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USER
GUIDE

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# OPERATION

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Uploading content

1. Log into Xandadeck account dashboard.
2. Click on "**Media**" and select the media type to be uploaded.
3. For image upload, click "**Image**"; for video, click "**Video**" and so on for other types
4. Using image as an example, click "+**Add image**"
5. Click "**Image file**" and then click the box beneath to choose files from device.
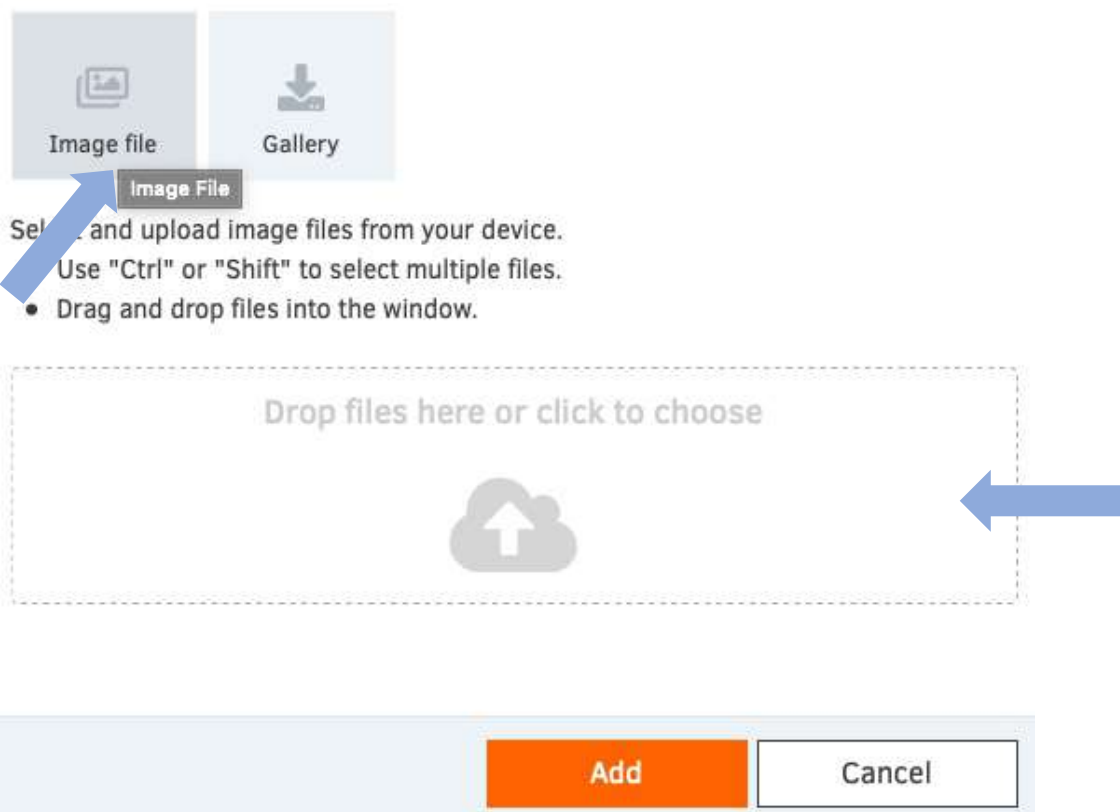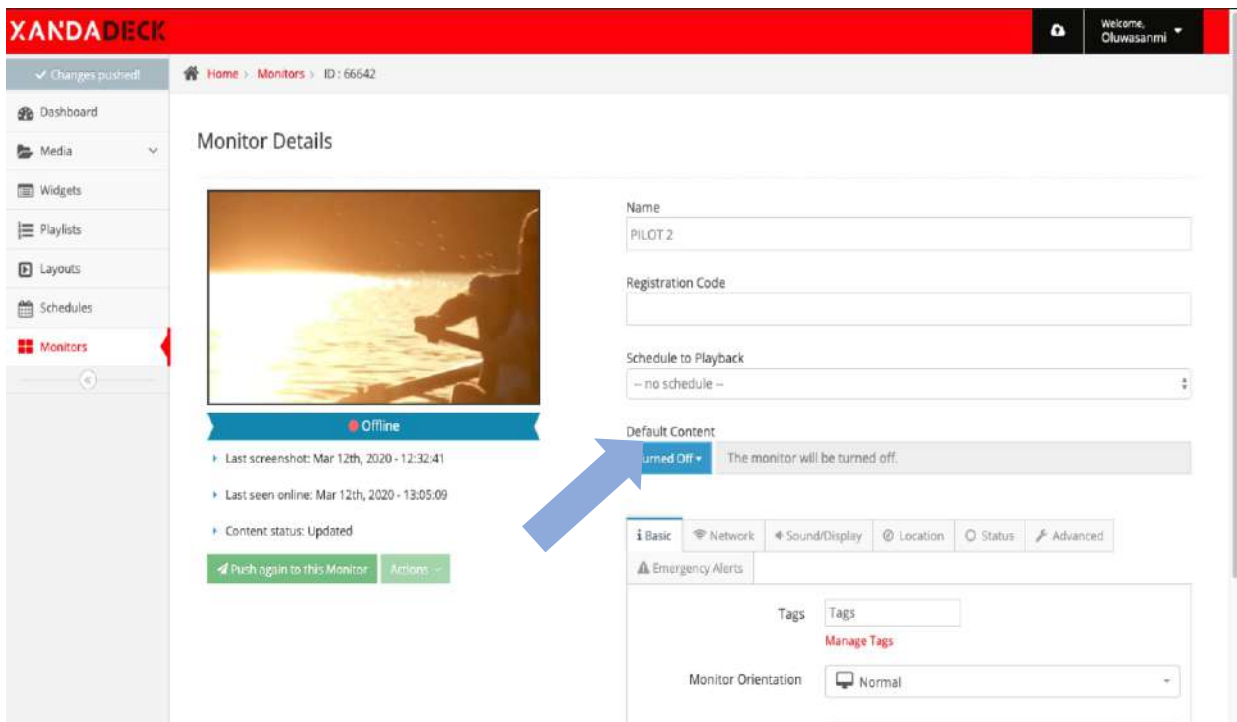

