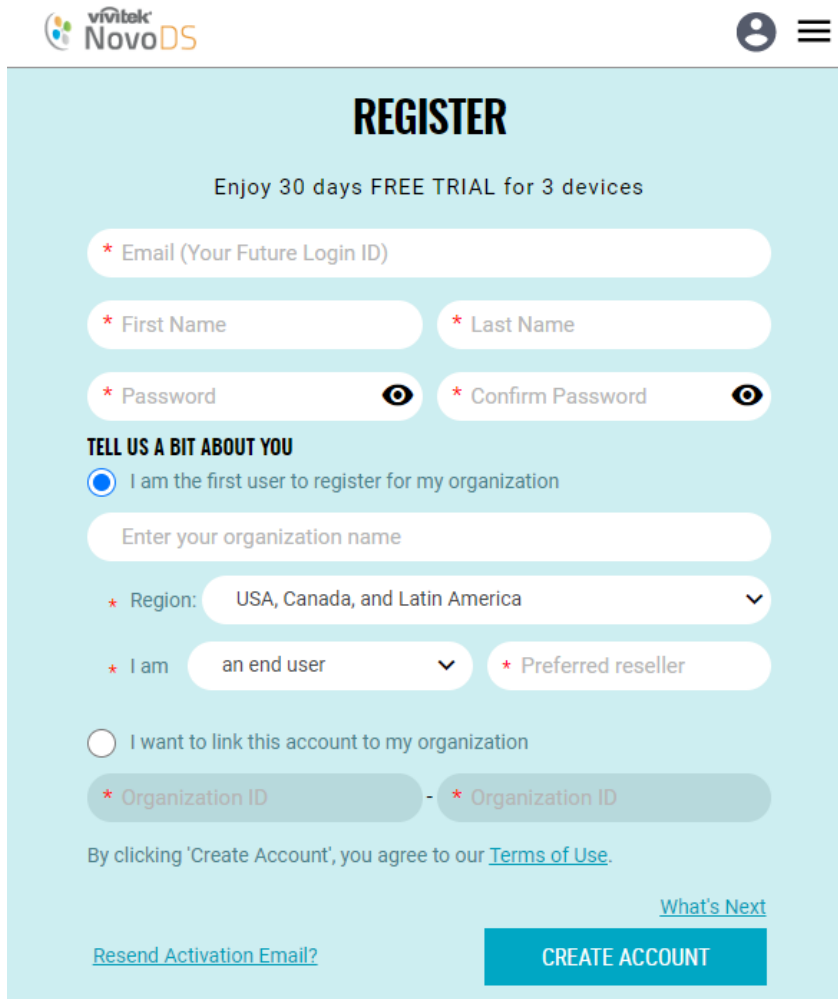


# 1. Getting Started

## 1.1 Register an Account

As a new user, go visit NovoDS.com to register an account.



The image shows the NovoDS registration form. At the top left is the NovoDS logo, and at the top right are user and menu icons. The form has a light blue background with the title 'REGISTER' in bold. Below the title is a promotional message: 'Enjoy 30 days FREE TRIAL for 3 devices'. The form contains several input fields: a single-line field for 'Email (Your Future Login ID)', two single-line fields for 'First Name' and 'Last Name', and two single-line fields for 'Password' and 'Confirm Password' with eye icons for toggling visibility. Below these is a section titled 'TELL US A BIT ABOUT YOU' with a radio button selected for 'I am the first user to register for my organization'. This is followed by an 'Enter your organization name' field, a 'Region' dropdown menu (showing 'USA, Canada, and Latin America'), and two radio buttons for 'I am' (selected as 'an end user') and 'Preferred reseller'. There is also an option 'I want to link this account to my organization' with two 'Organization ID' input fields. At the bottom, there is a link for 'Resend Activation Email?' and a large blue 'CREATE ACCOUNT' button. A 'What's Next' link is also present.

