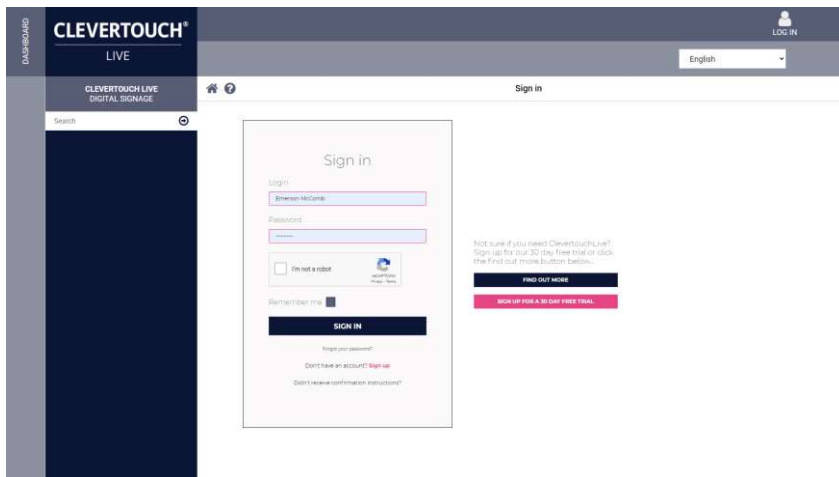


Contents

| | |
|---|----|
| Setting up the account and adding screens | 2 |
| Personalising the account..... | 2 |
| Adding screens to Clevertouch Live..... | 3 |
| Selecting your user functionality experience..... | 6 |
| Importing Presentations..... | 7 |
| Editing Presentations..... | 10 |
| Adding or replacing an Image | 10 |
| Adding or replacing a video | 13 |
| Editing Rolling Text zone | 15 |
| Editing Local RSS Feed zone..... | 15 |
| Editing RSS Feeds..... | 17 |
| Creating new blank presentations..... | 17 |
| Adding an Image zone..... | 20 |
| Adding a Clock..... | 21 |
| Adding Chrome..... | 23 |
| Inserting a YouTube zone | 25 |
| Sending presentations to screens | 27 |
| Creating & Managing Schedules | 33 |
| Creating Presentation Loops..... | 38 |
| Creating Actions..... | 43 |
| Creating QR Codes..... | 46 |
| Using Announcements & Alerts | 51 |
| Using the Library Function..... | 53 |

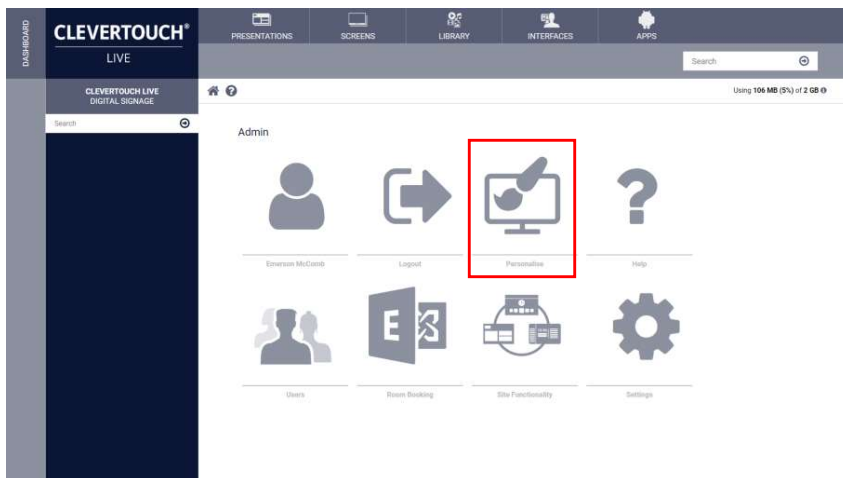
Setting up the account and adding screens

1. Visit www.clevertouchlive.com and follow the on-screen instructions to register and sign-in

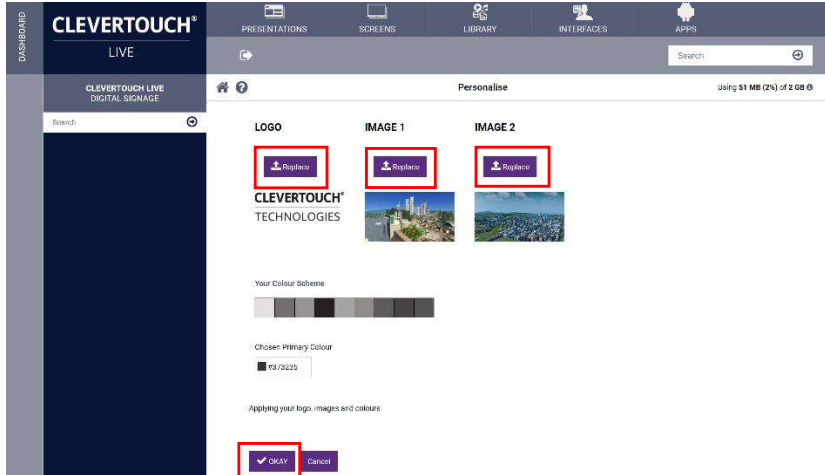


Personalising the account

1. Select Personalise from the main menu



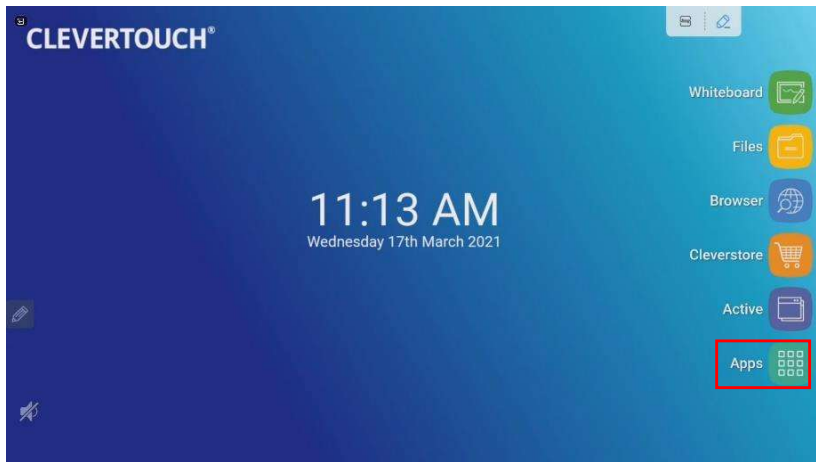
2. Select the upload buttons above the Logo and images
3. Browse on your computer to add the logo and images
4. Select okay



Adding screens to Clevertouch Live

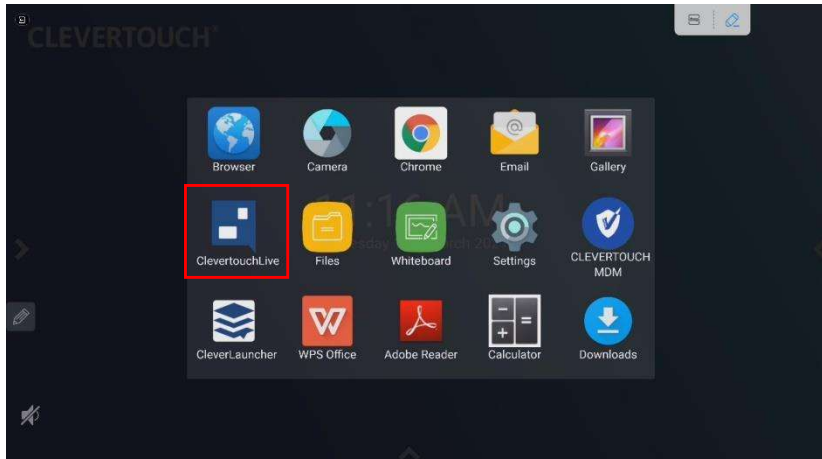
Note: Refer to the Clevertouch Getting started guide to get detailed instructions on how to connect CM Series screens and players to the Clevertouch live account

1. Select Apps from the Clevertouch home screen

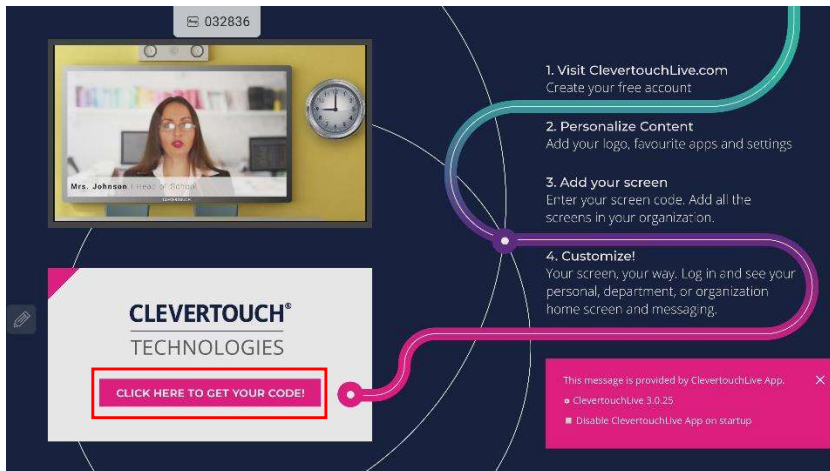


2. Select Clevertouch Live

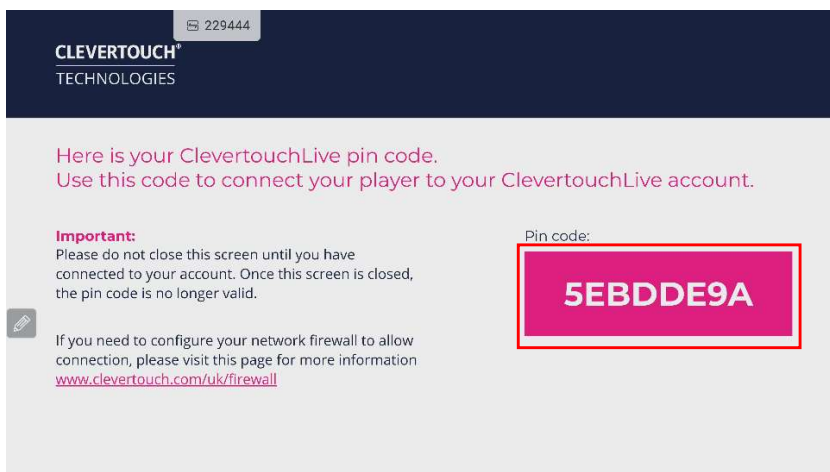
Tip: This may be called Clevermessage, update the firmware to install Clevertouch live



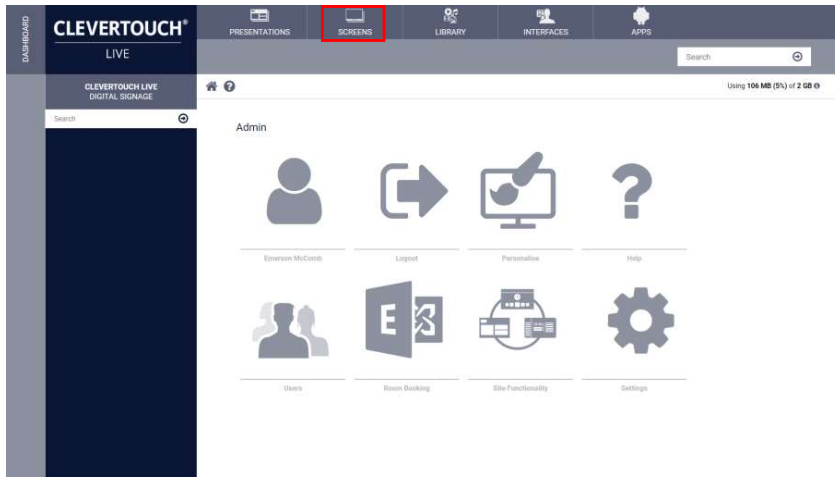
3. Select Click here to get your code



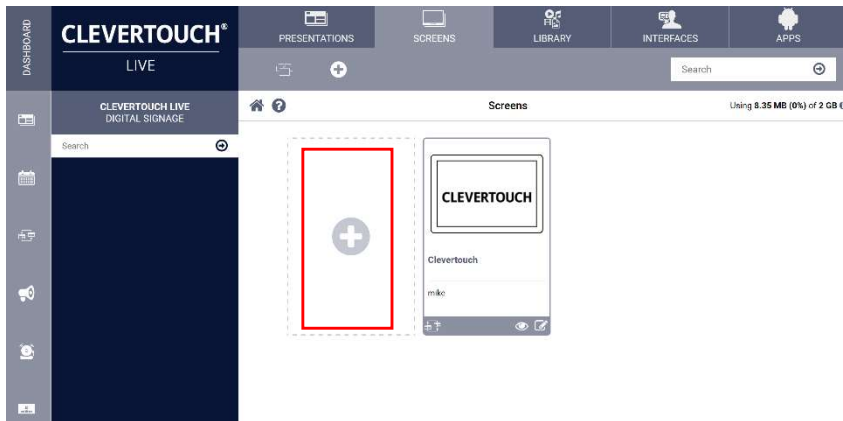
4. Make a note of the pin code. Please do not close this screen



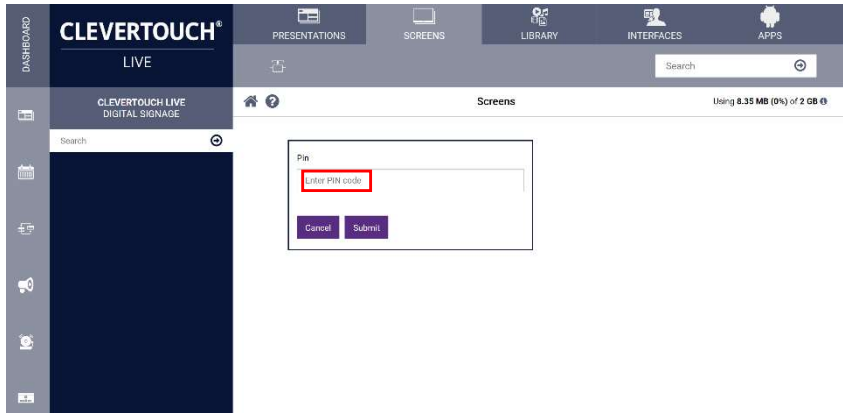
5. Select the screens tab



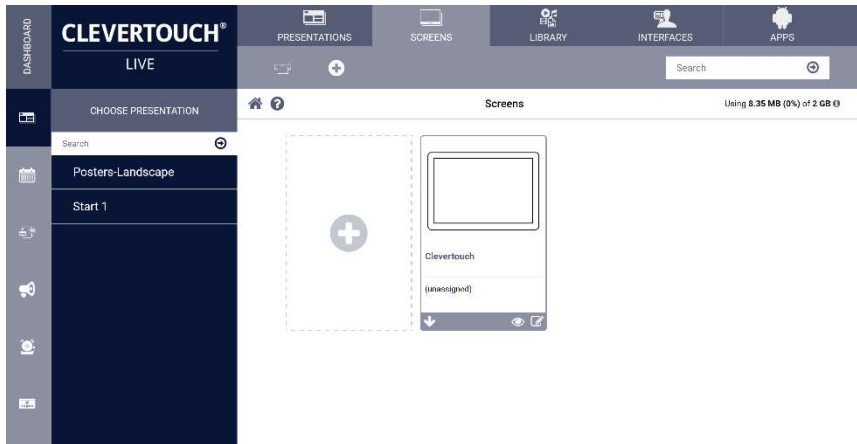
6. Select the Plus icon



7. Insert the pin code

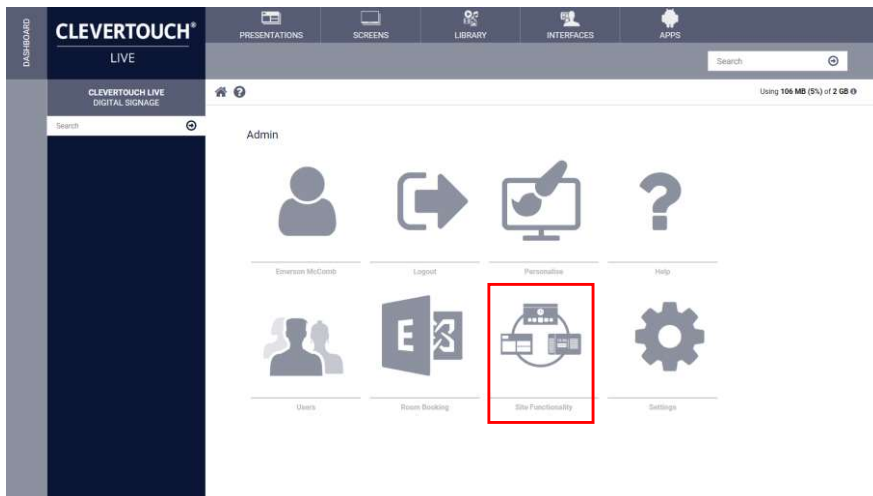


8. Your Clevertouch screen is now connected to your Clevertouch Live account

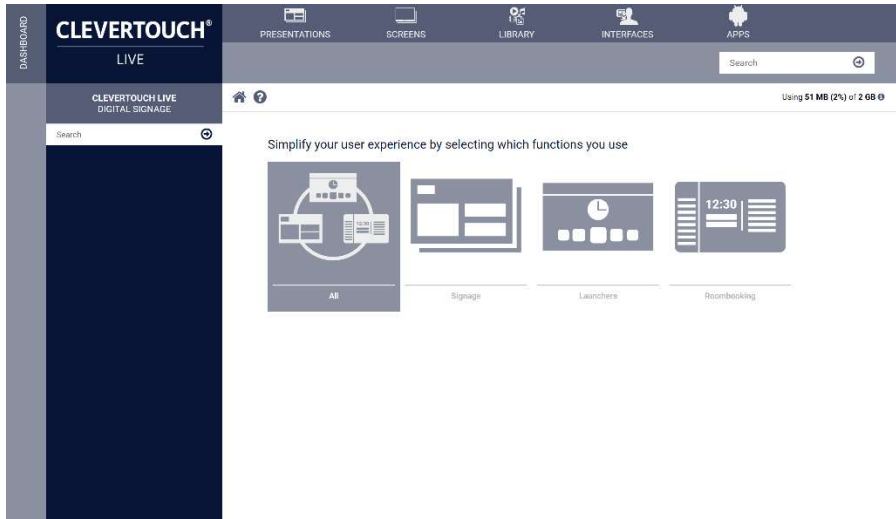


Selecting your user functionality experience

1. Select home then select site functionality

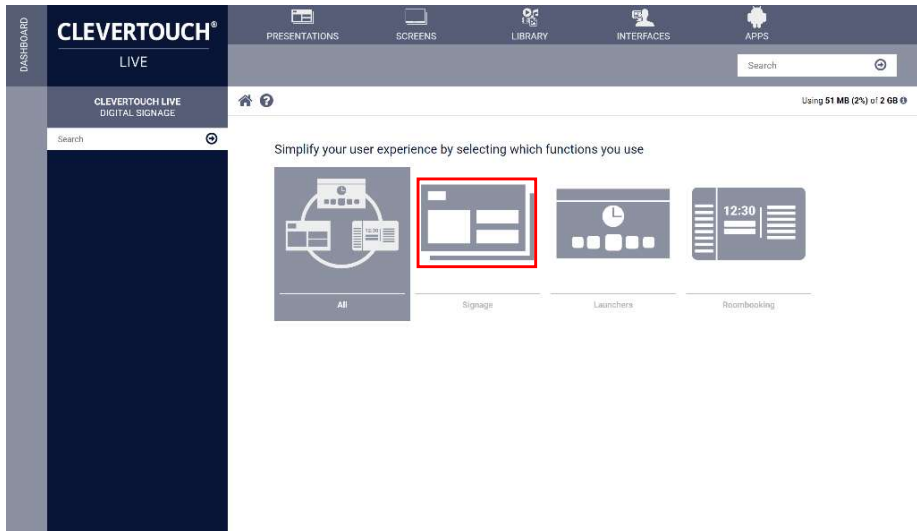


2. Select your experience by choosing either All, Signage, Launchers or Room Booking

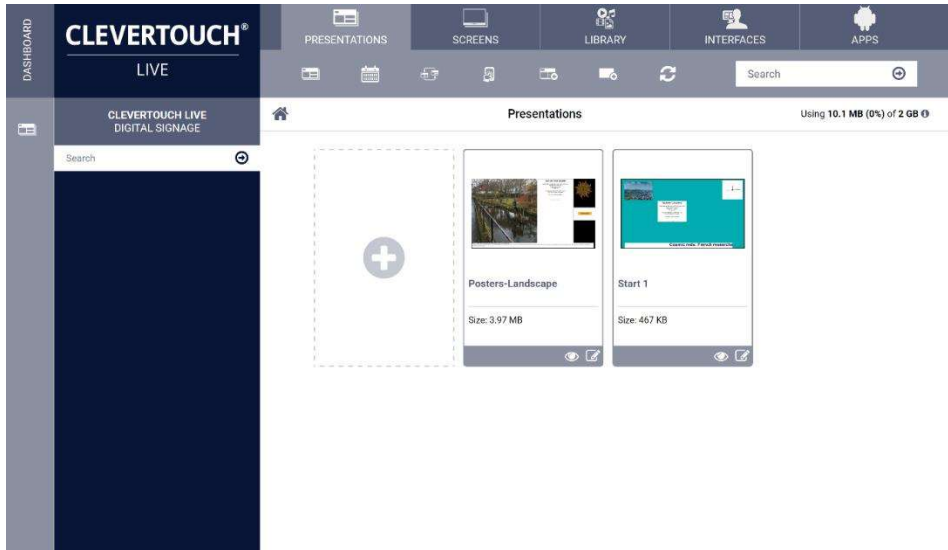


Importing Presentations

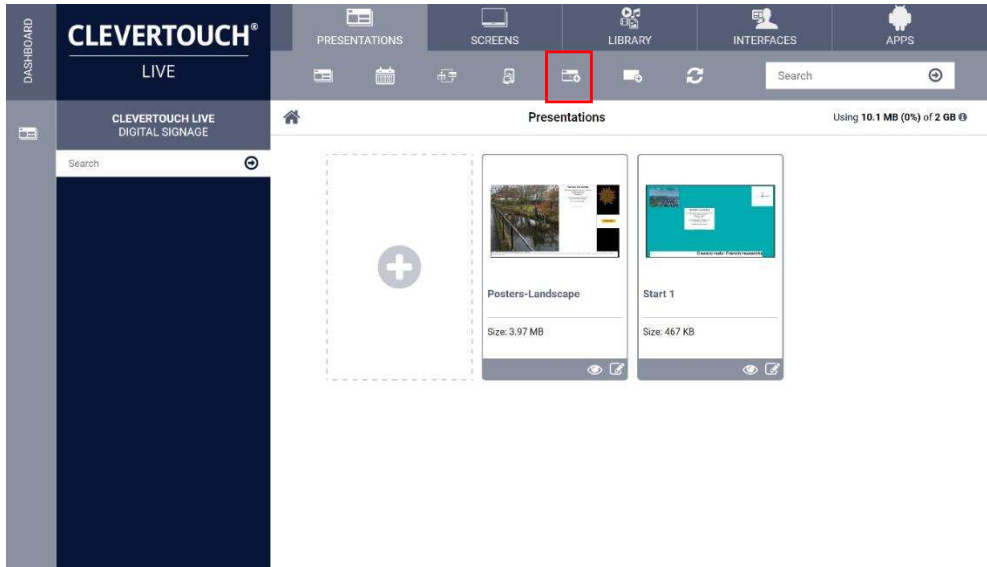
Select Signage from the Home menu



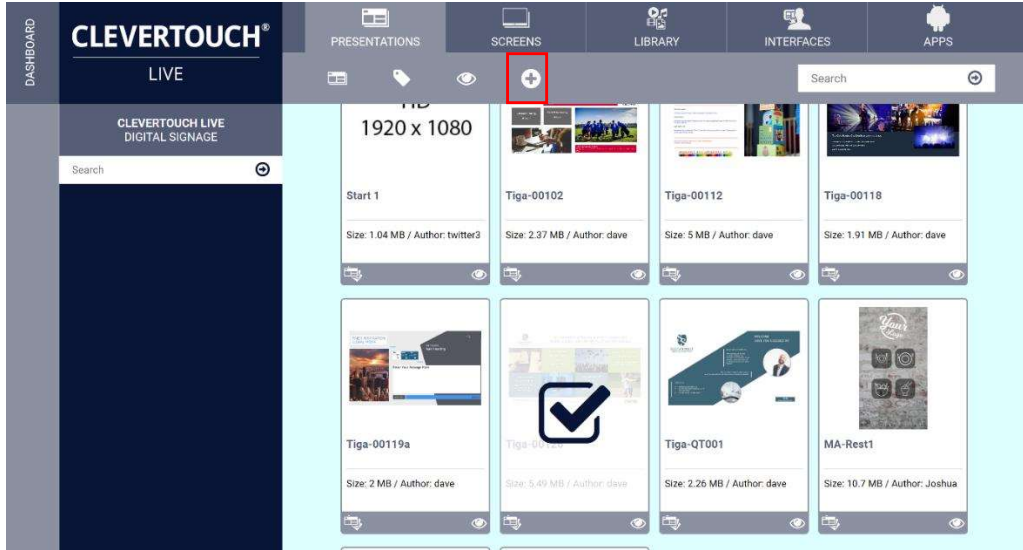
1. Select the Presentations tab



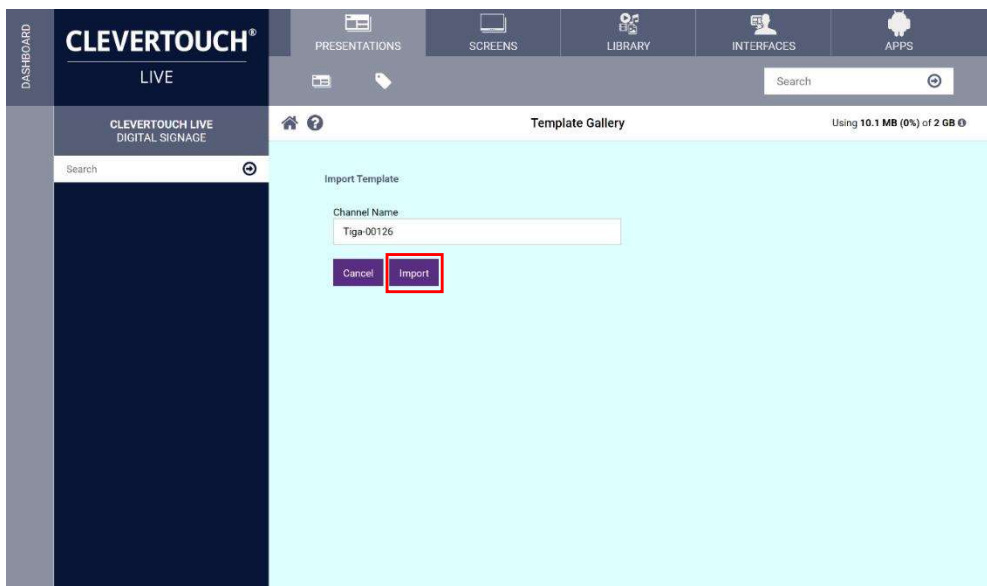
2. Select import template



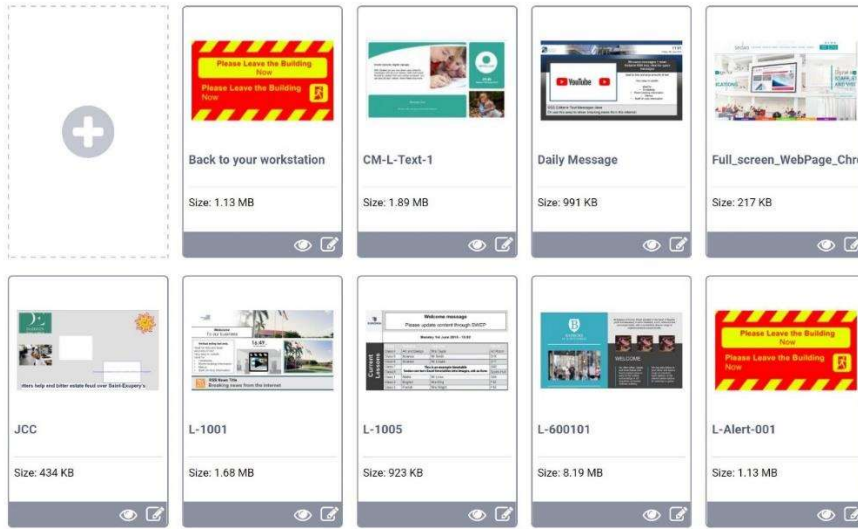
3. Select a presentation, click on the plus icon to import into your Clevertouch live account.



