

SPIOLE

INSTRUCTION MANUAL

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# INTRODUCTION

This manual will explain to you how you should install and use Spigle. The manual is divided in two chapters: **installation** and **use of the app**



Whenever you are stuck and unsure what to do, you can always click on the **question mark** in the right bottom of any screen in the app. The question mark will explain the current screen step by step

In the event anything still remains unclear to you even after reading this manual and using the question mark in the app, you could contact us by sending an e-mail to **[zorg@spigle.com](mailto:zorg@spigle.com)**

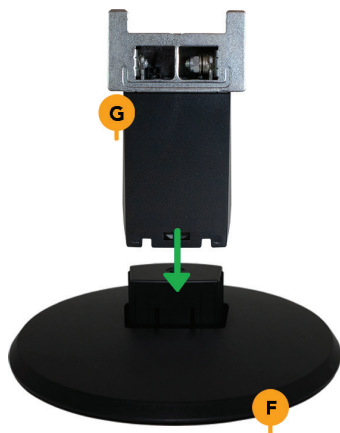
# INSTALLATION

## 1.1 INCLUDED PARTS

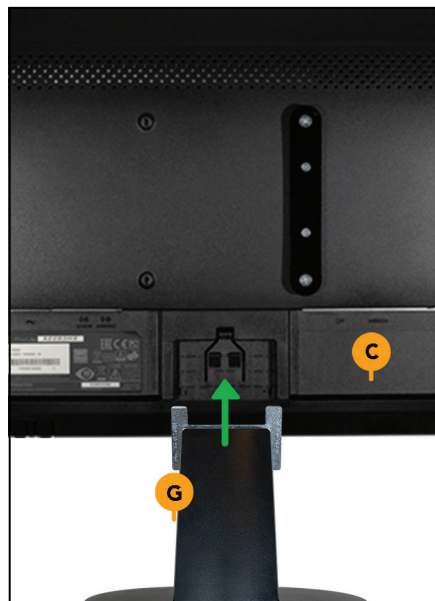


## INSTALLATION

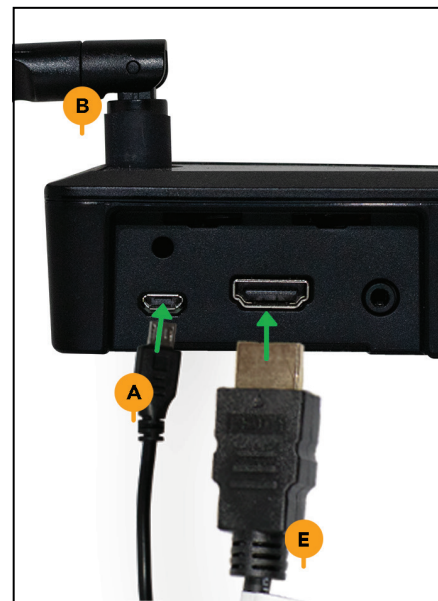
### 1.2 ASSEMBLY



Place the neck (G) on top of the foot (F) until you hear it clicking in place



Slide the completed foot (G) in the slot on the back of the monitor (C). Press until you hear it clicking in place



Connect the HDMI cable (E) and the power supply (A) to the media player (B)

## INSTALLATION

### 1.2 ASSEMBLY



Keep the media player (B) above the two screws pointing out of the bracket on the rear part of the display (C). Now, slide the media player down to attach it to the mounting bracket



Connect the power cord (D), the HDMI cable (E) to the display and to the media player

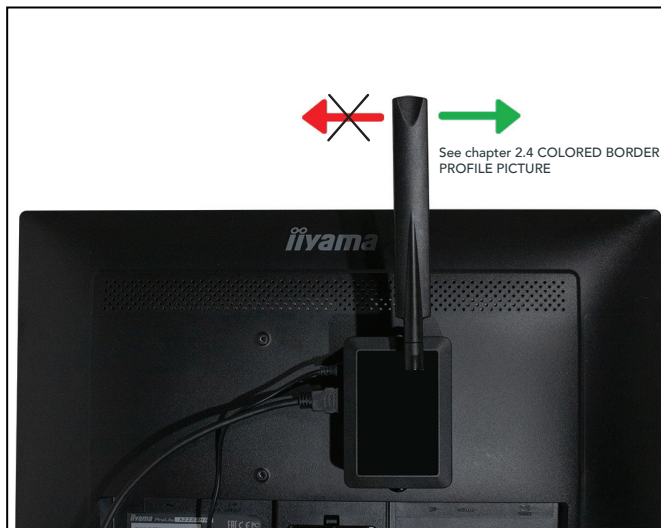
Place your Spigle at the desired location and plug in the power power adapter (A) and the power cord (D) in the wall outlet

