

Welcome to Xhibit

Networkable Digital Signage

How do I upload content to my Media Library on XhibitSignage.com

The first thing you'll want to do once you've obtained your content is to upload it to your online media library. Your media library is accessible anywhere you're logged into your account, and houses all of your content. Before a schedule of any sort can be programmed, you must first add content to your library. The following article explains how to upload content to your media library in a few easy steps.

Adding Media

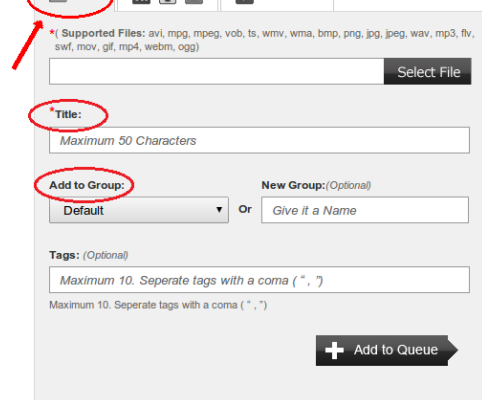
Log into www.xhibitsignage.com and look for the "Media" tab near the top menu bar. Hover your mouse over the tab and click "Add Media" from the drop-down menu.



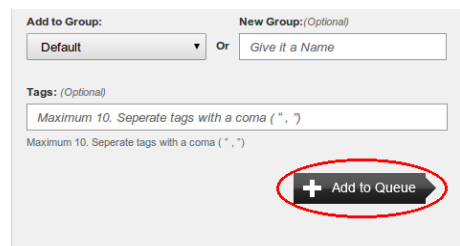
Based on the type of content you're adding (local files, feeds, or web media), you'll need to select the appropriate tab. We'll begin first with Files. Click "Select File" and browse to the image or video on your computer, then choose "Open". The next step is to type a title for your content in the "Title" field. Now, move

down and click the "Add to Group" section to assign this file to your desired group.

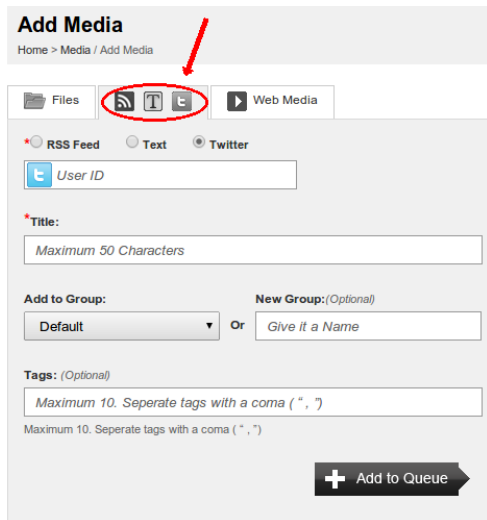
You can also create a new group if needed by typing a name in the "New Group" field to the right. You can also optionally add tags for each file you upload by typing them into the "Tags" field below (separate tags with commas).



Once you've filled in the required fields, the last step is to click the "Add to Queue" button below. This will place the file in the content queue on the right side.



If you wish to upload a Twitter feed, RSS feed, for custom text feed, click the middle tab (in

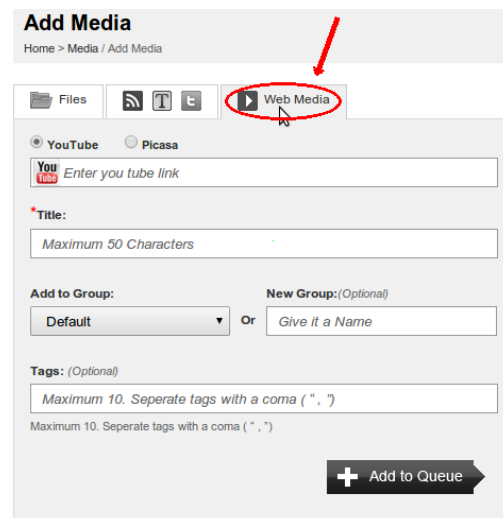


The screenshot shows the 'Add Media' interface with the 'Text' tab selected. A red arrow points to the 'Text' icon in the top navigation bar. Below the navigation bar, there are three radio buttons: 'RSS Feed', 'Text', and 'Twitter'. The 'Text' radio button is selected. Below these are input fields for 'User ID', 'Title' (with a 'Maximum 50 Characters' limit), 'Add to Group' (a dropdown menu set to 'Default'), and 'New Group: (Optional)' (a text input field with the placeholder 'Give it a Name'). There is also a 'Tags: (Optional)' field with a 'Maximum 10. Separate tags with a coma (', ',)' limit. At the bottom right, there is a '+ Add to Queue' button.

between Files and Web Media). For twitter feeds, you simply need to select the "Twitter" bubble and then enter your user ID in the field provided. For RSS feeds, select the "RSS feed" bubble and type or paste the URL of the RSS address you wish to display. For custom text, select the "Text" bubble, and then type out your custom message in the field below.

