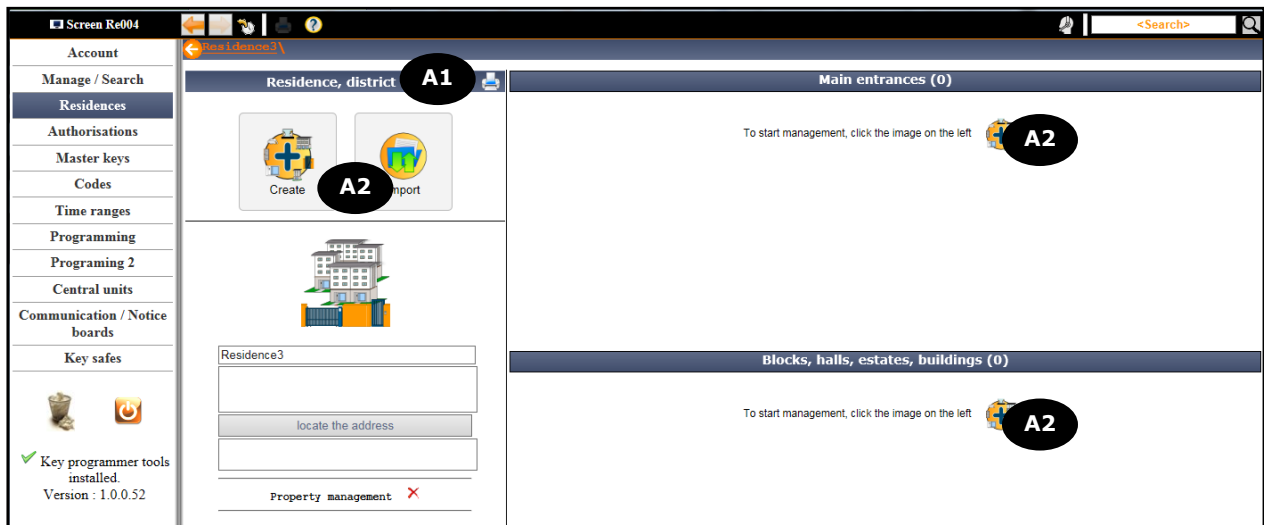
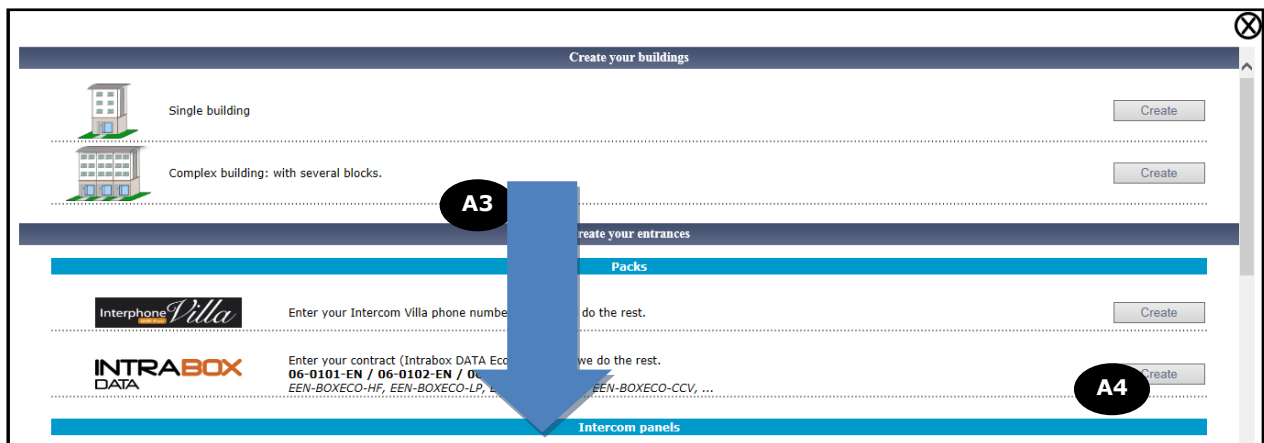