**NOTE:** make sure the cables are not under any tension!

## 1.3 PLACEMENT AND CONNECTION



Check the strength of the connection as soon as the Spiqle is turned on. In case your display does not turn on automatically, you can press the power button at the bottom right of the display



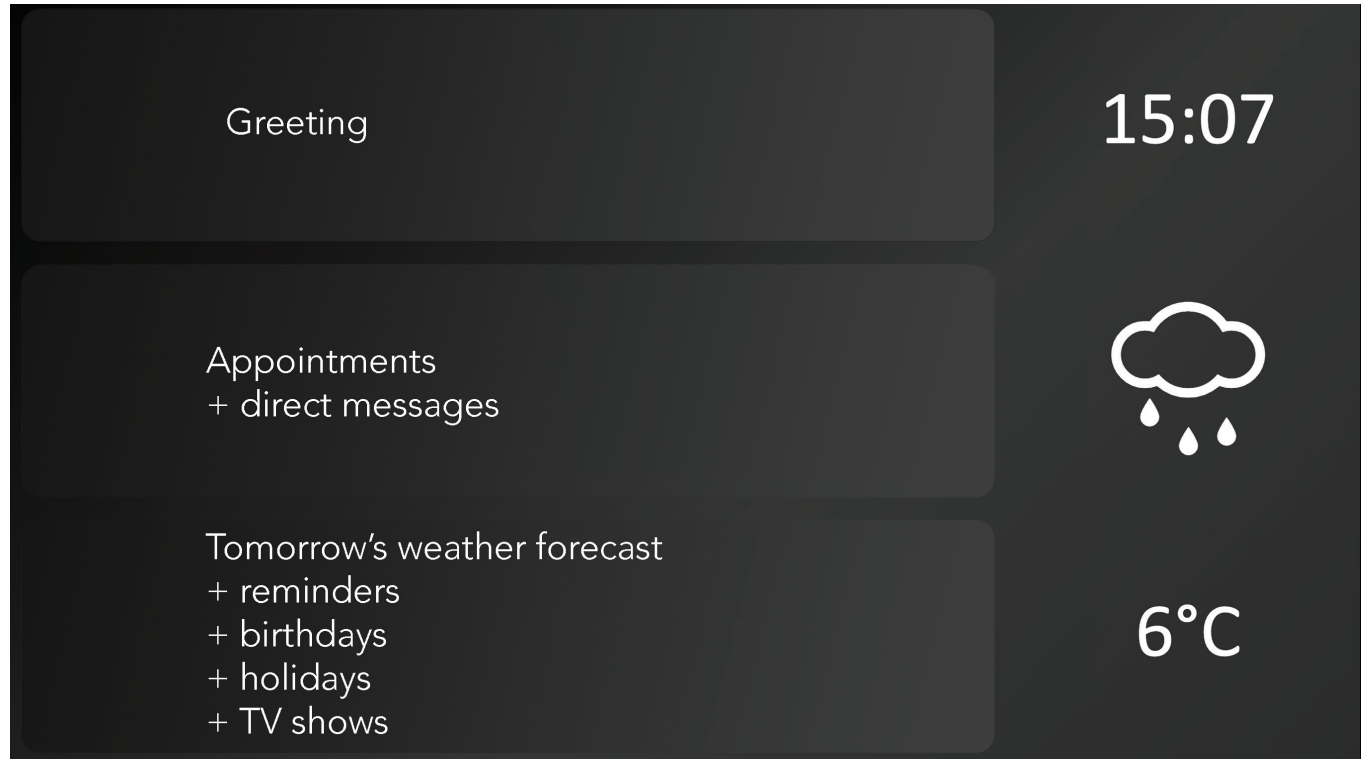
Check the connection status. A led on the top of the media player indicates the connection status.

