

# Nummax Manager

USER'S GUIDE



**All-In-One**



v23.10

<b>INTRODUCTION</b>	<b>3</b>	<b>CREATE A PLAYLIST</b>	<b>30</b>
Operation	3	Publish a local HTML page	33
Nummax technical support	3	Preparing your local HTML page	33
File preparation	4	Implementation of your local HTML page	34
Nummax Manager AIO account	4	Create a simple slideshow	36
Home page	5	Using the Nummax content library*	36
<b>CREATE YOUR TERMINAL GROUPS</b>	<b>7</b>	Post a video	41
Create a new terminal group	9	Demo: Create a multi-content sequence	43
<b>CONNECT AND CONFIGURE YOUR TERMINAL</b>	<b>11</b>	Template	48
Connect your terminal to your router (wired connection)	11	Submit a Playlist or a Template	49
Connect your terminal to your WiFi	12	<b>HOW TO USE THE SYNC PLAY</b>	<b>50</b>
<b>CREATE USER ACCOUNTS</b>	<b>15</b>	Broadcast the same synced content into multiple terminals	50
Table of role and functions	16	Broadcast extended content to multiple side by side terminals	54
Example of role hierarchy	17	<b>CREATE A BROADCAST SCHEDULE</b>	<b>60</b>
Create a user account in Nummax Manager AIO	18	Program commands	60
User management	19	Schedule broadcast of a playlist	62
Personate a user account	19	Publish the schedule on your terminal	64
<b>MONITOR YOUR TERMINAL</b>	<b>20</b>	Remove a playlist from the schedule	65
Configure your terminal's alerts	23	<b>PRODUCE YOUR CONTENT</b>	<b>66</b>
Control settings (brightness, sleep, ...)	25	Free content creation software	67
<b>ADD MEDIA</b>	<b>27</b>	Prepare your content with PowerPoint	69
Enable sharing	29	Convert your videos into .mp4 with VLC	69

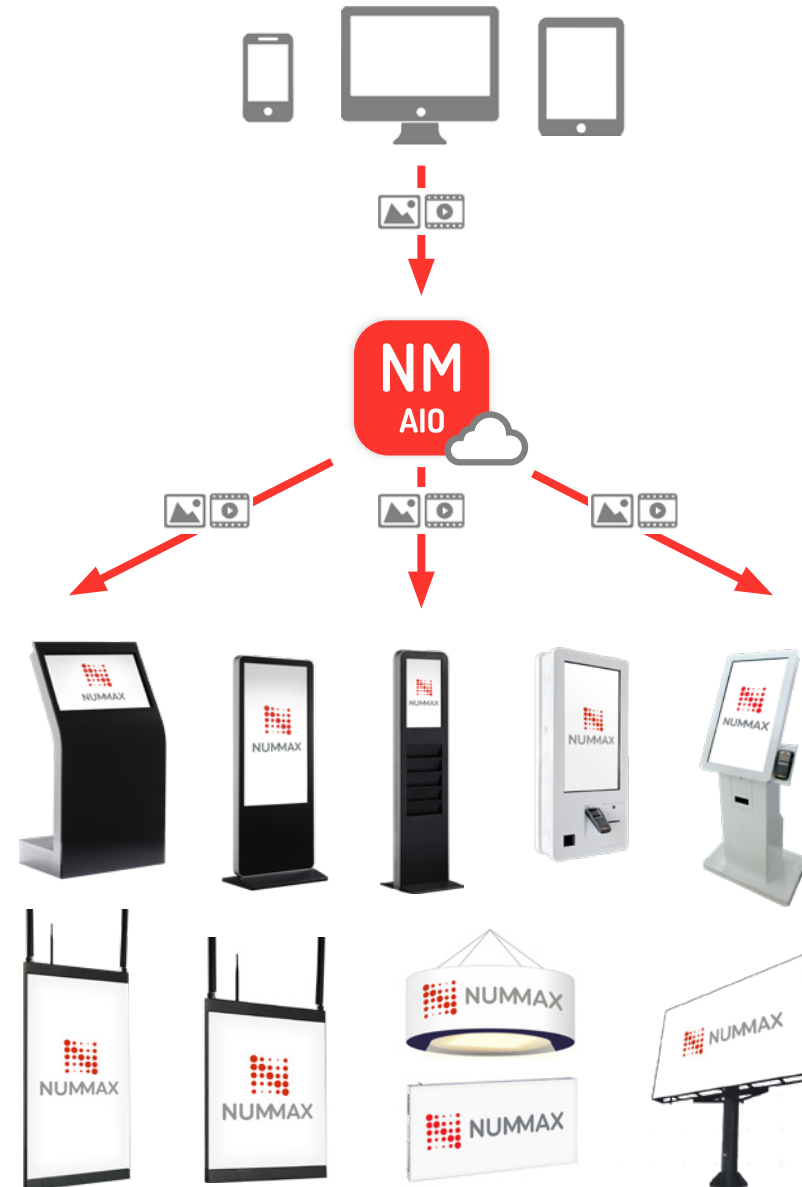
## OPERATION

Nummax Manager AIO is online software designed to manage and distribute content on your digital display or interactive terminal.

It is accessible from any computer or mobile device connected to the network, and is used to upload media and create your broadcast schedule.

Any type of Nummax AIO terminal will communicate with the software on our servers to download its programming and the playlist with content.

Your terminal can keep displaying your content even in the event of a network outage.



## NUMMAX TECHNICAL SUPPORT

You can contact our technical support for any software or technical questions at :

1-877-255-3471 ext 205  
Service in English and French  
available from 8:00 am to  
4:30pm EAST.



## FILE PREPARATION

Before you begin, it's important to understand that Nummax Manager AIO is not graphic design nor a video editing software.

All your content must be created, prepared and optimized before uploading it to Nummax Manager.

To learn more about content creation, read the [Produce your content](#) section.



## NUMMAX MANAGER AIO ACCOUNT

Use the credentials provided by Nummax to access the system through this URL address :

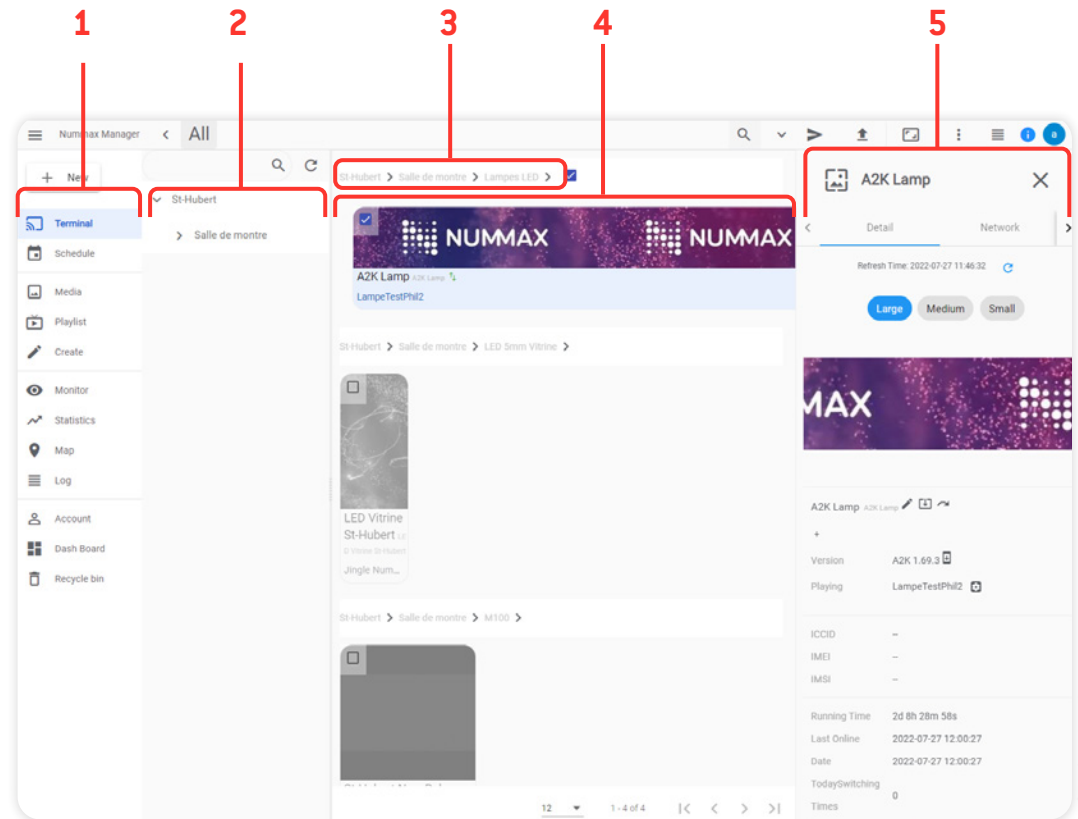
<https://NummaxManagerAIO.com>



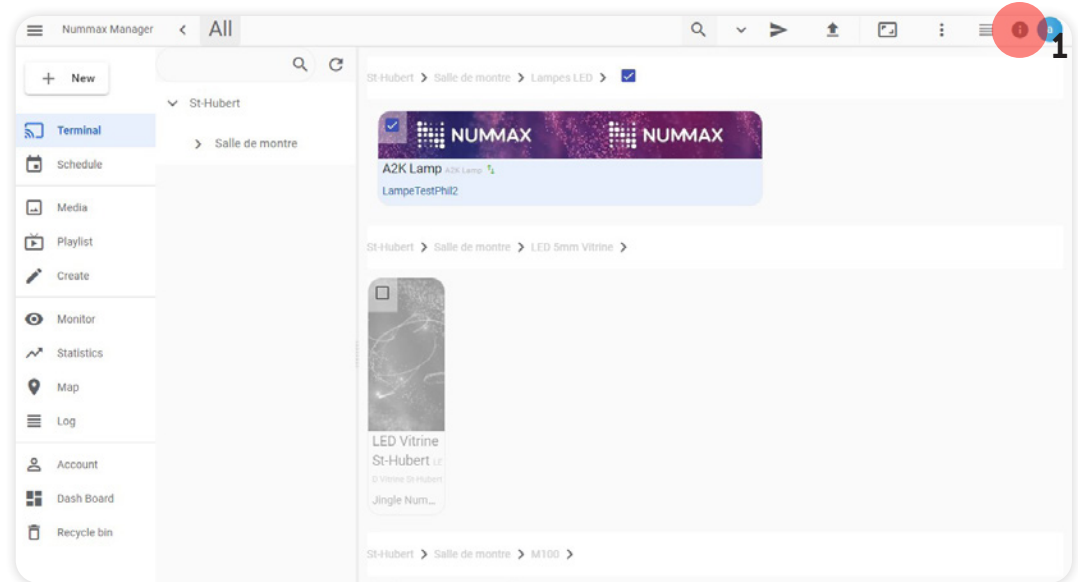
## HOME PAGE

Nummax Manager AIO's simplified interface helps you handle things quickly.

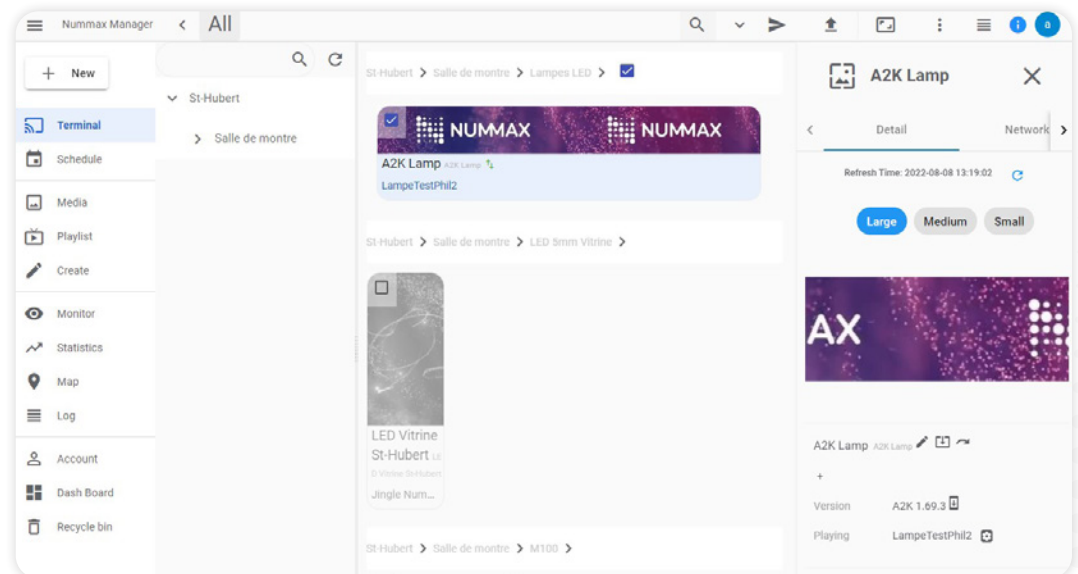
1. The main functionalities menu is on the left
2. Access to your terminal groups
3. The breadcrumb indicates in which terminal you are working at all times.
4. The main workspace
5. The information pane on the right



1. If the information pane is not displayed, just **click on the “i” icon** in the upper right corner.



The information pane is now visible. It is accessible in the Terminal, Media and Playlist sections.



## TERMINALS

By convention, all Nummax AIO products connected to your account will be called Terminals.

Whether you have several terminals for your business or you are a reseller of Nummax products, creating terminal groups will help you stay organized when managing playlists and users. There are 2 ways to organize your groups :



My business



My LED ring lamps



My kiosk



My indoor displays



### Exemple 1

If you only manage terminals for your company, you will only need to create groups by type of terminal.

## Example 2

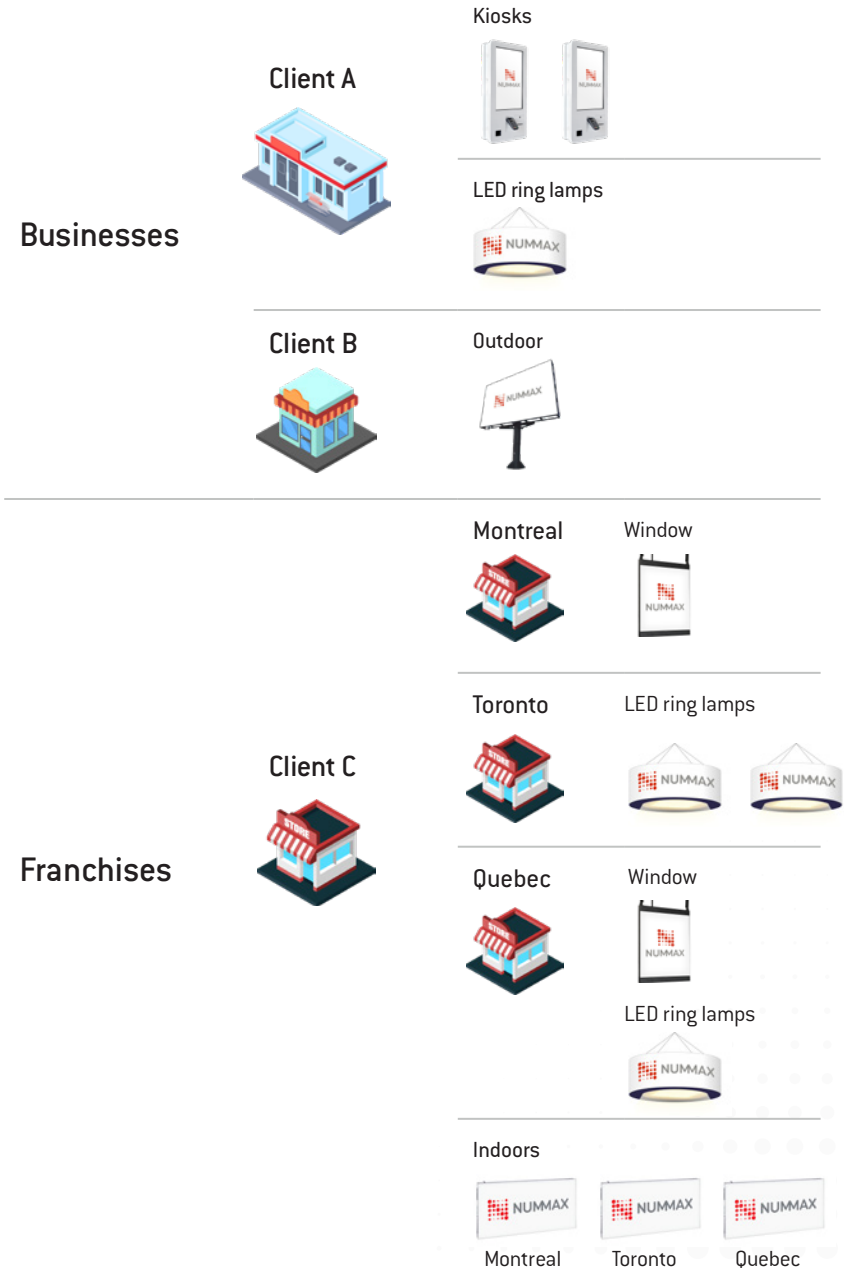
If you manage different customers, who may have different branches with different terminals, then you will have to make groups and subgroups to respect this hierarchy :

- One group per client type (example: Businesses, Franchises)
- Within which there is one group per client.
- Then a group by type of terminal. But it can also be a group by location, and each then contains its types of terminals.
- Lastly, you can also create a group that contains a specific type of terminal from all locations.

The goal is to facilitate terminals management and to be able to easily send programming to an entire group.

**i** You are always able to send a single program to a single terminal.

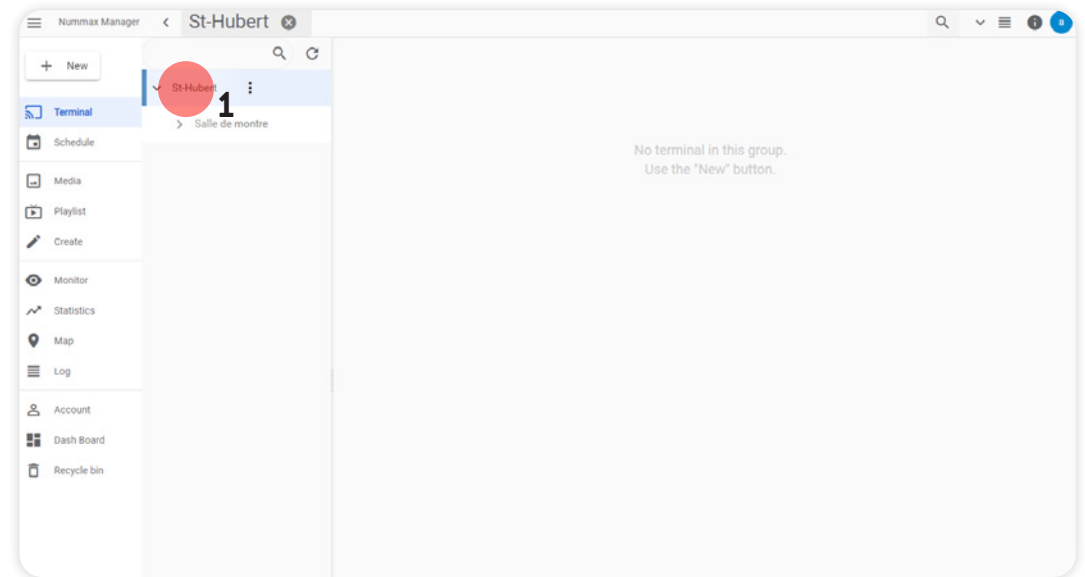
## Terminal Groups



## CREATE A NEW TERMINAL GROUP

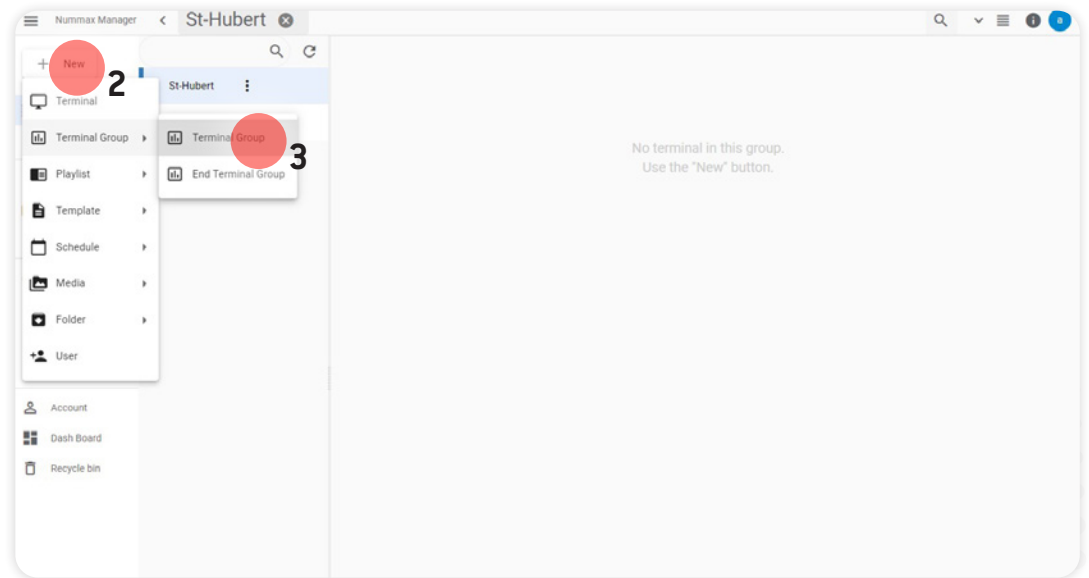
Login to your account.

1. In **Terminal**, click on the root group, which must be your company.



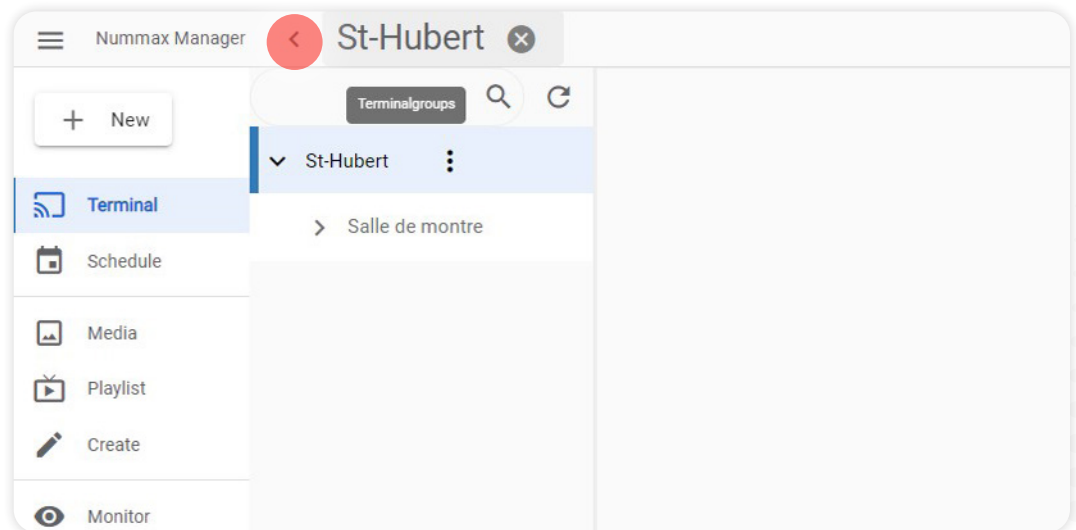
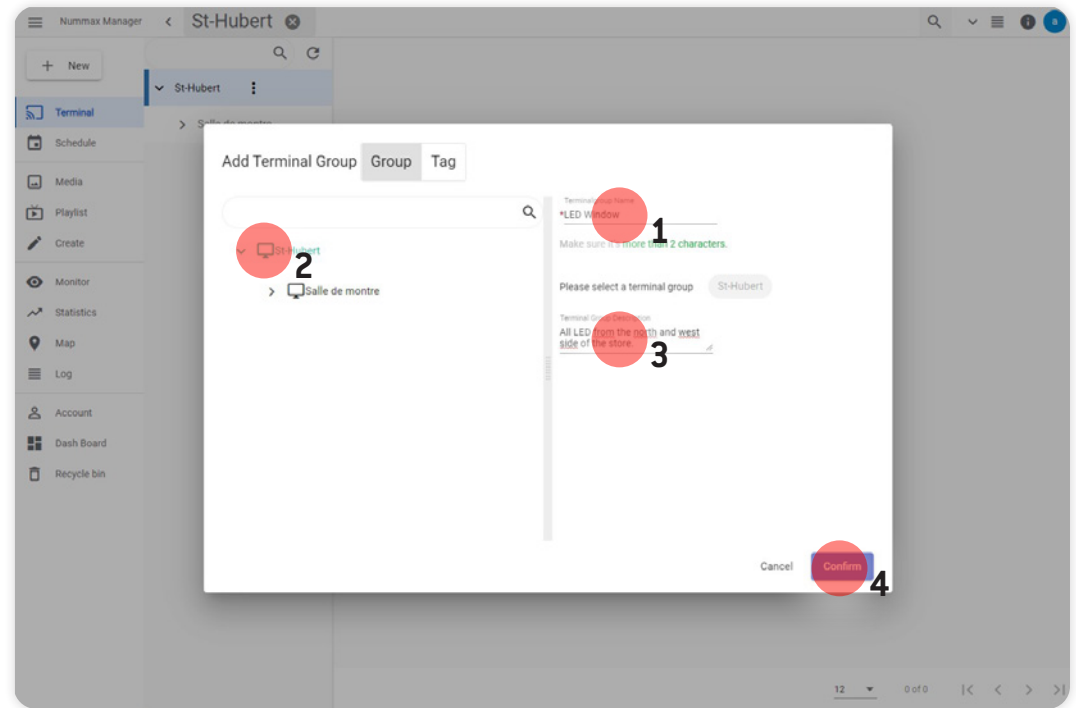
2. Click on **New**

3. Then click on **Terminal group**.



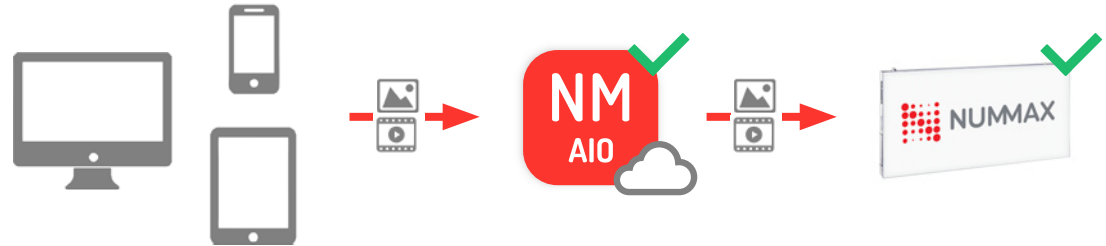
1. Enter the group name.
2. Click on the group that will be the parent.
3. Add a note if necessary.
4. **Confirm.**

Follow the same procedure for all groups.



**i** If the terminal groups column disappears, click on the icon at the top to return to the source of the groups, and click on TERMINAL on the left menu. Adjust the width of the column if necessary.

