

**TOPAZ™ CMS**  
***Software User Manual***



Manual Version TPZ-CMS 1.0s



## Our Full Product Range

Full details of all TOPAZ™ products available can be found by visiting our web site

[www.topazdigital.com](http://www.topazdigital.com)

### Small Format POS



**10" TOPAZ POS**

Your **NOT** so silent sales partner! This counter top display is the ideal way to get your message noticed, deliver dynamic content and drive your sales message to your customer at the point of decision



**10" TOPAZ HDMI**

With inputs including HDMI, DVI & VGA, the **NEW** 10" TOPAZ™ Display is designed to mirror our current 10" POS whilst offering the perfect solution when looking to link into an existing network or deploy an enterprise level solution.



**23" TOPAZ POS**

Small enough to fit into areas not generally able to take large format advertising screens, yet big enough to make a real statement with your promotional messages. The patented Halo™ ensures your message stands out and truly gets noticed delivering the very best ROI.

### Large Format Displays



**42" TOPAZ LCD**

Our best seller! This screen features the 'Smart Insert' compartment to house your media player conveniently behind the display together with one of the lowest Total Cost of Ownership [TCO] on the market today with the energy saving features built into the display.



**55" TOPAZ LCD**

Create maximum impact with the TOPAZ™ 55" LCD – 120Hz technology drives this display ensuring the most exceptional graphics together with high brightness this display really makes a statement.



**40" TOPAZ LED**

This display is ultra sleek with its thin and elegant design coupled with the LED backlighting giving breathtaking results your audience will be captivated by this display.



**46" TOPAZ LED**

Our 46" LED display delivers all the design features associated with the brand together with the added benefit of an in-built media player for basic stand-alone digital signage presentations.

## Our Full Product Range

Full details of all TOPAZ™ products available can be found by visiting our web site

[www.topazdigital.com](http://www.topazdigital.com)

### *SL Series*

Our SL Series screens with inbuilt Wi-Fi allow you to seamlessly connect to our TOPAZ™ CMS. With this model of screen no other equipment is required to deliver networked digital signage from anywhere in the world. We include everything you need... Just add Power!



19" TOPAZ SL



22" TOPAZ SL



32" TOPAZ SL



42" TOPAZ SL



55" TOPAZ SL

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# 1. Introduction

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

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 screen by following the installation steps in the Hardware User Manual. If you do not want to mount your screen you must at least connect the power lead and connect the screen to the internet via either a LAN cable or wirelessly.

## System Operation

### 1.1 Logging In

To log in to the CMS, launch Internet Explorer and then go to [www.topazcms.com](http://www.topazcms.com) and click “Login” from the top navigation menu. Next, enter the username and password that you were provided with when you received your media 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.

Once you have logged in you will be greeted by an overview of your players. If you have connected your players to the internet as per the installation instructions in the Hardware User Manual, you should see the number of players that you have on your account next to “Connecting” or “Playing” in the System Overview. If there are any screens “Offline” please check that they are correctly connected to the internet. If your screens do not appear anywhere on the System Overview please contact your supplier to make sure your players have been loaded onto your account.

For all other Statuses please see section 2.4.2 Status.

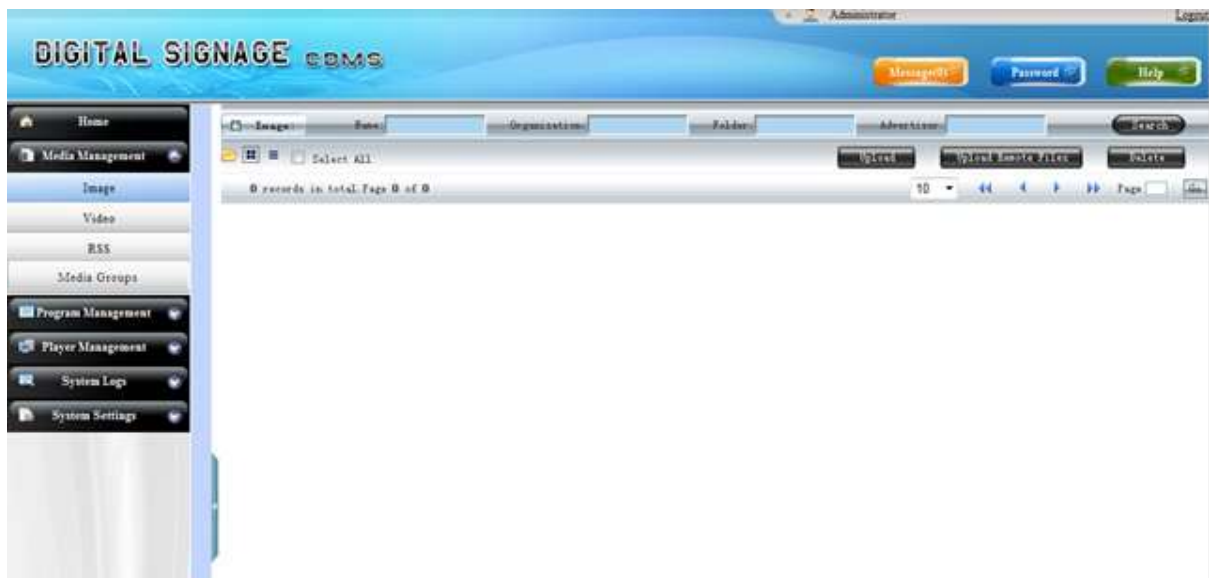


## 1.2 Media Management

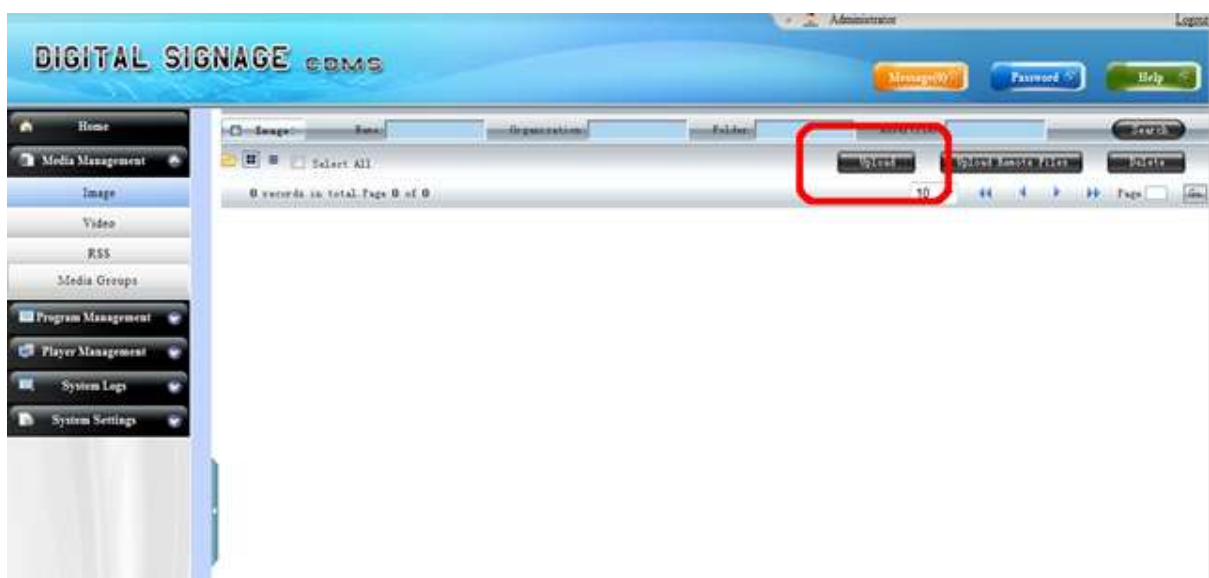
Before creating any layouts or playlists you must first upload any media files you wish to use. Once you have uploaded them they will remain on our secure server until you wish to delete them.

### 1.2.1 Image

Begin by accessing the “Media Management” section of the side menu. Next, click on “Image”.



Then click on the “Upload” button.





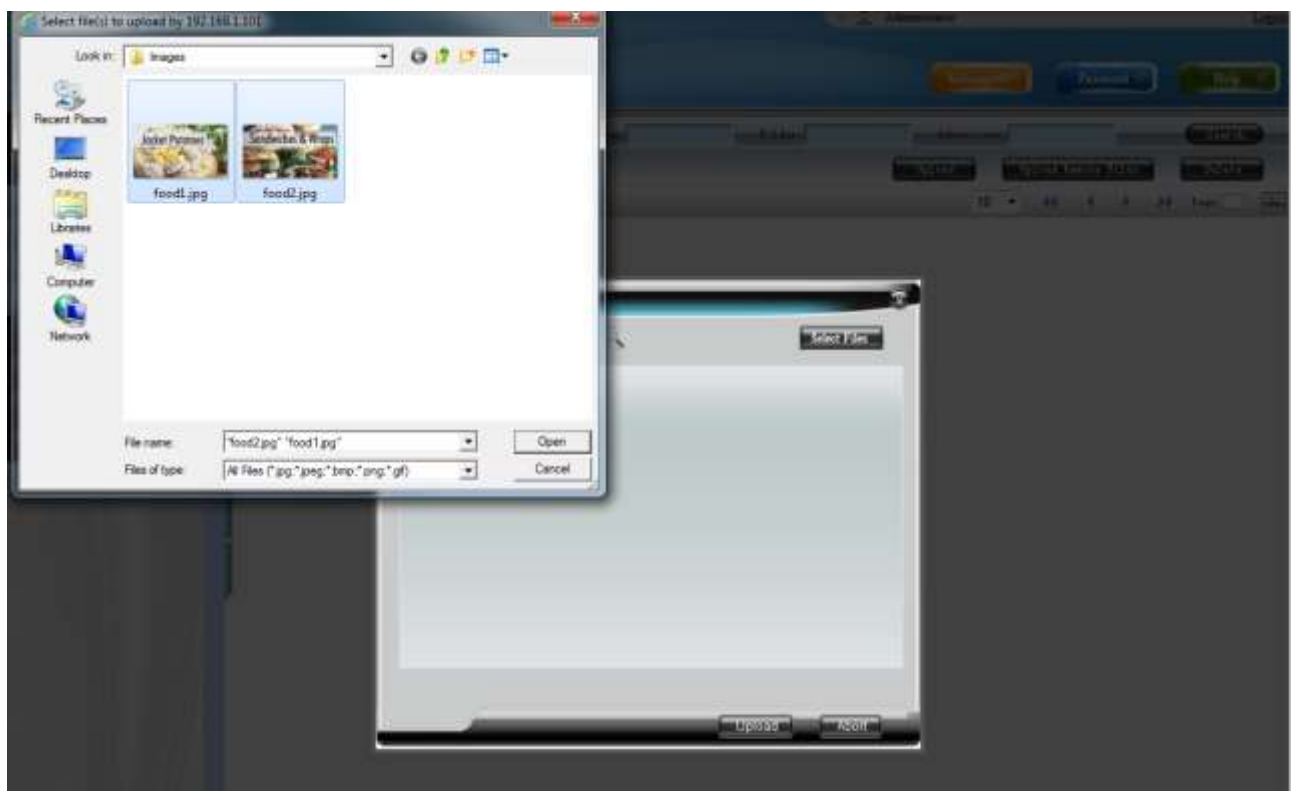
An upload box will now appear. To begin uploading files please click “Select Files”.



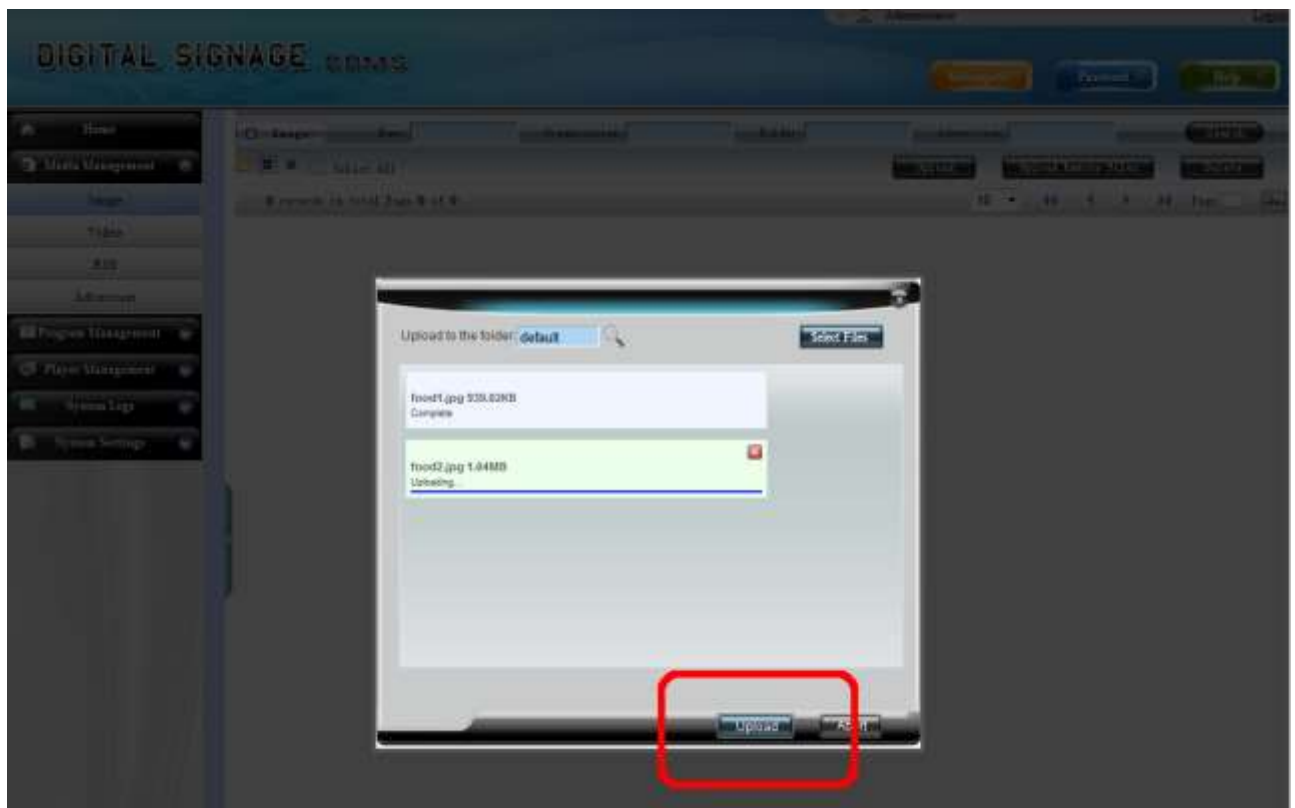
You can now browse through your files and select the images you wish to upload.

**Note:** Please see section 2.2.5 for supported media formats.

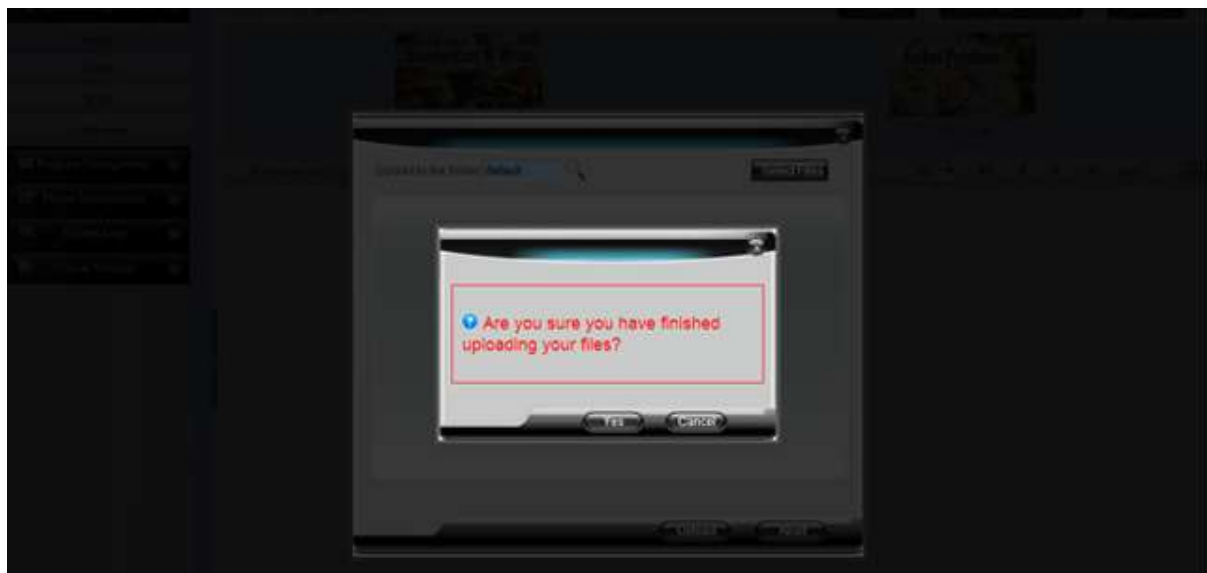
Once you have selected all the image files you wish to upload click “Open” in the browser window.



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.



You will now be presented with the following message, click “Yes”.



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

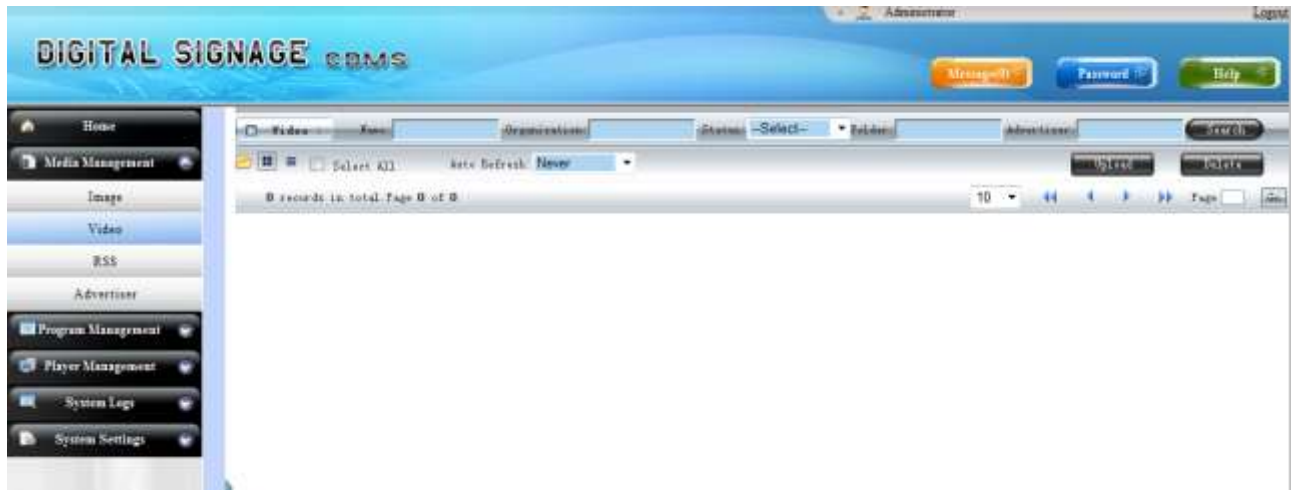


If you want to know the details of any image that you have uploaded (such as resolution, the time and date it was uploaded or which user uploaded it) you can simply click on the image thumbnail.

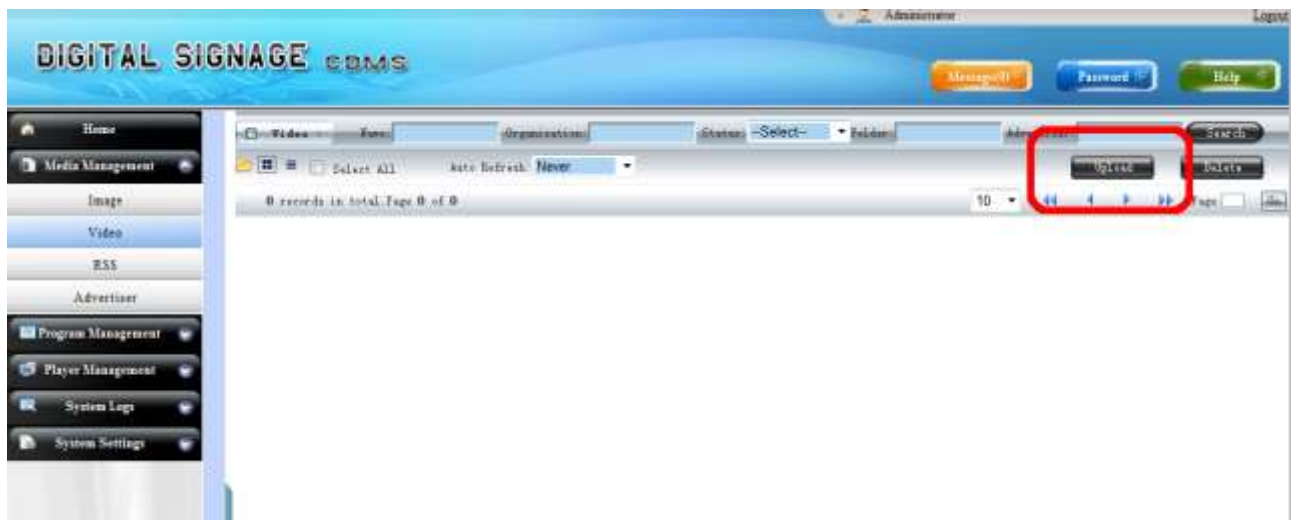


## 1.2.2 Video

Begin by accessing the “Media Management” section of the side menu. Next, click on “Video”.



Then click on the “Upload” button.



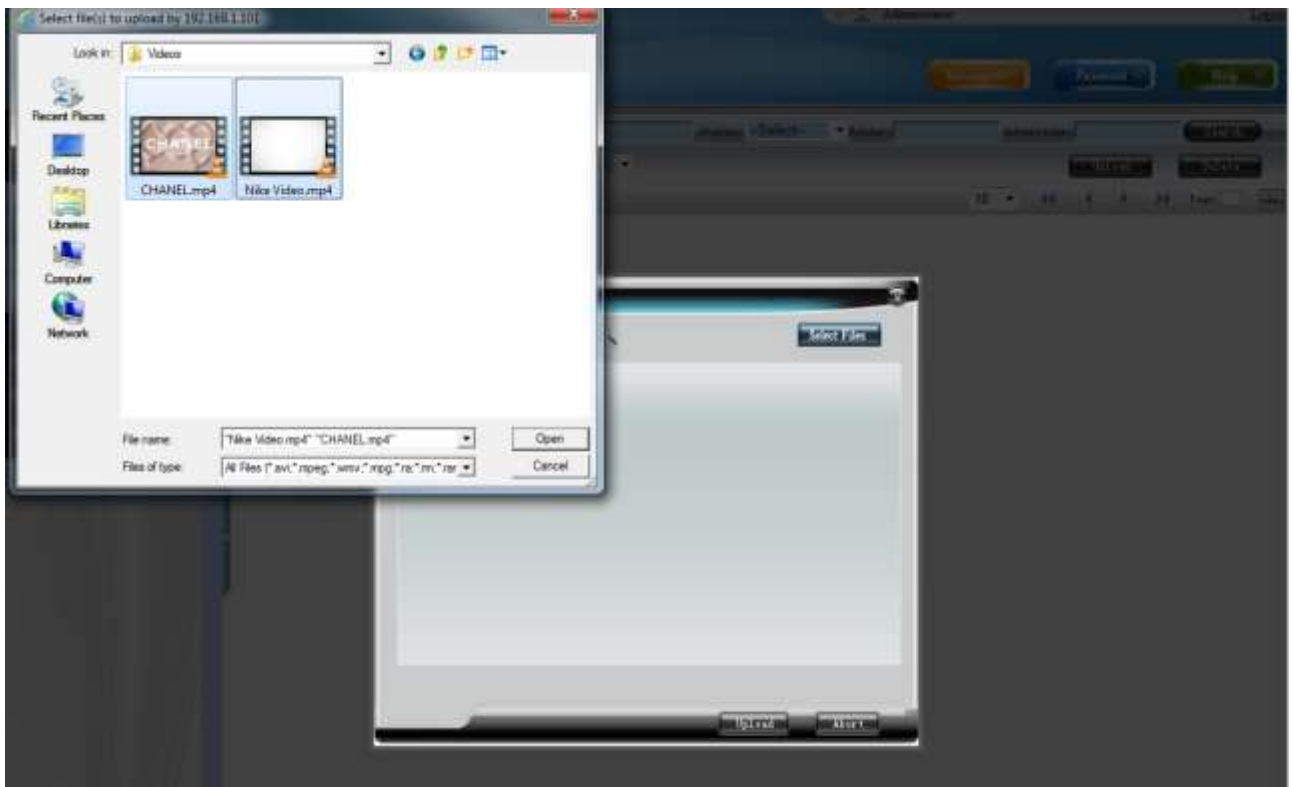
An upload box will now appear. To begin uploading files please click “Select Files”.



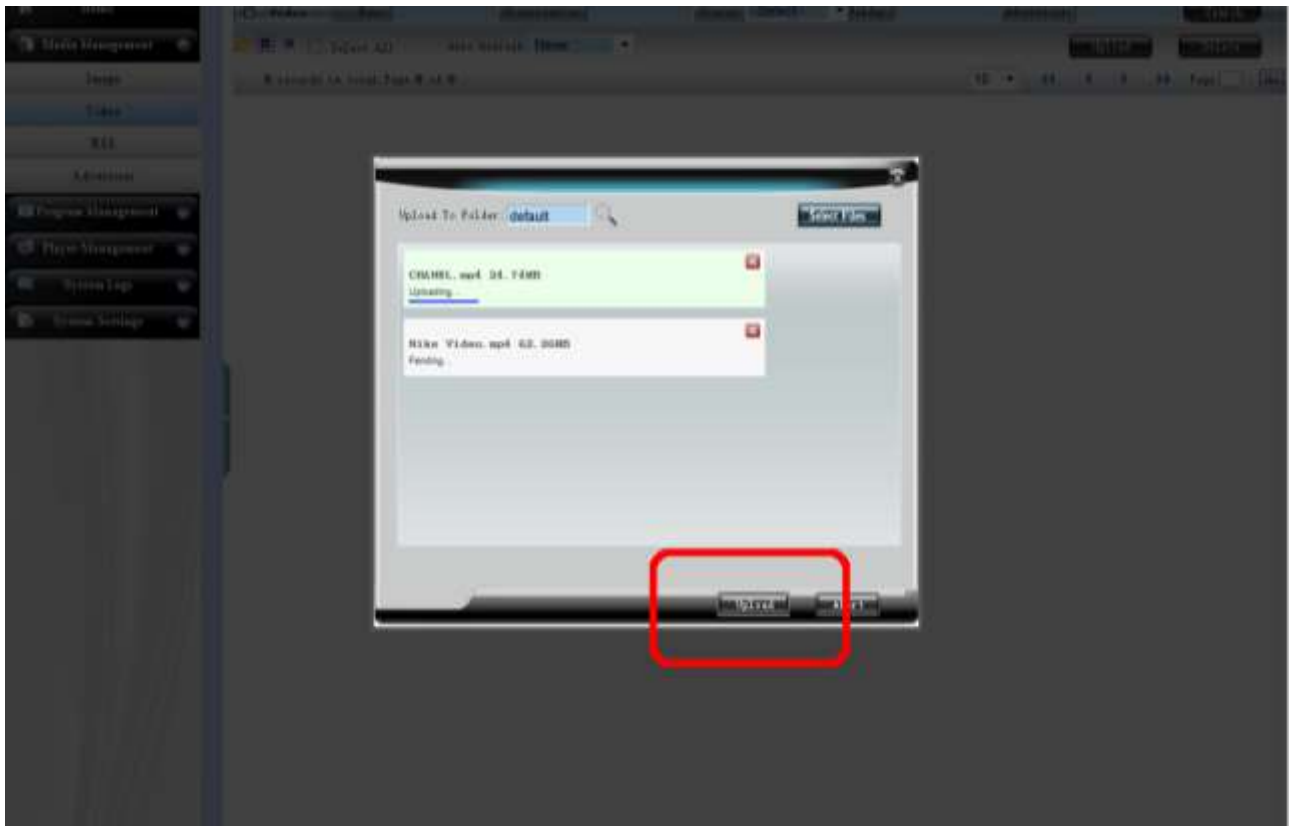
You can now browse through your files and select the videos you wish to upload.

**Note: Please see section 2.2.5 for supported media formats.**

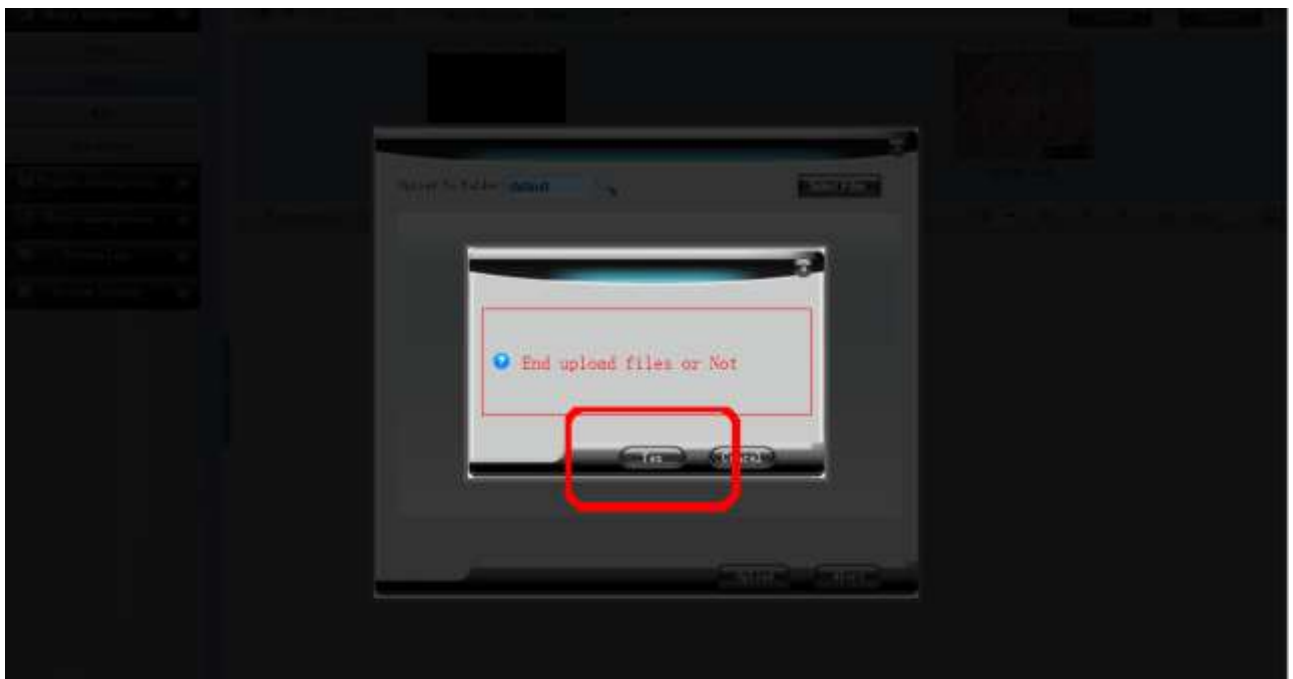
Once you have selected all the video files you wish to upload click “Open” in the browser window.



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. You can track the progress of each file by the loading bar underneath the file name.



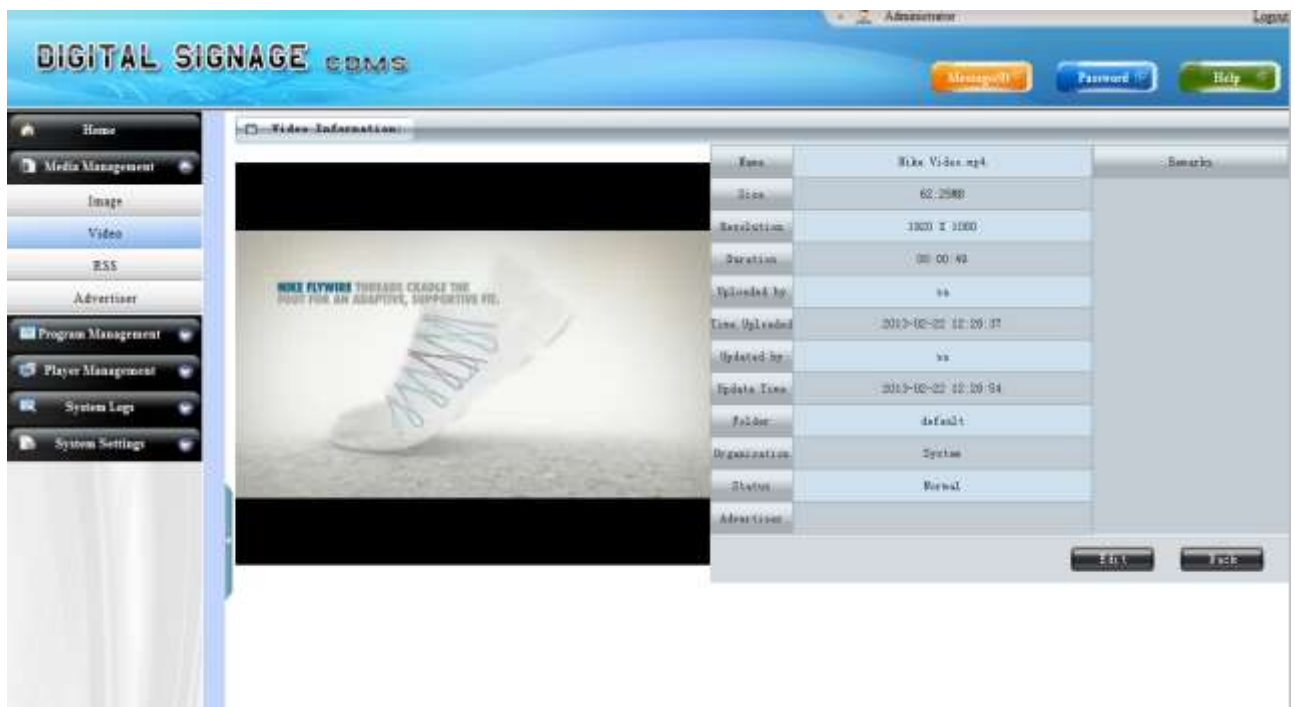
You will now be presented with the following message, click “Yes”.



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



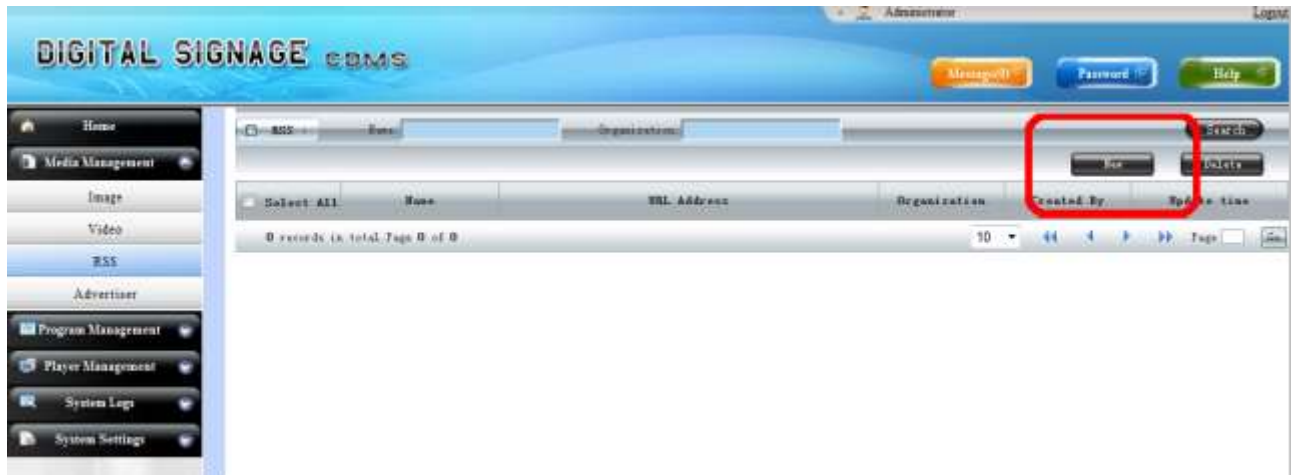
If you want to know the details of any video that you have uploaded (such as resolution, duration, the time and date it was uploaded or which user uploaded it) you can simply click on the video thumbnail.





## 1.2.3 RSS

Begin by accessing the “Media Management” section of the side menu. Next, click on “RSS”, then click the “New” button.

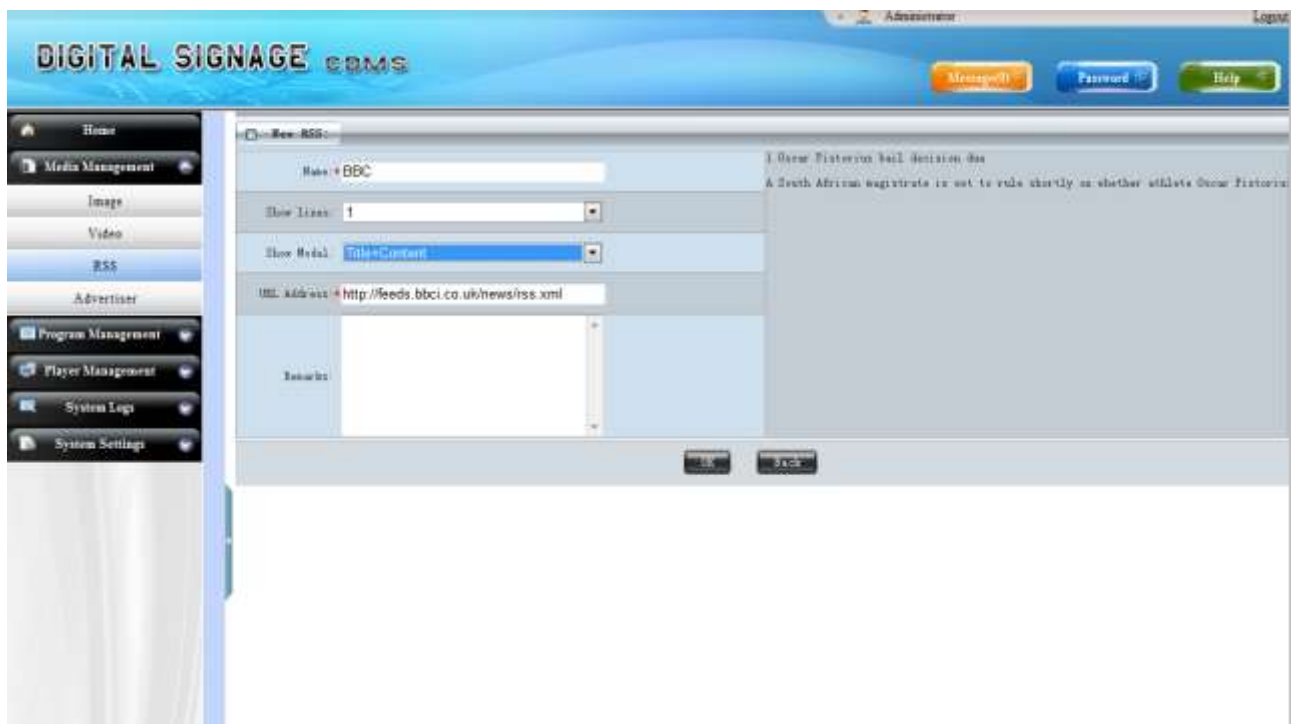


The first step is to name your RSS feed so as you can refer back to it later.

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 screen will only display the last entry of the RSS feed.

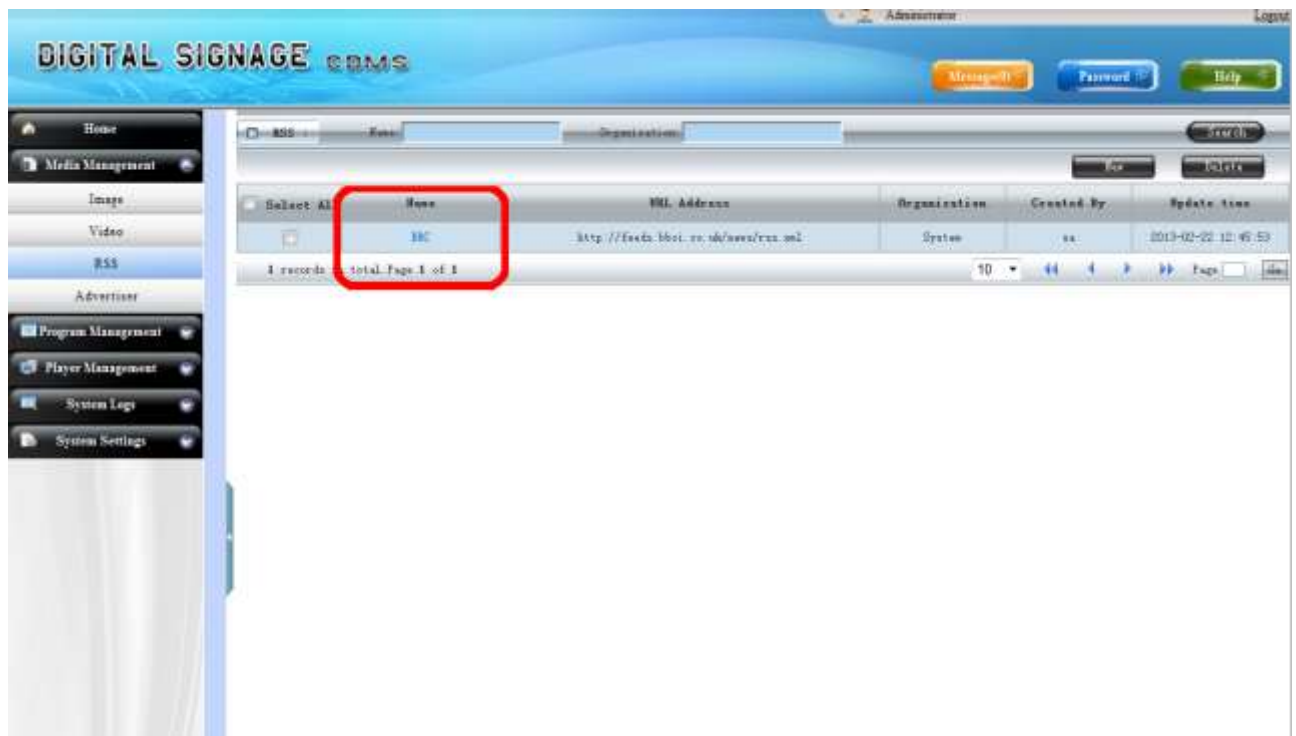
Next you must set the “Show model”, if you are displaying news for example you can choose between showing the headline on its own, the content on its own or both the headline and content.

Most critically, you must enter the URL address of your RSS feed. When you are finished, click “OK”.





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.



You will then see a summary of your RSS feed.



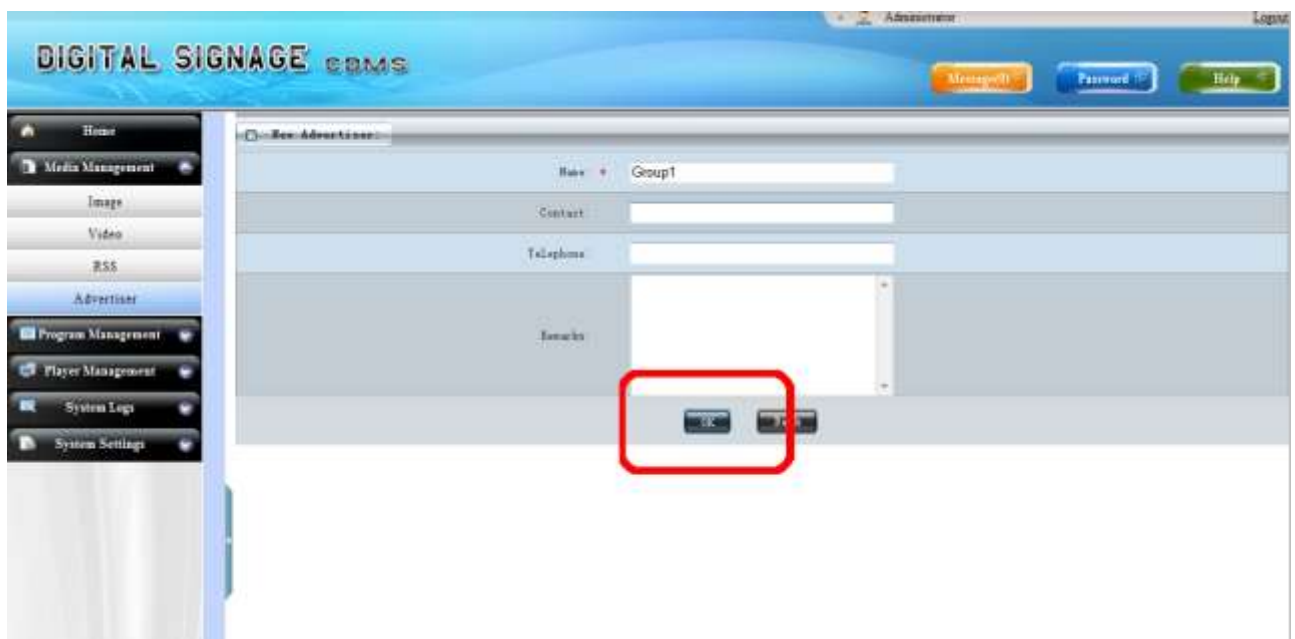
## 1.2.4 Media Groups

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.

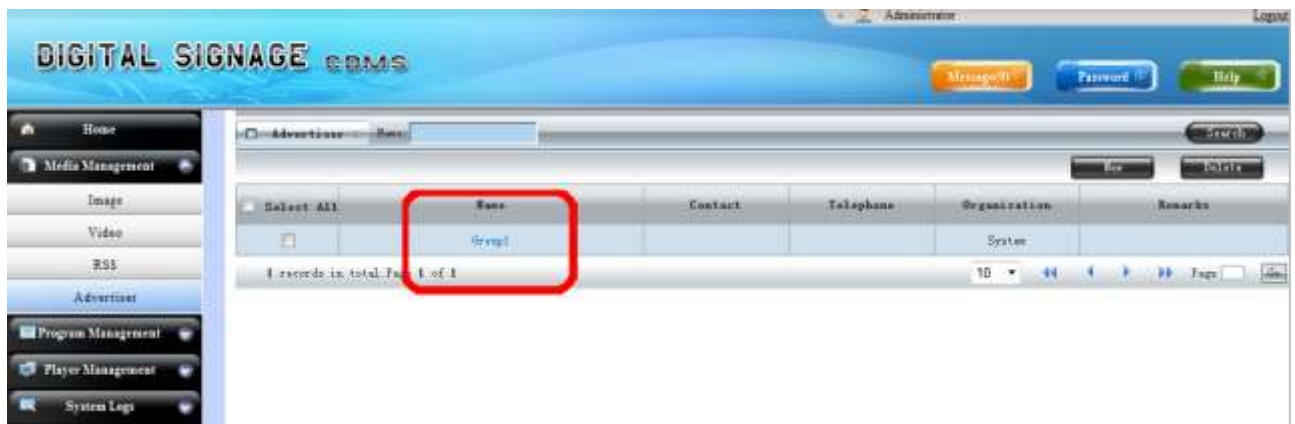
Begin by accessing the “Media Management” section of the side menu. Next, click on “Media Group”, then click the “New” button.



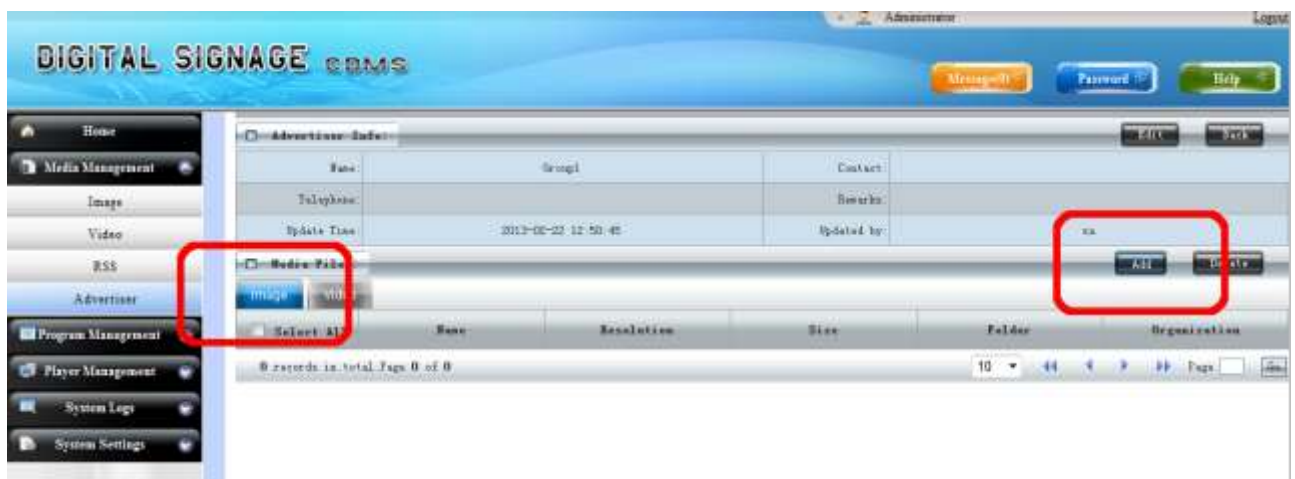
Next, give your Group a name. You can also add a contact name and telephone number for your client. When you are finished, click “OK”.



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.



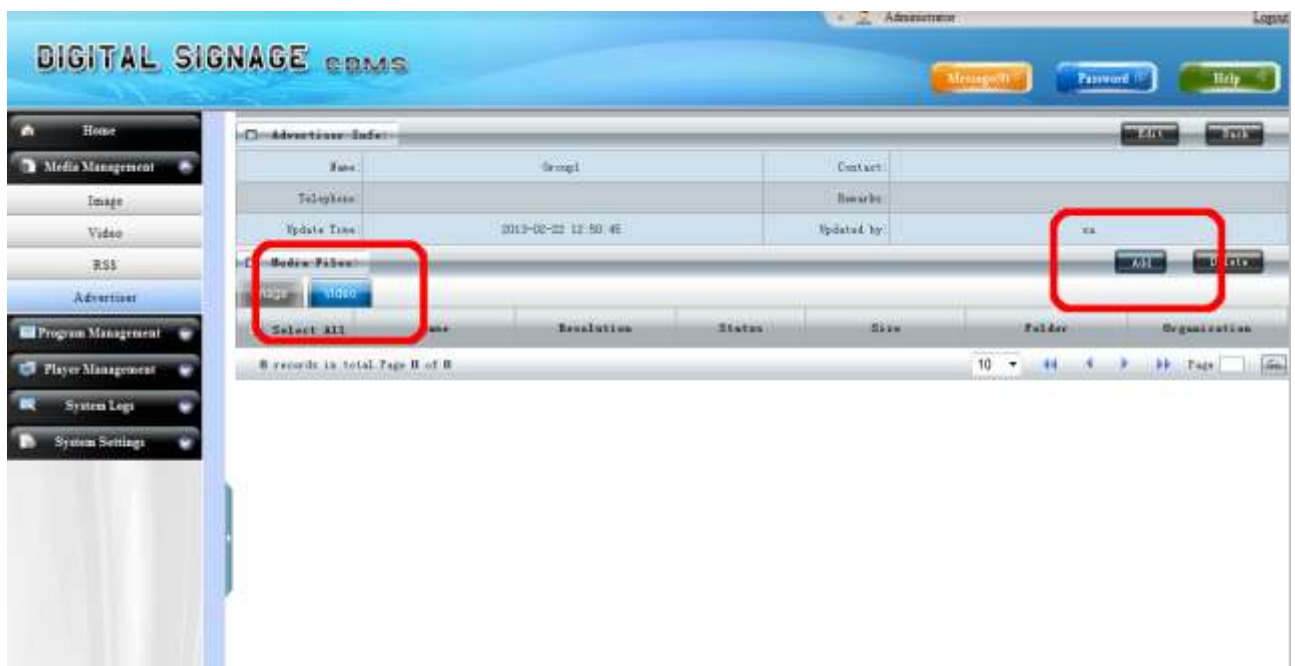
From the images that you have already uploaded, tick the checkboxes of the ones that you wish to add to the Group, and then click “OK”.



These images will now be added to your Group.



Next, to add videos highlight the “Video” tab then click the “Add” button.



From the videos that you have already uploaded, tick the checkboxes of the ones that you wish to add to the Group, and then click “OK”.



## 1.2.5 Supported Media Files

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

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

Note: Video and image files should be a maximum 1920x1080 resolution (16:9 aspect ratio).

