VBrick Digital Signage

VBrick Digital Signage v4.5

Training Guide

February 2015

Copyright

© 2015 VBrick Systems, Inc. All rights reserved.
2121Cooperative Way Suite 100
Herndon, Virginia 20171, USA
www.VBrick.com

This publication contains confidential, proprietary, and trade secret information. No part of this document may be copied, photocopied, reproduced, translated, or reduced to any machine-readable or electronic format without prior written permission from VBrick. Information in this document is subject to change without notice and VBrick Systems assumes no responsibility or liability for any errors or inaccuracies. VBrick, VBrick Systems, the VBrick logo, StreamPlayer, and StreamPlayer Plus are trademarks or registered trademarks in the United States and other countries. Windows Media is a trademarked name of Microsoft Corporation in the United States and other countries. All other products or services mentioned in this document are identified by the trademarks, service marks, or product names as designated by the companies who market those products. Inquiries should be made directly to those companies. This document may also have links to third-party web pages that are beyond the control of VBrick. The presence of such links does not imply that VBrick endorses or recommends the content of any third-party web pages. VBrick acknowledges the use of third-party open source software and licenses in some VBrick products. This freely available source code is posted at http://www.vbrick.com/opensource.

About VBrick Systems

Founded in 1997, VBrick Systems, an ISO 9001 certified vendor, is a privately held company that has enjoyed rapid growth by helping our customers successfully introduce mission critical video applications across their enterprise networks. Since our founding, VBrick has been setting the standard for quality, performance and innovation in the delivery of live and stored video over IP networks—LANs, WANs and the Internet. With thousands of video appliances installed world-wide, VBrick is the recognized leader in reliable, high-performance, easy-to-use networked video solutions.

VBrick is an active participant in the development of industry standards and continues to play an influential role in the Internet Streaming Media Alliance (ISMA), the MPEG Industry Forum, and Internet2. In 1998 VBrick invented and shipped the world's first MPEG Video Network Appliance designed to provide affordable DVD-quality video across the network. Since then, VBrick's video solutions have grown to include Video on Demand, Management, Security and Access Control, Scheduling, and Rich Media Integration. VBrick solutions are successfully supporting a broad variety of applications including distance learning and training, conferencing and remote office communications, security, process monitoring, traffic monitoring, business and news feeds to the desktop, webcasting, corporate communications, collaboration, command and control, and telemedicine. VBrick serves customers in education, government, healthcare, and financial services markets among others.

Table of Contents

Welcome to VBrick Digital Signage Training **15**

Prerequisites 15

Welcome to Introduction to VBrick Digital Signage **16**

Prerequisites 16

Who should attend? 16

Course Objectives 16

Course Outline **17**

System Overview **18**

A Basic Digital Signage System 18

How VBrick Digital Signage Works 19

Simple Content Management 20

Supported Browsers 21

Internet Explorer 21

Chrome 21

Firefox 22

Microsoft Silverlight 22

Active Directory 23

Components of a Display Layout **24**

Layout Backgrounds 24

Display Resolution and Aspect Ratio 24

Content Blocks 25

Overlays 26

Hot Spots 26

The Login Screen **28**

The Home Screen **29**

The Playlist Information Pod 29

The Channel Player Status Pod 30

The Messages Playing Today Pod 30

The Player Snapshots Pod 31

The Information and the Help Buttons 31

Navigation Menu 32

Mass Alert Notification 32

System Tools 33

Change Password 33

Change Mode 34

Install and Configure Desktop Clients 35

VBrick Desktop 35

Connect to the Content Manager 36

Desktop Messenger 37

Screensaver 38

Alarms 39

Configure Alarms 40

Status Reports 40

Error Logs 41

Welcome to VBrick Desktop Training **43**

Prerequisites 43

Who should attend? 43
Course Objectives 43
Course Outline **44**
VBrick Desktop **45**
Importing Files 45
Media Importer 45
Creating Messages 46
Free Form Editor 47
Creating Messages using Free Form Editor 47
Navigating the Sections of Your Message 50
Scheduling Free Form Messages 50
Editing Messages using Free Form Editor 50
Copying a Message 51
Saving or Canceling Changes to a Message 52
Saving Changes to a Message 52
Canceling Changes to a Message 52
Designing Message Templates **53**
Considerations for Template Creation 53
Creating a Message Template 53
Lock Property 55
Designating Template Users 56
Editing an Existing Template 57
Insert or Copy Message 57
Creating a Display Layout 58

Layout Summary 60
Layout Name 60
Aspect Ratio 60
Display Resolution 60
Transitions Enabled 61
Wallpaper Folder and Layout Backgrounds 61
Video Feed Overlay 64
Streaming Video Overlay 65
Floating Date and Time 65
Hot Spots 65
Modifying, Copying, and Deleting Display Layouts 68
Configuring Channel Player Settings 70
The Channel Player Hardware Screen 70
The Channel Player Layouts Screen 71
Generating Stock Layouts 71
Viewing Layouts 72
Enabling Full Screen Kiosking 72
Full Screen Kiosking of a Web Portal 72
Full Screen Kiosking of a Custom Application 74
Applying Layouts Manually 75
Scheduling Layouts to Channel Players 76
The Channel Player Layout Schedule Screen 78
Welcome to Content Creation Training 80
Prerequisites 80

Who Should Attend? 80
Course Objectives 80
Course Outline **81**
Creating Messages in the Web Interface **82**
Importing Content 82
Importing a file to create a message 82
Scheduling Messages 83
Title 84
Pace 84
Schedule 84
Show Duration 84
Display Period 85
Playlists 85
Playlist Groups 86
Publishers 86
Creating Messages Using Web Tools 86
Message 86
Simple Message 87
Modifying Text 88
Creating a Message Group 88
Scheduling a Simple Message 89
Message from Template 89
Scheduling a Message from Template 90
Auto-Updating Messages 90

Graphic Link Message 90
Scheduling a Graphic Link Message 92
Web Page Message 92
Scheduling a Web Page Message 93
Event Schedule Message 93
Formatting an Event Schedule Message 95
Name Your Group 95
Select Aspect Ratio 95
Select Background Folder 95
Select Audio 96
Select Message Pacing 96
Enter Group Padding 96
Text for NO EVENTS 96
Format Text Sections 96
Scheduling an Event Schedule Message 97
Weather Message 97
Scheduling a Weather Message 99
News Message 99
Formatting a News Message 99
Name Your Group 100
Select Aspect Ratio 100
Select Background Folder 100
Select Audio 100
Format Text Sections 101

Scheduling a News Message 102

Creating Tickers **103**

Text Ticker 103

Scheduling Tickers 104

Schedule 104

Show Duration 104

Display Period 105

Crawllists 105

Crawllist Groups 105

Auto-Updating Tickers 106

Weather Ticker 106

Scheduling a Weather Ticker 107

News Ticker 107

Scheduling a News Ticker 108

Welcome to Managing Content Training **109**

Prerequisites 109

Who Should Attend? 109

Course Objectives 109

Course Outline **110**

Now Playing **111**

Playlists 111

Approving and Rearranging Messages 112

Preview PowerPoint Message Before Approval 113

Tickers 114

Approving Tickers 114
Video Streams 115
Supported Live Stream URL Formats 115
Supported Stored Stream URL Formats 116
Publishers 117
Player Snapshots 118
Managing Content 119
Approval 119
Approving Streams 120
My Content 120
Creating and Using Folders 121
Editing, Scheduling, and Deleting Messages 122
My Tickers 123
My Templates 124
Events 125
Rooms 125
Types 125
Statuses 125
Daily Events 126
Graphic Files 126
Video Files 128
Audio Files 129
Background Library 130
Managing Background Folders 130

Message and Layout Backgrounds in Other Aspect Ratios 131
Importing Message and Layout Backgrounds 132
Deleting Message and Layout Backgrounds 133
Schedule 134
My Content 134
My Tickers 134
Welcome to System Administration Training 135
Prerequisites 135
Who Should Attend? 135
Course Objectives 135
Course Outline 136
Hardware, Software, and Network Requirements 137
Hardware Components 137
Content Manager 137
Signage Player 137
Software Components 137
Supported Operating Systems 137
Content Manager 137
VBrick Digital SignageSoftware 138
Microsoft Silverlight 138
Internet Information Services 139
Microsoft .NET Framework 139
SQL Server 139
Flash Player and QuickTime Player 140

Proxy Servers 140
PowerPoint Requirements 140
Importing PowerPoint Files 140
Custom Font Installations 142
Animated Backgrounds 142
Hot Spots and Full-Screen Kiosking 143
Network Requirements 143
Static Identification 143
Required Ports 143
Security 144
Recommended Windows Firewall Settings 145
Windows Updates 145
Default User Accounts and Passwords 145
Content Manager 145
Windows user account/service account 145
VBrick Digital Signage administrator account 146
Signage Player 146
Windows user account/service account 146
VBrick Digital Signage Administrator Account 146
Accessing the Channel Player Console 146
Channel Player Settings 146
Accessing Content Manager Tools 148
Channel Player Utility 149
Configure Device 149

License Manager 149
Data Backups **151**
Software Update Process **152**
Release Notes and Software Update Requests 152
Applying Software Updates to the Content Manager 152
Applying Software Updates to the Signage Player 154
Update Client Applications 154
Welcome to Configuring Users & Settings Training **155**
Prerequisites 155
Who Should Attend? 155
Course Objectives 155
Course Outline **156**
Configure System Options **157**
Content Settings 157
Playlists 157
Playlist Names 157
Playlists **159**
Rename a Playlist 159
Public Playlists 159
Add a Playlist 160
Tickers 161
Ticker Names 161
Rename a Ticker 162
Format a Ticker 162

Add a Ticker 163
Settings 163
Groups 163
Aspect Ratios 163
Modifying and Adding Aspect Ratios 164
Changes to Background Library 164
Changes to Aspect Ratio Drop-down Menus 164
Boot Schedule 165
Channel Player Snapshots 166
Play Modes 168
Playback Tracking 168
SMTP (Outgoing E-mail) 168
Text and Template Settings 169
Plugins 171
E-mail 171
Event Management 172
News 172
Weather 173
Configuring Adapters for Auto-Updating Content 175
News Plug-in 175
Purge Unused Events 175
Configure the News Service 175
Configure RSS Feeds 177
Event Management Plug-in 178

Manual Event Management 179
Weather Adapter 179
Managing System Security **182**
Security 182
Security Policy 182
Password Rules 182
Strong Password Rules 183
Intrusion Rules 184
New Account Rules 185
Intrusion Policy 186
Users, Roles and Privileges **187**
Defining Roles Using Privileges 187
System Administrator 187
Content Approver 187
Content Creator 187
Template User 187
Create Users and Assign Roles 188
Create a New User Based on an Existing User 188
Create a New User Manually 188
Modifying Default Roles 191
Managing Users 193
Default User Accounts 193
Modifying and Deleting Users 193
Contact Support **194**

Glossary of Key Terms 194

Index **199**

Welcome to VBrick Digital Signage Training

Welcome to VBrick Digital Signage Training! VBrick Digital Signage is a robust digital signage application that helps organizations present dynamic, creative, and relevant information to audiences utilizing a variety of display methods. The VBrick Digital Signage Training Series consists of six training modules. Each has been designed to help you learn how to best use VBrick Digital Signage to foster communication within and among fast-moving, ever-shifting organizations.

Prerequisites

The first module, *Introduction to VBrick Digital Signage*, is a prerequisite for all of the other VBrick Digital Signage courses. This class covers key concepts and terminology you will need to know in order to get the most out of your VBrick Digital Signage training. After you have completed *Introduction to VBrick Digital Signage*, you can participate in the other five instructor-led courses. Or, if you prefer, attend only the courses that interest you or that are relevant to your role in the VBrick Digital Signage deployment at your organization.

Welcome to Introduction to VBrick Digital Signage

Welcome to Introduction to VBrick Digital Signage Training! This class introduces you to your digital signage system. You will learn key concepts in digital signage such as aspect ratio and resolution and how they are related to the messages you create in your VBrick Digital Signage system. You also will learn how to access the system, how to get help, and how to use your system tools.

Prerequisites

There are no prerequisites for this course.

Who should attend?

Everyone who is new to digital signage and/or to the VBrick Digital Signage System should attend this training.

Course Objectives

After completing this course, participants should:

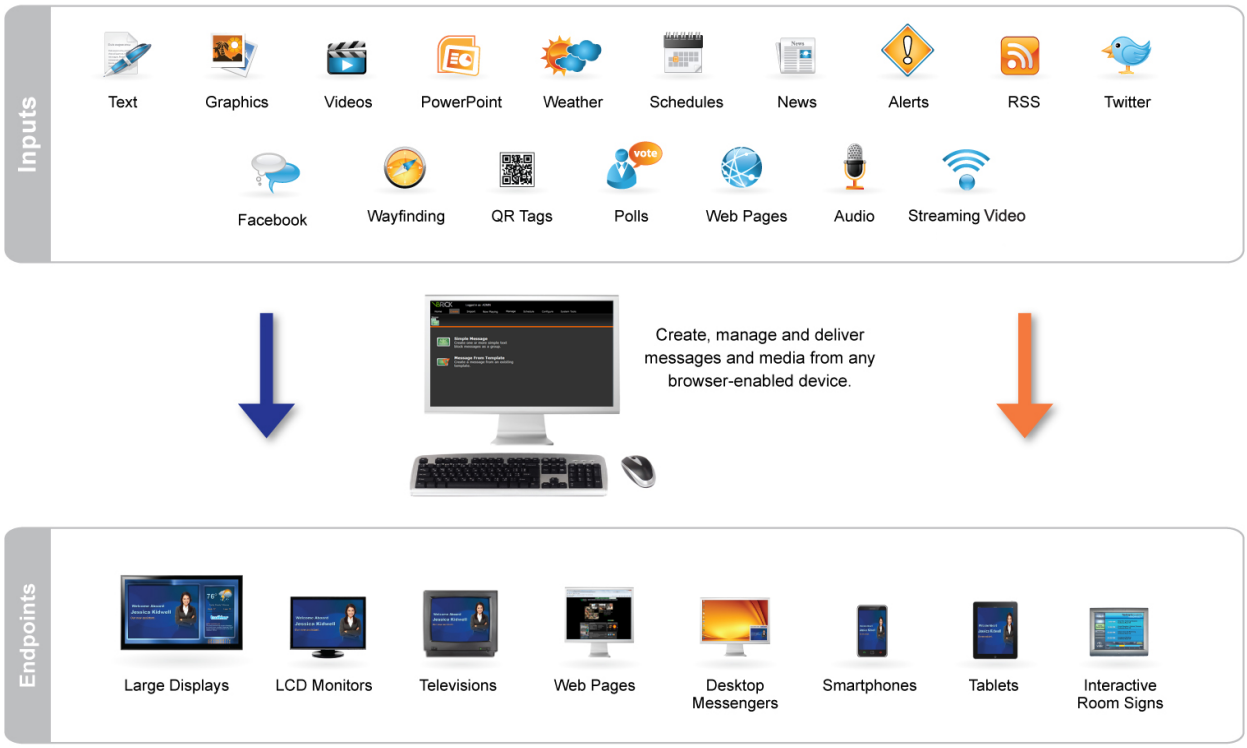
- understand key concepts and terminology associated with digital signage and with VBrick Digital Signage, in particular;
- be able to login to the VBrick Digital Signage web interface;
- be able to use the Home Screen to obtain basic system information; and
- be able to use the available System Tools.

Course Outline

1. How VBrick Digital Signage Works
2. Terminology and components of a display layout
    a. Messages and Playlists
    b. Tickers and Ticker Lists
    c. Layout Backgrounds
    d. Content Blocks
    e. Hot Spots
    f. Overlays
    g. Aspect Ratio and Resolution
3. Login Screen
4. Home Screen
5. Help and Status Buttons
6. System Tools
    a. Password
    b. Mode
    c. Install Client Applications
        i. VBrick Desktop
        ii. Desktop Messenger
        iii. Screensaver
    d. Alarms
    e. Status
    f. Error Logs
7. Q & A

System Overview

VBrick Digital Signage Software allows you to create dynamic content using different types of data inputs such as text, graphics, and event schedules for delivery on a wide variety of devices including flat panel displays, interactive room signs and web pages.



A Basic Digital Signage System

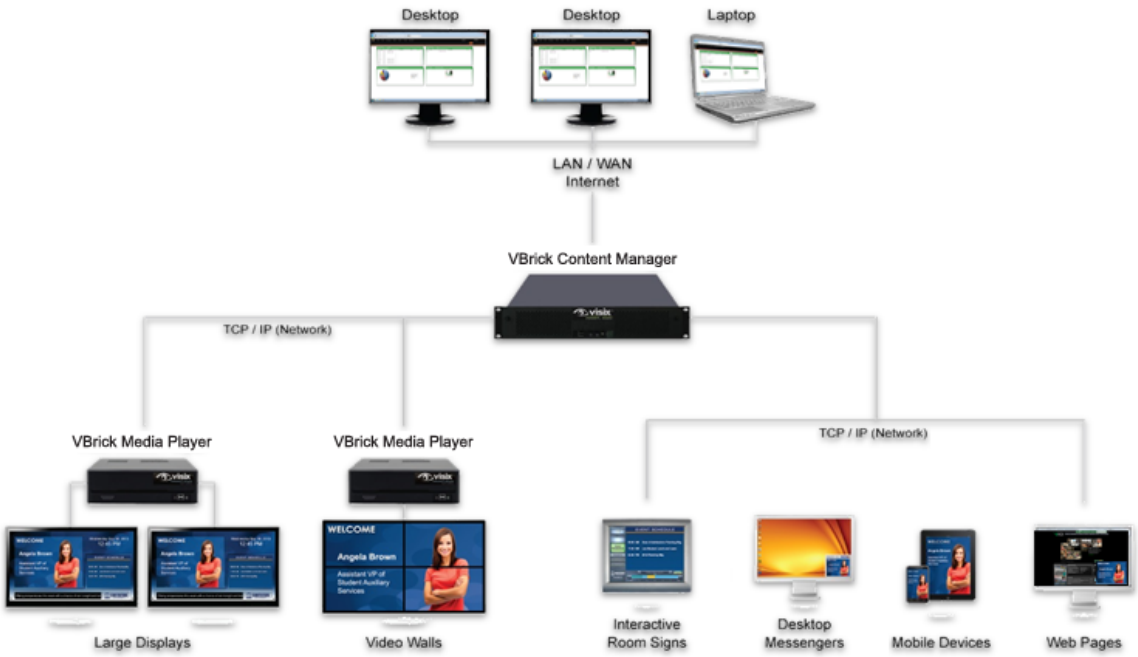
VBrick Digital Signage has specific hardware requirements and needs access to your organization's network for maximum functionality. The basic components of VBrick Digital Signage System include at least:

- One (1) Content Manager with VBrick Digital Signage Content Management Software installed
- One (1) or more Media Player(s) with the VBrick Digital Signage Channel Player Software installed
- One (1) or more Display(s)
- WAN/LAN and/or Internet access

A sample VBrick Digital Signage system diagram appears below. A detailed list of hardware requirements can be found in the System Administration portion of the VBrick Digital Signage Software Training Guide, in the VBrick Digital Signage Technical Manual that ships with the software, or on the VBrick web site.

How VBrick Digital Signage Works

The PC's represent you accessing the Content Manager using a web browser via the network (LAN/WAN) or the Internet. A Content Manager is a computer or server on your organization's network with the VBrick Digital Signage Content Manager Software installed. It hosts the browser-based user interface that is used to create and manage messages.



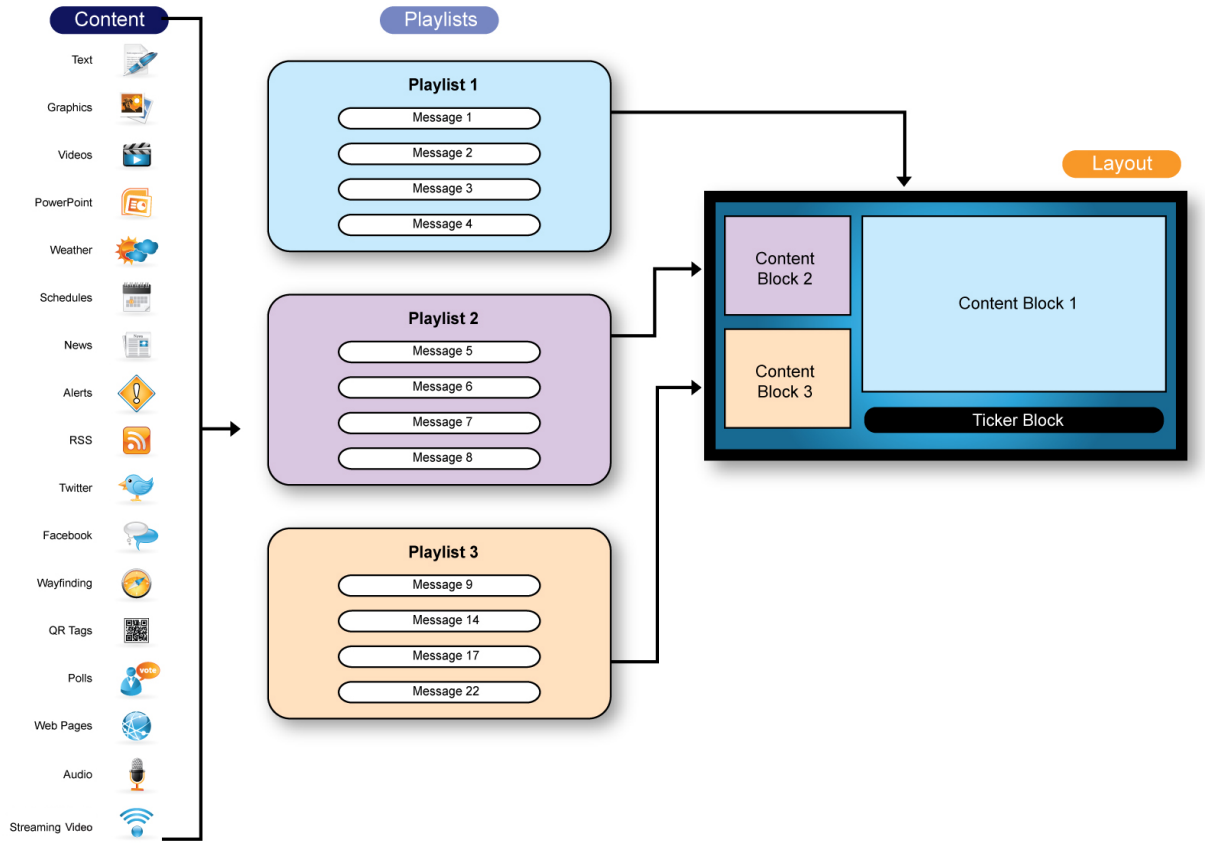
The Content Manager connects to the Signage Player(s) through the TCP/IP network. A Signage Player is another computer on your network that sends the content that you create to the display(s). Several displays can be served by a single Signage Player; therefore, if multiple displays are connected to a specific player, all of those displays will show the same content at the same time. Depending on additional hardware and software components that are installed and active in the system, VBrick Digital Signage also may display video from satellite, cable, and/or video streams.

Simple Content Management

VBrick Digital Signage uses a simple content management system. Various types of data can be used to create messages and tickers. Messages are scheduled to playlists. Tickers (crawls) are scheduled to Ticker Lists (crawllists). Playlists and ticker lists are organized into layouts that appear on the display(s).

Layouts can be created and scheduled to accommodate a variety of playlists and ticker lists. As messages and tickers are created, changed, and removed, the content that displays in the layouts changes accordingly.

Creating and Scheduling Content



Supported Browsers

Internet Explorer (IE) is the recommended browser for accessing the web interface. VBrick Digital Signage has been developed for and tested on current versions of Internet Explorer.

Internet Explorer

Certain versions of Internet Explorer may require you to add your Content Manager's URL to the IE Compatibility View settings in order to view specific pages correctly.

To determine whether or not you need to add your Content Manager's URL to the IE Compatibility View settings:

1. Log into the web interface using Internet Explorer
2. Click the **Import** tab
3. If the screen looks like it is cut off, you will need to adjust the Compatibility View settings.

To add your Content Manager's URL to IE Compatibility View:

1. In Internet Explorer, select the **Tools** tab
2. Click *Compatibility View settings* on the menu
3. Your Content Manager's URL will appear in the *Add this website* field
4. Press the **Add** button
5. Press the **Close** button to close the window

You may need to close and re-open your browser to see the change. VBrick Digital Signage also is compatible with Chrome and Firefox web browsers.

Chrome

For maximum compatibility, the IE Tab extension should be enabled in Chrome. This will enhance your view of the dashboard and import screens.

To download the IE Tab Extension:

1. Go to the **Tools** menu
2. Select *Extensions*
3. Download and install IE Tab
4. An IE Tab icon will appear in the upper right-hand corner of the window
5. Browse to the URL of the Content Manager
6. Click the **IE Tab** icon in the top right corner of the window

Firefox

There are three features in the web interface that require Firefox add-ons to function properly:

- previewing QuickTime files
- previewing Windows Media Player files
- the file download/run option

The QuickTime plugin is required to preview QuickTime files in Firefox. QuickTime will automatically install the plugin when it is downloaded. QuickTime version 7.7 or higher is required. The QuickTime installer is available and included with the VBrick Digital Signage software. Or you can visit http://www.apple.com/quicktime/download/ to download QuickTime.

The Windows Media Player plugin is required to preview Windows Media Player files in Firefox. This plugin is not available through the Firefox add-ons manager but can be accessed at http://www.interoperabilitybridges.com/windows-media-player-firefox-plugin-download.

By default, Firefox automatically saves downloads to the computer hard drive. An extension is available through Firefox add-ons that will add the **Run** option.

To access the add-on:

1. Launch Firefox
2. Navigate to Tools | Add-ons
3. Search for OpenDownload
4. Install the extension

NOTE: Firefox will need to be closed and re-opened for the extension to take effect.

Other browsers can be used but may not provide full functionality.

Microsoft Silverlight

Starting with VBrick Digital Signage version 4.0, Microsoft Silverlight must be installed on client computers in order to:

- view the Dashboard
- use the Import feature[1]

[1] See Content Creation for instructions on using Import.

- use the Web Page Message feature[1]

If Silverlight is not installed, the Import and Web Page Message options will appear as blank windows and the Dashboard will be replaced with a Welcome Screen with of a list of all playlists licensed in your VBrick Digital Signage system.

For more information about Microsoft Silverlight and to download Silverlight, visit http://www.-microsoft.com/getsilverlight/Get-Started/Install/Default.aspx.

Active Directory

The enterprise edition of VBrick Digital Signage supports Active Directory Authentication for pass-through login. Contact VBrick Technical Support for help with Active Directory.

[1] See Content Creation for instructions on using Web Page Message.

Components of a Display Layout

When we talk about a display layout, we are talking about the way content is organized on a display. Below is an example of a Display Layout with a total of five content blocks. Three blocks have been assigned Playlists, one block has been assigned a Ticker List, and the final content block has been assigned a Date/Time Module.

Layout Backgrounds

A layout background is a JPEG image that covers the entire display area. It appears behind content blocks and overlays. When creating custom layout backgrounds for VBrick Digital Signage, it is best to create the image at the same width and height in pixels as the display resolution configured in VBrick Digital Signage (i.e. 1280 x 768).

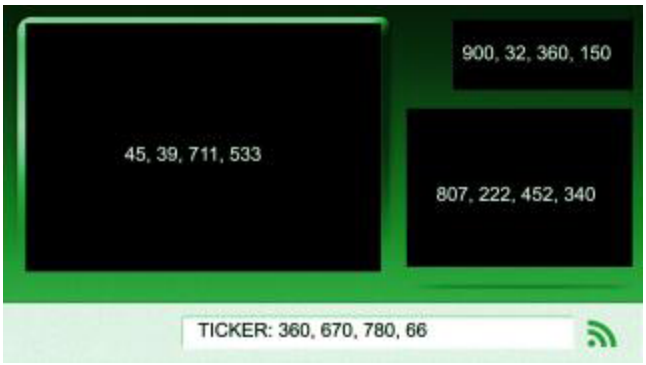
VBrick Digital Signage theme pack layout backgrounds (included with your VBrick Digital Signage system) include predefined areas for content blocks and overlays. Custom layout backgrounds may also include predefined areas for content blocks and overlays to appear.

Display Resolution and Aspect Ratio

Every media player is assigned an aspect ratio and display resolution. The display resolution is the number of pixels across the width of the display and from top to bottom of the display (height). When creating or editing layouts, you must define where content blocks and overlays will appear on the display based on coordinates derived from the display resolution (i.e. 1280 x 768).

The areas where content blocks, overlays, and hot spots appear are defined using four coordinates (x,y,w,h):

x = the number of pixels from the left side of the display
y = the number of pixels from the top of the display
w = the number of pixels that is the width of the block
h = the number of pixels that is the height of the block.



Content blocks may not overlap, however, one overlay (i.e. Video Stream Overlay) may be positioned on top of a content block or without any content blocks behind it. Every layout must contain at least one content block.

Content Blocks

Content Blocks contain either:

- a Playlist (which contains messages)

OR

Highs in the 60S...Lows in the 30S...

- a Ticker List (which contains a ticker list)

Overlays

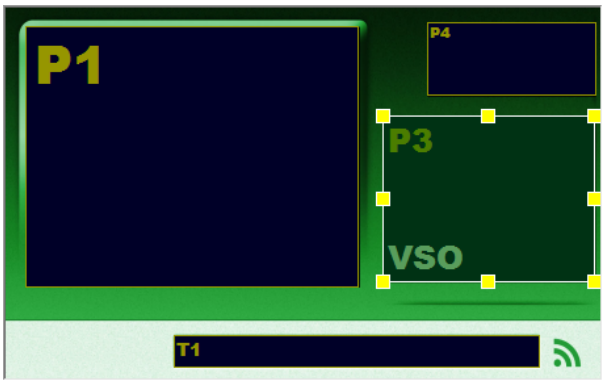
Overlays appear on top of content blocks or on top of the layout background. A single layout may contain only one overlay. There are three types of overlay:

Video Stream Overlay (streaming server)

A video stream overlay (VSO) in a display layout is a defined area on the display hardware that shows live or recorded video using a streaming media source such as a streaming server or a web-based URL that links to a video stream.

Date and Time Overlay

A date and time overlay (DTO) in a display layout is a defined area on the display hardware that shows the date and/or time on top of a content block or a layout background.



Hot Spots

Hot spots are parts of the layout that can be activated by touch. Single or multiple hot spots can be configured on a layout. Hot spots can launch applications or web portals for full screen kiosking.

Kiosking allows users to interact with a web portal or application to access specific information or perform specific functions. Common kiosk applications are room booking, queuing management, interactive way-finding, and point-of-sale systems. In VBrick Digital Signage, full screen kiosking visually overrides normal digital signage playback.

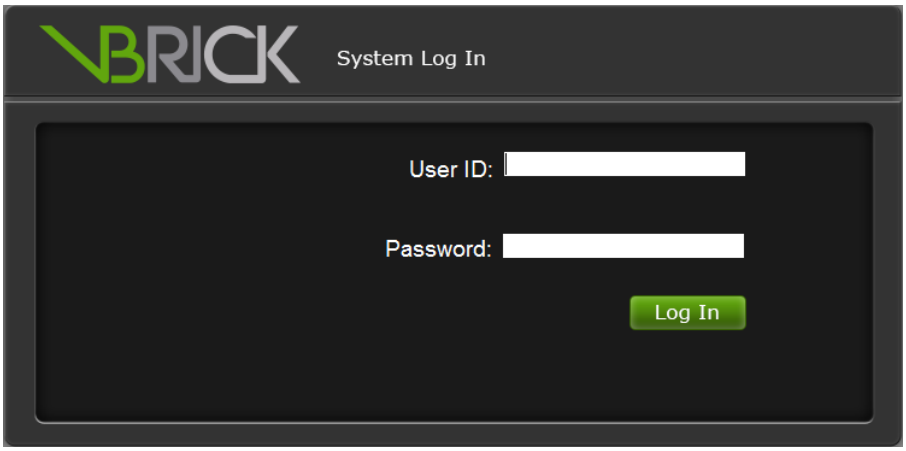
Hot spots also can be used to switch the device to an alternate desktop, reboot the device, or to perform a device shut down.

The Login Screen

VBrick Digital Signageis a browser-based application. You can use a standard web browser such as Internet Explorer to access the User Interface. Your System Administrator will provide a URL, a user ID, and a password to access the system. We recommend book marking the URL for easy access.

To login to VBrick Digital Signage:

1. Enter the URL of the Content Manager in the address bar of your browser
2. Press the **Enter** key on your keyboard
3. Enter your UserID in the *User ID* field
4. Enter your password in the *Password* field
5. Press the **Login** button

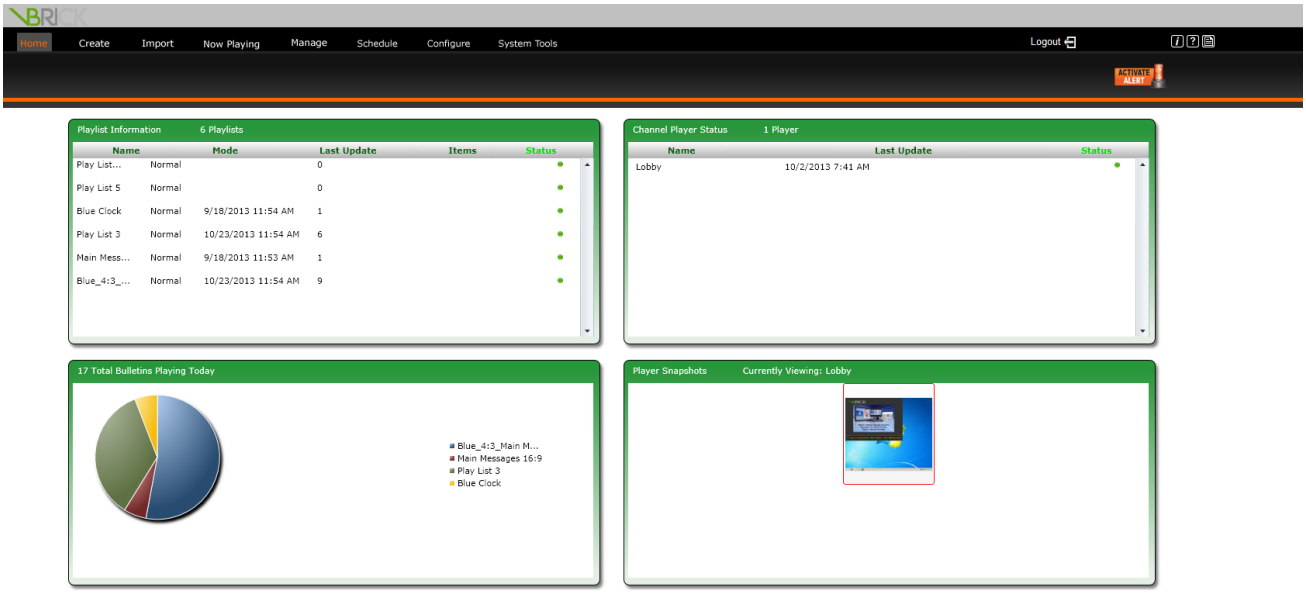


The Home Screen

After login, users will see the Home Screen. The Home Screen features a tabbed Navigation Menu, the **Help** and **Information** buttons, and the Dashboard consisting of four information pods:

- Playlist Information
- Channel Player Status
- Messages Playing Today
- Player Snapshots

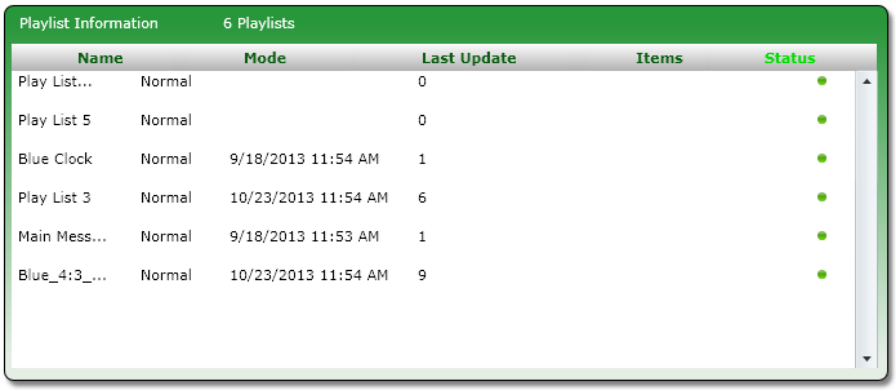
The Dashboard is best displayed at the following resolutions: 1920x1080, 1680x1050, 1440x900, 1360x768, 1280x1024, 1280x960, 1152x864, 1024x768.



The Playlist Information Pod

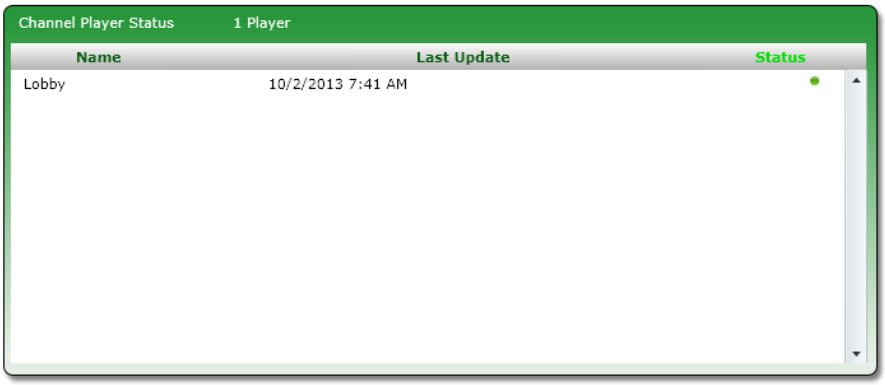
The Playlist Information pod displays information about the playlists you have access to including the playlist name, mode of play, date of the last update, the number of items scheduled for play and the playlists' current status. A green dot in the status column indicates there are no messages requiring approval. A yellow warning triangle in the status column indicates at least one message on the playlist requires approval. Playlists with warning status will appear at the top of the list. Clicking the status icon for a playlist will take

you to the Now Playing screen where you can select the desired playlist from the Playlist pull down menu to view the scheduled content.



The Channel Player Status Pod

The Channel Player Status Pod provides a list of the Media Players in the system that you have been given access to by the VBrick Digital Signage System Administrator. You also will see the last date and time the players were updated by the Content Manager and the status of the Signage Player. If the Content Manager is having difficulty pinging the Signage Player, a red dot will appear in the status column. A green dot indicates that the Content Manager can ping the Signage Player.

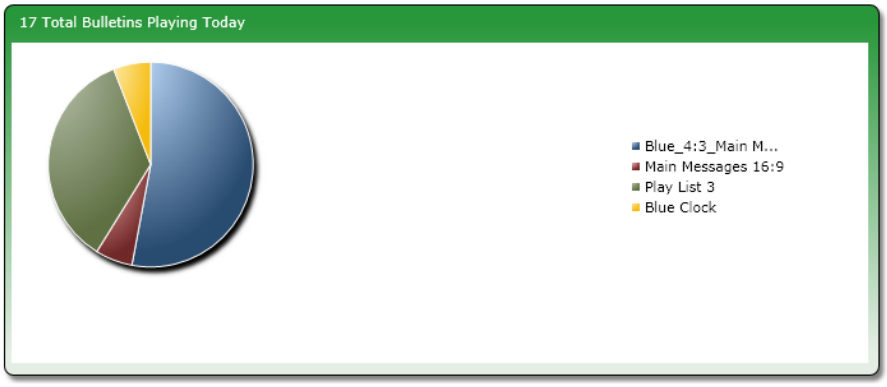


NOTE: If you do not have access to any players, you will see an icon indicating no players have been detected.

The Messages Playing Today Pod

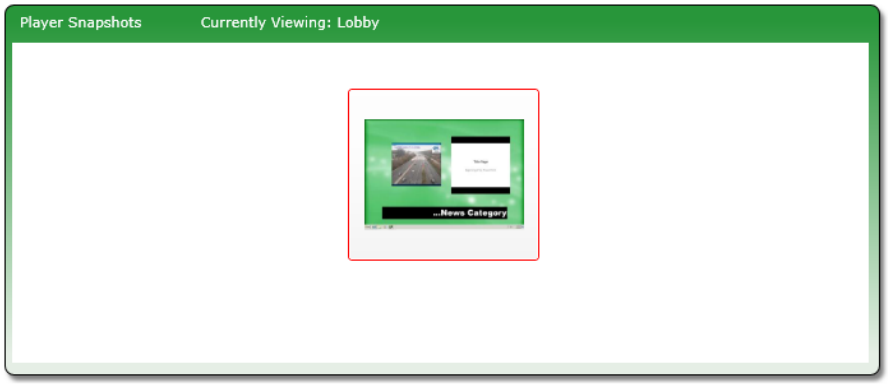
The Messages Playing Today Pod shows a pie chart with the percentage of messages scheduled to play on the current date. This pie chart refers only to the playlists you have access to, which may not be all of

the playlists licensed in the system. Hovering your cursor over a slice of the pie chart will bring up a hint box showing the number of messages scheduled to the associated playlist and the percentage of all content that number represents.



The Player Snapshots Pod

The Player Snapshots Pod gives you a preview of the Signage Player you have access to in the system. Arrows in the Snapshot pod allow you to navigate forward and backward to view snapshots of additional Signage Player if you have access to more than three players.



NOTE: If you do not have access to any players, you will see an icon indicating that no authorized players have been detected.

The Information and the Help Buttons

Two buttons that can offer assistance while navigating through the system appear in the upper right corner of the window.

The “i” is the **Information** button. If an VBrick Digital Signage internal error message appears on screen, click the **Information** button for details about the error. You can copy and paste the information into an e-mail and sent to Technical Support at support@vbrick.com or you can use the information to open a support ticket online at VBrick.

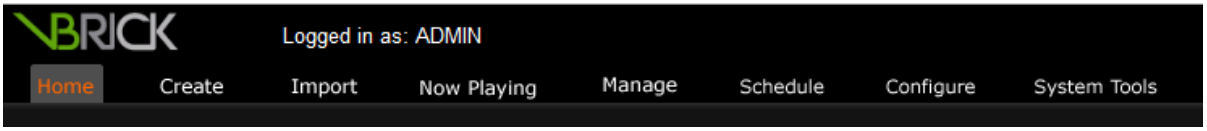
The **Help** button appears as a question mark next to the **Information** button in the upper right corner of the window. Clicking the **Help** button will open the online help file in a new window or tab in your browser. The help file will open to display information related to the function currently in use. You can find help using Contents, the Index, or the Search tabs on the left side of the help window.

Navigation Menu

The tabbed Navigation Menu on the top of the window facilitates movement around the system. Menu options are grouped by function. Clicking the main menu function opens an action bar with icons for each of the options available for the function.

The main functions within VBrick Digital Signage are:

- Create
- Import
- Now Playing
- Manage
- Schedule
- Configure
- System Tools



Logout appears at the end of the menu bar. If available, the **Activate Alert** option appears at the end of the action bar.

Mass Alert Notification

The Mass Alert Notification feature allows users who have been given responsibility for activating mass alert messages to override all scheduled content and send an alert message to all media players in the VBrick Digital Signage deployment using just a few mouse clicks. Customers with an Enterprise License

may choose to specify groups of players to receive Alert Messages. Activate Alert will be available only to those users who have been assigned responsibility for activating mass alerts in the system.

Mass Alert Notification is a licensed feature. If the system is licensed for Mass Alerts, system administrators will see the Activate Alert button on the right side of the action bar. The system can be activated manually by clicking this button, or through a trigger from an external source via an email, a SOAP Web Service, a post to the CAP (Common Alerting Protocol) listener, or through CAP Polling. CAP Listener and CAP Polling are mutually exclusive of one another.

To add Mass Alert to your system contact support@vbrick.com.

Contact VBrick Technical Support to configure Mass Alert Notification.

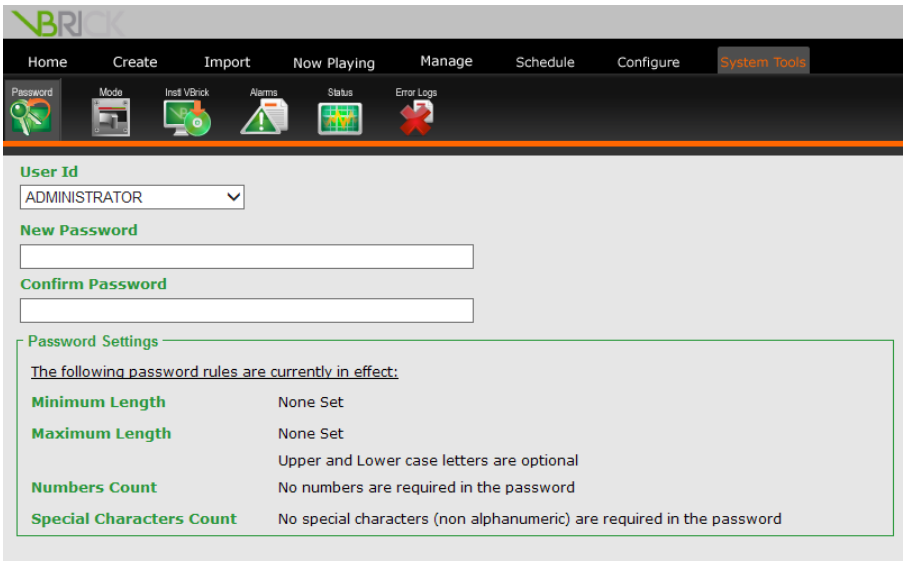
System Tools

Change Password

The VBrick Digital Signage System Administrator will provide you with a UserID and password for accessing the system. You should change your password upon accessing the system the first time. Changing the password in VBrick Digital Signage is similar to changing passwords in other Windows applications.

To change your password:

1. Click **System Tools** on the Navigation Menu
2. Click the **Password** icon in the action bar
3. Type the current password in the *Old Password* field
4. Type the new password in the *New Password* field
5. Type the new password in the *Verify* field
6. Click the **Done** button



System Administrators do not have to know the old password in order to change a user's password. Instead of seeing a static UserID, Administrators will see a pull down menu containing a list of all the users configured in the system.

To change the password for a user:

1. Click **System Tools** on the Navigation Menu
2. Click the **Password** icon in the action bar
3. Select the desired UserID from the pull down menu
4. Type the new password in the *New Password* field
5. Type the new password in the *Verify* field
6. Click the **Done** button

The password rules that are in effect for your VBrick Digital Signage system appear below the password fields.

Change Mode

The Change Mode Screen is used to change the current display mode of one or more media players which often are referred to as displays. By default, all systems have a Normal Mode of play and an Alert Mode of play. Clients who are licensed for Mass Alert Notification will see additional options in the New Mode pull down list.

To change the mode of a media player:

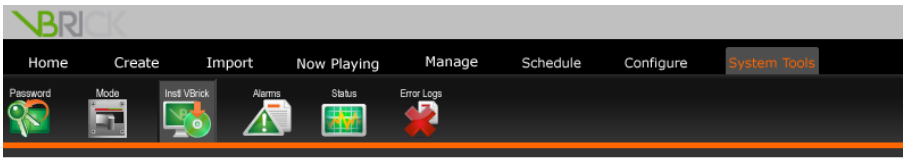
1. Click **System Tools** on the Navigation Menu
2. Click the **Mode** button on the action bar
3. Select the desired mode from the drop down list under *New Mode* for the appropriate media player
4. Click the **Activate** button

When changing the mode from this screen, users must click the **Activate** button beside each media player being changed.

When you schedule a message to an alert playlist, you will be prompted to activate alert mode from the schedule screen. In this case, it is not necessary to use the **System Tools | Mode** screen.

Install and Configure Desktop Clients

VBrick Digital Signage has three client applications that can be installed for use on desktop computers: VBrick Desktopand Desktop Messenger .



VBrick Desktop
Installs VBrick Desktop on your computer.

VBrick Desktop Messenger
Installs Desktop Messenger on your computer.

VBrick Desktop

VBrick Desktop is a client application that connects to the Content Manager. It is comprised of four tools:

- Free Form Editor
- Template Editor
- Display Layout Editor
- Media Importer

Depending on how your role and privileges have been configured by your System Administrator, you may have access to some or all of these functions.

To install VBrick Desktop:

1. Click **System Tools** on the Navigation Menu
2. Click the **Install VBrick Desktop** icon on the action bar
3. Click the *VBrick Desktop* link in the window

   a Windows security dialog box will appear on screen
4. Press the **Run** button to install the application from the Content Manager

   or

   Press the **Save** button to store the setup file to the hard drive to install later

   If the setup file was saved to the hard drive, browse to the file location and double click the setup icon to begin installation
5. Follow the on-screen instructions to complete the installation

Connect to the Content Manager

The first time you open VBrick Desktop, the application will need to connect to the Content Manager. You will need the same URL and UserID information provided by the System Administrator to access the system via the web interface.

