

# You and your new Customer Information Center (CIC)



# Setting up your CIC

(Your office just received a new piece of equipment for your CIC, so you should only need to do this once.)

New playlist name

Create playlist

Players not associated with a playlist (0) 

This is what your screen should look like when you open your Viewsonic Signage Manager software.

Add device by IP

Add

Players not associated with a playlist (0) 

First, you will create a Playlist. This is merely a container name. You can call your PowerPoint slide show anything you like. The Playlist name might be a little descriptive though, with the “date posted” as part of the name since there will be two of you responsible for the sign’s upkeep.

DWD Main 02282019

Create playlist



First, you will create a Playlist. This is merely a container name. You can call your PowerPoint slide show anything you like. The Playlist name might be a little descriptive though, with the “date posted” as part of the name since there will be two of you responsible for the sign’s upkeep.

Players not associated with a playlist (0)

Add device by IP

Add

DWD Main 02282019

Create playlist

Players not associated with a playlist (0)

## Select player model

## Media Player

- NMP-300W / 302W / 570W, FHD media player
- NMP580-W, Live HDTV-in FHD media player

## Smart Signboards

- EP1031r, All-in-one mini billboard
- EP1032r-T / 1042T, HD interactive all-in-one mini billboard

## Smart Signage

- CDM4300R / 4900R / 5500R / 4300T / 4900T / 5500T, Commercial display
- All models / Legacy models

Continue

Cancel

The new device is a Viewsonic NMP-302w,  
so check the first box.

Add device by IP

Add

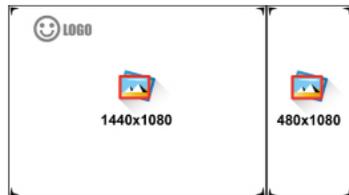


Model : NMP-300W / 302W / 570W, FHD media player

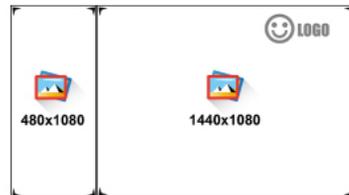
- Orientation**
  - Landscape
  - Portrait
- Empty templates**
  - 1 zone
  - 2 zones
  - 3 zones
  - 4 zones
  - 5 zones
- Pre-designed templates**
  - Hospitality
  - Retail
  - Quick Service Restaurant



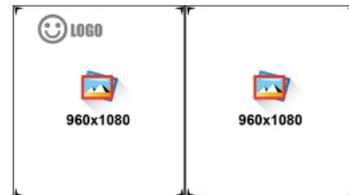
Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



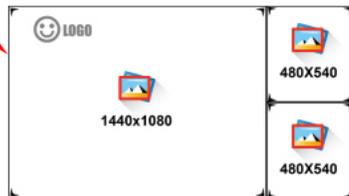
Full HD (1920 x 1080)



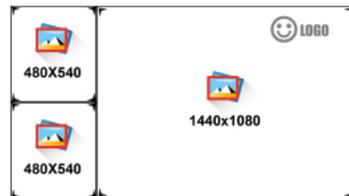
Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)

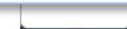


Full HD (1920 x 1080)

Here you will find a number of template choices. You would typically use the 1920 x 1080 as a default size. Anything you design in PowerPoint that is laid out as "Widescreen 16:9" will fit this dimension. Double-click your left mouse on 1920 x 1080.



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)

Hospitality

Logo  EnableTicker  EnableLocation Background Music  Enable0 music on list 

Option panel

**1920x1080**

At this screen, when you see a yellow outline around the image, you can click and drag your PowerPoint file on top of the image above and drop the file there.

