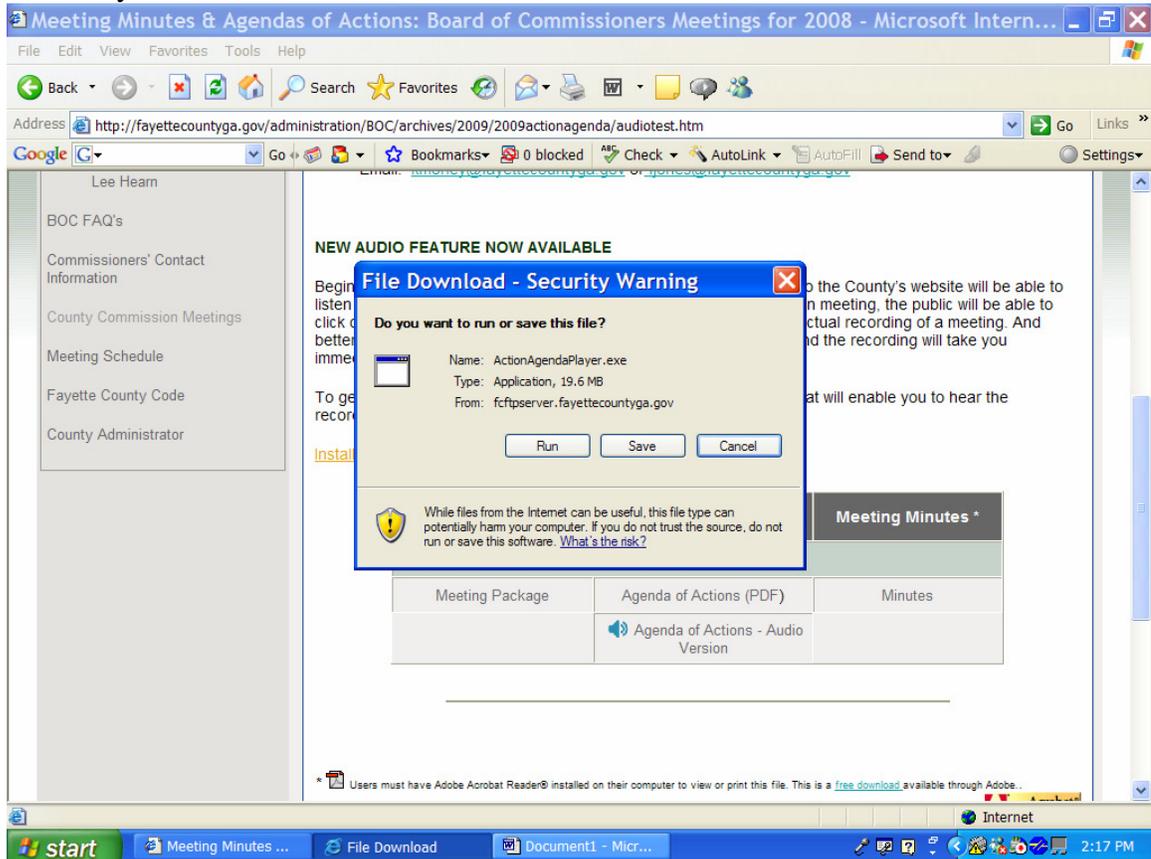
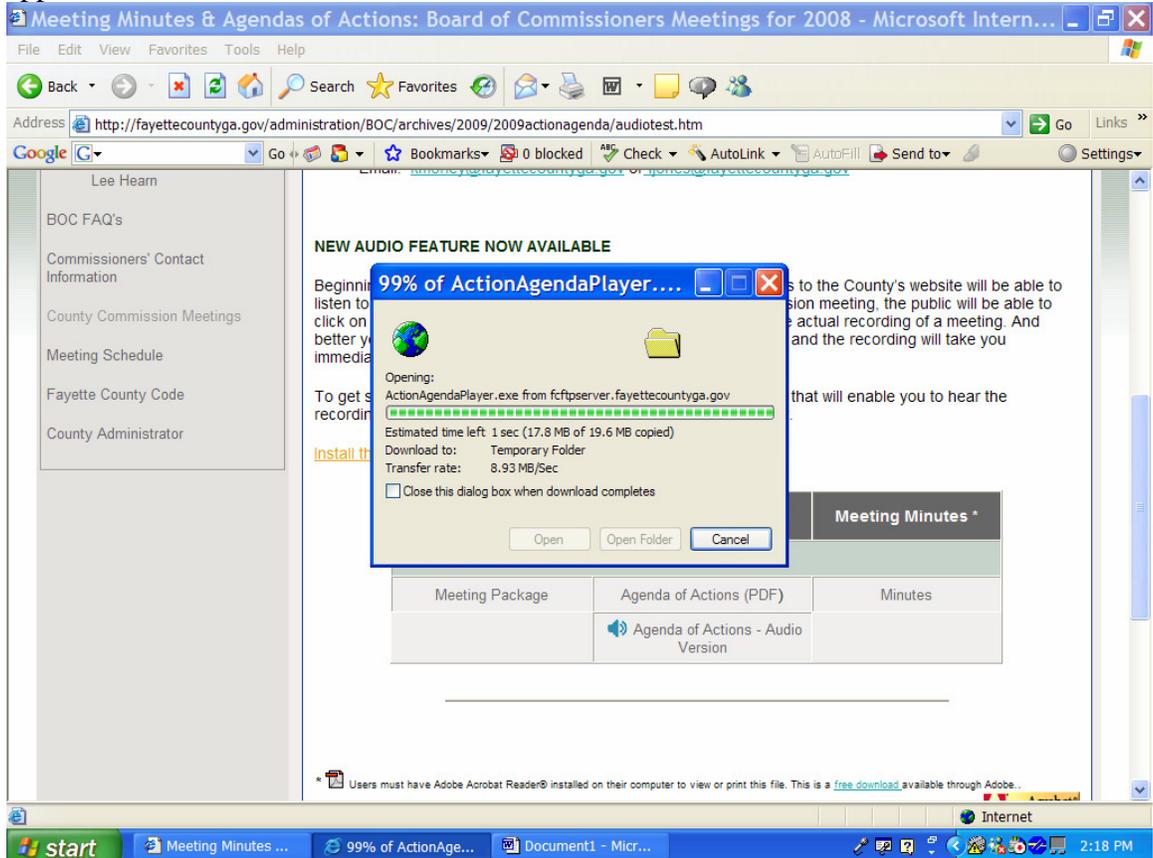


