# BrightMenu Quick Start Guide

BrightMenu provides restaurants with a touchless menu solution that lets customers view your menu on their phone. Customers connect to a BrightSign player via Wi-Fi, then scan a printed QR code to view the menu. BrightMenu runs on any phone with a browser, and all customers can connect and view the menu at once. Connecting to and viewing the menu does not require an Internet connection, app download, or even a screen. This document walks through how to setup a player and get your restaurant's menu distributed throughout your location.

Document resources to download at www.brightsign.biz/brightmenu:

1. BrightMenu-QuickStartGuide.pdf (this guide)
2. BrightMenu-Placard.pdf (print & display at each dining table to instruct patrons on how to view your menu on their phone)
3. BrightMenu-Placard-Template.docx (template to edit if you change the default network name & menu URL/QR code)
4. Menu-Template.pptx (template to easily edit and create your own menu and save in a format compatible with BrightMenu)

① Equipment Setup

1. Connect the Wi-Fi antenna to the LS player.

2. Ensure the provided micro SD card is inserted securely in front slot of the BrightSign player.

3. Apply power to the BrightSign player and wait approximately 3 minutes to boot up.

4. Print a copy of ***BrightMenu-Placard.pdf*** or optionally connect the player to a screen via an HDMI cable.
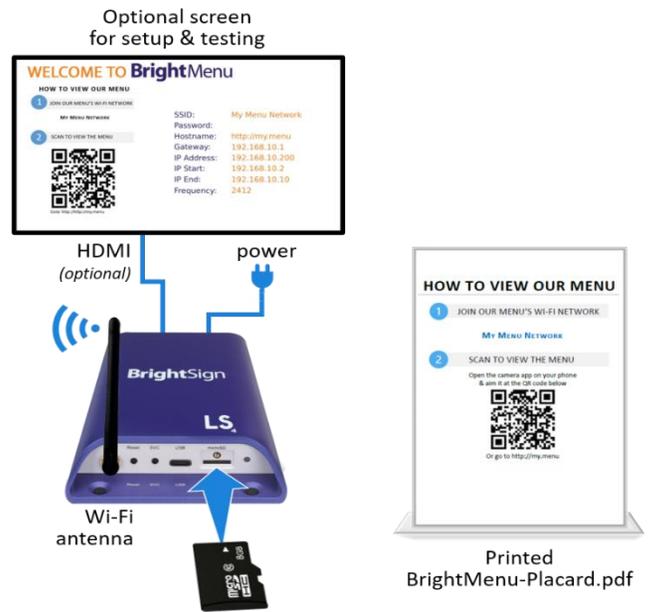

