

COOLSIGN CHEAT SHEET

REVISED: May 31, 2014

Content Summary:

- I. Creating Content**
- II. Connecting to the Remote Desktop Server**
- III. Converting Content**
- IV. Connecting to the CoolSign Network Manager**
- V. Uploading and Scheduling Content**

I. Creating Content

Design Guidelines:

- Keep your content simple but effective. Reducing clutter and keeping components clean will be more pleasing to the eye
- Text and important elements should be kept well away from the edges of your content to be viewable on the screen
- Differentiate the different elements of your content (headline, body, call to action) with multiple image series or font sizes
- Increase the contrast between your text and background to enhance visibility

Content Format:

- Ensure your content is in 16:9 ratio setting
- Ensure your content has a minimum resolution of 1280x720
- The following formats are accepted: WMV, MPEG2, JPEG (.jpg)

See detailed content guidelines here: <http://digitalsignage.ubc.ca/current-clients/content-guidelines/>

II. Connecting to the Remote Desktop Server

If your computer is using a hardwired LAN connection at the Point Grey campus:

- Launch the Remote Desktop client of your choice
- Enter the following credentials:
 - Computer/IP: 10.20.196.66
 - Username: EAD\your-ead-username
 - Password: your-ead-password

If your computer is using a wireless network connection or a LAN connection outside of the Point Grey campus:

- Launch the Cisco AnyConnect VPN Client
- Enter the following credentials:
 - Connect to: myvpn.ubc.ca
 - Username: your-cwl-username
 - Password: your-cwl-password
- Launch the Remote Desktop client of your choice
 - Enter the following credentials:
 - Computer/IP: 10.20.196.66
 - Username: EAD\your-ead-username
 - Password: your-ead-password

III. Converting the Content

From the Remote Desktop, launch the Content Wizard application

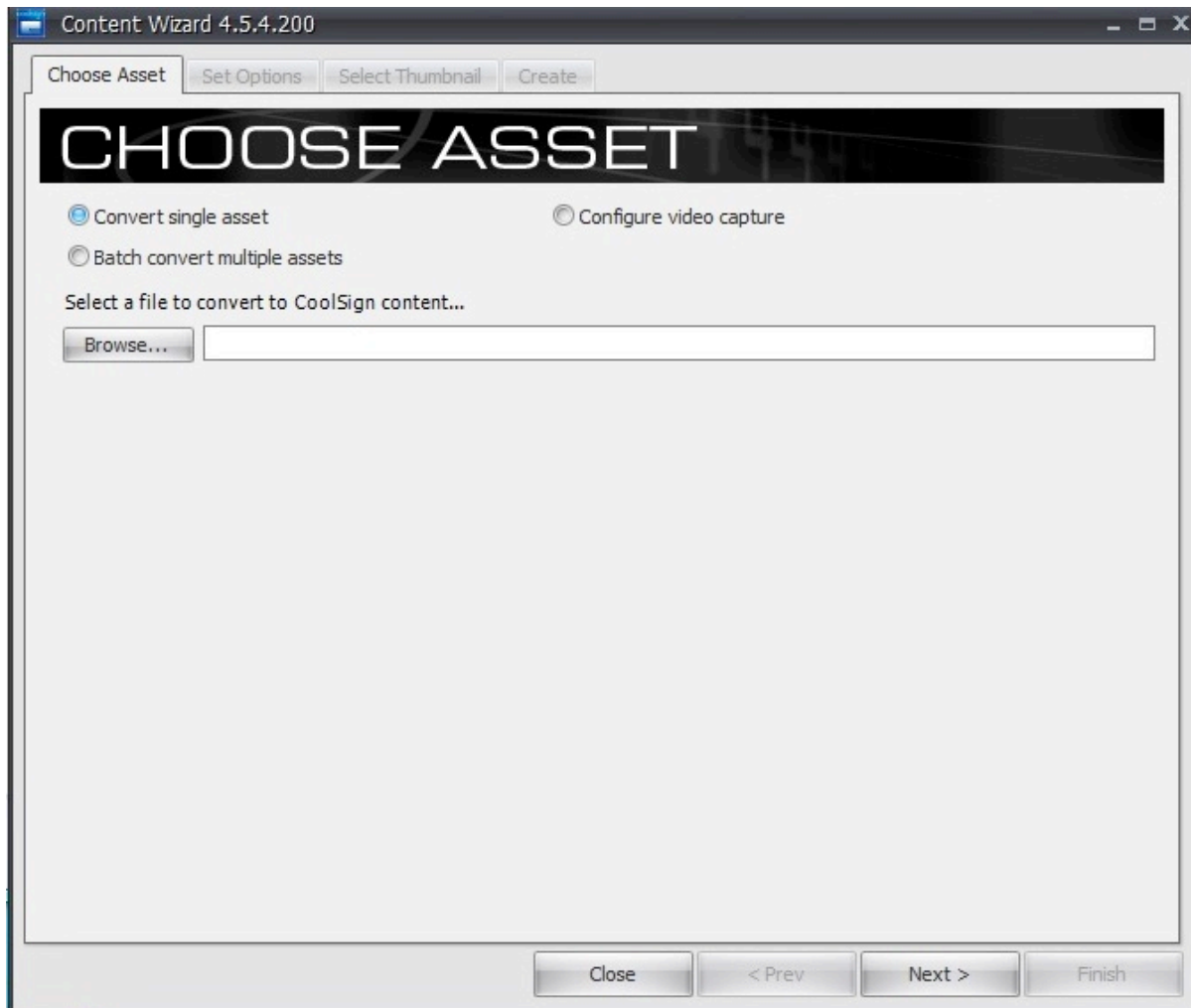


Figure 1: CoolSign Content Wizard home screen

Choose your Asset:

- Select 'Convert single asset' and Browse for the content you want to upload.
 - If you have elected to share local folders with the Remote Desktop server, you will see them under the "Computer" section of the Select File window that appears.

