



**22" HAND SANITIZER DISPLAY  
CONTENT PLAYER MANUAL (RESELLER)**

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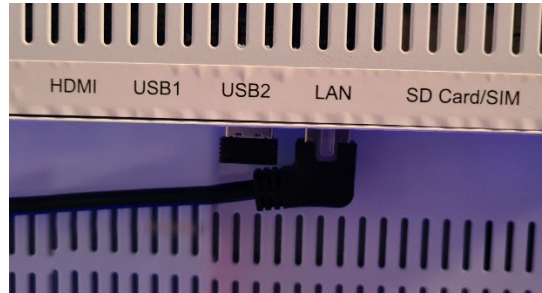
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## CONNECTING THE DISPLAY TO THE TOPAZ CLOUD CONTENT PLAYER

If you have a Platinum Package subscription, you will have received login details for the TOPAZ Content Player CMS and screen License and Serial Information. Please have this information to hand and follow the instructions below to connect the display to the Cloud Content player CMS.

**NOTE – Ensure your screen is connected to the internet via LAN or WiFi**

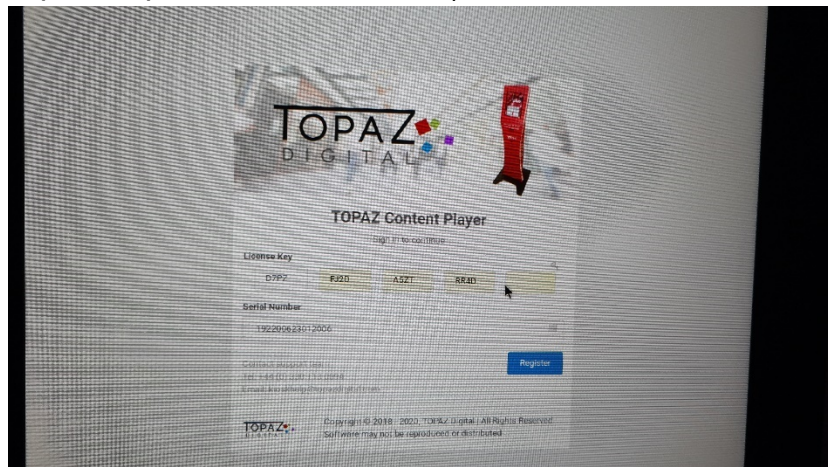
1. Insert a USB mouse into the USB port on the display and turn the display on.



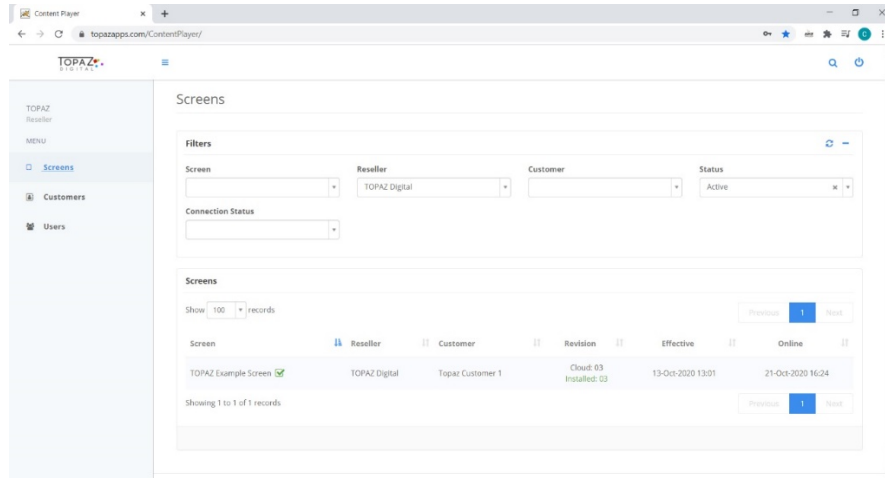
2. When the screen has booted up and content starts playing, click the left mouse button on the centre of the content.



3. A screen will appear asking for the License Key and Serial Number. Enter this information and click 'Register'. (note – connecting a USB keyboard to the screen will speed up the input of this information).



4. Login to your Content Player Cloud account and click on 'Screens'. Next to the screen name there should be a green 'tick'. This means that the screen has been successfully linked to the internet and is communicating with the server.



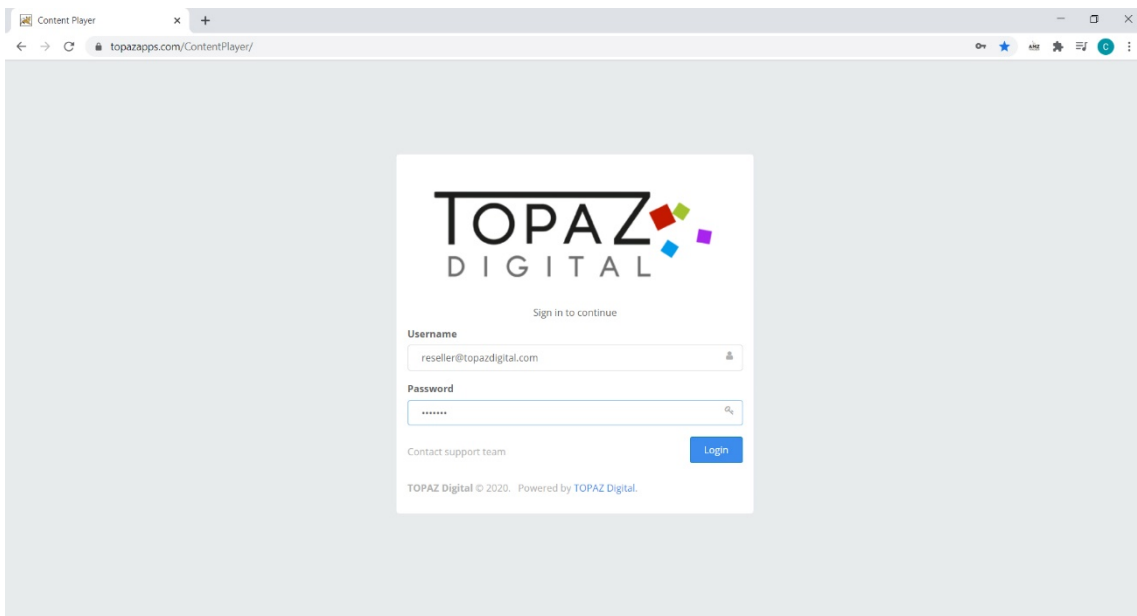
5. If there is an orange 'cross', either the Serial/License info has been input incorrectly or the screen does not have internet access.

