



# User's Guide

Content and broadcast management software

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# General Information

Nummax Manager is a SaaS (Cloud) software that allows you to connect to your displays to broadcast and manage your content. The connection can be made from any location from your connected devices (computer, tablet, cell). You can broadcast images, videos and web links.

**All your content must be prepared beforehand. Nummax Manager does not support video editing or graphic design.**



Here is the working recommended process to broadcast content with Nummax Manager.

## 1

### Fill the librairy

Your medias must ready to use  
in the correct pixel dimensions



## 2

### Create sequences

Set the interactivity (optional)  
Organize sequences' order  
Set timelines (calendar)



## 3

### Send to your terminal

Save to the server

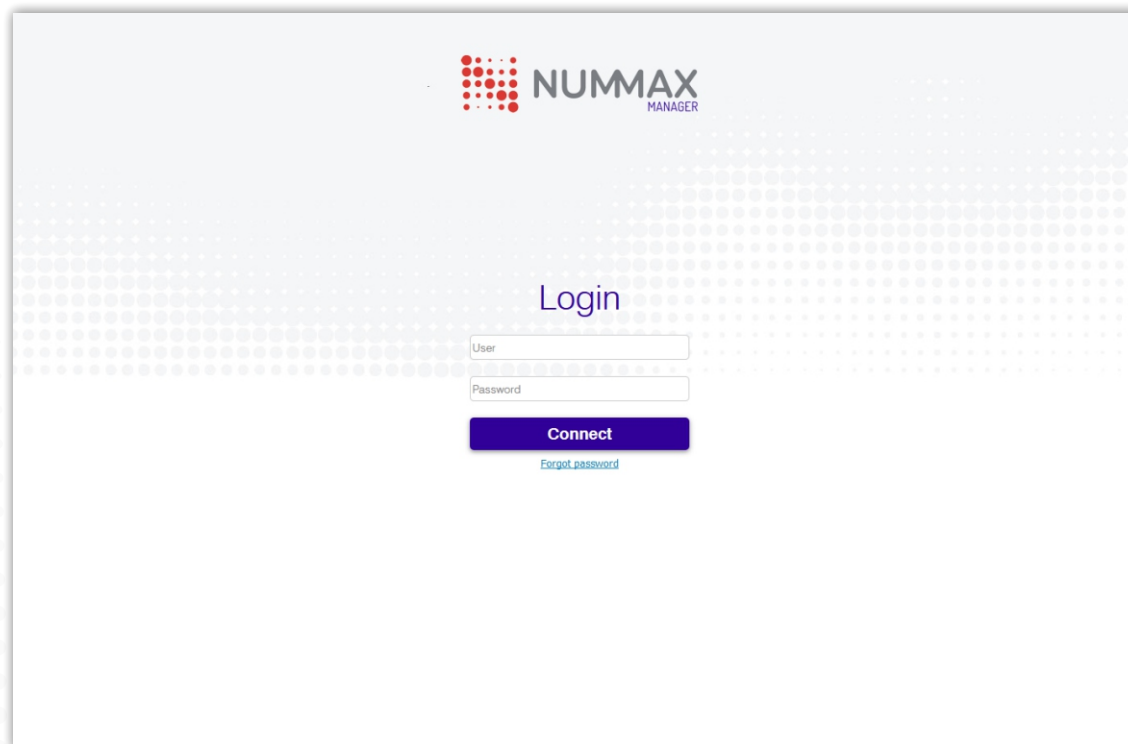




Log In

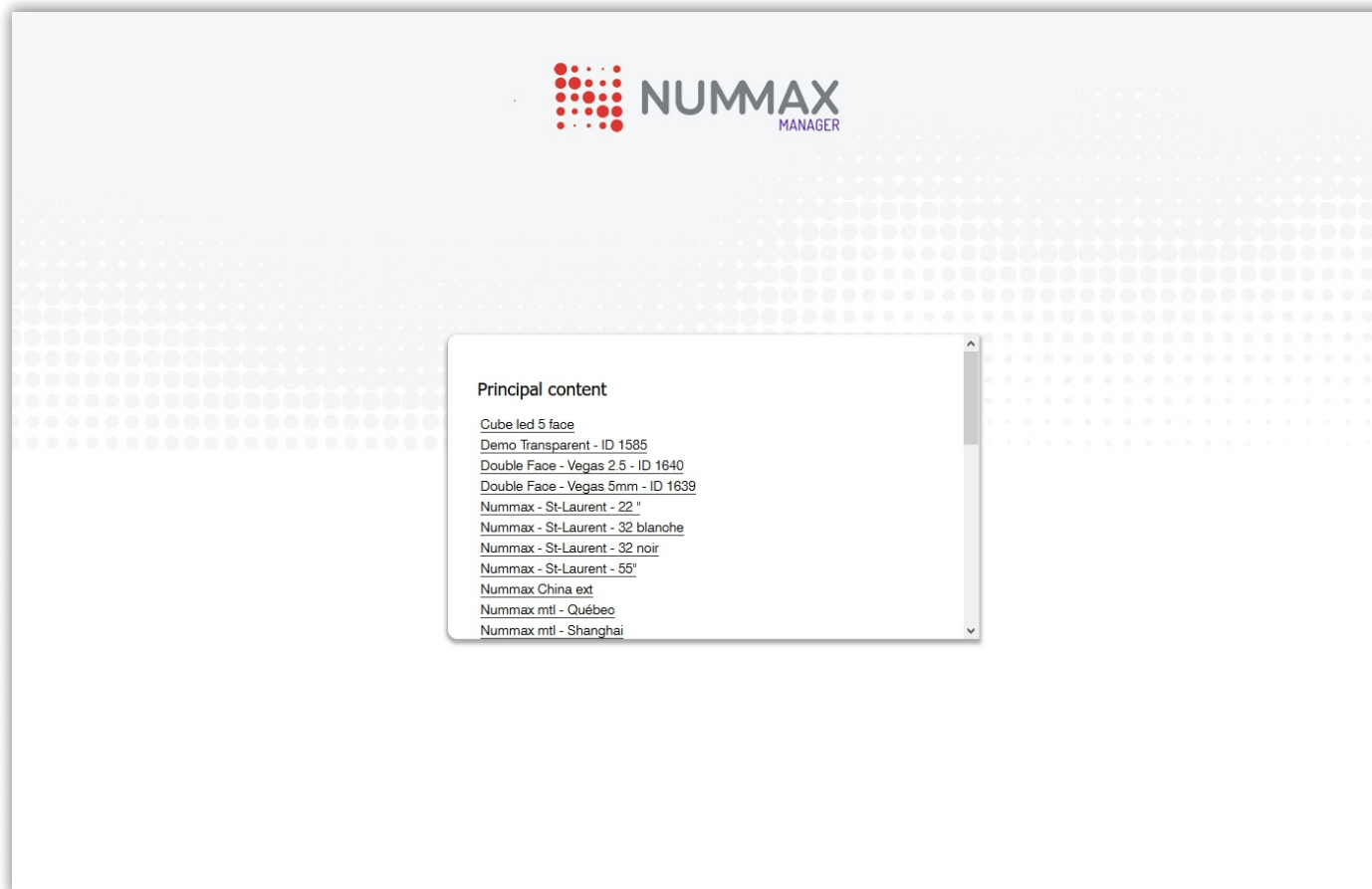
With your browser, access to the site: **www.NummaxManager.com**

In the home page, log in with your credentials (provided by Nummax)



The image shows a login form for Nummax Manager. At the top center is the Nummax Manager logo, which consists of a red grid of dots to the left of the text 'NUMMAX' in a bold, sans-serif font, with 'MANAGER' in a smaller font below it. Below the logo, the word 'Login' is centered in a purple, sans-serif font. Underneath 'Login' are two input fields: the first is labeled 'User' and the second is labeled 'Password'. Below these fields is a purple button with the word 'Connect' in white. At the bottom of the form, there is a link that says 'Forgot password' in a small, blue, underlined font.

