# Cloud Network Media Player - LAN & Wi-Fi (ANDROID)

Software User Manual

(Content Management System)



Manual Version PPCNET-B v1.2 (ANDROID)



## **Our Full Product Range**



## **Safety Instructions**



- Please keep the unit away from any heat sources. Place the unit in a stable and well-ventilated place.
- The holes or openings on the unit are designed for ventilation. Do not cover or block the ventilation holes or openings with any objects.
- Do not attempt to repair this product yourself! Improperly disassembly of the product may invalidate the warranty and lead to possible danger
- If you have a problem that cannot be solved using the "Troubleshooting" guidelines, please contact your supplier.

## **Contents:**

1.	Introd	uction5
	1.1	Logging In6
2.	Тор М	enu - System Operation8
	2.1	Media8
	2.1.1	Image8
	2.1.2	Video
	2.1.3	Music16
	2.1.4	RSS20
	2.1.5	Media Groups23
	2.1.6	Supported Media Files26
	2.2	Program
	2.2.1	Template27
	2.2.2	Playlist46
	2.2.3	Publish60
	2.2.3.2	1 Publishing from Playlist60
	2.2.3.2	2 Publish65
	2.2.4	Message66
	2.3	Player70
	2.3.1	Player70
	2.3.2	Status75
	2.3.3	Creating Groups79
	2.4	Logs83
	2.4.1	User Operations83
	2.4.2	Player Monitoring85
	2.5	Settings
	2.5.1	Organisation87
	2.5.2	User90
	2.5.3	Role94
	2.6	Logging Out97

3.	F.A.Qs	and Troubleshooting Guide	.98
	3.1	My video/images are squashed or distorted on my screen or have back boarders	.98
	3.2	Why is my screen displaying "Error (Screen Mode Unmatch)"?	.99
	3.3 method)	How do I update my player if it is not connected to the internet? (Plug and p	olay 100
	3.4	How do I play PowerPoint presentations on my display?	104
	3.5	Video Format Conversion	104
	3.5.1	Format Factory (Standard Definition)1	105
	3.5.2	HD Video Converter Deluxe (High Definition)1	111

## 1. Introduction

The Content Management System (CMS) is your way of updating and managing your players' contents. Through it you can upload media to our secure server, arrange your media in various layouts, schedule playlists, and remotely send them to your player. You can also control your players' display settings and assign On/Off times for all of your players.

If you have an administrators' account you can also manage and control your user activities and privileges.

NOTE: Before using the CMS please set up your player by following the installation steps in the Hardware User Manual. You must at least connect the power lead and ensure it is connected to your network via Wi-Fi as well as being connected to a monitor.

### 1.1 Logging In

To log in to the CMS begin by launching a web browser, we recommend Google Chrome however most popular browser should be compatible, then go to <u>www.mysignageportal.com</u> and click "Login" from the top navigation menu. Next, enter the username and password that you were provided with when you received your player along with the security code. If you do not have any login details please contact your supplier and they will provide you with a username and password.

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	Home Getting Started Support Login
Login (Note: Please ensure that you are using a compatible web brows	er; CLICK HERE to find out more)
User Name user	
Password	
Security Code 4115 4115 Regenerate	
Login Reset	
By using this website you are agreeing to our terms and conditions.	

Once you have logged in you will be greeted by an overview of your players. If you have connected yours players to the internet as per the installation instructions in the Hardware User Manual next to "Playing" in your Player Status area you should see the number of players that you have. If there are any players "Offline" or "Offline 24hrs+" please check that they are correctly connected to the internet. If your players appear next to "Unknown" please contact your supplier to make sure your players have been pre-loaded for you.

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For all other Statuses please see section 2.3.2 Status.

## 2. Top Menu - System Operation

### 2.1 Media

Before creating any layouts or playlists you must first upload any media files you wish to use. Once you have uploaded them they will remain on our secure server until you wish to delete them.

### 2.1.1 Image

Begin by clicking on the "Media" icon on the Top Menu then click on "Image".



Then click on the "Upload" button.

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	RSS Media Groups							
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An upload box will now appear. To begin uploading files please click "Add Files".

You can now browse through your files and select the images you wish to upload.

#### NOTE: Please see section 2.1.6 for supported media formats.

Once you have selected all the image files you wish to upload click "Open" in the browser window.

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You will now have a list of all the images you selected to upload. Click the "Upload" button and wait until they have all finished uploading. You can track the progress of each file by the loading bar underneath the file name.

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You will now see the "Progress Rate" bar expand until the files have completely uploaded.

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		H 4 Page 1 of 1	H 2 10 Y			Displaying 1 - 2 of 2		

You should now see a list of all the images you have uploaded.

If you want to know the details of any image that you have uploaded (such as resolution, the time and date it was uploaded or which user uploaded it) you can simply click on the image thumbnail.



## 2.1.2 Video

Begin by clicking on the "Media" icon on the Top Menu then click on "Video".

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Then click on the "Upload" button.

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An upload box will now appear. To begin uploading files please click "Add Files".

You can now browse through your files and select the videos you wish to upload.

#### NOTE: Please see section 2.1.6 for supported media formats.

Once you have selected all the video files you wish to upload click "Open" in the browser window.



You will now have a list of all the videos you selected to upload. Click the "Upload" button and wait until they have all finished uploading.

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You will now see the "Progress Rate" bar expand until the files have completely uploaded.

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You should now see a list of all the videos you have uploaded.

If you want to know the details of any video that you have uploaded (such as resolution, duration, the time and date it was uploaded or which user uploaded it) you can simply click on the video thumbnail.

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## 2.1.3 Music

Begin by clicking on the "Media" icon on the Top Menu then click on "Music".

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Then click on the "Upload" button.

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Video		Add File & Opload W Stop G Remove all Folder:		
RSS				
	A Page 1 of 1	2 10 💌	No data to display	
	1			

An upload box will now appear. To begin uploading files please click "Add Files".

You can now browse through your files and select the music files you wish to upload.

#### NOTE: We recommend using MP3 files only.

Once you have selected all the music files you wish to upload click "Open" in the browser window.



You will now have a list of all the music files you selected to upload. Click the "Upload" button and wait until they have all finished uploading.

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Media Groups	🕼 Music		ambient.mp3			4.6	61MB	default	Company	user		
4 4   Page 1 of 1   ▶  1 20 10 ▼ Displaying 1-2 of 2			A Page	1 of 1 🕨 🕅	10 💌					Displaying 1 - 2 of 2		

You should now see a list of all the music files you have uploaded.

If you want to know the details of any music file that you have uploaded (such as duration, the time and date it was uploaded or which user uploaded it) you can simply tick the check box next to the music file name.

	<mark>My</mark> Sig	nage <mark>Port</mark>	tal Media	<b>V</b> Program	Player	Logs	CO Settings			🙎 user 🛛 🖻	Message()@ Set	ting 👂 Logout
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🗊 Music		mbient.mp3				4.	61MB	default	Company	user	Size	8.02MB
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## 2.1.4 RSS

Begin by clicking on the "Media" section of the Top Menu, then click on "RSS".

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Next, click the "New" button.

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in Media in Image in Mage in Mage in Music in RSS in Media Groups in Media Groups	Name	URL	Address				Organization	Created By	Update time
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The first step is to name your RSS feed so as you can refer back to it later. Next you must set the "Show lines", this is how many entries you wish to display, for example if you set this as "1" your player will only display the last entry of the RSS feed. Next you must set the "Show model", if you are displaying news for example you can choose between showing the headline on its own, the content on its own or both the headline and content. Most critically, you must enter the URL address of your RSS feed. When you are finished, click "OK".

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Home Media ×									
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2 Refresh	Name: Org	anization:	Search					🔘 Ne	w 🤤 Delete
Media     Mage     Wideo     Music     RSS     Media Groups	Name	URL Address			Organization	Created By		Update time	
	New RSS						×		
	Name	BBC Business News		Preview:	1."No wage rises" until 5% jobless rate	<u>×</u>			
	Show lines	5	~		Average wages may not rise significantly un	til the unemployment rate has			
	Show Model	Title+Content	~		fallen to 5%, a Bank of England policymake	r has suggested.			
	URL Address	http://feeds.bbci.co.uk/news/business /rss.xml?edition=uk			2.GM under new scrutiny in US Congress General Motors chief executive Mary Barra faces intense	aces intense questioning from	questioning from		
	Remarks	1			US lawmakers, as questions linger over the procedures. 3.BoE appoints vuan clearing house	car giant"s botched recall			
						OK Cancel			

If you want to know the details of any RSS feed that you have created (such as Show lines, Show model, URL address, the time and date it was created or which user created it) you can simply click on the RSS feed title.

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You will then see a summary of your RSS feed.

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RSS						
🔓 Media Groups					-1	
	Modify RSS	;			×	
	Na	me: BBC Business News	Preview	1."No wage rises" until 5% jobless rate	<u>^</u>	
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	URL Addr	ess: http://feeds.bbci.co.uk/news/t /rss.xml?edition=uk	pusiness	General Motors chief executive Mary Barra f	aces intense questioning from	
	Rema	ırks:		US lawmakers, as questions linger over the procedures.	car giant"s botched recall	
				3.BoE appoints yuan clearing house	<b>•</b>	
					OK Cancel	
	14 4 Page 1 of 1	1 1 1 2 10 💌				Displaying 1 - 1 of 1
MySig	nage <mark>Portal</mark>	Media Program Pl	ayer Logs	Settings	😤 us	er 🛛 Message ( 💮 Setting 🤌 Lagout
Home Media 🗷						
Materials «	Advertisers					
Refresh	Name:	Search				🔾 New 🤤 Delete
🖃 🥽 Media	Name	Contact	Teleph	one Organization	User	Remarks
Video						
RSS						
🔓 Media Groups						
	-					State of the state of the
	Page 1 of 1	1 🖻 🎘  10 🗡				No data to display

## 2.1.5 Media Groups

If you are managing content for a number of clients you may wish to group their media together. This will make it easier to access the correct files later on when creating layouts.

Begin by clicking on the "Media" icon on the Top Menu then click on "Media Groups".



Next, click the "New" button.

Harma Madia R	<mark>∕ly</mark> Sig	nage <mark>Portal</mark>	Media Program Pla	yer Logs Settings		8	user 🔛 Message(💮 Setting 🏓 Logout
Materials	~	Advertisers					
	2 Refresh	Name:	Search				🔾 New 🥥 Delete
a ⊖ Hedia in image in i		Rame	Contact	Telephone	Organization	Uşer	Remarks

Next, give your Group a name. You can also add a contact name and telephone number for your client. When you are finished, click "OK".

MySig	nage <mark>Portal</mark>	Media Program	Player Logs	CO Settings			😫 user 🛛 🖂 Message(🛞 Setting 👂 Logout 🔨
Home Media ×							
Materials «	Advertisers						
2 Refresh	Name: S	earch					🔘 New 🛛 🤤 Delete
Media Media Video Music RESS Media Groups	Rame	Contact	Telepi	hone OK	Organization	User	Remarks
	Page 1 of 1	PI 🦿 10 🗙					No data to display

8 user 🖂 Message() 💮 Setting 🛛 👂 Logout 0 ~ MySignagePortal Media Settings Program Player Logs Home Media Materials Advertisers 2 Refresh Name: 🔍 Search 🗿 New 🛛 🤤 Delete 🖃 😋 Media Name Contact Telephone Organization User Remarks Media Image Video Music RSS Media Groups Company

Next, click on the title of your Group to start adding media to it.