## MANAGING YOUR DISPLAYS VIA THE TOPAZ CLOUD CONTENT PLAYER (RESELLER ACCOUNT)

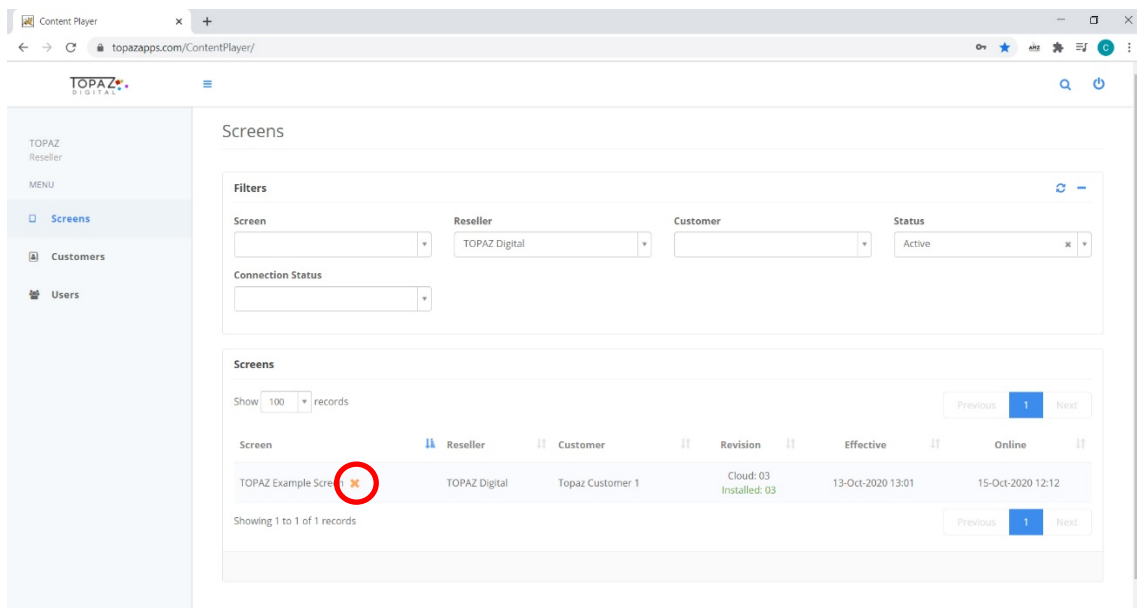
### Logging In

Once your display(s) have been registered for the Platinum package, you will receive your login details which will allow you to manage your display(s) via the Cloud. Below is how to manage your account as a Reseller

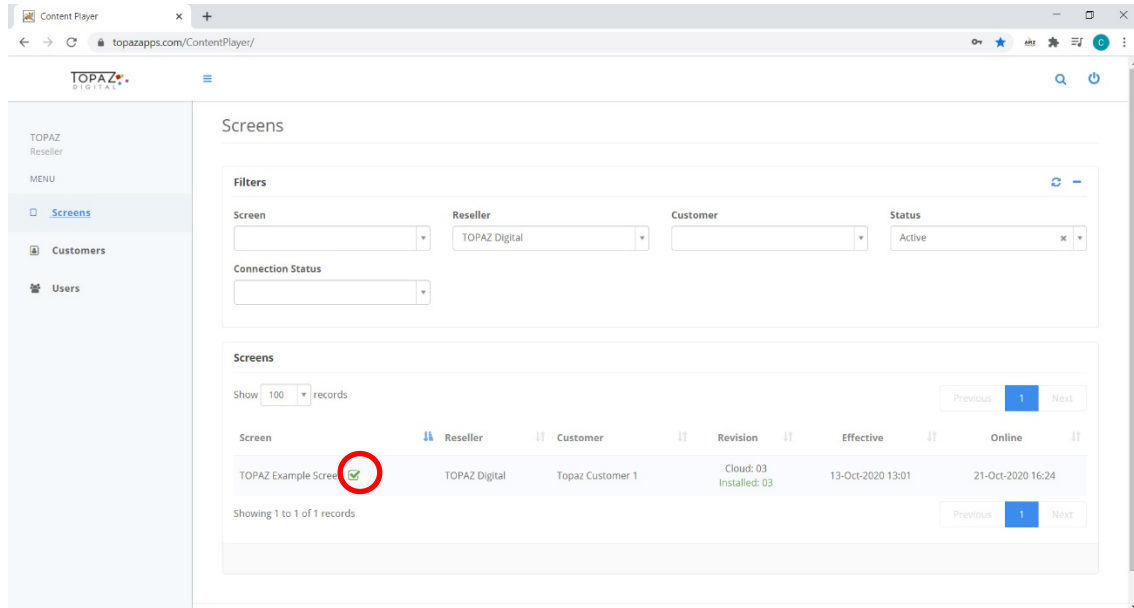
1. Open your browser (Chrome recommended) and go to <https://topazapps.com/ContentPlayer/>. Login using the details provided



2. Once logged into your account, you will see the 'Screens' section. This will show all screens assigned to your reseller account by TOPAZ. In the demo screen below, you can see an orange cross by the screen name (circled below). This means that your screen is currently offline.

