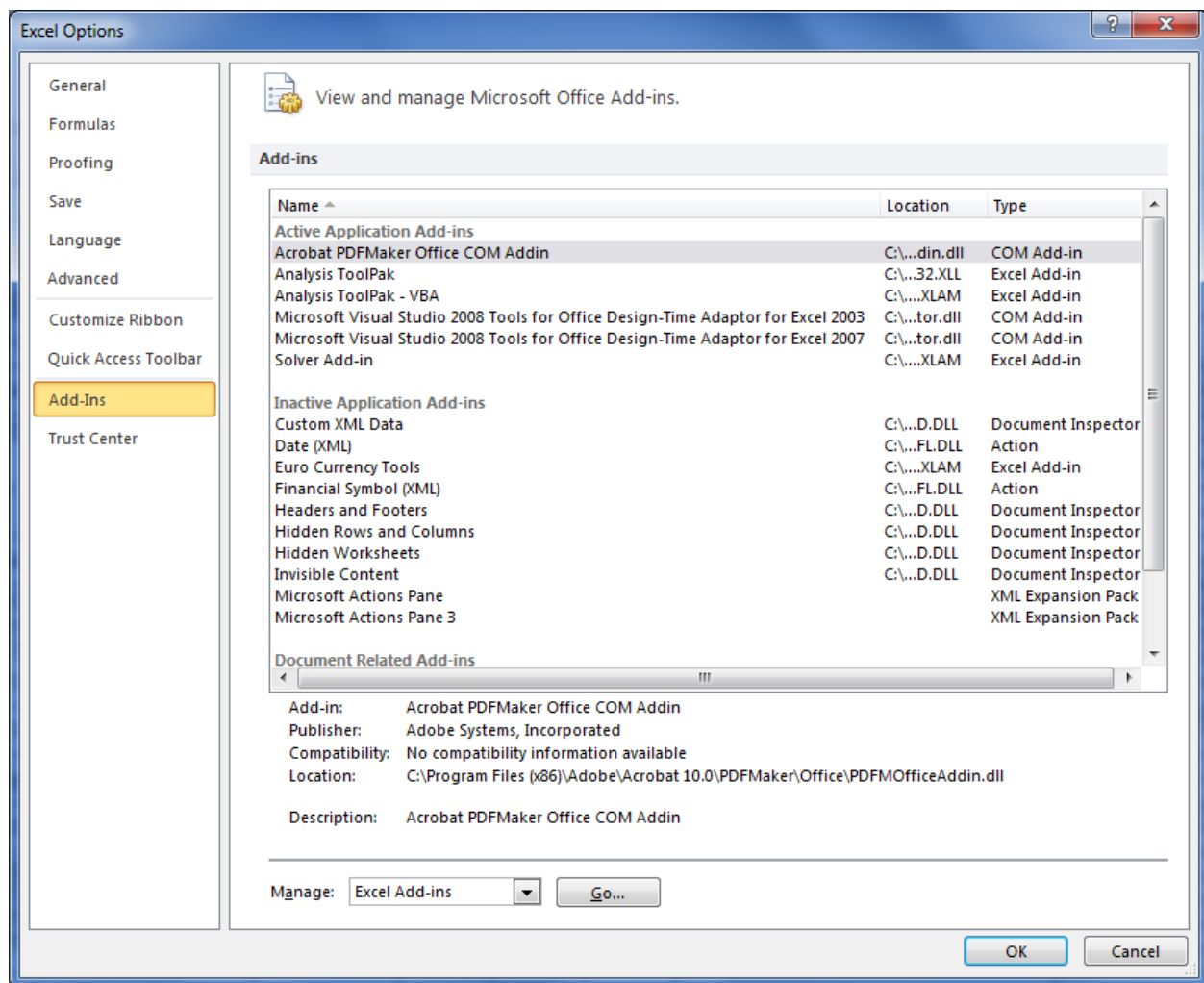
In Excel 2003:

Open an Excel workbook, and in the top menu bar click **Tools** → **Add-Ins**. Check **Analysis ToolPak** and **Analysis ToolPak-VBA** in the list of available Add-Ins.