A window opens containing the list of displays connected to your account.  
Click on the product on which you want to broadcast your content.



You access the main window BROADCASTING PLAYLIST where appear contents currently programmed and broadcast on the previously selected display.

The screenshot shows the Nummax Manager interface for the BROADCASTING PLAYLIST. The top navigation bar includes buttons for BROADCASTING, LIBRAIRIES, PICK-LIST, ACCESSIBLE ELEMENT, and LOG OUT. The main area displays a grid of four programmed sequences (5, 6, 7, 8) with their respective thumbnails and controls. The bottom section contains buttons for View playlist, Save temporarily, Save to server, and Copy. A status bar at the top right shows the selected display: Log as : Ring Lamp Rouge - Vegas - ID 1637.

**Annotations:**

- Create playlists**: Points to the BROADCASTING button.
- Manage your medias**: Points to the LIBRAIRIES button.
- Create Pick-lists**: Points to the PICK-LIST button.
- Access to your displays**: Points to the ACCESSIBLE ELEMENT button.
- Menu**: Points to the top navigation bar.
- Selected display**: Points to the status bar showing "Log as : Ring Lamp Rouge - Vegas - ID 1637".
- Create a sequence**: Points to the "Add a sequence" button.
- Change list presentation**: Points to the "Broadcasting display mode" radio buttons (Visual/List).
- Programmed sequences (Playlist)**: Points to the grid of sequence cards.
- Reorganize sequences' order**: Points to the "Move the sequence" and "Switch positions" controls.
- Display simulator**: Points to the "View playlist" button. (requires the installation of a specific program on your computer. Option not available by default.)
- Save the sequences' playlist in the cloud for further work**: Points to the "Save temporarily" button. (The playlist is not broadcast on the display)
- Broadcast the playlist in your display.**: Points to the "Save to server" button. All the contents will be uploaded in the display. (Consider 3-5 min delay before the display updates)

# Broadcasting

This menu is used to add one or more sequences that you want to broadcast.

The playlist makes it possible to create a fluid (not redundant) reading of the information. It allows the mixing of sequences.

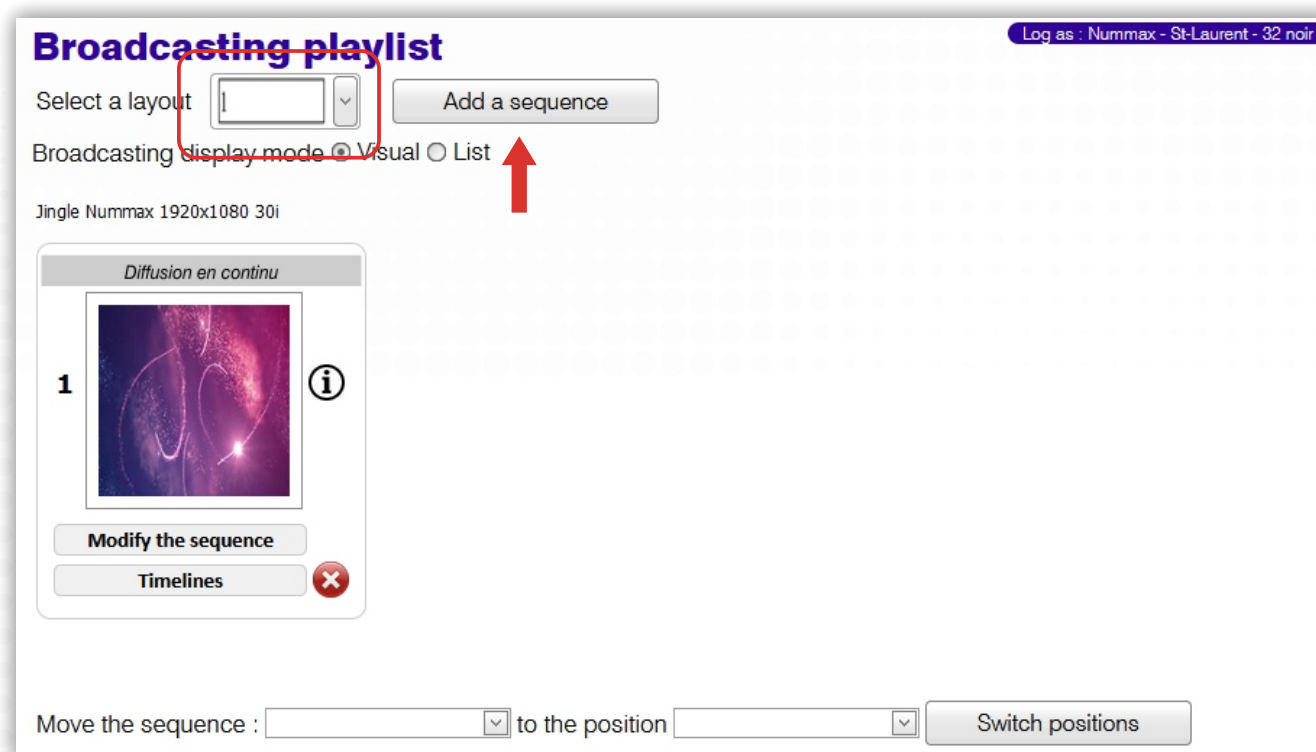
Here are the different options available in this window:

1 - Select a layout. It allows you to display the images on your screen in different ways:

full screen, two horizontal zones, two vertical zones, three zones 1, three zones 2, three zones 3, three zones 4,...

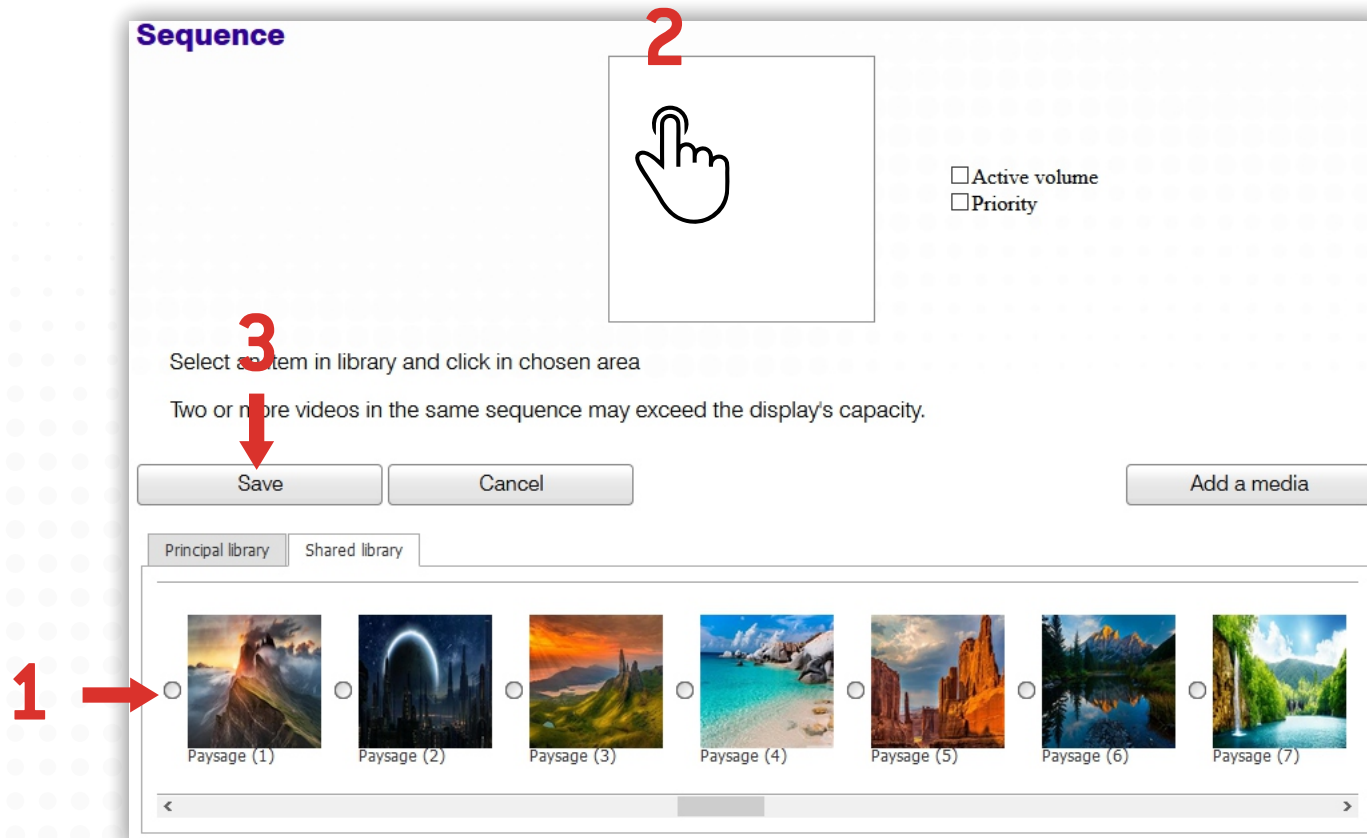
The full screen template is the default one. It is almost the only one used!