**Green:** your Spiqle is connected to the internet successfully. **Red:** There is no connection. Try to improve the connection by turning the antenna clockwise (seen from behind). Reboot the media player to restart the connection

See chapter 2.4 COLORED BORDER PROFILE PICTURE



## 1.4 SPIQLE DISPLAY LAYOUT



## INSTALLATION

# 1.5 SPIQLE APP

### SMARTPHONE / TABLET

1. Download the app from the Appstore (Apple) or the Google Playstore (Android)
2. Open the app and create an account
3. Fill in your e-mail address and create a password
4. Select **create account**
5. Fill in your information  
**NOTE:** Fill in your own information here, not the caretaker's
6. Select **create account** to confirm your new account

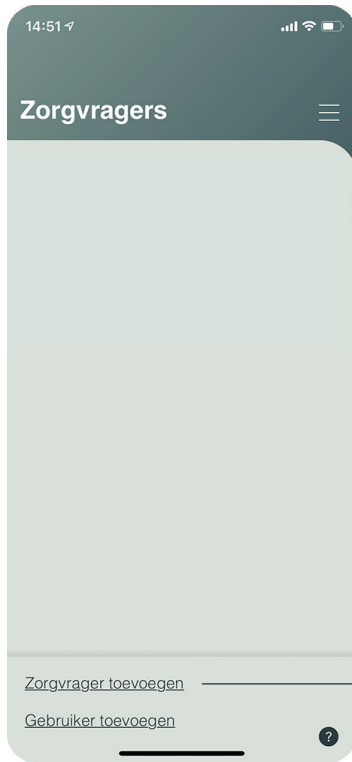
### COMPUTER / NOTEBOOK

1. Open an internet browser (Safari, Chrome, IE)
2. Navigate to <https://app.spiqle.com>
3. Create an account
4. Fill in your e-mail address and create a password
5. Select **create account**
6. Fill in your information  
**NOTE:** Fill in your own information here, not the caretaker's
7. Select **create account** to confirm your new account

## USE OF THE APP

### 2.1 ADD NEW CARETAKER

If you successfully created a new account, you will be redirected to the caretakers overview



Add a new caretaker here

## USE OF THE APP

### 2.1 ADD NEW CARETAKER



The screenshot shows a mobile app interface for adding a new caretaker. The title bar at the top is dark green with the text 'Zorgvrager toevoegen' and a hamburger menu icon. Below the title bar is a large circular area with a white plus sign, intended for a profile picture. The form consists of several input fields: 'Naam' (Name), 'Geboortedatum: 21-02-1991' (Date of birth) with a dropdown arrow, a toggle switch labeled 'Toon niet in kalenderoverzicht' (Show not in calendar overview), 'Adres' (Address), 'Postcode', 'Plaats' (Place), 'Land: Nederland' (Country) with a dropdown arrow, and 'Provincie: Drenthe' (Province) with a dropdown arrow. At the bottom of the form is a dark green button labeled 'VOLGENDE' (Next). At the very bottom of the screen is a 'Terug' (Back) link and a question mark icon.

+

Add a profile picture of your caretaker here (optional)

Fill in all the information of the caretaker

Geboortedatum: 21-02-1991

☐ Toon niet in kalenderoverzicht

Here you tell Spigle whether to add the birthday of the caretaker to the calendar or not. If added to the calendar, Spigle will show the birthday of the caretaker on screen

Adres

Postcode

Plaats

Land: Nederland

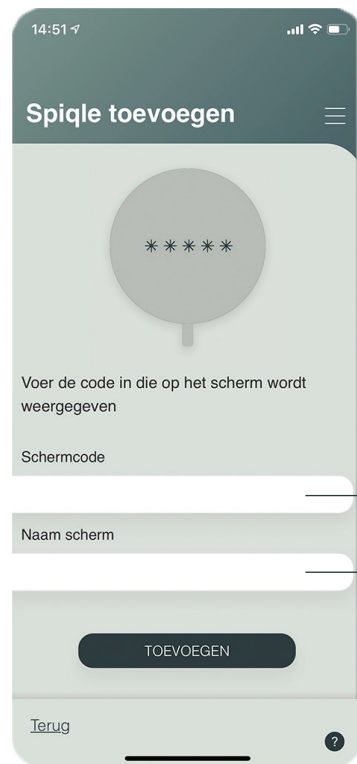
Provincie: Drenthe

VOLGENDE

Select next when you filled in all the information

Terug

## 2.2 CONNECT NEW SPIQLE DISPLAY



14:51

Spiqle toevoegen

\*\*\*\*\*

Voer de code in die op het scherm wordt weergegeven

Schermcode

Naam scherm

TOEVOEGEN

Terug

If you succesfully added a new caretaker in chapter 2.1 **ADD NEW CARETAKER**, de app will ask you to connect a Spiqle display to that caretaker

