

NCA Quick Start Guide
(PC Software Installation and operation)

NCA Quick Start Guide

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1. Installation

Prior to installing NCA software, close all other windows applications. Insert the disk into the CD drive, click the **Start** button, select **Run...** and browse the CD for “setup.exe”. Click **OK** and perform the instructions that follow.

Note: At the administrator’s PC, the installation is now complete.

NCA software installation at User’s PC:

At a user’s PC, it is necessary to run the setup.exe for each NCA that the user is to control. Each setup must have a different installation directory and program group specified during the setup. The administrator must log in at the user’s PC to specify which NCA the NCA application will control and to specify the location of the database (CNBC.mdb). See **2.3.1 Setting Default Database Path and Default Site** for instructions.

Note: It is possible for the administrator to log in at the user’s PC and access multiple sites. However, a user is limited to one site per NCA application installed on their PC.

2. Operation

2.1 Starting the NCA Application

- Start the NCA software application on the PC by selecting it from the Start/Programs menu. The following password dialog box will appear (**Figure 1**, below).

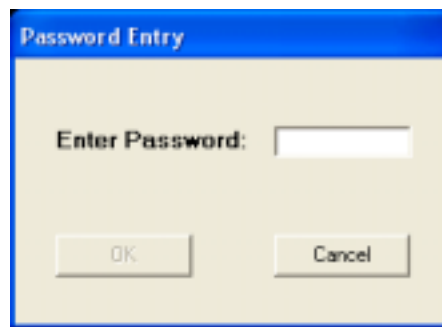


Figure 1: Password Dialog

- Enter a password into the password dialog box. NOTE: Default passwords are: for user ‘1234’, for administrator ‘admin’. In the event that a password is forgotten, it is possible for an administrator to clear the passwords. See section **3. Password Administration** for instructions.
- Once a password is entered, select **OK**.

2.2 Main Screen – User and Administrator

- If the user password was entered, the following (Main) screen will appear (**Figure 2**, below):



Figure 2: User Main Screen

- If the administrator password was entered, the following (Main) screen will appear (Figure 3, below):

