



Billboard Lite User Guide

Document v. 10-18-19.1

Quick Start for Billboard Lite

Vision-e Connect presents a Quick Start overview for New Accounts as follows:

Step 1

My Account Tab: Create Company Profile and Add Company Logo.

Step 2

Personnel Tab: Add your Sales Representative(s) and Executive(s) to allow a flawless connection between the Billboard Lite User and the respective representatives.

Step 3

Machine Inventory Tab: Create/Edit your Machine Lists to enable with Billboard Lite.

Step 4

Billboard Lite Tab: Manage Billboard Lite Channels, upload custom Billboard advert templates, enable default Billboard advert templates, and apply these templates to the appropriate Xerox® ConnectKey® enabled MFP.

Introduction to Billboard Lite for ConnectKey®

Vision-e Connect is dedicated to provide clients with enhancing their Customer Relationships all through the utilization of sales and support enablement solutions for Xerox® ConnectKey® enabled Multifunction Printers (MFP). We stand strong on this message with our Billboard Lite for ConnectKey® application.

Billboard Lite, similar to our Help Center and Billboard Pro apps, is focused on enhancing your customer relationships while hosting the power of your Xerox® ConnectKey® enabled MFP. With our new, groundbreaking solution, Billboard Lite will allow for admins within your Organization to create/upload customized advert messages, known as Billboards, to display on the user interface of your MFP.

Along with the display of vital messages, Billboard Lite will allow you to customize and white label the solution's UI including all four custom channels!

Learn more by visiting www.VisioneConnect.com or call us at (888) 611-2679.

Table of Contents

Section		Page
1.0	Installation	
1.1	Creating the Customer Account	4
2.0	Getting Started	
2.1	Set up your Device	5
2.2	Manage your Billboard Lite Channels	7
2.3	Setup Billboards	8
2.4	Slideshows	11
3.0	Managing Sales Representatives on Device	
3.1	Step-by-Step Instructions	16
4.0	Help & Support	
4.1	Support Help Desk Information	17

Installation

1.1 Creating the Customer Account

Prior to installing Billboard Lite on your Xerox® ConnectKey® enabled Multifunction Printer (MFP), we recommend creating your Free Online Account first. Follow the instructions below to begin:

Step 1

Navigate to VisioneConnect.com and click the Create a Free Online Account button then complete the form at the bottom with all required information.

Step 2

Once you receive your email from a Vision-e Connect Representative inviting you to create your Account, click the specified link provided within the email's content. On the Login page, create your passwords by entering it twice.

Step 3

If you are not automatically logged in, go to <https://visioneconnect.net/controlpanel/> and login using your email and password you recently created.

VISION^e | connect **Billboard** **Control Panel**

PLEASE NOTE: IF YOU ARE BEHIND A FIREWALL, YOU MAY NOT BE ABLE TO LOGIN.
[Click Here](#) TO CONTACT US IF YOU HAVE ANY ISSUES OR NEED SUPPORT

Email

Password

Login

Forgot Password

Powered by VISION^e | connect

Getting Started

2.1 Set Up your Device

With your Free Online Account created, you'll now have to set up your device where the application will be installed and utilized within the work environment.

Follow these simple steps to complete the required setup stage:

Step 1

Determine the Serial Number of your MFP. You can do so on the actual device by touching the Device option on the Home screen then tap on About.

Step 2

Next, go to <https://visioneconnect.net/controlpanel/> and login.

Step 3

Click the Personnel tab.



Step 4

From here, click on Add Rep and proceed to fill out the form. When done, click Submit.

This functionality is utilized for the company's Sales Representative to be easily contacted right from the application.

Step 5

Next, click Add Executive and proceed to fill out the form. When done, click Submit.

This functionality is utilized to contact the company's Sales Manager, Administrator, or whomever will act as a superior to the Sales Rep from the app.

Step 6

You'll now be required to complete your account/company information. To do so, click My Account and fill out the provided form. Click Submit when done.

Company Profile

Licenses

Company Logo

visionelogo

Step 7

Next, you'll need to have your Control Panel recognize the device. Click the Machine Inventory tab and click on Add Machine.

