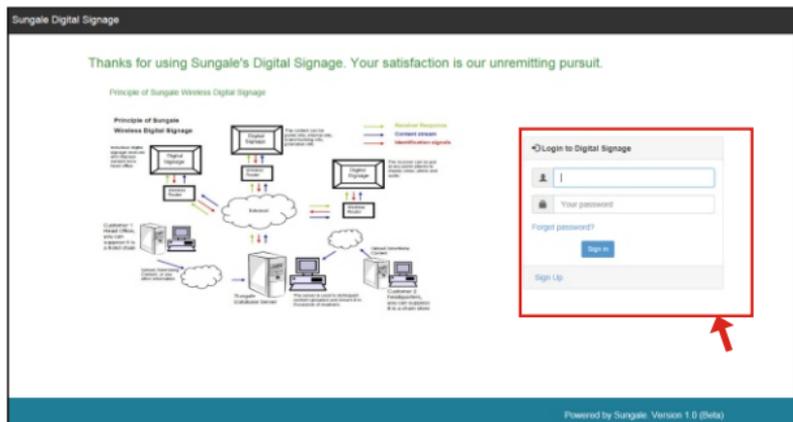


## Digital Signage Quick Start Guide



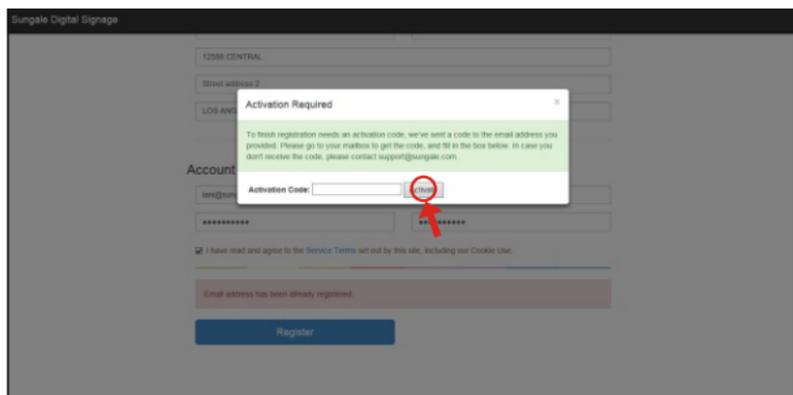
# 1 Register your Account

An online management account is needed before using your digital signage device, so please use your computer to open the website "http://digitalsignage.sungale.com", and you will enter the Sungale Digital Signage Management Portal as shown below:



Notes: On this page, the left side shows the working principle and the right side is the login form. Underneath the login form, you'll find a "Sign Up" link. First time users need to complete the initial sign up in order to proceed. Please click the "Sign Up" link, and follow the screen prompts, and you should be able to finish the registration without any difficulty.

After you finish the registration procedure and click "Register", you'll see the "Activation Required" dialog box appear on the screen. You will need to go to your email to get the code, and then fill in the box and click "Activate".



# 1 Register your Account

After account registration, you will need to input the serial numbers of your digital signage devices. The serial number is displayed on each device when powering up for the first time. Please refer to Step 14 for details. Input the serial numbers you have, and click the **"Save"** button. If you have more devices, you can add them later by referring to Step 11 for details.

RSPA INC Home Manage Content Manage Signage Settings About Support

Please enter your digital signage device serial numbers

Serial Number 1

Serial Number 2

Serial Number 3

Serial Number 4

Serial Number 5

Save

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After you click **"Save"**, you will see the dialog popup below showing a successful registration.

Result

Your Customer ID is :

**185907DF-C97E-47E0-A91E-16CA22ECE96F**

⚠ Your Customer ID is a very important character string, please record it and save keeping it without revealing to others.

Registration Successful.

Manage Content Add More Serial Numbers

## 2 Welcome Page

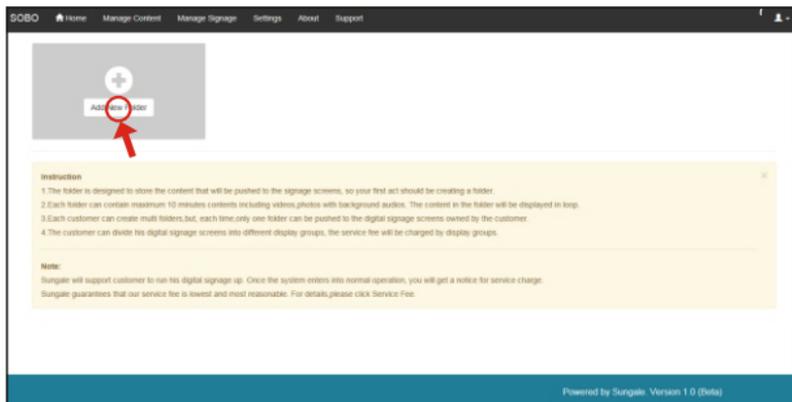
After getting your customer ID, you will be brought to the welcome page as below:



As per screen prompt instructions, click on **"Manage Content"**.

