

NovoDS Studio UM

V0.03

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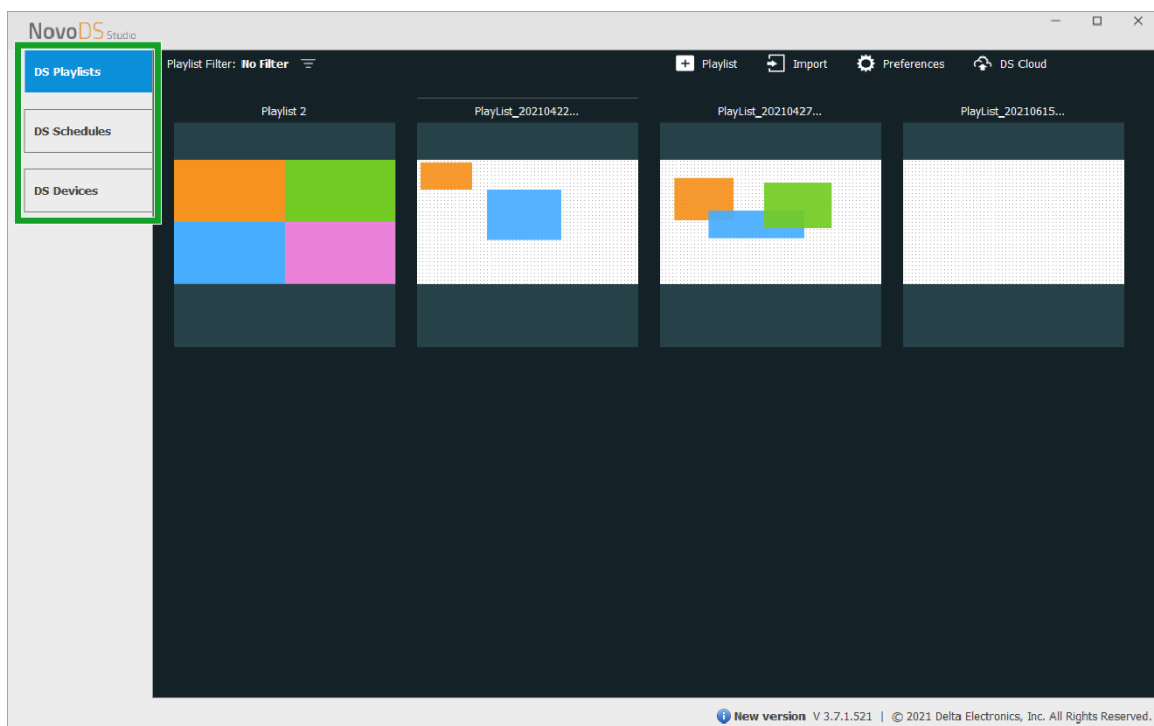
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Overview

NovoDS Studio is a suite of software applications that allows the user to handle every step of the digital signage process for displays with a supported Novo device, from content creation all the way to content deployment. NovoDS Studio consists of the following applications:

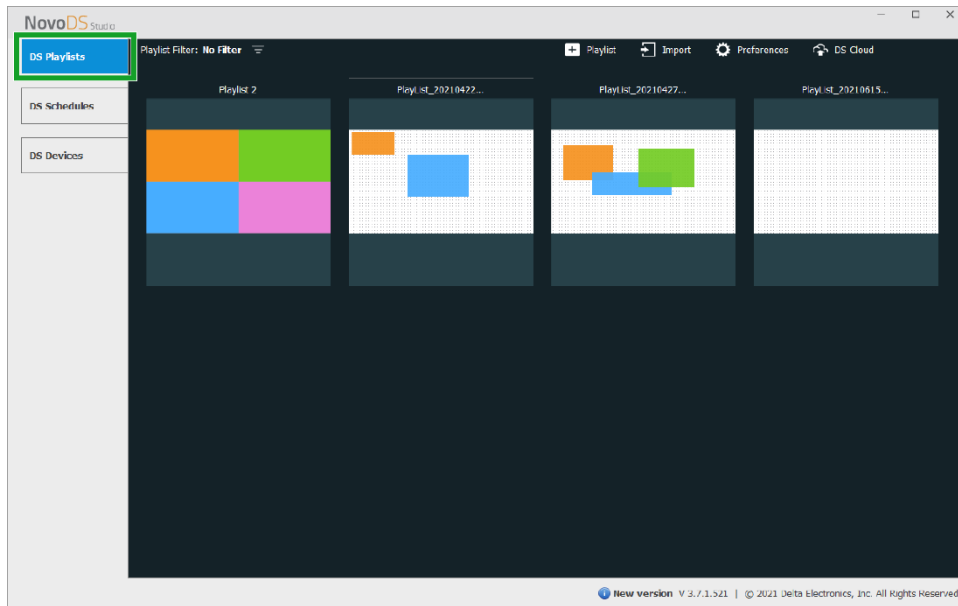
- **DS Playlists:** Allows you to create and edit the multimedia content you want to show on your display.
- **DS Schedules:** Allows you to plan and schedule the playback of the content created in DS Playlists.
- **DS Devices:** Allows you to remotely manage and control all your displays with Novo devices.

Each application can be accessed by selecting their respective tab on the right side of the NovoDS Studio interface.



DS Playlists

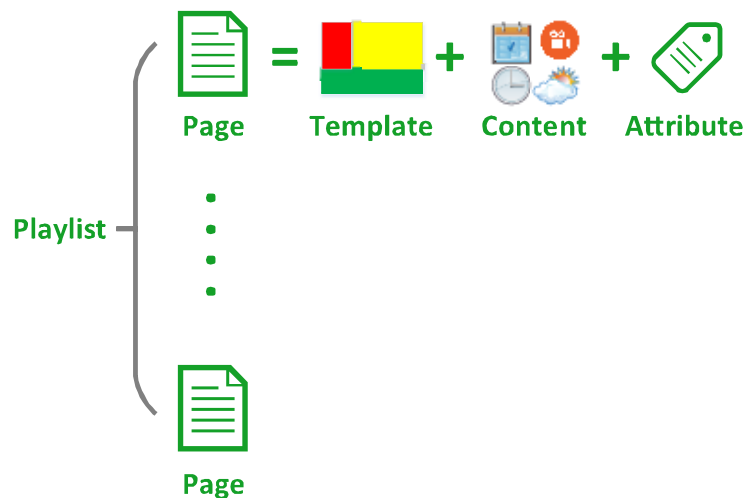
As described above, DS Playlists allows users to create and edit multimedia content for use in their digital signage displays with a Novo device.



Before starting, it's best to define some of the key terms used throughout this document for items used in the application:

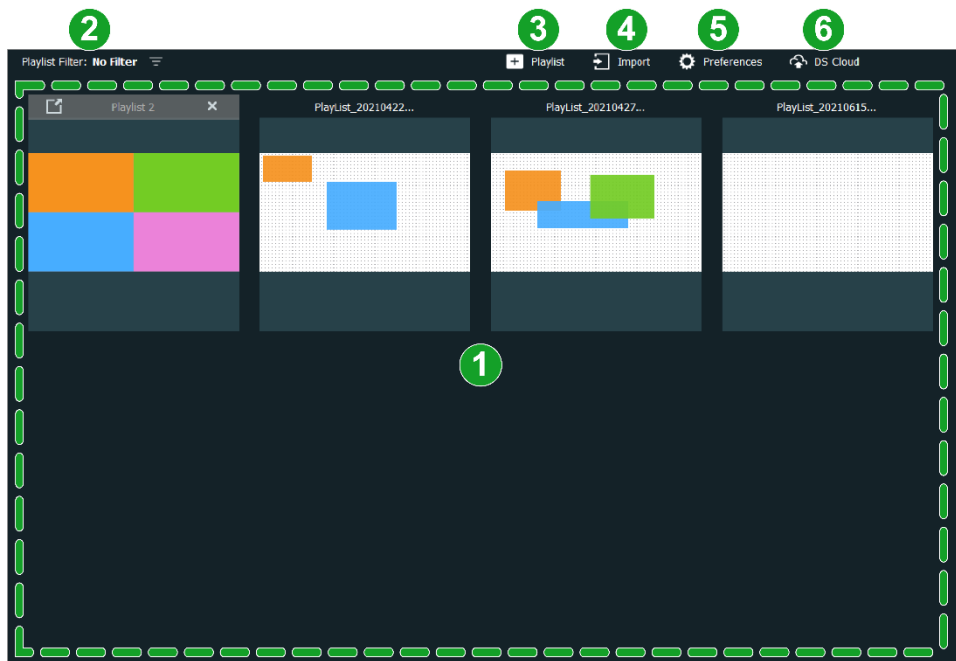
- **Playlist:** A multimedia content package designed to be played on Novo devices, consisting of one or multiple pages.
- **Page:** A screen layout that is filled with multimedia content.
- **Template:** A screen layout that consists of one or multiple “regions” that can be applied to any page.
- **Content:** Resources that can be placed in a page, including text, images, music/audio, video, web pages, video streams, Twitter and RSS feeds, and others.
- **Attribute:** Characteristics associated with the playback of content such as duration, rendering effect, etc.

The following image illustrates their relationship.



The DS Playlists Main Menu

Upon selecting the DS Playlists tab, you will enter the main menu. The following items can be accessed from the main menu.

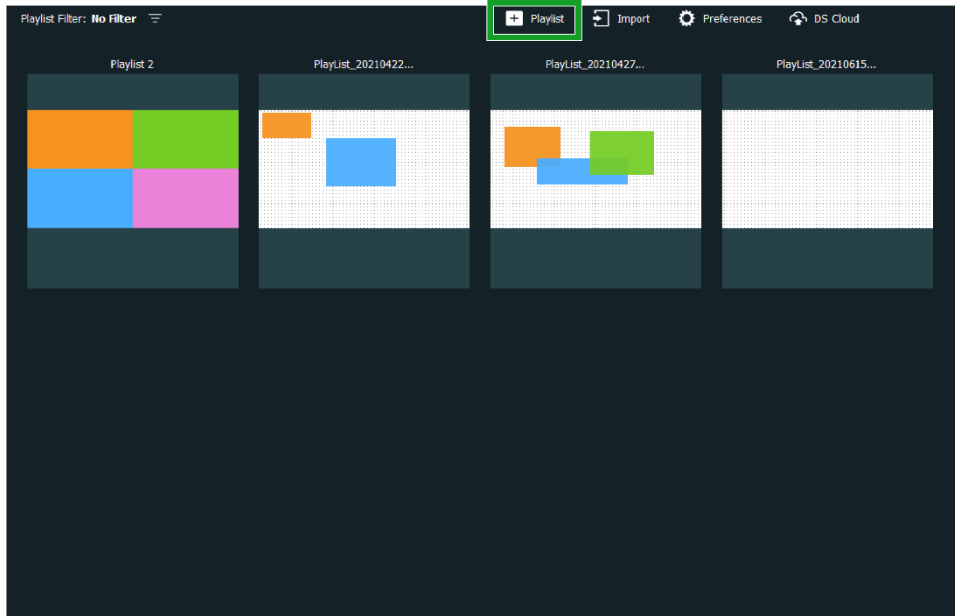


No.	Item	Description
1	Playlists Panel	Shows previews of all the playlists available in DS Playlists. <ul style="list-style-type: none"> Click the preview for a playlist to begin editing the playlist. Mouse over a playlist and click the export icon (📄), to export the playlist. Mouse over a playlist and click the delete icon (✖), to delete the playlist.
2	Playlist Filter	Filters the playlists shown in the playlist panel based on the type of Novo device the playlist is used in.
3	Create Playlist	Creates a new playlist. Go to Creating a Playlist for more information on creating a playlist.
4	Import Playlist	Imports a playlist from a local file (in .npl or .npl2 file format).
5	Preferences	Allows you to: <ul style="list-style-type: none"> Set the local folder you want to save all your playlists to. Configure the language for the DS Playlists application
6	DS Cloud	Allows you to upload your playlists to a cloud-based server so that it can be accessed via the DS Cloud application.

Creating a Playlist

To create a playlist:

1. Click the create playlist button at the top of the DS Playlist main menu.



2. In the **Create a Playlist** pop-up menu, select an option for each of the following settings for the playlist and then click **OK**:

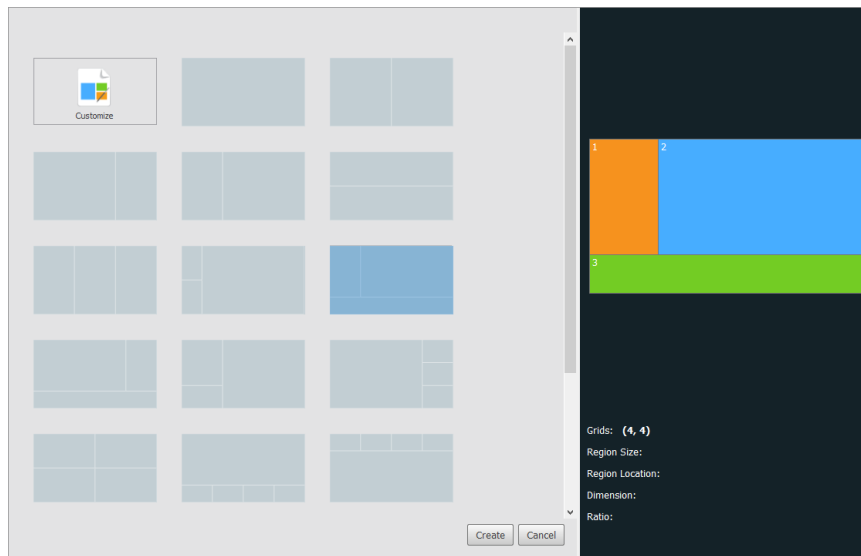
A screenshot of the 'Create A Playlist' dialog box. It has a title bar 'Create A Playlist' and three sections of settings. The first section is 'Model' with radio buttons for 'NovoDS Mini', 'NovoDS' (checked), 'NovoDS 4K', 'NC-X700', 'NC-X900', 'NovoDisplay', 'NovoTouch LK', and 'NovoTouch EK'. The second section is 'Screen Orientation' with radio buttons for 'Landscape' (checked), 'Portrait', 'Landscape(Flipped)', and 'Portrait(Flipped)'. The third section is 'Layout Preference' with radio buttons for 'Grid(Default)' (checked) and 'Flexible'. At the bottom right are 'Ok' and 'Cancel' buttons.

- **Model:** Select the Novo device you want the playlist to be played on.
- **Screen Orientation:** Select the screen orientation of the display which the playlist will be played on. Orientations labelled “(Flipped)” are for displays whose videos are reflected on a mirror.
- **Layout Preference:** Choose the type of playlist format you want to use.
NOTE: The layout type (Grid or Flexible) selected in this field will be the layout type for ALL of the pages in your playlist. DS Playlist does not allow mixing and matching layout types within a playlist.

If you selected **Grid** in the **Layout Preference** setting, go to [Using Grid Mode](#) for further instructions. If you selected **Flexible** in the **Layout Preference** setting, go to [Using Flexible Mode](#) for further instructions.

Using Grid Mode

When you select **Grid** in the **Create a Playlist** menu, you will enter the **Select Template** menu for grid mode.



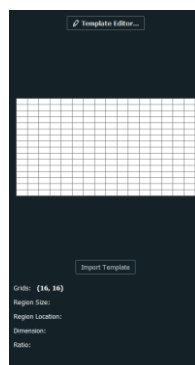
In the **Select Template** menu, choose one of the following options:

- Select **Customize** to create your own grid-based layout for the playlist page, and go to [Customizing a Grid Mode Layout](#) for further instructions on creating a custom grid-based layout.
- Select one of the available preconfigured page layouts.
NOTE: If you select a preconfigured layout, the panel on the right side of the menu will show feature a more detailed depiction of the layout. Mouse-over any of the regions in the layout to view details related to the region including size, location, dimensions, and ratio.

Once you have selected the type of grid-based layout you want to use for your page, click **Create** to begin editing the content for your page. Go to [The Editing Menu](#) for details on editing the content for your playlist.

Customizing a Grid Mode Layout

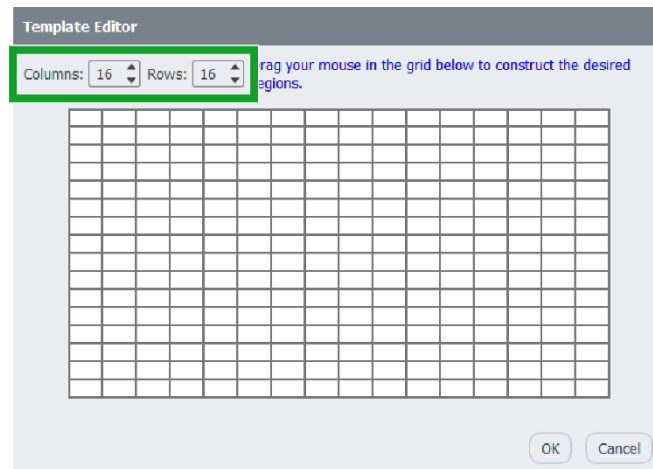
When you select **Customize** in the **Select Template** menu for grid mode, the panel on right side of the menu will show the default 16x16 grid layout preview.



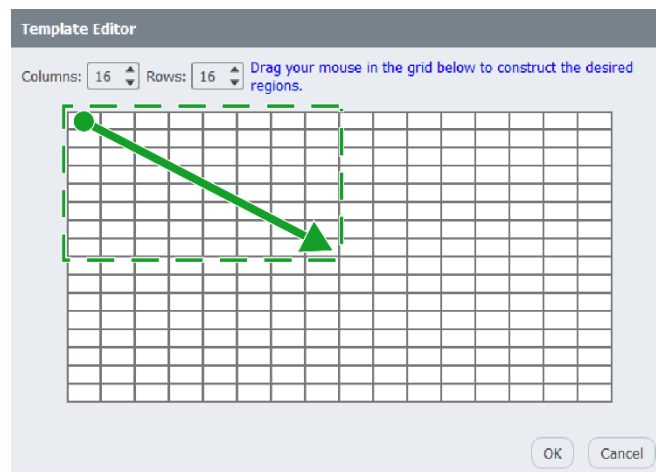
- Click on either the **Template Editor...** button at the top of the panel or the preview in the middle of the panel to enter the **Template Editor** window to customize your layout.
- Click on **Import Template** to import a previously designed grid-based template.

In the **Template Editor** window:

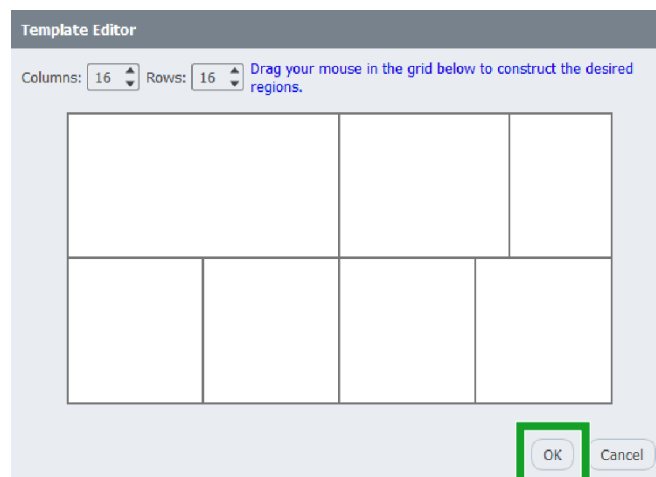
1. Select the number of columns and rows you want for your grid.



2. Click and drag your mouse in the grid layout to create a region within the template.

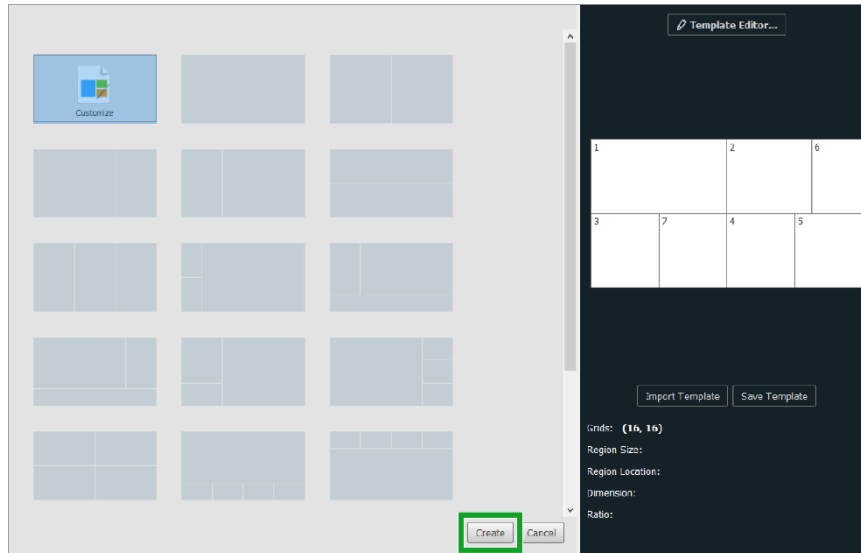


3. Repeat step 2 to create all the regions you want in your layout.
NOTE: To revert a region you have already created to the original grid, right-click on the respective region.
4. Click **OK** to finalize your design and return to the **Select Template** menu.



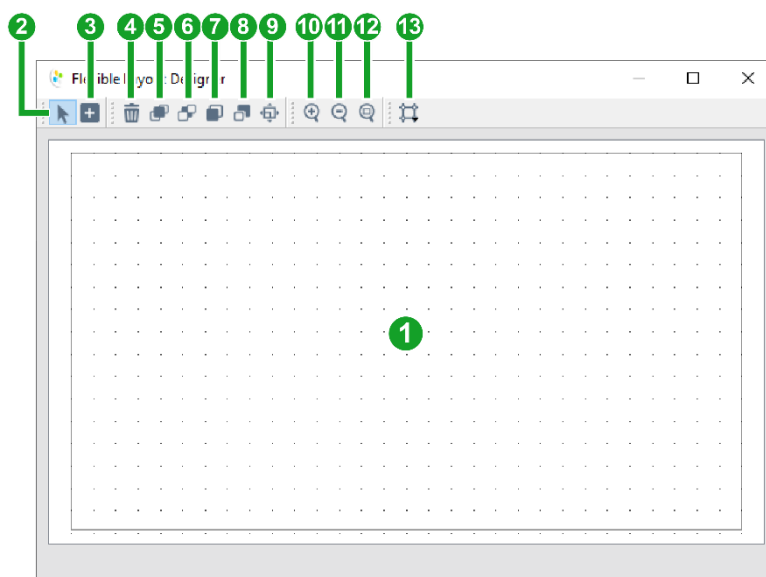
5. Click **Create** in the **Select Template** menu to select your custom-made layout and begin editing the content for your playlist page. Go to *The Editing Menu* for details on editing the content for the page.

*NOTE: If you want to save the layout you customized as a template for future use, click **Save Template** in the **Select Template** menu.*



Using Flexible Mode

When you select **Flexible** in the **Create a Playlist** menu, a **Flexible Layout Designer** window will pop-up for you to create your own playlist page layout. Use the following tools in the window to create the layout.