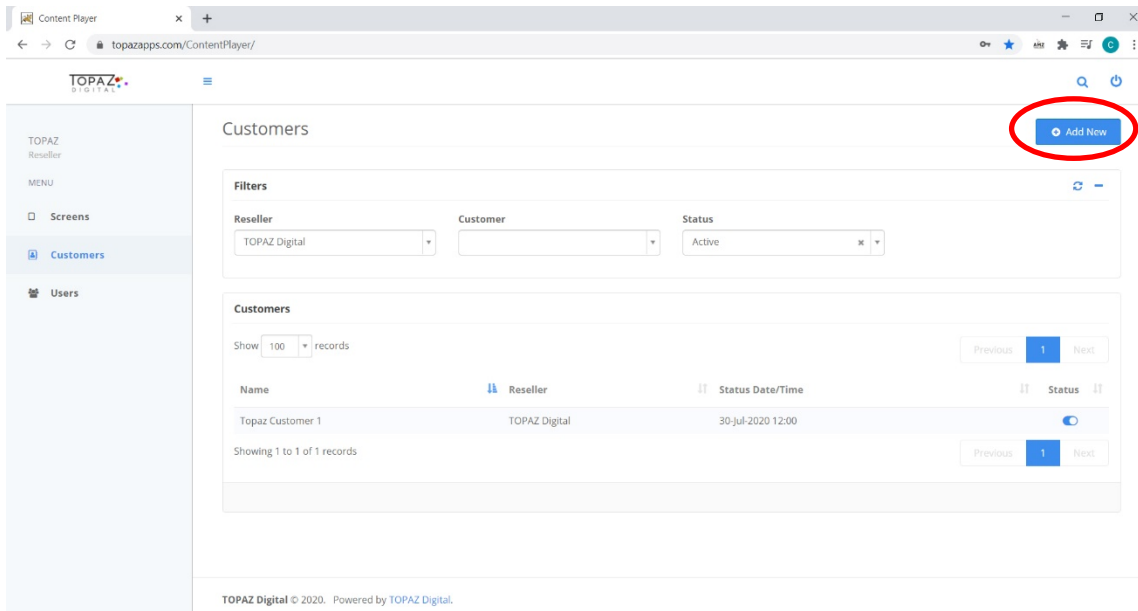


- Once your screen is connected to the internet, this will change to a green tick (see below). Your screen cannot be updated via the cloud unless it is online.

