

TimeSign

Digital Clock and Signage



User Guide
V.03

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Before You Start

Please completely read this document before you begin the configuration process of your TimeSign(s).

Before you get started with your TimeSign(s), you will take a moment to review this document. In addition, you will want to have answers to the following questions.

- Location – Where will the TimeSign be installed?
- Groups – Will the TimeSign(s) be grouped by grade level or...?
- Would you like the TimeSign(s) to shut off and turn on at specific times throughout the week?

To help the configuration process, please print the “Steps to Success” check sheet located on page 40.

Setting up your TimeSign

Set Time, Time Zone, Network Time, & Schedule

The following instructions will step the reader through the process of setting your TimeSign panel to pull time from the local network, set the region, and the time zone. Additionally, this document provides the steps to set the panel to shut off and turn back on based on a daily schedule.

Assumptions:

- The panel is turned on.
- The panel is connected to the internet via a wired or wireless connection.

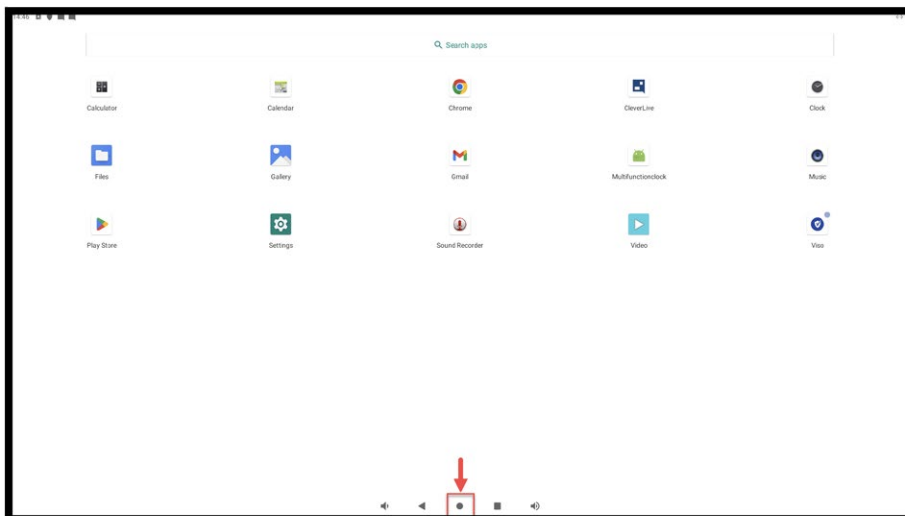
The images shown in this document are included to help guide the reader. Icon names and locations may differ slightly.

Due to the size of the screen, a zoomed image will appear to the right of the instructions while a larger full screen image appears below the instructions.

Please review all instructions prior to executing a task.

Returning to the Home Screen

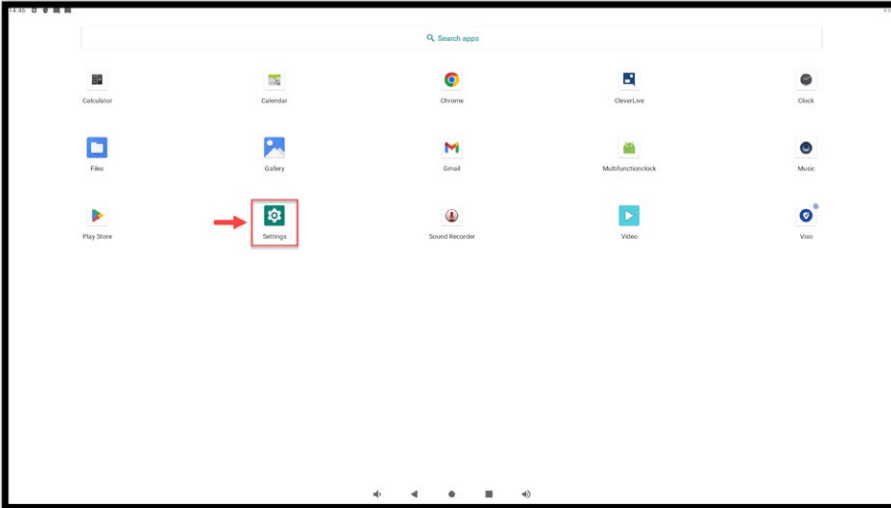
Throughout this document the reader will be told to return to the home screen. The home screen button is a small dot located in the center at the bottom of the screen. From the home screen, the reader must swipe up to view the panels installed applications.



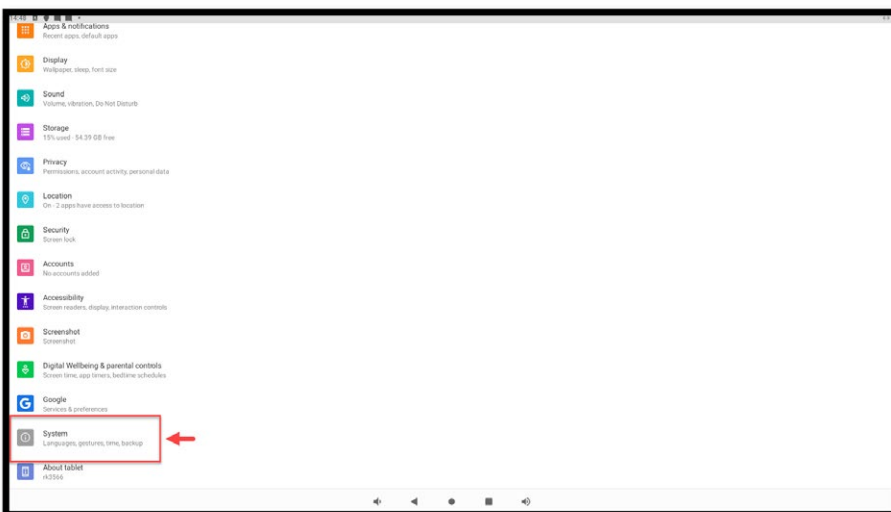
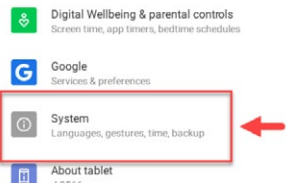
Setting the Region and Time

Note: Setting the Region and Time is required for your TimeSign to work correctly.

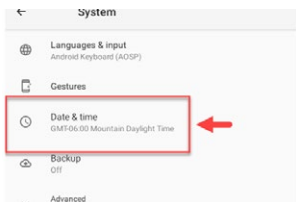
1. Swipe up from the bottom of the screen.
2. Locate and press the **Settings Cog** wheel.



3. Scroll down to locate the **System** section.
Alternately you may use the search box to search for “**System**”.
4. Press the **System** icon.



5. Press the **Date & Time** icon.

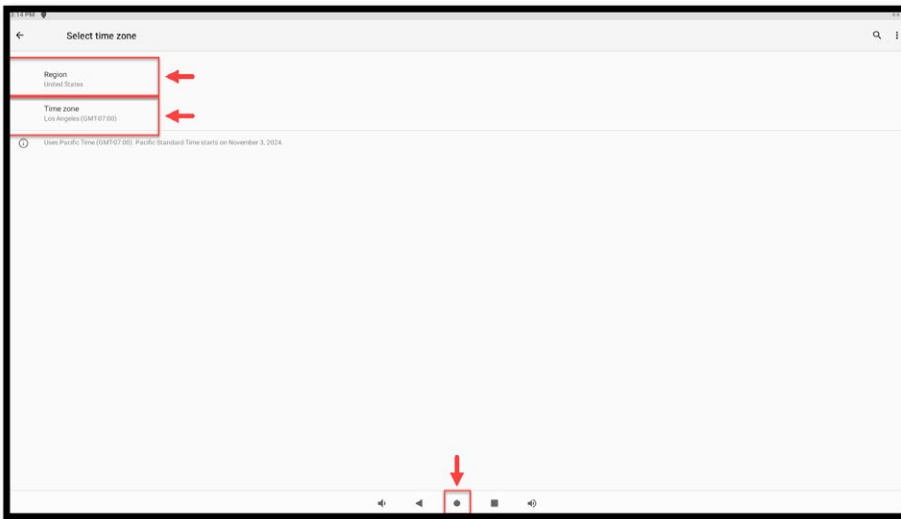


6. Locate **Use network-provided time** text on the screen, look to the far right, slide the switch right to the “ON” position.

7. Locate and press the **Time zone** icon.



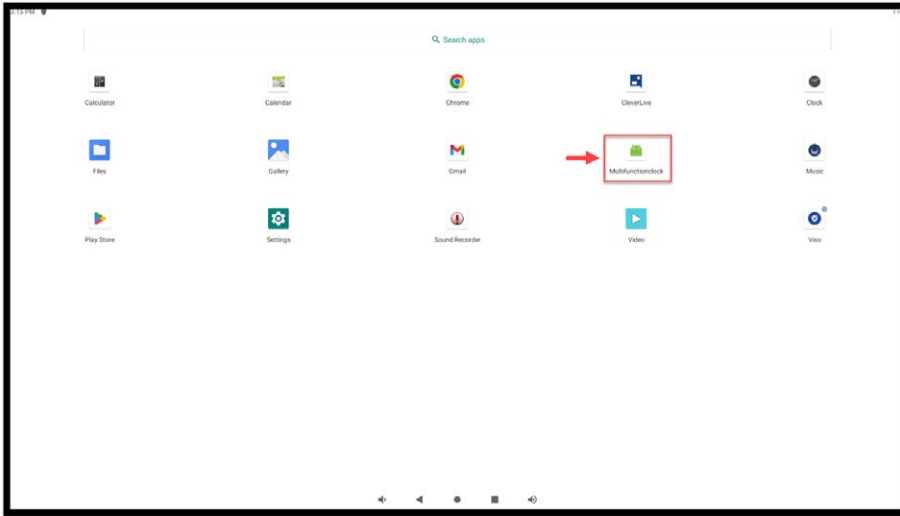
8. Locate and press the **Region** text.
 - a. Scroll the list looking for **United States**.
- OR
- b. Type US, in the search box.
9. Press the text reading **United States**.
10. Locate and press the **Time zone** text.
11. Locate and press the **time zone** matching your area.
12. Press the **Home** icon to return the home panel screen.



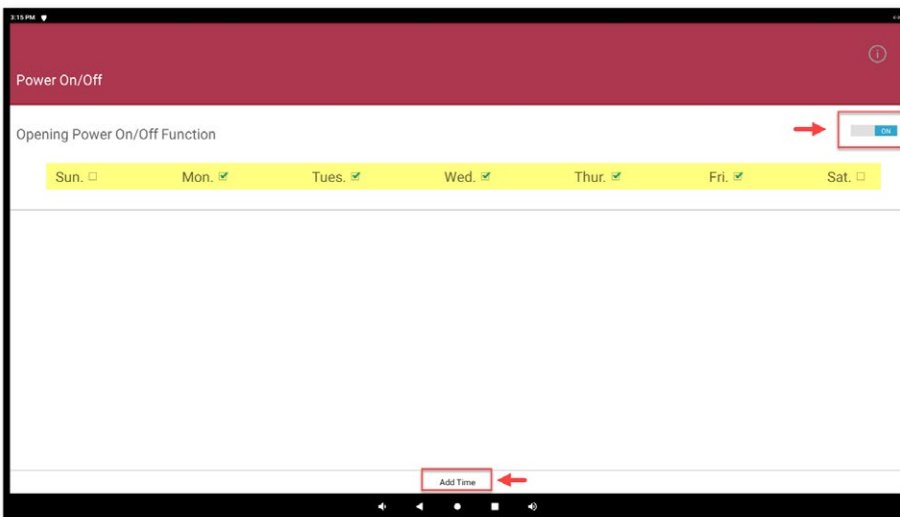
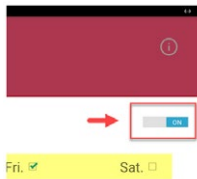
Setting an Off/On Schedule

Optional – **Note:** Scheduling the panel to turn off and turn on at a scheduled time is not required. Complete the following instructions to set your panel to shut off and turn on at specified times.

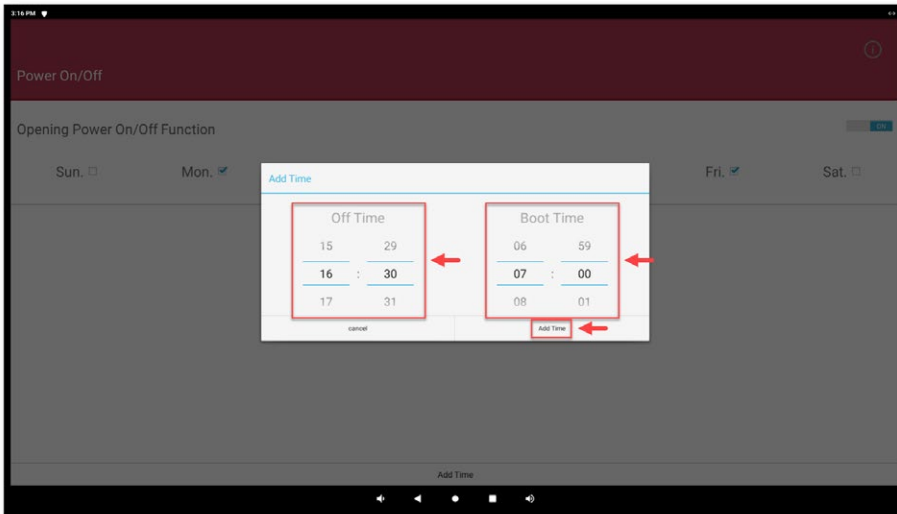
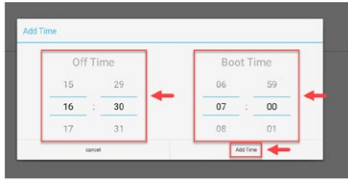
1. Swipe up from the bottom of the screen.
2. Locate and press the **Multifunctionclock** icon.



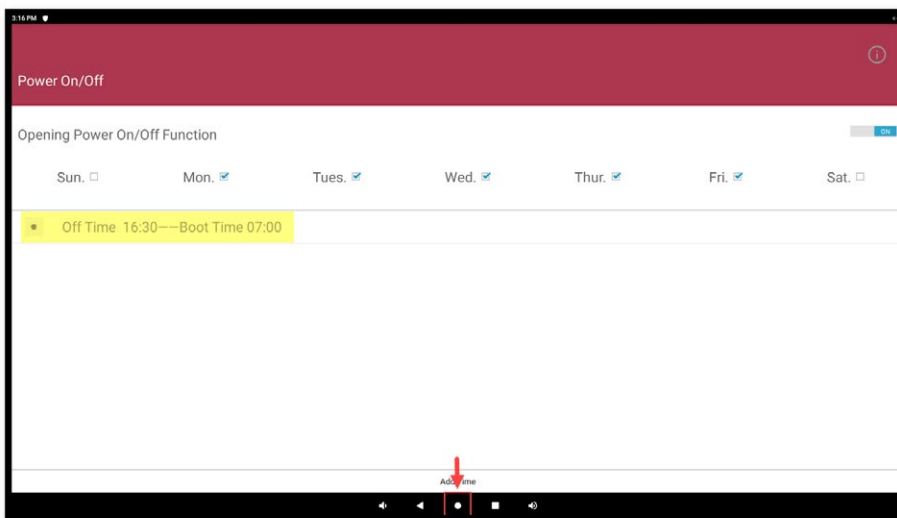
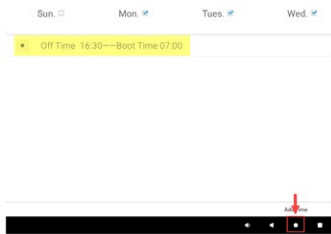
3. Look to the far right, slide the switch right to the “ON” position.
4. Check the box next to each day of the week the schedule will run.
5. Press the **Add Time** text at the bottom of the screen.