6. Select files to upload and then click "**Add**". In the next window, click "**Save**"
7. Click "**Monitors**"
8. Ensure player status is indicated as "**Online**" in the status column for changes to reflect on your screen.
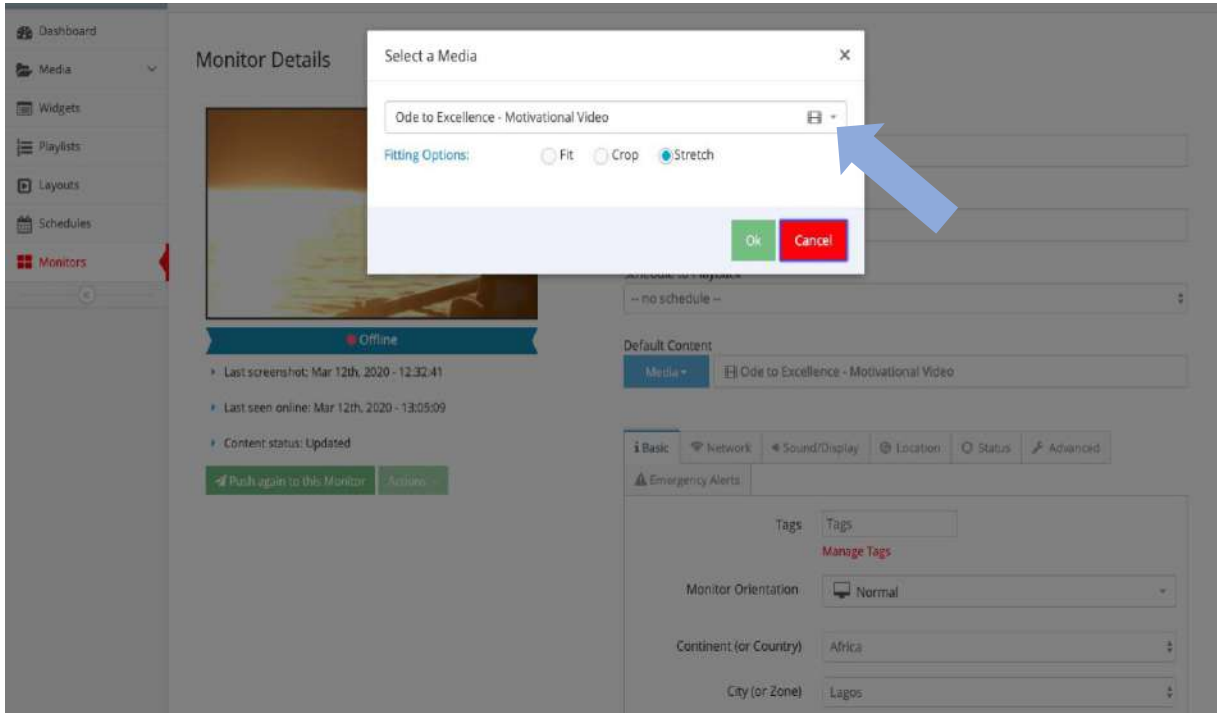
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9.   Click on the blue " **Edit**" icon
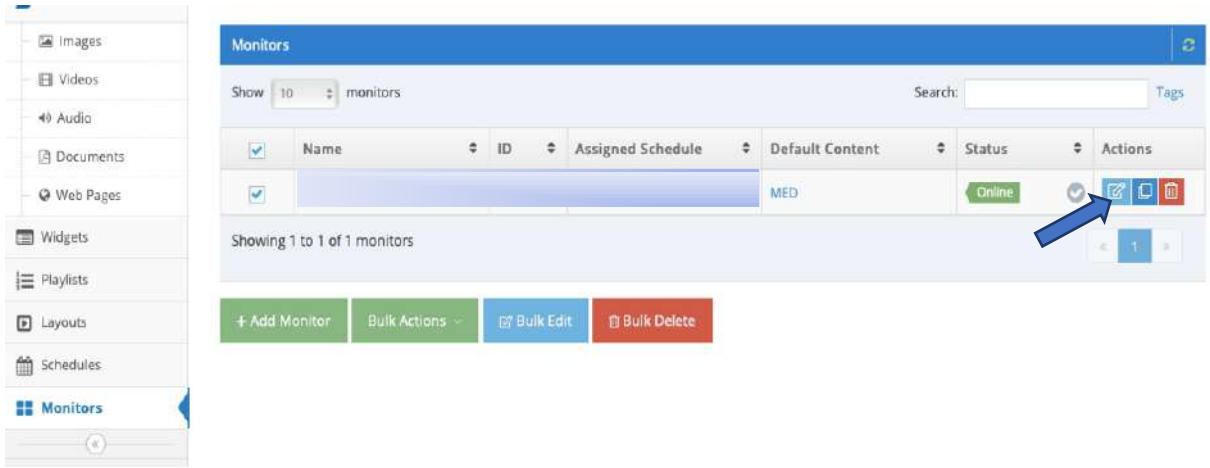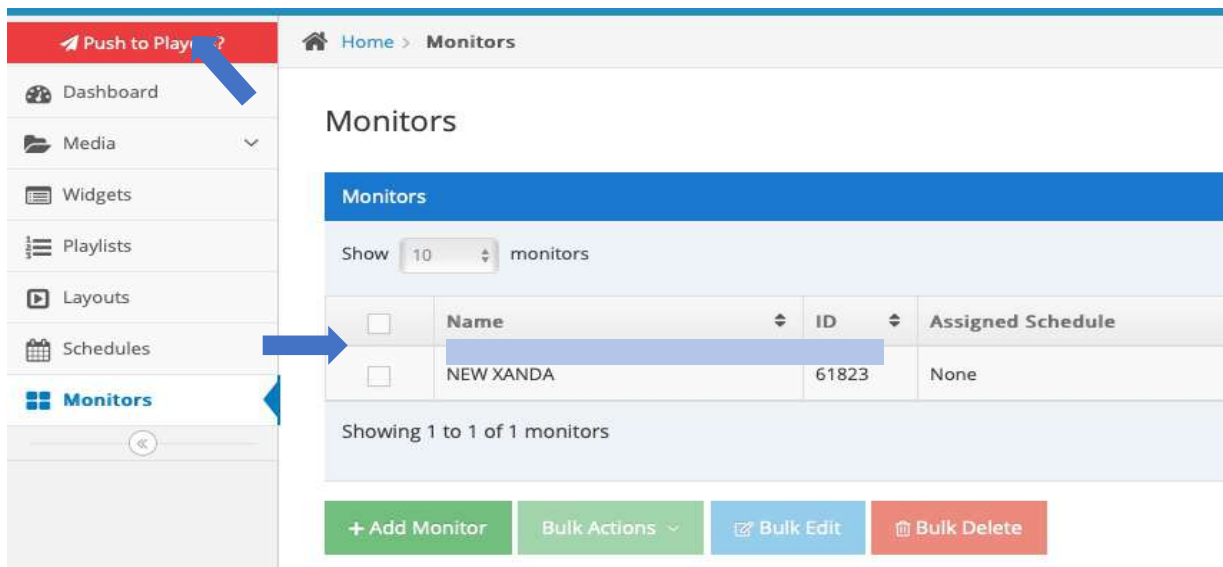