My Account

Personnel

Machine Inventory

Billboard Pro

Standard Edition

Premium Edition

Add Machine

Machine List

Form Reasons

Step 8

When ready, complete the provided form and click on Submit.

Note: Make sure the serial number you used is the correct serial number display for the device in which you intend to have Billboard Lite installed.

2.2 Manage your Billboard Lite Channels

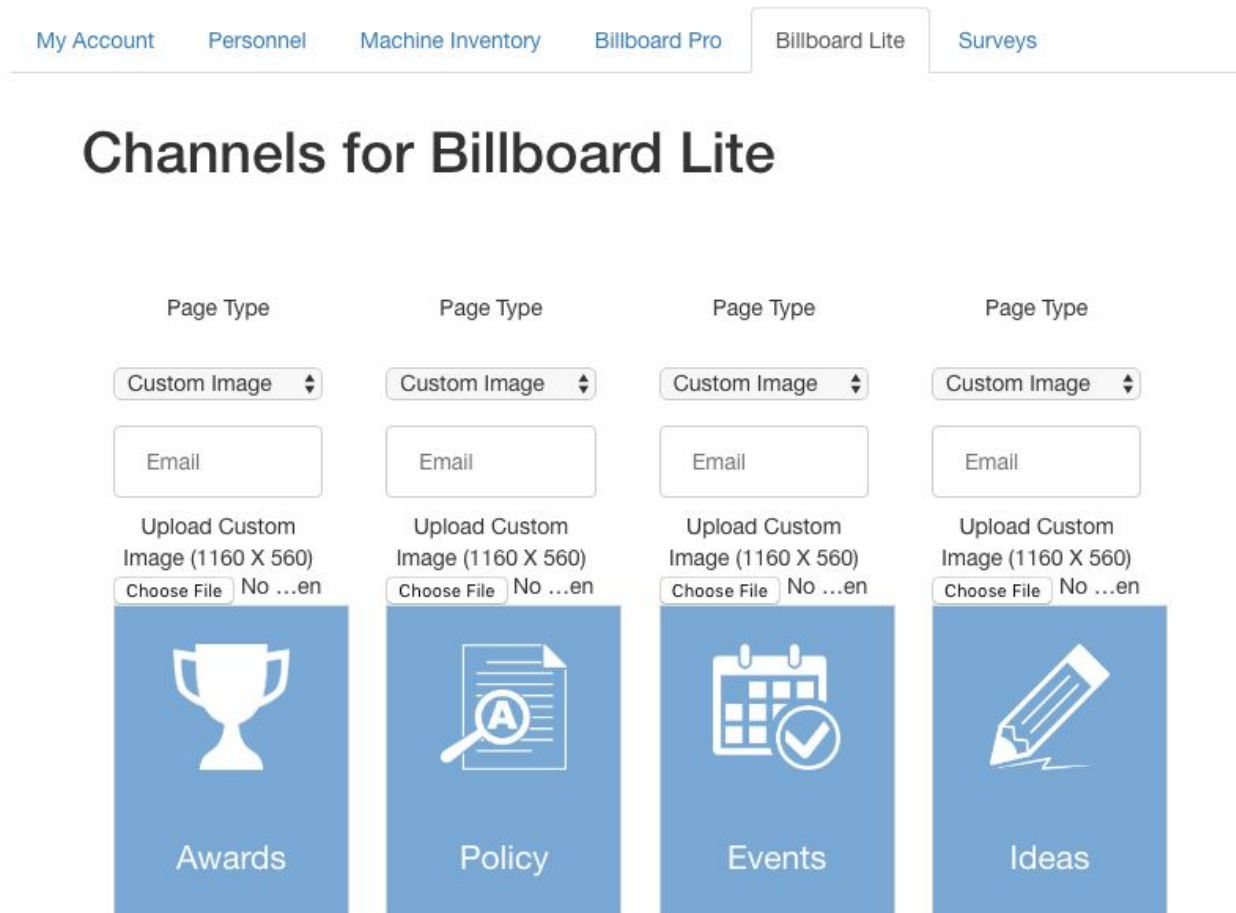
Now that you've built your Control Panel with the vital Personnel, Company Profile and Machine Inventory, the next step will be to customize your Billboard Lite Channels. These channels will reflect within the application's user display on your Xerox® ConnectKey® enabled MFP for a flawless, quick access with a tap of their finger.

