



Microsoft Exchange-SignWave Widget User Manual

Version 2.4

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MICROSOFT EXCHANGE-SIGNWAVE WIDGET USER MANUAL

INTRODUCTION

Thank you for choosing **SignWave**, **Keywest Technology's** cloud-based, digital meeting room signage system. This manual briefly describes the tools and features in **SignWave**, so you can quickly begin creating and delivering high quality content to your meeting room signs.

SignWave is integrated with **Microsoft Exchange** and meetings booked on an **Exchange** room calendar are automatically displayed on the corresponding digital meeting room sign.

The **SignWave** digital meeting room signage software is built into another digital signage platform called **Breeze**. **Breeze** digital signage can be used in conjunction with **SignWave** if both systems were purchased. Full access to both **SignWave** and **Breeze** enables meeting room signs to display full-blown digital signage alongside the meeting room event data. If the **SignWave-Only** version of the software was purchased, the **Breeze** platform is still used to deliver content to the digital meeting room signs.



TECHNICAL SUPPORT

Questions and issues can be submitted to the **Keywest Technology Support** department via e-mail, phone, or the helpdesk ticketing system.

Contact information:

- E-mail: tech@keywesttechnology.com
- Phone: 1-800-331-2019, Option #2
- Helpdesk: <http://helpdesk.keywesttechnology.com>

This user manual details interactions in the **SignWave** widget only. Please refer to the [Breeze Quick Start Guide](#) for information about how to update the signs, schedule content, and more.

Breeze Knowledgebase:

<http://helpdesk.keywesttechnology.com/index.php?/Knowledgebase/List/Index/113/breeze-version-2>

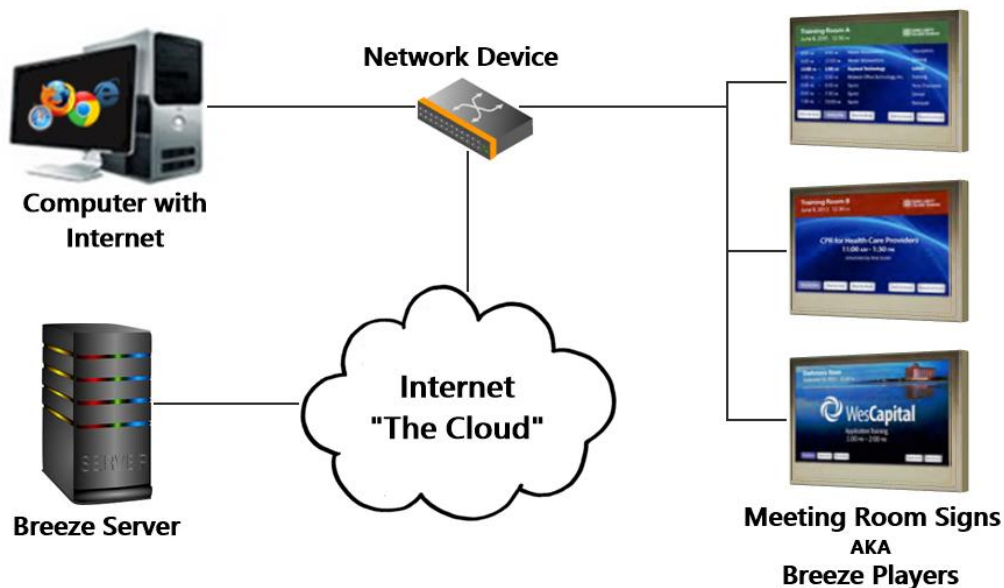
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BREEZE ARCHITECTURE

SignWave is digital meeting room signage software nested within another, more robust digital signage software called **Breeze**. **Breeze** is a **SaaS** (Software-as-a-Service) software. [Wikipedia](#) states "...software as a service is a...model in which software is licensed on a subscription basis and is centrally hosted...sometimes referred to as "on-demand software." **SaaS** software is typically accessed by users...via a web browser."

Accessing the software with a web browser means access is reliant upon the local Internet connection. The advantage offered by **SaaS** software is the hardware, operating system, and system updates sustaining the **Breeze** server are not maintained by the organization using the system. The organization's IT department does not have to upkeep the system and users can access the **SaaS** software from anywhere with an Internet connection.

A playlist, in its most basic form, is a sequence of media content. Playlists are built in the **Editor**, enclosed in a schedule in the **Scheduler** tool, and delivered to the signs in the **Players** tool. A **Breeze Player** is the application that maintains the player operations, such as the sign's playback, scheduling, dynamic data, and more.



Different **SignWave** layouts and designs can be applied to different digital meeting room signs by creating different playlists. In a similar process, different **SignWave** layouts and designs can be scheduled to display during a specific time period (such as during the lunchtime hour or on holidays).

The layout and design of a digital meeting room sign is constructed in a **SignWave** widget within a **Breeze** playlist. Users who did not purchase **Breeze** (full-blown digital signage) with **SignWave** (digital meeting room signage) will most likely not be aware of this. Many **Breeze** software functions that are not used in conjunction with **SignWave** only are restricted.

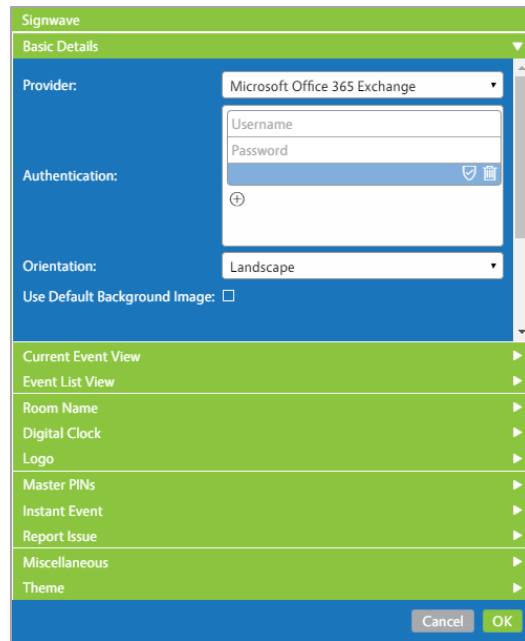
SignWave users that also purchased full-blown **Breeze** digital signage will have far greater flexibility. This user can display the **SignWave** event data software alongside regular digital signage, including features such as local weather images or news crawls on the meeting room signs. This also allows event data to be displayed on just a region of the screen, instead of filling the entire screen as mandated in **SignWave** only playlists.

This user manual details interactions in the **SignWave** widget only. Please refer to the [Breeze Quick Start Guide](#) for information about how to send playlists to the meeting room sign, schedule playlists to display at specific times, and more.

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OVERVIEW

SignWave can initially seem daunting, with approximately 70 possible fields in 11 different panels. However, this amount of settings allows users to customize meeting room signs to suit the particular needs of the facility.



SignWave content can be divided into two types: **Event Data** and **Other Media** features. The appearance of the event data is modified in the **Current Event View** and **Event List View** panels. Some options related to interactive features available to viewers are also located in these panels, such as buttons and swipe functions.

The **Room Name**, **Digital Clock**, and **Logo** features provide additional media items to compliment event data. These features are grouped together in a section called **Other Media**.



Administrative Interactions manage features that allow an administrator or a designated official to perform certain operations directly from the meeting room sign. The **Master PINs**, **Instant Event**, and **Report Issue** panels all pertain to **Administrative Interactions**.

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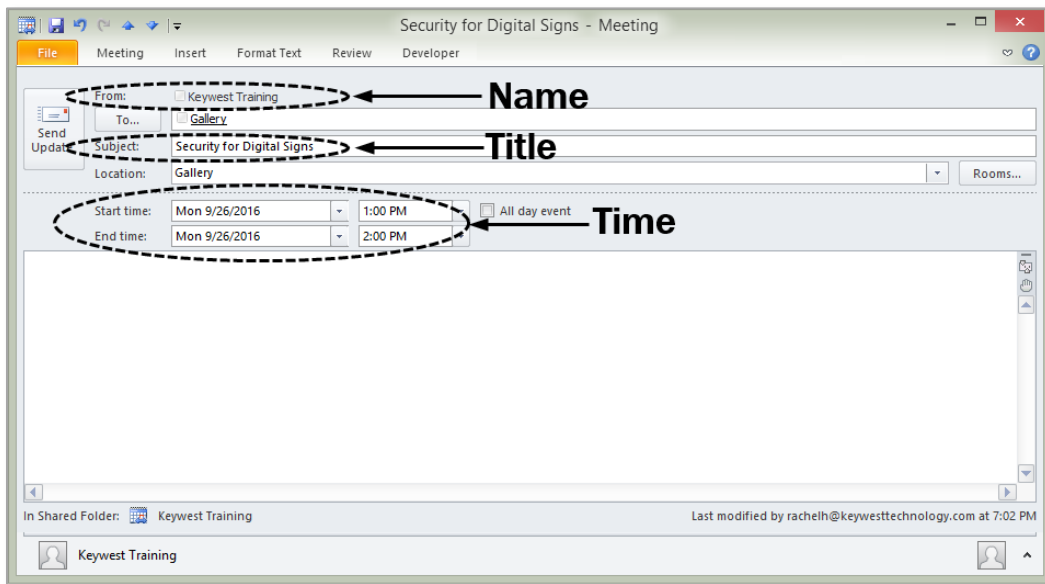
EVENT DATA OVERVIEW

Four pieces of data are obtained from a **Microsoft Exchange** server to use in conjunction with **SignWave**. These pieces of data are:

1. Location
2. Subject
3. Event “booker,” or the name of the email address requesting the meeting
4. Start and end time of the event

In **SignWave**, these four pieces of event data are referred to as:

1. **Room**
2. **Title**
3. **Name**
4. **Time**



The default (**Current Event View**) layout positions the **Title** event data on the first line, **Name** event data on the second line, and **Time**, or duration of event, on the third line.



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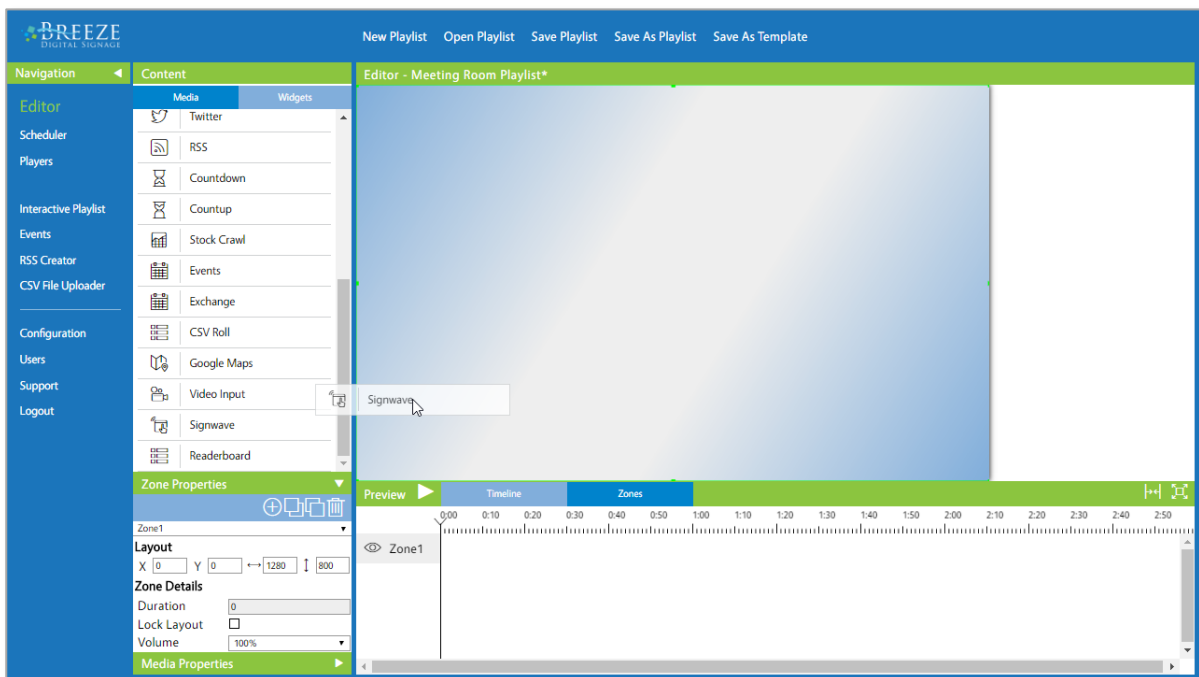
GETTING STARTED

To design a meeting room sign layout, a **Breeze** playlist must first be created. Please refer to the [Breeze Quick Start Guide](#) for more information about the **New Playlist** tool, screen units, zones, and the **Widgets** panel.

Click the **New Playlist** button at the top of the **Editor** to create a new set of content for the meeting room sign. The **Screen Units** fields require the resolution of the sign, or the number of pixels the connected screen can display in each direction. Enter a name for the playlist and select **Template 1** to begin with one full-screen zone, which is ideal for a **SignWave** widget.