Select a zone to view or edit the content

Main menu Edit schedule

Save & export to player Discard changes

Screen off 00:00 → 01:00

Tools

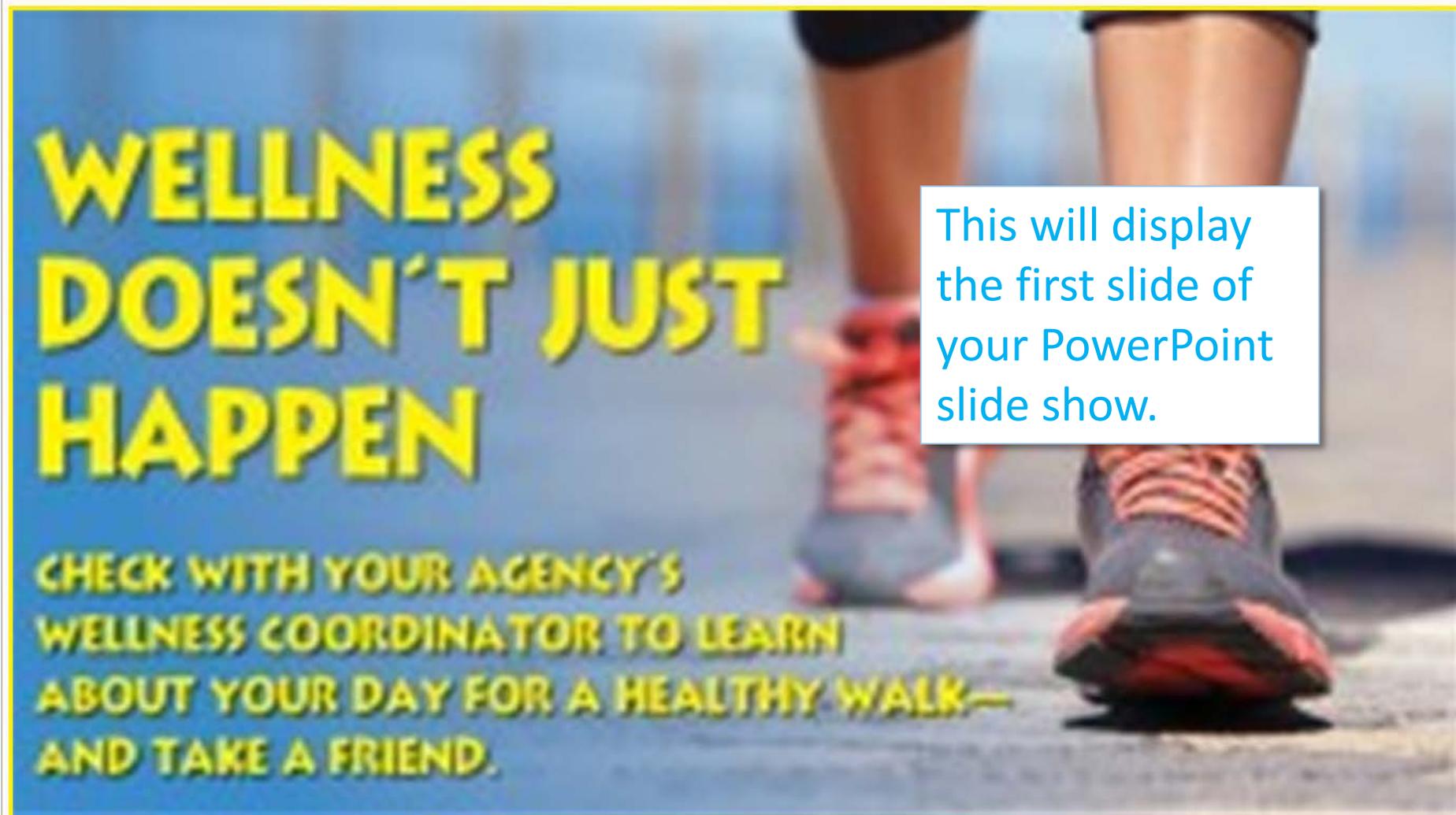
Logo  Enable

Ticker  Enable

Location Bottom

Background Music  Enable

0 music on list [Edit](#)



This will display the first slide of your PowerPoint slide show.

Option panel

Select a zone to view or edit the content

 **Main**  
 menu

 **Edit**  
 schedule

 **Save**  
 & export to player

 **Discard**  
 changes

 
 Screen off 00:00 → 01:00

 **Tools**

Logo  Enable  
 Ticker  Enable  
 Location **Bottom**

Background Music  Enable  
 0 music on list [Edit](#)



Option panel

- Export to player
- Export to USB



Select a zone to view or edit the content

Main menu

Edit schedule

Save & export to player

Discard changes

Screen off 00:00 → 01:00

Tools

Logo  Enable

Ticker  Enable

Location Bottom

Background Music  Enable

0 music on list

Select Player

10.XXX.XXX.XX

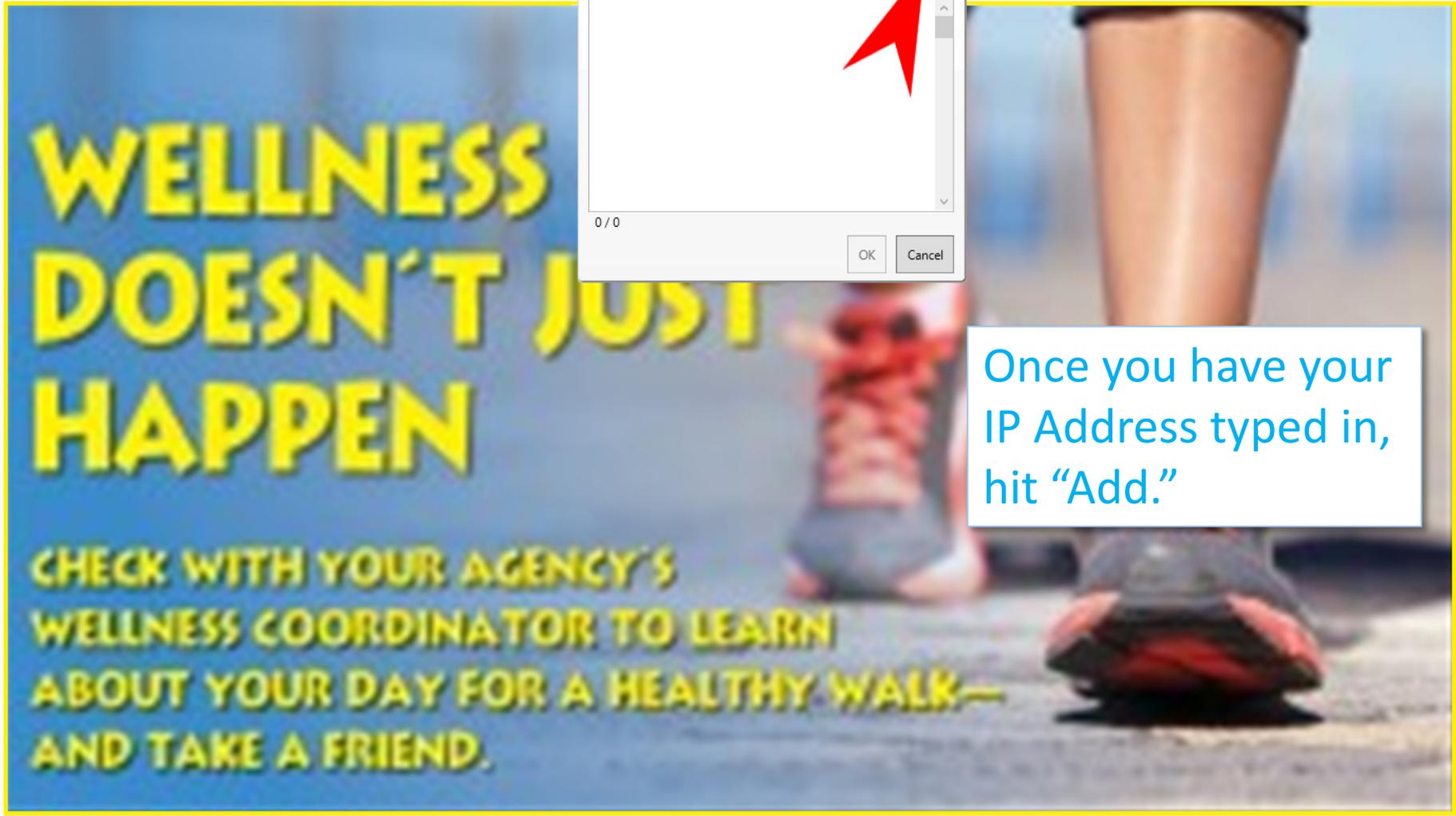
Support models: NMP-300w, NMP-302w, NMP-570w

Non-supported models

0 / 0



Once you have your IP Address typed in, hit "Add."