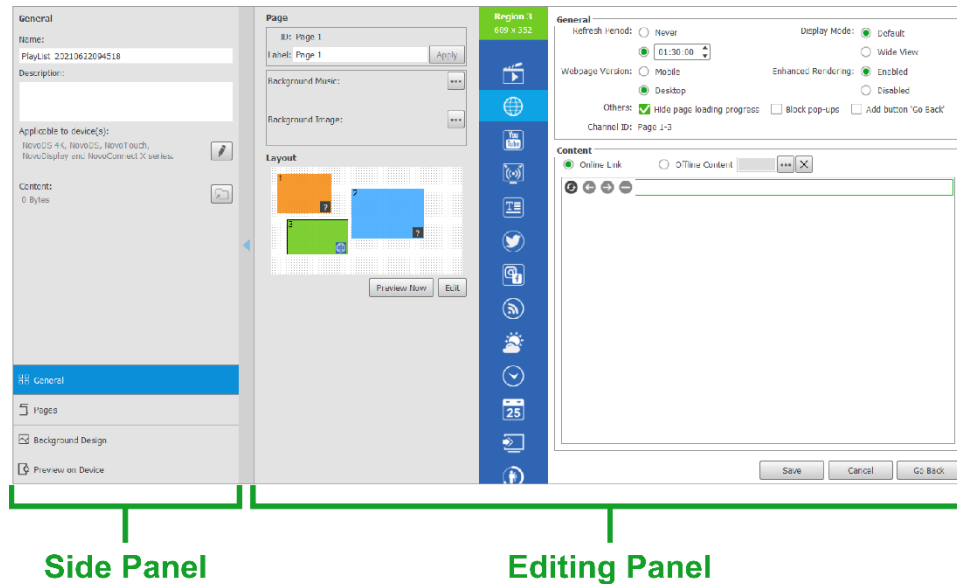


No.	Item	Description
1	Artboard	Acts as the canvas for your layout Select the Create New Item button, and then click and drag within the artboard to create a multimedia item in the layout. <i>NOTE: The black border in the artboard indicates the boundaries of the display.</i>
2	Cursor	Allows you to select, move, or re-size an item on the artboard.
3	Create New Item	Allows you to create a multimedia item within the playlist layout. Once the button is selected, you will have a choice of the type of multimedia item you want to create. After selecting the multimedia type, click and drag within the artboard to create the item. <i>NOTE: If you choose not to select a multimedia type, the item you will create will be an "Unset" item which can be switched to any multimedia type after.</i>
4	Delete	Deletes the selected item from the layout.
5	Bring to Front	Brings the selected item to the most top layer of the layout.
6	Sent to Back	Sends the selected item to the farthest layer of the layout.
7	Pop up item	Brings the selected item one layer forward in the layout.
8	Push down item	Sends the selected item one layer backward in the layout.
9	Properties	Allows you to configure the position, size, and multimedia type of the selected item.
10	Zoom in	Zooms in on the artboard
11	Zoom out	Zooms out on the artboard
12	Zoom fit	Snaps the zoom level back to fit the boundaries of the display.
13	Snap to Grid	Allows you to configure the size of the square grids within the artboard, as well as enable/disable the setting where items align to the grid when moved.

Once you have finished designing your page layout via Flexible mode, close the **Flexible Layout Designer** pop-up window and use the editing menu to finish editing your playlist page. Go to [The Editing Menu](#) for details on editing the content for the page.

The Editing Menu

Once you have finished choosing or designing a layout for your playlist page, you will enter the editing menu. The editing menu features a side panel and a main editing panel:



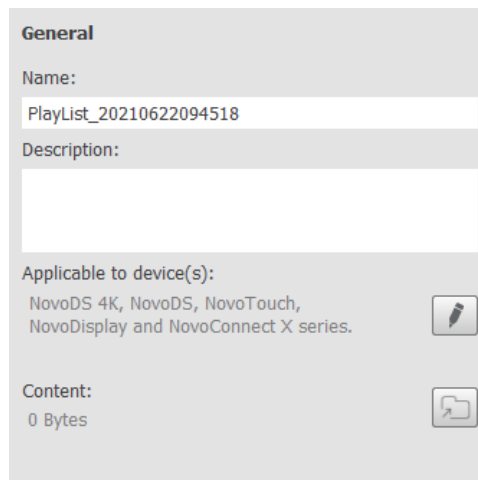
The side panel allows you to access the following menus at the bottom of the panel to configure overall settings for the playlist:

- **General** – Configures general settings for the playlist including playlist name, description, Novo device, and content included. Go to [The General Panel](#) for more details on the **General** menu.
- **Pages** – Allows you to add and/or edit multiple pages within the playlist. Go to [The Pages Panel](#) for more details on the **Pages** menu.
- **Background Design** – Allows you to create a multimedia background for your entire playlist. Go to [The Background Design Panel](#) for more details on the **Background Design** menu.
- **Preview on Device** – Allows you to preview the playlist on a single device via the device's IP address. Go to [Preview On Device Panel](#) for more details on the **Preview on Device** menu.

The editing panel is the main interface for editing the content within a playlist page. Go to [The Editing Panel](#) for more details on the editing panel.

The General Panel

Select the **General** tab at the bottom of the editing menu's side panel to access the general panel and configure general settings for the playlist.

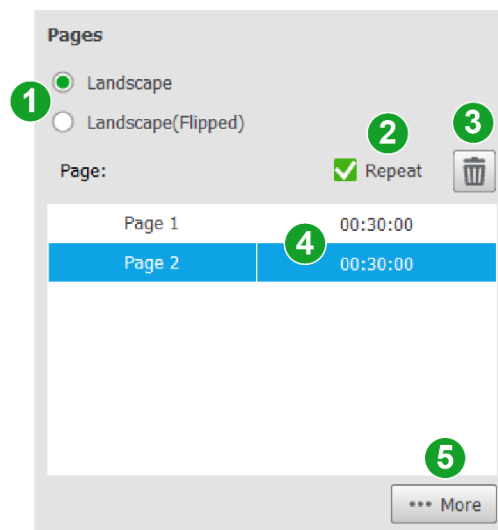


The following options are available in the general panel:

- **Name** – Edit the name for the playlist in this field.
- **Description** – Enter or edit a description for the playlist in this field.
- **Applicable to device** – Click the edit button (✎) to configure the Novo devices the playlist will be played on.
- **Content** – Click the folder button (📁) to open the folder where the playlist and its related files are stored in your local storage.

The Pages Panel

Select the **Pages** tab at the bottom of the editing menu's side panel to access the pages panel and add or edit multiple pages in your playlist.



The following options are available in the pages panel:

No.	Item	Description
1	Orientation	<ul style="list-style-type: none"> • Select Landscape to set the playlist to broadcast in normal landscape orientation.

		<ul style="list-style-type: none"> Select Landscape (Flipped) set the playlist to broadcast in a mirrored landscape orientation for images that will be reflected off a mirror.
2	Repeat	Check this box if you want the playlist to repeat after it has finished playing.
3	Delete	Select a page in the page menu and click this button to delete the page from the playlist.
4	Page List	<p>Lists all the pages in your playlist.</p> <ul style="list-style-type: none"> Click a page to view the main editing panel for the respective page. Go to The Editing Panel for more details regarding the editing panel. Click and drag on a page to re-order the page sequence. Double-click the time for a page to edit the duration for which the page will be displayed.
5	More	<p>Click and select one of the following options to add a page to the playlist:</p> <ul style="list-style-type: none"> Page – Adds a new page to the playlist. Once selected follow the instructions in Using Grid Mode or Using Flexible Mode to select the template for the new page. Link – Adds a copy of an already created page to the playlist. Import – Imports a page from another playlist.

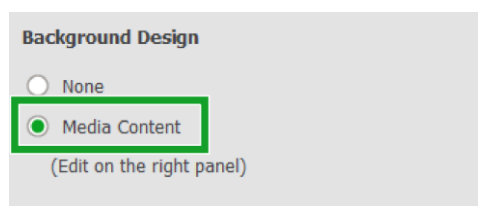
The Background Design Panel

Select the **Background Design** tab at the bottom of the editing menu's side panel to access the background design panel and add a multimedia background to your playlist.

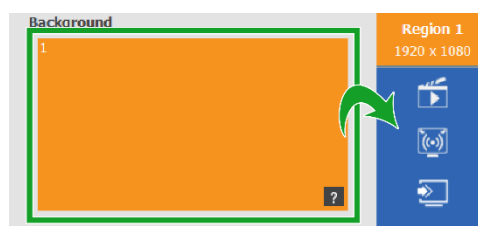
NOTE: The background design panel adds a background to the entire playlist. For instructions on adding a background for only a certain page within a playlist, go to [The Editing Panel](#).

Once you have entered the background design panel follow the steps below to add a background design:




1. Select **Media Content** in the background design panel and a background frame will appear to the right of the side panel.




2. Click the background frame in the panel and a multimedia options menu will appear to the right of the background frame.

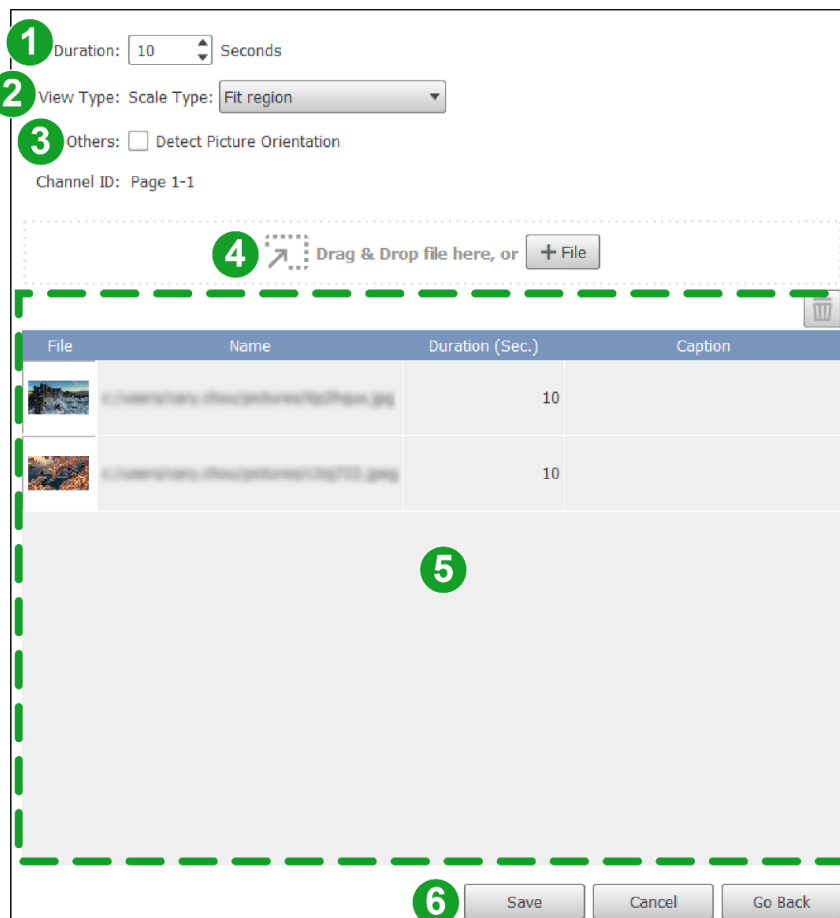


Select one of the following options to select and configure the type of media you want as the background for your playlist:

Button	Item	Description
	Media	Makes the background an image, video, document or music file(s). Go to Media Background for more details on configuring the media file for your background. <i>NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.</i>
	IP Stream	Makes the background a video stream from a camera connected to the network. Go to IP Stream Background for more details on configuring the IP stream for your background.
	Video In	Makes the background either video from a device connected to the display's HDMI port or a stream from a USB webcam connected to the display. Go to Video In Background for more details on configuring the video input for your background.

Media Background

When you select media () for a background design, an editing menu will appear for the media. Follow the steps below to add a media file as a background:



The screenshot shows a configuration window for a media background. It includes the following elements:

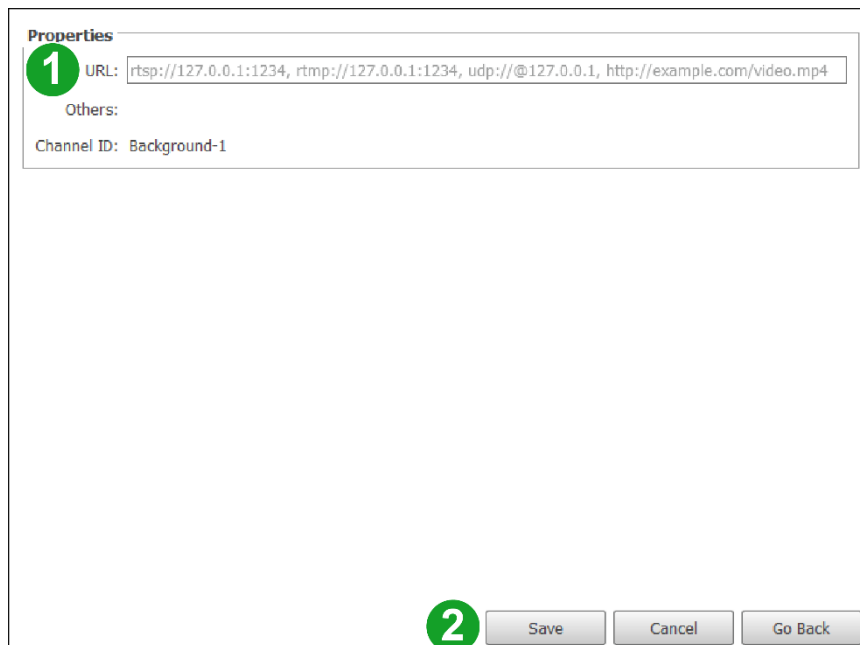
- 1** Duration: 10 Seconds (with a dropdown arrow)
- 2** View Type: Scale Type: Fit region (with a dropdown arrow)
- 3** Others: Detect Picture Orientation
- Channel ID: Page 1-1
- 4** Drag & Drop file here, or
- A table with columns: File, Name, Duration (Sec.), and Caption. It contains two rows of media files, each with a duration of 10 seconds.
- 5** A large empty area for previewing the media.
- 6** Save, Cancel, and Go Back buttons at the bottom.

1. In the **Duration** field, select how long the media file will play in the background.
2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the background frame:

- **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the background frame.
 - **Fit region** – Scales the images/videos so that the full image fits into the background frame.
 - **Scale to fill region** – Scales up smaller images/videos until the background frame is completely filled.
3. In the **Others** field, check the **Detect Picture Orientation** to make automatic corrections to the picture orientation.
 4. Drag and drop or click the **+ File** button and select the media file you want to use as the background. Repeat this step to add more media files as backgrounds.
NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.
 5. In the file list choose any of the following options to configure your background:
 - Click and drag any file to re-order the playback sequence.
 - Double-click the **Duration** column for any file to configure how long the respective file will play for before switching to the next file.
 - Double-click the **Caption** column for any file to add a description for the file.
 - Select any file and click the delete button (🗑️) to remove the file from the background playback list.
 6. Click **Save** to finish configuring the background settings.


IP Stream Background

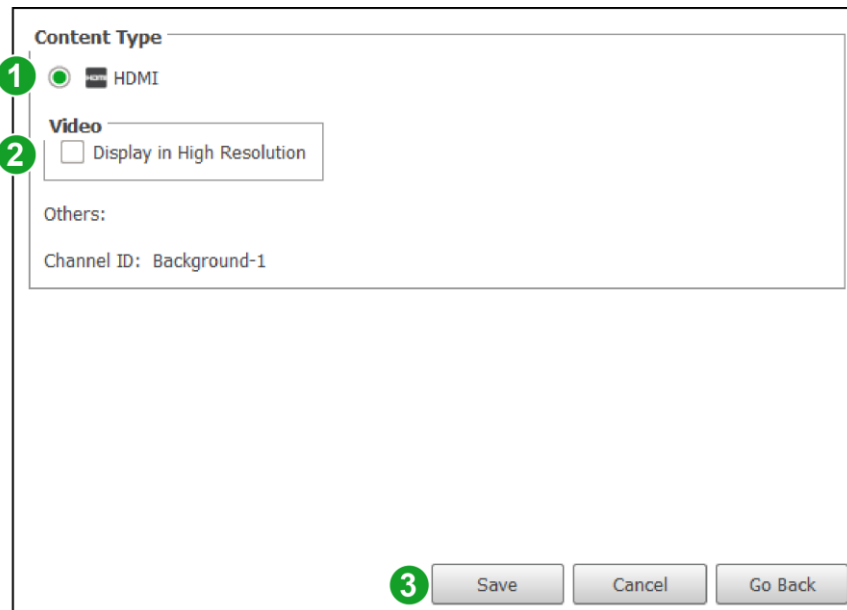
When you select IP stream (📡) for a background design, an editing menu will appear for the stream. Follow the steps below to add an IP stream as a background:



1. In the **URL** field, enter the URL for the IP stream
2. Click **Save** to finish configuring the background settings.

Video In Background

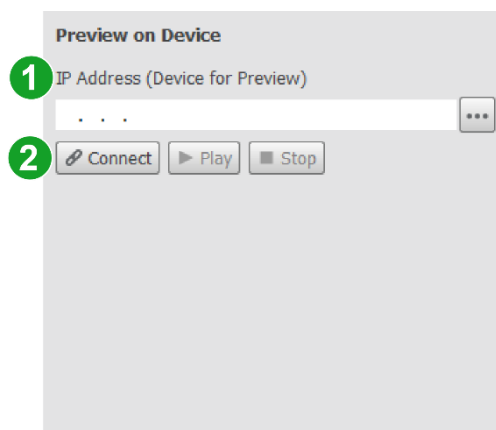
When you select video in () for a background design, an editing menu will appear for the type video input. Follow the steps below to make video from an HDMI device or a webcam video stream the background:




1. Select either **HDMI** or **USB Camera** depending on the type of device connected.
2. Check **Display in High Resolution** have the video be shown in High Resolution
3. Click **Save** to finish configuring the background settings.

Preview On Device Panel

Select the **Preview On Device** tab at the bottom of the editing menu's side panel to access the preview panel and preview your playlist page on a display connected to your network. Follow the steps below to preview your playlist page:

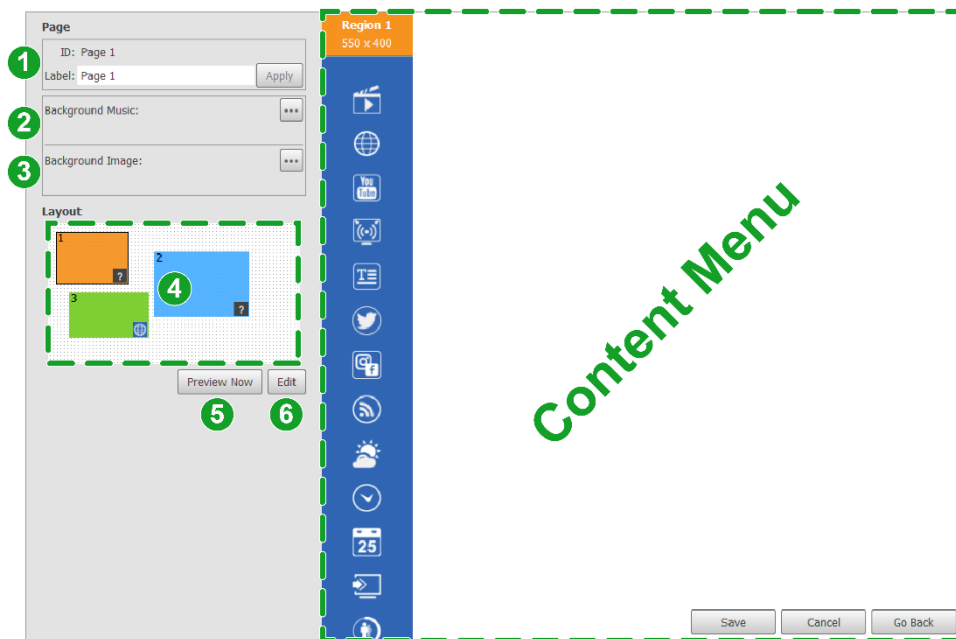


1. In the **IP Address** field, enter the IP address for the display where you want the preview to be shown, or click the more button () to select from a list of connected devices.
2. Click the **Connect** button to connect to the display, and then click the **Play** button to send the playlist to the device and preview it on screen in real time.

Once the preview is playing you can click the **Stop** button to stop the playback, the **Play** button to resume the playback, or **Disconnect** to disconnect from the display altogether.

The Editing Panel

The editing panel is the main interface for editing the content within a playlist page. Follow the steps below to edit the content for a page:



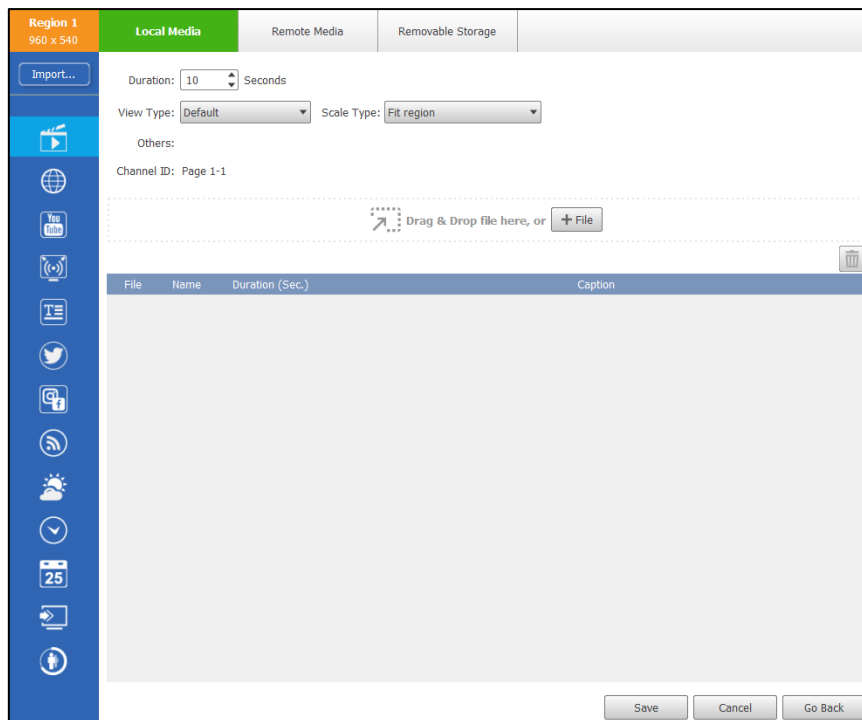
*NOTE: If your playlist contains multiple pages, select the **Pages** in the side panel and select the page you want to edit from the page list.*

1. [OPTIONAL] In the **Label** field, edit the name of the page.
2. [OPTIONAL] In the **Background Music** field, click the more button (⋮) to add background music to the page or playlist via a music file stored on your local device or via an audio stream URL.
3. [OPTIONAL] In the **Background Image** field, click the more button (⋮) to add a background image or color to the page.
*NOTE: The **Background Image** field adds a background to the respective page only. For instructions on adding a background for the entire playlist, go to [The Background Design Panel](#).*
4. In the **Layout** window, click on any of the page items to configure the content for the item in the content menu. Go to [The Content Menu](#) for more details regarding the content menu.
5. [OPTIONAL] Click **Preview Now** to view a preview of the page.
6. [OPTIONAL] Click **Edit** to change or edit the layout for the page. For layouts that used Grid mode, go to [Using Grid Mode](#) for more details on editing the layout. For layouts that used Flexible mode, go to [Using Flexible Mode](#) for more details on editing the layout.

For details on editing the content for each item within the page's layout, go to [The Content Menu](#).

The Content Menu

When you click on an item/box in the **Layout** window of the editing panel, the content menu will appear to the right. The content menu allows you to select the type of content that will appear in each item/box on a page and then configure the content itself.