Step 1

To begin, click the Billboard Lite tab to view your in-app Billboard Lite Channels.

Step 2

Under Page Type, select the Custom Image option as shown below:



When editing your in-app channels, you'll have the ability to utilize the following:

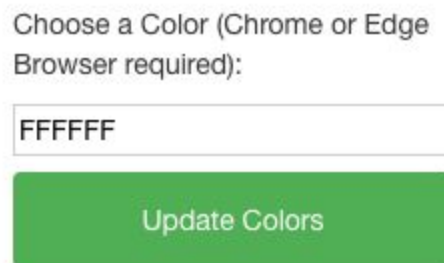
Custom Image: This feature will direct the user to a custom image of your choice. When you select this option, you will be able to select an image to upload and display right from the MFP's User Interface while accessing Billboard Pro.

Step 3

Admins will be able to change the Channel Name, Edit Icons and the Email recipient for all channel forms/contact requests to each of your channels right from this screen at any given moment. Make sure to click Save when ready.

Step 4

Lastly, much like Billboard Pro, you'll be able to customize the branding/color theme to your Billboard Lite app.



To do so, paste your company's official Hex Color Code within the provided field or select a color from the provided color grid.

Step 4

Click Update Colors to save. Changes will be reflected from Billboard Lite the next time you launch the application.

2.3 Setup Billboard

Now that you've enabled your Billboard Lite app with the provided Channels, users will be able to review and access your advert messages known as Billboards right from your Xerox® ConnectKey® enabled MFP.

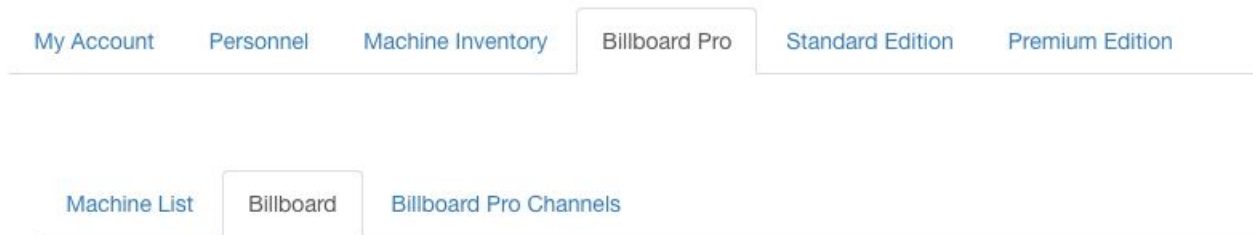
Please note the following instructions/steps to enable this feature:

Default Billboard Template(s)

To access Default Billboard Templates that have been provided to you on behalf of Vision-e Connect, follow the instructions below:

Step 1

Once you've logged into the Control Panel, click the **Billboard Pro** tab then click **Billboard** next.



Use the Billboard functionality to show an image when the app opens. Choose a billboard option for each machine.

Step 2

You'll be provided two Default Billboards to choose from:

- Managed Print Services
- Out of Order

Step 3

Navigate to Section - Enable your Machine(s) for Billboard Template below for next steps.

Custom Billboard Template(s)

Admins will have the ability to create and upload custom Billboard Templates which can range from Happy Birthday wishes to important Human Resource notifications. To begin, follow the instructions below:

Step 1

To opt out of using the Default Billboard Templates, under the *Billboard Pro* tab, select **Billboard** to upload your custom template once it has been created.

Note: Vision-e Connect offers Professional Services that include creation of your custom Billboard(s) by our Marketing Department. For more information, [CLICK HERE](#)

Step 2

Enter your Billboard's Name in the field provided.

Step 3

Select an image file from your computer by clicking the Choose File button in order to upload your custom Billboard template.

Note: To assist, here are the following size/file requirements we recommend 500 x 750 Dimensions and a 100KB Maximum File Size.

Step 4

Click Create Billboard.

The screenshot shows a web form for creating a billboard. At the top is a text input field labeled "Billboard Name". Below it is an "Upload Image" section with the instruction "(use an image with a width/height ratio of 1.5 with a max size of 100kb)". This section contains a "Choose File" button and the text "No file chosen". At the bottom of the form is a large green button labeled "Create Billboard".

