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User Guide

Table of Contents

① Login and Dashboard

2-Menu options across the blue banner
Device, Program, Program List, Source, Log, Settings

1-Username and Password
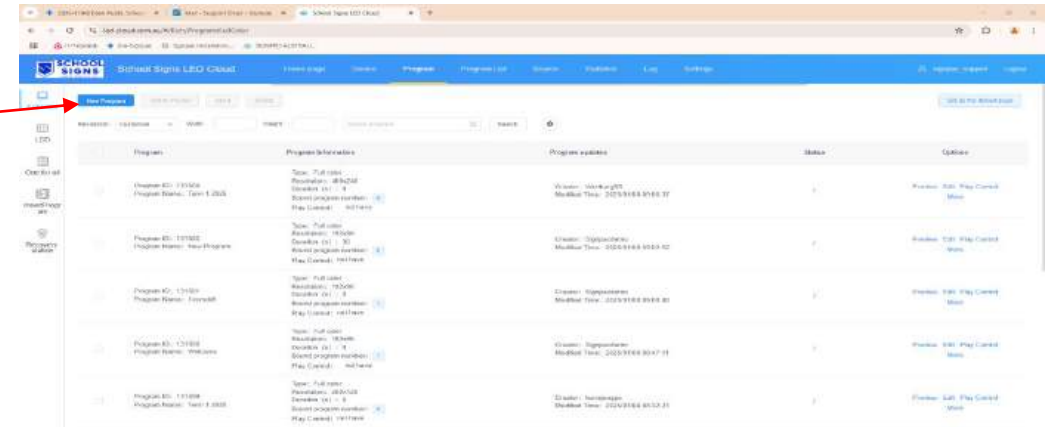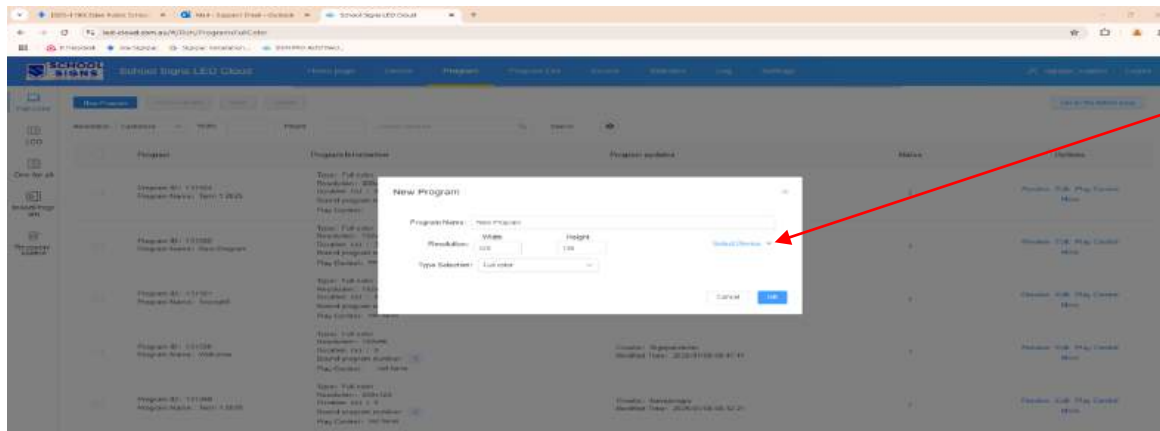Note: Password can also be changed here
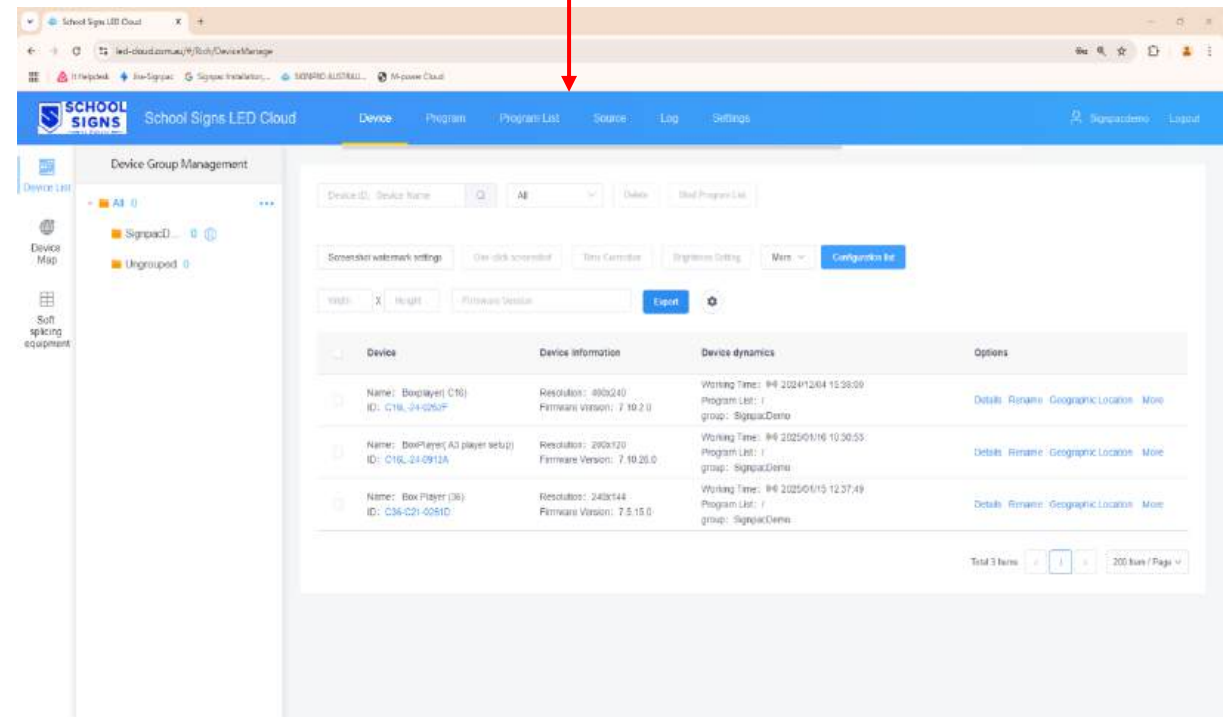
② Program-menu tab

