User Guide

Lite for TEOS 1.0 – Document revision 1.0

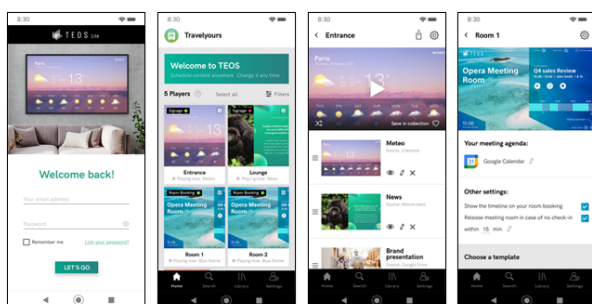SONY

Content

SONY

Introduction

TEOS Lite is a new platform CLOUD based which has been created for small companies, shops to manage in a very simple way the content display on screen using a simple mobile app or web platform. The solution is also proposing an easy-to-use room booking solution compatible with Office365, Google Calendar and TEOS Calendar

Plug-and-Play Signage & Room Booking product

Office 365   TEOS Calendar   Instagram   Facebook   Twitter   OpenWeather   Dropbox   OneDrive

Customers:

SMBs and shops

Applications:

— Signage
— Room booking

What it is:

TEOS made simple for SMB and retail shops. Plug-and-play, mobile first, cloud and much more.
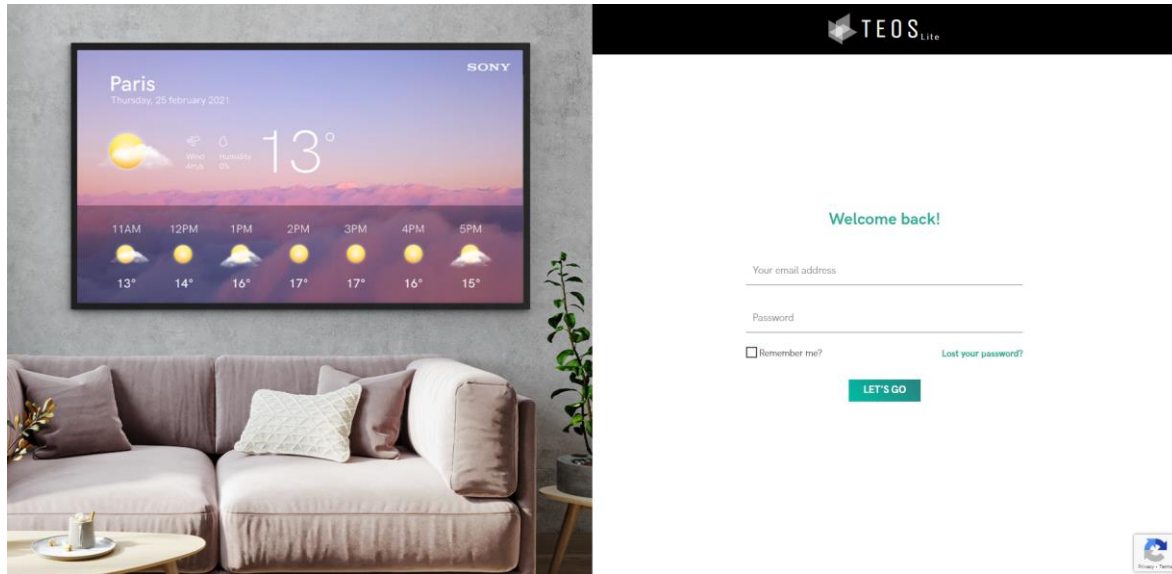
Main benefits:

— **Plug-and-play Signage and Room Booking product:** no knowledge required to deploy, configure and use TEOS.

— **Quick and simple deployments** by simply scanning a QR code of a BRAVIA TV, player or tablet TEOS application to auto-configure.

— **Completely cloud compatible** for access from anywhere, at anytime.

— **Mobile first** but also desktop compatible to ensure a proper experience from any device.

— **100+ templates available** from weather to food to fashion and corporate.

SONY

Log-in for the first time

To login in Lite for TEOS, you can use your favourite browser and navigate to the Manage for TEOS URL. By default, this URL is https://lite.teos.solutions, which we will use in this manual. The URL is unique and what will change will be the login account to access to the platform

Insert the login and password created by TEOS Team for you to be able to access to your environment.

Forgot your password

If you forgot your password, you can use the "Lost your password?" option. When you click on this you will get the following screen:

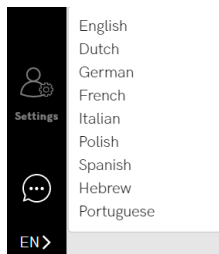On this screen you can fill in your e-mail address and you will receive an e-mail to reset your password.
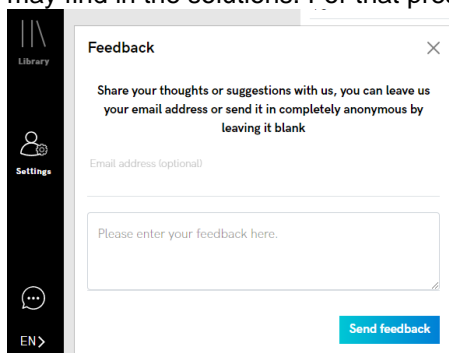
SONY

Language Selection

You also have the option in the Log In screen to already select your language. The available languages are:

