LIFESHARE™
TECHNOLOGIES

CommunityShare User Guide

Installation.

1. Make sure the TV is turned on
2. Connect the CommunityShare box to a TV via an HDMI connection
3. Connect the power cord to an outlet and then to the back of the box
4. The light on the front indicates the box is on
5. Connect the box to the Internet

LifeShare's Community system makes easy work of keeping residents and families informed with electronic slides that are managed from the internet.

The Slideshow.

The content entered in the CommunityShare management system is what drives the slideshow. To exit the slideshow and use additional features of the CommunityShare system, point the LifeShare remote control at the box and press the designated "Home" button. This mode allows you to manually view the content channels. CommunityShare provides additional content and activities in this format. This includes news articles, games, and optional therapeutic music and faith programs. To re-launch the slideshow, hit the "OK" button when the slideshow channel is selected. After ten minutes of inactivity, the slideshow will run automatically.

The Home Screen.

When you first open the CommunityShare Administrator system, you will see all of your options to manage the system. At the top of the screen you will see an option that says, "Export." If you click on this option you will then be given the option to print and save all the activities you have put in the system. On the bottom right you will see an option that says "Publish PDF."

Manage Activities.

Entering Content

1. Click a date on the calendar.
2. Click the "Add" button to create a new activity.
3. Set the "Time" and "Title" for the activity.
4. If you have an activity that repeats, set its repeating schedule.
5. Add a reminder notification if desired.
6. Click the "Save" button.
7. To go back and edit a specific day, simply click that date on the calendar.

Slideshow Display Information

The activities entered for a given day will automatically run on the CommunityShare slideshow from 12:00am - 11:59pm. The list of the day's activities is broken into three separate slides in the slideshow. There is a "Morning Activities" slide for events from 12:00am - 11:59am, an "Afternoon Activities" slide for events from 12:00pm - 4:59pm, and an "Evening Activities" slide for events from 5:00pm - 11:59pm.

Enter Menu Items.

Entering Content

1. Click a date on the calendar.
2. Click the "Add" button to create a new menu item.
3. Enter the "Meal" title (lunch, dinner, etc.), and menu details, or if you choose you can upload your menu using the "Menu Import" option.
4. If the menu item repeats, set its repeating schedule.
5. If you like, you can upload a picture with the meal.
6. Click "Save."

Menu information can be entered as far into the future as desired. You will also be presented with the opportunity to choose a menu background from a plethora of options.

Slideshow Display Information

Any menu entries for a given day will automatically run on the CommunityShare slideshow from 12:00am - 11:59pm. If a picture was added to a menu slide, the menu will show, and then the picture will fade in over top of the menu.

Manage Scrapbook Photos.

Entering Content

1. To create a new photo album, click the "Add" button.
2. Click the "Add Picture" button to add a picture to an album.

3. Click "Browse" to select the photo you would like to display. If you would like to see a bigger version of a photo, simply click on the picture for a bigger image.
4. Upload multiple pictures by continuing to browse for the images.
5. Add a caption to an image by clicking "Click To Add Caption."
6. To finish, click "Done."

Slideshow Display Information
Each enabled scrapbook album is considered a single entry in the slideshow. A random selection of 5 pictures from an album is displayed each time the album entry is shown in the slideshow.

Add Videos.

Entering Content
1. To add a video, click the "Add" button.
2. You will see two options for adding a video: Upload a file or Play from YouTube.
   - To upload a video, click "File on my computer" and browse for the video.
   - To play from YouTube, copy and paste the URL of the video from YouTube into the "YouTube Video Address" field.
3. Then, create a caption for the video.
4. Choose a slideshow frequency from the drop down box. This will let you select how often the video shows.
5. Select your "Start" and "End" dates
6. Click "Save."
7. You can hide the video from the slideshow by clicking "Hide."
8. If a video is hidden, it can still be accessed manually from the menu.

Slideshow Display Information
Each unhidden video is considered a single entry in the slideshow.

Enter Birthdays.