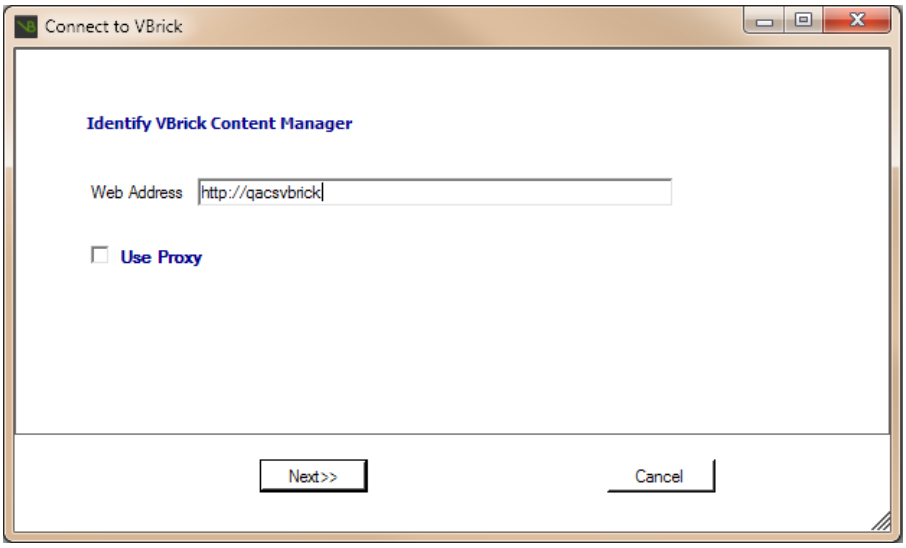
To connect to the Content Manager using VBrick Desktop:

1. Enter the URL for the Content Manager in the *Web Address* field

   If the organization uses a proxy server, check the *Use Proxy* check box and click the **Edit Proxy Settings** button to enter the proxy settings[1]
2. Press the **Next** button to go to the login screen
3. Enter the *UserID* and *password*
4. Press the **Finished** button

---

[1] Proxy Settings will be provided by the System Administrator.



Desktop Messenger

Desktop Messenger is a publisher that shows VBrick Digital Signage messages as pop-ups on the screen of computers that have the Desktop Messenger client installed and configured.

To install Desktop Messenger:

1. Click **System Tools** on the Navigation Menu
2. Click the **Install VBrick** icon on the action bar
3. Click the *VBrick Desktop Messenger* link in the window

   A Windows security dialog box will appear on screen
4. Press the **Run** button to install the application from the Content Manager

   or

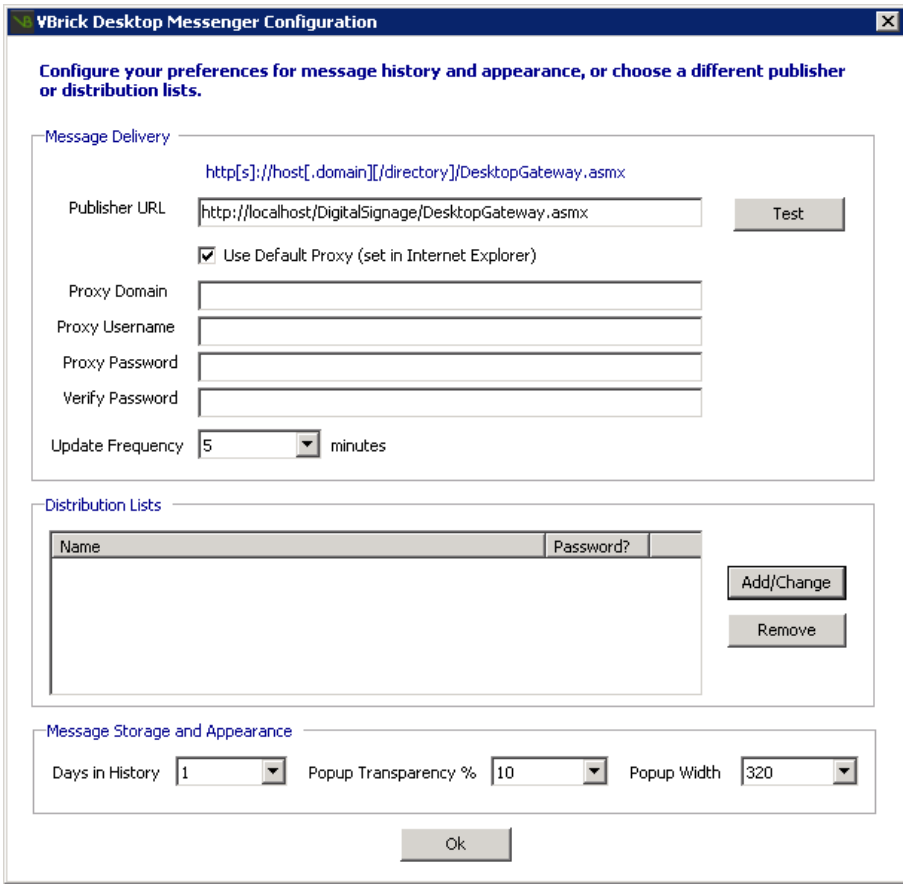
   Press the **Save** button to store the setup file to the hard drive to install later

   If the setup file was saved to the hard drive, browse to the location of the setup file and double click the setup icon to begin installation
5. Follow the on-screen instructions to complete the installation

To configure VBrick Desktop Messenger:

1. Enter the URL of your publisher server followed by */DesktopPublisher/DesktopGateway.asmx*
2. Click **Test**
3. If using a proxy server, enter proxy information
4. Click the **Add/Change** button to subscribe to a distribution list

NOTE: Some distribution lists are password protected. If so, you must enter the password in order to subscribe.



Screensaver

The Screensaver is another client application that connects to the VBrick Digital Signage Content Manager. Once installed, the screen saver can be selected in the Windows display options to show VBrick Digital Signage messages on-screen when the computer goes to screen saver mode.

To install Screensaver:

1. Click **System Tools** on the Navigation Menu
2. Click the **Install VBrick** icon on the action bar

3. Click Screensaver in the main window

   A Windows security dialog box will appear on screen
4. Press the **Run** button to install the application from the Content Manager

   or

   Press the **Save** button to store the setup file to the hard drive to install later

   If the setup file was saved to the hard drive, browse to the location of the setup file and double click the setup icon to begin installation
5. Follow the on-screen instructions to complete the installation

To configure the Screensaver:

1. Go to the **Display Properties** in the Windows Control Panel
2. Select **VBrick Digital Signage** as the screen saver
3. Press the **Settings** button
4. Enter the name of the Content Manager and the server port in the appropriate fields on the **VBrick Digital Signage Server** tab
5. Select the desired Playlist and Refresh interval on the **Playlist** tab
6. Designate whether to move the message images around the screen or to fill the screen using the radio buttons on the **Screen** tab
7. Set the speed of the images using the sliding bar on the **Screen** tab
8. Press the **OK** button

Alarms

The Active Alarms screen lists all active alarms. Alarms will be displayed as long as the device reporting the alarm is able to communicate with the Content Manager.

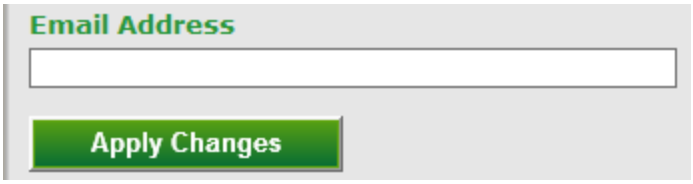
You will see a description of the alarm, the device reporting the alarm, and the date and time of the alarm. If an alarm is active, it can be cleared manually by clicking *Clear*.

If there are no active alarms, the text indicating that there are no alarms currently active will be displayed. Clicking the **Configure** button will take you to the screen where Alarms can be turned on or off and can be configured.

Configure Alarms

To receive alarm notification via email:

1. Click **System Tools** on the Navigation Menu
2. Click the **Alarms** icon on the action bar
3. Click the **Configure** button on the Alarms screen
4. On the next screen, enter the email address to receive the notifications
5. Click **Apply Changes**

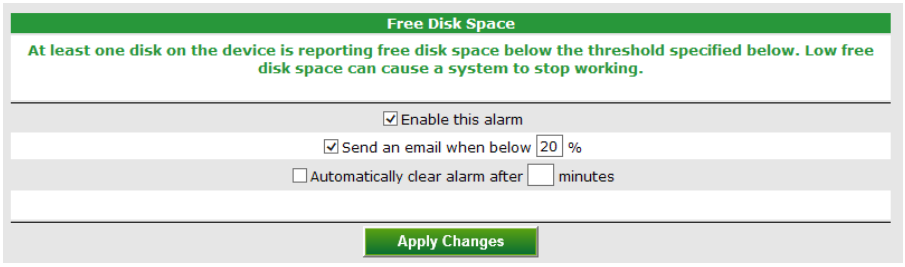


NOTE: Outgoing email must be configured for this feature to work. See Configuring Users and Settings for details.

Each available alarm is listed on this screen, along with a brief description of the alarm.

To configure an alarm:

1. For the desired alarm, check the check box beside *Enable the alarm for this condition*
2. Specify the parameters of the alarm that are requested in the area below the check box
3. Check the box labeled *send email* if wish to receive an email notification of the alarm
4. Click the **Apply Changes** button under each alarm to save the settings

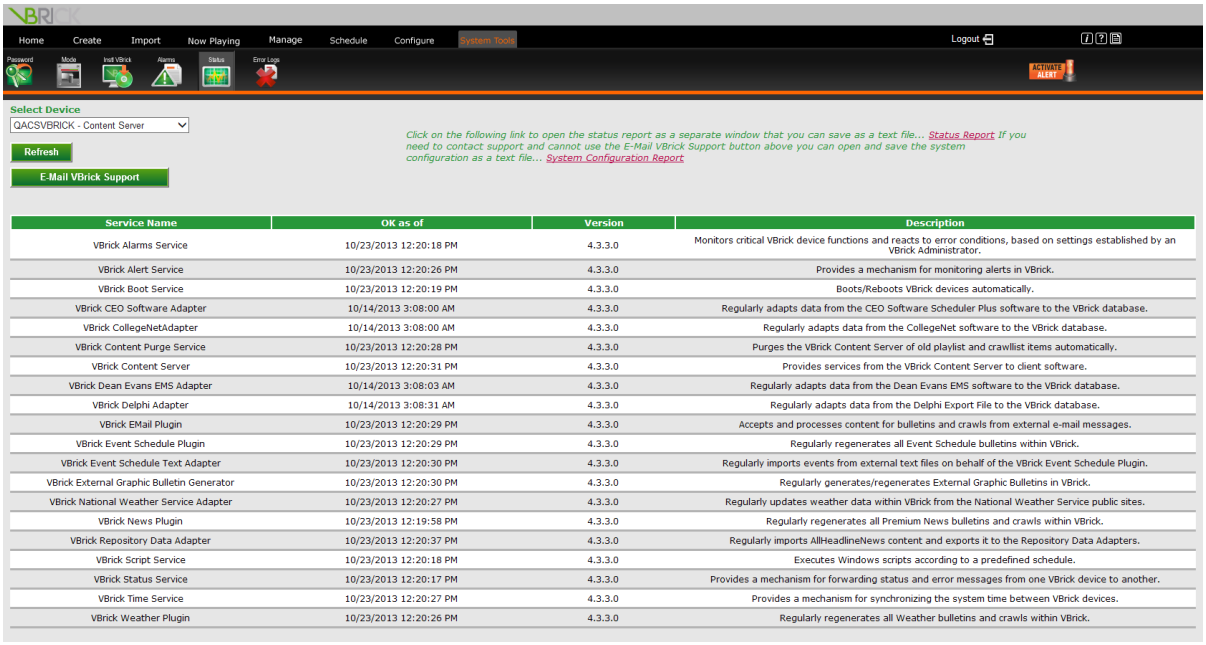


Status Reports

The Status screen shows a list of the VBrick Digital Signage Services currently running along with a description of each of the services, the current software version of each service, and a time and date stamp of the most recent status check for each service.

To view, print, or save a status report:

1. Click **System Tools** on the Navigation Menu
2. Click the **Status** icon on the action bar
3. Select a device from the *Select Device* pull down menu
4. Click the *Status Report* link at the top of the page to access an HTML version of the status report



Service Name	OK as of	Version	Description
VBrick Alarms Service	10/23/2013 12:20:18 PM	4.3.3.0	Monitors critical VBrick device functions and reacts to error conditions, based on settings established by an VBrick Administrator.
VBrick Alert Service	10/23/2013 12:20:26 PM	4.3.3.0	Provides a mechanism for monitoring alerts in VBrick.
VBrick Boot Service	10/23/2013 12:20:19 PM	4.3.3.0	Boots/Reboots VBrick devices automatically.
VBrick CEO Software Adapter	10/14/2013 3:08:00 AM	4.3.3.0	Regularly adapts data from the CEO Software Scheduler Plus software to the VBrick database.
VBrick CollegeNetAdapter	10/14/2013 3:08:00 AM	4.3.3.0	Regularly adapts data from the CollegeNet software to the VBrick database.
VBrick Content Purge Service	10/23/2013 12:20:28 PM	4.3.3.0	Purges the VBrick Content Server of old playlist and crawllist items automatically.
VBrick Content Server	10/23/2013 12:20:31 PM	4.3.3.0	Provides services from the VBrick Content Server to client software.
VBrick Dean Evans EMS Adapter	10/14/2013 3:08:03 AM	4.3.3.0	Regularly adapts data from the Dean Evans EMS software to the VBrick database.
VBrick Delphi Adapter	10/14/2013 3:08:31 AM	4.3.3.0	Regularly adapts data from the Delphi Export File to the VBrick database.
VBrick EMail Plugin	10/23/2013 12:20:29 PM	4.3.3.0	Accepts and processes content for bulletins and crawls from external e-mail messages.
VBrick Event Schedule Plugin	10/23/2013 12:20:29 PM	4.3.3.0	Regularly regenerates all Event Schedule bulletins within VBrick.
VBrick Event Schedule Text Adapter	10/23/2013 12:20:30 PM	4.3.3.0	Regularly imports events from external text files on behalf of the VBrick Event Schedule Plugin.
VBrick External Graphic Bulletin Generator	10/23/2013 12:20:30 PM	4.3.3.0	Regularly generates/regenerates External Graphic Bulletins in VBrick.
VBrick National Weather Service Adapter	10/23/2013 12:20:27 PM	4.3.3.0	Regularly updates weather data within VBrick from the National Weather Service public sites.
VBrick News Plugin	10/23/2013 12:19:58 PM	4.3.3.0	Regularly regenerates all Premium News bulletins and crawls within VBrick.
VBrick Repository Data Adapter	10/23/2013 12:20:37 PM	4.3.3.0	Regularly imports AllHeadlineNews content and exports it to the Repository Data Adapters.
VBrick Script Service	10/23/2013 12:20:18 PM	4.3.3.0	Executes Windows scripts according to a predefined schedule.
VBrick Status Service	10/23/2013 12:20:17 PM	4.3.3.0	Provides a mechanism for forwarding status and error messages from one VBrick device to another.
VBrick Time Service	10/23/2013 12:20:27 PM	4.3.3.0	Provides a mechanism for synchronizing the system time between VBrick devices.
VBrick Weather Plugin	10/23/2013 12:20:26 PM	4.3.3.0	Regularly regenerates all Weather bulletins and crawls within VBrick.

When you request a software update from technical support, we may request a system configuration report to verify information on your system.

To view, print, or save a System Configuration Report:

- Click the *System Configuration Report* link at the top of the page

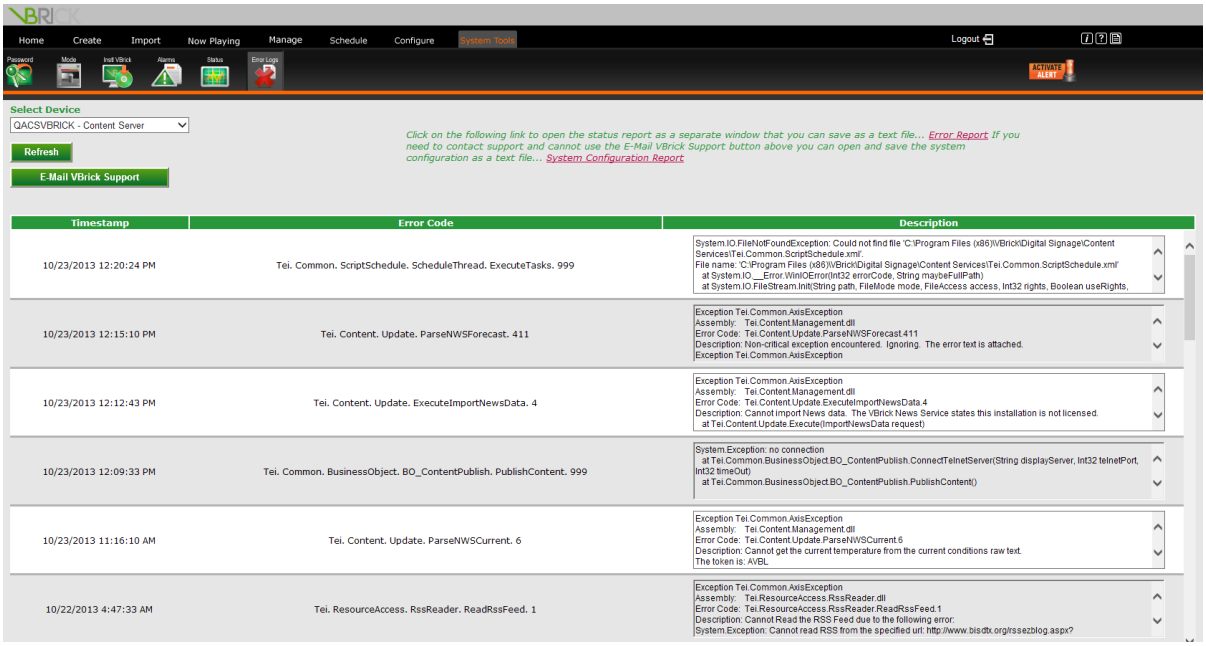
NOTE: You can send the Status and/or System Configuration Report(s) to Technical Support by saving the HTML file(s) to the local PCs or to a network location then emailing the report to support@vbrick.com.

Error Logs

The Error Logs screen displays errors reported by all devices within the VBrick Digital Signage installation. This screen records all internal application errors and many logical errors that can occur while running the system. The most recent errors will be listed first.

To view errors on a device:

1. Click **System Tools** on the Navigation Menu
2. Click the **Error Logs** icon on the action bar
3. Select a device from the *Select Device* pull down menu
4. Press the **Refresh** button to refresh the data
5. Click the *Error Report* link at the top of the page to view, print, or save the error report



- Click the Email VBrick Support button to email the report to Technical Support or attach the report to an e-mail and send it to support@vbrick.com

For your convenience, there is a link to the See " Status Reports " on page 40 at the top of the Error Reports page.

Welcome to VBrick Desktop Training

Welcome to VBrick Desktop training! VBrick Desktop focuses on using four key tools: Free Form Editor, Template Editor, Display Layout Editor and Media Importer. These tools allow you to create highly customizable messages and message templates, to create layouts to display messages and other content, and to import image, video, and audio files. You also will learn about using layouts in VBrick Digital Signage.

Prerequisites

Introduction to VBrick Digital Signage is a prerequisite for this course. Introduction to VBrick Digital Signage covers key concepts and terminology you will need to know in order to get the most out of your training.

Who should attend?

Everyone who creates messages or message templates and designs layouts for digital displays should attend this class.

Course Objectives

After completing this course, participants should be able to:

- connect to the Content Manager in VBrick Desktop;
- import video, image, and audio files using the Media Importer;
- create and edit Free Form messages;
- create and edit Message Templates;
- create and edit Display Layouts;
- apply Layouts manually; and,
- schedule layouts.

Course Outline

1. VBrick Desktop
    a. Connect to the Content Manager
2. Media Importer
3. Free Form Editor
    a. Create a Free Form Message
    b. Edit a Free Form Message
4. Considerations for Template Creation
5. Template Editor
    a. Create a Message Template
    b. Edit a Message Template
6. Display Layout Editor
    a. Creating layouts
    b. Modifying and deleting layouts
    c. Copying layouts to other channel players
7. The Channel Player Layouts Screen
    a. Applying layouts manually
    b. Configuring Hotspots in the Web Interface
    c. Scheduling layouts
8. Q & A

VBrick Desktop

VBrick Desktop is a client application that connects to the VBrick Digital Signage Content Manager. It is comprised of four tools:

- Free Form Editor
- Template Editor
- Display Layout Editor
- Media Importer

Depending on how your role and privileges have been configured by your System Administrator, you may have access to some or all of these functions.

The first time you open VBrick Desktop the application will need to connect to the Content Manager. You will need the same URL and UserID information provided by the System Administrator to access the system via the web interface.

See " Install and Configure Desktop Clients" on page 35

See "VBrick Desktop" on page 35

Importing Files

To import large files, VBrick Desktop must be installed on your PC. Once the application is installed, you will be able to import media files that are larger than 20 MB in size.

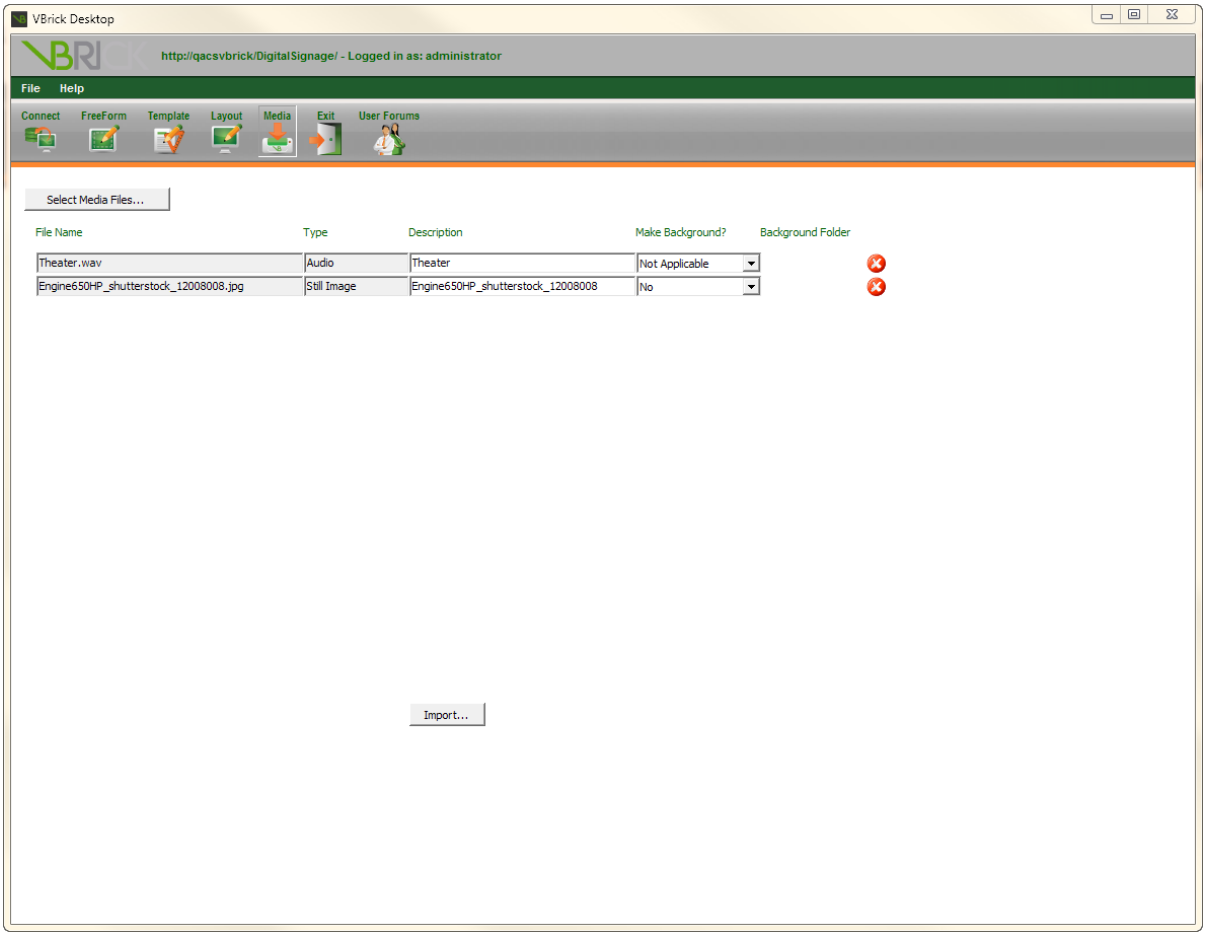
Media Importer

Media Importer is a tool within VBrick Desktop that allows you to import files that are larger than 20 MB in size. You can upload multiple images and/or videos at one time using the Media Importer.

To upload graphic and/or video files using Media Importer:

1. Click the **Media Importer** button in VBrick Desktop
2. Press the **Select Media Files** button at the top of the screen
3. Browse to the file location and select the file for upload
4. When the file information appears in the import screen, enter a name in the *Description* field
5. If the file is an image, choose whether or not to make the image available as a message background in VBrick Digital Signage by *selecting* Yes (and the aspect ratio for the message background image) or *No* from the pull down menu labeled *Background?*

6. Repeat steps 2 through 5 until all of the desired files have been selected for upload[1]
7. Press the **Import** button at the bottom of the screen
8. The image(s)/video(s) will now be available for use in VBrick Digital Signage



Creating Messages

If you want to use VBrick Desktop to create messages, the VBrick Desktop client application must be installed on your PC. Once the application is installed, you will be able to create customizable messages using VBrick Desktop.

To open VBrick Desktop:

[1]There is no limit to the number of files that can be imported at one time using the Media Importer; however, the total maximum files size of all files being imported cannot exceed 1.9 GB.

1. Click the **Start** button
2. Go to **All Programs**
3. Select **VBrick**
4. Select **VBrick Desktop**

See *Introduction to VBrick Digital Signage* for details about installing VBrick Desktop.

Free Form Editor

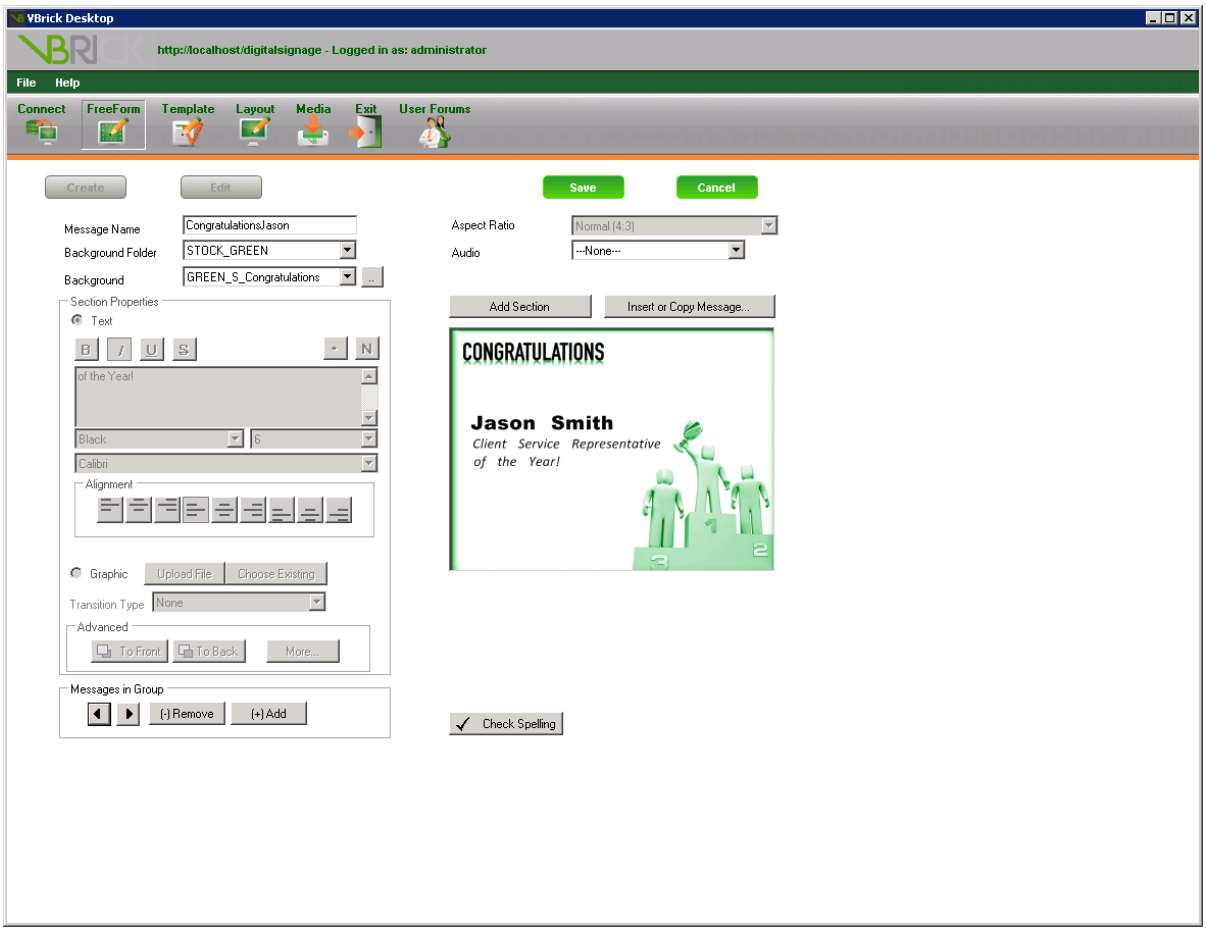
Free Form is a message creation tool that allows you to manipulate various aspects of the messages to create highly customized messages.

See " Creating Messages using Free Form Editor" on page 47

Creating Messages using Free Form Editor

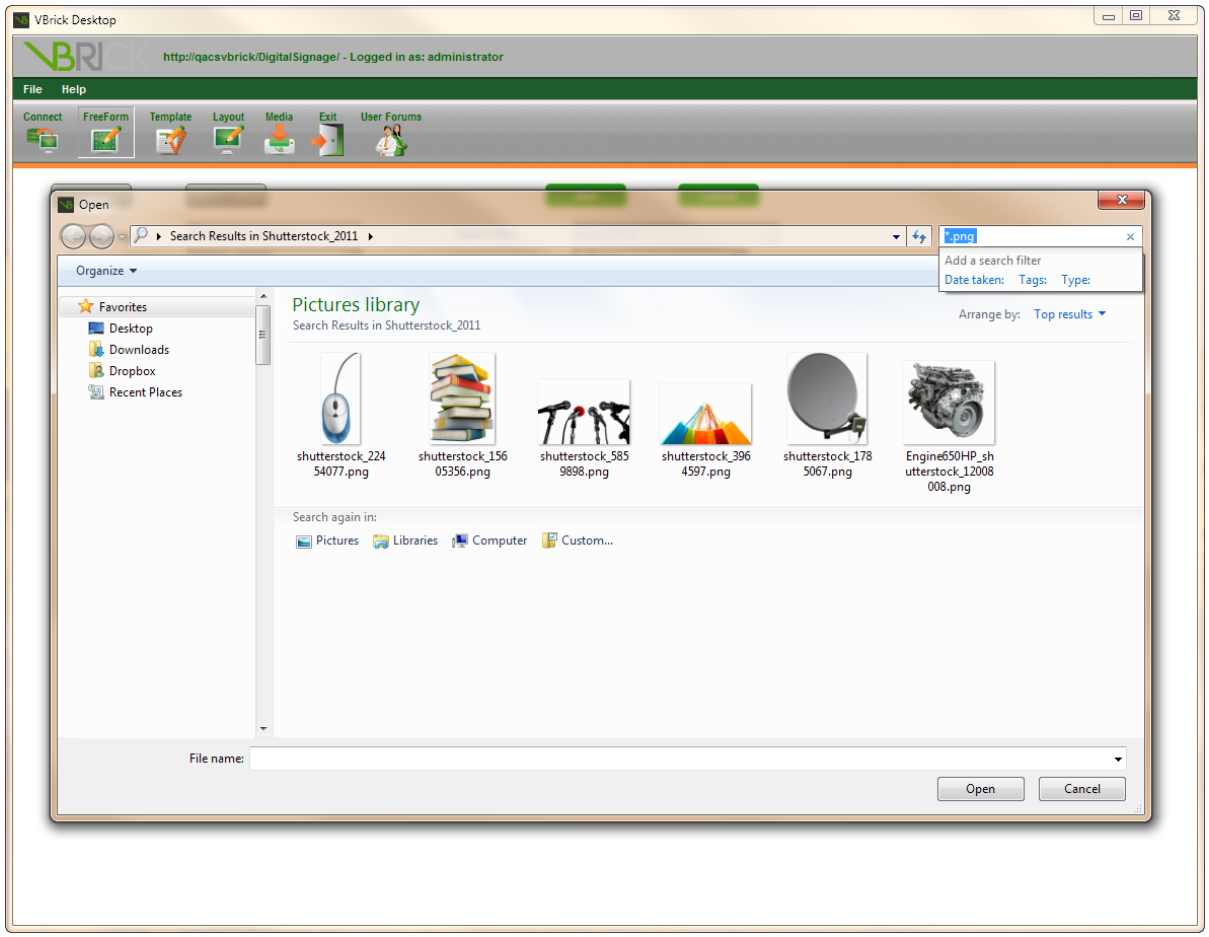
To create a new message using the Free Form Editor:

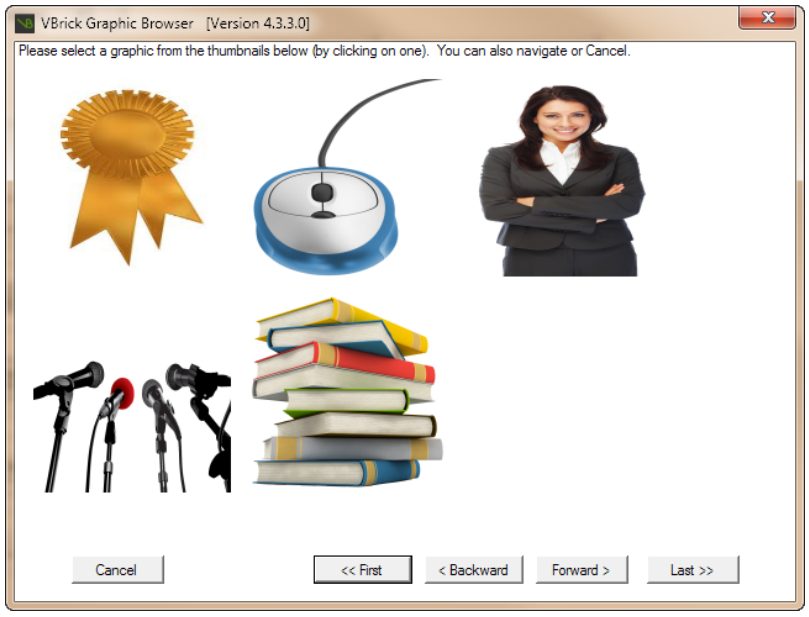
1. Press the **Create Message** button
2. Name the message
3. Choose a message background from either the drop down menu or select the **Browse** button to open the Background Browser
4. Choose audio, if desired
5. Click the **Add Section** button to add text or graphic components to the message preview
6. You can alter the shape and size of the selected section using the square handle bars on the section box
7. Click in the center of the section and drag the mouse to move the section to another part of the message



Section Properties - Choose text or graphic element

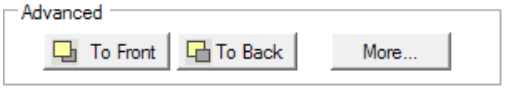
a. Text
    i. Enter text
    ii. Choose font, font color, and font size
    iii. Apply font styles: Bold, Italic, Underline, and Strike through
    iv. Check spelling
    v. Choose the placement and alignment of text within the section
b. Graphic
    i. Click the **Upload File** button to open a browser window to choose a file to upload
    ii. Click the **Choose Existing** button to view the image library
    iii. Use navigation buttons to browse through the image library
        1. Click on an image to choose graphic
        2. Choose transition type


VBrick Desktop
http://qacsvbrick/DigitalSignage/ - Logged in as: administrator
File Help
Connect FreeForm Template Layout Media Exit User Forums
Open
Search Results in Shutterstock_2011
*.png
Add a search filter
Date taken: Tags: Type:
Organize
Favorites
Desktop
Downloads
Dropbox
Recent Places
Pictures library
Search Results in Shutterstock_2011
Arrange by: Top results
shutterstock_224 54077.png
shutterstock_156 05356.png
shutterstock_585 9898.png
shutterstock_396 4597.png
shutterstock_178 5067.png
Engine650HP_sh utterstock_12008 008.png
Search again in:
Pictures Libraries Computer Custom...
File name:
Open
Cancel


VBrick Graphic Browser [Version 4.3.3.0]
Please select a graphic from the thumbnails below (by clicking on one). You can also navigate or Cancel.
Cancel
<< First
< Backward
Forward >
Last >>

Navigating the Sections of Your Message

Buttons in the **Section Properties | Advanced** portion of the screen assist with navigating around messages and managing graphic images.



- **To Front** Moves the selected section to the front, in relationship to all other sections
- **To Back** Moves the selected section to the back, in relationship to all other sections
- **More** This button will show fly out menus with more formatting options for the selected section
- **Bring to front** Brings a section to the front in relation to the other sections
- **Push to back** Pushes a section to the back in relation to the other sections
- **Snap to** This option will align your section to the center, left, right, top or bottom of the message
- **Fill** The section will fill the entire message aspect ratio
- **Delete section** Deletes the selected section

Messages in Group: This section allows users to manage the current message group

- **(+) Add** to add a message to form a group of messages
- **(-) Remove** Removes the current message from the group

Insert or Copy Message Brings up a dialog box that allows you to insert or copy another message into the current design

Scheduling Free Form Messages

Messages created or edited using the Free Form Editor are scheduled in the same manner as all other messages in VBrick Digital Signage. See the Scheduling Messages in VBrick Digital Signage section of the training guide.

Editing Messages using Free Form Editor

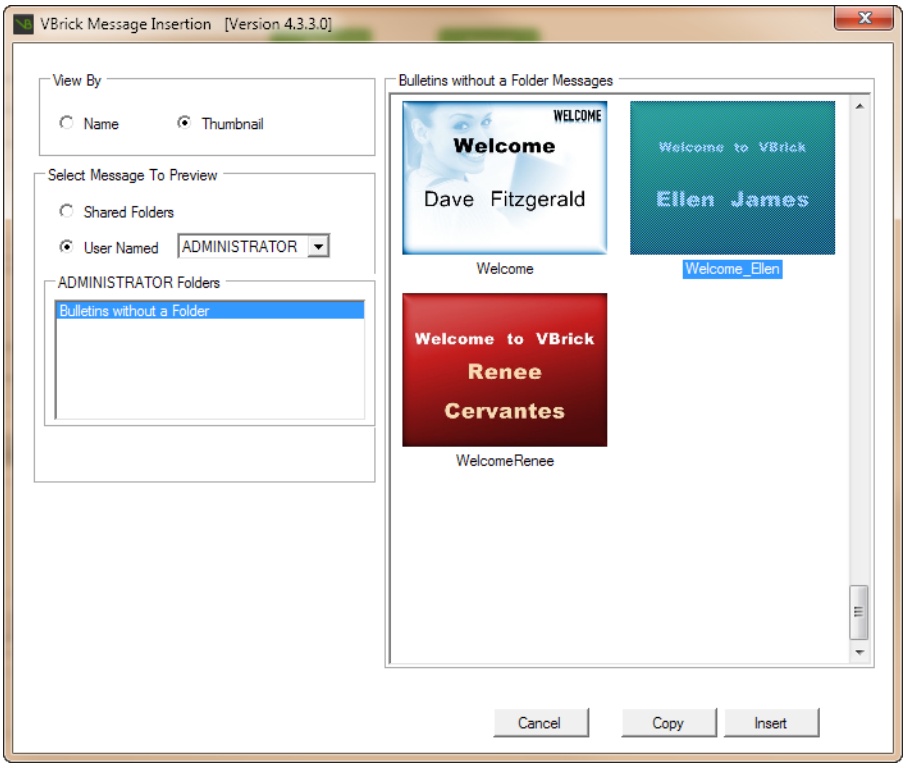
To edit an existing message:

1. Press the **Edit Existing Message** button to go to the *Select Existing Message* dialog box
2. Choose how to view the existing messages using the radio button in the *View By* section
    a. Choose **Name** to see the messages as a list of names
    b. Choose **Thumbnail** to see a preview of the messages
3. Select the message(s) to view using the radio button under **Select Message to Preview**
    a. Choose **Shared Folders** to see existing messages in shared folders on the VBrick Digital Signage System
    b. Choose **User Name** to view messages inside specific users' folders
        1. If you have created messages that are not located inside a folder, choose the *Messages without a Folder* option from the list
4. Select the message to edit and press the **Edit** button at the bottom of the screen

Copying a Message

To copy an existing message:

1. Press the **Insert or Copy Message** button to go to the Select Existing Message dialog box
2. Choose how to view the existing messages using the radio button in the View By section
3. Choose Name to see the messages as a list of names
4. Choose Thumbnail to see a preview of the messages
5. Select the message(s) to view using the radio button under Select Message to Preview
6. Choose Shared Folders to see existing messages in shared folders on the VBrick Digital Signage System
7. Choose User Name to view messages inside specific users' folders
8. If you have created messages that are not located inside a folder, choose the Messages without a Folder option from the list
9. Select the message to copy and press the Copy button at the bottom of the screen
10. Make your changes and name your new message before saving



Saving or Canceling Changes to a Message

When messages have been created or edited, you can either save the changes or discard them.

Saving Changes to a Message

To save a message:

1. Press the **Save Message** button at the top of the window
2. A dialog box will pop up to offer the option to schedule the message
3. To schedule the message, press the **Yes** button to open the Schedule Message Screen in the web interface

Canceling Changes to a Message

To cancel changes to a message:

1. Press the **Cancel Operation** button at the top of the window
2. A dialog box will pop up to confirm the choice
    a. To continue with the cancellation, press the **Yes** button
    b. To resume work on the message or to save the message, press the **No** button

Designing Message Templates

Using message templates in VBrick Digital Signage can help to create a consistent look and feel for the content being displayed. Message templates can help users adhere to branding guidelines for the organization by having templates designed using the organization's official colors and logo.

Templates provide content and quality control for system administrators and content approvers. And, because the content creation process is easier and more efficient when using templates, content contributors are more likely to publish content.

Message templates can be particularly useful for creating recurring messages, such as:

- Welcome messages, new hire and birthday announcements;
- Community and social activities;
- Student Organization activities;
- Recognition for outstanding achievement, honor, award or completion of project or program; and/or
- Menus.

Templates are created using VBrick Desktop which can be downloaded and installed from the web-based user interface. Please see the System Tools section for detailed information on the installation process.

Considerations for Template Creation

Here are a few elements that should be considered when designing a template for users:

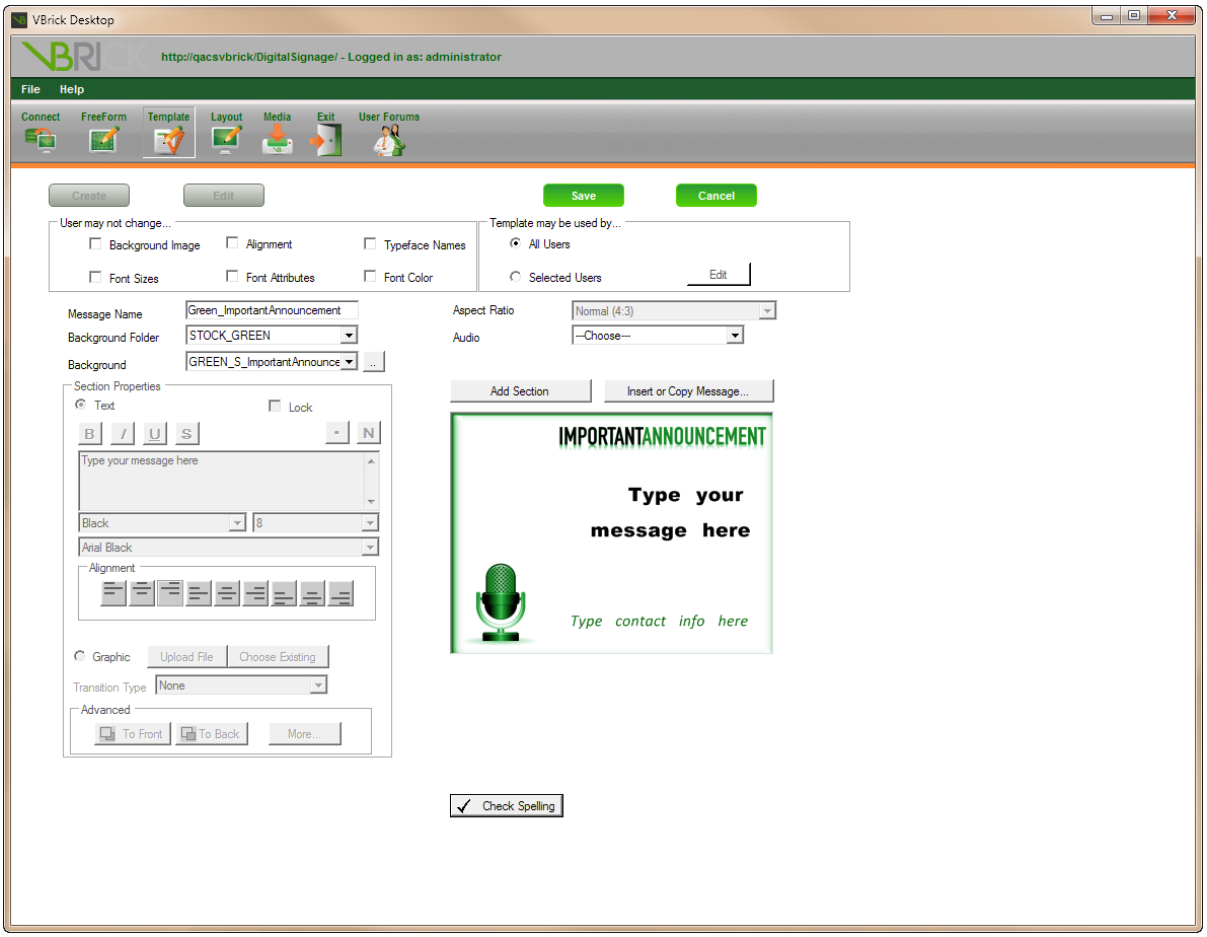
- What items are needed for the completion of the message on the user side?
- What sections (Text/Images) cannot be changed by the user and must be locked?
- Who will be able to use this template to create new messages?
- Have you given enough space for text entry in the unlocked section(s)?

Creating a Message Template

To create a template:

1. Open VBrick Desktop from the start menu
2. Select the **Template Editor** tab
3. Press the **Create Template** button
4. Name the message template
5. Select the desired background folder from the *Background Folder* pull down menu

6. Select the desired Message Background from the *Background* pull down menu
7. Choose the desired Aspect Ratio from the *Aspect Ratio* pull down menu
8. If desired, select an Audio file to attach to the template from the *Audio* pull down menu
9. Press the **Add Section** button and click the preview of the message template to place text and/or graphics on the template



10. When the *Section Properties* area of the screen becomes active, choose either the *Text* or *Graphic* radio button to designate what type of data will appear in the section

    If *text*, type the desired text into the text field and format as needed – including typeface, size, color, alignment, bullets or numbering, and transition

If *graphic*, select a graphic image either by choosing the **Upload File** button or the **Choose Existing** button

11. **Upload File** - Opens a window to browse to the graphic image. Image files must be less than 20 MB in size (See the appendix for a complete list of file types that can be imported into VBrick Digital Signage)
    a. Select the desired image and press the **Open** button
12. **Choose Existing** – Opens a window that displays thumbnail images of all graphics stored in the **Manage | Graphic Files** library
    a. Use the **First**, **Backward**, **Forward**, and **Last** buttons to browse the images in the Graphics Files Library
    b. Click the desired image to place it into the template
    c. To delete or modify a graphic, right-click on the section for a list of options
13. If the template user should not change the text or graphic element, check the *Lock* check box in the Section Properties
14. Continue adding sections for text and/or graphics until all of the desired elements are in the template

Lock Property

The Lock Property section is accessible once the Create Template or Edit Existing Template buttons are selected, allowing the Template Creator to lock one or all features listed. When a property is checked, a user with the ability to create messages from a template will not be able to alter that property. Do not lock sections that the user(s) should change when creating a message.

After design of the template is complete, lock any additional areas of the template that should not be changed by checking the respective check boxes in the User may not change section of the design window:

- Background Image
- Font Sizes
- Alignment
- Font Attributes
- Typeface Names
- Font Color

Designating Template Users

The Template Editor allows template creators to select who may use the template by selecting the respective radio button in the *Template may be used by* section of the design window:

- All Users
- Selected Users

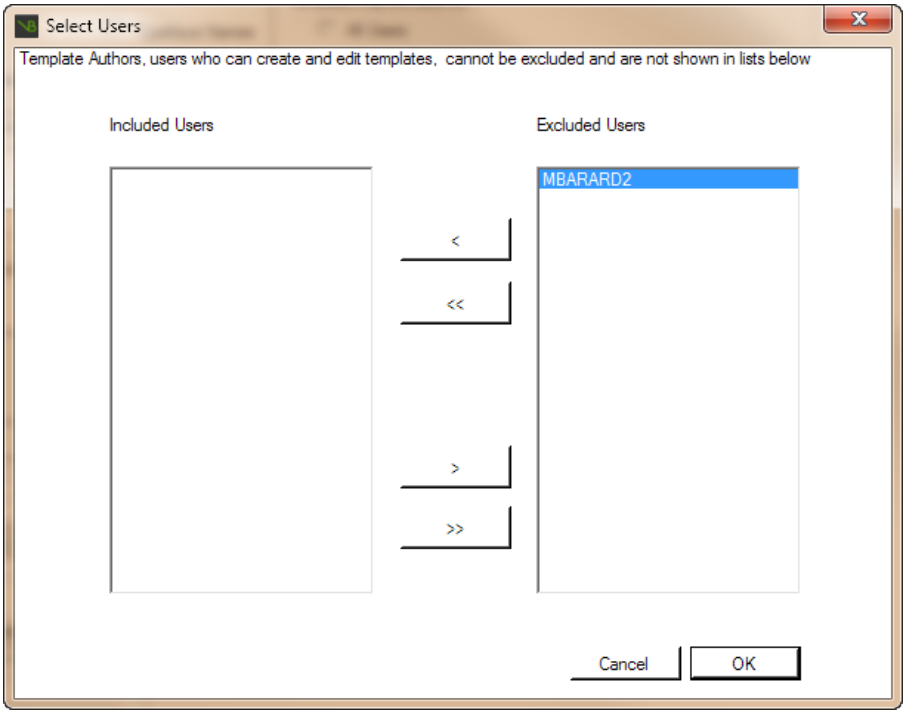
Choosing **Selected Users** will open a window to move user accounts into the included or excluded column. The list of users excludes any user with a role that includes the privilege to approve content or create custom templates.