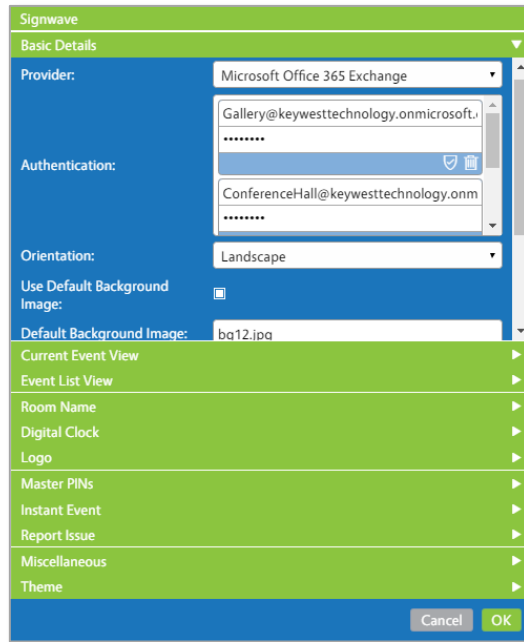
After creating a playlist with a zone, locate the **SignWave** widget in the **Widgets** panel. Click on the widget label and drag it into a zone. Once the mouse button is released, the **SignWave** widget window opens.



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GETTING STARTED (CONTINUED)

At its most basic level of functionality, **SignWave** requires just valid credentials to produce a suitable playlist for testing a meeting room sign. Credentials are entered in the **Authentication** fields of the **Basic Details** panel.



By default, the **SignWave** widget creates a playlist that is simply white text on a black background—not very exciting! The **Basic Details** panel also contains a checkbox to include a background image in the meeting room sign layout. Please refer to the **Background Image** section on page 12 for more information about this topic.

The **SignWave** widget is composed of eleven panels in an accordion-style menu. The fields, or settings, in each of these panels are grouped together based on functionality. The **SignWave** widget menu panels can be consolidated further into just five groups to simplify the functions and features of **SignWave**. These groups are:

1. **Basic Details**
2. **Event Data** - includes **Current Event View** and **Event List View** panels
3. **Other Media** - includes **Room Name**, **Digital Clock**, and **Logo** panels
4. **Administrative Interactions** - includes **Master PINs**, **Instant Event**, and **Report an Issue** panels
5. **Miscellaneous & Theme**

This user manual addresses all possible settings based on these five groups. The functions and features of each panel are detailed at the beginning of each section in paragraph form. At the conclusion of most sections, a table is provided with a list of all fields in the panel and a brief description of each field. A similar table on the following page provides an overview of each panel in the **SignWave** widget.

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SIGNWAVE PANEL HEADERS

SIGNWAVE PANEL	DESCRIPTION
BASIC DETAILS	account information & other general settings
CURRENT EVENT VIEW	display one current or upcoming event at a time
EVENT LIST VIEW	display a list of all events in the room for the day
ROOM NAME	display name of the meeting room on the sign
DIGITAL CLOCK	display a digital clock on the sign
LOGO	display a logo image on the sign
MASTER PINS	create PINs required for access to Instant Event ; PIN optional for access to Report an Issue
INSTANT EVENT	add a room event to display on the sign at the sign device
REPORT ISSUE	email selected address to request assistance
MISCELLANEOUS	select room light colors to indicate availability
THEME	Coming soon...still in development

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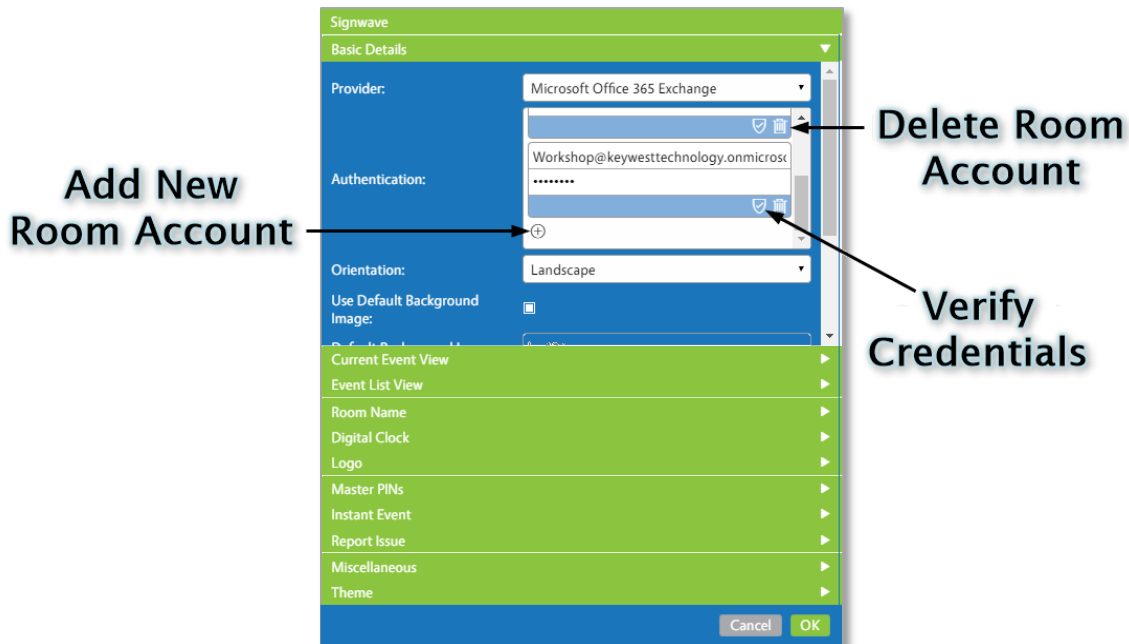
BASIC DETAILS

The most important item in the **Basic Details** panel is the **Authentication** field. These credentials enable the **SignWave** software to collect event data from a **Microsoft Exchange** server. Other fields in the **Basic Details** panel are related to the general design of the sign, such as adding a background image or altering the button location.

PROVIDER & AUTHENTICATION

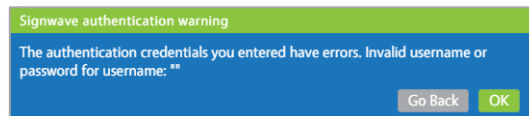
Microsoft Office 365 Exchange is selected by default in the **Provider** field. A selection for **Microsoft Server Exchange** is available for on premise **Exchange** servers. **Authentication** consists of **Exchange** room account email addresses and their corresponding passwords. It is the **Provider** and **Authentication** credentials that enable a meeting room sign to automatically display events booked on an **Exchange** room calendar.

To enter credentials, type the full email address of a room account in the **Username** field and the corresponding password for that account in the **Password** field. The **Verify Credentials** button validates account information for each room and ensures the **Exchange** server event data is accessible to the **SignWave** software.



Click the small plus sign button to add an additional set of room credentials. It is ideal to add multiple room credentials to a **SignWave** widget so the same playlist can be sent to multiple rooms at once; this ensures a uniform appearance and adds ease to management of the system. A room is designated to each sign in the **Players** tool of the **Breeze** server. After the initial setup is complete, a user can simply alter one playlist and send the same update to all of the signs.

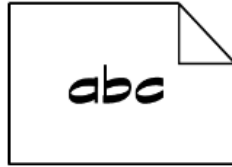
To remove a room account, select the **Delete** button . Unused sets of **Authentication** room email address and password fields should be deleted, or the SignWave widget is unable to save and an error message alerts the user:



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ORIENTATION

The **Orientation** field rotates the screen display of a meeting room sign in 90° increments. This feature supports installations of signs in a portrait style, or rotated 90° to produce a sign that is taller than it is wide.



Landscape mode



Portrait mode

The **Orientation** field also allows for the light indicator on the devices with LED lights to be positioned at any of the four edges. For example, the LED light is on the bottom of the device when the sign is installed in a default landscape style. A device can be installed upside down to position the LED light at the top of the sign, and the screen display must be rotated 180° to accommodate this custom installation.



BACKGROUND IMAGE

A **SignWave** meeting room sign begins to function as soon as a playlist with a **SignWave** widget containing valid **Authentication** credentials has been sent to a player device associated with a room. Please refer to the section of the [Breeze Quick Start Guide](#) for more information about sending a playlist with a **SignWave** widget to a player, or sign. Players are associated with a room during the software installation; please refer to the [SignWave Software Setup Guide](#) for more information about this topic.

The default settings for a **SignWave** widget generate white text on a black background. Technically, this is white text on a lack of a background.



Adding a background image greatly improves the appearance of the sign!

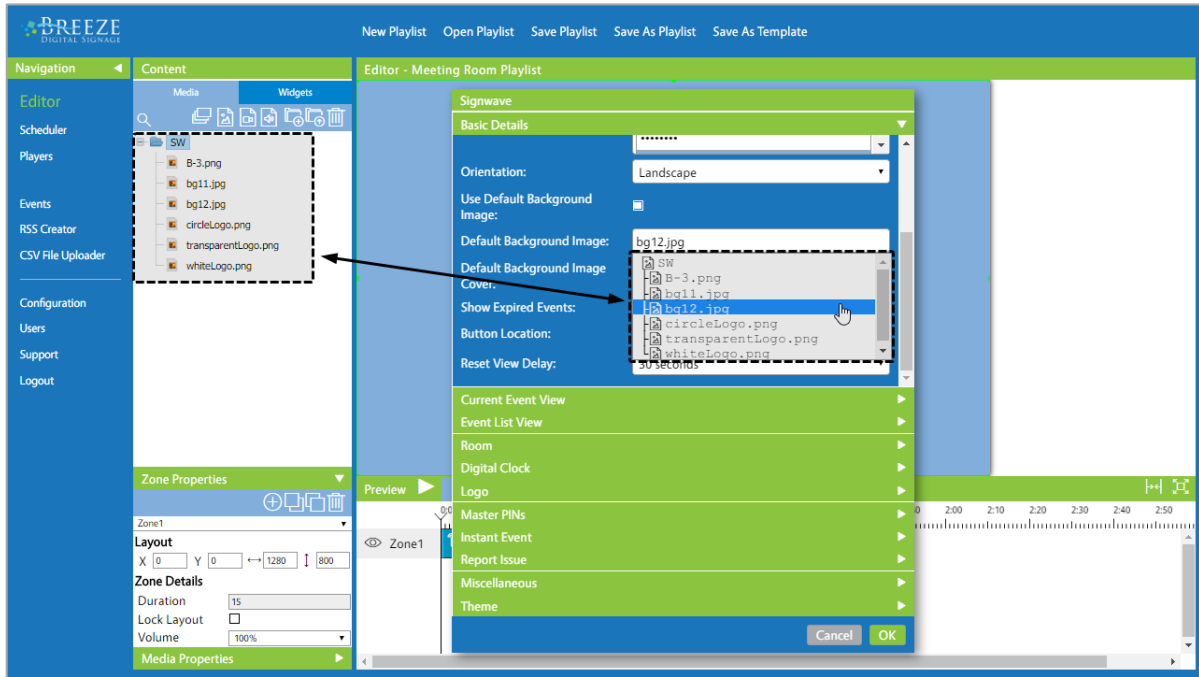


A **Default Background Image** is not necessary when full-blown digital signage is used in conjunction with **SignWave**. This is because the **SignWave** widget can be layered over other content in a playlist, such as a moving video background or a sequence of media content. However, the **Default Background Image** feature can simplify the process of creating a meeting room sign playlist for new users.

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BACKGROUND IMAGE (CONTINUED)

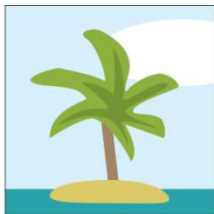
The checkbox for **Use Default Background Image** must be enabled for the **Default Background Image** field to be visible. The images available in the **Default Background Image** drop-down list correspond to the image files in the **Media** panel of the **Breeze Editor**. Please refer to the **Media Panel** section of the [Breeze Quick Start Guide](#) for information about how to upload images to the **Breeze** server.



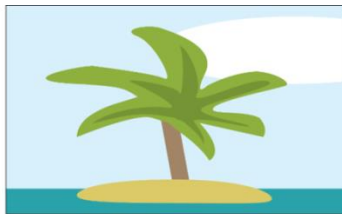
By default, a background image is stretched or compressed to fill the background area. If a playlist is built in a resolution of 1280 x 800 and the image selected for the background is 1280 x 720, then the image is stretched 80 pixels in the vertical direction to fill the background area of 1280 x 800.

Default Background Image Cover maintains the aspect ratio of the background image, so that stretching and distortion of the image is eliminated. When **Default Background Image Cover** is selected, the image fills the background area starting from the top left corner of the image. The image is cropped at the bottom or right edge to fill the background area while maintaining aspect ratio.

