Xpost

CAYIN

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About CAYIN

CAYIN Technology is established by a group of professionals specializing in development, researches, engineering, and international sales and marketing. CAYIN devotes itself to providing complete digital signage solutions in various applications, such as transportation, education, retail, hospitality, corporation, and financial and public institutions. In order to best facilitate the deployment of CAYIN products, we also provide tailored hardware and software services to satisfy customers' demands for almost limitless applications.

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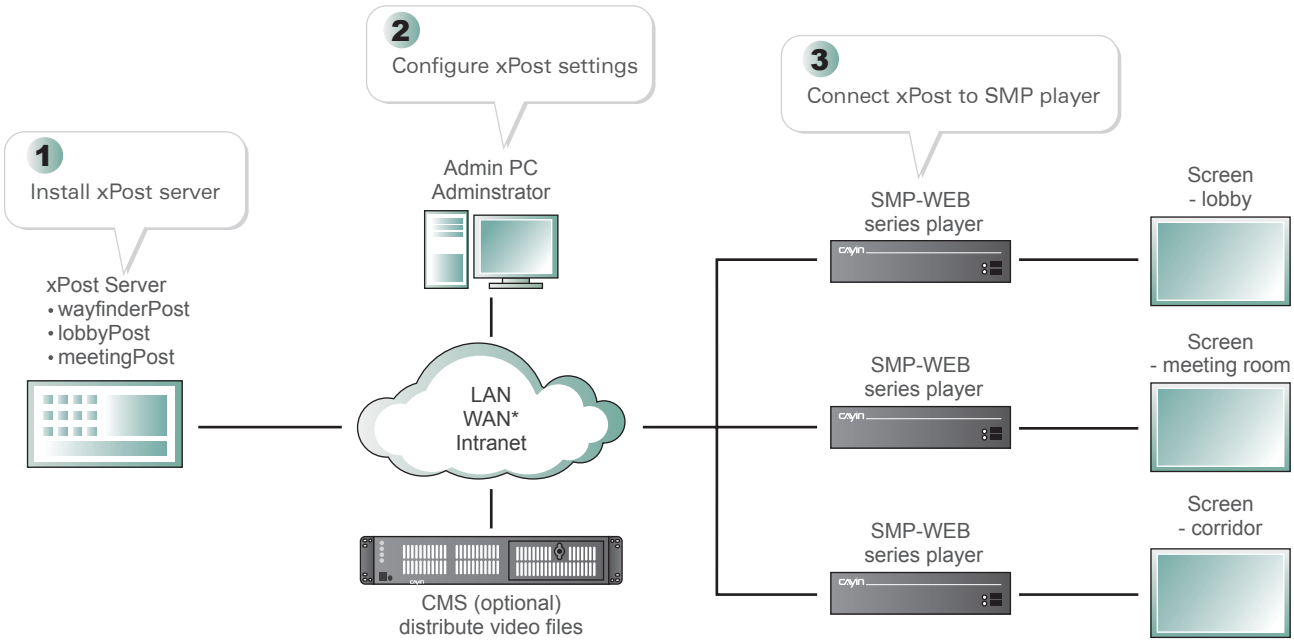
CAYIN xPost is the web-based application software, which offers a combination of essential tools to create rich contents for digital signage in different vertical markets. It provides an easy-to-use platform for instant data entry and further extends the usage of CAYIN SMP-WEB series players to meet users' requirements of frequent, daily maintenance.

CAYIN xPost contains the following three modules:

- **meetingPost:** It is the content editing software especially for meeting room management. It can display information of a single meeting or the meeting list on the screen.
- **wayfinderPost:** It is content editing software especially for dynamic public sign and direction guiding.
- **lobbyPost:** It is content editing software especially for lobby screens which can display guest room information, currency exchange, weather information, advertisements, commercial films, and ticker.

1. System Environment

1-1 System Structure



* We strongly suggest that xPost should be used in stable network environment.

1-2 System Requirements

Operating System: Windows® XP or Windows® Vista

Display Resolution: 1024 x 768 or above is recommended

Processor: Intel® Pentium® 4 compatible CPU or above

Memory: 1024 MB or above is recommended

Hard Disk: 200 MB for program and configurations, 10GB minimum for storing data.

Browser: Internet Explorer® 6 or above, Firefox® 1.5 or above

Compatible SMP player: SMP-WEBPLUS, SMP-WEB3, SMP-WEB3N

IMPORTANT

xPost can only be used with CAYIN SMP-WEB series player. You cannot use it with other SMP player (e.g. SMP-PRO) or normal PC system.

1-3 Software Components

MySQL ver 5.0.41-community-nt for Win32 on ia32 [MySQL Community Edition (GPL)]

Tomcat 4.0

xPost 1.0

2. Software Installation

2-1 Install xPost

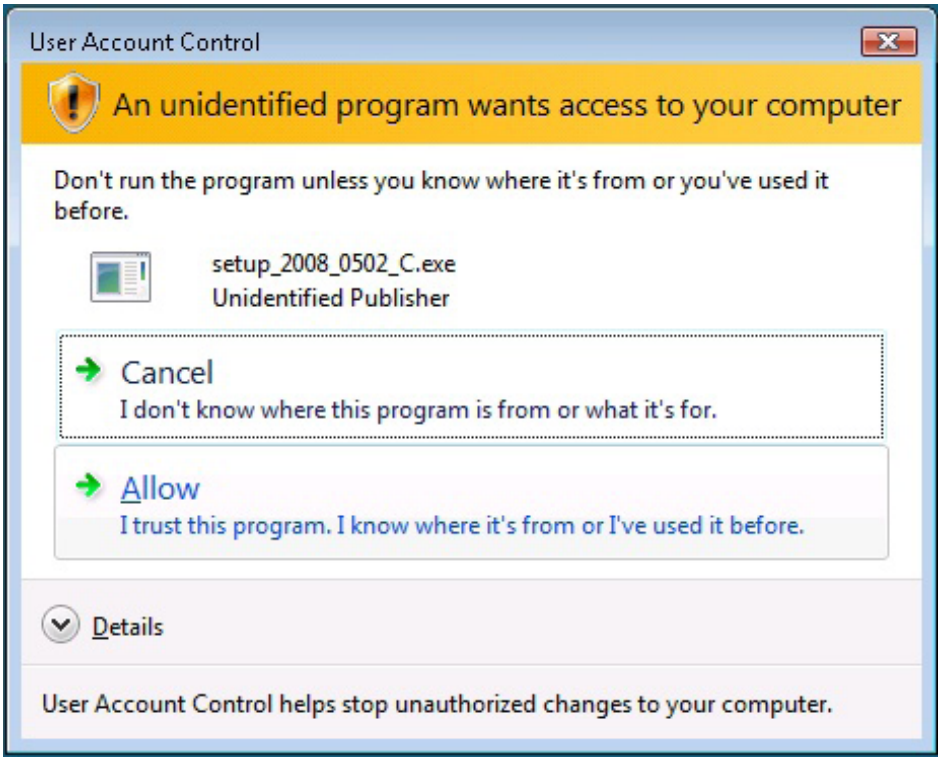
You can install xPost software on any Windows-based PC. Computers that install xPost software will act as xPost servers.

Before installing xPost software on a PC, please make sure the PC meets the system requirements beforehand, and then follow the instructions below:

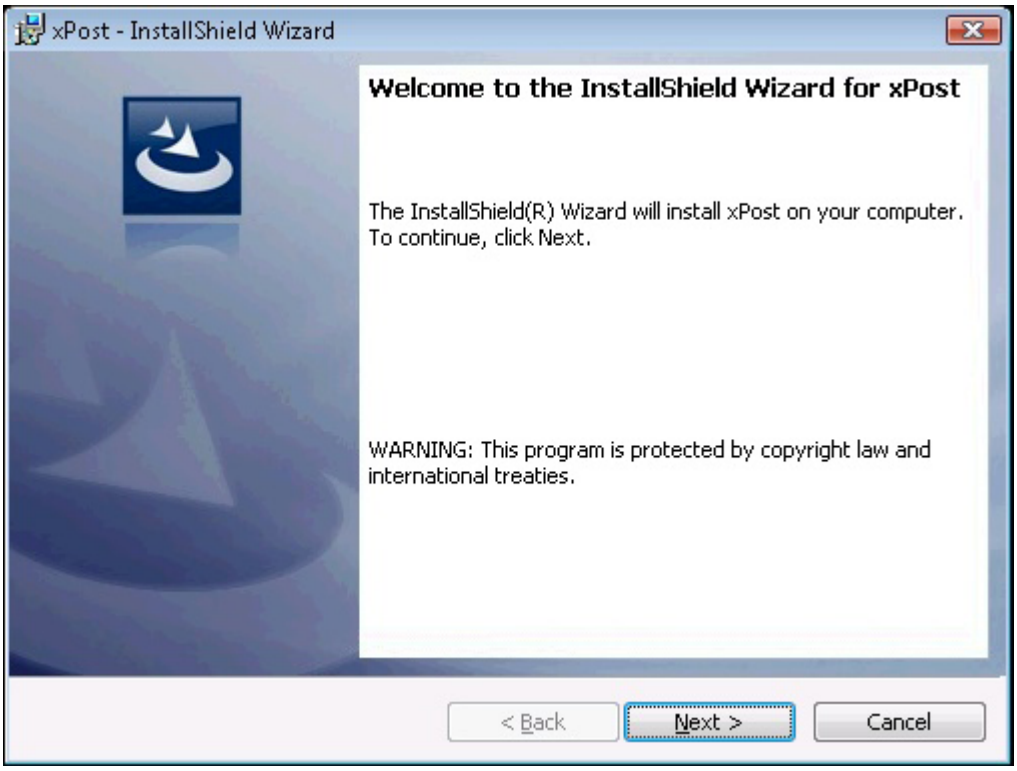
1. Login as system administrator.

2. Double click on setup executable file (.exe).

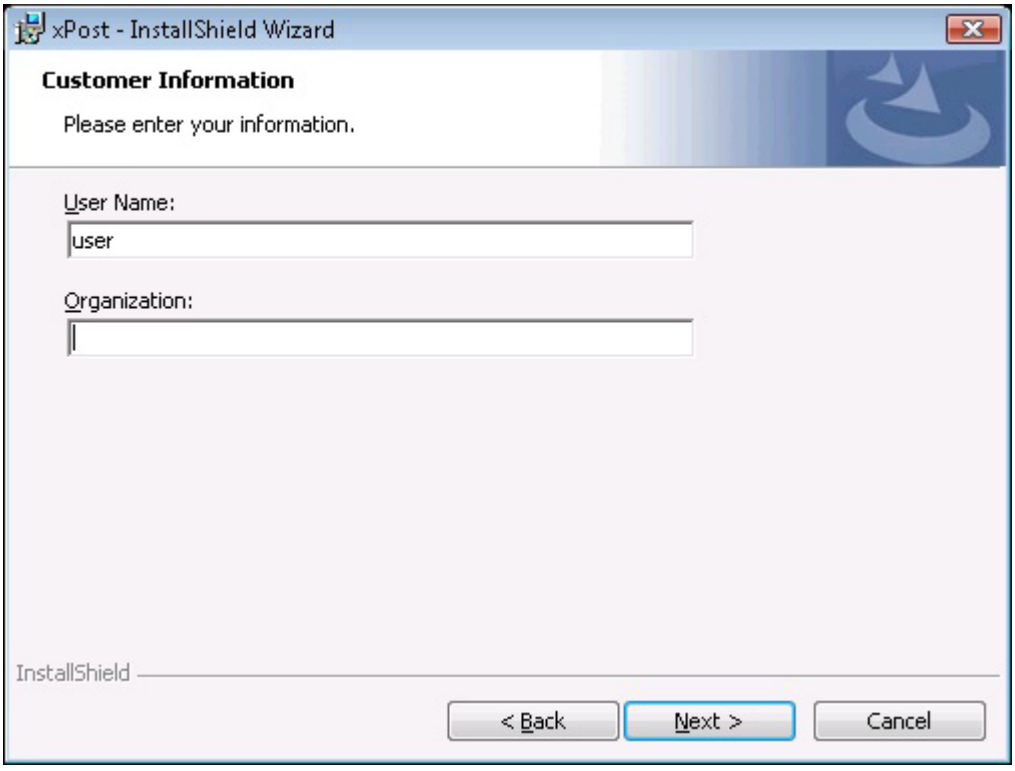
3. [Windows vista only] When Vista User Account Control appears, click **[Allow]**.



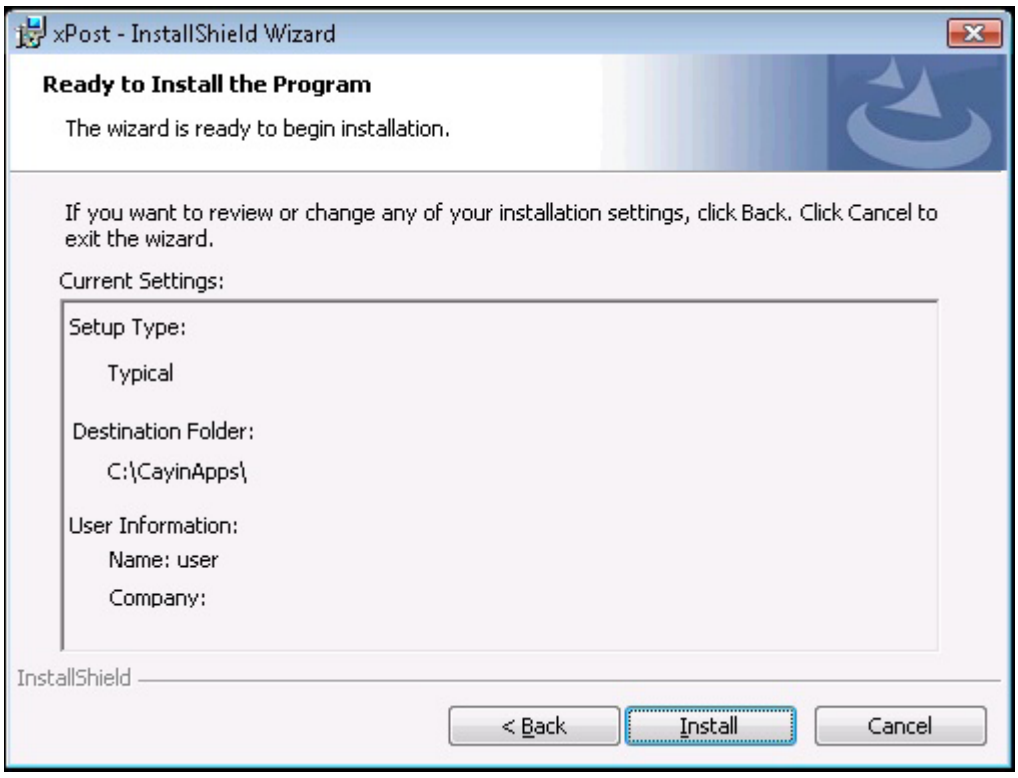
4. Click **[Next]** at the welcome page to continue the installation.



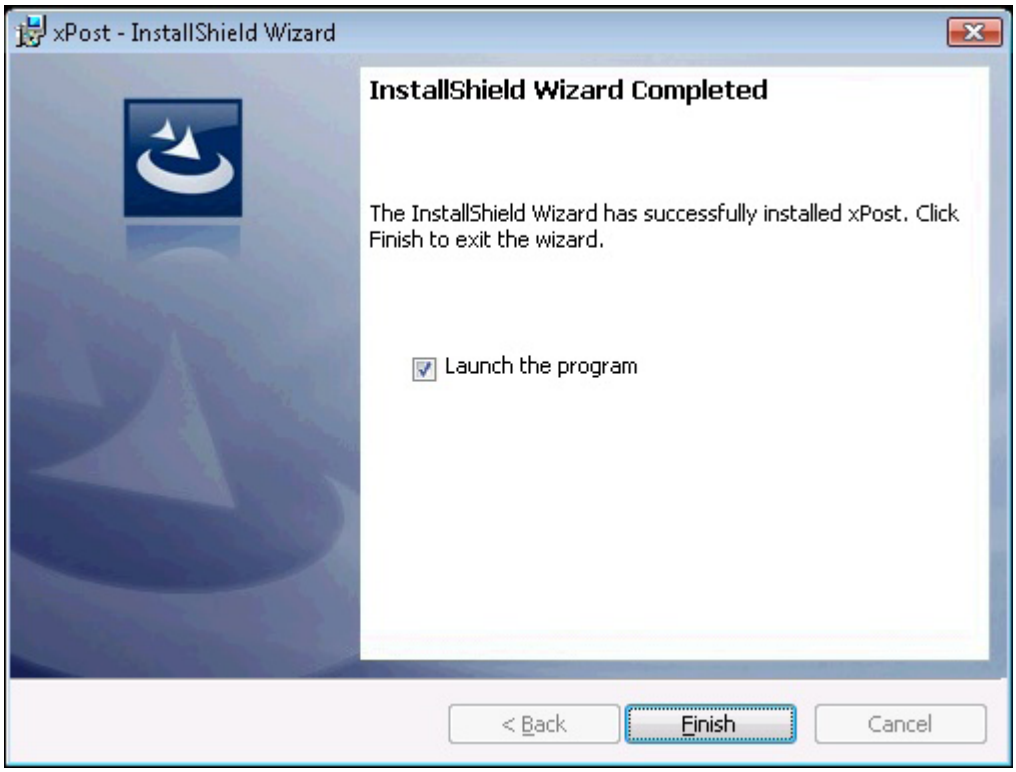
5. Enter “User Name”, “Organization”, and click **[Next]**.



6. Enable Launch Program, click **[Next]**, and wait a few seconds until the program finishes the installation.



7. Leave “Launch the program” checked. xPost service will start automatically after installation.



2-2 Activate xPost

After installing xPost, you need to enter the software license number, so that xPost can be activated. By doing so, please follow the steps below to connect to xPost's Web Manager directly from the same PC (xPost server).

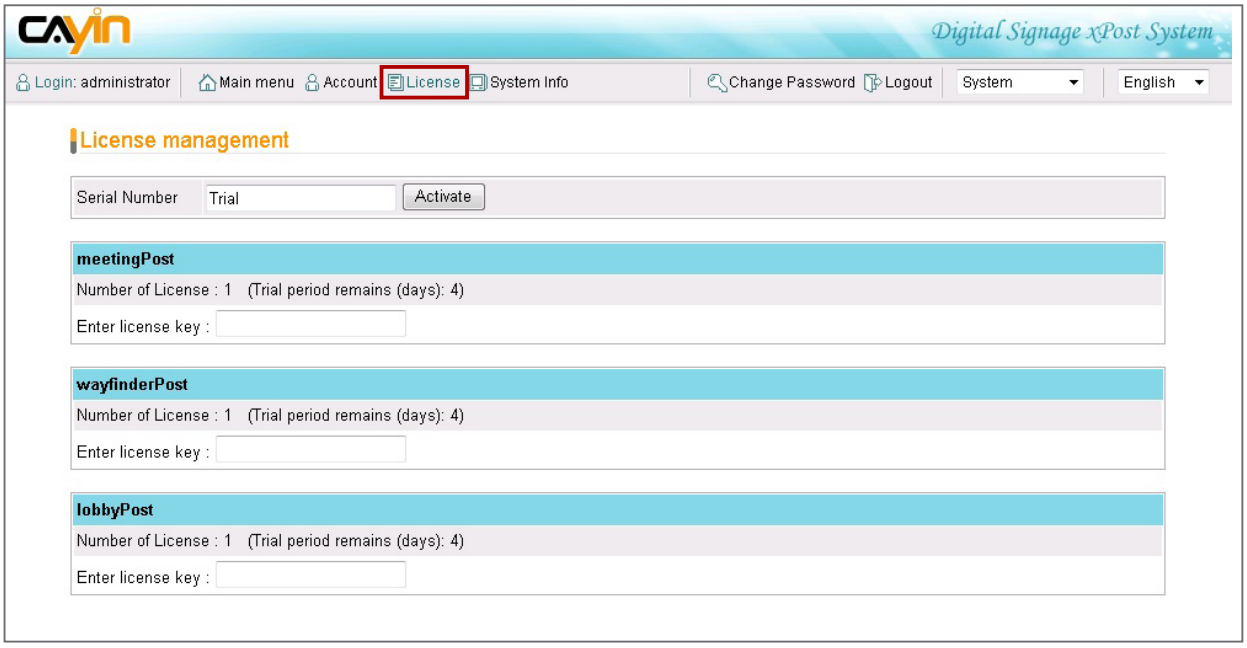
1. Open a browser (IE or Firefox), and enter http://127.0.0.1 in the URL field to connect xPost Web Manager. Login the system with the default administrator account.

   Account: administrator

   Password: admin

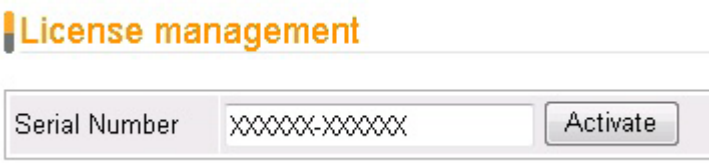
2. After login, you will see the main menu of xPost. Please click **[System]**.

3. You can see 3 menu items on the top toolbar: **Account**, **License**, and **System Info**. Click **[License]**; then you can see the page of license management.



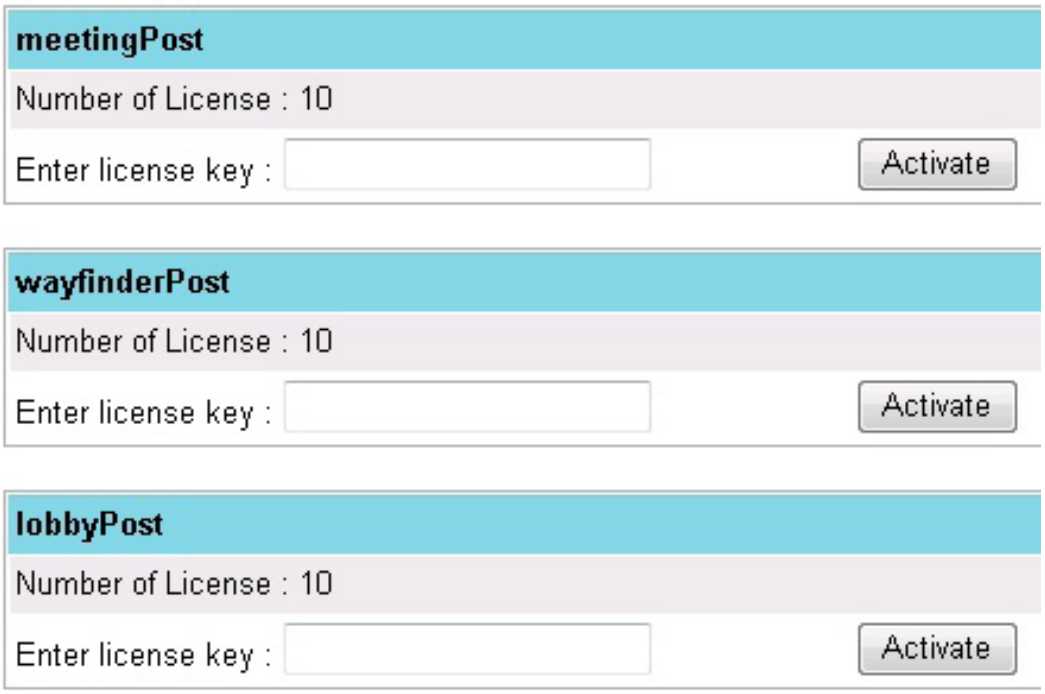
4. You need a “Serial Number” and “License Keys” to activate xPost. After purchasing xPost, you will get Serial Number and Key(s) from CAYIN or CAYIN’s sales representative. If you plan to try xPost before you buy, CAYIN provides a trial version for you to use xPost with 1 license for each module for 30 days.

5. Enter Serial Number and click **[Activate]**.



6. After xPost Serial Number is activated, you can enter a valid key for each module, and click **[Activate]** one by one.

