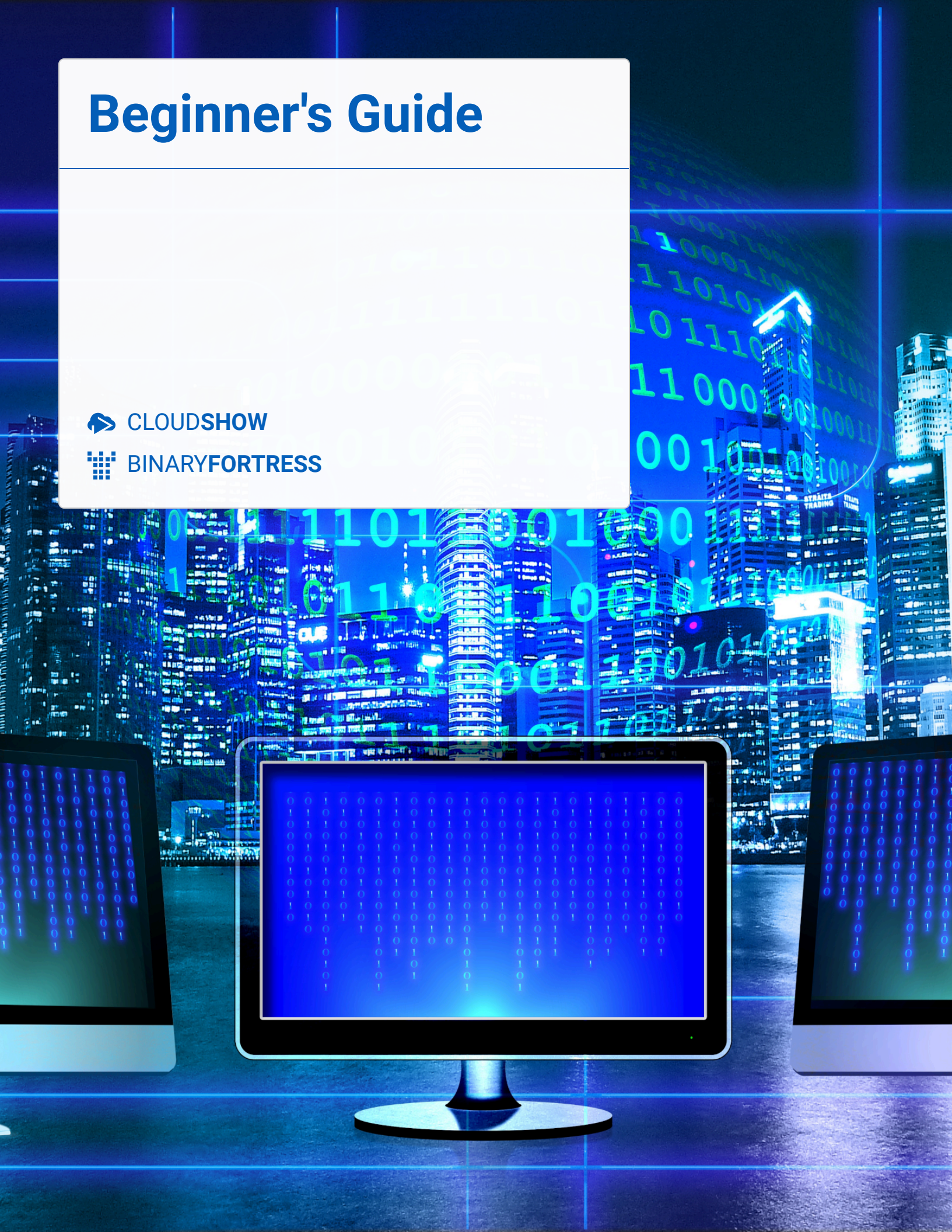


Beginner's Guide

 CLOUDSHOW

 BINARYFORTRESS



CloudShow Beginner's Guide

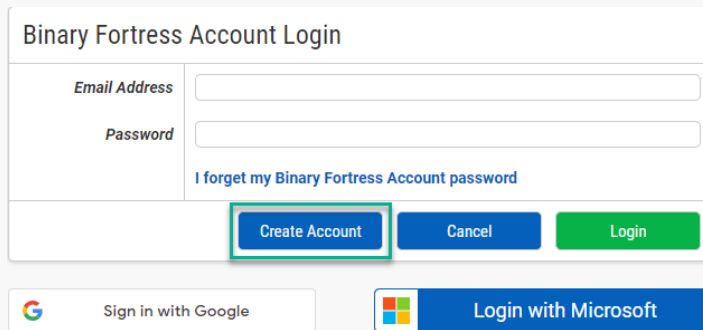
CloudShow is digital signage software which gives you control over the layout, design, and configuration of all your digital signage displays.

Getting Started

Getting started requires initial setup for both hardware and software. For hardware you'll need a display (a TV or monitor) and a media device (e.g. Amazon Fire Stick or Android TV box) with the CloudShow client software installed. You will also need an account on the CloudShow Device Management website.

Create an Account

To manage your devices and content, you'll need a CloudShow account. Go to <https://cloud.show/Account/Login/> and click "Create Account," or log in with Google or Microsoft accounts (Facebook login option no longer available).





Binary Fortress Account Login

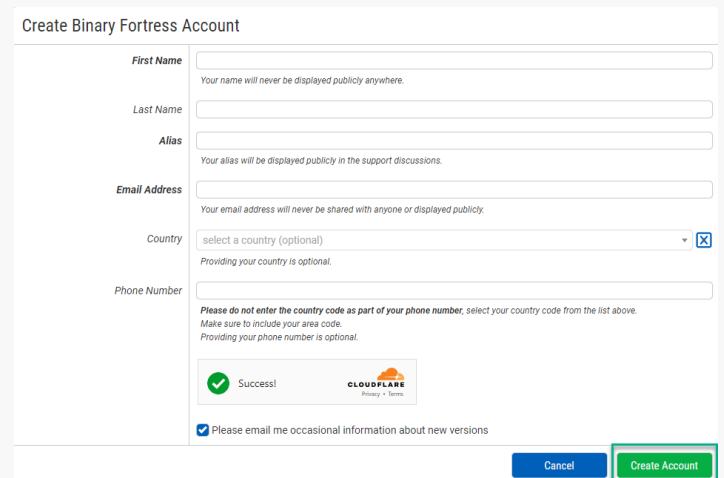
Email Address

Password

[I forgot my Binary Fortress Account password](#)

 Sign in with Google

 Login with Microsoft




Create Binary Fortress Account

First Name
Your name will never be displayed publicly anywhere.



Last Name

Alias
Your alias will be displayed publicly in the support discussions.

Email Address
Your email address will never be shared with anyone or displayed publicly.

Country 
Providing your country is optional.

Phone Number
Please do not enter the country code as part of your phone number, select your country code from the list above.
Make sure to include your area code.
Providing your phone number is optional.

 Success! 

☒ Please email me occasional information about new versions

Add your name (will be kept private), a public alias used in support forums, and your email address.

If you already have an account through another Binary Fortress product, use the same email address from that product account login. Country and phone number are optional but encouraged. Click the "Create Account" button.

Installation

If you already have your media device installed, see [Installing Client Software to Your Media Device](#) within this document.

Hardware

The CloudShow client software can run on Windows, Android, Apple, Chrome, Amazon Fire TV devices, and the Nebula Capsule II. (Roku and Apple TV are not supported. Apple OS X and Linux, Raspberry PI are in development.)

Need to order hardware? We recommend the Amazon Fire TV Stick for your media device. Other recommended hardware are the Blackbird 4K HDMI Splitter and the Mini Wireless Bluetooth Keyboard, but neither are required.

Installing the Hardware

*Already have your hardware? Let's get it connected. **Follow the connection instructions supplied with your media device.***

Power on the device and display and select the designated input for that connected device on your display. Now we need to install the client software.

Software

Installing Client Software to Your Media Device

From your media device (e.g. Amazon Fire TV Stick), download the relevant CloudShow client software. CloudShow client software is available in the Google Play, iOS, and Amazon app stores.

For Windows devices, open a browser and go to the client software download site, <https://cloud.show/devices/>. Launch the executable file and complete the installation process as instructed. Launch the program once installed.

Pairing Your Device

It may be easier to perform this part of the process with a second internet-connected device. Haven't downloaded the CloudShow client software? From your media device go to the appropriate app store (e.g. Google Play, iOS, Amazon) or for Windows devices, download the app from <https://cloud.show/devices/>.

When launching the client software, you'll be shown a pairing screen for linking your media device to the Device Management website, <https://cloud.show/>.

Pairing Screens

Windows Client Software

The following is for Windows client software users. Not using the Windows client software? See [Non-Windows Client Software](#) (e.g. [Android](#)) within this document.



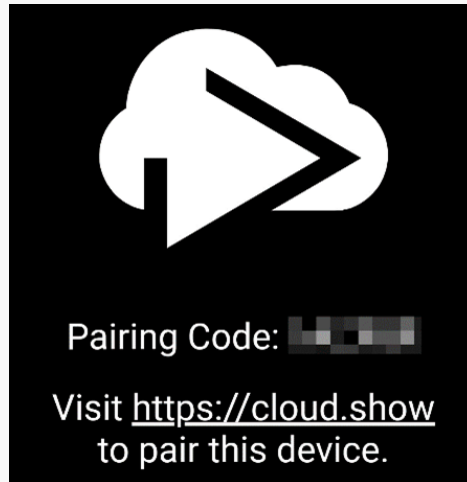
Your pairing screen should look similar to this, with a pairing code you'll enter into the Device Management software on <https://cloud.show/>. If you've not already created a CloudShow account, do so now. See [Create an Account](#) within this document.

If you already have an account, log in at <https://cloud.show/account/login/> from the media device or a separate internet-connected device via your browser. If logging in from the same device, your browser may have opened behind the pairing window. Right click the screen and select "Minimize."



