

# Harmony

Digital Signage and Background Music

By **ReQuest**



**Complete User Guide.**

## Need Help?

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### Technical Support:

Telephone 518-490-6120  
9:00 AM to 5:00 PM EST Monday - Friday

### Harmony by ReQuest

14 Corporate Dr  
Clifton Park, NY 12065

### Online Support:

Log in to your **Harmony** Account at  
[Harmony.ReQuest.com](http://Harmony.ReQuest.com)  
and click **Help & Support**

Or email us at  
[customerservice@request.com](mailto:customerservice@request.com)

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ReQuest Serious Play LLC reserves the right to make changes to Harmony hardware, software and documentation without prior written notice. Please refer to our website at [Harmony.ReQuest.com](http://Harmony.ReQuest.com) for the latest information.

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## Thank you for purchasing Harmony by ReQuest!

ReQuest has spent more than a decade as a pioneer in the world of luxury audio/video, delivering server based music and movie solutions designed to produce high quality sights and sounds with control systems that are intuitive to even the most novice user. Harmony carries that legacy of quality and attention to detail into the commercial music and signage market, making it easy to bring enterprise-quality ambience and digital branding to companies with one, one hundred, or one thousand locations.

### The Hardware

The entire Harmony solution consists of one physical box. Each Harmony Player is capable of simultaneously handling the background music and a single digital display for a single location. Just connect the box to the Internet, a TV, and your in-house stereo system and you are ready to take control of that location.

### The Software

There is no installation involved whatsoever. Once you have a Harmony web management account, everything you ever need to do with Harmony can be handled from any web-connected computer with a web browser, anywhere.

### Features

- Web based system management including music and playlists and digital signage creation
- Web based media uploading available anytime, anywhere
- Portrait and Landscape displays supported
- Video codecs supported: MOV, FLV, WMV, MP4, MPG, VOB, WEBM
- Audio codecs supported: MP3
- Image formats Supported: JPEG, JPG, PNG, GIF
- High quality digital and analog audio outputs available
- HDMI video output at 720p

## Package Includes

- (1) Digital Signage and Music Player
- (1) 12V AC Adapter

## Harmony Player Specs

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- **Dimensions:**
  - 190(w)x190(D)x35(H)mm
  - 7.5(W)x7.5(D)x1.4(H)inch
- Intel® NM10 Express Chipset
- Integrated Quad-core Intel® Atom™ processor D525
- 2 x SO-DIMM, Max. 8 GB, DDR3 800MHz Memory
- Integrated Intel® GMA3150
- 1 xHDMI port
- Realtek® RTL8111D Gigabit LAN controller
- 250GB Hard Drive
- Built-in DC to DC Converter
- DC12V 5A Power Adapter
- Low Noise Aluminum Chassis
- Color: Black



**NOTE:** To use live TV Streams with Harmony digital signage, you must use the approved video capture card - <http://goo.gl/KsyAb>

This card is available separately or as part of the HPWT Harmony Bundle.

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## Signing In for the First Time

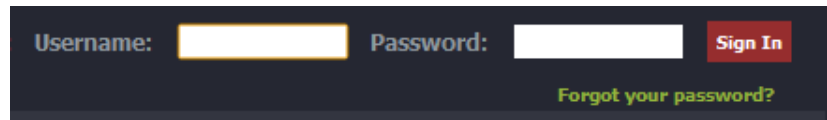
---

Use a web browser to go to [Harmony.ReQuest.com](http://Harmony.ReQuest.com)

Enter the username and password you received by email.

If you did not receive this email, contact [customerservice@request.com](mailto:customerservice@request.com)

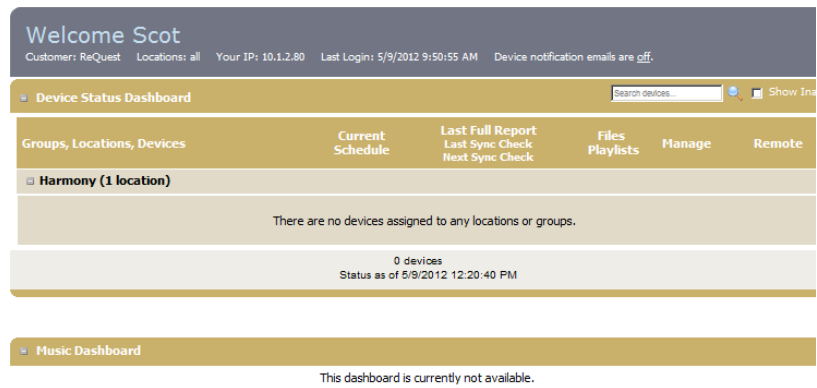
---



Username:  Password:  [Sign In](#)  
[Forgot your password?](#)

You will be taken to your **Harmony Dashboard**.

Initially it will be empty.



Welcome Scot  
Customer: ReQuest Locations: all Your IP: 10.1.1.2.80 Last Login: 5/9/2012 9:50:55 AM Device notification emails are off.

Device Status Dashboard  [Show In](#)

Groups, Locations, Devices	Current Schedule	Last Full Report Last Sync Check Next Sync Check	Files Playlists	Manage	Remote
Harmony (1 location)					
There are no devices assigned to any locations or groups.					
0 devices Status as of 5/9/2012 12:20:40 PM					

Music Dashboard  
This dashboard is currently not available.

## Adding/Editing Users

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From the top menu, point to **Home** and click **Accounts**.

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You will initially only see information about your account.

 This icon shows that you are the currently logged-in user

 This icon shows that your account is active

 This icon shows that your account is a **Super Admin** which means you can do anything within this account.

---

To add a new user, click

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**Add User** in the left menu.

---

Give the user a unique **Username**.

Enter the user's **First Name**, **Last Name** and **Email address** plus a unique **Password**.

**Dashboard** settings control the information you want this user to have on their main screen. For example: Users in charge of only **Music** do not need to see information on **Digital Signage**.

By default, all new users are **Active**.

**Super Admins** have control over every aspect of your company's Harmony account.

**Security Areas** are the sections of the Harmony web account that this user is allowed to browse.

The screenshot shows the 'Accounts' form with the following fields and options:

- Username:** [Text input field]
- First Name:** [Text input field] **Last Name:** [Text input field]
- Email:** [Text input field]
- Password:** [Text input field]
- Dashboards:**  Devices  Music  Promotions  Digital Signage  Maps
- Account Flags:**  Super Admin  Active  Notifications
- Security Areas:**  Overview  Media  Schedules  Locations  Devices  Reports  Admin
- Additional Options:**
- Locations:**  All Locations
- Save** button

Check the **Security Areas** box for **Media** opens additional options that allow you to specify whether this user has access to audio files, playlists, and digital signage media.

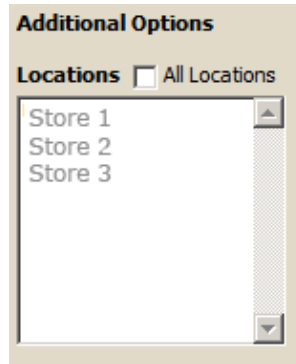
The screenshot shows the 'Security Areas' section with the following options:

- Security Areas:**  Overview  Media  Schedules  Locations  Devices  Reports  Admin
- Additional Options:**
- Commercial Audio:**  Add Music & Promotions  Edit Media & Playlists
- Digital Signage:**  Create Shows & Add Media



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**All Locations** is checked by default. If you want this user to only have access to certain locations, uncheck this box and a scrollable list of all available locations will appear. Hold down the CTRL or Shift key to select multiple locations.



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Click  Save to finish.

---

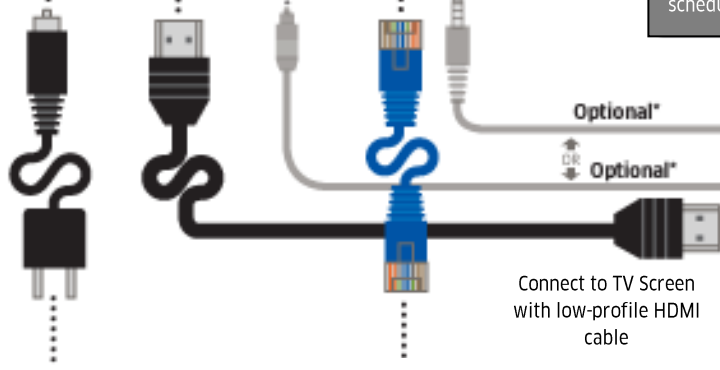
# Harmony Player Setup

Once you have the basic account features enabled, you can set up your first Harmony Player.

## Quick Setup Guide - Video



Once connected, press power button on front of unit and wait 3 to 5 minutes for system to boot and Internet sync. Once sync is complete, video and digital signage should begin to play automatically if currently scheduled.



Connect to power using supplied AC Adapter

Connect to Network with Internet Access using CAT5 cable (not included)

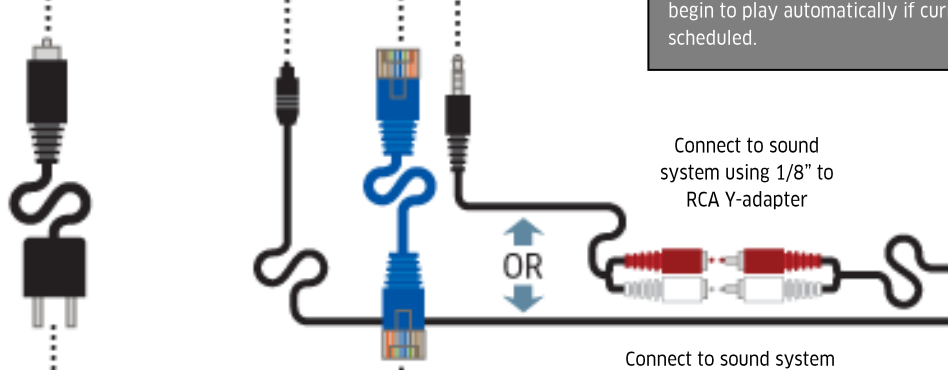
Connect to TV Screen with low-profile HDMI cable

Your video presentation's audio signal can optionally be sent via the 1/8" or Digital Audio connectors either to the TV's audio input jacks or a separate audio system. NOTE: This configuration will only play your video presentation's accompanying audio. This will not simultaneously play Harmony Commercial Audio music and playlists.

## Quick Setup Guide - Audio



Once connected, press power button on front of unit and wait 3 to 5 minutes for system to boot and Internet sync. Once sync is complete, music and audio messaging should begin to play automatically if currently scheduled.



Connect to power using supplied AC Adapter

Connect to Network with Internet Access using CAT5 cable (not included)

Connect to sound system using 1/8" to RCA Y-adapter

Connect to sound system using TOSLINK cable



Use an un-amplified source (Aux, Video, Tape, Line-in, etc) Do NOT use Phono.

## Technicians/Installers

To diagnose connection problems, connect a monitor to the VGA port on the rear of the unit.



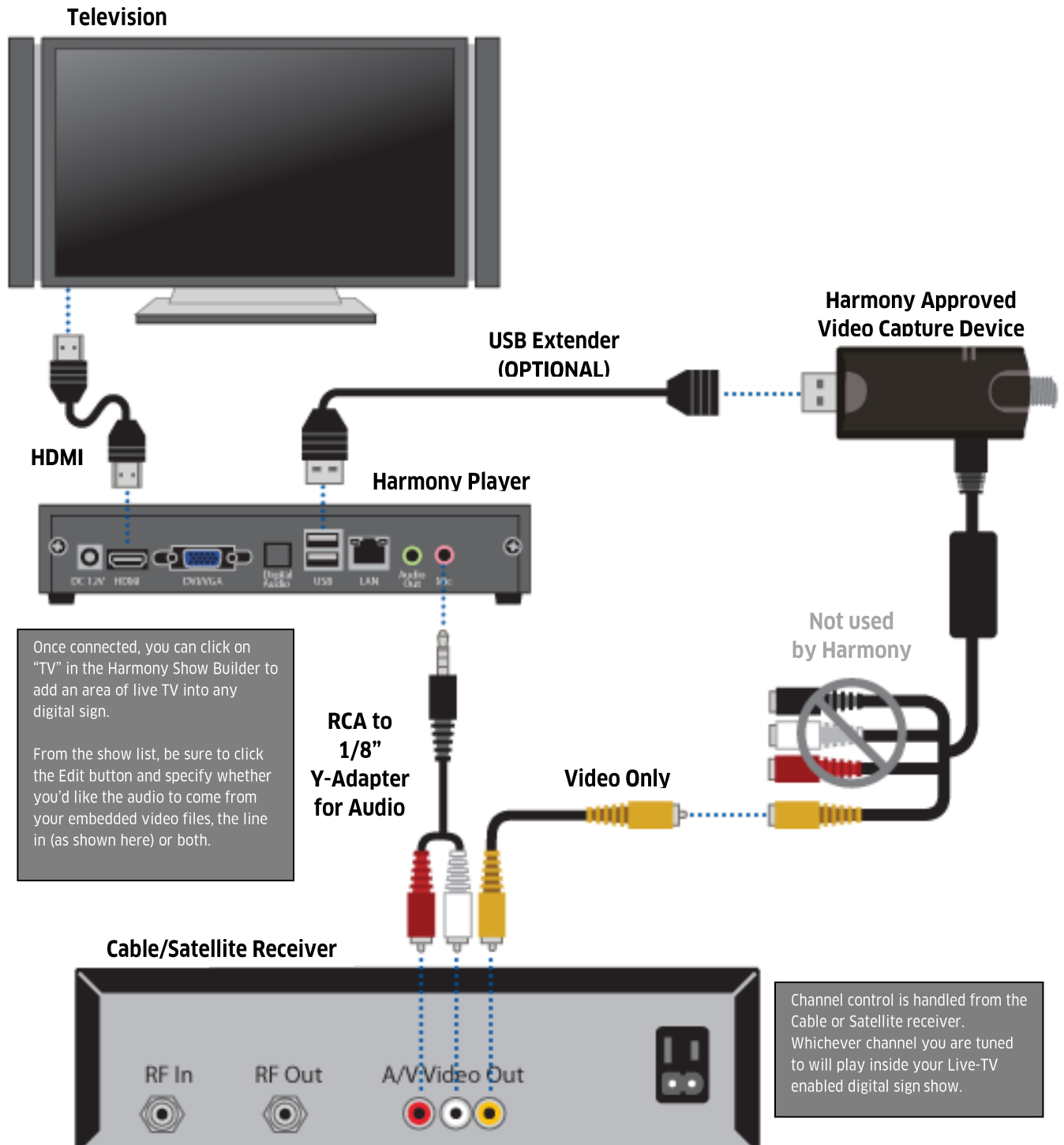
The screen will display the IP address which you can then type into a web browser on the local network

The Harmony player comes with two support contact stickers - one to put in a visible spot on the player and the other to put on your media rack or nearby wall for quick access.

# Harmony with Live TV

Harmony also has the ability to include Live TV streams in your Digital Signage shows. In order to use this setup, you must purchase a separate Video Capture Device. We recommend the Hauppauge WinTV HVR 950Q Kit available here: <http://goo.gl/KsyAb>

## Using Harmony with Live TV



# Registering the Harmony Player

Click on **Devices** in the top menu.

You will see that you have one **unconfigured device**.