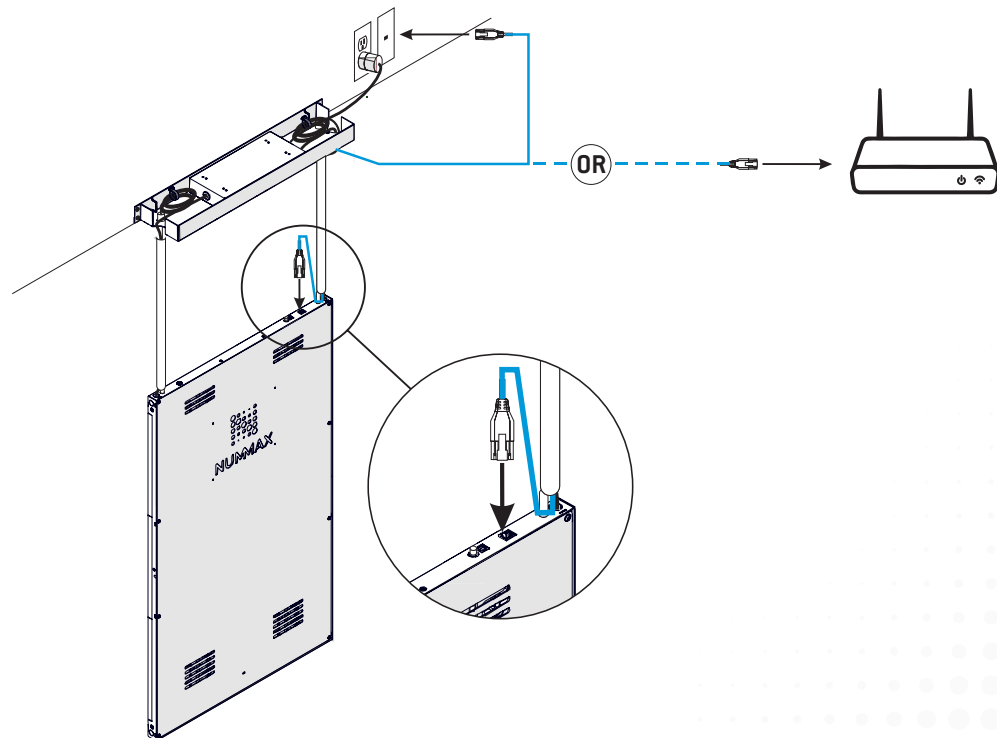
To program content into your terminal, it must be connected to the network and recognized by Nummax Manager.



## CONNECT YOUR TERMINAL TO YOUR ROUTER (WIRED CONNECTION)

Connect an ethernet rj45 network cable between your terminal and your router.

After a short moment, your terminal will be automatically connected to the network and accessible by Nummax Manager.

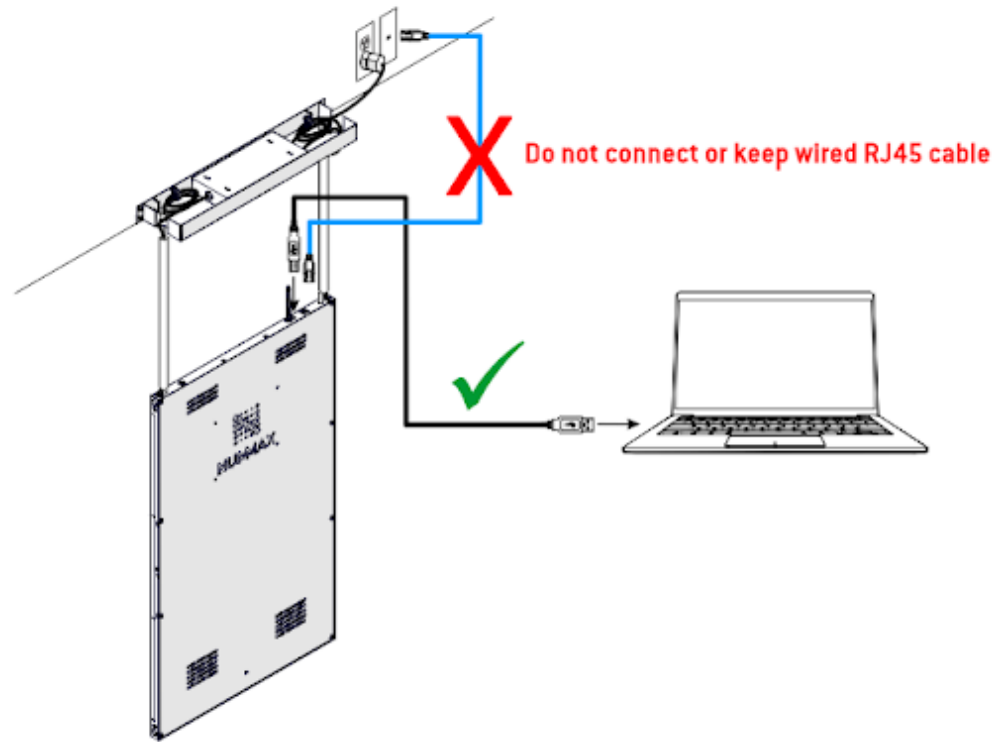




## CONNECT YOUR TERMINAL TO YOUR WIFI

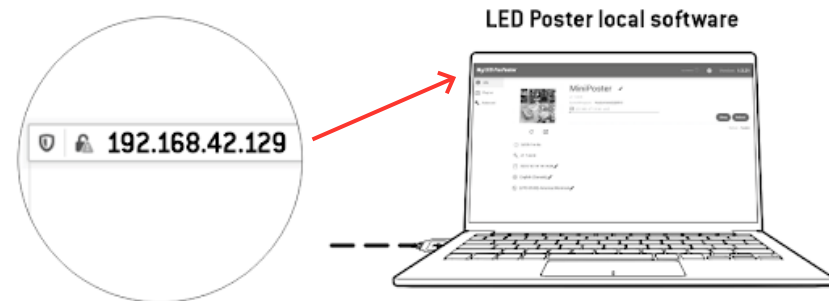
Connect a computer to your terminal with the USB cable supplied with your Nummax product.

! Do not keep or plug in an rj45 ethernet cable at the same time.



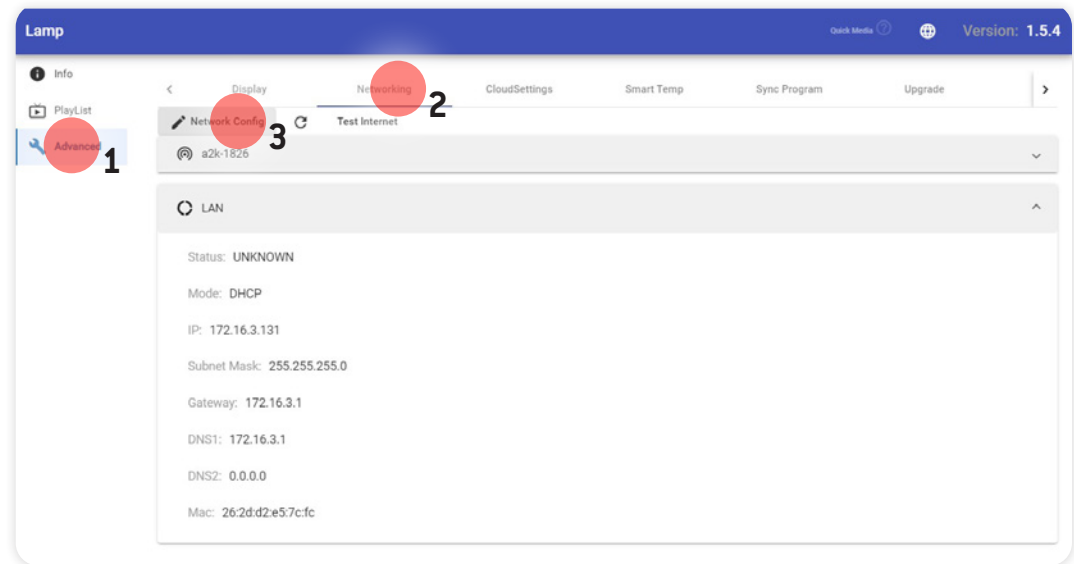
On the computer, open the web browser and enter the IP address : **192.168.42.129**

This allows you to access the terminal local software.

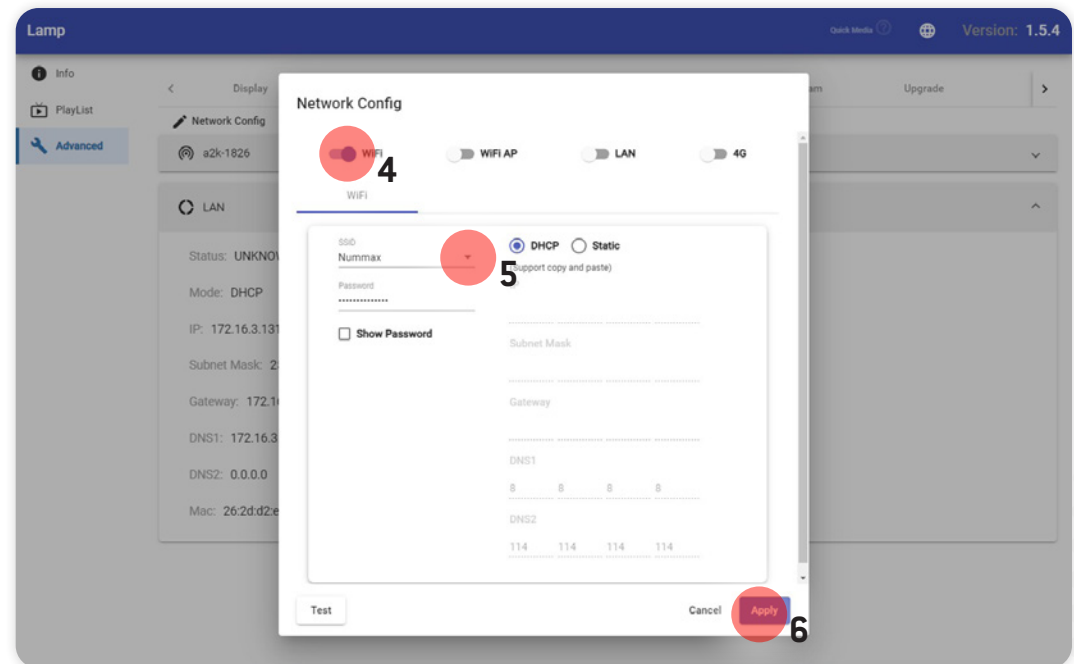


## Nummax Manager AIO - CONNECT AND CONFIGURE YOUR TERMINAL

1. In the left menu, click on **Advanced**.
2. Click on the **Networking** tab.
3. Click on **Network Config**.



4. Activate the **Wifi** option.
5. Click on the right arrow to choose your network.
6. Enter the **password** for your local network and click **Apply & Close**.



Unplug the USB cable.



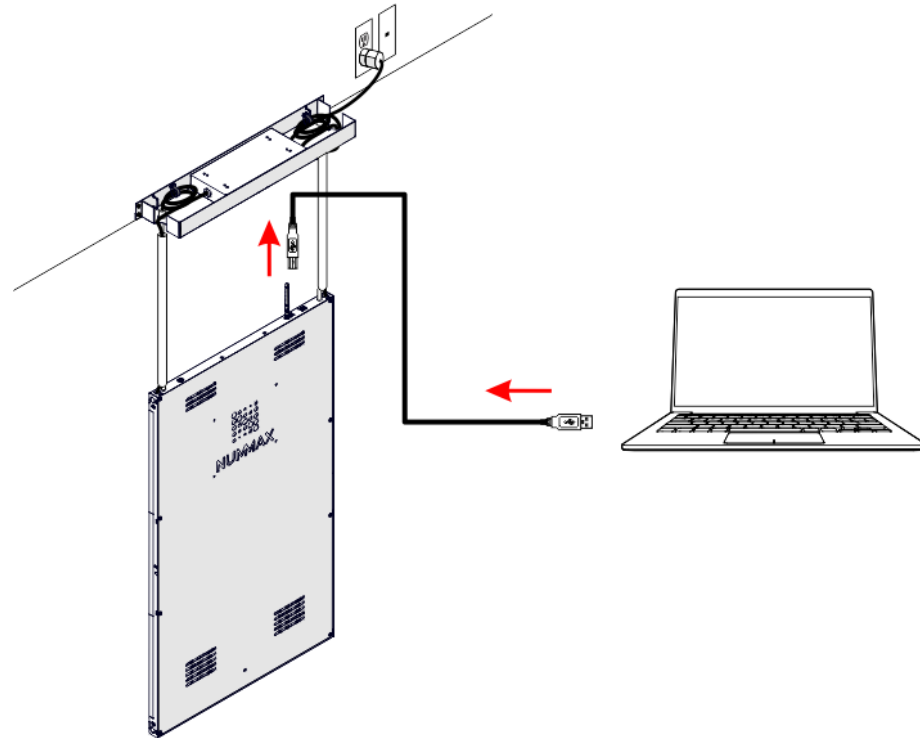
Your terminal is now connected to your wireless network.



**FOR YOUR SAFETY, DO NOT CONNECT YOUR TERMINAL TO THE SAME NETWORK AS YOUR CLIENTS USE, OR TO A PUBLIC NETWORK!**



Depending on the distance between the terminal and the router, you may need to install an antenna to improve network reception.



In Nummax Manager, you can create accounts for each of your clients and colleagues. Each account is assigned a role to define its scope. Each account is assigned to a terminal group.



## Administrator

Role that provides access to all the functionalities of its terminal group.

This role is granted to Nummax partners and client owners responsible for terminal maintenance.

**Important : Avoid granting this role to external or occasional service providers.**



## Operator

The operator has access to all the functionalities of the software like the administrator except for the creation and management of user accounts.

This role is given to the owners of Nummax diffusers as well as to the technicians responsible for terminal maintenance.



## Playlist editor

Can upload medias and prepare playlists.

The playlists are then submitted to the Administrator or Auditor for approval. Only the Administrator can schedule the playlists in the calendar.

The Playlist Editor role is generally granted to someone responsible for advertising campaigns or a marketing agent.



## Media editor

Role for your graphic designer or communication agency

because their scope is limited to uploading images and videos prepared for the terminal.



## Monitor

Oversees the uploaded media.

This role is for someone responsible for marketing.



## Auditor

The person who approves the playlists, like the Administrator.

This role is for someone responsible for marketing.



## Statistician

Role that only allows you to view content delivery statistics and download reports.

Role for people in charge of selling advertising space and analyzing the broadcasted content.

## TABLE OF ROLE AND FUNCTIONS

Here are the different functionalities available for each user role.



	Administrator	Operateur	Playlist editor	Media editor	Monitor	Auditor	Statistician
<b>Terminals</b>							
Add a terminal	✓	✓					
See the map of terminals	✓	✓					
Create terminal groups	✓	✓					
<b>Terminal control</b>							
Monitor the terminal	✓	✓					
See general details (network, current playlist, preview)	✓	✓		✓	✓		
Add alert emails	✓	✓					
Get alert email	✓	✓					
Control the terminal (Sleep mode, reboot, brightness)	✓	✓					
<b>User accounts</b>							
Create subsidiary user account	✓						
Management and modification of subsidiary accounts	✓						
Access to personate a subsidiary account	✓						
Choice of the user interface language	✓	✓	✓	✓	✓	✓	
<b>Library and playlist</b>							
Add media	✓	✓	✓	✓	✓		
Media management	✓	✓	✓	✓	✓		
Create playlists/templates	✓	✓	✓				
Publish playlists/templates	✓	✓	✓				
Content/playlist control and approval	✓	✓	Admin approval required			✓	
<b>Programming in the schedule</b>							
Program commands in the schedule	✓	✓					
Program broadcasts in the schedule	✓	✓					
<b>Statistics</b>							
Access to broadcast statistics	✓	✓					
See impression reports	✓	✓					
Download the impression reports	✓	✓					
View event logs	✓	✓			✓		

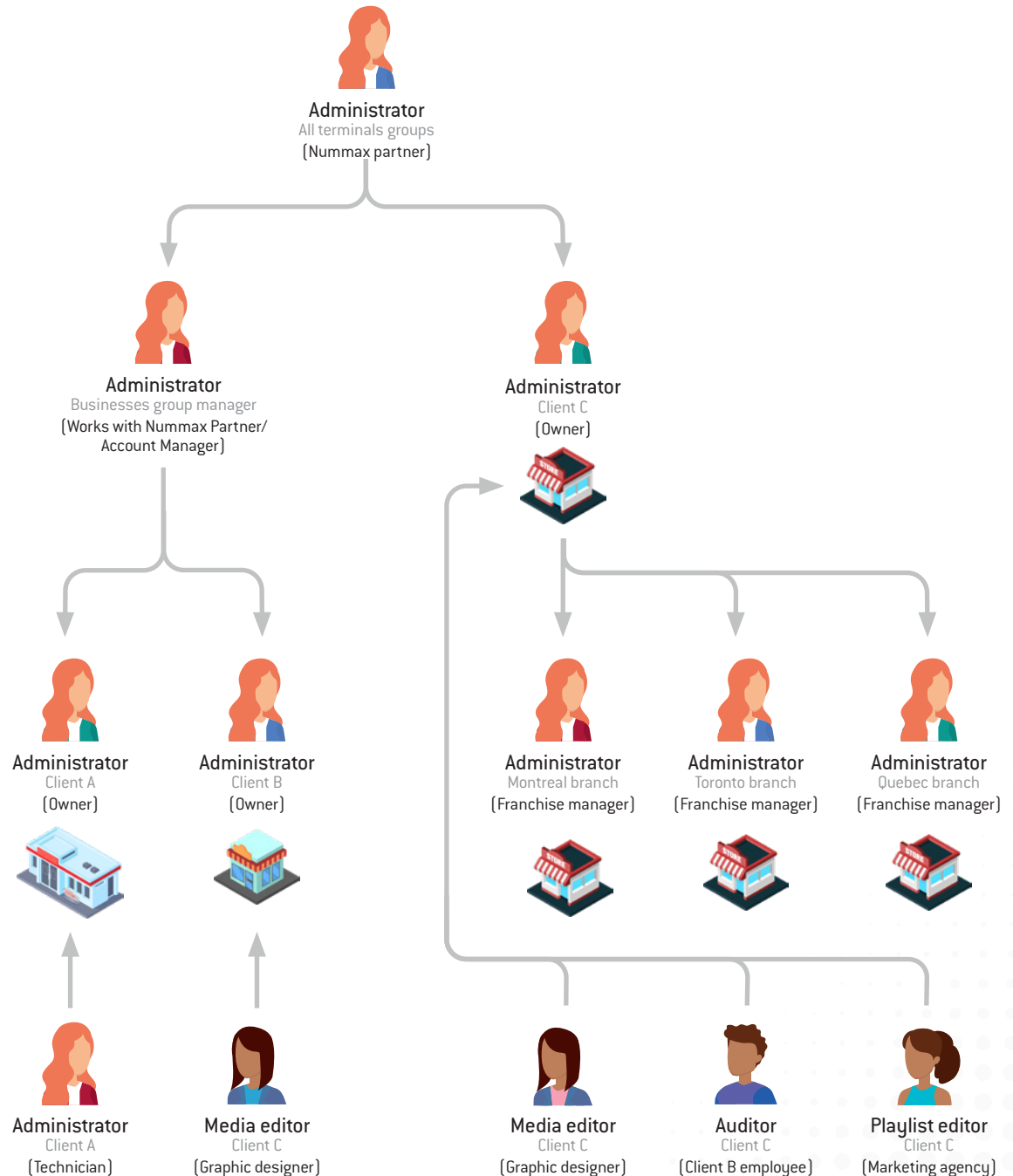
## EXAMPLE OF ROLE HIERARCHY

Assigning roles and access is part of creating terminal groups.

Here is an example based on terminal groups created in the [Create terminal groups chapter, example 2](#).

First there is a Nummax partner Administrator or client owner. Who grants other Administrators access to client terminal groups. They, in turn, can grant subsidiary Administrators access by client, location or group by type of terminal.

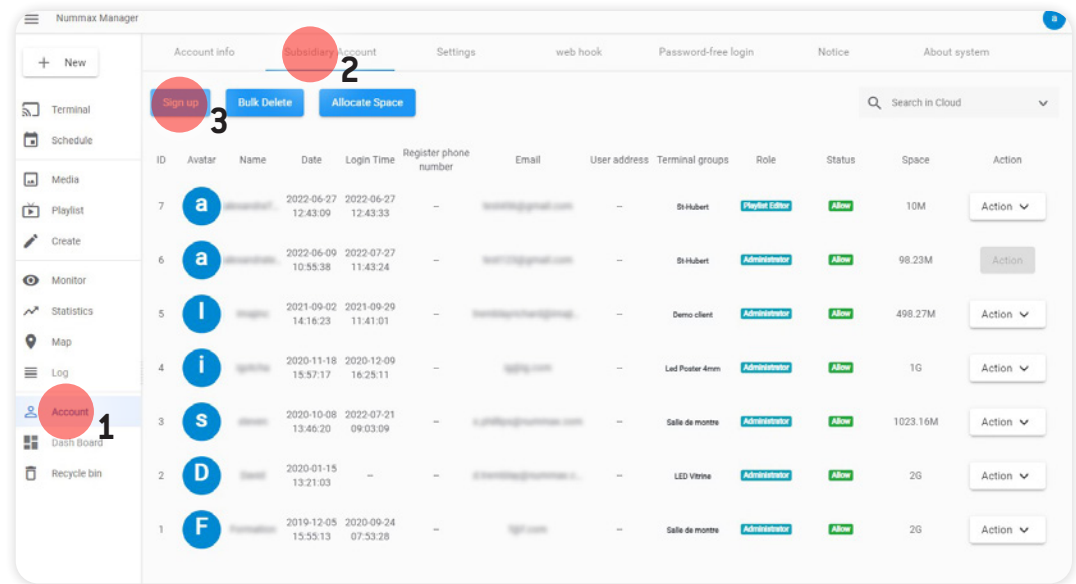
Lastly, there are those with limited access, such as graphic designers, marketing agencies or employees, as well as maintenance technicians with an Administrator access that provides all rights associated with the account.



## CREATE A USER ACCOUNT IN NUMMAX MANAGER AIO

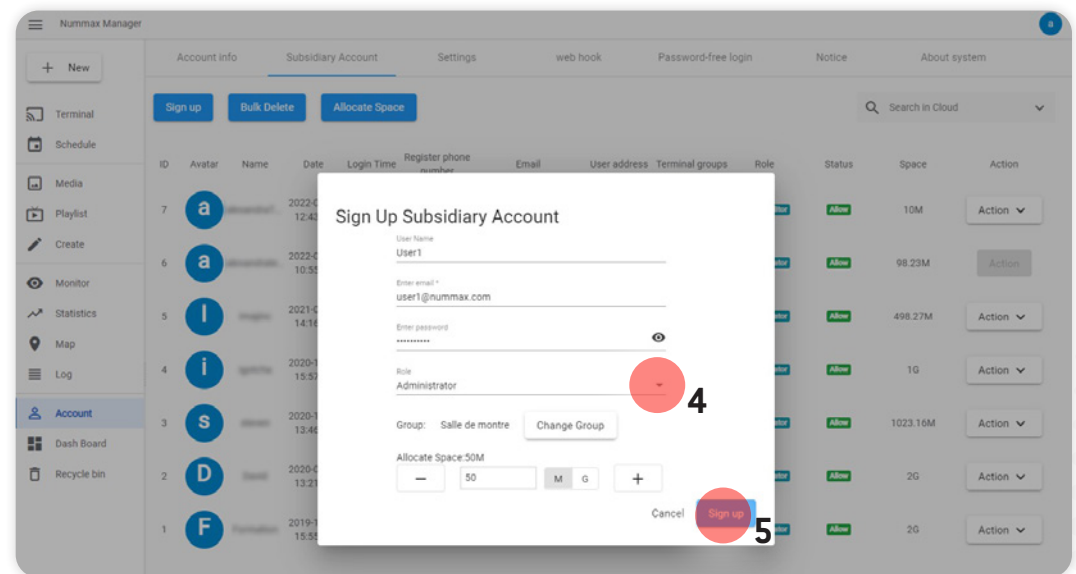
Log into your account.

1. Click on **Account**.
2. Click on **Subsidiary** in tabs at the top.
3. Then on **Sign up** in the upper left.



4. Enter the information, the role, and most importantly; the group to which this account is attached.
5. Confirm by clicking **Sign up**.

This person will now have access to this terminal group.



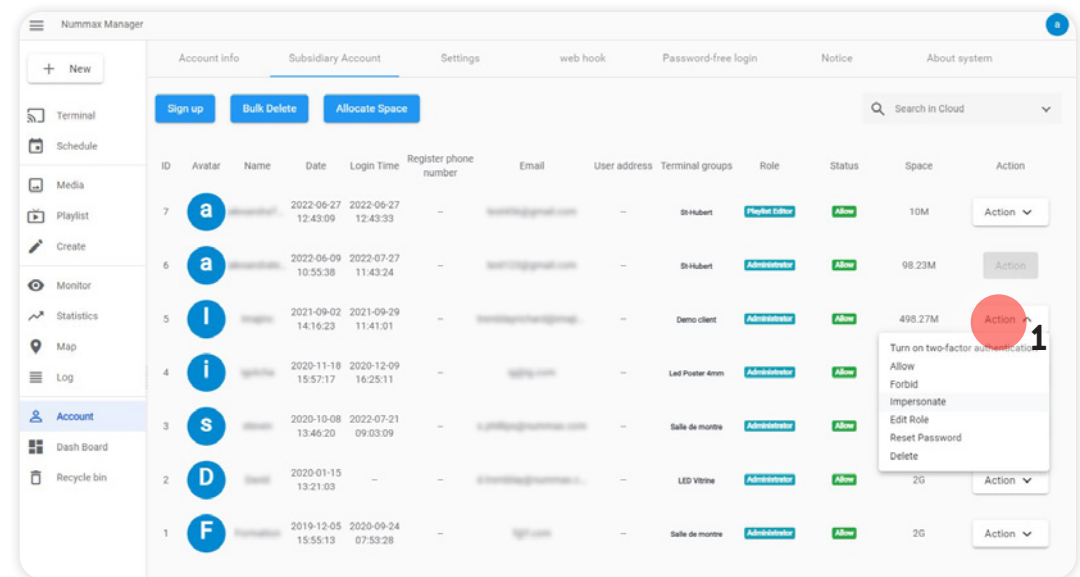


## USER MANAGEMENT

1. Here are the functionalities in the **Action** section: :

You can **Activate** or **Deactivate** (allow/forbid) an account. When the account is forbidden, the user can no longer access Nummax Manager.

You can **Delete** the account, **Reset** the password, **Edit** the role and also **Impersonate** the account.

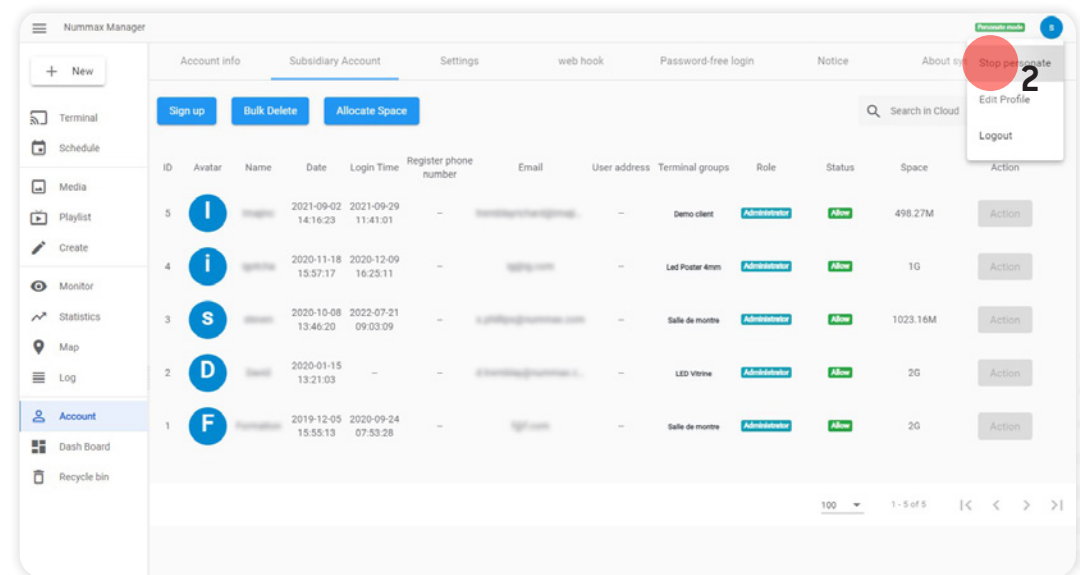


## PERSONATE A USER ACCOUNT

The personate function allows you to enter this account as if you were its user.