To add a specific user to the list of users permitted to use the template:

1. Select the name(s) from the *Excluded Users* list
2. Press the **<** button to move names one at a time to the *Included Users* list

   or

   Press the **<<** button to move all of the names at one time
3. Press the **OK** button



Editing an Existing Template

To edit a template:

1. Open VBrick Desktop from the start menu
2. Select the **Template Editor** tab
3. Press the **Edit Existing Template** button
4. At the dialog box, choose the name of the user who created the template to be edited from the *User Named* pull down list
    a. The default user name will be the one that was used to log into the system
    b. The user name drop-down menu lists only users that have the privilege to create message templates that have already created and saved Message Templates
5. Click the desired template
6. Click the **Edit** button in the bottom right corner of the **Select Template** window to open the template and return to the template editor window

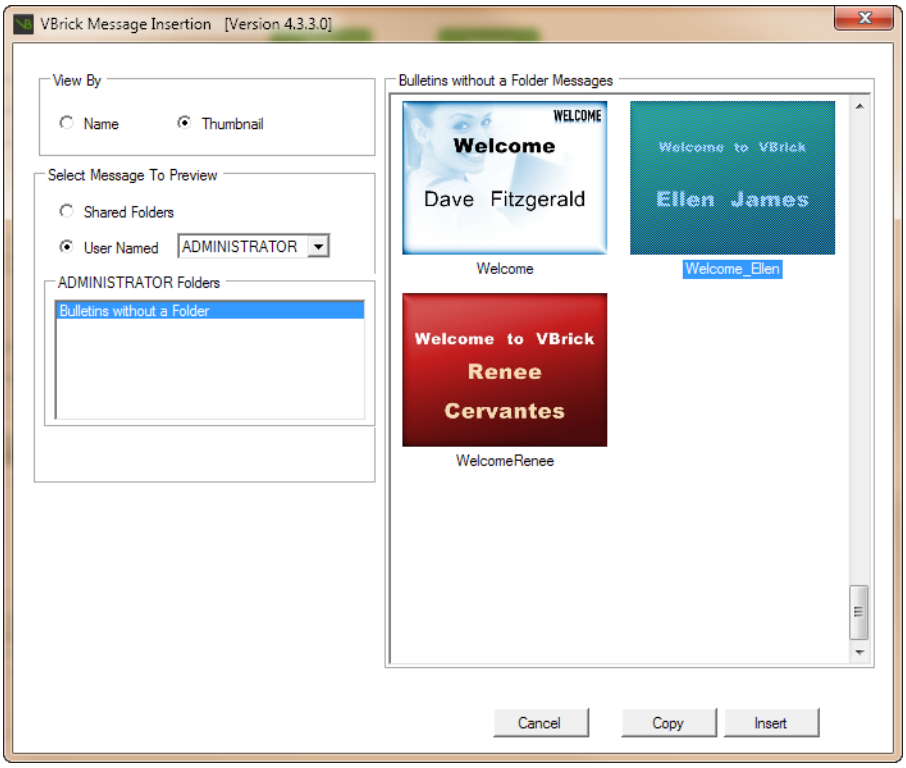
Select sections of text and/or graphics to make changes by using the mouse to select sections. When a text or graphics section is selected, the Section Properties area of the template editor window will become active allowing editing of the text or graphics.

The Aspect Ratio is the only option that cannot be modified. The option will be grayed out and inaccessible. All other aspects of the template can be modified including the name, locked items, and selected users.

Insert or Copy Message

Selecting this option when creating a new message template or when editing an existing message template will open a window in which users can view any available message by name or thumbnail image in shared folders or by user account. The default user name will be the one that was used to log into the system.

If the user has created folders under **Manage | My Content or Schedule | My Content** there will be an option to choose a message from a specific folder or to select *Messages without a Folder*. A list of message names appear in the area to the right under *Messages* if the *View by Name* radio button is selected. Users must select a message in order to see a thumbnail preview.



Previews of messages populate the area to the right if the View by Thumbnail radio button is selected.

Creating a Display Layout

To create a layout:

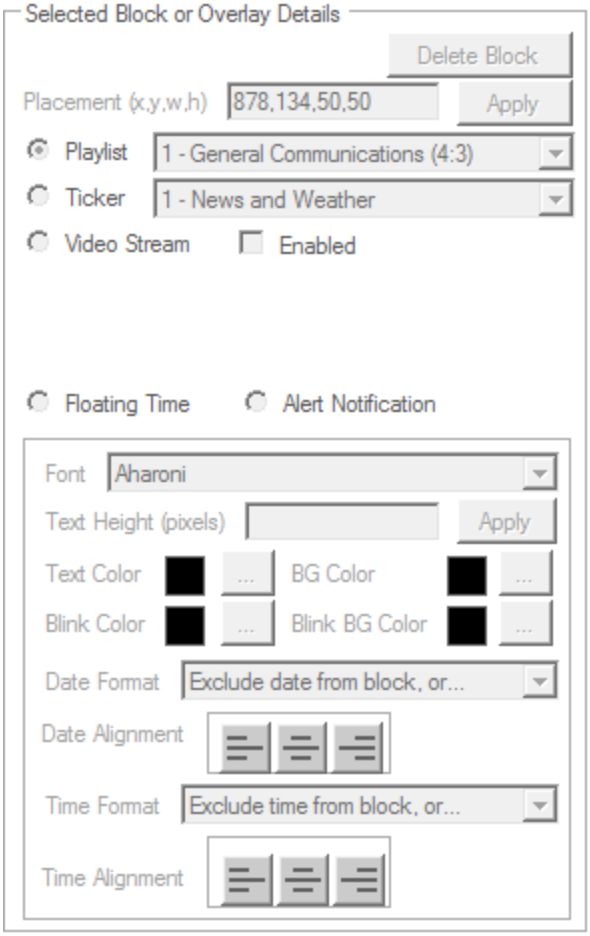
1. Open VBrick Desktop
2. Select the Display Layout Editor tab
3. Select a Player from the drop-down list
4. Click the **Create** button
5. Enter a Layout Name in the dialog box that pops up
6. Press the **OK** button to return to the layout editor.
7. Click the **Edit** button next to the Layout pull down menu to activate the “Layout Summary” and “Content Blocks and Overlays” sections of the layout editor
8. When the Content Blocks and Overlays section of the window becomes active, editing of the layout can begin

The Content Blocks and Overlays drawing area image will include a large content block labeled P1, which specifies the play list number in the normal mode of play that will be displayed in this area. By default,

Play List 1 – Normal, is always the default play list when creating a new layout and there is no layout background applied.

By default, the yellow arrow above the layout preview will be highlighted, indicating that you can select the content block to modify its location in the display area and/or change the Play List number. Once a content block or overlay is selected, yellow sizing handles appear. Selecting the content block also activates the Selected Block and Overlay Details to the left of the drawing area.

The placement coordinates for a content block or overlay are defined by coordinates that specify, in pixels, where the content block is located in the total display resolution. The “x” and “y” coordinates represent the upper left corner of the content block. The “w” and “h” coordinates represent the width and height respectively.



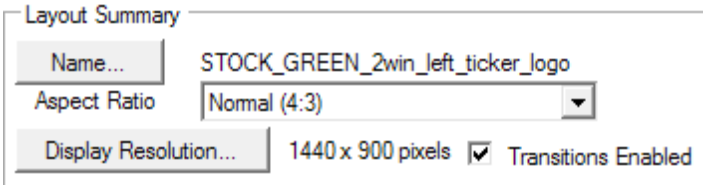
Layout Summary

The Layout Summary section of the Display Layout Editor Screen provides information for you and allows you to make changes to the name, aspect ratio, display resolution, and layout background as well as to set other options for the layout.

Layout Name

To change the name of the layout:

1. Select the desired media player from the pull down menu labeled *Select Channel Player*
2. Select the desired layout from the pull down menu labeled *Layout*
3. Press the **Edit** button
4. Press the **Name** button underneath the selected media player
5. At the dialog box, enter the new name for the layout
6. Press the **OK** button



Aspect Ratio

The Aspect Ratio is automatically selected based on the configuration of the media player hardware. Using the wrong aspect ratio may cause the content to display incorrectly.

Display Resolution

The Display Resolution is automatically selected based on the configuration of the media player hardware. Using the wrong display resolution for the display may cause the content to display incorrectly. The display resolution should match the display resolution information found on the **Configure | Channel Player | Hardware** screen.

To change the display resolution:

1. Press the **Display Resolution** button
2. Select the appropriate option using the radio buttons:
    a. Set the layout resolution to the display's current resolution
        i. Select from a list of popular resolutions
        ii. Use the pull down menu to select the desired resolution

        or

    b. Enter a resolution manually
        i. Type the width and height into the appropriate fields
3. To have VBrick Desktop scale the content blocks to match the new resolution, check the box next to Scale content blocks and overlays automatically
4. Press the **OK** button

Transitions Enabled

The Transitions Enabled box is selected by default. Disabling transitions would only be selected for media players that are constrained in some way (i.e. graphics card, CPU or memory) in order to achieve better visual performance.

To disable transitions:

- Uncheck the box labeled *Transitions Enabled*

Wallpaper Folder and Layout Backgrounds

To access layout backgrounds in the VBrick Digital Signage system, select the appropriate folder from the pull down list labeled Wallpaper Folder. If the desired layout background or message background does not reside in a folder, select "Non-Foldered" from the *Wallpaper Folder* drop-down menu.

To apply a layout background to the layout:

1. Select the desired Wallpaper folder using the pull down menu labeled *Wallpaper Folder*
2. Select the desired layout background using the pull down menu labeled *Wallpaper*

    or

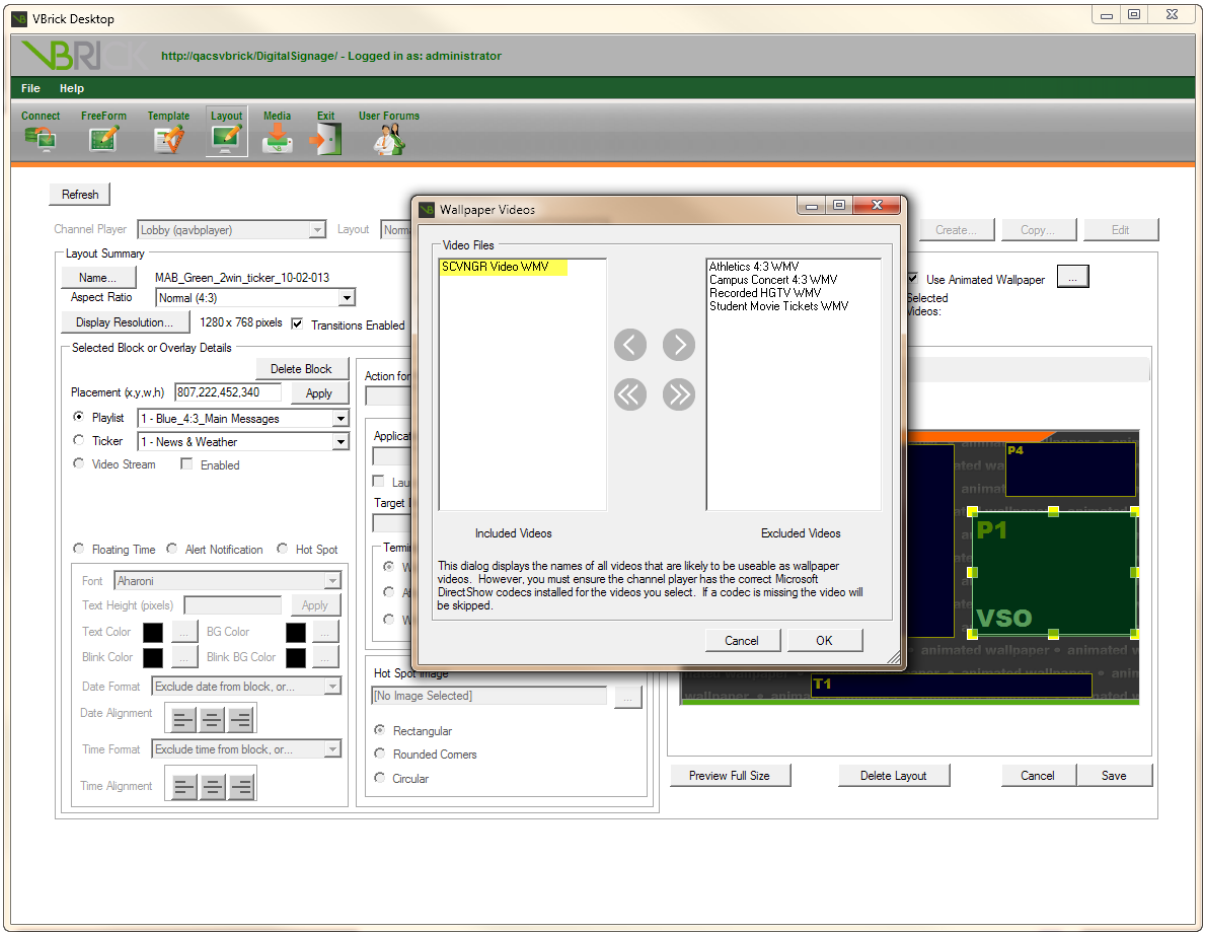
    Press the **Browse** button next to the pull down menu labeled *Wallpaper*

3. At the dialog box, select the Aspect Ratio from the pull down menu to get a preview of the message backgrounds and layout backgrounds
4. Navigate the browse window using the **First**, **Backward**, **Forward**, and **Last** buttons at the bottom of the window
5. Click the preview of the desired layout background to return to the Display layout Editor

VBrick Digital Signage v.4.2 now supports animated layout backgrounds. You can now use one or more Windows Media Files to animate the layout.

To apply an animated layout background:

1. Check the *Use Animated Wallpaper* box
2. Click the **Browse** button
3. Move the desires background(s) from the *Excluded Videos* column to the *Included Videos* column using the arrows between the columns
4. Press **OK**



If audio files have been uploaded to the **Manage | Graphic Files** Library, an audio file can be selected to play along with a layout. A speaker will be displayed in the lower-right corner when audio is associated with the layout. To use the background audio option the display hardware must also have audio output enabled.

To apply background audio:

- Select the desired audio file from the pull down menu labeled *Background Audio*

To resize a content block:

1. Select the yellow arrow on the bar above the layout preview
2. Click the cursor on the desired content block
3. Use the square handles that appear on the edges of the content block to click and drag the content block to the desired size

   or

   Select the yellow arrow on the bar above the layout preview
4. Click the cursor on the desired content block
5. Type the desired coordinates into the *Placement* field on the left side of the screen

To move a content block:

1. Select the yellow arrow on the bar above the layout preview
2. Click the cursor in the center of the desired content block
3. Click and drag the content block to the desired location

   or

   Select the yellow arrow on the bar above the layout preview
4. Click the cursor on the desired content block
5. Type the desired coordinates into the *Placement* field on the left side of the screen

To add a content block:

1. Select the arrow with a plus sign icon on the bar above the layout preview
2. Click the cursor on the layout preview
    a. At the dialog box, select the type of content block to add to the layout using the radio buttons
        i. Playlist
        ii. Ticker
        iii. Video Stream
        iv. Video Feed
        v. Floating Time
        vi. Hot Spot
    b. If desired, choose an initial size for the content block by typing the width and height into the fields on the dialog box; otherwise, use the defaults of 50 pixels
3. Press the **OK** button

Playlists and tickers cannot overlap other playlists or tickers. Only overlays can be placed on top of playlists or tickers. After adding an overlay, there will be three icons above the layout preview:

- to add a content block,
- to select the overlay, and
- to select the content block that is below the overlay.

To assign a playlist or ticker to a content block:

1. Select the desired content block using the yellow arrow icon above the layout preview
2. Select either Playlist or Ticker using the radio buttons on the left side of the screen
3. Use the appropriate pull down list to select the desired playlist or ticker list
4. Press the **Apply** button

Video Feed Overlay

Requires additional licensing and hardware

The option to add a Video Feed Overlay to a layout will only appear in the pop-up window if the player is licensed and has a supported video capture card installed on the media player. The (VFO) in a display layout must be defined in a 4:3 aspect ratio area to show live or recorded video using an S-Video or Composite source.

A video window with tuner is also represented in an overlay as a “VFO” and also must be defined in a 4:3 aspect ratio to show live or recorded video using an RF (coaxial cable), S-Video or Composite source.

When using a RF (coaxial cable) source, the tuner allows you to create an automated program schedule within the web interface rather than manually changing the channel on the video source hardware in order to show more than one program (channel). Only analog tuning is supported at this time. Requires a supported tuner card installed on the media player.

Streaming Video Overlay

Standard feature on recent model media players

VBrick Digital Signage offers media stream playback, allowing you to display a compatible media stream on one or more media players. VBrick Digital Signage supports several media streaming formats: WMV (Windows Media), MPEG-1, M4V and MPEG-2 streams originated by VBrick encoders or servers.

One copy of the VBrick Stream Player Plus software is required for each media player using MPEG-2 media streaming. VBrick recommends media encoding products by VBrick Systems, Inc. Additional information about the software can be found at http://www.vbrick.com. VBrick does not warrant or claim to support all video stream encoders or decoders. When using a layout with an overlay, it is important to make sure a program (i.e. video stream) is scheduled.

Floating Date and Time

The Floating Date and Time Overlay is used to show any of the three following date/time combinations: Date and Time; Date Only; Time Only.

To configure a Floating Date and Time Overlay:

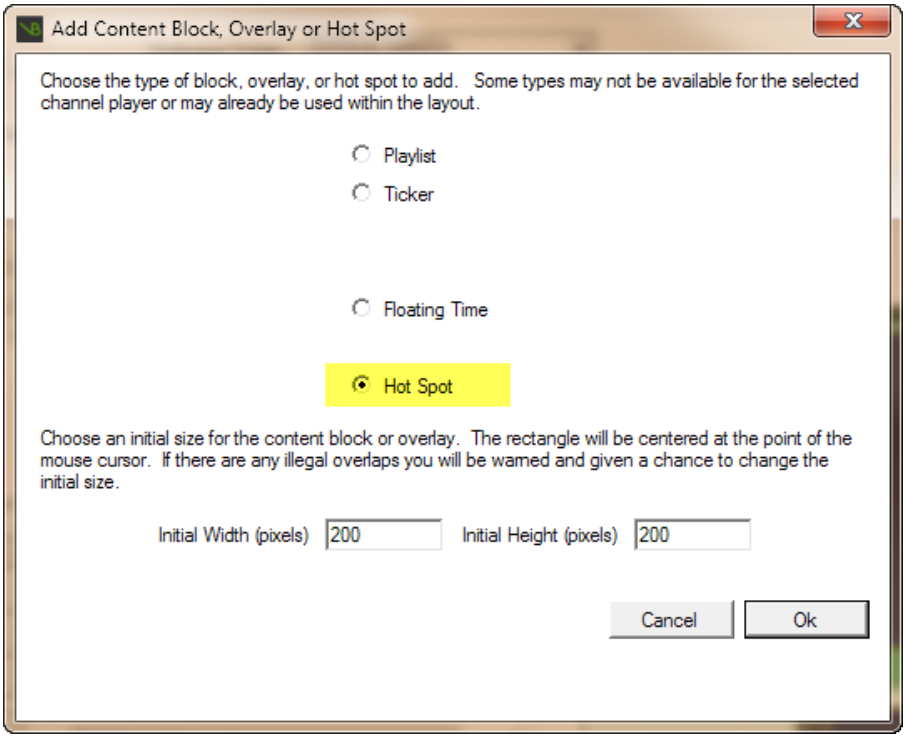
1. Choose a *Font Style*
2. Enter *Text Height* and click the **Apply** button
3. Choose the *Font Color*
4. Choose a *Date Format* if displaying the date
5. Choose the *Date Alignment* (left, center, right) if displaying the date.
6. Choose a *Time Format* if displaying the time
7. Choose the *Time Alignment* (left, center, right) if displaying the time

Hot Spots

Hot spots can be used with touchscreen displays to perform a variety of functions. Most commonly, hot spots are used to launch an application or a web page.

To add a hot spot:

1. Select the arrow with a plus sign icon on the bar above the layout preview
2. Click the cursor on the layout preview
    a. At the dialog box, select the type of content block to add to the layout using the radio buttons
        i. Playlist
        ii. Ticker
        iii. Video Stream[1]
        iv. Floating Time
        v. Hot Spot
3. If desired, choose an initial size for the content block by typing the width and height into the fields on the dialog box; otherwise, use the defaults of 200 pixels
4. Press the **OK** button



Once the hot spot has been added to the layout, it must be configured to perform the desired action when touched.

To configure the hot spot:

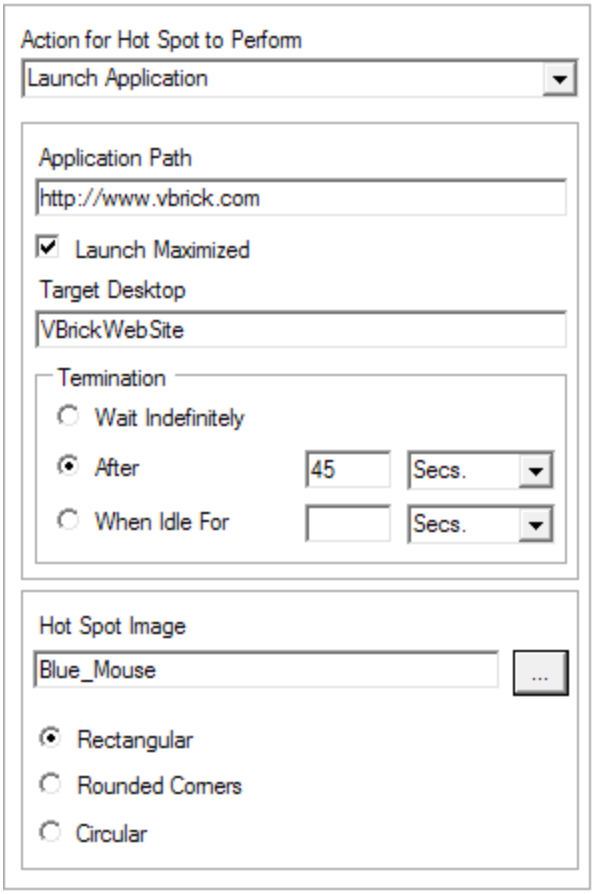
---

[1]Video Stream will appear as an option only if it is licensed in your system.

1. Select the hot spot on the layout
2. Select the desired action from the *Action for Hot Spot to Perform* pull down menu
    a. Launch Application
    b. Launch Web Portal
    c. Go To Desktop
    d. Reboot PC
    e. Shut Down PC
3. If using an Application or a Web Portal, enter the file location or URL in the *Application Path* or *Web Portal Address* field
4. If you want the application or web portal to open in full screen mode, check the *Launch Maximized* check box
5. Enter a name for an alternate desktop in the *Target Desktop* field
6. Select how long you want the application or web portal to remain on screen after no activity
    a. Wait Indefinitely,
    b. After a specific number of seconds or minutes,

       or

    c. When Idle For a specific number seconds or minutes
7. Select an image to represent the hot spot on the display
    a. Click the **Browse** button to view available images
    b. Use navigation buttons to browse through the image library
    c. Click on an image to choose a graphic
    d. Select the shape of the hot spot
        i. Rectangular
        ii. Rounded Corners
        iii. Circular

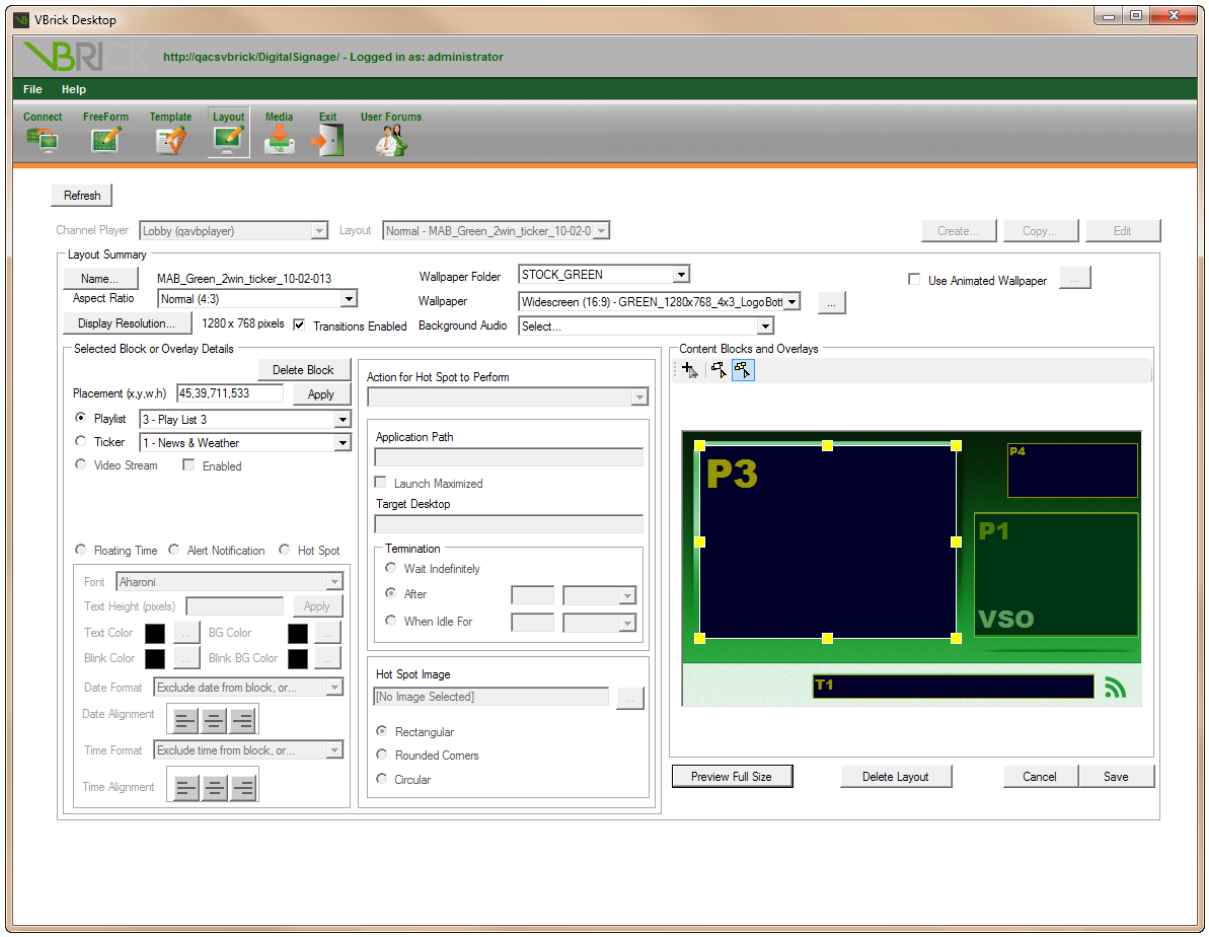


NOTE: The name of the field is dynamic and will change depending on your selection. The field will be unavailable if other options are selected.

Modifying, Copying, and Deleting Display Layouts

To modify an existing layout:

1. Select the desired media player from the pull down list
2. Select the desired layout from the layout pull down menu
3. Press the **Edit** button to proceed
    - Make desired changes to the layout
4. Press the **Save** button to save any changes



To delete a display layout:

1. Select the desired media player from the pull down list
2. Select the desired layout from the layout pull down menu
3. Press the **Edit** button to proceed
4. Press the **Delete Layout** button under the layout preview
5. At the dialog box, press the **Yes** button to complete the deletion

To copy an existing layout to another media player:

1. Select a Player from the drop-down list
2. Select a layout from the layout selection drop-down menu
3. **Click the Copy** button
4. A dialog box will pop up on screen
5. Select the player(s) and/or player group(s) to copy the layout to
6. Press the **Start Copy** button

Configuring Channel Player Settings

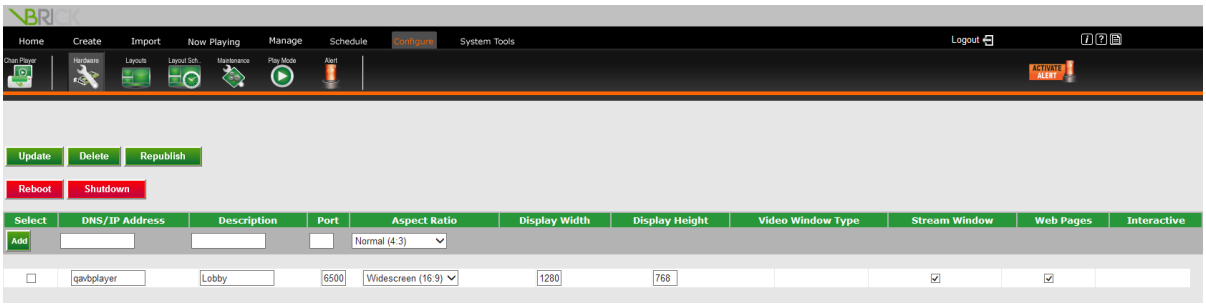
The Channel Player Hardware Screen

The **Configure | Channel Players | Hardware** function allows you to view a list of Media Players that are active in the VBrick Digital Signage System. If you have access to the Hardware screen, you can select a specific Channel Player by placing a check in the box in front of the Channel Player name to make changes; however, it is best to consult with technical support prior to making any changes to the information on this screen. A list of the options available on the Hardware screen appears below.

- **Update** – applies any changes you make to the selected player(s)
- **Delete** – deletes the selected player(s) from the Content Manager
- **Republish** –republishes all content to the selected media player

NOTE: You should only use **Republish** if instructed to do so by a technical support team member. This function can interfere with the operation of the system when used improperly.

- **Reboot** – is used to reboot a media player
- **Shutdown** – is used to shut down a media player
- **Add** – allows you to add a networked player using its DNS/Network address, a friendly name or description and the TCP port.
- **DNS/IP Address** – is the network address used to reach the media player on the network
- **Description** – is a friendly name and may be used to describe the physical location of the display associated with a media player
- **Port** – is typically 6500
- **Aspect Ratio** – represents the Aspect Ratio configuration for the display
- **Display Width and Display Height** – represents the display resolutions in pixels
- **Video Window Type** – is not available
- **Stream Window, Web Pages, and Interactive** – are options that may be checked if they are available to the specific media player. Interactive will be selected only if the display and player support interactive touch capability



The Channel Player Layouts Screen

The **Channel Player | Layouts** screen allows you to generate the stock layouts provided with the system, view detailed information about the layout that is currently applied to a media player, and to apply a new layout. You also can access the scheduling screen to create a layout schedule for available media players.

The Layouts screen provides details about the layout that is selected in the *Layout* pull down menu. The *Summary* section of the screen provides the following information about the selected layout:

- the Aspect Ratio
- the Display Resolution
- the name of the Wallpaper, also called Layout Background, in use
- whether or not Background audio is attached to the layout
- whether or not Transitions are enabled for the layout

The *Content Blocks* section of the screen provides details about the content blocks that have been assigned to the layout, including:

- the name(s) and number(s) of the Playlist(s) and/or Ticker Lists
- the Playlist(s) placement (coordinates)
- information about any Overlay(s) that may be in use:
    - Type of Overlay
    - Overlay placement (coordinates)
    - Other details specific to the type of Overlay

Generating Stock Layouts

The VBrick Digital Signage system comes with stock layouts and layout backgrounds. These layout backgrounds and layouts can be used to help get the system up and running immediately and can assist you with learning the most effective ways to use layout backgrounds and layouts.

To generate stock layouts:

1. Select **Channel Player | Layouts** from the navigation menu
2. Choose the desired media player from the pull down menu labeled *Select Channel Player*
3. Press the **Generate Stock** button
4. The newly generated layouts will appear on the pull down menu labeled *Layout*

Viewing Layouts

From the Layouts screen you can view information about the currently applied layout(s) as well as other layouts that are available for use on the Signage Player(s). This information can be helpful when planning designs for custom layout backgrounds and for planning efficient layout use. You also can manually apply layouts to a player.

To view layout information for a specific player:

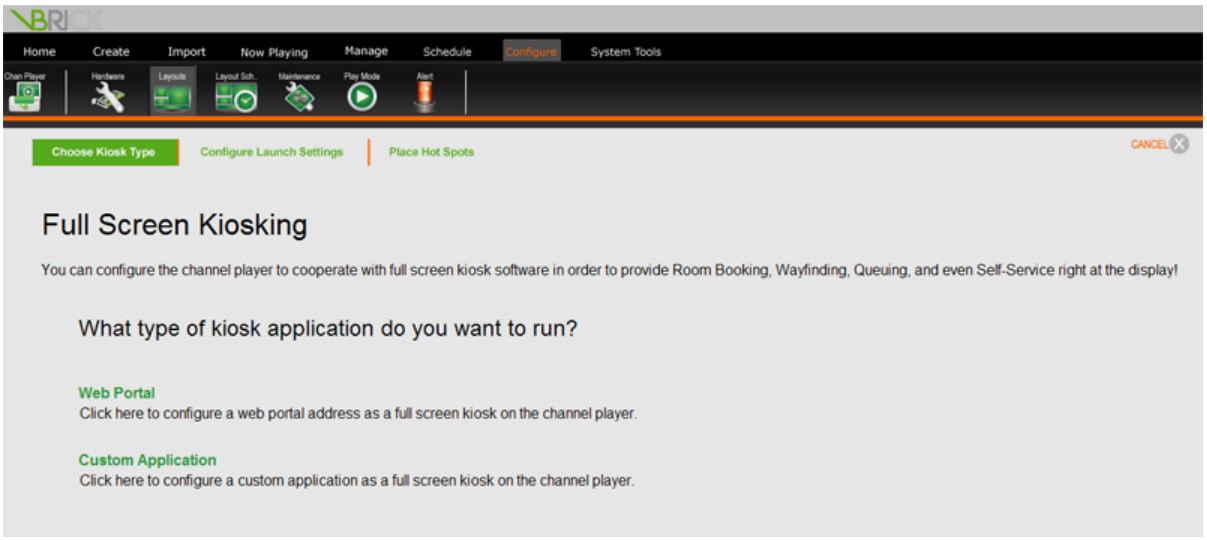
1. Choose the desired media player from the pull down menu labeled *Select Channel Player*
2. The *Layout* pull down menu will show the name of the layout that is currently applied to the Channel Player and the *Summary* and *Content Blocks* sections of the screen will show information about the currently applied layout
3. Choose the desired layout from the *Select Layout* pull down menu
4. The *Summary* and *Content Blocks* sections of the screen will update to show the information for the selected layout
5. If the selected layout does not contain a hot spot that was configured in the Display Layout Editor, the **Enable Full Screen Kiosking** button will appear as an on-screen option

Enabling Full Screen Kiosking

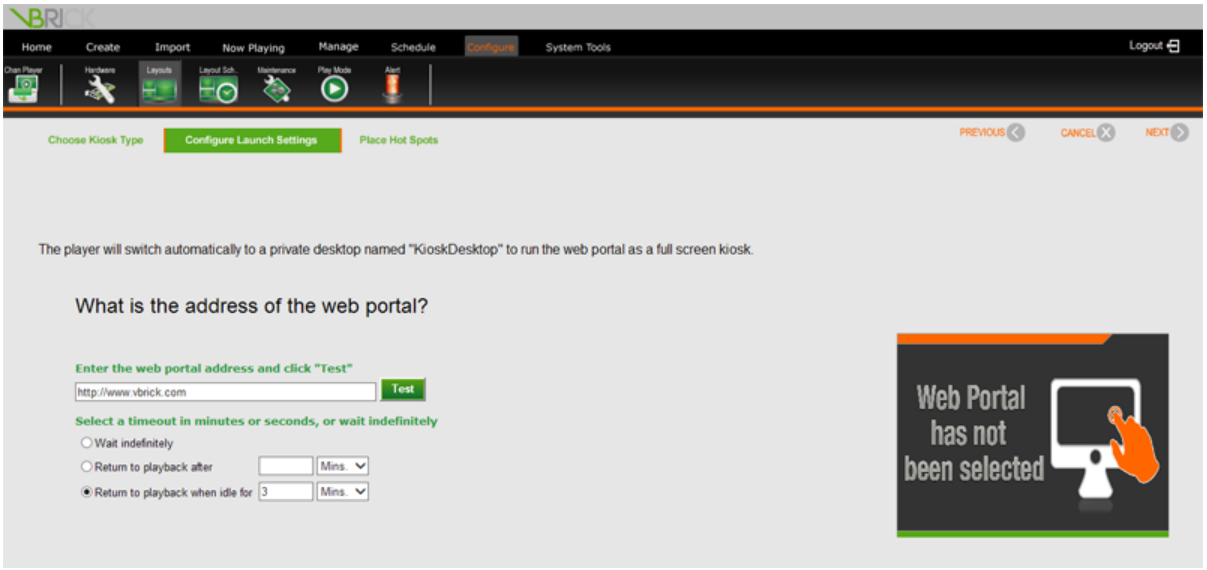
Full Screen Kiosking of a Web Portal

To enable full screen kiosking of a web portal:

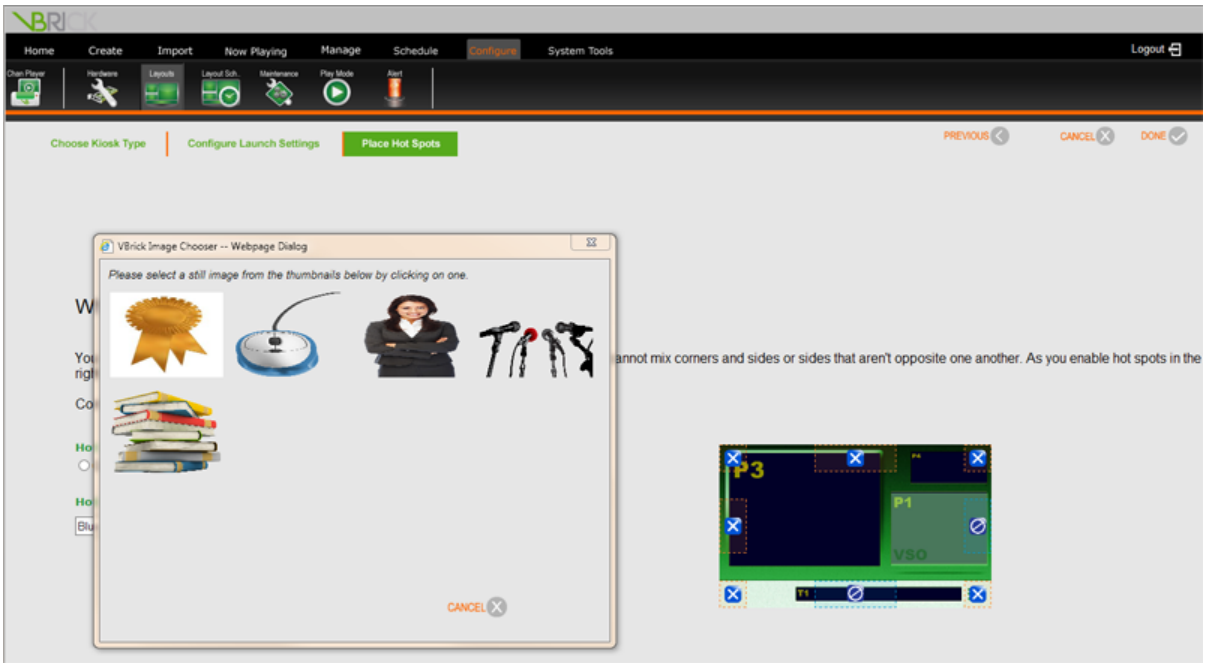
1. Choose the desired layout from the *Select Layout* pull down menu
2. Click the **Enable Full Screen Kiosking** button
3. On the *Choose Kiosk Type* screen, select *Web Portal* to open a web page



4. On the *Configure Launch Settings* screen enter the address of the web portal
5. Press the **Test** button to get a preview of the web portal
6. Use the *Select a timeout in minutes or seconds* pull downs to choose the length of time the web portal or application will stay on screen after inactivity
7. Click the **Next** button



8. On the *Place Hot Spots* screen select a radio button to choose the shape of the hot spots, *Circular* or *Rectangular*
9. Press the **Select** button to choose an image for the hot spots
10. Click the desired image in the pop up dialog box
11. The layout preview will show all possible locations where hot spots can be placed

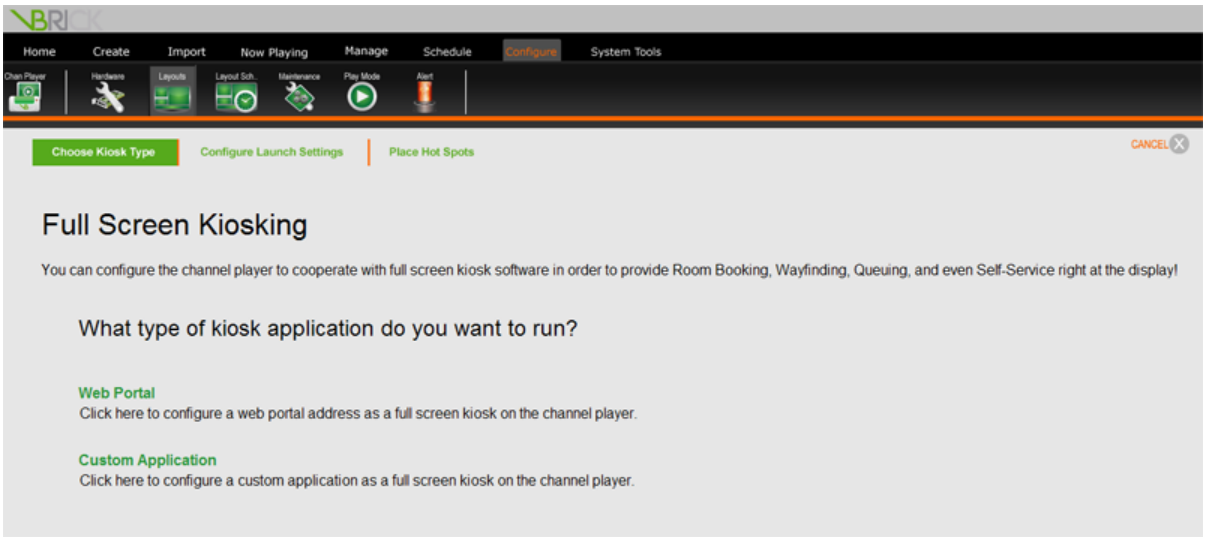


12. Select one or more places for the hot spot image to appear on screen
13. Press **Done**

Full Screen Kiosking of a Custom Application

To enable full screen kiosking of a custom application:

1. Choose the desired layout from the *Select Layout* pull down menu
2. Click the **Enable Full Screen Kiosking** button
3. On the *Choose Kiosk Type* screen, select *Custom Application*



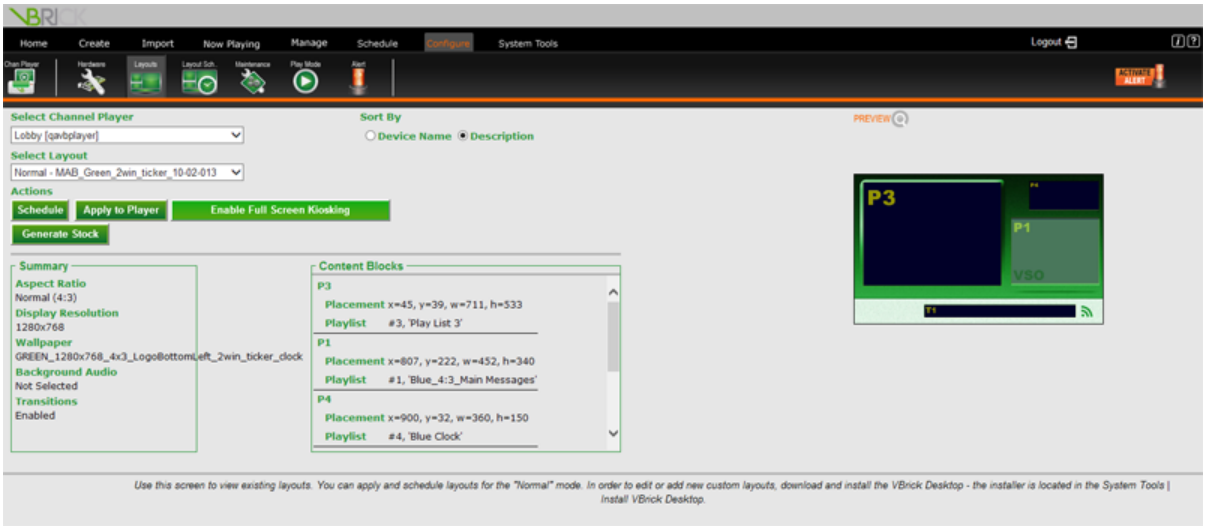
4. On the *Configure Launch Settings* screen enter the location of the executable file for the application
5. Use the *Select a timeout in minutes or seconds* radio buttons to set the applications to *Wait Indefinitely* for input from a user or to *Return to playback* after *x* seconds or minutes
6. Click the **Next** button
7. On the *Place Hot Spots* screen select a radio button to choose the shape of the hot spots, **Circular** or **Rectangular**
8. Press the **Select** button to choose an image for the hot spots
9. Click the desired image in the pop up dialog box
10. The layout preview will show all possible locations where hot spots can be placed
11. Select one or more places for the hot spot image to appear on screen
12. Press **Done**

Applying Layouts Manually

To manually apply a new layout to a media player:

1. Choose the desired media player from the pull down menu labeled *Select Channel Player*
2. The *Select Layout* pull down menu will show the name of the layout that is currently applied to the Channel Player; the *Summary* and *Content Blocks* sections of the screen will show information about the currently applied layout
3. Choose the desired layout from the *Select Layout* pull down menu

4. The *Summary* and *Content Blocks* sections of the screen will update to show the information for the selected layout
5. Press the **Apply to Player** button



Scheduling Layouts to Channel Players

Instead of applying layouts to players manually using the **Apply to Player** button, you can create a *Layout Schedule* to manage layout changes. Layout schedules must have a *Default Timeline*. The term *default timeline* refers to a layout that will be displayed on a media player if no other layout is applied. Layout schedules may also have one or more *Override Timeline(s)*. An *override timeline* is layout that replaces the default timeline layout during specific periods of time.

Layout schedules can range from very simple, using only a default timeline or a default timeline with a single override timeline, to complex utilizing several overrides that change daily. The complexity of the layout schedule is a matter of preference.

A well-planned and implemented Layout Schedule has certain advantages.

- Changing a layout periodically throughout the day helps keep the interest of people who pass the display regularly
- Content can be scheduled to various Playlists and Ticker Lists which, when used in combination with a layout schedule, provides a means of publishing a variety of content with minimal time commitment
- Layout schedules allow you to plan the appearance and content categories well into the future,

improving efficiency by cutting the need for manual layout management

- Layout schedules also help prevent image retention on the displays

We recommend at least three layout changes per day for maximum impact.

To schedule a Default Timeline to a media player:

1. Choose the desired media player from the pull down menu labeled *Select Channel Player*
2. Choose the desired layout from the *Layout* pull down menu
3. Press the **Schedule** button to go to the scheduling screen
4. Select *Default Timeline* radio button
5. Select the desired radio button for scheduling the dates the layout will be active:
   - *Today,* and choose the length of time from the pull down menu

     or

     From/to and choose the desired dates from the pull down menu
6. Select the desired radio button for scheduling the time of day the layout will be active:
   - *All day long*

     or

     From/to and choose the desired times from the pull down menu
7. Select the day(s) on which the layout will be active by checking the appropriate box(es) for the day (s) of the week
8. Press the **Done** Button

To schedule an Override Timeline to a media player:

1. Choose the desired media player from the pull down menu labeled *Select Channel Player*
2. Choose the desired layout from the *Layout* pull down menu
3. Press the **Schedule** button to go to the scheduling screen
4. Select *Override Timeline* radio button
5. Select the desired radio button for scheduling the dates the layout will be active:
   - *Today,* and choose the length of time from the pull down menu

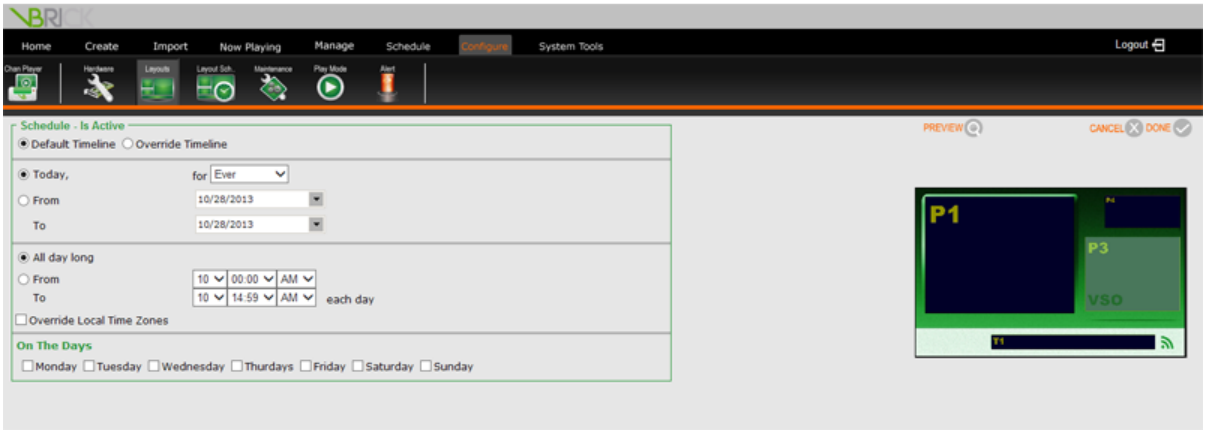
     or

From/to and choose the desired dates from the pull down menu

6. Select the desired radio button for scheduling the time of day the layout will be active:
   - *All day long*

   or

   From/to and choose the desired times from the pull down menu
7. Select the day(s) on which the layout will be active by checking the appropriate box(es) for the day (s) of the week
8. Press the **Done** Button



The Channel Player Layout Schedule Screen

The **Channel Players | Layout Schedule** menu option allows you to view layout schedules that are currently active for the media player(s). Information about the Layout will appear on the left side of the screen, a preview of the layout in the center, and information about the schedule for the layout on the right side.