Option panel

Select a zone to view or edit the content

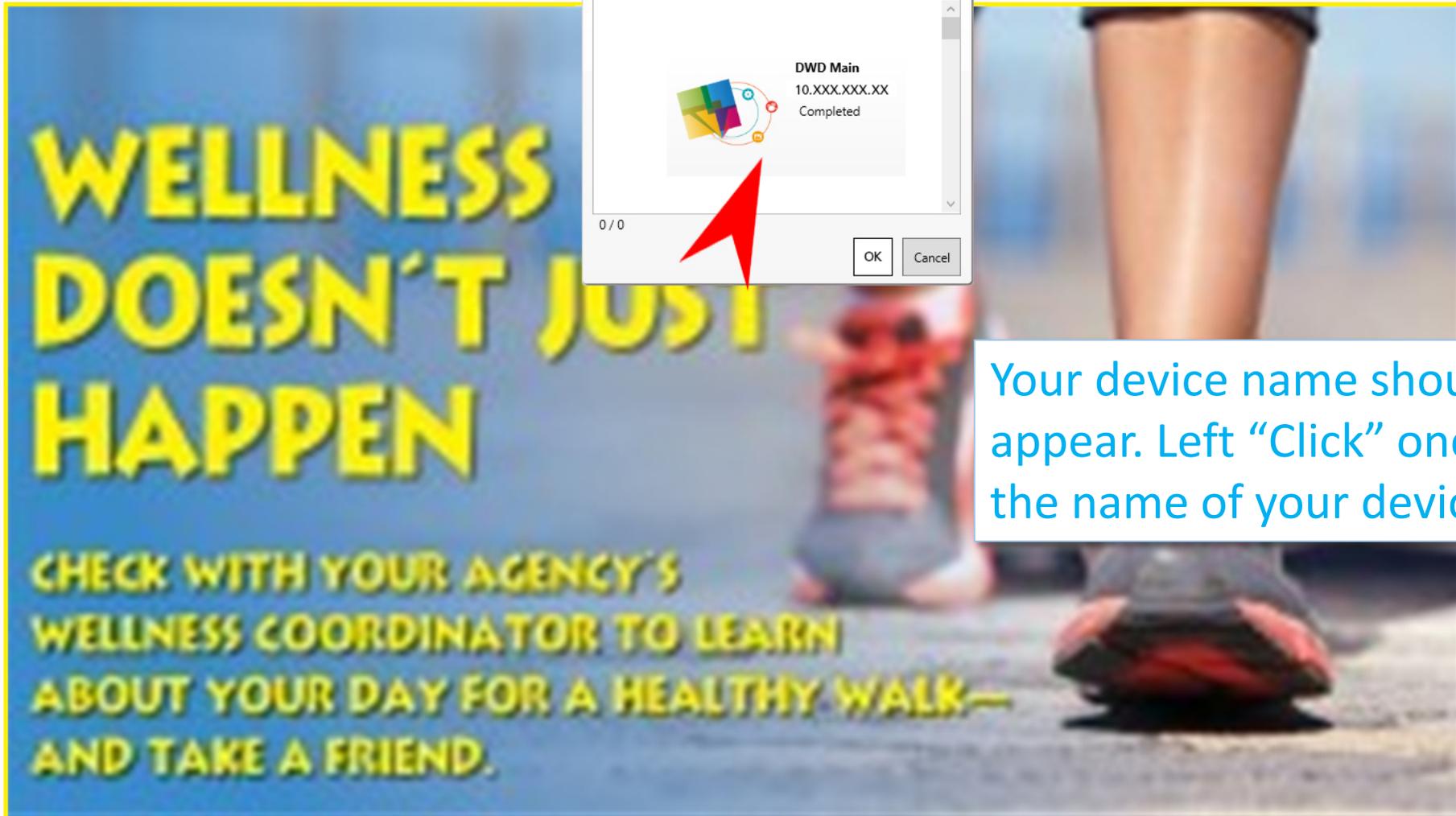
Main menu Edit schedule

Save & export to player Discard changes

Screen off 00:00 01:00

Tools  
Logo  Enable  
Ticker  Enable  
Location Bottom  
Background Music  Enable  
0 music on list Edit

Select Player  
10.XXX.XXX.XX Add  
Support models: NMP-300W, NMP-302w, NMP-570w  
Non-support models  
DWD Main  
10.XXX.XXX.XX  
Completed  
0 / 0  
OK Cancel



Your device name should appear. Left "Click" once on the name of your device.