Don't forget to give your feed a title - just like with normal files - and make sure to assign it to the appropriate group as well. Once again, the final step is to click the "Add to Queue" button near the bottom right corner.

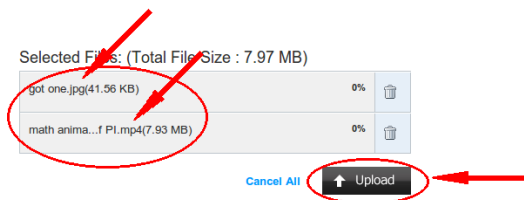
If you wish to upload a YouTube video or Picasa album, click the "Web Media" tab and then select the appropriate bubble (YouTube or Picasa). If you're adding a YouTube video, you only need to type or paste the URL address for the video. If you're adding a Picasa album, type the User ID and Album ID in the two fields below. As before, type a Title for your content in the "Title" field below. Next, click the "Add to Group" drop down menu and select the appropriate group. Tags can be added optionally, though they are not required.



The screenshot shows the 'Add Media' interface with the 'Web Media' tab selected. A red arrow points to the 'Web Media' icon in the top navigation bar. Below the navigation bar, there are two radio buttons: 'YouTube' and 'Picasa'. The 'YouTube' radio button is selected. Below these are input fields for 'Enter you tube link', 'Title' (with a 'Maximum 50 Characters' limit), 'Add to Group' (a dropdown menu set to 'Default'), and 'New Group: (Optional)' (a text input field with the placeholder 'Give it a Name'). There is also a 'Tags: (Optional)' field with a 'Maximum 10. Separate tags with a coma (', ',)' limit. At the bottom right, there is a '+ Add to Queue' button.

Once the required fields have been completed, the final step is to click the "Add to Queue" button near the bottom right corner.

After all the desired files, feeds, and/or web media have been added to your queue, you'll see them listed on the right side. Now, to upload everything to your media library, select the

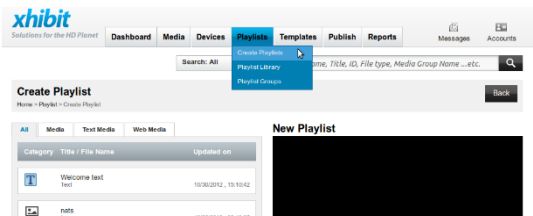


The screenshot shows a file upload progress bar. It lists two files: 'got one.jpg(41.56 KB)' and 'math anima...f Pl.mp4(7.93 MB)'. Both files show a progress of 0%. Below the list are 'Cancel All' and 'Upload' buttons. A red arrow points to the 'Upload' button.

"Upload" button. Once the files are done uploading, you'll see their progress as 100%.

How do I create a playlist using XhibitSignage.com?

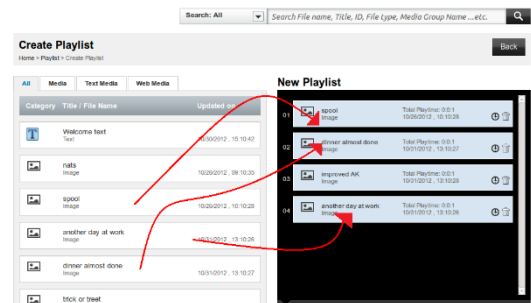
After uploading content to your Media Library, you're now ready to arrange the files together to create a playlist. Playlists allow you to manage large groups of content by combining them together under a single playlist name, which can then be added to a schedule and published very easily. The following knowledgebase article explains how to create a playlist.



Once logged into xhibitsignage.com, hover your mouse over the "Playlists" tab on the top menu bar, and click the "Create Playlists" option from the drop-down menu below.

Depending on the files you wish to schedule, you can filter your list view by All, Media, Text Media, or Web Media.