## SET UP A NOTICE BOARD (1/3)



**A1** Check that the current page is **<Residence, district>**.

**A2** Click on one of the **<Create>** buttons, they are all similar.



**A3** Search the product "Notice board" in the section "Relays".

**A4** Click on the **<Create>** button in front of the line to create.

## SET UP A NOTICE BOARD (2/3)

- |           |  |
|-----------|--|
| <b>A5</b> | Enter the notice board name, it must help to find where is the product is in the residence<br><i>EX : Block 13-24 Front Door, South Gate ...</i>                   |
| <b>A6</b> | Enter the contract number of the 3G module (you will find it on the document provided in the box of the 3G module. The telephone number must appear automatically. |
| <b>A7</b> | Click on the <b>&lt;Save&gt;</b> button.   |

## SET UP A NOTICE BOARD (3/3)

### TO ADD A NEW PDF, WORD OR EXCEL DOCUMENT ON ONE OR SEVERAL NOTICE BOARDS

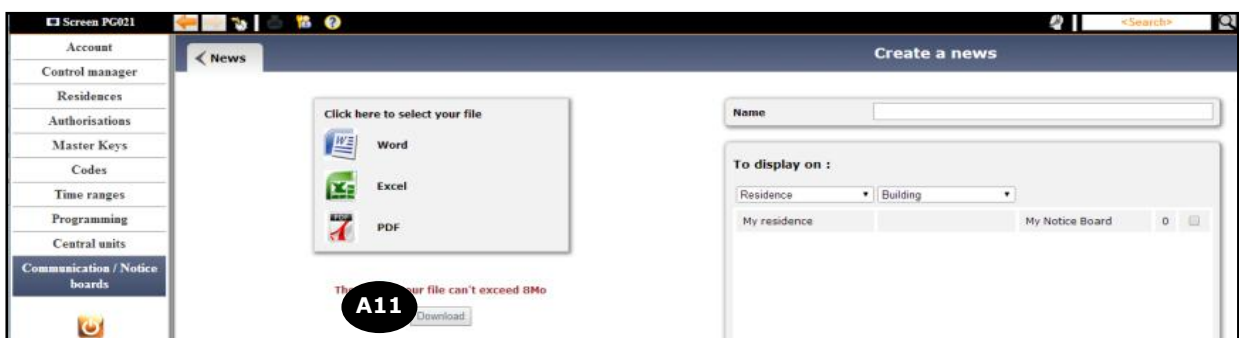


