

# Users Guide

## Signage Player Machine Setup

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## Introduction

The purpose of this document is to provide details on setting up a machine to function as a Four Winds Interactive Signage Player.

When setting up a new Signage Player, it is recommended that you print a copy of the "[Signage Player Machine Setup Checklist](#)" (*the Checklist*) located near the end of this document. The printed copy can serve as a step-by-step checklist and serve as valuable documentation of the machine's configuration.

## Operating Systems Supported

Content Player can be installed on Windows XP, Windows Vista and Windows 7 (32-bit or 64-bit).

## Machine Identification

### *Setting up a new, out-of-the-box machine OS pre-loaded*

When powering up a new computer with XP Professional, Vista or Windows 7 pre-loaded, a process is typically launched that asks certain identifying information. This usually consists of a EULA agreement, a Product Key, the Machine Name, the Administrator password, an initial User Name, Network Connection Information, and Windows Activation.

### **Machine Name**

Specify the Machine Name when prompted. If the Machine Name is not available at setup time, the recommended name is SIGNAGE $nn$  where  $nn$  is a unique, sequential number.

### **Administrator Password**

The Administrator Password will be prompted during the initial machine setup. If the Administrator Password is not available at setup time, the recommended password is fourwinds. You can revise this value at any time using the Control Panel.

### **Local User Id and Password**

The initial machine setup will prompt you for a User Id and Password. If not available at setup time, the recommended User Id is "fourwinds" and the recommended password is fourwinds. You can revise these values at any time using the Control Panel. By default, this user will have administrative rights.

### ***Setting up a previously used machine***

When an existing machine is used, the Machine Name, Administrator password, and all User Names, have already been specified. **Note:** You must be logged in as a user that has Administrative rights.

#### **Machine Name**

This value can be obtained by right-clicking on “Start→My Computer”, select “Properties”, and then select the “Computer Name” tab. The Machine Name can be revised by clicking the “Change” button.

#### **Administrator Password**

You can revise this value at any time using the Control Panel.

#### **Local User Id and Password**

If running on a Domain Server, the Local User Id and Password will probably not be used, since a domain user will be logging into the machine to run the signage.

If running on a Workgroup, these values at any time using the Control Panel. This local user should have administrative rights.

## **Network Connection - TCP/IP Configuration**

Once a machine has a name, the next step is to set up its network connection.

### ***Setting up a new, out-of-the-box machine OS pre-loaded***

If configuring a new machine, you may wish to give it a static IP Address. Whether the machine uses a static IP Address or not, the machine's actual IP Address is valuable information that should be recorded to assist in network troubleshooting.

In XP, launch the Network Connections manager by selecting Start → Control Panel → Network Connections. Highlight either "Local Area Connection" (if working with a wired network) or "Wireless Connection" (if working with a wireless network), right-click and select "Properties". In the "Connection Properties" dialog, highlight "Internet Protocol (TCP/IP)", and press the "Properties" button. You will be presented with the "Internet Protocol Properties" dialog.

In Windows 7, launch the Network Connections by selecting Start → Control Panel → Network and Sharing Connections → Change Adapter settings → Right click and select properties on the adapter you wish to setup. Select the proper TCP/IPv6 properties and then select properties.

### ***Setting up a previously used machine***

If working with a previously used machine, these values should already be specified.

### **Determine IP Address**

For the remaining steps, the machine needs to be attached to the network. For wired networks, be sure the network cable is connected.

Select "Start → Run...", type in "cmd" and press the OK button.

At the command prompt, type in "ipconfig /all" and press Enter. A Windows IP Configuration report will be presented in the Command window, similar to the following:



If unavailable at setup time, choose “Workgroup” and assign a workgroup name as “SIGNAGE”.

Note: if you are not logged on as a domain administrator, the ability to join a Domain may be limited or restricted. If that’s the case, you will need someone from the IT department to join the machine to the domain.

After joining the domain or workgroup, you will be prompted to re-boot the machine.

## **Allow File Sharing**

Signage is updated by way of deployment from the Content Manager machine. Deployment copies files from anywhere on the network to the Signage Player machine. In order to have files deployed to the Signage Player machine, file sharing must be activated.

