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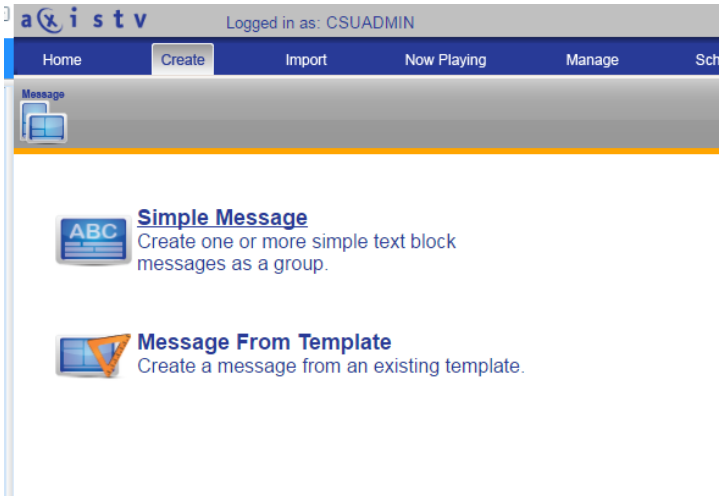
Sign In

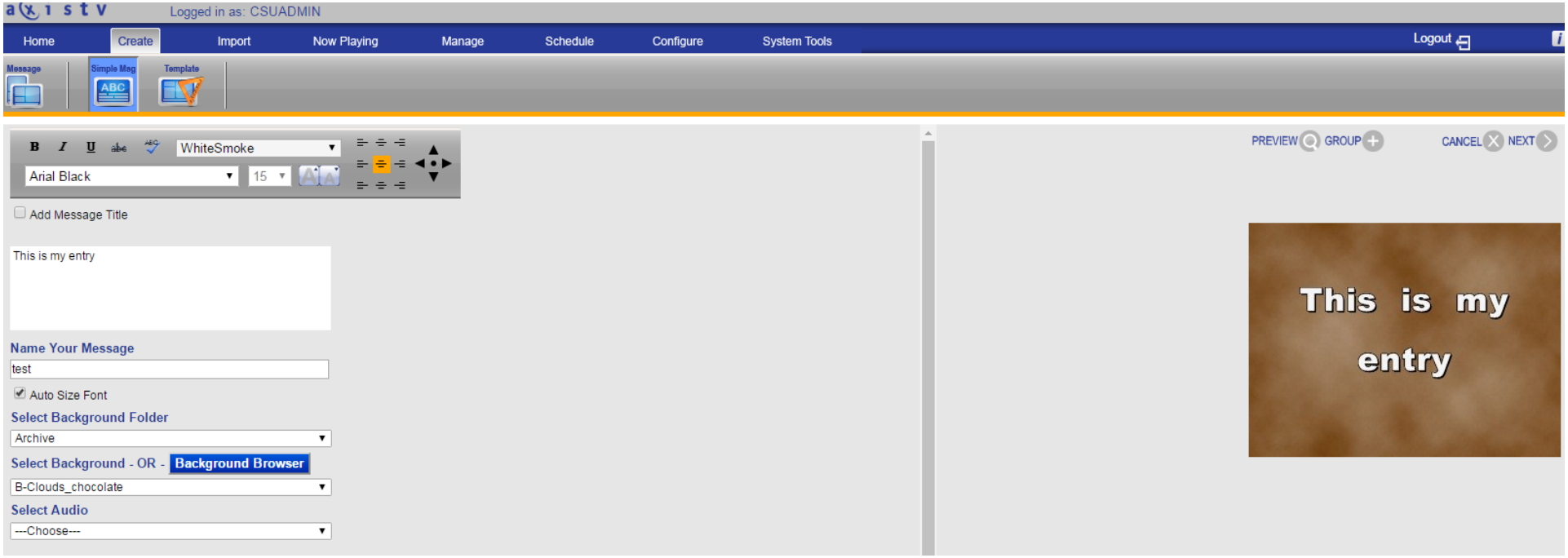
To sign into the Visix system, you must be listed within it security listing. Once you receive confirmation that you have been added into security, sign in using your CSU Campusnet credentials at *http://visix-vm.csuohio.edu*. Access is available on campus only. When you sign in, your name will not be listed, but the security group of which you are a member will be listed.

Post a simple message using system supplied backgrounds

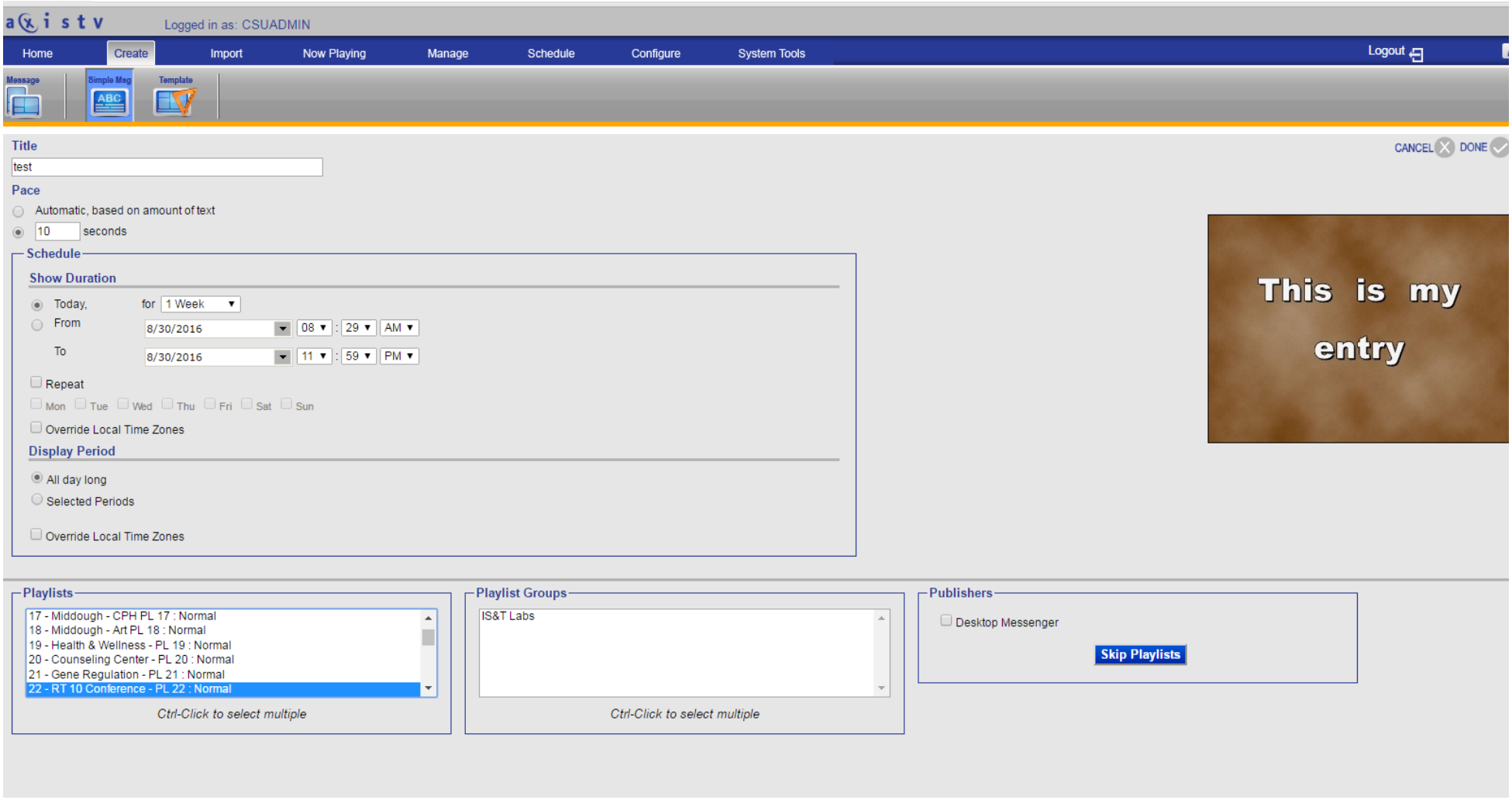
To post simple text messages using the background offered with the system, select “Create” and then “Message”. From the screen select “Simple Message”.