Device	Serial
HMP10118	HMP10118

1 device

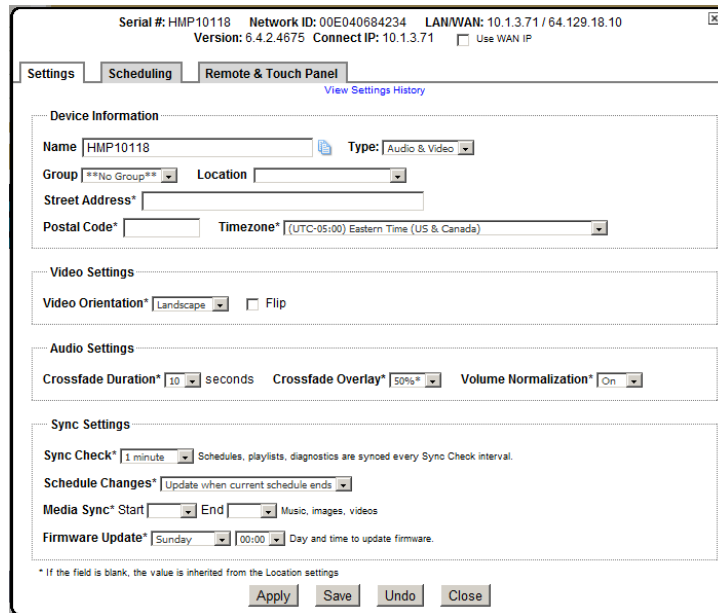
Click on the **device name** to configure this device.

Enter a unique **Name** for this device.

Specify **Audio** (background music), **Video** (Digital signage) or **Both**.

**Groups and Locations** will be covered later.

Enter the address information for this device.



Serial #: HMP10118 Network ID: 00E040684234 LAN/WAN: 10.1.3.71 / 64.129.18.10  
Version: 6.4.2.4675 Connect IP: 10.1.3.71  Use WAN IP

Settings | **Scheduling** | Remote & Touch Panel

View Settings History

Device Information

Name: HMP10118 Type: Audio & Video

Group: \*\*No Group\*\* Location: [ ]

Street Address\*: [ ]

Postal Code\*: [ ] Timezone\*: (UTC-05:00) Eastern Time (US & Canada)

Video Settings

Video Orientation\*: Landscape  Flip

Audio Settings

Crossfade Duration\*: 10 seconds Crossfade Overlay\*: 50%\* Volume Normalization\*: On

Sync Settings

Sync Check\*: 1 minute Schedules, playlists, diagnostics are synced every Sync Check interval.

Schedule Changes\*: Update when current schedule ends

Media Sync\*: Start [ ] End [ ] Music, images, videos

Firmware Update\*: Sunday 00:00 Day and time to update firmware.

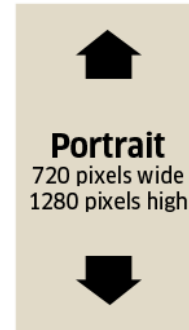
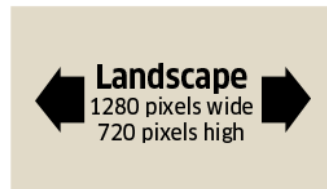
\* If the field is blank, the value is inherited from the Location settings

Apply Save Undo Close

---

If the device is set to **Video**, choose **Landscape** or **Portrait**.

**NOTE:** If this device is set to **Portrait**, it **WILL NOT** display digital signage shows built in **Landscape** and vice versa.



---

If the device is set to **Audio**, choose your **Audio settings**.

**Crossfade** will let one song's ending gradually overlap the next song's intro.

**Volume Normalization** keeps all the MP3s in your playlist playing at a similar volume

---

**Sync Check** specifies when schedules, playlists, and other small updates take place.

Choose whether **schedule changes** take place immediately after a sync check or at the end of the current schedule.

Schedule your **Media Sync** and **Firmware Updates** during a time when the larger downloads will not overload your network.

---

Once you have a device configured, click **Home** in the top bar and it will show up on your dashboard.

Welcome Scot  
 Customer: ReQuest Locations: all Your IP: 10.1.2.80 Last Login: 5/9/2012 9:50:55 AM Device notification er

Device Status Dashboard

Groups, Locations, Devices	Current Schedule	Last Full Report Last Sync Check Next Sync Check	p
**No Group** (1 location)			
**No Group**			
Store1_Lobby Serial: HMP10118 LAN: 10.1.3.71 (d)		5/9/2012 14:56 5/9/2012 2:56:13 PM expected by 14:59	:

Your configured device will also now be available on your dashboard map.

Devices

Map

# Locations and Groups

---

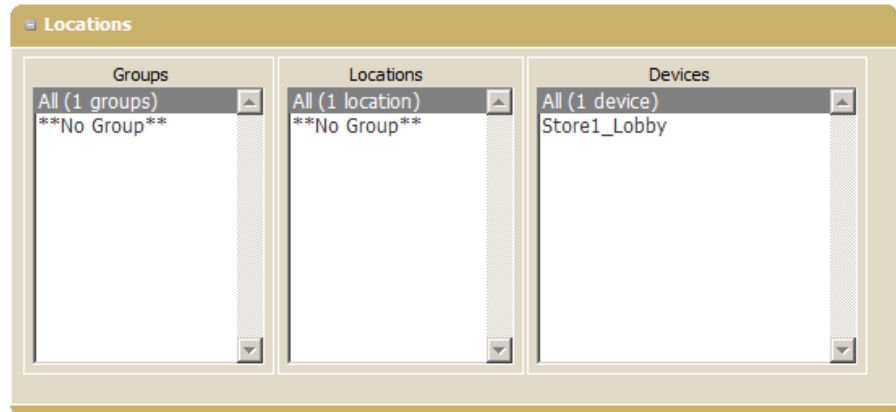
Click on **Locations** in the top menu.

---

**Locations and Groups** allow you to group your Harmony devices together into easily managed clusters.

Depending on the size of your organization, **Locations and Groups** can be based on geography, time zones, or any divisions that make sense to your organization.

Our example will use time zones.



**Groups** are created by first adding **Locations**.

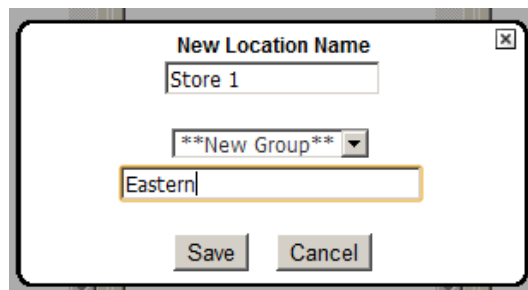
Click **Add Location**.

---

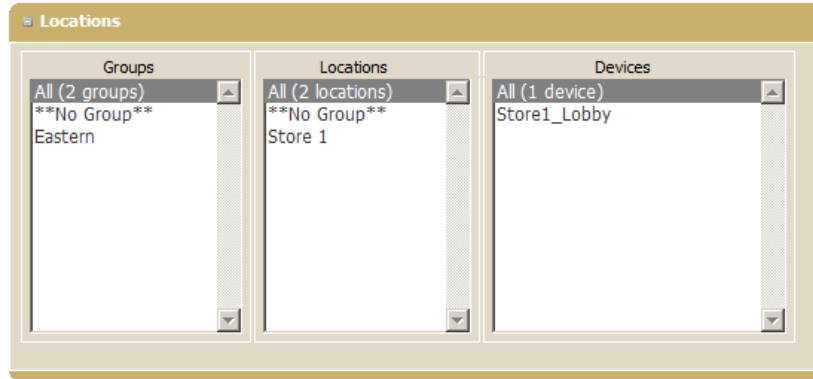
A **New Location** popup will appear.

Give your location a descriptive **name**.

Create your first group by selecting **\*\*New Group\*\*** and typing in a group name.



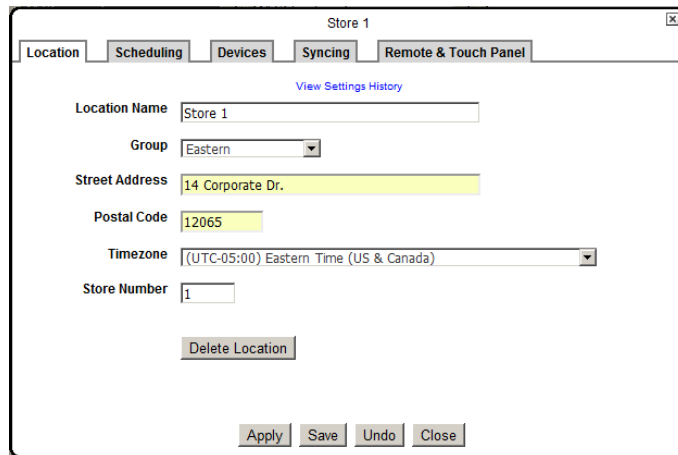
Now your **Locations** window will contain your new group and location.



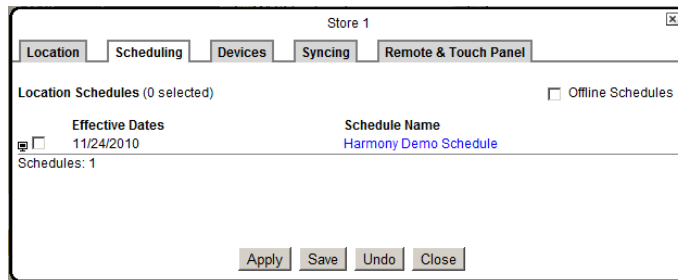
Double-click your new Location.

This location's **Properties** window will appear.

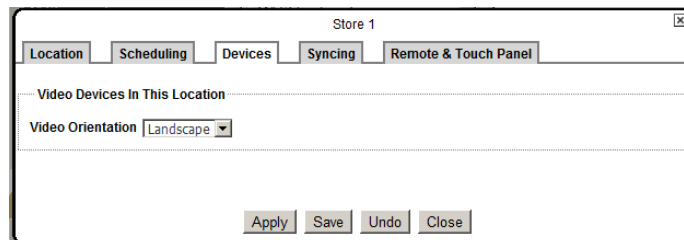
Fill in the relevant address and geographic information.



Click on the **Schedule** tab. This is where you can apply schedules at an entire location. All **devices** associated with this location will inherit the schedule automatically.

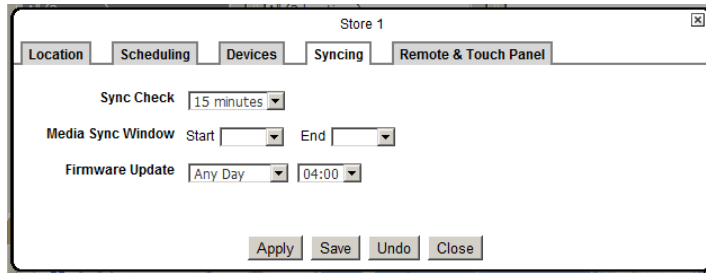


Click on the **Devices** tab. This tab allows you to apply global settings to all devices in the location.

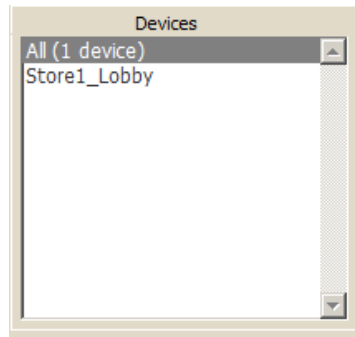




Click on the **Syncing Tab**. This section allows you to specify sync settings for all the devices in the location to minimize the load on the location's network during business hours.

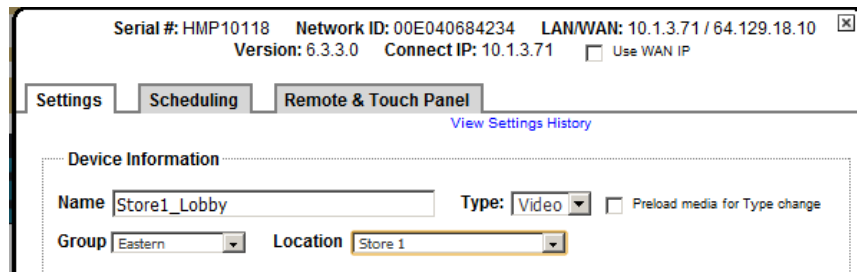


Click on a **Device** name in the **Devices** column of the Locations screen.

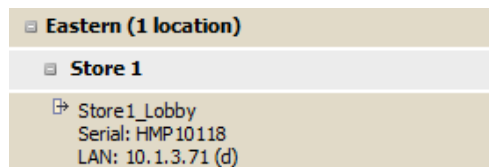


This devices **properties** window will appear.

Use the pull down menu to choose this device's **Group** and **Location**.



Your Device will now show up as part of this group and location in your dashboard.



It will automatically inherit schedules and settings applied at the **Location** level.

Devices can also be controlled directly, overriding the Location settings.

# Harmony Commercial Music

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Harmony allows you to personalize the atmosphere of your business using your own **music** and **audio branding**. Harmony lets you upload new music and change your playlists and settings from any web-enabled computer, anywhere in the world, 24 hours a day!



# Uploading Music and Audio Promotions

---

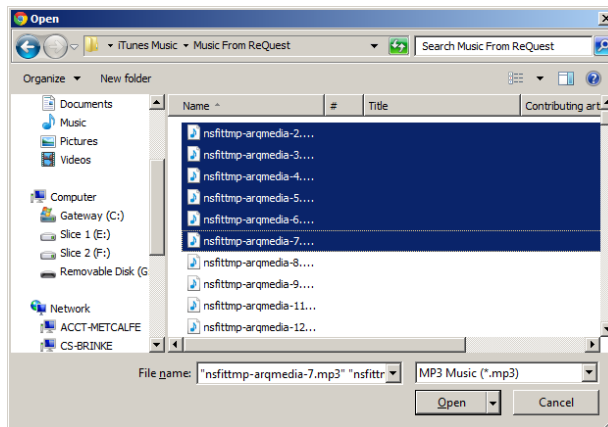
Point to **Music** and click **Add Music** in the top bar.

---

On the **Upload Media - Music** page, click the link labeled [Click to Upload Files](#)

---

A file window will open. Browse to the folder on your computer where you store your **MP3 Music** and select the songs you wish to upload. Hold down the Control or Shift key to select multiple MP3s.



Click **Open** to begin upload. Status bars will appear for each file



**Promotions** are any audio other than music: Welcome messages, company identification, advertisements, vendor messages.

To add promotions, point to **Music** and click **Add promotion**.

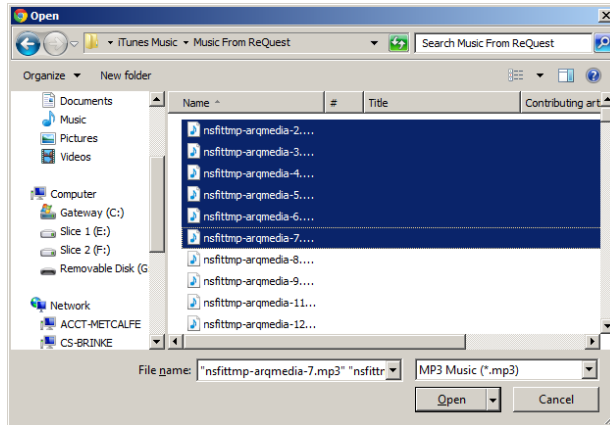
---

---

On the **Upload Media - Promotion** page, click the link labeled [Click to Upload Files](#)

---

A file window will open. Browse to the folder on your computer where you store your **Audio Promotion MP3s** and select the files you wish to upload. Hold down the Control or Shift key to select multiple MP3s.



---

Click **Open** to begin upload. Status bars will appear for each file



# Managing your Music and Promotions

---

Point to **Music** and click **Music Manager** in the top bar.