### ***XP***

To configure your computer for file sharing, select Start→Control Panel→Network Connections. In the Network Connections dialog, right-click on “Local Area Connection” then select the “Properties” button. In the Connection Properties dialog, click on the “General” tab. Check that “File and Printer Sharing for Microsoft Networks” is listed and make sure that its checkbox is checked. If it is not listed, click the “Install” button, click once on “Service”, click “Add”, select “File and Printer Sharing for Microsoft Networks” and click “OK” to add the service.

### ***Windows 7***

To configure your computer for file sharing, open the Network Connections by selecting Start→Control Panel→ Network and Sharing Connections→Change Adapter settings→Right click and select properties on the adapter you wish to setup. Check that “File and Printer Sharing for Microsoft Networks” is listed and make sure that its checkbox is checked. If it is not listed, click the “Install” button, click once on “Service”, click “Add”, select “File and Printer Sharing for Microsoft Networks” and click “OK” to add the service.

## Remove the Windows Welcome Screen

Since signage typically runs in a public area, you want to minimize the amount of operating system related material that shows on the screen when the machine restarts.

### *XP*

To remove the Windows Welcome screen, select Start → Start->Control Panel->User Accounts->Change the way users log on or off” and uncheck “Use the Welcome screen”

### *Windows 7*

1. In the run menu type netplwiz; the User Accounts window will open.
2. Uncheck the option saying “Users must enter a user name and password to use this computer”
3. Select Apply
4. A window will open allowing you to enter the credentials to log in to Windows 7.
5. Select OK on both of the open windows
6. Going forward you will not be prompted to enter your credentials.

## Turn off Screen Saver and Sleep/Hibernate Mode

Since signage runs continuously with no keyboard or mouse input, the screen saver normally would be activated and the machine would enter hibernation after a period of time has elapsed. This would cause the signage to stop being visible.

### *XP*

To turn off the screen saver, select Start → Control Panel → Display. Select the Screen Saver tab and in the Screen saver dropdown list and select “(none)”.

To turn off the Hibernate mode, press the “Power...” button and select “Always On” from the Power Schemes dropdown list, set all values in the “Settings for Always On power scheme” group to “Never” and press the “Apply” button.

### *Windows 7*

To turn off the screen saver, select Start → Control Panel → Display. Select Personalize → Screen Saver → select “None” from the dropdown.

To turn off the Sleep mode, select Start → Control Panel → Power Options → Select “Create a power plan”, High performance and select never for all options.

## Set Black Background Color and Remove Desktop Icons

Since signage typically runs in a public area, you want to minimize the amount of operating system related material that shows on the screen when the machine restarts.

### *XP*

To set the background color to black, select Start→Control Panel→Display. Select Personalize → Screen Saver → select “None” from the dropdown. Select the Desktop tab. In the Background dropdown list, select “(none)”. Then select the color black from the “Color” dropdown.

Remove all desktop icons by right-clicking the icon and selecting “Delete”.

### *Windows 7*

To set the background color to black, select Start→Control Panel→Display. Select Personalize → Desktop Screensaver → select “Solid Colors” from the dropdown. From the color selections, select the black square.

Remove all desktop icons by right-clicking the icon and selecting “Delete”.

## Turn Off Automatic Updates

### *XP*

To turn off automatic updates, select Start→Control Panel→Security Center. From the Windows Security Center dialog, press “Automatic Updates”. In the “Automatic Updates” dialog, press the “Turn off Automatic Updates” option and press the “Apply” button.

### *Windows 7*

To turn off automatic updates, select Start→Control Panel→Windows Updates→Change Settings→Select “never check for updates”.

## Turn Off Windows Alerts

The little bubbles that pop up from time to time are annoying and shouldn’t appear on the signage if you are running in the default desktop using a windows mode.

### *XP*

To turn off Windows Alerts, select Start→Control Panel→ Security Center→ Resources→Change the way Security Center alerts me and then uncheck all three items.

### ***Windows 7***

To turn off Windows Alerts, right click on the system tray and select “Customize notification icons” & select the proper options for those items listed.

For more granular control, you can go to the Action Center (by clicking Control Panel→Action Center) and select “Change Action Center Settings”. This allows you to disable specific types of messages, including messages about Windows Update, Internet security settings, User Account Control, Windows Backup, and more.