Enter the text of the message to display; the font and location of the text can be altered (uncheck “auto size font”) in addition to the background. To change the background, select the folder from the list “Select Background Folder” and then the actual background from “Select Background”. You must enter information in the field titled “Name your message”. To preview how the posting will appear as you make changes, select “Preview”. Once everything is as you want it to be, select “Next”

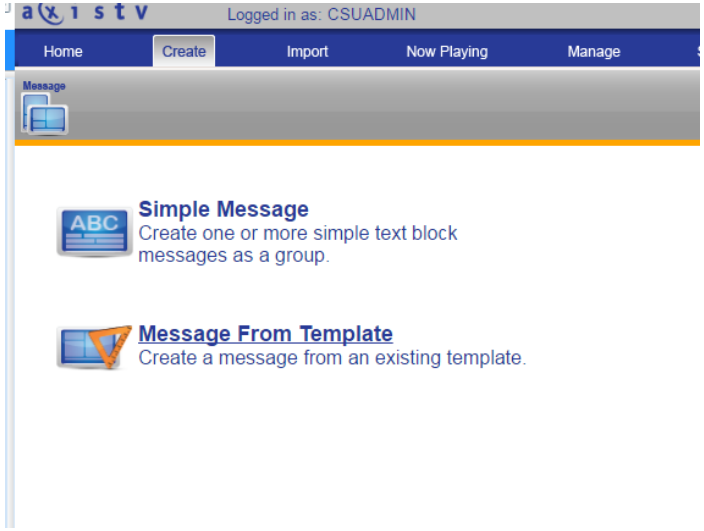


You must now schedule to posting onto the correct channel player. Under “Pace”, it is recommended to set the pace to a minimum of 10 seconds. Under “Schedule” select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of “Playlists”. Hold “Ctrl” while selecting the players to select more than one player. Once all settings have been defined, select “Done”, and the item is now scheduled to display.

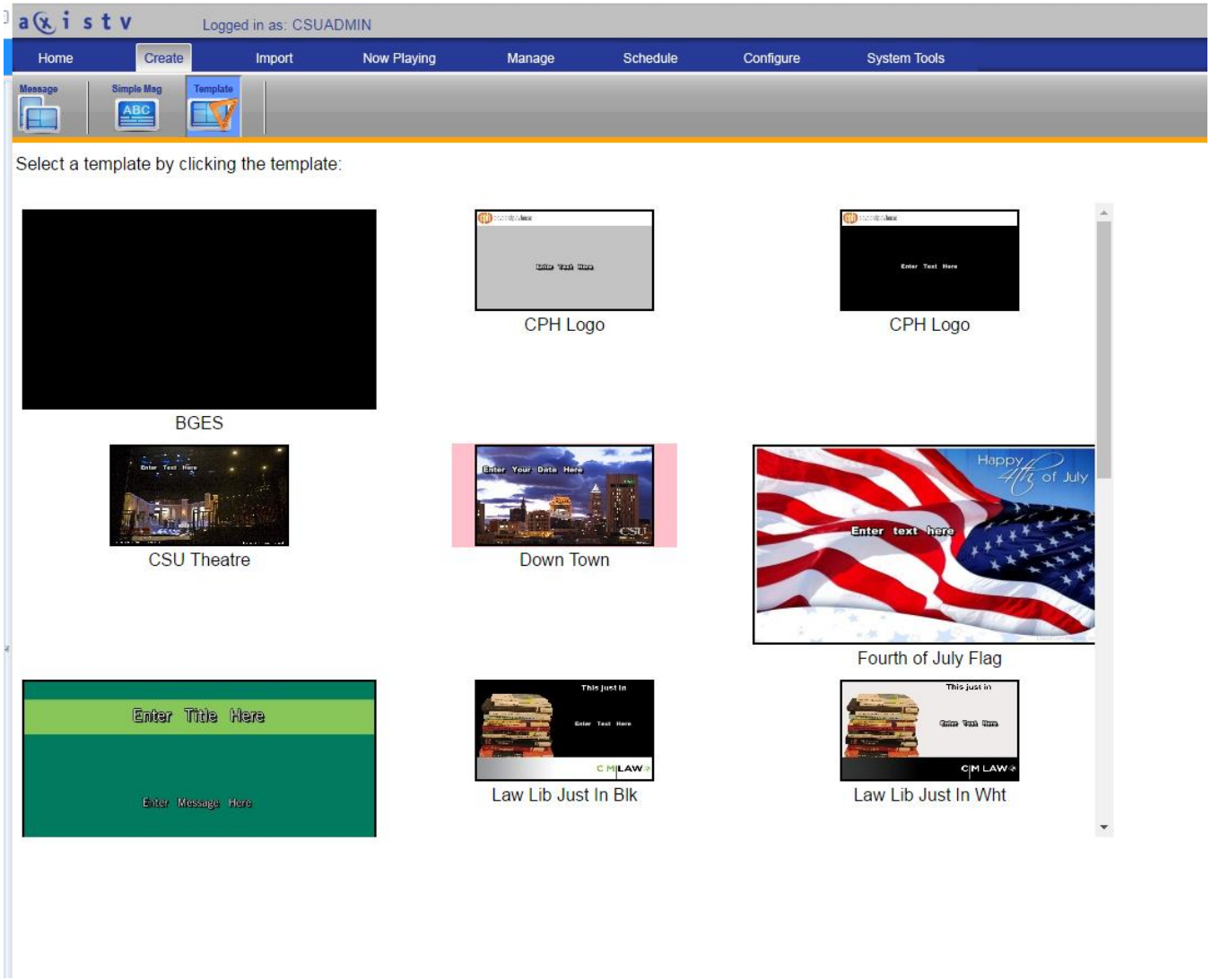


Post a message using a custom template

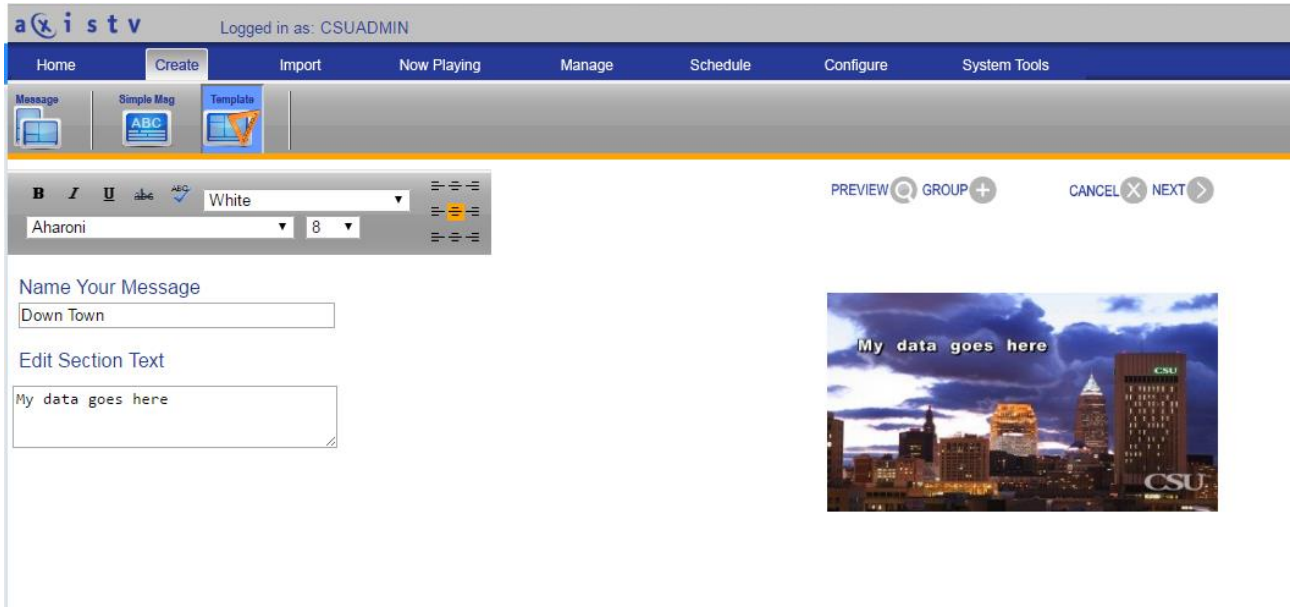
Custom templates can be created and made available for general use by the administrator. To select a custom template for use as a background, select “Create” and then “Message”. From the screen select “Message from template”