To add images make sure the "Image" tab is highlighted then click the "Add" button.

Home Media 8								
Materials	Advertisers							
and Refresh	Name:	Search					O New	🥥 Delete
Media Image Video Music RSS Media Groups	Name     CustomerI	Detailed material Image Video Image +	Contact	Telenhone	Ornanization.	Batch Edit	Remarks	
		H 4 Page	1]of1   > N   2 10 💌		N	lo data to display Close		

From the images that you have already uploaded select the ones that you wish to add to the Group, and then click "OK".

Home media							
Materials	Advertisers						
🥲 Refresh							
🗃 🛅 Media	Name Name		ŧ	Telenhone	licer	Remarks	
		Image				×	
		Image - Name:	Search				
RSS C Modia Craupa							
		car.jpg	gaiting				
		14 4 Page 1 of 1	▶ PI   2   10 💌				
					OK Cancel	1	

These images will now be added to your Group.

MySig	nage <mark>Po</mark>	rtal Media Program Player Logs	CO Settings		😤 user 🛛 Message( 🛞 Setting 👂 Logout
Home Media					
Materials	Advertisers				
2 Refresh	Name:	Search			🔘 New 🤤 Delete
🖼 🔄 Media	Name Name	Contact Tele	nhone Organization	Liser X	Remarks
Video	Customer1	Image Video			
() Music			Defect (		
Media Groups		Biz image +	😴 Reliesh 🧕	Add 🥥 Remove 🖉 Baich Edit	
		car.jpg golf.jpg			
		IN 4 Page 1 of 1 ▶ № 2 10 ¥		Displaying 1 - 2 of 2	
				Close	
	14 4 Page	1 of 1 🕨 🕅 🤣 10 💌			Displaying 1 - 1 of 1

To add videos, complete the same steps with the "Video" tab highlighted.

## 2.1.6 Supported Media Files

Media Type	Supported File Type
Image	JPG, BMP, PNG, GIF
Video	MPG, AVI, MP4, TS

1. This unit does NOT support WMV or FLV video file types.

NOTE: Video and image files should be a maximum of 1920x1080 resolution (for Landscape players) and be a maximum of 1080x1920 resolution (for Portrait players).

### 2.2 Program

Here is where you control the content that is sent to the each player, how it looks and when it will display. You must first create your Template(s) to structure the layout of your content zones then use Playlists to assign media to your zones. You can then schedule these to play whenever you like. You can also use the Message or Break functions override any current or scheduled content if you need to broadcast anything that is time sensitive.

## 2.2.1 Template

There are two plain pre-developed Templates that you can use to display your content or you can make your own. If you are making your own you can combine images, videos and scrolling text (RSS or plain text) into one layout.

	<mark>My</mark> Sig	nage <mark>Portal</mark>	Media	Program Player	Logs	COS Settings			😤 user	🐱 Message(🛞 Setting	🤌 Logout
Home Media				▶ Template							
Materials	~	Advertisers									
	2 Refresh	Name:	🔍 Search							O N	ew 🤤 Delete
🕀 😋 Media		Name Name	Conta	JUTER	Telepho	ine	Organization	User		Remarks	
Video		Customer1		Puth			Company				
Media Groups											
		4 4 Page 1 of 1	> >   2 10	) 🔻						Disp	laying 1 - 1 of 1

Begin by hovering over the "Program" icon on the Top Menu then click on "Template".

MySig	nagePortal	Program Player Logs	CO Settings	🔗 user 🛛 Message( Setting 🏓 Logout
Hone Template *	Thumbnall • Template Name:	Organization:	Resolution -Select-	New <ul> <li>Pelete</li> <li> <li> </li> <li> </li></li></ul>
	Id d   Page 1 of 1 ▶ № 2	10 💌		Displaying 1 - 2 of 5

You should now see two pre-developed Templates under the "System Template" section.

If you only wish to have one video or image displayed at one time then these Templates are all you need. However if you wish to create different zones for different media, add scrolling text or RSS feeds, add a logo or add the time and date you must create your own Templates.

The following example is for a Template that includes all of the elements that you can select and is for demonstration purposes only. None of the elements are essential and as long as you have at least one video zone (which can also house images) the Template will function.

To create your own Template, begin by clicking "User Template" and then clicking the "New" button.

MySig	nage <mark>Portal</mark>	Media	Program P	Player Logs	Settings		🙎 user 🛛 🛛	essage() Setting 🧳	Logout
Home Template 🗵									
Template Type	🔡 Thumbnail 🝷 Template N	ame:	Organ	nization:	Resolution:Select	Y Search	🔾 New	😑 Delete   📧 Export	a Import
System Template			( Uya		<sup>™</sup> iscorpool <sup>™</sup> =>Bi6ft=				

A "New Template" box will now appear. Give your Template a name and choose a resolution. If you are creating a Portrait Template then select "Vertical", if you are creating a landscape Template then select "Horizontal". Once you have done this click "OK".

Home       Tumbatat * Name       Organsation       Resolution       Search       Itew @ Delete @ Export * Im         Image: State Template       User Template       Image: State Template       Image: State Template       Image: State Template         User Template       User Template       Image: State Template       Image: State Template       Image: State Template         User Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         User Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         User Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         User Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         User Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         Image: State Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         Image: State Template       Image: State Template       Image: State Template       Image: State Template       Image: State Template         Image: State Template       Image: State Templ	MySig	nage <mark>Portal</mark>	Media Program	Player Logs	CO Settings	😤 user 🛛 🔀 Message((③ Setting 🎾 Logout
Ype       Thumbnall • Name       Organsation:       Resolution:       Search       Image: Point * Image: Point	Home Template ×					
	Home     Template */       Type     (       System Template     User Template       User Template     ()	Thumbnali • Name:	Organsatic	n: F New Template Name: F Resolution: U Type: U Remarks:	Resolution: -Select-	Search New Delete Export • Import

NOTE: Please ensure that the resolution of your Template matches "Screen Mode" that has been set on your players.

You will now see a Template design interface and can begin laying out the different zones for your media.



#### Background

Your Template can have a background that you can see underneath and between the media zones. It can either be a previously uploaded image or a colour. This is not an essential element but can be used to give your content corporate branding. Whether you want an image or a colour as your background, begin by clicking the "Background" option from the interface's side menu.



#### Setting an image as a background

Once you have clicked on the "Background" option from the interface's side menu a message will appear asking if you wish to set an image as a background.

Area	Edit	Template Info
Backgrour	역 관 때 때 는 후 걸 IP 4> 또 된 III Ling CD 1중 25 generatives @ Back	Template Layout1
Video		Template User Template Type: Resolution: 1920x1080
		Regional Information
Image		
Text		Name:
T .ov		Zone List
L Logo		Zone List
Date Date		
Time	Тір	Set Darameter
-	Do you want to set an image as the background?	X: Px X: %
Weather	Yes No	Y: Px Y: %
		W: Px W: %
Static text		H: Px H: %
<		

If you click "Yes" you will be redirected to your list of uploaded images. To upload your background image to this list please see section 2.1.1 for instructions.





Next, select the image you wish to use as your background and then click "OK".

Your image will now appear as your background, you can now add media zones on top of this.

#### Setting an colour as a background

Once you have clicked on the "Background" option from the interface's side menu a message will appear asking if you wish to set an image as a background.





If you click "No" and then click anywhere on your Template preview, a colour option will appear.

Now click the colour dropdown box and a colour palette should appear.



You can select a colour from one of the samples or choose your own by entering a HEX colour code. Once you are happy with your background colour you can move on to the next step of adding media zones.

#### Video

# NOTE: Your Template <u>must</u> include a video zone; these can display either videos or images. Video, image and static text zones cannot overlap.

You can only have one video zone per Template; this is to avoid complicated content with conflicting motion and sound. Video zones can display both video and image files. You can set these zones to any size you require. Begin by clicking on the "Video" option from the interface's side menu.



Once you have clicked on the "Video" option from the interface's side menu a media zone will appear in your Template preview.

Area E	dit	Template Info
Backgrour	월 월 월 월 译 과 바 월 월 印 話 🏛 🎯 🎇 🤤 📓 Back	Template Layout1 Name:
Video		Template User Template Type:
		Resolution: 1920x1080
Image		Regional Information
Text		Zone Bg Name:
3		Zone List
L Logo		Video Video
DATE Date		
Time		Set Parameter
		X: 0 Px X: 0 %
Weather		Y: 0 Px Y: 0 %
G Static taxt		W: 1920 Px W: 100 %
U Static text		H: 1080 PX H: 100 %
		Style
		Color:
<		

Your next step is to size and position your video zone. You can do this manually by clicking on the zone and dragging out the frame handles. You can also size and position your zones more accurately by entering values into the input area on the right hand side of the interface.


In this example the video zone has been resized, both vertically and horizontally, to 80% of the total layout. As long as the video has an aspect ratio of 16:9 it will display without any distortion. The position of the zone can also be inputted here, either in pixels or percentage of the overall Template.

To delete this, or any, zone at any time simply right-click with your mouse and click "Delete" or click the cross in the top right hand corner of the zone.

### Image

You can add up to four image zones per Template. You can set these zones to any size you require. Begin by clicking on the "Image" option from the interface's side menu.



Once you have clicked on the "Image" option from the interface's side menu a new media zone will appear in your Template preview.



You can resize and position your image zones in the same way as your video zones. You can do this manually by clicking on the zone and dragging out the frame handles. You can also size and position your zones more accurately by entering values into the input area on the right hand side of the interface.



Once you are happy with your first image zone you can add another by clicking on the "Image" option of the interface's side menu. You can resize and position this in the same way.



### Scrolling Text and RSS Feeds

You can add one scrolling text or RSS feed area to your Template. You can set this zone to any size you require, with text scrolling in any direction you like (this is set at a later stage). Begin by clicking on the "Text" option from the interface's side menu.



Once you have clicked on the "Text" option from the interface's side menu a new media zone will appear in your Template preview.



You can resize and position your scrolling text zone in the same way as your video and image zones. You can do this manually by clicking on the zone and dragging out the frame handles. You can also size and position your zones more accurately by entering values into the input area on the right hand side of the interface.



#### Logo

In addition to your other zones you can add one logo area to your Template. This zone has a size restriction, with a maximum of 256x256 pixels. It is ideal for branding as it will stay on top of all of your other zones meaning it will always be seen. Begin by clicking on the "Logo" option from the interface's side menu.



Once you have clicked on the "Logo" option from the interface's side menu you will be redirected to your list of uploaded images. To upload your logo image to this list please see section 2.2.1 for instructions on how to do so.





Next, select the image you wish to use as your logo and then click "OK".

Your image will now appear as your logo, you can now set the size based on the original file dimensions.

### **Time and Date**

In addition to your media zones you can add the time and date to your Template. These zones cannot be resized however you can set the style, colour and font size of both. These zones will also stay on top of all of your other zones meaning it will always be seen. To add a date display to your Template, begin by clicking on the "Date" option from the interface's side menu.



A new zone containing the date will now appear, please reposition this where you want the date to appear on you Template.



To add a time display to your Template, begin by clicking on the "Time" option from the interface's side menu.



A new zone containing the time will now appear, please reposition this where you want the time to appear on you Template.