---

## Left Sidebar

**Music** – Your main music library.

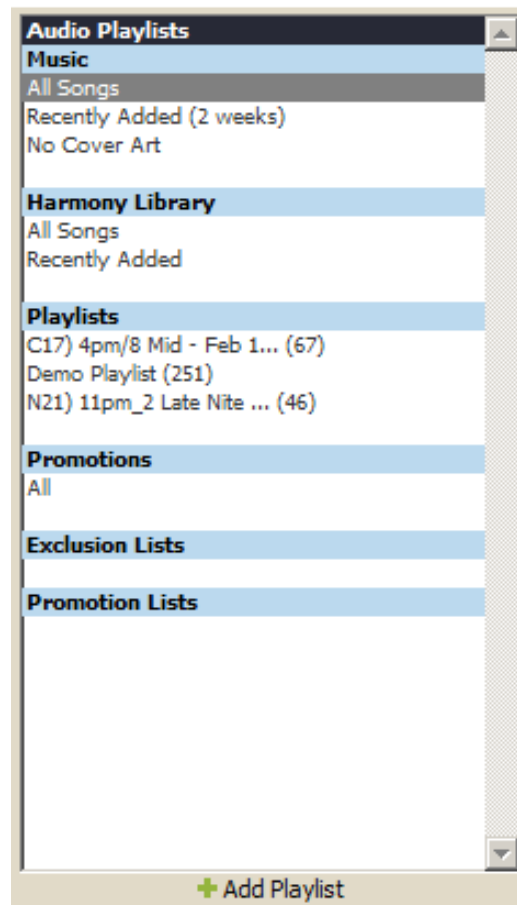
**Harmony Library** – Default Harmony music files.

**Playlists** – Your playlists.

**Promotions** – Your advertisements and audio branding.

**Exclusion Lists** – Lists of songs that will **NOT** be played at locations to which they are applied.

**Promotion Lists** – Playlists that are specific to advertisements and audio branding.



Click on **+Add Playlist** at the bottom.

---

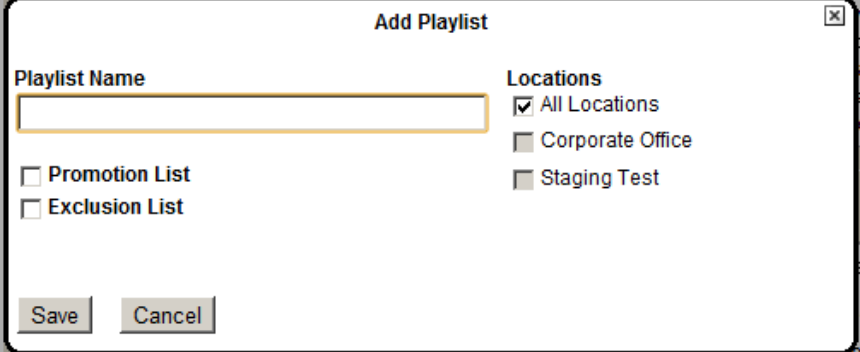
---

Type in a **Name** for this playlist.

It will be a **Music** playlist by default. Check **Promotion Playlist** if you want to use this for advertisements and audio branding.

**Exclusion lists** allow you to specify that certain locations **do not** play the specific songs. For example, if there is an artist that is local to your restaurant in California, you can use an **Exclusion list** to make sure that those songs aren't played in your New York locations. Check this box if you want to build an **Exclusion list**.

Playlists are available to **All Locations** by default. Uncheck this box to specify specific locations that can use this playlist.



The screenshot shows a dialog box titled "Add Playlist" with a close button in the top right corner. On the left, there is a "Playlist Name" label above a text input field. Below this are two checkboxes: "Promotion List" and "Exclusion List", both of which are currently unchecked. On the right side, under the "Locations" heading, there are three checkboxes: "All Locations" (checked), "Corporate Office" (unchecked), and "Staging Test" (unchecked). At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

---


Click **Save** to save this playlist.



---


---

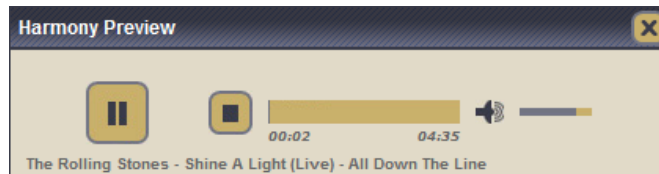
Selecting a playlist in the left sidebar will bring up additional choices at the bottom.

 **Edit** will bring up the playlist properties window.

 **Delete** will remove the playlist, also deleting it from all schedules.

 **Duplicate** will make an identical copy. The title will be appended with the word “Copy” and the date and time the duplicate was made. You can edit the title by selecting the playlist and clicking  **Edit**.

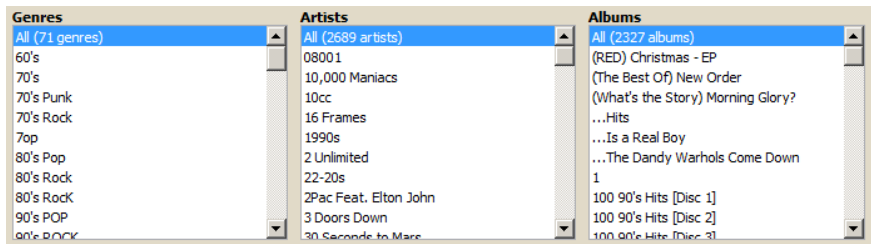
 **Preview** will bring up a small media player right inside the browser, letting you preview the actual playlist.



---

The Top Three Panes in the main **Media Manager** window are labeled **Genre**, **Artists**, and **Albums**.

Selecting any of these options will filter the **Song Pane** based on your selection.



The **Song Pane** on the bottom right displays the currently selected media library.

Songs (8018) Select All   Select None				
	Title	Artist	Album	Time
<input type="checkbox"/>	1 'Cuz I Can	Pink	I'm Not Dead	03:43
<input type="checkbox"/>	2 'Til Summer Comes Around	Keith Urban	Defying Gravity	05:32
<input type="checkbox"/>	3 "Heroes"	David Bowie	NME Classics (Disc 1)	03:32
<input type="checkbox"/>	4 "The Take Over, the Breaks ...	Fall Out Boy	Infinity On High	03:42
<input type="checkbox"/>	5 (Another Song) All Over Again	Justin Timberlake	FutureSex / LoveSounds	06:03
<input type="checkbox"/>	6 (Don't Fear) The Reaper	Blue Oyster Cult	TK	05:12
<input type="checkbox"/>	7 (Everybody's Waitin' For) The ...	The Brian Setzer Orchestra	Christmas Rocks: The Best...	02:49
<input type="checkbox"/>	8 (Feels Like) Heaven	Fiction Factory	EDGE OF THE EIGHTIES, T...	03:32
<input type="checkbox"/>	9 (I Like) The Way You Love Me	Michael Jackson	Michael	04:34
<input type="checkbox"/>	10 (If Loving You Is Wrong) I Do...	Luther Ingram	Only Rock 'N Roll: 1970-197...	03:04
<input type="checkbox"/>	11 (If You're Wondering If I Want ...	Weezer	Raditude (Bonus Track Versi...	03:29
<input type="checkbox"/>	12 (It's Good) To Be Free	Oasis	The Masterplan	04:27
<input type="checkbox"/>	13 (Keep My Love) Alive	John Cafferty & the Beaver Br...	Eddie & The Cruisers II: Eddi...	03:42
<input type="checkbox"/>	14 (Looking for) The Heart of Sa...	Shawn Colvin	Songbird (Disc 2)	03:36

Edit song  
  Delete song(s)  
  Remove song(s) from playlists  
 Add selected to playlist...

To **delete** songs, check the boxes next to the songs click on **X Delete Songs** at the bottom.

<input checked="" type="checkbox"/>	▶ 1	18th Avenue (Kansas City Night
<input checked="" type="checkbox"/>	▶ 2	1984 / Jump
<input type="checkbox"/>	▶ 3	4th Dimensional Transition

Check a box next to any song and click **Edit Song**.

Make any changes to the **Metadata** of this song and click **Save** to keep the changes.

**Edit Song** ✖

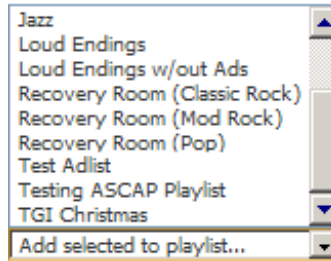
	Title <input type="text" value="1984 / Jump"/>
	Artist <input type="text" value="Van Halen"/>
	Album <input type="text" value="1984"/>
	Genre <input type="text" value="Rock"/>
	Track <input type="text" value="1"/>
	Agency <input type="text" value="ASCAP"/> Work ID <input type="text" value="400126583"/>
	Cover <input type="button" value="Choose File"/> No file chosen
	Added 9/1/2010 4:19:00 PM (sbartgis)
	Modified 8/31/2011 3:31:04 PM (sbartgis)
	Size 6.98 MB    Replay Gain: 0.44 dB
	Path E:\www\harmony\medialcustomer_11742.mp3

Check the boxes next to a song (or songs) and click **Remove song(s) from playlists** to remove the song from all **playlists** instantly.

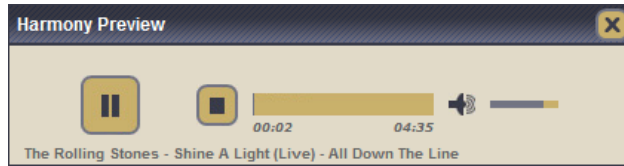
<input checked="" type="checkbox"/>	▶ 1	18th Avenue (Kansas City Night
<input checked="" type="checkbox"/>	▶ 2	1984 / Jump
<input type="checkbox"/>	▶ 3	4th Dimensional Transition



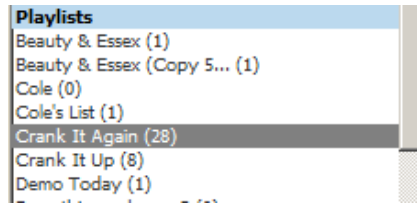
Check the boxes next to a song (or songs) and use the pulldown menu at the bottom to add the song(s) to an existing playlist.



Click on the **play** button next to any track to launch a media player right in the browser and preview this song.



Select a playlist from the left pane.




The entire right side will repopulate with the songs from the selected playlist.


Songs (28) Select All   Select None						
		Title	Artist	Genre	Time	
<input type="checkbox"/>	<input type="checkbox"/>	1	Before The Lobotomy [Explicit]	Green Day	21st Century Breakdown (Am...	04:37
<input type="checkbox"/>	<input type="checkbox"/>	2	Baby Girl	Sugarland	Twice The Speed Of Life	04:13
<input type="checkbox"/>	<input type="checkbox"/>	3	Angelsea	Cat Stevens	Gold - Cat Stevens	04:29
<input type="checkbox"/>	<input type="checkbox"/>	4	Mr. Bass Plaque Maker	Bud Light Commercials	Bud Light Real American Her...	01:00
<input type="checkbox"/>	<input type="checkbox"/>	5	Before The Lobotomy [Explicit]	Green Day	21st Century Breakdown (Am...	04:37
<input type="checkbox"/>	<input type="checkbox"/>	6	Black Sunshine	White Zombie	La Sexorcisto: Devil Music Vo...	04:49
<input type="checkbox"/>	<input type="checkbox"/>	7	Blur The Technicolor	White Zombie	Supersexy Swingin' Sounds	05:14
<input type="checkbox"/>	<input type="checkbox"/>	8	Creature of the Wheel	White Zombie	"Astro Creep: 2000 -- Songs ...	03:25
<input type="checkbox"/>	<input type="checkbox"/>	9	Feed the Gods	White Zombie	Airheads	03:50
<input type="checkbox"/>	<input type="checkbox"/>	10	Grease Paint And Monkey Br...	White Zombie	Supersexy Swingin' Sounds	04:15

You can preview any song in the playlist by clicking the **play** button next to any song.

---

Reorganize the playlist by clicking and holding the  **drag handle** next to any song. Drag and drop the songs in any order.



Click  **Save Playlist** to save your changes.

---

# Scheduling Music

---

Point to **Schedules** and click on **Add Schedule** in the top menu.

---

Click **Add Schedule** in the left side menu.

---

Select **Audio** for **Schedule Type**.

Give your schedule a descriptive **Name**

## New Schedule

**Schedule Type**

**Name\***

**Effective\*** **Start**   **End**

**Days** Sun  Mon  Tue  Wed  Thu  Fri  Sat

\* Indicates required fields

Daily Stop Time   **Active**  
The audio will stop playing at this time every day.

---

Schedules must be saved before adding schedule items.

Click Save to save your changes and sort items with appropriate time.

---

Set an **Effective Date Range** for this schedule by clicking in the **Start** field to bring down a calendar.

Use **Next** and **Prev** to navigate through months.

**Start**   **End**

Sun   May 2012

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Daily Stop Time   **Active**  
The audio will stop playing at this time every day.

**before**

Click the drop down menu next to the date to select a **Start Time**.

**Start**

Sun  Mon  Tue

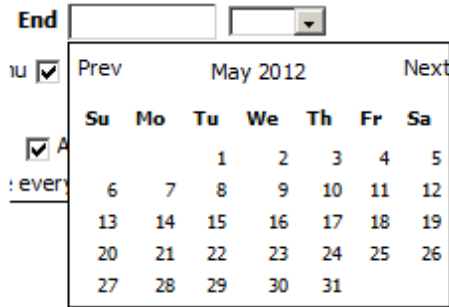
Daily Stop Time

---

Click in the **End** date field to bring down a calendar for the ending date.

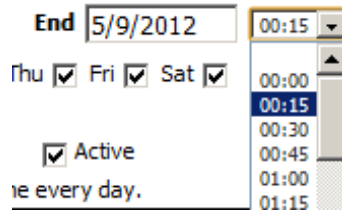
Use **Next** and **Prev** to navigate through months.

**NOTE:** **End Date** can be left blank. This will create an effectively **permanent** schedule.



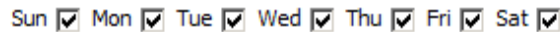
---

Click the drop down menu next to the date to select an **End Time**.



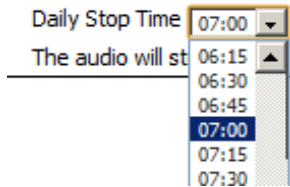
---

Uncheck the boxes next to any **days** you do not want this schedule to be active.



---

Use the pull down menu to select a daily time the schedule will stop. This can be used to silence **Harmony** during non-business hours (optional).



---

Click **Save** to continue building this schedule.

---

Once your schedule has been saved, you can begin adding playlists.

Schedule [A] NightClub - 5/8/2012 12:15:00 AM - 5/9/2012 2:30:00 AM # # denotes an active schedule  
[Duplicate Schedule](#)

Schedule Type Audio

Name\* NightClub

Effective\* Start 5/8/2012 00:15 End 5/9/2012 02:30

Days Sun  Mon  Tue  Wed  Thu  Fri  Sat

\* Indicates required fields

Daily Stop Time 01:15  Active  
The audio will stop playing at this time every day.

---

Scheduled Audio | Scheduled Promotions

Start Time	Playlist	Flags
------------	----------	-------

New Schedule Item

00:15 Select a playlist...  Firm  Random Start

Save & Replace Save Reset Form Delete

At the bottom of the page, pull down the **playlist** menu to select a playlist.

Select a **Time** for this playlist to begin.

Check **Firm** if you want this playlist to take over exactly at the time specified (not allowing the previous playlist to finish).

Check **Random Start** if you want to increase variety by having the playlist start in a random position.

Click **Save**.

Scheduled Audio | Scheduled Promotions

New Schedule Item

00:15 Select a playlist...  Firm  Random Start

Save & Click Save to

- Jazz (24 songs) (2h 12m 38s)
- Loud Endings (38 songs) (1h 49m 22s)
- Loud Endings w/out Ads (24 songs) (1h 39m 43s)
- MGMT (247 songs) (17h 3m 22s)
- MPI Music (16 songs) (1h 3m 30s)

Your playlist will be added to the schedule list above. You can continue adding playlists to different times of the day to build a full schedule.

02:00 Loud Endings (38 songs) (1h 49m 22s)  Firm  Random Start  Shuffle

This playlist will repeat 1.1 times.

