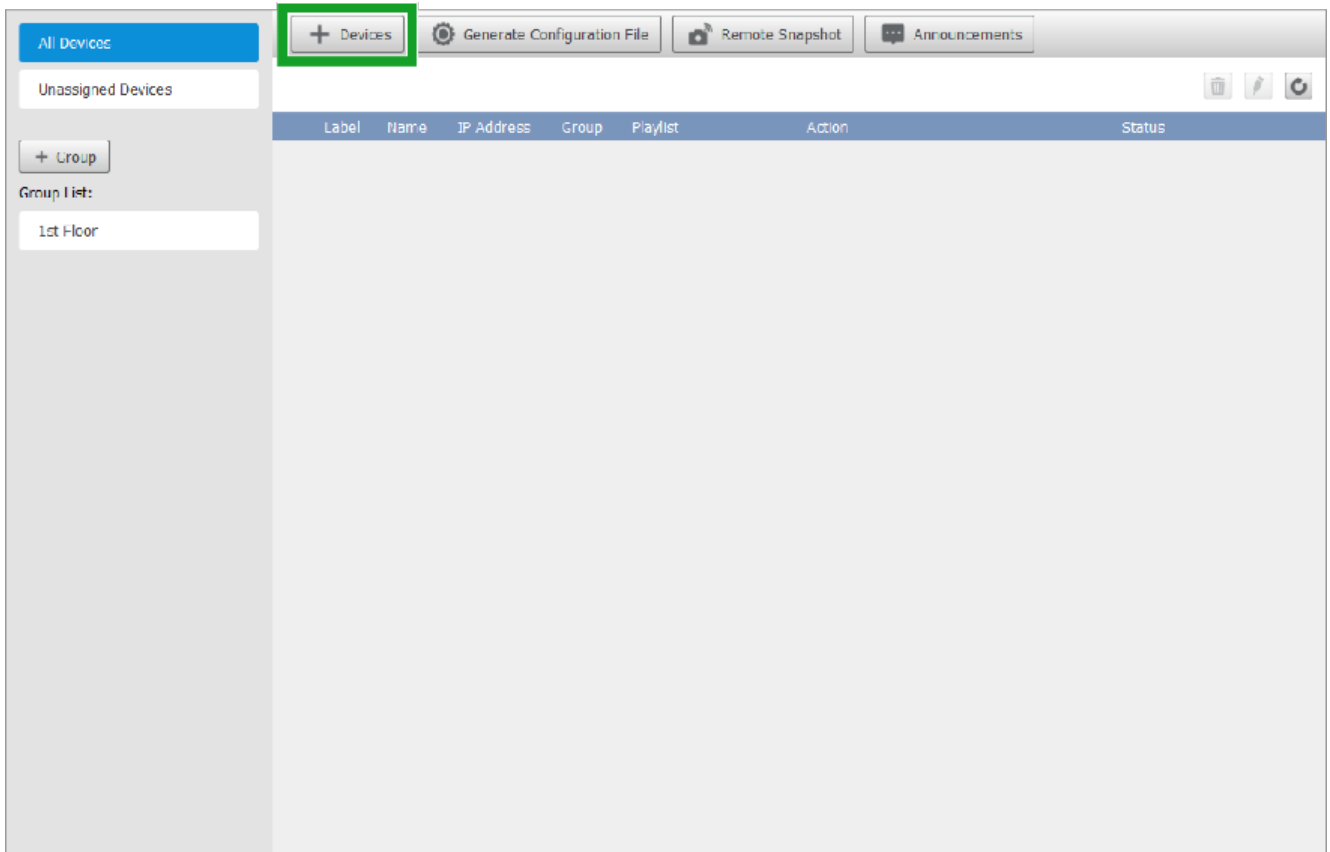


## 4.2 Add Devices

Before you can manage a Novo device via DS Devices, the device must first be added into the device list. To add a device, click the “+ **Devices**” button at the top of the DS Devices main menu.

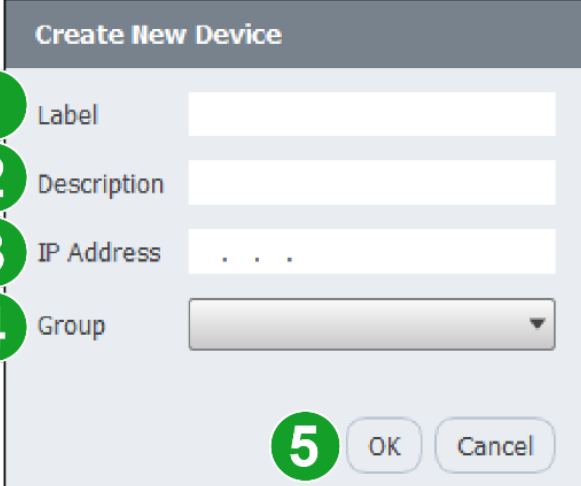


After clicking the “+ **Devices**” button you will have three different options for adding a device:

- **New** – Add a device by manually entering the device’s IP address, its name, etc.
- **Auto Discover** – Allows DS Devices to add any compatible devices detected in your network.
- **Import** – Adds all the devices from a previously exported device list.