Installation Steps for Audio Player for Acton Agenda

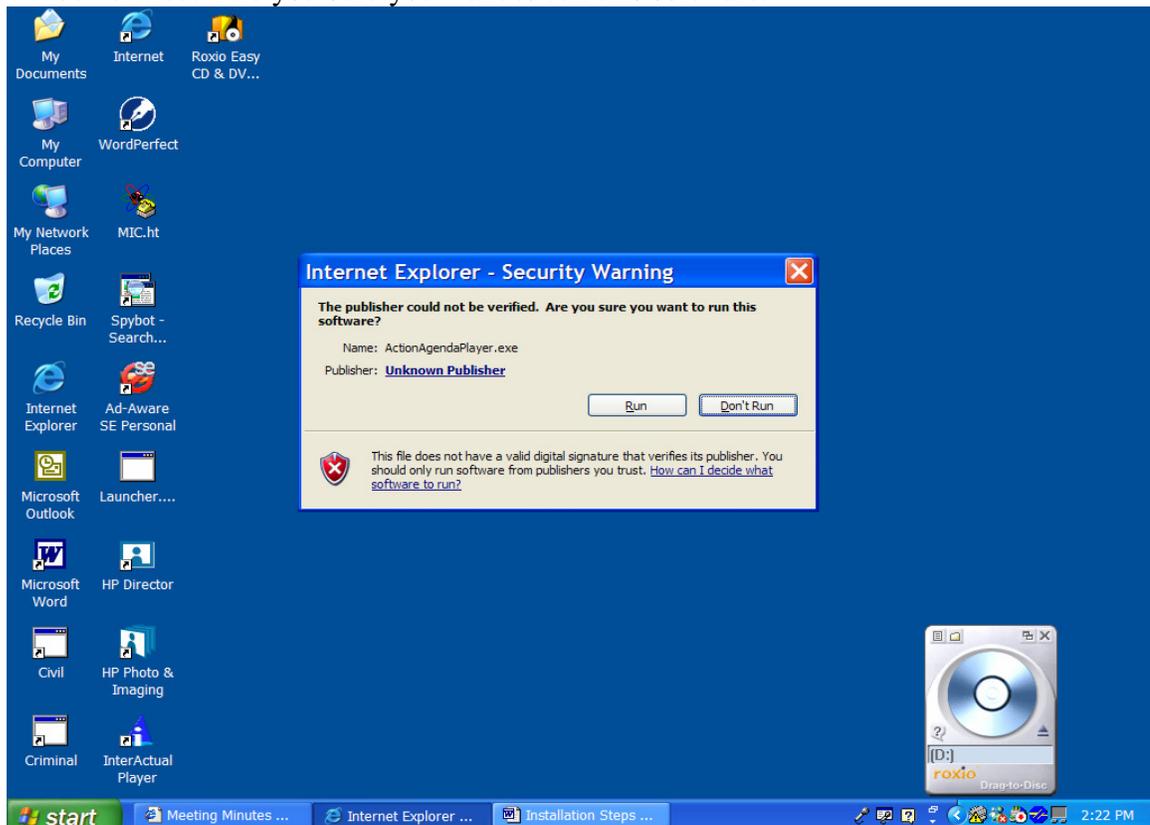
- From the web page click with your left mouse button on the link which states “Install The Audio Player”. Once you click on it a box will appear which says “Do you want to run or save this file?” Click on run.



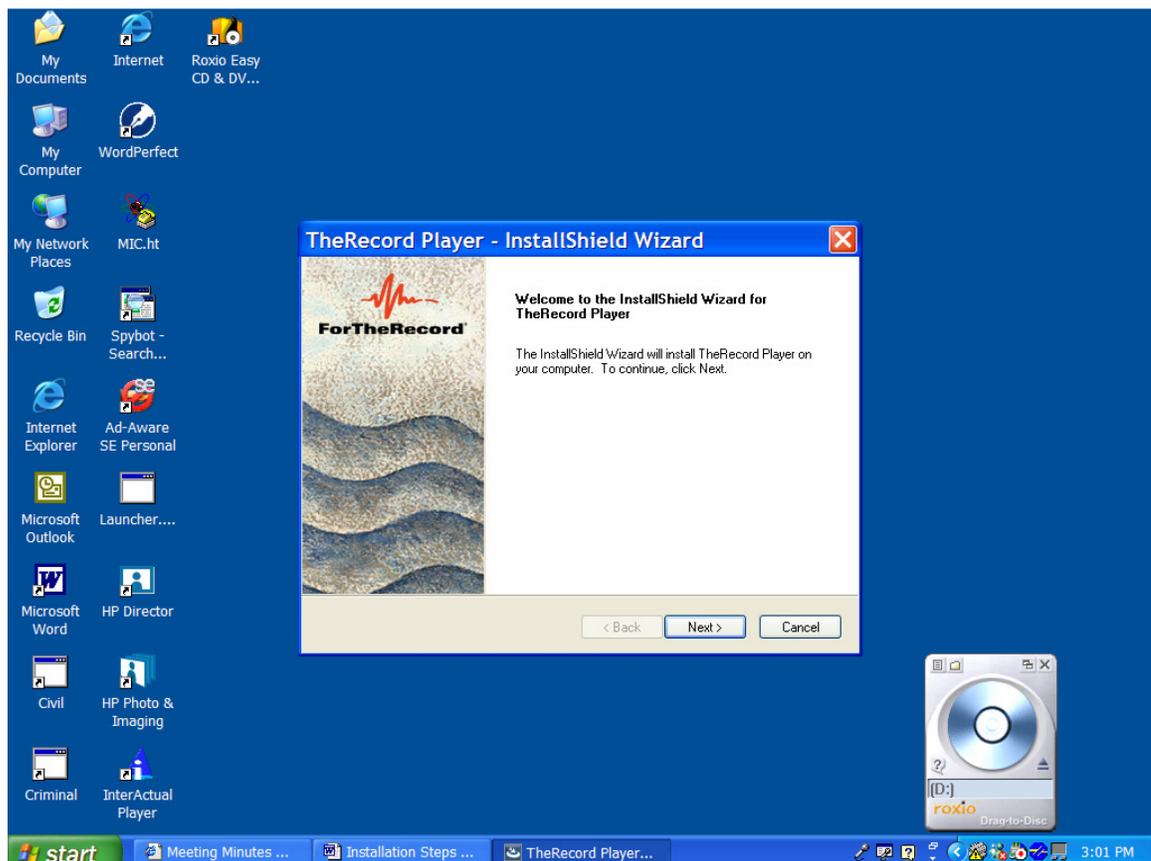
- Once you click on the run box a box like the one below will appear.



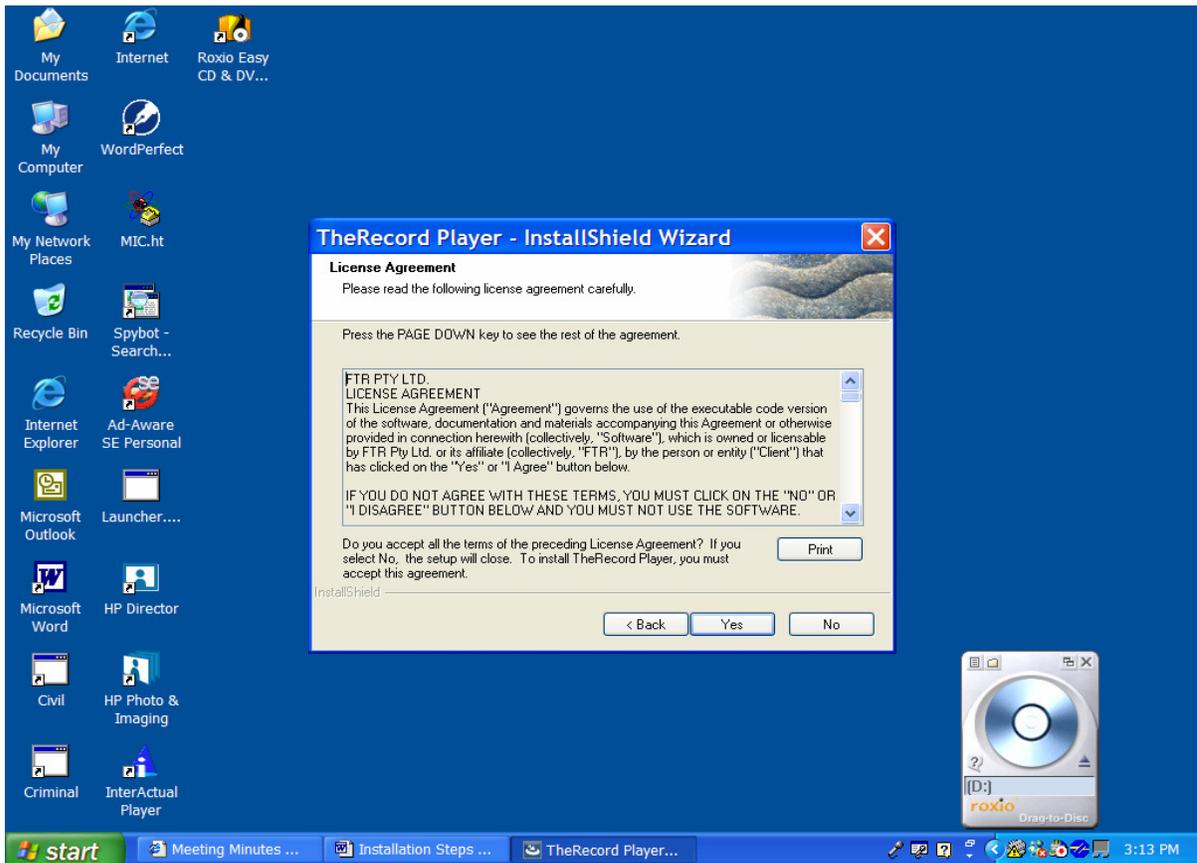
- Once these file download a box will appear which says “The publisher could not be verified. Are you sure you want to run this software.”