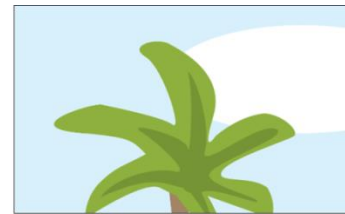
The image in the example below is stretched in the horizontal direction to fill the sign. When **Default Background Image Cover** is enabled, the bottom of the background image is cropped to maintain the aspect ratio and still fill in the background area.



Original Size



Stretched to Fill Horizontally



"Default Background Image Cover"

OTHER BASIC DETAILS

The next three fields, **Show Expired Events**, **Button Location**, and **Reset View Delay** will most likely be more relevant to a user after reviewing the **Event Data** sections on pages 18-27.

SHOW EXPIRED EVENTS



The **Show Expired Events** is a feature that enables a sign to display data for events that concluded earlier in the day. When the **Show Expired Events** checkbox is disabled, the event data on a meeting room sign includes only ongoing and upcoming events. The most obvious place where this setting makes an impact is in **Event List View**.



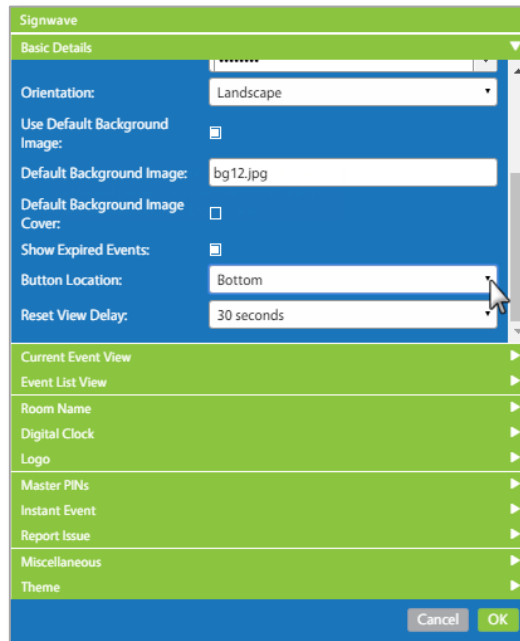
The **Current Event View** is also mildly affected by the **Show Expired Events** feature via swipe functions. An arrow will only exist at the right edge of the event data when a viewer can swipe to see future events; if there aren't any more events scheduled in the room to view, an arrow will not exist at the right edge of the event data.

An arrow will not exist at the left edge when the **Show Expired Events** checkbox is disabled. Please refer to the **Swipe Functionality** section on page 35 for more information about this topic.

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BUTTON LOCATION

Interactive buttons appear on a meeting room sign after the screen is activated by a viewer's touch. Settings to enable and disable these buttons are located in the **SignWave** panel related to each button's function. All buttons are grouped together on the sign in one location at the top or bottom. This position is determined by the **Button Location** setting.



The features grouped under the label of **Other Media** are **Room Name**, **Digital Clock**, and **Logo**. These media items alternate with the position of the buttons in the **SignWave** widget. The **Button Location** field determines the position for the **Other Media** items as well, even when all interactive buttons have been disabled.

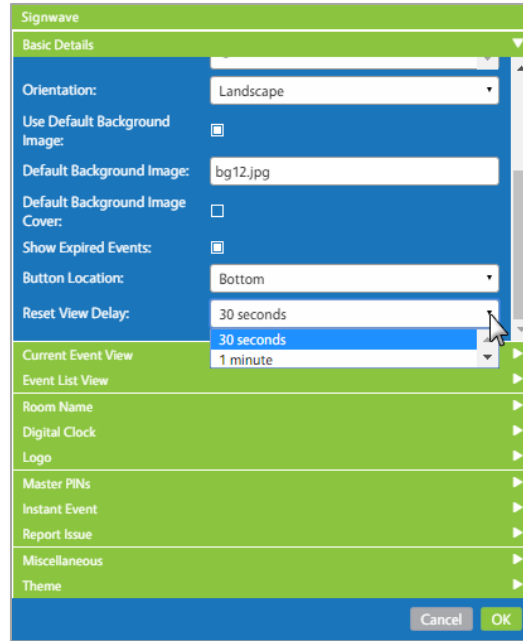
By default, the bottom of the sign is selected in the **Button Location** field. This means the **Other Media** items are positioned at the top. When **Top** is selected in the **Button Location** field, all buttons are positioned at the top of the **SignWave** widget and the **Other Media** items are positioned at the bottom.



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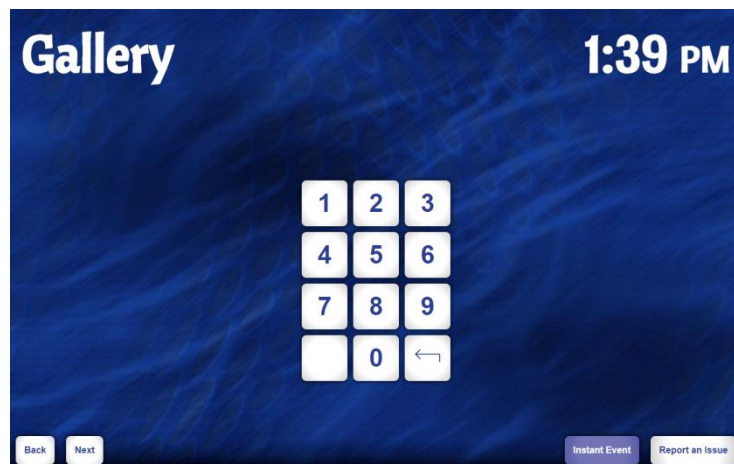
RESET VIEW DELAY

A meeting room sign can be left in an undesirable layout due to interactive features when a viewer ceases interaction, such as displaying the events for a future day. **Reset View Delay** is the amount of time that must pass before a sign returns to the standard event data layout. The **Reset View Delay** count starts over each time interaction with the screen occurs. Layouts accessed by viewer interactions include other event data views and any layout associated with the **Instant Event** and **Report an Issue** features.



If all interactive functions are disabled, then the **Reset View Delay** field is irrelevant. Please refer to the **Interactivity** section on page 33 for more information about this topic.

When a designated official pauses in the process of using the **Instant Event** or **Report an Issue** feature for more than the amount of **Reset View Delay** time, the sign will return to the standard event data layout, and the designated official will have to begin the process again. Please refer to the **Administrative Interactions** section on page 37 for more information about this topic.



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BASIC DETAILS FIELDS

SETTING	DESCRIPTION
PROVIDER	source of event data: Microsoft Exchange
AUTHENTICATION	Microsoft Exchange room account emails & corresponding passwords
ORIENTATION	to rotate the screen display to accommodate portrait style & other custom installations
USE DEFAULT BACKGROUND IMAGE	display a background image behind layout
DEFAULT BACKGROUND IMAGE	select a background image by filename
DEFAULT BACKGROUND IMAGE COVER	crop image to maintain aspect ratio
SHOW EXPIRED EVENTS	display daily event data after conclusion of events
BUTTON LOCATION	buttons align at top or bottom of SignWave widget; button position alternates with Room, Time & Logo media position
RESET VIEW DELAY	amount of seconds after viewer interactivity ceases before the sign returns to standard event data layout

EVENT DATA

The **Current Event View** layout displays one ongoing or upcoming event at a time, while the **Event List View** layout displays a list of the events for the current day. Three pieces of information make up the **SignWave** event data: **Title**, **Name**, and **Time**. Please refer to the **Event Data Overview** section on page 6 for more information about the event data obtained from **Microsoft Exchange**.



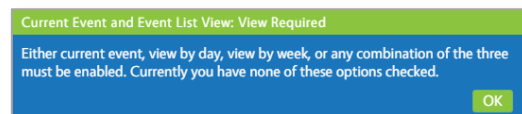
The default settings for the **SignWave** widget have been chosen to provide a basic layout that can be easily customized. The **Current Event View** is the default layout for meeting room signs, but settings pertaining to the **Event List View** layout are also of interest as the interactive buttons display a list view when activated by a viewer.



The **SignWave** widget requires two items before it can function: event data and an event layout. One of two checkboxes must be enabled to determine the event data layout:

1. **Enable Current Event View** checkbox in the **Current Event View** panel
2. **Enable View By Day** checkbox in **Event List View** panel

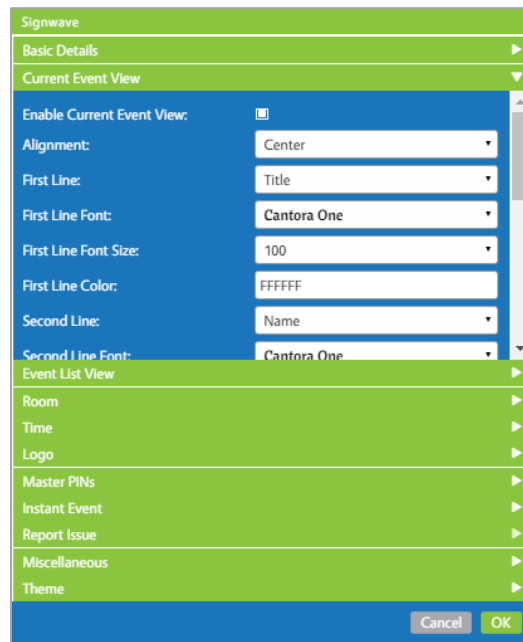
Current Event View and **Event List View** are both enabled by default. If neither the **Current Event View** nor the **Event List View** checkboxes are selected, **SignWave** cannot proceed and an error message informs the user.



CURRENT EVENT VIEW

The **Current Event View** is enabled as the standard default event data layout in a new **SignWave** widget. Unselecting the **Enable Current Event View** checkbox disables the **Current Event View** layout and instead displays events in a list view. The default layout of the **Current Event View** is exactly as pictured on page 6: the **Title** of the event is displayed in the largest text size on the first line, **Name** on the second line in a smaller text size, and **Time** in a slightly smaller size on the third line.

Each of these three lines is able to display the **Title** or **Name** or **Time** event data. The type of data in each line is determined by the **First Line**, **Second Line** and **Third Line** fields of the **Current Event View** panel. Settings for the font, text size, and text color pertaining to each line are listed immediately after the corresponding **Line** field.



By changing the event data selected in the **First Line**, **Second Line** and **Third Line** fields and adjusting the font sizes, a layout with a smaller **Time** data over the **Title** and **Name** data can be created. In fact, a multitude of **Current Event View** layouts can be created with the flexibility of this design!



CURRENT EVENT VIEW (CONTINUED)

If **None** is selected in the **First Line**, **Second Line** or **Third Line** field, a line of event data is omitted from the layout. In the image below, **None** is selected in the **Second Line** field, which previously contained the **Name** event data. The **First Line** and **Third Line** event data types of **Title** and **Time** are repositioned to compensate for the absent line of event data.



Note: When **None** is selected, the settings for the font, text size, and text color pertaining to that line remain visible but are irrelevant.

The line of event data with the largest text size is vertically centered in the **SignWave** widget. If the **Time** data was a larger font size than the **Title** data in the image above, then the **Time** would be vertically centered. The **Title** is moved up in the event area of the **SignWave** widget to continue to be the data type in the **First Line**.



The horizontal placement of all three lines of data is determined by the **Alignment** field in the **Current Event View** panel.

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NO CURRENT EVENT IMAGE

When there is no current event taking place in the meeting room, the area that normally displays event data is blank. This is not desirable of a digital sign, and a feature is included to display an image in place of the event data is available. This is the **Show Image For No Current Event** feature. Enabling the checkbox labeled **Show Image For No Current Event** reveals two additional fields: **No Current Event Image** and **No Current Event Image Fill**.



An image is selected in the **No Current Event Image** field by filename. The list of images in the **No Current Event Image** field corresponds to the image files in the **Media** panel of the **Breeze Editor**. Please refer to the **Media Panel** section of the [Breeze Quick Start Guide](#) for information about how to upload images to the **Breeze** server.

Images selected in the **No Current Event Image** field may be stretched or cropped to fill the empty event data area. **No Current Event Image Fill** maintains aspect ratio of the image while filling as much of the empty event data area as possible.

Images that are too large are typically cropped at the edges; images that are too small are expanded. If a portrait-style image is selected for a sign installed in a traditional landscape style, the top and bottom edges of the image are cropped to fill more of the width of the sign. In the example below, the selected image is 1800 x 690, which is much too large for the common meeting room sign screen of 1280 x 800. Enabling the **No Current Event Image Fill** checkbox reduces the image size to fit in the area for event data while maintaining the aspect ratio.