10.   Click the "**Turned off**" icon and select "**Media**"
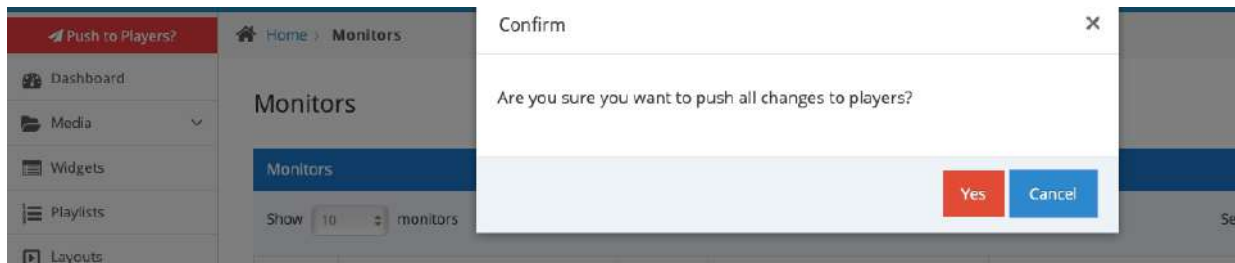
11.   Click the blank box to select image to upload and click "**ok**" and "**save**" in the following window.