Step 5

If you wish to add this new Billboard to an existing machine, click on the Machine List tab.

Step 6

Locate the machine you wish to update with your newly created/uploaded Billboard.

Step 7

Click the checkbox next to its name. Select the Billboard template from the drop down menu and click Update when done.

Machine List **Billboard** Billboard Pro Channels

Name Filter Criteria

Change the billboard template for all the checked machines to this billboard template:
 Out of Order

2.4 Slideshows

Now that you’ve created Billboard adverts to display from the app using the Xerox® ConnectKey® enabled MFP’s interface, Slideshows allow you to display multiple Billboards at the same time broadcasting multiple messages or events at the same viewing.

Create a Slideshow

To begin, you’ll first need to have Custom Billboards created/uploaded onto your Control Panel. If you haven’t already done so, please revert to Section 2.3 (Pg. 8)

When ready, please follow the below instructions to begin:

Step 1

Navigate to www.VisionConnect.com and click the Login tab.

Step 2

Next, login using your Free Online Account credentials. Once you’re logged in, click the Billboard Pro tab.

My Account Personnel Machine Inventory **Billboard Pro** Billboard Lite Surveys

Step 3

Then click on the Create a Slideshow tab.

Billboard Slideshows **Create a Slideshow** Machine List Billboard Pro Channels

Step 4

Next, provide your Slideshow with a unique name in the Slideshow Name field.

Billboard Slideshows **Create a Slideshow** Machine List Billboard Pro Channels

Create your billboard slideshows below

Step 5

Then provide your slideshow with the required Transition Speed. This setting will determine the speed between each slide displayed to your audience.

Create your billboard slideshows below

Transitions Speed in seconds

Note: We recommend providing your slides with ample time for the audience to read the displayed messaging. Practice makes perfect so give a try when done!

Step 6

The next step will be to add your Custom Billboards into the Slideshow by choosing the desired billboards from the provided drop down menu as shown below.

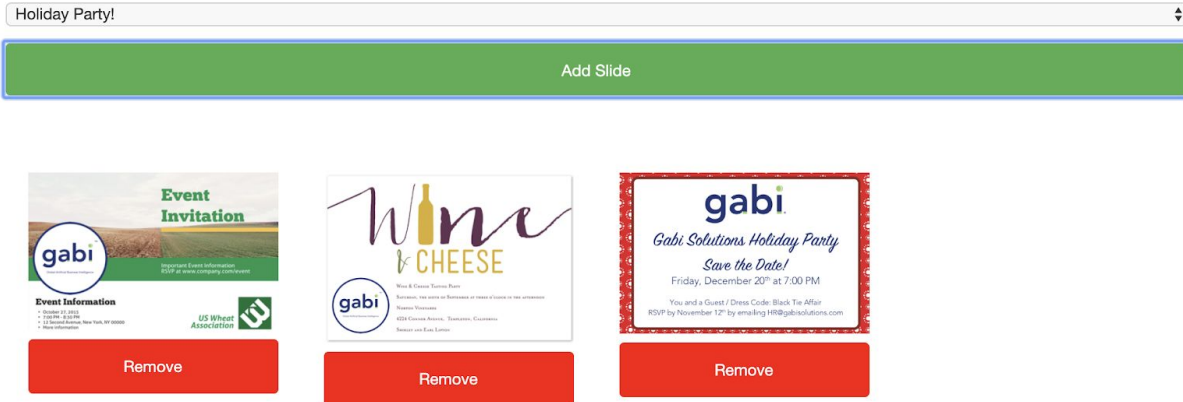
Add Slide

Step 7

Once you've selected the desired Billboard, click Add Slide.

Step 8

Repeat Steps 6 and 7 for all Billboards you wish to include within the slideshow. When you're all set, your view should look similar to the below screenshot.



Step 9

Last but not least, click **Create Slideshow** when done then click **Ok** when prompted.

Note: You will be limited to four Billboards you can include within a single Slideshow.

