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Multi-panel Bulletin Board
Getting Started

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Getting started

Using the multi-panel bulletin board for the first time? Follow the 7 steps below and every panel will rotate your documents automatically.

Applicable models

This guide applies only to the multi-panel bulletin board model with three 31.5" panels. For other models, see ChLCD Display APP Getting started.

Step	What you will learn
1. Get to know your bulletin board	Panel numbers and the system screen panel
2. Connect with your phone	Open the bulletin board's management interface
3. Check that the panels are connected	All three panels are working and their numbers match
4. Upload documents to the media library	Put PDFs or images onto the bulletin board
5. Set up content for each panel	Which pages each panel plays and how often it changes
6. Change content by time of day (optional)	Play different content in the morning and evening
7. Everyday use and when something goes wrong	Changing sheets by hand, clearing the screen, missing panels

Before you start

What you need	Description
A phone	To connect to the bulletin board and open the management interface
Documents to show	PDF, PNG or JPEG

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Want more detail?

This guide covers only the most common tasks. Each page ends with "Learn more" links to the multi-panel bulletin board full feature guide.

Start: 1. Get to know your bulletin board

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1. Get to know your bulletin board

The multi-panel bulletin board is made up of three panels managed by one device. Each panel has its own content playlist and rotation.

Item	Description
Panel number	Each panel has a nameplate on the back with its number. "Panel N" in the management interface is this number
System screen panel	One of the three panels shows system screens such as the Wi-Fi QR code and network settings, usually one that is low and easy to scan
Panels with no content yet	Keep showing the startup screen, with their own number (No. 1, No. 2...) on the left

After the device restarts, the system screen panel first shows the startup screen (Wi-Fi QR code and admin page address) and switches back to its content after about 60 seconds.

The management interface menu has "Bulletin board", "Media library" and "Installation"; the system settings (network, update, logs and so on) are the same as on other displays.

Next: 2. Connect with your phone

Learn more: Bulletin board and single-panel settings, Installation and wiring

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2. Connect with your phone

1. Find the QR code of the startup screen on the system screen panel. If it has already switched back to content, restart the device, or ask someone who is already connected to press "Show QR code" on the "Bulletin board" home page.
2. Scan the QR code with your phone to join the bulletin board's Wi-Fi, then open the management interface. It works the same as on other displays; see ChLCD Display APP: Connect with your phone.
3. When the menu on the left shows "Bulletin board", "Media library" and "Installation", you're connected.

"Show QR code" lasts only 60 seconds

The system screen panel shows the startup screen for 60 seconds and then switches back to its content automatically.

Want to use your company network?

For the first setup, connect to the bulletin board with your phone. Later, to have the bulletin board join the on-site Wi-Fi, see On-site Wi-Fi; for the differences between the network modes, see The three network modes.

The bulletin board has no built-in network port. If you need a wired network connection on site, a USB-to-network (RJ45) adapter has to be added; please contact the manufacturer or your dealer.

After you switch networks, the way your phone gets back to the management interface changes. Read How each switch affects your phone first.

Next: 3. Check that the panels are connected

Learn more: Connecting to the device, Network settings

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3. Check that the panels are connected

1. In the menu on the left, click "Bulletin board" and look at "N/N panels OK" at the top of the home page. With all three panels connected it shows "3/3 panels OK".
2. Press "Identify": every panel shows its number in large digits. Compare it with the nameplate on the back and check that they match.

What you see	What to do
A panel shows "Missing"	That panel is not connected. Press "Go to installation" in the notice at the top and check it as described in Installation and wiring
The numbers don't match the nameplates	Two panels are swapped. Use "Swap" on the "Installation" page; see Swap

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Next: 4. Upload documents to the media library

Learn more: Bulletin board and single-panel settings, Installation and wiring

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4. Upload documents to the media library

The media library is the document store shared by all three panels. Put the documents you want to show here first.

1. In the menu on the left, click "Media library".
2. Drag a file onto the upload area, or click the area and choose a file (PDF, PNG, JPEG).
3. "Uploaded (name), converting" appears. When the state goes from "Queued" and "Converting" to showing "N pages", the document is ready.

You can leave the page after uploading

Conversion runs in the background on the bulletin board and carries on if you leave the page. A PDF is converted page by page; an image is one page.

Want documents to go up and come down by themselves?

Each document can have a "Publish at" and an "Unpublish at" time; it goes up and comes down by itself at those times. Leave them empty to publish now and never unpublish. See Publish and unpublish times.

Next: 5. Set up content for each panel

Learn more: Media library

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5. Set up content for each panel

Set up which pages each panel plays.

1. On the "Bulletin board" home page, press a panel's thumbnail to open its "Panel N" page.
2. Under "Content" press **Add pages** and pick pages of documents from the media library (you can "Select all", or "Show pages" to tick them one by one).
3. Use "Move up" and "Move down" to change the order.
4. Under "Content rotation" choose how often to change sheets, for example "Every 5 min". When "Content rotation updated" appears, you're done.
5. Press "Back to bulletin board" at the top left and repeat for the other panels.

Rotation and pages per sheet

Each item's "Settings" adjust the rotation, pages per sheet, gap and the pages to show; see Content.

The panel goes white when nothing is published

If the playlist has no published documents, the panel is cleared to white. If you see a white panel, first check that the documents are published.

Next: 6. Change content by time of day (optional)

Learn more: Bulletin board and single-panel settings

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6. Change content by time of day (optional)

To have one panel play different content at different times, for example "Morning" in the morning and "Evening" in the evening, use playlists with time slots. If you only play one set of content, you can skip this step.

1. Open the "Panel N" page, and under "Playlists" press "Add playlist" and name it, for example "Evening".
2. Use "Playlist to edit" to switch to the new playlist, then add pages under "Content" and set "Content rotation" as in the previous step.
3. Under "Time slots" press "Set up", then "Add time slot".
4. Under "When" choose the switch time, and under "Switch to playlist" choose "Evening".
5. After saving, "Time slots saved" is shown and the page shows "Next (time)".

To switch back to "Morning" in the morning, add another time slot and choose the morning playlist under "Switch to playlist".

The default playlist plays when no time slot is in effect

Every panel has a default playlist. Until a time slot has fired, or when no time slots are set, the default playlist plays.

Next: 7. Everyday use and when something goes wrong

Learn more: Playlists, Time slots, Image change frequency in detail

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7. Everyday use and when something goes wrong

Changing sheets by hand and pausing

To show a particular sheet right away, use "Previous" and "Next" on the "Panel N" page, or tap a sheet under "Sheets (tap to show)".

After you pick a sheet by hand, the panel pauses automatic rotation and shows "Paused manually, rotation resumes at (time)". The pause length is set in "Pause after manual selection"; see Pause after manual selection.

Clearing the screen

To clear	How
One panel	Press "Clear screen" on the "Panel N" page
All panels	Press "Clear all screens" on the "Bulletin board" home page

Rotation pauses after clearing, and when the time is up it continues from the sheet shown before; see Clearing the screen.

A panel is missing

When the top of the home page shows "N panel(s) missing (x/y working)":

Situation	Check first
The whole group is missing	The HUB or its upstream cable
Only one panel is missing	That panel's CH347, cable or TCON

The panel's content and settings are all kept, and once it is plugged back in it automatically shows the sheet that should be showing at the current time. If you put in a new panel or used a different port,

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register it or move its settings as described in Installation and wiring.

You have finished Getting started! For full descriptions of each feature, see the multi-panel bulletin board full feature guide. For system settings such as network and software updates, see "Shared features" in the menu on the left.

Learn more: Bulletin board and single-panel settings, Installation and wiring

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