

Installation Instructions

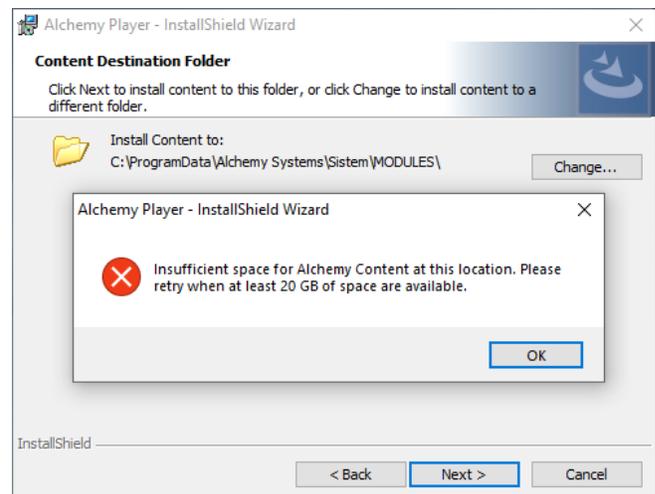


Please run all Microsoft Windows Updates prior to installation. Microsoft Windows updates running in the background can interfere with the installation of this software. If your computer has any pending updates, they may appear as an icon in your taskbar.

Please note: You will need to have a Windows System Administrator login to complete the install process. If you are unsure if you have the required login privileges, please contact your IT Department for further assistance.

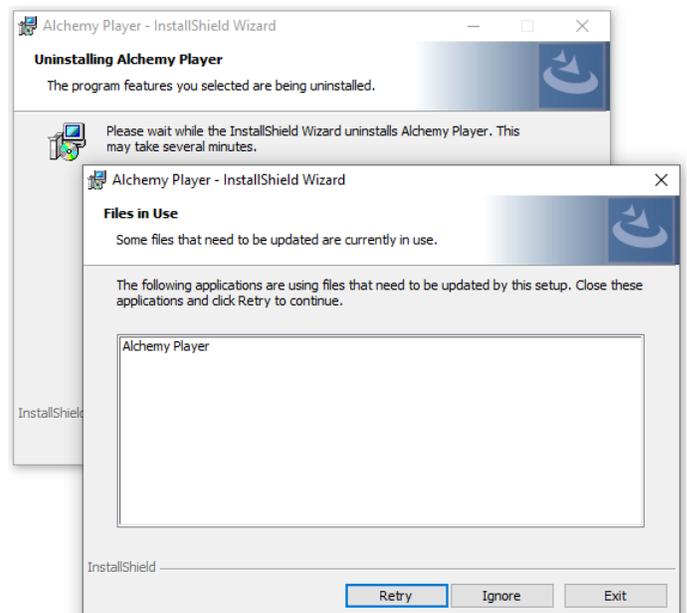
STEP 1 OF 3: PRE-INSTALLATION

The Player installer will check for adequate disk space. You will need to contact your local IT Department for assistance if there is insufficient disk space for the Player installation. This dialog box will appear:



Prior to continuing with the Player installation, please save your work and close all open programs including Player and your Client Media folder, if upgrading.

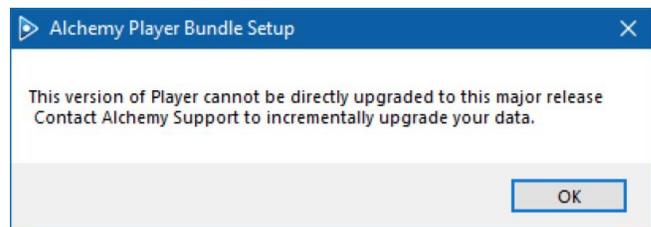
If Player is running, this dialog box will appear:



If your existing version of Player is newer than the current installer, this dialog box will appear:



If you are currently running a version of Player prior to v6.0, this dialog box will appear:



You will need to contact your local IT Department for assistance if you are attempting to install on a nonsupported version of Windows. This dialog box will appear:

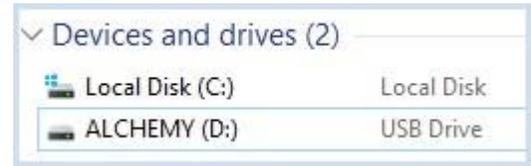


STEP 2 OF 3: INSTALLATION

You can install using the shipped USB or downloading from the provided Player 8 link.