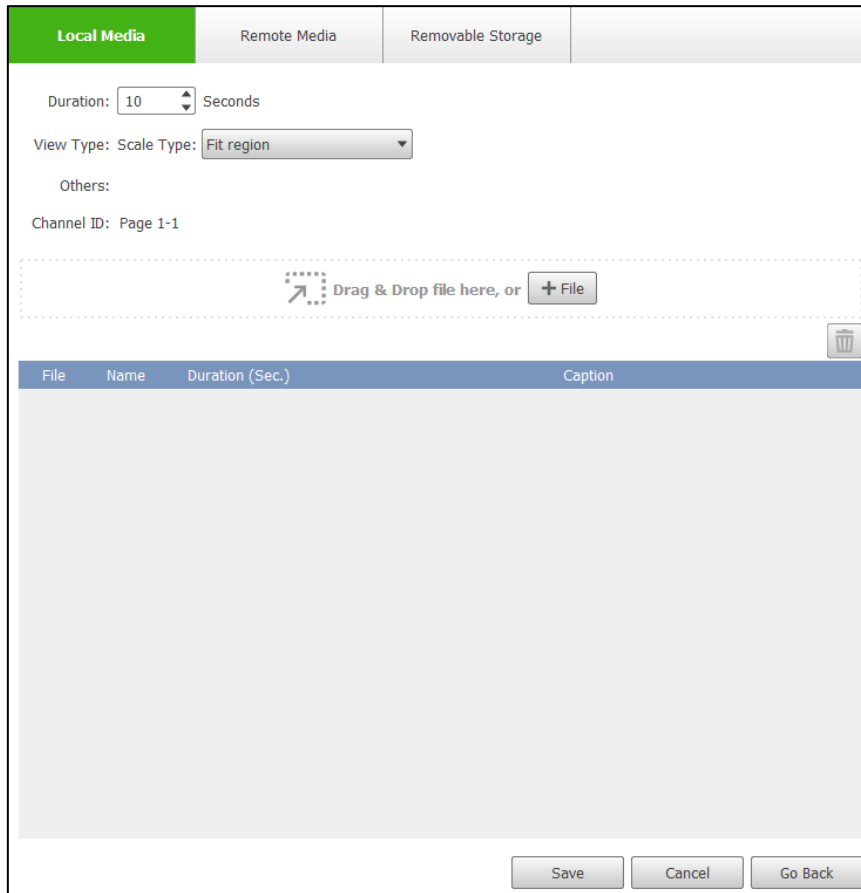
To select the type of content that will appear in an item/box on the page, click one of the options in the bar to the left of menu. The type of content available include:

Button	Item	Description
	Import	[For Grid Mode Only] Allows you to import content from an item/box in another playlist's page. Go to Importing Content (Grid Mode Only) for more details on importing content.
	Media	Makes the layout item/box display an image, video, document, or music file(s) that is either stored locally, remotely (via cloud storage), or on a removable storage device. <i>NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.</i> Go to Media for more details on configuring the file settings.
	Web Page	Makes the layout item/box display a webpage. Go to Web Page for more details on configuring the webpage settings.
	YouTube	Makes the layout item/box display a YouTube video. Go to YouTube Video for more details on configuring the YouTube video settings.
	IP Stream	Makes the layout item/box display a video stream from a camera connected to the network. Go to IP Stream for more details on configuring the IP stream settings.

	Text	Makes the layout item/box display customized text. Go to Text for more details on configuring the text settings.
	Twitter	Makes the layout item/box display a Twitter feed. Go to Twitter for more details on configuring the feed settings.
	Social Media	Makes the layout item/box display a Facebook or Instagram profile. Go to Social Media for more details on configuring the social network settings.
	RSS	Makes the layout item/box display an RSS feed. Go to RSS for more details on configuring the feed settings.
	Weather	Makes the layout item/box display a weather report. Go to Weather Report for more details on configuring the weather report settings.
	Clock	Makes the layout item/box display a clock or timer. Go to Clock for more details on configuring the clock/timer settings.
	Calendar	Makes the layout item/box display a Google, Microsoft, or iCal account calendar. Go to Online Calendar for more details on configuring the feed settings.
	Video In	Makes the layout item/box display video from a device connected to the display's HDMI port or a USB webcam connected to the display. Go to Video In for more details on configuring the video input settings.
	People Count	Makes the layout item/box display a people count from a people counting camera. Go to People Counting for more details on configuring the people count settings.

Media

To display a media file in a layout item/box click the media button () in the bar to the left of the content menu, and the media menu will appear.



File	Name	Duration (Sec.)	Caption
------	------	-----------------	---------

The media menu features three sub-menus which can be accessed at the top of the menu:

- **Local Media** – Allows you to upload media files from your local storage.
- **Remote Media** – Allows you to upload media files from remote cloud-based storage (e.g. DropBox, OneDrive, etc.).
- **Removable Storage** – Allows you to upload media files stored on a removable storage device (e.g. USB flash drive)

Each submenu features different configuration options. Follow the instructions below to configure the display settings for each type of media file.

Local Media

The screenshot shows a configuration window for local media. At the top, there is a 'Duration' field set to 10 seconds (1), a 'View Type' dropdown menu set to 'Fit region' (2), and an 'Others' section with a 'Detect Picture Orientation' checkbox (3). Below this is a 'Channel ID' field set to 'Page 1-1'. A large dashed green box represents the layout area (4), containing a '+ File' button and a table of media files. The table has columns for 'File', 'Name', 'Duration (Sec.)', and 'Caption'. Two files are listed: 'c:/users/cary.chou/pictures/6p2hqux.jpg' and 'c:/users/cary.chou/pictures/c3sj722.jpeg', both with a duration of 10. A large green circle with the number 5 is overlaid on the table area. At the bottom of the window are 'Save', 'Cancel', and 'Go Back' buttons (6).

1. In the **Duration** field, select how long each media file will be displayed in the layout item/box.
*NOTE: If you want to have each media file to be displayed for different amounts of time configure the **Duration** field in step 5.*
2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the layout box:
 - **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the layout box.
 - **Fit region** – Scales the images/videos so that the full image fits into layout box.
 - **Scale to fill region** – Scales up smaller images/videos until the layout box is completely filled.
3. In the **Others** field, check the **Detect Picture Orientation** to make automatic corrections to the picture orientation.
4. Drag and drop or click the **+ File** button and select the media file you want to be displayed in the layout box. Repeat this step to add more media files.
NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.
5. In the file list, choose any of the following options to configure the playback of the media files you have selected for the box:
 - Click and drag any file to re-order the playback sequence.
 - Double-click the **Duration** column for any file to configure how long the respective file will play for before switching to the next file.
 - Double-click the **Caption** column for any file to add a description for the file.
 - Select any file and click the delete button (🗑️) to remove the file from the playback list.
6. Click **Save** to finish configuring the media settings.

Remote Media

The screenshot shows a configuration window for Remote Media. At the top, there is a 'Duration' field set to 10 seconds (callout 1). Below it is a 'View Type: Scale Type' dropdown menu set to 'Fit region' (callout 2). Underneath are three checkboxes under the heading 'Others': 'Detect Picture Orientation', 'Stretch Video to Fill Region', and 'Set as audio source' (callout 3). The 'Channel ID' is 'Page 1-1'. A dashed green box encloses the 'Properties' section, which includes a 'File Protocol' dropdown set to 'FTP', an 'Account' dropdown, a 'Port' field set to 21, a 'Path' field containing 'ftp://127.0.0.1, 127.0.0.1/share' (callout 4), 'User Name' and 'Password' input fields, and a 'Refresh Period' dropdown set to 15 minutes. At the bottom right, there are 'Save', 'Cancel', and 'Go Back' buttons (callout 5).

1. In the **Duration** field, select how long each media file in the remote storage directory will be displayed in the layout item/box.
2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the layout box:
 - **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the layout box.
 - **Fit region** – Scales the images/videos so that the full image fits into layout box.
 - **Scale to fill region** – Scales up smaller images/videos until the layout box is completely filled.
3. In the **Others** field, check any of the following options:
 - **Detect Picture Orientation** – Makes automatic corrections to the picture orientation.
 - **Stretch Video to Fill Region** – Stretches the video horizontally to fill the size of the box.
 - **Set as audio source** – Make the display broadcast the audio from the media file.
4. Enter the login settings for the storage service you are using, and then in the **Refresh Period** field select how often you want DS Playlist to check for new files stored in the path given.
5. Click **Save** to finish configuring the media settings.

Removable Storage

The screenshot shows a configuration window for Removable Storage. It includes a 'Duration' field set to 10 seconds, a 'View Type' dropdown menu set to 'Fit region', and three checkboxes under 'Others': 'Detect Picture Orientation', 'Stretch Video to Fill Region', and 'Set as audio source'. Below these is a 'Channel ID' field with 'Page 1-1'. A 'Properties' section contains 'Storage Type' with radio buttons for 'USB' (selected) and 'Micro SD', and a 'Refresh Period' dropdown set to 5 minutes. At the bottom right, there are 'Save', 'Cancel', and 'Go Back' buttons. Green circles with numbers 1 through 5 are overlaid on the interface to indicate the steps described in the text.

1. In the **Duration** field, select how long each media file in the removable storage will be displayed in the layout item/box.
2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the layout box:
 - **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the layout box.
 - **Fit region** – Scales the images/videos so that the full image fits into layout box.
 - **Scale to fill region** – Scales up smaller images/videos until the layout box is completely filled.
3. In the **Others** field, check any of the following options:
 - **Detect Picture Orientation** – Makes automatic corrections to the picture orientation.
 - **Stretch Video to Fill Region** – Stretches the video horizontally to fill the size of the box.
 - **Set as audio source** – Make the display broadcast the audio from the media file.
4. Select the type of storage device you are using, and then in the **Refresh Period** field select how often you want DS Playlist to check for new files stored in the path given.
5. Click **Save** to finish configuring the media settings.


Web Page

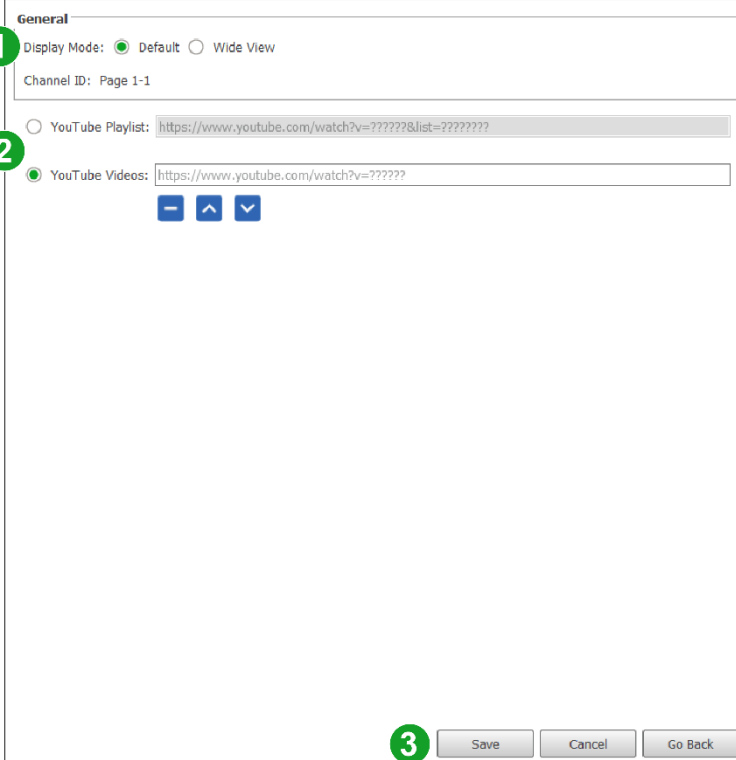
To display a web page in a layout item/box click the web page button (🌐) in the bar to the left of the content menu, and the web page menu will appear. Follow the instructions below to configure the display settings for the web page.

The screenshot shows a configuration window for a web page. It has two main sections: 'General' and 'Content'.
In the 'General' section:
1. 'Refresh Period' is set to '01:30:00'.
2. 'Display Mode' is set to 'Default'.
3. 'Webpage Version' is set to 'Desktop'.
4. 'Enhanced Rendering' is set to 'Enabled'.
5. In the 'Others' section, 'Hide page loading progress' is checked.
In the 'Content' section:
6. 'Online Link' is selected, and the URL 'https://www.vivitekusa.com/' is entered.
At the bottom, there are 'Save', 'Cancel', and 'Go Back' buttons, with '7' pointing to the 'Save' button.

1. In the **Refresh Period** field, set the amount of time you want to pass before the web page is refreshed, or select **Never** if you do not want the web page to refresh.
2. In the **Display Mode** field, select the if you want the web page to be displayed in its default mode or in a wide view.
3. In the **Webpage Version** field, select which version of the web page you want displayed.
4. In the **Enhanced Rendering** field, select whether or not you want the web page shown in enhanced resolution.
5. In the **Others** field check any of the following options:
 - **Hide page loading progress** – Does not show the loading progress each time the web page is refreshed.
 - **Block pop-ups** – Blocks and pop-up windows from the web page.
 - **Add Button “Go Back”** – Adds a “Go Back” button in the layout box whose placement within the box can be chosen from nine pre-set locations.
6. In the **Content** section, choose one of the following options:
 - To display a web page that is currently available on the Internet, select **Online Link**, then enter the URL for the web page into the field below, and then click the refresh button (🔄) to load a preview of the web page into the **Content** window.
 - To display an offline web page that is saved on your local storage, select **Offline Content**, then click the more button (⋮) to select the file for the web page in your local storage.
7. Click **Save** to finish configuring the web page settings.

YouTube Video

To display a YouTube video or YouTube playlist in a layout item/box click the YouTube button () in the bar to the left of the content menu, and the YouTube menu will appear. Follow the instructions below to configure the display settings for the YouTube video or playlist.



General




1 Display Mode: Default Wide View

Channel ID: Page 1-1


2 YouTube Playlist:

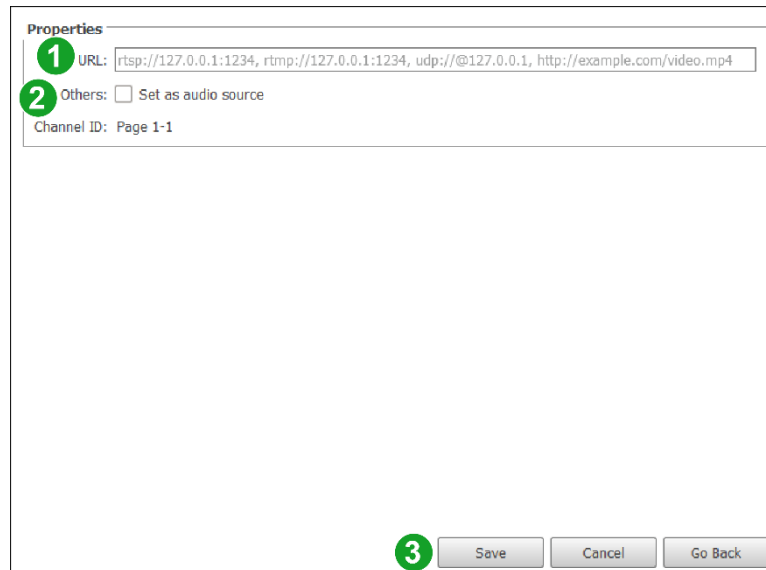
YouTube Videos:

3

1. In the **Display Mode** field, select the if you want the video to be displayed in its default mode or in a wide view.
2. In the video section, choose one of the following options:
 - To display a YouTube playlist, select **YouTube Playlist**, then enter the URL for the playlist into the field to the left.
 - To display one or more YouTube videos, select **YouTube Videos**, then enter the URL for the playlist into the field to the left and a listing will appear for the video. Select a video in the list and click the up or down button ( / ) to re-order the video within the list, or click the remove button () to remove it from the list.
3. Click **Save** to finish configuring the YouTube video settings.

IP Stream

To display a video stream from an IP camera in a layout item/box click the IP stream button () in the bar to the left of the content menu, and the IP stream menu will appear. Follow the instructions below to configure the display settings for the IP video stream.



Properties

1 URL:


2 Others: Set as audio source

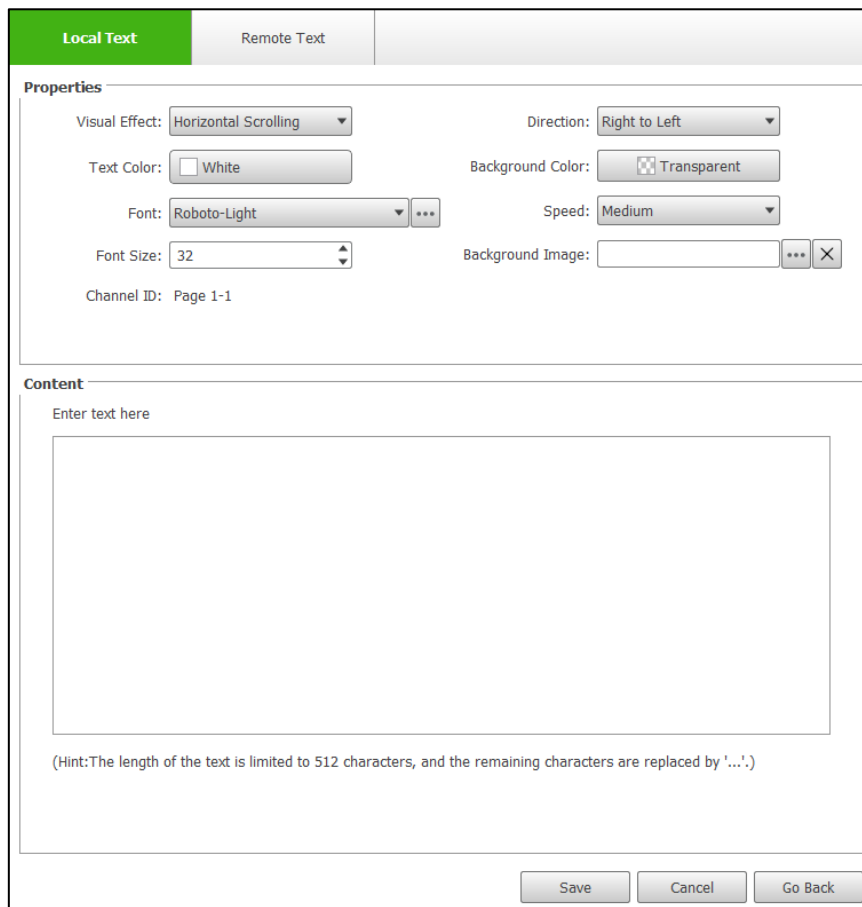
Channel ID: Page 1-1

3 Save Cancel Go Back

1. In the **URL** field, enter the URL for the IP camera.
2. In the **Others** field, click the **Set as audio source** box to have the display broadcast the audio from the IP camera's video stream.
3. Click **Save** to finish configuring the YouTube video settings.

Text

To display a text in a layout item/box click the text button () in the bar to the left of the content menu, and the text menu will appear.



The screenshot shows a dialog box with two tabs: "Local Text" (selected) and "Remote Text". The "Properties" section includes:

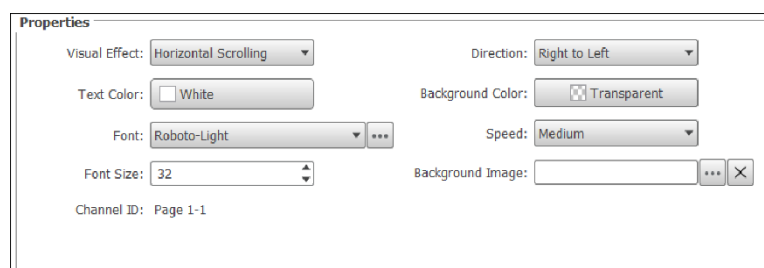
- Visual Effect: Horizontal Scrolling
- Direction: Right to Left
- Text Color: White
- Background Color: Transparent
- Font: Roboto-Light
- Speed: Medium
- Font Size: 32
- Background Image: (empty field with expand and close icons)
- Channel ID: Page 1-1

The "Content" section has a text input area with the placeholder "Enter text here" and a hint: "(Hint: The length of the text is limited to 512 characters, and the remaining characters are replaced by '!...!.)". At the bottom are "Save", "Cancel", and "Go Back" buttons.

The text menu features two sub-menus which can be accessed at the top of the menu:

- **Local Text** – Allows you to display text directly entered in the text menu.
- **Remote Text** – Allows you to display text saved as a .txt file on a remote cloud-based storage account (e.g. DropBox, OneDrive, etc.).

The properties section of the text menu is the same for both the Local Text and Remote Text sub-menus. The following options are available to configure the general display settings for the text.



The screenshot shows the "Properties" section of the text menu with the following settings:

- Visual Effect: Horizontal Scrolling
- Direction: Right to Left
- Text Color: White
- Background Color: Transparent
- Font: Roboto-Light
- Speed: Medium
- Font Size: 32
- Background Image: (empty field with expand and close icons)
- Channel ID: Page 1-1

- **Visual Effect** – Configures the method in which the text is displayed within a box. The available options include **Static**, **Horizontal Scrolling**, **Vertical Scrolling**, **Rich Text**, and **QR Code**.
The availability of the settings below will be based on the type of **Visual Effect** chosen.

- **Align** – Aligns the text to one of the nine preset places within the box.
- **Text Color** – Allows you to choose from several preset colors or select a custom color for the text.
*NOTE: For more text related options such as text stylization, select **Rich Text** in the **Visual Effect** field and then use the text tool bar in the **Content** setting.*
- **Background Color** – Allows you to choose a transparent background, or a preset or custom color for the background.
- **Font** – Sets the font for the text. To use a font not included in the drop-down menu, click the more button (☰) and upload the font you want to use.
- **Background Image** (OPTIONAL) – To add a background image in the layout item/box for the text, click the more button (☰) and upload the image you want to use.
*NOTE: The **Background Image** field adds a background to the layout box only. For instructions on adding a background to the entire page, go to [The Editing Panel](#). For instructions on adding a background for the entire playlist, go to [The Background Design Panel](#).*
- **Font Size** – Sets the size of the text.
- **Direction** – Sets the direction in which the text scrolls.
- **Speed** – Sets the speed at which the text scrolls.

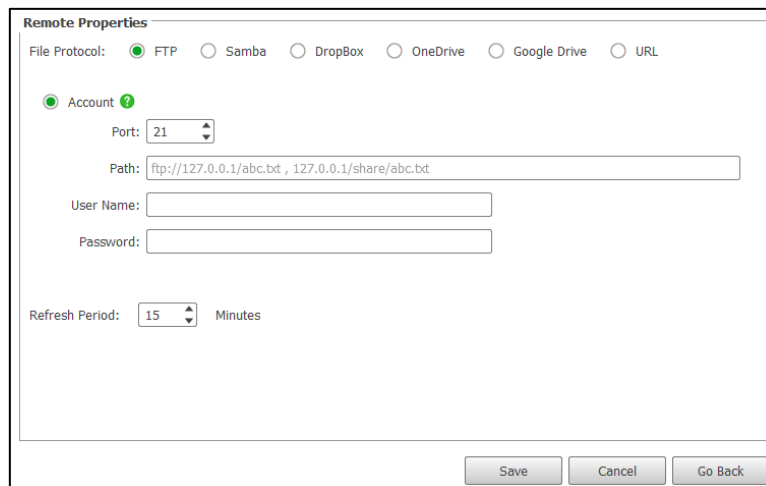
Once you have configured the general settings for the text, add the actual text in the following fashion (based on the sub-menu):

Local Text

In the **Content** section, enter the text directly. If **Rich Text** is selected in the **Visual Effect** field, a text tool bar will be available to stylize the text with basic word processing features.

Once you have finished entering and stylizing the text, click **Save** to finish.

