



Information Release System Lite  
User Manual

# TABLE OF CONTENTS

<b>Chapter 1 Product Introduction</b> .....	<b>5</b>
1.1 Introduction .....	5
1.2 Operation Flowchart .....	5
<b>Chapter 2 Registration and Login</b> .....	<b>6</b>
2.1 Registration .....	6
2.2 Login .....	6
<b>Chapter 3 Terminal Management</b> .....	<b>7</b>
3.1 Add Terminal .....	7
3.1.1 Add Terminal on the Same Network Segment .....	7
3.1.2 Add Terminal by IP Address.....	9
3.1.3 Add Terminal by Serial No. ....	9
3.1.4 Edit/Delete Terminal .....	10
3.1.5 View Terminal Details .....	11
3.2 Terminal Operation .....	11
3.2.1 Startup and Shutdown .....	11
3.2.2 Play Control.....	11
3.2.3 Adjust Brightness .....	12
3.2.4 Adjust Volume.....	12
3.3 Terminal Configuration .....	12
3.3.1 Modify Terminal Password.....	12
3.3.2 Configure Time Zone.....	13
3.3.3 Configure Logo .....	13
3.3.4 Configure IP Channel Linkage.....	13
3.4 Terminal Maintenance .....	14
3.4.1 Upgrade.....	14
3.4.2 Security .....	14
3.4.3 Time Synchronization .....	14
3.4.4 Modify Network Parameters.....	15
3.4.5 Reset Password .....	15
3.4.6 Restore Defaults.....	16
<b>Chapter 4 Program Management</b> .....	<b>17</b>
4.1 Create Program .....	17
4.1.1 Configure Program Basic Settings .....	17
4.1.2 Manage Page .....	18
4.1.3 Add Window .....	19
4.1.4 Edit Page .....	24
4.2 Preview Program.....	24
4.3 Schedule Program .....	25
4.3.1 Create Schedule .....	25
4.3.2 Create Loop Schedule .....	25
4.4 Release.....	26

# Information Release System Lite User Manual

---

4.4.1 Release Program .....	26
4.4.2 Cut-in Release .....	27
4.4.3 Release Default Video .....	28
4.4.4 Relevant Operations of Release .....	29

## **User Manual**

COPYRIGHT ©2019 Hangzhou Hikvision Digital Technology Co., Ltd.

### **ALL RIGHTS RESERVED.**

Any and all information, including, among others, wordings, pictures, graphs are the properties of Hangzhou Hikvision Digital Technology Co., Ltd. or its subsidiaries (hereinafter referred to be “Hikvision”). This user manual (hereinafter referred to be “the Manual”) cannot be reproduced, changed, translated, or distributed, partially or wholly, by any means, without the prior written permission of Hikvision. Unless otherwise stipulated, Hikvision does not make any warranties, guarantees or representations, express or implied, regarding to the Manual.

### **About this Manual**

This Manual is applicable to Information Release System Lite.

The Manual includes instructions for using and managing the product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version in the company website (<http://overseas.hikvision.com/en/>).

Please use this user manual under the guidance of professionals.

### **Trademarks Acknowledgement**

**HIKVISION** and other Hikvision’s trademarks and logos are the properties of Hikvision in various jurisdictions. Other trademarks and logos mentioned below are the properties of their respective owners.

### **Legal Disclaimer**

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE PRODUCT DESCRIBED, WITH ITS HARDWARE, SOFTWARE AND FIRMWARE, IS PROVIDED “AS IS”, WITH ALL FAULTS AND ERRORS, AND HIKVISION MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, MERCHANTABILITY, SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT OF THIRD PARTY. IN NO EVENT WILL HIKVISION, ITS DIRECTORS, OFFICERS, EMPLOYEES, OR AGENTS BE LIABLE TO YOU FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES, INCLUDING, AMONG OTHERS, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, OR LOSS OF DATA OR DOCUMENTATION, IN CONNECTION WITH THE USE OF THIS PRODUCT, EVEN IF HIKVISION HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

REGARDING TO THE PRODUCT WITH INTERNET ACCESS, THE USE OF PRODUCT SHALL BE WHOLLY AT YOUR OWN RISKS. HIKVISION SHALL NOT TAKE ANY RESPONSIBILITIES FOR ABNORMAL OPERATION, PRIVACY LEAKAGE OR OTHER DAMAGES RESULTING FROM CYBER ATTACK, HACKER ATTACK, VIRUS INSPECTION, OR OTHER INTERNET SECURITY RISKS; HOWEVER, HIKVISION WILL PROVIDE TIMELY TECHNICAL SUPPORT IF REQUIRED.

SURVEILLANCE LAWS VARY BY JURISDICTION. PLEASE CHECK ALL RELEVANT LAWS IN YOUR JURISDICTION BEFORE USING THIS PRODUCT IN ORDER TO ENSURE THAT YOUR USE CONFORMS THE APPLICABLE LAW. HIKVISION SHALL NOT BE LIABLE IN THE EVENT THAT THIS PRODUCT IS USED WITH ILLEGITIMATE PURPOSES.




IN THE EVENT OF ANY CONFLICTS BETWEEN THIS MANUAL AND THE APPLICABLE LAW, THE LATER PREVAILS.

## About the Default

Default administrator account: admin.

## Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
 <b>NOTE</b>	Provides additional information to emphasize or supplement important points of the main text.
 <b>WARNING</b>	Indicates a potentially hazardous situation, which if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
 <b>DANGER</b>	Indicates a hazard with a high level of risk, which if not avoided, will result in death or serious injury.

# Chapter 1 Product Introduction

## 1.1 Introduction

Information release system LITE (hereinafter referred to as the client) is used to create programs and release them to information release screen or digital signage (hereinafter they are referred to as the terminal). The client supports program creation, release management, broadcast schedule management, cut-in, terminal management, etc.