Continue to [Pairing Via the Device Management Website](#) within this document.

Non-Windows Client Software (e.g. Android)



Your pairing screen should look similar to this, with a pairing code you'll enter into the Device Management software on <https://cloud.show/>. If you've not already created a CloudShow account, do so now. See [Create an Account](#) within this document.

If you already have an account, log in at <https://cloud.show/account/login> from the media device or a separate internet-connected device via your browser.

Pairing Via the Device Management Website

To pair a media device with your account, you'll need to be logged in to the CloudShow website. Log in at <https://cloud.show/account/login>. You can also find the login screen by going to <https://cloud.show/> and clicking on "Login/Register" as seen here.

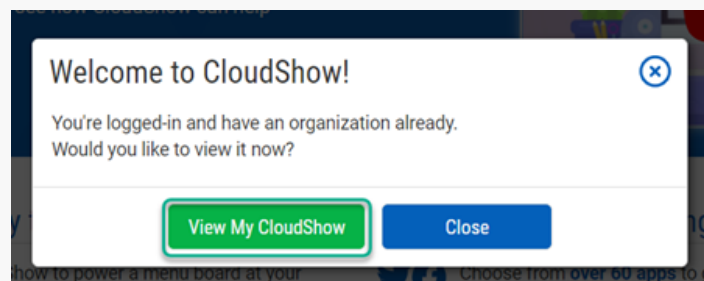


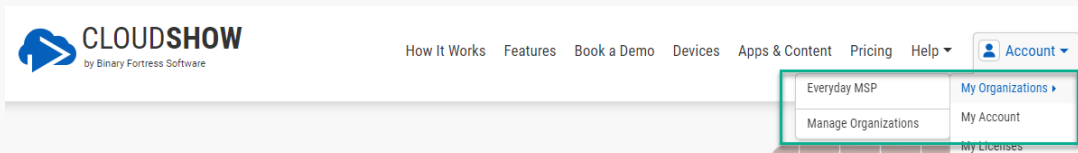
[How It Works](#) [Features](#) [Book a Demo](#) [Devices](#) [Apps & Content](#) [Pricing](#) [Help](#) ▼

[Free Trial](#)

[Login / Register](#)

Click on the "View" button as seen in the prompt. (The name on the button will differ based on your chosen organization name.)





If the prompt does not display, select your organization from the "My Organizations" dropdown or the "Manage Organizations" table.

Manage Organizations

[+ New Organization](#)

| Name | Subscription | Devices | Your Access Level | Actions |
|--------------|----------------------|---------|-------------------|-------------------------------------|
| Everyday MSP | Monthly Subscription | 1 | Administrator | ✎ 🔍 |

Click on "Pair Device."

Pair New Device

Type the 6 character pairing code from your device's screen.
Need to download client software for your device? Visit the [devices page](#) for more details.

☒ Set this device up as a new device

Default Group

Select a group for this new device.

☐ Replace an existing device

Demo Sign #1

Select a device to replace with this new device.
The existing device will be marked as deleted, but will still be available to undelete if needed.

☐ Copy the configuration from the replaced device to the newly paired device
This will copy all the layouts and contents frames, along with the device's settings like auto-start, disconnect emails, and more.

Save

In the prompt, enter your "Pairing Code" as shown to you from the Pairing Screen on your media device. Need a pairing code? See [Pairing Your Device](#) within this document.

You have the option to set up a new device or replace an existing device. If this is your first pairing, select "Set this device up as a new device." Under this option you can add the device to a device group. Your first group is called "Default Group."

If selecting "Replace an existing device," choose the existing device from the dropdown and if its configuration should be copied to the newly paired device.

Pair New Device

Type the 6 character pairing code from your device's screen.
Need to download client software for your device? Visit the [devices page](#) for more details.

☐ Set this device up as a new device

Default Group ▼
Select a group for this new device.

☒ Replace an existing device

Demo Sign #1 ▼
Select a device to replace with this new device.
The existing device will be marked as deleted, but will still be available to undelete if needed.

☒ Copy the configuration from the replaced device to the newly paired device
This will copy all the layouts and contents frames, along with the device's settings like auto-start, disconnect emails, and more.

Save

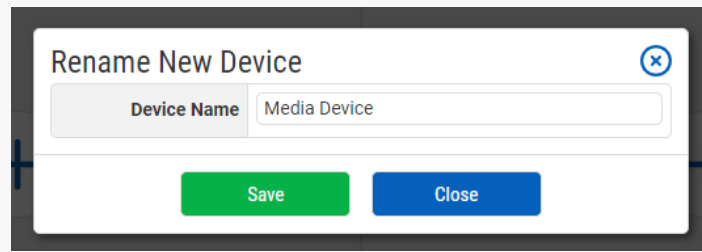
Existing devices being replaced will be marked as deleted, but will remain available to undelete if needed. Copied configurations include layouts, apps, and device settings.

Click the "Save" button.

When your device is paired, your media device will show this message (or something similar):



You will also see this prompt on the Device Management website:

A dialog box titled "Rename New Device" with a close button (X) in the top right corner. It contains a text input field labeled "Device Name" with the text "Media Device" entered. Below the input field are two buttons: a green "Save" button and a blue "Close" button.

Change the device name to whatever will help you easily identify it later. This becomes important with multiple device management.

Click the "Save" button.

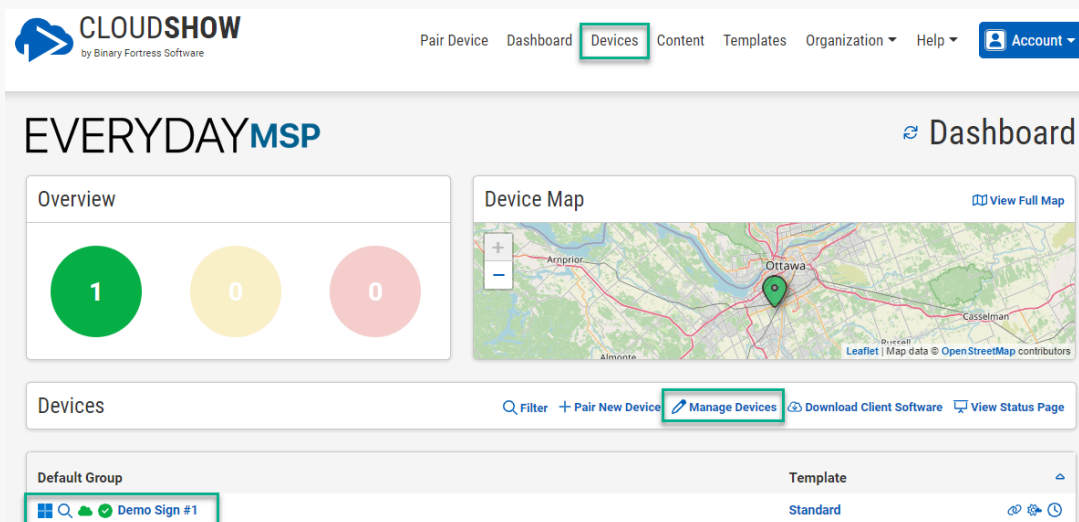
Your device is now paired and ready to be configured for content.

Device Configuration

Configure Your Device

Paired devices are listed in your account. Don't have a paired device? See [Pairing Your Device](#) within this document.

Each device has some basic configuration options, such as adding an Admin Password, notifying you when the device is disconnected, and starting the client software automatically when the device turns on.

A screenshot of the CloudShow web application interface. The top navigation bar includes the CloudShow logo, a "Pair Device" button, and tabs for "Dashboard", "Devices" (highlighted with a green box), "Content", "Templates", "Organization", "Help", and an "Account" dropdown. The main content area is titled "EVERYDAYMSP" and "Dashboard". It features an "Overview" section with three colored circles containing the numbers 1 (green), 0 (yellow), and 0 (red). To the right is a "Device Map" showing a map of Ottawa with a green location pin. Below these is a "Devices" section with a search filter, a "Pair New Device" button, a "Manage Devices" button (highlighted with a green box), a "Download Client Software" button, and a "View Status Page" button. At the bottom, there is a table with two columns: "Default Group" and "Template". The "Default Group" column shows a group named "Demo Sign #1" with a green status icon. The "Template" column shows the "Standard" template with a blue status icon.

You can manage your devices by visiting the Devices page on <https://cloud.show/>, accessible directly via the "Devices" tab. Alternatively, you can click "Manage Devices." *Your devices are also listed in the Dashboard page for your account.*

EVERYDAYMSP

Devices

Default Group

[Edit Group](#) [Delete Group](#)

| <input type="checkbox"/> | Name | Connected | Apps | |
|--------------------------|---|---|--|--|
| <input type="checkbox"/> | <div>Demo Sign #1</div> <div>Template: Standard</div> | <div>5 mins ago</div> <div>5 mins ago</div> <div>5 mins ago</div> | <div><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></div> | <div>Link Settings Refresh</div> |

Actions

[< Return to Dashboard](#)

[+ Pair New Device](#)

[+ Create Group](#)

[View Device Map](#)

☒ Select All

☐ Clear Selection

Reload all apps on selected d... ▾

On the Devices page, you'll see all your paired devices with status information. To configure a device, click on the device name. This will take you to the Layout manager where all apps and content are arranged for display on each device.

My CloudShow

Media Device

[< Return to Dashboard](#)

[Edit Device](#)

[Delete Device](#)

[Reload Content Frames](#)

[Force Update Check](#)

[Copy Layouts to Template](#)

Default Layout (currently shown on device) ▾

☒ Apply Layout

[+ Add](#)

[Rename](#)

[Duplicate](#)

[Full Preview](#)

[Layout Scheduling](#)

Once on the Layouts page, click " [Edit Device](#)."