**REGISTER**

Enjoy 30 days FREE TRIAL for 3 devices

\* Email (Your Future Login ID)

\* First Name \* Last Name

\* Password \* Confirm Password

**TELL US A BIT ABOUT YOU**

☒ I am the first user to register for my organization

Enter your organization name

\* Region: USA, Canada, and Latin America

\* I am an end user \* Preferred reseller

☐ I want to link this account to my organization

\* Organization ID - \* Organization ID

By clicking 'Create Account', you agree to our [Terms of Use](#).

[Resend Activation Email?](#) [What's Next](#)

**CREATE ACCOUNT**

After your account is created, you can login and access your account profile. Please write down your “Organization ID” as it could be used by other users to register into your organization.

Account Info

Organization XXXXXXXX

Organization ID XXXXXXXX

Role Administrator

Contact Info

Name XXXXXXXX

Email XXXXXXXX

Address

Country

Phone

## User Profile

## 1.2 Register a NovoDS Device

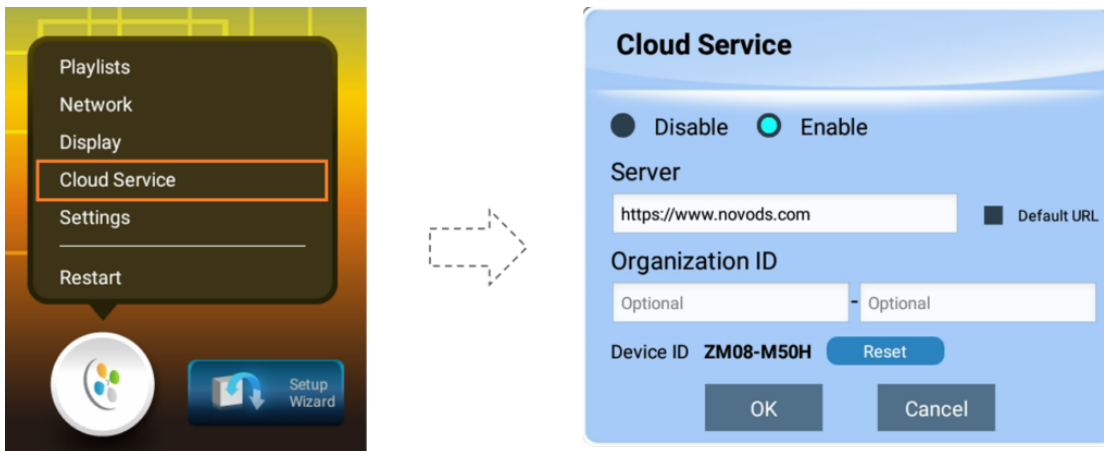
There are 3 ways to register a NovoDS device to NovoDS Cloud

Device Registration	When/How to Use
Through the Cloud	<ul style="list-style-type: none"> <li>Suitable for large-volume device deployment</li> <li>Enable Cloud Service on the device and the remaining registration process is completed on the Cloud</li> </ul>
Through device settings menu	<ul style="list-style-type: none"> <li>Suitable for small-volume device deployment</li> <li>Organization ID is needed</li> </ul>
Through a microSD card	<ul style="list-style-type: none"> <li>Suitable for large volume device deployment</li> <li>Create a device configuration file on a microSD card. Then insert the microSD card into NovoDS devices to complete device registration process.</li> </ul>

### 1.2.1 Through the Cloud

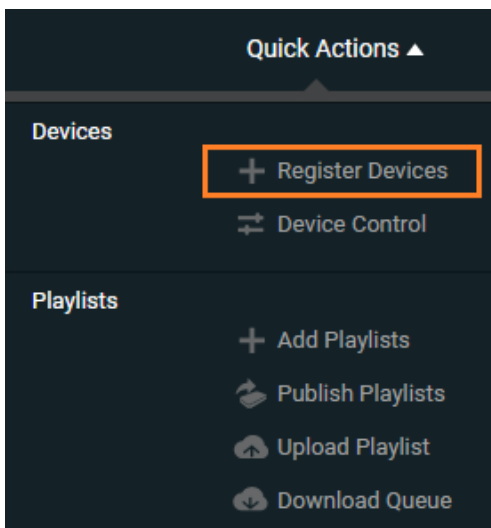
This is the easiest and the most populous way to register NovoDS devices in your account.

