



## Virtual Person Server Installation Instructions

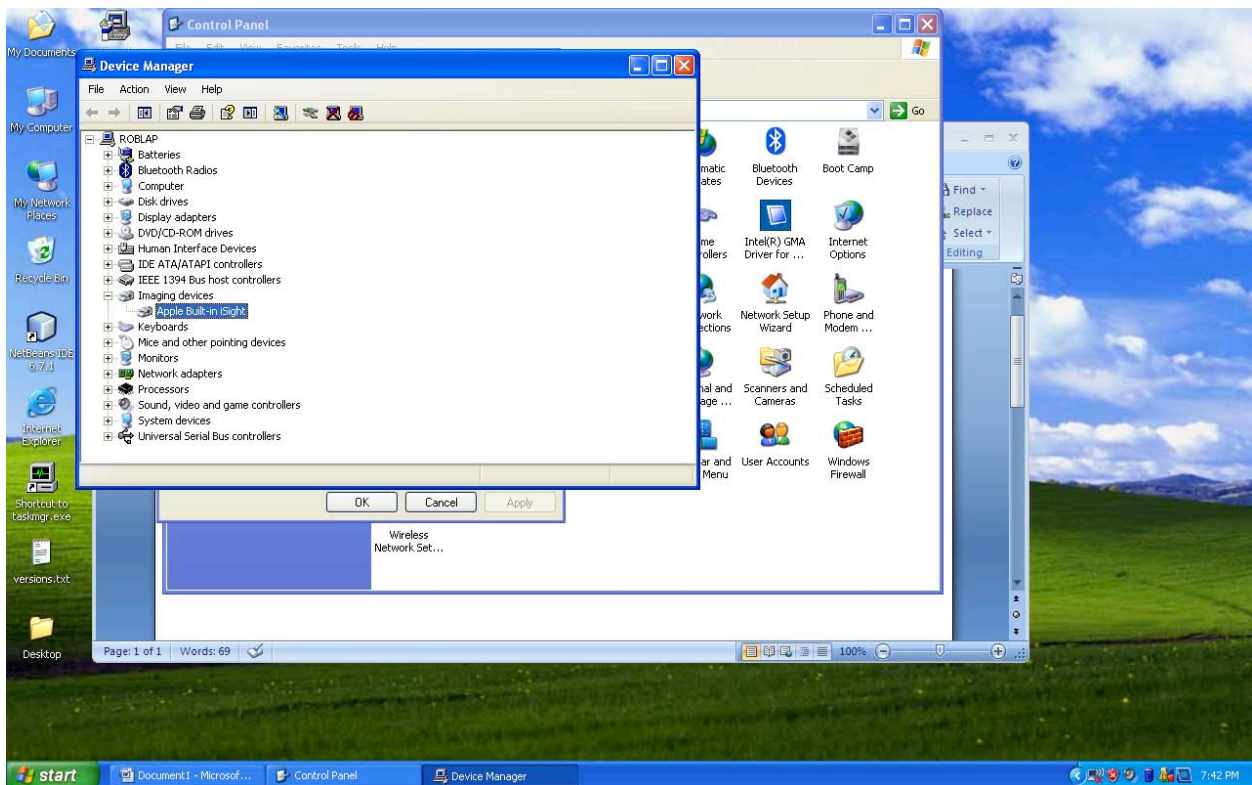
### Step 1:

Install web camera software (please ensure that you use recommended web cam hardware outlined online).

- We recommend installing only the web cam drivers. Installing the optional software for the web cam may interfere with the Virtual Person Software.

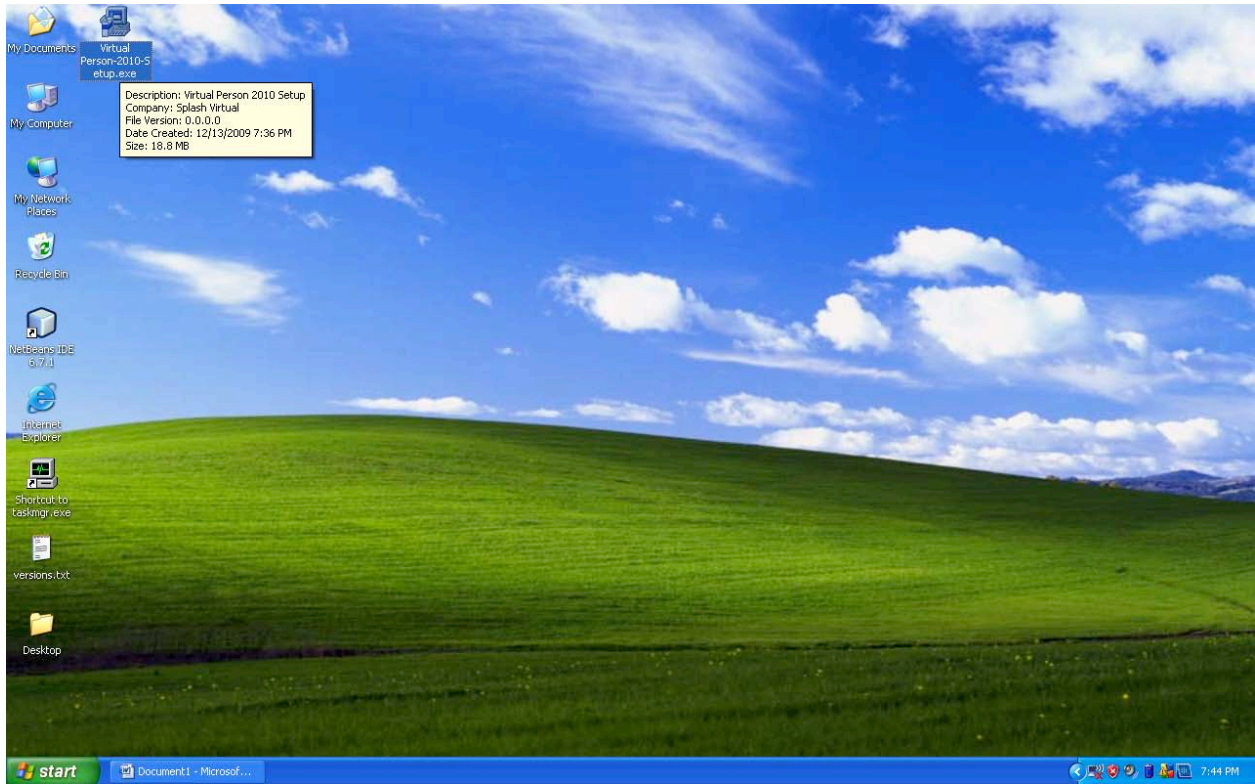
### Step 2:

Make sure the web cam is plugged in and operating by going to the Control Panel -> System->Hardware Tab->Device Manager.



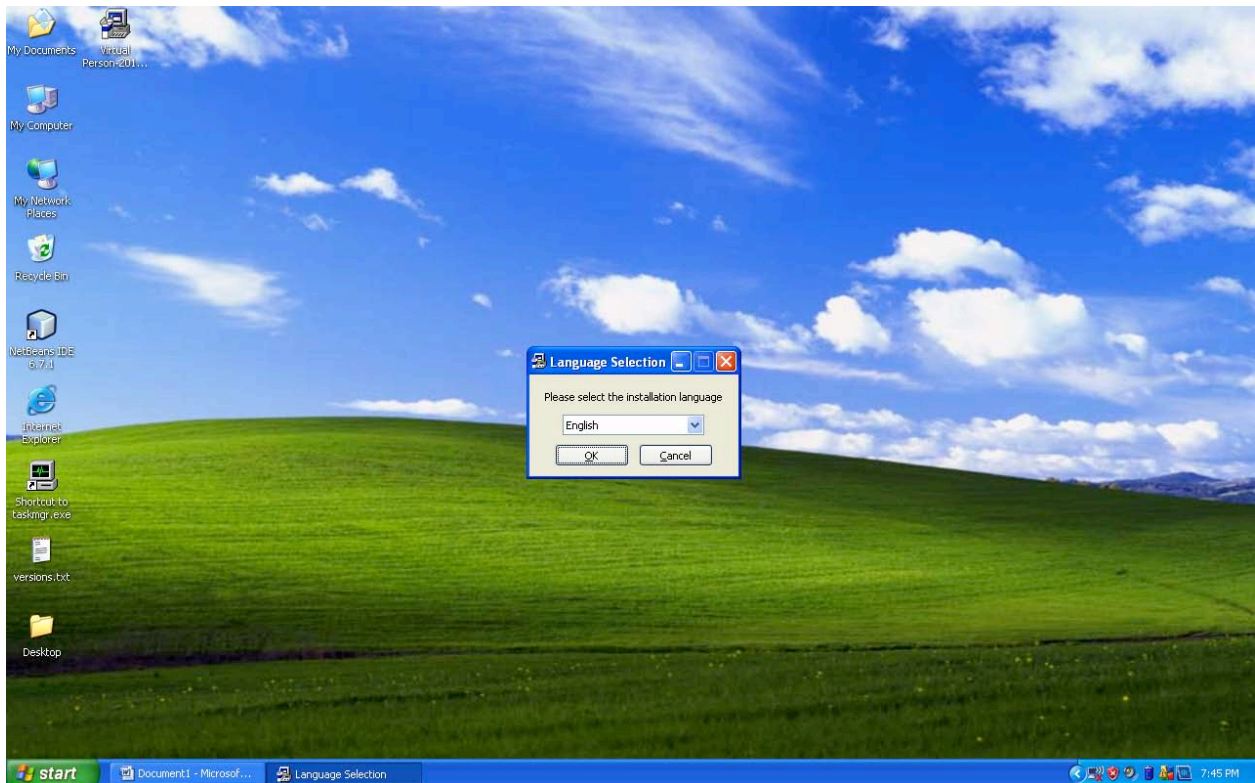
### Step 3:

Double Click the Virtual Person Install Icon.



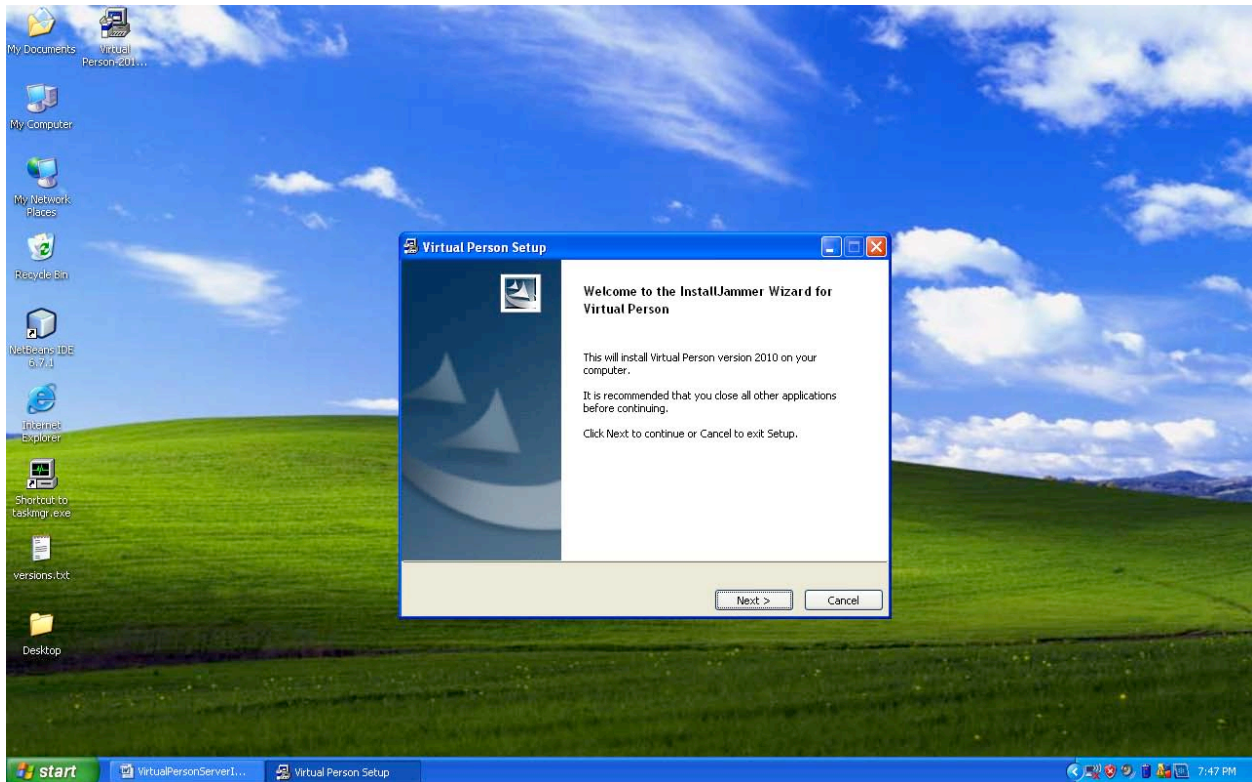
Step 4:

Select the appropriate language for the installer (Default: English), then press “OK”.



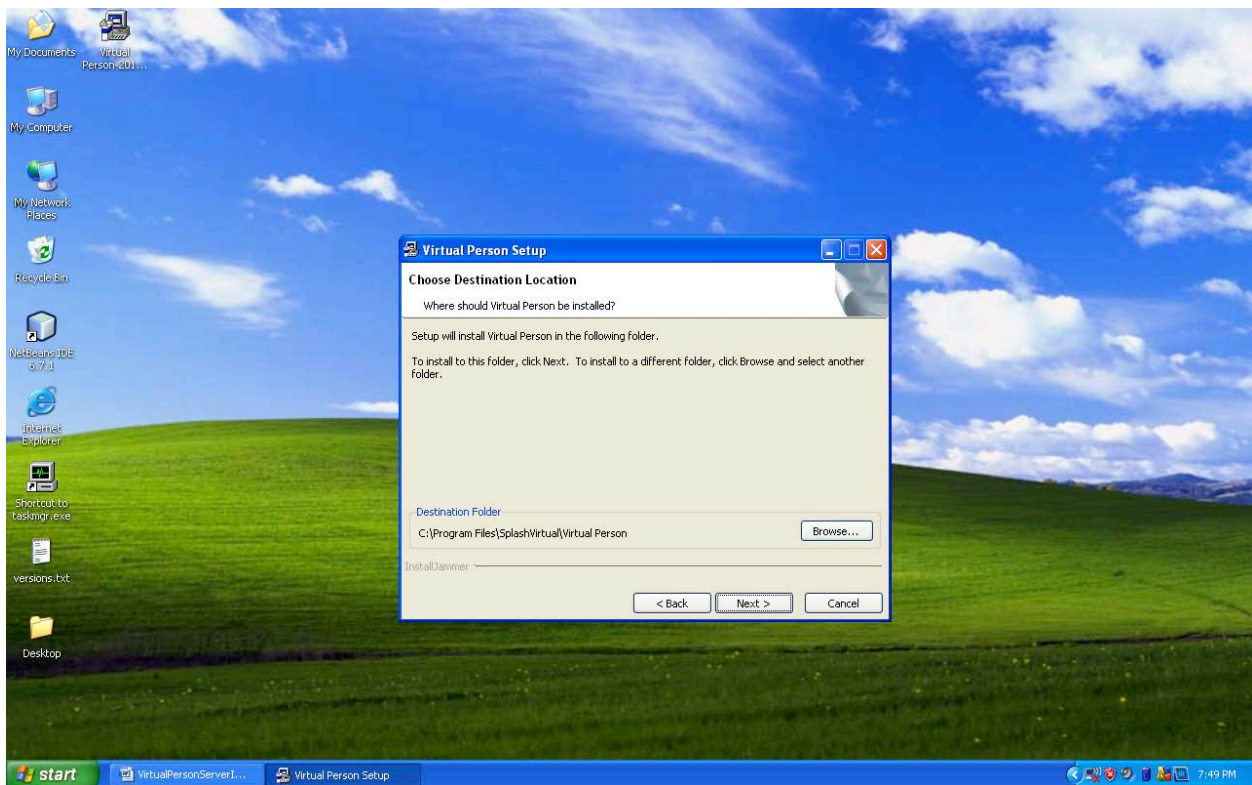
Step 5:

Press the “Next” button to move from the welcome screen.