12.   Check the box in the next window to select the player(s) you want to send contents to and click "**Push to players?**" to send content..

13.   Click "**Yes**" to upload content to player.

14.   If the player is connected to the internet, the "**Downloading**" icon will begin to blink at the bottom right corner of the screen.

**Creating Playlist**

1.   From step 6 above, click "**Playlists**"

2.   Click the "**+Add playlist**" icon

3.   Click and hold the file type (image, video, documents etc.) to add to playlist and drag to the playlist row above.

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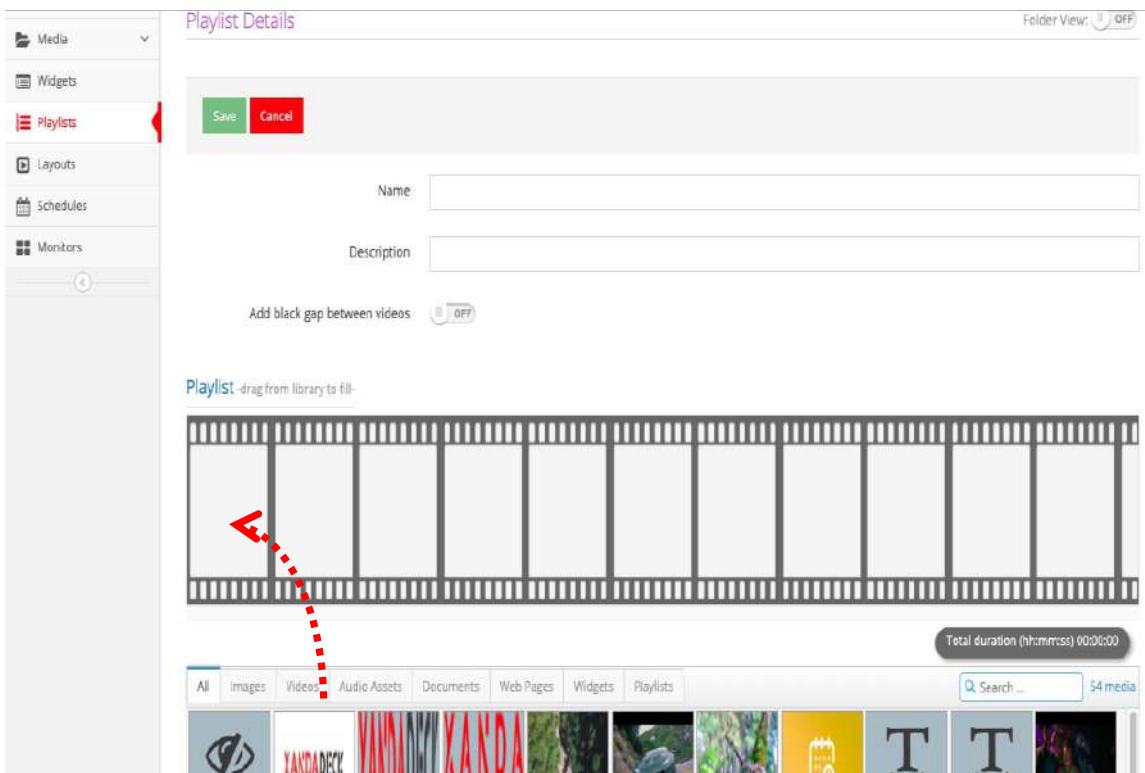
4. To see all images, click "**Image**". For videos, do the same. To view all uploaded files available, click "**All**". (NB: all the media files displayed are from previously uploaded files from your device or other sources. To add other files, see steps 1-5 of **"uploading contents"** above.

5. The duration of images, documents and webpages can be adjusted. To increase, click the "**+**" sign and the "**-**" to reduce. Default duration is set at 5 secs. Note that video duration is dependent on its original playtime. Hence, it cannot be changed.

