

mzero[®]InterAct

InterAct 2.0 User's Manual
Version 3.0

INFORMATION OF EVERYTHING



mzero[®]software

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MzeroInterAct User Manual

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User Manual Introduction

We recommend that you use this manual as a resource to guide you through content creation and management for your new MzeroInterAct digital signage subscription. The Meridian Kiosks support team will reference this user manual to assist you with your questions.

Our support team can be reached by using the following contact information:

PHONE: 1-866-454-6757

EMAIL: support@mzero.com

MAILING ADDRESS: 312 S. Pine Street, Aberdeen, NC 28315

For additional inquiries on products and accessories for your kiosks please contact your Meridian sales representative directly or email: sales@mzero.com.

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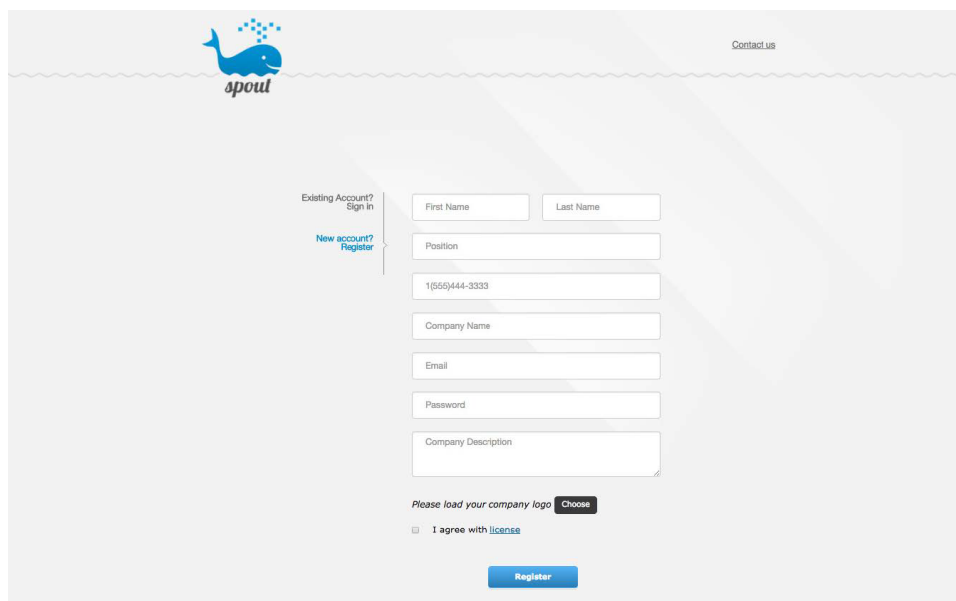
Login

Login to the InterAct content management server, powered by Spout by visiting:
youspoutit.com/login

A) REGISTER NEW ACCOUNT

If you have not yet created an account or been provided with login credentials, select “New Account? Register” and enter your information into the form. Click, “Register.” Once you’ve registered, you can immediately login to your account.

Your project manager will activate the Digital Signage tab on your account once registration is completed.

A screenshot of the Spout registration form. At the top left is the Spout logo, a blue whale with bubbles. To its right is a "Contact us" link. Below the logo, there are two options: "Existing Account? Sign In" and "New account? Register". The "New account? Register" option is highlighted. The registration form includes fields for First Name, Last Name, Position, a phone number (1(555)444-3333), Company Name, Email, Password, and Company Description. Below these fields is a "Please load your company logo" section with a "Choose" button. At the bottom, there is a checkbox for "I agree with license" and a "Register" button.

B) LOGIN TO EXISTING ACCOUNT

Once you have created an account, or received credentials from the Meridian team, you will select “Existing Account? Sign In” upon visiting www.youspoutit.com/login. Enter your email and password.

1) Forgot password? Click “Forgot Password?” and a recovery email will be sent.

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Create Categories

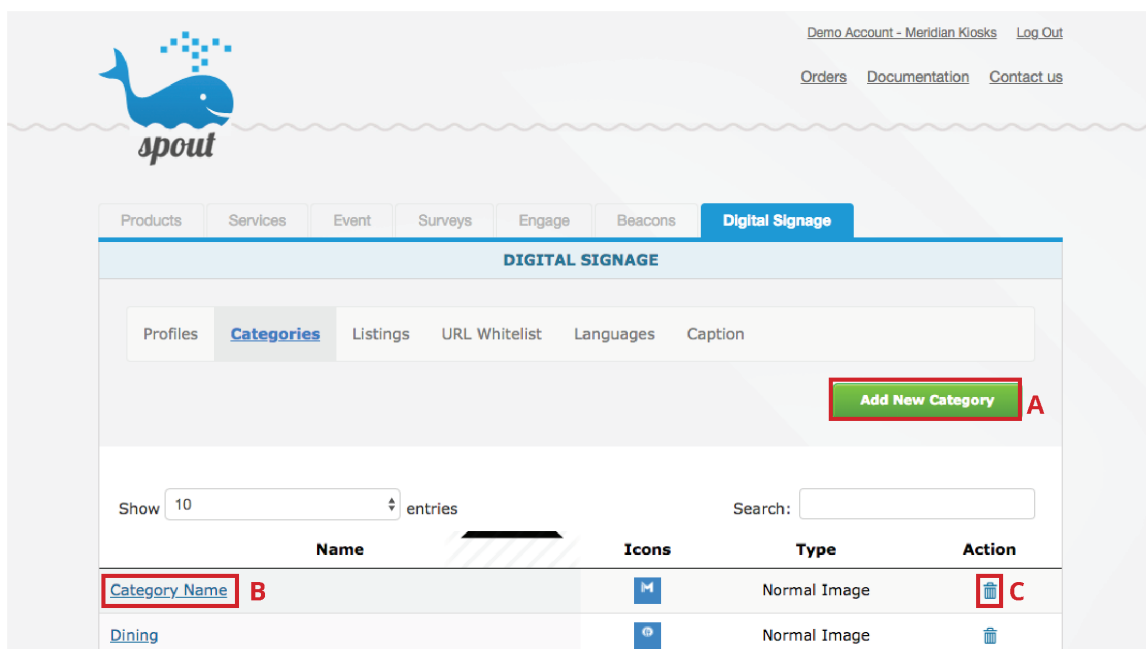
Create categories that a user will access from the kiosk. These categories are fully customizable and can include items such as: dining, shopping or company departments. Each category needs a name, a type and an icon. Categories will appear in the category menu at the bottom of the InterAct interface, shown below:



Access the “Categories” dashboard by clicking the “Digital Signage” tab and then “Categories.”

To add a new category, click the green “Add New Category Button” (A). A detailed description of how to create categories is included on the following pages.

To edit an existing category, click the category name (B). To delete an existing category, click the trash can icon on the right of the category name (C).



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Create Categories | Normal Image

A) NORMAL IMAGE CATEGORY

When this category option is selected, InterAct will display the category menu screen. Shown Right.

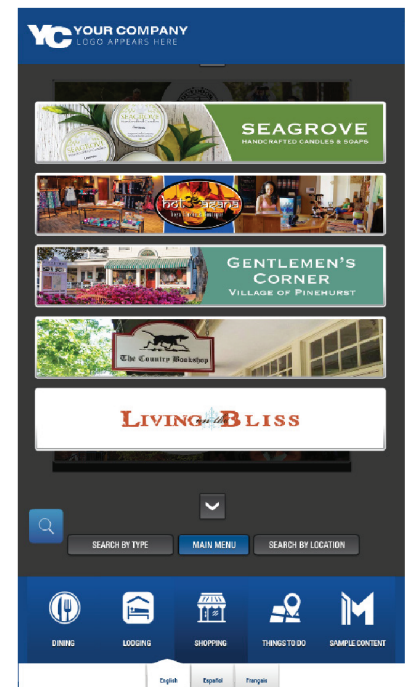
a) Enter Category Name

- Enter any category name
- Category names over 16 characters will become two lines of text.
- Text that appears on one line is more legible on-screen
- If you would like the category name to appear on the button, select the “Display Caption on Category Button” radio box.

b) Select “Normal Image” from the “Category Type” drop down menu.

c) Upload the Category Icons

- 720P kiosks require a “Normal Image” which is 136x135 pixels.
- InterAct 1.0 1080P kiosks require a “HD Image” which is 194x194 pixels.
- InterAct 2.0 1080P kiosks require a “HD Image 2.0” which is 203x242 pixels.



NOTE: You will need to upload icons into all three categories. If you are only ever going to use InterAct 2.0 styling, you can upload the 203x242 pixel image to all three categories in lieu of creating separate buttons.

Category icons should be .PNG graphics with a transparent background. The icon you upload during this step will appear as an overlay on the menu bar.

Click “OK” to save the new category.

A screenshot of the 'ADD NEW CATEGORY' form in the Meridian Kiosks software. The form is titled 'ADD NEW CATEGORY' and has a 'Category Name' input field with a placeholder 'Enter Category Name'. Below this is a checkbox labeled 'Display caption on Category button.' and a 'Category Type' dropdown menu with 'Normal Image' selected. To the right of the form, there are three tabs: 'Normal Image', 'HD Image', and 'HD Image2.0'. Below these tabs is an 'Upload Icon' section with a 'Browse ...' button and a requirement 'Require Image Size(136*135)'. At the bottom of the form are 'Cancel' and 'OK' buttons. The background of the software interface shows a navigation bar with 'Products', 'Services', 'Event', 'Surveys', 'Engage', 'Beacons', and 'Digital Signage' (which is highlighted). There are also links for 'Meridian Kiosks', 'Log Out', 'Orders', 'Documentation', and 'Contact us'.

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Create Categories | Web URL

A) WEB URL

When this category is selected, InterAct will immediately display the whitelisted web page. Shown Right.

a) Enter Category Name

- Enter any category name. Category names over 16 characters will become two lines of text.
- If you would like the category name to appear on the button, select the “Display Caption on Category Button” radio box.

b) Select “Web URL” from the “Category Type” drop down menu.

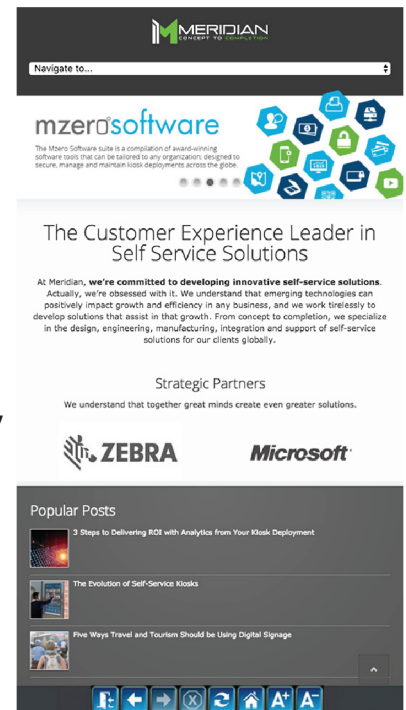
- Select the whitelisted URL you would like the button to direct to from the drop down menu. NOTE: The URL must be added to the “URL Whitelist” prior to this step to be available in the drop down.

c) Upload the Category Icons

- 720P kiosks require a “Normal Image” which is 136x135 pixels.
- InterAct 1.0 1080P kiosks require a “HD Image” which is 194x194.
- InterAct 2.0 1080P kiosks require a “HD Image 2.0” which is 203x242 pixels.

NOTE: You will need to upload icons into all three categories. If you are only ever going to use InterAct 2.0 styling, you can upload the 203x242 pixel image to all three categories in lieu of creating separate buttons. Category icons should be .PNG graphics with a transparent background. The icon you upload during this step will appear as an overlay on the menu bar.

Click “OK” to save the new category.

The image shows a screenshot of the Meridian Kiosks web application interface. The top navigation bar includes links for "Meridian Kiosks", "Log Out", "Orders", "Documentation", and "Contact Us". Below the navigation bar, there is a logo for "spout". The main content area is titled "ADD NEW CATEGORY" and contains a form with the following fields: "Category Name" (text input), "Display caption on Category button." (checkbox), "Category Type" (dropdown menu with "Web Url" selected), and "Web Url" (text input with "http://meridiankiosks.com/digital-signage/" entered). To the right of the form, there are three tabs: "Normal Image", "HD Image", and "HD Image2.0". Below these tabs is an "Upload Icon" section with a "Browse ..." button and a requirement: "Require Image Size(136*135)". At the bottom of the form, there are "Cancel" and "OK" buttons.

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Create URL Whitelist

All website URLs that will be accessed from the kiosk have to first be saved into a URL “Whitelist.”

A whitelisted URL is a website that the kiosk has permission to access.