Option panel

zone to view or the content

Main menu Edit schedule

Save & export to player Discard changes

Screen off 00:00 → 01:00

Tools

Logo  Enable  
Ticker  Enable  
Location Bottom  
Background Music  Enable  
0 music on list

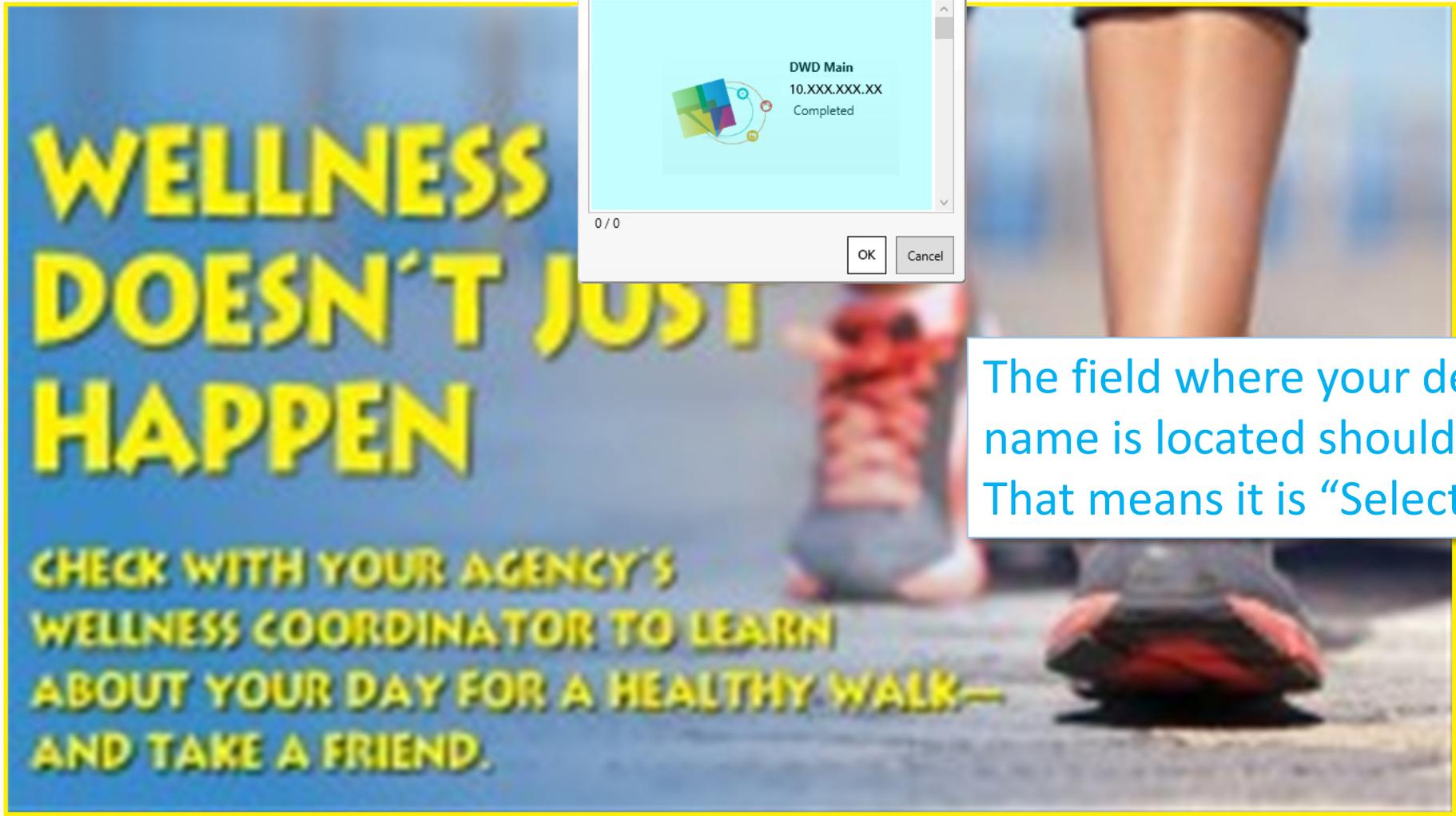
Select Player

10.XXX.XXX.XX

Support models: NMP-300W, NMP-302w, NMP-570w  
 Non-support models

DWD Main  
10.XXX.XXX.XX  
Completed

0 / 0



The field where your device name is located should be blue. That means it is "Selected."

Option panel

to view or content

**Main** menu **Edit** schedule

Save & export to player Discard changes

Screen off 00:00 → 01:00

Tools  
Logo  Enable  
Ticker  Enable  
Location Bottom  
Background Music  Enable  
0 music on list [Edit](#)