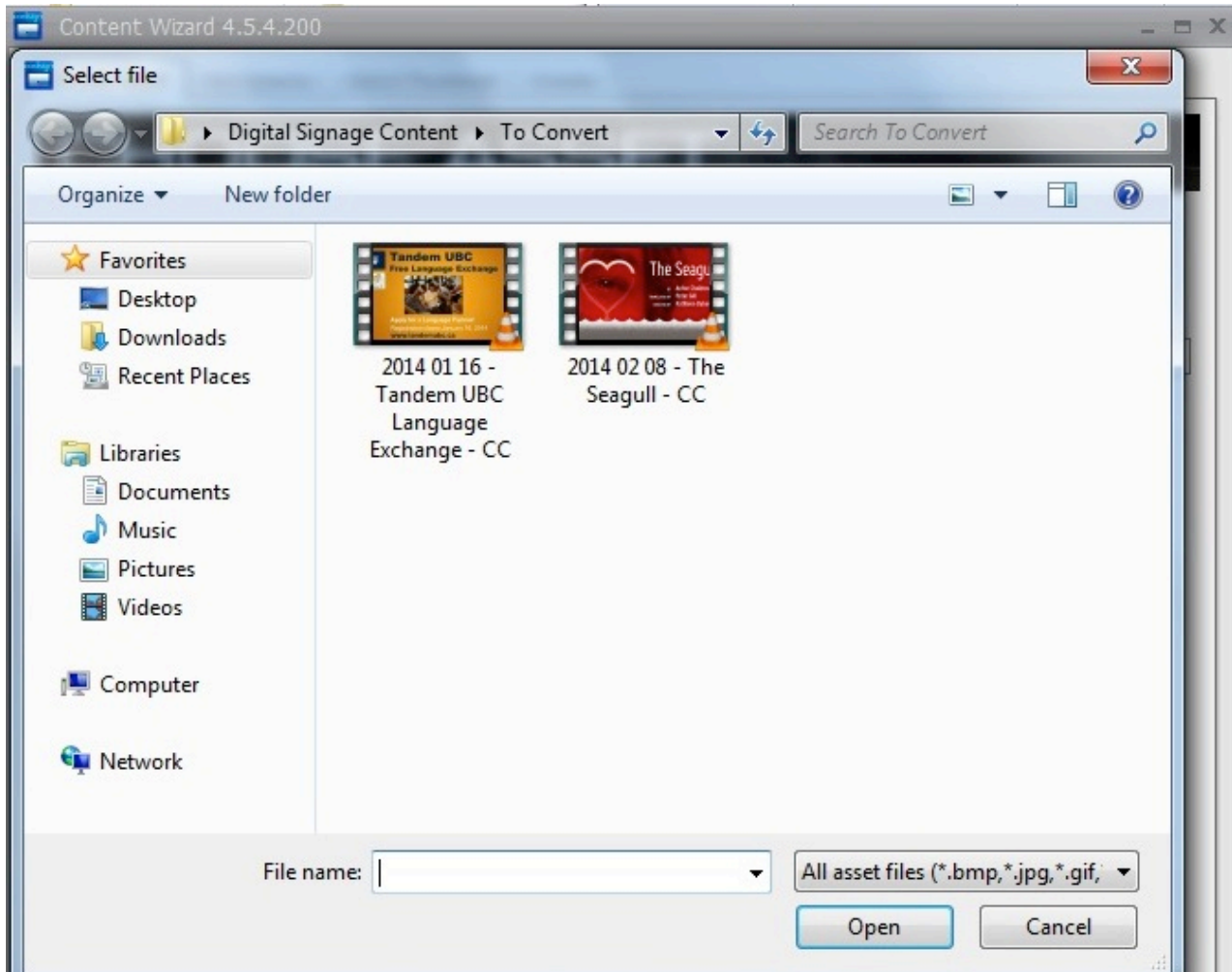


Figure 2: CoolSign Content Wizard file selection window

Set Options:

- Ensure the file name follows the correct format -- (Expiry Date – Description – Unit)
For example: 2014 02 08 – The Seagull – CC
- Choose 'Landscape' format
- Select 'Set duration to asset duration' if it's a video file. Define your desired duration if it's a JPEG image file
- Do not set a 'Transition'

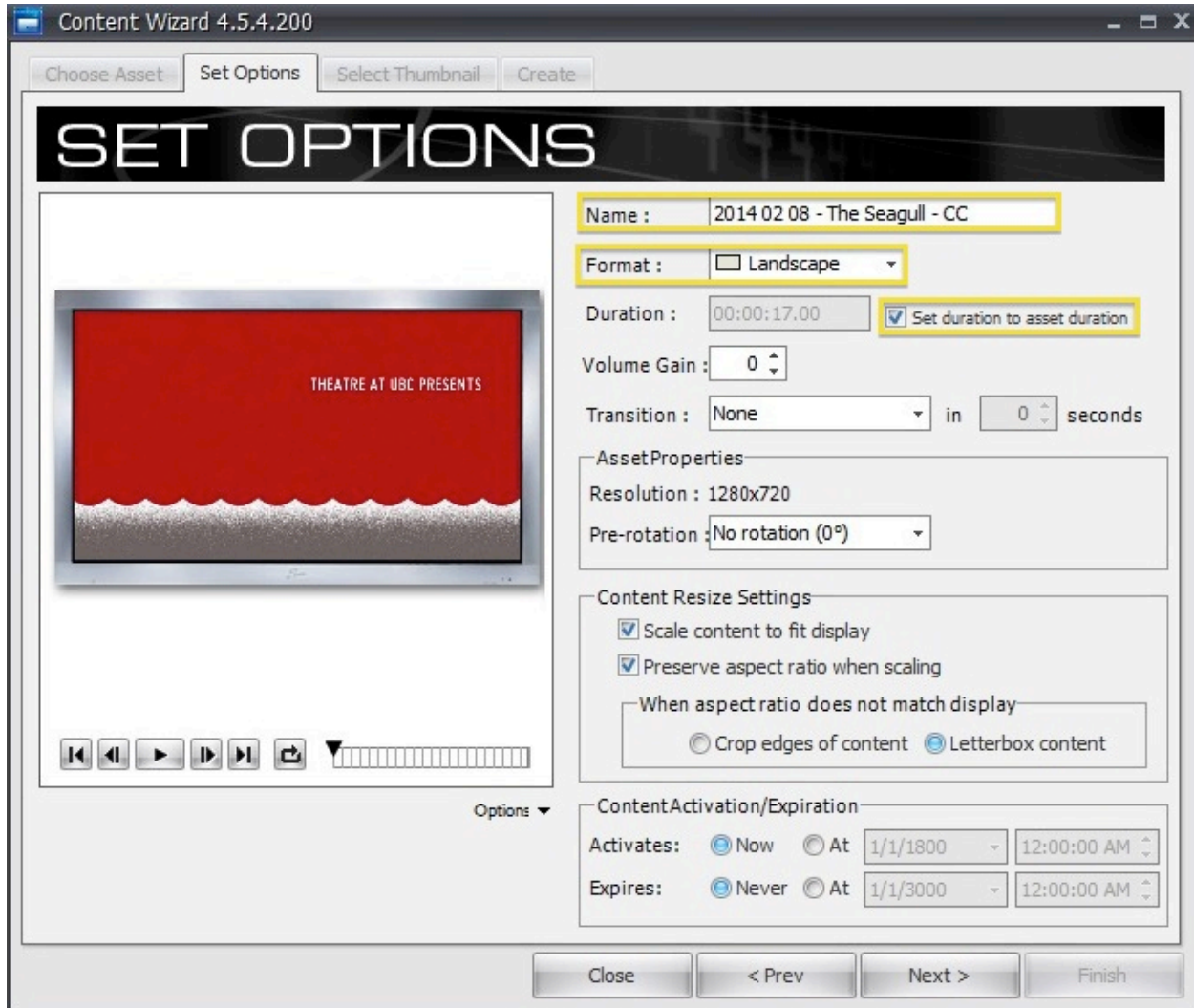


Figure 3: CoolSign Content Wizard content options menu

Set Options:

- Content scaling
 - Uncheck “Preserve aspect ratio when scaling”
- Set activation/expiration dates and times as desired
 - If scheduling content for an event, the expiry date should reflect the start time of the event
- Click Next

