Installing Poppulo and Creating a Digital Sign Using FWI Cloud

With Poppulo Digital Signage, you can share a wide variety of content to engage your audience effectively. Here are some types of content you can share:

- Announcements and Updates: Keep everyone informed with the latest news, events, and important messages.
- *Emergency Alerts:* RAVE emergency notifications allow Emory to quickly and effectively disseminate emergency alerts and critical information across our digital signage network.
- *Multimedia Content:* Share videos, images, and slideshows to create visually appealing displays.
- *Live Data Feeds:* Integrate real-time information such as news and weather updates to keep content fresh and relevant.
- *Social Media Feeds:* Display live social media updates to connect with your audience on different platforms.
- Interactive Content: Use touchscreens and QR codes to create interactive experiences.
- User-Generated Content: Encourage audience participation by displaying content created by users, which can enhance engagement and authenticity.

System Requirements

Poppulo digital signage player software is designed to be flexible and compatible with various hardware. To install the Poppulo Content Player and Content Manager Desktop software, the system requirements are as follows:

- 1. **Operating Systems**: The content player software is compatible with Windows 10 and later versions, Android, and BrightSign.
- 2. **Hardware**: Entry-level desktop devices to high-performance players, depending on the complexity of your application.
- 3. **Processor**: A minimum of Intel i5 or equivalent is required.
- 4. **Memory**: A minimum of 8 GB of RAM is recommended.
- 5. **Storage**: A minimum of 500 MB of free disk space for the installation.
- 6. **Network**: Ethernet and Wi-Fi networks are supported. A stable internet connection is necessary for downloading the software and for ongoing updates and synchronization with Poppulo Cloud.
- 7. **Display**: The software supports both LCD and LED screens, with a recommended resolution of 1920x1080 at 60 Hz. *Meeting these requirements ensure that Poppulo Digital Signage can deliver a robust and seamless experience across different environments.*



Installing Poppulo Content Player for Windows

To install the Poppulo Content Player for Windows, on computers displaying digital signs, follow these steps:

- 1. Download the Software: Obtain the Poppulo Content Player from here.
- 2. Install Poppulo Content Player Software:
 - Run the installer for the Content Player software on the player machine.



• Follow the on-screen prompts, selecting the default settings and options.



3. Open Four Winds Interactive (FWI) -> Content Player.

Q Sea	arch for apps, settings, and documents	
All		< Back
-	Feedback Hub	
	File Explorer System	
٢	Firefox	
۷	Firefox New	
	Firefox Private Browsing	
	Four Winds Interactive	^
0	Content Manager Desktop	
	Content Player	
1	Content Player Configuration	
Û	User Migration Tool	

4. Enter the FWI Invite Code provided by Emory Executive Technology Services. (If you have a Poppulo Administrator license, please follow these steps to generate your own FWI Invite Code)



- Log into Poppulo Cloud at; <u>https://fwicloud.com/login</u> using your Emory Credentials.
- o Goto Devices and select New in the upper right corner

^{မှ} ုန် ဝဝဝဝဝ၊ဝ			¢ Ⅲ	A My	Harmony 🔹
Devices			<u>,</u> Q Filter		+ New
Devices	STATUS	:	DESCRIPTION	N	:



• Select Device Invite Code

^{[®] ρορρυίο ^{^Ω ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹}}							Harmony 🔹	
Devices						ात् Filter		+ New
Devices			NAME 1	STATUS	÷	DESCRIP	Folder	
Brain Health - Veterans	0	6	1599LOBBY	Last online Jan 9, 2025, 4:53:39 AM			# Device I	nvim: Code
🕨 🛅 Campus Life	D		Brain Health - Veterans				Bulk Upl	load by CSV

• Enter a Device Name (best practice is to use the same name as the computer) and click Create

Create Invite Code		×
DEVICE NAMES		
New Device	I	∂
+ Create Another Invite		
Cancel		Create

• The Digital Signage Player device will be created and an Invite Code will be generated. (NOTE: Invite Code is only active for 7 days).

Create Invite Code	×
DEVICE NAMES	INVITE CODES
LF_MT_DSTEST	ZHYLTL
Copy Invite to Clipboard	



5. Go back to Content Player, paste Invite Code, it will auto activate



6. Finished. Poppulo Content Player is now installed on your Digital Signage Computer.



Test Content Player to verify that Content Player installed successfully:

- Click Start > All Programs > Four Winds Interactive.
- Select Content Player. Content Player launches in full-screen mode with a default template indicating that the application has installed successfully.
- To close the application, press [**Q**].

EMORY Office of Information Technology

Set Content Player to Start Automatically.