In Excel 2007/2010:

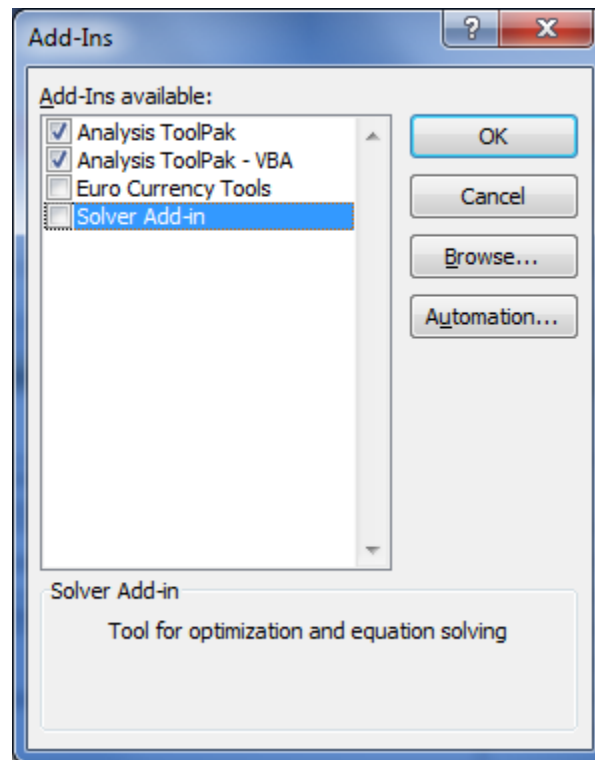
STEP 1: Open an Excel workbook. In Excel 2007 click the **Office Button**  , and then select **Excel Options** . In Excel 2010 click the **File** tab in the upper left corner, and then click **Options** in the list on the left-hand side.

STEP 2: Select **Add-Ins** from the list of options.



STEP 3: Select [Excel Add-ins](#) in the “Manage” drop down list at the bottom, and click [Go](#).


STEP 4: In the pop-up dialog box check [Analysis ToolPak](#) and [Analysis ToolPak-VBA](#) in the list of available [Add-Ins](#). Then click [OK](#).



- In *Excel 2003*, the Macro Security level should be set to Low. To make this setting, open an Excel workbook, and in the top menu bar click [Tools](#) → [Macro](#) → [Security](#). Select [Low](#).
- [ESRI ArcGIS](#) must be installed on your computer in order to use TELUM mapping module called [MAPIT](#). This version of TELUM is compatible with [ArcGIS versions 9.2/9.3/9.3.1](#).

Install TELUM

1. Please make sure that you selected and downloaded the correct version of TELUM with respect to Microsoft Office and ESRI ArcGIS compatibility (please refer to http://www.telus-national.org/products/telum_download.htm for version compatibility details).
2. Once you have checked off ALL the above TELUM project requirements, begin your installation by double-clicking on the [SETUP.exe](#).
3. TELUM installation will begin automatically. Please follow the instructions on the screen.
4. In Excel 2007/2010, the TELUM directory must be added to the list of Trusted Locations. To do that, please follow these steps:

STEP 1: Open an Excel workbook. In Excel 2007 click the [Office Button](#) , and then select [Excel Options](#). In Excel 2010 click the [File](#) tab in the upper left corner, and then click [Options](#) in the list on the left-hand side.