To view the Layout Schedule for a Signage Player:

1. Go to **Channel Players | Layout Schedule** on the navigation menu
2. Select the desired Signage Player from the pull down menu
3. Select the desired days of the week by checking the box(es) next to the appropriate day(s)

4. The bottom portion of the screen will update to show the schedule that is active for the selected player on the selected days

The Default Timeline(s) are shown in a pale blue band.

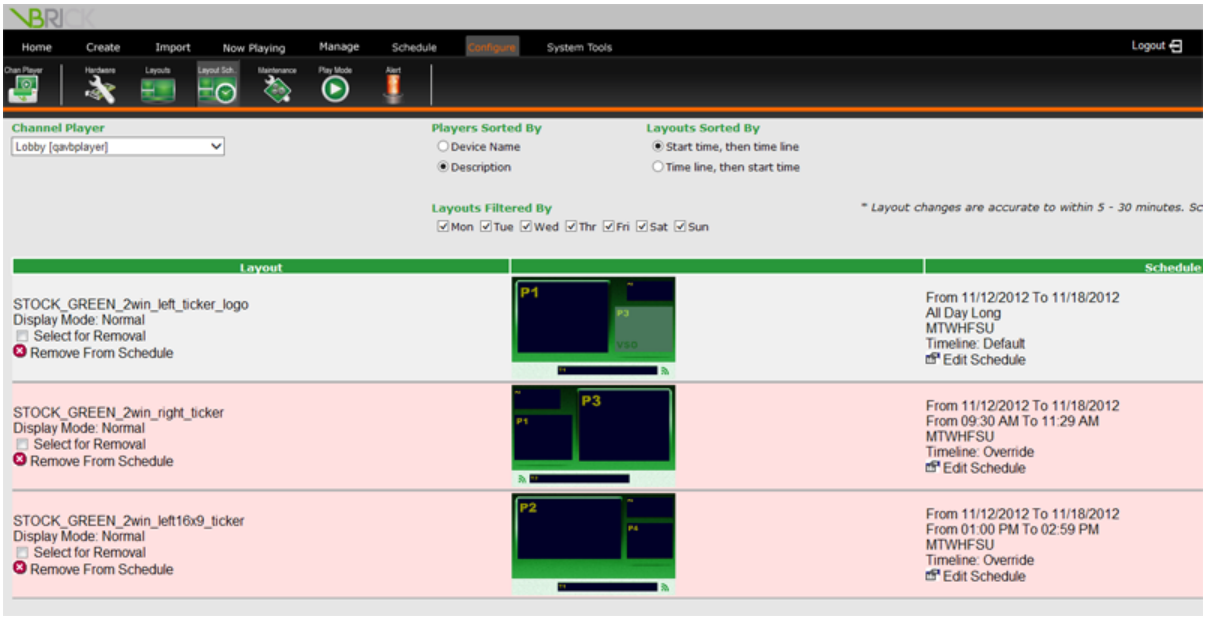
The Override Timeline(s) are shown in a pink band.

To edit the schedule for a layout:

1. Select the desired Signage Player from the pull down menu
2. Select the desired days of the week by checking the box(es) next to the appropriate day(s)
3. Press the **Edit Schedule** icon next to the desired layout preview to return to the layout scheduling screen
4. Make desired changes to the layout schedule according to the directions in the Scheduling Layouts to a Channel Player section

To remove a layout from a schedule:

1. Select the desired media player from the pull down menu
2. Select the desired days of the week by checking the box(es) next to the appropriate day(s)
3. Press the **Remove from Schedule** icon next to the desired layout preview



Welcome to Content Creation Training

Welcome to Content Creation Training for VBrick Digital Signage Software! The purpose of this course is to introduce you to the VBrick Digital Signage browser-based interface and to show you how to quickly and easily create dynamic, eye-catching content for your audiences.

Prerequisites

Introduction to VBrick Digital Signage is a prerequisite for this course. Introduction to VBrick Digital Signage covers key concepts and terminology you will need to know in order to get the most out of your training.

Who Should Attend?

Anyone who will create VBrick Digital Signage content should attend the Content Creation course.

Course Objectives

After completing this course, participants should be able to:

- Import content from other applications to create messages
- Create content using VBrick Digital Signage browser tools
- Schedule content (time, date, and location)

Course Outline

1. Create Messages
    a. Importing Content to Create Messages
    b. Creating Messages Using VBrick Digital Signage Tools
        i. Message
        ii. Graphic Link Message
        iii. Web Page Message
        iv. Event Schedule Message
        v. Weather Message
        vi. News Message
2. Create Tickers
    a. Text Ticker
        i. Scheduling Tickers
    b. Weather Ticker
    c. News Ticker
3. Q & A

Creating Messages in the Web Interface

Importing Content

The fastest way to get started creating exciting message content in VBrick Digital Signage is to import files that already have been created using other applications such as PowerPoint, Flash, and Photoshop. You can import up to 20 files of different types at one time as long as they are in the same folder and their combined file size does not exceed 20 MB. All of the files will be imported as a group of messages that will play on the same schedule and play rotation. When using the *Choose an Existing file* option, only one file at a time can be used to create a message.

Importing a file to create a message

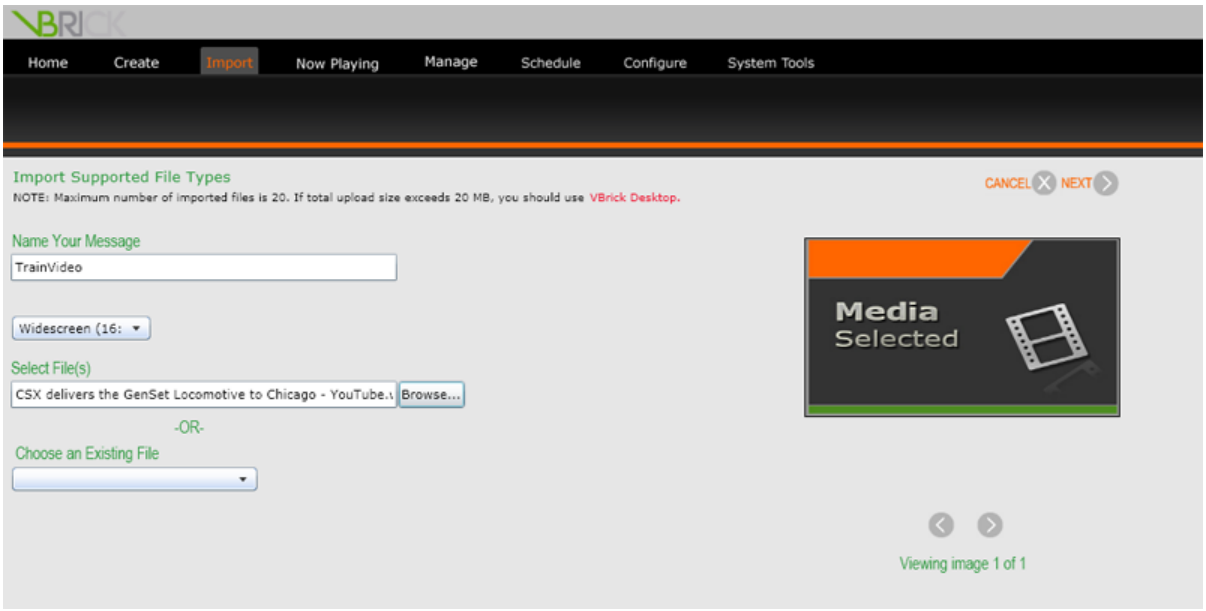
To create a message using an existing image, video, or PowerPoint file:

1. Click **Import** on the navigation menu
2. Enter a name for the message in the *Name Your Message* field
3. Choose the correct aspect ratio from the pull down menu
4. *Select a file* for upload by clicking the **Browse** button to browse to the file location

   or

   Choose an Existing File using the pull down menu and choosing the desired file from the list
5. Click the **Next** button

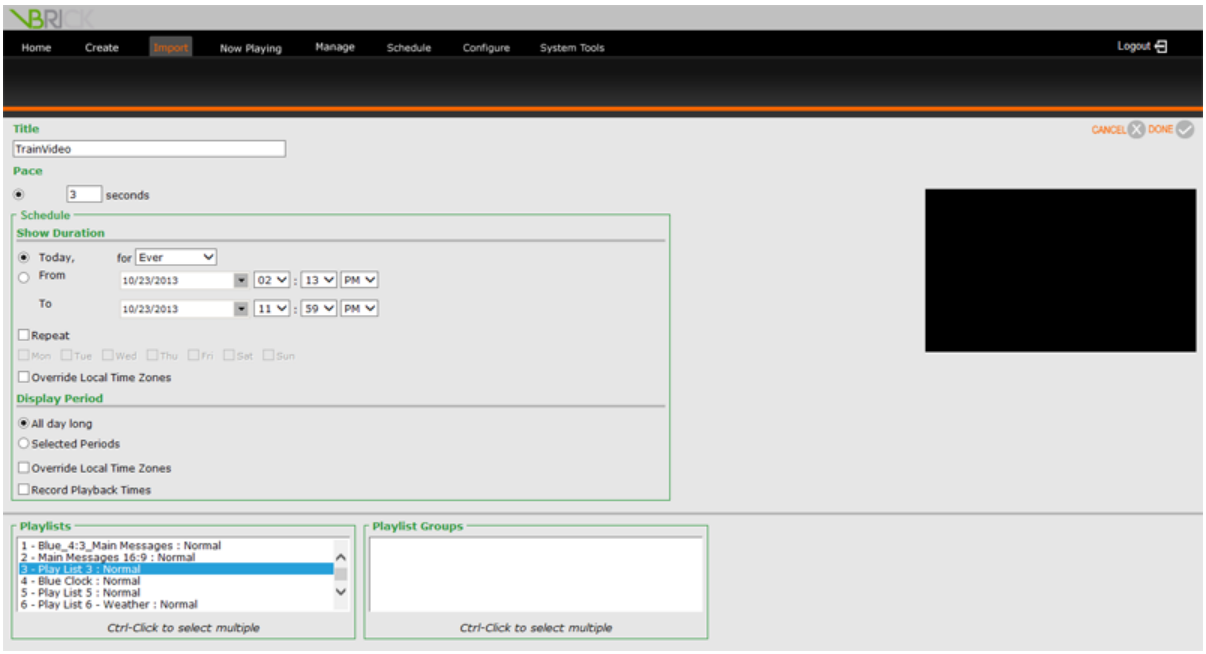
When you click the **Next** button, the message is saved into the VBrick Digital Signage database. You will be taken to the scheduling screen.



NOTE: If you have imported multiple files, you can toggle through the previews of the messages using the back (**<**) and forward (**>**) buttons underneath the message preview. Only image files (e.g. .jpg, .png) will show a thumbnail preview of the image. PowerPoint and video files will display as a *Media Selected* thumbnail.

Scheduling Messages

After creating a message and pressing the **Next** button, you will be taken to the scheduling screen. On the left side of the screen you will find various scheduling options that must be set to ensure your message plays for the appropriate amount of time and in the desired location.



Title

The title of the message will carry over from the previous screen.

Pace

The **Pace** option allows you to set the length of time the message remains on screen each time it is displayed. The default option for Text Messages is *Automatic, based on amount of text*. This option lets VBrick Digital Signage determine the pace of display for the message based on settings configured by your system administrator.

To set the pace manually for any message:

1. Select the *Seconds* radio button
2. Enter the number of seconds you want the message to be displayed on-screen

Schedule

You will set the date range and time(s) of day that you wish your message to be displayed in the *Schedule* section.

Show Duration

The *Show Duration* options allow you to set the days or dates during which the content will be displayed. Using the radio buttons you can:

1. Select the *Today* radio button, and
2. Use the pull down menu to choose the number of days, weeks, months, or years you wish the content to play

   or

   Select the *From* radio button, and

   Use the *From* date pull down menu to access the calendar to choose the date you want to start showing the content
3. Use the corresponding time pull downs to choose the start hour, minute, and am/pm
4. Use the *To* date pull down menu to access the calendar to choose the date you want to stop showing the content
5. Use the corresponding time pull downs to choose the end hour, minute, and am/pm

Under the *Show Duration* option you also can set specific days for the message to be shown within the selected date range by checking the *Repeat* box and then checking the corresponding box for the day(s) you want the message to appear.

Display Period

The default setting for the times of the day the message will play is *All Day Long*; however, VBrick Digital Signage also offers a day-parting option.

Day-parting refers to segmenting the day into specific times so the message or set of messages will display only during those times. Day-parting can be useful for showing targeted messages to audiences you know will be in the vicinity of the digital signage display during a specific time period.

To use the day-parting option:

1. Select the *Selected Periods* radio button
2. Select the time using the *From* and *To* hour, minute, and am/pm pull down menus
3. If more time periods are desired, press the **Add More Display Period** button and repeat step two
4. Repeat step three until all desired time periods have been added

Playlists

Messages are scheduled to playlists. Which playlists you can access depends on how your system administrator configures your UserID.

Playlist Groups

If *Playlist Groups* have been defined and are available, you can select groups of playlists where you want the message to play.

Publishers

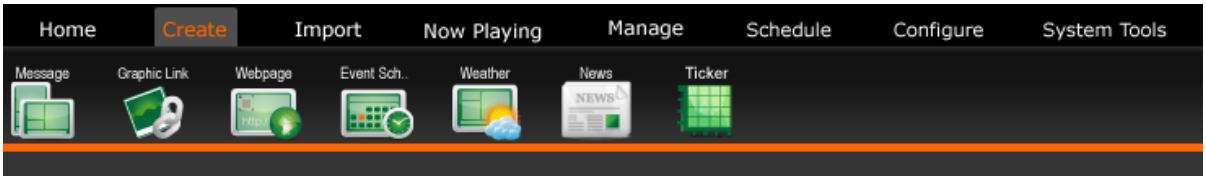
If *Publishers* such as Desktop Messenger are licensed for your system, you can schedule standard messages to these publishers if the option is available to you.

If you want the message to play in Desktop Messenger, you will have to schedule the date(s) and time for the message to pop up on client computer screens. This scheduling will be done on a separate screen.

After you have selected the options for the message scheduling, press the **Done** button on the upper right side of the screen.

Creating Messages Using Web Tools

Several types of messages and tickers can be created in VBrick Digital Signage ranging from simple messages consisting of text only to highly customizable messages containing text and graphic images. All messages and tickers are created on the **Create** menu.



Message

The **Message** button allows you to create three types of messages:

- Simple Message
- Message from Template
- Free Form Message[1, 2]

---

[1]A default VBrick Digital Signage installation will not display the Free Form Message option in the web interface. Your system administrator should contact VBrick Technical Support for instructions on how to turn this feature on in the web interface.

[2]The Free Form Editor is covered in VBrick Desktop training.

Simple Message

The Simple Message is the easiest message to create using VBrick Digital Signage tools. Simple Messages are text only messages.

To create a simple message:

1. Click **Create** on the Navigation Menu
2. Click the **Message** button on the action bar
3. Click *Simple Message* in the window
4. If desired, check the *Add Title* box to add a title field onto the message
5. Type your message into the *Text* field(s)
6. Type a name for the message in the *Name Your Message* field
7. Use the pull down menu labeled *Select Background Folder* to choose one of the message backgrounds within a folder

   or

   Select *Non-Foldered* to choose a message background that is not grouped into a folder
8. Click the **Background Browser** button above the pull down menu to get a preview of the available message backgrounds
9. To navigate the message backgrounds preview window, use the **First**, **Previous**, **Next**, and **Last** buttons at the bottom of the window.
   - To select a message background, click the preview of the desired message background

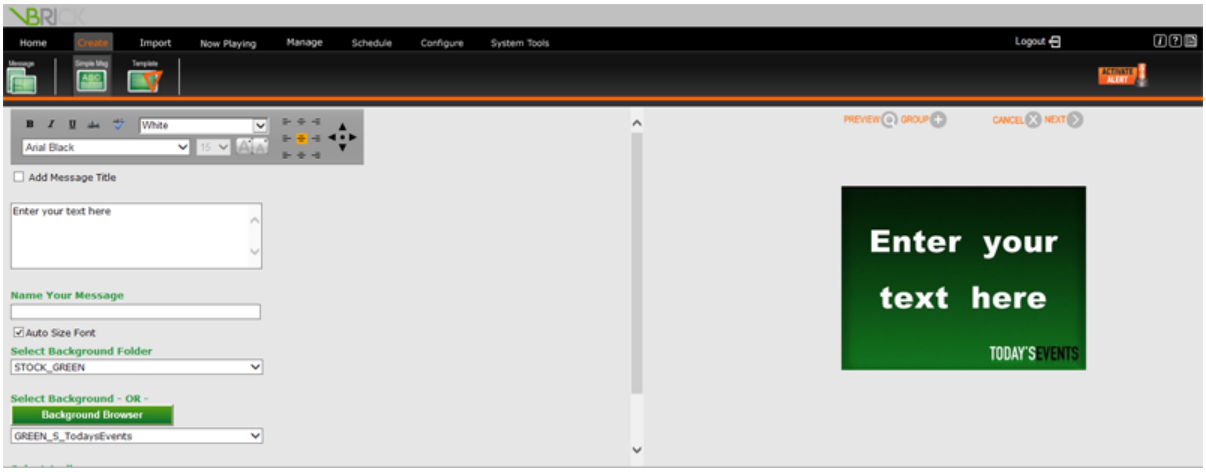
     or

     Use the pull down menu labeled *Select Background* to select a message background from a list
10. To add an audio file to the message, use the pull down menu labeled *Select Audio* to choose a file that is already available in the system[1]

---

[1] Depending on the role and privileges associated with the UserID, users may have the ability to import, preview, and delete Audio files. Check with the system administrator for details about specific roles and privileges.

NOTE: Audio files cannot be heard if they are scheduled into a layout along with a video file that contains audio.



Modifying Text

You can modify the text using the tools above the text field. The following text options are available:

- Click the **Spell Check** button to check the spelling
- The **B** / U and ~~abc~~ icons are used to apply bold, italics, underline, and strike through formatting
- The pull down menus allow modification of the color, size and typeface; a preview of the available font colors appears in the color pull down menu
- The **Alignment** buttons change where the text is anchored within its existing text box
- The black arrows are **Nudge** buttons and are used to move the entire section of text a little at a time

Creating a Message Group

You also can create a group of messages that will play in order on the same playlist and schedule.

To create a group of messages:

1. After creating the first message, press the **Group +** button on the upper right side of the screen above the message thumbnail
2. You will then have the ability to create another message and modify the text formatting as described in the previous section
3. Toggle between your messages using the arrow buttons on either side of the message preview
4. Create additional messages by pressing the **Group +** button

5. After all of the messages in the group have been created and formatted, click the **Next** button to move to the scheduling screen

Scheduling a Simple Message

Simple messages are scheduled in the same manner as all other messages. See Scheduling Messages in VBrick Digital Signage.

Message from Template

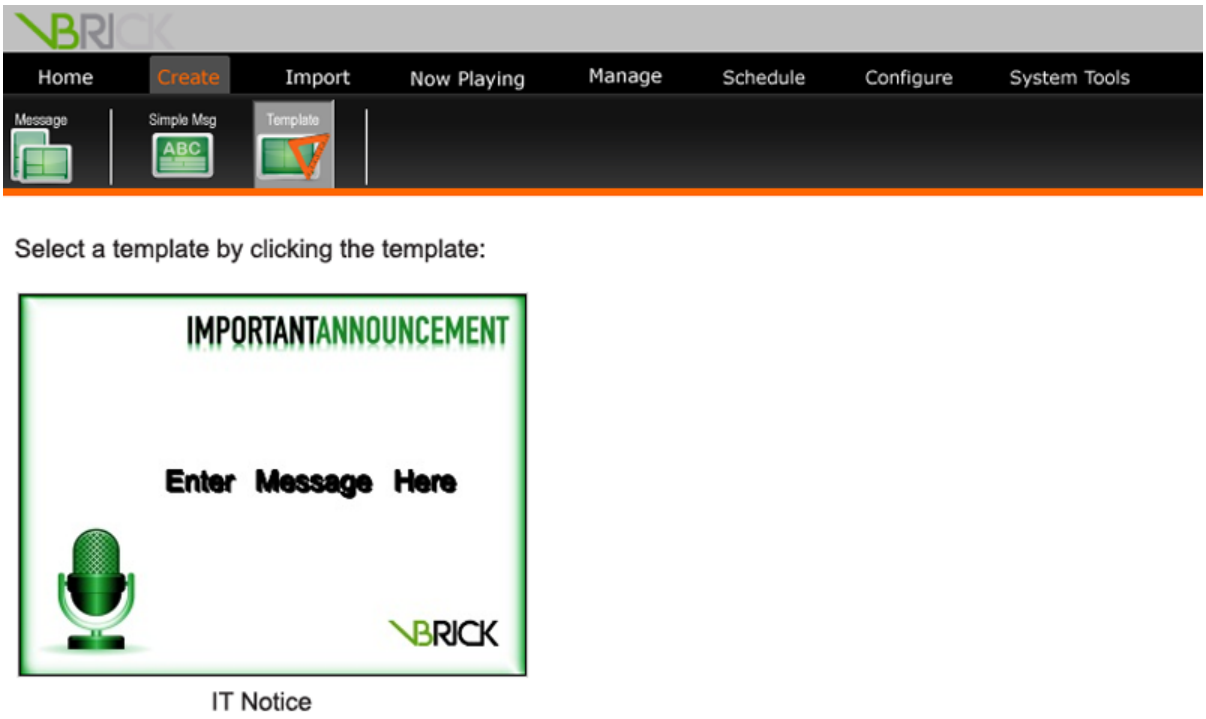
Message from Template is a quick way to create attractive messages without spending time on design elements. Templates are designed and created by staff within your organization. Templates are designed to meet you organization's communication goals and branding guidelines. See "Creating a Message Template" on page 53.

To create a message from a template:

1. Click *Message from Template* on the **Create | Message** screen

   or

   Click the **Template** icon on the action bar
2. Click the desired template thumbnail to select it to create your message
3. Type text into the text field(s)
4. Modify text using the available options
5. If the options are available to you, add images and/or audio to the message



NOTE: You may have access to none, some, or all of the text editing options that are available under Text Message depending on how the template was designed.

Scheduling a Message from Template

Messages created from templates are scheduled in the same manner as all other messages. See Scheduling Messages in VBrick Digital Signage.

Auto-Updating Messages

Graphic Link Message

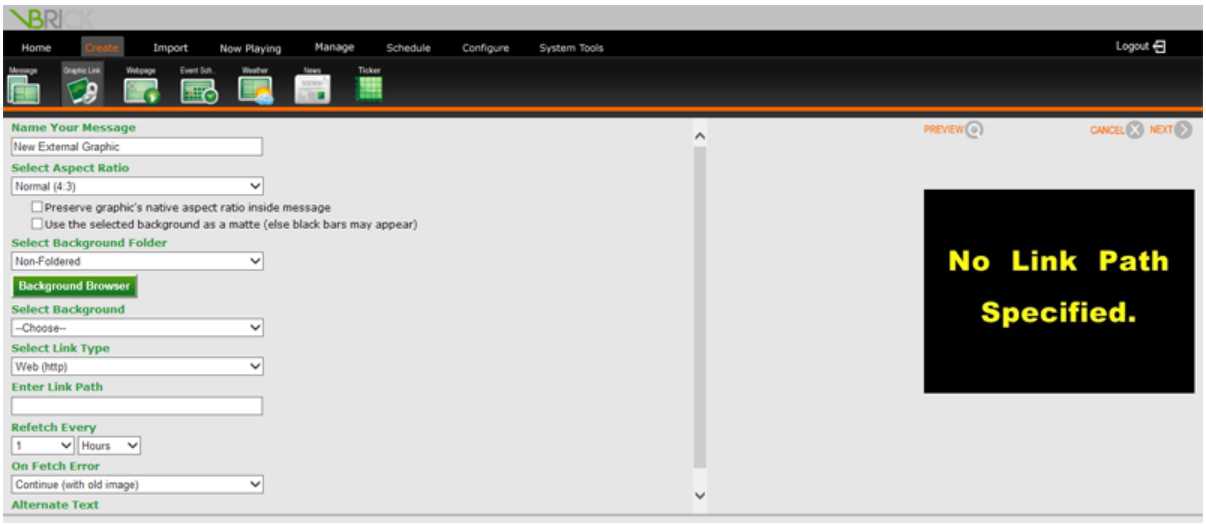
The Graphic Link option allows you to create messages by linking to an image somewhere else on your network or on the Internet. Graphic Link is best utilized with images that update periodically and provide useful or entertaining information to your audience. Some examples of the types of images that work well with Graphic Link are:

- Traffic camera images
- Weather maps
- Images that update based on database information (for example, sports statistics or poll results)

To use the Graphic Link feature:

1. Click **Create | Graphic Link** on the Navigation Menu
2. Enter a name for your message
3. Select the desired aspect ratio for the message
4. If desired, choose the option to preserve the aspect ratio of the original image by checking the box next to the option
5. If desired, select a message background for your event message by choosing a message background

   from the *Select Background Folder* pull down menu and selecting a message background from the **Background Browser**
6. Select the appropriate link type from the pull down menu
   - Web (http)
   - Secured Web (https)
   - FTP (ftp)
   - Passive FTP (ftp)
   - File Share (\\server\share\dir)
7. Type or copy and paste the file location into the Enter Link Path field
8. Select how often VBrick Digital Signage should fetch image updates using the pull down menus
9. Use the pull down menu to select what VBrick Digital Signage should do in the event of an error when fetching the updated image
10. Continue (with old image)
11. Make Blank
12. Display Alternate Text/Background
13. Click the **Preview** button
14. Click the **Next** button to move to the scheduling page



NOTE: If VBrick Digital Signage is set to display alternate text in the event of an error, select a message background and enter the alternate text in the *Alternate Text* field

Scheduling a Graphic Link Message

Graphic Link Messages are scheduled in the same manner as all other messages. See Scheduling Messages in VBrick Digital Signage.

Web Page Message

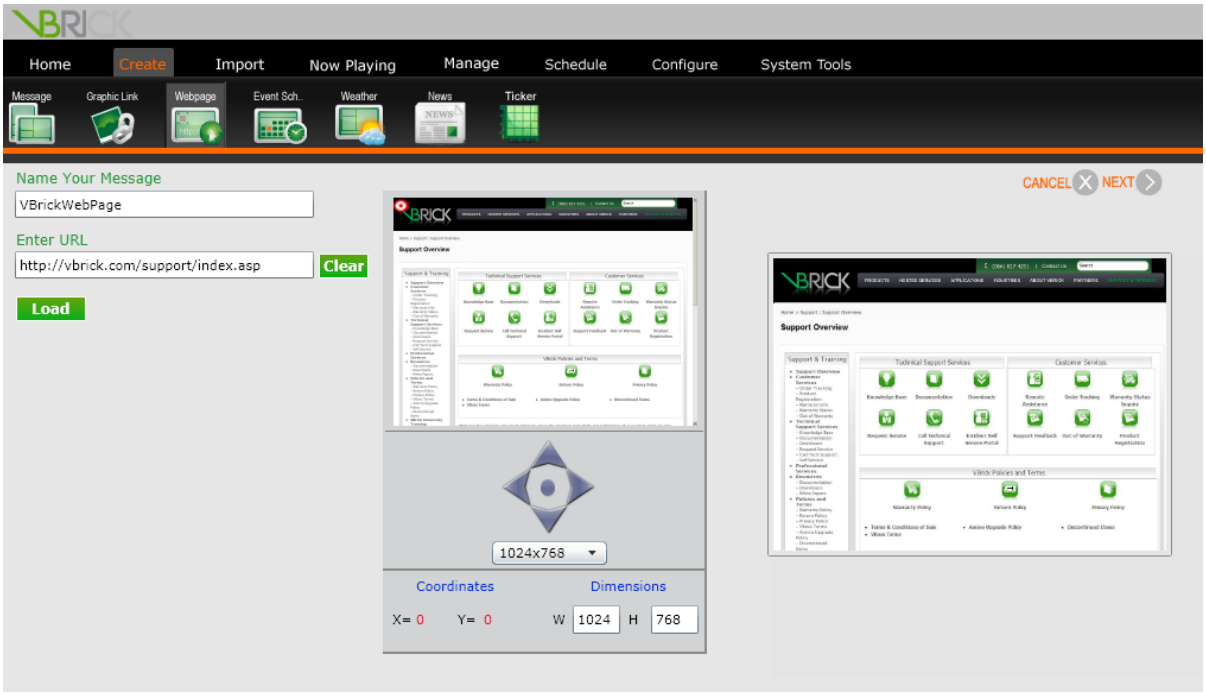
Like the Graphic Link option, Web Page Message offers you the option to schedule content using links to auto-updating content. The Web Page Message is a great way to keep the audience up to date on what's happening with the organization's external and/or internal web site(s) or other web-based information.

To create a Web Page Message:

1. Click **Create | Webpage** on the Navigation Menu
2. Enter a name for the new message
3. Type or copy and paste the URL of the web page into the *Enter URL* field
4. Press the **Load** button to ensure the link to load the web page into the preview window
5. Use the pull down list under the preview window in the center of the screen to select a screen resolution as a reference point
    a. To show the web page from the upper left corner of the page to the height and width of the selected screen resolution, use the default dimensions

b. To select a specific section of the web page, type the desired width and height in pixels in the dimensions fields, and then use the arrow buttons to select the desired area of the web site for display

6. Press the **Next** button to move to the scheduling page



Scheduling a Web Page Message

Web Page Messages are scheduled in the same manner as all other messages. See the Scheduling Messages in VBrick Digital Signage section of the training guide.

Event Schedule Message

The Event Schedule Message provides a means to share scheduling information for conference rooms, meetings, classes, and other events on your displays. Several event schedule adapters are available for importing schedule information into VBrick Digital Signage including:

- EMS Software Adapter
- Scheduler+ Software Adapter
- CollegeNet Software Adapter
- Delphi Adapter

- Text Adapter/Periodic Text Import, and
- Exchange Adapter

Configuration of the event schedule feature is discussed in Configuring Users & Settings. For the purposes of Content Creation, we will discuss how to create and configure an Event Schedule Message after the event data has been imported.

To create an Event Schedule Message:

1. Click **Create | Event Sch.** from the navigation menu
2. Enter a name for the message in the *Name Your Group* field
3. To limit the number of messages, choose the maximum number of messages from *Limit to* pull down menu
4. Use the pull down menu to select when the event schedule should start pulling data for display using the *Start* pull down menu
5. Choose how many days, hours, or weeks of scheduling data VBrick Digital Signage will display using the *Display* pull down lists
6. If necessary, adjust the time using the *Adjust Time by* pull down list and check the *Apply adjustments to events* check box
7. To set a specific time after the start time for the event to stop displaying on screen, check the *Stop Displaying Event* box and choose the amount of time from the pull down menu
8. To include the event end time on the message, check the *Include Stop Time* check box

   If the box remains unchecked, the default setting is for VBrick Digital Signage to automatically stop showing an event on the schedule after it has ended.
9. To show all data from all available resources, deselect the filtering options for room, status and type

   or

   Filter the available data by room (as defined by the creator of the database the information is coming from), status (e.g. Scheduled/Tentative/Cancelled), and/or Types (e.g. Exchange, Meetings, etc.) by checking the filter boxes and moving selections from the excluded column to the included column so the data will appear on the message.
10. Click the **Next** button to move to the message formatting screen

Formatting an Event Schedule Message

The formatting screen for Event Schedule Message allows you to modify how and where the scheduling data will appear on the message. Everything from the color and size of text to what information will or will not appear on the message can be configured on the formatting screen.

Name Your Group

The name of the message can be changed here.

Select Aspect Ratio

Use the pull down list labeled *Select Aspect Ratio* to choose the appropriate aspect ratio for your message.

Select Background Folder

1. Use the pull down menu labeled *Select Background Folder* to choose one of the message backgrounds within a folder

   or

   Select *Non-Foldered* to choose a message background that is not grouped into a folder
2. Press the **Background Browser** button above the pull down menu to get a preview of the available message backgrounds
3. To navigate the message backgrounds preview window, use the **First**, **Previous**, **Next**, and **Last** buttons at the bottom of the window

   To select a message background, click the preview of the desired message background

   or

   Use the pull down menu labeled *Select Background* to select a message background from a list

Select Audio

To add an audio file to the message, use the pull down menu labeled Select Audio to choose a file that is already available in the system.[1]

Select Message Pacing

Select the amount of time each message will appear on screen from the *Select Message Pacing* pull down list.

Enter Group Padding

Enter the amount of space, in pixels, that you wish to appear on screen between each event's information in the *Enter Group Padding* field.

Text for NO EVENTS

Enter the text you wish to appear on the message when there are no scheduled events.

Format Text Sections

Event Message text (Date, Title, Event Attributes, Location, Canceled Event Attributes, and Time) can be formatted in much the same way as the text on a Simple Text Message is formatted. You can modify the text using the tools in the upper left side of the window.

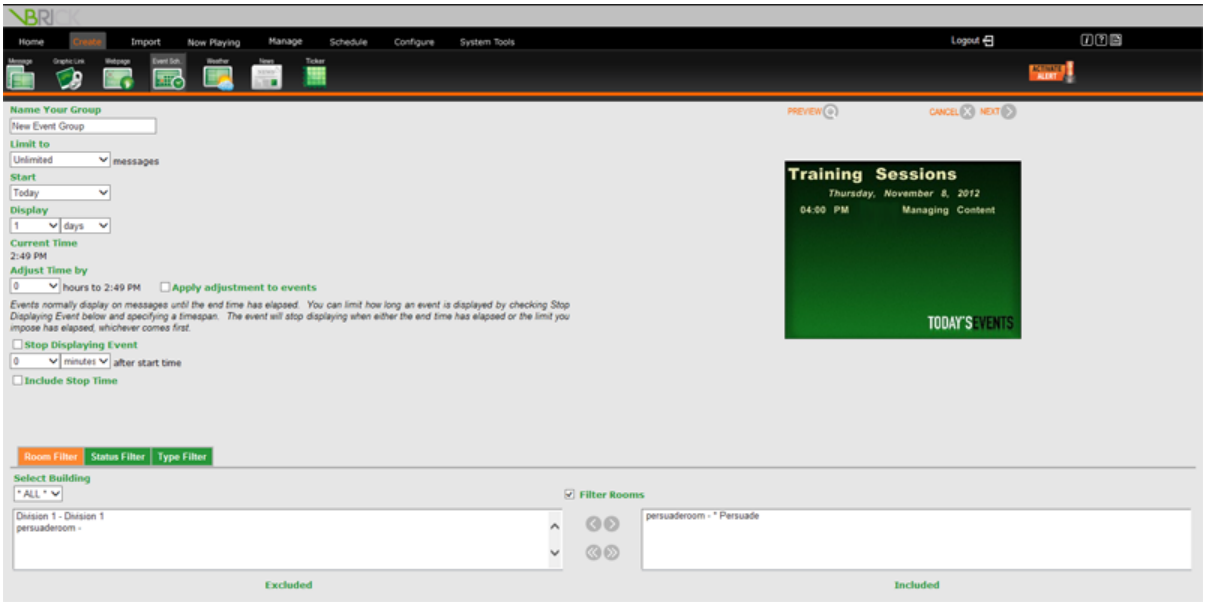
To format the text for each section of the Event Message:

1. Using the check boxes next to each of the message element options at the bottom of the screen, select which items will appear on the message
2. Select the Edit Attributes radio button for the section of text you wish to edit
3. Use the available options to edit the text for the selected section:
    a. The **B** *I* U and ~~abc~~ icons are used to apply bold, italics, underline, and strike through formatting
    b. The pull down menus allow modification of the color, size and typeface; a preview of the available font colors appears in the color pull down menu
4. Repeat the above steps for each section of text you want to format

---

[1] Depending on the role and privileges associated with the UserID, users may have the ability to import, preview, and delete Audio files. Check with the system administrator for details about specific roles and privileges.

After each change, the message preview on the right side of the window will update. After you have finished formatting the message, press the **Next** button to move to the scheduling screen.



Scheduling an Event Schedule Message

Event Schedule Messages are scheduled in the same manner as all other messages. See Scheduling Messages in VBrick Digital Signage.

Weather Message

A Weather Message is another type of auto-updating content. Once the Weather Adapter has been configured by the system administrator, the weather information will be available to create weather messages and tickers. Weather adapter configuration is covered in Configuring Users & Settings. In Content Creation, we will focus on creating and scheduling weather messages after the weather data has been imported into the system.

To create a Weather Message:

1. Click **Create | Weather** on the Navigation Menu
2. Choose a location from the *Select Location* pull down list
3. If desired, change the name of the message in the *Name Your Message* field
4. Choose length of time for the forecast using the pull down menu labeled *Forecast starts*
5. Choose the desired aspect ratio from the *Aspect Ratio* pull down list

6. Use the pull down menu labeled *Select Background Folder* to choose one of the message backgrounds within a folder

   or

   select *Non-Foldered* to choose a message background that is not grouped into a folder
7. Press the **Background Browser** button above the pull down menu to get a preview of the available message backgrounds

   To navigate the message backgrounds preview window, use the **First**, **Previous**, **Next**, and **Last** buttons at the bottom of the window.

   To select a message background, click the preview of the desired message background

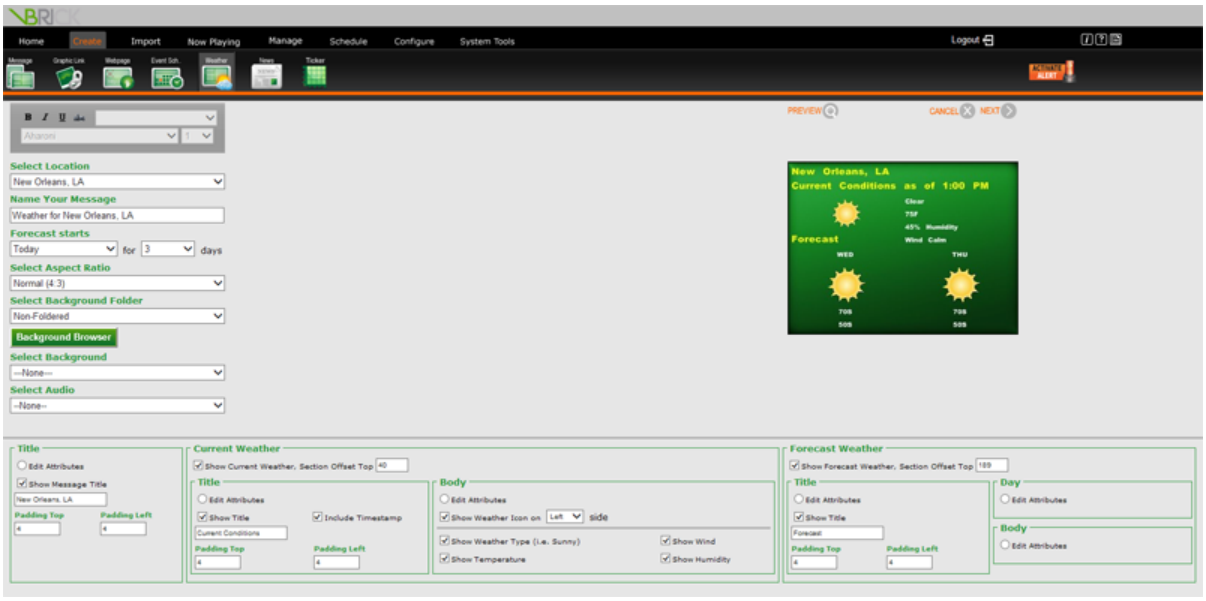
   or

   Use the pull down menu labeled *Select Background* to select a message background from a list
8. To add an audio file to the message, use the pull down menu labeled *Select Audio* to choose a file that is already available in the system[1]
9. Using the check boxes next to each of the message element options at the bottom of the screen, select which items will appear on the message
10. Select the *Edit Attributes* radio button for the section of text you wish to edit
11. Use the available options to edit the text for the selected section:
    a. the **B** *I* U and ~~abc~~ icons are used to apply bold, italics, underline, and strike through formatting
    b. the pull down menus allow modification of the color, size and typeface; a preview of the available font colors appears in the color pull down menu
12. Repeat the above steps for each section of text you want to format

After each change is selected the message preview on the right side of the window will update. After formatting is complete, press the **Next** button to move to the scheduling screen.

---

[1] Depending on the role and privileges associated with the UserID, users may have the ability to import, preview, and delete audio files. Check with the system administrator for details about specific roles and privileges.



Scheduling a Weather Message

Weather Messages are scheduled in the same manner as all other messages. See Scheduling Messages in VBrick Digital Signage.

News Message

Like the Weather Message, the News Adapter that pulls in the data for News Messages will be configured by your system administrator. Configuration of the News Adapter is covered in Configuring Users & Settings.

To create a News Message:

1. Click **Create | News** on the Navigation Menu
2. Type a name for the news message in the *Name Your Group* field
3. Select the news source from the *Select Category* pull down list
4. Choose the age of the oldest story that will be shown on the message using the *Select Oldest Story* pull down list
5. Choose the number of stories per category using the *Limit Stories per Categories to* pull down list
6. Click the **Next** button to move to the News Message formatting screen

Formatting a News Message

The formatting screen for News Message allows you to modify how and where the scheduling data will appear on the message. Everything from the color and size of text to what information will or will not

appear on the message can be configured on the formatting screen.

Name Your Group

The name of the message(s) can be changed here.

Select Aspect Ratio

Use the pull down list labeled *Select Aspect Ratio* to choose the appropriate Aspect Ratio for your message.

Select Background Folder

1. Use the pull down menu labeled *Select Background Folder* to choose one of the message backgrounds within a folder

   or

   select *Non-Foldered* to choose a message background that is not grouped into a folder
2. Press the **Background Browser** button above the pull down menu to get a preview of the available message backgrounds
3. To navigate the message backgrounds preview window, use the **First**, **Previous**, **Next**, and **Last** buttons at the bottom of the window.

   To select a message background, click the preview of the desired message background

   or

   Use the pull down menu labeled *Select Background* to select a message background from a list

Select Audio

To add an audio file to the message, use the pull down menu labeled *Select Audio* to choose a file that is already available in the system[1]

Audio files cannot be heard if they are scheduled into a layout along with a video file that contains audio.

---

[1]Depending on the role and privileges associated with the UserID, users may have the ability to import, preview, and delete Audio files. Check with the system administrator for details about specific roles and privileges.

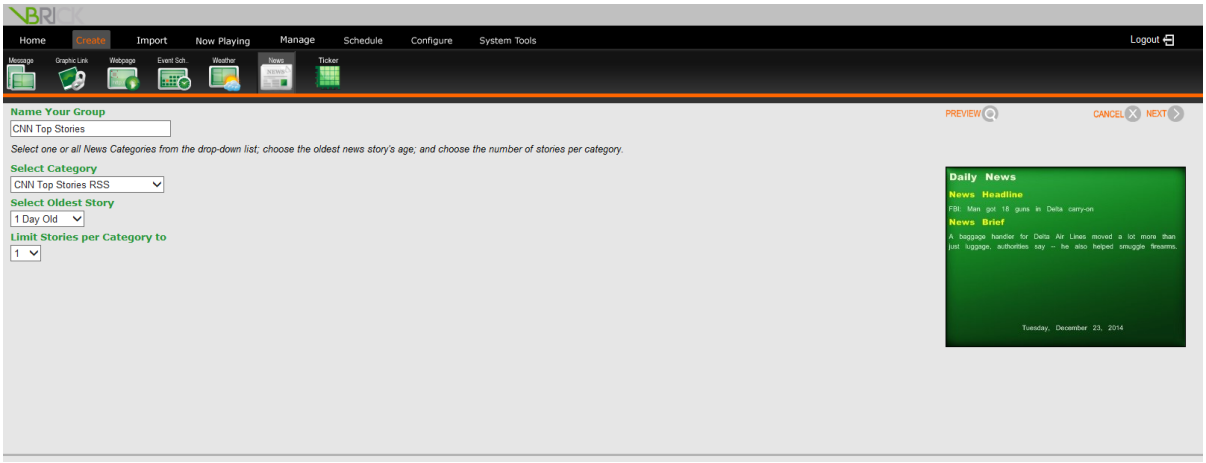
Format Text Sections

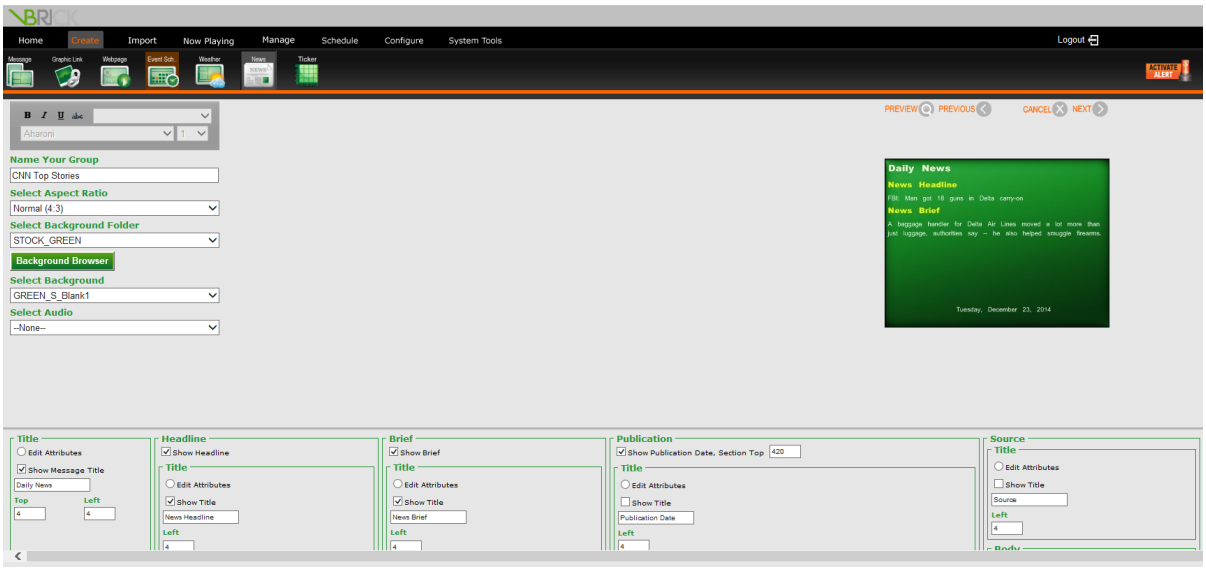
News message text (Date, Title, Event Attributes, Location, Canceled Event Attributes, and Time) can be formatted in much the same way as the text on a Simple Text Message is formatted. You can modify the text using the tools in the upper left side of the window.

To edit the text for each section of the News Message:

1. Using the check boxes next to each of the message element options at the bottom of the screen, select which items will appear on the message
2. Select the *Edit Attributes* radio button for the section of text you wish to edit
3. Use the available options to edit the text for that section:
    - The **B** *I* U and ~~abc~~ icons are used to apply bold, italics, underline, and strike through formatting
    - The pull down menus allow modification of the color, size and typeface; a preview of the available font colors appears in the color pull down menu
4. Repeat the above steps for each section of text you want to format

After each change the message preview on the right side of the window will update. After formatting is complete, press the **Next** button to move to the scheduling screen.





Scheduling a News Message

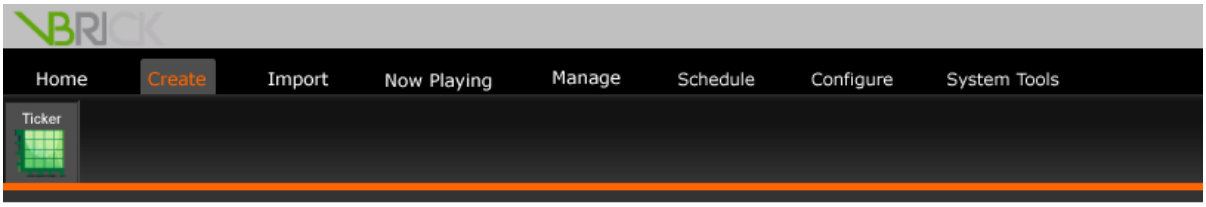
News Messages are scheduled in the same manner as other messages. See the Scheduling Messages in VBrick Digital Signage section of the training guide.

Creating Tickers

Another type of content users can create in VBrick Digital Signage is called a Ticker. A ticker, also known as a crawl, is a line of text data that scrolls across the screen. It is similar to the text that runs across the screen of some television news programs.

There are two types of tickers:

1. Manual – You type the text that will display as a ticker.
    - Text Ticker
2. Auto-updating – You select a category or categories of data that has been brought into the system by an adapter. That text will be displayed as a ticker.
    - Weather Ticker
    - News Ticker



Text Ticker
Create a single text ticker.

Weather Ticker
Create a ticker that displays weather information. for a single location.

News Ticker
Create a ticker that displays news headlines and bulletins.