7. After valid keys are entered, you can see the license number is shown on respective sections as you purchase.



8. Now, you finish activating xPost and are ready for using it.

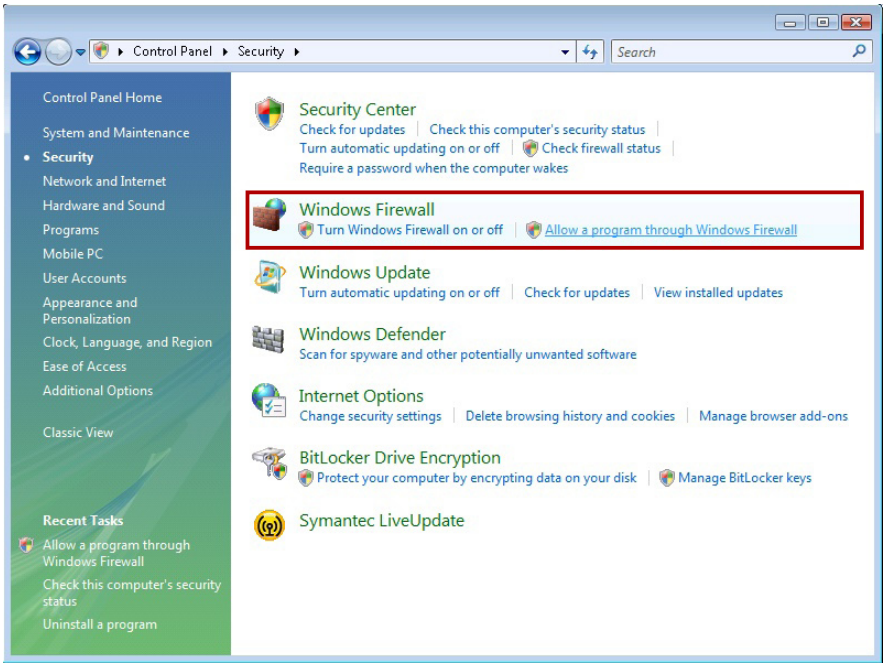
2-3 Configure Firewall of xPost Server

To build the connection between xPost and SMP player and manage xPost from other PCs via network, you need to turn off the firewall of xPost server, so that external devices and other PCs can connect to the server.

The configuration of firewall is variable and depends on the firewall program you use.

We will try to explain the configuration of firewall with the case of Windows Vista as follows.

1. Click on “Control Panel” → “Security” → “Windows Firewall”



2. You can choose either “Turn Windows Firewall off” or “Allow a program through Windows Firewall”.

(1) Turn Windows Firewall off

The procedure will be completed right after you click “Turn Windows Firewall on or off”.

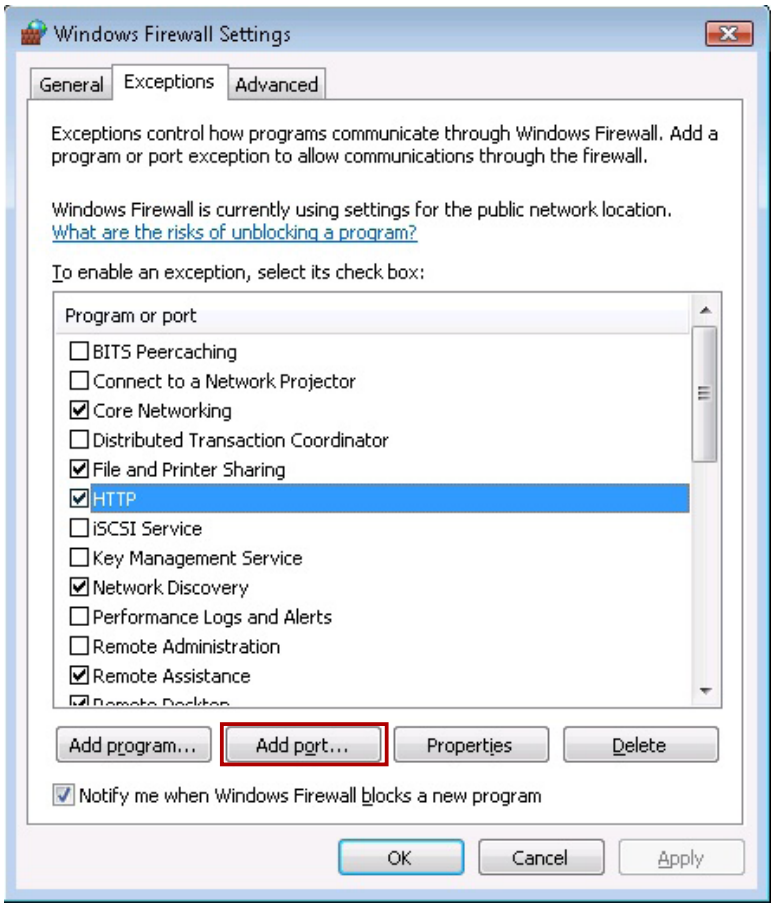
(2) Allow a program through Windows Firewall

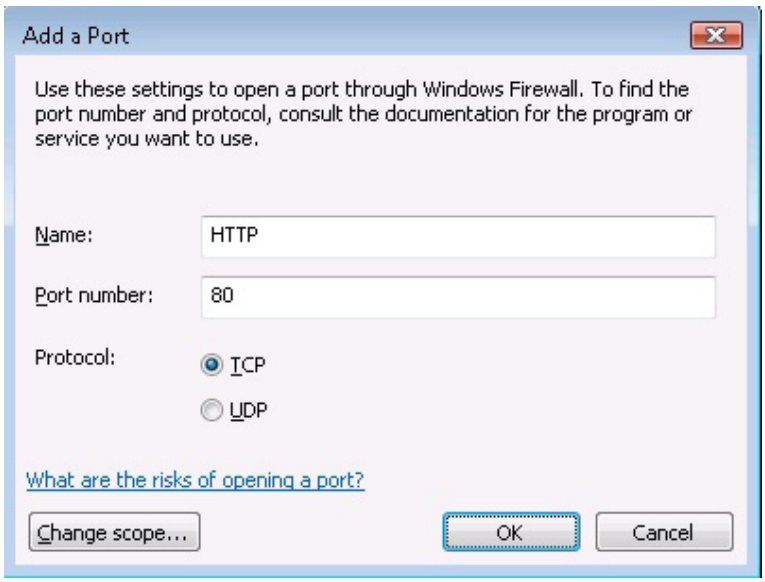
If you click this item, you will see a pop-up window, “Windows Firewall Settings”, and need to configure more settings.

i. Click **[Add port…]** and enter:

Name: HTTP Port Number: 80 Protocol: TCP

ii. After completing the settings, please click **[OK]**. Then, you will see the item “HTTP” on the “Windows Firewall Settings”.





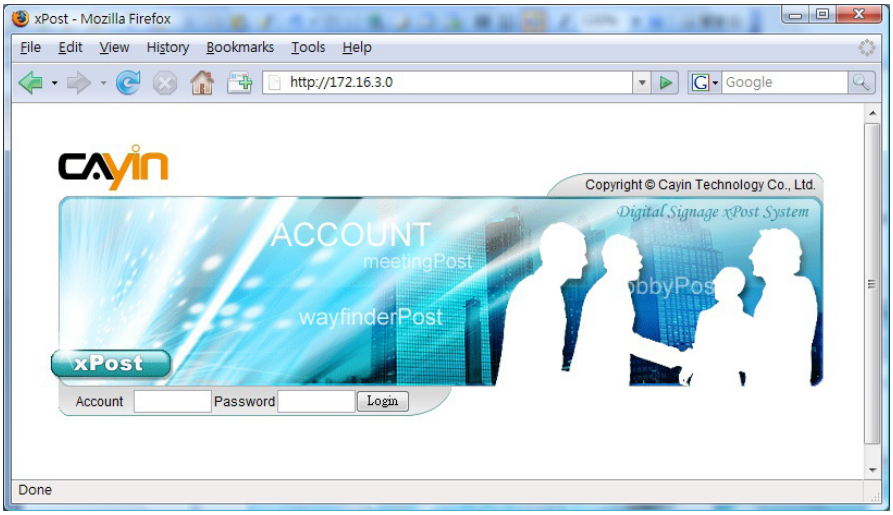
iii. Confirm the port "HTTP" is checked; then click **[OK]**.

3. General Operation

3-1 Remote Management - Login

After you turn on the firewall of xPost server, you can access xPost Web Manager by using a browser remotely.

1. Open a browser and type the IP address of your xPost server.



2. Login the system with the default administrator account.

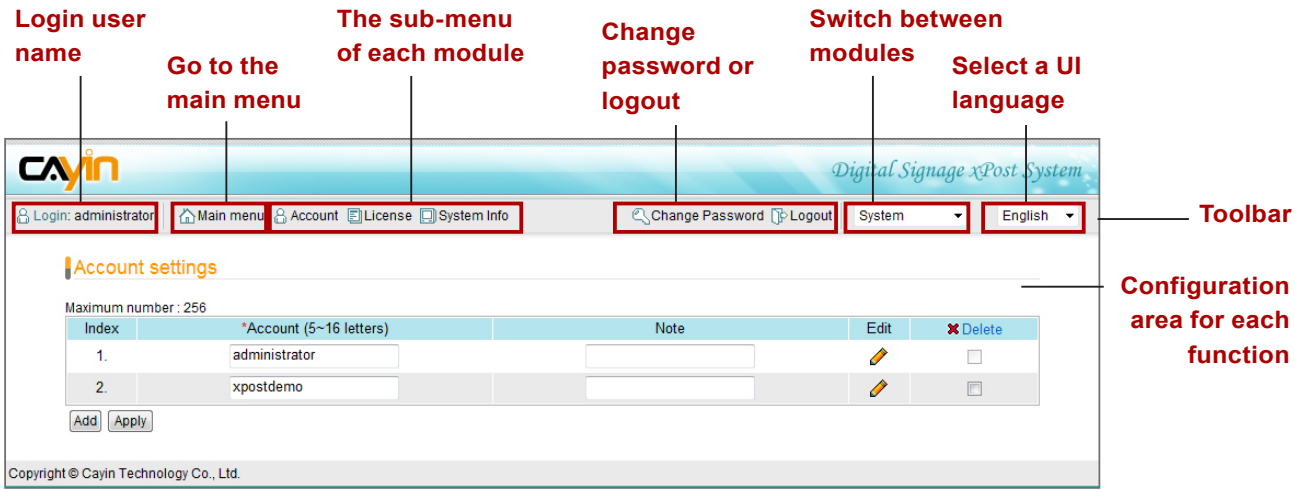
   Account: administrator

   Password: admin

3. After login, you will see the main menu of xPost: system, meetingPost, wayfinderPost, and lobbyPost. Click one of the buttons and start to operate xPost.

3-2 Introduction of User Interface

All main functions are placed on the toolbar. You can change settings and add data in the configuration area of each function.



3-2-1 Select a User Interface Language

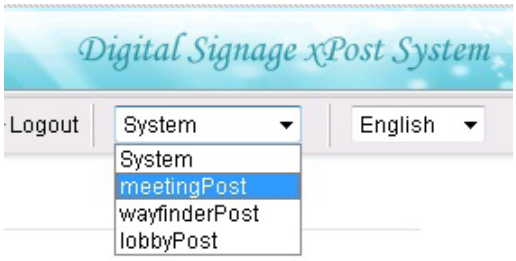
xPost supports “English” and “Traditional Chinese” web manager UI at the moment. You can switch between these two languages on the right top side of the toolbar.

NOTE

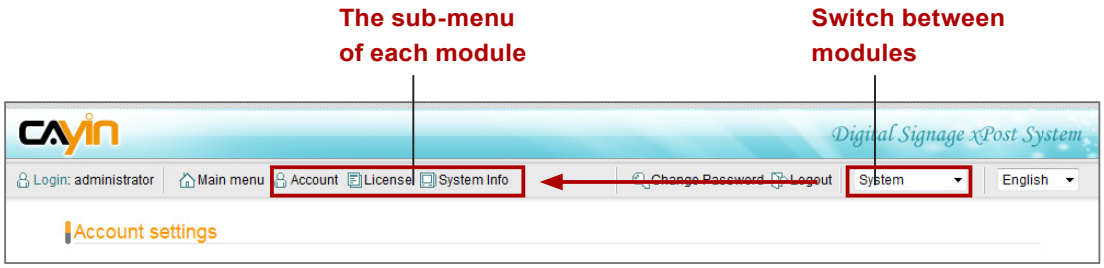
xPost is UTF-8 enabled application software. You can input data in many languages, not limited to English and Chinese.

3-2-2 Switch between Modules

xPost contains four modules – **System**, **meetingPost**, **wayfinderPost**, and **lobbyPost**. You can switch UI between these modules by clicking the correspondent button on the “Main menu” or selecting the right program on the right top toolbar.

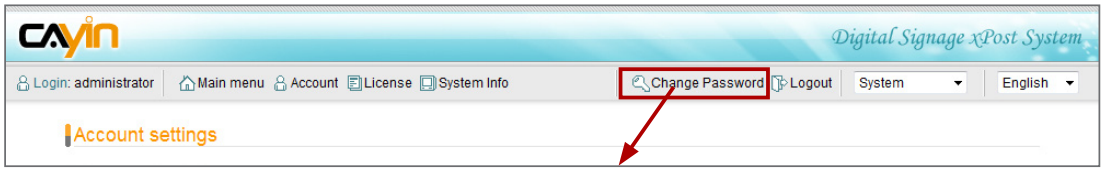


After you select a module, the sub-menu will display its correspondent functions.



3-2-3 Change Password

Users can change their own passwords by clicking the item “Change Password” on the toolbar. The administrator will not keep the record of the user password in the system. Therefore, the administrator needs to reset passwords in the “System” module (Account settings) if users forget passwords.



4. System Configuration

You can configure “Account” and manage “License” on the “System” module. Login xPost Web Manager and click on “System”.

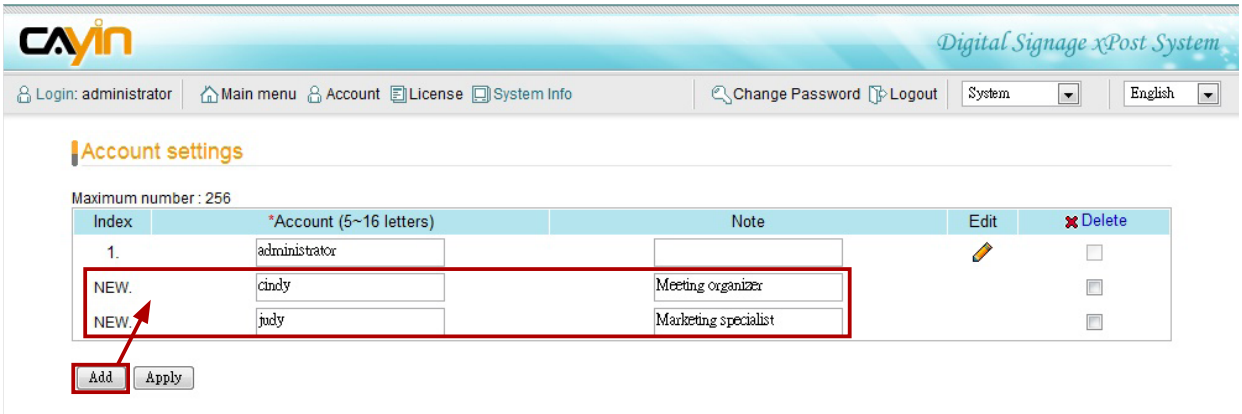
4-1 Add/Edit Account

Here you can add a new account (user) to manage xPost functions. You can also assign different access rights to each account.

1. Login xPost and enter Web Manager

2. Click **[SYSTEM]** on the main menu, and **[Account]** on the toolbar; then you will see the page of “Account settings”.

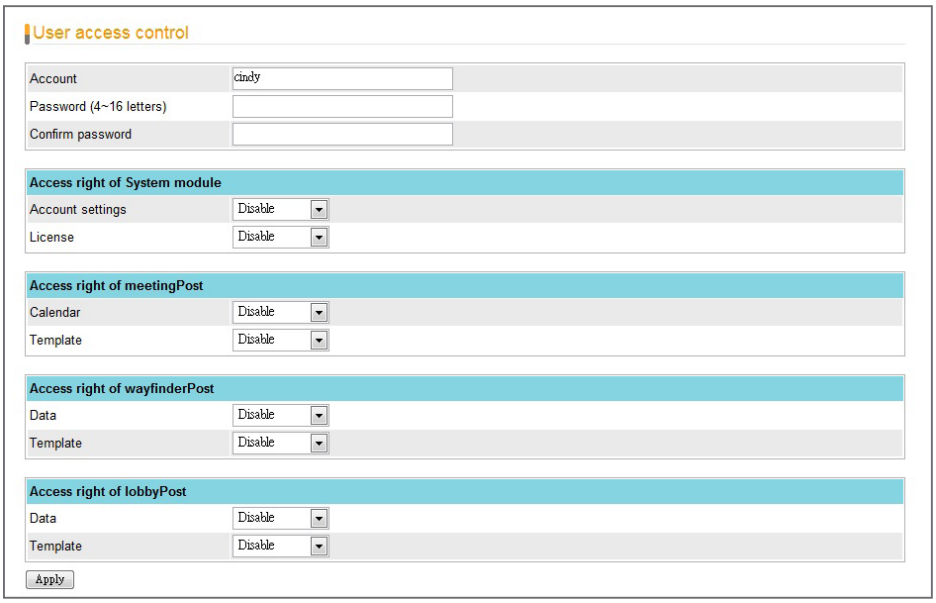
3. You can add several new users at a time by clicking the **[Add]** button on “Account settings” page.



4. Fill in “Account” names and “Note” (optional). After adding all accounts you need, please click **[Apply]**.

5. After an account is added, you can click the **[Edit]** button for each new account to set the password and access rights for that account.

> NOTE
> An account name must be minimum 5 characters.



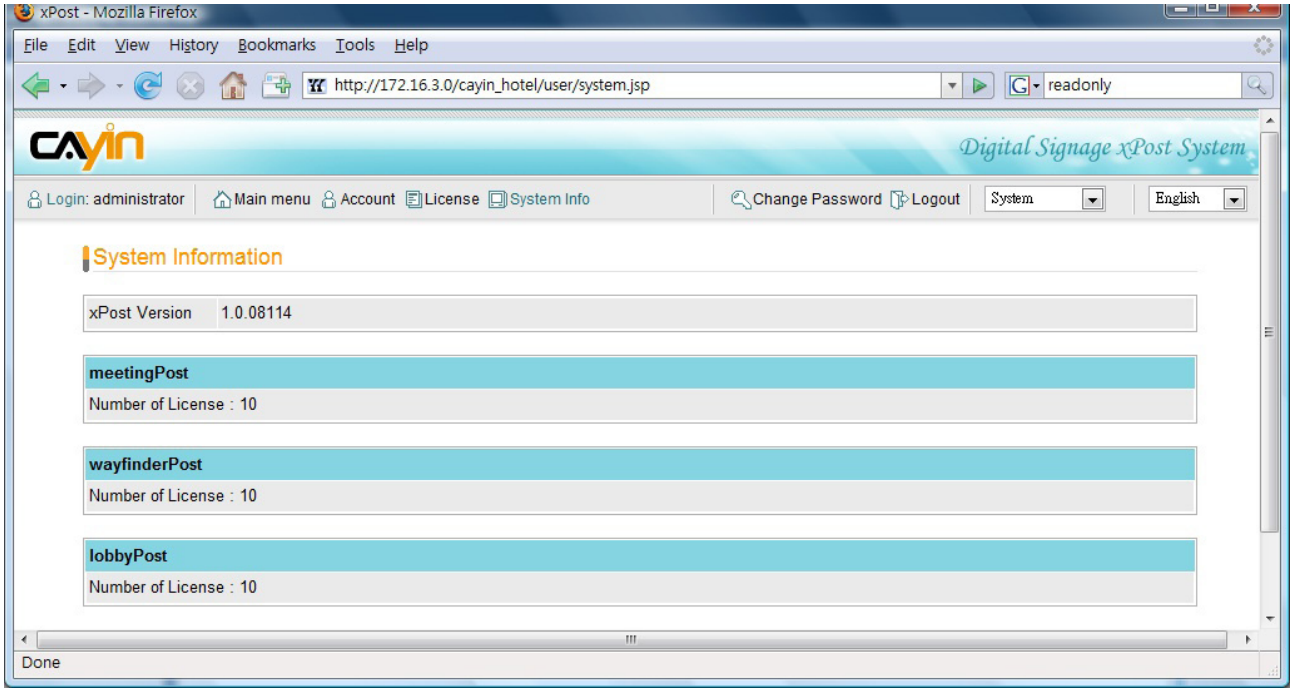
6. Enter the password and configure the access right to manage each module for this account. By default, the access right of a new account is disabled. You can enable it by selecting “Read only” or “Read & Write”.

   - **Disable:** This account cannot access this function or enter web manager
   - **Read-only:** This account can only view this function, but cannot modify it or enter data.
   - **Read & Write:** This account is authorized the full access rights to view, modify, and enter data.

7. After the account is configured, click **[Apply]** to save and apply changes.

4-2 Software License Management

Normally, you only need to operate License Management once after an xPost is installed. Once you need to change the license number or re-install the xPost, you may need to configure License Management again. Please refer to **2-2 Activate xPost** for detailed operation.



5. meetingPost Module

CAYIN's meetingPost is dedicated to the needs of meeting rooms and banquet halls that require flexible arrangement on the meeting schedule as well as frequent update on information post. meetingPost is designed to incorporate with CAYIN SMP-WEB series products. By integrating its function of meeting management, meetingPost can be used to substitute traditional paper signs, displaying real-time information of the event on the monitor outside each meeting room/banquet hall.

meetingPost provides a content editing tool with easy operation workflow comprising the following steps:

STEP 1: Login meetingPost

STEP 2: Set Up a Meeting Room Display

STEP 3: Modify Template Settings

STEP 4: Connect meetingPost to SMP Player

STEP 5: Arrange Meetings (data entry)

Step 2 to 4 only have to be done on the first-time use. For daily maintenance, users only need to do the 1st and 5th step for data entry.

5-1 Login meetingPost

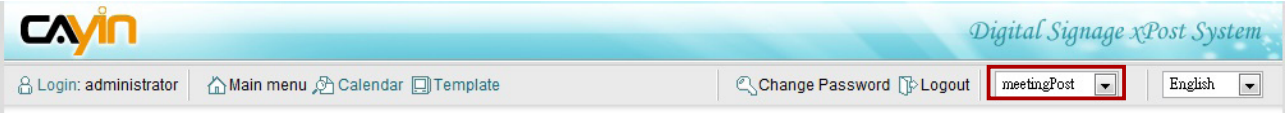
You can enter meetinPost via the following two methods:

Method 1:

Login xPost and then click **[meetingPost]** on the main menu.

Method 2:

If you are already in the Web Manager of xPost, you can switch to meetingPost from the upper side toolbar.

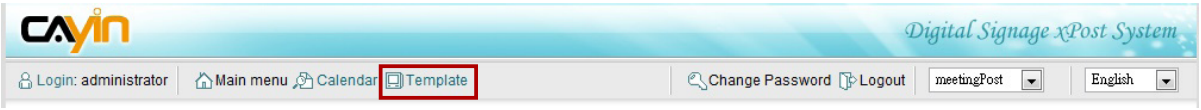


5-2 Set Up a Meeting Room Display

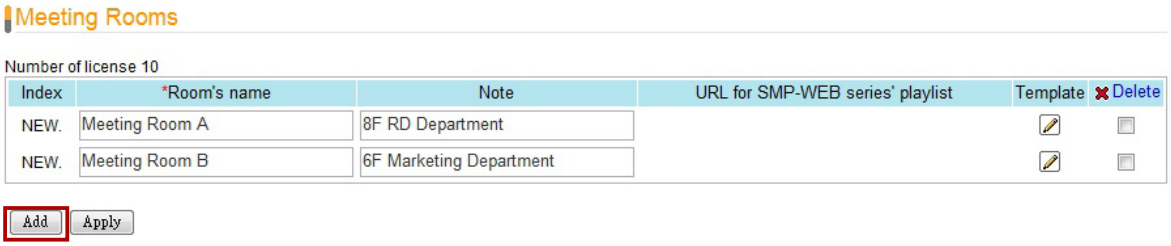
To use meetingPost, you must set up a display for a meeting room first; then select and edit a template for it.

5-2-1 Add a Meeting Room

1. Select **[Template]** on the toolbar; then you will see the page of “Meeting Rooms”.



2. In the “Meeting Rooms” page, click **[Add]** to add a new meeting room. Fill in the “Room’s Name” and an optional “Note” field.

