

# Airgoo Guide

## Logging In

Airgoo is designed to be simple to use and requires no in-depth training or frequent refreshers. Whether you change content or hourly Airgoo provides an easy interface.

Log in first at:

<https://airgoo.ioplayer.tv/login.php>

Your username is your standard University ADF username, but the password is different, Allow 5 seconds for password acceptance before assuming you have entered the wrong password.

## Home Screen

Your home screen will look something like this:

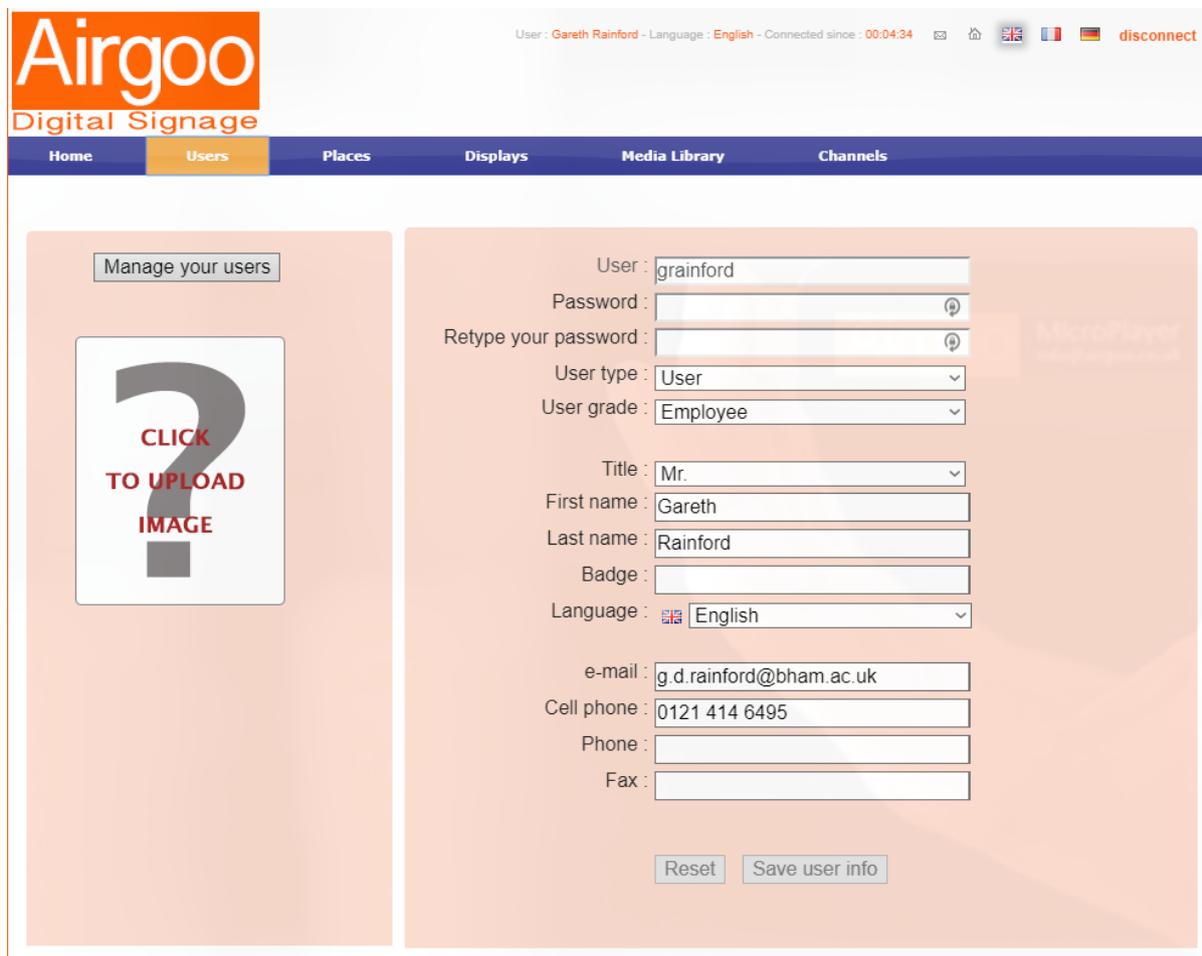


Along the top are menu links for the five modules of Airgoo:

**Users Places Displays Media Library Channels**

## Users

In this module you can edit your own password – it must contain upper and lower case letters and a number. Click on 'Save User Info' when completed.



The screenshot shows the Airgoo Digital Signage web interface. At the top, the logo 'Airgoo Digital Signage' is on the left, and the user status 'User: Gareth Rainford - Language: English - Connected since: 00:04:34' is on the right. A navigation bar below the logo contains 'Home', 'Users', 'Places', 'Displays', 'Media Library', and 'Channels'. The 'Users' tab is active. On the left side of the main content area, there is a box with a large question mark and the text 'CLICK TO UPLOAD IMAGE'. On the right side, there is a form for editing user information. The form fields are: User (grainford), Password (with a strength indicator), Retype your password (with a strength indicator), User type (User), User grade (Employee), Title (Mr.), First name (Gareth), Last name (Rainford), Badge (empty), Language (English), e-mail (g.d.rainford@bham.ac.uk), Cell phone (0121 414 6495), Phone (empty), and Fax (empty). At the bottom of the form are 'Reset' and 'Save user info' buttons.

Some users have rights to create new users within their area. Click on 'Manage your Users' to create and edit users. They will also have to be added to the 'Place' as users.

## Places

Most users will see just their own place – eg Brain Health or Arts. Each place has a point on the map – normally the principal building. The map pins are not the location of the players.

## The 'Back' menu item

Airgoo is a German product and some of the translations are a little odd. In most modules the menu will conclude with 'Back'. Click on that to go back one stage closer to the home page.