04:00 Jazz (24 songs) (2h 12m 38s)  Firm  Random Start  Shuffle


Note: This playlist will repeat 1.2 times before the schedule stop time of 01:15.

---


Check **Firm** to allow this playlist to take over exactly at the time specified. If unchecked, the previous song will be allowed to finish before the new playlist begins.

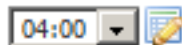
Check **Random Start** to increase variety by allowing the playlist to start in a new position each time.

Check **Shuffle** to have the playlist play in fully randomized order.

Click  to delete this playlist entry from the schedule.

---


You can click on the  **manual edit** icon next to each time entry to enter more specific times directly.




---

At the end of each line is a **repeat** checkbox. When you have more than one entry saved, you can check this box....

**Flags**

Firm  Random Start  Shuffle 

Firm  Random Start  Shuffle 

---

And a new option to repeat checked items will appear below.

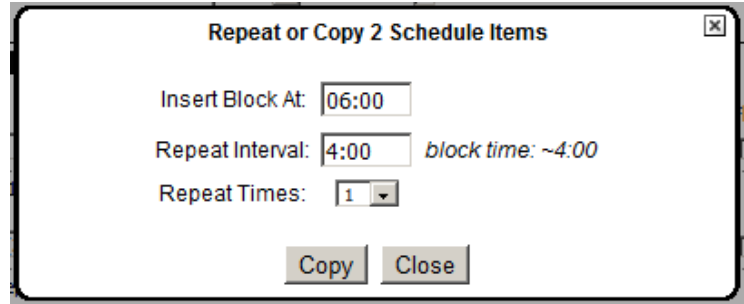
## Repeat Checked Items

Click this link.







A new popup will appear asking when you want the items to repeat and how often.


Harmony will estimate how long the repeats will take and offer suggested times as the default choice.

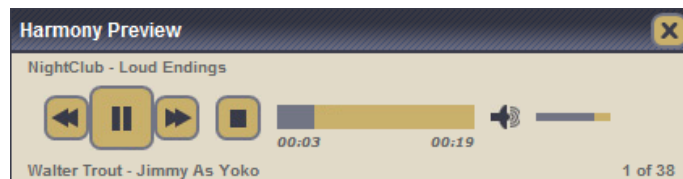
After making your choices, click **Copy**.



The items will now be duplicated at the specified times in the schedule.

Start Time	Playlist	Flags
02:00 	Loud Endings (38 songs) (1h 49m 22s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>
This playlist will repeat 1.1 times.		
04:00 	Jazz (24 songs) (2h 12m 38s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>
Note: This playlist will repeat 1.2 times before the schedule stop time of 01:15.		
06:00 	Loud Endings (38 songs) (1h 49m 22s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>
08:00 	Jazz (24 songs) (2h 12m 38s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>
10:00 	Loud Endings (38 songs) (1h 49m 22s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>
12:00 	Jazz (24 songs) (2h 12m 38s)	<input type="checkbox"/> Firm <input type="checkbox"/> Random Start <input type="checkbox"/> Shuffle <input type="checkbox"/>

Click on the  ear icon to launch a media player in your browser. A preview of the entire current schedule will begin playing.



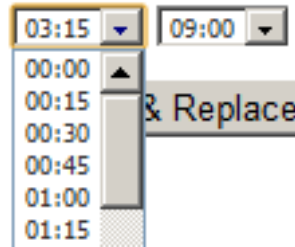
# Scheduling Promotions

---

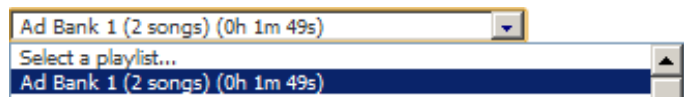
From a saved schedule window, click **Scheduled Promotions** in the schedule submenu.



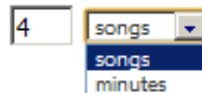
Select a start time and an end time from the pulldown menus.



Select a Promotion Playlist.



Specify how often an item from your Promotion Playlist should play either by song count or by minutes.



Harmony will play one item from your **Promotional Playlist** at the interval you specify. The next item on the playlist will play at the next interval and so on.

Check the box for **random start** if you want to increase variety by selecting a different starting point on the playlist each day.

---



# Assigning a Music Schedule to a Device

Click on **Devices** in the top menu.

Click on the name of the **Device** to which you want to apply the schedule.

Groups, Locations, Devices	Current Schedule	Last Full Report Last Sync Check Next Sync Check	p
[-] <b>**No Group** (1 location)</b>			
[-] <b>**No Group**</b>			
[+] Store1_Lobby Serial: HMP10118 LAN: 10.1.3.71 (d)		5/9/2012 14:56 5/9/2012 2:56:13 PM expected by 14:59	:

In the popup, click on the **Scheduling** tab.



Check the box or boxes next to the **schedules** you would like to play on this Harmony Player.

<input checked="" type="checkbox"/>	3/16/2012	Prime
<input type="checkbox"/>	3/15/2012	EHEXPO
<input type="checkbox"/>	3/15/2012	Prime

Click **Apply** or **Save**.

The **device** will now display new icons based on the applied schedules.

- Indicates that this device is set to **Audio**
- Indicates that this device is set to **Audio / Video**
- Indicates that this device is set to **Video**
- Indicates that this box is currently scheduled to be playing music
- Indicates that this box is currently scheduled to be playing video
- There is an active schedule on this device.
- There are multiple active schedules on this device

## Assigning a Music Schedule to a Location

---

You can also assign schedules to every device at a location.

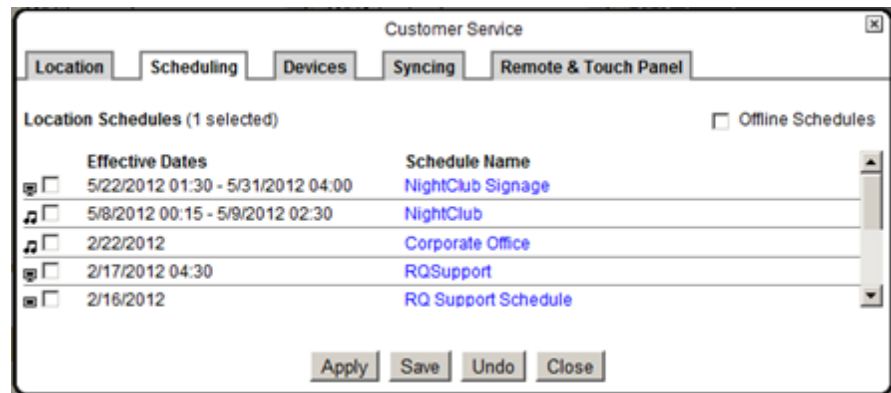
Click on **Locations** in the top menu.

---

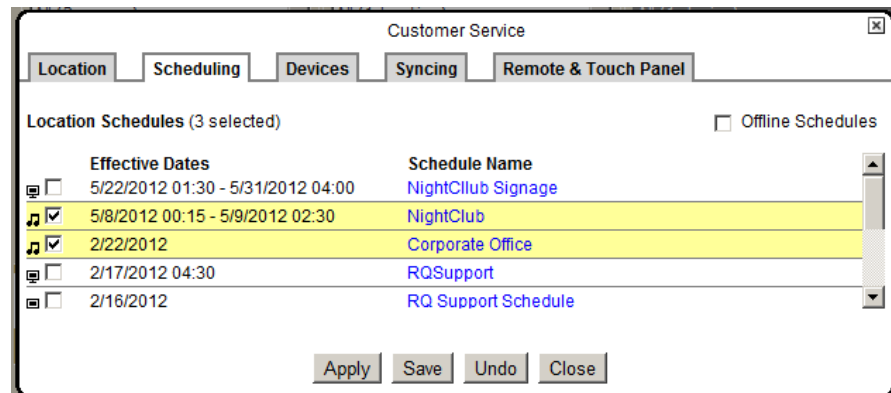
Click on the name of the **Location** in the Location column.



In the popup, click on the **Scheduling** tab.



Check the box or boxes next to the **schedules** you would like to play on this Harmony Player.



Click **Apply** or **Save**.

---

# Harmony Digital Signage

---

Harmony allows you to personalize the atmosphere of your business using your own **music** and **audio branding**. Harmony lets you upload new music and change your playlists and settings from any web-enabled computer, anywhere in the world, 24 hours a day!

# Uploading your Digital Signage Media

---

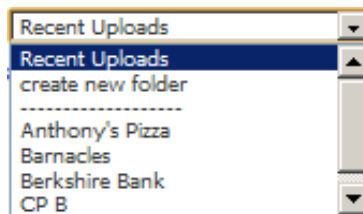
Point to **Digital Signage** and click **Add Video & Images**.

---

Harmony allows you to use a variety of filetypes in developing your digital signage shows.

- MOV (Quicktime Movies)
  - FLV (Adobe/Macromedia Flash Video)
  - WMV (Windows Media)
  - MP4 and MPEG video
  - VOB (DVD Video)
  - WEBM (Web Media Video)
  - JPG images
  - PNG images
  - GIF images
- 

On the **Upload Media - Videos & Images** page, choose a folder for your uploaded media.



These folders are found in your **Media Manager** and help keep your growing collection of images and movies easily organized.

You can create **new folder** or just upload to the default **Recent Uploads** folder as well.

---

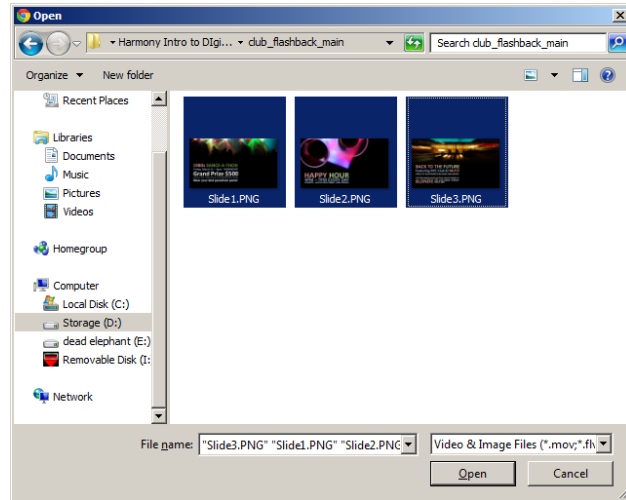
Click the link labeled [Click to Upload Files](#)

---

---

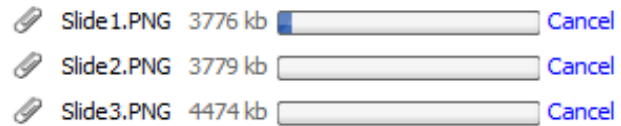
An explorer window will open. Browse to the location on your hard drive where your digital signage images and media are stored.

Select a file or hold down the CTRL or Shift key to select multiple files.



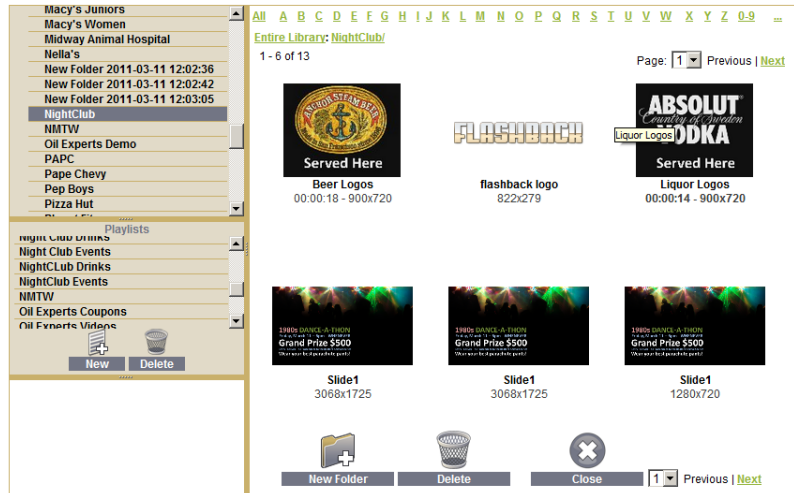
---

Click **Open** and your upload will begin. Status bars will show the progress of your uploads.



# Managing your Digital Signage Media

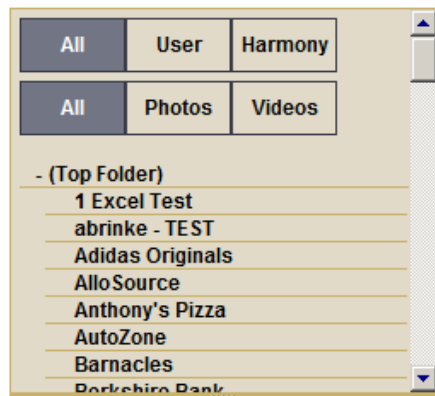
Point to Digital Signage and click Media Manager in the top menu to launch the Media Manager popup.



The top left pane lists all of your folders.

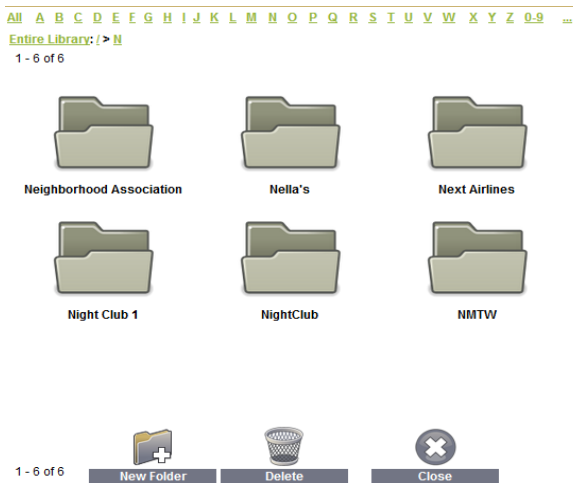
Filters at the top allow you to view just your user images or just the Harmony default images.

You can also use this pane to filter your view to just photos (images) or video.



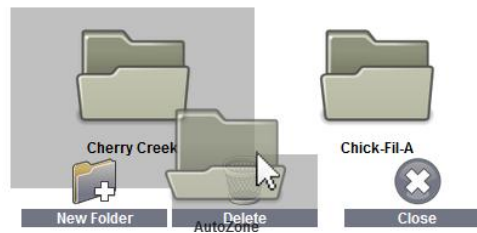
The large right pane shows thumbnails of your media folders or thumbnails of your images and movies if a folder is selected.

Hovering over any movie's icon will show a 3 frame preview of the animation.



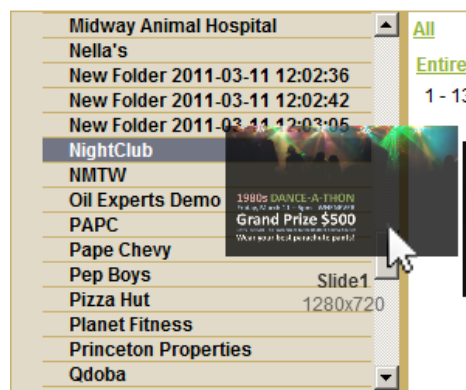
---

You can drag and drop items among the folders in the right pane to reorganize your content or drag images, video, or entire folders to the **Delete** wastebasket to delete the items.



---

You can drag **images** and **movies** from the right pane directly to the top right folder listing to reorganize your content.



---

The lower left pane shows **image** and **movie** playlists. These are not the same as audio playlists.

Click **New** to create a new playlist.

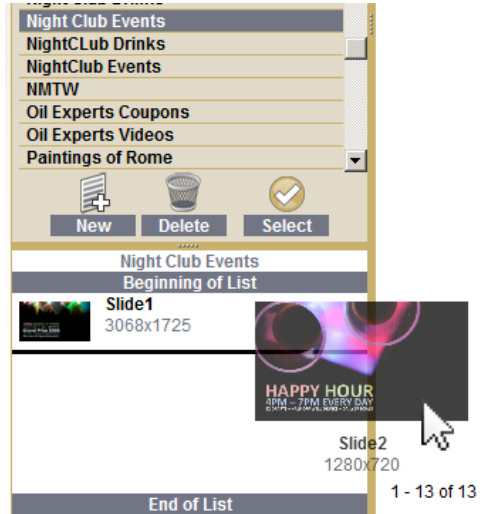


Now select your **new** playlist. You can click on the **playlist name** again to highlight and change the playlist name.

