Version 1.00

Alpha Communications® and Alpha Media, Inc.
AlphaLobby™ Version 1 – User Manual

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Introduction

AlphaLobby™ is a lobby directory display software that provides a visitor with detailed information about the location and name of residents or businesses within a building. AlphaLobby™ saves the names, and locations in a database. AlphaLobby™ Editor allows the administrator to adjust the settings within the AlphaLobby™ application.

At the welcome screen a visitor will see the building address, and a background of custom images. Once the visitor clicks or touches any part of the screen it will activate the directory. The directory provides a visitor with a business, or residence name and location. A blue font indicates a business is within the building.

How AlphaLobby™ Works
AlphaLobby™ consists of two parts the AlphaLobby™ application, and the AlphaLobby™ Editor software. The editing software allows the AlphaLobby™ administrator to add or delete entries within the database, and adjust background settings which will display on the AlphaLobby™ application. The AlphaLobby™ application can be used with a touch screen monitor or mouse. The user friendly interface will inform the visitor of the desired location within the building.

System Requirements
The following system requirements must be met to run the AlphaLobby™ application correctly.

- Your operating system must be Windows 98/Me or NT 4.0/2000/XP
- 16 Megs of Ram
- Pentium II Processor or Higher

Installing AlphaLobby™ Software
To begin the installation of AlphaLobby™ please insert the CD into a CD-Rom drive. The installation wizard will guide you through the process of installation. Alpha Media, Inc. recommends that AlphaLobby™ is installed in the default directory (C:\Program Files\AlphaLobby\)

Once the software has completed the installation process you will be asked to start AlphaLobby™ click the "Finish" button. You will be prompted to register the program. Note You will not be able to go any further until the software is registered. Alpha Media, Inc. posted the registration information on the back of the CD jacket, please input it exactly as it appears into the provided fields.

Once you complete the registration process you are ready to customize the welcome screen, and input database entries.

AlphaLobby™ Settings

T he working database, is the information that is displayed in the AlphaLobby™ application. The database stores both residence and business names, as well as the locations throughout the building. Alpha Media, Inc. has developed the AlphaLobby™ Editor this allows the administrator to input names and locations easily. To access the AlphaLobby™ Editor click the "Start" button highlight programs, and locate AlphaLobby™ within the list. Under AlphaLobby™ locate the AlphaLobby™ Editor software.

General Settings

The general setting allow the administrator to use password protection to ensure no modifications will occur to the names and settings within the AlphaLobby™ Editor. This can be done by clicking the textbox to the right of "Security Code:" (make note of the security code.) **Note: The default password is "0000" when "0000" is the password AlphaLobby™ will "Exit" without password prompting.**

The "Idle Settings before re-displaying Welcome Screen feature:" allows the administrator to set a custom idle time before the Welcome Screen will re-appear covering the AlphaLobby™ application. Once the screen is touched or mouse is moved the application will activate again bringing the visitor directly to the directory screen. You can adjust these setting by clicking the text box to the right of "Idle Settings" before re-displaying welcome screen feature:" the default is 30 seconds and the maximum is 999 seconds.

Slide Show Welcome Screen Settings

The Welcome Screen is the first screen a visitor will interact with. The Welcome Screen settings allow the administrator full customization of pictures and text.
Note: All background images are recommended to be 800 pixels wide by 600 pixels high.

By checking the box "Welcome Screen is a slide show" you will notice the background changes pictures at the preset time limit. The default is 10 seconds and the maximum is 999 seconds.

When you put a check mark in the box next to "Hide Welcome Text" it will take out the Welcome text leaving the Welcome Screen just an image. This allows the administrator to customize the Welcome Screen text as well as the images.

The "Change Slide" feature allows the administrator to input the number of seconds between each slide change, at the welcome screen.

Holiday-Themed Welcome Screen

The Holiday-Themed Welcome Screen when enabled adjusts the AlphaLobby™ Welcome Screen to display the in season holiday. It also allows the administrator to customize the images that display in the background. The length of the holiday can also be modified within these settings.

Checking the "Use Holiday-Themed Welcome Screen" box will automatically enable the Holiday theme to activate when AlphaLobby™ is within the preset date.

When you put a check mark in the box next to "Hide Welcome Text" it will take out the Welcome text leaving the Welcome Screen just an image. This allows the administrator to customize the Welcome Screen text as well as the images.

Clicking the "Define Holidays/Images button, allows the administrator to input and delete any holiday. To input a holiday click the "Add New Holiday" button and specify when the holiday starts, and ends. The administrator can also specify the image used for the holiday. To delete a Holiday entry, highlight from the list on the left, and press the delete button.

Note: the Define Holidays/Images button is grayed out if the "Use Holiday-Themed Welcome Screen" is not checked.

Editing Resident Entries

The Residents are now ready to be entered. By clicking the edit resident button, a new window will appear this is called the Resident Editor.

By clicking the "New" button the administrator will see the name appear in the left list. Select whether the entry is a residence or a business. Input the name of the residence or business within the textbox. At the top of the window the administrator will input the "Suite" number or location within the building.

To remove a resident, highlight the selected entry, and press the "Remove" button. After you confirm the "Remove" by clicking "Yes" the name will be removed from the list.

The "Start Sort Position" allows the administrator to customize the sort position of a business. In example "Dr. William Gold DDS". If the administrator wants to sort the name under "G" that would be the 13th character. So input 13 in the text box "Start Sort Position:"
Note: Spaces are included in the number of characters in the counting process.

Other Settings

The "Other Settings" in AlphaLobby™ allow the administrator to modify the color of the on screen keyboard and relocate the database.

NOTE: if unsure about the database settings please let the installation wizard guide you through the process.

Save Settings

Once the AlphaLobby™ is customized click the "Save Settings" button. AlphaLobby™ will then ask if you would like to launch the application. Choosing "Yes" will let you examine, and test the customization in the AlphaLobby™ application. Choosing "No" will bring you back to Windows.

Using the AlphaLobby™ Application

D ouble click the AlphaLobby™ icon located on the desktop to start the AlphaLobby™ application. The first screen to interact with is the Welcome Screen. Please touch screen or click the mouse to access the AlphaLobby™ application.

Searching the Database

At the top of the screen you will notice the building name, following are the names and locations of residence and business names throughout the building. Please select a character from the on screen keyboard, and verify that the application highlights a name that corresponds with character key pressed.

Make sure that when you press the "Exit" button a password is needed before the program exits to the desktop.

Identifying a Business

When a business is entered into the AlphaLobby™ database it will be displayed in a blue font.

Exiting the AlphaLobby™ Application

If changes need to be made to the AlphaLobby™ directory screen you can start by clicking the "Exit" button in the lower right hand side. Once the button is clicked you will be prompted with the password to exit. Enter the password and click "submit". This will bring you to Windows desktop. To reenter the AlphaLobby™ Application double click the desktop icon.