## 4.2.1 Adding a Device via New

When **New** is selected the **Create New Device** pop-up window will appear. Follow the steps below to add a device.

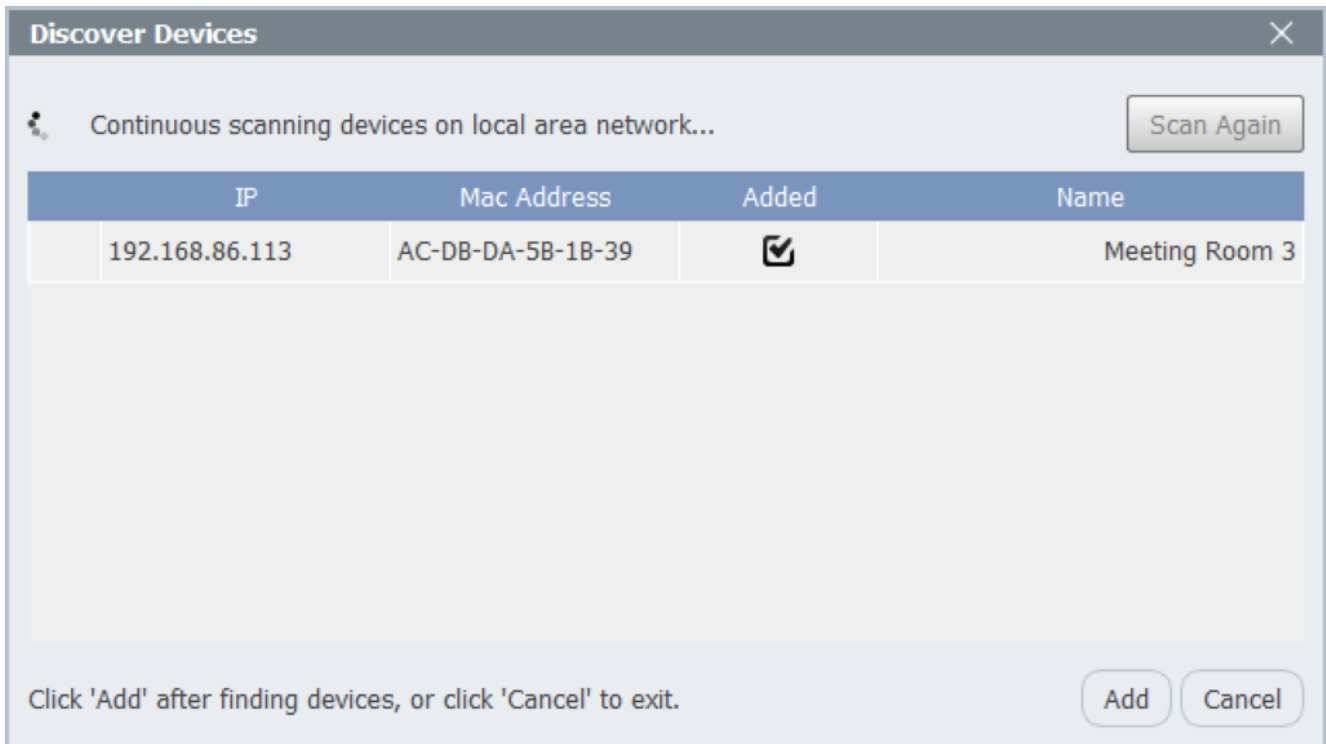


The image shows a screenshot of a 'Create New Device' dialog box. The dialog has a title bar 'Create New Device' and five numbered steps indicated by green circles with white numbers. Step 1 points to the 'Label' text input field. Step 2 points to the 'Description' text input field. Step 3 points to the 'IP Address' text input field, which contains three dots. Step 4 points to the 'Group' dropdown menu. Step 5 points to the 'OK' button. A 'Cancel' button is also visible next to the 'OK' button.

1. In the **Label** field, enter a name to identify the device in the list.
2. In the **Description** field, enter a description to help further identify the device in the list.
3. In the **IP Address** field, enter the IP address for the device (consult your IT specialist if needed).
4. [OPTIONAL] In the **Group** field, select the group you want to add the device to. Go to *Creating a Group* more information regarding creating groups.
5. Click **OK** to finish adding the device.

## 4.2.2 Adding Devices via Auto Discover

When **Auto Discover** is selected, the Discover Devices pop-up window will appear. Give DS Devices some time to scan your network for compatible devices.



Once DS Devices has finished scanning a list of compatible devices will appear, click the boxes next to the devices you want to add to your device list and then click **Add** to finish adding the device(s).