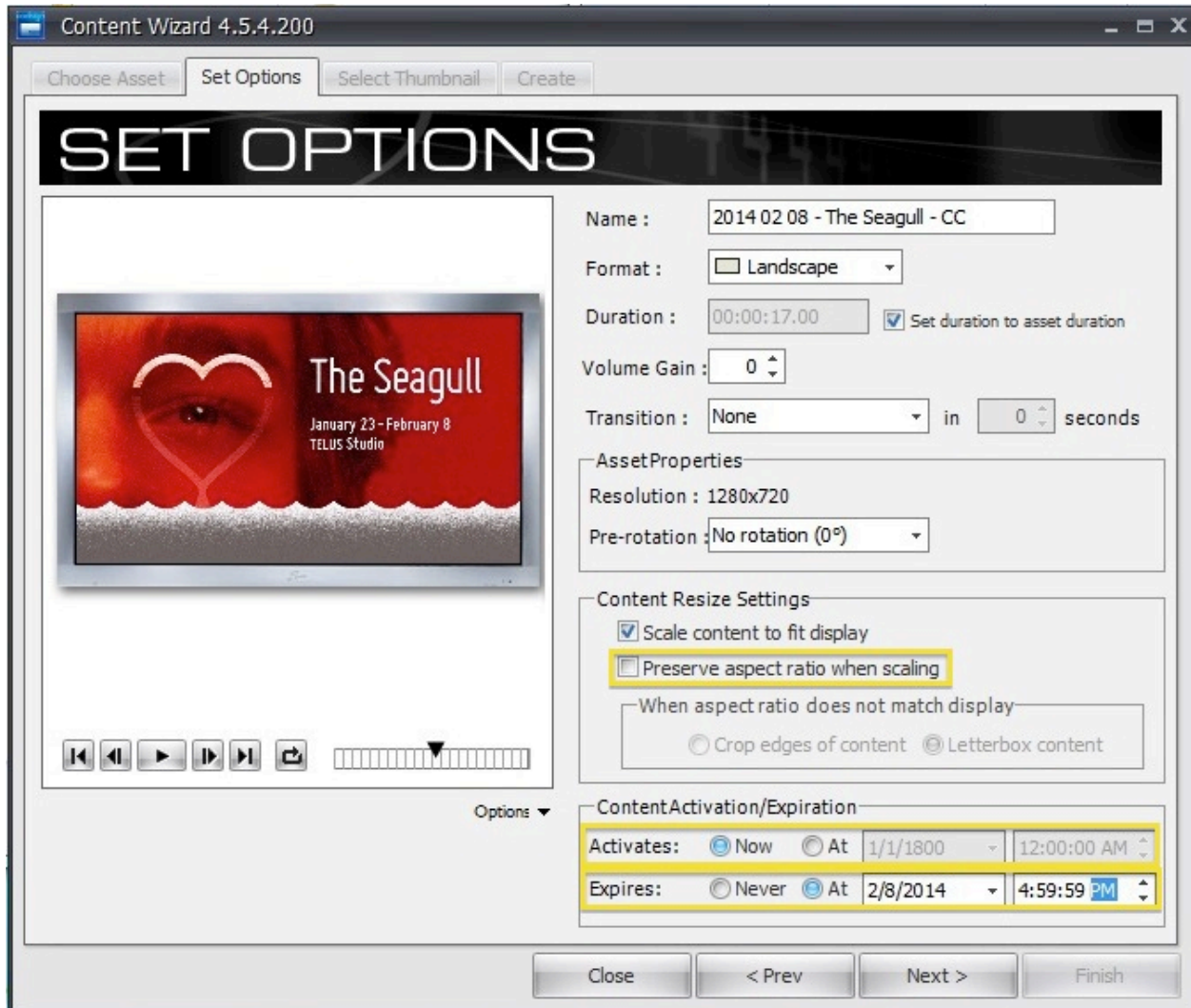


Figure 4: CoolSign Content Wizard content options menu

Select Thumbnail:

- Scrub through the video to set a new thumbnail or,
- Browse for an image to use as a new thumbnail
- The Content Wizard will automatically create a thumbnail of image files
- Click Next