2 - Click on « Add a sequence »

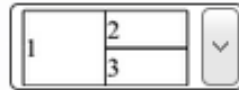


- 1 - Select a media in the library
- 2 - Click in the area where you want to display the media
- 3 - Click « Save » to add the sequence to your playlist

You have the options of **Active Volume** (to broadcast the audio in the displays or kiosks equipped with sound system) and **Priority** (to give priority to this sequence on the whole playlist. It is best used with timeline programming - See sequences programming examples page 31).



Example with a multi zone layout



Important:

- Choosing a multizone layout will divide the number of pixels of the display. (Eg: for a total display 1920x1080 would be with this example, zone 1=960x1080, zone 2=960x540, zone 3=960x540. You must prepare your medias accordingly)
- All thumbnails and layouts appear square in Nummax Manager. But the measurements in pixels, dimensions and proportions are respected in the actual broadcast on your display.

## Sequence



- ☐ Active volume
- ☐ Priority

Select an item in library and click in chosen area

Two or more videos in the same sequence may exceed the display's capacity.

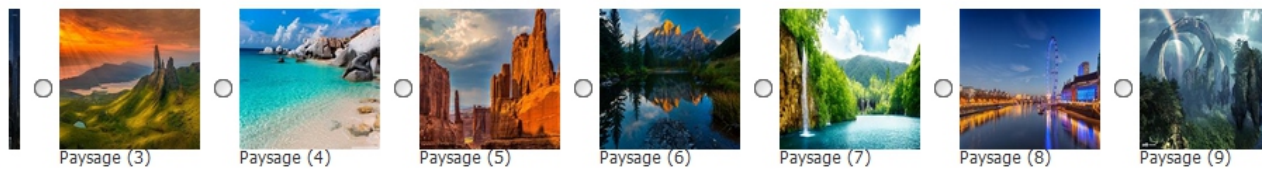
Save

Cancel

Add a media

Principal library

Shared library



The new sequence is added.

You can click "Save Temporarily" to save your list in Nummax Manager and / or "Save to Server" to **save** and **broadcast** contents in your display.

The screenshot shows the 'Broadcasting playlist' interface in Nummax Manager. At the top, there are navigation tabs: BROADCASTING, LIBRAIRIES, PICK-LIST, ACCESSIBLE ELEMENT, and LOG OUT. The 'Broadcasting playlist' title is in purple. A status bar on the right says 'Log as : Nummax - St-Laurent - 32 noir'. Below the title, there's a 'Select a layout' dropdown and an 'Add a sequence' button. The 'Broadcasting display mode' is set to 'Visual' (radio button selected) with a 'List' option. Two sequences are listed: 'Jingle Nummax 1920x1080 30i' and 'Horloge LED - Fond noir, Paysage (7), Paysage (3)'. Each sequence has a 'Diffusion en continu' status, a thumbnail, a number (1 and 2), an info icon, a 'Modify the sequence' button, and a 'Timelines' button with a red 'X' icon. At the bottom, there's a 'Move the sequence' section with two dropdowns and a 'Switch positions' button. The bottom bar contains four buttons: 'View playlist', 'Save temporarily', 'Save to server', and 'Copy'. Two red arrows point to the 'Save temporarily' and 'Save to server' buttons.

BROADCASTING LIBRAIRIES PICK-LIST ACCESSIBLE ELEMENT LOG OUT

### Broadcasting playlist

Log as : Nummax - St-Laurent - 32 noir

Select a layout  Add a sequence

Broadcasting display mode ☒ Visual ☐ List

Jingle Nummax 1920x1080 30i Horloge LED - Fond noir, Paysage (7), Paysage (3)

Diffusion en continu

1

22:28

Modify the sequence

Timelines

Diffusion en continu

2

22:28

Modify the sequence

Timelines

Move the sequence :  to the position  Switch positions

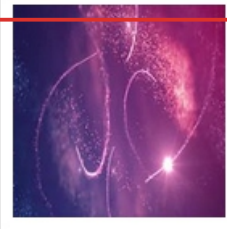
View playlist Save temporarily Save to server Copy

## DETAILED DEFINITION OF BROADCAST TYPES

- Broadcasting:** Play a video or sound as it arrives on the computer, without stopping.
- Contains broadcast delay:** Time determined for a sequence to run (Date-Time - Broadcast Times).
- Priority Sequence:** Define the primacy of one sequence over another.
- Expired Broadcast Delay:** Timeline has expired, the sequence is not playing anymore.

Jingle Nummax 1920x1080 30i
Nummax corporatif
Paysage (1)
Paysage (12)


*Diffusion en continu*

1

i

Modify the sequence

Timelines ✕

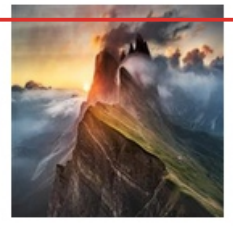
*Contient un délai de diffusion*

2

i

Modify the sequence

Timelines ✕


*Séquence prioritaire*

3

i

Modify the sequence

Timelines ✕

*Délai de diffusion expiré*

4

i

Modify the sequence

Timelines ✕

- ...
- ...
- ...
- ...

# Timelines



To add a Timeline (temporal programming of a sequence) click on the button "Timelines".




**BROADCASTING** **LIBRAIRIES** **PICK-LIST** **ACCESSIBLE ELEMENT** **LOG OUT**




**Broadcasting playlist** Log as : Nummax - St-Laurent - 32 noir




Select a layout  Add a sequence

Broadcasting display mode ☒ Visual ☐ List

Jingle Nummax 1920x1080 30i Paysage (1) Trailer-Aquaman

**1** *Diffusion en continu*    
Modify the sequence  
Timelines 

**2** *Diffusion en continu*    
Modify the sequence  
Timelines 

**3** *Diffusion en continu*    
Modify the sequence  
Timelines 

Move the sequence :  to the position  Switch positions

View playlist Save temporarily Save to server Copy

Click << Add a timeline >>


BROADCASTINGLIBRAIRIESPICK-LISTACCESSIBLE ELEMENTLOG OUT

## Broadcasting timeline

Log as : Nummax - St-Laurent - 32 noir

Jingle Nummax 1920x1080 30i

Diffusion en continu



#	Start date	End state	Start time	End time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Daily
No timeline												

Add a timeline

Modify

Delete

Back

Program the schedule for this sequence.