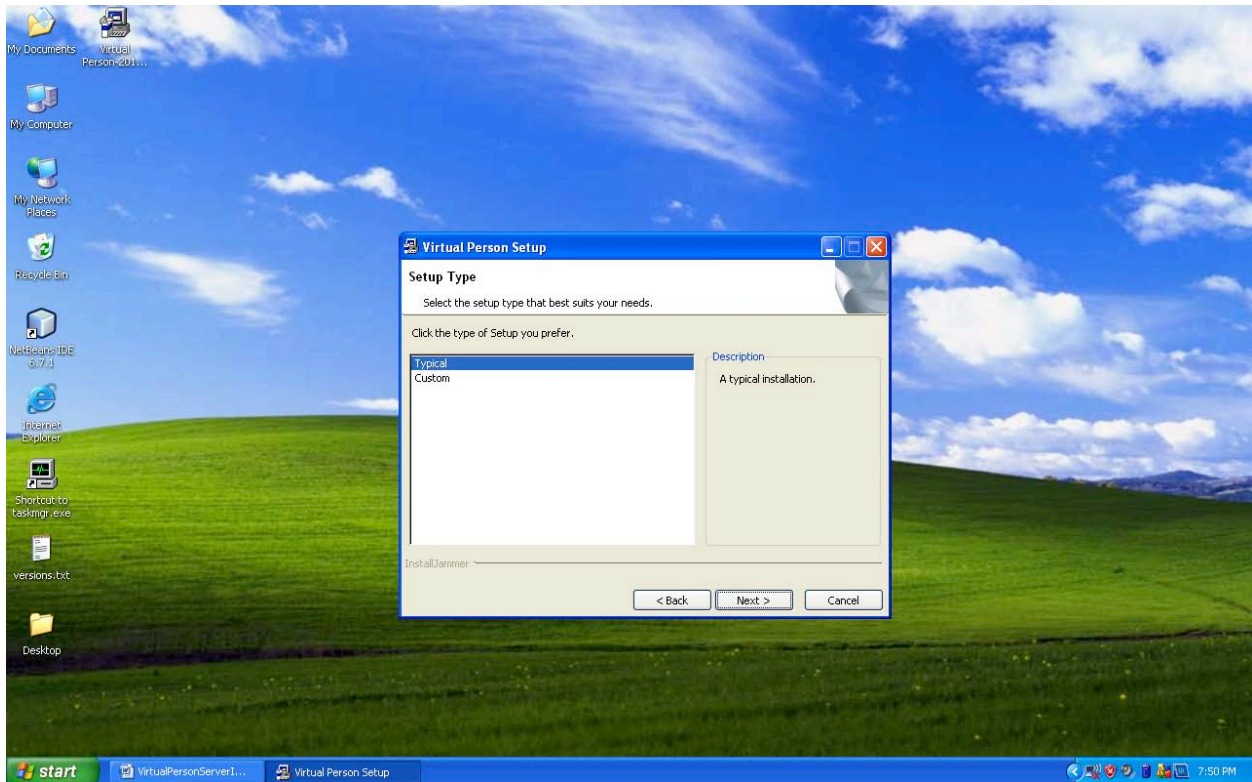
Step 6:

Select the directory to install the Virtual Person software (we recommend the default path), then press “Next”.



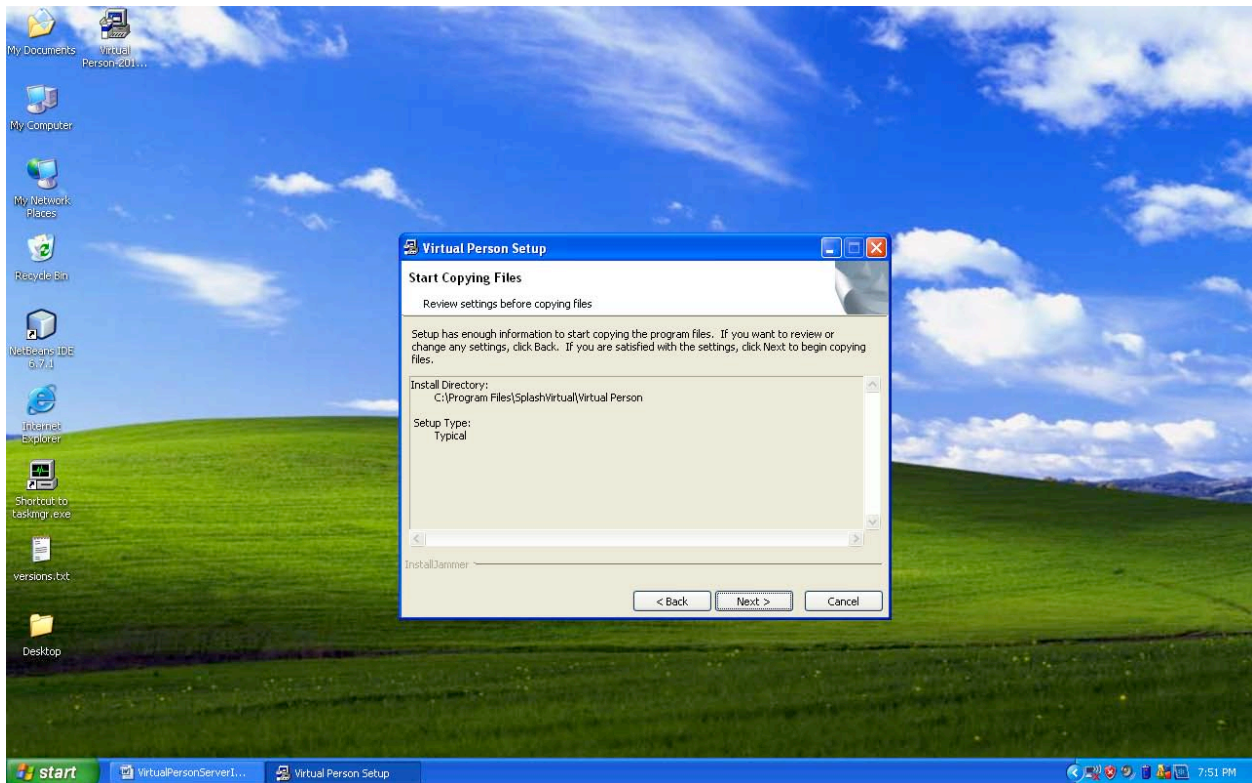
Step 7:

Select the type of installation to implement (we recommend the default “typical”).



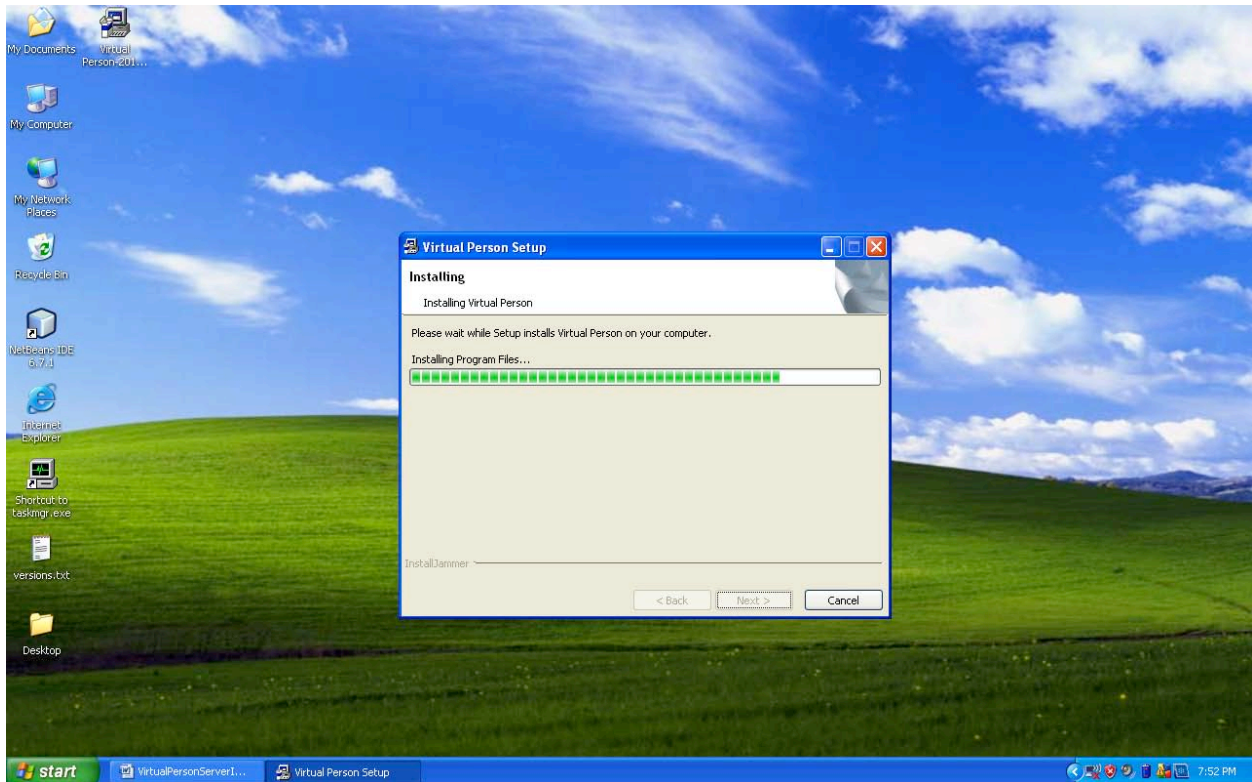
Step 8:

Press the “Next” button to move from the installation information screen.



