

LED Sign Instructions

Setting Up The Sign

1. Turn on the Compaq laptop – it is labeled ‘**LED Laptop**’.
2. Plug in the laptop power cord.
3. If the login screen comes on, click on *Meet Manager*, to log in.
4. Wait until you see the EyeTv application start up.
 - a. This can take 5 – 10 minutes.
 - b. If EyeTv does not start up automatically, double-click on the EyeTv icon (Red, Green, & Blue balls).
5. Click on the Folder icon labeled ‘**Open**’ at the top left of the window.
 - a. A window should open up listing the EyeTv files. You should see a listing for each event plus some special messages.
 - b. If you do not see the list of events in the window, you’ll have to navigate to the EyeTv folder. It is located at C:\Documents & Settings\Meet Manager\My Documents\EyeTv.
 - c. Look for the ‘*Welcome YYYYMMDD*’ message with the date of the meet. If you don’t see one, just use ‘Welcome’ message. Click on the welcome message.
 - d. Click the ‘**Open**’ button.
6. Hang/Place the LED sign in position.
 - a. Don’t forget to attach at least one safety chain to the fence.
 - b. Don’t forget to set the wheel brakes on the stand.
7. Plug in the LED sign power cord. (Orange extension cord in the laptop bag.)
8. Plug the control cord into the LED sign. (Grey cord in the laptop bag.)
9. Plug the control cord into the USB port in the **front right corner** of the laptop.
10. Click on the ‘**Board**’ then click on ‘**Connect**’.
 - a. Select Com Port: **COM4**.
 - i. If COM4 is not listed, click on ‘**Board**’ then click ‘**Disconnect**’ and try again after 15 seconds.
 - b. Use Baud Rate: **115200**.
 - c. Click **OK**.
11. Click the ‘**Send**’ icon in the top right of the window.
 - a. A Transmit window comes up.
 - b. Click on ‘**Send**’ in the Transmit window.

- c. Click 'Ok' in the Delivery Status window.

Running The Meet

1. Follow your heat sheet and listen to the starter who announces the Events and Heats.
2. Before an event starts.
 - a. Click on the Folder icon labeled 'Open' at the top left of the window.
 - b. Click on the correct message for the event that is coming up next.
 - c. Click the 'Open' button.
3. Wait until the final heat of the event finishes.
4. Click the 'Send' icon in the top right of the window.
 - a. A Transmit window comes up.
 - i. Click on 'Send' in the Transmit window.
 - ii. Uncheck the 'Transmit after deletion' box.
 1. If you forget to do this, it's not a big deal.
 - iii. Click 'Ok' in the Delivery Status window.

Other Messages

At times, you will be asked to put up other messages like announcements for shift changes, etc.

Just open the folder, select the message, then Send it to the board.

Leave it up for a little while, then resume displaying the Event messages.

At the end of the meet.

1. After the last heat finishes, send the '*Thank You*' message to the sign.
2. Click on 'Board', then click on 'Disconnect'.
3. Remove the control cable from both the laptop and the sign.
4. Click on 'Start' in the bottom left if the display, then click on 'Turn Off The Computer', then click on 'Turn Off'.
 - a. Note: Don't shut down the EyeTV application when shutting down.
5. Once everyone has left, unplug the LED Sign power cord.
6. Take it down and put it in storage.
 - a. Put the extension cord and control cable in the laptop bag.