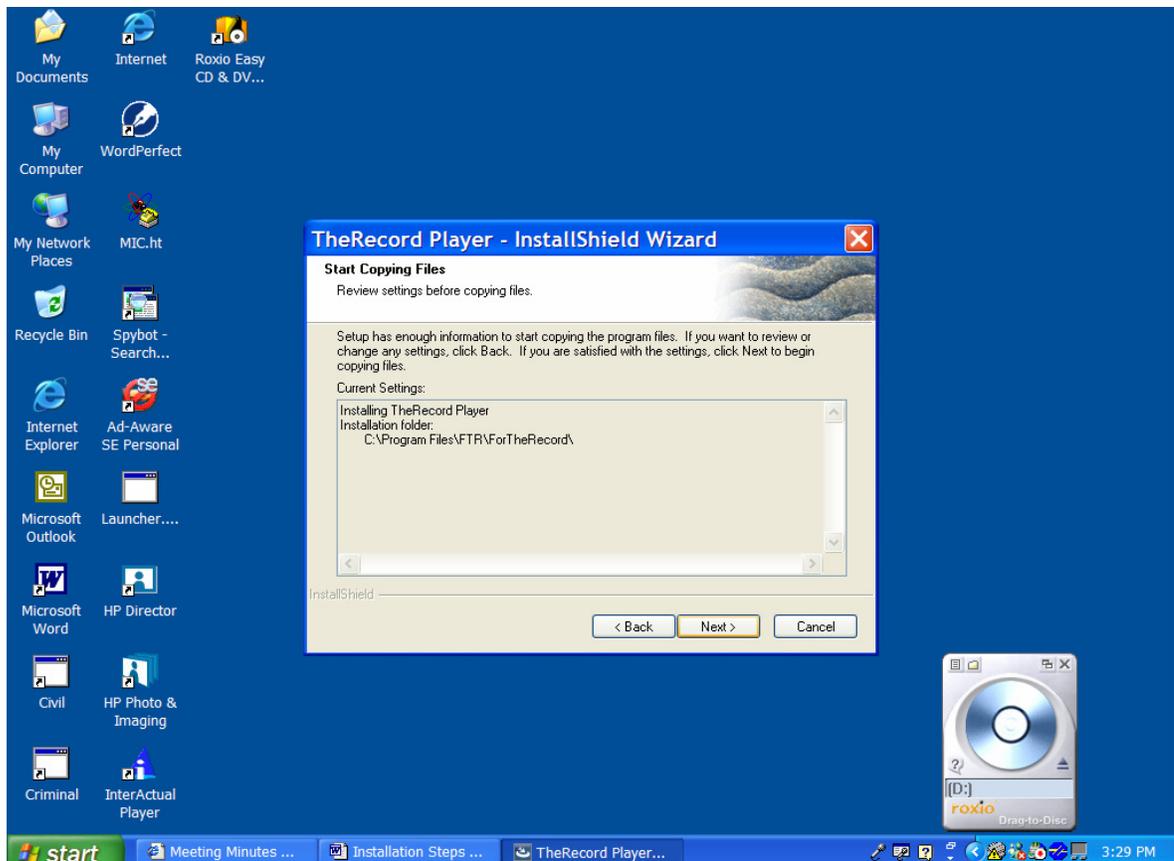
- Click on run and follow the instructions.