Remote Text




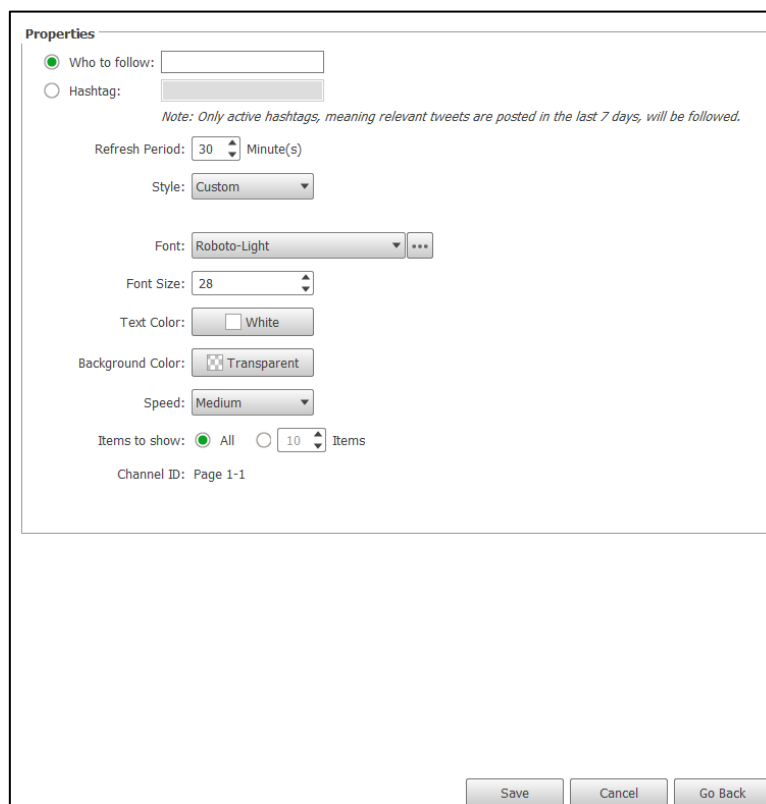
The screenshot shows the 'Remote Properties' dialog box. At the top, there are radio buttons for 'File Protocol': FTP (selected), Samba, DropBox, OneDrive, Google Drive, and URL. Below this is the 'Account' section with a radio button and a checkmark. It includes a 'Port' dropdown set to 21, a 'Path' text field containing 'ftp://127.0.0.1/abc.txt , 127.0.0.1/share/abc.txt', and empty fields for 'User Name' and 'Password'. A 'Refresh Period' dropdown is set to 15 Minutes. At the bottom right are 'Save', 'Cancel', and 'Go Back' buttons.

In the **Remote Properties** section, enter the login settings for the storage service where the text file is located, and then in the **Refresh Period** field select how often you want DS Playlist to check for new files stored in the path given.

Once you have finished configuring all the account settings, click **Save** to finish.

Twitter

To display a feed from a Twitter account of hashtag in a layout item/box, click the Twitter button () in the bar to the left of the content menu, and the Twitter menu will appear.



The screenshot shows the 'Properties' dialog box for a Twitter feed. It has two radio buttons: 'Who to follow:' (selected) and 'Hashtag:'. A note below reads: 'Note: Only active hashtags, meaning relevant tweets are posted in the last 7 days, will be followed.' Below this are 'Refresh Period' (30 Minute(s)), 'Style' (Custom), 'Font' (Roboto-Light), 'Font Size' (28), 'Text Color' (White), 'Background Color' (Transparent), and 'Speed' (Medium). At the bottom, 'Items to show' is set to All (radio button) and 10 (dropdown). A 'Channel ID' field contains 'Page 1-1'. 'Save', 'Cancel', and 'Go Back' buttons are at the bottom right.

In the **Properties** section of the Twitter menu, select **Who to follow** to display a feed from a Twitter profile or **Hashtag** to display a feed for a hashtag, and then enter the respective profile or hashtag to the right of your selection.

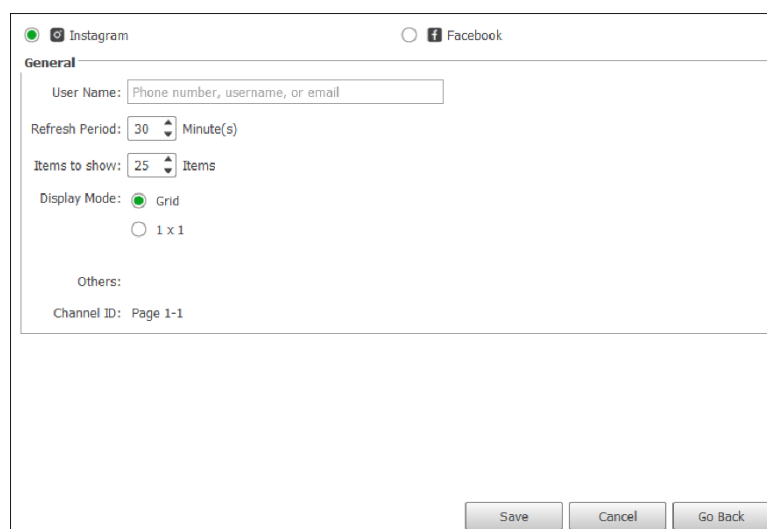
Once you have selected the type of Twitter feed, the following options will become available to configure the display settings for the Twitter feed. The availability of the settings below will be based on the type of Twitter feed selected.

- **Refresh Period** – Sets the amount of time (in minutes) you want to pass before the Twitter feed is refreshed.
- **Style** – Sets the visual style of the feed. The availability of some of settings below will also be based on the type of **Style** chosen.
- **Font** – Sets the font for the text. To use a font not included in the drop-down menu, click the more button (☰) and upload the font you want to use.
- **Font Size** – Sets the size of the text.
- **Text Color** – Allows you to choose from several preset colors or select a custom color for the text.
- **Background Color** – Allows you to choose a transparent background, or a preset or custom color for the background.
- **Speed** – Sets the speed at which the feed scrolls.
- **Items to show** – Allows you to limit the number of tweets shown in the feed.
- **Text Scale** – Allows you to increase the size of the text.
- **Theme** – Chooses the color theme for the feed. Select **Background Transparency** if you want the feed to feature a transparent background.

Once you have finished configuring the Twitter feed settings, click **Save** to finish.

Social Media

To display a feed from an Instagram or Facebook profile in a layout item/box, click the social media button (📱) in the bar to the left of the content menu, and the social media menu will appear.



The screenshot shows a configuration dialog box for social media. At the top, there are two radio buttons: 'Instagram' (selected) and 'Facebook'. Below this is a 'General' section with the following fields and options:

- User Name:** A text input field with the placeholder text 'Phone number, username, or email'.
- Refresh Period:** A dropdown menu set to '30' with the unit 'Minute(s)'.
- Items to show:** A dropdown menu set to '25' with the unit 'Items'.
- Display Mode:** Two radio buttons: 'Grid' (selected) and '1 x 1'.
- Others:** A section containing a 'Channel ID' field with the value 'Page 1-1'.

At the bottom right of the dialog box are three buttons: 'Save', 'Cancel', and 'Go Back'.

At the top of the social media menu, select the type of social media profile you want to display in the layout box.

Once you have selected the type of social media profile, the following options will become available to configure the social media feed. The availability of the settings below will be based on the type of social media profile selected.

- **User Name** – Enter either the phone number, profile name, or e-mail address of the user's whose profile you want displayed.

- **Refresh Period** – Sets the amount of time (in minutes) you want to pass before the profile is refreshed.
- **Items to show** – Sets the number of posts that are shown in the feed.
- **Display Mode** – Select if you want the posts shown in a grid or in successive full-size postings. The availability of some of settings below will also be based on the type of **Style** chosen.
- **Play Video** – Automatically plays any video posted by the profile.
- **Show Author** – Configures the feed to display the author of any post.
- **Show Likes** – Configures the feed to display the amount of likes for each post.
- **Displays text and photos in turn** (For Facebook content only) – Configures the feed to auto-scroll.
- **Transition Effect** – Configures the direction the feed scrolls each time it is updated.

Once you have finished configuring the Twitter feed settings, click **Save** to finish.

RSS

To display an RSS feed in a layout item/box, click the RSS button (📡) in the bar to the left of the content menu, and the RSS menu will appear. Follow the instructions below to configure the display settings for the IP video stream.

The screenshot shows a configuration window titled "Properties" and "Content".

Properties section:

- 1. Text Color: White
- 2. Direction: Right to Left
- 3. Font: Roboto-Light
- 4. Background Color: Transparent
- 5. Font Size: 32
- 6. Speed: Medium
- 7. Background Image: ... X

Channel ID: Page 1-1

Content section:

- 8. Feed (URL):
- 9. Refresh Period: 30 Minute(s)
- 10. Items to show: 3

11. Save Cancel Go Back

1. In the **Text Color** field, choose from either several preset colors or select a custom color for the text.
2. In the **Direction** field, set the direction in which the text scrolls.
3. In the **Font** field, set the font for the text. To use a font not included in the drop-down menu, click the more button (⋮) and upload the font you want to use.
4. In the **Background Color** field, choose a transparent background, or a preset or custom color for the background.
5. In the **Font Size** field, set the size of the text.
6. In the **Speed** field, set the speed at which the feed scrolls.

7. (OPTIONAL) In **Background Image** field, click the more button (⋮) to add a background image in the layout item/box for the feed and upload the image you want to use.
*NOTE: The **Background Image** field adds a background to the layout box only. For instructions on adding a background to the entire page, go to [The Editing Panel](#). For instructions on adding a background for the entire playlist, go to [The Background Design Panel](#).*
8. In the **Feed** field, enter the URL for the RSS feed.
9. In the **Refresh Period** field, set the amount of time (in minutes) you want to pass before the RSS feed is refreshed.
10. In the **Items to show** field, set the number of items you want to show in the feed.
11. Click **Save** to finish to finish configuring the RSS feed.

Weather Report

To display a weather report in a layout item/box, click the weather button (☁️) in the bar to the left of the content menu, and the weather menu will appear. Follow the instructions below to configure the display settings for the weather report.

The screenshot shows a 'Properties' panel for configuring a weather report. It is divided into several sections:

- Location:** Contains radio buttons for 'Region' (selected) and 'Geographic Coordinates'. Under 'Region', there are input fields for 'City', 'State', and 'Country', and a 'Verify Location' button. Under 'Geographic Coordinates', there are input fields for 'Latitude' and 'Longitude'.
- Units of Temperature:** Contains radio buttons for '°C - Celsius degree' (selected) and '°F - Fahrenheit degree'.
- Font:** A dropdown menu showing 'Roboto-Light' and a 'more' button (⋮).
- Theme:** A dropdown menu showing 'Classic'.
- Styling:** Includes a 'Main Area Style' dropdown (Style 1), a 'Theme' dropdown (Dark), a 'Text Color' selector (White), and a 'Background Color' selector (Custom).
- Background Image:** An input field with a 'more' button (⋮) and a close button (X).
- Refresh Period:** A dropdown menu showing '30' and the unit 'Minutes'.
- Forecast:** A dropdown menu showing '5' and the unit 'Day(s)'.
- Channel ID:** A text field showing 'Page 1-1'.
- Buttons:** 'Save', 'Cancel', and 'Go Back' buttons at the bottom.

Numbered callouts (1-7) point to the following elements:

- 1: Location: Region (radio button)
- 2: Units of Temperature: °C - Celsius degree (radio button)
- 3: Font: Roboto-Light (dropdown menu)
- 4: Theme: Classic (dropdown menu)
- 5: Refresh Period: 30 (dropdown menu)
- 6: Forecast: 5 (dropdown menu)
- 7: Save button

1. In **Location** box select the how you want to define the location of the weather report. Once you select an option configure the following options:
 - For **Region**, enter the **City**, **State** (Optional), and **Country** (Optional) and then click **Verify Location**.
*NOTE: A green check will appear if the region entered has been successfully verified. If a red X appears, ensure that your spelling and location details are correct. If you are still unable to verify the location, select the **Geographic Coordinates** option.*
 - For **Geographic Coordinates**, enter the Latitude and Longitude coordinates for the location.
2. In the **Units of Temperature** field, select the unit you want to use for the weather report.
3. In the **Font** field, set the font for the weather report's text. To use a font not included in the drop-down menu, click the more button (⋮) and upload the font you want to use.

4. In the **Theme** field, select the overall theme you want for the weather report box. Once selected, configure the following settings for the theme:
 - In the **Main Area Style** field, select one of the preset styles for the theme.
 - In the **Theme** field, select the color palette for the weather report box.
 - In the **Text Color** field, choose from either several preset colors or select a custom color for the text shown in the box.
 - In the **Background Color** field, choose a transparent background, or a preset or custom color for the background.
 - (OPTIONAL) In **Background Image** field, click the more button (⋮) to add a background image in the layout item/box for the weather report and then upload the image you want to use.
*NOTE: The **Background Image** field adds a background to the layout box only. For instructions on adding a background to the entire page, go to [The Editing Panel](#). For instructions on adding a background for the entire playlist, go to [The Background Design Panel](#).*
5. In the **Refresh Period** field, set the amount of time (in minutes) you want to pass before the weather report is refreshed.
6. In the **Forecast** field, set whether you only want to show today's weather or also include a 5-day forecast.
7. Click **Save** to finish configuring the weather report.

Clock

To display a clock or timer in a layout item/box, click the clock button (🕒) in the bar to the left of the content menu, and the clock menu will appear. Select the type of clock or the **Countdown Timer** option at the top of the menu and then configure the appearance settings for the clock in the box below to configure the clock. Once you have finished configuring the clock, click **Save** to finish.

Properties

Analog Clock
 Digital Clock
 Countdown Timer

Display Format: Time Font: Roboto-Light ⋮ Font Size: 28 Text Color: White Background Color: Transparent Time Format: 23:59:59 <input type="checkbox"/> Time Zone: Use device's	Alignment: Vertical: Center Horizontal: Center Date Format: 2021.06.24 Thursday (yyyy.MM.dd EEEE) Order Style: YMD Year Style: yyyy Month Style: MM Day Style: dd Week Style: Long Separator: .
--	---

Channel ID: Page 1-1

Save
Cancel
Go Back

Online Calendar


The online calendar menu allows you to link the layout box to your Google/Gmail, Microsoft, or iCalendar-based calendar and show upcoming items in your schedule. To display your calendar/schedule in a layout item/box, click the calendar button (📅) in the bar to the left of the content menu, and the clock menu will appear. Follow the instructions below to configure the display settings for the calendar.

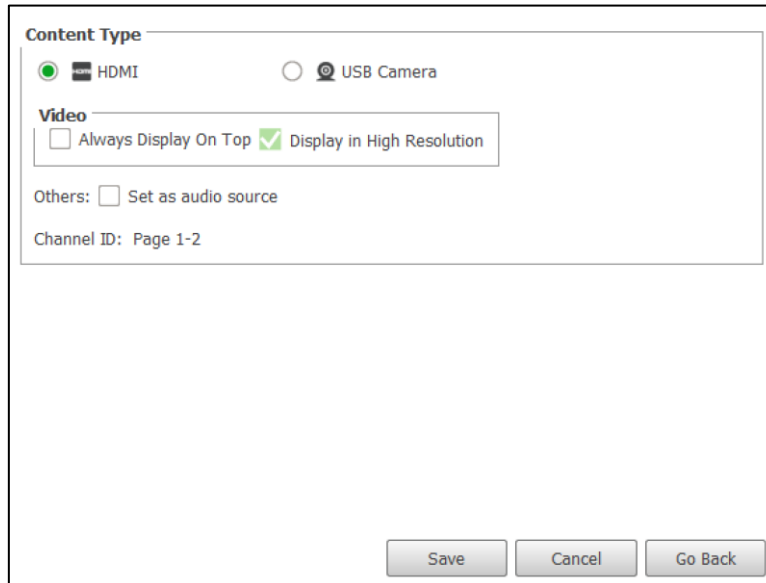
The screenshot shows the configuration interface for an online calendar. It includes the following elements:

- 1** Account selection: Radio buttons for Google account (selected), Microsoft account, and iCal Address.
- 2** General settings: A dropdown for 'Items to show' (set to 2), checkboxes for 'Description' and 'Location' (both checked), and a dropdown for 'Theme' (set to Custom).
- 3** Color Schematic Diagram: A visual representation of the calendar layout with a header and two items (Item 01, Item 02).
- 4** Header settings: Text Color (White), Background Color (Custom), and Background Image (with a more button).
- 5** Item Format settings: Text Color (Custom), Background Color (Custom), and Background Image (with a more button).
- 6** Action buttons: Save, Cancel, and Go Back.

1. Select the type of account for your calendar. The options include Google, Microsoft, or iCal accounts.
2. In the **Items to show** field, set the number of upcoming calendar/schedule events to show in the layout box.
3. Check the Description and/or Location boxes to include more detailed information regarding each event.
4. In the **Theme** field, select from several preset styles or select **Custom** to customize the appearance of the calendar in the layout box.
5. If you select **Custom** in the **Theme** field, you will be able to configure the following settings in the **Header** and **Item Format** boxes:
 - **Text Color** – Choose from either several preset colors or select a custom color for the text shown in both the calendar’s header or schedule items.
 - **Background Color** – Choose a transparent background, or a preset or custom color for the header and schedule item’s background.
 - (OPTIONAL) **Background Image** – Click the more button (⋮) to add a background image in the header or schedule item and then upload the image you want to use.
6. Click **Save** to finish configuring the calendar.

Video In

To display a video from a device connected to the display's HDMI port or a video stream from a USB webcam, click the video in button () in the bar to the left of the content menu, and the video in menu will appear.



The screenshot shows a 'Content Type' menu with two radio buttons: 'HDMI' (selected) and 'USB Camera'. Below this is a 'Video' section with two checkboxes: 'Always Display On Top' (unchecked) and 'Display in High Resolution' (checked). There is also an 'Others' section with a checkbox for 'Set as audio source' (unchecked). At the bottom, there is a 'Channel ID: Page 1-2' label and three buttons: 'Save', 'Cancel', and 'Go Back'.

At the top of the menu, select either **HDMI** or **USB Camera** depending on the type of device connected.

Once you have selected the type of video input, the following options will become available to configure the display settings for the video. The availability of the settings below will be based on the type of video input selected.

- **Always Display On Top** – Configures the video in the box to always be shown on the display.
- **Display in High Resolution** – Sets the video to be shown in High Resolution
- **Set as audio source** – Make the display broadcast the audio from the video input.
- **Stretch Video to Fill Region** – Stretches the video to fill the layout box.

Once you have finished configuring the video input settings, click **Save** to finish.

People Counting

To display a count of people within a given space (e.g. the number of customers in a store) using a people counting camera, click the people counting button (👤) in the bar to the left of the content menu, and the video in menu will appear. Follow the instructions below to configure the display settings for the people count.

The screenshot shows a configuration window for a people counting camera. It is divided into three main sections: 'View', 'Properties', and 'Counting Camera'.
1. **View**: Contains 'Store Hours' (radio buttons for 'Open at' and '24 Hours'), 'People Counter: Initial count' (input field with '0'), 'When reached full occupancy, display text' (input field with 'Full'), 'Maximum Occupancy' (input field with '100'), 'Message' (input field with 'Maximum Occupancy 100'), 'Welcome-in Message' (input field with 'Welcome in'), and 'Full-Occupancy Message' (input field with 'Please wait').
2. **Properties**: Contains 'Text Color' (dropdown with 'Custom'), 'Font' (dropdown with 'Roboto-Light'), 'Background Color' (checkbox for 'Custom'), and 'Background Image' (input field).
3. **Counting Camera**: Shows a camera icon and a table with columns for 'IP Address', 'Account', 'Password', and 'Analytics Rule'.
At the bottom, there are 'Save', 'Cancel', and 'Go Back' buttons.

1. In the **Store Hours** field, select whether the store features an opening time or if the store is open 24 hours. Once you select an option configure one of the following settings:
 - For **Open at**, set the time at which the store opens.
 - For **24 Hours**, select **Restart counting** if you want the count to restart at a given time, and then set the time at which the count is reset.
2. In the **Initial count** field, set the number at which the count starts at.
NOTE: This option is for use if you have a given number of staff members already present during opening time which you want to include in the count.
3. In the **When reached full occupancy...** field, enter the description (e.g. “Full”, “100% Capacity”, etc.) to be displayed when the maximum occupancy number is reached.
4. In the **Maximum Occupancy** field, select the number for the maximum occupancy.
5. In the **Message** field, enter the text indicating the maximum occupancy number.
6. In the **Welcome-in Message** field, enter the welcome message text you want to be displayed.
7. In the **Full-Occupancy Message** field, enter the instructions (e.g. “Please wait”, “Take a number”, “Leave Contact Info”) for customers you want displayed for full occupancy.
8. In the **Text Color** field, choose from either several preset colors or select a custom color for the text of the counter.
9. In the **Font** field, set the font for the text. To use a font not included in the drop-down menu, click the more button (⋮) and upload the font you want to use.
10. In the **Background Color** field, choose a transparent background, or a preset or custom color for the background.

- (OPTIONAL) In **Background Image** field, click the more button (⋮) to add a background image in the layout item/box for the feed and upload the image you want to use.
- In the **Counting Camera** section, click the add button (+) to add the camera that will be used to count. Once you click the add button you will have to enter the following parameters for the camera:

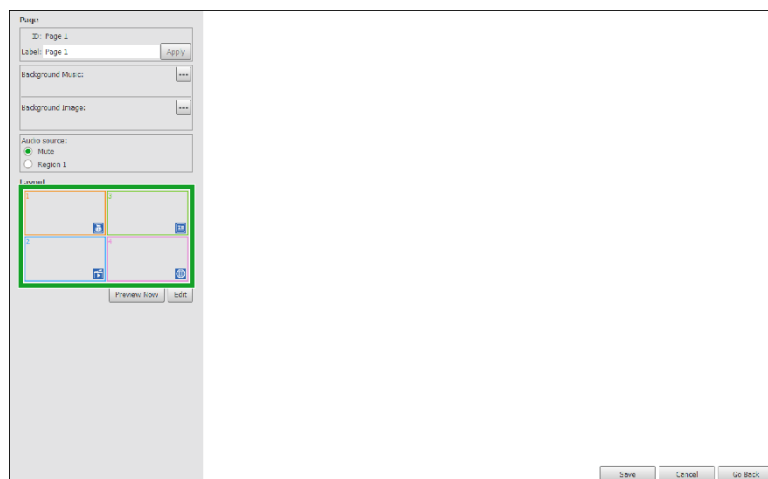
- **IP Address**
- **Account name**
- **Password**
- **Analytics Rule**

- Click **Save** to finish configuring the people counter.

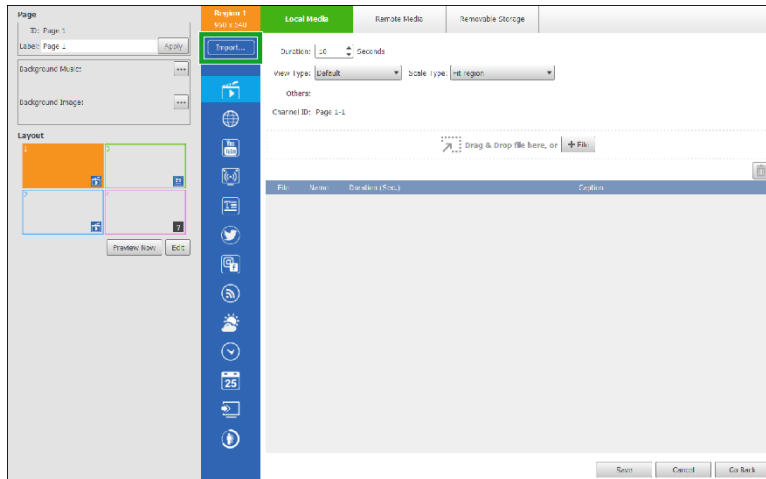
Importing Content (Grid Mode Only)

For layouts in Grid mode, you can import content (and their settings) for a layout item/box from another playlist page. To import content for a layout box follow the steps below:

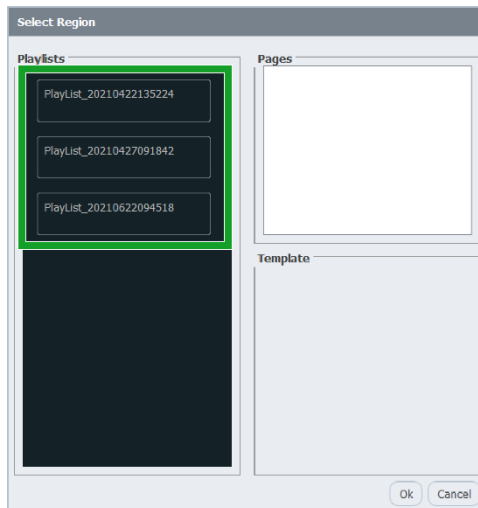
- In the **Layout** section of the editing panel, click on the layout box that you want to import the content to.



