

PCON PLANNER ME INSTALLATION GUIDE

Note: The installation may take a few hours (for downloading the data), please spare enough time.

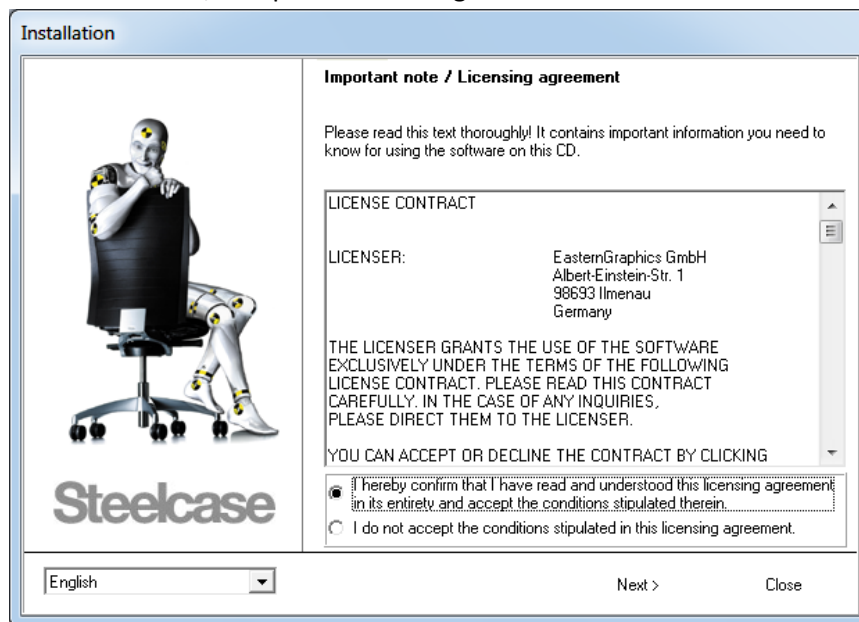
1. New Installation of pCon Planner ME

1. Download the pCon planner installer from the link below.

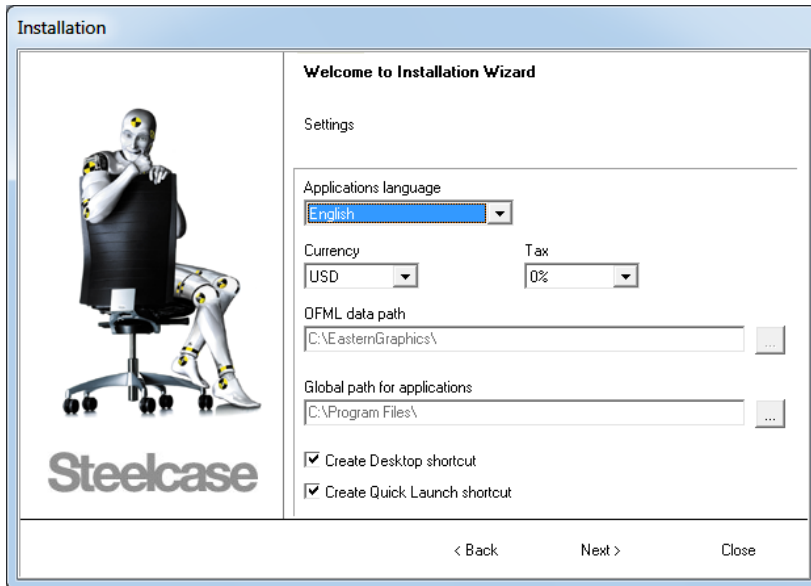
<https://steelcase-my.sharepoint.com/:u:/p/xjiang/EbfgUB-LFR9NsDyrEk2cIZIB59vMyZBZtxhjWTx7B0Y67Q?e=PAqzsW>

https://steelcase-my.sharepoint.com/:u:/p/xjiang/EUzKmlqRcU9DIE03qgs1Z2lBr-ownGw1wWuLkK_e6wJXCg?e=MshVHg

