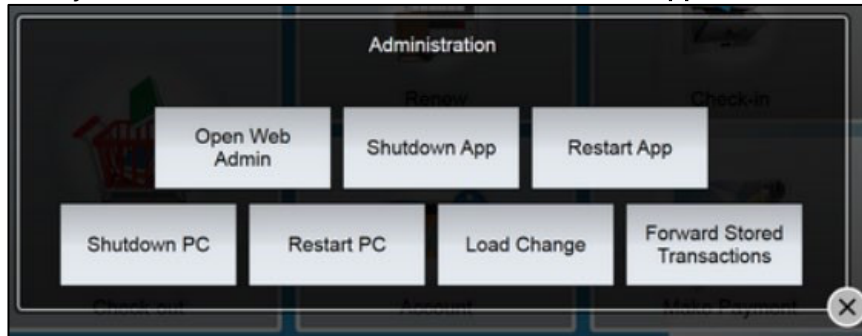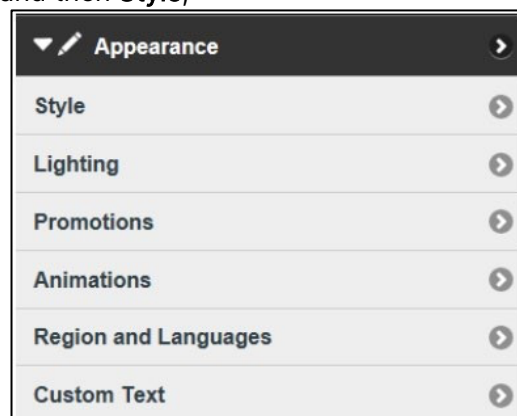## Adding the background

To add the background to a kiosk using quickConnect™ selfCheck software, please follow the instructions below:
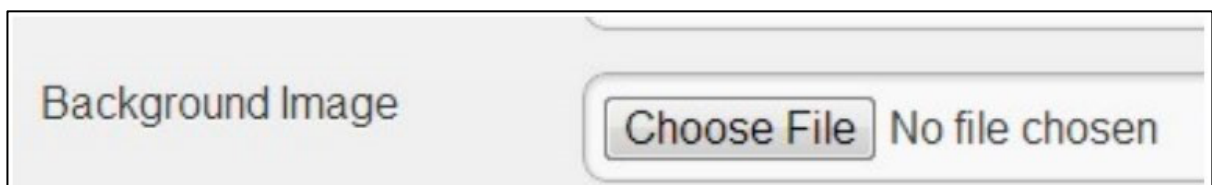
1. Insert the USB with the background file in to the USB port on the kiosk,

2. On the kiosk that you want to add the background to, close down the quickConnect™ selfCheck software to the desktop,

   • Scan your Administrator card and select **Shutdown App**.

3. Select the Home icon and open **System Manager**,

4. Login to System Manager (using **advanced** as username and password),

5. Click **Appearance**, and then **Style**,

6. Remove any text in the **Library Name** field,

7. Click **Choose File** in the **Background Image** field and follow the prompts to upload the relevant image (for the kiosk type) from the USB,
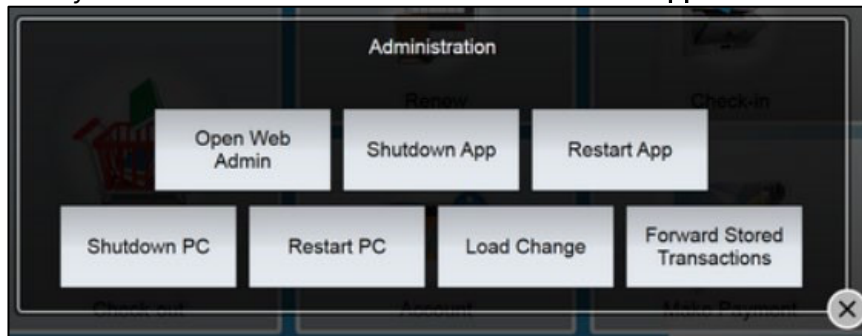