## **Turn Off Automatic Program Updates**

From time to time certain software is configured to use the Internet to check for Program Updates. Sometimes, the installation of program updates requires a re-boot and notifies us via a popup window or a bubble that you really don’t want to be shown on our signage. Note: this option may not exist if InstallShield hasn’t been used to install any software yet.

To turn off automatic program updates, select Start→Control Panel→Program Updates and press the “Change Update Settings...” button. Then select the “Turn off automatic update notifications” option.

## **Validate Date, Time and Time Zone**

Validate the current date, time and time zone by selecting Start→Control Panel→Date and Time. Adjust values as required and press the “Apply” button.

## **Allow Remote Desktop**

Most Signage Player machines are physically located in inconvenient or inaccessible locations. Remote Desktop allows an administrator to connect and control the Signage Player machine from anywhere on the network.

This value can be set by right-clicking on “Start→My Computer”, select “Properties”, select the “Remote” tab and check “Allow users to connect remotely to this computer”.

## Install Microsoft Office

If you wish to display Excel, PowerPoint or Word content or use Excel as a live data source, Microsoft Office needs to be installed. When installing, select all defaults.

NOTE: Supported Microsoft Office versions are 2003, 2007 & 2010.

## Run Windows Update

**NOTE:** Make sure to install the latest Windows Media Player and all related updates.

Whether working with a new computer or a previously used machine, Microsoft Windows Update should be run at this point. Remember that you previously turned off Automatic Updates, so this is our best opportunity to manually update our machine before it is physically installed.

Note: the .NET Framework 4.0 (Full Version/Extended) is required + all service packs, and will be downloaded via Windows Update if it doesn't reside on the machine.

Launch Internet Explorer and select "Tools→Windows Update". Press the "Custom" button and install all High Priority updates. Note: this may take several hours depending on the release version of Windows installed.

Note that installation of an update may spawn the need for new updates, so repeat the Windows Update process until there are no new updates reported.

## Install Office Primary Interop Assemblies

Office Primary Interop Assemblies allow our software to integrate with the native Microsoft Office viewing components.

For Office 2003, install the PIA's from:

<http://www.microsoft.com/downloads/details.aspx?familyid=3c9a983a-ac14-4125-8ba0-d36d67e0f4ad&displaylang=en>

For Office 2007, install the PIA's from:

<http://www.microsoft.com/downloads/details.aspx?familyid=59DAEBAA-BED4-4282-A28C-B864D8BFA513&displaylang=en>

For Office 2010, install the PIA's from:

<http://www.microsoft.com/downloads/en/confirmation.aspx?FamilyID=938fe8ad-583b-4bd7-a345-23250dc15855>

## Install the latest Flash Player

If you wish to display Flash content, the Flash Player needs to be installed.

Launch Internet Explorer and navigate to: <http://www.adobe.com/> and select “Get Flash Player” from the Downloads tab. When prompted, be sure to un-check the Google Toolbar and any other extraneous add-ons they try to push on you.

## Install the latest Adobe Reader

If you wish to display Adobe PDF content, the Adobe Reader needs to be installed.

Launch Internet Explorer and navigate to: <http://www.adobe.com/> and select “Get Adobe Reader” from the Downloads tab. When prompted, be sure to un-check the Google Toolbar and any other extraneous add-ons they try to push on you.

## Install the K-Lite Codec Pack

Windows Media Player includes video codecs for most video file types, but not all (most notably, .AVI files). We recommend installing the K-Lite Codec Pack to provide codecs for the missing Windows Media Player codecs.

Launch Internet Explorer and navigate to:

[http://www.free-codecs.com/download/K\\_Lite\\_Codec\\_Pack.htm](http://www.free-codecs.com/download/K_Lite_Codec_Pack.htm)

Press the “Download K-Lite Codec Pack” link. Select the “[K-Lite Codec Pack x.x.x FULL]” version... When prompted, **un-check the option to install the Media Player Classic application**. Accept the defaults beyond that.

## Install the latest QuickTime Player

If you wish to display QuickTime content, the QuickTime Player needs to be installed.

Launch Internet Explorer and navigate to: <http://www.apple.com/quicktime/download/>. Be sure to un-check the automatic updates option and un-check the three newsletter options.