4. Name the channel and select import



5. The imported presentation will now appear in your Clevertouchlive account

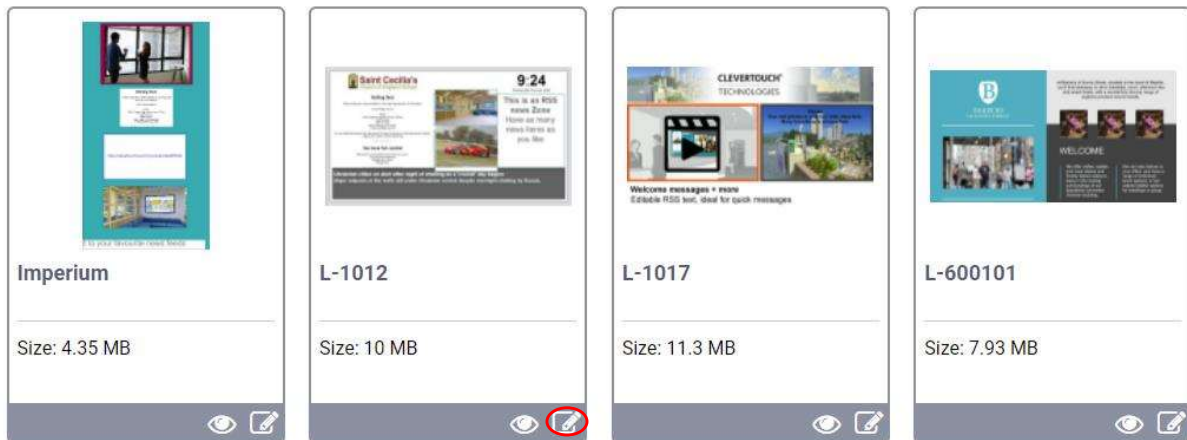


Note: Sending a presentation to the screen editing a presentation, creating a new presentation is exactly the same as working with Launchers previously explained in this course

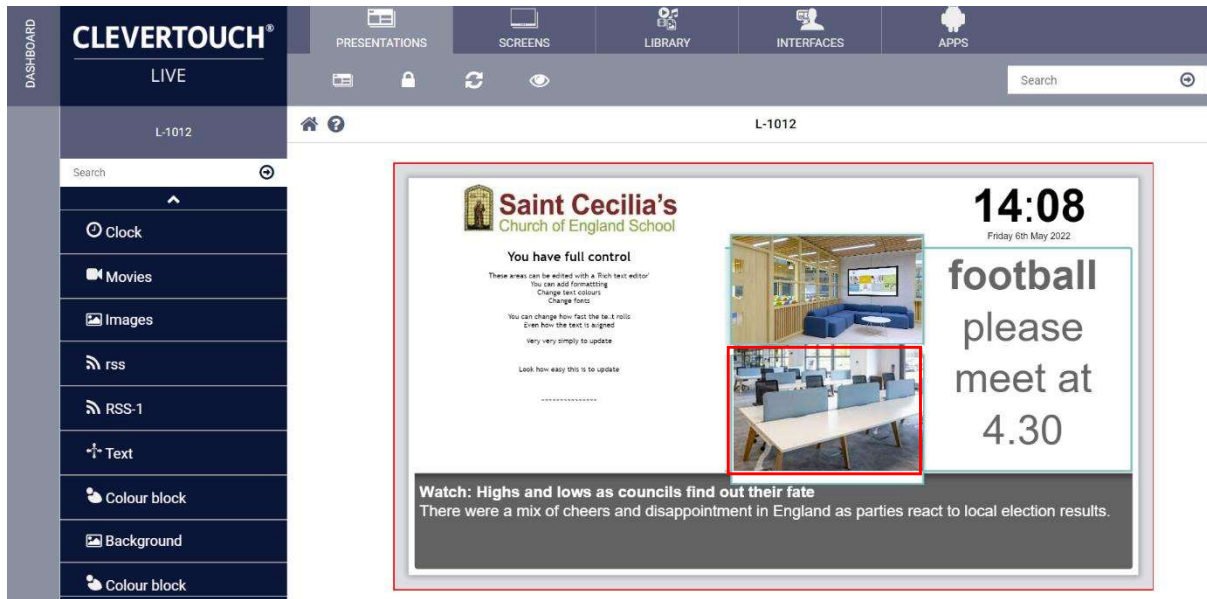
Editing Presentations

Adding or replacing an Image

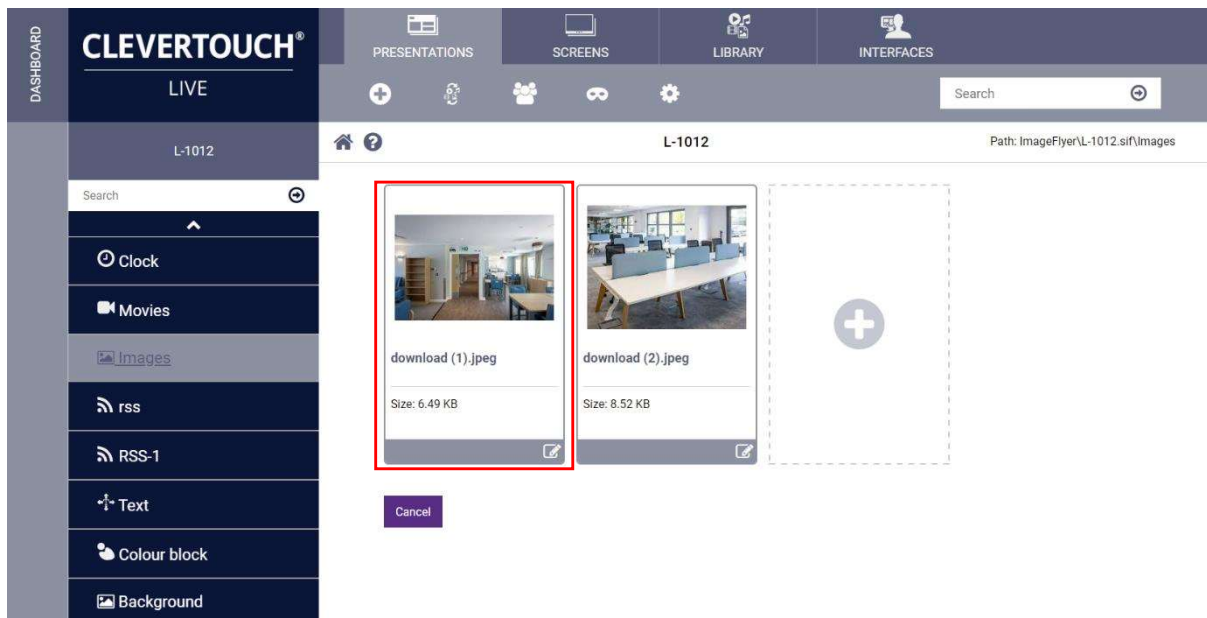
1. Select the pen icon at the bottom-right of the thumbnail



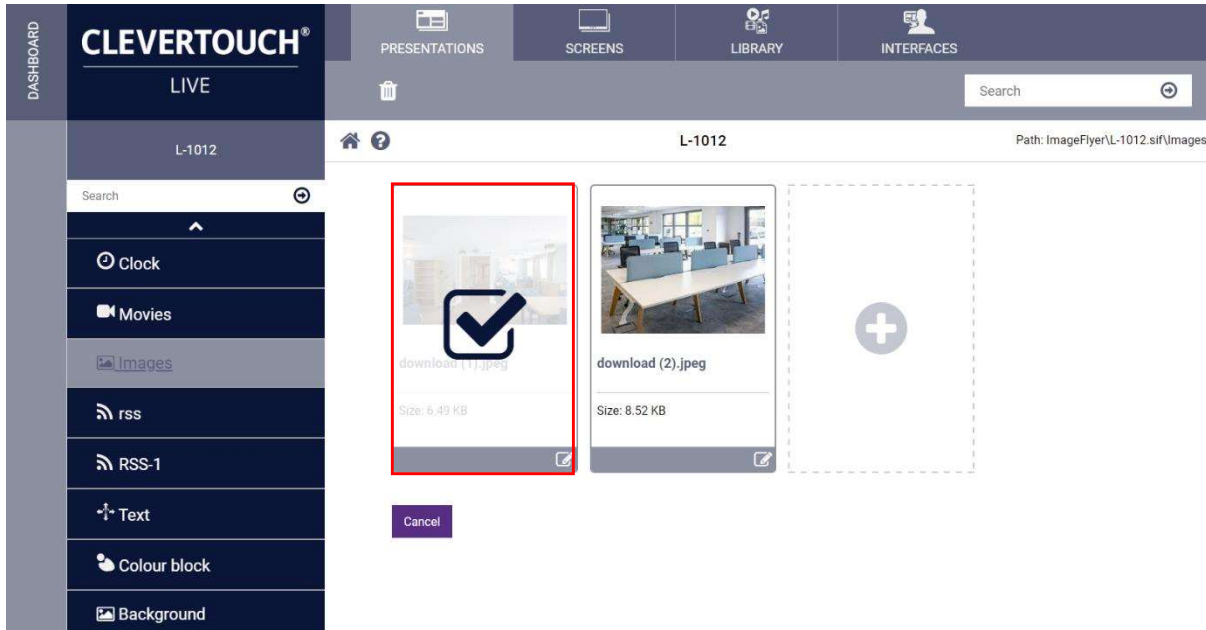
2. Move the cursor around to see a red border around each zone, this zone can then be edited. (In the following example the image zone will be selected so an image can either be deleted or added to the presentation)



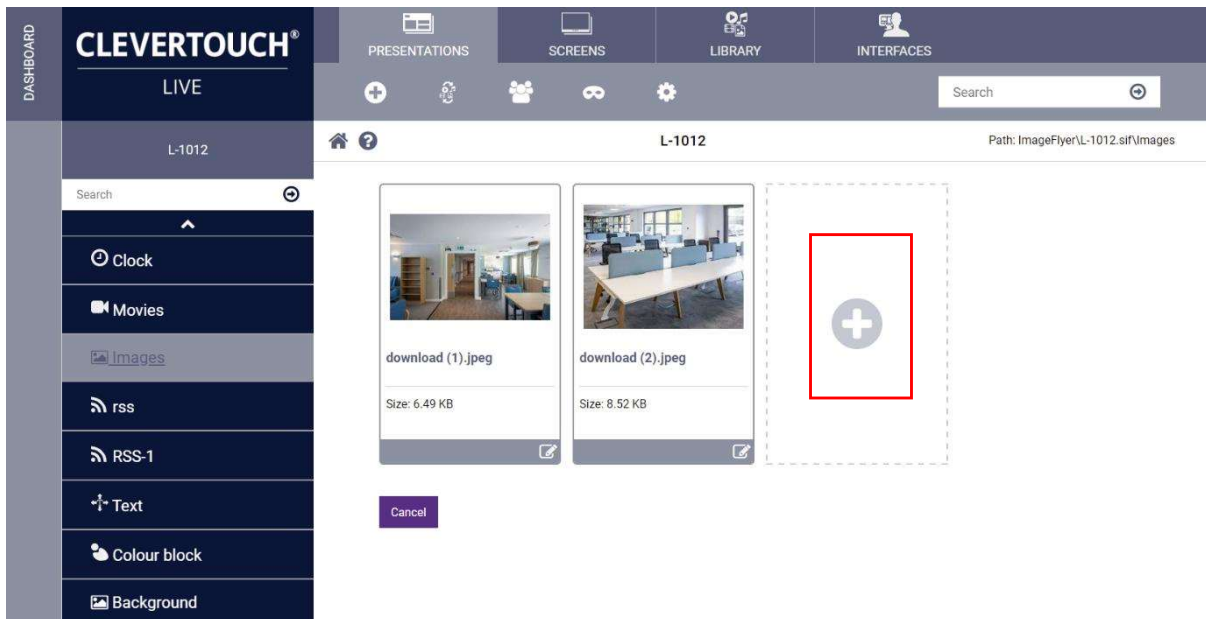
3. Click on the selected zone



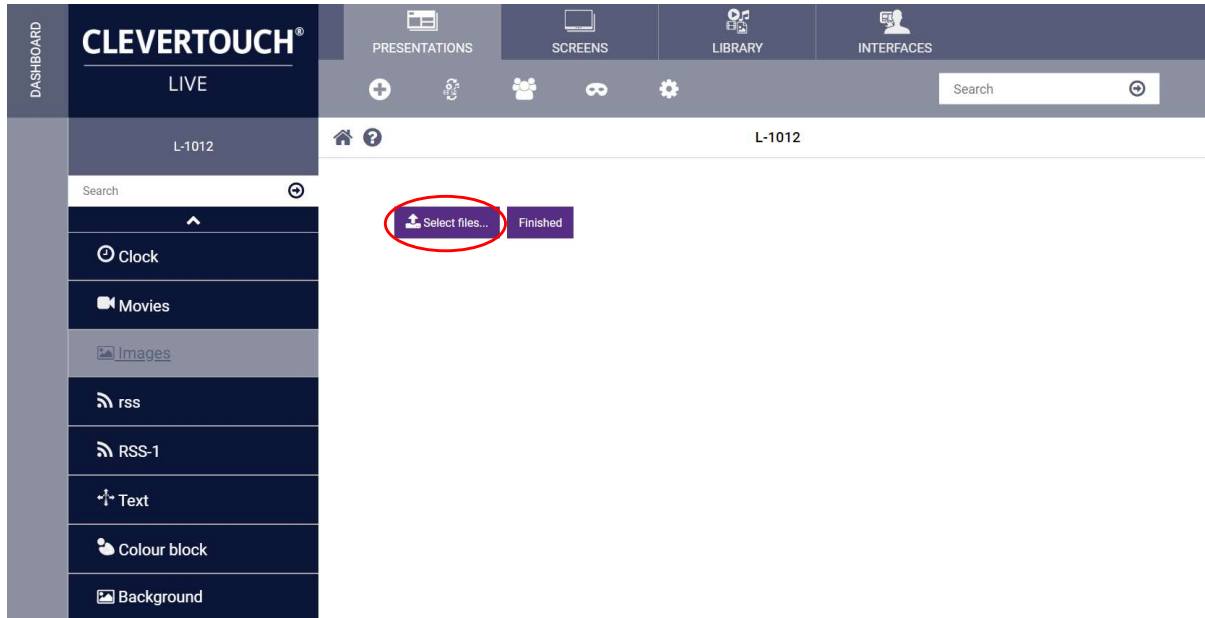
4. Select the image or logo and select the rubbish bin to remove



5. Select the plus icon



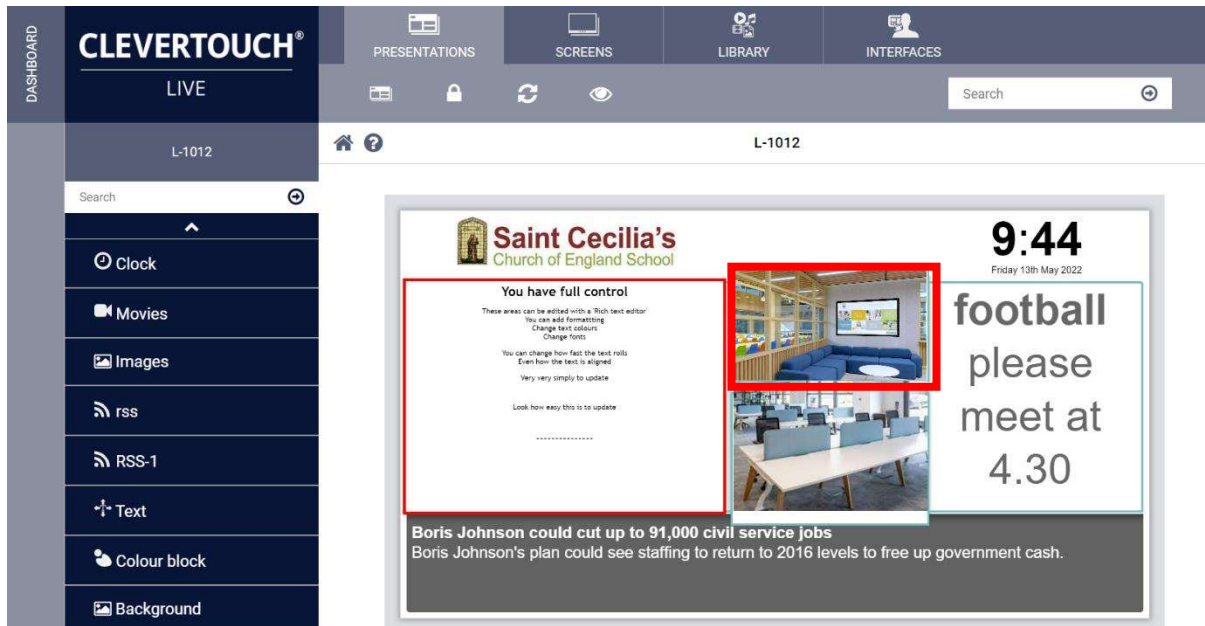
6. Click on Select files to browse for a new Logo or image



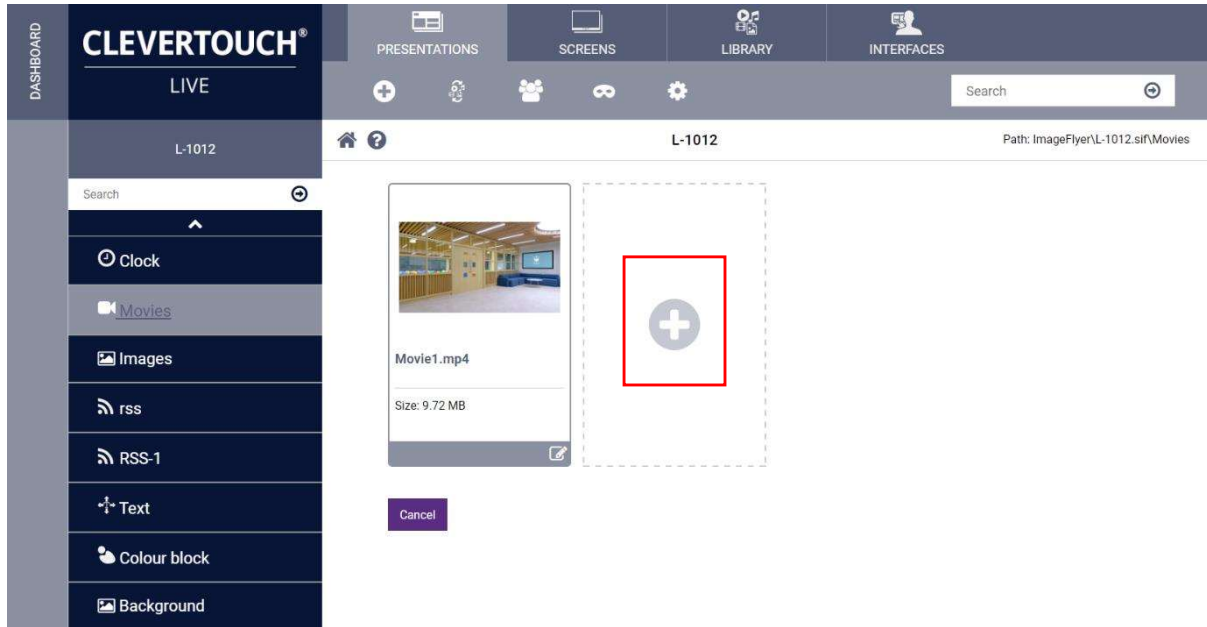
7. Once you have selected the file click on finished, your new image will appear on the screen

Adding or replacing a video

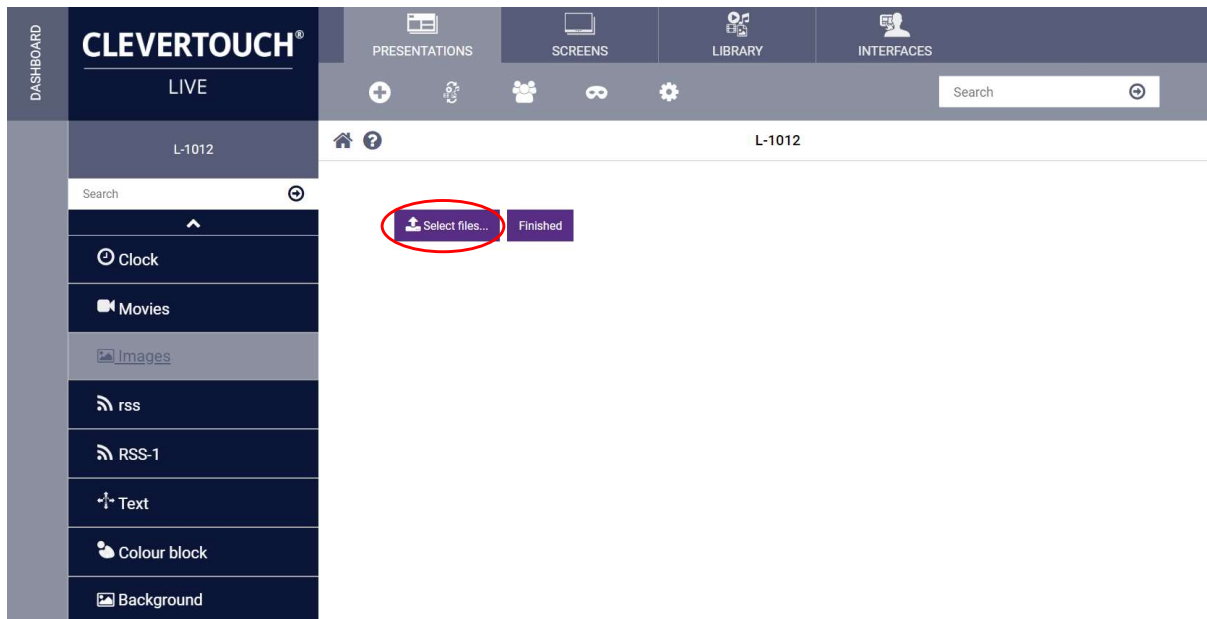
1. Click on the video zone



2. Select the plus icon



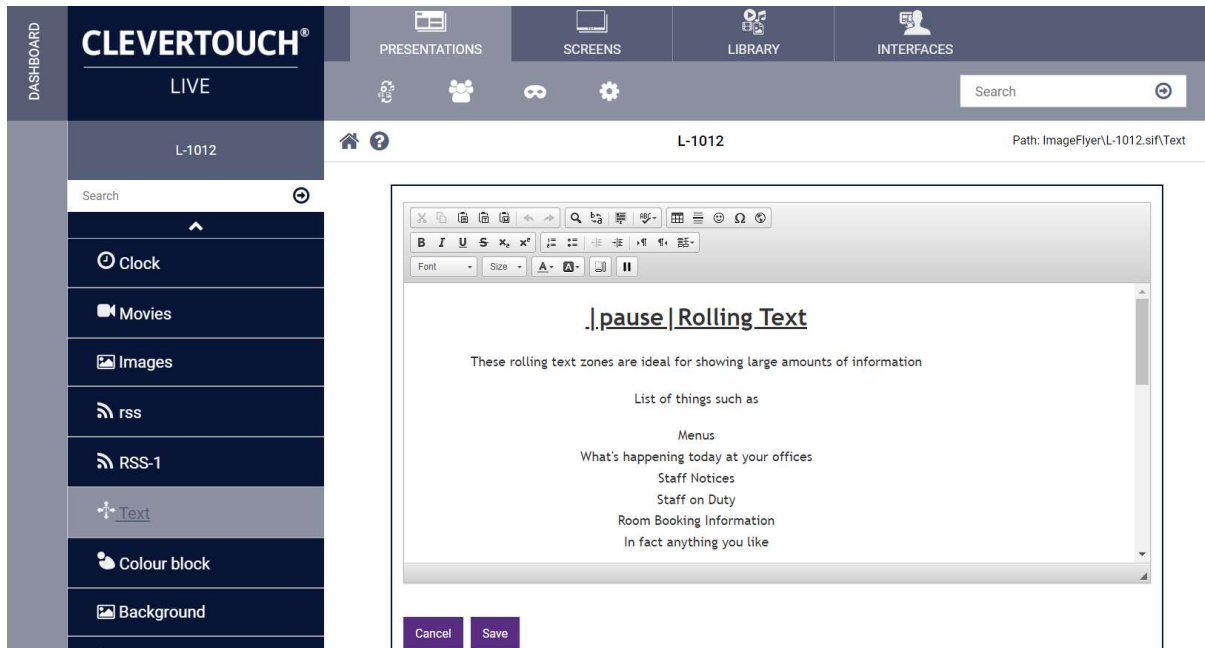
3. Click on Select files to browse for a new video



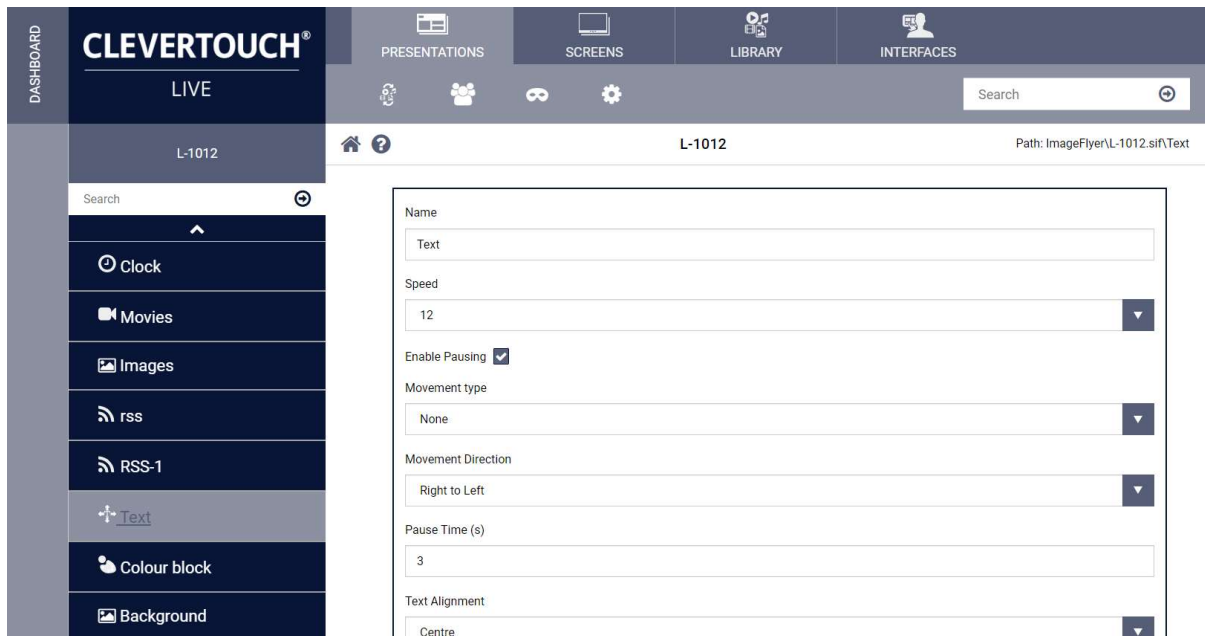
4. Once you have selected the file click on finished, your new video will appear on the screen