Any websites that are not listed in the whitelist will not be accessible from the InterAct interface.

Access the “URL Whitelist” dashboard by clicking the “Digital Signage” tab and then “URL Whitelist.” To add a URL, simply type the URL into the “Add Web URL” text box and click “Add.”

The full URL must be entered, including “http://”

To edit an existing URL, click the pen and paper icon to the right of the URL. To delete, click the trash can icon.

The screenshot displays the Meridian Kiosks web interface. At the top left is the 'spout' logo. The top right corner contains links for 'Demo Account - Meridian Kiosks', 'Log Out', 'Orders', 'Documentation', and 'Contact us'. A navigation bar includes tabs for 'Products', 'Services', 'Event', 'Surveys', 'Engage', 'Beacons', and 'Digital Signage'. The 'Digital Signage' tab is active, and within it, the 'URL Whitelist' sub-tab is selected. A light green banner across the middle of the dashboard reads 'URL Whitelist created successfully!!!'. Below this, the 'Add Web Url' section features a text input field with the placeholder 'Add Web Url' and a green 'Add' button. At the bottom, a table lists the whitelisted URLs:

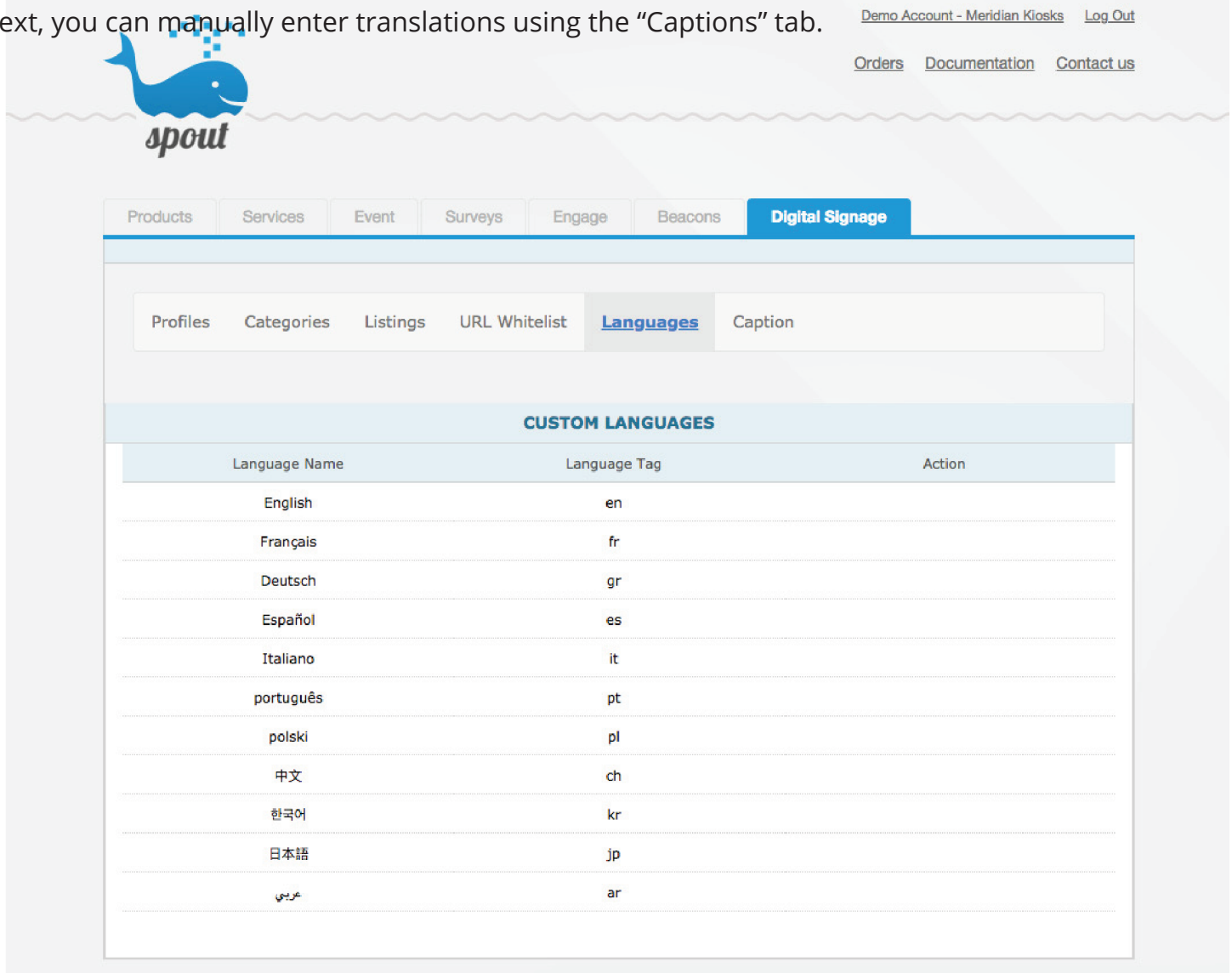
Web URL	Action
http://www.meridiankiosks.com	 
http://www.weather.com	 

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Languages

From the “Languages” dashboard, you can view all of the languages that are available for use on your profiles.

Please note, only default content supports multiple languages out-of-the-box. For custom content, additional language recognition and translation will need to be developed. For captions and default text, you can manually enter translations using the “Captions” tab.



spout

[Demo Account - Meridian Kiosks](#) [Log Out](#)

[Orders](#) [Documentation](#) [Contact us](#)

Products Services Event Surveys Engage Beacons **Digital Signage**

Profiles Categories Listings URL Whitelist **Languages** Caption

CUSTOM LANGUAGES

Language Name	Language Tag	Action
English	en	
Français	fr	
Deutsch	gr	
Español	es	
Italiano	it	
português	pt	
polski	pl	
中文	ch	
한국어	kr	
日本語	jp	
عربي	ar	

InterAct currently supports the following languages:

- | | | | |
|------------|---------------|------------|-------------|
| a. English | d. Spanish | g. Polish | j. Japanese |
| b. French | e. Italian | h. Chinese | k. Arabic |
| c. German | f. Portuguese | i. Korean | |

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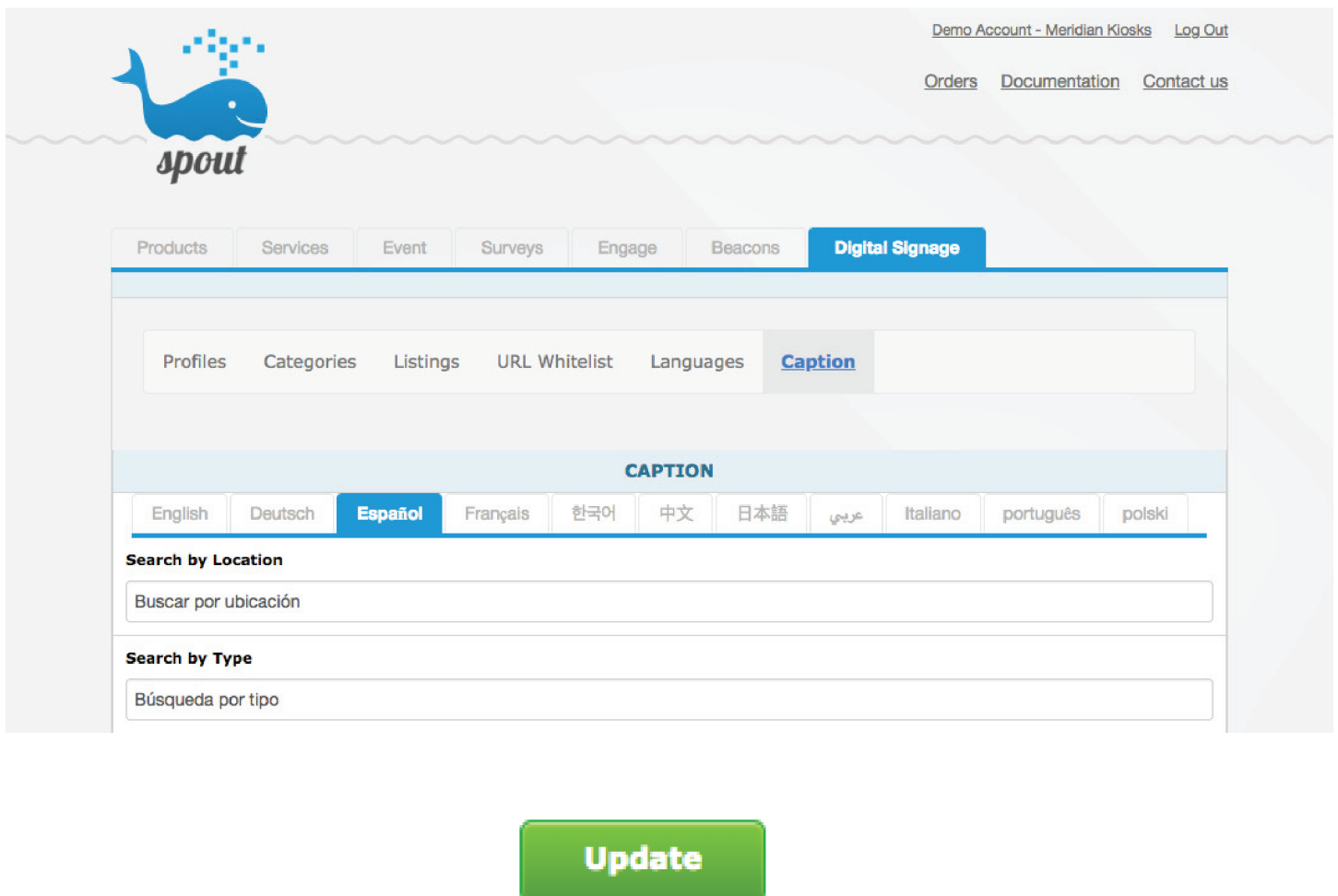
Captions

System standard captions can be edited using the “Caption” tool from the Digital Signage menu bar.

English phrases may be updated to better fit your use case, and translations to each of the eleven (11) supported languages may also be edited.

This feature should be seen as an “add on” and does not require any modifications for the system to run seamlessly.

Once all edits have been made, scroll to the bottom of the page and click the green “Update” button.



The screenshot displays the Meridian Kiosks web interface. At the top left is the 'spout' logo, featuring a blue whale with a pixelated spout. To the right of the logo are links for 'Demo Account - Meridian Kiosks', 'Log Out', 'Orders', 'Documentation', and 'Contact us'. Below the logo is a horizontal menu bar with tabs for 'Products', 'Services', 'Event', 'Surveys', 'Engage', 'Beacons', and 'Digital Signage'. The 'Digital Signage' tab is selected. Under this tab, there is a sub-menu with 'Profiles', 'Categories', 'Listings', 'URL Whitelist', 'Languages', and 'Caption'. The 'Caption' option is highlighted. Below the sub-menu is a section titled 'CAPTION' with a language selection bar. The languages listed are English, Deutsch, Español (selected), Français, 한국어, 中文, 日本語, عربي, Italiano, português, and polski. Below the language bar are two search sections: 'Search by Location' with a text input field containing 'Buscar por ubicación', and 'Search by Type' with a text input field containing 'Búsqueda por tipo'. At the bottom center of the interface is a large green button labeled 'Update'.

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Create Profile

A profile is a kiosk or set of kiosks that have the same content and will be used in the same geographical location.

An address is tied to each profile, and that is the “home” address that the kiosk will use when providing directions to listings through the Google Maps integration.

- If there are multiple kiosks at one address, they can use the same profile.
- If kiosks are split between multiple addresses, they will need separate profiles.

To create a new profile, select the “Digital Signage” tab and navigate to the “Profiles” dashboard. From here, click the green “+” button to add a new profile (A).

If you would like to edit an existing profile, simply click on the profile name (B), or the edit icon (C).

The screenshot shows the Meridian Kiosks web interface. At the top left is the 'spout' logo. At the top right are links for 'Demo Account - Meridian Kiosks', 'Log Out', 'Orders', 'Documentation', and 'Contact us'. Below the header is a navigation bar with tabs: 'Products', 'Services', 'Event', 'Surveys', 'Engage', 'Beacons', and 'Digital Signage'. The 'Digital Signage' tab is active. Below this is a sub-header 'DIGITAL SIGNAGE'. Underneath is a section with tabs: 'Profiles', 'Categories', 'Listings', 'URL Whitelist', 'Languages', and 'Caption'. The 'Profiles' tab is selected. In the top right of this section are three icons: a trash can, a green plus sign (labeled 'A'), and a refresh icon. Below this is a table with columns: 'Profile Name', 'Categories', 'Click Count', and 'Action'. The first row of the table has a checkbox, the profile name 'Meridian Demo' (labeled 'B'), the categories 'Shopping, Lodging, Things to Do, Events, Sample Content, Dining', the click count '0', and an 'Action' column containing several icons, including a green edit icon (labeled 'C'), a trash can, an eye, an upload icon, a list icon, a refresh icon, and a document icon.

