FocSign Web

User Manual

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User Manual

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About this Manual

This Manual is applicable to FocSign Web.

The Manual includes instructions for using and managing the product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version in the company website (http://overseas.hikvision.com/en/).

Please use this user manual under the guidance of professionals.

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FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.

2. This device must accept any interference received, including interference that may cause undesired operation.

EU Conformity Statement

This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2014/30/EU, the LVD Directive 2014/35/EU, the RoHS Directive 2011/65/EU.

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: www.recyclethis.info

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: www.recyclethis.info

Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (A)/NMB-3(A) standards requirements.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
NOTE	Provides additional information to emphasize or supplement important points of the main text.
WARNING	Indicates a potentially hazardous situation, which if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
DANGER	Indicates a hazard with a high level of risk, which if not avoided, will result in death or serious injury.

Safety Instructions

This is a class A product and may cause radio interference in which case the user may be required to take adequate measures.

Chapter 1 Product Introduction

1.1 Introduction

FocSign consists of FocSign Server (hereinafter referred to as the server), FocSign Player (hereinafter referred to as the terminal), and FocSign Client (or FocSign Web). It is widely applied to information release in the industry of entertainment, finance, traffic, etc.

1.2 Main Features

- Manage users by user level. Assign permissions to users based on user level.
- Manage and control terminals by terminal group.
- Material and program approve feature. Adding materials and programs without being approved to schedule and playing them in terminal are not allowed.
- Support setting and editing schedule.
- Cut in custom schedule like advertisement during schedule playback.
- Play specified schedules in specific periods.
- Send emergency information and play them according to their priorities.
- Provide logs. You can search logs by designated search conditions.

1.3 Operation Flowchart

The operation flowchart shows the overall process to create programs on the client and release them to terminals. Some of the steps may vary with user permissions.

The actual operation process is based on specific scenarios.

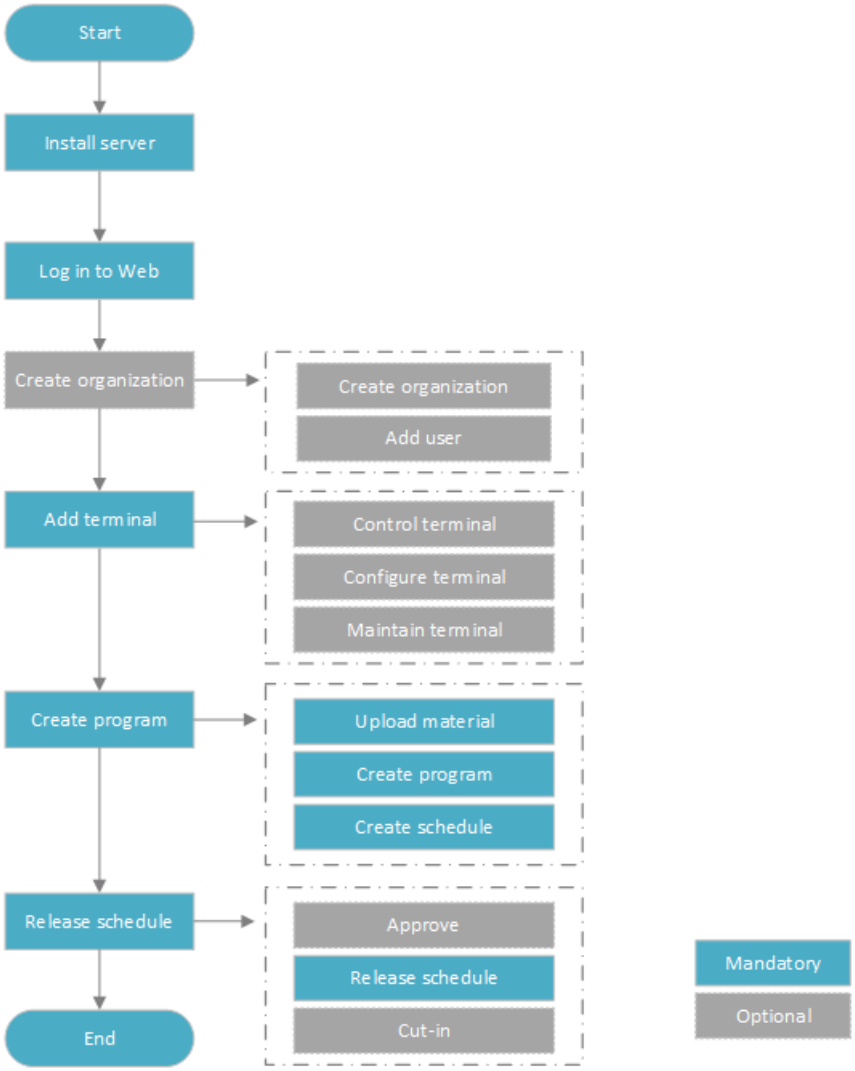

Figure 1-1 Operation Flowchart

NOTE

- Only the admin user need to install the server, and initialize the password to ensure that the server works well. Non-admin users can choose to install the server according to their actual needs.
- Only non-admin users need to do the **Approval** operation.

Chapter 2 Server Installation

Before logging in to the Web, the admin user must install and run the server. Other users need to obtain the IP address and the Web port of the server.

Prerequisites

The FocSign Server is running.

The following installation environment is recommended:

- Operating System: Windows 7/Windows 10/Windows Server 2012 (32/64 bit English system), and Windows 7 (64 bit) is recommended.
- CPU: Core i5-7500 3.4 GHz.
- Memory: 8GB.

Step 1 Double-click **FocSign Server.exe** in the CD and install it according to the wizard. You can customize the user name and company name.

Step 2 After installing the server, double-click to open it, and set the password and confirm it.

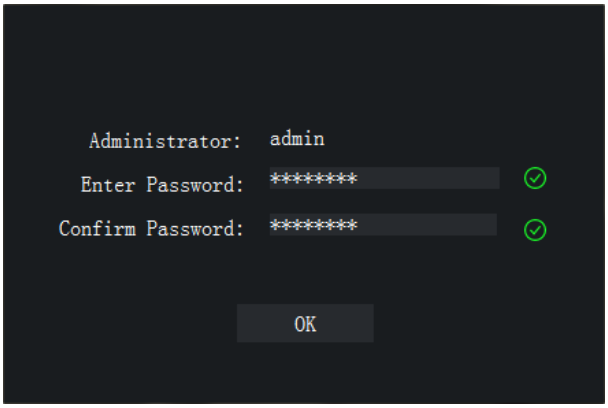

Figure 2-1 Initialize the Password

Step 3 Configure the port and data storage path, change the conflicting ports and check **Auto Start** (as recommended).

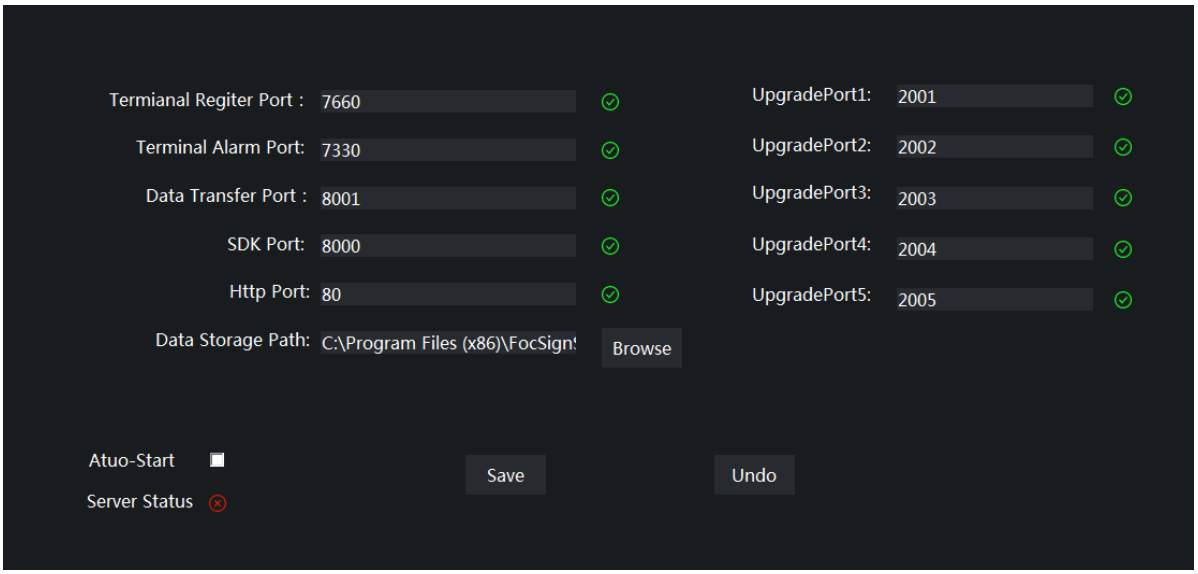

Figure 2-2 Initializing Page

Step 4 Click **Save**.