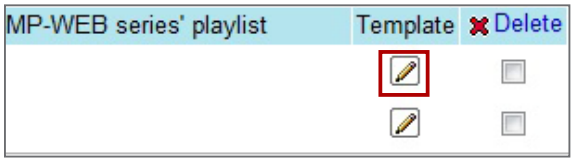


3. After all rooms are set, click **[Apply]** to save the changes.

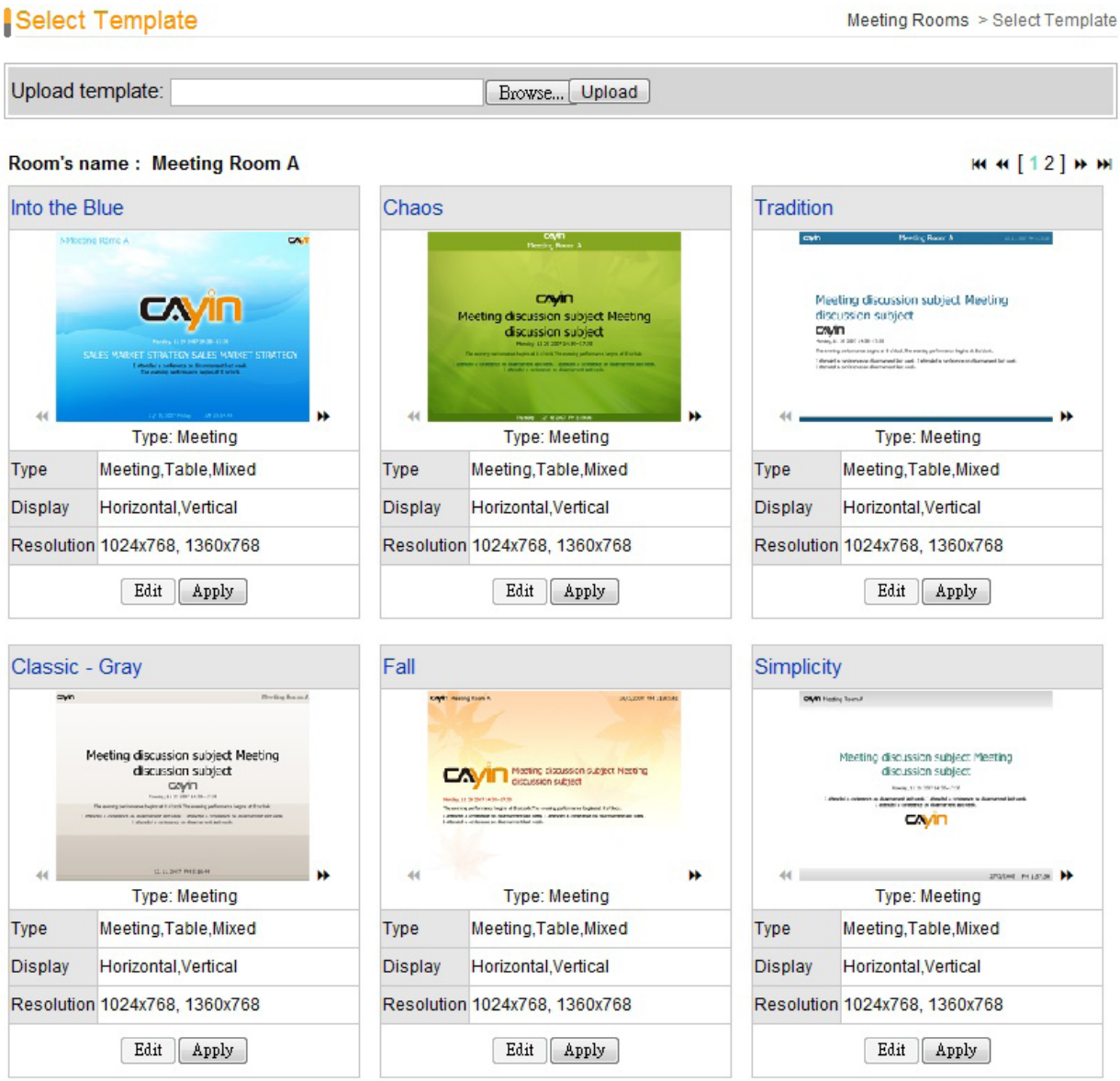
> NOTE
>
> The number of meeting rooms you create here is limited by the license you purchase. You cannot create more rooms than the license. If you need to use meetingPost for more rooms, please purchase more licenses.

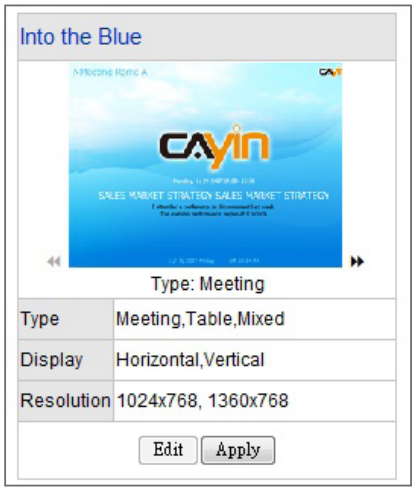
5-2-2 Apply a Template

1. Click on the edit button of “Template” on the right-hand side of the specific meeting room which you want to edit.



2. In the “Select Template” page, you can choose a template from pre-loaded templates, and click **[Apply]** to confirm your selection. For each template, you can see preview and information on this page.

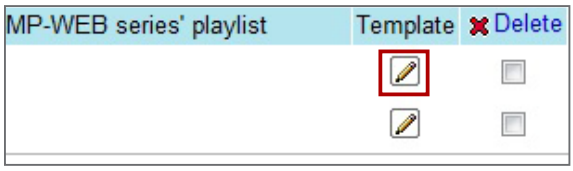




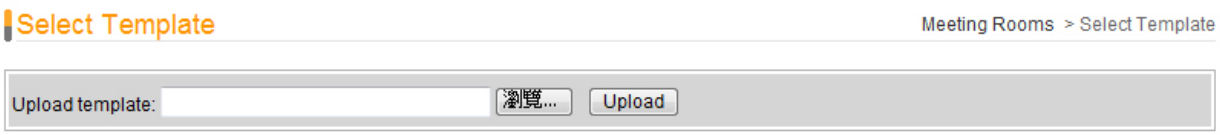
- ▶▶ : Click the arrow and check the preview of three types of this template.
- **Type:** Each template contains three types of presentation.
  - **Meeting:** Only show one current meeting on the screen.
  - **Table:** List out all the appointed meetings of the day on the screen.
  - **Mixed:** Mix “Meeting” and “Table” type in one display.
- **Display:** Indicate supported display orientation, “horizontal” (landscape) or “Vertical” (Portrait).
- **Resolution:** Indicate supported display resolutions

5-2-3 Upload a Template

1. Click on the edit button of “Template” on the right-hand side of the specific meeting room which you want to edit. Then, you can go to the “Select Template” page.



2. In the “Select Template” page, click **[Browse…]** to select a template file and click **[Upload]** to add a new template.



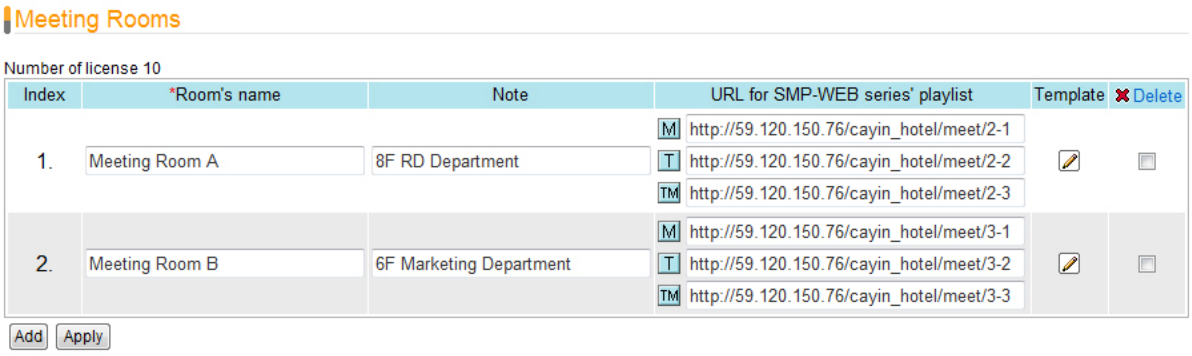
NOTE

Templates must be prepared with suitable programs and adequate testing. Therefore, you can only upload templates provided by CAYIN. Please contact CAYIN’s sales representatives if you need the customization services.

5-3 Modify Template (Template Settings)

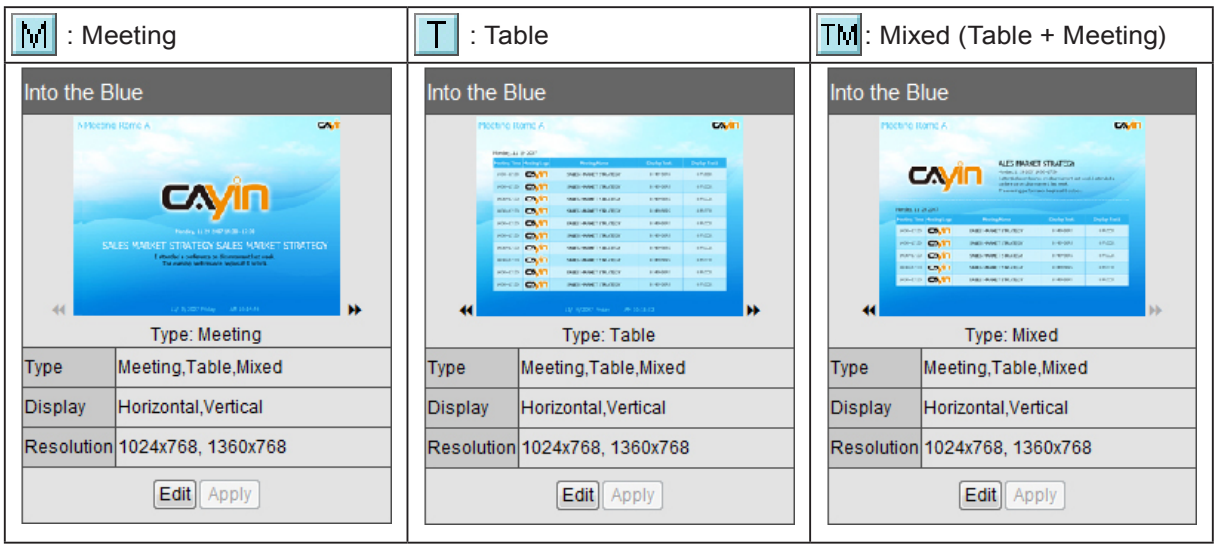
After you select a template for a meeting room, you can further customize the meeting room template. If you do not change settings of template, you still can start to input meeting data into the system with the default presentation.

1. Go to “Meeting Rooms” page. (meetingPost → Template)



2. For each meeting room, you will see three small icons, M, T, TM, in front of the URL link. You can click the icon and modify each template design in the “Template Settings” page.

M, T, and TM represent three different types of presentation.



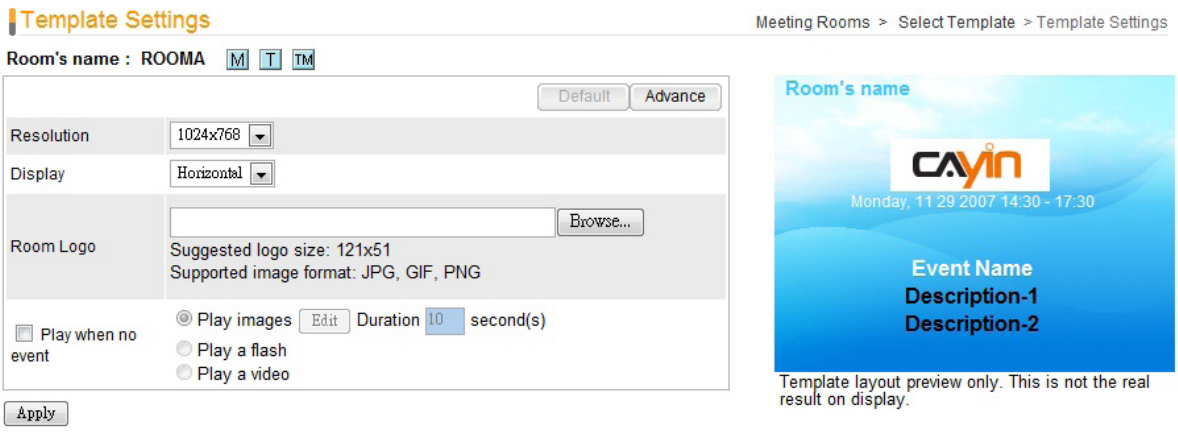
NOTE

You can also click on the edit button on the selected template to enter the “Template Settings” page.

3. You can modify settings for each template type. You can choose either “Default” or “Advance” settings.

Default

Most of the settings will be kept as the original template design. Few parameters can be edited. Choosing this option can keep the template settings simple and fit the original design.



- **Resolution:** Select an appropriate display resolution. You must configure the display settings of SMP player with the same resolution as the template settings here so that the screen can display it properly.

- **Display:** Choose either Horizontal (landscape) or Vertical (portrait) display type.

- **Room Logo:** Upload a logo file for this meeting room. It’s optional.

NOTE

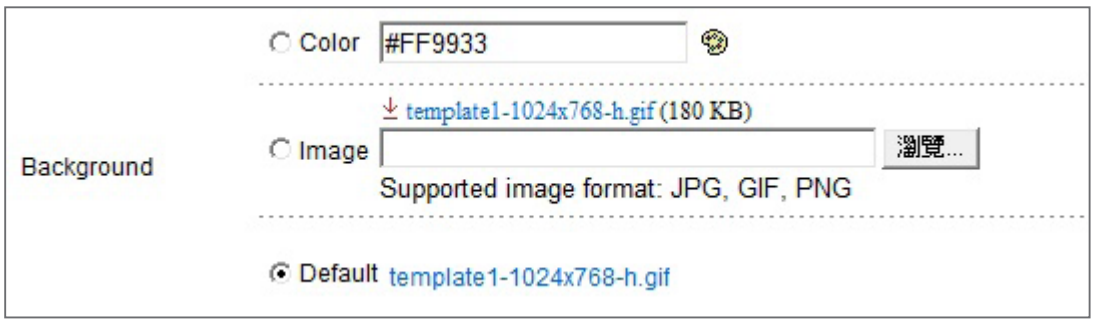
xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

- **Play when no event:** You can choose to play images, Flash, or videos during the time when there is no event. If you want to play video files, please upload files in the “video” folder of SMP’s Media Folder. Check the option, “Full Screen”, and you can play video in the full-screen mode.

Advance

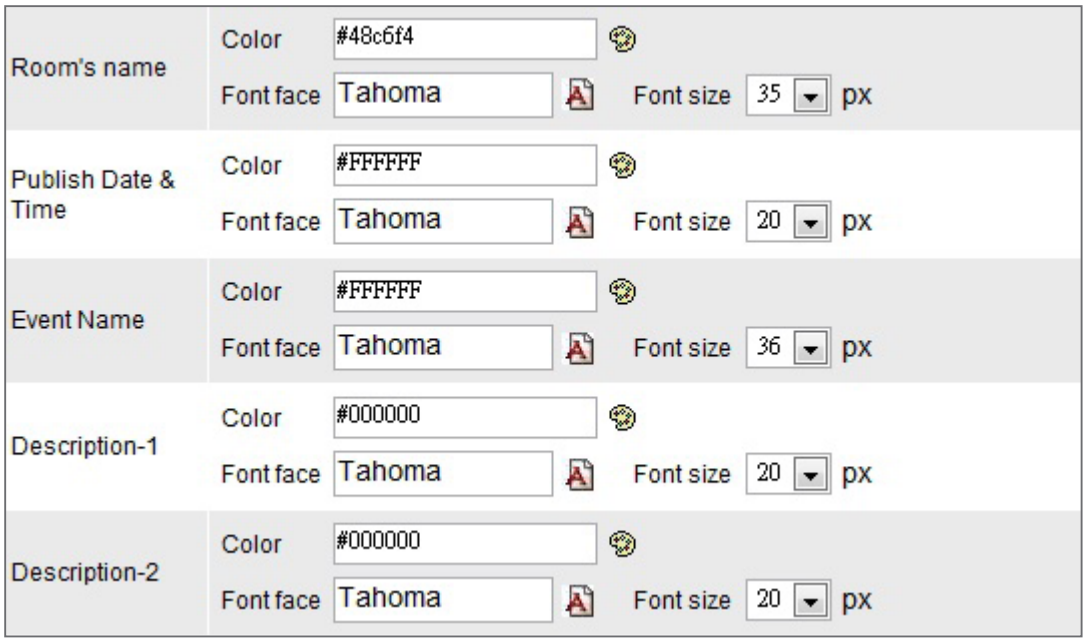
You can edit most of the template parameters, including changing background and font settings.

- **Resolution, Display, Room Logo, and Play when no event:** These options are the same as the ones in the “Default” mode.
- **Background:** To replace the template background, you can choose to use a single color, an image, or the default background.



> NOTE
> xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

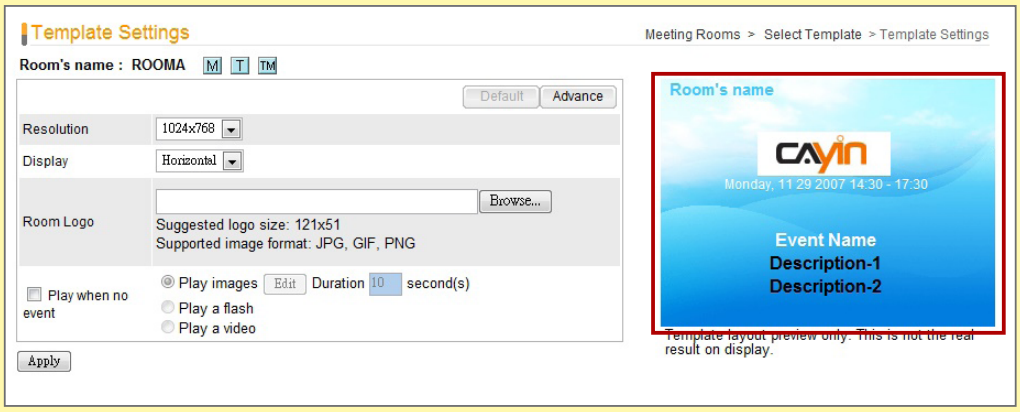
- **Font settings:** You can edit font and size of the texts in the following items – Room’s name, Date & Time, Event name, and Descriptions.



- **Clock:** You can choose to show a clock on the template. You can use the default clock or upload your own Flash clock.

NOTE

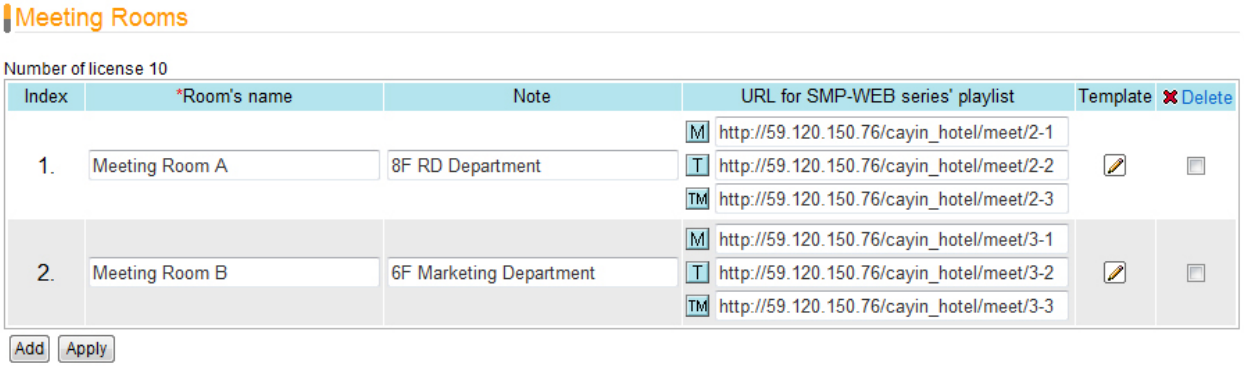
The preview image is only for your reference. When you change the font color, you will see the correspondent texts in the preview image change the color, too. However, most configurations will not be changed simultaneously in the preview image, so please confirm the final presentation on the screen.



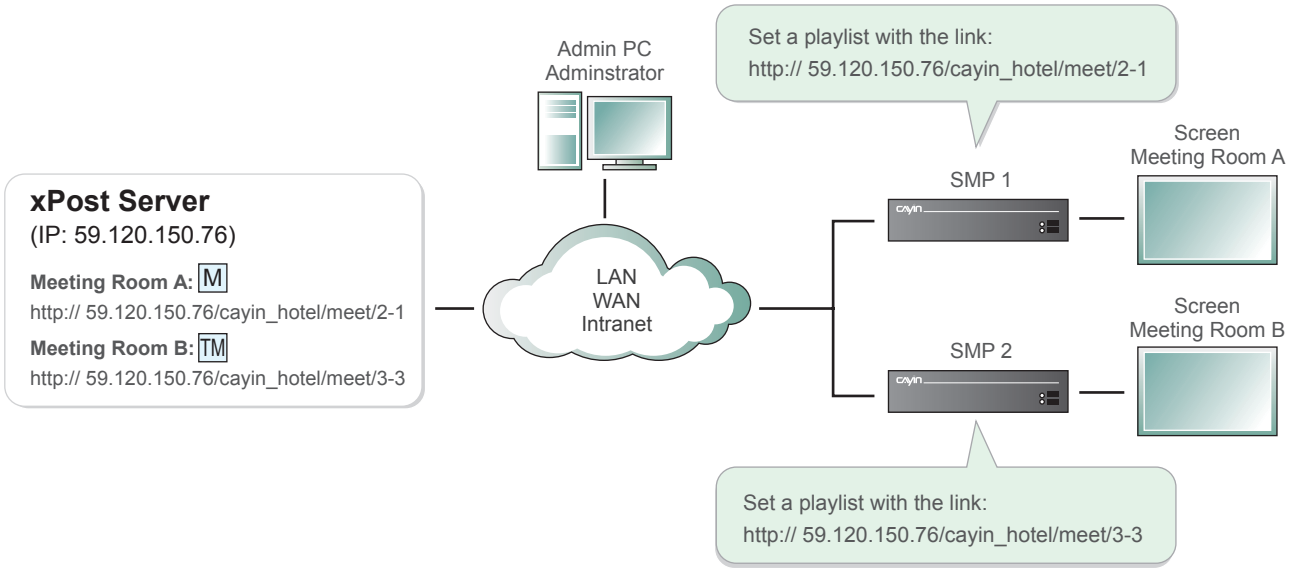
4. After you configure them, click **[Apply]** to confirm the changes.

5-4 Connect meetingPost to SMP Player

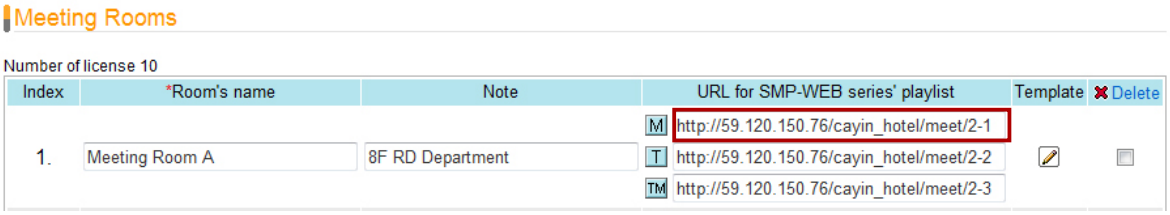
After the meeting room template is selected and modified, please go back to the “Meeting Rooms” page. You can see that each meeting room is equipped with 1 to 3 URLs (depends on how many types this template supports). The URL is the link between meetingPost and SMP player.



To connect meetingPost to SMP player, you need to create a playlist on a SMP-WEB series player and copy the correspondent URL shown on the “Meeting Rooms” page into the playlist.



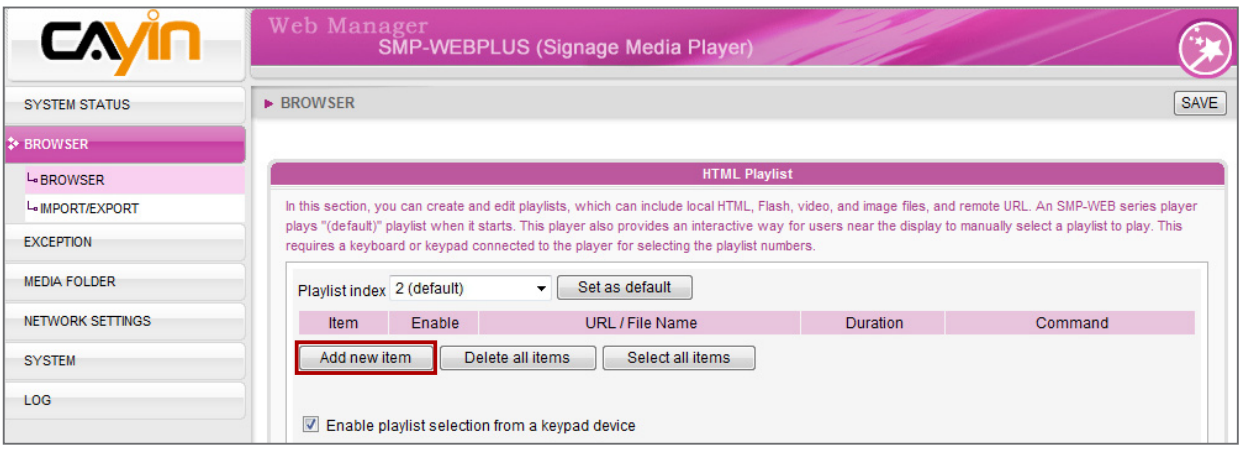
1. Select one of the URLs of one meeting room, and copy it to the clipboard.



