

University of Tsukuba Software Download Service User's Manual

Download Station

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University of Tsukuba

Organization for Information Infrastructure

Academic Computing and Communication Center (ACCC)

UCHIDA YOKO CO., LTD.

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1. OVERVIEW

University of Tsukuba provides “Download Station”, a download service for Microsoft products including Word, Excel and Windows OS. Using Download Station, you can install these products directly from its dedicated website without borrowing installation media.

1) Download Station enables you to:

1. download the required software whenever you like
2. securely install the software from an encrypted installer program

2) System Requirements:

1. Operating Systems:

Windows XP Professional SP3 or later
installed with Microsoft .net Framework 3.5 SP1

**Download Station does not support Mac OS X. In order to install Microsoft Office products on your computer equipped with Mac OS X, you will need to borrow an installation medium from Academic Computing and Communications Center.*

2. Browsers:

Internet Explorer 7 or later
Firefox 14.x or later

** Download Station does not support Google Chrome. Please use Explorer or Firefox instead.*

2. INSTRUCTIONS

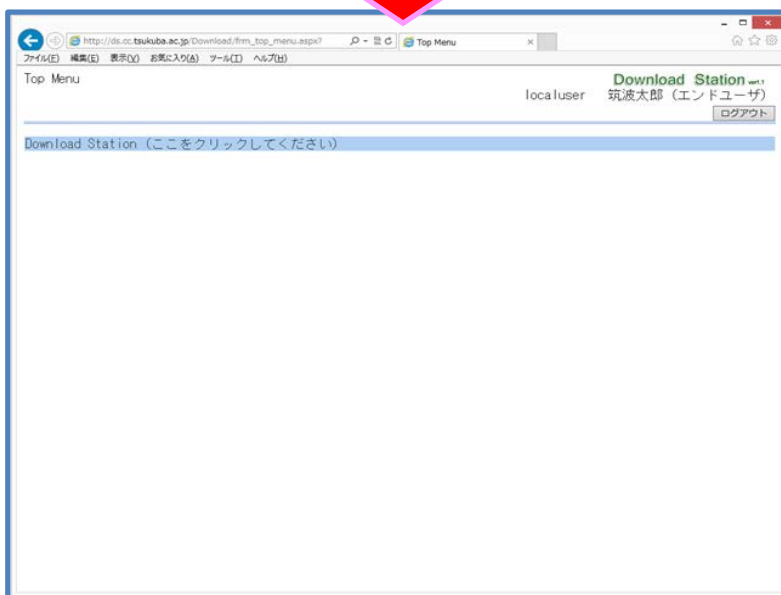
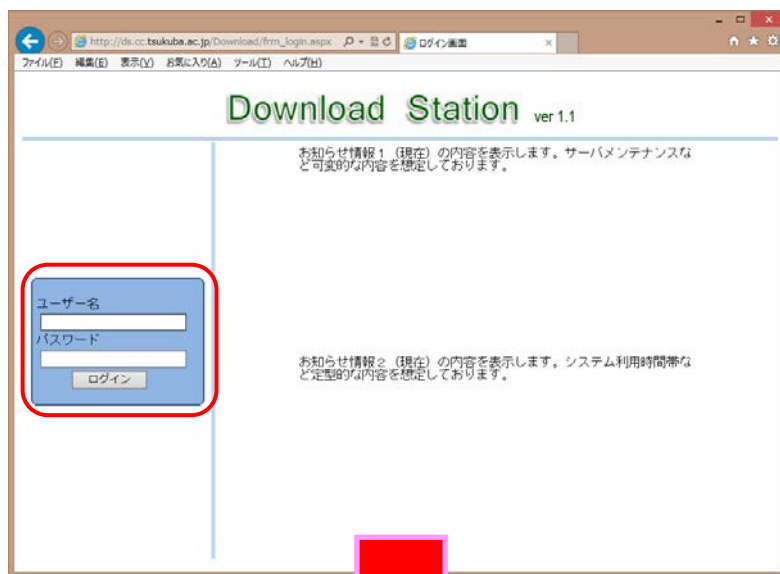
2-1. LOGGING IN

Access the following URL from your computer.