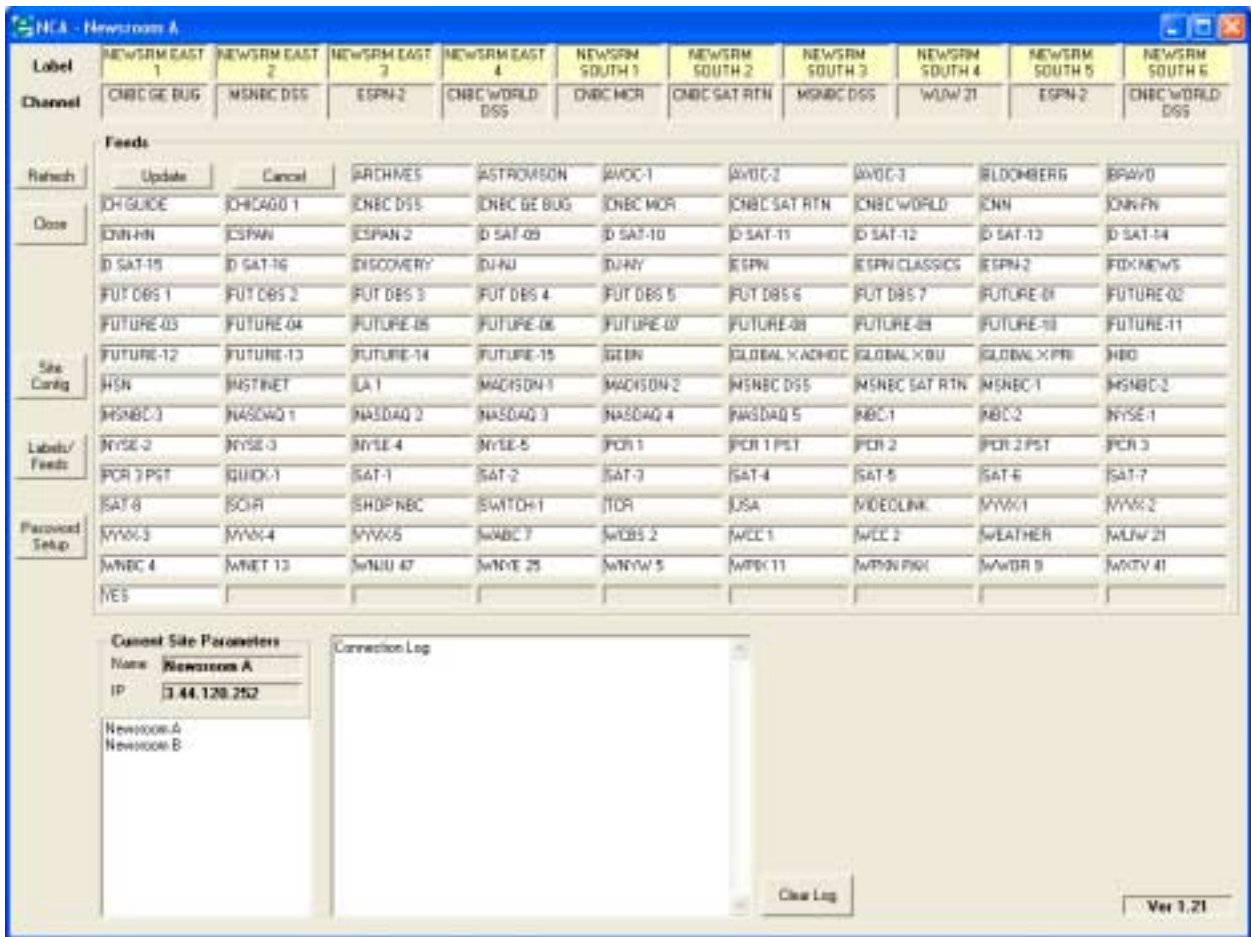


Figure 3: Administrator Main Screen

2.3 Configuration of PC

- It will be necessary to enter configuration information in order to communicate with NCA sites. Most of the configuration information will need to be performed from the administrator screens. To configure sites, perform the following steps at the administrator interface:

2.3.1 Setting Default Database Path and Default Site

Select **Password Setup** from the main screen. The 'Options Screen' will appear (Figure 4, below).

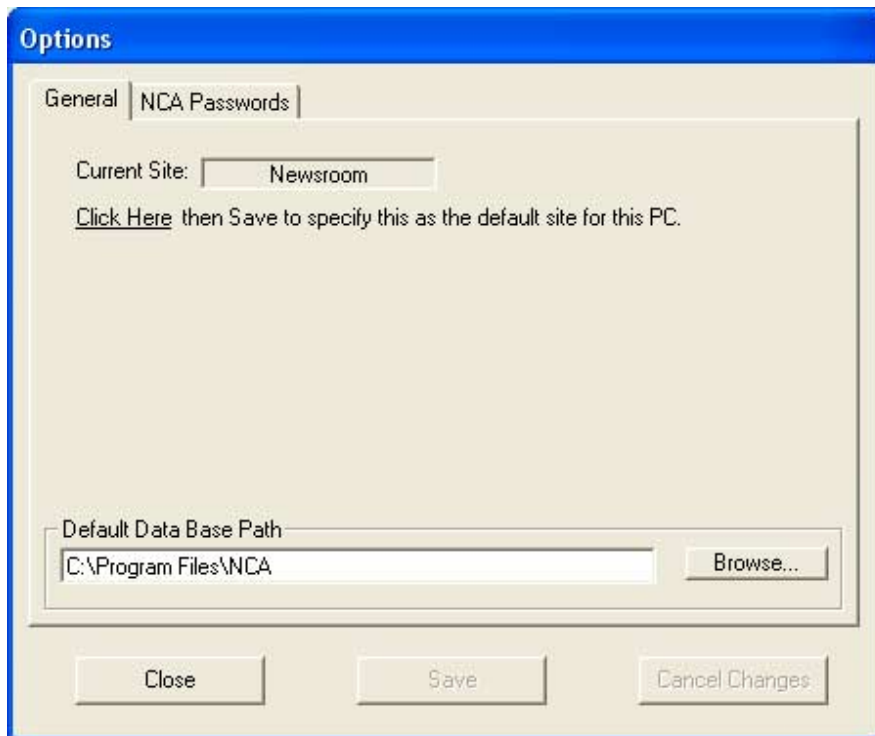


Figure 4: Options Screen (General Tab)

Note: At a user's PC, the following steps need to be performed for each separate NCA installation on the PC.