Enter the keywords displayed on the Spiqle display

Enter the name you want the Spiqle display to have here  
**For example:** living room

Select connect when you filled in both fields

## 2.3 ADD NEW USER

14:53

Gebruiker toevoegen

Naam

E-mail

Gebruikersrechten:

Agenda

Toegang tot:

Anna

Nellie

TOEVOEGEN

Terug

**NOTE:** As soon as a new user is added, you will be unable to delete this new user!

Enter the e-mail address of the user you would like to add

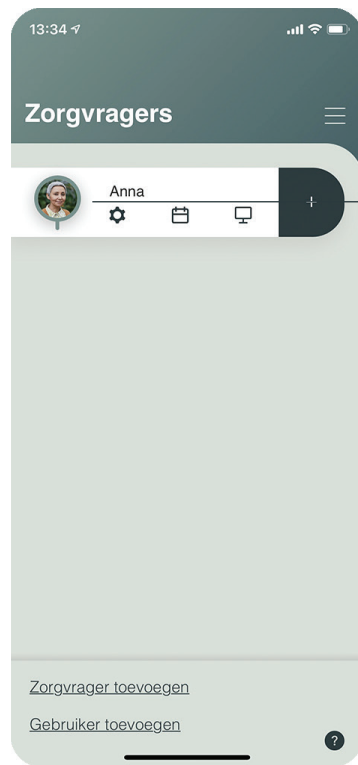
Select which user rights the new user will get.  
There are two different types of usage rights:

Select the caretaker(s) the new user will get access to. In this example: **Anna** is selected, **Nellie** is not

**Calendar:** the user will be able to manage and modify all calendars

**Calendar and users:** the usage rights of Calendar + will be able to invite new users

## 2.4 COLORED BORDER PROFILE PICTURE



The colored border around the profile picture of the caretaker represents the status of the connection of your Spigle display with the internet

**Green** means that the connection is excellent

**Yellow:** means that the connection is fair

**Red:** means there is no connection

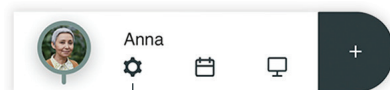
If the border is **yellow**, you could possibly enhance the connection by turning the antenna clockwise

**NOTE:** changes in the strenght of the connection will only be visible in the app after at least 1 hour

If the border is **red**, the Spigle display has to be relocated to a location where it will be able to connect to the internet

See chapter 1.3 PLACEMENT AND CONNECTION

## 2.5 DETAILS OF THE CARETAKER



In the settings of your caretaker, you can manage and modify the caretaker's information

Gegevens Anna

Select **details caretaker** to enter the information display. You can change and save the information

Choose a profile picture here (optional)

See chapter

### 2.5.2 PROFILE PICTURE

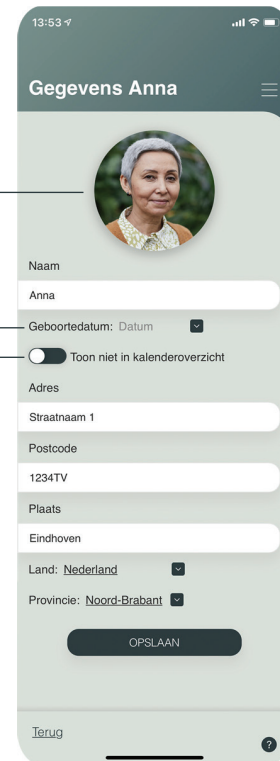
Manage and change the information of your caretaker

Select the date of birth

See chapter 2.5.1 DATE PICKER

Select whether Spigle should add the birthday to the calendar of the caretaker or not