With this function a "Personate mode" warning appears at the top right.

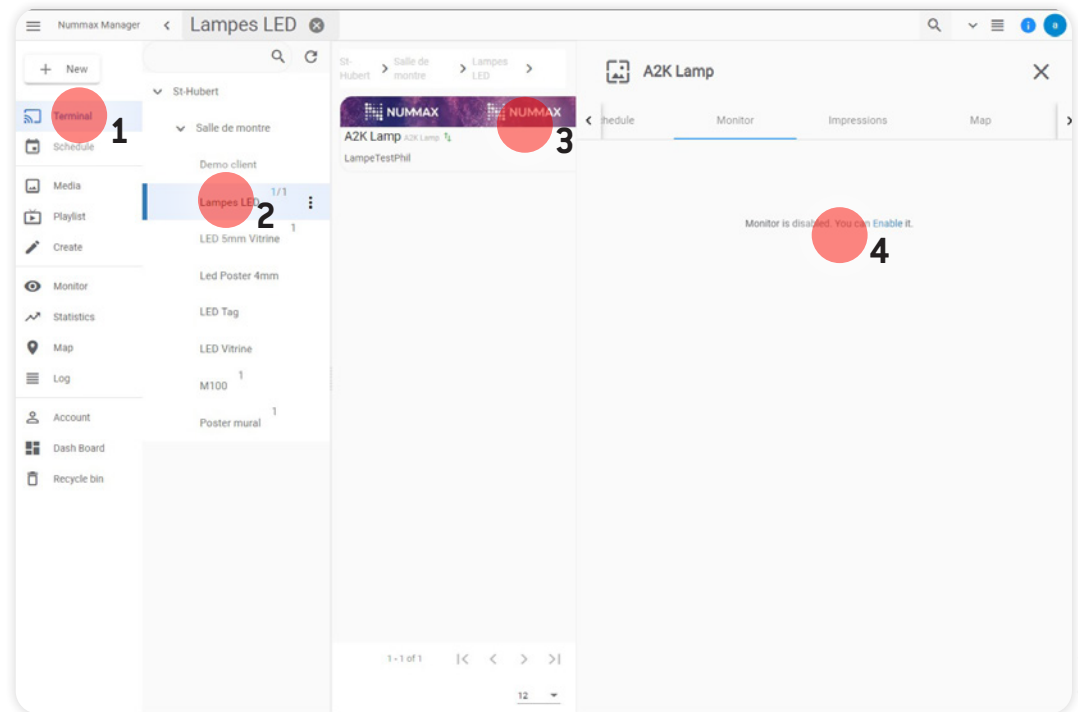
2. To exit this mode, click on the avatar in the upper right and choose **Stop** the Personate mode.



In Nummax Manager, if you have Administrator status, you can monitor your terminal in real time and control certain parameters. This provides great flexibility in technical intervention.

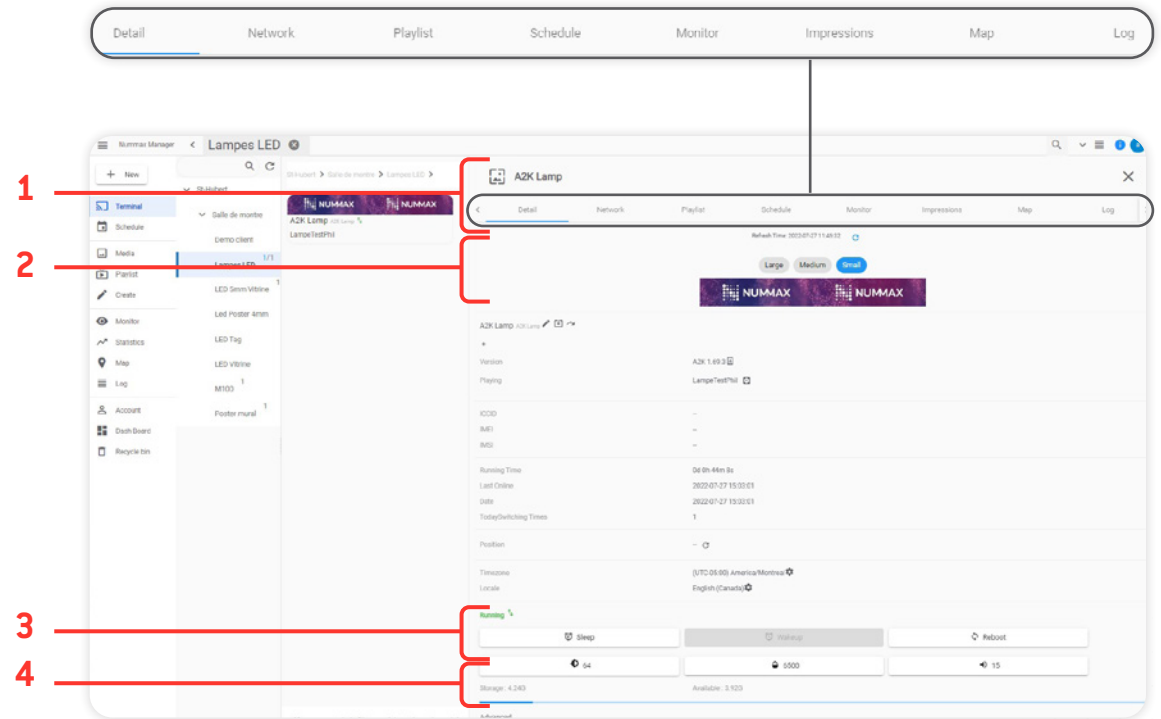
## ACCESS THE TERMINAL INFORMATION

1. Click on **Terminal**
2. Then **click** on the desired terminal group.
3. Select the terminal.
4. If one of the functions (tab) is not activated, you just have to **activate** it on the appropriate page.



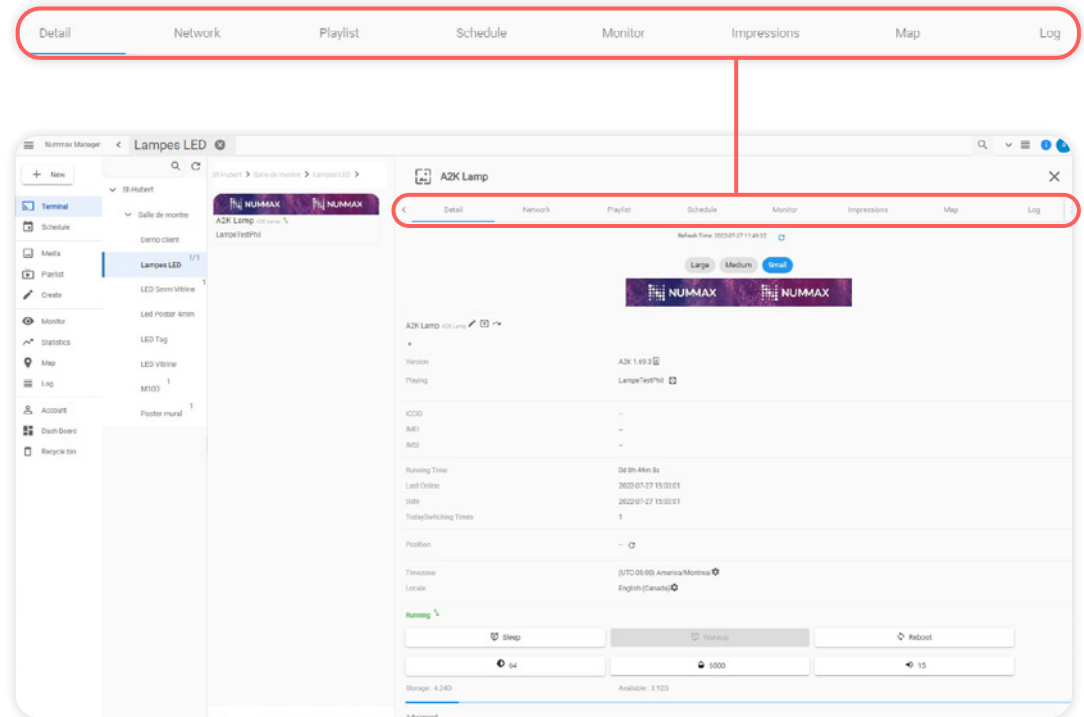
The first page **Detail** provides a sample capture of the last recorded broadcast that you can easily refresh.

1. Information tabs on the terminal
2. Terminal screenshot with refresh button
3. Terminal control access buttons (Reboot, Sleep, Wakeup, Brightness, Colortemp, Volume)
4. Terminal storage indicator



In addition to the different information, you can instantly put the terminal into Sleep mode, wake it up, reboot it and adjust its brightness, colour and sound volume. (option).

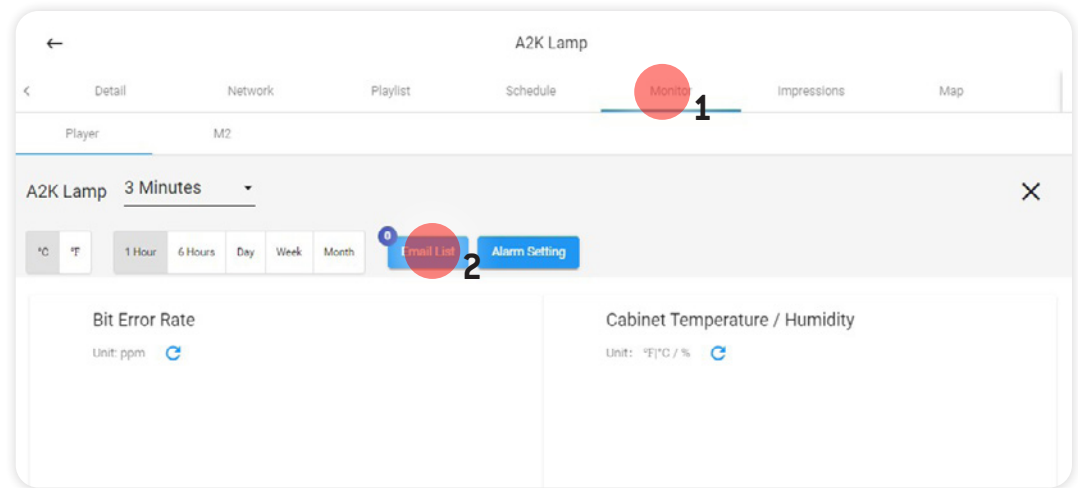
- **Network** displays the terminal's connection status.
- **Playlist** displays the playlist(s) in memory and those currently being broadcast.
- **Schedule** is used to work on programming.
- **Monitor** provides information about the terminal's environment (temperature, humidity, external brightness, etc.) but these functions are only active if your terminal is equipped with the necessary sensors. A major feature for your maintenance technician is alarm activation (see the chapter below to configure alerts).
- **Impressions** tells you how many times each content element has been displayed. An impressions report can be downloaded in Excel format for the period you have defined. This functionality is essential for all marketing managers and when selling advertisin space.
- In **Map**, you can view the position of your terminal, and the GPS option enables you to detect the terminal's location if it has been moved. (This requires the installation of GPS on your AIO terminal).
- The **Log** shows all the actions applied in the software that involve your terminal.



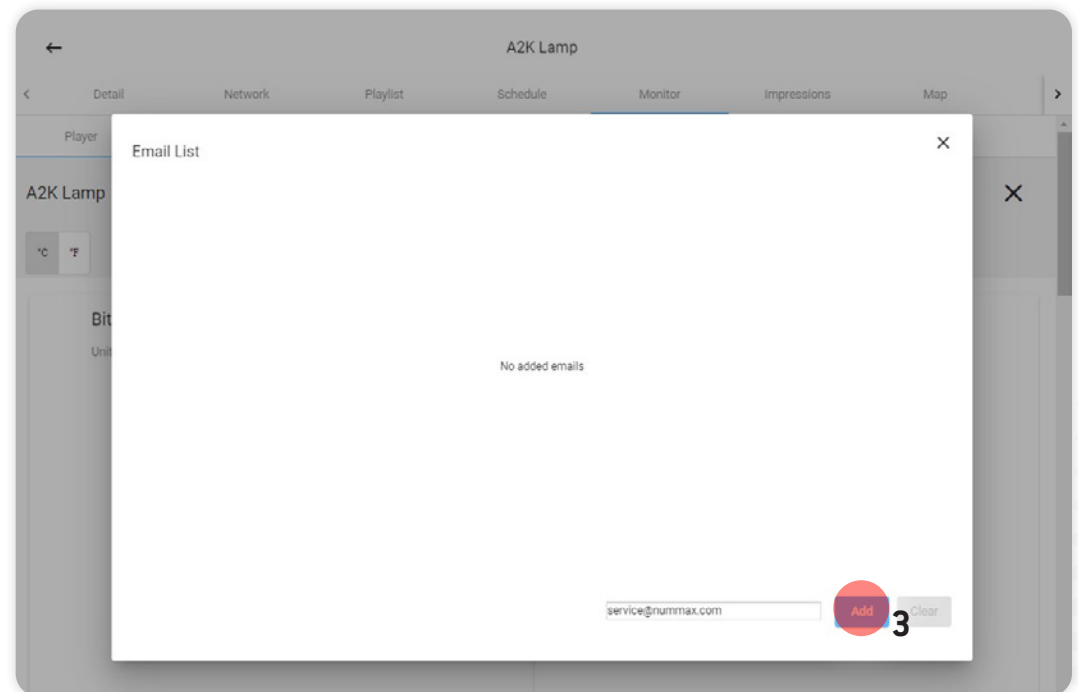
## CONFIGURE YOUR TERMINAL'S ALERTS

You can receive various alerts about your terminal's status and environment.

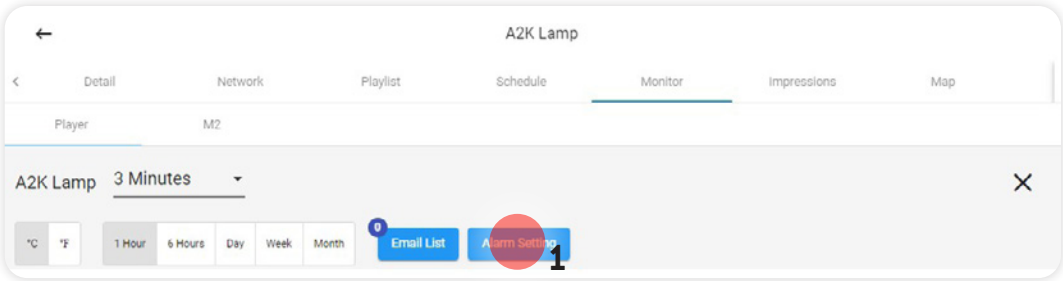
1. Click on **Monitor**
2. Then click on **Email list** to add the recipient address for this terminal's alerts.



3. Enter the email, then click on **Add**.



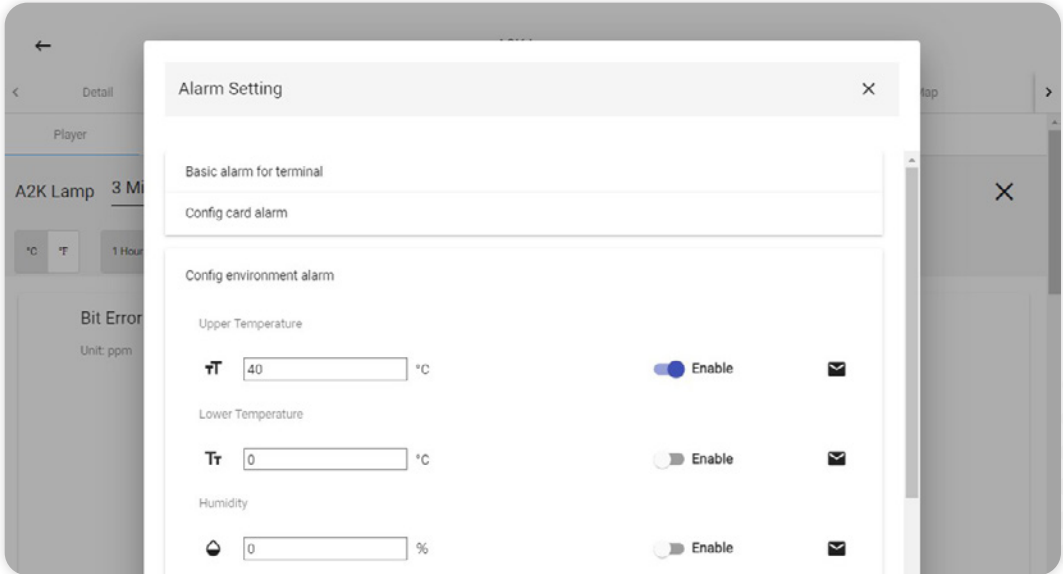
1. Then, in **Alarm setting**, activate and adjust the settings for each alert required.



For example, I want to be notified when my terminal is offline, I activate and I confirm it.



Then, when the temperature exceeds 40°C



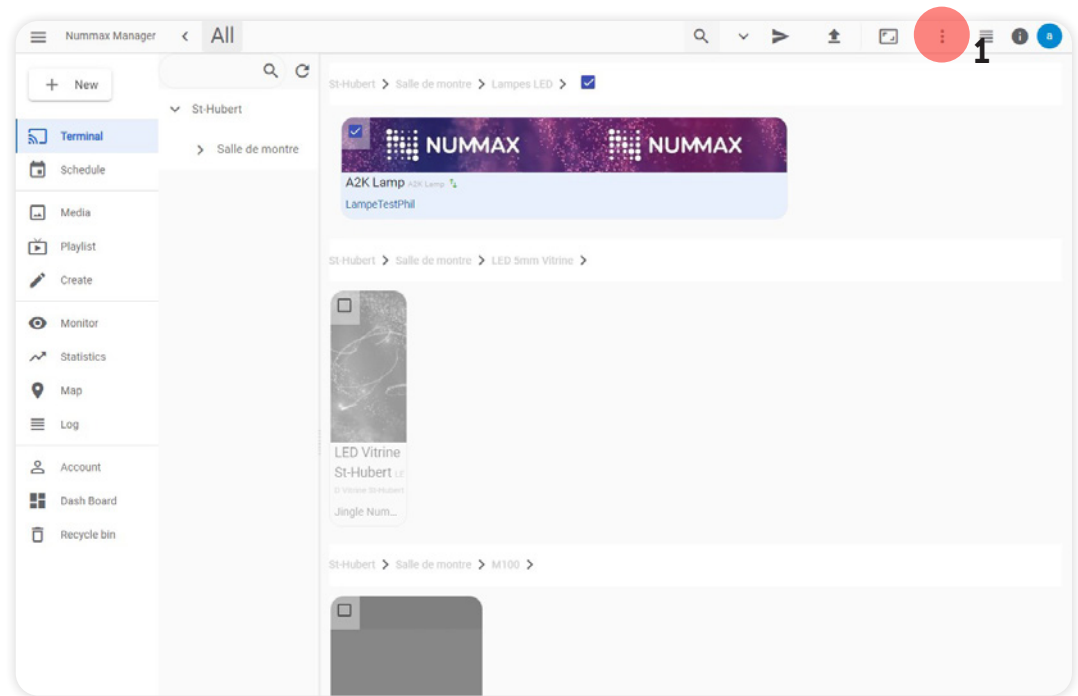
**i** Weather alerts work only if your terminal is equipped with the necessary sensors.

## CONTROL SETTINGS

(BRIGHTNESS, SLEEP, ...)

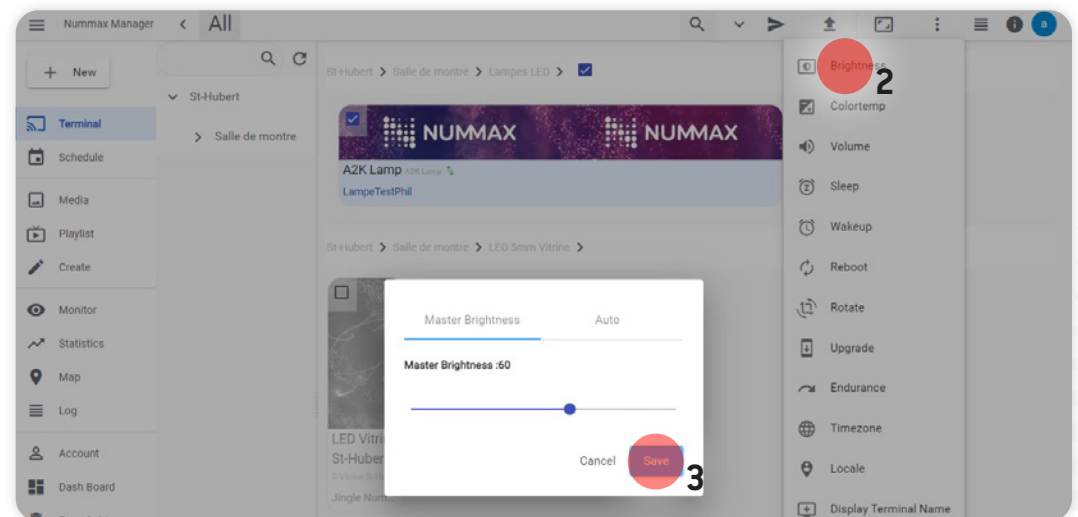
Return to the Home screen and select the terminal.

1. You can adjust the brightness or access other settings through the menu using the three small dots.



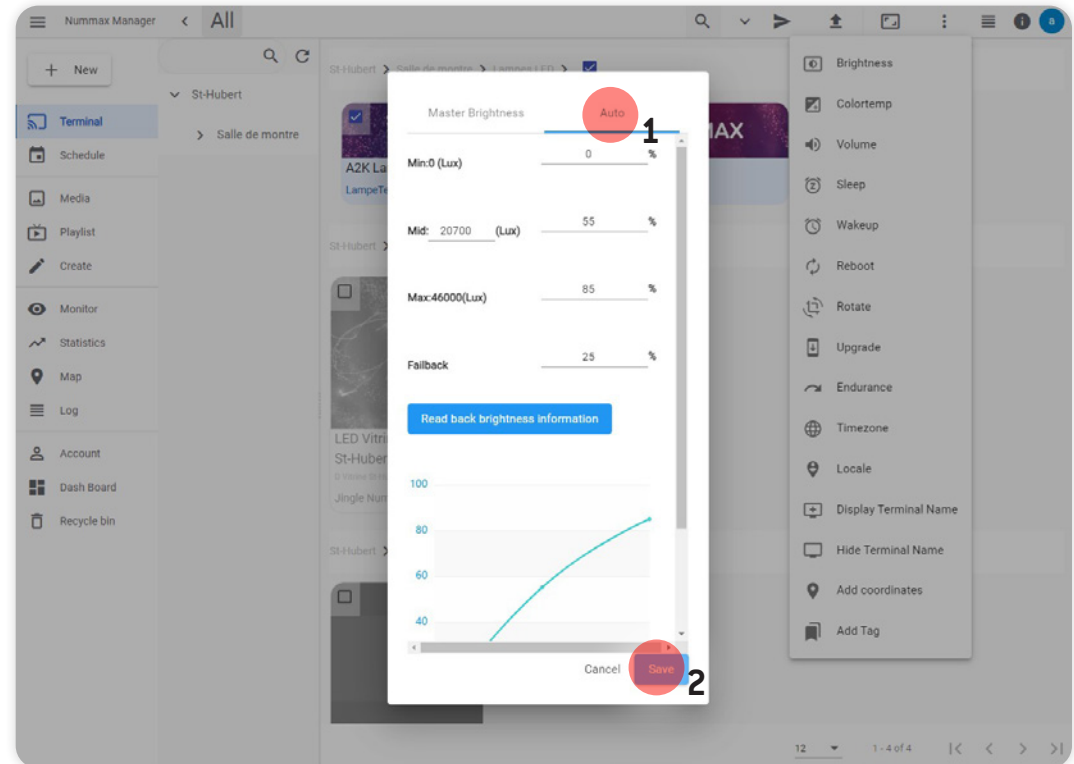
Example of adjusting the brightness :

2. Adjust the brightness
3. Click on **Save**.





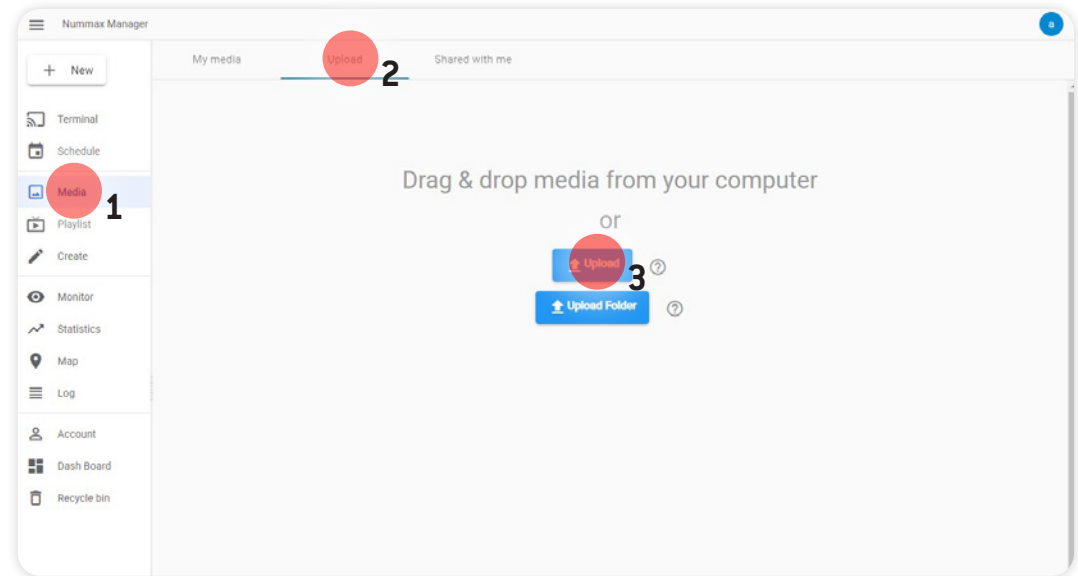
1. Or program automatic adjustment for your terminal.
2. Then click on **Save**.



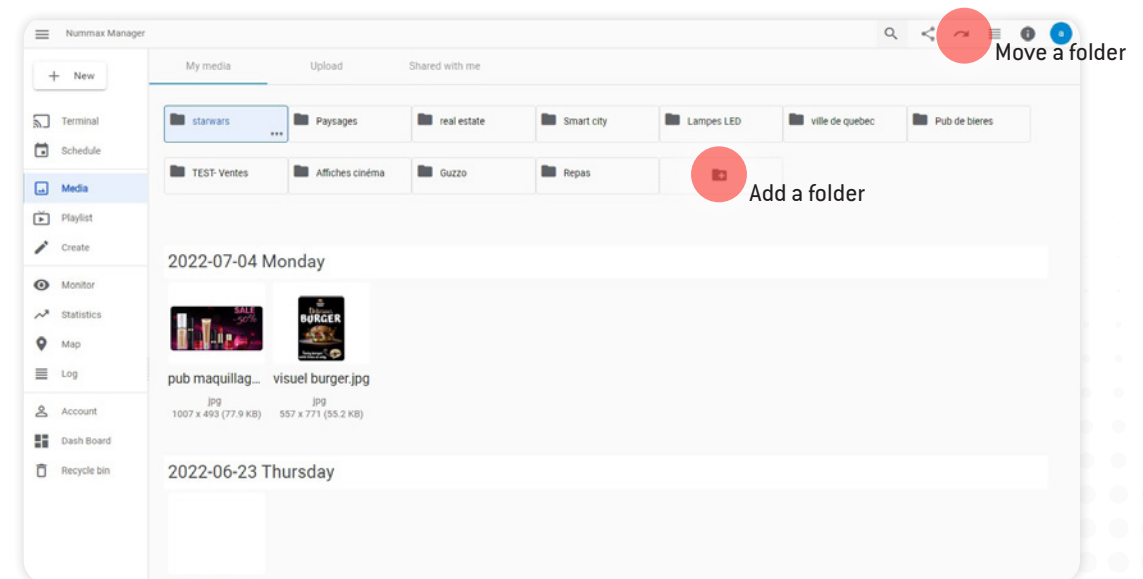
Nummax Manager accepts 2 types of media: videos and images. Mp4 format is recommended for videos but other formats are allowed (avi, mov,...). JPG, PNG, GIF and BMP formats can be uploaded for images.