## 1.2 Operation Flowchart

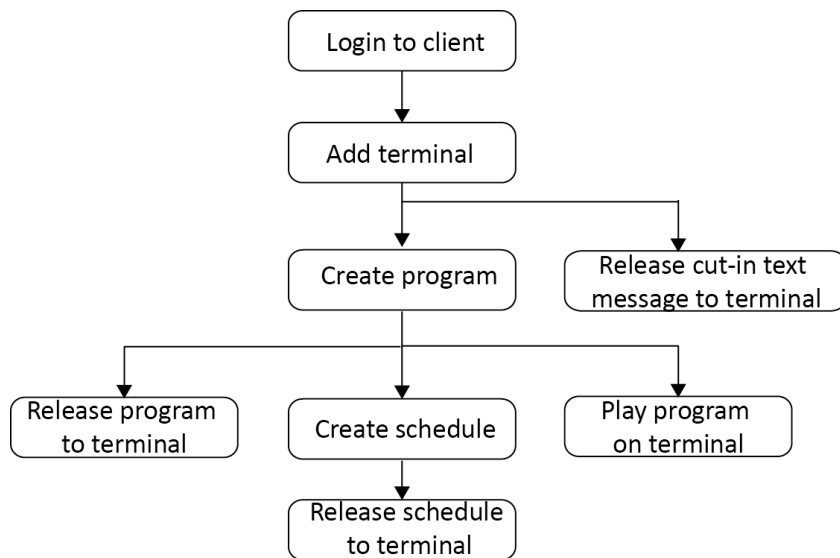


Figure 1-1 Operation Flowchart

## Chapter 2 Registration and Login

### 2.1 Registration

**Purpose:**

Registration is required for the first login.

**Before you start:**

Install the client on your computer.

**Step 1** Run the client.

**Step 2** Set the password and confirm it.



**NOTE**

One client has only one user: admin.

**Step 3** Click **Register**.

**Step 4** Optionally, check **Remember Password** and **Auto Login** according to needs.

### 2.2 Login

**Purpose:**

Enter the password and click **Login**. You can manage and release program to the terminal after logging in.



**NOTE**

Click  on the home page to edit login password or enable/disable auto login.

## Chapter 3 Terminal Management

### 3.1 Add Terminal

***Purpose:***

You can manage added terminals, including start up/shut down terminals, adjust terminal volume and brightness, etc.

You can add terminal via the following methods:

- Add terminals from the **Online Terminal** bar if the client and the terminals are in the same network segment.
- Add terminals by IP address.
- Add terminals by serial number.

#### 3.1.1 Add Terminal on the Same Network Segment

##### Activate Terminal


***Purpose:***

You can activate the terminal via client.

***Before you start:***

Ensure the terminal is on and is in the same network segment with the client.

**Step 1** Go to **Terminal Management**.

**Step 2** Click  on the lower-right corner.

**Step 3** Select the terminals to activate.

**Step 4** Click **Activate**.



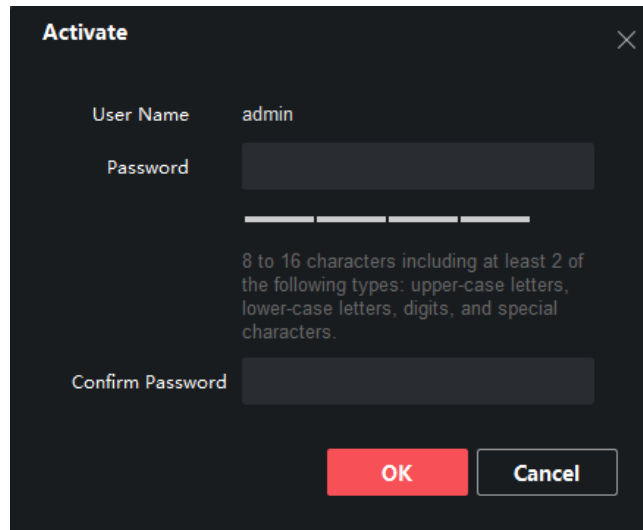


Figure 3-1 Activate Terminal

**Step 5** Set the terminal password and confirm password.

**Step 6** Click **OK**.

## Register Terminal


### ***Purpose:***

You can register activated terminal to the client.

### ***Before you start:***

Ensure the terminal and the client are in the same network segment.