Editing Rolling Text zone

1. Select the rolling text zone

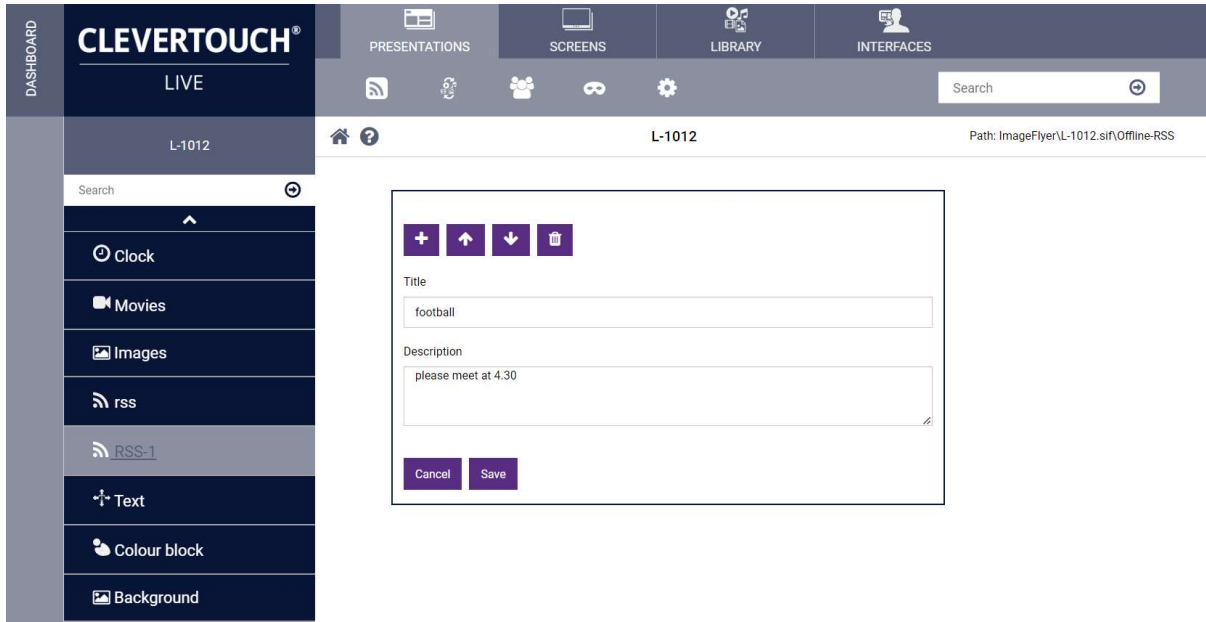


2. Remove or add the desired text, click on save, select the cog to access more settings, select save when finished.

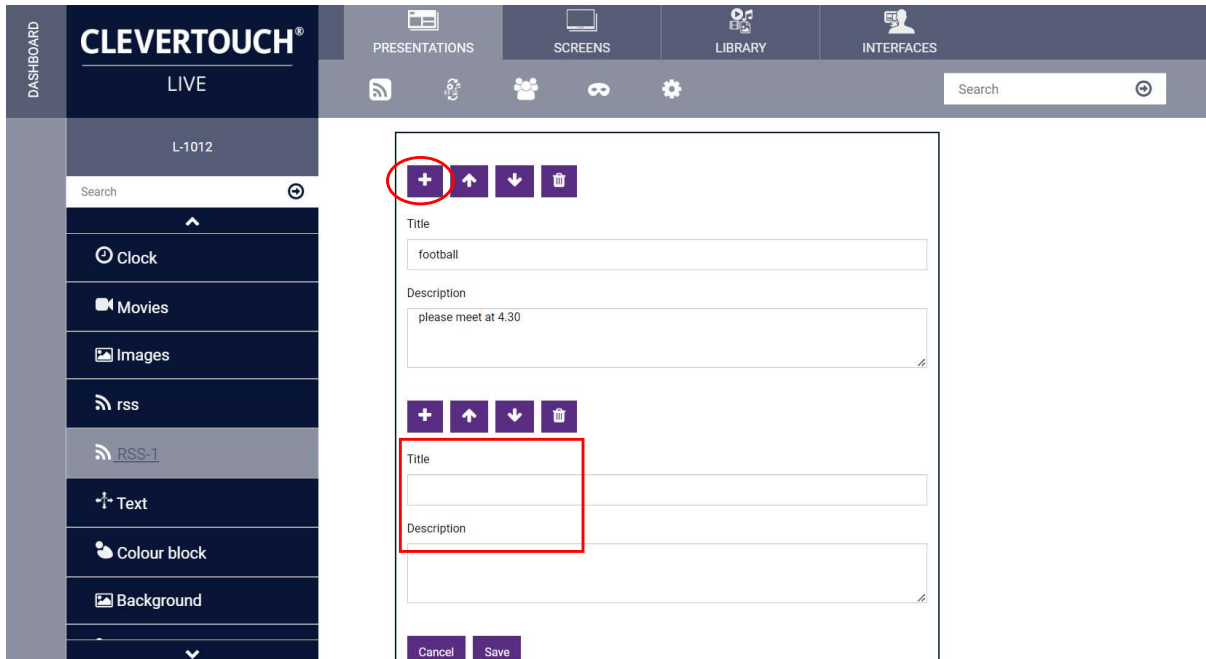


Editing Local RSS Feed zone

1. Click on the local RSS zone

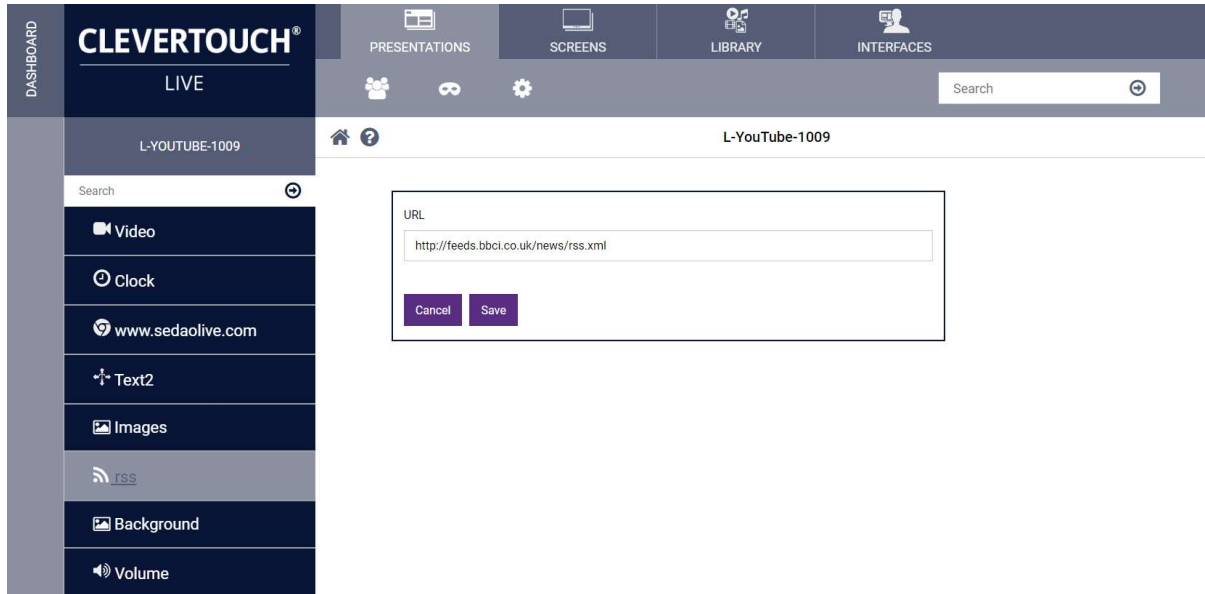


2. Add a title and a description, select save, select plus to add more feeds.

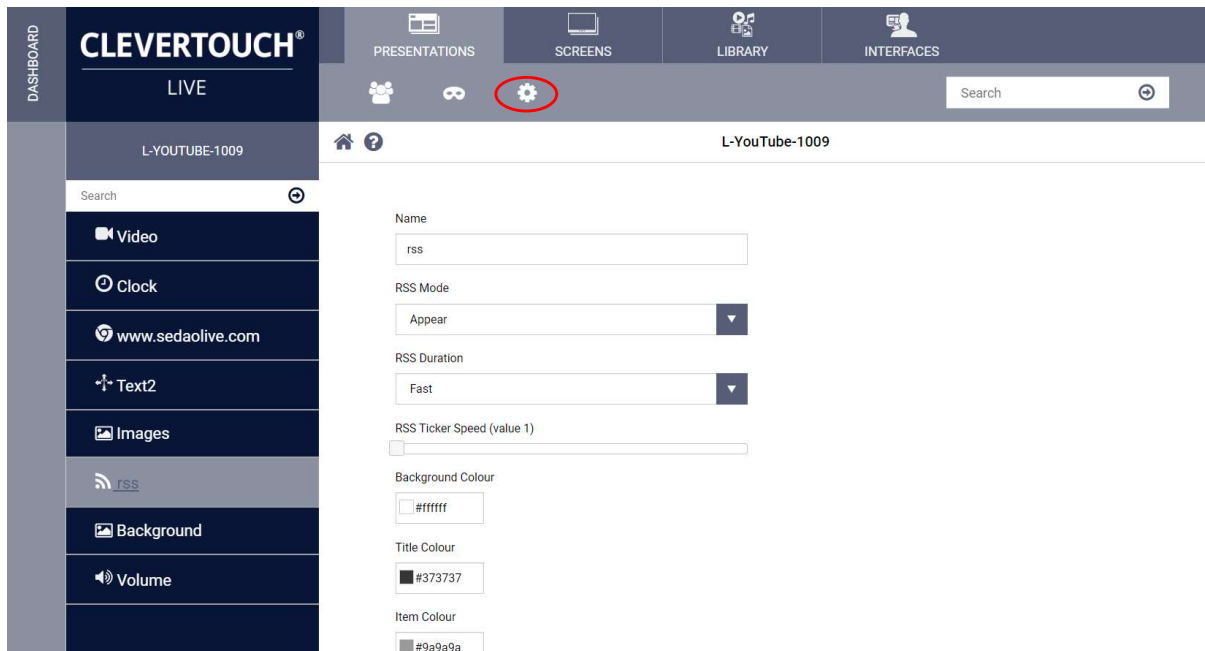


Editing RSS Feeds

1. Select RSS Zone, add the new URL, click on save

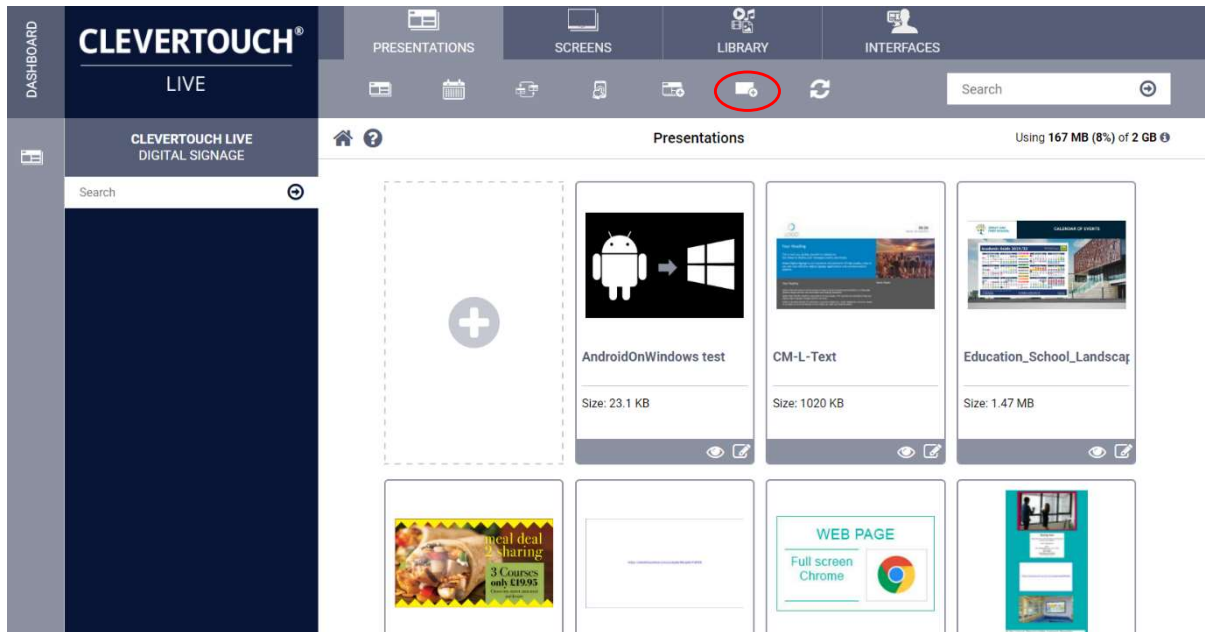


2. Select the cog to access more settings

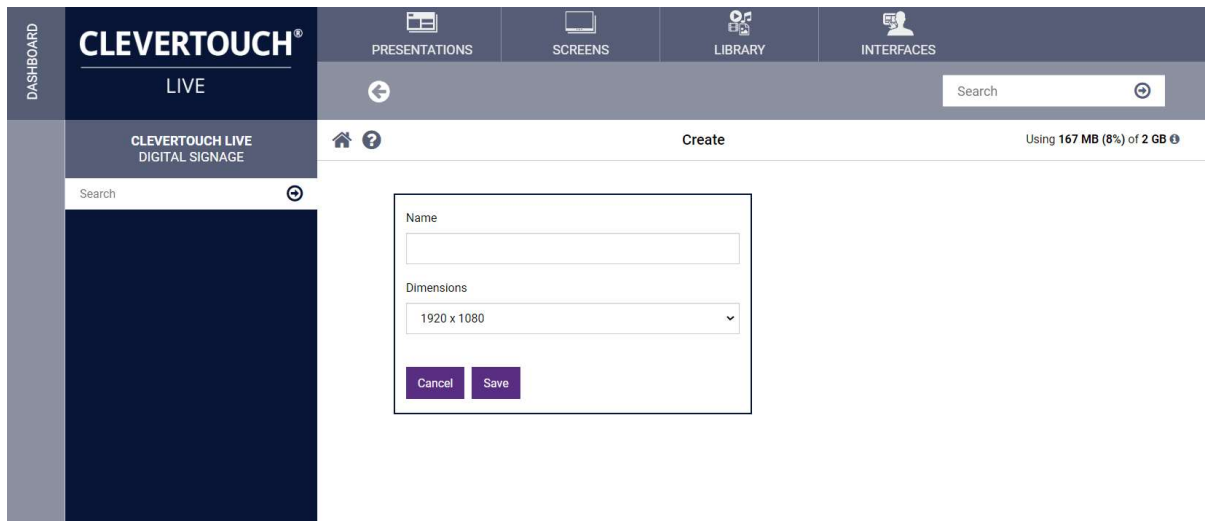


Creating new blank presentations

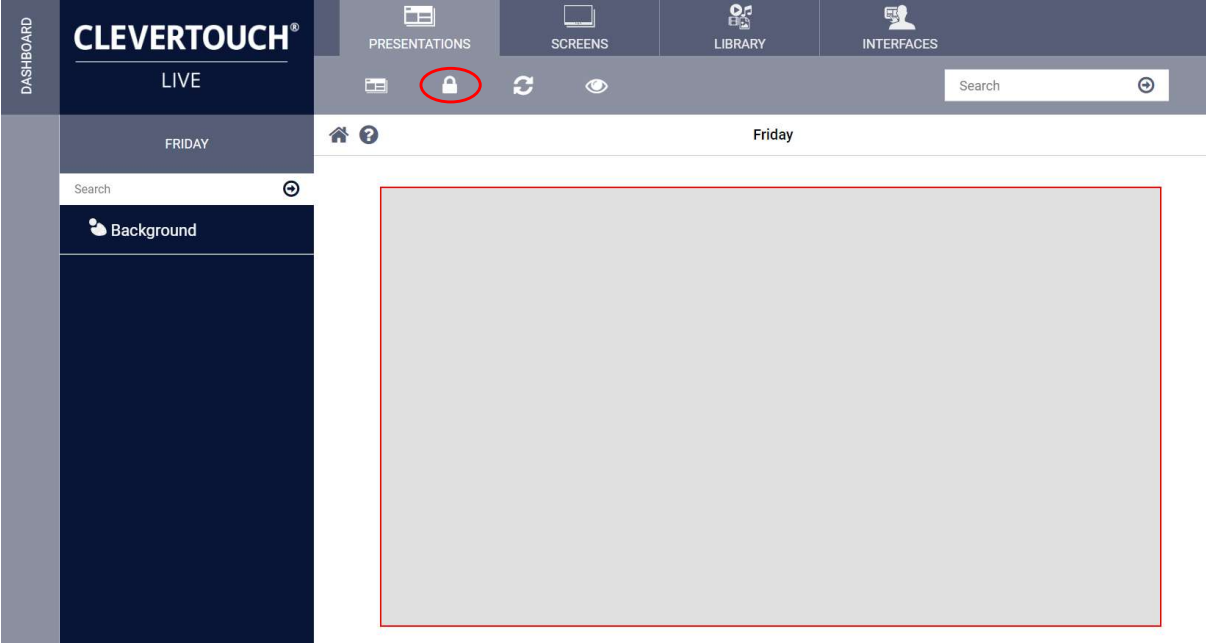
1. Click create new from the grey task bar



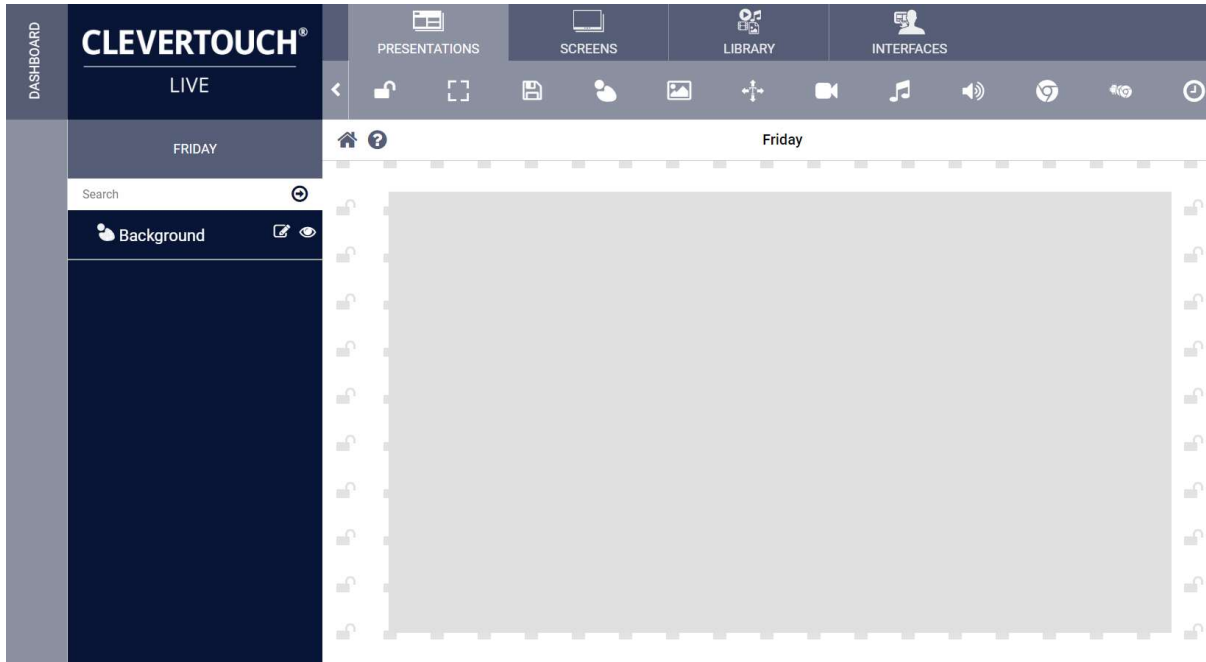
2. Give the presentation a name, select the dimensions and select save



3. You will then receive a blank canvas to work on, click on the padlock to turn on edit mode.

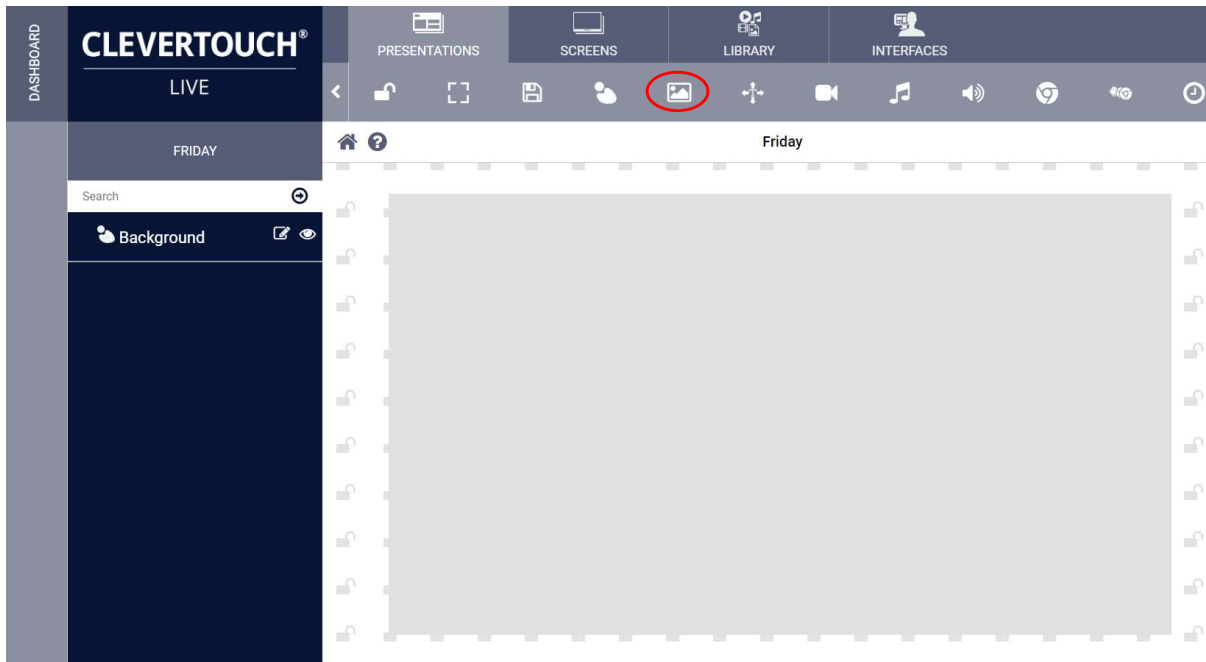


4. When prompted click on continue, all the available zones are now available

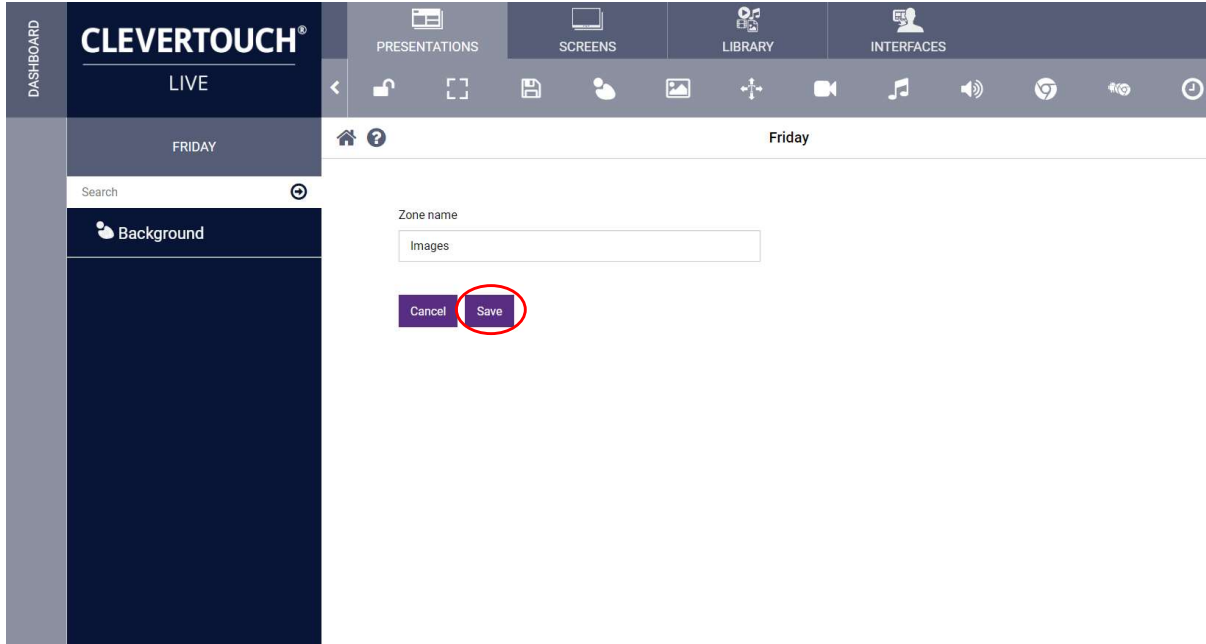


Adding an Image zone

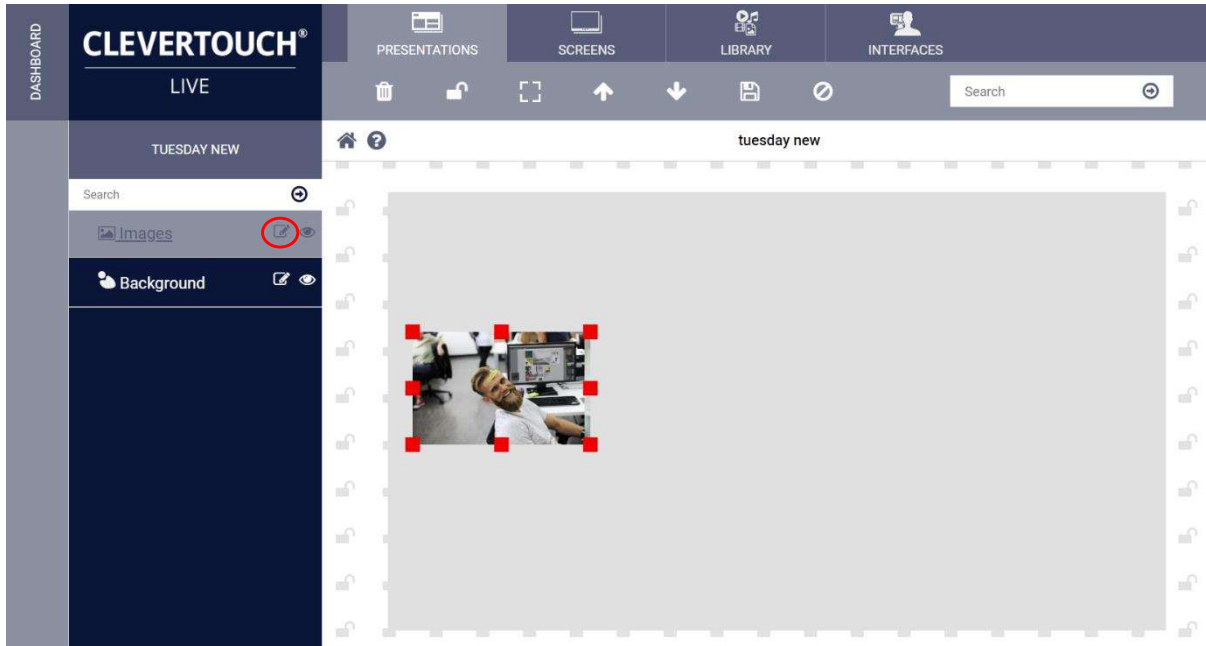
1. Click on the images and backgrounds icon