Default

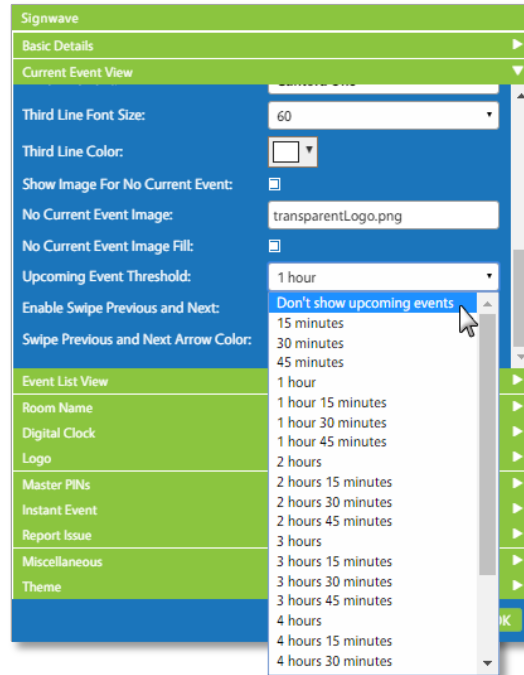


No Current Event Image Fill

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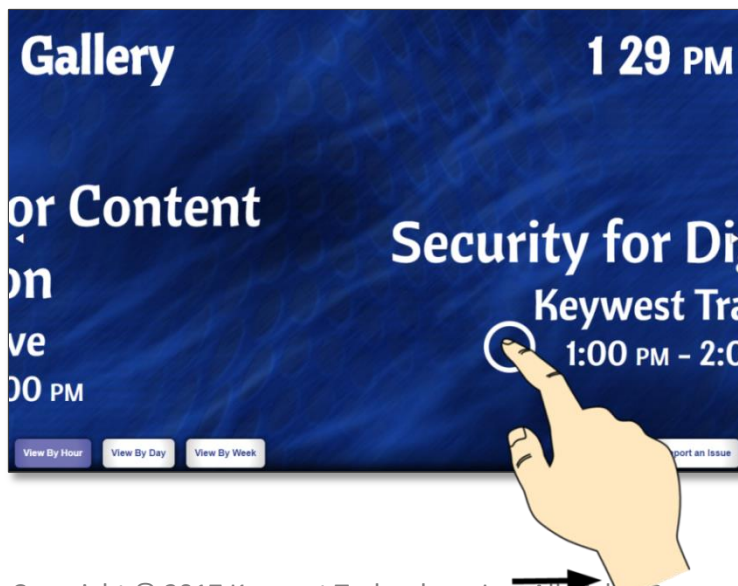
OTHER CURRENT EVENT VIEW FEATURES

When there is no ongoing event in the room but an event is scheduled at a later time, data for the upcoming event can be displayed on the sign prior to its onset. The amount of time an event is previewed is determined by the **Upcoming Event Threshold** field. An event can be previewed for up to six hours prior to onset and event previews can be disabled by selecting **Don't show upcoming events**.



An upcoming event preview will take precedence over the **No Current Event Image** function, but the **No Current Event Image** still displays when there is no ongoing event OR preview event data is not available.

When additional event information is available in the **Current Event View** layout, small arrows appear at the vertical edges of the event data. These arrows indicate additional event information can be viewed by swiping on the screen. This swipe function can be disabled by removing the mark in the **Enable Swipe Next and Previous** checkbox; the color of the arrows is determined in the **Swipe Previous and Next Arrow Color** field. Please refer to the **Swipe Functionality** section on page 35 for more information about this topic.



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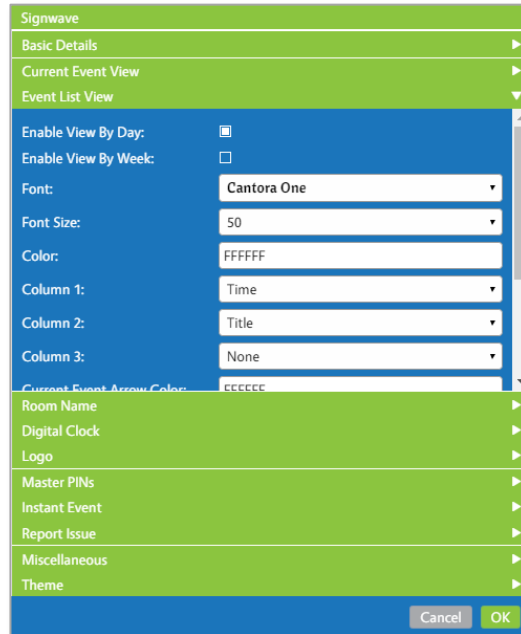
CURRENT EVENT VIEW FIELDS

CONFIGURATION	DESCRIPTION
SHOW CURRENT EVENT	display one current or upcoming event at a time
ALIGNMENT	event data is aligned left, center, or right
FIRST LINE	type of event data shown on first line
FIRST LINE FONT	font of the first line of event data text
FIRST LINE FONT SIZE	size of the first line of event data text
FIRST LINE COLOR	color of the first line of event data text
SECOND LINE	type of event data shown on second line
SECOND LINE FONT	font of the second line of event data text
SECOND LINE FONT SIZE	size of the second line of event data text
SECOND LINE COLOR	color of the second line of event data text
THIRD LINE	type of event data shown on third line
THIRD LINE FONT	font of the third line of event data text
THIRD LINE FONT SIZE	size of the third line of event data text
THIRD LINE COLOR	color of the third line of event data text
SHOW IMAGE FOR NO CURRENT EVENT	display image in the absence of event data
NO CURRENT EVENT IMAGE	select image by filename to fill event data area
NO CURRENT EVENT IMAGE FILL	fit image to fill event data area
UPCOMING EVENT THRESHOLD	length of time upcoming event previews are displayed prior to onset
ENABLE SWIPE PREVIOUS AND NEXT	allow viewer to swipe on the sign for additional event information
SWIPE PREVIOUS & NEXT ARROW COLOR	color of arrow indicating interactive swipe functions display more event data

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EVENT LIST VIEW

The **Event List View** displays all events for the current day. To display a list of events at the standard event data layout, the **Enable View by Day** checkbox in the **Event List View** panel must be selected AND the **Enable Current Event View** checkbox in the **Current Event View** panel must be unselected.



The **View by Week** checkbox adds an interactive button to the sign allowing a viewer to look ahead at events occurring in the room for the next six days. Please refer to the **View By Buttons** section on page 34 for more information about this topic.

TO UTILIZE A LIST VIEW LAYOUT:

1. Remove the mark in the **Enable Current Event View** checkbox in the **Current Event View** panel.
2. Confirm the **Enable View by Day** checkbox is selected in the **Event List View** panel.
3. Apply formatting to the list view layout with the fields in the **Event List View** panel, if desired.

The same three types of data: **Title**, **Name** and **Time** can be selected as the event data type to display in three columns. If **None** is selected in **Column 1**, **Column 2**, or **Column 3**, the event data is limited to just two columns.



MICROSOFT EXCHANGE-SIGNWAVE WIDGET USER MANUAL

EVENT LIST VIEW (CONTINUED)

In addition to **Title**, **Name**, and **Time** event data types, the selections in the **Column** fields of the **Event List View** include a **Room** event data type. The **Room** event data type is typically only utilized when a meeting room sign is specially configured to be shared between two rooms.



The font, text size, and text color of event data are uniform in the **Event List View** layout. The **Font**, **Font Size**, and **Color** fields apply to the event data text in list views for both the current day and the upcoming days of the week.

EVENT LIST ARROW COLORS

A small triangular arrow indicates the current event in the list, and this arrow color can be modified in the **Current Event Arrow Color** field. This concept is illustrated in the image below with a green color (#27BD22) as the **Current Event Arrow Color**.

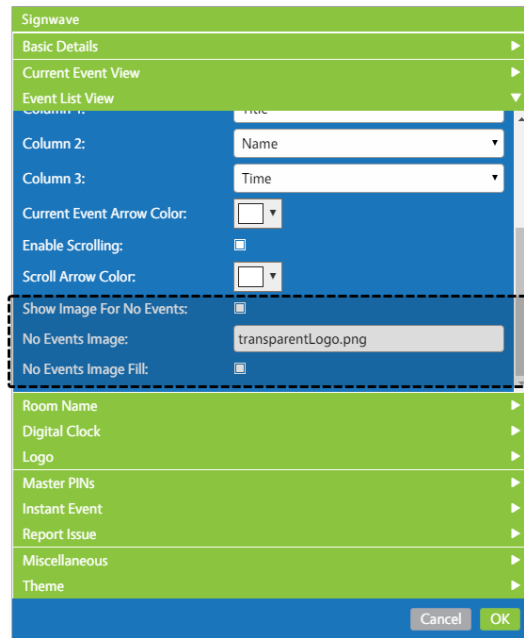


When additional event information is available in the **Event List View** layout, small arrows may appear at the top and/or bottom of the event data. These arrows indicate additional event information can be viewed by swiping vertically on the screen (or scrolling). This swipe function can be disabled by removing the mark in the **Enable Scrolling** checkbox; the color of the arrows is determined in the **Scroll Arrow Color** field. Please refer to the **Swipe Functionality** section on page 35 for more information about this topic.

NO EVENTS IMAGE

The **Show Image for No Events** feature operates nearly the same as the **Show Image For No Current Event** feature--displaying an image when no event data is available. Please refer to the **No Current Event Image** section on page 21 for more information about the **Show Image for No Events**, **No Events Image**, and **No Events Image Fill** fields. These features correspond to:

- | | | |
|------------------------------------|---|----------------------------------------|
| 1. Show Image for No Events | → | Show Image for No Current Event |
| 2. No Events Image | → | No Current Event Image |
| 3. No Events Image Fill | → | No Current Event Image Fill |



The **Show Image for No Events** feature differs from **Show Image for No Current Event** the feature, in that the **No Events Image** fills the empty event area of an **Event List View** layout.

When both the **Enable Current Event View** and the **Enable View by Day** checkboxes are selected, the images are displayed in the absence of event data at different times. **No Current Event Image** is displayed when no current or preview event data is available in the **Current Event View** layout. The **No Events Image** is displayed when a viewer selects the **View by Day** or **View by Week** button and no event data is available for the day.

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EVENT LIST VIEW FIELDS

CONFIGURATION	DESCRIPTION
ENABLE VIEW BY DAY	enable or disable a list view of the daily events
ENABLE VIEW BY WEEK	enable buttons to view an event list for future days
FONT	font of the event data text
FONT SIZE	size of the event data text
COLOR	color of the event data text
COLUMN 1	type of event data shown in first column
COLUMN 2	type of event data shown in second column
COLUMN 3	type of event data shown in third column
CURRENT EVENT ARROW COLOR	color of arrow indicating the ongoing event
ENABLE SCROLLING	allow viewer to scroll on the sign for additional event information
SCROLL ARROW COLOR	color of arrow indicating interactive scroll functions display more event data
SHOW IMAGE FOR NO EVENTS	display image in the absence of event data
NO EVENTS IMAGE	select image by filename
NO EVENTS IMAGE FILL	fit image to fill empty event data area

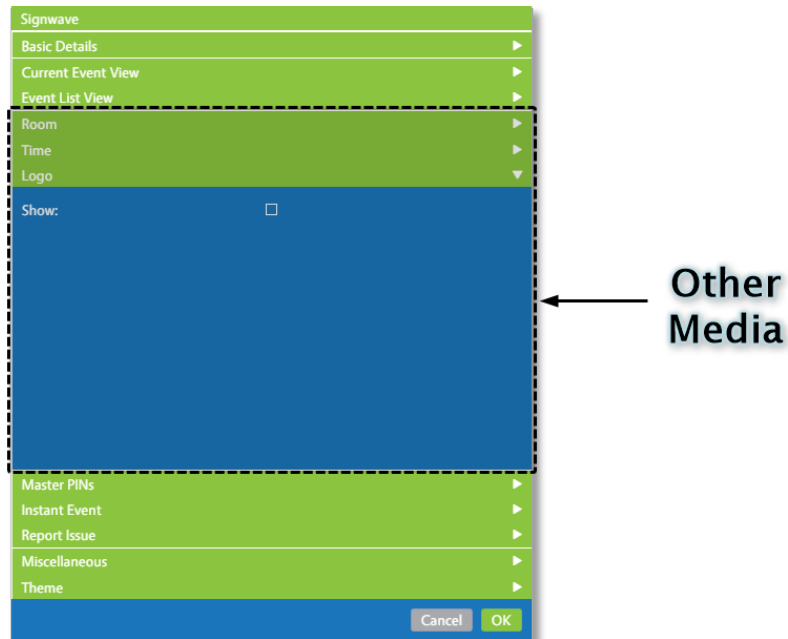
MICROSOFT EXCHANGE-SIGNWAVE WIDGET USER MANUAL

OTHER MEDIA

Three additional pieces of media can be displayed in the **SignWave** widget alongside the event data. These media items are:

1. **Room Name**
2. **Digital Clock**
3. **Logo**

All three media items function in a similar manner and are referred to as **Other Media** throughout this manual.



The **Other Media** items are aligned at the top or bottom of the sign; the vertical alignment alternates with the **Button Location** field detailed on page 15. The **Button Location** determines the vertical position of the **Other Media** items, even when all interactive buttons are disabled.