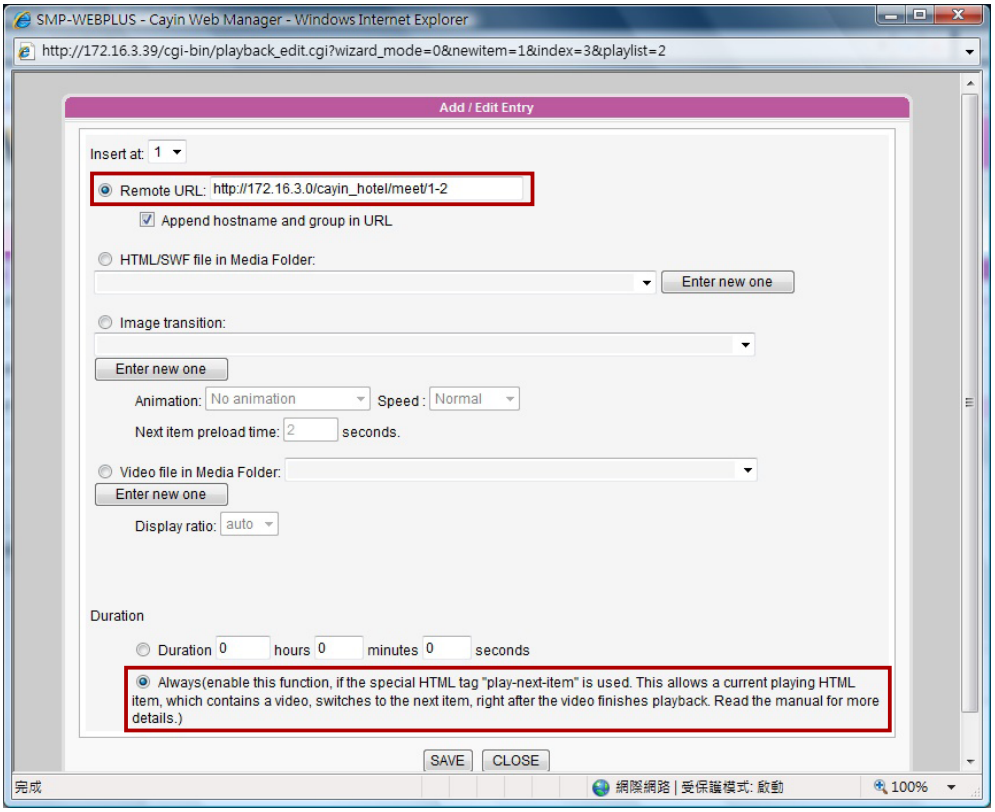
NOTE

You may need to modify the IP address of this URL if your network environment is complicated. Please make sure the IP address or domain name can be connected from the SMP player to the xPost server.

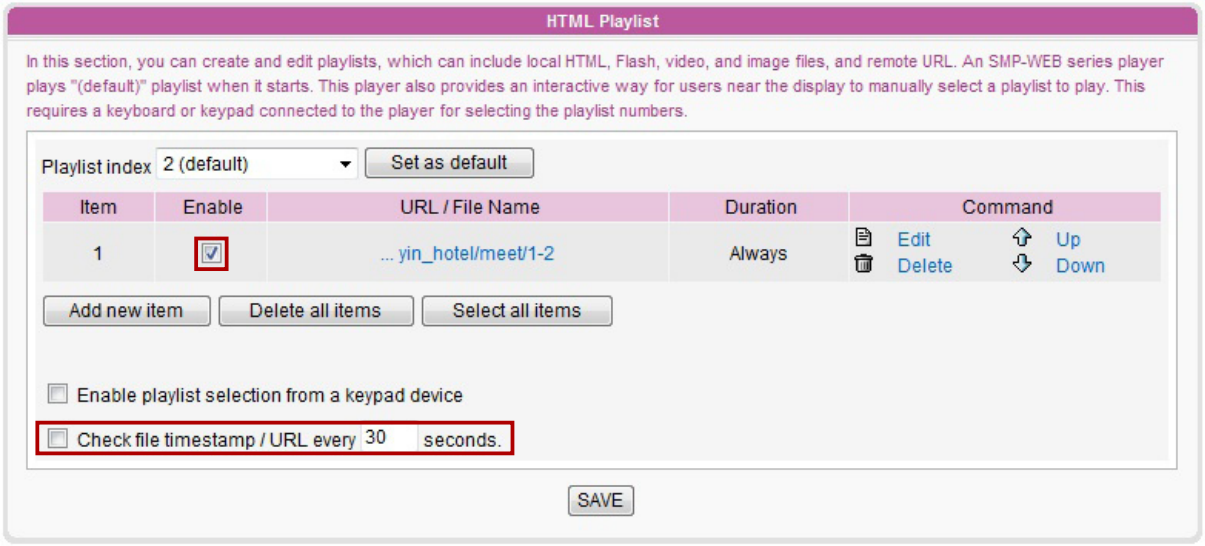
2. Open the Web Manager of the SMP-WEB series player, which will control the screen of this meeting room. Click “Browser” and go to the “Browser” page. Click **[Add new item]** to create a playlist.



3. Paste the URL (from step 1) to the “Remote URL” field and set “Duration” to “Always”. Then, click **[SAVE]**.



4. Enable the added item and leave “Check file timestamp / URL every … seconds” unchecked.

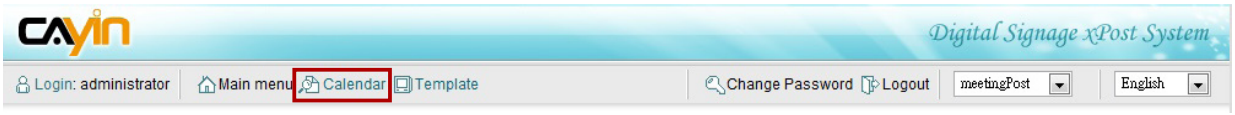


5. Click **[SAVE]** → **[APPLY]**; then you will see the SMP player start to play the playlist and the meeting template be shown on the screen.

5-5 Arrange Meetings (Events)

After you finish configuring the system and meeting room display, you can start to arrange meetings and edit meeting information in meetingPost.

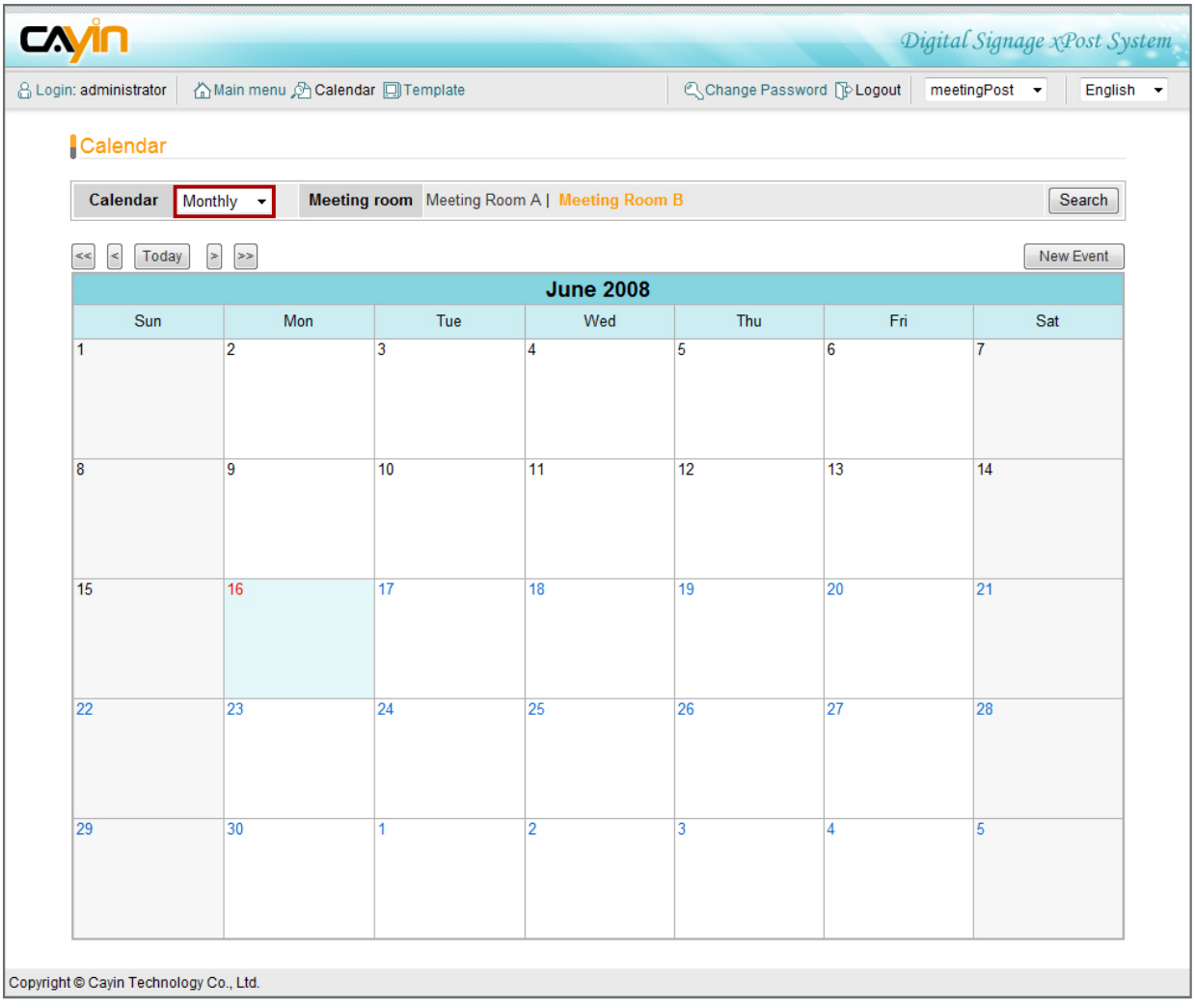
1. Select **[Calendar]** on the toolbar; then you will see the page of “Calendar”.



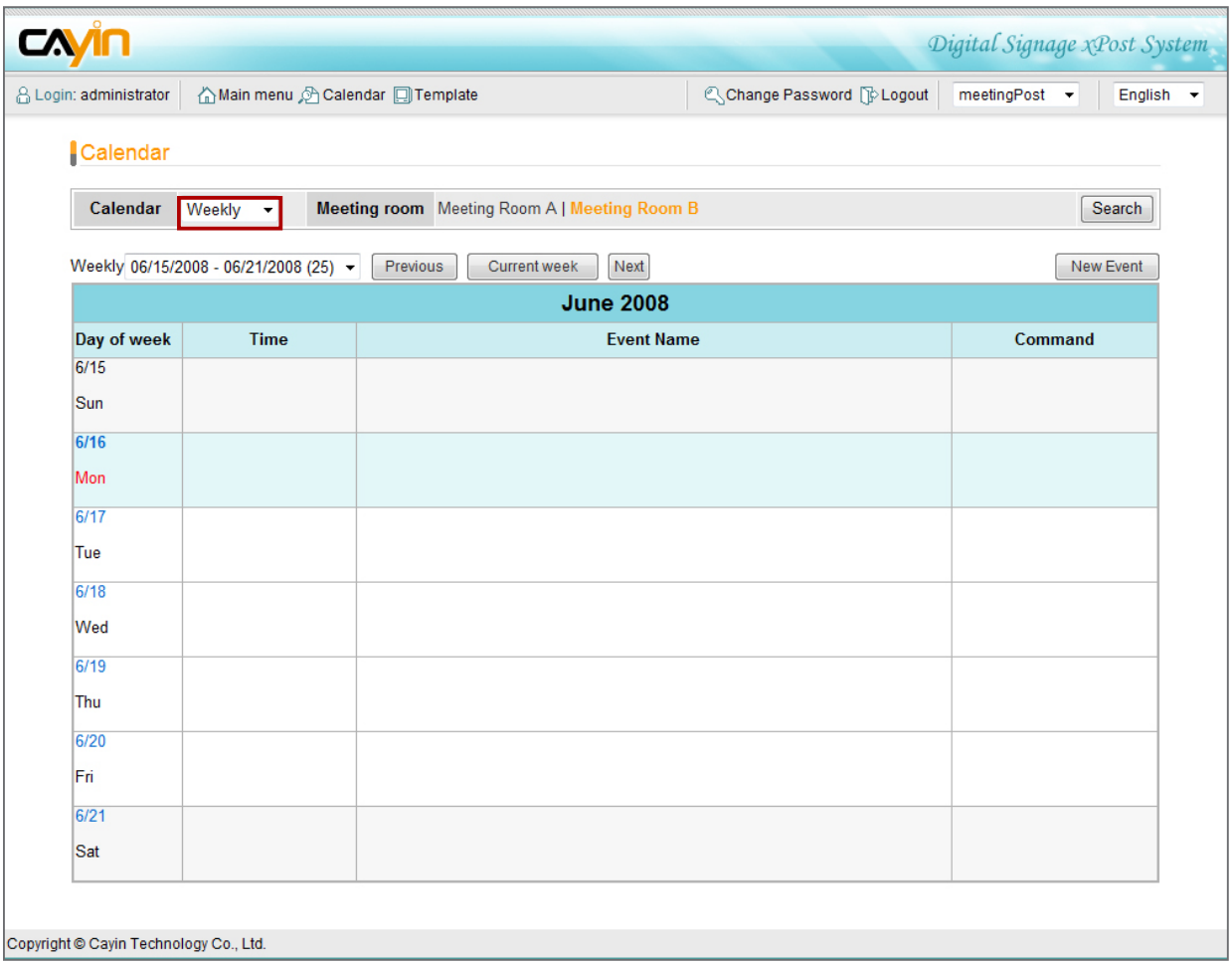
2. In "Calendar" user interface, you can choose “Monthly” or “Weekly” view.

The current date will be marked in blue.

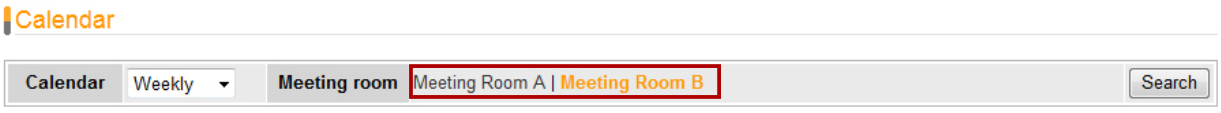
Monthly view



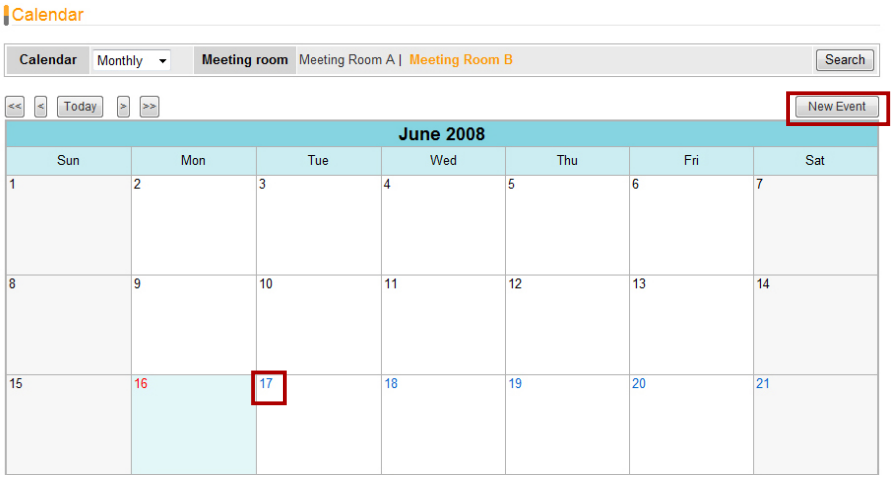
Weekly view



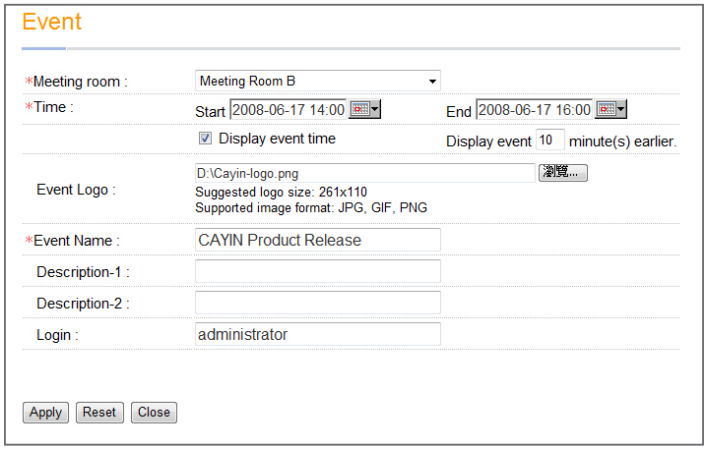
3. If you have more than one meeting room, you can also switch to a different meeting room by clicking on the name of that meeting room.



4. Click on “New Event” or the day number; then, you will see a pop-up window and can start to add a new meeting/event.



5. In the New/Edit Event page, please fill in the necessary information in each field.



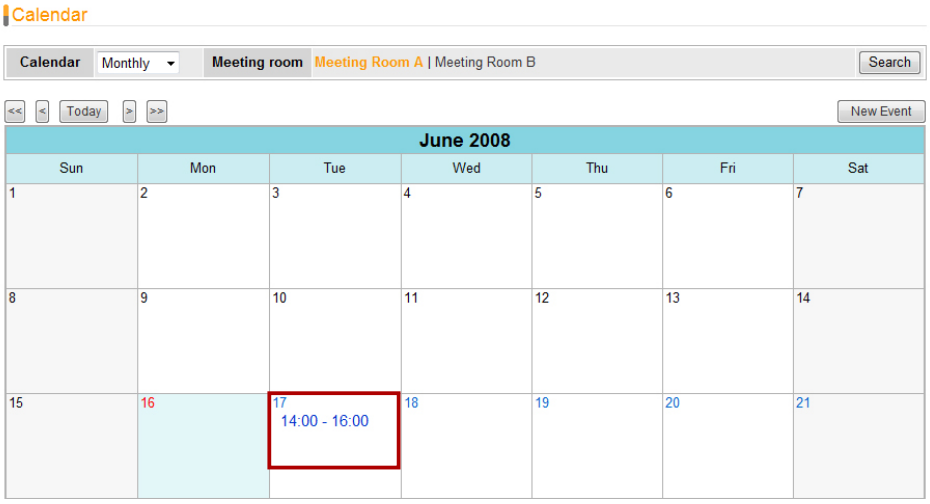
- **Meeting room:** Select one of the existing meeting rooms.
- **Time:** Schedule the beginning and ending time of this event.
- **Display event time:** Enable this function and the event time will be shown on the screen.
- **Display event [...] minutes earlier:** If the value is 10, this event will be shown on the screen 10 minutes earlier than the event time begins, so that visitors can learn about the upcoming meeting.
- **Event Logo (optional):** Upload event logo file (jpg, gif, or png). The suggested image size for selected template is listed on the UI. You cannot upload an image file which is larger than 1M bytes or exceeds the width or height of the template.

NOTE

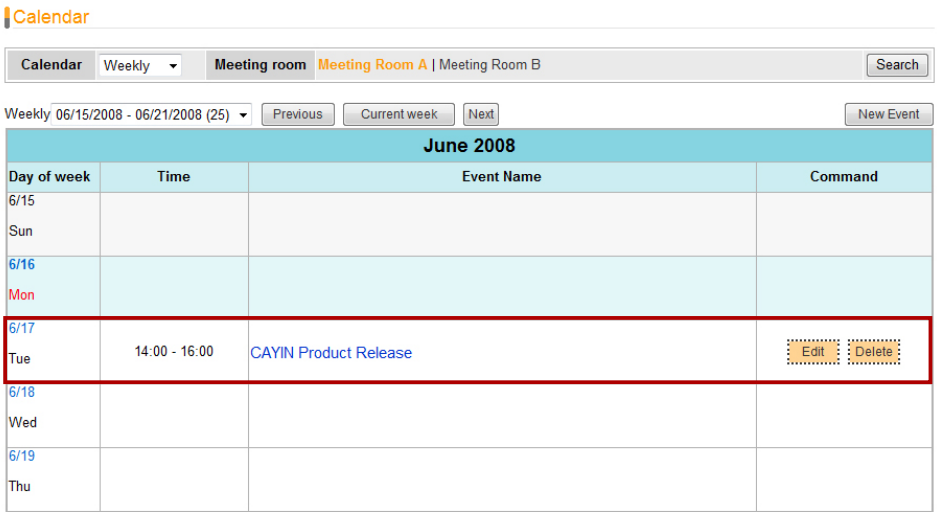
xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

- **Event name:** Enter event name here, e.g. “CAYIN Product Release”.
- **Description 1 (optional):** Optional description field.
- **Description 2 (optional):** Optional description field.
- **Login:** Show the login user. This field will not be shown on the screen. It is only for your reference.

6. After “New Event” is added, you can see the event on calendar.



Or



You can modify or remove the event by clicking the **[Edit]** or **[Delete]** button.

> NOTE
> You cannot edit events in the past.

7. The event will be shown on the screen of the meeting room when it is due to start.

6. wayfinderPost Module

wayfinderPost is application software that CAYIN especially develops for public spaces where conveying announcements, promoting events, and guiding directions are crucial and changed frequently. This software is designed to incorporate with CAYIN SMP-WEB series products. By integrating wayfinderPost's editing and managerial functions, CAYIN's digital signage player can present dynamic public announcements and direction guidance more easily.

wayfinderPost provides a content editing tool with easy operation workflow comprising the following five steps:

STEP 1: Login wayfinderPost

STEP 2: Set Up a wayfinding Display

STEP 3: Modify Template Settings

STEP 4: Connect wayfinderPost to SMP Player

STEP 5: Enter wayfinderPost Data

Step 2 to 4 only have to be done on the first-time use. For daily maintenance, users only need to do the 1st and 5th step for data entry.

6-1 Login wayfinderPost

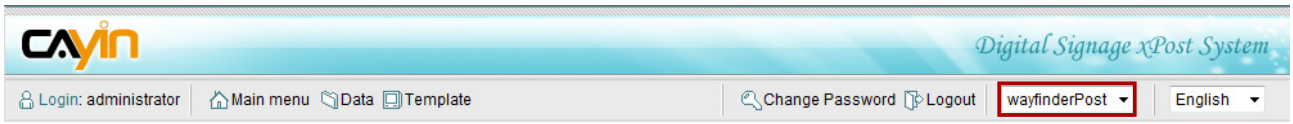
You can enter wayfinderPost via the following two methods:

Method 1:

Login xPost and then click **[wayfinderPost]** on the main menu.

Method 2:

If you are already in the Web Manager of xPost, you can switch to wayfinderPost from the upper side toolbar.

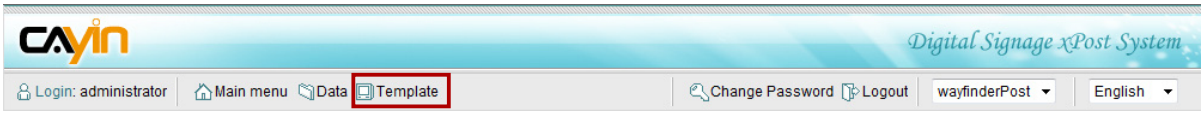


6-2 Set Up a Wayfinding Display

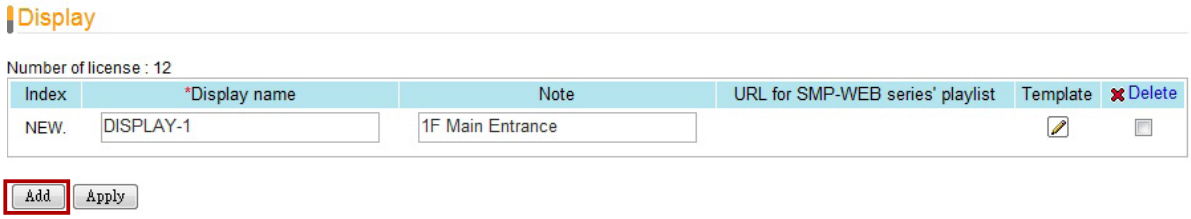
To use wayfinderPost, you must set up a display first, and then select and edit a template for it.