## 1.3 Program Management

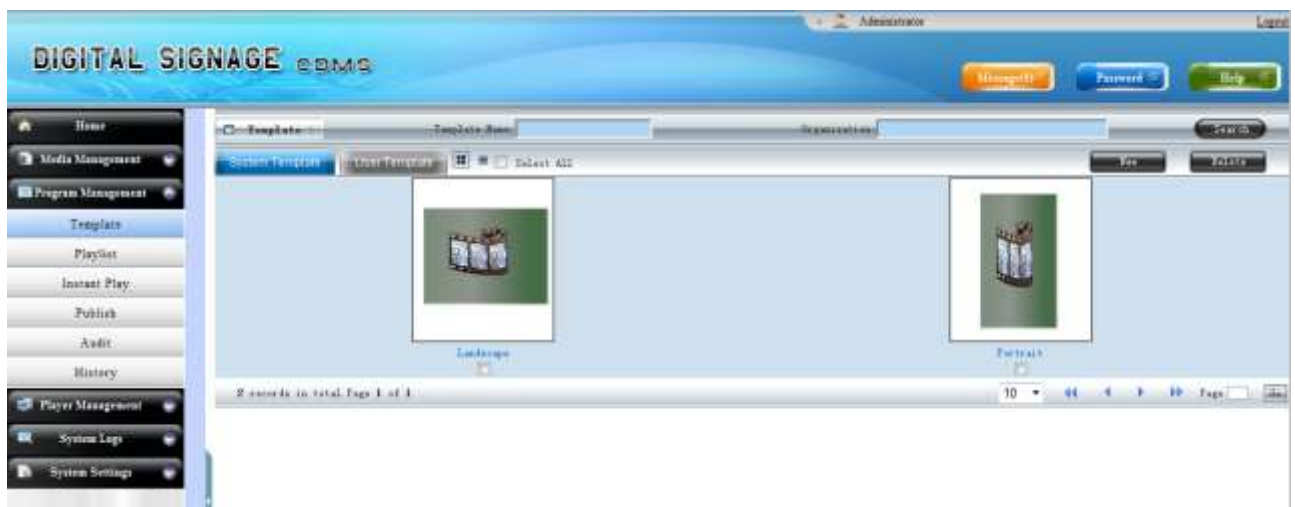
Here is where you control the content that is sent to the each screen, how it looks and when it will display.

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 Instant Play function to override any current or scheduled content if you need to broadcast anything that is time sensitive.

### 1.3.1 Template

There are two default Templates that you can use to display your content, as well as the ability to create your own. If you are creating your own, you can combine images, videos and scrolling text (RSS or plain text) into one layout.

Begin by accessing the “Program Management” section of the side menu. Next, click on “Template”. You should now see two pre-developed Templates under the “System Template” tab.

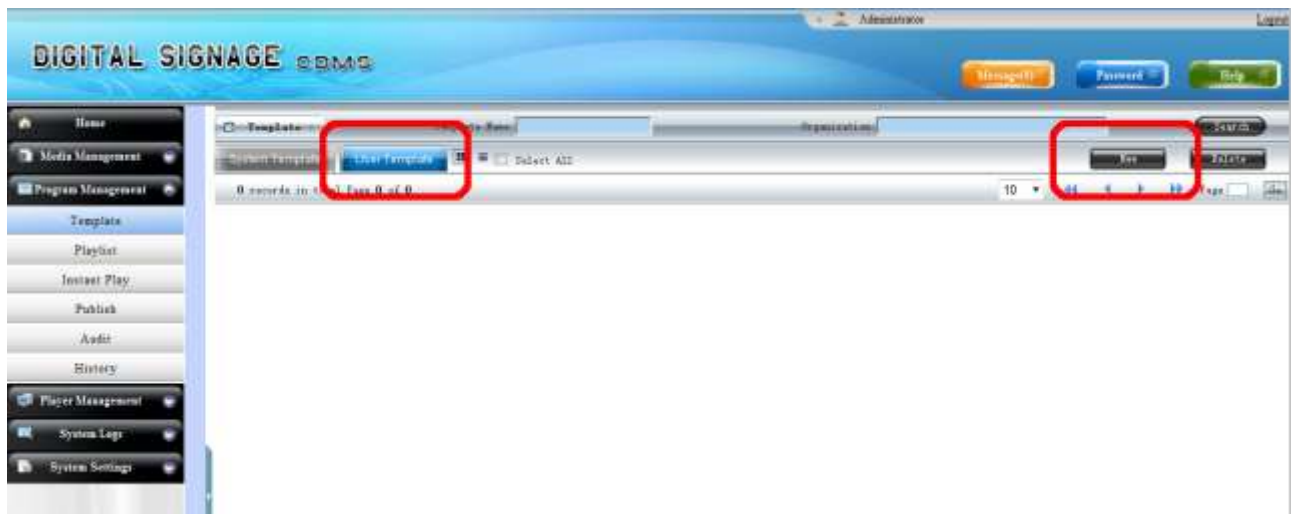


If you only wish to have full screen images and/or videos displayed at one time then these Templates are all you need. However, if you wish to create different zones for different media, add scrolling text or RSS feeds, add a logo or add the time and date, you must create your own Templates.

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 image or video zone, the Template will function.

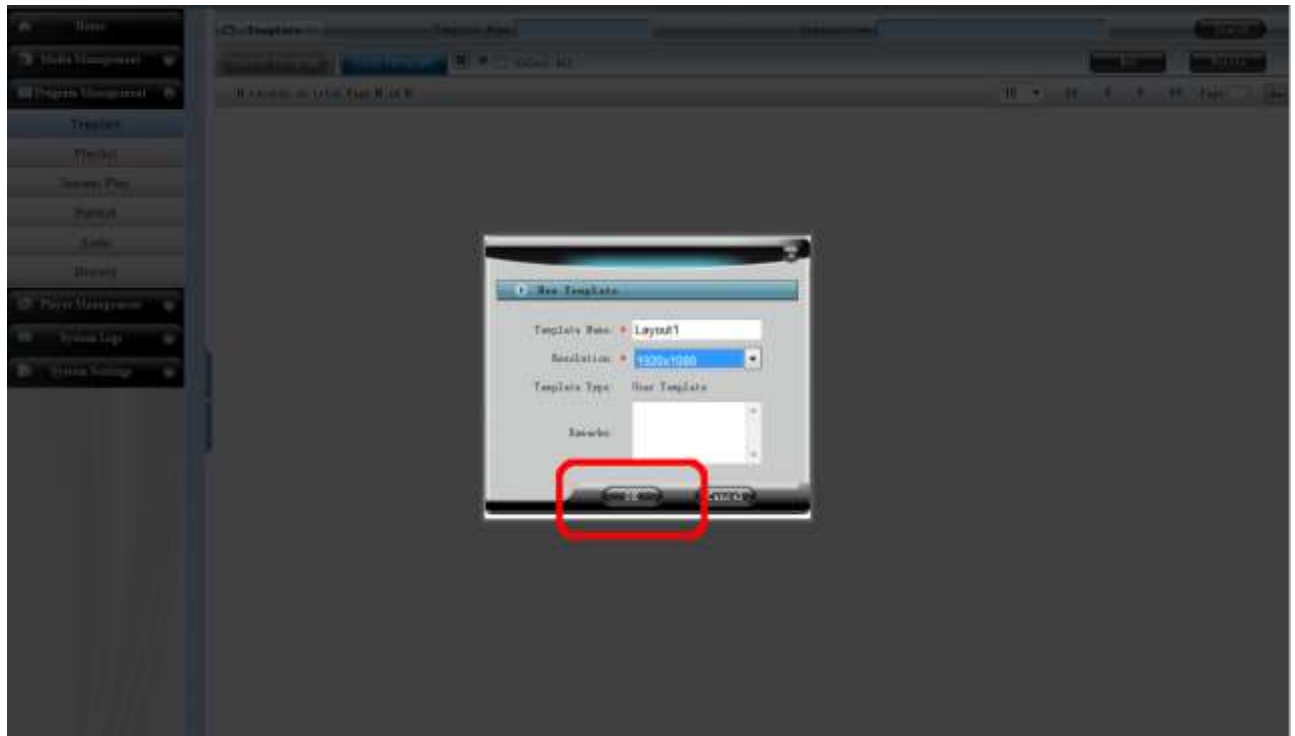


To create your own Template, begin by highlighting the “User Template” tab and then clicking the “New” button.

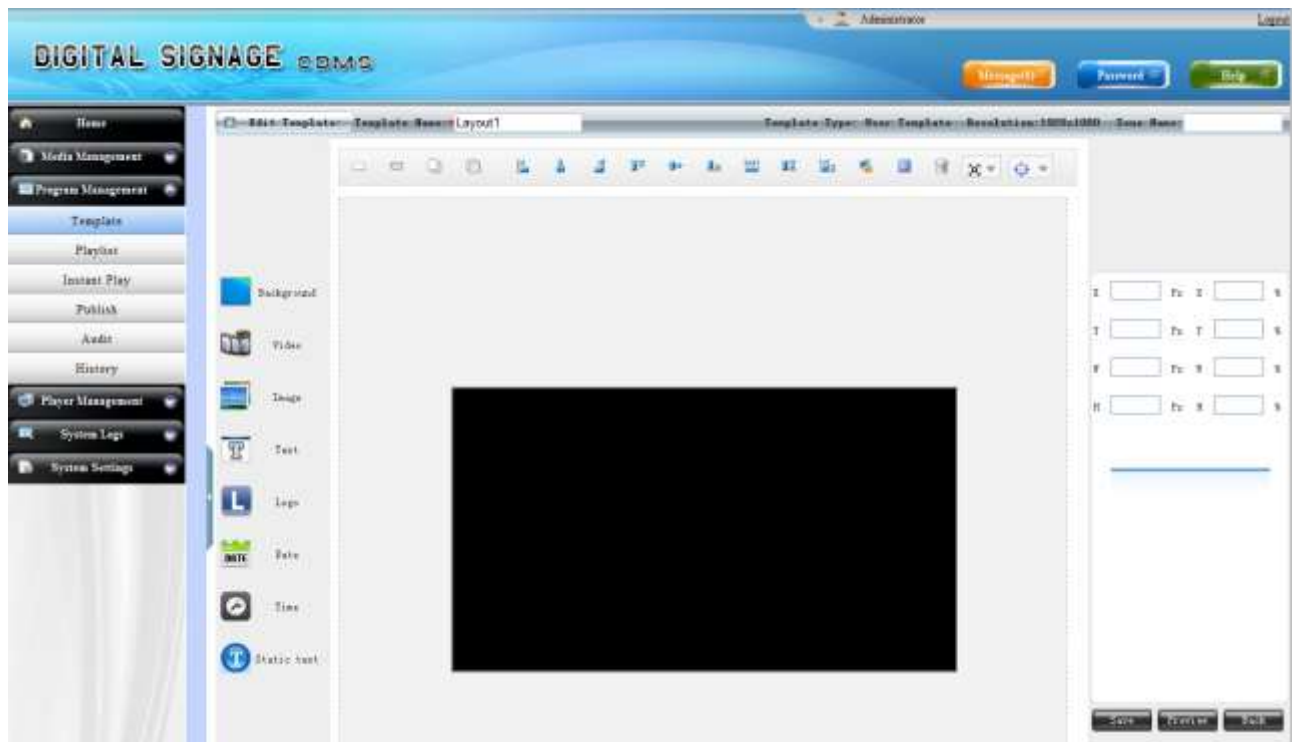


A “New Template” box will now appear. Give your Template a name and choose a resolution. If you are creating a portrait Template then select “1080x1920”, if you are creating a landscape Template then select “1920x1080”.

Note: Video, image and static text zones cannot overlap.



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



### Background

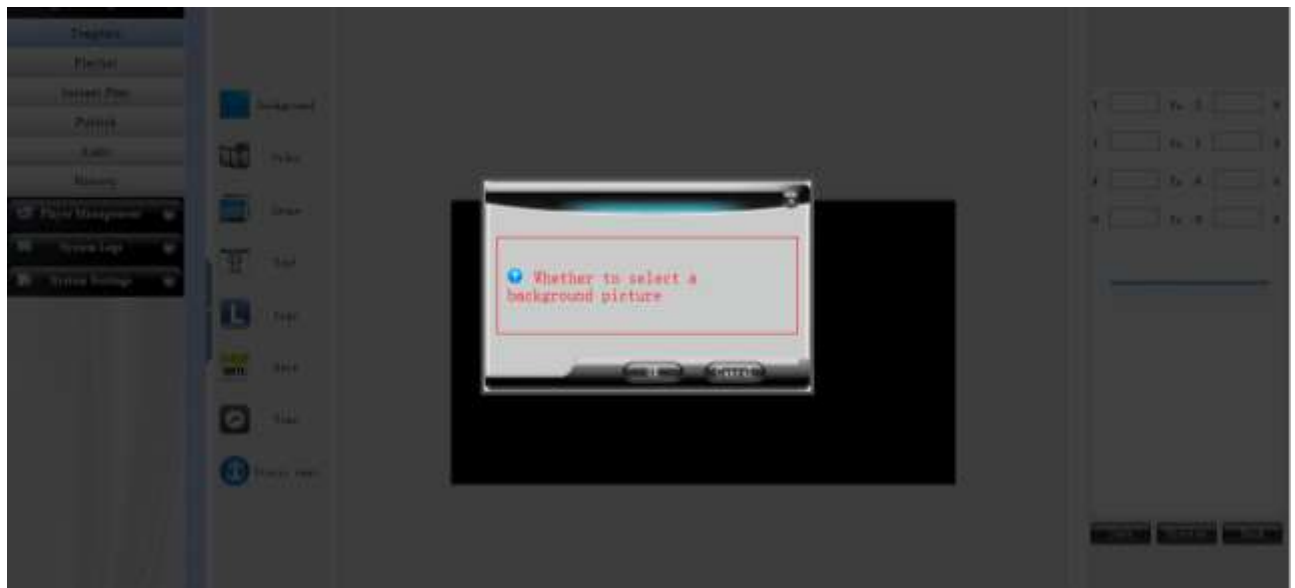
Your Template can have a background that you can see underneath the media zones. It can either be a previously uploaded image or a colour. This is not an essential element but can be used to give your content corporate branding. Whether you want an image or a colour as your background, begin by clicking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





## Setting an image as a background

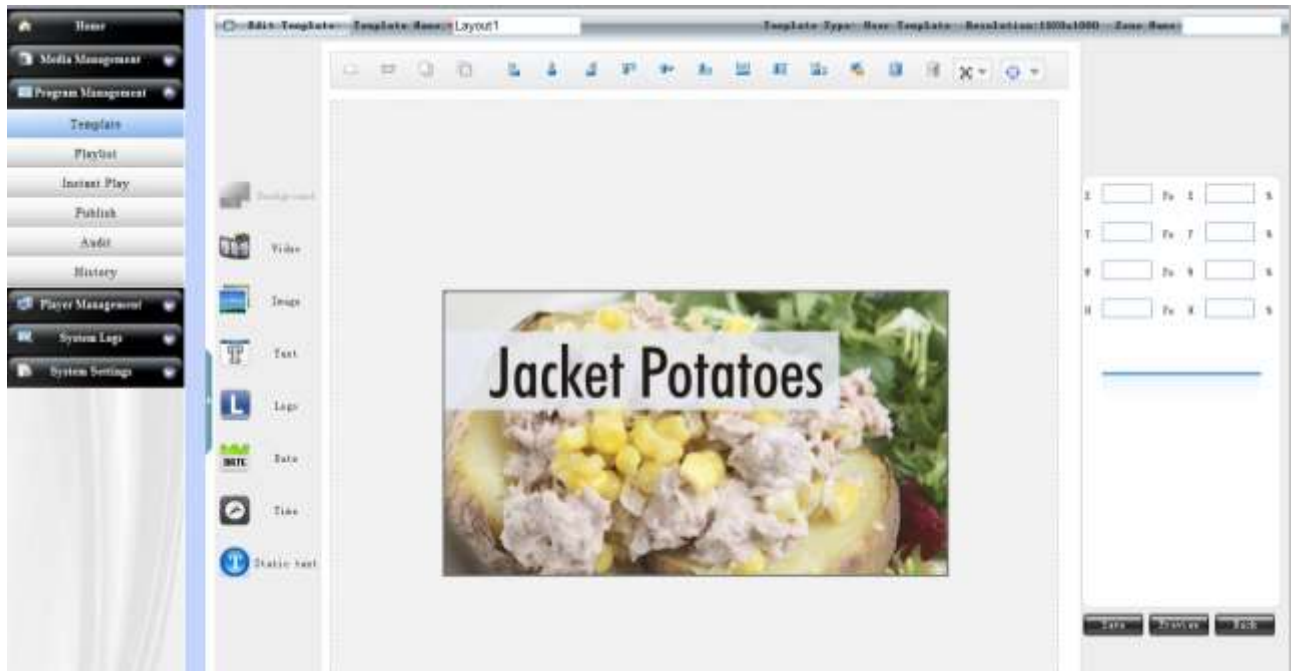
Once you have clicked on the “Background” option from the interface’s side menu a message will appear asking if you wish to set an image as a background.



If you click “OK” you will be redirected to your list of uploaded images. To upload your background image to this list please see section 2.2.1 for instructions on how to do so.



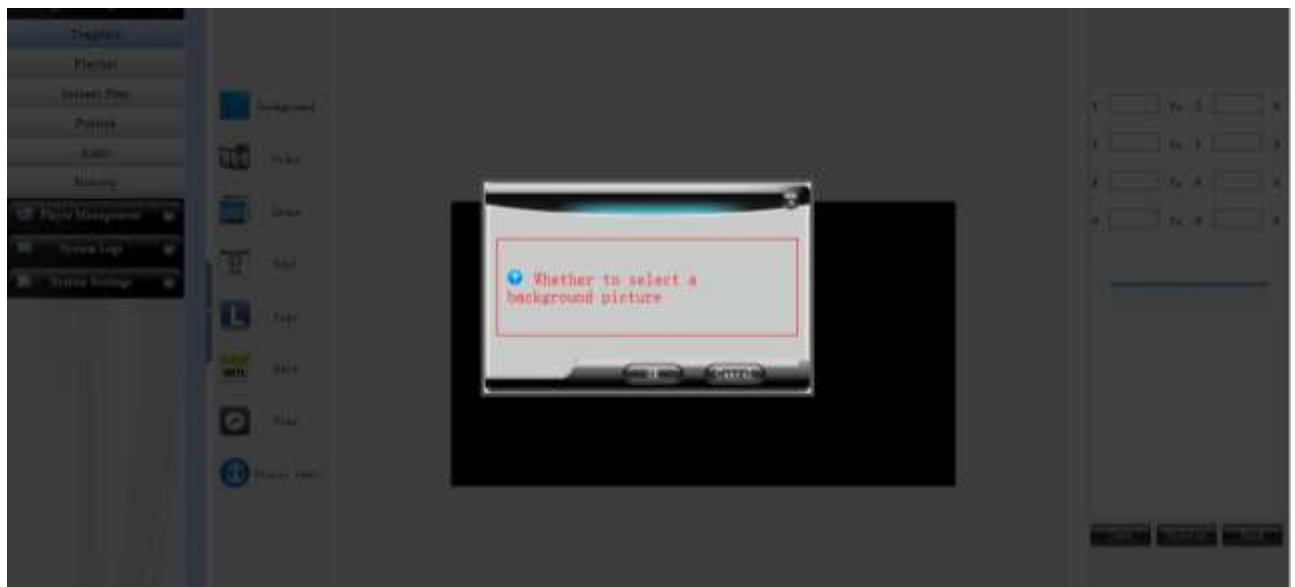
Next, tick the checkbox below the image you wish to use as your background and then click “OK”.



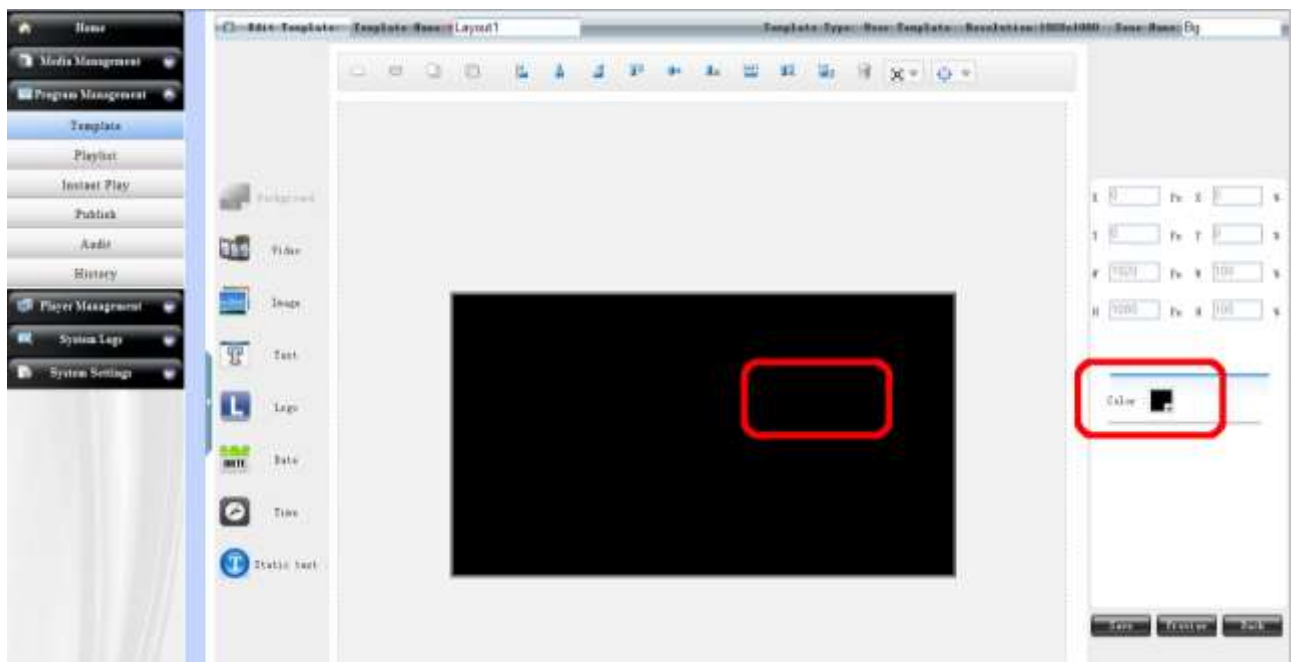
Your image will now appear as your background, you can now add media zones on top of this.

### Setting a colour as a background

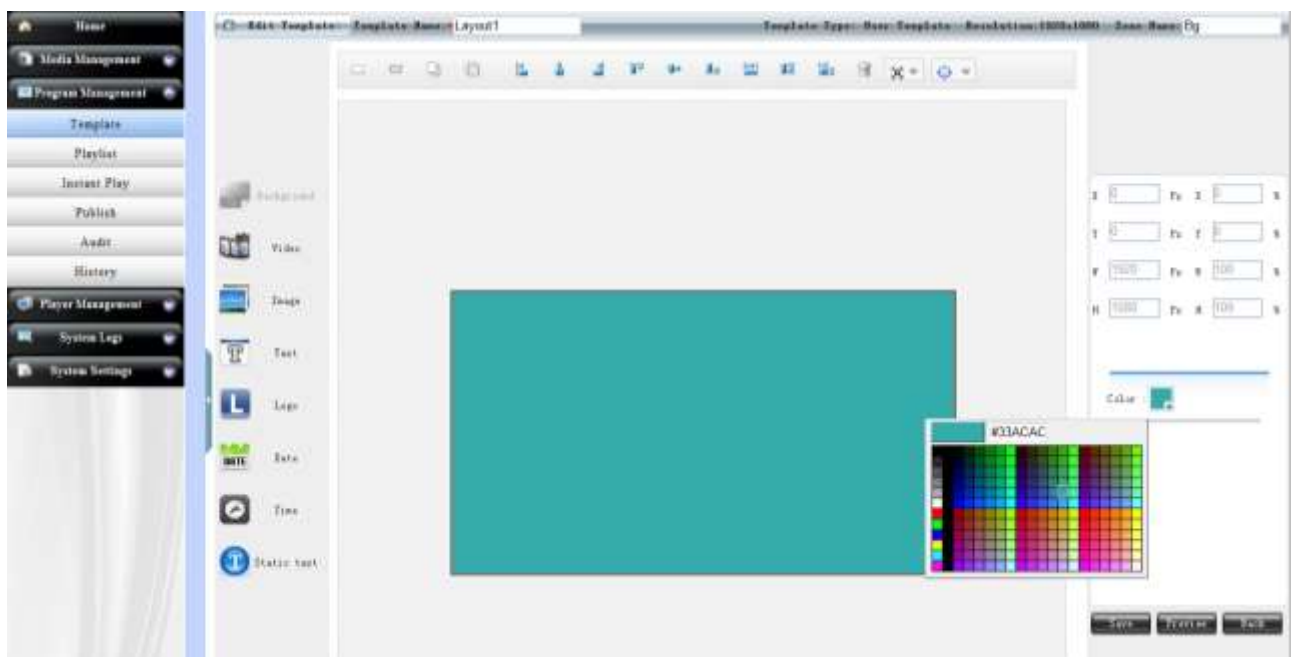
Once you have clicked on the “Background” option from the interface’s side menu a message will appear asking if you wish to set an image as a background.



If you click “Cancel” and then click anywhere on your Template preview, a colour option will appear.



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



You can select a colour from one of the hundreds of 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.

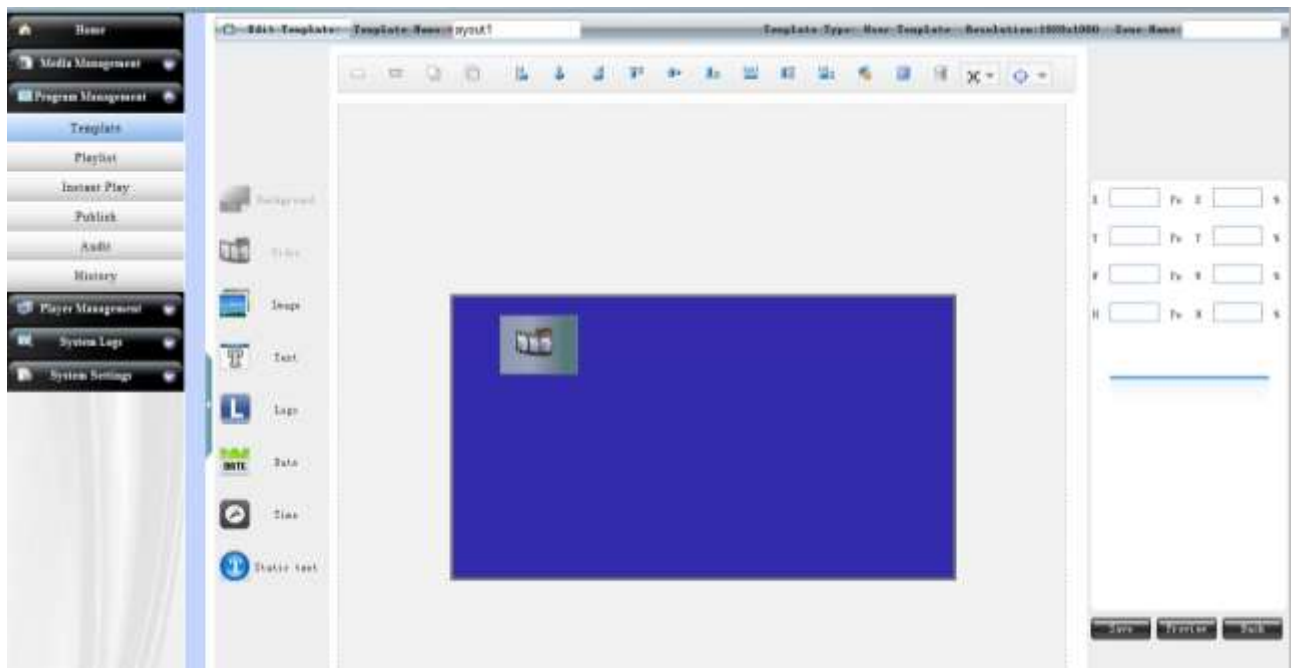
## Video

**Note:** Your Template must include a video zone; these can display either videos or images.

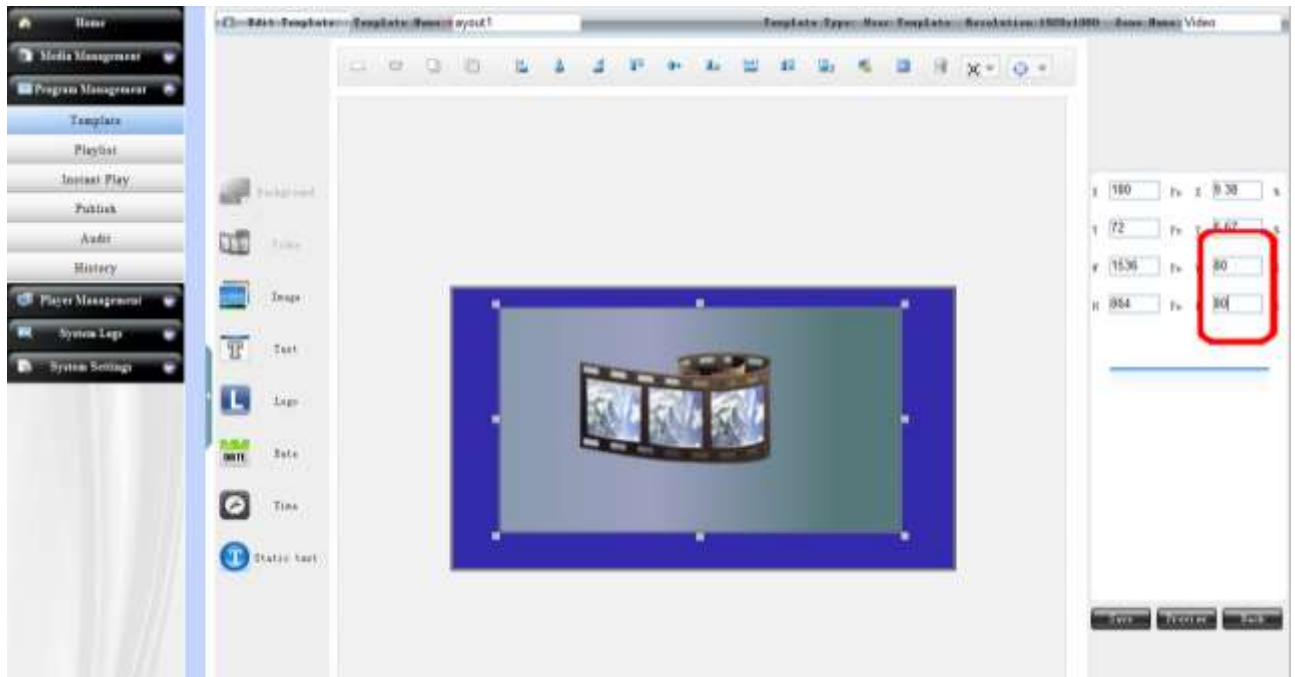
You can only have one video zone per Template; this is to avoid complicated content with conflicting motion and sound. Video zones can display both video and image files. You can set these zones to any size you require. Begin by clicking on the “Video” option from the interface’s side menu.



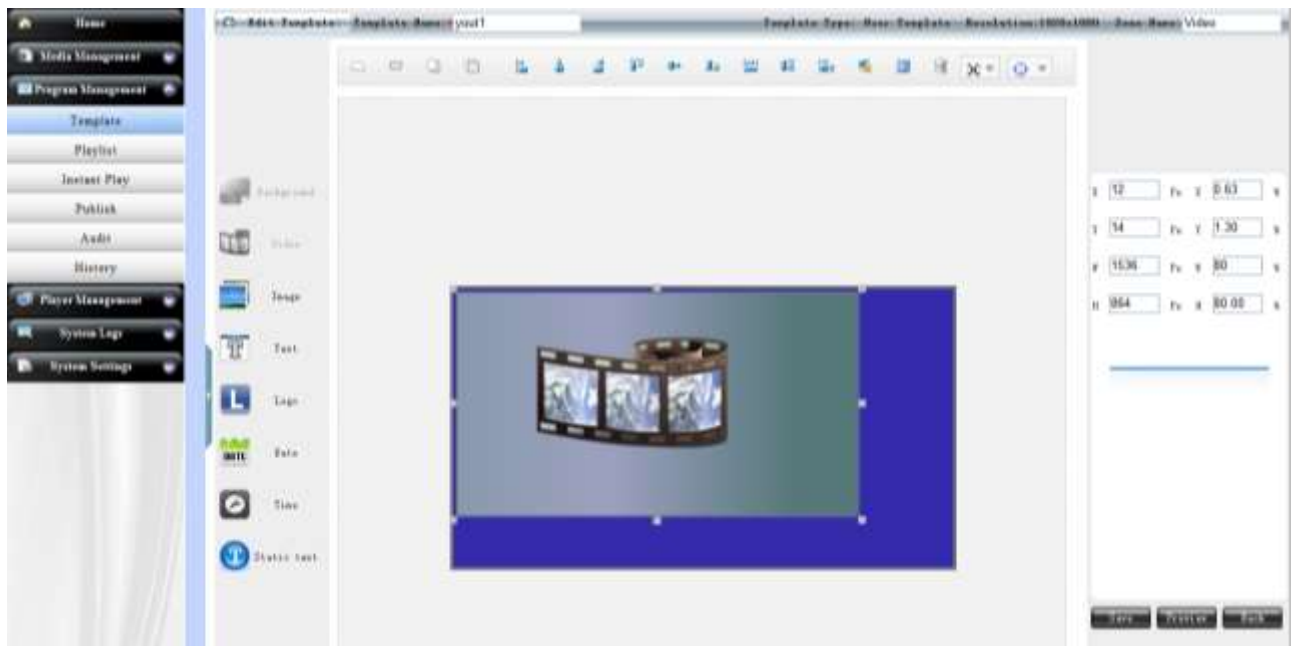
Once you have clicked on the “Video” option from the interface’s side menu a media zone will appear in your Template preview.



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 the above 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 (like the screen) 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.



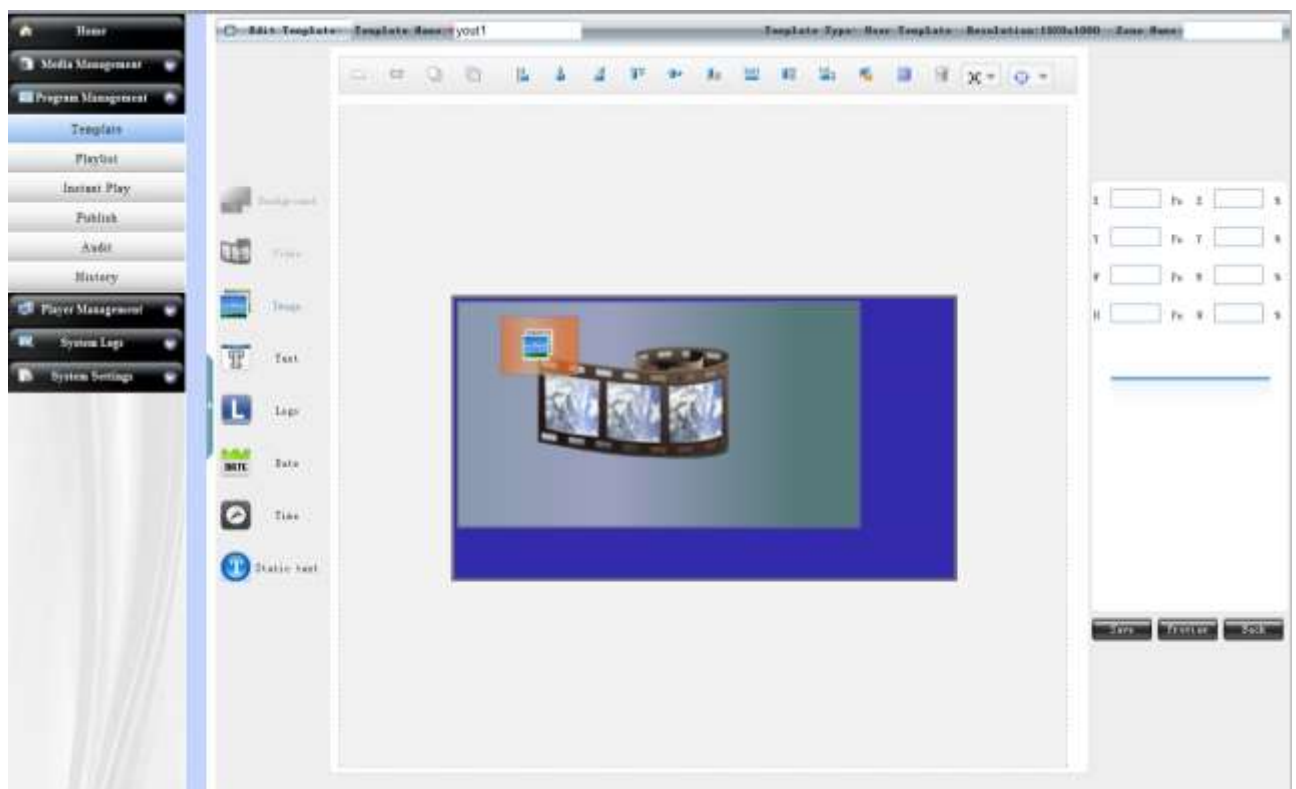
To delete this zone at any time simply right-click with your mouse and click "Delete".

## Image

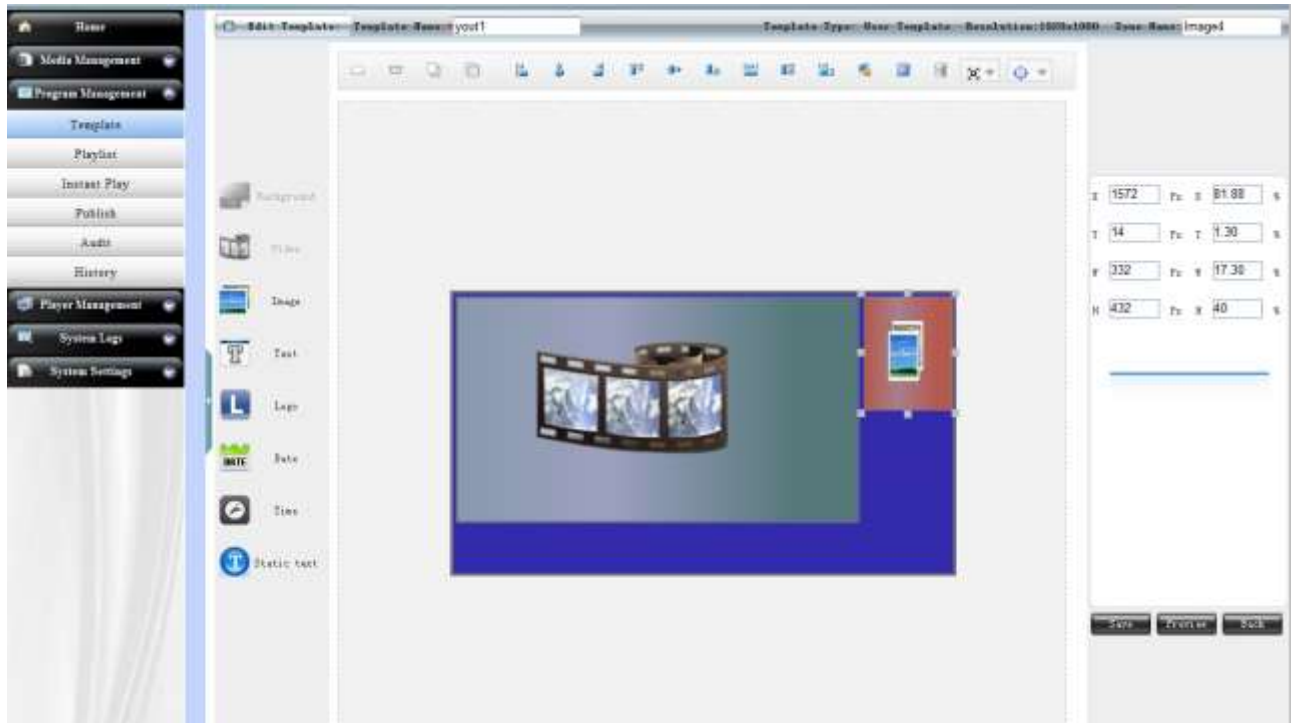
You can add up to four image zones per Template. You can set these zones to any size you require. Begin by clicking on the “Image” option from the interface’s side menu.



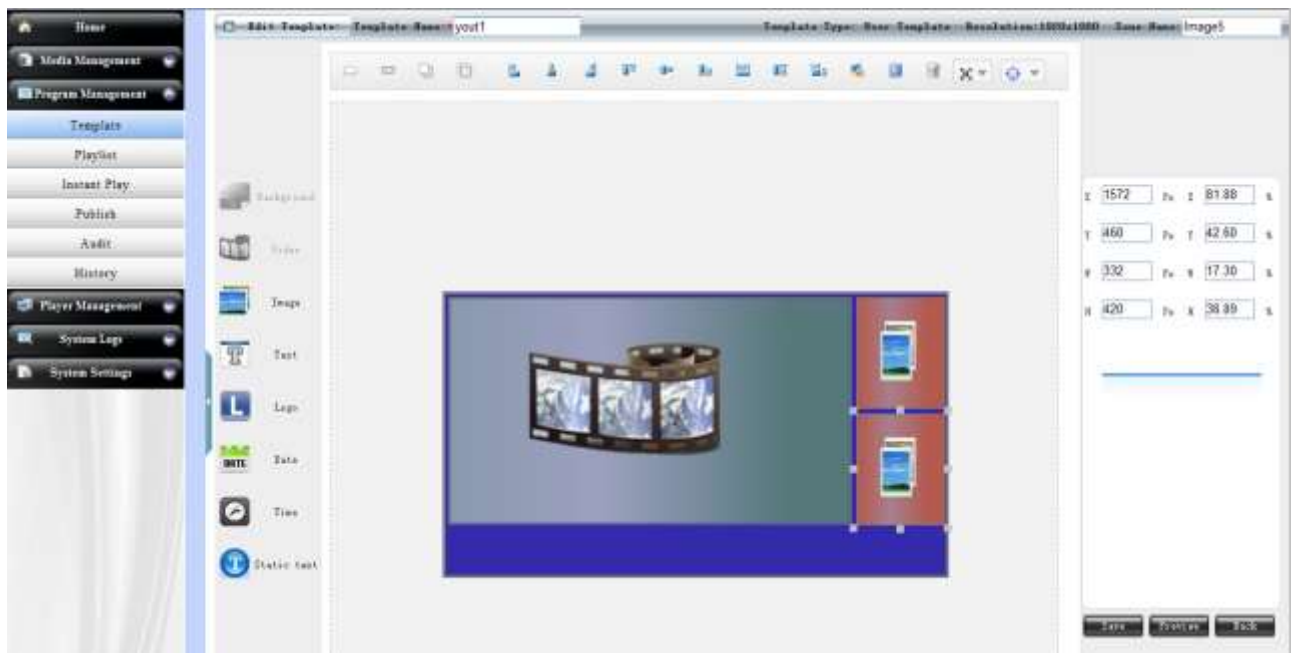
Once you have clicked on the “Image” option from the interface’s side menu a new media zone will appear in your Template preview.



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.



To delete these zones at any time simply right-click with your mouse and click “Delete”.

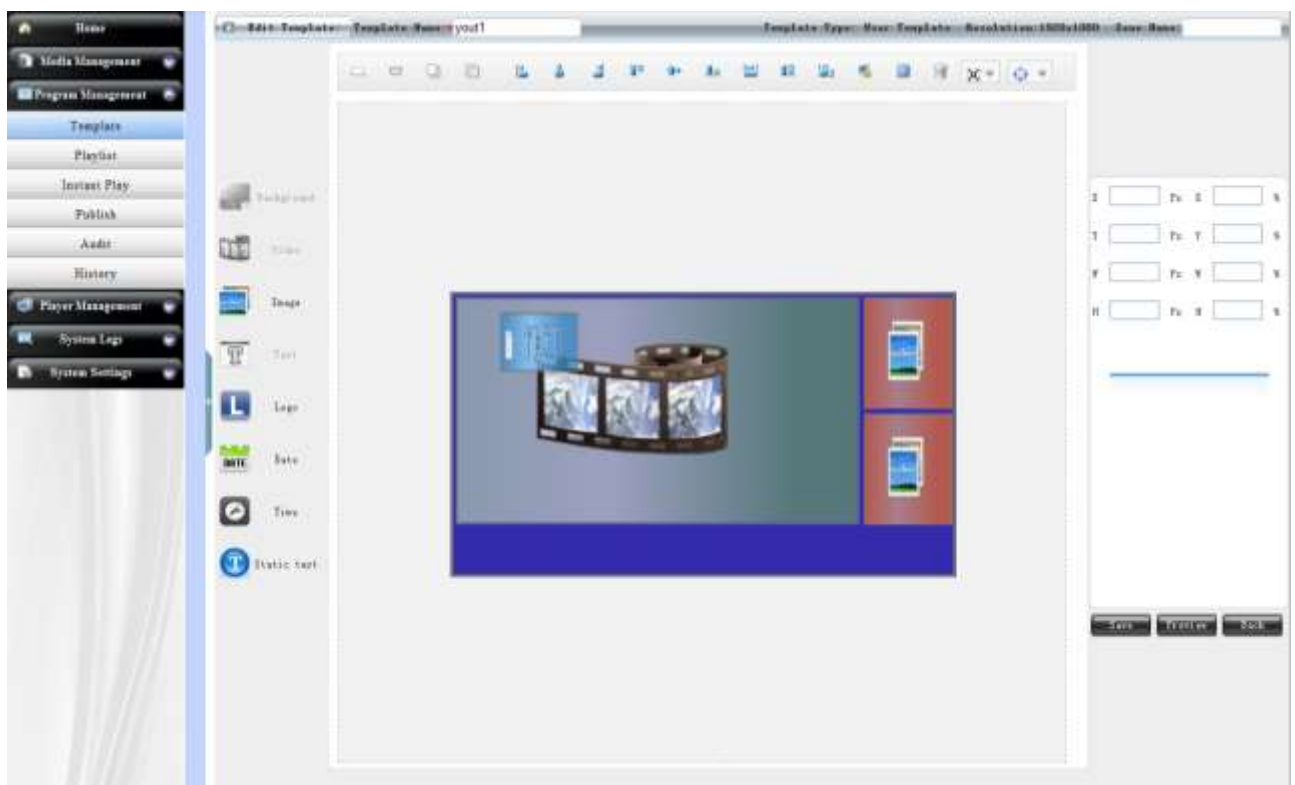


## Scrolling Text and RSS Feeds

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.

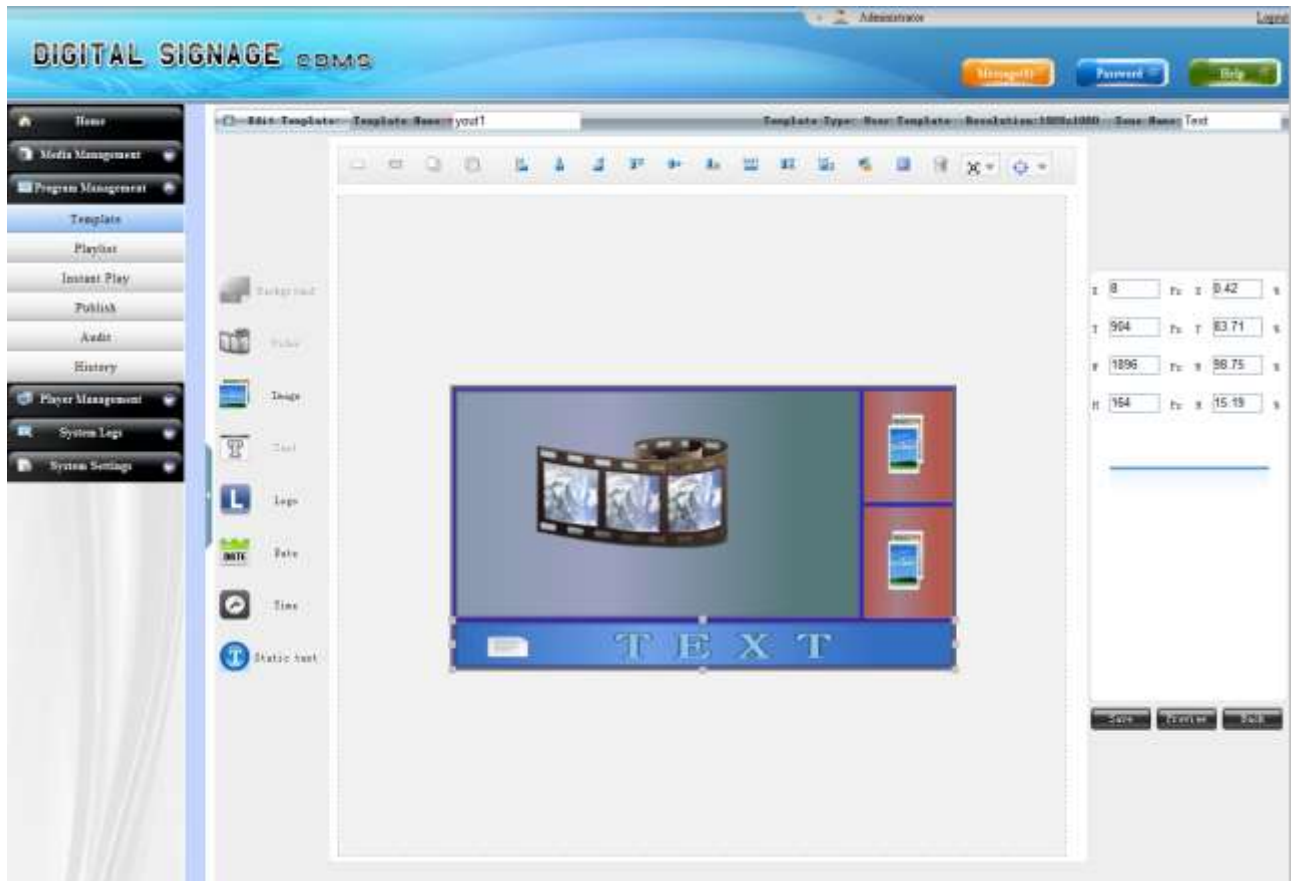


Once you have clicked on the “Text” option from the interface’s side menu a new media zone will appear in your Template preview.





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.



To delete this zone at any time simply right-click with your mouse and click “Delete”.

## Logo

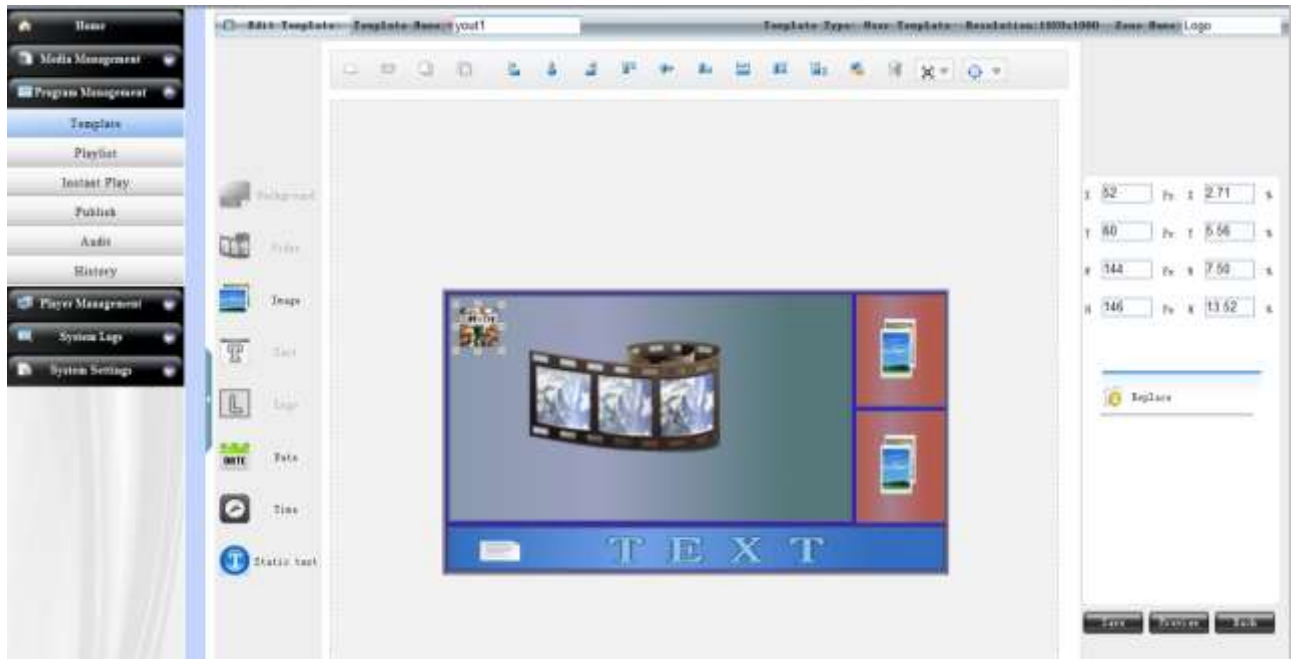
In addition to your other zones you can add one logo area to your Template. This zone has a size restriction, with a maximum of 256x256 pixels. It is ideal for branding as it will stay on top of all of your other zones meaning it will always be seen. Begin by clicking on the “Logo” option from the interface’s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

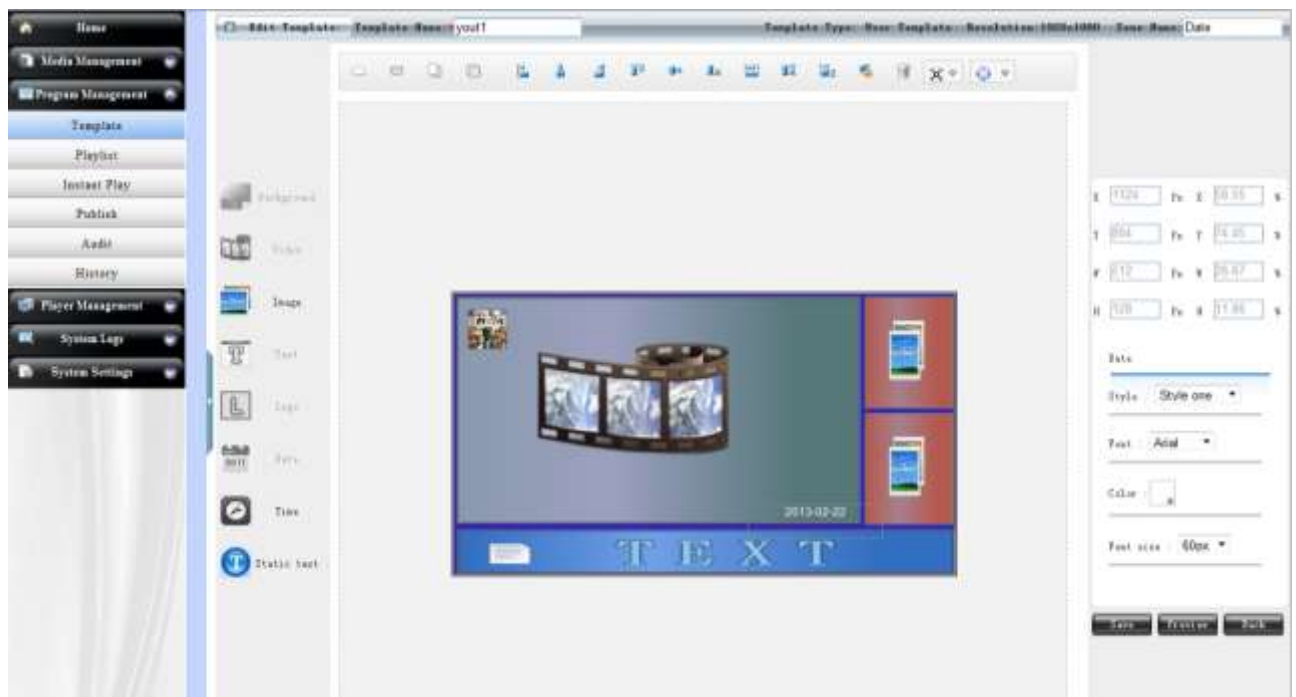
To delete this zone at any time simply right-click with your mouse and click “Delete”.