A configuration menu will appear with several options. For the top portion of the menu, you can rename the device, move it to a different group, select a layout template (this may be empty), add an Admin Password for securing the device from unwanted changes, and choose from update options.

Edit Device

Name Demo Sign #1

Group Default Group

Template Standard

Selecting a template will force the device to use the template's configuration instead of its own. The device's configuration will be preserved, you can select 'No Template' to use the non-template configuration. Visit the [Templates](#) page to manage your device templates.

Admin Password

Enter your new Admin Password twice to change it. If this is set you will be prompted to use the context menu options on your device.

☒ Automatically install device updates

This setting can be used to prevent your device from auto-updating while it's running and showing content. Your Device will auto-update when restarted regardless of this setting.

☐ Automatically install **beta** device updates

Opt-in to receive beta updates on your device. This setting requires Auto-Update to be enabled. (above)

The middle portion of the menu lets you set when updates should be performed, if you'd like to be notified when the device becomes disconnected (more notification options available via Users and Organization settings pages), whether the CloudShow software should launch when the device is turned on, and if a spinner should display to indicate content is loading. For more advanced options, click "Show Advanced Settings."

Auto Update Time Midnight

This is the time of day this device will check for client updates, in the device's local time.

☒ Send a notification email when this device is disconnected

Sends an email to managers and administrators when this device hasn't connected in over 1 hour. This setting can be overridden by the 'Send a notification...' organization-level setting.

☐ Automatically start the CloudShow client on the device when it turns on

This setting will only take effect after the client has started and synced the new setting value.

☐ Show loading spinner

This will show a small loading spinner in the bottom-right corner when content is loading.

[Show Advanced Settings](#)

These advanced settings can be set directly in the registry on your CloudShow device.

The next portion displays device details and stats.

The screenshot shows a status window with a light gray background and a white border. It contains the following information:

| | |
|---------------------|-------------------|
| Make | CloudShow |
| Model | Windows PC |
| Device | Windows Desktop |
| Device OS | Windows 10 (21H1) |
| Architecture | 64-bit |
| Last Connected | 6 mins ago |
| Time Connected | 6 mins ago |
| Registered for Push | 6 mins ago |
| Client Version | 6.0.9 |
| Launcher Version | 6.0.9 |
| Last Update Check | 6 mins ago |

Stats (updated 6m ago)

| | |
|---------------|---|
| Battery | 100% <small>Not all devices have a battery, these devices will be reported as 100% charged.</small> |
| System Memory | 2.921 GB / 3.999 GB (73.03% used) <small>Shows the used system memory and the total system memory.</small> |
| App Memory | 110.26 MB used <small>Shows the memory used by the app and the heap memory available to the app.</small> |

The bottom portion allows the configuration of hotkeys and disabling hardware acceleration.

The screenshot shows a configuration window with a light gray background and a white border. It contains the following sections:

HotKeys (none configured)

| | | |
|---|---|---------|
| Minimize Window | <input type="checkbox"/> Alt <input type="checkbox"/> Ctrl <input type="checkbox"/> Shift <input type="checkbox"/> Win Disabled | disable |
| <small>Minimizes the CloudShow client to the system tray. Current Setting: -</small> | | |
| Refresh Content | <input type="checkbox"/> Alt <input type="checkbox"/> Ctrl <input type="checkbox"/> Shift <input type="checkbox"/> Win Disabled | disable |
| <small>Reloads the Content Frames and forces the CloudShow client to sync with the server. Current Setting: -</small> | | |
| Exit Client | <input type="checkbox"/> Alt <input type="checkbox"/> Ctrl <input type="checkbox"/> Shift <input type="checkbox"/> Win Disabled | disable |
| <small>Exits the CloudShow client. Current Setting: -</small> | | |

Troubleshooting Apps (none configured)

| |
|--|
| <input type="checkbox"/> Disable Hardware Acceleration |
| <small>Use this setting to disable hardware acceleration if you are having rendering issues. (white content frames, flickering... etc)</small> |

Save Close

Click "Save" if any changes were made.

Creating CloudShows

Layouts

Layouts are grid systems for the content displayed via your media device. Each grid portion of the layout can accept content via an app and is considered part of the Layout once added. The Layouts page has menus that will change based on the current device and template configuration.

The main Layouts menu lets you apply other layouts if available, add a new layout, and rename, delete, or duplicate an existing layout.

You can also preview your layout, showing an enlarged and unobstructed view of your design. Layout Scheduling lets you schedule multiple layouts across various days and times.

Creating a Layout

To create a layout, locate the device from the various Device listings (Devices tab, Dashboard) and click on the device name.

CloudShow by Binary Fortress Software

Pair Device Dashboard **Devices** Content Templates Organization Help Account

EVERYDAYMSP Dashboard

Overview

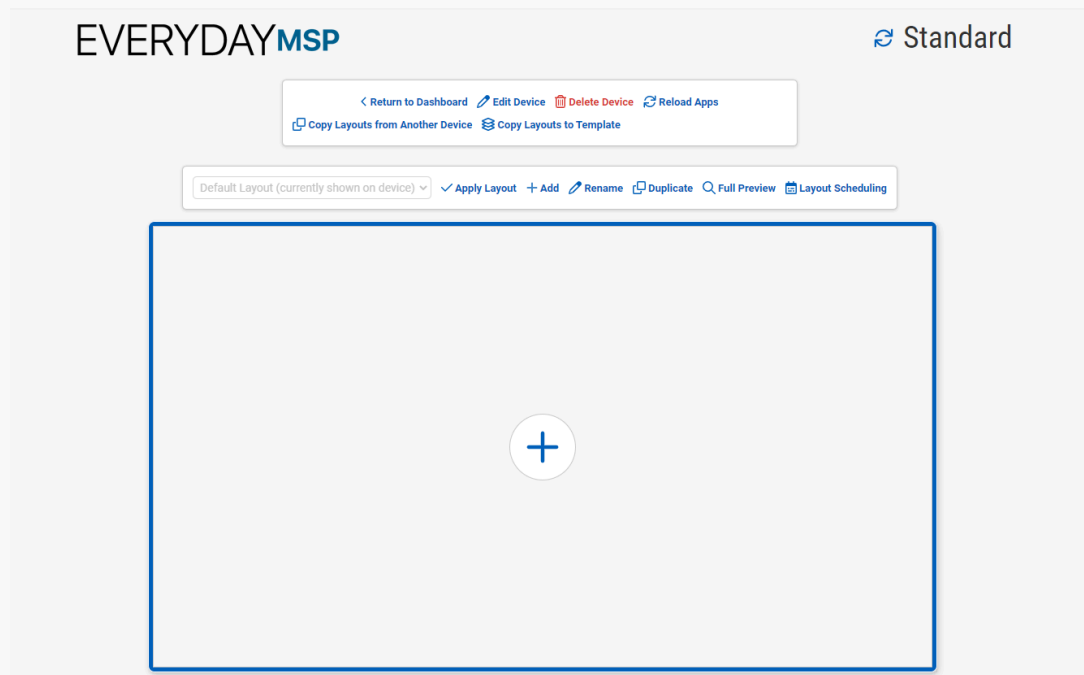
1 0 0

Device Map View Full Map

Devices Filter Pair New Device **Manage Devices** Download Client Software View Status Page

| Default Group | Template |
|---------------------|----------|
| Demo Sign #1 | Standard |

When the device name is clicked, you'll be taken to the Layouts page.



Each physical display is represented by a gray box with a plus icon (+) at its center.

Unless additional layouts are created, this will be your Default Layout.

To create an additional layout, click "+ Add."



Add New Layout

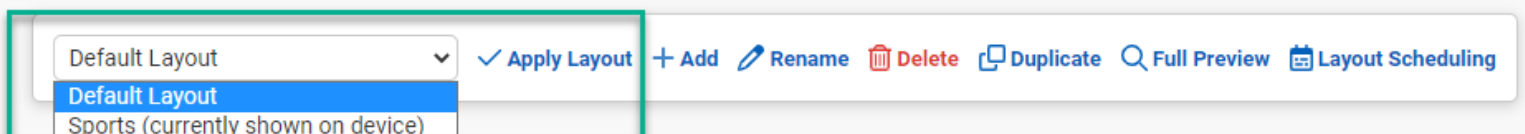
Name

Save

Name the layout and click "Save."

Choosing a Different Layout

If you create additional layouts, they can be applied to your media devices in the Layouts page.



See [Creating a Layout](#) within this document to navigate here. Select the saved layout from the dropdown menu and click "Apply Layout."

Renaming a Layout

See [Creating a Layout](#) within this document to navigate here.



To rename the current layout, click "Rename."

Name the Layout and click "Save."

Duplicating a Layout

See [Creating a Layout](#) within this document to navigate here.



To create a copy of the current layout, click "Duplicate."

Name the layout and click "Save."

Layout Scheduling

Layout Scheduling allows you to apply and switch between multiple layouts based on the weekly day and time.



To begin, go to the Layouts page for the media device and click "Layout Scheduling." See [Creating a Layout](#) within this document to navigate here.

Scheduling [Reset Detailed Schedule](#)

☒ Use detailed scheduling to allow different layouts to be shown at different times

Default Layout

This layout will be used when no layout is scheduled.