The next step is to drag and drop the files from the list on the left to the "New Playlist" windows on the right. The files will stack in descending order, but can be reorganized through drag-and-drop.



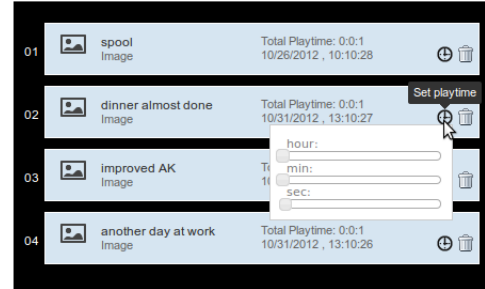
Once content has been added to the playlist, you can begin to configure timings for each file. For videos, you can increment or decrement the counter to control how many times the movie will repeat.



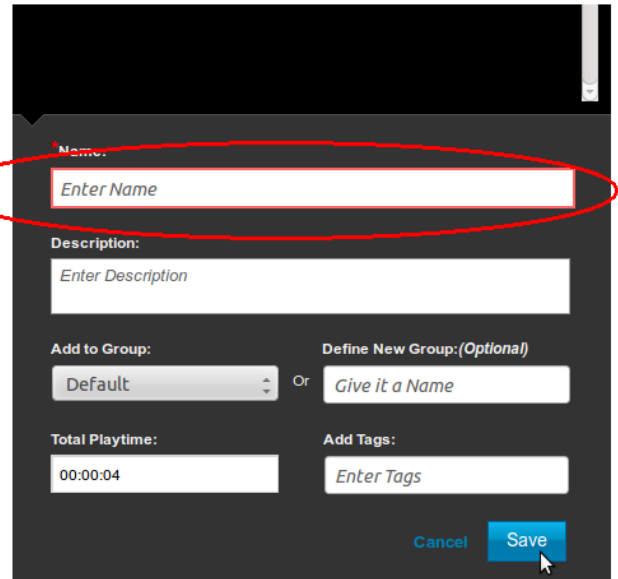
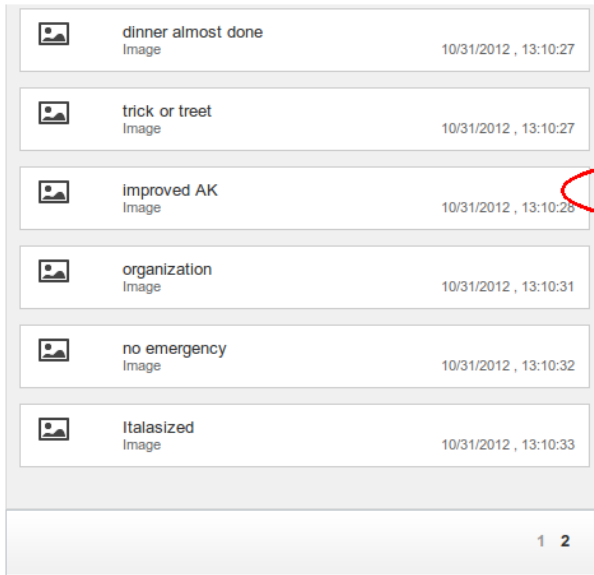
To configure play length for images, simply click the clock icon and adjust the sliders to the appropriate times for hours, minutes, or seconds.

NOTE: Files can be removed from a playlist at any point in time by clicking the trash icon on the right side.

New Playlist



Once the appropriate files have been added, you'll need to name your playlist in the "Name" field, and then add it to a group using the drop-down menu. Optionally, you can use tags if desired. Once satisfied, click the 'Save' button near the bottom right corner.



How do I schedule content using XhibitSignage.com?

After creating a playlist, the next step is to create a schedule for your media. This will allow you to then take those media files and display them with preset timings and durations. The following knowledgebase article explains how to incorporate content into a schedule, and to then assign timing and duration settings for each file.

Once logged into xhibit.com, hover your mouse over the "Publish" tab on the top menu bar, and click the "Schedule & Publish" option from the drop-down menu below.

Configuring the Schedule

Step 1: Click the "Add Schedule" button near the upper right corner.

Step 2: Ensure that the Status is checked as "Active" (default is checked).