<https://ds.cc.tsukuba.ac.jp/Download/>

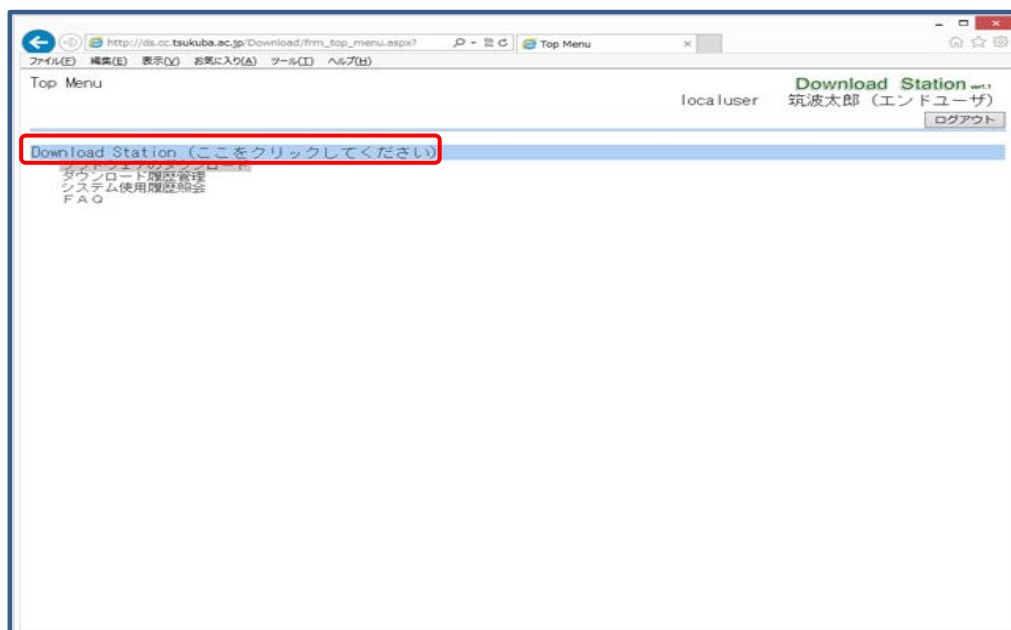
When the following screen appears, enter “ユーザー名 (Your Unified Authentication ID (13 digits))” and “パスワード (Password)”, then click “ログイン (Login)”. If you are authenticated, Top Menu will be displayed

**Be sure to click “ログイン (Login)”. The page will not move forward with the Enter key.*



2-2. TOP MENU

When you are at Top Menu, click “Download Station (ここをクリックしてください) (Please click here)”. You will go to the “ソフトウェア選択 (Select Software)” page.

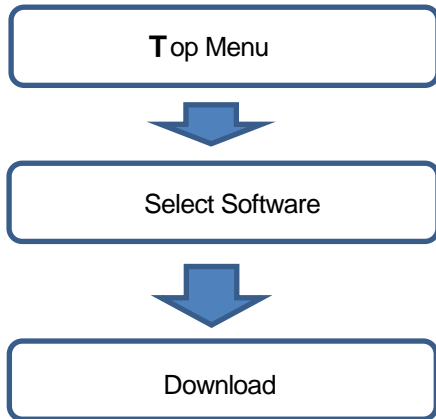


Menu	Function
ソフトウェアのダウンロード	Download software
ダウンロード履歴管理	View your download history or change your password
システム使用履歴照会	View your system usage history
FAQ	Read FAQ's about Download Station

2-3. DOWNLOADING SOFTWARE

【Summary Steps】

Take the following steps to download the software.



Click “ソフトウェアのダウンロード (Download Software)” from Top Menu.

Search for the software you want and click “選択 (Select)”.

Enter the necessary information and click “ダウンロード (Download)”. An installer program will be automatically downloaded.

【Detailed Steps】

- 1) Select the software from the “ソフトウェア選択 (Select Software)” screen.

