

3.1 Device registration

Registration device on cloud service is the first step for using Remote Manager Cloud. This chapter will guide you step by step.

- Step 1: Go to “Device management” from main menu.
- Step 2: click “+” icon, and select by ID.
- Step 3: Enable “Cloud service” in the “NT settings” of Novo products.
- Step 4: Input the device ID as below.

Add device by ID

Device ID

P 9 Q – I V H

Assign license code

☒ Assign a license automatically

☐ Assign a license manually

☐ Don't assign a license now

Add device

Where can I find device ID?

1

2

Device ID
ABC - 123

Device Status
Online

Beside, we have other ways for you to register devices that are “Import CSV file” and “Scan bar code”. Here is the introduction for both.

Import CSV file

- Step 1: click “+” icon from device management, and click “Add devices by CSV import”.
- Step 2: Download sample file.
- Step 3: For each columns of explanation, you can click

illustration.

CSV file illustration

	A	B	C	D	E	F	G	H
1	#_School	#_Room	Date	Time	Device Model	SERIAL_NUMBER	PO #	Invoice #
2	High School	C109	6/8/2024	02:30pm	EK755i	EK7550I4023031600166	187437	83085
3	High School	C201	6/8/2024	04:30pm	EK755i	EK7550I4023031600178	187437	83085
4	Elementary School	A102	6/25/2024	10:00am	EK755i	EK7550I4023031600201	187450	83134
5	Elementary School	A104	6/25/2024	2:00pm	EK755i	EK7550I4023031600204	187450	83134

Scan bar code

- Step 1: Go to “Organization”, find “+” icon.
- Step 2: Invite new member via email address, and select the role as “Installer”.
- Step 3: Go to email box to active the account.
- Step 4: Use mobile web to sign in the account of installer.
- Step 5: Scan bar code on the package box