The screenshot shows the 'Places' management interface. On the left is a map of Birmingham with a location marker for 'Brain Health'. On the right is a table titled 'Sites list 1 Sites' with the following data:

| Name         | Address            |
|--------------|--------------------|
| Brain Health | B15 2TT BIRMINGHAM |

Below the table are navigation controls and a 'Page 1 / 1' indicator.

Clicking on the pencil icon allows editing of the 'place'. The menu options include:

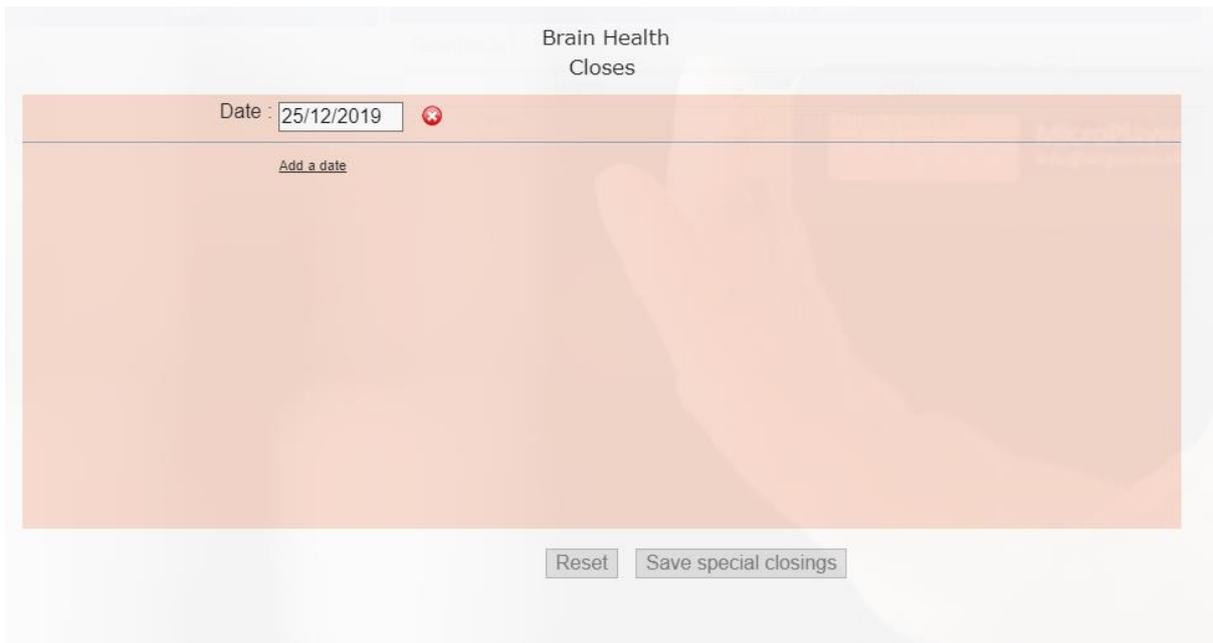
The menu options are: Profile, Employees, Opening hours, Special opens, Closes, and Back.

Employees is where already created users are added to the 'Place'. Opening Hours determines overriding start and finish times for each days. 'Closes' allow you to set up special times like Easter and Christmas during which the screens are off.

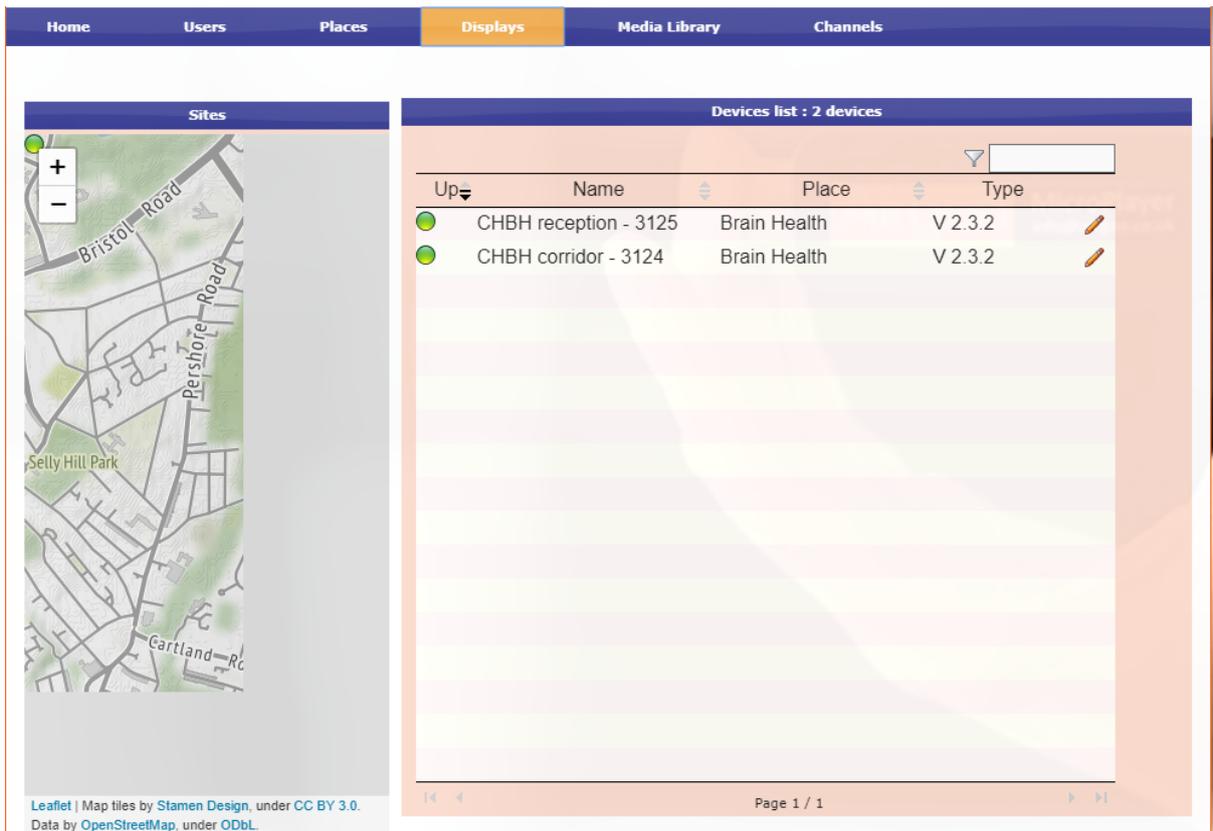
The 'Brain Health Opening hours' configuration page displays the following settings:

| Day       | Start Time | End Time |
|-----------|------------|----------|
| Monday    | 08:00      | 18:59    |
| Tuesday   | 08:00      | 18:59    |
| Wednesday | 08:00      | 18:59    |
| Thursday  | 08:00      | 18:59    |
| Friday    | 08:00      | 18:59    |
| Saturday  | 00:00      | 23:59    |
| Sunday    | 00:00      | 23:59    |

Buttons: Reset, Save opening hours



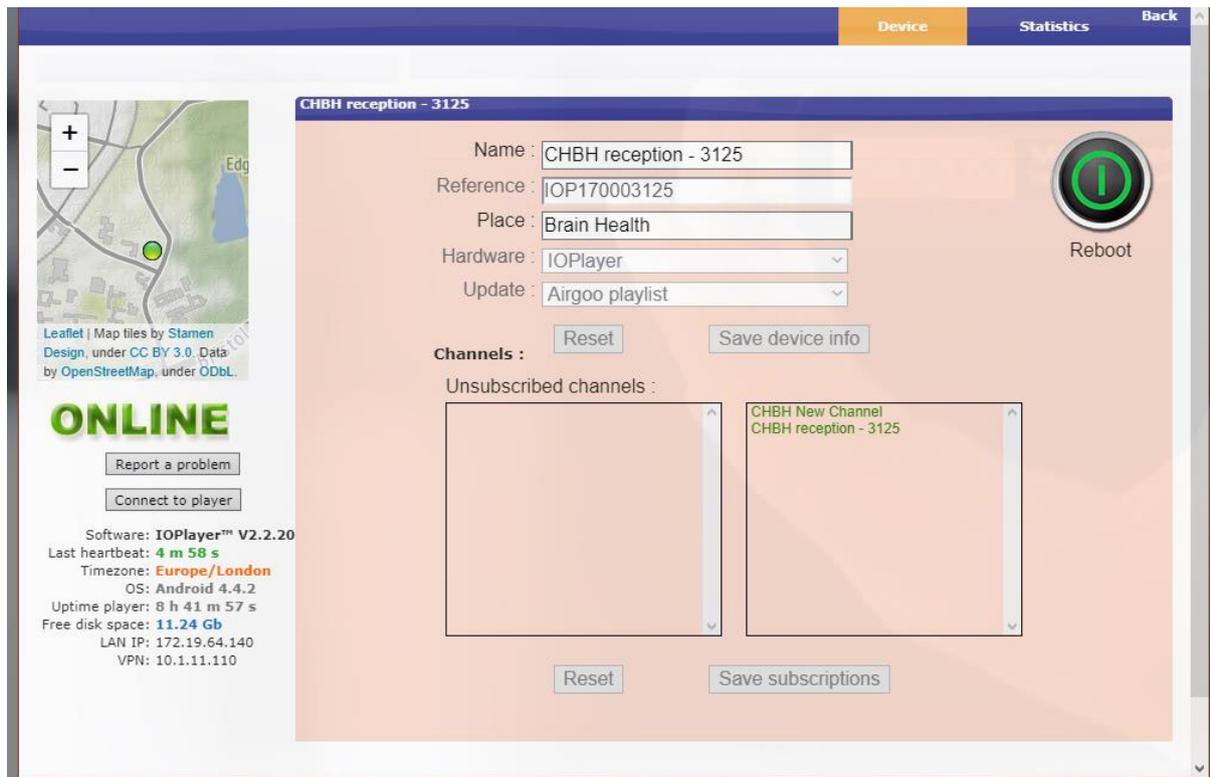
## Displays



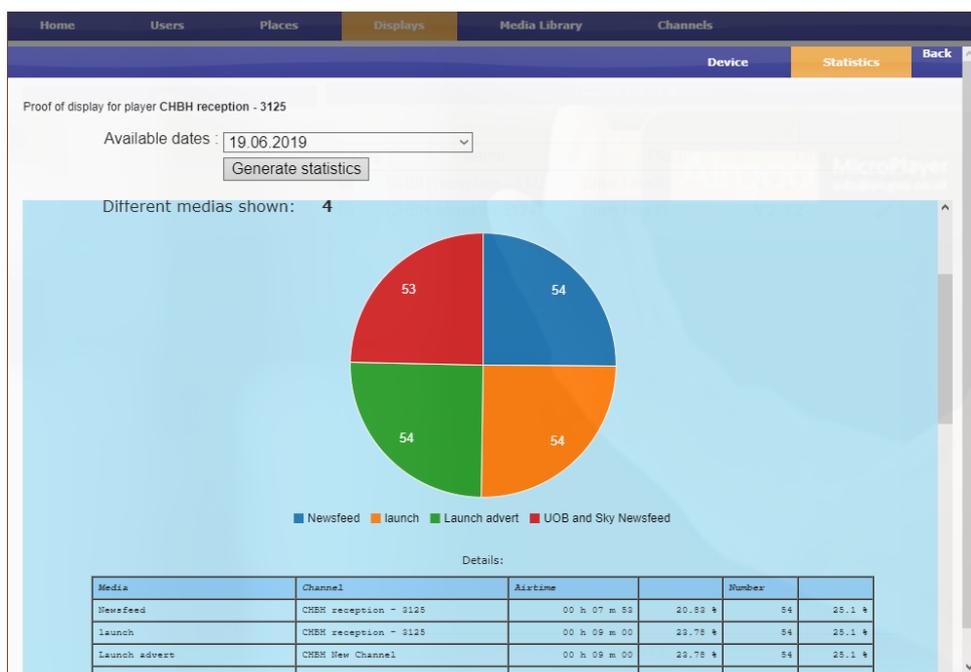
This is where you will see the screens you can add content to. The green 'light' indicates that the screen is working, a red 'light' means it is offline and an orange 'light' means that the connection is slow.