1. Type a keyword in the header “製品名 (Product Name)” and search for the software.

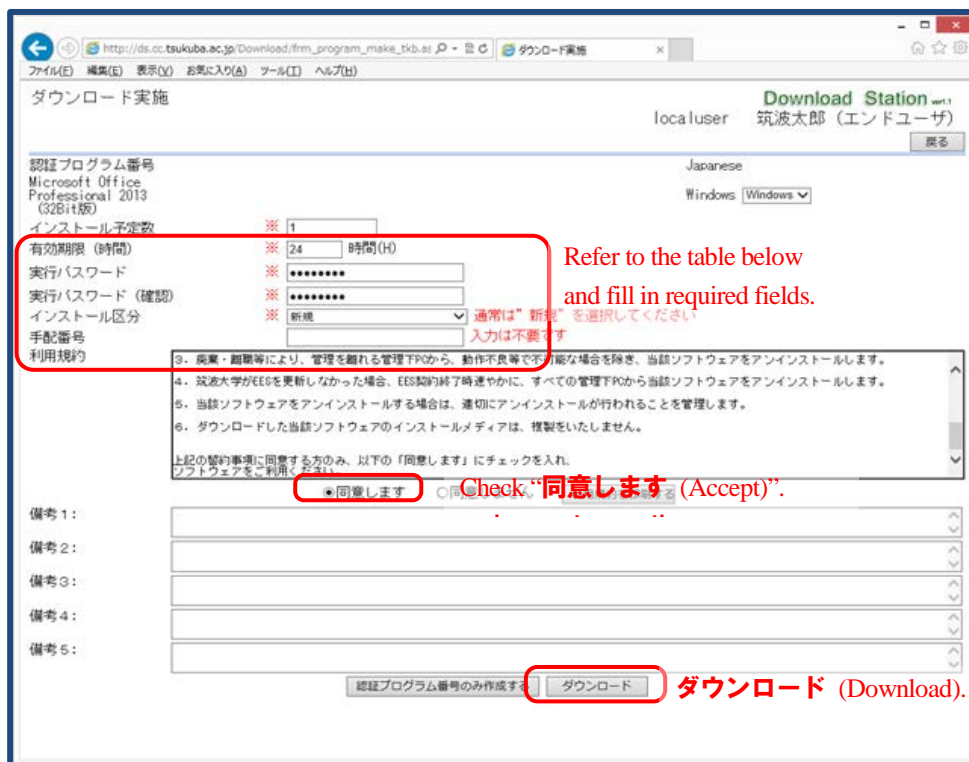
2. Or search from the software categories. Click to drilldown.

3. Click “選択 (Select)” if you find it.

番号	選択	製品名	稼働OS 言語
1	<input type="checkbox"/>	Microsoft Office Professional 2013 (32Bit版)	Windows Japanese

- 2) Enter the necessary information on the “ダウンロード実施 (Download)” page. After reading Agreement, check “同意します (Accept)” and click “ダウンロード (Download)”.

If the “同意します (Accept)” button is not activated, scroll down to the bottom of the page. Moreover, if you are using Internet Explorer, add Download Station’s URL to “Local Intranet” as follows: [Tool] → [Internet Options] → [Security]



No	Item	Entry Control	Explanation
1	インストール予定数 (Number of Computers)	Figures	Enter how many computers you are going to install the software on. You are not allowed to install the software on more computers than this number
2	有効期限 (時間) (Installation Time Limit)	Figures	This is set to 72 hours: You need to complete the installation within 72 hours after downloading.
3	実行パスワード (Password)	One byte characters	Specify a password to be used for the installer program.
4	実行パスワード (確認) (Password Confirmation)	One byte characters	Enter “実行パスワード (Password)” again for confirmation. An error message will appear if the passwords do not match.
5	インストール区分 (Installation type)	Select	Select “新規”(NEW).

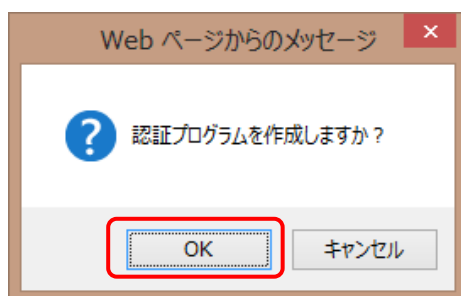
3) Confirm other items.

