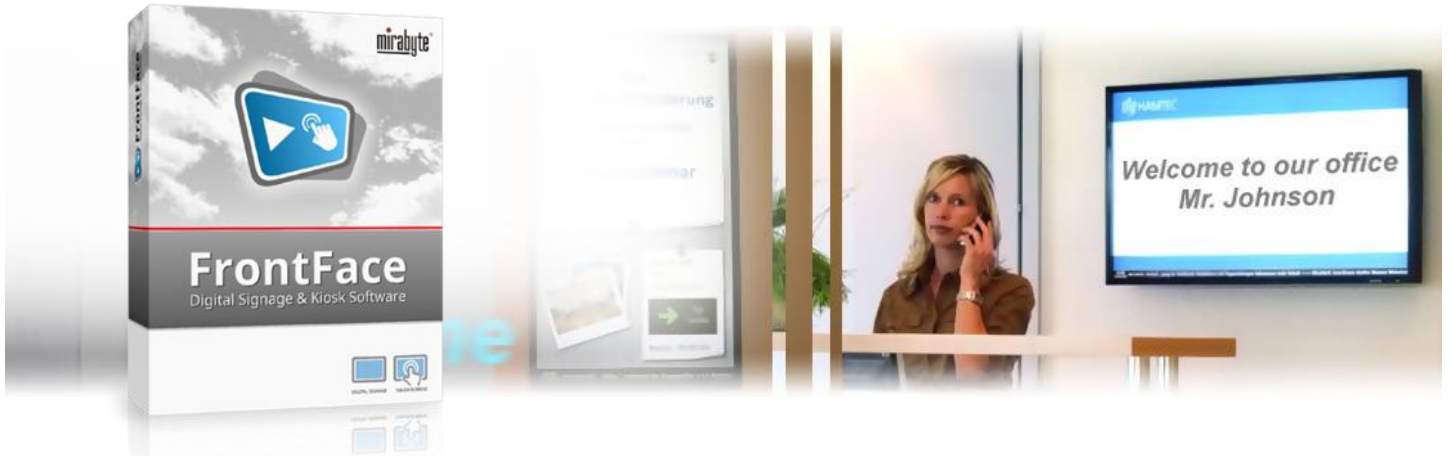



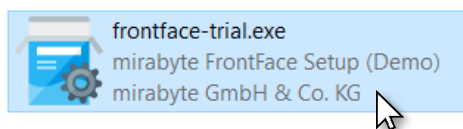
# Welcome Boards with FrontFace: Learn how to build your own, personalized reception screen for visitors!



A large screen in the lobby or reception area, not only for displaying general information about your company and corporate news, but also for welcoming visitors in a personalized way! Whether fully automatic (time-controlled) or manually triggered (ad-hoc) — the digital signage software FrontFace by mirabyte helps you to implement your own, professional welcome board easily and conveniently! How this actually works is explained in this tutorial.

## 1 Downloading and Installing *FrontFace*:

First, please visit the *FrontFace* product website <https://www.mirabyte.com/en/frontface/> and click on the  button to download the trial version (or the full version if you have a license). After the download, run the installation package `frontface-trial.exe` on your workstation PC, and select the installation option "*Full Installation (incl. FrontFace Assistant)*."



## 2 Installation of the Player PC:

The *FrontFace* software consists of two components, the ***FrontFace Assistant*** for creating and configuring your projects and the ***FrontFace Player App*** for actually playing your content on the large screen or a TV. So far, you have only installed the *FrontFace Assistant* on your workstation PC.

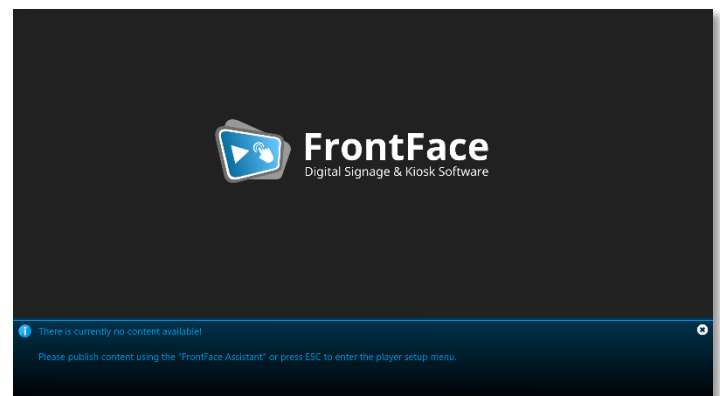
The PC that is connected to your large screen or TV is called a "player PC" (e.g. a mini PC). Please execute the installation package you just downloaded also on that PC. During the installation process, select the installation option "*Install Player App only (for installation on a player PC)*." During the installation process, a network share is created automatically (please write down the address!), which is used later on to remotely update the player PC from your workstation PC using the *FrontFace Assistant*. This, of course, requires that your workstation PC and the player PC are in the same local area network.

