

TEOS Signage

How To configure Mail to Signage

Introduction

With the Mail to Signage functionality, you can easily convert your Powerpoint presentations to TEOS Manage presentations by sending them to a dedicated email account. When sending the powerpoint in attachment of the email, TEOS will get it in IMAP server and replace the page and playlist to the dedicated presentation.

Requirements

If you want to use the Mail to Signage function you need to meet the following requirements:

- Have a mail account available dedicated for Powerpoint conversion (only to still images, transitions and animations are not supported).
- Have a Signage device available which you can link to your presentation

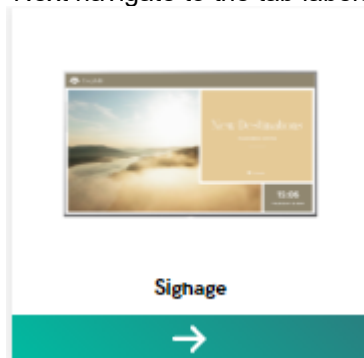
How to configure Mail to Signage

Quick guide

1. To set up a Mail to Signage conversion you need to navigate to “Workplace Solutions”. To open this menu click on the “Workplace Solutions” icon



2. Next navigate to the tab labeled “Signage”



3. In here click on the button “New presentation” to create a new presentation.



4. Fill in a name for your presentation, choose the correct resolution and if desired a masterpage. Next Fill in the Mail to Signage options to link your email address. Next click on “Save”.
5. Fill in the mail to Signage section the imap server you will use including the mailbox login and password. The default checking of the mailbox is done every 5 minutes and it can be decreased down to 1 minute.

A screenshot of a web configuration interface. The left panel is titled "General" and contains fields for "Name" (Email to signage), "Resolution" (Full HD), "Masterpage" (No masterpage), and "Enable screensaver" (unchecked). The right panel is titled "Connect playlist" and contains a "Mail to Signage" section with fields for "IMAP mailservers address" (imap.gmail.com), "Mailbox username" (pse92800@gmail.com), "Mailbox password" (masked with dots), "Number of minutes between mailbox checks" (1), and "Mailservers port" (993). There is a "Use SSL" checkbox which is checked. Buttons for "Save" and "Set allowed senders" are at the bottom right.

6. If you want to restrict the people who can send Powerpoint presentations to be imported click on the button “Set allowed senders”. In here you can specify which email addresses will be allowed for Powerpoint presentation imports

7. Go to content creation and create a playlist that will be linked with the presentation.
8. By default a powerpoint presentation is not in 1080p but in widescreen (1280x720), if you want to change the resolution of you powerpoint to full HD you need to go to design and slide size and insert the following size:
 - Height: 38.1
 - Width: 67.7
9. If you prefer to keep the same resolution for your power point, define for your presentation and playlist a 720p resolution in order to see your slideshow (converted from the powerpoint) in the full screen.

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