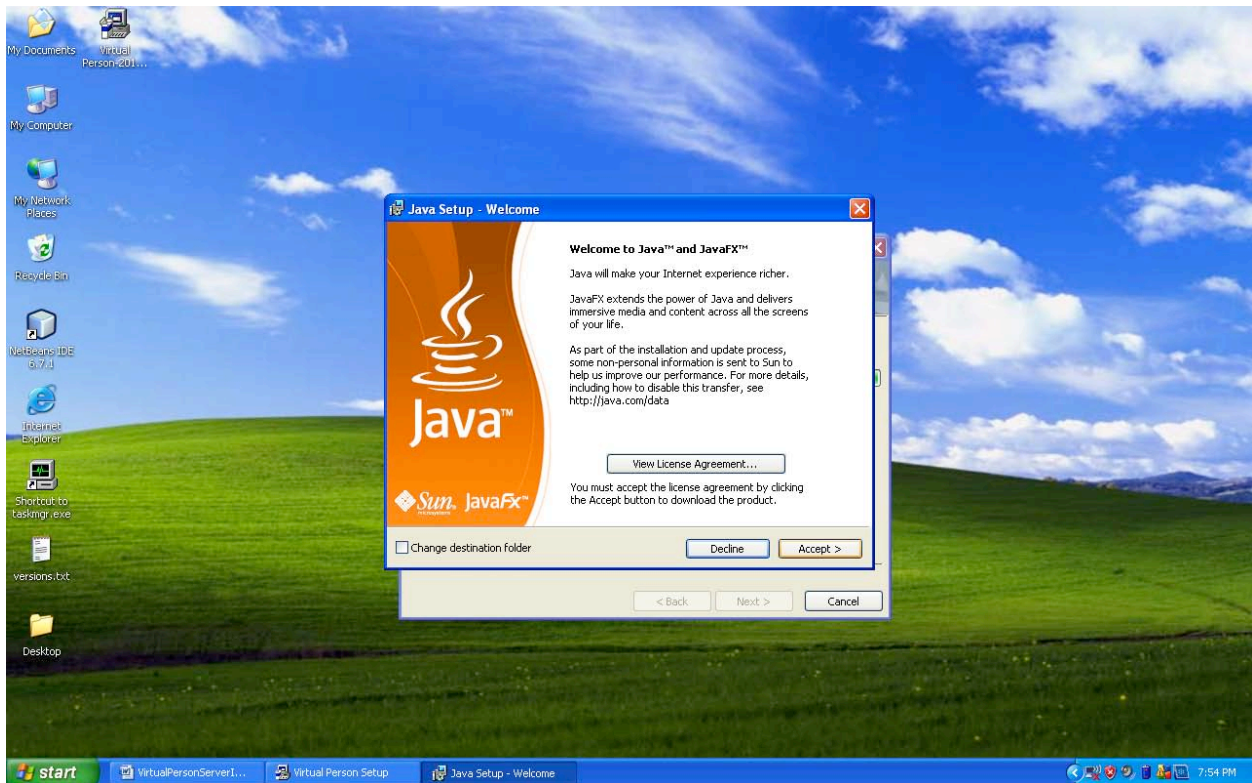
Step 9:

Allow the installation progress page to complete depicted below. Once it is completed, there will be a java installation prompt.



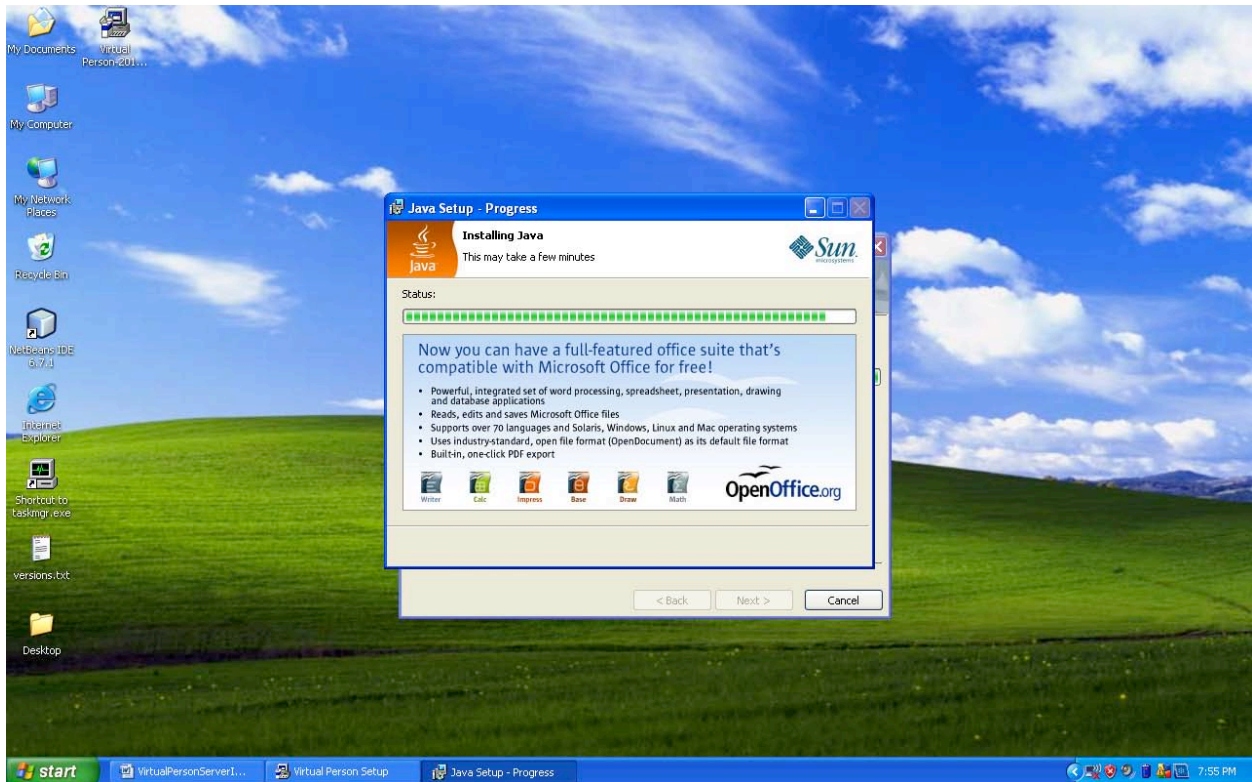
Step 10:

Choose "Accept" to proceed with the java installation.