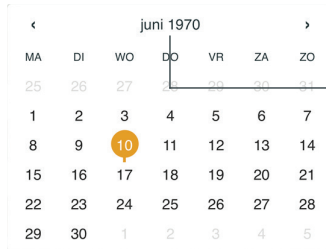
Have you made any changes? Check all the information and press **save** to save the information

A mobile app screen showing the 'Gegevens Anna' (Anna's details) form. At the top is a status bar with the time 13:53 and signal icons. Below is a header with the title 'Gegevens Anna' and a menu icon. The main content area has a large circular profile picture placeholder. Below the picture are several form fields: 'Naam' (Name) with the value 'Anna'; 'Geboortedatum: Datum' (Date of birth) with a calendar icon and a checked checkbox; a toggle switch labeled 'Toon niet in kalenderoverzicht' (Show not in calendar overview) which is currently turned off; 'Adres' (Address) with a field for 'Straatnaam 1'; 'Postcode' with the value '1234TV'; 'Plaats' (Place) with the value 'Eindhoven'; 'Land: Nederland' (Country) with a dropdown arrow; and 'Provincie: Noord-Brabant' (Province) with a dropdown arrow. At the bottom of the form is a dark button labeled 'OPSLAAN' (Save). A 'Terug' (Back) link is at the very bottom left, and a help icon is at the bottom right.



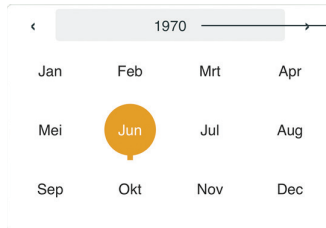
## USE OF THE APP

### 2.5.1 DATE PICKER

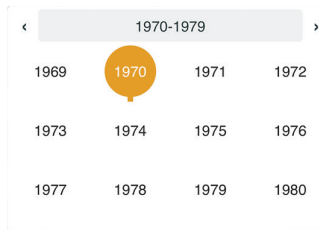


When you want to select a date, the first screen shows one month

Tap the month to view all months



Tap again to switch to the decade view

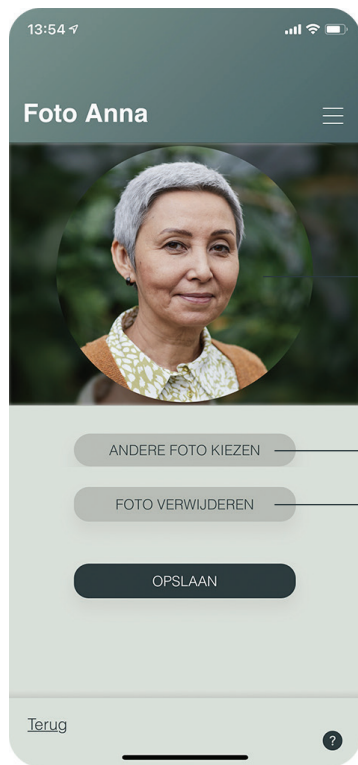


Use the arrows to move back and forth

Select year, then month and then date

## USE OF THE APP

### 2.5.2 PROFILE PICTURE



Here you see the picture of your caretaker as to be seen in the app

Change the profile picture

Remove the current profile picture

Select **save** if you have made any changes

## 2.6 SPIQLE DISPLAYS



In the settings of the caretaker, you can manage and modify the settings of the Spiqle display(s)

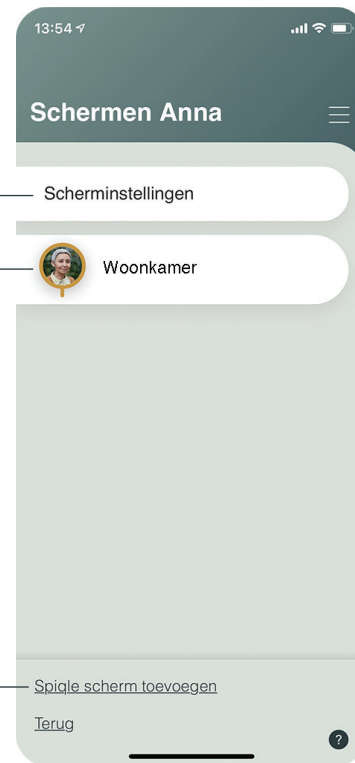
Spiqle Schermen

Select **Spiqle displays** to view, manage and change the settings of the connected Spiqle displays