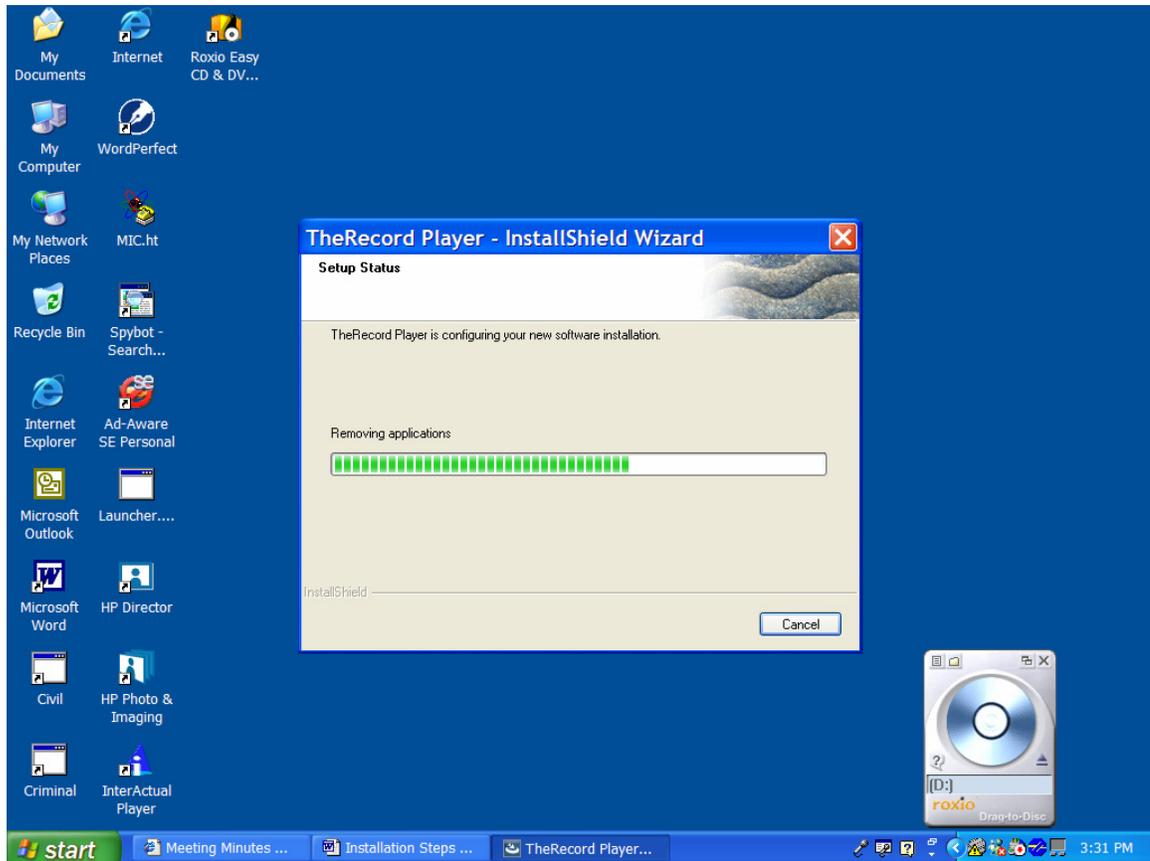
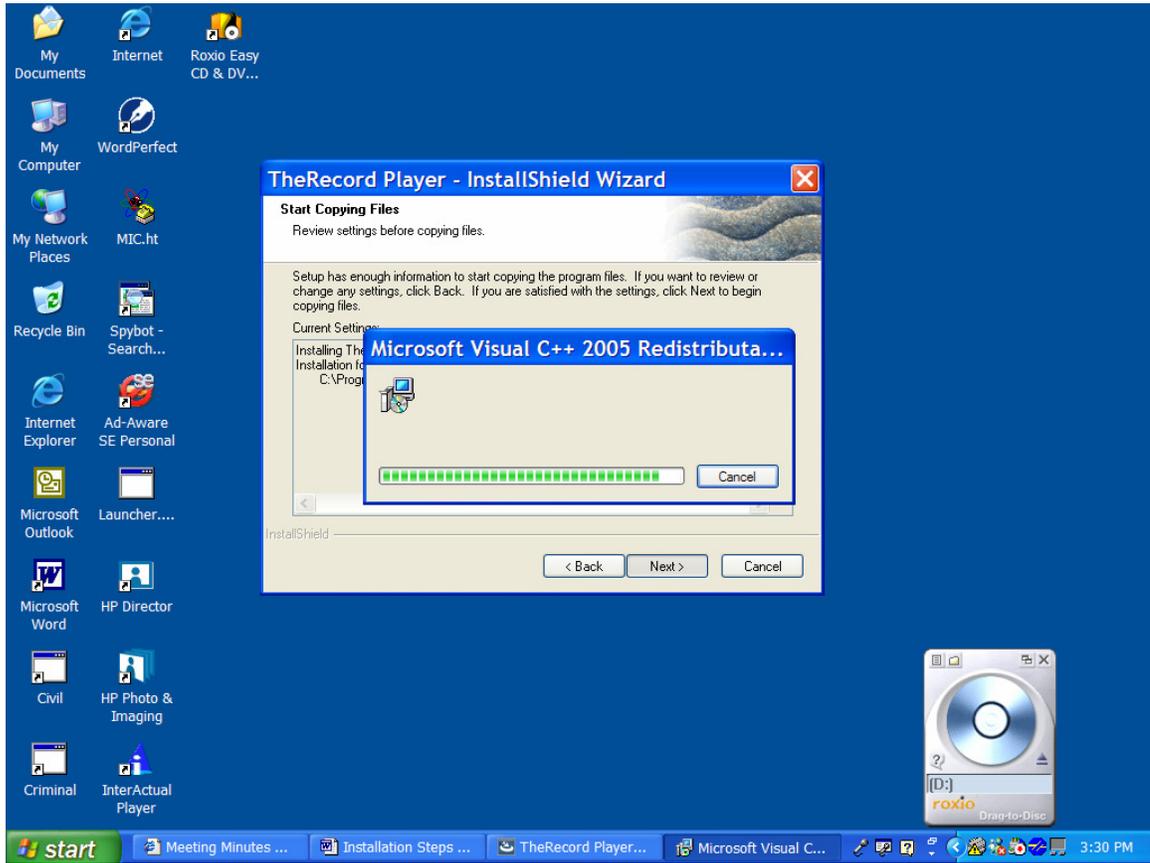
- Click on the next button