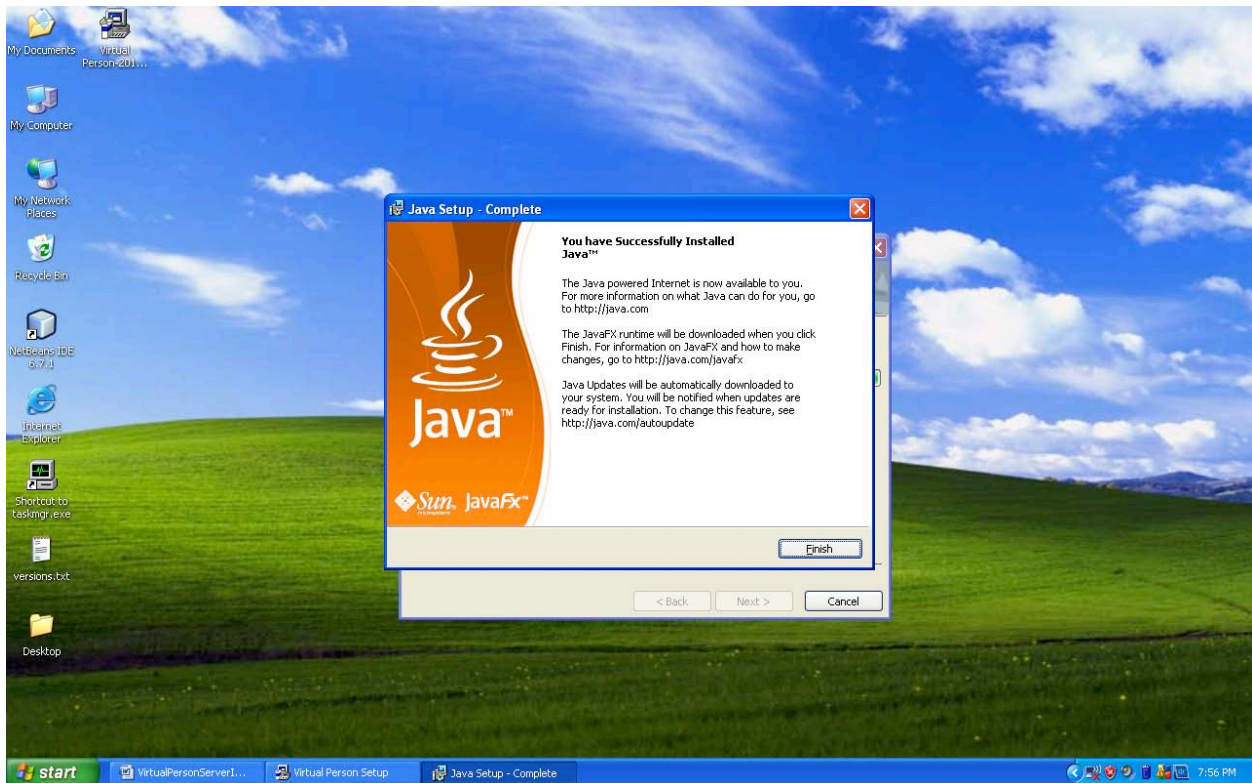
Step 11:

Allow the java to complete installation.



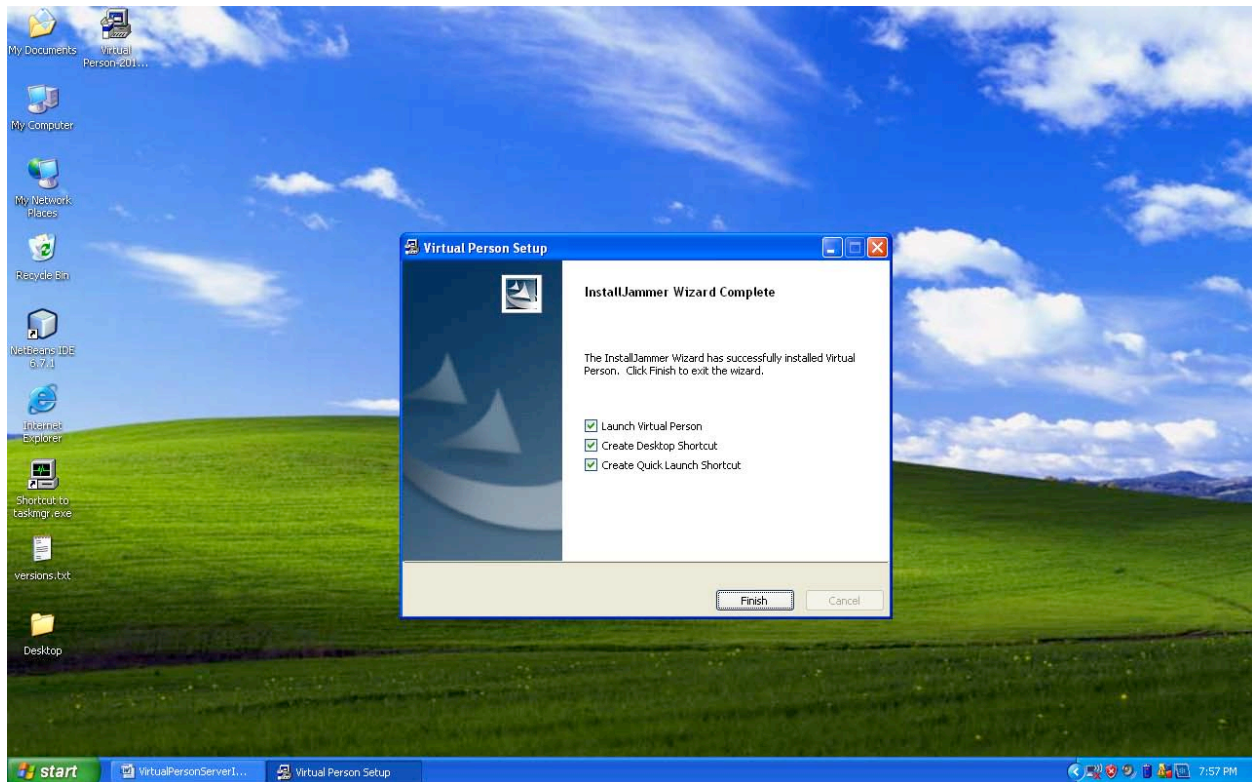
Step 12:

Complete the java installation by pressing the “Finish” button.



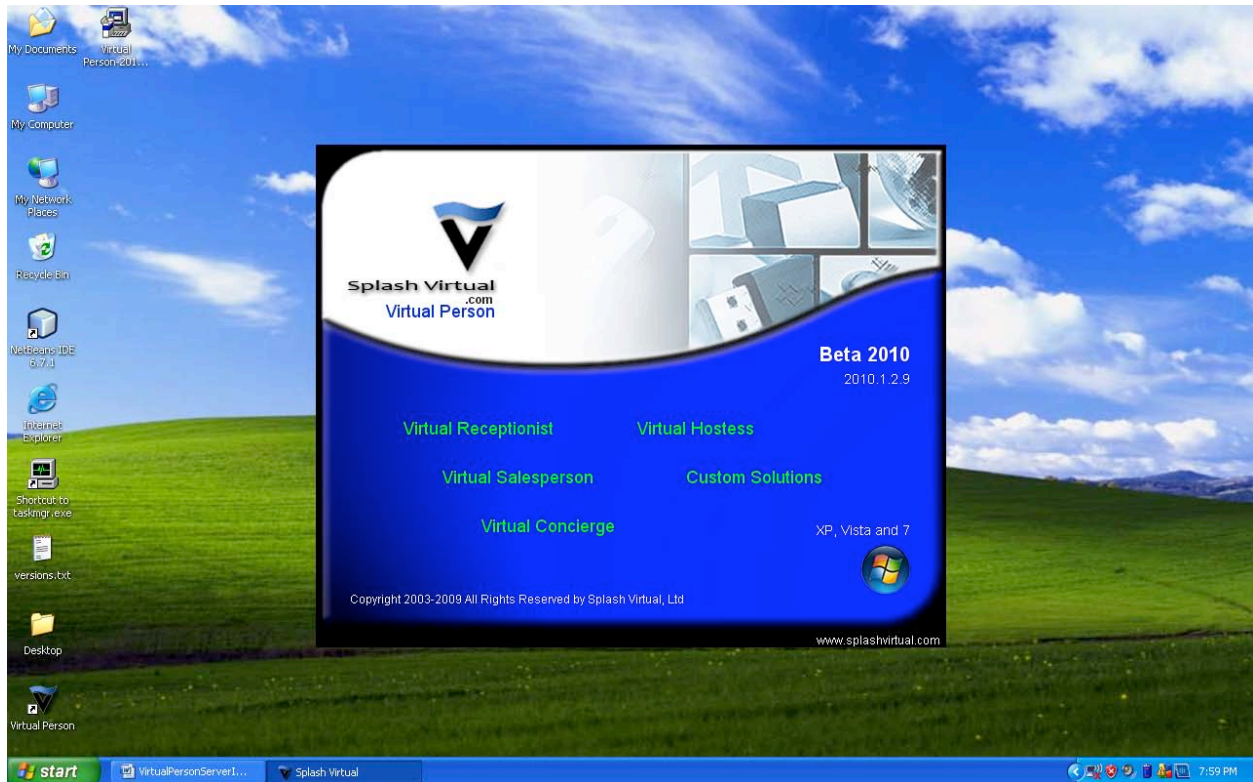
Step 13:

Once the java completes to install (this make take up to 5 minutes). The shortcut installation menu will appear. Check or uncheck the items to install (we recommend leaving all items checked by default), then press the “Finish” Button.



