



CommunityShare User Guide

When partnering with LifeShare Technologies, your community has an exciting and innovative resource that is designed to provide a digital slideshow, therapeutic tools, cognitive support, and engagement opportunities for your residents. The following information highlights the capabilities of this service.

Why

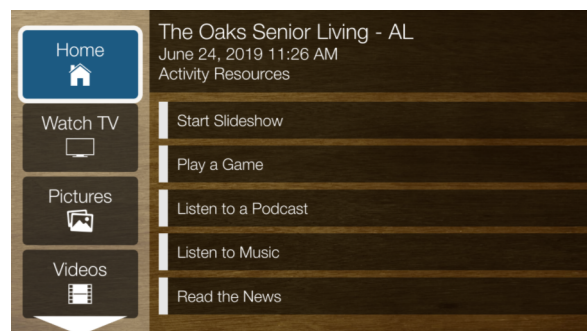
CommunityShare keeps families, residents, and staff up-to-date and engaged. From powerful digital signage to custom calendaring, music, games, notifications, and more. CommunityShare enhances your senior living environment through convenient communication gateways that work on any TV!

Installation

- 1) Ensure that the TV is turned on.
- 2) Connect the CommunityShare device to an HDMI port via an HDMI cord.
- 3) Plug the power cord into the CommunityShare device and connect it to an outlet.
- 4) Change the input on the television to the HDMI input where you plugged in the HDMI cord.
- 5) When the device boots up, connect it to your wireless network.

CommunityShare Slideshow

The content entered in the LifeShare Admin Portal is what drives the slideshow. To exit the slideshow and access On-Demand features such as games and music, simply press the black LS button on your LifeShare remote. This button will act as your "home" button. To get back to your slideshow, simply click over to the button that says "Start Slideshow" and press the "OK" button on your LifeShare remote.





Managing Content

Activities

1. In the Activities channel, select a date, then click the blue "New Activity" button.
2. Set the "Name" and "Time" for the activity.
3. If you have an activity that repeats, set its repeating schedule.
4. Add a reminder notification by clicking the "Send a Reminder Before This Activity Starts?" toggle, if desired. Select the type of notification and the recipients you wish to notify.
5. Select a background by clicking on the one you wish to use.
6. Select the Communities to which this Activity applies, then click the "Save" button.
7. To edit an activity, simply click on the activity itself.

*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 ("Morning Activities" for events from 12:00am - 11:59am, "Afternoon Activities" for events from 12:00pm - 4:59pm, and "Evening Activities" for events from 5:00pm - 11:59pm).

*To print calendars, click the white "Printed Version" button in the top right corner of the Activities channel. Select "Daily," "Weekly," or "Monthly" to create a published calendar.

Menu Items

1. Click the Menus channel and select a date.
2. Click the blue "New Menu" button to create a new menu item.
3. Enter the "Meal" title (lunch, dinner, etc.), and menu details.
4. If the menu item repeats, set its repeating schedule.
5. Select your background choices. Upload a picture with the meal, if you choose.
6. Click "Save."

*Menu information can be entered as far into the future as desired.

*If you have a repeating menu cycle, LifeShare can import the cycle for you.

*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.



Managing Content

Pictures

1. To create a new photo album, click the blue "New Album" button.
2. Enter the Album Title and the Start and End dates and click "Save."
3. Click the "Add" button and select "Picture" to add a picture to an album.
4. Select the photo(s) you would like to display.
5. Add a caption to an image by clicking in the text box labeled "Caption."
6. To finish, click "Upload."

*A random selection of 5 pictures from an album will display each time the album is shown in the slideshow.

*To hide an album from the slideshow and access it on demand only, click on the album title. Select the down arrow and choose "Edit Album." Click the "Show" toggle so it is no longer green and click "Save."

Videos

1. To add a video, click the blue "New Album" button and follow the same steps as listed above OR select an existing album.
2. Click the "Add" button.
3. You will see two options for adding a video: Upload Video or YouTube video.
 - To upload a video, select the file from your computer.
 - To play from YouTube, copy and paste the URL of the video from YouTube into the "YouTube Link" field.
4. Create a caption for the video.
5. Click "Save."

*To hide the video from the slideshow and access it on-demand only, click on the video, click on the "Show" toggle so it is no longer green and click "Save."



Managing Content

Birthdays

1. In the Birthdays channel, click the blue "New Birthday" button to create a new birthday slide.
2. Enter the "Name" and "Date" information.
3. Select as many backgrounds as you would like by clicking them. Click a selected background to preview or remove it.
4. Feel free to add a picture of the resident!
5. Click "Save."

*Birthday information can be entered as far into the future as desired. Birthday slides will repeat each year unless deleted.

*Birthday slides will show in the slideshow 7 days prior to the birthdate that is entered. This can be adjusted in Settings.

*If a picture is added, the birthday announcement will show, followed by the picture, which will fade in over top of the announcement.

In-Memory Slides

1. In the In Memory channel, click the blue "New In Memory" button.
2. Enter the "Name." The "Deceased Date" and "Birth Date" information is optional.
3. Select your desired backgrounds in the same way you would for Birthdays.
4. You may upload a photo, if you choose.
5. Click "Save."

*The slide will show in the slideshow for 7 days past the deceased date, or 7 days past when the slide was entered if no deceased date is listed. This can be adjusted in Settings.

*If a picture is added, the slide will show, followed by the picture, which will fade in over top of the obituary slide.



Managing Content

Announcements

1. Click the blue "New Announcement" button in the Announcement Channel.
2. Enter the "Name" and "Text" you wish to display.
3. Select your "Start" and "End" dates. The "Show Start" date will allow you to create a slide that will not show until the date entered. The "Show Until" date will allow you to have a slide removed on the date entered.
4. Select as many backgrounds as you would like by clicking on them. Preview the background by clicking on them. Click a selected background to preview or remove it.
5. If you choose, you may upload a photo to show with the announcement.
6. Select the Communities where the announcement should display, then click "Save."

*Announcement entries will show indefinitely in the slideshow unless they have a "Show Starting" or "Show Until" date set OR you have clicked the green "Enabled" toggle to disable it from the slideshow.

Custom Slides

1. In the Custom Slides channel, click the "New Custom Slide" button.
2. Enter the "Title" for the custom slide and select your "Display Starting" and "Display Until" dates.
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 the Communities where the slide should display, then click "Save."



Managing Content

Music

1. Click the blue “New Program” button in the upper left-hand corner of the Therapeutic Music Channel.
2. Title the scheduled music program (e.g. Breakfast Music) and select a start time.
3. Select from the available types of therapeutic music. We suggest the Supportive/Energy pathway.
4. Choose how long you would like it to play. Each playlist can play up to 120 minutes.
5. Select the areas of campus where you want the music to play and click “Save.”
6. Fill out the remainder of your day with additional playlists. Make sure your playlists do not overlap times.

Weather

Your weather should be automatically pulled from your postal code. If you would like the weather to show at all times, push the up arrow on your LifeShare remote to enable the side bar. The sidebar will rotate the current time and weather.

On-Demand Resources

On-Demand

LifeShare offers pictures, videos, therapeutic music, games, news, podcasts, and faith programming. LifeShare On-Demand features can be a great tool to use for group activities. On-Demand features can be accessed using the LifeShare remote. When viewing the CommunityShare slideshow, press the black LS button to get to the home screen. Once on the home screen, there are several different on-demand channels on the left-hand side that can be utilized.