USB Installation:

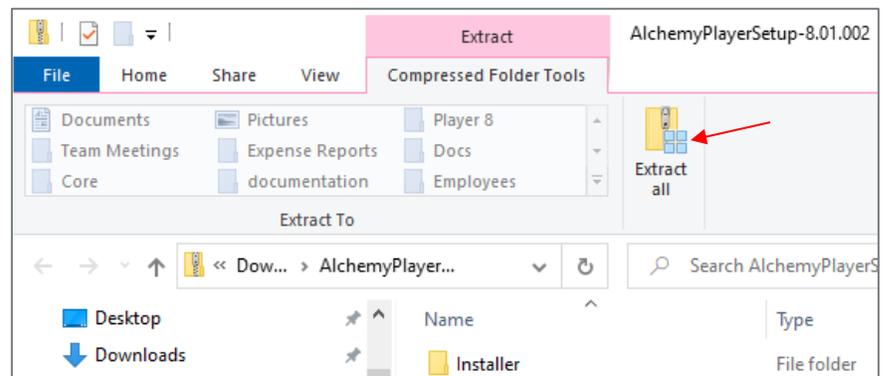
Insert the USB thumb drive into an available USB port on your computer. Navigate to the USB drive. To open, double-click the USB drive named **ALCHEMY**.



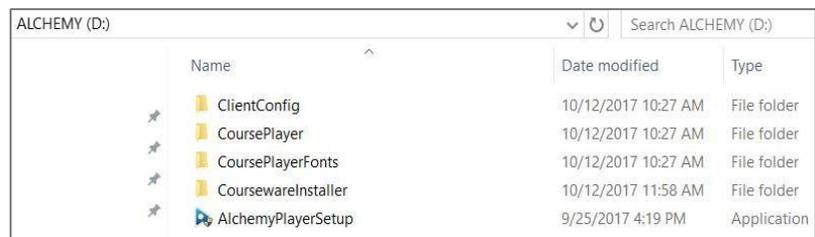
Download Installation:

Click the download link provided in your Player 8 email.

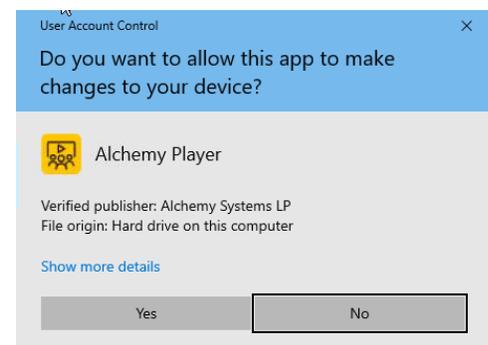
Once the download is complete, you **must Extract all** contents of the Installer file to your computer and execute AlchemyPlayerSetup from your local drive.



Navigate to **AlchemyPlayerSetup** and double-click.



As an Administrator, if you receive any prompts regarding User Account Control, please click **Yes** to continue.



Next, the Alchemy Player - InstallShield Wizard will appear.

Click **Next** to begin the installation of Alchemy Player.



If you are attempting to install over the same version of Alchemy Player, this dialog box will appear. You must contact Alchemy Support to preserve RF Codes, Groups and Playlists. Checking the box by "Preserve..." will only retain your Courseware, Client Media and training records.

Click **Remove** to continue.



Accept the terms in the End User License Agreement (EULA) for the Alchemy Player program.

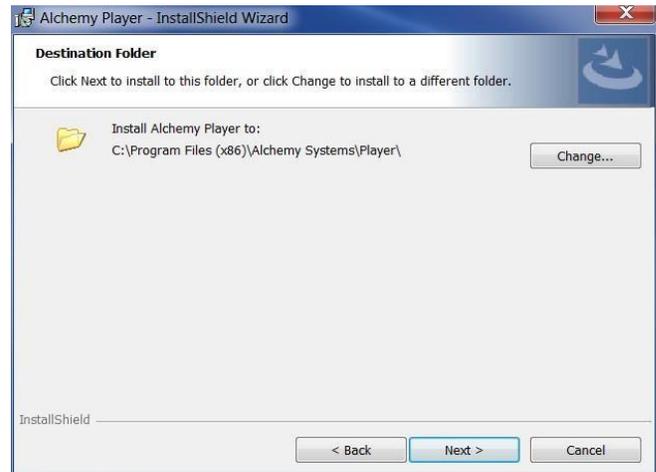
Click **Next** to continue.



The default installation location for Alchemy Player is:
C:\Program Files(x86)\Alchemy Systems\Player

If you would like to install Player in a different location, please click **Change** to modify.

Click **Next** to continue.



For Initial Installs ONLY:

The default installation location for Content is:
C:\ProgramData\Alchemy Systems\Sistem\MODULES

If you would like to install the Content in a different location, please click **Change** to modify. This dialog box will not appear if Alchemy Player is already installed.