In your user account

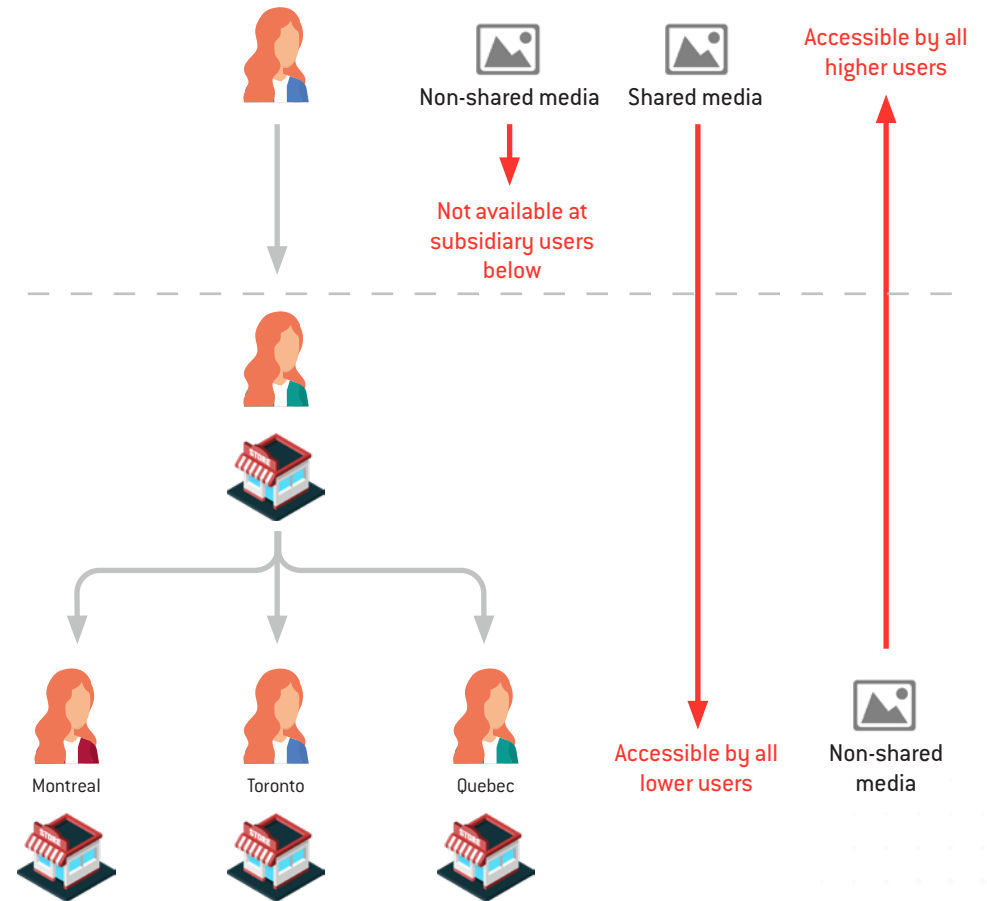
1. Click on **Media**
2. Then the **Upload** tab.
3. You can upload one or more files at a time.



Create a folder by clicking **Add a folder** and organize your content by moving them into the folder using the arrow icon at the top right.

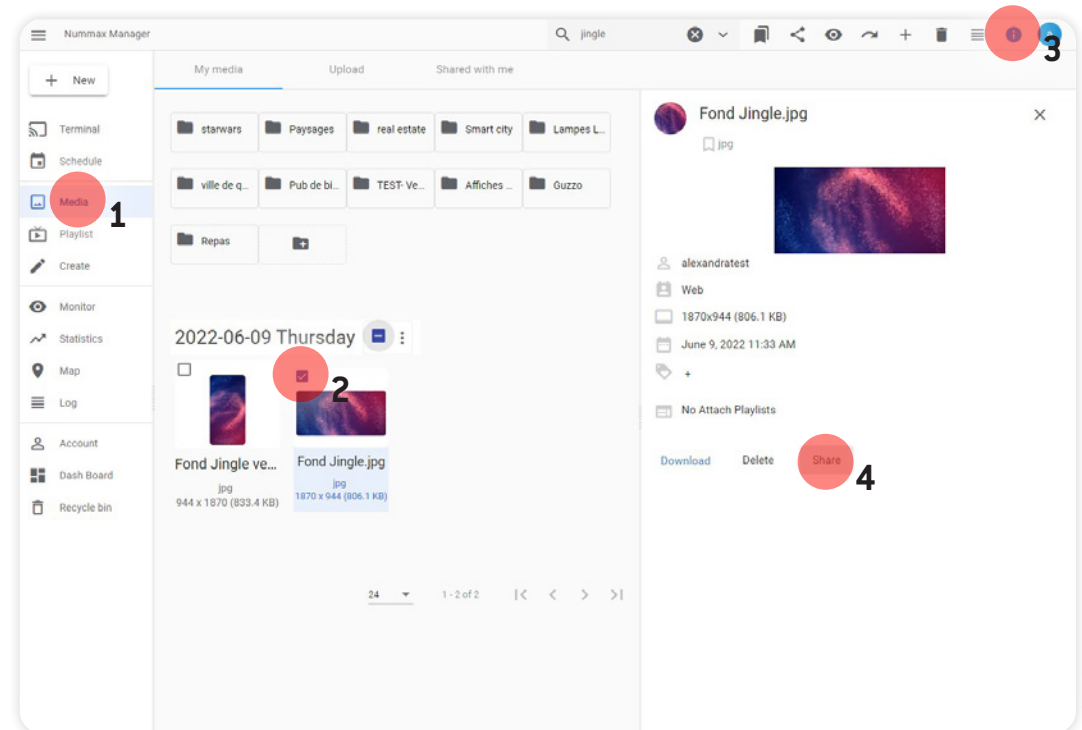


All content that you upload is accessible by the Administrators **above you** but you must activate sharing to share content with the **subsidiary users below you**.



## ENABLE SHARING

1. Click on the media tab
2. Select the media
3. Click on the information icon (in the upper right) to display the details.
4. Click on **Share** in the right window. You and all subgroups can use this media.



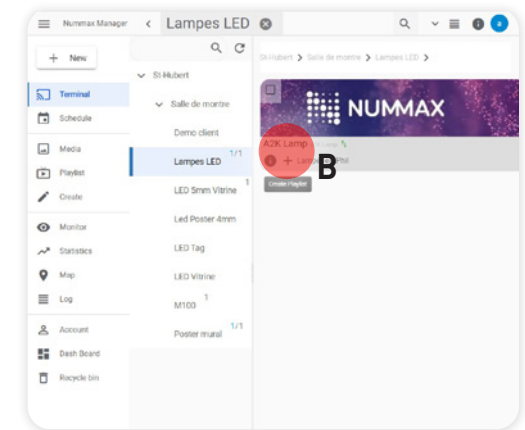
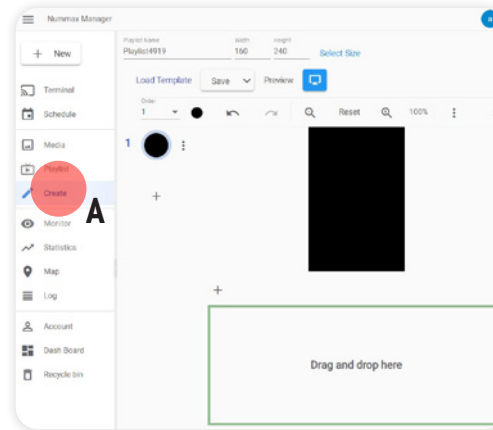
**i** Media published by a subsidiary account will be automatically accessible by upstream groups and users.

Nummax Manager has a flexible and versatile creation engine.

## PLAYLIST SETTINGS

**A.** To create a new Playlist, click on **Create**.

**B.** But you can also click on **Create playlist** directly on a terminal.

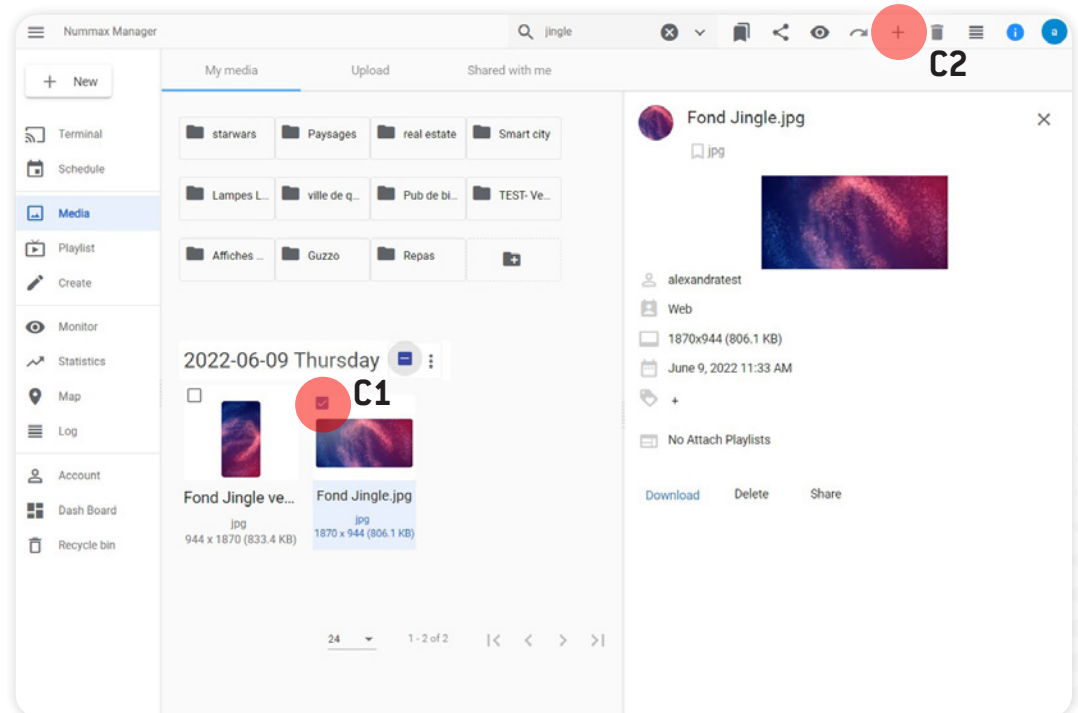


Or you can create it from a Media.

**C1.** Select a media

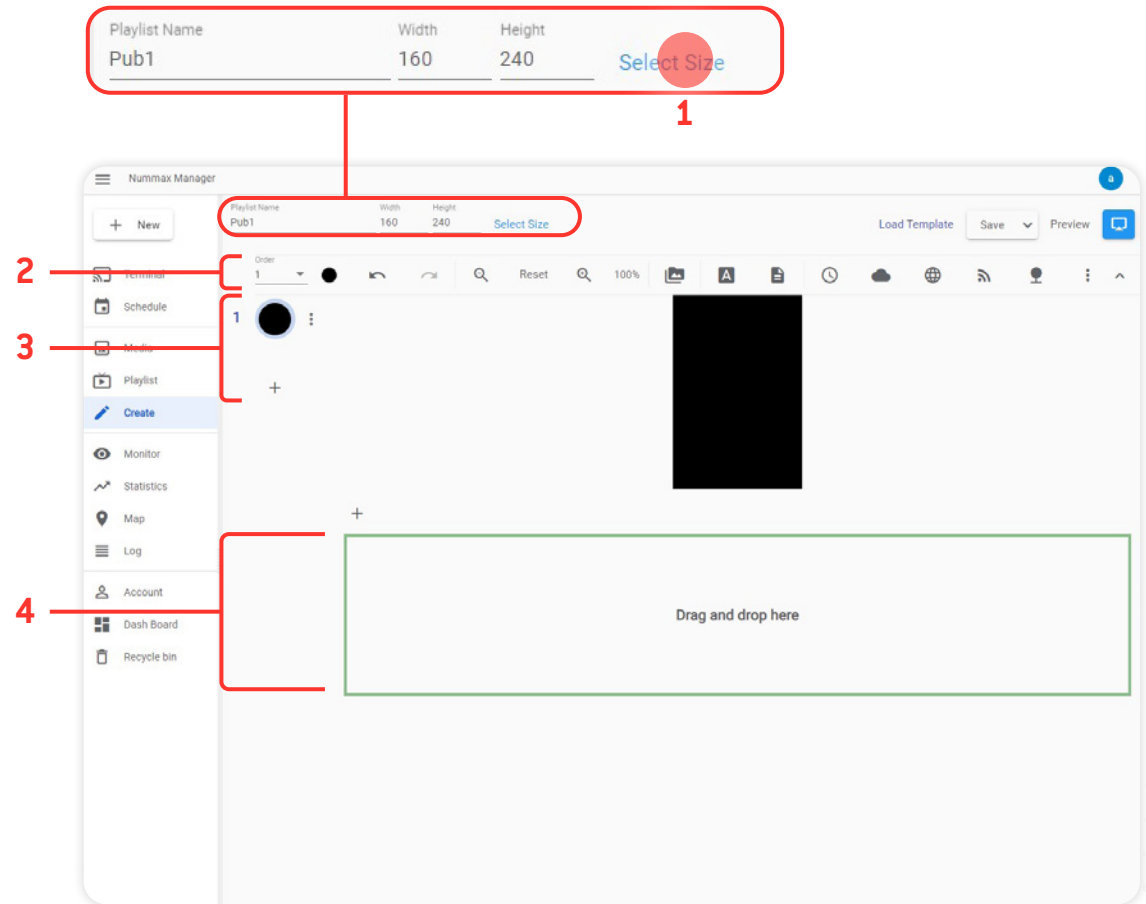
**C2.** Click on the + in the upper right.

This will create a playlist that already contains the media in it.













Name your new Playlist and set the dimensions in pixels. We recommend setting your terminal's maximum dimensions.

1. You can also click on **Select size** and select a terminal. The maximum dimensions for this terminal will then be used.
2. You can access various functionalities and content at the top.
3. The different **Pages** of content are displayed on the left. These pages are linked when the contents of the page have been played.
4. The middle is the work area. You can place your elements in the visible area of the terminal and the bottom section is your work area in which to configure all your content.



Here are the different types of content you can integrate into a Playlist :

-  Files Which are image and video media.
-  Single line text Enables you to display a title or a slogan on one line.
-  Multi line text Used to publish a paragraph, which can also scroll, if desired.
-  Clock Displays the time and date.
-  Weather Can be configured for any location.
-  Web Used to display the content of a URL. Important: the terminal's display dimensions in pixels are generally smaller than a website. The displayed website will either be cropped or adapted as on a mobile device. If you broadcast a website containing videos, the codes must contain the «autoplay» attribute and the name of the playlist in Nummax Manager has the **webv\_** prefix (ex: webv\_myPlaylist).The WEB functionality also allows you to publish a static local HTML page. To learn more about the benefits, read the section below on **Publishing a Local HTML Page**.
-  RSS Continuously scrolls, like news headlines.
-  Environment Displays information related to brightness, system temperature, etc. This feature requires that your terminal is equipped with sensors.
-  Sync play Allows you to broadcast perfectly synchronized image or video content between several terminals. This functionality also enables extended content to be played on several side-by-side terminals.  
  
Important: The terminals must all have the same pixel resolution. Compose your synchronized playlist and publish it on the different terminals or terminal group. The content delivery timing will sync automatically.
-  Countdown To display a customizable countdown.

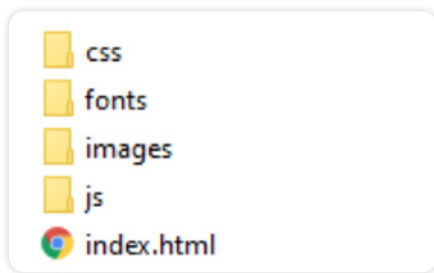


## PUBLISH A LOCAL HTML PAGE

Nummax Manager allows you to upload an HTML page to your terminal memory. All content can be attached to the page, but it can also call content and data over the network in real time.

### Preparing your local HTML page

Here is an example of a tree structure :



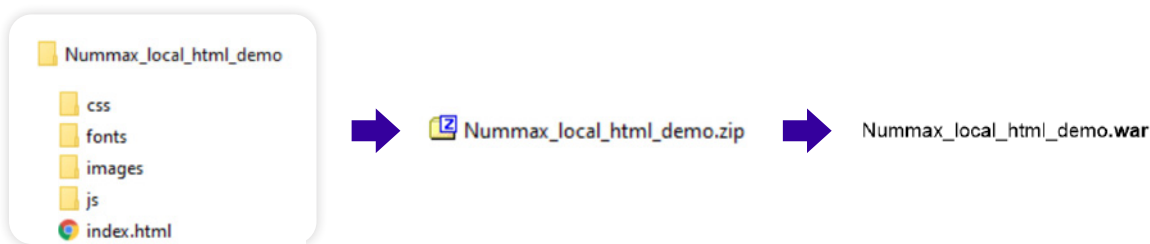
1. The page must be: **index.html** and be placed at the root of your compressed file.
2. All images contained in your index.html must be saved in the images folder (If your terminal is connected to the network, you can also call up web media).
3. Styles can be programmed in your HTML pages or in a .css file.



For your HTML page, the following formats are recognized: HTML, CSS, JAVASCRIPT, images (jpg, png, gif, ...), videos (avi, mp4, ...)

Dynamic formats are not recognized: PHP, ASPX, or any dynamic server side language.

When your tree is ready, compressed everything into a **.zip** folder which you rename to **.war**



It is possible to broadcast this local HTML page to several terminals and to personalize the content of the page according to variables.

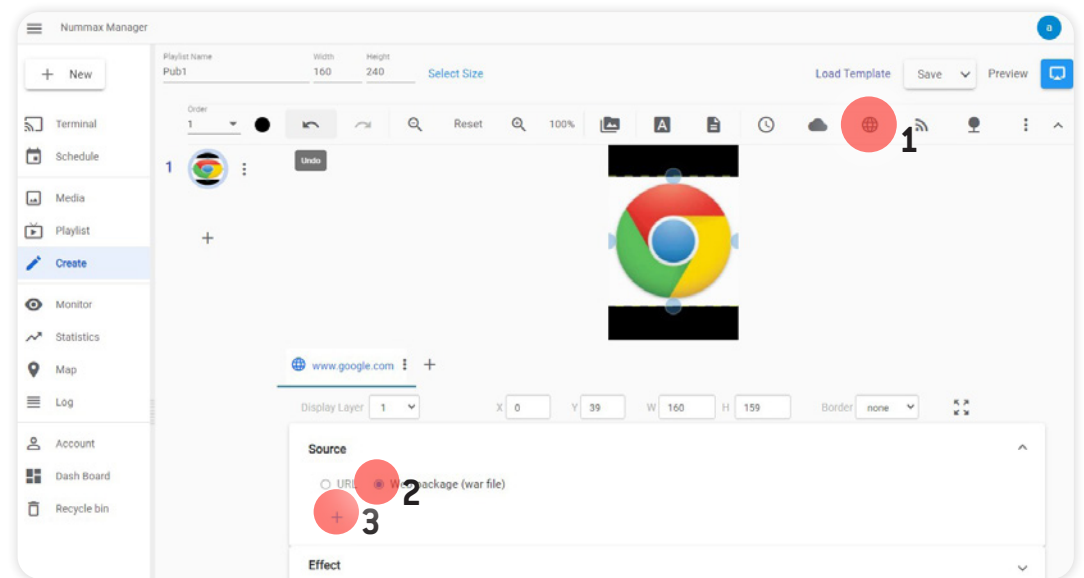
[Ex: Several stores with the same advertising but a different prices depending on the identity of the terminal]

This functionality requires the integration of variables in the name of your terminals which will be recognized by your code.

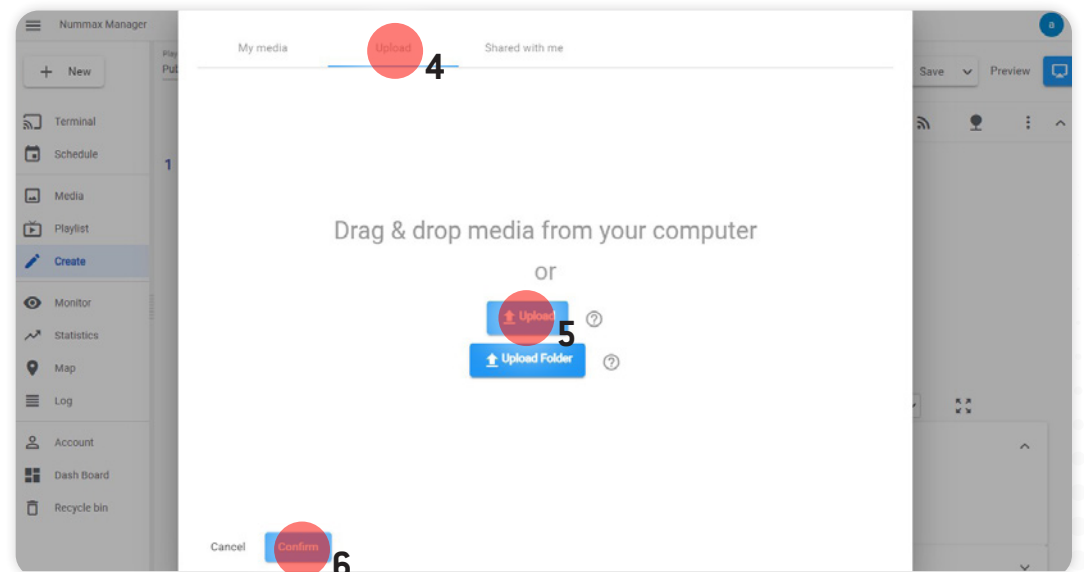
For a complete implementation of this system, please contact Nummax technical support.

## Implementation of your local HTML page

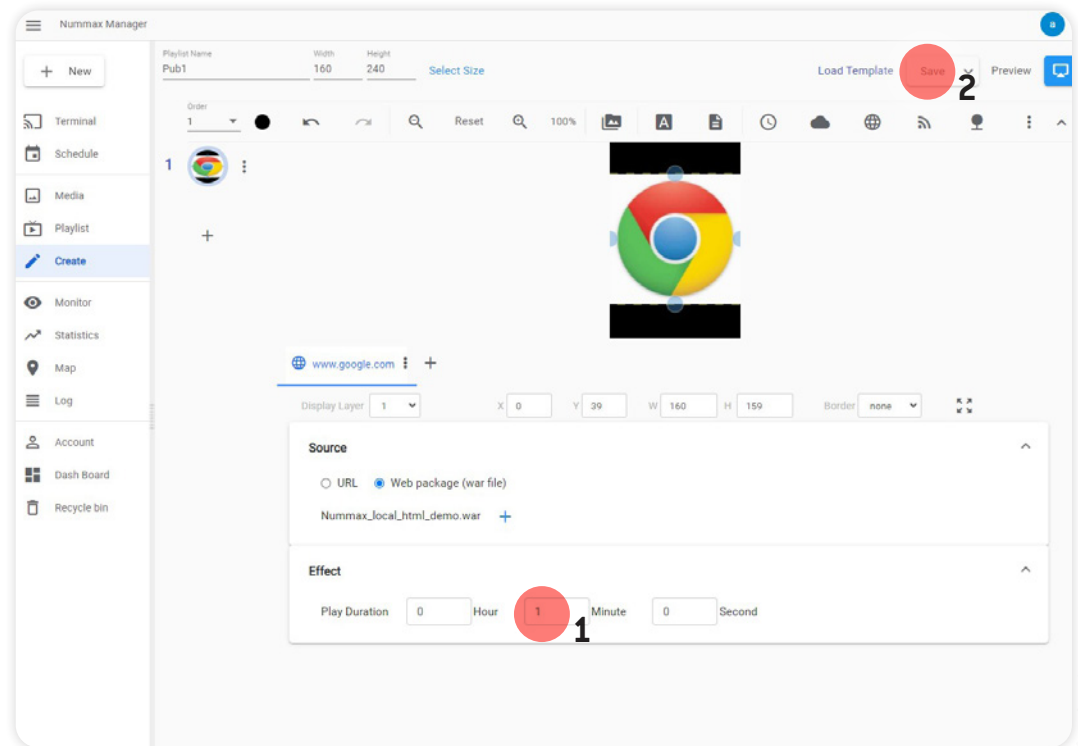
1. Create a playlist and select the **Web** icon
2. In the Source tab, select **Web package**
3. Click on **+**.



4. Click on the Upload tab and then on the **Upload** button
5. On your computer, choose the archive you created (.war).
6. Once the archive appears in the folder, select the folder and **Confirm**.



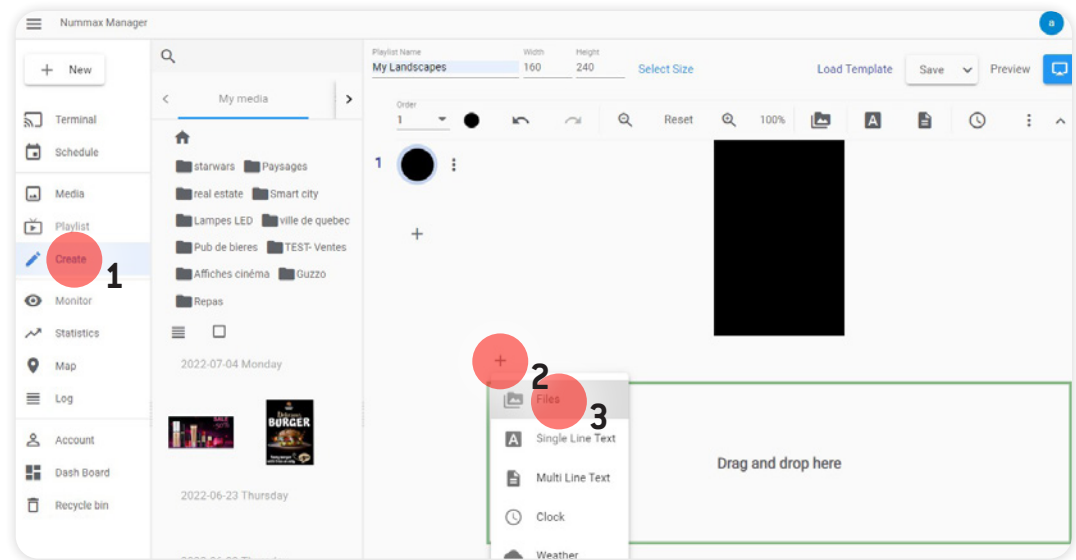
1. In the **Effect** tab, set the display duration between each HTML page refresh.
2. **Save** your playlist and **publish** it to your terminals.



## CREATE A SIMPLE SLIDESHOW

1. In the **Create** section, after defining your playlist's name and size.
2. Click on **+**
3. Select Files.

You will then have the choice of using your own files or using content from the Nummax library.