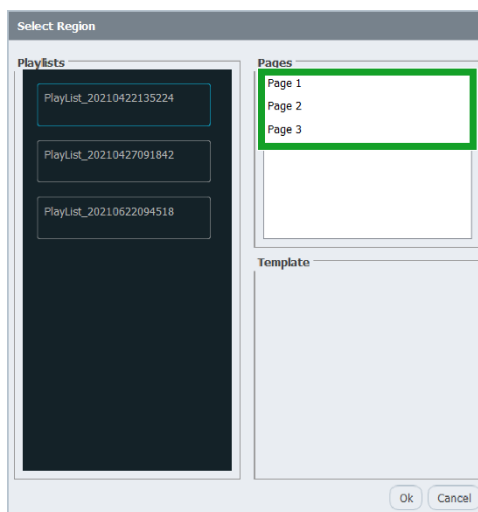
2. In the content bar, click **Import...**



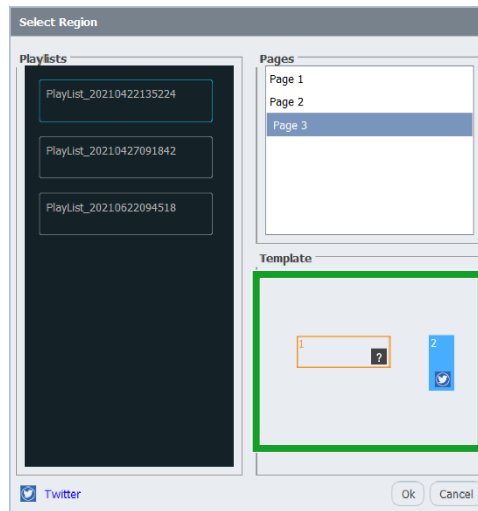
3. In the **Playlists** menu of the **Select Region** pop-up window, click the playlist that features the content you want to import.



4. In the **Pages** menu of the **Select Region** pop-up window, click the page that features the content you want to import.



5. In the **Template** section of the **Select Region** pop-up window, click the layout box that features the content you want to import.

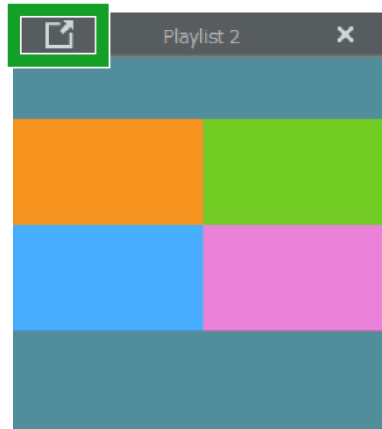


6. Click **Ok**.

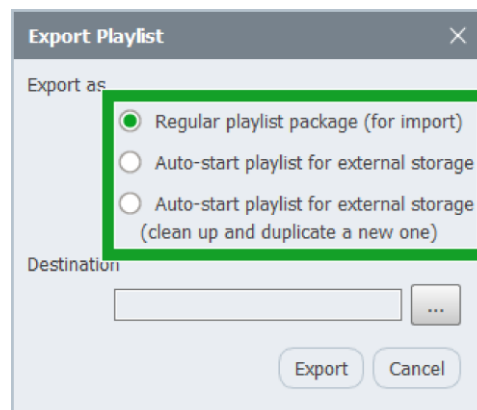
Exporting a Playlist


Once you have created a playlist, you can export it as a file onto either your local storage or into an external storage device which will automatically play when connected to a Novo device. Follow the steps below to export your playlist:

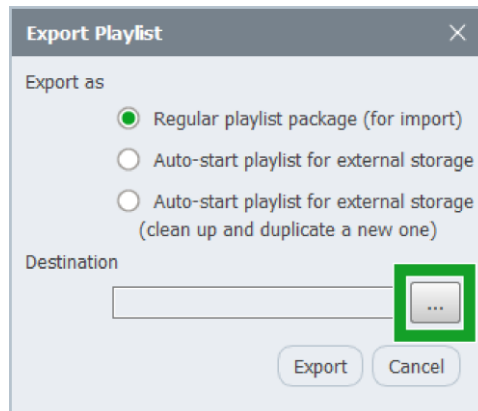
1. In the main DS Playlist, screen mouse over the playlist you want to export and click the export button (📄) at the top-left corner of the playlist preview.



2. In the **Export Playlist** menu, select one of the following options:
 - **Regular playlist package (for import)** – Saves the playlist as an .npl2 file onto your local storage.
 - **Auto-start playlist for external storage** – Saves the playlist onto an external device which will automatically play once connected to a Novo device.
 - **Auto-start playlist for external storage (clean up and duplicate a new one)** – Overrides the playlist on an external device with the selected playlist.



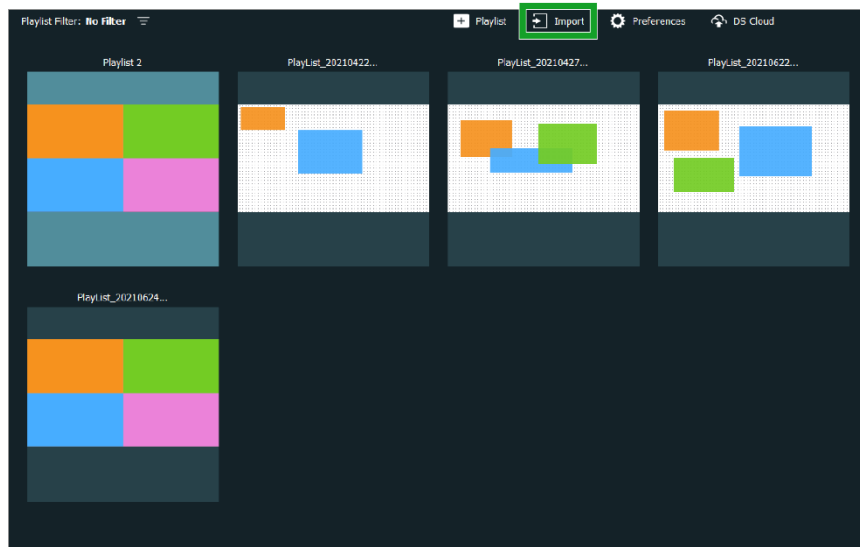
3. In the **Destination** field, click the more button () and navigate to the local folder or external drive where you want to save the playlist.



4. Click **Export**.

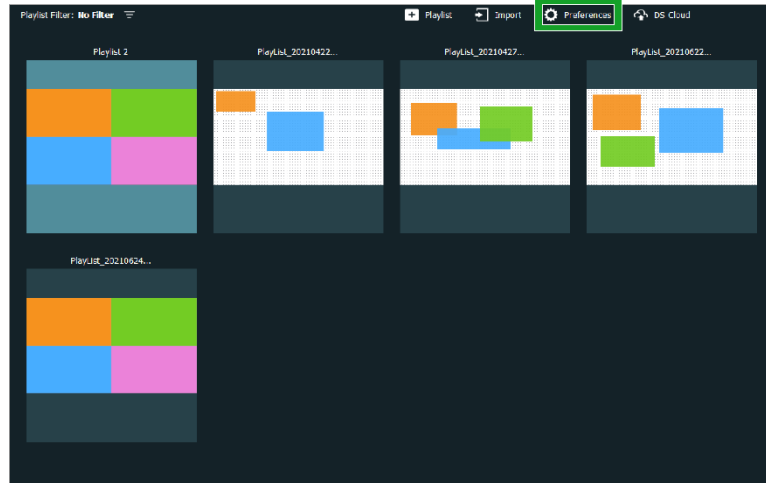
Importing a Playlist

To import a playlist that has been saved on your local storage, click the **Import** button at the top-right corner of the main DS Playlist screen, and then select the .npl2 file on your local storage.

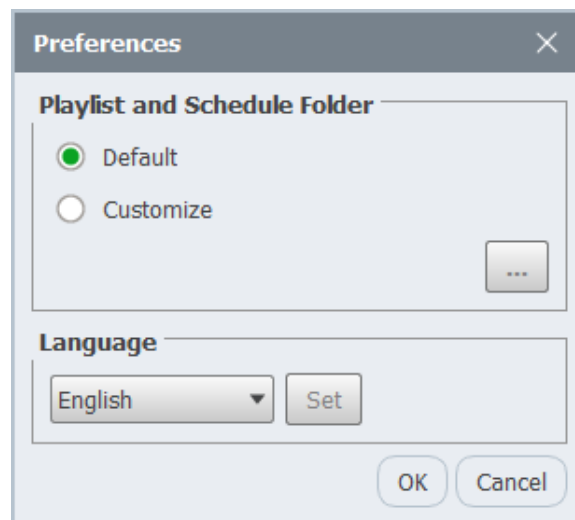


Configuring DS Playlist Settings

To configure DS Playlist's settings including which file folder on your local storage that the playlists are stored on and the interface language, click the **Preferences** button at the top-right corner of the main DS Playlist screen.



In the **Preferences** pop-up menu, the following options are available:

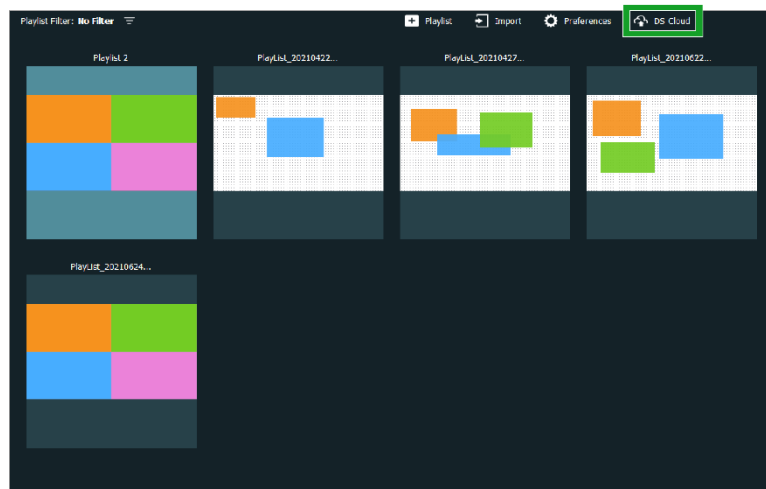


- In the **Playlist and Schedule Folder** section, select **Default** if you want the Playlists created in DS Playlist to be stored in the default folder, select **Customize** and then click the more button (⋮) to select the folder you want the playlists saved to.
- In the **Language** section, select the language for the DS Playlist interface and then click **Set**.

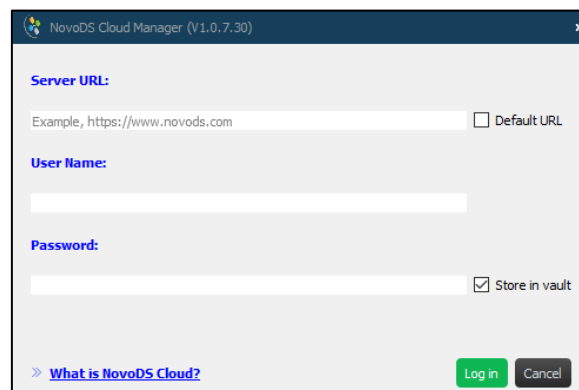
Once you have configured the settings click **OK** to finish.

Exporting to DS Cloud

To export your playlists to the cloud to be accessed via the DS Cloud service, click the **DS Cloud** button at the top-right corner of the main DS Playlist screen.



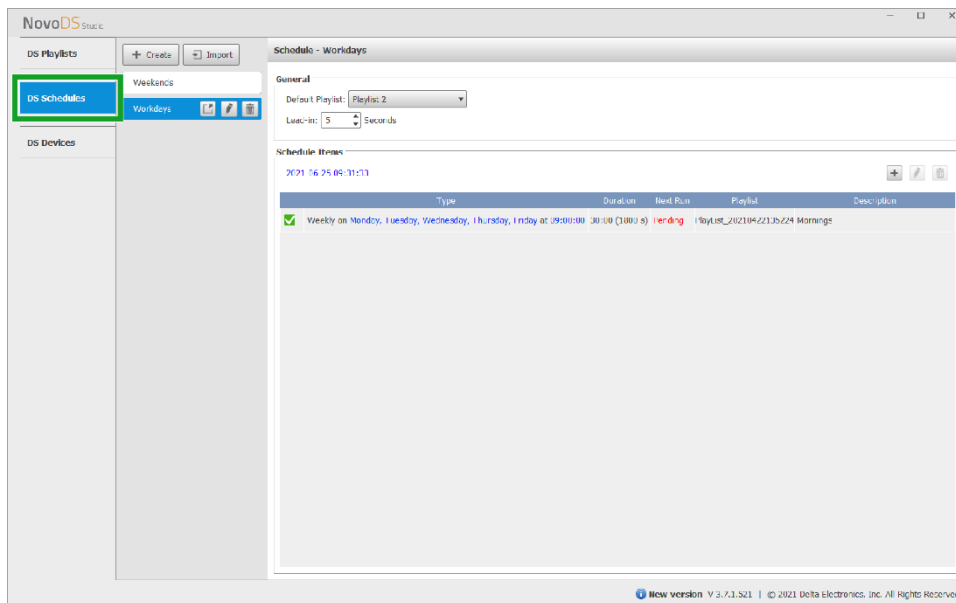
In the **NovoDS Cloud Manager** pop-up window that appears, enter the **Server URL**, **User Name**, and **Password** for your NovoDS account and then click **Log in**.

A screenshot of the 'NovoDS Cloud Manager (V1.0.7.30)' login window. The window has a dark blue title bar. The main area is light gray and contains the following fields and controls:

- Server URL:** A text input field with the placeholder text 'Example, https://www.novods.com' and a 'Default URL' checkbox to its right.
- User Name:** A text input field.
- Password:** A text input field with a 'Store in vault' checkbox to its right.
- At the bottom left, there is a link: '>> [What is NovoDS Cloud?](#)'
- At the bottom right, there are two buttons: a green 'Log in' button and a gray 'Cancel' button.

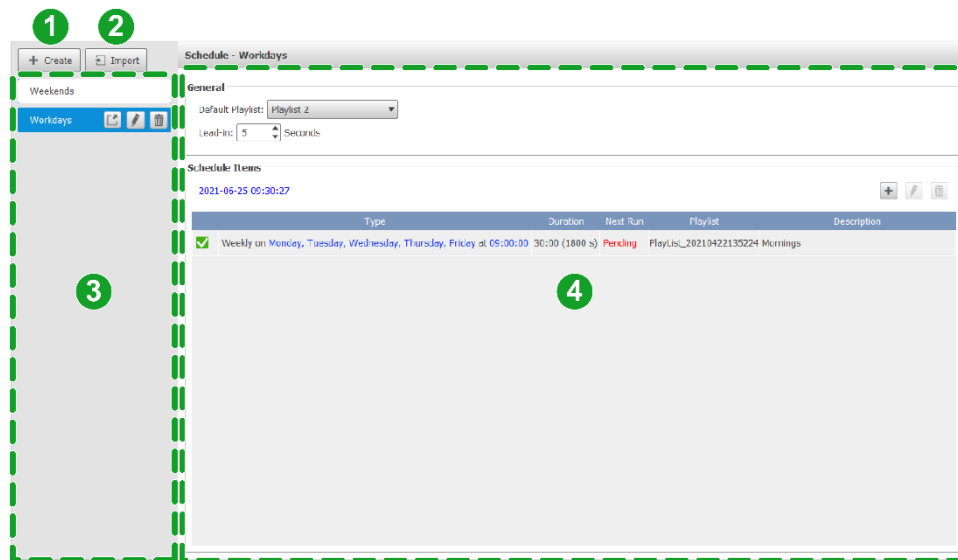
DS Schedules







DS Schedules is the application within NovoDS Studio that allows you to plan and schedule the playback of content (playlists) created in DS Playlists.



The DS Schedules Main Menu

Upon selecting the DS Schedules tab, you will enter the main menu. The following items can be accessed from the main menu.

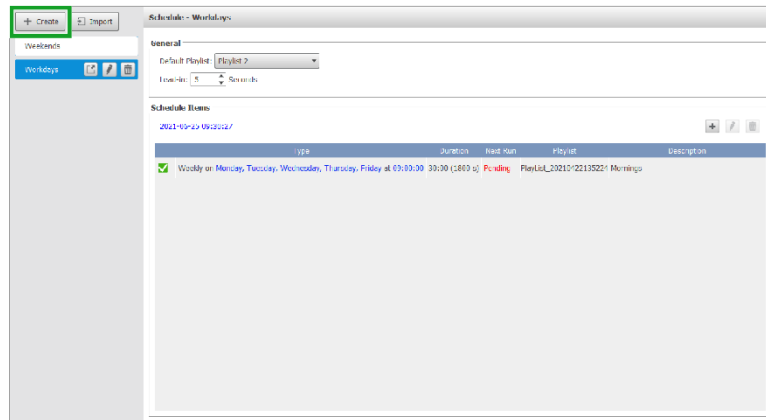


No.	Item	Description
1	Create Schedule	Creates a new schedule. See Creating a Schedule for more information on creating a schedule.
2	Import Schedule	Imports a schedule from a local file (in .ndss file format). See Importing a Schedule for more information on importing a schedule.
3	Schedule List	Lists all the schedules managed in DS Schedules. Click a schedule in the list to begin editing the schedule in the editing panel. You can also choose one of the following options for a selected schedule: <ul style="list-style-type: none"> Click the export button () to export the schedule. See Exporting a Schedule for more information on exporting a schedule. Click the rename button () to rename the schedule. Click the delete button () to delete the schedule.
4	Editing Panel	Allows you to edit your schedule. You can also choose one of the following options: <ul style="list-style-type: none"> Double-click an item or click the edit button () to edit the schedule item. Click the add button () to add a new schedule item. Click the delete button () to delete a schedule item.

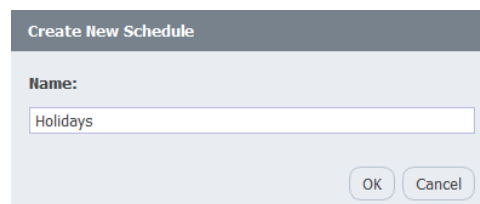
Creating a Schedule

To create a schedule:

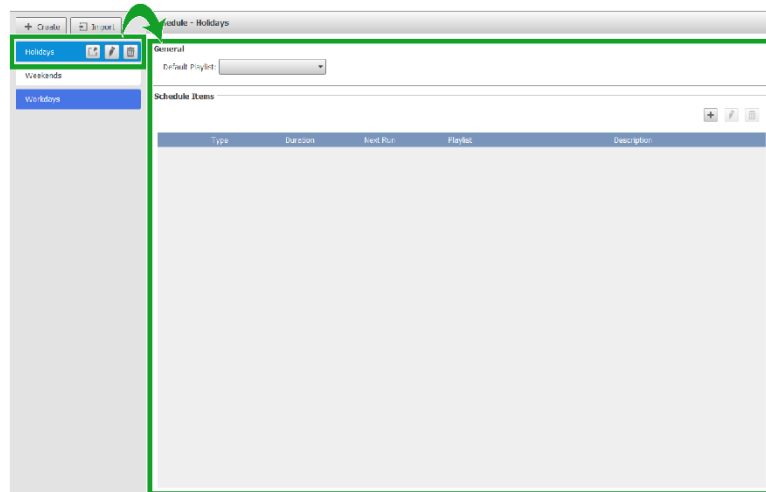
1. Click the **+ Create** button at the top of the DS Schedules main menu.



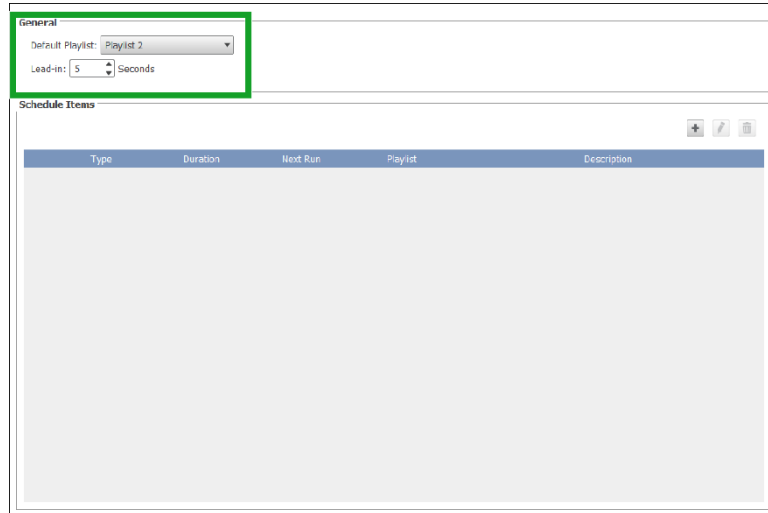
2. In the **Create New Schedule** pop-up window, enter the name for the new schedule. NOTE: You can change the name of the schedule at any time by clicking the rename button (🖋️) in the schedule list.



3. Select the schedule in the schedule list and the schedule will appear in the editing panel.




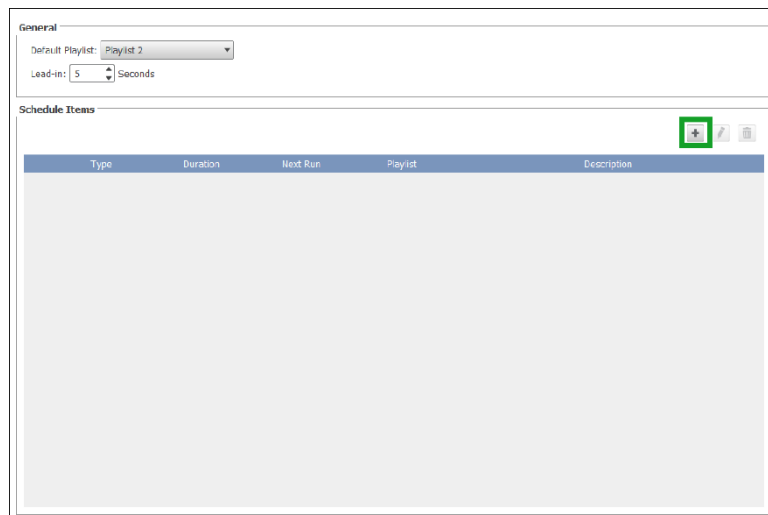
4. In the **General** section of the editing panel, configure the following settings:
- In the **Default Playlist** drop-down menu, choose the playlist you want to be displayed at any given time when there is no other playlist scheduled.
 - In the **Lead-in** field, select the amount of time (in seconds) between transitions to different schedule items.



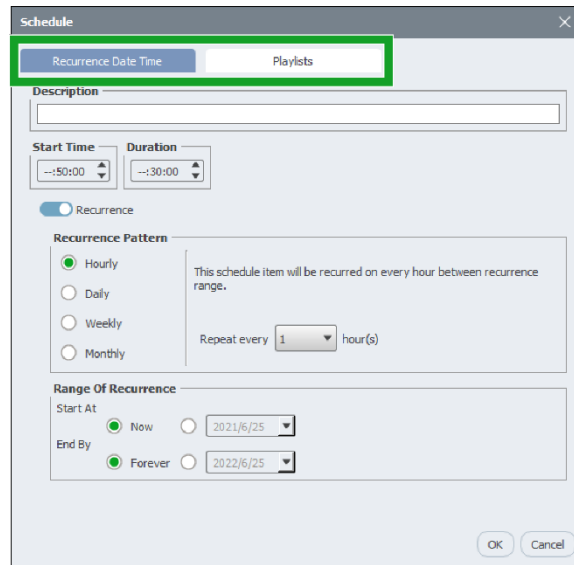
Once you have finished the steps above, you can begin adding individual schedule items to the schedule. Go to [Adding a Schedule Item](#) for further instructions on adding schedule items.

