4.4.1 Add Devices to a Group

To add a device to an already created group, use one of the following methods below:

• Method 1: Click and drag the device into the group in the group list.

| All Devices (2) | [| + Devices | Generate | Configuration File | | temote Sna | pshot Announcements | |
|------------------------|---|---------------|------------|--------------------|-------|------------|---------------------|--------|
| Unassigned Devices (2) | | | | | | | 面 | 0 |
| + Crown | | Label | Name | IP Address | Group | Playlist | Action | Status |
| Group List: | • | Classroom 102 | Novo-A8CF4 | 192.168.50.7 | | | 0 > = 4 0 = | |
| Campus A | | Claceroom 205 | DS-CE559 | 192.168.50.138 | | | | 1 |
| | | | | | | | | - |

 Method 2: Select the device and click the Edit button (highlighted in the figure below)

| Unassigned Devices (2) | | | | | | | |
|--------------------------|------------|----------------|-------|----------|-----------|----------|-------|
| | | | | | | <u> </u> | Ċ |
| Label | Name | IP Address | Group | Playlist | Action | St | tatus |
| Group List: | Novo-A8CF4 | 192.168.50.7 | | | | | |
| Campus A Classroom 205 D | DS-CE559 | 192.168.50.138 | | | 0 = 0 0 | | |

Then in the **Edit Device** menu select the group you want to add the device to in the **Group** drop-down menu and then click **OK**.

| Edit Device - [Classroom 205] | | | |
|-------------------------------|-----------------|--|--|
| Label | Classroom 205 | | |
| Description | | | |
| IP Address | 192.168.50 .138 | | |
| Group | • | | |
| | Campus A | | |
| | Campus A | | |
| | OK Cancel | | |

Once you have added devices to a group, you will be able to take actions to the entire group, such as start playback, apply a schedule, and more. The following sections will cover these group actions in details.