To set the default database path:

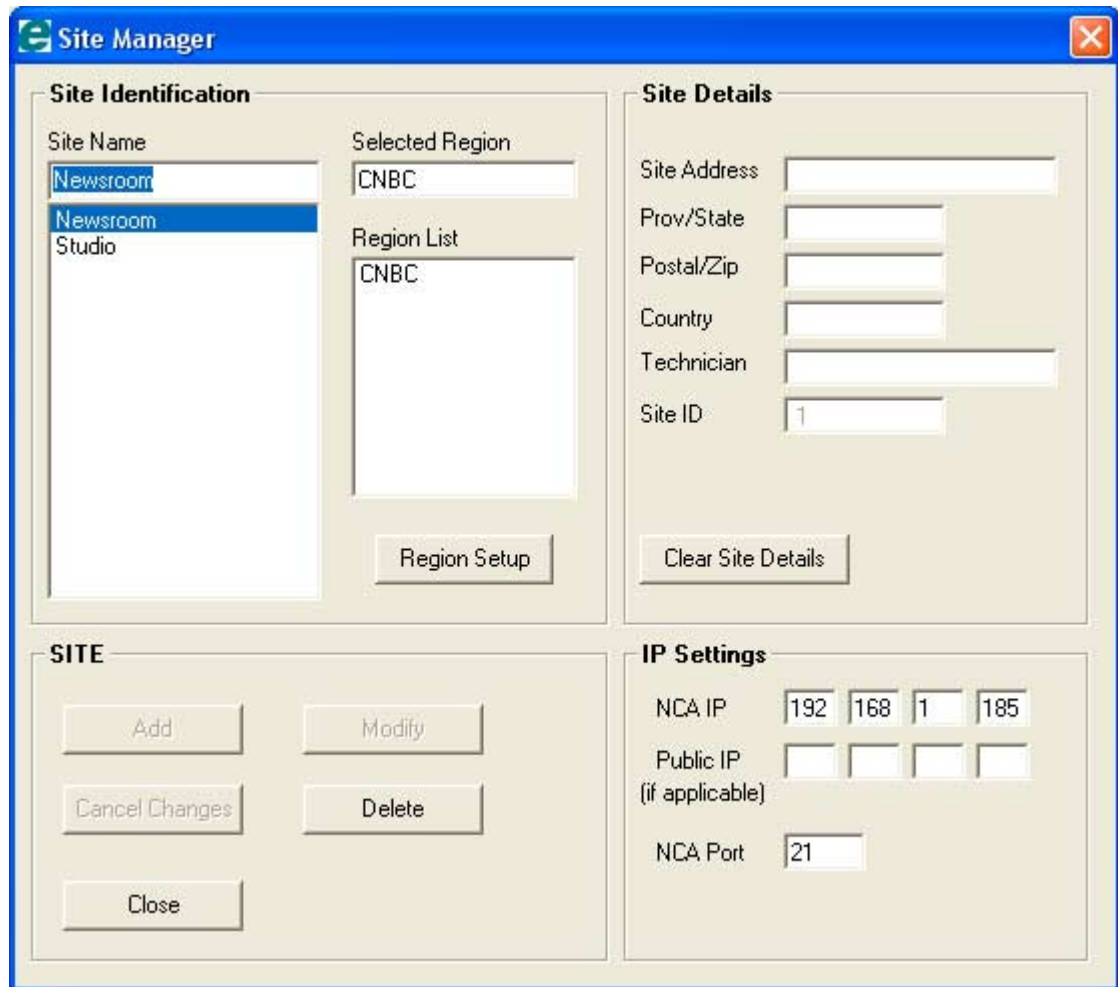
Select **Browse**, then locate and select the directory that contains that CNBC.mdb database file. Select **OK**, then **Save**.

To set the default NCA site:

Note: Setting the default NCA site enables the administrator to control which NCA the user's application can access. It also automatically loads the given site when the application is started.

