InfoAktiv

Bring Information to Life

InfoAktiv Software

Installation Guide

For InfoAktiv Version 3.2 - June 2010

Contents

Contents....2
Preface....2
Preparing to Install InfoAktiv – What You Need....3
To run in 'Demo' mode....3
To run in 'Express' or 'Professional' mode....3
Installing InfoAktiv....4
Setting up a PC to run InfoAktiv....5
The most important settings....5
Other recommended settings....6

Preface

This short guide takes you through the steps to install InfoAktiv software and set up your PC for best results. The installation provides InfoAktiv Content Manager, three versions of the display software, Gallery, Curves and Boxes (as shown below), an InfoAktiv Resources folder and an icon to show the Windows Taskbar (the one across the bottom of the screen).

The InfoAktiv display software can run in 'Professional', 'Express' or 'Demo' modes depending on the licence.

Microsoft Excel and Access are Registered Trademarks of Microsoft Corporation.

Preparing to Install InfoAktiv – What You Need

To run in 'Demo' mode:

Essential Items:

- A copy of InfoAktiv software. This can be downloaded from www.infoaktiv.com/download.
- A PC running Microsoft Windows XP Professional Service Pack 3.
- Adobe Acrobat Reader 8 or 9.
- A screen capable of supporting 1280x1024 resolution.
    - If you are running on a laptop or smaller screen you might need to plug in a different external monitor. Most 17" or 19" normal aspect ratio (4:3) monitors are the correct resolution.
    - *InfoAktiv Content Manager* requires a screen of 1024x768 resolution, so will run on most laptops.

Optional Items:

- If you have Adobe Flash Player 10 (a free download from Adobe.com) you can use Flash files as an 'attractor screen' (like a screen saver). InfoAktiv provides free Flash attractor screens that you can modify with Content Manager.
- Microsoft Office PowerPoint 2007 is required if you want to use a PowerPoint file as an 'attractor screen'.

To run in 'Express' or 'Professional' mode;

In addition to the list above you will need:

Essential Items:

- A license key to activate the software. This can be a code which is specific to an individual PC or, for a 'Portable' InfoAktiv Professional license, it can be a USB security key known as a 'dongle'.
- An internet connection.

Optional Items:

- Microsoft Office PowerPoint 2007.
    - Required to display PowerPoint files or use one as an 'Attractor Screen' (screen-saver).
- Microsoft Office Outlook 2007.
    - Required if you want to create and send emails automatically.
- Microsoft Windows Media Player 11.
    - Required to play video and audio files.
- Adobe Flash Player 10.
    - Required to play Flash files or to use one as an Attractor Screen.

Installing InfoAktiv

Check that your PC is set up with the essential items listed in section 1.

1. Unzip the folder containing the InfoAktiv software if necessary.
2. Open the '\InfoAktiv Installer' folder and run 'setup.exe'.
3. Follow the installation instructions on the screen.
    - Setup checks that the essential software is installed on the PC and will abort the installation if it is not found. During installation it may download extra software modules from the internet if they are not present.
    - InfoAktiv will install 6 items on the desktop:
        - <u>InfoAktiv-Gallery,</u> <u>InfoAktiv-Curves</u> and <u>InfoAktiv-Boxes</u>
            - These are the programs that are used to display your information to the public. They provide the same functionality but present it in different layouts.
        - <u>InfoAktiv Content Manager</u>
            - Used to modify the content, appearance and behaviour of your InfoAktiv display.
        - <u>InfoAktiv Resources</u>
            - A folder containing useful items such as User Guides, different backgrounds and attractor screens.
        - <u>Show Taskbar</u>
            - A utility that you can use to display the Windows Task Bar across the bottom of the screen should it fail to appear for any reason.
4. If you have an InfoAktiv Professional portable license, attach the USB security 'dongle' to a suitable port when the installation completes. When you attach the dongle, let the 'New Hardware Found' wizard run.
    - Because the dongle needs to be attached whenever you run InfoAktiv Professional it is best to use a USB port that is 'out of the way'.
5. Go through the next section of this guide and set your PC up to run InfoAktiv the way you want it to.

