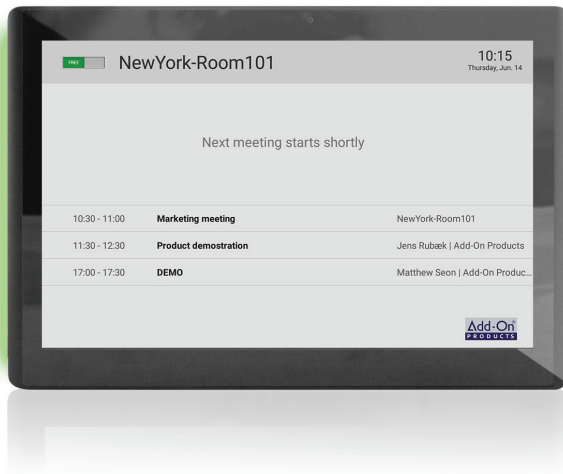




# GETTING STARTED

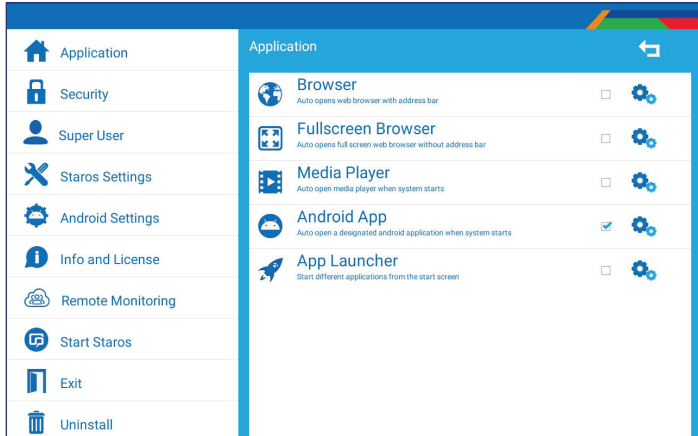
## HOW TO SET UP THE SYSTEM



# CONNECT YOUR DEVICE



1. **Plugin power cord** or PoE **ethernet cable** if not using **Wi-Fi**.
2. Your device will **power on automatically**.  
The system will start when the boot-up is completed.
3. Tap **5 times** within 2 seconds on the lower right-hand corner.
4. Enter **0000** as password to unlock the screen and open **Staros**.




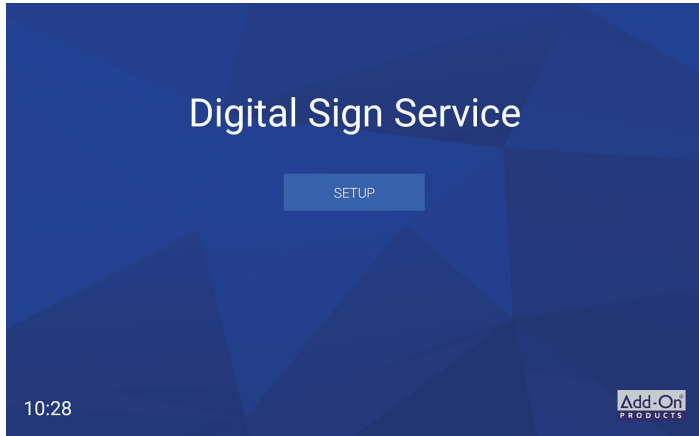
# YOUR ANDROID SETTINGS



5. Select **Android Settings** in the left hand side menu.
6. Make sure **WiFi or Ethernet** is connected.
7. Make sure the **date and time zone are correct** for your location.

With **Automatic date & time** you can set date / time either by network or set it manually. You can select a different time zone by tapping "Select time zone".

8. Press  to navigate back to **Staros** main menu.
9. Press **Security** followed by **Disable Status Bar**
10. Checkmark the **Are you sure you want to disable botom bar?**
11. Press **Start Staros** to run the Digital Sign Service app.



## USING OUR DEMO SERVER



10. Tap **SETUP** button for configuration of Digital Sign Service.
11. Make sure the Server is **<http://demo.digitalsignservice.dk>**
12. Make sure the Server time zone is set to **(UTC+01:00) Europe/Copenhagen**  
This is the time zone for our demo server.
13. Tap the **SAVE** button on the top of the page.

The meeting room sign appears and you are now able to book a meeting and trial the system.

## LATER CUSTOMIZATIONS



14. Tap the **logo image** to enter the setup screen.
15. Change your settings and tap **SAVE** for saving and exit.  
(Update server address, change logo, etc.)

# SUPPORT

We offer a variety of different ways to communicate with us.

## Knowledgebase

You are welcome, at any time, to access our knowledgebase.

Find it on [www.add-on-support.com](http://www.add-on-support.com).

Our knowledgebase is divided into specific product areas. This enables you to find answers to the most common questions. It is also here that you can find the revision history for the specific product. The revision history will allow you to gain an overview over the recently launched versions and improvements.

## Live chat

Our English speaking live chat is accessible from [www.add-on.com](http://www.add-on.com).

It is available 24 hours within weekdays for all time zones.

## Phone

Our European and North American phone numbers are all English speaking.

They are staffed 24 hours within week days for all time zones.

Our local country phone numbers are only staffed within the business hours of the origin – however they speak German and Scandinavian languages.

### Europe

Phone: +44 (0) 203 002 3889

### North America

Phone: +1 (202)-536-4165



Add-On Products is a world-wide market leading provider of add-ons to the Microsoft Outlook® Exchange & Office 365 platform.

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