

# Drug & Alcohol Info Pop-Up

## INSTALLATION INSTRUCTIONS: POPUPS 3, 4 & 5

### BEFORE YOU BEGIN!

Set up the iPad **BEFORE** you secure it in the display stand!

You will need to:

- Activate Wi-Fi

**NOTE:** Please use a staff Wi-Fi network if available

- Turn on Guided Access

### Drug & Alcohol Info Hub iPad – instructions

An iPad is used to run the interactive content for the Drug and Alcohol Info Pop-Up.

Contact during business hours: Philippa Scarf 0409 821 823.

### General security settings

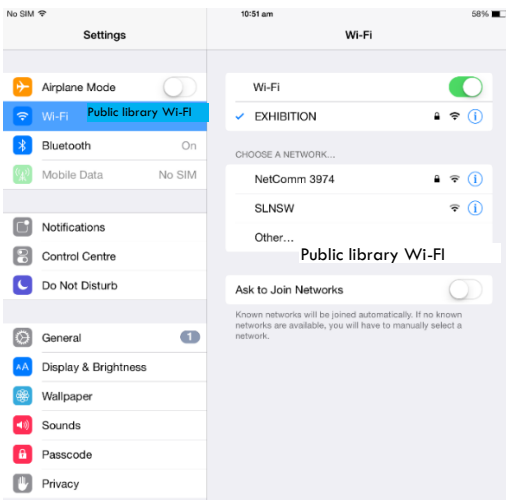
**The passcode for the iPad is 9273**


This works for the general passcode into the iPad (from the lock screen for the iPad in general) as well as to get the iPad out of Guided Access (explained in more detail below).

### Connect iPad to the Wi-Fi network

The Drug & Alcohol Info Pop-Up iPad uses the host library Wi-Fi network.

To connect the iPad to your library network:



1. From the Home screen, go to Settings > Wi-Fi.
2. Turn on Wi-Fi - the device will automatically search for available Wi-Fi networks.
3. Tap the name of the Wi-Fi network that you want to join.
4. After you join the network, you'll see ✓ next to the network and  in the upper-left corner of your display.

If the Wi-Fi bars are **not showing** then the iPad is **not connected** to the internet.  
 For further information, see *Troubleshooting Wi-Fi* on page 3.

### iPad content for the display

The iPad will only be able to access the Drug Fact Finder by using Guided Access with Kiosk Pro.

### KIOSK PRO PLUS



The icon for Kiosk Pro Plus is located on the home screen of the iPad

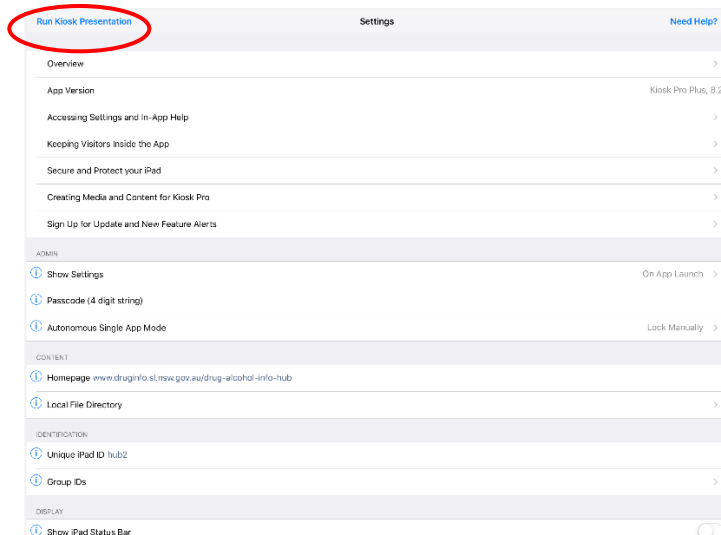
Press the icon to start the Kiosk Pro Plus app



Which brings up the following screen – “Touch to start” as instructed by the screen

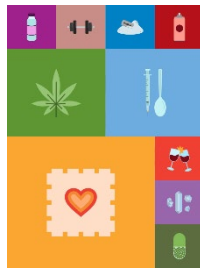
You will now see the Settings page for Kiosk Pro Plus

## Drug & Alcohol Info Pop-Up



Click on “Run Kiosk Presentation” at the top left of the screen to start presentation

### Start screen



When you start the Kiosk presentation the iPad will display the Drug Fact Finder homepage.

The iPad is set up so that it should go back to the homepage after being idle for 2 minutes.

### Offline mode

If Wi-Fi is unavailable an offline version of the Drug Fact Finder will run. This is a back-up only and all efforts should be made to ensure the Drug Fact Finder is running through Wi-Fi.

### iPad security

The iPad uses the Guided Access settings and Kiosk Pro to restrict access to the iPad content. Guided access is when the iPad is restricted to just the one app.