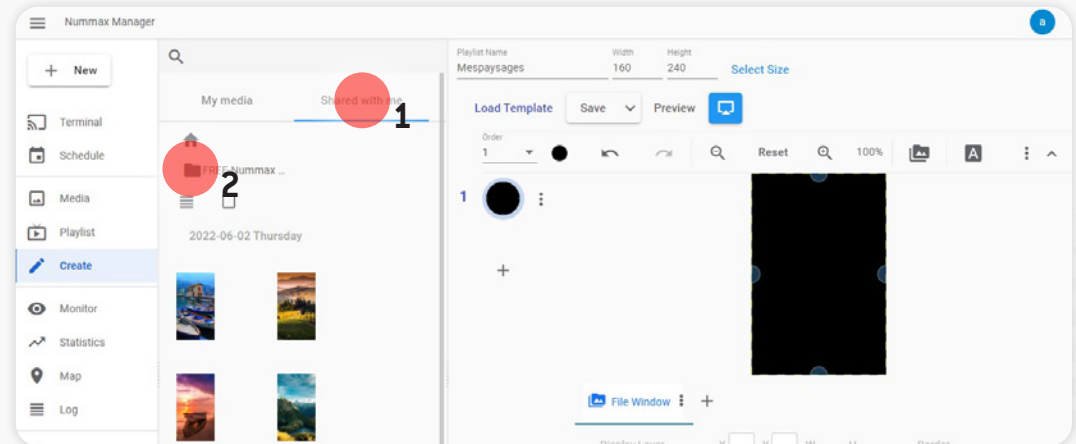
## Using the Nummax content library\*

\* Free with a Nummax Manager AIO subscription. If you don't have access, contact us at 1-877-255-3471 #205 or [service@nummax.com](mailto:service@nummax.com).

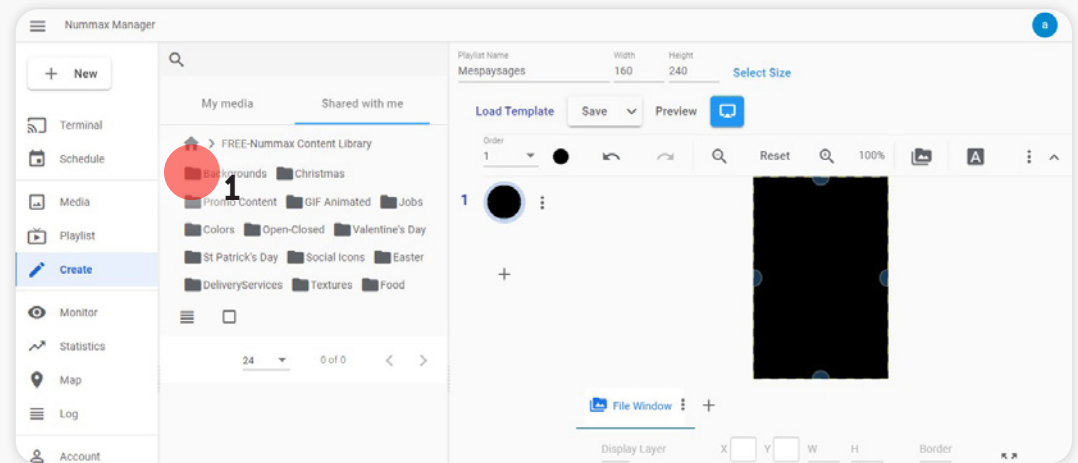
With your Nummax Manager AIO subscription, you have access to our content library.

To add media to your list:

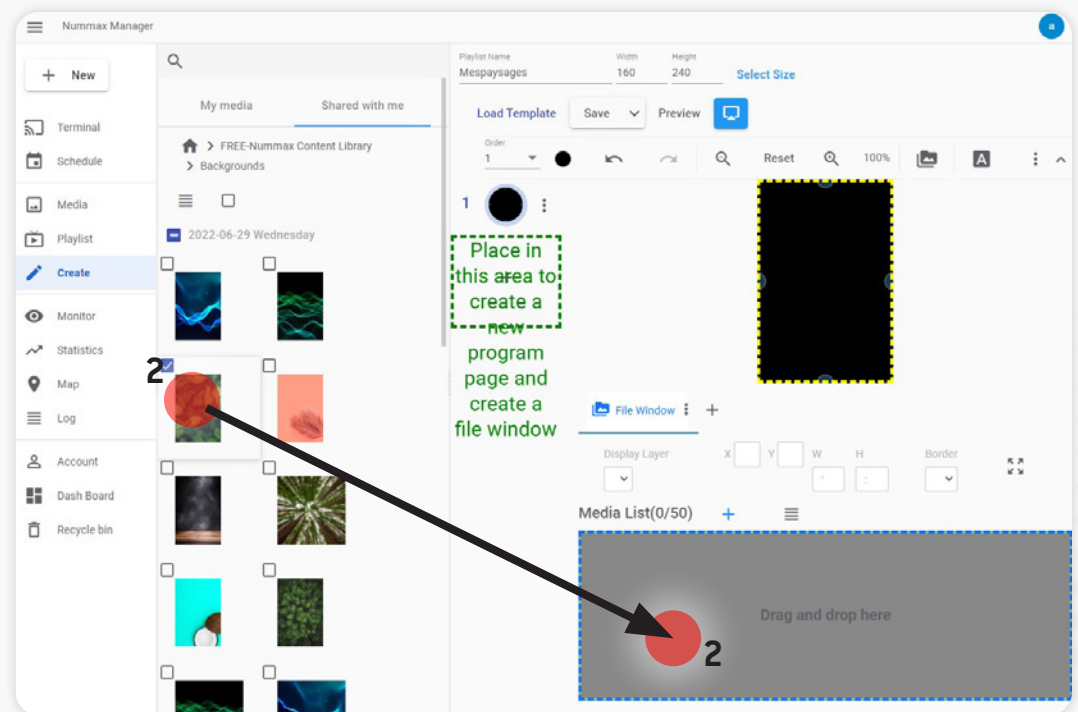
1. Click on the **Shared with me** tab,
2. Open the **FREE-Nummax Content Library** folder.



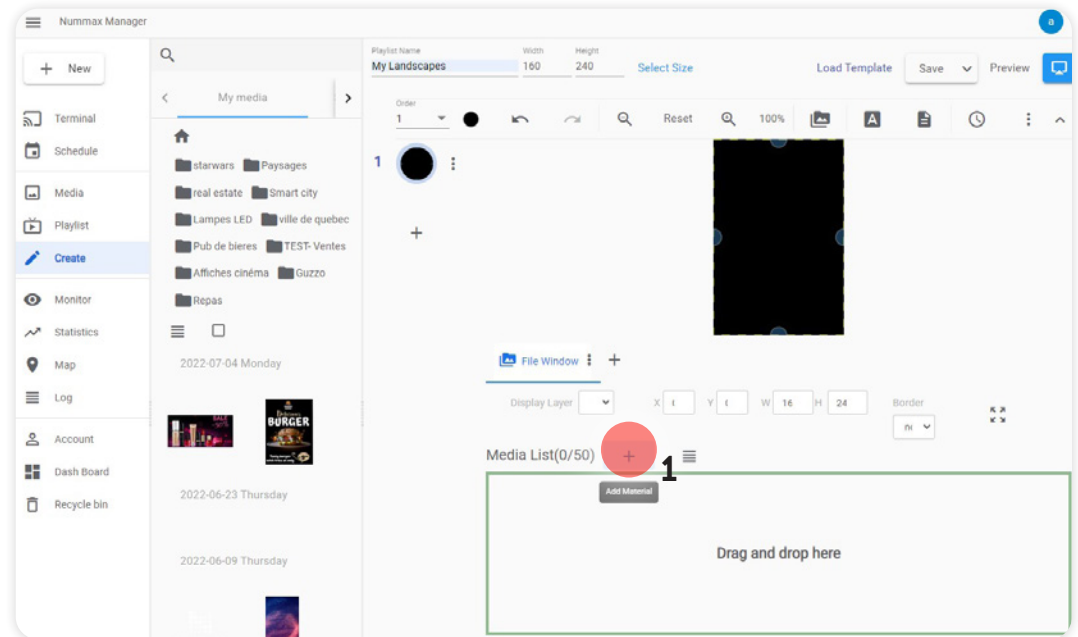
1. Explore the different folders available and **select** the one that suits your needs.



2. **Select** the images to add to your playlist and **drag and drop** the media into the green rectangle.



1. To use your own files, click on the + to the right of Media List to add content.

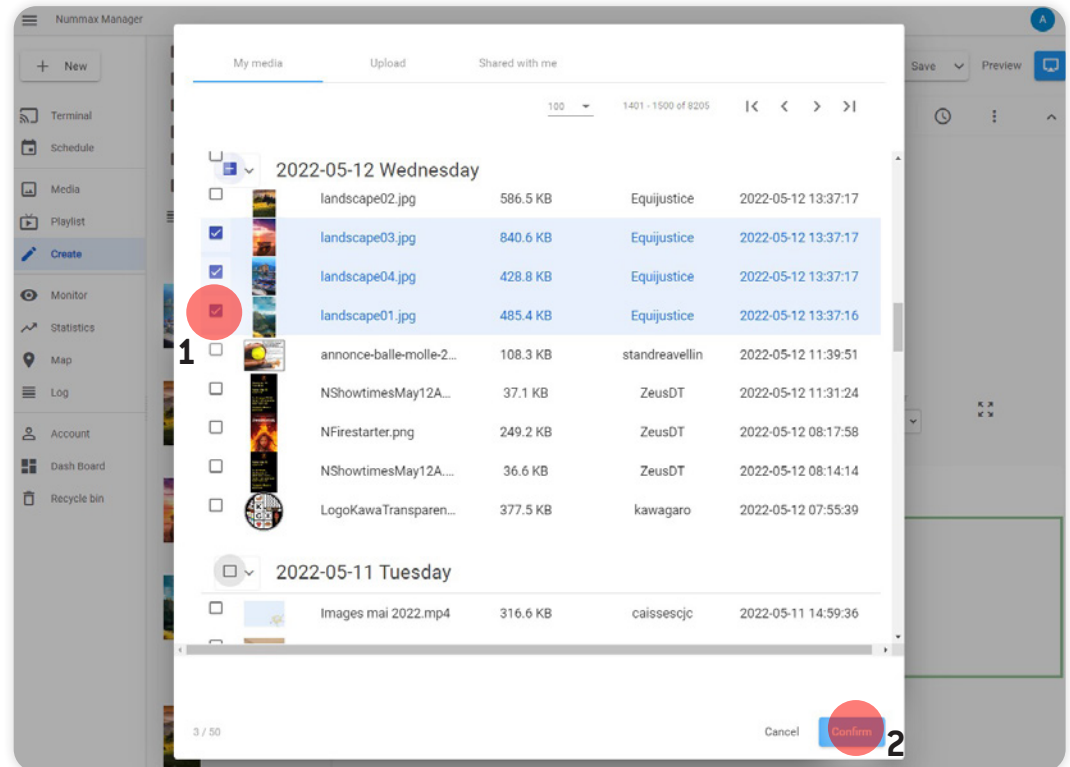


1. In your **Media** folder, check all the images that you wish to insert into the slide show.

2. Then **confirm**.

You can upload media if not yet in the library.

**i** You can mix different medias in the slidashow (images, animated gif, videos)



For each image, you can modify the **display duration** and the **transition between images** by clicking on **No Effect**. Many transition effects are available.

You can also program an image duration and choose when it will integrate into the slide show by clicking on the **Schedule**. (this feature is available after checking the media schedule option in your account settings)

Lastly, you can **Duplicate** or **Delete** an image.

To reorganize the image order, simply **click and drag** the images into the desired order.

**1.** Click on **Save** in the upper right to save the slideshow in the Playlist.

The screenshot shows the Nummax Manager AIO interface. On the left is a navigation menu with options like Terminal, Schedule, Media, Playlist, Create, Monitor, Statistics, Map, Log, Account, Dash Board, and Recycle bin. The main area displays a playlist named 'My Landscapes' with three items. The first item is 'landscape01.jpg' with a duration of 5 seconds and 'No Effect' transition. The second item is 'landscape03.jpg' with a duration of 5 seconds and 'No Effect' transition. The third item is 'landscape04.jpg' with a duration of 5 seconds and 'No Effect' transition. Red callouts point to the 'Save' button in the top right, a move handle (three vertical lines) on the left of the third item, and the 'Duration', 'Transition', 'Schedule', 'Duplicate', and 'Delete' icons for the third item.

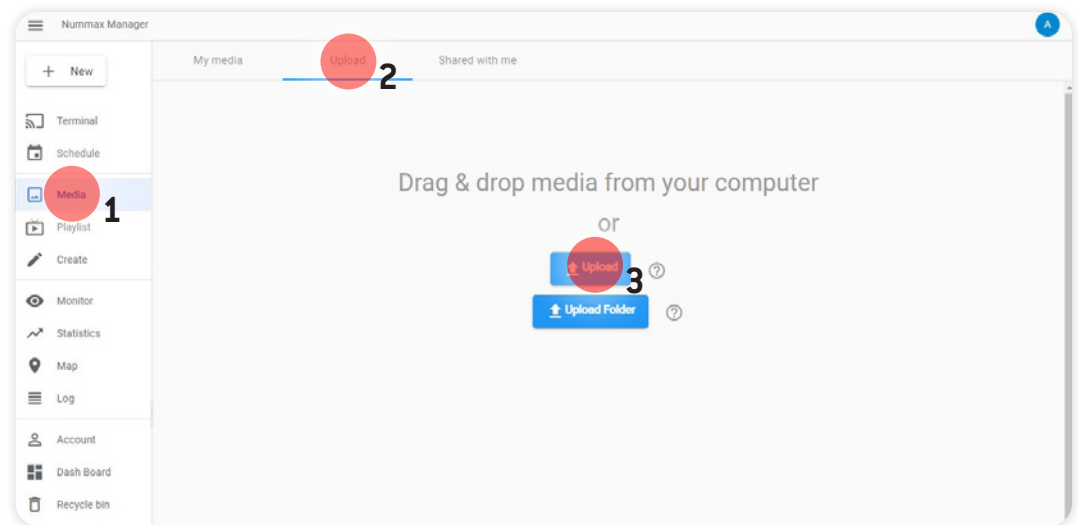
Order	Image Name	Dimensions	Size	Duration	Transition	Schedule	Duplicate	Delete
1	landscape01.jpg	1080 x 1920	485.4 KB	5 (s)	No Effect			
2	landscape03.jpg	1080 x 1920	840.6 KB	5 (s)	No Effect			
3	landscape04.jpg	512 x 896	428.8 KB	5 (s)	No Effect			



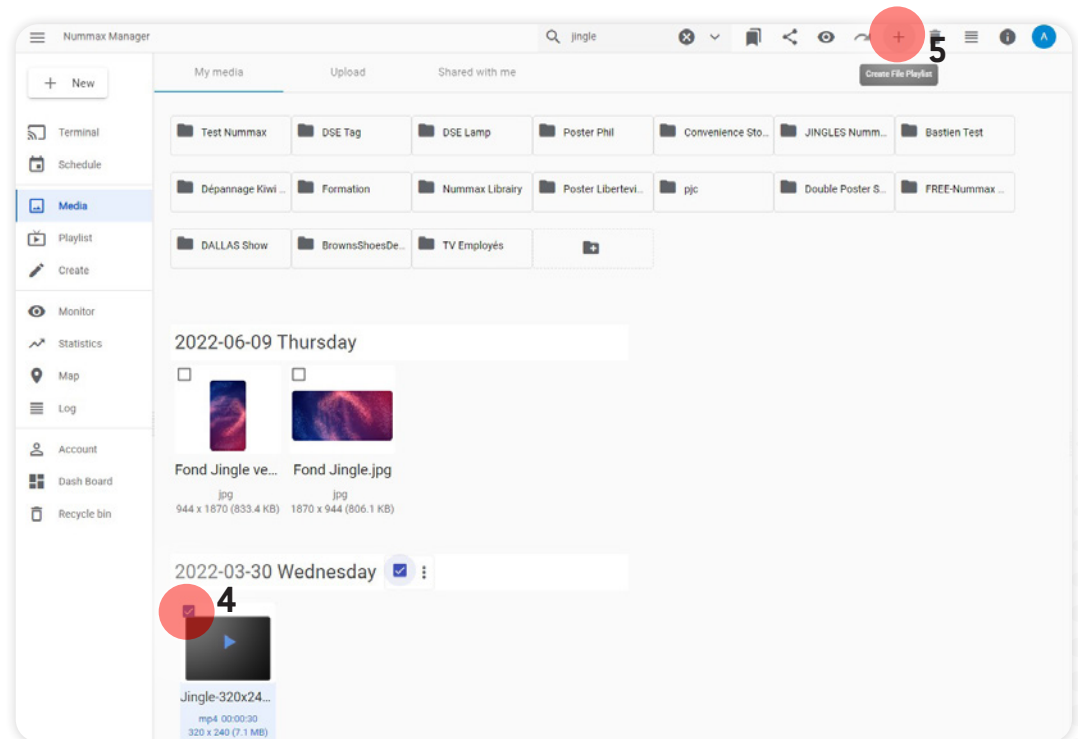
## POST A VIDEO

Follow the same procedure as for images.

1. Click on **Media** in the left menu
2. Then on the **Upload** tab.
3. You can either upload a single file or a folder containing multiple files.

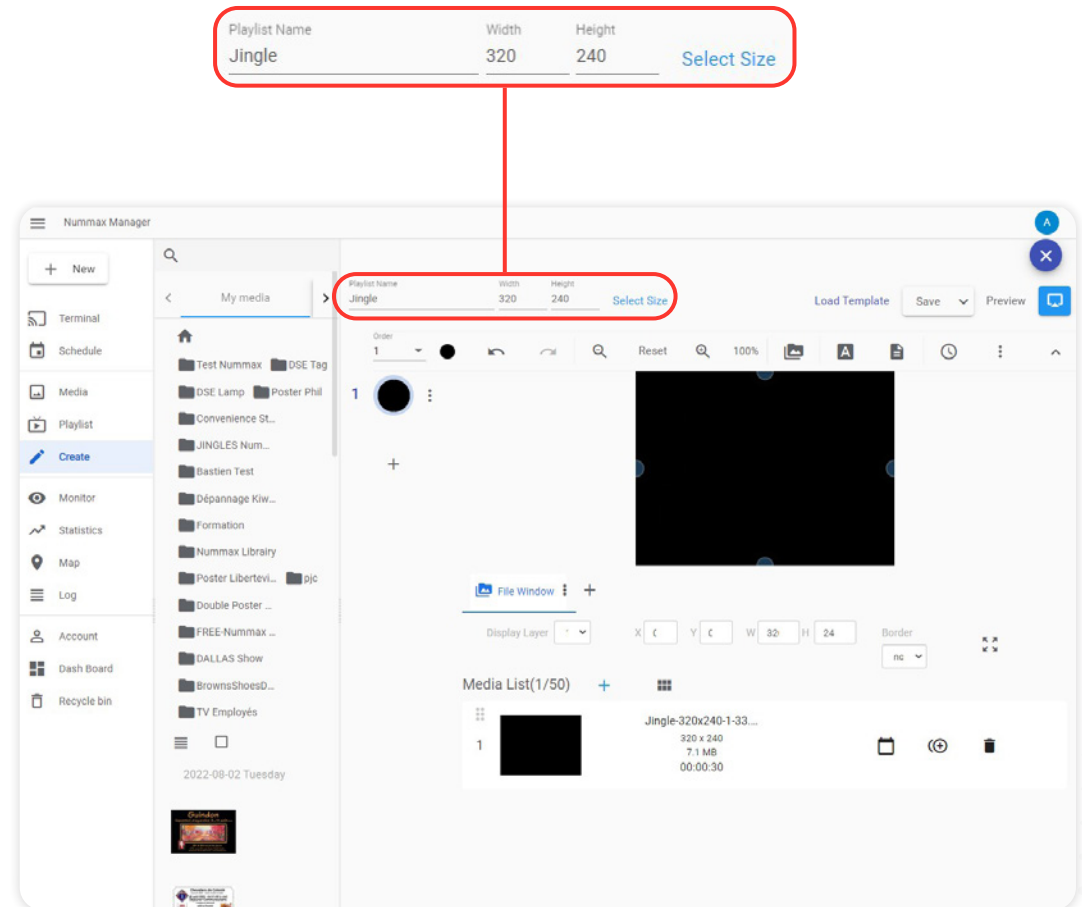


4. Check the video file to upload
5. Then **click on the +** in the upper right to create a playlist from this file.



Adjust the size of your playlist based on your terminal.

You can place your video within the area, change its dimensions, keep its proportions, etc. however you cannot control the broadcast duration, which corresponds to the duration of the video sequence, and no transition effect is possible between several videos.



## DEMO: CREATE A MULTI-CONTENT SEQUENCE

Here is how to create a layout containing various content.

**We will display the current time in an area on the upper left.**

In the work area, you can accurately define the dimensions and position of the content window.

1. Select the clock icon.
2. Set the position to 0, 0, and the dimensions to 96 by 32 pixels.
3. Click on the clock style and select **Digital (single line)**.

We will not use **Fixed text**, which appears in front of all time information.

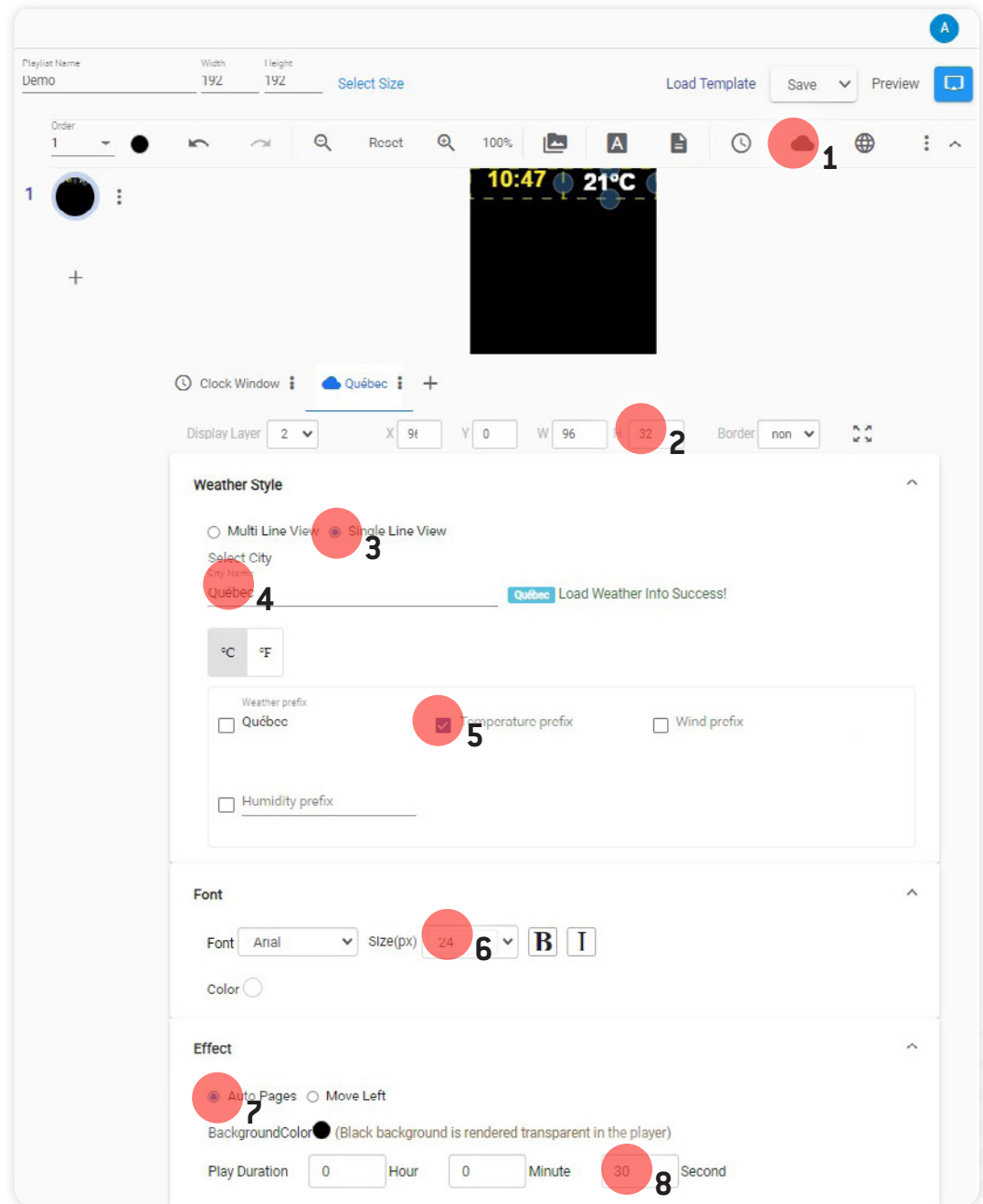
4. In **Font**, put the text in bold yellow and **uncheck** the settings, except for Hour and Minute.
5. In **Effect**, set the duration to 30 seconds.

The screenshot displays the Nummax Manager AIO interface for creating a playlist. The top bar shows the playlist name 'Demo' and dimensions of 192x192. A toolbar includes icons for 'Order', 'Reset', '100%', 'Image', 'Text', 'Clock', 'Save', 'Preview', and 'Fullscreen'. A central work area shows a black rectangle with '10:41' in yellow text. A 'Clock Window' panel is open, showing settings for 'Display Layer: 1', 'X: 0', 'Y: 0', 'W: 96', 'H: 32', and 'Border: non'. The 'Clock Style' section has 'Digital Clock(Single Line View)' selected. The 'Font' section shows 'Arial' font, size '24', and 'Bold' and 'Italic' buttons. The 'Color' section has a yellow color swatch. The 'Effect' section shows 'Play Duration' set to '0' Hour, '0' Minute, and '30' Second.

**In the upper right, we will display the temperature in Québec City**

As with the time content, you have to define the dimensions and position of the weather window.

1. Select the meteo icon.
2. Set the position to 96, 0 and the dimensions to 96 by 32.
3. In **Style**, select "Single Line View" in order to centre the text.
4. Then input the city (and select the right city location in the dropdown menu)
5. And then the unit of measurement, and the information desired, such as the name of the location, the temperature, wind, and humidity. We will check only temperature.
6. In **Font**, select bold and 24px for the size.
7. In **Effect**, select the Pages option to keep the temperature display fixed.
8. The element duration will also be 30 seconds.

