

# INSTALLATION

## System requirements

Before installing Blackacre's RESPA, make sure your computer/network meets these minimum requirements:

- Pentium III 1.0 GHz processor or faster
- Windows® XP (SP3 or later), Windows Vista (SP2 or later), or Windows 7
- 512 MB of available RAM
- 500 MB hard disk space
- CD-ROM drive
- HP LaserJet IV, V, or compatible laser printer with Printer Control Language (PCL) Level 4 or 5
- A PDF reader
- Microsoft Outlook 2000 (or later), installed locally
- (For network installations) Microsoft Windows-based network server network environment.

### **IMPORTANT NOTE REGARDING COMPATIBILITY AND SUPPORT!**

*Blackacre's RESPA is designed to be compatible with the standard Windows operating systems listed in the system requirements, and Customer Technical Support is available to all users within those environments. West does not claim compatibility with any other operating systems or multi-user environments such as Mac OS, Linux, Novell, Citrix, Terminal Services, etc., and we are unable to provide support in any alternate environments.*

**Note:** *The installation of RESPA 2010 CD on a computer on which a prior version of RESPA is already installed **does not** uninstall that prior version. Both versions can be installed and used at the same time, and you will see desktop shortcuts to both versions.*

## Installation options

Before installing Blackacre's RESPA, review your installation options:

- **Client (Database is local)** – Installs the program and its database on a single computer. It also installs the Microsoft SQL Server if it is not already installed.
- **Client (Database is shared)** – Installs the program (but not the database) on a single computer. The database will need to be accessed from a network server.
- **Network (Database is shared)** – Installs the database (but not the program) on a network server so that it can be accessed by users on whose computers the program is installed.

## Installation steps

Use the following procedure to install RESPA.

1. Insert the RESPA CD into the computer's CD drive.  
After a moment, the InstallShield Wizard starts up. Click **Next** to begin.
2. Follow the on-screen prompts, clicking **Next** or **OK** on each window to continue.
3. When prompted to enter service/filer information, complete the necessary fields. Most are self-explanatory. The *IRS Payer-Name Control* field is not a required entry here and is used in the 1099-S export file; to complete it, consider this information from IRS Pub.1220 (<http://www.irs.gov/pub/irs-pdf/p1220.pdf>):  
“The Payer Name Control can be obtained only from the mail label on the Package 1096 that is mailed to most payers each December. If a Package 1096 has not been received, you can determine your name control using the following simple rules or you can leave the field blank. For a business, use the first four significant characters of the business name. Disregard the word “the” when it is the first word of the name, unless there are only two words in the name. A hyphen (-) and an ampersand (&) are the only acceptable special characters.”  
When ready to continue, click **Next**.
4. Near the end of the wizard, your browser will automatically launch and open the **Software Notification Update Service** web

page. Please sign up for update notifications. (For more information on updates, see next.)

5. When the installation wizard has finished, click **Finish** to close. Be sure, too, to close your browser window if it is still open.

## Staying current with the latest updates

Be sure also to sign up for West's free notification service regarding program updates. Whenever we release a new update of RESPA (including the latest forms), you'll get an e-mail message from us with a link to the update. If you did not sign up during installation, just click or copy this URL link into your browser:

[west.thomson.com/software/notification](http://west.thomson.com/software/notification)

You can also get program updates on demand. With the program running, choose **Help > Visit RESPA Website**, or click or copy this URL link into your browser:

[west.thomson.com/software/respa](http://west.thomson.com/software/respa)