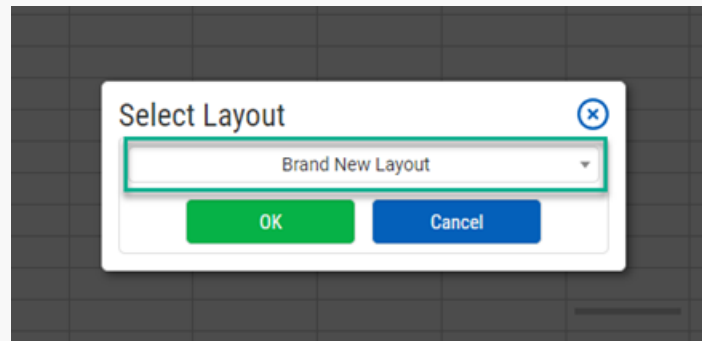
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-----|-----|-----|-----|-----|-----|-----|
| 1:00 | | | | | | | |
| 3:00 | | | | | | | |
| 5:00 | | | | | | | |
| 7:00 | | | | | | | |
| 9:00 | | | | | | | |
| 11:00 | | | | | | | |
| 13:00 | | | | | | | |
| 15:00 | | | | | | | |
| 17:00 | | | | | | | |
| 19:00 | | | | | | | |
| 21:00 | | | | | | | |
| 23:00 | | | | | | | |

[Save](#) [Close](#)

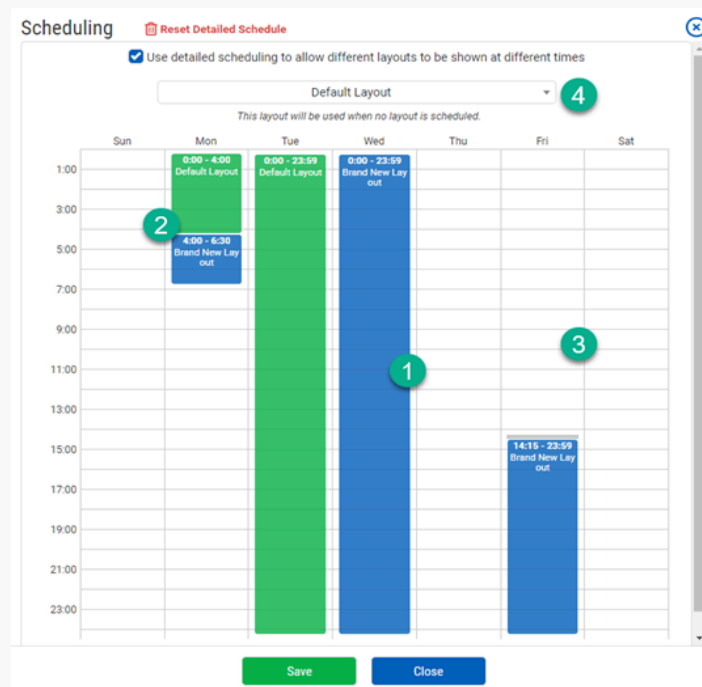
With the checkbox (1) enabled, the scheduler (3) actively uses the layout shown in the dropdown menu (2) where no other layouts are scheduled. The current time is represented by the gray bar (4).

If that bar is not accurately reflecting your local time, you'll need to update the time zone in the Organization Settings page. See [Organization Settings](#) within this document.

To display other layouts, click anywhere on the scheduler table (3).

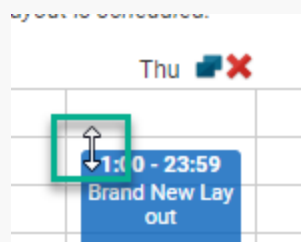


Choose which layout to use for that day and click "OK."

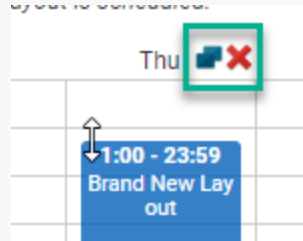



Once a layout has been applied to the day it can be dragged to an alternative day and/or sized to fit specific time constraints. Example (1) in the image is for a full day of a single layout. Example (2) shows layouts designated for particular times in one day. Any blank spaces in the schedule (3) will be populated with the "Default Layout" as designated by the dropdown selection (4).

Adjusting Layout Date and Time



Clicking and holding the mouse on the top or bottom edge of the colored bar, slide the mouse up or down to adjust the start and end times of the layout. *Start and end times are limited to 15-minute intervals.*




To apply the layout to all other days, click the "Duplicate to All Days" icon .

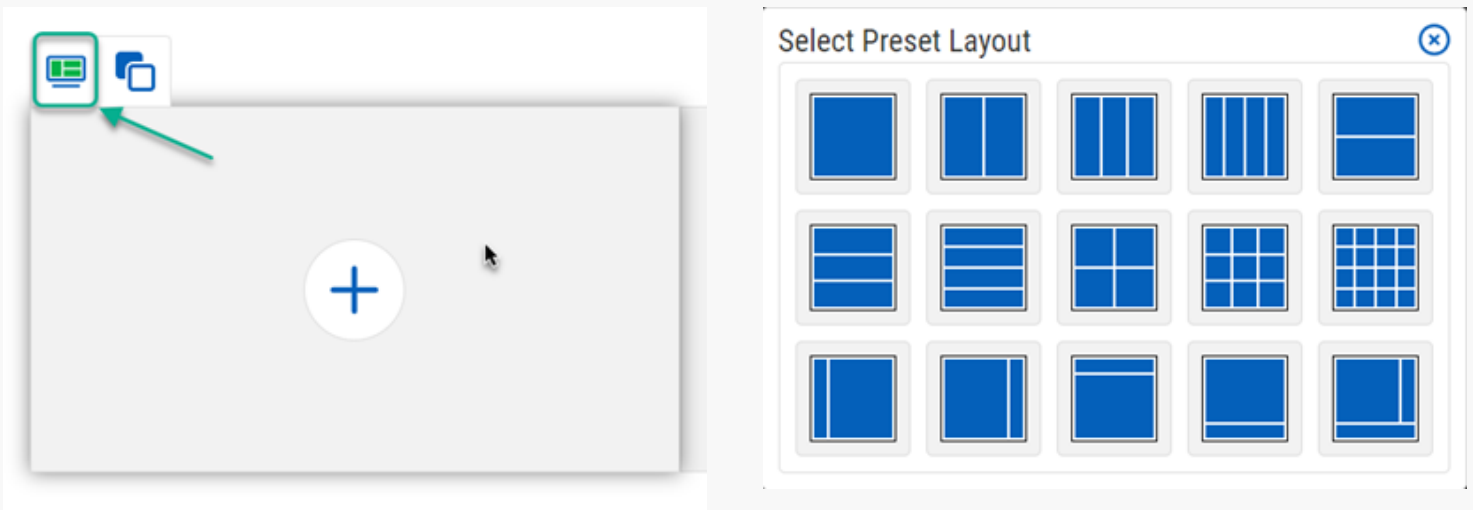
When your Schedule is set, click "Save."

Layout Grids and Apps

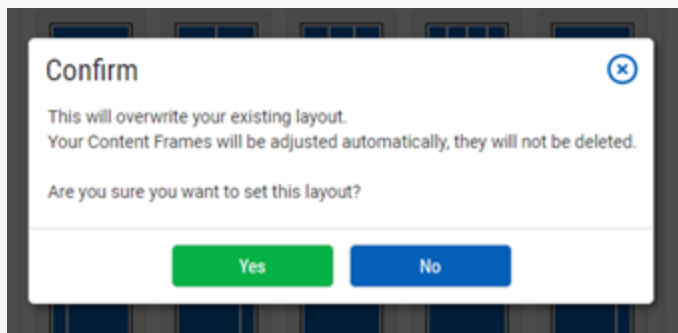
Layout Grids

A new layout has areas representing one or more physical displays, depending on your setup. Each physical display is represented by a gray box with a plus icon  at its center. *To navigate here, see [Creating a Layout](#) within this document.*

The display is considered one-grid space by default, but can be divided into many different grid configurations. To section the display into smaller grids, hover over the represented display and click the Layout Preset button as shown here.



Choose from a variety of preset layout grids. Click the grid pattern to apply it.

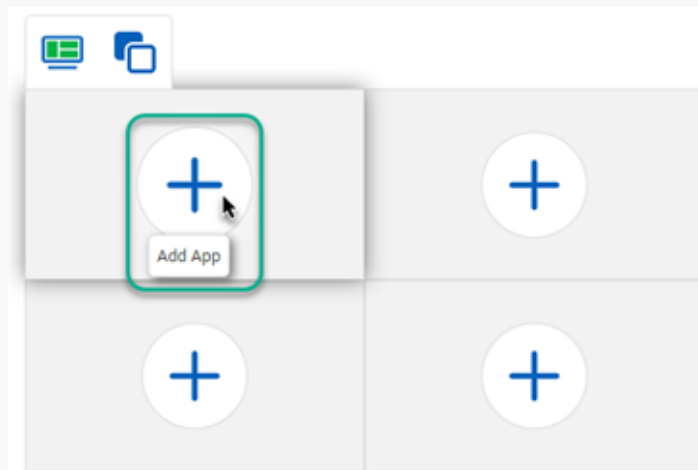


Click "Yes."

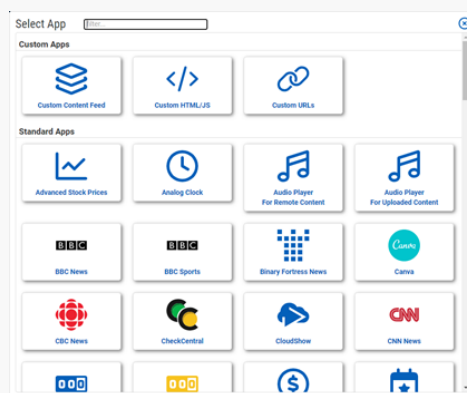
Apps

Content is added to your displays via Apps. The Apps are what populates the grid system of your Layout, ultimately creating the visuals for your CloudShow.

Adding an App



The App selection menu, as shown below, is accessed by clicking the plus icon (+) in the middle of the gray box in your Layout. To navigate here, see [Creating a Layout](#) within this document.



The apps are grouped as Standard Apps, Custom Apps, and Troubleshooting Apps.