- In the **Off Time** field, scroll the wheels to set the time you would like the panel to shut off.
Note: This clock is set to 24-hour time. For example, 4:30 PM will be listed as 16:30.
- In the **Boot Time** field, scroll the wheels to set the time you would like the panel to turn on, or boot.
- Click the **Add Time** text.



- Based on the times set in steps 6 & 7, the screen will display the schedule.
 - Press the **Home** icon to return to the home panel screen.
- Note:** It is possible to have multiple schedules on a panel. To do so, repeat steps 5 through 7 above.



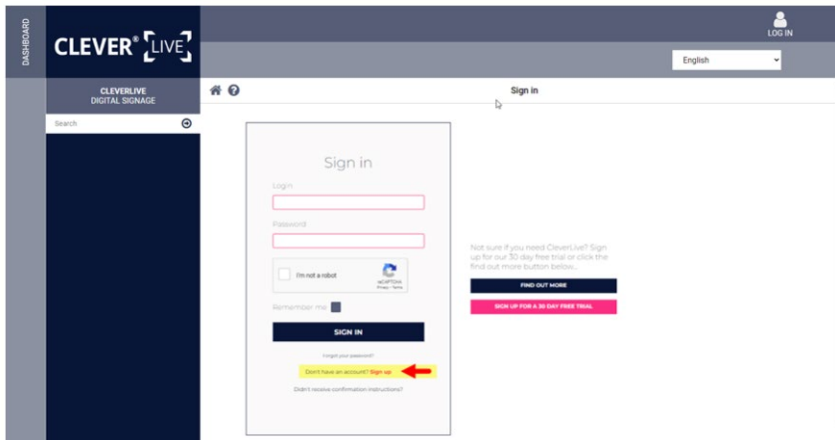
Creating a CleverLive Account

Note: Creating a CleverLive account must be completed to fully configure the TimeSign.

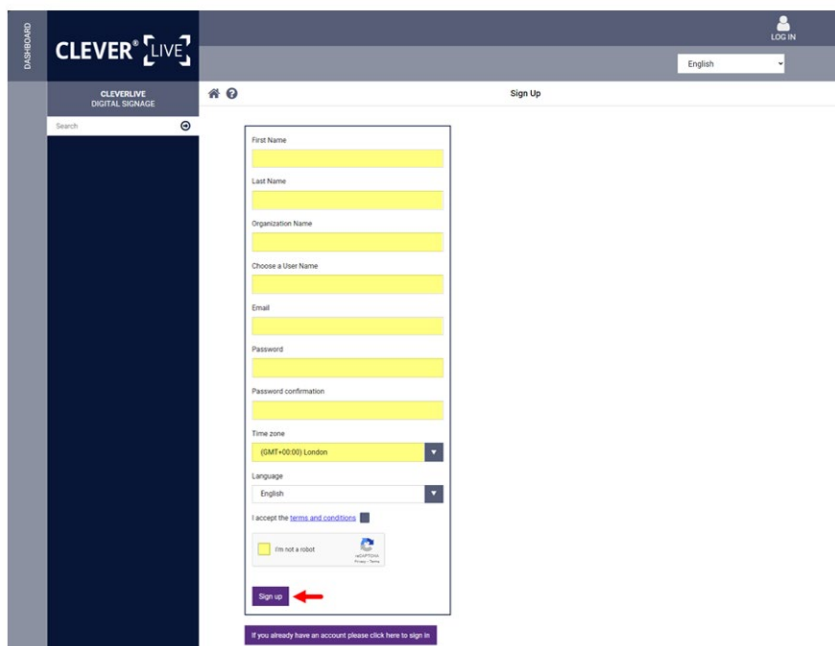
Complete the instructions in this section.

Creating the Account:

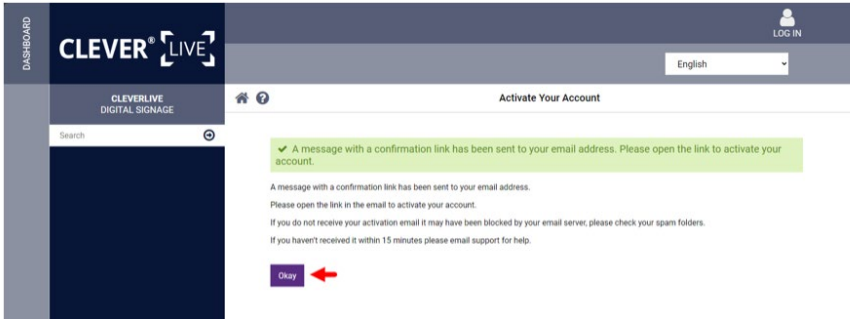
1. Navigate to the following URL, (https://www.cleverlive.com/users/sign_in).
2. Locate and select the text reading “**Don’t have an account? Sign up**”



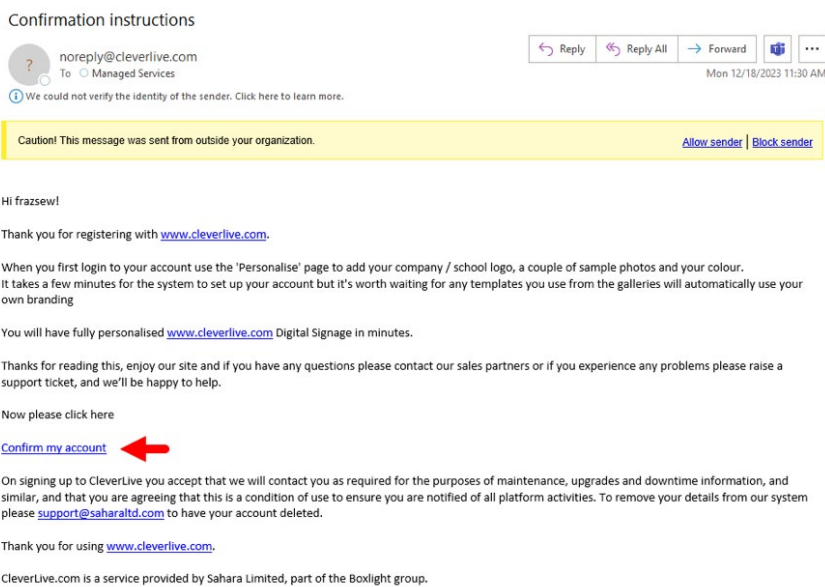
3. Complete the following fields:
 - a. First Name
 - b. Last Name
 - c. Organization
 - d. Choose a Use Name
 - e. Password
 - f. Password confirmation
 - g. Time zone (select your time zone)
 - h. Language (select your language)
4. Check the box to accept the terms and conditions.
5. Check the “I am not a robot” box.
6. Click the **Sign up** button.



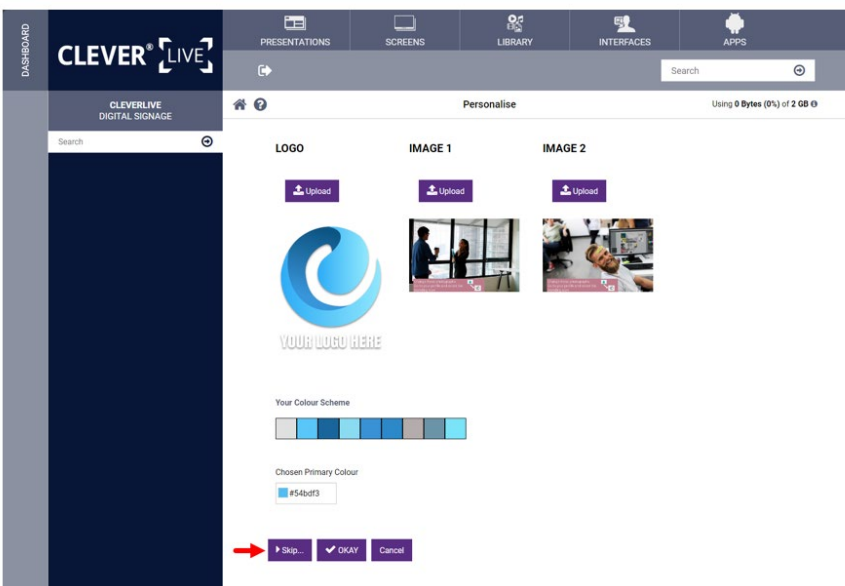
7. Read the text on the screen.
8. Click the **Okay** button or close the browser.



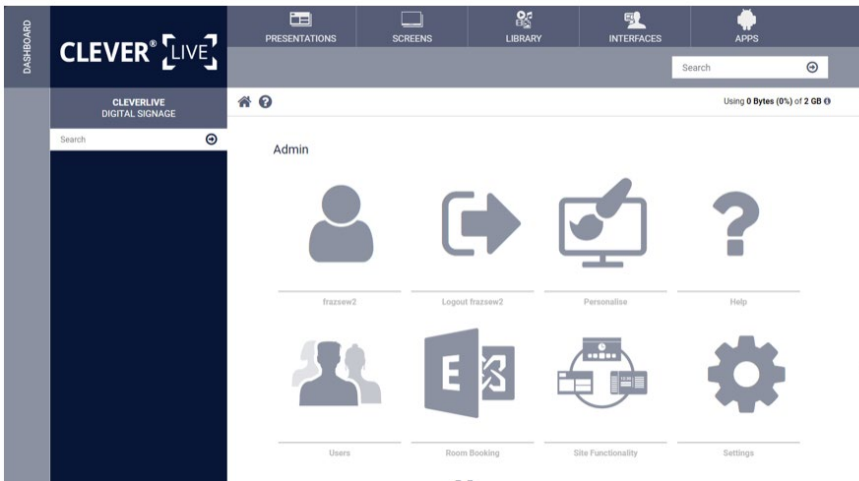
9. Open the Confirmation instructions email.
10. Locate and click the links to **“Confirm my account”**.



11. Scroll to the bottom of the page and click the **Skip** button.



12. The CleverLive account has been successfully created. You may now import presentations and create screens.

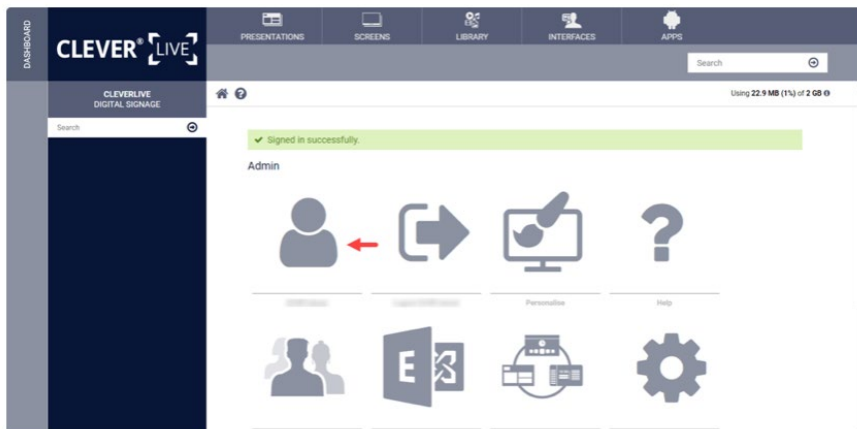


Setting the CleverLive Time Zone

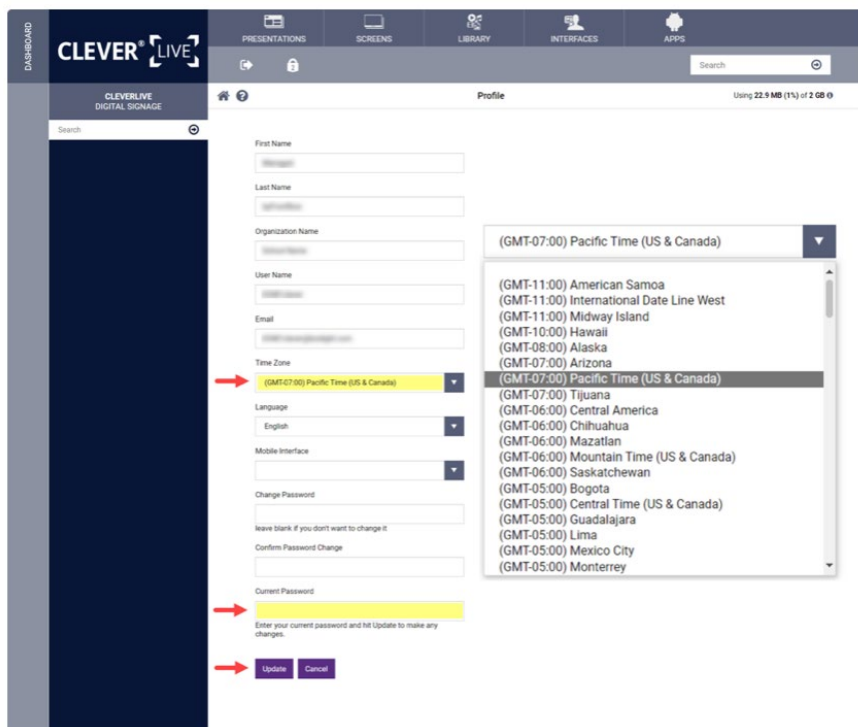
Note: It is imperative the CleverLive account “time zone” matches the time zone assigned to the TimeSign panel.

Complete the following instructions to set and/or verify the time zone for your CleverLive account.

1. Log into your CleverLive account.
2. From the Dashboards Home screen, click the user icon located in the first row, first column.



3. Click the drop arrow in the **Time Zone** field.
4. Select the appropriate Time Zone for your area.
5. Type your password in the **Current Password** field.
6. Click the **Update** button.



Presentations

Choosing and Downloading Presentations

Boxlight provided a library of pre-created Clock Presentation templates for you to download and use with your TimeSign(s). To select one or more TimeSign Clock Presentation Templates, please visit this link <https://boxlight.com/support/documentation/timesign-documentation-and-support#product-resources>.

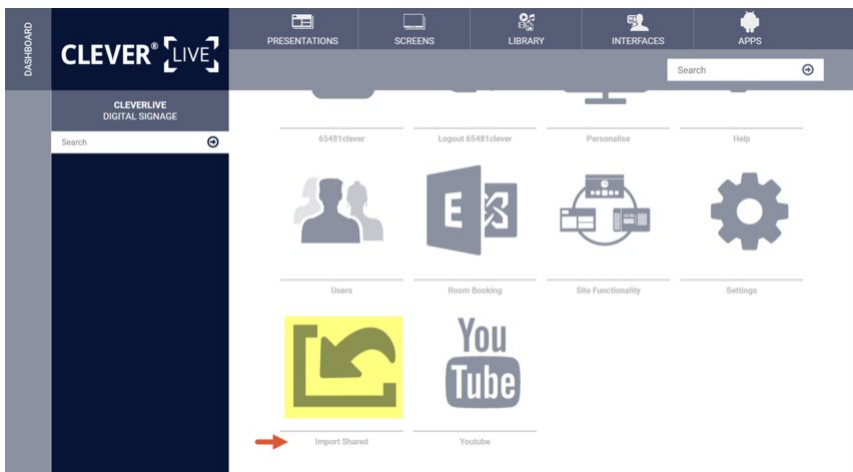
To download a Presentation Template, complete the following instructions:

1. Scroll the TimeSign Presentation Template files. [Click here to review the page](#).
2. Once you have chosen the Presentation Template you wish to download, right click on the **name.ctlp** link, save the file to your computer.