**You do not need to enter anything in the following boxes.*

No	Item	Entry Control	Explanation
1	稼働 OS (Operating System)	Select	Fixed: only Windows available
2	手配番号 (Confirmation Number)	Half-width alphanumeric	
3	備考 1～5 (Remarks)	Text	

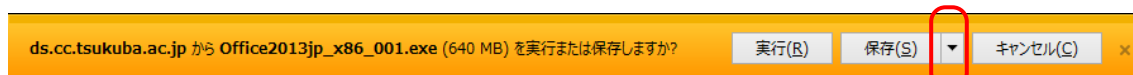
4) Download the Software.

After clicking “ダウンロード (Download)”, you will get the message saying “認証プログラムを作成しますか？ (Create Certification Program?)”, then click “OK”.

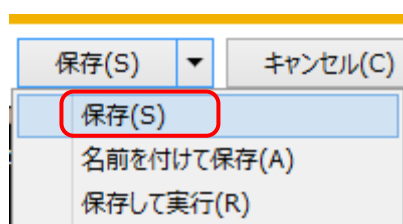


- 5) Following the message “認証プログラムの作成に成功しました！(Creating Certification Program is a success!)”, an installer program (Certification Program) will be automatically downloaded.

**Depending on the browser type you are using, you may receive the message below*



If you get it, click ▼, then click “保存(S)(Save)”.



- 6) Take a note of “認証プログラム番号 (Certification Program Number)” when the message “認証プログラムの作成に成功しました！(Creating Certification Program is a success!)” is shown on the lower left screen area.

備考 4 :	<input type="text"/>
備考 5 :	<input type="text"/>

認証プログラムの作成に成功しました！

※

ダウンロード実施	
この番号を必ずメモしてください (Be sure to write down this number)	
認証プログラム番号 52	この番号はインストール時に必要です。メモしてください
Microsoft Office Professional 2013 (32Bit版)	
インストール予定数	※ <input type="text" value="1"/>
有効期限 (時間)	※ <input type="text" value="24"/> 時間(H)

2-4. INSTALLING SOFTWARE

【Summary Steps】

Open the installer program and install the software onto your computer.

**Before you start the installation, confirm that your computer is connected to the On Campus Network and capable of communicating with Download Station Server.*



Run the downloaded “認証プログラム (Certification Program)”.



After entering “認証プログラム番号 (Certification Program Number)” and “実行パスワード (Password)”, click “実行 (Run)”.



When the installation is finished, click “終了 (End)”.

Click “終了(End)”.

【Summary Steps】

1) Opening the downloaded file

1. Double-click the installer program downloaded on your computer.



Locate the installer program as follows: 「computer」 → 「download」
The file name varies depending on the software.
Sometimes the icon may not be as shown left, but you can perform the installation without any problem.

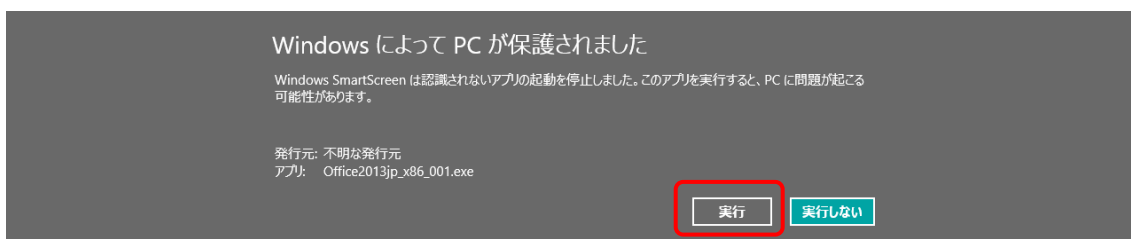
<Windows 8 >

If the following window appear, click [詳細情報 (Detail Information)].

If you click [OK], the window will close. Double-click the icon again.



Click [実行(Run)].