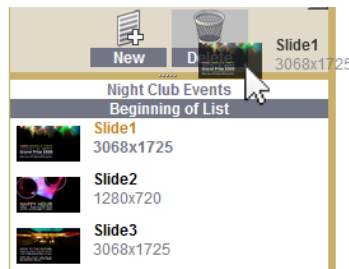
With the playlist selected, you can now drag **images** or **movies** from the right pane to the bottom left **playlist editor** pane.

Drag and drop items in this playlist to reorganize.

This **playlist** will now create a self-contained slideshow, cycling through the pictures **and/or** movies contained in the list.



To delete items from the playlist, select an item and drag it to the **Delete** wastebasket.





# Building Digital Signage “Shows” in Show Builder

---

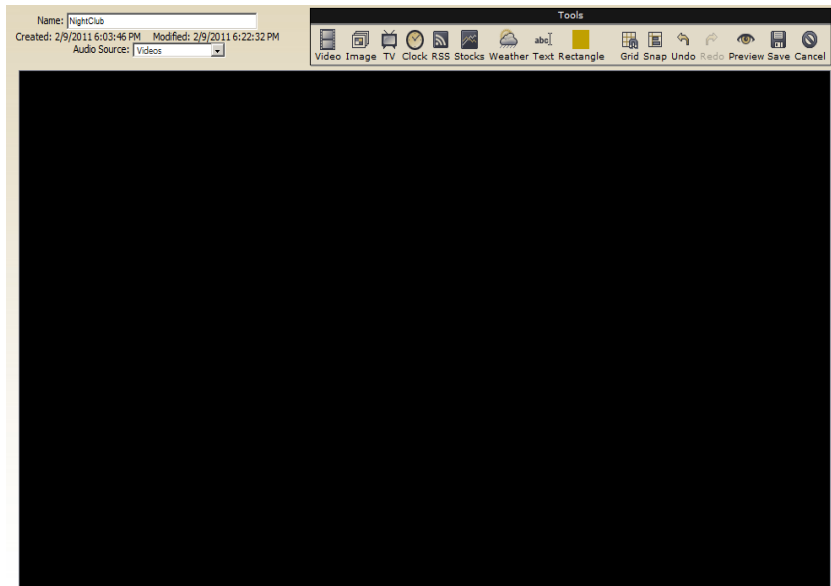
Point to **Digital Signage** and click **Shows**.

In the left side menu on the **Shows** page, click **Add Show**.

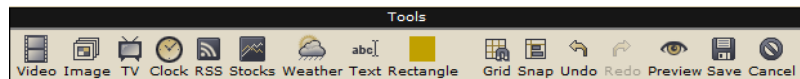
This is the **Harmony Show Builder**. We refer to digital signage presentations as **Shows**.

The black region at the bottom is your workspace, referred to as the **stage**.

Begin by typing a **descriptive name** in the **Name** field at the top.



The **Show Builder** has a toolbar that is draggable. Grab it by the dark top bar and place it anywhere in the browser you like.

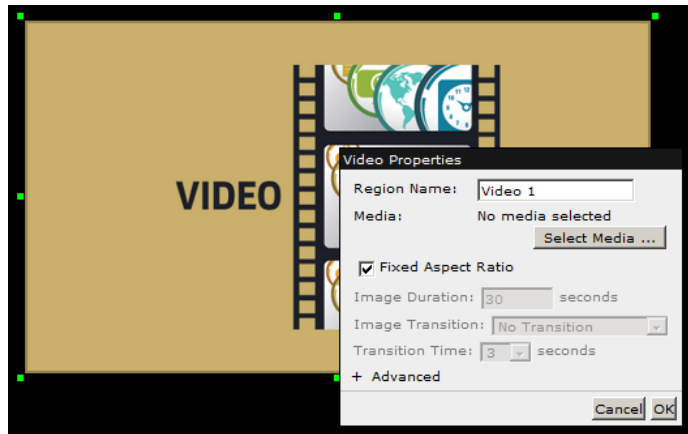


# Show Builder Tools: Video

To add a video to the show, click on  **Video**.

A placeholder will appear with a **Properties** dialog open.

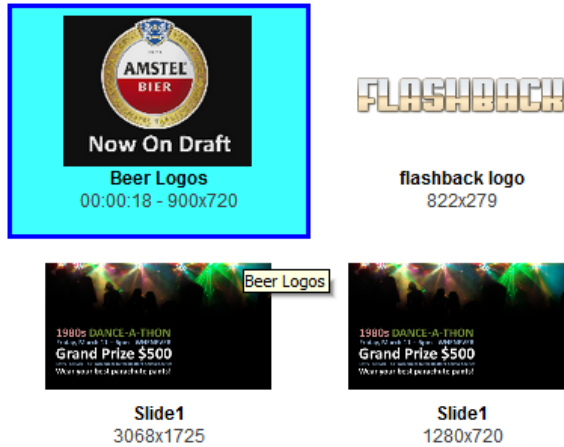
Click **Select Media** in the Properties window.



The **Media Manager** will open.

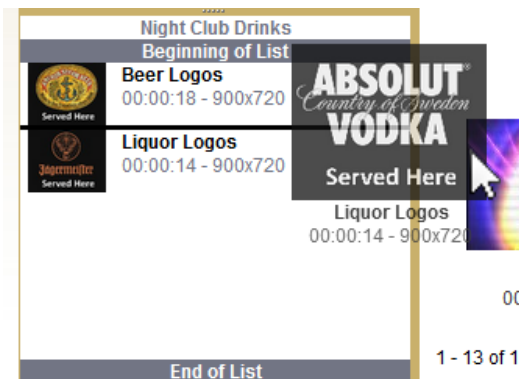
Select a movie file directly from the Media manager to use just one movie.

Double click your selection or click **Select** to use the single video.



To cycle through several embedded movies in the same area, you can also build a **movie playlist**.

Just create a new playlist by clicking **New** in the playlist pane and drag your movies to the playlist editor on the **bottom left**.



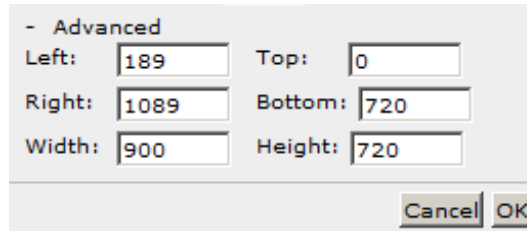
---

Click **Select** to place the item(s) on the stage.



---

Click on **Advanced** in the properties window to see numeric dimension and positioning information. You can edit this manually to place items in specific locations.



---

You can resize the video on the stage by grabbing the **green handles**.

If **Fixed Aspect Ratio** is checked in the **Video properties**, the video will size proportionately. If it is a **video playlist**, subsequent videos will also scale to fit the given area proportionately.



---

If **Fixed Aspect Ratio** is **unchecked**, the video can be scaled disproportionately, possibly creating a distorted effect.

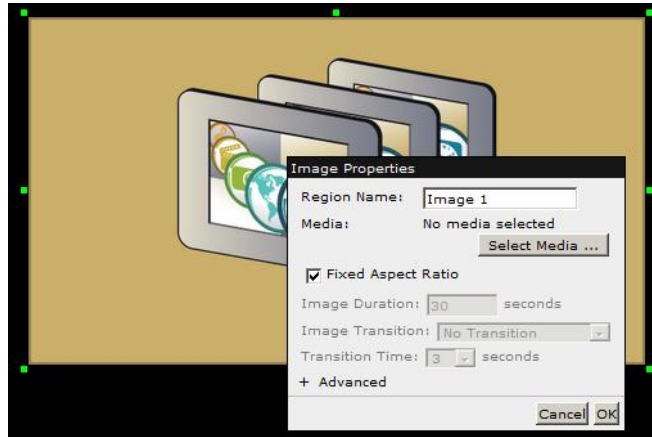


# Show Builder Tools: Image

To add an image to the show, click on  **Image**.

A placeholder will appear with a **Properties** dialog open.

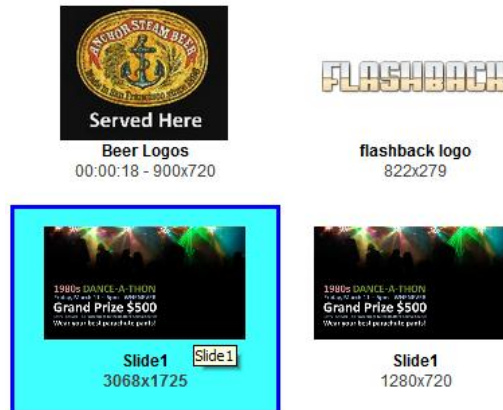
Click **Select Media** in the Properties window.



The **Media Manager** will open.

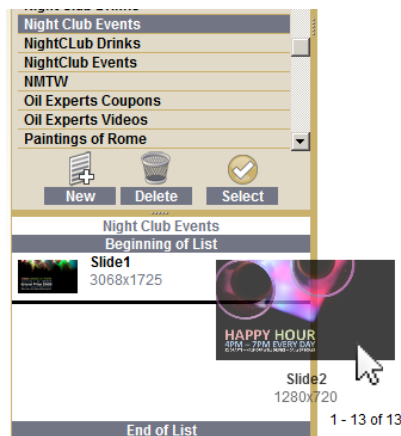
Select an image file directly from the Media manager to use just one image.

Double click or click **Select** to use just one image.



To cycle through several embedded images in the same area (like a **slideshow**), you can also build an **image playlist**.

Just create a new playlist by clicking **New** in the playlist pane and drag your images to the playlist editor on the **bottom left**.



---

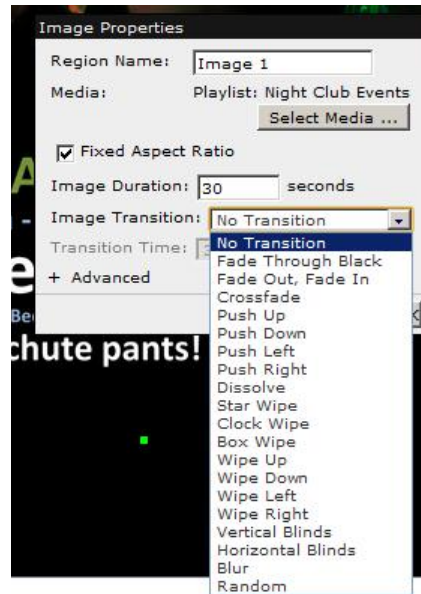
Click **Select** to place the item(s) on the stage.



---

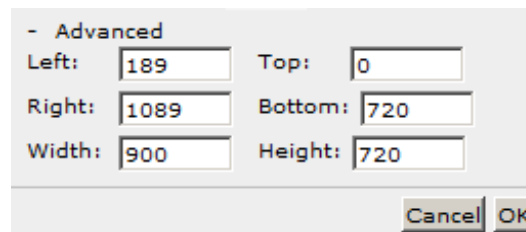
If you have built an **image playlist**, set the **Image Duration** to determine how long each slide in the playlist will display.

Set the **Image Transition** to create animated wipes, fades, pushes, and other popular transitions between images. **Random** will constantly select different transitions at random to create variety.



---

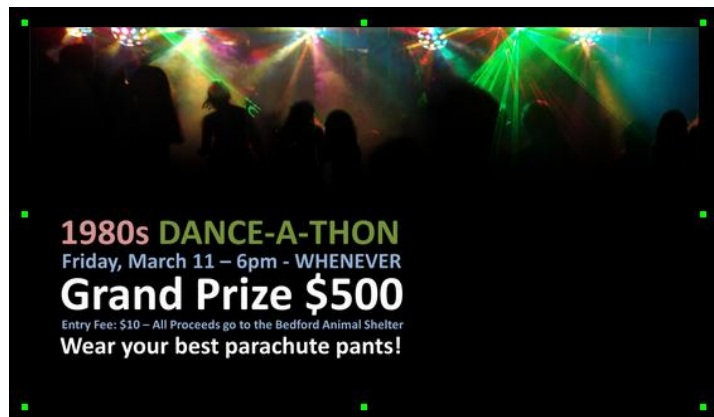
Click on **Advanced** in the properties window to see numeric dimension and positioning information. You can edit this manually to place items in specific locations.



---

You can resize the image on the stage by grabbing the **green handles**.

If **Fixed Aspect Ratio** is checked in the **Image properties**, the image will size proportionately. If it is an **image playlist**, subsequent images will also scale to fit the given area proportionately.



---

If Fixed Aspect Ratio is unchecked, the image can be scaled disproportionately, possibly creating a distorted effect.



## Show Builder Tools: TV

---

**NOTE:** To use a **live TV stream**, you must have a video capture card connected to a live **composite video** source (cable/satellite).

To add a **Live TV** stream, click on  **TV**.

A placeholder will show up that is **scalable** just like an image or video.

Live TV will not show up in a web preview because the TV tuner is required.

This TV widget cannot change channels. All channel changing must be done at the source (cable or satellite box).



## Show Builder Tools: Clock

---

To add a live data clock, click on  Clock.

A placeholder will show up that is **scalable** just like an image or video.

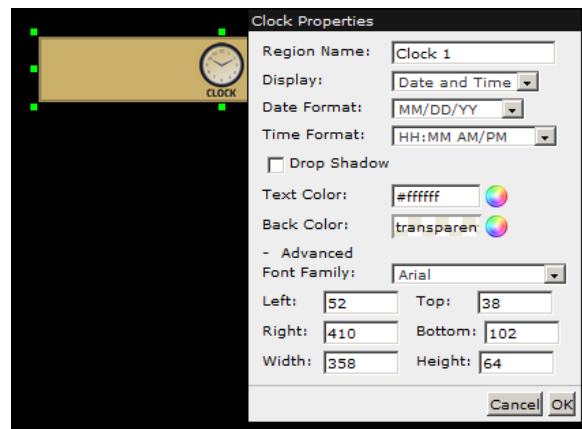
Set the **Display Type** and **Time Format** to suit your preferences.

**Drop Shadow** will add a blurred shadow beneath the clock text for a 3D look.

**Text Color** changes the color of the clock's font.

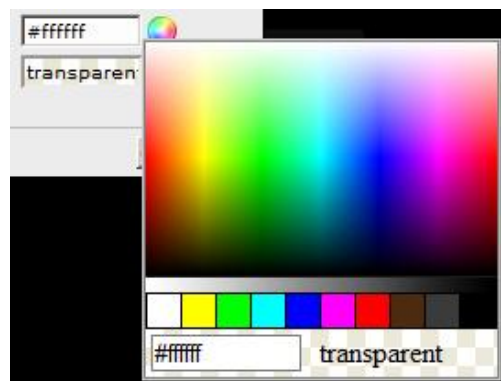
**Back Color** creates a background block of color behind the clock. By default, this is transparent.

Click **Advanced** to change the font face or to directly edit numeric dimensions and position info.



Whenever there is a color option, you can click the **color wheel** to bring up a color picker.

**Transparent** is also an option in most cases.





---

Click preview to see your  
live clock in action.

**5/21/12 5:19 PM**

This clock is shown with  
default settings.

---

## Show Builder Tools: RSS

---

To add a live RSS feed, click on  RSS.

---

A placeholder will show up that is **scalable** just like an image or video.

Set the **format**. **Ticker** will create a single line side-scrolling “news feed”. **Lists** will create blocks of text and/or images based on the nature of the RSS content.