6-2-1 Add a Display

1. Select **[Template]** on the toolbar; then you will see the page of “Display”.



2. In the “Display” page, click **[Add]** to add a new display. Fill in the “Display Name” and an optional “Note” field.

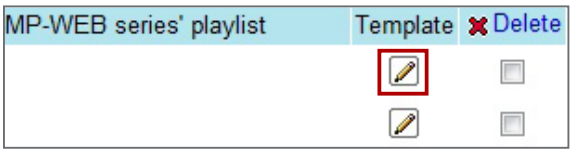


3. After all rooms are set, click **[Apply]** to save the changes.

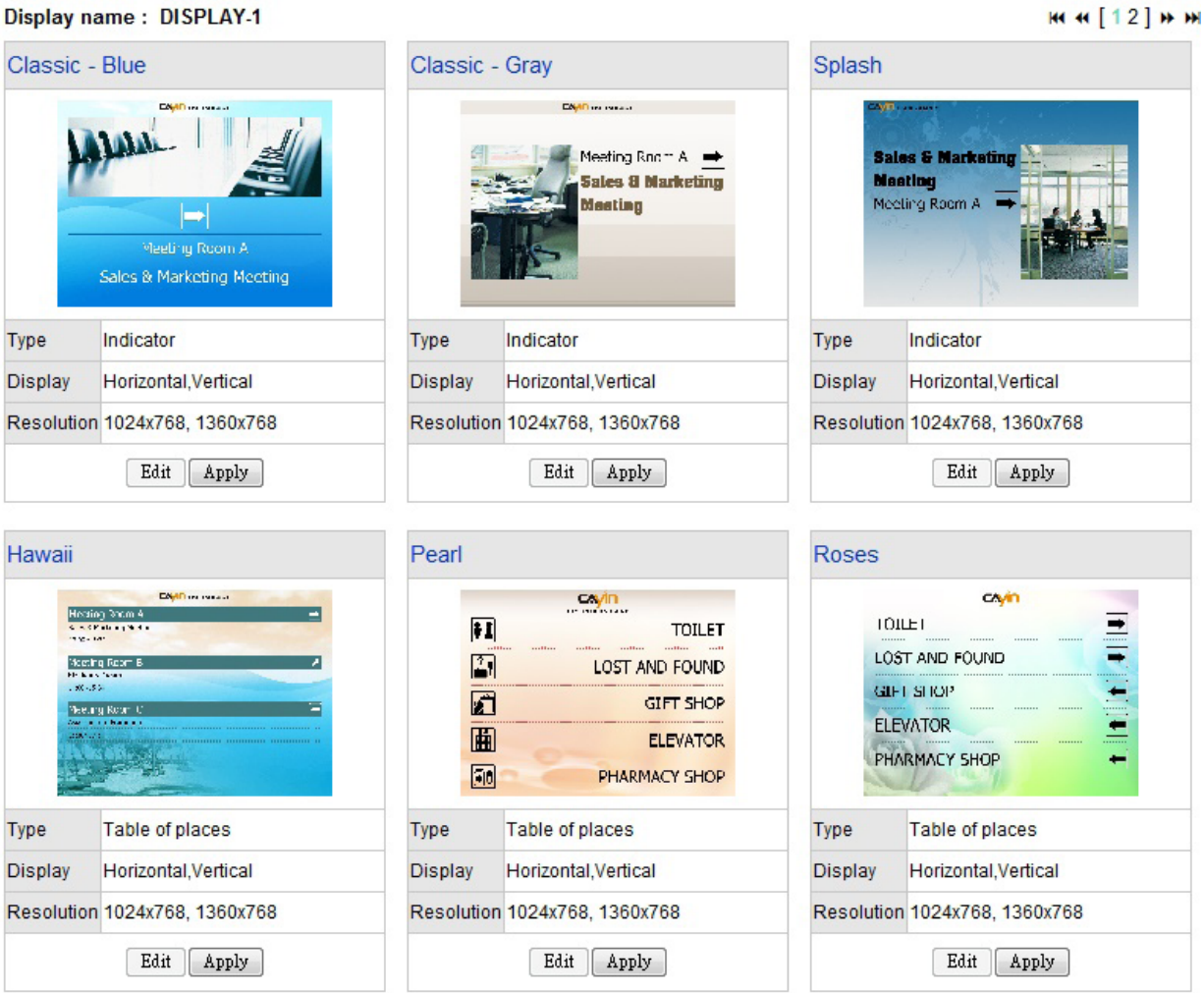
> NOTE
>
> The number of displays you create here is limited by the license you purchase. You cannot create more displays than the license. If you need more displays, please purchase more licenses.

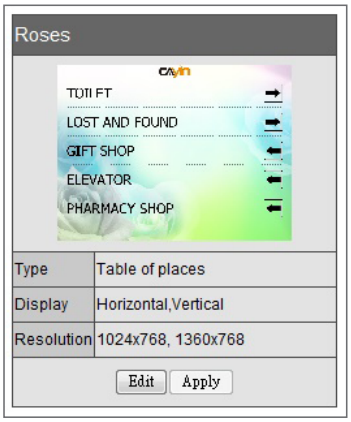
6-2-2 Apply a Template

1. Click on the edit button of “Template” on the right-hand side of the specific display which you want to edit.



2. In the “Select Template” page, you can choose a template from pre-loaded templates, and click **[Apply]** to confirm your selection. For each template, you can see preview and information on this page.





- **Type:** Each template contains 1 or 2 types of presentation.
  - **Table of places:** Show multiple rows of data in a table.
  - **Indicator:** Show one set of data only.
- **Display:** Indicate supported display orientation, “Horizontal” (landscape) or “Vertical” (portrait).
- **Resolution:** Indicate supported display resolutions.

NOTE

The differences between these two types of wayfinderPost templates are indicated as follows:

Table of places

Multiple rows of data in a table

(e.g. Five sets of data. Each set of data includes two images and one description.)

Indicator

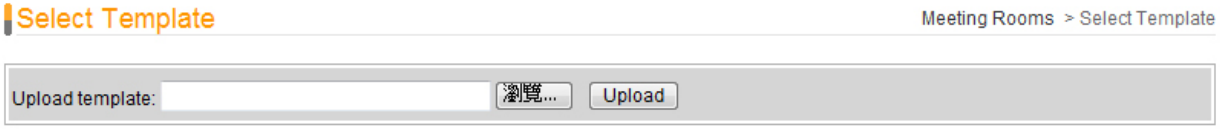
One set of data

(e.g. One event with the photo, even name, ballroom name, direction)

6-2-3 Upload a Template

1. Click on the edit button of “Template” on the right-hand side of the specific meeting room which you want to edit. Then, you can go to the “Select Template” page.

2. In the “Select Template” page, click **[Browse…]** to select a template file and click **[Upload]**.



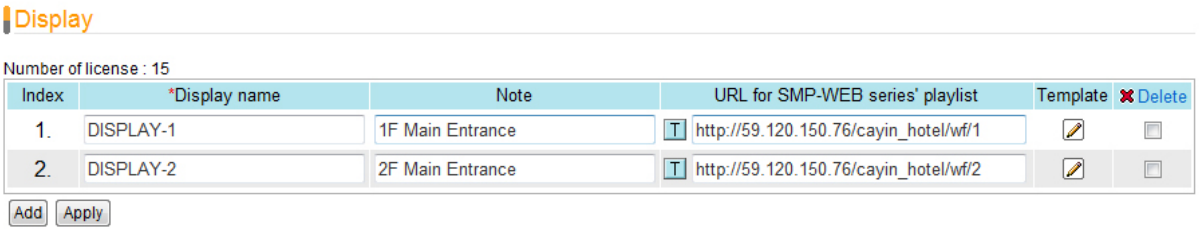
NOTE

Templates must be prepared with suitable programs and adequate testing. Therefore, you can only upload templates provided by CAYIN. Please contact CAYIN’s sales representatives if you need the customization service.

6-3 Modify Template (Template Settings)

After you select a template for a display, you can further customize the template. If you do not change settings of template, you still can start to input wayfinding data into the system with the default presentation.

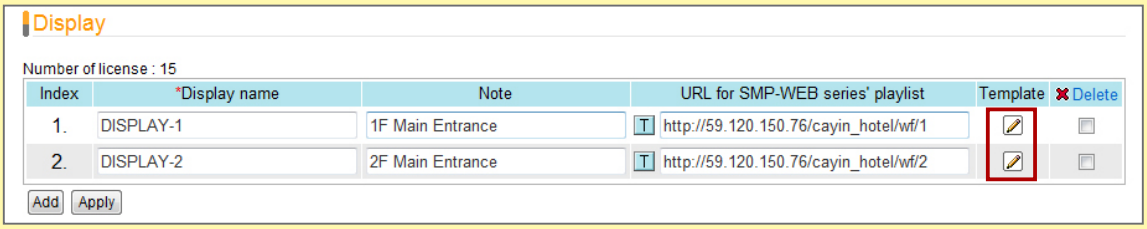
1. Go to “Display” page. (wayfinderPost → Template)



2. For each meeting room, you will see a small icon, T, in front of the URL link. You can click the icon and modify each template design in the “Template Settings” page.

NOTE

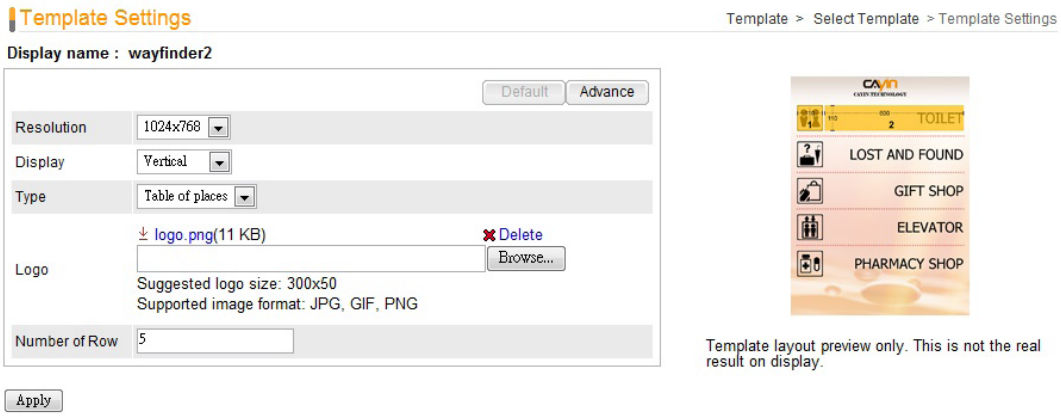
You can also click on the edit button on the selected template to enter the “Template Settings” page.



3. You can modify settings for each template type. You can choose either “Default” or “Advance” settings.

Default

Most of the settings will be kept as the original template design. Few parameters can be edited. Choosing this option can keep the template settings simple and fit the original design.



- **Resolution:** Select an appropriate display resolution. You must configure the display settings of SMP player with the same resolution as the template settings here so that the screen can display it properly.
- **Display:** Choose either Horizontal (landscape) or Vertical (portrait) display type.
- **Type:** Each template may contain one or two types of presentation, “Table of places” and “Indicator”. Please check the “Type” information of each template.
- **Logo:** Upload a logo file for this display.
- **Number of Row (For the type “Table of places” only):** You can set the number of rows per page on the display.

Advance

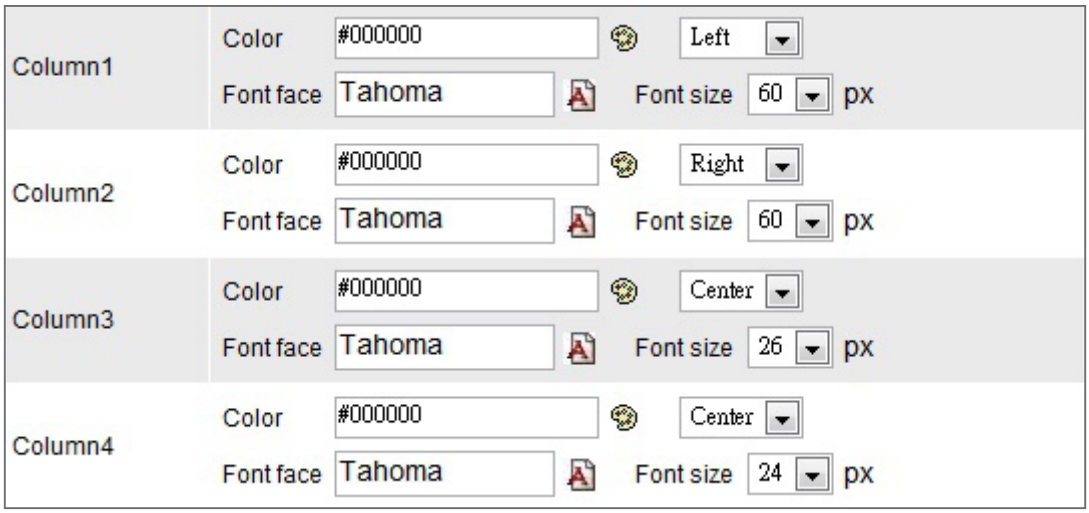
You can edit most of the template parameters, including changing background and font settings.

- **Resolution, Display, Logo, and Number of Row:** These options are the same as the ones in the “Default” mode.
- **Background:** To replace the template background, you can choose to use a single color, an image, or the default background.

> NOTE
> xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

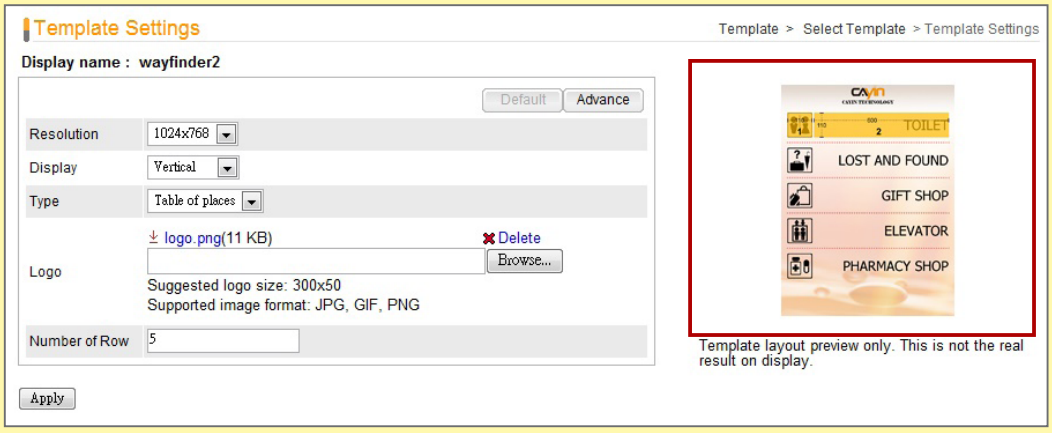
- **Duration of data rotation:** wayfinderPost can automatically rotate pages, in case the data is too much to be fully shown on one page. You can set the duration per page here.

- **Font settings:** You can edit font and size of the texts for each column.



NOTE

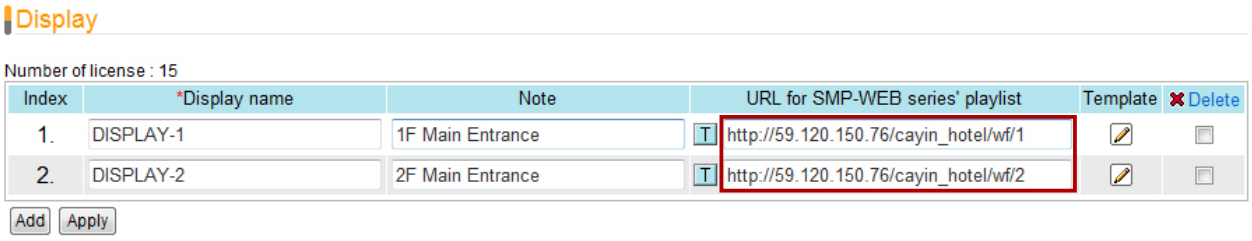
The preview image is only for your reference. When you change the font color, you will see the correspondent texts in the preview image change the color, too. However, most configurations will not be changed simultaneously in the preview image, so please confirm the final presentation on the screen.



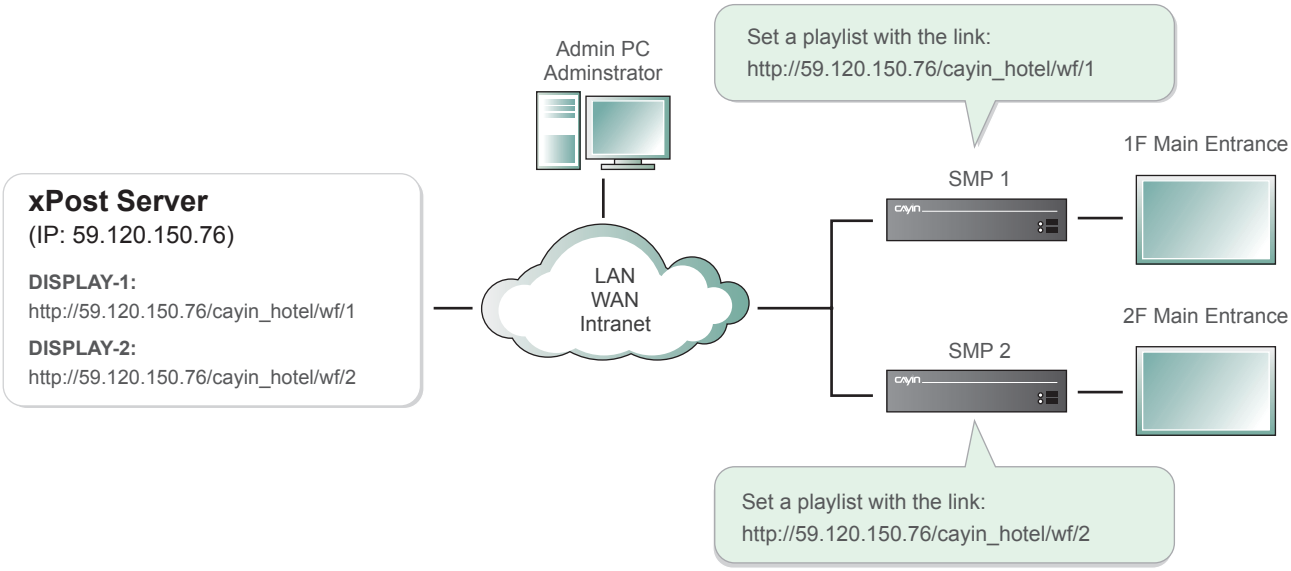
4. After you configured, click **[Apply]** to confirm the changes.

6-4 Connect wayfinderPost to SMP Player

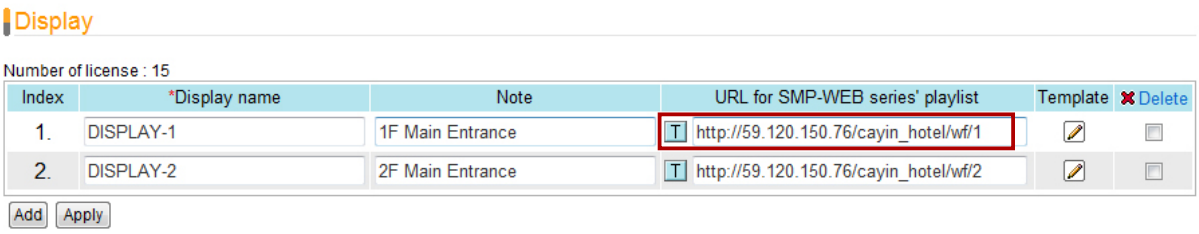
After the display template is selected and modified, please go back to the “Display” page. You can see that each display is equipped with one URL. The URL is the link between wayfinderPost and SMP player.



To connect wayfinderPost to SMP player, you need to create a playlist on a SMP-WEB series player and copy the correspondent URL shown on the “Display” page into the playlist.



1. Select one of the URLs of one meeting room, and copy it to the clipboard.

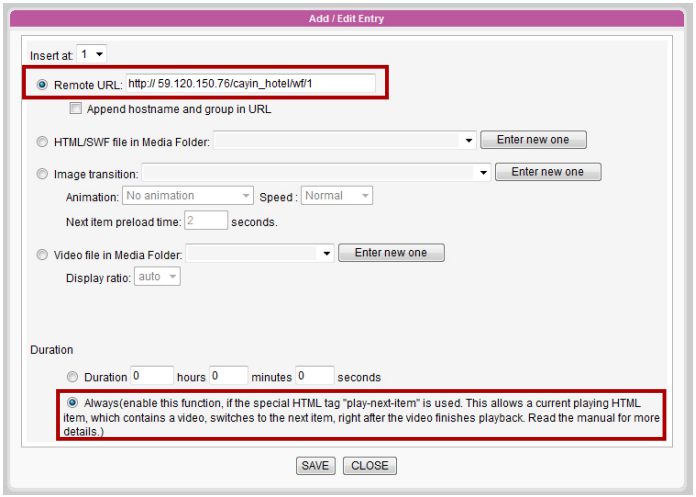


NOTE

You may need to modify the IP address of this URL if your network environment is complicated. Please make sure the IP address or domain name can be connected from the SMP player to the xPost server.

2. Open the Web Manger of the SMP-WEB series player, which will control the screen of this meeting room. Click “Browser” and go to the “Browser” page. Click **[Add new item]** to create a playlist.

3. Paste the URL (from step 1) to the “Remote URL” field and set “Duration” to “Always”. Then, click **[SAVE]**.



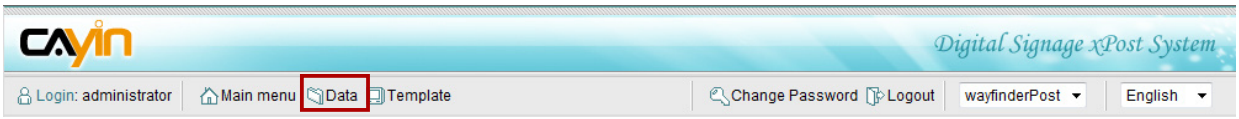
4. Enable the added item and leave “Check file timestamp / URL every … seconds” unchecked.

5. Click **[SAVE]** → **[APPLY]**; then you will see the SMP player start to play the playlist and the template be shown on the screen.

6-5 Enter wayfinderPost Data

After you finish configuring the display, you can start to input data into wayfinderPost.

1. Select **[Data]** on the toolbar; then you will see the page of “Data”.



2. If you have more than one wayfinding display, you need to switch to the right display by clicking on the display name.

3. In the page of “Data”, there are two data sources of wayfinderPost module:

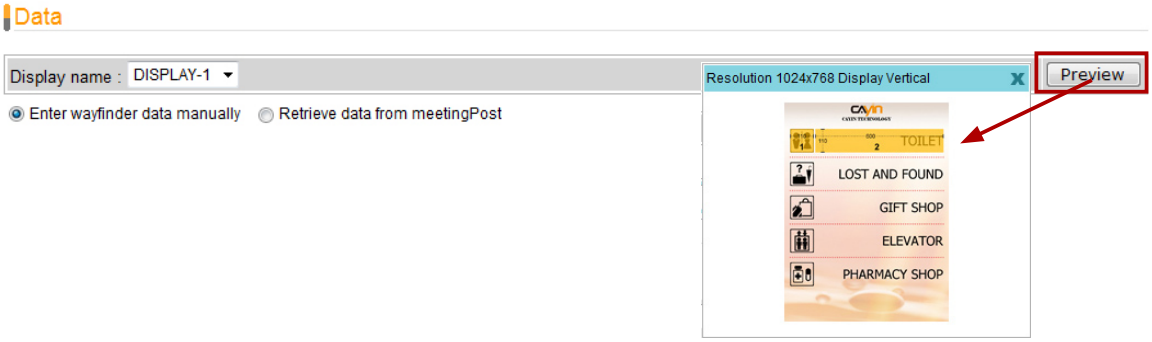
   - **Enter wayfinder data manually:** Enter data row by row manually.
   - **Retrieve data from meetingPost:** wayfinderPost can import event data from meetingPost automatically after configured.

We will introduce these two data sources in the following sections.

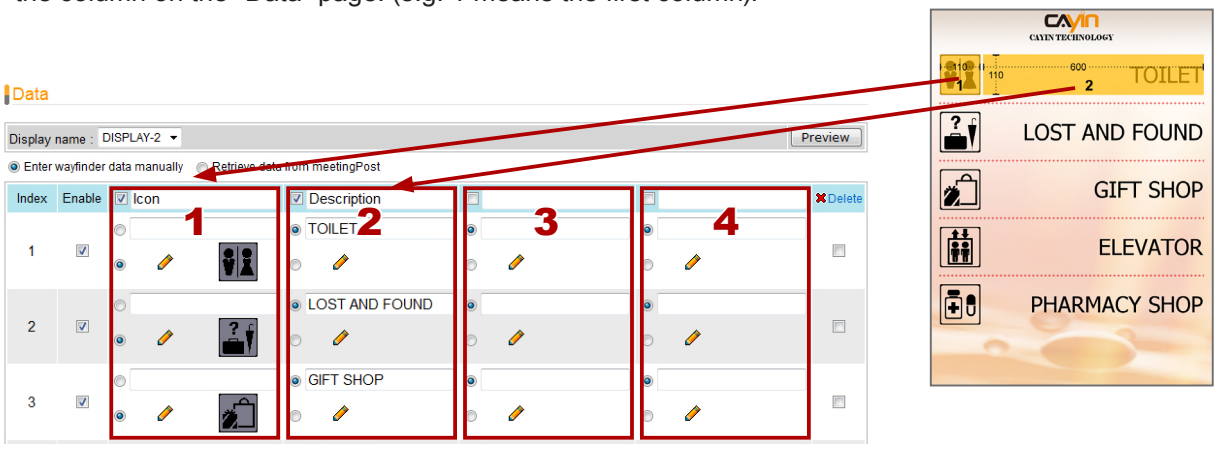
6-5-1 Enter wayfinder Data Manually

1. Select “Enter wayfinder data manually”.

2. Click **[Preview]**; then you can check the template which you apply to this display. The preview can remind you about the final presentation of the display and also the columns of data which you should enter on the “Data” page.



3. On the preview picture, you can see the selected template with number on it. The numbers indicate the column on the “Data” page. (e.g. 1 means the first column).