2. Select save to save the new zone

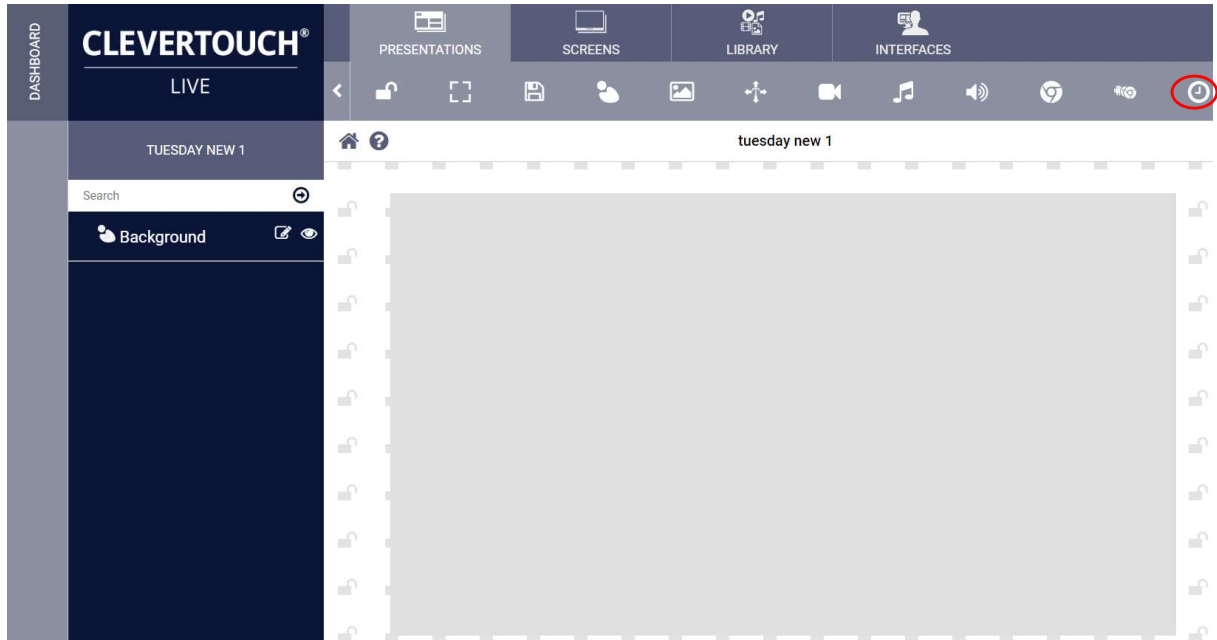


3. Select edit to remove or add images, drag the image to resize

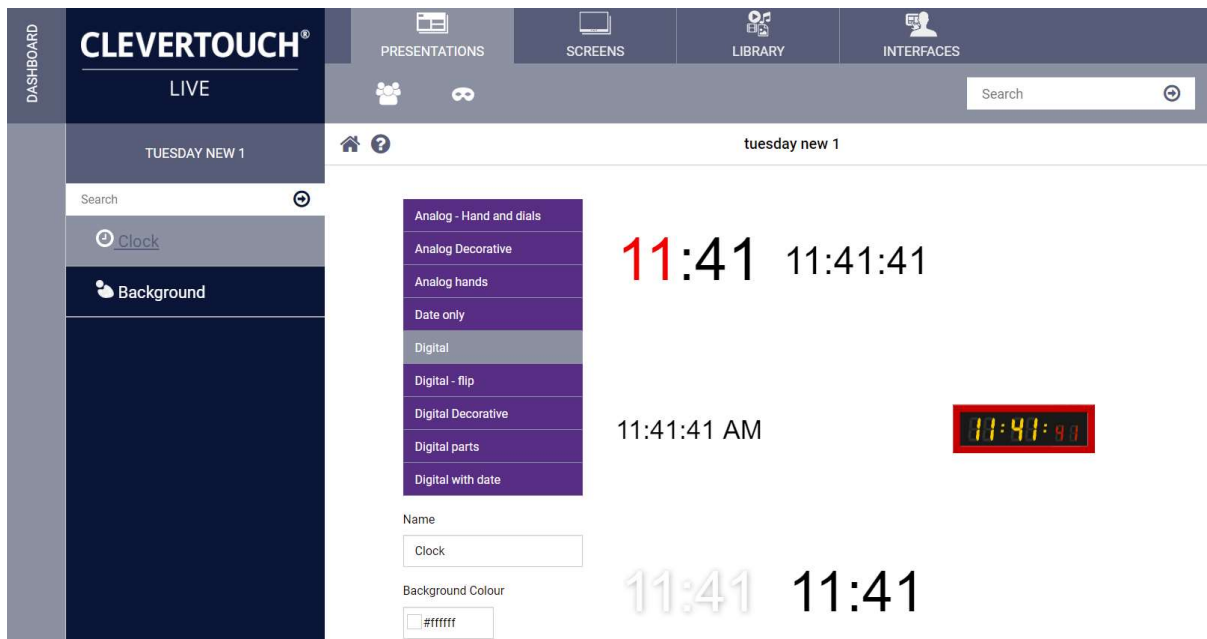


Adding a Clock

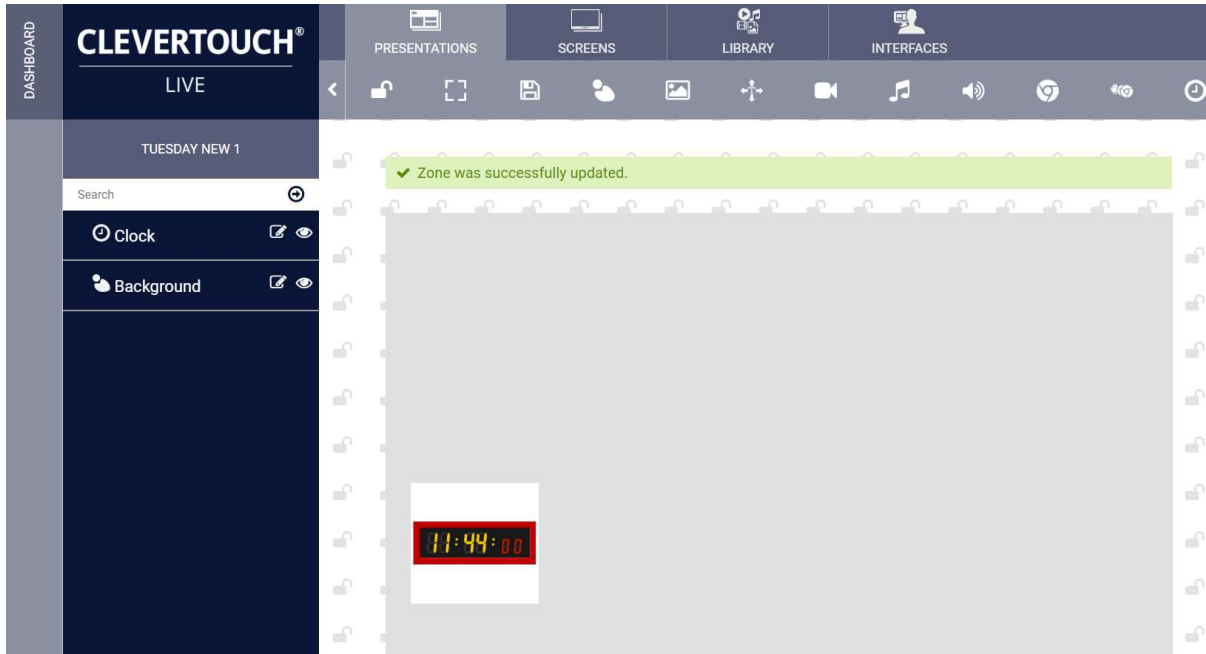
1. Select the clock zone from the edit menu



2. Save the clock zone, click on edit and select an appropriate clock, click save

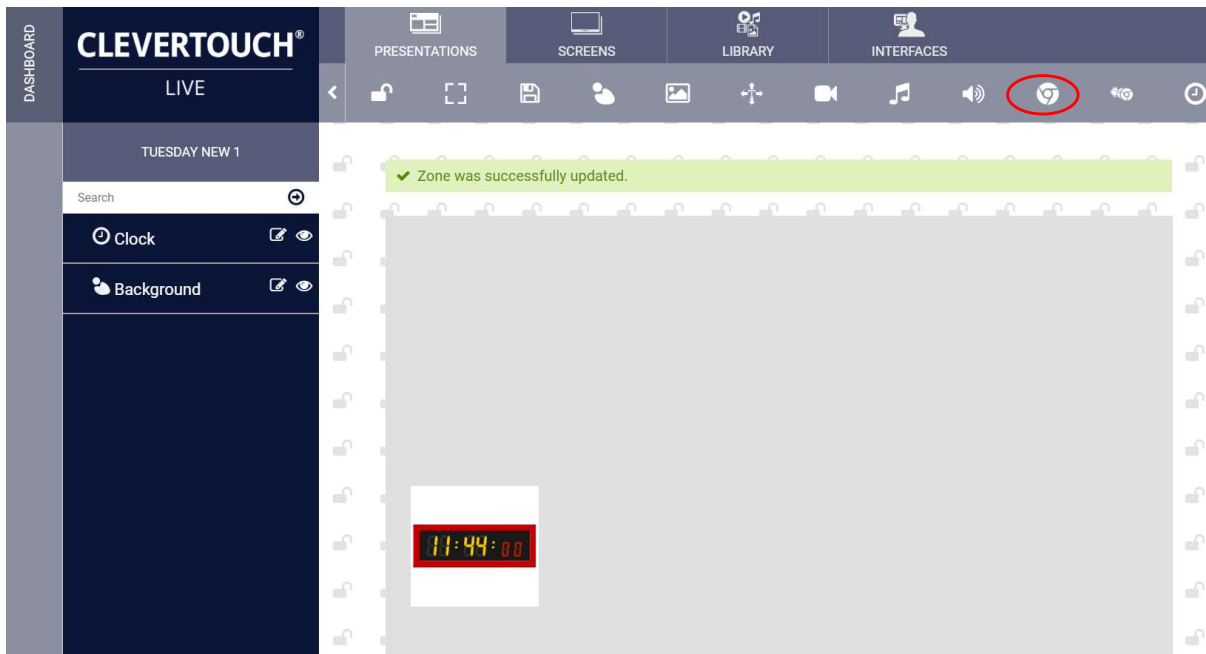


3. The clock is added to your presentation

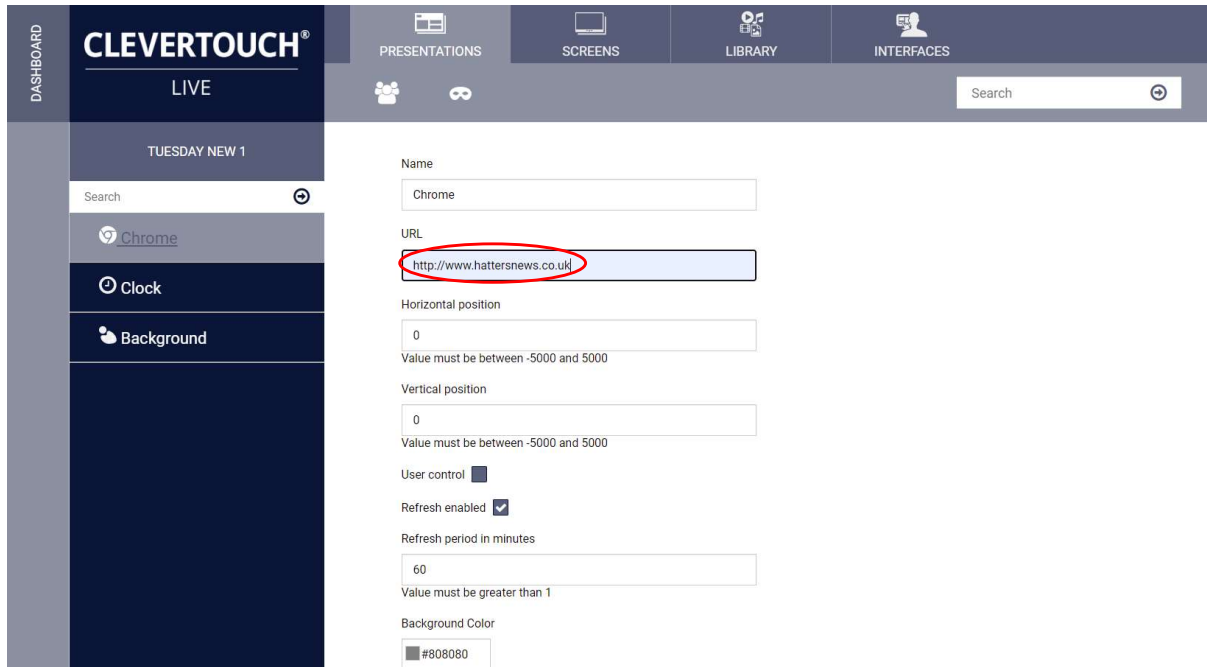


Adding Chrome

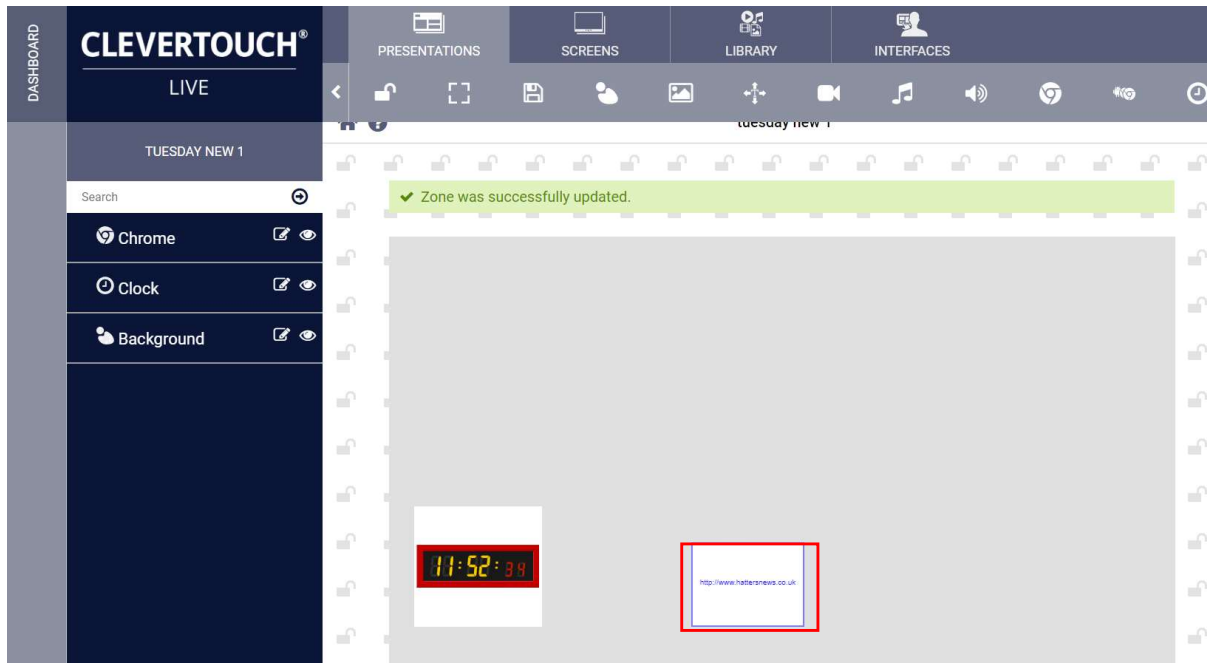
1. Select chrome from the edit menu



2. Save the zone, edit chrome and insert a URL, select save

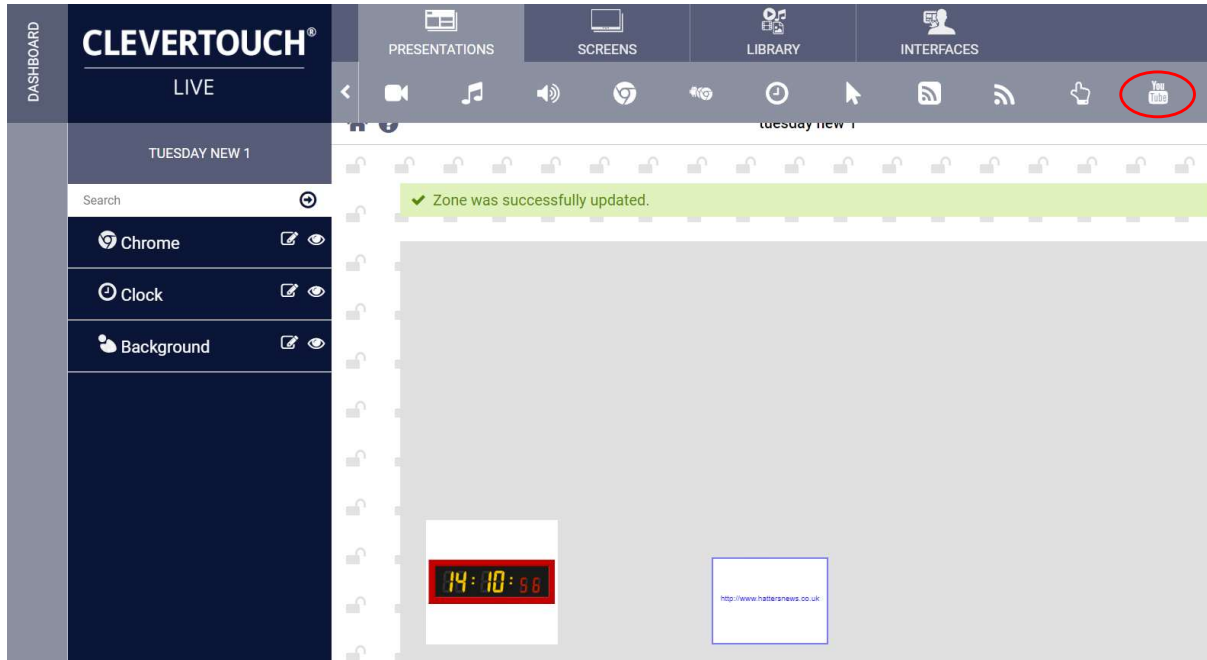


Note: The web page will not play in the preview.

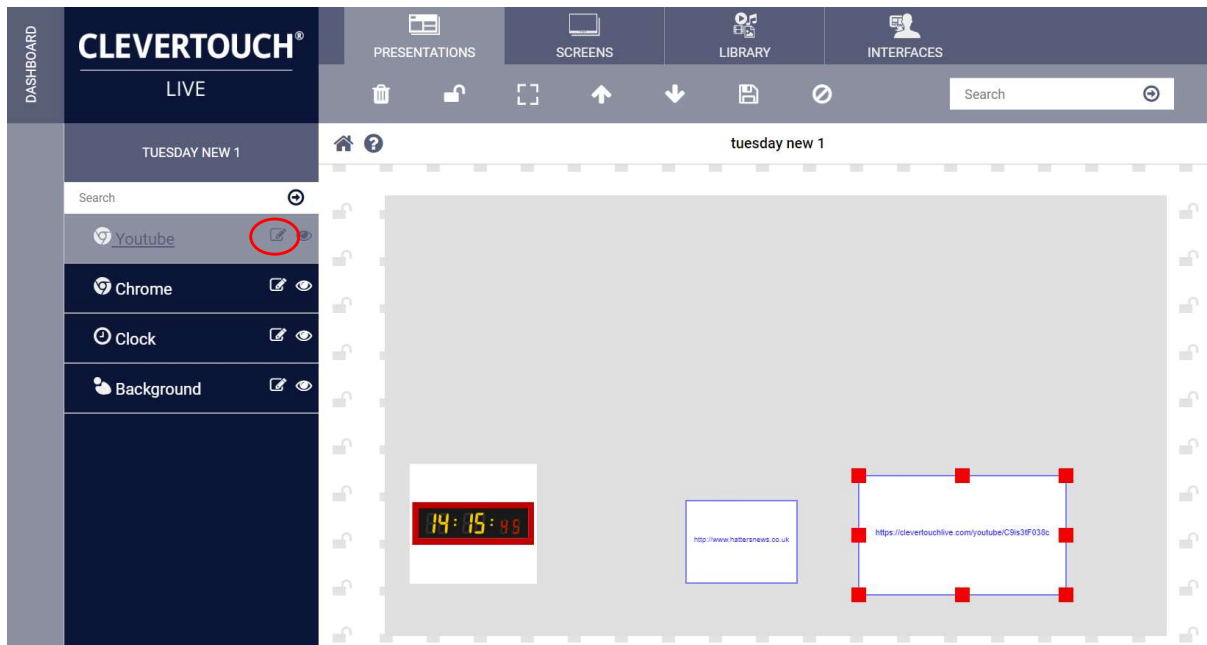


Inserting a YouTube zone

1. Select YouTube from the edit menu



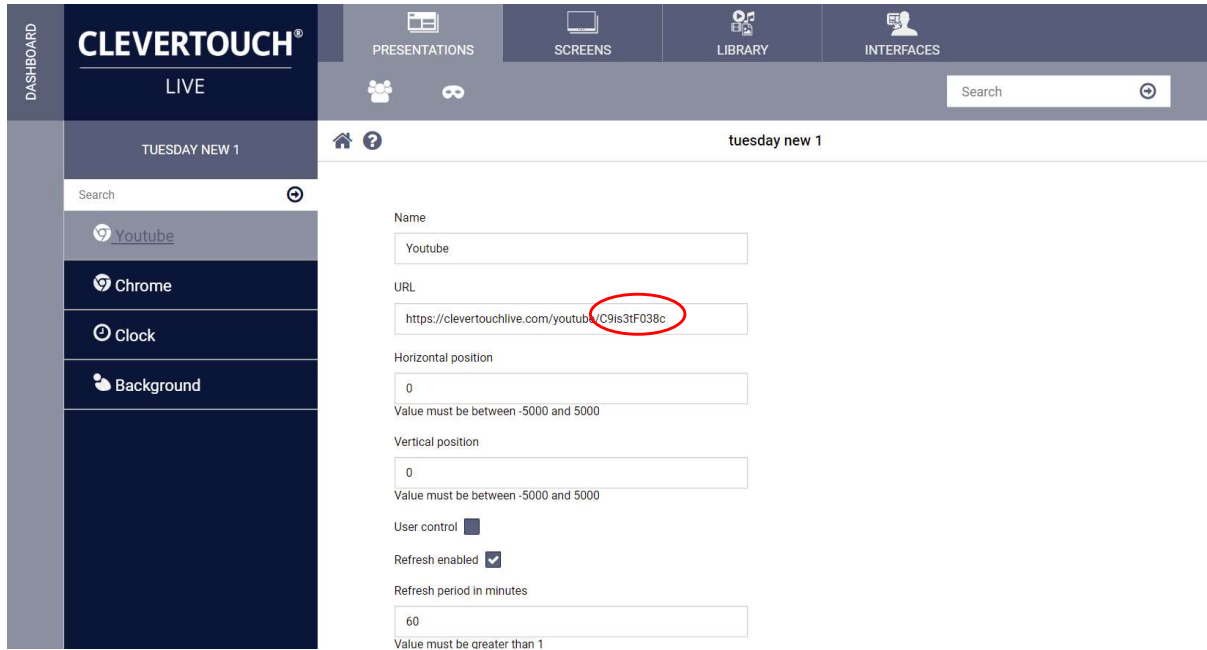
2. Save the zone, edit Youtube



3. Add the YouTube clip information

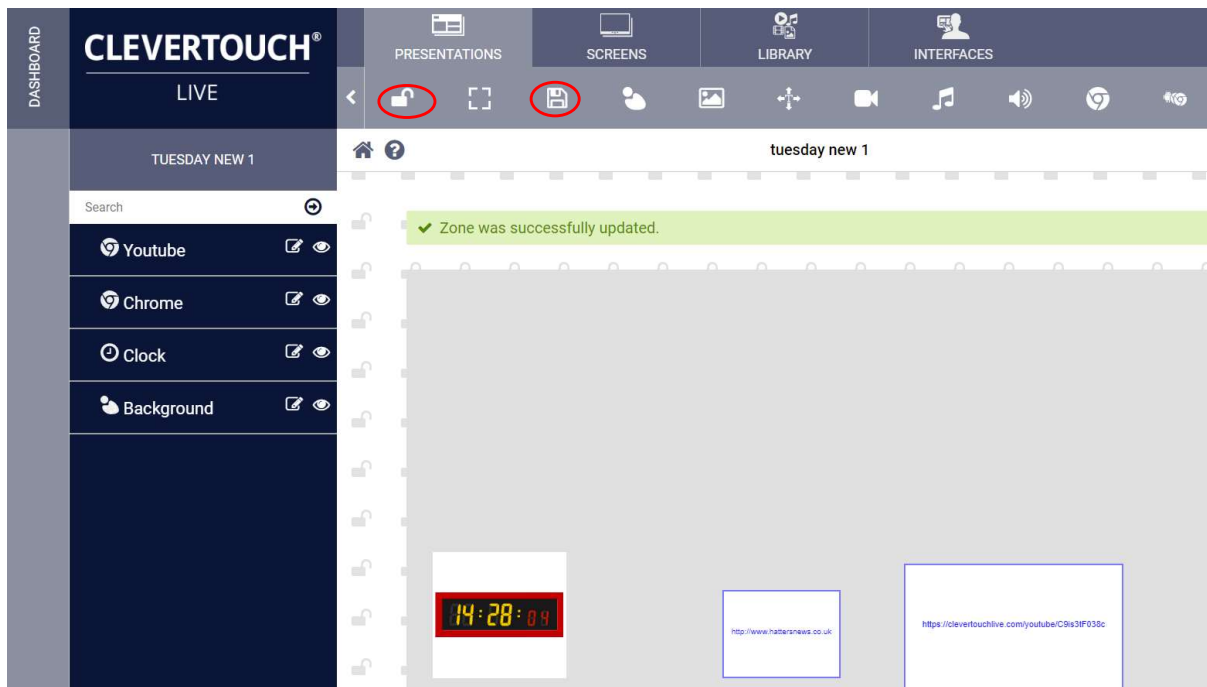
Note: The YouTube information is copied from the Youtube clip URL (After the watch = section)

<https://www.youtube.com/watch?v=3MGQaLgDlqA>



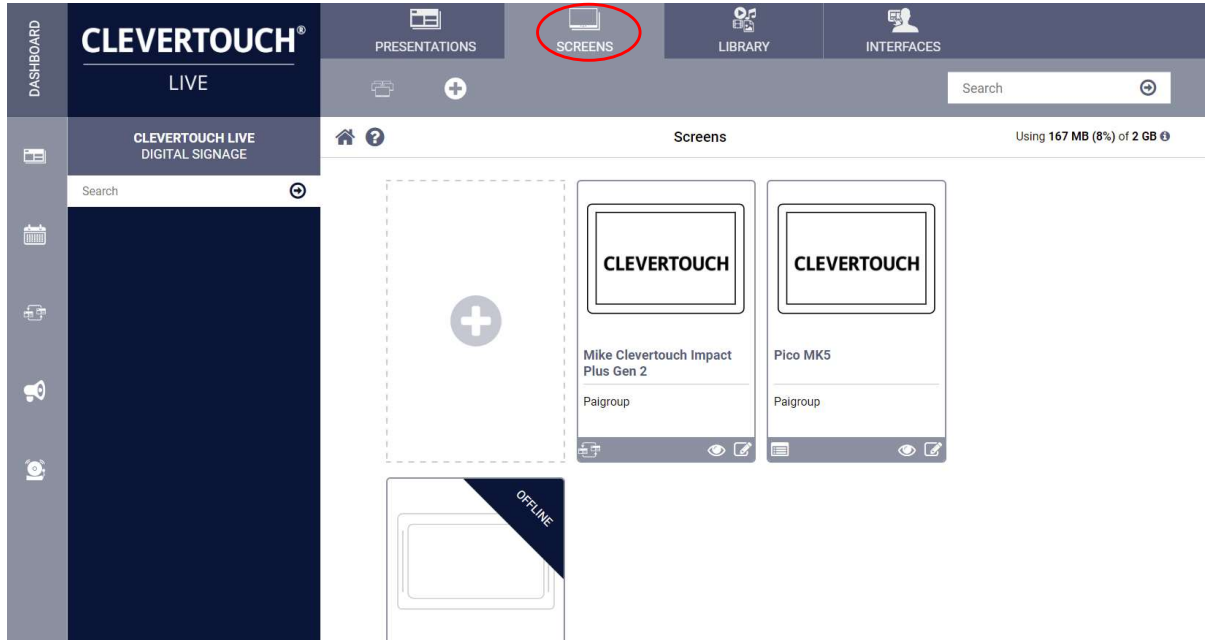
4. Select Save

Note: When you have added the zones to the presentation, save the zones by clicking on the disk and click on the open padlock to exit edit mode.