## 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.



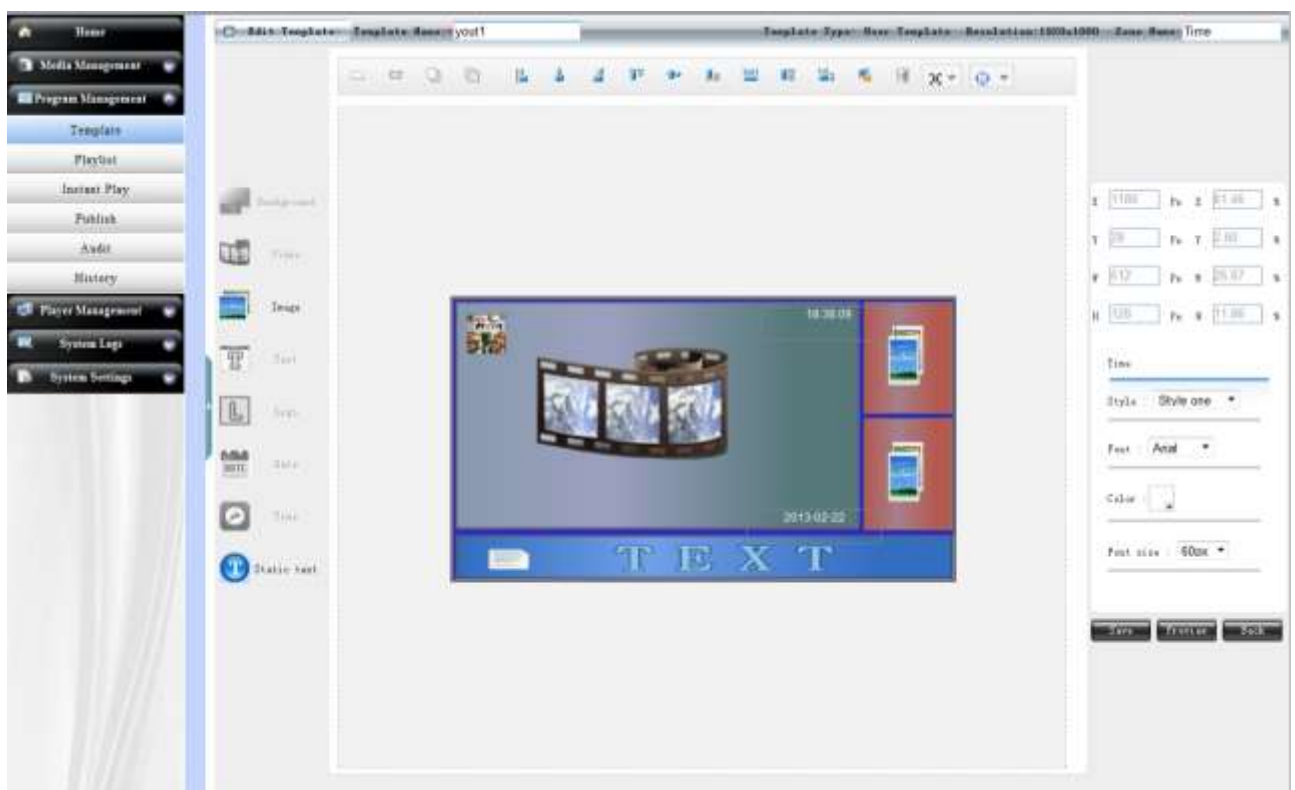
A new zone containing the date will now appear, please reposition this where you want the date to appear on you Template.



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

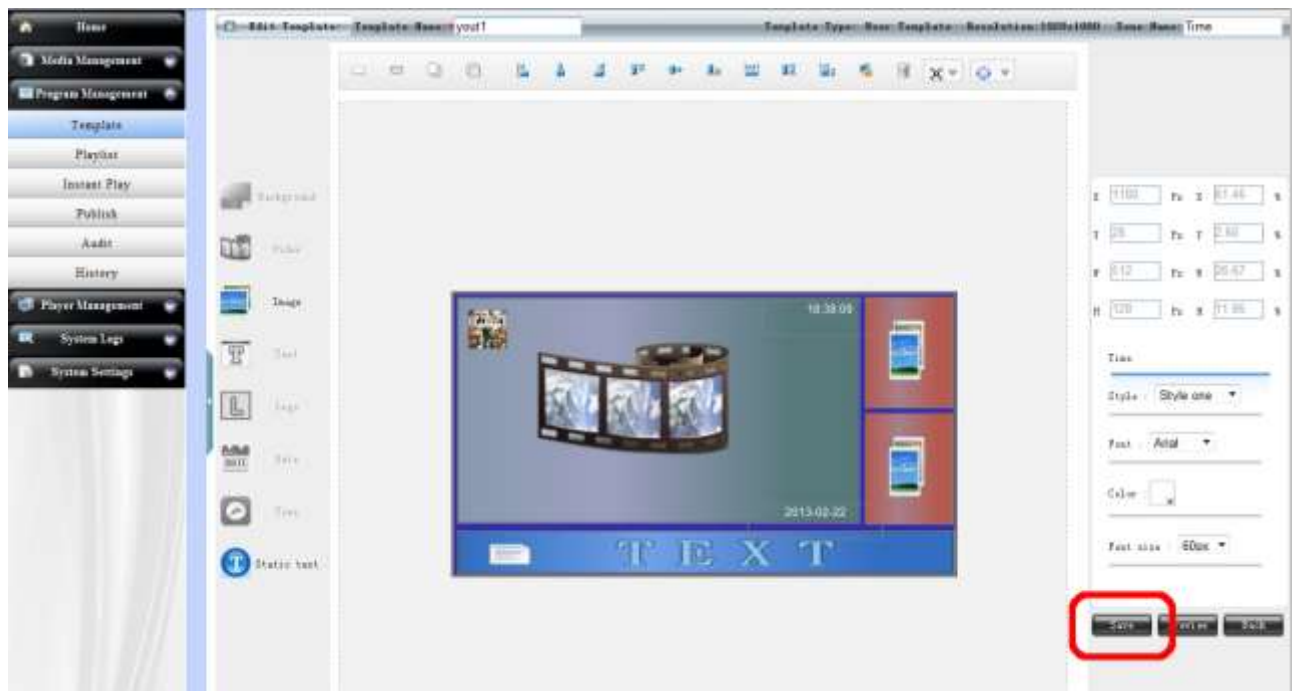


A new zone containing the time will now appear, please reposition this where you want the time to appear on your Template.

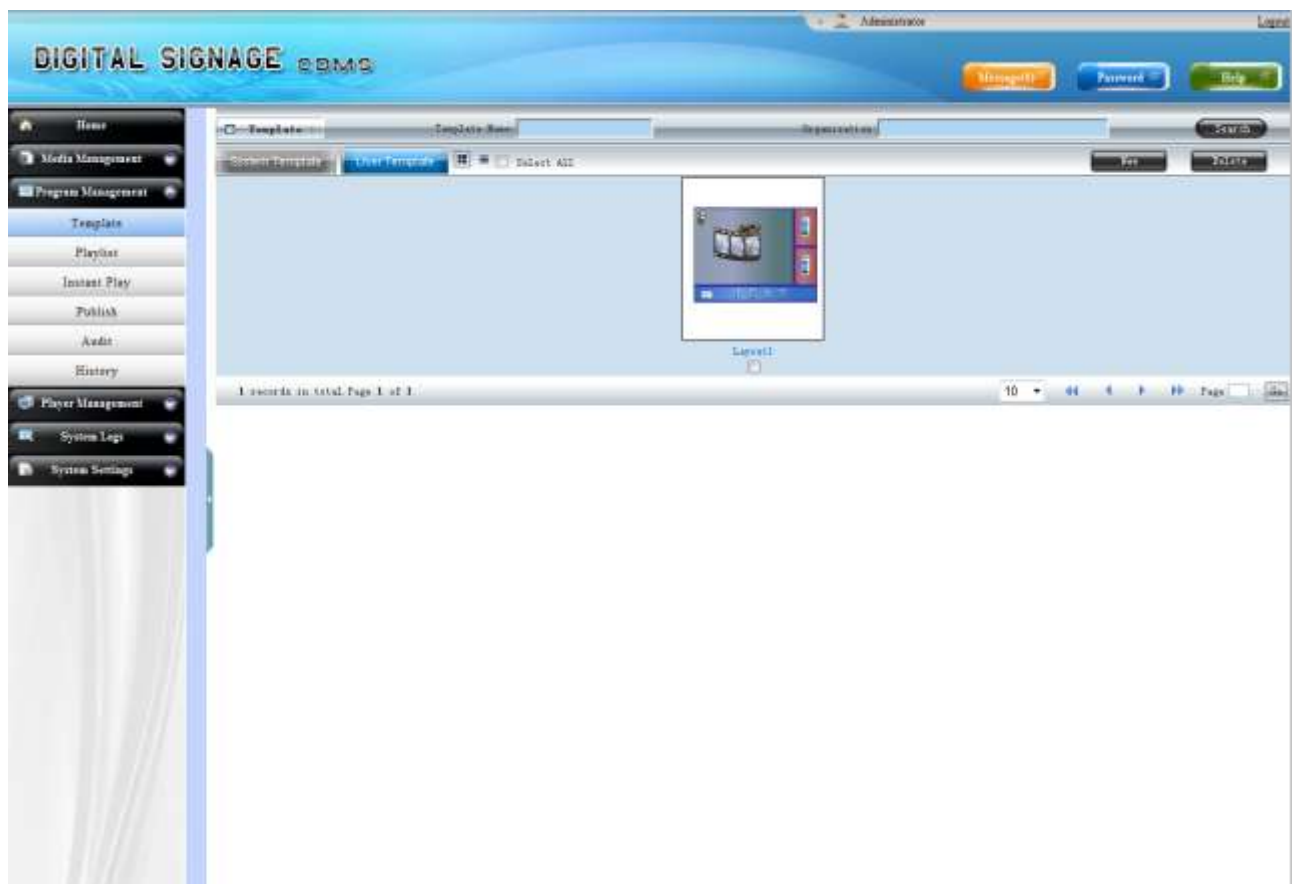


To delete this zone at any time simply right-click with your mouse and click “Delete”.

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.



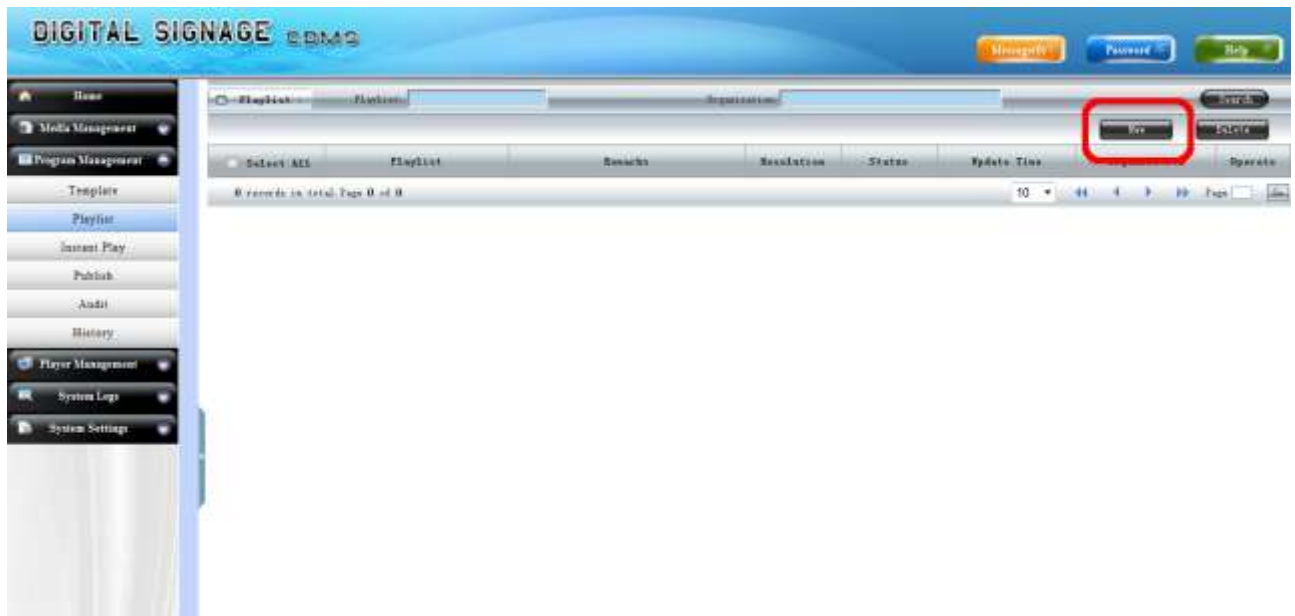
You will now see a list of the Templates you have created.



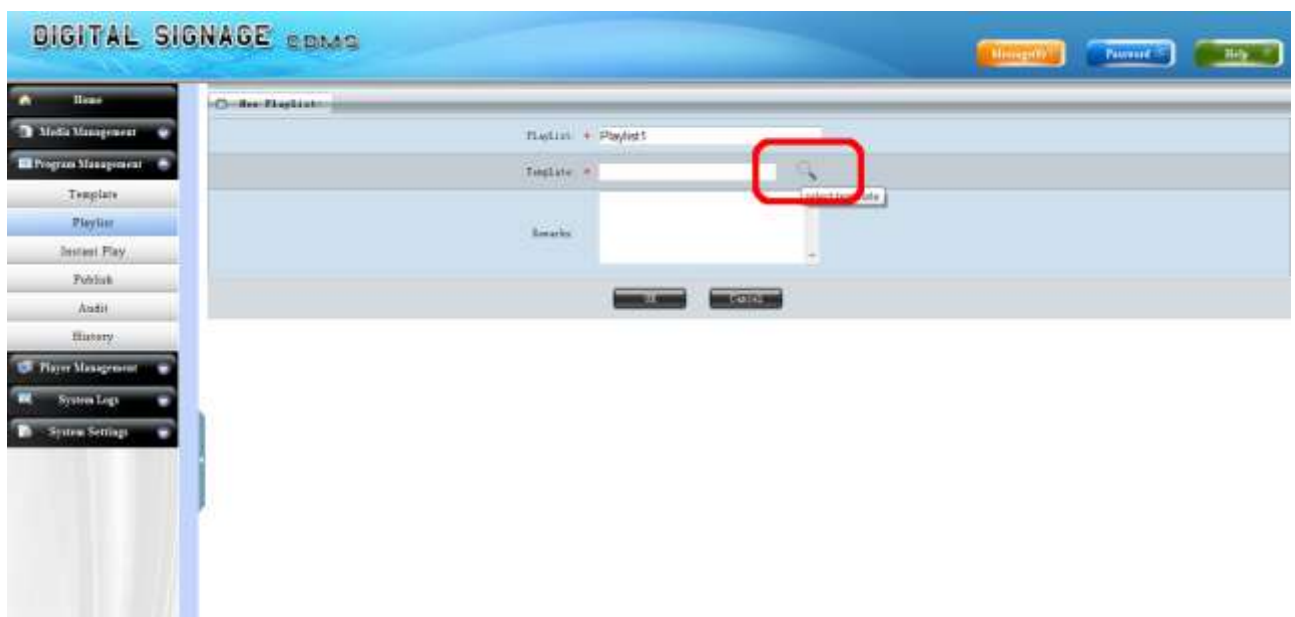
## 1.3.2 Playlists

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.

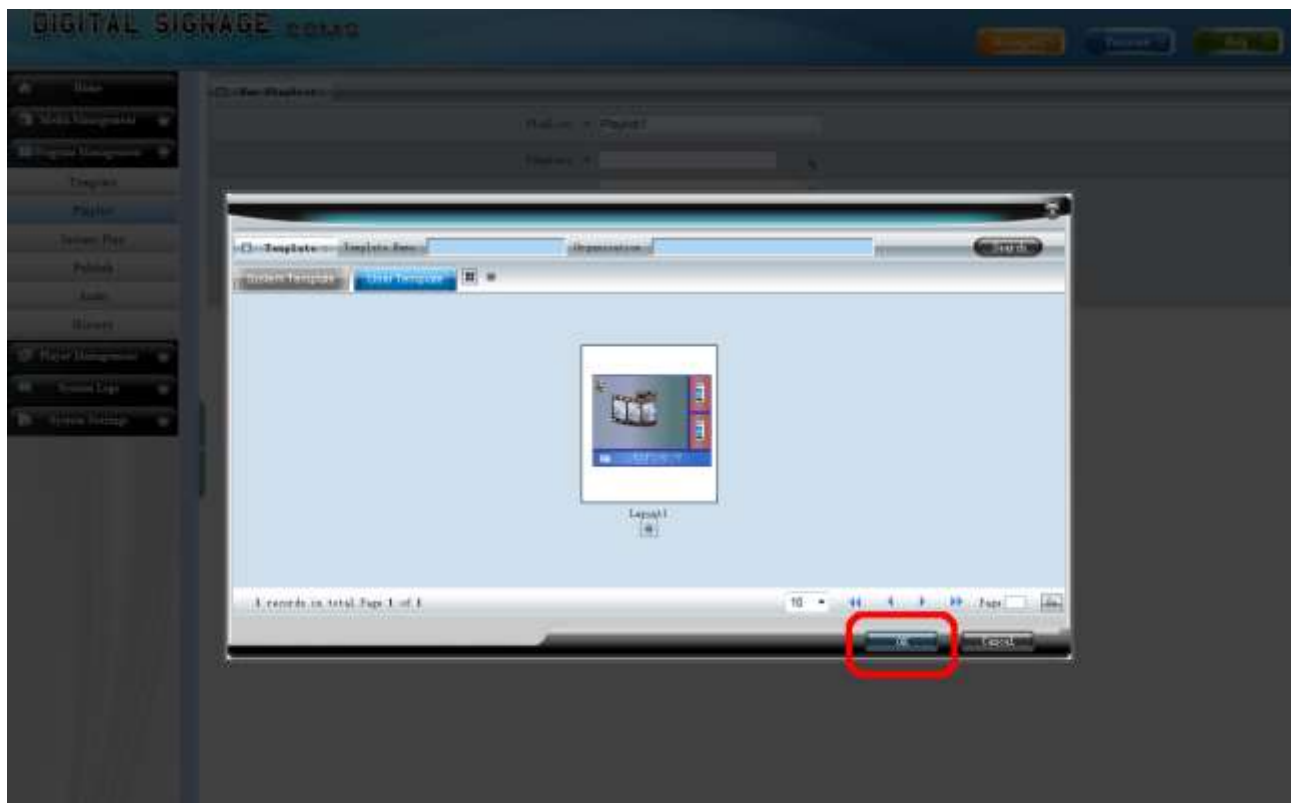
Begin by accessing the “Program Management” section of the side menu. Next, click on “Playlist”. Then click “New”.



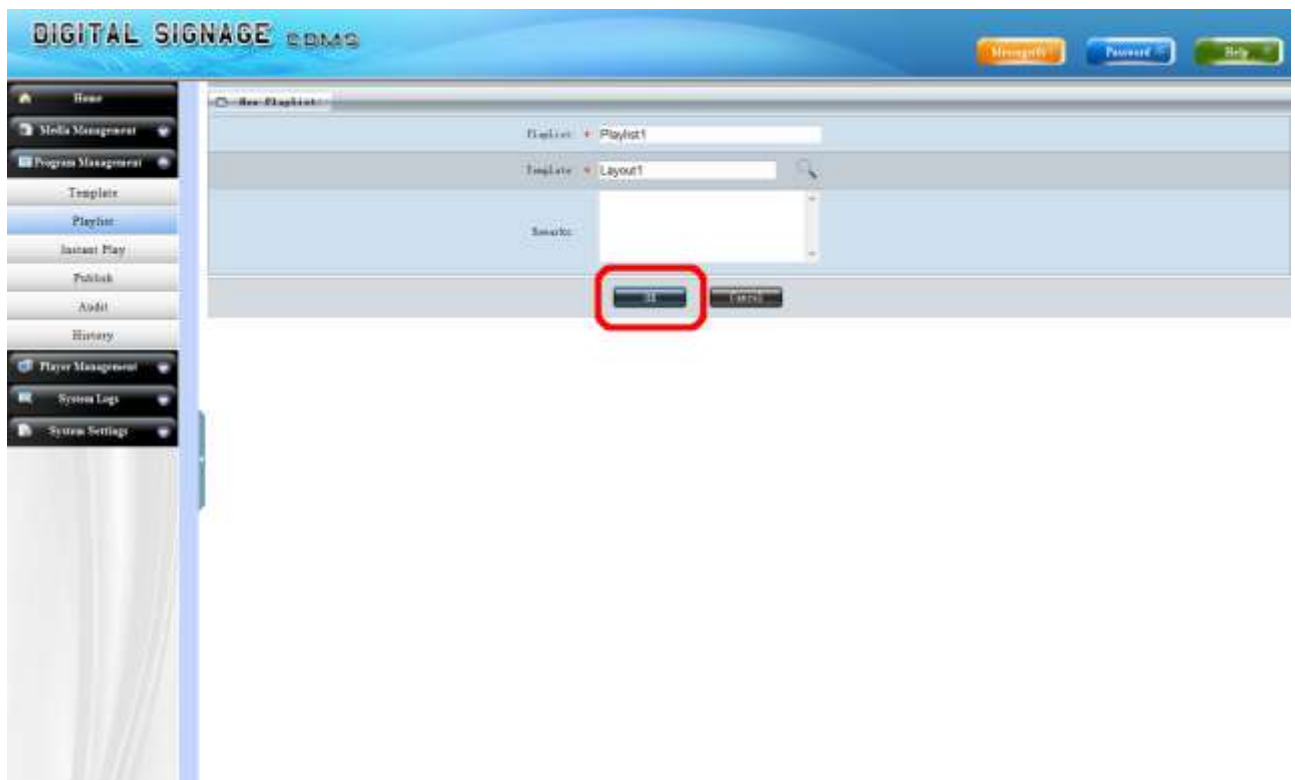
You then have to give your Playlist a name and select a Template. You can do so by clicking the magnifying glass icon.



Then select your layout by ticking the checkbox underneath it and clicking “OK”.

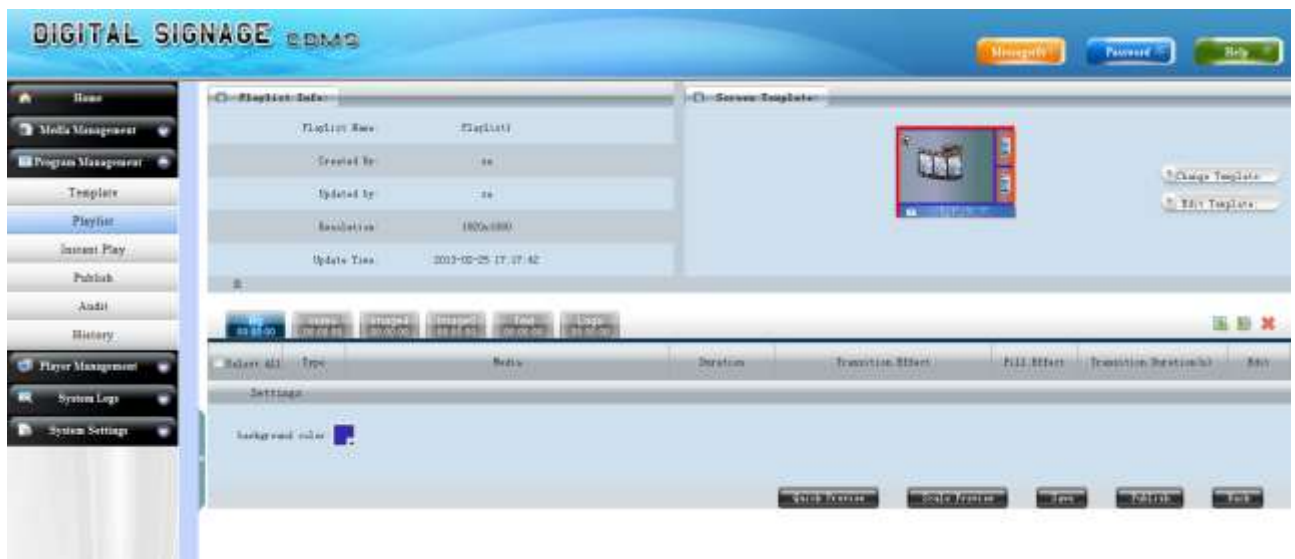


Then click “OK”.

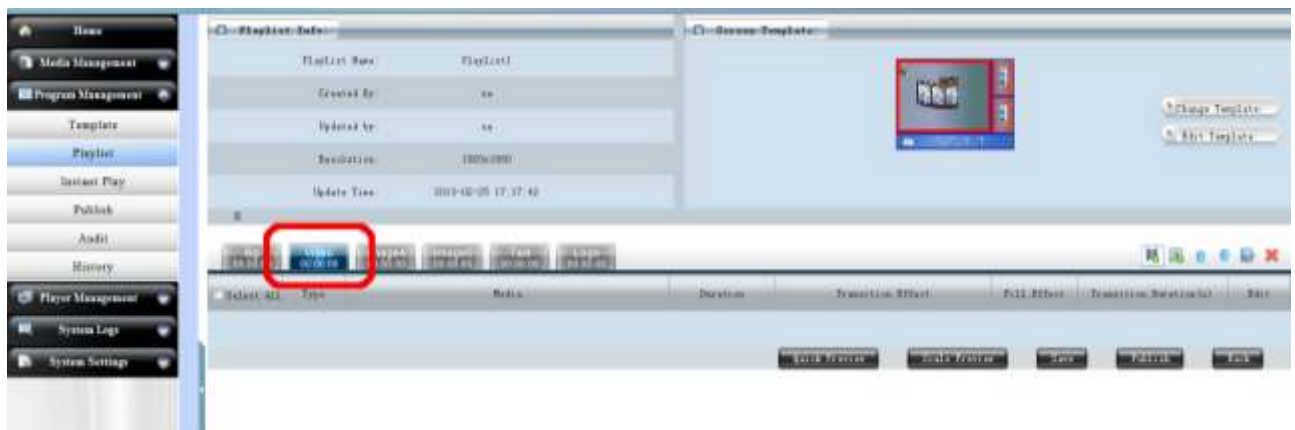




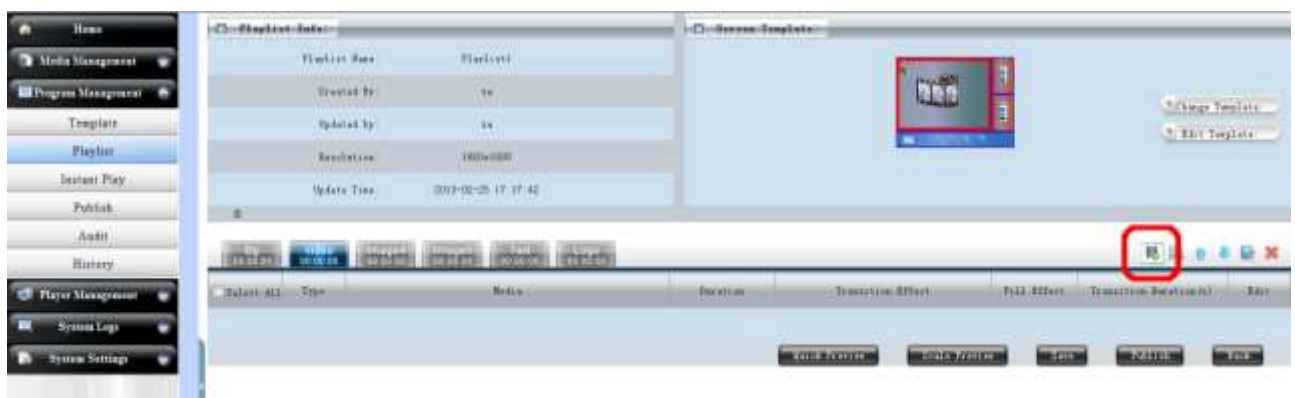
You will now see a Playlist design interface with various tabs representing your different media zones. You will automatically find yourself on the “Background” or “Bg” tab. Should you wish to, you can edit your background colour here.



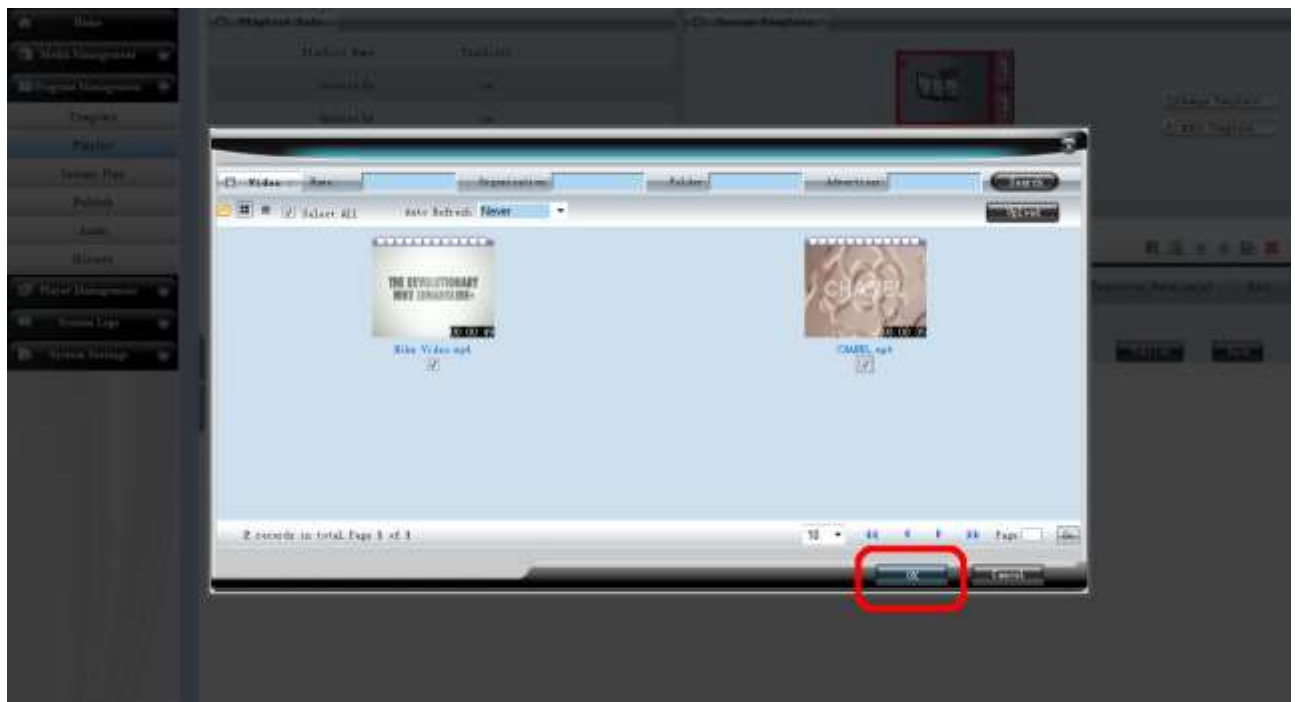
Begin adding media by clicking on the “Video” tab. This zone will now be highlighted in the thumbnail preview.



Then click the “Add Video” icon.



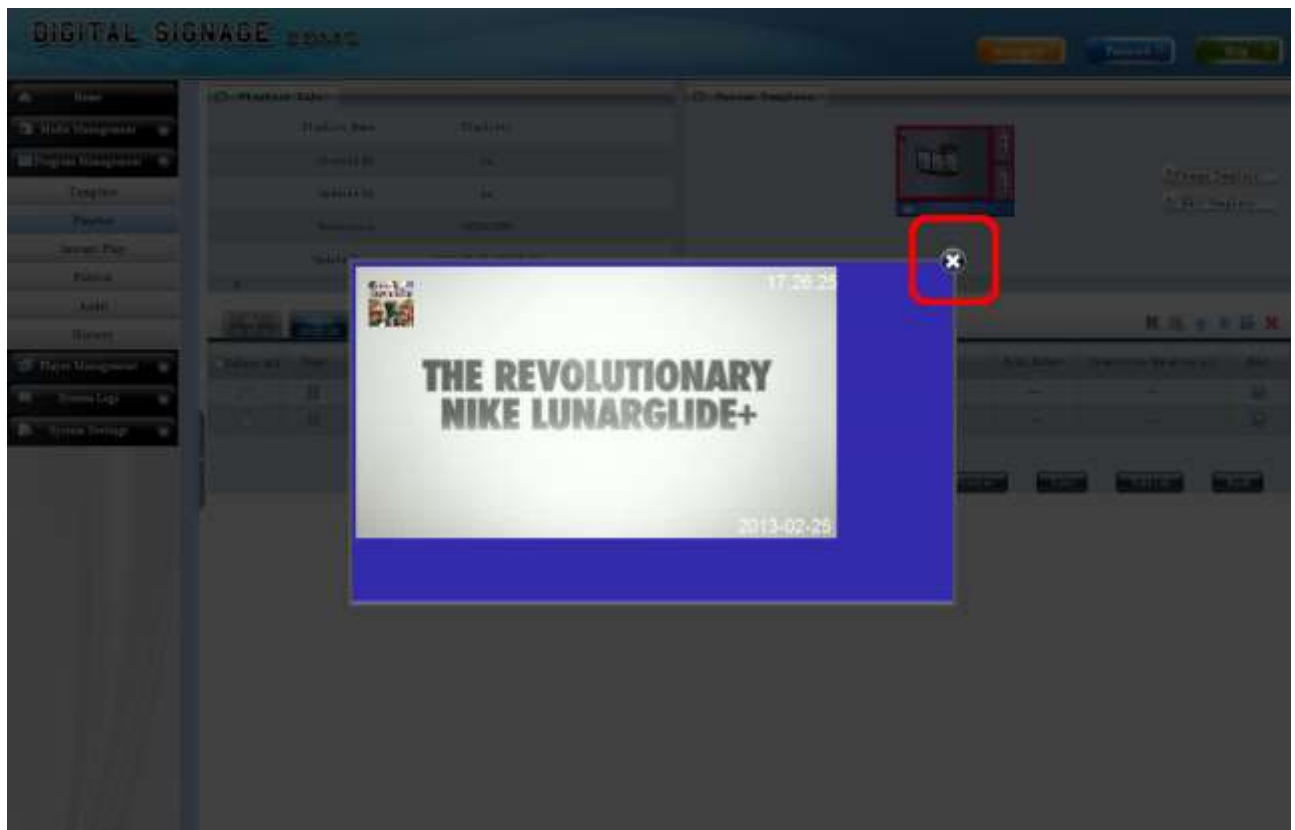
From the videos that you have already uploaded tick the checkboxes of the ones that you wish to add to the media zone, and then click “OK”.



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



Next, click on the first “Image” tab. This zone will now be highlighted in the thumbnail preview.



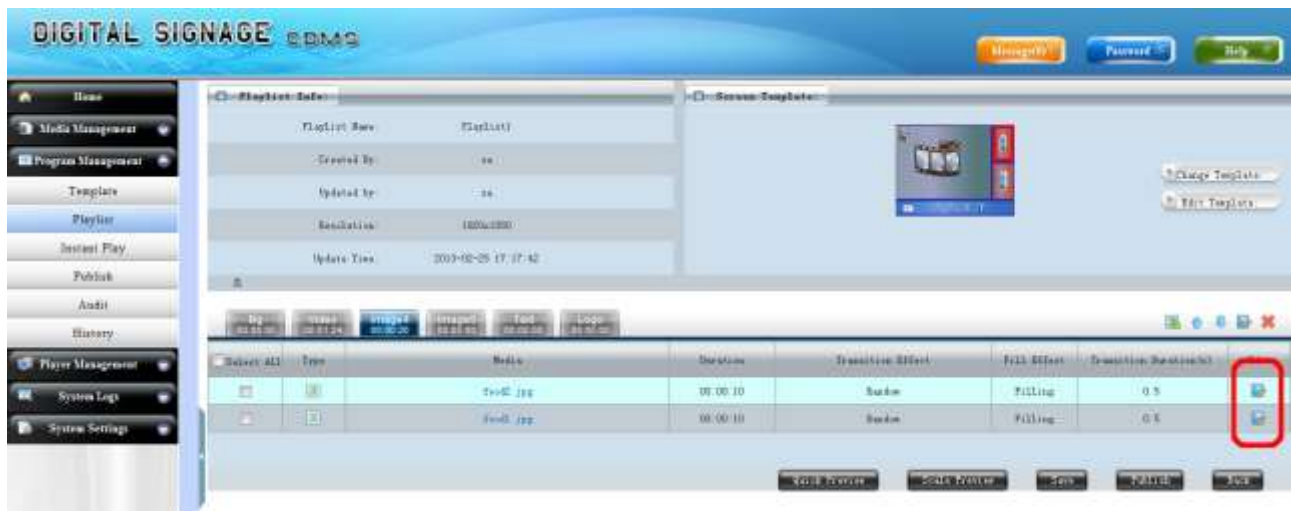
Then click the “Add Image” icon.



From the images that you have already uploaded tick the checkboxes of the ones that you wish to add to the media zone, and then click “OK”.



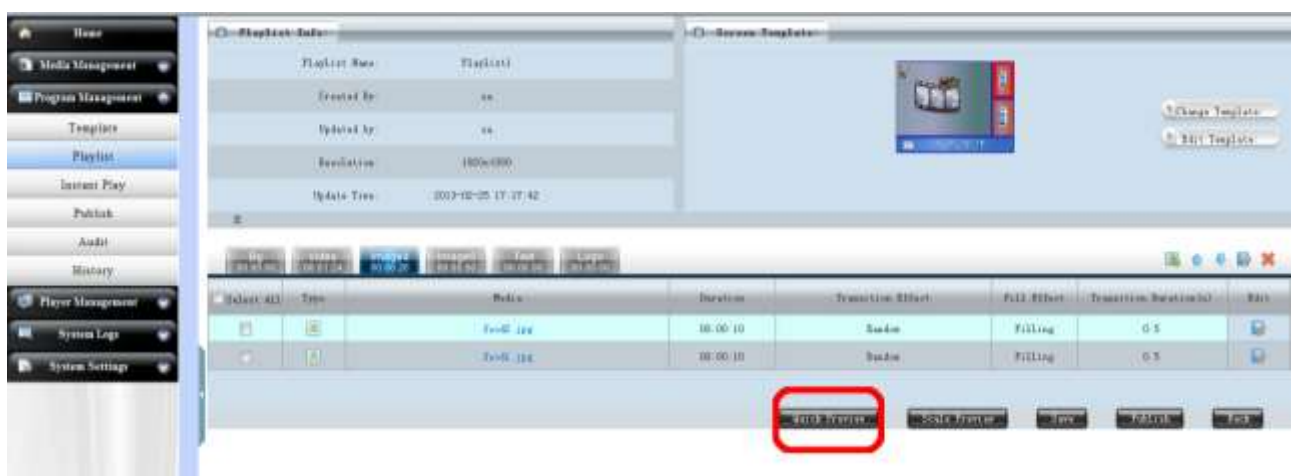
You will now see a list of the image files that this zone contains. To edit their duration periods and transition effects click the “Edit” icon of an image file.



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”.

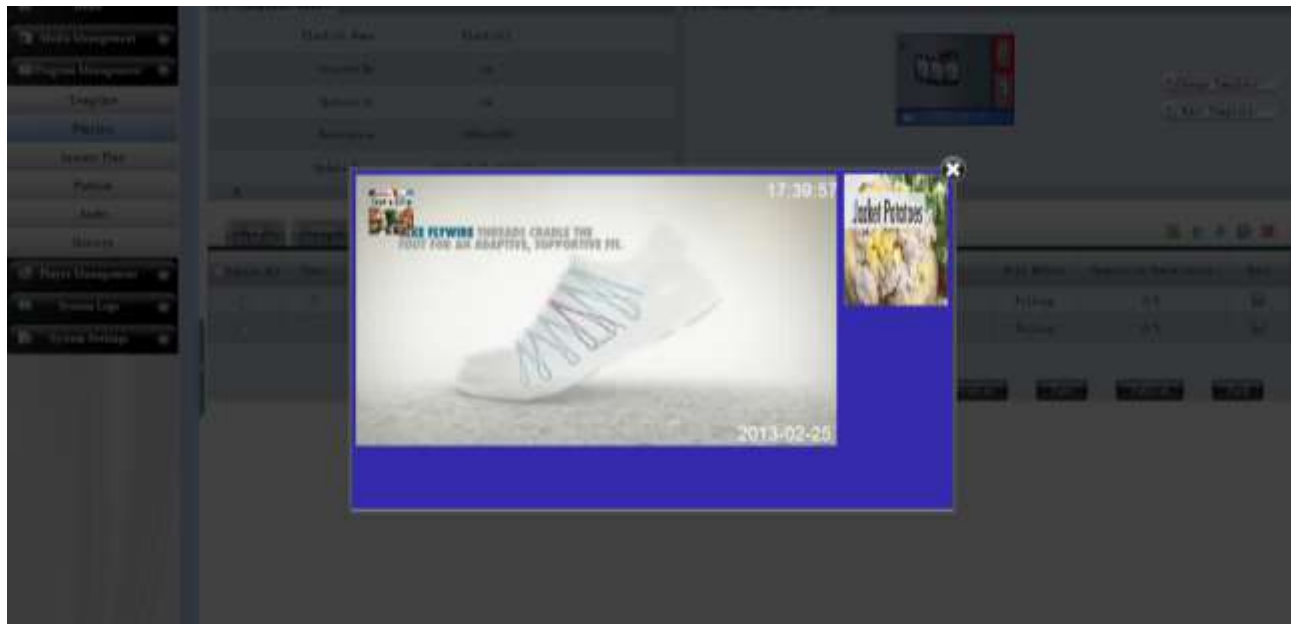


Once again, you may wish to preview how your Playlist will look as you are going along. To do this click “Quick Preview” again.



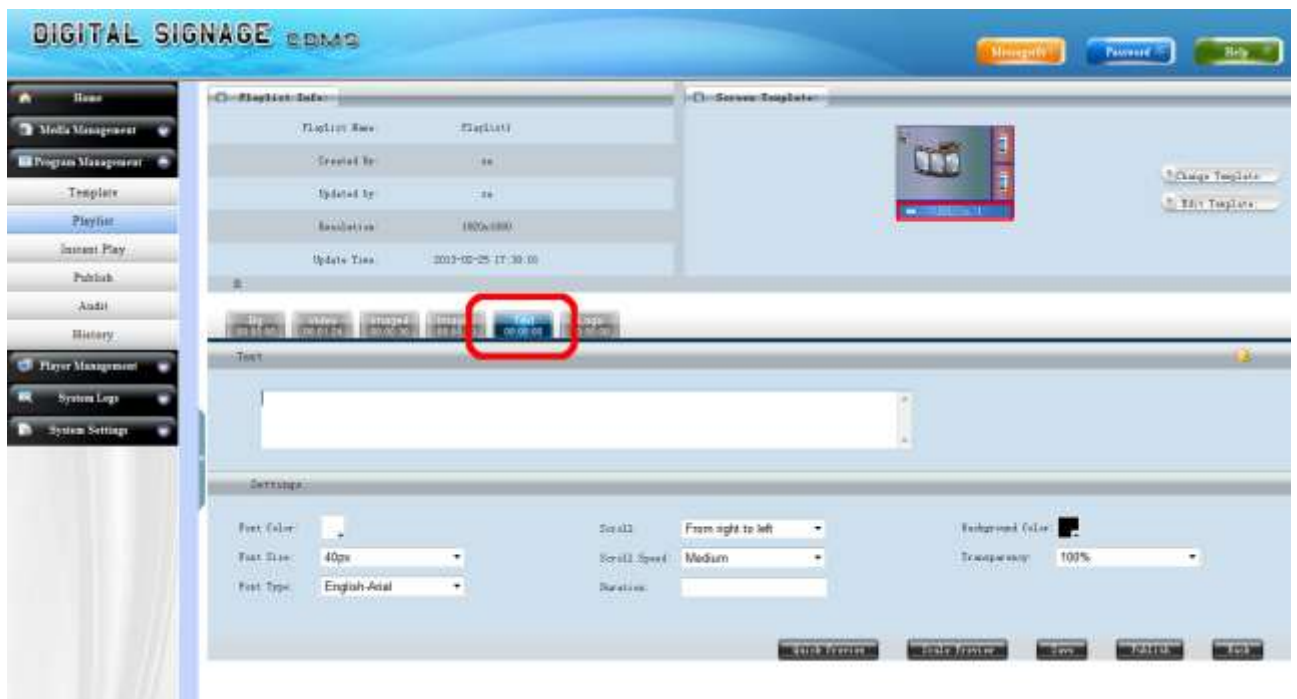


This will launch a preview box showing how your Playlist would look if you were to Publish it now. To exit click the “X” in the top right hand corner.



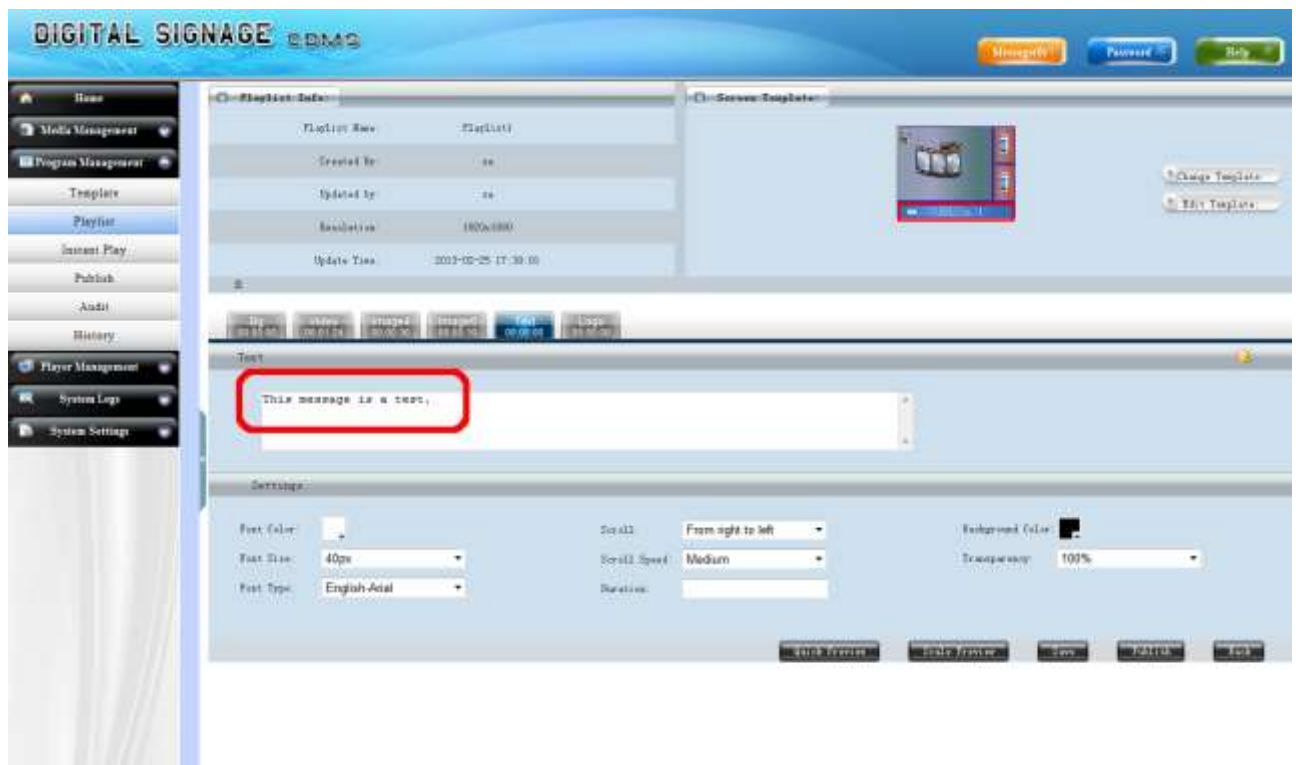
Continue to add media to your other image zones in the same way.

Next, click on the “Text” tab. This zone will now be highlighted in the thumbnail preview.

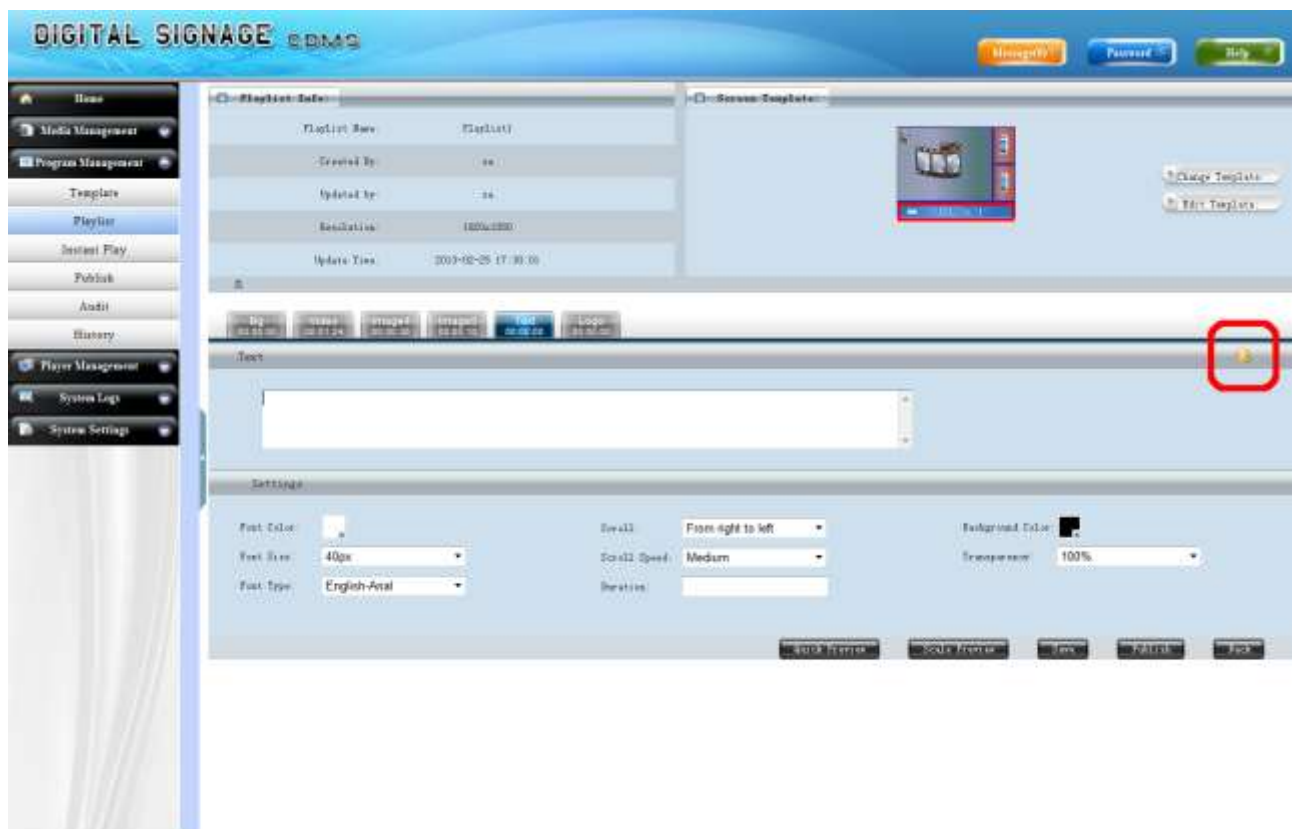


Here you can adjust the font size, scroll direction, scroll speed, transparency and the colours of both the area's background and text.

