

## Basic Bloomberg Tech Functions

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**BTTC<Go>**: This is a global homepage for Bloomberg Technical Training Certification.

**PRTL<Go>**: This function provides clients technical and administrative support from the terminal.

**<ALT> <K>**: This function provides the user with an image of the current keyboard setting.

**<ALT> <L>**: This function provides the user with a screen display of Bloomberg action keys.

**UPGR <Go>**: This function provides a complete list of software versions for all Bloomberg software components.

**PDF<Go>**: This function allows the user to customize their Bloomberg by changing defaults that affect their display of Bloomberg functions:

- **Language/Time/Local Conventions** – This enables the user to set their local time zone, international clock, their language preference and their currency defaults to the particular market they are trading or need information.
- **Workstation Defaults** – This enables the user to customize the Bloomberg windows to their needs. This is also available as a right mouse option.
- **User Information/Password** – This enables the user to quickly check all of their default settings as well as their profile information.

**<HELP>**: When run from the Cancel screen, this function provides a user the phone numbers for Bloomberg offices worldwide. This function also provides help screens for each function.

**<HELP> <HELP>**: This function provides the user with 24-hour access to the Analytics desk. The user enters a question or issue, and the Bloomberg Analytics desk will respond.

**HDSK <Go>**: This function is a historical view of a client's help desk inquiries.

**DOCS<Go>**: This function provides the user access to online Bloomberg documents which may be downloaded using Adobe Acrobat or Excel.

**BBPC <Go>**: This function provides technical specifications and guidelines to install and support the Bloomberg service. You can also find bandwidth requirements.

**EIS<Go>**: This function enables a user to see which exchanges they are currently signed, and provides information for each exchange.

**EXC<Go>**: This function tail enables a user to display current exchange information for a selected security. (e.g., IBM <EQUITY> EXC <Go>)

**MSGM<Go>**: This is the message system home page that provides a list of functions that enables the user to send and receive messages, create mailing lists and send trade ticket information along with Bloomberg screens.

- **MSG<Go>** – This function provides a list of incoming messages.
- **MSG9<Go>** – This function enables the user to set their message greeting, copy messages to another user, set up notification alerts, set spam security levels and adjust other MSG defaults.
- **IB<Go>** – The INSTANT BLOOMBERG<sup>SM</sup> is a multi-window chat communication tool within the BLOOMBERG PROFESSIONAL service.
- **SPDL<Go>** – This function enables a user to create a speed dial list for Bloomberg messaging, and also serves as an address book.

**BMAIL<Go>**: This function provides information on Bloomberg's email compliance.

**PFM<Go>**: This function enables a user to organize their files into specific folders and send files using the Bloomberg message system.

**<ALT> <B>**: This function enables the creation of customized macros in the form of buttons that reside on the toolbar at the top of the Bloomberg screens.

**CONN<Go>**: The Connection Wizard is a customer diagnostic tool that assists the user in troubleshooting Bloomberg connectivity. The Serial Number tab provides a user the ability to perform the Bloomberg B-Change.

**BERRY<Go>**: This is a homepage for setting up a user to retrieve Bloomberg messages, top news, company news, worksheets, stock quotes, movers, indices, currencies, Launchpad, NW worksheets and charts from a Blackberry® device.

**BU<Go>**: This function displays a menu of Bloomberg training resources worldwide. It includes information about in-house training, self-study courses, external seminars and academic study.

**BLP<Go>**: On your primary screen, this function will manually activate the BLOOMBERG LAUNCHPAD<sup>SM</sup>.

**LOGU<Go>**: Using this function allows a BLOOMBERG ANYWHERE<sup>SM</sup> user to authorize another BLOOMBERG ANYWHERE user within the same firm to login as that user.

**LOGR<Go>**: A BLOOMBERG ANYWHERE<sup>SM</sup> user would use this function with LOGU. Once the BLOOMBERG ANYWHERE<sup>SM</sup> user completes their LOGU session, then the user should run LOGR to log back in with their regular login.

**DAPI/BBXL <Go>**: This function provides a comprehensive overview how a user can import Bloomberg data into Microsoft® Excel. It includes a step-by-step guide, cheat sheets, common error messages and resolutions, and descriptions of recent enhancements. This function will also display information on performing Bloomberg calculations in Excel.

**BA<Go>**: This function enables a Bloomberg user to convert from a traditional Bloomberg to BLOOMBERG ANYWHERE. As well as enrolls the B-UNIT® login authentication device.

**APOD<Go>**: This function displays all APODs created by a user and by the firm. In addition, the function identifies the APOD administrator of the firm.

**AV<Go>**: This is the Home page for Bloomberg multimedia.

- **VID<Go>** – This function broadcasts BLOOMBERG TELEVISION® live in nine countries.
- **LIVE<Go>** – This function broadcasts live events globally using the Bloomberg.

**VERS <Go>** - This function displays the current version of Bloomberg application software.

**VSAT <Go>** - This function displays the name of the server where the terminal is getting its data from.

**IAM <Go> or IAMX<Go>**- This function displays detailed information about the terminal and the user who is currently logged in.

FRANKFURT +49 69 9204 1210	HONG KONG +852 2977 6000	LONDON +44 20 7330 7500	NEW YORK +1 212 318 2000	SAN FRANCISCO +1 415 912 2960	SÃO PAULO +55 11 3048 4500	SINGAPORE +65 6212 1000	SYDNEY +612 9777 8600	TOKYO +81 3 3201 8900	 Press the <HELP> key twice for instant live assistance.
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