Adding a Schedule Item

To begin adding a schedule item, click the add button () in the **Schedule Items** section of the editing panel.



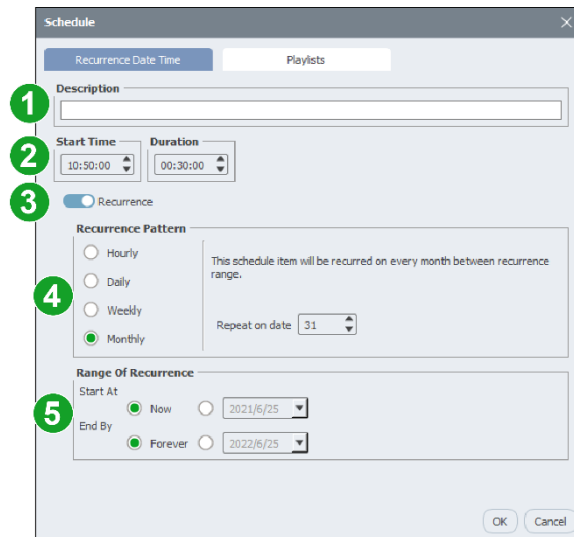
In the **Schedule** pop-up window that appears there are two tabs featuring settings that you will have to configure:



- **Recurrence Date Time** – This tab configures the times, dates, and frequency that your schedule item will be active. Go to [Recurrence Date Time Tab](#) for further instructions on configuring the **Recurrence Date Time** tab.
- **Playlist** – This tab configures which playlists will be displayed during the times set in the **Recurrence Date Time** tab. Go to [Playlist Tab](#) for further instructions on configuring the **Playlist** tab.

Recurrence Date Time Tab

Configure the following items in **Recurrence Date Time** tab:




No.	Item	Description
1	Description	Enter the name or description for the schedule item.
2	Start Time / Duration	<ul style="list-style-type: none"> • If the schedule item is a recurring event (if #3 is sent to Recurrence), set Start Time to the time of the day when you want the schedule item to activate and then set how long you want the item to be active in the Duration field.

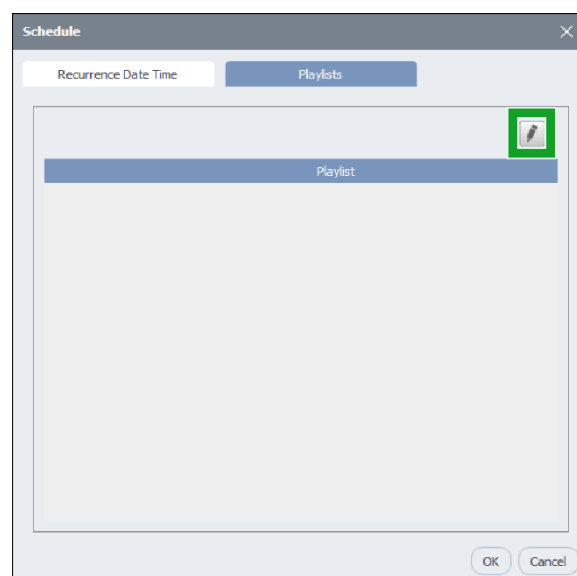
		<ul style="list-style-type: none"> If the schedule item is a one-time event (if #3 is set to Once), set the Start Date and End Date in the respective field.
3	Recurrence / Once	<ul style="list-style-type: none"> Set this item to Recurrence if you want the schedule item to repeat. Set this item to Once if you want the schedule item to be a one-time event.
4	Recurrence Pattern	<p>If Recurrence is selected in #3, select one of the following options.</p> <ul style="list-style-type: none"> Hourly – Schedules the event to occur every number of hours at the time entered in the Start Time field. Set the number of hours between each occurrence in the Repeat every hour(s) field. Daily – Schedules the event to occur every day of the week. Weekly – Schedules the event to occur on days of the week selected. Monthly – Schedules the event to occur at the date selected in the Repeat on date field for every month.
5	Range of Recurrence	<p>If Recurrence is selected in #3, configure the following options:</p> <ul style="list-style-type: none"> In the Start At field, select Now if you want the schedule item to activate immediately, or enter the date that you want the schedule item to be activated. In the End By field, select Forever if you want the schedule item to continue into the future, or enter the date that you want the schedule item to be deactivated.

Once you have finished configuring the **Recurrence Date Time** tab, click the **Playlist** tab and configure the settings.

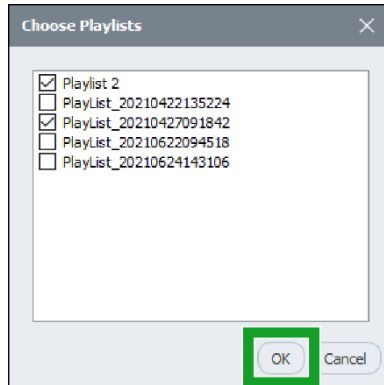
Playlist Tab

Follow the steps below to select the playlists that will be played during the times set in the **Recurrence Date Time** tab:

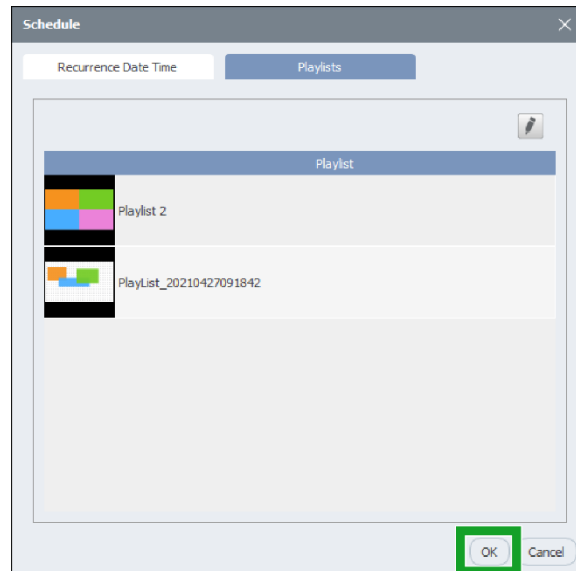
1. In the **Playlist** tab, click the edit button ().



2. In the **Choose Playlist** pop-up window, check all the playlists you want to be displayed and then click **OK**.

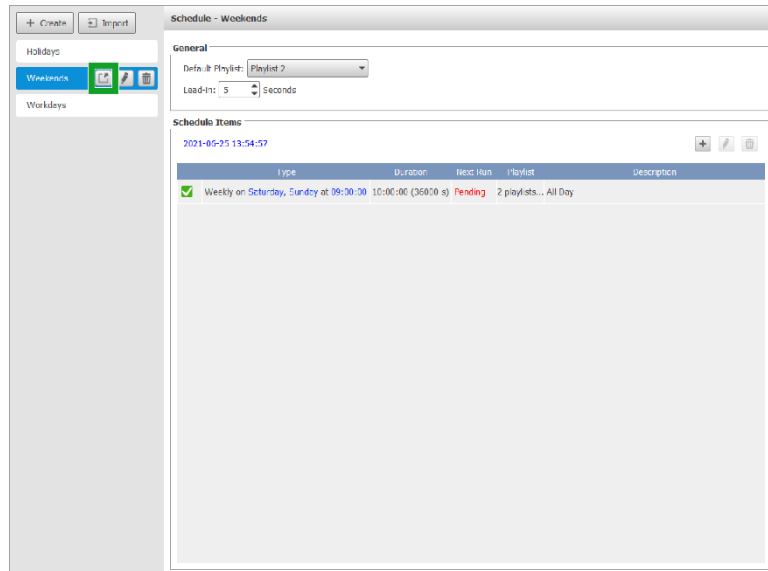


3. In the **Playlist** tab, click **OK**.



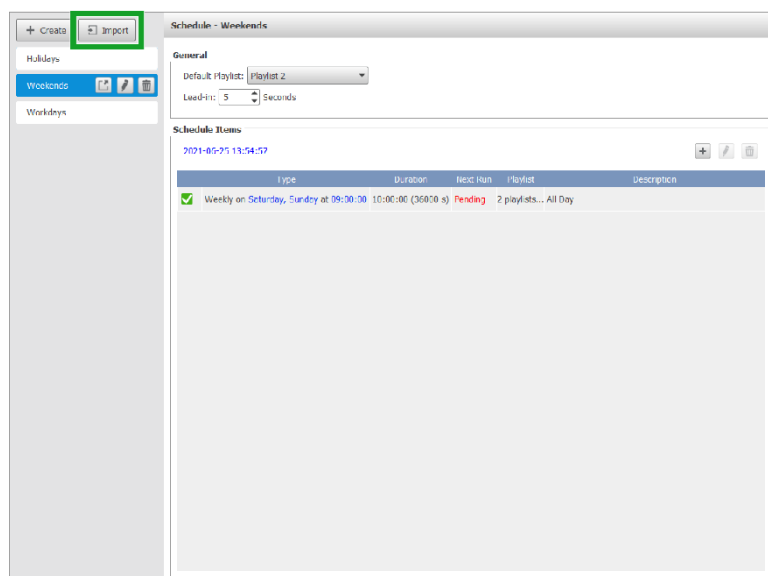
Exporting a Schedule

Once you have created a schedule, you can export it as a file onto your local storage. To export a schedule, click on the schedule you want to export, click the export button (📄) next to the schedule, and then navigate to the folder you want to save the file.



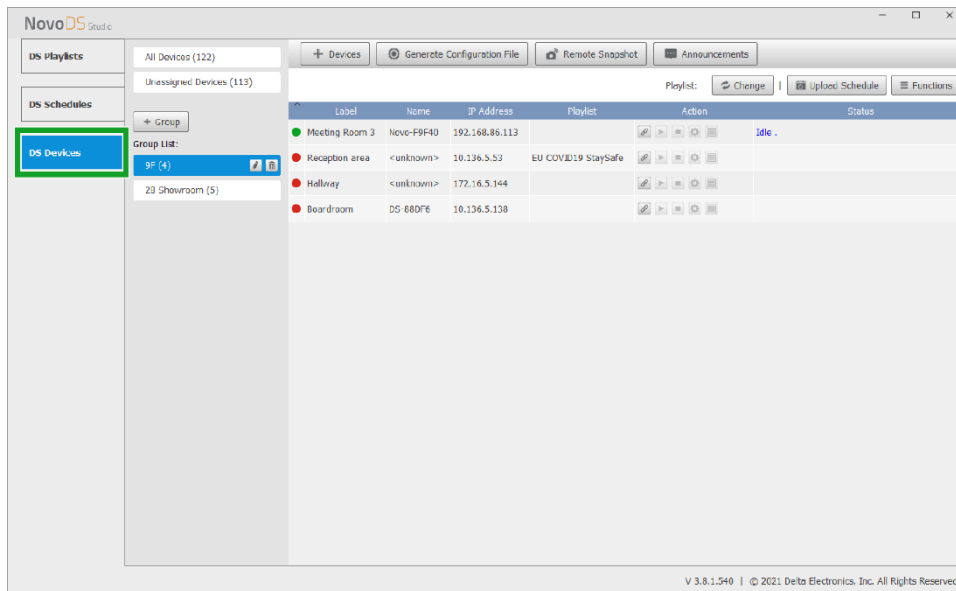
Importing a Schedule

To import a schedule that has been saved on your local storage, click the **Import** button at the top-left corner of the main the main DS Schedules screen, and then select the .ndss file on your local storage.



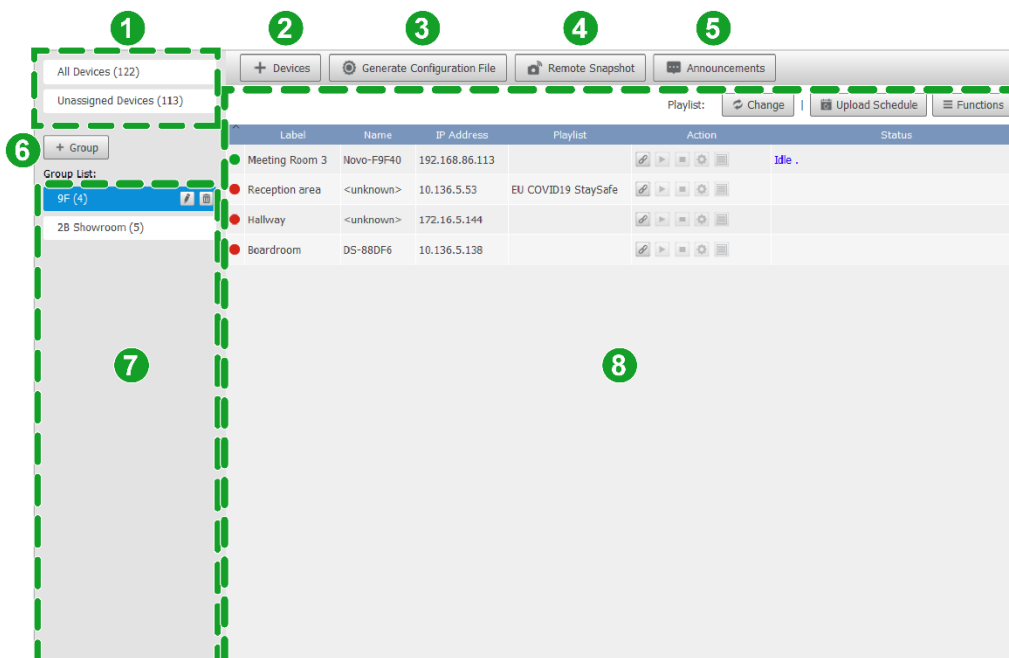
DS Devices

DS Devices is the application within NovoDS Studio that allows you to remotely manage and control (including playing playlists created in DS Playlists and applying schedules created in DS Schedules) all your displays with Novo devices connected to the same network.






The DS Devices Main Menu

Upon selecting the DS Devices tab, you will enter the main menu. The following items can be accessed from the main menu.

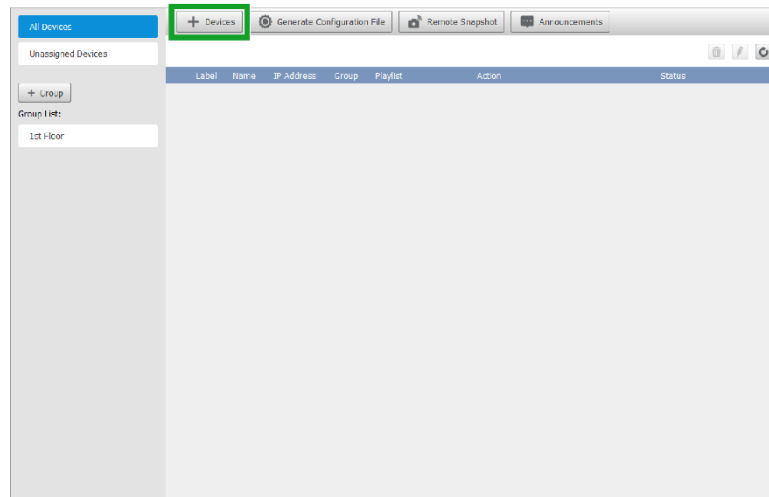


No.	Item	Description
1	Device Categories	Filters the devices in the device list based on the following categories: <ul style="list-style-type: none"> All Devices – Lists all the devices added into DS Devices in the device list section.

		<ul style="list-style-type: none"> • Unassigned Devices – Lists the devices added into DS Devices that has not been assigned to any group(s) in the device list section.
2	Add Devices	<p>Adds any Novo device connected to the same network. Go to Adding a Device for more details on how to add a device.</p> <p>Also allows you to export your device list. Go to Exporting Your Device List for more details on how to export your device list.</p>
3	General Configuration File	<p>Saves the account and connection configurations for current DS Devices connection, for import by any other user. Go to Generating a Configuration File for more details on how to save a general configuration file.</p>
4	Remote Snapshot	<p>Shows a real-time preview of what the devices in your device list are currently displaying. Go to Viewing Remote Snapshots for more details regarding the remote snapshot window.</p>
5	Announcements	<p>Allows you to broadcast impromptu announcements on any device in your device list. Go to Creating an Announcement for more details on how to broadcast an announcement.</p>
6	Add Group	<p>Creates a group for your devices to better organize your device list. Go to Creating a Group for more details on how to create a group.</p>
7	Group List	<p>Lists the groups you have created.</p>
8	Device List	<p>Lists your devices and their related information and status based on the category or group you have selected.</p> <ul style="list-style-type: none"> • Devices with a green circle are devices that are currently powered on. • Devices with a red circle are devices that are currently powered off. • Select a device and click the delete button () to remove the device from the device list. • Select a device and click the edit button () to edit the device details including the device name, description, IP address, and the group they belong to. • Select a device and click the refresh button () to refresh the information in the Status column of the device list.

Adding a Device

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** – Adds an individual device using the device’s IP address.
- **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.

Adding a Device via New

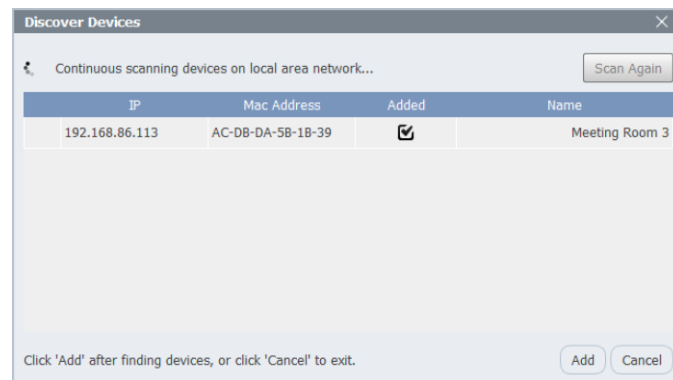
When **New** is selected the **Create New Device** pop-up window will appear. Follow the steps below to add a device:

A screenshot of the 'Create New Device' pop-up window. It has a title bar 'Create New Device' and five numbered steps in green circles: 1. Label (text input), 2. Description (text input), 3. IP Address (text input with dots), 4. Group (dropdown menu), and 5. OK/Cancel buttons.

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.

Adding a Device 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).

Adding a Device via Import

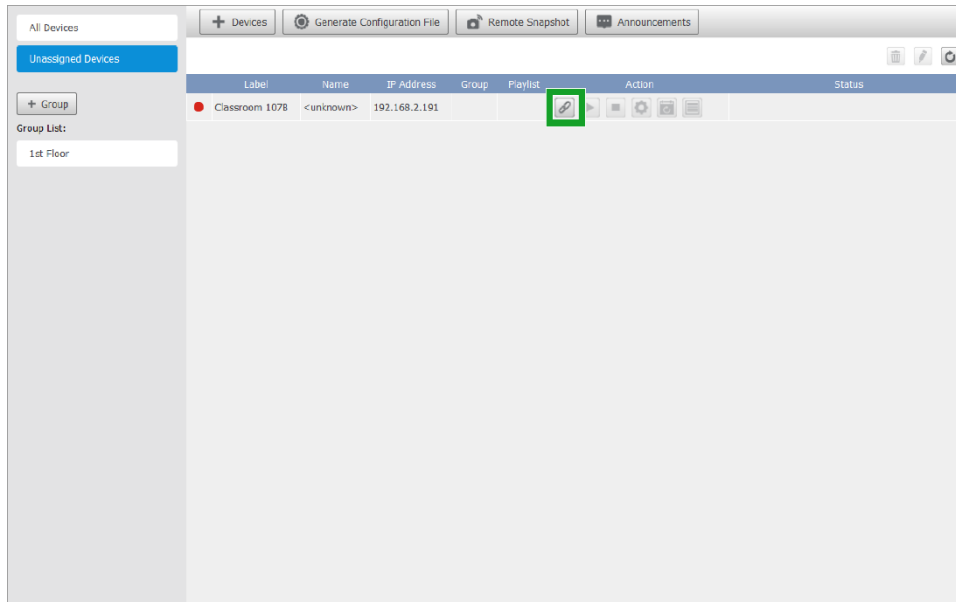
When **Import** is selected, navigate to and select the XML file for the exported device list. Once you have selected the XML file the list of devices in the file will be imported in the device list.

*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.*

Controlling a Device

Before you can control the device, you must first ensure that it is connected. To connect the device, click its connection button (🔗) in the action column of the device list.

NOTE: If you do not click the connection button (🔗) for a device you will only be able to see the device status on in the device list.

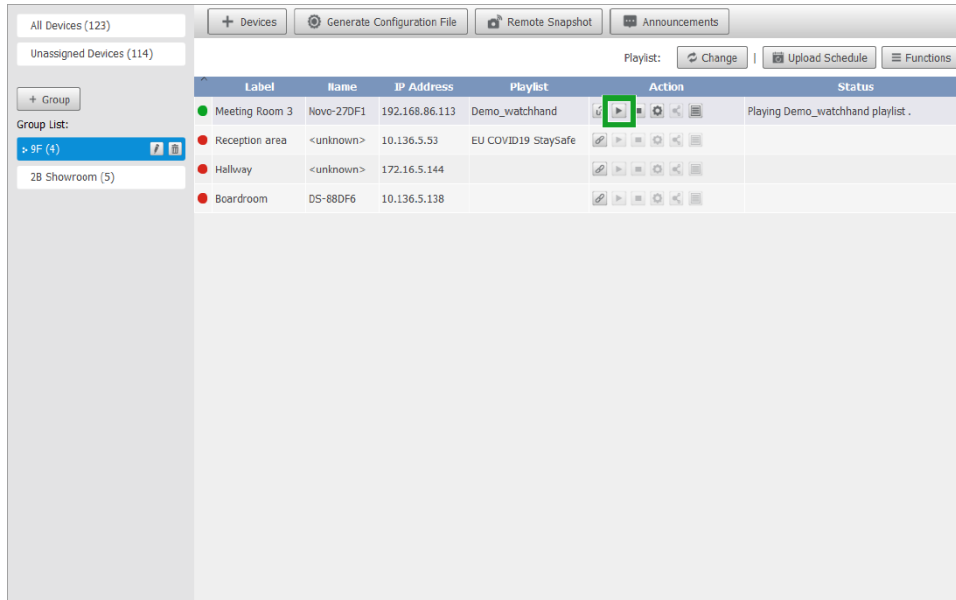


Once the device is connected, you will be able to perform the following control functions:

- Play/Stop a playlist – Go to [Playing a Playlist](#) for more information on playing a playlist.
- Upload a schedule – Go to [Uploading a Schedule](#) for more information on uploading a schedule.
- Configure the device's settings – Go to [Device Settings](#) for more information on configuring device settings.