2.3.2 Site Communication Parameters

- Select **Site Config** from the main screen. The 'Site Manager' screen will appear (Figure 5, below):



The screenshot shows the 'Site Manager' application window. It is divided into four main sections:

- Site Identification:** Contains a list of site names with 'Newsroom' selected. To the right, 'Selected Region' is set to 'CNBC' and 'Region List' also shows 'CNBC'. A 'Region Setup' button is at the bottom.
- Site Details:** Contains input fields for 'Site Address', 'Prov/State', 'Postal/Zip', 'Country', 'Technician', and 'Site ID' (which has the value '1'). A 'Clear Site Details' button is at the bottom.
- SITE:** Contains five buttons: 'Add', 'Modify', 'Cancel Changes', 'Delete', and 'Close'.
- IP Settings:** Contains fields for 'NCA IP' (192, 168, 1, 185), 'Public IP (if applicable)', and 'NCA Port' (21).

Figure 5: Site Manager Screen

- As a minimum, enter a site name, an IP address and a port number for the remote NCA. The default port number for the NCA is port 21.
- Select **Add** to add a site or **Modify** to modify the site that was previously selected.
- Select **Close** to close the screen.

2.3.3 Creating Labels

- Select **Labels/Feeds**. The 'Labels Manager' screen will appear (**Figure 6**, below)