Select Player

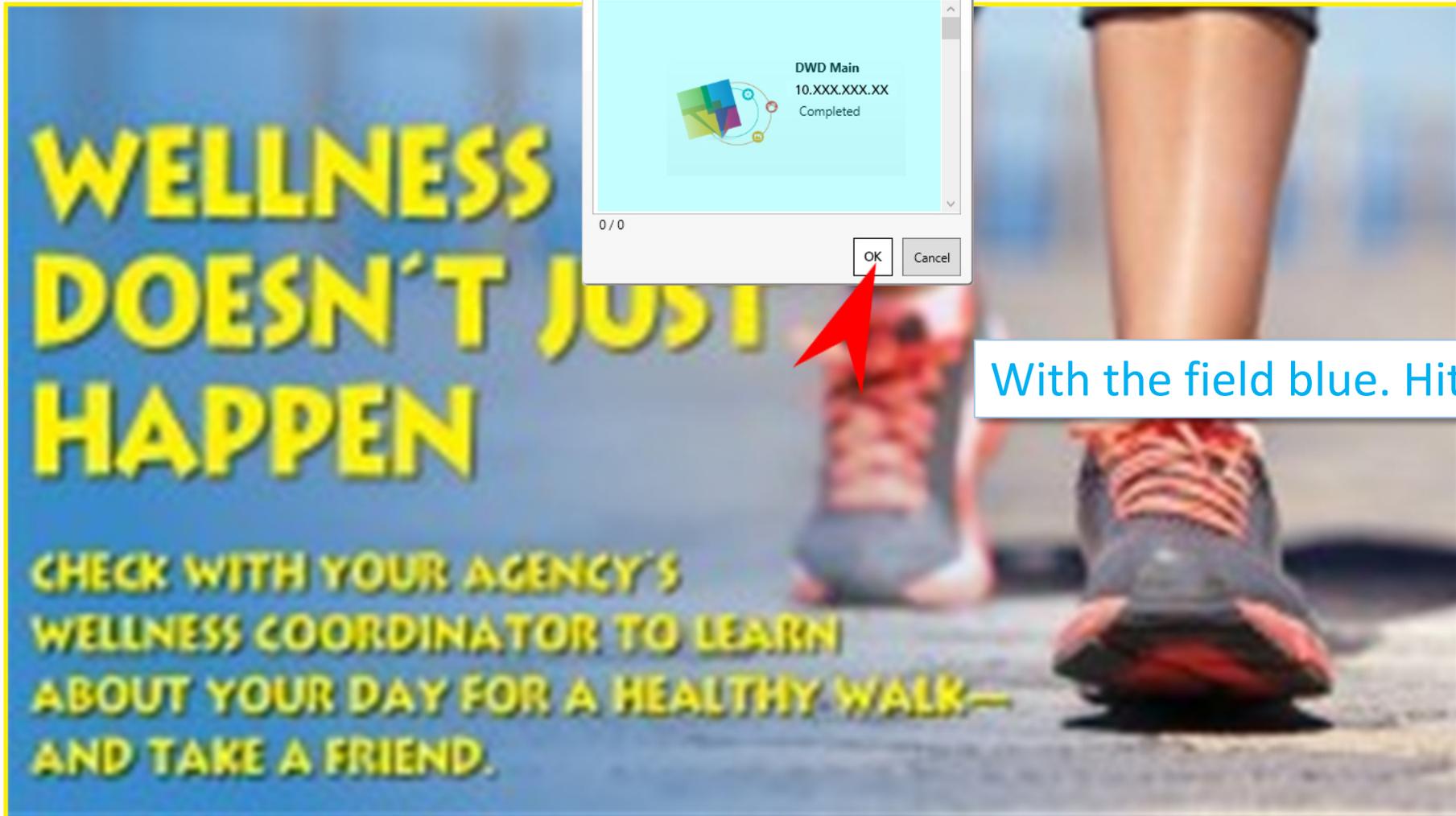
10.XXX.XXX.XX [Add](#)

Support models: NMP-300W, NMP-302w, NMP-570w  
⊘ Non-support models

 **DWD Main**  
10.XXX.XXX.XX  
Completed

0 / 0

[OK](#) [Cancel](#)



With the field blue. Hit "OK."

Option panel

one to view or edit the content

 **Main**  
 menu

 **Edit**  
 schedule

 **Save**  
 & export to player

 **Discard**  
 changes

 
 Screen off 00:00 → 01:00

 **Tools**

Logo  Enable  
 Ticker  Enable  
 Location Bottom

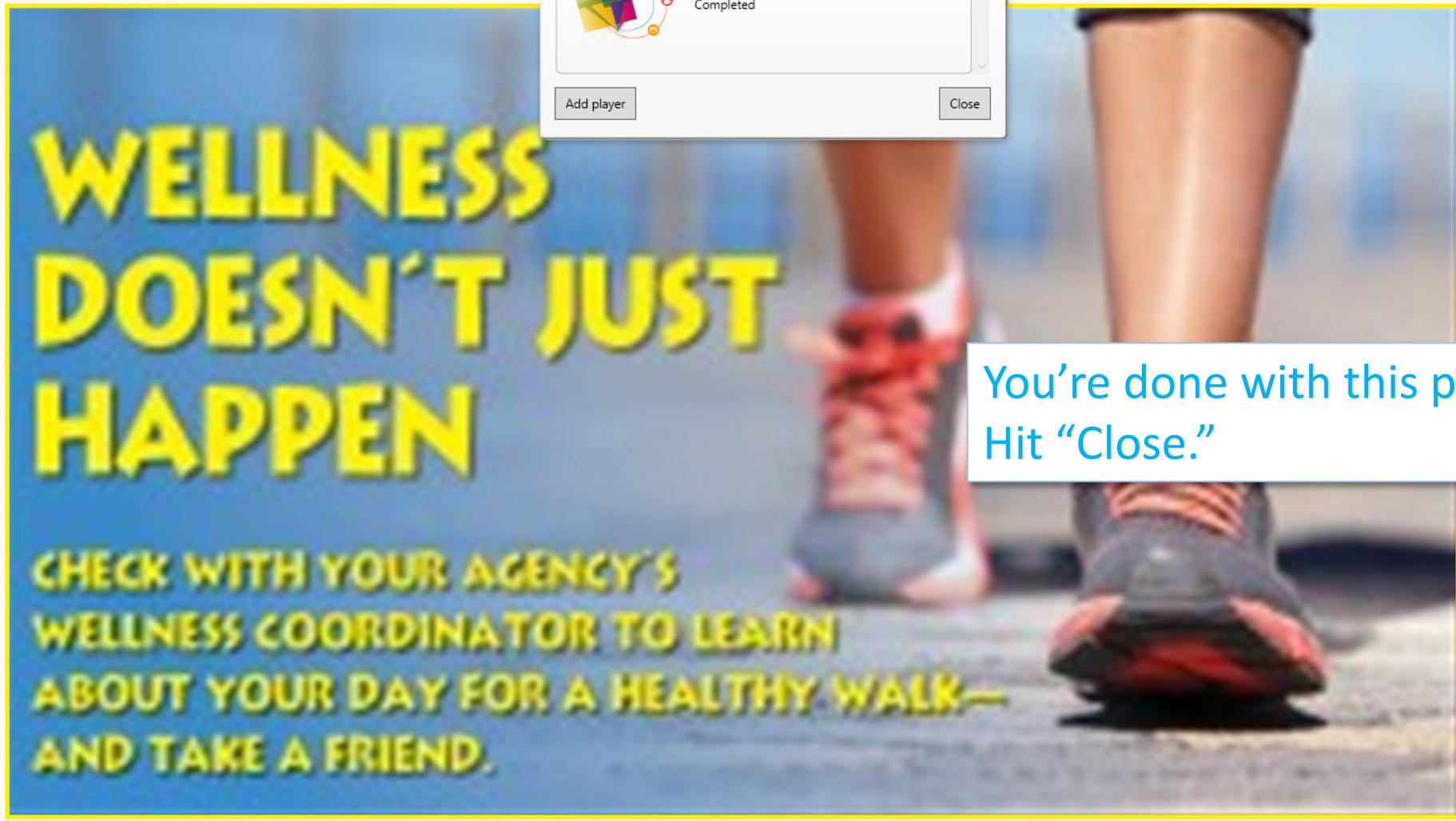
Background Music  Enable  
 0 music on list [Edit](#)

**Player Status**



**DWD Main** ● Online  
 10.XXX.XXX.XX  
 Completed

[Add player](#) [Close](#)



You're done with this part.  
Hit "Close."