Playing a Playlist

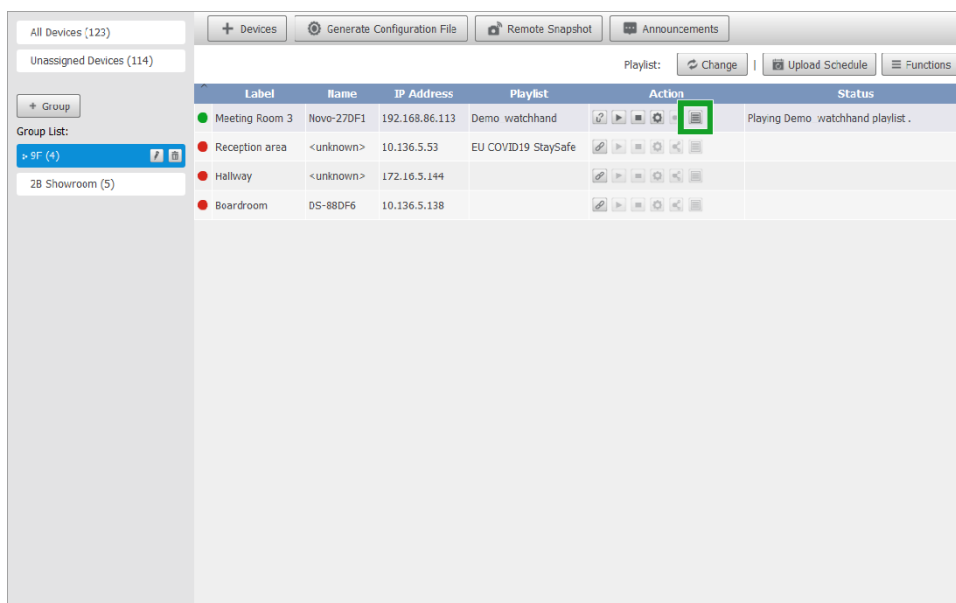
Once a device is connected in DS Devices, it can play any playlist created in DS Playlists. To have a device play a playlist, click its play button (▶) in the action column of the device list, and then select the playlist you want to play.



To stop the device from playing a playlist, click its stop button (■) in the action column of the device list

Uploading a Schedule

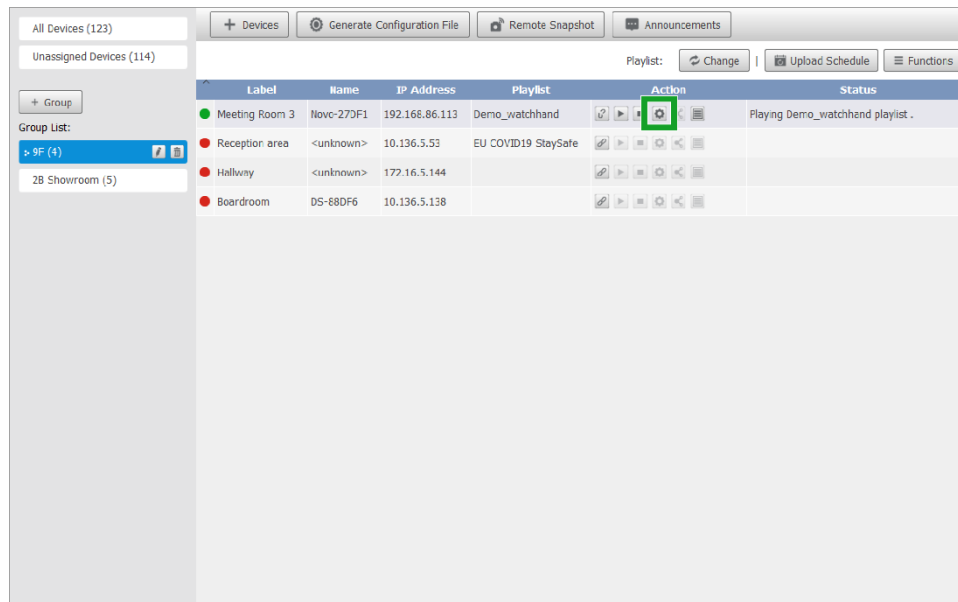
Once a device is connected in DS Devices, you can upload any schedule created in DS Schedules to have it run on the device. To upload a schedule and let it run on a device, click the schedule button (■) in the action column for the device in the device list, and then select the schedule you want to upload.



Device Settings

To configure a device's settings, click the settings button (⚙️) in the **Action** column for the device you want to configure and the **Device Settings** menu will appear.

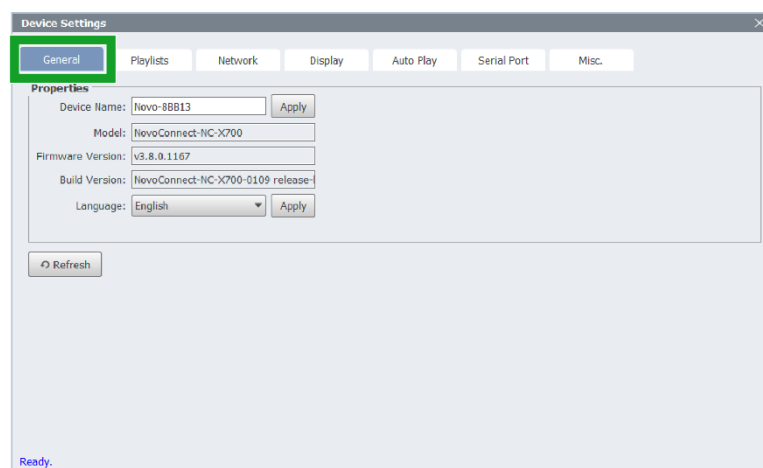
*NOTE: The device must be connected in order to access the **Device Settings** menu. To connect the device, click the connection button (🔌) next to the settings button.*



The **Device Settings** menu features seven tabs which you can select to configure their related settings: **General**, **Playlist**, **Network**, **Display**, **Auto Play**, **Serial Port**, and **Misc**. See the sections below for information regarding each tab.

General

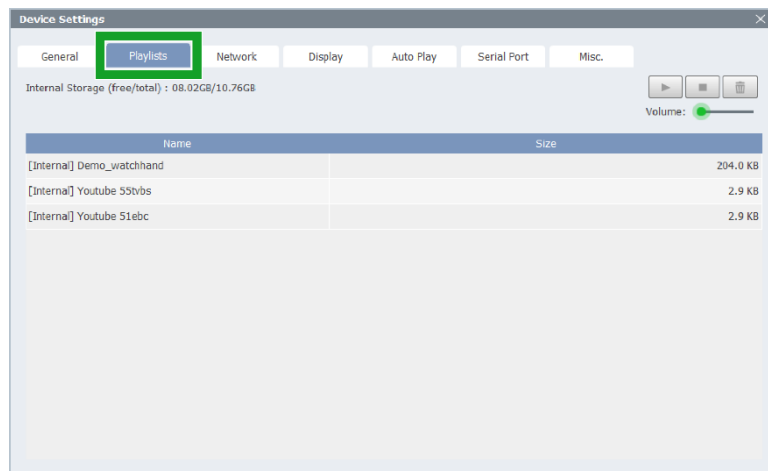
The **General** tab in **Device Settings** menu lists basic information for the device, including its name, model, current firmware version, current build version, and system language.



You can also update/change the Device Name and/or Language for the device in the **General** tab.

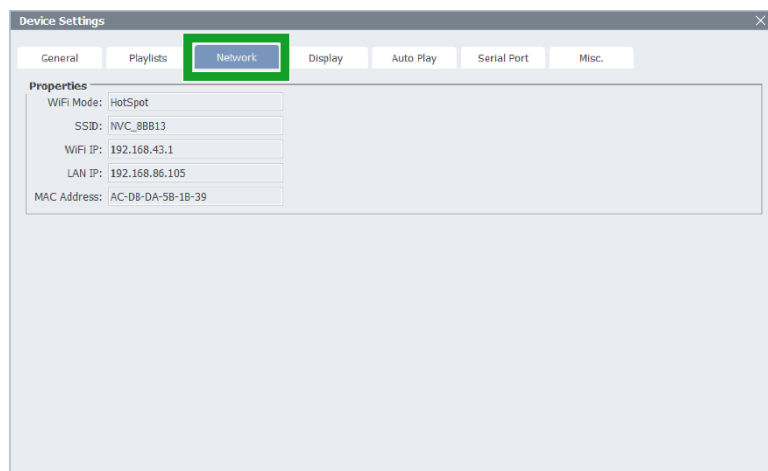
Playlist

The **Playlist** tab in **Device Settings** menu lists all the playlists that have been uploaded to the device.



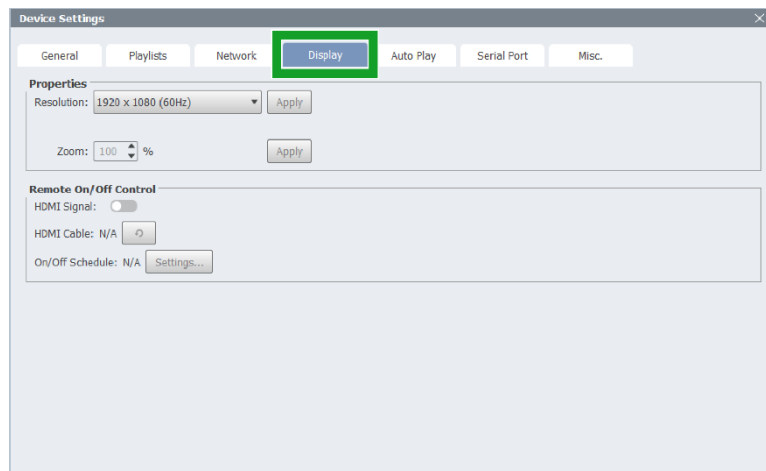
Network

The **Network** tab in **Device Settings** menu lists all the network related information for the device, including its current Wi-Fi mode, SSID, Wi-Fi IP address, LAN (RJ-45) IP address, and MAC address.



Display

The **Display** tab in **Device Settings** menu allows you to configure the following settings for the device:



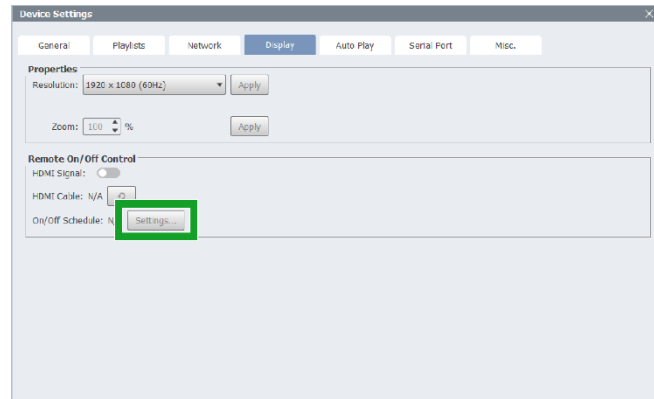
Item	Description
Resolution	Sets the display resolution you want for the device. <i>NOTE: The available display resolution options will be based on the device model.</i>
Zoom	Sets the zoom level for the device.
HDMI Signal	Enables/Disables video output from the HDMI port on the device. <i>NOTE: Once HDMI Signal is disabled the display that the Novo device is connected to will no longer broadcast video from the device, but the device can still be controlled via DS Devices.</i>
HDMI Cable	Shows the current status of the device's HDMI connection.
On/Off Schedule	Allows you to schedule a time for all the displays connected to the Novo device to power on or off. Go to Scheduling On/Off Times for more instructions on the On/Off Schedule function. <i>NOTE: This scheduling function is a different function from the schedules created in DS Schedules. This function allows you to schedule power on/off times, DS Schedules allows you to schedule playback of playlists.</i>

Scheduling On/Off Times

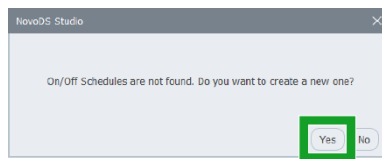
The **On/Off Schedule** field in the **Display** tab of the **Device Settings** menu allows you to schedule a time for any displays connected to the respective Novo device to power on and/or off. To create an On/Off Schedule, follow the steps below:

NOTE: The display should supports HDMI-CEC.

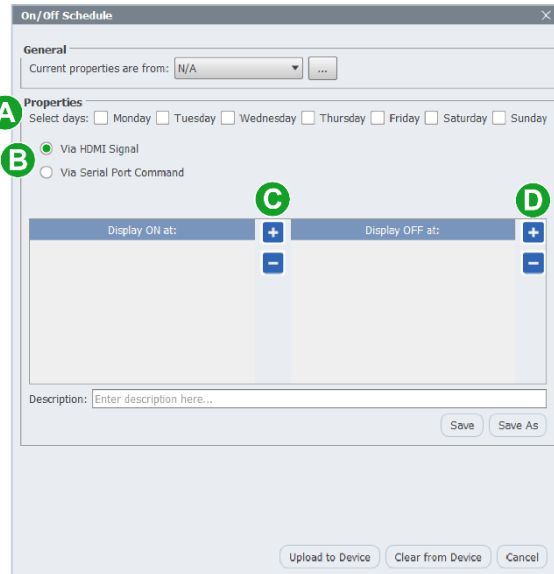
1. Click **Settings...** in the Display tab.



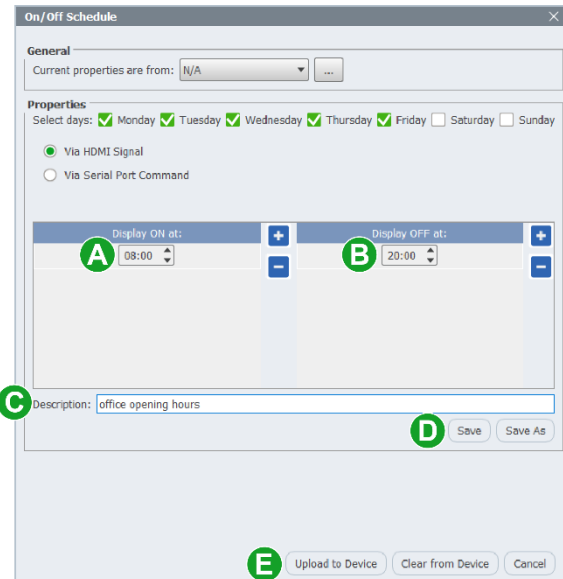
2. In the pop-up window that appears click **Yes** to confirm that you want to create a new schedule.



3. In the **On/Off Schedule** window, complete the following steps:
*NOTE: If you want to edit an existing power on/off schedule, select the schedule from the **Current properties are from** drop down menu and then follow the steps below.*
 - A. In the **Select days** field, check the boxes for the days in which you want the schedule to be active.
 - B. Select the input signal you want to send the power on/off command through.
 - C. In the **Display ON at** field, click **+** if you want the device to power on at a certain time.
 - D. In the **Display OFF at** field, click **+** if you want the device to power off at a certain time.*NOTE: You can set multiple power on/off times for your schedule.*



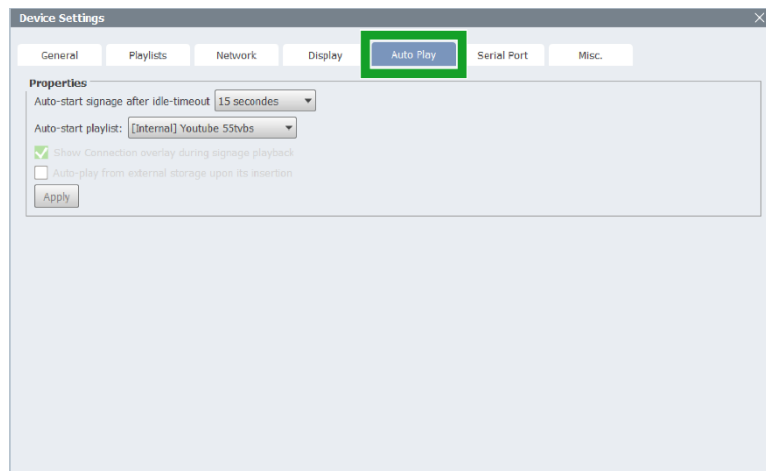
4. Once you have added a power on or power off time, complete the following steps:
- In the **Display ON at** field, select the time when you want the display to power on.
 - In the **Display OFF at** field, select the time when you want the display to power off.
 - In the **Description** field, enter a name for the schedule.
 - Click **Save** to save your schedule's settings.
 - Click **Upload to Device** to deploy the schedule to a device.
- NOTE: You can skip this step if you only want to prepare a schedule ahead of time without having the device implement the schedule right away.*



5. Click **OK** in the pop-up confirmation window.

Auto Play

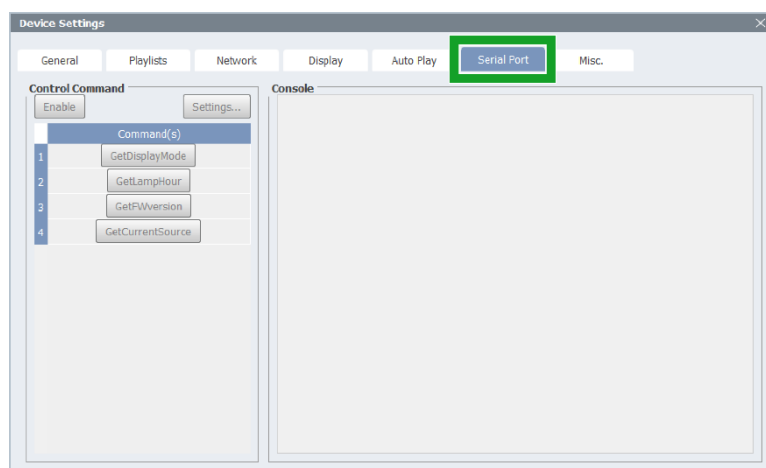
The **Auto Play** tab in **Device Settings** menu allows you to configure the following settings for the device:



Item	Description
Auto-start signage after idle-timeout	Sets the amount of time after the display has returned from an idle status that it will begin playing a playlist.
Auto-start playlist	Sets the playlist that will play when the display auto-starts
Show Connection overlay during signage playback	Allows to choose whether or not to display a NovoConnect device's connection information (SSID, IP Address, PIN, etc.) window on the screen upon startup.
Auto-play from external storage upon its insertion	Enables/Disables the device to automatically play a playlist stored on an external storage device once it is connected to the Novo device.

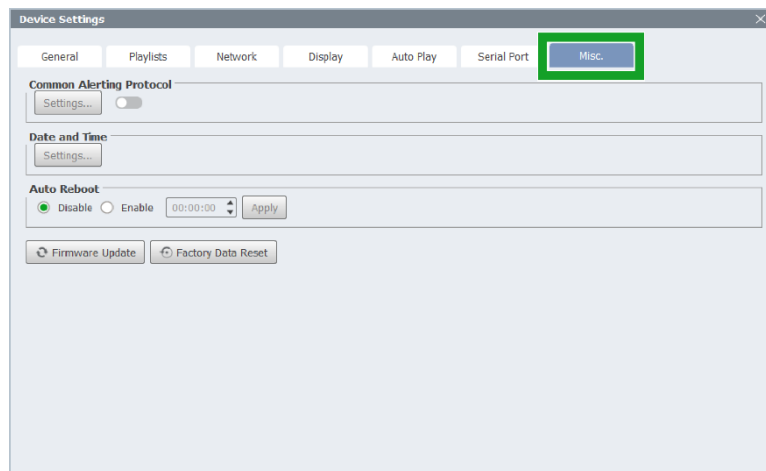
Serial Port

The **Serial Port** tab in **Device Settings** menu allows you to send direct control commands to the device to control a display or projector it is connected to via the RJ-45 port.



Misc.

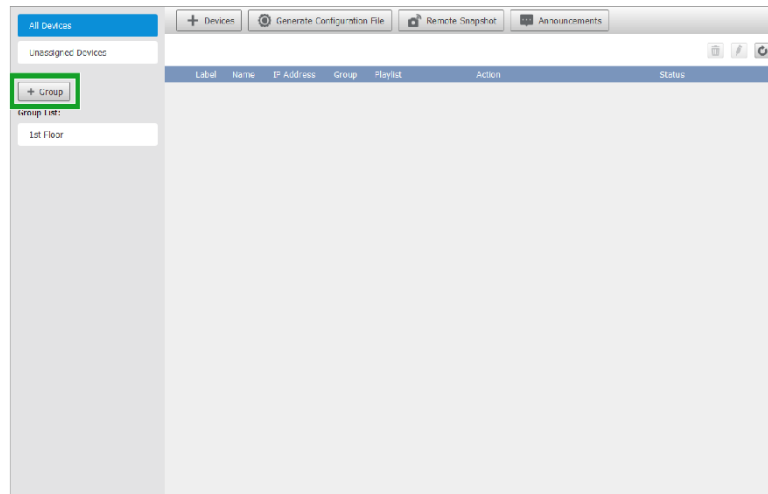
The **Misc.** tab in **Device Settings** menu allows you to configure the following detailed settings for the device:



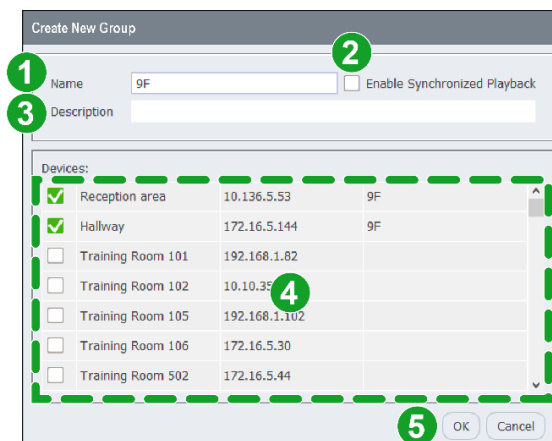
Item	Description
Common Alerting Protocol	Allows you to enable Common Alerting Protocol (CAP) safety alerts to be broadcast by your device. Once enabled click Settings... to setup and configure the alert.
Date and Time	Sets the date and time for the device
Auto Reboot	Allows you to set a pre-scheduled time for the device to reboot.
Firmware Update	Updates the device's firmware Over-The-Air (OTA) to the newest version.
Factory Data Reset	Resets the device to its default factory settings.


Creating a Group

Groups allow you to organize the devices in your device list into customized categories (e.g. “1st Floor”, “Building C”, “Conference Rooms”, etc.). You can also use groups to have all the devices in a group perform the same action. To create a group, click the **+ Group** button in the side panel of the DS Devices main menu.



Once you click the **+ Group** button, the **Create New Group** pop-up window will appear. Follow the steps below to create the group:



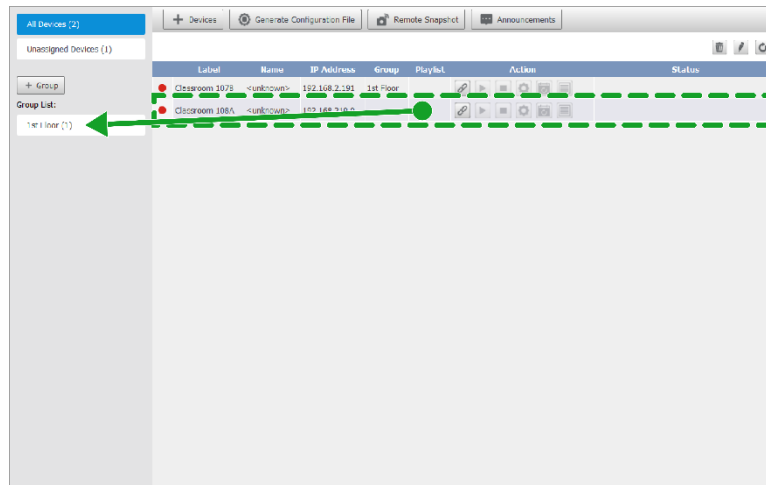
1. In the **Name** field, enter the name you want for the group.
2. Check the **Enable Synchronized Playback** box if you want all the devices in the group to base their playlist playback on the playback behavior of a “master” device, so that all the devices in the group are in sync.
NOTE 1: To optimize the performance of this function, the devices in the group must all be connected to their network via an Ethernet connection.
NOTE 2: To set a device in the group as the “master” after enabling this function. Click the Set as Master Unit button () in the action column of the device.
3. In the **Description** field, enter a more description to help further identify the group.
4. The **Devices** field will list all the devices in your device list. Check the box next to the devices you want to add into your group.
5. Click **OK** to finish creating the group.

To add new devices to a group after you have created it, follow the instructions in [Adding Devices to a Group](#).