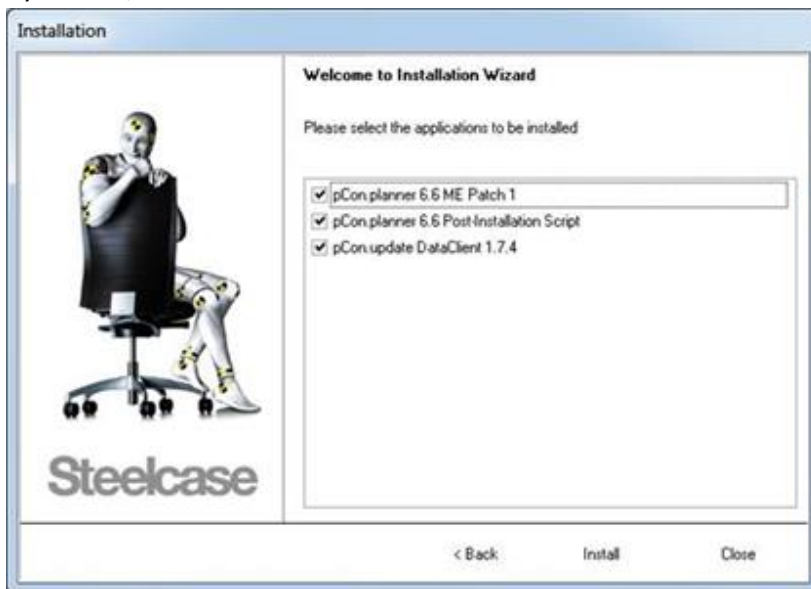
2. Run the installer, accept the license agreement.



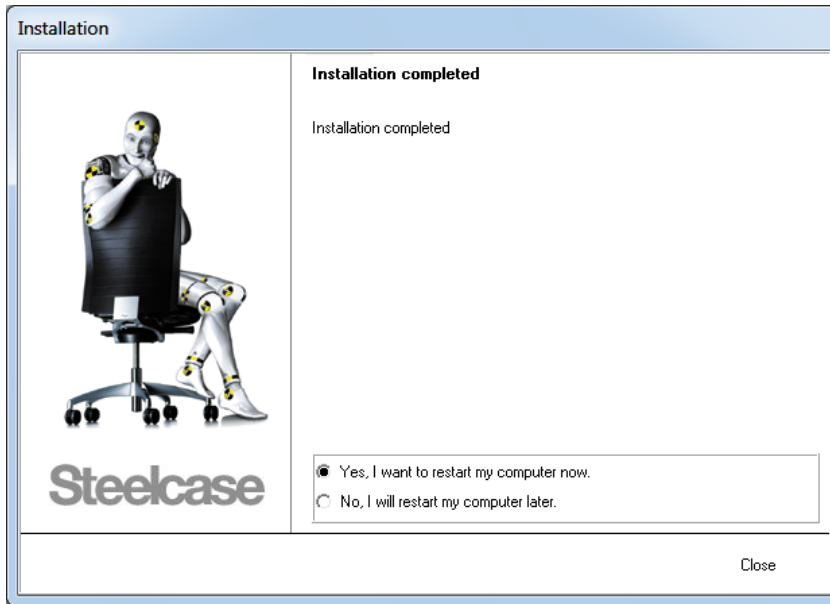
3. Choose Currency: USD, VAT: 0, Language: English (usually they are defaulted).



4. By default, it will select all the items to install. Just click "Install" to continue.



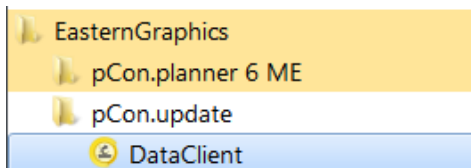
5. It will take a few minutes complete the installation. Finally, it will prompt to re-start the computer. For first time installation, please restart your computer.