Entering Content
1. Click the "Add" button to create a new birthday slide.
2. Enter the "Name" and "Date" information.
3. If you like, you may upload a photo of the birthday guy or gal.
4. Click "Save."

Birthday information can be entered as far into the future as desired. You may also select your own personal background from the pre-uploaded options.

Slideshow Display Information

Any birthday entries within a date of the current day to seven days out will show in the slideshow. If a picture was added to a birthday slide, the birthday announcement will show, followed by the picture which will fade in over top of the announcement. Birthday slides will repeat each year unless deleted.

Enter Obituaries (In Memory)

Entering Content
1. Click the "Add" button to create a new obituary slide.
2. Enter the "Name" and "Deceased" date information. Note: The "Birth Date" information is not required.
3. If you choose, you may upload a photo.
4. Click "Save."

Slideshow Display Information
Any obituary entries with a deceased date of past seven days will show in the slideshow. If a picture has been added to an obituary slide, the obituary will show, followed by the picture which will fade in over top. Like with the birthdays, you may also select a background from some pre-uploaded options.

Enter Announcements.

Entering Content
1. Click the "Add" button to create a new announcement slide.
2. Enter the "Title" and "Text" for the announcement.
   -The "Show Start" date will allow you to not have a slide not show until a certain date.
   -The "Show Until" date will allow you to have a slide removed on a certain date.
3. Select a background.
4. If you choose, you may upload a photo.
5. Click "Save."

Slideshow Display Information
Announcement entries will always show in the slideshow unless they have a "Show Starting" or "Show Until" date set. Announcements are typically used to welcome new residents, announce family events, and other general campus information.

Manage Custom Slides.

Steps for entering content
1. Click the "Add" button to create a new custom slide.
2. Enter the "Title" for the custom slide.

3. You may then upload an image. Every image uploaded must be in a jpg format and be 1920 pixels wide and 1080 pixels high.
4. Select your "Start" and "End" dates
5. Click "Save."

Slideshow Display Information
A custom slide will show in the slideshow until it is deleted from the management system. For more information, see the help document titled *CommunityShare Custom Slide.*

Manage Weather Information.

Entering Content
1. Click the "Add" button to set a new weather zip code.
2. Enter the "Postal Code" of the location.
3. Click "Save."

Slideshow Display Information
The weather slides are broken into two segments for each postal code. The radar slide is separate from the current temperature and forecast slides, however, they are always shown back to back.

Set Music.

Entering Content.
1. Log into your CommunityShare administrator site
2. Open the "Therapeutic Music" channel
3. Click the blue "Add" button in the upper right hand corner
4. Title the scheduled music program (i.e. Breakfast Music)
5. Select a start time for the music
6. Choose how long you would like it to play
7. Select from the available types of [therapeutic music](#)
8. Then, choose a "purpose" for your music program
9. Choose the genre you prefer.

Slideshow Display Information
The slideshow will only play the music you selected, at the specific time that you selected.

CommunityShare On-Demand

Community Information TV's may be used to engage, inform, and entertain on demand.

Visit Slideshow.

Viewing Content
1. Using the Community Share remote, press the LS button.
2. At the CommunityShare menu, select "Start Slideshow."
3. The slideshow will then begin to play. To end at any time, press the LS button to take you back to the home screen.

Visit Pictures.

Viewing Content
1. Using the CommunityShare remote, press the LS button.
2. At the CommunityShare menu, select "Pictures."
3. From the "Pictures" feature, you can then manually watch the slideshow by using the arrows to click through the slides.

Visit Games.

Viewing Content
1. Using the CommunityShare remote, press the LS button.
2. At the CommunityShare menu, select "Games."
3. You will then be given many different game options. Select the one you would like to play.
4. To return home from the games, press the LS button at any time.

Visit Music Programs
Viewing Content
1. Using the CommunityShare remote, press the LS button
2. At the CommunityShare menu, select "Music."
3. Choose the program you desire.

Visit Faith Programs.

Viewing Content
4. Using the CommunityShare remote, press the LS button
5. At the CommunityShare menu, select "Faith."
6. Choose the faith selection and program you desire.

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