When selecting a language, TEOS interface will automatically change to the language. This option is not applied to the content or room booking solution. Depending on the solution a translation option can be proposed where the user can define based on the languages available the word or image into the solution.
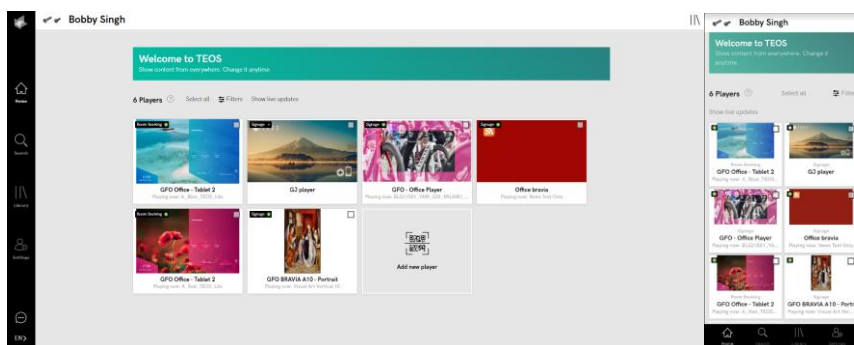
Feedbacks can be sent directly from the platform to let us know about any bug, improvements that you may find in the solutions. For that press on the bubble on top of the language selection.
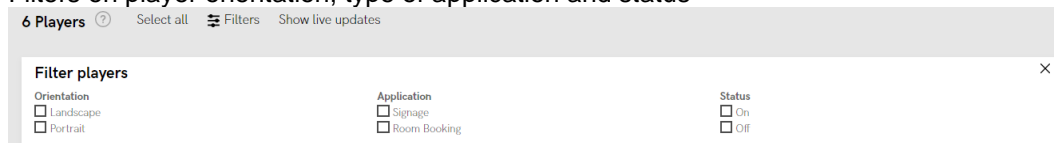

Home page

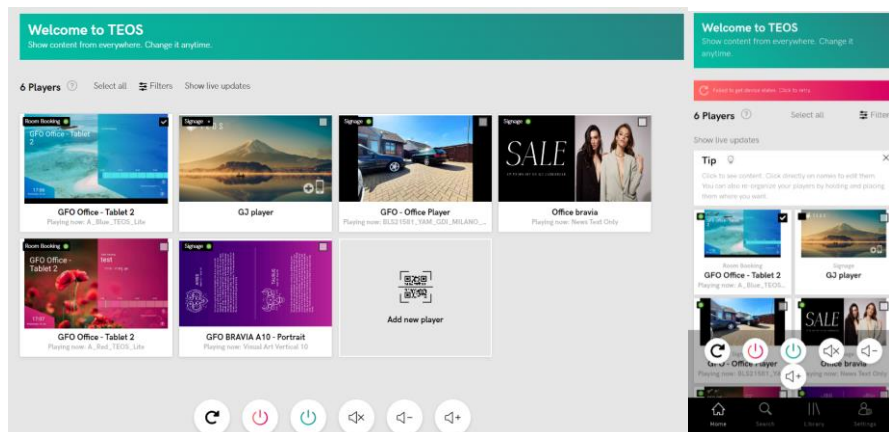After you log-in, you will see the following screen, which is called "Home page":

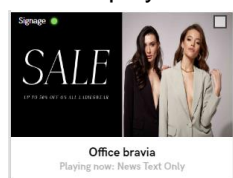Within this home page you will be able to

SONY

1   Get the list of devices attached to your platform with
    o   The number of players connected
    o   A filter to select all the devices to control them at the same time or send content
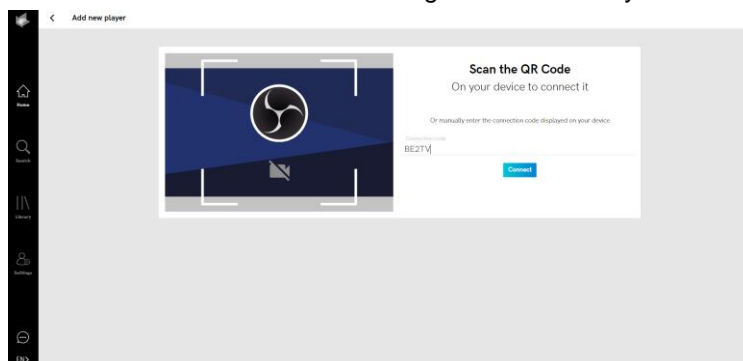   o   Filters on player orientation, type of application and status

    o   Show live updates, to show exactly what the device is showing in live
2   Player thumbnails with:
    o   Type of application and status of the player
        ▪   Green (online), red (off), blinking white (unreachable)
    o   A snapshot of the content shown by the device
    o   A checkbox which will allow you to remotely reboot, power on/off (not for players), mute
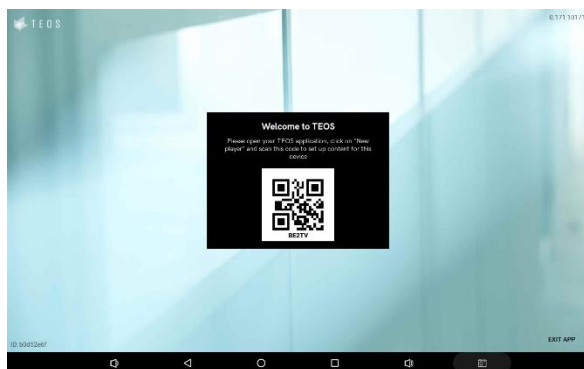   and manage volume of your players

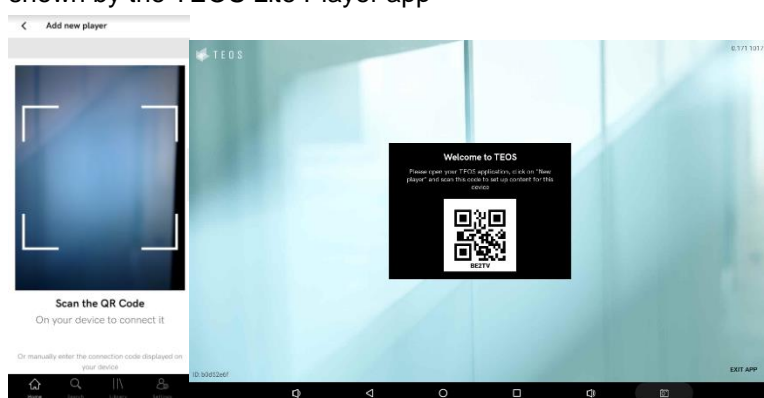   o   player name
    o   Content played in text