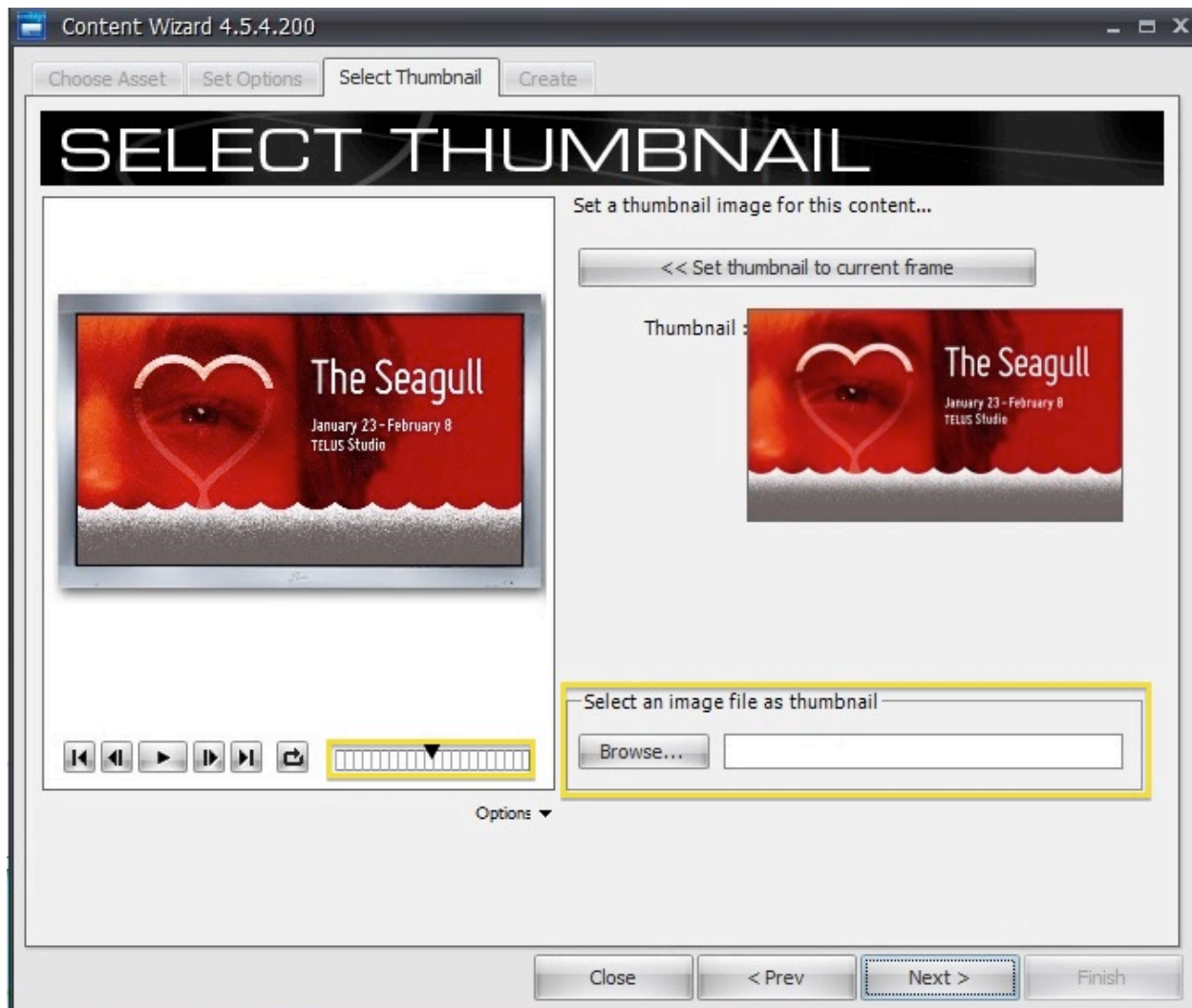
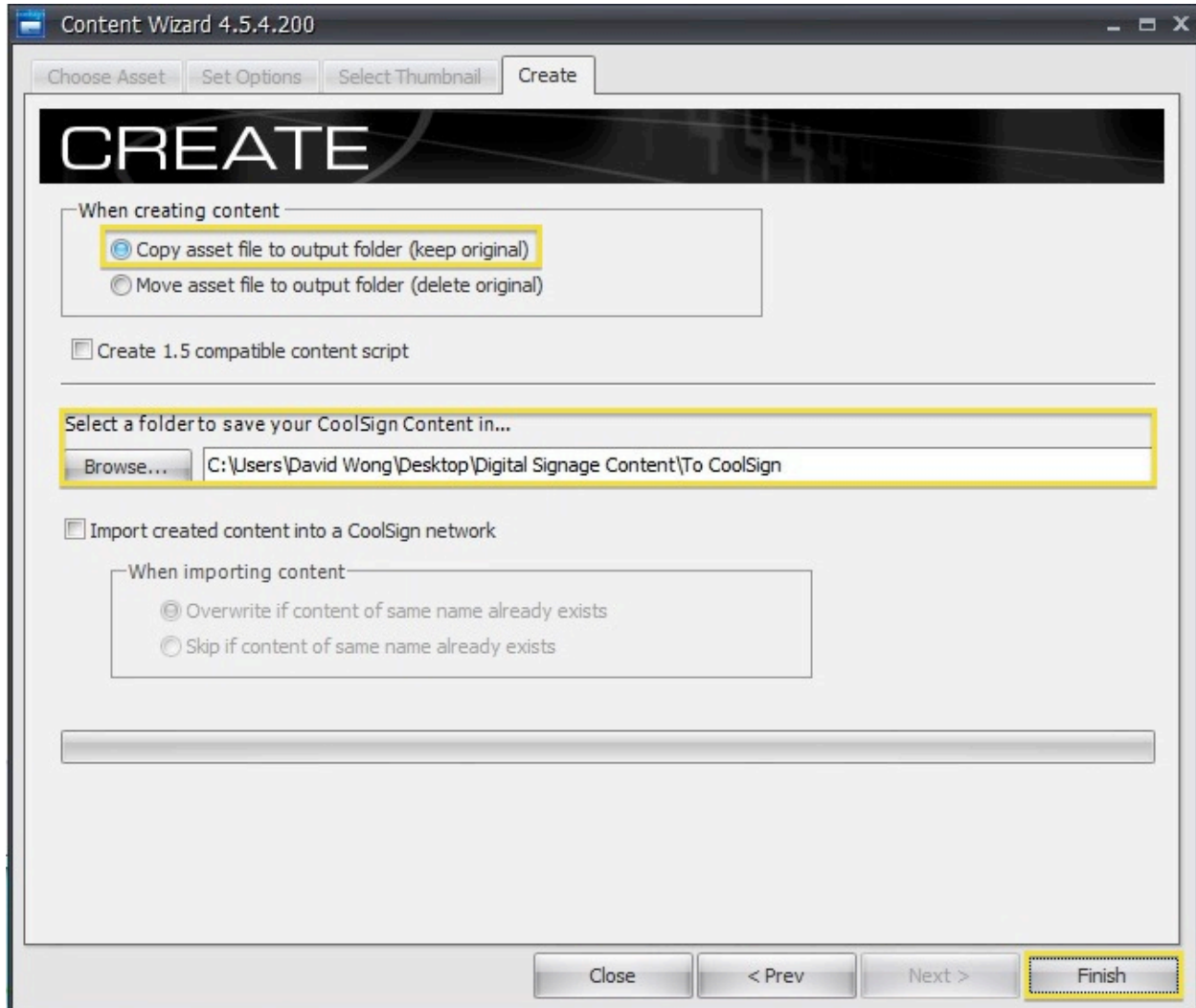


Figure 5: CoolSign Content Wizard thumbnail selection menu

Create:

- Select 'Copy asset file to output folder' in order to keep the original file
- Browse for your desired output location
 - Converted content may be stored on any local drives that you have shared with the Remote Desktop server. You may also temporarily store converted content on the desktop of the Remote Desktop server.
- Click Finish



Note: Once converted by the CoolSign Content Wizard, content is packaged into a folder of the same name. Throughout the rest of the process the folder is considered your piece of content.

IV. Connect to the CoolSign Network Manager

Launch the CoolSign Manager software from the desktop of the Remote Desktop server.

When prompted, enter the following credentials:

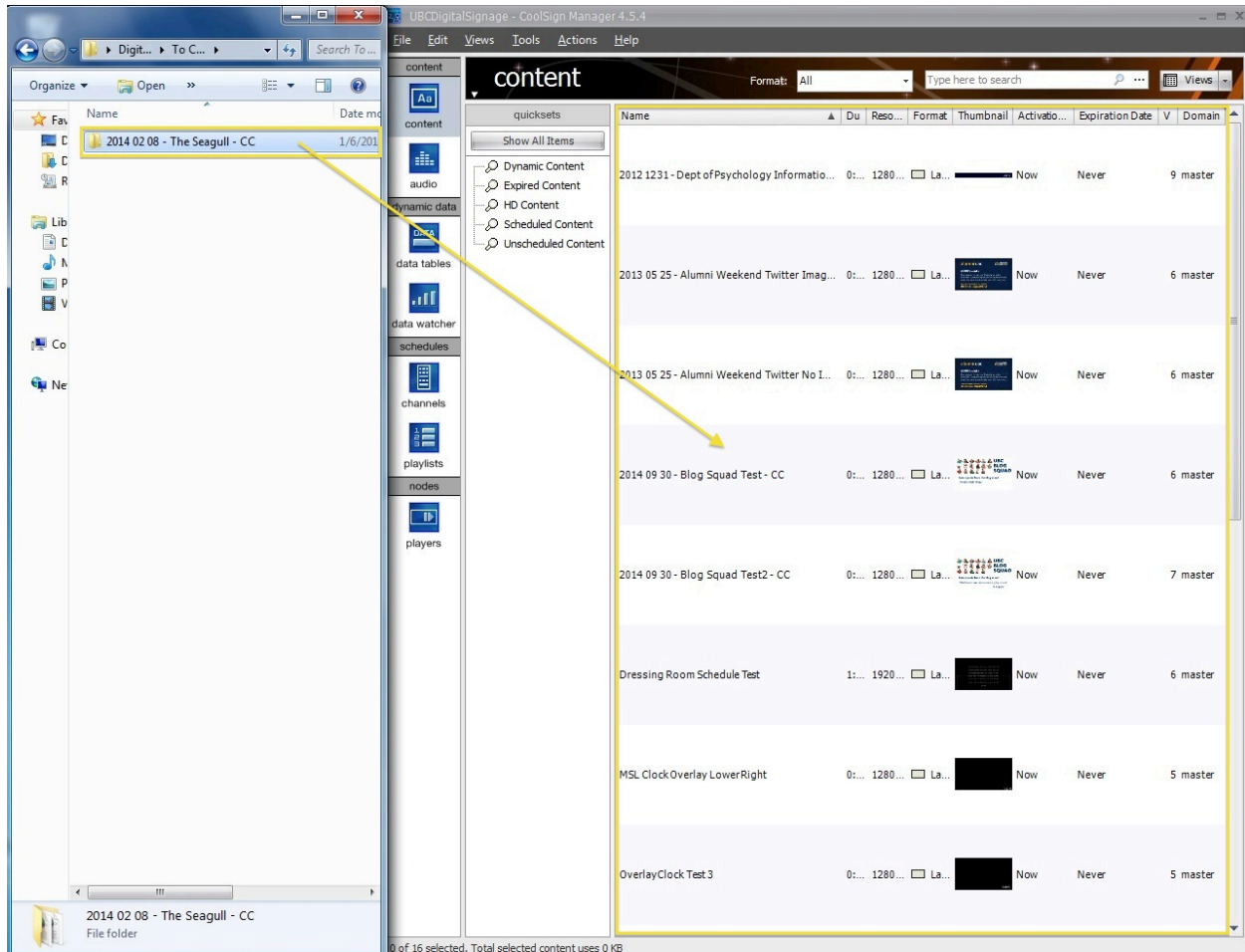
- Username: your-CoolSign-username@ubc
 - **You must add the @ubc suffix to your username**
- Password: your-CoolSign-password
- Click "Login"