**Step 1** Go to **Terminal Management**.

**Step 2** Click  on the lower-right corner.

**Step 3** Select the terminals to register.

**Step 4** Click **CMS Registration**.

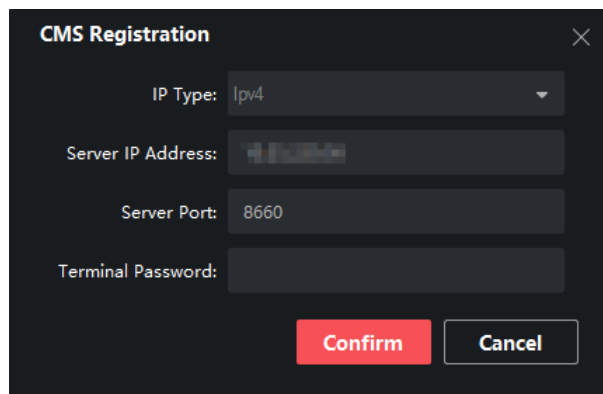


Figure 3-2 CMS Registration

**Step 5** Set IP type, IP address, and server port.

**Step 6** Enter terminal password.

**Step 7** Click **OK**.

**Step 8** Optionally, click **Acquire Registration Status** to view terminal registration status.

### 3.1.2 Add Terminal by IP Address

**Step 1** Go to **Terminal Management**.

**Step 2** Click **Add Terminal**.

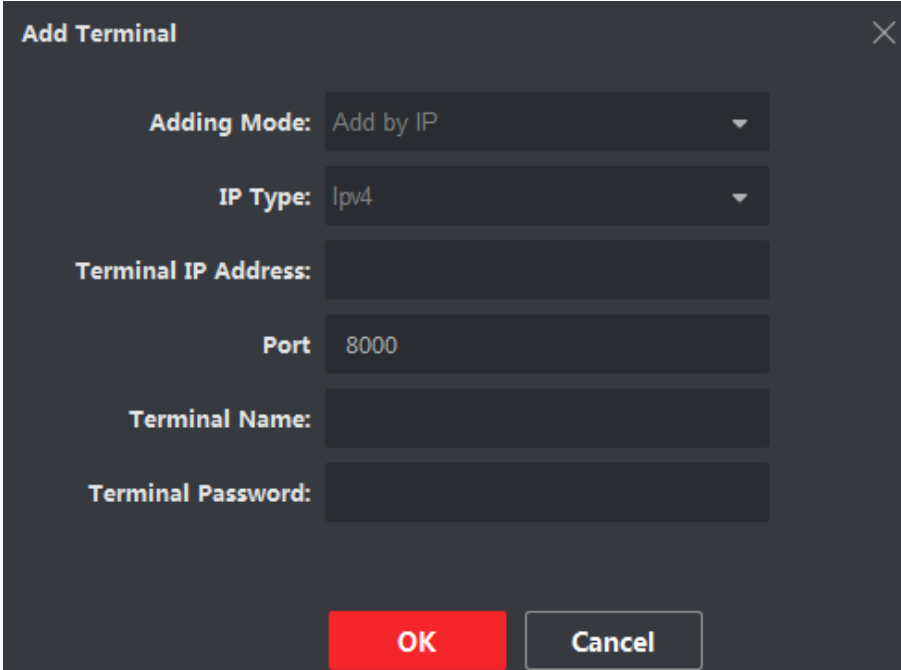


Figure 3-2 Add Terminal

**Step 3** Select **Adding Mode** as **Add by IP**.

**Step 4** Enter **Terminal IP Address** and **Port**.

**Step 5** Enter **Terminal Name** and **Terminal Password**.

**Step 6** Click **OK**.

### 3.1.3 Add Terminal by Serial No.

#### ***Before you start***

1. Enter information release software in your terminal.
2. Double click upper-right corner to obtain terminal serial No.

**Step 1** Click **Terminal Management**.

**Step 2** Click **Add Terminal**.

**Step 3** Select **Adding Mode**.

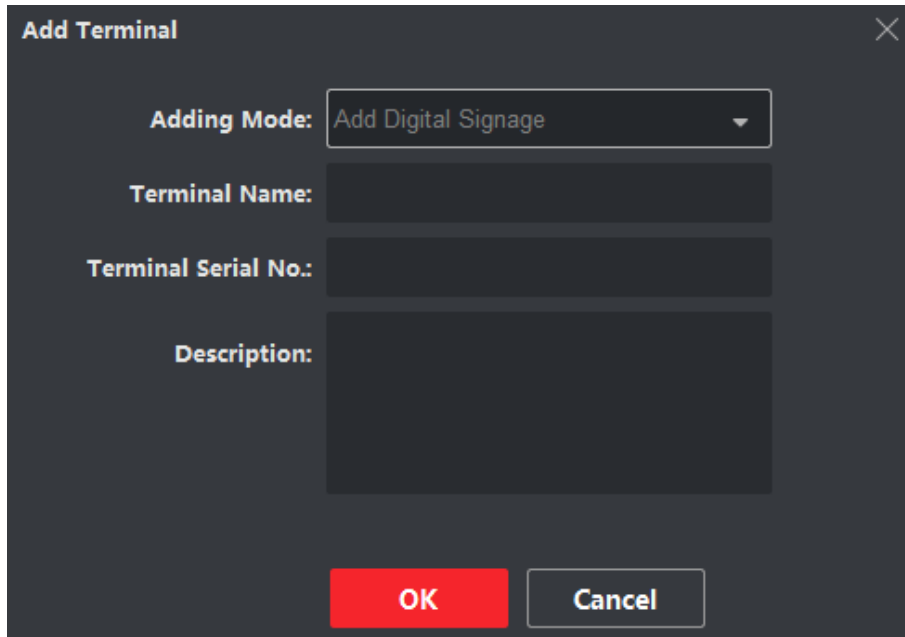


Figure 3-3 Add Terminal by Serial No.

**Step 4** Enter **Terminal Name**, **Terminal Serial No.** and **Description**.

**Step 5** Click **OK**.


**Step 6** Register the computer where information release client to terminal.

- 1) Enter information release software in terminal.
- 2) Double click upper-right corner.
- 3) Enter the information of the computer and information release client in server configuration interface.
- 4) Click **Save**.

### 3.1.4 Edit/Delete Terminal

**Purpose:**

You can edit information of the added terminal or delete the added terminal.

- Click  of a terminal to edit its name, serial No. or description.
- Check a terminal and click **Delete Terminal** to delete it.

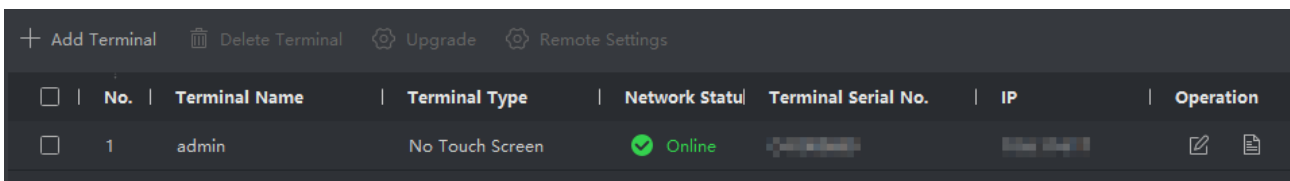


Figure 3-4 Edit/Delete Terminal

### 3.1.5 View Terminal Details

Click  of a terminal to view its information and current program image.

## 3.2 Terminal Operation




### **Purpose:**

You can start up/shut down terminal, adjust terminal volume, and control program via terminal operation menu.

### 3.2.1 Startup and Shutdown

### **Purpose:**

You can manually start up and shut down a terminal, and configure the startup/shutdown schedule for a terminal.

- : Start up the selected terminal.
- : Shut down the selected terminal.
- : Reboot the selected terminal.
- **Scheduled Startup/Shutdown:** Select a terminal, enable **Scheduled Startup/Shutdown** and click **Settings** to set startup/shutdown schedule. The terminal automatically starts up and shuts down according to the schedule.

### 3.2.2 Play Control

### **Purpose:**

You can control program playback, cut-in, and default play for one or more terminals.

- **Play/Stop**
  - A program is playing: Click **Play** to start playing program from the beginning. And click **Stop** to stop playing.
  - No program is playing: Click **Play** to start playing the previous program from the beginning.
- **Cut-in**

The priority of a terminal is to play received cut-in programs. Click **Stop** to stop playing cut-in programs.
- **Default play**

If you enable Default Play, terminal will start default play when no program or cut-in is playing.

## 3.2.3 Adjust Brightness

**Purpose:**

You can adjust the brightness for one or more terminals.

- **Auto-Brightness**  
Select **Auto-Brightness** radio and select backlight value. Terminal will automatically adjust screen backlight according to environment.
- **Backlight**  
Select **Backlight** radio and drag the slider to adjust brightness value.

## 3.2.4 Adjust Volume

**Purpose:**

You can adjust the volume for one or more terminals.

- **Output Volume**  
Drag the slider to adjust the terminal output volume.
- **Scheduled Volume**  
Select a terminal, enable **Scheduled Volume** and click **Settings** to set volume schedule. The terminal volume varies according to schedule.