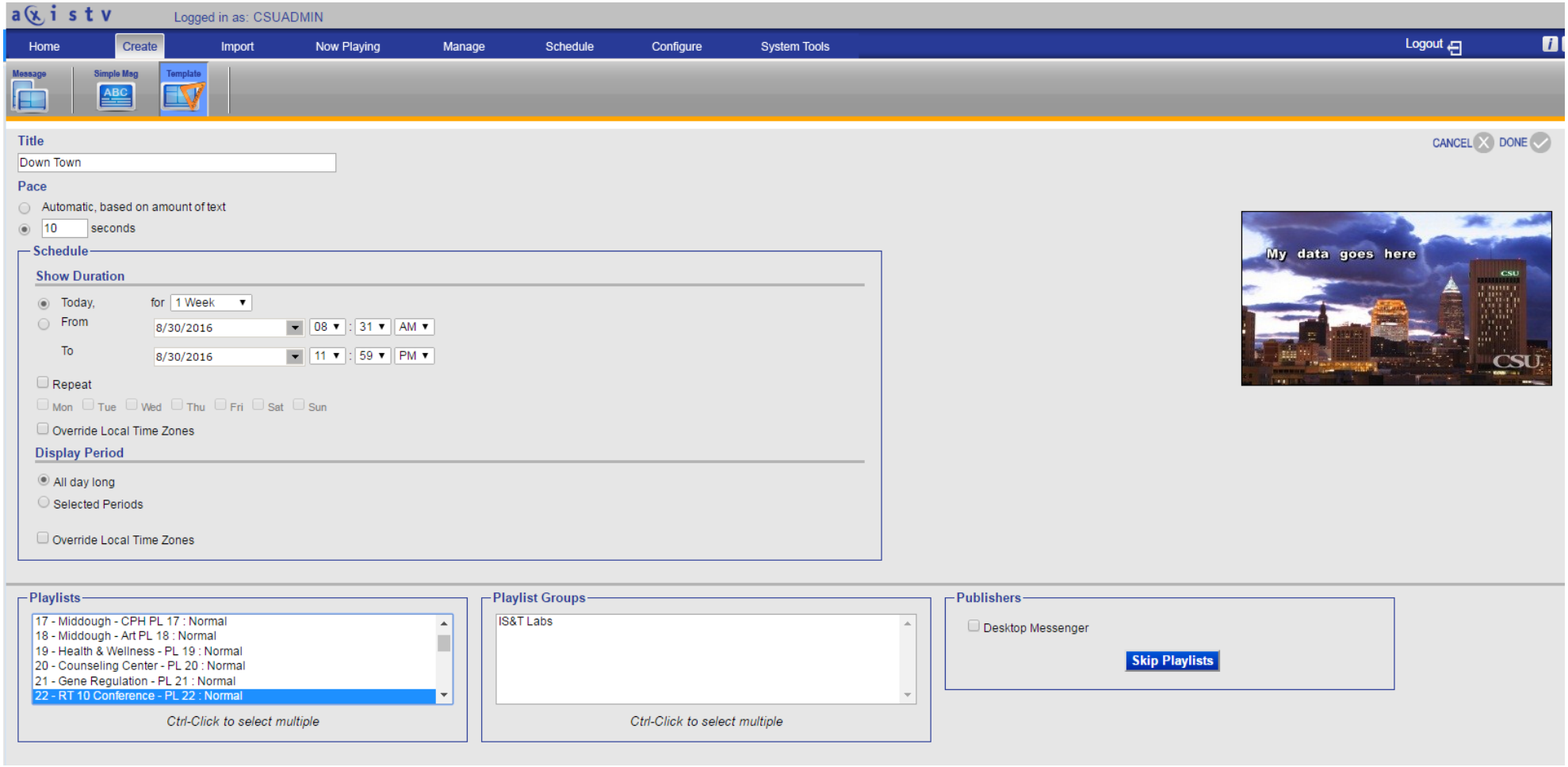
A list of available templates will be listed, select the one desired



Enter the text of the message to be displayed, and change the font if desired, along with the location of the text as it is displayed in the available area. Note: many templates limit the area on the display where the text may be displayed, as such, you may be limited as to how much information will be posted and the size of the font used. To view your changes, select “Preview”. Once the information is as you desire, select “Next”

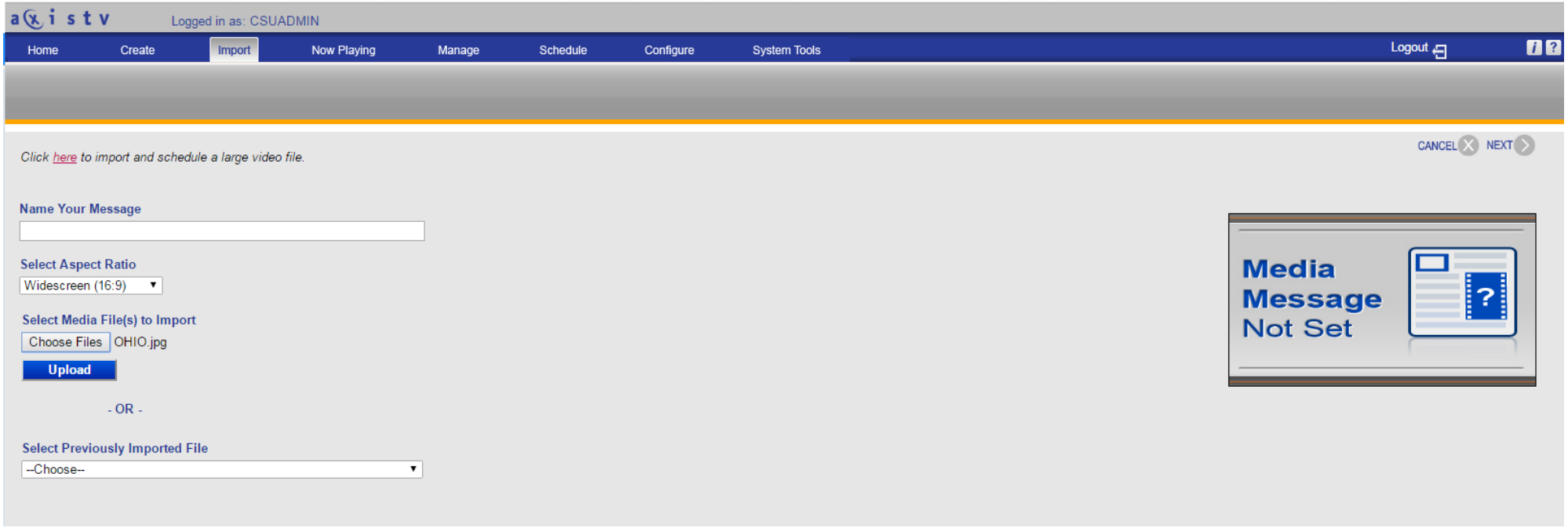


You must now schedule to posting onto the correct channel player. Under “Pace”, it is recommended to set the pace to a minimum of 10 seconds. Under “Schedule” select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of “Playlists”. Hold “Ctrl” while selecting the players to select more than one player. Once all settings have been defined, select “Done”, and the item is now scheduled to display.