1.This is where programs are: Created, Previewed, Edited and Play Back Control options enabled.
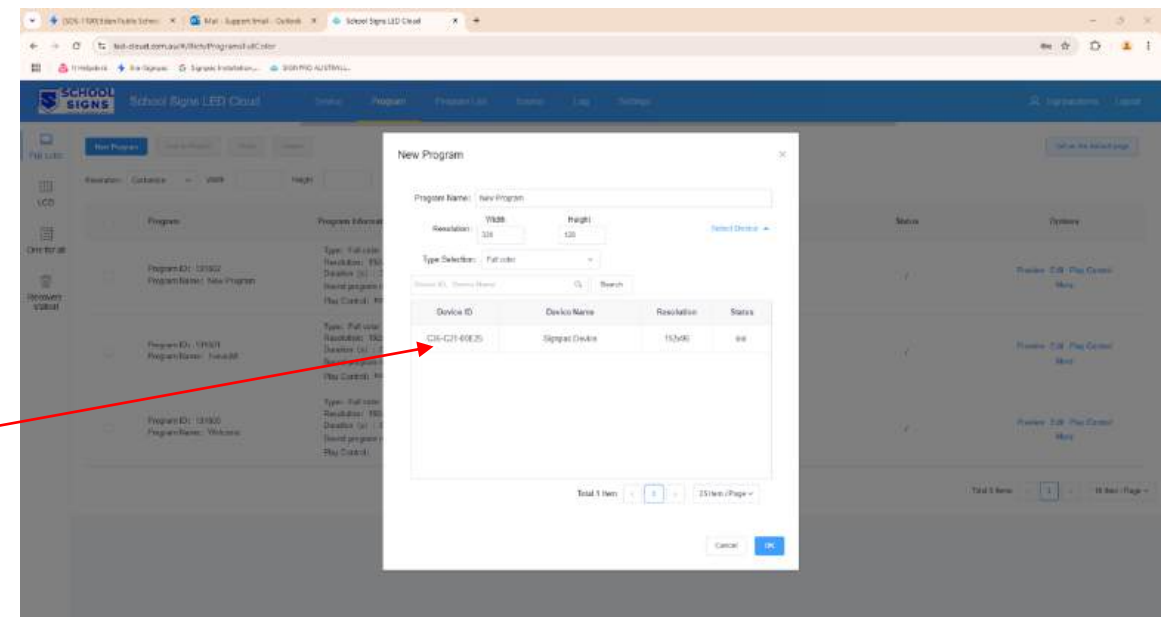Click on **New Program**
- Rename the file name.
- **Select Device** (if the device is not selected the program will not know what device you intend sending the file to).