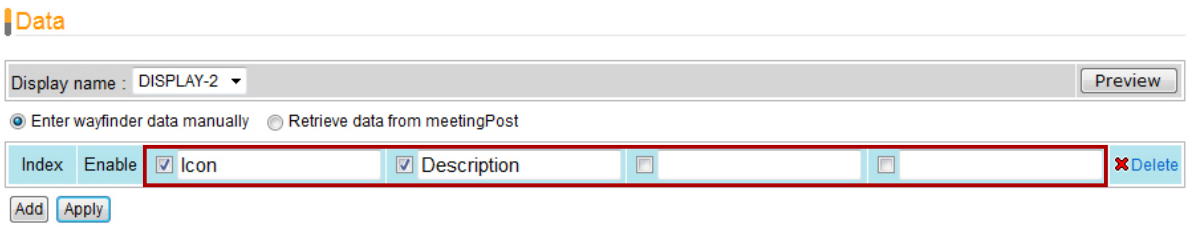


NOTE

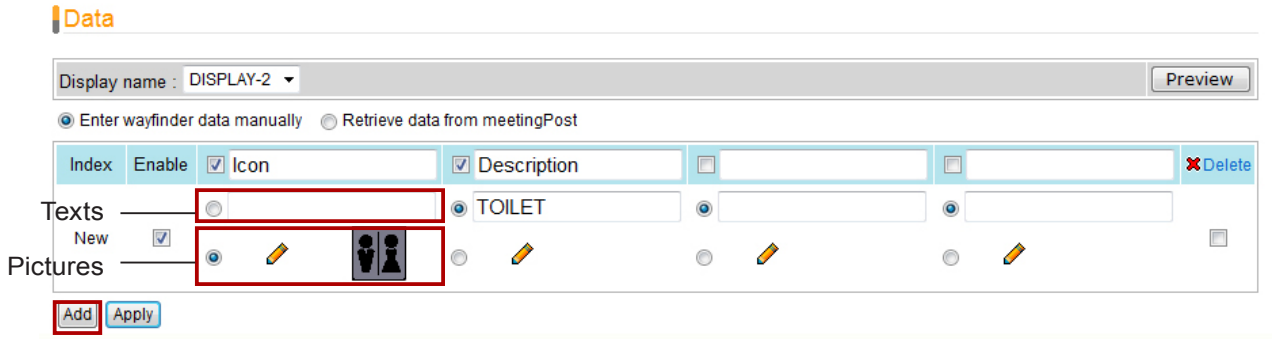
If you cannot see the preview clearly, you can also click on the preview image and download a full-size picture of the preview that indicates the template and the size for each field.

4. The first blue row of the table indicates the title of each column. The title is for your reference and may not be shown on the display. Please check the template style to make sure if the title will be shown on the final presentation.

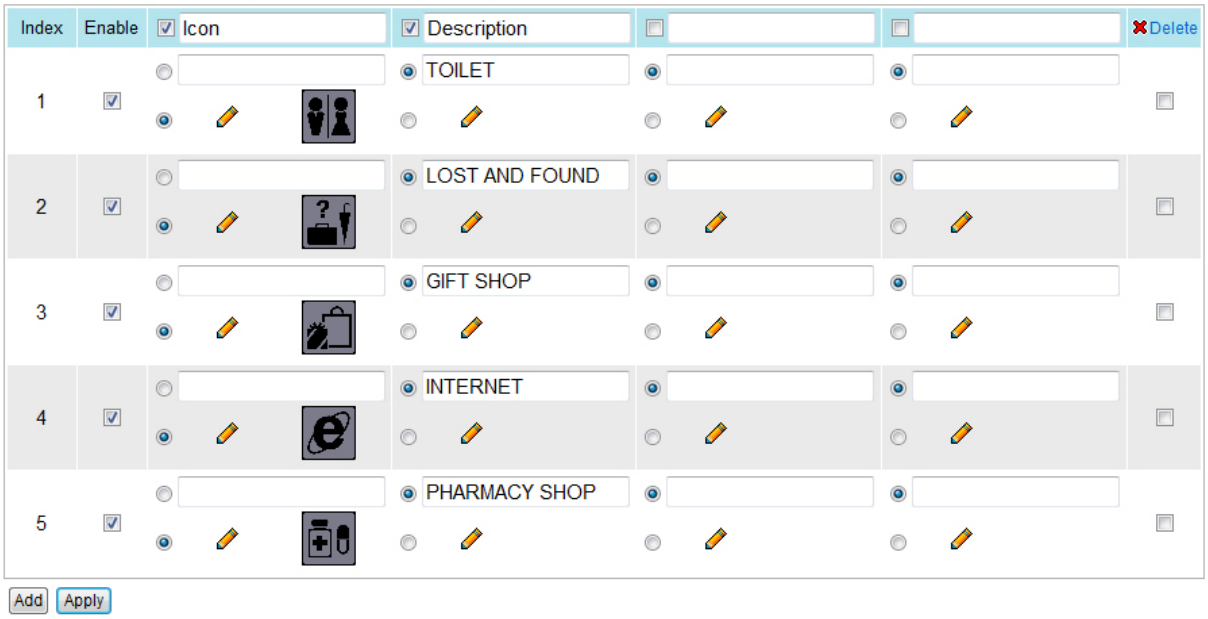
   You can enable/disable data column. If you only need to show two columns, please tick the checkbox of the first two columns, and leave others unchecked.



5. Click **[Add]** to add a new data record. For each row, you can choose to enter either “Texts” or “Pictures”.



6. You can add several rows of data by clicking **[Add]** and enter data in those fields.



7. After you fill in all fields, please remember to click **[Apply]** to confirm the changes.

NOTE

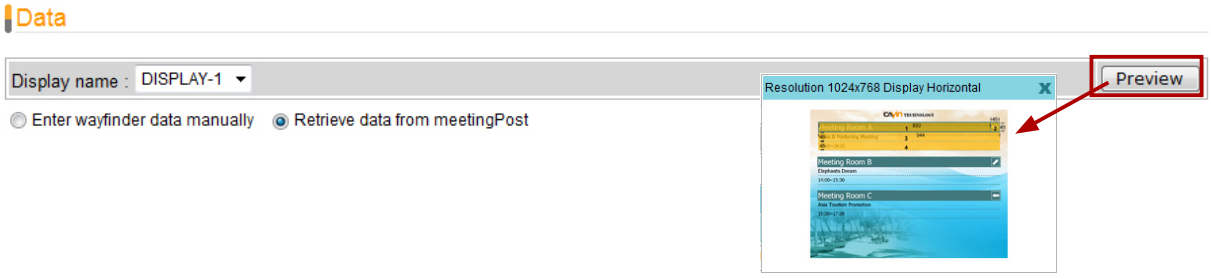
The fields that wayfinder template can contain will be different, ranging from 2 to 4 fields. You can click **[Preview]** to check the suitable number of fields for this template.

6-5-2 Retrieve Data from meetingPost

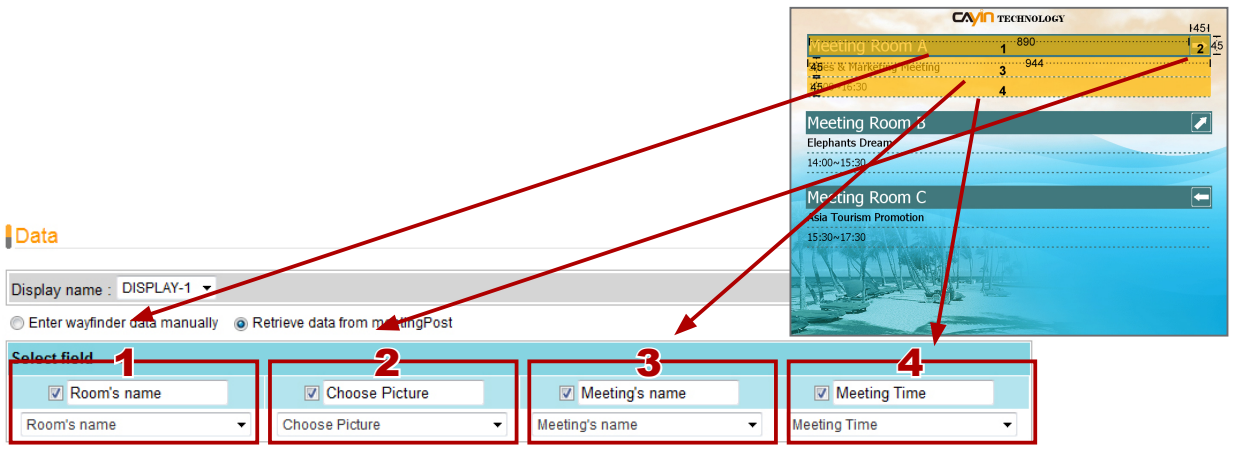
When you use this function, the screen will display the current meetings in different meeting rooms, and the direction of each meeting room.

1. When wayfinderPost is integrated with meetingPost module, you can choose to retrieve wayfinder data from meetingPost. Please select “Retrieve data from meetingPost”.

2. Click **[Preview]**; then you can check the template which you apply to this display. The preview can remind you about the final presentation of the display and also the columns of data which you should enter on the “Data” page.



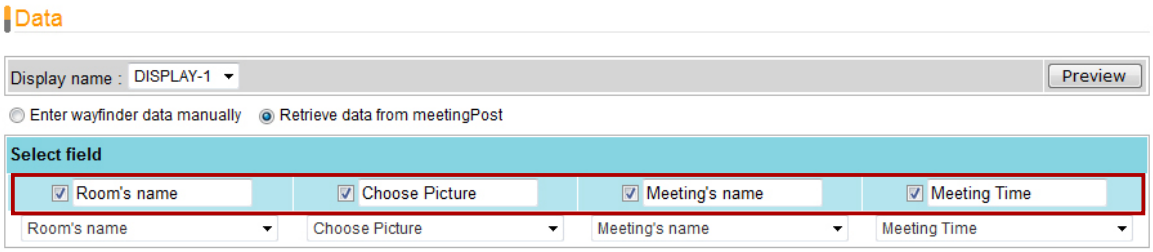
3. On the preview picture, you can see the selected template with number on it. The numbers indicate the column on the “Data” page. (e.g. 1 means the first column).



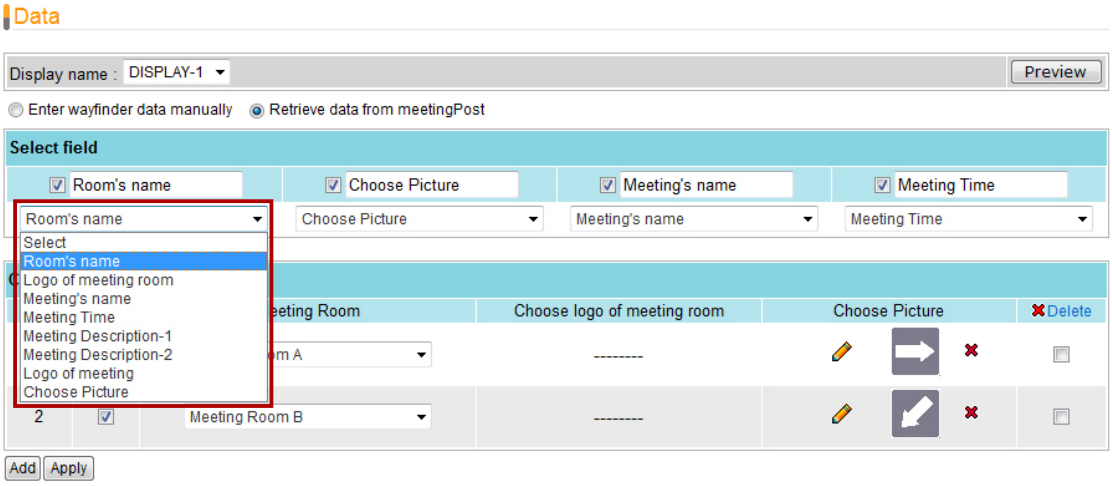
> **NOTE**
> If you cannot see the preview clearly, you can also click on the preview image and download a full-size picture of the preview that indicates the template and the size for each field.

4. The second blue row of the table indicates the title of each column. The title is for your reference and may be shown on the display. Please check the template style to make sure if the title will be shown on the final presentation.

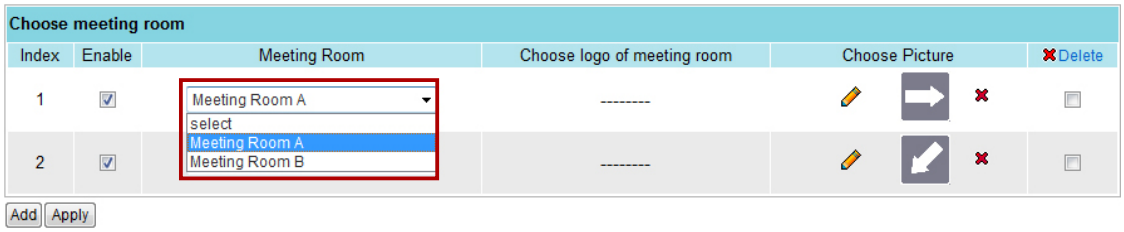
   You can enable/disable data column. If you only need to show two columns, please tick the checkbox of the first two columns, and leave others unchecked.



5. After you fill in the title, you can define the item of each column, so that you can retrieve the right data from meetingPost to match the right column.

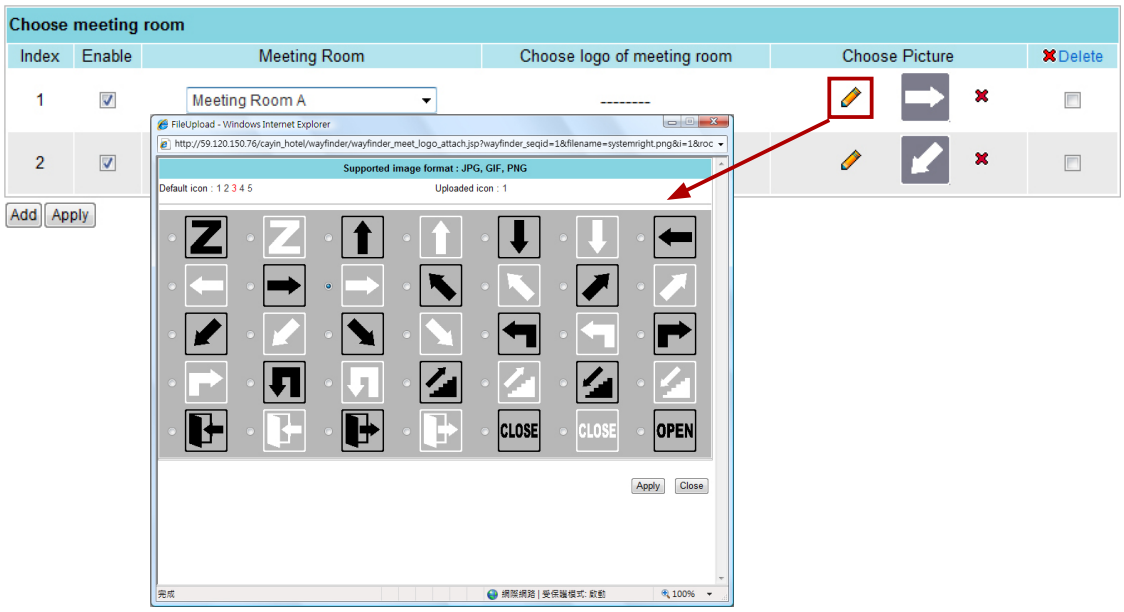


6. After you configure the data type of each column, you should start to select those meeting rooms which you would like to display on the screen. Click **[Add]** to add a meeting room in the wayfinderPost.

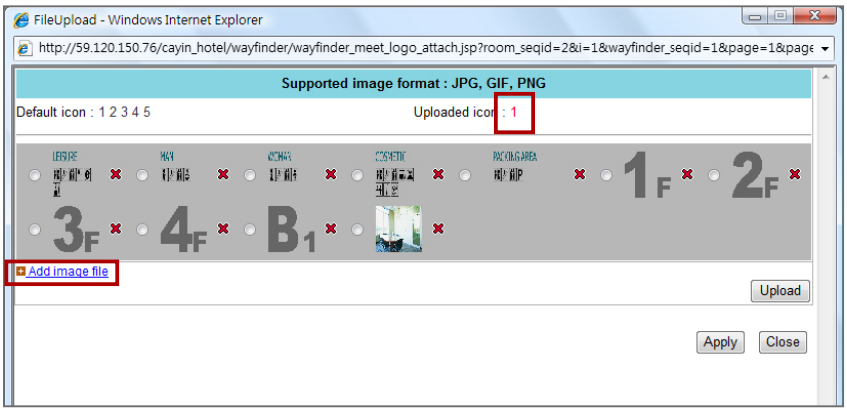


> **NOTE**
> Before you use “Choose meeting room”, please confirm that you add at least one meeting room in the meetingPost module.

7. You can optionally choose one extra pictures for each meeting room, such as the arrow pointing the direction of that meeting room.



If you want to upload your own icon, please click the number beside “Uploaded icon:”. Then, you will see a pop-up window. Click “Add image file”, select a file, and click **[Upload]**. Then, the uploaded images will be listed here for your choice.

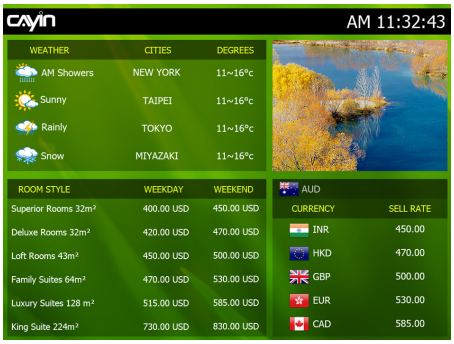


> **NOTE**
> xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

8. Click **[Apply]** after you finish the configuration.

7. lobbyPost Module

CAYIN lobbyPost is application software especially designed for lobby digital signage, such as for administrations of hotel and convention center to communicate with guests in lobbies. Powered by lobbyPost's content and managerial tools, the software, incorporating with CAYIN SMP-WEB series products, can be used to easily display advertisements, room types and tariff, currency exchange rate, weather and more information.



lobbyPost provides a content editing tool with easy operation workflow comprising the following five steps:

STEP 1: Login lobbyPost

STEP 2: Set Up a Lobby Display

STEP 3: Modify Template Settings

STEP 4: Connect lobbyPost to SMP Player

STEP 5: Enter lobbyPost Data

Step 2 to 4 only have to be done on the first-time use. For daily maintenance, users only need to do the 1st and 5th step for data entry.

7-1 Login lobbyPost

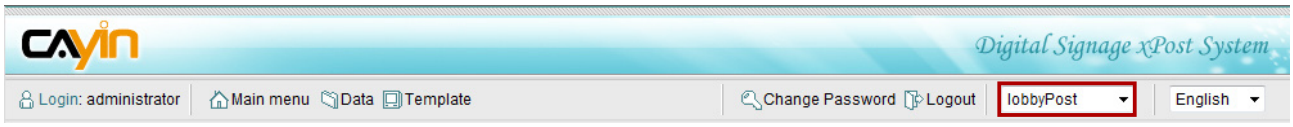
You can enter lobbyPost via the following two methods:

Method 1:

Login xPost and then click **[lobbyPost]** on the main menu.

Method 2:

If you are already in the Web Manager of xPost, you can switch to lobbyPost from the upper side toolbar.

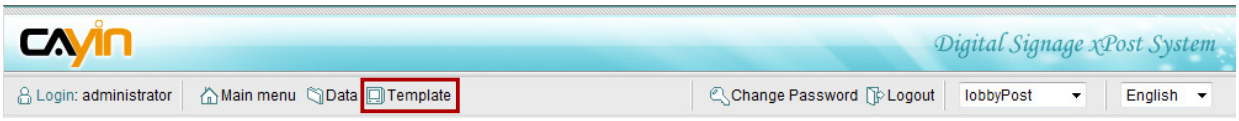


7-2 Set Up a Lobby Display

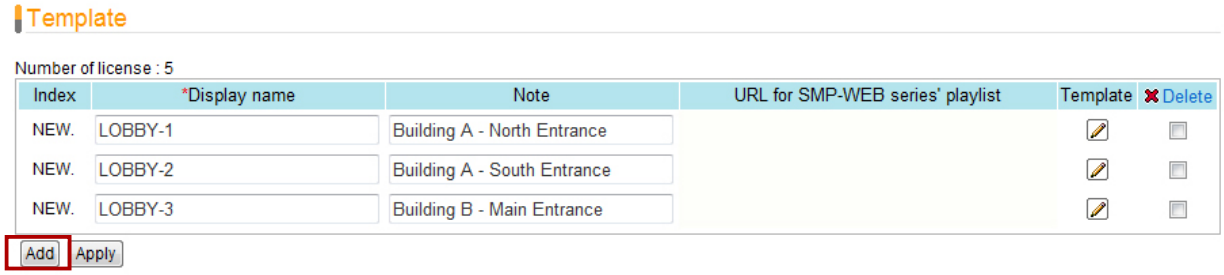
To use lobbyPost, you must set up a display first, and then select and edit a template for it.

7-2-1 Add a Display

1. Select **[Template]** on the toolbar; then you will see the page of “Template”.



2. In the “Template” page, click **[Add]** to add a new display. Fill in the “Display Name” and the optional “Note” field.

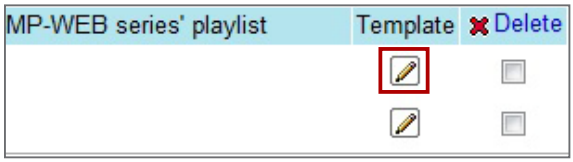


3. After all rooms are set, click **[Apply]** to save the changes.

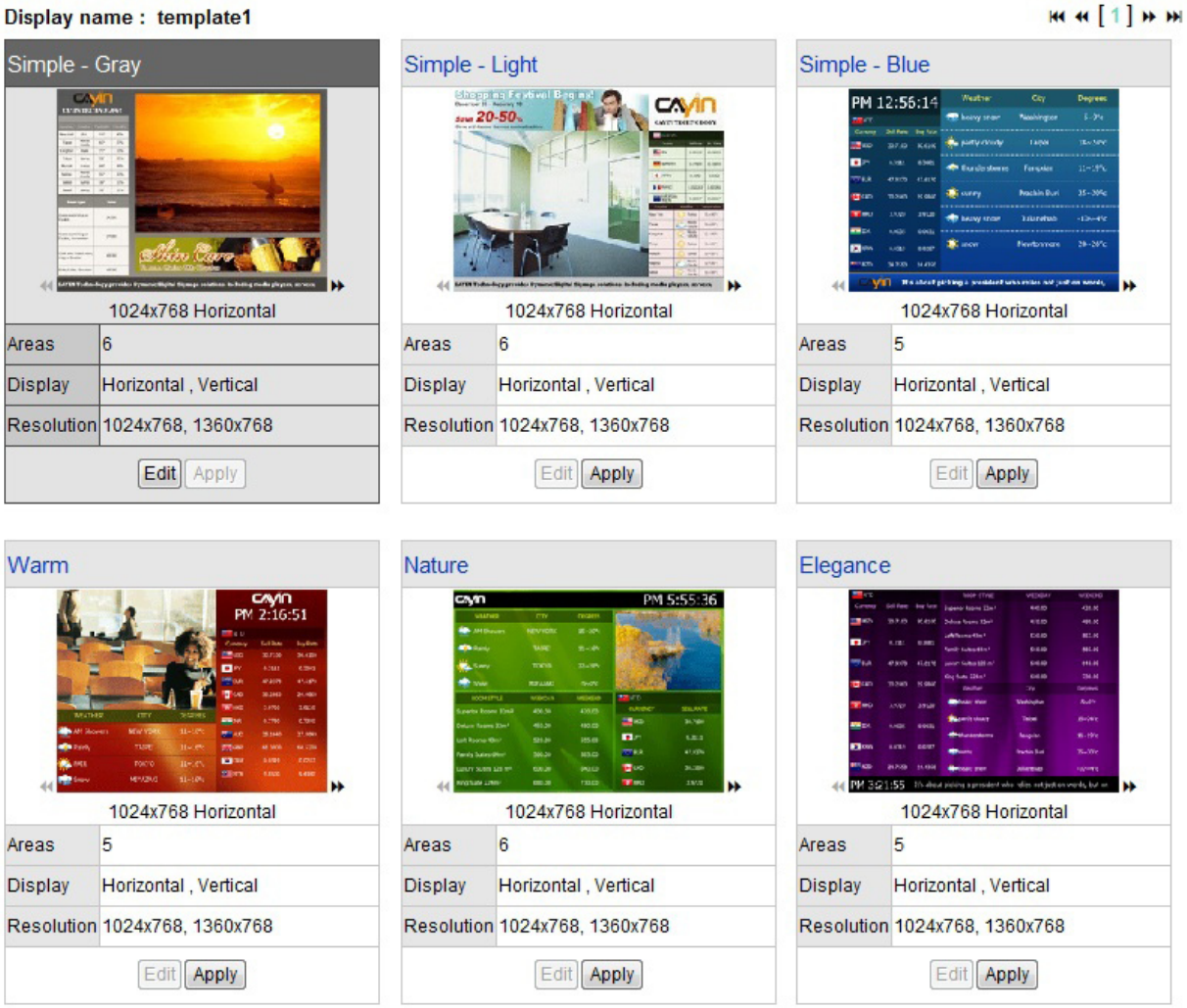
> NOTE
>
> The number of displays you create here is limited by the license you purchase. You cannot create more displays than the license. If you need more displays, please purchase more licenses.