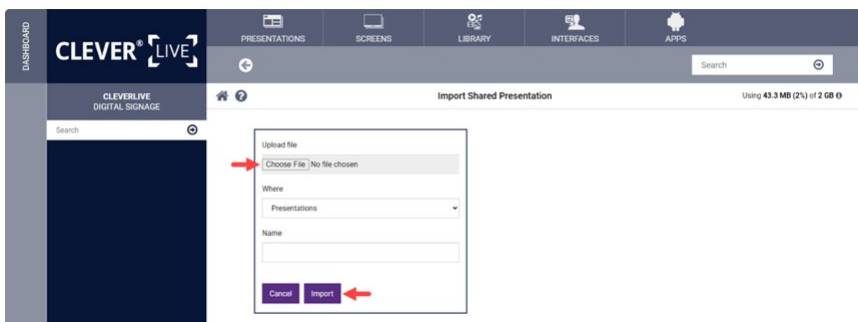


Importing Presentations

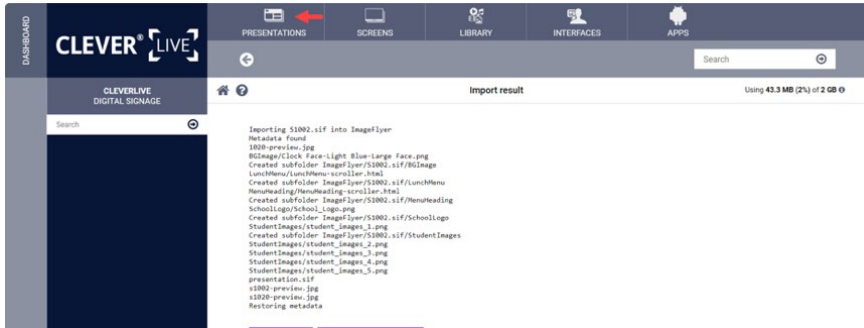
1. Click the Import Shared icon.



2. Click the Choose File button.
3. Navigate to and select the template file. Example: 1002.ctlp
Note: Once the template file is selected the Name field will auto infill.
4. Click the Import button.
Note: Please be patient, it will take a moment for the file to upload to the CleverLive server.



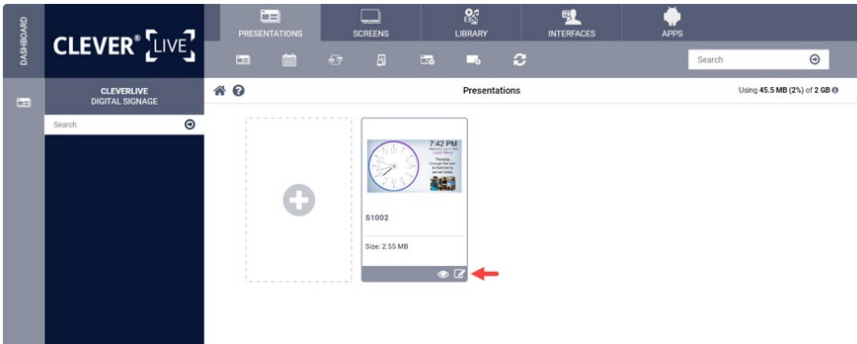
- Upon a successful upload, the reader's screen will look like the screen shown to the right.
- Click the Presentations icon in the upper menu.



Customizing the TimeSign Presentation

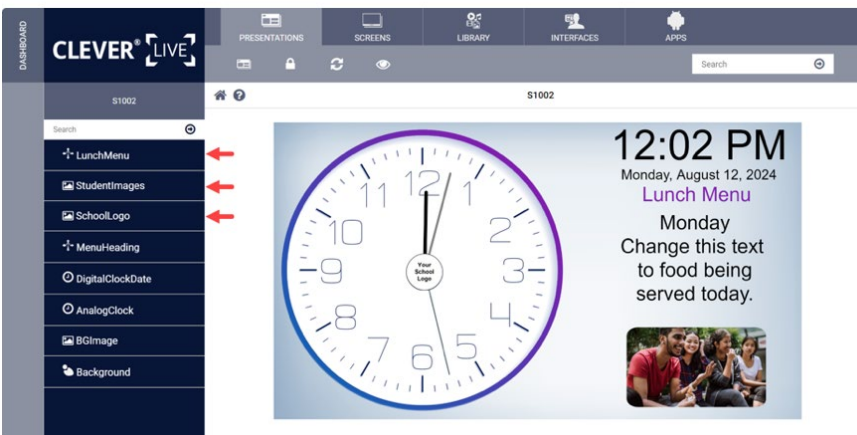
This section will step the reader through the process of editing the school logo and lunch menu, and images only.

Click the **Edit** icon on the screen you wish to edit.



The following areas, (if present), should be edited before being assigned to a screen.

- LunchMenu
- StudentImage
- SchoolLogo



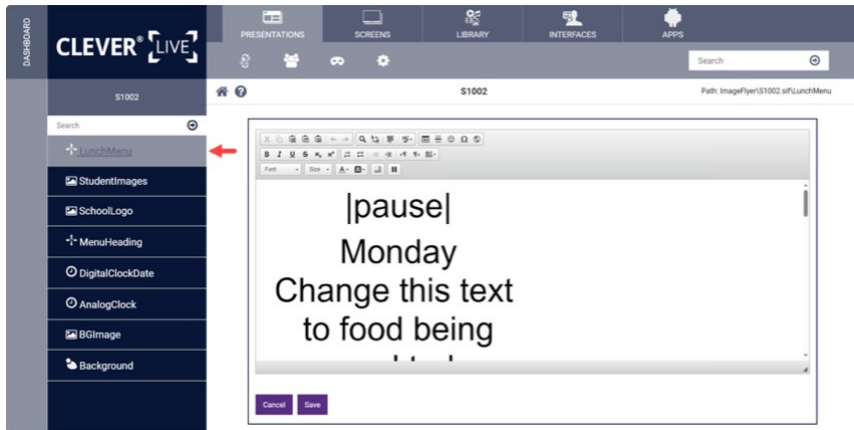
Editing the Lunch Menu

The Lunch Menu was created using the rolling text widget. These instructions will demonstrate how to perform minor edits to the text. These instructions assume you have selected a presentation for editing as noted above.

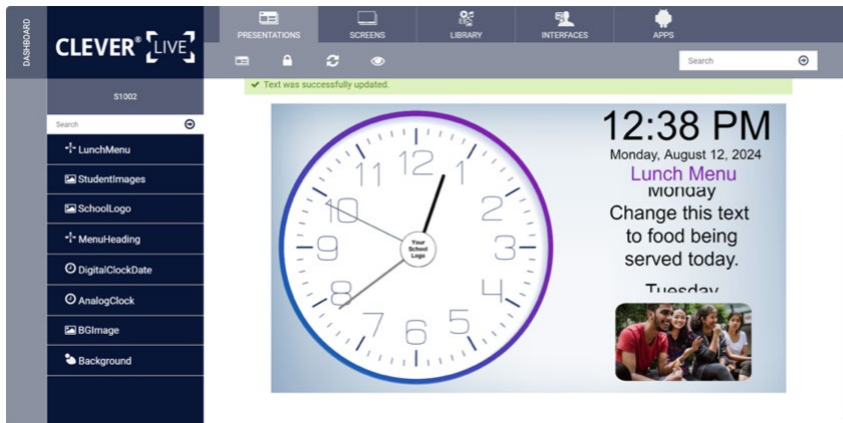
1. Select **LunchMenu** in the left menu.
2. In the text editor, remove and replace any text you wish to change.

Note: The text “|pause|” causes the text to stop scrolling momentarily. The pause command is optional. If you do not want your menu to pause, simply remove the text.

3. Click the **Save** button.



4. The screen will return to preview mode where you may view your changes.
5. If additional text changes are required, repeat steps 1 and 2 in this sub section.

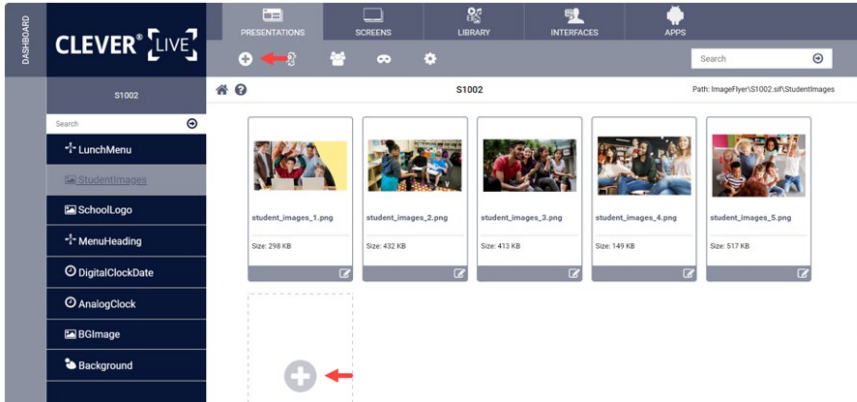


Editing (Adding, Deleting) the Student Images

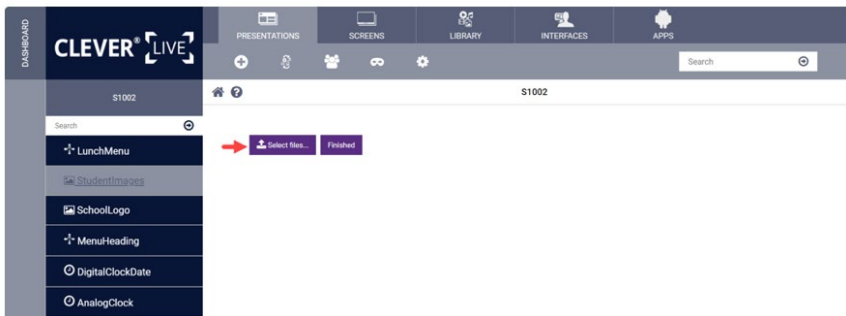
The Student Images was created using an Image Library. Any image uploaded to the library will display on the TimeSign. By default, the images will rotate every 5 seconds. Boxlight does recommend that your images be resized to 640 x 480 before uploading to the CleverLive library.

Adding an Image

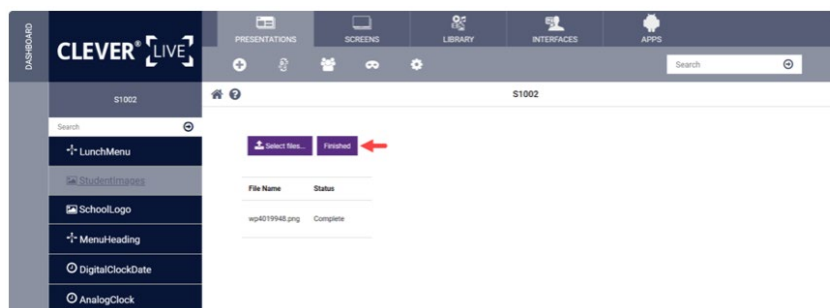
1. Click **StudentImages** in the left menu to begin.
2. Click the **Plus** icon on the screen.



3. The **Select File** screen will appear.
4. Click the **Select Files** button.
Note Shown
5. Browse to the image(s) you wish to upload.
Note: You may upload more than one image at a time.

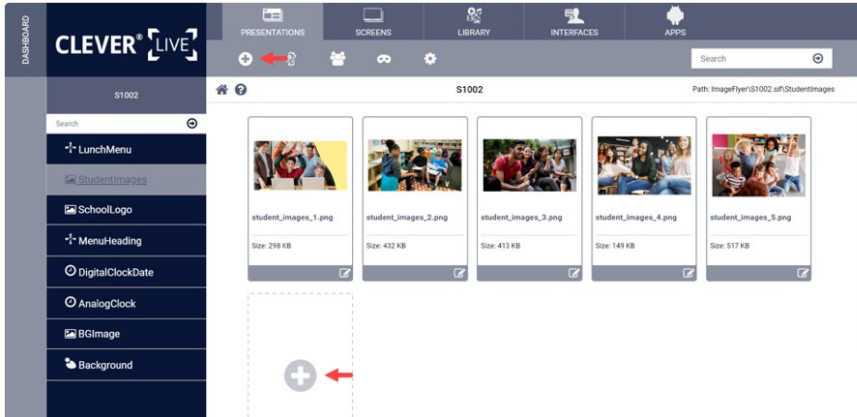


6. Once the file(s) have been uploaded, click the **Finished** button.
7. The screen will return to view mode.
8. Select **StudentImages** to view the library again.

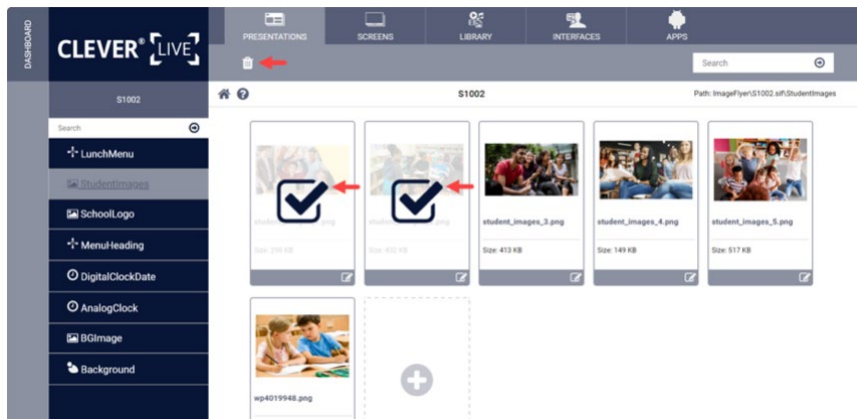


Deleting an Image

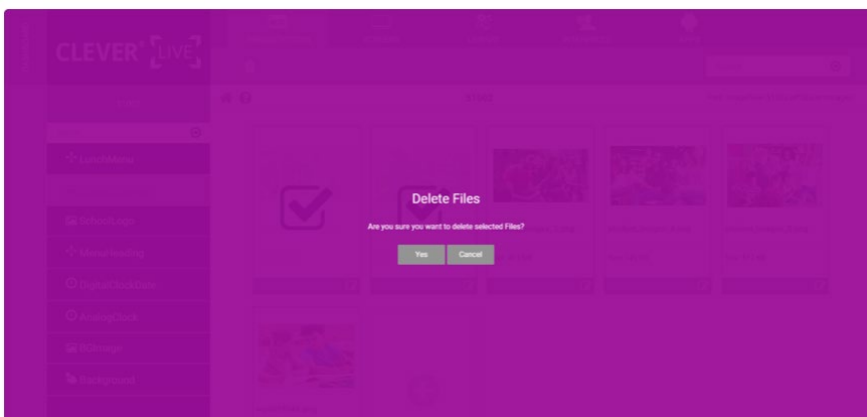
1. Click **StudentImages** in the left menu to begin.



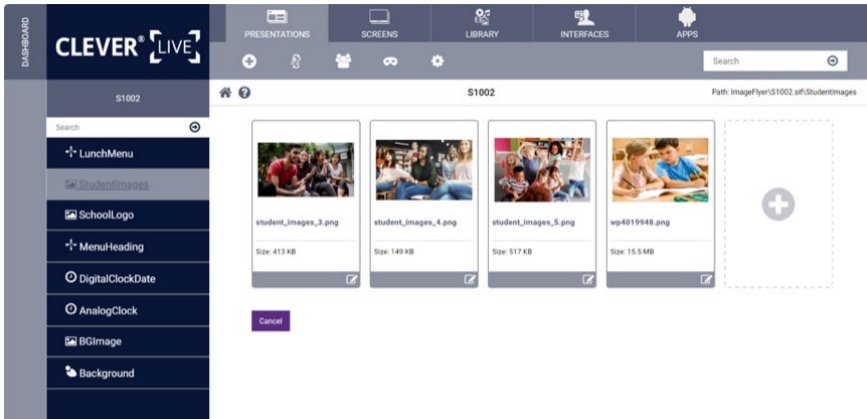
2. Select the image(s) you wish to delete. Single click, notice the check mark that appears.
3. Click the **Trash can** icon.