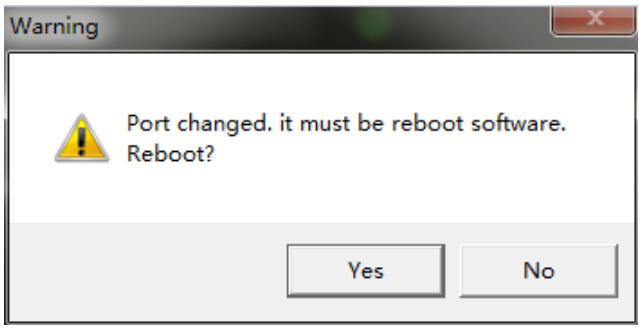

Figure 2-3 Reboot Message

Step 5 Restart the server according to the prompt message.

Step 6 (Optional) You can click the server icon in the system tray to do the following operations:

Optional operation	**Operation introduction**
Configuration	Go to the server config page
Language	Switch the language of the server
License	Check the license of the server
Restart	Restart the server
About	View such the information as the name and the version of the server
Exit	Exit the server

Chapter 3 Login

3.1 Log in to the Web

After logging in to the Web, users can upload materials, create programs, and release schedules to the terminal.

Prerequisites:

- The FocSign server is running.
- The supported browsers are as follows: Internet Explorer 10/11, Firefox 45+, and Chrome browser 48+ (recommended).
- The default Web port is 80. If not, please enter “IP:Http port” in the address bar.

Step 1 Enter the server IP address in browser address bar and press **Enter**.

Step 2 Enter the server User Name and Password.

Step 3 Click **Login**.

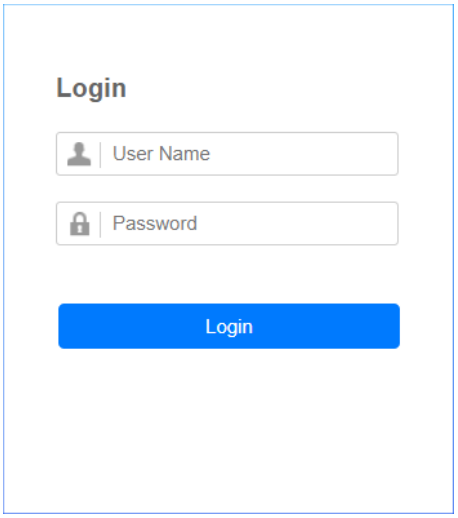

Figure 3-1 Log in

3.2 Home Page Introduction

After logging in to the Web, the home page is as follows.

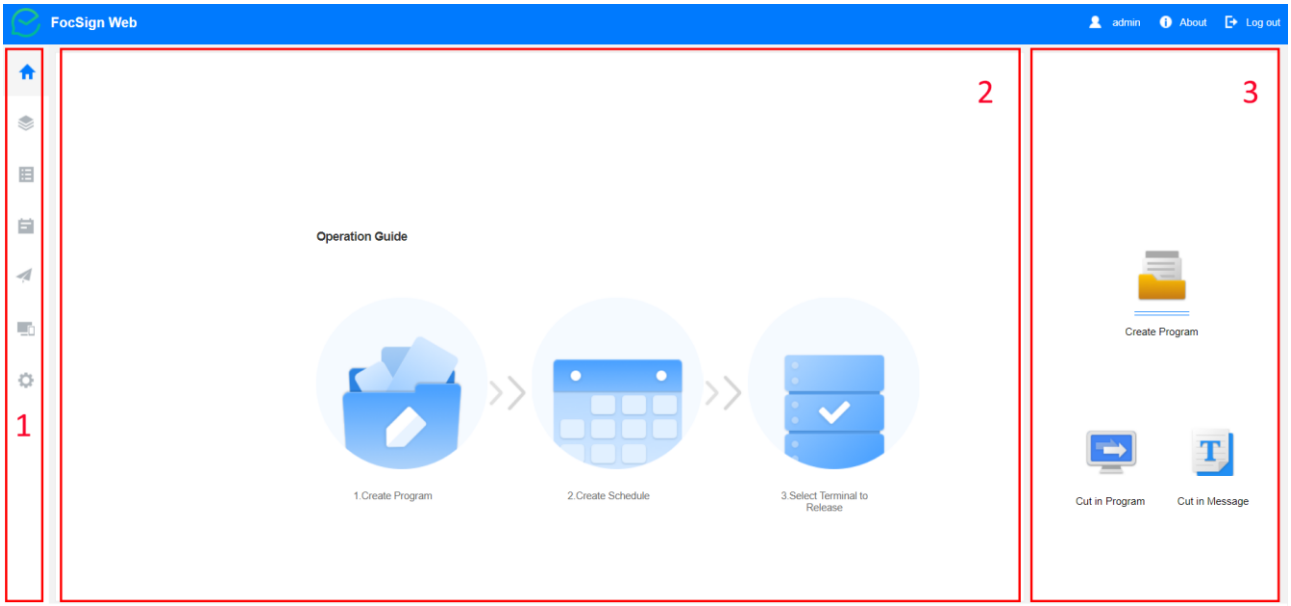

Figure 3-2 Home Page

NOTE

1. Menu Bar

In the menu bar, you can upload materials, create programs and schedules, release and approve programs, manage terminals, manage logs, and manage organizations.

2. Main Interface

When you log in to the client first, the Operation Guide is displayed; after you create programs, all programs are displayed.

3. Quick Operation Bar

You can create programs, cut in programs and messages.

Chapter 4 Organization Creation

You can create organizations, and assign different permissions to different organizations.

NOTE

- The admin user belongs to the center level (the first level) by default.
- Only the admin user can add, edit and delete all organizations and users.
- Other users can only add, edit and delete their subordinate organizations and users.

4.1 Create an Organization

NOTE

- You can create up to 5 organization levels including center.
- Up to 1024 organizations can be created.

Step 1 Go to > **Group**.

Step 2 Click + to create an organization.

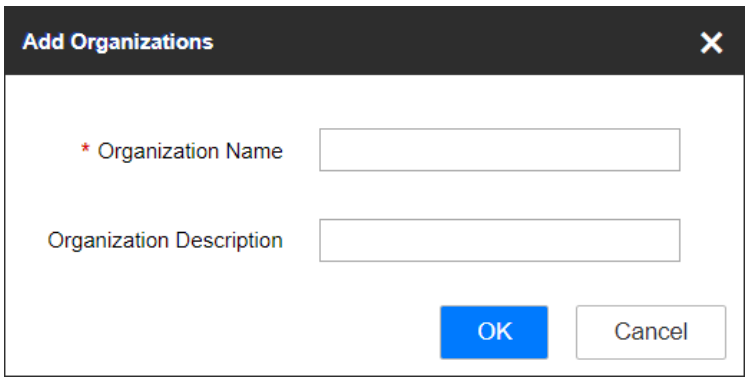

Figure 4-1 Create Organization

Step 3 Enter Organization Name and Organization Description.

Step 4 Click **OK**.

Step 5 Repeat the preceding steps to add the subordinate organizations.

4.2 Add a User

You can add users in different organizations and assign permissions to the users. For security, the admin user should assign different roles to different users and delete the useless users.

Step 1 Go to > **Group**.

Step 2 Select an organization to add the user to.

Step 3 Click + Add Users.