Once you have finished adding all of the media zones that you want to include, you can now save your Template by clicking the "Save" button.



You will now see a list of the Templates you have created.



## 2.2.2 Playlist

Now that you have created a Template you can now assign the media you have uploaded to the zones of your Template and assign other values such as duration time and transition effect for images.

Begin by hovering over the "Program" icon on the Top Menu then click on "Playlist".



### Next, click the "New" button.

	MySignagePortal	Media Program Player	Logs Settings			🤮 user 🛛 📔 Message(🛞 Setting	🎤 Logout
Home Playlist							
Playlist	Organization: Resolution	n:Select 🔽 🔍 Search				(O N	ew 🥥 Delete
Playlist	Resolution	Status	Player Type	Size	Uration Update Time	Organization	
A Page	1 of 1 🕨 🕅  10 💌					N	o data to display

You then have to select a Template. To select your own Templates Click on "User Templates", then select the desired Template and click "OK".

СМу	Signage <mark>Port</mark>				🙈 user	🚾 Message( 💮 Setting 🛛 👂 Lo	gout
Home Disvlict 8	select template				×		
Home Playnot	Template Type	III Thumbnail + Template Name:	Organization:	Resolution:Select	Search		
Playlist Org	🖃 🔁 Template Type					🔘 New 🤤 🛙	Delete
Playlist	System Tempi		10 *		Displaying 1 - 1 of 1	oon Operate	
					OK Cancel		
						J	
H A Page 1 of 1	H 🤁 10 🗡					No data to d	display

You may want to give your Playlist a name for future reference; you can do so by imputing it into the "Playlist" field.

Items				Template Info							
Image Video	Music	RSS		Playlist Playlist1	1	🖾 Quick Preview	Scale Preview	🝯 Edit Template	Save	🕹 Publish	C Back
Thumbnail • Name:	Organization:	📃 🔍 Search	Upload								
car.jpg golf.jpg								19:19:34 2014-06-	18		
[신 석   Page 1] of 1 ▷ ▷   관 1	12 💌	Displayir	ıg 1 - 2 of 2		T	IE,	Ж	T			
						TT BE	iumbnail 🔹 📑 De	tails 🔛 Edit 🥥	Delete   🦷	Clear 🙁 🕈	ullscreen
Bg 00:00:00 Video 00:00:00	Image3 00:00:00	Image5 00:00:00	Text 00:0	0:00 Logo 00:00:00							
background											

### Video and Music

You will now see a Playlist design interface with various tabs representing your different media zones. You will automatically find yourself on the "Background" or "Bg" tab. Begin adding media by clicking on the "Video" tab. This zone will now he highlighted in the preview located in the "Template Info" section.





Then click the "Video" tab located in the "Items" section.

From the videos that you have already uploaded drag and drop the ones that you want to populate this zone into the bottom section.



You will now see a list of the video files that this zone contains.



You can also add Music files to this zone in the same way.

At any time you can preview what the Playlist will look like on a live screen by clicking "Quick Preview".



This will launch a preview box showing how your Playlist would look if you were to Publish it now. To exit click the "X" in the top right hand corner.



#### Image

Next, click on the first "Image" tab. This zone will now he highlighted in the preview located in the "Template Info" section.



Then click the "Image" tab located in the "Items" section.



From the images that you have already uploaded drag and drop the ones that you want to populate this zone into the bottom section.



You will now see a list of the image files that this zone contains.



To edit their duration periods and transition effects select the image files you want to edit then click the "Edit" button.



A "Media Edit" box will now appear; here you can set the duration time and transition effect of each image file. When you have finished, click "OK".

Items					Template Info					
Image	Video	Music	RSS		Playlist Playlist1		🖾 Quick Pre	eview 🛛 🎬 Scale Preview	🖉 Edit Template	🔓 Save 🛛 🕹 Publish 🛛 🐼 Back
🏭 Thumbnail 👻 🛛	Jame:	Organization:	Search	Upload						
car.jpg	golf.jpg						<b>-</b> Y		19:25:3	
		Content Editing	(Only Image)							×
		Me	dia:		Duration: 00:00	:20 🕂 👯 Ş		Fill Effect: Sca	e 💌	
		Start Da	ite:	•	End Date:	3		Expiration:		
		Transition Effe	ect:							
									OK Cancel	
14 4 Page	1 of 1 🕨 🗎 🧶	12	Displayi	ng 1 - 2 of 2						
					🔠 Thumbnall 🔹 📑 Det	ails 🔹 Move Up	Move Down	Move Top Nove	Bottom   📝 Edit   🧲	Delete 🔐 Clear 🌣 Fullscreen
Bg 00:00:00	Video 00:00:15	Image3 00:00:1	Image5 00:00:00	Text 00:00	00 Logo 00:00:00					
car.jpg										

You can populate your other image zone by following the same steps.

#### Scrolling Text and RSS Feeds.

Next, click on the "Text" tab. This zone will now he highlighted in the thumbnail preview.



Here you can adjust the font size, scroll direction, scroll speed, transparency and the colours of both the area's background and text.

If you wish to add a scrolling message you can simply enter it into the "Text" field.



Items				Tem	plate Info							
Image	Video	Music	RSS	Pla	vlist Playlist1		🖄 Quick Preview	Scale Preview	🖺 Edit Template	Save	🗏 Publish 🛛 🖸	Back
Name:	Organization:	Searc	h									
Name	URL Address											_
BBC Business Nev	vs http://feeds	bbci.co.uk/news/busin	ess/rss.xr and dion =	uk		Can gre you	eat feeling skin o ir body languag	change e?	19:27:0 2014-06-	.18		
							TE	X	Т			
14 4 Page 1	of 1 🕨 🕅 🔊	12 ×	Displa	wing 1 - 1 of 1								
			Dropre									
Ba 00:00:00	Video 00:00:15	Image3 00:00:20	Image5 00:00:10	Text 00:00:00	Logo 00:00:00						≈ Full	screen
Text:				Form sight to / 0		Foot Circu	140-00 100		Fact Type: -		1	
Font Color:			Scroll:	From right to left		Font Size:	40px 👻		Font Type: E	nglish-Arial	¥ M C	
Background Color:			Scroll Speed:	Medium	Y	Transparency:	100%		Duration:		11 11 2	

However if you wish to add an RSS feed you must click the "RSS" tab in the "Items" section.

You will now see a list of the RSS feeds that you have previously set up. Drop and drag the feed that you wish to display into the bottom section.





You will now see the text field filled out with your RSS information.

It is a good idea to do a final preview of your content before saving, so as you are happy with how the content should look on your screen. Click "Quick Preview".

Items				Temp	late Info					
Image	Video	Music	RSS	Playli	st Playlist1		🖄 Quick Preview	🖄 Scale Preview	🖄 Edit Template	🛃 Save 🛛 😓 Publish 🛛 🐼 Back
Name:	Organization:	Searc	ch							
Name Name	URL Address									
BBC Bushess I	lews http://feeds.	.bbci.co.uk/news/busin	ess/rss.xml?edition =u			Can gre you	eat feeling skin o ir body languag	shange e?	19:29:5 2014-06-	5         Image: Constraint of the second secon
							TE	X	Т	
14 4 Page	1 of 1 🕨 🕅 🧶	12 💌	Display	ing 1 - 1 of 1						
								RSS Name:	BBC Business New:	s 🤤 Delete RSS 🛸 Fullscreer
Bg 00:00:00	Video 00:00:15	Image3 00:00:20	Image5 00:00:10	Text 00:00:00	Logo 00:00:00					
Text	1.'No wage rises' until	5% jobless rate								
	Average wages may no	ot rise significantly until	the unemployment ra	te has fallen to 5%, a	a Bank of England policy	maker has suggested				
	2.GM ignored early war	nings on cars								+
Font Color:			Scroll:	From right to left	~	Font Size:	40px 💌		Font Type: Er	Iglish-Arial
Background Color:			Scroll Speed:	Medium	~	Transparency:	50%		Duration:	H M S

This will launch a preview box showing how your Playlist would look if you were to Publish it now. To exit click the "X" in the top right hand corner.



### Now click the "Save" button.

Items	Template Info
Image Video Music RSS	Playlist Playlist1 🖉 Quick Preview 🖉 Scale Preview 🦉 Edit Template 🛃 Save 🐰 Publish 🔞 Back
Name: Organization: Search	
Name URL Address	
BBC Business News http://feeds.bbcl.co.uk/news/business/rss.xml?edition=uk	19:30-48 Can great feeling skin change your body language? 2014-06-18
N 4 Page 1 of 1 🕨 🖓 12 💌 Displaying 1 - 1 of 1	
	RSS Name: BBC Business News 🤤 Delete RSS 🖄 Fullscreer
Bg 00:00:00 Video 00:00:15 Image3 00:00:20 Image5 00:00:10 Text 00:0	00:00 Logo 00:00:00
Text: 1.'No wage rises' until 5% jobless rate	
Average wages may not rise significantly until the unemployment rate has fallen	t to 5%, a Bank of England policymaker has suggested.
2.GM ignored early warnings on cars	•
Font Color: Scroll: From right to	o left 💙 Font Size: 40px 💙 Font Type: English-Arial 💙
Background Color: Scroll Speed: Medium	✓ Transparency: 50% ✓ Duration: U N S

Template Info Items RSS 🛍 Quick Preview 📲 Scale Preview 🛸 Edit Template 🛛 Save 🔌 Publish 🚳 Back Playlist Playlist1 Name: Organization: Search Name URL Address BBC Business News http://feeds.bbci.co.uk/news/business/rss.xml?edition=uk =1 Can great feeling skin change your body language? Being processed. Please publish later! Tip OK 1 🔢 🖣 Page 🚺 of 1 👂 🖗 🧶 12 💌 Displaying 1 - 1 of 1 RSS Name: BBC Business News 🤤 Delete RSS 🐟 Fullscreen 
 Video 00:00:15
 Image3 00:00:20
 Image5 00:00:10
 Text 00:00:00
 Logo 00:00:00

 Text:
 1.'No wage rese' unti 5% jobless rate
 Average wages may not rise significantly until the unemployment rate has fallen to 5%, a Bank of England policymaker has suggested. 2.GM ignored early warnings on cars Scroll: From right to left Font Size: 40px Font Type: English-Arial Font Color: Scroll Speed: Medium Transparency: 50% ₩₩Ş Duration:

You will be presented with the following message, please click "OK".

## 2.2.3 Publish

## 2.2.3.1 Publishing from Playlist

Once you have populated your Templates zones with Media and you are happy with your Playlist you can either save it for a later date or you can send it to your player(s) immediately.

From the Playlist screen, click the "Publish" button.



First, set an expiration date. This just means that this Playlist will be accessible on your records until this date. Click on the field to select a date.

Organization / Group	Playlist							
📸 Organization 👻 🍣 Refresh	🔡 Thumbn	ail 🝷 🛊 Move Up   🏺 Move Down	Program Type: Playli	st 💌			😳 Add	😂 Delete
S Company	6	Playist1						
	Publish At	tribute						
	Play Mode:	Default 💌 Expiration:	Release Stra	ategy: Additional schedule 💙 Publish Type: Publi	sh Nov 🗡			
	Targeted F	Player / Organization / Grou						
								😑 Delete
Player	🔲 Туре	Player / Organization / name	Organization	Player Type	Screen Resolution	Group		
Name 💌 🔍 Search								
Player S/N Player Resolution								
14 4 Page 1 of 1 🕨 🗎 🍣 10 💌						OK		Back

We recommend that you set this to at least one year on from your current date just in case you want to refer back to this playlist in the future.