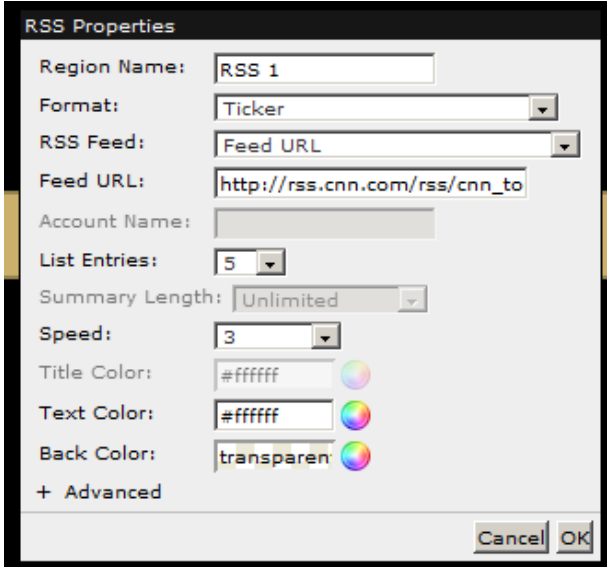
Set the **feed URL**. You can use any of the built-in news feeds we provide or the RSS URL of your own blog or website.

Alternately, select **Twitter** and put your Twitter **Account Name**.

You can select **the number of entries** Harmony will display along with the **speed** that the information scrolls.

Font colors can be controlled and clicking **Advanced** will give you access to the font face as well as numeric position and dimensions.

---



The screenshot shows the 'RSS Properties' dialog box with the following settings:

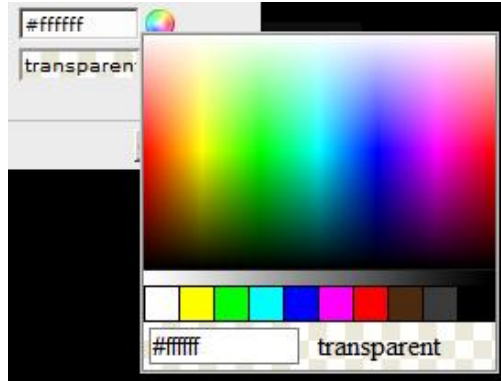
- Region Name: RSS 1
- Format: Ticker
- RSS Feed: Feed URL
- Feed URL: http://rss.cnn.com/rss/cnn\_to
- Account Name: (empty)
- List Entries: 5
- Summary Length: Unlimited
- Speed: 3
- Title Color: #ffffff
- Text Color: #ffffff
- Back Color: transparent

At the bottom, there is a '+ Advanced' link and 'Cancel' and 'OK' buttons.

---

Whenever there is a color option, you can click the **color wheel** to bring up a color picker.

Transparent is also an option in most cases.



---

Click preview to see your RSS feed in action.

This feed is shown with the format **List: Title and Summary**

**Peter King: The case can be made that Drew Brees deserves \$21 million per year**

*Long-term deals for tailbacks can be dangerous. But Peter King explains why the timing of LeSean McCoy's pact makes sense for the Eagles, plus evaluates Drew Brees' worth and more.*

**SB Nation: Brees 'frustrated' with pace of Saints talks**

**Michael Rosenberg: Enjoy LeBron, there has never been a talent like him**

*LeBron James is arguably the most gifted player in NBA history. And its most criticized. But are we too obsessed with his flaws to truly appreciate his genius? asks Michael Rosenberg.*

---

This feed is shown with the format **Ticker**

**part ways with Van Gundy and GM Smith** **Former**


---

This feed is shown with the format **List: Images Only**



## Show Builder Tools: Stocks

---

To add a stock ticker, click on  Stocks.

---

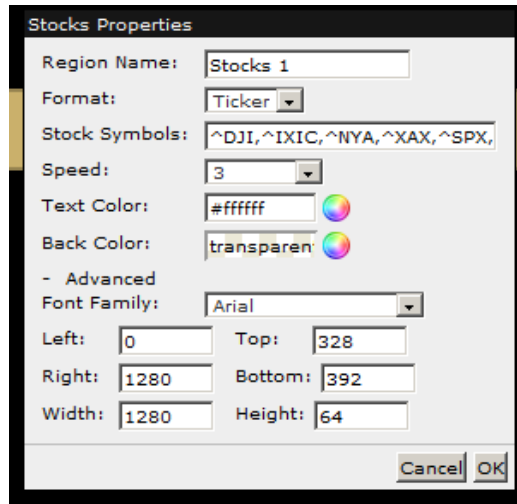
A placeholder will show up that is **scalable** just like an image or video.

Set the **format**. **Ticker** will create a single line side-scrolling “news feed”. **List** will create a formatted block of stock info.

Set the specific **stock symbols** you want to display.

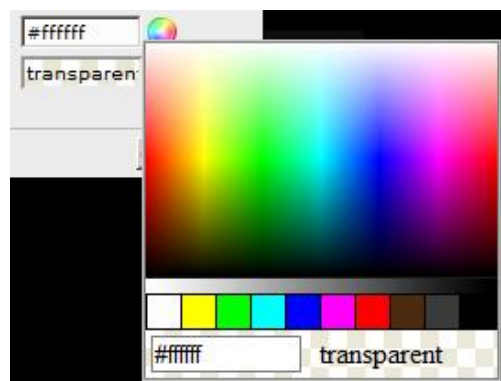
Set the **speed** at which the information scrolls.

Font colors can be controlled and clicking **Advanced** will give you access to the font face as well as numeric position and dimensions.



Whenever there is a color option, you can click the **color wheel** to bring up a color picker.

**Transparent** is also an option in most cases.



---

Click **preview** to see your Stock Ticker in action. This ticker is shown with default settings.

---

**^XAX 2240.091 (▲+30.554) ^SPX 1315.99 (▲+20.77)**

## Show Builder Tools: Weather

---

To add a **weather widget**, click on  **Weather**.

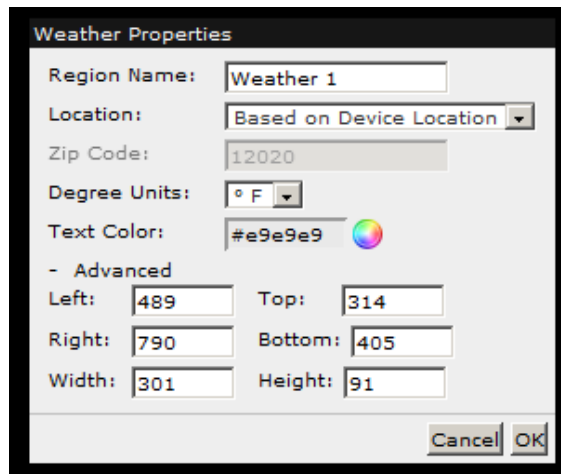
---

A placeholder will show up that is **scalable** just like an image or video.

Set the **location**. You can base it on the device's settings, or input a manual Zip Code.

Set the **degree units** to Fahrenheit or Celcius.

Font colors can be controlled and clicking **Advanced** will give you access to the numeric position and dimensions.

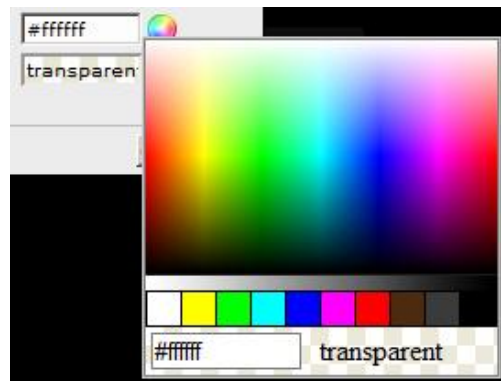


The image shows a 'Weather Properties' dialog box with the following fields and options:

- Region Name: Weather 1
- Location: Based on Device Location (dropdown)
- Zip Code: 12020
- Degree Units: ° F (dropdown)
- Text Color: #e9e9e9 (with a color wheel icon)
- Advanced (checkbox)
- Left: 489, Top: 314, Right: 790, Bottom: 405, Width: 301, Height: 91
- Buttons: Cancel, OK

Whenever there is a color option, you can click the **color wheel** to bring up a color picker.

**Transparent** is also an option in most cases.




Click **preview** to see your Weather Widget in action. This one is shown with default settings.



## Show Builder Tools: Text

---

To add a text block, click on  Text.

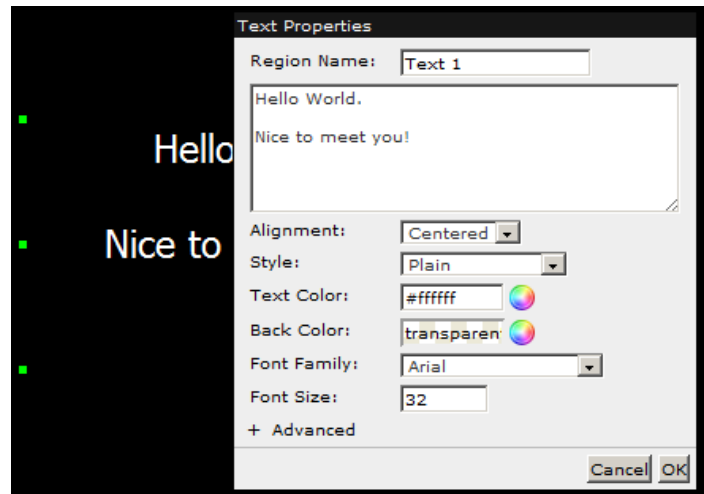
---

A placeholder will show up that is **scalable** just like an image or video.

Type in the **text** you'd like to display. You can hit the **Enter** key to include carriage returns.

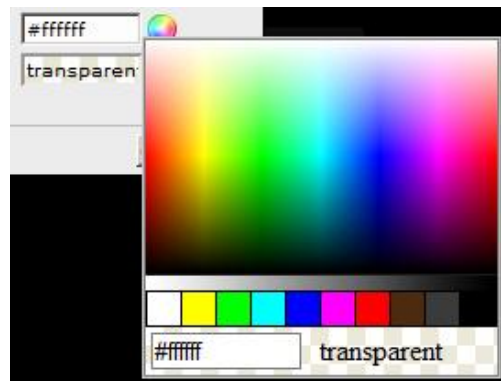
Set **alignment** to center, left or right.

Font face and colors can be controlled and clicking **Advanced** will give you access to the numeric position and dimensions.

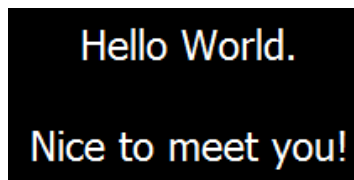


Whenever there is a color option, you can click the **color wheel** to bring up a color picker.

**Transparent** is also an option in most cases.




Text will display as intended in the work area without previewing. This is a text area with default settings.



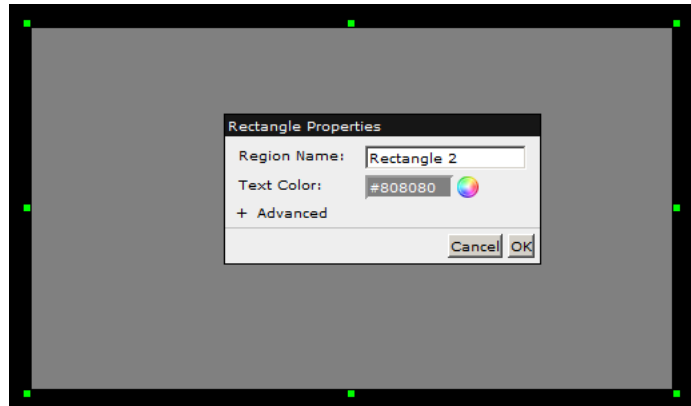
## Show Builder Tools: Rectangle

---

To add a **block of color**,  
click on  **Rectangle**.

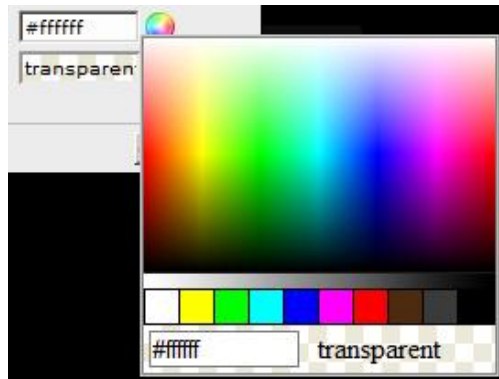
---

A block of color will show  
up that is **scalable** just like  
an image or video.



Whenever there is a color  
option, you can click the  
**color wheel** to bring up a  
color picker.

**Transparent** is also an  
option in most cases.




**Rectangles** will display as  
intended in the work area  
without previewing. This is  
a rectangle with default  
settings.






## Show Builder Tools: Grid and Snap

---

Click on  **Grid** to activate a faint gray grid in the work area.

This will allow you to position items more specifically.



Click on  **Snap** and items will begin displaying live gray guides whenever dragged.


The guides will correspond with the edges of other items in the stage, allowing you to place items relative to one another.




---

## Show Builder Tools: Undo and Redo

---

Like CTRL-Z in any program on your computer,  **Undo** allows you to easily step back and remove the last move, item, or change you made in the canvas.

 **Redo** will reverse the effect, bringing back the results you removed via Undo.

## Show Builder Tools: Preview

---

Click  **Preview** at any time to launch a new window that shows you your current **show** the way it will appear in a live environment, including all RSS data and Widgets.

**NOTE:** Live TV will not display in Preview mode.




---

## Show Builder Tools: Save / Cancel

---

If you are happy with the preview, click  **Save**.

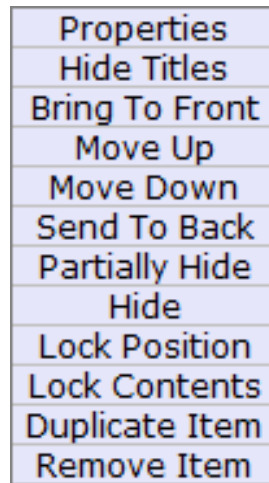
If you want to abandon the changes you have made, click  **Cancel**. All changes will be lost and this cannot be undone.

---

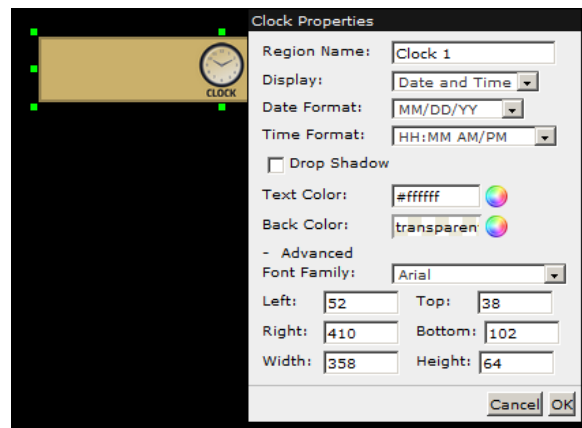
## Show Builder Context Menu

---

Right clicking on any item on the stage will bring up a context menu.



Properties brings up the same properties window you see when first creating the item.

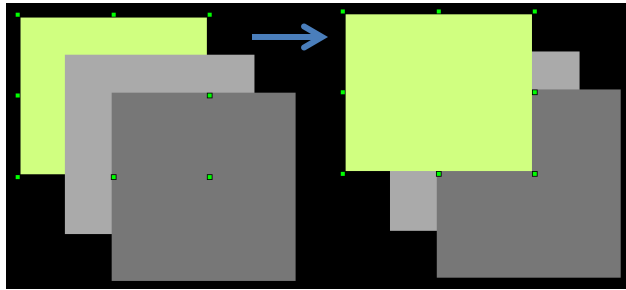


Show/Hide Titles allows you to bring up a descriptive label for every item on the stage.