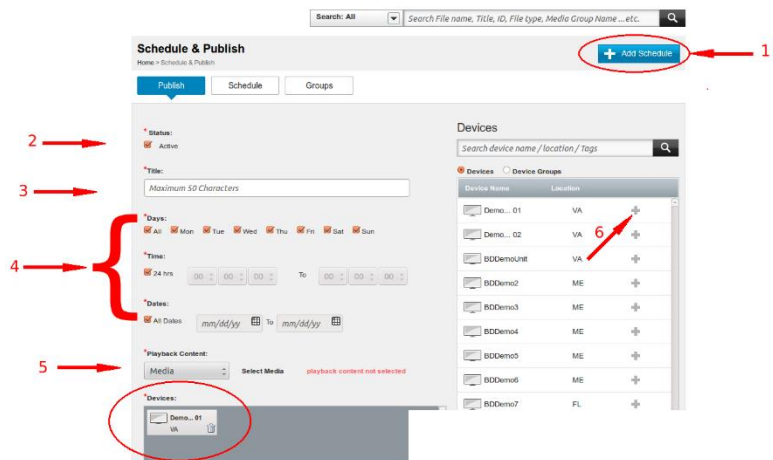
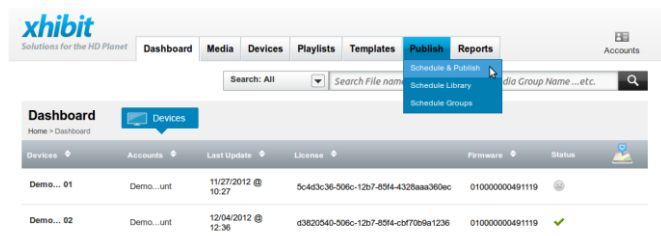
Step 3: Give your schedule a name by typing one in the "Title" field.

Step 4: Next, check the days of the week you'd like your schedule to play. Move down and configure the hourly period during selected days ('24 hours' will need to be unchecked in order to modify the times). Move down again and select the dates of the month when you'd like your schedule to repeat by clicking the calendar icon in each field ("All Dates" will need to be unchecked in order to modify the dates).

Step 5: Move to the "Playback Content" section and select the appropriate category based on the arrangement you're looking to display. (Media is a single full-screen file, Playlist is a array of full-screen files, and Template is a group of custom-sized files and zones).

Step 6: Lastly, select the devices you'd like to receive your schedule by clicking the + icon in the right column. Once a device has been select, it will appear in the "Devices" box on the bottom left.

Once your schedule has been configured, the final step is to save it by clicking the "Save Schedule" button near the bottom right corner.



After you've successfully created your schedule, you can monitor the status of your schedules for each device they're paired with by clicking the "Schedule" tab. Next, click the "Devices" drop-down menu, and be sure to select the appropriate device. You can also adjust the time range to filter results by Daily, Weekly, or Monthly views (see left image below). Clicking the "All" tab will show a line-by-line list of all current schedules (see right image below).

The screenshot shows the xhibit web interface. At the top, there is a navigation bar with tabs for Dashboard, Media, Devices, Playlists, Templates, Publish, and Reports. A search bar is located below the navigation bar. The main content area is titled "Schedules" and includes a breadcrumb trail "Home > Publish > Schedules" and an "Add Schedule" button. Below this, there are tabs for "Publish", "Schedule", and "Groups". The "Schedule" tab is highlighted with a red circle and labeled with a red "1". To the right of these tabs are navigation controls for "Today" and "December, 2012". Below the navigation controls are filter tabs for "All", "Day", "Week", and "Month". The "All" tab is highlighted with a red circle and labeled with a red "3". Below the filter tabs is a "Devices:" dropdown menu showing "Demo Device 01", which is highlighted with a red circle and labeled with a red "2". At the bottom of the screenshot is a calendar grid for December 2012, with days of the week (Sun to Sat) and dates (1 to 8) visible.

How do I manage my devices and device groups using XhibitSignage.com?