☐	Profile Name	Categories	Click Count	Action
☐	Meridian Demo B	Shopping, Lodging, Things to Do, Events, Sample Content, Dining	0	C

A. ENTER PROFILE DETAILS

The screenshot shows the 'EDIT PROFILE' interface for Meridian Kiosks. The interface includes a navigation bar with tabs for Products, Services, Event, Surveys, Engage, Beacons, and Digital Signage. The 'Digital Signage' tab is selected. Below the tabs, the 'EDIT PROFILE' section is divided into four main areas:

- A. Profile Name:** A text input field containing 'Meridian Demo'.
- B. Profile Code:** A text input field containing 'MKDEMO2'.
- C. Resolution Type:** A section with three radio button options: 720px (Default), 1080px HD, and 1080px HD (2.0). The 1080px HD (2.0) option is selected.
- D. Select and Sort Categories:** A section with a list of categories, each with a checkbox: Dining, Lodging, Shopping, Things to Do, Events, Sample Content, and Category Name. All categories except 'Category Name' are checked.

A. Profile Name

- This is a longhand name for recognition. EX: "Meridian Kiosks - Default Content"

B. Profile Code

- This is a shorthand code for linking the software profile to the kiosk hardware.
- This code may include numbers, uppercase letters, and "dash-" or "underscore_" only. EX: "MKDEMO"

C. Resolution Type

- Resolution is determined by your package and based on the hardware that the software will be deployed on.
- 720px (Default) - Archive 720P Screens | 1080px HD - 1080P InterAct 1.0 User Interface | 1080px HD (2.0) - InterAct 2.0 User Interface. Note: Most kiosks deployed after October 1, 2016 will be 1080P HD 2.0.

D. Select and Sort Categories

- Select the categories that should appear within this profile.
- To change the order that the categories will appear in the kiosk menu, simply drag and drop them into the preferred order. c. Categories must be set up prior to this step in order to appear. See Step "III. Create Categories."

A. ENTER PROFILE DETAILS, CONTINUED

E Address Details:

Address Line 1

312 S. Pine Street

Address Line 2

Line Two

City

Aberdeen

State

North Carolina

Zip

28315

F Browser Session Timeout

60

G User Inactivity Timeout

60

H Scrolling Text

Welcome to Meridian Kiosks!

I Sms Label (Optional)

Text Me

Max length 13 characters

J Select Languages

English, Français, Español ▾

K Detail Page Layout

Listing Description Text ▾

L ☒ Display QR Code Banner

M ☐ Make loop image clickable

N ☐ Hide LanguageBar

O ☐ Hide Logo

P Category Navigation Button Background Color

#184b88

Q Search Button Color

R Media Volume

ON

S Display Phone Number

OFF

T Sort Category Items

OFF

E. Address Details

- Must be a google maps approved address. Test by entering the address in maps.google.com
- This address will function as the “from” address for directions in Google Maps. The address should be the location of the kiosk, not necessarily your business address.

F. Browser Session Timeout

- Define the time, in seconds, that should pass without activity prior to a web browser timing out and returning to the kiosk interface.

G. User Inactivity Timeout

- Define the time, in seconds, that should pass without activity prior to the user interface timing out and returning to the attract loop (screen savers).

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Create Profile | Enter Profile Details

A. ENTER PROFILE DETAILS, CONTINUED

H. Enter Scrolling Text

- This text will appear in the “ticker” above the category menu at the bottom of the kiosk interface.
- If you do not want a ticker on your kiosk, simply leave this field blank.



Shown: Sample scrolling text, "Welcome to Meridian Kiosks." Local time will also appear.

I. Enter SMS Label

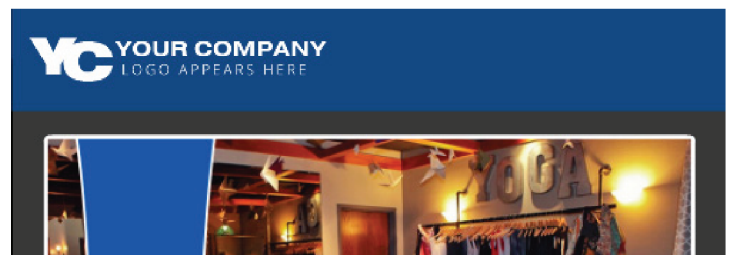
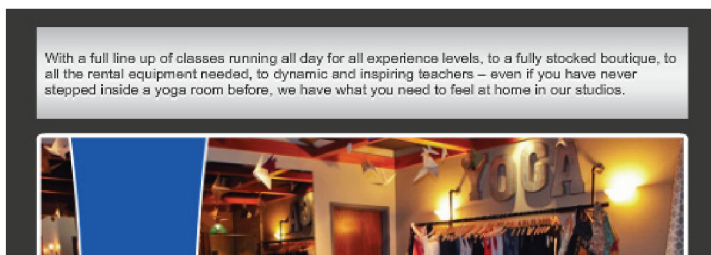
- Enter text to customize the SMS button that appears on listing pages.
- Most common labels are 'SMS,' 'Message' and 'Text.'

J. Select Language(s)

- Select the languages you would like to appear on this kiosk.
- All selected languages will appear as buttons on the bottom of the screen.
- Only default content supports multiple languages out-of-the-box. All navigational text will translate, but custom category labels may not. Use the “Caption” tool to translate custom captions.

K. Detail Page Layout

There are two options for the detail page header - either a text box with a description of the listing, or the header banner that appears on the menu page (shown below). This is a profile setting so every listing on the kiosk will display this option.



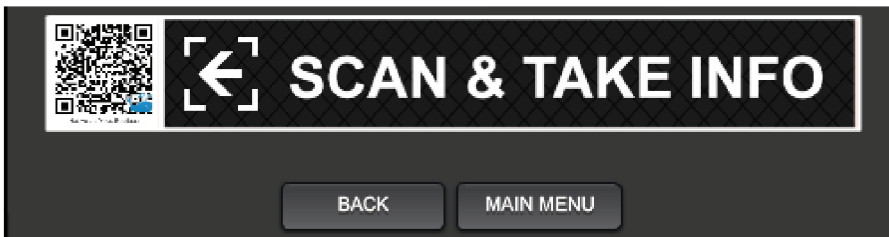
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Create Profile | Enter Profile Details

A. ENTER PROFILE DETAILS, CONTINUED

L. "Display QR Code Banner"

- This enables listings to display QR codes with a custom call-to-action banner.
- This setting can be turned off at the listing level, but must be turned on at the profile level (here) to be available.



Shown: QR Code Banner
The system will automatically generate the QR code shown to the left of the banner.

M. "Make Loop Image Clickable"

- When this setting is selected, users will be able to click on an attract screen, or screensaver, from the "Attract Loop" and be directed immediately to that listing's detail page.

N. "Hide Language Bar"

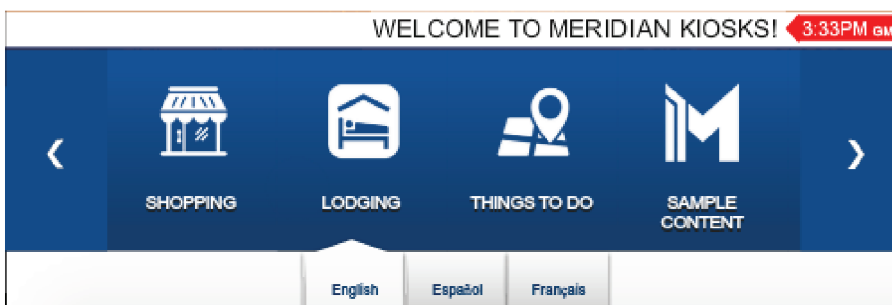
- When this setting is selected, the language bar that appears at the bottom of the screen below the category menu will be hidden.
- This should only be selected if the kiosk will only be utilizing one language.

O. "Hide Logo"

- When this setting is selected, the custom logo that appears in the left-hand side of the header banner will be hidden.

P. Category Navigation Button Background Color

- This option allows the user to define the color that appears behind the navigation arrows that appear when more than five (5) categories are used.
- If you are using default category buttons, the default blue will appear. If you are using custom button colors, use the HEX value for your button color.



Shown: The Category Navigation Button Background Color is the color that appears behind the scroll arrows

A. ENTER PROFILE DETAILS, CONTINUED

Q. Search Button Color

Feature not yet available. Future Enhancement.

R. Media Volume

- a. Turn media volume on or off for embedded videos in your content.
- b. This setting can be turned off at the listing level, but must be turned on at the profile level (here) to be available as an option at the listing level.

S. Display Phone Number

By turning this toggle on, the phone number will be displayed when using the VoIP feature to call from the kiosk. If this toggle is off, the phone number will be hidden from the user.

T. Sort Category Items

By turning this toggle on, listings will appear in alphabetical order in the category menus. When this toggle is turned off, listings will be displayed randomly.

Many of these settings will be a master set for the kiosk, and as long as the setting is enabled it can be changed on a listing by listing basis later in the setup process.

Example: If you want audio to be available on the listing level, it needs to be enabled on the profile level.

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Create Profile | Upload Profile Images

B. UPLOAD PROFILE IMAGES



a. Background Image

- The Image that functions as the background behind all category menus and detail pages. It is recommended that this image be a primarily solid color with minimal graphics
- To use the default grey background (shown, right), leave this section blank.

- 720P Image Size: 768x1121px
- 1080P InterAct 1.0 Image Size: 1080x1585px
- 1080P InterAct 2.0 Image Size: 1080x1920px

b. Category Background Image or Color

- The image that appears behind the category menu at the bottom of the user interface.
- If you prefer to just use the standard InterAct blue (shown, right), nothing needs to be uploaded here.

- 720P Image Size: 768x245px
- 1080P InterAct 1.0 Image Size: 1080x885px
- 1080P InterAct 2.0 Image Size: 1080x350px

- To use a custom color in place of an image, simply click “Color” and enter a HEX value or use the color picker tool.

☐ Image ☒ Color
Change Category Background Color

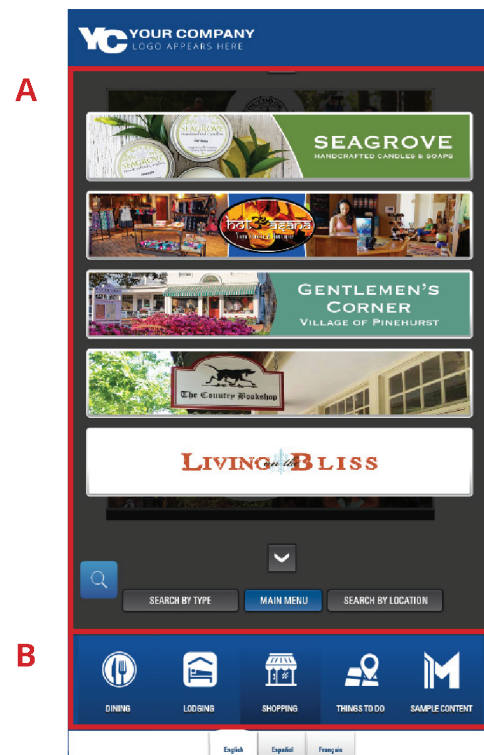
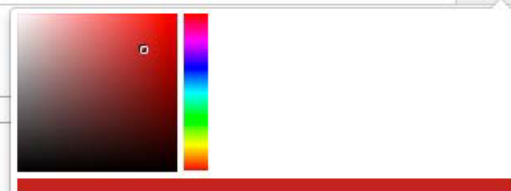
#c42626

Category Images:

Pressed Image

Unpressed Image

Category Logo



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Create Profile | Upload Profile Images

c. Print Image

- This is the logo that will be printed on the print-on-demand slips.
- This is only applicable if your kiosk has printing functionality.
- All Resolutions: 75x25px

d. Create Ad - Screensaver Images

- Use the Create Ad tool to add screensavers.
- Detailed on following page.