2.Note : Remember to select the "Device"

3.Select the "Device" and click ok, this will pop up this the screen where you will be able create the "Program Edit screen" will pop up.

③ Program editing-Add text, images, videos

1-This page is where the program is created:

Mixed area: Where images and text can be added to play in one program file on the LED screen.

Image/Video: Where image/images can be added to a program, the blue boarder box is where the position on the image will be placed, extend the blue box to the edge.

**Text:** Where text can be added to a program.

No limit's to adding content/text/images or videos on one program.

The sample page here is using "Mixed Area" allowing the user to adding image/s, text, video*, clock, weather etc. as one program.

Source: This tab is your cloud drive where you will upload image already created, say in Canva, Jpeg,Png,Mp4 most image files.

Save and "Off" once you have finished your program.

NOTE: PDF and Power point will not work
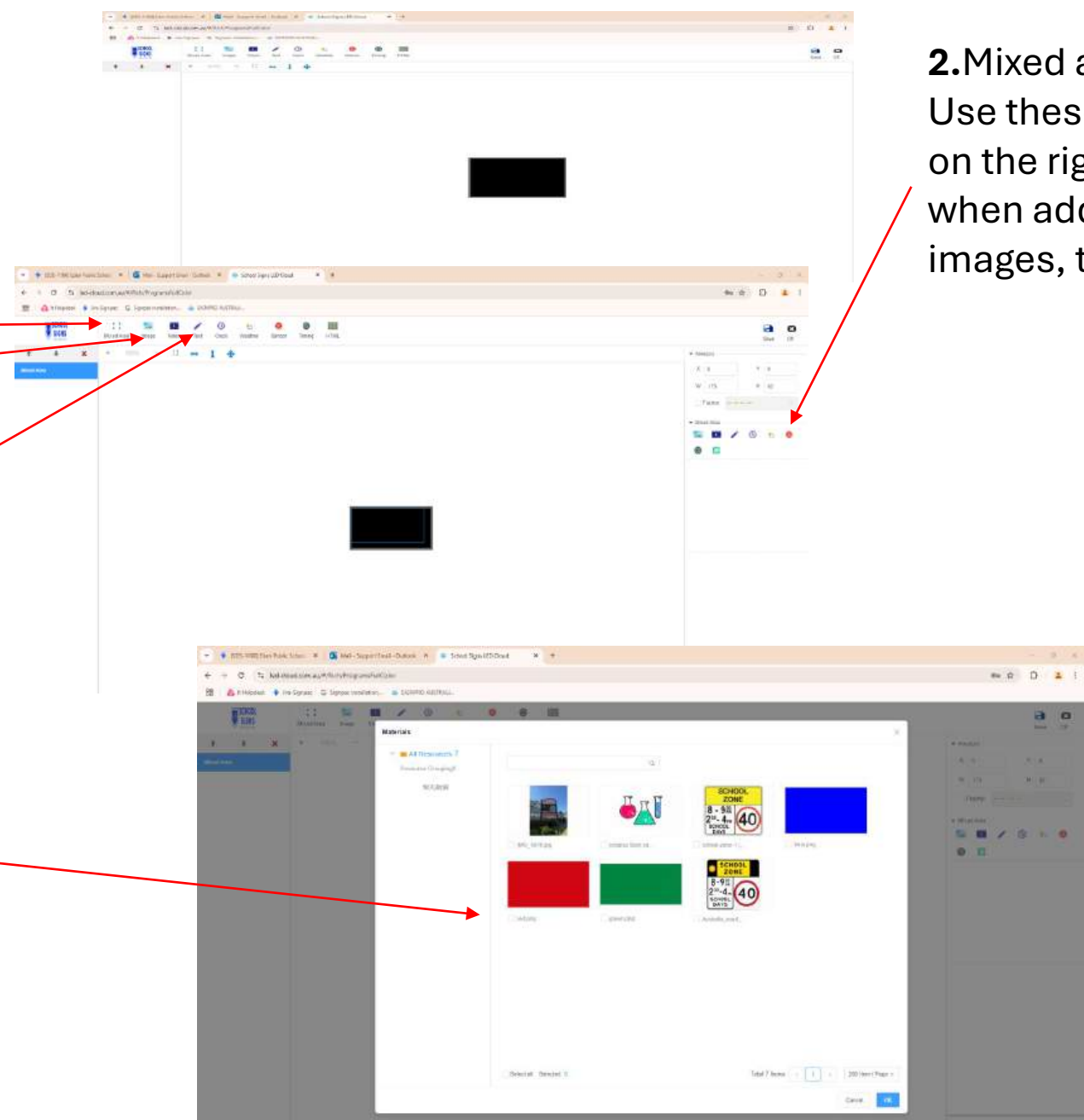
2.Mixed area: Use these widgets on the right-side when adding your images, text ect.