Organization / Group	Playlist						
📲 Organization 👻 🍣 Refresh	Ithumbnall 🔹 🌢 Move Down Program Type: Playlist 💌	Add 🤤 Delete					
Company	PlayIst1						
	Publish Attribute						
	Play Mode: Default 👻 Expiration: 🖪 Release Strategy: Additional schedule 🗸 Publish Type: Publish Type: Publish Nov 🗸						
	Targeted Player / Organization / Gn 🔸 June 2014 🕶 🔸						
	S M T W T F S	\ominus Delete					
Player	Type         Player / Organization / and         1         2         4         5         6         7         Player Type         Screen Resolution         Group						
Name 🔽 🔍 Search	8 9 10 11 12 13 14						
Player S/N Player Resolution	15 16 17 18 19 20 21						
🔲 10 0E300114 🔲 1080x1920	22 23 24 25 26 27 28						
	29 30 1 2 3 4 5						
	Today Clear						
🕅 🖣 Page 🛛 1 of 1 🕨 🕅 🍣 10 💌	OK	Back					

Next, select an option from the "Play Mode" list, they are as follows:

- Default sends the Playlist to the player now.
- Weekly allows you to schedule the Playlist to play on a weekly schedule.
- Daily allows you to schedule the Playlist to play on a daily schedule.
- Break allows you to schedule to play during a period, overriding everything else.

When you select any option other than "Default" another field will appear allowing you to set a play period of this Playlist.

Organization / Group	Playlist								
👬 Organization 🝷 🍣 Refresh	🔡 Thumt	onail 👻 🍲 Mo	ive Up 🛛 🏶 Move Dow	n Program Type: Playlist	~			🔾 Add	\ominus Delete
S Company	6	Organization Organization Playlist1	T						
	Publish A	ttribute							
	Play Mode Targeted	Default Default Weekly	zatio Froup	06-18 🔄 Release Strat	egy: Additional schedule 🚩 Publish Typ	e: Publish Nov 🗡			
Plaver	Type	Break	vization / name	Organization	Player Type	Screen Resolution	Group		
Player         S/N         Player         Resolution           10         0E300114         1080x1920									
4 4 Page 1 of 1 ▶ ▶  2 10 💌							OK		Back

Organization / Group	Playlist			
👬 Organization 🝷 🍣 Refresh	🏥 Thumbnail 🝷 🍲 Move Up 🛛 🏺 Move Down	Program Type: Playlist 💌		🔾 Add 🥥 Delete
E Company	PlayIst			
	Publish Attribute			
	Play Mode: Weekly Kepiration: 2015-0	06-18 🔄 Release Strategy: Additional schedule 🚩	Publish Type: Publish Nov Y	
	Select All Sun Mon Tue Wed	] Thu 🗌 Fri 🕘 Sat 🔲 Start Time: 08:34 👯 💆	End Time: 20:34 😃 🖤 24Hrs 🗖	O Add O Delete
Disuar	Week Targeted Player / Organization / Group	Start Time	End Time	
Name Search	rargeted mayer / organization / oroup			Delete
Player S/N Player Resolution	Type Player / Organization / name	Organization Player Type	Screen Resolution	Group
10 0E300114 <b>1</b> 080X1920				
4 4 Page 1 of 1 ▶ ▶  2 10 💌				OK Back

Set the period(s) for which you would like this Playlist to display, and then click the "Add" button.

This will then add another line that represents the period you have set. You must then tick the checkbox next to this period.

Playlist		
🔣 Thumbnail 👻 Move Down   Program Type: Playlist 🔍	Add	\ominus Delete
Provide a state of the state of		
Publish Attribute		
Play Mode: Weekly 👻 Expiration: 2015-06-18 3 Release Strategy: Additional schedul: Y Publish Type: Publish Nov Y		
Select All 🕘 Sun 🗌 Mon 🗧 Tue 🕘 Wed 🕘 Thu 🕘 Fri 🗟 Sat 📄 Start Time: 🔛 😾 💭 End Time: 💛 🖤 24Hrs 🗧 🖸	Add 🛛	Delete
Week Start Time End Time		
Mon Wea     Os:34     20:34		
		Delete
e e / Organization / name Organization Player Type Screen Resolution Group		
ОК		Back
	Playlist  Thumbrial • Move Up • Move Down Program Type Playlist  Turmbrial • • Move Up • Move Down Program Type Playlist  Publish Attribute  Play Mode: Weeky   Expiration: 2015-06-18  Release Strategr Additional schedult   Publish Type: Publish Tipe: Publish Tipe:   Veek  Start Time  Ind Time  Week  Start Time  Ind Time  Mon Wed  08:34  20:34  Turne  Ind Time  Figure Comparisation / Group  Organization / Group  Organization / Iname  Organization / Digenization / Digenization  Player Type  Screen Resolution  Group	Playlet       Image: Add of the Up Image: Add of the

Finally add the players that you would like to Publish the Playlist to by clicking the checkbox next to the name of the player. Then Click "OK".

Organization / Group	Playlist		
📩 Organization 👻 ಿ Refresh	🏥 Thumbnail 👻 Move Up 🛛 🗣 Move Down   Program Type: Playlist 🛛 💌	🔾 Add	\ominus Delete
Company	For the second s		
	Publish Attribute		
	Play Mode: Weekly 👻 Expiration: 2015-06-18 🖪 Release Strategy: Additional schedule 📉 Publish Type: Publish Nov 🗙		
	Select All 🗧 Sun 🗌 Mon 🗧 Tue 🗧 Wed 🗧 Thu 🗧 Fri 🗧 Sat 🗧 Start Time: 🔤 💆 🖉 End Time: 📴 💆 24Hrs 🗧	🔘 Add	Delete
	Week Start Time End Time		
Player	Mon Wed 08:34 20:34		
Name 💌 🔍 Search	Targeted Player / Organization / Group		(A)
Player S/N Player Resolution			Delete
K			
4 4 Page 1 of 1 ▶ ₱  2 10 ¥	OK.		Back

## 2.2.3.2 Publish

This is another method of publishing playlists to your players as well as viewing previous playlists that have not yet expired.

Begin by hovering over the "Program" section of the Top Menu, then click "Publish".



You will then see a list of previous playlists that you have published that have not yet expired. You can create a new Publish from scratch by clicking the "New" button, selecting a previously configured Playlist then following the steps from section 2.3.3.1.

## 2.2.4 Message

You can send a Scrolling Text message to your player that will override any scheduled or current content playing. Once your Message Playlist has finished playing your player will continue to display its normally scheduled content. You may wish to have pre-loaded content and pre-made Templates for these occasions.

3	MySignagePortal	Media Program Player	Logs Se	ttings			😤 user 🛛 🖂 Mess	sage() Setting 👂 Logout 🔨
Home Playlist	×	Template						
Playlist	Organization. Resolution:	Select Playlist						🔘 New 🛛 🤤 Delete
Playlist	Resolution	Status Scroll Text	Player Type	Size	Duration	Update Time	Organization	Operate
Playlist1	1920×1080	Norma	-	6604.19KB	00:00:20	2014-6-18 19:31:07	Company	2 🕹

Begin by hovering over the "Program" section of the Top Menu then click on "Message".

Next, click the "New" button.

	al Media Pro	ogram Player	Logs Settings			🙎 user 🛛 🐱 Messa	ge(Kiii) Setting 👂 Logout
Home Scroll Text 🗵							
Playlist. Organization:	👆 Search						🔾 New 🤤 Delete
	resolution	SLALUS		Uulauon	upuate IIIne	Urgenization	

A "New Scrolling Text" box will now appear. If you are sending the message to a portrait screen then select "Vertical", if you are sending the message to a landscape screen then select "Horizontal". Once you have done this click "OK".



Now you can adjust the font size, scroll direction, scroll speed, transparency and the colours of both the area's background and text.

If you wish to add a scrolling message you can simply enter it into the "Text" field.

Items					Template In	nfo								
Image	Video	Music	RSS		Playlist tick	eronlv20140618193	649 Auto Mate	ch 🖆 🤇	Quick Preview	Scale Preview	🛎 Edit Template	Save	2 Publish	🖸 Back
🔠 Thumbnail 🔹	Name:	Organization:	Searc	h 👍 Upload						-				
	1.4595	6												
	1													
car.jpg	golf.jpg													
									1.025					
									10					
Id d Dress	a sea to be on	10	Disal											
IA A Page		12	Disp	aying 1-2012										
													≈ ।	ullscreen
Text 00:00:00														
Text:	This message is a test													
				(		3			1					
Font Color:			Scroll	From right to	left 💌		Font Size:	40px	*		Font Type: E	nglish-Arial	in the second second	*
Background Color:			Scroll Speed	Medium	2		Transparency:	100%	Y		Duration:		Ĥ M I	2



However if you wish to add an RSS feed you must click the "RSS" tab in the "Items" section.

You will now see a list of the RSS feeds that you have previously set up. Drop and drag the feed that you wish to display into the bottom section.

Items					Template Info							
Image	Video	Music	RSS		Playlist tickeronly201406	18193649 🔲 Auto Match	🖄 Quick Preview	Scale Preview	🖄 Edit Template	Save	迭 Publish	🕜 Back
Name:	Organization:	Searc	ch									
Name	URL Address											
BBC Business Nev	vs http://feeds	.bbci.co.uk/news/busir	ess/rss.xml?edition=ul	¢								
-												
							1L, 1D		T			
IN N Page 1		12	Display	ng 1 - 1 01 1								
											* 1	Fullscreen
Text 00:00:00												
Text:												
		🖉 🗹 BE	IC Business News	http://	feeds.bbci.co.uk/news/busin	ess/rss.xml?edition=uk						
Font Color:		1 RS	S was selected				ox 👻		Font Type: Er	glish-Arial		*
Background Color:			Scroll Speed:	dium	~	Transparency: 10	10%		Duration:		Ĥ 🕅 (	Ş

Items					Template In	nfo								
Image	Video	Music	RSS		Playlist tick	keronly2014061819	3649 📃 Auto Ma	itch 📁	Quick Preview	🖄 Scale Preview	🖄 Edit Template	Save	法 Publish	G Back
Name:	Organization:	Sea	arch											
Name Name	URL Address				-									
BBC Business N	ews http://feeds	.bbci.co.uk/news/bu	siness/rss.xml?edition=	=uk										
								90	1.57	X				
					-			2.5						_
14 4 Page	1 of 1 🕨 🕅 🖓	12 💌	Displ	aying 1 - 1 of 1										
										RSS Name:	BBC Business News	s 🥥 Delet	e RSS 🙁	Fullscreen
Text 00:00:00														
Text:	1.US central bank cuts	growth forecast												-
	At the end of its two-	day policy meeting, t	he US Federal Reserv	e cuts its growth	forecast for 2	2014 and trims bac	k its stimulus progr	amme.						
	2.'No wage rises' until	5% jobless rate												+
Font Color:			Scroll	From right to k	left 💌	*	Font Size:	40px	~		Font Type: Er	iglish-Arial		*
Background Color:			Scroll Speed	Medium	~	*	Transparency:	100%	~		Duration:		₩ ₩	Ş

You will now see the text field filled out with your RSS information.