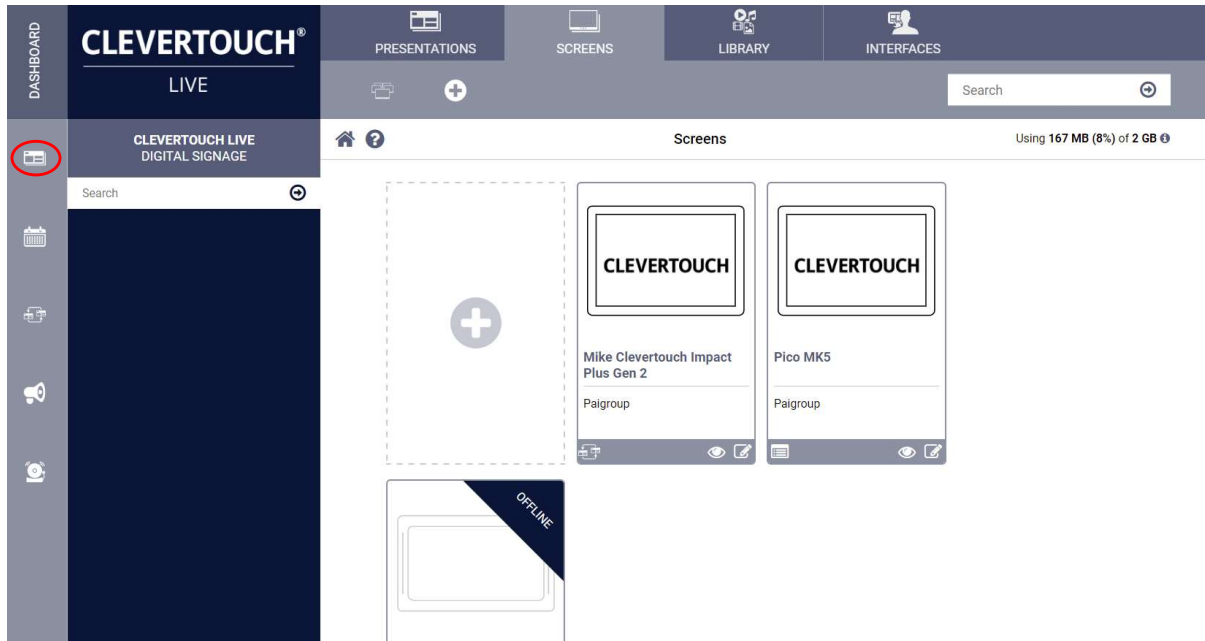


Sending presentations to screens

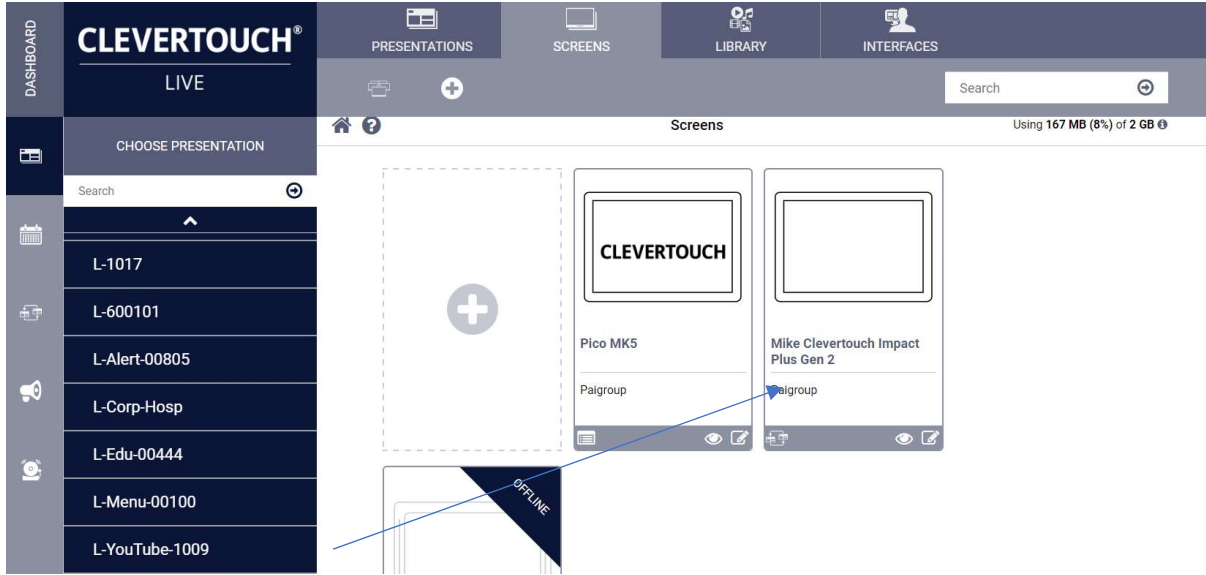
1. Select the screens tab



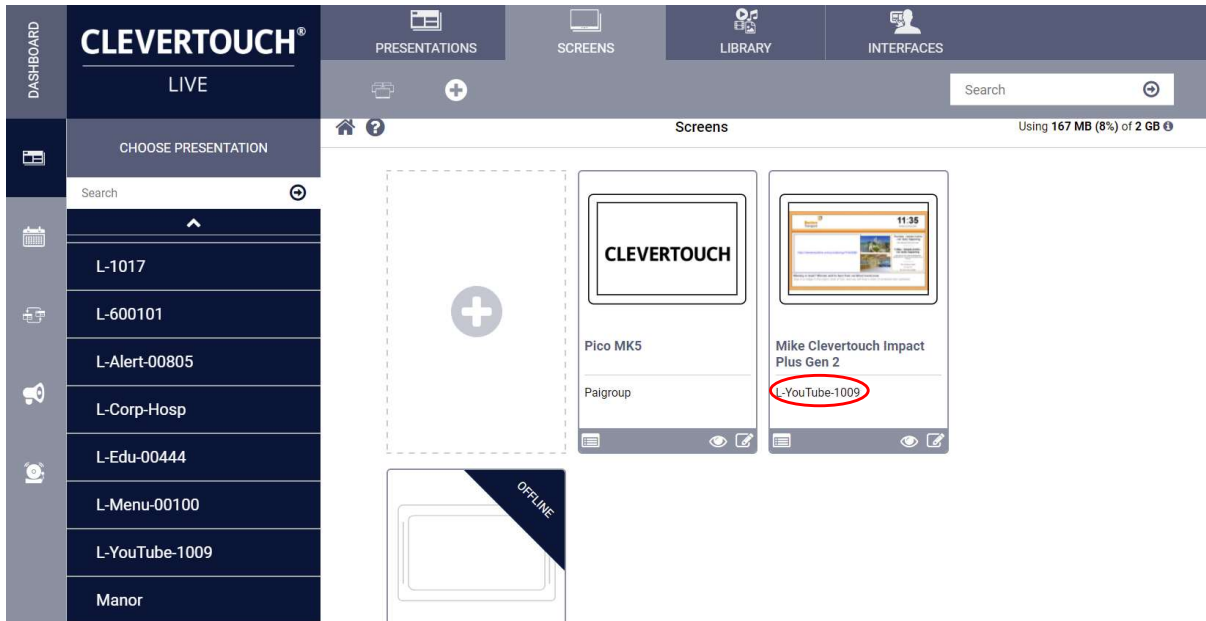
2. Select presentations on the left-hand side of the screen



3. Drag a presentation to the screen(s)

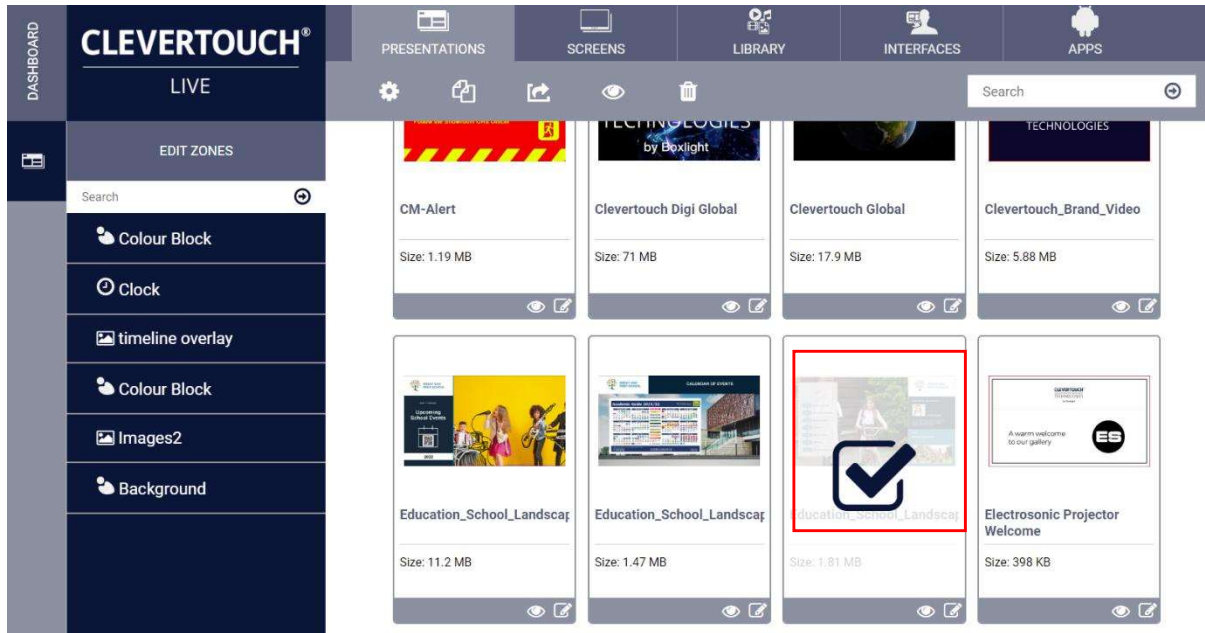


4. The presentation now plays on the selected screen

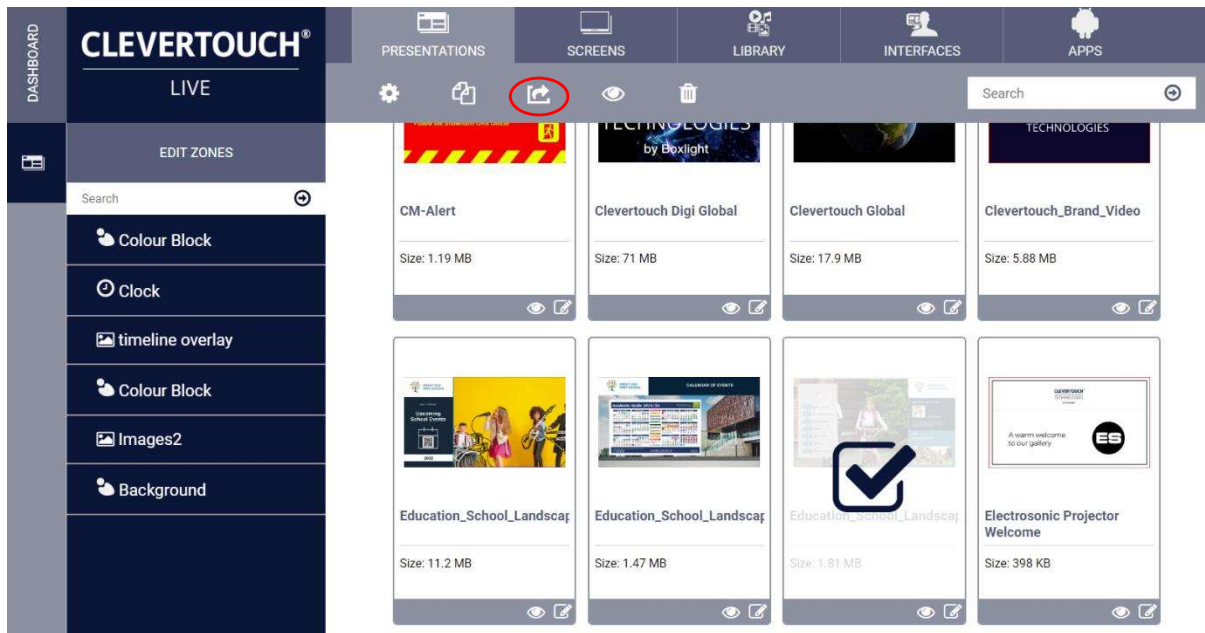


Importing presentations from different accounts

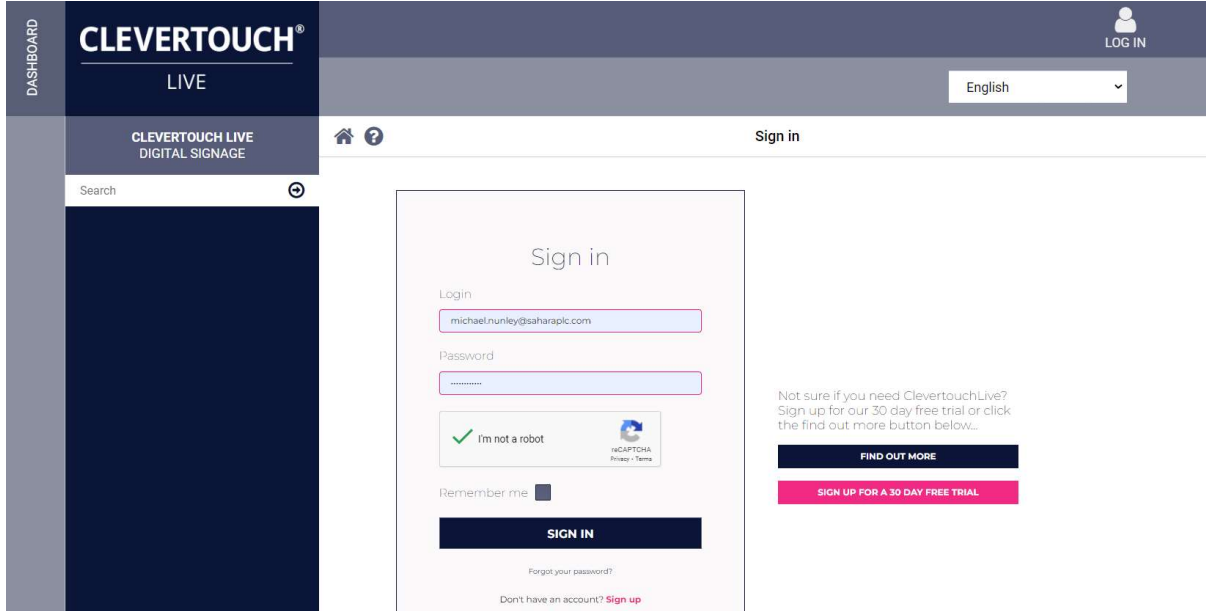
1. Select the presentation to be copied by left clicking the mouse



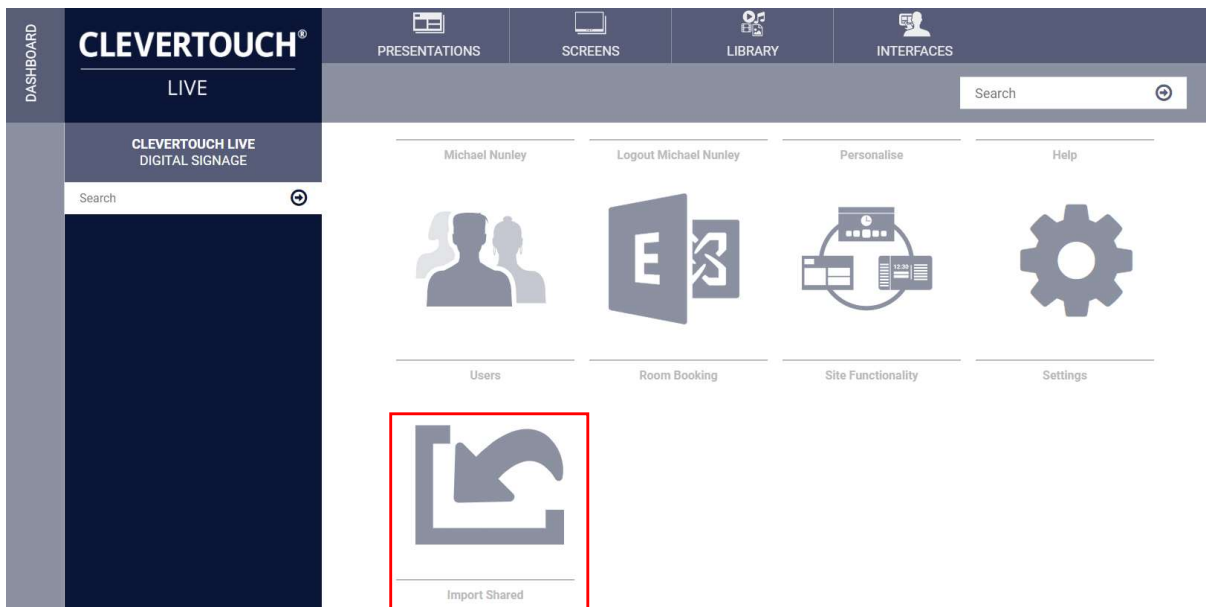
2. Select the save presentation icon



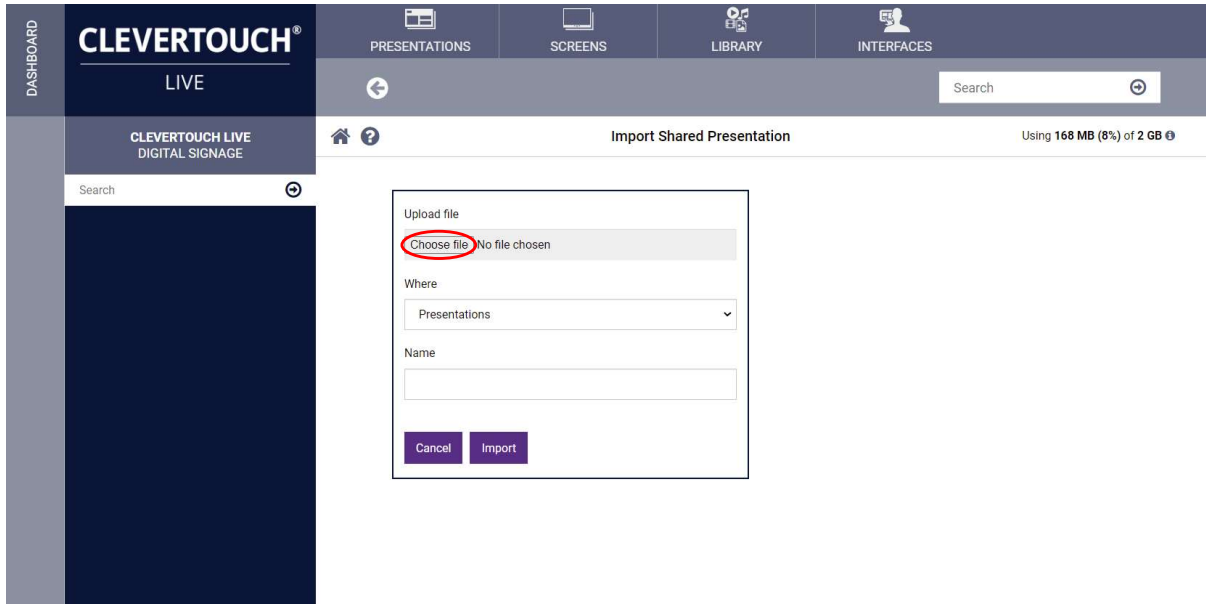
3. Login to another ClevertouchLive account



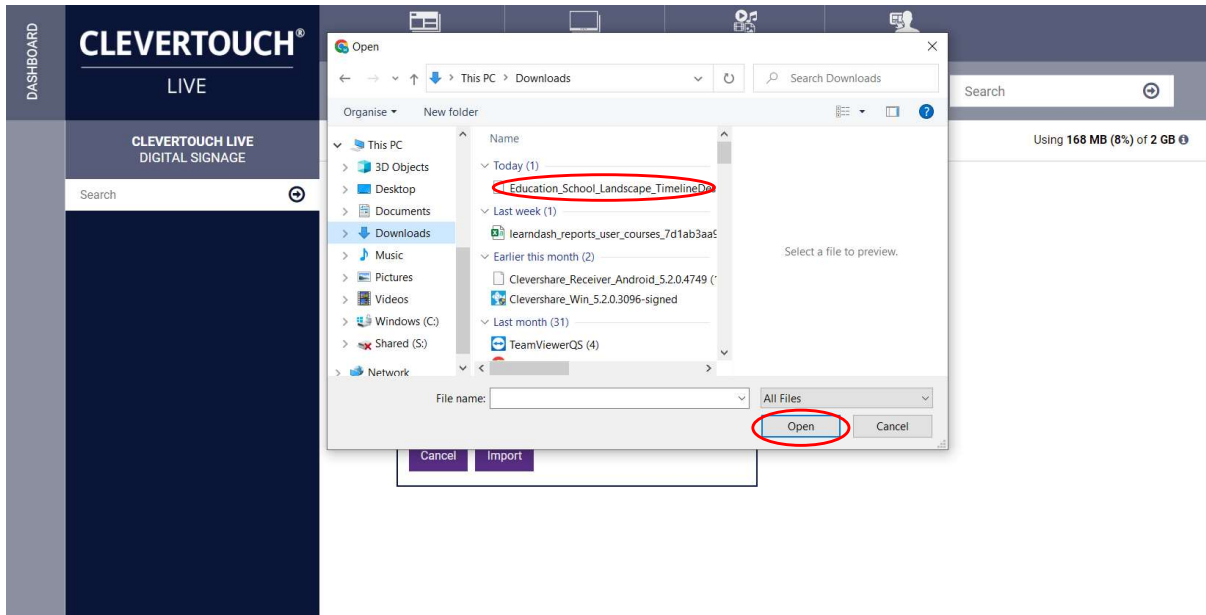
4. Select Import Shared



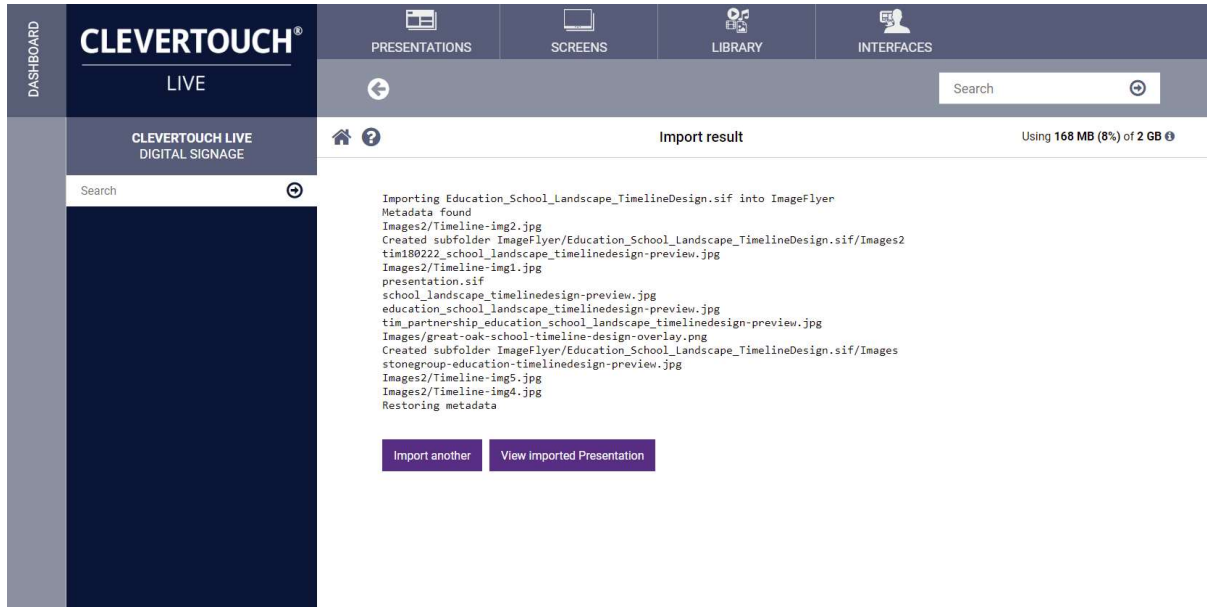
- When the dialog box appears, select the file to download from the Windows downloads folder