6. Create Playlist name and save.
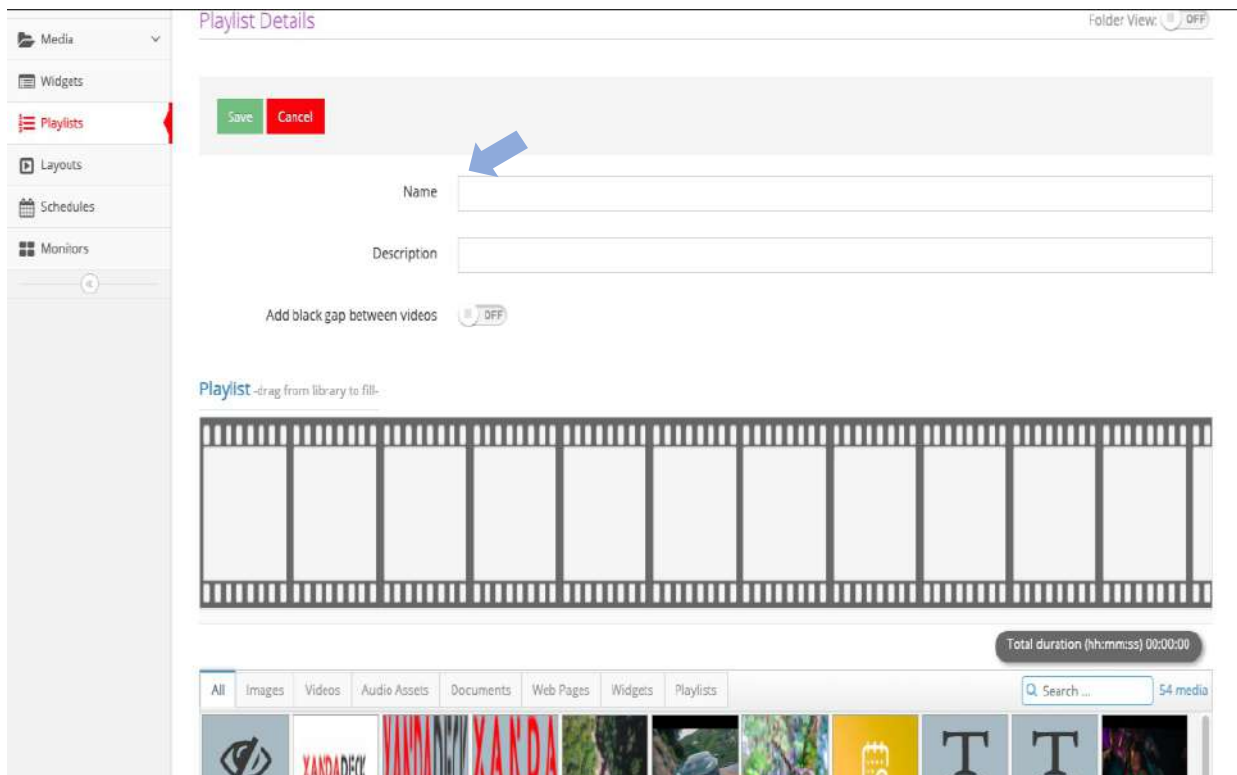
7. Repeat steps 7-9 of uploading content.
8. Click the column in front of the "**Playlist**" to choose previously created playlist.

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9.   Check (tick) the box to select the player(s) to send the content to.
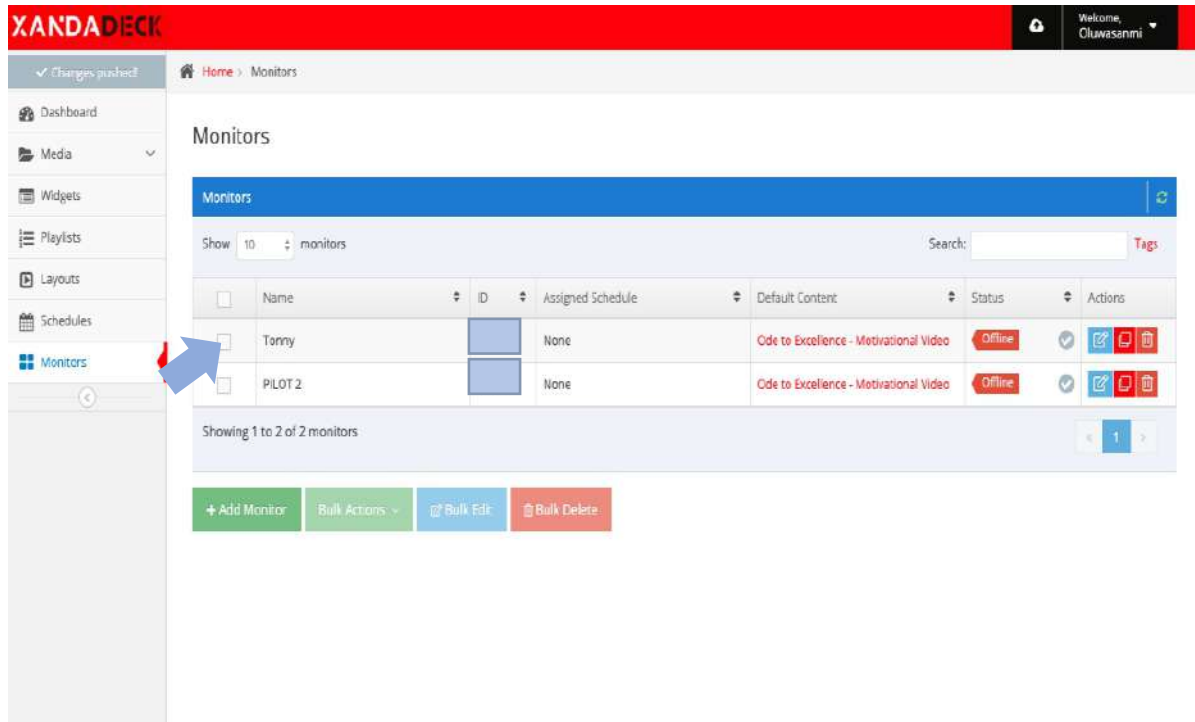
10.   Click "**Push to players**" to send the content and "**Yes**" to approve.

