

Messenger Sign Update process guide

This guide will address 95% of the updates done on a Messenger Sign installation. This guide skips over a multitude of options in the software for simplicity's sake but all available options for special situations can be researched from our website at messengersignjax.com > Messenger Sign User Manual. Please call us for any questions about the process. We are available 9 – 5 ET M – F (904) 404-5696. You may also email questions to info@messengersignjax.com.

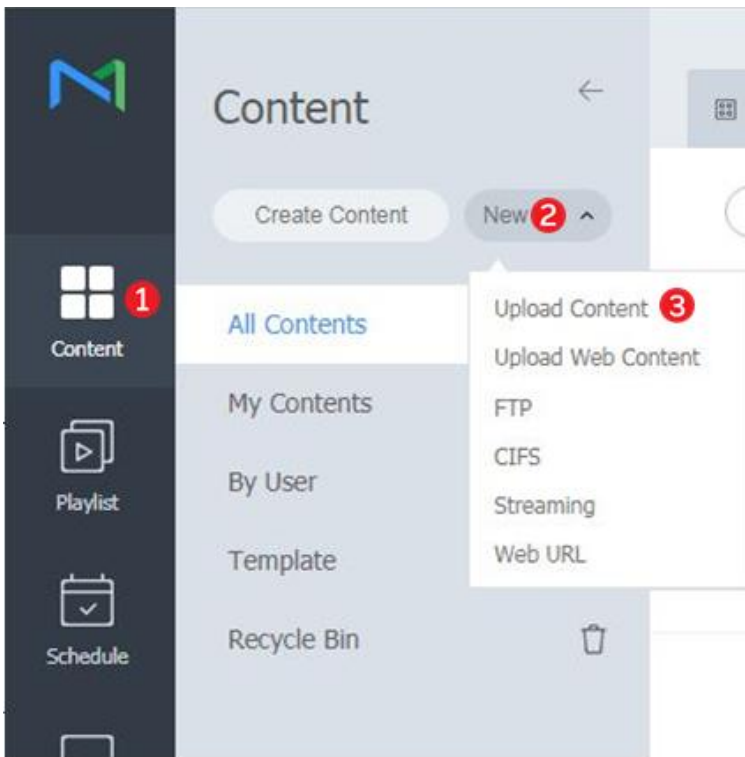
Each user is initially assigned a User ID and temporary password. If you forget either one you may call or email for a new set of credentials. Use of this guide assumes you have successfully logged in on the website.

Creating Content

Content consists of images or video created in any software familiar to the user for display on their Messenger Sign. You may also use the "Author" product from our website to create display images. Your display allows specific file types. Please see pages 44-45 in the OHD User manual also linked from our website for details. Once images are ready for display they can be loaded to the sign.