For most signage implementations, Content Player should automatically launch at Windows startup. While not required, if desired, to add Content Player to the Startup program group:

- Click Start > All Programs > Four Winds Interactive.
- Right-click Content Player and select Copy.
- Right-click the start-up folder.
- Select Open all users.
- Right-click and select Paste.
- To verify automatic startup of Content Player, reboot the signage player.

In the event of power failure, Content Players can automatically restart when power is restored. This setting eliminates the need for manual intervention.



MORY
IVERSITYOffice of
Information Technology

Installing Poppulo Content Manager Desktop

To install the Poppulo Content Manger Desktop client, follow these steps:

- On a Windows computer, download the Content Manager for Desktop 5.15 installation package from <u>here</u>.
- 2. After the download is complete, right-click the .zip file, and select Extract All. A new folder displays in the location where the files are downloaded.
- 3. To run the installation package, double-click Content Manager Setup.exe.



4. Follow the on-screen prompts, accepting default settings.





EMORY | Office of Information Technology

5. After the installation has completed successfully, open Content Manager Desktop.



6. Click Cancel in the Content Manager Desktop Setup Wizard window to close the wizard.





7. In Content Manager Desktop, on the task bar, click File, and select Open, to create a Hosted Connection to the Emory Digital Signage environment.

New	Ctrl+N		57	Q M14	M- I T	Week of A	pr 7 2025	C., Ma	I т.,
Ppen	Ctrl+O								
Close	Ctrl+W	1							
Refresh	Ctrl+R								
Save	Ctrl+S								
Save As									
Export Databa	ase to File								
Log Off FWI O	loud								
Exit		1							

8. Click New and select Hosted Connection

💿 Open –	C)	×
Select from connections below or add a new connection. Name Last Mode	-	New	-
	H. (()	Databa Filesys	ase Connection stem Connection
		Hoste	d Connection
		Open	

- 9. Enter the following information:
 - Content Manager Web Services URL: <u>https://fwi-us-core.fwicloud.com/cm515/</u>
 - Remote Connection Name: emoryuniv15





- 10. Click **OK**.

Open	-		×
Select from connections below or add a new connection.			
Name এ ঊ https://fwi-us-core.fwicloud.com/cm515/ (emoryuniv15)	Last Modifi 4/8/2025 4:	New	•
Emory University	1/15/2025	Delete	•
		Open	

- 12. Click **Open**.
- 13. Login using your Emory email address and Signage Cloud password.
- 14. Finished. Content Manager Desktop is installed and connected to the Emory Digital Signage environment.

📀 Lo	gged	in as l	Larry Frazer	at https://fw	i-us-cc	re.fwiclo	ud.com/a	:m515/	(emoryur	niv15) -	Cont	ent Ma	nager	Deskto	р
File	Netv	vork	Content	Template	Арр	User	Group	View	Tools	Help					
Co 🗸	₽ ×	Netw	ork Overviev	N				₽	Q 114	Mo	Ти	Week o	f Anr 7 Th	2025 Er	52
	5	🗆 🋞 E	mory Univer	sity				_							
	1	E ni	Executive I	ecnnology Se	vices										
Ima	ge	E a	Alerts												
		E n	Campus Life	e											
	=	B n	1599 Bldg												
Live L	Data		School of La	aw wax Library											
1	1	E	School of N	ursing											
-		E n	Campus Se	rvices											
l lex	α.	m m	FWI Upgrad	les											
-1:		E n	FWI Booked	d											
Moufir	ding	B 78	LIB Michael C (Carlos Musour	n										
vvayiii	ung	E	School of M	ledicine											
		E n	School of P	ublic Health											
Web	lanc	m m	Web Player												
1 ALED I	iups	E 70	School of T	heology											



Creating Basic Digital Signage Using Poppulo Cloud

- Select Desired Emory Enterprise Digital Signage Template 1.
 - Choose an approved Canva digital signage template from the Emory Communications and Marketing 0 teams site at; Landscape Designs (1920x1080) and Portrait Designs (1080x1920)



Select 'Use Template for New Design' to start modifying the template for your sign. 0





- Within Canva:
 - o Select 'Continue with Email', using Emory email address, if you already have an account OR
 - 'Sign Up with Work Email'



• Add the appropriate information to the template i.e., images, headlines, dates, times, QR codes, etc.



• When you have finished entering information, within Canva select File -> Download, to download completed template to your computer. NOTE: You can download current page or multiple pages.