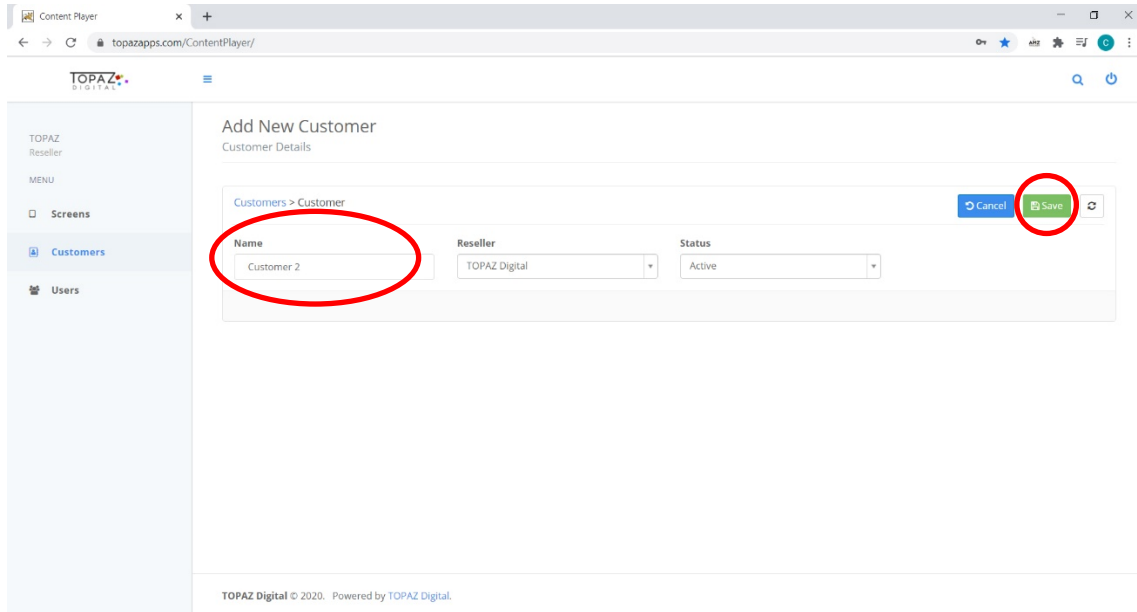


### Creating and Managing Customers

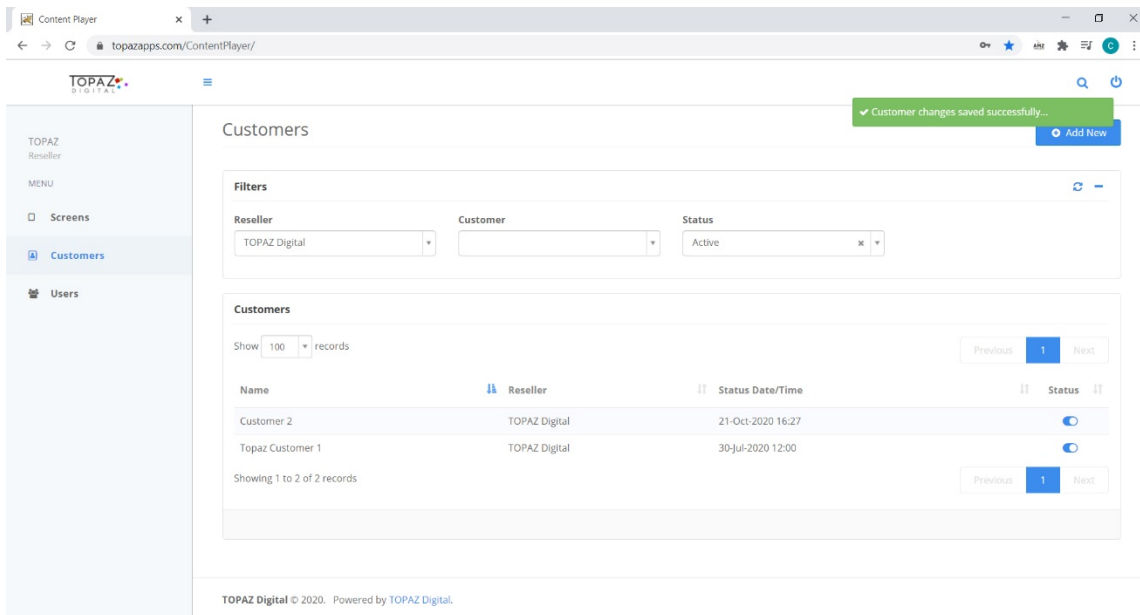
- As a reseller, when you have sold a screen to a new customer, you will need to create a new Customer Organization. This will then allow you assign screens and user logins to this organization.  
Click on 'Customers' on the left side menu and this will display a list of your current customer organizations. To manage an existing organization click on the name, to create a new one click 'Add New'



- When 'Add New' is clicked you will be taken to the 'Add New Customer' screen. Simply type the name of the customer (Customer 2 in this example) and click 'Save'

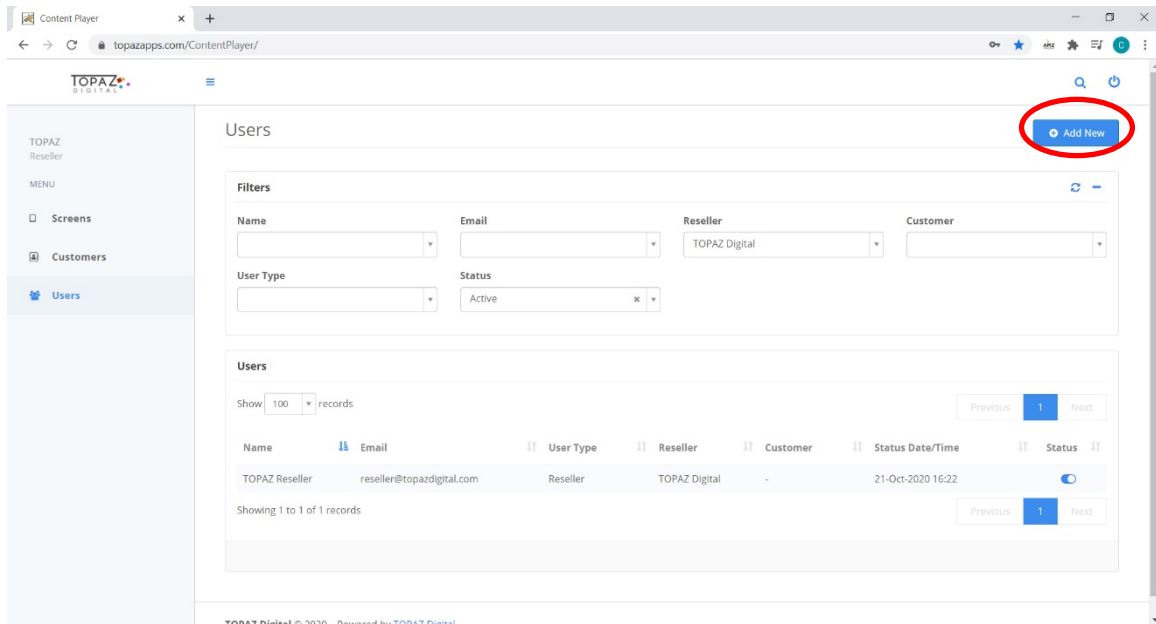


- You will now see this appear in your list of Customers.