V. Upload and Schedule the Content

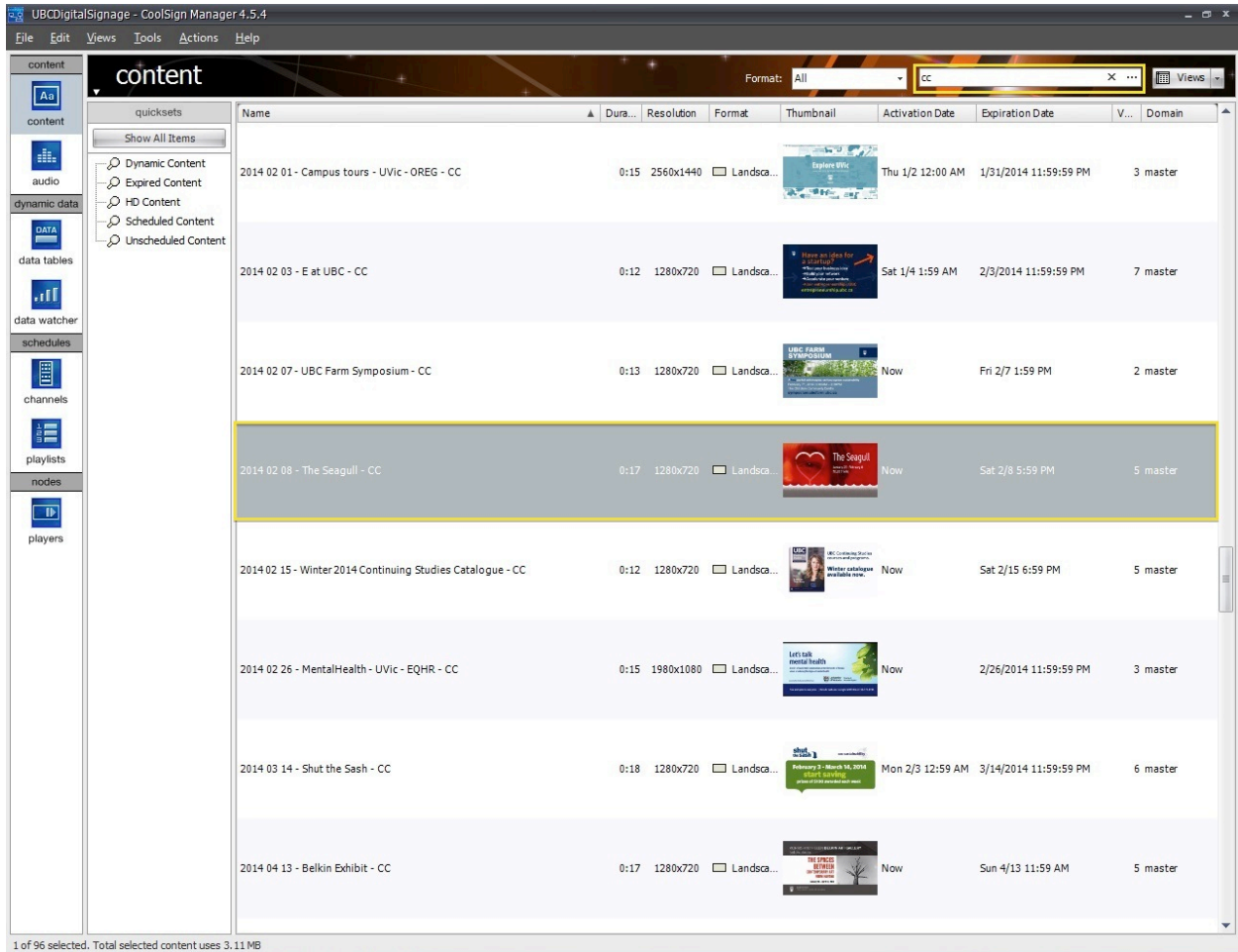
Content upload:

- In the CoolSign Network Manager, click on 'Content' on the left sidebar
- Drag and drop your converted CoolSign asset folder into the Content window