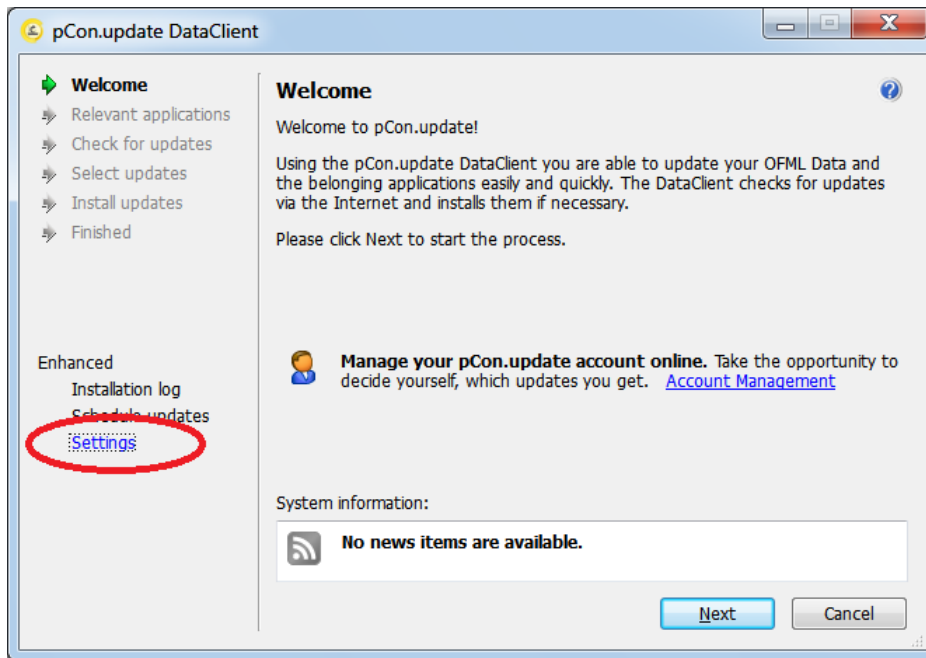
2. Setup pCon Update Data Client

(note: for Steelcase Internal users, check with IT for other settings for this section.)

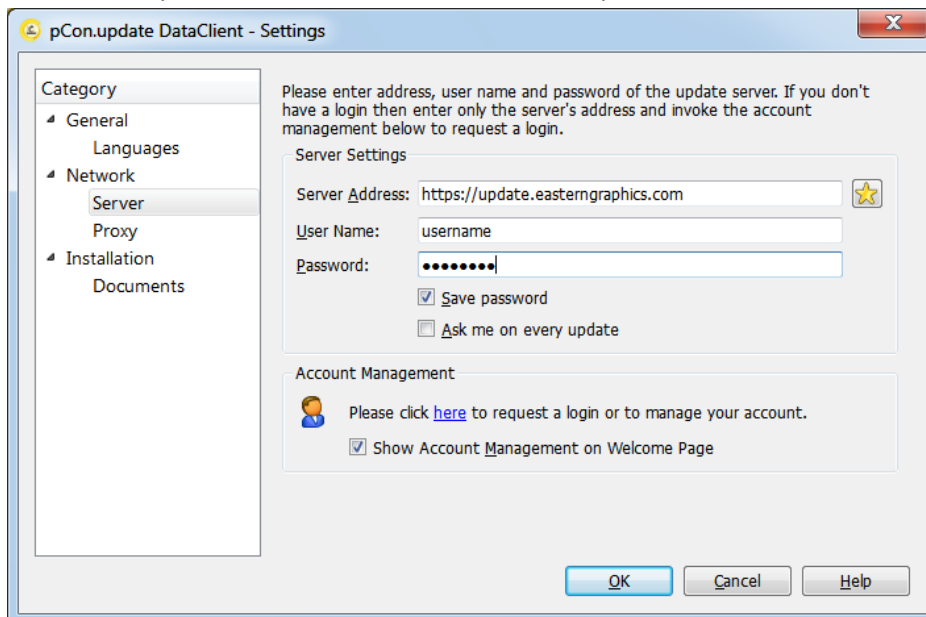
1. Launch "Data Client" From "Start" menu.