In screen settings you can see and change the settings for your Spiqle screen

See chapter 2.6.1 **SCREEN SETTINGS**

Here you can see the status of the Spiqle screens and change their location names



Connect a new Spiqle display to the caretaker  
See chapter 2.2 **CONNECT NEW SPIQLE DISPLAY**

## 2.6.1 SCREEN SETTINGS

13:34

Anna

Begroeting

Anna

Thema: zwart

Klok: digitaal 11:00

24 / 12 uur: 24 uurs klok

Lettertype: Calibri

Toon overmorgen / over 2 dagen:

overmorgen

Taal: Nederlands

Duur berichten: normaal (20 seconden)

Fill in how you want to address your caretaker in the greeting

Select the theme color of the Spikle display

Select the theme color of the Spikle screen

Select a 12 or 24 hours presentation

Select the font type for the Spikle display

Choose the announcement of an activity that takes place in two days.


Pick either **the day after tomorrow** or **in two days**

Select the language for the Spikle display

Select the duration of a message on the screen (it will be repeatedly displayed, from the set date and time to the start of the activity)

continued on the next page

## 2.6.1 SCREEN SETTINGS

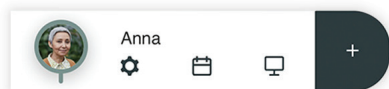


The screenshot shows the 'SCREEN SETTINGS' menu of an app. It features a list of toggle switches and dropdown menus for customizing notifications and display options. A 'Terug' (Back) button is at the bottom left, and a help icon (?) is at the bottom right. A dark grey 'OPSLAAN' (Save) button is positioned below the settings list.

Setting	Description
<input checked="" type="checkbox"/> Geluid bij meldingen	Switch on / off sound notifications for reminders and direct messages
<input checked="" type="checkbox"/> Toon de dag als een afspraak morgen is	Switch on / off the notification of the day if an appointment is scheduled for tomorrow
<input checked="" type="checkbox"/> Toon 'vandaag' in de begroeting	Switch on / off the notification of <b>today</b> in the greeting
<input checked="" type="checkbox"/> Toon het huidige weerbericht	Switch on / off the weather forecast for today
<input checked="" type="checkbox"/> Toon het weer voor morgen	Switch on / off the weather forecast for tomorrow
<input checked="" type="checkbox"/> Toon feestdagen	Switch on / off the holidays
Toon feestdagen vanaf: <u>6 dagen vooraf</u> ▼	Select how many days in advance holidays should be displayed
Toon feestdagen voor: <u>Nederland</u> ▼	Select which country's holidays should be displayed
OPSLAAN	Select <b>save</b> to save any changes

## USE OF THE APP

### 2.7 PLUS-BUTTON



Select the + icon to start adding activities to the calendar of the caretaker

Select **direct message** to send a message to the Spiqle display immediately

With these buttons you can add **appointments, reminders, TV shows and birthdays** to the Spiqle display



## 2.7.1 DIRECT MESSAGE



Type your message here

Toggle between a regular presentation or an urgent message. An urgent message will blink and an audio notification will grab the attention of the caretaker

Select the duration of your direct message. During the selected duration no other messages will be displayed

In **message overview** you get an overview of all sent messages  
See chapter 2.7.2 SENT MESSAGES

## 2.7.2 MESSAGE OVERVIEW



Here you see the name of the user who sent the message

If the message appears in **yellow**, it is active and currently visible on the Spiqle display

Select the hide icon to remove it from the Spiqle display. From there on, the usual scheduled content will be displayed

Here you see the date and time the message was sent



## 2.7.3 APPOINTMENT

**NOTE:** an appointment is a happening in the future. It is something that still has to happen

Type the message for the Spigle screen

**NOTE:** Be as short as possible, the system will add text accordingly (for example: do not use tomorrow in the message. This will be added by Spigle)

Select the date and time for the appointment to start

Select the option to add **about** to the starting time of the appointment

Select the date and time for the appointment to end

Choose whether Spigle should display the end time of the appointment or not

Select the amount of hours / days in advance that you want the appointment to appear on the display

Select if the appointment is recurring and if so, select the interval  
See chapter 2.7.7 RECURRING