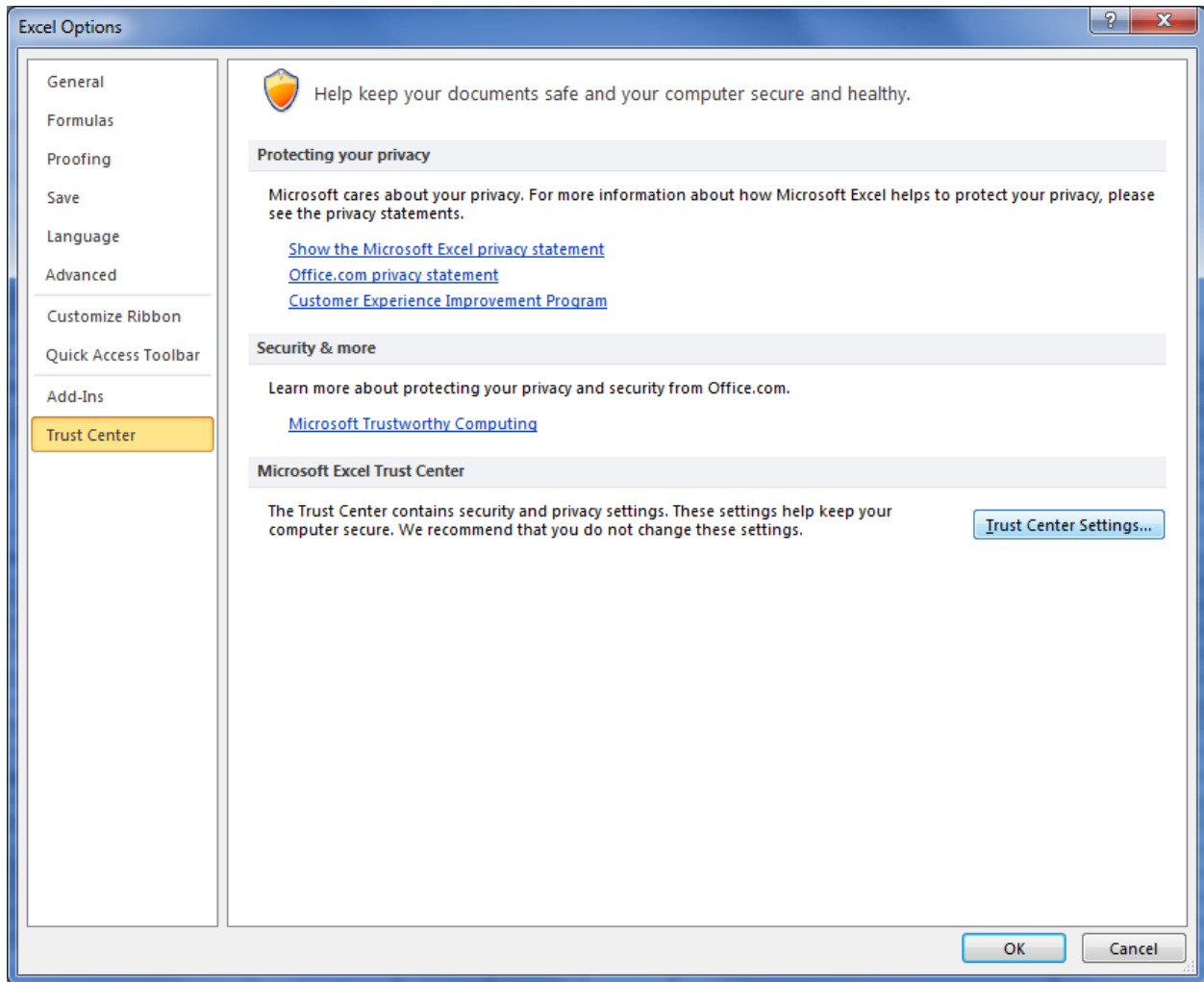
STEP 2: Select [Trust Center](#) from the list of options.