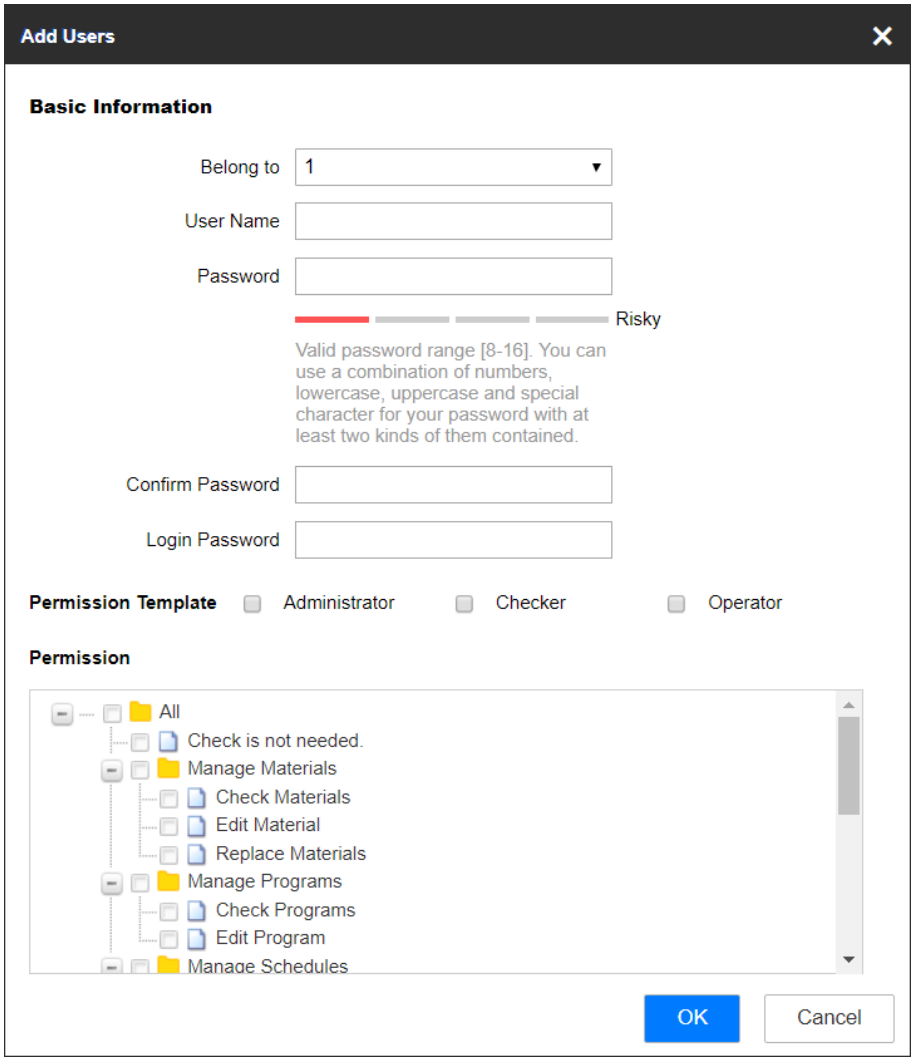

Figure 4-2 Add Users

Step 4 Enter the **User Name**, **Password**, and **Confirm Password**. We highly recommend you to use a strong password to ensure your data security.

Table 4-1 Parameter Description

Parameter	Description
Organization	The organization which the user to be added belongs to
User Name	Up to 32 characters allowed, including letters and digits.
Password	8 to 16 characters allowed, including at least 2 of the following types: digits, lower-case letters, upper-case letters and special characters. The password is divided into three grades: weak, medium, strong. You are required to set the strong password.
Login Password	To confirm the identify, you are required to enter the login password.
Permission	User templates are divided into manager, approver and operator. Different user templates has different default rights. You can also customize the user permission.

Step 5 Set the user permission by one of the following steps.

- Check the **Permission**.
- Check **Permission Template** to quick set user permission.

Step 6 Click **OK** to create the user.

Step 7 (Optional) You can do the following operations after adding users.

Table 4-2 Operation Description

Operation	Description
Edit	Edit the user type, user name, password and permissions. The admin user can only edit the password.
Delete	Delete one user or delete multiple users in batches. The admin user cannot be deleted.

Chapter 5 Terminal Adding

You must add and register the terminals to the server, if you want to release schedules to them. You can remote manage the terminals on the Web, see details in Chapter 7 Terminal Management.

You can activate, add and register the terminal on FocSign Client or on the terminal. Please refer to the FocSign Client user manual and quick start guide of the terminal for details.

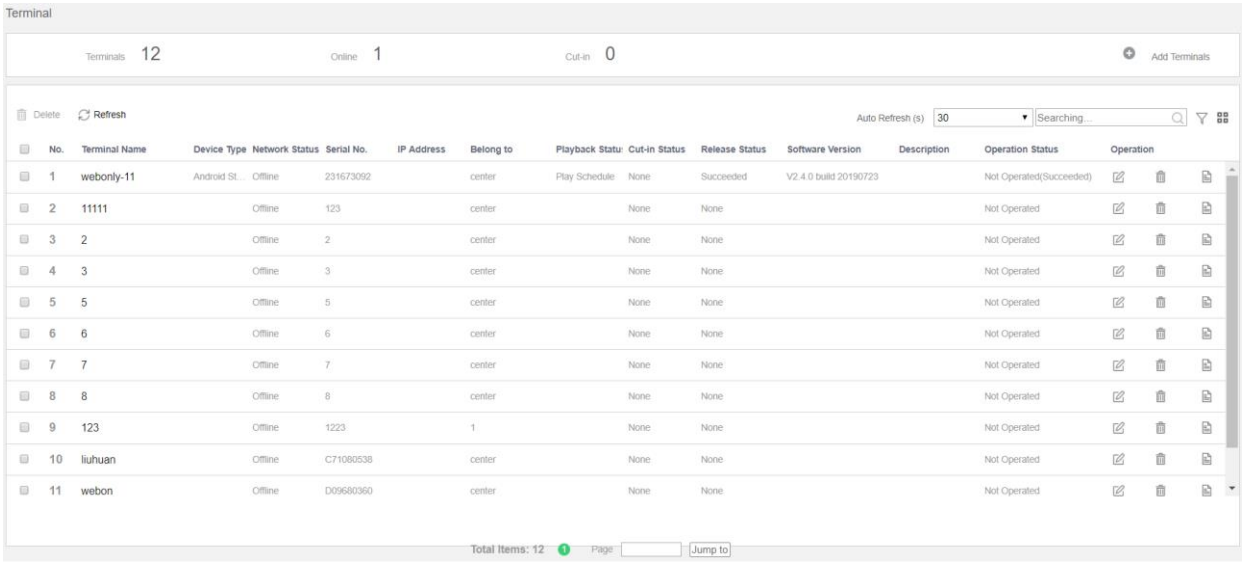

Figure 5-1 Terminal Information

On the **Terminal** page, you can modify or delete the terminal, or check terminal details.

Table 5-1 Icons on the **Terminal** Page

Icon	Description
	Modify the terminal name, serial No., and organization
	Delete the terminal from the server
	Check terminal details, including name, resolution, versions. You can preview the playing program, too.
/	Terminals lined by list/image
	Advanced search

Chapter 6 Program Creation and Release

You can create and edit programs, create schedules and release them to different terminals.

- Quick Release:

Select > **Create Program/Cut in Program/Cut in Message** in the quick operation bar to quickly release the programs.

- Normal Release:

1. Select > **Upload Materials** in the menu bar to upload the materials.
2. Select > **Create Programs** in the menu bar to create programs.
3. Select > **Create Schedules** in the menu bar to create schedules and release them to the terminals.

You are recommended to use the quick release method. The following uses the quick release method as an example.

6.1 Upload Materials

Select > **Upload Materials** in the menu bar on the home page to upload the materials.

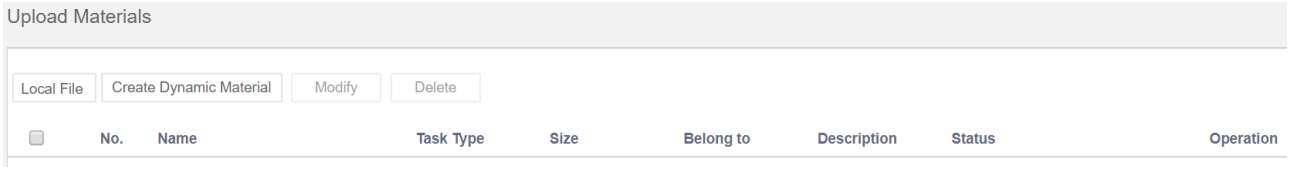

Figure 6-1 Upload Materials

Select > **Manage Materials/Check Materials** in the menu bar on the home page to preview, edit, delete, download, advanced search, and check the materials.