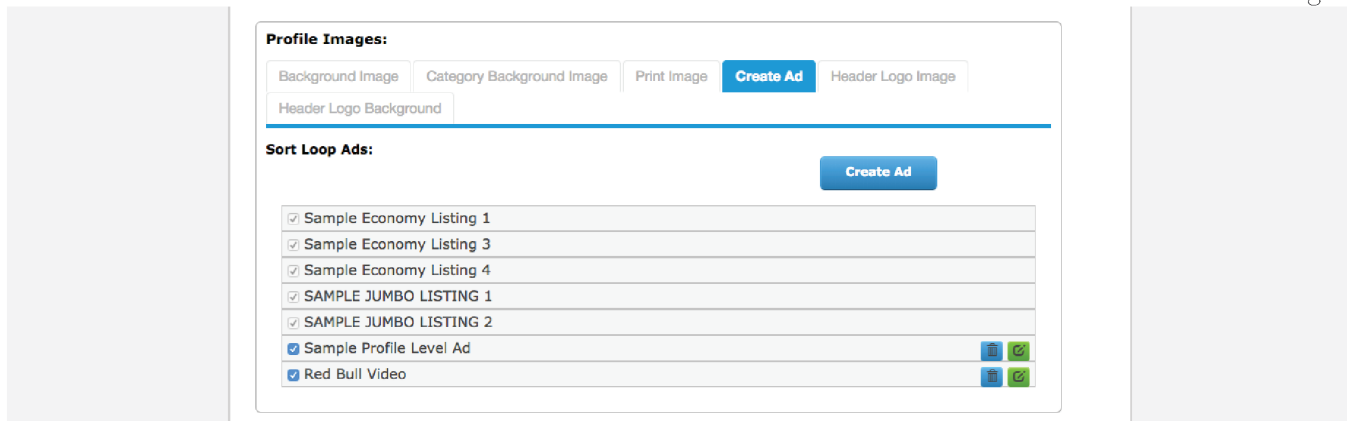
e. Header Logo Image

- The “Header Logo Image” is the logo that appears in the upper left-hand side of the user interface within the header banner.
- This image should be a .PNG with a transparent background.
 - 1080P InterAct 2.0 Image Size: 156x625px

f. Header Logo Background

- The “Header Logo Background” is an image or color that appears as the banner at the top of the user interface.
- To use an image, upload an image 1080 pixels wide by 155 pixels tall. It is recommended that this banner be a primarily solid color or pattern.
- To use a color, use the color

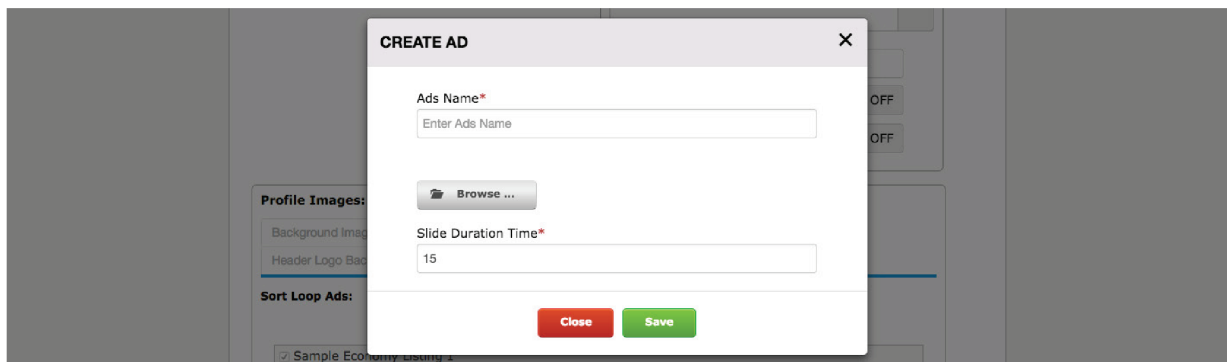




Use the “Create Ad” tool to add, arrange and manage the screensavers that appear in the attract loop when the kiosk is not being interacted with.

Create Ads:

1. Click the “Create Ad” button. This will pop-up the Create Ad action box.
2. Name the ad (screensaver)- name will only appear in the ad manager, not in the kiosk interface.
3. Upload the ad (screensaver) - Upload .JPG, .PNG or .MP4 files up to 100MB. 1080x1920 Pixels.
4. Defin the Slide Duration Time - time is defined in seconds, with a system default of 15-seconds. The time will automatically adjust to the length of a video if video is used.
5. Click save and the screensaver will be added to the list.



Arrange Ads:

1. The Ad Manager uses drag-and-drop to arrange the order of the ads.

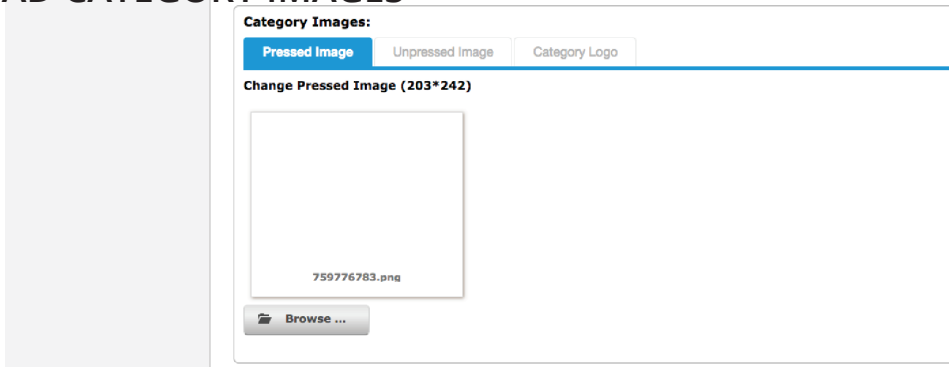
Manage Ads:

1. All kiosk ads will apper in the ad manager.
2. Ads that are added through the manager will appear in the list with options to edit, delete and a checkbox for inclusion.
3. Ads that are tied to a listing and added at the listing level with appear greyed out and must be edited through the listing they are attached to.

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Create Profile | Upload Category Images

C. UPLOAD CATEGORY IMAGES



a. Pressed Image

i. This is an image that will appear as the category button background color when that category is selected.

- 720P Image Size: 135x136 pixels
- 1080P InterAct 1.0 Image Size: 194x194 pixels
- 1080P InterAct 2.0 Image Size: 203x242 pixels; To use the default InterAct blue (Shown, Right), upload a transparent 203x242px .PNG Image

b. Unpressed Image

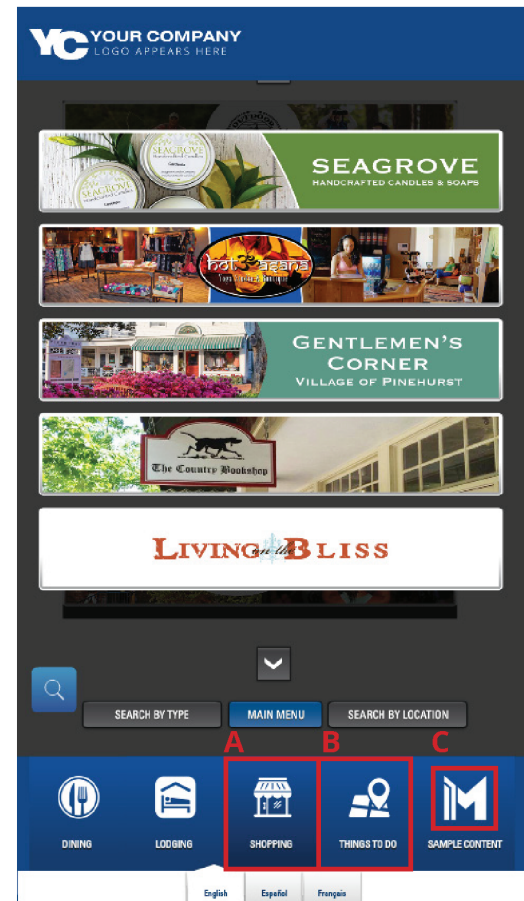
i. This is an image that will appear as the category button background color.

- 720P Image Size: 135x136 pixels
- 1080P Image Size: 194x194 pixels
- 1080P InterAct 2.0 Image Size: 203x242 pixels; To use the default InterAct blue (Shown, Right), upload a transparent 203x242px .PNG Image

c. Category Logo

- i. This is a default logo that will appear on all category buttons.
- ii. For example, a company logo for use on Building Directory Signage.
- iii. If you'll be using different icons for each category, upload a transparent .PNG file in this space.

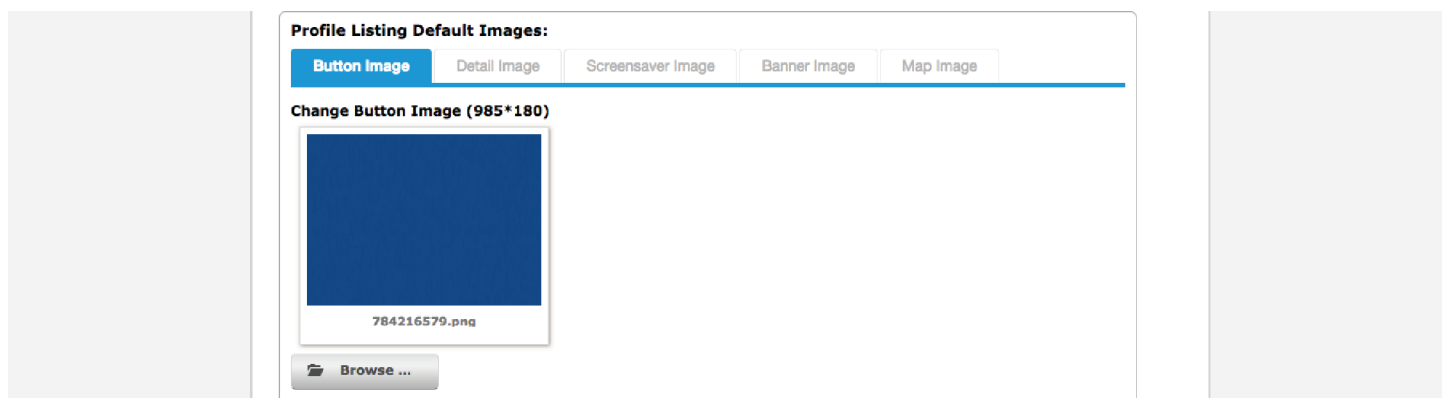
- 720P Image Size: 135x136 pixels
- 1080P InterAct 1.0 Image Size: 194x194 pixels
- 1080P InterAct 2.0 Image Size: 203x242 pixels



D. UPLOAD LISTING IMAGES

Profile listing default images will be the defaults that appear on all listings within a profile. We recommend using different graphics for each listing to more easily differentiate between listings, which will be uploaded in the listing itself (See Section VIII).

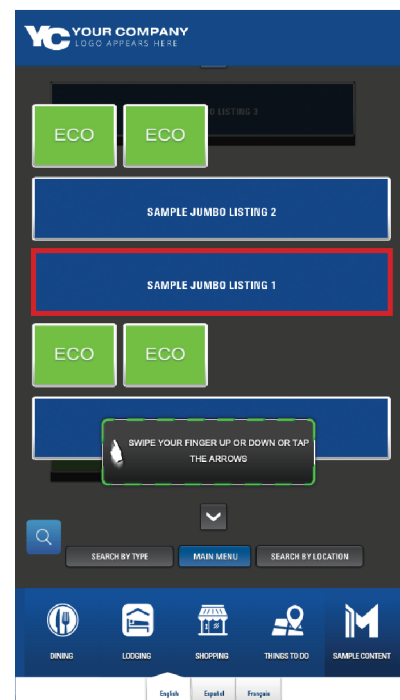
If uploading listings from a .CSV file, the images uploaded in this step will be used as the background with the listing text superimposed on top of the graphic. Once the .CSV upload is complete, you will have the option to move forward with the system-generated default assets or upload listing specific graphics (Section VIII).



a. Button Image

- i. Button Image that will be used for system-generated listing buttons.
- ii. This feature will only be used if you do not plan on uploading a custom button for each listing.
- iii. If selected, the listing name will be automatically printed in white over the default button image that is uploaded here. Solid colored buttons are recommended.
- iv. 1080P InterAct 2.0 Image Size: 985x180 pixels