Although the vertical alignment is shared between the three **Other Media** items, horizontal alignment of each media item can be defined independently. The **Horizontal Alignment** fields offered in each of the **Room Name**, **Digital Clock**, and **Logo** panels provide a variety of layouts to display the **Other Media** items.

The default settings in the **SignWave** widget position the **Room Name** in the left corner and the **Digital Clock** in the right corner. Another popular arrangement is to position the **Room** and **Digital Clock** in the left corner and a **Logo Image** in the right corner. Again, this layout provides great flexibility to accommodate the creativity of the user!



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ROOM NAME

The **Room Name** panel provides an option to display the name of the room associated with the sign. The **Room Name** feature is enabled by default, but unselecting the checkbox at the top of the **Room Name** panel removes the **Room Name** media item from the sign.



Room Name is the name given to a room email account in the **Microsoft Exchange** server. This name is required in the **Widget: SignWave Options** panel of the **Players** tool settings to assign a room account to the sign. Without a room assignment, the sign does not know its location or what event data to display. Please refer to the [SignWave Software Setup Guide](#) for more information about room assignments and the [Breeze Quick Start Guide](#) for more information about the **Players** tool.

The **Room Name** panel also provides the settings needed to customize the **Room Name** text. When an **Event List View** is utilized, the **Font Size** of the **Room Name** can affect the size of the event data area. As the **Font Size** for the **Room Name** is increased, the space available for the event data area is decreased. This effect is most noticeable when an extremely large **Font Size** for the **Room Name** is selected, such as 150 points or higher.

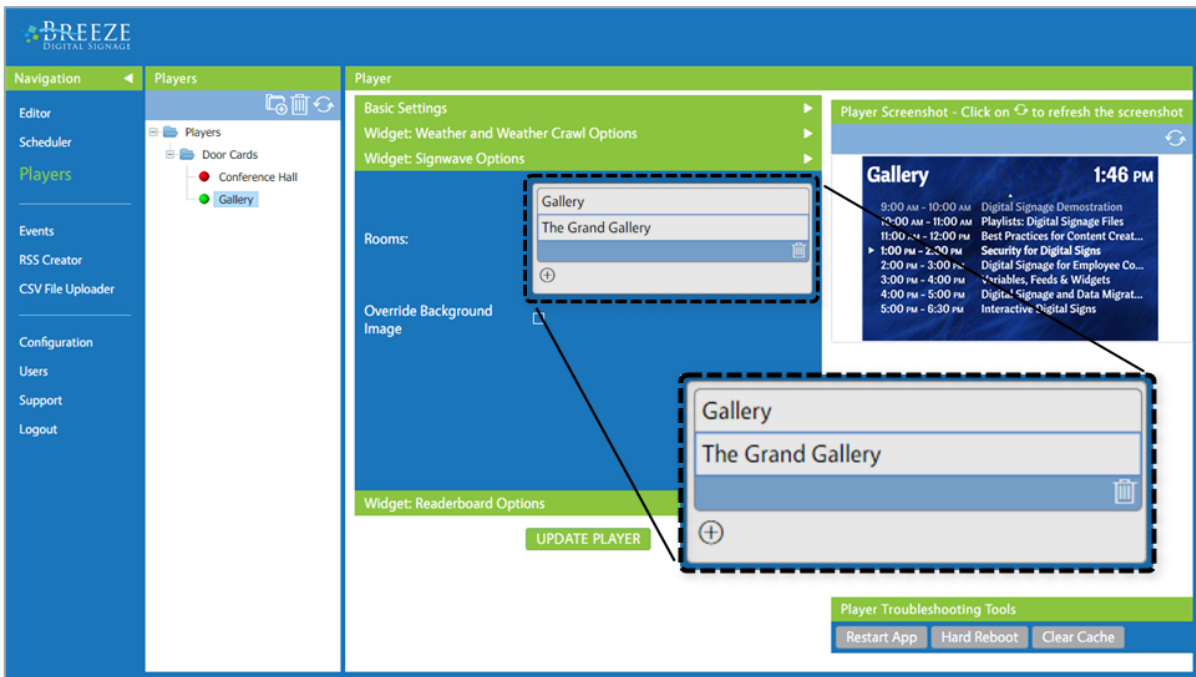
CONFIGURATION	DESCRIPTION
SHOW	display the room name on the sign
FONT	font of the room name text
FONT SIZE	size of the room name text
COLOR	color of the room name text
HORIZONTAL ALIGNMENT	room name aligned to left, center, or right

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ALTER A ROOM NAME

As mentioned on the previous page, a **Room Name** is the name of a room email account in the **Exchange** server and communicates the room location to the sign. A name is assigned to each player device or sign in the **Players** tool.

A method is provided to alter the **Room Name** displayed on the digital sign without changing the name associated with the room email account in the **Exchange** server. This feature is located in the **Widget: Signwave Options** panel of the **Breeze Players** tool.



To alter the **Room Name** displayed on the sign, type the desired room name in the field just below the **Exchange** room name required in the **Players** tool. Click the **Update Player** button to save the changes and the altered name will begin displaying once the update loads on the player, typically after a minute or two.



In a similar manner, the **Override Background Image** feature allows a user to change the **Default Background Image** selected in the **SignWave** widget on a player-to-player basis. This eliminates the need to create multiple playlists and schedules to display a different background image on a particular player.

DIGITAL CLOCK

The **Digital Clock** panel provides an option to display a clock alongside the event data. The **Digital Clock** feature is enabled by default, but unselecting the **Show** checkbox at the top of the **Digital Clock** panel removes the clock from the **SignWave** widget.



When an **Event List View** is utilized, the **Font Size** of the **Digital Clock** can affect the size of the event data. As the **Font Size** for the **Room Name** is increased, the space available for the event data area is decreased.



If full-blown **Breeze** digital signage was purchased in conjunction with **SignWave**, a wide variety of digital clock formats are available in the **Digital Clock** widget in the **Breeze Widgets** panel.

CONFIGURATION	DESCRIPTION
SHOW	display a digital clock on the sign
FONT	font of the digital clock
FONT SIZE	size of the digital clock
COLOR	color of the digital clock
HORIZONTAL ALIGNMENT	digital clock aligned to left, center, or right

The **Logo** panel provides an option to show a logo image as part of the SignWave widget.



An image is selected by filename, the same as in the **Background Image** feature. Please refer to the **Background Image** section on page 12 for more information about selecting an image by filename. Please refer to the **Media Panel** section of the [Breeze Quick Start Guide](#) for information about bringing new images into the **Breeze** server.

Since stretching or cropping a logo image is typically not appropriate, only the height of the image is adjustable. As the **Height** (pixels) field increases, the width of the image is automatically resized to maintain aspect ratio.

When an **Event List View** is utilized, the size of the **Logo** image can affect the amount of space for the event data. The event data area begins below the image and when the **Height (pixels)** of the **Logo** image is large, the amount of space for the event data area is decreased.

CONFIGURATION	DESCRIPTION
IMAGE	display a logo on the sign
HEIGHT (PIXELS)	height the image is displayed at, corresponding width is calculated automatically
HORIZONTAL ALIGNMENT	logo aligned to left, center, or right

INTERACTIVITY

A **SignWave** device, also known as a meeting room sign, responds to a touch on the screen with several interactive features. The first interactive feature is a series of buttons: **View By Hour**, **View By Day**, and **View By Week**. These buttons provide additional information about upcoming events in the room and appear on the screen after it is activated by a viewer's touch.

All buttons are grouped together and positioned at the top or bottom of the sign. The button location alternates with the position of the **Other Media** items: **Room Name**, **Digital Clock**, and **Logo**. The **Button Location** field is located in the **Basic Details** panel.



The second interactive feature also provides information about upcoming events, but additional events are displayed as the viewer swipes the screen. Small arrows at the edges of the event data indicate swipe functions are available to the viewer.

Lastly, there is a set of interactive features, referred to as **Administrative Interactions**, designed to allow designated officials to perform certain tasks directly from the sign. These features are **Instant Event** and **Report an Issue**; access to both of these features can be secured by a PIN number.

Interactive settings are distributed throughout the **SignWave** widget in the panel associated with each feature. The steps below are provided so a user can simply disable all interactive features without reviewing each one.

TO DISABLE ALL INTERACTIVITY:

4. Disable **View By** buttons by...
 - A. ensuring only the **Enable Current Event View** *OR* the **Enable View By Day** checkbox is selected
 - B. removing the mark in the **Enable View By Week** checkbox in the **Event List View** panel
5. Disable **Swipe Functionality** by...
 - A. removing the mark in the **Enable Swipe Previous and Next** checkbox in the **Current Event View** panel
 - B. removing the mark in the **Enable Scrolling** checkbox in the **Event List View** panel
6. Disable **Administrative Interactions** by...
 - A. removing the mark in the **Enable** checkbox in the **Instant Event** panel
 - B. removing the mark in the **Enable** checkbox in the **Report an Issue** panel

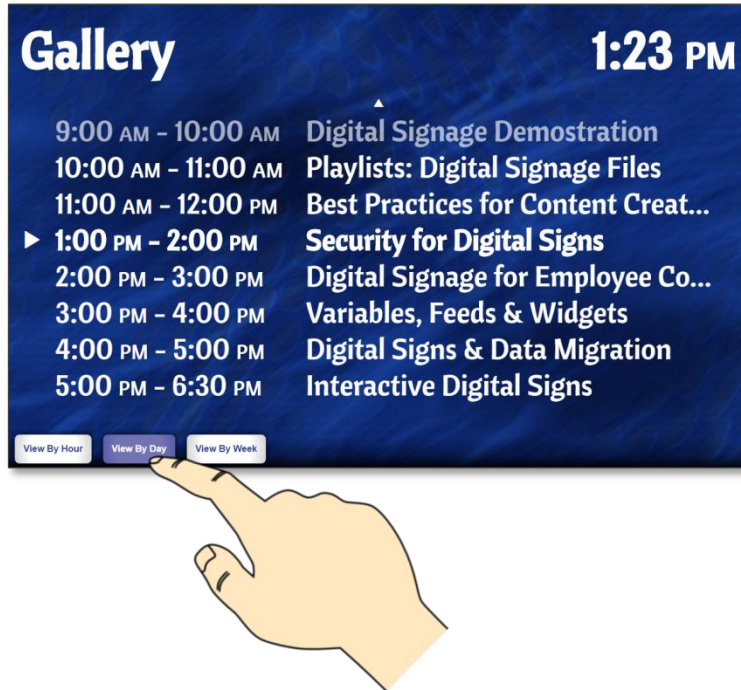
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VIEW BY BUTTONS

The **View By** buttons provide additional information about events scheduled in a room. All buttons are hidden when the sign is at rest and only appear after being activated by a viewer touching the screen.

After a specified amount of time without interaction, the sign returns to the standard event layout. The **Reset View Delay** field, located in the **Basic Details** panel, determines the specified amount of time before the standard layout returns.

The **View By Hour** and **View By Day** buttons switch between event data layouts and are directly linked to the **Enable Current Event View** and **Enable View By Day** checkboxes. Enabling both checkboxes produces a current event standard layout but allows a viewer to see a list of events by selecting the **View By Day** button.



The **View By Week** button is enabled or disabled by selecting **Enable View By Week** in the **Event List View** panel and has no effect on the event data layout when the **Enable View By Day** checkbox is also selected. If the **Enable Current Event View** and the **Enable View By Week** checkboxes are selected, the standard layout displays the current event but a viewer can also see a list of events by selecting the **View By Week** button.

When just the **Enable Current Event View** or **Enable View By Day** checkbox is selected, **View By** buttons are automatically removed. This is because there is only one layout, or view, possible. For example, if the **Current Event View** is disabled, the **View By Hour** button is removed because there is not an event data layout to display one event at a time.



SWIPE FUNCTIONALITY

When additional event information is available, small arrows appear at the edges of the event data. These arrows indicate additional events can be viewed by swiping the screen. This feature is referred to as **Swipe Functionality** and can be disabled via the **Enable Swipe Previous and Next** and **Enable Scrolling** checkboxes.

In the **Current Event View** layout, an arrow is displayed at the right edge of the event data when events are scheduled in the room later that day. Events are displayed in chronological order and swiping once from right to the left displays data for the upcoming event.



Another swipe from right to left displays the next event scheduled after the upcoming event. When **Show Expired Events** (located in the **Basic Details** panel) is enabled, an arrow is displayed at the left edge of the sign and swiping from left to right displays events scheduled earlier that day.

When the amount of event data exceeds the space provided in an **Event List View** layout, arrows are displayed at the top and/or bottom edges of the event data. These arrows indicate more event information is available by swiping up or down on the screen, more commonly thought of as scrolling. The position of the list displayed on the sign is determined by the current or upcoming event, which is typically positioned a couple of lines from the top. As the events change throughout the day, so will the position of the list.