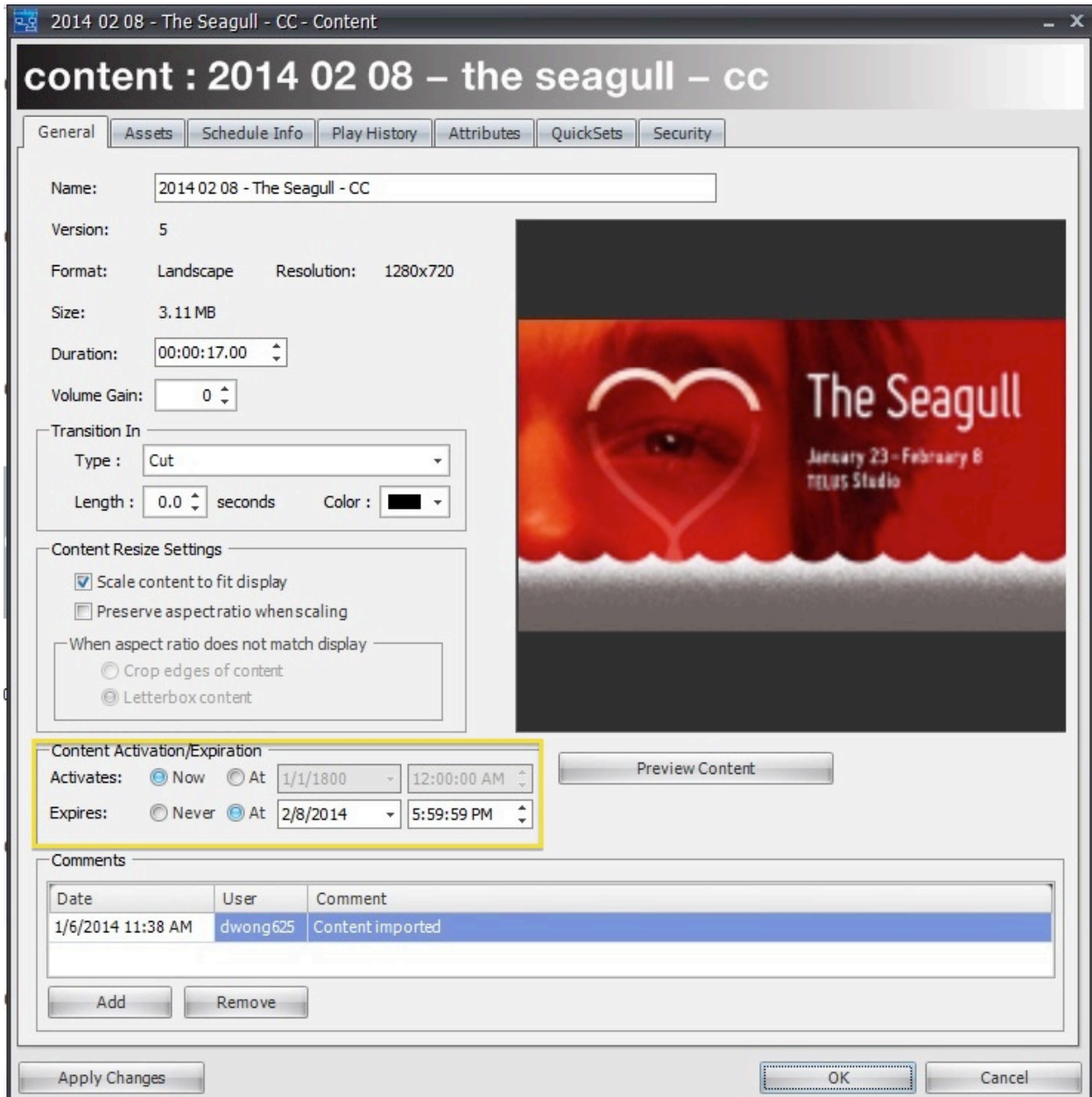


Set Security Settings

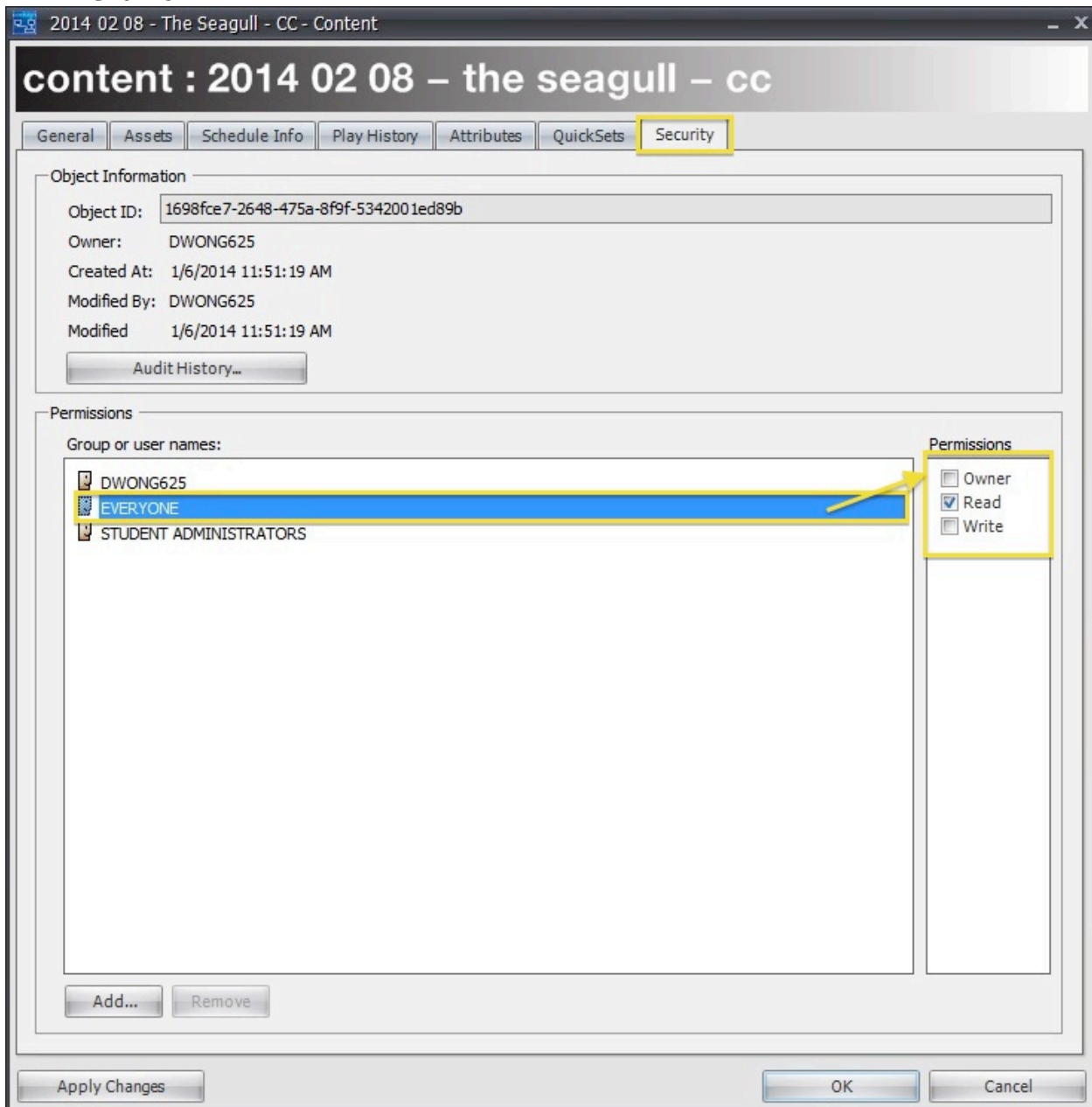
- Search for your content in the list (use the search bar)
- Double-click your content to open settings