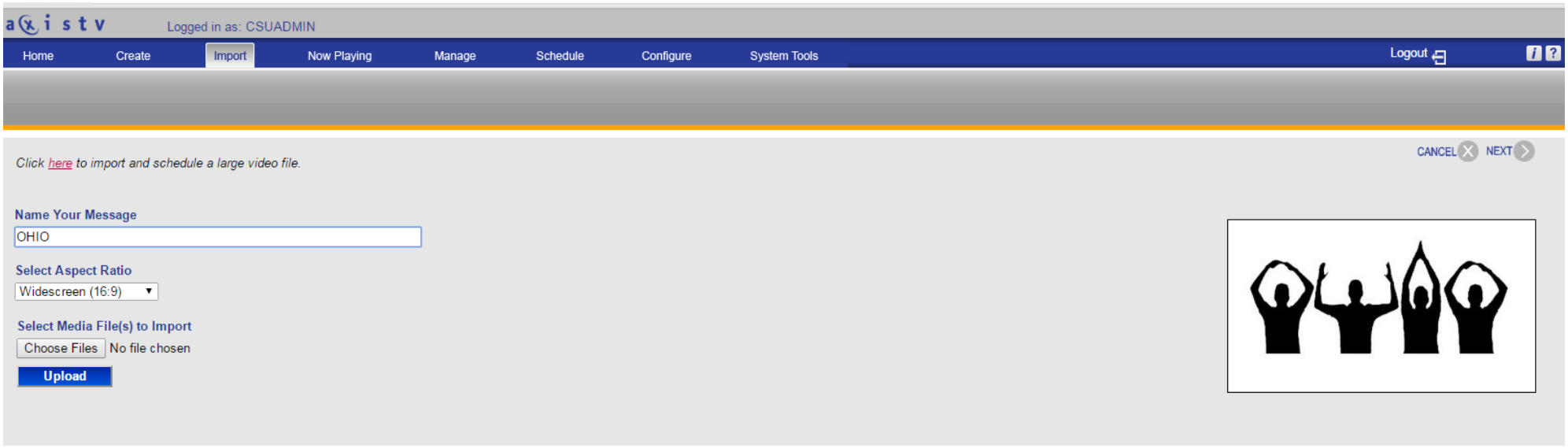


Import graphics to be displayed

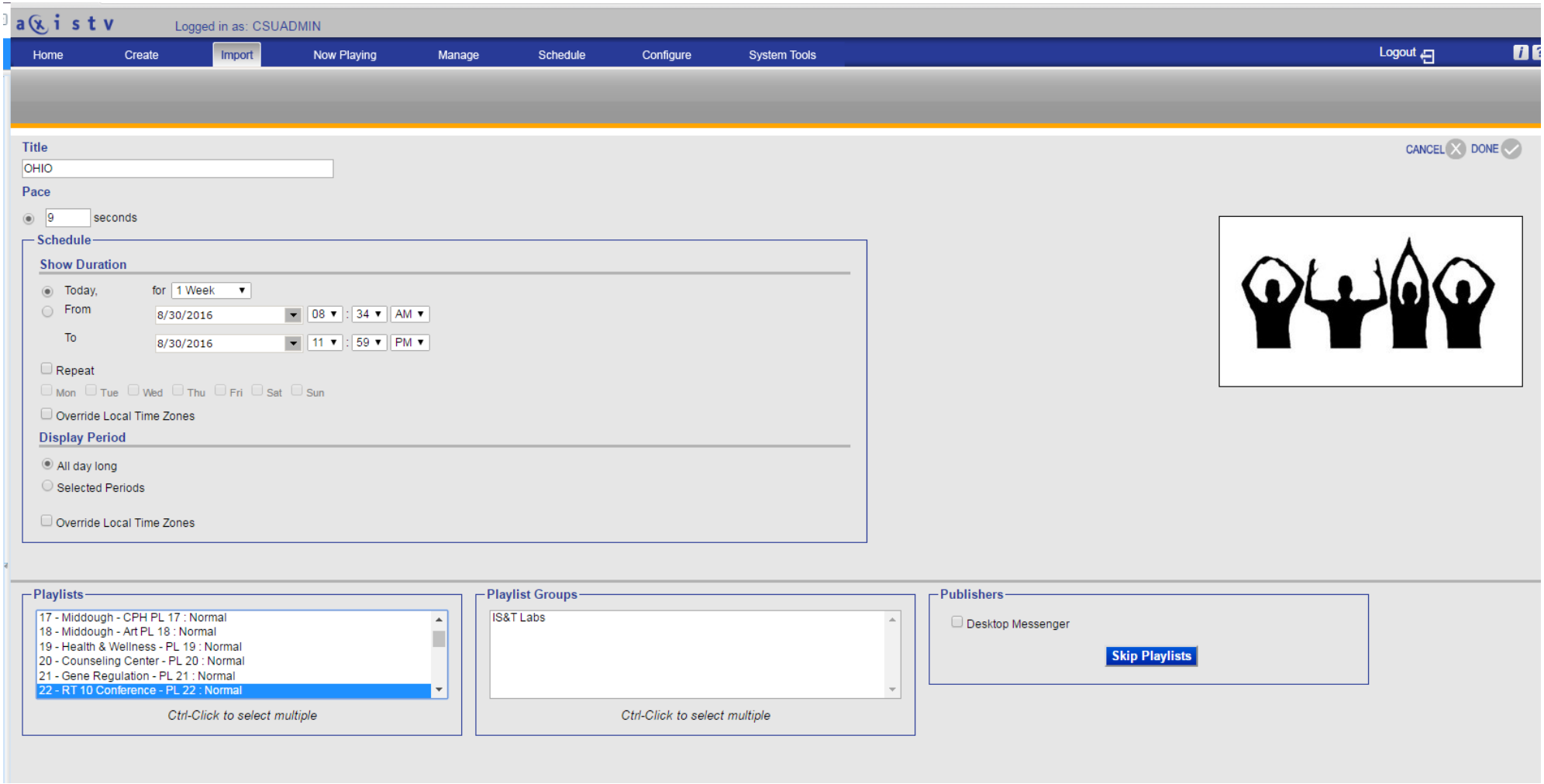
To import graphics that have been created, and will require no additional text on the item, select “Import”. Select the screen aspect ratio from the field titled “Select Aspect Ratio”. The options we use are “Portrait (9:16)” or “Widescreen (16:9)”. Select “Choose files” and select the item to be imported from the desktop. Select “Upload”



The field “Name your message” will be populated with the file name. If you wish, you may change this information. The graphic will display on the right side of the screen, if everything is as your desire, select “Next”



You must now schedule to posting onto the correct channel player. Under “Pace”, it is recommended to set the pace to a minimum of 10 seconds. Under “Schedule” select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of “Playlists”. Hold “Ctrl” while selecting the players to select more than one player. Once all settings have been defined, select “Done”, and the item is now scheduled to display.



Supported Formats for Imported Graphics

The following formats are supported for imported content:

Picture formats:

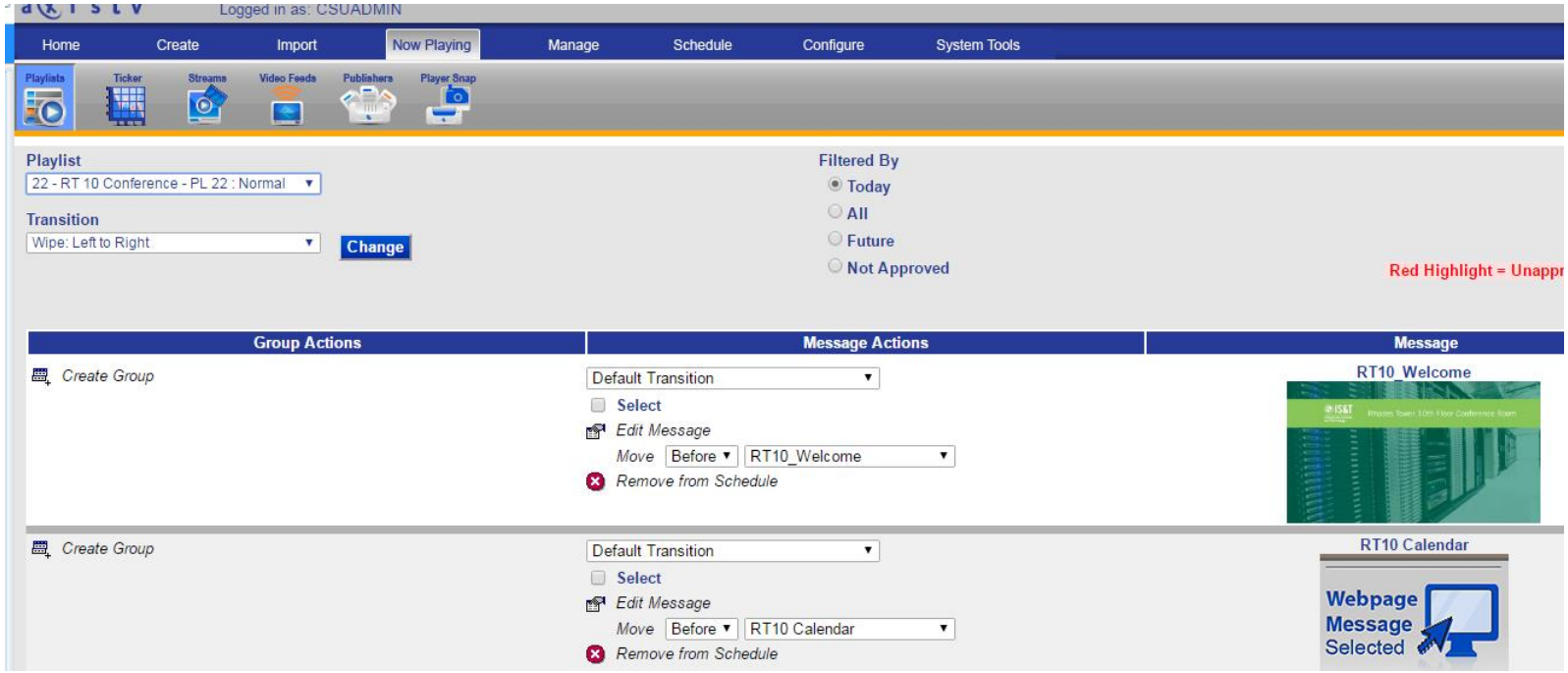
*.BMP, *.EMF, *.EPS, *.EXIF, *.GIF, *.ICO, *.JPG, *.JPEG, *.PNG, *.PSD, *.TIF, *.TIFF, and *.WMF

Video formats:

*.ASF, *.AVI, *.MPEG, *.MPG, *.MOV, *.SWF, *.MP4, *.M4V, and *.WMV

Check what is scheduled to display on an individual player

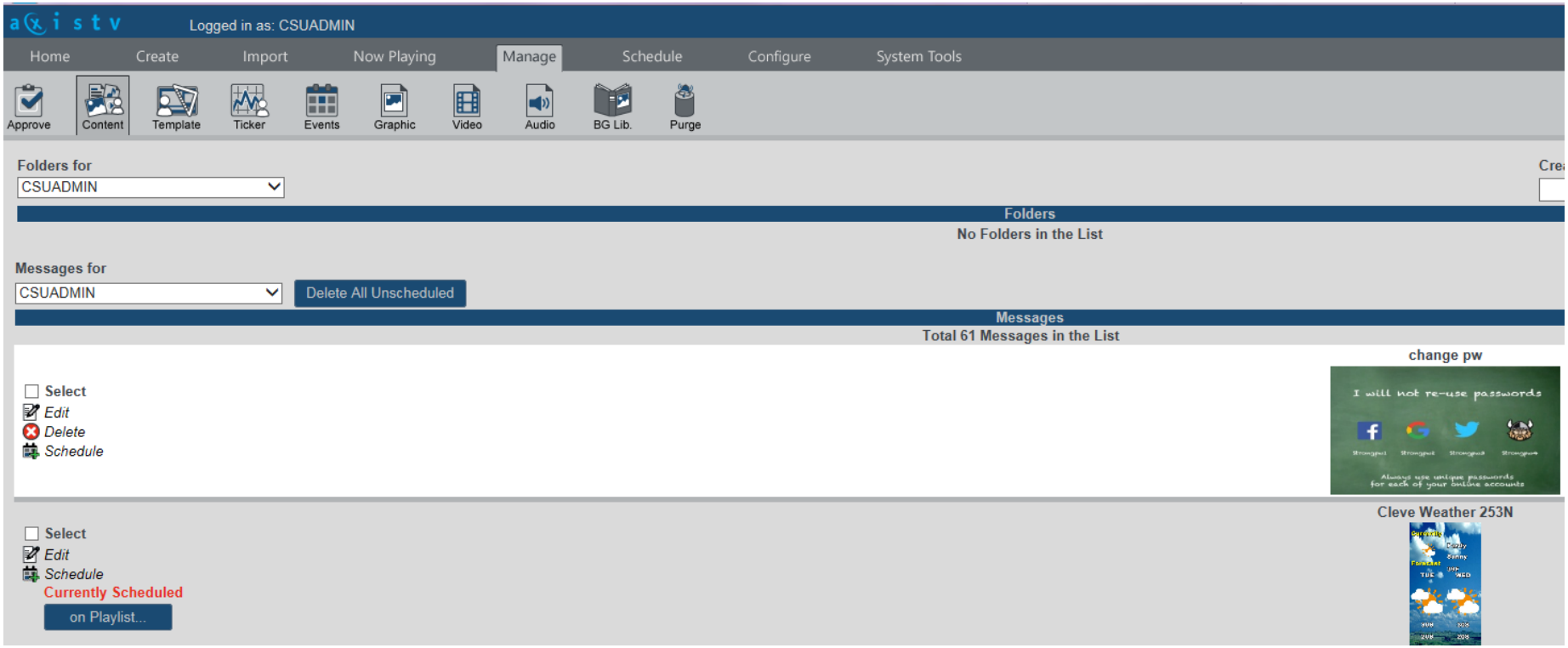
To check what is scheduled to display on an individual channel player, and manage the material is needed, select “Now Playing” and then “Playlists”. Once at the location, under the field titled “Playlist” select the channel player to be checked. The transition can be changed, individual items can be moved to display in a different order, or removed from the schedule. Note, when an item is removed from schedule, it is not delete, it is simply no longer scheduled for display.