## 3.3 Terminal Configuration

### 3.3.1 Modify Terminal Password

**Purpose:**

To increase terminal security, you are recommended to modify terminal password regularly.

**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Terminal Operation > Password Settings**.

**Step 4** Enter Current Password and enter the same password in **New Password** and **Confirm New Password**.



**WARNING**

We highly recommend you create a strong password of your own choosing (Using a minimum of 8 characters, including at least three of the following categories: upper case letters, lower case letters, numbers, and special characters.) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.

---

**Step 5** Click **Apply**.

### 3.3.2 Configure Time Zone

**Purpose:**

Configure terminal time zone according to the actuality.

**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Terminal Operation > Time Zone Settings**.

**Step 4** Select time zone.

**Step 5** Click **Apply**.

### 3.3.3 Configure Logo

**Purpose:**

Enable/disable the startup logo of terminals.

**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Terminal Operation > Logo Settings**.

**Step 4** Check/uncheck **Enable Logo**.

**Step 5** Click **Apply**.

### 3.3.4 Configure IP Channel Linkage

**Purpose:**

Link the terminal with network cameras to receive information from network cameras.



Up to 4 general IP cameras can be added.



**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Terminal Linkage > IP Channel Settings**.

**Step 4** Select a channel and click .

**Step 5** Enter network camera parameters and click **Apply** to link to the network camera.

**Step 6** Optionally, click /  to link the network camera to the other channel.

## 3.4 Terminal Maintenance

### 3.4.1 Upgrade

**Purpose:**

You are recommended to upgrade the terminal with the help of professional technical support.

**Before you start**

Save the upgrade file in your computer local path.

**Step 1** Go to **Terminal Management**.

**Step 2** Click **Upgrade**.

**Step 3** Click  and select the upgrade file path.

**Step 4** Click **OK** to start upgrade.



**NOTE**

It takes 1 to 10 minutes to upgrade the terminal. Do not cut off power supply during upgrade. The terminal will restart after upgrade.

### 3.4.2 Security

**Purpose:**

To increase security, you are recommended to turn off SADP after server configuration. Operate the function with the help of professional technical support.

**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Security Settings**.

**Step 4** Check/uncheck **Enable SADP** as your desire.

**Step 5** Click **Apply**.

### 3.4.3 Time Synchronization

**Purpose:**


Synchronize the terminal time.

**Step 1** Go to **Terminal Management**.

**Step 2** Select the desired terminal and click **Remote Settings**.

**Step 3** Go to **Sync Time Settings**.

**Step 4** You can customize the time or synchronize the time with your computer.

- Click  to set time as your desire.
- Check **Use Local Time** to set terminal time as your computer time.

**Step 5** Click **Apply**.

### 3.4.4 Modify Network Parameters

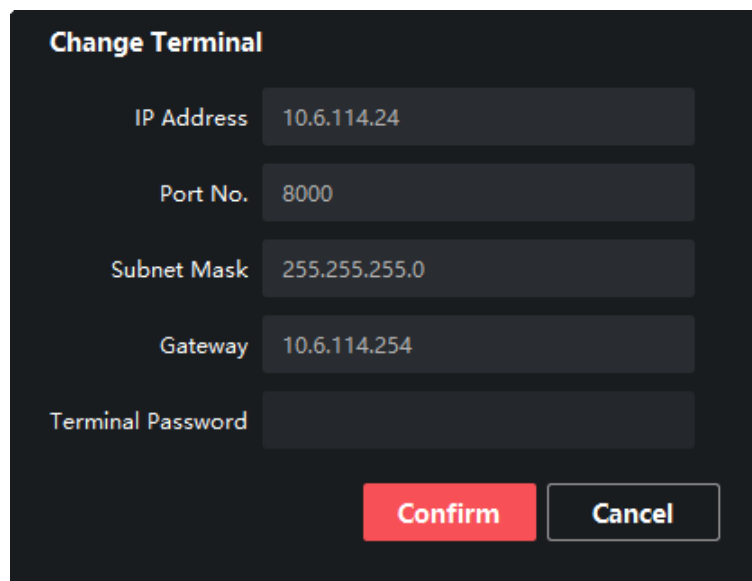
#### *Before you start*

Ensure the terminal and your computer are in the same network segment.

**Step 1** Go to **Terminal Management**.

**Step 2** Click  on the lower-right corner to view online terminals.

**Step 3** Select the desired terminal and click **Edit Network Parameters**.



The screenshot shows a dark-themed dialog box titled "Change Terminal". It contains five input fields with the following values: IP Address (10.6.114.24), Port No. (8000), Subnet Mask (255.255.255.0), Gateway (10.6.114.254), and Terminal Password (empty). At the bottom right, there are two buttons: "Confirm" (red) and "Cancel" (white).

Figure 3-5 Edit Network Parameters

**Step 4** Edit network parameters.

**Step 5** Enter **Terminal Password** and click **Confirm**.

### 3.4.5 Reset Password

#### *Before you start*

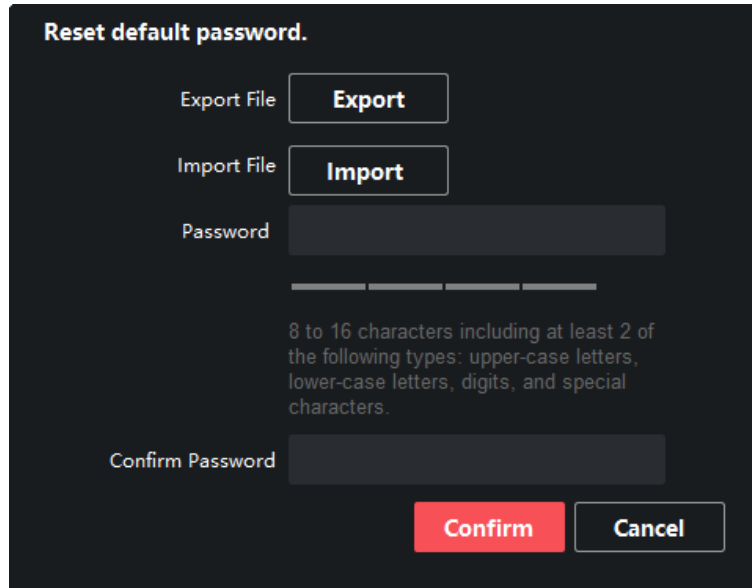
Ensure the terminal and your computer are in the same network segment.