## Install LogMeIn and Add the Computer to the List

If you need to contact Four Winds for support, we recommend installing LogMeIn to assist in diagnosing and troubleshooting problems.

Launch Internet Explorer and navigate to: <http://www.logmein.com>

Log into the application with Email: <sitename>@support.fourwindsinteractive.com and Password: “ ”. When the list of computers is presented, press the “Add Computer” link. When prompted, install the free version of LogMeIn. Assign this system the PC Access Code: “ ”.

## Install FWi Content Player Application

To install the Four Winds Interactive Signage software, navigate to the install file provided by the FWi project manager and double-click. The defaults are typically used in most installations.

## Run and Verify Content Player

To verify that Content Player installed successfully, it needs to be run one time.

Select Start→All Programs→Four Winds Interactive→Content Player. You will receive a message box that states “Content Player is installed and ready to play content”. Press “Quit”.

## Setup Auto-Logon (XP only)

For instructions on this task concerning Windows 7, please see the section above on removing the Windows welcome screen.

In the event of a power failure or a re-boot after an error occurs, you would prefer that the signage start up immediately rather than having the machine display a Logon dialog. You can accomplish this via Registry settings.

Note: If available, there is a utility called “TweakUI” that will do this for you. To download TweakUI, navigate to:

<http://www.microsoft.com/windowsxp/downloads/power toys/xppowertoys.msp>

Select the TweakUI.exe link on the right side of the page.

If not using TweakUI, press Start→Run and type in “regedit”. This will launch the registry editor. Navigate to:

\HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Winlogon

On the right panel of the registry editor, locate the setting named "AutoAdminLogon". Double-click it and replace the "0" with a "1".

Locate the settings named "DefaultDomainName" and "DefaultUserName" and verify they are correct. If not correct, double-click and change to the correct user values (note, if not on a domain, use the computer name).

From the menu, select Edit→New→String Value. Type in "DefaultPassword" and press enter. Press enter again to bring up the string editor and type in the password to use during autologin. Exit the registry editor.

Re-boot the machine and verify that the signage user gets logged in automatically.

## **Setup Content Player to start automatically**

To have Content Player launch whenever the machine starts up, you need to add Content Player to the Startup program group.

Press Start→All Programs→Four Winds Interactive. Within this menu, hold down the "Ctrl" key and drag the Content Player menu item until you hover on the "Startup" group in the All Programs menu (keep the Ctrl key down and continue your drag/drop). As you hover over it, a sub-menu of startup programs will unfold. Drop the Content Player menu item into this sub-menu.

Re-boot the machine and verify that Content Player starts up automatically.

## **Setup Player Computer to Automatically Power Up**

In the case where there is a power failure, you want the Players to automatically power up when power is restored, rather than having to manually push the power-on button on each physical player machine.

To set this you must access the BIOS Setup during the boot process. Please consult your owner's guide or IT staff for all brands of computers.

## Setup a Scheduled Task to Re-Boot the Player Machine

FWi makes every effort to ensure there are no memory leaks in our software. The third-party software that has been loaded, however, is not in our control. To re-capture system resources and prevent the dreaded “Out of Memory” message, you want to automatically re-boot the Player Computer daily at a convenient time where users rarely will be viewing the signage.

### *XP*

Select “Start→Control Panel→Scheduled Tasks”. Double-click on “Add Scheduled Task”. You will be presented with the Scheduled Task Wizard. Click “Next >”, then click “Browse”. Browse and select “c:\windows\system32\shutdown.exe”. Select the “Daily” option and press “Next >”. Enter the desired time of day to re-boot the machine (usually around 2:00 AM), check the “Every Day” option, and then press “Next >”. Enter the credentials for the local administrator account and then press “Next >”. Select the “Open advanced properties for this task” option and press “Finish >”. Modify the “Run” text by adding a few parameters to the end of the command. It should be set to:

```
“C:\windows\system32\shutdown.exe -r -f -t 10”
```

Then check the “Run only if logged on” option, and press “OK”.