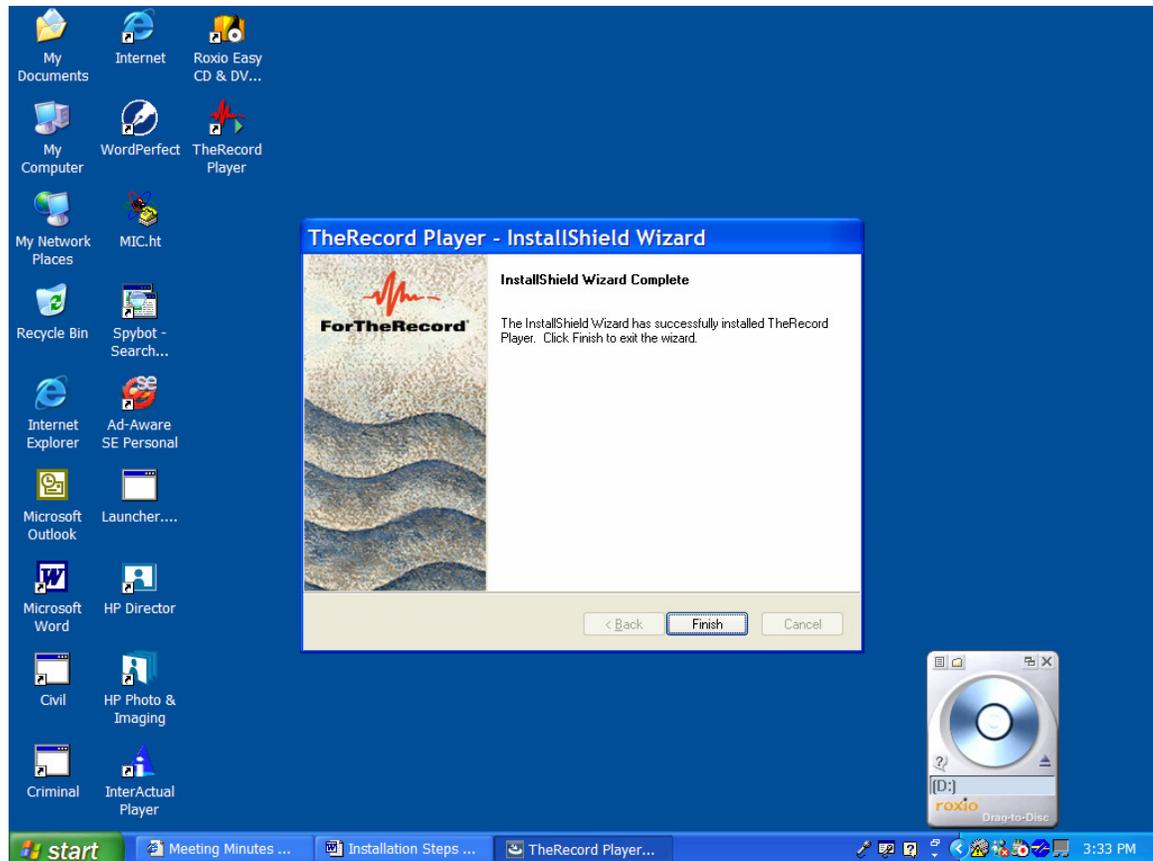
- Click the yes button to continue



- Click on the next button



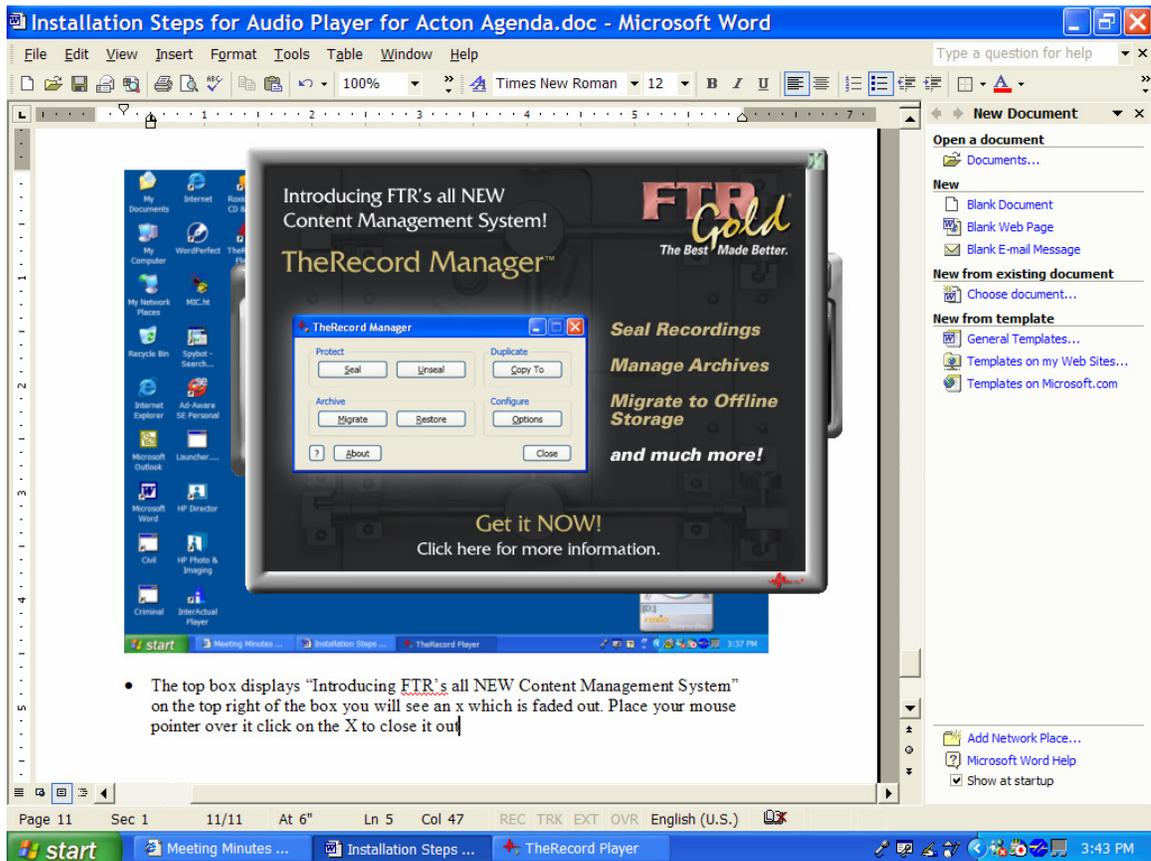
- Once the installation finish's up a box appears and you click on the finish button.



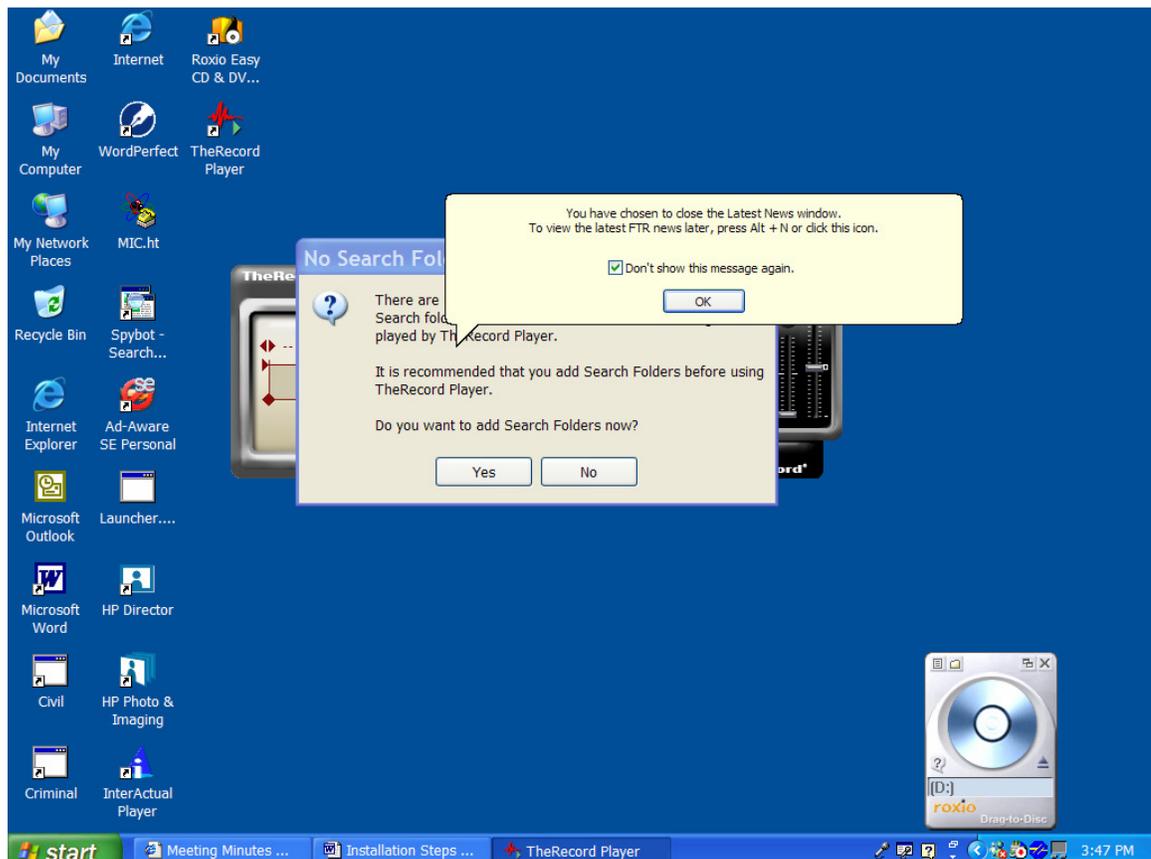
- Upon clicking on the finish button wait for about a minute and then you will observe three box's which will pop up on your desktop.



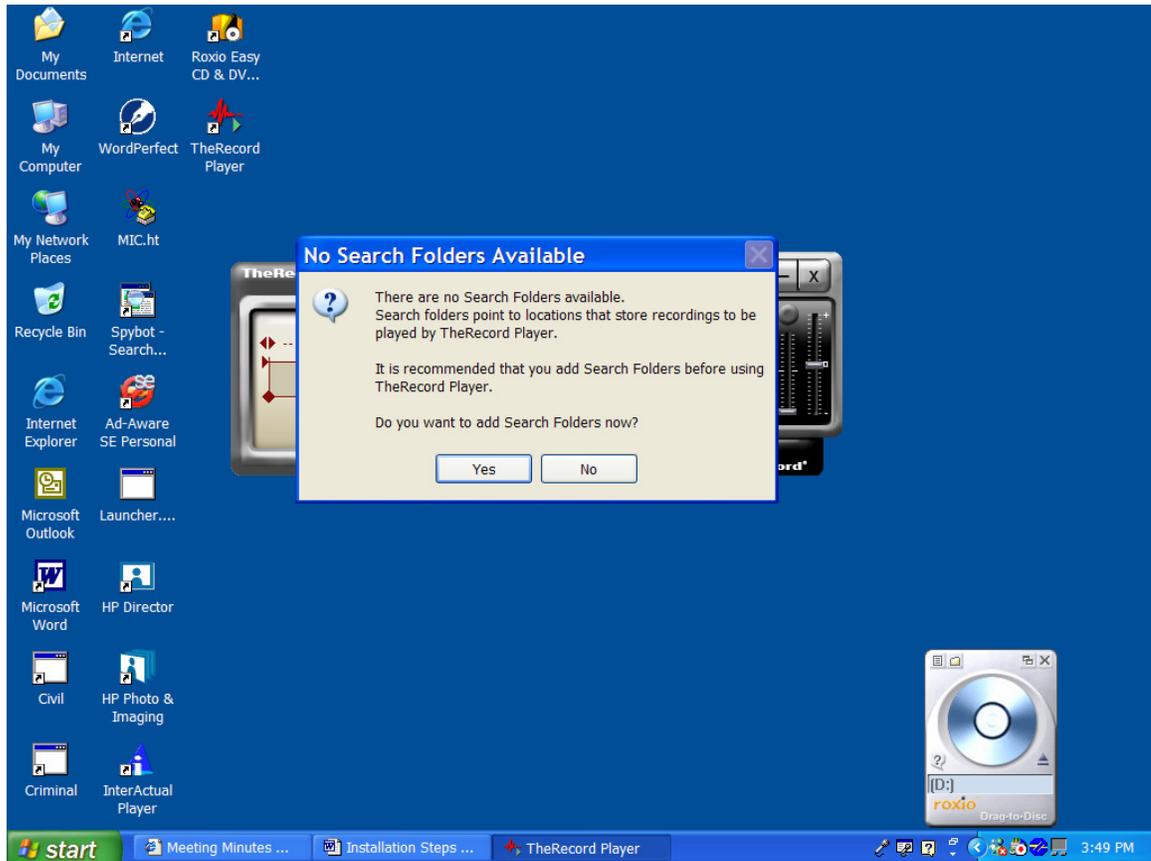
- The top box displays “Introducing FTR’s all NEW Content Management System” on the top right of the box you will see an x which is faded out. Place your mouse pointer over it click on the X to close it out.