② Connect to My Menu Network & the Admin Page

1. Connect to the Wi-Fi network called ***My Menu Network*** on your phone or computer***.***

2. Open a web browser and type in ***my.menu/admin.***

3. You should now see the BrightMenu Admin Page.
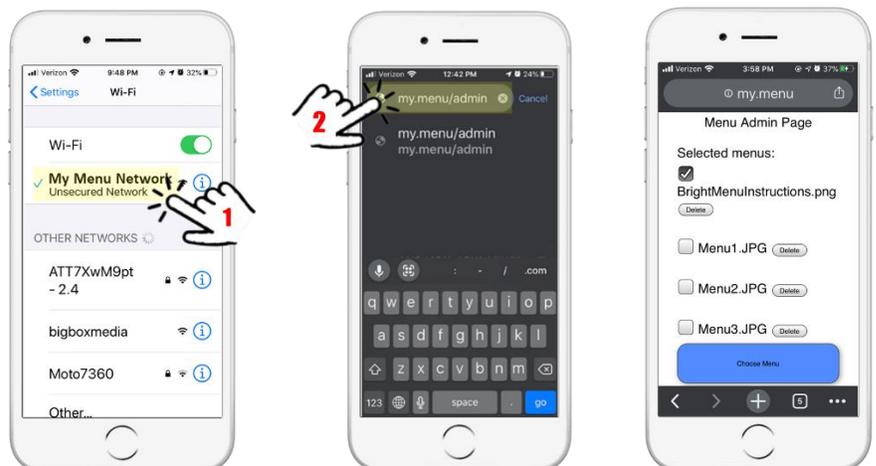
③ Upload Your Menu

1. Tap on *Choose Files* in the *Upload menu* section.

2. Locate and select your menu image file.

   - BrightMenu supports *PNG* or *JPG* files

3. Tap on the *Upload* button which will upload the image menu file to the BrightSign player.

   - If you do not have a compatible image file of your menu, please follow the instructions below for *Creating A Menu File*
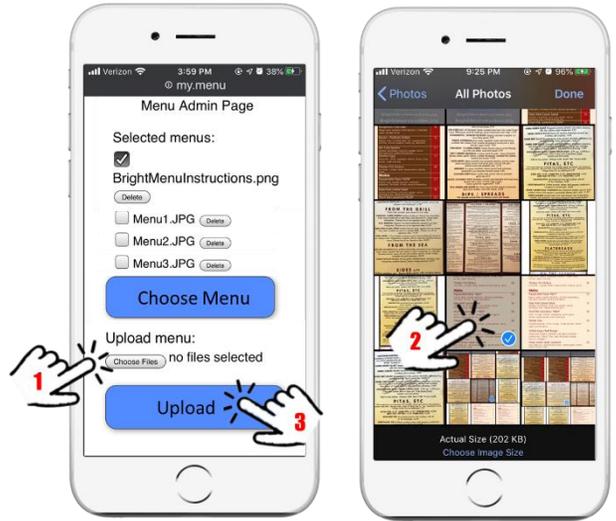
④ Activate Your Menu

1. Select the menu image file or files you wish to display under the *Selected Menus* section.

   - A check mark will appear next to files that have been selected
   - If multiple files are selected, they will be displayed in alphabetical order
   - 3 example menu files have been provided to use for testing purposes

2. Tap the *Choose Menu* button to activate the selected menu image files.

⑤ Test Your Menu

1. Connect to *My Menu Network* & scan the QR code on the printed *BrightMenu-Placard.pdf.*
   - To scan a QR code, open the camera app and simply aim it at the QR code

2. Tap on the notification to view your menu.
   - If multiple menu images were activated, scroll down to view them

Creating A Menu File

Choose a method below to create a compatible **PNG** or **JPG** image file to use with BrightMenu.

Take Photos of Your Printed Menu

Follow these steps to create a single photo image file of your printed menu.

1. Layout your printed menu flat on a table.
2. Take a photo of each page of your menu.
3. Edit each photo to crop & brighten the image as needed.
4. Follow Quick Start Steps 3 & 4 above to upload and choose your menu files to be viewed.

Edit the Provided Template in PowerPoint

Follow these steps to create your menu image files by editing our provided menu template.

1. Download the **Menu-Template.pptx** file from www.brightsign.biz/brightmenu
2. Open the document in Microsoft PowerPoint.
3. Tap on the placeholder logo & delete it. Then click on the placeholder logo image icon & add your own logo.
4. Tap on the placeholder background image & delete it. Then click on the placeholder image icon & add your own image.
5. Modify the menu items & prices to match your menu.
6. Save each slide as a **PNG** or **JPG** file. (For example, JPsGrille-menu.jpg)
7. Follow Quick Start Steps 3 & 4 above to upload and choose your menu files to play.
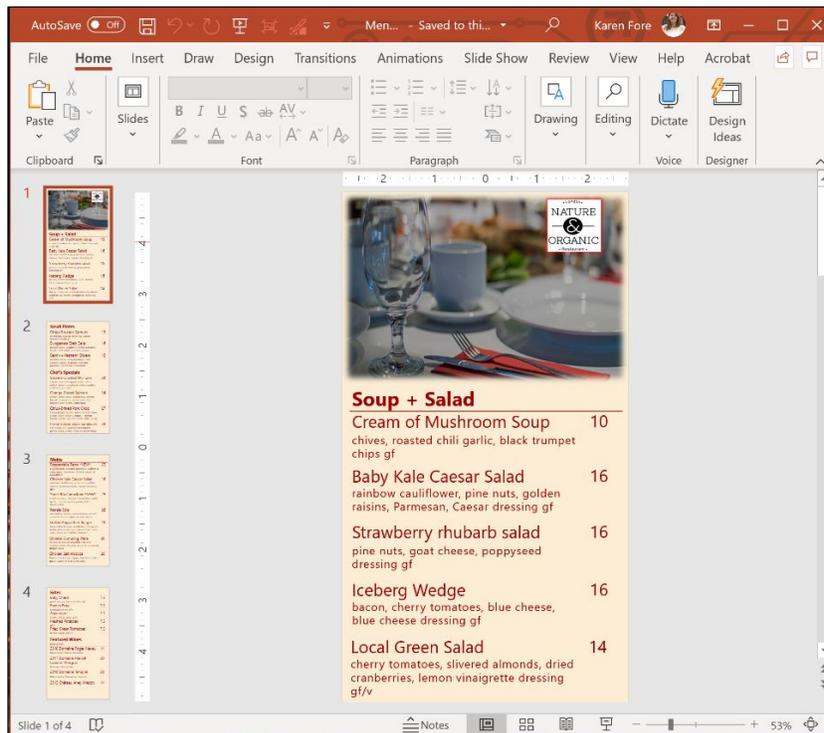
Add or Update the Admin Page Password

