


Getting Started – Quick Guide

Before you begin you will need to have received the email from us that will include your unique signagelive network code, the login URL, username and password.

The following steps will help you get started and guide you through the basics:

- 1) Ensure that the PC which you'll be using as the player has Windows XP Pro or embedded XP installed along with Window's Media Player v10 or above. It is also strongly recommended that the combined community codec pack is installed which can be downloaded from <http://www.cccp-project.net>
- 2) Logon to <http://login.signagelive.com> and from the menu bar at the top of the page, download the signagelive client which then needs to be installed onto the PC that will be acting as the player.
- 3) Once installed the PC will reboot itself and once rebooted you'll be presented with a client registration page. It is within this page that you will need to enter your unique network code. The other fields within the registration page can be edited from within signagelive at a later date if you need to change them. It is useful to populate the fields with relevant information as this will help identify the device on your network.
- 4) The above steps complete the physical installation of signagelive onto the hardware. Now you'll need to log back into your signagelive network <http://login.signagelive.com>. Before you start uploading content it is worth changing a few settings and in particular the frequency in which the device checks for content so that you can quickly see content you deploy rather than waiting for the default duration. To do this select **Network > Search** from the menu. This will open a window where you can search for a device, if you leave the search box blank and hit the search button, this will list the device you have just registered. You'll notice a notepad with pencil icon on the far right of the screen. Click on this notepad icon and this will take you to the player record.
- 5) Within this player record you can amend the "Check In Settings". For testing, every 1 minute would be advisable. For project deployments every 10 minutes or greater would be recommended as each performed check in will use a few KB of your monthly bandwidth allowance and every 1 minute soon adds up. All you need to do is select the interval from the drop down.
- 6) Next, click on the "Group" tab, from here you can assign this player into your own grouping classification by clicking on anyone of the 3 group links. By default group 1 is set to Generic. This will aid deployment by groups. See the user manual for further information.

Getting Content to your player

- 7) You are now ready to upload content and add media assets to your signagelive network. This is achieved by either selecting from the menu, **Media > Upload Asset >** (for physical files, e.g. video's, pictures, html, swf's etc...) or, **Media > Add >** (for web pages, RSS, custom RSS and video streams).
- 8) Once you have uploaded/added your media assets you will need to approve these assets before you can include them in a playlist. This can be done by going to **Media > View > Media Assets** where your assets will be listed. Where you see a  indicates the asset needs approving. Click on the asset name to the left of the screen and a pop up window will appear which will give you a preview of the asset which can then be approved by clicking on the "Approve Media Asset" link.
- 9) You can now build your playlist by choosing **Media > Create > Play List** at which point you define whether this is a standard "Main" playlist or a "Ticker" playlist. All of your approved media assets will be available for use.
- 10) Once the playlist has been created, you then need to approve the playlist in the same way that the media asset was approved. This can be done by choosing **Media > View > Play List**.
- 11) With your content uploaded and approved, playlist created and approved, you can now deploy this playlist. We have only focused on full screen deployment at this stage rather than layouts (split screen). To deploy your full screen playlist choose **Media > Deploy > Full Screen**. Here you can choose the playlist you want to deploy, when you want it to start and end and change the default playlist as required. Note the signagelive loop of content you see being played back following installation is the default playlist.