Building Directory Installation Manual

Offline System

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1 Disclaimer ⚠️

Due to ever changing installation best practices, tools, and methodologies, some information in this manual may become outdated, inaccurate, or obsolete. Changes are periodically added to the information herein; these changes will be incorporated in new editions of the manual. Your Digital Directory may make improvements and/or changes in the services or features described in this manual at any time. Updated versions will be posted online at YourDigitalDirectory.com/buildingdirectoryinstall for users to access. It is possible that any manual produced may have technical or other inaccuracies, in addition to typographical errors. If you notice any information that you think is inaccurate or in error, please contact Your Digital Directory at support@yourdigitaldirectory.com. This manual is for informational purposes only.

2 Overview

Your Digital Directory (YDD) installation can vary based on the type of system purchased by the customer (end user). Systems may include a display, media player, display enclosure, display surge protector, or combination of these items. Review the specific details of the job to determine which items should be installed. The installation process may also include display setup and or media player setup.

3 Display Installation

If the job requires the installation of a display, typically there will be a display and mount at the site. Please read the instructions or to determine if the display should be mounted in a portrait or landscape orientation. There may also be a display enclosure or other equipment that needs to be installed so check the job instructions to know exactly what will be mounted at the site, so you understand the physical space requirements. Also depending on the size of the display, it may take more than 1 installer as the displays can range in size and weight (from 10 to over 85 pounds). Once the installation is complete, there should be no visible wires and the area around the display should be clean.

3.1 Display Location

If you did not receive detailed instructions on where the directory display should be physically mounted, check with the customer (end user). The location should have an electrical outlet at the level of the display. Make sure the location will accommodate all of the equipment being installed as well as the enclosure if one is being used.

3.2 Display/Enclosure Mount

All YDD directory displays should have an included mount. If a wall mount, follow the instructions provided with the mount to secure the hardware to the wall. Always install the mount to the wall studs to insure a secure fit. If a floor mount, follow the instructions provided with the mount or installation

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best practices based on the size, weight, and surface of the display and floor. If an enclosure is to be installed, follow the instructions provided by the manufacturer to insure a proper and secure fit.

4 Media Player

Depending on the system purchased, there may be an integrated media player (inside of the display) or an external media player. If the media player is built-in to the display, skip to the next section.

4.1 External Media Player Mounting

If the media player is a separate unit, it should be mounted to the wall using Velcro or mounted or to the display mount/enclosure with Velcro or tie straps.

4.2 External Media Player Connections

You will need to connect the media player to the display. Take the supplied HDMI cable and connect one end to the HDMI output of the computer and the other end to the HDMI input of the display. Make a note of which input on the display you are using as you will need it during the setup.

5 Testing and Configuration

Now that the system is installed and the connections are made, the system must be configured and tested to confirm proper operation. You will need the media player remote control or display remote control for this part so make sure there are batteries in the remote. If you are using a Samsung display purchased from YDD, you can view an instructional video to help with the setup. Click here to see the video.

5.1 Display Configuration

The instructions provided may not exactly match what you will see on the display as manufacturers do update functionality periodically. Some features may or may not be included or have different names or labels. If you are unsure about any of the configuration settings, please contact YDD for guidance.

5.1.1 Display Date/Time

Navigate to the display menu and locate/select the system date or time. Make sure to set the current time (enable DST if applicable), date and year. This is important because this is the date that will be used for the schedule.

5.1.2 Power Control

Navigate to the display menu and locate/select the system power control. Make sure to set the auto power on to be enabled so in case of a power outage, the display will automatically turn on once the power is restored.

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5.1.3 ECO Solution

Navigate to the display menu and locate/select the system ECO solution. Set the power saving mode to off. Set the ECO sensor to on to allow the screen to be brighter or darker based on the ambient light. Set the no signal power off function to none or disabled. Set the auto power off to off so the display does not turn off if no signal or activity is detected.

5.1.4 Security

If you want to lock the buttons on the display (this will keep anyone from turning the display off or changing the settings), navigate to the display menu and locate/select the system security. Set the button lock to on to only allow access using the remote control. If you are asked for a code, please write it down and save it. YDD will not have access to this code so please put or save the code in a memorable place. This also means that you can only access the menu using the remote control moving forward.   If this setting is not needed, you can skip this step.

5.1.5 Screen Protection

Navigate to the display menu and locate/select the on screen display/screen protection option. Enable the screen burn protection/pixel shift. Set the horizontal and vertical pixels to 3 and the time to 4 minutes. This will reduce the chances of burn-in on your display over time.

5.1.6 Picture Size Settings

Navigate to the display menu and locate/select the picture picture/size option. Set the picture size option to 16:9 standard.

5.1.7 On/Off Timer or Schedule

If you do not want your directory display on 24/7, you will need to set the days and times you want the display to be on. You can find this setting in the menu under on/off timer or schedule. Keep in mind, you will first need to set the date/time on the display. Remember to set the volume level (if applicable) and the input of the directory computer (hdmi port). If you want the display to be on 24/7, you can skip this step.

5.1.8 Audio Volume

Unless you have an audio track or video as part of your directory configuration, the audio volume should be turned all the way down. If your directory contains some type of audio track, you can adjust the level with the remote while you are viewing the campaign to find a comfortable listening level.

5.2 Built-in Media Player

If the media player is built-in to the display, insert the USB drive into an open USB slot on the display. Then use the display remote control and navigate to the media player section of the menu and setup the media on the USB drive to play continuously on the display. If you are unfamiliar with navigating the menu on the display, go online and look up the manual (if it is not included). Once you have completed the display setup, show the customer how to navigate to the display menu to update the image or video file. Leave the display remote control (if applicable) with the customer after setup.

5.3 External Media Player

If the media player is separate from the display, insert the USB drive or memory card into an open USB or memory card slot. Then use the media player remote control and navigate to the menu and setup the media on the USB drive or memory card to play continuously. If you are unfamiliar with navigating the menu on the media player, go online and look up the manual (if it is not included). Once you have completed the media player setup, show the customer how to navigate to the menu to update the image or video file. Leave the media player remote control (if applicable) with the customer after setup.

6 Contact Your Digital Directory

If you have questions, need support, or want to add, remove or purchase services, you can reach Your Digital Directory in the following ways:

Phone : (702) 331-2033 or (818) 455-2112

Email : support@yourdigitaldirectory.com

Web : https://www.yourdigitaldirectory.com

We are ready and available to assist you during normal business hours Monday through Friday pacific standard time.