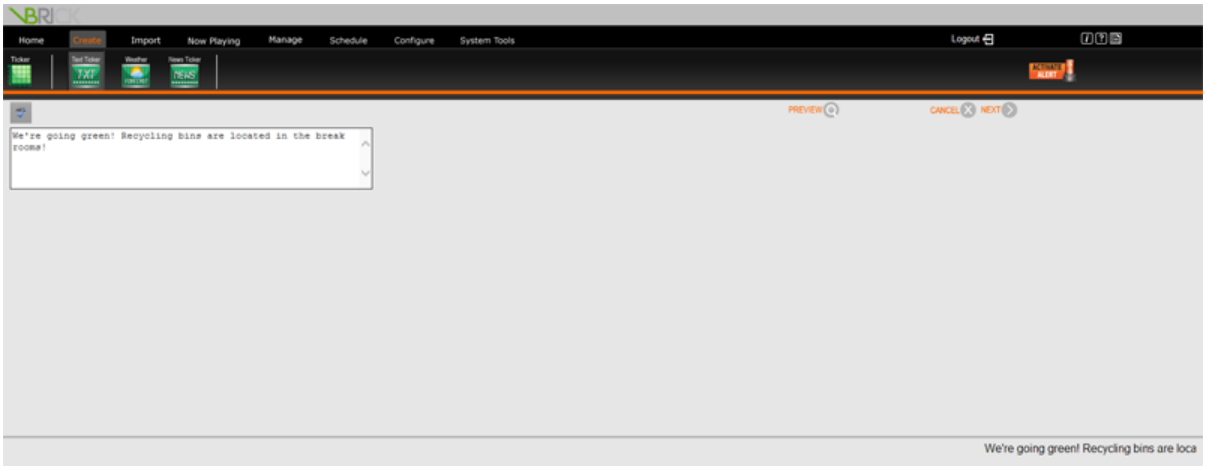
Text Ticker

To create a Text Ticker:

1. Click **Create | Ticker** on the Navigation Menu
2. Click *Text Ticker*

3. Enter the text for the ticker in the field provided
4. Spell check the text by pressing the abc icon above the text field
5. Press the **Next** button to move to the scheduling screen

There are no formatting options for tickers. See Configuring Users & Settings for ticker configuration.



Scheduling Tickers

Schedule

You will set the date range and time(s) of day that you wish your ticker to be displayed in the *Schedule* section.

Show Duration

The *Show Duration* options allow you to set the days or dates during which the ticker will be displayed. Using the radio buttons you can:

1. Select the *Today* radio button
2. Use the pull down menu to choose the number of days, weeks, months, or years you wish the ticker to play

   or

   Select the *From* radio button
3. Use the *From* date pull down menu to access the calendar to choose the date you want to start showing the ticker

4. Use the corresponding time pull downs to choose the start hour, minute, and am/pm
5. Use the *To* date pull down menu to access the calendar to choose the date you want to stop showing the ticker
6. Use the corresponding time pull downs to choose the end hour, minute, and am/pm

Under the *Show* options you also have the option to set specific days for the ticker to be shown within the scheduled date range that was selected by checking the *Repeat* box and then checking the corresponding box(s) for the day(s) you want the message to appear.

Display Period

The default setting for the times of the day the ticker will play *is All Day Long*; however, VBrick Digital Signage also offers a day-parting option.

Day-parting refers to segmenting the day into specific times so the ticker will display only during those times. Day-parting can be useful for showing targeted messages to audiences you know will be in the vicinity of the digital signage display during a set time period.

To use the day-parting option:

1. Select the *Selected Periods* radio button
2. Select the time using the *From* and *To* hour, minute, and am/pm pull down menus
3. If more time periods are desired, press the **Add More Display Periods** button and repeat step two

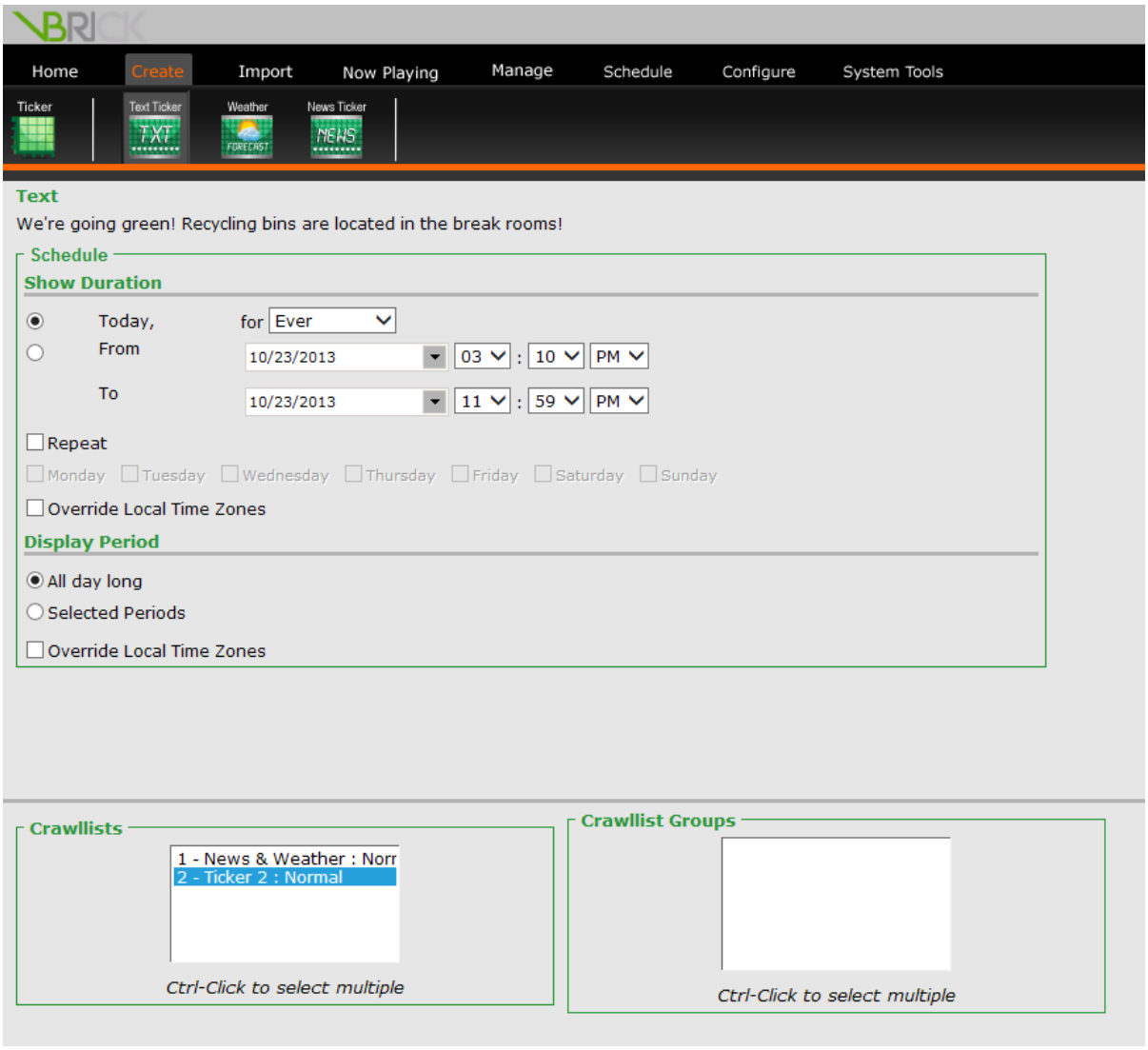
   Repeat step three until all desired time periods have been added
4. After all scheduling options have been selected press the **Next** Button to complete scheduling

Crawllists

Tickers are scheduled to Crawllists. The Crawllists that are available to you may vary depending on how your UserID was configured by your system administrator.

Crawllist Groups

If *Crawllist Groups* have been defined and are available, you can select a group of crawllists where you want the ticker to play.



Auto-Updating Tickers

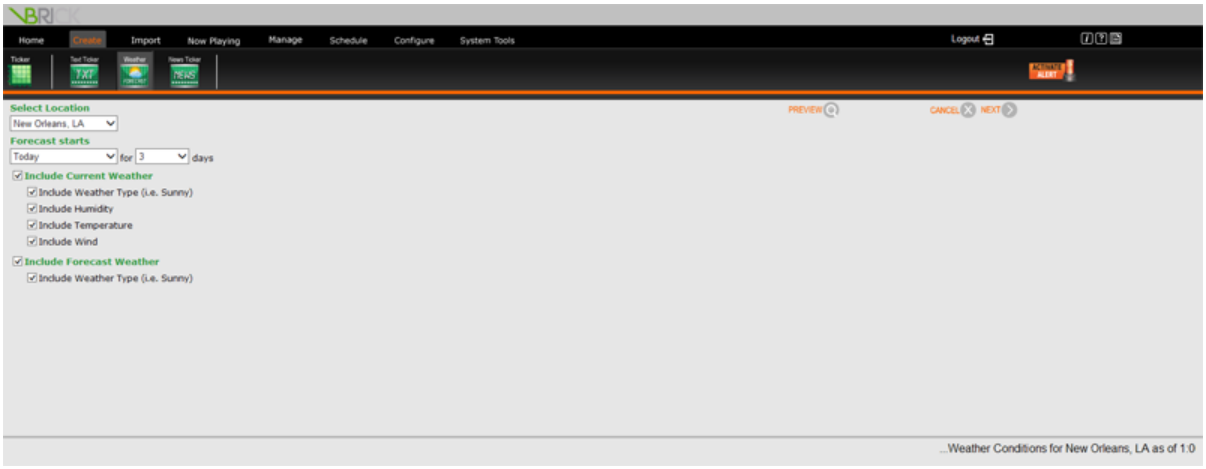
Weather Ticker

The Weather Ticker pulls data from the same adapter as the Weather Message. Once the weather adapter has been configured, creating a Weather Ticker is a simple process.

To create a Weather Ticker:

1. Click **Create | Ticker** from the Navigation Menu
2. Select the *Weather Ticker* link
3. Choose the desired location from the *Select Location* pull down menu

4. Choose the length of time for the forecast using the pull down menu labeled *Forecast starts*
5. Deselect any items you do not wish to display in the ticker
6. Click the **Next** button to move to the scheduling screen



Scheduling a Weather Ticker

Weather Tickers are scheduled in the same manner as all other tickers. See Scheduling a Ticker in VBrick Digital Signage.

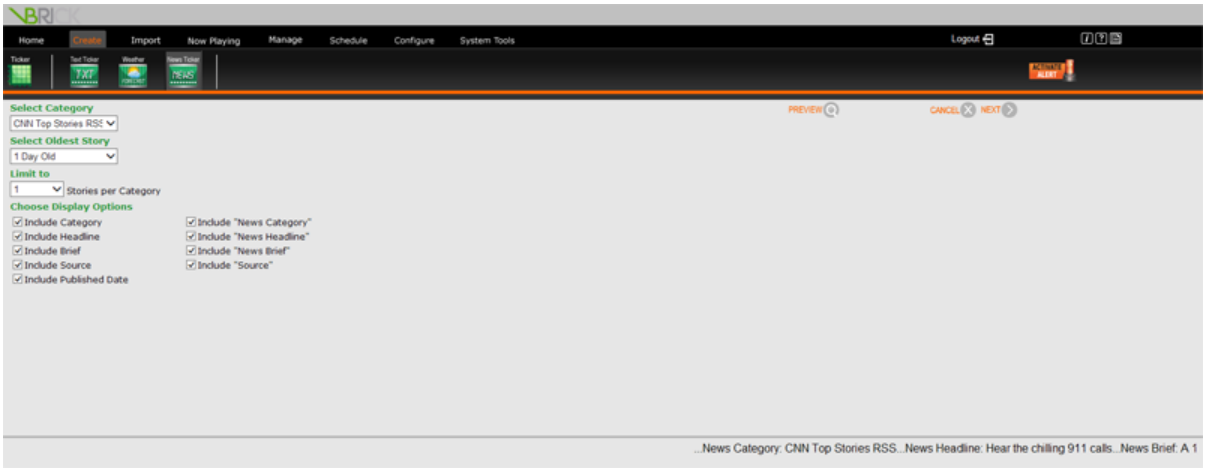
News Ticker

News tickers pull their content from the same news sources that messages do. If your organization is using the news adapter, it will be configured by your system administrator.

To create a News Ticker:

1. Click **Create | News Ticker** from the Navigation Menu
2. Choose the desired news source from the *Select Category* pull down list
3. Choose the maximum age of the oldest story from the *Select Oldest Story* pull down list
4. Choose the maximum number of stories per category from the *Limit to* pull down list
5. Deselect any information and/or labels you do not want to include in the ticker:
6. Information:
    - Include Category
    - Include Headline
    - Include Brief
    - Include Source
    - Include Published Date

7. Labels:
    - Include “News Category”
    - Include “News Headline”
    - Include “News Brief”
    - Include “Source”
8. Press the **Next** button to move to the scheduling screen



Scheduling a News Ticker

News Tickers are scheduled in the same manner as other tickers. See Scheduling a Ticker in VBrick Digital Signage.

Welcome to Managing Content Training

Welcome to Managing Content training for VBrick Digital Signage Software! The purpose of this course is to introduce you to the web-based interface and to show you how to access, organize, modify, and delete content in VBrick Digital Signage.

Prerequisites

Introduction to VBrick Digital Signage is a prerequisite for this course. Introduction to VBrick Digital Signage covers key concepts and terminology you will need to know in order to get the most out of your training.

Who Should Attend?

Any individual who will create or approve VBrick Digital Signage content should attend this training.

Course Objectives

After completing this course, participants should be able to:

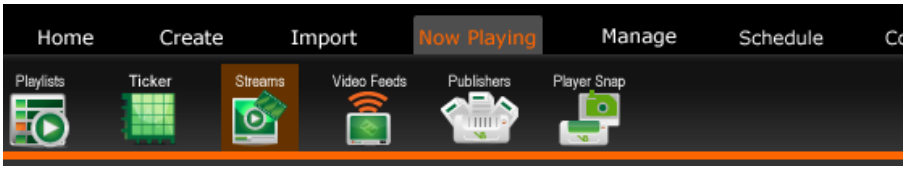
- Access the Now Playing menu to manage playlists, crawllists, streams and video feeds
- Use the Manage menu to organize, edit, and delete content
- Use the Schedule menu to view and schedule user-created content

Course Outline

1. Using Now Playing
    a. Playlists
    b. Tickers
    c. Streams
    d. Publishers
    e. Player Snapshots
2. Managing Content
    - Approval
    - My Content
    - My Tickers
    - My Templates
    - Events
    - Graphic Files
    - Video Files
    - Audio Files
    - Background Library
3. Schedule
    - My Content
    - My Tickers
4. Q & A

Now Playing

You can check the status of the content that has been scheduled to play on the **Now Playing** menu. You can view and edit messages and tickers that are scheduled to playlists and crawllists and make adjustments to the play rotation and/or scheduling.

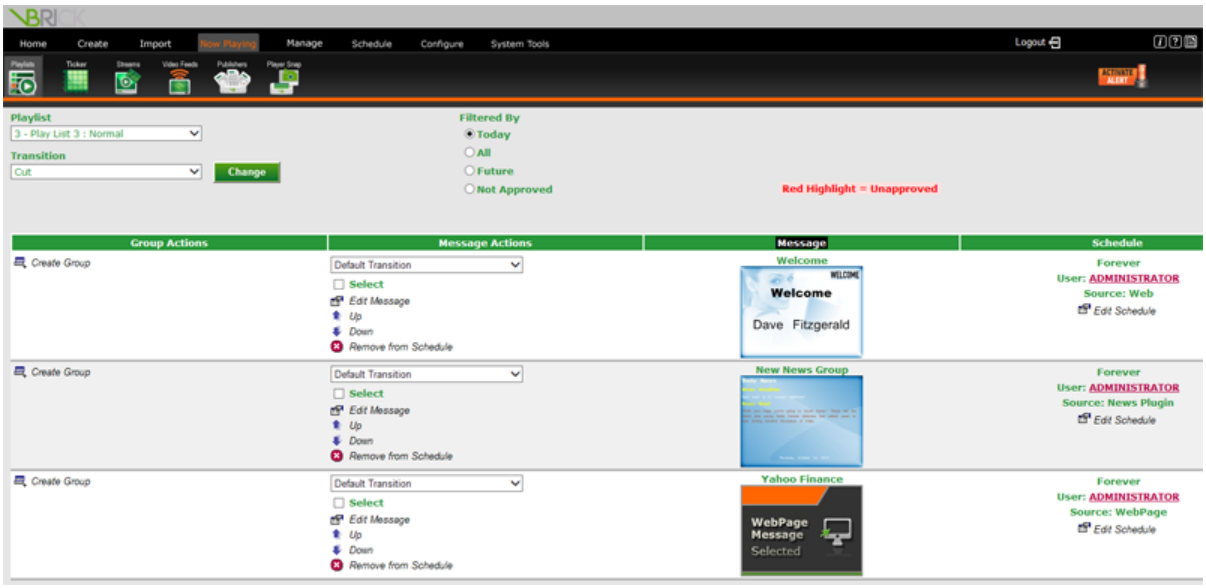


Playlists

Under the Playlists menu option, you can view and edit messages that are scheduled to available playlists.

To view content scheduled to playlists:

1. Click **Now Playing** on the navigation menu
2. Click *Playlists*
3. Use the pull down menu labeled *Playlist* to select a playlist to view
4. Select the appropriate radio button to view the playlist content
    - *Today* – filters for content scheduled for the current date
    - *All* – filters for all content scheduled currently and into the future
    - *Future* – filters for content scheduled to begin at a future date only
    - *Not Approved* – filters for content that has been created and scheduled to the playlist but has not been released by a Content Approver to begin to display in the play rotation



There are several useful options available from the Playlists feature including the ability to edit a message, edit the schedule, and rearrange the order of messages in a playlist. Also, users with approval privileges can approve messages created by users who do not have approval privileges.

To edit a message:

- Click the image preview of the message

  or

  Click the **Edit Message** icon

You will be taken to an appropriate screen to make changes to the message

To edit the schedule for a message to display:

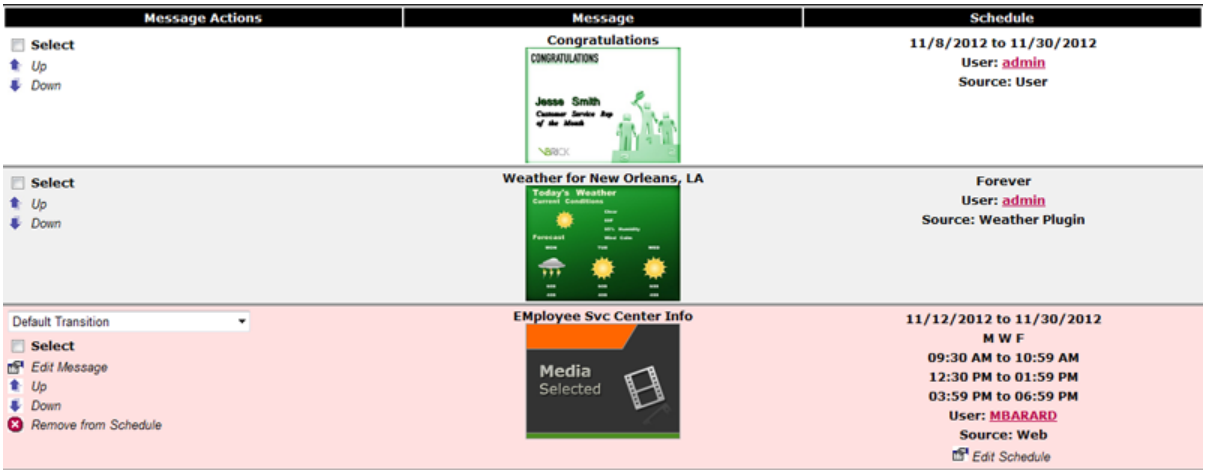
1. Click the **Edit Schedule** icon next to the desired message
2. Schedule message as described in Scheduling Messages in VBrick Digital Signage.

Approving and Rearranging Messages

To approve messages:

1. Click **Now Playing** on the Navigation Menu
2. Click **Playlists**
3. Select the correct playlist from the *Playlist* pull down menu

4. Messages requiring approval will appear in the main window inside a pink band
5. Approve the message by clicking the **Approve** icon
6. Move the message up or down in the play rotation using the **Up** and **Down** buttons next to the message



Once the message has been approved, it will be released into the playlist rotation and will play on the displays and/or publishers according the schedule.

To remove a message from a playlist:

- Press the **Remove from Schedule** button next to the message

Preview PowerPoint Message Before Approval

To preview a PowerPoint Message before approval:[1]

1. PowerPoint messages requiring approval will appear with a **PowerPoint Selected** icon inside a pink band in the main window
2. Double-click the **Media Selected** icon
3. A dialog box will offer the option to **Open** or **Save** the PowerPoint file
4. Select the desired option to either open or save a copy of the presentation to view it in PowerPoint

Changes made to the PowerPoint will not be saved to the message. Changes will have to be saved to the local computer. You will have to import the presentation again.

To make changes to a PowerPoint message prior to approval:

---

[1] PowerPoint must be installed on your computer in order to preview PowerPoint messages.

1. Preview the message using the instructions above
2. Make the desired changes to the file in PowerPoint
3. Save the file with a new name

In VBrick Digital Signage, select **Now Playing | Playlists**

1. Choose the appropriate Playlist from the *Playlist* pull down menu
2. Press the **Remove from Schedule** icon for the PowerPoint message you wish to replace
3. Use the **Import | PowerPoint** menu option to create a new PowerPoint message using the new file[1]

Tickers

The Tickers option operates in much the same way as Playlists; however, only tickers are shown here. The same function as that are available for messages under **Now Playing | Playlists** are available for tickers with the exception of grouping.

To manage your tickers using **Now Playing | Tickers**:

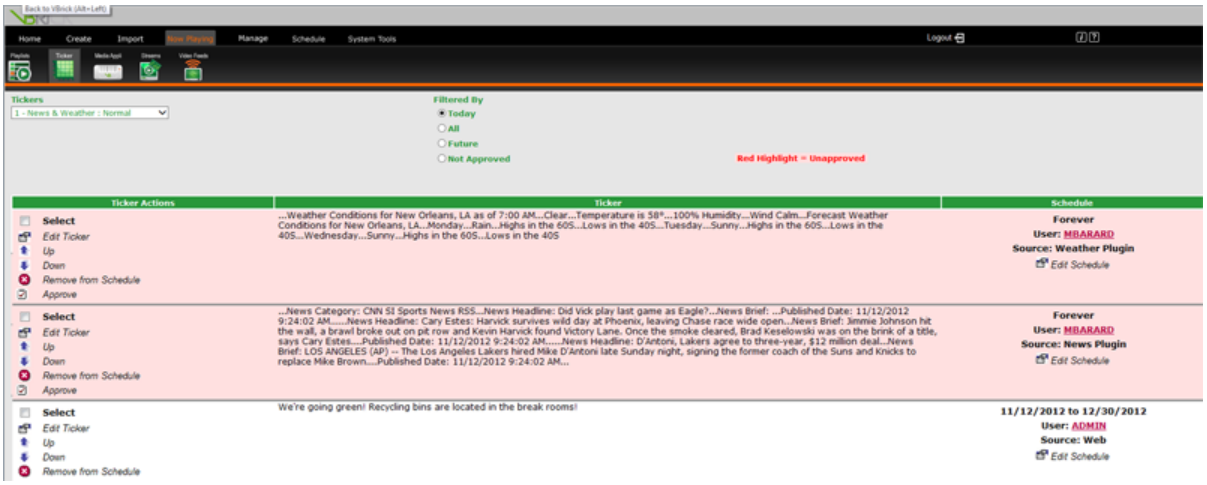
1. Click **Now Playing** on the Navigation Menu
2. Click **Tickers**
3. Select the correct crawllist from the *Crawllist* pull down menu

Approving Tickers

Tickers requiring approval will appear in the main window inside a pink band. In this window, the content approver can:

- Edit the ticker by clicking the **Edit Crawl** icon next to the ticker
- Move the ticker up or down in the crawllist rotation using the **Up** and **Down**icons
- Remove the ticker from the crawllist rotation by clicking the **Remove from Schedule** icon
- Approve the ticker by clicking the **Approve** icon, or
- Edit the schedule for the ticker to show by clicking the **Edit Schedule** icon

[1] See " Importing a file to create a message" on page 82 for information about creating a PowerPoint message.



Video Streams

If Video Streams are configured for your digital signage system, a content approver can view, add, edit, approve, and delete video streams. The Video Stream option must be configured in the software and designed into the layouts. Contact your system administrator for details about whether or not Video Streams are available on your system.

Supported Live Stream URL Formats

Encoder Type	Program URL Format	Description
Windows Media	mms://<encoderIP>/ vbrickvideo1	Multimedia Messaging. Must match Resource Name on Encoder> Server page in IWS.
H.264 (Multicast)	vbhttp://<encoderIP>/ vbStream1.sdp	RTF invoked from .sdp. Must match .sdp file name on Program Configuration > Transmitters page in VBAdmin.
	vbricksys://ip-<multicastIP>&port-<port>& ssmsourceip=<source_IP>	Transport Stream. Must match Destination and Destination Port on Program Configuration> Transmitters page in VBAdmin.
H.264 (Unicast)	vbrtsp://<encoderIP>/ vbStreamISI vbrtsp2://<encoderIP>/	RTF. Must match Stream URL on Program Configuration> Servers page in VBAdmin.

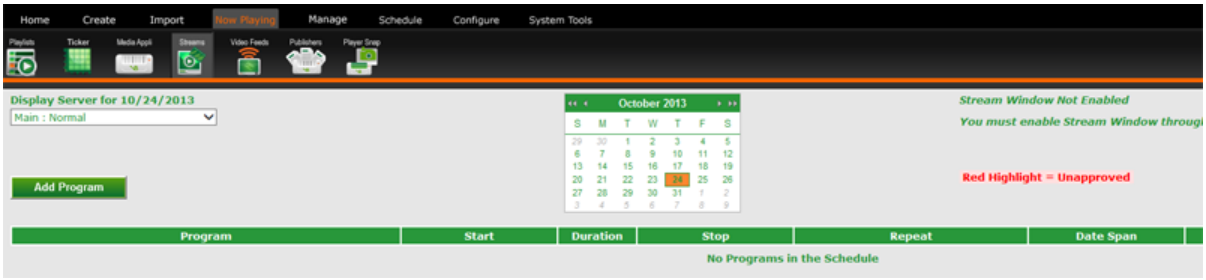
vbStream1S1	Transport Stream. Must match Stream URL on Program Configuration> Servers page in VBAdmin.

Supported Stored Stream URL Formats

Server Type	Program URL Format
VOD-WM (Windows Media)	http://<vodIP>/<pubyoint_name>/<content.wmv>
VOD-W (MPEG-I/2, H.264)	http://<vodIP>/<content.mpg>
VOD-D (Darwin)	http://<vodIP>/<content.mp4>

To view the scheduling of a video stream:

1. Click **Now Playing** on the Navigation Menu
2. Click **Streams**
3. Choose the desired media player and mode of play from the pull down menu labeled **Display Server**
4. Select the desired date on the calendar to view streams that are scheduled



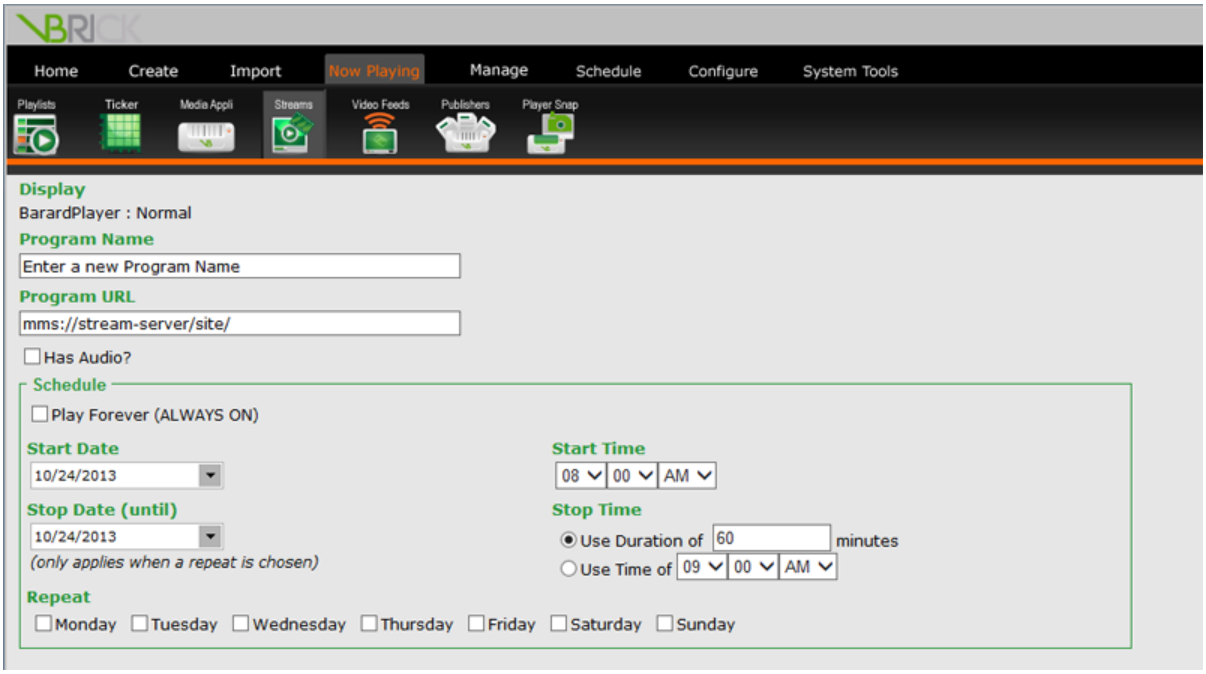
To add a video stream:

1. Click **Now Playing** on the Navigation Menu
2. Click **Streams**
3. Choose the desired media player and mode of play from the pull down menu labeled **Display Server**
4. Press the *Add Program* link to go to the scheduling screen
5. On the scheduling screen, enter a name for the stream in the **Program Name** field

6. Enter the URL for the stream in the field labeled **Program URL**
7. Indicate whether or not the stream has audio using the *Has Audio* check box
8. To schedule the stream to always play, check the *Play forever* box

   if not

   Choose a start and end times and choose the start and end dates using the options under **Schedule**
9. Click the **Done** button



Publishers

To view content scheduled to a publisher:

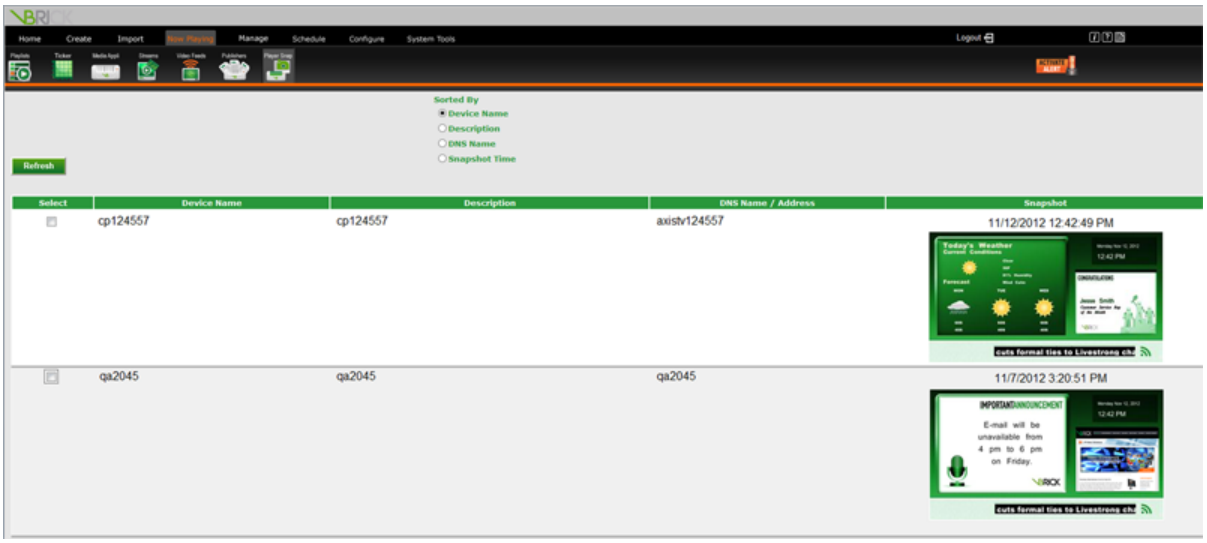
1. Click **Now Playing** on the Navigation Menu
2. Click **Publishers**
3. Choose the desired distribution list from the pull down menu labeled *Distribution List*
4. Filter the content using the *Filtered By* radio buttons:
   - Today
   - All
   - Future

Player Snapshots

If you have access to Media Players in your VBrick Digital Signage system, you can view a thumbnail of each player on the Player Snapshot screen. The thumbnails will have a date and time stamps to show when the Content Manager took the snapshot. Double click the thumbnail image to see a larger view of the snapshot.

To sort the player snapshots:

1. Click **Now Playing | Player Snap** on the Navigation Menu
2. Sort the available player using the **Sorted By** radio buttons:
    - Device Name
    - Description
    - DNS Name
    - Snapshot Time

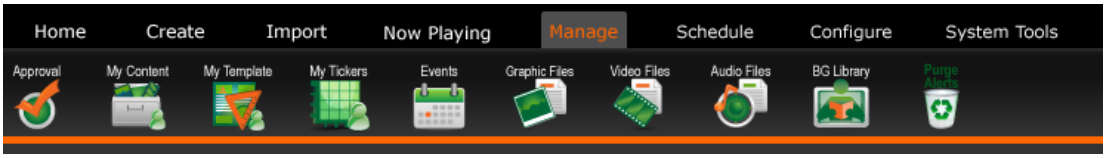


To update a player snapshot:

1. Check the **Select** box next to the device name
2. Click the **Refresh** button

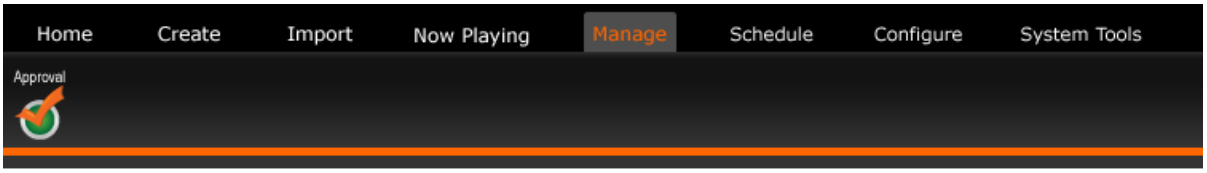
Managing Content

VBrick Digital Signage has several tools to help you manage various aspects of the system. The level of control over the system you have will depend upon the role and privileges associated with your UserID. Roles and privileges are configured by your system administrator.



Approval

Users with roles such as Template User and Content Creator can create and schedule content; however, their content will not begin to play until it has been approved. Users with approval privileges have the ability to approve content created by those users who do not have approval privileges.



Playlists
Helps you manage bulletins playing on playlists.

Tickers
Helps you manage tickers on playlists.

Streams
Manages the scheduled stream programs.

Video Feeds
Manages the scheduled external video programs.

See " Approving and Rearranging Messages" on page 112 for details about approving messages, including PowerPoint messages.

See " Tickers" on page 114 for details about approving Tickers.

Approving Streams

To approve a stream:

1. Click **Manage** on the Navigation Menu
2. Click **Approval**
3. Click **Streams**
4. Choose the correct media player from the pull down menu labeled *Display Server*
5. Click the **Approve** icon for the scheduled stream

My Content

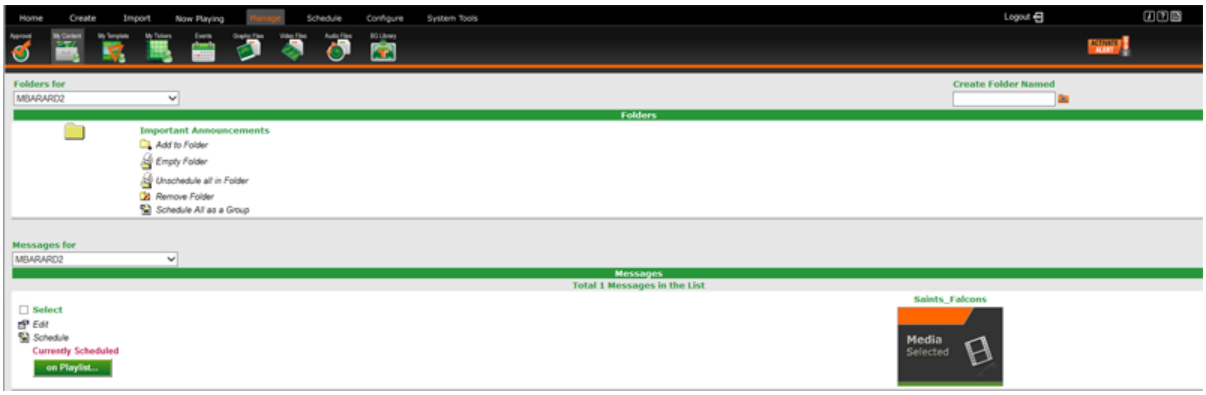
My Content allows you to view, edit, move, and delete content that had been previously created. My Content also gives you access to content created by other users via a folder system. Your role in the system will determine what functions you can perform with other users' content.

To access My Content:

1. Click **Manage** on the Navigation Menu
2. Click **My Content**

The main screen contains two sections:

- The first section contains two fields:
  - *Folders for* contains folders created under the selected UserID
  - *Create Folder Named* allows you to create folders for organizing messages
- The second labeled *Messages for* shows messages created under the selected UserID that are not organized into folders



Creating and Using Folders

You can create folders to organize your messages and can move non-foldered messages into folders.

To create a folder:

1. Click **Manage** on the Navigation Menu
2. Click **My Content**
3. Enter a name for the new folder in the *Create Folder Named* field
4. Press the **Add Folder** button represented by a folder with a plus sign next to the field
5. The default setting for **Manage | My Content** is to show the content created under the UserID that is currently in use. You also can view content created by other users.

To view the contents of a folder:

1. Click the icon representing the folder you wish to open
2. To view another user's foldered messages:
3. Choose the UserID whose folders you wish to view from the pull down menu labeled Folders for
4. Click the **folder** icon for the folder to open

To view another user's non-foldered messages:

- Choose a UserID from the pull down menu labeled *Messages for* under the *Folders* portion of the window

To add messages to a folder:

1. Check the *Select* check box for the message(s) being moved
2. Click the **Add to Folder** icon for the folder the message is being moved into

To remove a message from a folder:

1. Open the folder by clicking the icon representing the folder you want to open
2. Select the content(s) being removed from the folder using the *Select* check box(es)
3. Press the **Remove from Folder** icon

The selected message(s) will be moved into the non-foldered messages section below

To remove all messages from a folder:

- Click the **Empty Folder** icon

All messages will be moved into the non-foldered messages section below

To unschedule all content in a folder:

- Click the **Unschedule all in Folder** icon

To schedule all contents of a folder:

- Click the **Schedule All as Group** icon

Schedule message(s) in the same manner as all other messages. See Scheduling Content in VBrick Digital Signage for details on scheduling.

All of the contents of the folder will be scheduled on the same playlist(s) using the same schedule.

Editing, Scheduling, and Deleting Messages

To edit a message:

- Click the image preview of the message

  or

  Click the **Edit** icon

You will be taken an appropriate screen to make changes to the message. In the case of Image, Video and PowerPoint messages, it is best practice to remove the message from the playlist(s) and then to create a new message using a new file with a different name.

To schedule a message:

Click the **Schedule** icon

Schedule message as described in Scheduling Content in the VBrick Digital Signage.

You can delete unscheduled messages under the **Manage | My Content** option. Content that is scheduled to play cannot be deleted. Scheduled content must be removed from all playlists or crawllists before you can delete it. In My Content, a scheduled message will be labelled **Currently Scheduled** and will have an **on Playlist** button next to its preview.

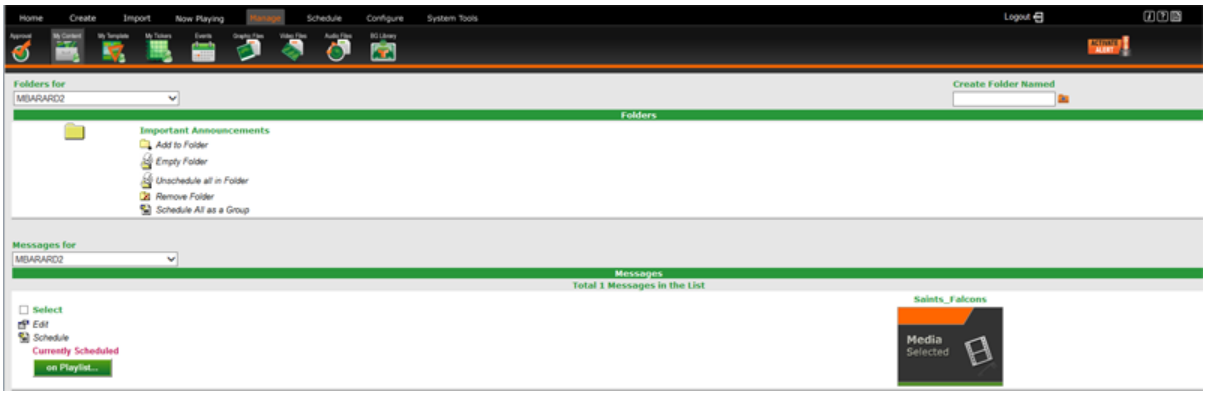
To unschedule and delete a message:

1. Press the **on Playlist** button
2. On the Unschedule Message screen, select the playlists to remove the message from and press the **Unschedule** button

   OR

   Press the **Unschedule All** button

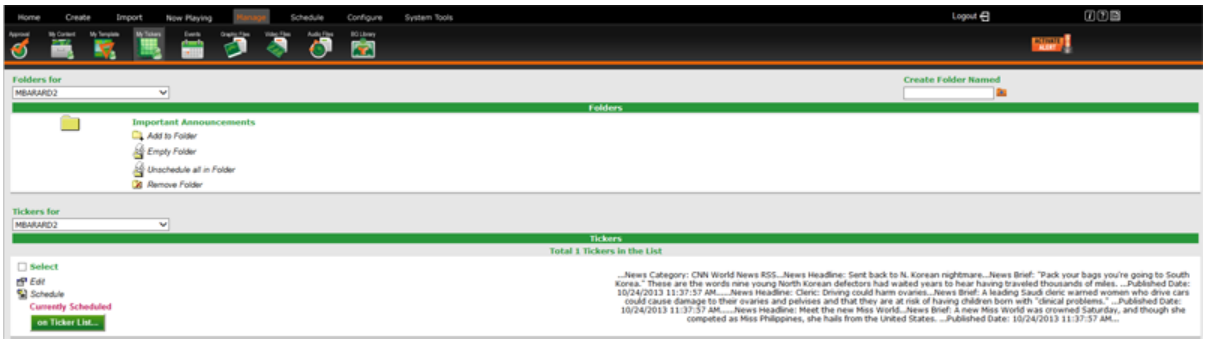
Once the message has been unscheduled, the delete option will appear next to the message preview in the My Content window. Press the **Delete** icon to delete the message.



My Tickers

My Tickers works in much the same way as My Content; however, only tickers are shown here. Creating a folder under My Content will create another one with the same name under My Tickers and vice versa.

Similarly, removing a folder under My Content or My Tickers will remove the companion folder under the other heading. Any remaining content or tickers will be moved back into the non-foldered content (or tickers) area of the screen. You can edit, schedule, move and delete tickers in **My Tickers**.



See "Scheduling Tickers" on page 104

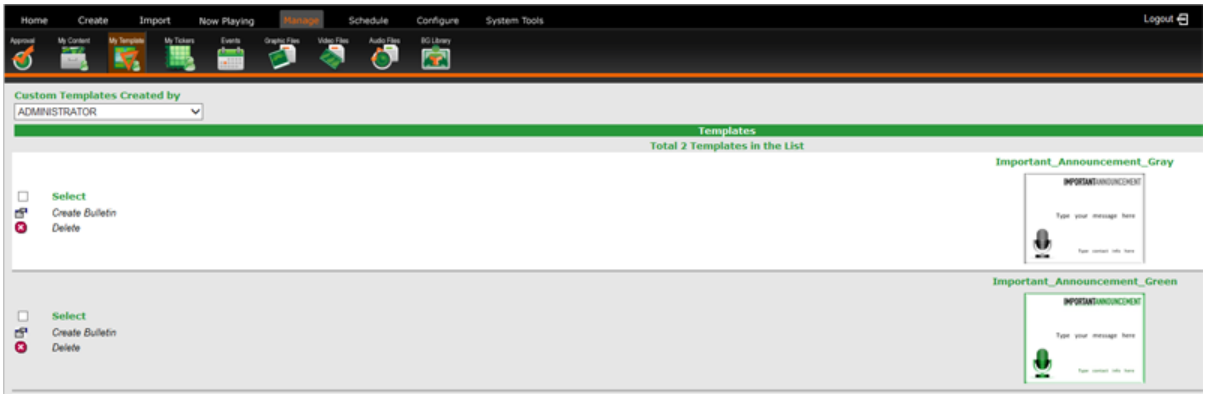
My Templates

My Templates allows users with the appropriate permissions to manage templates that have already been created in VBrick Digital Signage. The default setting for **Manage | My Templates** is to show the templates created under the UserID that is currently in use. You can view templates created by other users by selecting another UserID from the *Custom Templates Created by* pull down menu.

You can create a message from a template by pressing the **Create Message** icon or can delete a template by clicking the **Delete** icon for the appropriate template.

To delete more than one template at a time:

- Select the templates you wish to delete using the *Select* check boxes
- Press the **Delete** icon



Events

There are several ways to show event information in VBrick Digital Signage. The features under **Manage | Events** allow you to manually configure event information for use in the system. The following components will need to be configured to use event scheduling:

- Statuses
- Types
- Rooms
- Daily Events

Configuration of Event Schedule Adapters are discussed in *Configuring Users & Settings*.

Rooms

To define the rooms or other locations for use in event messages:

1. Click **Manage** on the Navigation Menu
2. Click **Events**
3. Click **Rooms**
4. Under the heading *Building* enter the name of the building where the room is located
5. Under the heading *Room* enter the name of the room where events will be held
6. Press the **Add** button

Types

To define the type of event for use in event messages:

1. Click **Manage** on the Navigation Menu
2. Click **Events**
3. Click **Types**
4. Under the heading *Name or Description* enter the name of the type of event (for example, Seminar)
5. Press the **Add** button

Statuses

To define the status for use in event messages:

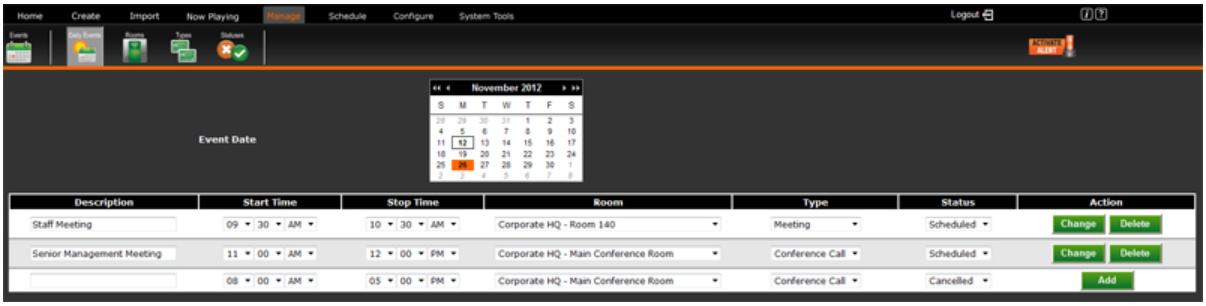
1. Click **Manage** on the Navigation Menu
2. Click **Events**

3. Click **Statuses**
4. Under the heading *Name or Description* enter the name of the meeting status (for example, tentative)
5. Under the heading *Represents canceled?* choose *Yes* or *No* from the pull down menu
6. Press the **Add** button

Daily Events

To configure an event for use in event messages:

1. Select the date(s) of the event on the calendar
2. Enter a name for the event in the *Description* field
3. Select the *start* and *end times* using the pull down menus
4. Select the room where the event will be held using the *Room* pull down menu
5. Select the type of meeting from the *Type* pull down menu
6. Select the status from the *Status* pull down menu
7. Press the **Add** button



Graphic Files

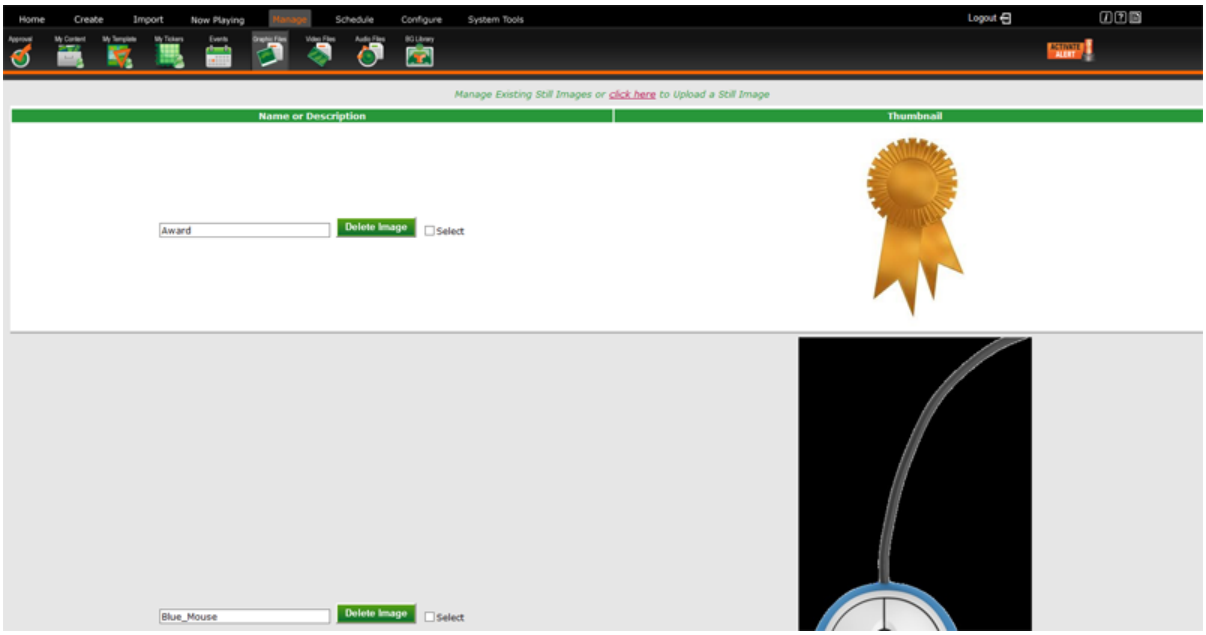
The **Manage | Graphic Files**,[1] option in VBrick Digital Signage allows you to view existing images, upload new images, and delete images that have been uploaded to the system.