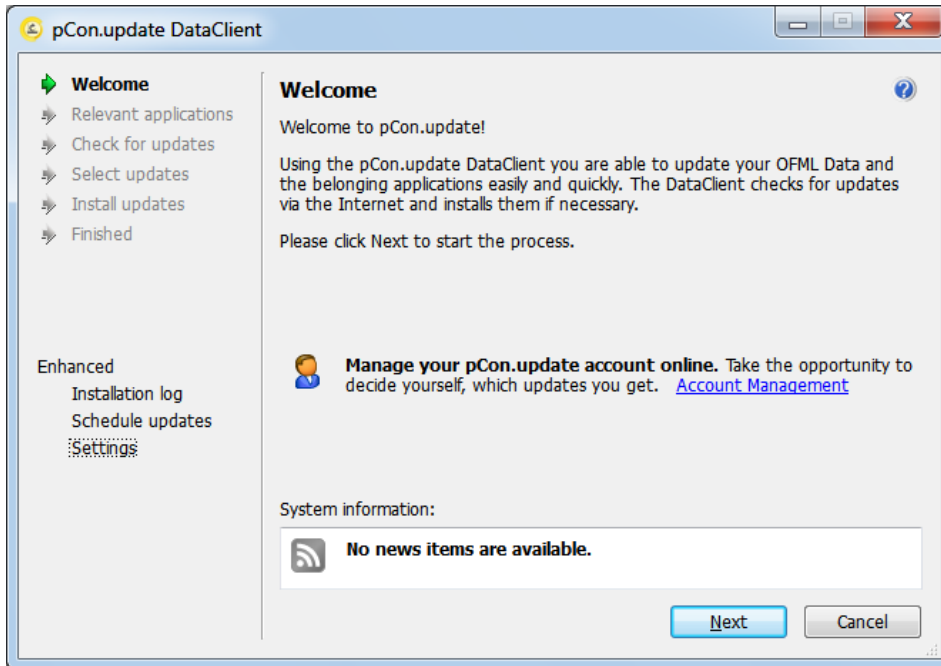
2. Click "Settings".



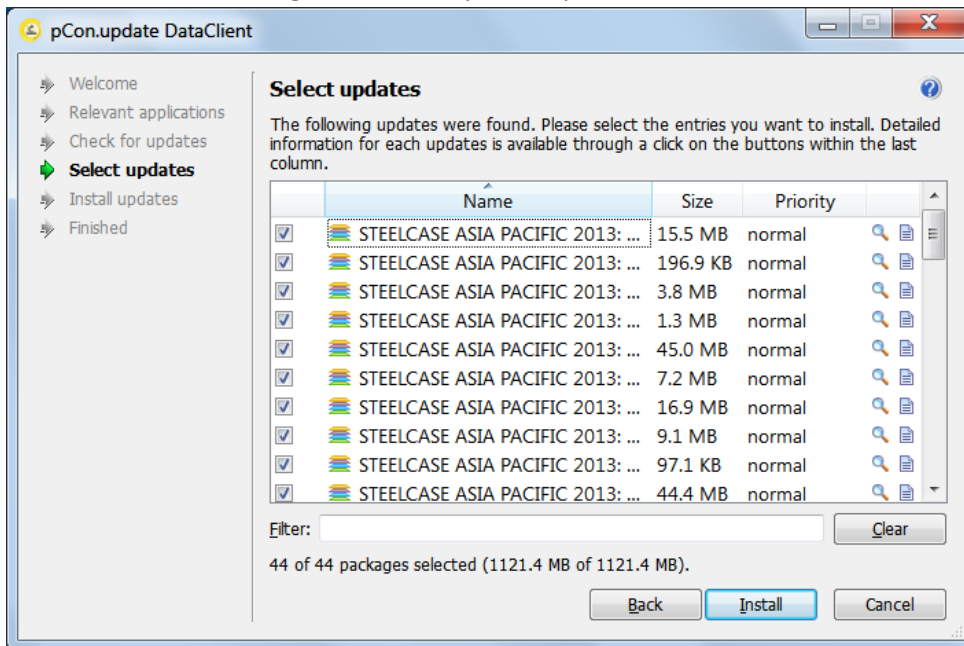
3. Goto "Network – Server" and input the user name and password that Steelcase provided to you. Check "Save password", and click "OK" when completed.



4. Go back to start page. Click “Next”



5. Click “next” in next couple screens and the data client will check for any new updates. For the first time, there will be a long list with many items, please select all of them and click “Install”.



6. For first time download, it may take a few hours, make sure you have reserved enough time for its downloading. If the download is interrupted, it has to start over. And it will prompt you in future days if there are data updates from Steelcase.