3   Add a new player who can be done via a smartphone (iOS and Android) or via web browser:
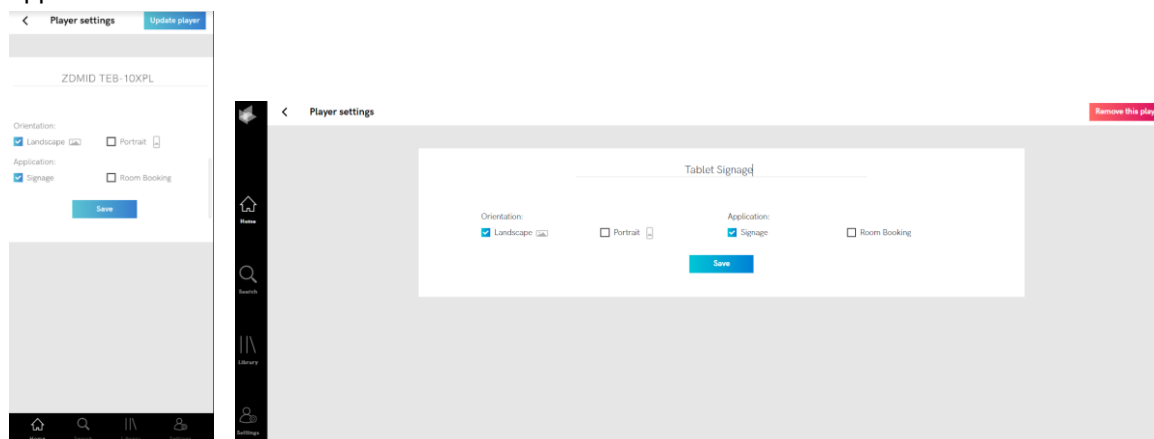   o   For web browser insert the 5-digit code shown by the TEOS Lite Android Player App

Page shown in the device

SONY

- o For the mobile apps, from the home page click on add new device and scan the QR Code shown by the TEOS Lite Player app
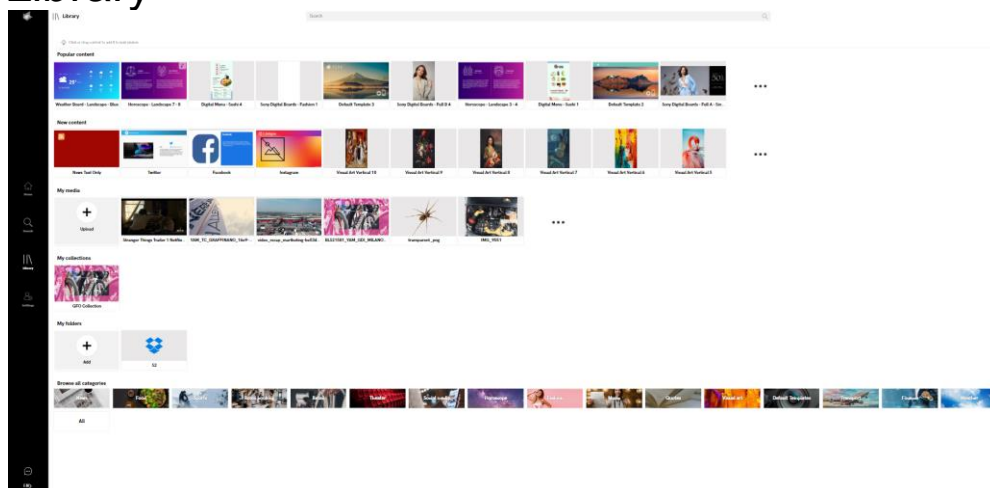

TEOS Lite will show you then the player settings page to select the orientation of the device, the application and the name of the device that can be customized.
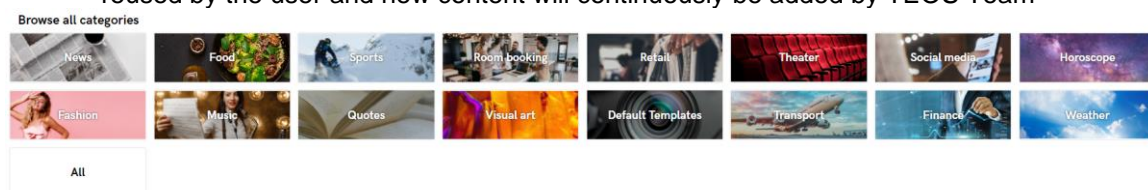

After saving the configuration and coming back, the player can be edited and removed.
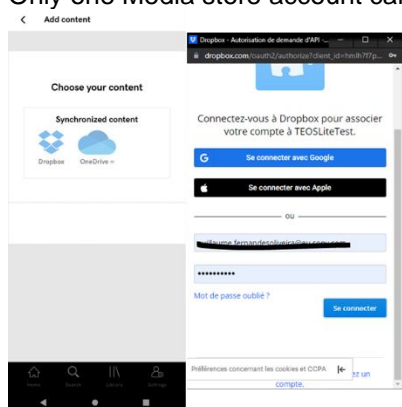
SONY

Library

The library from Lite is proposing different options for a user:

1. A catalogue with 16 different categories of content and more than 100 templates which can be reused by the user and new content will continuously be added by TEOS Team

2. Content coming from shared folders (One Drive and Dropbox which can be synchronized). Thanks to this, user can just update the folder synchronized outside TEOS with only images/videos accepted by TEOS. Multiple folders can be synchronized, TEOS Lite can go up to 5 subfolders for the selection Subfolders within a synchronized folder will not be accepted. Only one Media store account can be added per TEOS Lite platform