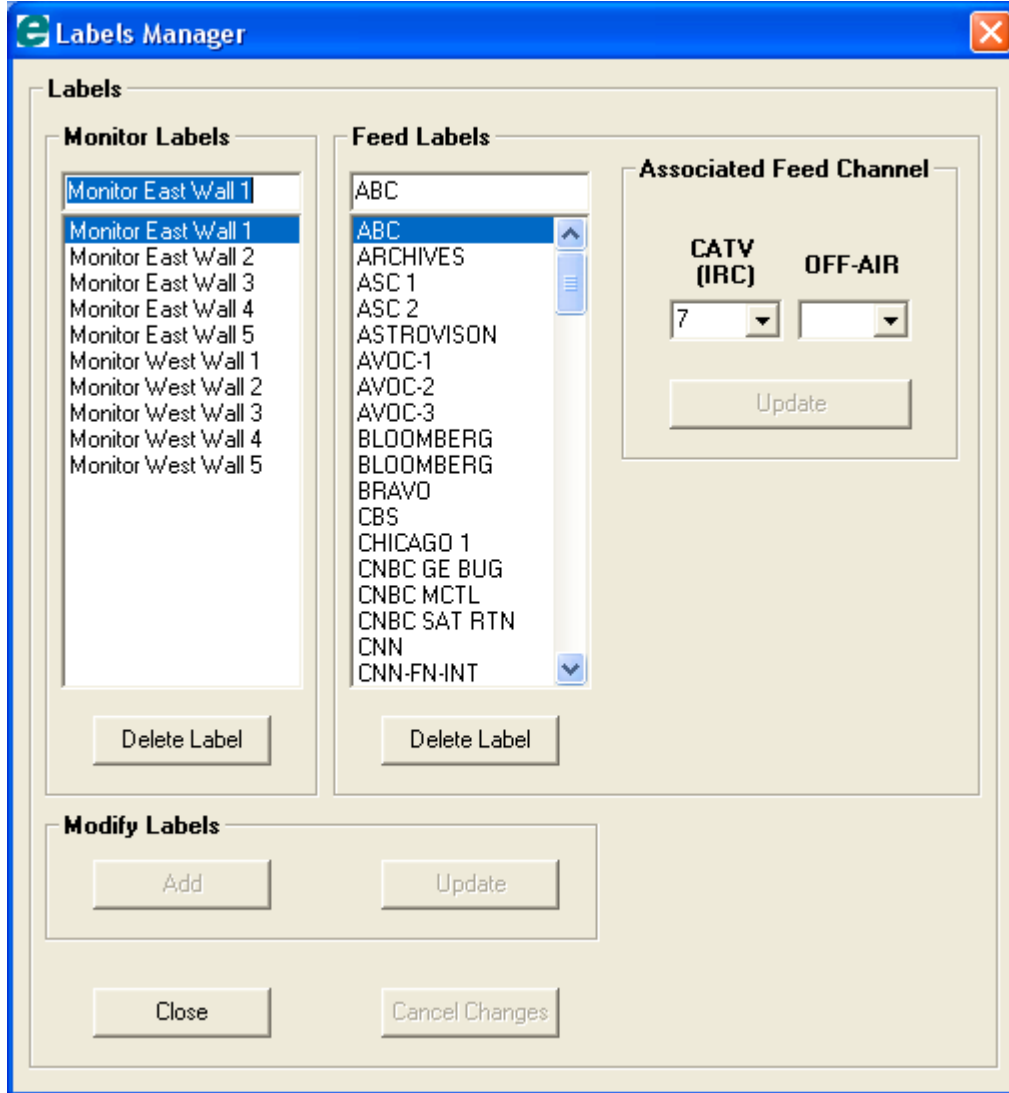


Figure 6: Labels Manager Screen

- To add a label for a Monitor or a Feed, type in a name immediately below the 'Monitor Label' or 'Feed Label'. The **Add** and **Update** buttons will enable. Select **Add** to add a label or **Update** to modify a label.
- To associate a channel number with a Feed label, ensure that the intended Feed label is highlighted. (Note: A new label must be added to the database via the **Add** button prior to associating a channel with it). Then type in or select a CATV or OFF-AIR channel number. The **Update** button that is directly below the channel numbers will enable. Select **Update** to update the database with the new Feed/Channel association(s). It is possible to make several Feed/Channel associations at one time.

2.3.4 Associating Labels with Site

- On the main screen, double-click on any one of the 10 labels. The 'Label Select' screen will appear (**Figure 7**, below):

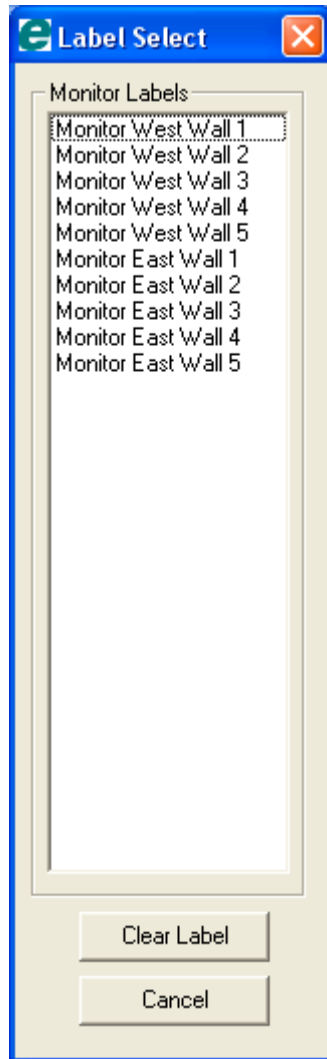


Figure 7: Label Select Screen

- Select a label name from the list to set the name of the label on the main screen. To clear the label on the main screen, select **Clear Label**. Click **Cancel** if no changes are desired.

2.4 Communicating with NCA Site

Once a minimum configuration has been entered at the PC, it is possible to communicate with installed NCA sites:

2.4.1 Reading NCA Channel Configuration:

- Select any **Channel** label by single clicking it with the mouse. If the user password was provided at application startup, the screen will expand to show more options (**Figure 8**, below). Otherwise, the administrator screen is unchanged.



Figure 8: User Main Screen (expanded view)

Note: The Title Bar at the top of the application will display the name given to the NCA that is to be controlled.

- To ‘read’ the current channel configuration at the NCA site, select the **Refresh** button. When the current configuration is received from the NCA site, the channel labels will be updated. The screen will collapse to its previous size (with the user version).
- If, for any reason, there is a failure to receive the current configuration from the NCA site, the message “No Refresh” will appear briefly below the channel label at the top left hand corner of the screen. In addition to this, the administrator screen will display a more detailed message in the log window at the bottom of the screen. Refer to the troubleshooting section for help.

2.4.2 Updating NCA Channel Configuration:

Note: It is recommended that before a configuration update is sent to the NCA, a ‘read’ (by selecting the **Refresh** button) of the site configuration is performed first. This is recommended because if the PC has an ‘empty’ configuration, it will update the NCA to have the same ‘empty’ configuration. Subsequently, it is still possible to correct this by entering the desired configuration at the PC, then updating the NCA site with the configuration.