4. Click the **Yes** button verifying you wish to delete the file(s)



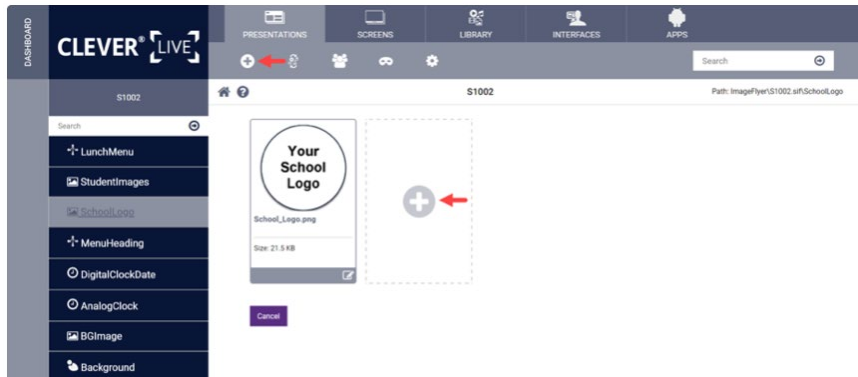
5. The screen will refresh showing the remaining images.



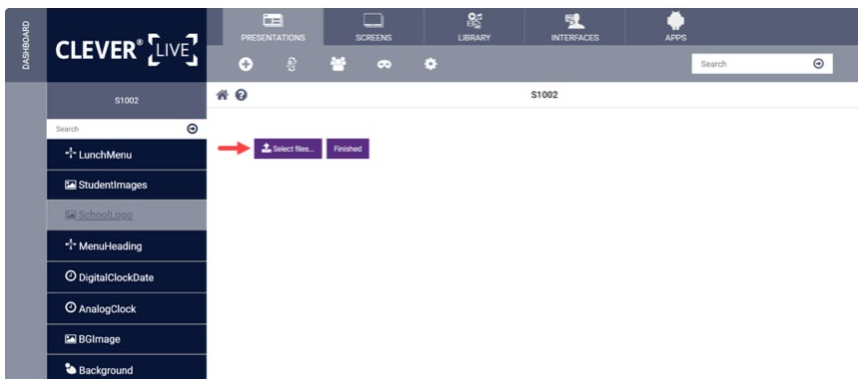
Editing the School Logo

The School Logo was created using an Image Library. Any image uploaded to the library will display on the TimeSign. Boxlight does recommend that your school logo image be resized to 300 x 300 before uploading to the CleverLive library.

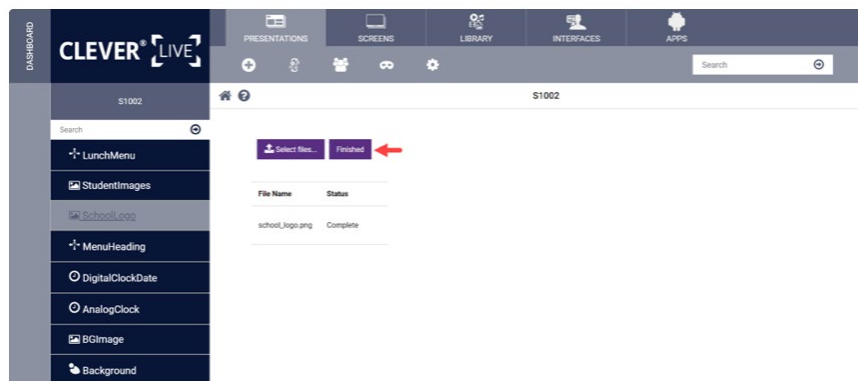
1. Click **SchoolLogo** in the left menu to begin.
2. Click the **Plus** icon on the screen.



3. The Select File screen will appear.
4. Click the **Select Files** button.
5. Browse to the image(s) you wish to upload.

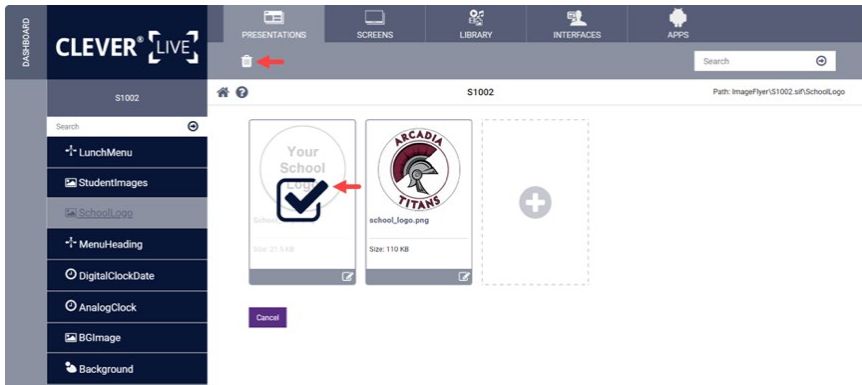


6. Once the file has been uploaded, click the **Finished** button.
7. The screen will return to view mode.

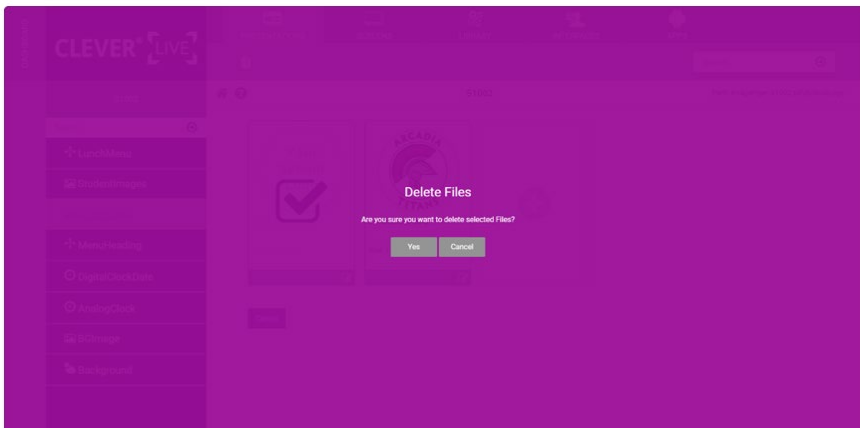


Deleting the Placeholder School Logo

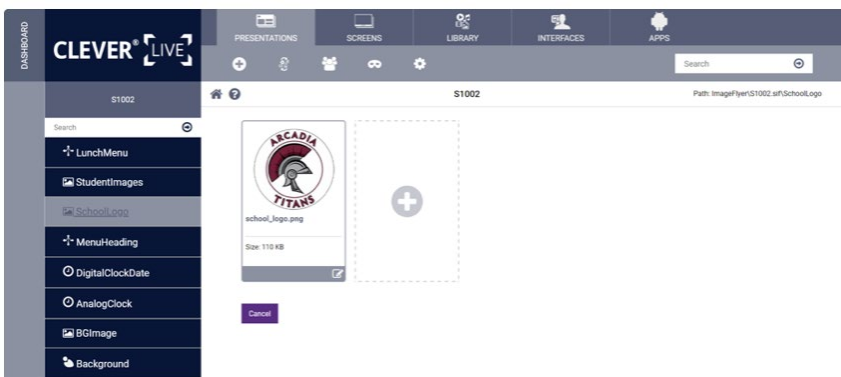
- Click **SchoolLogo** in the left menu to begin.
- Select the file **School_Logo.png**



- Click the **Yes** button verifying you wish to delete the file.



- The screen will refresh showing the remaining image.

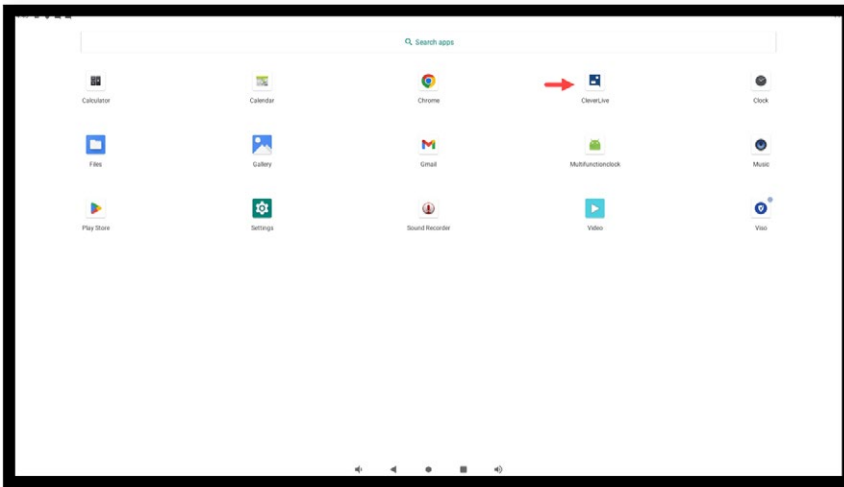


Adding a Screen

In this section the reader will add the TimeSign panel to CleverLive.

Note: This task must be completed physically on the TimeSign panel.

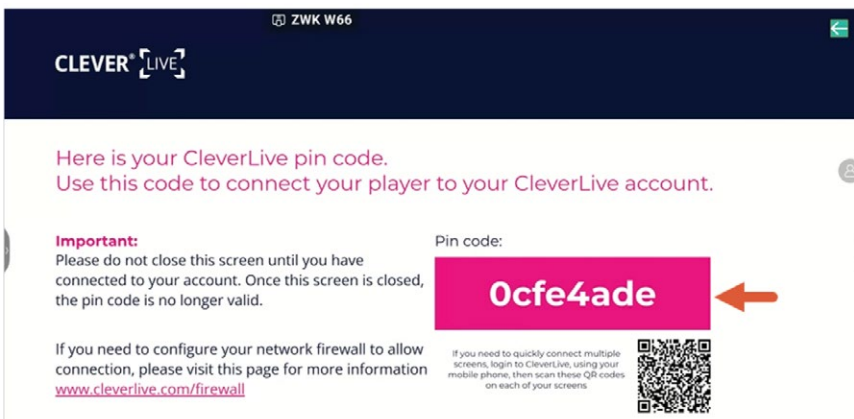
1. Locate and click the **CleverLive** application.



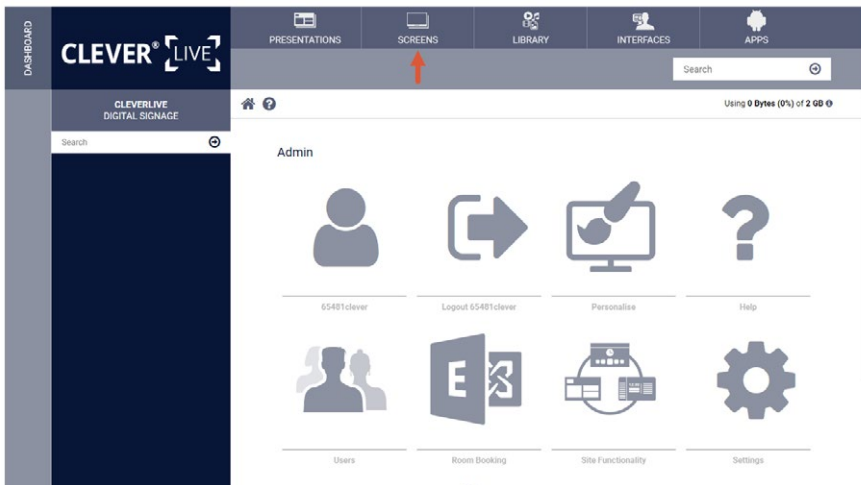
2. Click the text **Click Here to Get Connected**.



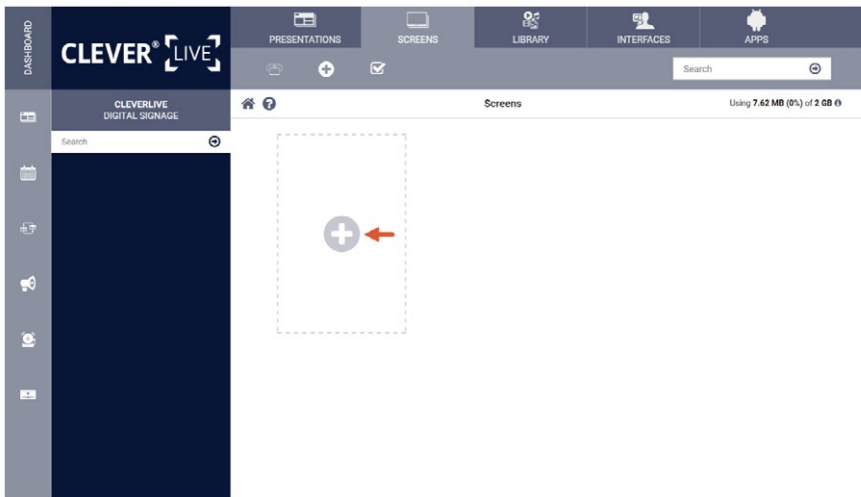
3. Copy the pin code. It will be used when setting up the screen in CleverLive.



4. Click the **Screens** icon.

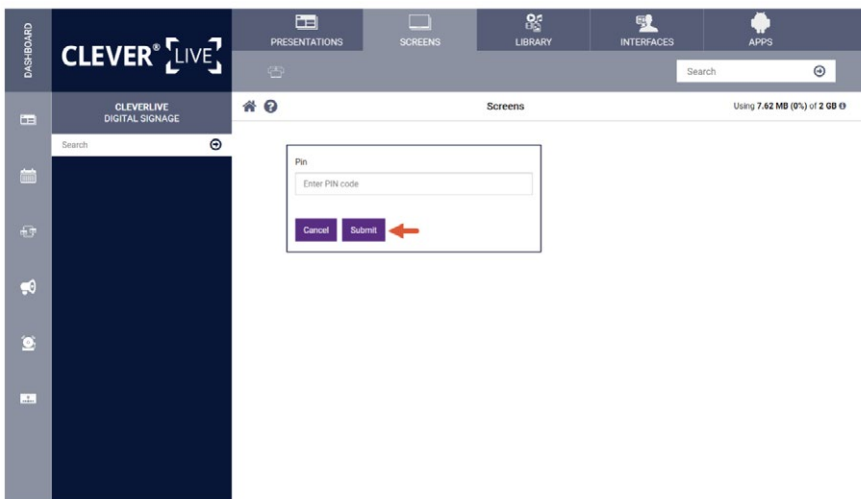


5. Click the **(+)** plus sign.

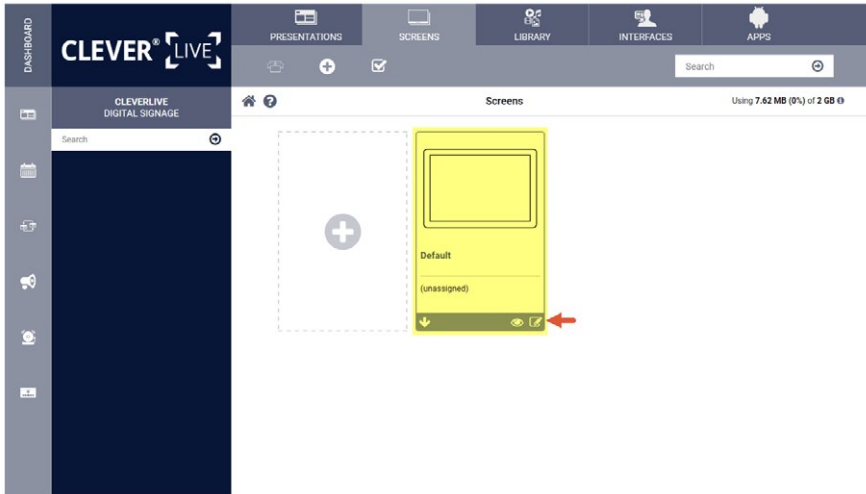


6. Type the pin code from the device in the Pin field.

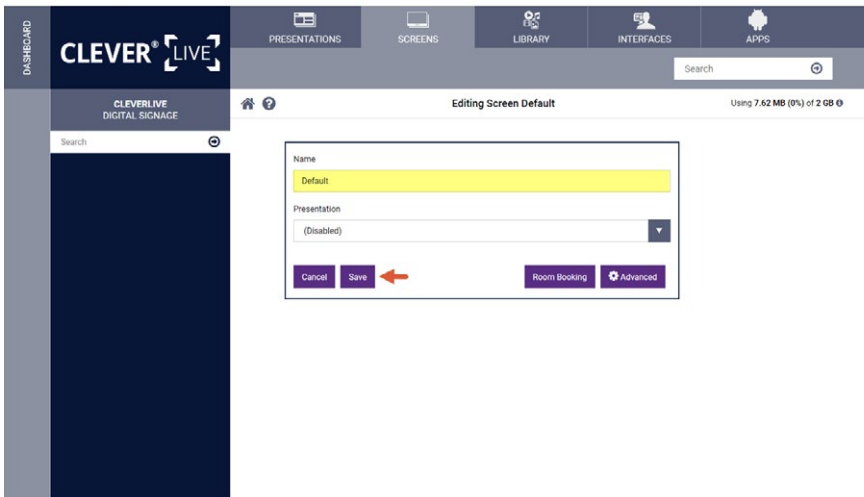
7. Click the **Submit** button.