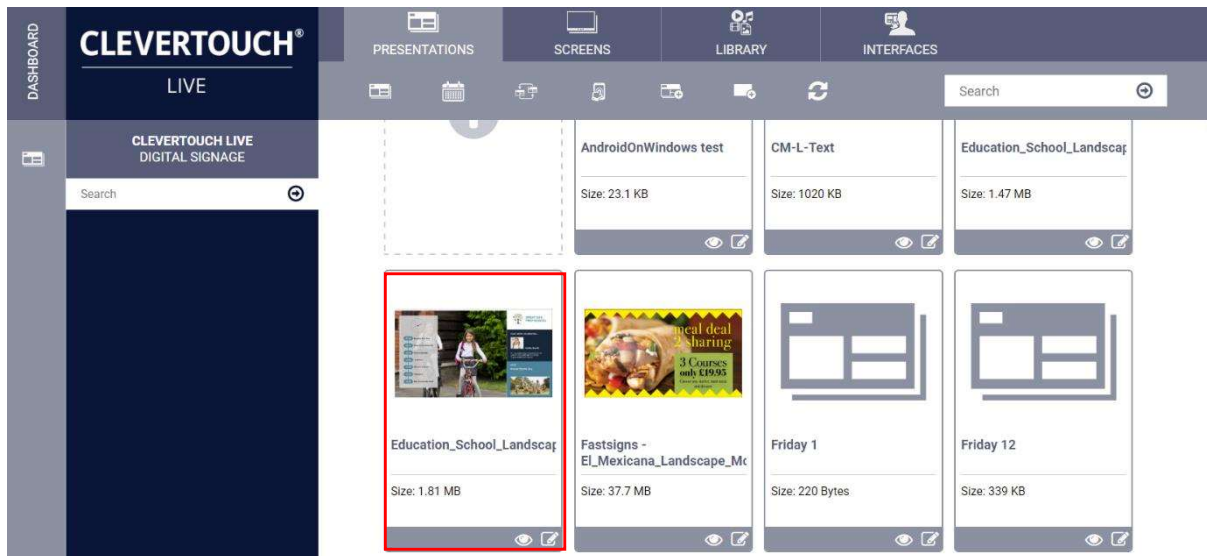
- Select the file to download, press open, select import



7. The following screen appears

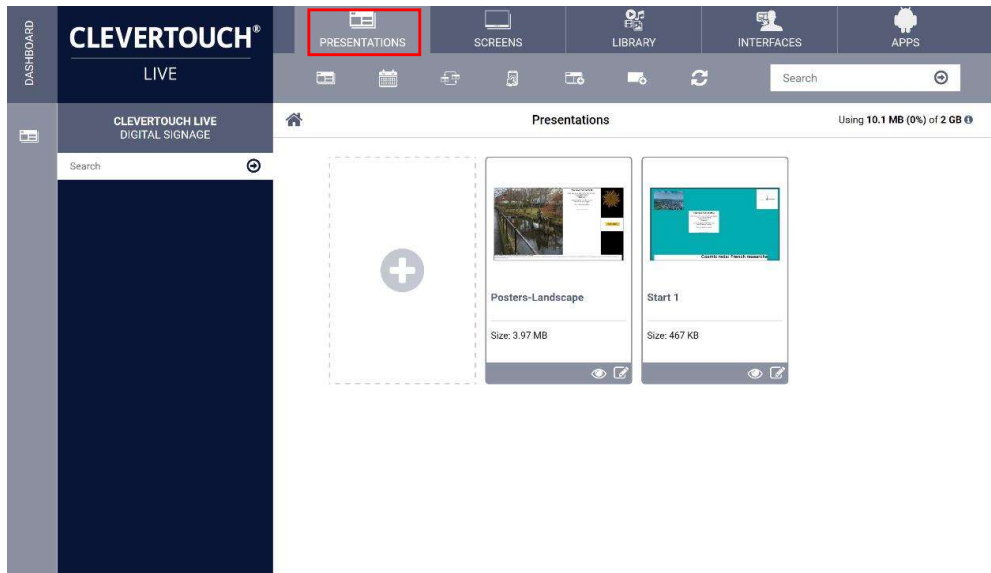


8. Navigate to the Presentations tab to see the new presentation

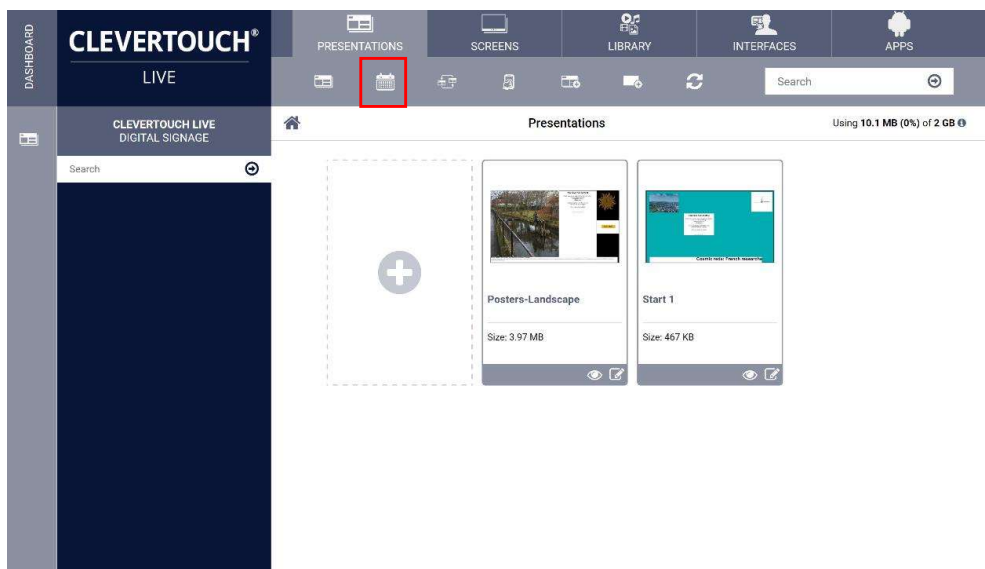


Creating & Managing Schedules

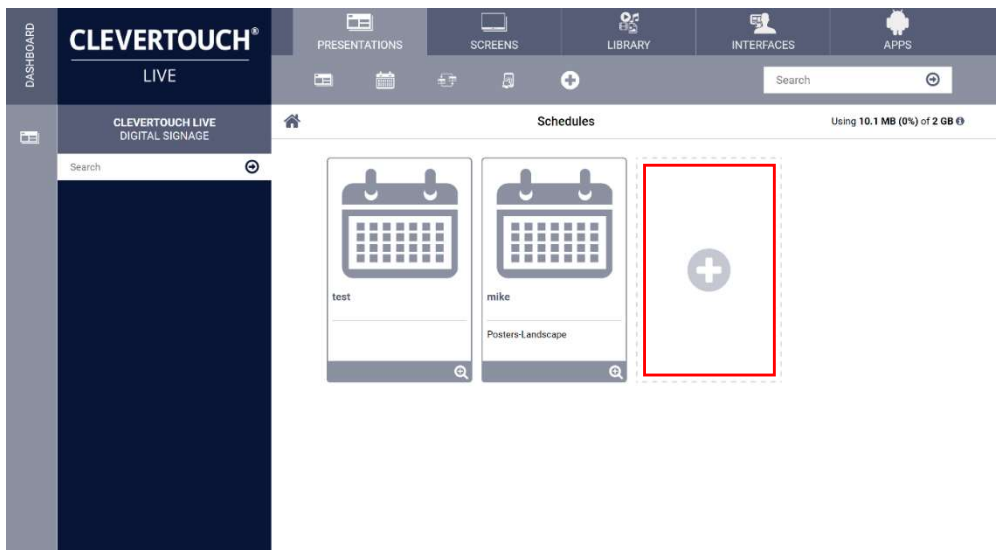
1. Select the Presentations tab



2. Select the schedule icon

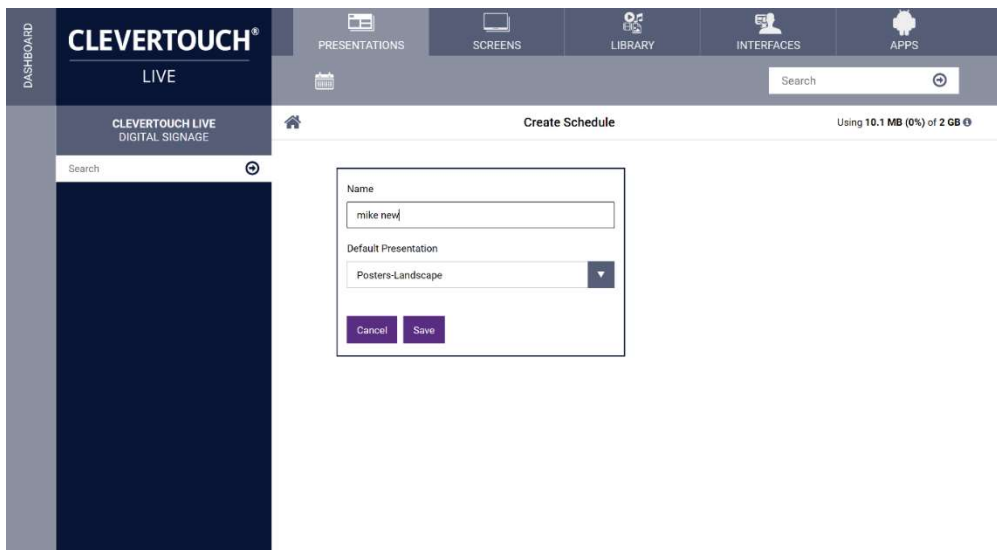


3. Select the Plus icon

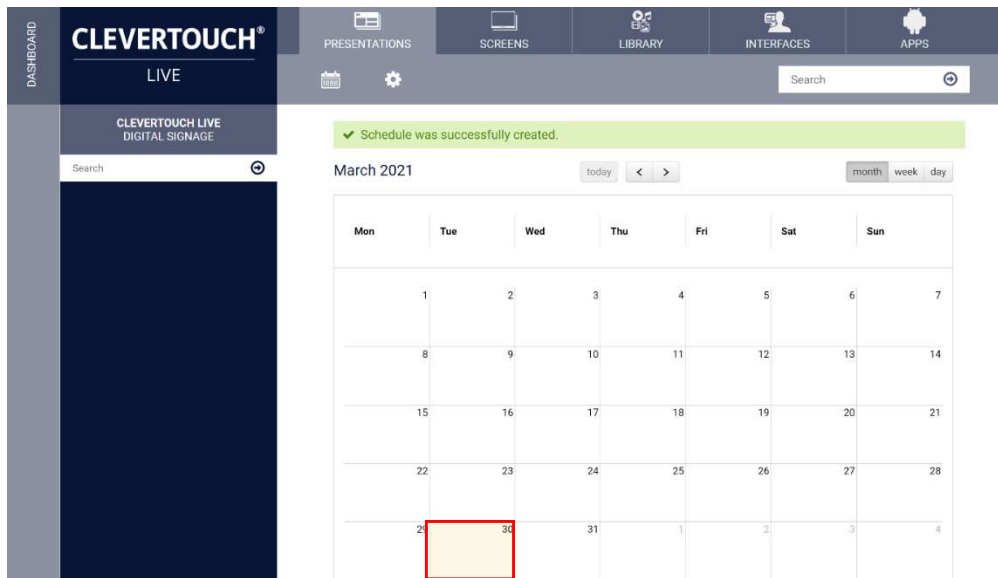


4. Name the schedule and select a presentation to go back to when the schedule ends, select save

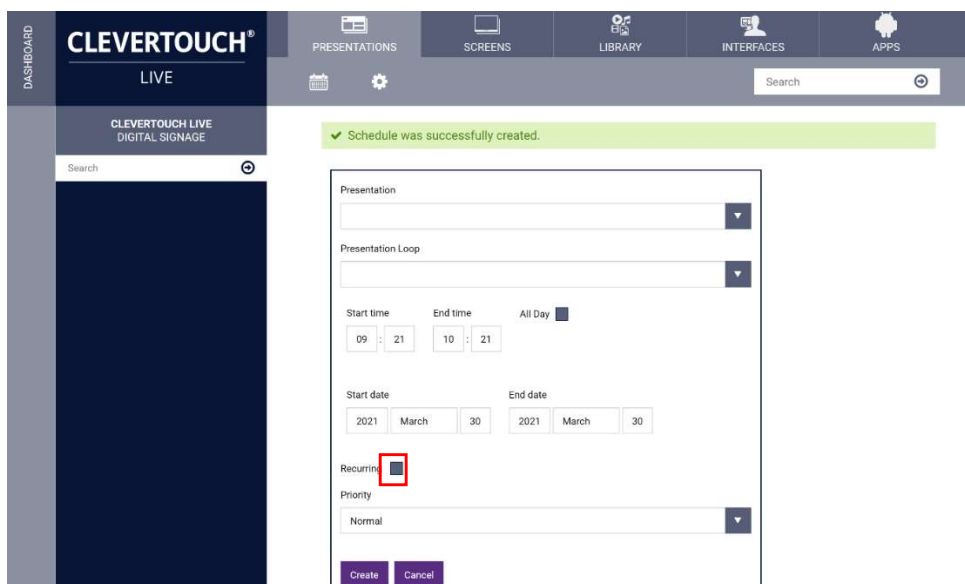
Note: The default presentation plays when there is no other scheduled presentation. Default presentation is optional



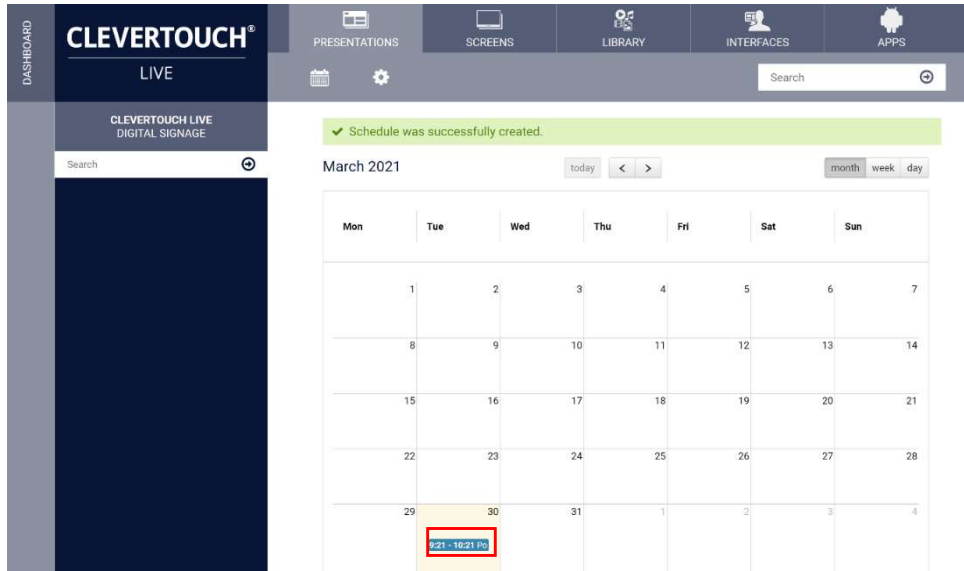
5. Double tap or double click on today's date which is highlighted



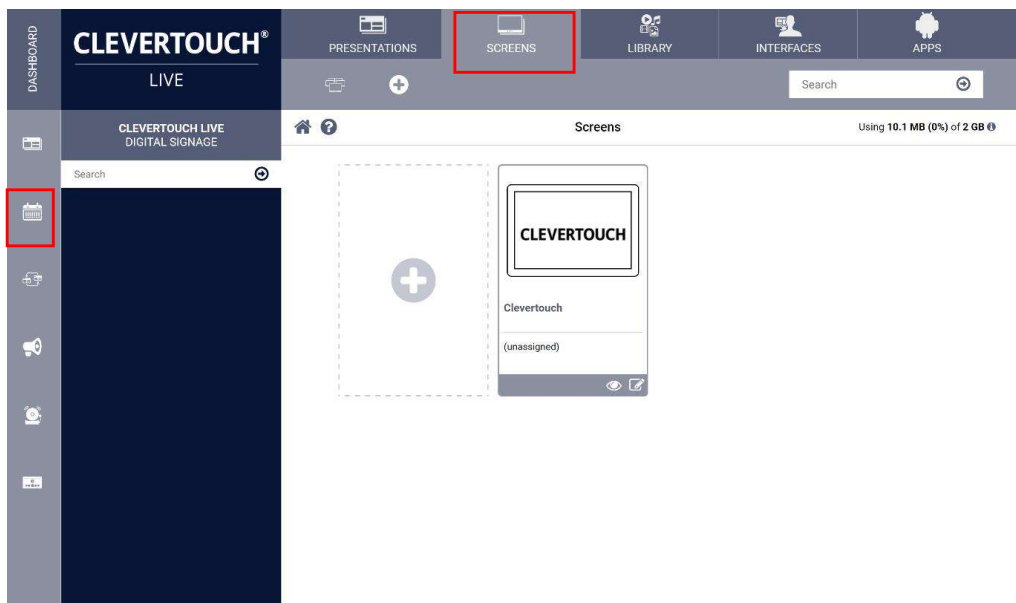
6. Select a presentation from the drop-down menu, edit the start time and end time, click create, check the recurring box to setup a recurring schedule, click create



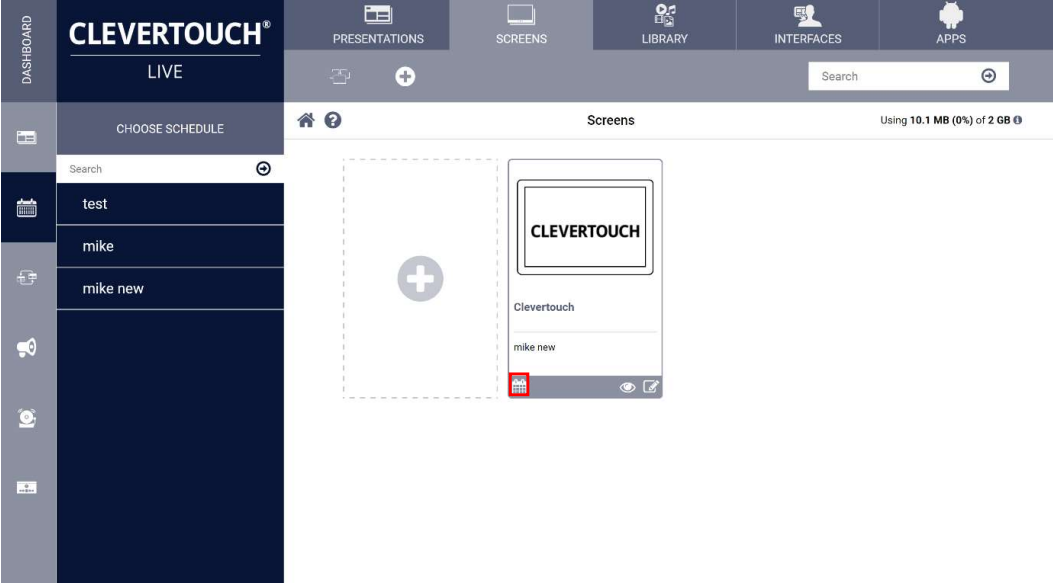
7. The schedule will now appear in the calendar



8. Select the screens tab then schedule on the left-hand side

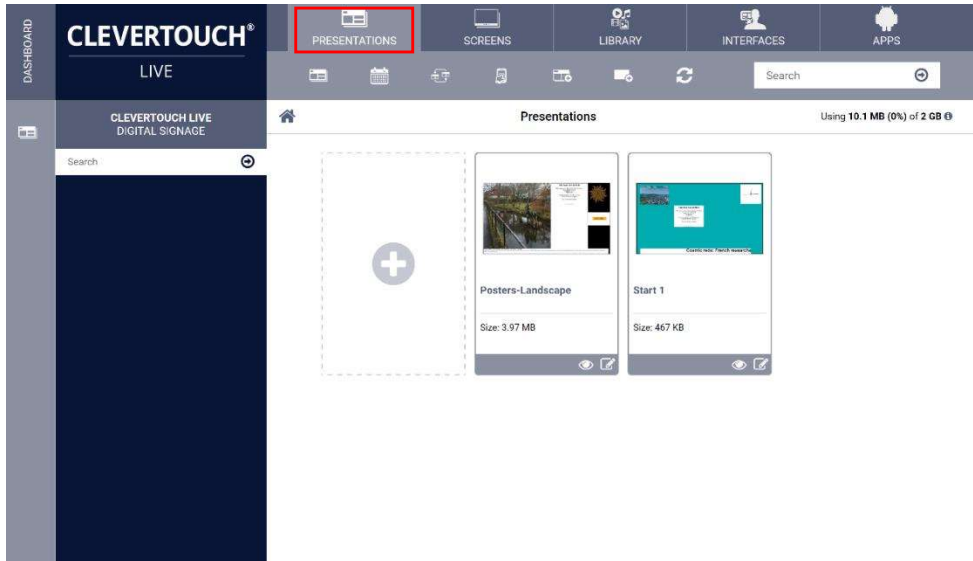


9. Drag the schedule to the screen(s), the thumbnail will now contain a schedule icon at the bottom left

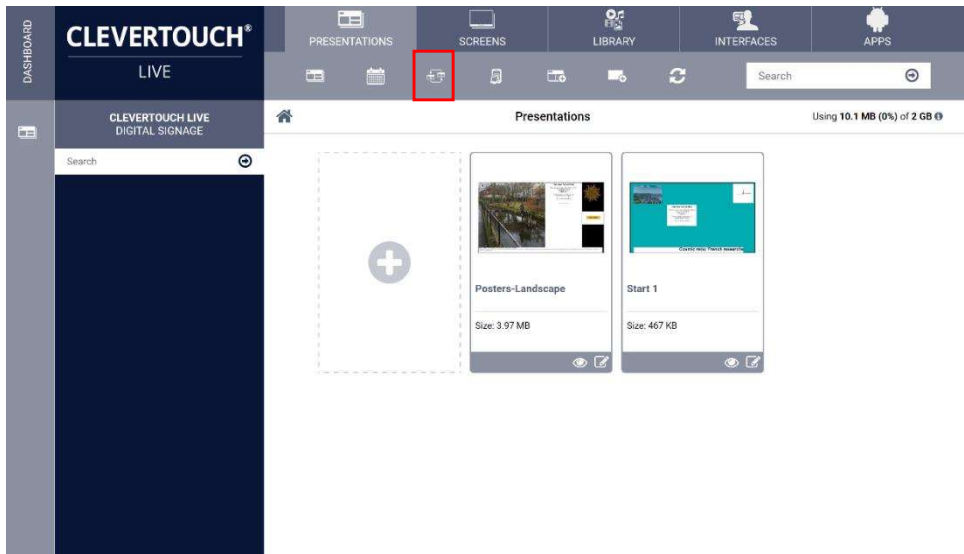


Creating Presentation Loops

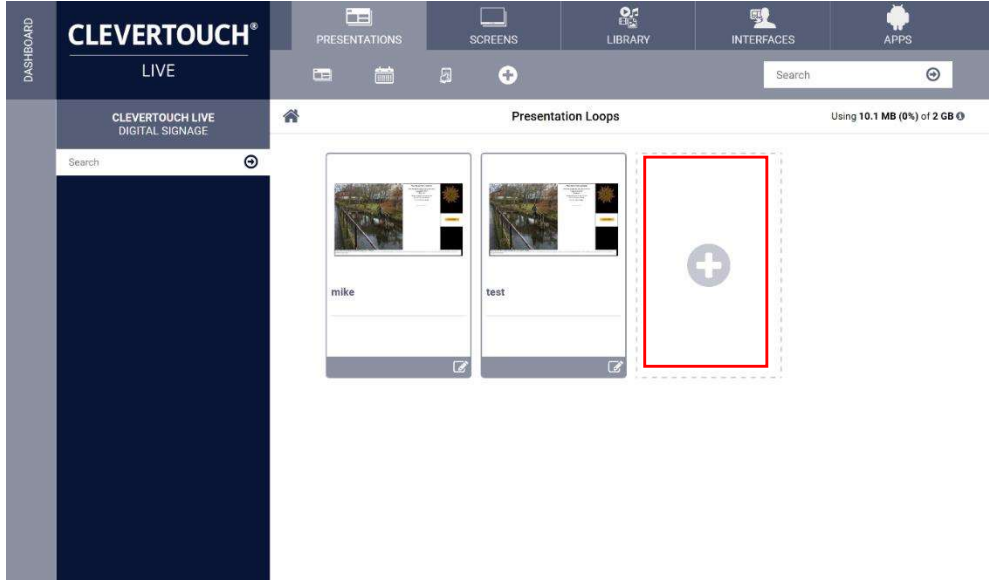
1. Select the Presentations tab



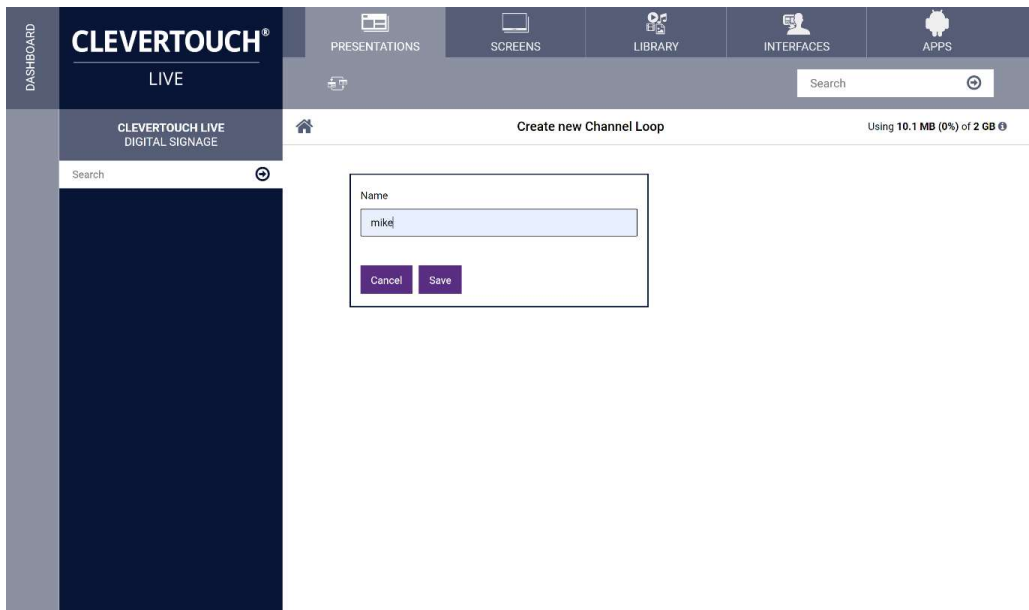
2. Select presentations loops from the tool bar