Day or broadcast period (eg: during holidays, national holiday, event, ...)

Start and end time


Day of the week

Then "Save"

**Broadcasting timeline** Log as : Nummax - St-Laurent - 32 noir

Jingle Nummax 1920x1080 30i

Diffusion en continu



Start day  End day  **Daily**

Start time  End time

**Sunday** ☒ **Monday** ☒ **Tuesday** ☒ **Wednesday** ☒ **Thursday** ☒ **Friday** ☒ **Saturday** ☒

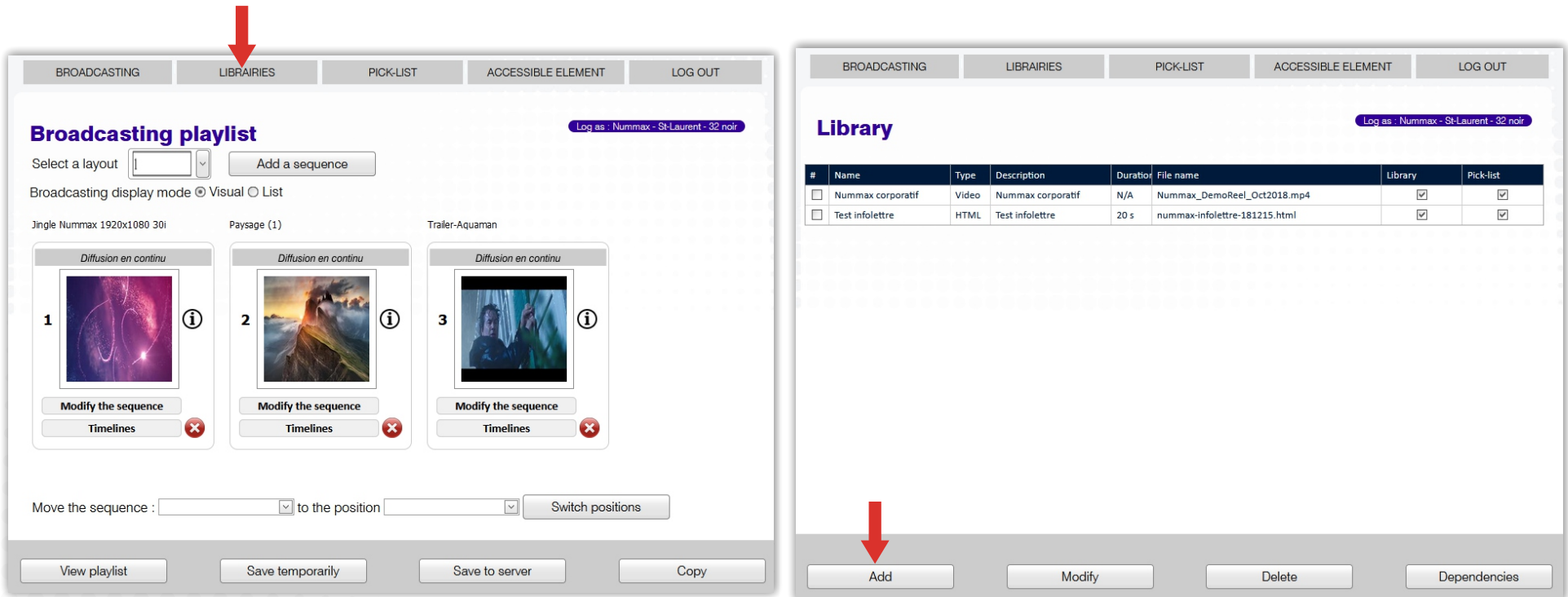
**Save** **Cancel**

**Important:**

- For a 24h broadcasting for a specific period, you must set the start time at 00:00:00 and end time at 23:59:59.
- A timeline combined with the option "Sequence priority" makes it possible to design complex programming which is triggered according to the delay and replaces the standard broadcast.

# Library management

To add your media files in your display library click on « Libraries »  
Then on « Add »



The left screenshot shows the 'Broadcasting playlist' page. At the top, there is a navigation bar with tabs: BROADCASTING, LIBRAIRIES (highlighted with a red arrow), PICK-LIST, ACCESSIBLE ELEMENT, and LOG OUT. Below the tabs, the page title is 'Broadcasting playlist'. There is a 'Select a layout' dropdown menu and an 'Add a sequence' button. Below this, there is a 'Broadcasting display mode' section with 'Visual' selected and 'List' as an option. The main content area shows three sequences: 'Jingle Nummax 1920x1080 30i', 'Paysage (1)', and 'Trailer-Aquaman'. Each sequence has a thumbnail, a 'Diffusion en continu' status, and buttons for 'Modify the sequence' and 'Timelines'. At the bottom, there is a 'Move the sequence' section with dropdown menus for selecting a sequence and a position, and a 'Switch positions' button. The right sidebar contains buttons for 'View playlist', 'Save temporarily', 'Save to server', and 'Copy'.

The right screenshot shows the 'Library' page. At the top, there is a navigation bar with tabs: BROADCASTING, LIBRAIRIES, PICK-LIST, ACCESSIBLE ELEMENT, and LOG OUT. Below the tabs, the page title is 'Library'. There is a table with columns: #, Name, Type, Description, Duration, File name, Library, and Pick-list. The table contains two rows: 'Nummax corporatif' (Video, N/A, Nummax\_DemoReel\_Oct2018.mp4) and 'Test infolettre' (HTML, 20 s, nummax-infolettre-181215.html). At the bottom, there is a red arrow pointing to the 'Add' button, and other buttons for 'Modify', 'Delete', and 'Dependencies'.

Media types:

Video - wmv, avi, mp4

Image - jpg, bmp, png

Web design: html

Web page: URL (The site will be displayed as an image and without interactivity. To add interactivity and navigate into the web site, see the annex for the process)

MULTI - Upload a batch of files (Nummax Manager will use the file name as a description and set by default the time to 10s for images. These settings are editable after the upload)

**Name:** If you want to name your file, which will allow you to recognize the content easily in the library.

This name will appear at the top of the sequence

**Description:** Describe the contents of your file (eg: resolution or specific comment).

**Duration:** Enter the length your media will be displayed. For videos, it will take one clip from the beginning.

**Use video duration** (video only): If you do not know the duration of your video, check this option.

**Accessible to the library:** Confirms the insertion of the media that is added in the management of the library (Recommended).

**Accessible to the pick-list:** Allows you to retrieve this content in the selection management (Recommended).

As soon as your choices are made, click on the << Add >> button.

### ADDING MEDIA

Type

Video

File

Browse...
No file selected.