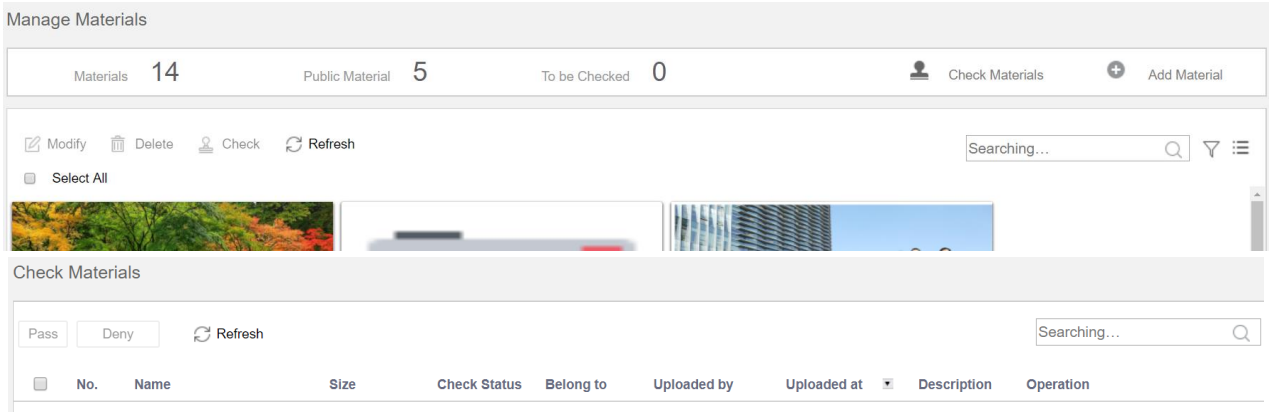

Figure 6-2 Manage/Check Materials

6.1.2 Upload Local Materials

Local materials include pictures, videos, audios, TXT files, PDF files, static webpages and APPs.

NOTE

- Up to 10,000 materials including built-in materials can be stored, and up to 1000 materials can be uploaded in batches.
- The size of one material cannot exceed 4 GB.
- The names of any two materials cannot be the same.

Table 6-1 Supported Material Type

Material Type	Format Requirement
Picture	BMP, JPG, PNG, GIF (The maximum resolution of one material is 4K, including 2160 × 3840 and 3840 × 2160)
Video	ASF, AVI, MPG, 3GP, MOV, MKV, WMV, FLV, MP4, RM, RMVB
Audio	MP3, WAV, WMA
File	TXT, PDF
Webpage	HTML, HTM
APP	APK

Step 1 Go to > **Upload Materials**.

Step 2 Click **Local File**.

Figure 6-3 Upload Local Material

Step 3 Select materials to upload.

NOTE

- You can select one or more materials to upload.
- You can modify the material by clicking **Modify**.

Step 4 Click Upload.

6.1.3 Create Dynamic Material

The dynamic materials include the pop-up images, captured images, stream media servers, network cameras, URL webpages, URL pictures and call.

Table 6-2 Dynamic Material Description

Material Type	Description
Pop-up Image	Upload images and other materials through a third-party interface.
Capture	Get snapshots of the third-party IPCs.
Stream Media	Receive streams from a streaming media server.
Network Camera (IPC)	Get videos from IPCs.
URL Web	Dynamic URLs.
URL Picture	The dynamic website of the picture.
Call	Upload images, texts and other materials through a third-party interface.

Step 1 Go to > **Upload Materials**.

Step 2 Click **Create Dynamic Material**.

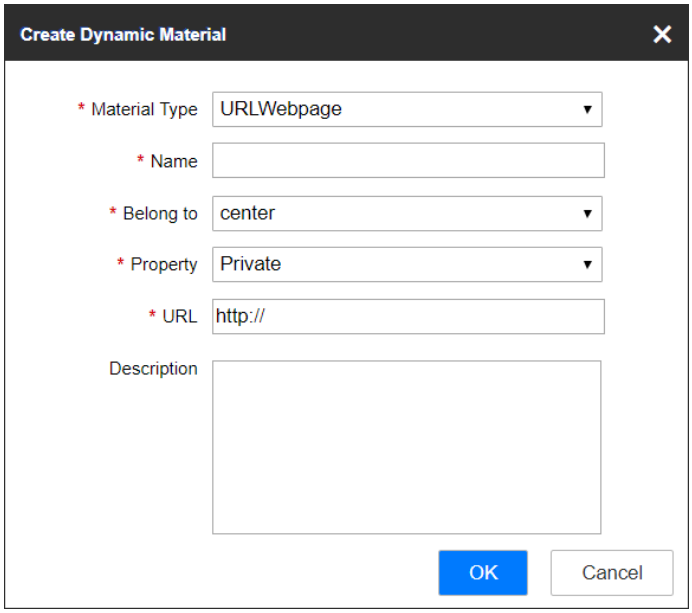

Figure 6-4 Create Dynamic Material

Step 3 Select **Material Type**.

NOTE

For **Capture** and **Network Camera**, you need to enter such information as IP address, port, and channel No.

For **Stream Media**, **URL Web** and **URL Picture**, you need to enter a URL.

Step 4 Click OK.

Step 5 Click Upload.

6.1.4 Replace Material

Quickly replace a static material with the same-name material. If a material has been used by multiple programs, it will be replaced synchronously.

Before you start:

The type and name of the material to be uploaded are exactly the same as that of the material to be replaced.

NOTE

Only static materials can be replaced.

Step 1 Go to > **Upload Materials**.

Step 2 Click **Local File** and select a new material with the same name.

Step 3 Click **Upload**, the prompt message pops up and **Upload** becomes **Replace**.

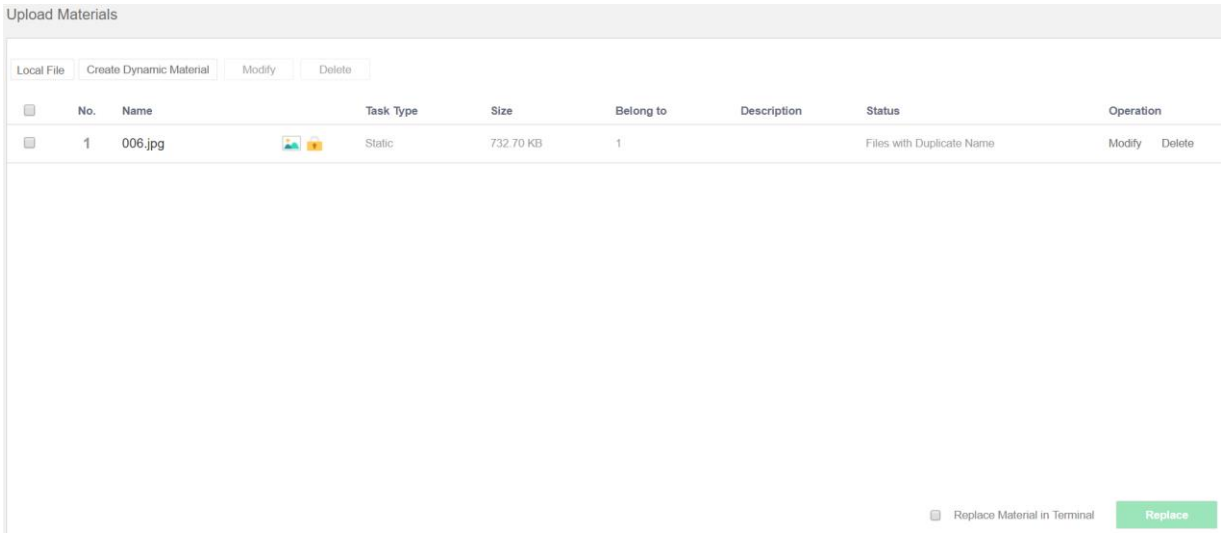

Figure 6-5 Replace Materials

Step 4 Check **Replace**.

Step 5 (Optional) You can check **Replace Material in Terminal**, and the materials with the same name in the terminal programs will be replaced automatically.

6.1.5 Check Materials

Materials must be checked to be used.

NOTE

admin users and users with permission get approved by default.

Step 1 Select > **Check Materials**.

Step 2 Select the material to checked.

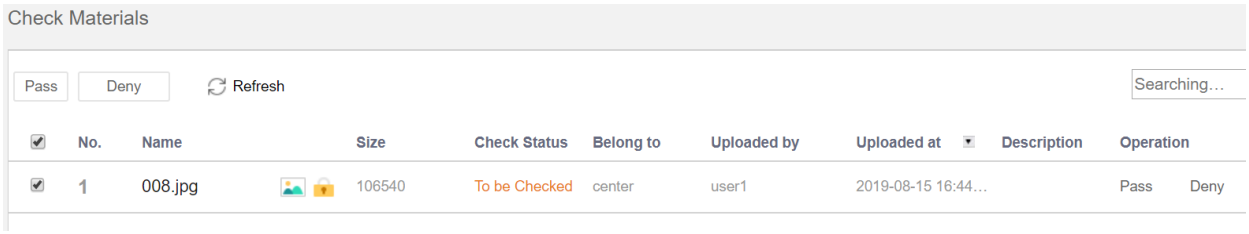

Figure 6-6 Check Materials

Step 3 Select the result and give suggestions.