## 2.7.4 REMINDER

The screenshot shows the 'Herinnering' app interface. At the top, the status bar shows the time 13:44 and signal/battery icons. The app title 'Herinnering' is in a dark header. Below it is a 'Bericht' (Message) section with a large white text input area. Underneath is the 'Van:' (From) section with date and time pickers set to '22-02-2021' and '13u : 44'. Below that is the 'Tot:' (To) section with date and time pickers set to '22-02-2021' and '14u : 44'. A toggle switch for 'Geluidssignaal en knipperen actief' (Audio signal and blink active) is currently turned on. Below the toggle is the 'Herhalen:' (Repeat) section with a dropdown menu set to 'Nee' (No). At the bottom of the form is a dark button labeled 'OPSLAAN' (Save). The bottom of the screen has a 'Terug' (Back) link and a help icon.

**NOTE:** a reminder is an action that has to be done as soon as the reminder is displayed (or within a given time)

Type here the text for the reminder. Do not use a compelling tone of voice

Select the date and time for the reminder to start

Select the date and time Spigle should stop displaying the reminder

Toggle between on and off for the audio notification. When switched on, the message will blink

Choose the interval for recurring reminders  
See chapter 2.7.7 RECURRING

## USE OF THE APP

### 2.7.5 TV SHOW

The screenshot shows the 'TV programma' app interface. At the top, the status bar displays the time 13:44, signal strength, and battery level. The app title 'TV programma' is in the top left, and a hamburger menu icon is in the top right. Below the title, there are two text input fields: 'Titel programma' and 'Kanaal'. Under these, the 'Van:' section shows a date picker set to '22-02-2021' and a time picker set to '13u : 44'. The 'Tot:' section shows a date picker set to '22-02-2021' and a time picker set to '14u : 44'. Below this, the 'Herhalen:' section is set to 'Nee' with a dropdown arrow. A large 'OPSLAAN' button is centered below the form. At the bottom, there is a 'Terug' button and a question mark icon.

13:44

TV programma

Titel programma

Kanaal

Van:

22-02-2021 13u : 44

Tot:

22-02-2021 14u : 44

Herhalen: Nee

OPSLAAN

Terug

Enter the title of the TV show

Enter the channel the TV show will be on

Select the date and time for the TV show to start

Select the date and time the TV show will end

Select the interval in case of a recurring TV show  
See chapter 2.7.7 RECURRING

## 2.7.6 BIRTHDAY

The screenshot shows a mobile app interface titled 'Verjaardag'. At the top, the status bar shows the time 13:44 and signal/battery icons. The app title 'Verjaardag' is in a dark header. Below it is a menu icon. The main form has several sections: a 'Naam' (Name) field with a white input box; a 'Geboortedatum: 22-02-2021' field with a dropdown arrow; two toggle switches labeled 'Toon geen leeftijd' and 'Toon geen telefoonnummer'; a 'Telefoonnummer' field with a grey input box; a 'Toon verjaardag: 6 dagen vooraf' field with a dropdown arrow; a large dark 'OPSLAAN' (Save) button; and a 'Terug' (Back) link at the bottom left. A help icon (?) is at the bottom right.

Enter the name of the person. You may add the relation to the caretaker in brackets as well

Select the date of birth

Choose whether Spigle should display the age of this person

If switched on, the phone number will be displayed on the Spigle screen so that the caretaker can call the person to congratulate him or her. Select on to enter the phone number

Select the amount of days in advance that the birthday is displayed on the Spigle screen

**NOTE:** do not enter the birthday of the caretaker here. This is done in the settings of the caretaker


See chapter 2.5 DETAILS OF THE CARETAKER



## 2.7.7 RECURRING

The **recurring** option helps you to reuse a reminder or appointment. It offers three options:


Herhalen: Nee 


If you select **no**, the mentioned appointment of reminder will only be used for the set date and time

Herhalen: Dagen van de week 

MA  WO DO  ZA ZO

If you select **days of the week**, you can select the days. Selected days are displayed with the **yellow Q** behind them

Herhalen: Periodiek (iedere x dagen) 

Herhaal: Iedere week 

If you select **periodically**, you can choose between the priodiods. For example: every day, week and many more