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

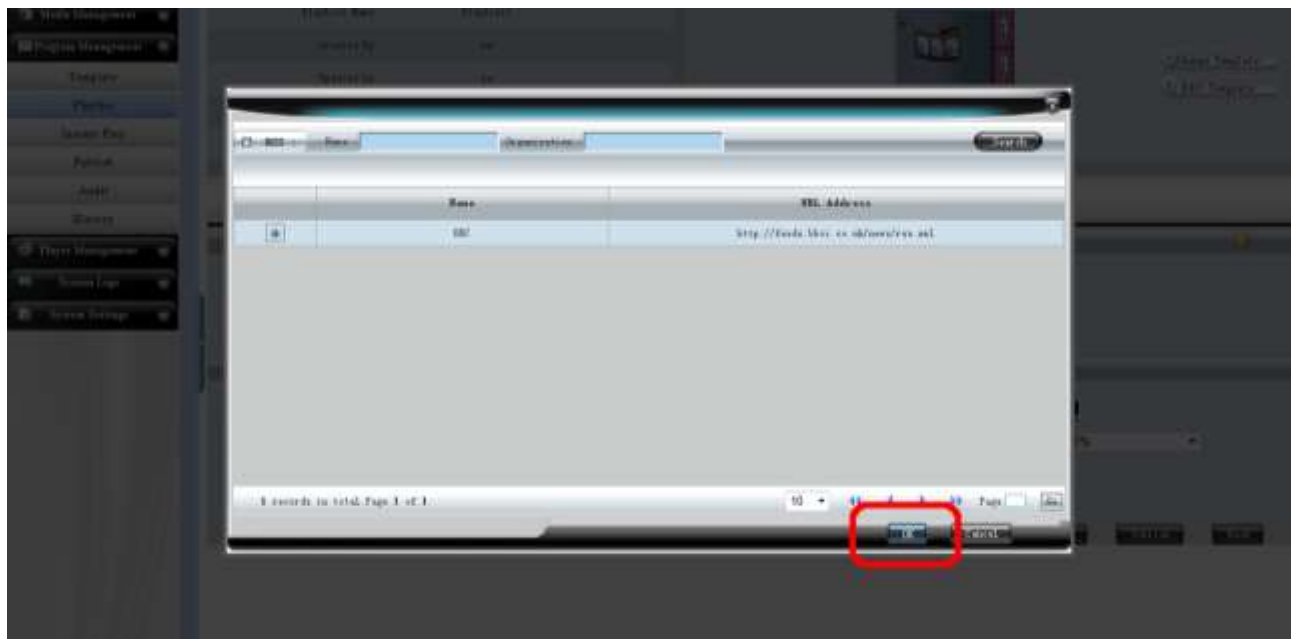


However if you wish to add an RSS feed you must click the “Add RSS” icon.



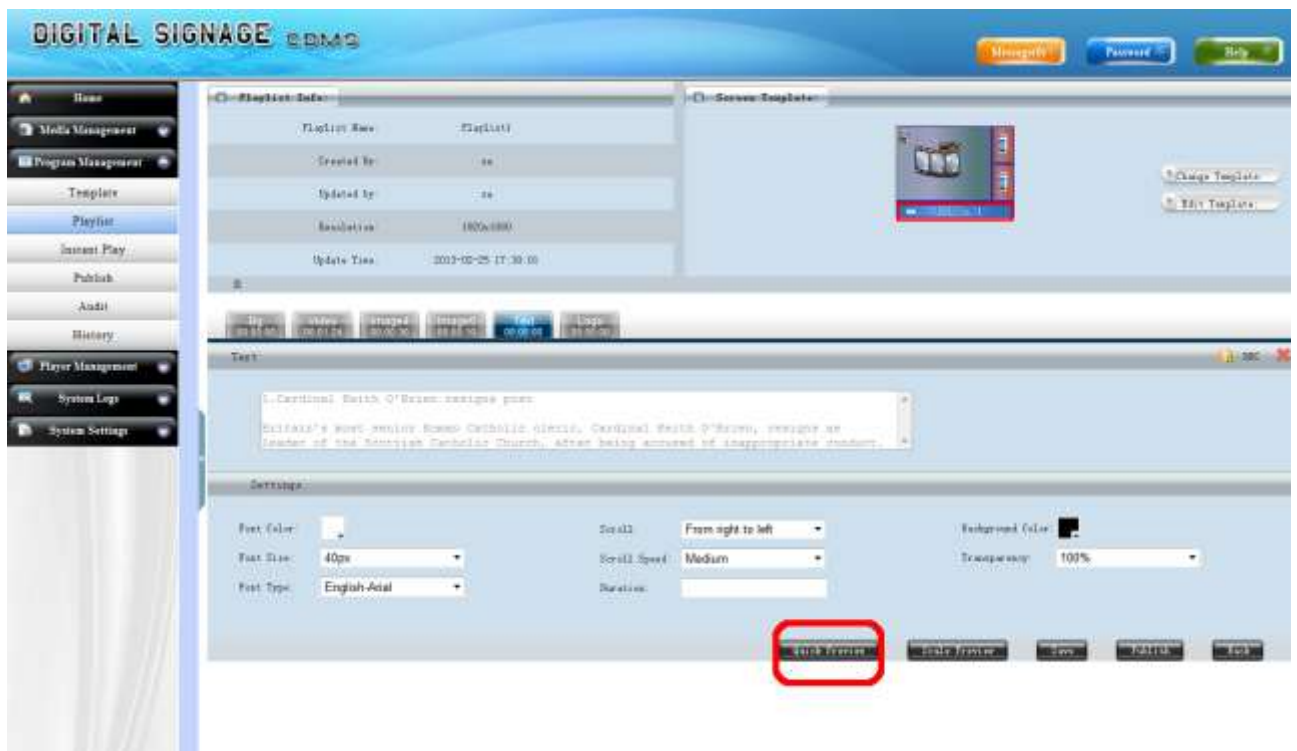


You will now see a list of the RSS feeds that you have previously set up. Tick the check box of the feed that you wish to display and then click “OK”.

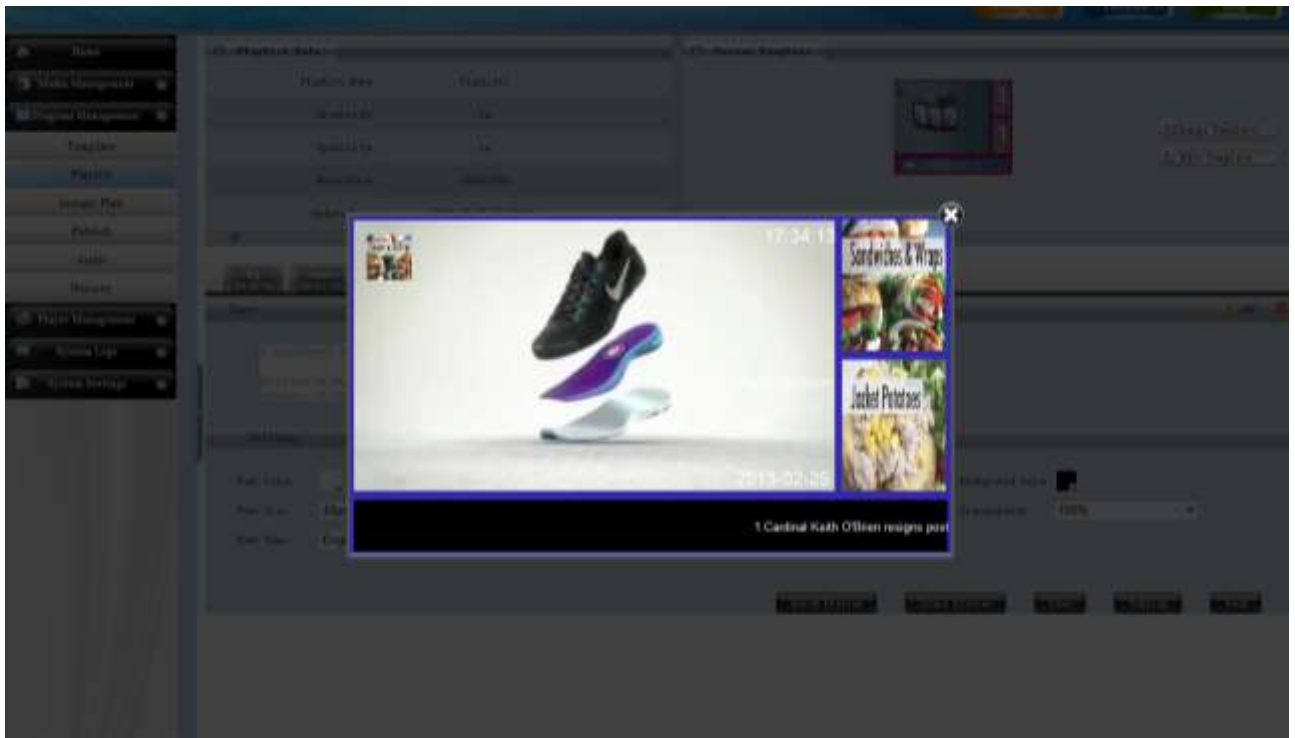


You will now see the text field filled out with your RSS information.

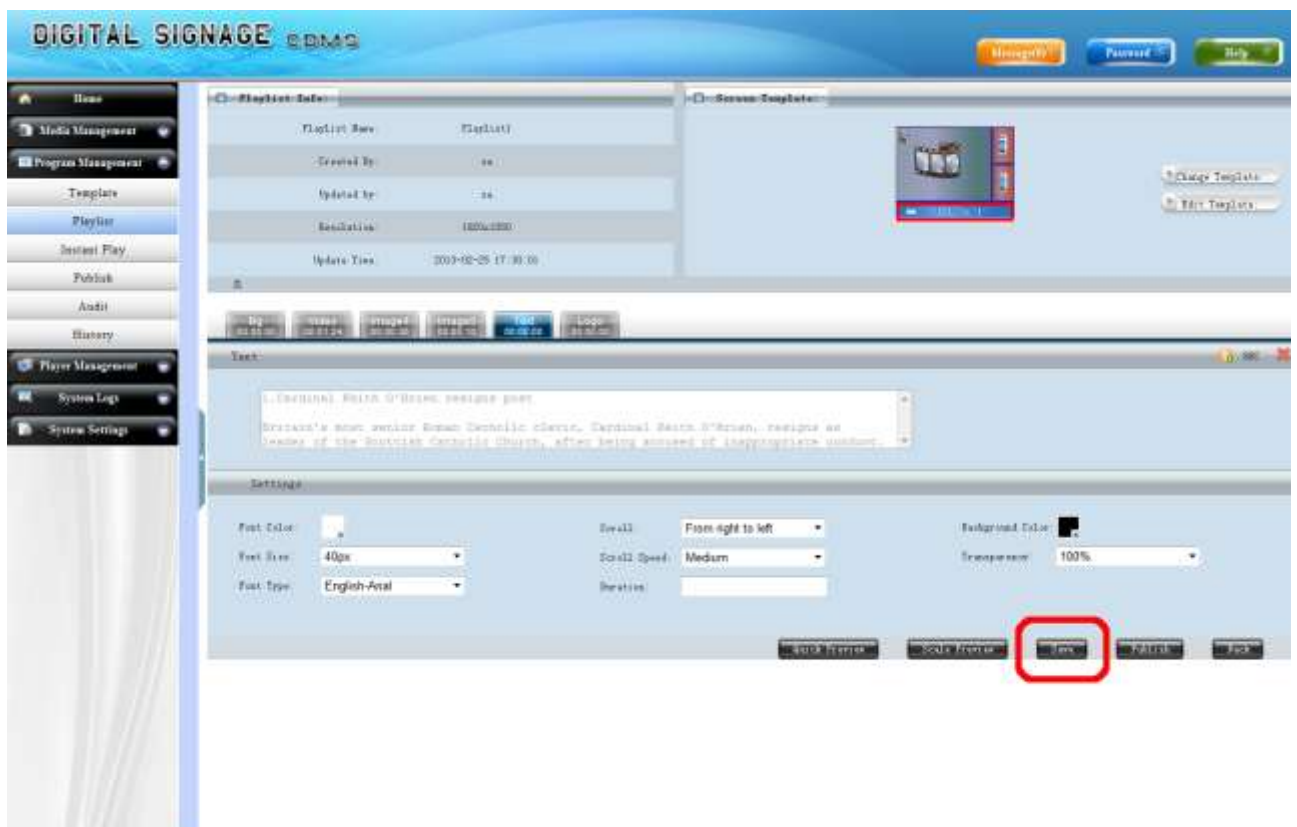
It is a good idea to do a final preview of your content before saving, so as you are happy with how the content should look on your screen. Click “Quick Preview”.



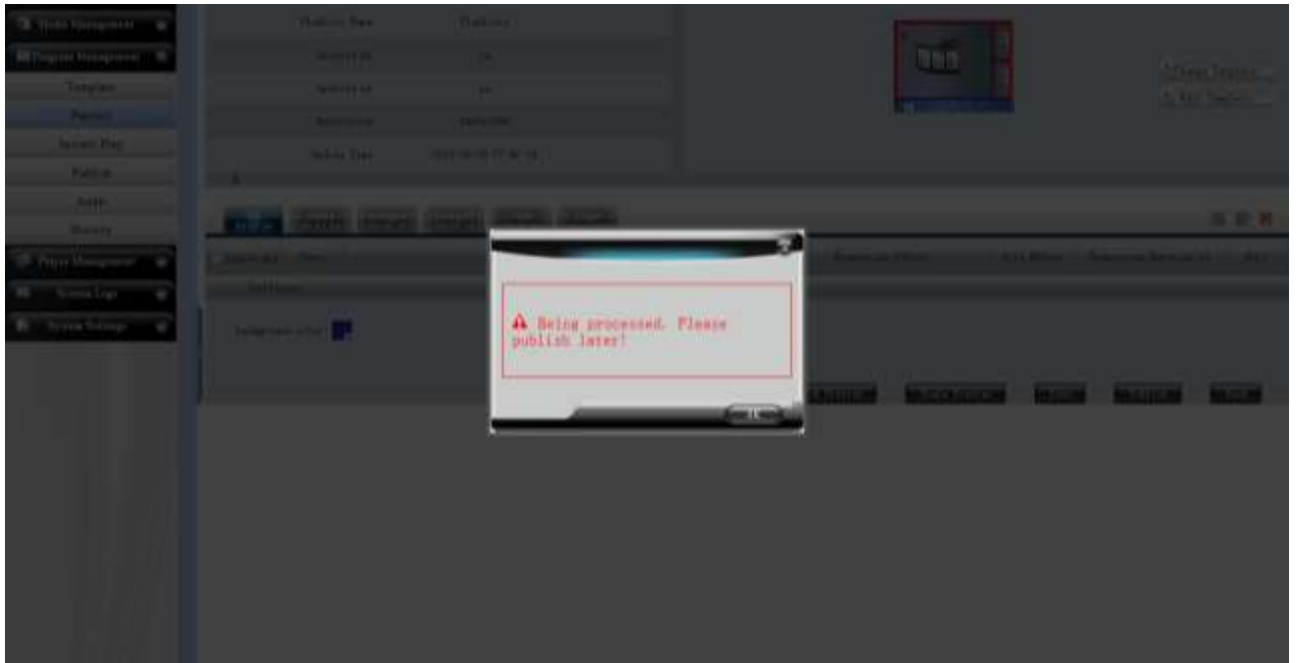
This will launch a preview box showing how your Playlist would look if you were to Publish it now. To exit click the “X” in the top right hand corner.



Now click the “Save” button.



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



If you wish to send this Playlist to the screen then please skip the next section and go on to section 2.3.4 Publish.

### 1.3.3 Instant Play

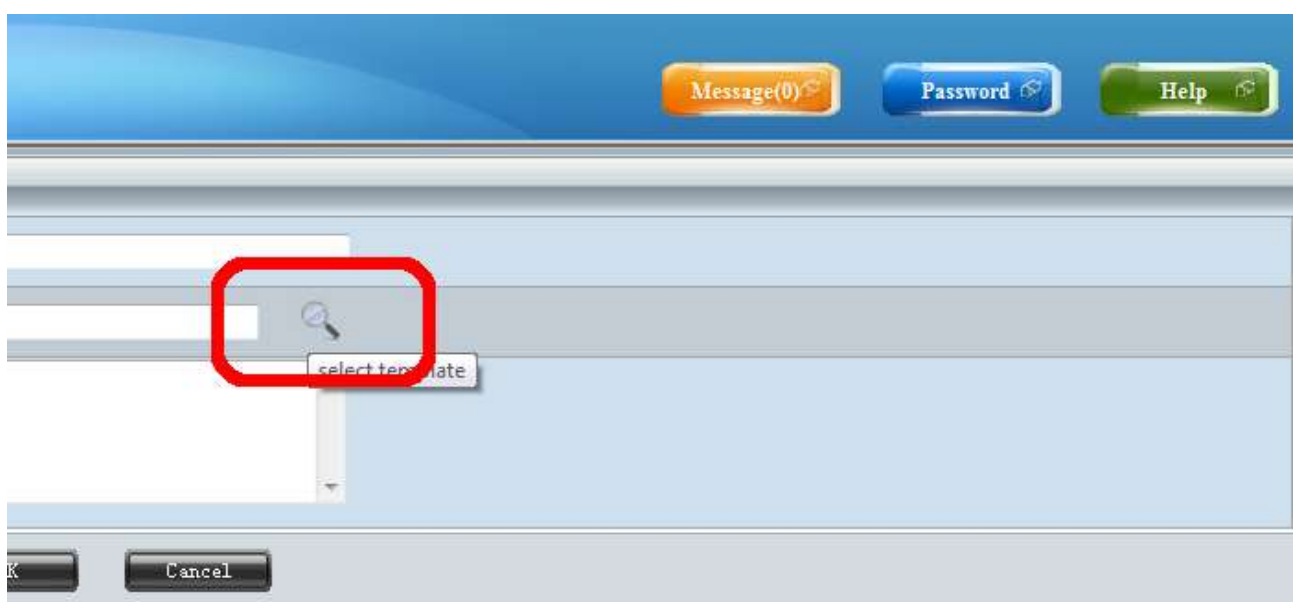
You can send an Instant Message, either a Playlist or scrolling text, to your screen. This will override any scheduled or current content playing. Once your Instant Playlist has finished playing your screen will continue to display its normally scheduled content. You may wish to have pre-loaded content and pre-made Templates for these occasions.

#### Instant Program

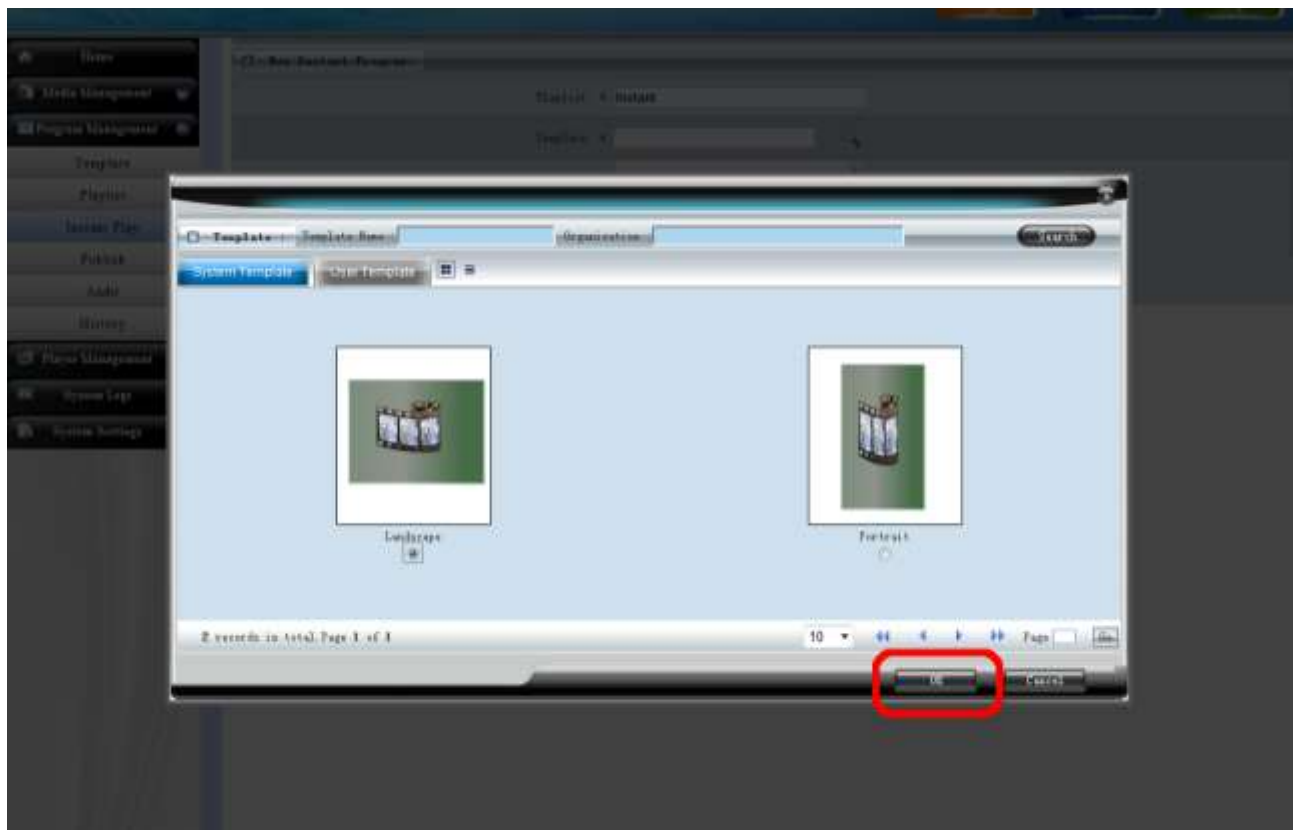
Begin by accessing the “Program Management” section of the side menu. Next, click on “Instant Play”. The “Instant Program” tab should already be highlighted, ensure it is then click “New”.



Click the magnifying glass icon to choose the Template you want to use.



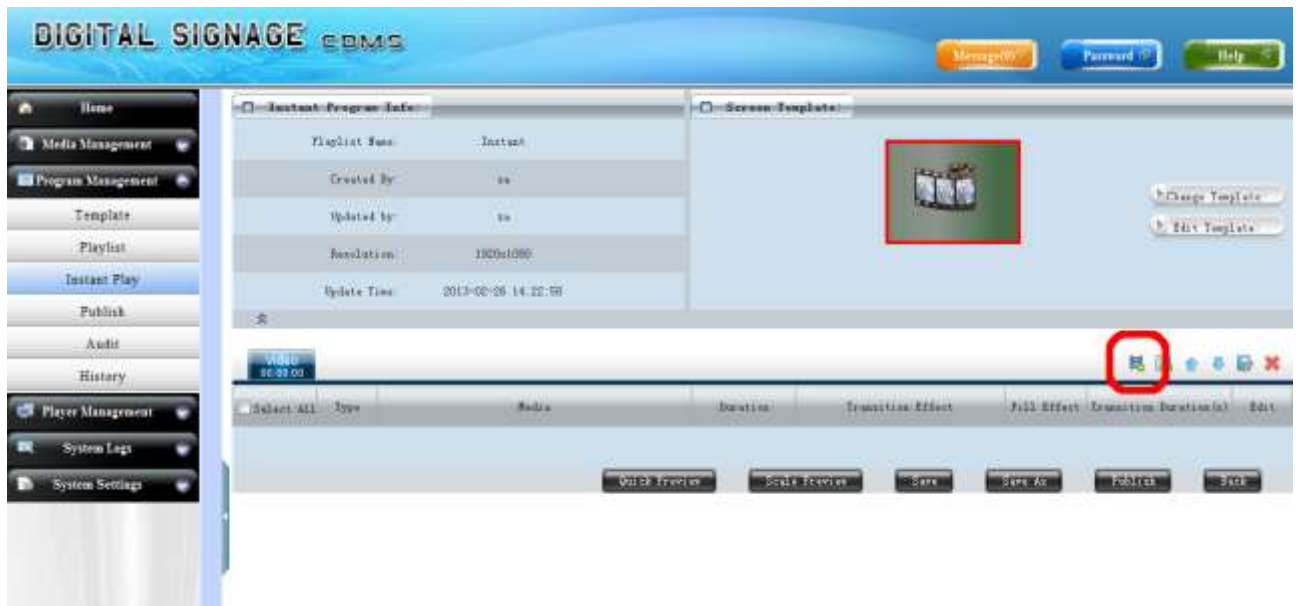
This will bring up a list of all of your Templates – both pre-made and the ones that you have created yourself. Select the layout you want to use by ticking the checkbox underneath it and clicking “OK”.



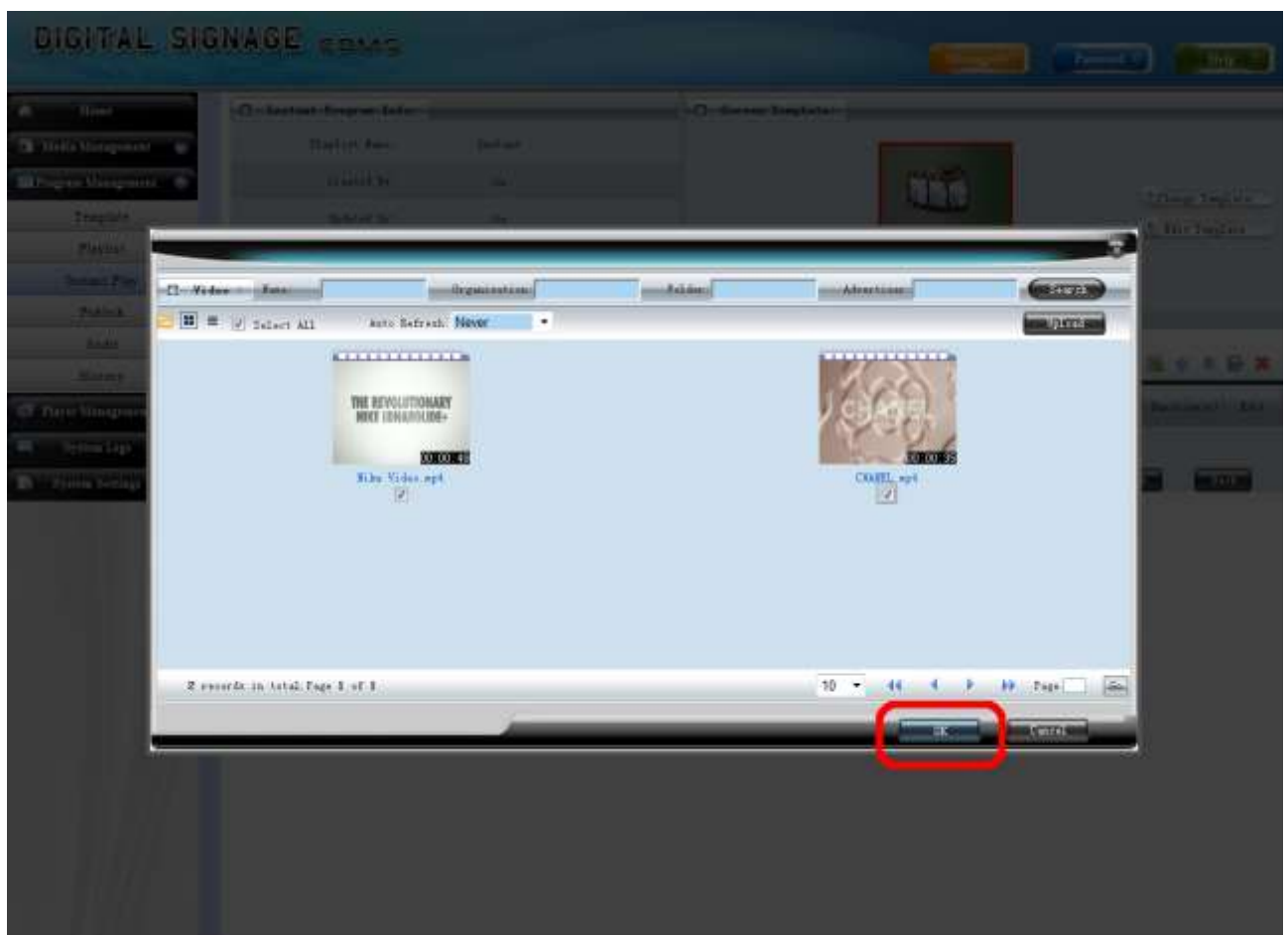
Give your Instant Playlist a name and click “OK”.



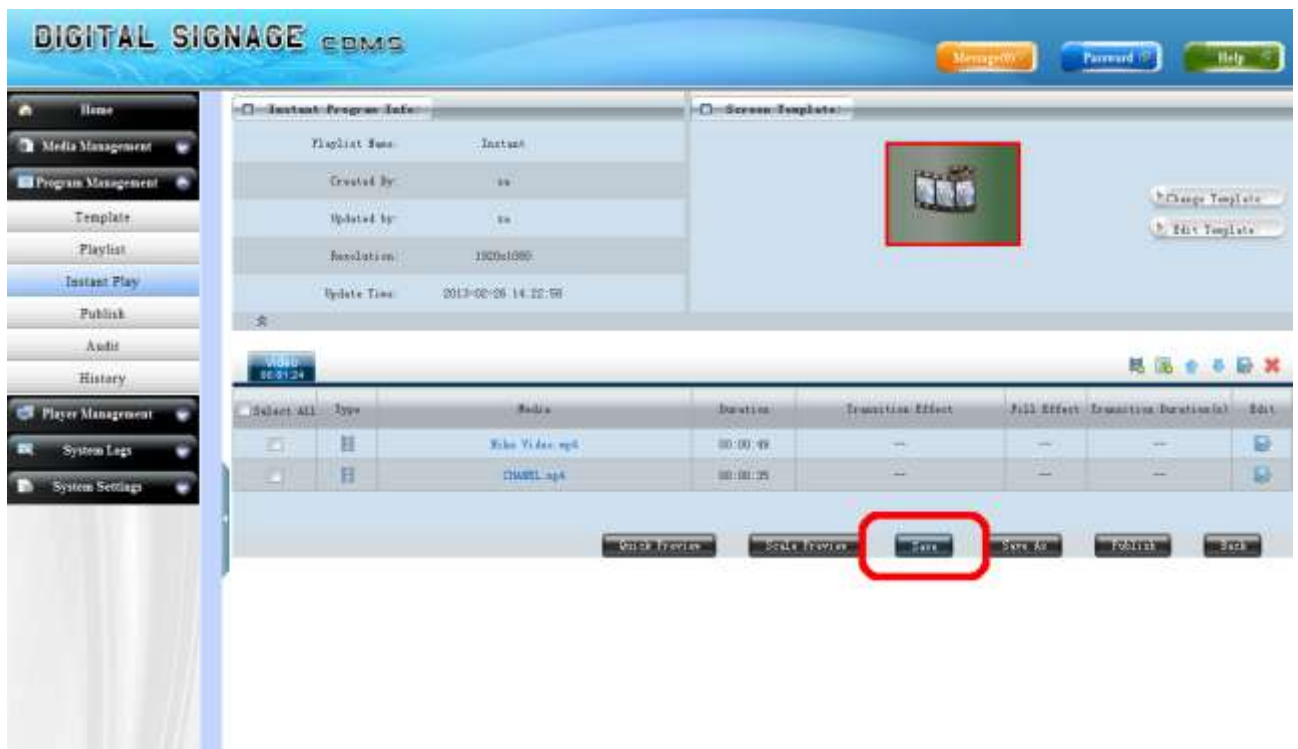
Next you can add the media you wish to display. Click the “Add Video” icon.



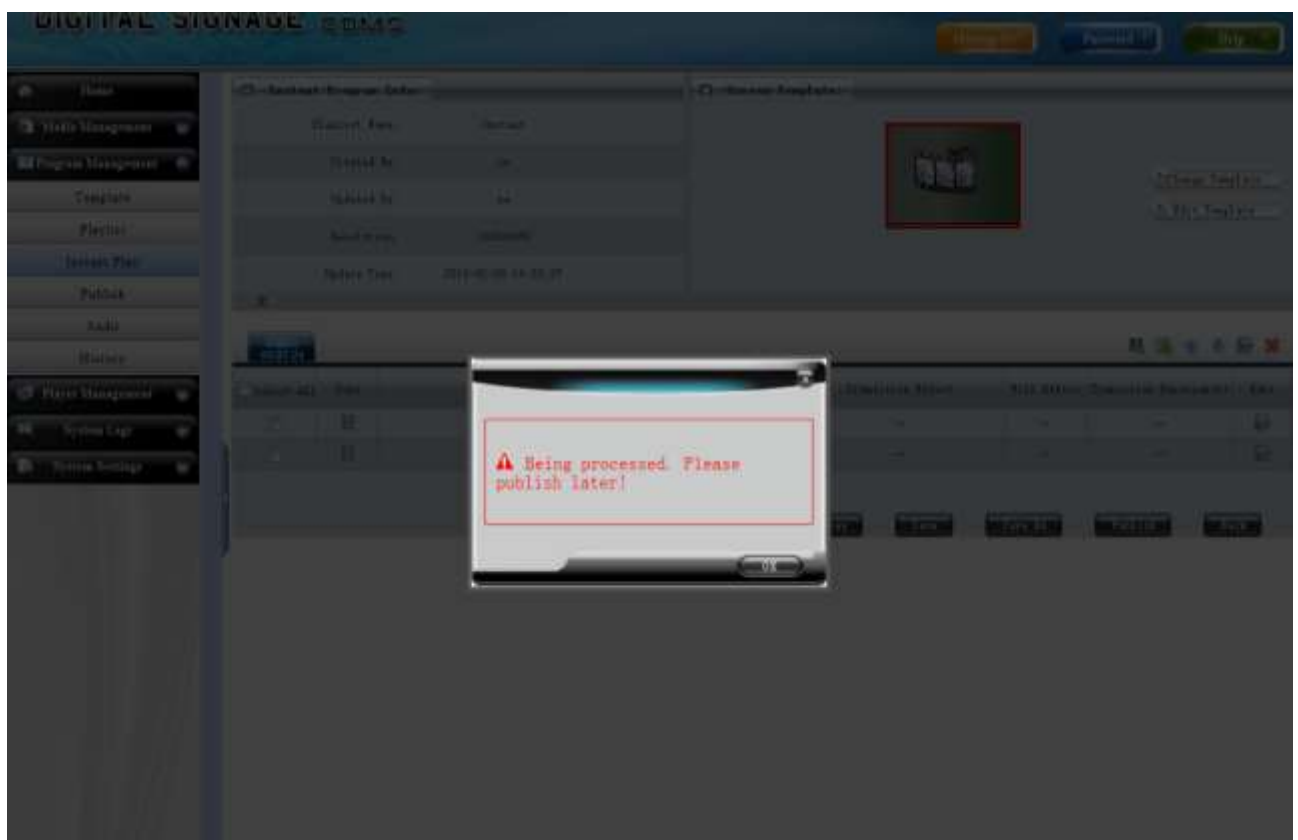
From the videos that you have already uploaded tick the checkboxes of the ones that you wish to add to the media zone, and then click “OK”.



Once you have finished creating your Instant Playlist click “Save”.

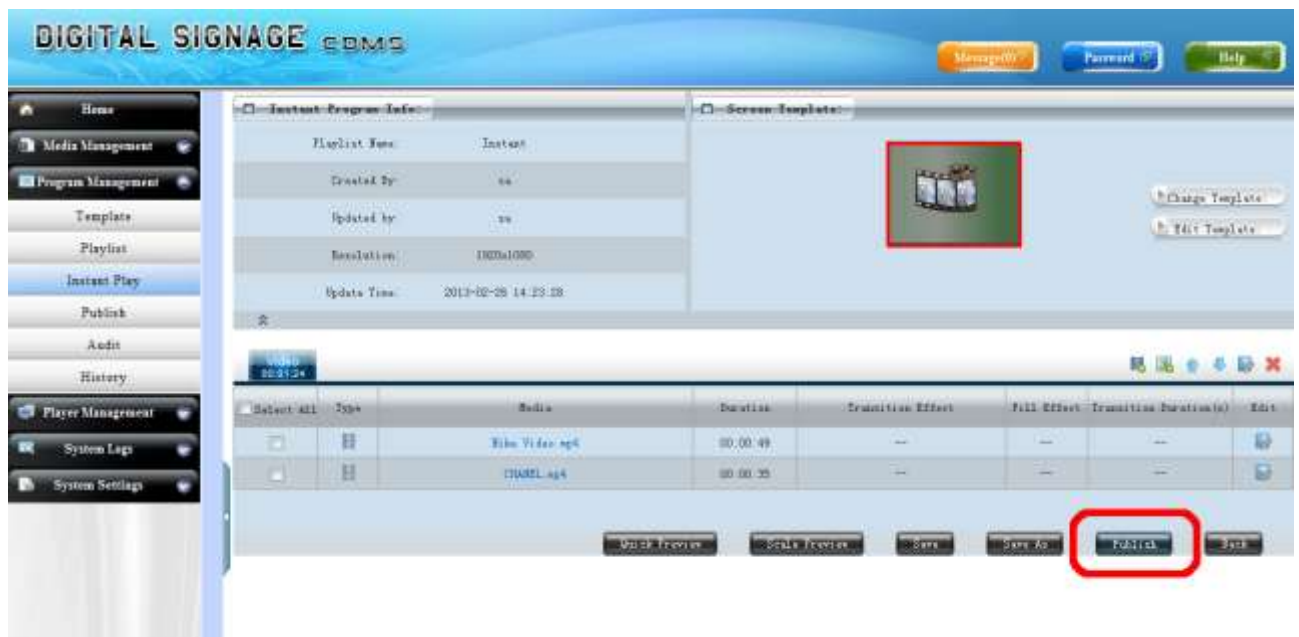


You will now see the following message, click “OK”.

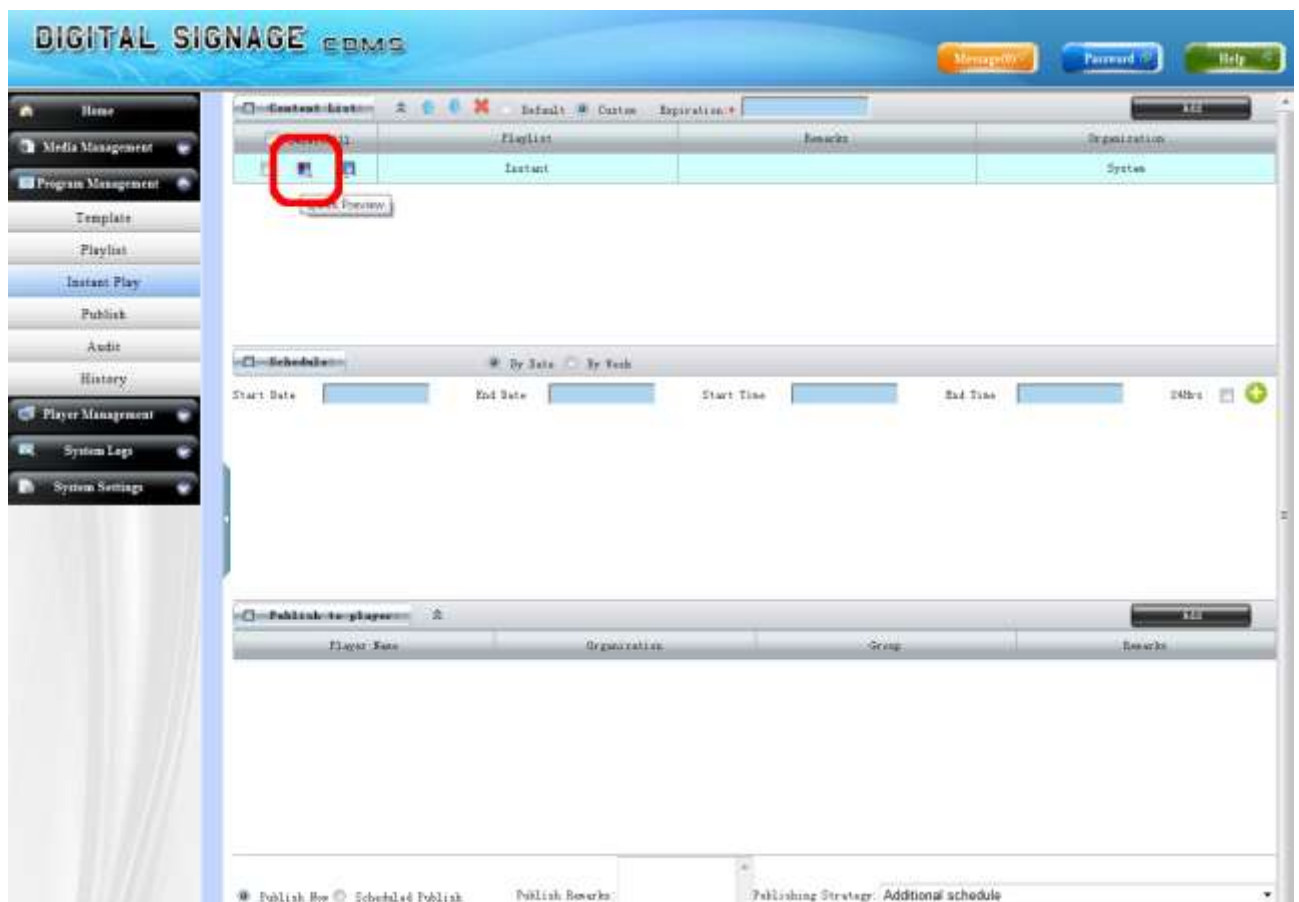




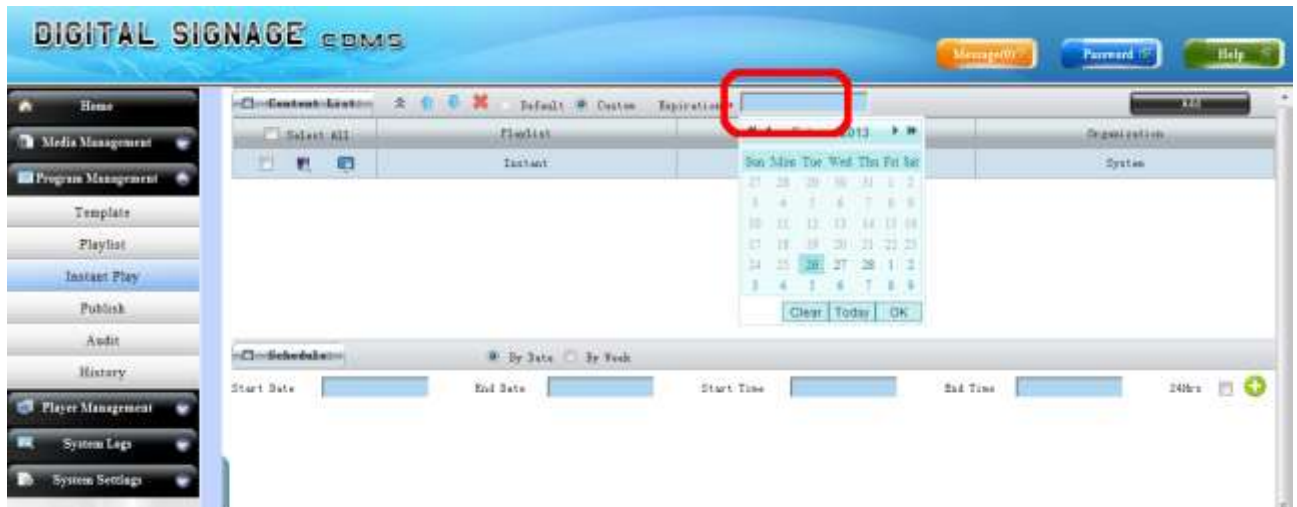
Now click “Publish”.



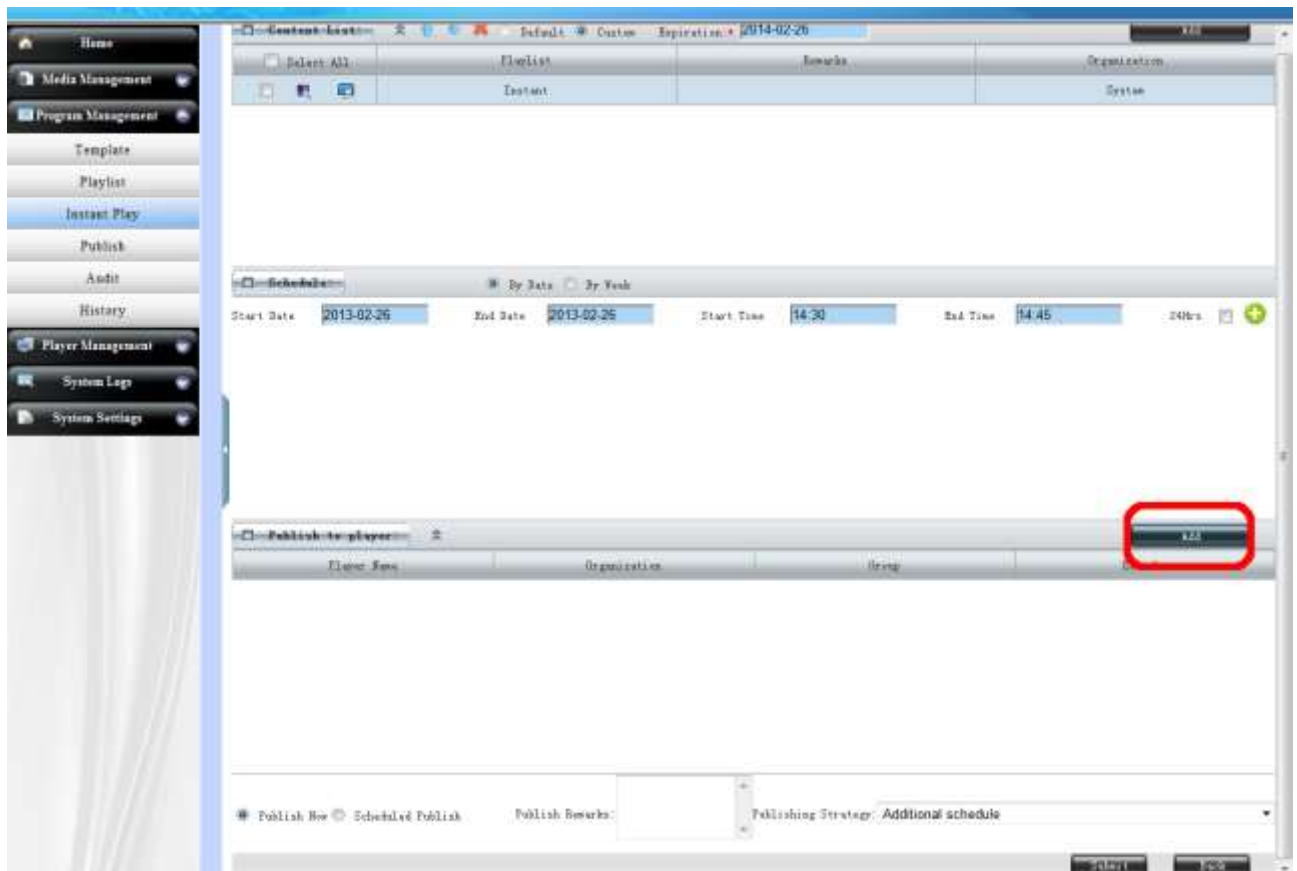
Before submitting the Playlist to your screen you may wish to view a “Quick Preview” of what your content will look like. To do this, click the “Quick Preview” icon.



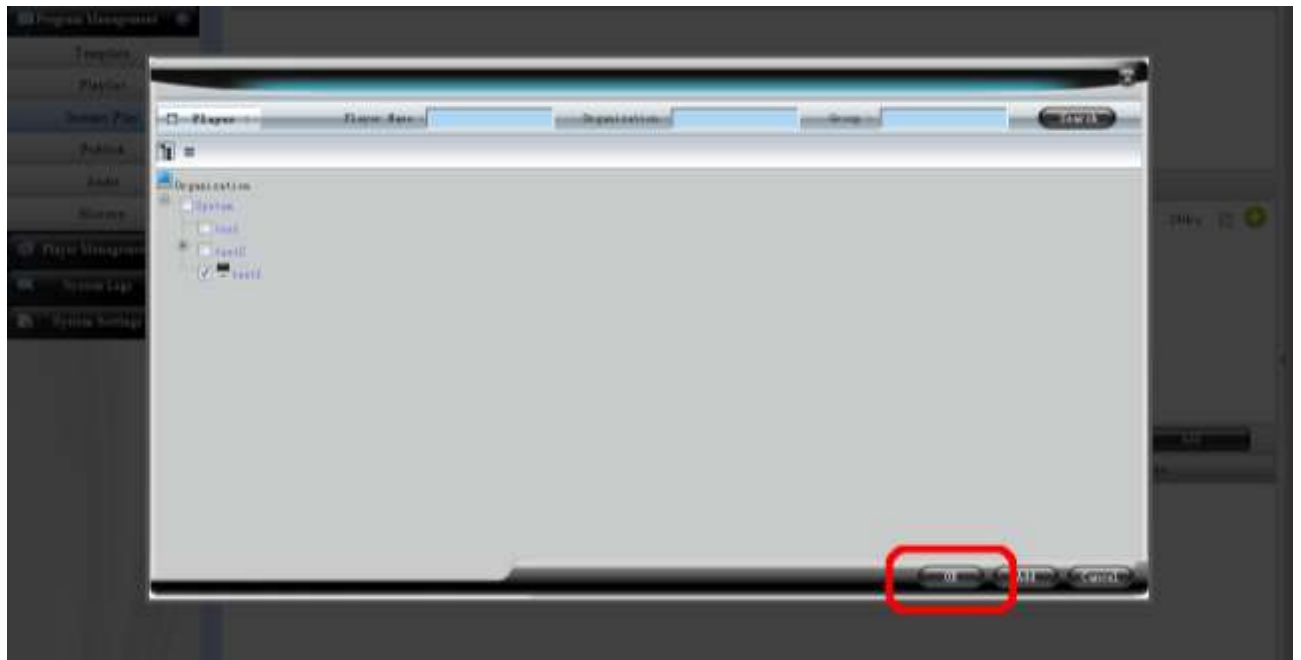
Your Playlist must have an “Expiration” date. This just means that this Playlist will be accessible on your records until this date. We recommend that you set this to at least one year on from your current date.



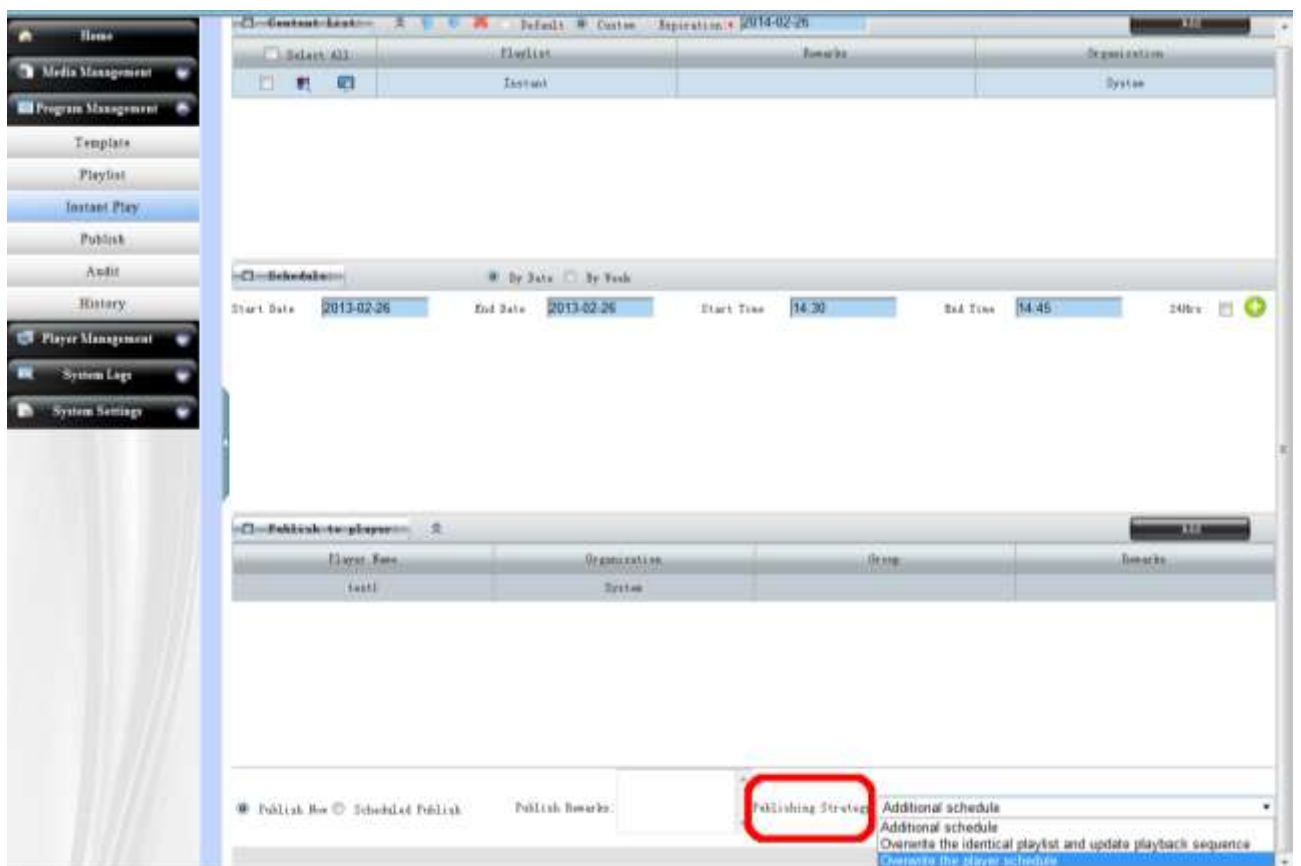
Next, set your “Schedule” dates and times. This will determine when your Instant Playlist starts to play and when it will finish playing. After the “End Date” and “End Time” your screen will revert back to playing it’s normally scheduled content. You must also tell the software what screen(s) you want the Instant Playlist to appear on. To do this click “Add”.