**Step 1** Go to **Terminal Management**.



**Step 2** Click  on the lower-right corner to view online terminals.

**Step 3** Select the desired terminal and click **Reset Password**.



**Reset default password.**

Export File

Import File

Password

8 to 16 characters including at least 2 of the following types: upper-case letters, lower-case letters, digits, and special characters.

Confirm Password

Figure 3-6 Reset Password

**Step 4** Enter **Password** and **Confirm Password**.

**Step 5** Click **Confirm**.

**Step 6** Click **Export** to export terminal configuration file.

**Step 7** Click **Import** to import a configuration file. You are recommended to import configuration file with the help of professional technical support.

### 3.4.6 Restore Defaults

**Purpose:**

If the terminal is abnormal, you can restore it to default settings.

**Step 1** Go to **Terminal Management**.

**Step 2** Click **Restore of Terminal Default Parameters**.

## Chapter 4 Program Management

You can create and modify program, and release it to different terminals.

### 4.1 Create Program

**Purpose:**

Create and configure the program according to the terminal type. Customize the program layout. The layout is same to the final release effect.

**Step 1** Go to **Control Panel > Create Program**.

**Step 2** Configure program basic information.

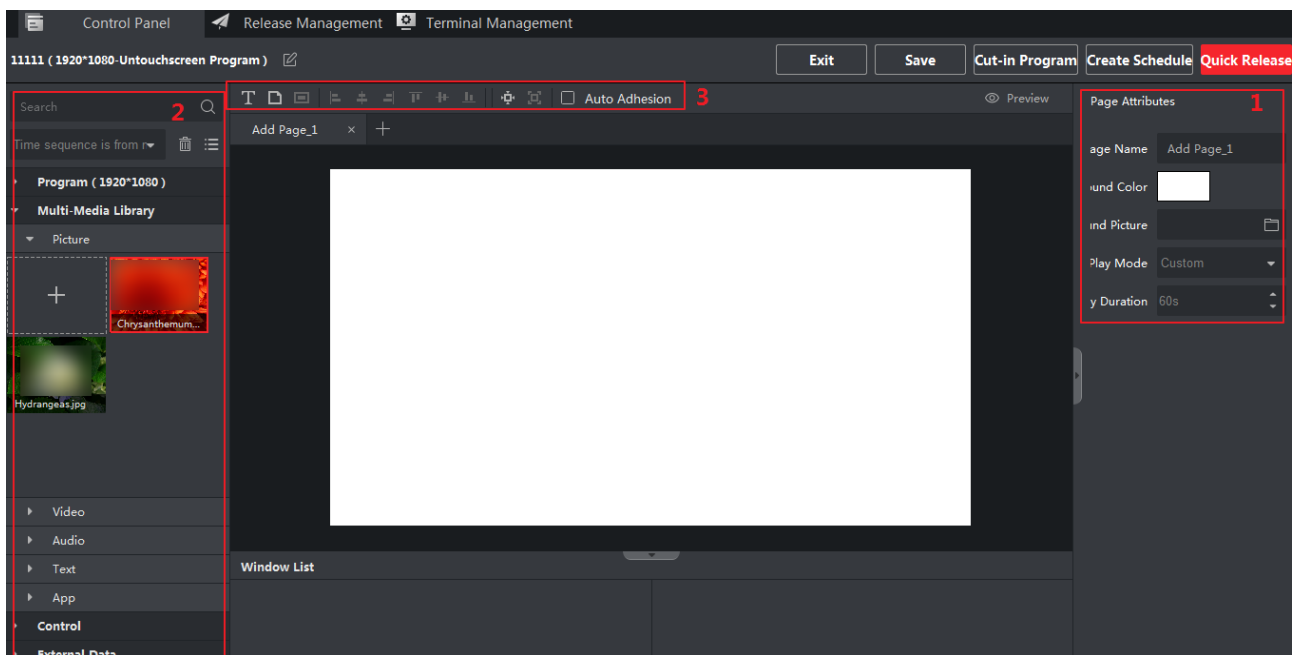


Figure 4-1 Program Basic Settings

**Step 3** Set page attributes in Area 1. For detailed steps, refer to *4.1.2 Manage Page*.

**Step 4** Select window type in Area 2. For detailed steps, refer to *4.1.3 Add Window*.

**Step 5** Edit page layout with the tools listed in Area 3. For detailed steps, refer to *4.1.4 Edit Page*.

#### 4.1.1 Configure Program Basic Settings

**Purpose:**

Configure the program name, type and canvas size.

**Step 1** Go to **Control Panel > Create Program**.

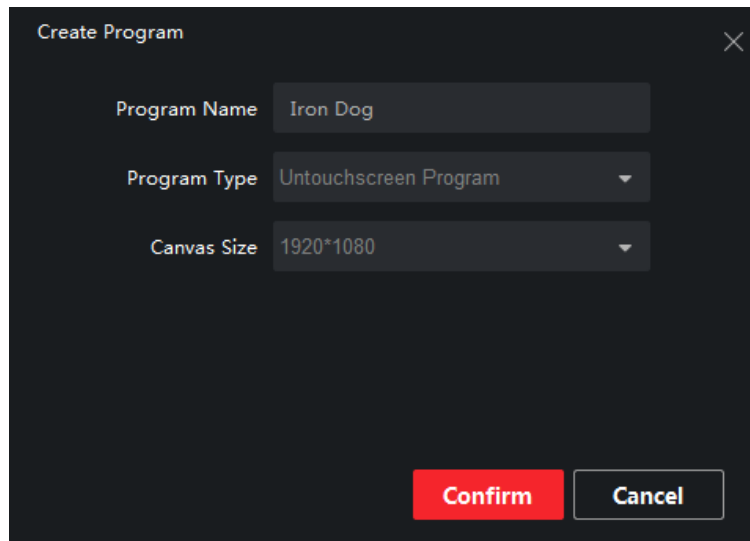


Figure 4-2 Program Basic Settings

**Step 2** Enter the information accordingly.

- **Program Name:** Customized to specify the program.
- **Program Type:** Choose the type according to the terminal type. Touchscreen program can realize touch-screen function only when it's played on the touchscreen terminal.
- **Canvas Size:** Choose the size according to terminal type. It supports to be customized.