- Connect a USB mouse to the NovoDS device, and then click on menu button “Cloud Service” to enable the service. Leave the “Organization ID” field empty.



### Enabling Cloud Service on the Device

- Log into your account at NovoDS.com, and click on button “Register Devices” to start the device registration process. Follow the on-screen instructions and the device should be ready in a few seconds.



### Registering Devices at NovoDS Cloud

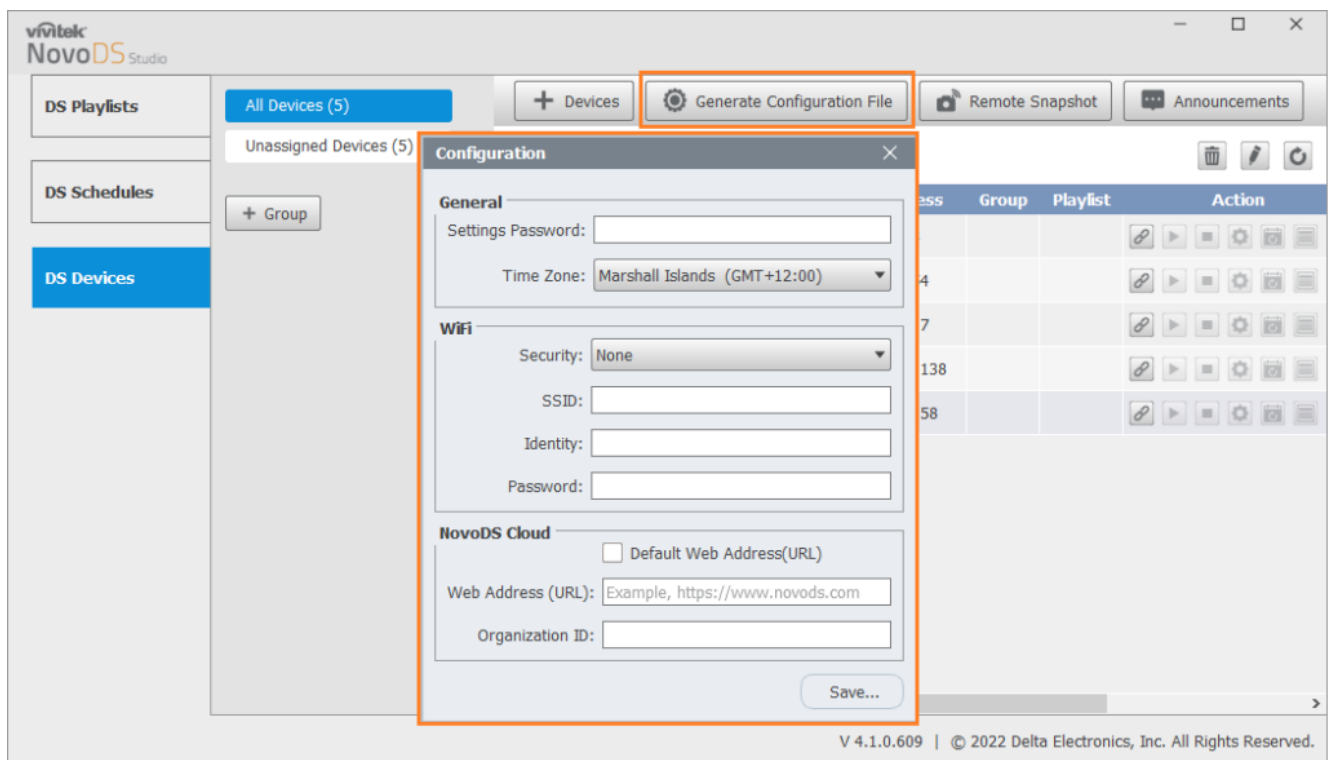
#### 1.2.2 Through device Settings menu

This registration method is similar to the previous with the exception that you fill in field “Organization ID”. Once you’ve done so, the NovoDS device will automatically connect to your account.

### 1.2.3 Through a microSD card

The last method is designed for large-scale deployment where minimum user interactions are required.