Once you have completed this you can then click the "Publish" button and follow the steps from section 2.3.3.1.

## 2.3 Player

In this section of your CMS you can check player settings, statuses and control remote functions such as on/off times and volume levels.

# 2.3.1 Player

Begin by hovering over the "Player" section of the Top Menu then click on "Player". You will see a list of all of your players.

MySignagePortal	Media	<b>Frogram</b>	Player	Logs	<b>Settings</b>			A use	r 🐱 Message(Kii) Setting	Logout
Home Publish ®			Player							
ID: Name: From: Start Date C ~ End Da	ate 🖪 St	atus:								🔘 New
Program T ID Name		Publish Typ		y Ty	oe	Published by	From	Expiration	Status	
14 4 Page 1 of 1 > Pl 2 10 M									N	data to display

To view or change any settings of any player begin by right-clicking on the name of the player you want to edit.

MySignagePortal	Media Program Player	Logs Settings		😤 user	🔀 Message(💮 Setting 🛛 👂 Logout 🔺
Home Player 🗵					
Player List					
Name: S/N: Search			1 🔘	New 🛛 😳 Batch 🛛 🔹 Import	S/N 📝 Batch Set 🥥 Delete 🛄 More•
Player Name Organization Group	Player ID	S/N 3G 0	Card Software	Created By	Update Time
Company		0E300114	3.2.3E	sa	2014-6-18 16:36:01
IN N Page 1 of 1 ▶ № 2 10 ×					Displaying 1 - 1 of 1

## Then click "Edit".

	Media	<b>I</b> Program	Player	Logs	Construction Settings			😤 user	🔀 Message(💮 Setting	P Logout
Home Player 🗵										
>> Player List										
Name: S/N: Search							0 N	lew 🛛 🗿 Batch 🔹 Import S	i/N 🛛 📝 Batch Set 🛛 🤤 Delete	More*
Player Name Organization Group		Player ID		S/N		3G Card	Software	Created By	Update Time	
<ul> <li>✓ Edit</li> <li>✓ View Schedule</li> <li>✓ Change Player Password</li> <li>✓ Reset Password</li> <li>✓ Program Package</li> </ul>				0230	0114		3.4.3E	¥	2014-0-18 10:36:01	
14 4 Page 1 of 1 > > 10 2 10 ×									Disp	aying 1 - 1 of 1
This will bring up the "Edit Player" window. Under the "Basic Info" tab you can edit your player's name as well as changing which Organisation it is associated with. You can also assign it to a Player Group.

(	<u>М</u>	<mark>y</mark> Signage	Portal	Media Program	Player	Logs Set	<b>D</b> tings				<u> user</u>	🔛 Message) 💮 Setting	P Logout
Home	Player ×												
» Play	yer List												
Nan	me:	S/N:	Search							🔘 New 🛛 🔘 Batch	Import S/	N 📝 Batch Set 🔞 Delete	More•
	Player Name	Organization	Group	Edit Player					×	Create	ed By	Update Time	
X	10	Company		Basic Infr Player Name: Player Type: S/N: Organization: City: Group:	0n/Off Time 10 NON-ANDROID 0E300114 Company England 1 L	Download 1	Time Displa	y Property Volum	e Param	53		2014-6-18 16:36:01	
										J			
	A Page 1	of 1 🕨 🕅  🤁	10 🕶									Displ	aying 1 - 1 of 1

Under the "On/Off Time" tab you can set daily or weekly on and off times for your player.

	Signagero	onal	Media Program	Player	Logs Settings					
Player A										
Player List										
Vame:	S/N:	👆 Search					O New 1	🔘 Batch 🔹 Impor	I S/N 🛛 📝 Batch Set 🛛 🤤 Delete	III M
Player Name	Organization	Group	Edit Player				×	Created By	Update Time	
2 10	Company		+ Basic Info	On/Off Time	Download Time Dis	play Property Volume Param	<b>→</b>	58	2014-6-18 16:36:01	
				O Martin F	Times N					
			On O Daily	O Weekly	limer 💌					
			No.	Status	On Time	Off Time				
			1	On	00:00	23:59	- 11			
			2	00	00:00	23:39				
			4	On	00:00	23:59	- 11			
			5	On	00:00	23:59				
						OK Cance	91			
			L							

Under the "Download Time" tab you can set download periods for your player meaning it will only attempt to download new content from the server during this period.

Player List       Image: SNL       SNL       Search         Player List       Image: SNL       Image: SNL       Image: SNL       Image: SNL         Player List       Image: SNL       Image: SNL       Image: SNL       Image: SNL       Image: SNL         Player Name       Organization       Group       Edit Player       Image: SNL	P Logout
Player List         Name:       SNL       Search         Player Lame       Organization       Group         Edit Player       Mame:       SNL         Player Name       Organization       Group         Edit Player       Mame:       SNL         On Time-From       SSE       to 23:59         On Time-From       SSE       Sach Add         Start Time       23:46       23:46         23:47       23:47       23:48         23:49       23:50       23:50         23:51       23:51       23:51         23:53       23:54       End Time	
Name       SN:       Search       Organization       Group       Edit Payer       Created By       Update Time         V       10       Company	
Payer Name       Organization       Group       Edit Player       Image: Created By       Update Time         I       10       Company <ul> <li> <li> <ul> <li>             0 n Time: From</li> <li>             23:45</li> <li>             End Time</li> <li>             23:47</li> <li>             23:43</li> <li>             23:51</li> <li>             23:53</li> </ul> <ul> <li>             23:54</li> </ul> <ul> <li>             Created By</li> <li>             Update Time</li> </ul></li></li></ul>	More*
Image: Company         Company         East: Info         On/Off Time         Download Time         Display Property         Volume         Param         S2         2014-6-18 16:36:01           Image: Company	
Image: Constraint of the second se	
23:55 23:56 23:57 23:59 23:59 23:59 0 CK Cancel	
li s Page 1 of 1 P i 🖓 10 💌 Disp	ing 1 - 1 of 1

Under the "Display Property" tab you can change your player's display settings, such as brightness and contrast, as well as setting time periods when these changes apply.

MySignagePortal	Media Program Player Logs Settings	🙎 user 🛛 Message(🛞 Setting 🏓 Logout
Home Player *		
>> Player List		
Name: S/N:	O Ne	ew 📀 Batch 🔹 Import S/N 📝 Batch Set 🤤 Delete 🗔 More 🔹
Player Name Organization Group	Edit Player X	Created By Update Time
II     Company	Basic Info             On/Off Time             Download Time             Display Property             Volume             Param                 On:               Mode:                 Start Date:               2014-06-18                 Start Time:               00:00:00                 End Date:               2017-06-18                 End Time:               00:00:00                 Color(Integer 0-100):               Default:                 Color(Integer 0-100):               Default:                 Color(Integer 0-100):               Default:                 Default:               So                 Hue(Integer 0-100):               Default:                 So               Default:                 Color Temperature:               Normal                 OK               Cancel	sa 2014-6-18.16:36:01
Page 1 of 1 2 10 💌		Displaying 1 - 1 of 1

Under the "Volume" tab you can change your player's volume level, as well as setting time periods when these changes apply.

		<b>ly</b> Signage <mark>F</mark>	Portal	Media Progr	am Player	Logs Setting	S				😫 use	er 🔛 Message() 💮 Setting	P Logout
Hor	ne Player ×												
>>	Player List												
	Name:	S/N:	Search							🔘 New	🔘 Batch 🔹 Impo	rt S/N [ 📝 Batch Set 🛛 🎯 Delete	More•
	Player Name	Organization	Group	Edit Player					3	×	Created By	Update Time	
	10	Company		🔶 Basic I	nfo On/Off Time	Download Time	Display Property	Volume Pa	ram 🖌 🔶		58	2014-6-18 16:36:01	
				🕑 On 🔳	imer 💌 Def	ault Volume: 50	×						
				No.	Status	Volume	Start Time	End Time					
				1	On	87	▼ 00:00	23:59					
				2	Off	00	00:00	23:59					
				3	Off	00	00:00	23:59					
				4	Off	00	00:00	23:59					
				5	Off	00	00:00	23:59					
								ок с	ancel				
	14 4 Page	1 of 1 🕨 😸 🔐 10	) 🗸									Disp	laying 1 - 1 of 1

Chen you have finished making changes click "OK".

You can also change the settings of multiple players by ticking the checkboxes next to each of the player name then clicking the "Batch Set" button.

#### 2.3.2 Status

Begin by hovering over the "Player" section of the Top Menu then click on "Status". You will see a list of all of your players.

	Media Prog	ram Player	Logs	Settings			
ne Player 🗵		Playe	er -				
Player List		Status	s				
Name: S/N: SiN: Search					01	New 🛛 📀 Batch 🔹 Import	IS/N 📝 Batch Set 🤤 Delete 🔲 More
Player Name Organization Gro	Pla Pla	ayer ID	S/N	3G Card	Software	Created By	Update Time
10 Company			0E3001	14	3.2.3E	sa	2014-6-18 16:36:01

From this list you can check the "Player Status", "Progress" and any other player properties you may wish to track. The "Player Status" is quite useful as it will show you when players are loading their content and if any players are not connected properly. The following list describes all of the possible statuses there can be and what they mean.

#### Statuses



Your player is still establishing a connection. This should only be displayed for a few minutes while your player connects to the server.



Your player has not been connected to the server for less than 24 hours. Please make sure your player is connected to your Wi-Fi network and that your player has been set up correctly as per the Hardware user manual.



Your player has successfully received the content you have sent and is currently processing it in preparation to display it.



Your player is successfully displaying its scheduled content.



Your player has crashed or has downloaded corrupted files. Please restart it from the mains and format its internal memory. For full instructions please see section 1.5.6 of the Hardware User Manual.



Your player is currently displaying the Home screen with a message. This is due to the player being stopped manually with the remote control or because there is incorrectly configured content scheduled to display. Please see Troubleshooting section 3.2 for more information.



Your player is currently displaying the Home screen and is downloading the content you have sent.



Your player is in Sleep mode. This is due to the player being scheduled to Sleep using the remote control or by remotely scheduling the player to be in Sleep mode for this period.



Your player has not been connected to the server for 24 hours. Please make sure your player is connected to your Wi-Fi network and that your player has been set up correctly as per the Hardware user manual.



Your player has not been connected to the server for more than a day. Please make sure your player is connected to your Wi-Fi network and that your player has been set up correctly as per the Hardware user manual.



Your player is successfully displaying its scheduled content whilst downloading the content that you have sent it in the background.



Your player been loaded onto the system but has not yet made a connection with the server. Please contact your supplier to ensure that it has been successfully licensed to use.

Your "Progress" bar will indicate how much of your media has successfully been transferred to your player.

## 2.3.3 Creating Groups

You can group your Players together for more convenient updates. For example if you have more than one player in any given room you may wish to group them together so as you can Publish Playlists to them simultaneously.

Begin by hovering over the "Player" section of the Top Menu then click on "Player". You will see a list of all of your players.