### *Windows 7*

Select “Start→Control Panel→Administrative Tools→Tasks Scheduler”. Select Action→New Basic Task. Within the Wizard:

1. Give the task a name and description, select Next
2. Select Daily, Select Next
3. Enter the desired time of day to re-boot the machine (usually around 2:00 AM), select Next
4. Select Start a program, select Next
5. Select Browse. Browse and select “c:\windows\system32\shutdown.exe”.
6. Add the arguments:
  - a. -r -f -t 10
7. Select Finish

## Add optional custom fonts (optional)

It is possible to use fonts in the content that doesn’t come pre-installed with the Operating System or Office. In this case, you need to install the custom fonts.

To install the fonts, select Start→Control Panel→Fonts and copy/paste the fonts from the location the new .font is currently located to the fonts folder.

## **Install Anti-Virus Software (optional)**

Anti-virus software is not included in the Four Winds license agreement. If you wish to install Anti-Virus software, you must install it per your IT department's normal methods.

## **Set Display Orientation and Resolution**

This step depends on the video card that is installed. Typically these items are changed by right-clicking within the desktop and selecting the video card's utility program. If working with a Vertical screen, set the desktop orientation to vertical by rotating the output 90 or 270 degrees depending on how the LCD is mounted.

Next, select the screen resolution option and set the correct resolution (typically 1360x768 or 1920x1080 for horizontal and the inverse for vertical).

## **Install iRotate (XP only)**

iRotate can be installed to facilitate rotating the video display settings from horizontal to portrait layout.

[www.softpedia.com/get/Tweak/Video-Tweak/iRotate.shtml](http://www.softpedia.com/get/Tweak/Video-Tweak/iRotate.shtml)

## **Signage Player Setup Checklist**

The following page illustrates a Checklist that can be used as a guide to setting up a Signage Player machine.

By following the Checklist, and filling out the appropriate items, the Checklist can be used as a handy reference to the machine parameters and status, and can be filed as a permanent addition to the machine documentation. A copy should be retained for reference by FWi Support.

# Signage Player Machine Setup Checklist

√	Item	Notes
<input type="checkbox"/>	Machine Name	
<input type="checkbox"/>	Machine Serial Number	
<input type="checkbox"/>	Machine Physical Location	
<input type="checkbox"/>	Physical Location of Signage/Kiosk(s)	
<input type="checkbox"/>	Administrator's Password	
<input type="checkbox"/>	Local User Id and Password	
<input type="checkbox"/>	IP Address Information: IP Address Subnet Mask Default Gateway Preferred DNS Server Alternate DNS Server	
<input type="checkbox"/>	Network Card MAC Address:	
<input type="checkbox"/>	Domain or Workgroup Name	
<input type="checkbox"/>	Allow File Sharing	
<input type="checkbox"/>	Remove the Welcome Screen	
<input type="checkbox"/>	Turn off Screen Saver and Hibernate Mode	
<input type="checkbox"/>	Set Black Background and Remove Desktop Icons	
<input type="checkbox"/>	Turn off Automatic Updates	
<input type="checkbox"/>	Turn off Windows Alerts	
<input type="checkbox"/>	Turn off Automatic Program Updates	
<input type="checkbox"/>	Validate Date, Time, and Time Zone	
<input type="checkbox"/>	Allow Remote Desktop	
<input type="checkbox"/>	Install Microsoft Office	
<input type="checkbox"/>	Apply all Windows Updates	
<input type="checkbox"/>	Install Office Primary Interop Assemblies	
<input type="checkbox"/>	Install the latest Flash Player	
<input type="checkbox"/>	Install the latest Adobe Reader	

## Signage Player Machine Setup Checklist

<input type="checkbox"/>	Install the latest QuickTime Player	
<input type="checkbox"/>	Install the K-Lite Codec Pack	
<input type="checkbox"/>	Install LogMeIn and Add Computer to the List	
<input type="checkbox"/>	Install Content Player	
<input type="checkbox"/>	Run and Verify Content Player Installation (shared Signage Folder exists)	
<input type="checkbox"/>	Setup Auto-Logon	
<input type="checkbox"/>	Setup Content Player to start automatically	
<input type="checkbox"/>	Setup Player Machine to Automatically Power Up	
<input type="checkbox"/>	Setup a Scheduled Task to Re-Boot Daily	
<input type="checkbox"/>	Install Custom Fonts (optional)	
<input type="checkbox"/>	Install Anti-Virus Software (optional)	
<input type="checkbox"/>	Set Display Orientation and Resolution	