To add a Media store, go to settings and click "add account". A popup will open where the account details (login/password) can be added.
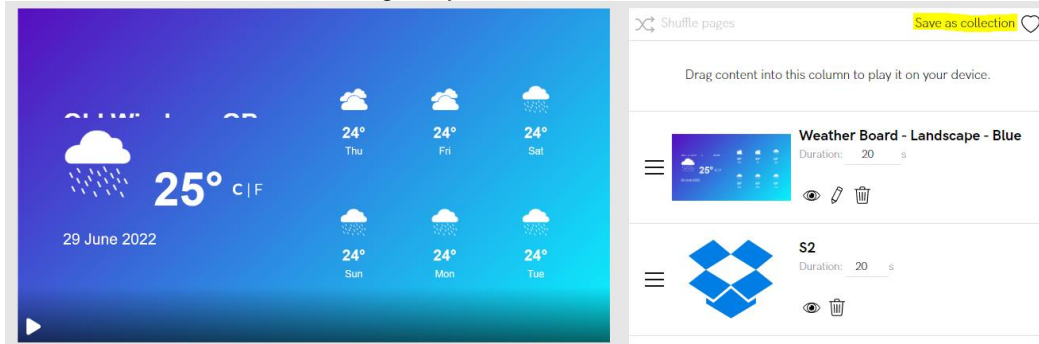Go then to library and under my folders select your account used. You will then be able to select the folders you want to synchronize
Folder will be visible and can be linked directly from the library to a device or from the device the folder can be drag & drop.
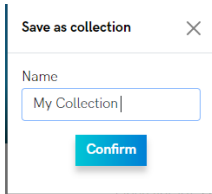
3. Collections are the "playlist or loop" of content which is displayed by a device which can be saved and re-used for another player or for example to keep in the library while the content is

SONY

changed in the player and put it back again.
To be able to save a collection, go to your device and click on "save as a collection"
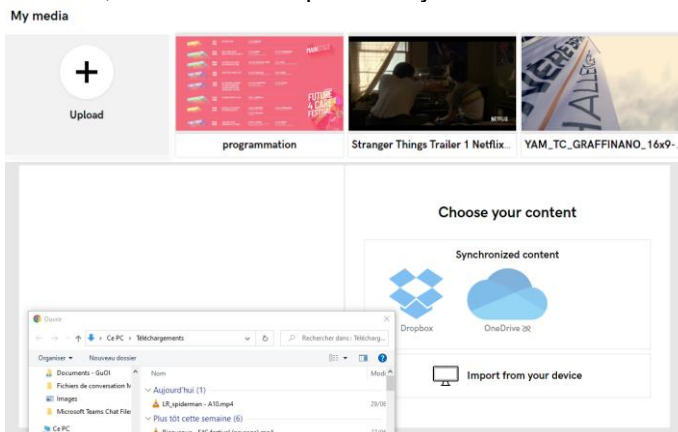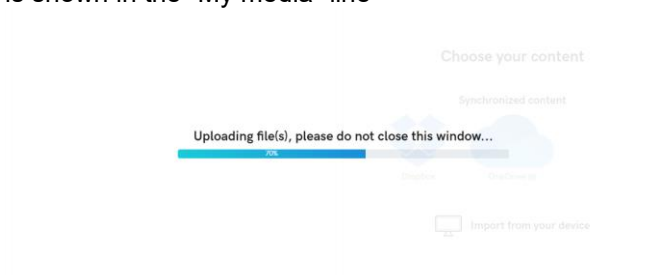

Define a name to the collection

The collection will be then visible into the library under "Collections" line

4. Media upload, import directly from your PC or mobile phone the content you want to show on a device, for that click "import from your device"
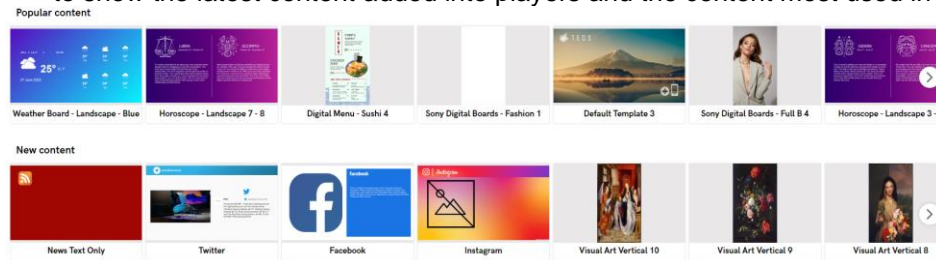

A loading bar will appear to show you the progress of the content uploaded when uploaded it is shown in the "My media" line
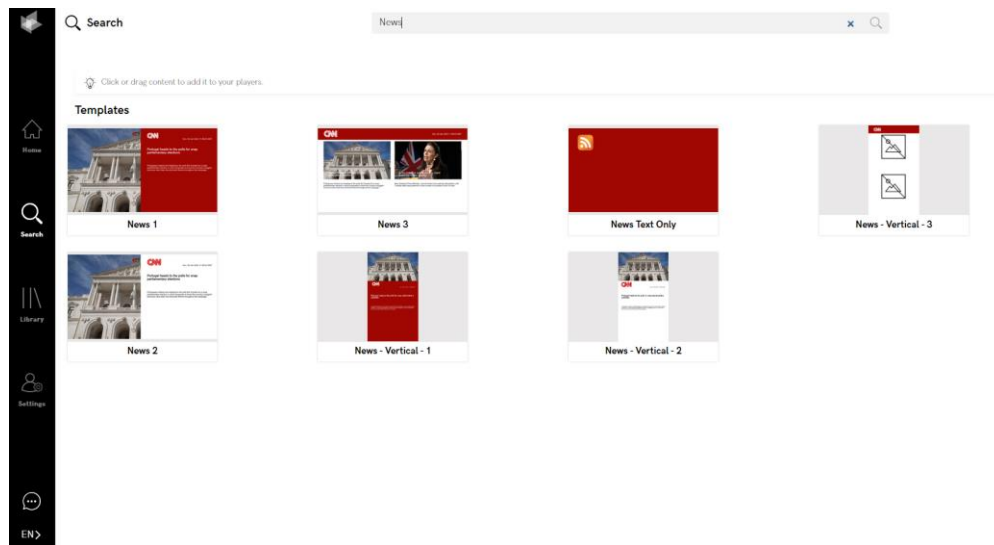