- 2. Upload Content to Digital Signage
 - Log into Poppulo at <u>www.fwicloud.com</u>
 - a. Select Library

^{စ္ခ} ိုး poppulo			Help Community	🗄 Emory Univ	ersity 🖉 My Harmony 🔻
	Good A Welcome to	Afternoon, o the Poppulo Harmon	Larry! ^{yy Platform}		
Digital Signage	Content	Receivers	Communications		Reporting
	Library	Devices	((°)) Channels	Content Manager Web	Lill Reports
	Admin Center				
B	O Users	Groups	C Labels	्रि Settings	

b. Select your departmental folder

ႏိုး ဝဝဝဝပါဝ		۵ 🖬	🚊 My Harmony 🔹
Library > Convocation Hall >	fest Content		TQ Filter (1) New
	Folder is empty Drag and drop or create some avesomences O tree		
Test Content			

- c. If you already have a playlist, skip this test and go to step 6 within your Playlist
- d. Select 'New Playlist', your playlist will be empty

္ကိန္က စဝစ္စာပါဝ	2	¢ Ⅲ	≗ муна	armony 🔹
Library > Convocation Hall > Te	st Content		Filter	🕀 New
+ 🛅 Library				
+ 🛅 1599 Lobby	Folder is empty			
• 🛅 Alerts				
• 🛅 Apps 10.0 (Do not Dele	Ender			
• 🛅 Campus Services				
Carlos Museum	A toplet			
CEPAR	pt opposi			
- Convocation Hall	↑ Unload			
Edit Playlist Here	All Import from Grid Data			
Test Content	P36 mborriou cici pera			



e. Select 'Add Content'

New Playlist	😴 Publish 🗄
	_
	<
Your Playlist is Empty	
Add Content	

f. Select 'Upload' to upload the newly created Digital Signage Template

Choose media		×
		ā Filter 1=↓ Most Recent First • 📰 🎫
+ 🖿 Library		
• 🖿 1599 Lobby 🔮		
Alerts Upload		
+ Apps 10.0 (Do not Dele	C Open	×
Campus Services	← → ✓ ↑ Downloads > Digital_Signage ✓ C Search	n Digital_Signage 🤌
	Organize * New folder	. E · I ·
Carlos Museum	> Lauriel - Emory Name Date modifi	ed Type
CEPAR	Today Zona di setta signage joeg 4/21/2025 3	09 PM JPEG File
- E Convocation Hall	± Downloads ★	
Edit Plavlist Here	Documents 🖈	
	🔀 Fictures 🖈	
Test Content	🚱 Music 🛷	
Upload Content Here	Videos 🖈	
	Sereenthots	
- PUAS	File name: test_signagejpeg v Custo	m files ("apogrābings".git, ~
Emory Libraries	Upload from mobile	ipon Cancel
→ ESC ♥		Cancel Done

- g. Click 'Done' when the content is finished uploading
- h. After adding additional templates, click 'Done'
- i. Click 'Publish' to Publish your newly created playlist.

New Pl	aylist minutes ago			<i>⊊</i> ? Publish :
	Availability 🖒 Duration 🕞 Duplicate item	Delete item		
	CONTENT	DURATION	AVAILABILITY	<
	test_signage.jpeg image	O 0:30	Always	
	\oplus			



Create a Channel and Publish Playlist to Channel

In Poppulo Digital Signage, a 'Channel' serves as a dedicated communication pathway for delivering targeted content to specific audiences.

Channels allow organizations to manage and distribute various types of content, such as announcements, updates, and multimedia, to digital signage displays across different locations.

This ensures that the right information reaches the right people at the right time, enhancing engagement and effectiveness in communication.

1. Go to Channels in the upper right corner



- 2. Select 'New' then 'Folder'
 - Enter your department name for the folder
- 3. Within your new Channel Folder, select the plus sign and select 'New' 'Channel'
 - Provide a 'Name' and 'Description' for your new Channel

New Channel Auto saved 28 seconds ago				
	Details	Schedule	Preview	
NAME				PUBLISH CHANNEL
New Channel			* 0	Publish Now Add content to publish
DESCRIPTION				Revert
ТҮРЕ			0	CONNECTED DEVICES Once published, you can add devices here.
Super Simple Channel One piece of content playing 24/7	Daily Channel Daily recurring schedule			SCREEN FLUSH 🚯 🕂 Add
Super Simple Channel				SHARE Contact Us Share signage on intranets and web pages throughout your company.
Your one piece of content will play 24/7	Set how conter	at displays on your screens		ACTIONS
Add Content	Center and	Fit-to-Container 🔹		🖉 Viewer Link
				+ Duplicate
				E Move



4. For 'Channel Type', Select 'Super Simple Channel'

New Channel Auto saved 4 minutes ago						
	Details	Schedule	Preview			
					PUBLISH CHANNEL	
LF Test New Channel				* 0	Publish Now Add content to p	ublish
DESCRIPTION					Revert	
ТҮРЕ				0	CONNECTED DEVICES Once published, you can a	dd devices her
Super Simple Channel One piece of content playing 24/7	Daily Channel lally recurring schedule				SCREEN FLUSH	(+) A
Super Simple Channel					SHARE Share signage on intranets throughout your company.	Contact I
24/7 CONTENT Your one piece of content will play 24/7	CHANNEL WIDE SC Set how content	ALING BEHAVIOR t displays on your screens			ACTIONS	
Add Content	Center and F	Fit-to-Container +			Ø Viewer Link	
					+ Duplicate	
					← Move	