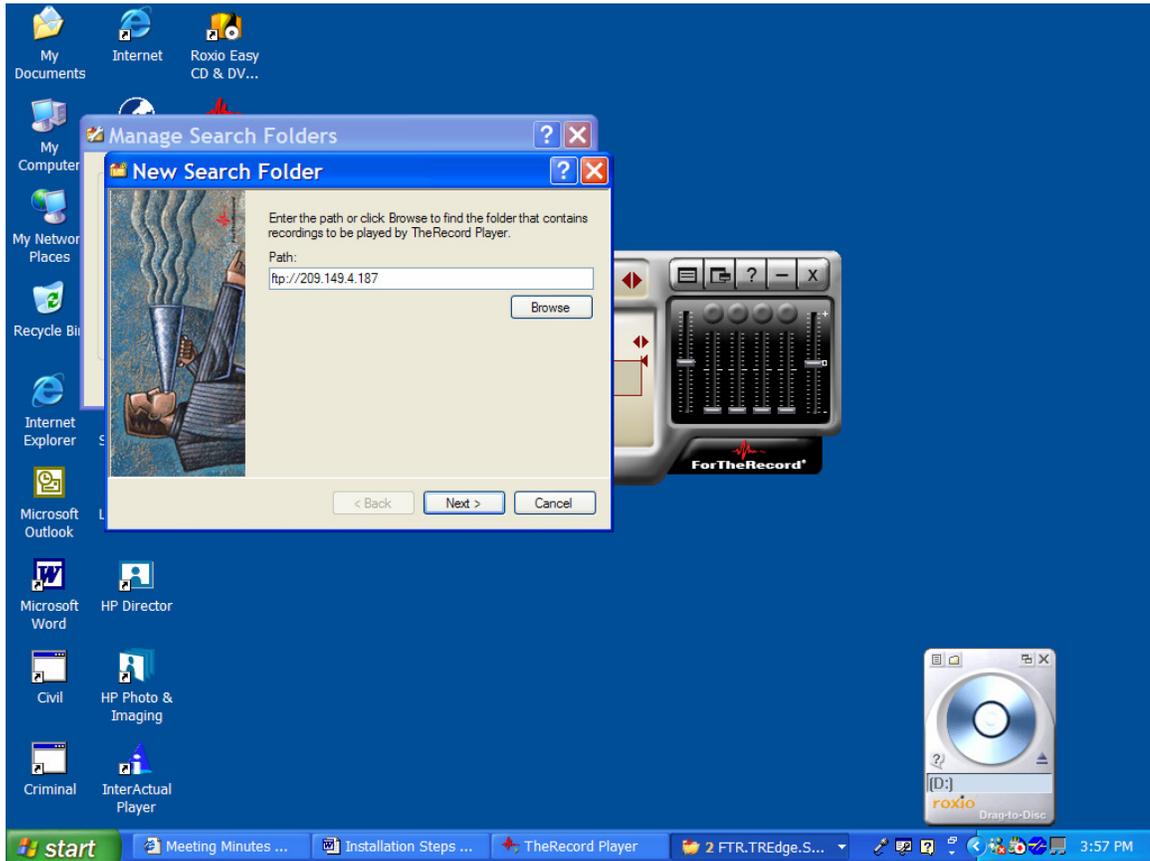
- The next screen which will appear is like the one below. Make sure you place a check mark in the Don't show this message again and then click on the okay button.



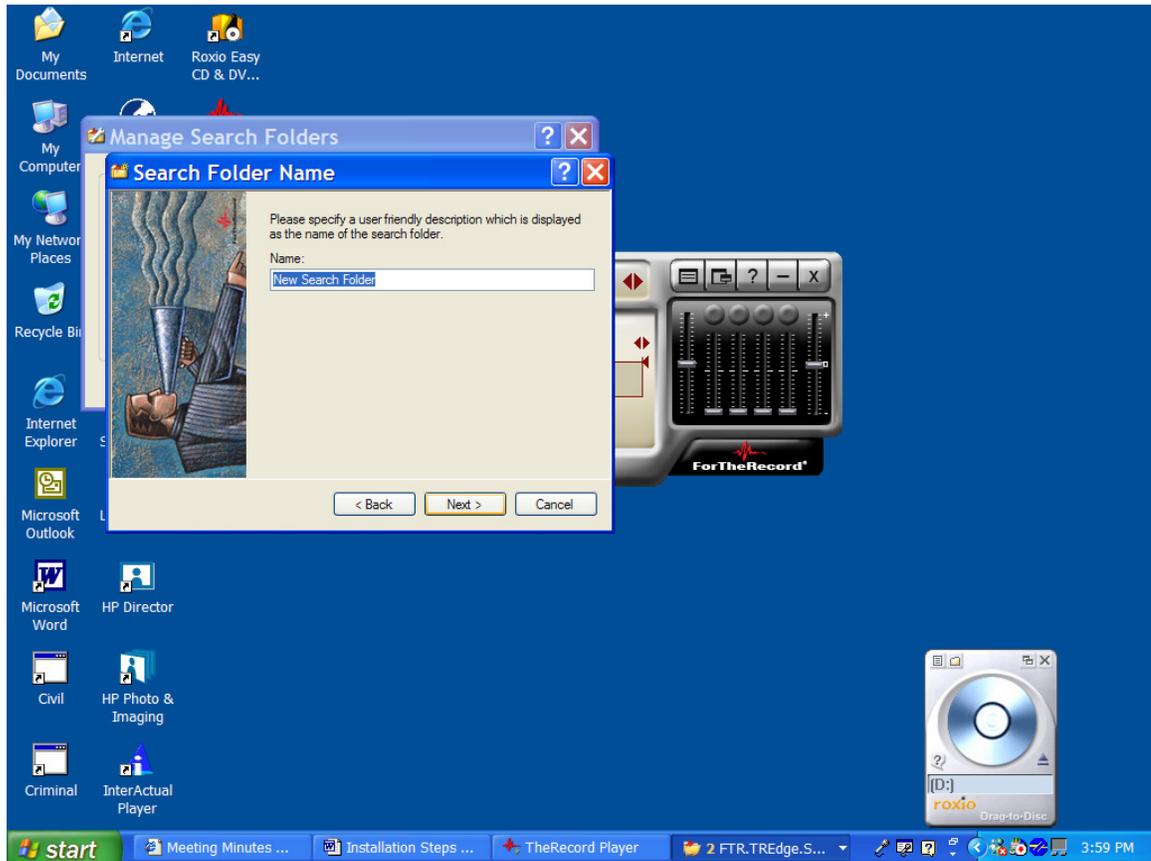
- Once you click on the don't show this button again click on the yes button on the No Search Folders Available box.