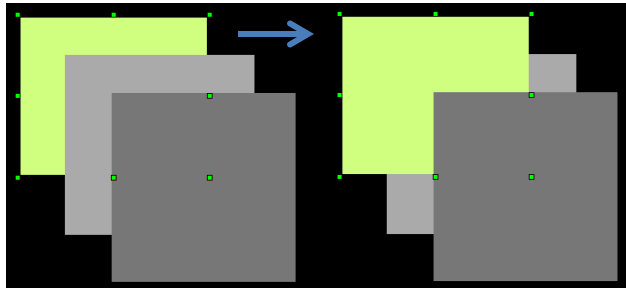
---

**Bring to Front** moves the selected item in front of all other items on the stage.



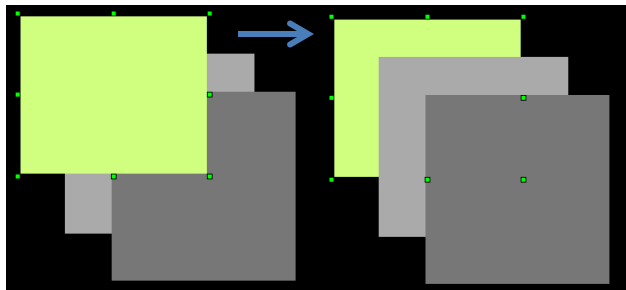
---

**Move Up** moves the selected item in front of the next item only.



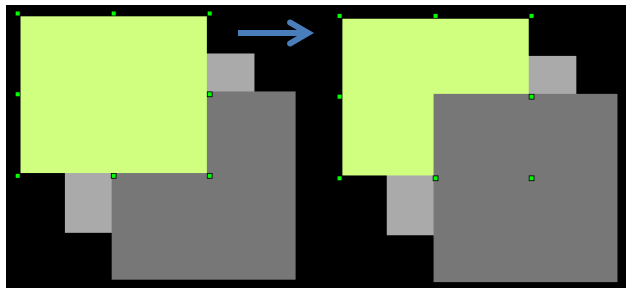
---

**Send to Back** moves the selected item behind all other items on the stage.



---

**Move Down** moves the selected item behind the next furthest item only.

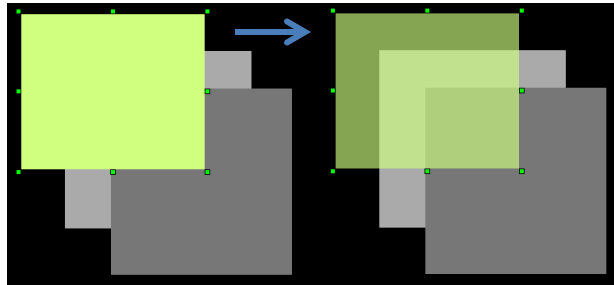


---

**Partially Hide** reduces the opacity of the selected item to 50%, allowing you to see the layers behind the item while working.

The item does not stay hidden when the **show** is played.

Select **Unhide** or **Unhide All** to return the item to normal opacity.

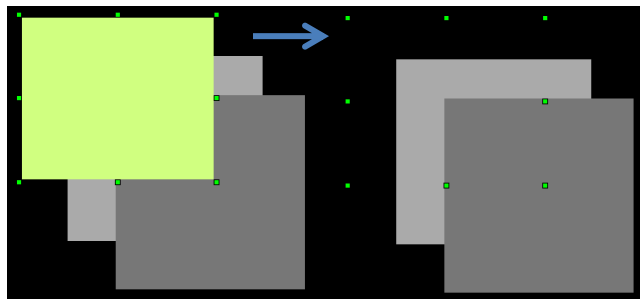


---

**Hide** makes the item completely invisible on the stage, allowing you to see the layers behind the item fully.

The item does not stay hidden when the **show** is played.

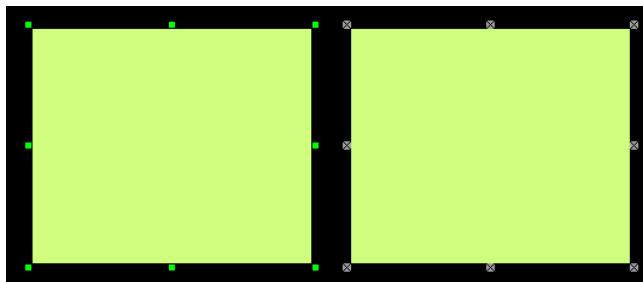
Select **Unhide** or **Unhide All** to return the item to normal visibility.



---

**Lock Position** protects the item from being accidentally moved or resized. Green handles are replaced with gray X icons to indicate the item is locked.

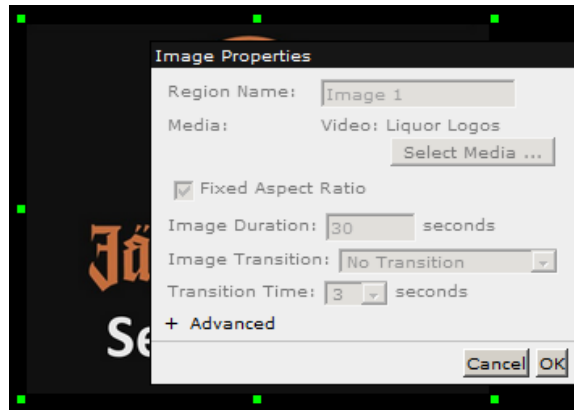
Select **Unlock Position** to return the item to normal.



---

**Lock Contents** prevents an item's embedded image, movie, or playlist from being changed.

It can still be resized and repositioned, but the contents cannot be altered in any way and all related options in the **Properties** menu are grayed out.



Select **Unlock Contents** to return the item to normal.

---

**Duplicate Item** creates an exact duplicate of the selected item with all the same properties and contents directly on top of the selected item.

---

**Remove Item** deletes the item from the stage completely.

---

# Designing a Show in PowerPoint

---

Point to Home and click on **Tools & Downloads** in the top menu.

---

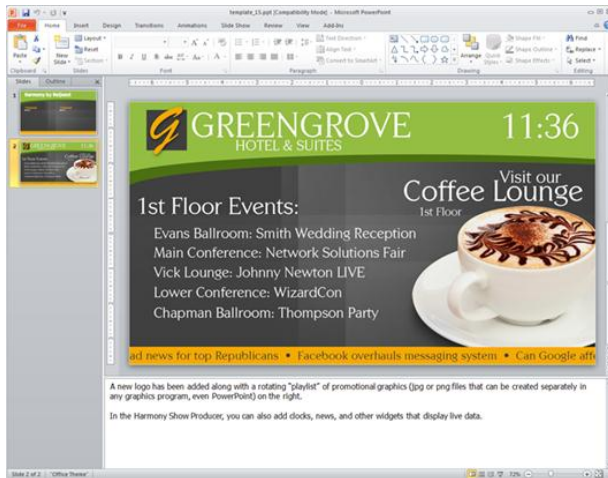
**Demo Packs** contain pre-formatted PPT files set to output at the correct dimensions for **Harmony Shows**.



Download one of the existing designs or scroll down to download a **blank template**.

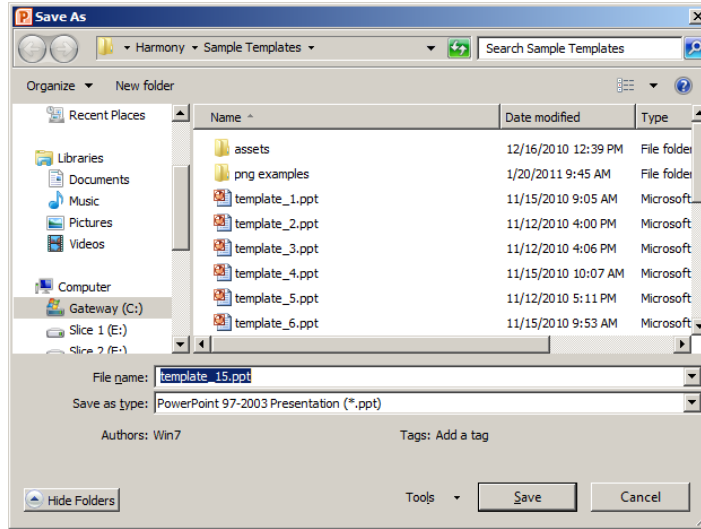
---

Open the PPT using **PowerPoint, Keynote, Impress**, or any other compatible slideshow presentation software.

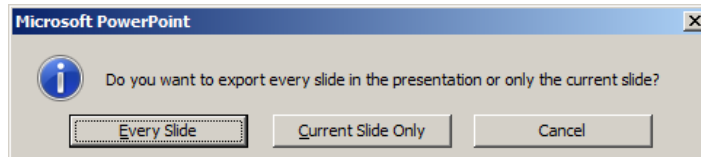


Layout the slides however you wish using the tools available in the program.

From the file menu, **Save As** and select either **JPG** or **PNG** graphics.

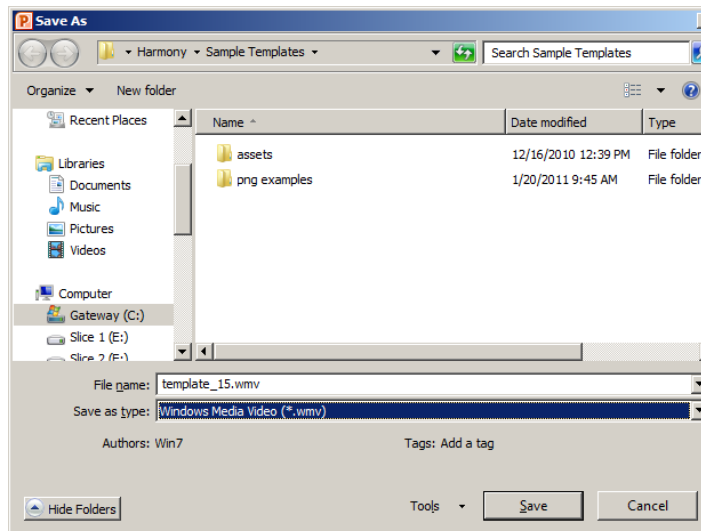


PowerPoint will ask if you want to export each slide as a separate graphic. Select **Every Slide**.



In PowerPoint 2010, you can also export your slideshow as a **WMV** video file.

If you choose to do this, you can also use transitions directly in PowerPoint and build your entire **Harmony Show** as a movie file.



When your JPGs, PNGs, or WMV file have rendered, you can upload them to Harmony and lay them out using the tools show in the **Show Builder** instructions.



# Scheduling Digital Signage

Point to **Schedules** and click on **Add Schedule** in the top menu.

Click **Add Schedule** in the left side menu.

Select **Video** for **Schedule Type**.

Choose **Landscape** or **Portrait** orientation. Shows in this schedule **MUST** be the same orientation as the schedule.

Give your schedule a descriptive **Name**

## New Schedule

**Schedule Type**

**Orientation**

**Name\***

**Effective\*** **Start**   **End**

**Days** Sun  Mon  Tue  Wed  Thu  Fri  Sat

\* Indicates required fields

to transition to the next show over  second(s).

Daily Stop Time   Active  
The video will stop playing at this time every day.

Schedules must be saved before adding schedule items.

Click Save to save your changes and sort items with appropriate time.

Set an **Effective Date Range** for this schedule by clicking in the **Start** field to bring down a calendar.

Use **Next** and **Prev** to navigate through months.

**Start**   **End**

Sun  Prev May 2012 Next

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Click the drop down menu next to the date to select a **Start Time**.

Start    
Sun  Mon  Tue    
Daily Stop Time    
00:15  
00:30  
00:45  
01:00  
01:15  
01:30

Click in the **End** date field to bring down a calendar for the ending date.

End    
Sun    
:every  
Prev May 2012 Next  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

Use **Next** and **Prev** to navigate through months.

Click the drop down menu next to the date to select an **End Time**.

End    
Thu  Fri  Sat    
 Active  
every day.  
00:00  
00:15  
00:30  
00:45  
01:00  
01:15

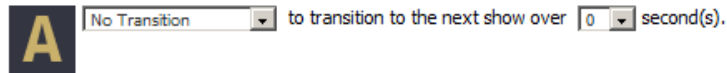
Uncheck the boxes next to any **days** you do not want this schedule to be active.

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Use the pull down menu to select a daily time the schedule will stop. This can be used to silence **Harmony** during non-business hours (optional).

Daily Stop Time    
The audio will st  
06:15  
06:30  
06:45  
07:00  
07:15  
07:30

Choose a **Transition** to use between shows. A variety of pushes, wipes, and fades are available.



Also select the **duration** of the transition.

Click **Save** to continue building this schedule.

Once your schedule has been saved, new options will appear at the bottom to allow you to begin adding shows to this schedule.

Schedule [V] NightClub Signage - 5/22/2012 1:30:00 AM - 5/31/2012 4:00:00 AM # denotes an active schedule  
[Duplicate Schedule](#)

**Schedule Type** Video  Video

**Orientation** Landscape

**Name\*** NightClub Signage

**Effective\*** Start 5/22/2012 01:30 End 5/31/2012 04:00

**Days** Sun  Mon  Tue  Wed  Thu  Fri  Sat

\* Indicates required fields

**A** Star Wipe to transition to the next show over 5 second(s).

Daily Stop Time 06:15  Active  
The video will stop playing at this time every day.

**Scheduled Shows**

**New Schedule Item**  
00:15 Select a show...

Save & Replace Save Reset Form

Click Save to save your changes and sort items with appropriate time.

Date Created: 5/22/2012 9:59:37 AM (seguis) Date Modified: 5/22/2012 9:59:37 AM ()

Select a start time for your first show using the pull down menu.

**New Schedule Item**

04:15

Save & Replace Save Reset Form

Click Save to save your changes and sort items with appropriate time.

Select a **show** to play during this time from the pull down menu.

**New Schedule Item**

04:15


NightClub Sign

Save & Replace

---

Click **save** to add this show to your schedule.

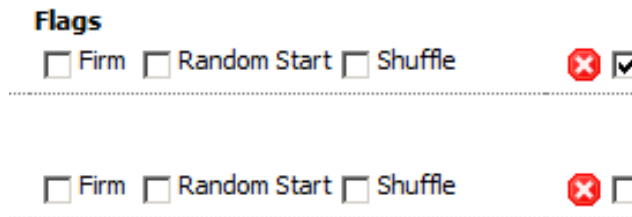
---

You can click on the  **manual edit** icon next to each time entry to enter more specific times directly.



---

At the end of each line is a **repeat** checkbox. When you have more than one entry saved, you can check this box...



---

And a new option to **repeat checked items** will appear below.

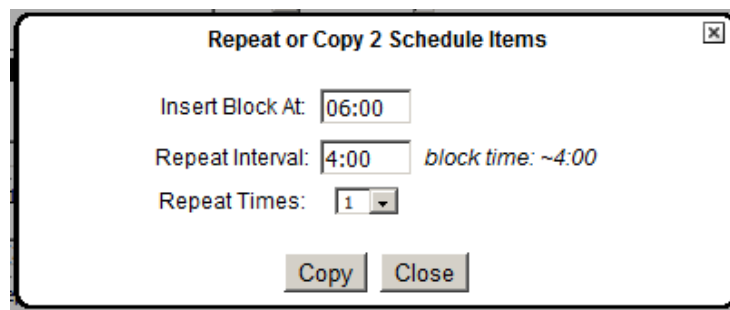
[Repeat Checked Items](#) 

---

Click this link.

---

A new popup will appear asking when you want the items to repeat and how often.



Harmony will estimate how long the repeats will take and offer suggested times as the default choice.

After making your choices, click **Copy**.

---

---

The items will now be duplicated at the specified times in the schedule.