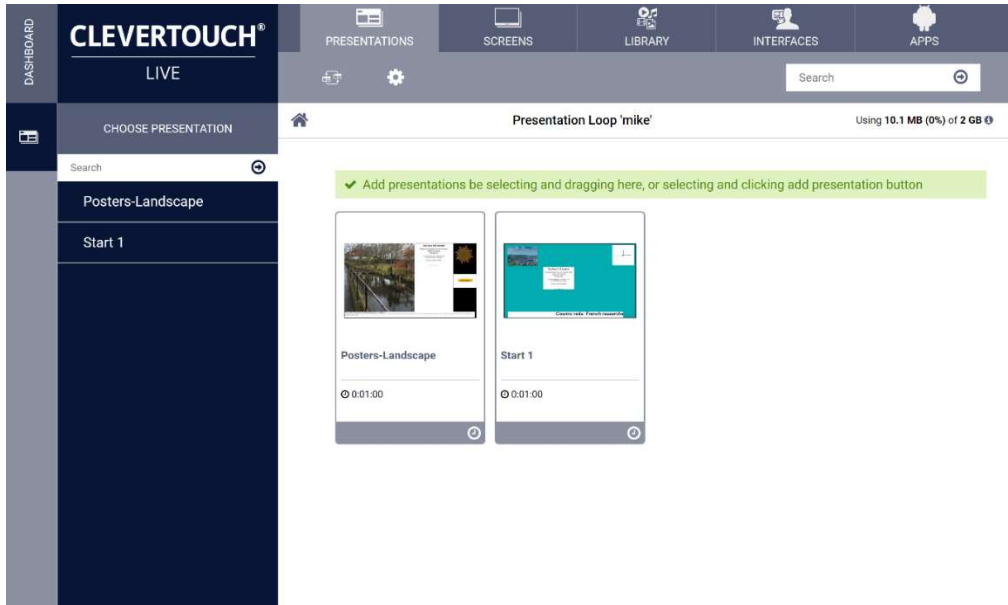
3. Select the Plus icon



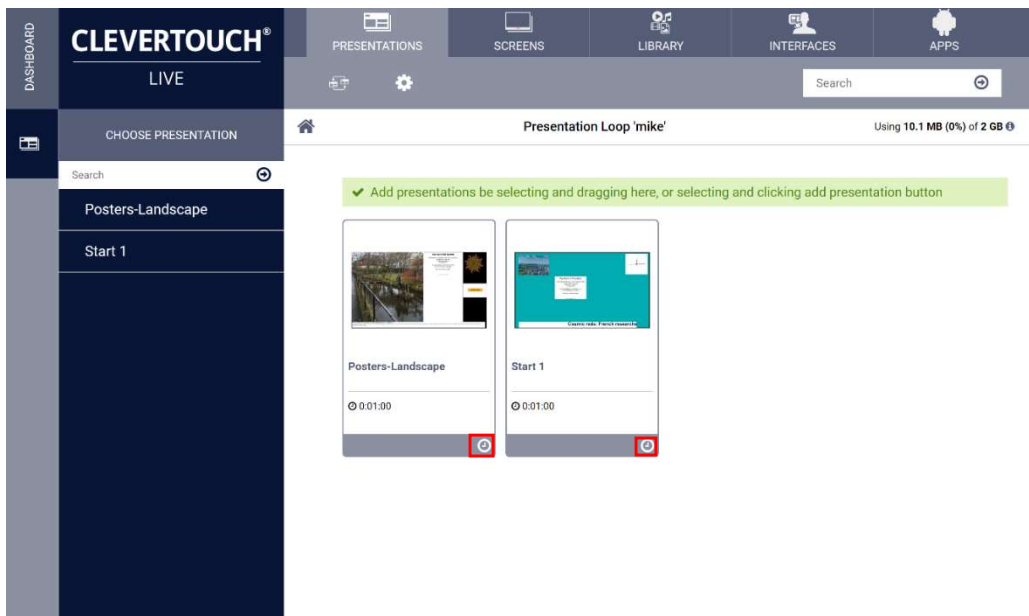
4. Give the presentation loop a name and select save



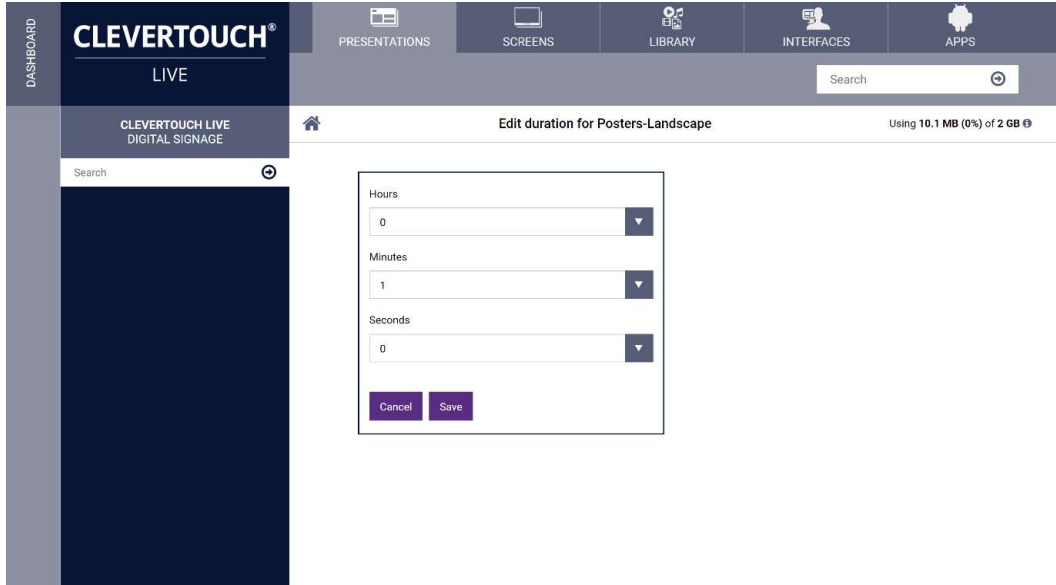
5. Drag the presentations that are to be included in the loop onto the page



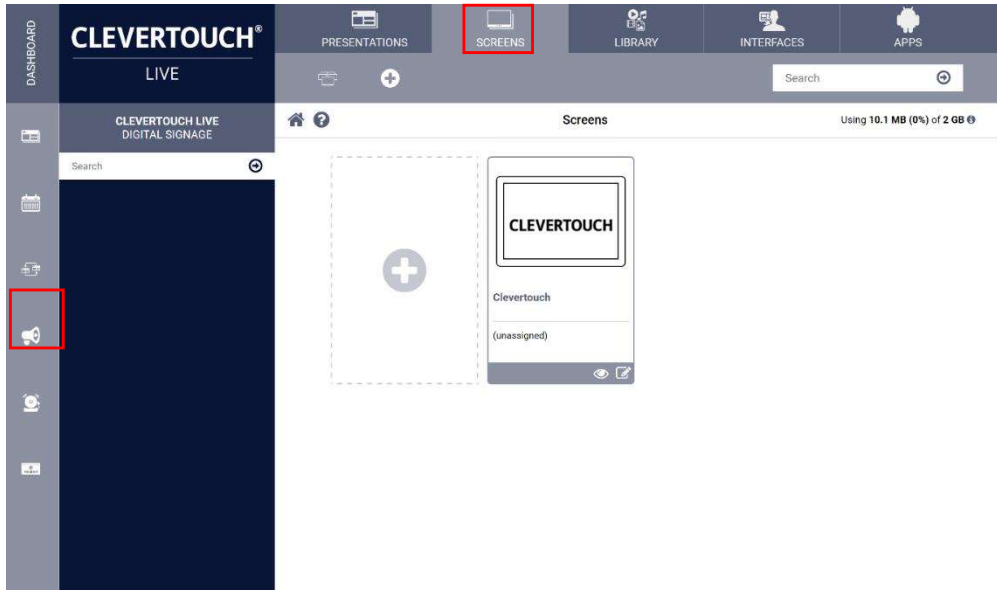
6. On each thumbnail select the time button at the bottom right and select a time the presentation loop plays on the screen



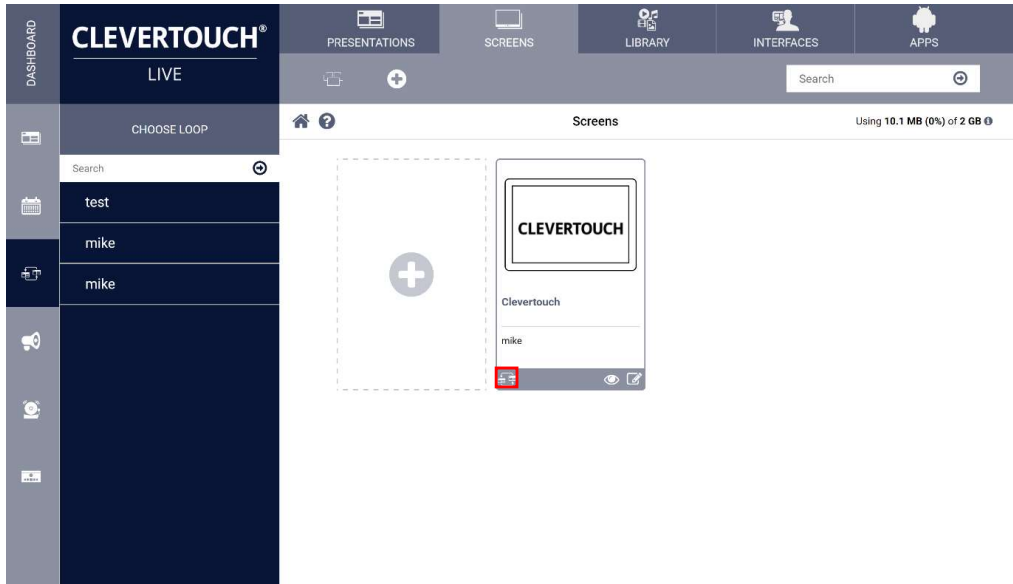
7. Add the time on each presentation, select save



8. Select Screens then presentation loops from the dashboard

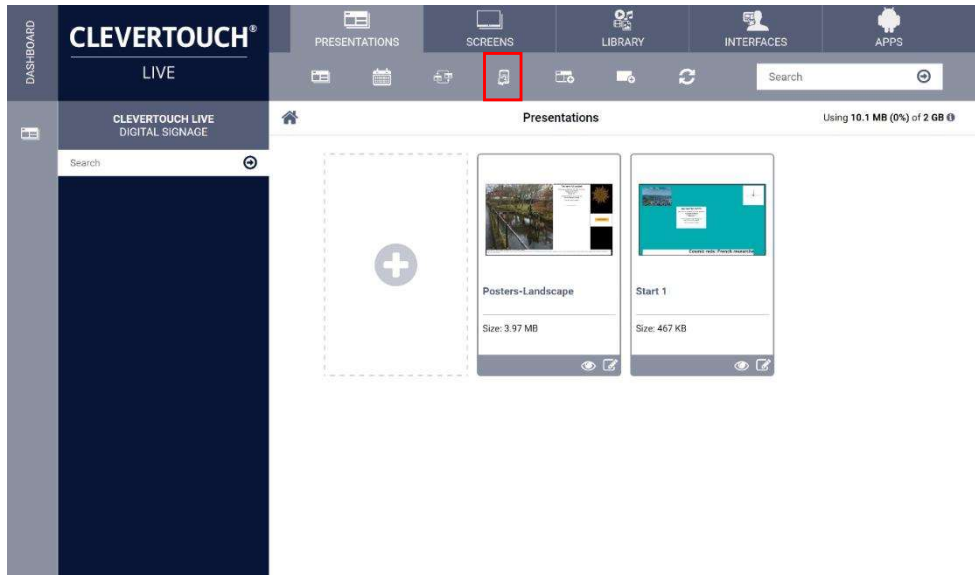


9. Drag the presentation loop to the screen(s), the thumbnail will now contain a presentation loop icon at the bottom left

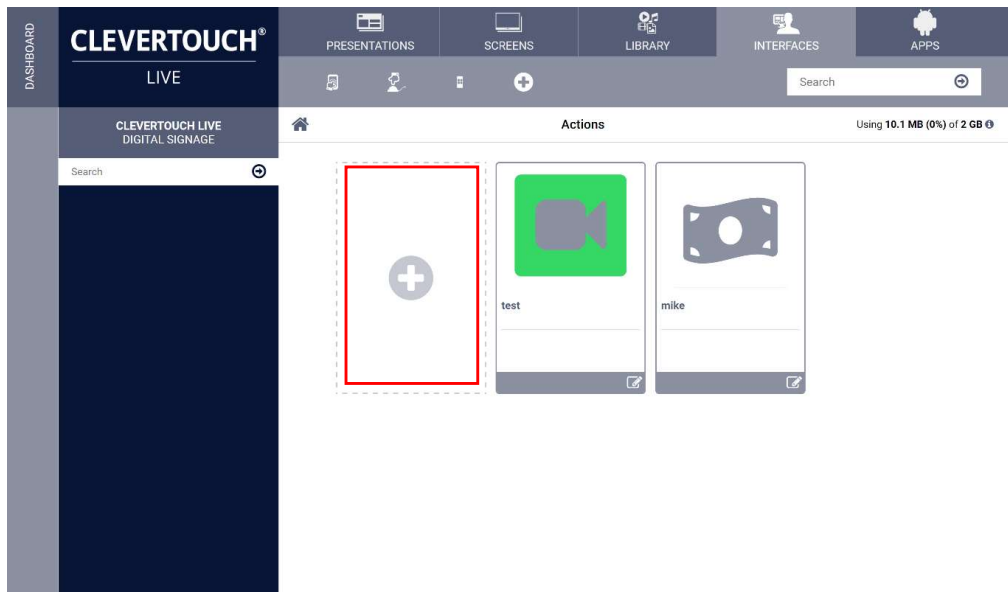


Creating Actions

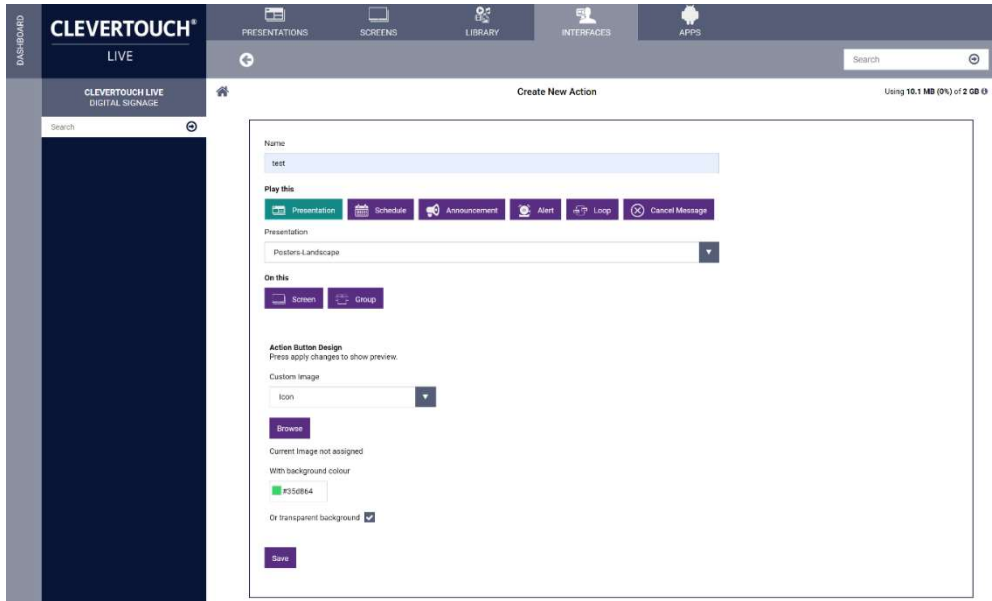
1. Select the Presentations tab, click on the actions icon from the grey toolbar



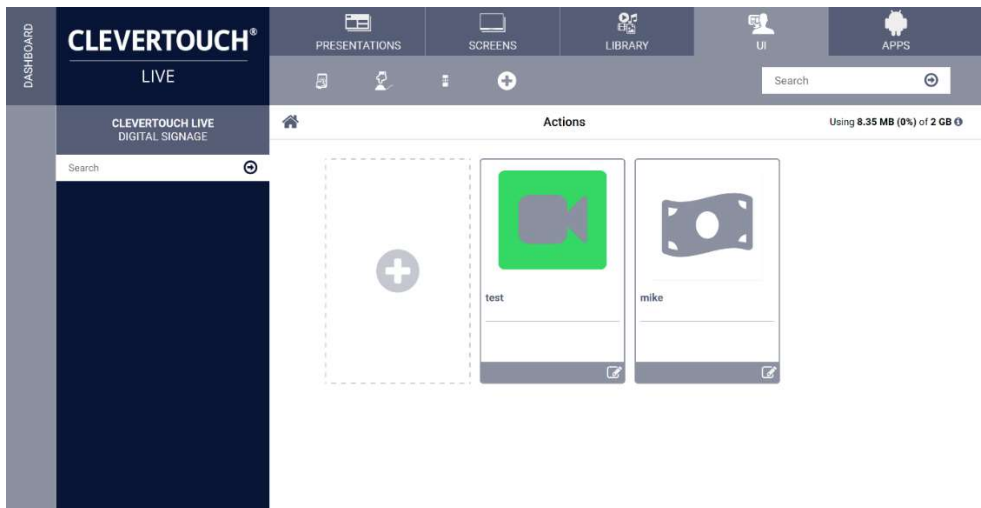
2. Select the plus icon



3. Name the action
4. Choose what to play, on what screen, browse to choose an icon and save

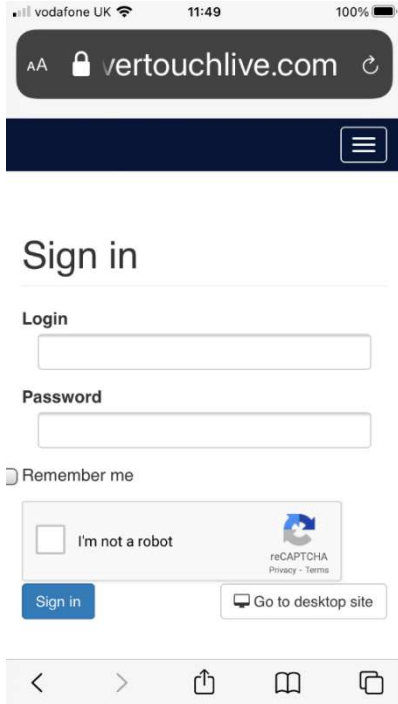


5. The new virtual button action and icon will appear on the screen



6. Create an interface

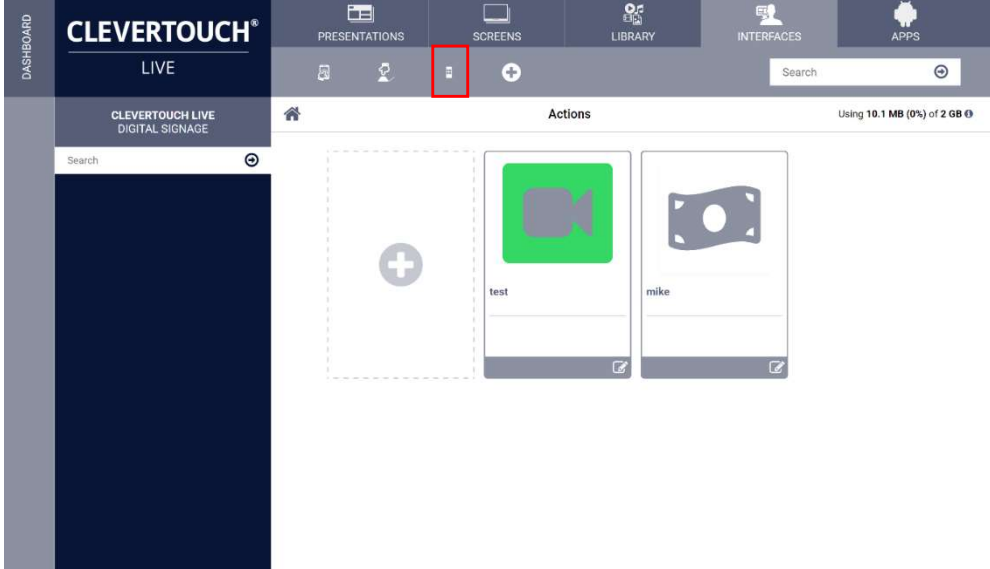
7. Login to your Clevertouch account on your mobile device.



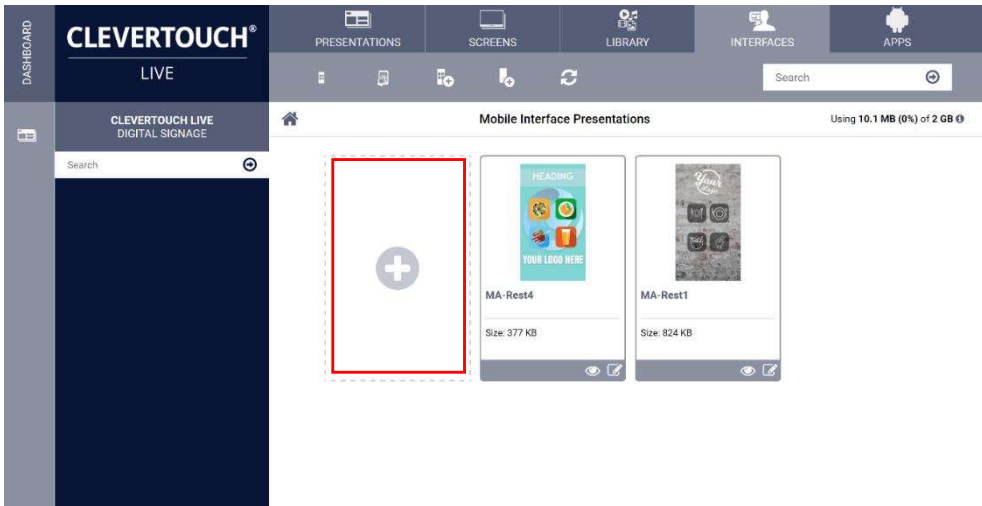
8. Select the icon on the mobile device to send the presentation

Creating QR Codes

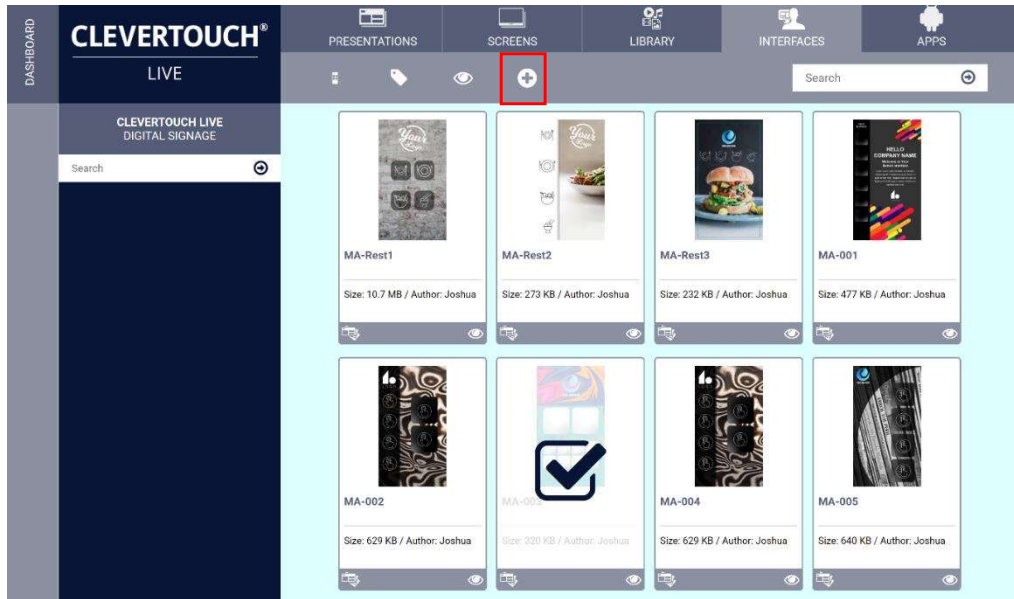
1. After creating the virtual button action, select mobile access



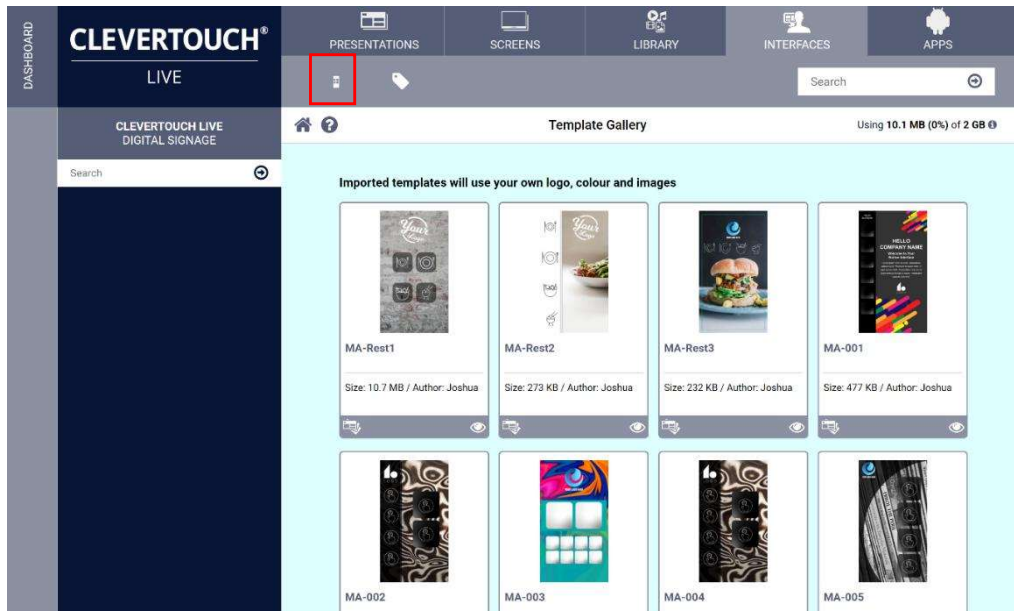
2. Select the plus icon



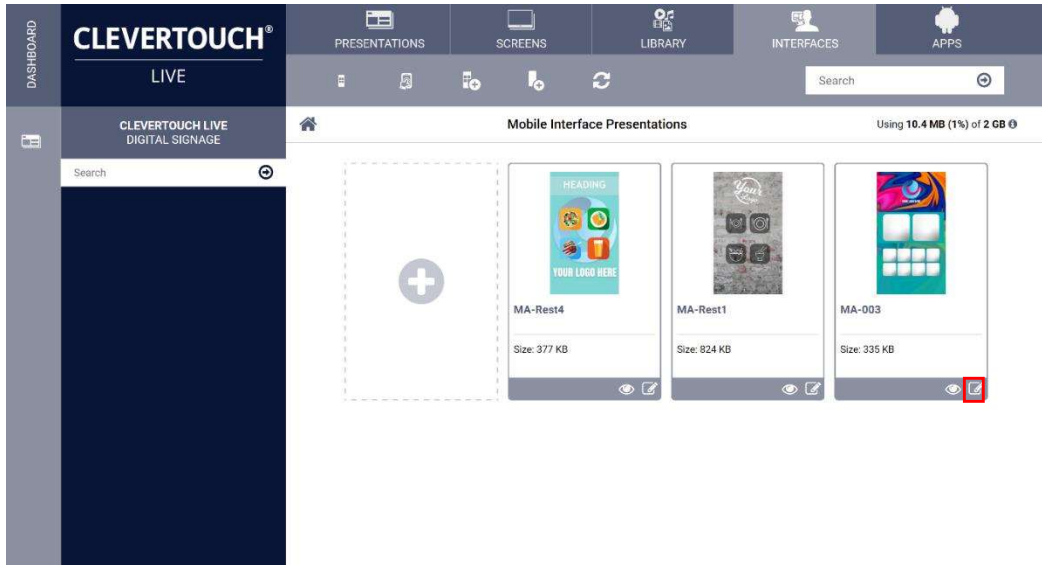
3. Select a template, click on the add icon, select import