Click **Pass** or to approve.

Click **Deny** or not to approve.

Step 4 Click **OK**.

6.2 Create Program

Create and configure the programs according to the terminal type. Customize the program layout. The layout is same with the final release effect.

Step 1 Go to > **Create Programs**.

NOTE

- You can also go to > **Create Programs** in the menu bar to create programs.
- On **Manage Programs** page, you can edit, delete, copy, cut-in, release, search programs.

Step 2 Select **Portrait Mode** or **Landscape Mode** according to the actural terminal type.

Step 3 Select **Custom Program** or suitable existing templates.

Step 4 Enter the basic information of the program to edit the program. For detailed steps, see 6.2.1 Configure Basic Program Settings.

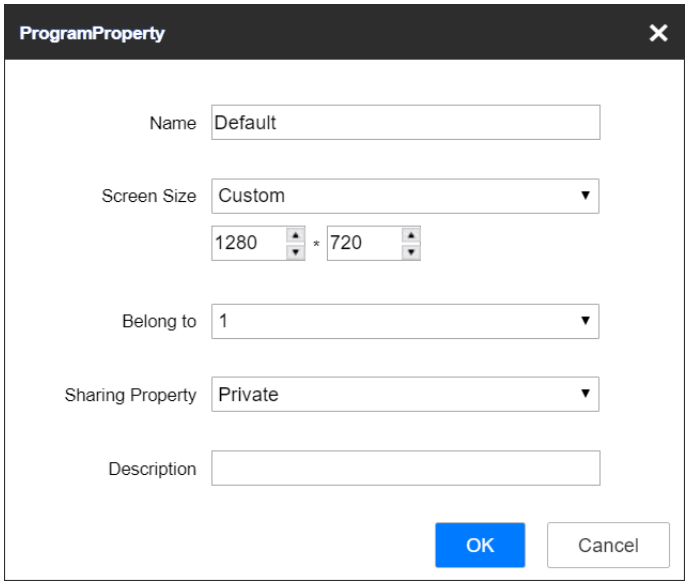

Figure 6-7 Basic Information of a Program

Step 5 Create and configure pages in Area 3. For detailed steps, see 6.2.2 Configure Page.

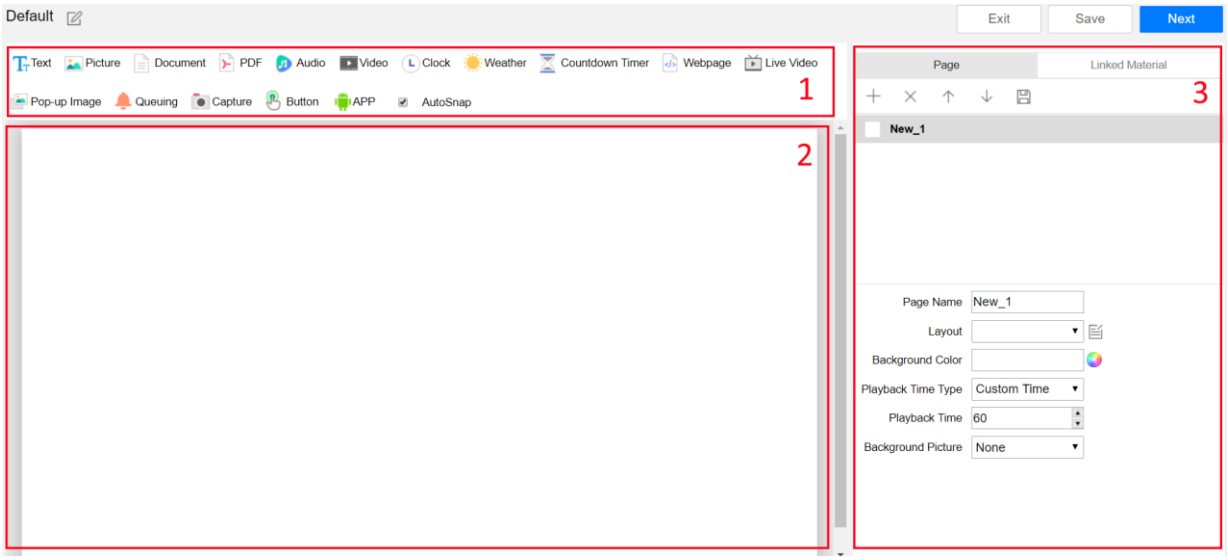

Figure 6-8 Basic Program Settings

Step 6 Select window type in Area 1, and add to Area 2. For detailed steps, see 6.2.3 Add a Window.

Step 7 Click **Save** to save the program or click **Next** to configure a program schedule.

6.2.1 Configure Basic Program Settings

Configure the program name, screen size and description.

Step 1 Go to > **Create Programs**.

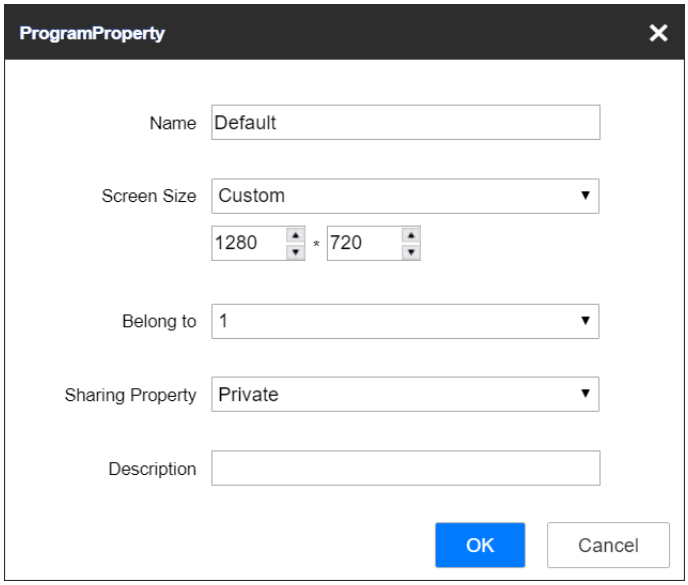

Figure 6-9 Basic Information of a Program

Step 2 Enter the basic information of the program.

- **Name**

  You need to define a program name that is easy to identify. The maximum length of the characters is 64.

- **Screen Size**

  According to the terminal types, select the display size. 1080 × 1920 is for portrait, 1920 × 1080 is for landscape. Display size is set as landscape by default. You can customize the resolution.

- **Belong to**

  Set the organization which the program belongs to. The organization is set as the organization which the user belongs to currently by default.

- **Sharing Property**

  - Public: The program can be seen and used by all users in the organization tree where the users who create the program belongs.
  - Private: The program can be seen and used by all users in the organizations where the users who create the program and their superiors (including non-direct superiors).

- **Description**

  You can enter the description of the program, such as usage, applicable scenarios, overview of program content, etc. The maximum length of the characters is 64.

6.2.2 Configure Page

You can create up to 32 pages for a program. Follow the steps to edit page layout and create layout template for reusing.

Step 1 Click **Page** tab.

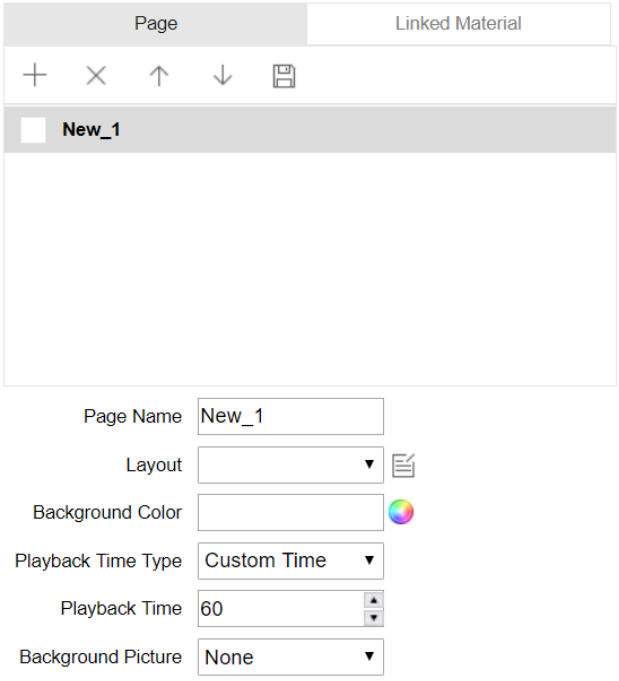

Figure 6-10 Page Tab

Step 2 On the page tab,

- Click ＋ to create a page.
- Click ✕ to delete a page.
- Click ↑/↓ to adjust page sequence.
- Click 💾 to save the created page as a template for reuse.