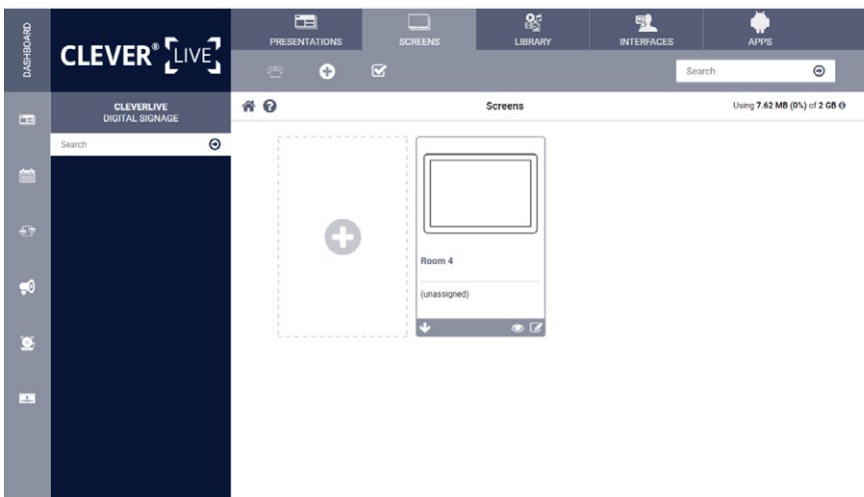
- The screen has been added to CleverLive.
- Click the Edit Pencil in the lower right corner of the screen icon.



- In the name field, type the name of the device. The location e.g., Room # would be used.



- The screen has been successfully added and named.

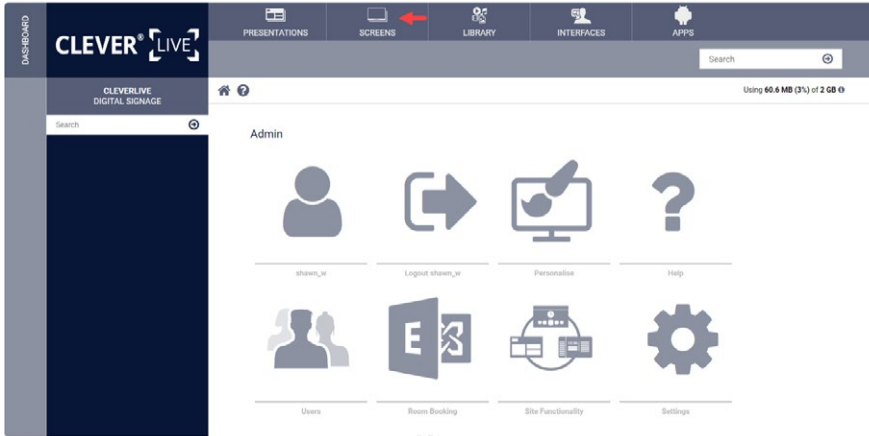


Assigning a Presentation to a Screen

Presentations may be added to a single screen or a group of screens. This section will step the reader through the process of adding a presentation to a single screen.

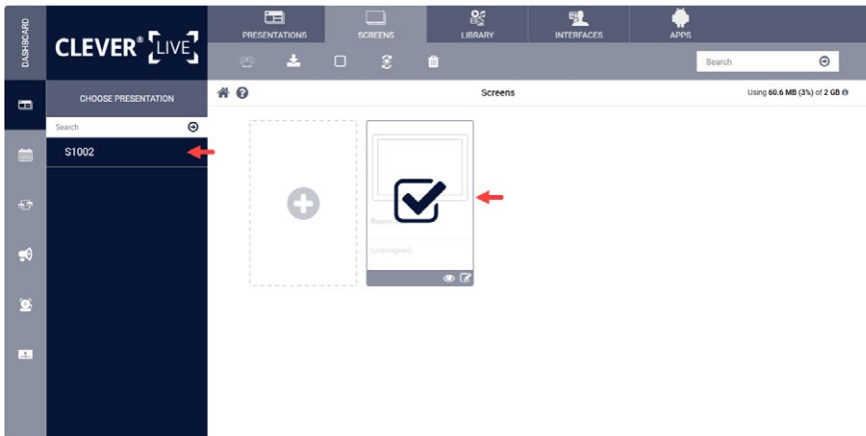
If you wish to add a presentation to a group of screens, please see section Grouping the TimeSign.

1. From the Admin screen, click the Screens icon in the upper menu.

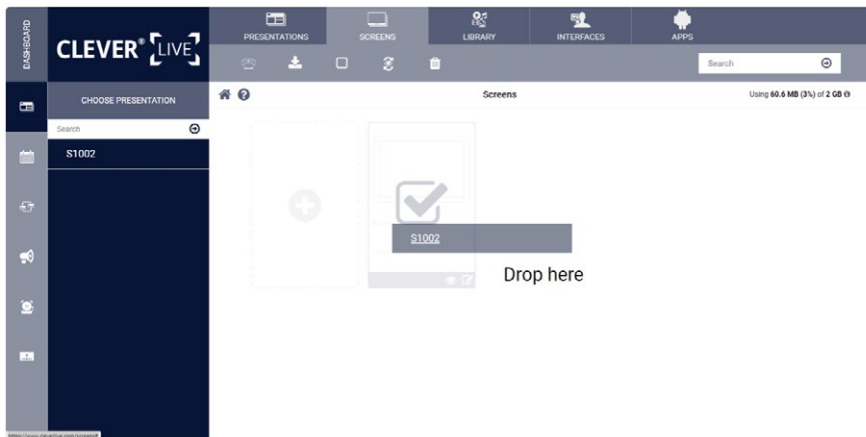


2. Select the screen you wish to assign a presentation.

Note: Available presentations will appear in the menu to the left.



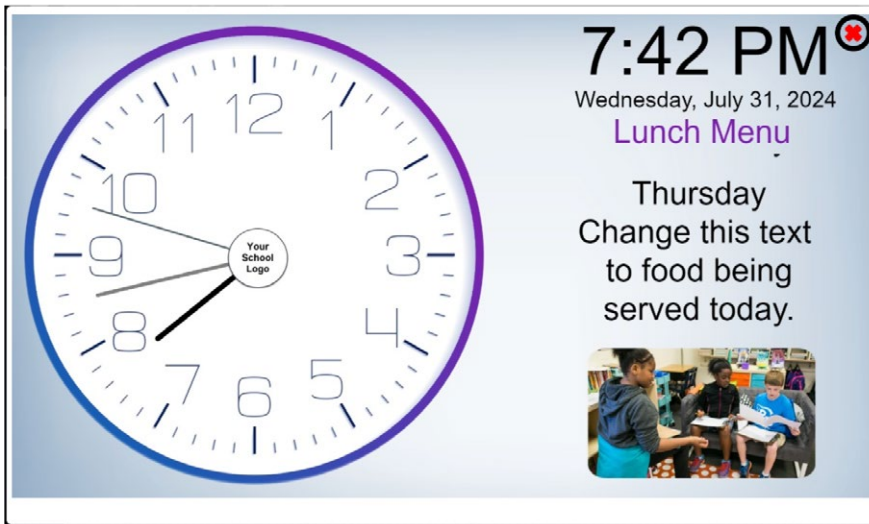
3. Select the Presentation in the left menu, click and drag the presentation over the selected Screen.
4. When the text “Drop here” is visible, release the mouse button.



5. The screen will update showing an image of the assigned presentation.



6. In a few moments the presentation will download to and be displayed on the TimeSign.

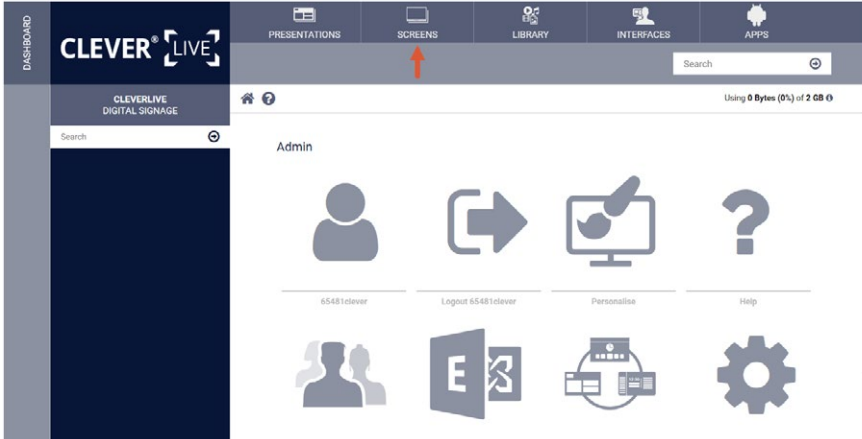


Grouping the TimeSign

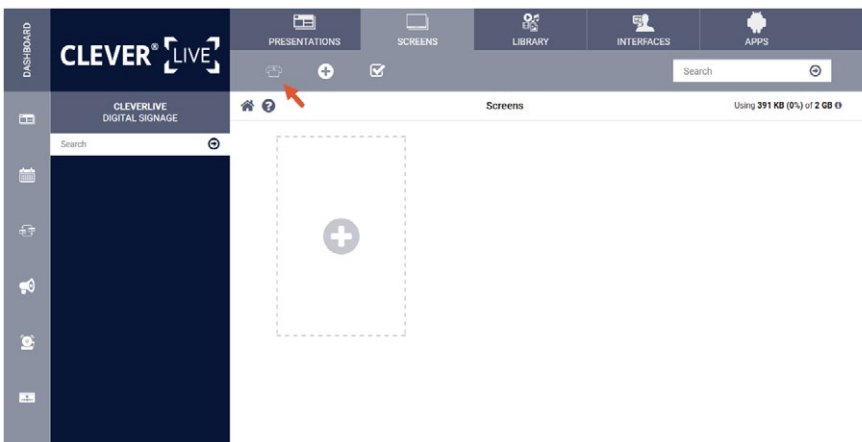
Creating Group

In this section the reader will add screens to the All Clocks group.

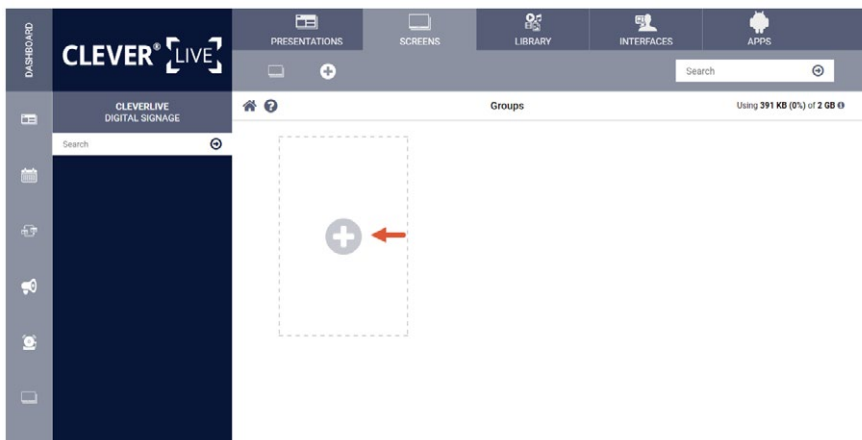
1. Click the **Screens** icon.



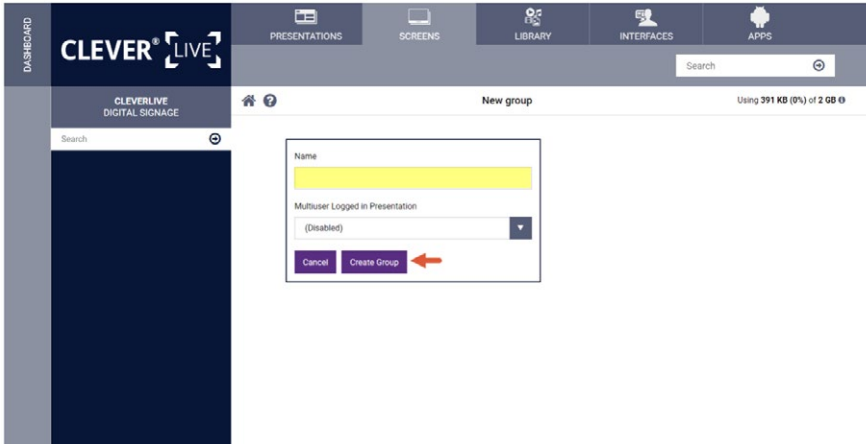
2. Click the **Groups** icon.



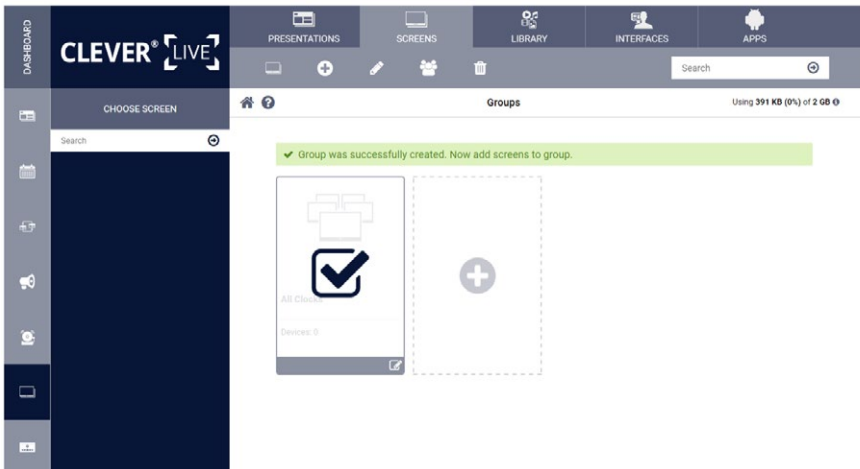
3. Click the **(+)** plus sign.