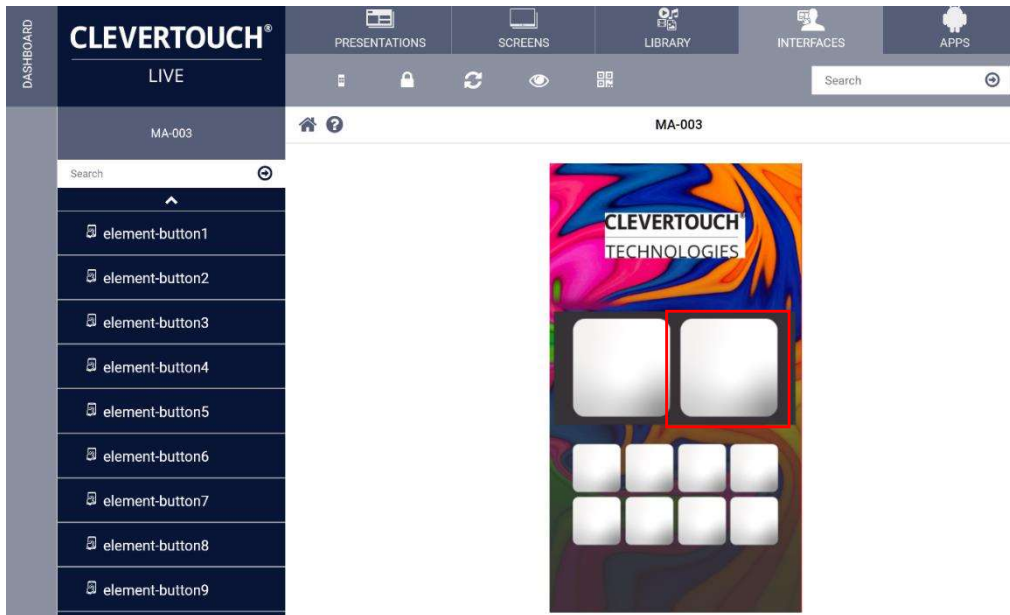
4. Select the mobile access icon



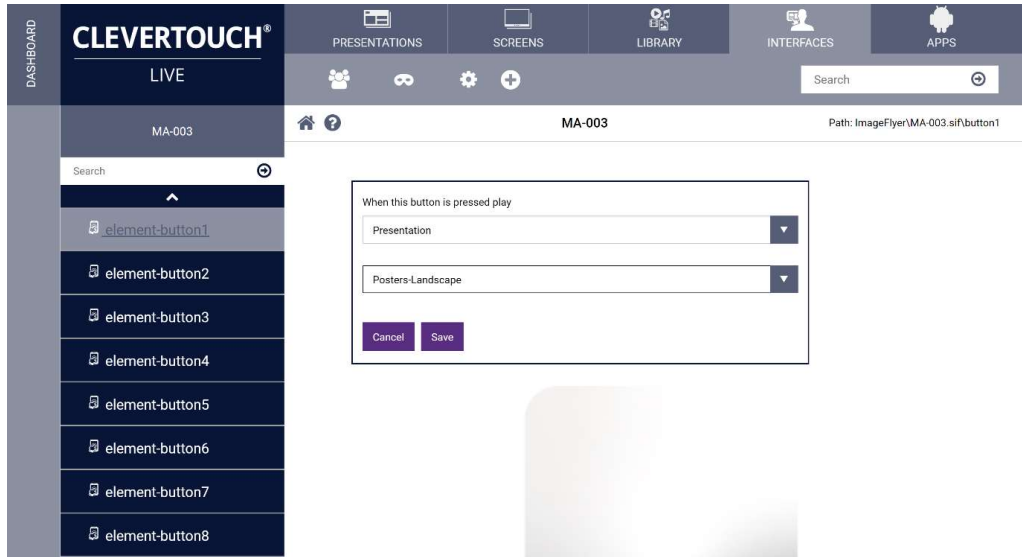
5. Select the edit icon in the thumbnail



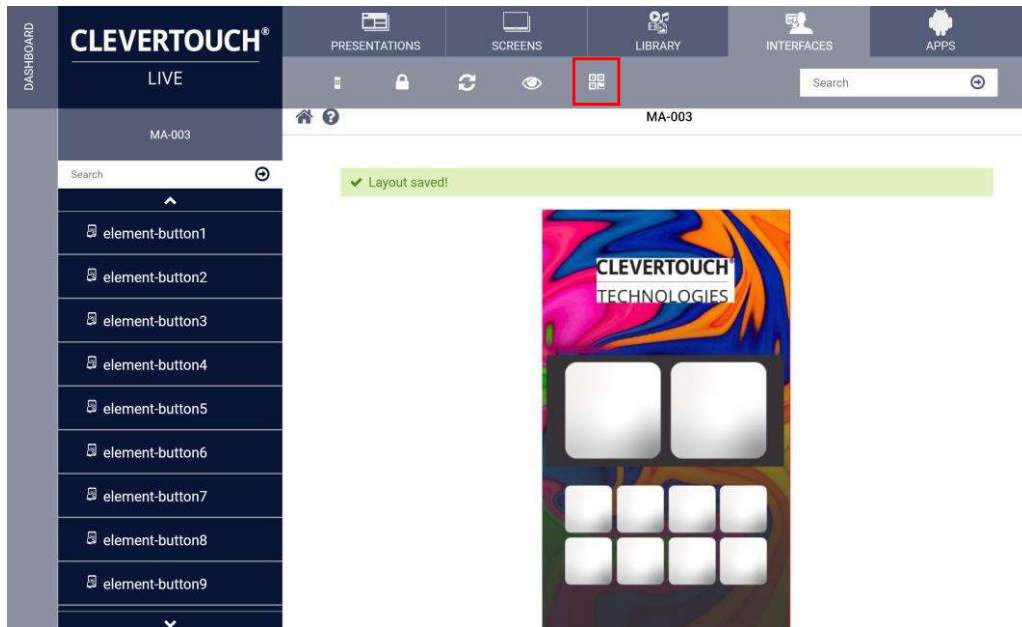
6. Select a zone on the mobile device.



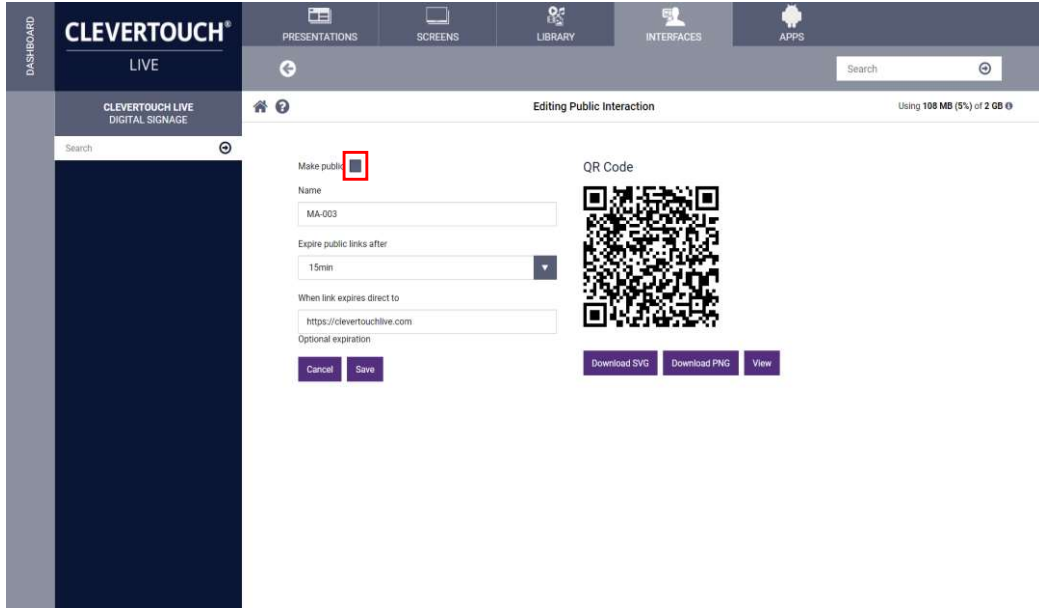
7. Click on the selected zone on the mobile device icon, fill in the details of what presentation to send, click save



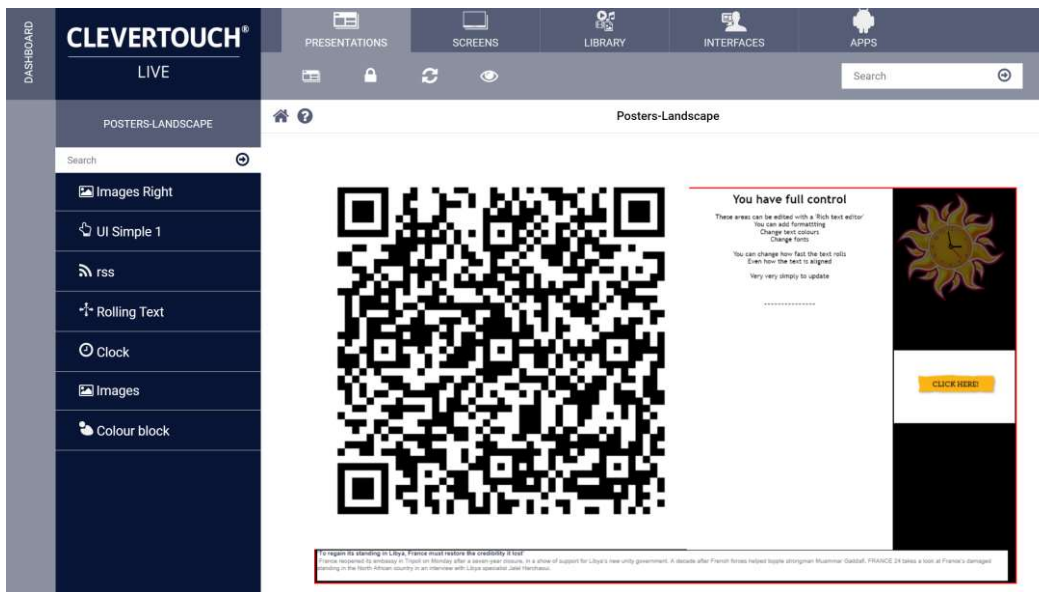
8. Click on QR code



9. Tick the make public box
10. Select name
11. Select expiration time
12. Add URL link to revert for take away and save



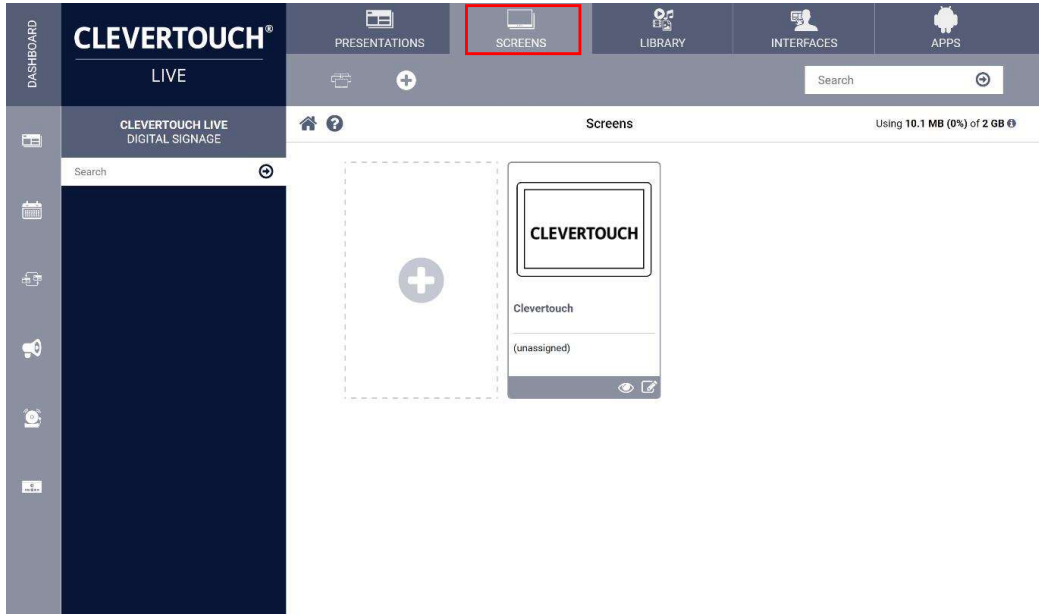
13. Download the QR code into a presentation that includes an image zone



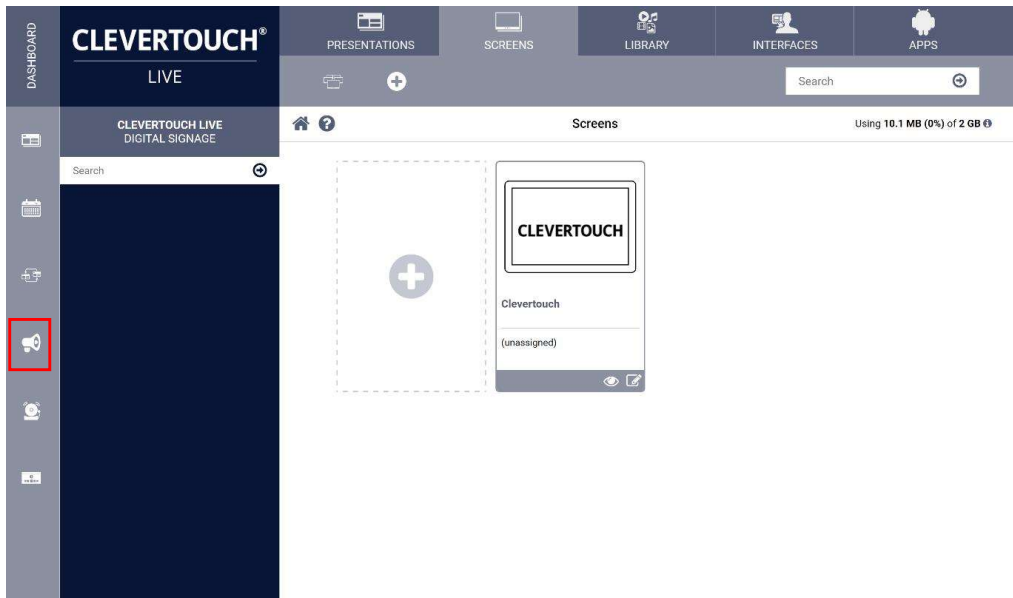
14. Scan the QR code to send the presentation to your screen

Using Announcements & Alerts

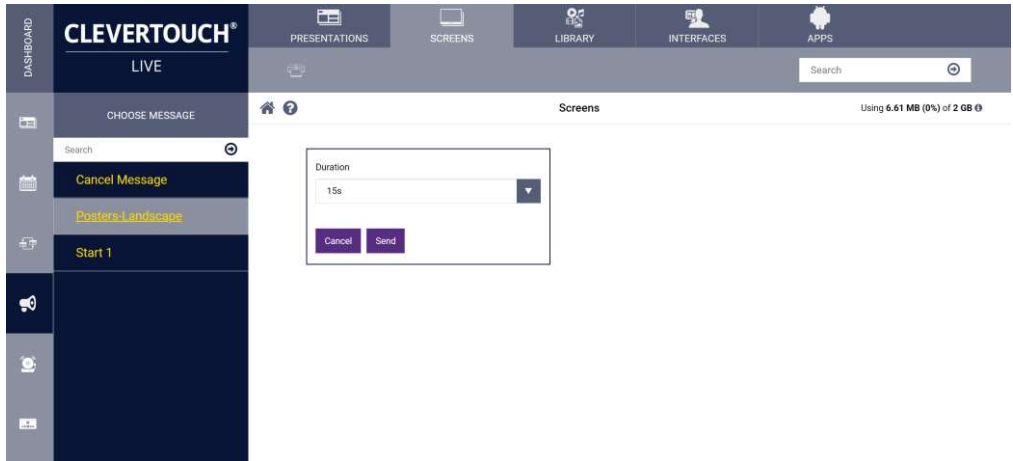
1. Select the Screens tab



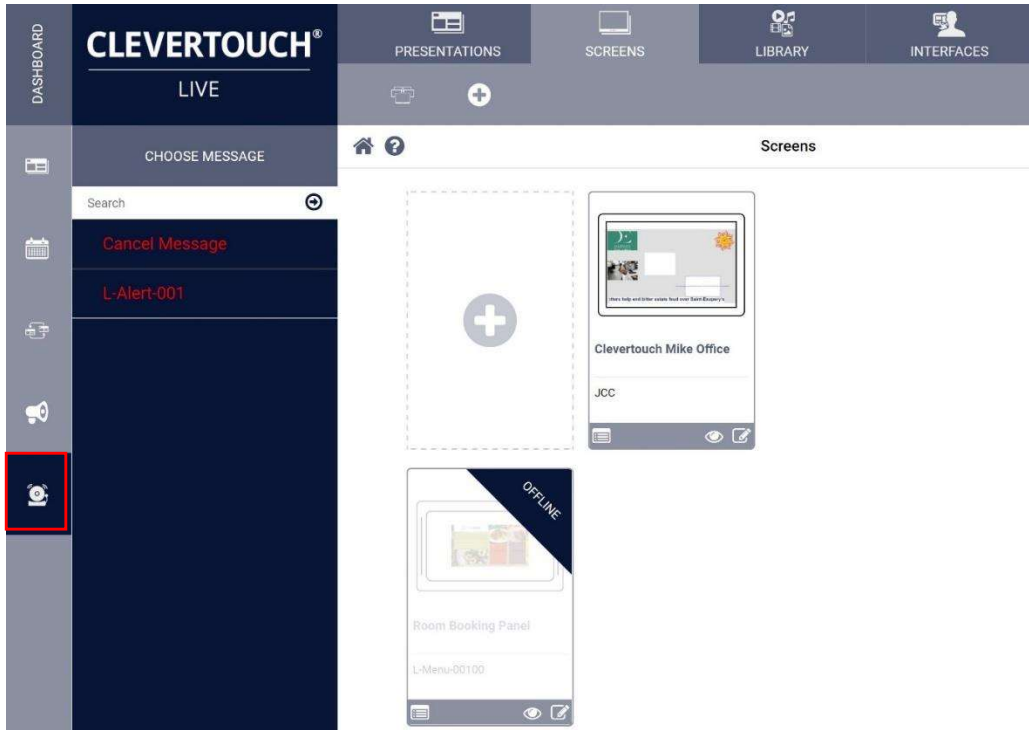
2. Select the announcements icon



3. Drag a presentation to the screen, set the duration and click send.



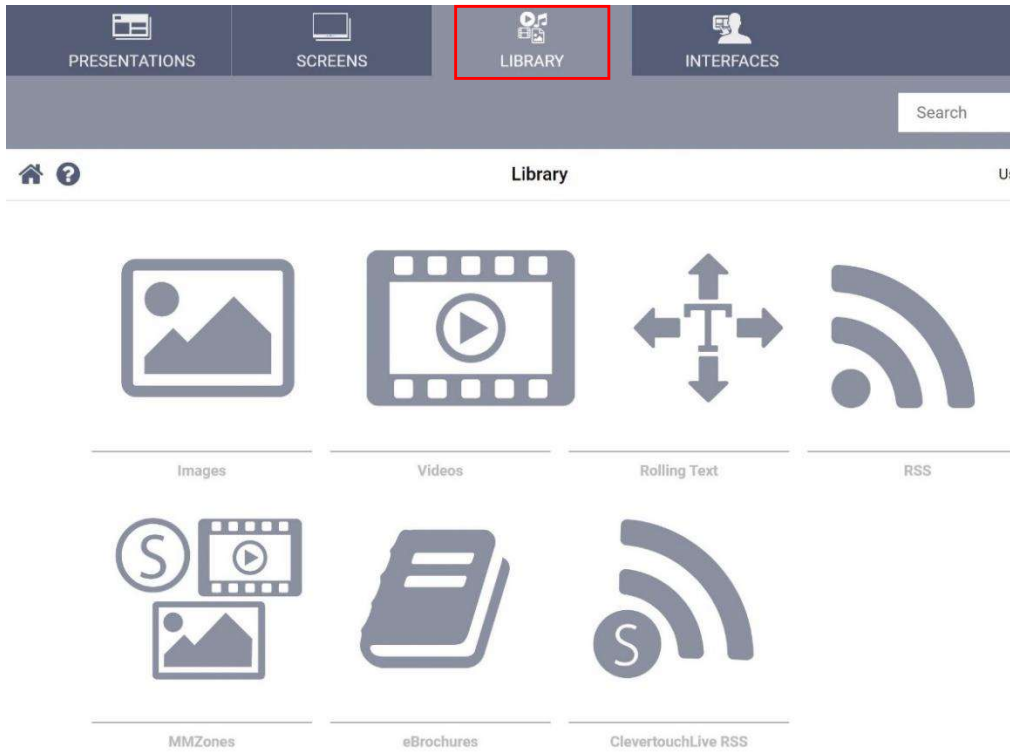
To send an alert select the alerts icon and drag the presentation to the screen



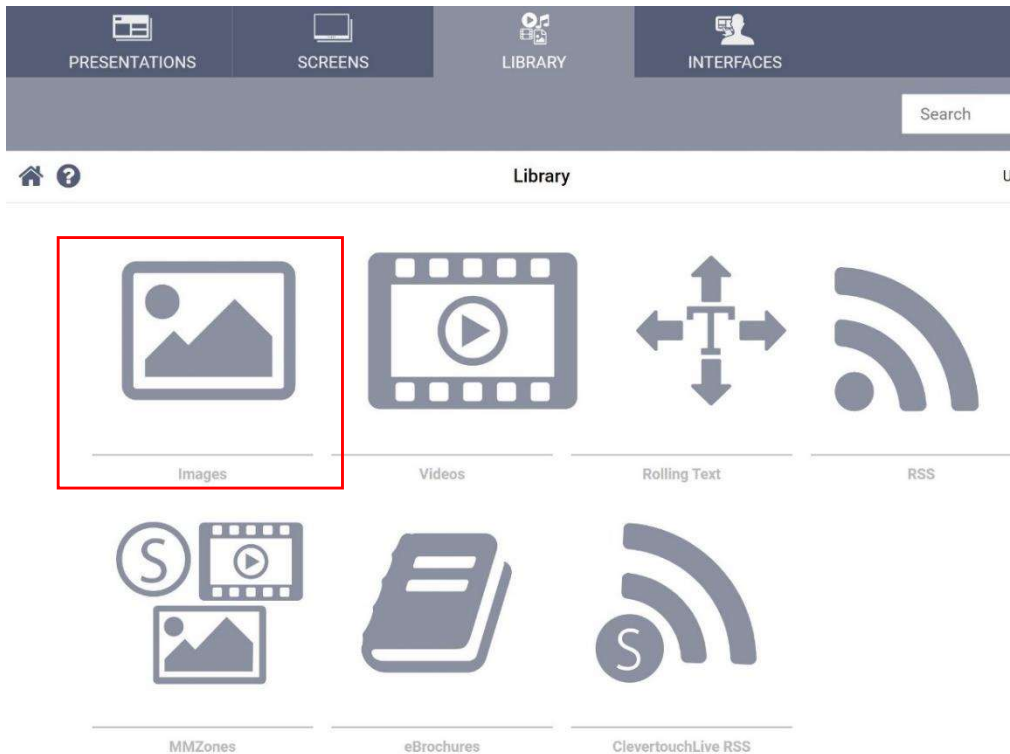
Note: The presentation will play until a cancel message is dragged to the screen

Using the Library Function

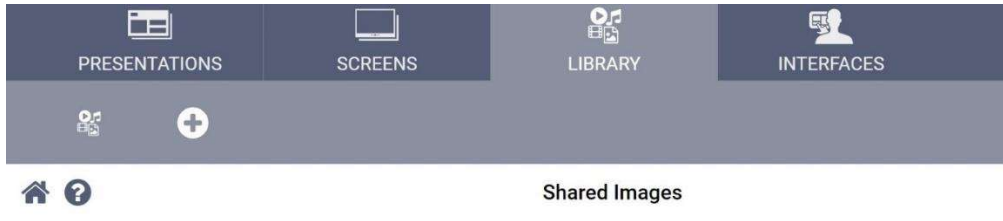
1. Select Library from the grey toolbar



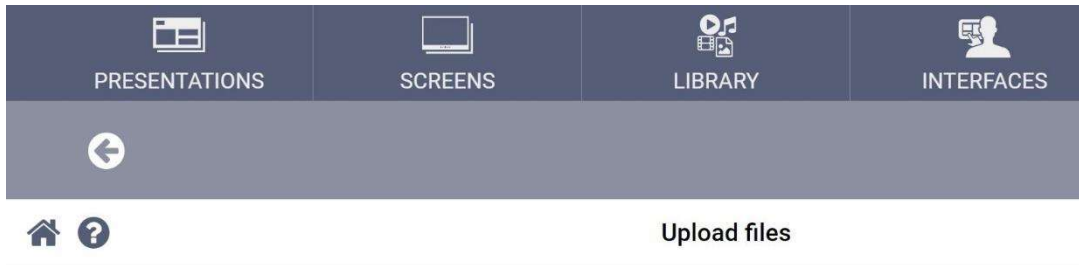
2. Select Images



3. Select the Plus icon

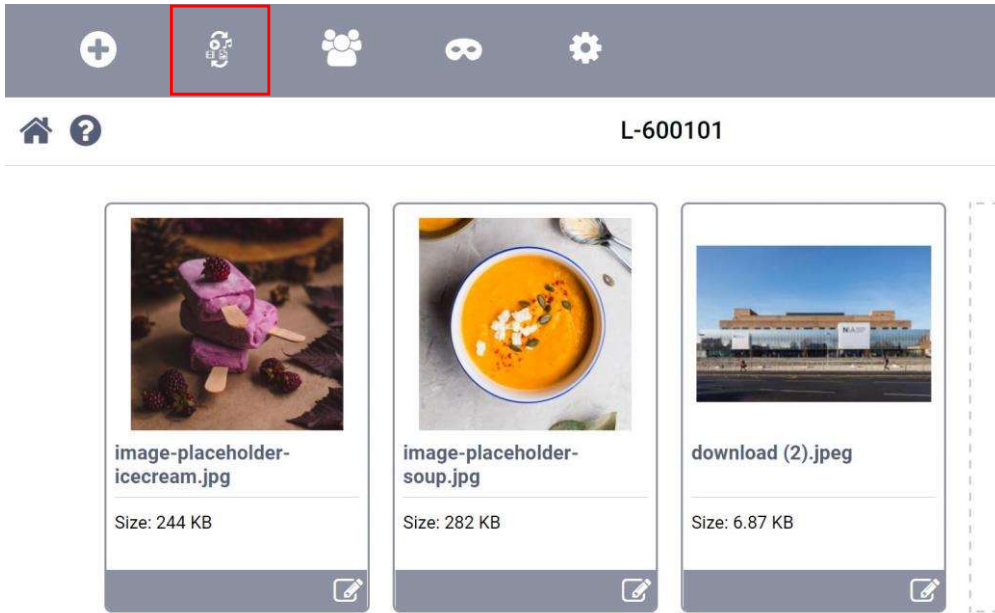


4. Give the Library a name and click on save
5. Select the Plus icon
6. Select the files to be used in the Library, select finished



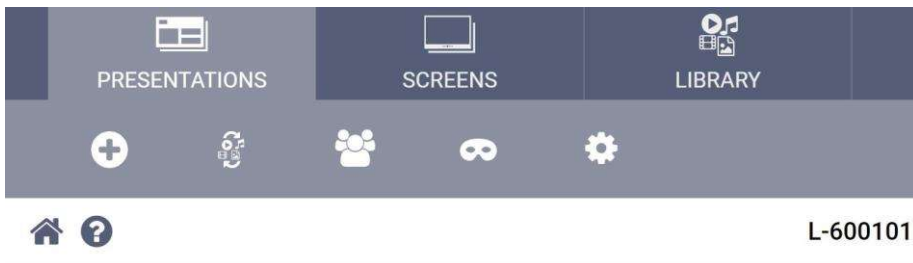
| File Name | Status |
|-------------------|----------|
| download (1).jpeg | Complete |

7. Navigate to a presentation that contains images
8. Edit the presentation
9. Select the edit image button on the left pane
10. Select the switch to media library content



Cancel

11. Select the newly created Library from the drop-down menu, select save



Link folder Image 1 to

Folder

mike test ▼

Save