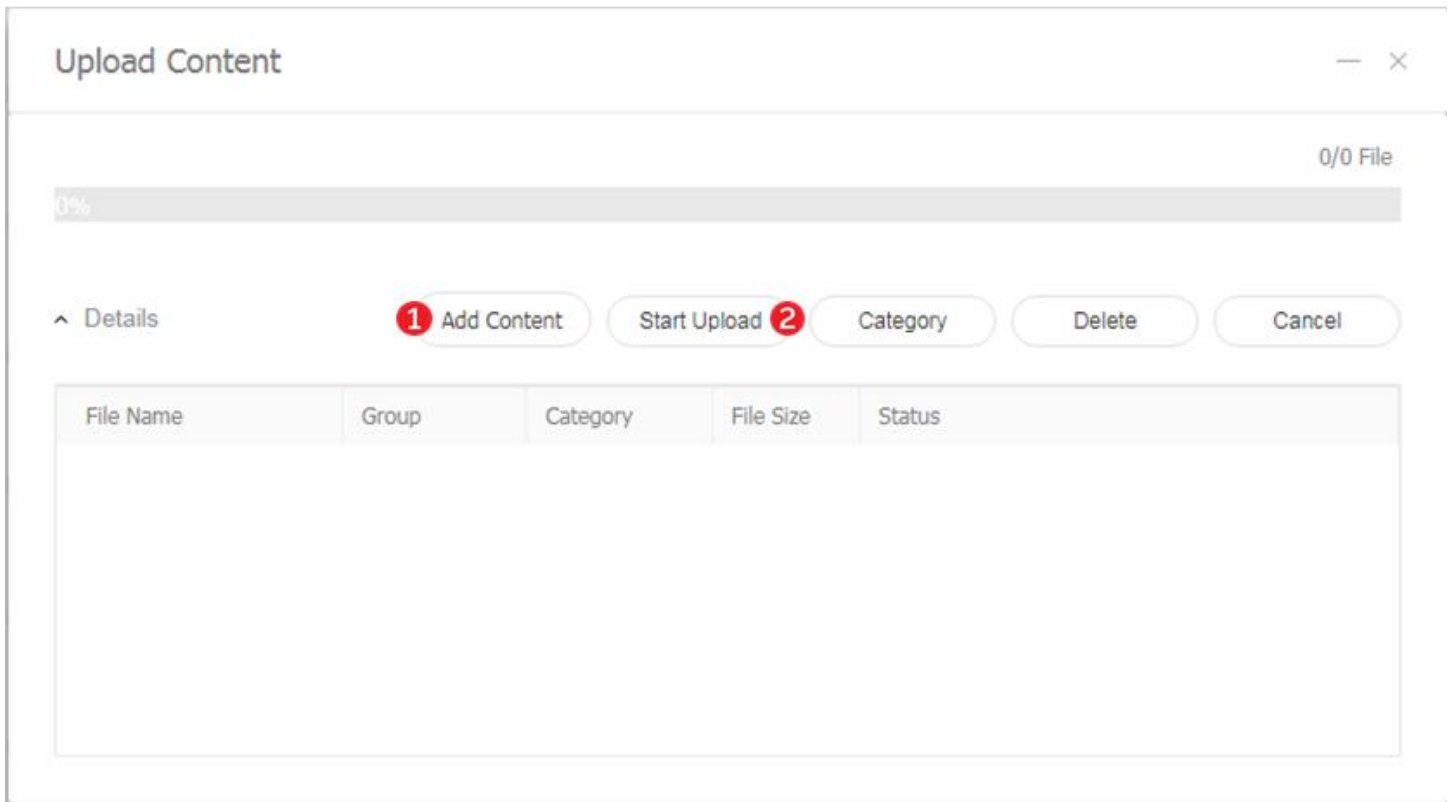
Loading Content

Once content has been created, the images must be loaded to the database. Click on the steps shown below



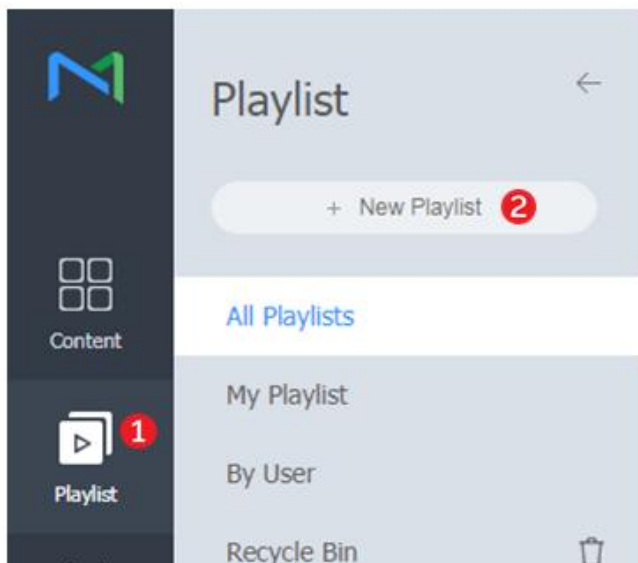
1. Content
2. New
3. Upload Content

Once you click **3. Upload Content**, the screen below appears. Click on **1. Add Content**. On windows computers this will open explorer to enable access to your local computer. Select as many files as desired and click **2. Start Upload**. Once the upload finishes all your selected content files will appear in the database. You may then proceed to Playlist creation.



Playlist Creation

Playlists contain a series of content files. The Messenger Sign plays each file for the time allotted and transitions to the next file. Click on **1. Playlist** then to start a new playlist click **2. + New Playlist**.



Once you click **2. + New Playlist**, the screen below appears. Click on **1. S2**. Then click on **2. Create**. A list of available content in the database will appear.

New Playlist



Supported Devices ?

S2 **1**

Playlist Type ?

General

2 Create

Cancel

From the content list click on **1. [content]** to be included in your new playlist. Then drag the selected content to the right side **2. [panel]**. Once all the content for the playlist has been selected click **3. [each transition]** between content items and select a transition from **4. [available transitions]**.