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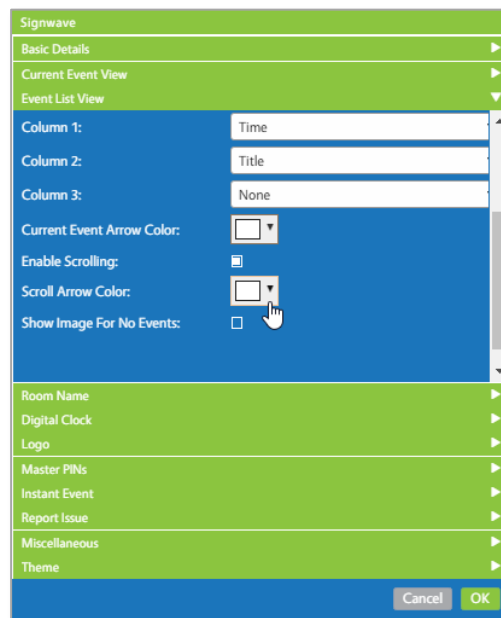
SWIPE FUNCTIONALITY (CONTINUED)

A viewer can scroll downward to see all of the upcoming events in the room for that day. When **Show Expired Events** is enabled, a viewer can scroll upward to see events that occurred in the room earlier that day. The up arrow is removed when the top of the list is visible and vice versa when the bottom of the list is visible.



Of course, past event data is not displayed if **Show Expired Events** is disabled; the current or upcoming event is always positioned at the top of the list.

The color of the arrows indicating a swipe function is available can be adjusted. The **Current Event View** panel contains a **Swipe Previous and Next Arrow Color** field and the **Event List View** panel contains a **Scroll Arrow Color** field.



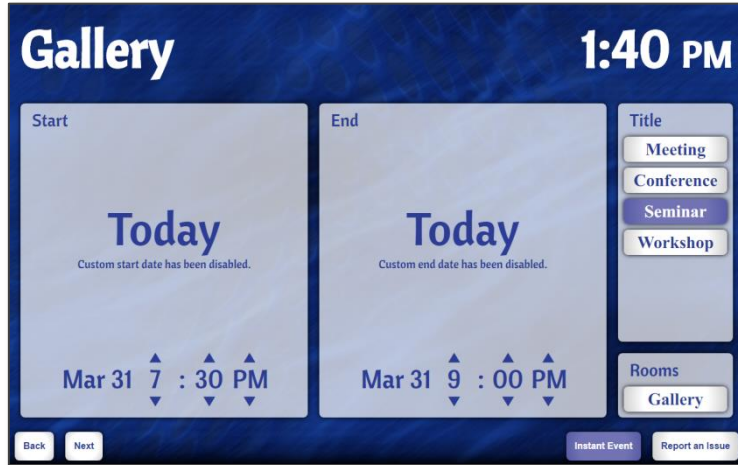
Removing the check in the **Enable Swipe Previous and Next** checkbox disables the ability to swipe from side to side in the **Current Event View** layout; arrows no longer appear at the horizontal edges of the event data. Removing the check in the **Enable Scrolling** checkbox disables the ability to scroll up and down in the **Event List View** layout, and arrows no longer appear at the vertical edges of the event data.

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ADMINISTRATIVE INTERACTIONS

SignWave provides two **Administrative Interactions**: **Instant Event** and **Report an Issue**.

The **Instant Event** feature enables events to be scheduled on a **Microsoft Exchange** room calendar directly from the meeting room sign.



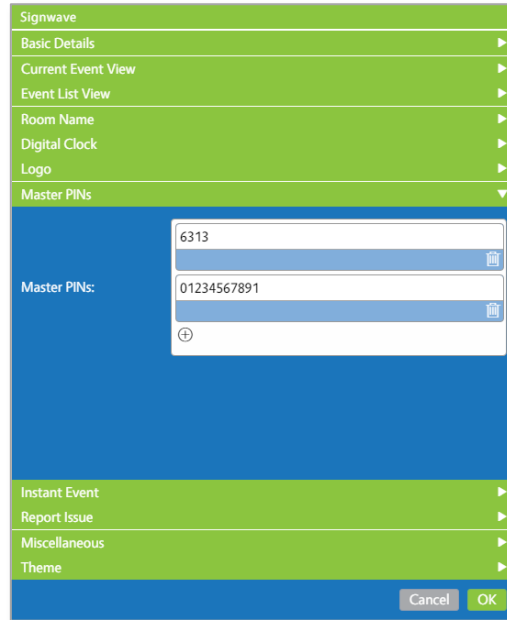
Report an Issue generates an email requesting assistance from the sign. The email address the request for assistance is sent to is defined in the **SignWave** widget. This feature is typically used to alert the facility's IT department to an issue with the sign. The room location of the sign is included in the email requesting assistance.




Both **Instant Event** and **Report an Issue** can be secured by requiring a PIN number to access the feature. PIN numbers are created and managed in the **Master PINs** panel.

MASTER PINS

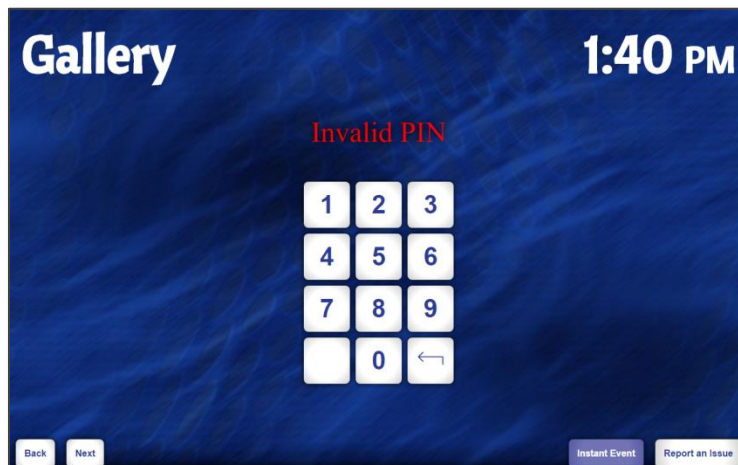
The **Master PINs** panel provides an area to create, review, modify, and delete PIN numbers used to secure access to the **Instant Event** and **Report an Issue** features on a meeting room sign. All active PIN numbers are displayed in a list in the **Master PINs** panel.



Each PIN number provides access to both the **Report an Issue** and **Instant Event** features. A PIN is not required for the **Report an Issue** button. When the **Report an Issue** feature is left unsecured, PINs provide secured access to the **Instant Event** feature only. Or when one feature is disabled the PIN number is then used to access just the desired feature.

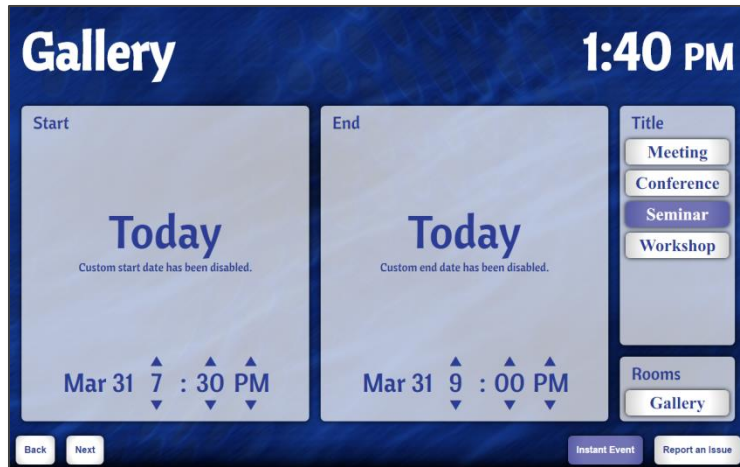
To add a new PIN number, select the small plus symbol icon \oplus below the list of existing PIN numbers. To remove a PIN number, select the Delete button  to the right of the PIN number.

When the **Instant Event** button or **Report an Issue** button with secure access is selected on the sign, a number pad appears in which the user must enter a valid PIN number. When an incorrect PIN is entered, a brief message informs the user that the PIN number entered is invalid.



INSTANT EVENT

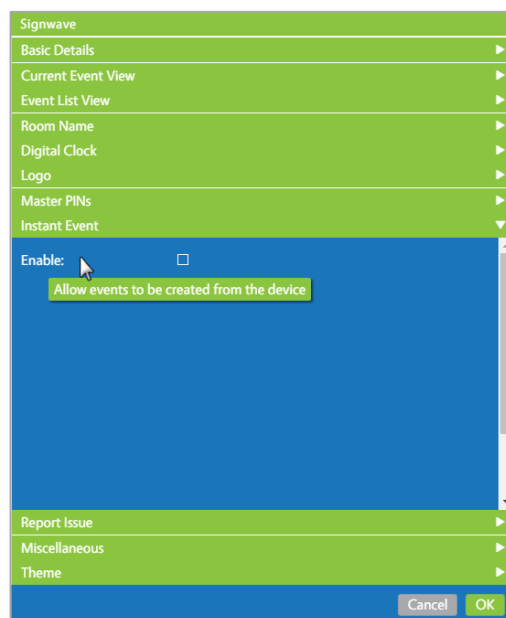
The **Instant Event** feature is an interactive button on the meeting room sign that allows an event to be scheduled on an **Exchange** calendar from the sign. Access to the **Instant Event** button is secured with a PIN number created in the **Master PINs** panel. After a valid PIN number is entered, the **Instant Event** feature provides controls to select the time and duration for the event and a list of possible **Titles** for the event.



An **Instant Event** is displayed in the standard event data layout. When a **Current Event View** is utilized, an **Instant Event** is displayed alone on the sign during the event duration. When an **Event List View** is utilized, an **Instant Event** displays in the list along with other events for the day.

The **Title** selected during the creation of an **Instant Event** on the sign is displayed in the **Title** event data type location, and the duration of the **Instant Event** is displayed in the **Time** location. Please refer to the **Event Data Overview** section on page 6 for more information about event data types.

The **Instant Event** feature is prized for its ability to accommodate last-minute updates and corrections; limiting events to the current day is ideal for this functionality. However, scheduling capabilities in the **Instant Event** feature can be limited in several ways. The most extreme method is to disable the **Instant Event** feature entirely. Unselecting the **Enable** checkbox at the top of the **Instant Event** panel removes the **Instant Event** button from the sign. Without an interactive button, the **Instant Event** feature is inaccessible.

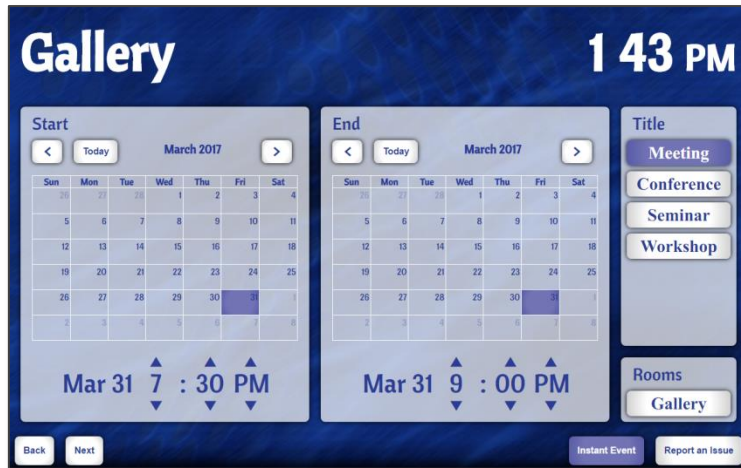


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CUSTOMIZING INSTANT EVENT

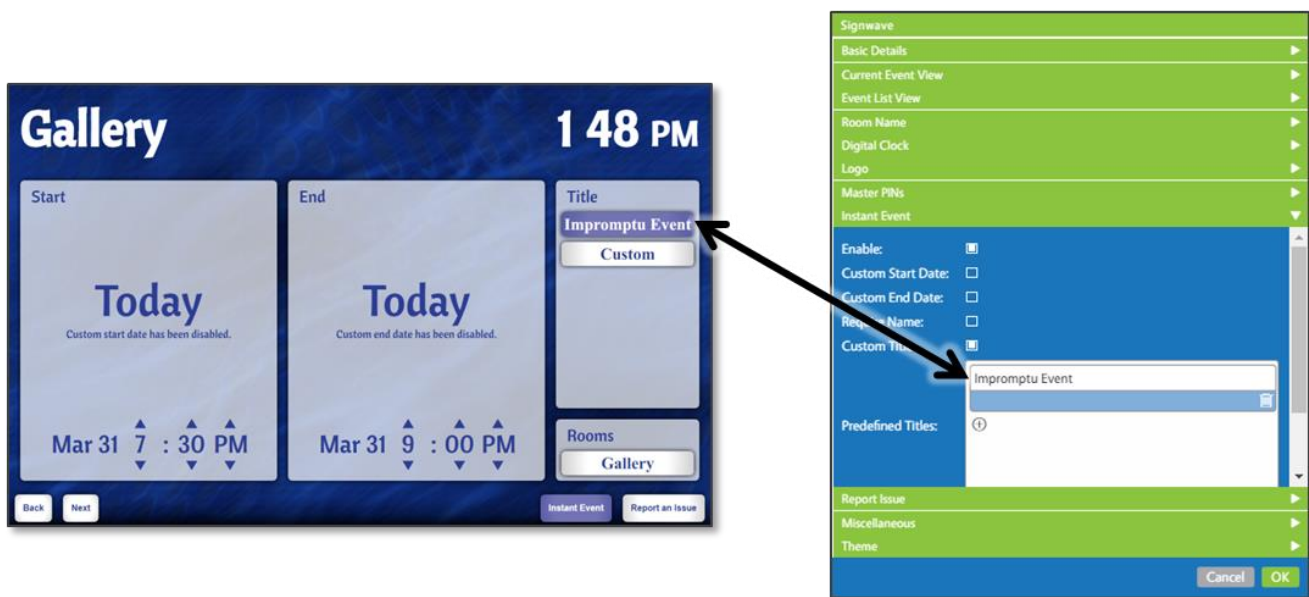
Alternatively, when custom dates, titles, and names are enabled, the sign can be used as an additional method of scheduling a meeting on a **Microsoft Exchange** room calendar!

