





## **Events2HVAC Installation Checklist**

Use this checklist to keep track of the milestones for installing and running Events2HVAC. Please refer to the Events2HVAC User Manual or help files within the software (F1) for details.

- Create an account on the Events2HVAC website for any users that might need access to the download area and other resources: <http://www.events2hvac.com/register.aspx>
- Determine the location of the Events2HVAC server and generate a license request. <http://support.streamsidesolutions.com/entries/20751932-how-do-i-generate-a-new-events2hvac-license-request>
- Download and install prerequisite software. <http://support.streamsidesolutions.com/entries/20738431-where-do-i-download-events2hvac-prerequisite-software>
- Gather information about your existing HVAC systems and room scheduling software. Make sure you have all of the SQL logins, passwords, URLs, etc. for connecting to your event provider. (Note: There is a spreadsheet available in the Events2HVAC downloads area that you can use to organize this data if you are working with BACnet.)
- Download the latest version of Events2HVAC. **Make sure you have a license file before starting the installation. If you don't have a license file you can use the demo license that installs in the application directory.** <http://www.events2hvac.com/Support/Downloads.aspx>
- Install Events2HVAC and run the setup wizard.
- Run Events2HVAC and finish configuration with email accounts, users, etc.
- Verify that events and rooms can be viewed from the application. This will ensure that the event provider data is accessible.
- Perform any necessary setup of your specific device interface(s).
- Start adding equipment, assigning rooms to equipment, and creating actions. Verify communication as you go.
- Enable equipment and verify that events start queuing up actions in the Command Queue.
- Help us spread the word! If you have a great story to share about your experience or results with Events2HVAC at your facility, please email us so we can share with other potential clients. [sales@events2hvac.com](mailto:sales@events2hvac.com).
- Stay in the loop with us on  [Facebook](#) or  [Twitter!](#)

Thank you for your support!

The Events2HVAC Team