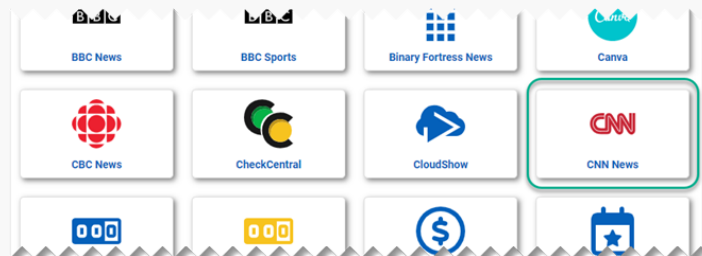
Given the quantity and variety of content, this guide will not cover every app, but the configuration menus are similar for most. Apps listed are subject to change.

Custom Apps require more content creation and configuration. Troubleshooting Apps will be covered in separate documentation. Once you have uploaded content (See [Content](#) within this document), a Recommended Apps section will also show at the top.

Standard Apps

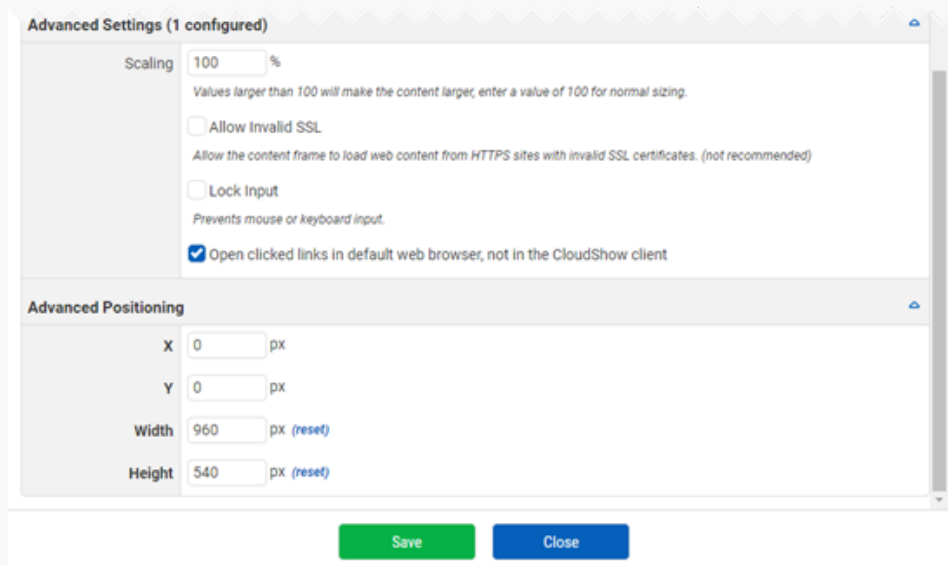
Standard Apps have focused content which allow for easier configuration. For this example, we will choose the CNN app. To navigate here, see [Creating a Layout](#) within this document.

Click on the app button.

A screenshot of the 'CNN News Settings' menu. The menu has a title bar with 'CNN News Settings', a help icon, and a 'Delete Content Frame' button. The settings are organized into sections: 'News Feed' (CNN 10), 'Display' (Timeline), 'Limit' (10 news item(s)), 'Display Images' (Show images), 'Duration' (10 seconds), 'Auto-Refresh' (15 minute(s)), 'Border' (0), 'Rotation' (None), and 'Background Image' (with a warning icon and text: 'You need to upload at least one background image before you can use this setting.').

From the App Settings menu, choose your configuration options (how you want the app to look and behave). *Options will vary from app to app.* Some common options are Border Size and Color, Rotation, and Background Color and Image.

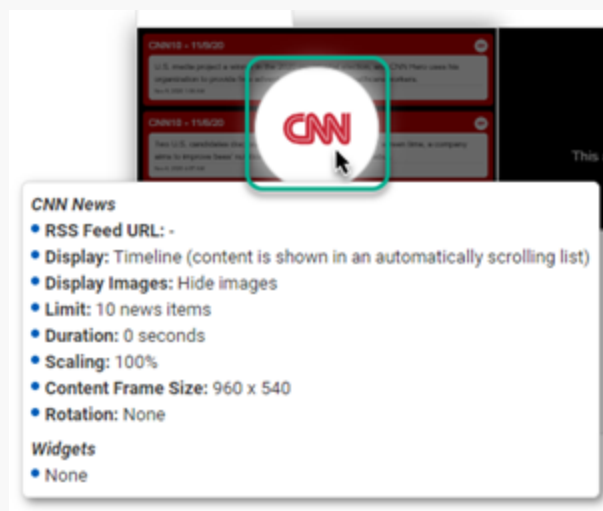
Tip: Try the default settings for each app and see if it fits your needs. All configuration settings can be changed later.



More advanced settings, like Scaling and Positioning, are available at the bottom of the Settings menu.

Click "Save."


Your App is now applied to your media device Layout and running. To see the settings at a glance, hover over the active App's icon.



Edit an App

To edit an active App's settings, click the active App icon in the grid display. To navigate here, see [Creating a Layout](#) within this document.




A wheel of options will emerge around the active App icon. The gear icon  will open the Settings menu for the App. Click the icon to open the menu.

Change an App

To change an app, click the active App icon in the grid display. To navigate here, see [Creating a Layout](#) within this document.




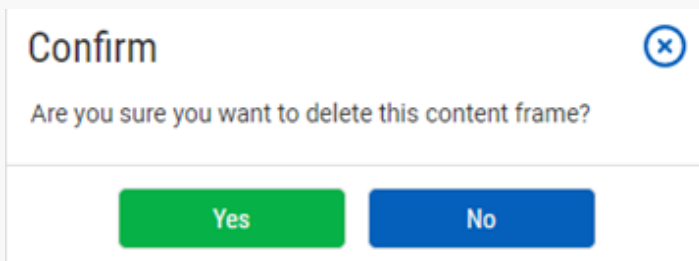
A wheel of options will emerge around the active App's icon. The App selection icon  will open the App selection menu. Click the icon to open the menu.

Delete an App

To delete an app, click the active App's icon in the grid display. To navigate here, see [Creating a Layout](#) within this document.

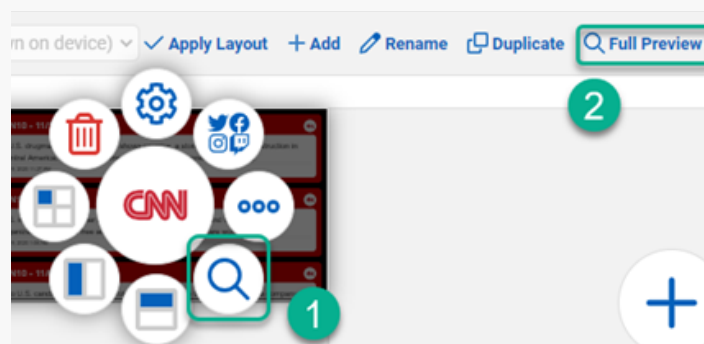


A wheel of options will emerge around the active App's icon. The delete icon  will prompt you to confirm deletion. Click the icon.



When the prompt displays, click "Yes."