To view available graphic files:

1. Click **Manage** on the Navigation Menu
2. Click **Graphic Files**
3. Any images that have been uploaded for use in the system will appear in the main window under the label *Manage Existing Still Images or click here to Upload a Still Image*

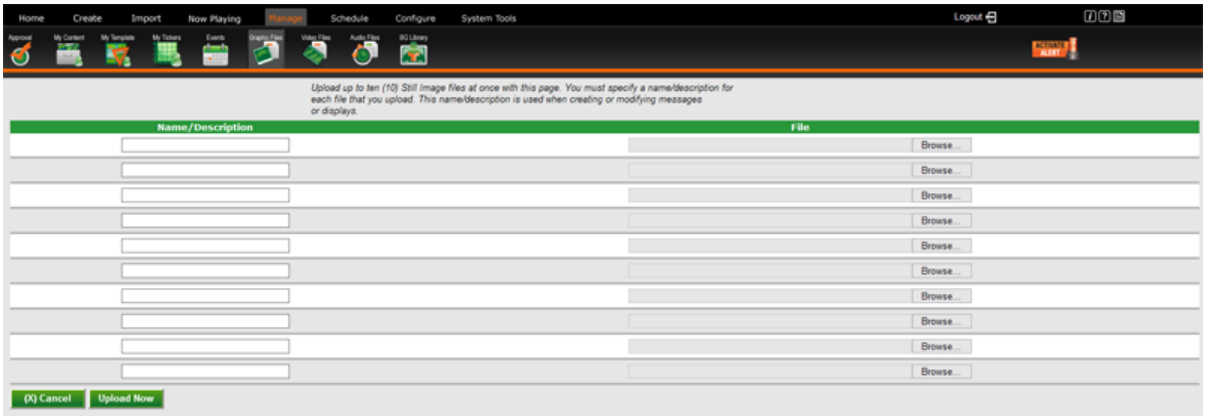
---

[1] Files over 20MB is size will need to be imported using the Media Importer in VBrick Digital Signage.



To upload a new graphic image:

1. Click the click here link in the main window labeled *Manage Existing Still Images or click here to Upload a Still Image*
2. On the upload screen, enter the name for the image file in the *Name/Description* field
3. Browse to the file location and select the file for upload
4. Press the **Upload Now** button at the bottom of the screen



You can upload up to 10 images at a time through the web interface.

To delete available graphic files:

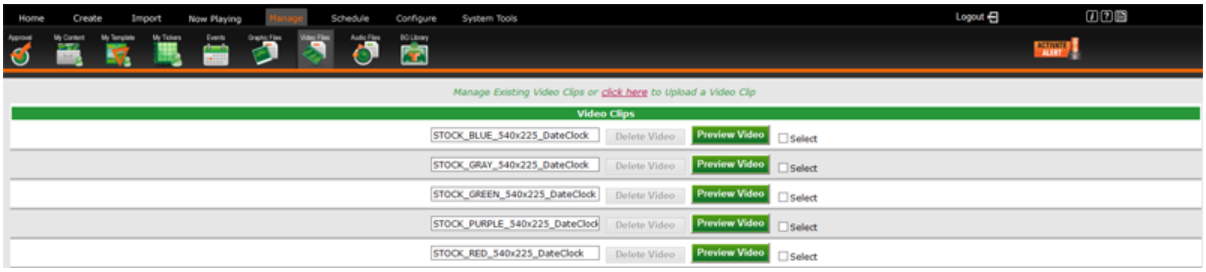
1. Click **Manage** on the Navigation Menu
2. Click **Graphic Files**
3. Select an image or images for deletion by checking the *Select* box next to the image
4. Press the **Delete** button

Video Files

Like the **Manage | Graphic Files** feature, the **Manage | Video Files**,[1] feature allows you to view existing video, upload new video, and delete video that has been uploaded to the system.

To upload a new video:

1. Click the click here link in the main window label **Manage Existing Video Clips or click here to Upload a Video Clip**
2. On the upload screen, enter a name for the video in the *Name/Description* field
3. Browse to the file location and select the video file for upload
4. Press the **Upload Now** button at the bottom of the screen



You can upload up to ten videos at a time through the web interface.

To delete available video files:

1. Click **Manage** on the navigation menu
2. Click **Video Files**
3. Select a video for deletion by checking the *Select* box next to the **Preview** button
4. Press the **Delete Video** button

To preview available video files:[2]

---

[1] Files over 20MB is size will need to be imported using the Media Importer in VBrick Digital Signage.

[2] The appropriate viewer for the video file type will need to be installed on the user's computer in order to use the Preview feature.

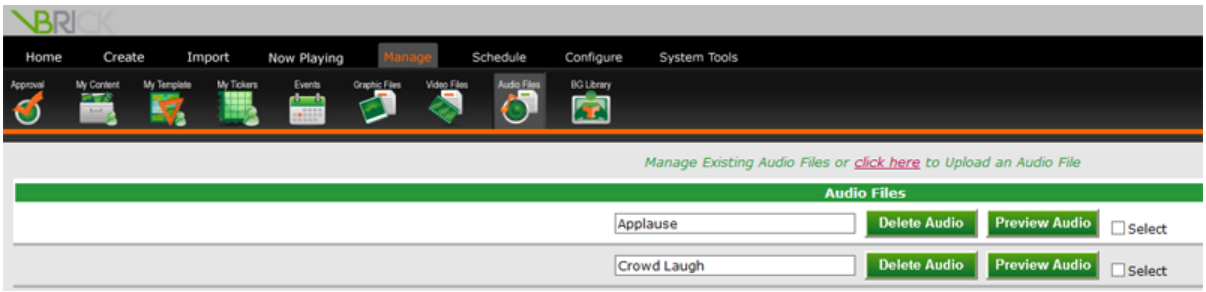
1. Click **Manage** on the Navigation Menu
2. Click **Video Files**
3. Click the **Preview** button next to the video

Audio Files

The **Manage | Audio Files** option allows you to preview audio, upload new audio, and delete audio that has been uploaded to the system.

To preview available audio files:

1. Click **Manage** on the navigation Menu
2. Click **Audio Files**
3. Any audio files that have been uploaded for use in the system will appear in the main window under the label **Manage Existing Audio or click here to Upload an Audio File**



To upload a new audio file:

1. Click the click here link in the main window labeled **Manage Existing Audio or click here to Upload an Audio File**
2. On the upload screen, enter a name for the audio file in the **Name/Description** field
3. Browse to the file location and select the audio file for upload
4. Press the **Upload Now** button at the bottom of the screen

You can upload up to ten audio files at a time through the web interface.

To delete available audio files:

1. Click **Manage** on the navigation Menu
2. Click **Audio Files**
3. Press the **Delete** button next to the file name

Background Library

All message backgrounds and layout backgrounds are stored in the Background Library. To see the image files available in the Background Library go to **Manage | Background Library** on the tree-style navigation menu. VBrick Digital Signage comes with message backgrounds and layout backgrounds already installed.

An Archive folder is created when the Content Manager is upgraded to version 4.x. The following items will be moved into the Archive folder:

- all of the images from the old Alert folder
- all of the images from the old Elegant folders, and
- any image from the Non-Foldered folder whose name starts with “A-”, “B-” or “S-”

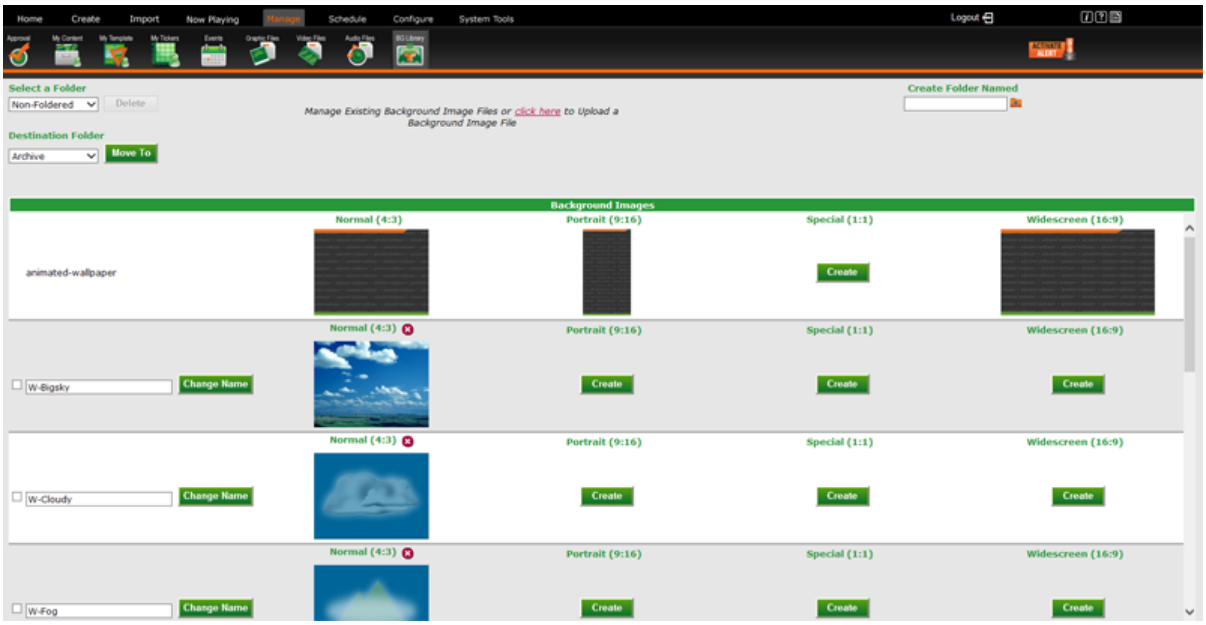
Weather images that begin with “W-” remain in the Non-Foldered folder. New message background and layout background images have been created and will be placed into a folder that designates their color. These new folders are called STOCK_BLUE, STOCK_GRAY, STOCK_GREEN, STOCK_PURPLE, and STOCK_RED. New layout background images are created in the Widescreen format only. New message background images are created in both Normal and Widescreen formats.

By default, the main screen will show any message backgrounds and/or layout backgrounds that are not organized into folders; however, you may want to create folders for organization purposes. Message and layout backgrounds that are provided with the system are organized into folders named for the primary color of the images, for example: STOCK_BLUE.

Managing Background Folders

To view the contents of a message background folder:

1. Go to **Manage | Background Library**
2. Click the arrow for the pull down menu labeled *Select a Folder*
3. Select the desired folder from the list. The window will update to show the contents of the folder



To create a message background folder:

1. Type a name for the new folder in the field labeled **Create Folder Named**
2. Press the **Add Folder** button represented by a file folder with a plus sign

To move a message background into a folder:

1. Select the desired message background by placing a check in the check box at the beginning of the message background's row
2. Select the desired destination folder from the pull down menu labeled *Destination Folder*
3. Press the **Move To** button

To delete a message background folder:

1. Select the desired folder using the pull down menu labeled *Select a Folder*
2. The **Delete** button will now be available for use
3. Press the **Delete** button next to the pull down box
4. At the dialog box, press the **Yes** button to confirm deletion

Message and Layout Backgrounds in Other Aspect Ratios

The Background Library is organized on the screen somewhat like a spreadsheet – there are rows for the individual images and the columns are for the aspect ratios available in the system. Not every image will appear under each aspect ratio. For example, some images will only have a *Normal (4:3)* version in which

case only one copy of the image will appear in the row. Others may have additional versions of the image in which case there may be several versions of the image in the row, for example: a *Normal (4:3)* image, a *Portrait (9:16)* image, and a *Widescreen (16:9)* image.

VBrick Digital Signage can create additional versions of an image in the other aspect ratios that are configured in the system. This simplifies the message background and layout background creation process for you. You need only create the message background image in one aspect ratio such as 4:3. VBrick Digital Signage can create its duplicate in the other aspect ratio(s) on demand.

To create message background images in another aspect ratio:

1. Go to **Manage | Background Library**
2. Select the desired image by checking the box above the image
3. Press the **Create** button in the column for the desired aspect ratio

Importing Message and Layout Backgrounds

You can create custom message backgrounds and layout backgrounds that can be imported into VBrick Digital Signage. Up to five files at a time can be uploaded using the web interface. To upload more than five message backgrounds or layout backgrounds at one time or to upload files that exceed 20 MB in size, use the Media Importer tool in VBrick Desktop.

To upload message backgrounds/layout backgrounds in the web interface:

1. Go to **Manage | Background Library**
2. Click the red *click here* link at the top of the page to go to the upload screen
3. Use the pull down menu labeled *Import to Background Folder* to select the folder you want to import the file(s) into
4. Type a name for the file into the *Name/Description* field
5. Press the **Browse** button to navigate to the file location in the computer or network

6. Choose the primary aspect ratio for the file using the pull down menu labeled *Primary Aspect Ratio*
7. Press the **Upload Now** button

Deleting Message and Layout Backgrounds

You also can delete message backgrounds and layout backgrounds in the Background Library. Message and layout backgrounds that are in use in a message, template, or layout cannot be deleted from the system. If a message background or layout background is not being used in a message or a layout, a small red circle with a white “x” will appear above the image.

To delete a message background/layout background:

- Click the red circle with the white “x” that appears above the image of the message background or wall paper to be deleted

Schedule

In addition to scheduling content immediately after it is created, you can schedule content that already has been created using the **Schedule** feature.

Under the **Schedule | My Content** and **Schedule | My Tickers** functions you have access to the same options as under the **Manage | My Content** and **Manage | My Tickers** functions.

My Content

To schedule a message from **Schedule | My Content**:

1. Click **Schedule** on the Navigation Menu
2. Click **My Content**
3. Click the **Schedule** icon on the row of the message being scheduled

Schedule message as described in *Scheduling Content in VBrick Desktop*.

My Tickers

To schedule a ticker from **Schedule | My Tickers**:

1. Click **Schedule** on the Navigation Menu
2. Click **My Tickers**
3. Click the **Schedule** icon on the row of the ticker being scheduled

Schedule ticker as described in *Scheduling a Ticker in VBrick Desktop*.

Welcome to System Administration Training

Welcome to System Administration training for VBrick Digital Signage Digital Signage Software! The purpose of this course is to introduce you to how VBrick Digital Signage works from a hardware, software and networking perspective and to show you how to perform various administrative tasks.

Prerequisites

Introduction to VBrick Digital Signage is a prerequisite for this course. Introduction to Introduction to VBrick Digital Signage covers key concepts and terminology you will need to know in order to get the most out of your training.

Who Should Attend?

Participants who will be managing the digital signage system as a whole, including hardware, software and network support should attend System Administration training.

Course Objectives

After completing this course, participants should:

- Understand hardware, software and network requirements for VBrick Digital Signage
- Be able to access the Media Player and Content Manager for maintenance and troubleshooting
- Understand the process for data backups

Course Outline

1. Software, Hardware and Network Considerations
    a. Hardware Requirements
    b. Software Considerations
    c. Network Requirements
2. Data Backups
3. Q & A

Hardware, Software, and Network Requirements

Hardware Components

Content Manager

The VBrick Digital Signage Content Manager Software is designed to be installed on a standalone server. Hardware for the Content Manager can be purchased from VBrick or provided by the customer. If hardware is purchased from VBrick, it will come pre-loaded with VBrick Digital Signage software and meets or exceeds the specifications listed below.

Hardware Recommendations[1]

- Processor: 2.5 GHz Intel Core 2 Duo or better
- RAM: 4.0 GB or more
- Motherboard: Intel Q45 or better
- Graphics: OnBoard
- Network: OnBoard 10/100/1000
- HDD: 160GB or more
- Removable media drives: 52x CD-ROM

Signage Player

VBrick Digital Signage Channel Player software comes pre-installed on the following hardware options .

- Ultra-Mini

Software Components

Supported Operating Systems

Content Manager

Windows Server 2012 (**64-bit**)

---

[1] Some hardware configurations that meet the minimum hardware requirements can have other factors that prevent the software from operating at its maximum performance.

The VBrick Digital Signage Content Manager software is designed to be installed and operated on a dedicated server. Sharing system resources with other applications can cause system performance issues and is therefore not supported. When installing the Content Manager software on a clean operating system, the installation should be run against a local administrator account to ensure the properties and services will be installed correctly.

Once the installation of Content Manager software is completed, users can add the Content Manager to a domain. Security policies should be applied one at a time and tested for any conflicts.

To avoid problematic installations, VBrick STRONGLY RECOMMENDS the following operating system configurations:

1. Install the Content Manager Software on a machine that is not part of a Network Domain or has not had Group Policies applied.
2. Disable screen saver and power saving settings, since they can prevent the automatic weekly reboot from occurring
3. Apply the latest Important Windows Updates

VBrick Digital SignageSoftware

A complete VBrick Digital Signage installation consists of the following:

- VBrick Digital Signage Content Services (Content Manager)
- VBrick Digital Signage Channel Player
- VBrick Desktop (client application)
- Desktop Messenger (a licensed client application)

Microsoft Silverlight

Microsoft Silverlight must be installed on client computers in order to:

- view the Dashboard
- use the Import feature
- use the Web Page Message feature

If Silverlight is not installed, the Web Page Message and Import options will appear as blank windows and the Dashboard will be replaced with a Home Page consisting of a list of all playlists licensed in your system.

In Internet Explorer, Compatibility View must be enabled in order to view these screens properly. Compatibility View can be found in the Tools menu in Internet Explorer. In Chrome, the IE Tab Extension needs to be enabled.

For more information about Microsoft Silverlight and to download Silverlight, visit http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx.

Internet Information Services

VBrick Digital Signage uses Microsoft Internet Information Services (IIS) to host the web user interface.

NOTE: When the system has 5+ media players and/or 10+ users, a Microsoft Server operating system is strongly recommended due to IIS limitations on other Windows operating systems.

Microsoft .NET Framework

Microsoft .NET Framework versions 3.5.1 and 4.0 are required. .NET Framework version 3.5.1 is a Windows feature that can be activated on the **Control Panel | Programs & Features** screen. Microsoft .NET Framework version 4.0 is bundled into the installer.

SQL Server

The following SQL Server configurations are required:

- SQL Server must be installed with the default instance of “MSSQLSERVER.”
- The local Windows user account, vbuser, (member of the local Administrators group) must be able to authenticate and connect to SQL Server Database Engine via Windows Authentication. Best practice is to install SQL Server while logged in as this account.
- SQL Server Database Engine must be set to ‘SQL Server and Windows Authentication mode’ (Mixed Mode Authentication)

For convenience, the SQL Server 2008 Express installer is bundled with the Content Services installer. If the SQL Server default instance name “MSSQLSERVER” is not detected on the Content Manager when the Content Services installer runs, it will attempt to install SQL Server 2008 Express and properly configure it for VBrick Digital Signage.

Apply all important Windows Updates related to SQL Server prior to installing the software.

NOTE: The Content Services installer will attempt to install SQL Server 2008 Express. Allow it to attempt the install and fail. Then, answer ‘Yes’ to allow the installer to complete the Content Services installation.

Flash Player and QuickTime Player

In order to play Flash and QuickTime files, the players need to be installed on each Media Player. Media Players purchased from VBrick include these players, however, you will want to download updates to the players periodically to ensure that files created in recent versions of Flash or QuickTime will play on the Media Player.

Proxy Servers

A proxy server can be used with the Content Manager software. The proxy credentials must be entered to allow the VBrick Digital Signage service account to access the Internet to obtain the latest installation scripts and updates.

PowerPoint Requirements

Importing PowerPoint Files

VBrick Digital Signage offers users the ability to import PowerPoint 2007 and 2010 presentations for native playback on the Signage Player. VBrick Digital Signage v.4.3.5 also allows users to import PowerPoint 2013 presentations for native playback. A licensed copy of PowerPoint must be installed on each Signage Player designated to display PowerPoint presentations. PowerPoint does not have to be installed on the Content Manager. This option addresses issues with importing PowerPoint due to changes in the newer versions of Windows and PowerPoint. Additionally, it provides higher quality playback because the PowerPoint file does not have to be converted to JPEG images or Flash.

Windows Error Reporting Notification should be disabled on the each Signage Player where PowerPoint is installed. Auto Recover should be disabled in PowerPoint. This will not prevent errors from being logged; it only prevents the notification from popping up on the screen if a PowerPoint presentation ends abruptly during a layout change or if the player is shut down.

To disable Error Reporting Notification in Windows 7:

Note: If you're viewing the Large icons or Small icons view of Control Panel, click on Action Center and skip to Step 4.

1. Click on the **Start** button and then Control Panel.
2. Click on the *System and Security* link.
3. Click on the *Action Center* link.
4. In the Action Center window, click the *Change Action Center* settings link on the left.

5. In the Related Settings section at the bottom of the Change Action Center settings window, click on the *Problem Reporting Settings* link.
6. There are four Problem Reporting Settings options:
    a. Automatically check for solutions (the default option)
    b. Automatically check for solutions and send additional report data, if needed
    c. Each time a problem occurs, ask me before checking for solutions
    d. Never check for solutions

    The third and fourth option disable error reporting to varying degrees in Windows 7.

    Choosing *Each time a problem occurs, ask me before checking for solutions* will keep error reporting enabled but will prevent Windows 7 from automatically notifying Microsoft about the issue. If your concern about error reporting is only privacy related, this is the best option for you.

    Choosing *Never check for solutions* will fully disable error reporting in Windows 7.
7. Click the **OK** button at the bottom of the window.
8. Click the **OK** button at the bottom of the Change Action Center settings window (the one with the Turn messages on or off heading).

To disable Auto Recover in PowerPoint:

1. Click on the **Office** button in the top left corner on the PowerPoint window
2. Select PowerPoint Options.
3. Click the **Save** tab.
4. Deselect the *Save Auto Recover information every x minutes* check box.
5. Click **OK**

PowerPoint is being used to play natively on Signage Player and therefore exhibits the same functionality. Presentations must be configured for non-human interaction for correct performance of both PowerPoint and its use with VBrick Digital Signage. The guidelines are as follows:

- PowerPoint should be installed choosing *Custom Installation* option and selecting Run all from My Computer for Microsoft Office PowerPoint, Office Shared Features and Office Tools.
- PowerPoint is played as a presentation (slide show) on the Signage Player (provided that you have already installed PowerPoint on the machine). Therefore, the Advance Slide option found under the Transitions tab should be set with *On Mouse Click* checked and *After* (or Automatically After

depending on the version of PowerPoint) unchecked. This allows for automatic playback of presentation.

- Time between slides is handled by VBrick Digital Signage on the Scheduling Page. If you do not wish for all slides to play at the same time interval, they must be imported separately.
- Custom Animations are supported. Under the Timing tab Start must be set to either *After Previous* or *With Previous*.

Custom Font Installations

VBrick Digital Signage Content Managers and Players come with the default Windows fonts. Custom fonts can be used in the system. This requires a TrueType font to be imported into Windows. To ensure proper display of the fonts, TrueType fonts must be installed in the following locations:

- User PC
- Content Manager
- Media Player(s)

VBrick Digital Signage supports OpenType and TrueType fonts as long as the Windows operating system can install them and they are installed on all devices running the software: desktops, content managers, content generators, and players.

To install fonts:

1. Go to the Control Panel in Windows
2. Select **Fonts**
3. Copy the new fonts into the Fonts folder.

Animated Backgrounds

VBrick Digital Signage v.4.2 and above now support Animated Layout Backgrounds. Windows Media Video (.wmv) files can be used as layout backgrounds to fill the display area behind message and ticker content.

Other requirements to use animated layout backgrounds are:

- Channel player with Windows 7 operating system
- Single video must be set to loop
- Multiple videos may be selected to play back-to-back as a seamless animation
- Upload video file prior to creating a layout using the *VBrick Desktop | Media Importer*

Hot Spots and Full-Screen Kiosking

VBrick Digital Signage v.4.2 also supports Hot Spots and Full-Screen Kiosking. A Hot Spot is an area of the display layout that activates a function, such as:

- Launch and run applications
- Run a video
- Launch a web portal
- Shut down or reboot the computer

Kiosking allows users to interact with a web portal or an application to access specific information or perform specific functions. Common kiosk applications are room booking, queuing management, interactive wayfinding, and point-of-sale systems. Full screen kiosking visually overrides normal digital signage playback.

The following requirements must be met to use full-screen kiosking:

- Channel player with Windows 7 OS
- Touch Screen Display
- PNG Image File for Hot spot
- Website or Application file (.EXE)

Network Requirements

Static Identification

All VBrick Digital Signage devices need a static identifier on the network. This can be:

- Static IP Address
- Static IP Address reserved via DHCP
- DNS Name
- Net BIOS Host Name (NetBIOS must be enabled over IP)

If for any reason, you need to change the name or IP address of any device after installation, it is important to follow the instructions in the VBrick Digital Signage Technical Manual.

Required Ports

- The Content Manager will need to communicate over specific TCP and UDP ports, as follows:
- TCP port 21 (FTP) National Weather Service Adapter
- TCP port 25 (SMTP) Outgoing Email

- TCP port 80 (HTTP)
- TCP port 110 (POP3) Incoming Email
- UDP port 123 (NTP)
- TCP port 6500 (VBrick Multimedia Protocol Commands to Signage Players)
- TCP port 6501 (Fast File transfer between Content Manager and Media Player)
- TCP port 6502 (Fast File transfer between Content Manager and Media Player)

Optional Features if purchased:

- UPD port 28500 (publishers – desktop messenger, text messenger)
- TCP port 28501(Desktop Messenger – client and client listener)
- TCP port 28502 (RSS Publisher)

Connectivity for the Content Manager is required if any of the following components are installed:

- The EMS Adapter requires network access to the EMS database.
- The Microsoft Exchange Adapter requires network access to the designated Exchange Server
- The CEO Adapter requires network access to the CEO® database.
- The Delphi Adapter requires network access to the Delphi® EMS file.
- The CollegeNET Adapter requires network access to the CollegeNET database.
- The Text Adapter requires network access to the text file.

Security

All computers need protection from intrusion and other malicious or mischievous activities. VBrick Digital Signage is built on
Microsoft Windows and uses Microsoft Internet Information Services (IIS). Both of these are frequent targets for malicious or mischievous attacks. It is strongly recommended that all VBrick Digital Signage devices, and especially Content Managers, be protected from the Internet and
from local traffic, where applicable.

VBrick recommends the use of anti-virus software and firewalls as deemed necessary by the customer's network administrator. Hardware purchased from VBrick does not come with anti-virus software installed.

Spy-aware and Ad-aware software have been known to cause issues with VBrick Digital Signage and are not recommended. Customers may install these types of applications at their own risk. It may be necessary to uninstall them if the applications interfere with the operation of your digital signage software.

Recommended Windows Firewall Settings

Hardware purchased from VBrick ships with the Windows Firewall turned off. The firewall can be turned on by the administrator if preferred using the following settings.

To enable the Windows firewall:

1. **Start | Settings | Control Panel | Windows Firewall**
    a. Set firewall On
    b. Exceptions tab
    c. Select Remote Desktop ONLY
    d. **Advanced tab | Local Area Connection | Settings** button
2. Add new services
    a. Desc: NetBIOS Name Server, IP: Localhost, Ext. Port: 137, UDP
    b. Select existing service
3. Web Server (HTTP), IP: Localhost
4. Other options may be required depending on which features have been licensed in the VBrick Digital Signage system

Windows Updates

VBrick recommends applying all critical patches and service packs. Should any Windows update adversely affect the operation of the system VBrick will work with the client to resolve the problem .

Hardware purchased from VBrick ships with Automatic Windows Updates disabled. This is because the behavior of the Signage Player cannot be guaranteed during and after an update. Your organization should develop a plan to push updates down to the Content Manager and Signage Players on a regular basis.

Default User Accounts and Passwords

As part of network security, it is highly recommended to change the default passwords after your system has been completely configured.

Content Manager

Windows user account/service account

Username: Vbuser
Password: VBrickVBrick1!

VBrick Digital Signage administrator account

Username: administrator

Password: vbrick

Signage Player

Windows user account/service account

Username: Vbuser

Password: VBrickVBrick1!

VBrick Digital Signage Administrator Account

The following login information is used to access the Channel Player Console.

Username: admin

Password: vbrick

Accessing the Channel Player Console

The Channel Player Interface (Console) is designed to enable you quick access to a number of tools to manipulate Channel Player settings. You can access each setting with a mouse or the shortcut key in parentheses next to each setting title.

Channel Player Settings

play! (p) – launches the media player delivering scheduled content to associated displays.

display (1) – allows the user to manipulate the Players display settings.

sound (3) – allows users to manipulate the audio inputs and output of the Channel Player.

communications (4) – not used. DHCP (automatic addressing) or static IP address should be configured in Windows.

date & time (5) – not used. The date and time should be set in Windows.

security (6) – change the user name and password to prevent unauthorized access.

statistics (7) – provides Channel Player statistics regarding used disk space and historical file size data. This function is not active in versions 3.x and above.

command prompt (c) – opens the VBrick Multimedia Player Command Console.

firmware update (f) – allows users to update Signage Player firmware from the console. This function is not active in versions 3.x and above.

logout (l) – saves current settings and exits the Console. Returns to the Screen Saver requesting the user to press any key to login. If you intended to launch to the media player, select play! **(p)** from the Console.

shutdown (u) – shuts down the Player. This is not a reboot command. If you want to turn the Player on after it is shut down, you will be required to do so at the Player.

reboot (r) – reboots the Signage Player.

tuner (t) – launches the tuner card configuration program selector utility

To exit the Signage Player shell and access Windows, connect a keyboard and mouse to the Signage Player. If the display associated with the Signage Player is not readily viewable, a local monitor will be useful.

NOTE: While connected via RDP the windows login screen will be shown on the displays. After using RDP, reboot the player when finished.

To access the Windows shell:

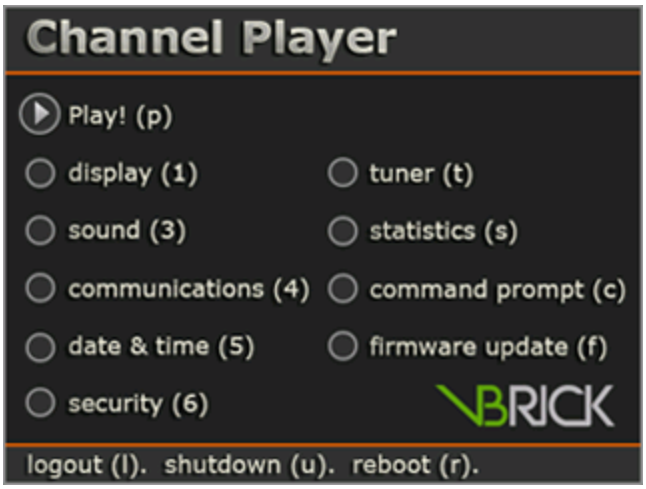
1. With the Media Player playing, click the mouse and press ESC
2. Login to the player menu.
3. Select the Command Prompt(c) option
4. At the C: Type `maintenancemode`
5. Press the **Enter** key on the keyboard

NOTE: At this stage the Windows desktop is visible; however, icons and other items will be hidden. Drag the mouse to the lower part of the screen to view the Windows task bar.

To exit maintenance mode:

1. Go to **Start | Programs | VBrick | Launch Channel Player**
2. Login to the player console
3. Select **Reboot**

   A dialog box will pop up to confirm whether or not the Media Player should start playing automatically when restarted
4. Click the **Yes** button so that content begins to play automatically on reboot



Accessing Content Manager Tools

Once logged into Windows on the Content Manager, go to **Start | Programs |** VBrick. Here, you will find a list of tools available only to the system administrator. These tools are not available in the Web User Interface. Use caution with these tools. Changes to the system configuration, if not applied properly, can result in serious problems with the operation of the software.

Some of these tools should only be used by support personnel. Tools commonly used by the administrator are:

- Channel Player Utility
- Configure Device
- License Manager

Channel Player Utility

The Channel Player Utility is a valuable tool for use by the administrator. The tool can be used to check the status of all VBrick Digital Signage services, stop the services and restart the services.

Click **List Players** to check the connection status of each player to the Content Manager and perform basic troubleshooting of the player. This tool is also used to push software updates out from the Content Manager to each player eliminating the need to visit each player individually to update the software.

For more information about pushing updates to the players, See " Applying Software Updates to the Signage Player" on page 154.

Configure Device

This tool is used to change the name or IP address of the Content Manager or Media Player within the software.

If the hardware was purchased from VBrick, each device was given a unique computer name at the time of manufacture.

Reference the VBrick Digital Signage Technical Manual for instructions on properly changing the name of a device within the software.

License Manager

VBrick Digital Signage license keys are stored on the Content Manager in the licenses directory under VBrick Digital Signage Content Services..

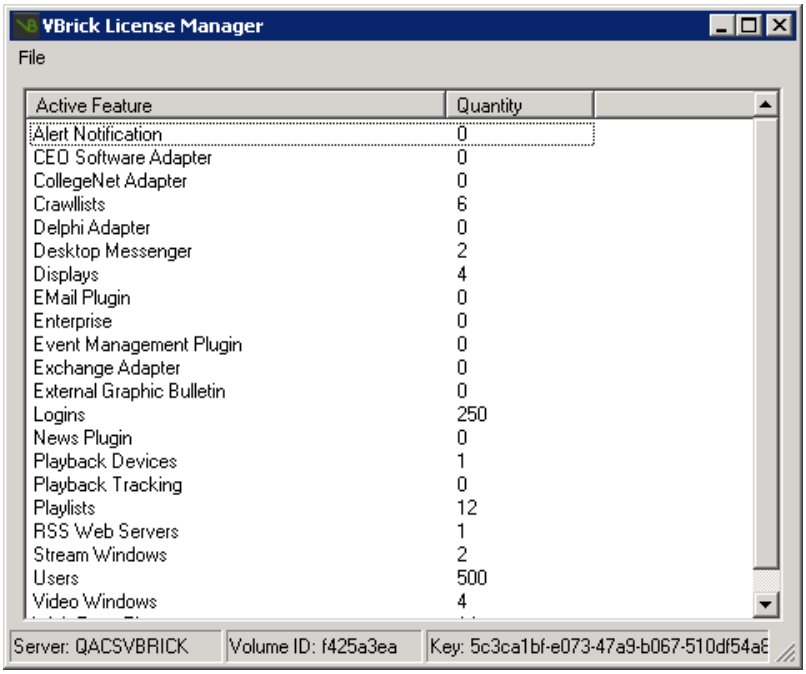
Licensing for your initial order is activated during the implementation of your system. If you purchase additional Signage Players or features after the initial implementation of your system, new license files will be sent to you and will need to be copied into the license directory. Next, the licenses will need to be activated using the License Manager utility on the Content Manager.

When viewing the license manager, you may notice some features are listed with a quantity of zero. This means that your system is licensed for that feature but that there is no quantity associated with that feature. This is normal. If a license is not activated, it will not be seen on this screen.

For Example: Graphic link: 0 means that the Graphic link option is activated.

To activate licenses:

1. Go to **File**
2. Select **Activate Feature**
3. On step 1, Select *I already have an activation key*
4. Click **Next** (takes you to Step 3)
5. On Step 3, click **Import Activation Key**
6. Browse to the license key file for the feature being activated
7. Click **Open**
8. Click **Verify Key** to view the feature and quantity in the key
9. If it is correct, click **Activate**



Data Backups

To avoid loss of data in the event that a problem occurs, it is imperative that you perform data backups. The frequency with which the database should be backed up depends on the organization's usage habits.

Contact VBrick Technical Support to obtain the appropriate backup file for your operating system.

To avoid loss of data, it is imperative that you perform system backups. The frequency with which the VBrick Digital Signage database should be backed up depends on your organization's usage habits. The frequency of the changes to the settings and messages coupled with the tolerance for data loss will indicate the proper frequency.

To back up the database:

1. Go to **Start | Programs | VBrick | Channel Player Utility**
    a. Use the Services tab to stop all VBrick Digital Signage Services
2. Select **Start | Programs | VBrick | Configure Device**
    a. On the Services tab
        i. Highlight MSSQLSERVER and click Stop
        ii. Click Refresh until MSSQLSERVER is labeled as Stopped
        iii. Highlight MSSQLSERVER and click Start
        iv. Click Refresh until MSSQLSERVER is labeled Running
3. On the SQL Server Tab
    a. Highlight VBrick database and click Backup
        i. Name the backup file
        ii. Click Save
        iii. Exit the Configuration Device
        iv. Copy C:\Program Files\VBrick\Digital Signage\Content Services\BinaryStorage to a zip file and save it
4. Reboot the server

Software Update Process

Release Notes and Software Update Requests

Information on current VBrick Digital Signage releases is available online at http://vbrick.com/support where you can review release notes and request software updates. Downloadable software updates are available at no charge to customers with a current Software Maintenance Agreement (SMA). VBrick can perform the update remotely for an hourly fee.

General instructions for applying software updates follow; however, you should check the latest version of the Technical Manual and the email letter that comes with the download links for any special steps required for that release. VBrick Digital Signage will typically have 2-3 software releases per year.

Applying Software Updates to the Content Manager

To apply software updates to the Content Manager:

1. Back up VBrick Digital Signage Data
    a. To avoid loss of data in the event that a problem occurs during the update, it is imperative that you perform a backup prior to proceeding. (See " Data Backups" on page 151)
2. Stop all VBrick Digital Signage Services
    a. Go to **Start | Programs | VBrick | Channel Player Utility**
    b. Select the **VBrick Digital Signage Services** Tab at the top of the screen.
    c. Click the **List Services** button then select all services by holding the shift key and selecting the first and last service with the mouse.
    d. Click on **Stop Selected VBrick Digital Signage Services**
    e. Close the application
3. Remove VBrick Digital Signage Content Services application
    a. Go to **Start | Settings | Control Panel | Programs and Features**
4. Reboot
5. Install the new version of VBrick Digital Signage
    a. Create a folder for the new installer in the current VBrick Digital Signage directory. For example C:\Program Files\VBrick\Digital Signage\Content Services\Release x.x.x (where x.x.x is the version number)
        i. Copy the Content Services executable into the folder
        ii. Run the Content Services installer executable (setup.exe)

iii. Install shield wizard will run and install the Content Services.
iv. Accept the EULA then click **Next**

NOTE: VBrick Content Services must be installed to the same directory which the previous version was installed. Normally VBrick Digital Signage is located in C:\Program Files\\Digital Signage\Content Services. If this is the case, do not change anything.

If the VBrick Digital Signage installation is located in a different directory, press **Change** and browse to the correct location. Click **Next**, then Install, then click **Finish** when complete.

6. Reboot
7. Delete previous upgrade data file
    a. Using windows explorer, navigate to C:\Program Files\\Digital Signage\Content Services and delete the file named *tei.common.upgradedevice.dat* if it exists
8. Run Upgrade Device
    a. Go to **Start | Programs | VBrick | Upgrade Device**
    b. Click the **Proceed** button The Upgrade Device wizard will go through several steps of upgrading and will notify the user when the upgrade is complete.

    If any of these steps fail, the Upgrade Device Wizard will show an error message. In the event of an error, please contact support at support@vbrick.com.
9. If the upgrade is successful, reboot.

NOTE: Microsoft .NET 4 is required with version 4.x. It will be installed automatically but may need to be manually selected in IIS.

For Windows 7/Server 2008:

1. Open the IIS manager
2. Select Application Pools
3. Double-click on DefaultAppPools
4. Choose .NET Framework v 4.0.

Applying Software Updates to the Signage Player

The **Channel Player Utility** can be used to update Signage Player from the Content Manager without the need to physically visit each Signage Player.

The Channel Player Utility will not install new drivers or supporting applications such as Adobe Flash, QuickTime.

To apply a software update to a Signage Player:

1. Go to **Start | Programs |** VBrick Digital Signage **| Channel Player Utility**
2. Select the *VBrick Services* tab at the top of the screen.
3. Click the **List Services** button then select all services by holding the shift key and selecting the first and last service with the mouse.
4. Click the **Stop Selected** VBrick Digital Signage **Services** button

5. Select the **Update Players** tab at the top of the screen.
6. Click the **List Players** button
7. Select each Media Player that needs to be updated and press the **Update Selected Players** button

   NOTE: For large systems with many Signage Player, it is usually best to select only four or five at a time for update. The Update window below will display the progress of each Signage Player as it is updated
8. When complete, go back to the **VBrick Digital Signage Services** tab, select all services again and click on the **Start Selected VBrick Digital Signage Services** button

If all Signage Player update successfully, the software update is complete. If there are any problems after applying the update, please e-mail support at support@vbrick.com.

Update Client Applications

To update your VBrick Digital Signage client applications:

1. Uninstall each application from the Windows Control Panel
2. Download the new version from the Content Manager and run the installation files

Welcome to Configuring Users & Settings Training

Welcome to Configuring Users & Settings training for VBrick Digital Signage Software! The purpose of this course to teach you how to administer system configuration and security options within the user interface, create and edit users, and assign roles and privileges to users.

Prerequisites

Introduction to VBrick Digital Signage is a prerequisite for this course. Introduction to VBrick Digital Signage covers key concepts and terminology you will need to know in order to get the most out of your training.

Who Should Attend?

Participants who will be managing user accounts, roles, and privileges as well as those who will be configuring system options that are available to users should attend Configuring Users & Settings training.

Participants who will be managing the VBrick Digital Signage System as a whole, including hardware, software, and network support of the system are also encouraged to attend System Administration Training.

Course Objectives

After completing this course, participants should be able to:

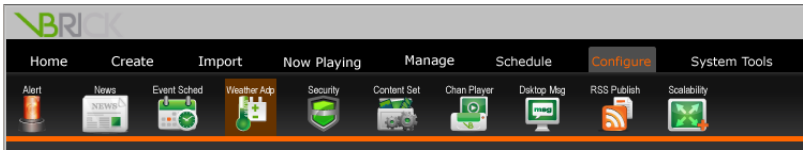
- Configure the Content Settings
- Configure Adapters for Auto-updating Content
- Administer system security within the web user interface
- Assign privileges to users by creating, modifying, and deleting user roles
- Create, modify and delete user accounts

Course Outline

1. Configuring System Options
    a. Content Settings
    b. Adapters for Auto-Updating Content
2. Manage System Security
    a. Security Settings
    b. Intrusion Policy
3. Users, Roles and Privileges
    a. Creating and Editing Roles Using Privileges
    b. Creating and Editing Users
4. Q & A

Configure System Options

The **Configure** menu is where you will specify how various aspects of your system operate. You can also configure default system settings and manage system security, roles, and users.



Content Settings

Playlists

In VBrick Digital Signage, Playlists are licensed. Each VBrick Digital Signagesystem includes a default number of Playlists. The number of Playlists you have depends on your purchase. You can purchase additional playlist licenses at any time.

By default, four Playlists and two Ticker Lists will be configured under the default administrator UserID at implementation of the system. To use additional licensed playlists, the System Administrator will have to create additional playlists. Playlists are added to the system in the web interface under **Configure | Content Settings | Playlists**.

Playlists are identified with a number (i.e. Playlist 1, Playlist 2, Playlist 3); however, theys may be renamed for easier recognition by users. Each licensed playlist has a playlist for both the Normal and Alert modes of play. Changing the name of one will automatically change the name of the playlist in the other mode(s) of play.

Playlist Names

Playlist Name Samples: Higher-Education

Playlist 1 - Campus Communications

Playlist 2 – News, Weather & Traffic

Playlist 3 – Dining Commons

Playlist 4 – Learning Commons

Playlist 5 – Student Center

Playlist 6 – Computer Labs - Room 1-A

Playlist 7 – Computer Labs – Room 1-B

Playlist Name Samples: Corporate

Playlist 1 – Corporate Communications

Playlist 2 – News, Weather & Traffic (Atlanta)

Playlist 3 – Lobby (Atlanta)

Playlist 4 – Employee Break room (Atlanta)

Playlist 5 – News, Weather & Traffic (Denver)

Playlist 6 – Lobby (Denver)

Playlist 6 – Employee Break Room (Denver)

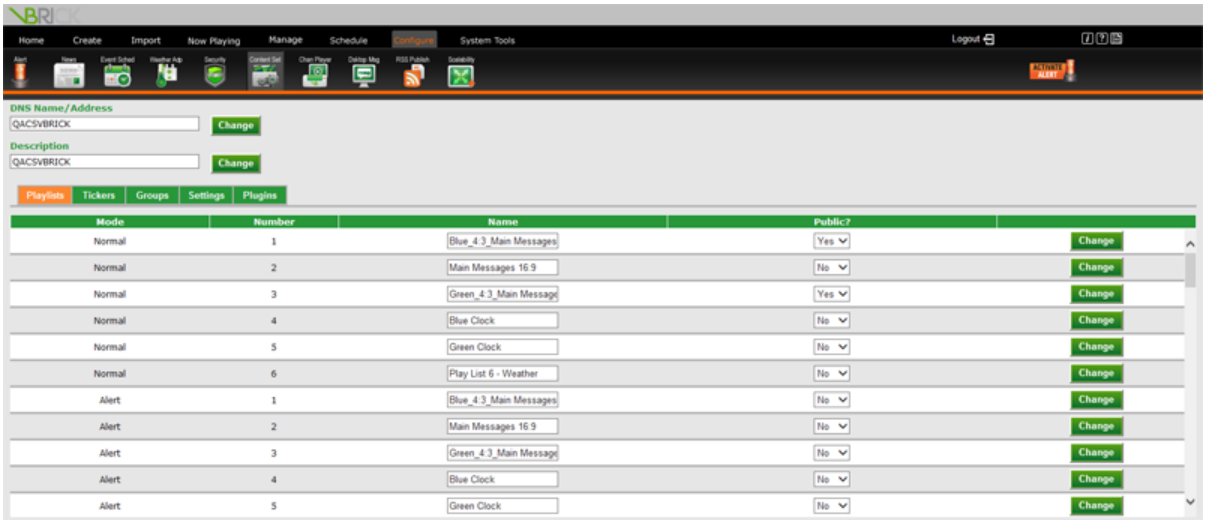
Playlists

Rename a Playlist

To rename a playlist:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Playlists** tab-based submenu
4. Enter the new name in the name field for the desired playlist
5. Press the **Change** button

Repeat steps 4 and 5 until you have finished configuring playlists



Public Playlists

Playlists should only be set to **Public** if your system uses any of the following options:

- Screensaver Publisher
- Public Web Viewer
- RSS Publisher

The public URL would look like:

```
http://
HOST
/public/playlistview.aspx?playlistNbr=
PLAYLISTNUMBER&mode=DISPLAYMODE&height=PIXELS&in-
stallationLabel=large&banner=PIXELS&navigation=PIXELS
```

where the parts in capital letters should be changed as follows:

`HOST` = the friendly name or IP address of the Content Manager

`PLAYLISTNUMBER` = the number of the public playlist

`DISPLAYMODE` = the public playlist's mode of play

`PIXELS` = the height of the message content, the banner, and the navigation bar respectively in pixels

To make a playlist public:

Select **Yes** on the *Public?* Pull down menu

Add a Playlist

By default, each VBrick Digital Signage system ships with four playlists configured for use. If your organization has purchased additional licensing, you will be able to add additional playlists. For more information about licenses, See " License Manager " on page 149.

To add a new playlist:

1. Select **Configure | Content Settings**
2. Select the **Playlists** tab

3. Scroll down to the bottom of the page
4. Enter the desired Playlist Number in the **Number** field
5. Enter the Playlist Name in the **Name** field
6. Select **Yes** or **No** from the *Public?* pull down list
7. Press the **Add** button

The system will add a new Playlist with the same Playlist Number for each of the modes of play. The **Add** button will no longer be visible after all available licenses have been used.

New playlists are not automatically added to users. You will need to modify users to give them access to the new playlists. See " Managing Users" on page 193.

Tickers

Like Playlists, Tickers are licensed. Each VBrick Digital Signage system includes a default number of Tickers. The number of
Tickers available in the system depends on your organization's purchase.

Ticker Names

Tickers are identified with a number (i.e. Ticker 1, Ticker 2, Ticker 3). You must click the **Change** button for each row before moving to the next one to make changes.

Each licensed Ticker List has a Ticker for both the Normal and Alert modes of play. Changing the name of one will automatically change the name of the other. The names cannot be different for different modes. The speed and appearance tickers can be adjusted.