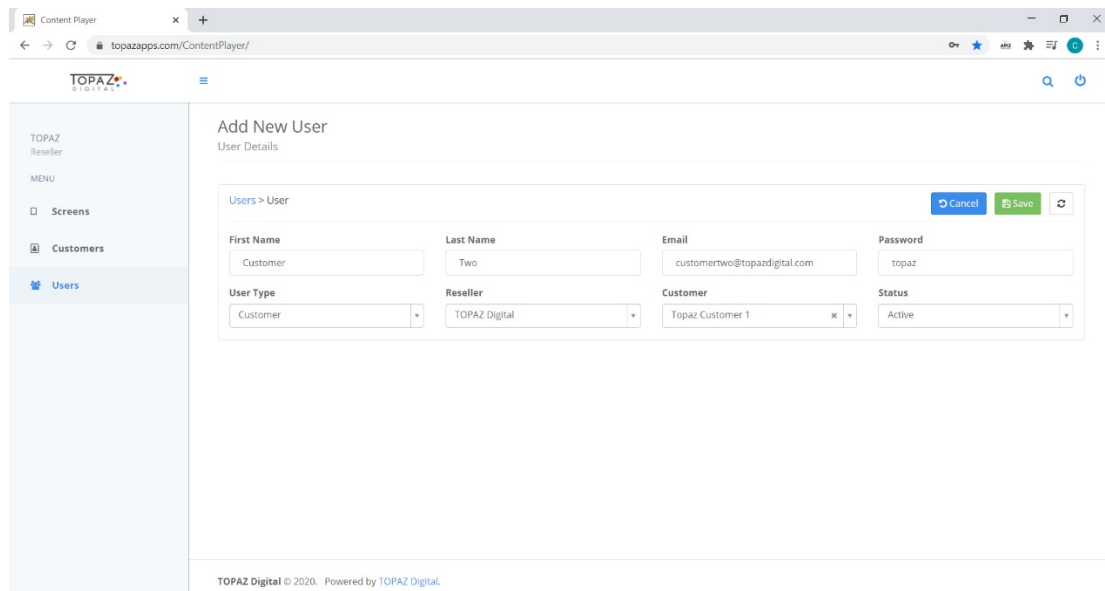


### Creating and Managing Users

- Once you have created a User Organization, you can then create User Accounts which will enable your customer to log in and manage their own accounts. To do this, click on 'Users' on the left side menu. Here you will see a list of all Users registered under your 'Reseller' account (this includes your own log in). Click on a User Name to manage and edit it, or click 'Add New' to create a new User.

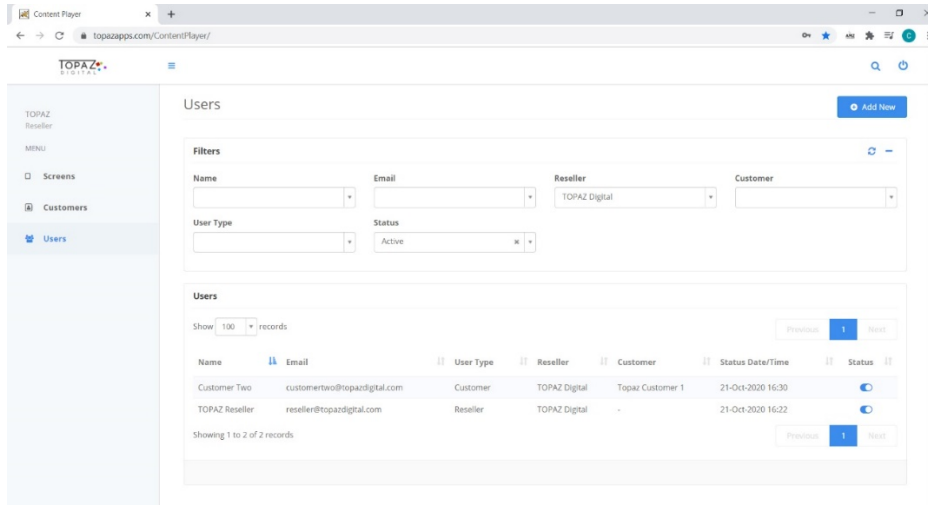


- On the 'Add New User' screen, you will see the following fields that must be filled in:
  - First name
  - Last Name
  - Email (used for user to log in)
  - Password
  - User type (Only customer can be selected)
  - Reseller (Only your Reseller Account can be selected)
  - Customer (select from here which customer Organization you would like this assigned to)
  - Status (keep as active)



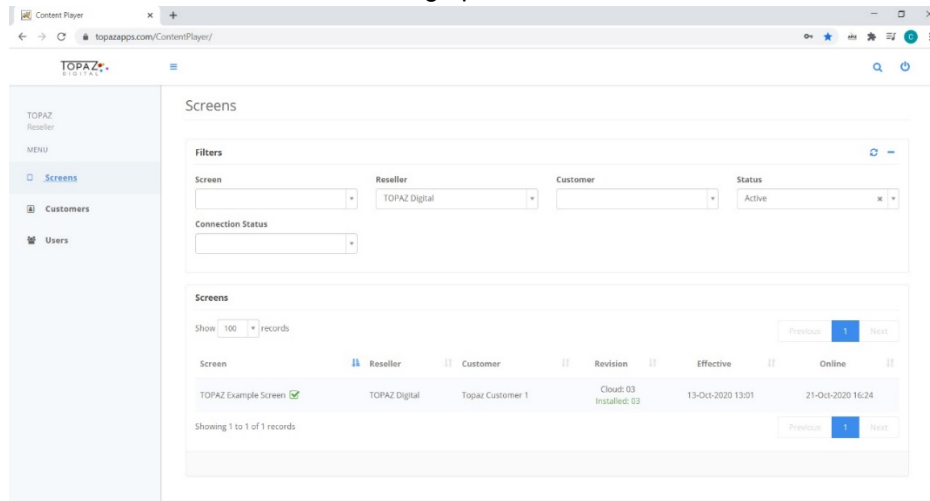


9. Click Save and you will now see the new User in the 'Users' screen.

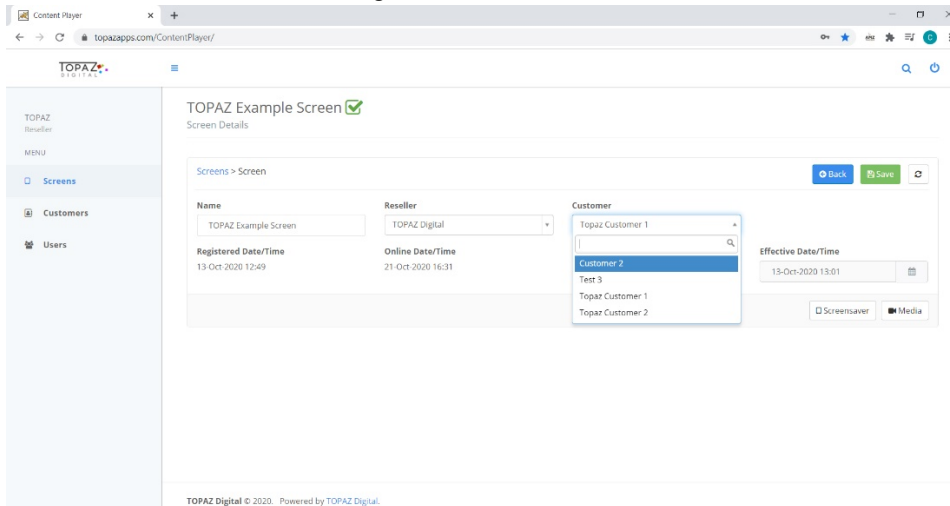


### Managing and Assigning Screens

10. When screens have been assigned to your reseller account by TOPAZ, you will see them in the 'Screens' section. Click on the screen to bring up it's information.