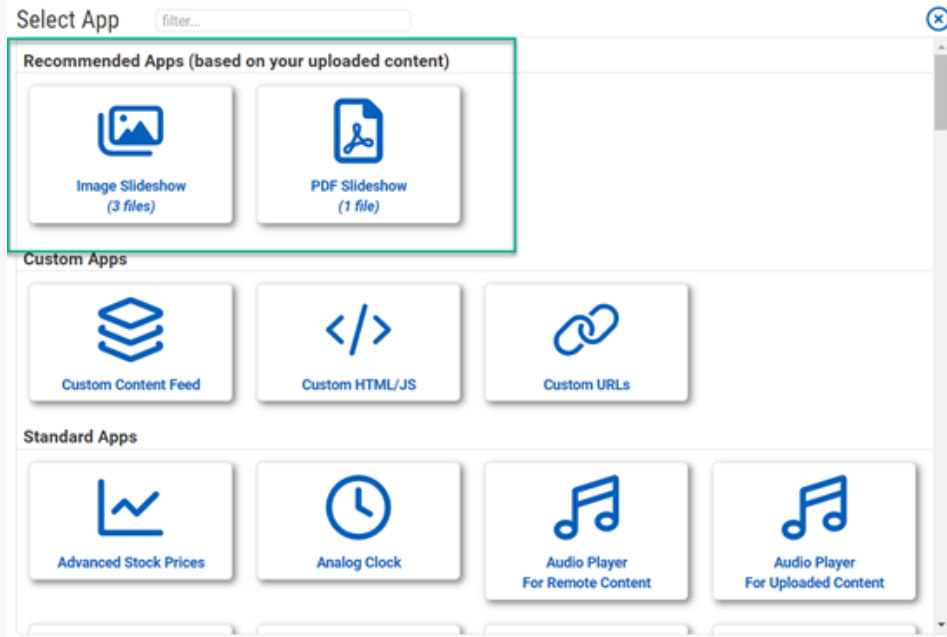
Previews



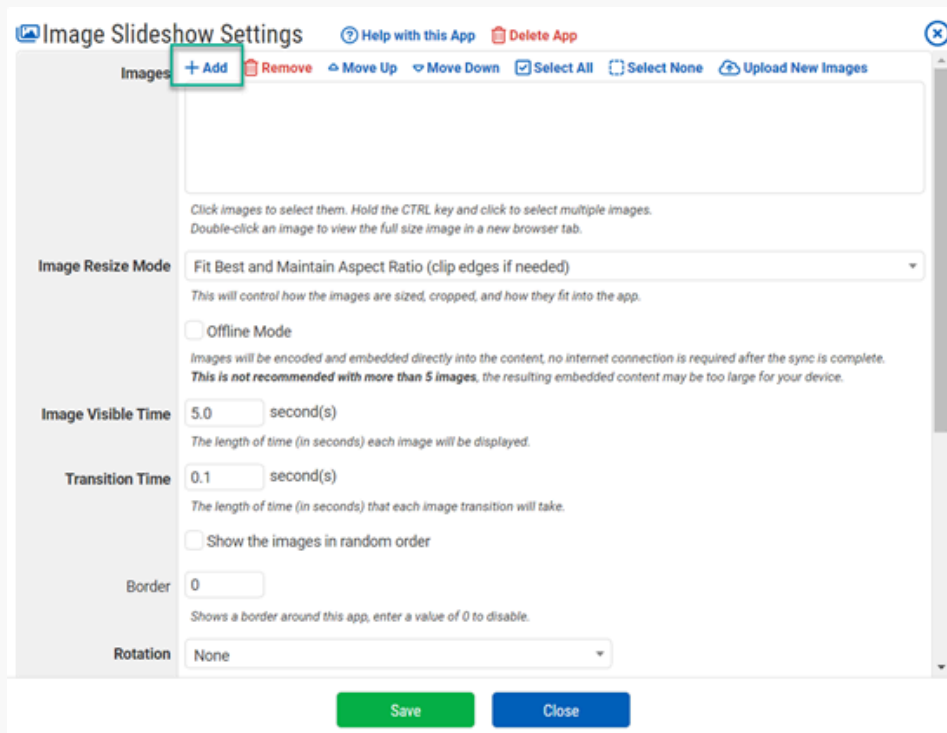
Previews are representations of the content shown on displays connected to your media device(s). To preview the Apps you've added and configured, you can either preview each grid/app space (1), or preview the entire layout (2). Click on the appropriate icon or link.

Recommended Apps

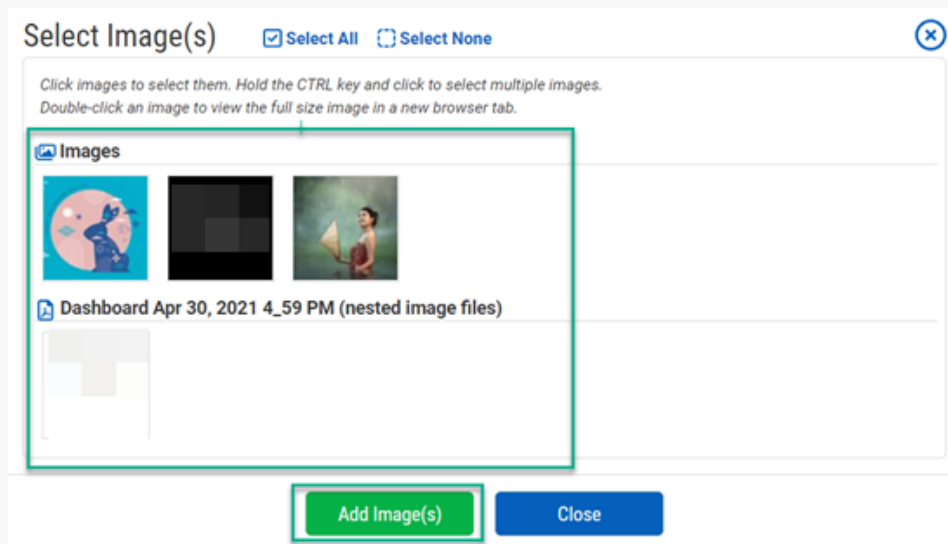
This area will populate when you've uploaded custom Content to the Content page. Ready to upload Content? See [Adding Content](#) within this document. To navigate here, see [Creating a Layout](#) within this document.



Select the type of app (based on uploaded content) and choose from your uploaded content.



Click "+ Add" to populate the app with custom content. (Link text may vary based on file type.)



Select the files you wish to display in the app and click "Add Image(s)." (Button text may vary based on file type.)

When returned to the main app menu, set the other configuration options and click "Save."

Templates

Templates are a larger union of a Layout and Device configuration. To use the same Layout and configurations across multiple media devices, you will need a Template. To create a Template, you can either create a new Template or copy an existing Layout to a Template.

Creating a Template

[Pair Device](#)[Dashboard](#)[Devices](#)[Content](#)[Templates](#)[Organization](#)[Help](#)[Account](#)

Click the "Templates" link from the main menu.

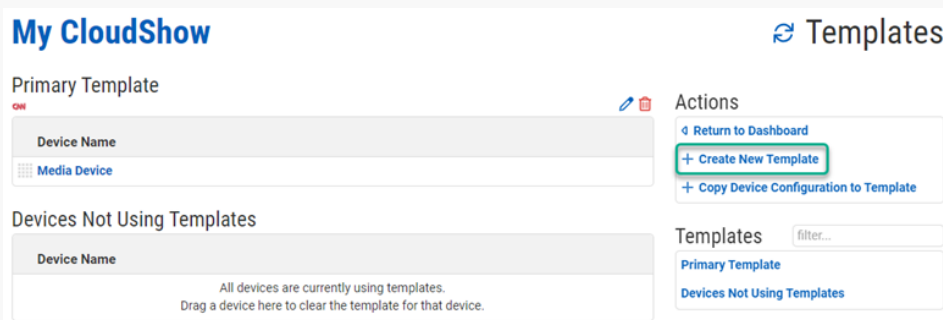
My CloudShow

Templates

Copy a device configuration to a new template or [create a template from scratch](#) to get started with your first CloudShow template.

If this is your first template, you'll see the message above. Click the link "create a template from scratch."

If you have existing templates, you'll see a page similar to this:



Click "+ Create New Template."

From either link, a basic configuration menu is shown.

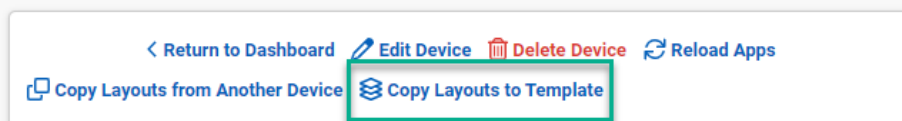
Name the template and adjust the Width and Height to match your physical display size. Click "Save."

You're now taken to the Layouts area where you can create your Layout Template. See [Creating a Layout within this document to continue](#).

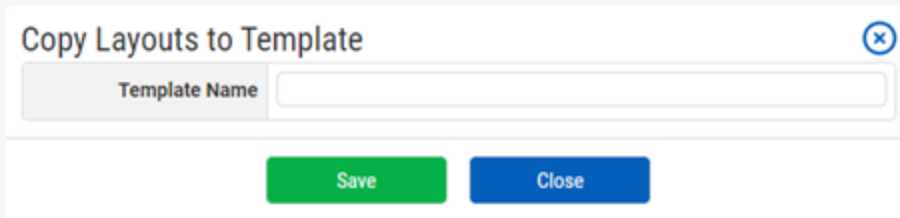
Create a Template from an Existing Layout

If you've already created a Layout and want to make it into a reusable template, there are two ways to do so.

Copy Layouts to Template



From the Layouts screen (See [Layouts within this document to navigate here](#)), click "Copy Layouts to Template."



A dialog box titled "Copy Layouts to Template" with a close button (X) in the top right corner. It contains a text input field labeled "Template Name". Below the input field are two buttons: a green "Save" button and a blue "Close" button.

Name the Template and click "Save."

Copy Device Configuration to Template



Pair Device Dashboard Devices Content **Templates** Organization ▼ Help ▼ Account ▼

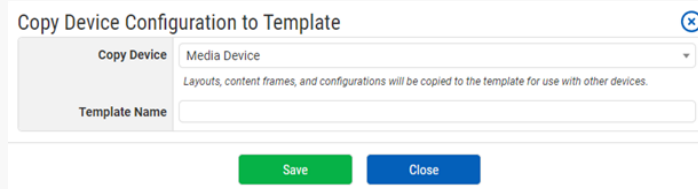
Click the "Templates" link from the main menu.

My CloudShow

Templates

Copy a device configuration to a new template or create a template from scratch to get started with your first CloudShow template.

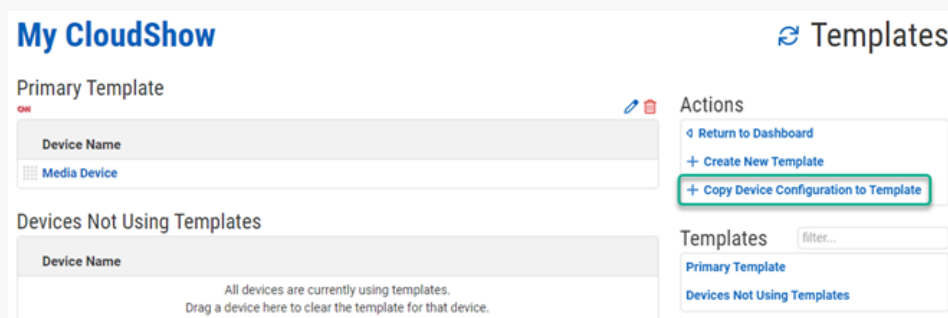
If this is your first template, you'll see the message above. Click the link "Copy a device configuration to a new template."



A dialog box titled "Copy Device Configuration to Template" with a close button (X) in the top right corner. It contains a dropdown menu labeled "Copy Device" with "Media Device" selected. Below the dropdown is a text input field labeled "Template Name". Below the input field are two buttons: a green "Save" button and a blue "Close" button.

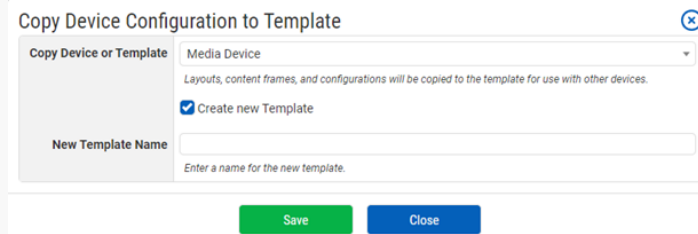
Choose the media device for which you've created a Layout. Name the template and click "Save." *Haven't created a Layout?* See [Creating a Layout](#) within this document.