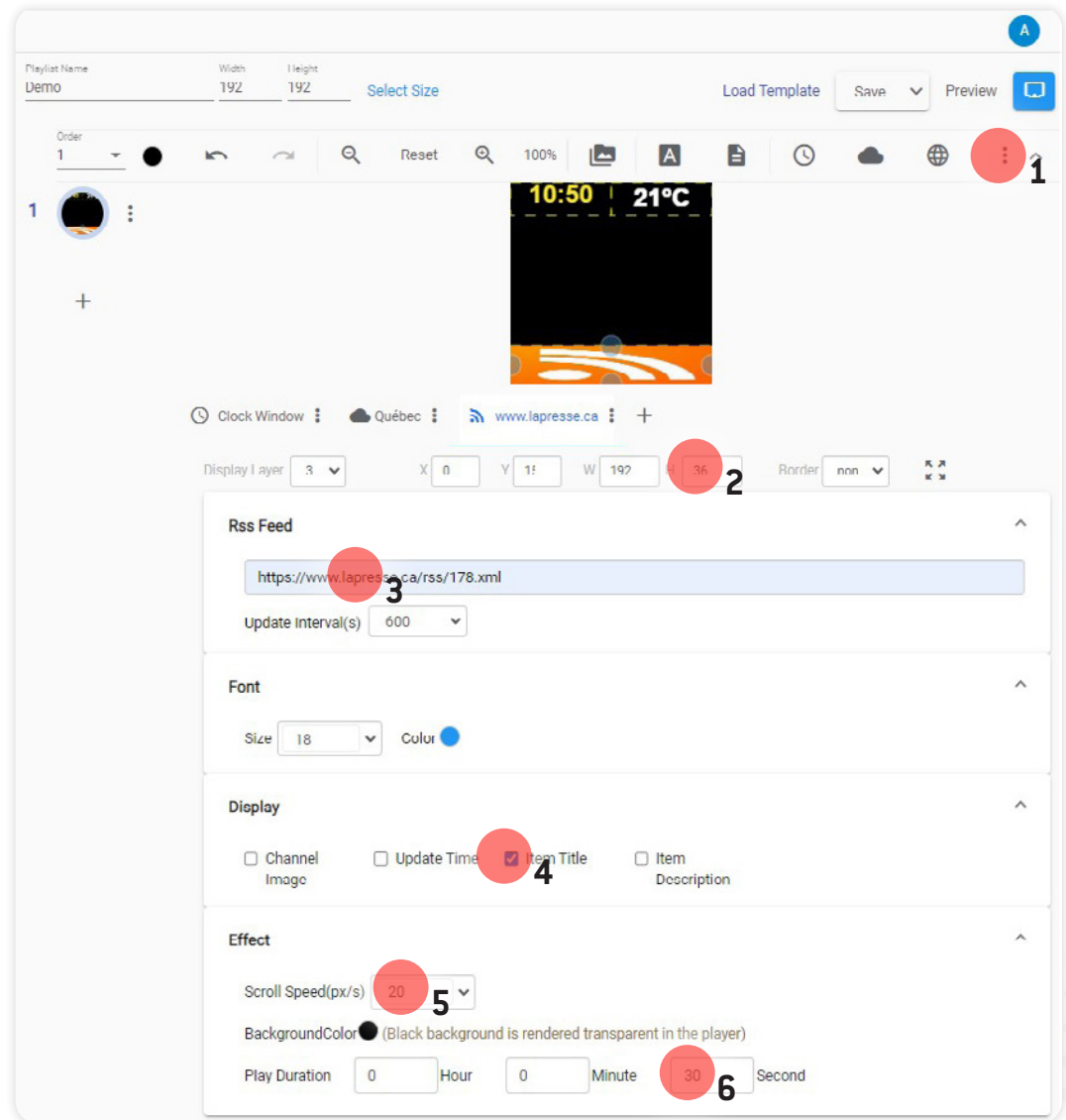


**Add an RSS feed of Québec news headlines at the bottom**

1. Select **RSS** feed.
2. Set the position to 0, 160 and set the dimensions to 192 by 32.
3. In the **RSS Feed** line, enter the URL address of the feed you wish to display and the update interval.

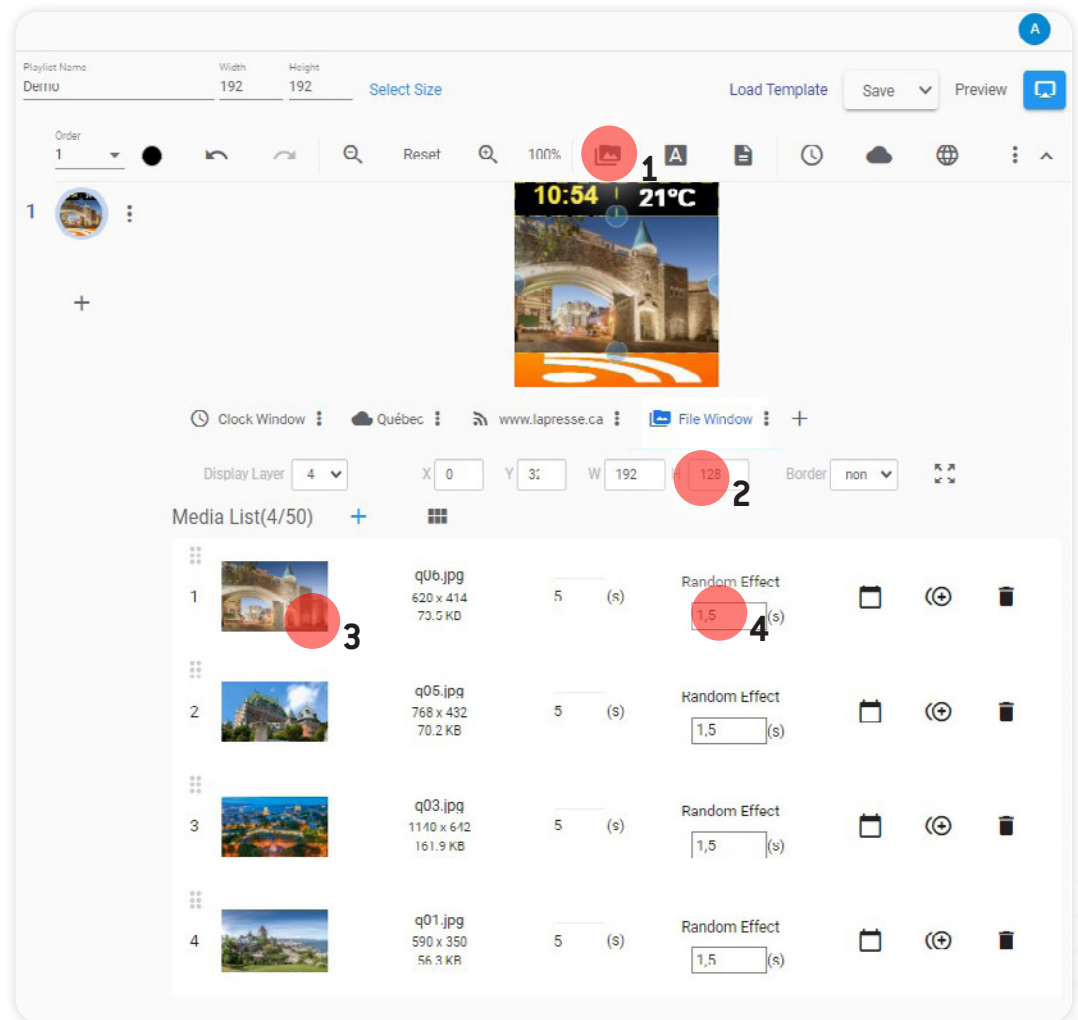
**Display** allows you to choose the information to present.

4. You can choose the **Font** and the elements to display in the newsfeed.
5. Lastly, in **Effect**, set the scroll speed to 20 pixels per second.
6. White background colour and a 30-second display.



We will add a slideshow of Quebec landscapes in the centre.

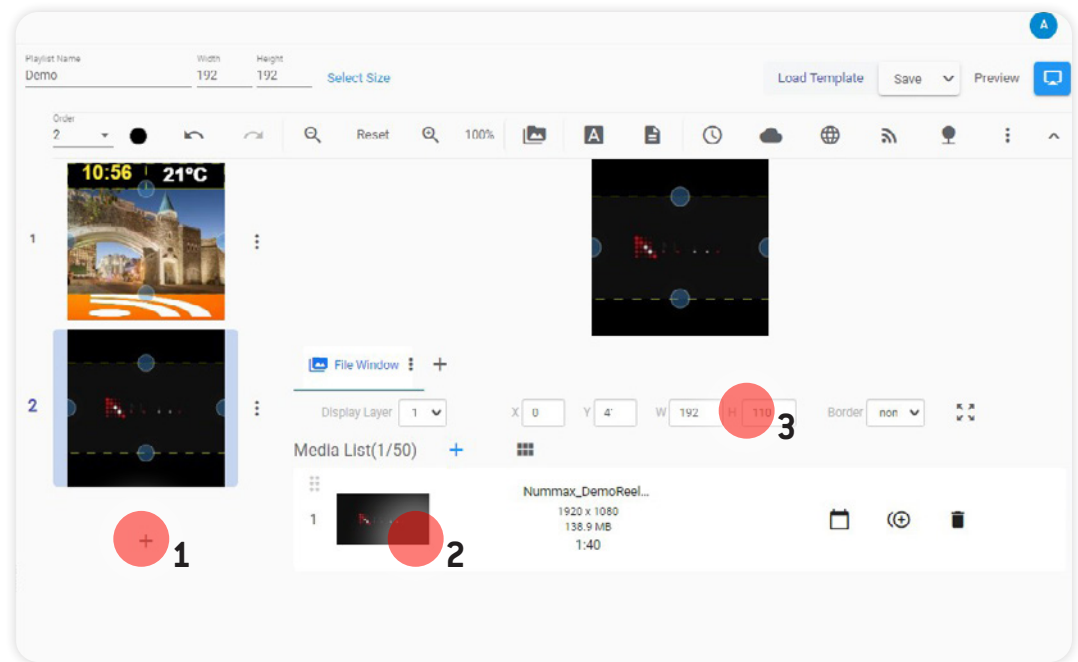
1. Add an image layer.
2. To position the slideshow in the centre of the sequence, set the position to 0, 32 and the dimensions to 192 by 128.
3. Add the images that you have uploaded
4. Configure each image's duration and transition by clicking on **Random Effect**.



For the 2nd page, which will play after all of page 1's elements have been completed, we will play a video.

1. Click on the + icon to add a page.
2. Select **Files** then **Add content** to find your video in the media.
3. Set the position to 0, 41 and the dimensions to 192 by 110 to centre the image.

You can add multiple pages to build a playlist.



Here is the result of this demo seen on a terminal.



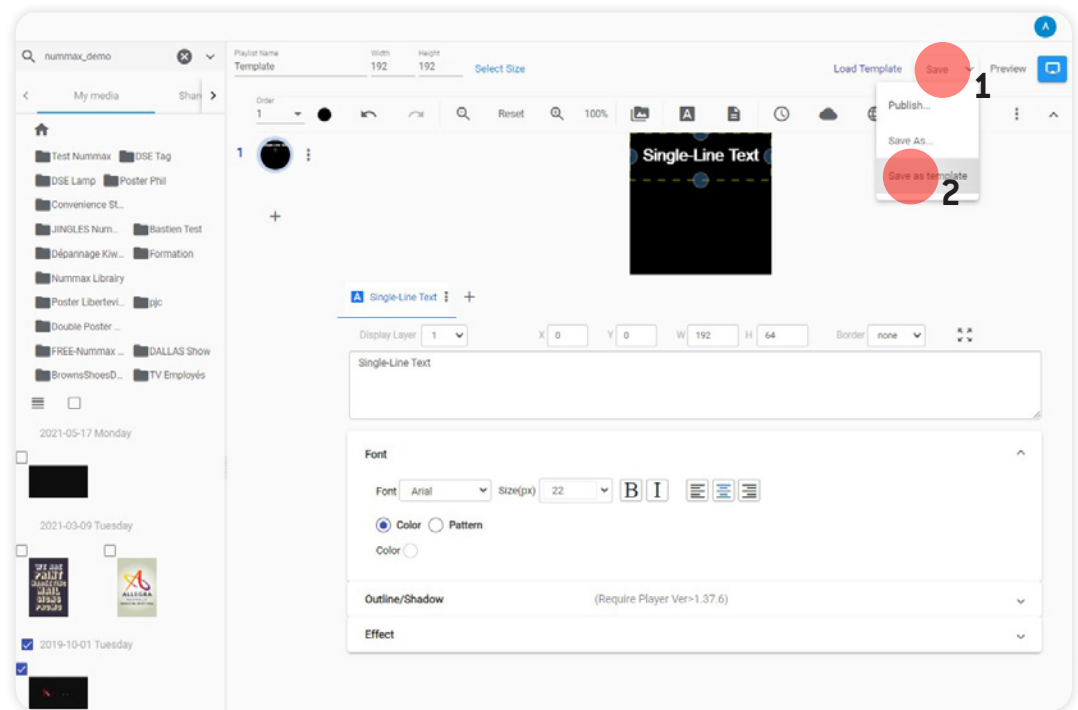
## TEMPLATE

When you create a playlist with a layout of content, you can choose to save your playlist as a template.

1. Click on the down arrow next to save.
2. Then select **Save as template**.

When you create a new playlist, you can load the template from the link in the upper right in order to retrieve the entire layout's structure.

All you have to do is update the content and save it as a playlist.



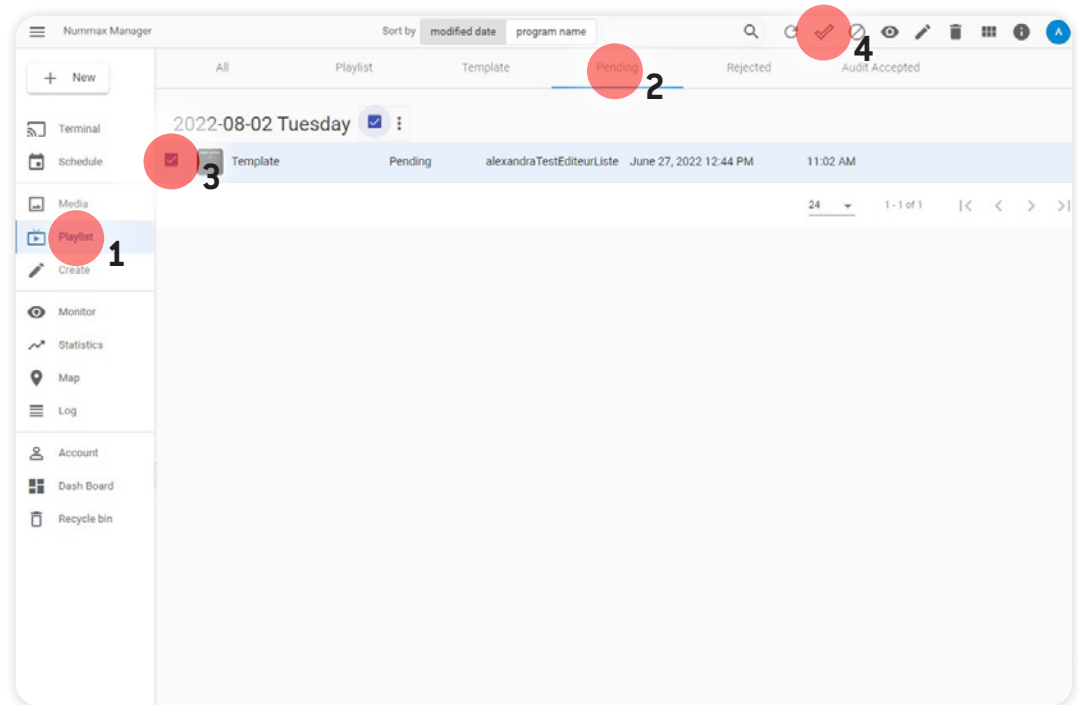


## SUBMIT A PLAYLIST OR A TEMPLATE

1. If you are not an administrator your playlists and templates must be approved before they can be used.
2. When you save a playlist it will automatically be pending approval in the **Pending** tab.
3. If your role is to approve a playlist or template, go to the **Playlist** tab and choose the Pending tab.

Double-click on the element to review the content and verify the various elements.

4. Return to the playlists page in the **Pending** tab, then select the element to approve and **check it** to approve it, or on the **Audit Reject** icon to reject it.



NMAIO allows the same content or split content to be broadcast on several devices in perfect synchronization.



The system uses an NTP server to synchronize the displays, some network security systems may block or slow down this communication and alter the synchronization.

Please contact your technical team in this case.

## BROADCAST THE SAME SYNCED CONTENT INTO MULTIPLE TERMINALS

For a strong marketing impact, you can choose to display the same message on different terminals at the same time despite different programming in each.

- Each terminal must have its own group and belong to a larger group.
- They can have different content schedules.
- When the synchronized list is read by the first broadcaster, the others adjust to display the content at the same time.

### Example of group organization

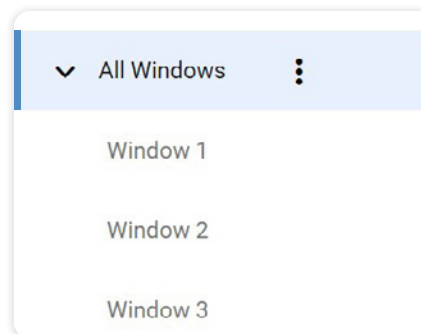
The synchronized content list must be published on the root folder of terminals (eg: All Windows) and applied to children groups of terminals.



Window 1

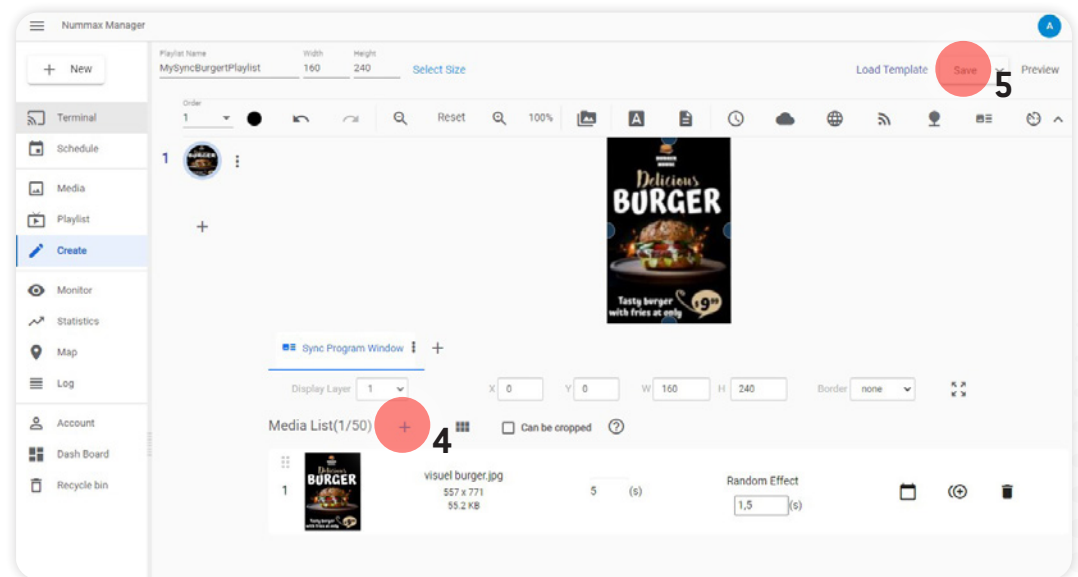
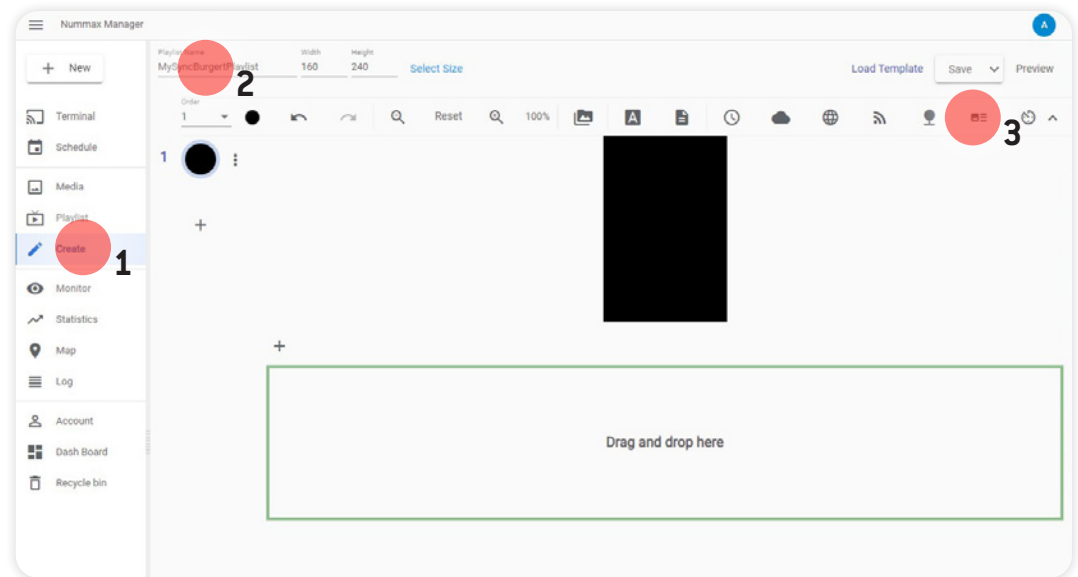
Window 2

Window 3

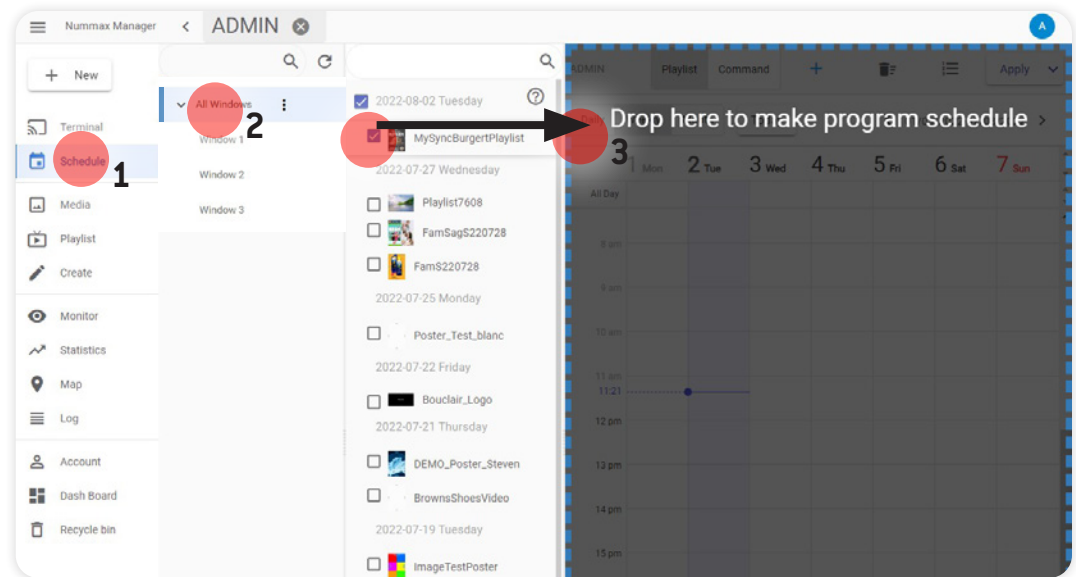


## Method

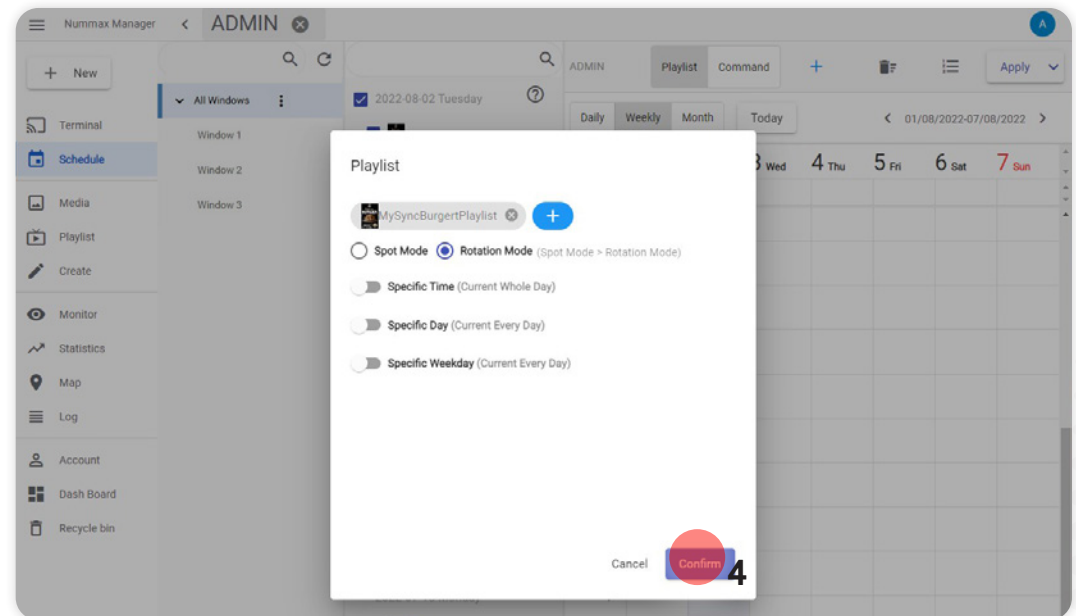
1. **Create** a playlist
2. Give a name easy to identify
3. Select the **Sync Play** icon
4. Add the desired media in the files section, configure the elements (duration, transitions, ...)
5. **Save** your playlist



1. Click on the **Schedule** section
2. Choose the root group terminal
3. Drag & drop the playlist in the schedule

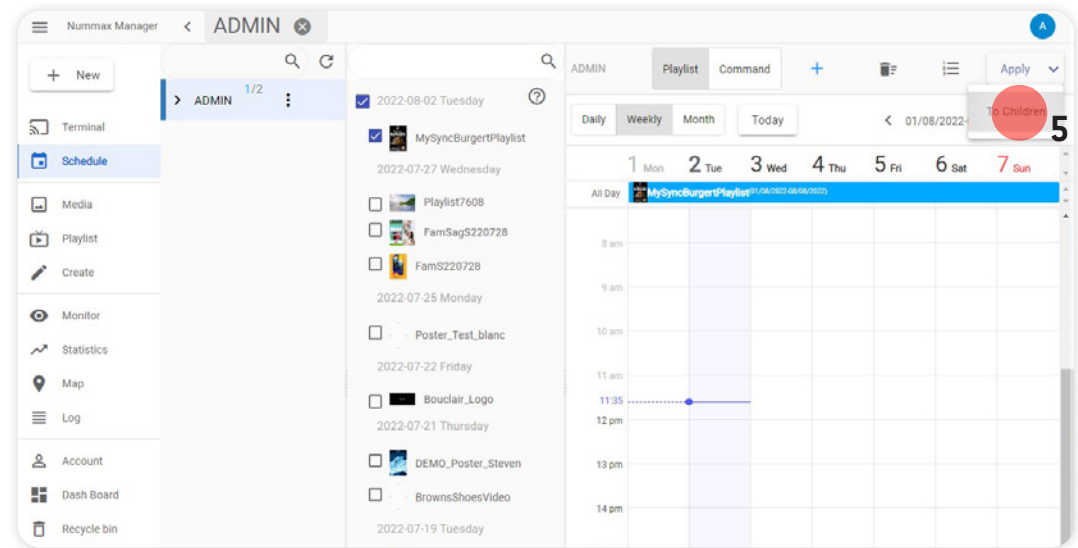


4. Confirm



5. Then apply to children.

✓ Your synced playlist will mingle with the rest of each terminal's programming and display content at the same time.



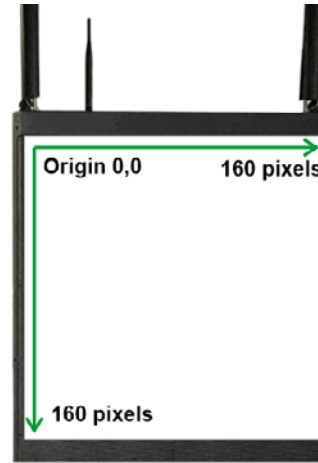
## BROADCAST EXTENDED CONTENT TO MULTIPLE SIDE BY SIDE TERMINALS

Nummax terminals can be combined to become 1 single large screen. The content broadcast in each of the devices must then be cut into pieces automatically and displayed perfectly synchronized.



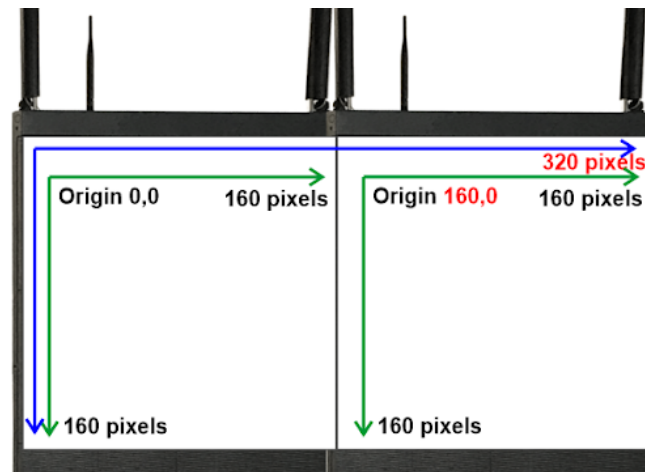
Window

To proceed, you need to know the pixel size of the displays. Let us take here 2 LED Mini Posters 4mm. Size: 160 x 160 pixels.