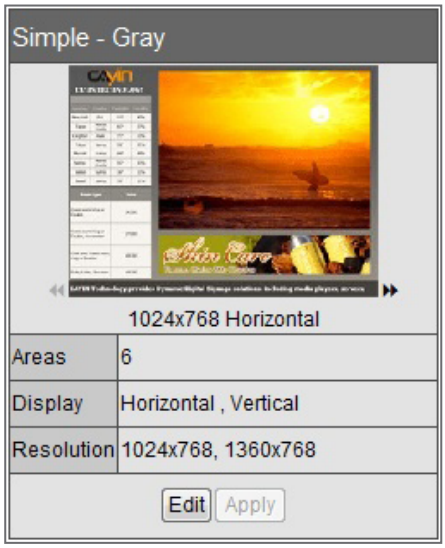
7-2-2 Apply a Template

1. Click on the edit button of “Template” on the right-hand side of the specific display which you want to edit.



2. In the “Select Template” page, you can choose a template from pre-loaded templates, and click **[Apply]** to confirm your selection. For each template, you can see preview and information on this page.

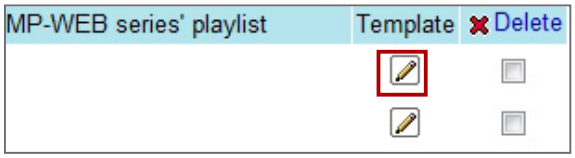




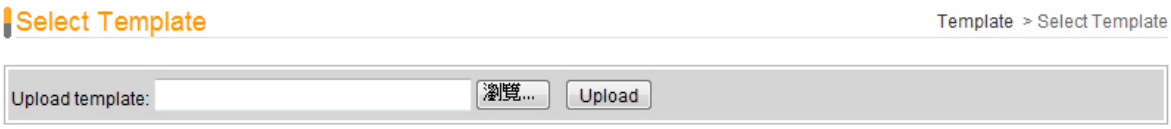
- ▶▶ **:** Click the arrow and preview different resolutions and display types of this template.
- **Areas:** Each template contains at most six areas for a variety of combinations of room type and tariff, currency exchange, weather information, images, Flash, video, and ticker. You can follow the pre-configured usages or modify the data type of each area to create your own ideal lobby display.
- **Display:** Indicate supported display orientation, “Horizontal” (landscape) or “Vertical” (portrait).
- **Resolution:** Indicate supported display resolutions.

7-2-3 Upload a Template

1. Click on the edit button of “Template” on the right-hand side of the specific display which you want to edit. Then, you can go to the “Select Template” page.



2. In the “Select Template” page, click **[Browse…]** to select a template file and click **[Upload]**.

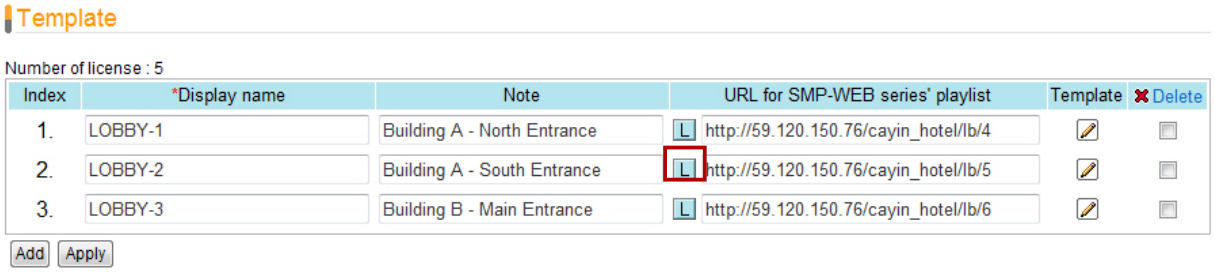


> **NOTE**
>
> Templates must be prepared with suitable programs and adequate testing. Therefore, you can only upload templates provided by CAYIN. Please contact CAYIN’s sales representatives if you need the customization service.

7-3 Modify Template (Template Settings)

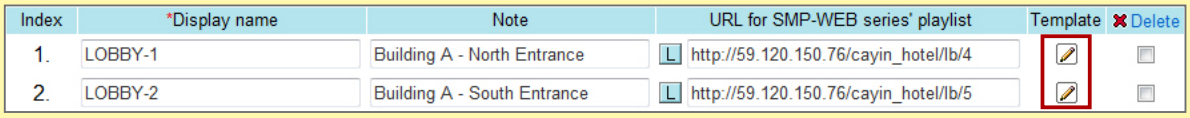
After you select a template for a lobby display, you can further customize the template. If you do not change settings of template, you still can start to input data into the system with the default presentation.

1. Go to “Template” page. (lobbyPost → Template)

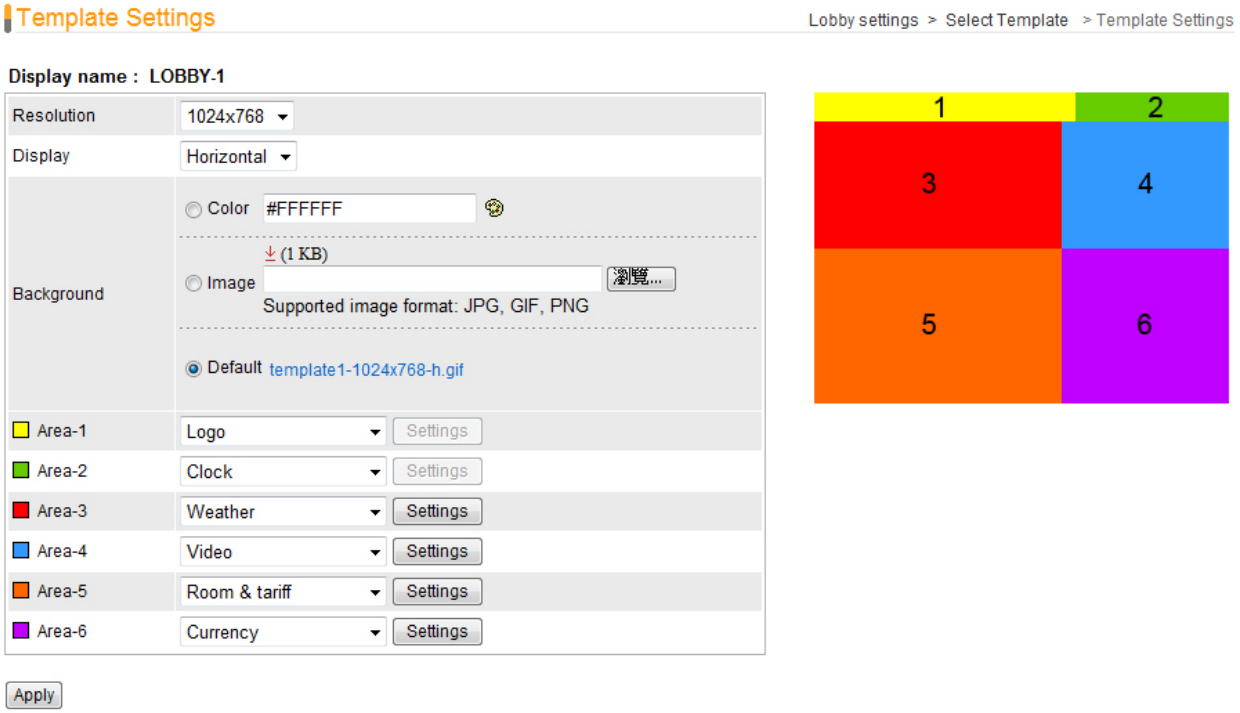


2. For each meeting room, you will see a small icon, L , in front of the URL link. You can click the icon and modify each template design in the “Template Settings” page.

> **NOTE**
>
> You can also click on the edit button on the selected template to enter the “Template Settings” page.



3. You can configure different settings and areas for each template.



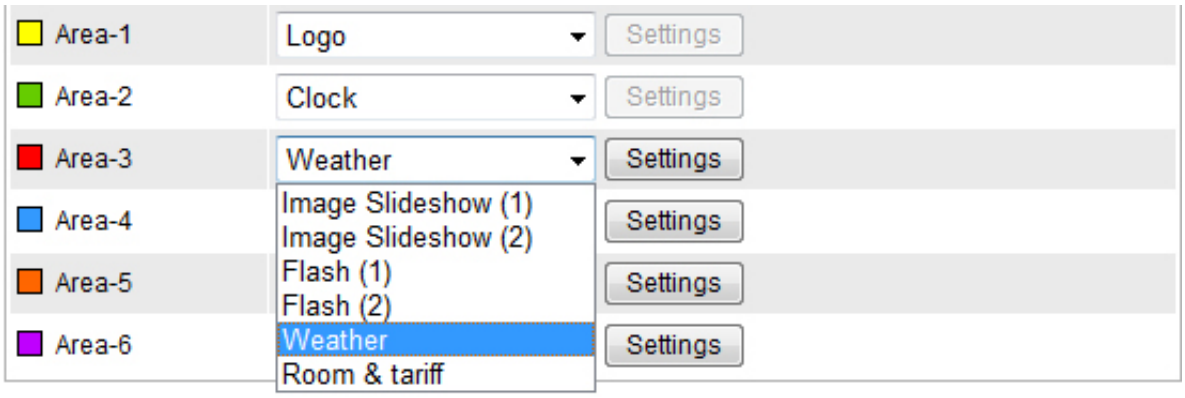
- **Resolution:** Select an appropriate display resolution. You must configure the display settings of SMP player with the same resolution as the template settings here so that the screen can display it properly.

- **Display:** Choose either Horizontal (landscape) or Vertical (portrait) display type.

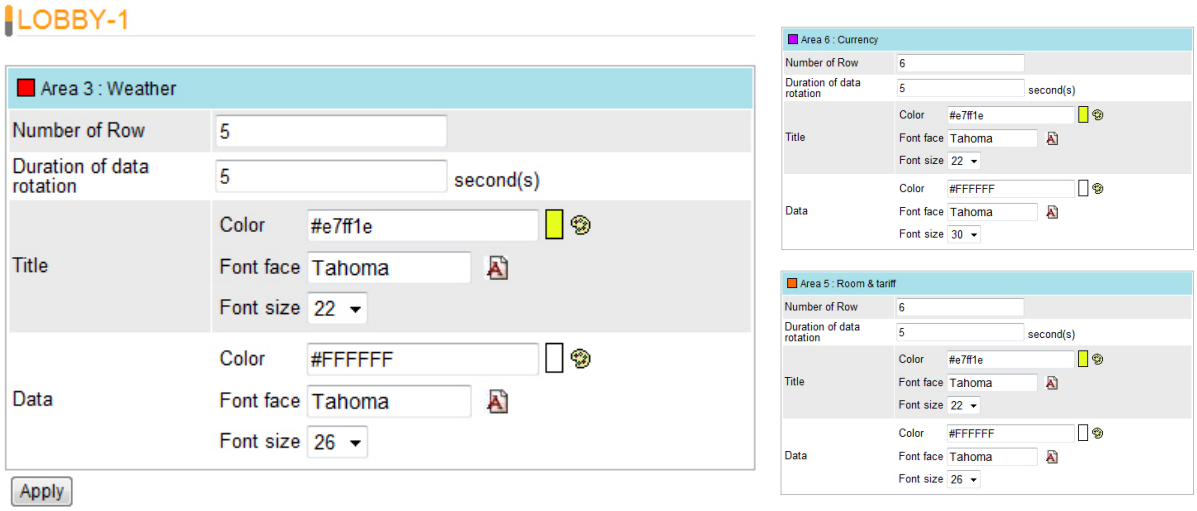
- **Background:** To replace the template background, you can choose to use a single color, an image, or the default background.

- **Areas:** You can change data type of each area. The supported data type of each area varies from template to template.

  You can follow the pre-configured usages or modify the data type of each area to create your own ideal lobby display. If you want to modify, just select a suitable data type for each area. You need to configure more settings when you choose Weather, Room & Tariff, Currency, Image Slideshow, Video, and Ticker.



Weather, Room & Tariff, and Currency Settings

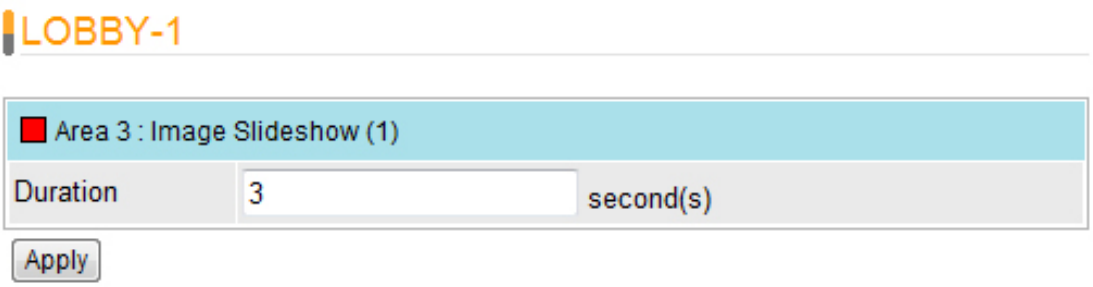


- **Number of Row:** Specify how many rows you would like to show on the screen at a time.
- **Duration of data rotation:** Specify how long one page of the data will display on the screen.
- **Title, Date:** Modify the font color, type, and size of the texts of Title and Data.

EXAMPLE

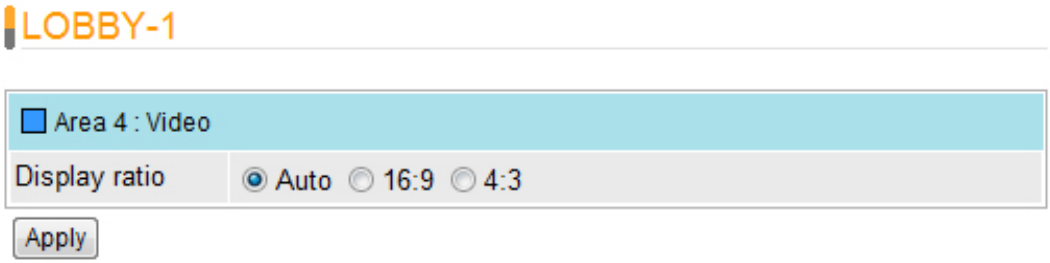
You want to show the weather information of totally 15 cities, but you only have limited space on this area. You can set “Number of Row” as 5 and 10 seconds for the duration. Then, the weather information will be divided into 3 pages, and each of them will show information of 5 cities. The screen will rotate these 3 pages every 10 seconds.

Image Slideshow Settings



- **Duration:** Specify the duration of playing each image.

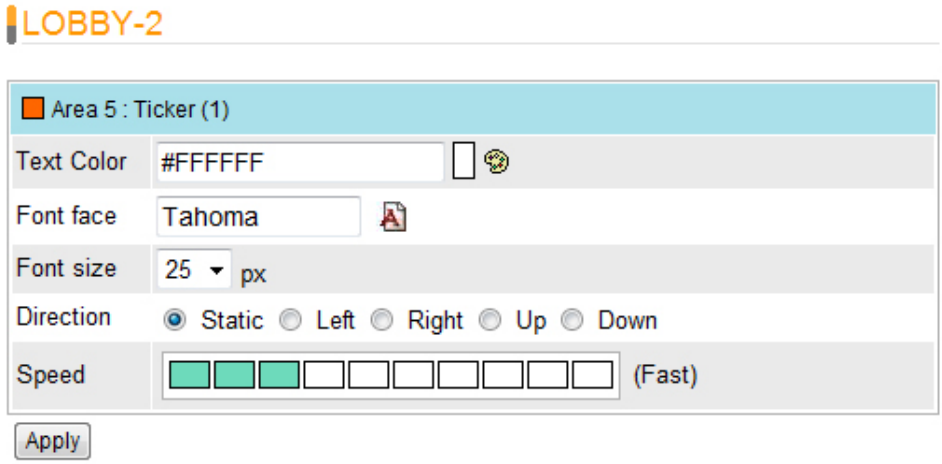
Video Settings



- Display ratio: Specify the ratio of video showing on the screen.

If you choose “Auto”, video will be shown based on the ratio of this selected area. If you play a video with ratio 4:3 in an area with ratio 16:9, you can select 4:3 to keep the video in the original ratio.

Ticker Settings



- **Text Color, Font Face, Font Size:** Modify the settings of the texts.
- **Direction:** Define the direction of the ticker. If you select “Left”, the texts will move from right to left.
- **Speed:** Adjust the moving speed of the ticker.

4. After you configured, click **[Apply]** to confirm the changes.

7-4 Connect lobbyPost to SMP Player

After the display template is selected and modified, please go back to the “Template” page. You can see that each display is equipped with one URL. The URL is the link between lobbyPost and SMP player.

Template

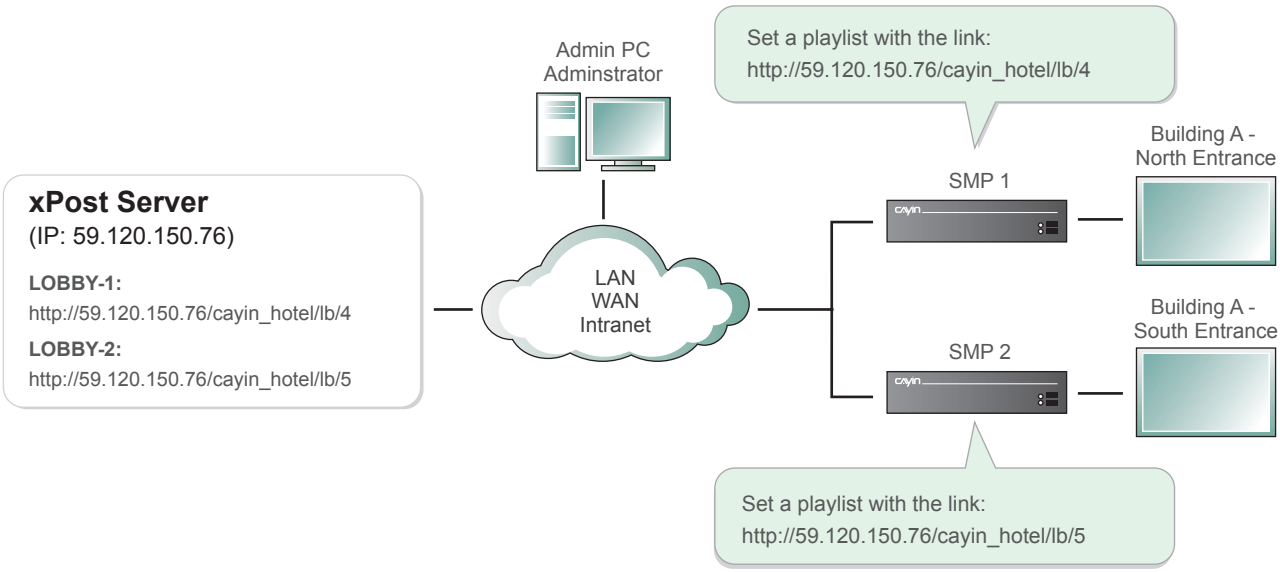
Number of license : 5

Index	*Display name	Note	URL for SMP-WEB series' playlist	Template	Delete
1.	LOBBY-1	Building A - North Entrance	L http://59.120.150.76/cayin_hotel/lb/4		
2.	LOBBY-2	Building A - South Entrance	L http://59.120.150.76/cayin_hotel/lb/5		
3.	LOBBY-3	Building B - Main Entrance	L http://59.120.150.76/cayin_hotel/lb/6		

Add Apply

To connect lobbyPost to SMP player, you need to create a playlist on a SMP-WEB series player and copy the corresponsive URL shown on the “Display” page into the playlist.

1. Select one of the URLs of one display, and copy it to the clipboard.



Template

Number of license : 5

Index	*Display name	Note	URL for SMP-WEB series' playlist	Template	Delete
1.	LOBBY-1	Building A - North Entrance	L http://59.120.150.76/cayin_hotel/lb/4		
2.	LOBBY-2	Building A - South Entrance	L http://59.120.150.76/cayin_hotel/lb/5		
3.	LOBBY-3	Building B - Main Entrance	L http://59.120.150.76/cayin_hotel/lb/6		

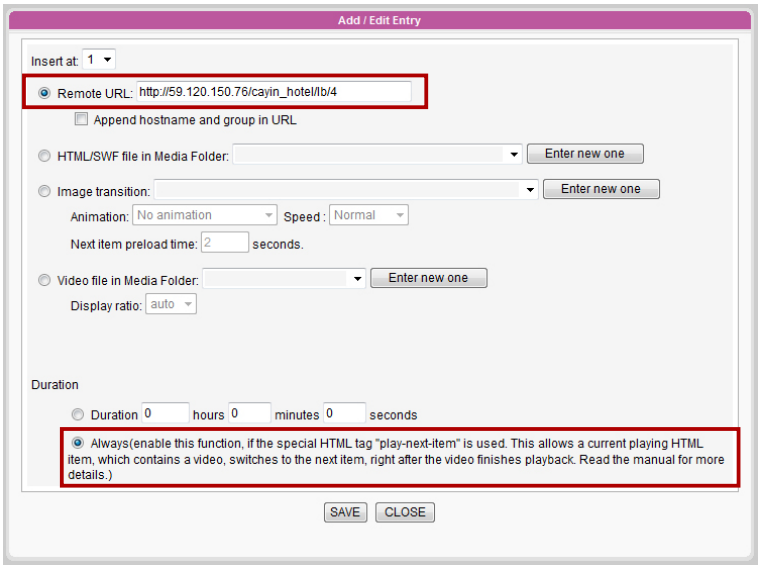
Add Apply

NOTE

You may need to modify the IP address of this URL if your network environment is complicated. Please make sure the IP address or domain name can be connected from the SMP player to the xPost server.

2. Open the Web Manger of the SMP-WEB series player, which will control the screen of this meeting room. Click “Browser” and go to the “Browser” page. Click **[Add new item]** to create a playlist.

3. Paste the URL (from step 1) to the “Remote URL” field and set “Duration” to “Always”. Then, click **[SAVE]**.



4. Enable the added item and leave “Check file timestamp / URL every … seconds” unchecked.

5. Click **[SAVE]** → **[APPLY]**; then you will see the SMP player starts to play the playlist and the template will be shown on the screen.

7-5 Enter lobbyPost Data

After you finish configuring the display, you can start to input data into lobbyPost.

In lobbyPost, there are several different types of data. In general, you can categorize them into two types:

1. **Table type:** All data are arranged in a table. Please note that the following three types of data will be shared by all lobby displays. You cannot apply different data to different lobby displays.

   i. **Room & Tariff:** Enter the name, tariff and related information of guest rooms.

   ii. **Currency Exchange:** Select country, currency and related information.

   iii. **Weather:** Enter weather information manually or automatically.

2. **Non-Table type:** The content in this category is not arranged in a table. Most of them are multimedia files.

   i. **Ticker 1 & 2:** Text messages

   ii. **Flash 1 & 2:** Flash area

   iii. **Logo:** Logo image

   iv. **Clock:** Clock made by Flash

   v. **Video:** Play video files in SMP player

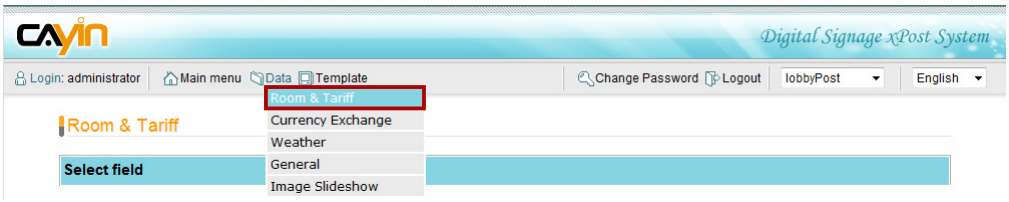
   vi. **Image Slideshow 1 & 2:** Image slideshow function

We will introduce each data type in the following sections.

7-5-1 Room & Tariff

Setup Room & Tariff data, you must select appropriate fields and enter your room information accordingly.