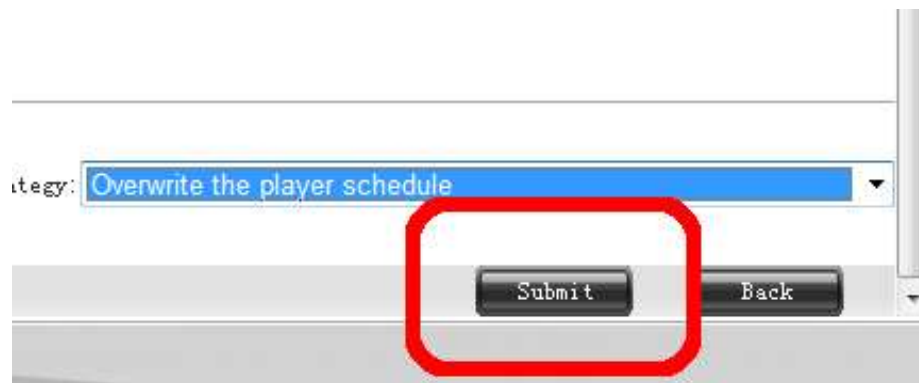
This will bring up a list of your screens. Tick the checkbox next to the one(s) you wish to send the Instant Playlist to. Then click “OK”.



Finally under the “Publishing Stagey” dropdown menu select “Overwrite the player schedule.” This will override any other Instant Playlists that may be scheduled.



Now click “Submit”.



You will now be redirected to your “Publish” list. This is a list of everything that you have Published that has not yet expired.

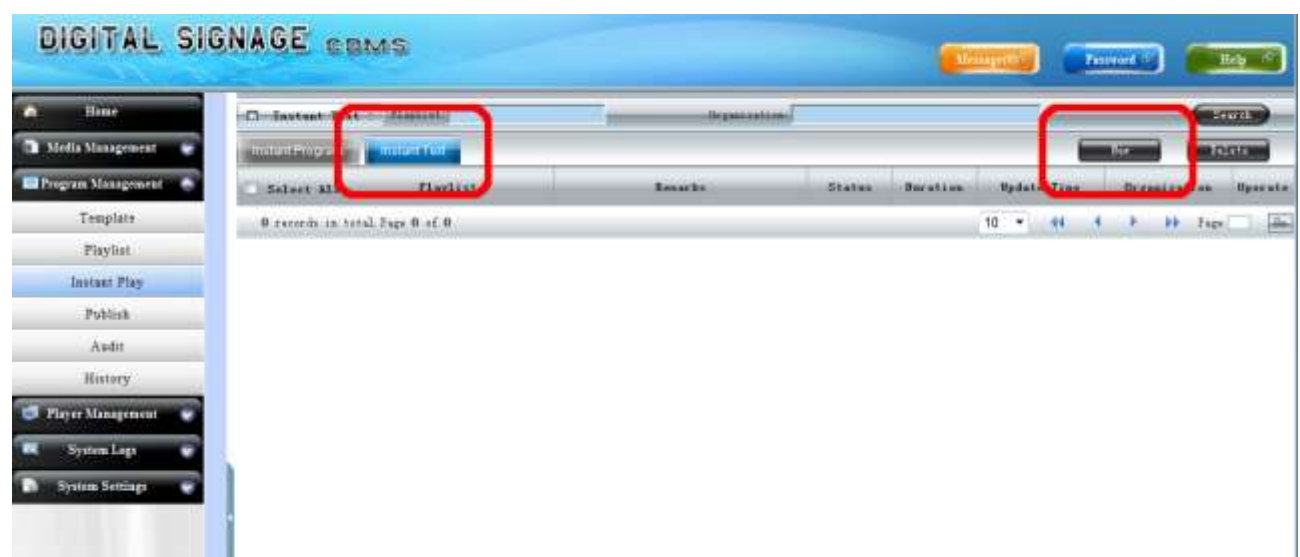
If you set the Instant Message to begin immediately, your screen will take a few minutes to receive the new data then it will be displayed.

### Instant Text

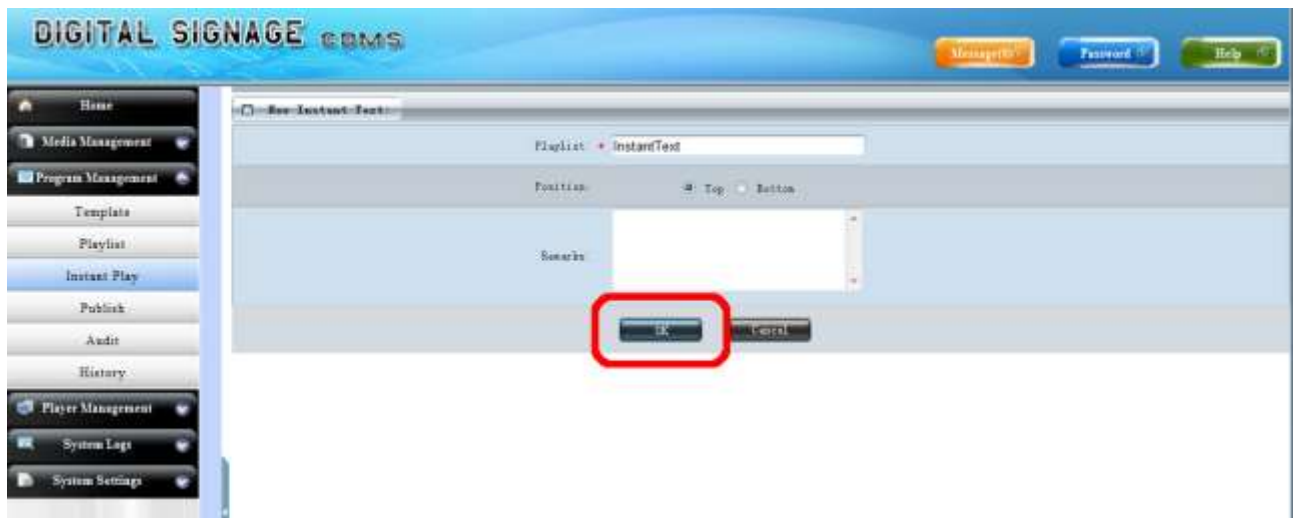
You may wish to display a scrolling text message or an RSS feed on one or more of your screens.

Note: If your Playlist contains a scrolling text zone it will be replaced by the instant text zone.

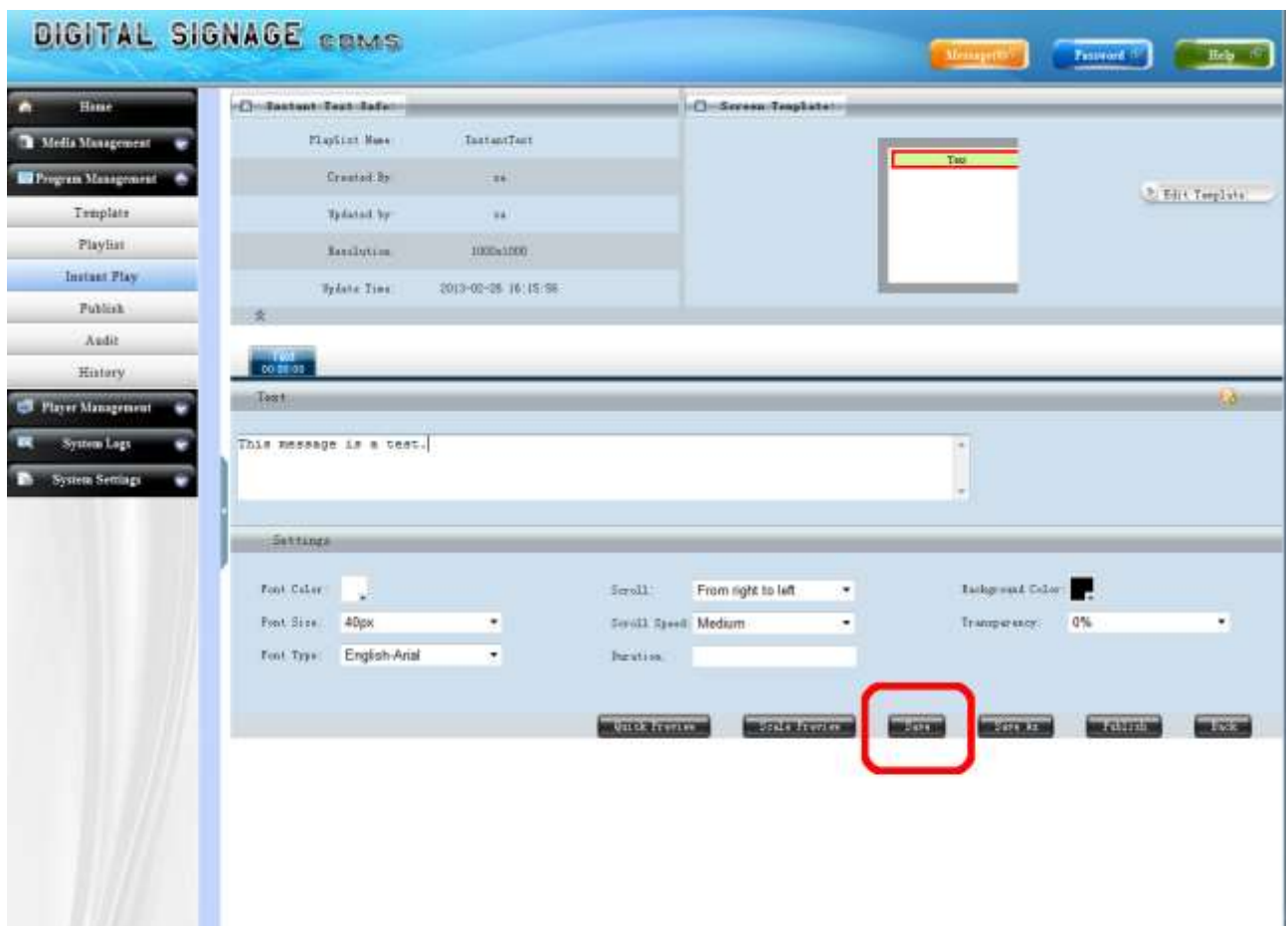
Begin by accessing the “Program Management” section of the side menu. Next, click on “Instant Play”. Highlight the “Instant Text” tab, and then click “New”.



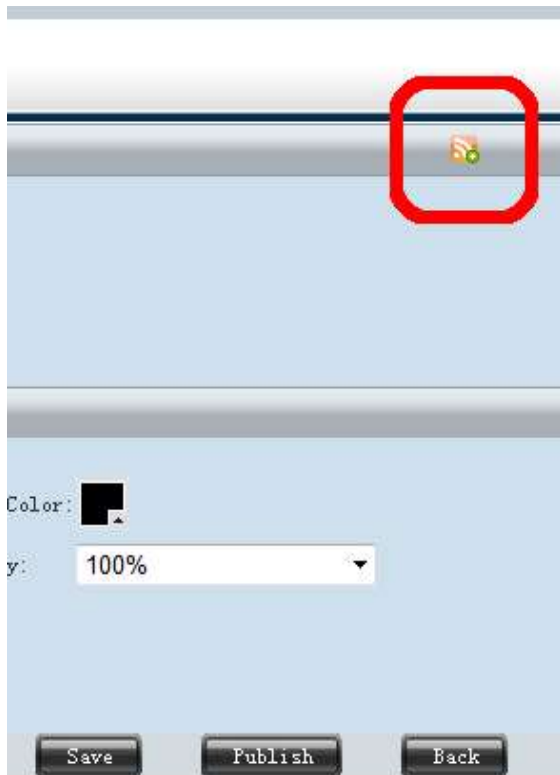
Next, give your Instant Message a name and choose where you want it to be positioned on your screen(s) – top or bottom. Then click “OK”.



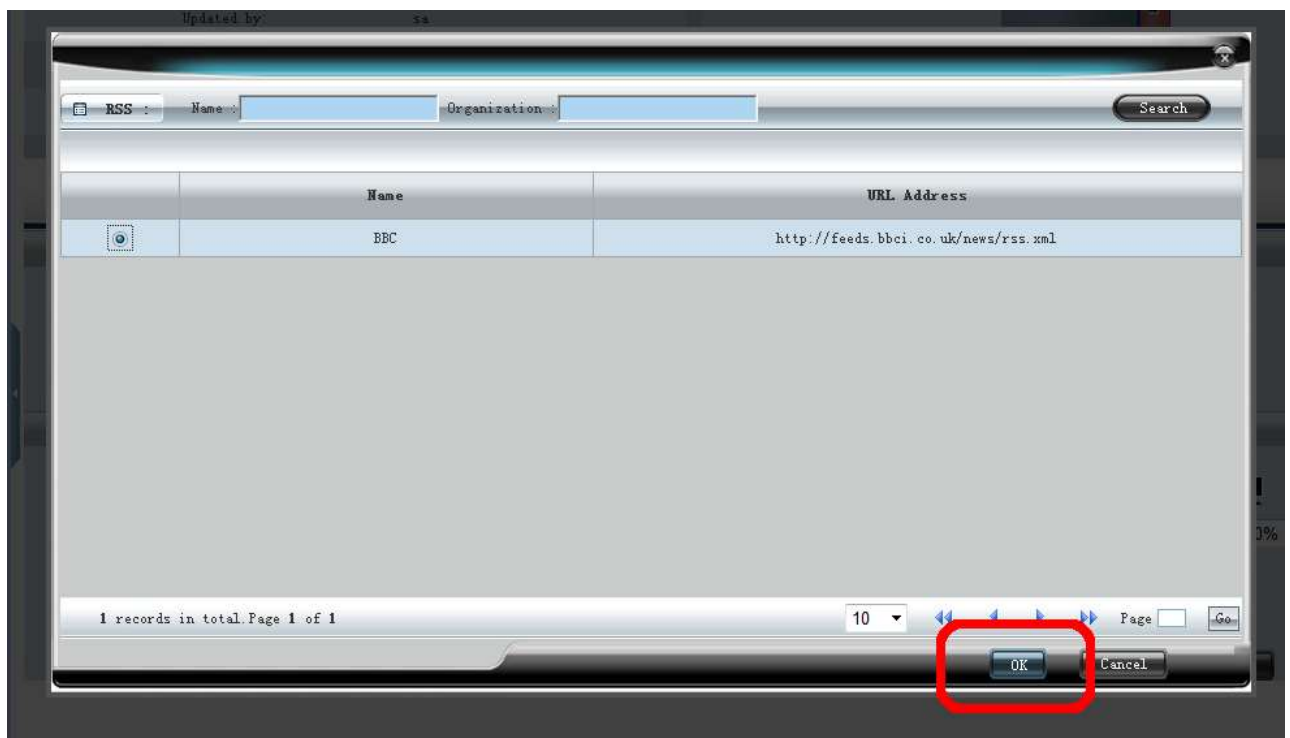
If you wish to display a scrolling message please enter it into the “Text” field. Once you are happy with all of your other settings such as the font size, scroll direction, scroll speed, transparency and the colours, click “Save”.



However if you wish to add an RSS feed you must click the “Add RSS” icon.



You will now see a list of the RSS feeds that you have previously set up. Tick the check box of the feed that you wish to display and then click “OK”.

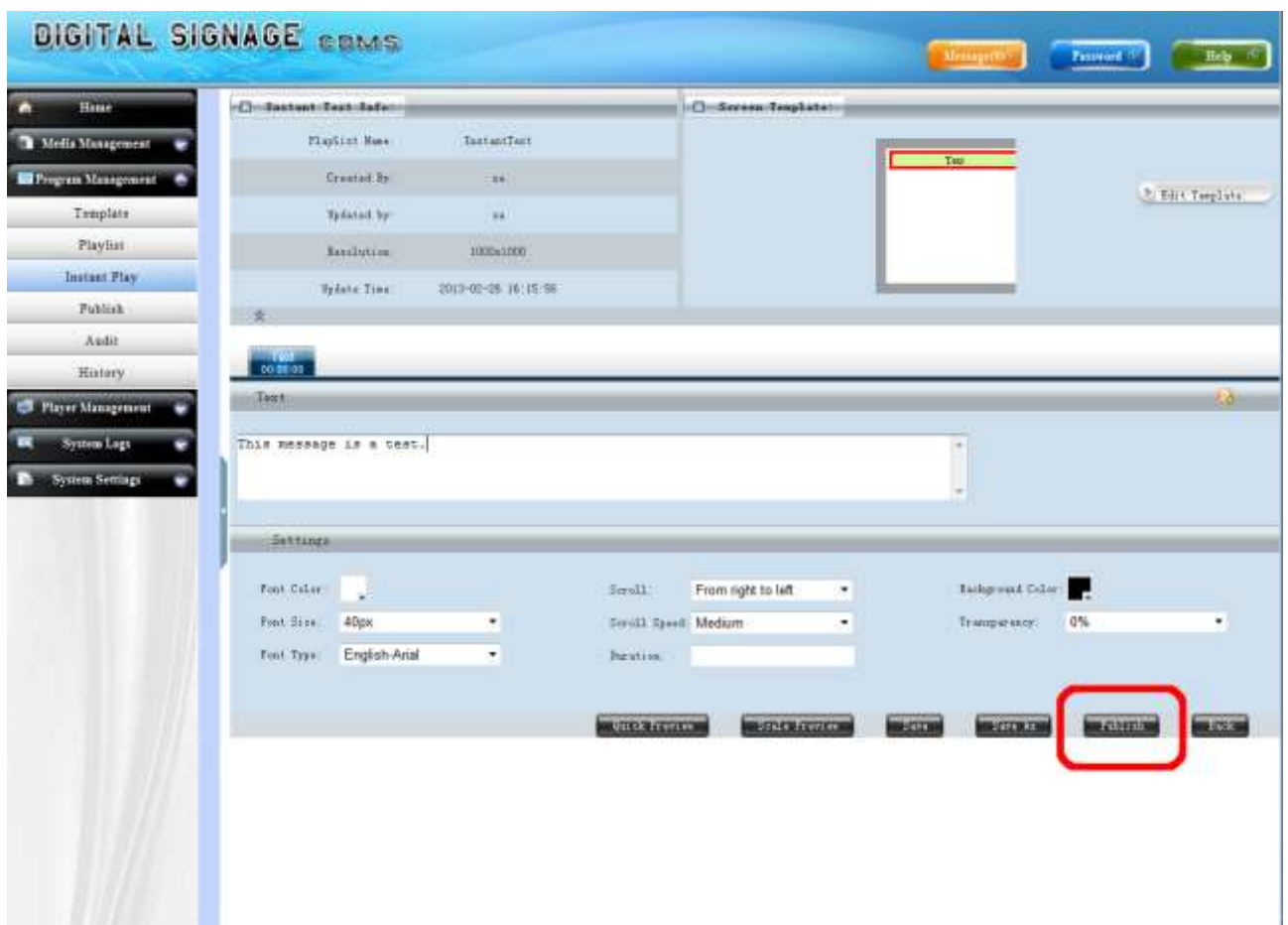


You will now see the text field filled out with your RSS information. Once you are happy with all of your other settings such as the font size, scroll direction, scroll speed, transparency and the colours, click “Save”.

You will now see the following message, click “OK”.

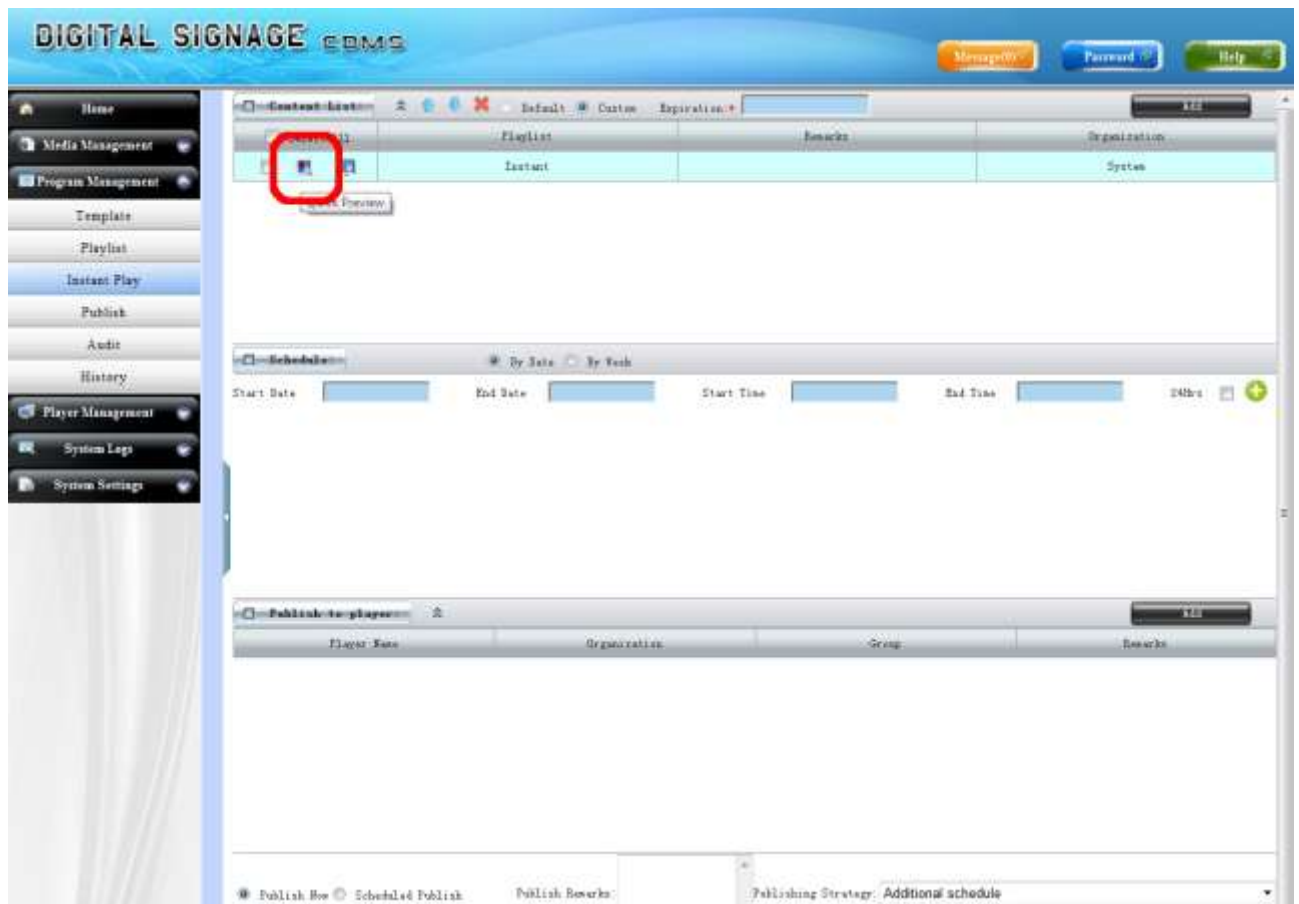


Now click “Publish”.

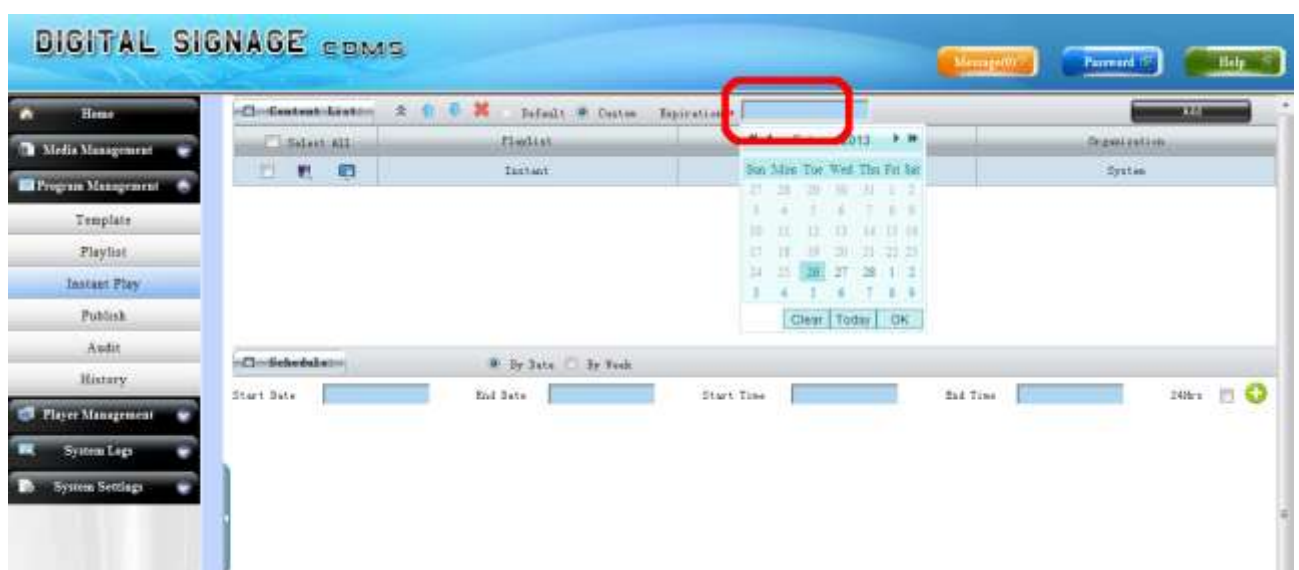




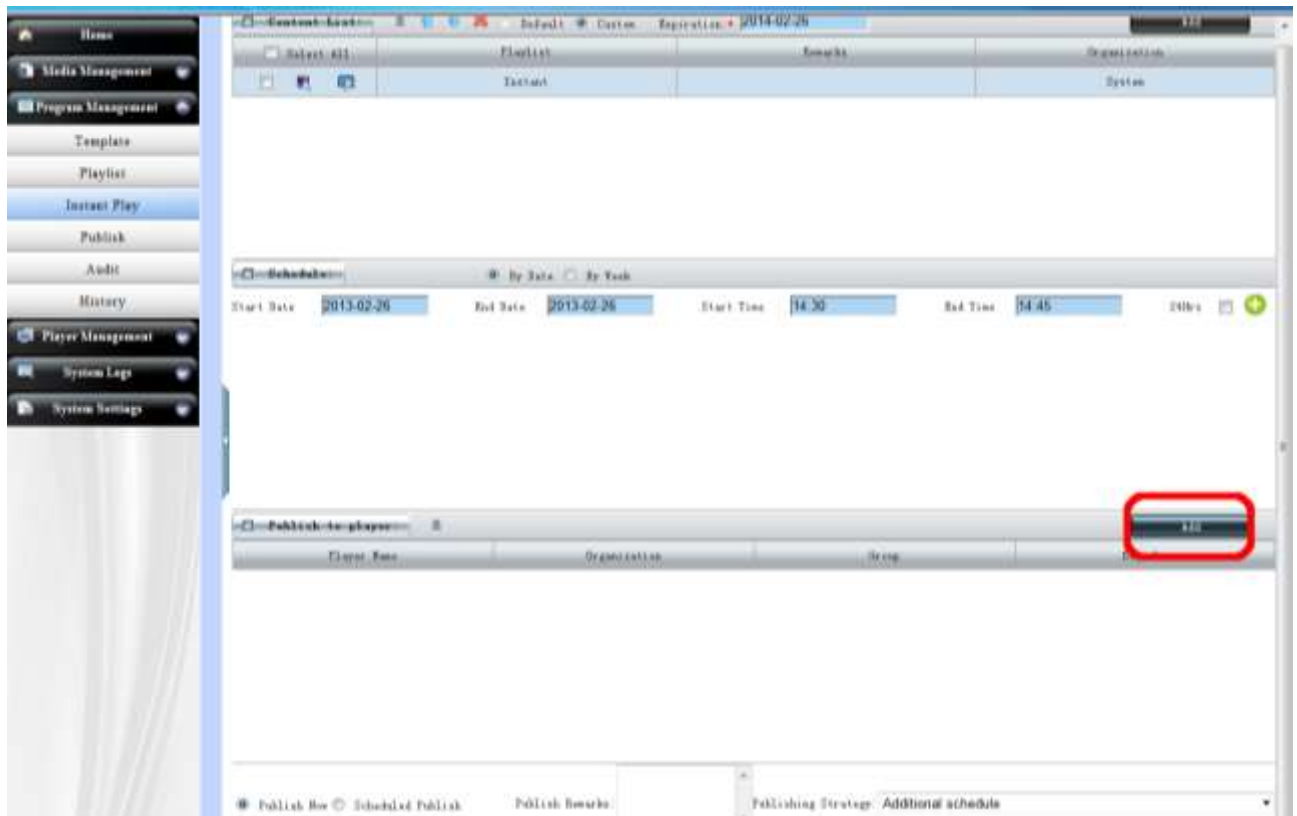
Before submitting the Instant Message to your screen you may wish to view a “Quick Preview” of what your scrolling message will look like. To do this, click the “Quick Preview” icon.



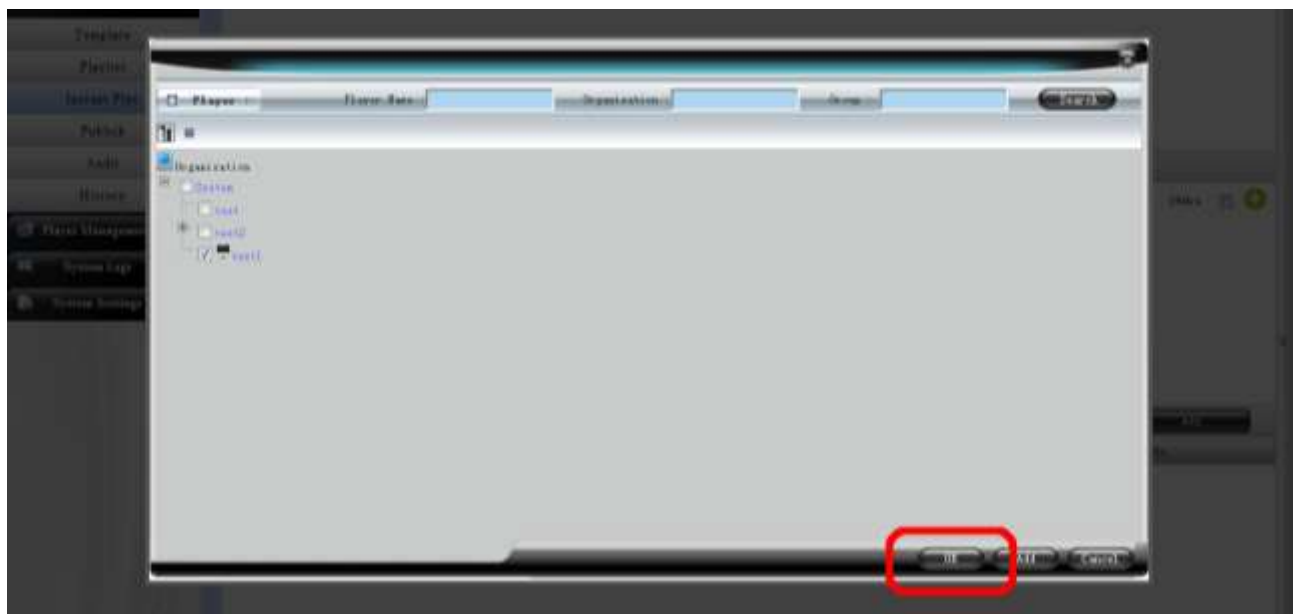
Your message must have an “Expiration” date. This just means that this Playlist will be accessible on your records until this date. We recommend that you set this to at least one year on from your current date.



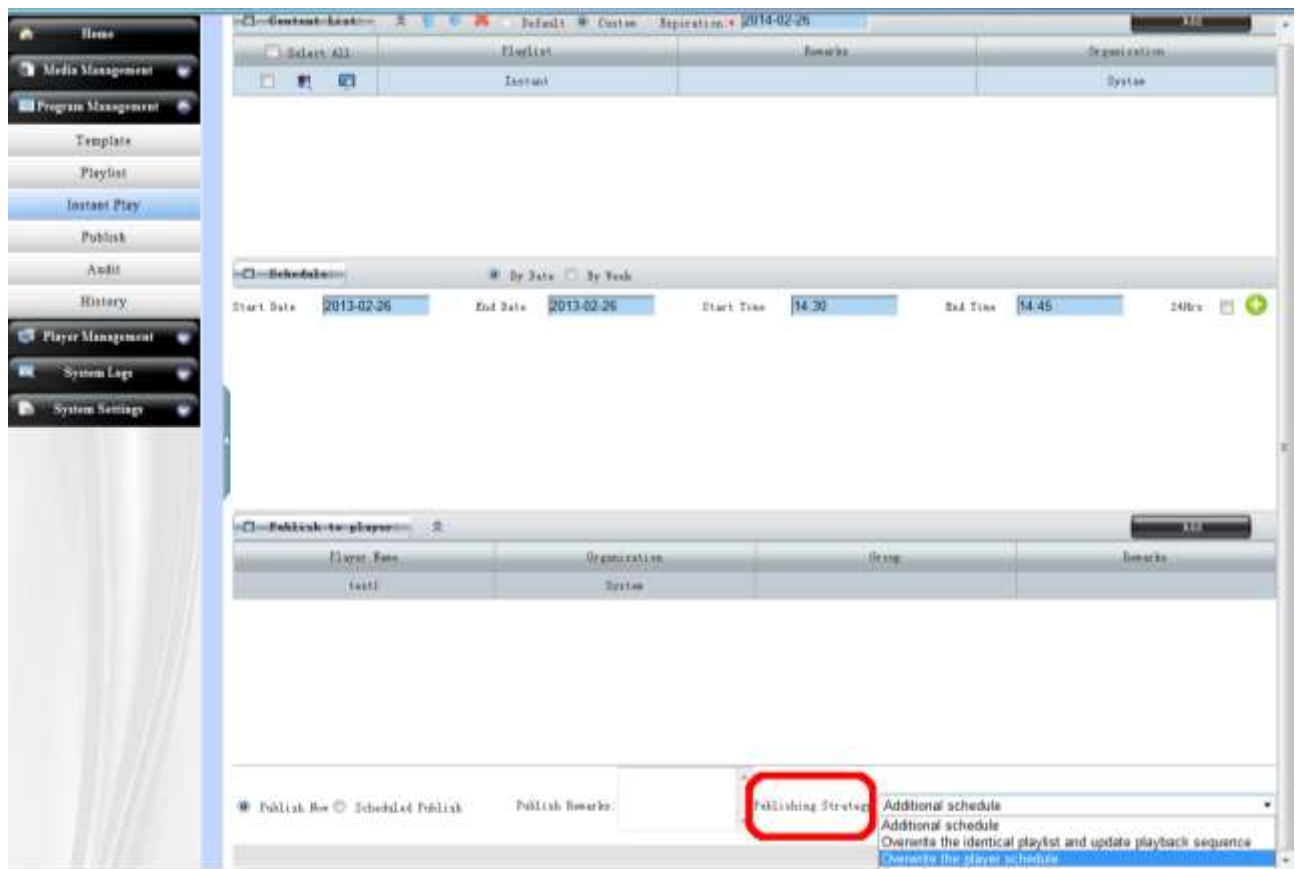
Next, set your “Schedule” dates and times. This will determine when your Instant Message starts to play and when it will finish playing. After the “End Date” and “End Time” your screen will revert back to playing it’s normally scheduled content. You must also tell the software what screen(s) you want the Instant Playlist to appear on. To do this click “Add”.



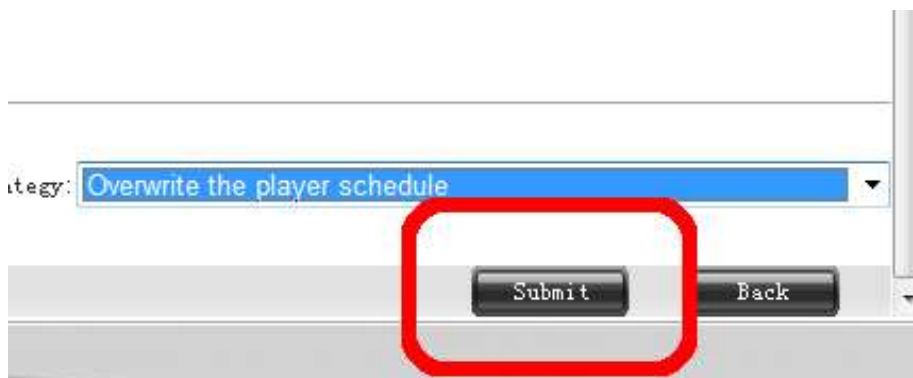
This will bring up a list of your screens. Tick the checkbox next to the one(s) you wish to send the Instant Playlist to. Then click “OK”.



Finally under the “Publishing Stagey” dropdown menu select “Overwrite the player schedule.” This will override any other Instant Playlists that may be scheduled.



Now click “Submit”.



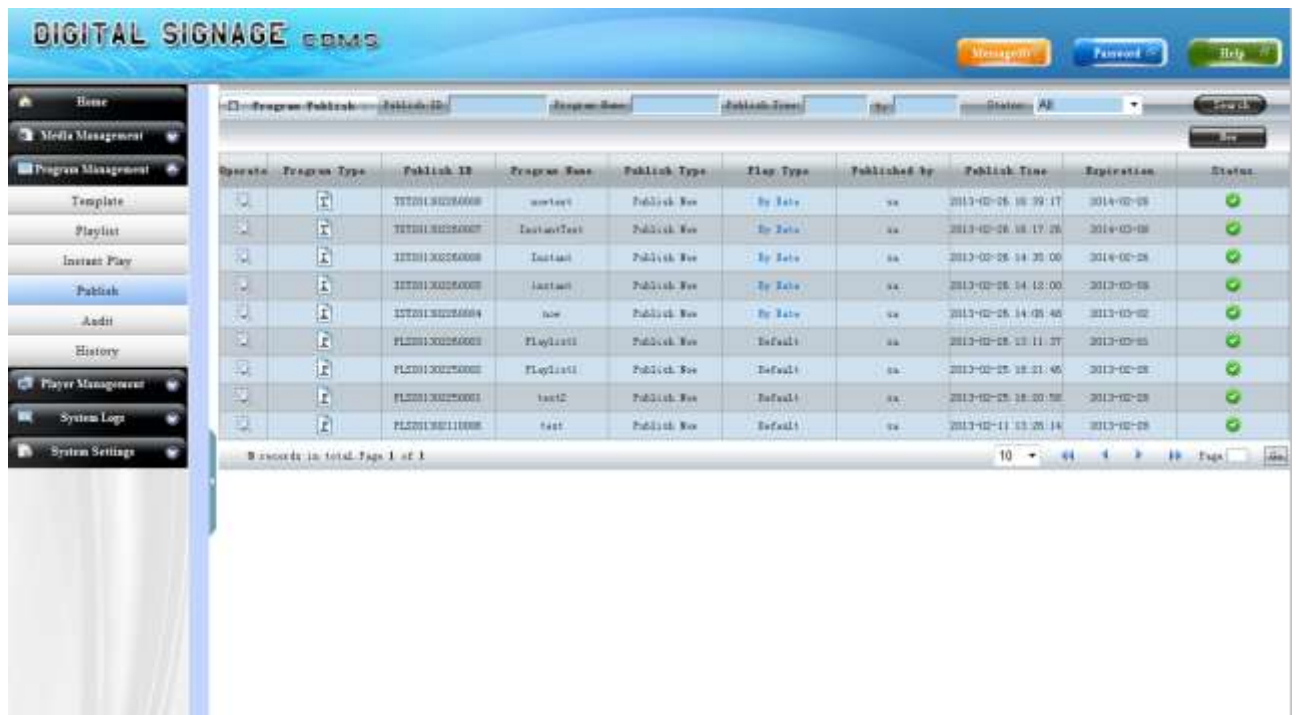
You will now be redirected to your “Publish” list. This is a list of everything that you have Published that has not yet expired.

If you set the Instant Message to begin immediately, your screen will take a few minutes to receive the new data then it will be displayed.

## 1.3.4 Publish

This section helps you set and manage which Playlists are going to which screens and at what time/date.

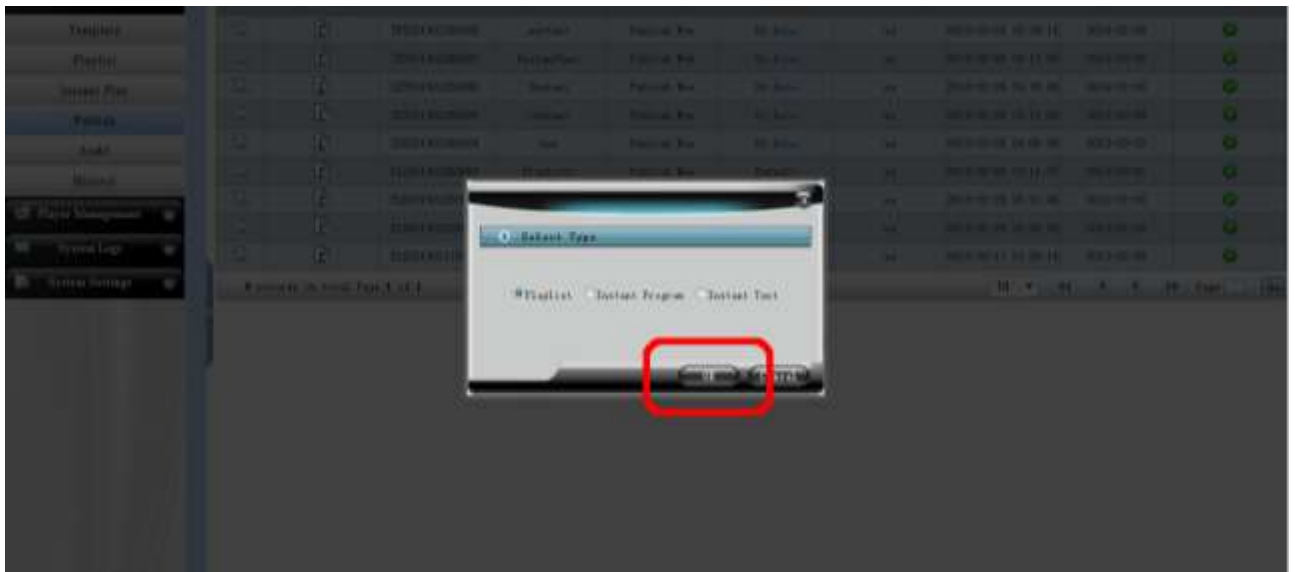
Begin by accessing the “Program Management” section of the side menu. Next, click on “Publish”. You will see a list of everything you have Published that has not yet expired.



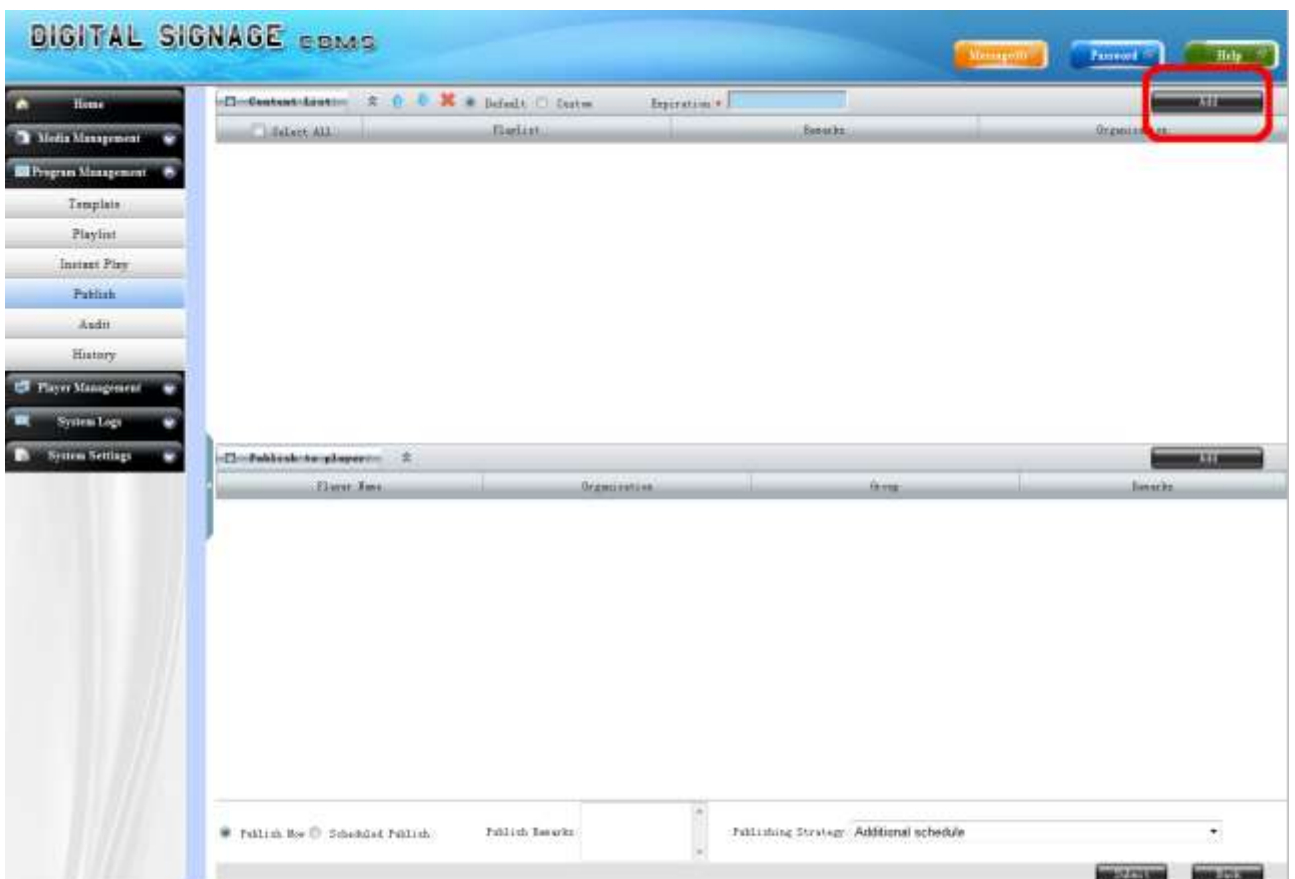
Then click “New”.



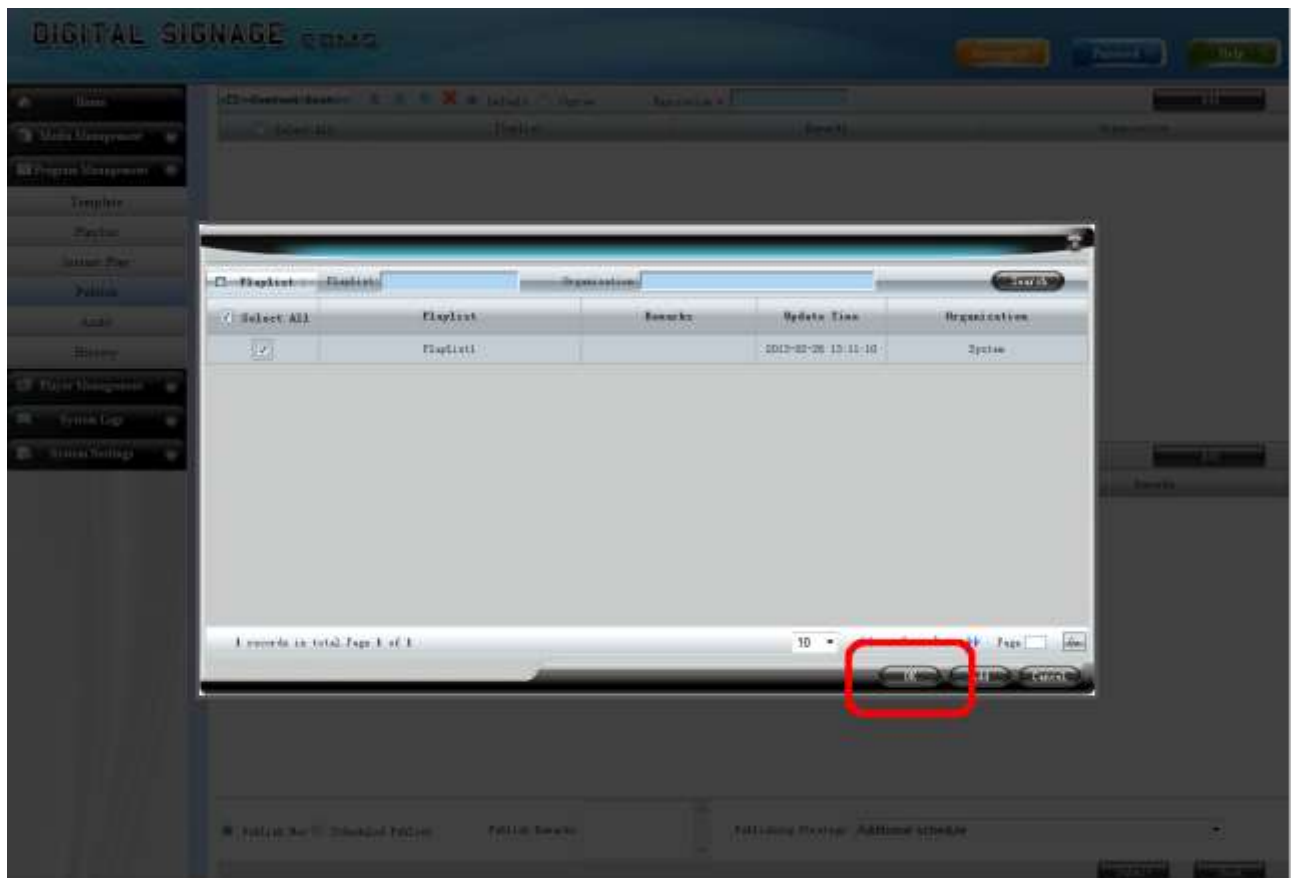
Tick the “Playlist” checkbox, and then click “OK”.



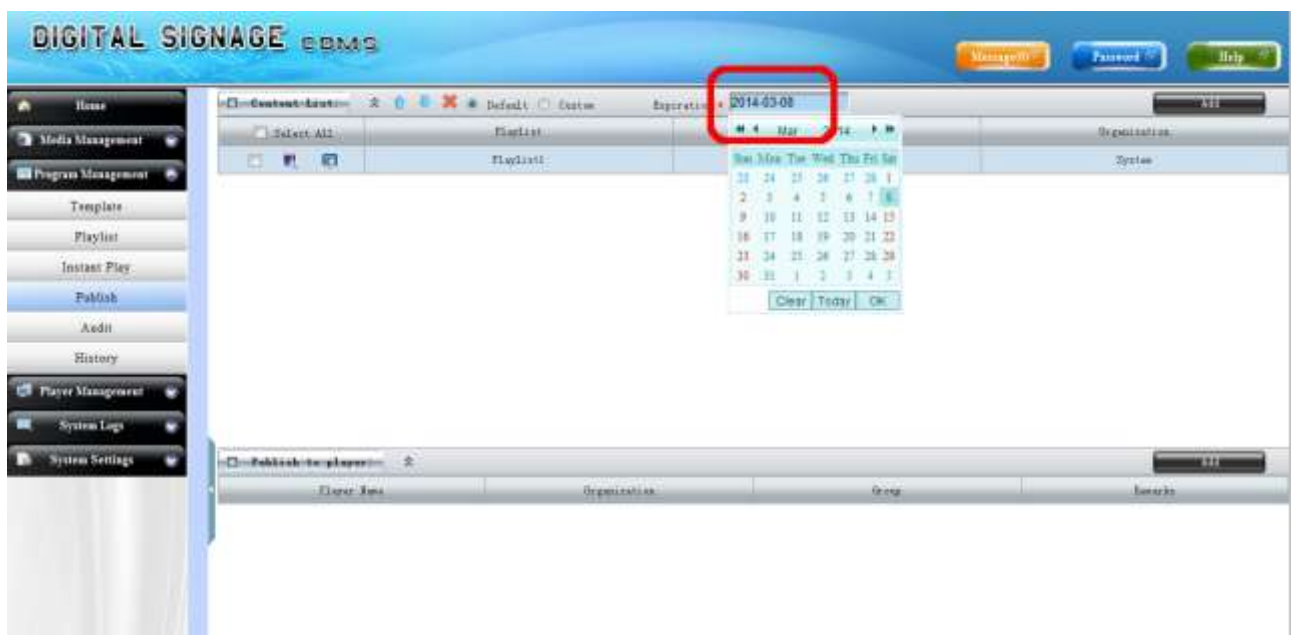
Now you can add your Playlist(s). Click the first “Add” button.



This will bring up a list of your Playlists. Tick the check boxes of the ones you wish to add then click “OK”.

