

Installation of the 2015 TEEAL Update Flash Drive:

The 2015 Update will take approximately 1 hour to complete, and TEEAL will not be accessible to patrons during this time.

Because the update takes approximately 1 hour and 10 minutes, we HIGHLY RECOMMEND that the update is initiated at a time when the electrical power supply is expected to be consistent. A power interruption during the update could leave TEEAL in an inoperable state and require further support from the TEEAL team.

To complete the 2015 TEEAL Update:

1. Be sure that the TEEAL machine is powered on and fully functional

> It is very important that the TEEAL machine is on before plugging in the 2015 Update flash drive to the TEEAL machine. Having the flash drive plugged in during startup can prevent the machine from fully booting.

2. Plug the 2015 Update flash drive into a USB port on the TEEAL machine. You can use one of the USB ports on the back of the machine.

3. Using a computer that has access to the TEEAL application, sign in to the TEEAL application as the administrator: the username is **admin@teeal.org** and the password is **essential-ag**

4. From the admin dropdown menu in the upper right, select Manage date/time and confirm that the TEEAL system time is correct.

> If the date and time are correct, click the **Yes** button to confirm the date.

> If the date and time are not correct, click the **No** button. Next, set the date, time and timezone so they are correct, and then click the **Update** button. You will be asked to confirm the date/time change. Click **Okay**. At this point you will be signed out while the date/time change is taking place.

5. Sign back in to TEEAL as admin@teeal.org, and from the admin dropdown menu in the upper right, select **Update TEEAL**.

6. Start the update process by clicking the orange **Run the update!** button. Step one will begin and takes approximately **18 minutes** to complete

> On screen details will provide the status of step one of the 2015 Update.

7. After step one has completed, the TEEAL machine will reboot. The reboot may not be noticeable (besides a "beep" from the TEEAL machine itself), but please **wait approximately 3 minutes** after the reboot message is displayed on the screen before proceeding with the next step.

> The "TEEAL will reboot" message may continue to be displayed while the TEEAL machine is rebooting. This is okay.

8. After the TEEAL machine reboots, select **Sign out** from the admin dropdown menu.

> NOTE: if a 502 Bad Gateway message appears, that is okay. It means the web server has not finished restarting. Wait another minute, then refresh the browser page.

9. Sign back in to the TEEAL application using the same username and password as in step three above.

> If the TEEAL application directs you to the Date/Time Management page, confirm or update the date as described in Step 4 above.

10. On the Update TEEAL page, the TEEAL application will report that the 2015 Update is in progress. Proceed with step two by clicking the orange **Run Step Two!** button. Step two will begin and takes approximately **40 minutes to complete.**

> Progress messages, including estimated time for each task will be displayed in the TEEAL application while the update is running.

11. After step two has completed, the TEEAL machine will reboot for a third and final time. Please **wait approximately 3 minutes** after the reboot message is displayed on the screen before proceeding with the next step.

12. To confirm the 2015 Update has installed successfully, sign into the application as the admin and verify that "v4.0" is reported in the footer.

Congratulations! The 2015 TEEAL Update is now installed!
(please remember to unplug the flash drive from the TEEAL machine)

NOTE: The 2015 TEEAL Update adds a second administrator account to the TEEAL application. The username is junior_admin@teeal.org and the password is **browse_teeal_3**. This administrator account has access only to the **Shutdown** function.