## 3 Create a new Content Folder

As shown below, the first thing is to create a content folder, as follows:



Click on **"Add New Folder"**, and follow screen prompt instructions to create a new folder.

## 4 Manage Contents

Once you have created a folder, your manage content page will display like below, where you will then click the button labeled **"Manage Content"**.

SOBO Home Manage Content Manage Signage Settings About Support

Name	Total Contents	Create Date	Manage
Advertisement	0 contents	2016-03-01	<a href="#">Manage Content</a> <a href="#">Push to Signage</a>

[Create a new folder](#)

**Instructions**

1. The folder is designed to store the content that will be pushed to the signage screens, so your first act should be creating a folder.
2. Each folder can contain maximum 10 minutes contents including videos, photos with background audios. The content in the folder will be displayed in loop.
3. Each customer can create multi folders, but, each time, only one folder can be pushed to the digital signage screens owned by the customer.
4. The customer can divide his digital signage screens into different display groups, the service fee will be charged by display groups.

**Note:**  
Sungale will support customer to run his digital signage up. Once the system enters into normal operation, you will get a notice for service charge. Sungale guarantees that our service fee is lowest and most reasonable. For details, please click Service Fee.

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## 5 Add New Content

You will now come to the folder detail page, where you can upload content to a folder. Click on the **"Add New Content"** button in the upper right corner of the page.

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[Back to Folder List](#) Total duration: 0 seconds [Add New Content](#)

Content Name	Content Brief	Play Time	Manager
Empty folder, please upload your advertising content.			

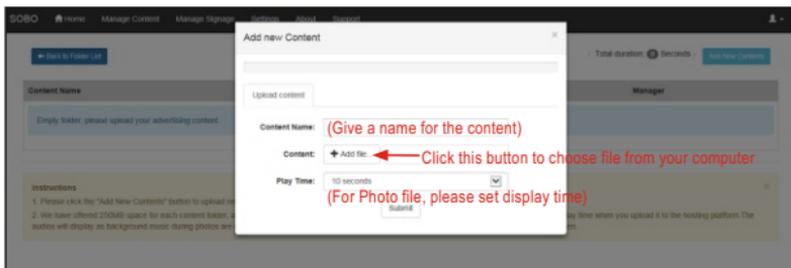
**Instructions**

1. Please click the "Add New Contents" button to upload new contents.
2. We have offered 250MB space for each content folder, and in each folder, you can put in photos, videos and audios. For photos, you need to select its display time when you upload it to the hosting platform. The audios will display as background music during photos are displayed. For videos, we suggest not to use too big video clips which may make streaming broken.

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## 6 Choose Content from your Computer

A content upload interface will pop up, where you will input a name, choose a file from your computer, and set the Play Time, which is how long image uploaded content will display for, and then click **"Submit"**. Repeat this step if you have multiple content to upload.

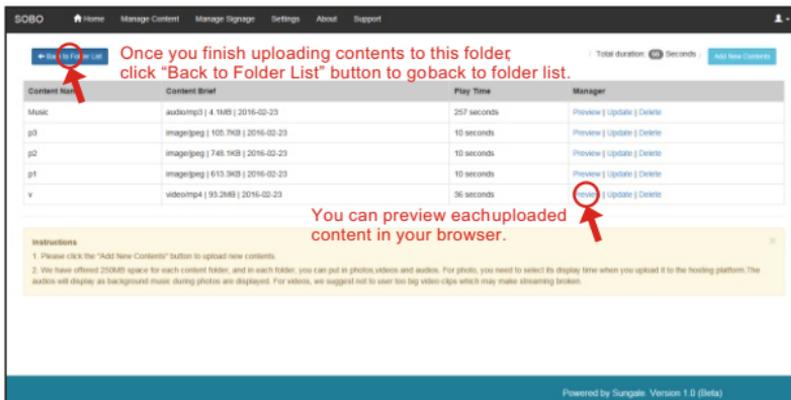


Note: 1. Only one content can be uploaded at a time. These can be music files, video clips or image files.

2. Audio and Music files will be played as background music for the images and Play Time period that was uploaded. If multiple audio files are uploaded, they will play one after the other. Audio length should match the playtime of images, if you want the entire audio file to play.