MySignagePortal	Media	Program	Player	Logs	© Settings			😤 user	🔀 Message( 💮 Setting	P Logout
Home Publish ®			Player							
ID: Name: From: Start Date 🔍 ~ E	nd Date 🔳	Status:								🔘 New
Program T ID Name		Publish Typ		ay Ty	pe	Published by	From	Expiration	Status	
4 4 Page 1 of 1 ▶ ▶  2 10 ¥									No	data to display

#### Click the "Expand" button.

MySignagePortal	Media Program Player	Logs Settings	8	iser 🛛 Message(@ Setting 🤌 Logout 🔺
Home syer R				
Na S/N: Siarch			🔘 New 🛛 🕥 Batch 🔒 Im	port S/N 📝 Batch Set 🤤 Delete 🔲 More •
Payer Name Organization Group	Player ID	S/N 3G Card	Software Created By	Update Time
10 Company		0E300114	3.2.3E sa	2014-6-18 16:36:01
				Displaying 1 - 1 of 1

Click the "Organisation" button in the new area, changing the button to "Group".

	ge <mark>Portal</mark>	Media Progra	I III IIII IIII IIII IIII IIIII IIIII IIII	Logs Settings				🙎 user  🖂	Message( Setting 🍃 Logout 🔺
Home Player ×									
Organization «	Player List								
	Name:	S/N:	Search				🔘 New 🕓 Batch	h 🔒 Import S/N 🚺	Batch Set 🥥 Delete 🔲 More•
e Cany	Player Name	Organization	Group	Player ID	S/N	3G Card	Software	Created By	Update Time
mer1	10	Company			0E300114		3.2.3E	sa	2014-6-18 16:36:01
	Page 1	of1 b bi 😂 1	0 ~						Diselaving 1-1 of 1

Ľ	MySignag	jePortal	Media Prog	ram Player	Logs Settings				😤 user  🖂	Message() Setting 👂 Logout 🔺
Home Play	er 🗵									
Group	<b>«</b>	Player List								
Group 🝷	🍣 Refresh 🛛 🛄 More 🔹	Name:	S/N:	Search				🔘 New 🛛 🔘 Batc	h 🛛 🍲 Import S/N 🛛 [	Batch Set 🥥 Delete 🔲 More•
📰 💽 Group	O New Group	Player Name	Organization	Group	Player ID	S/N	3G Card	Software	Created By	Update Time
	<ul> <li>Prive</li> <li>Prive</li> <li>Prive</li> <li>Prive</li> <li>Prive</li> <li>Config</li> <li>Prive</li> <li>Prive</li></ul>	10	Company			0E300114		3.2.3E	53	2014-6-18 16:36:01
		IN A Page 1	of 1 🕨 🕅 🧶	10 👻						Displaying 1 - 1 of 1
				Friendl						

Right click on the "Group" tree then select "New Group".

Give your Group a name then click "OK".

ď	MySignag	jePortal	Media Progra	am Player	Logs Settings				🔒 user 🛛 🖼	lessage(l Setting 🎾 Logout
Home Play	er (×									
Group	«	Player List								
Group 👻	Refresh 🔲 More•	Name:	S/N:	Search				🔘 New 🔘 Bato	th 🔹 Import S/N 🛛 🖉	Batch Set \ominus Delete 🗌 More•
Group		Player Name	Organization	Group	Player ID	S/N	3G Card	Software	Created By	Update Time
			Longany	Add c	lient Class Name: Group1 Remarks: 0 0	K Cancel		3.2.3E	53	2014-0-18 10:30:01
		N 4 Page	1 of 1 🗵 🖉 🔤	10 🗸						Displaying 1 - 1 of 1

Home Play	MySignag	gePortal	Media Progra	m Player	Logs Settings				🙎 user	🔀 Message() Setting 🛛	Dogout
Group	a	Playor List									
Group	Patrach Mara	Name:	SAL	Search				O New O Batch	A Import SA	Ratch Sat	More -
Group	C Reliesh La more	Player Name	Organization	Group	Player ID	S/N	3G Card	Software	Created By	Undate Time	
📰 🗐 Grou	p1	10	Company	o.cop		0E300114		3 2 3E	c2	2014-6-18 16:36	-01
	O New Group		company			02300114		5.2.50	30	2014-0-10 10.50	.01
	Edit Group										
	Delete Group										
	Assign Client										
	-										
		14 4 Page	1 of 1 🕨 🕅 🖓 1	) 🗸						Disnlav	ina 1 - 1 of 1

Right-click the Group name and select "Assign Client".

Finally, tick the checkboxes next to the players you would like to add to this Group then click "OK".

Alternatively you can assign your players to a Group in the "Edit Player" menu. Please see section 2.3.1.

## 2.4 Logs

Here you can view and track the activity of both your users and your players.

#### 2.4.1 User Operations

This section makes it easy for you to monitor your user's operations. You can also keep a record of these logs by exporting the data into a spreadsheet.

Begin by hovering over the "Logs" icon on the Top Menu then click on "User Operations".

ne Status ® User Operations Player List Player ID: Status: -Select- ✓ Free Son 4 Search ∐List • Auto Refrees	h: Never 💌 💷 More • artbeat
Player List         Player Dring           Name:         S/N:         Player ID:         Status: -Select.         ✓ Free Solution         Q Search         EList • Auto Refres	h: Never 💌 💷 More • artbeat
Name: SNL Player ID. Status: -Select- Free Son Quesch List + Auto Refree	h: Never 💌 🛄 More • artbeat
	artbeat
🔲 Payer Name 🛛 Payer Status S/N 🛛 Player Type Resolution 💙 Group IP Address Progress Remaining Hard D Last He	
🔲 10 🕜 Stop 0E300114 🔲 1080×1920 Control y 213.123.193.161 🦲 3639.82 2014	-6-18 19:44:52
14 4 Page 1 of 1 10 10 💉	Displaying 1 - 1 of 1

You will then see a list of every action that each user has taken. You can refine your search by Event, Username, Organisation, date or Result.

	ortal Media Program	Player Logs Settings		😤 user	🐱 Message() Setting	P Logout
Home User Operations 🗵						D-
EventSelect-	Operator: 0	Organization: From: Start Date	e 🗳 ~ End Date 🔄 Result: -Selec	- V Search	Result	🛎 Export
Even	Operator	Company	IP 212 122 102 161	2014 06 19 10:27:40	- Cucroon	
New Playlist(lickeroni/20140610195049)	user	Company	213.123.193.101	2014-00-18 19:37:40	Success	
New PlayIst(tickeroniy20140618193649)	user	Company	213.123.193.161	2014-06-18 19:36:49	Success	
Save Playlist[Playlist1]	user	Company	213.123.193.161	2014-06-18 19:31:07	Success	
Save Playlist[Playlist1]	user	Company	213.123.193.161	2014-06-18 19:30:46	Success	
New Playlist[playlist20140618191856]	user	Company	213.123.193.161	2014-06-18 19:18:56	Success	
Delete Playlist[playlist20140618130104]	user	Company	213.123.193.161	2014-06-18 19:18:30	Success	
Edit Template[Layout1]	user	Company	213.123.193.161	2014-06-18 19:17:43	Success	
New Template[Layout1]	user	Company	213.123.193.161	2014-06-18 19:07:11	Success	
Delete Template[Layout1]	user	Company	213.123.193.161	2014-06-18 19:07:00	Success	
New Template[Layout1]	user	Company	213.123.193.161	2014-06-18 19:06:46	Success	
I					Displayi	ng 1 - 10 of 4

You can also export these records as an .XLS spreadsheet file. You can do this by clicking the "Export" button.

(		gnage	Porta	Media	<b>Program</b>	<b>Player</b>	Logs	CONSISTENT SETTINGS						🙎 us	er 🖂	Message(/③ Settin	o 🔑 L	.ogout
Home	Player Monitoring																	
Player:	SN:		Organizati	on:	Event -Se	lect		~		From: S	tart Date	🖻 ~ End Da	ste 🖪 🤇	Search			1	Export
Player		SN		Organization		Event										Time		
10		0E300114		Company		Downlo	ad playlist [j	playlist201406	18130104]	ends						2014-06-18 1	5:38:01	
10		0E300114		Company		Downlo	ad playlist (j	playlist201406	18130104]	starts						2014-06-18 1	5:38:01	
10		0E300114		Company		Downlo	ad schedul	e ends								2014-06-18 1	5:37:57	
10		0E300114		Company		Downlo	ad schedul	e starts								2014-06-18 1	5:37:57	
14 4	Page 1 of 1 P	10	*													Dis	playing 1	1 - 4 of 4

## 2.4.2 Player Monitoring

This section helps you to monitor the activity of all of your players. You can also keep a record of these logs by exporting the data into a spreadsheet.

Begin by hovering over the "Logs" icon on the Top Menu then click on "Player Monitoring".

	Media I	Program Player	Logs Settings		🙎 user	🔀 Message(🛞 Setting	₽ Logout
			Player Monitoring				
Event -Select-	Operator:	Organization:	Prayer Monitoring	art Date 🖸 ~ End Date 🕒 Result: -Select-	. Search	Danuk	K Export
Evenu Roup Blauliaffickeroph/2014/06191026401	Operator			1P 212 122 102 161	2014 06 19 10:27:40	Result	
New PlayInducteronly201406494036401	user			213.123.193.101	2014-06-18 19:37:40	Success	
New PlayInstituceroning20140016193049j	user		Com	213.123.193.101	2014-00-16 19:30:49	Success	
Save Flayinst Flayinst 1	user		Company	213.123.193.101	2014-00-18 19:31:07	Success	
New Devict New Joseph 100 100 100 100 100 100 100 100 100 10	user		Company	213.123.193.101	2014-00-18 19:30:40	Success	
Delete Playlistical 1406 18 18 18 10 10 1	user		Company	212.122.102.101	2014-00-18 19:18:30	Success	
Edit Tomplatell avault1	user		Company	213.123.193.101	2014-06-18 19:17:42	Success	
New Templatell avoid1	user		Company	213 123 193 161	2014-06-18 19:07:11	Success	
Delete Templatell avout1	user		Company	213 123 193 161	2014-06-18 19:07:00	Success	
New Templatell avoid1	user		Company	213 123 193 161	2014-06-18 19:06:46	Success	
🞼 4 Page 1 of 5 🕨 🎽 🤔 10 💌						Displayi	ng 1 - 10 of 43

You will then see a list of every action that each player has taken. You can refine your search by Player, SN, Organisation, Event or date.

	MySignage	Portal Media	Program Play	er Logs	CO Settings				👌 user 🛛 🔀 Message(K	🕃 Setting 🏼 👂 Logout
Home Player	Monitoring 🗵									
Player:	SN:	Organization:	EventSelect		~	From: S	Start Date 🛛 🖓 ~ End D	late 📑 🔍 Search		🗐 Expo
Player	SN	Organization	Eve	nt					Time	
10	0E300114	Company	Do	wnload playlist (pla	aylist20140618130	104] ends			2014-	06-18 16:38:01
10	0E300114	Company	Do	wnload playlist (pla	aylist20140618130	104] starts			2014-	-06-18 16:38:01
10	0E300114	Company	Do	wnload schedule	ends				2014-	06-18 16:37:57
10	0E300114	Company	Do	wnload schedule :	starts				2014-	06-18 16:37:57
ii ii Page	1 of 1 🕨 🕅 😂 10	<b>v</b>								Displaying 1 - 4 of

You can also export these records as an .XLS spreadsheet file. You can do this by clicking the "Export" button.