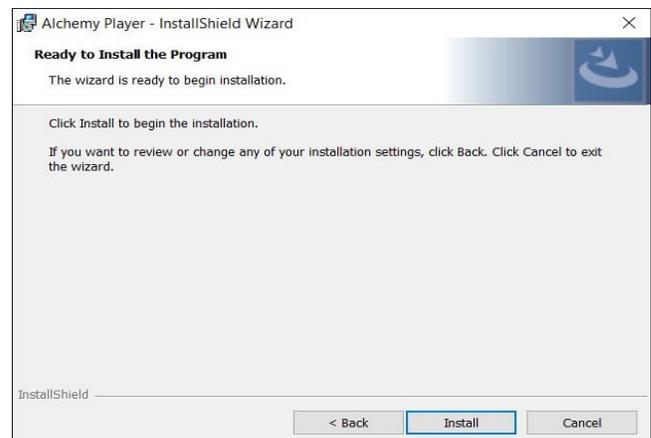
Click **Next** to continue



To review or change any installation settings, click **Back**.

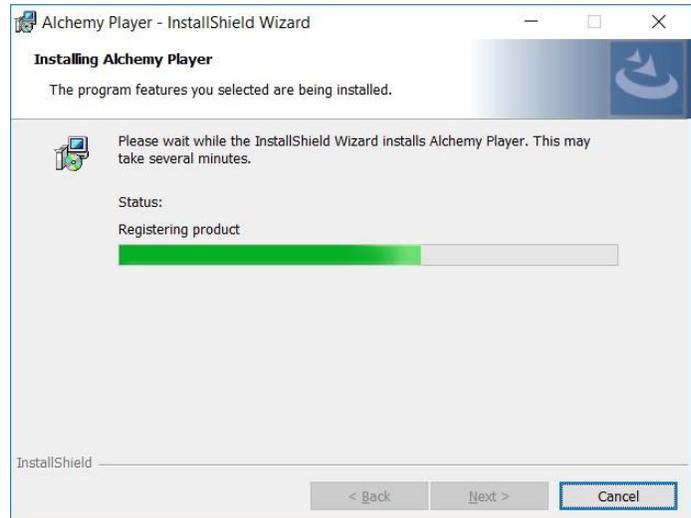
PLEASE NOTE: You will not be able to Cancel the installation after this step. The remainder of this installation will take up to an hour to complete depending on your computer's configuration.

Click **Install** to continue.

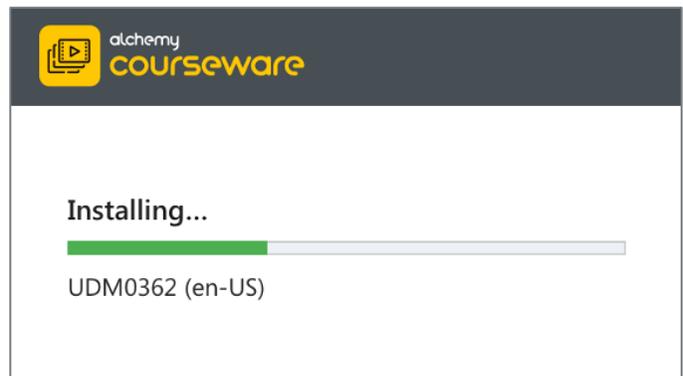


The Alchemy Player - InstallShield Wizard will install Alchemy Player from the USB drive.

This dialog box reflects the progress:



Once Alchemy Player is installed, the Alchemy Courseware Installer will take some time to extract and install your Alchemy Courseware from the USB drive. This dialog box reflects the progress:



Upon completion, please verify the “Wizard has successfully installed Alchemy Player” as shown in this dialog box:



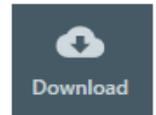
Click **Finish** to continue.

STEP 3 OF 3: DOWNLOAD DATABASE

Launch Player by double-clicking the **Alchemy Player** icon on your computer desktop.

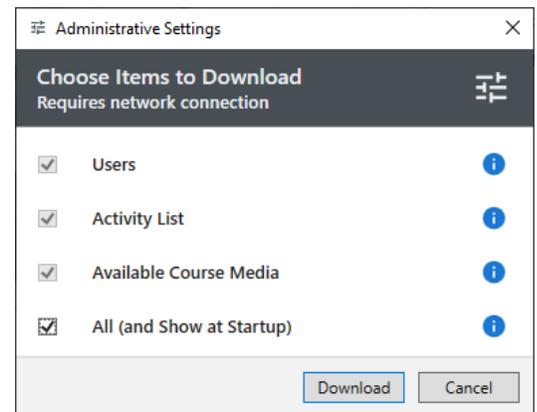


From the Main Tab on the Player Home Screen, click the **Download** icon on the Settings ribbon.



Prior to using Player, you must download your users, activities and courseware.