Click on the pencil icon to get more details.

On this screen you can reboot the player and check which channels it is subscribed to. You can add or remove channels here (but this is best done in the 'channels' module).



To see what has been playing click on the 'Stats' menu item. After a few second a dropdown of dates appears, chose a date and click the 'Generate Statistics' button. AA useful summary of shown content is rendered (it can be quite long so do scroll).



## Media Library

This is the home of your images, videos and TTML5 templates. You can create subfolders, delete and add content easily. Your content will only be available to your team.

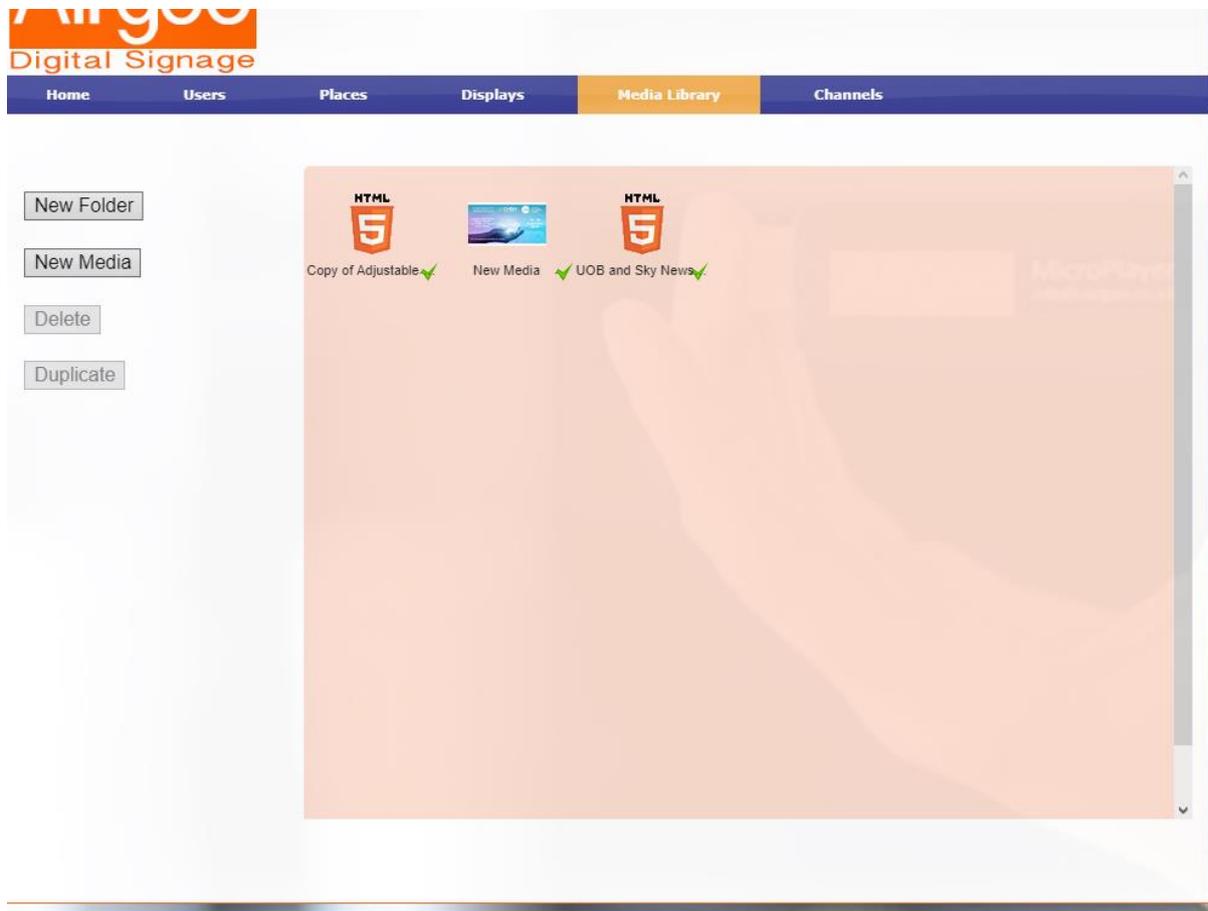
Images are termed 'Pictures'

Videos are termed 'Films'