Scheduled Shows		
Start Time	Show Name	
02:45	NightClub	<input checked="" type="checkbox"/>
03:15	Evening Show	<input checked="" type="checkbox"/>
03:45	NightClub	<input type="checkbox"/>
04:15	Evening Show	<input type="checkbox"/>
04:45	NightClub	<input type="checkbox"/>
05:15	Evening Show	<input type="checkbox"/>

---

Continue adding items to your schedule in this fashion and click **Save**.

---


You can easily duplicate this schedule by clicking the **Duplicate Schedule** link at the top. This will allow you to experiment with changes to the schedule without losing the original.

---

# Assigning a Digital Signage Schedule to a Device

Click on **Devices** in the top menu.

Click on the name of the **Device** to which you want to apply the schedule.

Groups, Locations, Devices	Current Schedule	Last Full Report Last Sync Check Next Sync Check	p
[-] <b>**No Group** (1 location)</b>			
[-] <b>**No Group**</b>			
[-] Store1_Lobby Serial: HMP10118 LAN: 10.1.3.71 (d)		5/9/2012 14:56 5/9/2012 2:56:13 PM expected by 14:59	:

In the popup, click on the **Scheduling** tab.










Check the box or boxes next to the **schedules** you would like to play on this Harmony Player.

<input checked="" type="checkbox"/>	3/16/2012	Prime
<input type="checkbox"/>	3/15/2012	EHEXPO
<input type="checkbox"/>	3/15/2012	Prime

Click **Apply** or **Save**.

The **device** will now display new icons based on the applied schedules.

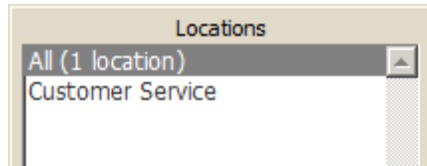
-  Indicates that this device is set to **Audio**
-  Indicates that this device is set to **Audio / Video**
-  Indicates that this device is set to **Video**
-  Indicates that this box is currently scheduled to be playing music
-  Indicates that this box is currently scheduled to be playing video
-  There is an active schedule on this device.
-  There are multiple active schedules on this device

# Assigning a Digital Signage Schedule to a Location

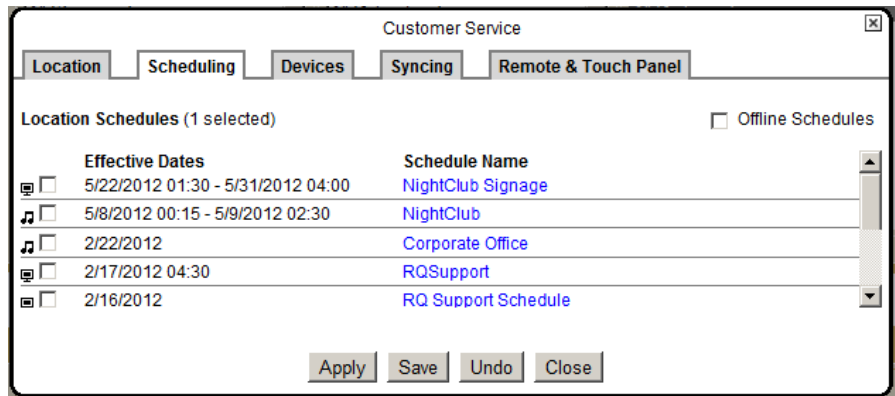
You can also assign schedules to every device at a location.

Click on **Locations** in the top menu.

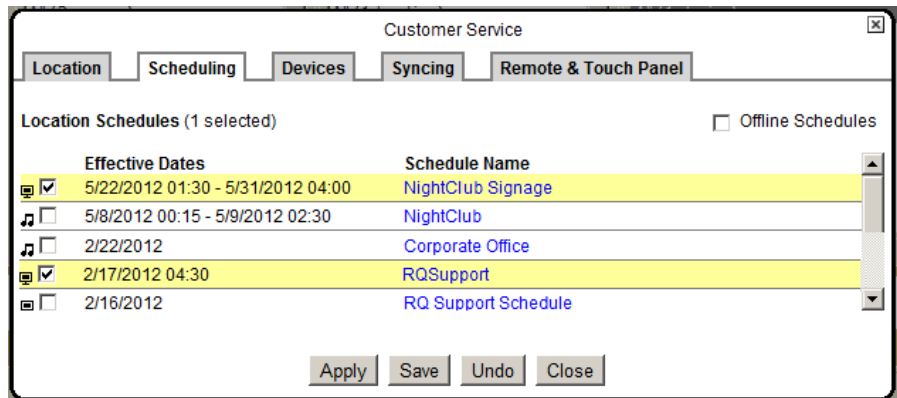
Click on the name of the **Location** in the Location column.



In the popup, click on the **Scheduling** tab.



Check the box or boxes next to the **schedules** you would like to play on this Harmony Player.



Click **Apply** or **Save**.







# Harmony Reports

---

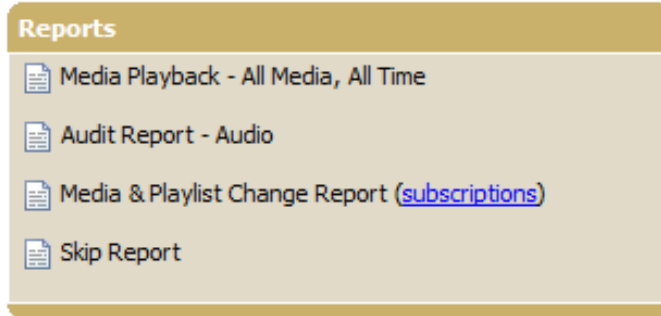
From day to day reports to full audits, Harmony lets you use data from your own system to fine tune your approach, provide information required for music licensing, or give your vendors full reports on your audio and video advertising campaigns.

# Harmony Reports: Media Playback

---

Click on Reports in the top menu.

Click Media Playback – All Media, All Time.



This is your Media Playback report.

By default, it displays the track title, artist, and play count of music played in the past day and the names and play counts of video and graphic items used in your digital signage shows. You can expand the report to the last 2, 5, or 30 days using the pull down menu.

## Media Play Count Last

5/22/2012 2:59:44 PM

Title	Type	Play Count
<a href="#">Silver</a> by Bonobo	audio	148
<a href="#">Suena mi Guitarra</a> by Federico Aubele	audio	116
<a href="#">Tell Me feat. Norah Jones</a> by Wax Poetic	audio	115
<a href="#">Tema In Hi-Fi</a> by Nicola Conte	audio	112
<a href="#">Numero Deux</a> by The Dining Rooms	audio	112
<a href="#">Invocation</a> by The Dining Rooms	audio	112
<a href="#">Boss On The Boat</a> by Tosca	audio	111
<a href="#">Barrio Alto</a> by Thievery Corporation	audio	111
<a href="#">Arabesque (Vocal Version)</a> by Nicola Conte	audio	111
<a href="#">Kong</a> by Bonobo	audio	111
<a href="#">Serenity</a> by Alex Malheiros	audio	110
<a href="#">Luna Y Sol</a> by Federico Aubele	audio	109

Click on the name of any media item to view details on the specific item including which devices and locations have played the item and when.

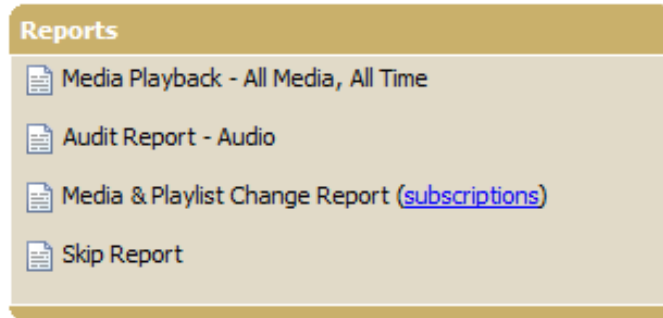
## Summary Play Count For Media Item: Silver by Bonobo (audio)

Played	Player
5/22/2012 2:47:45 PM	Store 2 Kansas City (HMP10045)
5/22/2012 2:40:58 PM	Store 7 Houston (HMP10008)
5/22/2012 2:32:46 PM	Store 12 Irvine (2) (HMP10054)
5/22/2012 2:28:46 PM	Store 7 Houston (HMP10022)
5/22/2012 2:27:25 PM	Store 8 St. Charles (HMP10047)

# Harmony Reports: Audit Report

Click on Reports in the top menu.

Click Audit Report - Audio



From the audit pulldown menus, select a location and a date to audit.

## Audit Report

Manhattan Beach (HMP10005) 5/22/2012 Go!

User Timezone Offset: -4 hours

Report Execution Time: 0 seconds

The Audit Report shows full details of the media played in that location on that day.

## Audit Report

Manhattan Beach (HMP10005) 5/22/2012 Go!

User Timezone Offset: -4 hours

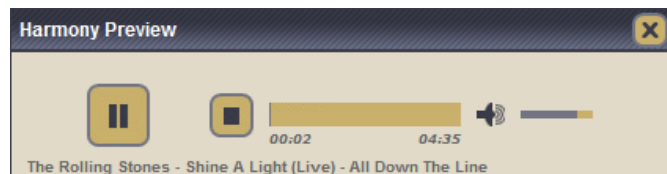
Device Timezone: America/Los\_Angeles (offset: -3)

[Show Artist Count For 5/8/2012](#)

Date/Time	Media	Schedule	Current Playlist	Duration	Action	Result
5/22/2012 10:19:43 AM	<a href="#">Luna Y Sol</a> by Federico Aubele (-8.21 dB)	Lunch	<a href="#">Modern Sounds Vol2</a>	03:36	start	
5/22/2012 10:23:17 AM			<a href="#">Modern Sounds Vol2</a>	03:36	complete	finished play
5/22/2012 10:23:17 AM	<a href="#">Suena mi Guitarra</a> by Federico Aubele (-8.75 dB)	Lunch	<a href="#">Modern Sounds Vol2</a>	03:02	start	
5/22/2012 10:26:19 AM			<a href="#">Modern Sounds Vol2</a>	03:02	complete	finished play

Details shown include track title, artist, track volume, schedule title, playlist, and whether the track was played to completion or skipped.

Click on any track title to open a media player right in your browser and preview the track.



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Click on any **playlist title** to view the full contents of that playlist.

<b>Modern Sounds Vol 2</b>	
Federico Aubele	5 13.89%
Thievery Corporation	5 13.89%
The Dining Rooms	4 11.11%
Natalia Clavier	3 8.33%
Vetiver	2 5.56%
Bonobo	2 5.56%
Putumayo	2 5.56%
Count: 7 songs	

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Click on **Show Artist Count** to see track counts sorted by artist.

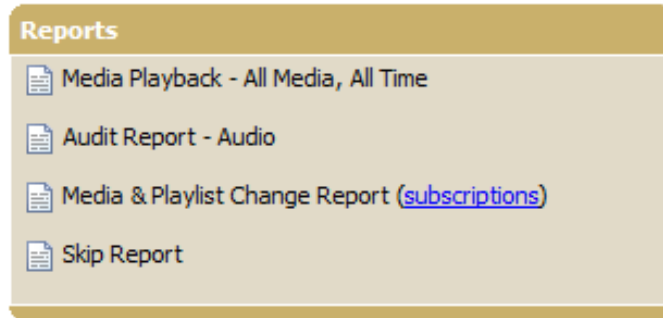
154 songs played since 5/21/2012 00:00:00AM		
<b>Artist</b>	<b>Songs Played</b>	<b>% of day</b>
Federico Aubele	10	6.49%
Bonobo	10	6.49%
Thievery Corporation	8	5.19%
Chet Baker	7	4.55%
Natalia Clavier	7	4.55%
Lester Young	6	3.90%

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# Harmony Reports: Change Reports

Click on Reports in the top menu.

Click Media & Playlist Change Report



Select a date from the pull down menu and check the boxes of items you want to see.

### Daily Change Report - 5/22/2012

5/22/2012  Playlists Added  Playlists Deleted  Playlists Modified  Media Uploaded  Media Deleted

Click Go to generate the report.

The Change Report shows full details of the media (music and digital signage) and playlist changes that were made in this account on the specified day including the username responsible for the changes.

### Daily Change Report - 5/8/2012

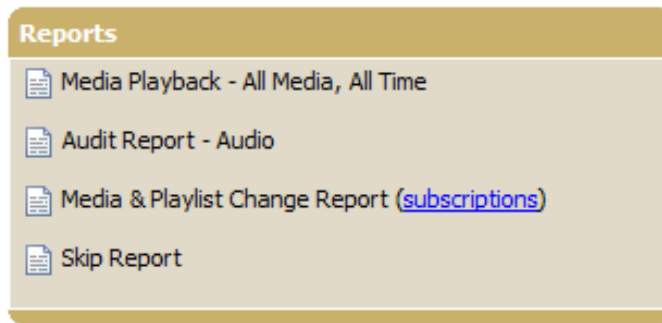
5/8/2012  Playlists Added  Playlists Deleted  Playlists Modified  Media Uploaded  Media Deleted

Playlists Modified	
Lunch	playlist modified by user1 on 5/8/2012 EST  <b>Removed</b> <ul style="list-style-type: none"><li>• You Go To My Head by Billie Holiday</li><li>• Use Me by Bill Withers</li><li>• I Would Do Anything For You by Foster The People</li><li>• Waste by Foster The People</li><li>• Sorrow by The National</li><li>• Bloodbuzz Ohio by The National</li><li>• Kiara by Bonobo</li><li>• Kong by Bonobo</li></ul> <b>Added</b> <ul style="list-style-type: none"><li>• Kiko And The Lavender Moon by Los Lobos</li></ul>
Dinner	playlist modified by user1 on 5/8/2012 EST  <b>Removed</b> <ul style="list-style-type: none"><li>• I Can't Get Started by Lester Young</li><li>• (Back Home Again In) Indiana by Lester Young</li></ul> <b>Added</b>

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From the main **Reports** screen, you can also subscribe your users to this report.


Click on **subscriptions** from the Reports menu.

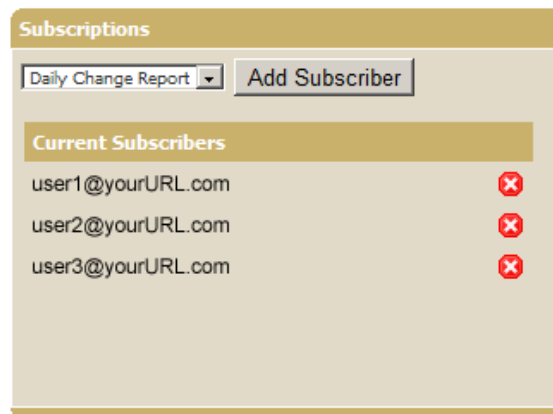


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Subscribed users will receive a daily email with all of the information from the daily change report.

Click **Add Subscriber** to add a new email address to the list.

Click  to delete a subscriber from the list.



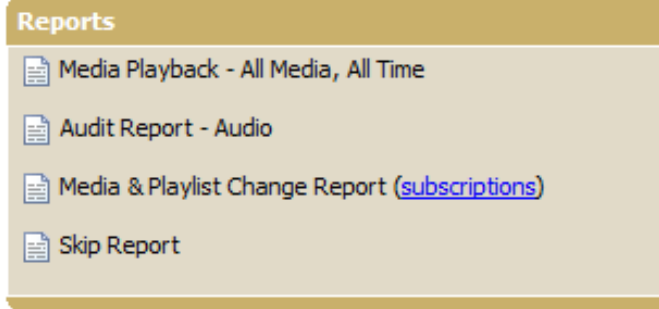
# Harmony Reports: Skip Report

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Click on Reports in the top menu.

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Click Skip Report



This report shows the number of times specific tracks have been skipped on-location.

## Skipped Media Report

Media	Replaced
Black Cow	1145
Summer Lover	754
Esperanca Irisada	667
The Wave	616
Black Coffee	586
New Morning (Nicola Conte Re-work)	581
I Can't Get Started	550
So Com Voce	538

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