

Works24 Video & Play24 Radio Pre-Installation Agreement (Self-Install)

Please use the following form as a checklist for EACH video player to be installed. The steps listed will help ensure the location is ready for the self install of the Works24 equipment. We recommend requesting the equipment to be delivered when the location is ready for the self install, however an earlier arrival date can be arranged if required.

WHY ARE WE SENDING YOU THIS FORM?

We want to do everything we can to make your digital signage installation process go as smoothly as possible. Having performed thousands of installations, we commonly encounter one problem – when the equipment arrives, the service area is not ready for the installation. As a result, significant cost may be incurred and time delays may be experienced. This form serves to act as a checklist to unite your company for this project.

IMPORTANT

Please provide a completed copy of this form to us so we may ship the equipment. Please send via email to cst@works24.com or fax to 1-800-460-9876. For technical questions, please contact Works24 Installation at 1-800-460-4653.

COMPANY NAME _____

TECHNICAL CONTACT (I.T.)

(If you do not have one, please list someone with the final say in technical matters.)

Name _____ Email _____

Phone _____ Mobile _____

INSTALLATION LOCATION

Location Name _____

Contact/Branch Manager _____ Phone _____

Street Address (no P.O. Boxes) _____

City, State, ZIP _____

Please briefly describe the installation location for the **player** (i.e. phone closet, behind screen, etc.)

How many screens will this unit be driving? ____ Please describe each screen location:

Initials _____ Date _____

INSTALLATION TYPE

Please check ONLY one to indicate that this step is completed.

Internet-only Cabling (Player on back of TV/single screen): One open 110V electrical outlet behind each screen for the player.

— OR —

Video Cabling (Player remote from screen/multiple screens): One Cat5e or better (Cat 6 shielded is preferred) cable run from the player installation location to each screen. For example, if you have three screens, you would need a total of 3 Cat5e/6 Cables terminated at the player location, with one cable running to (and terminated at) each screen location.

IMPORTANT: These Cat5e/6 Cables are for HDMI video from the player to the screen(s), NOT for Internet access and cannot go through any network hardware (routers, switches, etc).

INSTALLATION CHECKLIST

Please check each box below to indicate that step is completed.

Screen(s) completely installed (hung) and working: Typically, a duplex 110V outlet (2 plugs) is in place at the screen installation; one outlet is used for the screen. The second outlet must be available for the system.

Electrical: One 110V electrical outlet at the player location, PLUS one 110V outlet (at the player) per screen the unit will be driving (for HDMI to Cat6 Encoder/Decoder). Power strips are acceptable.

Connection: (Check the one that applies.)

One RJ45 Ethernet network connection at the player, providing broadband Internet access.

Does the connection for this device use Power over Ethernet (PoE)? No Yes

IMPORTANT: PoE will damage the player. We will include an adapter if you use PoE.

— OR —

Wireless Network Connection. (Not recommended.)

Wi-Fi Service Addendum completed and signed. (Required only for Wi-Fi users.)

Connection Type:

Internal Network — OR — Cable/DSL/MiFi

If Cable/DSL/MiFi:

My Cable/DSL/MiFi connection is **activated and working**.

Activation is generally required only if this is a brand-new internet connection. Please contact your service provider to activate your connection. Our installers are not equipped to do this for you.

Initials _____ Date _____

Addressing: DHCP — OR — Static (Please enter details below for static addressing.)

Address _____ Netmask _____

Gateway _____ DNS _____ / _____

Proxy: No Yes:

Address _____ Port _____

User _____ Pass _____

Public IP: No Yes — If this IP is directly accessible from the Internet, we will install a small firewall appliance between the unit and the Internet connection.

FIREWALL/FILTERING RULES

NOTE: Works24 requires NO inbound firewall rules.

- Configuration/Media: Ports 80/443 TCP outbound to *.works24.com (24.249.226.49-.62)
- Video file types: MPEG (*.mpg, *.mpeg, *.mp4), JPEG (*.jpeg, *.jpg), PNG (*.png), GIF (*.gif)
- Audio file types: MP3 (*.mp3), WAV (*.wav)
- Other types: Text (*.html, *.txt, *.json, *.xml), ZIP (*.zip)
- Music streams: Ports 7102 and 7104 TCP outbound to *.splashmedia.net (4.31.140.100-101), AAC internet streams (64kbps constant/max 84kbps while buffering)
- Remote support: Port 5938 TCP/UDP outbound to *.teamviewer.com

DEFAULT CHANNEL

Please list your default channel. You will have access to all channels, and can change the channel at any time using the online portal. You can preview the list at works24.com/overhead-music-channels

DEFAULT RADIO PLAYBACK SETTINGS

You can change these settings at any time.

- Always on — OR — ____:____ A.M. P.M. to ____:____ A.M. P.M.
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Initials _____ Date _____

SPEAKERS/AMPLIFIER

Audio Connection (check the one that applies):

- Television Speakers
- Ceiling Speakers/Amplifier. *Please fill out the following information if selecting this option.*

Briefly describe the installation location for the player and amplifier (i.e. phone closet, wall behind teller line, etc.) _____

SIGNATURE

Please sign and date below. Your signature indicates that all of the steps above have been completed and you are ready for us to install your video player.

Client signature _____ Date _____

Name _____ Title _____