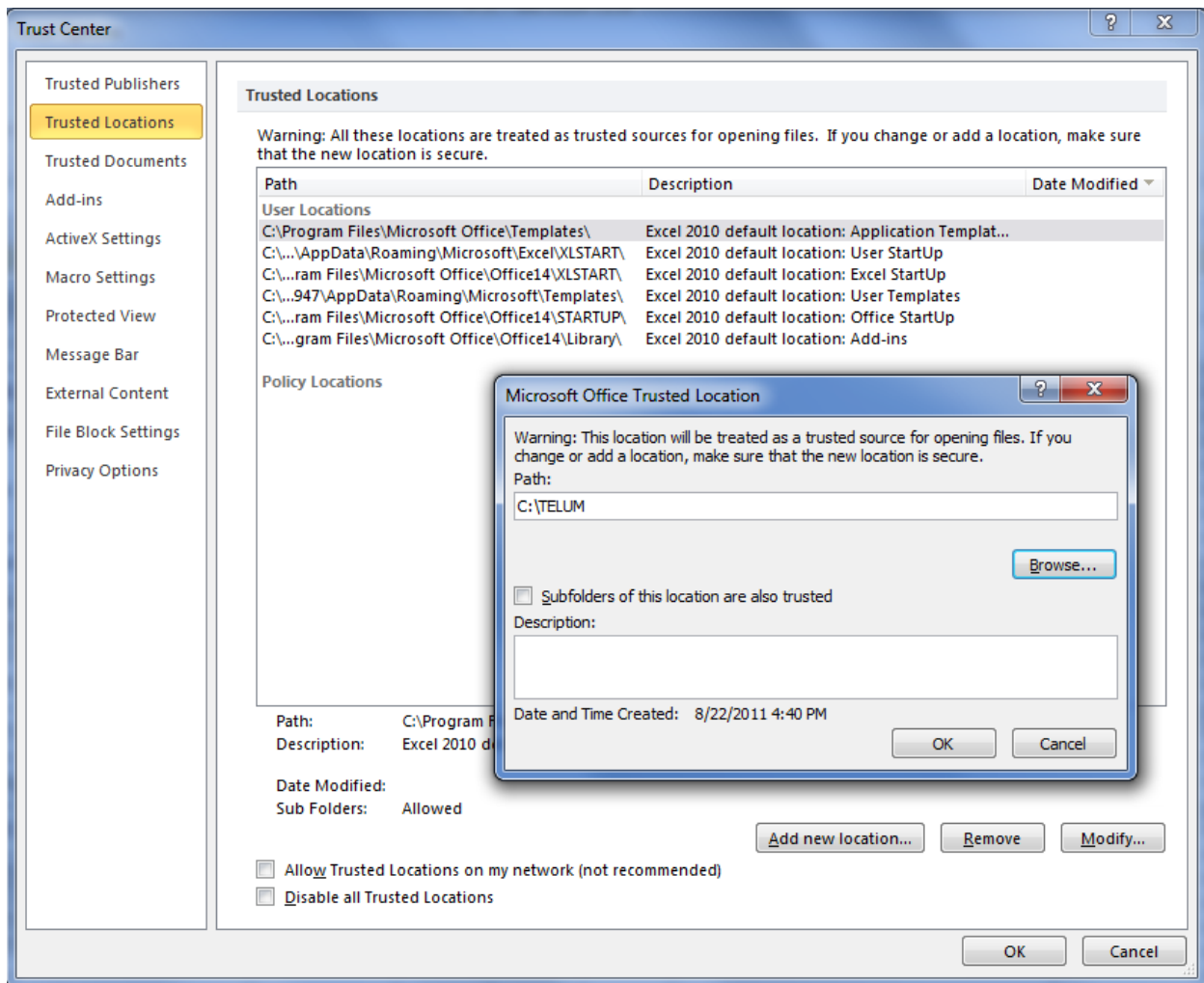
STEP 3: Click the [Trust Center Settings...](#) button.

STEP 4: Select [Trusted Locations](#) from the list of options on the left, and then click [Add new location...](#) button. In the pop-up dialog box use the [Browse](#) button to locate the TELUM directory (by default TELUM is installed in C:\TELUM directory).


STEP 5: Check the “[Subfolders of this location are also trusted](#)” check-box. Click [OK](#).

STEP 6: Click [OK](#) on the all remaining Excel Options windows and then close Excel.





5. TELUM directory must be added to the list of Trusted Locations in Access 2007/2010 as well. Please follow these steps:

STEP 1: Open Access. In Access 2007 click the **Office Button** , and then select **Access Options**. In Access 2010 click the **File** tab in the upper left corner, and then click **Options** in the list on the left-hand side.

STEP 2: Follow the steps 2 through 6 for adding TELUM directory to Trusted Locations in Excel 2007/2010.

Start using 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).
- **AFTER** installing the new version of TELUM, and when you have gotten to the Data Organization and Preparation Unit (DOPU) with your new DATAPREP spreadsheet workbook open, you will be able to transfer your data using **Copy** and **Paste Special → Values**. Open the old (renamed) DATAPREP workbook (outside of TELUM). At the prompt click **"No"**. The workbook will open and you will be able to access your data.
- **NEVER** copy an old DATAPREP spreadsheet workbook into the current TELUM_SYS folder, especially if you have a different installation of TELUM. The spreadsheets may not be compatible and will cause malfunctions in your project.
- Please keep in mind that land use data values are to be in the unit of **Acres** only.
- When prompted by TELUM, users should place appropriate file(s) in the TELUM project folder. Files copied into TELUM folder 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 these 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.
- If you do not have ArcGIS or you do not have a version of ArcGIS compatible with TELUM installed on your computer, you cannot 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.

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
Lisa Randall
Planning Technical Service Team Leader
12300 West Dakota Avenue Suite 340
Lakewood, CO 80228
Phone: (720) 963-3209
Fax: (720) 963-3232
E-mail: lisa.randall@dot.gov