5. For 'Channel Wide Scaling Behavior', Select 'Center and Fit to Container'

LF Test New Channel Auto saved 6 minutes ago					√2 Publish
	Details	Schedule	Preview		
					PUBLISH CHANNEL
				•0	Publish Now Add content to publish
Туре				D	CONNECTED DEVICES Once published, you can add devices here.
Super Simple Channel Daily One piece of content playing 24/7 Daily reco	Channel rring schedule				SCREEN FLUSH 🕘 🕂 Add
Super Simple Channel	Center and Fit-	to-Container			SHARE Contact Us Share signage on intranets and web pages throughout your company.
Your one piece of content will play 24/7	Zoom-to-Fill Co	ntainer			ACTIONS
Add Content	Center and Picto				Duplicate
					← Move

6. Select 'Add Content' to add you desired playlist or additional content. Click 'Done'.





7. Click 'Publish'

LF Test New Channel Auto saved in 3 seconds						🦪 Publish
	Details	Schedule	Preview			
					PUBLISH CHANNEL	
LF Test New Channel				* 0	Publish Now Never Published	
DESCRIPTION				0	Revert	
туре					CONNECTED DEVICES Once published, you can ad	ld devices here.
Super Simple Channel D One piece of content playing 24/7 Daily n	aily Channel ecurring schedule				SCREEN FLUSH	+ Add
Super Simple Channel					SHARE Share signage on intranets throughout your company.	Contact Us and web pages
24/7 CONTENT Your one piece of content will play 24/7	CHANNEL WIDE SCALING	s BEHAVIOR lays on your screens			ACTIONS	
F More and the second	Center and Fit-to-	Container +			 ⊘ Viewer Link (+) Duplicate 	
					← Move	

Publish the Channel to Display on Digital Signage Computer

The digital signage computer name for this example is called 'LF_MT_DSTEST'

1. Go to 'Device' in the upper right corner

္လို ဝဝဝဝပါဝ							¢ Ⅲ	음 My Harn	nony •
Devices								1 200	+ New
Devices	Î		NAME 个	STATUS	19		Ŷ	ON	:
Brain Health - Veterans	0	6	1599LOBBY	🚺 La	Admin Center	Channels	Devices		
 Campus Life 	0	н	Brain Health - Veterans						
Campus Services	0		Campus Life		Library	Reporting			
Carlos Museum	0	10	Campus Services		QUICK ACCESS				
CEPAR	0	11	Carlos Museum		۲	C			
Convocation Hall	0	lle.	CEPAR		Help Community	Content Manager			
ECAS			Convocation Hall			Web			



2. Select your Device, then Select desired Channel, Click Done.



3. A preview of the digital sign will appear in the console for the selected digital signage device.



Congratulations, you have completed the process of creating a digital signage computer and publishing a digital sign.



<u>Tips</u>

- 1. 'Windows Key + D' will exit Content Player when you are actually using a content player computer for testing.
- Resolution issues for Computer Displays or Professional Displays (Landscape View) If you are using a 1920x1080 template and it displays a bar on each side of the screen, change the resolution to the following, 1920x1080 32bit 60 Hz, to fill the entire screen.

There is an advantage using commercial-grade displays over consumer-grade ones. Factors include durability, runtime, brightness rating, and warranty as top considerations to make when selecting screens.

Best Practices

Here are some best practices for using Poppulo Digital Signage effectively:

- 1. **Content Relevance and Quality**: Ensure that the content displayed uses high-resolution images and videos, clear and concise text, and engaging visuals.
- 2. **Consistency in Branding**: Maintain consistency in your branding across all digital signage. Use your brand colors, fonts, and logos to create a cohesive look.
- 3. **Regular Updates**: Keep your content fresh and up-to-date. Regularly update the information to keep your audience engaged and informed.
- 4. **Audience Targeting**: Tailor your messages to specific audiences. Use different content for different locations or times of day to maximize relevance and impact.
- 5. **Interactive Elements**: Incorporate interactive elements where possible. Touchscreens and QR codes can enhance engagement and provide additional information.
- 6. **Performance Monitoring**: Regularly monitor the performance of your digital signage. Use analytics to track engagement and make data-driven decisions to improve your content.
- 7. **Compliance and Governance**: Ensure that your digital signage complies with all relevant regulations and guidelines. Establish governance policies to manage content and user access.

By following these best practices, you can maximize the effectiveness of your Poppulo Digital Signage and create a more engaging and informative experience for your audience.