If you have existing templates, you'll see a page similar to this:



The "My CloudShow" Templates page. The header shows "My CloudShow" and "Templates". The main content area is divided into three sections: "Primary Template" (with a "Device Name" field and a "Media Device" dropdown), "Devices Not Using Templates" (with a "Device Name" field and a message: "All devices are currently using templates. Drag a device here to clear the template for that device."), and "Actions" (with links: "Return to Dashboard", "Create New Template", and "Copy Device Configuration to Template" which is highlighted with a green box). Below the "Actions" section is a "Templates" section with a "filter..." input field and two links: "Primary Template" and "Devices Not Using Templates".

Click "+ Copy Device Configuration to Template."

A dialog box titled "Copy Device Configuration to Template" with a close button in the top right. It contains a dropdown menu labeled "Copy Device or Template" with "Media Device" selected. Below the dropdown is a checkbox labeled "Create new Template" which is checked. Underneath the checkbox is a text input field labeled "New Template Name" with a placeholder text "Enter a name for the new template." At the bottom of the dialog are two buttons: "Save" (green) and "Close" (blue).

From the menu, choose the media device with the Layout from which you'll create the template. You can also choose an existing Template rather than the media device.

To create a new template, select "Create new Template." Name the new Template and click "Save."

If "Create new Template" is deselected, you will need to choose an existing Template to overwrite. Choose the existing Template and click "Save."

Content

Content is the storage area for files used in custom Apps for your Layouts. Files can be uploaded to the Content area from your computer, Dropbox, Stock Image services (e.g. Pexels), or those created using Canva. (*Requires a Canva account.*)

File options include audio, image, video, PDF, and more with a maximum file size of 50MB.

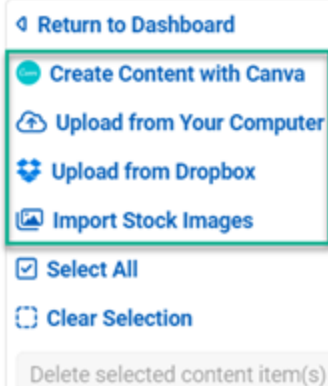
Adding Content

Navigate to the Content page from the main menu.

[Pair Device](#)[Dashboard](#)[Devices](#)[Content](#)[Templates](#)[Organization ▾](#)[Help ▾](#)

Other than your listed content, you will see Actions:
"Create Content with Canva," "Upload from Your Computer," "Upload from Dropbox," and "Import Stock Images."

Actions



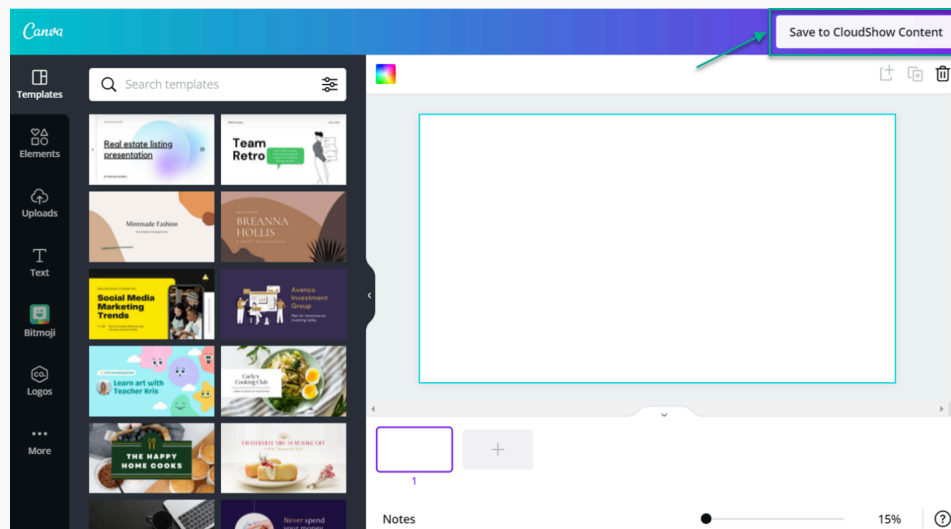
Once on the Content page, click on any of the various source links in the Actions menu.

Create Content with Canva

Canva is a web-based design software with thousands of free templates and graphics.

To use Canva, you will need a Canva account. Sign up here <https://www.canva.com/> Once you have an account, you can use Canva content in CloudShow.

Navigate to the Content page via the main menu of CloudShow. Go to the Actions menu on the right. The "Create Content with Canva" link will open a creative window over the page. Use the Canva templates and tools to create custom images and click "Save to CloudShow Content."

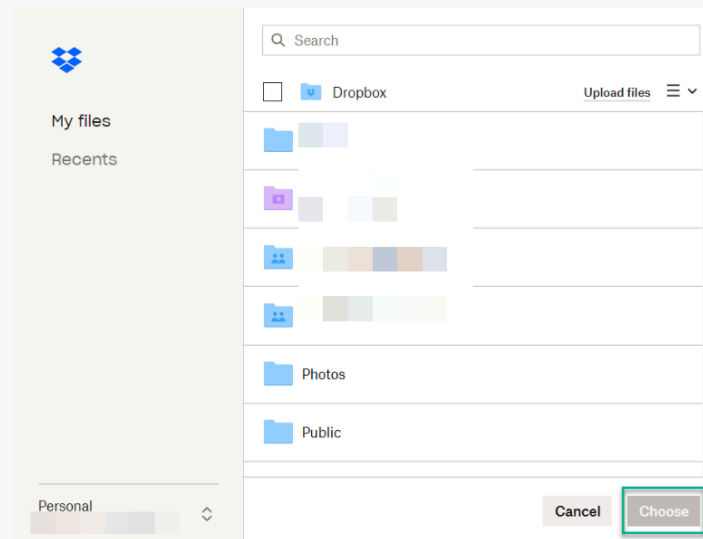


Upload Content from Your Computer

Navigate to the Content page via the main menu of CloudShow. Go to the Actions menu on the right and click "Upload from Your Computer." Select the content you wish to upload by clicking "Choose File(s)," click the file(s), click "Open," then click "Upload File(s)."

Upload Content from Dropbox

Navigate to the Content page via the main menu of CloudShow. Go to the Actions menu on the right and click "Upload from Dropbox."



Select the file(s) and click "Choose."

Import Stock Images

Navigate to the Content page via the main menu of CloudShow. Go to the Actions menu on the right and click "Import Stock Images." Choose from the images populated in the page. *You can search for specific images using keywords in the search field on the right of the page.*

Files may take some time to upload. Once uploaded, they will be grouped by file type and listed in the main Content page.

Using Content in Apps

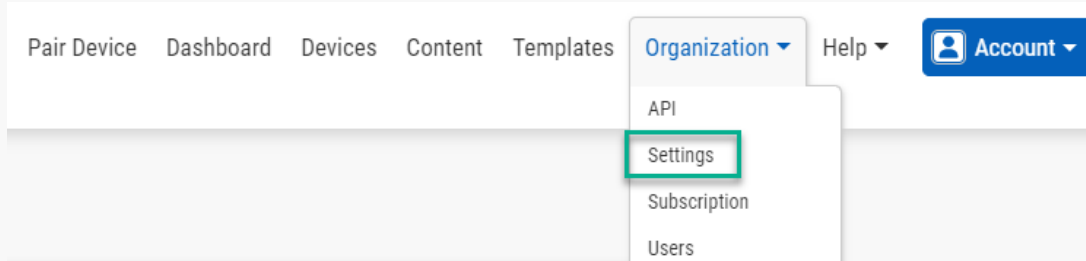
Once you've uploaded content to the Content page, you can use it in various Apps. *Haven't uploaded content yet? See [Adding Content](#) within this document. To configure and use the apps for your content, see [Recommended Apps](#) within this document.*

Organization

The Organization pages are used to manage Users, general Settings, and Subscription details.

Organization Settings

Settings let you make basic configurations for the CloudShow software, such as Time Zone, Date and Time formats, and the use of a custom logo.

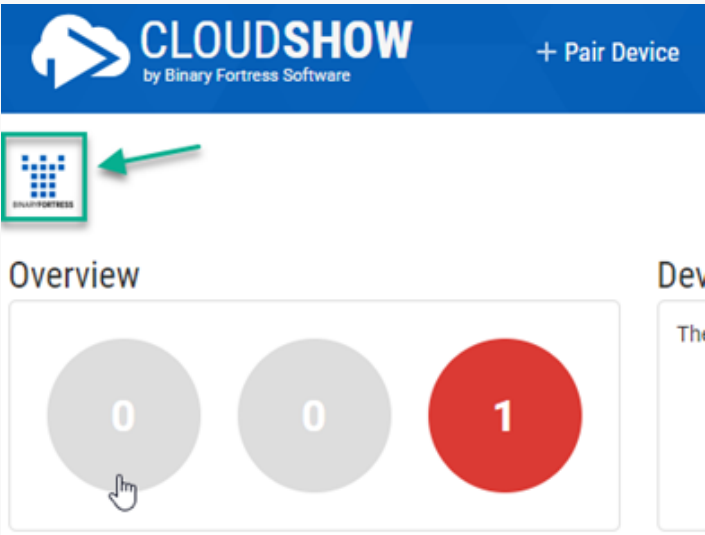


Navigate to the Organization tab on the main menu and click "Settings."