- In the **Name** field, type **All Clocks**.
- Click the **Create Group** button.

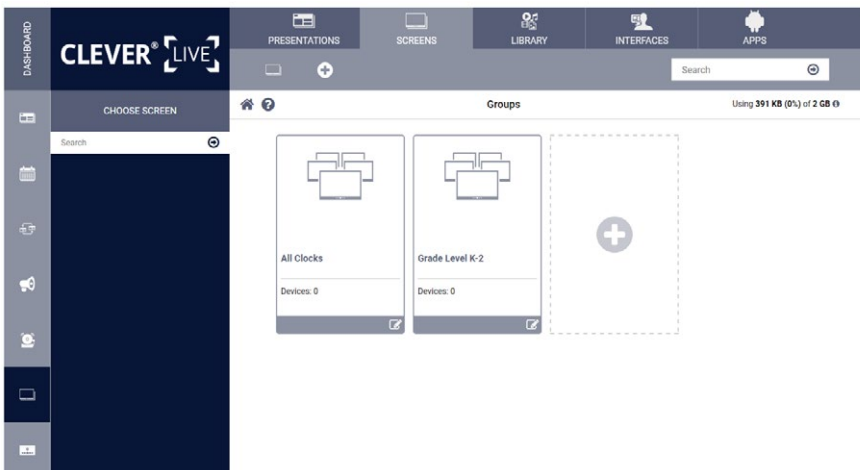


- The reader's screen will look like the image shown right.



Note: If the school chooses to use two or more different clock presentations, make additional groups following the steps above.

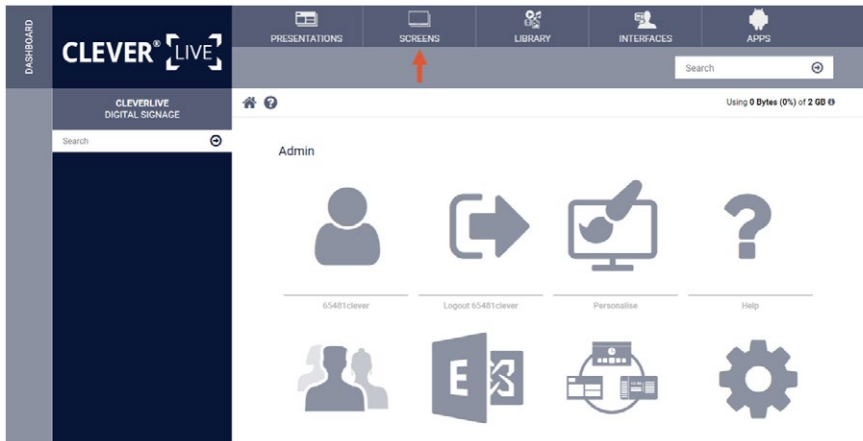
The example image shown on the right shows an All Clocks and Grade Level K-2 groups.



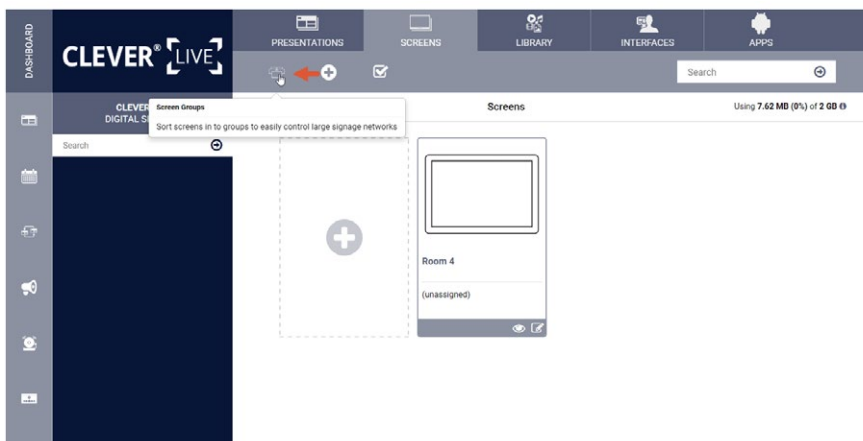
Adding a Screen to a Group

In this section the reader will add a screen to a group.

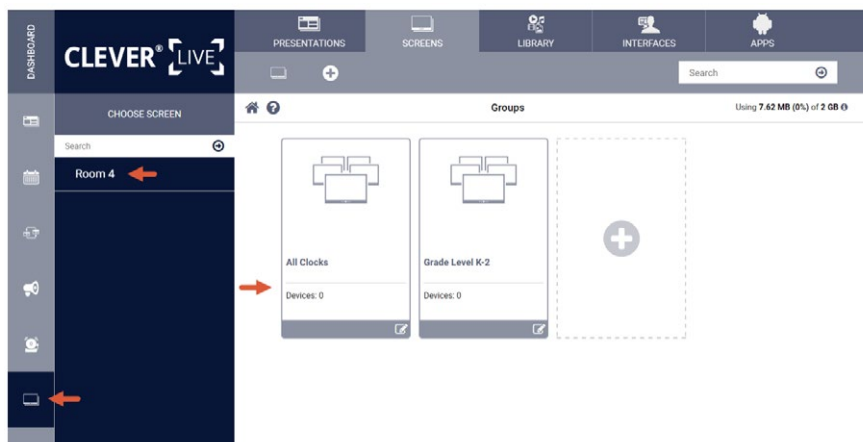
1. Click the **Screens** icon.



1. Click the **Screen Groups** icon.



3. Click the **Screens** icon located in the left menu.
4. Select the device to be added to the group.



5. Drag the device into the Group.

Note: In the example shown right, Room 4 is being added to the All Clocks Group.

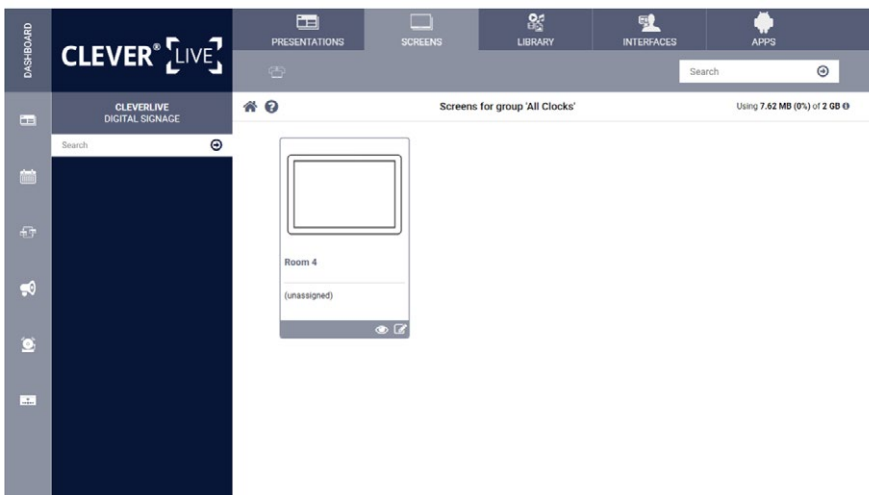


6. The device has been added to the group.

7. To view what devices are members of a group, click the **Edit** pencil in the lower right corner of the group icon.



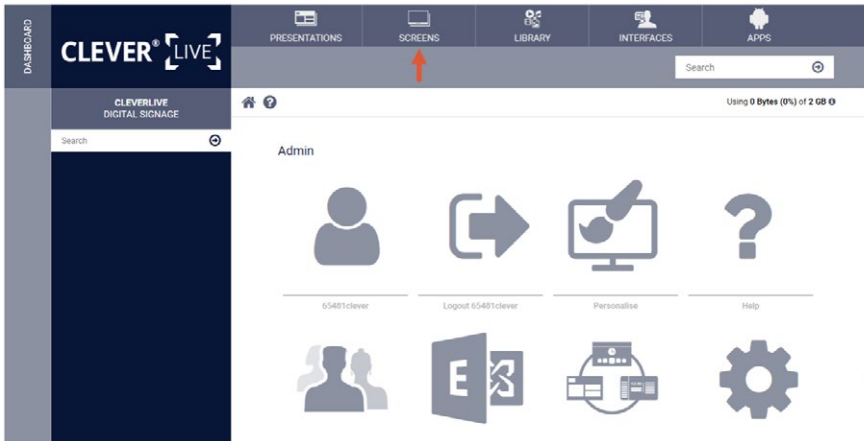
8. The device Room 4 is a member of the All Clocks group.



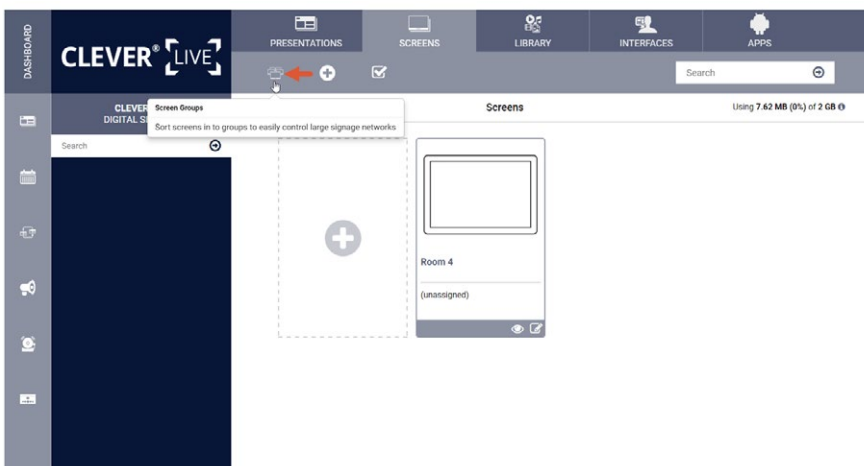
Assigning a Presentation to a Group

In this section the reader will assign a presentation to a group.

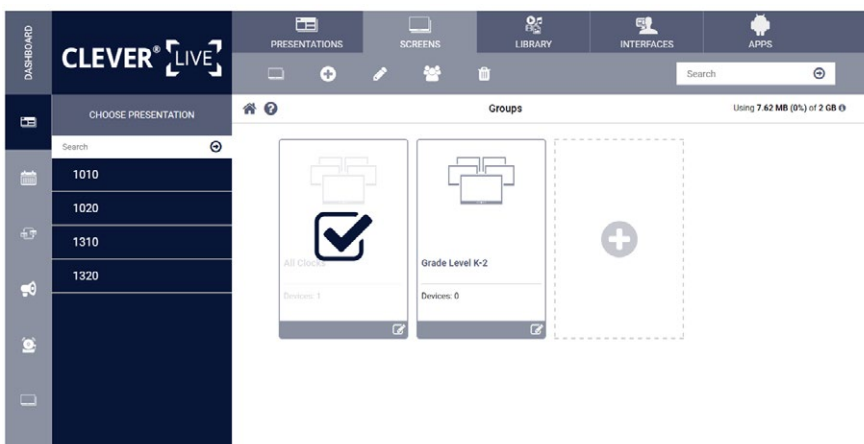
1. Click the **Screens** icon.



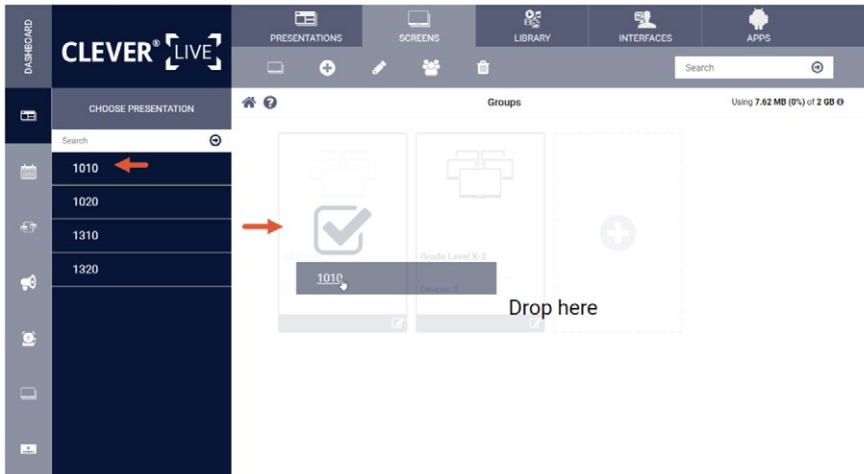
1. Click the **Screen Group**.



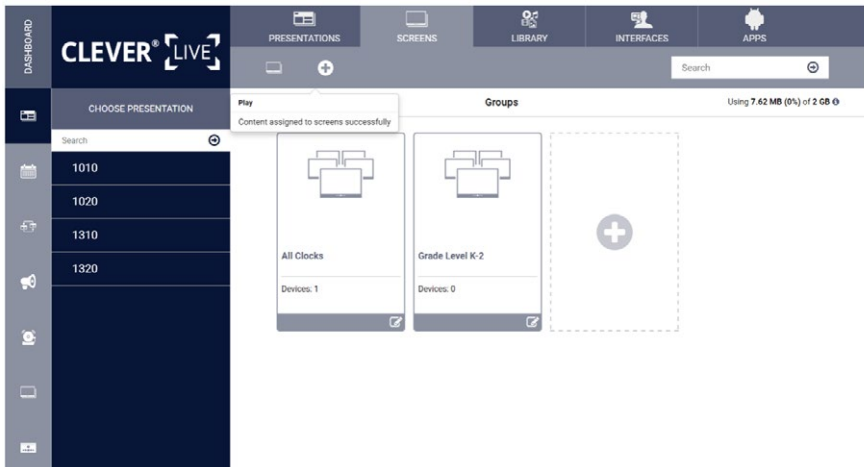
3. Select the **Group** to receive a screen assignment.



4. Select and drag the screen to the Group.



5. The page will show success.



At the device

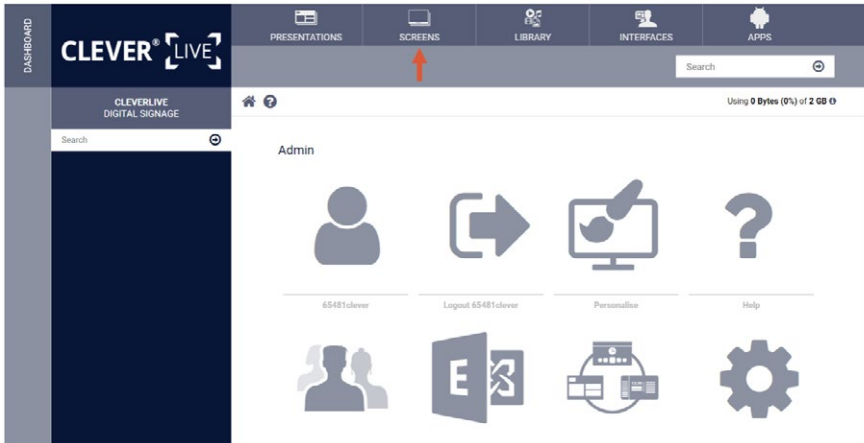
6. The device will now display the assigned clock presentation.