3-*Note: Videos are not to be used on screens install near or close to busy main roads, please check council ordnances to ensure compliance.

④ Program-Sending and Updating

1. Navigate to **Program** and or **Program List tab** select one or more of the programs created locate the "**Send**" button and click

2. Select your device the **small green** monitor and tick the small box to the left, the list of programs selected will be on the right side.
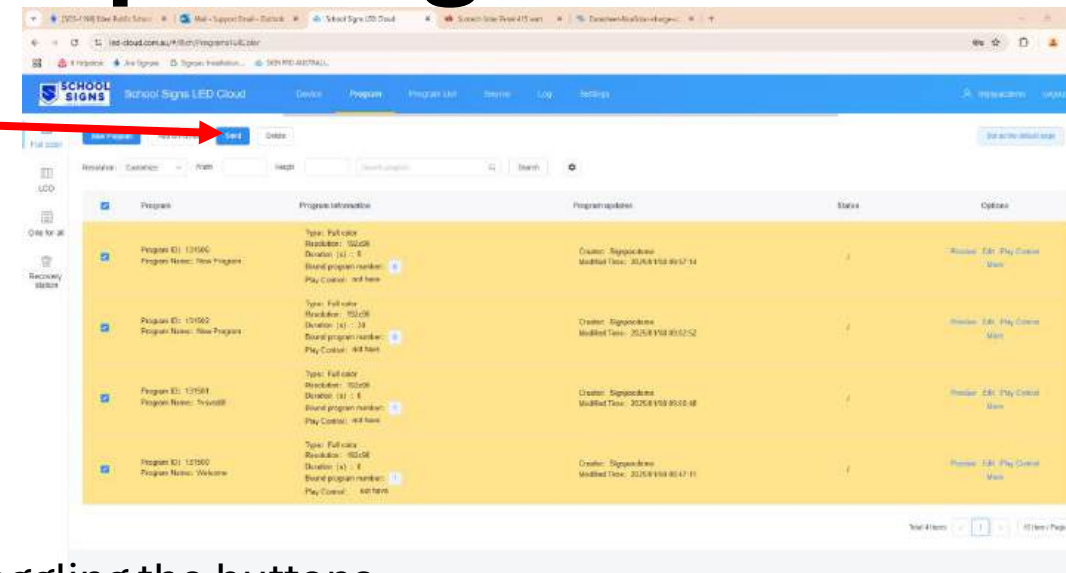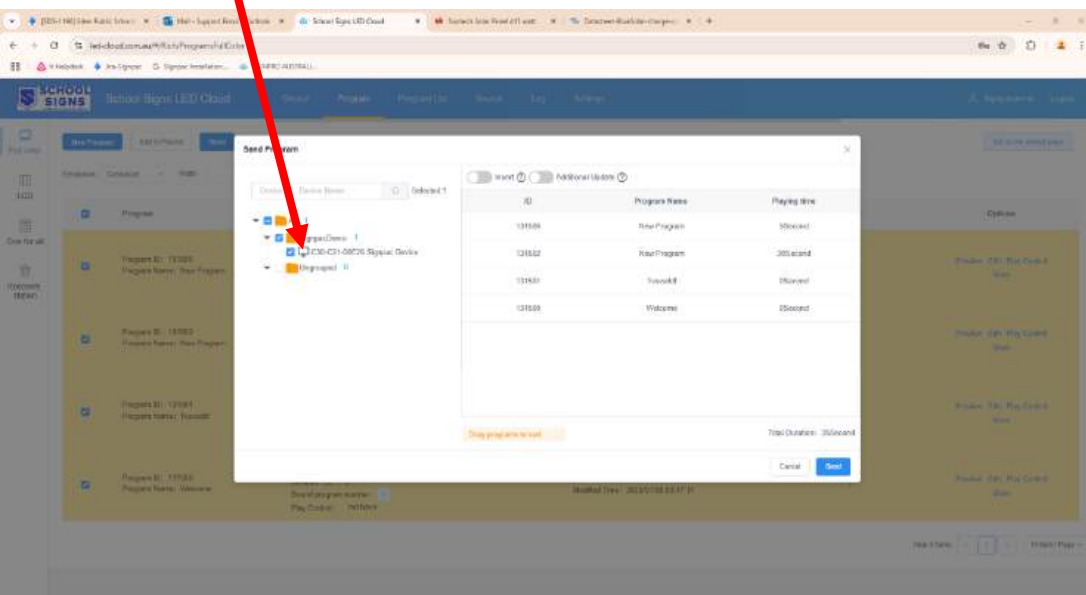
3. Toggling the buttons gives the option to **"Insert"** or **"Complete Update"** using the "**Complete Update"** is one way of sending to the sign only what you have selected and what was on the sign will be over-written by the Complete Update.
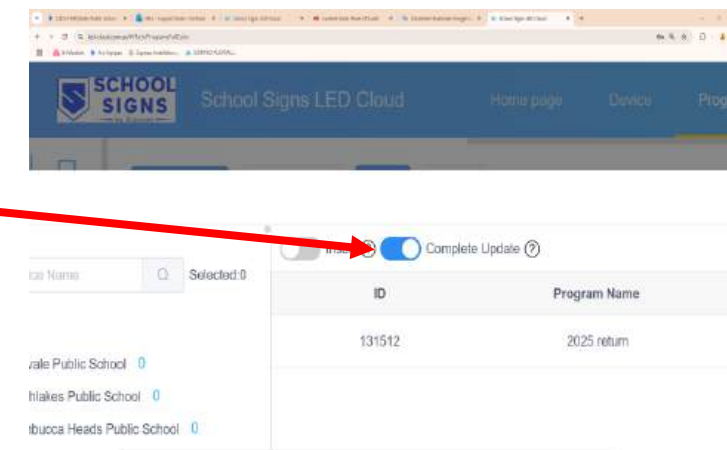
4. Clicking Send will have a popup "Successfully Sent"

⑤ Program-Preview, Edit and Play Control.

Options for control
- Preview-content created.
- Edit-programs created
- Play Control-when the content is to be played

Play Control enable users to preprogram content in the future and have it stop/drop off at a certain date.