To update Channel configuration at an NCA site, enter a new channel/feed name at the PC as follows:

1. Select the **Channel** label below the monitor label (the background of the **Channel** label will turn white to indicate that it is selected)
2. Select a new channel/feed label from the grid of available labels below. (the background of the **Channel** label will turn green to indicate that it is modified).

Repeat steps 1 and 2 for each Channel that is to be changed at the NCA site.

Note: Select **Cancel** at any time prior to updating the site to cancel an update operation.

3. Select **Update** to send the configuration to the NCA site.

The updated configuration is written to the database on the PC and then sent to the NCA site. If, for any reason, the NCA site cannot be updated, the message “No Update” will briefly appear below the channel label. In addition to this, the administrator screen will display a more detailed message in the log window at the bottom of the screen. Refer to the troubleshooting section for help. Note: any subsequent updates to the NCA will send the PC’s latest configuration. Following the update, the screen will collapse to its previous size (with the user version).

3. Password Administration

3.1 Changing Passwords

To change the user or administrator passwords, Select **Password Setup** on the Main screen. The ‘Options’ screen will appear (**Figure 9**, below):

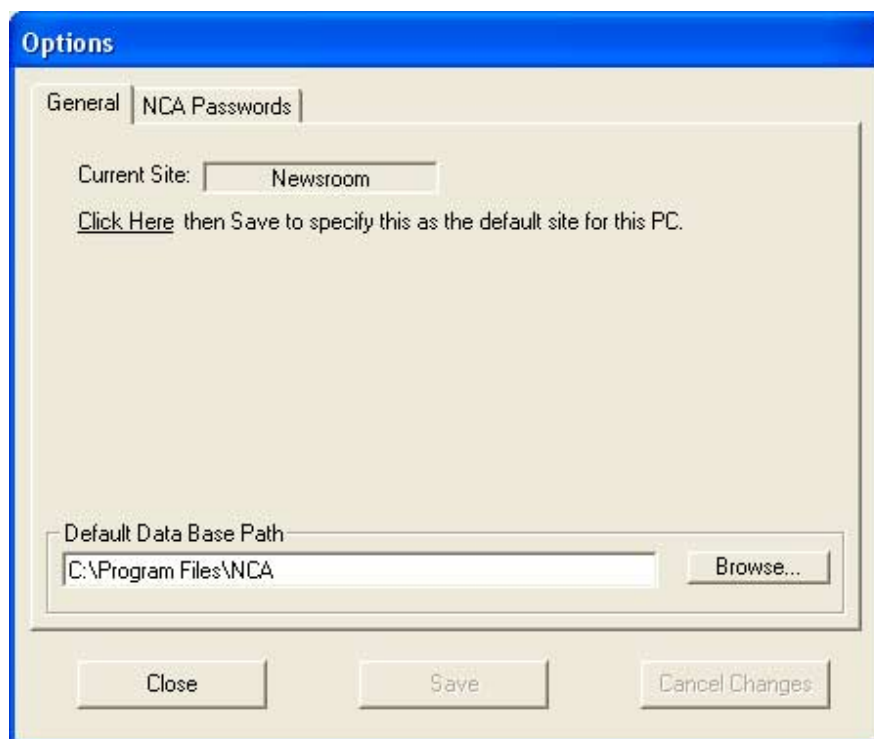


Figure 9: Options Screen (General Tab)

Select the **NCA passwords** tab. The following screen will appear (**Figure 10**, below)



Figure 10: Options Screen (NCA Passwords Tab)

To change either the User password or Administrator password, enter the old password, new password, and confirm password, then click **Save**. Follow the prompts to change passwords or to cancel.

3.2 Clearing Passwords

If the current passwords are forgotten – it is possible for the administrator to clear the passwords.

To clear passwords:

On Failure to log in:

Select the 'Administrator' Label on the password dialog box. See **Figure 11**, below (Note: the 'Administrator' Label becomes visible only in the event of a failed login).