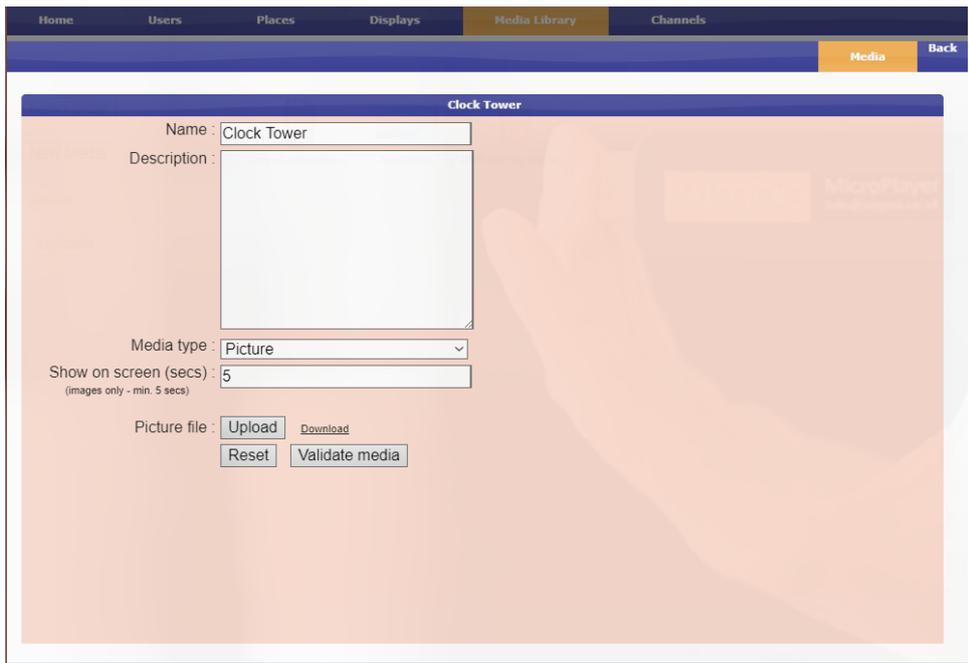
In this view images and videos can be distinguished by the fact that the videos do actually show as moving content.

HTML5 templates will be mentioned later.

The small green tick by the videos and images indicate that the content is OK to use.



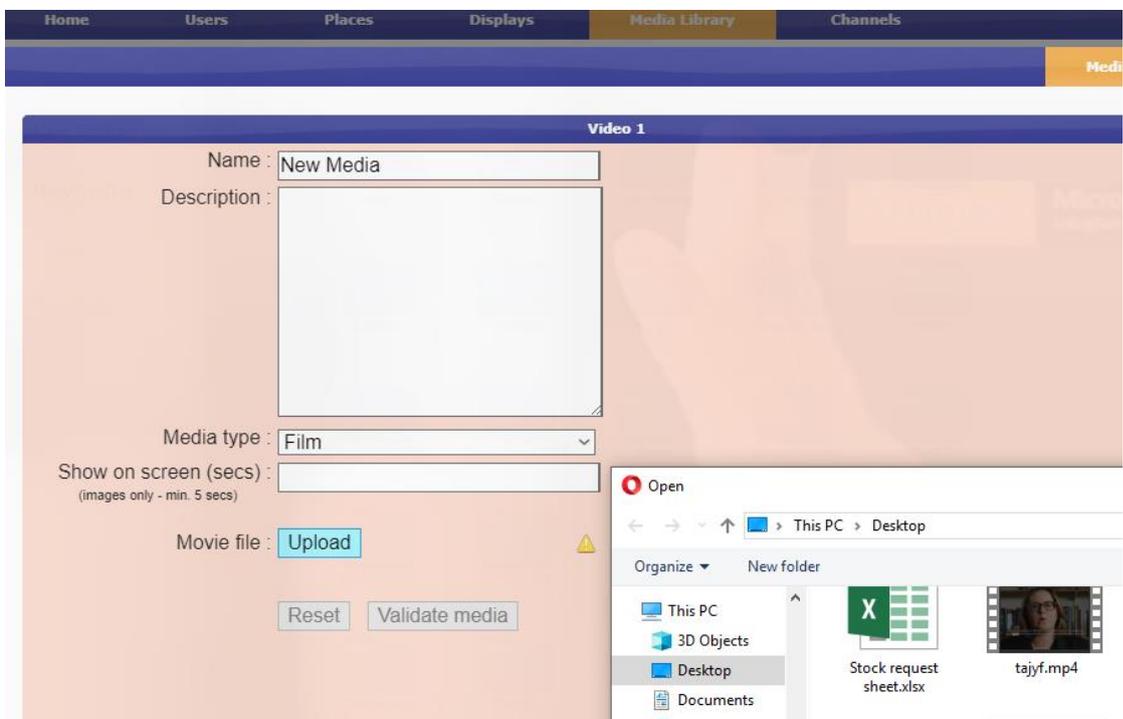
To add a new image click on 'New Media' – overwrite New Media with a meaningful name and insert a description if desired. Images have a showing time associated with them, the minimum is 5s but we recommend a maximum of 10 seconds. 10 seconds can actually be a very long time to wait.



Click on 'Upload' to add the file – jpg or png formats are best.

Click on 'Validate Media' to check and submit.