## 7 Manage Folder Contents

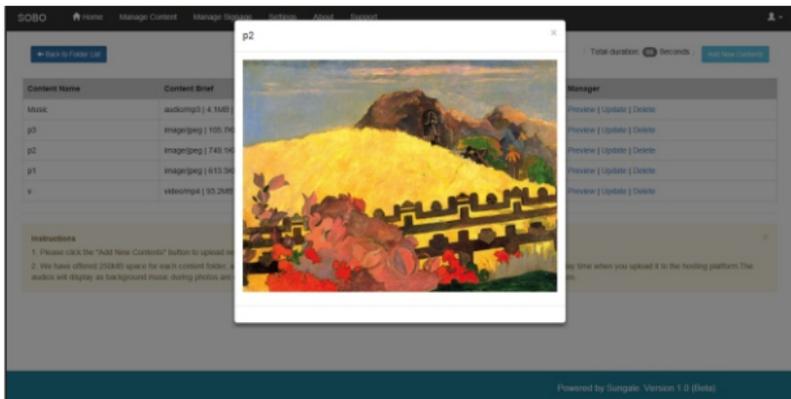
Your folder will list all the contents that have been uploaded similar as below, where you can **Preview** or **Update** each content if needed.



Tips: As a demo, the folder above has uploaded 5 different contents including 3 photos, 1 audio and 1 video clip.

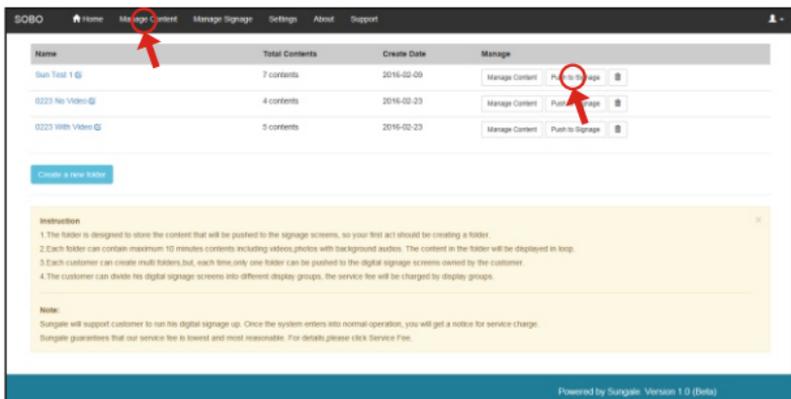
## 8 Preview Content

When clicking the **"Preview"** link next to each upload, a popup preview will display and show what was uploaded into the cloud storage.



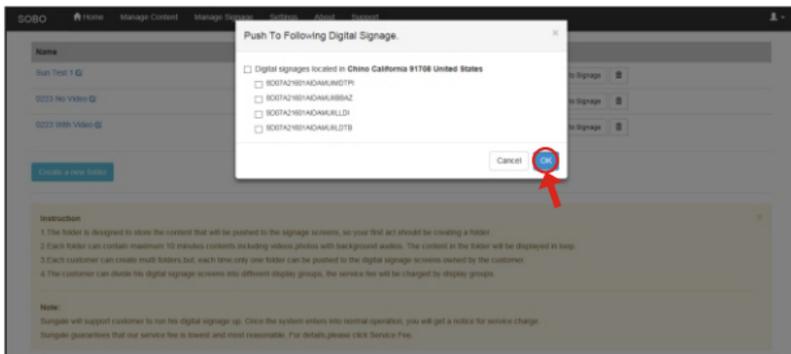
## 9 Push Folder to Signage

Once you have finished uploading content to your folder, click the **"Manage Content"** tab in the top navigation bar to go back to the folder list, and then click the **"Push to Signage"** button next to the folder name as shown below.



## 10 Choose Digital Signage

After clicking the "Push to Signage" button, a list of all digital signage units under your account will be displayed. You can choose a specific group or all of the digital signage units to display your folder's content. After making the selection, click the "OK" button, and the folder's content will be pushed to the individual digital signage units you've selected.

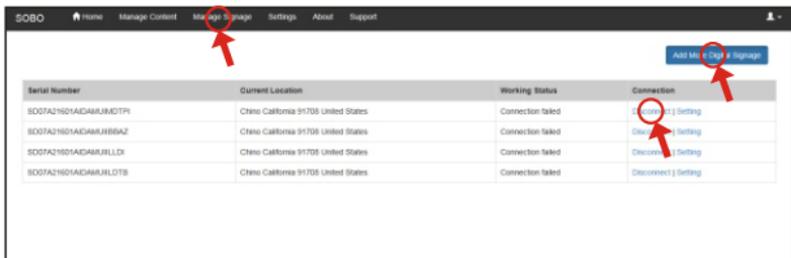


Note: Digital Signage units will be displayed with location information for easier selection by region.