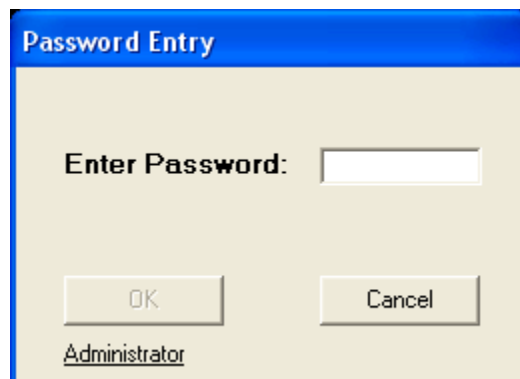


Figure 11: Password Dialog (Administrator Label Visible)

The 'Password Administration' screen will display as shown in **Figure 12**, below:

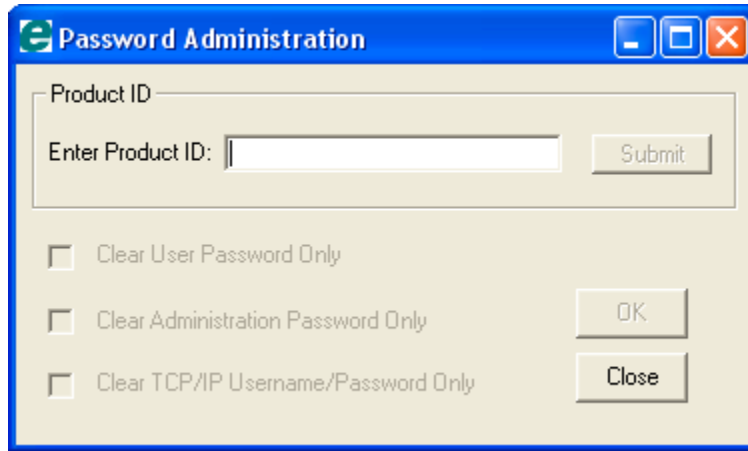


Figure 12: Password Administration

Enter the CD Key, then select **Submit**. Select the checkboxes according to what password(s) are to be cleared then select **OK**. Select **Close** to exit the 'Password Administration' screen. The 'Options' screen will appear. To enter new password(s): Select the **NCA Security** tab. Since the password(s) were cleared, it is not necessary to provide old password(s) – simply provide the new password(s) and confirmed password(s). Select **Save** then **Close**. The application will close. When the application is restarted, the new password(s) will take effect.

4. Troubleshooting

Problem: “No update” or “No Refresh” is displayed on an update or refresh attempt:
Below are some possible causes and the associated resolution:

Cause: The NCA is not in “Cycle” mode.

Resolution: Set the NCA to “Cycle” mode

Notes: If the NCA is not in “Cycle” mode, it will not respond to a “Refresh”. It can receive an “Update” but it will not apply the update until it is set to “Cycle” mode. The NCA is in “Cycle” mode when the front panel LCD display is blank (no menus are visible). The NCA automatically returns to “Cycle” mode after 5 minutes of inactivity (No activity via the front control panel knob on the NCA).

Cause: The PC has the invalid IP address or no IP address specified.

Resolution: Specify a valid IP address for an NCA site. Refer to section **2.3.2 Site Communication Parameters** for instructions on specifying an IP address. This must be done by the administrator.

Notes: If there is no device on the network with an IP address matching the IP address specified at the PC, the log window on the administrator screen will display “Could not connect”.

Problem: No site is selected at application startup.

Cause: A default site is not configured.

Resolution: Configure a default site. Refer to **section 2.3.1 Setting Default Database Path and Default Site** for instructions. This must be done by the administrator.

Problem: A database error message is displayed.

Cause: More than one application or user is accessing the same database.

Resolution: Specify separate databases for each PC NCA application. Refer to **section 2.3.1 Setting Default Database Path and Default Site** for instructions. This must be done by the administrator.

Notes: A database error will not necessarily occur if two NCA applications are accessing the same database. However, it is recommended that separate databases be used for each NCA application on the PC.

5. Support

If you have questions about this product, contact us as follows:

Email:	info@evsl.com	<i>evs/</i> General email
	brentp@evsl.com	Brent Pizzey, Research & Development
	mikew@evsl.com	Mike Wohlberg, Research and Development

Internet www.evsl.com

Telephone

Telephone:	306 931-8822	Toll-free: 800 717-8865
Facsimile:	306 931-8787	Toll-free fax: 800 355-4576

Mike Wohlberg - ext. 15

Brent Pizzey – ext. 13

Address: Earthvision Systems Ltd
826 57th Street East
Saskatoon SK S7K 5Z1

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