- Launch NovoDS Studio software on your computer
- Click on button “Generate Configuration File” in “DS Devices” tab. Fill in the necessary info as required. In particular, section “NovoDS Cloud” specifies the information related to the device registration in the Cloud. Make sure you fill in the “Organization ID” field.



#### Generating Configuration File – NovoDS Studio

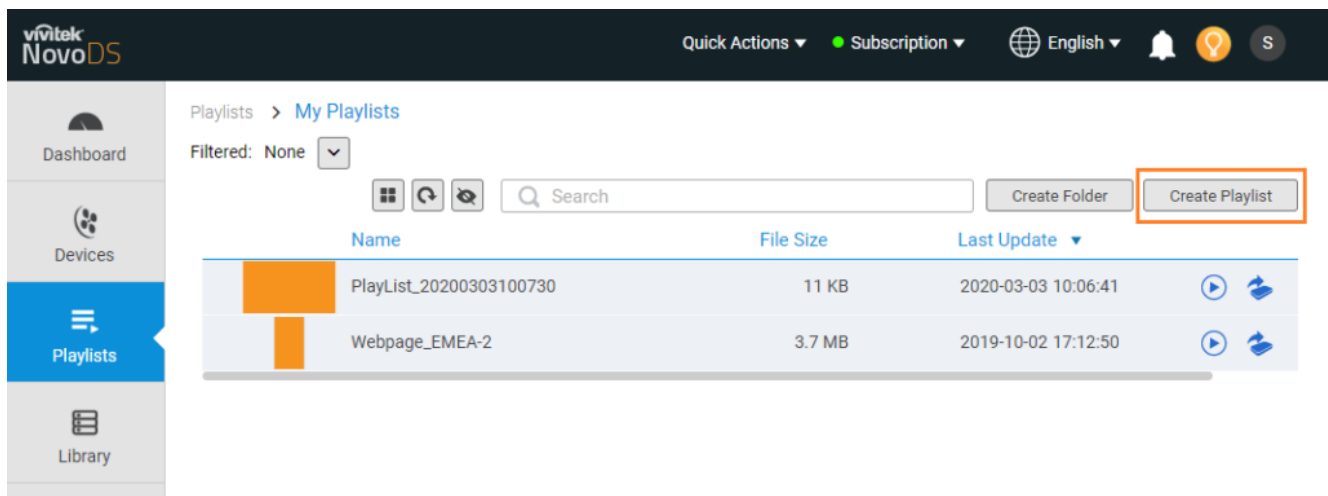
- Save the configuration file to a microSD card
- Insert the microSD card into NovoDS devices and the device registration process will be completed automatically.

## 1.3 Create and Publish Your First Playlist

Creating and publishing playlists are very straightforward.

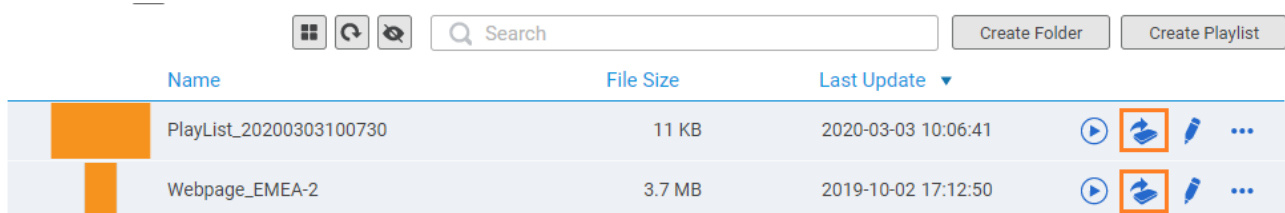
- As illustrated in the figure below, click on “Playlists”

tab and then button “Create Playlist”. Follow the on-screen instructions to proceed.



## Creating Playlists

- Click on the “Publishing” button to transfer the playlist to the NovoDS devices specified by you. (Depending on the size of the playlist, it may take a few seconds or a few minutes for the content transfer.)



## Publishing Playlists

The following 2-minute YouTube video shows you all the details.