Creating layout

1. Log into your account dashboard
2. Click "**Layout**" and select "+**Add layout**"
3. Acquaint yourself with the many attractive layouts or select "**create custom layout**"
4. Choose either of "**Playlists**", "**Media**" or "**Widgets**"
5. For **Playlists**" and "**Media**" select previously uploaded media or predesigned playlists to use. On the other hand, a number of widgets have been preloaded in your dashboard to add flexibility and creativity to your work.
6. Using "**create custom layout**", you have the power to adjust, reposition, customize or resize your playlist, media and widget.
7. After the step above, create name for the layout and save.
8. To publish immediately, select player(s) to send content to in the next window and click "**Push to players?**" to send.

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Creating Schedule

1. Log into your account dashboard
2. Click "**Schedule**" and select "**+Add schedule**"
3. Select the date. In the next window, select the time.
4. Input the time and date details as well as content type (media, playlist or layout)
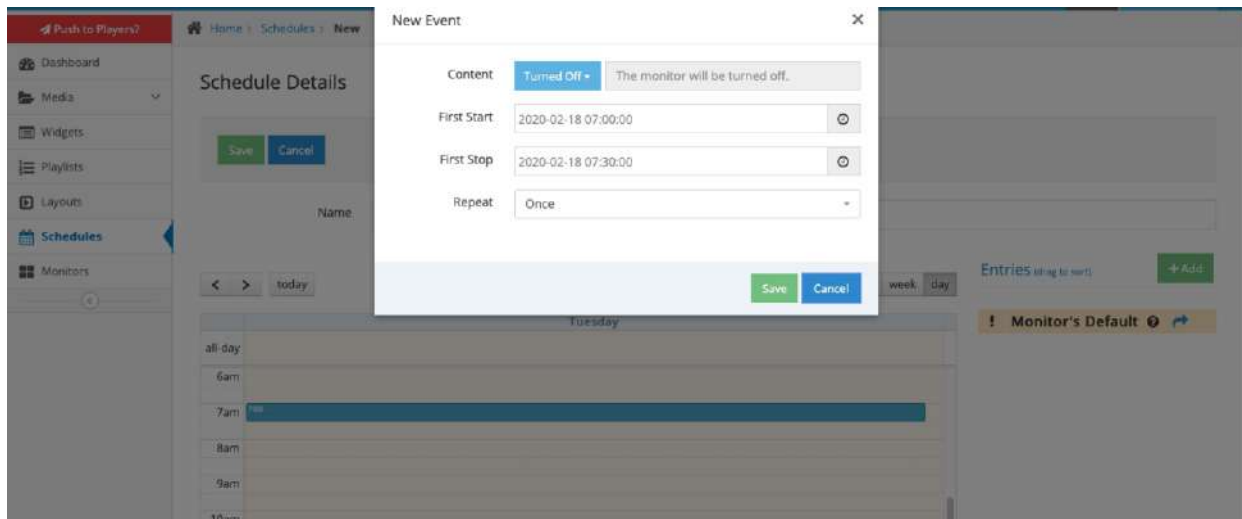
5. Create name and save.
6. Click "Monitor" and click the column beneath "**Schedule to Playback**"
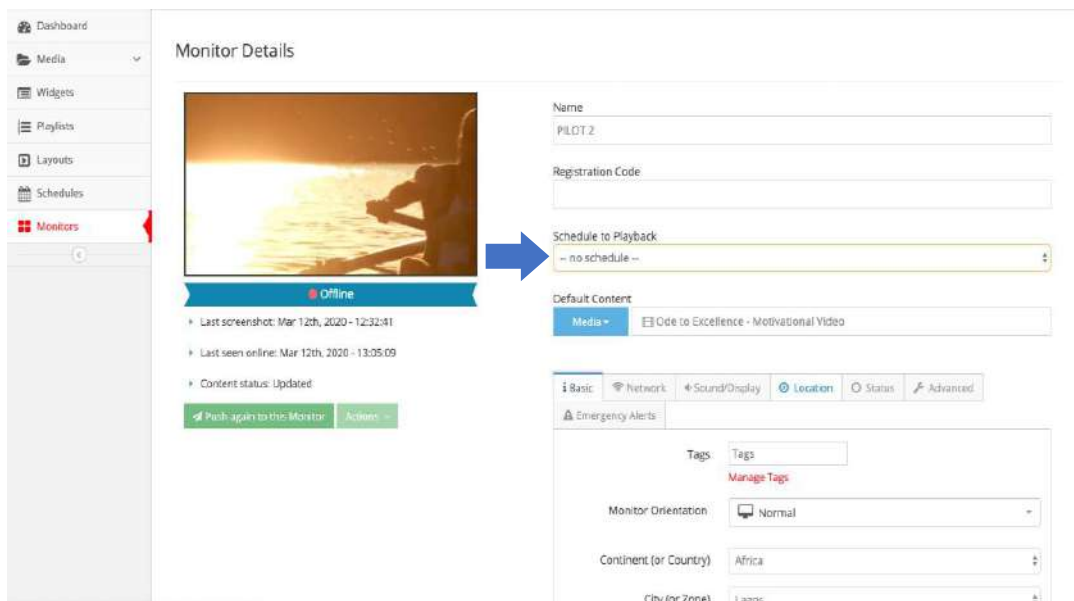
7. Select schedule to push to player and Save.
8. Select player(s) to push contents to and push to players.

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WIFI SETUP

Method 1

·   Insert the card into the Laptop.

·   Open the SD card folder and search for the file "Settings"

·   Click to open the file and search for **"SSID".** Type the network name in front.

·   Next, input the network password in the next row. (In front of "Key")

·   Save and Exit. Insert back into the Xandadeck.

·   Power up the player. It will take the player a few minutes to configure. Note the **"Configuring"** notification at the bottom right.

·   Player will be connected as soon as the notification disappears.

Ensure that the configuring process is not interrupted.

Method 2

·   Connect the ethernet cable

·   Log into your Xandadeck account and click on the **"Edit"** icon in **"Monitors"**

·   Click on the network icon and input network details of the ethernet accordingly.

·   Click save and close.

Method 3

·   Connect a keyboard to a USB port of the Player

·   Press Ctrl+Alt+F12 (all 3 keys together)

·   Type user and the Player's password, default is **signagepassword**

·   Follow instructions on screen to connect to a WiFi network

·   Make sure you configure the exact same settings on the Xandadeck Portal as well.

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