Option panel

one to view or  
the content

# Regular Updates to your CIC

Your Signage Manager software can accept

- .jpg images;
- a PowerPoint slide show;
- .mp4 video

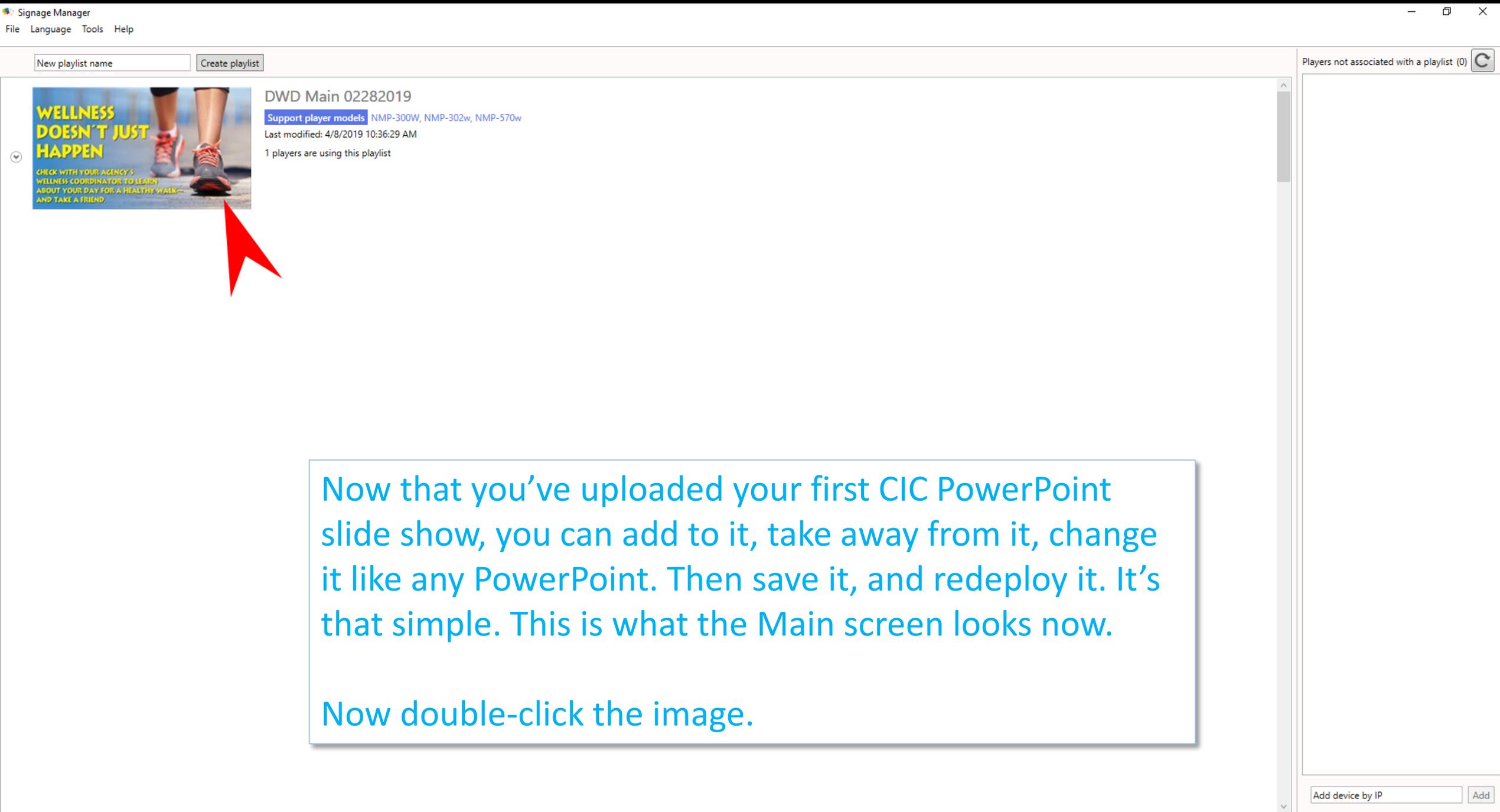


DWD Main 02282019  
[Support player models](#) NMP-300W, NMP-302w, NMP-570w  
Last modified: 4/8/2019 10:36:29 AM  
1 players are using this playlist

Players not associated with a playlist (0)

Now that you've uploaded your first CIC PowerPoint slide show, you can add to it, take away from it, change it like any PowerPoint. Then save it, and redeploy it. It's that simple. This is what the Main screen looks now.

Now double-click the image.



Now that you've uploaded your first CIC PowerPoint slide show, you can add to it, take away from it, change it like any PowerPoint. Then save it, and redeploy it. It's that simple. This is what the Main screen looks now.

Now double-click the image.

 **Main**  
 menu

 **Edit**  
 schedule

Export success  
Last exported time : 4/12/2019 10:08:11 AM

 **Save**  
 & export to player

 **Discard**  
 changes

 
 Screen off 00:00 → 01:00

 **Tools**

Presentation duration: 44 sec(s)

Logo  Enable  
 Ticker  Enable  
 Location Bottom

Background Music  Enable  
 0 music on list [Edit](#)



Option panel

Select a zone to view or edit the content



Save & export to player

Discard changes

Add schedule

Add presentation

Enable event trigger ?