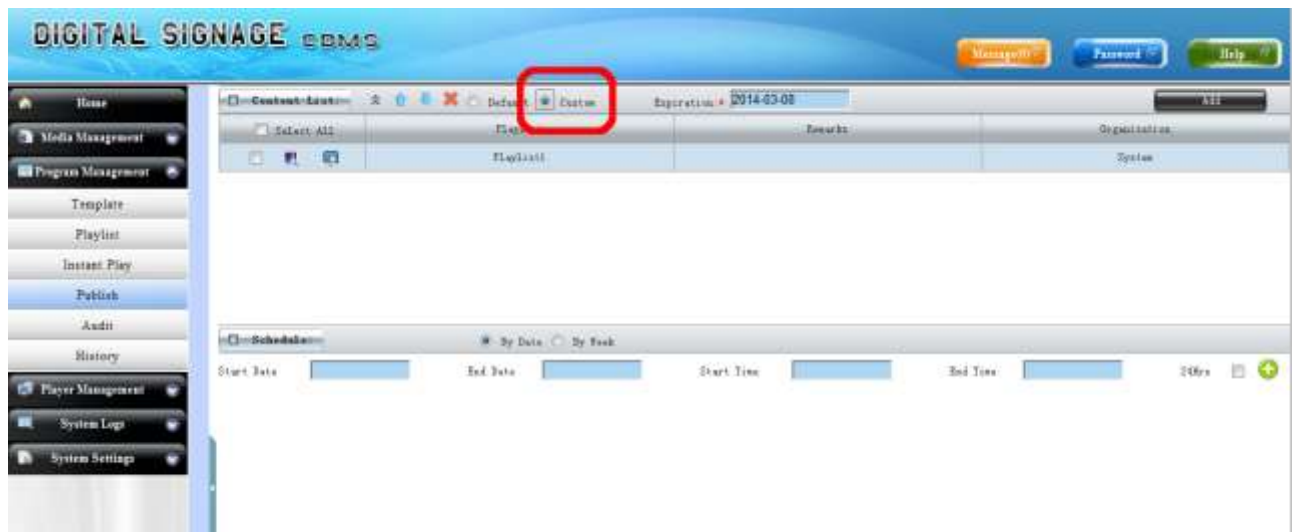


Now set an expiration date. This just means that this Playlist will be accessible on your records until this date. We recommend that you set this to at least one year on from your current date.

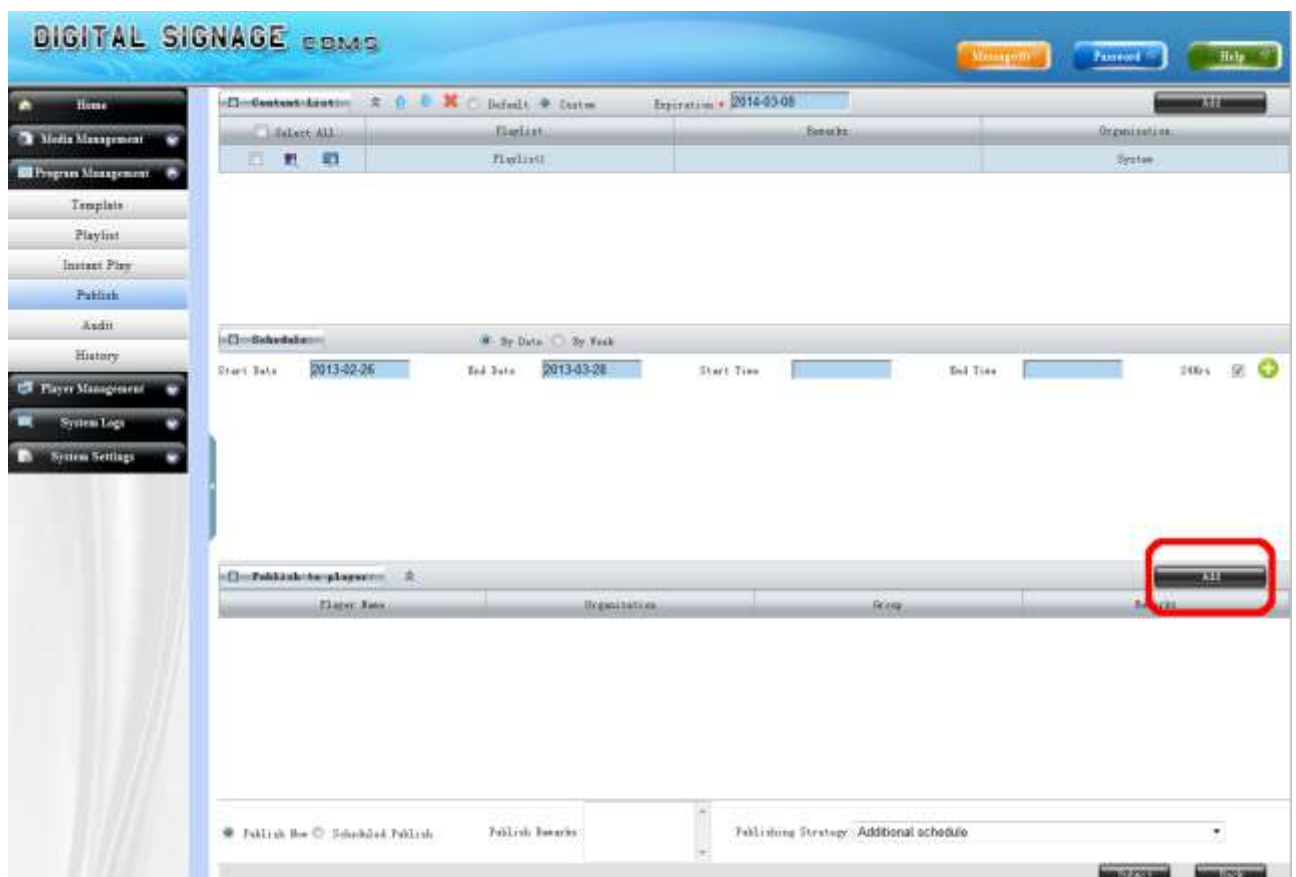




Next, tick the “Custom” checkbox, this allows you to add a dates and times you want to display this content.

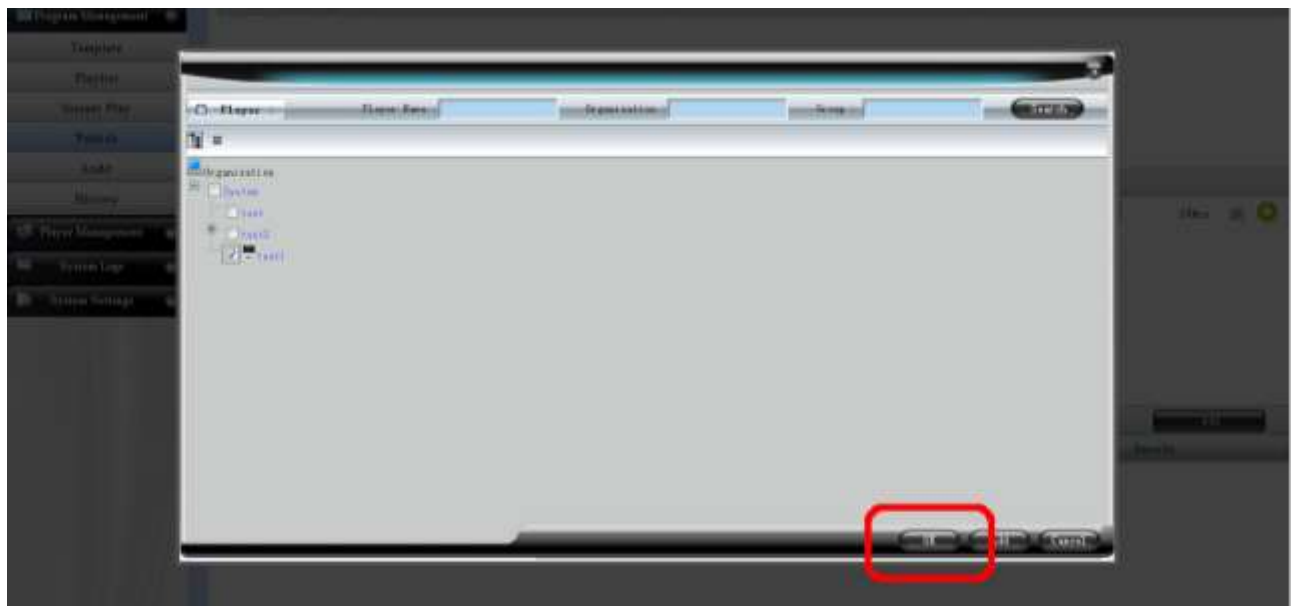


Once these new fields have appeared, fill them in. If you want this particular content to display all day and night until it expires you can tick the “24Hrs” checkbox, located to the right of these fields. Next, click the second “Add” button to select which screens on which you want this content to display.

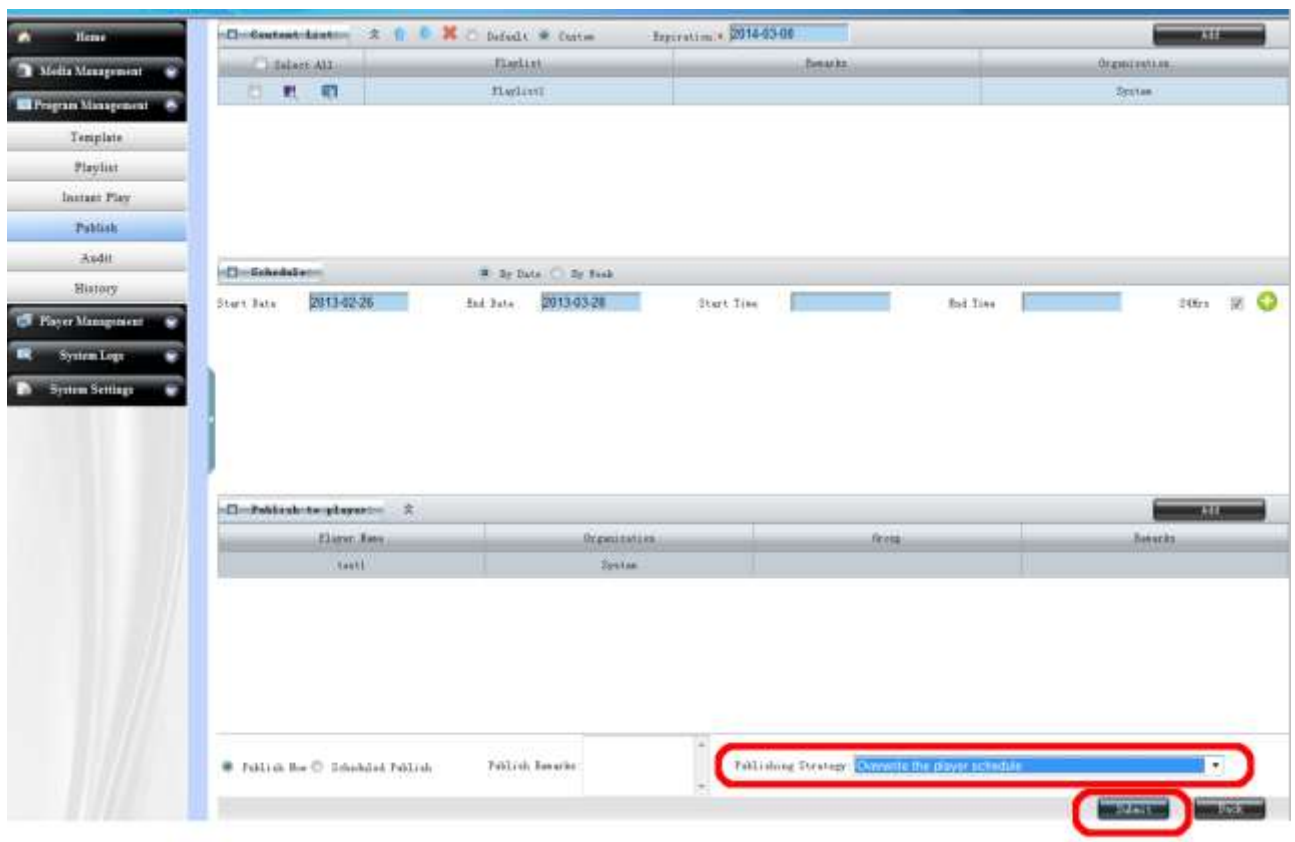





This will bring up a list of your screens. Tick the checkbox next to the one(s) you wish to send the Instant Playlist to. Then click “OK”.



Finally under the “Publishing Strategy” dropdown menu select “Overwrite the player schedule.” This will override any other Playlists that may be scheduled during this time period. Then click “Submit”.



This will now be added to your “Publish” list; here you can see an overview of all of the Playlists you have sent to Publish that have not yet expired.



Operate	Program Type	Publish ID	Program Name	Publish Type	Play Type	Published by	Publish Time	Expiration	Status
		PL201302260001	Playlist1	Publish Now	By Date	sa	2013-02-26 17:06:53	2014-02-26	
		PL201302260002	Playlist2	Publish Now	By Date	sa	2013-02-26 18:39:17	2014-02-26	
		PL201302260003	PlaylistTest	Publish Now	By Date	sa	2013-02-26 18:17:28	2014-02-26	
		PL201302260004	Playlist	Publish Now	By Date	sa	2013-02-26 14:35:08	2014-02-26	
		PL201302260005	Playlist	Publish Now	By Date	sa	2013-02-26 14:12:00	2014-02-26	
		PL201302260006	Playlist	Publish Now	By Date	sa	2013-02-26 14:08:48	2014-02-26	
		PL201302260007	Playlist	Publish Now	Default	sa	2013-02-26 13:11:37	2014-02-26	
		PL201302260008	Playlist	Publish Now	Default	sa	2013-02-26 10:01:46	2014-02-26	
		PL201302260009	Playlist	Publish Now	Default	sa	2013-02-26 10:01:58	2014-02-26	
		PL201302260010	Playlist	Publish Now	Default	sa	2013-02-26 10:02:14	2014-02-26	

10 records in total. Page 1 of 1

### **1.3.5 Audit**

This function is currently redundant.

### **1.3.6 History**

This function is currently redundant.

## 1.4 Player Management

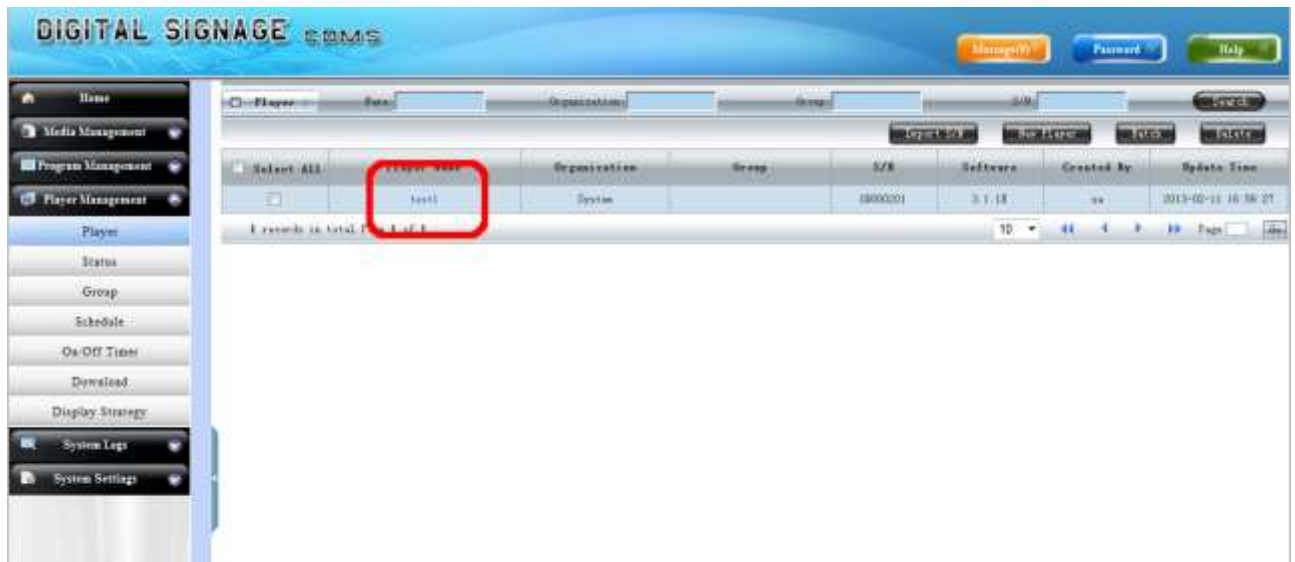
In this section of your CMS you can check screen statuses, create screen Groups and control remote functions.

### 1.4.1 Player

Begin by accessing the “Player Management” section of the side menu. Next, click on “Player”. You will see a list of all of your screens.



Initially your screen(s) will have an odd name; most likely it will be the serial number so as you know which screen you are renaming (your serial number is the 8 figure code that can be found on the sticker placed on the rear of your screen). You may want to rename your screen(s) for quicker reference, for example if you have a screen placed in a reception area you could rename this screen "Reception". Begin by clicking on the name of the screen you want to rename.



Next, click "Edit".



You can now rename your screen to something more appropriate, based on its location or size, something you will remember. Then click “OK”.

The screenshot displays the 'DIGITAL SIGNAGE CMS' interface. On the left is a sidebar menu with options: Home, Media Management, Program Management, Player Management, Player, Status, Group, Schedule, On/Off Timer, Download, Display Strategy, System Logs, and System Settings. The main area shows the 'Edit Player' form. The 'Player Name' field is highlighted with a red box. Below it, the 'ID' field is also highlighted with a red box. The form contains various fields for player configuration, including MAC Address, Group, Created By, On/Off Timer, Download Strategy, Display Strategy, and Remarks. The 'OK' button at the bottom right of the form is also highlighted with a red box.

Player Name	1234	ID	00000001
ID	00000001	Organization	System
MAC Address	00-01-02-03-04-05	Player Type	DRG_2K110
Group		Resolution	1920 x 1080
Created By	ns	Update Time	2013-02-11 16:58:27
On/Off Timer	test	Software	5.5.18
Download Strategy		Display Strategy	
Remarks			



## 1.4.2 Status

Begin by accessing the “Player Management” section of the side menu. Next, click on “Status”. You will see a list of all of your screens.

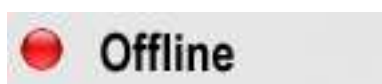


From this list you can check the “Player Status”, “Progress” and any other screen properties you may wish to track. The “Player Status” is quite useful as it will show you when screens are loading their content and if any screens are not connected properly. The following list describes all of the possible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

### Statuses



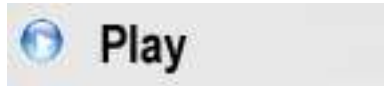
Your screen is still establishing an internet connection. This should only be displayed for a few minutes while your screen connects to the internet.



Your screen is not connected to the internet. Please make sure your LAN cable is securely inserted into your screen and your router/network point.



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



Your screen is playing its content.



Your screen does not currently have any content to play.



Your screen is currently downloading the content that you have sent.

Your “Progress” bar will indicate how much of your media has successfully been transferred to your screen.

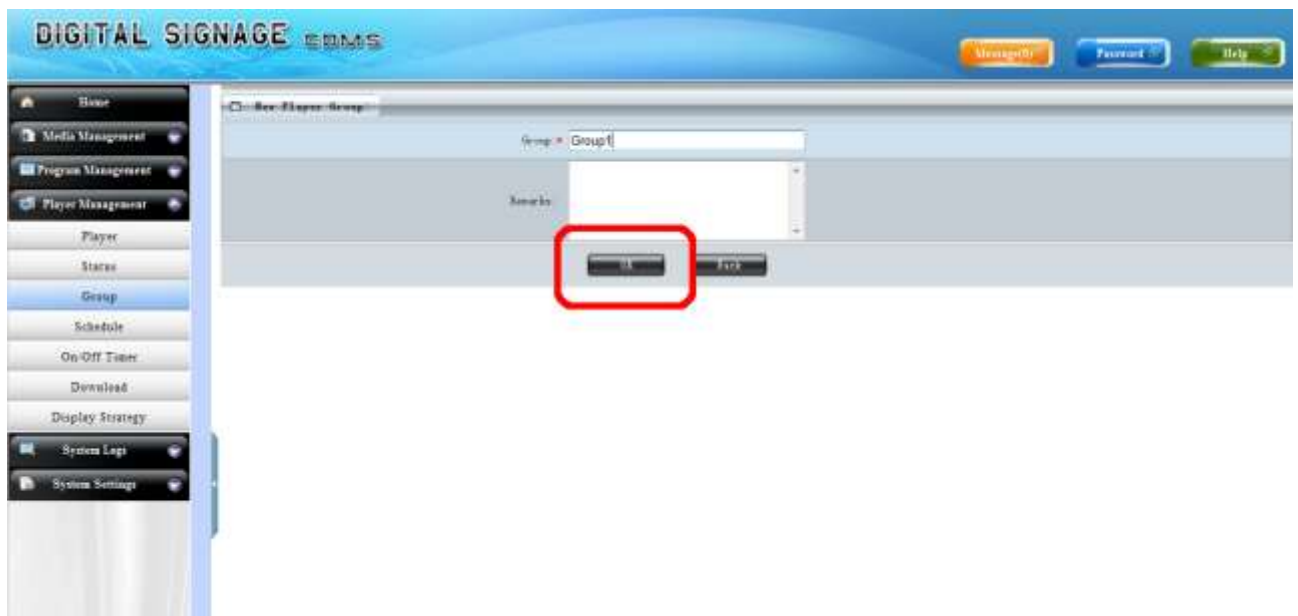
### 1.4.3 Group

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

Begin by accessing the “Player Management” section of the side menu. Next, click on “Group”. Then click “New”.



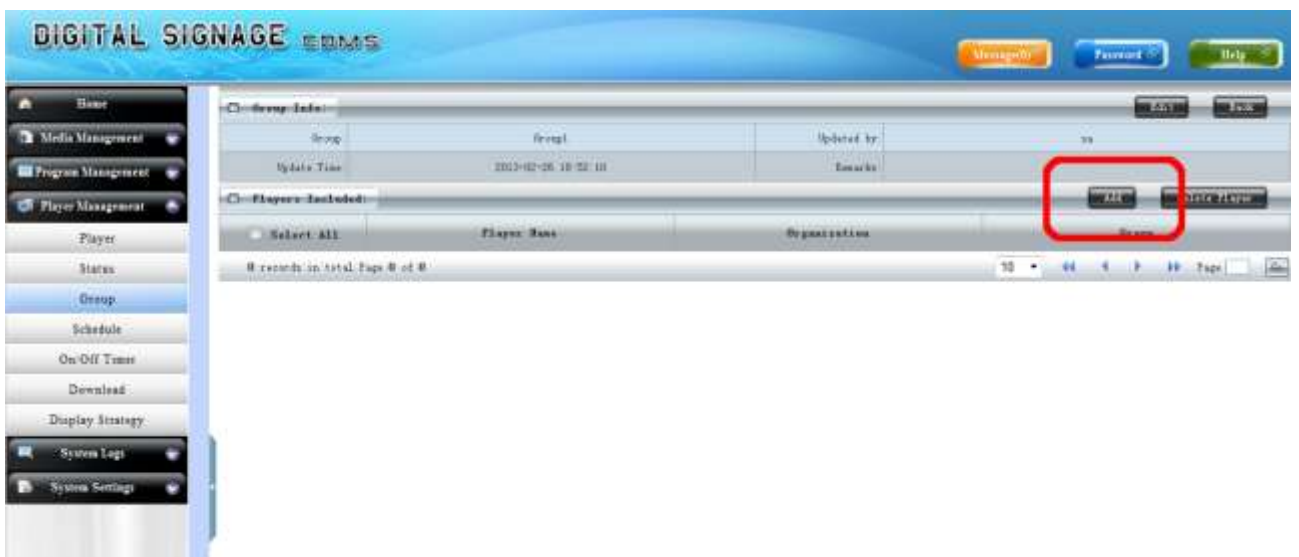
Next, name your Group and click “OK”.



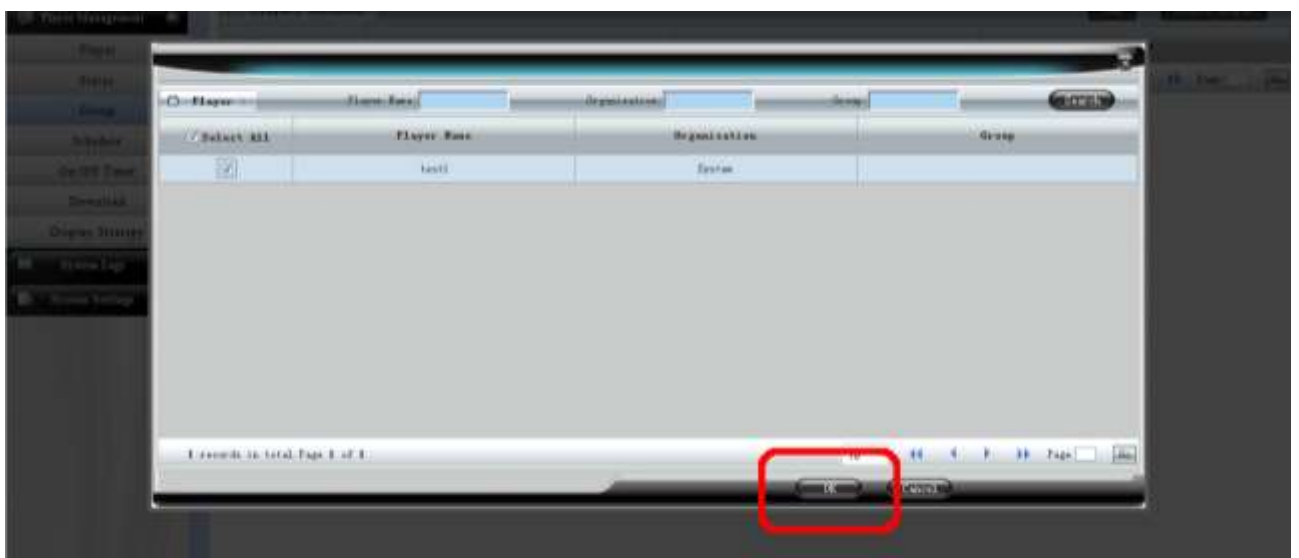
You will then see the following message, click “OK”.



To assign screens to this Group click the “Add” button.



Now tick the checkboxes next to the screens you want to add to this Group, and then click “OK”.



You will now see a summary of your Group; this will show you what screens are included and gives you the chance to add or remove screens.

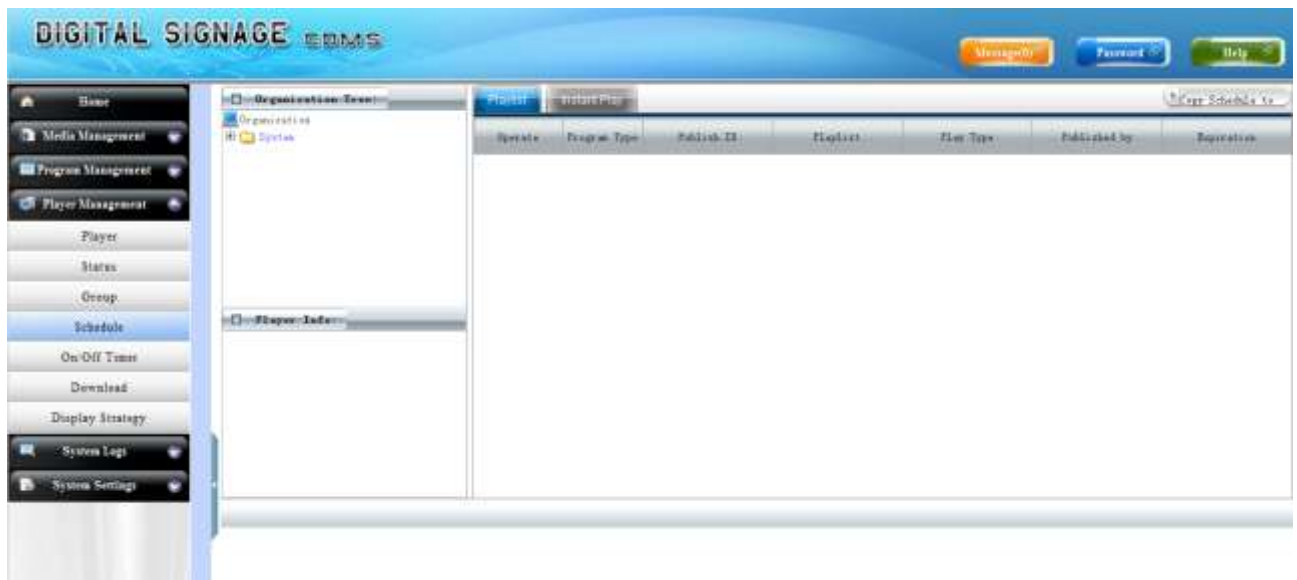
The screenshot displays the 'DIGITAL SIGNAGE EDMS' web application. The left sidebar contains a navigation menu with the following items: Home, Media Management, Program Management, Player Management, Player, Status, Group (highlighted), Schedule, On-Off Times, Download, Display Strategy, System Logs, and System Settings. The main content area is titled 'Group Info' and shows details for a group named 'Group1'. The details include 'Updated by: sa' and 'Update Time: 2013-02-26 18:52:10'. Below this, there is a section for 'Players Included' with a table listing players. The table has columns for 'Select All', 'Player Name', 'Organization', and 'Group'. One player is listed: 'test1' with organization 'System' and group 'Group1'. At the bottom of the table, it says '1 records in total Page 1 of 1'. The top right of the interface has buttons for 'Management', 'Password', and 'Help'.

Group Info			
Group	Group1	Updated by	sa
Update Time	2013-02-26 18:52:10		
Remarks			
Players Included			
Select All	Player Name	Organization	Group
<input type="checkbox"/>	test1	System	Group1

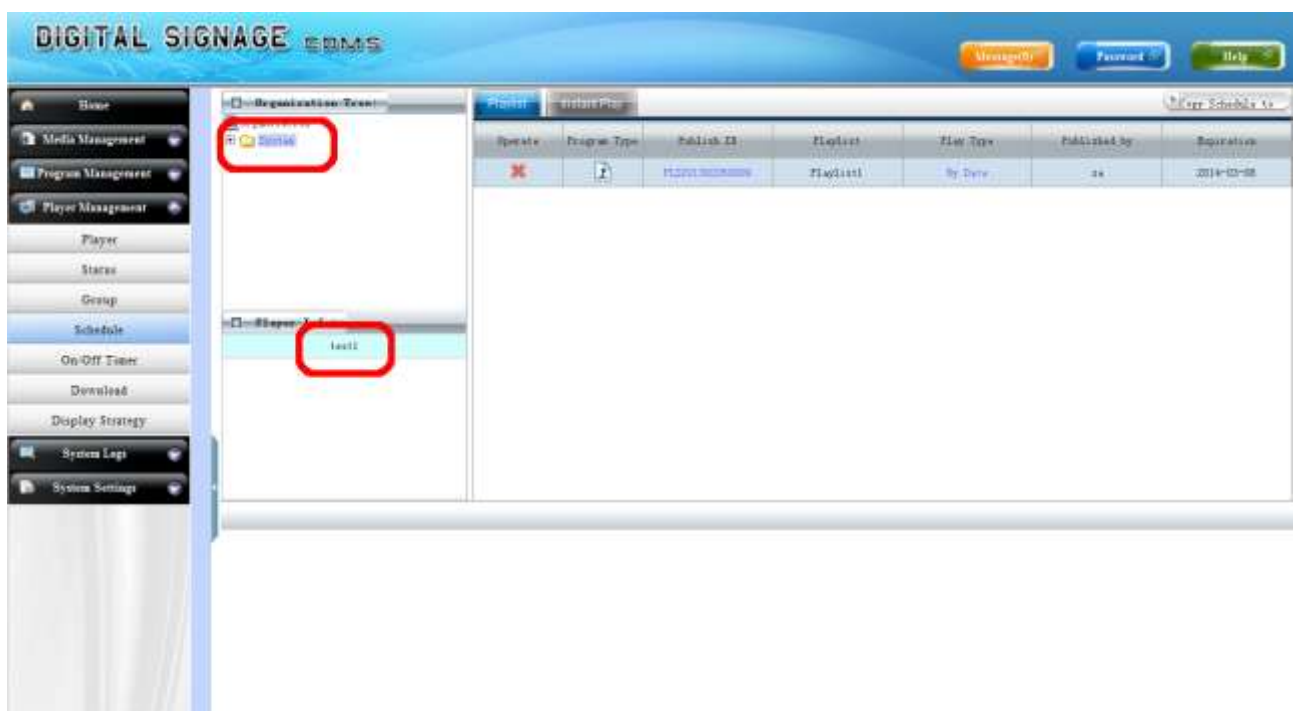
## 1.4.4 Schedule

Here you can monitor what your screens are playing and what they are due to play.

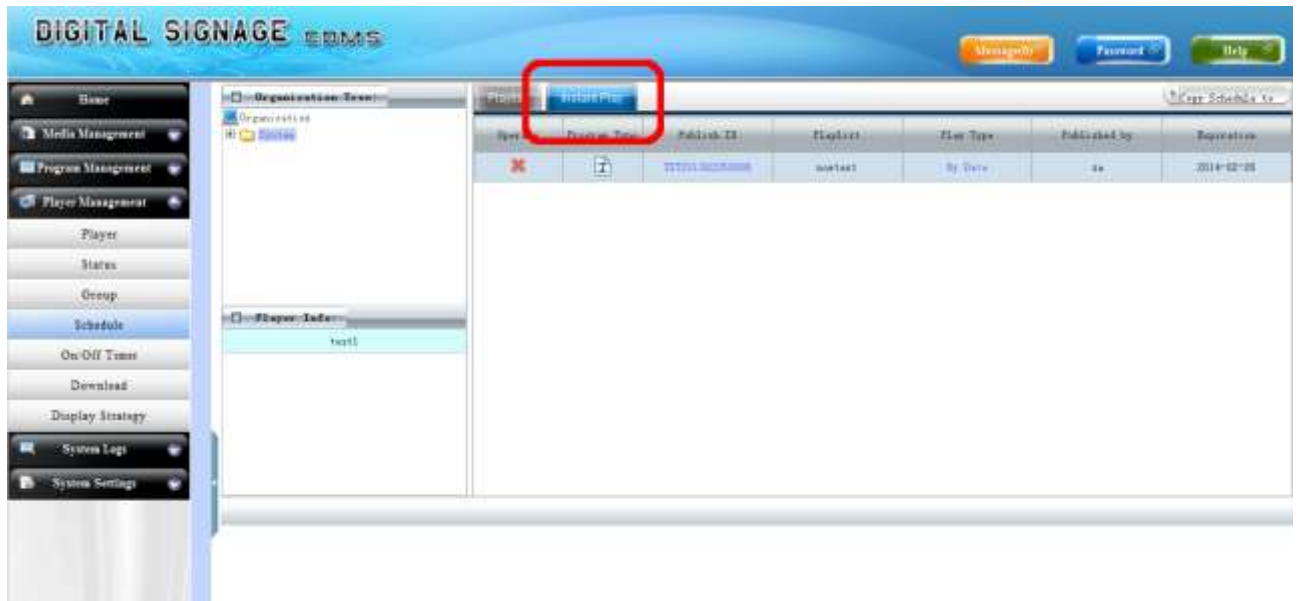
Begin by accessing the “Player Management” section of the side menu, then click on “Schedule”.



In the “Organisation Tree” there should be a folder called “System”. If you click this folder you should see a list of your screens appear in the “Player Info” section. Click your screen’s name to view its Schedule.



You can now see a list your screen's regularly scheduled content, you can also view any Instant Playlists or Messages that are scheduled by highlighting the "Instant Play" tab.





## 1.4.5 On/Off Timer

You can remotely assign any of your screens with power timer schedules. This means you can set what times each of your screens power on and what time they power off. This is very useful for energy saving, especially over a large network.

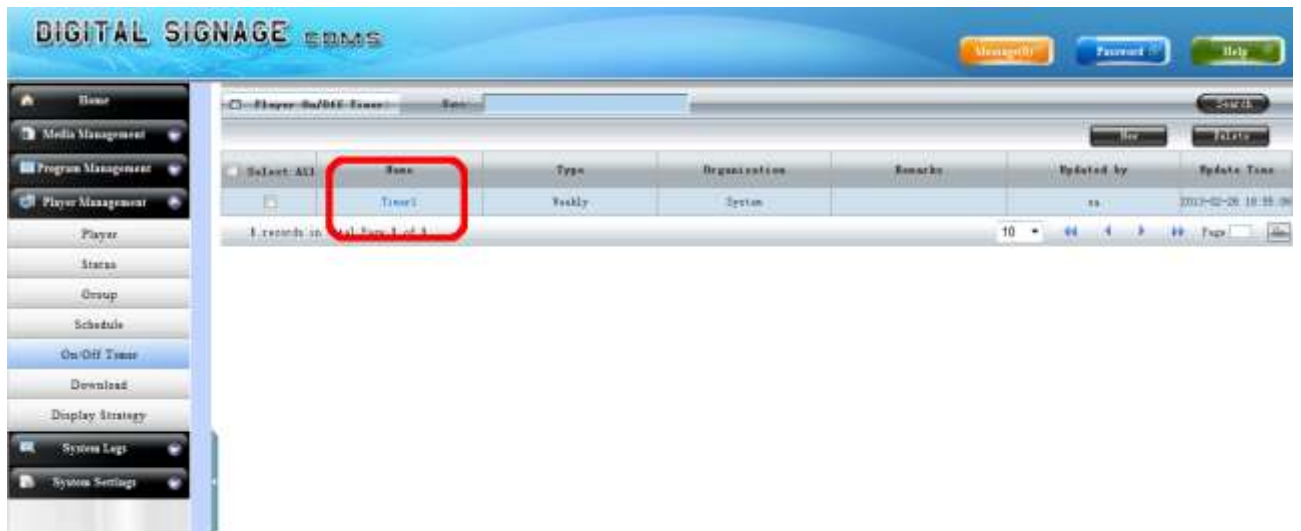
Begin by accessing the “Player Management” section of the side menu. Next, click on “On/Off Timer”. Then click “New”.



Next, give your Timer Schedule a name and select whether you want it to be a Daily or Weekly schedule. If you want your screens to have the same On/Off times every day select “Daily”, however if you want your screens to have unique On/Off times for each day select “Weekly”.

Now you can set up to three On/Off times per day. Once you have finished setting your times click the “Save” button.

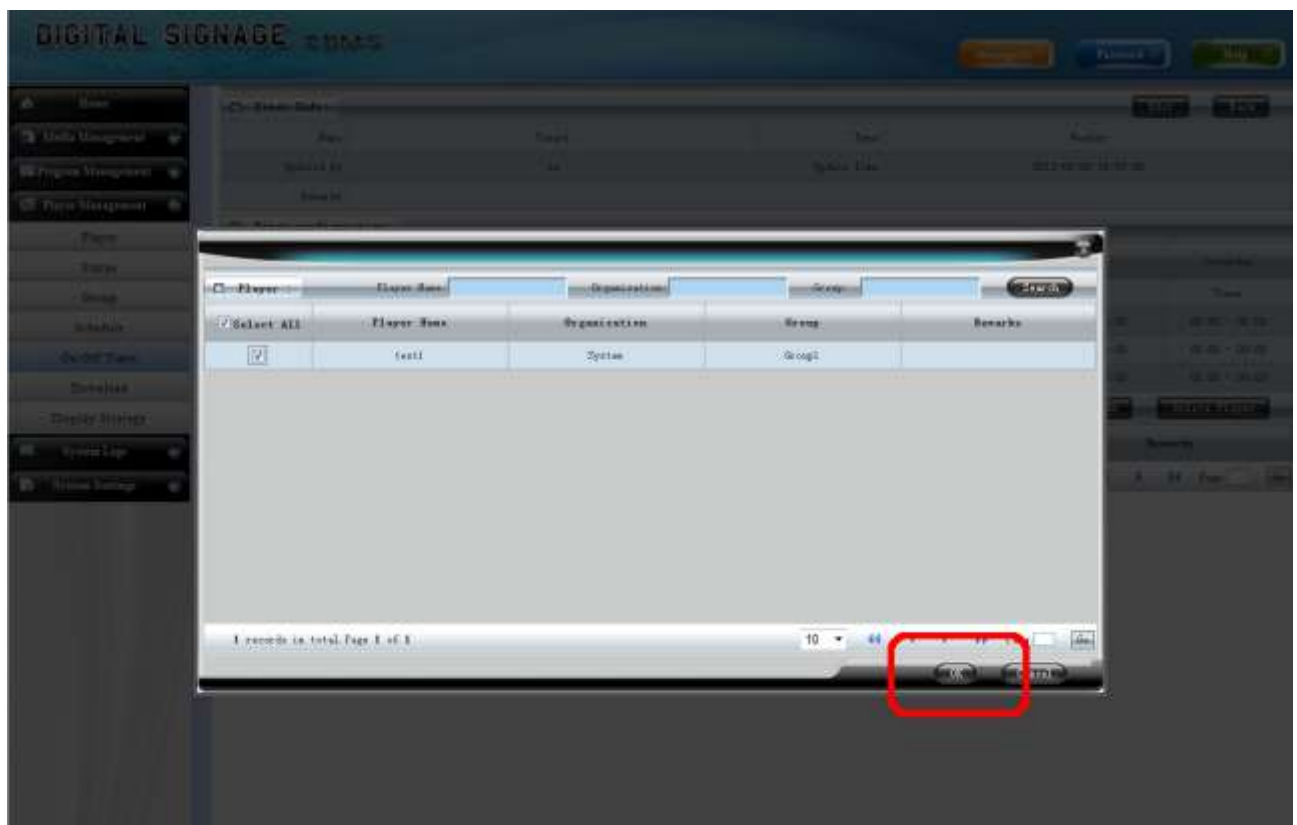
You will now see a list of your Timer Schedules. To assign the screens you want this Timer Schedule to apply to click on the name of your Timer Schedule.



You will now see an overview of this particular Timer Schedule. To assign screens to it, click the “Add” button.



Now tick the checkboxes next to the screens you want to add to this Timer Schedule, and then click “OK”.



You will now see a summary of your Timer Schedule; this will show you the On/Off time periods you have set, what screens are included and gives you the chance to add or remove screens.

**DIGITAL SIGNAGE EDMS**

Management | Account | Help

**Timer Info** [Edit] [Add]

Id	Timer	Type	Weekly
1	Updated by: aa	Update Time: 2012-02-28 18:55:06	

**Timer configuration:**

No.	Day	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	08:15 - 08:19	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
2	09:20 - 09:30	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
3	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00

**Implementing Players:** [All] [Delete Player]

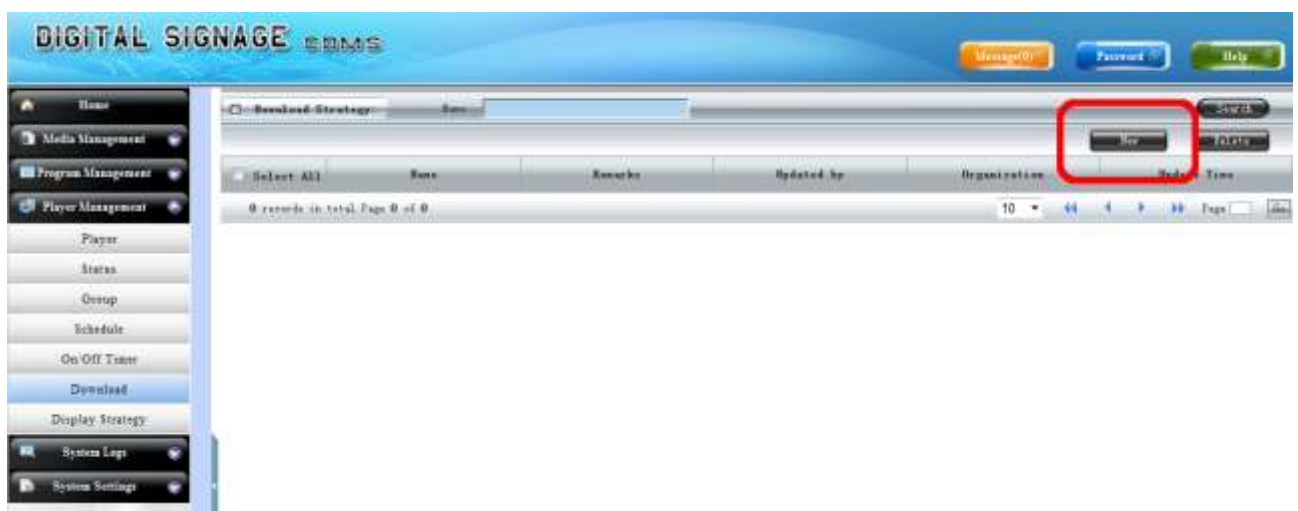
Select All	Player Name	Organization	Group	Remarks
<input type="checkbox"/>	test1	System	Group1	

1 records in total. Page 1 of 1

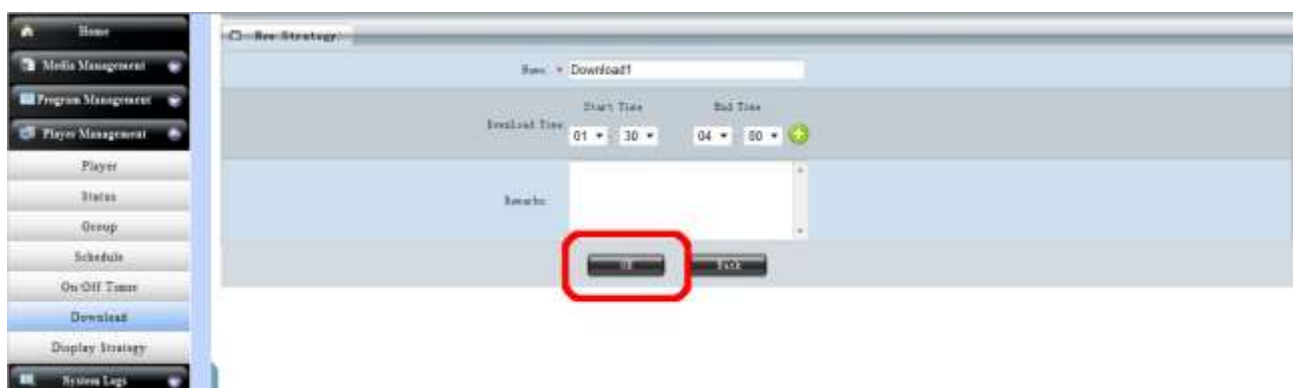
## 1.4.6 Download

Normally once a connection is established, between your screen and the internet, any information that you send to your screen will be downloaded by your screen immediately. This may not be convenient due to limited bandwidth at peak times during the day. This function allows you to schedule what time your screens download the content from the CMS. If you assign a Download Schedule to your screen(s) it will only download new content during this time period.

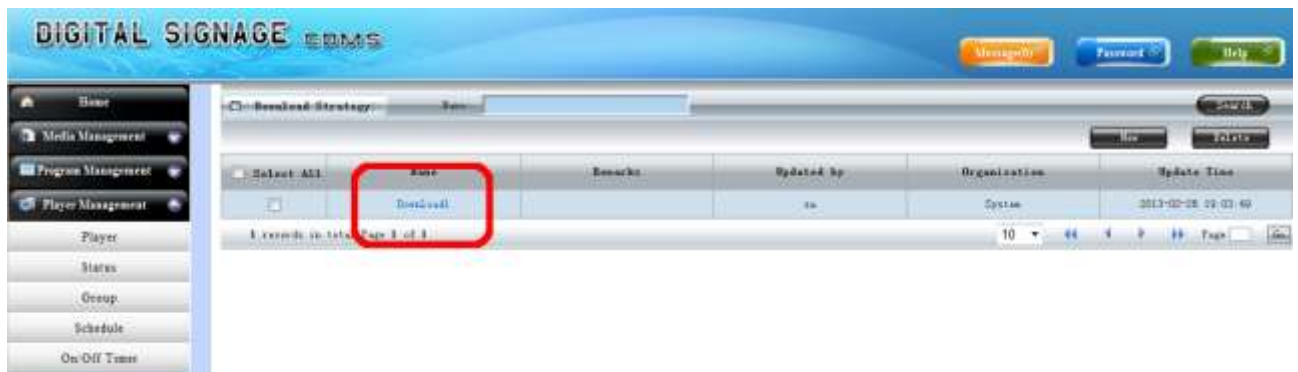
Begin by accessing the “Player Management” section of the side menu. Next, click on “Schedule”. Then click “New”.



Name your Download Schedule and set a Start Time and End Time. This will determine the time period that your screens will download new information from the CMS on a daily basis. Then click “OK”.



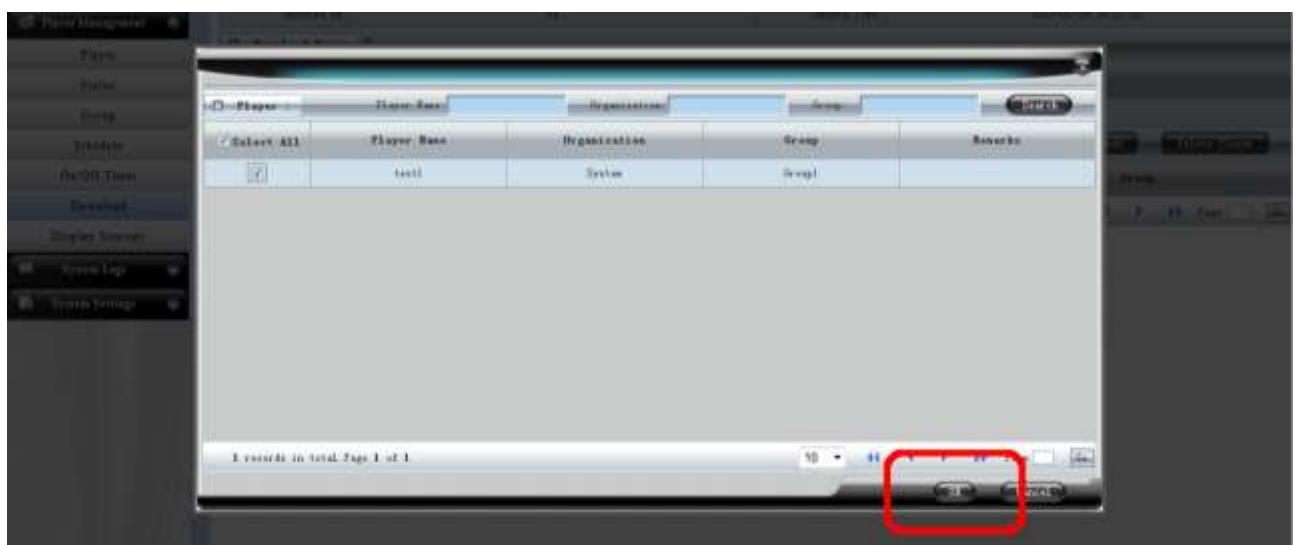
You will now see a list of your Download Schedules. To assign the screens you want this Download Schedule to apply to click on the name of your Download Schedule.



You will now see an overview of this particular Download Schedule. To assign screens to it, click the “Add” button.



Now tick the checkboxes next to the screens you want to add to this Download Schedule, and then click “OK”.





You will now see a summary of your Download Schedule; this will show you the time period you have set, what screens are included and gives you the chance to add or remove screens.

The screenshot displays the 'DIGITAL SIGNAGE CMS' interface. On the left is a navigation menu with options: Home, Media Management, Program Management, Player Management, Player, Status, Group, Schedule, On/Off Timer, Download (highlighted), Display Strategy, System Logs, and System Settings. The main content area is titled 'Download Strategy' and contains a table with the following data:

Item	Download	Screen
Created By	sa	Creation Time
Updated by	sa	Update Time

Below this table is a section for 'Download Time' with a table showing 'Start Time' (01:30:00) and 'End Time' (04:00:00). Further down is a section for 'Deploying Players' with a table showing 'Player Name' (Test1), 'Organization' (System), and 'Group' (Group1). At the bottom, it indicates '1 records in total, Page 1 of 1'.

## 1.4.7 Display Strategy

You can remotely control any of your screen's Display Settings. We recommend that you do not change any of your screen's Display Settings unless it is absolutely necessary. This is very useful if you want to change your Display Settings over a large network.

Begin by accessing the "Player Management" section of the side menu. Next, click on "Display Settings". Then click "New".



Next, give your Display Strategy a name and set how long you want it to be in effect. Then you must give the Brightness, Saturation and Contrast a value between 0 and 100. As default these values will be set "0", keeping these values at "0" will mean that there is no change to the image on your screen. Once you have finished click the "Save" button.

**DIGITAL SIGNAGE EDMS**

Buttons: [Management](#) [Password](#) [Help](#)

Left Menu: Home, Media Management, Program Management, Player Management, Player, Status, Group, Schedule, On/Off Timer, Download, Display Strategy, System Logs, System Settings

Form Fields:

- Name: Display1
- Start Time: 2013-03-08 19:13
- End Time: 2013-06-14 19:13
- Brightness (0-100): 40
- Saturation (0-100): 50
- Contrast (0-100): 52
- Remarks: (Empty text area)

Buttons: [Save](#) [Cancel](#) (highlighted with a red box)

You will now see a list of your Display Strategies. To assign the screens you want this Display Strategy to apply to click on the name of your Display Strategy.