MySignagePortal	Media	Program F	Nayer Li	ogs Set	ings		😤 user	🔀 Message() 💮 Setting	P Logout
Home User Operations ®									
Event -Select-	Operator:	Orgar	nization:		From: Start Date	🖸 ~ End Date 📑 Result -Select-	Search		Export 🔊
Event	Operator			Organizati	on	IP	Time	Result	
Save Playlist[tickeronly20140618193649]	user			Company		213.123.193.161	2014-06-18 19:37:40	Success	
New Playlist[tickeronly20140618193649]	user			Company		213.123.193.161	2014-06-18 19:36:49	Success	
Save Playlist[Playlist1]	user			Company		213.123.193.161	2014-06-18 19:31:07	Success	
Save Playlist[Playlist1]	user			Company		213.123.193.161	2014-06-18 19:30:46	Success	
New Playlist[playlist20140618191856]	user			Company		213.123.193.161	2014-06-18 19:18:56	Success	
Delete Playlist[playlist20140618130104]	user			Company		213.123.193.161	2014-06-18 19:18:30	Success	
Edit Template[Layout1]	user			Company		213.123.193.161	2014-06-18 19:17:43	Success	
New Template[Layout1]	user			Company		213.123.193.161	2014-06-18 19:07:11	Success	
Delete Template[Layout1]	user			Company		213.123.193.161	2014-06-18 19:07:00	Success	
New Template[Layout1]	user			Company		213.123.193.161	2014-06-18 19:06:46	Success	
🕅 4 Page 1 of 5 🕨 🕅 😂 10 💌								Displayi	ng 1 - 10 of 43

#### 2.5 Settings

The functions available in this section are administrator tools, allowing you to set up Organisations and effectively control your Users and their Roles.

#### 2.5.1 Organisation

If you have a large number of users or have separate customers you may wish to create Organisations for them to be grouped under. You can create as many Organisations and Sub-Organisations as you want to help organise your users.

Begin by hovering over the "Settings" icon on the Top Menu then click on "Organisation".

		gnage <mark>Po</mark>	ortal Media	Program	Player	Logs	Settings		🙎 user	🔀 Message(🛞 Setting 🛛 👂 Logou
Home	Player Monitoring ()						Organization			
Player:	SN:	Org	anization:	Event -Se	lect-			From: Start Date 🛛 ~ End [	Date 🖪 🔍 Search	📧 Exp
Player		SN	Organization		Event					Time
10		0E300114	Company		Downlo	ad playlist [p	playlist2014 8130104]	ends		2014-06-18 16:38:01
10		0E300114	Company		Downlo	ad playlist [p	olaylist20140018130104]	starts		2014-06-18 16:38:01
10		0E300114	Company		Downlo	ad schedule	e ends			2014-06-18 16:37:57
10		0E300114	Company		Downlo	ad schedule	e starts			2014-06-18 16:37:57
14 4	Page 1 of 1 🕨 🕅	2 10 💌								Displaying 1 - 4 o

#### Next, click the "New" button.

Home Organization R Organization Tree Prefresh ONew OBatch Schut ODelete	
Company	

Give your Organisation a name. If you are setting up a sub-Organisation then select a Parent Organisation.

MySignagePortal	Media	Program	<b>Player</b>	Logs	© Settings					A user	🐱 Message() Setting	E P Logout
Home Organization 🗵												
Organization Tree Refresh ONew OBatch	🖾 Edit 🤤 Del	lete										
Company												
		O	ganization Name: Parent rganization: Remarks:	Customer1  Company		OK	Cancel	X				

You will now see a list of your Organisations.

javascript:addChildMenu('15020000','User','user!loadUserList.action',statusArray);

MySignagePortal	Media	<b>Program</b>	Player	Logs	Settings		A user	🐱 Message() 💮 Setting	P Logout
Home Organization 🗵									
👶 Organization Tree 🛛 🧟 Refresh 💿 New 💿 Batch	🛃 Edit 🛛 🤤 De	lete							
Customer1									

#### 2.5.2 User

Here you can create new User accounts for each of your Organisations. You can create as many User accounts, for each of your Organisations, as you like. You can also assign Users with different Roles, controlling their access to each section of the Top Menu.

## NOTE: When creating your first User accounts please begin by setting up the Role you would like to use first by following the steps in the next section (2.5.3).

Begin by hovering over the "Settings" icon on the Top Menu then click on "User".



#### Next, click the "New" button.

	<b>ly</b> SignagePortal	Media	<b>I</b> Program	Player	Logs	Settings				<mark>&amp;</mark> user	🔀 Message(k) Setting	P Logout
Home User (x)												
User Name :	Organization :	User Type	-Select	×	🔍 Search						O Ne	w 🤤 Delete
User Name	Role		Organi	zation		Player Typ	User Type	No. of Players	Created By		Update Tip	
Page 1 of	1 🕨 🕅 🥸 10 💌										Displa	aying 1 - 1 of 1

This will bring up the "New User" window. Give the account a Username, Password then confirm the Password. Next, Click on the Organisation field.

	<b>/ly</b> SignagePortal	Media Program	Player Logs	CO Settings				A user	🕍 Message() Setting 🤌 Logout
Home User ×									
User Name :	Organization :	User Type :Select	🗙 🛁 Search						🔘 New 🔤 Delete
User Name	Role	Organiz	zation	Player Type	User Type	No. of Players	Created By		Update Time
user	user1	Compa	any		20	1	sa		2014-6-18 12:48:12
		New User User Name: user2 Password: "**** Real Name: Phone Number: Player Type: NoN-AN User Type: User Role: Please d	DRIOD V	Organization Confirm Password Email Address Players Control Remarks	Enter organic	ation P	X		
III I Page 1 of	1 🕨 🖉 10 💌								Displaying 1 - 1 of 1

NOTE: Please make sure to keep a record of these details as you cannot view this password again, only reset it.

You will then see the Organisation window. Select which Organisation you want this User to be under from the tree of Organisations that you have created.

MySignagePortal	Media Program Player Logs	© Settings	🚊 user 🔤 Message(@ Setting 🏓 Logout
Home User *			
	User TypeSelect 🗙 Search		
User Name Role		Player Type User Type No. of Players Created By	Update Time
	Organization	50 50 50 50	
	Thumbnail •		
	Rec Pizy	Cancel	
N 4 Page 1 of 1 P PL 2 10 M			

Next, select a Role. If you have not set up any Roles, please see section 2.5.3 Roles.

	<b>/ly</b> SignagePortal	Media Pro	gram Player	Logs	CO Settings				A user	🕍 Message(🛞 Setting 🛛 👂 Log	out
Home User ×											
User Name :	Organization :	User Type :Se	ect	👆 Search						🔘 New 🤤 De	elete
User Name	Role		Organization		Player Type	User Type	No. of Players	Created By		Update Time	
user	user1		Company			<u>a</u>	1	sa		2014-6-18 12:48:12	
		New User User Name: Password; Real Name: Phone Number: Player Type: User Type: Role: U	ser2 ON-ANDRIOD Ser Ser1		Organization Confirm Password Email Address Players Control Remarks	Customer1	OK Canc	X			
II Page 1 of	f1 🕨 🕅 🤁 10 💌									Displaying 1 - 1	of 1

Finally you must select which players the User has control over. If you want this account to have control over all players then select "All", however if you want to limit their control to a restricted number of players select "Limited".

	lySignagePortal	Media	<b>Program</b>	Riayer	Logs	Settings				A user	🔀 Message() Setting	P Logout
Home User x												
User Name :	Organization :	User Type	-Select	¥	💫 Search						O Ne	w 🤤 Delete
User Name	Role		Organ	ization		Player Type	User Type	No. of Players	Created By		Update Time	
user2	user1		Custo	mer1			20	0	user		2014-6-18 19:	51:15
user	user1		Comp	any			20	1	sa		2014-6-18 12:4	48 <mark>:</mark> 12
A Page 1 of	1 🕨 🕅  10 🔽										Displa	aying 1 - 2 of 2

To assign players to this User, right-click the Username and select "Add".

Tick the checkboxes next to the players that you would like this user account to have control over then click "OK".

## 2.5.3 Role

This is where you set up your User's permissions, controlling their access to each section of the Top Menu and its tools. Once you have created a Role you can then assign it to a User's account.

Begin by hovering over the "Settings" icon on the Top Menu then click on "Role".

	/lySignagePortal	Media	Program	Player	Logs	Settings				😤 user	🐱 Message() (3) Setting 🦷 ,	P Logout
Home User x						Organization						
User Name :	Organization :	User Type	-Select	*	🔍 Search	User					O New	\ominus Delete
User Name	Role		Organi	zation		► Role	Jser Type	No. of Players	Created By		Update Time	
user2	user1		Custo	mer1			20	0	user		2014-6-18 19:51:	15
user	user1		Comp	any	1 de		20	1	sa		2014-6-18 12:48:	12
14 ≤ Page 1, of	11 ≽ ÞI & 10 ▼										Displayir	1g 1 - 2 of 2
	F020000100 1 1 1 1 1 10 1 1 1 4											

#### Next, click the "New" button.

	MySignagePortal	Media	<b>I</b> Program	<b>Player</b>	Logs	CO Settings	😤 user	🔀 Message(徳) Setting 🍃 Logout 🔺
Home Role ×								
Name:	Search							O New Oelete
Name		Description				Created By	Update Time	Ope
IN N Page 1	of 1 🕨 💐 🥲 10 💌							Displaying 1 - 1 of 1

Then give your Role a name. You must now set the permissions of this Role. This will determine what sections of the CMS your User will have access to. You may find it easier to tick the "All Permissions" checkbox then untick the areas that you do not want this Role to have access to.

MySignagePortal	Media	Program Player Li	cogs Settings			😤 user	😸 Message(/ 💮 Setting	P Logout
Home Role (#)								
Name: Search							O Nev	/ 🤤 Delete
Name	Description	New Dala	Created I	Rv	ì	Update Time	Operate	
user1		New Role Name: Bask Description: Crant Permissions Crant Permissio	c bad ste Folder Folder Folder onload bad Video Video Video Video Folder Folder Folder	OK Cancel		2014-6-17 14:16:35		
H 4 Page 1 of 1 🕨 H 🥹 10 💌							Displa	ying 1 - 1 of 1

When you have finished assigning permissions to this Role, click "OK".

You will now see a list of your Roles.

MySignagePortal	Media	<b>V</b> Program	<b>Player</b>	Logs	Settings		😤 user	🔀 Message((③ Setting	P Logout
Home Role ×									
Name: Search								🔘 Ne	w 🤤 Delete
Name Name	Description				Created By		Update Time	Operate	
Basic					user		2014-6-18 19:54:02		
user1					sa		2014-6-17 14:16:35		
								Display	aying 1-2 of 2
								Dispi	aying 1-2 of 2

## 2.6 Logging Out

To log out of the CMS is very simple. Click "Logout", which is located on the top right hand corner of your CMS interface.

