



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. **Power on the device.**

Qbic startup screen starts with a 20 seconds countdown before Digital Sign service automatically starts. Tap the countdown to cancel it temporarily.

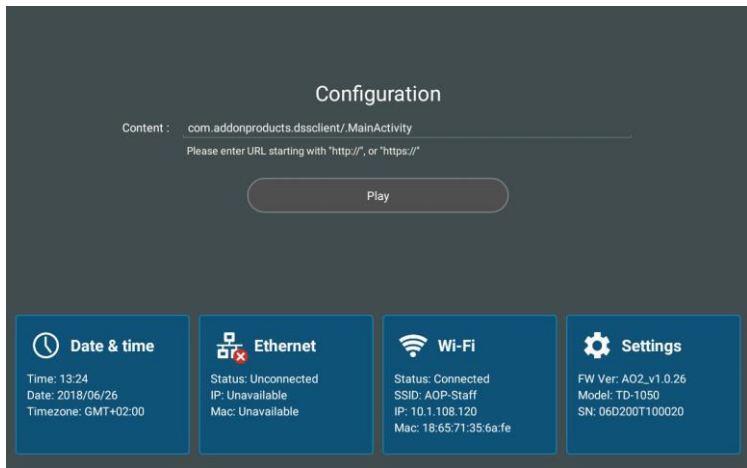


3. Tap the **WiFi or Ethernet section.**

For the **WiFi setting**, please go to the WiFi page and **switch on the WiFi button**. After the automatic WiFi scan, **select your desired WiFi**.

For **Ethernet**, the network will automatically connect when you plug in the Ethernet cable

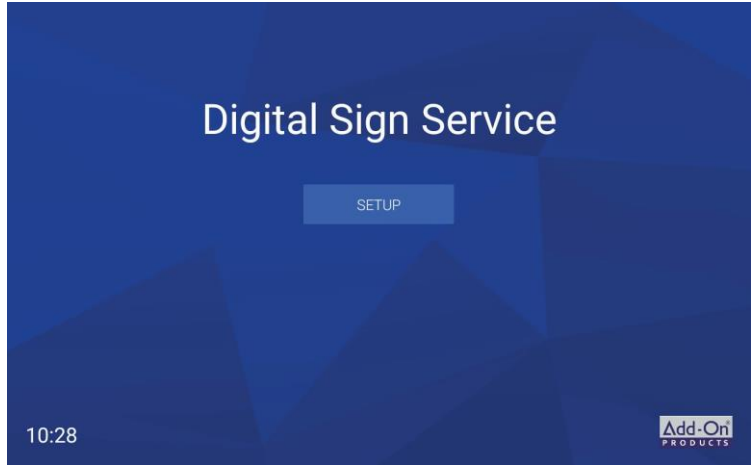
4. Tap on the **HOME (O)** button to **return to Qbic Startup screen.**



DATE & TIME SETTINGS

5. Tap on the **Date & time section** to change or adjust your date / time.
6. Make sure the **clock and time zone are correct** for your location. With **Automatic date & time** you can set date / time either by network or set manually. You can select a different time zone by tapping "Select time zone".
7. Tap the **Home (O)** button to **return to Qbic startup screen.**

Digital Sign Service will automatically start after 20 seconds.



USING OUR DEMO SERVER



8. Tap **SETUP** button for configuration of Digital Sign Service.

9. Make sure the Server is **http://dss.add-on.com**

10. Make sure the Server time zone is set to
(UTC+01:00) Europe/Copenhagen

This is the time zone for our demo server.

11. 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

12. Tap the **logo image** to enter the setup screen.

13. 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.

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.

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 weekdays 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.

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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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Download a 30 days free trial version at www.add-on.com