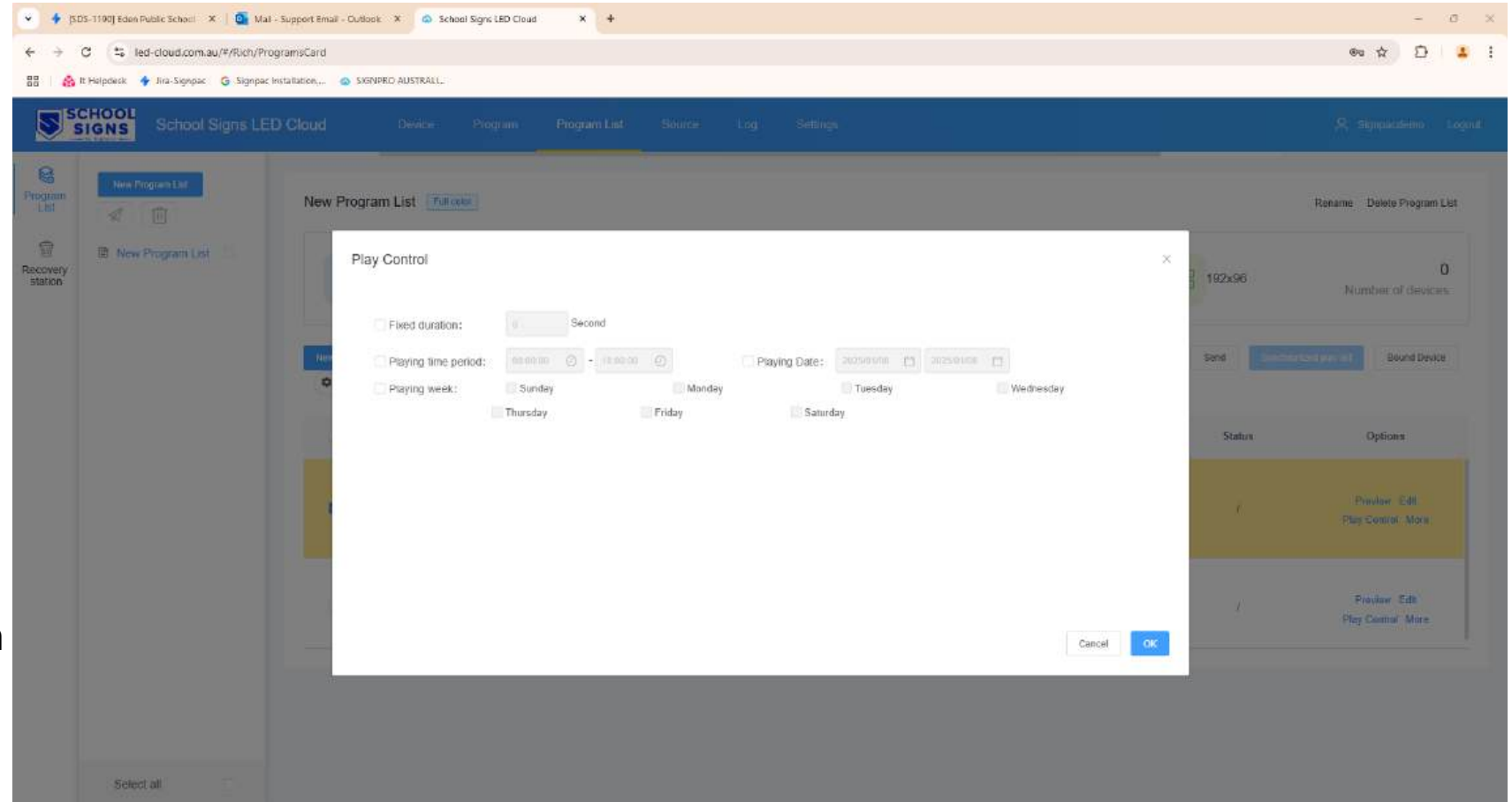# ⑥ Program-Play Control-Hours, Days, Date

Allows the user to have time/date detailed control of any program

Fixed Duration: in seconds.

Playback time period: between hours of the day for example "School Zone times"

Play week : On a certain day of the week.

Playing date: On certain dates with the month/year

⑦ Program List- menu tab.

This screen allows the user to see programs that have been created, duration, and number of devices.