Sample Ticker List (Tickers) Names: Higher-education

Ticker 1 – Campus RSS Feed

Ticker 2 – News and Weather

Ticker 3 – Campus Technology RSS Feed

Sample Ticker List (Tickers) Names: Corporate

Ticker 1 – Company RSS Feed

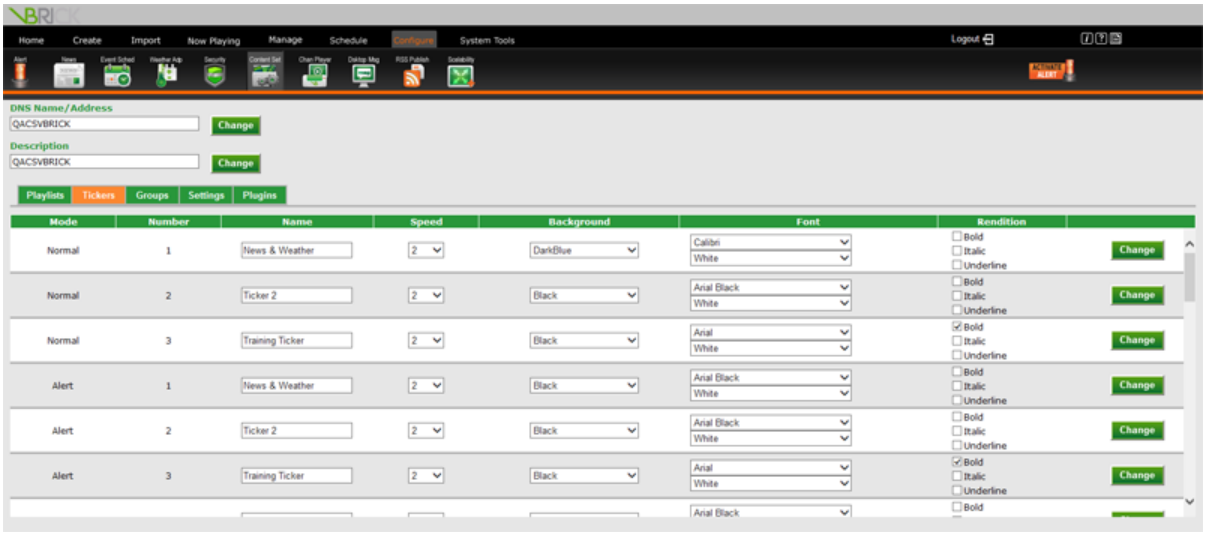
Ticker 2 – News and Weather (Atlanta)

Ticker 3 – News and Weather (Denver)

Ticker 4 – NY Times RSS Feed

Ticker Speed and Appearance Controls:

- Speeds range from 5 (fastest) to 1 (slowest)
- Default background color for tickers is black
- Default typeface color for tickers is white
- Default typeface for tickers is Arial Black



Rename a Ticker

To rename a Ticker List:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Tickers** tab-based sub-menu
4. Enter the new name in the **Name** field
5. Press the **Change** button

Format a Ticker

To change the appearance of a Ticker:

1. Select the desired Speed
2. Select the desired Background Color
3. Select the desired Text characteristics
4. Press the **Change** button

Add a Ticker

By default, each VBrick Digital Signage system ships with two tickers configured for use. If your organization has purchased additional licensing, you will be able to add additional tickers. For more information about licenses, see See " License Manager " on page 149.

To add a new Ticker:

1. Select **Configure | Content Settings**
2. Select the **Tickers** tab
3. Scroll down to the bottom of the page
4. Enter the desired Ticker Number in the **Number** field
5. Enter the Ticker Name in the **Name** field
6. Select the properties for the Ticker according to the instructions above
7. Press the **Add** button

The system will add a new Ticker with the same Ticker Number for each of the modes of play.

New ticker lists are not automatically added to users. You will need to modify users to give them access to the new ticker lists. See " Managing Users" on page 193.

Settings

Groups

This feature is only available with the Enterprise license. The Groups feature allows the administrator to configure groups of Playlists and/or Tickers so that users can schedule messages or tickers to multiple lists without having to select each individual playlist or ticker during the scheduling process. Playlist and Ticker list group visability will vary depending on the users' roles and permissions.

Aspect Ratios

Aspect ratio is the relationship of an area's width to its height. In VBrick Digital Signage, aspect ratio is used to define display resolutions (width and height in pixels) and content blocks (width and height in pixels).

Aspect ratios are used to ensure that content fits into a defined area and are mathematically expressed as x:y. The standard display aspect ratio is 4:3. The widescreen aspect ratio is 16:9.

By default, VBrick Digital Signage has three standard Aspect Ratios available to users.

- Normal (4:3)
- Widescreen (16:9)
- Portrait (9:16)

System Administrators can define custom aspect ratios. Once an aspect ratio is created, it is available to users to create messages, message backgrounds and layouts.

Modifying and Adding Aspect Ratios

In the VBrick Digital Signage web interface, authorized users can modify the default width and height of the three default aspect ratios. They also can add aspect ratios to match specific display resolution(s) and/or atypical content blocks.

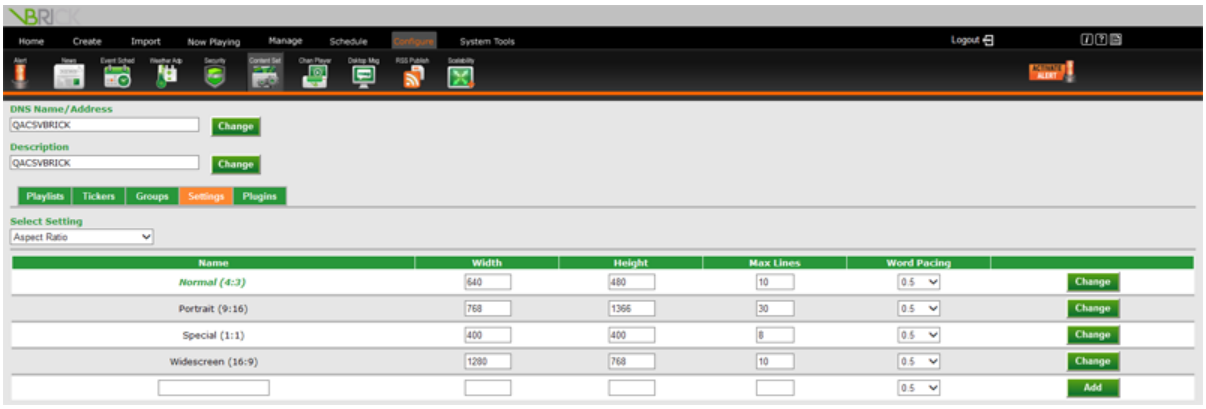
Modifications and additions will affect several options in the system and will change the overall look of your display and/or the content being displayed.

Changes to Background Library

A new column to support the import of message backgrounds and layout backgrounds for the new aspect ratio will appear under **Manage | Background Library**.

Changes to Aspect Ratio Drop-down Menus

Multiple content creation tools allow you to choose an aspect ratio to create or import content. Aspect ratios appear in these menus in alphabetical order, so consideration for naming new aspect ratios should include the order they will appear.



To add an aspect ratio:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Settings** tab-based submenu
4. Select **Aspect Ratio** from the pull down menu
5. Enter the name of the new Aspect Ratio
6. Enter the Width and Height of the new aspect ratio in pixels
7. Enter the Max Lines (default is 10)

   This indicates the maximum lines of text available for a message created using the aspect ratio
8. Select a word pacing

   Word pacing determines the amount of time a message created in that aspect ratio will be displayed before moving to the next message in the playlist rotation. The default is 0.5 seconds per word
9. Click the **Add** button

Boot Schedule

For stability with the Windows OS, all Media Players and the Content Manager will automatically reboot once a week on the day and time of day that indicated on this screen. By default, the weekly reboot will occur Monday at 3:00 AM.

To modify the boot schedule:

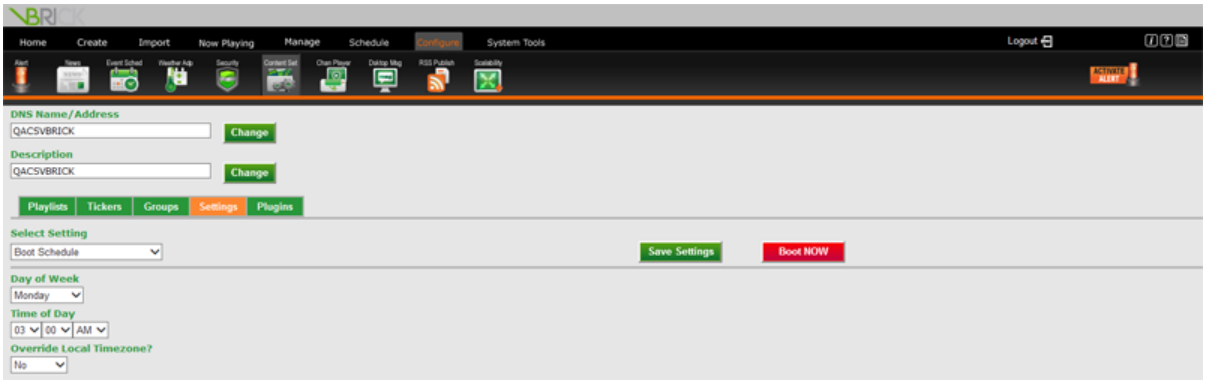
1. Click the **Configure** tab
2. Click the **Content Settings** icon

3. Click the **Settings** tab-based submenu
4. Select *Boot Schedule* from the pull down menu
5. Selecting the desired Day/Time in the corresponding drop down lists
6. Click **Save Settings** to save the changes

To force a system reboot:

- Click **Boot Now** to reboot the Content Manager and all devices it can reach

NOTE: Devices will reboot at the time indicated in their local time zone. If you prefer for all devices to reboot according to the local time zone of the Content Manager, Select **Yes** from the *Override Local Timezone* pull down list.



Channel Player Snapshots

The Channel Player Snapshots screen provides a list of all media players currently added to the system and provides a thumbnail image of what each media player is playing.

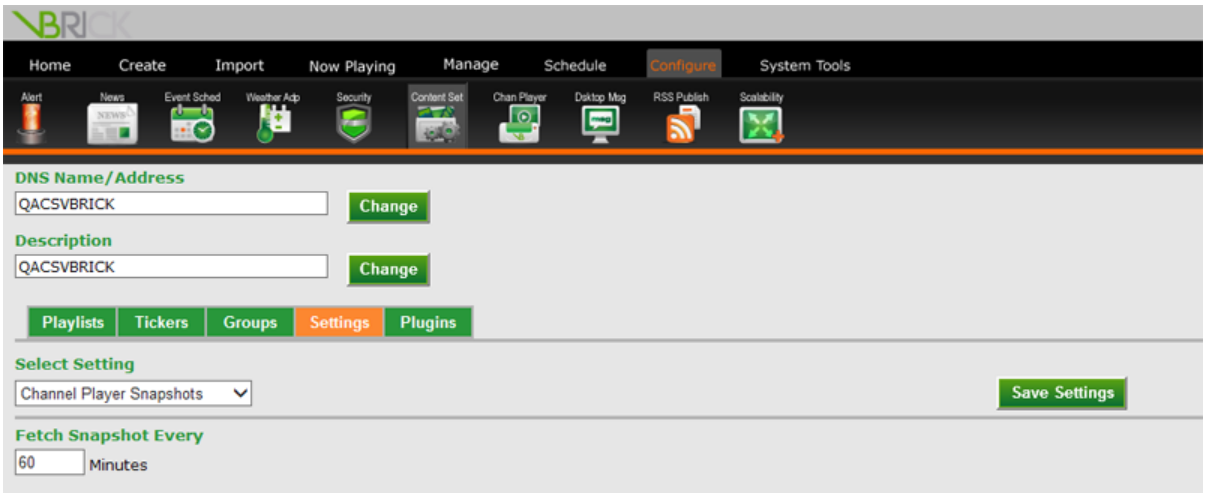
Administrators can configure how often users would like the snapshots to be taken by going to **Configure | Content Settings | Channel Player Snapshots**.

The fetch rate, the time interval at which the system will automatically take another snapshot, is set to 60 minutes by default.

To change the channel player snapshots time interval:

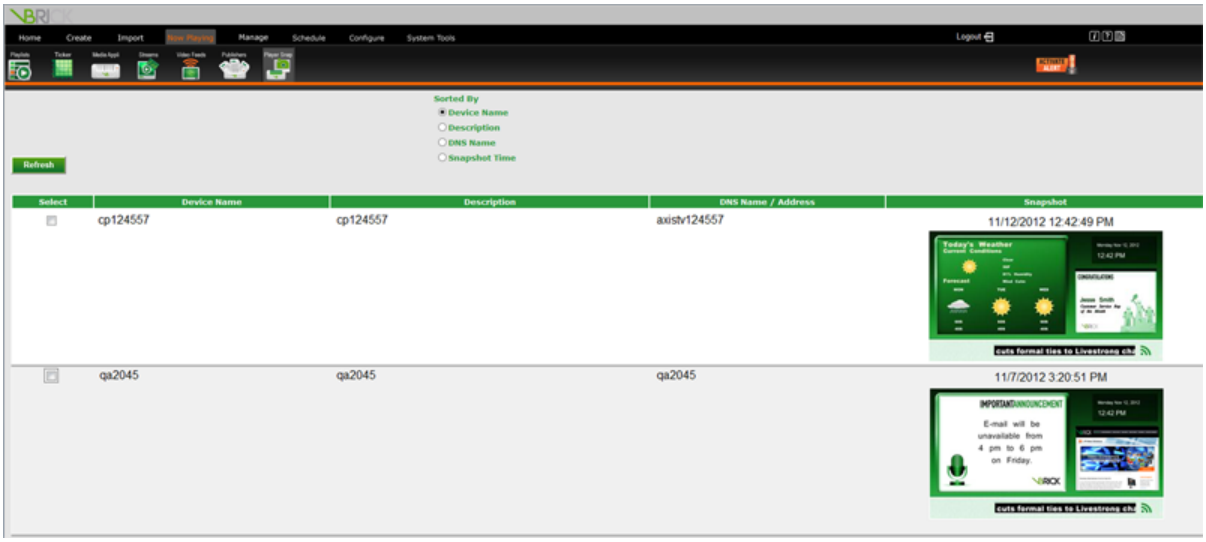
1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Settings** tab-based submenu
4. Select *Channel Player Snapshots* from the pull down menu

5. Enter the desired time interval in minutes in the **Minutes** field
6. Press the **Save Settings** button



To view the Channel Player Snapshots:

1. Click the **Now Playing** tab
2. Click the **Player Snapshots** icon
3. Select the desired device(s) by placing a check into the corresponding box under *Select*
4. Press the **Refresh** button



If you have access to a large number of players it may be helpful to sort the players by *Device Name*, *Description*, *DNS Name*, or *Snapshot Time* using the *Sorted By* radio buttons above the player snapshots.

If a thumbnail image appears with the text “No Snapshot Available,” select the media player by clicking the check box beside the Device Name, and then click the **Refresh** button on the top right of this screen.

Play Modes

By default, all systems have a **Normal Mode** of play and an **Alert Mode** of play.

Customers who are licensed for **Mass Alert Notification** will see additional options on this screen. See " Mass Alert Notification" on page 32 for more information.

Playback Tracking

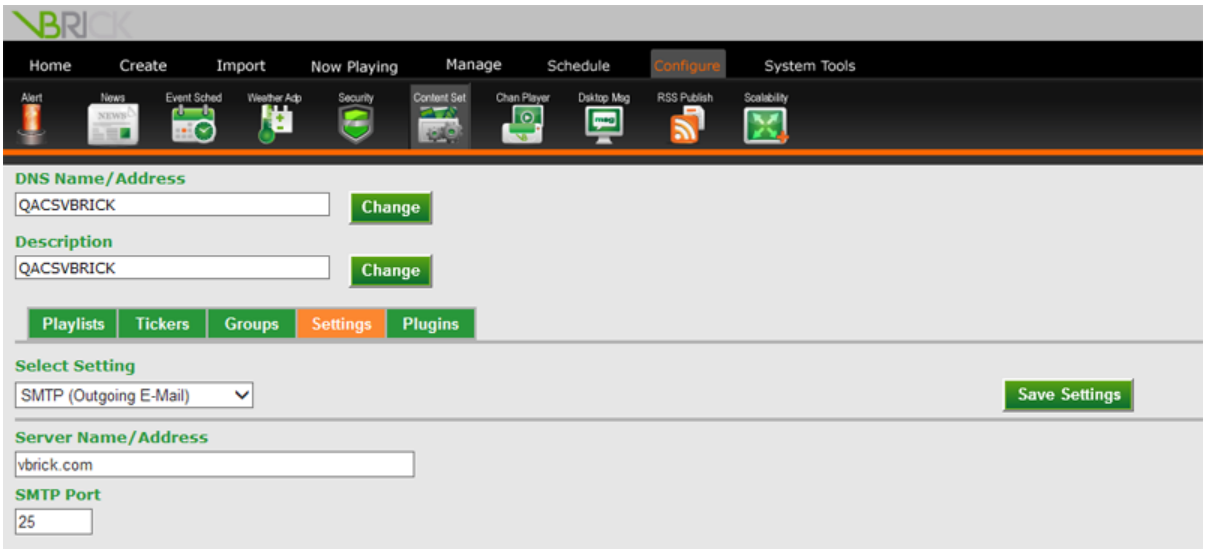
If licensed, you can track the frequency that a message is played in a playlist. The System Administrator can adjust the number of days in history (ranging from 7 to 90 days) that is available for reporting. The Poll Frequency in minutes also can be adjusted.

SMTP (Outgoing E-mail)

In order to use any of the system’s e-mail notification features, you will need to configure the outgoing e-mail settings.

To configure outgoing e-mail settings:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Settings** tab-based submenu
4. Select *SMTP (Outgoing E-mail)* from the pull down menu
5. Enter the server name or address of your SMTP server
6. Enter the SMTP Port
7. Press the **Save Settings** button

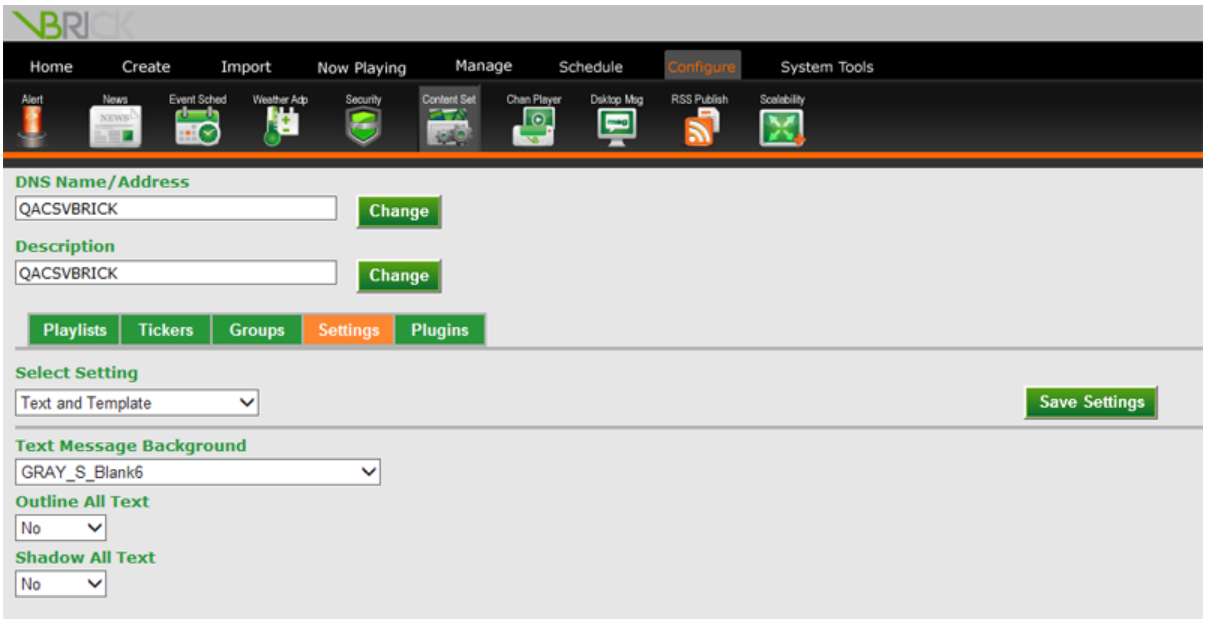


Text and Template Settings

The Text and Template Settings is where the default message background is set for Simple Messages, which can be accessed under **Create | Message | Simple Message**. The default message background can be changed by users when they create a message.

To change the default message background for Simple Message:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Settings** tab-based submenu
4. Select *Text and Template* from the pull down menu
5. Select the desired message background from the pull down menu and press the **Change** button



In addition, the Text and Template Settings option is where two text features can be set: **Outline All Text** and **Shadow All Text**. These options impact the appearance of text in any message created with content creation tools involving system-based text, including:

- Simple Message
- Message from Template
- Weather Message
- News Message
- Free Form Message
- Event Schedule Message

Once these text options are configured, system users who do not have access to the Content Settings will be unable to change them.

To turn Outline All Text or Shadow All Text on or off:

1. Select *Yes* or *No* from the pull down menu for the appropriate option
2. Press the **Change** button

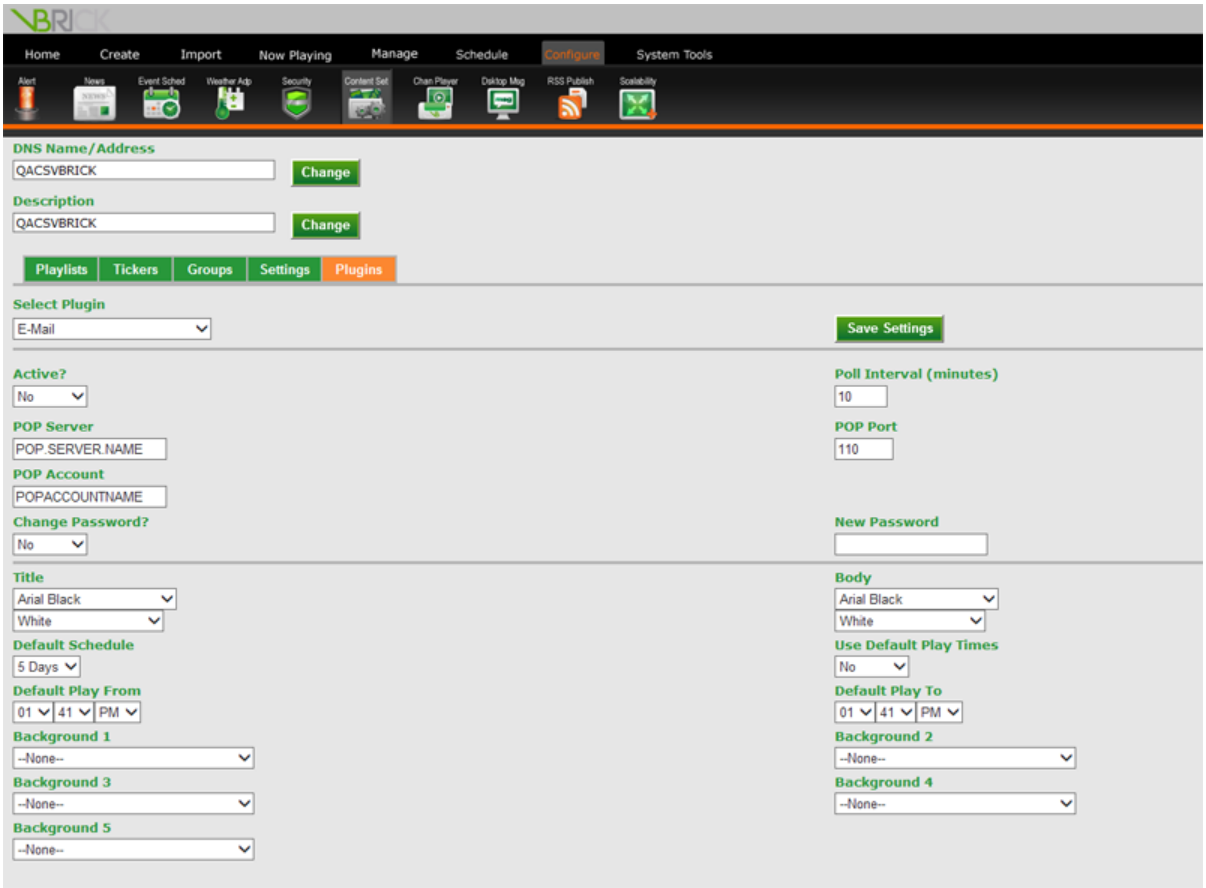
Plugins

E-mail

The E-mail Plugin allows users to submit messages via email to create a Simple Message. All messages submitted via incoming email will require approval from a user with administrator or content approval privileges.

To configure the E-mail Plugin:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Plugins** tab-based submenu
4. Select **E-Mail** from the pull down menu
5. Enter POP Server and POP Account and Port information in the corresponding fields
6. Click on **Save Settings** to save changes



Default message backgrounds and play information for messages submitted via email can be changed on the Email Plug-in screen or at the individual user level.

Event Management

The Event Management settings allow you to set defaults for Event Messages.

To configure defaults for Event Messages:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Plugins** tab-based submenu
4. Select **Event Management** from the pull down menu
5. Entering the desired number of minutes interval for the system to regenerate event messages in the *Regenerate Messages Every* field[1]
6. Select the default message background for event messages using the *Default Background* pull down menu
7. Select the default aspect ratio from the *Default Aspect Ratio* pull down menu
8. If desired, select the default audio to play along with event messages from the *Default Audio* pull down menu
9. Click **Save Settings** to save changes

News

The News Plugin option allows you to set the default settings for News Messages.

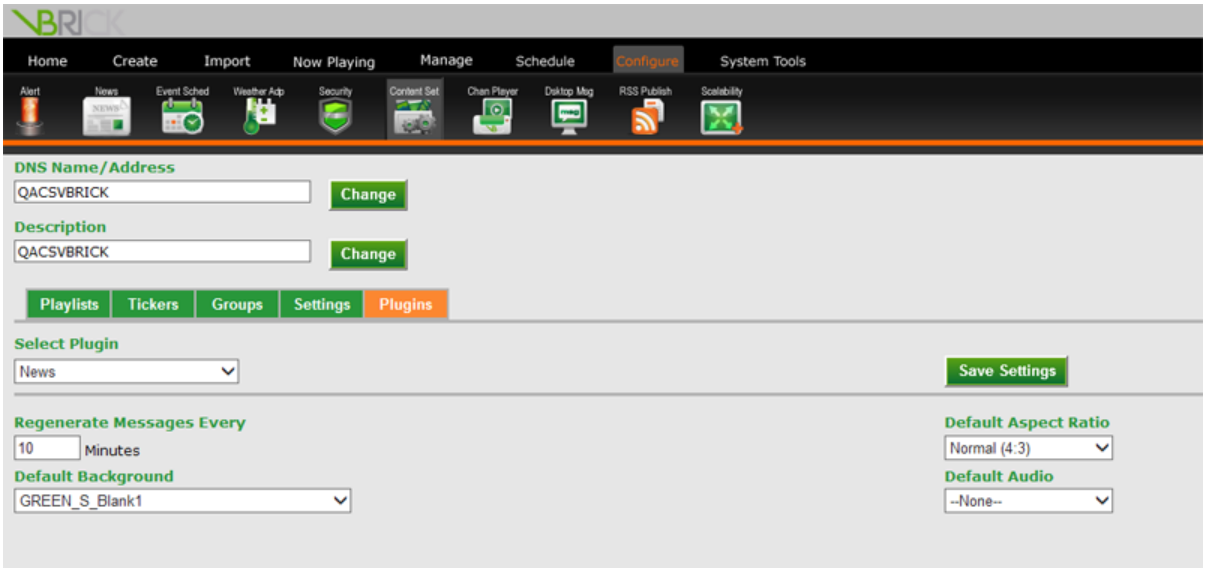
To configure defaults for News Messages:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Plugins** tab-based submenu
4. Select *News* from the pull down menu
5. Entering the desired number of minutes interval for the system to regenerate news messages in the *Regenerate Messages Every* field
6. Select the default message background for news messages using the *Default Background* pull down menu

---

[1] *Regenerate Messages Every* tells the system how often to refresh the messages themselves, not how often to reach out to the relevant files for updated information.

7. Select the default aspect ratio from the *Default Aspect Ratio* pull down menu
8. If desired, select the default audio to play along with news messages from the *Default Audio* pull down menu
9. Click **Save Settings** to save the changes



Weather

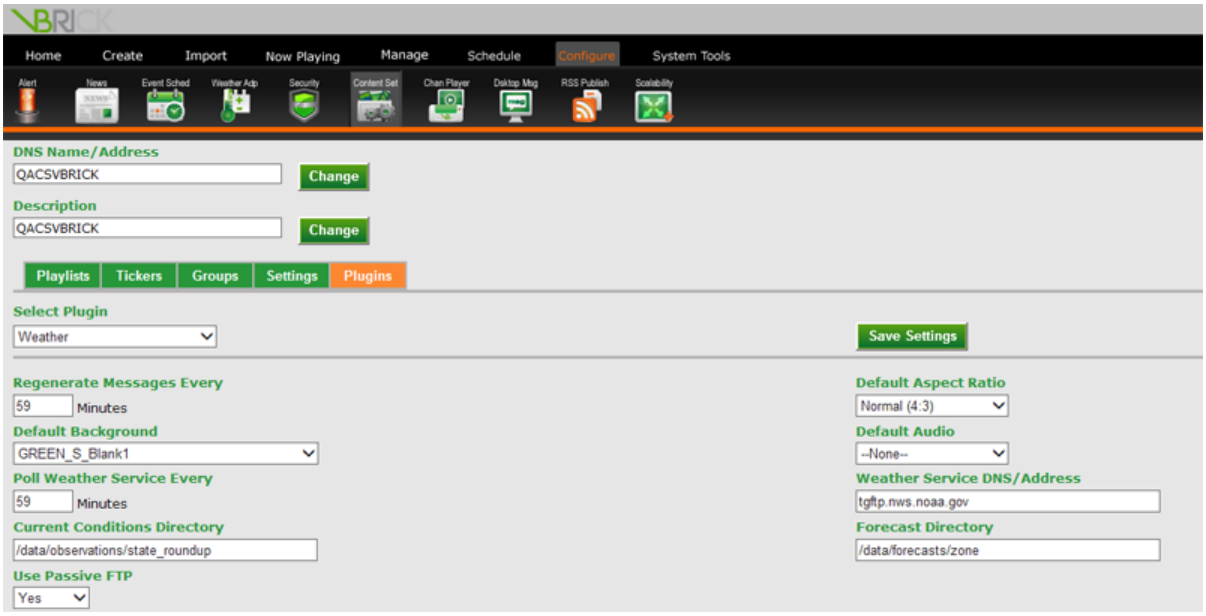
The Weather Plugin option allows you to set the default settings for Weather Messages.

To configure defaults for Weather Messages:

1. Click the **Configure** tab
2. Click the **Content Settings** icon
3. Click the **Plugins** tab-based submenu
4. Select *Weather* from the pull down menu
5. Entering the desired number of minutes interval for the system to regenerate weather messages in the *Regenerate Messages Every* field
6. Select the default message background for news messages using the *Default Background* pull down menu
7. Entering the desired number of minutes interval for the system to request updated weather information in the *Poll Weather Service Every* field

   NOTE: Do not set this interval for less than 59 minutes. If you set the interval for less than 59 minutes, your system may be locked out of the ftp service that provides the weather information.

8. The current conditions directory should already be configured for you. If it is not, enter `/data/observations/state_roundup` in the *Current Conditions Directory* field
9. Select *Yes* from the *Use Passive FTP* pull down list, if it is not already selected
10. Select the default aspect ratio from the *Default Aspect Ratio* pull down menu
11. If desired, select the default audio to play along with weather messages from the *Default Audio* pull down menu
12. If the *Weather Service DNS/Address* field is blank, enter `tgftp.nws.noaa.gov` in the field
13. If the *Forecast Directory* field is empty, enter `/data/forecasts/zone` in the field
14. Click **Save Settings** to save the changes



Configuring Adapters for Auto-Updating Content

News Plug-in

Auto-updating news messages and tickers can be created in VBrick Digital Signage once the applicable news source(s) have been configured. There are two options:

- VBrickNews Service, which requires a license and subscription from VBrick
- RSS Feeds, which requires a license but does not require as subscription

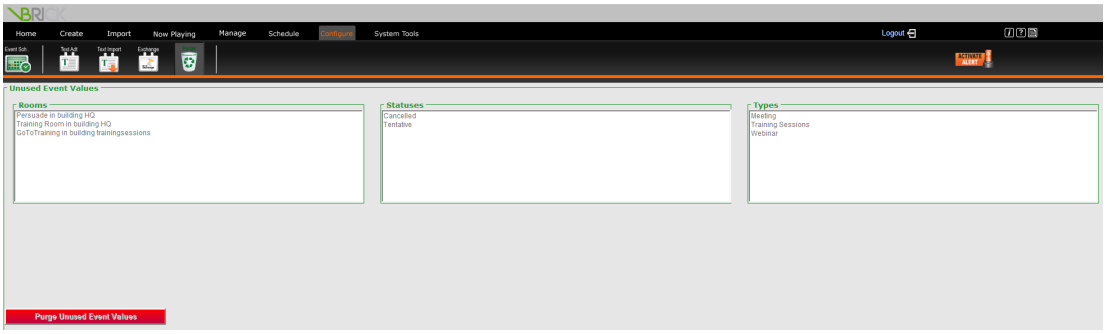
These two options can be utilized together in the system.

Purge Unused Events

Unused event schedule information can be purged from the VBrick Digital Signage system.

To purge unused events:

- Go to the **Configure | Event Schedule | Purge** screen
- Press the **Purge Unused Event Values** button



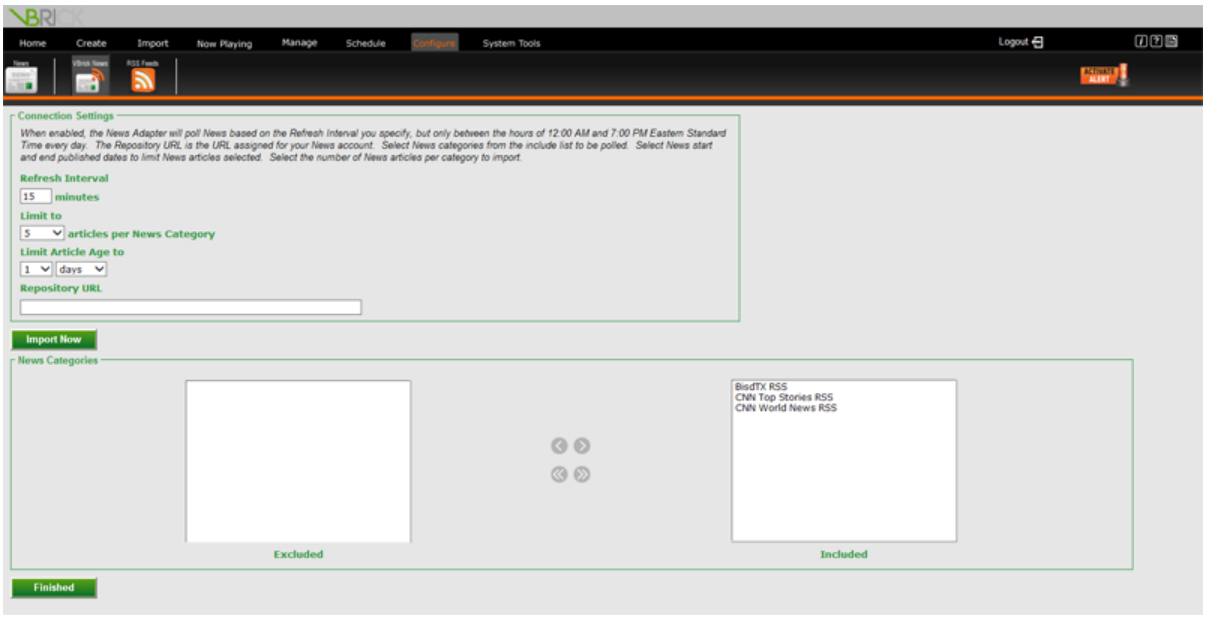
Configure the News Service

To configure the News Service:

1. Click the **Configure** tab
2. Click the **News** icon
3. Click the **VBrick News Service** icon

4. Enter desired number of minutes in the *Refresh Interval* field to tell the system how often (in minutes) the news adapter to poll the news server for updates (the default is 15 minutes)
5. Select the maximum number of articles per category that you want the adapter to retrieve using the *Limit to* drop down list
6. Select the categories that you wish to use by highlighting one or more of the categories in the *Excluded* column and clicking the arrow button to move the selected categories to the *Included* column
    - Business
    - Business Health
    - Consumer Health
    - Entertainment
    - Quirks in the News
    - Sports
    - Top News
7. The *Repository URL* field should be configured. If it has not, please contact Technical Support at support@vbrick.com.
8. Press the **Import Now** button to test the connection

    If articles are imported they will be listed on the next screen. If they are not, an error will be displayed.
9. Click **Finished** to save your settings



Configure RSS Feeds

Once RSS Feeds are configured, the articles from this feed are available to users to create news messages. Each RSS feed becomes a news category.

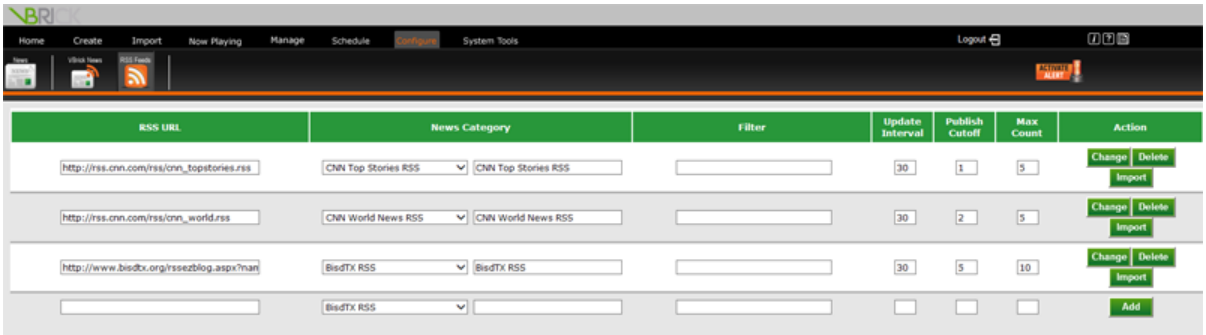
VBrick Digital Signage uses the RSS 2.0 standard. Only feeds conforming to this standard should be imported into the system.

To configure RSS Feeds:

1. Click the **Configure** tab
2. Click the **News** icon
3. Click the **RSS Feeds** icon
4. Enter the URL of the desired RSS feed
5. Enter a category name in the News Category field or select an existing category from the pull down list
6. If desired, enter a key word or phrase to filter the news feed to limit the articles that are returned so that only the articles with the key word(s) and/or phrase(s) in the title will be displayed
7. Enter the update interval to tell the system how often (in minutes) the RSS adapter should update from the RSS Feed (the default is 15 minutes)
8. Enter a number in the *Publish Cutoff* field to tell the system the maximum number of days old a story can be
9. Enter a number in the Max Count field to limit the number or articles that can be imported
10. Click the **Add** button to save the Settings
11. Click the **Import Now** button to test the feed
    a. If articles are displayed then the connection was successful
12. Press the **Finished** button to end the operation

    or

    Press the **Back** button to return to the RSS Feed screen



To change an RSS Feed:

- Make the changes in the desired fields and click the Change button to the right of the feed

You must change each row and press the corresponding **Change** button before making changes to another row.

NOTE: Only VBrick Technical Support can delete RSS feeds after they have been configured.

Event Management Plug-in

In VBrick Digital Signage, you can use licensed adapters for many common event scheduling applications to pull building, room and event information for display on messages.

Customers using Dean Evans EMS, CEO, CollegeNet, Delphi, or Microsoft Exchange 2003 or 2007 can use the corresponding plug-in to automatically import Event Schedule data. Configuration of these adapters is typically done by Technical Support during the implementation phase. You will need to provide Technical Support with information such as the address of the database or file location and any required login credentials so they can configure the Event Adapter.

If you are not using an adapter, you can manually enter the schedule information into VBrick Digital Signage or export the data from your event scheduling application to a text file with a specified format. You can then use the Text Adapter to import the data.

To configure your event adapter:

1. Click the **Configure** tab
2. Click the **Event Schedule** icon
3. Click the appropriate icon for the adapter you will be using
4. Complete the required fields and save your changes

NOTE:VBrick Digital Signage versions 3.1 and higher support the Dean Evans API. The API has to be installed on the Dean Evans server to use this feature. In addition, VBrick scripts will need to be run on the Dean Evans server. Contact Support at support@vbrick.com to obtain these scripts.

Once the event adapter has been configured, you can create an event message. See **Content Creation** for details about creating an Event Schedule Message.

Manual Event Management

If you are not using an event adapter, you can manually enter event information into VBrick Digital Signage. Detailed instructions for manual event management can be found in the *Managing Content* section of the training guide.

Weather Adapter

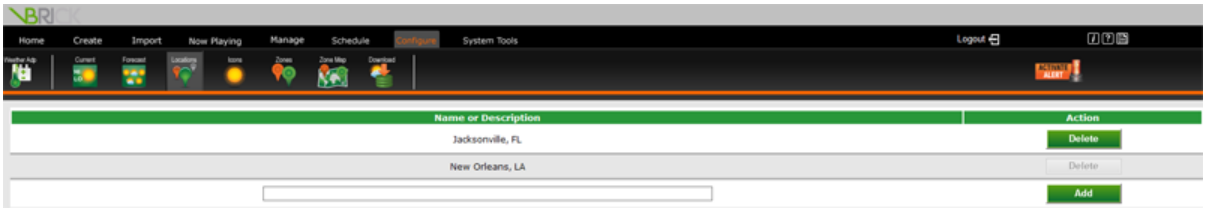
This section contains instructions on how to configure locations within the weather adapter that is standard for all versions of VBrick Digital Signage. This adapter pulls weather reports from the National Weather Service (NOAA). Alternatively, you can purchase a subscription for Premium Weather provided by AccuWeather. The premium weather service does not use this adapter.

Typically, during implementation, weather for your organization's primary location will be configured by VBrick. Once a location is configured within the adapter, that location (ex: Atlanta, GA) is available for users to create automatically regenerating weather messages or tickers. You can add additional locations to the adapter. Configuring the weather adapter is a multi-step process.

The standard weather service only covers the United States of America. International clients should inquire about the premium weather service, AccuWeather.

To configure the weather adapter:

1. Click the **Configure** tab
2. Click the **Weather Adapter** icon
3. Click the **Locations** icon
4. Enter the city or location name in the *Name or Description* field
5. Click the **Add** button



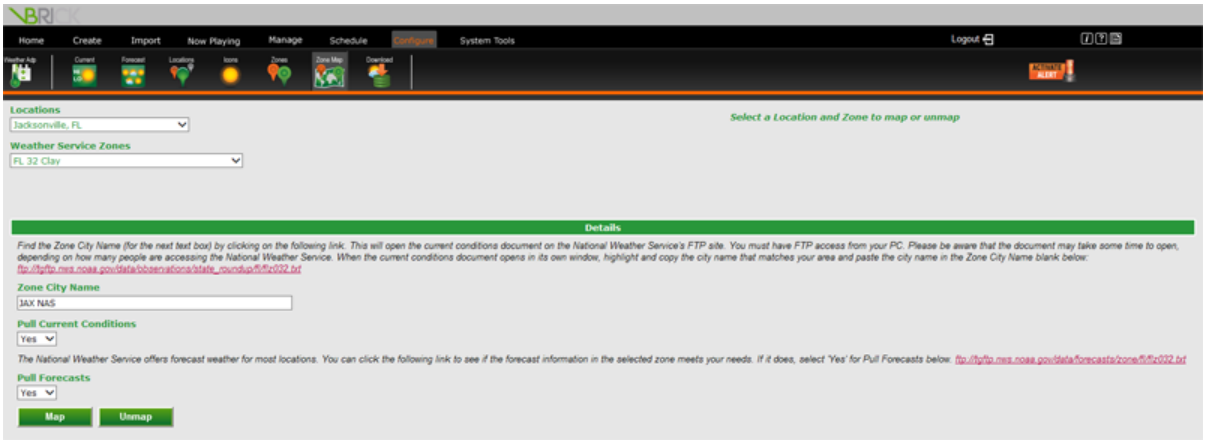
6. Click the **Zone Map** icon
7. Select the Location Name that you just added from the *Locations* drop down list

8. Select the NOAA weather zone for that location
    - These zones are listed by state and county
9. Click the red link above Zone City Name

    For example:

    ftp://tgftp.nws.noaa.gov/data/observations/state_roundup/ga/gaz034.txt

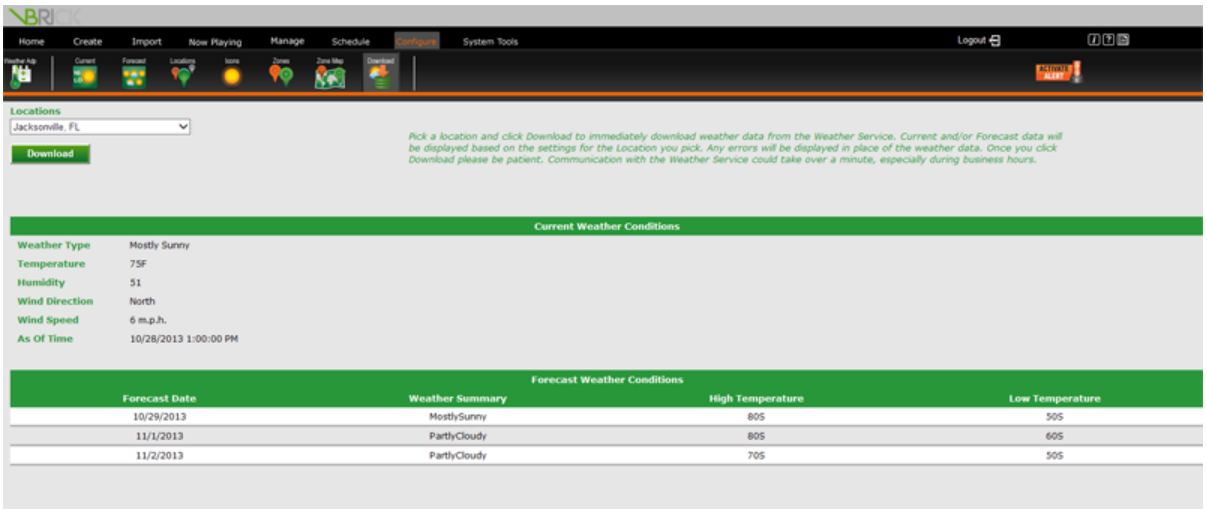
10. When the current conditions document opens in its own window or tab, highlight and copy the city name that matches your area and paste the city name in the *Zone City Name* field
11. Select **Yes** for *Pull Current Conditions*
12. Select **Yes** on the *Pull Forecasts*
13. Click the **Map** button



14. Click the **Download** icon
15. Select the new location from the *Locations* pull down list
16. Click the **Download** button
17. If successful, the screen will populate with the current weather conditions and the Forecast information

NOTE: Most weather zones already exist in VBrick Digital Signage. If your zone does not exist, it can be added on the **Configure | Weather Adapter | Zones** screen.

The **Download** screen will display the weather information that is available at any given time. The number of days of forecast information may vary.


Home
Create
Import
Now Playing
Manage
Schedule
Configure
System Tools
Logout
Locations
Jacksonville, FL
Download
Pick a location and click Download to immediately download weather data from the Weather Service. Current and/or Forecast data will be displayed based on the settings for the Location you pick. Any errors will be displayed in place of the weather data. Once you click Download please be patient. Communication with the Weather Service could take over a minute, especially during business hours.
Current Weather Conditions
Weather Type Mostly Sunny
Temperature 75F
Humidity 51
Wind Direction North
Wind Speed 6 m.p.h.
As Of Time 10/28/2013 1:00:00 PM
Forecast Weather Conditions
Forecast Date
Weather Summary
High Temperature
Low Temperature
10/29/2013 MostlySunny 80S 50S
11/1/2013 PartlyCloudy 80S 60S
11/2/2013 PartlyCloudy 70S 50S

Managing System Security

Security

The Security screen allows you to set the security parameters for your digital signage system. The security policy covers password rules, intrusion rules, and new account rules. All System Security changes take effect immediately.

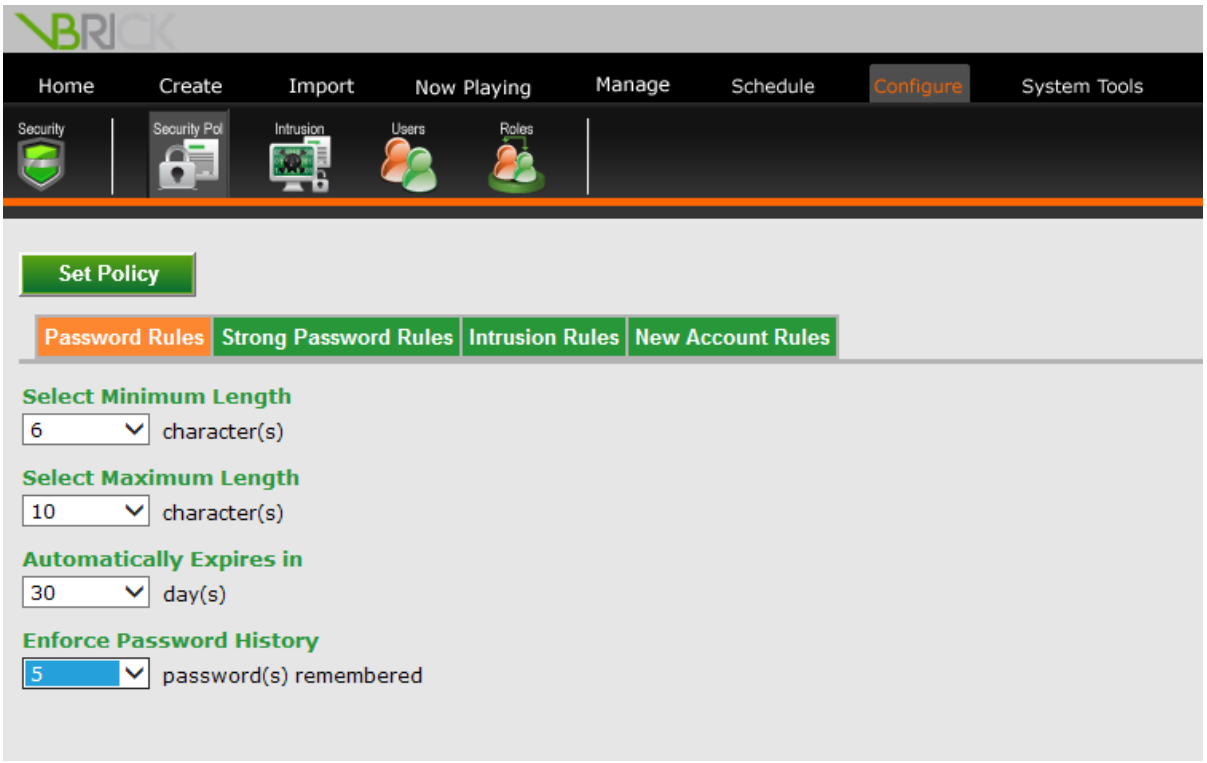
Changes to password rules may require you to adjust your password immediately in order to comply with the new rules. When a user logs in, the password is checked against the existing password rules. If the password does not comply with the rules, he/she will be forced to change the password.