Managing current and past postings

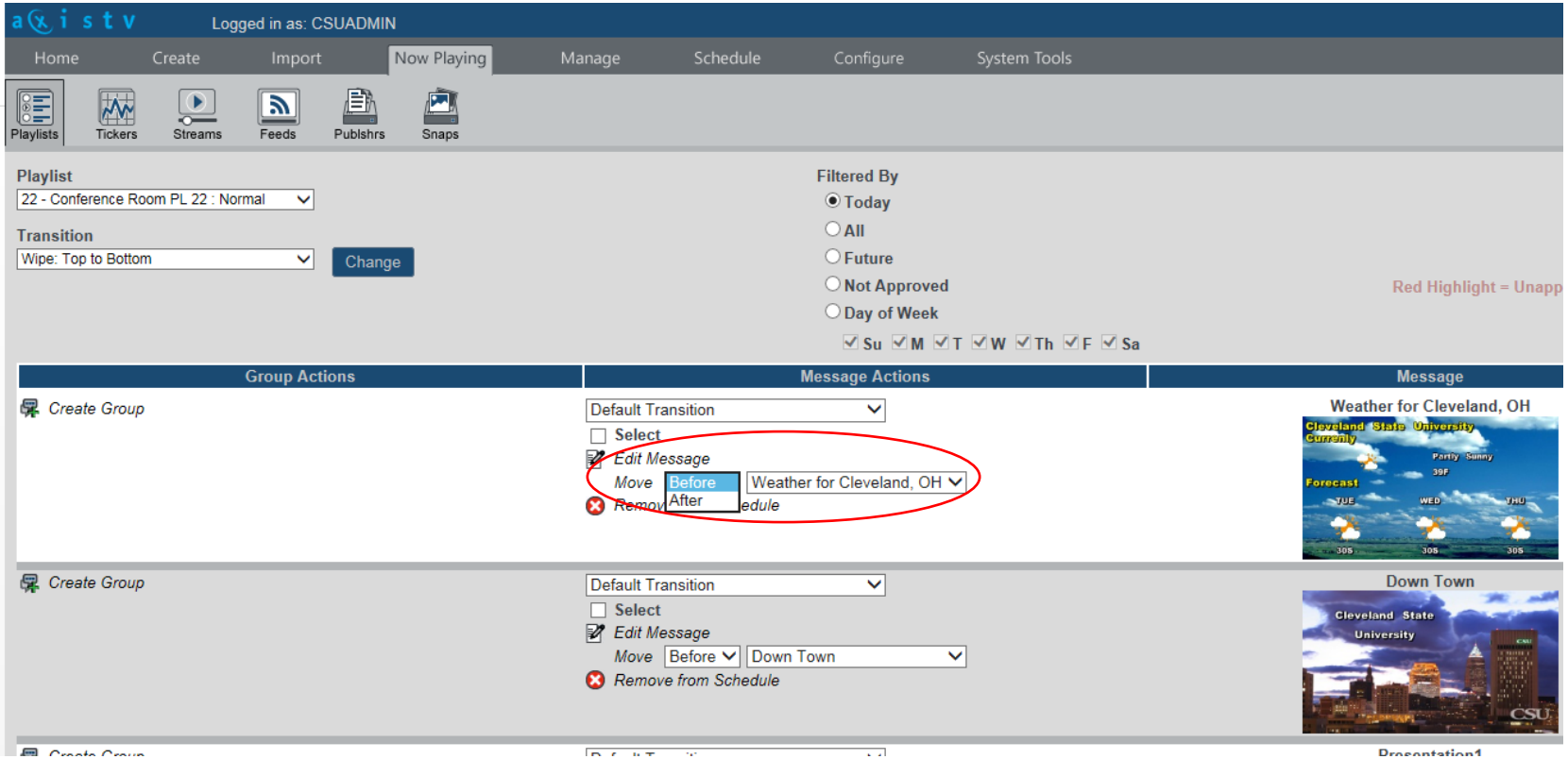
To manage current and past postings, select “Manage” and then “Content”. In the field titled “Messages for” select the group in which you are a member (this can be located by referring to “logged in as” located at the top of the view). Once opened any item ever posted by a member of the group will be listed, currently scheduled or not currently scheduled.

- If an item is currently scheduled to display, it will list it as such and a button will be listed titled “on Playlist” – this button will list on what device the posting is currently scheduled to play on. To un-schedule an item from a particular display, after selecting “on Playlist”, select the location and then select the option “unschedule”. If an item is not currently scheduled to play, it will not list any of the above options.
- To reschedule an item to display, that is not currently scheduled, locate the item and select “schedule” the scheduling options will appear, simply complete as you normally would for a new posting.
- To change the test on a posting, locate the posting and select the option “edit”. Update the text and save the posting.
- To delete an individual item, locate the item to be deleted and select the option “delete”. To delete all items currently not scheduled, select “Delete All Unscheduled” locate at top. Once an item is deleted it cannot be recovered.



Re-order postings

To control the order of postings after they have been scheduled, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. Locate the item to move, and expand the options next to “Move” and move the item before or after a listed posting by select the options in either of the drop boxes listed.



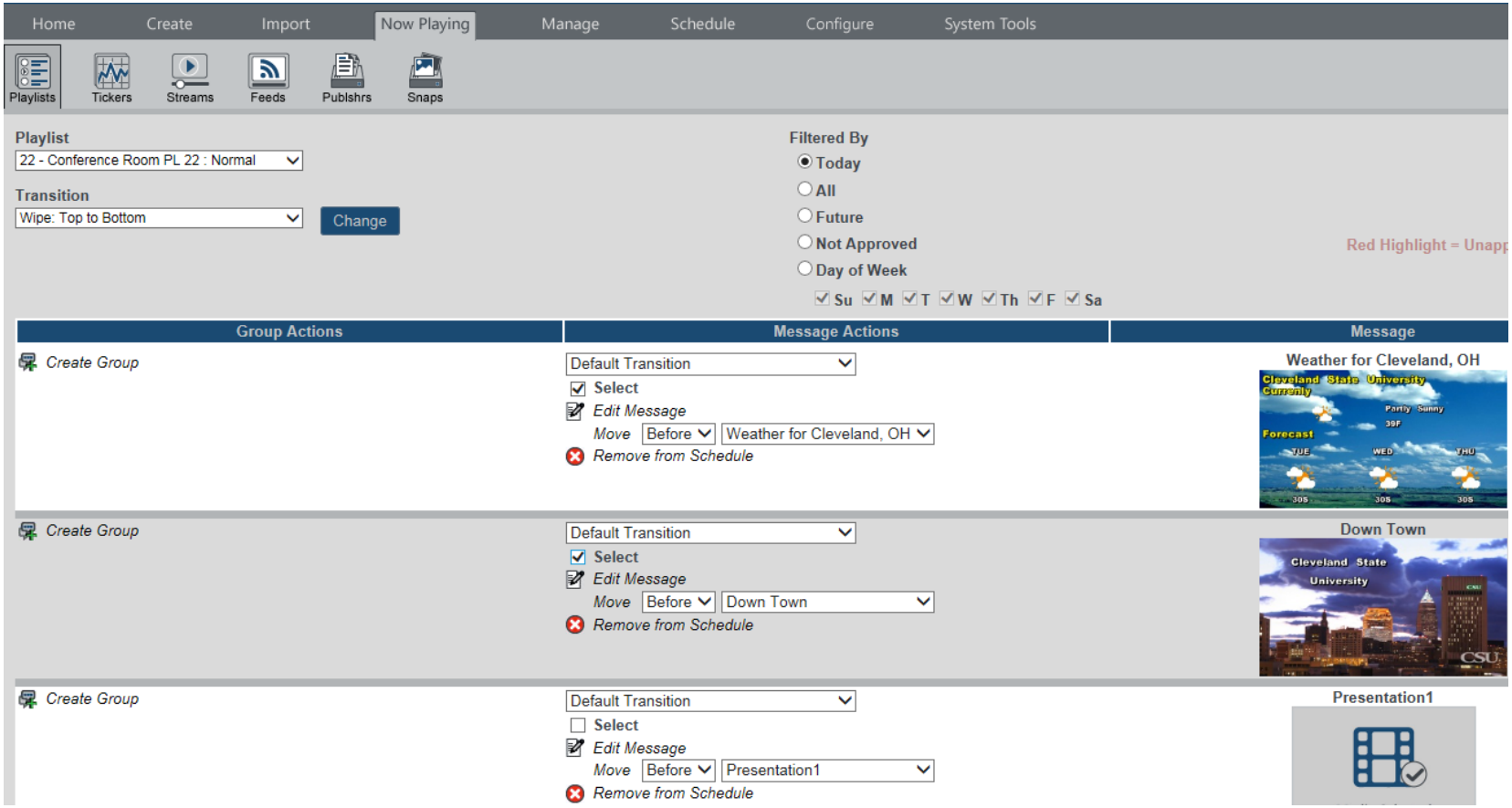
Create a group / move a posting into a group

You can group similar postings on a list so that they display in a particular order and follow the same schedule. For example, normally you schedule a posting to display for 10 seconds. In this case, you have 3 postings that need to display in a particular order and each one needs to display for 30 seconds. Go to "Now Playing" and then "Playlists". Select the playlist where the items are currently scheduled.