Default presentation

Every Mon-Sun  
All day





Model : NMP-300W / 302W / 570W, FHD media player

Orientation

- Landscape
- Portrait

Empty templates

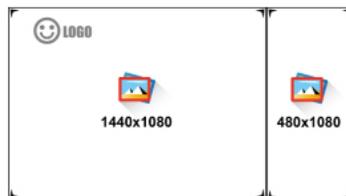
- 1 zone
- 2 zones
- 3 zones
- 4 zones
- 5 zones

Pre-designed templates

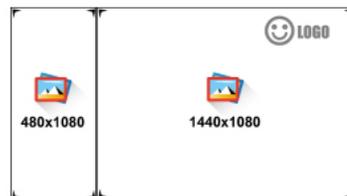
- Hospitality
- Retail
- Quick Service Restaurant



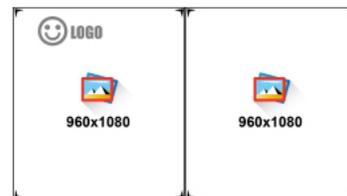
Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



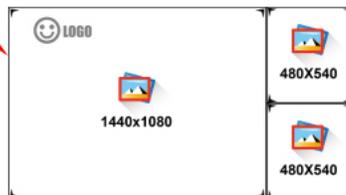
Full HD (1920 x 1080)



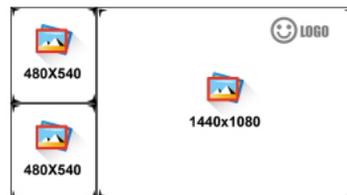
Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)



Full HD (1920 x 1080)  
Hospitality

Save & export to player ▼ Discard changes

Main menu

Add schedule

Add presentation  Enable event trigger ?

Default presentation

Every Mon-Sun  
All day



Presentation duration: 300 sec(s)



Presentation duration: 300 sec(s)

📄 🖼️ ✎️ ✖️

Add presentation

Enable event trigger ?



Presentation duration: 300 sec(s)



Presentation duration:  sec(s)

OK Cancel



1920x1080

Presentation duration: 300 sec(s)

Add presentation

Enable event trigger ?



Presentation duration: 300 sec(s)

Wellness advertisement image (same as above) with a duration input field.

Presentation duration:  sec(s)

OK Cancel



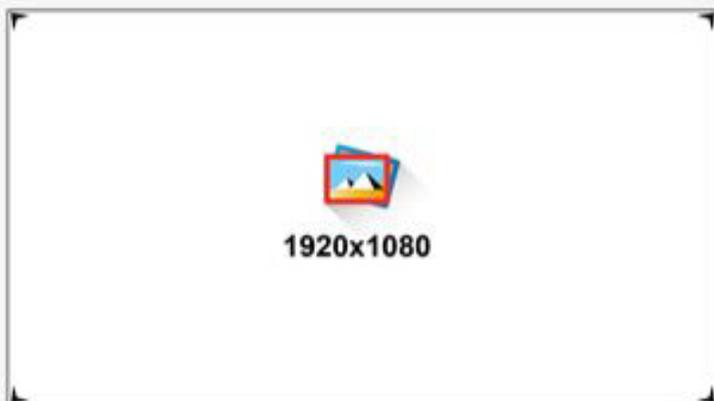
Presentation duration: 300 sec(s)

Add presentation

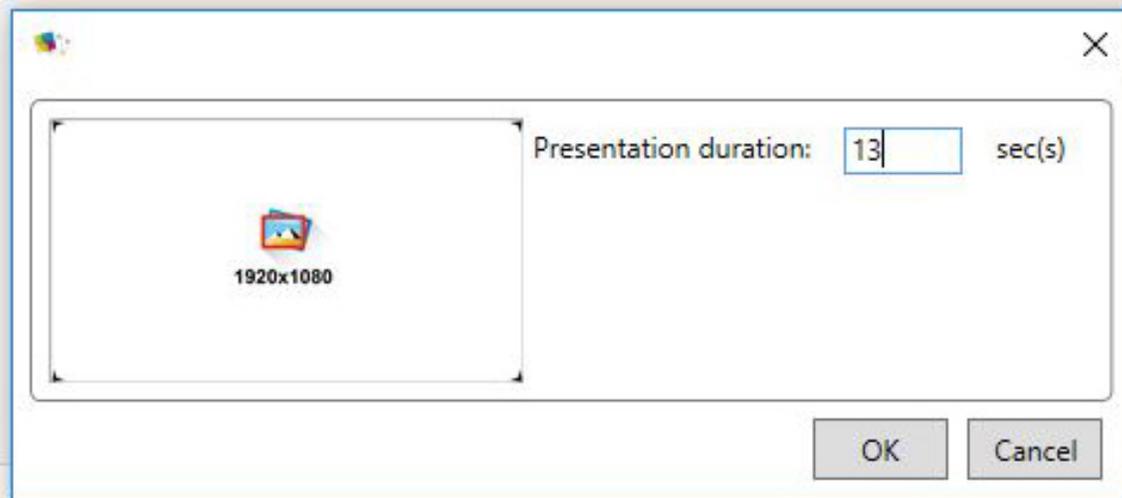
Enable event trigger ?



Presentation duration: 44 sec(s)

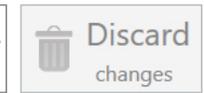


Presentation duration: 300 sec(s)





Export success  
Last exported time : 4/23/2019 4:30:07 PM



Add schedule

Add presentation

Enable event trigger ?

Default presentation  
Every Mon-Sun  
All day



Presentation duration: 44 sec(s)

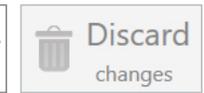


Presentation duration: 13 sec(s)





Export success  
Last exported time : 4/23/2019 4:30:07 PM



Add schedule

Add presentation

Enable event trigger ?