<https://www.mirabyte.com/>

After having installed the *FrontFace Player App* on the player PC, you may also need to explicitly allow access to network shares in Windows system settings. How to do that is described in detail in our FAQ: <https://www.mirabyte.com/go/kb/68>

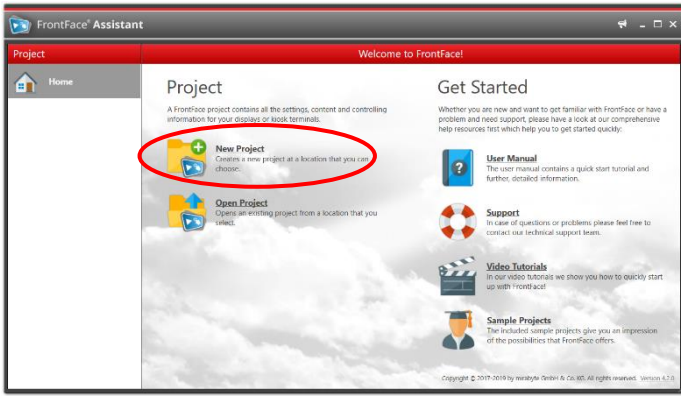
The last step is to launch the *FrontFace Player App* from the Windows start menu.

After a few seconds, a message appears telling you that no content has been published yet. The player is now good to go:



## 3 Creating a Project for the Welcome Screen:

Now head back to your workstation PC and open the *FrontFace Assistant* from the Windows start menu, and click on "New Project" on the home page of the application:



Enter a name for the project (e.g. "Welcome Screen") and then select a suitable location on your hard disk for the project, such as "Documents." As project type you should select "Digital Signage."

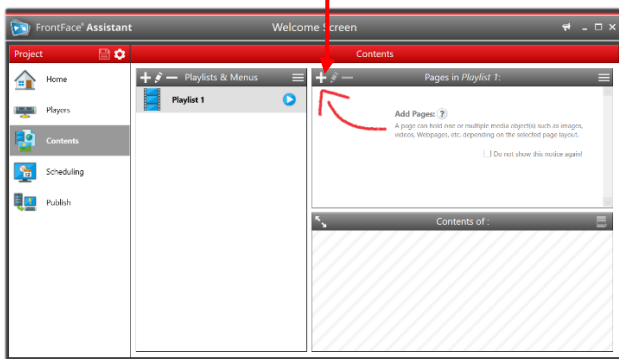
In the "Player" section of the Assistant, you must first enter the address of the network share of your player PC, which was been created during the installation in [step 2](#). This is usually:

\\NAME-OF-PC\FrontFace

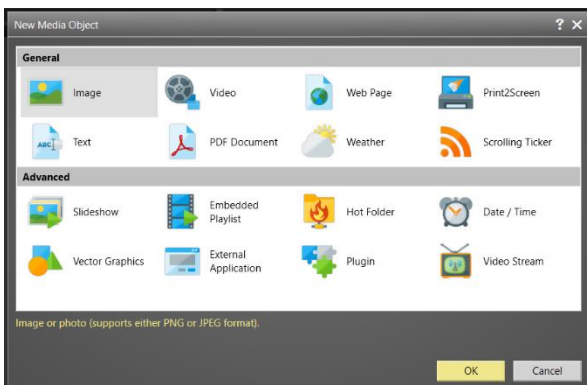
## 4 Creating a Default Playlist

In order for something to appear on your screen even when no visitors are currently being welcomed, first create a "default playlist." This playlist can contain things like news headlines, general information about your business or some photos or videos.