Setting up a PC to run InfoAktiv

This section guides you through the settings you need to make on the PC running InfoAktiv in order to maximize the system's usability, reliability and security. Not all of them are essential; the settings you choose will depend upon how you want to use InfoAktiv.

The most important settings

Software Activation.

- If you have InfoAktiv Express or Professional you will be prompted to enter a license key.
    - To obtain a license key, start InfoAktiv Gallery, Curves or Boxes. Towards the bottom of the opening screen you will see a link to 'Activate InfoAktiv Software'. Click on it and follow the instructions to enter a license key you already have or to obtain a new one.

Screen Resolution.

- To set your screen resolution to 1280x1024:
    - Start->Control Panel->Display->Settings->slide the 'screen resolution' bar to 1280x1024->Apply->OK.

Displaying PDFs.

- To enable documents to be 'scrolled' instead of 'selected' when a user drags their finger or mouse on it:
    - Open a PDF document in Adobe Acrobat Reader, right-click the document and select 'Hand tool'.
- To prevent Adobe Reader from making assumptions about hyperlinks:
    - From Adobe Reader->Edit->Preferences->General->uncheck 'Create links from URLs'->OK.

Security, Management and Anti-Virus Software

- InfoAktiv runs on a standard PC platform, you should install your preferred software to take care of management and security.

Playing Video and Audio Files

- You need to disable visualization on Windows Media Player, do this by:
    - Starting Windows Media Player->click the 'Now playing' tab->right-click in the player window->check 'No Visualization'.
- There are many different 'standards' for encoding video and audio files. In order to play a given file, Windows Media Player needs to have a corresponding 'Codec'.
    - Up-to-date advice on Codecs can be found on the Microsoft Windows Media Player web site. And sites such as Apple.com for QuickTime.

  MAKE SURE THAT WINDOWS MEDIA PLAYER REMAINS YOUR DEFAULT PLAYER – Some downloads may offer to replace it as the default.

Sending Emails Automatically - InfoAktiv Professional only.

- InfoAktiv will put the emails it creates in the PC's default Outlook email account. You need to have one set up, even if it is not configured to access a mail server. To access email account settings:
    - Open Microsoft Outlook->Tools->Account Settings->'Email' tab->follow the on-screen instructions.

Other recommended settings

If you are going to use InfoAktiv as a public information display you will probably want to override certain PC and Windows settings that could interfere with the smooth running of your InfoAktiv display. There are a vast number of different settings, files and locations that could apply to your content and applications, but information about some of the most common ones follows:

Avoid unexpected screen black-outs.

- Set power scheme to "always on", "Turn off monitor" to "never" and disable hibernation.
    - Control Panel -> Power Options -> Power schemes: "Always on" , Turn off monitor "Never"->'Hibernate' tab->uncheck "Enable Hibernation"->OK.

Keep the system as stable as possible.

- Turn off automatic Windows updates
    - Control Panel -> Automatic updates: "Turn off Automatic Updates"->OK.
- Turn off automatic Adobe Reader updates
    - Adobe Reader->Edit->Preferences->General->"Check for Updates" -> Uncheck this option.
- Ensure that any antivirus or other updates are scheduled 'out of hours' to avoid disrupting the system when it is in use.

Avoid security messages popping up or blocking desired user actions.

It is best practice to keep the folders containing what you want InfoAktiv to display in one location. That folder and its subfolders can be set up as a 'trusted location' for security purposes. Upon installation InfoAktiv automatically creates a folder called "C:\InfoAktiv" and makes it a trusted location for PowerPoint. We would recommend putting your content to display in subfolders of C:\InfoAktiv.