The content supported is:
- Video:
    - Extensions: mp4, m4v

SONY

- Max Resolution: 3840x2160 (landscape), 1024x576 (portrait) for BRAVIA, 800x1280 for Tablet
- Framerate: 60fps max for BRAVIA and 30fps max for Android player
- Max size: 2GB for BRAVIA
- Max bitrate: 40mpbs for BRAVIA and player, 8Mbps for Tablet
- Image:
  - Extensions: png, jpeg, jpg
  - Max Resolution: 3840x2160
  - Max size: 10MB
- powerpoint and pdf converted to images

5. The two last lines which are "Popular content" and "New content" are automatically populated to show the latest content added into players and the content most used in players
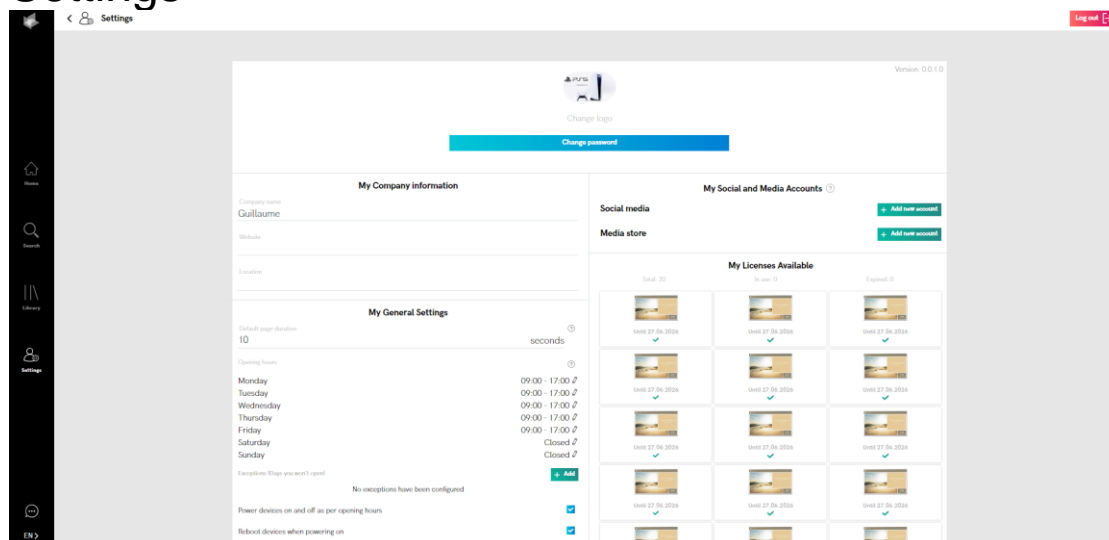

Search

The search function has been done to help user to find his content by searching with a simple keyword on a content name, category, type

SONY

Settings

Under the settings tab, the user will be able to:

1. Log out from his account
2. Change the logo of the account which is at the same time the logo of the company used automatically by the room booking module. To change the logo click on "Change logo" text

Upload then a new file

3. Password of the account can also be changed. For that click on "change password"

A new page will open where the existing password needs to be inserted and new one added according to security requirement, press save to finish the action.

4. Add company information which can be used for content or for external data source like weather for the location or news language. The company name and website can be used in specific templates provided

SONY

My Company information

Company name
Sony

Website
https://teos.solutions

Location
Paris, Île-de-France, France

5. My general settings are dedicated for the default page duration when using images for example and the opening hours of the company, shop adding exceptions. The device power and reboot can be linked to opening hours to ensure power consumption and hardware stability are maximized. It is recommended to enable them

My General Settings

Default page duration
10   seconds

Opening hours

Monday	09:00 - 17:00
Tuesday	09:00 - 17:00
Wednesday	09:00 - 17:00
Thursday	09:00 - 17:00
Friday	09:00 - 17:00
Saturday	Closed
Sunday	Closed

Exceptions (Days you won't open)   + Add

No exceptions have been configured

Power devices on and off as per opening hours   ☑

Reboot devices when powering on   ☑

6. Social medias such as Instagram, twitter and Facebook can be linked with the platform to be used then with the "social media" content category

Social media   + Add new account

                                               Connect

Instagram   pse92800 ✕
Twitter   BBC ✕
Facebook   Test Page ✕
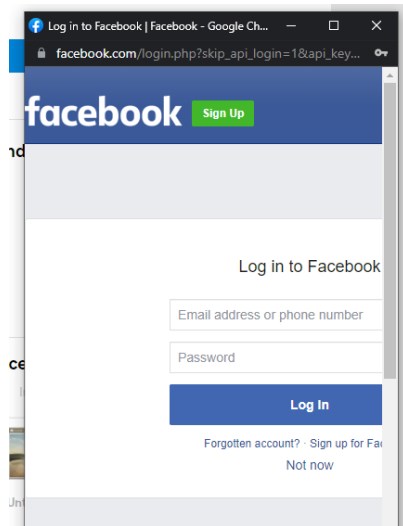
To Integrate Facebook, click on "add new account" and select facebook logo. Click "Connect"