- Ensure that the activation and expiration date are correct

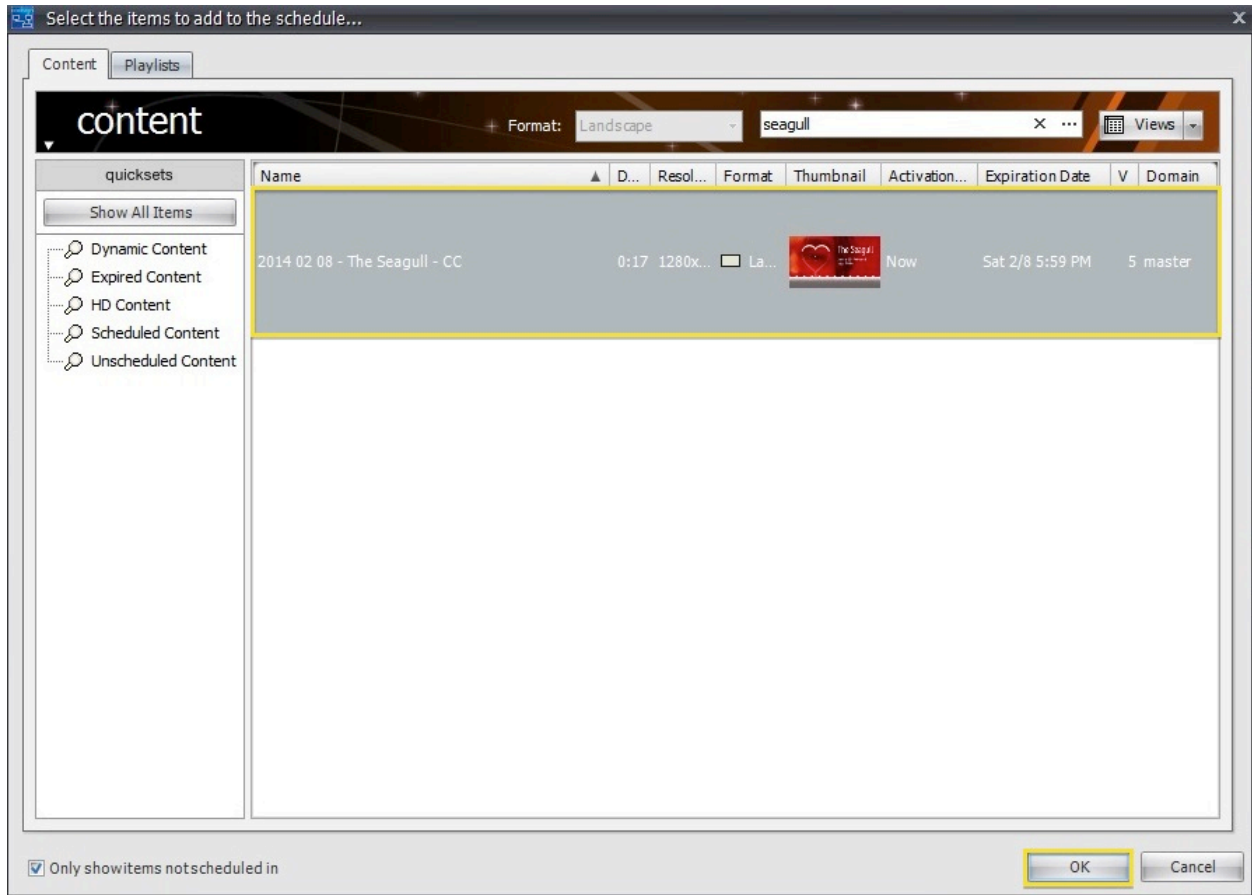


- Select the 'Security' tab
- Click on 'Everyone@ubc' under Permissions and only allow it to be 'Read'
- Click 'OK'

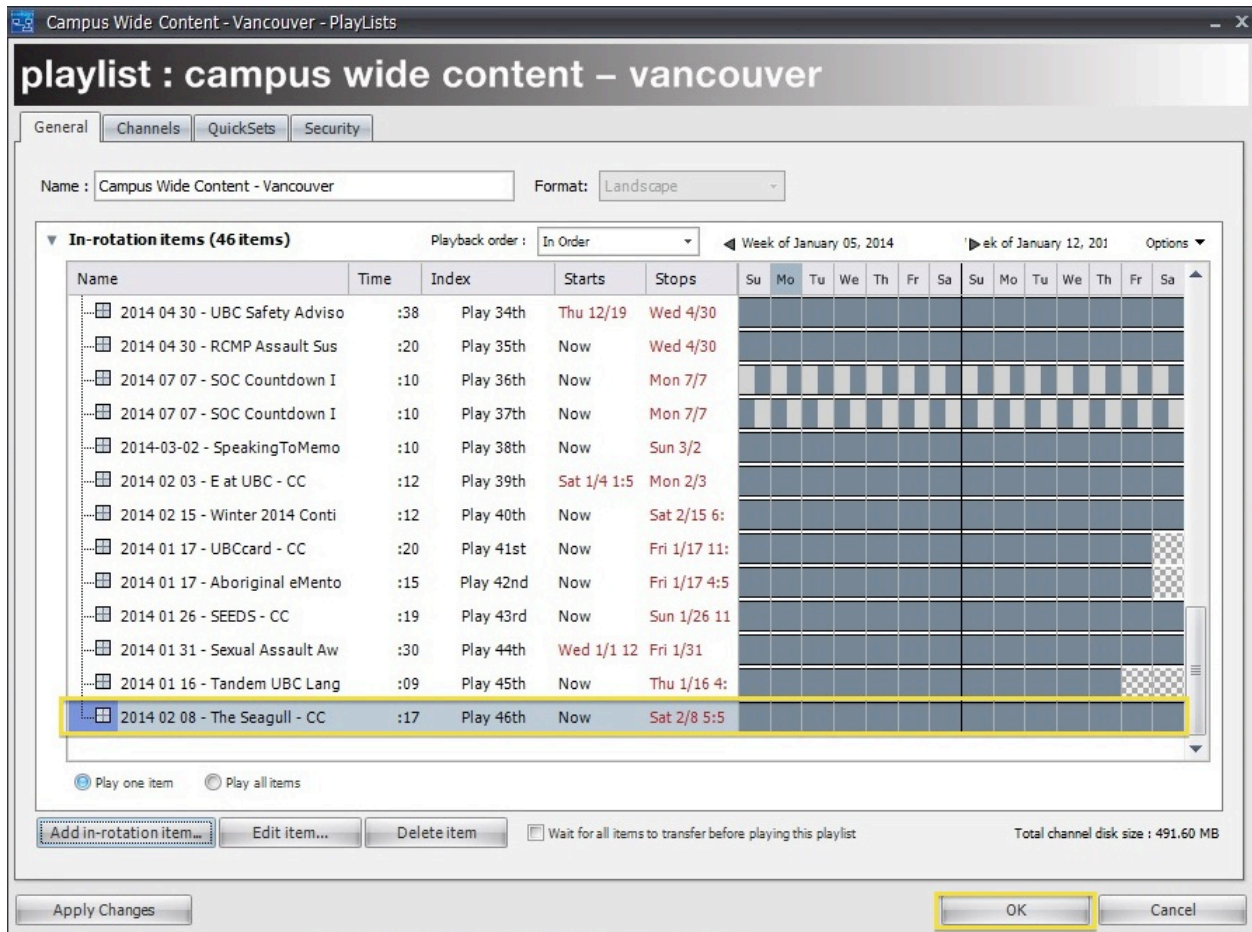


4. Scheduling Content into your Playlist or Channel

- Search for your content and select it
- Click 'OK'