- To make another folder a trusted location in PowerPoint:
    - Open PowerPoint->Click on the round office button (upper left)->PowerPoint Options->Trust Center->Trust Center Settings->Trusted Locations->Add new location->browse to find your folder->select the folder->check "Subfolders of this location are also trusted"->OK->OK.
- Enable PowerPoint macros:
    - Open PowerPoint->Click on the round office button (upper left)->PowerPoint options->Trust Center->Trust Center Settings->Macro Settings->Enable all macros->OK->OK.
- Suppress 'new email' alerts:
    - Open Outlook->Tools->Options->E-mail Options->Advanced E-mail Options->under "When new items arrive in my Inbox" uncheck all->OK->OK->OK.
- Suppress warnings when InfoAktiv creates emails – Professional only:

- Open Outlook->Tools->Trust Center->Programmatic Access->Check either “Warn me about suspicious activity when my antivirus software is inactive or out of date” or “Never warn me about suspicious activity”.

- Make your files a trusted location in Adobe Flash Player – Professional only:
  - These settings are changed on the Adobe web site. If in doubt, search adobe.com for ‘flash player settings manager’ to find the latest instructions. At the time of writing this was the process:
    Go to the Global Security Settings Panel at http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager04.html#117502 ->Edit Locations->Add Location->Browse for Folder-> select ‘C:\InfoAkitv’ or other folders where you keep relevant files->OK-> check “Always Allow”->close bowser.

Disable Autoplay of inserted devices such as USB sticks.

- This is important to reduce the risk of users’ devices interfering with your InfoAktiv system:
  - Click ‘Start’ on the Task Bar (bottom left)->Run->type in ‘gpedit.msc’->OK->Group Policy Menu->Administrative Templates->System*->in the right hand pane double-click ‘Turn off Autoplay’->check ‘enabled’->on drop-down select ‘All drives’->OK.
    - * If ‘System’ is not present, right click on ‘Administrative Templates’->Add/Remove Templates->Add->System Admin->Close.

Disable the keyboard shortcut to turn on high contrast mode

- If you are using a standard keyboard you will probably want to prevent users from changing the appearance of your display by turning on Window’s high contrast mode:
  - Click ‘Start’ on the Task Bar (bottom left)->Control Panel->Accessibility Options->Display->High Contrast->Settings->Keyboard shortcut->Uncheck ‘Use shortcut’->OK->Apply->OK.

Simplify operation

- Set the PC to switch on automatically when mains power is switched on:
  - This will be a setting in the PC BIOS. BIOS settings need to be accessed by interrupting the PC’s normal routine when you switch it on. This is generally done by pressing a function key. If you watch the screen closely during the ‘Power on Self-Test’ it will briefly say which key to press to access the BIOS.
    The relevant setting to enable auto power-on is normally contained in the menu concerned with how to handle an AC power interruption.

Uninstall Microsoft PowerPoint Viewer

- Problems can arise if the free ‘Microsoft PowerPoint Viewer’ program is installed, especially if it has been set as the default option to open PowerPoint display (pps or ppsx) files. If PowerPoint Viewer is installed you may need to remove it and re-associate the relevant file types with the full Microsoft Office PowerPoint application.
- Uninstall Microsoft PowerPoint Viewer using the Windows Control Panel->Add or Remove Programs.
- Re-associate the relevant file types with Microsoft Office PowerPoint as follows:
  1. Open Windows Explorer ->Tools->Folder Options ->File Types->under 'Registered File Types' list->click 'New'. In 'Create New Extension' ->

2. Type File Extension ‘PPTX’->. Click 'Advanced'.
3. Select 'Microsoft Office PowerPoint Presentation' in 'Associated File Type' list. Click 'OK'.The new file type now appears at the top of the 'Registered file types' list. Close the folder options dialog.

- Repeat the above steps to register the 'PPSX' file extension in the same way. See below for Step 2).
  - In Step 2. specify file extension: PPSX. Click 'Advanced'.
  - Select 'Microsoft Office Powerpoint Slide Show' in 'Associated File Type' list.

The PowerPoint file types should now be registered correctly.