A



MERIDIAN

Create Profile | Upload Listing Images

b. Detail Image

- Detail Image that will be used for system generated detail images.
- This feature will only be used if you do not plan on uploading a custom detail image for a listing.
- If selected, the listing information will be automatically printed in white over the default detail image that is uploaded here. Solid colored images are recommended.
- 1080P InterAct 2.0 Image Size: 972x590 pixels

c. Screensaver Image

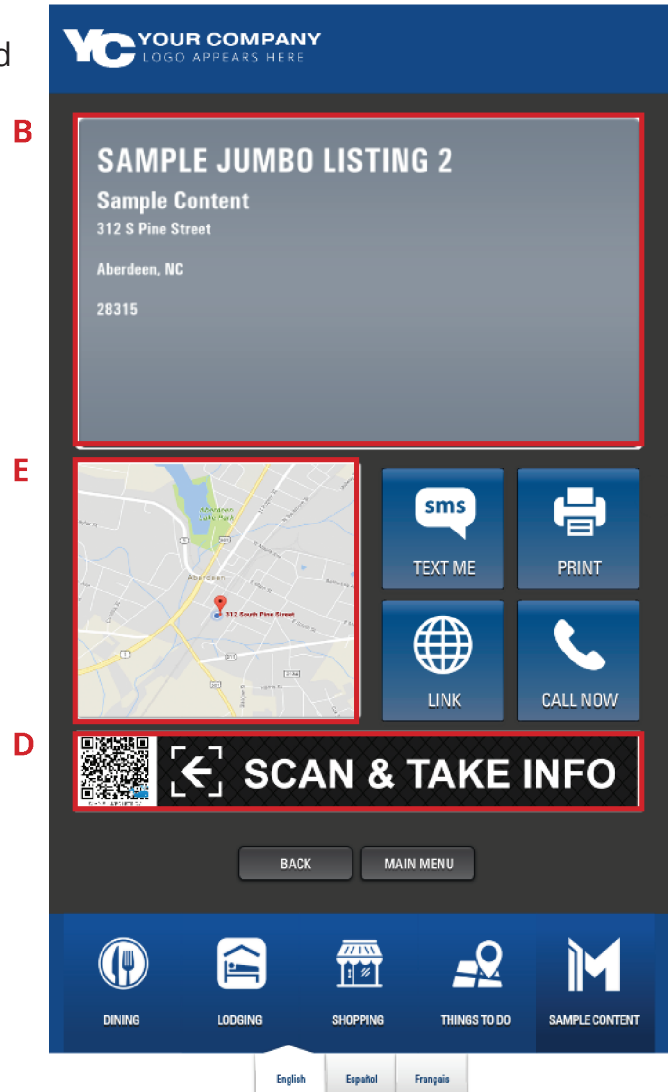
- Full Screen screensaver that appears in the attract loop. When "Use Default Screensaver" is selected in a listing this is the image that will be used.

d. Banner Image

- The Banner image is the QR Code "Call to Action" that appears next to the system-generated QR code on a listing's detail page.
- This is default image that always needs to be used. You can either choose to use the default banner image that comes out-of-the-box with InterAct or upload your own.
- 1080P InterAct 1.0 Image Size: 860x133px
- 1080P InterAct 2.0 Image Size: 860x133px

e. Map Image

- If a listing does not have an address that visitors would need to know, for example, a plumber that only does service work at customers homes, an image can be uploaded in place of a Google Map.
- The map image saved at the profile level (here) will be used as the default image for all listing that don't use the Google Maps integration, but can be customized to a listing-specific graphic under the listing settings.
- The map replacement image must be saved as a .PNG
- 720P Image Size: 345x325px
- 1080P InterAct 1.0 Image Size: 490x440px
- 1080P InterAct 2.0 Image Size: 490x440px



Once you have entered all of the profile information, select "OK" to proceed. If there are any errors with the information you've entered you will be prompted to make corrections prior to proceeding.

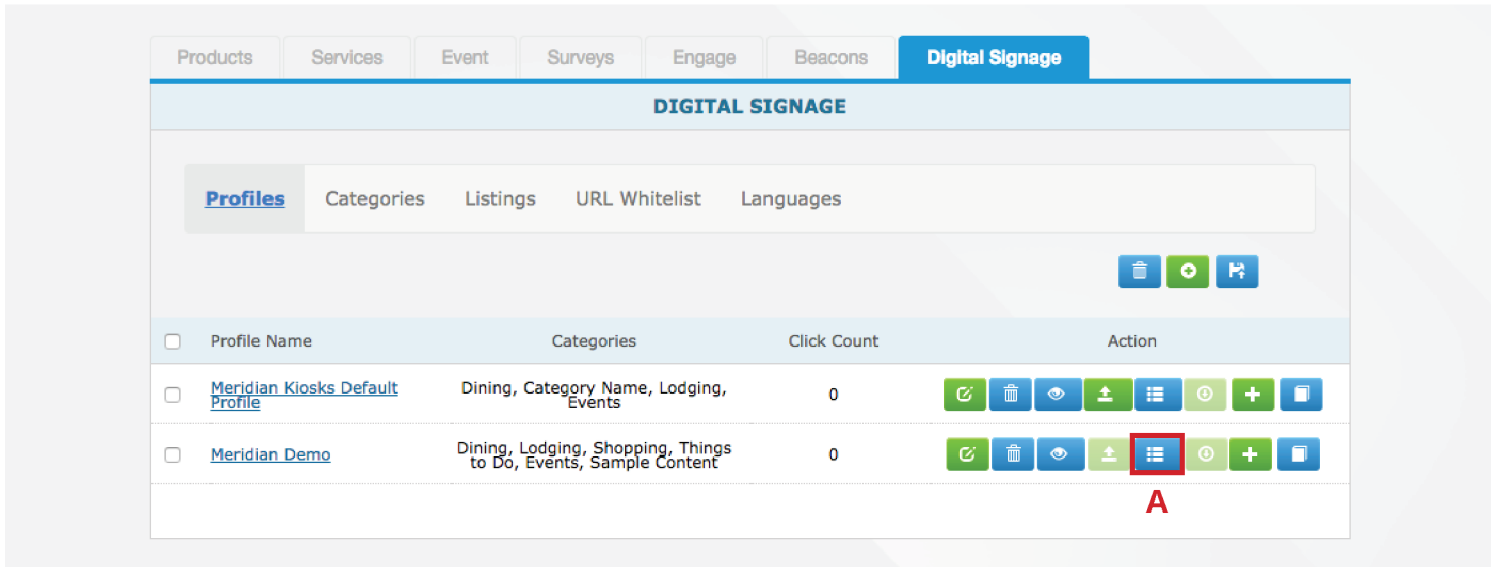
If no errors are detected, you'll automatically be redirected to the listings page. See Section VIII "Create Listings" for instruction.

MERIDIAN

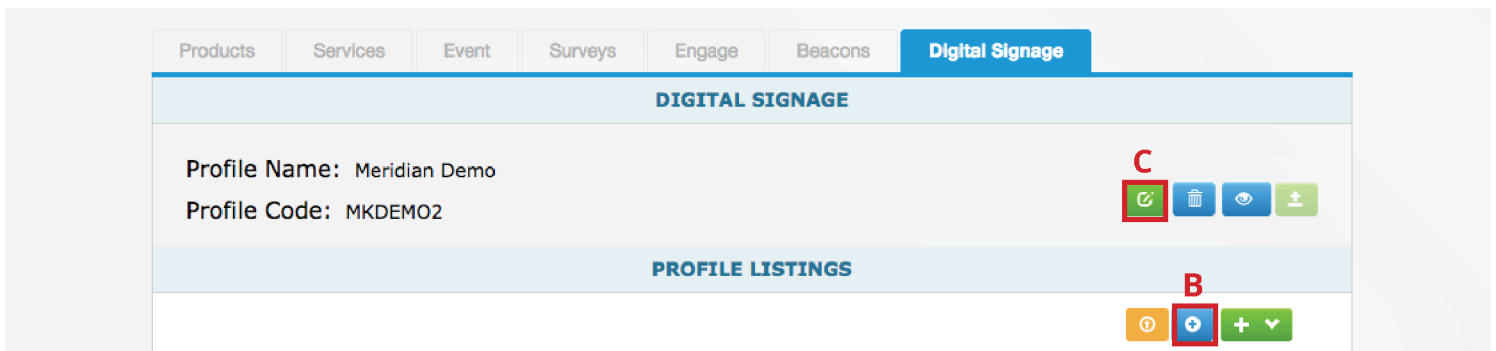
Create Listings

Once you've saved a profile, you'll be automatically redirected to the listings page.

You can also access the listings page by clicking the "View Listings" button from the main digital signage dashboard, shown below (A):



A. ADDING A NEW LISTING



To add a new listing, click the blue "+" icon (B).

If you want to make changes to the profile you created in Step V, click the green pen and paper icon (C).

Use the following steps to setup a new listing:

Create Listings

Profile Name: Meridian Demo
Profile Code: MKDEMO2

CREATE LISTING

	Listing Details:		Resolution type:
A	Listing Name Enter Listing Name	D	☐ 720px (Default) ☐ 1080px HD ☒ 1080px HD (2.0)
B	Category None selected		
C	Message Enter Message	E	Other Details: ☐ Display Print Option
		F	Content Type Image Content

A. Name the Listing

- If you're using default buttons, this is the name that will appear on the button as well as in search results.
- If you are not using default buttons, the listing name will only appear in the search results.

B. Select the Category / Categories

- Select the category, or categories, the listing should appear under.
- For example, if you're adding a restaurant, it would appear in the "Dining" category.
- If you're adding a restaurant that has a bar that stays open late, it may appear in the "Dining" category and the "Nightlife" category.

C. Message

- Enter a message, if applicable.
- A message is an internal note about the listing that is only visible to content managers.

D. Resolution Type

- Select resolution type
- Note: the resolution selected for the listing must be equal to the profile resolution. This field will auto-populate based on the profile settings completed in Section V.

E. Display Print Option

- If your kiosk is print-enabled you may select "Display Print Option"
- This will add a "Print" button to the listing's detail page.

F. Content Type

- Select content type.
- URL: Redirects the user directly to a whitelisted webpage when the listing's button is selected.
- Image Content: Redirects the user to the listing's detail page.

MERIDIAN

Create Listings

Search Filter Details:

Location

Enter Location

Brand / Type

Enter Brand / Type

Please enter brand

Description Details:

☐ Show Mobile-view description on Mobile

Mobile-view description

Enter mobile view description

Max length 400 characters

☐ Show Kiosk-view description on Kiosk

Kiosk-view description

Enter kiosk view description

Max length 400 characters

G. Location

- These categories will appear when a user selects "Search by Location."
- For example, if the listing is a restaurant located in the Food Court, use the Area Group "Food Court"
- If you're using InterAct as a tourism tool, the Area Group may list the town or shopping center the listing is located in.

H. Brand / Type

- Enter the type. This field identifies the type of listing.
- These categories will appear when a user clicks "Search by Type."
- For example, an Italian Restaurant could be branded as "Italian" or a clothing boutique could be labeled as "Women's Clothing."

I. Show Mobile-View Description

- Selecting this radio button will show the mobile view description on mobile devices.

J. Mobile-View Description

- This description will be shown when users scan the listings QR code to take the information with them. There is a 400-character limit on this description.

K. Show Kiosk-View Description

- Selecting this radio button will show the kiosk-view description on the kiosk. The kiosk-view description appears above the detail image on the detail page.
- "Listing Description Text" must be selected as the Detail Page Layout in the Profile Settings for this text to appear.

L. Kiosk-View Description

- This description will be shown on the detail page above the detail image. There is a 400-character limit on this description. See Section XI for screenshots.

Create Listings

Upload Image/Video

Button

Detail

Screensaver

Banner

Upload Listing Button Image

☒ Use default button image



Browse ...

☒ **Jumbo(985*180)**
☐ **Large(480*180)**
☐ **Economy(210*180)**

Upload Image/Video

Button

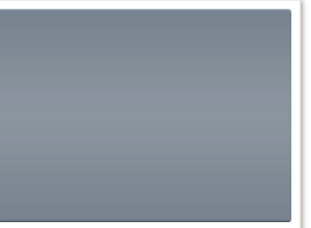
Detail

Screensaver

Banner

Upload Listing Detail Image/Video

☒ Use default detail image



Browse ...