**A8** Click on the **<Communication / Notice boards>** button on the left bar.

**A9** Click on the **<News>** tab.

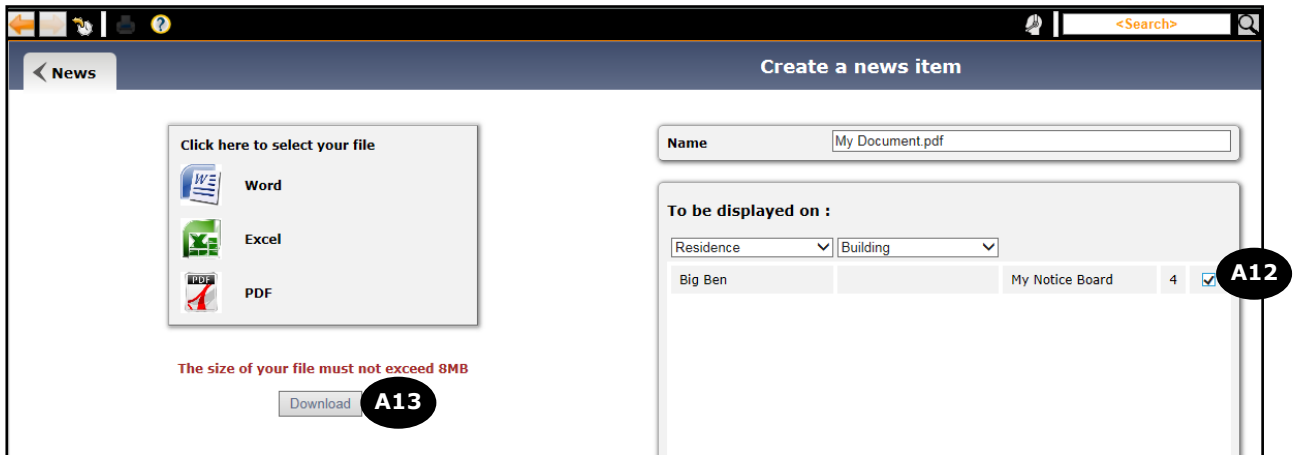


**A10** Click on the **<Create>** button.



**A11** Click on the **<Download>** button to select the file on your computer.

## SET UP A NOTICE BOARD (3/3)

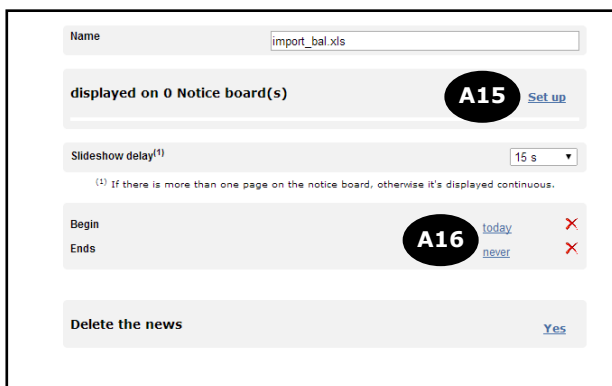


**A12** Select the notice board(s) which must display the document.

**A13** Click on the **<Download>** button to upload the file on the website.



**A14** To set up a time range or to display the document on other notice boards, click on the picture of the document.

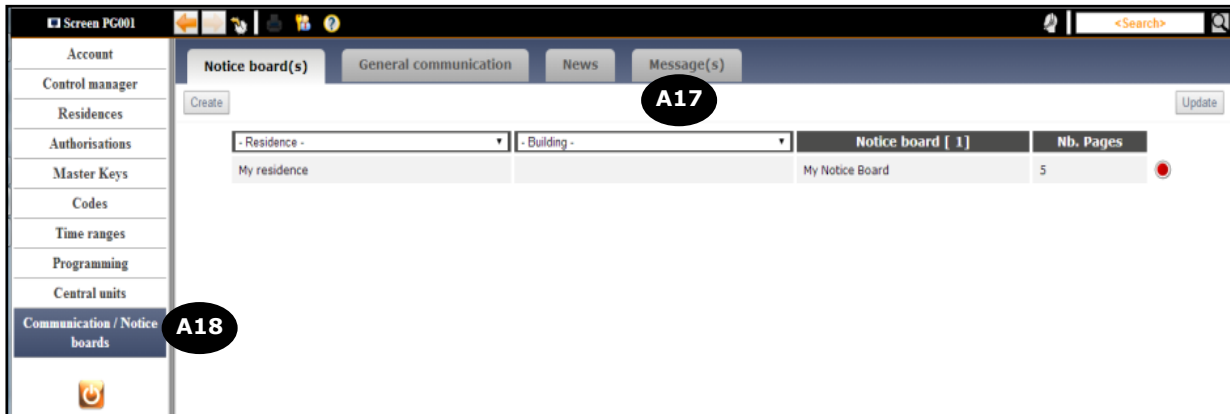


**A15** To select the notice board(s) which must display the document, click on the **<Set up>** button.

**A16** To set up a time range, click on "today" or "never" to change the setting.

## SET UP A NOTICE BOARD (3/3)

### TO ADD A MESSAGE WITH A PICTURE ON ONE OR SEVERAL NOTICE BOARDS



**A17** Click on the **<Communication / Notice boards>** button on the left bar.

**A18** Click on the **<News>** tab.