Single terminal

With 2 terminals combined, we get 320 x 160 pixels.



Terminal A

Terminal B

The process is to create a playlist that will contain the media in full screen size (eg: 320 x 160 pixels) in the 2 terminals.

Nummax Manager will automatically cut the media according to the terminals' origins.

1 - Configure the terminals (Name, origin, dimensions) and put them in the same group (**this step is done by Nummax in the factory settings**).

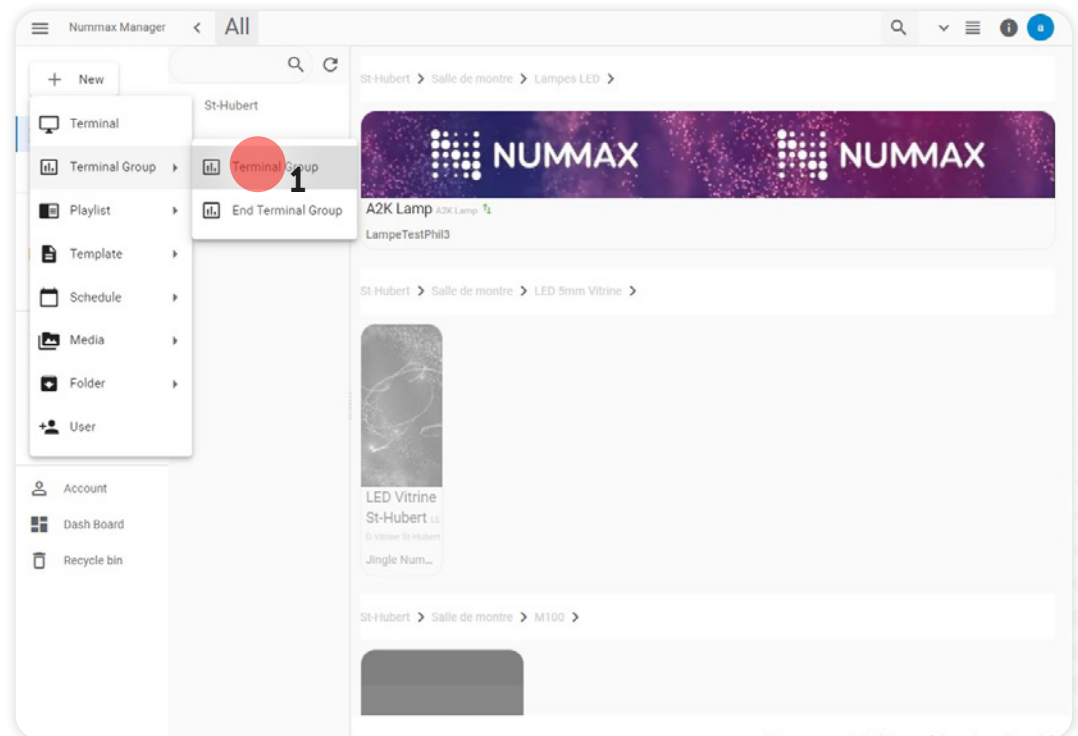
2 - Create a playlist with a sync play area.

3 - Publish the playlist to the group.

## Method

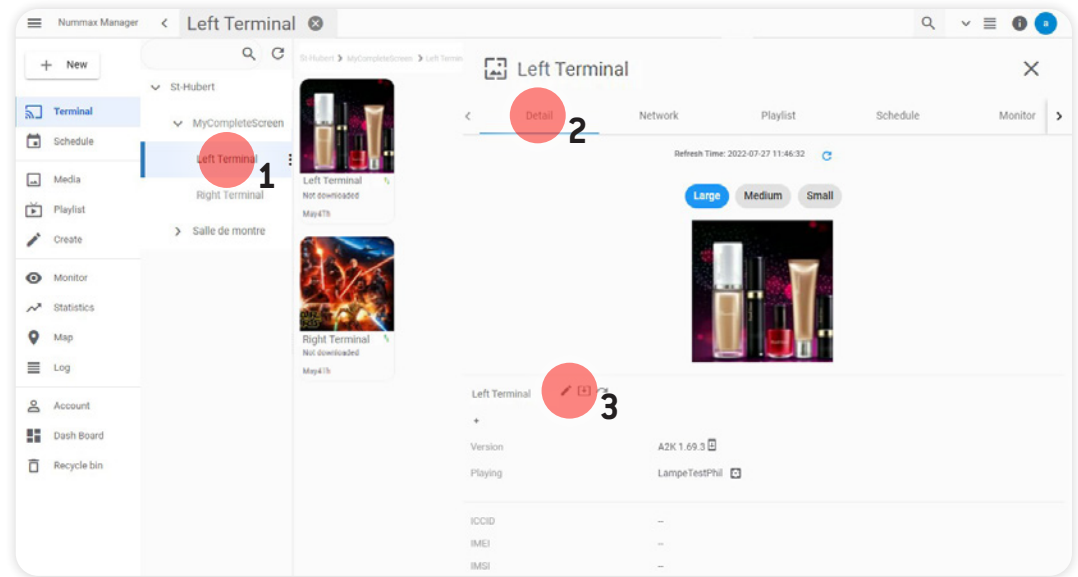
### 1. Configure the terminals (Steps described for your information. All is configured by Nummax at the factory)

Creation of a terminal group (see section Create terminal groups) that you can name «MyCompleteScreen» in which we will put the terminals.





1. Select the first terminal.
2. In the information page, **Detail** tab.
3. Click to edit the name.



Name the 1st terminal

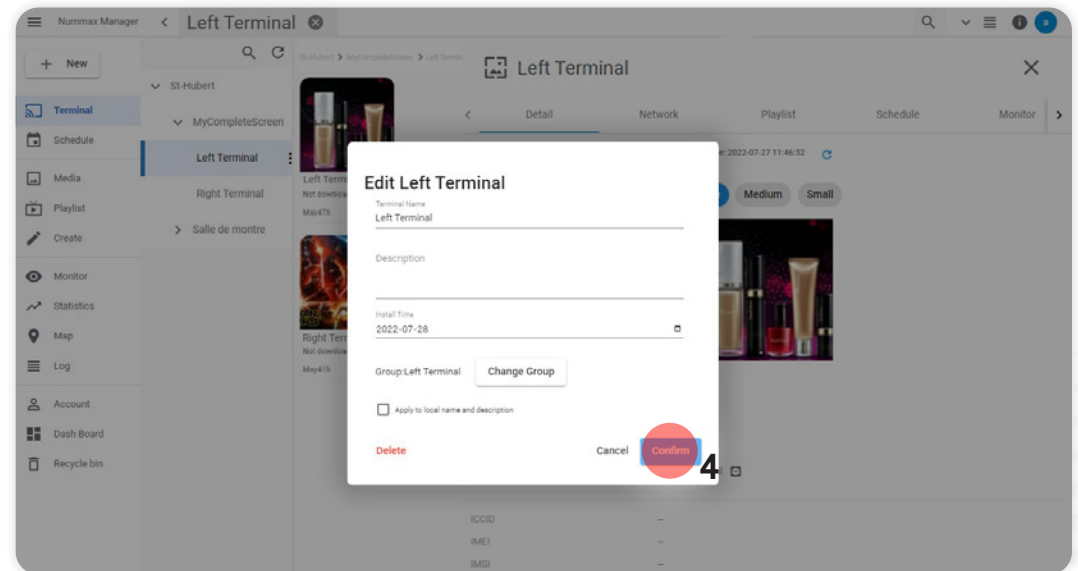
In the description area enter the origin coordinates and the terminal pixel size according to the following scoring protocol: (origin x.origin y.length.height)

For our example we would have: (0.0.160.160) for the first terminal, and (160.0.160.160) for the 2nd terminal

In the 2nd terminal the origin X coordinate is offset by 160 pixels

Assign the terminal to **“MyCompleteScreen”** group

4. **Confirm** your settings

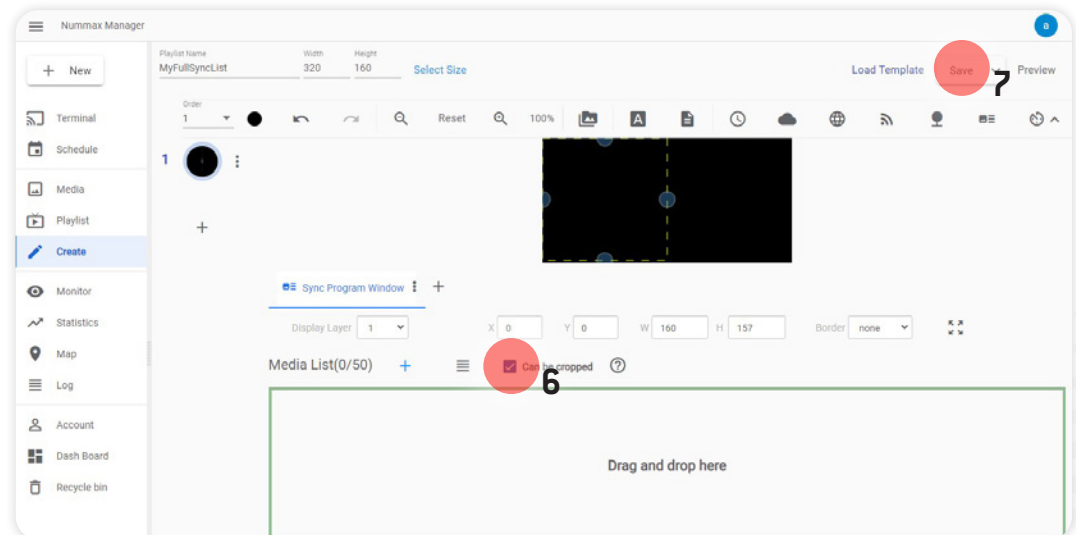
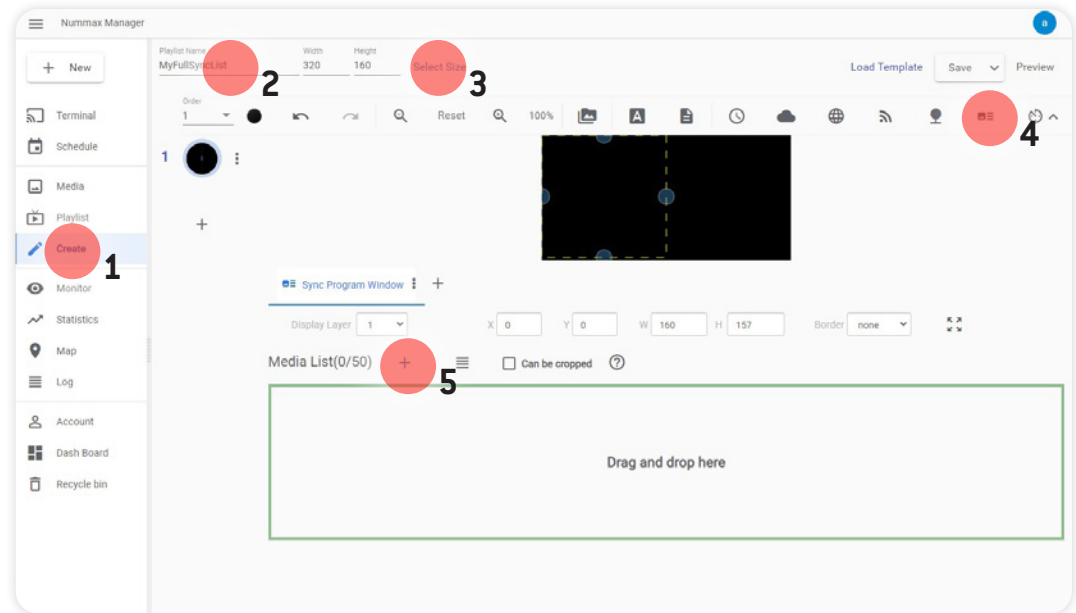


## Create a playlist

Upload your media to the size of the entire screen (our example 320 x 160 pixels) see the Add media section. For faster software processing, we recommend that you use media prepared to the exact pixel size of the entire screen.

1. Click on **Create** a playlist
2. Give it a name easy to identify
3. Input the complete screen pixel size
4. Click on the **Sync Play** icon. Enter the origin X 0 and Y 0 and the dimensions L 160 and H 160 The width and height 160 x 160 are used to indicate to the system what is a single terminal dimension
5. From the media library, **drag and drop** your media into the tab area. You can put several media in it at the same time.
6. Check the **Can be cropped** box. This tells the software that it will have to cut the media (images and videos).
7. **Save**

Depending on the quantity and size of your media, your list processing time can be long. The software proceeds to cut each media.

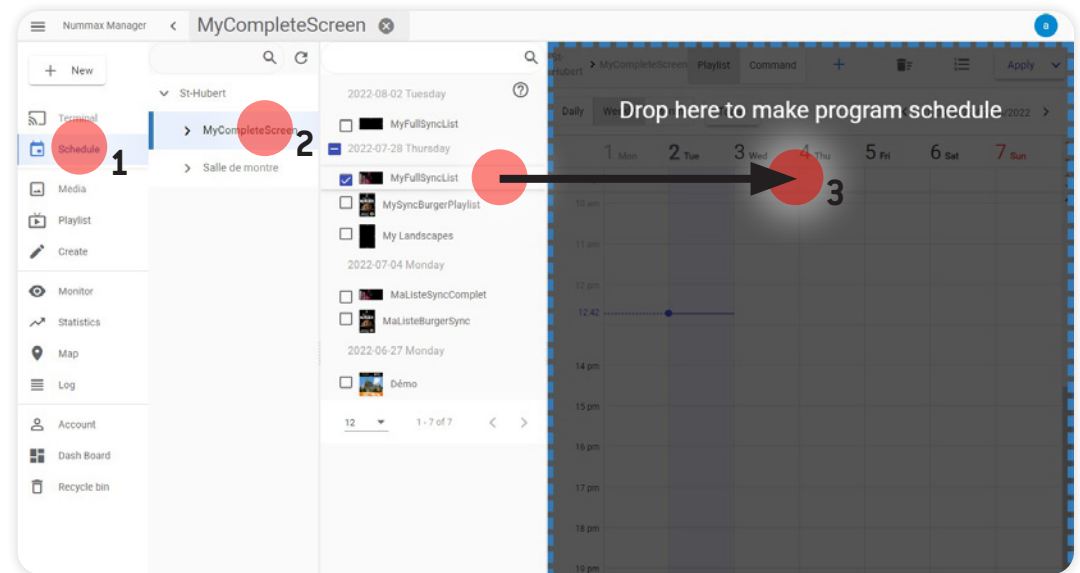



## Publish the playlist


1. Click on **Schedule** in the left menu
2. Select the group containing the terminals
3. From the playlist library, **drag and drop** the list into the calendar.

You can set specific schedule for this playlist or leave it in standard rotation mode for permanent broadcasting.

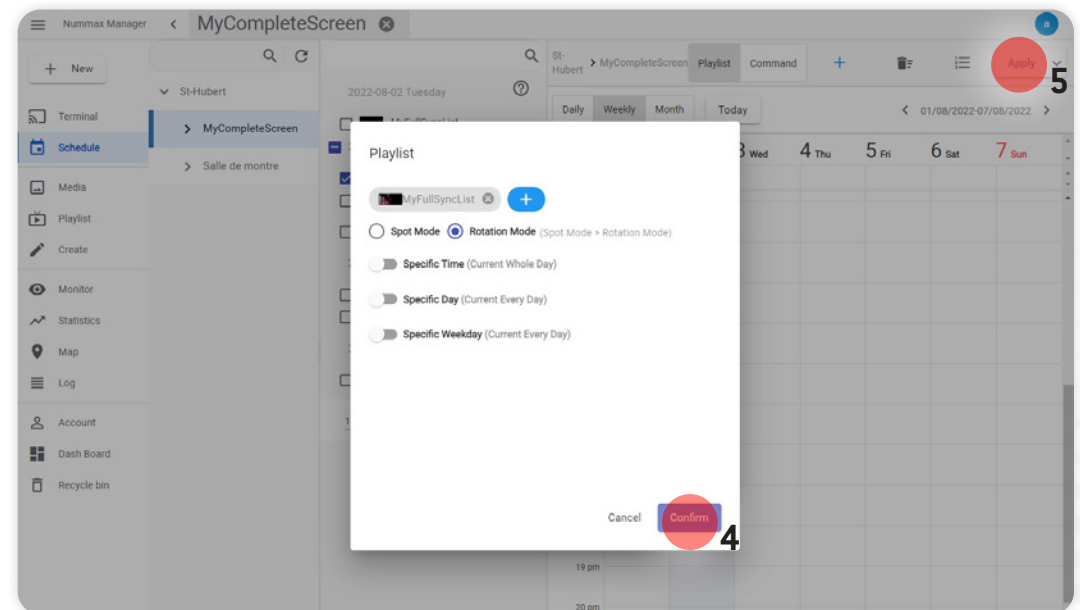
4. **Confirm**
5. Then **Apply** the schedule



 Your synchronized playlist will display the content on the entire surface of the 2 terminals joined as one large screen.

 Some restrictions apply in the use of cut-to-sync media

1. A created and distributed playlist cannot be edited and applied (no addition of media to cut). Only media time settings can be adjusted or other unsynchronized content in the list.
2. Slicing files can take a long time depending on the format and type of compression. Nummax recommends you do your own tests for what works best for you. (.mp4, .avi, .mov, ...)



NMAIO enables you to program 2 types of elements in your terminals: Commands and Playlists.

## PROGRAM COMMANDS

Programming commands is a very useful function for terminal administrators.

This allows you to set the terminal start-up and shut-down time, program its brightness or reboot it.

1. Click on **Schedule** on the left.
2. Select **Command**.
3. Click on **+**.

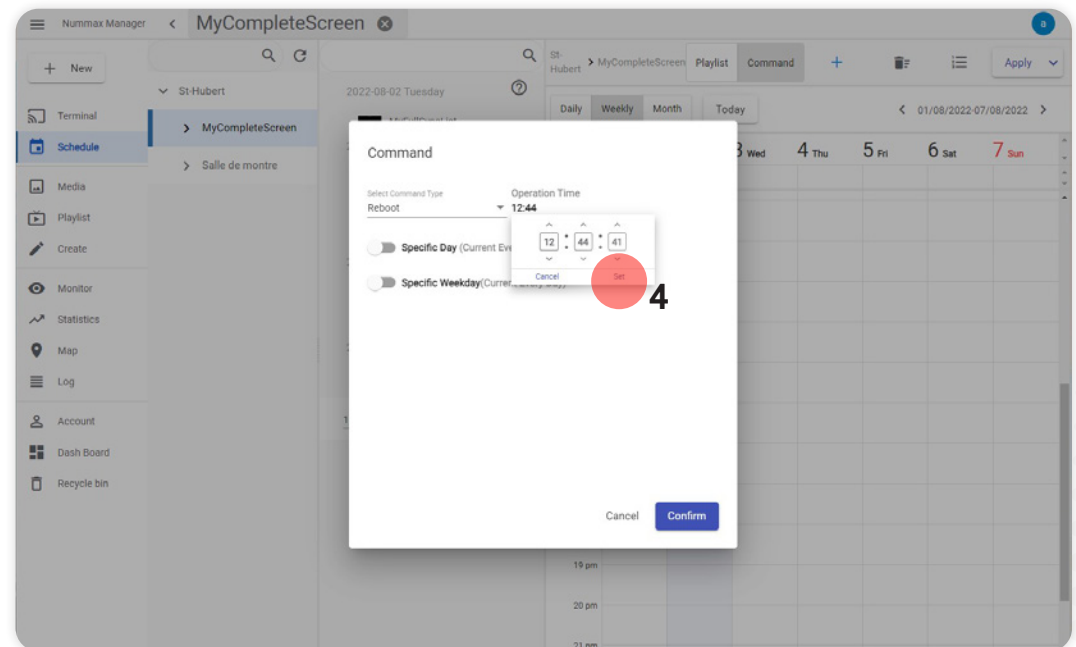
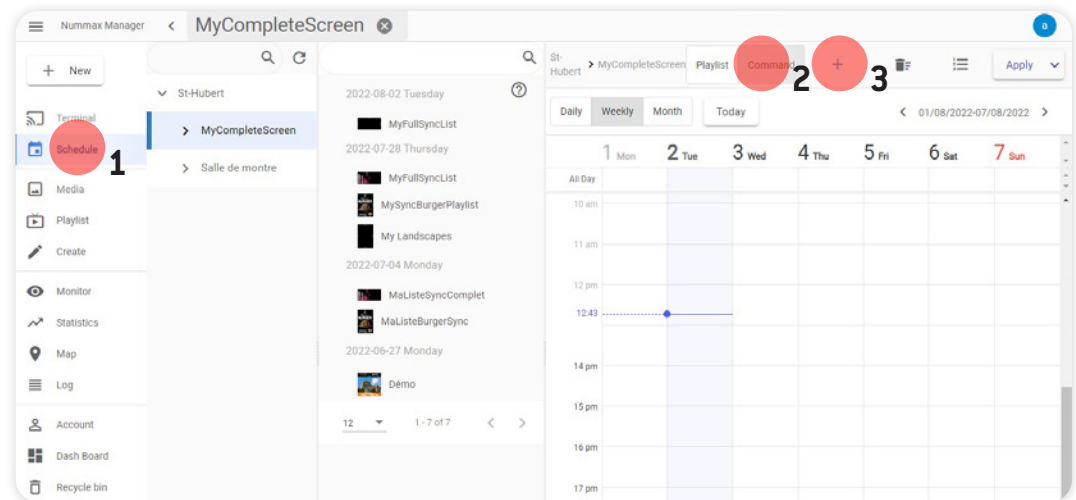
In the modal window **select the command**, for example: Reboot.

Click on **Operation Time**.

4. Adjust the time and click **Set**.

This establishes the command's activation time.

If you confirm and save your schedule, the command will be activated every day at the programmed time.

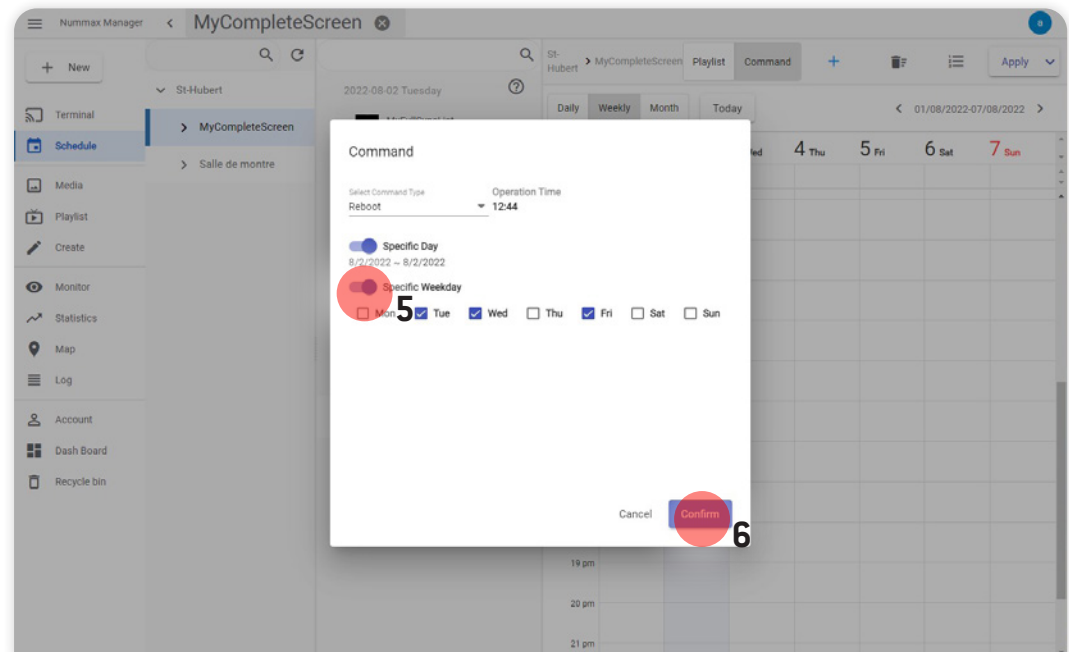


If you activate the **Day** option, you can choose a specific day or a period.

5. You can choose **Specific weekday** and the command will be executed.

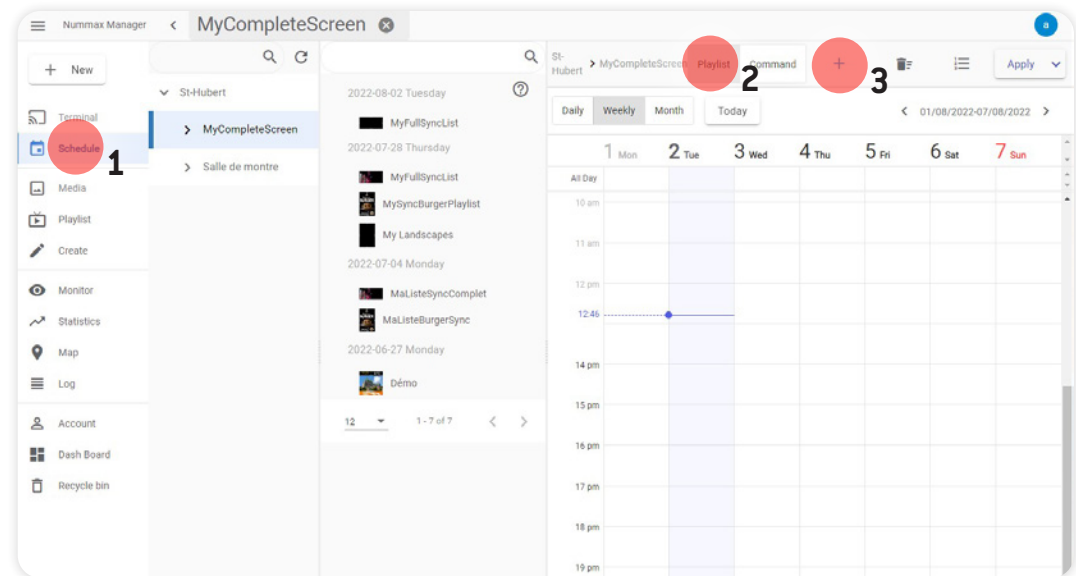
These options can be combined to provide advanced programming.