The screenshot displays the 'New Playlist' interface. On the left, a sidebar contains navigation icons for Content, Playlist, Schedule, Device, Statistics, User, and Setting. The main area is titled 'Playlist' and includes a 'Save' button (marked with a red '5') and a 'Close' button. Below this is a 'Content' section with a search bar and a grid of content items. One item, a yellow 'CAUTION DRIVE SLOWLY' sign, is circled in red and labeled with a red '1'. A red arrow points from this item to a transition panel on the right. This panel shows two content items in a sequence, with a transition arrow between them circled in red and labeled with a red '2'. A red '3' is placed next to the second item. Below the items are time settings: '0 min. : 5 sec' and '0 min. : 5 sec'. At the bottom, an 'Effect In' section shows a grid of transition icons, with the first icon (a blue square) circled in red and labeled with a red '4'.

Once the new playlist is complete click **5. Save** and the screen below appears. Give the playlist a **1. [name]** and click **2. Save**.

Save ×

Playlist Name **1**

Group ▼

Shuffle Off On

Share On Off

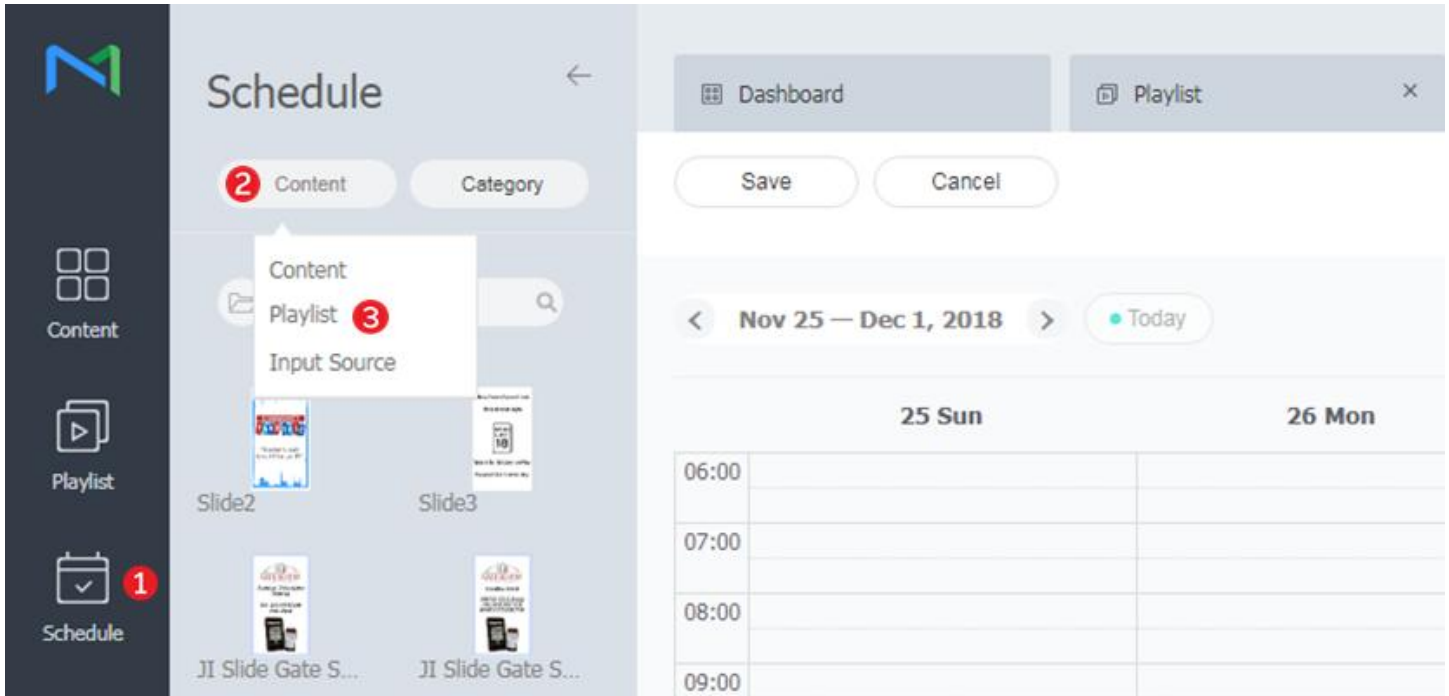
Description

2

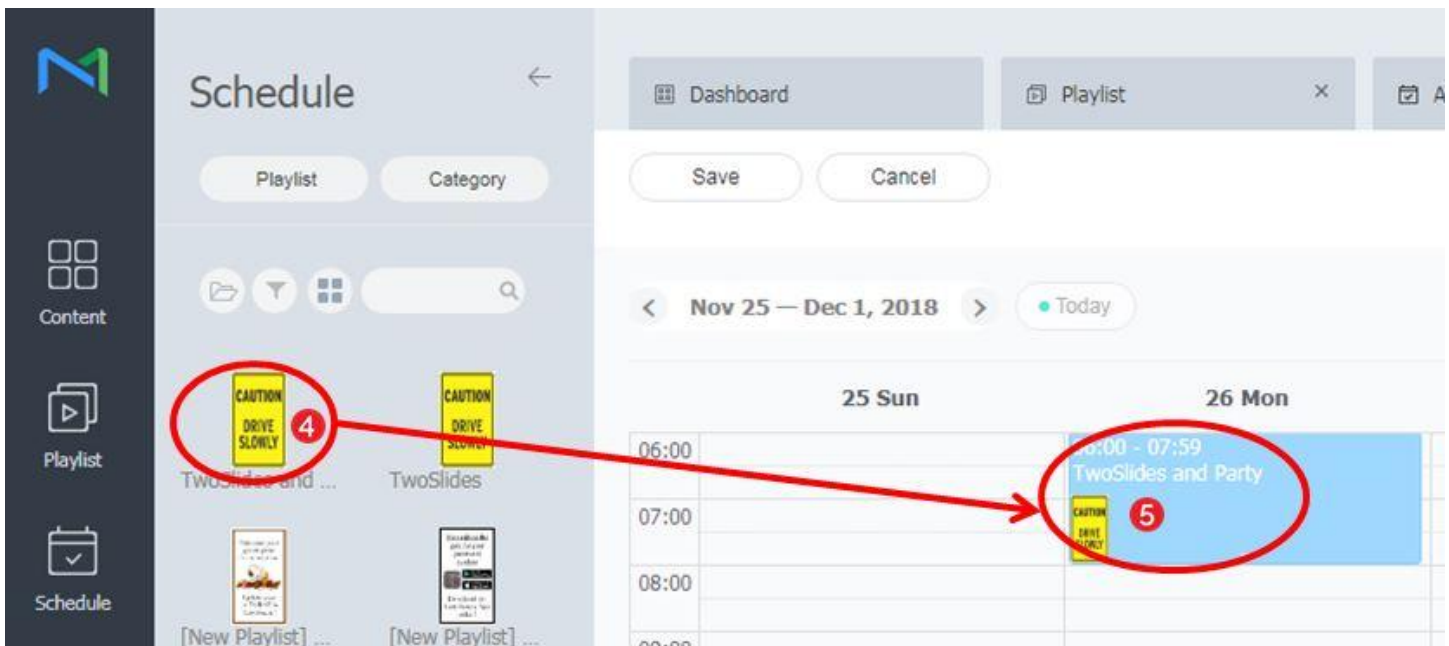
Playlists can also be updated from saved lists using delete and drag and drop. Once your new playlist is complete you are ready to schedule.

Schedule Creation

To display your new playlist (or a single content image) follow the steps outlined below.