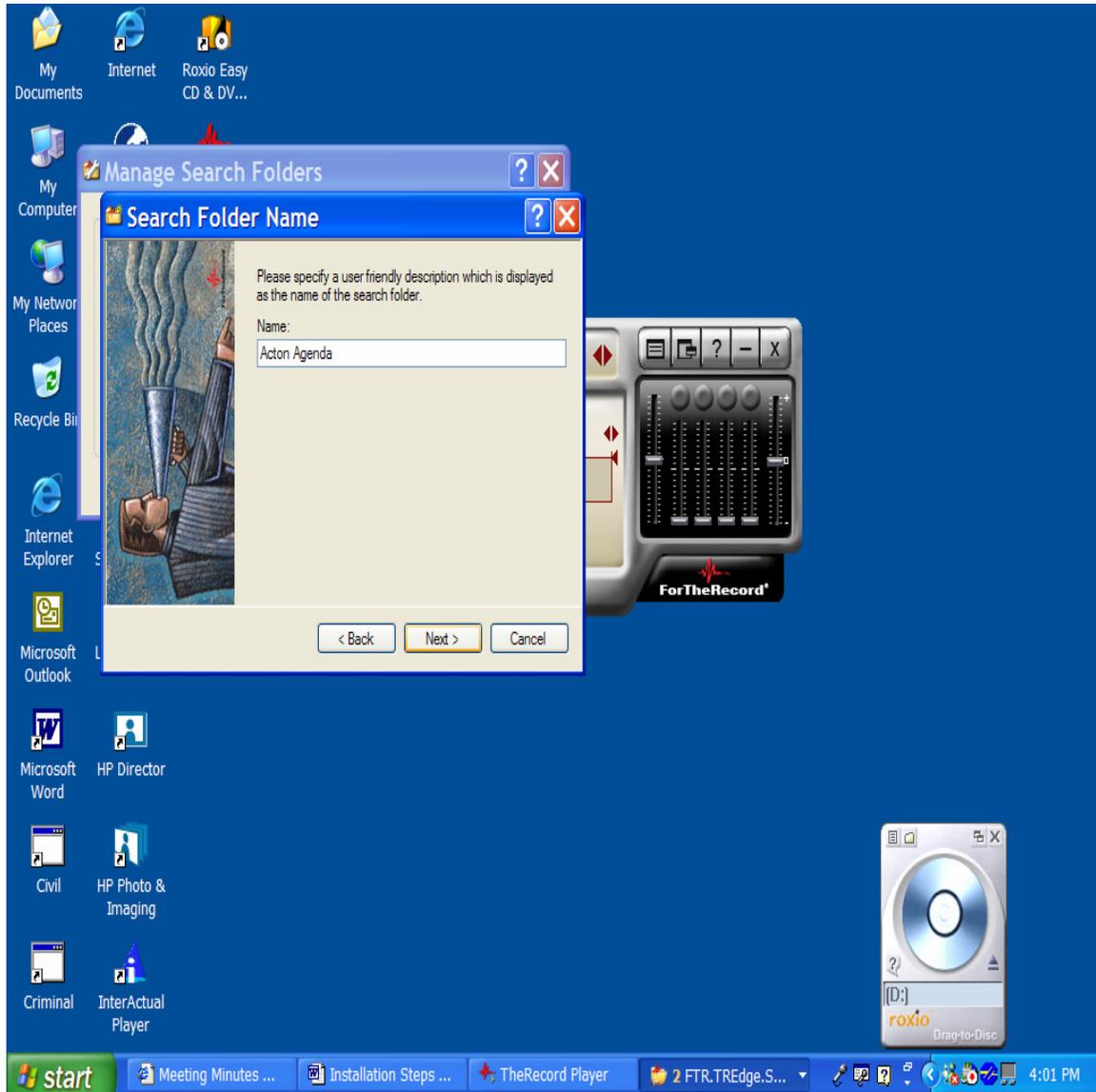
- A box will appear which at the heading will say “New Search Folder”. In the path below enter in the blank box <ftp://209.149.4.187>. Once this has been entered click on the next button.



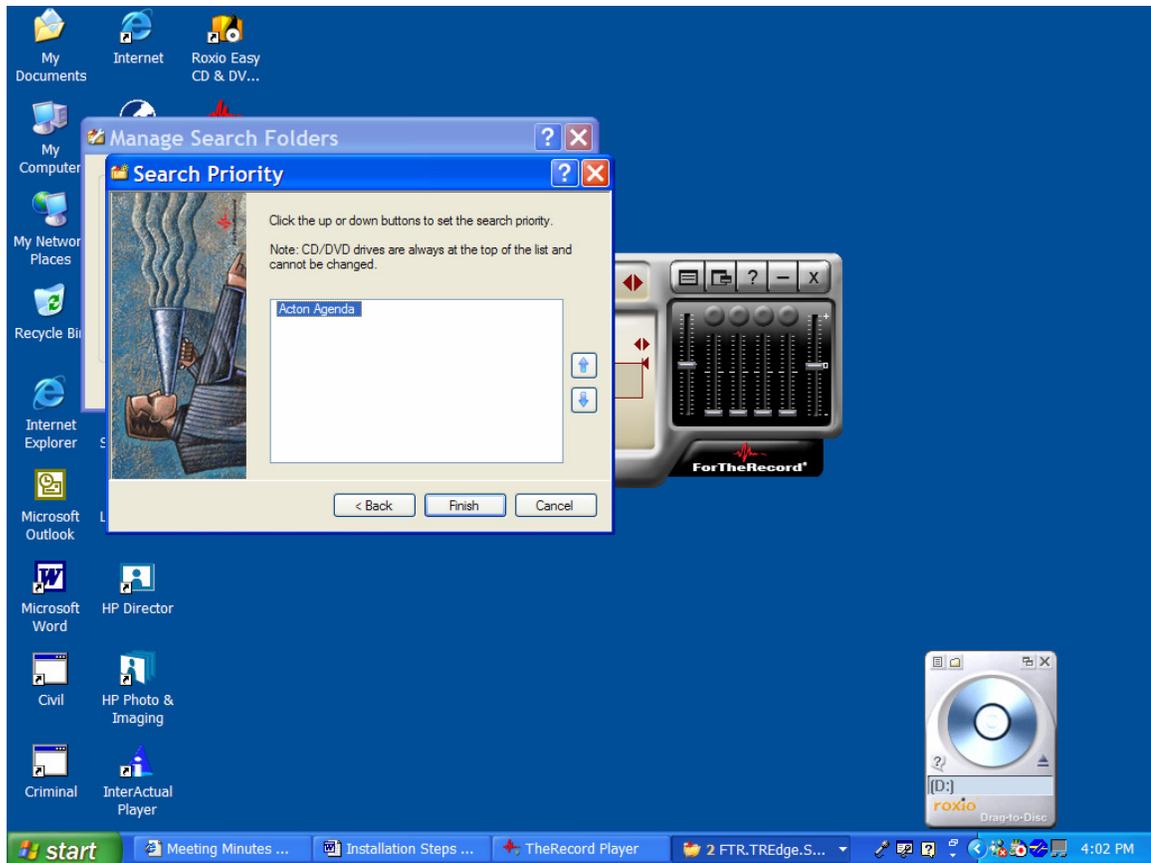
- The next box give you the option to type in the name of the folder. In this box type in Acton Agenda.