## 11 Manage Signage

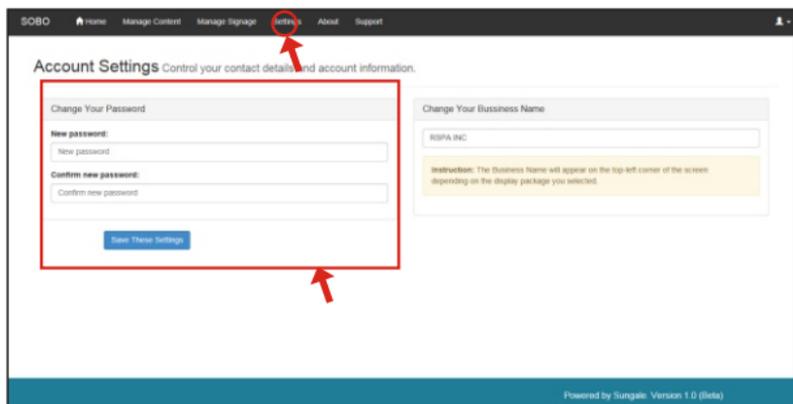
Click the "**Manage Signage**" tab in the top navigation area to view the page that displays all digital signage units associated with your account. Here, you can see the physical location of each unit, and their working status. If any of the units are no longer in use, you can "**Disconnect**" it, and that unit will no longer be listed on this page or your account.

If you have more digital signage devices, please click the "**Add More Digital Signage**" button on the upper right corner, and you will be able to input more digital signage serial numbers.



## 12 Account Setting

Click the **"Settings"** tab in the top navigation bar to go to the account settings page, where you can update your password and business name.



SOBO Home Manage Content Manage Signage **Settings** About Support

### Account Settings

Control your contact details and account information.

#### Change Your Password

**New password:**

**Confirm new password:**

[Save These Settings](#)

#### Change Your Business Name

**Instructions:** The Business Name will appear on the top-left corner of the screen depending on the display package you selected.

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## 13 Device Set-up

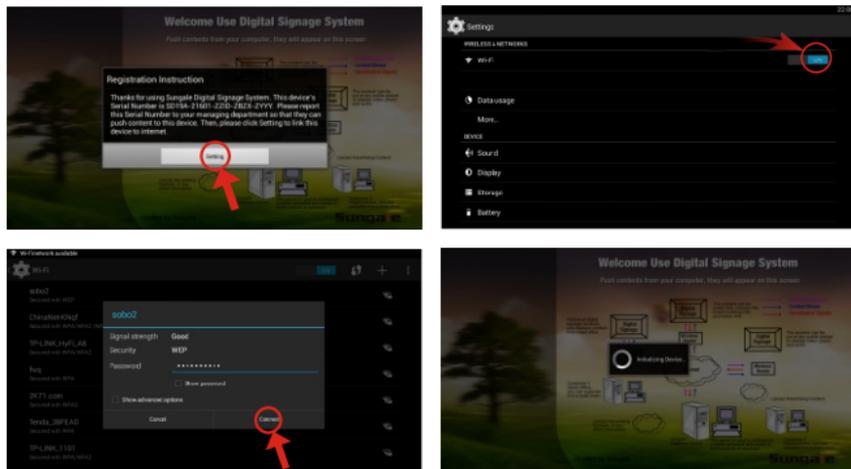
### Connect Power

Plug the Power Adapter into the Digital Signage and also into a power outlet. Once connected to power, the digital signage screen should automatically begin booting up.



## 14 Wi-Fi Settings

When each device is powered on for the first time, you'll see the "Registration Instruction" dialog box appear on the screen. Please carefully record the complete serial number shown in the dialog box for the use of online account setup. When ready, click the **"Settings"** button, and follow the steps below to select your Wi-Fi network, and input password. After correctly setting the Wi-Fi network, click the **"Back"** button to go to the device's home screen. Once a device is associated with a digital signage management account, it can receive content updates from the cloud management portal.



Note: Some models are touch screen and others require a remote for inputting Wi-Fi Network and password information.

Now you can manage and push content to the Digital Signage device through the cloud management system.

## 15 Support

### 1. Visit the support site.

- For manual download, FAQs and more supports: [www.sungale.com](http://www.sungale.com)

### 2. Contact Sungale Support team

- Toll free number in the USA: 800-473-5156
- Service email: [service@sungale.com](mailto:service@sungale.com)

### Tips

This QSG applies to Sungale Digital Signage products.

For ongoing product improvement, this QSG is subject to modification without prior notice.