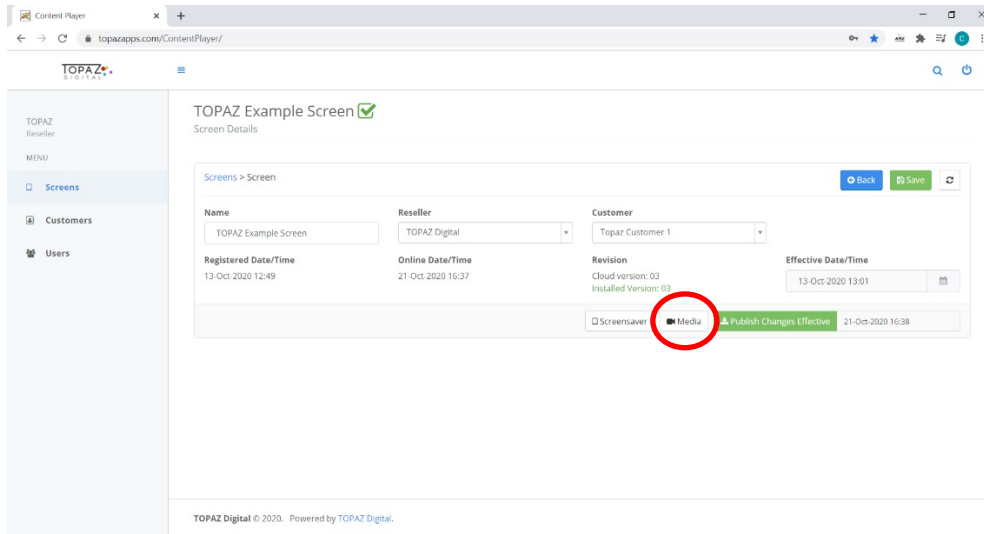


11. To assign the screen to one of your resellers, click the 'Customer' dropdown list and select the relevant customer. You can also type the name of the customer for quick access. Click the Green Save button and the screen will be assigned to the customer.

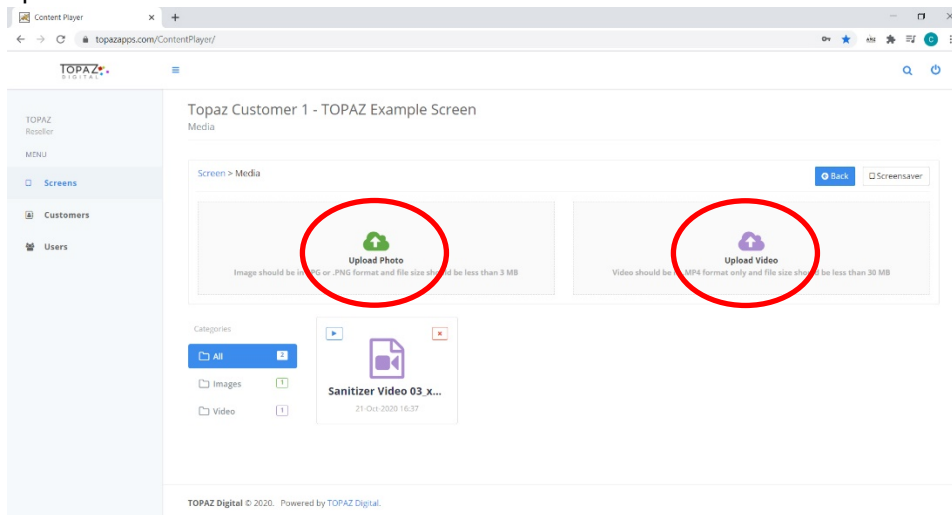


### Uploading Content

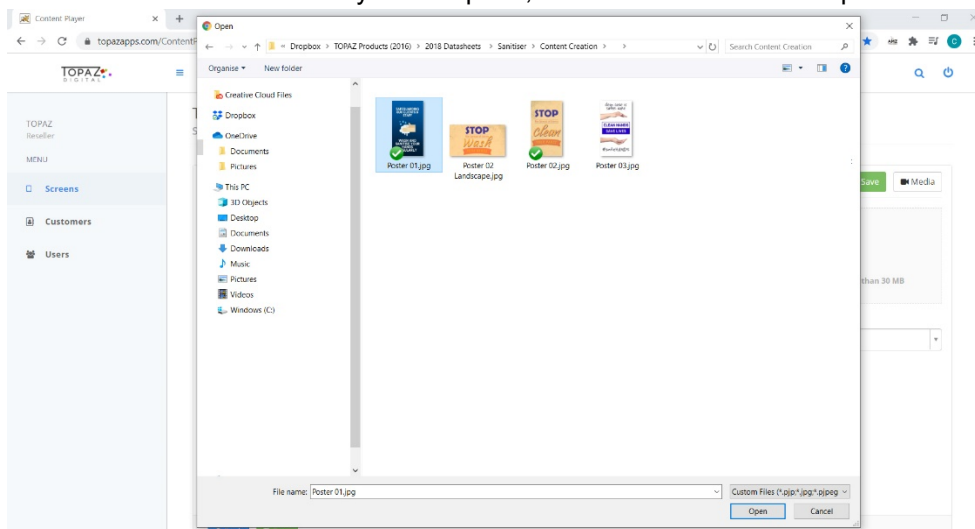
12. Click on the screen and select the 'Media' icon.