And for videos, mp4 format is preferred:

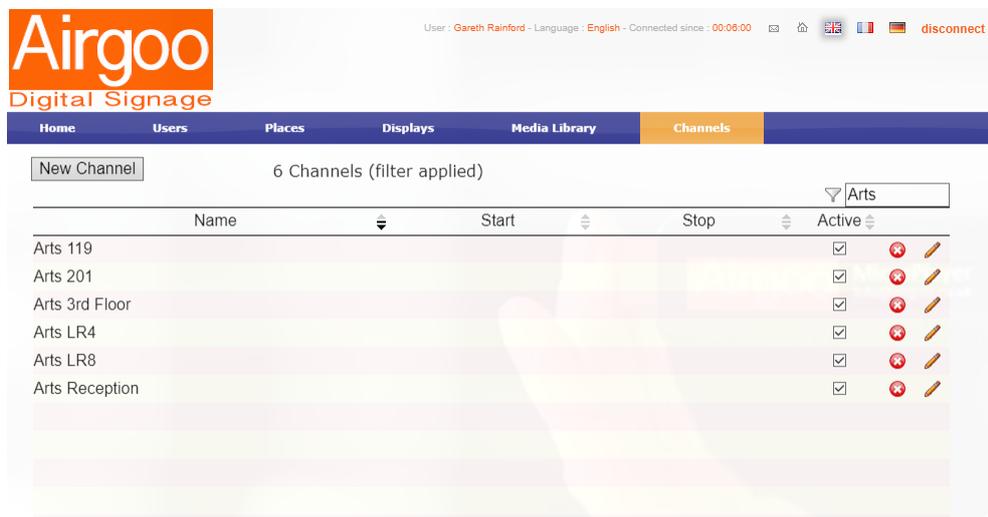


Videos always play their full length and do not have an associated duration Videos take up a lot of space and validation time – a 500MB video could take 30 minutes to be verified.

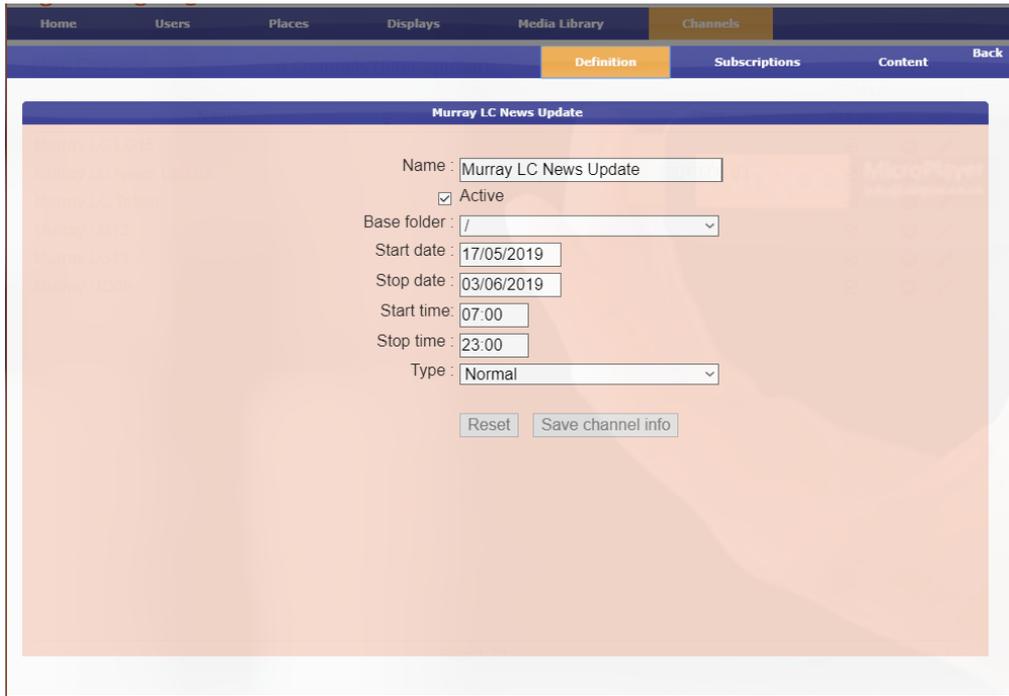
If you can produce HTML5 code and know some JavaScript then you can create templates using an authoring program like Tumult Hype (educational licences cost around £85 or so, Mac only). Templates must be imported in zip format with all resources in a folder,

## Channels

These are the heart of Airgoo. You can set up as many channels as you want : channels for selected players, channels to show only at certain times etc.:

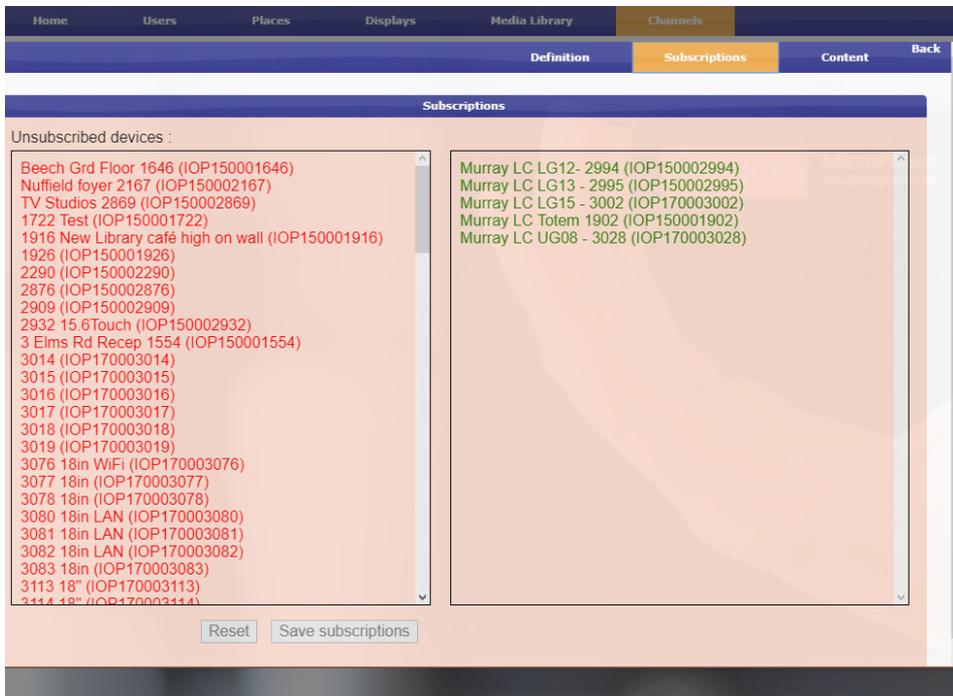


'New Channel' allows you to create a new channel; the pencil icon allows you to edit an existing channel:



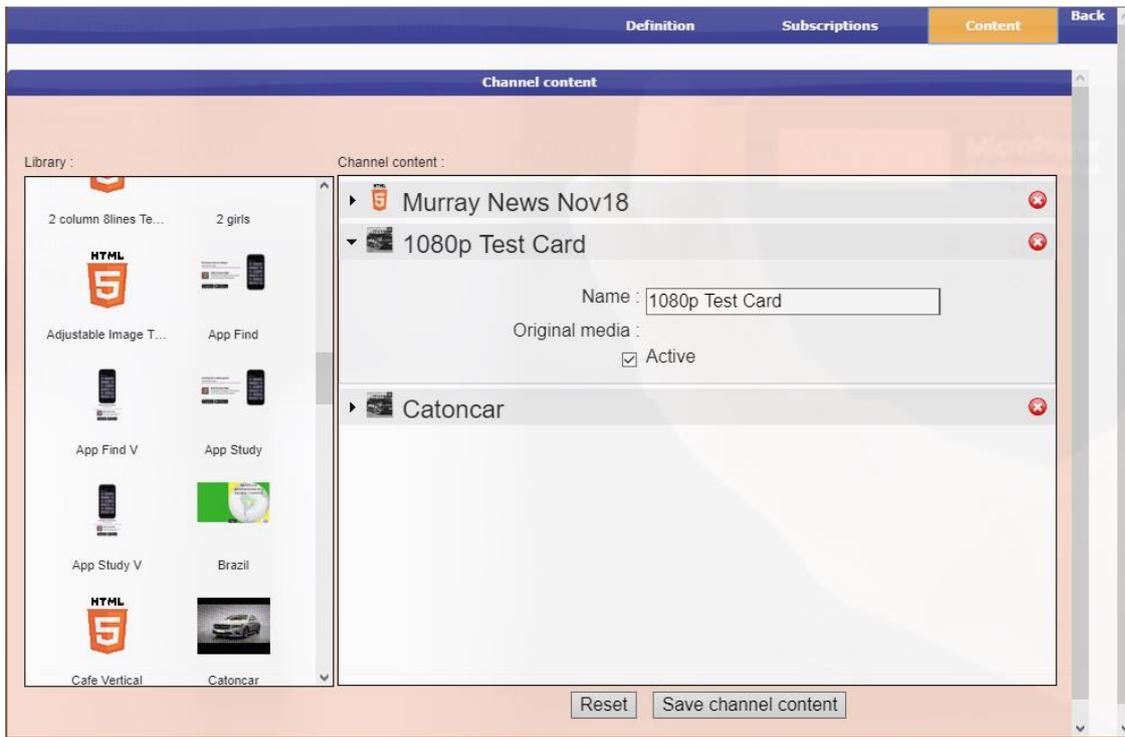
Under 'Definition' you can set up start and stop times and beginning and end dates for a campaign. Click 'Save Channel Info' before leaving the page.

In subscriptions you set up which screens will subscribe to the content, drag and drop payers between the left (not) and right (subscribed) panes.



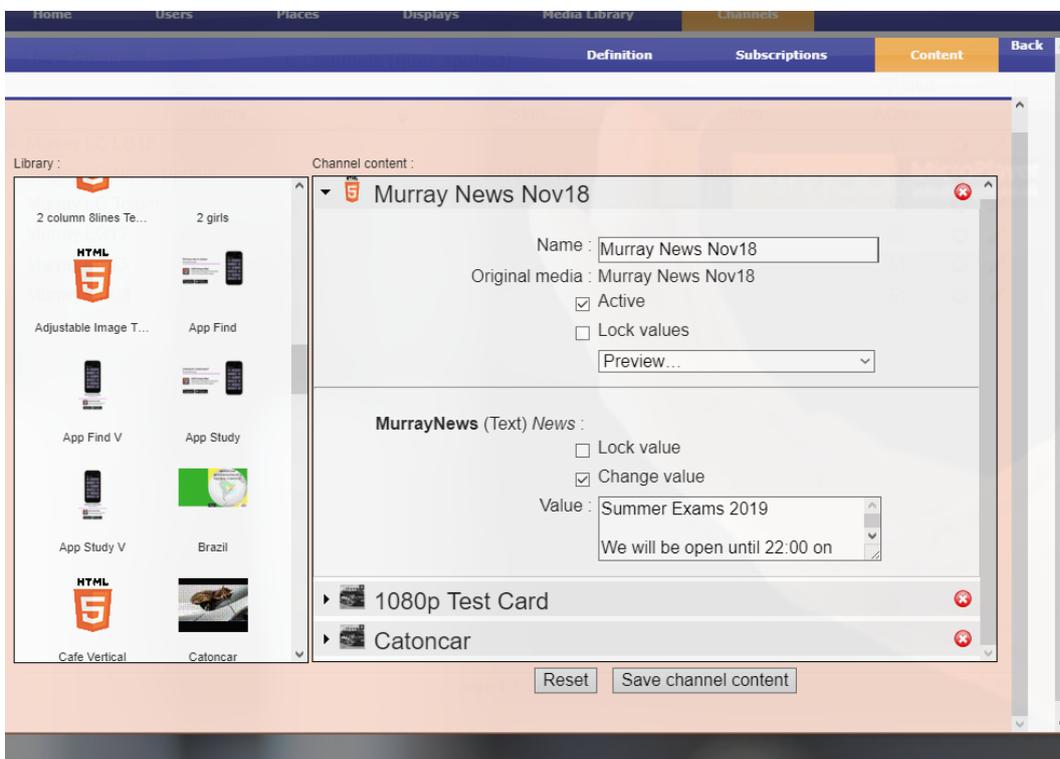
Click on 'save subscriptions' to save the subscriptions.