A screenshot of the 'Organization Settings' page. The page title is 'Organization Settings' with a 'Download Backup File' link. The settings are organized into a list with labels on the left and values on the right. The 'Organization Name' is 'My CloudShow' with a warning below it. Other settings include 'Time Zone' (UTC-05:00), 'Date Format' (Aug 9, 2021), 'Time Format' (1:50 PM), and 'Number Format' (1,234,567,890.12). The 'Organization Logo' section has a checked 'Use custom logo' checkbox and a 'Choose File' button highlighted with a red box. Below this are checkboxes for 'Welcome Links', 'Mobile App Notice', 'Social Links', 'Disconnected Devices', and 'Content Processing', all of which are checked. At the bottom, there are 'Date Created' (Jul 23, 2021) and 'Next Billing Date' (Sep 20, 2021) fields, and a 'Save' button highlighted with a red box.

Most settings can be changed via dropdown selectors or by enabling boxes.

To use a custom logo, however, you must enable the checkbox shown above, click "Choose File," select the logo from the prompt, and click "Open."

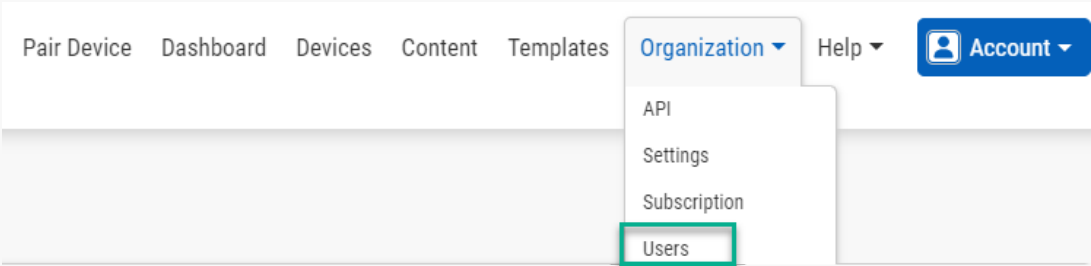


That logo will display in the upper left of pages on the CloudShow site.


After your settings are configured the way you like, click "Save."

Users

Users are those allowed various access to your CloudShow organization and the software in general.







Navigate to Users via the Organization tab in the main menu.

| Name | Email Address | Access | Notify |
|------|---------------|---------------|---|
| | | Administrator |   |

Your users are listed in the Users table.

Adding a User

To add a User, navigate to the Users page via the Organization tab in the main menu.

| Users | | | |
|---------------|---------------|---------------|---|
| | | Filter | + Add User |
| Name | Email Address | Access | Notify |
| Everyday User | | Administrator |     |

Click "+ Add User."

Add User

Email Address

Name

Access Level

Disabled

Save

Close

Enter the User's Email Address, Name, and choose their Access Level. Access Level descriptions are shown on the User's page (*also shown below*).

User Access Levels

| | |
|---------------|--|
| Disabled | Disabled users have no access to the organization. |
| Read-Only | Read-only users can view devices and content but can't change anything. |
| Manager | Managers can manage devices and content, as well as receive notifications about disconnected devices. |
| Administrator | Administrators can manage organization subscriptions and users, as well as receive notifications about disconnected devices. |

Click "Save."

Edit or Delete a User



Navigate to the Users page via the Organization tab in the main menu.

My CloudShow

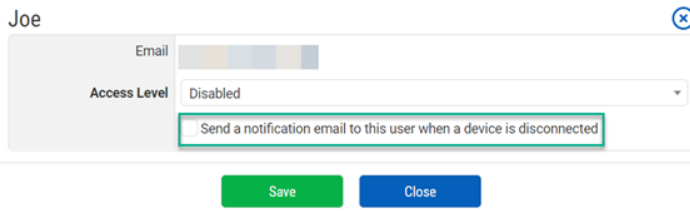
Users

Users + Add User

filter...

| Name | Email Address | Access | Notify |
|------|---------------|---------------|---|
| | | Administrator |    |


Click the Edit icon  to update a user's Access Level and to enable/disable notification settings.



The image shows a user profile edit form for a user named "Joe". The form has a title bar with the name "Joe" and a close button (X). Below the title bar, there are two main sections: "Email" and "Access Level". The "Email" section has a text input field with a placeholder email address. The "Access Level" section has a dropdown menu currently set to "Disabled". Below the dropdown, there is a checkbox labeled "Send a notification email to this user when a device is disconnected". The checkbox is currently unchecked. At the bottom of the form, there are two buttons: "Save" (green) and "Close" (blue).

Click the checkbox next to "Send a notification email to this user when a device is disconnected" to enable that option. If it is already enabled, click to disable it, if desired.

Click "Save."

To delete a user, click the Delete icon . You cannot delete yourself from an organization.

From the deletion prompt, click "Yes."

Subscription

The Subscription area is for making financial-related changes to your account, such as billing information and subscription type, as well as additional device allowance.

Navigate here via the Organization link on the main menu.

The screenshot shows the CloudShow user interface. At the top, a navigation bar includes links for Pair Device, Dashboard, Devices, Content, Templates, Organization (selected), Help, and Account. The Organization dropdown menu is open, showing options for API, Settings, Subscription (highlighted with a green box and callout 3), and Users. Below the navigation bar, the Subscription page is displayed. It features a table comparing 'Free' and 'Enterprise' subscription plans. The 'Free' plan includes 1 device, 100MB storage, and no templates, scheduling, or widgets. The 'Enterprise' plan includes 2 devices (0 used), 200MB storage (0 bytes used), and all features. A 'Change' button (callout 1) is at the bottom of the table. To the right of the table, there's a section for 'Need More Devices?' with an 'Add or Remove Devices' button (callout 4). Below that, a 'Need Something Else?' section provides contact information. A dropdown menu for payment intervals (callout 2) is set to 'Monthly: \$8'. A link to 'Add Credit to Your Account' (callout 3) is at the top left of the subscription section.

| Features | Free | Enterprise |
|------------------------|-------|----------------------|
| Devices | 1 | 2 (0 used) |
| Content Storage | 100 | 200 (0 bytes used) |
| Templates | ⊖ | ✓ |
| Scheduling | ⊖ | ✓ |
| Widgets | ⊖ | ✓ |
| Support Options | | |
| Community Forums | ✓ | ✓ |
| Email Support | ✓ | ✓ |
| Pricing | | |
| No Contract | ✓ | ✓ |
| Cancel Anytime | ✓ | ✓ |
| Subscription Cost | Free! | \$8 (USD) / month |
| | | Monthly: \$8 |
| | | Current Subscription |

Need More Devices?
Change your subscription at any time! Add or remove:
• 1 device
• 100 MB of storage
for \$8 (USD) / month
[Add or Remove Devices](#)

Need Something Else?
For information about custom subscriptions please contact us at sales@cloud.show.

To change your subscription type, click the "Change" button (1), choosing between "Free" and "Enterprise" (paid). *Free subscriptions are limited to 1 Device, 100MB of Content storage, and do not have the Templates, Scheduling, or Widgets features.*

On the Enterprise subscription, you can pay at different intervals (Monthly, Quarterly, and Yearly). *The price is discounted for the Quarterly and Yearly options.* Click the dropdown selector (2) to choose payment intervals.

To pay in advance, click "\$ Add Credit to Your Account," (3) enter the credit amount, and click "Submit."

Adding Devices

When you need to add more devices to your account, navigate to the Subscription page via the Organization tab in the main menu.

Need More Devices?

Change your subscription at any time! Add or remove:

- 1 device
- 100 MB of storage

for \$8 (USD) / month

Add or Remove Devices

Click "Add or Remove Devices."

Subscription Change

14

- Devices: 14
- Storage: 1.37 GB

No payment due

- Free trial: 60 days remaining
- New subscription cost: \$104 (USD) / month
- Next billing period starts: Oct 1, 2021

Save

Close

Click and drag the scroll button to increase or decrease the Device count. *Increasing the number of devices also increases the Content storage size.* The adjusted subscription cost will show in the Subscription Change window.

With the desired number of devices set, click "Save."

Billing Information

To add or update your billing information, navigate to the Subscription page via the Organization tab in the main menu.

Billing Information

Update

Set Tax ID

Set Address

Billing Information

No billing information saved.

Update Billing Info

Current Subscription

| | |
|--------------|----------------------|
| Free Trial | 60 days remaining |
| Plan | Monthly Subscription |
| Billing Date | Oct 1, 2021 |
| Cost | \$8 / month |
| Balance | - |

Click "Update." If you've yet to add any billing info, you can also click "Update Billing Info."


Billing Information [Update](#) [# Set Tax ID](#) [# Set Address](#)**Billing Information**



No billing information saved.

[Update Billing Info](#)**Current Subscription**

| | |
|--------------|----------------------|
| Free Trial | 60 days remaining |
| Plan | Monthly Subscription |
| Billing Date | Oct 1, 2021 |
| Cost | \$8 / month |
| Balance | - |

Click "# Set Address" to enter your billing address.

For either billing information link, you will be redirected to the Stripe payment page to enter your billing details. When your information is complete, click "Save card." To return to the CloudShow site, click the Binary Fortress logo  in the upper left of the page.


 


Enter payment details

Email

Save card information


Card information





Name on card

Country or region



[Save card](#)

Troubleshooting

During pairing you were shown this or a similar error screen:



The screen should have returned to the normal pairing screen with your pairing code. If not, please contact us at support@binaryfortress.com.

For all support options, visit <https://cloud.show/Support/>

About CloudShow

CloudShow Digital Signage management software serves universities, hospitals, manufacturers, medical offices, hotels, retailers, and restaurants, helping create eye-catching displays for guests and customers.

To learn more about CloudShow, visit: <https://cloud.show>

About Binary Fortress Software

Binary Fortress has spent 17 years in pursuit of one goal: create software to make life easier. Our software ranges from display management and system enhancement utilities to monitoring tools and digital signage. IT administrators, professional gamers, coffee-shop owners, and MSPs all rely on Binary Fortress to make their days better, and their lives easier.

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