# Install Sheet FREE STANDING TOWER with RECHARGING STATION







MEDIA GRO

### Summary: On-Site Technician Check List

- Prior to installation
  Review 1 man
  Assembly video
- Introduce Yourself To Manager
- Confirm Location Of Shipment
- Confirm placement of the tower w/ manager (Point of contact)
- Confirm Electrical Outlet is within 4' and is in working condition. (Electrical outlet must not be on a switched outlet – Tower needs constant power.

Before moving shipment- confirm there is no visible damage to the shipping container – note any damage with pictures before

proceeding.

- Confirm packaging is still sealed and has not been opened or tampered with
- When cutting the 2 bands holding the top case to the bottom case, do not use a box cutter or knife. Use side cutters or scissors
- Remove smaller packaging within master carton, before removing the tower. ( see 1 man installation video)

- Confirm All Parts (Listed on slide 1) are included in tower
- Remove base from packaging
- (As Seen on Instructional Video) Attach the base to the tower.
- Place tower in agreed upon area.
- Confirm the power switch at the rear of the unit is in the off position before plugging the unit into the power outlet
- Plug power cable into the back of the tower and the other end into the electrical outlet

Turn unit on, using the switch at the rear of the unit - DO NOT INTERRUPT THE POWER ONCE THE UNIT IS TURNED ON! Turn unit on, using the switch at the rear of the unit - DO NOT INTERRUPT THE POWER ONCE THE UNIT IS TURNED ON!

- Screen will turn on, followed by the CPU and Router. Durations 1-3 minutes for all components to start
- Locate teamviewer remote access number located inside the unit.
- Call support and provide the Teamviewer information for remote access

# Submit Pictures by Emailing them to:

- Photo@RougeMediaGroup.com
- RougePhotoEmail2@gmail.com



### **Step 1: Meet with Point Of Contact**





#### Step by Step:

- Introduce Yourself to Point of Contact (Manager)
- Confirm The Location of the Shipment
- Confirm the placement of tower with manager.
- Confirm Electrical Outlet is within 4' and is in working condition. (Electrical outlet must not be on a switched outlet – Tower needs constant power.



### **Step 2: Unboxing**





#### Step by Step:

- Before moving shipment - confirm there is no visble damage to the shipping container not any damage with pictures before proceeding.
- Confirm package is still sealed and has not been opened or tampered with
- Turn Box on Side (Screen side down)
- When Cutting bands holding together box, <u>do not use a box</u> <u>cutter or knife</u> (Use side cutters or scissors)
- Remove smaller packaging within master carton, before removing the tower.

- Slide out of box with Styrofoam still holding screen to avoid scratching and touching directly on floor.
- Confirm all parts (listed on slide 1) are included with tower.



### **Step 3: Secure Base Stand**







#### Step by Step:

Unbox Base Stand

- Place Unit on top of box (Screen facing up)
- Using Hex key attach the (14) screws and secure "Stand" to Base of Unit.



### **Step 4: Turning Unit On**



#### Step by Step:

- Once base secured stand unit upright.
- Confirm the power switch at the rear of unit is in off position before plugging the unit in to the power outlet.
- Plug power cable into the back of the tower and the other end into the electrical outlet
- Turn unit on, using the switch at the rear of the unit - <u>DO NOT</u> <u>INTERRUPT THE</u> <u>POWER ONCE THE</u> <u>UNIT IS TURNED ON!</u>



### Step 4: Turning Unit On (Continued..)



#### Step by Step:

 Screen will turn on, followed by the CPU and Router. Duration 1-3 minutes for all components to start.



### **Step 5: Identify Unit # and read to Rouge Tech Support**



#### Step by Step: Open Unit Door Behind Tower. Find Unit Info Located on Inside of Unit (As Displayed) Call Rouge Media **Group Technical** Support Call 732-322-5918 Or 973-334-3298 Communicate with Tech support Read to tech all information located on "Unit ID" Sticker. MEDIA GRO

# Step 5b: (ONLY IF NECESSARY) Plug in and Call Rouge Tech Support





#### Step by Step:

- Locate Minix CPU inside the unit
- Plug Keyboard and mouse into unit
- Call Rouge Media Group Technical Support and troubleshoot any issues

Call 732-322-5918
 Or 973-334-3298



### **Step 6: Take Pictures and Email**

#### **Perspective Photo**



#### **Outside Picture**



### **Close Up Photo**



### **Hold Horizontally**



# THESE PICTURES SIGNIFY THAT THE JOB WAS FINISHED TO COMPLETION

# Advertising content must be running in these pictures (Please take extra pictures to hold on to just in case)

#### Step by Step:

- Please take 3 pictures (Hold camera/ smart phone horizontally for pictures)
- Picture 1: Perspective (Showing Unit and area surrounding it.)
- Picture 2: Close up shot of unit.
- Picture 3: of outside (school, building, store)
- Please describe Clearly where Tower was installed in body of email

Submit Pictures by Emailing them to:

Photo@RougeMediaGroup.com