<Windows 7>

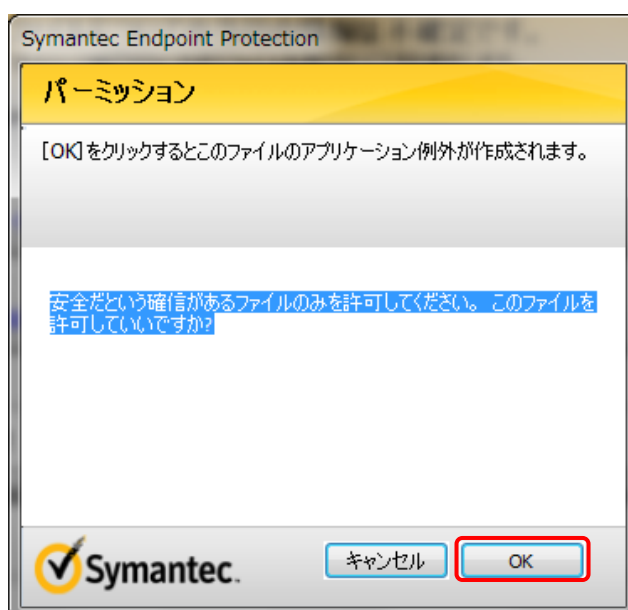
If the following window appear, click [実行 (Run)].



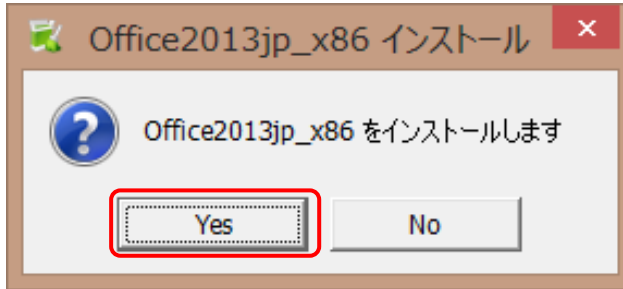
If Symantec Endpoint Protection is installed on your computer, the message below may appear. Click “このファイルを許可する (Allow this file)”.



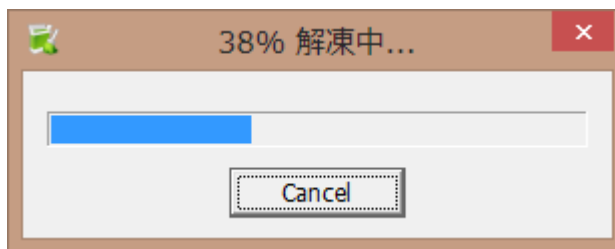
When the message below is displayed, click [OK].



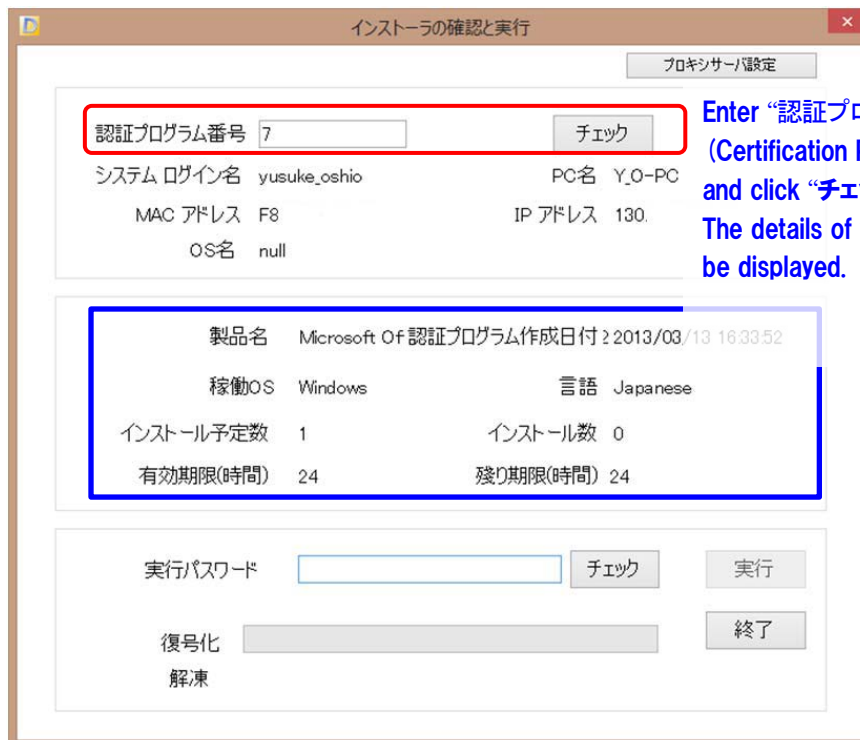
- Click [Yes] when the message saying “インストール (Install)” appears.