**DIGITAL SIGNAGE EDMS**

Buttons: [Management](#) [Password](#) [Help](#)

Left Menu: Home, Media Management, Program Management, Player Management, Player, Status, Group, Schedule, On/Off Timer, Download, Display Strategy, System Logs, System Settings

Select All	Name	Start Time	End Time	Organization	Remarks	Updated By	Update Time
<input type="checkbox"/>	Display1	2013-03-08 19:13	2013-06-14 19:13	System		sa	2013-03-08 19:13:54

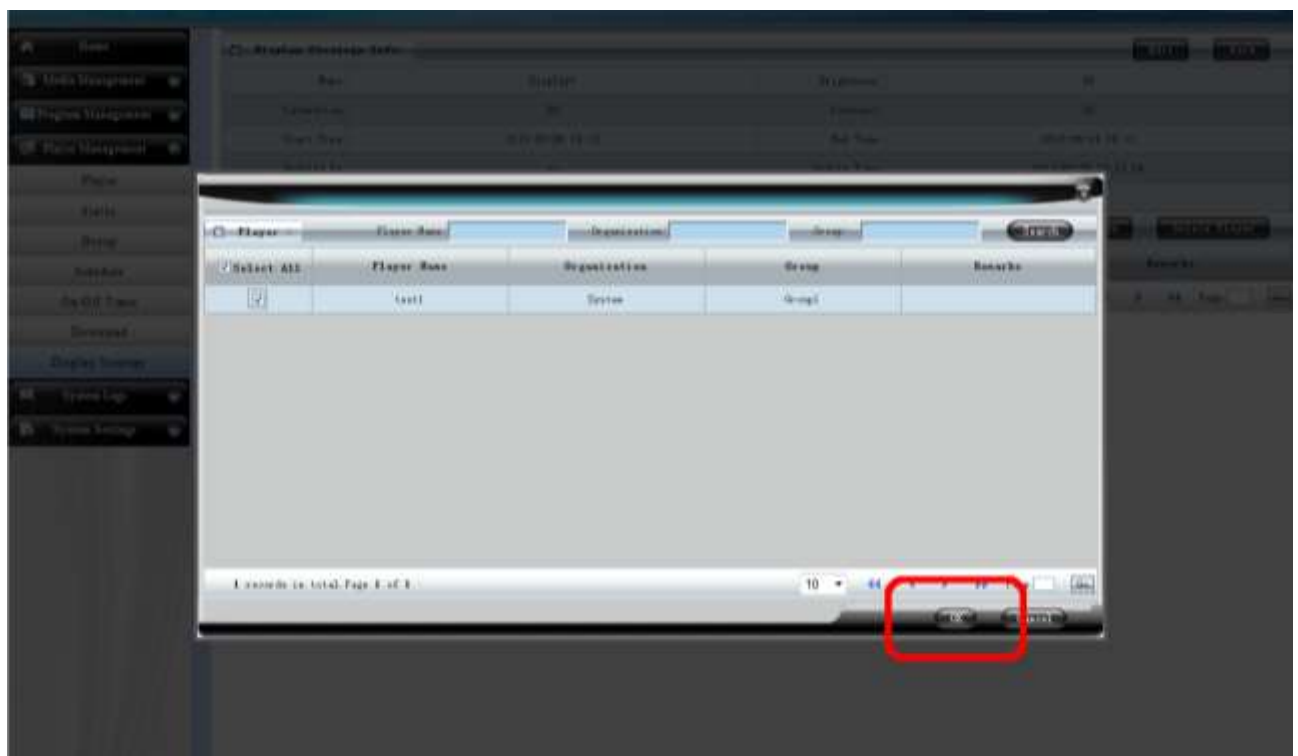
1 records Total Page 1 of 1

Page 10 of 10

You will now see an overview of this particular Display Strategy. To assign screens to it, click the “Add” button.



Now tick the checkboxes next to the screens you want to add to this Display Strategy, and then click “OK”.



You will now see a summary of your Display Strategy; this will show you the Display Settings, the time periods you have set, what screens are included and gives you the chance to add or remove screens.

The screenshot displays the 'DIGITAL SIGNAGE CMS' interface. On the left is a sidebar menu with options: Home, Media Management, Program Management, Player Management, Player, Status, Group, Schedule, On/Off Timer, Download, Display Strategy (highlighted), System Logs, and System Settings. The main content area is titled 'Display Strategy Info' and contains a table with the following data:

Field	Value
Page	Display
Brightness	40
Contrast	52
Start Time	2013-03-08 19:13
End Time	2013-06-14 19:13
Updated by	sa
Update Time	2013-03-08 19:13:54
Remarks	

Below this table is a section titled 'Implementing Players' with a table listing players:

Select All	Player Name	Organization	Group	Remarks
<input type="checkbox"/>	test1	System	Group1	

At the bottom of the 'Implementing Players' section, it states '1 records in total Page 1 of 1'. The interface also includes buttons for 'Message(s)', 'Password', 'Help', 'Edit', and 'Save'.

## 1.5 System Logs

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

### 1.5.1 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 accessing the “System Logs” section of the side menu. Next, click on “User Operations”.



You can also export this log as an .XLS spreadsheet file. You can do this by clicking the “Export” button.





## 1.5.2 Player Monitoring

This section makes it easy for you to monitor the activity of all of your screens. You can also keep a record of these logs by exporting the data into a spreadsheet.

Begin by accessing the “System Logs” section of the side menu. Next, click on “Player Monitoring”.

The screenshot shows the Digital Signage CMS interface. On the left is a sidebar menu with options: Home, Media Management, Program Management, Player Management, System Logs, User Operations, Player Monitoring (highlighted), and System Settings. The main area displays a log titled "Player Monitoring" with columns: Player, Organization, Event, and Time. The log contains several entries for a player named "test1" from the "System" organization, showing events like "Download instant display ends", "Download instant display starts", "End to download player download strategy", "Start to download player download strategy", "End to download player display strategy", "Start to download player display strategy", "Player scheduled download ends", "Player scheduled download starts", "Download schedule ends", and "Download schedule starts". At the bottom, it says "362 records in total, Page 8 of 39". An "Export" button is visible in the top right corner of the log area.

You can also export this log as an .XLS spreadsheet file. You can do this by clicking the “Export” button.

The screenshot shows the Digital Signage CMS interface with the "System Logs" section selected in the sidebar. The main area displays a log titled "System Logs" with columns: Event, Operation, Organization, IP, Time, and Status. The log contains several entries, including "Export Monitoring Log", "System Login", "System Logout", "Delete program", "Assign player to download strategy", "New player download strategy", "New Player Group", and "Display strategy applied to the player". The "Export" button in the top right corner of the log area is highlighted with a red rectangle.



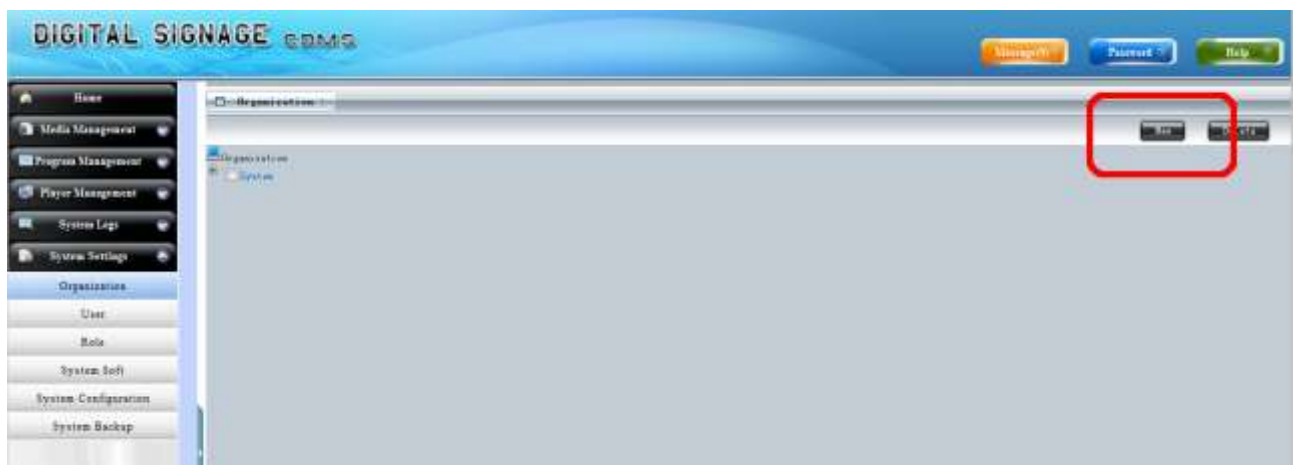
## 1.6 System Settings

The functions available in this section are mainly administrator tools, allowing you to effectively control your users and their roles. There are also system control tools allowing you to remotely update firmware and backup your system files should you need to.

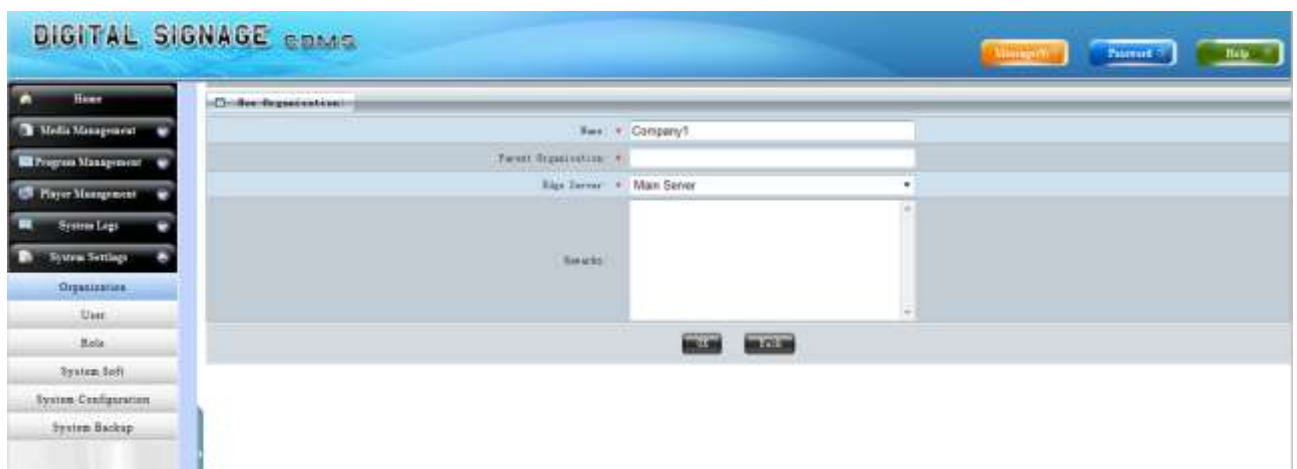
### 1.6.1 Organization

If you have a large number of users you may wish to create Organizations for them to be categorised under. You can create as many Organizations and Sub-organizations as you want to help organise your users.

Begin by accessing the “System Settings” section of the side menu. Next, click on “Organization”. Then click “New”.



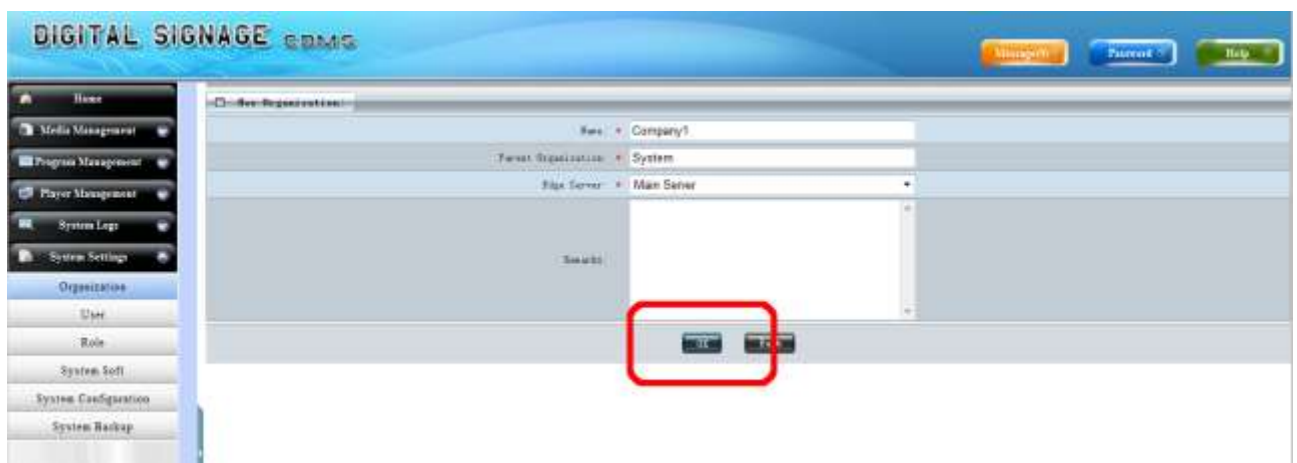
Give your Organization a name.



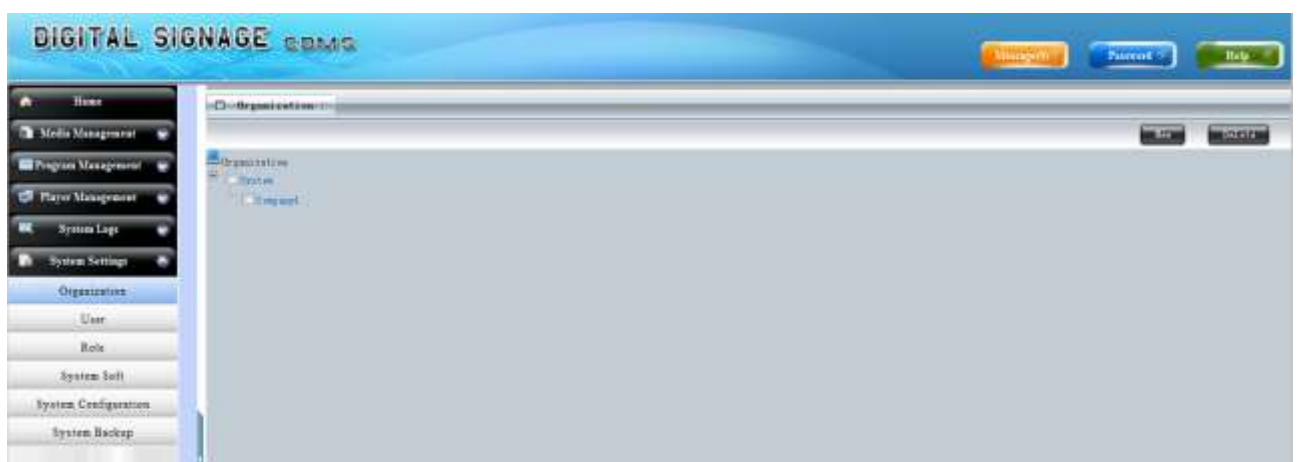
When you then click on the “Parent Organization” field a box will appear with a tree of your Organizations. If this is the first one you have created then tick the “System” checkbox however if you wish to create a Sub-organization then tick the checkbox of that Organization. Then click “OK”.



Now click “OK”.



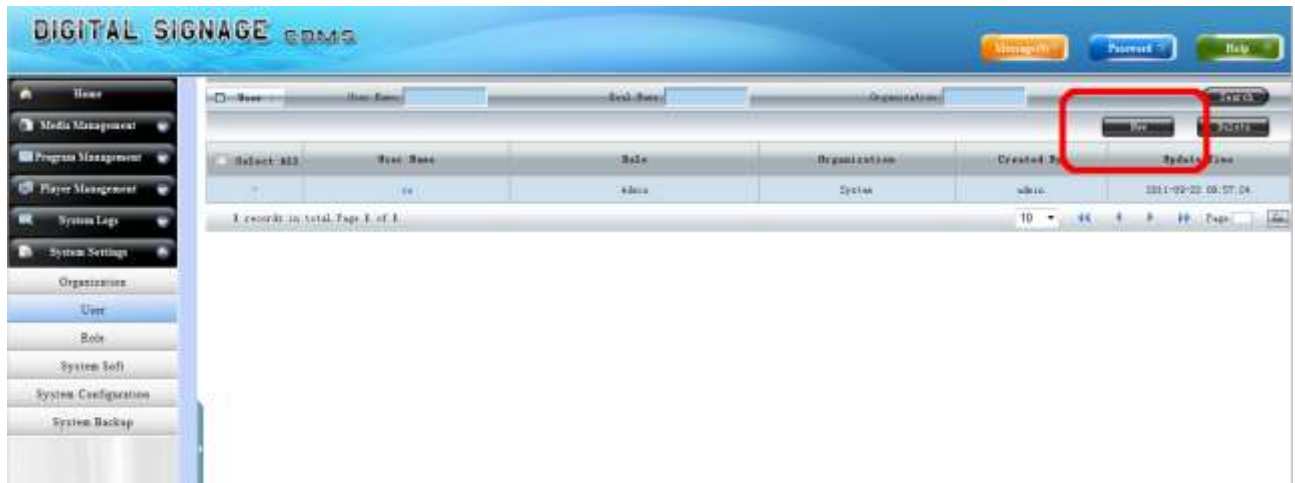
You will now see a list of your Organizations.



## 1.6.2 User

Here you can create new user accounts so as you can assign users different Roles.

Begin by accessing the “System Settings” section of the side menu. Next, click on “User”. Then click “New”.

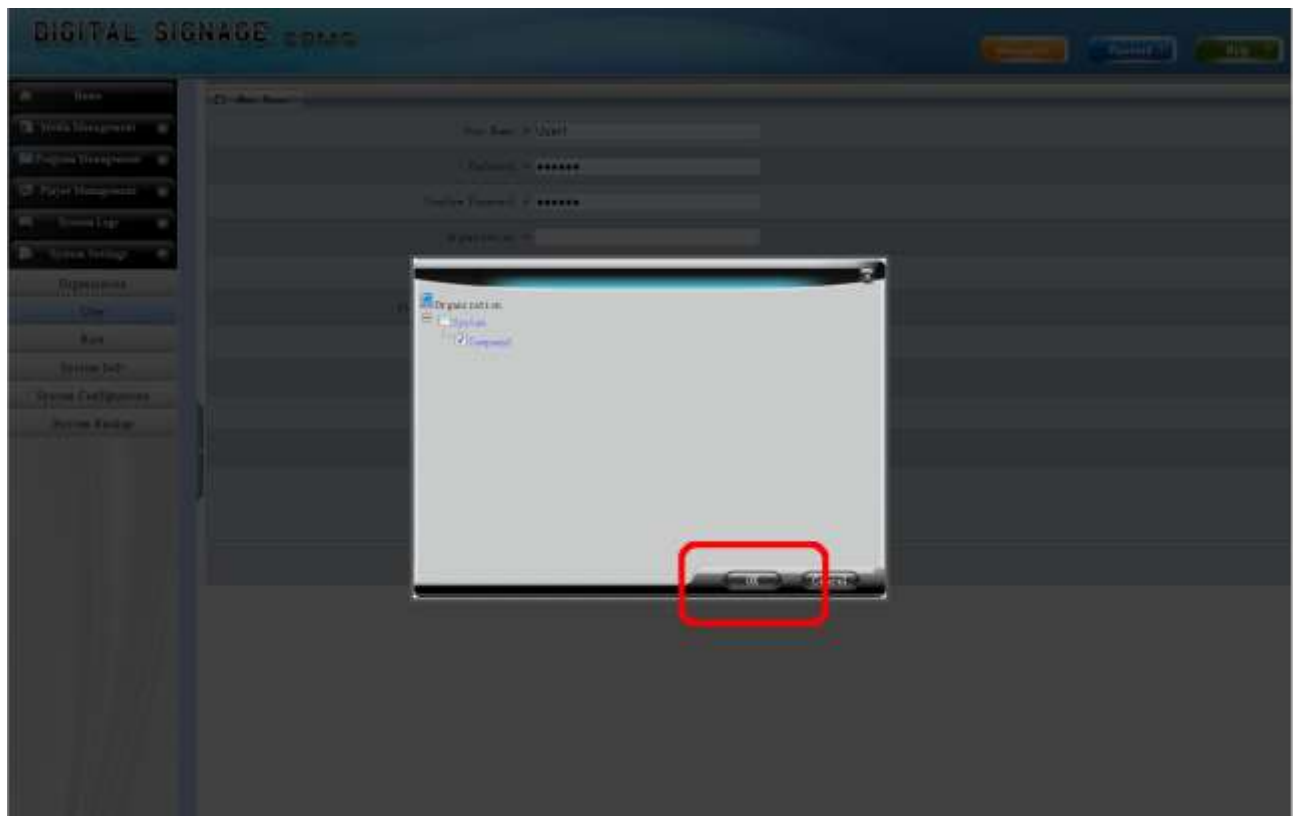


You are now creating a new User account. Begin by assigning a User Name and Password.



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

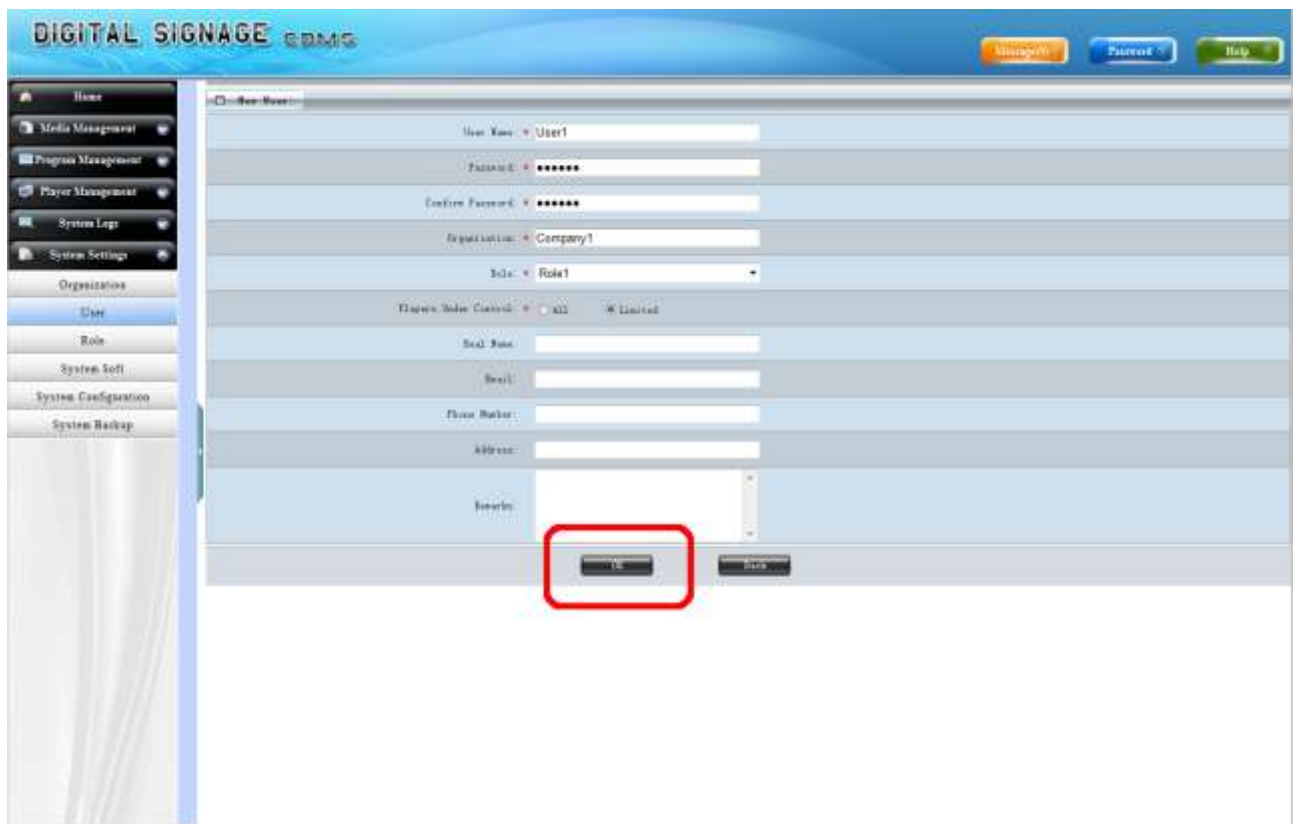
When you click on the Organization field you will have to select one from the tree of Organization that you have created.



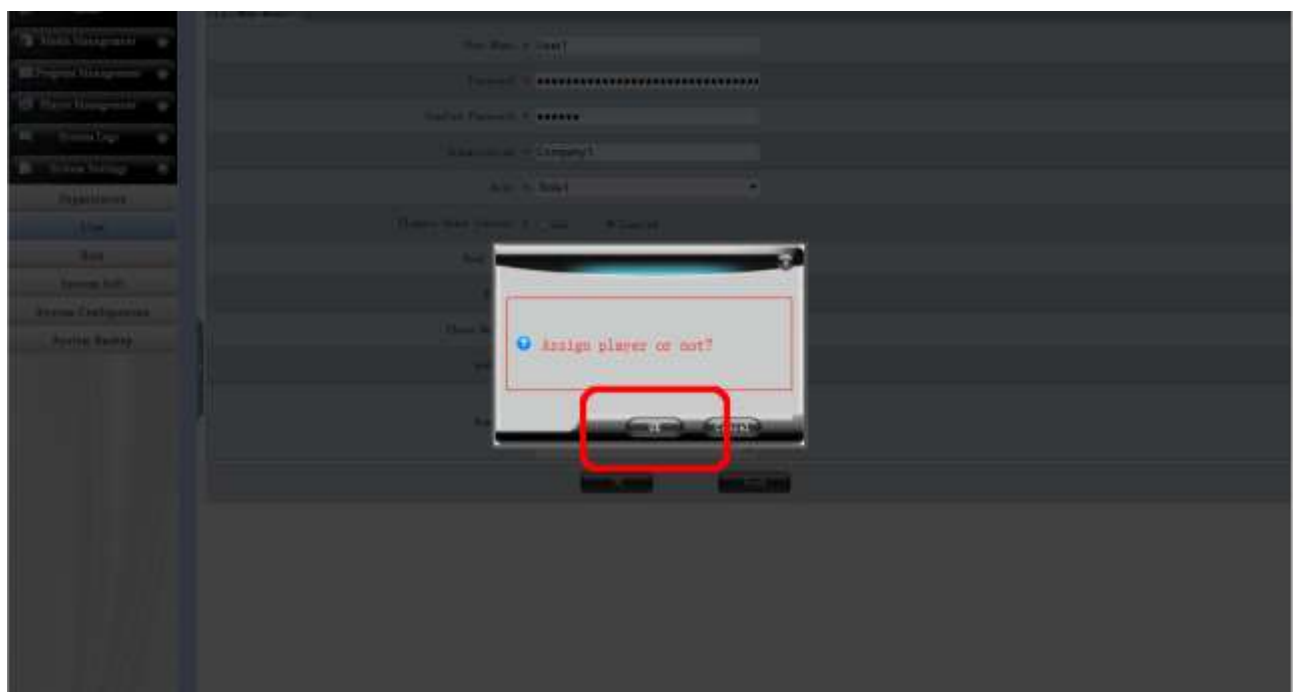
Next, select a Role. If you have not set up any Roles, please see section 2.6.3 Roles.



Finally you must select which screens the User has control over. If you want this account to have control over all screens then select “All”, however if you want to limit their control to a restricted number of screens select “Limited”. Then click “OK”.



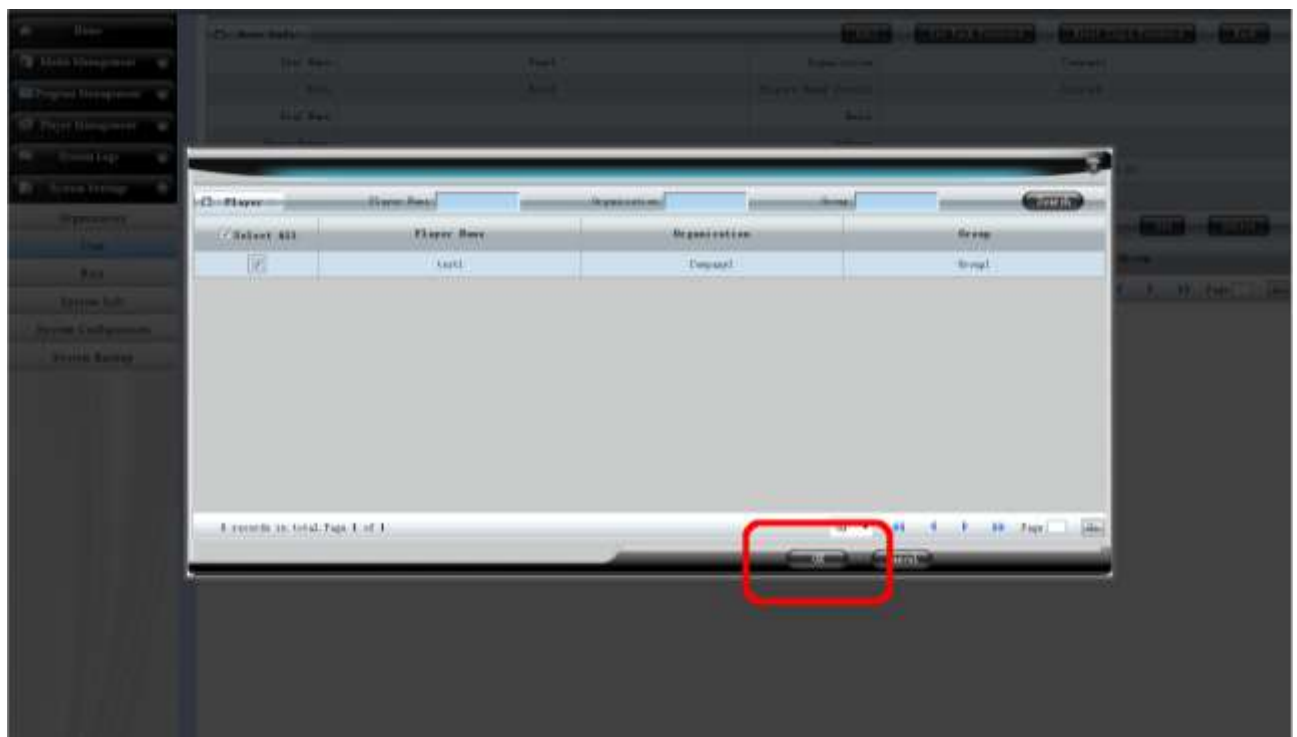
If you have selected the User account to have “Limited” screen control, you will see the following message, click “OK”.



To assign screens to this User click the “Add” button.



Now tick the checkboxes next to the screens you want this User to have control over, and then click “OK”.



You will now see a summary of your User account; this will show you what screens they have control over, what Role they have and gives you the chance to add or remove screens.

The screenshot displays the 'DIGITAL SIGNAGE CMS' interface. On the left is a sidebar menu with options: Home, Media Management, Program Management, Player Management, System Logs, System Settings, Organizations, User (selected), Role, System Soft, System Configuration, and System Backup. The main content area is titled 'User Info' and includes buttons for 'Edit', 'Get Full History', 'Reset Login Password', and 'Back'. It contains a table with user details:

User Name	Yash	Organization	Company
Role	Editor	Player User Control	Control
Email Name		Email	
Phone Number		Address	
Updated by	ya	Update Time	2023-02-27 17:56:20
Status			

Below this is the 'Player User Control' section with buttons 'Add' and 'Delete'. It includes a 'Select All' checkbox and a table with columns 'Player Name', 'Organization', and 'Group':

<input type="checkbox"/>	Yash	Company	Group
<input type="checkbox"/>			Group

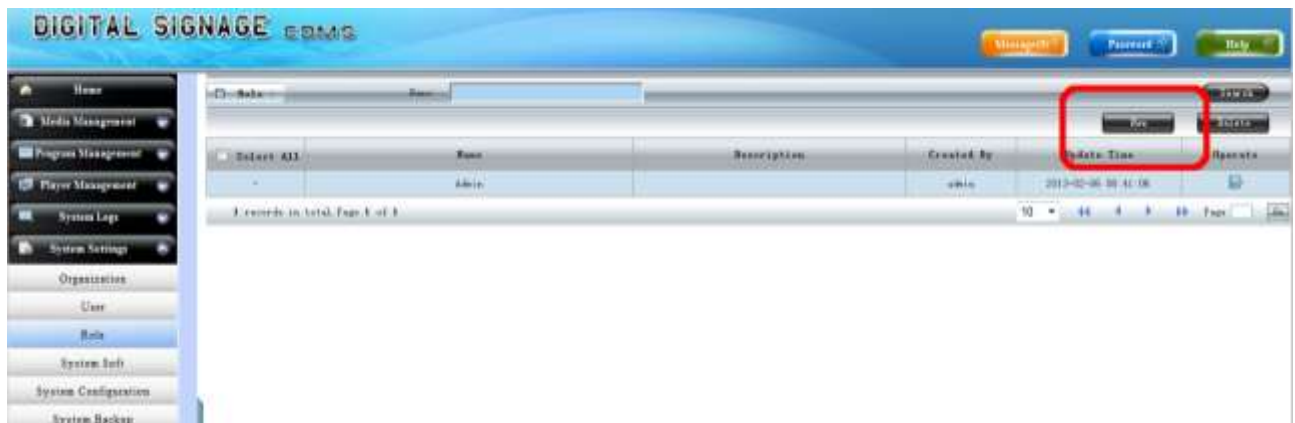
At the bottom, it states '1 records in total. Page 1 of 1' and includes pagination controls for 10 items per page.



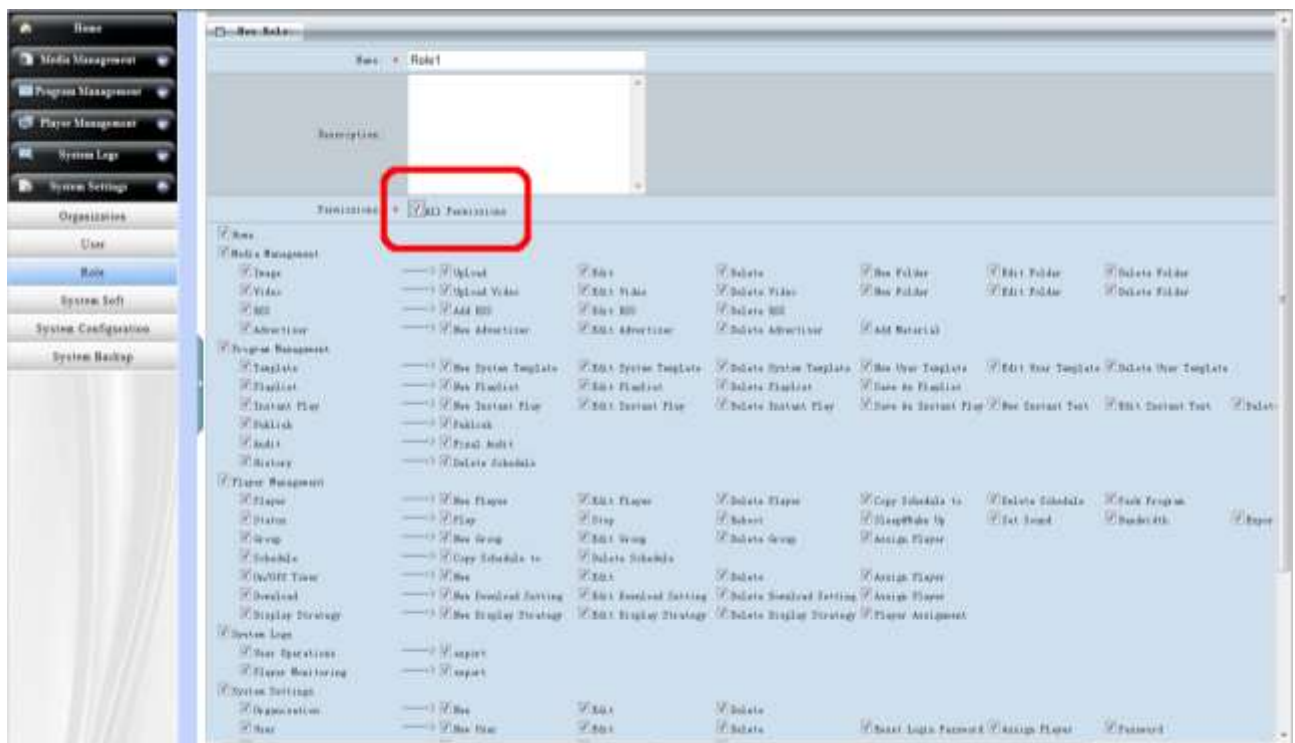
## 1.6.3 Role

This is where you set up your User's permissions. Once you have created a Role you can then assign it to a User's account.

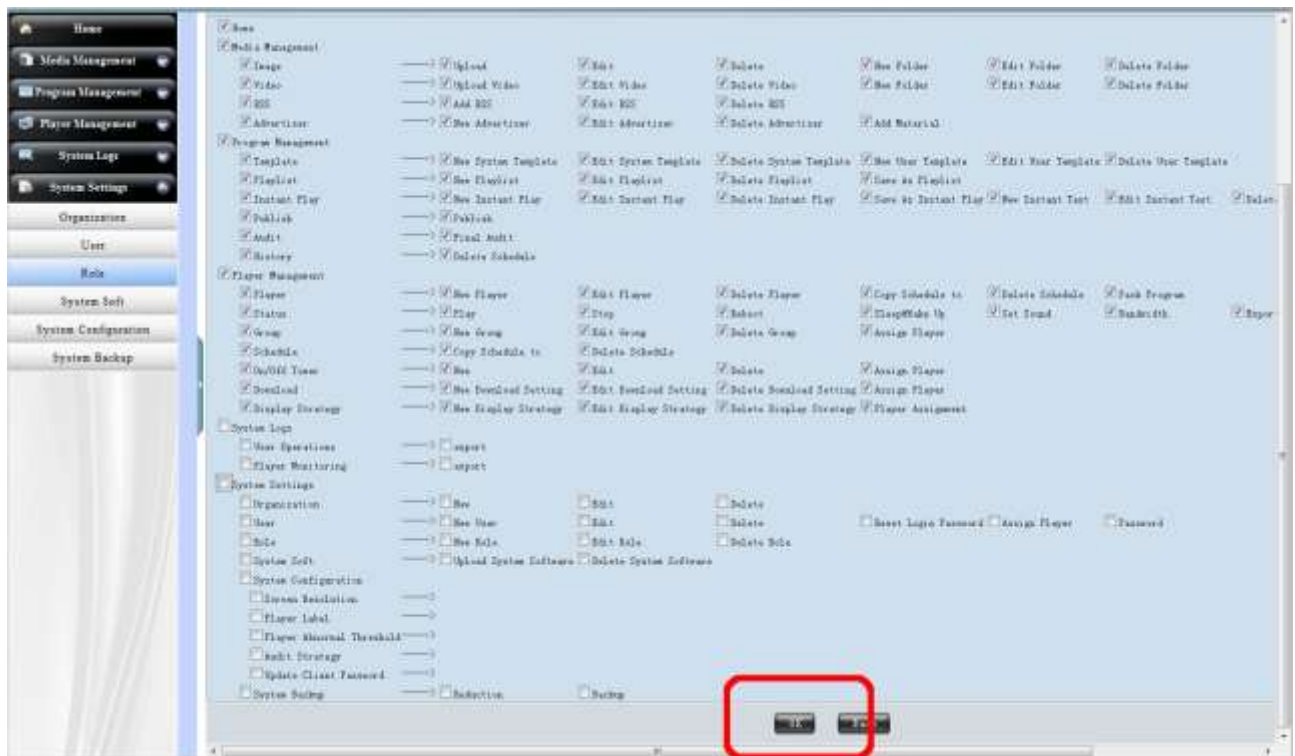
Begin by accessing the "System Settings" section of the side menu. Next, click on "Role". Then click "New".



Next, 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.



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



You will now see a list of your Roles.



## **1.6.4 System Soft**

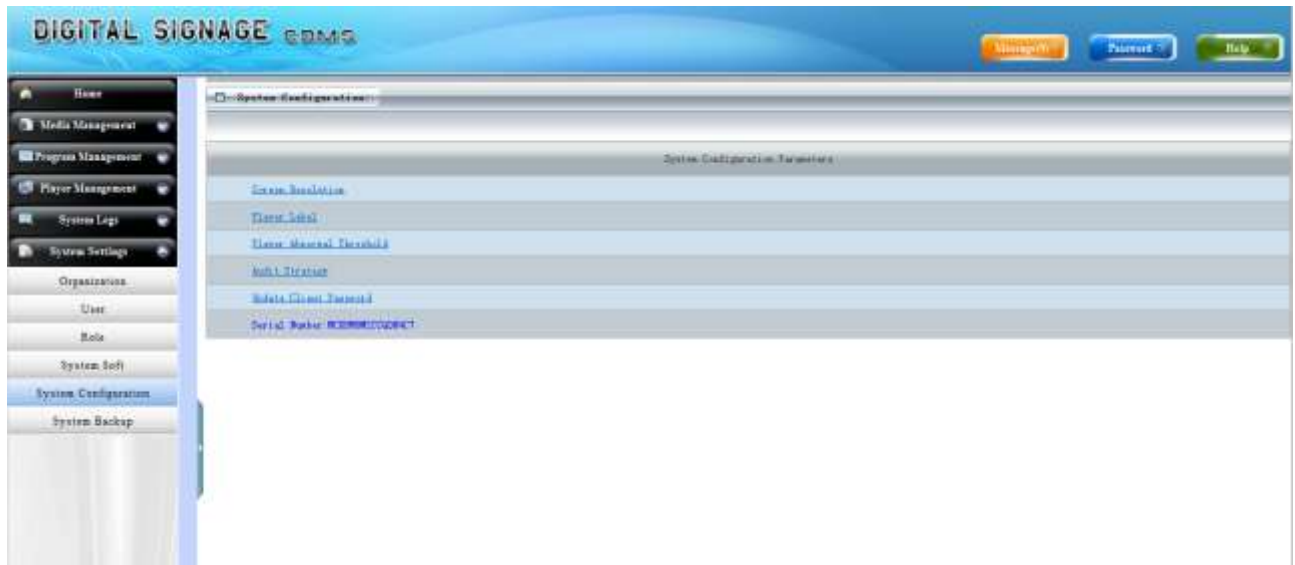
Here you can remotely update your screens' firmware. Should your system need an update, your supplier will send you a firmware update along with instruction on how to operate this function.

Note: Please do not attempt to operate this section of your CMS without direct instructions from your supplier.

## 1.6.5 System Configuration

Here you can control a few miscellaneous features of the CMS.

Begin by accessing the “System Settings” section of the side menu. Next, click on “System Configuration”. You will see a list of headings.



### Screen Resolution

This is a list of all of the screen resolutions that the system supports



## Player Label

This section may be useful if you need to add any additional information to your Players. For example you may wish to make a note of the location of each of your screens. Begin by clicking on the “Player Label” heading. Then give your label a name and be sure to tick the “Operate” checkbox alongside your label.



Next, go back to the Players section, do this by accessing the “Player Management” section of the side menu. Next, click on “Player”. Once you have accessed this section click on the Player’s name.



Then click “Edit”.



You will now see a new label and field to fill out. Once you have done this click “OK”.



### **Player Abnormal Threshold**

This section of the CMS is currently redundant. Please refrain from changing any of these settings.

### **Audit Strategy**

This section of the CMS is currently redundant. Please refrain from changing any of these settings.

### **Update Client Password**

This section of the CMS is currently redundant. Please refrain from changing any of these settings.



## 1.6.6 System Backup

If you want to backup your system files at any time you can do so. You can then restore your system files and settings from a list of previously backed up version. We recommend that you only use this feature if it is absolutely necessary.

Begin by accessing the “System Settings” section of the side menu. Next, click on “System Backup”. To backup your system files and settings click “Backup”.



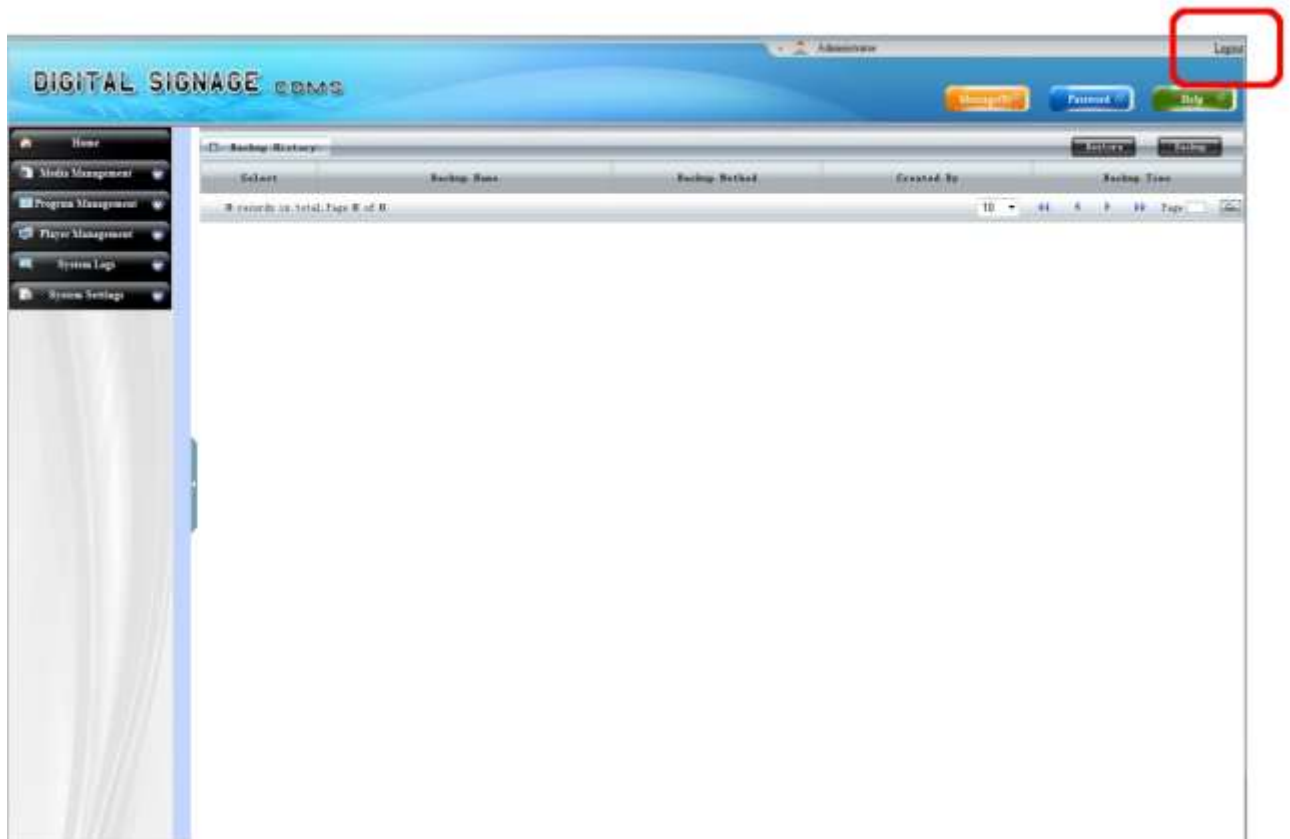
Note: Please wait until your CMS has finished backing up your files before attempting to do anything else (this may take a few minutes depending on the size of your network).

Once the CMS has finished backing up all of your files you will see a list of your Backup logs. To restore a previous version tick the checkbox next to it then click “Restore”.



## 1.7 Logging Out

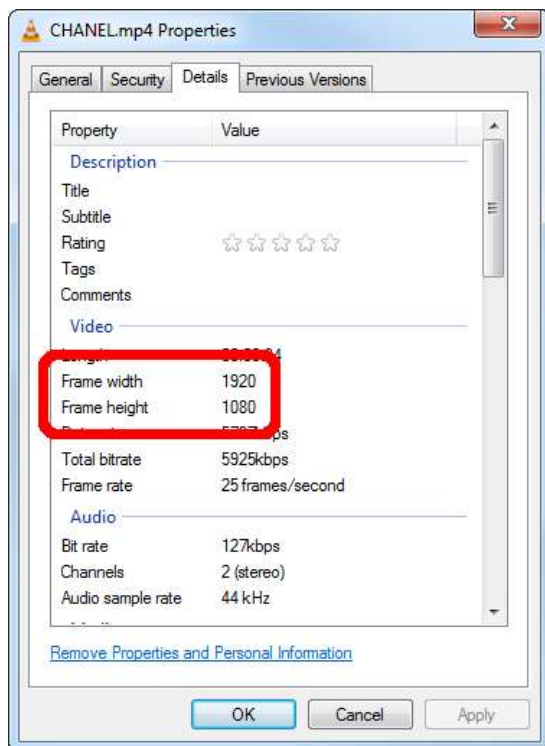
To log out of the CMS is very simple. Click “Logout”, which is located on the top right hand corner of your CMS interface.



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

### 2.1 My video/images are squashed or distorted on my screen or have back borders

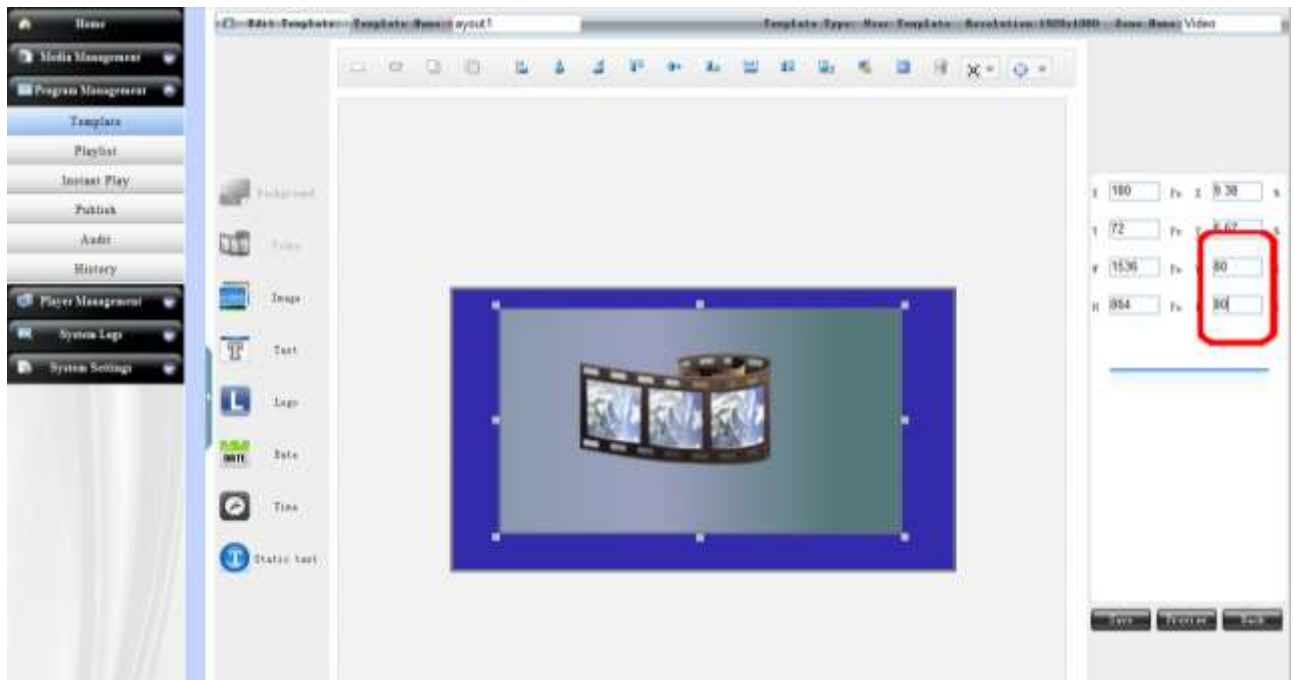
The most likely reason for this is that the video or image file's aspect ratio does not match that of the media zone that it is in. Start by checking the dimensions of your video or image file. You can do this by right-clicking on the file and selecting "Properties". Then highlight the "Details" tab,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



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.



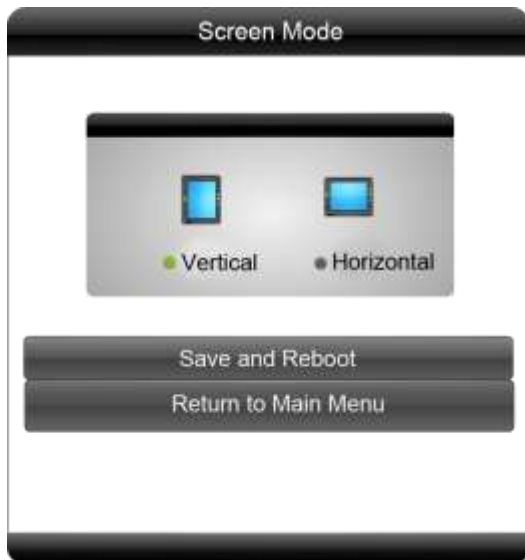
As shown above, the video zone has been resized, both vertically and horizontally, to 80% of the total layout.

## 2.2 Why 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 screen. If your blue "Home" screen is displaying in Landscape orientation it is in Horizontal mode, if it is displaying in Portrait orientation your screen has been set to Vertical mode. If it is displaying in the incorrect orientation you can change it from the Main Menu.

If your screen 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 screen. Do so by using the left or right button on your remote then highlight "Save and Reboot" and press "Play" on your remote.



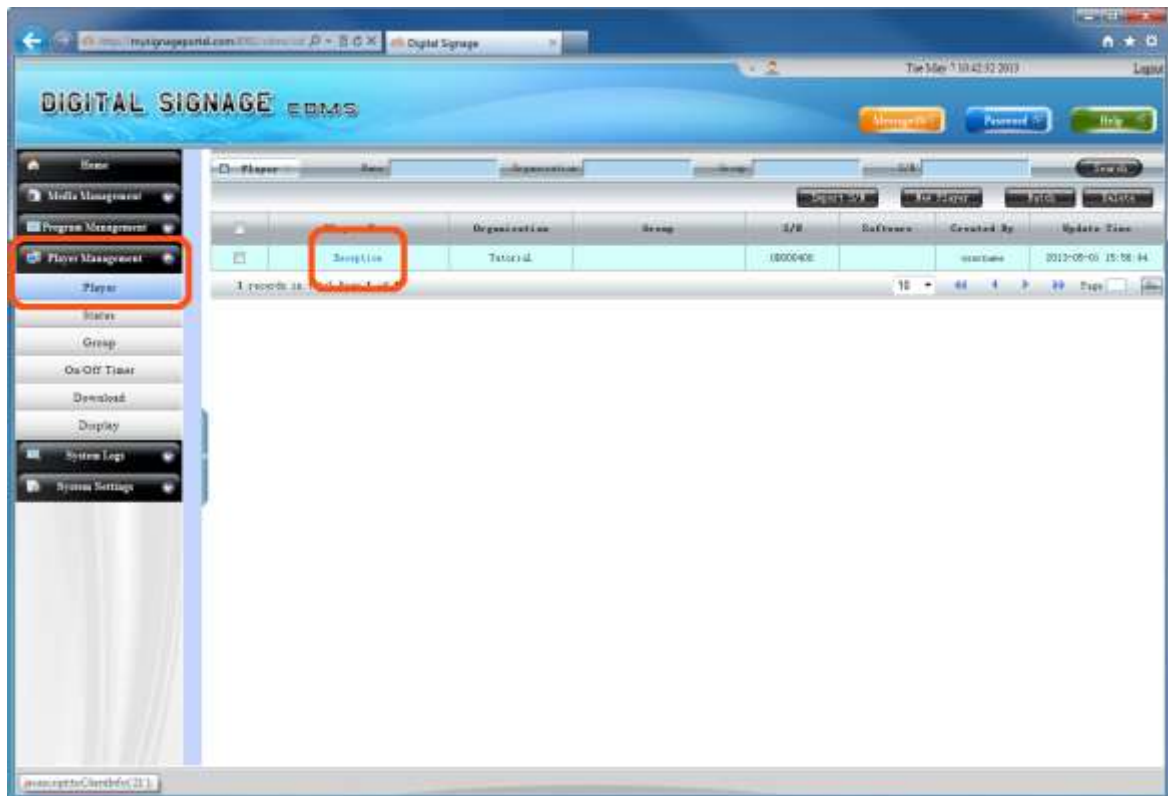
Your screen will now restart and when the "Home" screen loads, should be in the correct orientation.