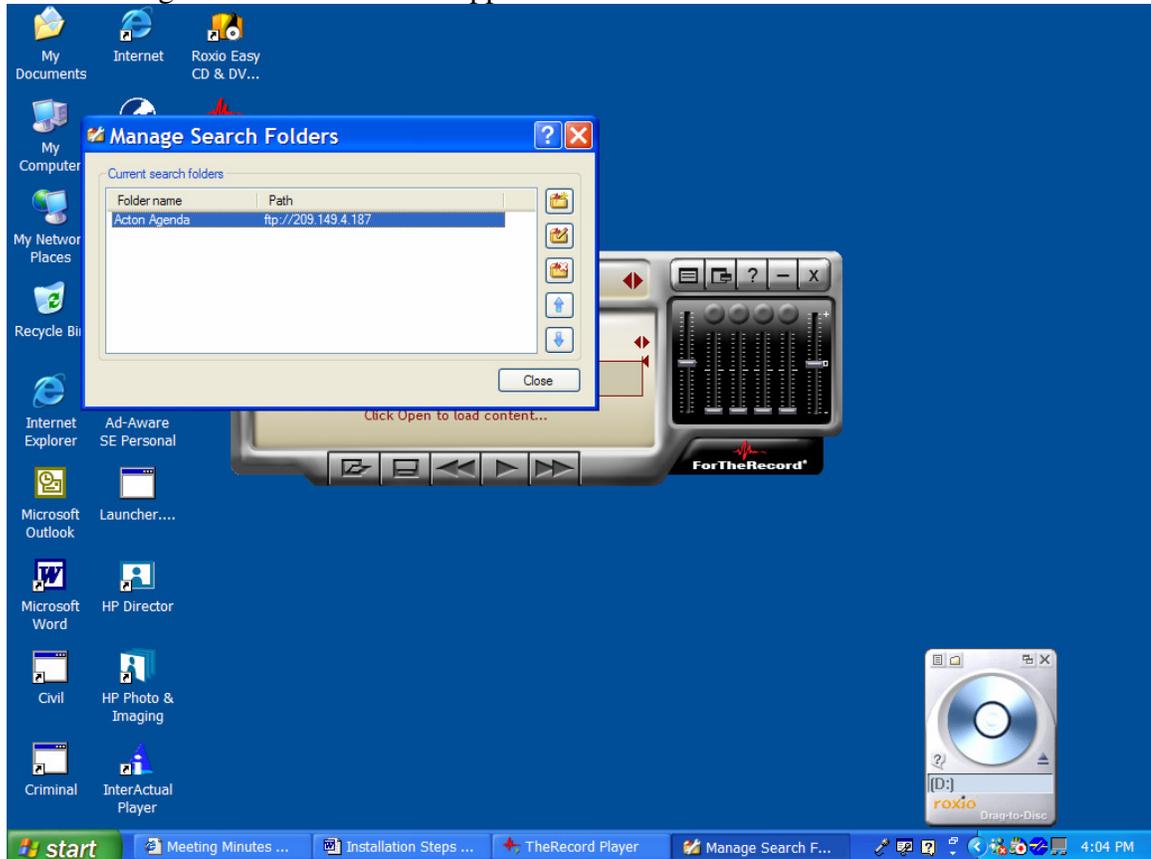
- Once the Folder Name has been placed in the proper location left click with your mouse button on the next button.



- Next click on the finish button.

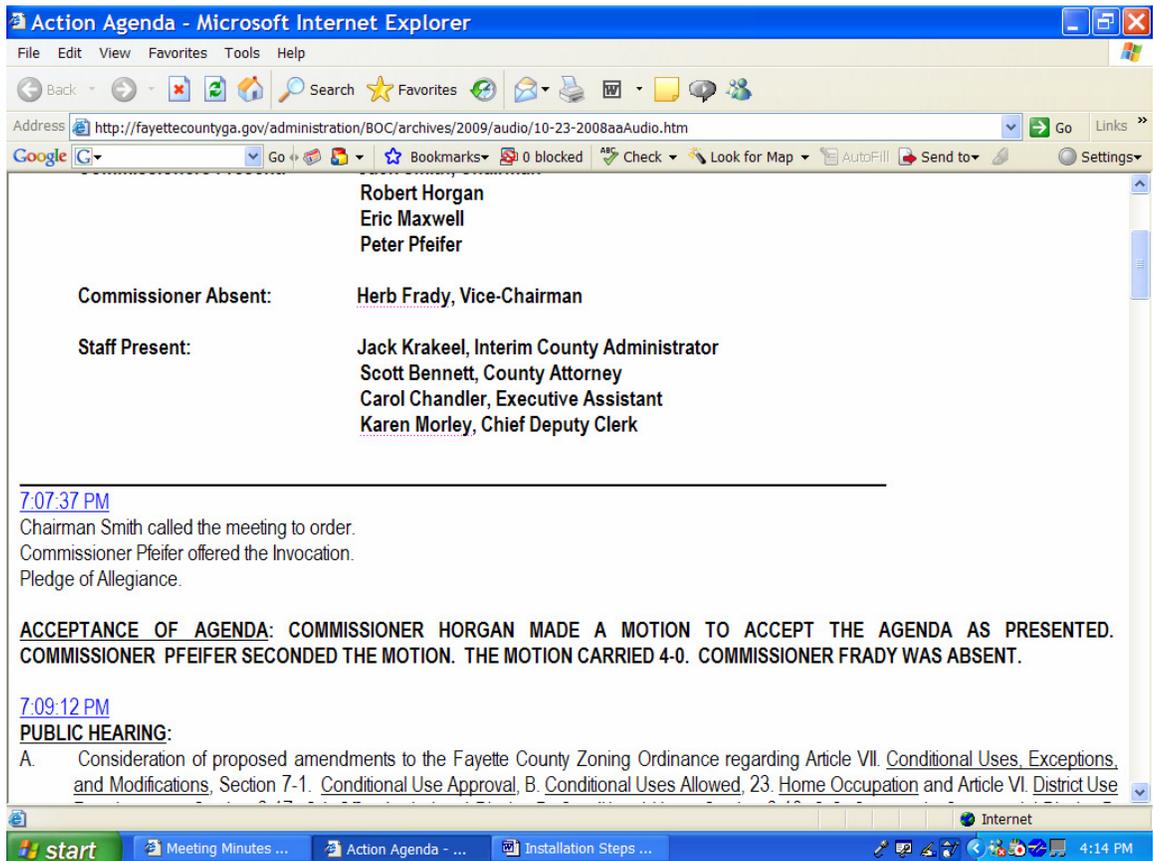


- A Managed Search Folder will appear then click on the close button.



- Once you close the configuration boxes the last box which is open is the Record Player box, which you can close by clicking on the X in the right top corner of the screen.
- Once you are back to your desktop go back to the website which contains the audio and then click on the audio link to the meeting that you want to listen to. The audio links will have the speaker icons next to them.

- Once you click on the Action Agenda audio link you will see the action agenda appear. At this point, you will then use your left mouse button and click on the time stamp of the area of the meeting which you would like to listen to.



- At this point you will see a message pop up loading wait until it completely loads before clicking on the play button.
- When your ready to play the audio click on the play button which is the single right arrow.



- You will then hear the audio start playing. To pause the audio you can left click on the play button again and it will pause the audio.

- While the audio is playing you can then click on the next time stamp and the player will start playing that part of the meeting.