#### Step 14:

The Virtual Person software will complete the installation and should automatically start the Virtual Person software. If the software does not automatically start, double click the Virtual Person icon on the desktop to start the software (Remember to have your webcam installed and plugged in or the software will not work).

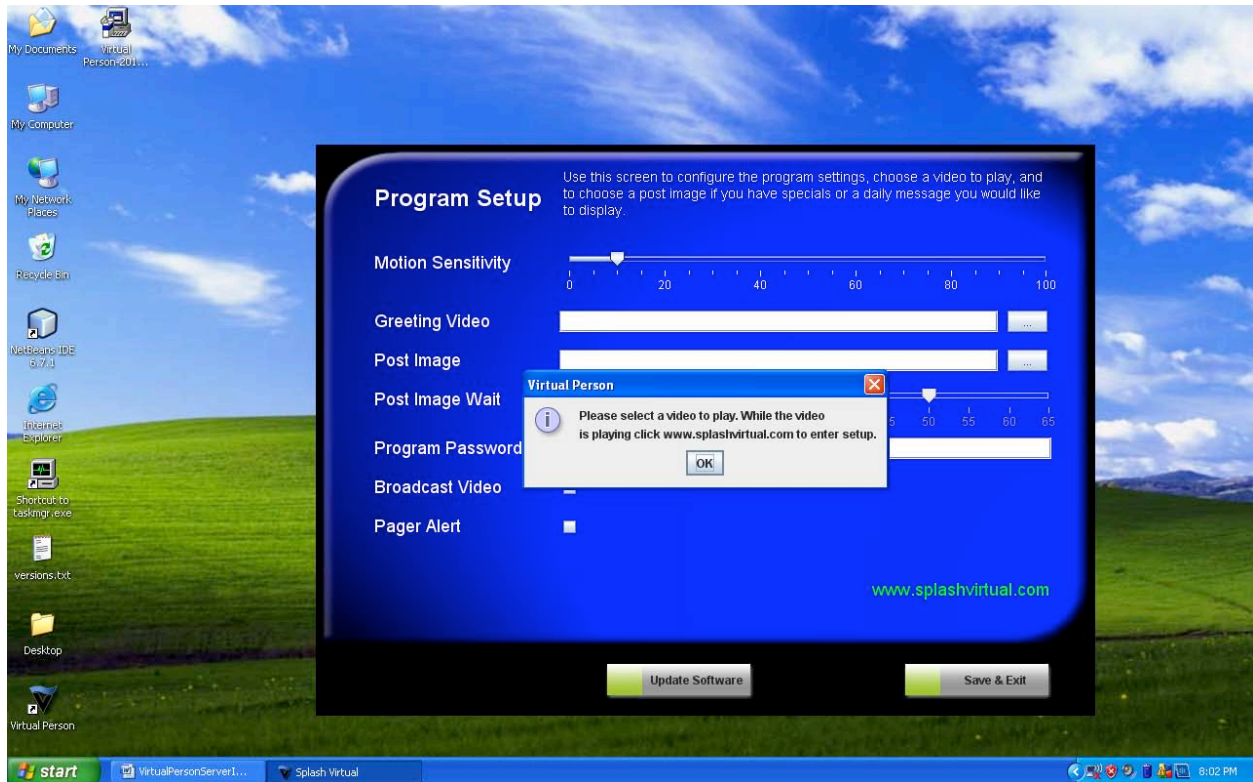


Step 15:

When the software is initialized for the first time, it will automatically open the program setup page. There will be a prompt to notify all users that they have to select a video for the software to play. (Note: The software must have a video to play or it will not run. In those cases where users do not have their own custom greeting message, Generic messages can be downloaded at the following address:

<http://www.splashvirtual.com/static/downloads.php>)

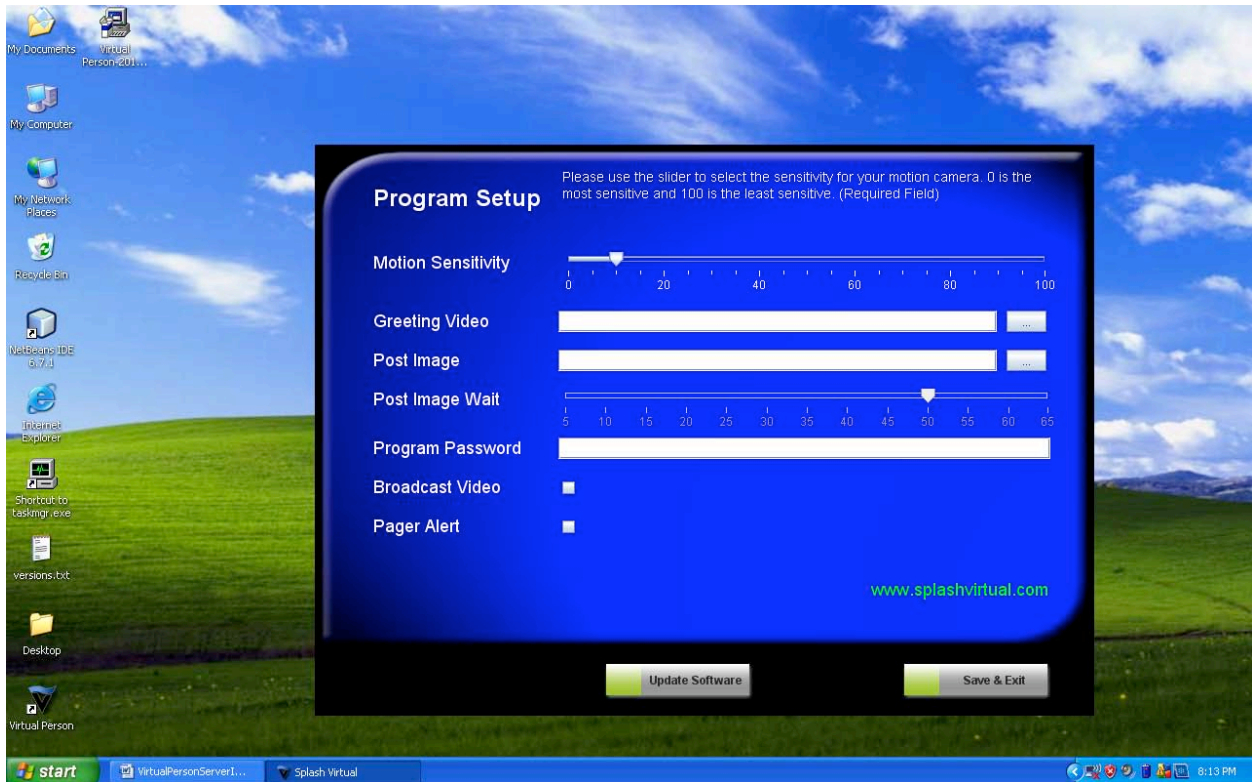
Press the "OK" button to configure the software and move to the next step.



Step 16:

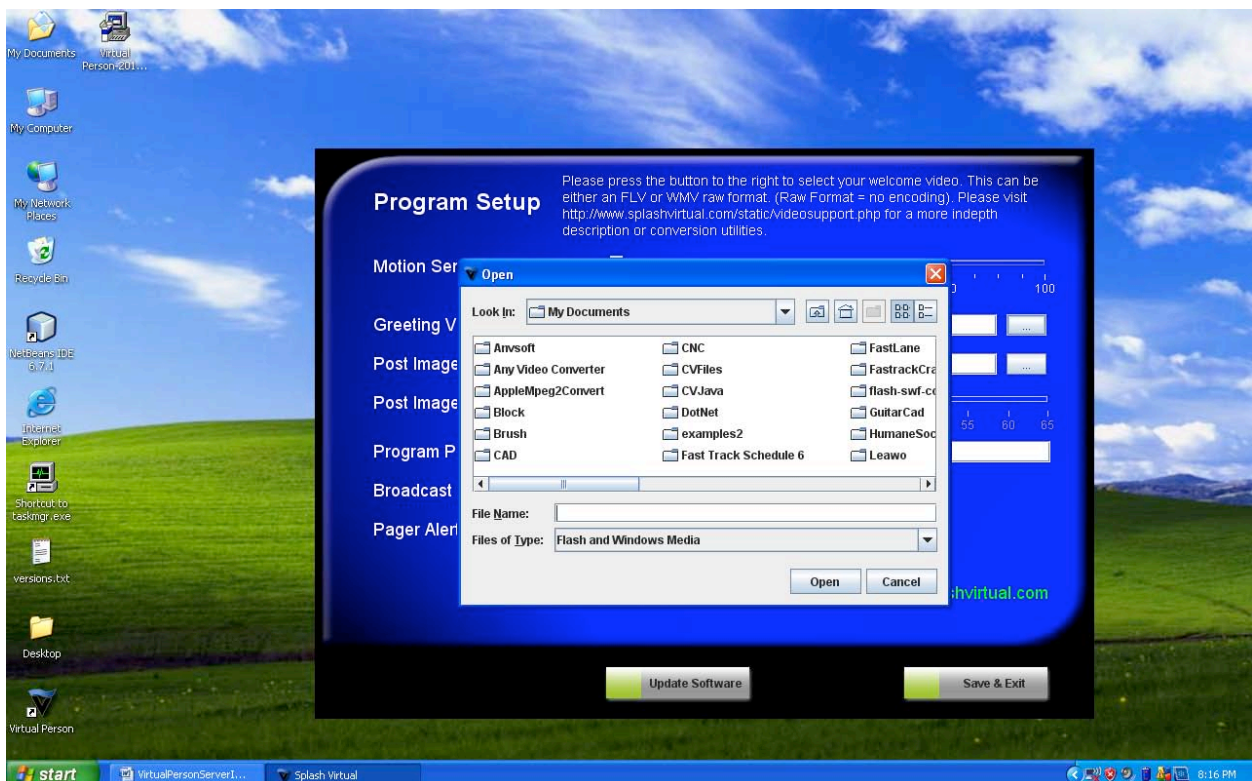
Note: Each item in the program setup offers instructions at the top of the program setup screen. If you click or hover over an item, it will offer a brief description of each control.

The first control is the “Motion Sensitivity” control. We recommend leaving this on the default setting. If the software is sending too many alerts or playing the video too often, then adjust this control until a satisfactory setting is achieved. There may be cases where it is not set to be sensitive enough. In cases where there is dim lighting or an outside window in the view of the web camera, this may require some adjusting until an optimal setting is reached.



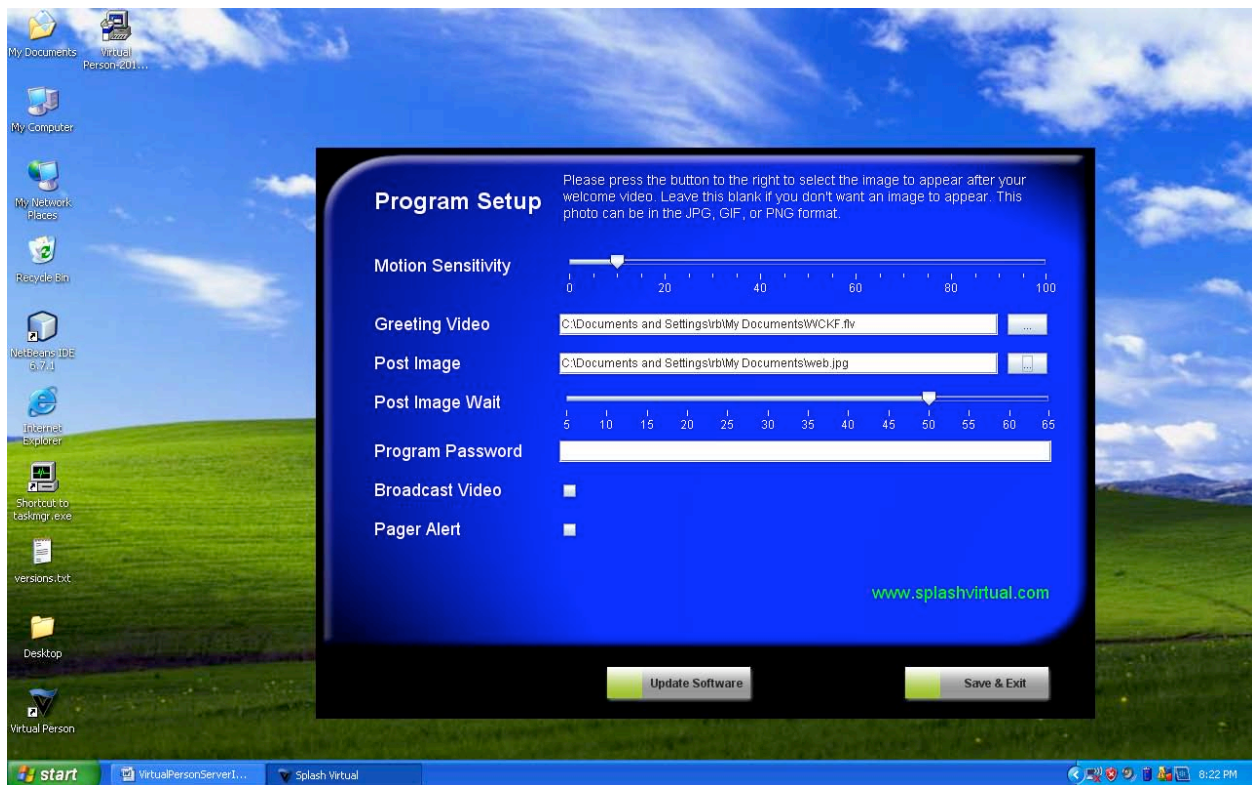
Step 17:

Press the button the first button with the three dots (...) to select a video to play when software tracks motion. (Note: these videos must be in Flash/ .flv format. There are Generic videos offered on the [www.splashvirtual.com](http://www.splashvirtual.com) website for use with only the Virtual Person Software). This will open a browser window to select a video on the machine of the Virtual Person Software. Once the appropriate video is selected, press the "Open" button. This will populate the Greeting Video box with the path to the default video.



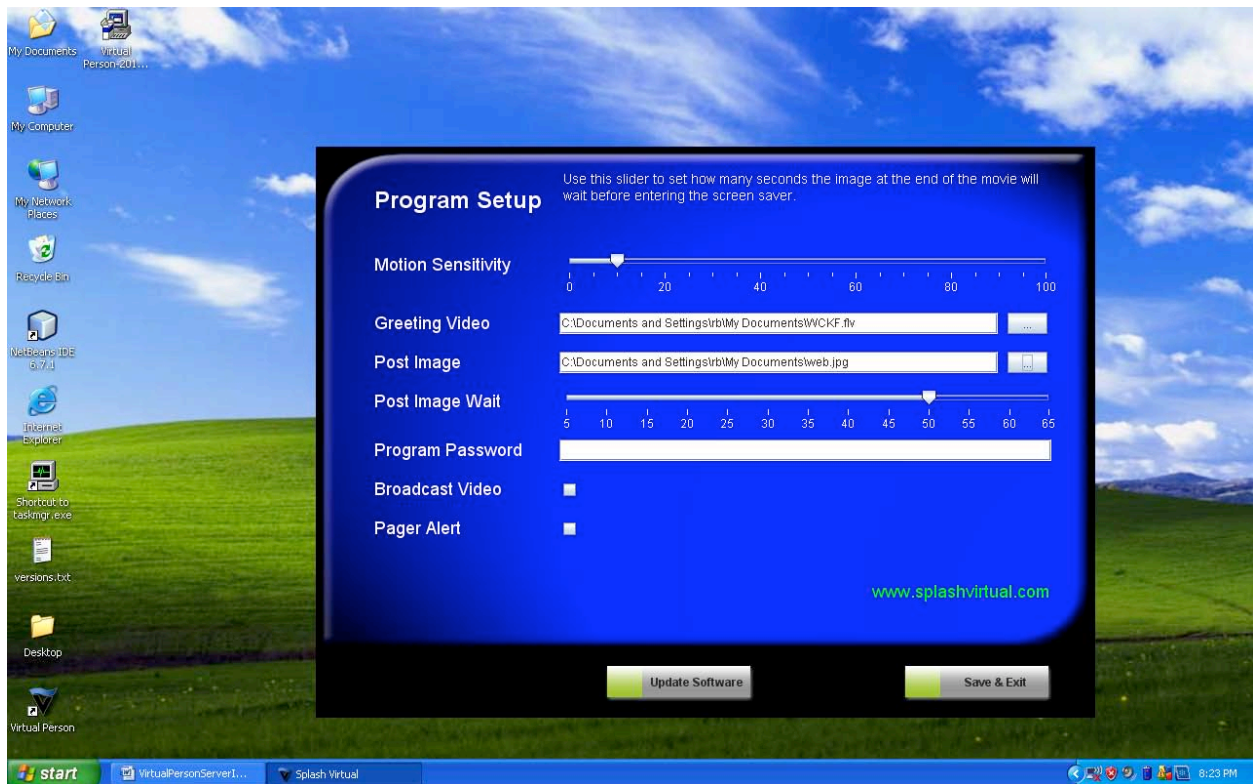
## Step 18:

The software allows for an optional post image to play after the video. This can be any type of .jpg or .gif file. To select a post image to view, press the button with the three dots (...) to open the browser window to select a post image.