Name

Description

Duration
seconds
☒ Use the video duration

☒ Access library

☒ Access pick-list

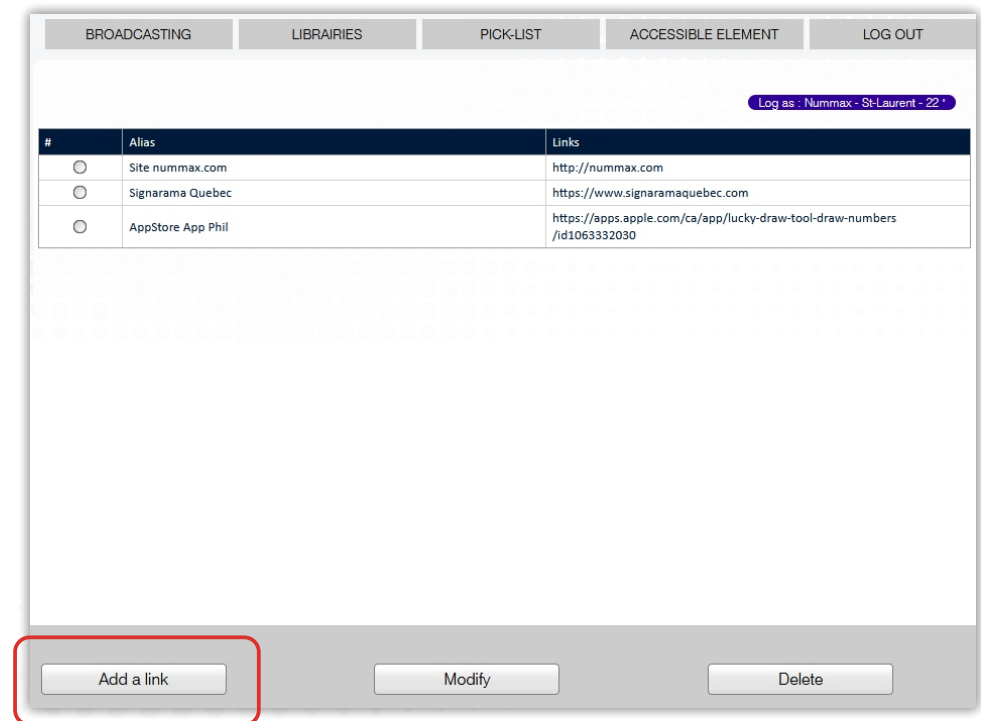
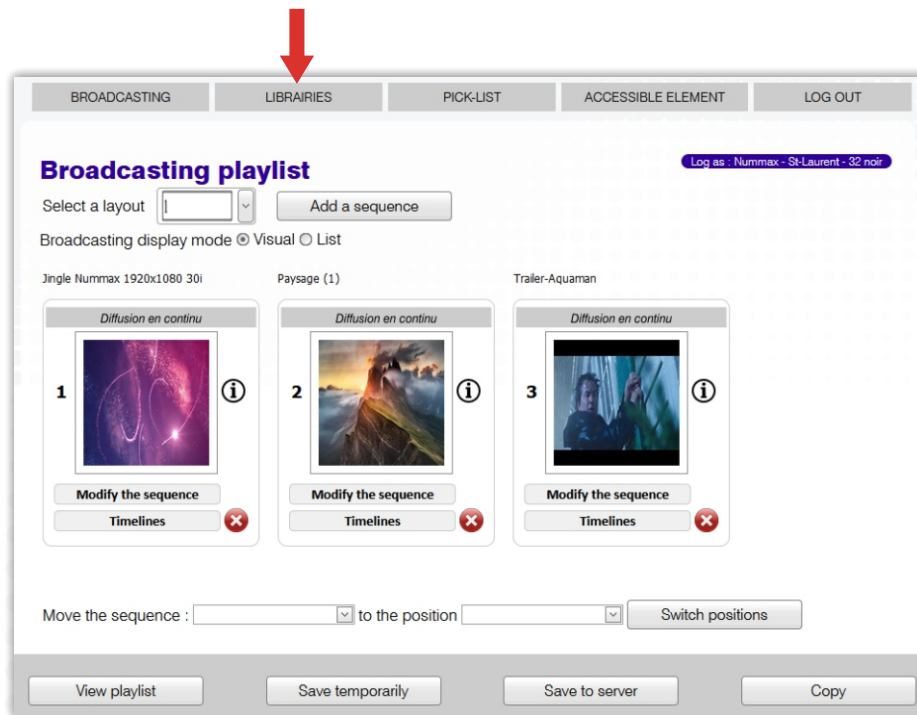
Add

Cancel

Learn how to easily create content with PowerPoint:

Watch our tutorial at: <http://nummax.com/academy/video.php>

To prepare web links that will be used to add interactivity to your kiosk, click on « Libraries » and then « Links Library »  
Then on « Add a link »




**Alias:** Name of the link (Important if the URL is a complex code address)

**Protocol :** Select if it is a secured URL (  ) or not (Locker in the browser URL bar)

**Link :** Input the URL address without << http:// >>.

Then click << Ok>>.

Important: HTTPS = 

**Adding a new link**

Alias

Protocol ☒ HTTP ☐ HTTPS

Link

- ...
- ...
- ...
- ...

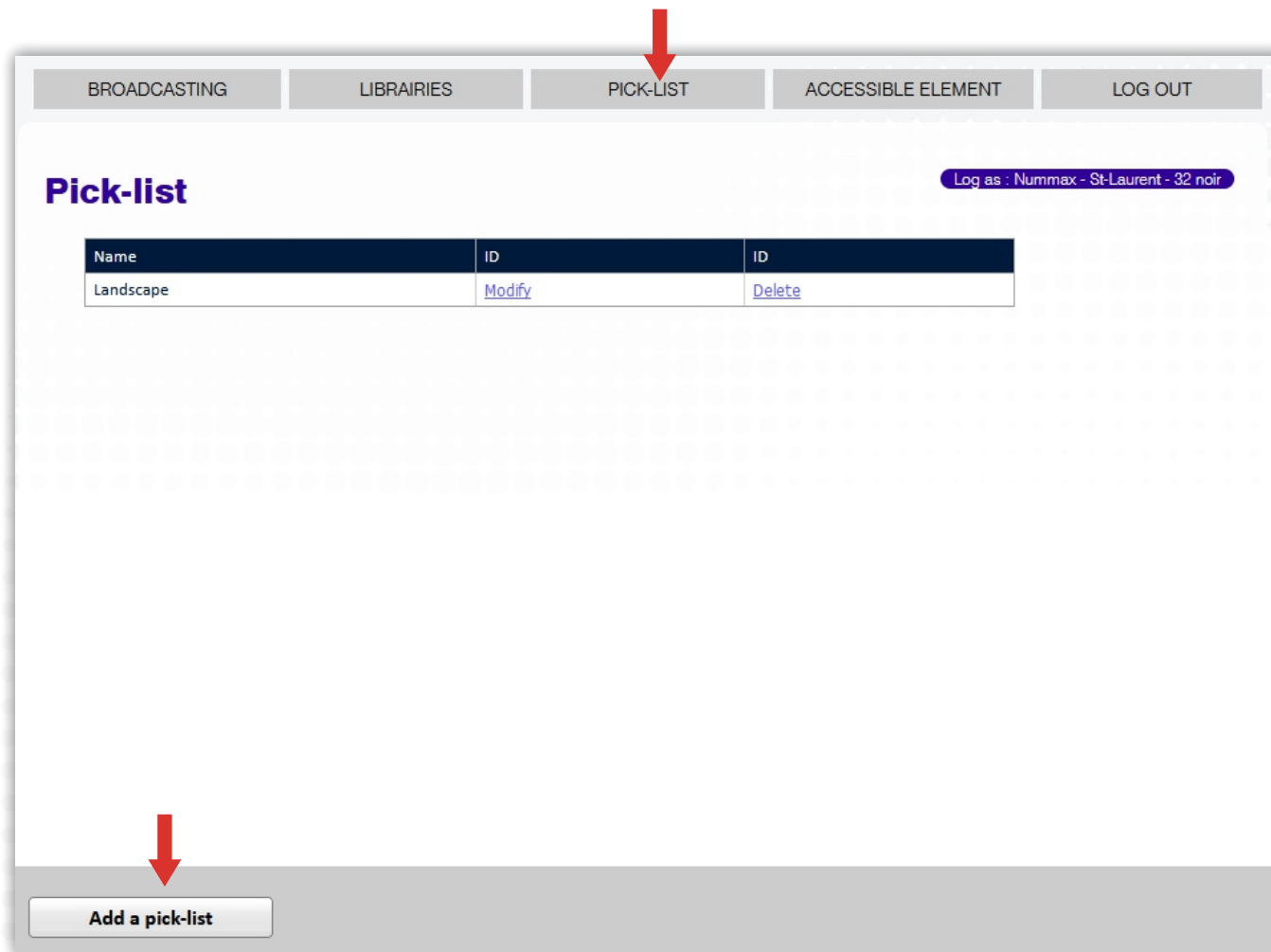
# Pick-List



Pick-lists are broadcast 'sub-lists' that you can insert into the main playlist.