The iPad should remain on the Drug Fact Finder. (i.e. people should not be able to browse to other webpages).

### HOW TO START GUIDED ACCESS

Please note: you will need to put the iPad into guided access BEFORE you secure the iPad into the display stand. The iPad will stay in guided access unless it runs out of battery power.

If guided access ends you will need to unscrew the cover of the display stand to access the top button.

1. Open the Kiosk Pro app, and select “Run Kiosk Presentation”
2. Start Guided Access by pressing the top button **3 times** in quick succession.  
The top button is the button on the top of the iPad case (when held upright in portrait mode).

3. After pressing the top button 3 times in rapid succession a box with the words “Guided Access is enabled” will flash on the screen.

#### HOW TO END GUIDED ACCESS

Click the home button three times to end Guided Access.

Enter the passcode: 9273

The screen will show a screen – allowing you to Resume or End Guided Access.

If you select “End” (top left of the photo) a grey box will appear to indicate Guided Access has ended

#### Troubleshooting Wi-Fi

1. End Guided Access (i.e. press the top button 3 times, enter the passcode 4861), and select end Guided Access
2. Go into settings and turn Wi-Fi “off”
3. Turn airplane mode “on”, then wait 5 minutes, then turn airplane mode “off”
4. Turn Wi-Fi “on” and see if the iPad connects to your Wi-Fi network. If your library Wi-Fi network is ticked and 2 or 3 wifi bars show, then it should be connected to the internet.
5. Go back into Kiosk Pro
6. Press Touch to Start
7. Select Run Kiosk Presentation from the top left hand corner of the screen
8. When the start screen appears press the top button three times in quick succession to restart Guided Access.

#### DISPLAY STAND SET UP

- Set up guided access on iPad before placing in display stand
- Make sure that the iPad charging cable is running through the post
- Fit acrylic shelf to post before assembling the rest of the stand – slip the ring over the post and move to an appropriate level. Secure shelf to post by tightening screw.
- Secure baseplate cover (white) to baseplate to hide cable

## Drug & Alcohol Info Pop-Up

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Make sure cable is running through post



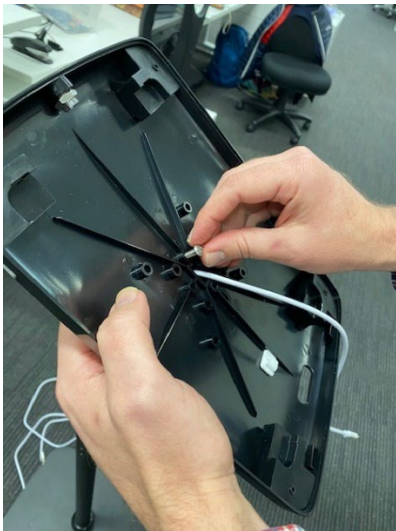
Use the screw tool and turn screws counterclockwise to connect the two pole components



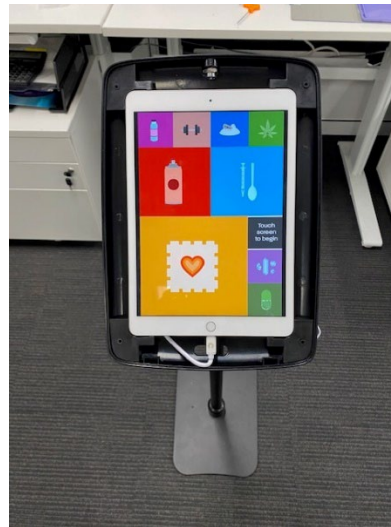
Attach pole to base by holding base upside down and inserting four screws (use two people for best results)



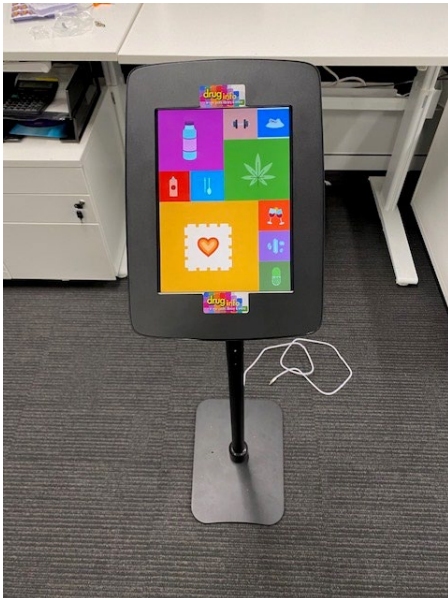
Ensure the curved section of the base faces outwards, in line with the curve of the pole



Attach cover to stand using the four remaining screws



Insert iPad and attach to power cable (NOTE: do not leave too much cable in the cover area, have most of the cable threaded through base at bottom)



Attach cover, lock in place by pressing button in at top