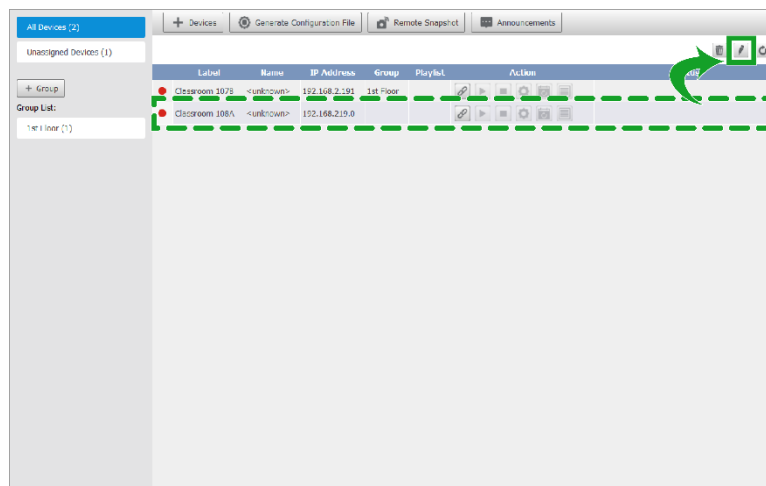
Adding Devices to a Group

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

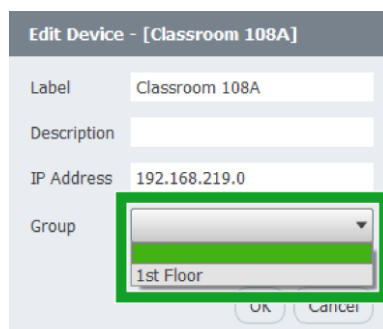
- Click and drag the device into the group in the group list.



- Select the device and click the edit button () at the top-right of the device list.



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**.



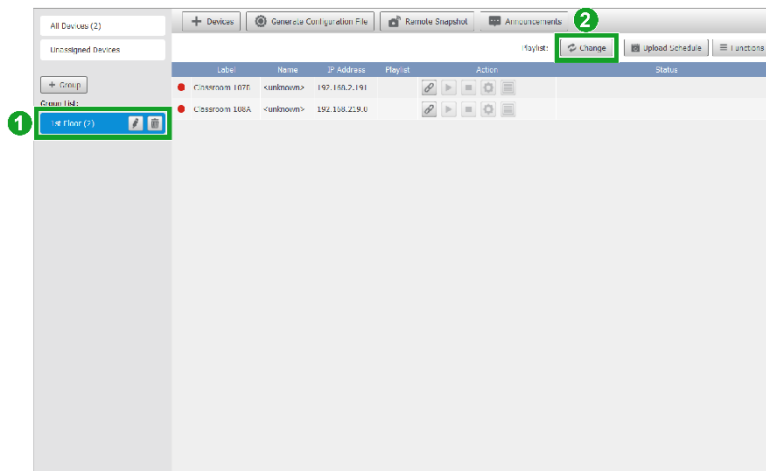
Once you have added devices to a group, you will be able to have all the devices in the group perform the following functions:

- Play/Stop a playlist – Go to *Playing a Playlist (Group)* for more information on having a group play a playlist.
- Run a schedule – Go to *Uploading a Schedule (Group)* for more information on having a group run a schedule.
- Other functions – Go to *Other Group Functions* for more information on other group functions.

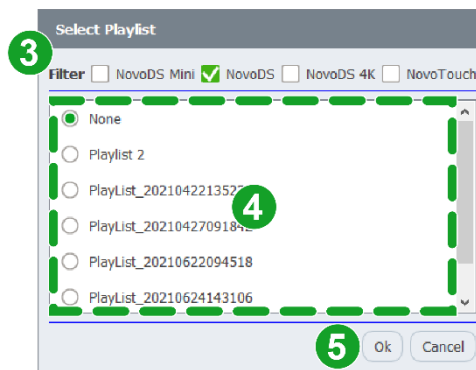
Playing a Playlist (Group)

To have all the devices in a group play a playlist, follow the steps below:

1. Click on the group in the group list.
2. Click the **Change** button at the top-right of the device list.

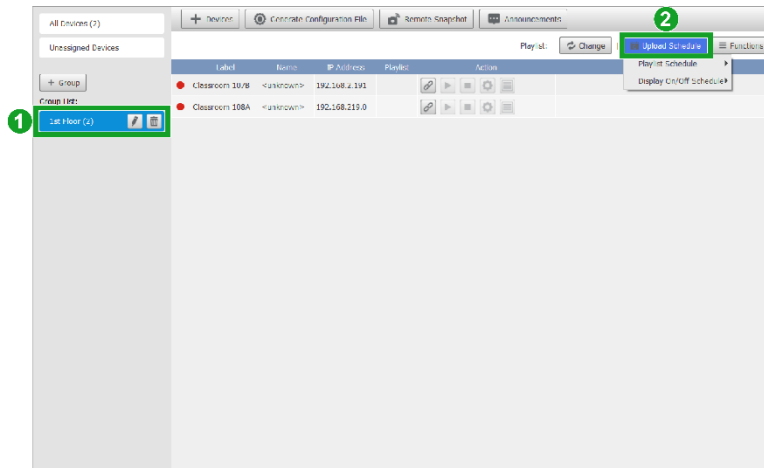


3. In the **Filter** field, check all the Novo device types you want the playlist to play on from the group.
4. Select the playlist you want to play in the main window.
5. Click **OK**.



Uploading a Schedule (Group)

To upload a schedule to all the devices in a group and have them run the schedule, click on the group in the group list and then click the **Upload Schedule** button at the top-right of the device list.

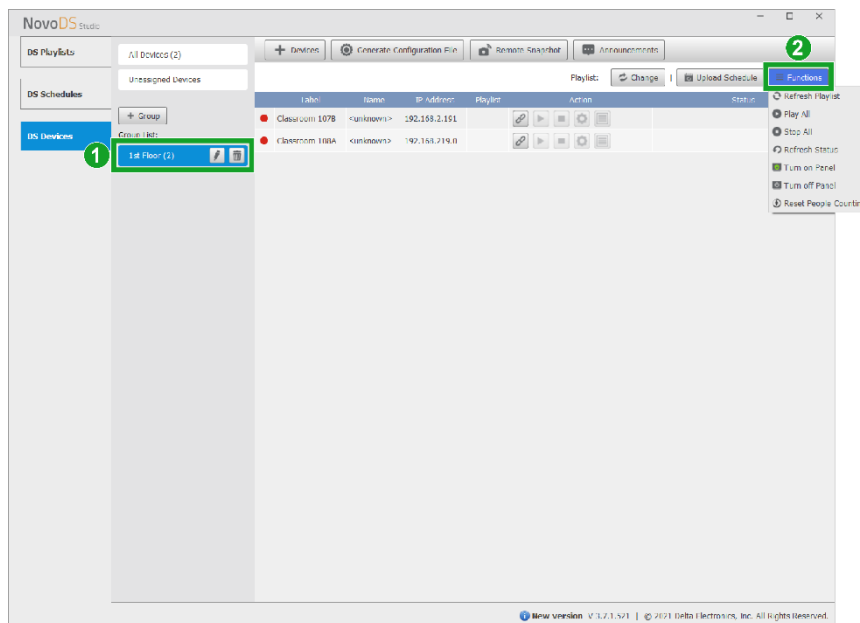


Once you click the **Upload Schedule** button you have two options:

- Select **Playlist Schedule** to upload a schedule for playback of a playlist created in DS Playlist. Go to [Creating a Schedule](#) for more information on having creating a playlist schedule.
- Select **Display On/Off schedule** to upload a schedule for powering on/off the devices created in the device settings menu. Go to [Scheduling On/Off Times](#) for more information on creating a power on/off schedule.

Other Group Functions

To access other functions available for a group, select the group and then click the **Functions** button at the top-right of the device list.



The following functions are available:

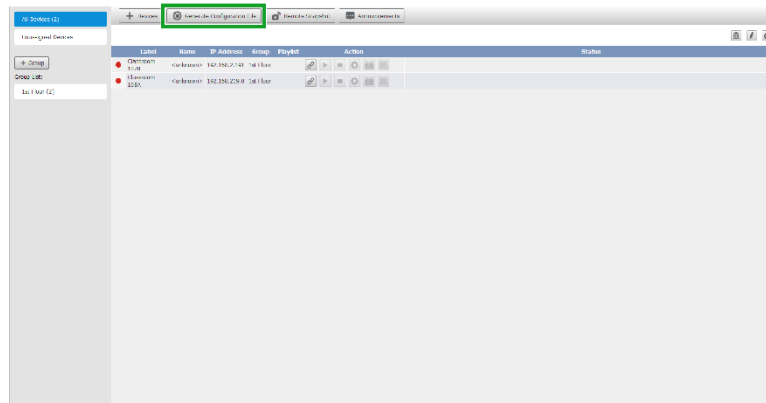
- **Refresh Playlist** – Refreshes the playback on the playlist playing on all device in the group.
- **Play All** – Have all devices in the group play their current playlist.
- **Stop All** – Have all devices in the group stop playback of the playlist they are currently playing.
- **Refresh Status** – Refresh the information shown in the **Status** column of the device list.
- **Turn on Panel** – Makes the devices in the group send a command to the display they are connected to via the HDMI port to turn on.
- **Turn off Panel** – Makes the devices in the group send a command to the display they are connected to via the HDMI port to turn on.
- **Reset People Counting** – Resets the counter for devices with a people counting camera connected.

Generating a Configuration File

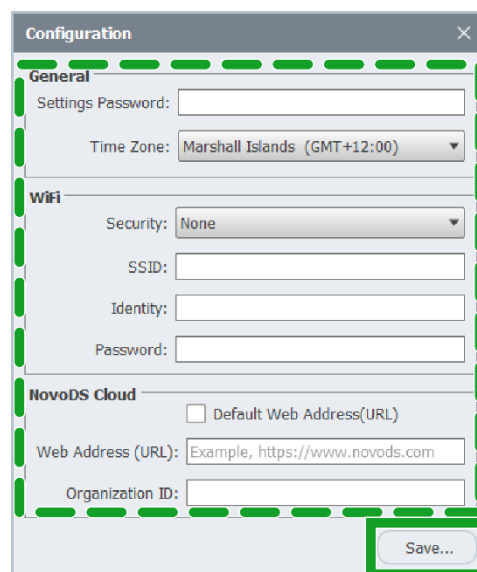
Generating a configuration file allows you to create an XML file that includes settings for a device's password, time zone, Wi-Fi connection information (SSID, Password, etc.), and NovoDS Cloud login information, which can then be stored on a microSD or USB drive and quickly deployed to any other device which you want to have the same settings.

To generate a configuration file:

1. Click **Generate Configuration File** at the top of DS Devices.



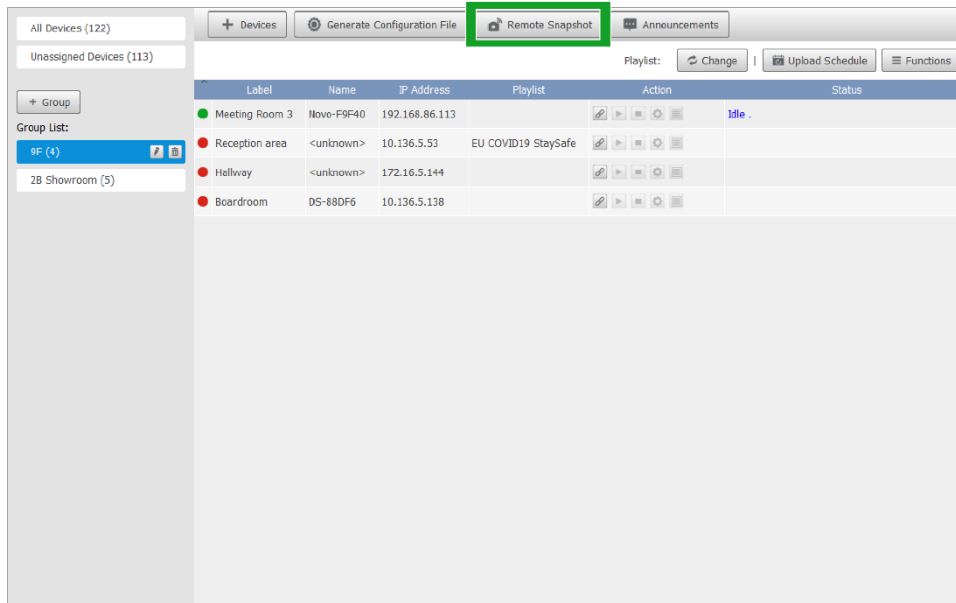
2. In the **Configuration** pop-up window fill out all the settings you want to deploy to other devices and then click **Save...** and navigate to the folder in your local storage where you want to save the XML file.

A screenshot of the 'Configuration' pop-up window. The window is titled 'Configuration' and has a close button in the top right corner. It is divided into three sections: 'General', 'WiFi', and 'NovoDS Cloud'. The 'General' section includes a 'Settings Password' text field and a 'Time Zone' dropdown menu set to 'Marshall Islands (GMT+12:00)'. The 'WiFi' section includes a 'Security' dropdown menu set to 'None', and three text fields for 'SSID', 'Identity', and 'Password'. The 'NovoDS Cloud' section includes a checkbox for 'Default Web Address(URL)', a 'Web Address (URL)' text field with the example 'https://www.novods.com', and an 'Organization ID' text field. A green dashed border highlights the entire configuration area, and a green box highlights the 'Save...' button at the bottom right.

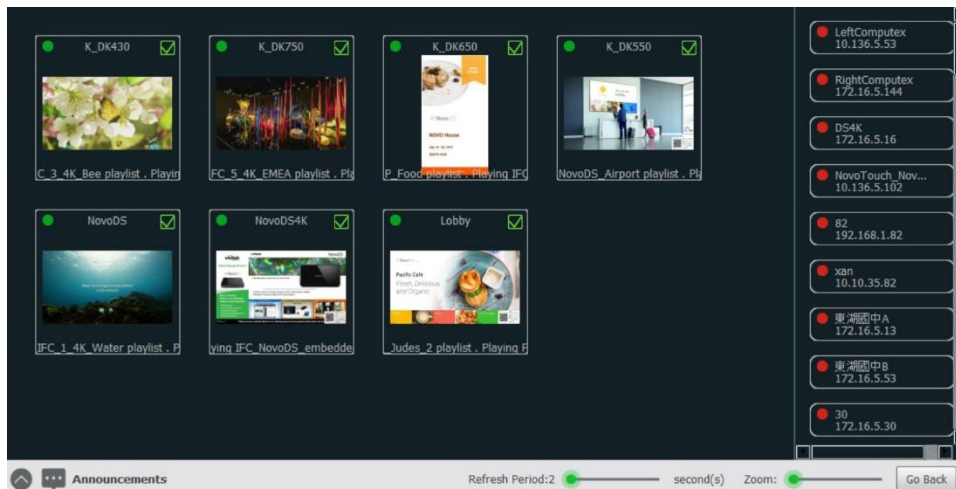
After you have saved the configuration file you can deploy it onto any device by copying the XML file onto a microSD or USB flash drive and then inserting the drive into the device you want to configure. Once inserted, wait about 20 seconds until a pop-up message appears on the device confirming the configuration. You can then remove the drive from the device and then proceed to the next device you want to configure.

Viewing Remote Snapshots

To view a real-time preview of what the devices in your device list are currently displaying/broadcasting, click the **Remote Snapshot** button at the top of the DS Devices main menu:



Once you click the **Remote Snapshot** button, DS Device's main window will show previews of the current screen for every device in your device list.

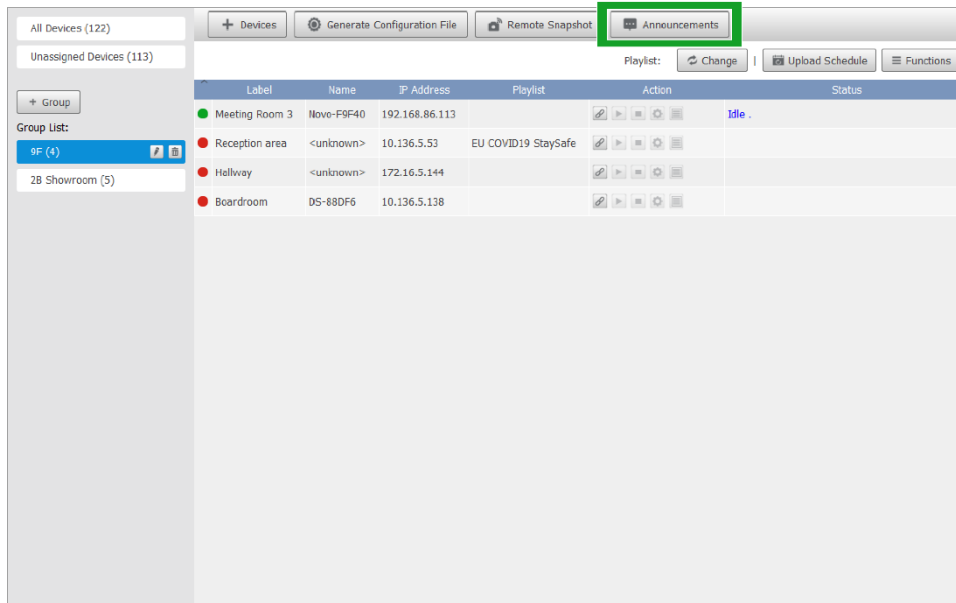


The following options are available from the remote snapshot screen:

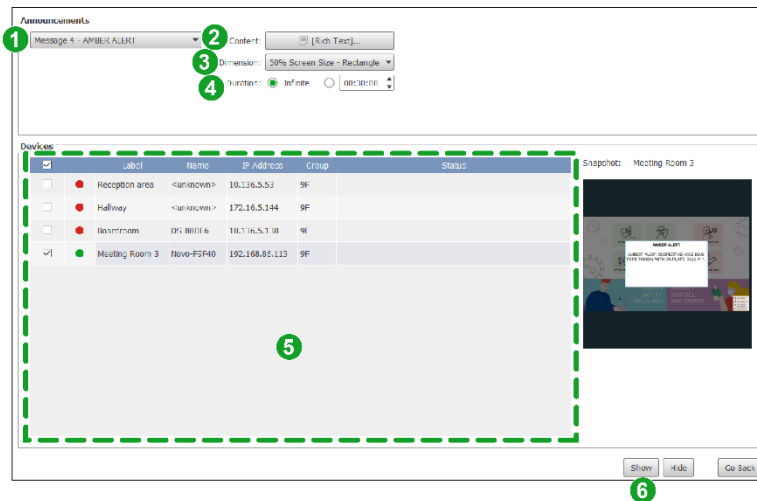
- Uncheck the box at the top-right corner for a device to remove its preview from the remote snapshot window.
- Click **Announcements** to overlay an announcement onto each device's screen. Go to [Creating an Announcement](#) for more information on creating announcements.
- Use the **Refresh Period** slider at the bottom of the screen to set the amount of time between each refresh of the snapshot previews.
- Use the **Zoom** slider at the bottom of the screen to toggle the zoom level of the previews.

Creating an Announcement

To broadcast an impromptu announcement that will play over the content currently being shown on any device in your device, click the **Announcements** button at the top of the DS Devices main menu:

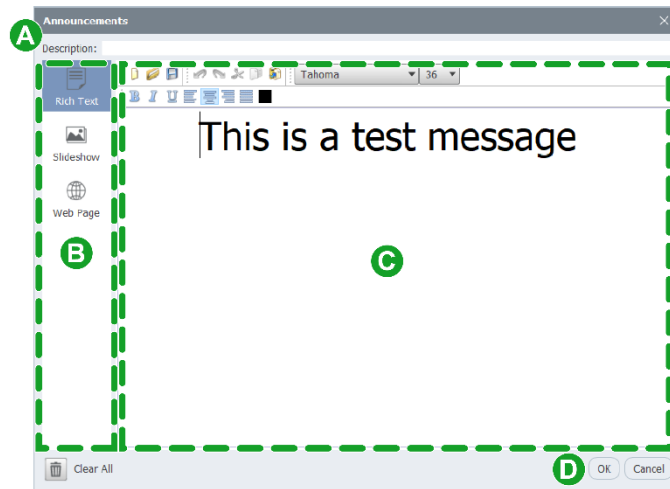


Once you click the **Announcements** button, DS Device's main window will switch to the Announcements editing menu. Follow the steps below to create an announcement:



1. In the message drop-down menu, select one of the 8 preset announcements slots to create/edit a new message.
NOTE: DS Device only allows up to 8 announcements to be saved at a time. If you have already previously created 8 different announcements, you will need to replace one of the saved announcements to create the new announcement.

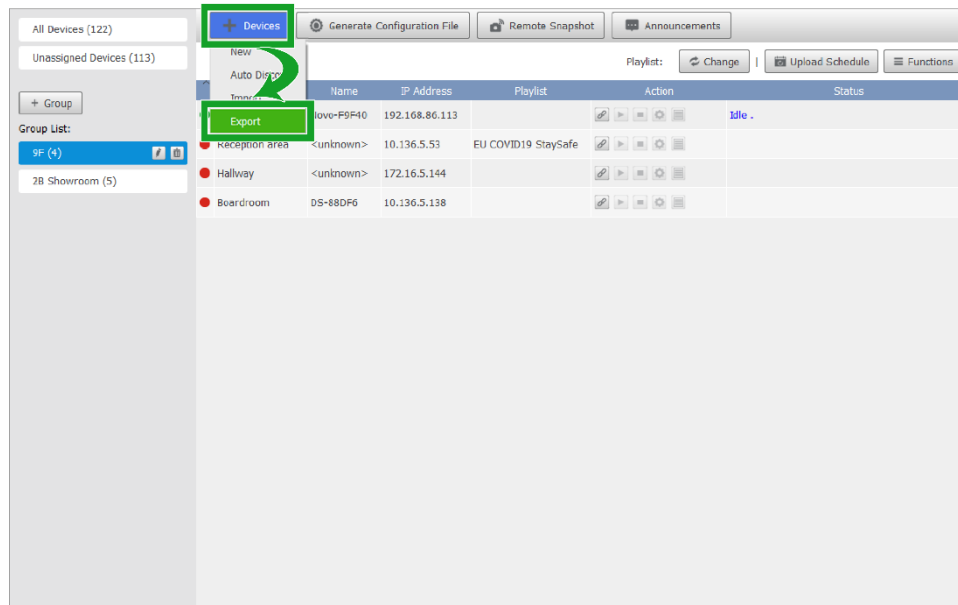
2. Click the **Content** button and in the pop-up window that appears complete the following steps:



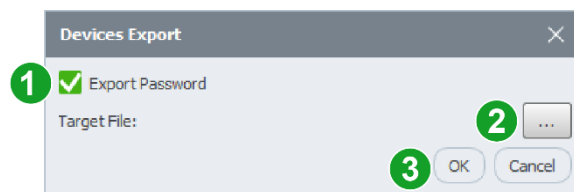
- F. In the **Description** field enter a name/description for the announcement that will be shown in the message drop-down menu.
 - G. Select one of the following content types for the announcement:
 - **Rich Text** – Allows you to use stylized text for the announcement
 - **Slideshow** – Allows you to use a slideshow of image files from your local storage for the announcement.
 - **Web Page** – Allows you to show a web page for the announcement.
 - H. Enter/Edit the actual content of the announcement in the main window.
 - I. Click **OK** to finish creating the announcement.
3. In the **Dimension** drop-down menu, select the percentage of the screen space the announcement will cover and the shape (square or rectangle) of the frame around the announcement.
 4. In the **Duration** field, select how long the announcement will last for.
 5. In the **Devices** list, check the boxes next to all the devices that you want the announcement to broadcast on.
 6. Click **Show** to begin broadcasting the announcement on the selected devices.

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 also include device passwords in the export file
2. In the **Target File** field, click the path button (...) and navigate to the folder you want to save the device list to in your local storage.
3. Click **OK** to export the device list.