## 4.1.2 Manage Page

**Step 1** Edit **Page Attributes**.

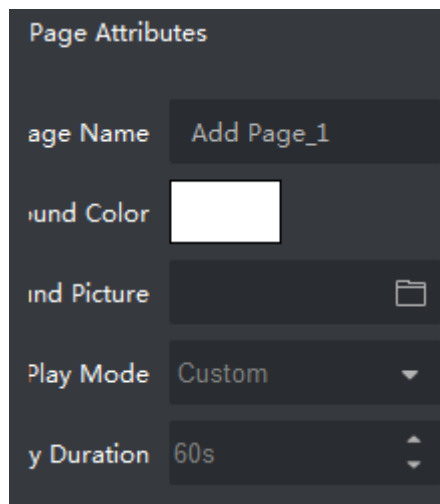


Figure 4-3 Page Attributes

**Play Duration:**

- When **Play Mode** is **Custom**, you can set the play duration accordingly. (Unit: s)
- When **Play Mode** is **Auto**, you need to set the play times. If you enter N, the page plays N time(s).

- When **Play Mode** is **Loop Play**, the page plays in a continuous loop.

**Step 2** Optionally, click  to add page.

 **NOTE**

- Up to 32 pages can be added.
- You can adjust the program order. Program will be played according to the page order.

### 4.1.3 Add Window

You can add picture, audio, video, documents, PDF, web pages, clocks, countdown, streaming media, etc. And you can create empty windows.

After configuring the page, click the window to add it to the page.

Table 4-1 Format Requirement

Window Type	Format Requirement
Video	ASF, AVI, MPG, 3GP, MOV, MKV, WMV, FLV, MP4
Picture	BMP, JPG, PNG, GIF
Audio	MP3, WAV, WMA
Document	TXT, PDF

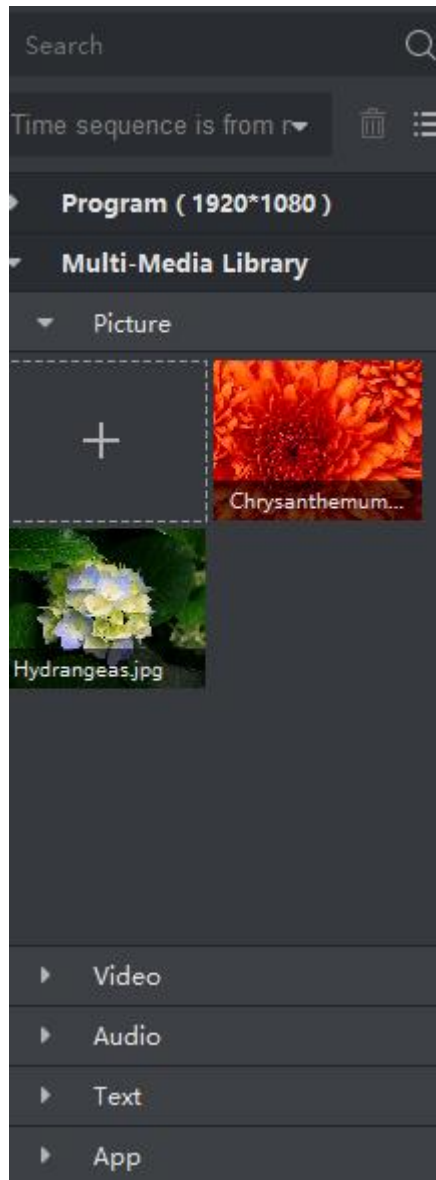



Figure 4-4 Window List

## Add Empty Window

You can drag pictures, videos, and other materials into an empty window, or directly add a picture window, a video window, etc.


**Step 1** Click  and click the page to create an empty window.

**Step 2** Drag and scale the window or edit the attributes to set its position and size.

**Step 3** Drag the material into the window.

## Add Picture Window

**Step 1** Select **Multi-Media Library > Picture** on the program editing interface.

**Step 2** Click  to select the picture to be added.

**Step 3** Drag the picture to the canvas.

**Step 4** Adjust the picture position and size by dragging and scaling, or by editing the attributes on the right.

## Add Video Window



Up to 4 video windows can be added for one single page.

**Step 1** Select **Multi-Media Library > Video** on the program editing interface.

**Step 2** Click  to select the video to be added.

**Step 3** Drag the video to the canvas, and set the position and size.

**Step 4** Set the Play Mode.

- **Material Time:** Play the material for one entire time.
- **Custom:** Play the material for the time you set.

**Step 5** Optionally, check **Close Auto** to play the video in mute.



For multiple video windows added to one page, only one video can be played in non-mute mode. Check **Close Auto** for the other windows.

## Add Audio Window



Only one audio window can be added for one single page.

**Step 1** Select **Multi-Media Library > Audio** on the program editing interface.

**Step 2** Click  to select the audio to be added.

**Step 3** Drag the audio to the canvas, and set the position and size.

**Step 4** Set the Play Mode.

- **Material Time:** Play the material for one entire time.
- **Custom:** Play the material for the time you set.

## Add PDF Window

**Step 1** Select **Multi-Media Library > TXT** on the program editing interface.

**Step 2** Click  to select the PDF to be added.

**Step 3** Drag the PDF to the canvas, and set the position and size.

**Step 4** Set the play mode and duration.

## Add TXT Window


**Step 1** Select **Multi-Media Library > TXT** on the program editing interface.

**Step 2** Click  to select the TXT to be added.

**Step 3** Drag the TXT to the canvas, and set the position and size.

**Step 4** Set the font size, font color, background color.



Click  and click the page to create an empty TXT window. You can edit the content in the window.

## Add APP Window



Only 1 APP window can be added for one single page, and no other window can be added.

**Step 1** Select **Multi-Media Library > APP** on the program editing interface.

**Step 2** Click  to select the app to be added.


**Step 3** Drag the app to the canvas.

## Add Clock Window



Only 1 clock window can be added for one single page.

**Step 1** Select **Control** on the program editing interface.

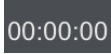
**Step 2** Click  to the canvas, adjust the size, position and background picture.

**Step 3** Set the clock format:

- 1) Click the clock icon to display the content settings.
- 2) Check the checkbox accordingly set clock format.

## Add Countdown Window

**Step 1** Select **Control** on the program editing interface.

**Step 2** Click  to the canvas, adjust the size, position and background picture.

**Step 3** Set the stop time and unit.


**Step 4** Set the countdown format, such as font, color, etc.

## Add Stream Media Window



Up to 4 stream media window can be added for one single page.