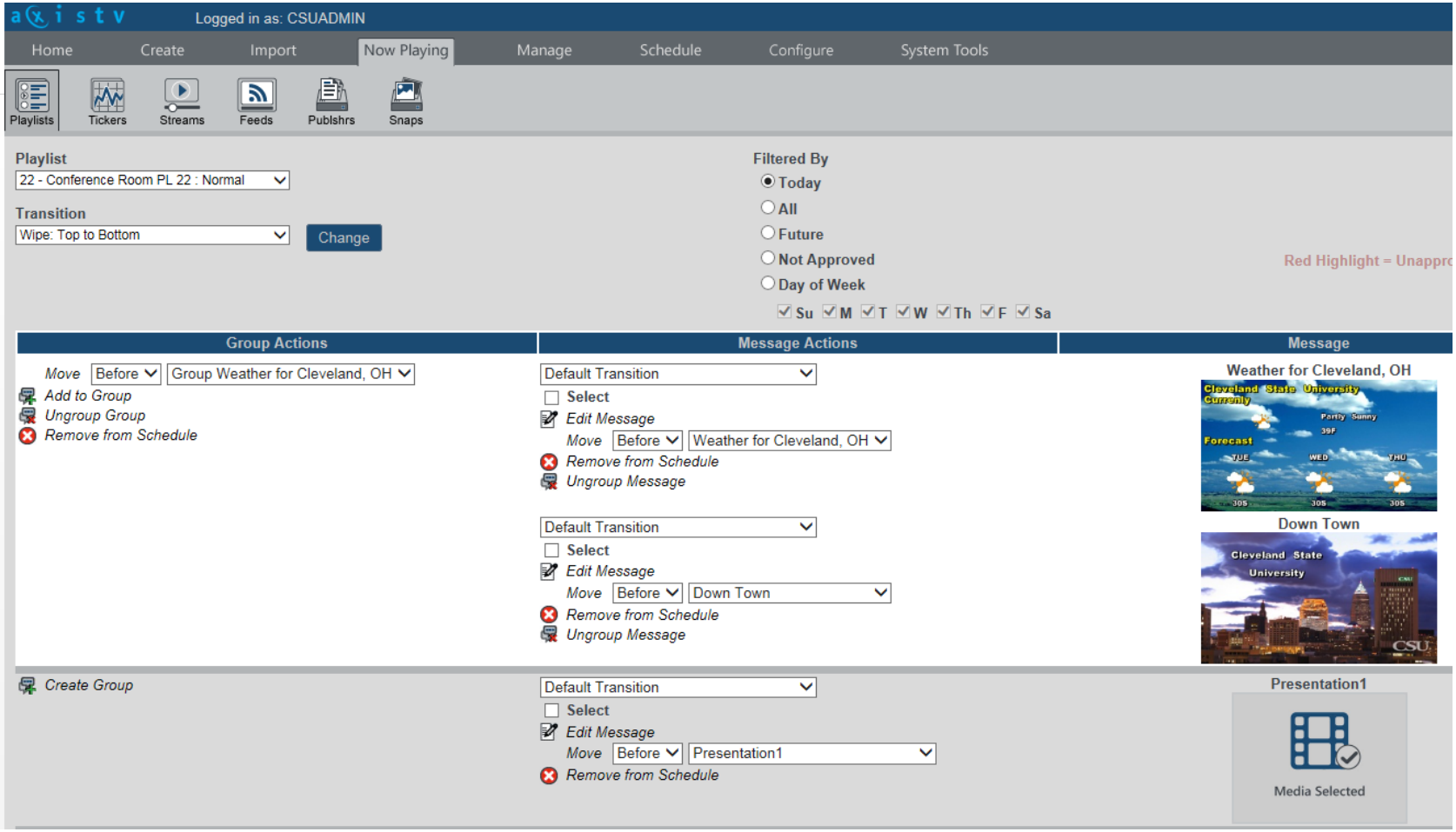
First put the items, that are to be grouped, into the order you wish them to appear (refer to previous step to re-order an item).

Next check the box titled "select" for all of the items to be grouped together. In the example below there are two items checked, they will be grouped together in the order they are displayed.

Select the option "Create Group"

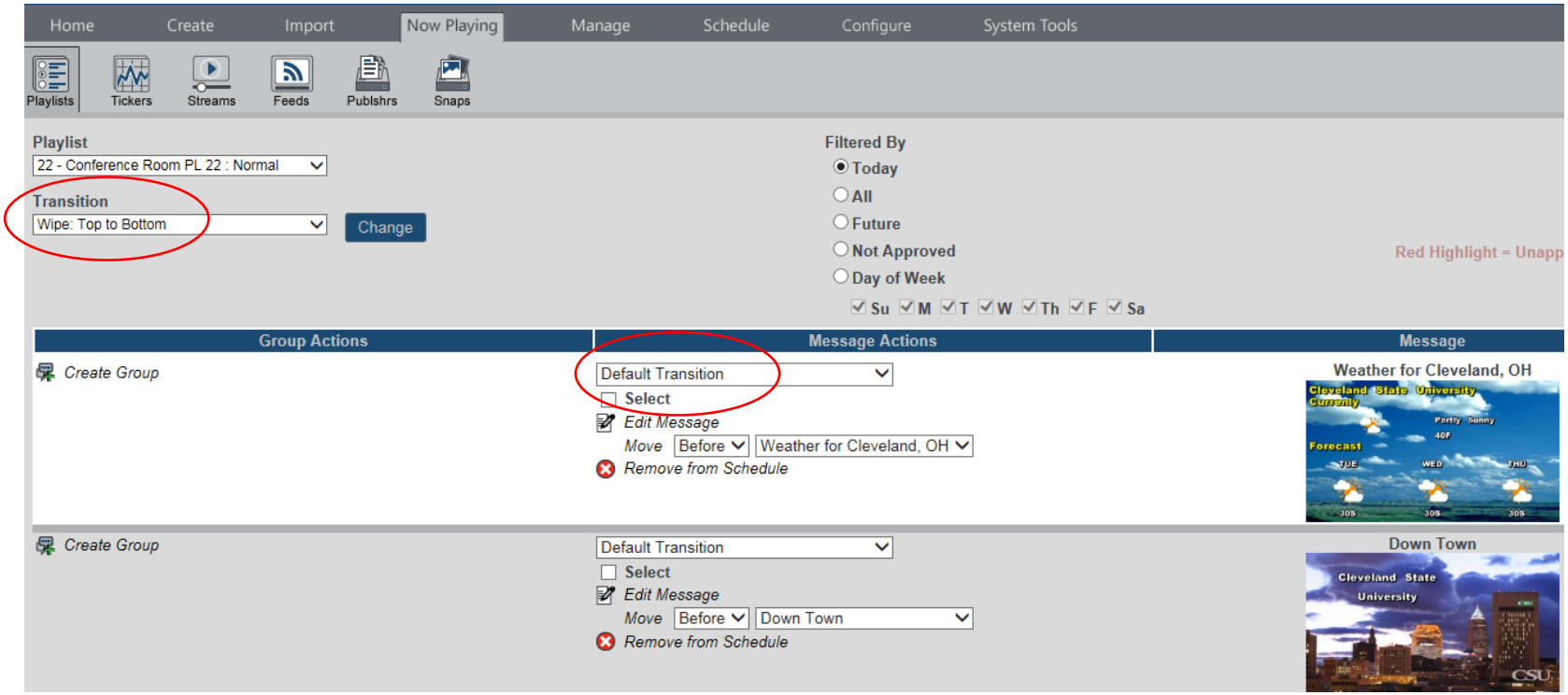


Once the items are grouped, it will appear as below. You can add additional material to the group by selecting the item to be added (check the select box for that particular item) and then select “Add to group” on the group that the item is to be added into. To ungroup an individual item select “ungroup message” to ungroup the entire group, thus eliminating the group, select “Ungroup group”. Ungrouping will not unscheduled or delete postings.