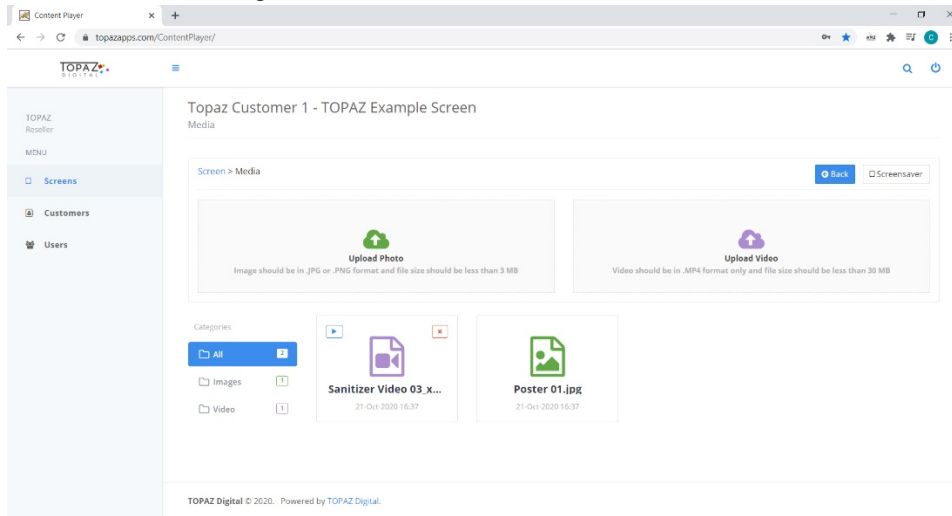
13. Click the 'Upload Photo' or 'Upload Video' button depending on what type of content you want to upload.



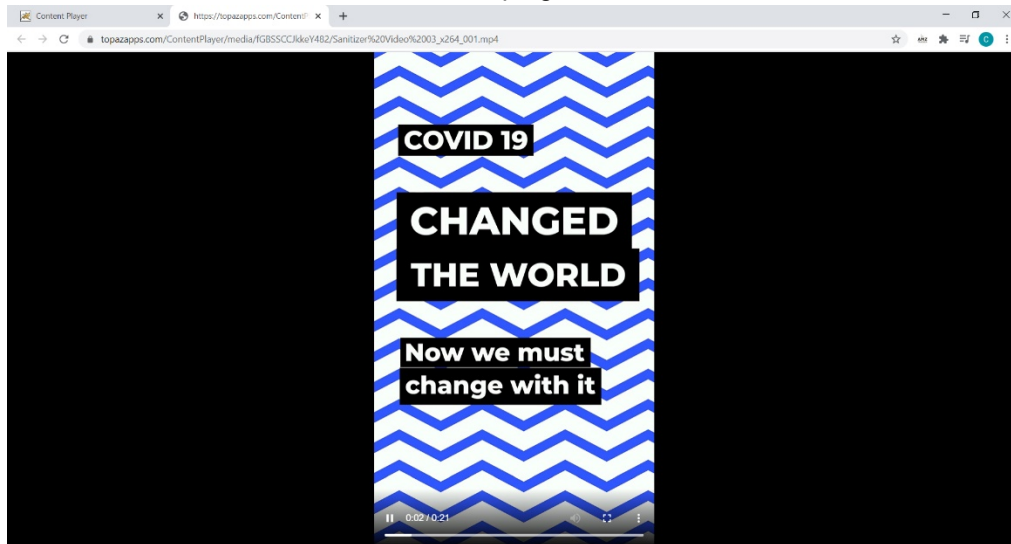
14. Browse to the file location on your computer, select the file and click 'Open'



- The content will then appear in your content library. This content will then be accessible to any user and screen assigned to this Customer.

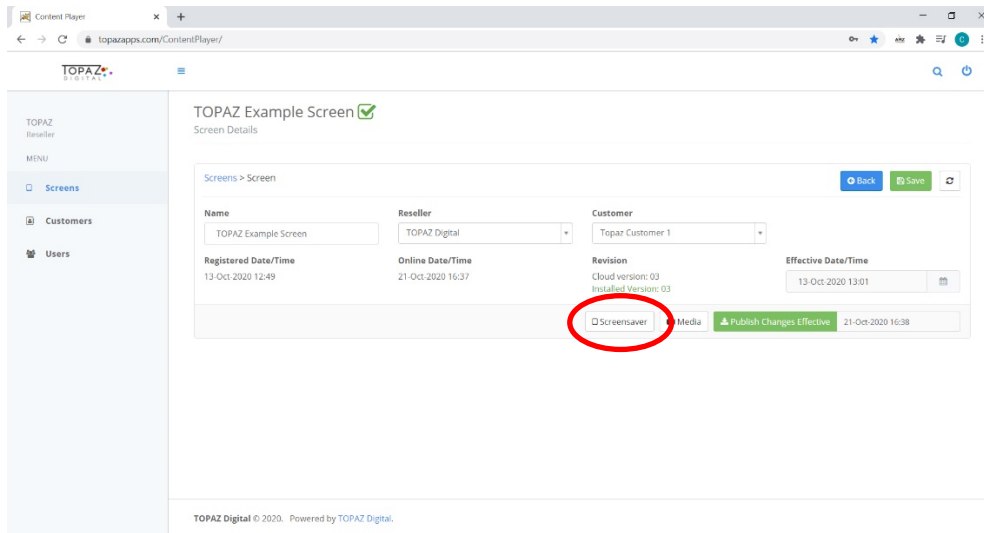


- To see a preview of the content (shown below), click the blue 'Play' button in the top left of the icon. To delete click the red cross in the top right of the icon.