- Wait until the file is extracted.

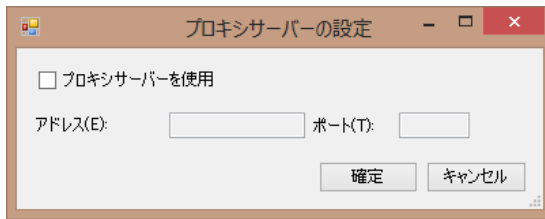


- When the following window “インストーラの確認と実行 (Confirm and Run Installer Program)” appears, enter “認証プログラム番号 (Certification Program Number)” and click “チェック (Check)”. The details of your installation (software name, number of computers you are going to install the software on, installation time limit and so on) will be displayed.



Enter “認証プログラム番号 (Certification Program Number)” and click “チェック (Check)”. The details of your installation will be displayed.

**If information about the download is not displayed, click “プロキシサーバー設定 (Proxy Server Setting)”.*

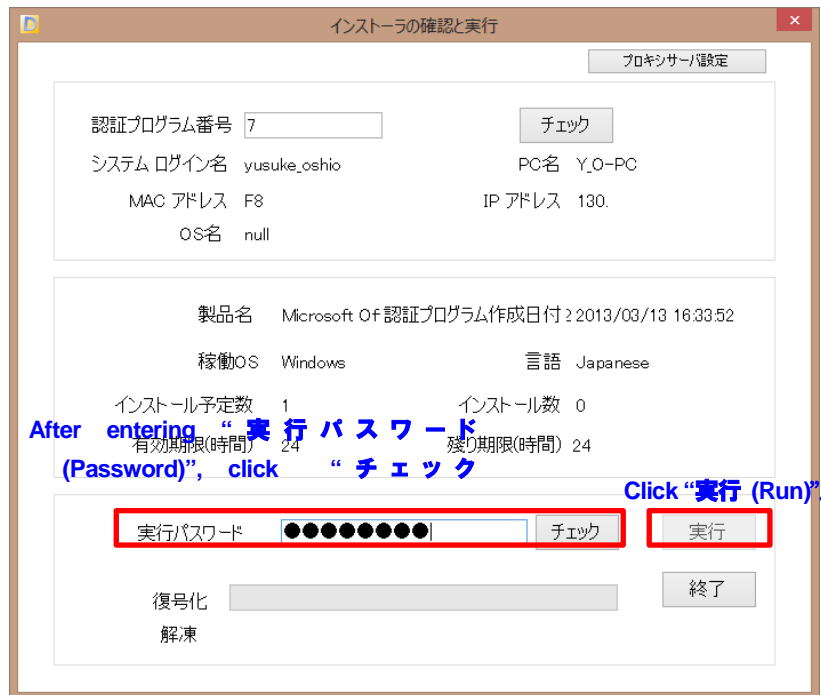


Check **プロキシサーバーを使用 (Use Proxy Server)** and enter **アドレス (Address)** and **ポート (Port)** of the proxy server your computer uses.

5. Open and run the installation program.

Enter “**実行パスワード (Password)**” and click “**チェック (Check)**”.

If the password is correct, “**実行 (Run)**” will be activated. Click “**実行 (Run)**”, and the installation will start automatically.



6. When the installation is finished, click “**終了 (End)**”.

** Be sure to click “**終了 (End)**” If you close the page without clicking “**終了 (End)**”, the page will appear again after you reboot the computer.*