Step 3 Select a page to edit.

Step 4 Edit **Page Name**.

Step 5 Edit page layout using either of the following ways.

- Edit the layout parameters including **Background Color**, **Playback Time Type**, **Playback Time**, and **Background Picture**.

NOTE

You are recommended to set the playback time type according to material type. For materials like video and audio, select it as **Auto**, then the page play duration is material duration. For materials like picture and clock, select it as **Custom** and enter **Playback Time**.

- Select a predefined **Layout.**

6.2.3 Add a Window

You can add pictures, videos, audios, documents, PDF files, applications, web pages, clocks, countdowns, weather reports, pop-up images, captured images, stream media, call, button and text input etc.

Click to select a window type to show in the page. Then a window will pop up in the display area. Window position and size are adjustable in Linked Material tab.

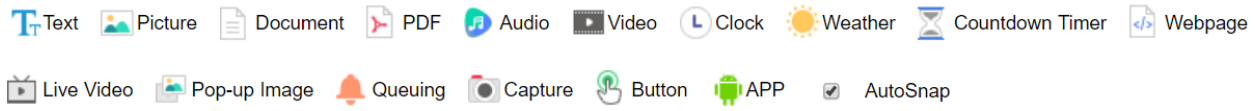

Figure 6-11 Window Type List

NOTE

- Up to 16 windows can be added for one single page.
- Up to 512 different materials or total 1024 materials can be linked to one single program.
- Audio windows cannot be added with video window, stream media windows or IPC windows at the same time.
- A total of up to 4 video windows, Stream Media windows and IPC windows can be added for one single page
- If different types of windows are added to one page, such as video windows, stream media windows and IPC windows, only one video can be played in non-mute mode. Check **Close Auto** for the other windows.
- Pop-up, Call and Capture can be realized by getting data such as pictures and texts from third-party interfaces.
- Button window is available for touchscreen terminals only.
- Once enabled **AutoSnap**, two windows connected when they are near enough.

Add a Text Window

Step 1 Click **Text**.

Step 2 Edit the properties in the **Linked Material** tab, including text content, position, font settings.

Step 3 (Optional) You can set to jump to a new window or page for touchscreen terminals. For details, see 6.2.4 Hyperlink Feature for Android Touchscreen Program.

Add a Picture Window

NOTE

A total of up to 16 picture windows and picture URL windows can be added for one single page.

Step 1 Click **Picture**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Click ＋ and select materials to show in the page.

Step 4 Configure **Switching Effect** between selected picture materials.

Step 5 Set playback time for each picture.

1) Select a material and enter its **Playback Time**.
2) Repeat step 1) for the rest pictures.

Step 6 (Optional) You can set to jump to a new window or page for touchscreen terminals. For details, see 6.2.4 Hyperlink Feature for Android Touchscreen Program.

Add a PDF Window

Step 1 Click **PDF**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Click ＋ and select PDF materials to show in the page.

Step 4 Set display parameters for each PDF material.

1) Select a PDF material.
2) Configure **Dwell Time**.
3) Enter **Playback Time**.
4) Repeat steps above for the rest PDFs.

Step 5 (Optional) You can set to jump to a new window or page for touchscreen terminals. For details, see 6.2.4 Hyperlink Feature for Android Touchscreen Program.

Add a Document Window

Step 1 Click **Document**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Click ＋ and select document materials to show in the page.

Step 4 Set display parameters for each document material.

1) Select a document material.
2) Configure the its display parameters.
3) Enter **Playback Time**.
4) Repeat step 1) to 3) for the rest materials.

Add an Audio/Video/Live Video Window

NOTE

You can create up to 1 audio window, 4 video windows and 4 live video windows. Two types of live video are supported: live video material and IP camera.

Step 1 Click **Audio/Video/Live Video**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Click ＋ and select materials to show in the page.

Step 4 Set display parameters for each document material.

1) Select a material.
2) Set **Playback Time Type**. You are recommended to select it as **Material Time**.
3) Check **Close Audio** to close audio if needed.
4) Repeat step 1) to 3) for the rest materials.

Add a Webpage Window

Step 1 Click **Webpage**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Click ＋ and select materials to show in the page.

Step 4 Select a material and configure its display parameters.

1) Enter **Playback Time**.
2) Repeat step 1) for the rest materials.

Add a Clock Window

NOTE

You can create up to 1 Clock Window.

Step 1 Click **Clock**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Check clock options, including **Clock, YYYY/MM/DD, Week,** and **HH:MM:SS**. The checked ones will be displayed on clock.

Step 4 Optionally, click to save the clock apperance as a template for reuse.

Step 5 Select **Background Picture** from uploaded picture material.

Add a Weather Window

NOTE

You can create up to 1 weather window.

Step 1 Click **Weather**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Check weather options to display.

Step 4 (Optional) Click to save the current layout as a template for reuse.

Step 5 Select **Background Picture** from uploaded picture material.

Add a Countdown Window

Step 1 Click **Countdown Timer**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Edit countdown parameters, including **Data**, **Unit**, **Background Picture**, **Font Size**, **Font Color**, and **Sub-Window Position**.

- **Date**: Count down from the data. The date cannot earlier than current time.
- **Unit**: Select the countdown unit.
- **Background**: Select picture from picture material.

- **Sub-Window Position**: The position of countdown content.

Step 4 Optionally, click to save the current layout as a template for reuse.

Add a Pop-up Image Window

NOTE

Pop-up image can be realized with pictures uploaded through third-party interfaces.

Step 1 Click **Pop-up Image**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Select pop-up image **Material.**

Step 4 Select **Background Picture**.

Add a Queuing Window

NOTE

Queuing window can be realized with pictures and texts uploaded through third-party interfaces.

Step 1 Click **Queuing**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Select a queue manager **Material**.

Step 4 Configure the queue manager layout parameters, including **Style**, **Background Picture**, **Table Direction**, content **Align** type, content **Refreshing Direction**, table **Rows**, table **Columns**, table **Header Row**, **Duty Ratio**, **Table Content**, **Font Size (P)**, **Font Color**, and **Background Color**.

Step 5 (Optional) Click the icon to save the current layout as a template for reuse.

Add a Capture Window

Capture window displays the capture from IP camera.

Step 1 Click **Capture**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Select a capture **Material**.

Step 4 Configure the capture parameters, including **Background Picture, Cancel Mode,** and **Display for(s)**.

- **Cancel Mode**: If it is selected as Auto, the capture displays for the set time. If it is selected as Manual, the capture display time is decided by IP camera.
- **Display for(s)**: Available when Cancel Mode is Auto. Display the captured picture for specified time.

Add a Button Window

NOTE

You can create up to 4 button windows.
The chapter is only available for touchscreen.

Step 1 Click **Button**.

Step 2 In the **Linked Material** tab, adjust **Window Position** by editing **X** and **Y** value. Adjust window size by editing **W** (Width) and **H** (Height) value.

Step 3 Configure the **Background Picture.**

Add an APP Window

NOTE

- You can create up to 1 APP window, and no other types of window can be created.
- The position and size of the APP window cannot be changed.

Step 1 Click **APP**.

Step 2 Click + and select materials to show in the page.

6.2.4 Hyperlink Feature for Android Touchscreen Program

Purpose:

For Android touchscreen program, you can configure the hyperlink parameters to realize window switching.

Switch to a Specified Window

Step 1 Select **Window Type** of window A as **Popup Window**.

Step 2 Select **Window Type** of window B as **Normal**, **Switching Method** as **Pop up a New Page**, and **Switch to** as window A.

Result:

When playing window B, tap the touchscreen to jump to window A and tap again to end playing window A.

Switch to a Specified Page

Select the **Window Type** of window A as **Normal**, **Switching Method** as **Jump to Next Page**, **Switch to** as page X.

Result:

When playing window A, tap the touchscreen to switch to page X.

6.2.5 Check Programs

Programs must be checked to be used.

NOTE

admin users and users with permission get approved by default.

Step 1 Select > **Check Programs**.

Step 2 Select the program to checked.