My Social and Media Accounts ⓘ

Social media   + Add new account
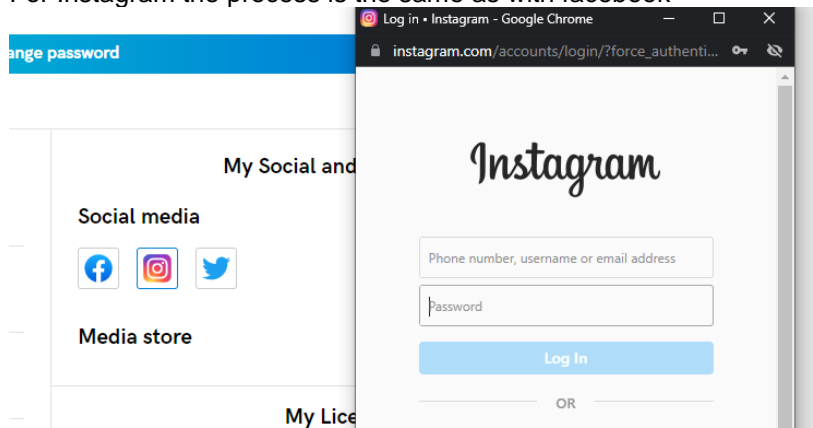
                                               Connect

A popup opens which required to sign in with the Facebook account, insert it and press log-in
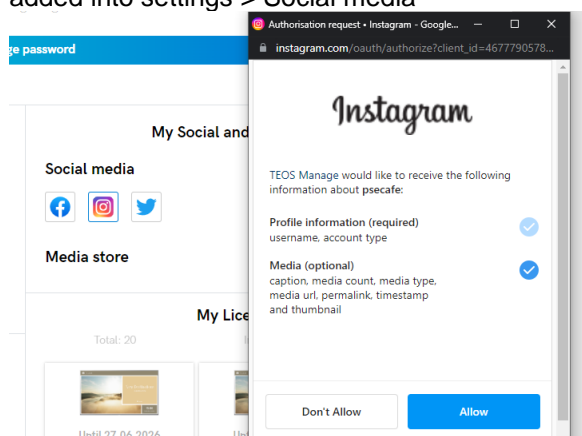
SONY

Facebook will then ask to accept the connection from TEOS platform and it will be connected and show in the settings > social media list

For Instagram the process is the same as with facebook

After login in, select the type of access given to TEOS and press "allow". The account will then be added into settings > Social media

For Twitter, only the @ with username is required to be able to get from a public page the medias. Press save when username is added.
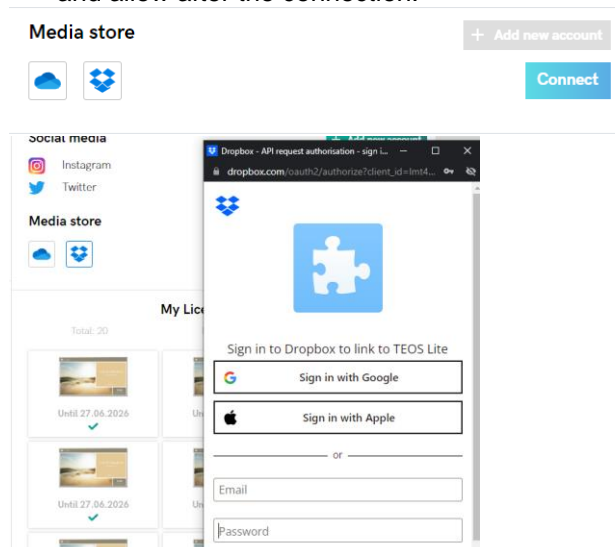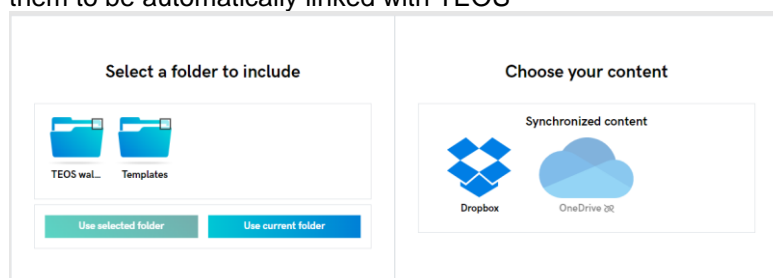
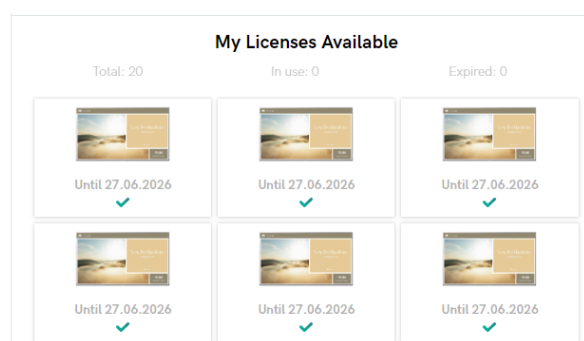**SONY**

Social media ✕

@ | Username
_____

[Save]

7. Media stores (One Drive and Dropbox) can be added into TEOS via settings. For booth solutions, select on the one to be used and press connect. A popup will open with the login/password to add and allow after the connection.

Only one account of each solution can be added in the platform. As soon as they are synchronize, you can go back to library and in folder click on the folders/content you can to synchronize with TEOS for them to be automatically linked with TEOS

8. Licenses status are shown in the latest part of the settings in order to give the details about the total number of licenses, the total in use and the expiration date
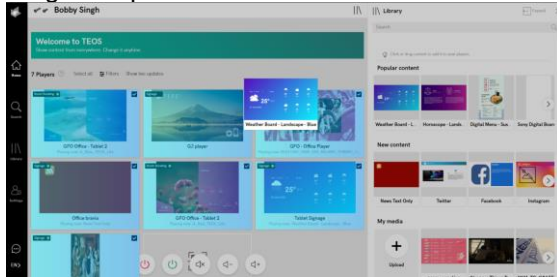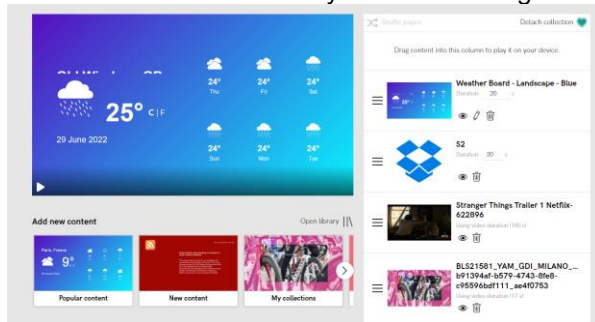
SONY