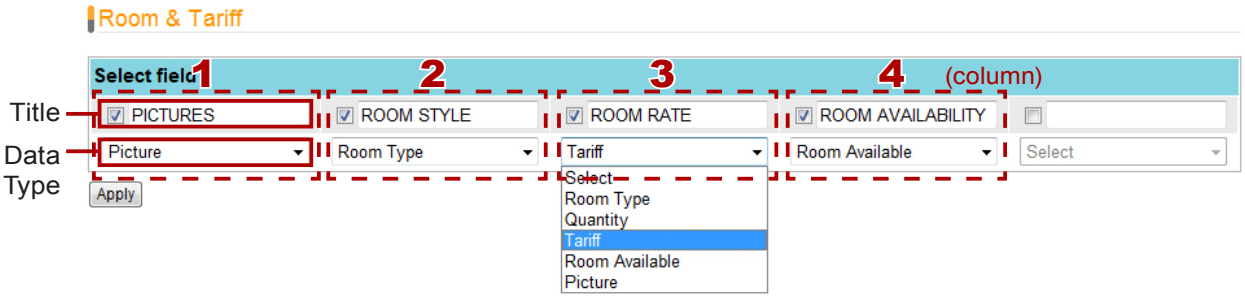
1. Select **[Data > Room & Tariff]** on the toolbar; then you will see the page of “Room & Tariff”.



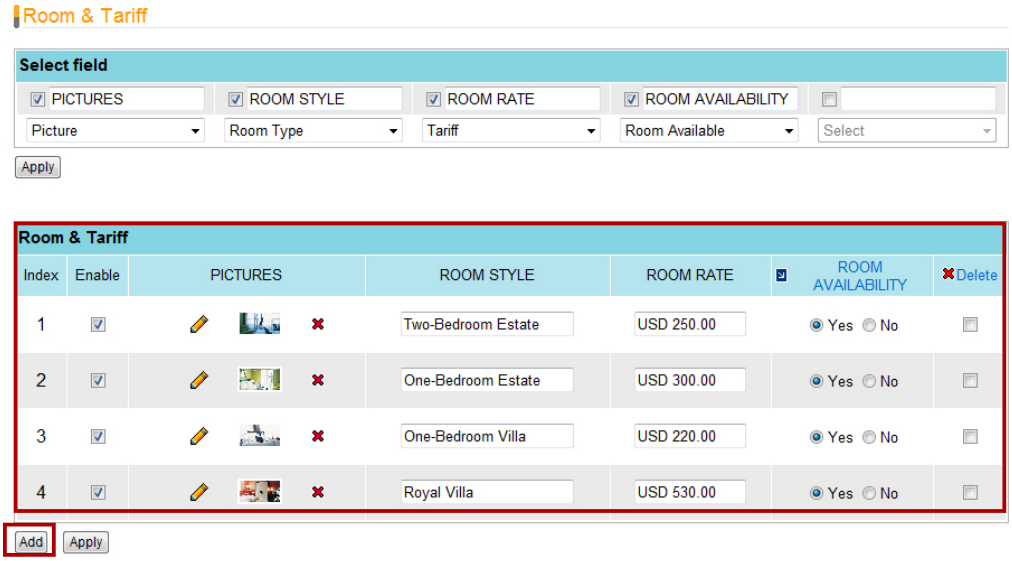
2. **Select field:** The fields selected here will be shown on the screen in left-to-right order.

   Enter field title and enable this column by clicking on the checkbox right beside the title. For Room & Tariff, you can show maximum five columns of data. The title may be shown on the screen based on your selected template. Please check the template style to make sure if the title will be shown on the final presentation.

   Please match the appropriate type to each field (column), so that the data will be shown correctly in the table on the screen. After configuration, please click **[Apply]**.



3. **Add Room & Tariff:** After the fields are set, click **[Add]** to add rooms and related information.

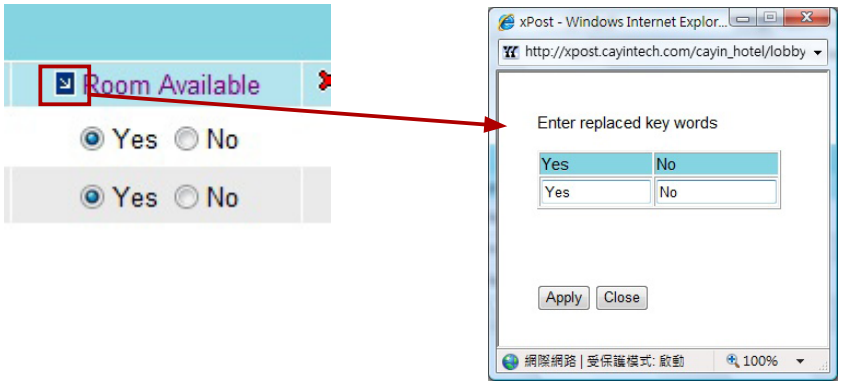


- **Picture:** Upload picture images.

> NOTE
> xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

- **Room Type, Quantity, & Tariff:** These three data types are text fields. After defining the title and data type for each column, you can fill in the data here.

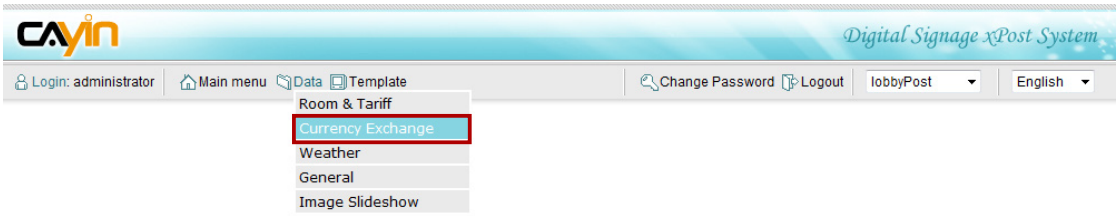
- **Room Availability:** Boolean value. Show visitors whether these rooms are available or not. You can further click on the title to change the message to your own language.



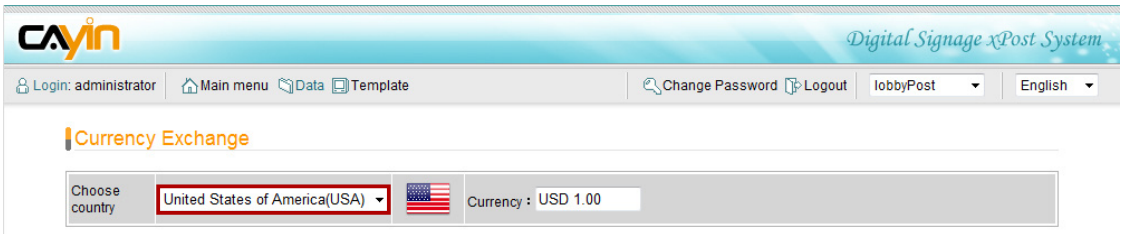
4. After the rooms are set, click **[Apply]** to confirm the changes.

7-5-2 Currency Exchange

1. Select **[Data > Currency Exchange]** on the toolbar; then you will see the page of “Currency Exchange”.



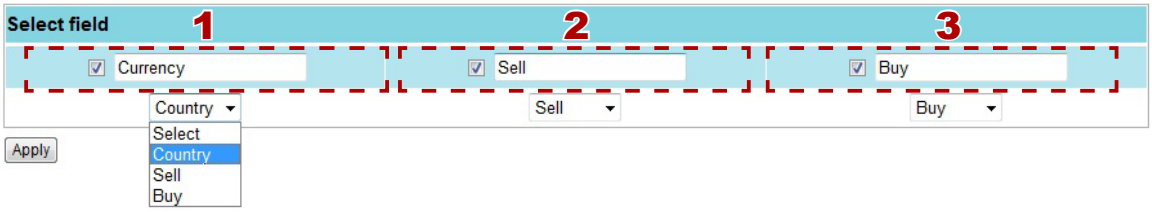
2. Select a base currency using the scrolling selection boxes. You can enter the message your want for the base currency.



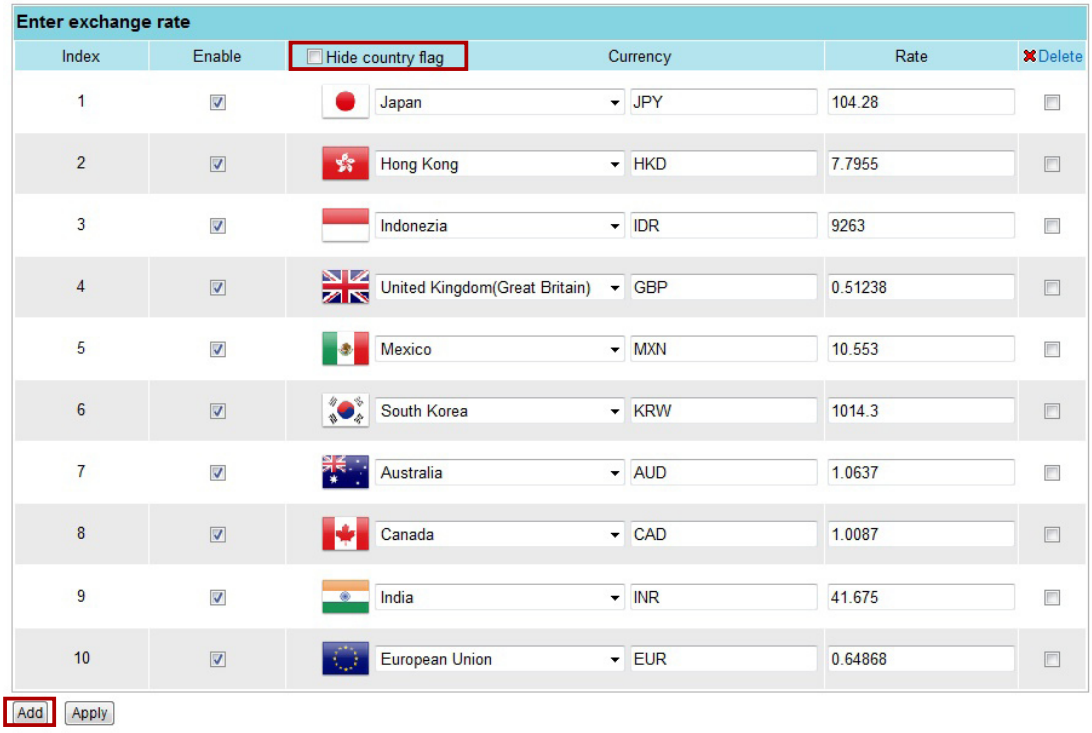
3. **Select field:** The fields selected here will be shown on the screen in left-to-right order.

   Enter field title and enable this column by clicking on the checkbox right beside the title. For “Currency Exchange”, you can show maximum three columns of data, which are “currency (country)”, “buy”, and “sell”. The title may be shown on the screen based on your selected template. Please check the template style to make sure if the title will be shown on the final presentation.

   Please match the appropriate type to each field (column), so that the data will be shown correctly in the table on the screen. After configuration, please click **[Apply]**.



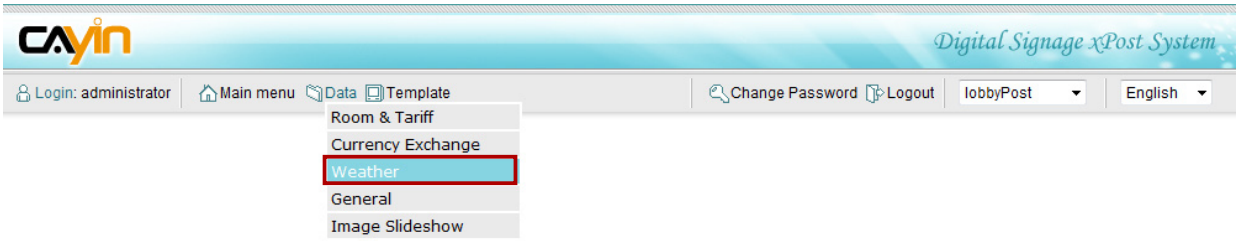
4. After the fields are all set, click **[Add]** to add the target country (currency) and enter data. lobbyPost supports to display national flags. You only need to select a country and its national flag will be displayed automatically. If you do not want to show national flags on the screen, please click “Hide country flag”.



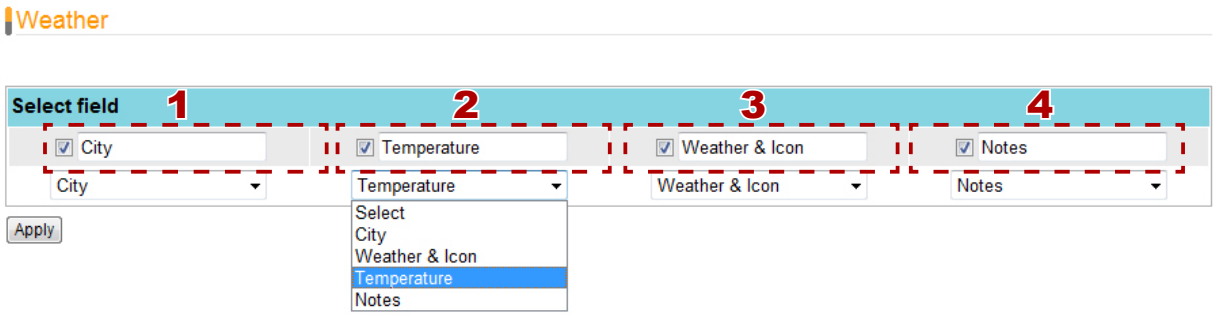
5. After the rooms are set, click **[Apply]** to confirm the changes.

7-5-3 Weather

1. Select **[Data > Weather]** on the toolbar; then you will see the page of “Weather”.



2. **Select field:** The fields selected here will be shown on the screen in left-to-right order.



Enter field titles and enable these columns by clicking on the checkbox right beside the titles. For “Weather”, you can show maximum four columns of data, which are “city”, “weather & icon”, “Temperature”, and “Notes”. The titles may be shown on the screen based on your selected template. Please check the template style to make sure if the titles will be shown on the final presentation.

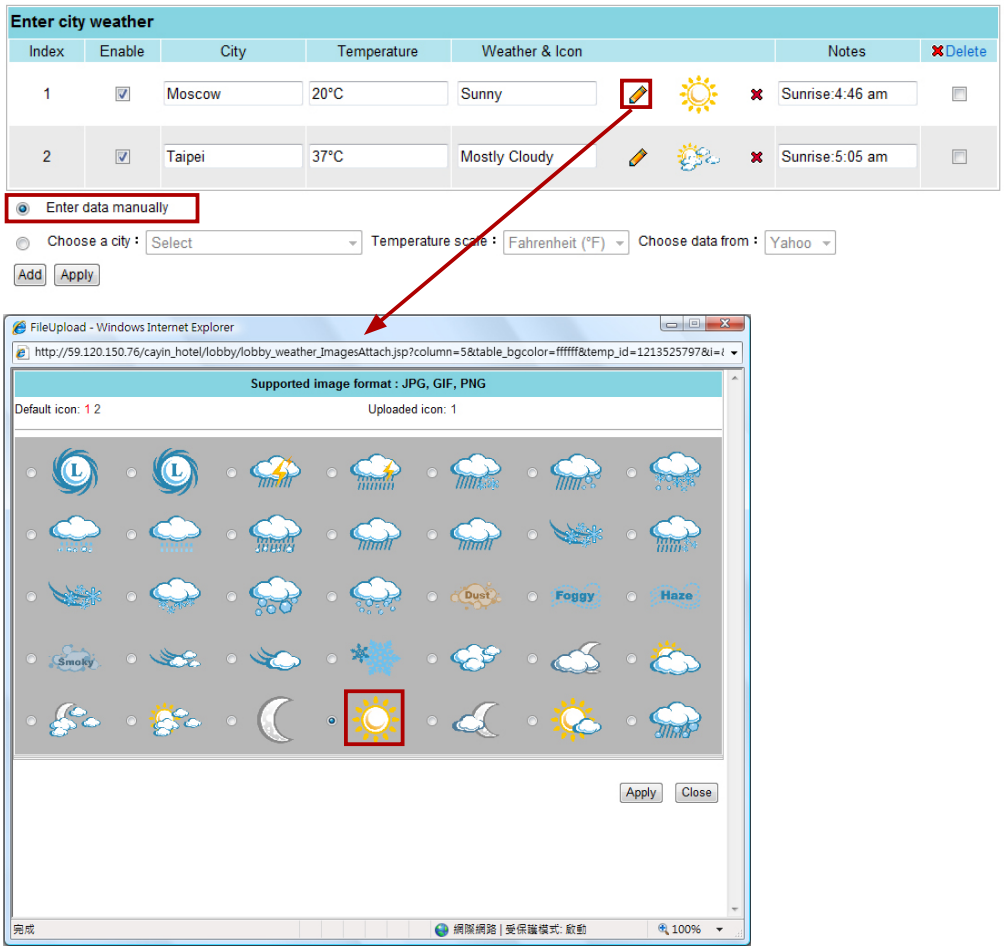
Please match the appropriate type to each field (column), so that the data will be shown correctly in the table on the screen. After configuration, please click **[Apply]**.

3. After all fields are set, you can start to enter data. There are two options for you to enter weather information: “Enter data manually” and “retrieve data automatically from the Internet”.

Enter data manually

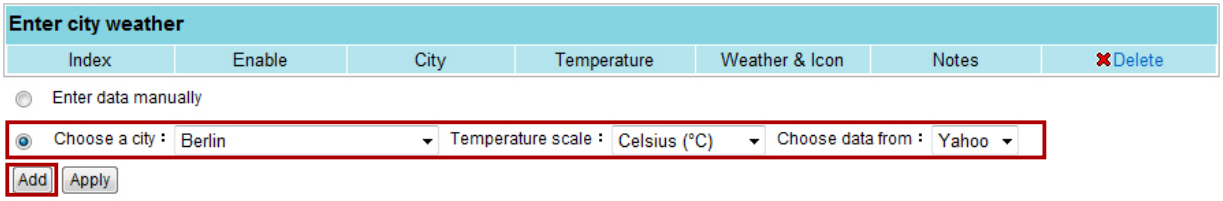
Select “Enter data manually”. Then, click **[Add]** to add information.

- **City, Temperature, Weather, Notes:** You can enter texts here.
- **Icon:** Click and you will see a pop-up window. Choose a suitable icon and click on the image.

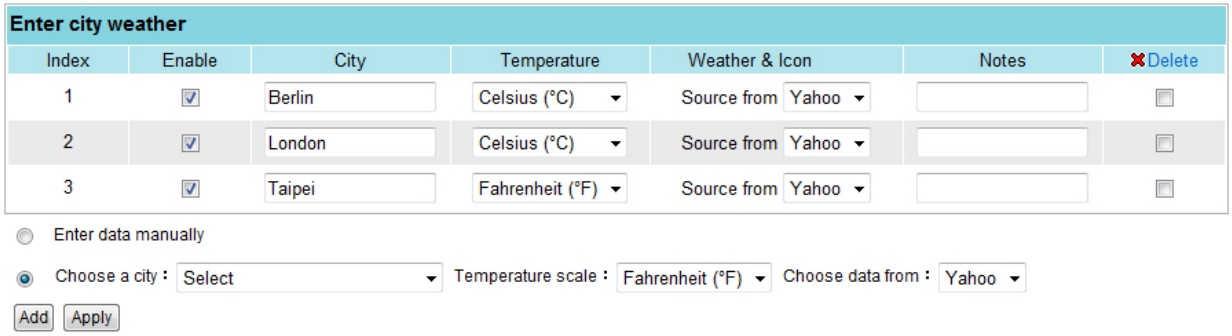


Retrieve data automatically from the Internet

Enable “Choose a city”. After you select a city, a temperature scale, and a data source, please click **[Add]** to add information.



- **City and Notes:** These are texts. You can change manually.
- **Temperature, Weather & Icon:** This information will be retrieved automatically from Yahoo.



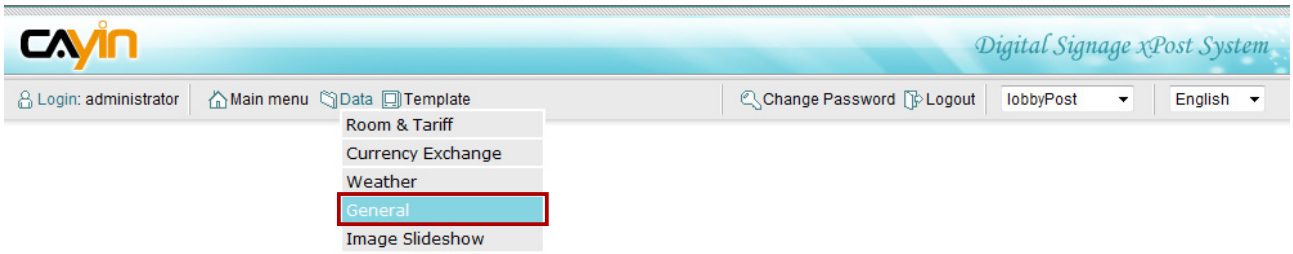
4. Click **[Apply]** after you confirm the changes.

> NOTE
> If you choose “Retrieve data online”, you must make sure the xPost server connect to Internet properly.

7-5-4 General and Image Slideshow

For all “Non-Table” type data, every display has its own settings. You must configure the information individually for each display.

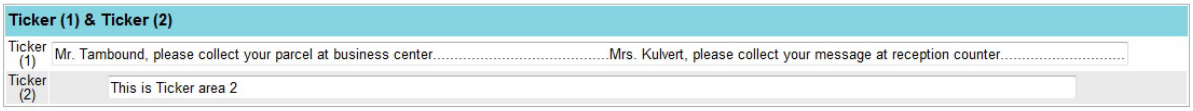
Select **[Data > General or Image Slideshow]** on the toolbar; then you will see the respective page.



Then, select display from the menu first.

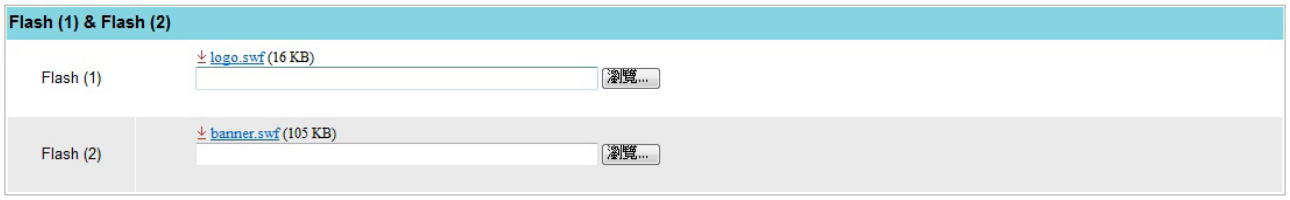
Ticker message

Enter text messages here.



Flash

Click **[Browse…]** and upload you own Flash (.swf) file.



Logo

Upload a logo image (jpg, gif, or png).

> NOTE
> xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.

Clock

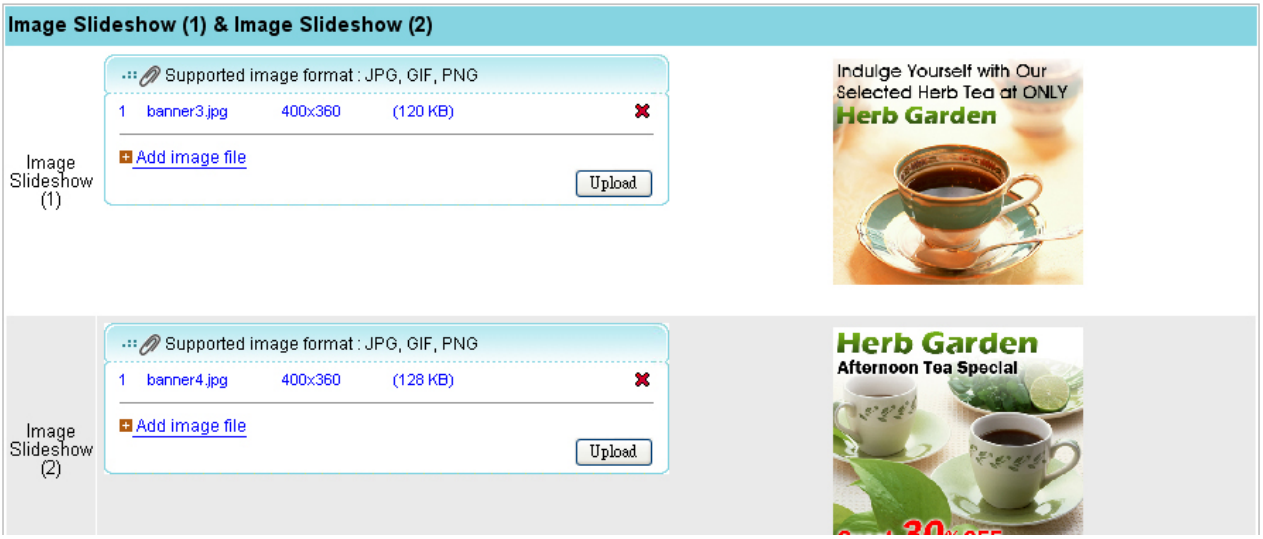
Select the default, pre-loaded clock, or upload your own clock (format: .swf)

Video

Set the path of the video files in the Media Folder of the appointed SMP player.

Image Slideshow

Upload image files (jpg, gif, png). Click “Add more image file”; then select files in your local PC.



NOTE

xPost DOES NOT support CMYK image format. Please DO NOT upload images files in CMYK format. If you accidentally upload a CMYK image, it may cause some problems. Please contact CAYIN for the solution.