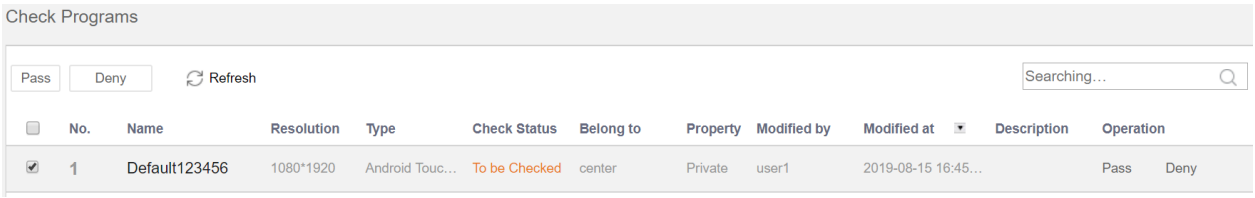

Figure 6-12 Check Programs

Step 3 Select the result and give suggestions.

Click **Pass** or to approve.

Click **Deny** or not to approve.

Step 4 Click **OK**.

6.3 Create Schedules

After creating the programs, click **Next** to create a schedule so that the program can be played according to the scheduled time or way.

NOTE

- You can also go to > **Create Schedules** to create program schedules.
- On the **Manage Schedules** page, operations including editing, deleting, release, refresh, advanced search can be realized.

6.3.1 Create a Schedule

Step 1 Click **Next** to create a schedule.

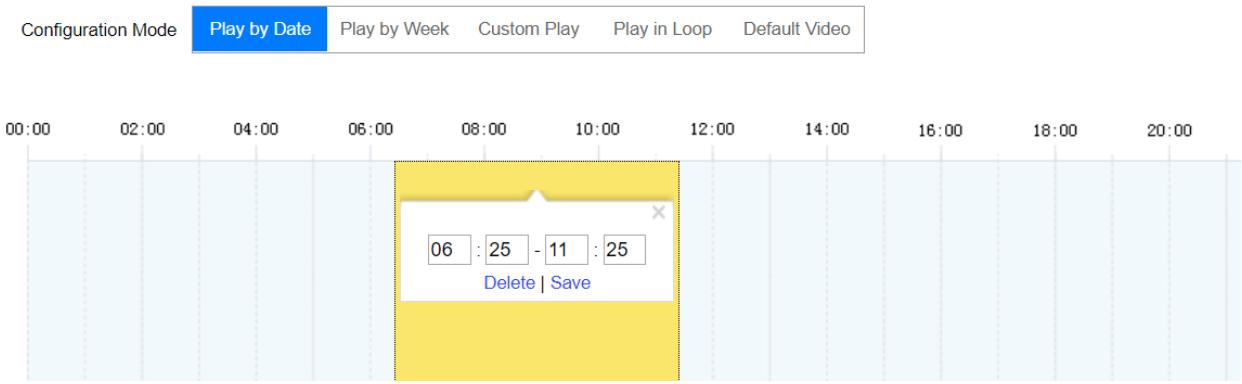

Figure 6-13 Create Schedules

Step 2 Enter the schedule basic information.

Step 3 Select the **Play Mode.**

- **Play by Date**: Daily schedule.
- **Play by Week**: Weekly schedule.
- **Custom Play**: Play the programs by custom schedule.

Step 4 Select a program in program list.

Step 5 Drag to draw a colored bar in the 24-hour time bar. Click yellow bars to set the specific time, delete or save the settings.

Step 6 Repeat to specify programs to play in other periods.

NOTE

Not more than 8 periods can be set each day.

Step 7 Click **Next** to enter the release interface.

6.3.2 Create a Loop Schedule

Step 1 Select play mode as **Play in Loop**.

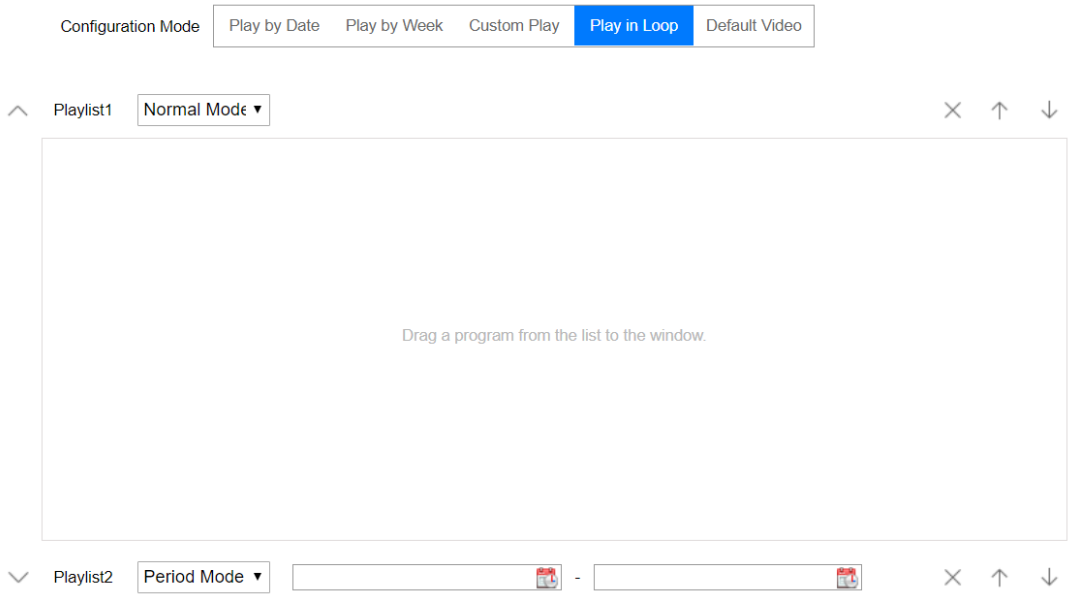

Figure 6-14 Create a Loop Schedule

Step 2 Drag the program into the play list.

NOTE

- Up to 8 programs can be added to one play list.
- Up to 8 loop play lists can be created.

Step 3 Playlist 1 is in Normal Mode by default. Select time for the other loop play list.

- **Normal Mode**: The programs are played by order.
- **Period Mode**: Play the programs at specific period. The priority of **Period Mode** is higher than the **Normal Mode**.

Step 4 Click **Next** to enter the release interface.

6.3.3 Create a Default Schedule

With default schedule enabled, the terminal will play default video automatically if there is no program or cut-in.

Step 1 Select play mode as **Default Video**.

Step 2 Select the program in the play list to set as a default video.

Step 3 Click **Next** to enter the release interface.

6.3.4 Check Schedules

Schedules must be checked to be used.

NOTE

admin users and users with permission get approved by default.

Step 1 Select > **Check Schedules**.

Step 2 Select the schedule to checked.

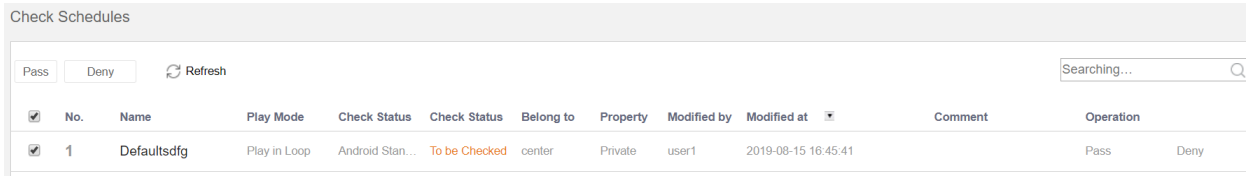

Figure 6-15 Check Schedules

Step 3 Select the result and give suggestions.

Click **Pass** or to approve.

Click **Deny** or not to approve.

Step 4 Click **OK**.

6.4 Release Schedules

You can release the program schedules or cut in programs and message to terminals. The terminals will play the released programs according to user settings.

Select **Release Management** and you can check release details, delete release records, release programs again, do advanced search, etc.

6.4.1 Release

You can release a program schedule to the terminals after editing the program schedule.

Prerequisite

You have finished the program creating process, and got approved.

Step 1 Click **Next** on the creating schedule interface, after editing the program schedule.

Step 2 Select **Release Mode** and **Effective Time**.

Step 3 Select terminals to release schedules to in **Select Terminal** list.

Step 4 Click **Release**.

6.4.2 Cut-in

The cut-in programs or messages will be played once the terminal receives cut-in release instruction.

Cut in a Program

Step 1 Go to > **Cut in Program**.

Step 2 Enter the basic program information.