To download the recommended defaults to complete your installation, select **All** and click **Download** on the Administrative Settings screen:



For Initial Installs ONLY:

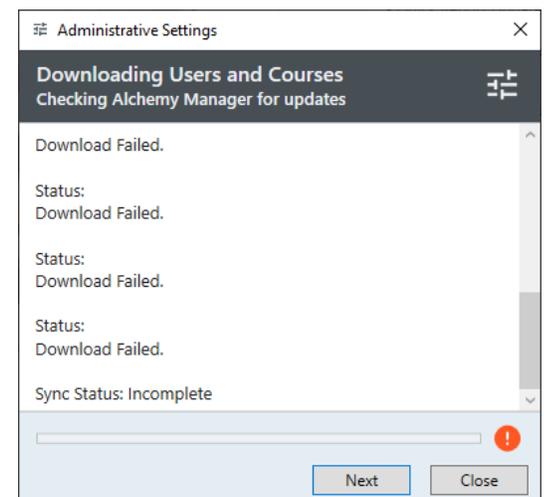
If this is a first-time installation, Alchemy Support will need to remote on to your computer to complete your initial Alchemy Player configuration. This dialog box will appear:

Click **Close** and contact Alchemy Support for assistance:

North America: 1-888-988-8832

United Kingdom: 0808 120 7597

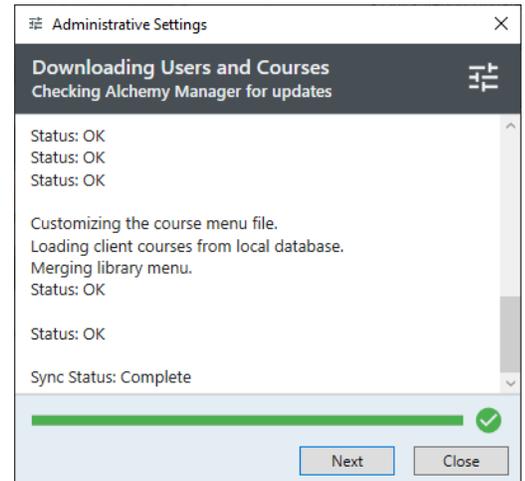
Mexico: 800 681 6914



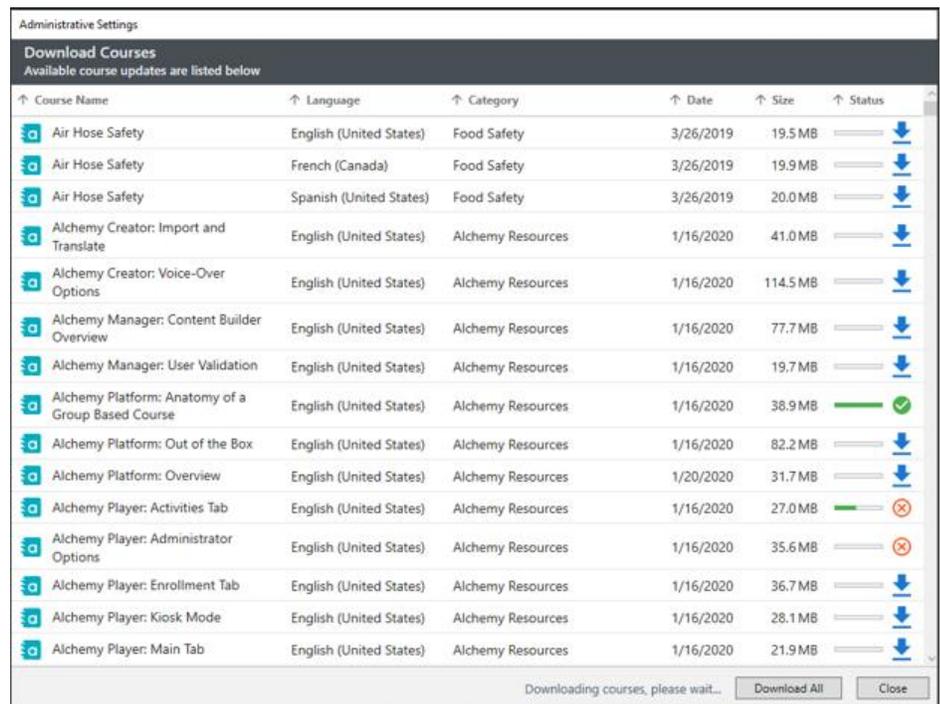
After completing a successful download, this dialog box will appear.

Click **Next** to proceed to the course Download window.

Click **Close** to return Alchemy Player. Your installation is complete.



Choosing Next on the window above will open this Download Courses window showing any course updates available since your last download:



To Download a course, click the blue **Down Arrow**. To Cancel a download in progress, click the red **X**.

If this is a first-time installation of Player on your computer, the download process may take **many hours** to complete depending on your Internet speed and computer's configuration. Consider letting your download run overnight.

Once the download is complete, click **Close** to return to Alchemy Player.

You are now ready to begin training!