Now head over to the "Contents" section: A playlist named "Playlist 1" has already been created. Double-click that entry and rename the playlist to "Default." Confirm with *OK* and then add a page to the playlist by clicking the "+" button above the list of pages:



Then the settings dialog of the new page appears. Just click *OK* and in the next dialog, select the desired media object that you want to display on this page, e.g. a picture:



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Of course, you can also select a different page layout and then add multiple media objects on the page.

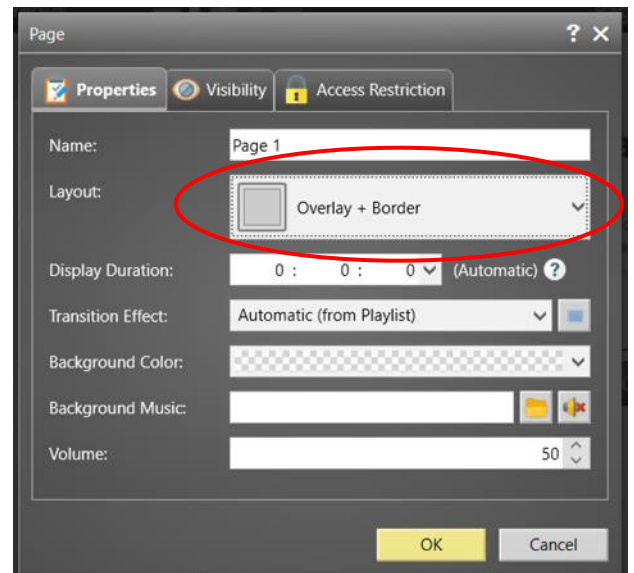
Following the same pattern, you can create further pages. For more details about creating playlists and design options, please see the *FrontFace* user manual.

If you would like to preview your playlist or a page (i.e., see the content as it will appear later on the player), just click the preview button of the playlist or a page:

## 5 Creating a Welcome Playlist

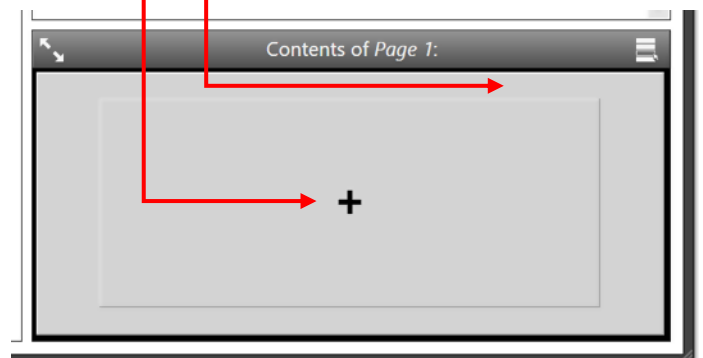
Next, create another playlist that contains a page with the welcome message. Click on the "+" button above the "Playlists & Menus" list and name the playlist "Welcome" and confirm with *OK*.

Then add a single page to this playlist. In order to make the presentation of the visitor greeting a little more appealing, please select the layout "Overlay + Edge" as the page layout (you have to scroll down in the drop-down list of layouts!).



After confirming with "OK," the new page has been added to your playlist.

In the "Contents of ..." area, you now see the layout of the page consisting of two containers, one that will host a wallpaper picture in the background and the other slightly smaller one in the foreground that will host the welcome text:

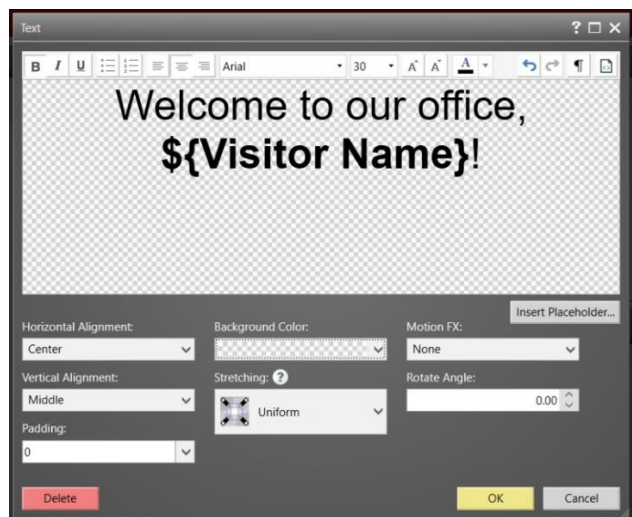


First, click on the background container and select "Picture" as Media Object. Next, select a JPEG or PNG graphic from your hard drive that

will serve as the welcome page's wallpaper. After you have selected the image file, change the "Stretching" to "Uniform to Fill" and confirm with "OK."

