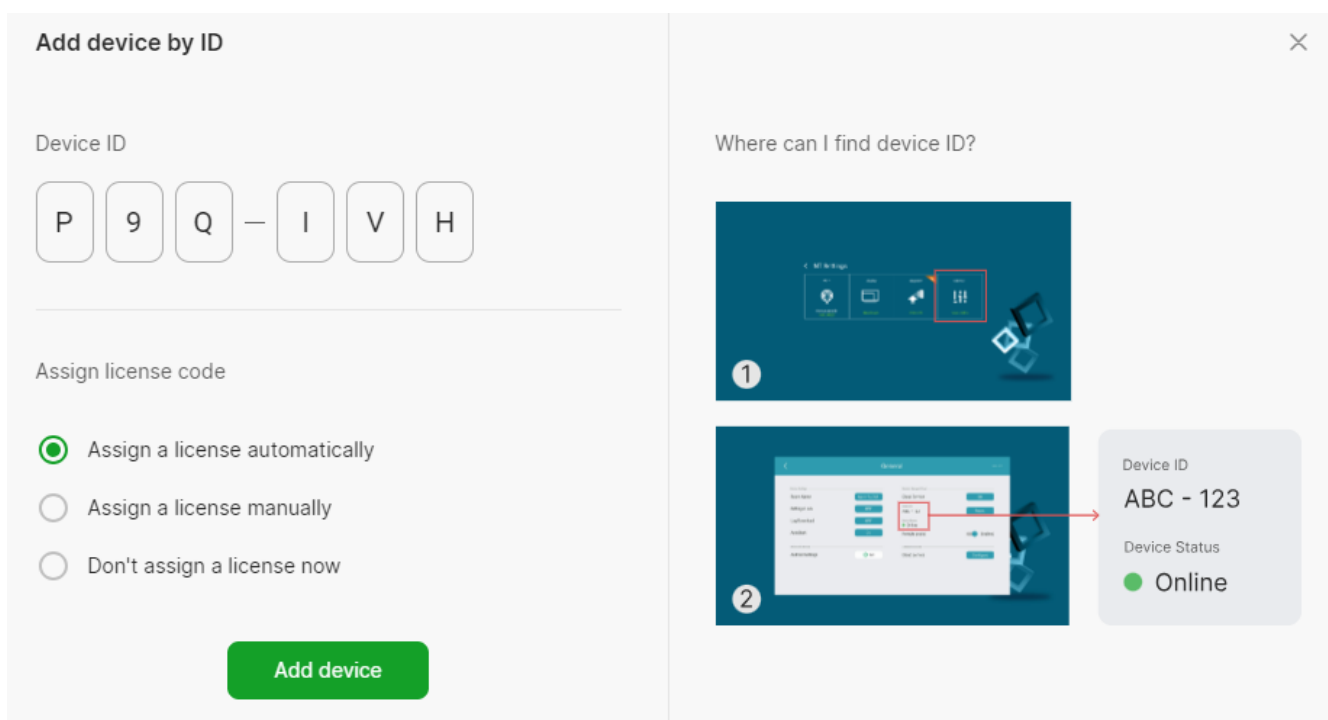


# 3.1 Device registration

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.



The image shows two side-by-side screenshots from a software interface. The left screenshot is titled "Add device by ID" and contains a form with the following elements: a "Device ID" label above a row of six input boxes containing the characters "P", "9", "Q", "-", "V", and "H"; an "Assign license code" section with three radio button options: "Assign a license automatically" (which is selected), "Assign a license manually", and "Don't assign a license now"; and a green "Add device" button at the bottom. The right screenshot is titled "Where can I find device ID?" and shows two numbered steps. Step 1 shows a screenshot of a device management menu with a red box around a "+" icon. Step 2 shows a screenshot of a device settings page with a red box around a "Device ID" field. To the right of these steps is a summary box showing "Device ID: ABC - 123" and "Device Status: Online" with a green dot.

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