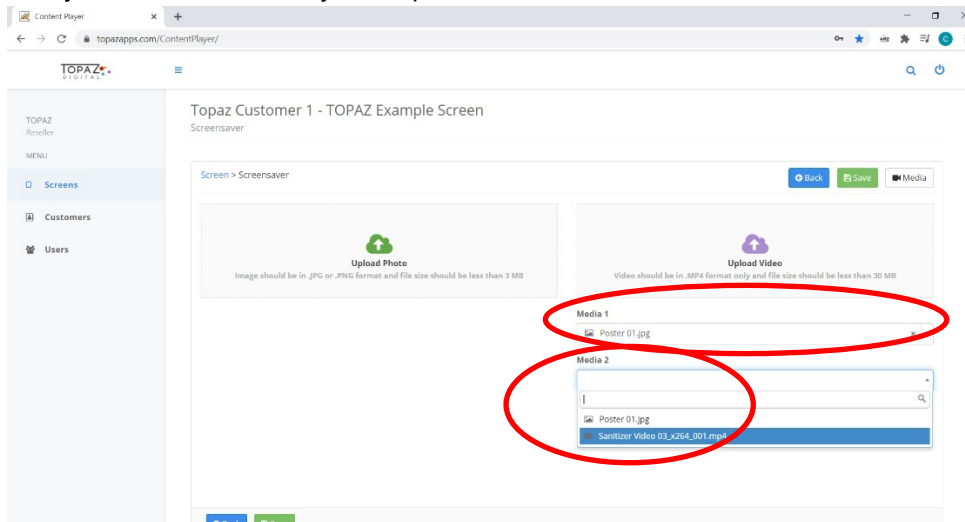


### Assigning Content to a Screen

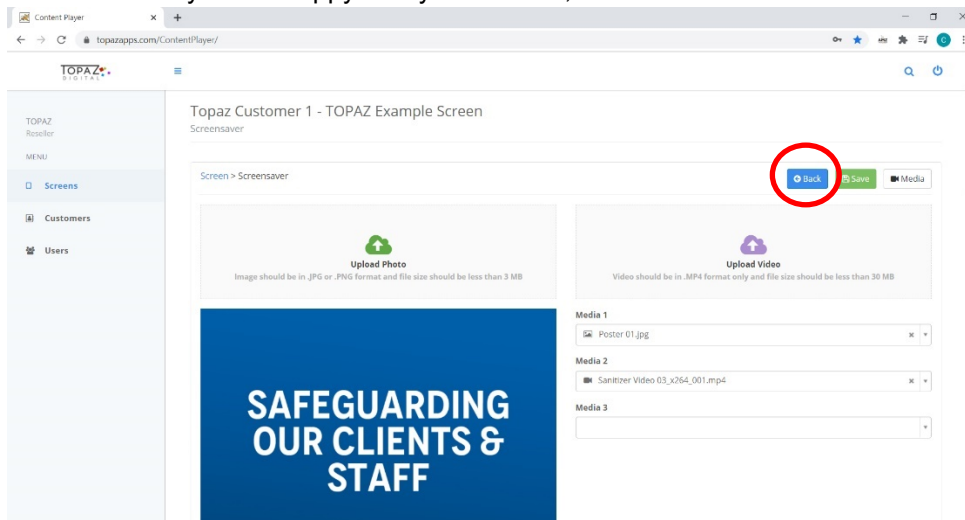
- Once content has been uploaded and is available to a Customer, click on a Screen and then click on 'Screensaver'.



- From here, you will see a dropdown icon under 'Media 1'. Click on this and all available content will be listed. Select your required content and a new dropdown (Media 2) will appear. Repeat until you have selected all your required content. Click Save

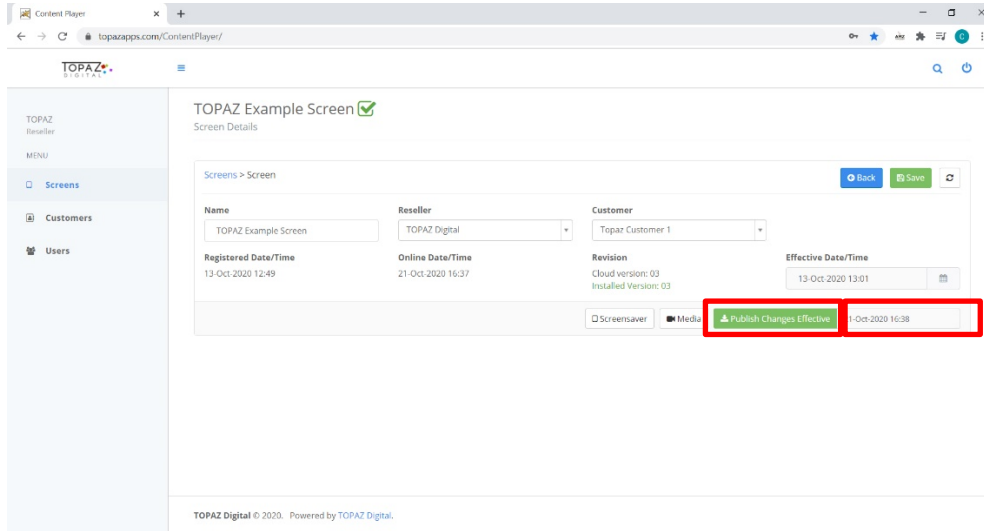


- Once you have clicked Save, a preview of your content will be visible. Scroll down to see all content. When you are happy with your content, click 'Back'.



20. You are now able to Publish your changes. To do this immediately, simply click 'Publish Changes Effective'.

To Publish the changes at a future date and time, click the date box and select your date and time then click 'Publish Changes Effective'.



21. Confirm you want to publish the changes and your content will be sent to the screen.