Now you must ensure that the template you use for this screen correlates with the orientation of the screen. 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.

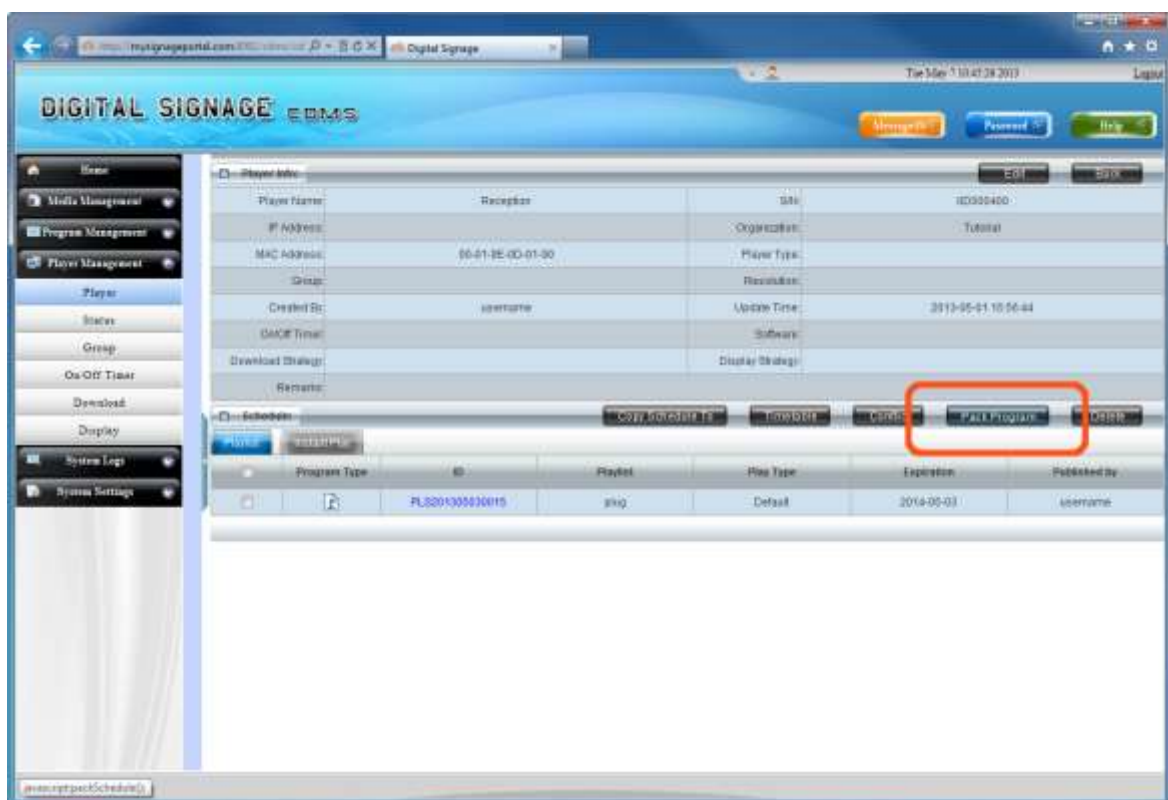
## **2.3 How do I update my screen if it is not connected to the internet? (Plug and play method)**

If your screen 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 access the Player Management section of the side menu and click on Player. Next, click on the player that you have sent the playlist to.

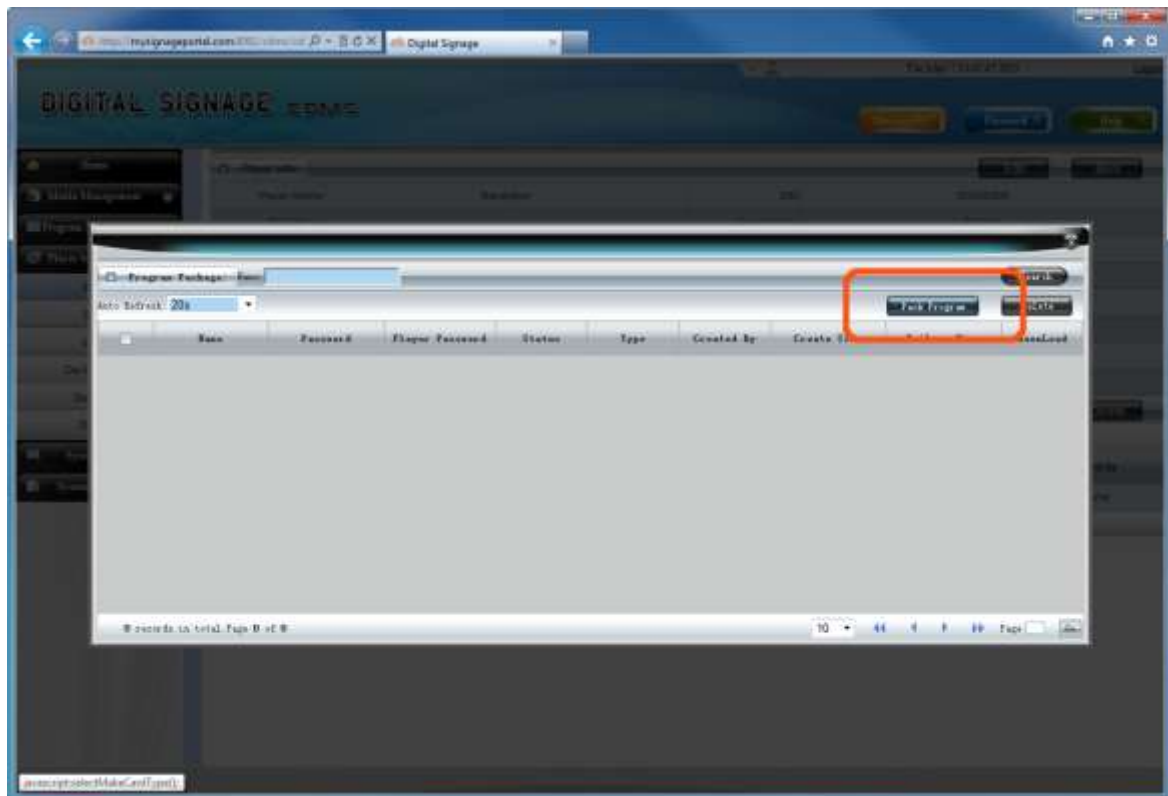


On the Player Info screen click the Pack Program button.

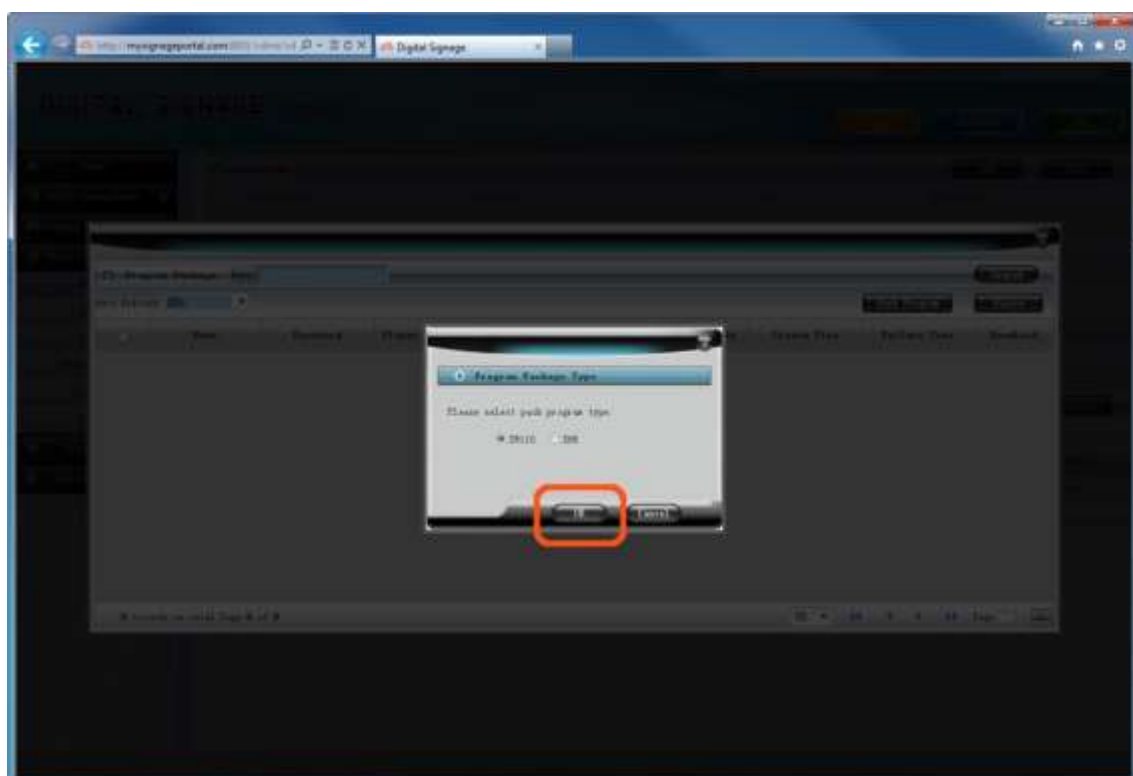


This will bring up a light box, click the Pack Program button again.

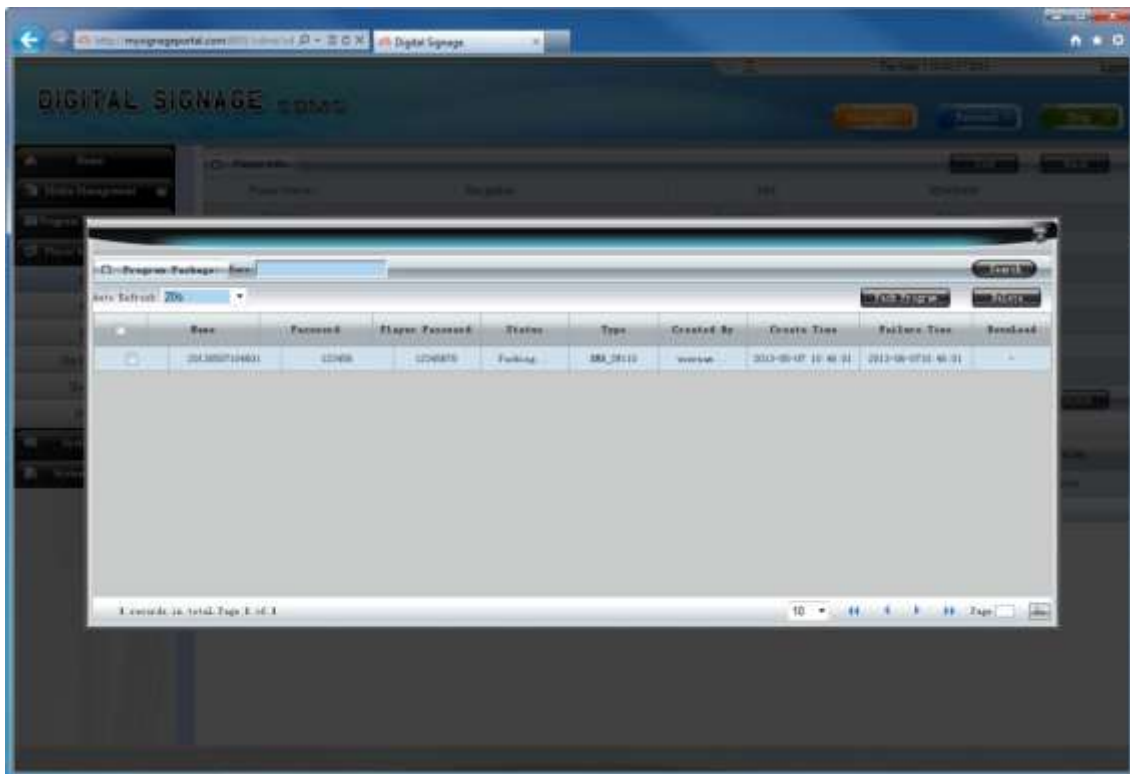




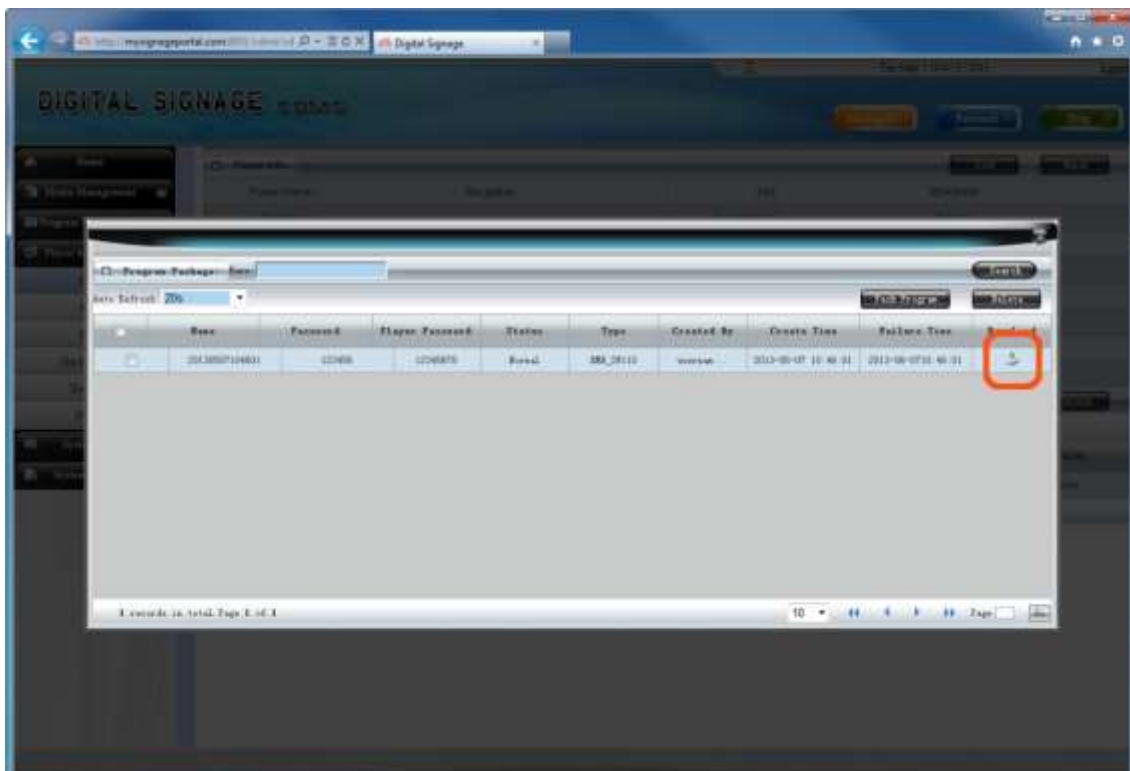
Then make sure the SW110 option is selected and click OK.



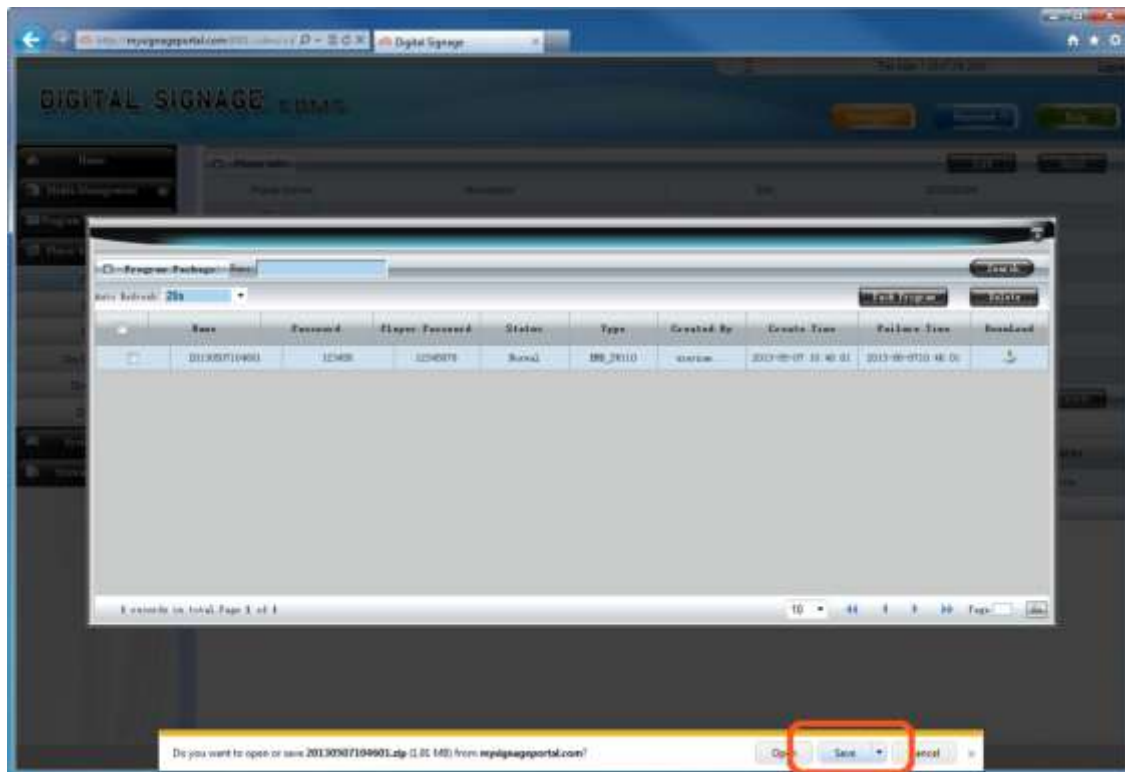
You may have to wait a few minutes for the data to compress into a downloadable file, during this time the status should say "Packing...".



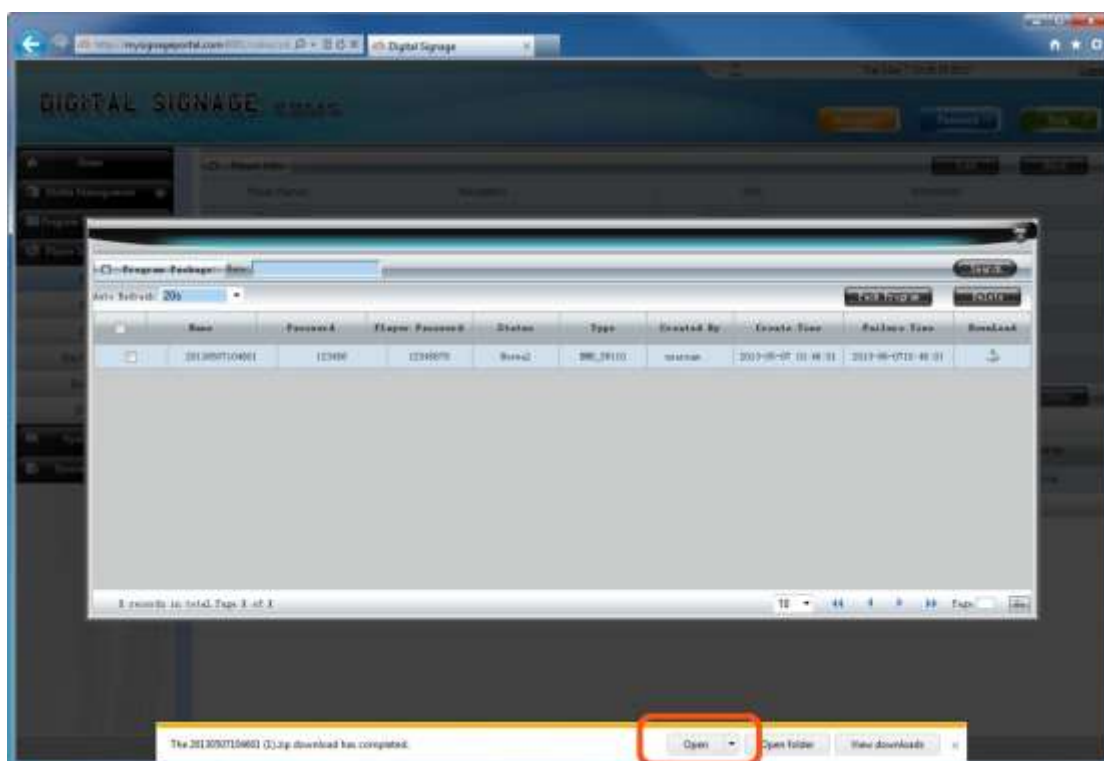
Once this has finished click the Download icon on the far right.



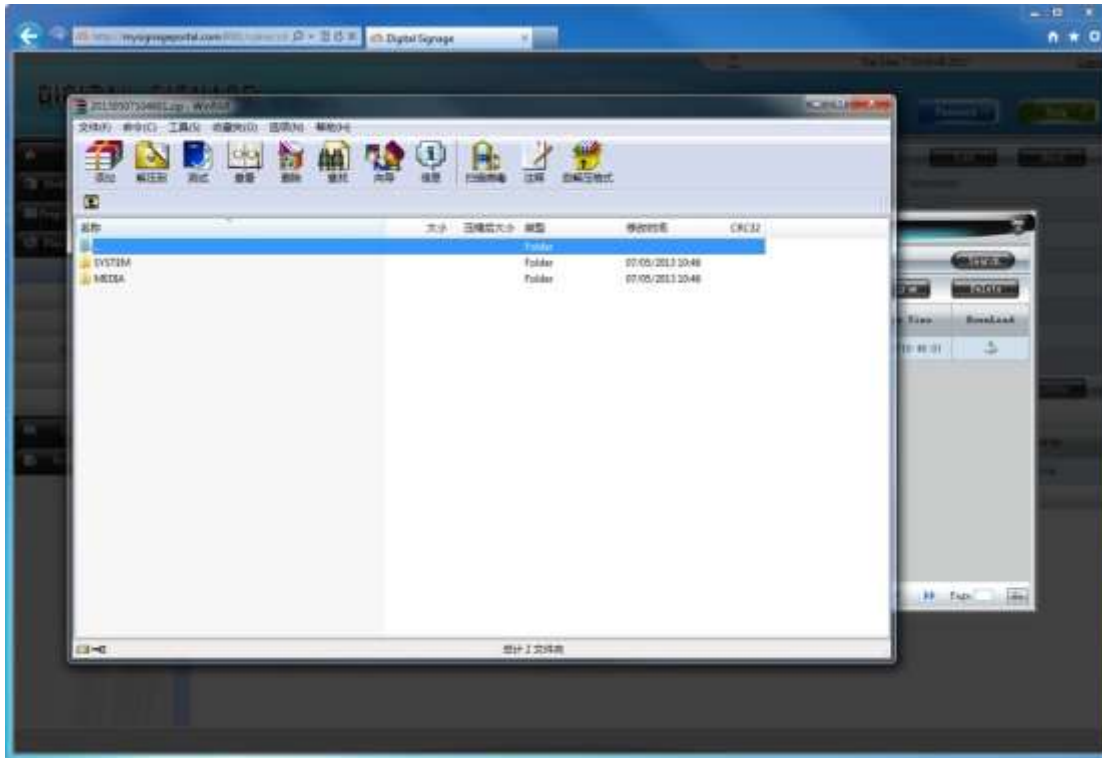
Your Internet Explorer will now ask you if you want to open or save the file, click Save.



Once this has finished click Open. At this stage you may be asked for a password, this should be 123456.



Open the folder inside the zip folder, there should be two more folders called "SYSTEM" and "MEDIA".



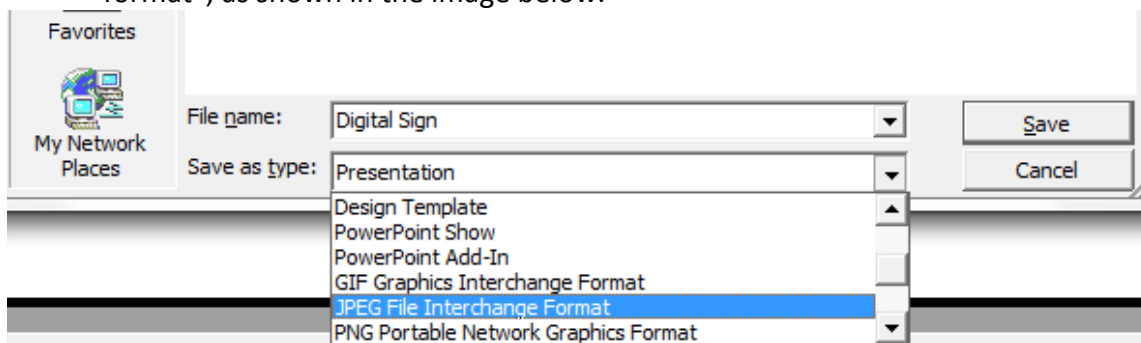
Copy these two folders onto a blank USB stick, and then plug it into your screen. Allow the data to transfer to your screen and follow the on-screen prompts before removing the USB stick.

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

### 2.4.1 Option 1 (for plain slides with no animation):

You can save the PowerPoint presentation as a JPEG File Interchange Format (.JPG). Microsoft PowerPoint software allows the user to do this

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.



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)**

## **2.4.2 Options 2 (for presentations with animation):**

You can convert the PowerPoint presentation to a MPEG video clip. For the best display quality you should use the MPEG2 format which gives the best display quality. We suggest that you use the following software:

Software Name: Wondershare PPT2DVD

Web link: <http://www.ppt-to-dvd.com/ppt2dvd/overview.html> :

Select Video Format: PowerPoint to MPEG2 Video Settings:

- TV Standard: NTSC (29.97fps);
- Standard: Standard DVD;
- Aspect Ratio: 16:9 (widescreen);
- Encode Size: Width 720, Height 480.

## **2.5 Video Format Conversion**

If you have video files in a format that is not supported you will need to convert them (please see section 2.2.5 for Supported Media Files). There are two possible tools for converting video and are as follows.

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

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

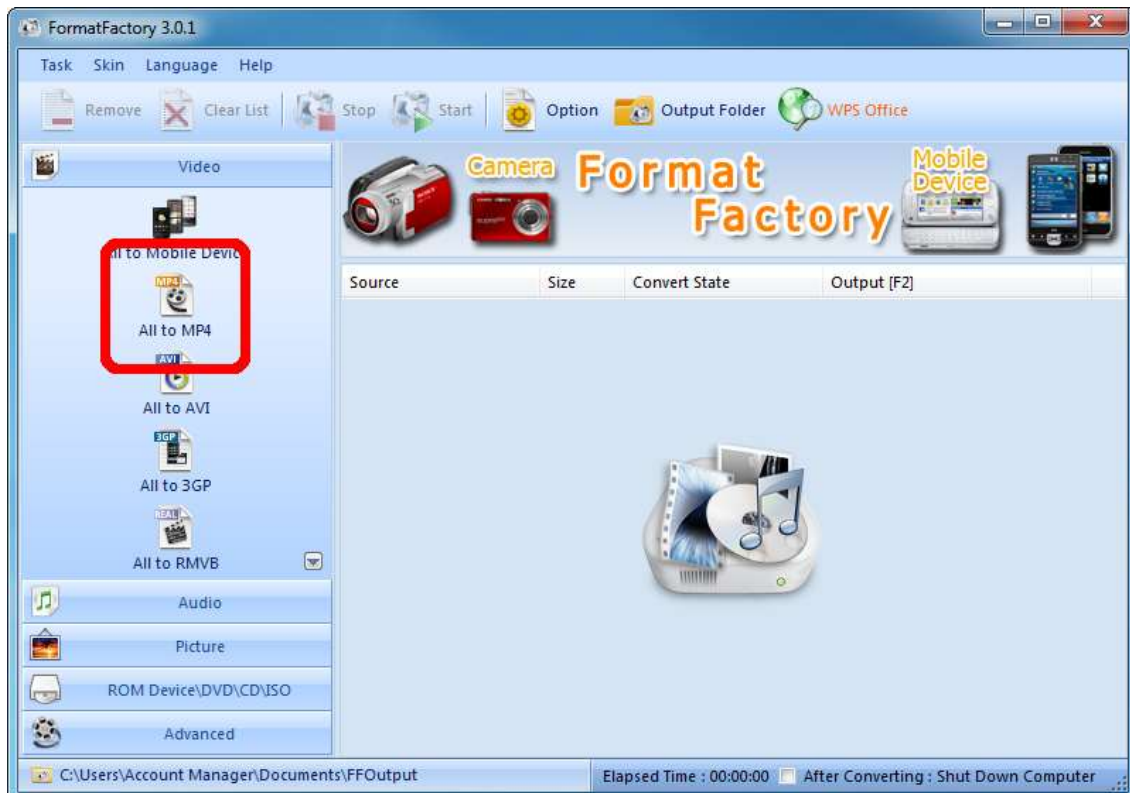
1. Download a free video convertor for Windows called Format Factory which can be found here:

<http://www.formatoz.com/>

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

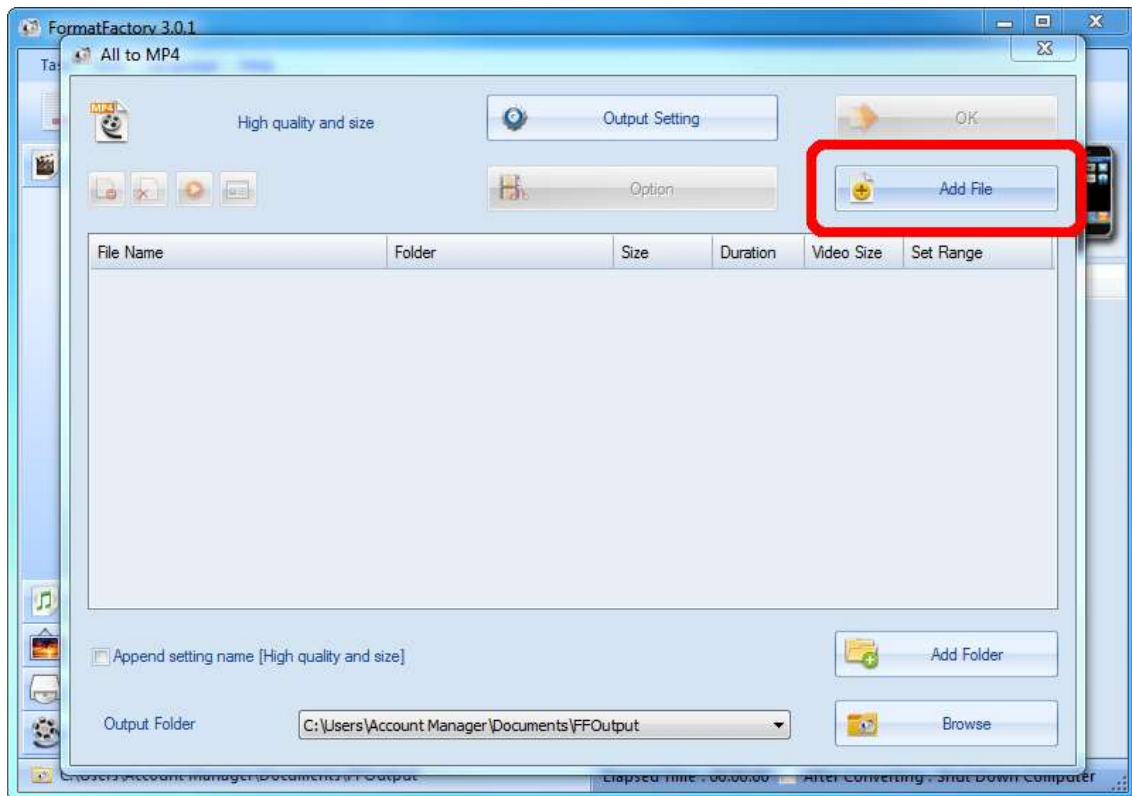


3. Next, access the "Video" section of the side menu then click on "All to MP4".

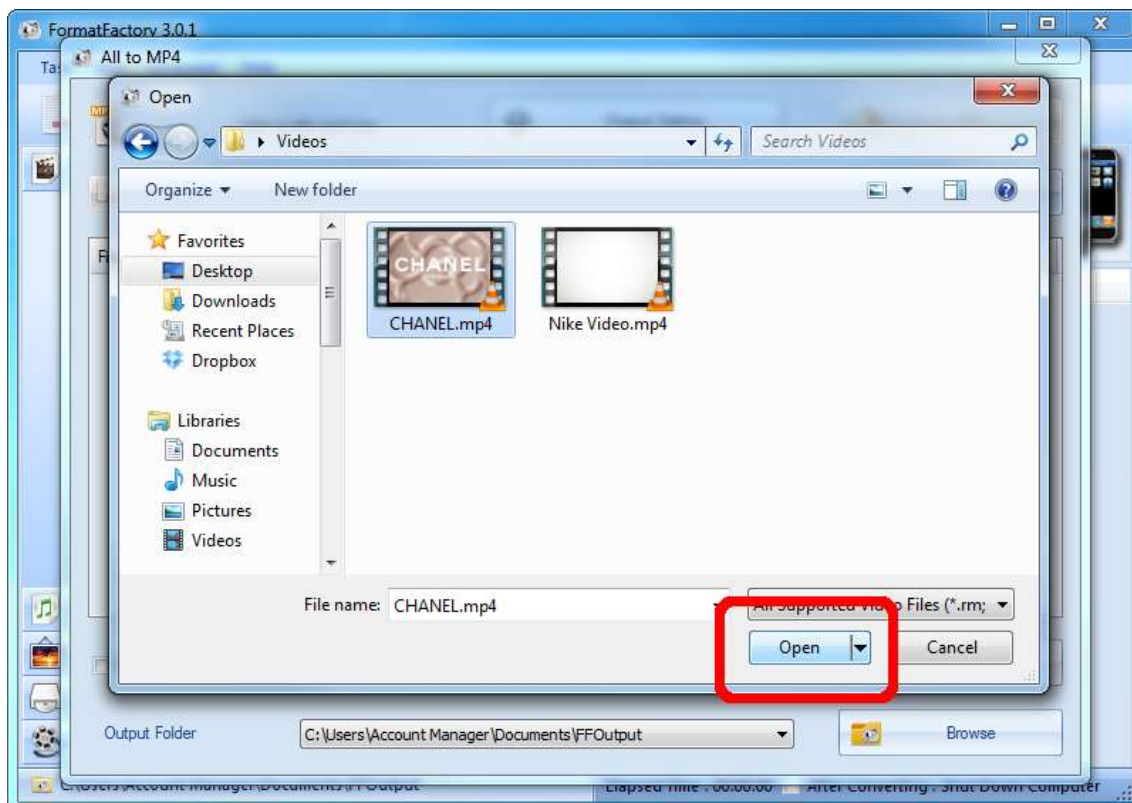


4. Now click "Add File"



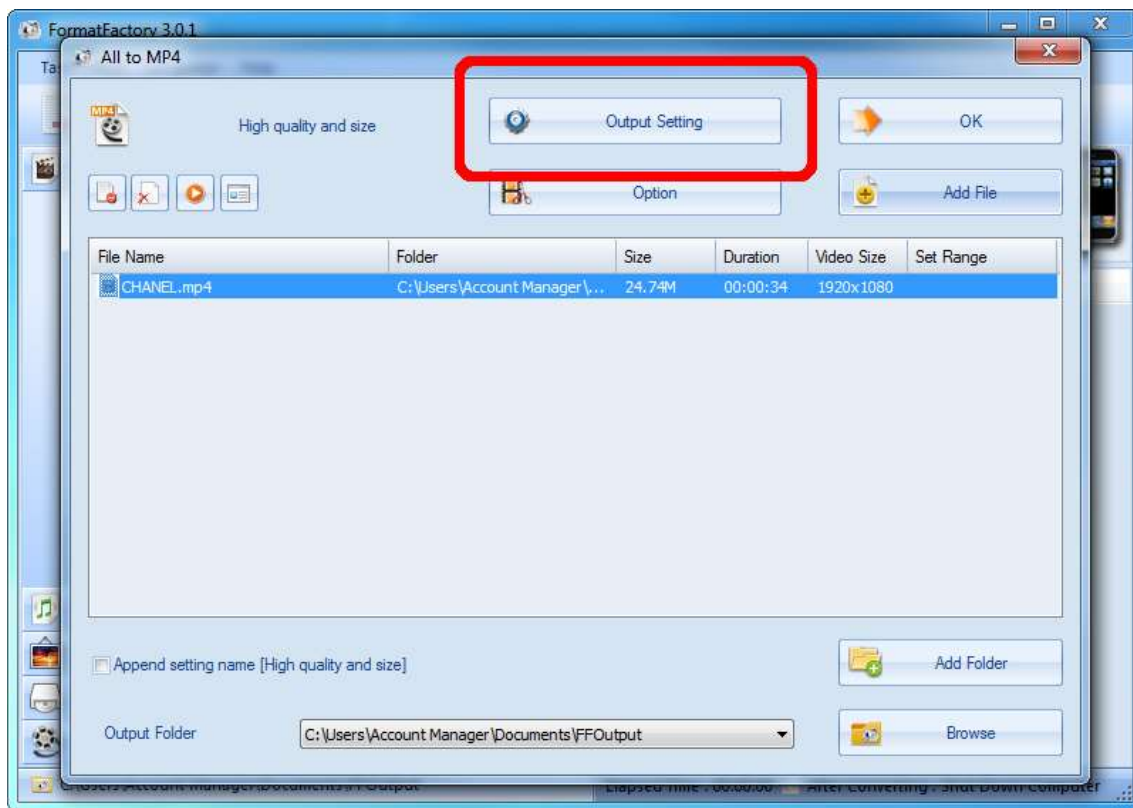


5. Next, locate and select the video files you wish to convert and click “Open”.

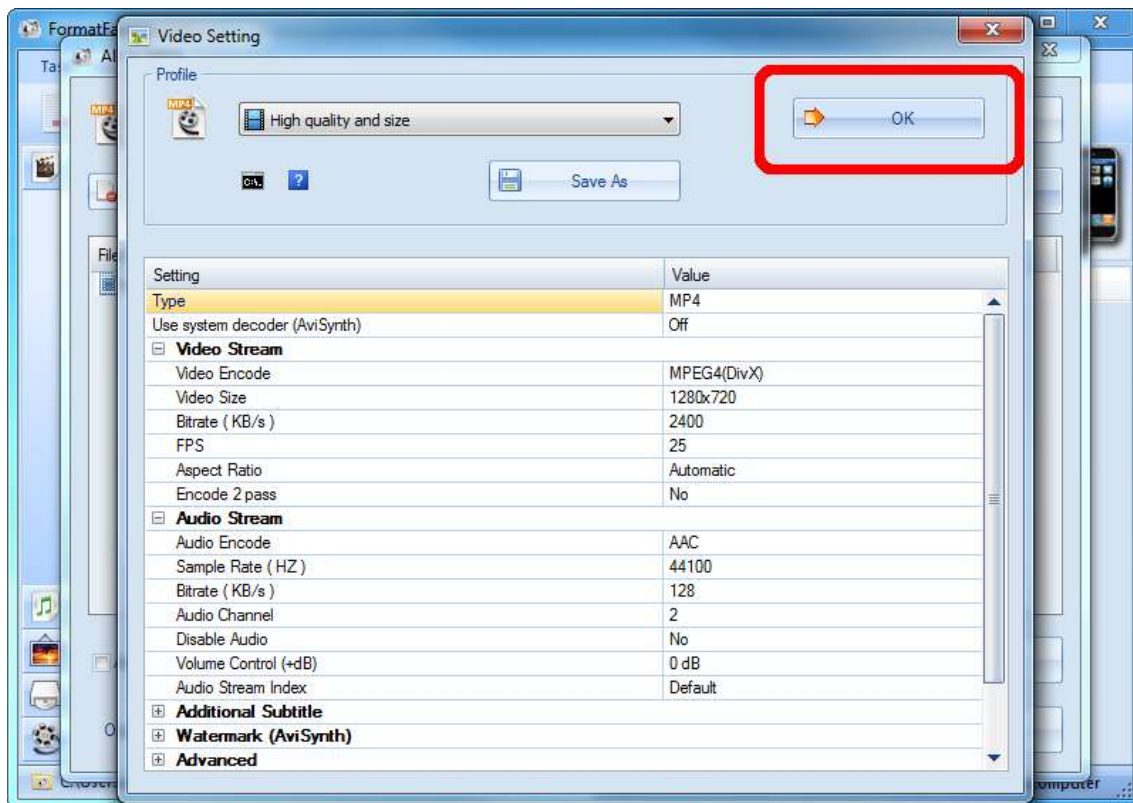




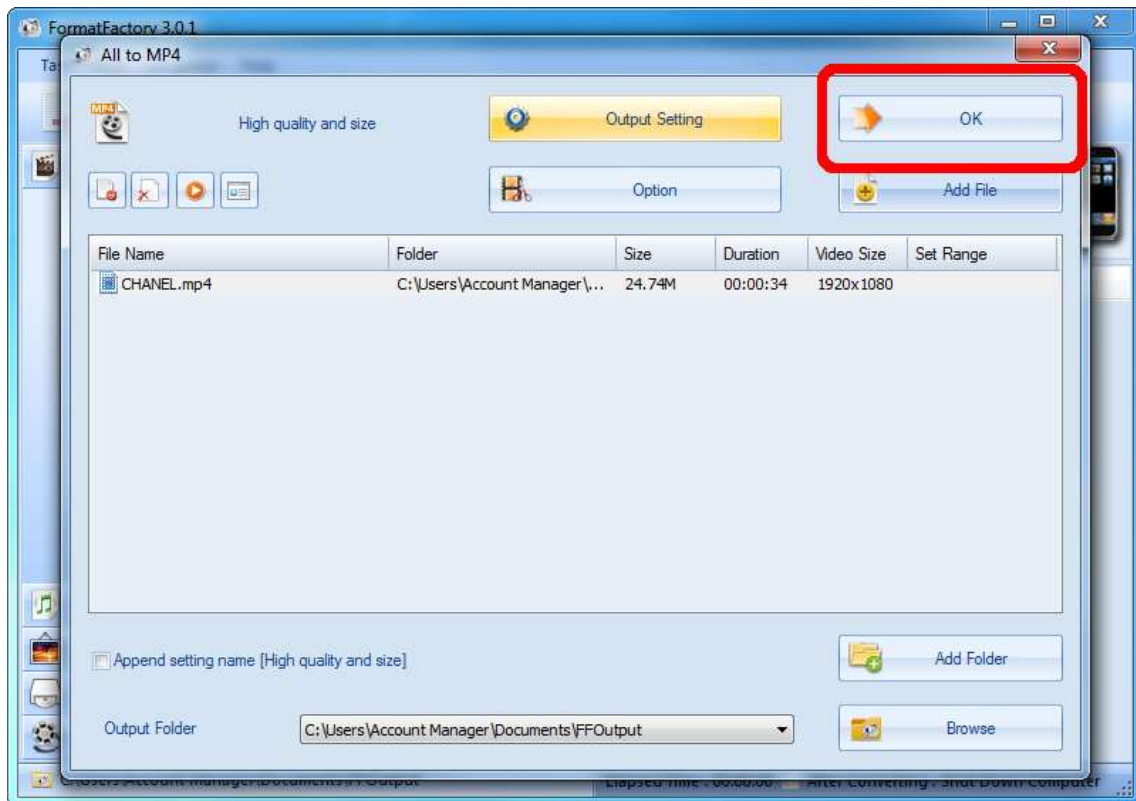
Now click “Output Setting”.



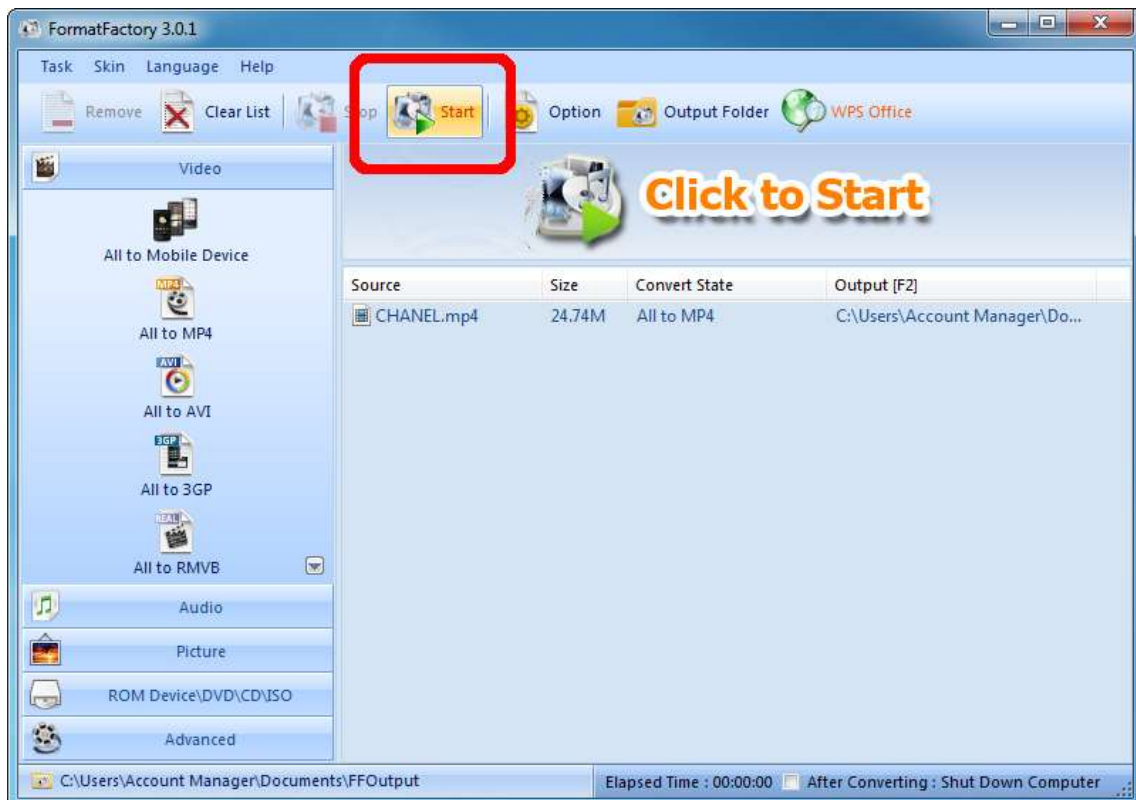
6. Set your “Video Settings” to the following values, then click “OK”:



7. Click “OK”.



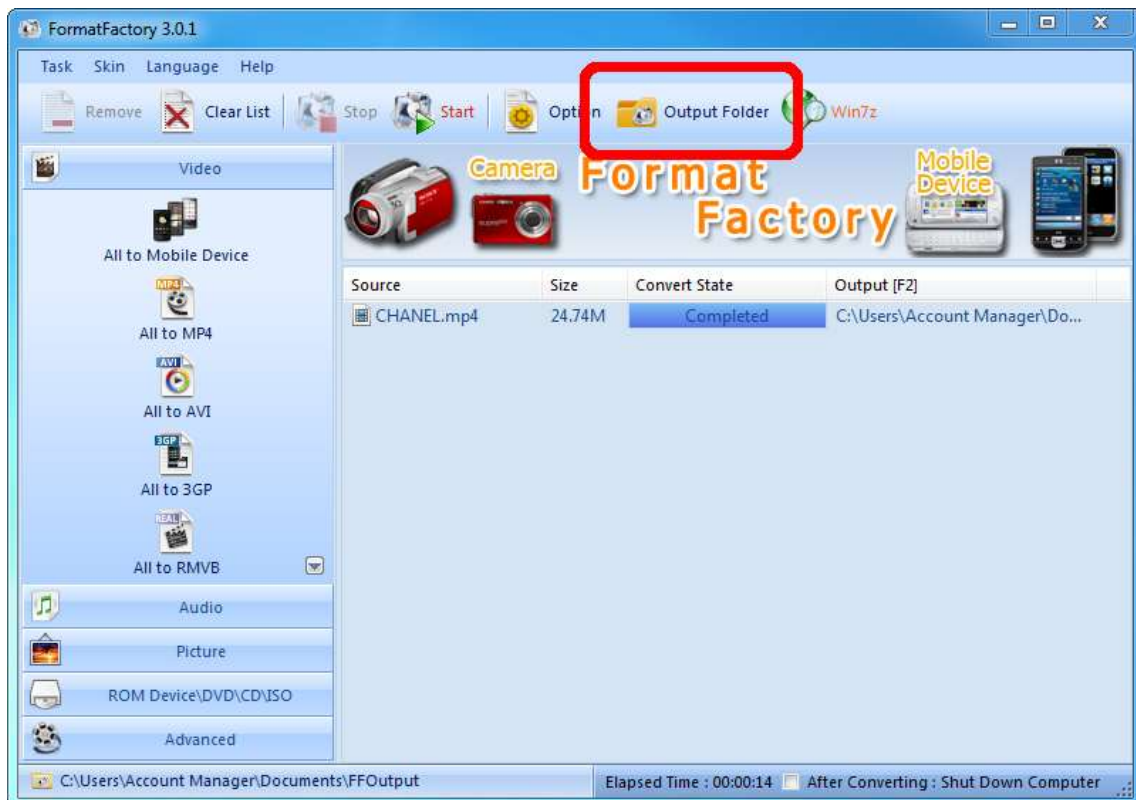
8. Click "Start".



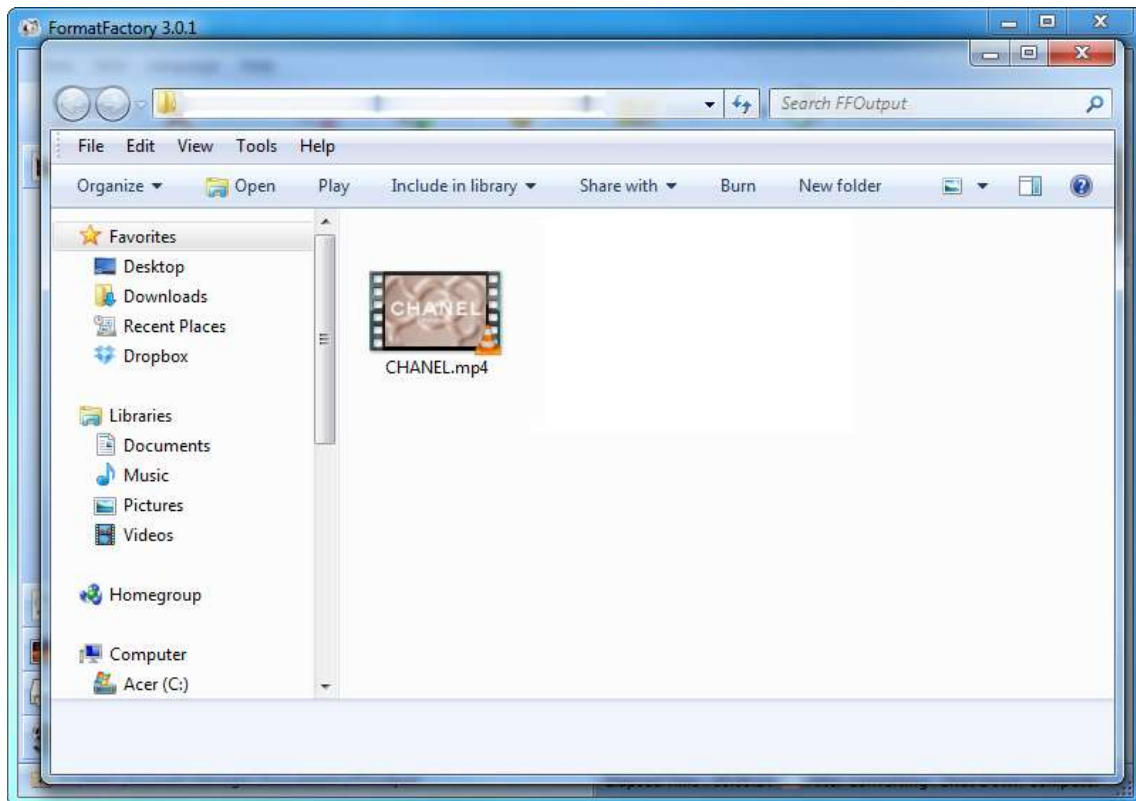
9. Your video will now be converted. You can track it's progress with the "Convert State" bar.



10. Now click “Output Folder” to access your converted video(s).



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



## 2.5.2 HD Video Converter Deluxe (High Definition)

This is only really useful for High Definition videos.

Download link: <http://www.winxdvd.com/hd-video-converter-deluxe/>

This software is not free.

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

1. Select **“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.