Enabling the **Custom Start Date** and **Custom End Date** checkboxes in the **Instant Event** panel generates a calendar on the sign from which a user can select any date. The **Custom Start Date** and **Custom End Date** checkboxes are essential to utilizing the meeting room sign as an additional method of scheduling an event.



The **Require Name** checkbox requires the user to enter text for the **Name** event data. Clicking in the **Name** field evokes a touch keyboard. The **Name** field corresponds to the booker, or sender, of an **Exchange** meeting request.

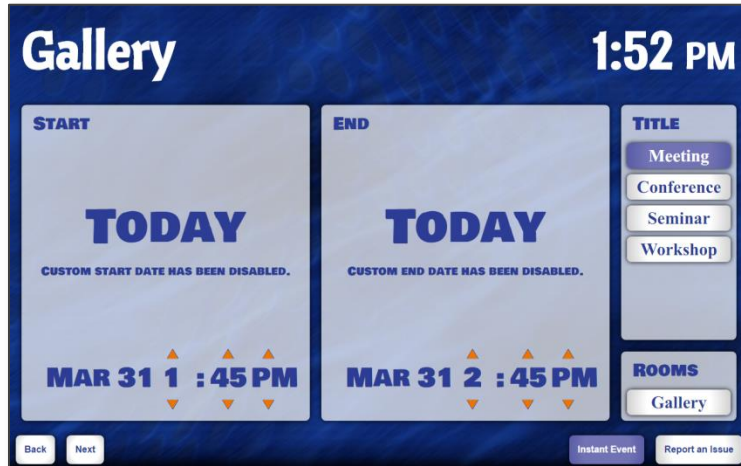
The **Custom Title** checkbox allows a user to select a **Custom** button in the **Title** area in which a user can type a **Title**. When the **Custom Title** checkbox is not enabled, a user must choose an event from a list of **Predefined Titles** specified the **Instant Event** panel.



CUSTOMIZING INSTANT EVENT (CONTINUED)

Two fields exist below the **Predefined Titles** panel; these fields are labeled **Font** and **Arrow Colors**. **Font** is applied to the text associated with the **Instant Event** feature. The color of the arrows used to select the start and end times of an **Instant Event** are determined by the **Arrow Colors** field.

In the image below, "Bowlby One SC" is selected as the **Font** and orange (#EE7400) is selected for the **Arrow Colors**.



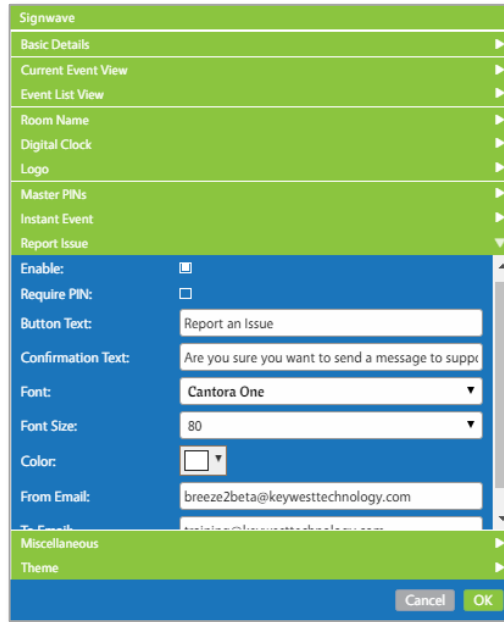
INSTANT EVENT FIELDS

CONFIGURATION	DESCRIPTION
ENABLE	enable or disable the Instant Event feature
CUSTOM START DATE	allow events scheduled from the sign to begin on a day other than the current day
CUSTOM END DATE	allow events scheduled from the sign to end on a day other than the current day
REQUIRE NAME	require text is entered for the Name event data type (or booker)
CUSTOM TITLE	allow custom titles to be entered as text
PREDEFINED TITLES	list of predefined titles to select for the Title event data type when creating an Instant Event
FONT	font of text associated with Instant Event
ARROW COLORS	color of arrows to select start and end times for an Instant Event

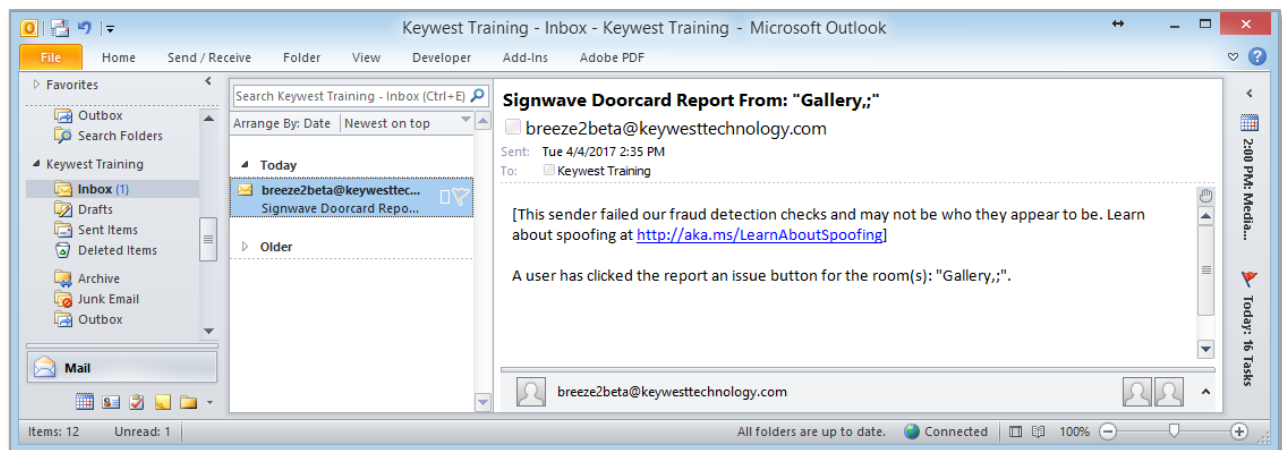
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REPORT AN ISSUE

An email requesting assistance can be sent from a meeting room sign. The email address that receives the request is defined in the **Report an Issue** panel. **Report an Issue** is enabled by default, but unselecting the **Enable** checkbox at the top of the **Report an Issue** panel removes the **Report an Issue** button from the sign.



This email is merely a notification of a request for assistance and the only information provided is the room location of the sign.



While the **Report an Issue** button is enabled by default, the **From Email** and **To Email** addresses are phony email addresses from the www.example.com domain. Authentic email addresses must be entered in the **From Email** and **To Email** fields before the **Report an Issue** email will actually be delivered.

Requiring a PIN number to access the **Report an Issue** feature is optional. The **Require PIN** checkbox requires that a valid PIN number is entered on the sign before **Report an Issue** is accessible. Please refer to the **Master PINs** section on page 38 for more information about this topic.

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REPORT AN ISSUE (CONTINUED)

The fields provided in the **Report an Issue** panel allow for extensive customization: from altering the text displayed on the **Report an Issue** button to the font, size, color, and message confirming a user's email request.



REPORT AN ISSUE FIELDS

CONFIGURATION	DESCRIPTION
ENABLE	enable or disable the Report an Issue feature
REQUIRE PIN	secure the Report an Issue button by requiring a PIN number
BUTTON TEXT	alter text displayed on the Report an Issue button
CONFIRMATION TEXT	text displayed to confirm a viewer wants to send an email requesting assistance
FONT	font of confirmation text
FONT SIZE	size of confirmation text
COLOR	color of confirmation text
FROM EMAIL	address the email requesting assistance is sent from
TO EMAIL	address the email requesting assistance is sent to

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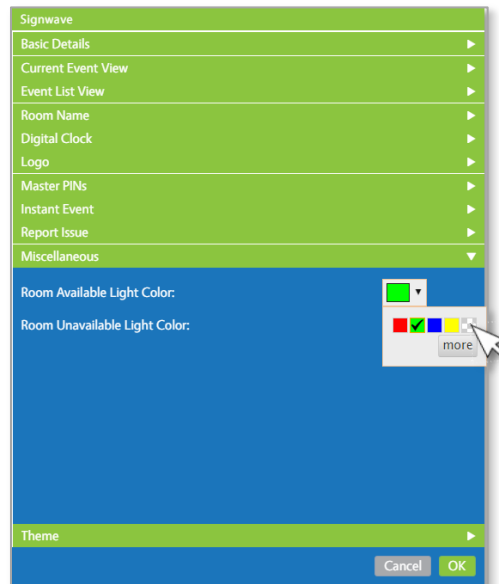
DEVICE LEDS & THE MISCELLANEOUS PANEL

The **Miscellaneous** panel contains two fields: **Room Available Light Color** and **Room Unavailable Light Color**. While green and red are commonly accepted colors to indicate whether a resource is free or taken, the color produced by the LED on the sign can be modified or disabled.

The **Room Available Light Color** displays when the meeting room is open. The **Room Unavailable Light Color** displays when an event is ongoing in the room. Four colors are provided but custom colors can also be selected.



The fifth checkbox is filled with a white and gray checkerboard pattern, a typical indicator of transparency. When this checkbox is selected, the LED light is disabled.



Colors besides red, green, blue, and yellow can be selected as the LED light color in the **more** button. A full color control is provided, but the number of colors produced by the LED light is limited. Additional colors have not yet been identified and selecting a color besides red, green, blue, or yellow is not supported by **Keywest Technology, Inc.** at this time.

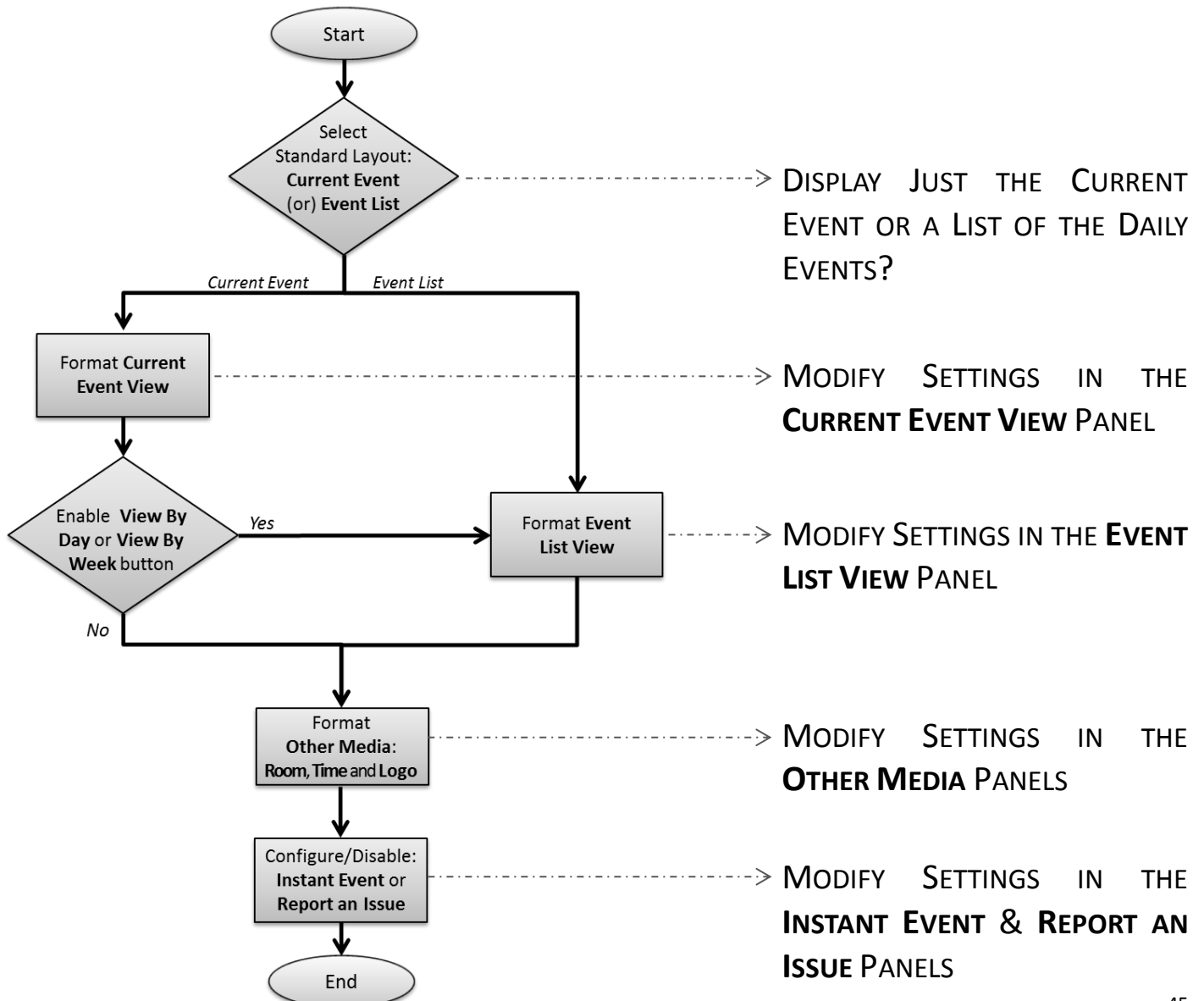
DEVELOPING A DESIGN

It can be extremely helpful to establish a desired appearance of the meeting room sign prior to customizing the **SignWave** widget. Will the sign display all events for the day, or just the current event? Will the **SignWave** widget include a room name, a digital clock or a logo image? Will the sign offer interactive buttons?