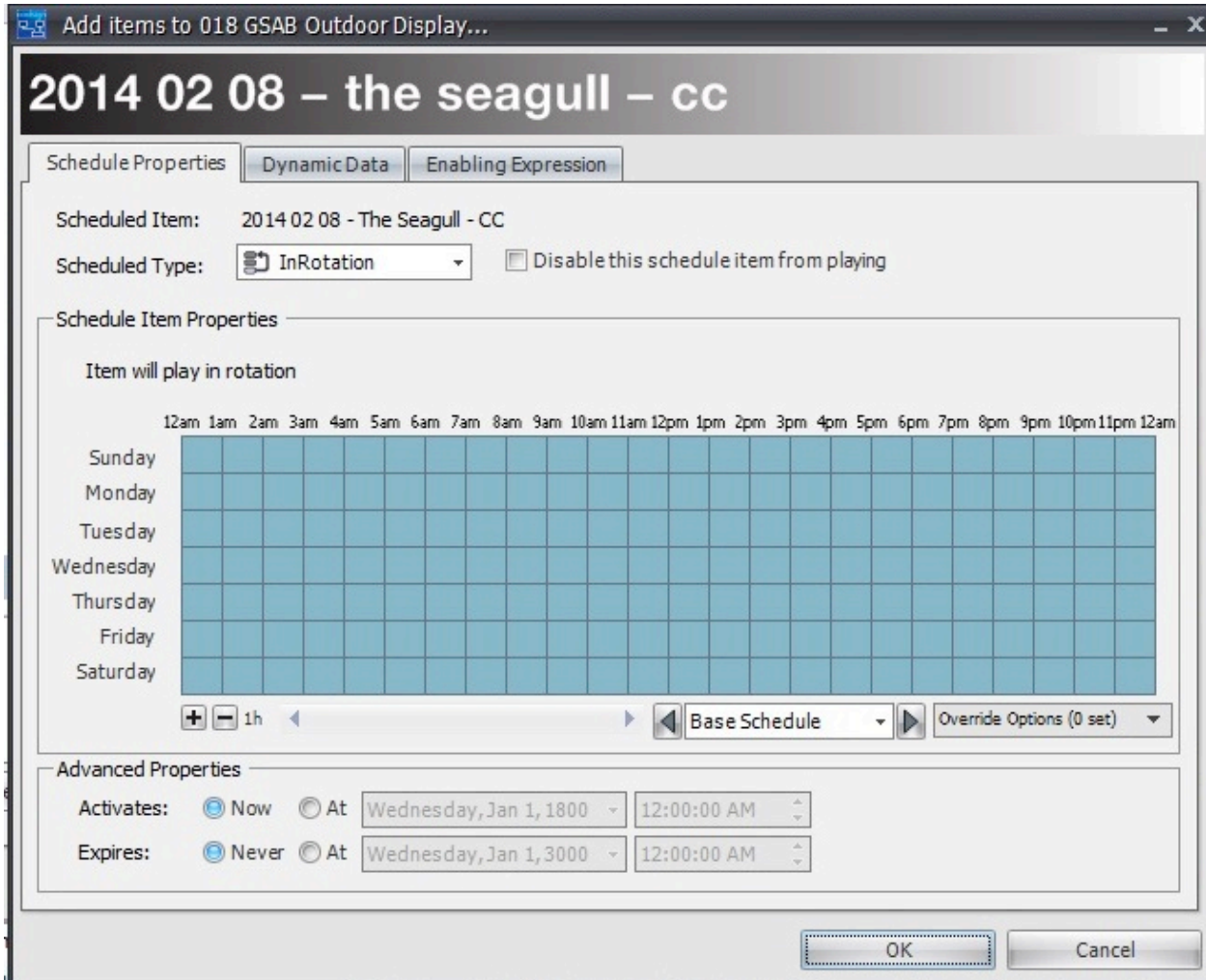


- You will see your content added to the bottom of your playlist or channel
- Click 'OK'

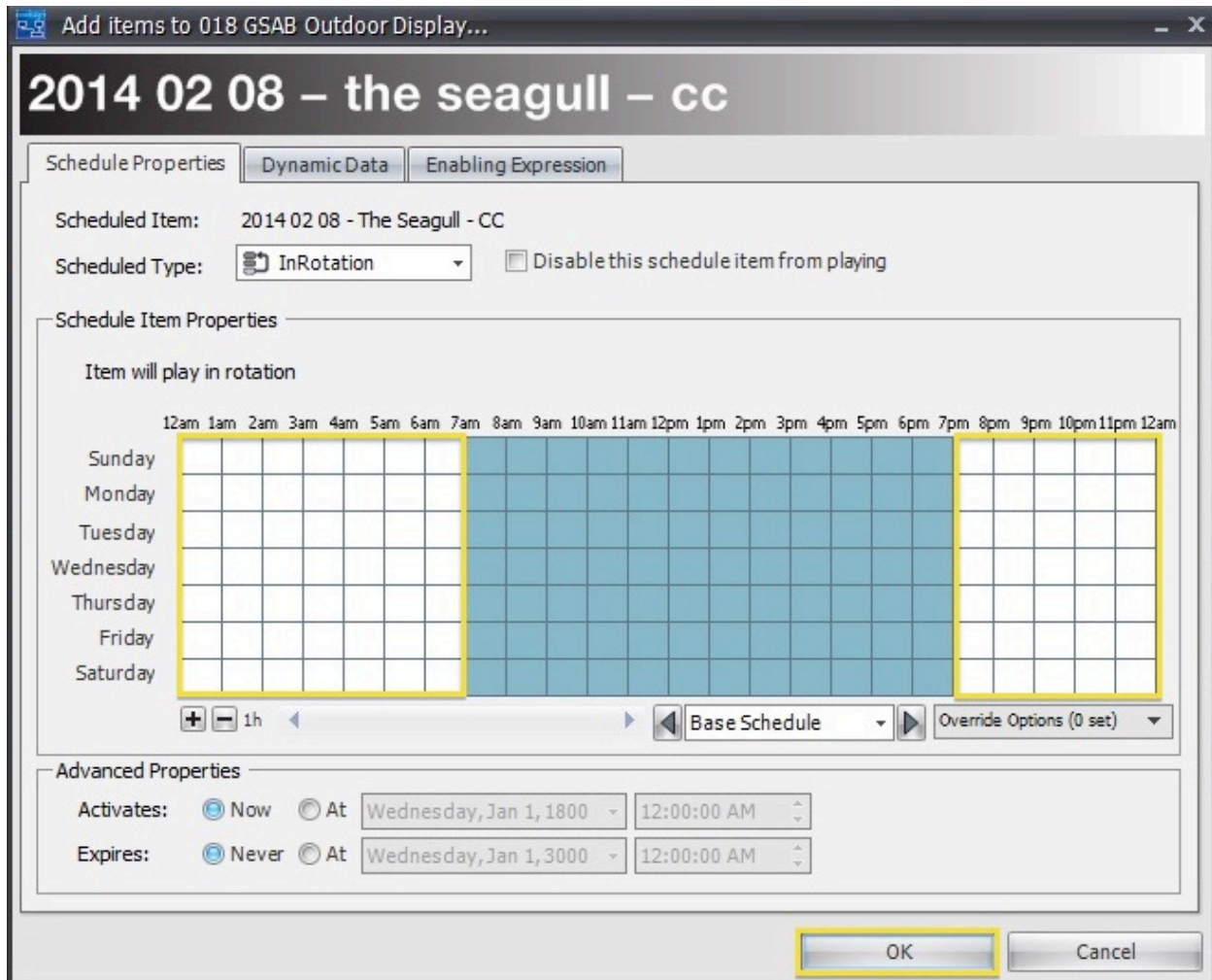


By default, your content will be scheduled to play 24/7 throughout the activated period until it expires. You may schedule your content to be played only during specific times of the day – this is called day-parting.

- Double click on your content in the playlist or channel to open its Schedule Properties



- Selected times in blue will be when the content is played. Deselect the hours for when you don't want your content to be considered for playback.
- Click 'OK'



You can find more resources, please see the full users guide on the UBC Digital Signage website: <http://digitalsignage.ubc.ca/current-clients/coolsign-users-guide/>