A pick-list can vary the display at each cycle of the playlist.

Click on « Pick-list » and then « Add a pick-list ».



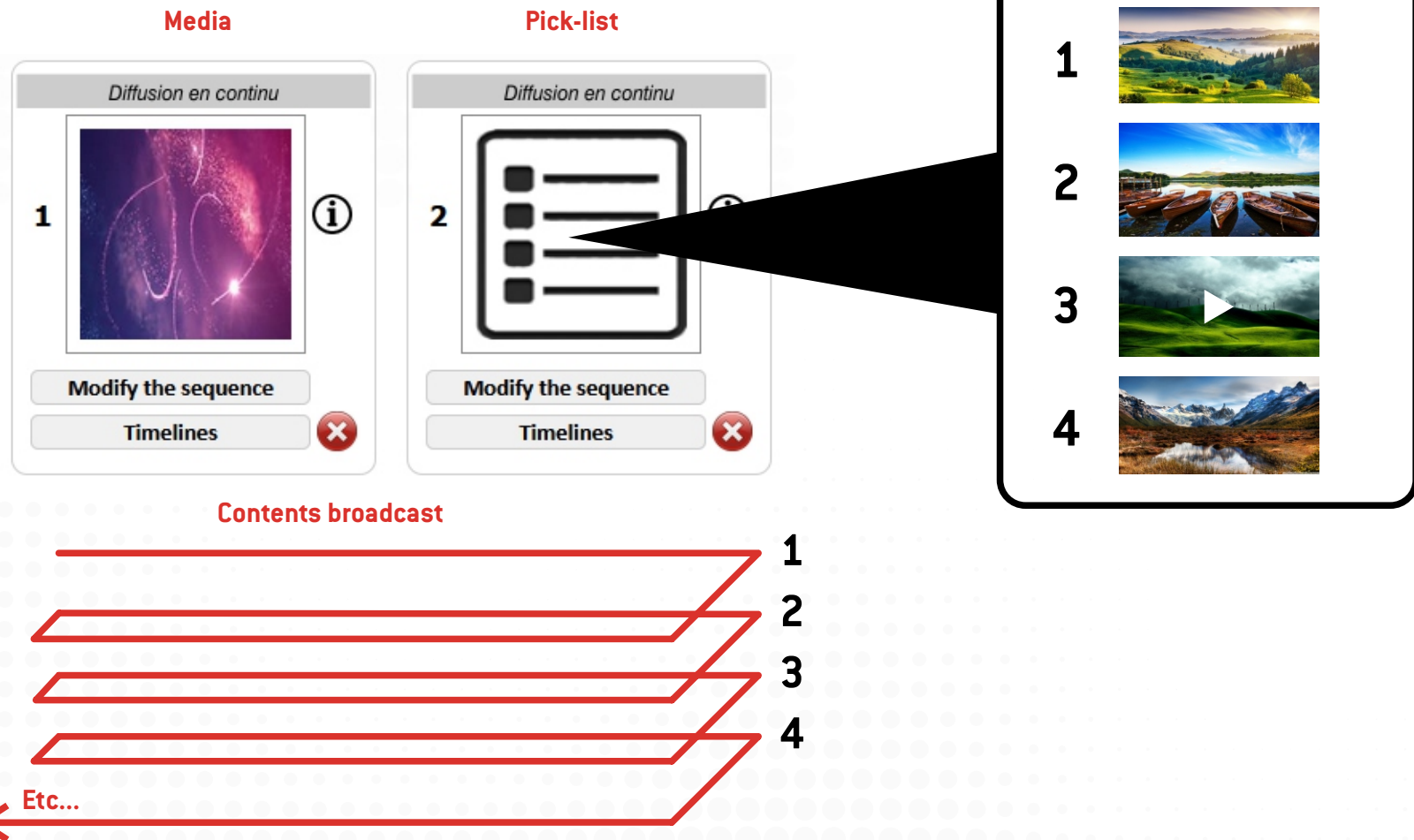
The screenshot displays the Nummax Manager interface. At the top, there is a navigation bar with five tabs: BROADCASTING, LIBRAIRIES, PICK-LIST, ACCESSIBLE ELEMENT, and LOG OUT. A red arrow points to the PICK-LIST tab. Below the navigation bar, the main content area is titled 'Pick-list' in bold purple text. In the top right corner of this area, a status bar indicates 'Log as : Nummax - St-Laurent - 32 noir'. Below the title, there is a table with three columns: Name, ID, and ID. The first row contains the text 'Landscape' under the Name column, and two links, 'Modify' and 'Delete', under the ID columns. At the bottom left of the main content area, there is a button labeled 'Add a pick-list'. A red arrow points to this button.

Name	ID	ID
Landscape	<a href="#">Modify</a>	<a href="#">Delete</a>

**Add a pick-list**

A pick-list is a group of media that can be inserted as a sequence. It makes it possible to compose reusable complex broadcasting.

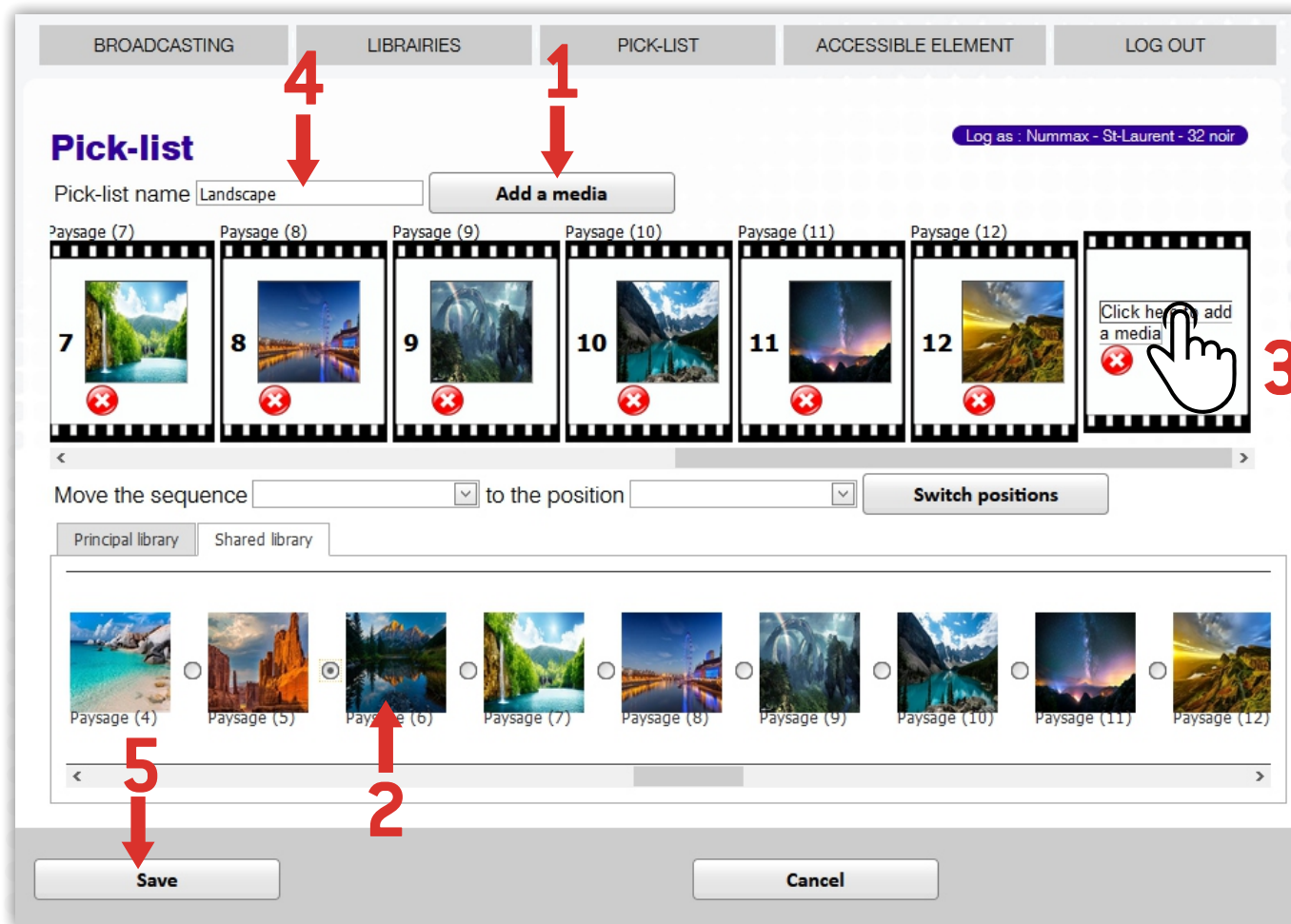
Each media is read at each playlist cycle during the broadcast.