Signage

This section will explain how to assign content on device type "Signage" and what are the options.
When content has been added to the platform it can be then assign to devices.
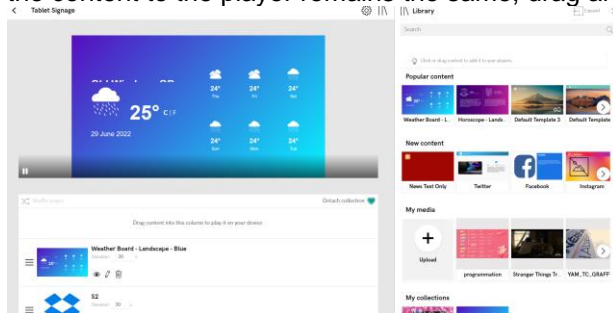For that there is 3 options:

1. From home (only with web brower), if you want to add a content in multiple devices at the same time, select them and click on the top right "library" icon. Select the content you want to use and drag & drop it to the devices:
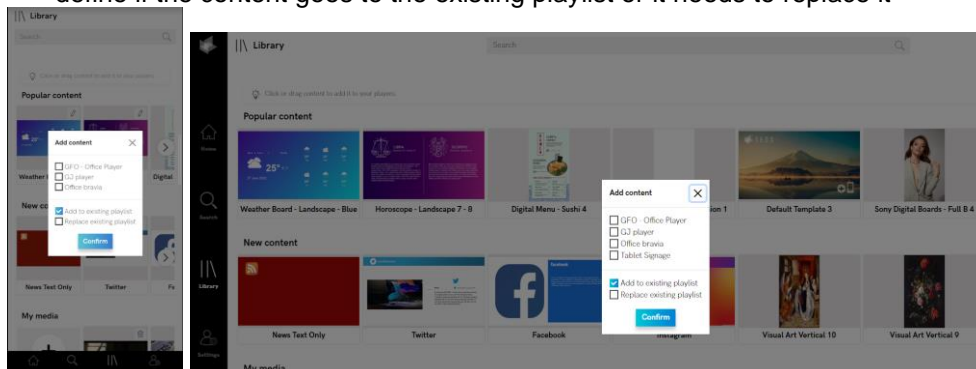

2. Still for the web browser version. Enter into a device and and pick directly from the bottom one of the content if it is what you want to assign. Drag and Drop it to the playlist on the right side
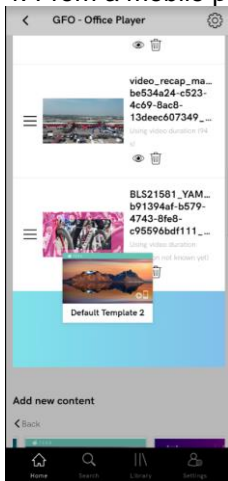

Or you can also click on "open library" which will be opened on the right side. The method to assign the content to the player remains the same, drag and drop it into the column in the left side

3. The last option which is for both smartphones and for the web browser, go to the library and click on the content you want to assign to a device, a popup will show up to select the device and define if the content goes to the existing playlist or it needs to replace it
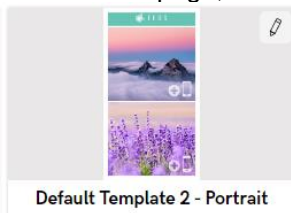
SONY

4. From a mobile pone drag and drop can be done when on player content with only the new content
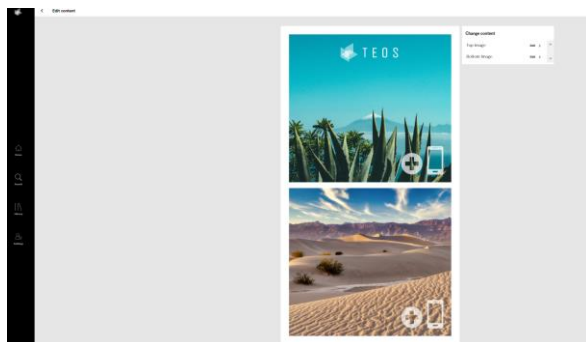

A shuffle option is available under a player playlist to play content list randomly
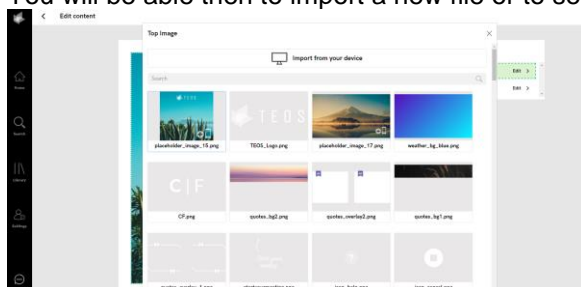
Content edition

A small edition option is available under Lite solution to allow a user to edit and element for example in a side-by-side template picture. This option is only enabled by TEOS Team within the content. To be able to edit a page, take one which has a pencil to be able to edit