Security Policy

Password Rules

To set security parameters:

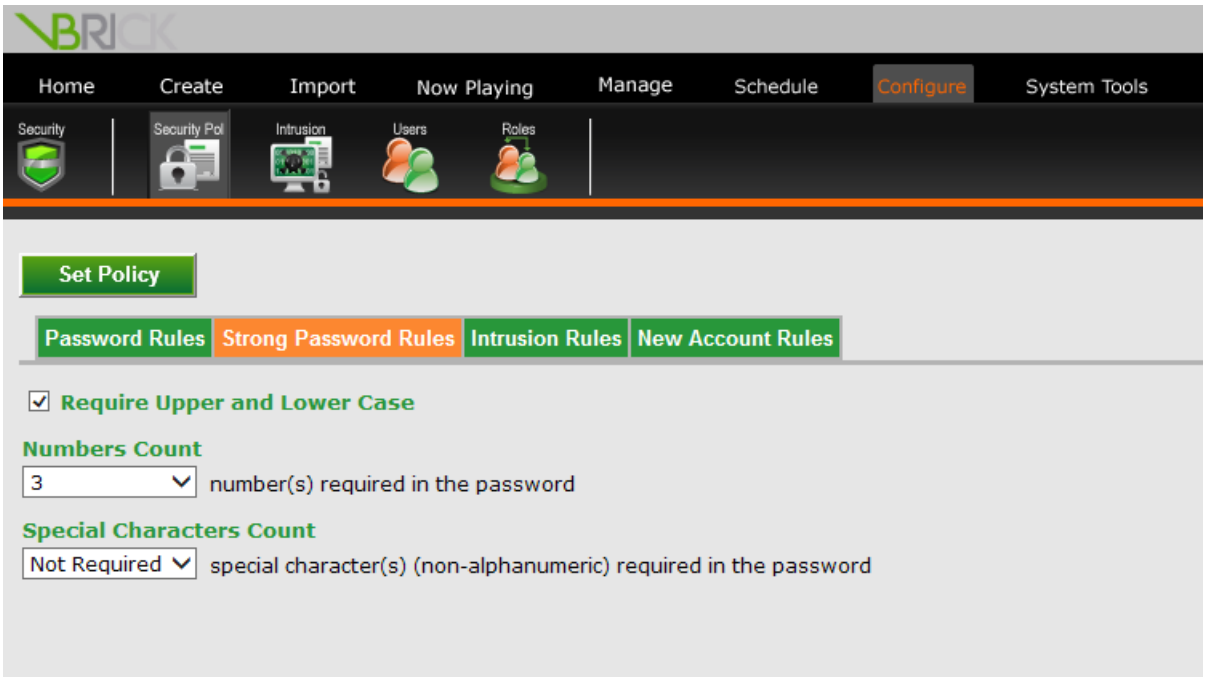
1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Security Policy** icon
4. Click the **Password Rules** tab-based submenu
5. Select a minimum number of characters for system passwords from the *Select Minimum Length* pull down menu
    - This value must be large enough to accommodate rules such as upper/lower case and inclusion of numbers and special characters. The system will validate this number against the other rules before applying any changes.
6. Select a maximum number of characters for system passwords from the *Select Maximum Length* pull down menu
7. Select the number of days a user's password will be valid from the *Automatically Expires in* field
8. Select the number of times a user's password will be remembered by the system from the *Enforce Password History* field
    - This feature prevents a user from reusing the same password when it expires.
9. Press the **Set Policy** button to save the settings



Strong Password Rules

To use strong password rules:

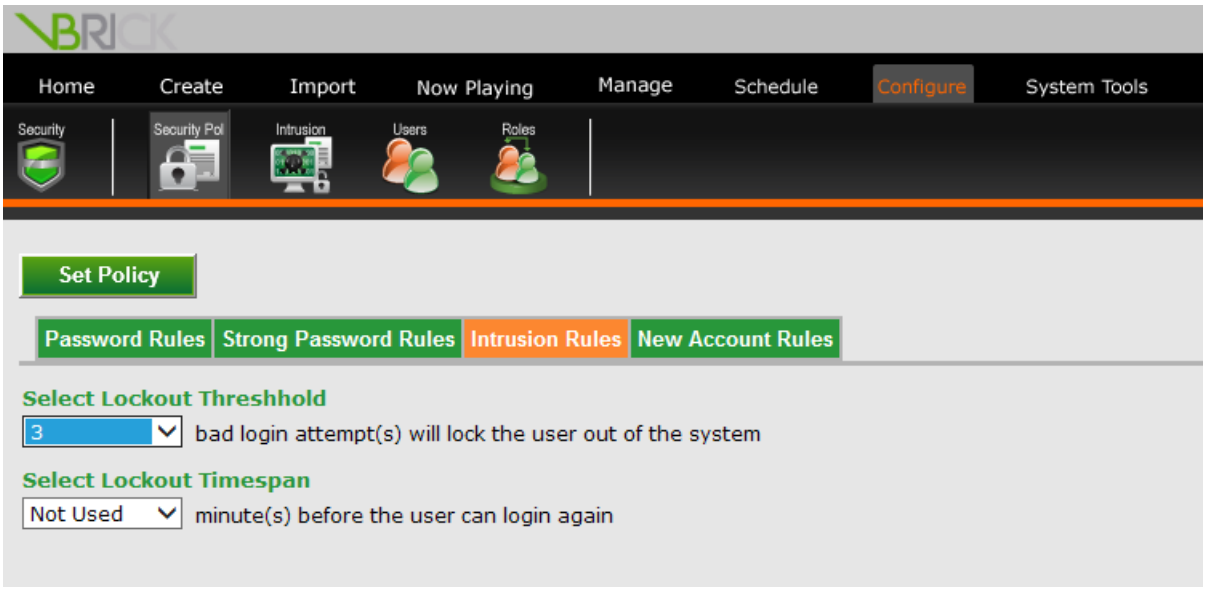
1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Security Policy** icon
4. Click the **Strong Password Rules** tab-based submenu
5. Check the *Require Upper and Lower Case* check box to require users to use at least one upper case and one lower case letter in their passwords
6. To require users to use numbers in their passwords, select a number of digits from the *Numbers Count* pull down menu
7. To require users to special characters in their passwords, select a number of special characters from the *Special Characters Count* pull down menu
8. Press the **Set Policy** button to save the settings



Intrusion Rules

To set the rules the system should use to detect intrusion attempts:

1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Security Policy** icon
4. Click the **Intrusion Rules** tab-based submenu
5. To set a maximum number of bad login attempts, select a number from the *Select Lockout Threshold* pull down menu
6. To set a maximum number of minutes to lock a user out of the system after the maximum number of bad login attempts, select a number from the *Select Lockout Timespan* pull down menu
7. Press the **Set Policy** button to save the settings

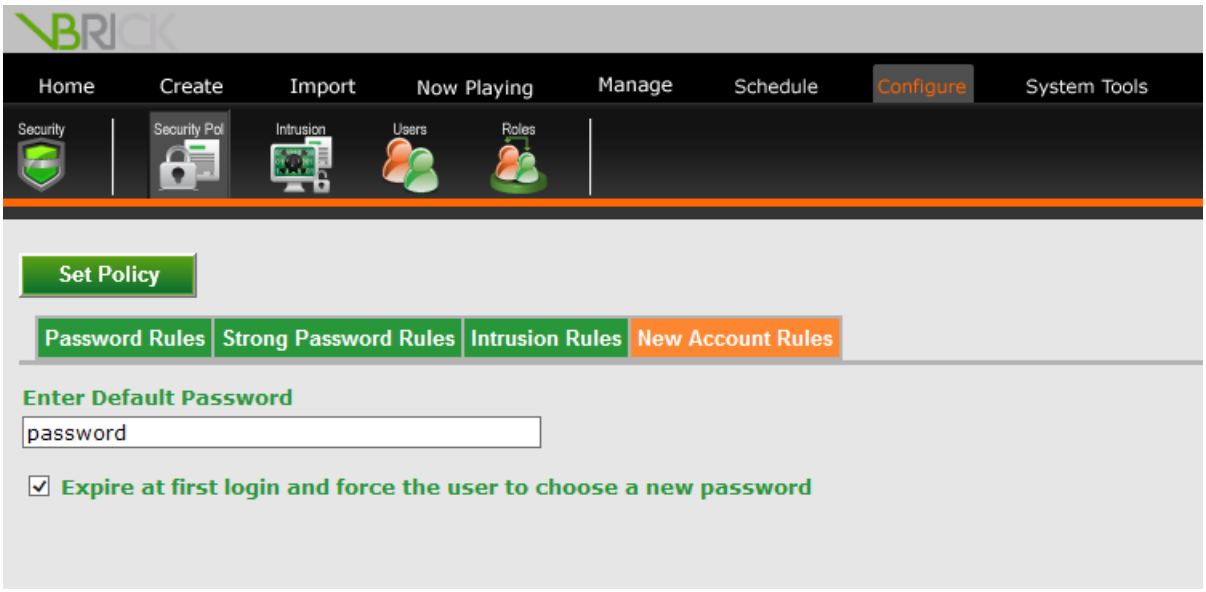


New Account Rules

To set the password rules for new user accounts:

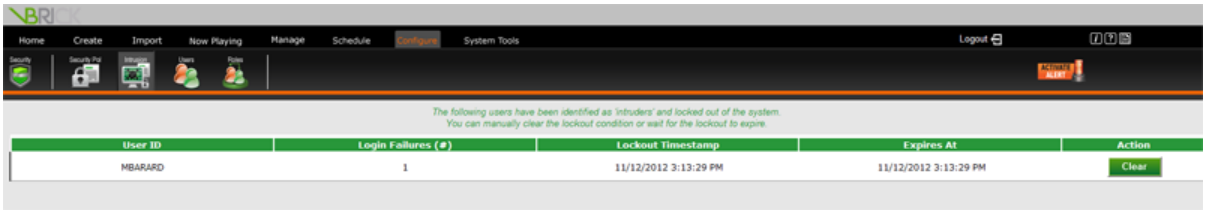
1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Security Policy** icon
4. Click the **New Account Rules** tab-based submenu
5. Enter a default password for all new account in the *Enter Default Password* field
6. To force new users to change their password when they first login to the system, check the *Expire at first login* check box
7. Press the **Set Policy** button to save the settings

NOTE: VBrick recommends using the *Expire at first login option* because Default Passwords, by nature, is not secure.



Intrusion Policy

This screen allows you to view intrusion attempts that have been detected by the system and to manually clear lockouts for users who have exceeded the maximum number of bad login attempts.



Users, Roles and Privileges

Defining Roles Using Privileges

In VBrick Digital Signage, users are given roles that determine which functions in the User interface they will be able to access. Each role consists of a group of privileges. There are four default roles in the VBrick Digital Signage system. Administrators can create custom roles to fit the needs of their organizations.

System Administrator

The System Administrator role includes all available features in the user interface. The default user account for the System Administrator is:

Username: administrator
Password: vbrick

As a security measure, we recommend that you change the default administrator password after implementation is complete.

Content Approver

Content Approvers have all of the privileges of a Content Creator. In addition, Content Approvers can approve content that is created by others. Messages and tickers created by users with the role of Content Approver do not require approval. Once scheduled, the content will play on the displays as soon as the content manager updates the player.

Content Creator

A Content Creator can create all types of messages and tickers within VBrick Digital Signage, import media files and PowerPoint presentations, and schedule content to play on a playlist. However, someone else will have to approve their content before it will actually be displayed on the Media Player. Content Creators can view the Now Playing lists. They can also create and schedule video feeds and streams. Users with the role of Content Creator can organize and edit content that they have created. They can view content that others have created but they cannot edit it.

Template User

A Template User can only create messages from templates. A user with this role cannot create original messages or tickers.

Create Users and Assign Roles

Individual user accounts are created using the roles defined above.

Create a New User Based on an Existing User

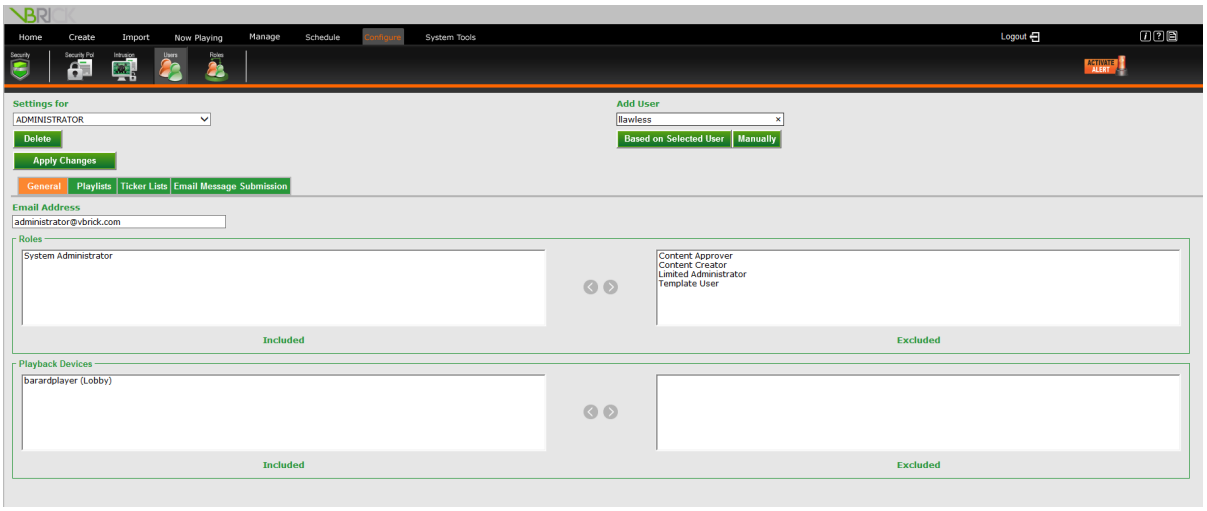
To create a new user based on an existing user:

1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Users** icon
4. Select a user from the *Settings for* pull down list
5. Enter a new user name in the *Add User* field and click the **Based on Selected User** button
    a. The new user name will appear in the *Settings for* field.
6. Modify the user properties using the instructions below, if desired
7. Press the **Apply Changes** button

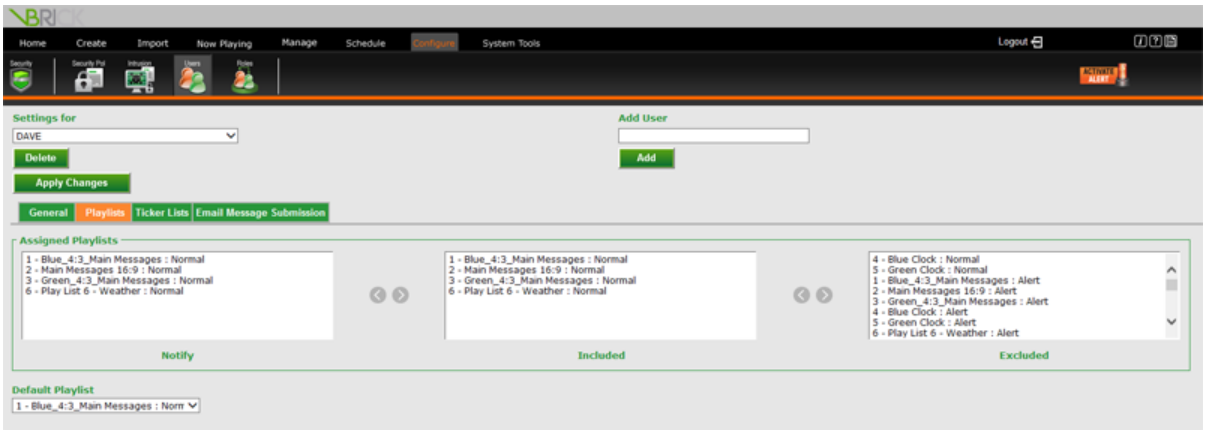
Create a New User Manually

To create a new user manually:

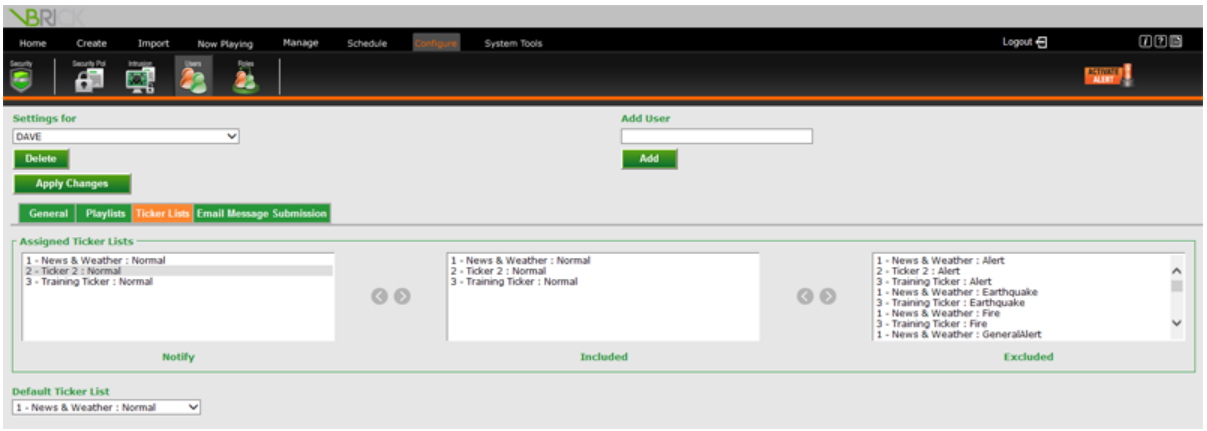
1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Users** icon
4. Enter the user name in the *Add User* field and click the **Add** button
    a. The new user name will appear in the *Settings for* field.
5. Click the **General** tab-based submenu
    a. Enter the user's e-mail address in the *E-mail Address* field
    b. Select the User's Role by moving the desired role from the excluded column
    c. Select the player(s) the user will need access to for the purpose of creating and scheduling layouts. Move the selected players from the Excluded Players column to the Included Players column.



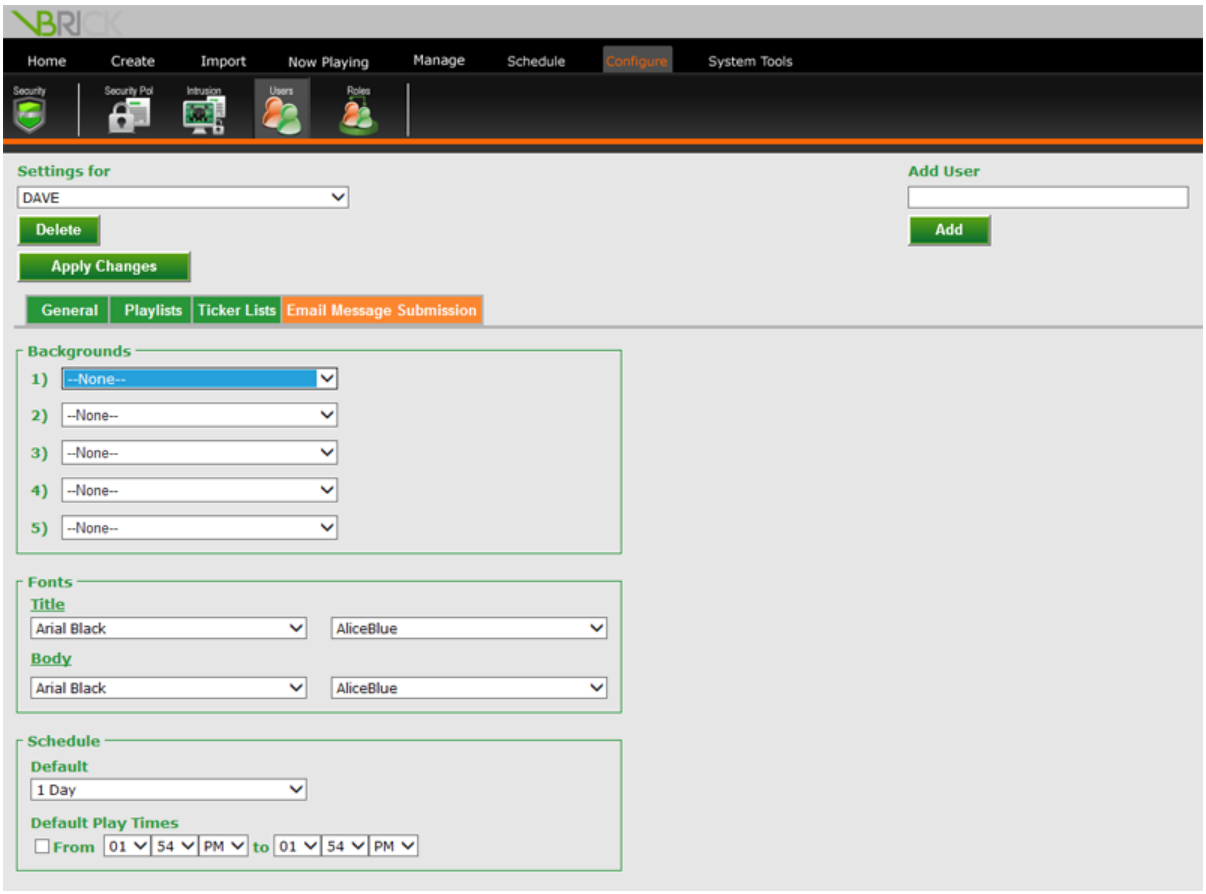
6. Click the **Playlists** tab
    a. Select the playlists that the user will have the ability to schedule content to. Use **Control+Click** or **Shift+Click** to select multiple playlists in the excluded column.
    b. Use the left arrow button (**<**) to move the selected playlist(s) into the included playlists.
    c. If the user will have the ability to approve content created by others, use the left arrows to copy items from the included Playlist into the Notify Playlists column. This will allow the user to be notified via email when there is content requiring approval in the selected playlists
    d. Select the Default Playlist for the User. When scheduling content, the user will schedule to the default playlist if no other playlists are selected



7. Click the **Ticker Lists** tab
    a. Select the Tickers that the user will have the ability to schedule to. Use **Control + Click** or **Shift + Click** to select multiple Tickers in the excluded column
    b. Use the left arrow button **<** to move the selected ticker lists into the included ticker lists
    c. If the user will have the ability to approve Tickers created by others, use the left arrows to copy items from the Included Tickers into the Notify Tickers column. This will allow the user to be notified via email when there is content requiring approval in the selected ticker list(s)
    d. Select the Default Ticker List for the User. When scheduling content, the user will schedule to the default ticker list if no other ticker list are selected



8. If the user will be permitted to create and schedule messages via e-mail, click the **Email Message | Submission | Settings** tab
    a. Set the default message backgrounds and playback schedule for the user's messages submitted via e-mail



Messages created via email will require approval within the web interface regardless of the user's assigned role. All message submitted via email will be assigned to the user's default playlist.

The new user's password will be the system default unless it is changed by the user or the administrator.

Modifying Default Roles

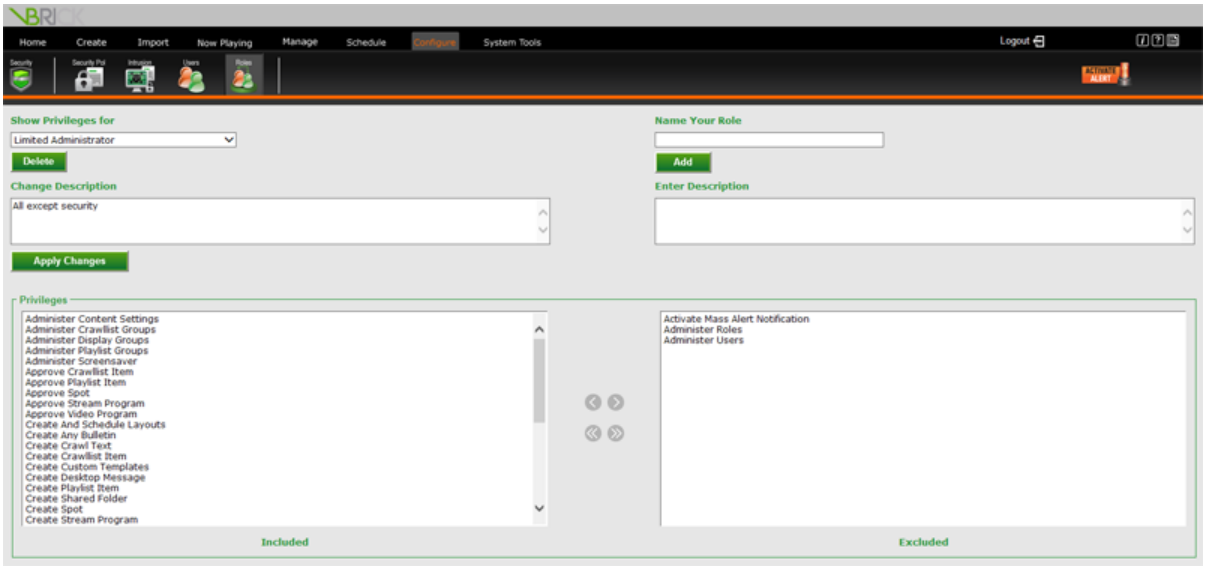
Default roles with the exception of System Administrator can be modified under **Configure | Security | Roles**.

To modify an existing role:

1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Roles** icon
4. Select a role from the *Show Privileges for* drop down list

5. To remove a privilege, select items in the **Included**privileges column and move them to the **Excluded** column by clicking on the right (**>**) arrow

   Select multiple privileges and move them at once by holding down the control key or shift key while clicking on each privilege
6. To add privileges to a role, click on the privileges in the **Excluded** column then move them to the Included column by clicking on the left (**<**) arrow
7. Add or edit a role description by typing in the *Description* field
8. Click **Apply Changes** to save the changes to the role



To add a custom role:

1. Type the name of the new role into the *Add Role* field
2. Type a description in the *Description* field (required)
3. Click the **Add** button
4. Select the desired privileges in the Excluded Privileges column. Use the **Control** key or the **Shift** key while selecting the privileges to select multiple privileges at once
5. Click the left arrow (**<**) to move the highlighted privileges to the Included Privileges column
6. Click **Apply Changes** to save changes to the role

To delete a role:

1. Select the role that you wish to delete from the *Show Privileges for* drop down list
2. Click **Delete**

3. At the confirmation screen select **Yes** to delete the role

   or

   Select No if you do not want to delete the role

NOTE: Selecting **No** will return you to the Roles screen.

Managing Users

Default User Accounts

All versions of VBrick Digital Signage come with two standard user accounts. Administrators can remove or change these accounts. For security reasons, we recommend changing the password for these accounts. The default password is *vbrick* for both users.

- administrator – has the role of System Administrator
- default – has the role of Content Approver

Modifying and Deleting Users

To modify a user account:

1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Users** icon
4. Select the desired user account from the *Setting for* pull down list
5. Make the desired changes on each of the tabs in the workspace
6. Click the **Apply Changes** button

To delete a user account:

1. Click the **Configure** tab
2. Click the **Security** icon
3. Click the **Users** icon
4. Select the desired user account from the *Setting for* drop down list
5. Click the **Delete** button
6. Click **Yes** on the confirmation screen

Contact Support

For help with your VBrick Digital Signage software, please visit http://vbrick.com/support.

Glossary of Key Terms

Account – a function by which users are granted access and privileges within a software system.

Adapter – a function that allows the user to retrieve and display content from an external source.

Administrator – a default user role that allows the user to manage and configure all aspects the VBrick Digital Signage system.

Aspect ratio – the relationship between the width and height of an image or a display. Aspect ratios are expressed mathematically as x:y and are used to ensure that messages fit into a defined area. The standard display aspect ratio is 4:3. The widescreen aspect ratio is 16:9.

Audio – a sound file that can be imported into the VBrick Digital Signage system for use with messages, templates, and layouts.

Background – See Message Background.

Bulletin – See Message.

Channel Player – See Media Player.

Configuration – (software) the particular choice of settings within a software program; (hardware) the particular choice of hardware items and their interconnection that make up a computer system. A VBrick Digital Signage system consists of at least one Content Manager and one MediaPlayer connected to one or more displays.

Content – information or creative material designed for display in VBrick Digital Signage.

Content Approver – a default user role in VBrick Digital Signage that allows users to create, manage and schedule their own content; to edit, manage and schedule others' content; and to approve content for play in the playlist rotation.

Content Block – a defined area for the planned display of a message or messages.

Content Creator – a default user role in VBrick Digital Signage that gives users the right to create, manage, and schedule their own content but limits access to others' content and denies their content

immediate play until a user with approval rights has authorized the content to begin playing in the playlist rotation.

Content Manager - a computer on a network with the Content Manager software installed which hosts the web interface (also called a Content Server).

Content Server – See Content Manager.

Crawllist – a series of tickers that is scheduled for display. See Ticker List.

Date and Time Overlay – a date and time overlay (DTO) in a display layout is a defined area on the display hardware that shows the date and/or time on top of a content block or a layout background.

Display – any monitor or TV connected to a channel player (media player) on the VBrick Digital Signage system.

Display Layout Editor – a tool within the VBrick Desktop client applications used to create and edit layouts for Media Players.

Editor – the functional part of a software program that allows users to create, change, add, or delete information.

Flash – an Adobe application for creating, editing, and displaying Adobe Flash video files.

Free Form Editor – a component of VBrick Digital Signage that permits users to create messages without the use of a pre-designed template.

Graphics – images created for electronic display.

Hotspot – a hotspot is an area of the display layout that activates a function when selected. Selecting a hot spot can launch and run applications, run a video, launch a web portal, and shut down or reboot the computer. See Kiosking.

Import – the act of retrieving information external to the application and incorporating it for use within the application.

Kiosking – configuring a hotspot on a layout to run an application or a web portal in full screen mode to allow users to access specific information or to perform specific functions.

Layout – the arrangement of content blocks and ticker blocks within the display area.

Layout Background – decorative graphic images used to cover the display and to act as a backdrop for the content being displayed through VBrick Digital Signage. Layout Backgrounds may be custom designed

and coordinated to include an organization's branding elements such as logos and official colors. Formerly known as a Wallpaper.

Media – different types of data that can be stored for use in a computer system. The term Media generally refers to video, graphics and/or audio files in a software environment.

Media Importer – a tool within the VBrick Digital Signage client application used to import media files, e.g. graphics or video, larger than 20 MB in size and/or to import multiple files at once.

Media Player –a computer on the network that runs VBrick Digital Signage Channel Player software which sends content to a display or set of displays, also known as a Channel Player.

Meeting Minder – a room sign that acts as a stand-alone player primarily for the purpose of displaying meeting or other event information related to its assigned location. Meeting Minders may be interactive using a touch screen or non-interactive.

Message – content created using VBrick Digital Signage tools or by importing images or video created in other applications for display within a content block. Multiple messages can be displayed simultaneously on a single Layout. Formerly known as a Bulletin.

Message Background – an image file that has been imported into the VBrick Digital Signage system for the purpose of creating messages and/or templates. Backgrounds can be custom designed using graphic elements and custom colors for branding purposes and/or to coordinate with Layout Backgrounds. Formerly known as a Background.

Network – any combination of servers, computers, printers, display devices, and/or telephones inter-connected to transmit, receive, and/or share information.

Overlay – a content block that can be placed on top of other content blocks in a display layout.

Permissions – defined sets of functionality within a software system that can be granted to users based on role.

Playlist – a series of messages scheduled for display within content blocks according to a defined sequence and duration.

Play Rotation –the order in which a series of messages or tickers are scheduled to be displayed.

Plugin – software functionality that allows one software application to interact with another for the purpose of accessing data or specific functions that would otherwise be unavailable.

Policy – a rule or set of rules that governs how software is run, accessed, and used.

Role – a set of privileges that define a user's ability to utilize various aspects of a software application.

Room Sign – See Meeting Minder.

RSS feed (Really Simple Syndication) – a simple file format used to disseminate up-to-date information based on user subscription to a URL.

Streaming Window – a specialized content block created for the purpose of displaying streaming video content within a display layout.

System – an assembly of hardware, software, and/or data communications devices that interdependently support functional software programs on a network.

Template - a message with a pre-designed format that is ready to be filled in with text and/or graphic elements. Templates are created using the Template Editor.

Template Creator – a default role in VBrick Digital Signage that only permits the user to create messages from templates. The Template Creator has no other content creation or management privileges within the system.

Template Editor – a component of VBrick Desktop that enables users to create templates for use in VBrick Digital Signage.

Ticker – text data that flows across a defined ticker block within a visual display (also called a Crawl).

Ticker List – a series of tickers that is scheduled for display within a ticker block according to a defined sequence and duration.

User – an individual who has access to the VBrick Digital Signage system.

VBrick Desktop– a client application that allows users to connect to the Content Manager using four tools: Free Form Editor, Template Editor, Display Layout Editor, and Media Importer.

VBrick Desktop Messenger – a client application that displays messages from assigned playlists on a client computer as a pop up message in the corner of the screen.

Video – an electronic file containing movie images that can be imported into VBrick Digital Signage for display in a content block.

Video Feed – a means of sending video data to VBrick Digital Signage for display in a layout through a combination of hardware and software components

Video Stream – a video stream overlay (VSO) in a display layout is a defined area on the display hardware that shows live or recorded video using a streaming media source such as a streaming server or a web-based URL that links to a video stream.

Index

.

.NET Framework 139, 153

.wmv 142

3

32-bit 137

6

64-bit 137

A

Account 194

activate licenses 149

Active Directory 23

Adapter 194

add-on 22

add a content block 63

add a custom role 192

add a hot spot 65

Add a Playlist 160

Add a Ticker 163

add a video stream 116

Administrator 194

Alarms 17, 39-40

Alert, Mass 32

Animated Backgrounds 142

animated layout backgrounds 62, 142

apply an animated layout background 62

Animated Layout Backgrounds 142

Animations 142

anti-virus software 144

apply an animated layout background 62

apply background audio 63

apply Layouts manually 43

Applying layouts manually 44

Applying Layouts Manually 75

Approval 110, 113, 119-120

Approve 113-114, 120

approve messages 112

Approving and Rearranging Messages 112

Archive folder 130

aspect ratio 24, 82, 91, 95, 97

Aspect ratio 17, 194

Aspect Ratio 24, 60

Aspect Ratios 131, 163-164

assign a playlist 64

assign a ticker 64

Assign Roles 188

Audio 194

Audio Files 110, 129

Auto-Updating Content 175

Auto-Updating Messages 90

Auto-Updating Tickers 106

Auto Recover 140-141

B

Background 194, 196

Background Library 110, 130-133

- Archive folder 130
- Aspect Ratios 131

Boot Schedule 165-166

branding 53

Bulletin 194, 196

C

Canceling Changes to a Message 52

Cancelling Changes to a Message 52

CEO® 144

Change Mode 34

Change Password 33

change the appearance of a Ticker 162

Changes to Aspect Ratio Drop-down Menus 164

Changes to Background Library 164

Channel Player 138, 194, 196

Channel Player Console 146

Channel Player Interface 146

Channel Player Layouts Screen 44, 71

Channel Player Settings 146

Channel Player Snapshots 166-167

Channel Player Status 29-30

Channel Player Status Pod 30

Channel Player Utility 149, 152, 154

Chrome 21

CollegeNET® 144

command prompt 147

communications 147

components of a display layout 17

Components of a Display Layout 24

Configuration 194

Configure 32, 35, 39-40

Configure Alarms 40

Configure Client Applications 35

Configure Device 149

Configure Launch Settings 73, 75

Configure System Options 157

configure the hot spot 66

Configuring Adapters 175

Configuring Adapters, Auto-Updating Content 175

News Plugin 175

Configuring Channel Player Settings 70

Configuring Hotspots 44

Configuring System Options 156

Configuring Users & Settings 155

Configuring Users and Settings

Course Outline 156

Prerequisites 155

connect to the Content Manager 43

Connect to the Content Manager 36, 44

Considerations for Template Creation 44, 53

Content 194

Content Approver 187, 193-194

Content Block 194

Content blocks 17, 25

Content Blocks 25

Content Creator 187, 194

Content Manager 148, 194-195

Content Manager Tools 148

Content Server 195

Content Services 138-139, 149, 152

Content Settings 156-157, 159, 162, 165-166, 168-169, 171-173

copy an existing layout 69

Copying a Message 51

Copying layouts 44

Copying Layouts 68

Course Objectives 16, 43, 80, 109

Course Outline 44, 81, 110, 156

Course Outline, Introduction to VBrick Digital Signage 17

Crawl 197

Crawlist Groups 105

Crawlists 105

Crawllist 195

Crawllist Groups 105

Create 32

Create a Free Form Message 44

Create a Message Template 44

Create Messages 81

Create Template 53, 55

Create Tickers 81

Create Users 188

Creating a Display Layout 58

Creating a Message Group 88

Creating and Editing Roles 156

Creating and Editing Users 156

Creating and Using Folders 121

Creating layouts 44

Creating Messages 47, 81-82, 86

Creating Tickers 103

D

Daily Events 125-126

Dashboard 138

data backups 135

Data Backups 136, 151

date & time 147

Date and Time Overlay 195

day-parting 85, 105

default timeline 79

Default Timeline 76

Default User Accounts 193

delete a display layout 69

delete a role 192

delete a user account 193

delete audio 129

delete graphic 127

Delete Messages 122

Delete Templates 124

delete video 128

Deleting Layouts 68

Deleting Message and Layout Backgrounds 133

Delphi® 144

Designating Template Users 56

Designing 53

Desktop Messenger 17, 37, 86, 138, 197

display 140, 142, 146-147, 154

Display 195

Display Layout Editor 35, 44-45, 58, 60, 72, 195

Display Layouts 43, 68

Display Period 85, 105

Display Resolution 24, 60

DNS Name 143

download/run option 22

E

E-mail 168, 171, 188

Edit a Free Form Message 44

Edit a Message Template 44

edit layout schedule 79

Edit Messages 122

Editing an Existing Template 57

Editing Messages 50

Editing, Scheduling, and Deleting Messages 122

Editor 195

EMS® 144

Enable Full Screen Kiosking 72

Enable full screen kiosking, custom application 74

Enable full screen kiosking, web portal 67, 72-73

Enter Group Padding 96

Error Logs 17, 41-42

Error Reporting Notification 140

Event Management 172, 178-179

Event Messages 172

Event Schedule Message 81, 93-95, 97

Events 110, 125-126

    Rooms 125

F

Firefox 21-22

Firewall 145

firmware 147

firmware update 147

Flash 140, 195

Floating Date and Time 65

Folders

    Creating and Using Folders 121

Font 142

Format Text Sections 96, 101

Formatting a News Message 99

Format Text Sections 101

Name Your Group 100

Select Aspect Ratio 100

Select Audio 100

Select Background Folder 100

Formatting an Event Schedule Message 95

Enter Group Padding 96

Format Text Sections 96

Name Your Group 95

Select Aspect Ratio 95

Select Audio 96

Select Background Folder 95

Select Message Pacing 96

Text for NO EVENTS 96

Free Form Editor 35, 43-45, 47, 50, 195

Free Form Message 46, 86

Free Form messages 43

Full-Screen Kiosking 143

full screen kiosking 72, 74

Full Screen Kiosking 72

G

Glossary of Key Terms 194

Graphic Files 110, 126

Graphic Link Message 81, 90, 92

Graphics 55, 195

Groups 163

- Playlist Groups 163
- Ticker List Groups 163

H

hardware 135, 137, 149

Hardware 136-137, 144-145

Hardware Components 137

- Content Manager 137

Hardware Recommendations 137

Help 31

Help Button 17

Home Screen 16-17, 29

hot spot 72

Hot spots

- add a hot spot 65
- configure the hot spot 66

Hot Spots 17, 26, 65, 74-75, 143

Hotspot 195

How VBrick Digital Signage Works 17, 19

I

IE Tab 21, 139

IE Tab extension 21

IIS 139, 144, 153

Import 22-23, 32, 138, 195

import audio 43

import files 82

import image 43

import video 43

Importing a file to create a message 45, 82

Importing Content 45, 81-82

Importing Message and Layout Backgrounds 132

Information 31

Information Button 29, 31-32

Insert or Copy Message 57

Install and Configure Desktop Clients 35

Install Client Applications 17, 35

install VBrick Desktop 36

installation 138-140, 143

Internet Explorer 21

Internet Explorer Compatibility View 21

Internet Information Services 139

Introduction to VBrick Digital Signage 15, 43, 80, 109, 135, 155

Intrusion Policy 156, 186

Intrusion Rules 184

IP Address 143

K

Kiosking 27, 195

L

Layout 195

Layout Background 195

Layout Backgrounds 17, 24, 61

Layout Name 60

Layout Schedule 76

Layout Schedule Screen 78

Layout Summary 60

license keys 149

License Manager 149

Live Stream 115

Lock Property 55

Login 28

Login Screen 17, 28

logout 147

M

maintenance 135, 148

maintenancemode 147

make a playlist public 160

Manage 32

Managing Background Folders 130

Managing Content 109-110, 119

Managing Users 193

Default User Accounts 193

Mass Alert Notification 32-34

Media 196

Media Files 45

Media Importer 35, 43-46, 126, 128, 132, 196

Media Player 22, 135, 140-142, 144, 147-149, 154

Meeting Minder 196

Message 47, 51-52, 81-82, 86-90, 92-97, 99, 101-102, 106, 196

Message and Layout Backgrounds 131-133

Message Background 194, 196

Message from Template 86, 89-90

Message Templates 43, 53, 57

Messages 17, 20, 29-30, 32

Messages Playing Today 29-30

Messages Playing Today Pod 30

Microsoft Silverlight 22-23

Microsoft® Exchange 144

Mode 17, 34-35

modify a user account 193

modify an existing layout 68

Modifying and Adding Aspect Ratios 164

Modifying and deleting layouts 44

Modifying and Deleting Users 193

delete a user account 193

modify a user account 193

Modifying Default Roles 191

add a custom role 192

delete a role 192

Modifying Layouts 68

Modifying Text 88

Modifying, Copying, and Deleting Display Layouts

copy an existing layout 69

delete a display layout 69

modify an existing layout 68

move a content block 63

My Content 110, 120-121, 123, 134

Folders 121

My Templates 110, 124

My Tickers 110, 123, 134

N

Name Your Group 94-95, 99-100

Navigation Menu 29, 32-38, 40-42

Net BIOS 143

network 135, 143-144

Network 136-137, 143, 196

Network Requirements

Static Identification 143

New Account Rules 185

News 172, 175-177

News Message 81, 99, 101-102

News Plugin 172

RSS Feeds 177

News Ticker 81, 103, 107-108

Not Approved 111

Now Playing 29, 32, 109-112, 114, 116-118

O

OpenType 142

Optional Features 144

Overlay 196

Overlays 17, 26

override timeline 79

P

Pace 84

Password 17, 28, 33-34

Password Rules 182-183

Permissions 196

Place Hot Spots 74-75

play 140-142, 148

Play Modes 168

Play Rotation 196

play! 146-147

Playback Tracking 168

player snapshots 118

Player Snapshots 29, 31, 110, 118

Player Snapshots Pod 31

Playlist 196

Playlist Groups 86

Playlist Information 29

Playlist Information Pod 29

Playlist Names 157

playlists 138

Playlists 17, 20, 24, 29, 85, 110-112, 114, 157, 159, 161, 163, 189

- Add a Playlist 160

Plugin 196

Plugins 171-173

Pod 29-31

Policy 196

Powerpoint 140

PowerPoint 140-141

Auto Recover 141

PowerPoint Message 113

Powerpoint® 141

Prerequisites 15, 43, 80, 109

preview audio 129

Preview PowerPoint Message 113

preview video 128

Privileges 156, 187, 191-192

Public Playlists 159

Publishers 86, 110, 117

Purge Unused Events 175

Q

QuickTime 22, 140, 154

R

Regenerate Messages 172-173

Release Notes 152

Remove from Schedule 113-114

rename a playlist 159

rename a Ticker List 162

Required Ports 143

requirements 135, 137

Requirements 136-137, 143

resize a content block 63

resolution 17, 24

Role 197

Roles 156, 187-188, 191, 193

Room Sign 196-197

Rooms 125

RSS feed 197

RSS Feeds 177

S

Sample System Diagram 19

Saving Changes to a Message 52

Saving or Cancelling Changes 52

Schedule 32, 52, 80-81, 84, 93-95, 97, 104, 109-110, 112-114, 117, 122, 125, 134

- Display Period 85
- Playlists 85
- Publishers 86

schedule a message 122, 134

schedule for a message 112

schedule layouts 43

Schedule Messages 122

Scheduling a Graphic Link Message 92

Scheduling a Message from Template 90

Scheduling a News Message 102

Scheduling a News Ticker 108

Scheduling a Simple Message 89

Scheduling a Ticker 108

Display Period 105

Show Duration 104

Scheduling a Ticker in VBrick Digital Signage 107

Schedule 104

Scheduling a Weather Message 99

Scheduling a Weather Ticker 107

Scheduling a Web Page Message 93

Scheduling an Event Schedule Message 97

Scheduling Free Form Messages 50

Scheduling layouts 44

Scheduling Layouts 76

Scheduling Messages 83, 89-90, 92-93, 97, 99, 102

Pace 84

Schedule 84-86

Show Duration 84

Title 84

Scheduling Tickers 81

Screensaver 38-39

security 147

Security 138, 144, 156, 182-185, 188, 191, 193

Security Policy

Intrusion Rules 184

Password Rules 182

Strong Password Rules 183

Security Settings 156

Select Aspect Ratio 95, 100

Select Audio 87, 96, 98, 100

Select Background Folder 87, 91, 95, 98, 100

Select Message Pacing 96

Settings 155-157, 159, 162-163, 165-174, 177, 188, 190

Show Duration 84-85, 104

Signage Player 137

Silverlight 138-139

Simple Content Management 20

Simple Message 86-87, 89

SMTP (Outgoing E-mail) 168

software 135, 137-138, 144, 148-149, 152, 154

Software 135-137, 140, 149, 152, 154

Software Components 136-137

Supported Operating Systems 137

Software Update 152

software updates 149, 152

sort the player snapshots 118

sound 146

SQL Server 139

SQL Server 2008 139

SQL Server Database Engine 139

statistics 147

Status 17, 29-30, 40-41

Status Button 17

Status Reports 40

Statuses 125-126

Stored Stream 116

Streaming Video Overlay 65

Streaming Window 197

Streams 110, 115-116, 120

Strong Password Rules 183

Supported Browsers 21

- Chrome 21
- Firefox 22
- Internet Explorer Compatibility View 21

Supported Live Stream URL Formats 115

Supported Operating Systems 137

Supported Stored Stream URL Formats 116

System 197

System Administration 135

System Administrator 187, 191, 193

System Configuration Report 41

System Overview 18

System Security 156, 182

Intrusion Policy 186

New Account Rules 185

Security 182

System Tools 16-17, 32-38, 40-42

T

TCP 143-144

Technical Support 194

Template 197

Template Creator 197

Template Editor 35, 44-45, 53, 56-57, 197

Template User 187

Terminology 17

Text Adapter 144

Text and Template Settings 169-170

default background 169

Text for NO EVENTS 96

Text Ticker 81, 103

Ticker 81, 103, 106-108, 197

Ticker List 161, 195, 197

Ticker Lists 17

Ticker Names 161

Tickers 17, 20, 81, 103, 105-108, 110, 114, 123, 134, 161-163, 190

Add a Ticker 163

timeout 73, 75

Title 84, 87, 96, 101

Transitions Enabled 61

troubleshooting 135, 149

TrueType 142

Types 125

U

update a player snapshot 118

upload a new graphic image 127

upload a new video 128

upload audio 129

upload graphic and/or video files 45

Use Animated Wallpaper 62

User 197

Users 155-156, 187-188, 193

Users, Roles and Privileges

Content Approver 187

Content Creator 187

Managing Users 193

Modifying Default Roles 191

System Administrator 187

Template User 187

V

VBrick Desktop 17, 35-37, 44-47, 50, 57, 61, 126, 138, 197

VBrick Desktop Messenger 37

VBrick Desktop Messenger | VBrick.PrintOnly,VBrick.ScreenOnly | VBrick-.PrintOnly,VBrick.ScreenOnly [34] 35

VBrick Digital Signage Tools 86

Video 197

Video Feed 197

Video Feed Overlay 25, 64

Video Files 110, 128-129

video stream 116

Video Stream 198

Video Streams 115

Live Stream 115

Stored Stream 116

Supported Stored Stream URL Formats 116

view content scheduled to a publisher 117

view the scheduling of a video stream 116

Viewing Layouts 72

W

Wallpaper Folder and Layout backgrounds 61

Weather 173-174, 179-180

Weather Adapter 179-180

Weather Message 81, 97, 99, 106

Weather Ticker 81, 103, 106-107

Web Page Message 81, 92-93, 138

Web Tools 81, 86

Welcome Screen 23

Welcome to Content Creation Training 80

Welcome to Introduction to VBrick Digital Signage 16

Welcome to Managing Content Training 109

Welcome to VBrick Desktop Training 43

Welcome to VBrick Digital Signage Training 15

Who should attend? 43

Who Should Attend? 80, 109

Windows 138-140, 142, 145-148, 153

Windows 7 140, 153

Windows Media Player 22

Windows Media Video 142

Windows Updates 145

Windows user account 139, 145-146

VBrick Systems, Inc.
2121 Cooperative Way Ste. 100
Herndon, VA 20171, USA