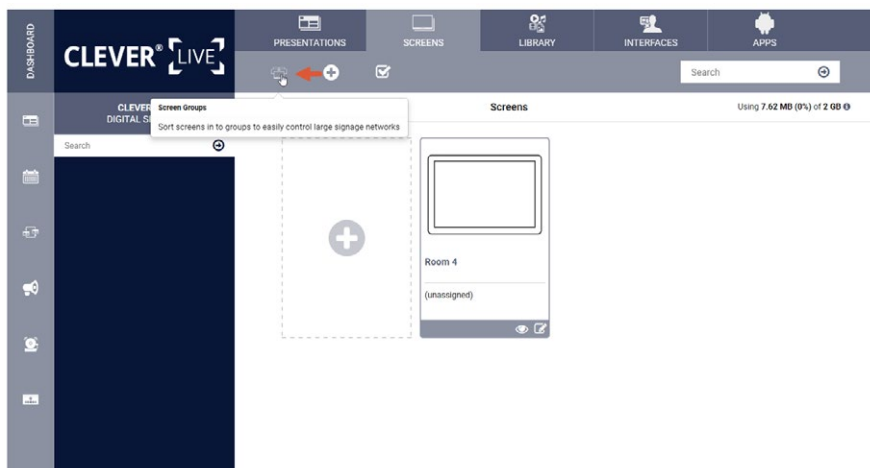
Removing a Screen from a Group

In this section, the reader will remove a screen from the Attention! group.

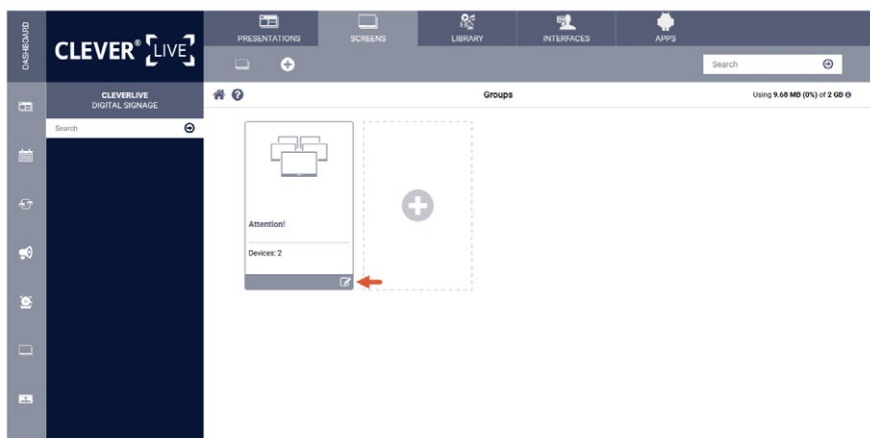
1. Click the **Screens** icon.



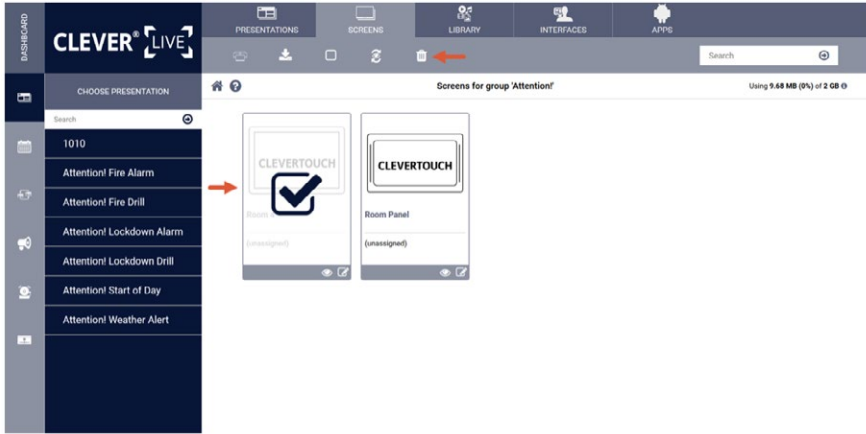
1. Click the **Screen Groups** icon.



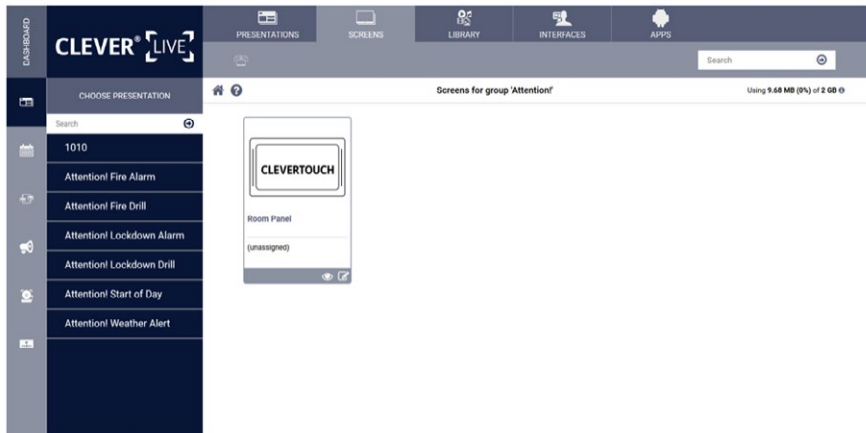
3. Click the edit **Pencil** icon.



4. Select the screen to be removed.
5. Click the **trash can** icon.



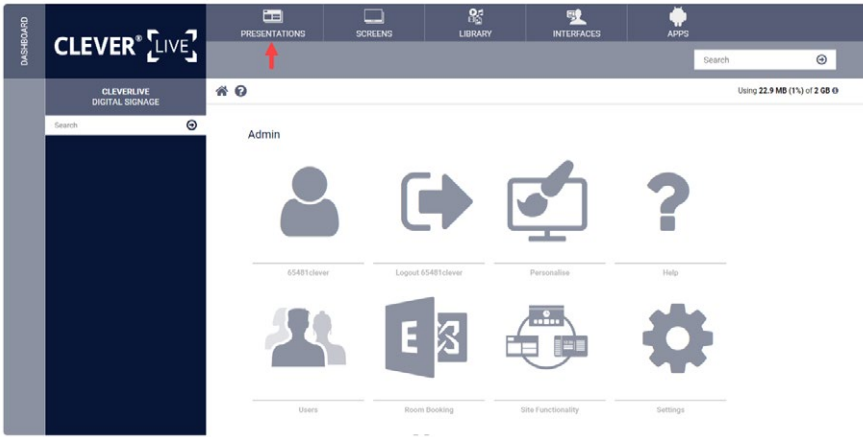
6. The screen has been removed from the group.



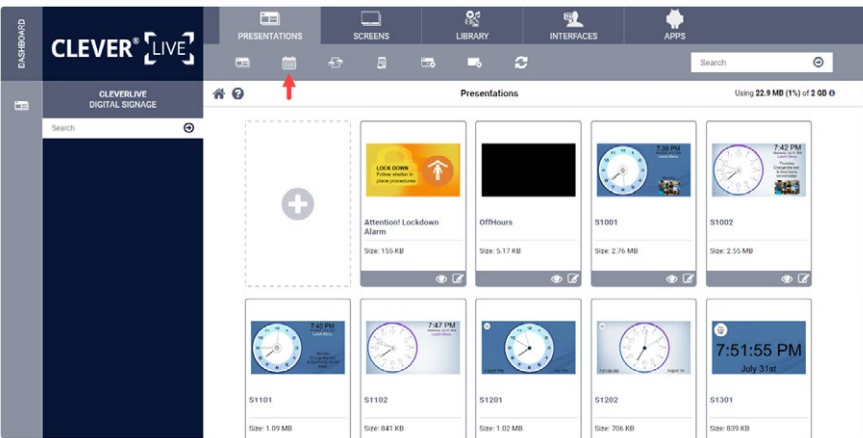
Scheduling

Creating a Schedule

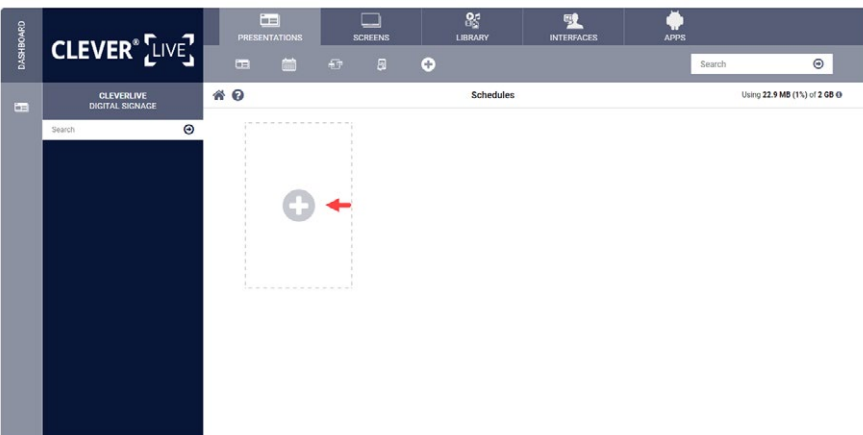
1. Click the **Presentations** link in the top menu.



2. Click the **Scheduler** icon in the **Presentation** sub menu.



3. Click the **Plus sign** in the **Schedules** screen to create a new schedule.

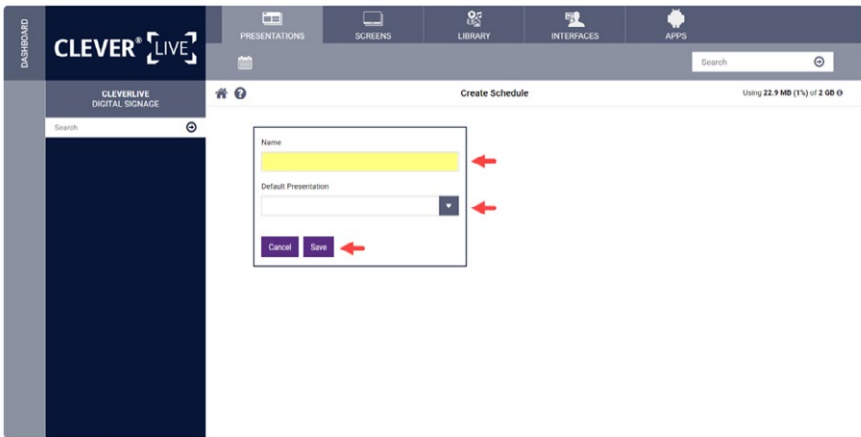


4. In the **Create Schedule** page, complete the following fields:

- a. Name
- b. Select a default presentation.

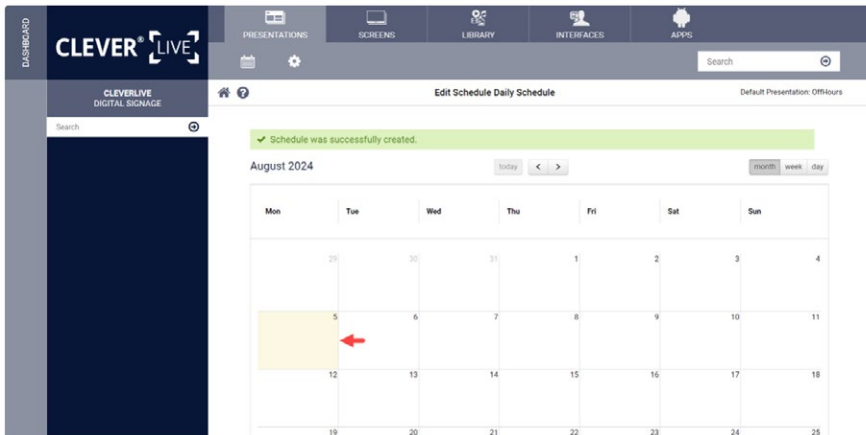
Note: Leaving this field blank is an acceptable option.

5. Click the **Save** button.



Once the schedule has been created, details may be added.

6. To start, double click the day you want the schedule to start.



The create event screen allows the selection of a Presentation or a Presentation Loop. The start and stop times and date, or All Day. Additionally, the schedule may be set to recur daily, weekly, monthly, and yearly.

7. Select a **Presentation** or a **Presentation Loop**.
8. If the schedule is 24 hours, click the box next to All Day.
9. If the schedule will have a start and stop time, set the appropriate times in the **Start Time** and **End Time** fields.
10. In the appropriate fields select the **Start** and **End** dates. If all day, please see **Recurring Schedules** below.
11. Click the **Save** button.

Note: Clicking the **Save** button will return you to the calendar view. Clicking the **Save & Create** button will save the current event and open a new event schedule window.

The screenshot shows the 'Edit Schedule Daily Schedule' form in the CLEVER LIVE interface. The form is titled 'Create Event' and includes the following fields and options:

- Presentation:** A dropdown menu with a yellow background and a downward arrow. A red arrow points to it.
- Presentation Loop:** A dropdown menu with a yellow background and a downward arrow. A red arrow points to it.
- Start time:** A time input field showing '09:52'.
- End time:** A time input field showing '10:52'. A red arrow points to it.
- All Day:** A checkbox that is currently unchecked. A red arrow points to it.
- Start date:** A date input field showing '2024 August 4'.
- End date:** A date input field showing '2024 August 4'. A red arrow points to it.
- Recurring:** A checkbox that is currently checked. A red arrow points to it.
- Priority:** A dropdown menu with 'Normal' selected.
- Buttons:** Three buttons at the bottom: 'Save', 'Save & Create', and 'Cancel'. Red arrows point to each of these buttons.

Recurring Schedules

Selecting the **Recurring** check box opens four unique options for the schedule.

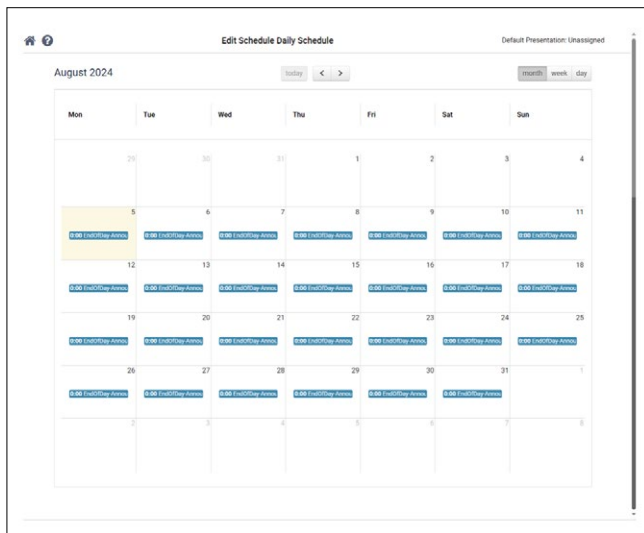
Note: All schedules must have a **Start and End** date. Please be certain to set the **End Date** before setting the schedules recurrence.

Daily

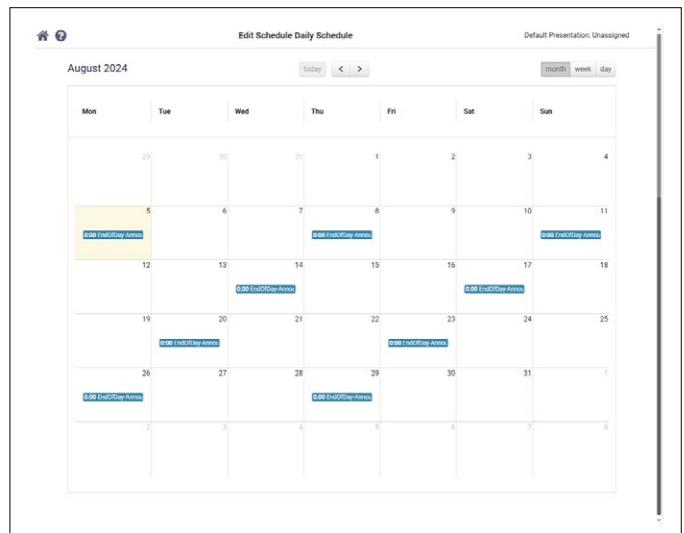
- Setting a recurring daily schedule will set the schedule to play every day until the schedule's end date.
- In the two examples below, one calendar is set to Every 1 day and the other is set to Every 3 days.