☒ **Stretch** ☐ **Maintain Aspect Ratio**

Required Image Size (972*590)
 Maximum Video Size (100MB)

Media Volume ☐ OFF

M. Upload Button

- The button will appear in the category menu.
- To use the default button, with auto-generated labeling, select "Use Default Button Image" (Sample shown on Page 16)
- To upload a custom button, select "Browse" and choose the file from your computer. (Sample shown on Page 15)
- Three button sizes are available: Jumbo (full width), Large (half-width) and Economy (quarter-width)
- 720P Image Sizes
 - Jumbo: 660x125 pixels
 - Large: 314x120 pixels
 - Economy: 130x122 pixels
- 1080P InterAct 1.0 and 2.0 Image Sizes
 - Jumbo: 985x180 pixels
 - Large: 480x180 pixels
 - Economy: 210x180 pixels

N. Upload Detail Image

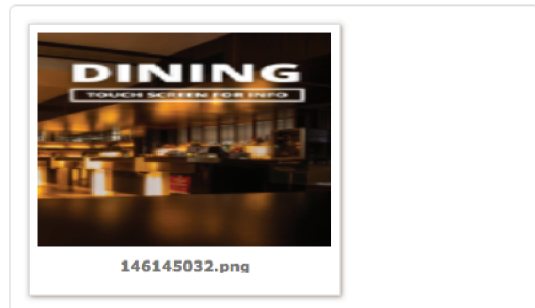
- The detail image is the graphic or video that appears at the top of the detail page directly below the kiosk description. Sample shown on Page 17.
- To use the default image, with auto-generated labeling, select "Use Default Detail Image."
- To upload a custom image or video, click "Browse."
- If using a video, the video must be a .MP4 less than 100MB
- If you would like the video to play with sound, turn media volume to "ON."
- Image Sizes:
 - 720P Image Size: 660x438 pixels
 - 1080P Image Size: 968x568 pixels

Create Listings

Upload Image/Video

Upload Listing Screensaver Image/Video

☒ Use default screensaver image



Required Image Size (1080*1920)

Maximum Video Size (100MB)

Media Volume

Slide Duration Time

Display From
Display To

Local Time At Kiosk

Upload Image/Video

Upload Banner Image

☒ Use default banner image



Required Image Size (855*133)

O. Upload Screensaver

- The screensaver is the full-screen image or video that creates the ad loop that appears when the kiosk is not being interacted with.
- If the "Make loop image clickable" button is selected on the profile settings, the screensaver will click through directly to the listing that the screensaver is associated with.
- Note that video content should be uploaded as an .MP4 file no larger than 100MB
- If you would like the video to play with sound, turn media volume to "ON."
- Image Sizes:
 - 720P Image Size: 768x1066 px
 - 1080P InterAct 1.0 Image Size: 1080x1500 px
 - 1080P InterAct 2.0 Image Size: 1080x1920 px
- "Slide Duration Time" can be defined in this step - the system will default to a 15-second play time.
 - If you would like the screen to display for more or less time, define that time here (in seconds).
 - IE: 25 Seconds = "25," 2 Minutes = "120."
- "Display From" and "Display To" dates can also be defined in this step.
 - Simply select the calendar icon and select the first and last dates that the ad should appear.
 - If there is no particular start and end date, simply leave these fields blank.

P. Upload Banner Image

- The banner image is the call-to-action that appears next to the system-generated QR code. See Page 17 for example.
- To use the default banner image, select "Use Default Banner Image."
- To upload a custom banner image, select "Browse" and choose the file from your computer.
- Image Sizes
 - 720P Image Size: 580x80 pixels
 - 1080P 1.0 and 2.0 Image Size: 855x133 pixels

Create Listings

Q Address
Address

City
City

State
State

Country
Country

Zip Code
Zip Code

R Phone Number
Phone Number

Rb ☐ Display phone number only do not offer to dial

S Sms
Sms Text

Rc Dial Outside Code
Dial outside code

T Select Web Link

Q. Address

- Enter the Address exactly as it appears in Google Maps.
- When using the Google Maps integration for listing detail pages, this address will appear as the “To” address in the on-screen directions.

R. Phone

- Phone Number: Enter the listing’s phone number with area code.
- If your kiosk is not enabled with VoIP, be sure to select “Display phone number only do not offer to dial” so the kiosk will not attempt to place an actual call. If the user hits the “Phone” button on screen, it will simply display the listing’s phone number.
- If the phone number requires a country code or dial outside code (many companies require phones to dial 9 + the phone number) that should be entered here. (Only for VoIP enabled kiosks)

S. SMS

- Enter the SMS message that the user should receive if they enter their phone number.
- This is a plain text message, generally with a message to entice the user to visit the location.
- For example, “Receive 10% off your order when you mention KIOSK”

T. Web Link

- If you would like to link to a website from the listing’s detail page, selecte the website URL here.
- In order for a web URL to appear in the drop-down menu, it must have been added to the URL Whitelist (Section IV).

MERIDIAN

Create Listings

With the help of map fill the address details instead of typing.

☐ Upload Location Map Image (440*490)



[+Add Addresses](#)

Cancel

OK

T. Upload Location Map Image

- The system will automatically show a Google Maps view of the location's address.
- If you do not want a map to show on the listing, a replacement image can be uploaded to appear in its place. This image must be a .PNG file.
- 720P Image Size: 345x325 pixels; 1080P 1.0 and 2.0 Image Size: 490x440 pixels.

With the help of map fill the address details instead of typing.

☒ Upload Location Map Image (440*490)

 Browse ...

 Map Templates

Click "OK" to save the listing. You will be redirected back to the Listings Dashboard.

Create Listings

B. ADDING AN EXISTING LISTING

To add an existing listing to your profile, click the green “+” button (A)

- A blue “All Listings” box will appear with two dropdown boxes, “Profile Listing” and “Profile Listing Address.”
- Select the listing that you wish to duplicate
- Select the corresponding address for the listing
- Click “Add”

This will add the existing listing to your new profile. This is particularly helpful if you’re deploying a group of kiosks in different locations (thus requiring separate profiles) that will be displaying all of the same content.

Note: If you make a change to the master listing it will apply that change to all profiles.

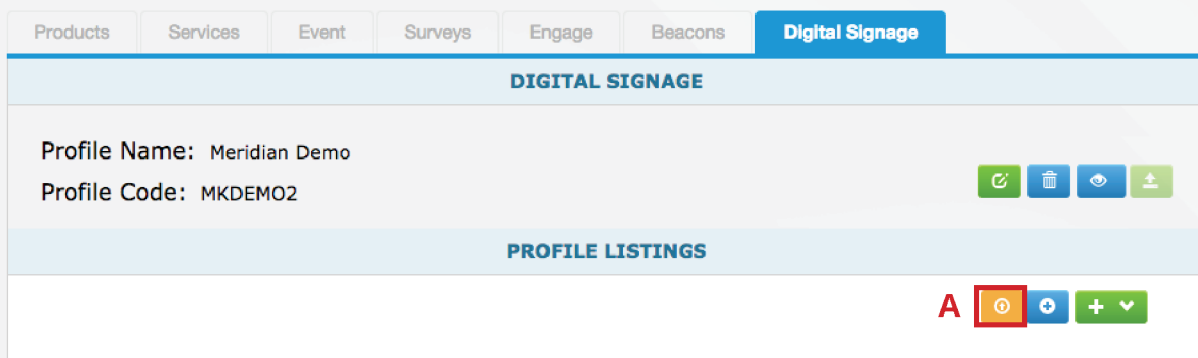
The screenshot displays the Meridian Digital Signage management interface. At the top, a navigation bar includes tabs for Products, Services, Event, Surveys, Engage, Beacons, and Digital Signage (which is active). Below the navigation bar, the 'DIGITAL SIGNAGE' section shows the 'Profile Name: Meridian Demo' and 'Profile Code: MKDEMO2'. To the right of the profile code are four icons: a green square with a white plus sign, a blue square with a white trash can, a blue square with a white eye, and a green square with a white upload arrow. Below this is the 'PROFILE LISTINGS' section, which contains a row of four icons: an orange circle with a white 'i', a blue square with a white plus sign, a green square with a white plus sign (highlighted with a red box and labeled 'A'), and a red square with a white 'A'. Below the 'PROFILE LISTINGS' section is the 'ALL LISTINGS' section, which is a blue-bordered box containing two dropdown menus: 'PROFILE LISTING' with the text 'Please select a name' and 'PROFILE LISTING ADDRESS' with the text 'Select Profile Address'. To the right of these dropdowns is a blue 'Add' button.

Create Listings

C. UPLOADING a CSV FILE

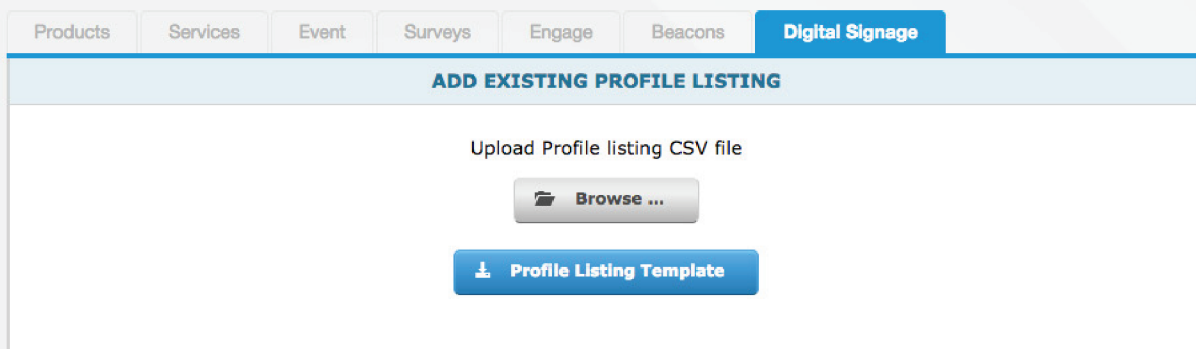
If you have multiple listings to upload to a profile, the fastest route is to upload a .CSV file with the listing data.

To upload a .CSV, click the orange “Upload” button from the “Profile Listings” page (A).



This will bring you to the upload page. From here, you have the option to upload a completed .CSV file or download a template to fill out.

- To upload a pre-formatted .CSV, click “Browse” (B)
- To download the .CSV template, click the “Profile Listing Template” button (C)
- This template is formatted exactly how InterAct needs the file to be formatted.



MERIDIAN

Create Listings

The listing upload template will include the following fields; Descriptions for how to populate the fields are included below:

[Row 1] Required Header Text [Row 2] Example Text [Row 3] Explanation of Field

ListingName	Category	LocationID	Brand	Message	Show_MB	Mobile_Desc
Chapman's Grill and Bar	Dining	Street Level	American	No Message	1	Chapman's is a local bar....
The name of the listing. How it will appear in search results	The category the listing should appear under	The label that will appear under "Search by Location"	The label that will appear under "Search by Type"	An internal message that is only visible to content managers	1 = Yes 0 = No "Show Mobile View Description"	The listing description that will appear on mobile devices (Up to 400 Characters)

Show_Kiosk	Kiosk_View_Desc	Address	City	State	Country	ZipCode
1	Chapman's is a local bar...	157 E New Hampshire Ave	Southern Pines	NC	USA	28387
1 = Yes 0 = No "Show Kiosk View Description"	The listing description that will appear on kiosk detail pages (Up to 400 Characters)	Address	City	State	Country	Zip Code

Ph_Title	Ph_Number	SMS_Text	Display_Print	UseAlternativeMapImage
Call Us	1-555-555-5555	Mention "KIOSK" for 10% off total bill	0	1
Text that appears on the phone button	Phone number with country code and area code	SMS text message that user will receive if they enter their phone number	1 = Yes 0 = No Yes displays "Print" button - only use if your kiosk is print enabled.	1 = Yes 0 = No Yes displays default Map Replacement Image instead of Google Map.

* The listing will upload text and settings content only; not images. To upload images, you'll need to go into each listing and add the appropriate graphics.

** If your kiosk is not enabled with VoIP, be sure to go into the profile settings and select "Display phone number only, do not offer to dial."

Editing a Listing

To edit a listing, simply navigate to the “Profile Listings” page under a profile, and click on the name of the listing (A).

DIGITAL SIGNAGE

Profile Name: Meridian Demo
Profile Code: MKDEMO2

PROFILE LISTINGS

Show 10 entries Search:

Listing Name	Address	QR	Scans	Click Count	Action
A <u>ANYTIME FITNESS</u>	128 Brucewood Road,Southern Pines,NC,28387		B 0	C 0	D
<u>Ashten's Restaurant and Pub</u>	140 E New Hampshire Avenue,Southern Pines,NC,28387		0	0	
<u>Beefeater's</u>	672 SW Broad Street,Southern Pines,NC,28387		0	0	
<u>Chapman's Food & Spirits</u>	157 East New Hampshire Ave,Southern Pines,NC,28387		0	0	

This will open the editing tools and allow you to make any updates to the content or graphics. For clarification on how to edit a specific item, refer to Section VIII “Create Listings.”