**Important:** A pick-list with a timeline combined with the option "Priority" makes it possible to design dynamic and complex programming that make the content manager work much easier.

The pick-list is built like a playlist.

- 1 - Click « Add a media »
- 2 - Select the media in the library
- 3 - Click on the slide
- 4 - Give a name to your list
- 5 - Save when the pick-list is complete



When adding a sequence, your pick-list will be available.

**Sequence**

☐ Active volume  
☐ Priority

Select an item in library and click in chosen area

Two or more videos in the same sequence may exceed the display's capacity.


Save


Cancel


Add a media

Principal library

Shared library

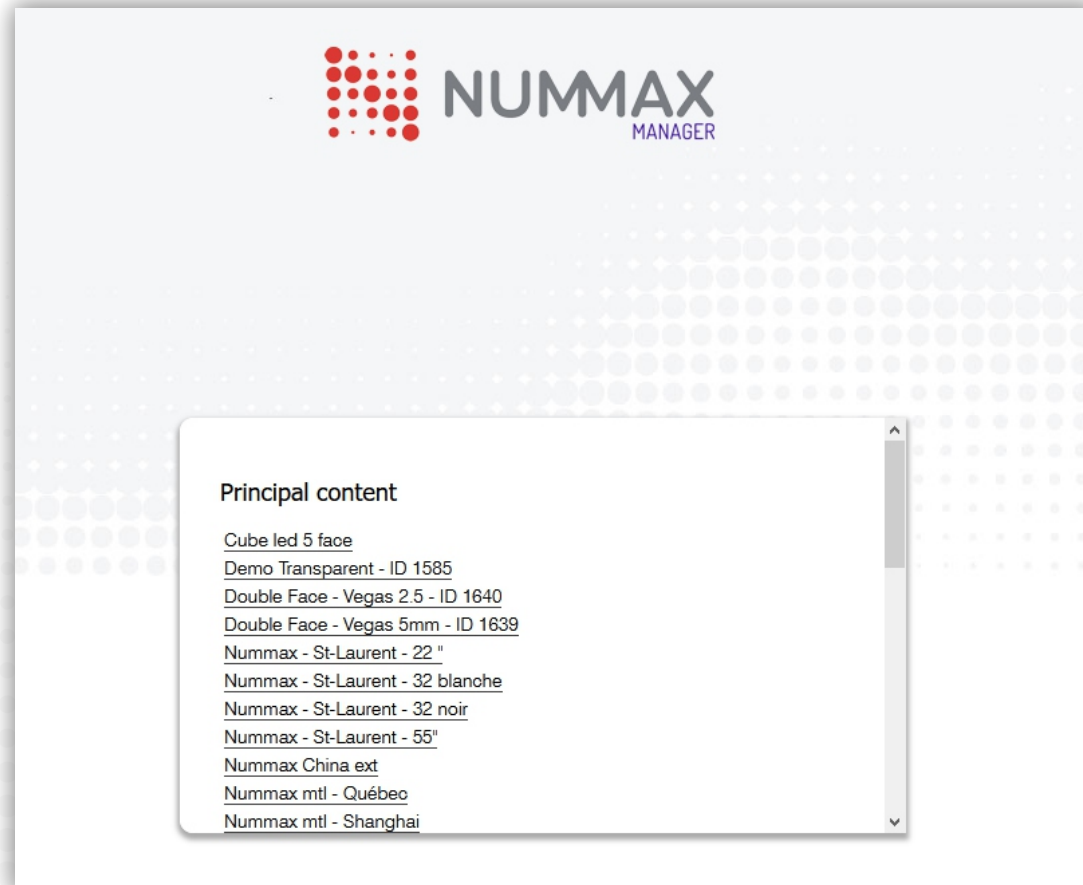
  
Nummax corporatif

  
Test infolettre

  
Landscape

# Accessible Elements

- The accessible elements allow you to change the selected display without logging out. You can work on another mailing list and other content for another viewer.  
Caution: Each display has its own media library. To broadcast similar content on another display, you need to reload the desired media into its database.
- ! Remember to save your work before changing the display (Save Temporarily).