Next, click on the container in the foreground of the page and select "Text" as the Media Object.

Write and format your welcome message with the text editor and use a placeholder for the visitor name (for example, `#{Visitor Name}`). You can enter the placeholder by hand as shown in the picture below or by using the "Insert placeholder ..." button. The placeholder will be replaced later on with the name of the visitor that is to be welcomed.



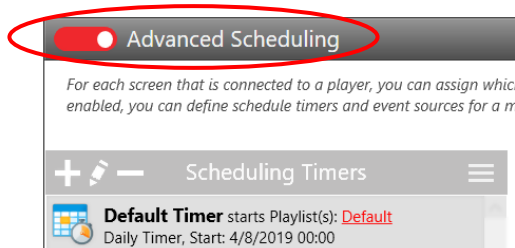
Change the background color to "Transparent" (☐), so that your background image on the page is visible.

Now that you have created both your default playlist and the welcome playlist, you will need to decide how to control the welcome message on the screen. There are three options to choose from:

- 1.) **Automatic, Timer-based Scheduling:** Here, you use the scheduling feature of *FrontFace* to determine at which date/time which visitors should be welcomed. Please continue with [step 6](#).
- 2.) **Automatic Scheduling from External Sources:** Here you access an external calendar as the data source for visitor appointments, e.g., from an Exchange calendar, which can then be maintained using Outlook. Please continue with [step 7](#).
- 3.) **Manual Triggering:** Here you can decide immediately whether the welcome message or the default playlist shall run. This mode makes sense if your visitors arrive "spontaneously." Please continue with [step 8](#).

## 6 Setting up the Scheduling

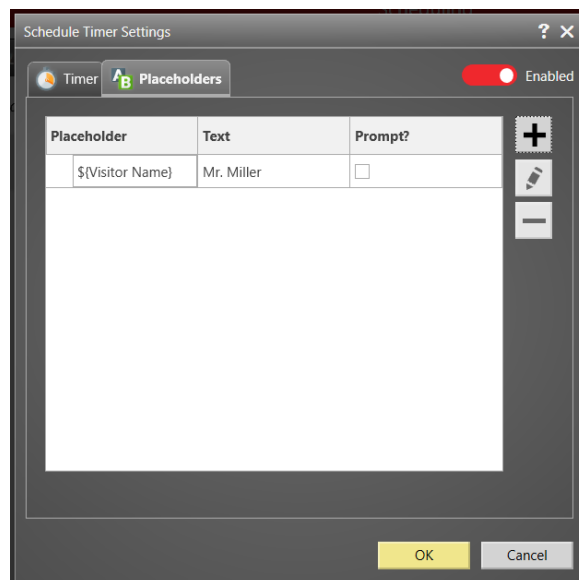
In the simplest case, you manage the times you want to welcome your visitors directly within *FrontFace*. Go to the "Scheduling" menu and activate the "Advanced Scheduling" for the screen connected to your player PC:



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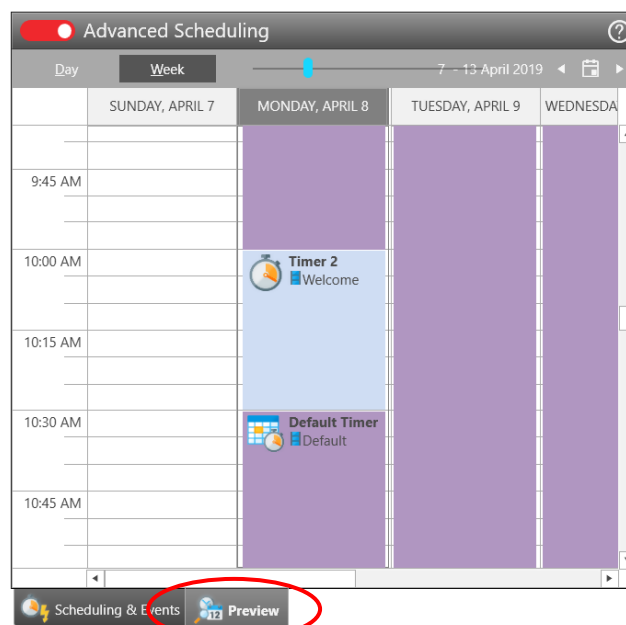
To ensure that your default playlist is always displayed when no visitor is being welcomed, make sure that a "Daily Timer" is set from 00:00 to 23:59 and plays the "Standard" playlist.