6. Click on **Confirm**.

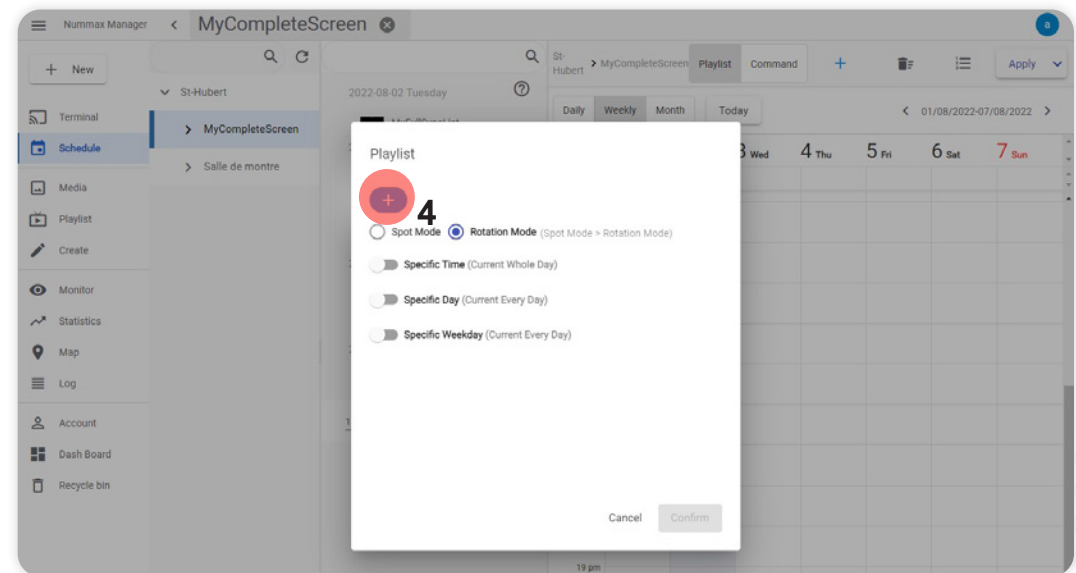


## SCHEDULE BROADCAST OF A PLAYLIST

1. In the **Schedule** section
2. Click on **Playlist**
3. Then **click on +**.



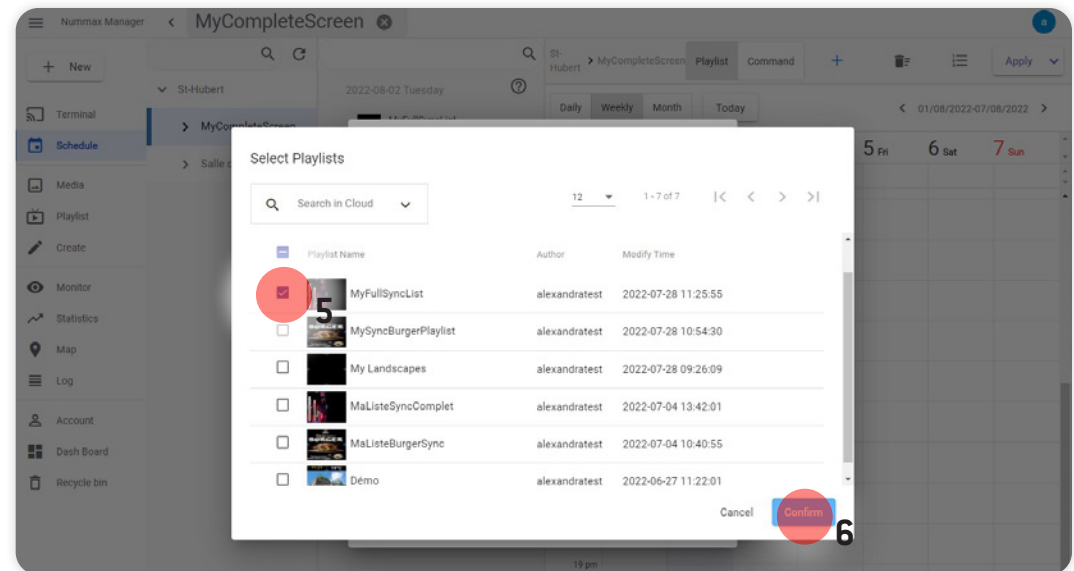
4. In the modal window, **click on +** to display the available playlists.



Wait a few moments and all the available playlists will appear.

6. Select the playlist(s) to schedule.

7. Click Confirm.



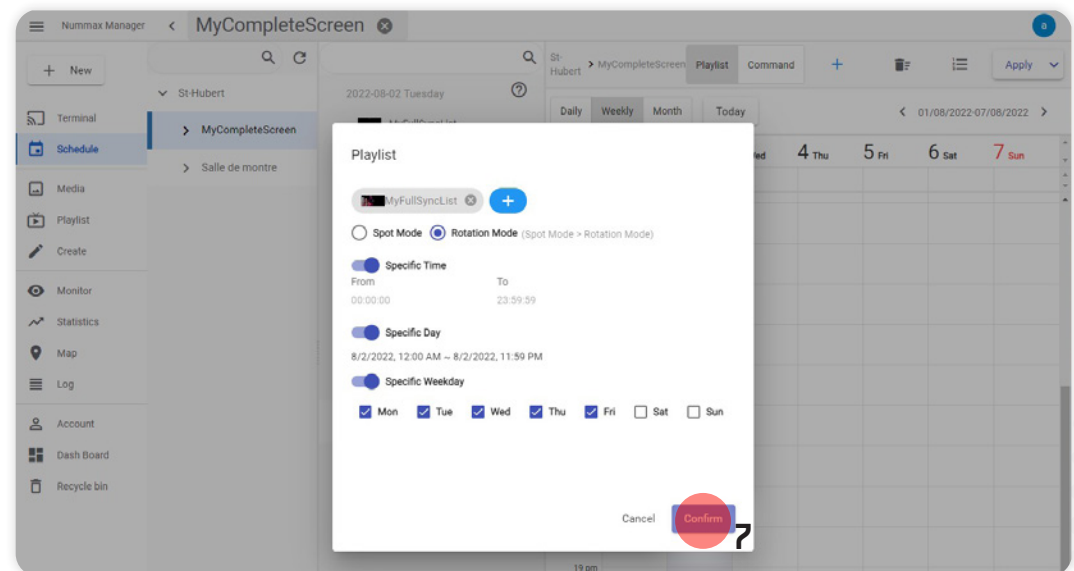
There are 2 possible options: **Spot mode** and **Rotation mode**.

**Rotation mode** is the default mode. It adds the playlists into the general programming and displays them in succession.

**Spot mode** makes the playlists exclusive, broadcasts only these playlists and interrupts the broadcast of other non-priority playlists.

With the **Time**, **Day** and **Weekday** options, you have the flexibility to display your playlists at a specific time and for a specific period.

8. Click **Confirm** to add the playlist to the schedule.

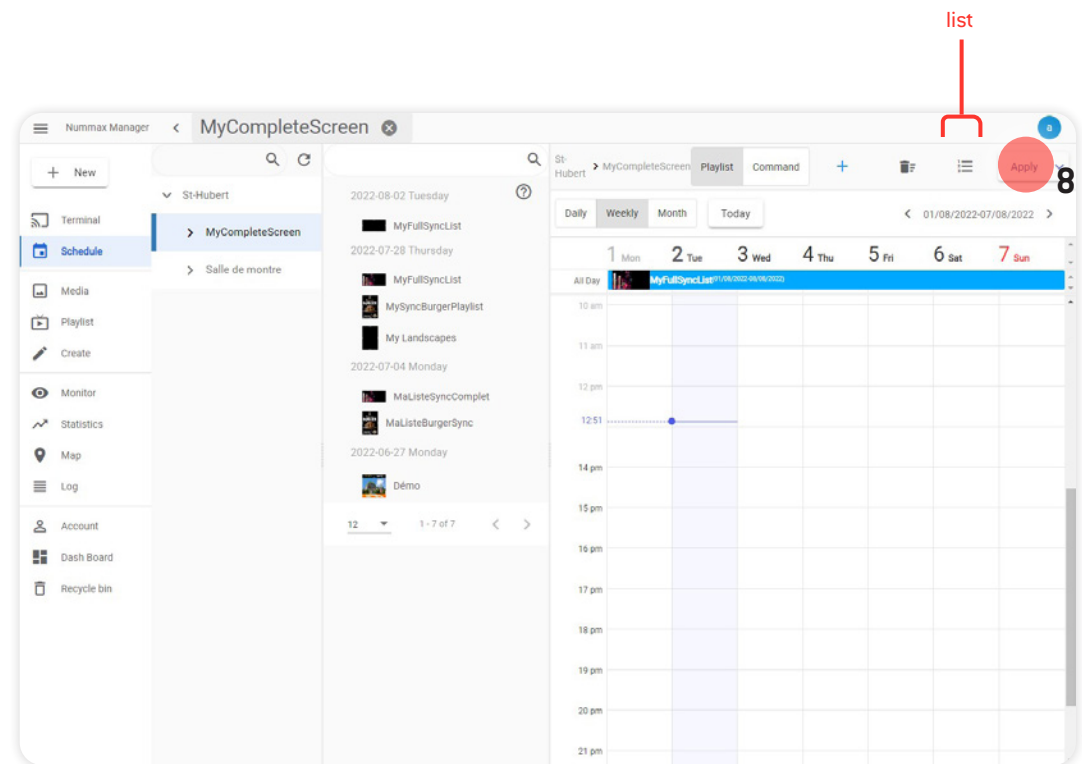


## PUBLISH THE SCHEDULE ON YOUR TERMINAL

8. When all your programming is done, you must click on **Apply** in the upper right to save your schedule and publish it all in your terminal.

It will update itself within a few seconds.

If your schedule is very full with programs, you can change the display by clicking on the **list** icon in the upper right.





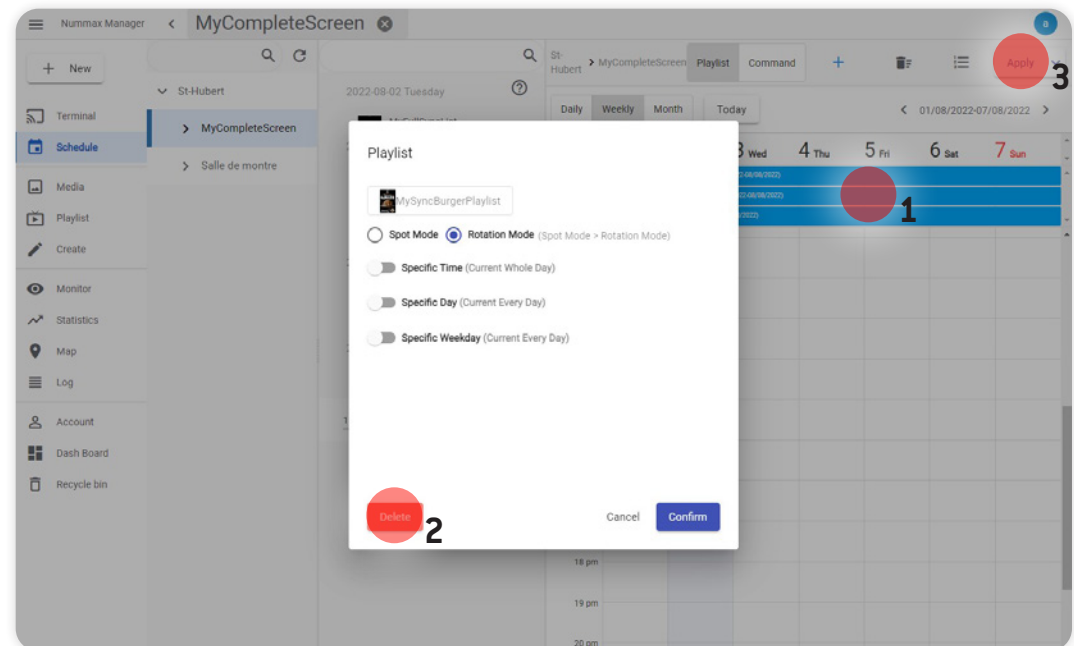
## REMOVE A PLAYLIST FROM THE SCHEDULE

Each program can be edited individually and deleted, if necessary.

1. Click on the playlist to edit In your schedule.
2. You can edit the settings in the modal window but you can remove the playlist from your schedule by clicking **Delete** on the lower left.
3. Click on **Apply** to approve your schedule modification.

Your display will update its broadcast.

You are now ready to get the most out of your Nummax terminal !



You are equipped with a Nummax terminal and you are ready to use our Nummax Manager AIO broadcasting software. It is important that your image and video media are already calibrated, edited and finalized before loading them into the software.

Whatever your version of Nummax Manager, it is not video editing or photo editing software.

You can do some basic editing (slideshow, link sequences, display information [clock, weather, RSS feed, ...]) See our [Create a playlist](#) chapter. But you may have a need for more advanced marketing preparation.

So how do you do it?























You can use a communication agency or a graphic design service provider to prepare your content, but you can also create your media yourself using a variety of software.



## FREE CONTENT CREATION SOFTWARE

There are many professional, paid software programs you can use to edit video sequences or make photo montages, but you can also use free equivalents that work on both PC and Mac.

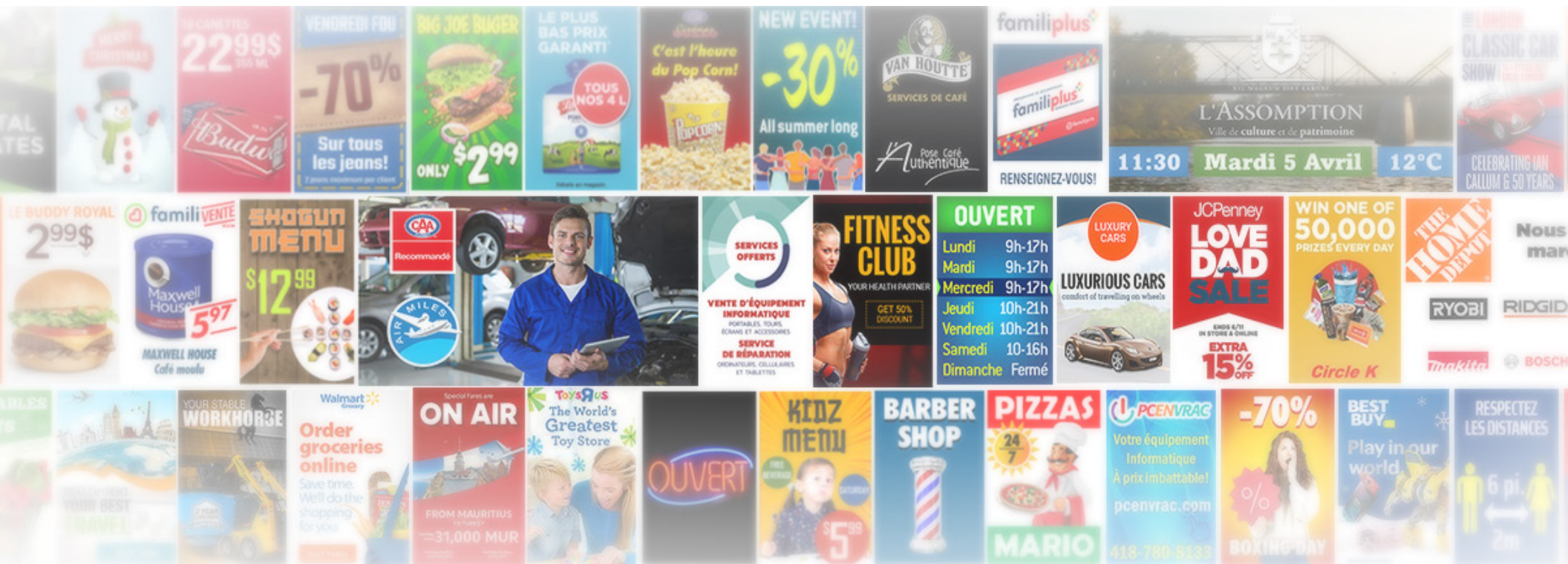
All your creations can be exported in image or video format and uploaded to Nummax Manager.

Paid software	Free software	Link
<b>Photo editing</b>		
 Photoshop	 Gimp	<a href="http://gimp.org">gimp.org</a>
 Corel Painter		
 Affinity Photo		
<b>Video editing and special effects</b>		
 Premiere Pro	 Openshot	<a href="http://openshot.org">Openshot.org</a>
 After effects	 Windows Movie Maker	
 Final Cut	 iMovie (Mac)	
 Motion5		
<b>Presentation</b>		
 Powerpoint	 OpenOffice Impress	<a href="http://openoffice.org">openoffice.org</a>
	 Canvas	<a href="http://canvas.com">canvas.com</a>
	 Keynote (Mac)	
<b>Vector drawing</b>		
 Illustrator	 Inkscape	<a href="http://inkscape.org">inkscape.org</a>
 Corel Draw	 OpenOffice Draw	<a href="http://openoffice.org">openoffice.org</a>
 Affinity Designer		
<b>Video player / converter</b>		
 Adobe Media Encoder	 VLC	<a href="http://videolan.org">videolan.org</a>

# Need help creating your marketing content?

Do not search anymore!  
Take advantage of our graphic design services.

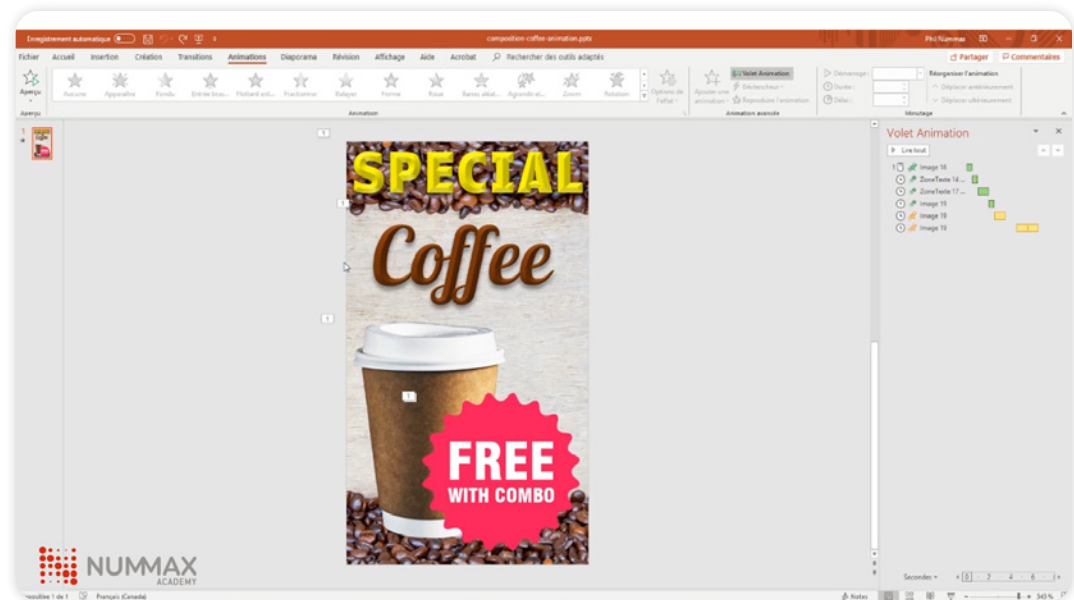
Contact us to receive our documentation.  
1-877-255-3471 ext 204 | [info@nummax.com](mailto:info@nummax.com)





## PREPARE YOUR CONTENT WITH POWERPOINT

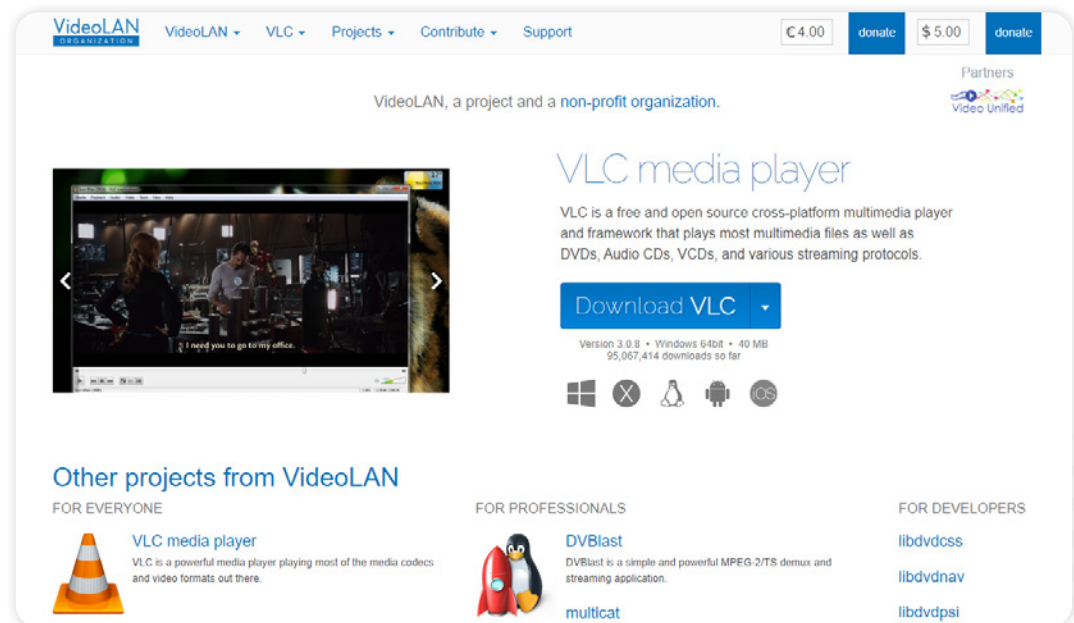
If you would like to work with PowerPoint, visit our [nummax.com/academy/](http://nummax.com/academy/) page in the video section and watch our video «Creating your content with PowerPoint».



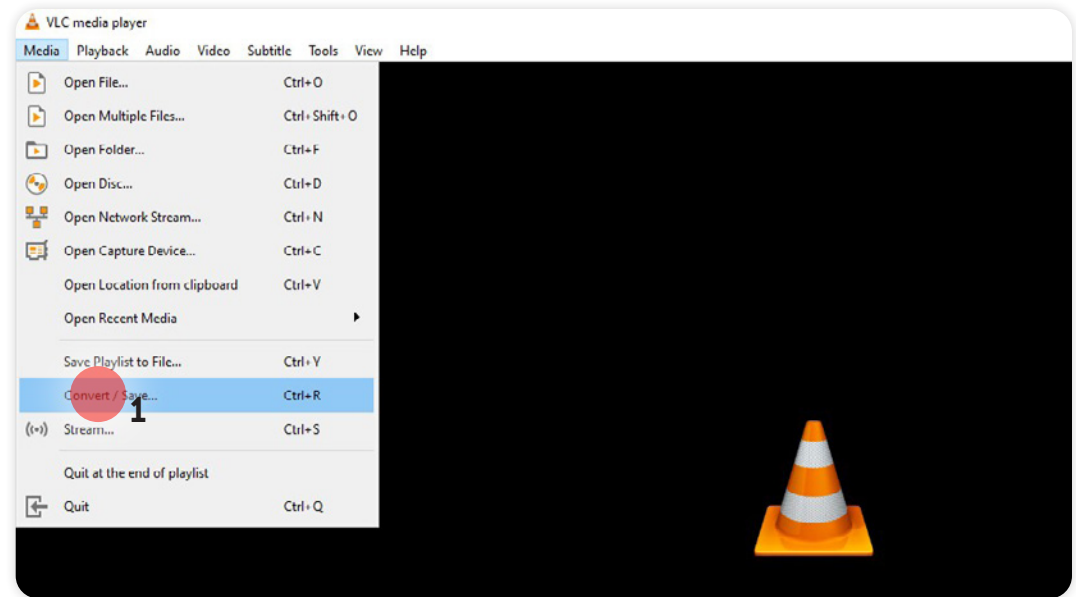
## CONVERT YOUR VIDEOS INTO .MP4 WITH VLC

Finally, a very practical and free tool is the VLC video player, which is capable of converting video standards. You will be able to convert all your video sequences into .mp4 if they are in another standard.

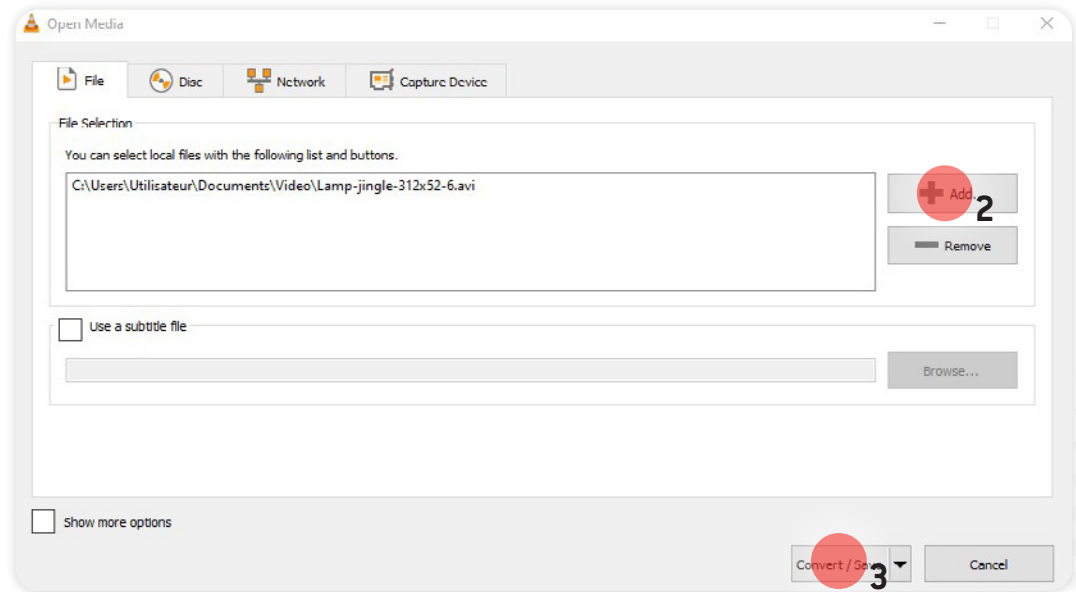
Go to [videolan.org](http://videolan.org), download and install the reader.



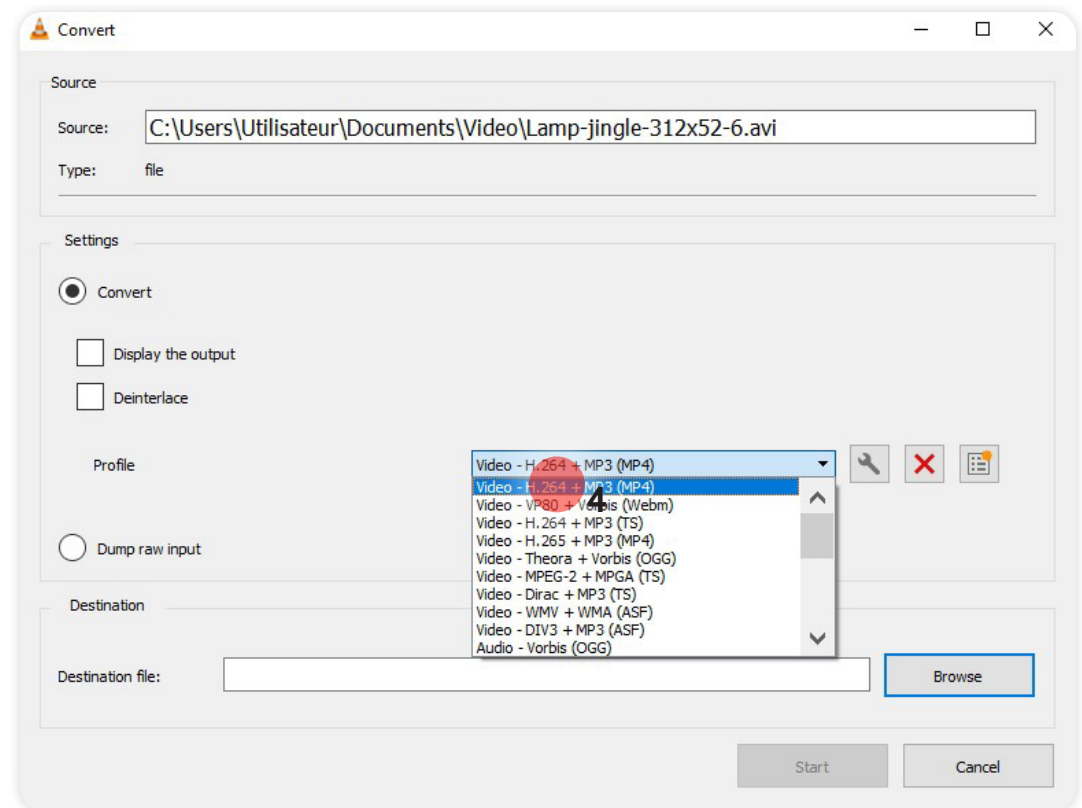
1. In the upper left menu, click on **Media > Convert/Save**.



2. Click **Add** and find the file to convert.
3. Then click **Convert/Save**.



4. In Profile, choose **Video - H.264+mp3 (mp4)**.



5. Click **Browse** and choose your destination file for the conversion.

6. Then click on **Start**. Wait for the file to convert.

Your mp4 files can be uploaded to Nummax Manager.