### 4.2.3 Adding Devices via Import

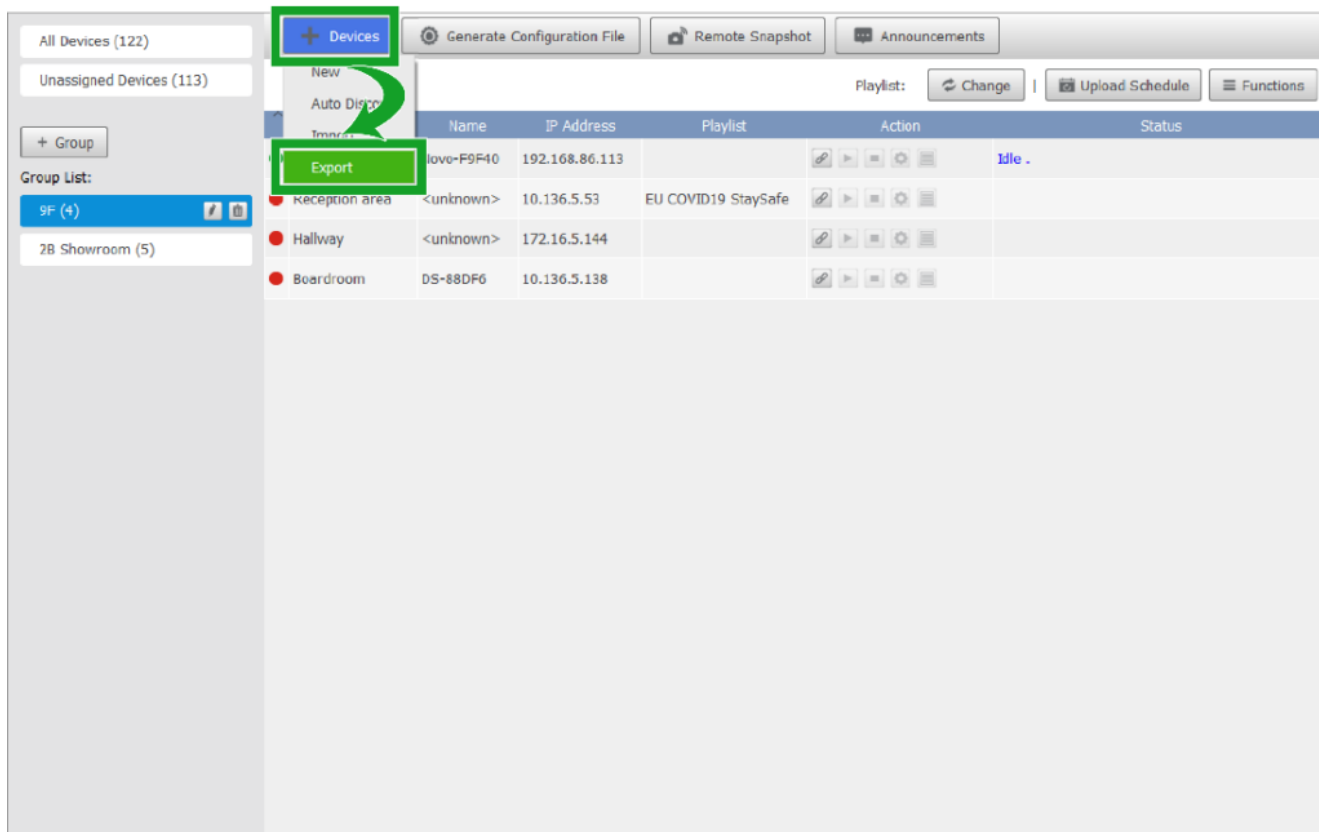
When **Import** is selected, select the XML file of a device list which typically is generated, or “exported”, from NovoDS Studio running on another computer. Please refer to the next section for details.

*NOTE: When importing a device list via an XML file the imported device list will override your current device list in DS Devices. If you want to keep any of the devices currently in your device list, add the new devices via the **New** or **Auto Discover** function.*

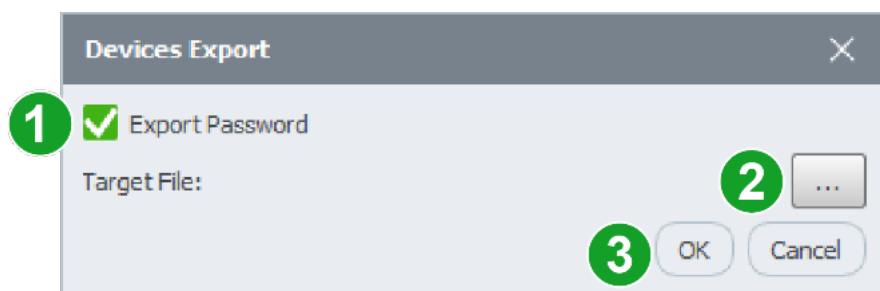
### 4.2.4 Exporting Your Device List

To export your device list so that it can be imported by another DS Devices user, click the “+ **Devices**” button at the

top of the DS Devices main menu, and then select **Export** from the drop-down menu that appears.



Once you select **Export** in the drop-down menu, the **Devices Export** menu will appear, follow the steps below to export your device list.



1. Check the **Export Password** box if you want to include device passwords in the export file
2. In the **Target File** field, click the “...” button to specify the target folder.
3. Click **OK** to export the device list.