## 2.8 CALENDAR VIEW



Select the calendar icon to see the overview. Here you can select a day to zoom in on the events for that day

A dot below the date shows that items have been scheduled

The current date has a yellow Q behind it

Select any date to zoom in on the events for that date

See chapter 2.8.2 DAY VIEW

Select 'View all planned items' for an chronological overview of each calendar  
See chapter 2.8.1 ALL SCHEDULED ITEMS



## 2.8.1 ALL SCHEDULED ITEMS



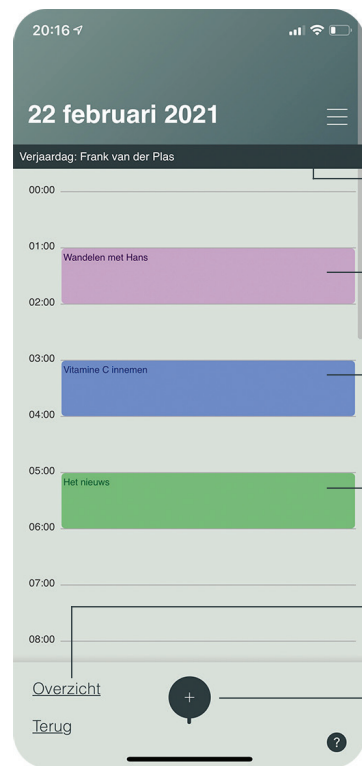
In this overview you will find all events chronologically displayed per calendar. Each calendar has its own color. You can change, skip or delete any of the events by tapping on the event

**NOTE:** When an event has occurred or is skipped, the color becomes transparent in the overview

Select calendar to go back to the calendar overview  
See chapter 2.8 CALENDAR VIEW

Select + to add a new event  
See chapter 2.7 PLUS-BUTTON

## 2.8.2 DAY OVERVIEW - TIMELINE



Select a single day in the calendar overview to enter the day overview. Here you can see all events for that selected day

Birthdays have a duration of an entire day and are only visible as a dark green bar at the top side of the overview

Appointments are highlighted in purple

Reminders are highlighted in blue

Select an event to view, change, skip or delete it

See chapter 2.8.4 MANAGE EVENTS

TV shows are highlighted in green

Select **overview** to see the hour by hour overview

See chapter 2.8.3 OVERVIEW OF A DAY

Select + to add a new event

See chapter 2.7 PLUS-BUTTON



## 2.8.3 OVERVIEW OF A DAY



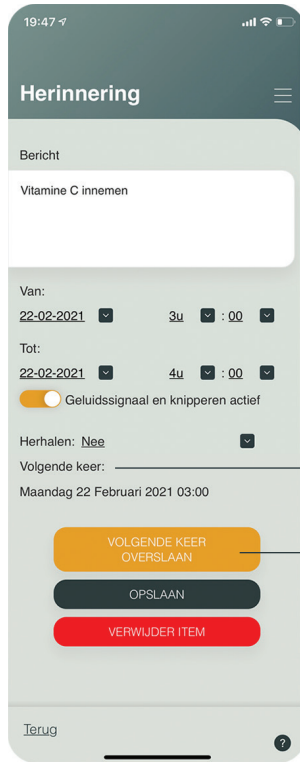
Here you will find all scheduled events in a chronological order. the color indicates the type of the event. Select an event to look into, change, skip or delete it

**NOTE:** transparent displayed events have occurred or have been skipped

Select **timeline** to see all events by the hour  
See chapter 2.8.2 DAY OVERVIEW - TIMELINE

Select + to add a new event  
See chapter 2.7 PLUS-BUTTON

## 2.8.4 MANAGE EVENTS



In every item of the calendars you can manage the selected event. In this example we have used a reminder

Here you can see when the next time is that the reminder is displayed on the screen

This button lets you skip the next scheduled event. Press it again to undo the changes. When skipped, you see the next time date changed

## USE OF THE APP

### 2.9 SCREENVIEW



Select the display icon to see live what Spiqle is displaying to the caretaker

The Spiqle screen is divided into fixed topic parts to improve the caretaker's understanding of the location of certain information  
See chapter 1.4 SPIQLE DISPLAY LAYOUT

With this button you can see and manage all sent direct messages  
See chapter 2.7.2 MESSAGE OVERVIEW



## NOTES