8. Click **Update** to save the configuration change,

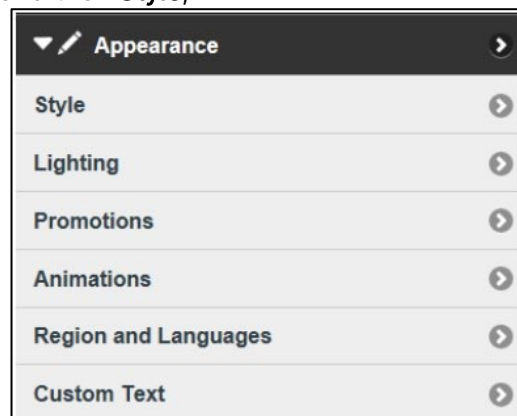9. Restart quickConnect™ selfCheck software.

To remove the background

To remove the background from a kiosk using quickConnect™ selfCheck software, please follow the instructions below:

1. On the kiosk that you want to remove the background from, close down the quickConnect™ selfCheck software to the desktop,

   • Scan your Administrator card and select **Shutdown App**.

2. Select the Home icon and open **System Manager**,
3. Login to System Manager (using **advanced** as username and password),
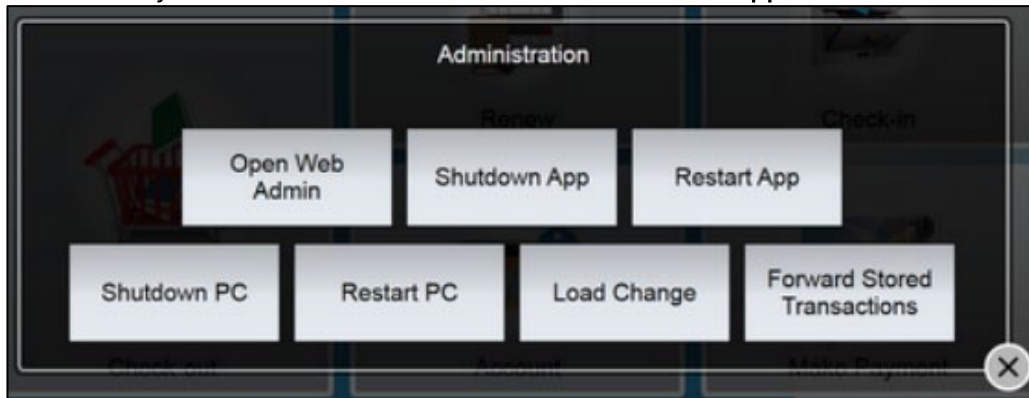4. Click **Appearance**, and then **Style**,

5. Re-enter any text in the **Library Name** field that you previously removed,
6. Under a preview of the background image, select the **Delete Background Image** button,
7. Select **Update**,
8. Restart quickConnect™ selfCheck software.
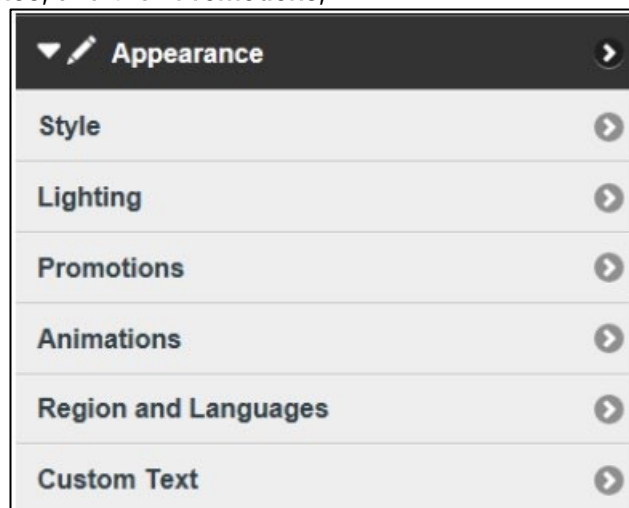
Adding the Promotion

To add the promotion:

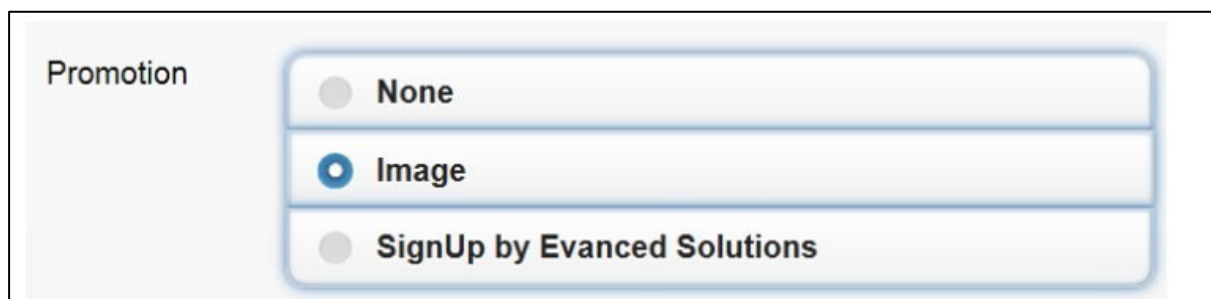1. Insert the USB with the promotion file in to the USB port on the kiosk,

2. On the kiosk that you want to add the promotion to, close down
   the quickConnect™ selfCheck software to the desktop,

   • Scan your Administrator card and select **Shutdown App.**

3. Select the Home icon and open **System Manager,**

4. Login to System Manager (using **advanced** as username and password),

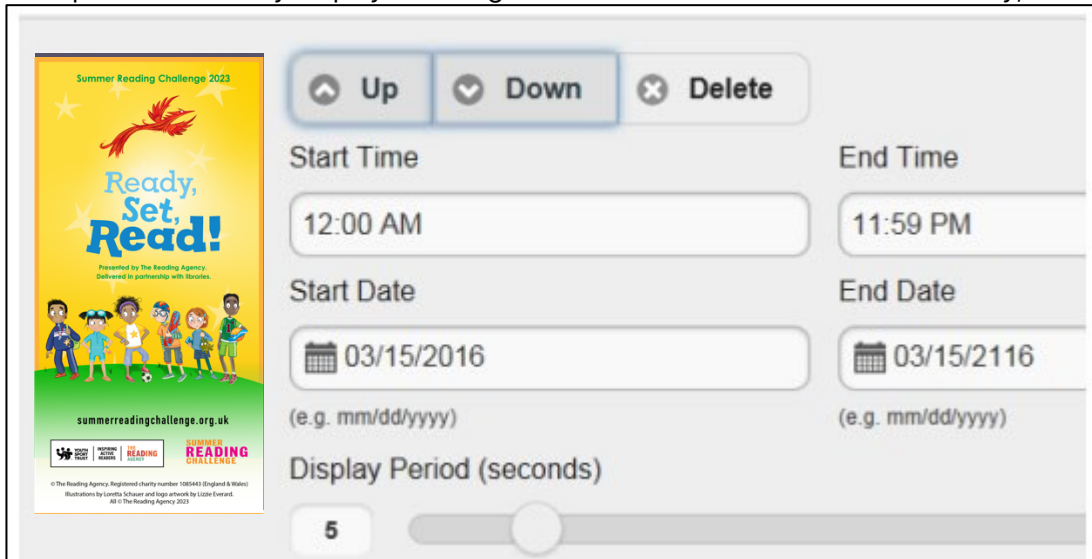5. Click **Appearance**, and then **Promotions,**

6. Select Image,

7. Click **Add Promotion** and follow the prompts to upload the promotion file from the USB,

8. Adjust the Start and End Times and dates, and the display period (seconds),

   • Set the Start and End dates to correlate with the dates of the Summer Challenge,

- You may also want to set the Start and End times so that the
  promotion is only displayed during times when children will be in the library,

9. Click **Update** to save the configuration change,

10. Restart quickConnect™ selfCheck software,

11. The promotion will be displayed on all themes in rotation with any other enabled promotions during the set times and dates.