

## How to Upload a Background Image on the Apollo Series

The following document is intended to be a troubleshooting guide to ensure you are uploading a company logo to your Apollo in the correct manner (you cannot load a Background Image to the Apollo **400**). Please check all aspects of this before contacting the technical support helpline.

- 1) Please register your Apollo to receive an additional 12 months warranty plus full access to Product Support. You can do this at [www.seaward.co.uk/warranty24](http://www.seaward.co.uk/warranty24) or by completing the form in the "Care and Support" card and returning by post.
  - 2) Please ensure your Apollo has the latest firmware installed, to do this please see the following link: [www.seaward.co.uk/apollo-series-firmware](http://www.seaward.co.uk/apollo-series-firmware)
  - 3) Create your background image ensuring it is .png format and 478 x 190 pixels (to fill the screen). If you upload a smaller image it will be repeatedly displayed on the screen creating a tiled effect.
  - 4) On the Apollo "Home Screen"  select menu/options, function key "F4" .
  - 5) In the menu select "Upload" by using the arrow keys or selecting, key number "7" .
  - 6) In the "Upload data into Apollo" field select "Background images", using the arrow keys to select from the dropdown menu.
  - 7) In the "using:-" field select  "USB-PC cable" (Apollo **500** or **600**)  
or  
In the "using:-" field select  "Flash Memory Stick" (Apollo **600** only)
  - 8) An additional Apollo drive (for example Apollo E:) will appear on your PC. Transfer your background image to this drive using "Windows Explorer" and when complete select the function key "F3" . In field below "Valid data files from PC. Select one of these files and press F4" - select the file containing your newly created background image, using the arrows keys, and save by selecting "F4"  (USB-PC cable, Apollo **500** or **600**)  
or  
In the field below "Valid data files from USB memory stick. Select one of these files and press F4" - select the file containing your newly created image, using the arrows keys, and save by selecting "F4"  (Flash Memory Stick, Apollo **600** only)
- Note:**  
*When selecting one from multiple files please ensure the correct file is highlight.*
- 9) When the file is successfully uploaded "New Background image installed OK" will appear above the file name.

## Configuring your Apollo 500 or 600 user account for the Background Image:

- 1) From the Apollo "Home Screen"  select menu/options, function key "F4"  .
- 2) Select "Users", by selecting number "2"  .
- 3) The current user "Background image" can be changed / updated using the arrow keys to select from the dropdown.
- 4) Confirm the user changes by selecting "F4" to save  .