Step 3 Create the program to be cut in. For detailed steps, see 6.2 Create Program.

Step 4 Click **Cut in**

Step 5 Select Release Mode and Effective Time.

Step 6 Select terminals to release schedules to in **Select Terminal** list.

Step 7 Click **Release**.

NOTE

You can also select the program to be cut in on the Home Page, and click on the play list interface to create new cut-in program.

Cut in a Message

Step 1 Go to > **Cut in Message.**

Step 2 Enter the task name.

Step 3 Select the terminal to cut in.

Step 4 Click **Next**.

Step 5 Enter the text message content.

Step 6 Set window properties.

Step 7 Click **Release**.

Chapter 7 Terminal Management

You can control and manage the terminals on the Web.

7.1 Terminal Operation

7.1.1 Terminal Information

Step 1 Go to > **Terminal**.

Step 2 Check all the terminal information.

Step 3 Click to see details.

Step 4 (Optional) Click **Edit** to change terminal information.

7.1.2 Toolbar

On > **Terminal Setting** page, you can do fast operations, such as atart up/shut down a terminal.

Figure 7-1 The Toolbar

7.1.3 Upgrade a Terminal

You are recommended to acquire the package to upgrade your terminals with the help of professional technical support. You can upgrade FocSign Player.exe or the whole terminal system.

Before you start

Save the upgrade package in the local path of your computer.

Step 1 Go to > **Terminal Setting.**

Step 2 Select **Terminal** and the terminal to be upgraded.

Step 3 Click **Upgrade Terminal.**

Step 4 Click and select the upgrade package.

Step 5 Click **OK** to start upgrade.

NOTE

It takes 1 to 10 minutes to upgrade the terminal. Do not turn off the terminal during upgrade. The terminal will automatically restart after upgrade.

7.2 Terminal Settings

7.2.1 Configure Timed Startup/Shutdown

Purpose:

Configure the timed startup/shutdown schedule for terminal. The terminal automatically starts up and shuts down according to the schedule.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Startup Period** tab.

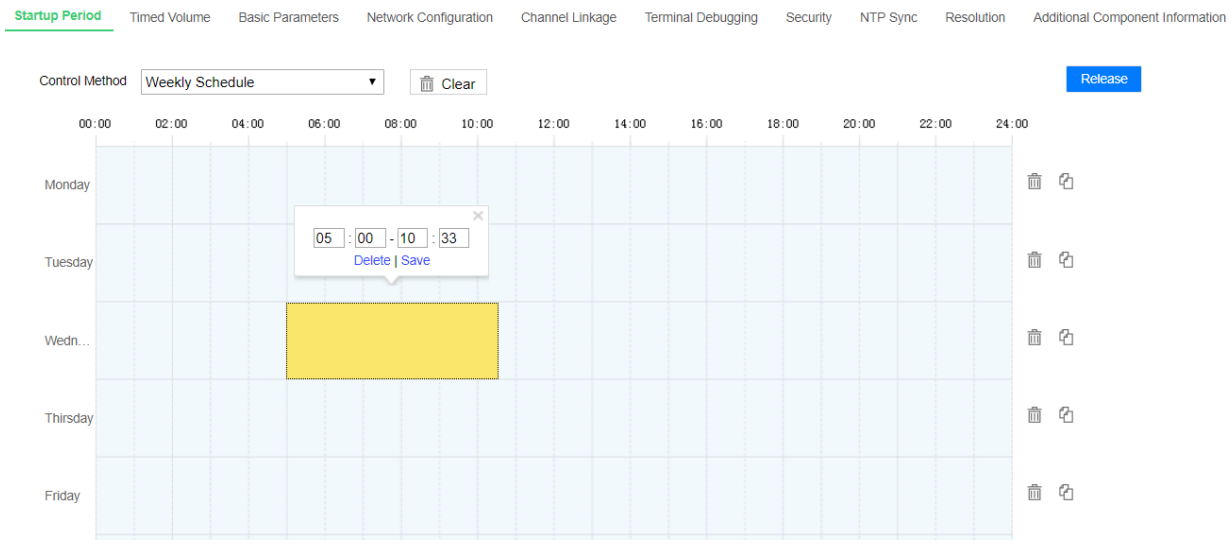

Figure 7-2 Timed Startup/Shutdown

Step 4 Select **Control Method** as **Daily Schedule** or **Weekly Schedule**. We take the weekly schedule as the example to describe the steps.

Step 5 Drag to draw yellow bars in the days of a week. Click yellow bars to set the specific time, delete or save the settings. During the time, the terminal runs. In the rest time, it powers off.

Step 6 Click **Release**.

7.2.2 Configure Timed Volume

Purpose:

Configure the timed volume schedule for terminal. The terminal volume varies according to schedule.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Timed Volume** tab.

Step 4 Configure the schedule. For detailed steps, you can see 7.2.1 Configure Timed Startup/Shutdown.

Step 5 Click **Release**.

7.2.3 Configure Default Volume

Purpose:

If you disable the timed volume, the terminal volume is the default volume you set here.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Drag the slider of Terminal Output Volume to adjust volume.

Step 5 Click **Release**.

7.2.4 Configure Backlight

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Drag the slider of Backlight Parameters.

Step 5 Click **Release**.

7.2.5 Configure Logo

Purpose:

Enable/disable the startup logo of terminals.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Check/Uncheck **Enable Logo**.

Step 5 Click **Release**.

7.2.6 Configure Default Schedule

Purpose:

If you need to display a default video during no schedule period, enable default schedule and designate default videos. See *6.3 Create Schedule* to designate default video.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Check **Enable Default Schedule**.

Step 5 Click **Release**.

The system will add Schedule Name automatically if Enable Default Schedule is checked.

7.2.7 Configure Time Zone

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Select time zone.

Step 5 Click **Release**.

7.2.8 Configure Terminal Password

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Basic Parameters** tab.

Step 4 Enter Current Password and enter the same password in **New Password** and **Confirm Password**.

Step 5 Click **Release**.

7.2.9 Configure Terminal IP Address

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Network Configuration** tab.

Step 4 Edit network parameters of Terminal IP Address.

Step 5 Click **Release**.

7.2.10 Add IP Channel

Purpose:

4 general IP cameras and 1 valid passenger IP camera are allowed to add to a terminal.

Step 1 Go to **Terminal > Terminal Settings**.

Step 2 Select a terminal in Terminal List.

Step 3 Click the **Channel Linkage** tab.

Step 4 Select a channel in Channel list.

Step 5 Enter the parameters of IP camera to add.

Step 6 Click **Release**.

7.2.11 Enable SADP

Enable SADP of the information release server. The function is enabled by default. You are recommended to disable SADP after deployment finished.

Chapter 8 System Settings

8.1 Log Management

8.1.1 Search Logs

Purpose:

The log files of the software can be searched for checking.

Step 1 Go to **System > Log**.

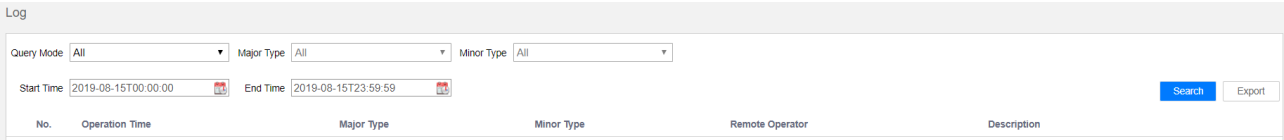

Figure 8-1 Log Search

Step 2 Set the search conditions.

Step 3 Click **Search**. The log files matching the search conditions will be displayed on the list. You can check the operation time, content, and other information of the logs.

8.1.2 Back up Log Files

Purpose:

The log files can be exported for backup.

Step 1 Go to **System > Log**.

Step 2 Set the condition and search the log file.

Step 3 Click **Export**.

8.2 Server Maintenance

8.2.1 Weather Web Manufacturer Configuration

Weather Web Manufacturer Configuration can be purchased, and only ali_xiupai is supported.

Step 1 Go to **> Maintenance.**

Step 2 Enable Whether Website Information.

Step 3 Input **Authorization Code**.

NOTE

Users can purchase the Weather Web Manufacturer Authorization Code by visiting the following website:

https://market.aliyun.com/products/57096001/cmapi010812.html?spm=5176.8216963.522267.1.xJmmRQ#sku=yuncode481200004

After purchase, select Management Control > Cloud Market > purchased service, and find ApppCode, which is Authorization Code.

Step 4 Click **Save**.

See Far, Go Further