**Step 1** Select **External Data > Stream Media** on the program editing interface.

**Step 2** Click , enter name and URL, and click **Confirm**.


**Step 3** Drag the stream media to the canvas, adjust the size and position.

**Step 4** Set play duration on the right.

**Step 5** Optionally, check **Close Audio** to play it in mute.

## Add IPC Material Window

**Step 1** Select **External Data > IPC Material** on the program editing interface.

**Step 2** Click , enter the parameters, and click **Confirm**.


**Step 3** Drag the IPC material to the canvas, adjust the size and position.

**Step 4** Set play duration on the right.

**Step 5** Optionally, check **Close Audio** to play it in mute.

## Add Web Window

**Step 1** Select **External Data > Web** on the program editing interface.

**Step 2** Click , enter name and URL, and click **Confirm**.

**Step 3** Drag the IPC material to the canvas, adjust the size and position.


**Step 4** Set play duration on the right.



## Add Button Window



- You can only add button window in touchscreen program.
- Button window only takes effect on the touchscreen terminal.
- Up to 16 button windows are supported to add to one page.

**Step 1** Click  and click the page to create a button window.

**Step 2** Adjust the button size and position.

**Step 3** Set window type:

- **Pop-up window:** click the button to pop-up the window.
- **Normal:** You need to set the connect method in the Event Type.

**Step 4** Select event type and link:





- **New Pop-up Window:** click the button to pop-up a new window.
- **New Page:** click the button to open a new page.

### 4.1.4 Edit Page

Click the buttons to edit the program.



Figure 4-5 Function Bar

- : Adjust the windows' alignment: left, middle, and right.
- : Adjust the window top's alignment: top alignment, middle alignment, and bottom alignment.
- : Display the window on the real resolution.
- :
  - Self-adaptive resolution.
  - Auto Adhesion
  - Once enabled, two windows connected when they're near enough.

## 4.2 Preview Program

Click  to preview the program after editing.

## 4.3 Schedule Program

### **Purpose:**

You can make a program playback schedule according to your needs.

### 4.3.1 Create Schedule

**Step 1** Go to **Control Panel > Create Schedule**.

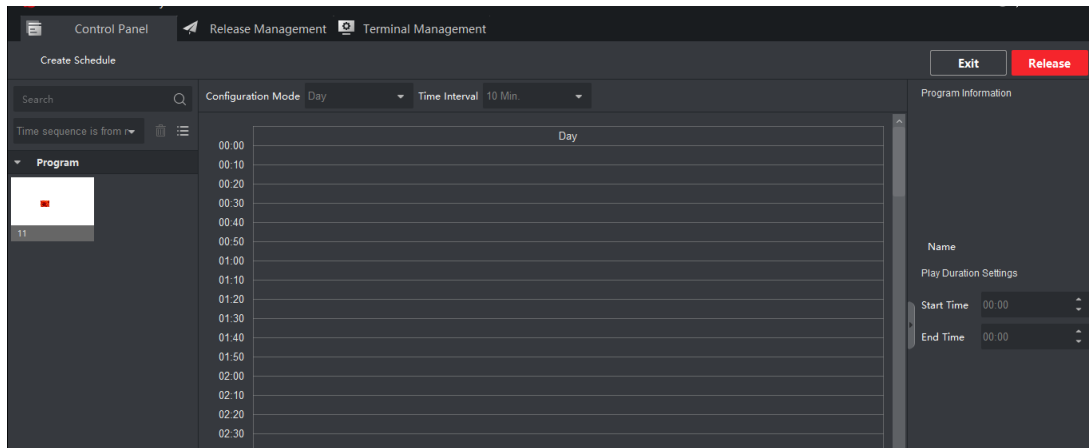


Figure 4-6 Add Schedule

**Step 2** Select **Configuration Mode: Day, Week, Custom**.

Custom mode supports to play the program on specific period. Up to 90-day custom schedule is supported.

**Step 3** Select **Time Interval**.

**Step 4** Select program in Program List, and drag in the schedule.

**Step 5** Set the start time and end time.

**Step 6** Click **Release** to enter the release interface.

### 4.3.2 Create Loop Schedule

**Step 1** Go to **Control Panel > Create Schedule**.

**Step 2** Set **Configuration Mode** as **Loop**.

**Step 3** Drag the program into the play list.

**Step 4** Click  to add new list.



**NOTE**

- Up to 8 programs can be added to one play list.
- Up to 8 loop play lists can be created.

**Step 5** Play List 1 is no time-limited loop by default. Select time for the other loop play list.

- **No Time- Limited Loop:** The programs are played by order.
- **Time- Limited Loop:** Play the programs at specific period. The priority of **Time- Limited Loop** is higher than the **No Time- Limited Loop**.

**Step 6** Click **Release** to enter the release interface.

## 4.4 Release

### *Purpose:*


Release the programs to information release screen.

### 4.4.1 Release Program

#### *Before you start:*

User has finished the program creating process.

**Step 1** Open **Release** interface.

- Click **Quick Release** on the program editing interface;
- Click **Release** on the creating schedule interface;
- Click  on the play list interface.