From this screen you can also:

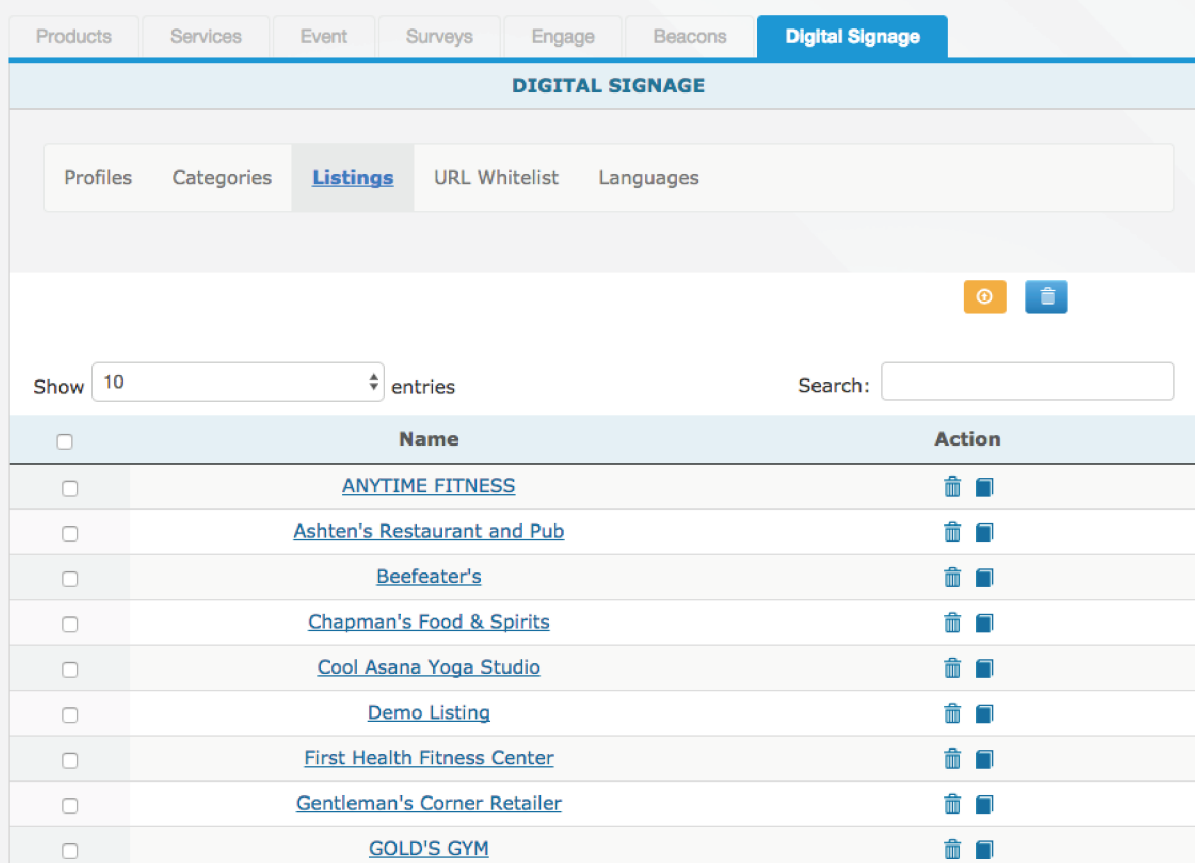
- See the number of times a QR code has been scanned (B)
- See the number of times the listing has been clicked (C)
- Remove a listing from the profile (D)
- To do this, simply click the “X.”
- This will not delete the listing, but simply remove it from this specific profile.
- If you accidentally remove a listing from a profile, see “Adding an Existing Listing” to add it back to the profile.

MERIDIAN

Viewing Existing Listings

All listings available on your account can be viewed by selecting the “Digital Signage” tab and then “Listings.”

You can only view listings from this section. To edit, you will need to use the method listed in “Section IX. Editing a Listing.”



The screenshot shows the Meridian Digital Signage interface. At the top, there are tabs for Products, Services, Event, Surveys, Engage, Beacons, and Digital Signage. The Digital Signage tab is active. Below it, there are sub-tabs for Profiles, Categories, Listings, URL Whitelist, and Languages. The Listings sub-tab is active. Below the sub-tabs, there are two icons: a yellow one with a plus sign and a blue one with a trash can. Below these icons, there is a 'Show' dropdown menu set to '10' and a 'Search:' input field. Below the search field, there is a table with columns for Name and Action. The table contains 10 rows of listings, each with a checkbox, a name, and two action icons (trash and duplicate).

DIGITAL SIGNAGE					
Profiles	Categories	Listings	URL Whitelist	Languages	
Show	10	entries	Search:		
☐	Name				Action
☐	ANYTIME FITNESS				 
☐	Ashten's Restaurant and Pub				 
☐	Beefeater's				 
☐	Chapman's Food & Spirits				 
☐	Cool Asana Yoga Studio				 
☐	Demo Listing				 
☐	First Health Fitness Center				 
☐	Gentleman's Corner Retailer				 
☐	GOLD'S GYM				 

There are two available actions from this screen:

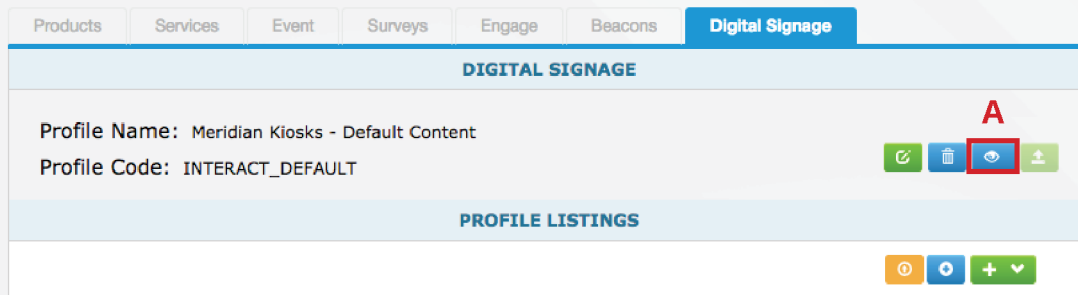
1. “Delete” - This action will permanently delete a listing from the account.
2. “Duplicate” - This action will duplicate the listing.
 - Simply click the “Duplicate” button and enter a new Listing Name
 - All of the information from the original listing will be copied over into the duplication.

MERIDIAN

Preview and Publish Profiles

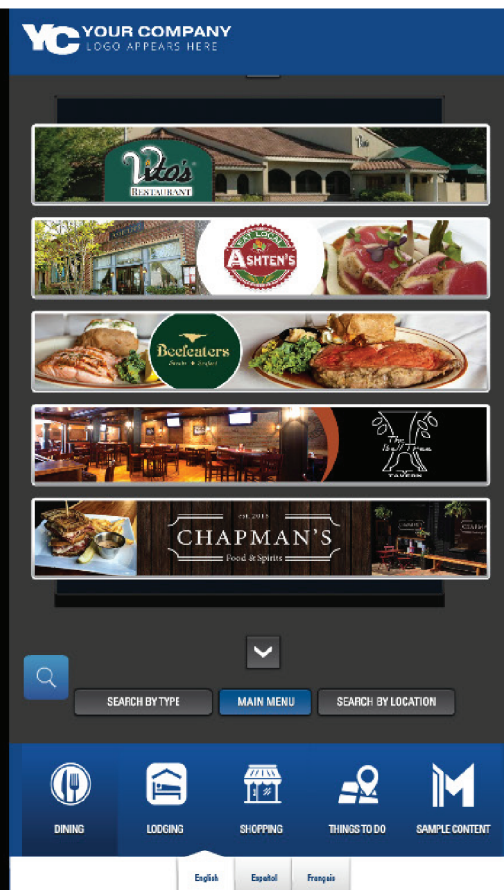
Once you have completed your profile and added all required listings, you must preview the content. If you have not yet previewed the content, the system will not allow you to publish your changes.

To preview, click the blue preview icon, A.

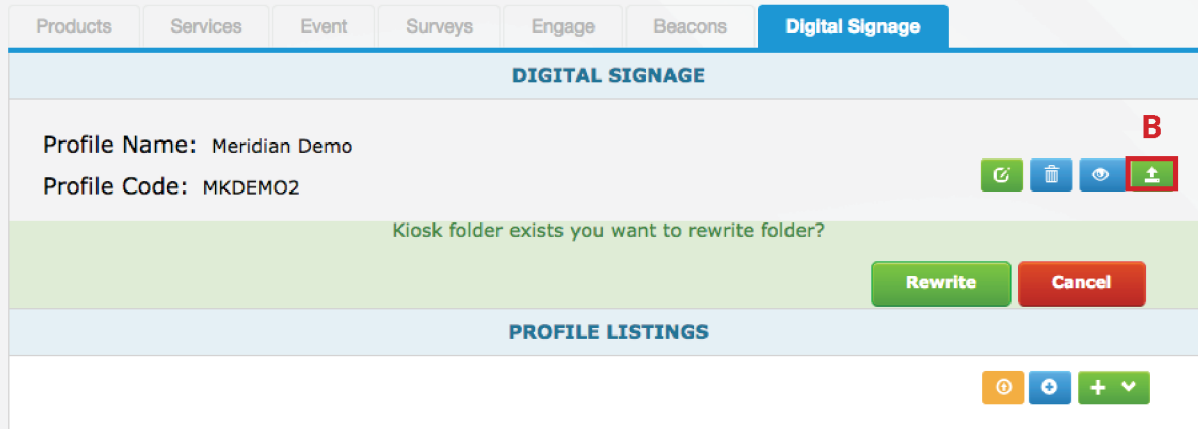


This will open a realistic, interactive preview of the kiosk content.

Note: Due to contract restrictions web content and maps will not appear in the preview. The preview is a live link that can be sent to team members for approval (Shown)



Preview and Publish Profiles



To publish changes, click the green button with the arrow icon, shown above, “B.”

NOTE: If you do not publish your changes, they will not appear on the kiosk. In order for the kiosk to receive a “task” to update overnight, the content must be published to the server.

If you’re publishing the content for a second time after making changes, the system will generate the prompt shown above. Click “Rewrite.”

The software will automatically update at a predetermined time every day; for example, every night at 2AM, and your changes will be live the next day.

If for some reason emergency information needs to be pushed to the kiosk, “Emergency” updates are available by emailing the Meridian support team at support@mzero.com.

Only a limited number of emergency updates are included with the software subscription.

Sample Attract Screen Full Screen Mode

These full size advertisements will loop through the screen when the kiosk is not being interacted with.

A. Screensaver 1080x1920p

A



MERIDIAN

Sample Graphics and Placement

Sample Attract Screen Menu

The Attract Loop will run in full-screen mode until a user interacts with the kiosk.

After interaction, the top header and bottom menu will appear for the user to navigate through the digital signage solution.

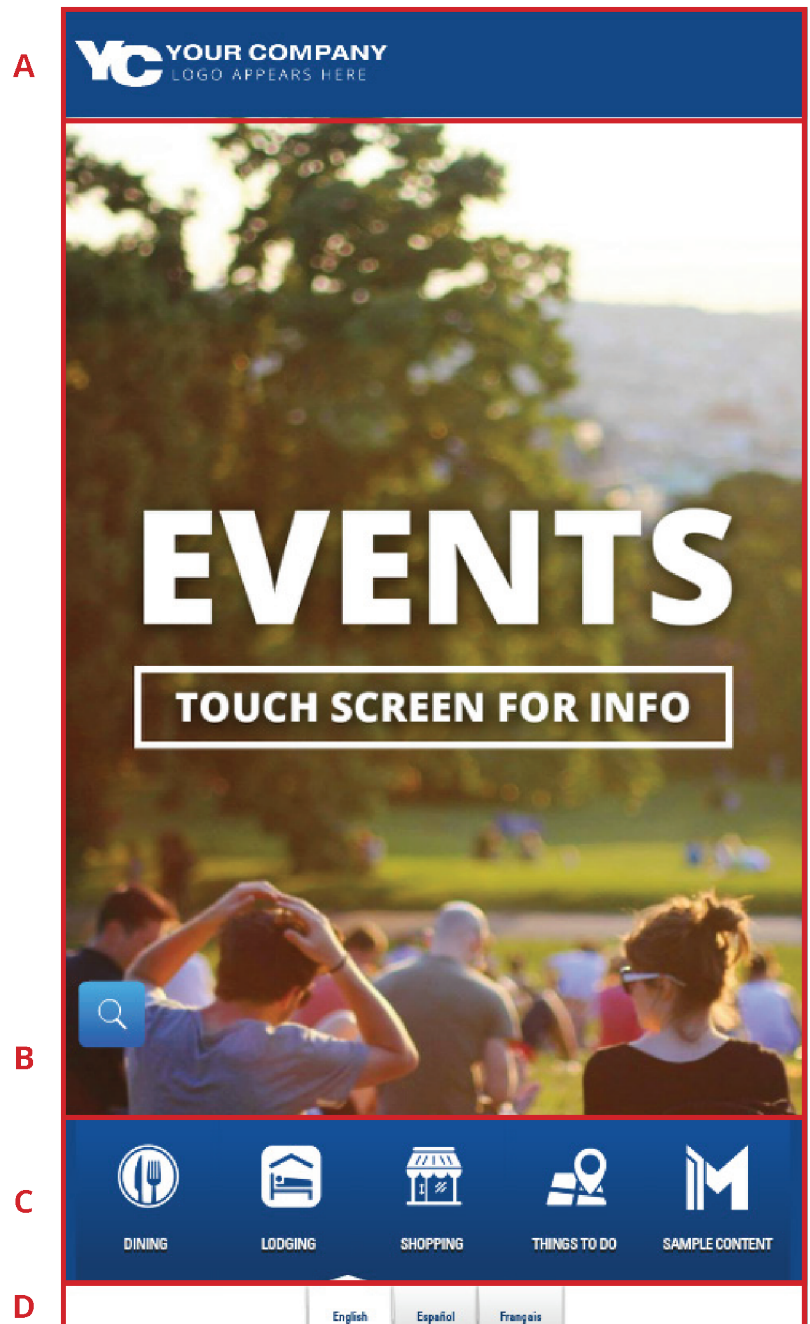
From this screen, the user selects a language, if applicable, and the category they're interested in learning more about.