The screenshot shows a configuration form for a recurring schedule. At the top, there are two date pickers: 'Start date' (2024, August, 4) and 'End date' (2024, August, 31). Below these is a 'Recurring' checkbox which is checked. Underneath, there are four tabs: 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Daily' tab is selected. Below the tabs is a text input field labeled 'Every' containing the number '1', with 'day(s)' written below it. Below that is a 'Priority' dropdown menu set to 'Normal'. At the bottom are three buttons: 'Save', 'Save & Create', and 'Cancel'.

Every day



Every 3 days



Weekly

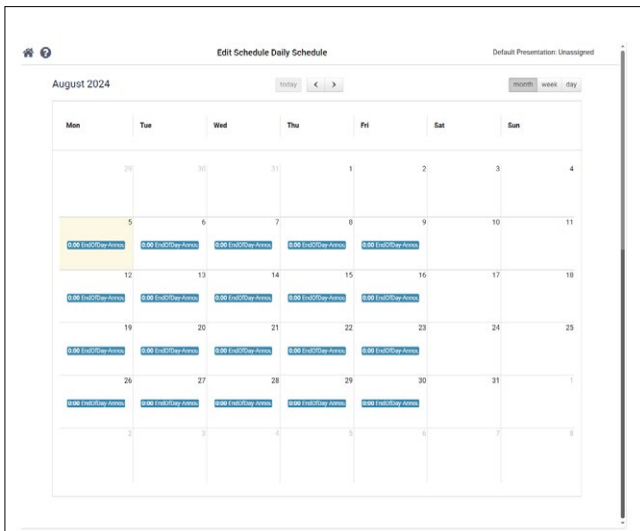
- Setting a recurring weekly schedule allows the setting of specific days for the schedule to play. The **Recur every** field allows the schedule to be repeated ever 1 week or 2 or 3, etc.

In the image shown below, the schedule will play each week Monday through Friday.

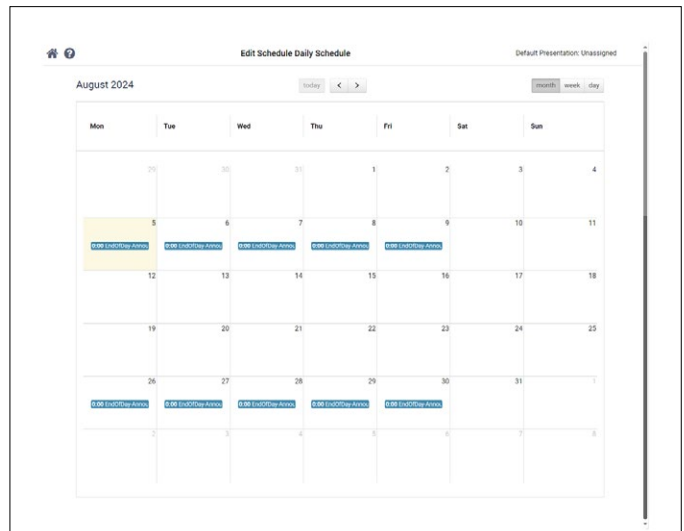
- To better understand recurring every 1 vs 3 weeks, see the two images below.

The screenshot shows a configuration form for a recurring schedule. At the top, there are fields for 'Start date' (2024, August, 4) and 'End date' (2024, August, 31). Below this is a 'Recurring' section with a checked checkbox and tabs for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' tab is selected. Underneath, there is a 'Recur every' input field containing the number '1', with the text 'week(s) on weekdays below' below it. A row of checkboxes for days of the week is shown: Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked), and Sun (unchecked). Below the days is a 'Priority' dropdown menu set to 'Normal'. At the bottom are three buttons: 'Save', 'Save & Create', and 'Cancel'.

Every week



Every 3 weeks



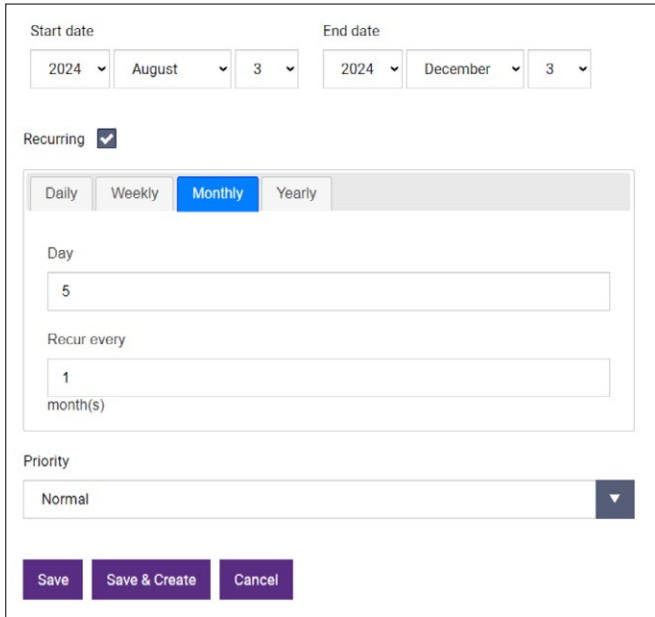
Monthly

- Setting a Monthly recurring schedule will set the schedule on a specific date of each month.

Note: Setting the schedule to play on a specific date each month does not mean the schedule will play on the same day. For example, August 5, 2024, is a Monday. September 5, 2024, is a Thursday.

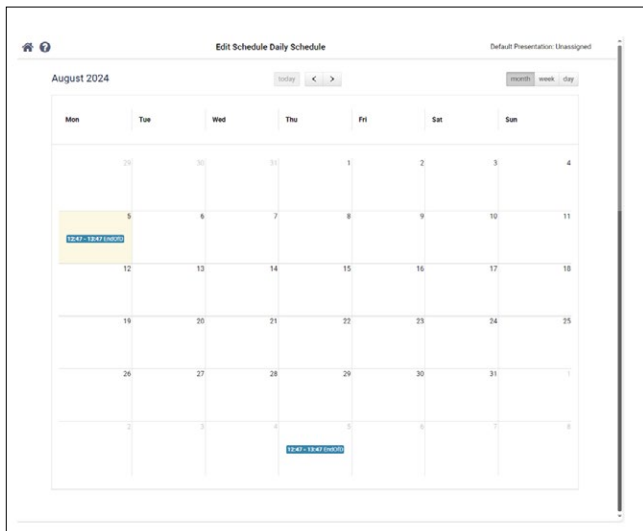
It is also notable, the **Start** and **End dates** must be longer than one month.

- The **Recur every** field works the same as it does for Daily and Weekly schedules.



The screenshot shows a form for configuring a recurring schedule. At the top, there are two date pickers: "Start date" (2024, August, 3) and "End date" (2024, December, 3). Below these is a "Recurring" checkbox which is checked. Underneath, there are four tabs: "Daily", "Weekly", "Monthly" (which is selected and highlighted in blue), and "Yearly". The "Day" field contains the number "5". The "Recur every" field contains the number "1" with the unit "month(s)" below it. A "Priority" dropdown menu is set to "Normal". At the bottom, there are three buttons: "Save", "Save & Create", and "Cancel".

Recur Monthly



Yearly

- Setting a Yearly recurring schedule will set the schedule on a specific date of each year.

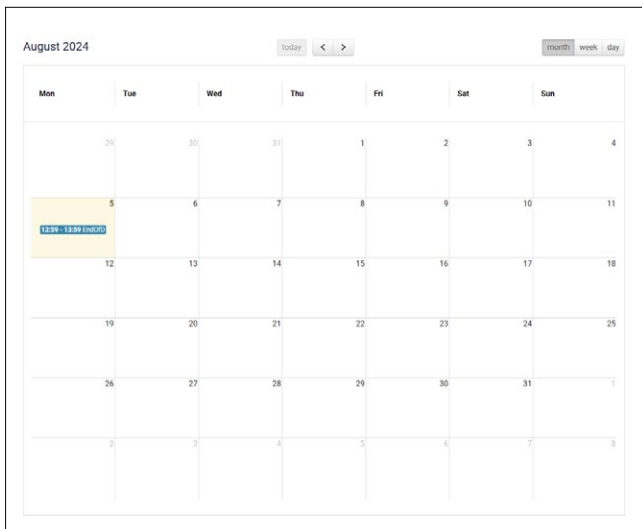
Note: Setting the schedule to play on a specific date each year does not mean the schedule will play on the same day. For example, August 5, 2024, is a Monday. September 5, 2024 is a Tuesday.

It is also notable, the **Start** and **End dates** must be longer than one year.

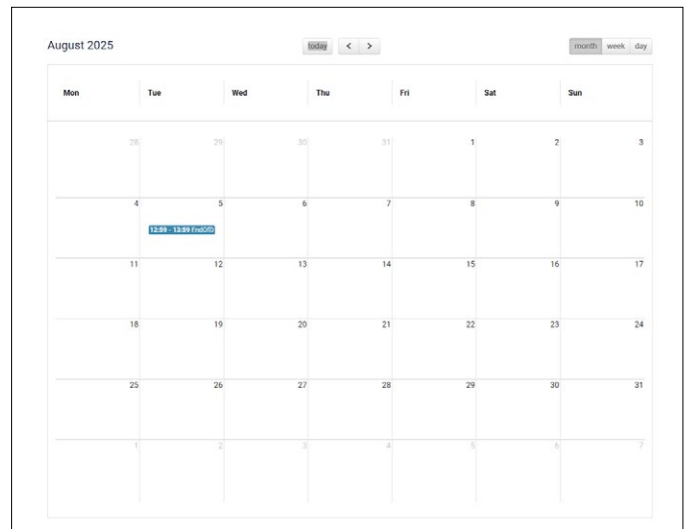
- The **Recur every** field works the same as it does for Daily, Weekly, Monthly schedules.

The screenshot shows a configuration form for a recurring event. At the top, there are two date pickers: 'Start date' set to 2024, August 1, and 'End date' set to 2026, August 1. Below this is a 'Recurring' checkbox which is checked. Underneath are four tabs: 'Daily', 'Weekly', 'Monthly', and 'Yearly' (which is selected and highlighted in blue). The 'Day' field contains the number '5'. The 'Month' dropdown menu is set to 'August'. The 'Recur every' field contains the number '1' with the unit 'year(s)' below it. At the bottom, there is a 'Priority' dropdown menu set to 'Normal'. At the very bottom are three buttons: 'Save', 'Save & Create', and 'Cancel'.

Start Date



End Date



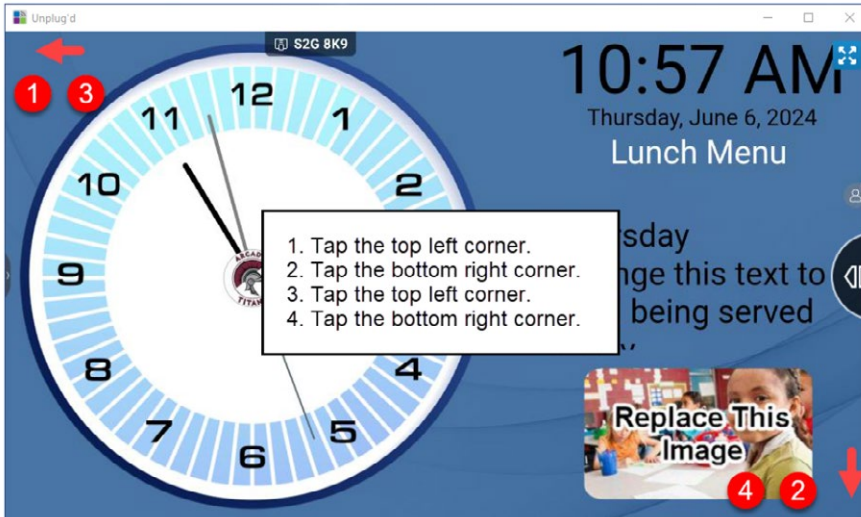
Deauthorizing at TimeSign from CleverLive

TimeSign will automatically display it's assigned "presentation". If you wish to stop the TimeSign from displaying a presentation, complete step 1 through 4.

If you wish to remove the TimeSign from it's assigned CleverLive account, complete steps 1 through 6.

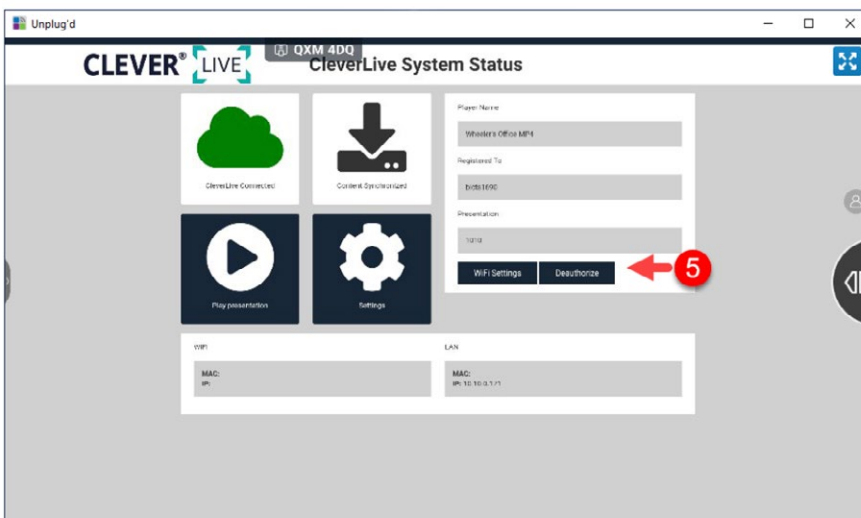
The following may be accomplished at the panel using your finger or a mouse.

1. Tap the top left corner.
2. Tap the bottom right corner.
3. Tap the top left corner.
4. Tap the bottom right corner.

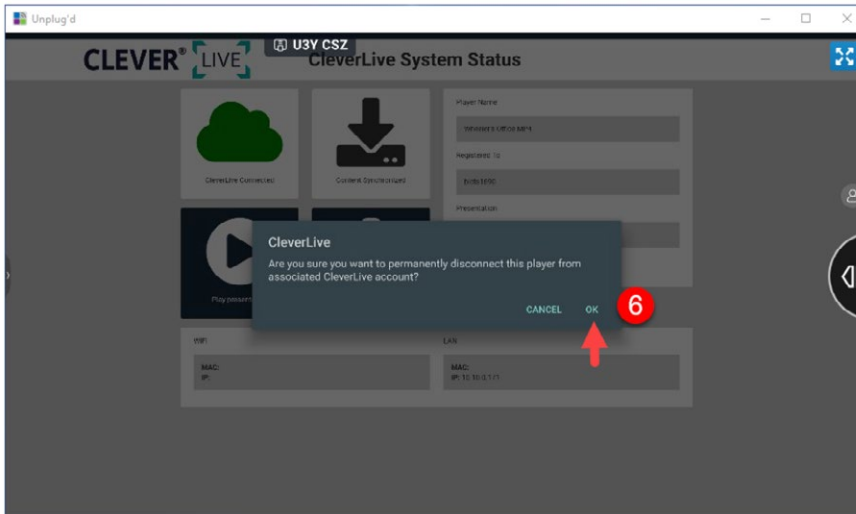


After step 4, the screen will display the CleverLive status screen.

5. Press the **Deauthorize** button.



6. Click the **OK** button



When you see the screen shown below, the panel may now be added to a different CleverLive account.