Programs can be:
Previewed, Edited, Play Control.
Also, add Program/s to send to the sign.
Search for a program/s, shuffle the order of programs to be displayed on the screen.
Play Control to send via setting for day and hour.
Insert and send to the LED sign.

8 Device Information

1.By clicking on the blue text next ID under the 'Device' column gives the user access to "Device Information"
- Release Records
- Program Information
- Insertion Control
- Online Offline records

Green-Online
Grey   -Offline
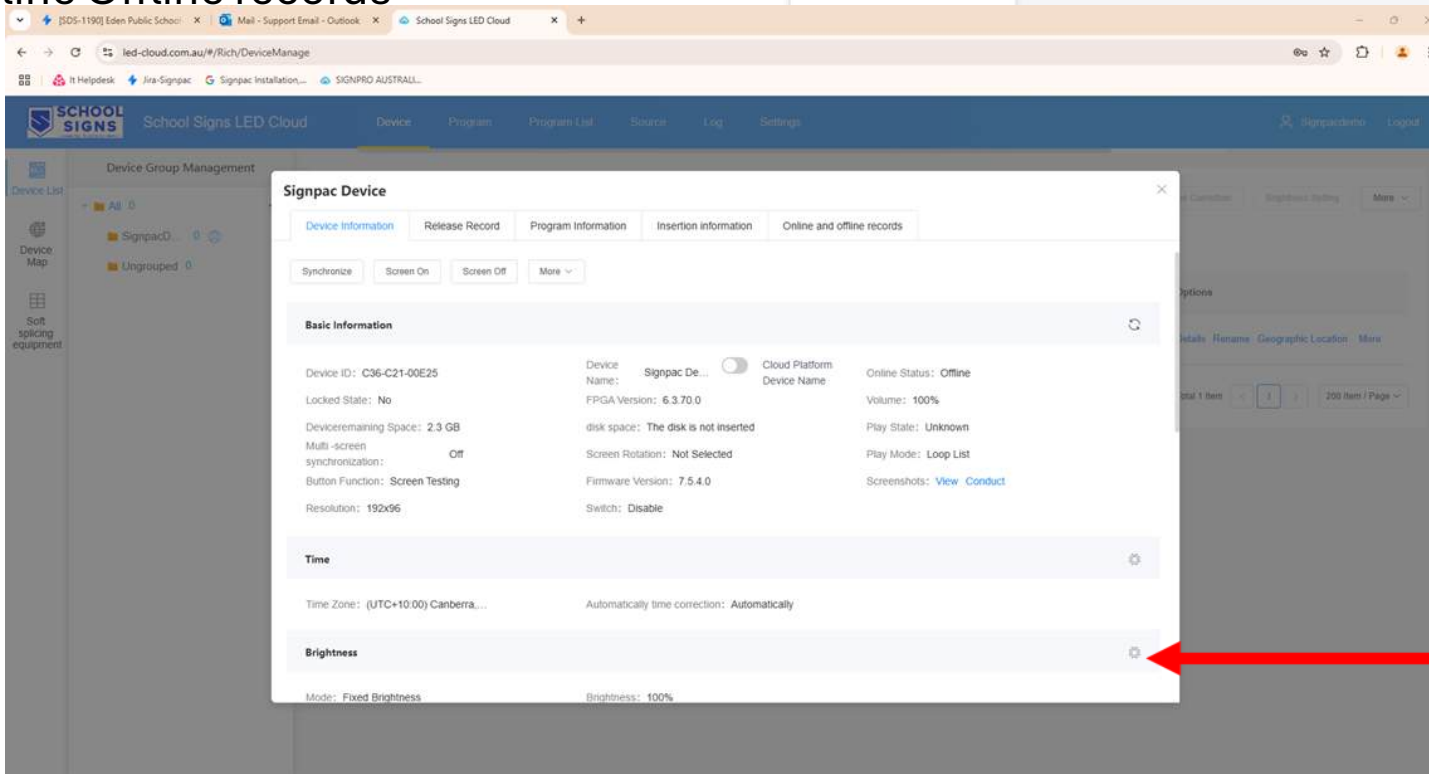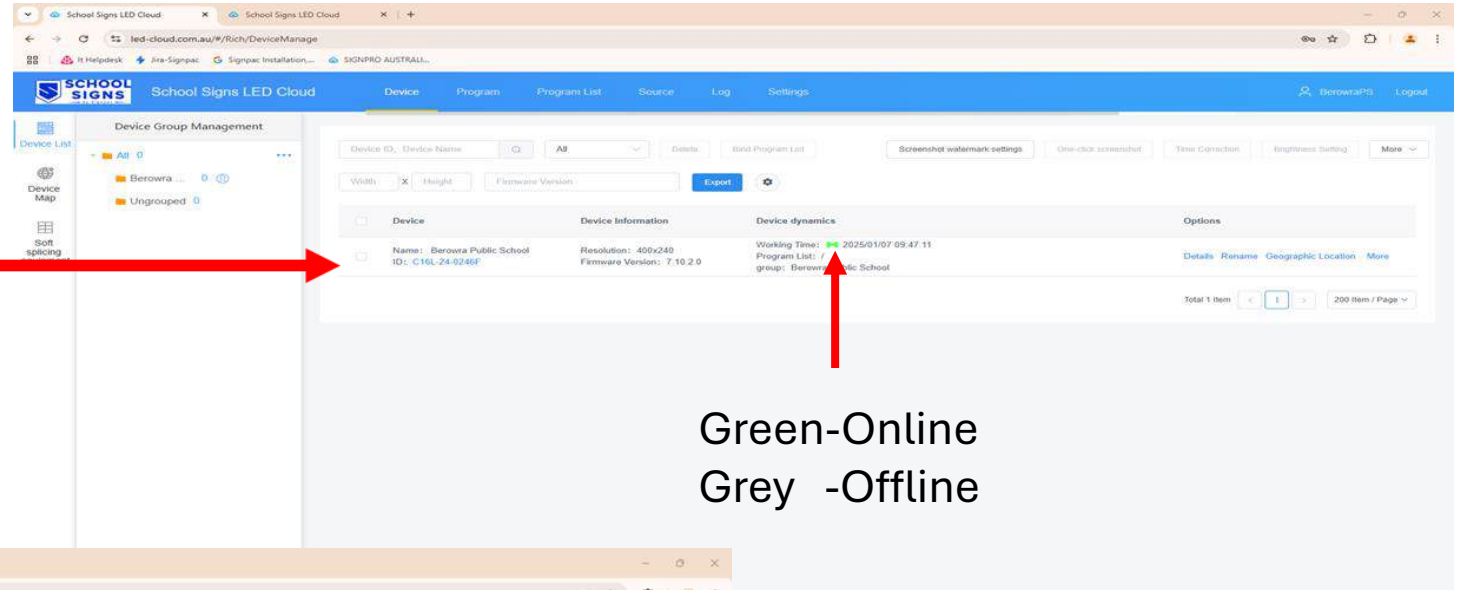
2.Device Information allows the user to Control the LED sign functions.
And basic information summary of your device.
- Time
- Brightness
- Switch On or Off the LED Sign
Allowing the user to edit and change.

3.Click the small gear cog to edit

⑨ Device-Release Record

This tab allows the user to see
- ID
- Event Type
- Creator
- Update Time
- Event Content
- Status

With added options to Retry or Revoke.

Note:
If the "Status" states "Sent Successfully" the program/s will have been sent to the sign.
If it states " Awaiting to Send" this will indicate the device is not online and the LED sign may need to be rebooted from the mains electrical switch board, this will wake up the SIM card and get the sign connected to the communication tower.

⑩ Device tab-Program Information (Sent to Sign)

Shows the user what programs that have been sent to the sign.

Also, this is where you can "Preview" and or "Delete" programs sent to the LED sign.

Note: The Delete option takes about 20 seconds to complete as the program needs to communicate with the LED sign, exit and refresh the screen, and going back will refresh the program will be deleted from the list.

Insertion: Programs that were inserted and sent to the LED sign with others

Online/Offline records for service and or fault finding