Horne Search     Name Description     Description     User     Description     User     Search     User     Description     Oceated By   Update Time     Operate     Search     User     Description     Operate     User     Description     Search     User     Description     Description     Description     Search        Search        Description <th></th> <th>MySignagePortal</th> <th>Media</th> <th><b>I</b> Program</th> <th>Player</th> <th>Logs</th> <th>Settings</th> <th>🤗 user</th> <th>Kessage() Setting</th> <th>P Logout</th>		MySignagePortal	Media	<b>I</b> Program	Player	Logs	Settings	🤗 user	Kessage() Setting	P Logout
Name Basch     Iteme Description     Oreated By Update Time     Operate     User1     sa     2014-61712416135     Itempe	Home Role X									
Name         Description         Created By         Update Time         Operate         Importance         Importance <th>Name:</th> <th>Search</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>📀 New</th> <th>\varTheta Delete</th>	Name:	Search							📀 New	\varTheta Delete
Basic         user         2014-6-19 59:502         C           user1         S3         2014-6-17 14:16:35         C	Name Name		Description				Created By	Update Time	Operate	
useri         sa         2014-6-17 14:16:35         Displaying 1-2 of 2	E Basic						user	2014-6-18 19:54:02		
4   Page 1   0f 1   ▶    2   10 ♥ Displaying 1-2 of 2	user1						sa	2014-6-17 14:16:35		
14 4 Page 1 of 1 2 1 2 of 2 Displaying 1-2 of 2										
	Page 1	of 1 🕨 🕅 🥰 🚹 🔛							Display	ring 1 - 2 of 2

## 3. F.A.Qs and Troubleshooting Guide

#### 3.1 My video/images are squashed or distorted on my screen or have

#### back boarders

The most likely reason for this is that the video or image file's aspect ratio does not match that of the media zone that it is in. Start by checking the dimensions of your video or image file. You can do this by right-clicking on the file and selecting "Properties". Then highlight the "Details" tab, there it should tell you the width and height of the media file in pixels.

neral Security De	tails Previous Versions	
Property	Value	
Description		
Title		
Subtitle		E
Rating	ជ៍ជ៍ជ៍ជ៍ជ៍	
Tags		
Comments		
Video		
Frame width	1920	
Frame height	1080	
Parte and a	ps	
Total bitrate	5925kbps	
Frame rate	25 frames/second	
Audio	*******	
Bit rate	127kbps	
Channels	2 (stereo)	
Audio sample rate	44 kHz	_
		100
emove Properties an	d Personal Information	
		-

In this case the video is 1920x1080 pixels. In "Template" when creating a media zone for this video make sure you set the horizontal and vertical percentages the same.

You can size your media zones accurately by entering values into the input area on the right hand side of the interface.

If you want your image file to fill your image zone you can set the "Fill Effect" to "Scale" when creating your Playlist. This will cause distortion to your image.



As shown above, the video zone has been resized, both vertically and horizontally, to 80% of the total layout.

#### 3.2Why is my screen displaying "Error (Screen Mode Unmatch)"?

If you have published a playlist and your screen is now displaying "Playlist: Error (Screen Mode Unmatch)" it is because you have sent a playlist containing a template that is in the wrong orientation.

This can be easily solved by first checking the orientation of your player. If your blue Home screen is displaying in Landscape orientation it is in Horizontal mode, if it is displaying in Portrait orientation your player has been set to Vertical mode. If it is displaying in the incorrect orientation you can change it from the Main Menu.

1. If your player is playing content begin by pressing "Stop" on your remote control, this should take you back to the Home screen. Now press "Setup" on your remote and navigate down to "Screen Mode" and press "Play" on your remote. From here you can select the correct orientation for your player. Do so by using the left or right button on your remote then highlight "Save and Reboot" and press "Play" on your remote.

	Screen N	lode	
_			
•	Vertical	<ul> <li>Horizontal</li> </ul>	
	Save and F	?ehoot	
	Return to Ma	ain Menu	

- 2. Your player will now restart and when the "Home" screen loads, should be in the correct orientation.
- 3. Now you must ensure that the template you use for this player correlates with the orientation of the player. That is to say that if you have a Landscape screen then you should use a Horizontal template and if your screen is installed in Portrait orientation you should use a Vertical template.

# 3.3 How do I update my player if it is not connected to the internet? (Plug and play method)

If your player is not connected to the internet for whatever reason and you still want to update it you can do so by a physical plug and play method.

Begin by taking the normal steps to create a playlist and publish as normal. Then hover over the "Player" section of the Top Menu then click on "Player". You will see a list of all of your players.

MySignagePortal	Media Progr	am Player I	Logs Settings			🙎 user 🛛 🔛	Message( 💮 Setting 🛛 👂 Log	pout
Home Publish 🗷		Player						
ID: Name: From: Start Date 🕑 ~ En	d Date 📑 Status:						0	New
Program T ID Name	Publis	sh Typ	ру Туре	Published by	From	Expiration	Status	
4 4 Page 1 of 1 ▷ ▷  2 10 ¥							No data to di	isplay

Right-click on the player you have sent the playlist to and select "Program Package".

	Media Program	Player Logs S	Settings		🙎 user	🖂 Message( Setting 🎾 Logout
Home Player ×						
Player List						
Name: S/N: Search				0 N	ew 🛛 😳 Batch 🛛 🛊 Import :	S/N 📝 Batch Set 🥥 Delete 🗔 More•
Player Name Organization Group	Player J	D S/N	3G Card	Software	Created By	Update Time
I0       Edit         Wiew Schedule       Change Player Password         Image: Reset Password       Program Package		0E300114	4	3.2.3E	9	2014-6-18 16:36:01
I4 4 Page 1 of 1 ▷ ▷ @ 10 ▼						Displaying 1 - 1 of 1

The "Program Package" window will then appear, click the "Pack Program" button.

		<mark>ly</mark> Signa	ige <mark>Porta</mark>	Media	Program	Player	Logs	CO Settings			<u> user</u>	🔛 Message( 💮 Setting	Logout
Ho	me Playist a Pla	yer ×											
>>	Player List												
	Name:	S/N:	- Sear	ch						🔘 New 🛛 🔘 Batch	Import S/	l 📄 Batch Set 🛛 🥥 Delete	More*
	Player Name	Organ	Program Package	1 <b>-</b>							×	Update Time	
	10	Comp	Name :	Se Se	arch				Auto Refresh: 20s	Pack Program	😂 Delete	2014-6-18 16:36:01	
			Name	Password	Player Pass.	. Status	Туре	Created By	Create Time	Failure Ti	Dow		
			H d Pare	4 of 4 bill	20 1 10					Nodo	ta to diantau		
			14 4 Page		10 🗙					No da	ta to display		
											Close		
	14 4 Page -	1 of 1 🕨 🕅	2 10 👻									Displ	aying 1 - 1 of 1

The "Program Package Type" window will then appear. Tick the "Select All" checkbox to send all timer, download, display and current weather data to the player as well. Then click "OK".

ne Playist Playe	e #1	-										
Player List												
										Import S/I		
Player Name		Program Package								×	Update Time	
		Name :	Si Si	earch				Auto Refresh: 20s	Pack Progra	m 🤤 Delete		
		Name	Password	Player Pass.	. Status	Туре	Created By	Create Time	Failure Time	Dow		
					Pack Progra	am Config Select All	🖉 DownLoad <table-cell> 🗹 Di</table-cell>	splay				
					Pack Progr	Select All	Ø DownLoad Ø Di	close				
		11 4 Page	1 of 1   ▶ Pi	2 10 ×	Pack Progra	an Config Select All Sn/Off Timeria ther	€ DownLoad € Di	close	No	data to display		
		]i ∢ Page	i of 1 🕨 🕅	2 10 ×	Pack Progr	an Config Select All pn/Off Timers ther	Ø DownLoad Ø Di	close	Νο	data to display Close		
		II 4 Page	ort F M	10 ×	Pack Progra	an Config Select All n/Off Timers ther	DownLoad D	spby Close	No	data to display Close		

After a few minutes an icon will appear in the "Download" column, when it appears, click it.

		MySigr	na	ge <mark>Po</mark>	rtal	Media	Program	Player	Logs	© Settings				A user	🐱 Message() 💮 Setting	Logout
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Once the download is complete your web browser will inform you and normally help direct you to your files. If you are using Google Chrome, select the option "Show in folder".

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Inside the zipped folder that has been downloaded should be two folders; "MEDIA" and "SYSTEM". Copy these two folders onto a blank USB stick, and then plug it into the USB port of your player. Allow the data to transfer to your player and follow the on-screen prompts before removing the USB stick.

NOTE: If the zipped folder may require a password, this should be "123456".

#### 3.4 How do I play PowerPoint presentations on my display?

You can save the PowerPoint presentation as a JPEG File Interchange Format (JPEG). Microsoft PowerPoint software allows the user to do this. Once you have done this, you can upload your JPEG images and send them to the player using the CMS.

- 1. Create or open a PowerPoint presentation.
- 2. Click "File" > "Save As"
- 3. Enter a File name
- 4. Click on "Save as type" scroll down and find the file extension "JPEG file interchange format", as shown in the image below.

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		PowerPoint Add-In		
		GIF Graphics Interchange Format		
		JPEG File Interchange Format		
		PNG Portable Network Graphics Format	<b>T</b>	

- 5. Click "Save".
- 6. A message will appear asking if you would like to save all slides as JPEG's
- 7. Once you have selected "Yes", The JPEG images will be saved and are ready to use.

NOTE: For the best resolution, you can use the following PowerPoint Page Setup: Width 42.6cm; Height 24cm (16:9 Ratio)

#### 3.5 Video Format Conversion

If you have video files in a format that is not supported you will need to convert them (please see section 2.1.6 for Supported Media Files). There are two possible tools for converting video and are as follows.

## **3.5.1** Format Factory (Standard Definition)

This is a free multipurpose convertor that can be used for normal definition video files.

1. Download a free video convertor for Windows called Format Factory which can be found here:

http://www.formatoz.com/

2. Once you have finished downloading Format Factory, launch the software.



3. Next, access the "Video" section of the Top Menu then click on "All to MP4".

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4. Now click "Add File"

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5. Next, locate and select the video files you wish to convert and click "Open".

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6. Now click "Output Setting".

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7. Set your "Video Settings" to the following values, then click "OK":

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	Video Stream		
	Video Encode	MPEG4(DivX)	
	Video Size	1280x720	
	Bitrate ( KB/s )	2400	
	FPS	25	
	Aspect Ratio	Automatic	
	Encode 2 pass	No	
	Audio Stream		
	Audio Encode	AAC	
	Sample Rate (HZ)	44100	
	Bitrate (KB/s)	128	
	Audio Channel	2	
	Disable Audio	No	
	Volume Control (+dB)	0 dB	
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8. Click "OK".

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9. Click "Start".

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10. Your video will now be converted. You can track it's progress with the "Convert State" bar.

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11. Now click "Output Folder" to access your converted video(s).

12. You will now be redirected to your converted videos. Please copy them to a location more convenient for uploading later.



## 3.5.2 HD Video Converter Deluxe (High Definition)

This is only really useful for High Definition videos. Download link: <u>http://www.winxdvd.com/hd-video-converter-deluxe/</u>

This software is not free.

MP4 gives the best display quality. Please follow the following steps:

- 1. Select "HD Video" tab then the "to HD MP4" tab.
- 2. Change audio quality to 448 kbps, and change video quality to 12000, output image setting to custom size with custom aspect ratio, and video resolution to HD1080P(1920:1080), video codec to MPEG4.

See the screen shot below for the recommend settings.

WinX HD Video Converter Deluxe - for World Cup 2010 Special	
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2, Click to xxx table to choose an output format:	
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Output Image Setting :   Custom Size with Custom Aspect Ratio   Video Resolution (W : H):   HD1080P (1920:1080)     Advanced Setting   CPU Core Use :   2   Deinterlacing   Use High Quality Engine   Force A/V Sync   Effect     File Setting	Start
	u//www.winxdvd.com