



**Thank you for purchasing your TelAgenda Display System!**

### **About Your TelAgenda Display System**

The TelAgenda Display System enables you to display important schedule information, messages and photos. This information is entered on the TelAgenda.com website for download to the frame nightly and displayed the next day. The information displayed on the frame is for a single calendar day. Photos can be emailed directly to the frame's email address (see below).

**Please follow these simple setup and user instructions to get started...**

### **Setting up Your Frame:**

1. Open and unpack the shipping box and remove the following:
  - a. Digital Picture Frame
  - b. Remote control (note: you will have to pull out the battery protection tab to operate)
  - c. Stand
  - d. Power adapter
  - e. WiFi adapter (note: Only used if you are connecting the frame via wireless internet)
  - f. Telephone cable, phone line splitter, and USB modem unit
2. Remove the rear cover from the frame to expose the connector panel



3. There are two methods to connect your frame to download information and pictures:

#### **A. Connecting by Telephone Line:**

- a. Plug the USB Modem Unit into the rear of the frame



- b. Plug in the telephone cable provided into the USB Modem Unit and the other end into a telephone jack or using the splitter provided. (A phone splitter is provided in order to plug the frame and an existing telephone into the same phone jack).



- c. Plug the power adapter into your frame and wait a few moments until the unit powers up.



- d. Reattach the rear cover and stand

**B. Connecting by WIFI Wireless Internet:**

- a. Plug the WiFi adapter directly into the rear of the frame.



- b. Plug the power adapter into your frame and wait a few moments until the unit powers up.



- c. Reattach the rear cover and stand

- d. Press the **Menu** button to activate Menu Mode. The **Left** and **Right** and **Up** and **Down** buttons allow you to make selections and move between different fields.
  - e. From the main menu screen, choose **Settings**.
  - f. From the **Settings** screen, choose **Connection Settings**.
  - g. From the **Connection Settings** screen, choose **How To Connect**.
  - h. From the **How To Connect** screen, choose **Wireless** and press the Select button. Press the Select button again to save your selection.
  - i. From the **Setup Wireless** screen, choose **Select Wireless Network**. The frame will automatically scan for available networks and display them on the following screen.
  - j. On the **Select Wireless Network** screen, use the Left and Right Arrow buttons to scroll through available networks. If you do not see your network in the list hit Refresh to scan again. Press the Select button to choose a network. Press the Select button again to save your selection.
  - k. If your network does not require a key (password), you are finished. If your network requires a key, please enter it at this time via the on-screen keyboard. Selecting each letter is the same process as texting on a mobile phone keypad. Press the Select button twice to save your selection.
  - l. Choose Exit to exit Menu Mode.
4. Push and hold the white Picture button located on the back of your frame until you see the message, "Let go now, I'm connecting." Then, wait a minute or so while your frame connects. A status screen will indicate the connection progress. Once completed, your frame is ready to receive and display information and photos—automatically!
  5. Your friends and family can email photos (JPEG Files) to **your frame's email address: DL.Y3Y3BAYX@ceivamobile.com**. This email address is also listed in the Senior's profile.
  6. The photos will display on your frame each time your frame connects to update.

## Using the TelAgenda.com Website:

Schedule information and messages can be entered on the TelAgenda website for display on your frame. A Primary Care Giver account has been set up for you. Your login to the [www.TelAgenda](http://www.TelAgenda.com) website is:

Username: **Rosemary (example)**

Password: **telagenda1 (example)**

The Primary Caregiver is the individual who will have primary responsibility for entering schedule information that will be communicated to the Senior. To Schedule Information and Message for display on the frame:

1. Login to your account using the Username and Password
2. Select "Dashboard" to view the list of Seniors you have registered
3. Select the Senior by clicking on the name
4. Select any of the categories in the blue menu bar directly below the Senior's name to add information (Appointments, Activities, Occasions, Medications and Messages)
5. For each category:
  - a. select "Create New"
  - b. enter your desired information
  - c. select "Submit" to save the information
6. When complete, select "Logout"
7. Your Senior's frame will display the information you entered on the date of the scheduled event.

The Primary Caregiver can set up Secondary Caregiver accounts that have their own unique site logins so they can view and help manage their shared Senior's schedule. The Primary Caregiver can select "Add a New Caregiver" and create additional accounts for family and friends.

**For Support using this product please email [Information@TelAgenda.com](mailto:Information@TelAgenda.com) or call 516-428-8893**