

# Overview of the Integration Process for your iMediaTouch System

This list will breakout what tasks will be necessary in getting your iMediaTouch system up and running. It is an overview and does not cover how to do these step, it just lists that they need to be done.

If at any time during your installation period you have questions, concerns or comments, please contact your OMT Integrator that has been assigned to you. If you do not know who your integrator is please call OMT Support at 1-800-726-2635 or (204)-786-3994.

## ***Standard Programs***

1. Connect all machines on a network. Do not leave any machines out. (Servers, On Air, Production, Logger, programming etc.)
  - a. You had your machines integrated by OMT Integration staff. All you need to do is connect the computers to the network switch that was purchased and they are ready to go. There should be a demo log playing on the On Air machine.
  - b. If you did not have OMT configure your machine, you were supplied with a Workstation checklist. If you do not have this checklist call your OMT Integrator to have one supplied to you. Follow this checklist exactly. It is very critical that the systems are setup correctly. Install all of the iMediaTouch software that is required for each machine.
2. Connect your high speed internet connection to the MediaTouch network. This is how OMT will be able to help you configure your systems for your individual needs and train you on how to use the software.
3. Wiring of the Production machines. Connect the audio outputs and inputs to their associated devices. (Mixing board, speakers etc.)
4. Arrange for Production training. When the machines are installed the remote training for Production can take place. Your trainer will control your system over the Internet using a process called WebEx and talk to you on the phone. It may be helpful to have a speaker phone if there is more than one person needing to be trained. To get to a WebEx session go to this website. <http://omt.webex.com>
5. Build your audio library. Record or Import all of the audio tracks needed for your On Air product

6. Wiring of the On Air.
  - a. External devices connected and powered up. (Switchers, closure devices, serial devices, etc.)
  - b. Audio out from the On Air machine to the on air console and/or audio switcher. Please consult the iMediaTouch Installers Guide for descriptions of how to wire up your specific hardware.
  - c. Wire audio out of switcher to air chain (on air console or direct to air chain)
  - d. Wire any closures needed from satellite receivers or buttons on the on air console. Please consult the iMediaTouch installers Guide for descriptions of how to wire up your specific hardware.
7. Configure the Log Tools machine. (This step can be taking place as the wiring is being done)
8. Training on Log Creation now takes place. Arrange to get training on how to build logs. (This step can be taking place as the wiring is being done)
9. Last remote training session. You will have purchased three training sessions with your order. The last session is usually left up to you to decide what topic needs covering. If you are having a technician come to your site to assist with the installation, then this session may not be necessary. Most clients who have an on site booked will use this for extra logs training.
10. Registration of the software. All iMediaTouch software packages will need to have a license code to keep them running after the 60 day trial. There is a link on the startup screen of each software package to take you to the OMT web site where you can obtain these codes. You can go there on your own by going to <http://register.omt.net>. Make sure that you make note of the System ID and Product Code given to you on the startup screen, you will need them to register the system. You will receive the license codes by email usually within one business day of your request. It is best to wait until you have started using the system for awhile before getting these codes as sometimes the requirements change and the programs will be taken off one machine and put on another.
11. If you have ordered a site technician to come to your site to get your system on the air smoothly then this is the time to schedule your On Site technician. You will put the system on the air while the technician is on site, unless otherwise agreed upon.
12. If you have not arranged for an on site technician then now is the time that the system will go on air. If you have not pre-purchased a site technician to come to your site and you are having troubles with getting this system up and running, this option is still available to you. Please contact your OMT Integrator to make arrangements.

## **Optional Programs**

1. Setup your iMediaLogger machine.
  - a. Connect audio lines in
  - b. Configure audio switcher is necessary
  - c. Wire up closures if necessary
  - d. Configure any recordings that need to be done
  
2. Setup any remote machines. Ensure that they can connect to the corresponding system. This cannot be preconfigured as your personal Internet connections will need to be taken into account.
  - a. Configure VPN connections
  - b. iMediaAccess systems
  - c. Remote Voice Tracking
  - d. iMedia On Air Remote
  
3. Configure any optional programs. They will already have been installed but they will need to be setup for your environment.
  - a. iMediaImport
  - b. iMediaAdCast
  - c. iMediaDataCast (for RDS)
  - d. iMediaMultiStream
  - e. iMediaPix

### **Notes:**

To get into a WebEx meeting go to this web site:

<http://omt.webex.com>

The iMediaTouch user guides are available on the OMT FTP site in:  
/iMediaTouch\_v2/User\_Guides

Training Manuals can be found in:  
/iMediaTouch\_v2/Training\_Guides

Other manuals including the MediaTouch Integrators Guide can be found in:  
/MISC/DOCUMENTS

Some of these are also available on the iMediaTouch web site  
<http://www.imediatouch.com/help>

iMediaTouch Knowledgebase  
<http://www.imediatouch.com/knowledgebase>