'Content' works similarly, drag and drop between the left and right panes. The red X button allows a quick way of removing content –don't worry that your content will disappear – it is still in the Media Library. You can also reorder the content by dragging items up and down in the right hand pane.

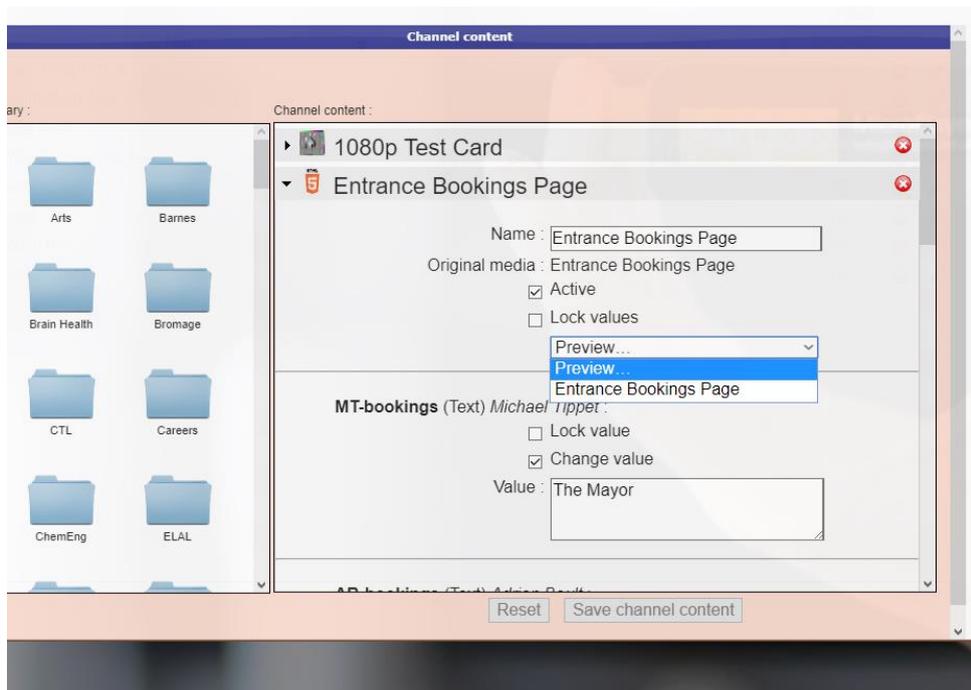


HTNL5 templates are of two sorts – with and without user input. Typical of those without are the Newsfeed templates which are programmed to get their input from RSS news feeds.

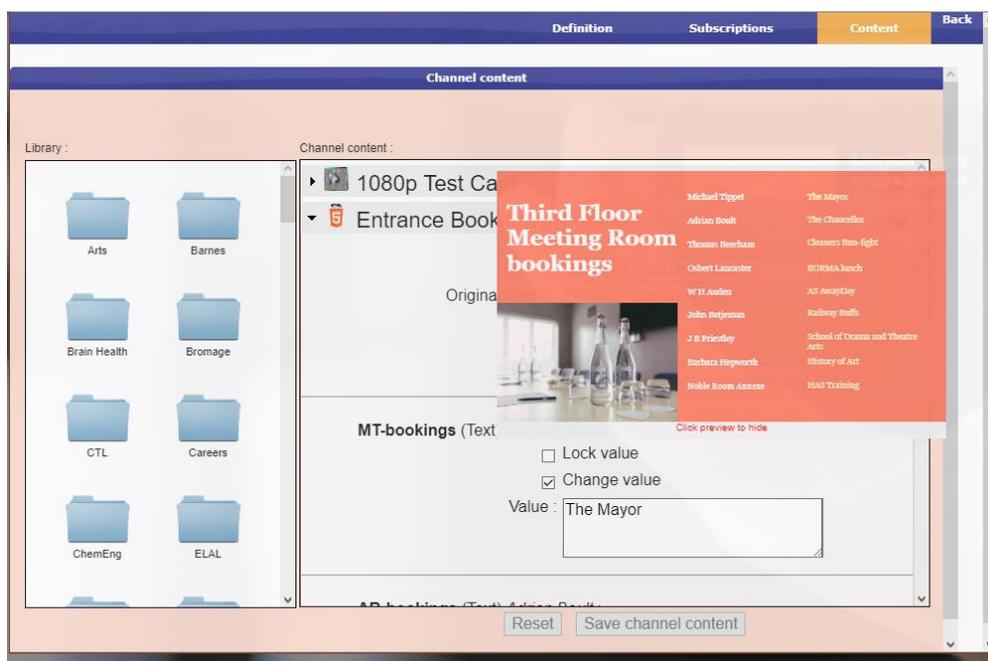
Some invite user input and open up on being dragged to the right frame. Some fields allow editing either with text or an image. Where text is expected check the 'Change Value' checkbox and insert the text you want. It is similar for images but click on the image field and a file chooser will open.



You can preview your HTNL5 template by clicking on the Preview dropdown and choosing the name of the template,



A small preview of the HTML5 template appears:



To close the preview click on the preview image. Click on 'Back' to leave 'Channel Content'.

To save all your content changes click on 'Save Channel Content'. Changes on the display are usually effective within a minute, but large videos can take up to 30 minutes to appear.

To log off, click 'Disconnect'