Default presentation  
Every Mon-Sun  
All day



Presentation duration: 44 sec(s)



Presentation duration: 13 sec(s)



 **Main**  
 menu

 **Edit**  
 schedule

Export success  
Last exported time : 4/23/2019 4:47:43 PM

 **Save**  
 & export to player

 **Discard**  
 changes

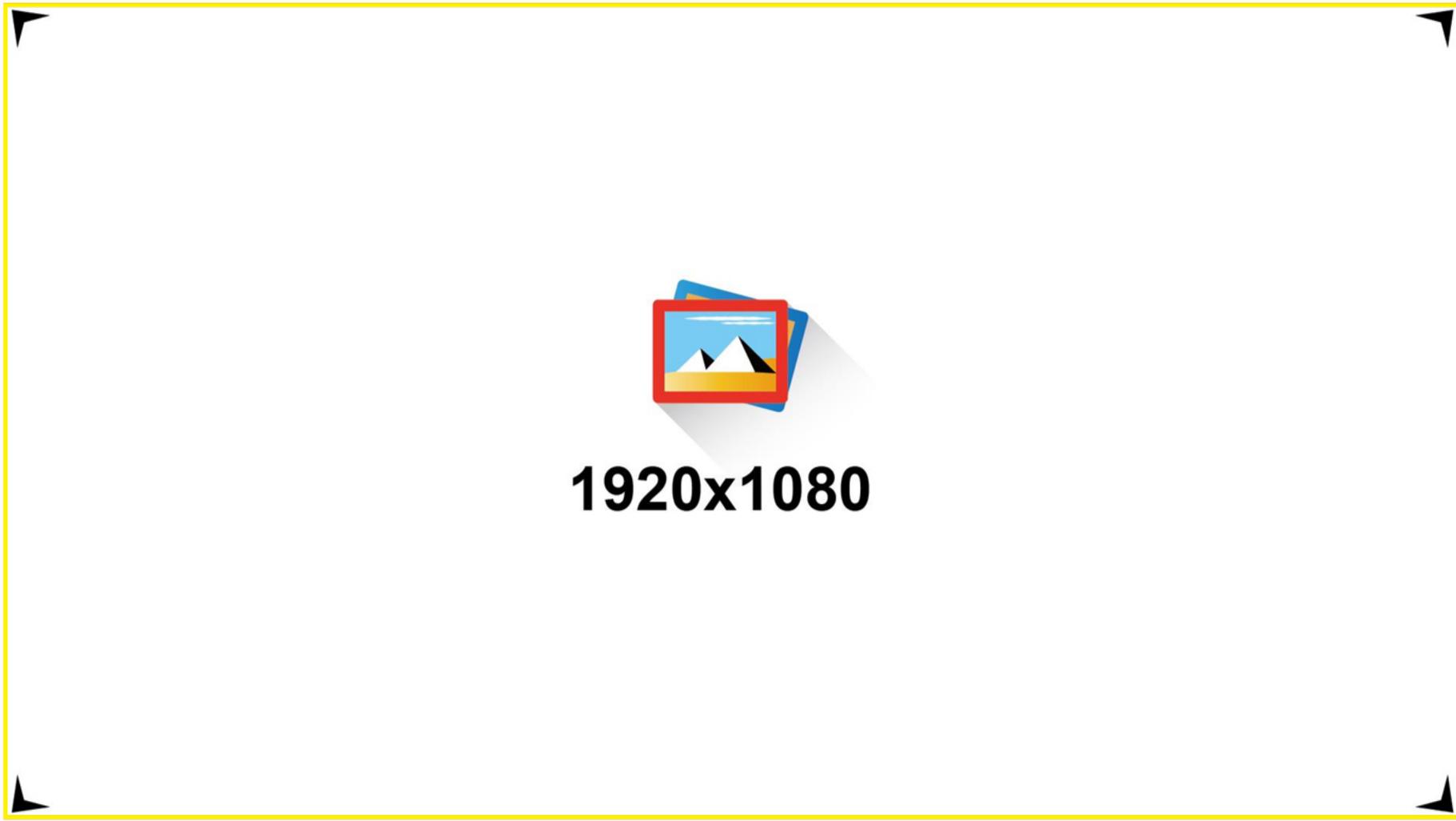
 
 Screen off 00:00 → 01:00

< 2 / 2 >

 **Tools**  
 Presentation duration: 13 sec(s)

Logo  Enable  
 Ticker  Enable  
 Location **Bottom**

Background Music  Enable  
 0 music on list [Edit](#)



Option panel

Select a zone to view or edit the content

 **Main**  
 menu

 **Edit**  
 schedule

Export success  
Last exported time : 4/23/2019 4:47:43 PM

 **Save**  
 & export to player

 **Discard**  
 changes

 
 Screen off 00:00 → 01:00

< 2 / 2 >

 **Tools**  
 Presentation duration: 13 sec(s)

Logo  Enable  
 Ticker  Enable  
 Location **Bottom**

Background Music  Enable  
 0 music on list [Edit](#)

# HIRING EVENT

Thursday, April 25

8:00 AM - 4:00 PM

Friday, April 26

8:00 AM - 4:00 PM

Saturday, April 27

8:00 AM - 12:00 PM



10711 N. Congress Avenue

Kansas City, MO

Looping playback

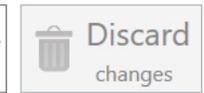
Support: image, video, PowerPoint, widget, media url


CVS HEALTH HIRING

Duration 7 sec(s)  
 Display Crop



Export success  
Last exported time : 4/23/2019 4:30:07 PM



Add schedule

Add presentation

Enable event trigger ?

Default presentation  
Every Mon-Sun  
All day



Presentation duration: 44 sec(s)



Presentation duration: 13 sec(s)



**You can use templates found at  
[jobs.mo.gov/dwdmain](https://jobs.mo.gov/dwdmain)**