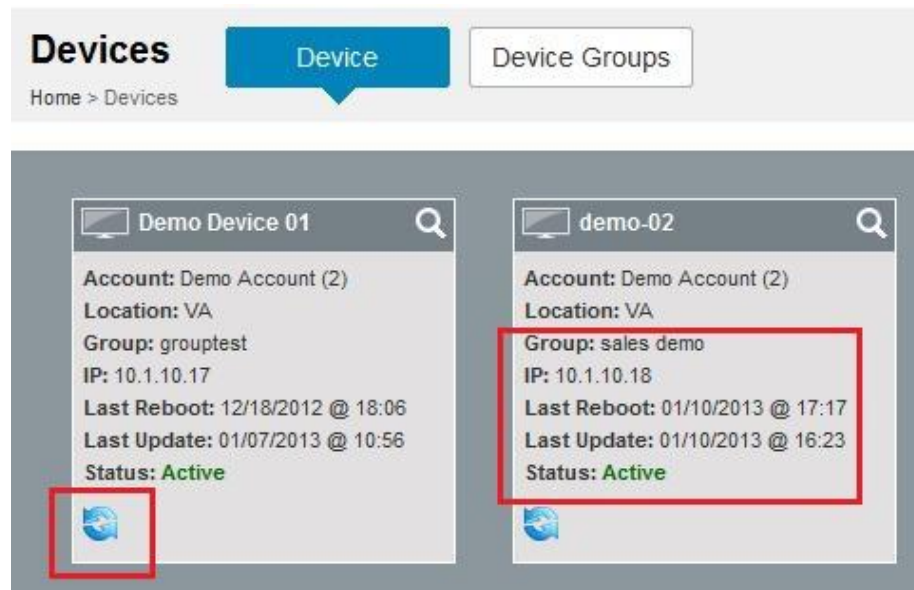
Once you have one or more players attached to your account, you can manage them using the Device Library. This library contains a list of all current players under your account, and provides statistics about each player, such as the name, group, online status, and IP address. You can also organize players into "device groups", which gives you the ability to assign schedules to a group of devices instead of targeting them individually. The following knowledgebase article explains how to manage your devices and device groups.

Managing Devices

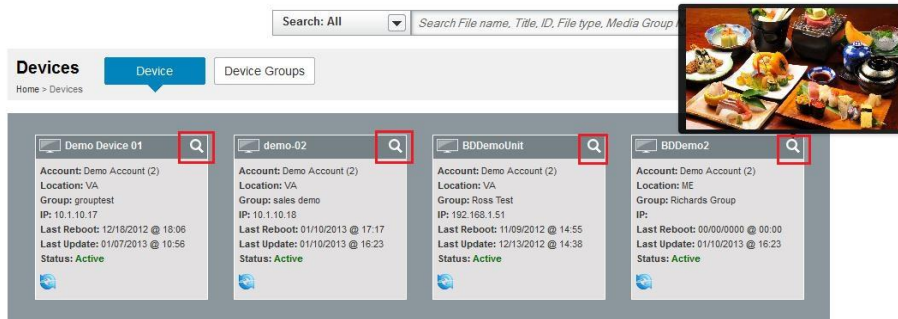
Log into XhibitSignage.com, hover your mouse over the "Devices" tab on the top menu bar, and click the "Device Library" option from the drop-down menu below.



From here, you can view all current devices attached to your account, as well as information about last login time, assigned group, online status, IP address, etc. To recheck the status of a player, simply click the blue cycling arrow icon.



To see a snapshot of the content currently playing on your device, hover your mouse over the magnifying glass icon on the top right corner

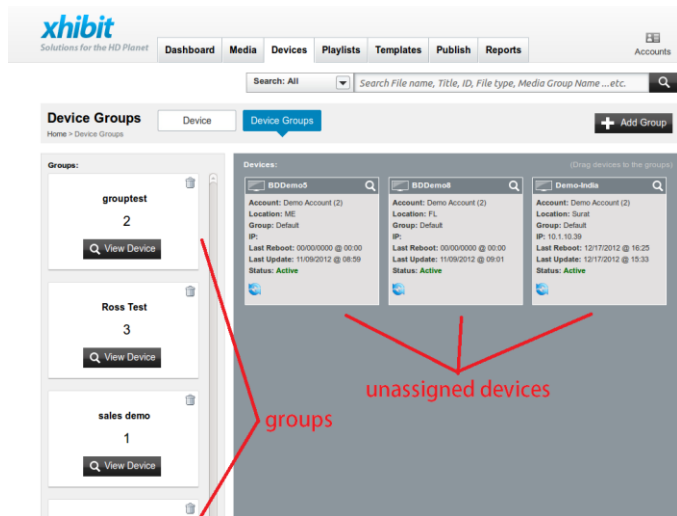


Managing Device Groups

Once you're satisfied in your device library, you can now create and manage device groups by clicking the "Device Groups" button from the dropdown menu under "Devices"

From this screen, you can see both your device groups as well as any unassigned devices.