A. Header Banner

B. Screensaver

C. Category Menu

D. Language Bar



MERIDIAN

Sample Graphics and Placement

Sample Category Menu

The image to the right shows a sample category menu.

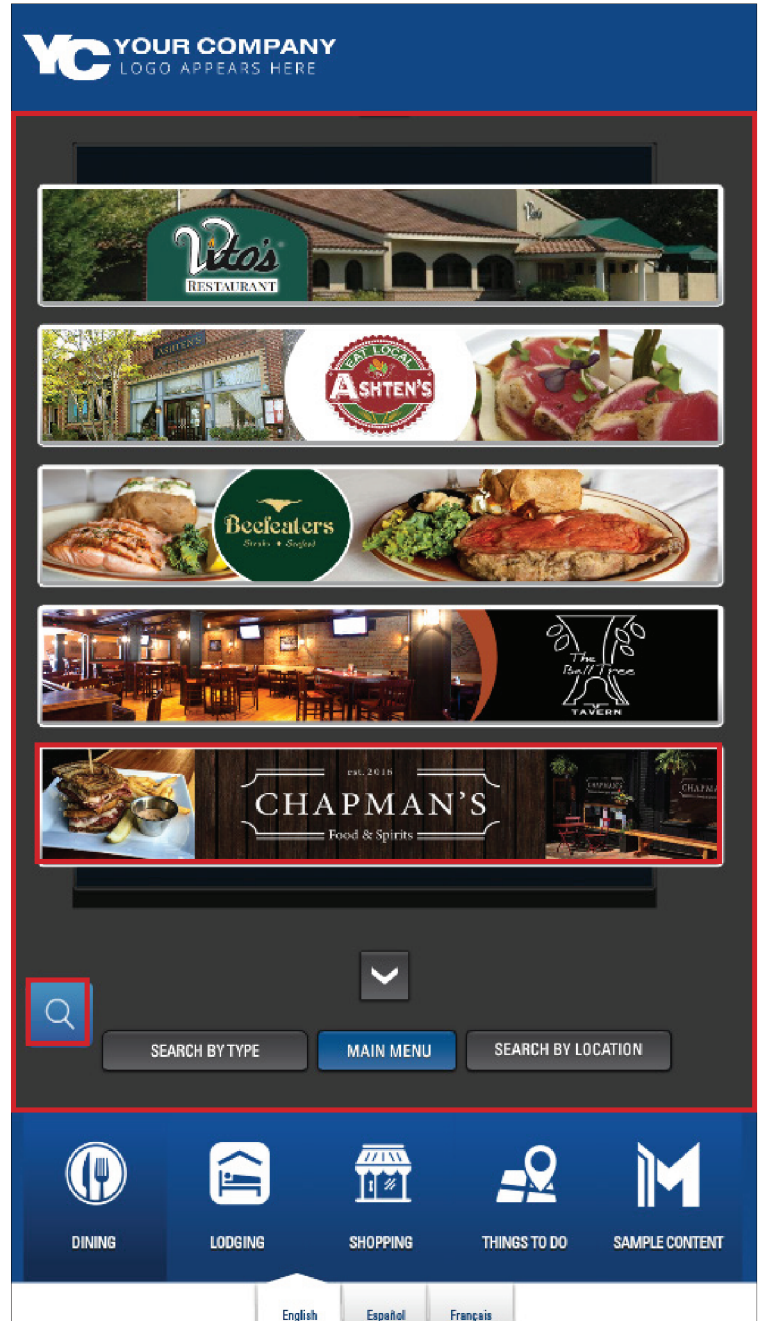
All listings in the “Dining” category on this profile will appear here.

For the category menu to appear in this way, the category must be setup as a “Normal Image” category (Detailed in Section IV).

A. Button Image
JUMBO SHOWN

B. Background Image
DEFAULT SHOWN

C. Search Icon



C. Economy Button

ECONOMY - 210 X 180 PIXELS



MERIDIAN

Sample Graphics and Placement

Sample Multilingual Category Menu

In this screen the Spanish translation has been selected. You'll notice that "Sample Content" does not translate, because this is not a default category name.

The system only supports translation for default content.

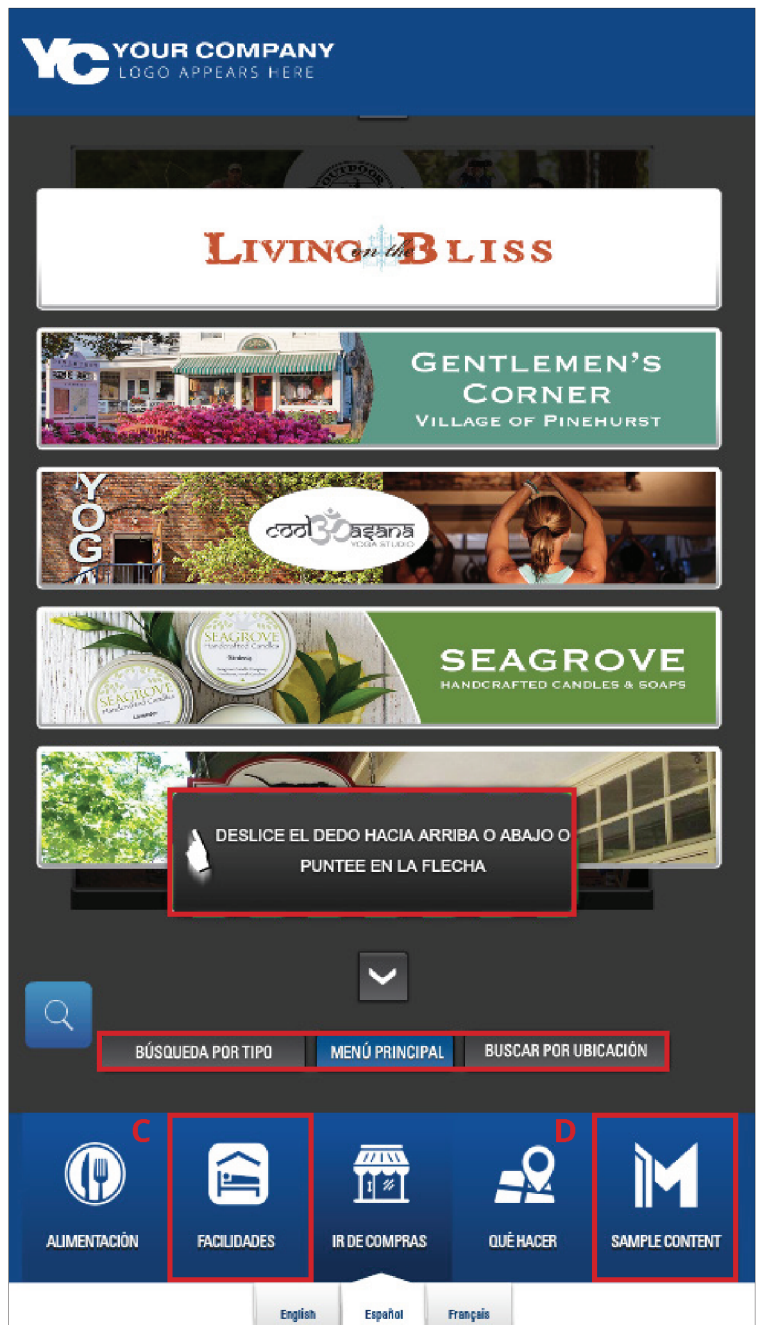
Custom development is available to add additional translations.

A. Translated Navigation Text

B. Translated Navigation Text

C. Translated Standard Category Name

D. No "Out of the Box" Translation on Custom Category Names



Sample Detail Page

This is the listing detail page.

A. Detail Image or Video

972 x 590 PIXELS

B. Google Map or Location

Map Image

AUTO POPULATED GOOGLE MAP
OR 490 x 440 PIXELS .PNG

C. SMS Button

MANAGED UNDER LISTING

D. Print Button

SELECT "DISPLAY PRINT OPTION."
KIOSK MUST BE PRINT ENABLED.

E. Website Link Button

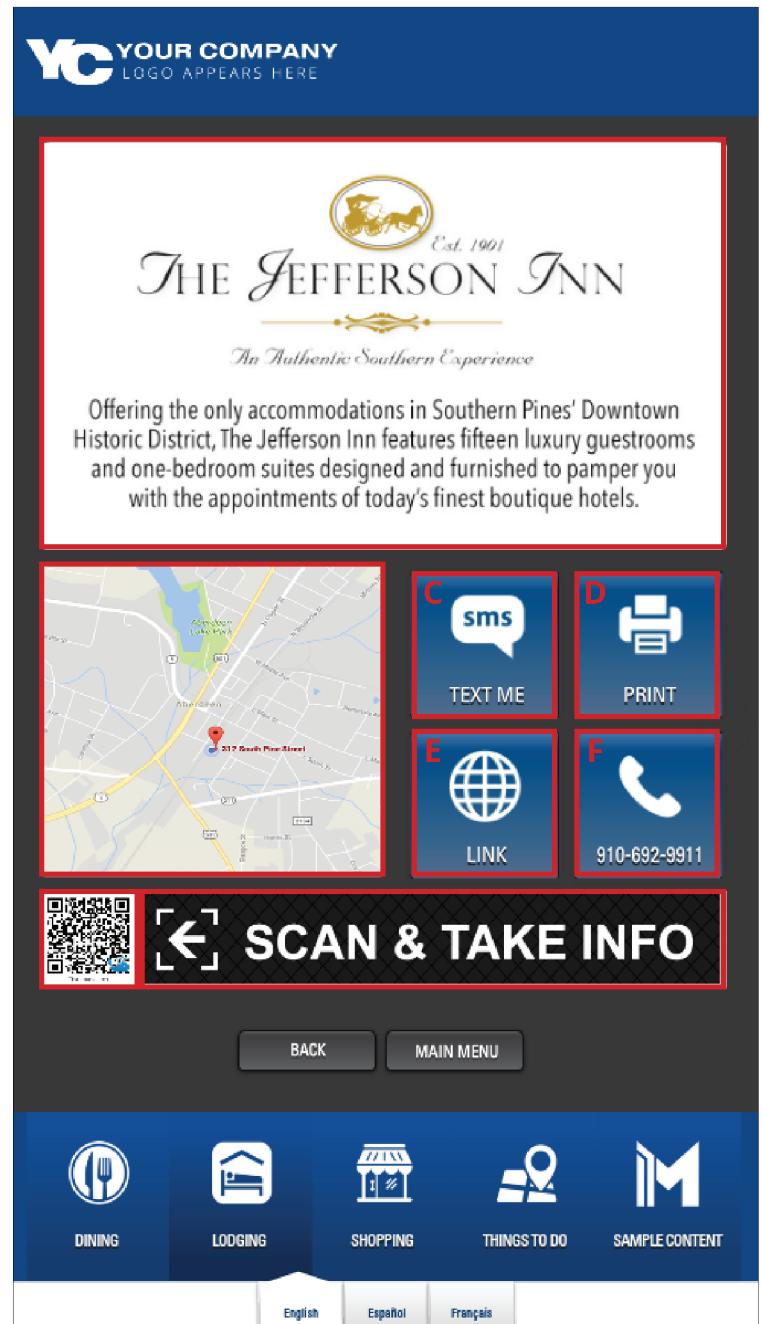
MANAGED UNDER LISTING

F. Phone Button

MANAGED UNDER LISTING

G. Banner Image

H. Auto-Generated QR Code



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