A flowchart of the **SignWave** design process can streamline the creation of a **SignWave** widget that achieves the meeting room sign appearance and functionality a user envisions. This process begins once the **Authentication** settings have been verified and the **SignWave** device is displaying event data.

When the **Current Event View** AND the **View By Week** or **View By Day** buttons are utilized, a user must modify the settings in both the **Current Event View** and **Event List View** panels to maintain consistent formatting of event data text when a viewer interacts with the sign.

The **Enable Current Event View** checkbox must be disabled to utilize the **Event List View** as the standard layout. The settings in the **Current Event View** panel are not applicable when this checkbox is disabled. When the **View By** buttons are not utilized in a **Current Event View** layout, settings in the **Event List View** panel are not applicable. Due to the lack of interactive **View By** buttons, an **Event List View** will not be displayed on the sign at any time.



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EXAMPLE LAYOUTS

The following sections list all relevant settings in the **SignWave** widget to create three example layouts. Sometimes a picture is worth a thousand words!

1 The first example layout is the default layout. This is the layout that is used as an example throughout this manual and is created by adding a darkly-colored background image to the defaults in a newly created **SignWave** widget. This example layout is included primarily as an educational reference.

Arrows are displayed at the vertical edges of the event data, indicating interactive swipe functions are available. If the **Show Expired Events** checkbox was disabled, an arrow would not be displayed at the left edge of the event data area because a previous event is not available.



2 The second example layout utilizes the **Event List View** layout; this means the **Enable Current Event View** checkbox is disabled. **Top** is selected as the **Button Location** and this field alternates with the **Other Media** items, which now display at the bottom of the **SignWave** widget. All buttons are disabled in this example layout, but the **Button Location** field still determines the location of the **Room Name**, **Clock**, and **Logo** media items.



3 The prior two layouts selected the same color for all color fields. The third layout utilizes different colors for text in the middle of the sign and at the edges of the sign. This layout also omits a line of event data by selecting **None** in the **Third Line** field of the **Current Event View** panel.

Finally, the **Room Name** was altered from the **Microsoft Exchange** resource account name "Gallery" to display "The Gallery." This is accomplished utilizing the **SignWave Options** in the **Players** tool. Please refer to the **Alter a Room Name** section on page 30 for more information about this topic.





BASIC DETAILS PANEL:

CONFIGURATION	SETTING
ORIENTATION	Landscape
USE DEFAULT BACKGROUND IMAGE	enabled
DEFAULT BACKGROUND IMAGE	filename (bg12.jpg)
DEFAULT BACKGROUND IMAGE COVER	disabled
SHOW EXPIRED EVENTS	enabled
BUTTON LOCATION	Bottom

CURRENT EVENT VIEW PANEL:

CONFIGURATION	DESCRIPTION
SHOW CURRENT EVENT	enabled
ALIGNMENT	Center
FIRST LINE	Title
FIRST LINE FONT	Cantora One
FIRST LINE FONT SIZE	100 pt
FIRST LINE COLOR	white [hex: #FFFFFF]
SECOND LINE	Name
SECOND LINE FONT	Cantora One
SECOND LINE FONT SIZE	75 pt
SECOND LINE COLOR	white [hex: #FFFFFF]
THIRD LINE	Time
THIRD LINE FONT	Cantora One
THIRD LINE FONT SIZE	60 pt
THIRD LINE COLOR	white [hex: #FFFFFF]
UPCOMING EVENT THRESHOLD	1 hour
ENABLE SWIPE PREVIOUS AND NEXT	white [hex: #FFFFFF]
SWIPE PREVIOUS & NEXT ARROW COLOR	white [hex: #FFFFFF]

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EXAMPLE LAYOUT 1 (CONTINUED)

EVENT LIST VIEW PANEL:

CONFIGURATION	DESCRIPTION
ENABLE VIEW BY DAY	enabled
ENABLE VIEW BY WEEK	enabled
FONT	Cantora One
FONT SIZE	50 pt
COLOR	white [hex: #FFFFFF]
COLUMN 1	Time
COLUMN 2	Title
COLUMN 3	None
CURRENT EVENT ARROW COLOR	white [hex: #FFFFFF]
ENABLE SCROLLING	enabled
SCROLL ARROW COLOR	white [hex: #FFFFFF]

OTHER MEDIA: ROOM NAME PANEL

CONFIGURATION	DESCRIPTION
SHOW	enabled
FONT	Cantora One
FONT SIZE	90 pt
COLOR	white [hex: #FFFFFF]
HORIZONTAL ALIGNMENT	Right

OTHER MEDIA: DIGITAL CLOCK PANEL

CONFIGURATION	DESCRIPTION
SHOW	enabled
FONT	Cantora One
FONT SIZE	90 pt
COLOR	white [hex: #FFFFFF]
HORIZONTAL ALIGNMENT	Right

OTHER MEDIA: LOGO PANEL

CONFIGURATION	DESCRIPTION
IMAGE	disabled
HEIGHT (PIXELS)	NOT APPLICABLE
HORIZONTAL ALIGNMENT	NOT APPLICABLE



BASIC DETAILS PANEL:

CONFIGURATION	SETTING
ORIENTATION	Landscape
USE DEFAULT BACKGROUND IMAGE	enabled
DEFAULT BACKGROUND IMAGE	filename (B-3.png)
DEFAULT BACKGROUND IMAGE COVER	disabled
SHOW EXPIRED EVENTS	enabled
BUTTON LOCATION	Top

CURRENT EVENT VIEW PANEL:

CONFIGURATION	DESCRIPTION
SHOW CURRENT EVENT	disabled
ALIGNMENT	NOT APPLICABLE
FIRST LINE	NOT APPLICABLE
FIRST LINE FONT	NOT APPLICABLE
FIRST LINE FONT SIZE	NOT APPLICABLE
FIRST LINE COLOR	NOT APPLICABLE
SECOND LINE	NOT APPLICABLE
SECOND LINE FONT	NOT APPLICABLE
SECOND LINE FONT SIZE	NOT APPLICABLE
SECOND LINE COLOR	NOT APPLICABLE
THIRD LINE	NOT APPLICABLE
THIRD LINE FONT	NOT APPLICABLE
THIRD LINE FONT SIZE	NOT APPLICABLE
THIRD LINE COLOR	NOT APPLICABLE
UPCOMING EVENT THRESHOLD	NOT APPLICABLE
ENABLE SWIPE PREVIOUS AND NEXT	NOT APPLICABLE
SWIPE PREVIOUS & NEXT ARROW COLOR	NOT APPLICABLE

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EXAMPLE LAYOUT 2 (CONTINUED)

EVENT LIST VIEW PANEL:

CONFIGURATION	DESCRIPTION
ENABLE VIEW BY DAY	enabled
ENABLE VIEW BY WEEK	disabled
FONT	Bangers
FONT SIZE	55 pt
COLOR	black [hex: #000000]
COLUMN 1	Time
COLUMN 2	Title
COLUMN 3	None
CURRENT EVENT ARROW COLOR	black [hex: #000000]
ENABLE SCROLLING	enabled
SCROLL ARROW COLOR	black [hex: #000000]

OTHER MEDIA PANELS: ROOM NAME

CONFIGURATION	DESCRIPTION
SHOW	enabled
FONT	Bangers
FONT SIZE	80 pt
COLOR	black [hex: #000000]
HORIZONTAL ALIGNMENT	Right

OTHER MEDIA PANELS: DIGITAL CLOCK

CONFIGURATION	DESCRIPTION
SHOW	enabled
FONT	Bangers
FONT SIZE	80 pt
COLOR	black [hex: #000000]
HORIZONTAL ALIGNMENT	Right

OTHER MEDIA PANELS: LOGO

CONFIGURATION	DESCRIPTION
SHOW	enabled
LOGO IMAGE	<i>filename (circleLogo.png)</i>
HEIGHT (PIXELS)	225 pt
HORIZONTAL ALIGNMENT	Left



BASIC DETAILS PANEL:

CONFIGURATION	SETTING
ORIENTATION	Landscape
USE DEFAULT BACKGROUND IMAGE	enabled
DEFAULT BACKGROUND IMAGE	filename (bg11.jpg)
DEFAULT BACKGROUND IMAGE COVER	disabled
SHOW EXPIRED EVENTS	disabled
BUTTON LOCATION	Bottom

CURRENT EVENT VIEW PANEL:

CONFIGURATION	DESCRIPTION
SHOW CURRENT EVENT	enabled
ALIGNMENT	Center
FIRST LINE	Time
FIRST LINE FONT	Original Surfer
FIRST LINE FONT SIZE	60 pt
FIRST LINE COLOR	dark green [hex: #20502A]
SECOND LINE	Title
SECOND LINE FONT	Original Surfer
SECOND LINE FONT SIZE	90 pt
SECOND LINE COLOR	dark green [hex: #20502A]
THIRD LINE	None
THIRD LINE FONT	NOT APPLICABLE
THIRD LINE FONT SIZE	NOT APPLICABLE
THIRD LINE COLOR	NOT APPLICABLE
UPCOMING EVENT THRESHOLD	2 hours 30 minutes
ENABLE SWIPE PREVIOUS AND NEXT	enabled
SWIPE PREVIOUS & NEXT ARROW COLOR	grayish green [hex: #A5B6A8]

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EXAMPLE LAYOUT 3 (CONTINUED)

EVENT LIST VIEW PANEL:

CONFIGURATION	DESCRIPTION
ENABLE VIEW BY DAY	disabled
ENABLE VIEW BY WEEK	disabled
FONT	NOT APPLICABLE
FONT SIZE	NOT APPLICABLE
COLOR	NOT APPLICABLE
COLUMN 1	NOT APPLICABLE
COLUMN 2	NOT APPLICABLE
COLUMN 3	NOT APPLICABLE
CURRENT EVENT ARROW COLOR	NOT APPLICABLE
ENABLE SCROLLING	NOT APPLICABLE
SCROLL ARROW COLOR	NOT APPLICABLE

OTHER MEDIA: ROOM NAME PANEL

CONFIGURATION	DESCRIPTION
SHOW	enabled
FONT	Original Surfer
FONT SIZE	65 pt
COLOR	grayish green [hex: #A5B6A8]
HORIZONTAL ALIGNMENT	Center

Note: The **Room Name** is displayed as “The Gallery” instead of the **Exchange** account name “Gallery,” due to a setting in the **SignWave Options** panel in the **Players** page. Please refer to the **Alter a Room Name** section on page 30 for more information about this topic.

OTHER MEDIA: DIGITAL CLOCK PANEL

CONFIGURATION	DESCRIPTION
SHOW	disabled
FONT	NOT APPLICABLE
FONT SIZE	NOT APPLICABLE
COLOR	NOT APPLICABLE
HORIZONTAL ALIGNMENT	NOT APPLICABLE

OTHER MEDIA: LOGO PANEL

CONFIGURATION	DESCRIPTION
IMAGE	disabled
HEIGHT (PIXELS)	NOT APPLICABLE
HORIZONTAL ALIGNMENT	NOT APPLICABLE