**Step 2** Enter **Task Name**.

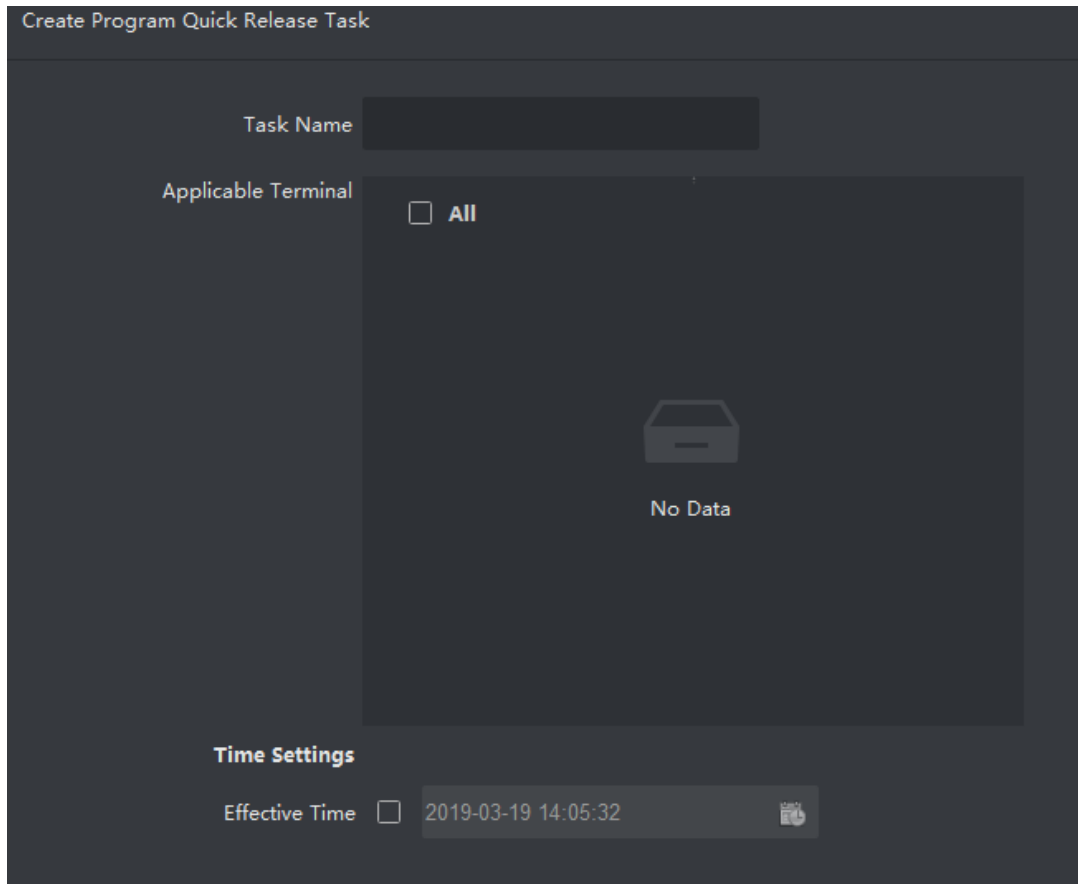


Figure 4-7 Release Task

**Step 3** Select **Applicable Terminal**.

**Step 4** Select **Effective Time**. If you don't the select time, the program will be release instantly.

**Step 5** Click **Release**.


## 4.4.2 Cut-in Release

### **Purpose:**

The program or text will be played once the terminal received cut-in release order.

### Cut-in Program Release

**Step 1** Create **Cut-in Release** task.

- Click **Cut-in Program** on the program editing interface;
- Click  on the play list interface.

**Step 2** Enter the release task name.

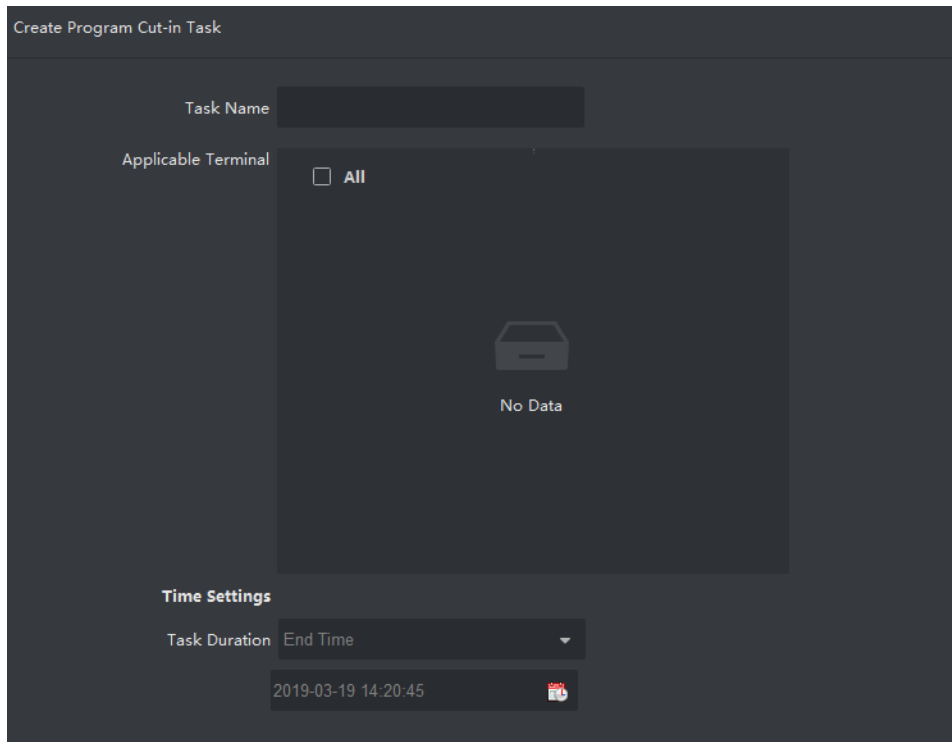


Figure 4-8 Cut-in Release Task

**Step 3** Select **Applicable Terminal**.

**Step 4** Select **Time Duration**.

**Step 5** Click **Release**.

### Cut-in Text Message

**Step 1** Click **Cut-in Text Message** on the control panel.

**Step 2** Enter the task name.

**Step 3** Select **Applicable Terminal**.

**Step 4** Click to **Add Content**, fill the text messages. Up to 5 messages can be added.

**Step 5** Select **Time**.

**Step 6** Set the window position, font, background, display mode, etc.

**Step 7** Optionally, click **Preview** to check the message play effect.

**Step 8** Click **Release**.

## 4.4.3 Release Default Video

### **Purpose:**

You can set program as default video and release it to the terminal. The terminal will play default video automatically if there is no program or cut-in.


**Step 1** Select terminals in **Terminal Management**.

**Step 2** Enable **Default Play Enable**.

**Step 3** Select terminals **Control Panel**, then click .

**Step 4** Enter task name.

**Step 5** Select terminals.

**Step 6** Check **Effective Time**, then click  to set the effective time.

 **NOTE**




The program will become effective immediately after release if you do not check **Effective Time**.

**Step 7** Click **Release**.

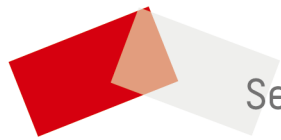
## 4.4.4 Relevant Operations of Release

**Purpose:**

Refer to the following descriptions for relevant operations of release in **Release Management**.

- : View the release details of program or schedule.
- : Cancel release.
-  **Delete**: Delete program release/schedule release.
- *Cancel release:* Click **Cancel Release** to cancel releasing program in Release Progress interface.
- *Re-release:* Click **Re-release** to re-release cancelled task in Release Progress interface.

0100001090412



See Far, Go Further