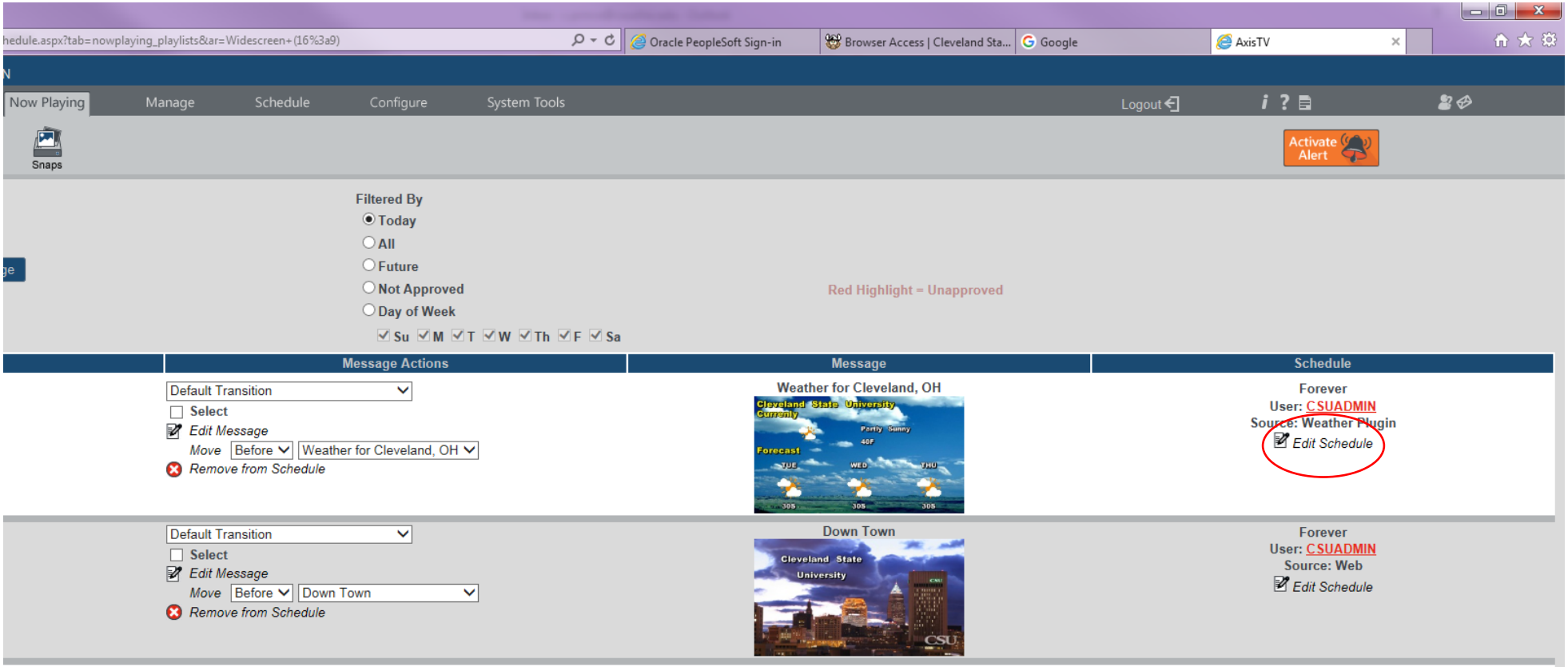
Transition

Transition is what occurs on the screen when the system changes from one posting to another. You can set it to be the same for all postings, by setting the transition listed under "Playlist", or you can set it on individual items. Simply expand the drop down and select how the system is to transition from one posting to another. When an individual item is set to "Default Transition" it will use that as set for the playlist.



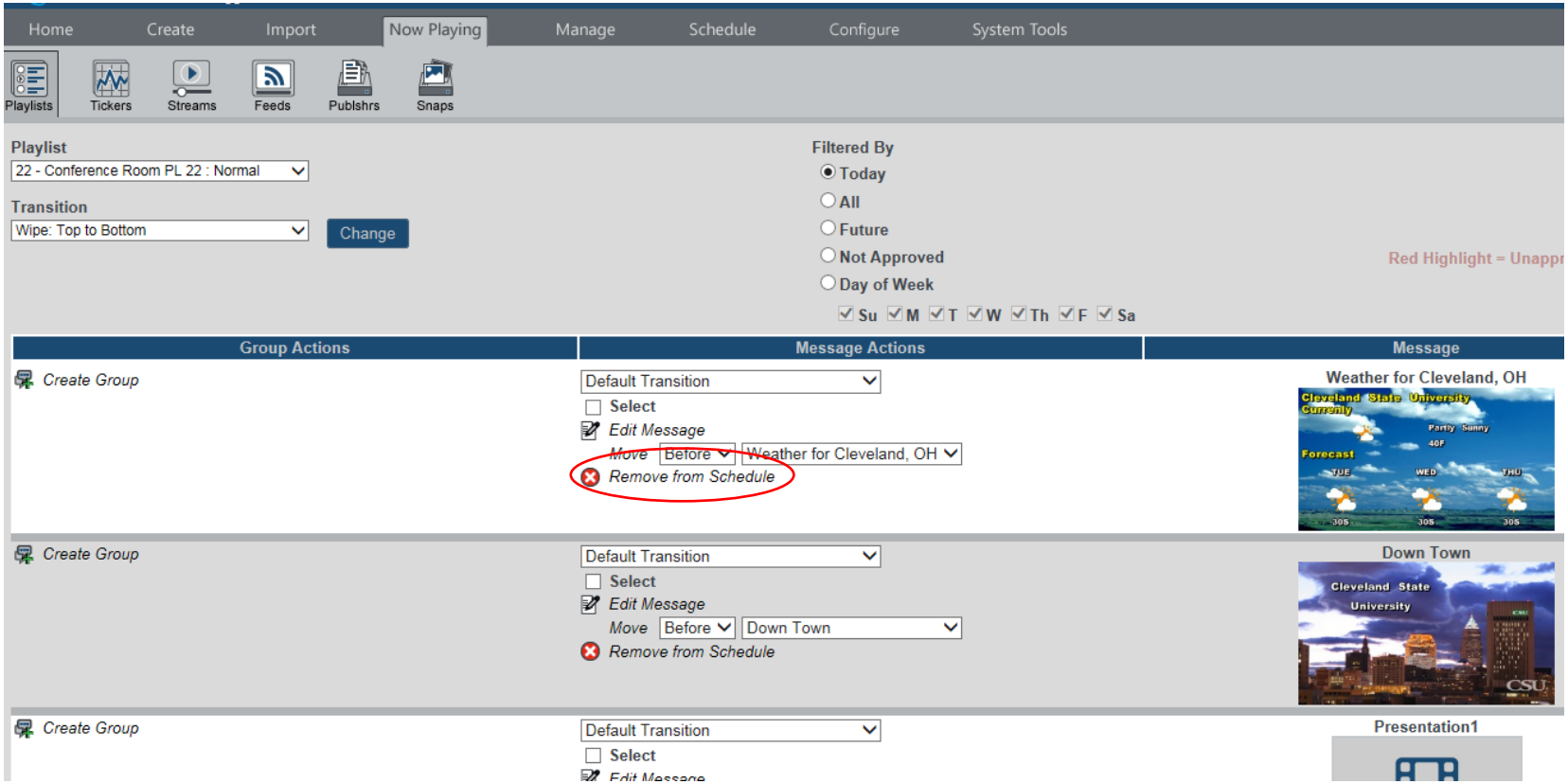
Change schedule on an existing posting

To change the schedule of a posting that is currently displaying, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. To the right of the icon of what is being displayed, will be the option “Edit Schedule”, select this option and the scheduling settings will appear.



Remove a posting from being displayed

To immediately remove a posting from displaying, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. Locate the display to be removed and select “Remove from schedule”



Getting help

If you are in a screen and need help, you can quickly locate information by selecting the "?" located in the upper right corner. Once in the help area, you can then search on additional information for other tasks. Should you still be unable to locate the information you are searching for, or need to report a problem with a device or the system, simply call the IST Help Desk at ext. 5050 (option 7)

Request a custom template be created

To request a custom template be create for your use, you must first design the back ground to fit the layout of the monitor you wish it to be displayed upon. That is, landscape or portrait. Next submit the request via email, attaching to template in a supported format, to visix.administrator@csuohio.edu. Include in the description what areas are to be used for text input and/or graphic inputs. Along with this, provide the name and phone number of a contact in the event of any questions. Once the template is created, you will be notified.