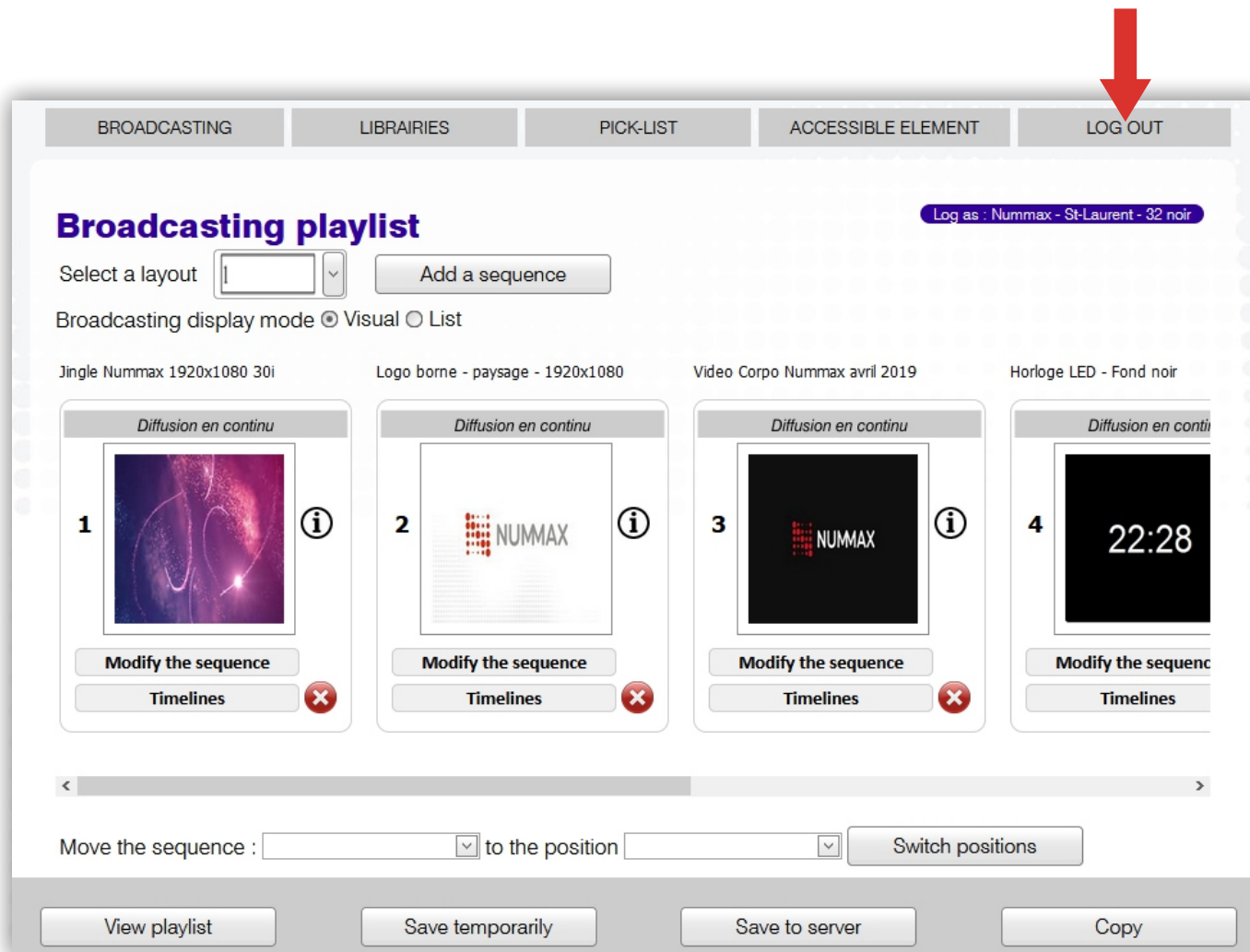




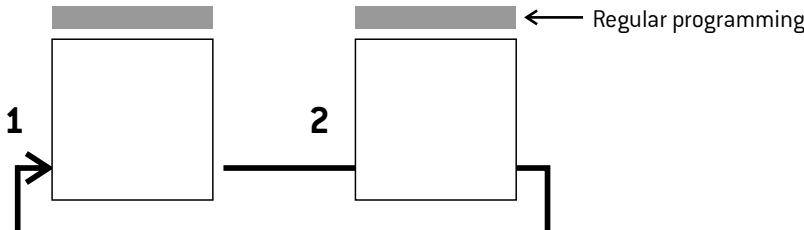
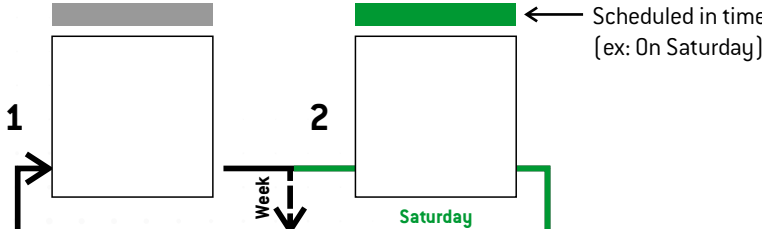
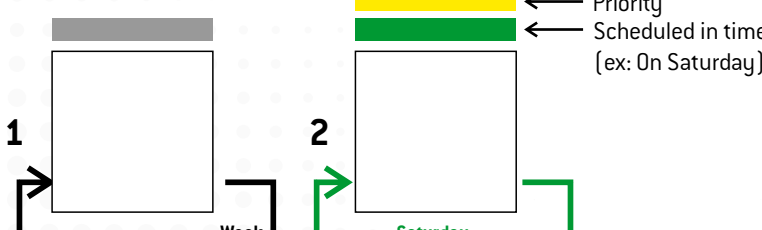
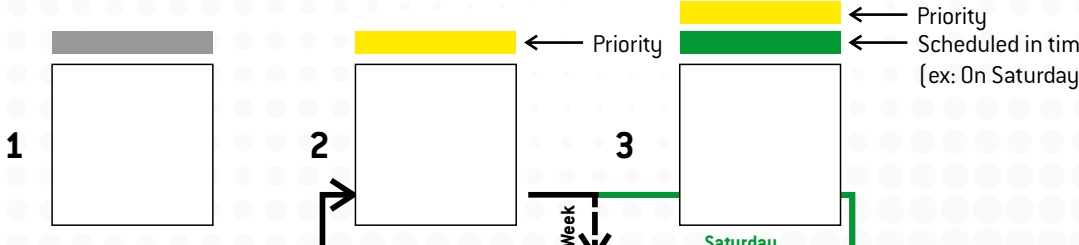
Log Out

Log out allows you to exit the Nummax Manager program.

**Warning: If you have not saved your playlist temporarily and / or on the server your work will be lost at your next log in.**

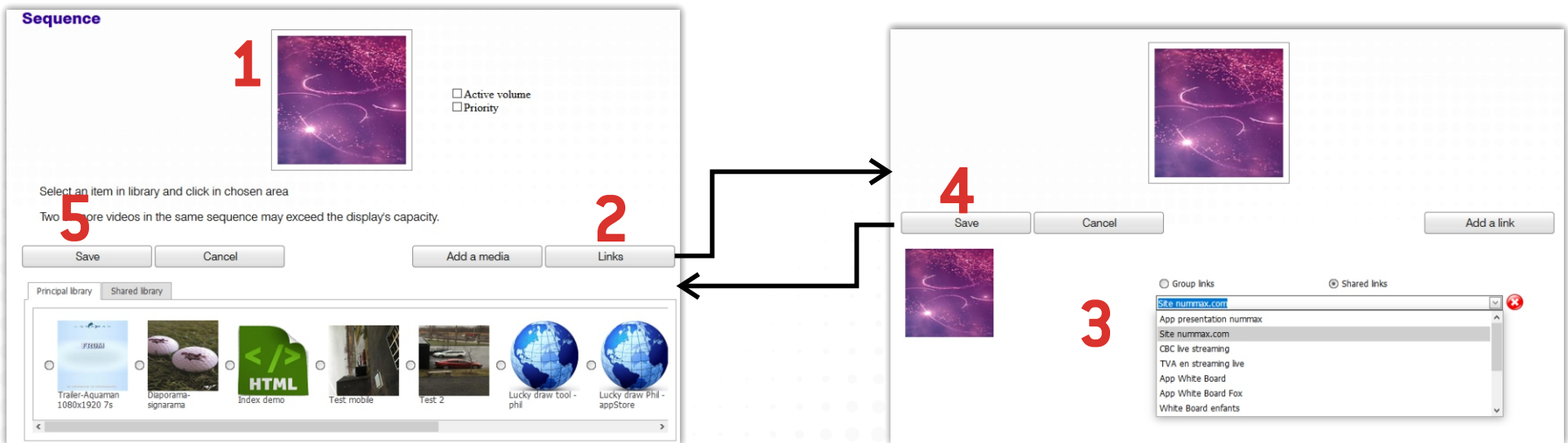


# Annex

	<ul style="list-style-type: none"> <li>Display will play sequence 1 then sequence 2 permanently</li> </ul>
	<ul style="list-style-type: none"> <li>Display will play sequence 1 during the week</li> <li>On Saturday, the display will be playing <b>sequence 1 and sequence 2</b></li> <li>On Sunday, it will comeback playing only sequence 1</li> </ul>
	<ul style="list-style-type: none"> <li>Display will play sequence 1 during the week.</li> <li><b>On Saturday, the display will be playing sequence 2 only</b></li> <li>On Sunday, it will comeback playing only sequence 1</li> </ul>
	<ul style="list-style-type: none"> <li>Display will play only sequence 2 during the week (Sequence 1 will be ignored because of the permanent priority of sequence 2)</li> <li><b>On Saturday, the display will be playing sequence 2 and sequence 3</b></li> <li>On Sunday, it will comeback playing only sequence 2</li> </ul>

1. Create a sequence with content you want to make interactive
2. Click on « Links »
3. Select a link in the one available in your library
4. Click « Save »
5. Click « Save » in the sequence area

When the sequence will be broadcasted, it will be interactive and will redirect the user to the URL assigned.



**Important: Only works if the kiosk is connected to the internet**



# Support

NUMMAX TECH SUPPORT  
[Canada Eastern Time]

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