In order to view the assigned devices of a particular group, click the "View Device" button in the left column that corresponds to the desired group.



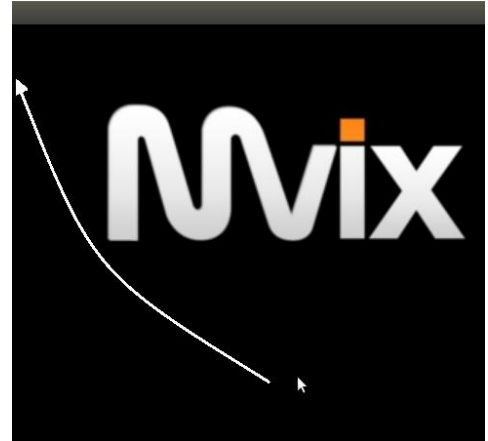
How do I setup wireless internet on my Xhibit Signage device?

Once you have your device powered up, you may want to setup wireless internet if your network supports Wireless connectivity. The Xhibit has a built-in Wireless adaptor that allows you to connect wirelessly to a network. It should be however noted that digital signage system work best when wired to the network port. Wired network connections provide significantly higher bandwidth for video playback and stability of operation.

First, make sure that the 2 antennas have been attached to the coaxial antenna ports on the back of the Xhibit device.

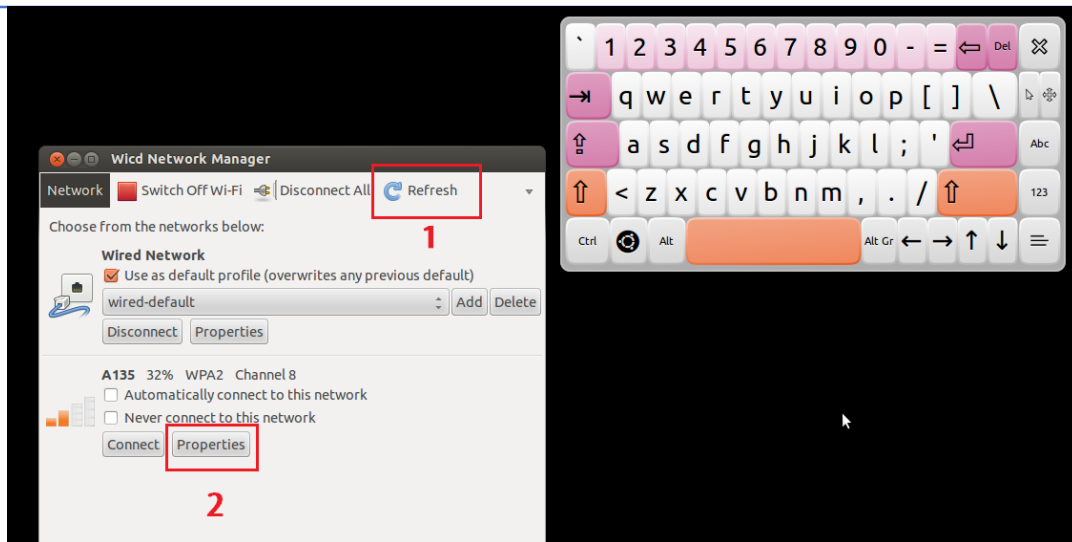
Now, attach the USB mouse to any spare USB port on your Xhibit device.

Next, move the mouse to the very edge of the upper left-hand corner of the screen until you see a vertical toolbar slide out from the left side.



Now select the green icon that says "Wireless setup" when your mouse is hovering over it. Click the icon to launch the Wireless setup utility and the on-screen keyboard.

In the Wireless setup menu, first click "Refresh" to view a list of available wireless networks. Locate your network from the list, and then click "properties"



Now you'll need to determine if you'd like your device to use DHCP or Static IP addressing. If you're using DHCP (enabled by default), then you'll only need configure your network password and encryption type. If you're using static IP addressing, check the "Use Static IPs" box, and then fill out the IP, Netmask, and Gateway fields for your network. If you'd like to use static DNS, check the "Use Static DNS" box, and then fill in the appropriate IP addresses for your DNS servers.

Once the IP information has been configured, the last step is to select the encryption type and add your password. If your network is password protected, you will need to check the "Use Encryption" box, and then select the appropriate encryption type from drop-down list below. Next, type in your wireless password in the "key" field below. Once that has been entered, click "OK" and simply exit the Wireless utility by hitting the X icon on the top left.