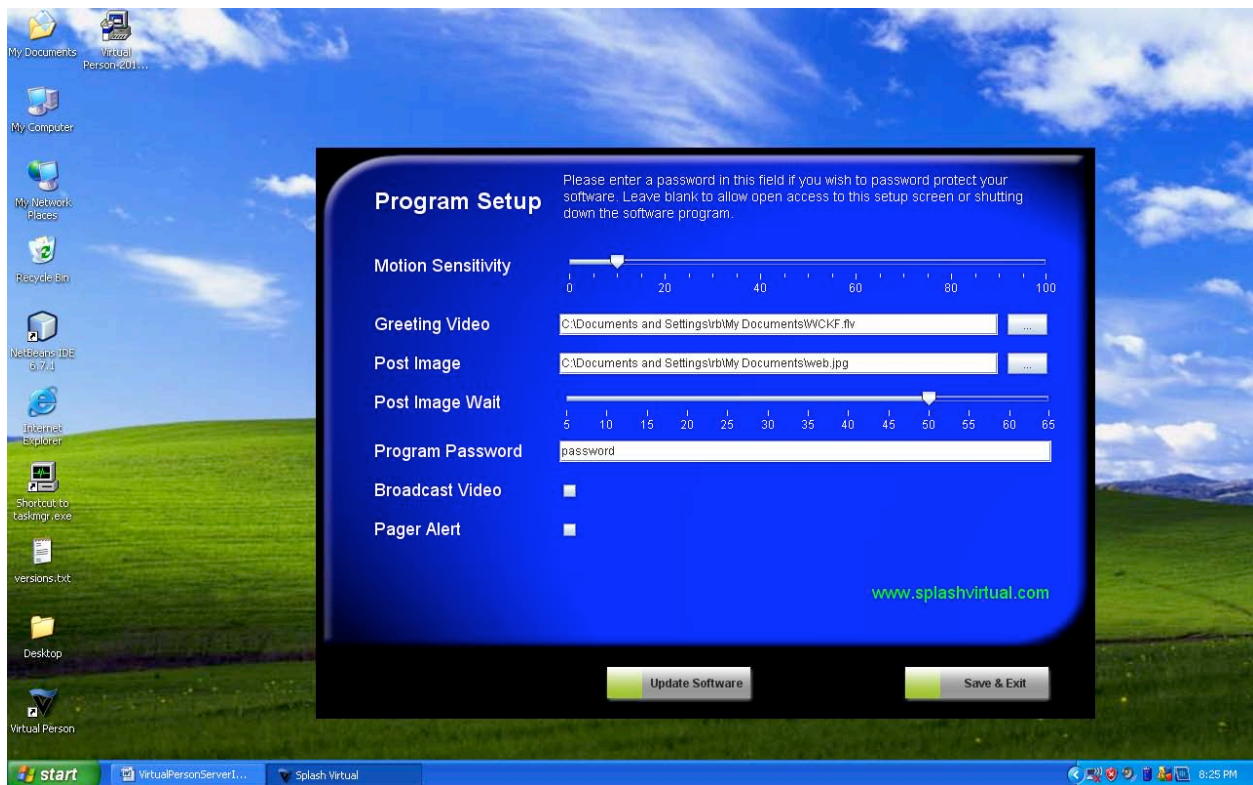
## Step 19:

If the optional post image has been selected, the amount of time the image is displayed after the video plays can be adjusted to 5 to 65 seconds.



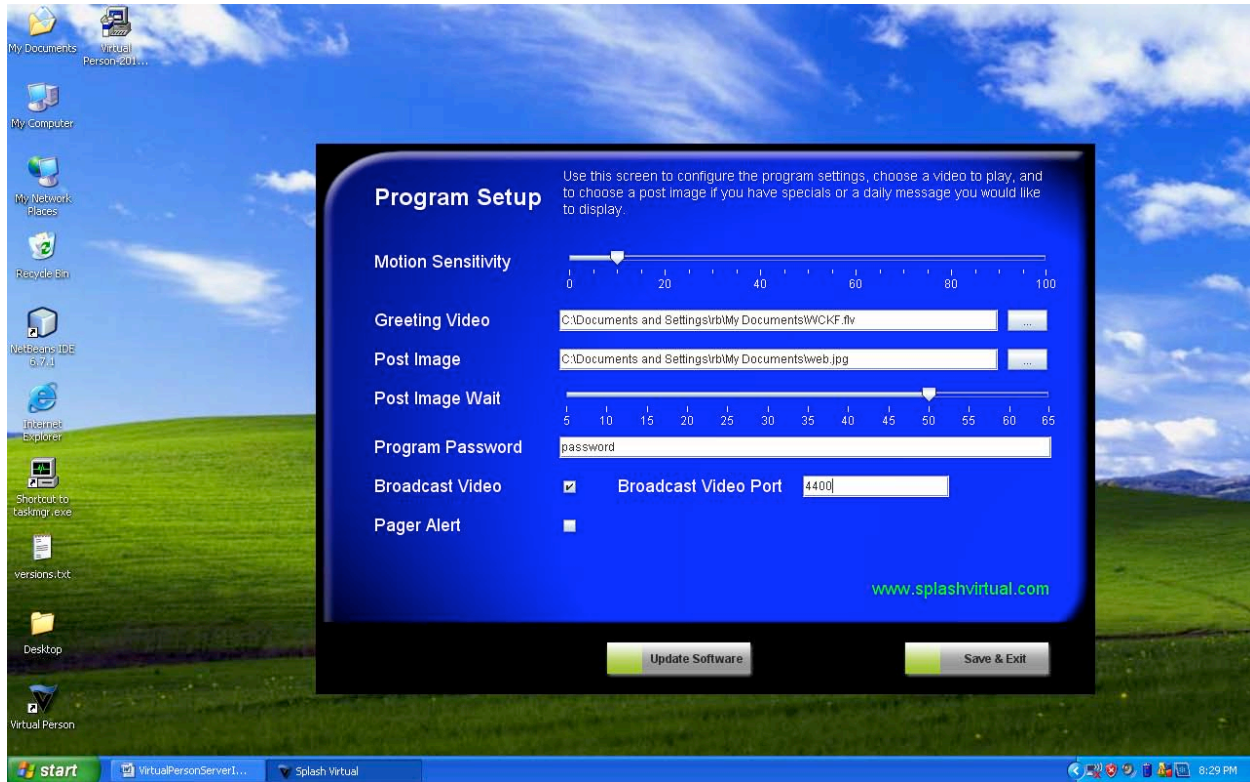
Step 20:

The software allows for setting up a password to enter this setup screen to ensure that only the appropriate staff can adjust the settings for the Virtual Person Software. In high traffic areas, we recommend entering the optional password.



Step 21:

The software does have the capability to broadcast video and alerts throughout a (working TCPIP) computer network. To broadcast video and alerts to networked computers, check the Broadcast Video box. (Receiving the alerts and viewing the video does require downloading and installing the Virtual Person Client software. This can be downloaded at: <http://www.splashvirtual.com/static/downloads.php>. Each Virtual Person Software package does come with 3 free clients). By default the software broadcasts on port 4400. We recommend using this port.



Step 22:

The Virtual Person Software does offer an Optional internal paging system. (This requires purchasing the pager transmitter and pager hardware from Splash Virtual). Check this box to page staff using the Tactile pager after the Splash Virtual hardware has been installed.

Step 23:

There is an “Update Software” button that downloads and installs software updates. We recommend periodically (monthly/ bi monthly) updating the software.

Step 24:

Press the “Save & Exit” button to complete the setup of the software.

Note: To enter the program setup, just click on the splashvirtual.com web address in the blue bar at the top of the screen.