Now, by clicking on the "+" button in the list of timers, you can add more "One-Time Timers" to each of which you assign the "Welcome" playlist. The start/end date and time are set here to the desired period when a visitor is to be welcomed. Finally, in the settings dialog of the timer, switch to the tab "Placeholder" and enter the name of your visitor for the placeholder `#{Visitor Name}`, who should be welcomed to this appointment:



Following the same pattern, you can create additional timers for additional visitors.

The "Preview" tab at the bottom of the display control lets you see a calendar view that gives you easy control over which playlist plays:



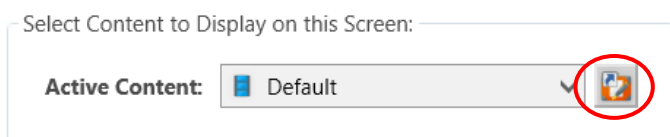
## 7 Alternative: Integration of External Calendars

Instead of integrated scheduling of *FrontFace*, you can also use external calendars to control the welcome messages on the screen. First activate the "Advanced Scheduling" (see [step 6](#)). Then create a

"Daily Timer" for the default playlist. Instead of "One-Time Timers" (see [step 6](#)), you add a so-called "Event Source": Here you have to select an event source plugin. Please download the event source plugin "Calendar Trigger" from the *FrontFace* website and install it in your project. Then you can, for example, select a calendar from an Exchange server as data source (which can be maintained using the Outlook client!). The placeholders in this case are predefined, for example to include the field "Subject" of an appointment. Please refer to the user manual of the Calendar Trigger Plugin for more details. You can open this via the plugin's settings dialog or download it from the *FrontFace* website. The supported data sources of the Calendar Trigger Plugin include Microsoft Exchange Server, Lotus Domino (Notes), Excel and iCalendar/ICS.

## 8 Alternative: Manual Triggering of the Welcome Screen

In case you want to spontaneously switch between the default playlist and the welcome playlist, you can also run an ad-hoc welcome system without time control. Deactivate the "Advanced Scheduling" (see [step 6](#)) and select the default playlist as the active playlist. Then click on the icon for creating a desktop shortcut for publishing:

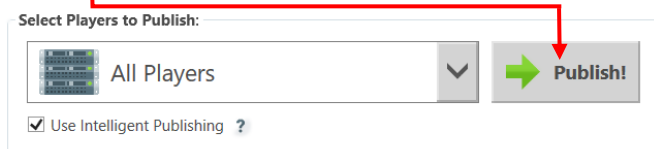


Once the link has been created, select the "Welcome" playlist as the active playlist and create another desktop shortcut in the same way. You will then have two shortcuts on your desktop: one to start the default playlist and one to start the welcome playlist. You can now exit *FrontFace Assistant*. If you double-click the default shortcut, the *Assistant* is launched and publishes your default playlist to the player. In the case of the welcome playlist, a dialog will be displayed in which you can enter the name of the visitor that is to be welcomed.

You can simply double-click the respective desktop shortcut to activate the desired mode of your welcome screen.

## 9 Publishing the Content to the Player PC

If you have decided on the alternative from [step 6](#) or [step 7](#), please go to the "Publish" section of the *FrontFace Assistant* and then click on "Publish!":



This way, all the content and the control information are transferred to your player PC, which will then take care of displaying your content as desired:



## 10 What's next?

As you can see, you can easily and flexibly create a professional visitor welcome system with *FrontFace*. Now that you have set up the basic system, you can refine your playlists and enhance their visual appearance and content.

For more information about the basic operation and installation of *FrontFace* and the capabilities that this software provides, please refer to the *FrontFace* user manual and the video tutorials available online at <https://www.mirabyte.com/go/frontface/>.

If you have any technical questions about *FrontFace*, the featured calendar plugin or this tutorial, please feel free to contact our support. Just visit our homepage to find out how to contact us: <http://www.mirabyte.com/en/support/>