Default Template 2 - Portrait

Click on it, the page with the template will open. In the right side, you will be able to click on edit to edit the element which is allowed to.
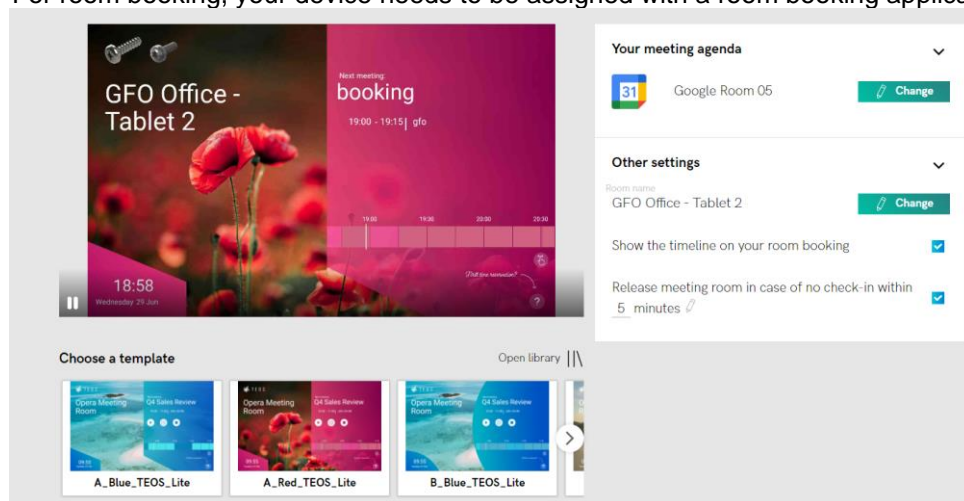

You will be able then to import a new file or to select with the library a compatible content
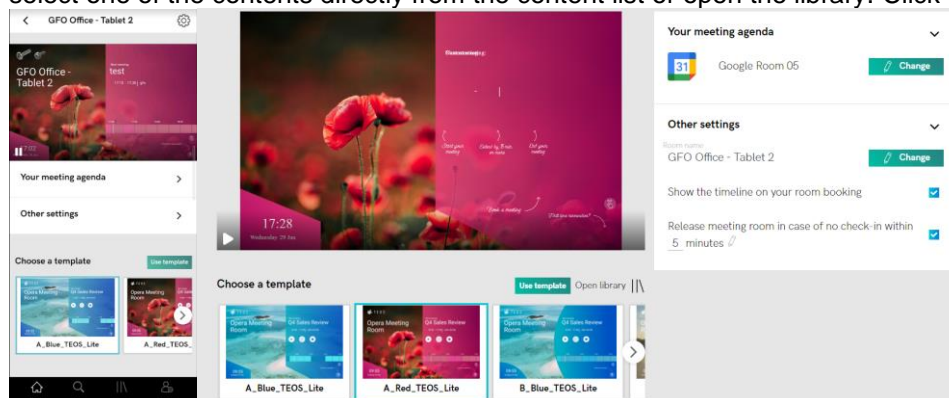
SONY

Room booking

For room booking, your device needs to be assigned with a room booking application when added
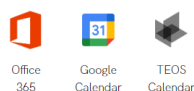

The room booking solution taken from Manage platform of TEOS has been simplified on the account addition level but also on the content. The room booking templates cannot be customized. Only the logo is automatically changed based on the logo under settings.
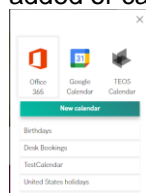The options on the room booking are:

1. Template selection which can be done on both web browser and mobile phone. For that select one of the contents directly from the content list or open the library. Click on use template

2. You need then to select and add a specific calendar. The calendars compatible is:
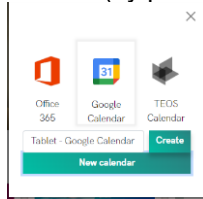

Office365: Select the office 365 logo and login with your account. A simple login and password are needed for simple O365 integration. TEOS will then propose the existing calendars to be added or can propose to create a new one under O365.
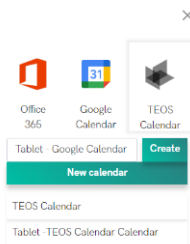

When the calendar is assigned, a user will be able to book from Outlook or Outlook online the calendars and the information will be shown on the tablet. From the tablet a meeting can also be created which will be shown automatically under Outlook

SONY

For Google Calendar, the process it the same as for Office365, click on the Google Calendar logo and insert the login and password. The calendars will be automatically proposed, or a new one can be created (by pressing "new calendar")
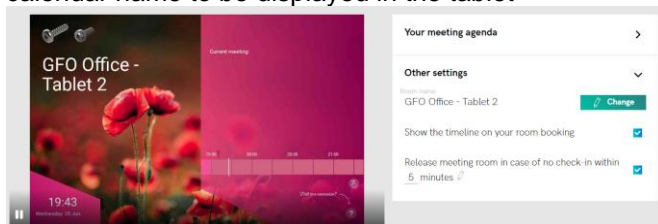

Bookings can be done then via the Google calendar or via the tablet and both will be synchronized.
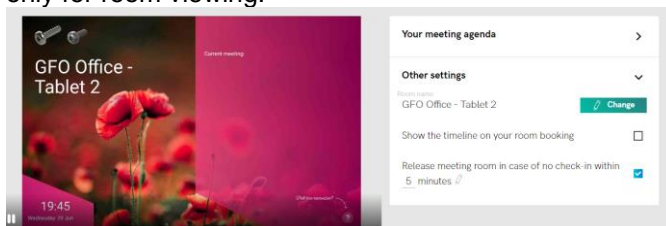
The last calendar available is a TEOS Calendar which can be created; With TEOS Calendar, bookings are done only via the tablet for instant or meetings later. There is no platform to see the next day meetings. All the meetings are shown for the same day in the tablet

3. In addition to the calendar option, user can define a room name which can be different from the calendar name to be displayed in the tablet

4. He can also decide if a timeline (for booking from the tablet) is shown on the tablet or if it is used only for room viewing.

5. The last option of the room booking allow the user to decide if a check-in (presence validation) needs to be done. From the tablet when a meeting is done earlier, when meeting start, the leds will turn to check-in during the check-in time defined and the employee needs to press on the play button to validate the presence. By pressing the leds go to red

SONY

SONY

Visit us on
https://teos.solutions