Click on **1. Schedule** then **2. Content**. If you want to display the new playlist click on **3. Playlist**. Alternatively you could schedule an individual content image or video file bypassing **2. Content** altogether and simply select the content file you want to schedule. Once you click on **3. Playlist** the system will display all the playlists available for scheduling. Once the **4. [playlist]** has been dragged to the start day on the **5. [schedule]** you will click the blue area of the schedule to update the schedule with the desired days and times.



For the purposes of this simplistic guide, you will click **6. [Schedule Name]** and update with the name you want to use. Then click **7. Never Expire** and **8. 24 hours** and **9. Save**. The schedule created will be ready to publish to your Messenger Sign to run 24/7 until changed. There are many more methods and options for scheduling that you can research in the user manual for new situations that may occur. This example should cover most of the Messenger Sign work.

Content **6** TwoSlides and Party Lock

Playback Date 2018-11-26 ~ 2999-12-31 Never Expire **7**

Repeat Daily

Playback Time 00:00:00 ~ 23:59:59 24 hours **8**

Delete **9** Save Cancel

Finally, click **10. Save** and the new playlist or content will publish immediately to your Messenger Sign for display per the schedule you have set.

Schedule

Dashboard Playlist All

10 Save Cancel

Nov 25 — Dec 1, 2018 Today

	25 Sun	26 Mon	27 Tue
06:00		06:00 - 07:59 TwoSlides and Party	
07:00		CAUTION DRIVE SLOWLY	
08:00			

To emphasize, this guide is not intended to be all encompassing as many options have been skipped over to keep it simple. Don't hesitate to call Messenger Sign at 904.404.5696 if you have any questions. We don't know all the answers to the questions that may come up in using this software but we know the people who do.