By default, you do not need a username or password to enter the Admin Page, however adding a password to the Admin Page is an important step to ensure your broadcasted menu is secure. The username will always be *admin*. Follow these steps to set your Admin Page logging password.

1. Connect to *My Menu Network* Wi-Fi network.
2. Visit the *Menu Admin Page* by typing in **my.menu/admin** into your browser.
3. Under the *password* section, type in a password into both fields, then tap the **Update Password** button to activate it. This will automatically log you out and prompt you to Sign In in order to log back into the Admin Page.
4. Type in the *username* = *admin* and your new password and tap the *Sign In* button to enter the Admin Page.
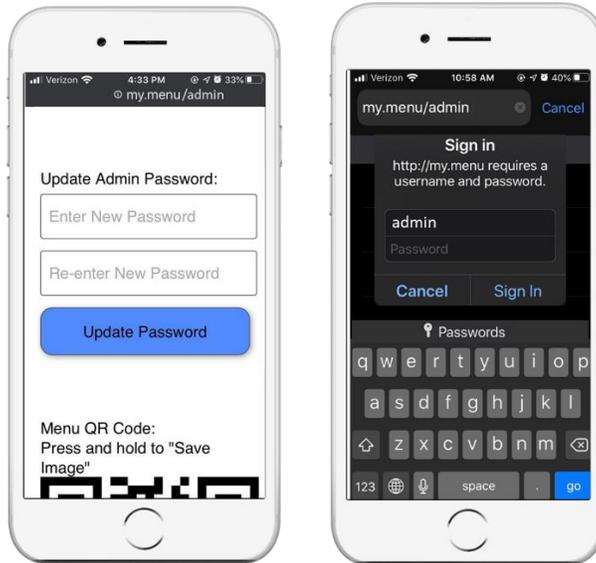
Resetting a Lost Admin Portal Password

If you forget your password, it can be reset it by following these instructions.
1. Connect to *My Menu Network* Wi-Fi network.
2. Type **my.menu/forgotpassword** into your browser.
3. Follow the onscreen instructions by Tapping the *Reset Password* button.
4. Then on the front of your LS424 player, *press the button labeled SVC*. You have 10 seconds to do this.
5. You will automatically be logged into the Admin Page and there no password will be needed to login.
6. At this point, we highly recommend you follow the instructions above to add a password.

Changing the SSID & hostname

This section walks through how to change the name of your Wi-Fi Network (SSID) and the name of the menu's webpage URL (hostname) so that they match your establishment.

1. Connect to *My Menu Network* Wi-Fi network.
2. Login to the *Menu Admin Page* by typing in **my.menu/admin** into your browser.
3. Under the *hostname* section, type in the name you would like to give to your webpage URL.
    - Please note that your name must have a *period* in it. (for example, a restaurant named JP's Grille, could have *JPsGrille.Menu* as the hostname)
4. Under the SSID section, type in the name you would like to give to your Menu's Wi-Fi Network. (for example, *JPsGrille Menu Network*)
5. Choose the *Set Values* Button to apply your new names.
    - Please note that this will reboot your BrightSign player and configure it with the new names. It will also create a new QR code assigned to your new hostname/URL
6. Scroll down to the QR code and save the QR code image that was generated for the menu webpage URL you just created and add it to the
    - Download the *BrightMenu-Placard-Template.docx* from www.brightsign.biz/brightmenu and edit the document with the new network name and new QR code and URL.
    - Print out this placard and display it on each dining table to instruct your customers how to view your menu.
7. Once the player reboots, you will be able to connect to the new Network Wi-Fi name and scan the updated QR code to view your menu