Enable a Slideshow

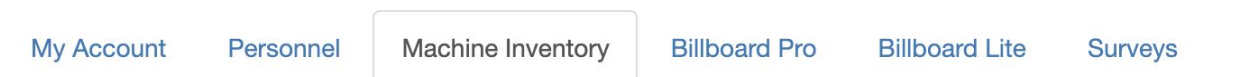
Now that you've created your Slideshow, it's time to put it to work within the Billboard Pro app for your users to access! To begin, please follow the below instructions:

Step 1

Navigate to www.VisionConnect.com and click the Login tab.

Step 2

Next, login using your Free Online Account credentials. Once you're logged in, click the Machine Inventory tab.



Step 3

Click the Machine List tab.



Step 4

You'll need to locate the MFP (also known as *machine*) you wish to have your Slideshow added too. To do so, scroll to the bottom of the page and locate Machine List.

<input type="checkbox"/> Name	Customer Name	Serial Number	Sales Rep	Executive	Slideshow Type	Billboard License			
<input type="checkbox"/> Xerox AltaLink C8035 MFP	Gabi Solutions	XR9C934E944AD7	Rux Rucker	John Hand	N/A	Altalink N/A	Billboard	De-activate	Edit
<input type="checkbox"/> Innovation Centre MFP	Gabi Solutions	3TX387100	Rux Rucker	John Hand	N/A	Altalink N/A	Billboard	De-activate	Edit

Step 5

Once you've located the correct MFP, click the Edit link within its item line highlighted in Blue.

Step 6

On the next page, scroll down until you find the Enable Billboard section as shown below:

Enable Billboard

No Billboard

Single Billboard

Billboard Slideshow

Step 7

Make sure to select Billboard Slideshow.

Step 8

An additional drop down menu will automatically appear; make sure to choose the Slideshow of your choice as shown on the next page.

Enable Billboard

- No Billboard
- Single Billboard
- Billboard Slideshow

Billboard Slideshow

Upcoming Gabi Events ↓

Step 9

Click the Submit button when done then click Ok when prompted.

We now recommend navigating to the selected MFP to view the end results of your uploaded Slideshow.

Delete a Slideshow

If a Slideshow has run its course with your Billboard Pro users, you have the ability to delete them from your Control Panel.

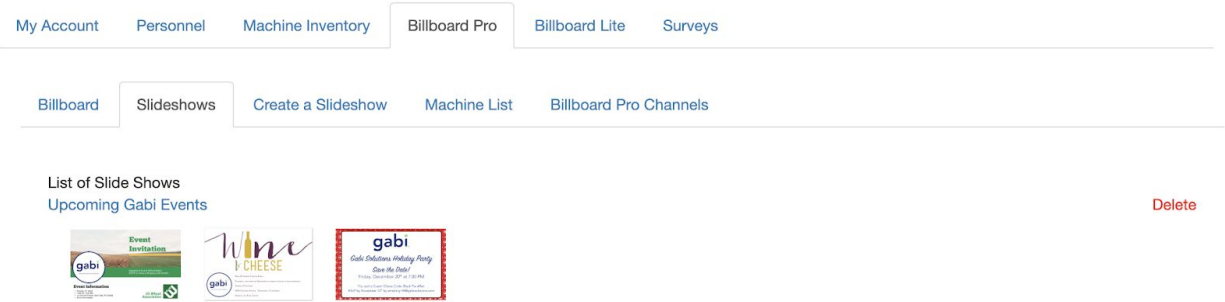
To do so, please follow the below instructions:

Step 1

Navigate to www.VisionConnect.com and click the Login tab.

Step 2

Next, login using your Free Online Account credentials. Once you're logged in, click the Billboard Pro tab.



Step 3

Then click the Slideshows tab. You'll be given a list of every Slideshow you've created within the Control Panel.

Step 4

Once you've located the expired Slideshow, click the Delete link highlighted in Red.

Managing Sales Representatives on Device

3.1 Step-by-Step Instructions

Maybe your previous Sales Representative is no longer with the agency or territories have been restructured, here are the steps on how to update your personnel within the Billboard Lite app:

Step 1

Click the Machine Inventory tab within your Free Online Control Panel.

Step 2

Click Machine List. Determine the machine or machines you wish to update with the new sales representative and click the checkbox next to their name(s).

Step 3

Select your Sales Rep from the drop down menu.

Step 4

Click Update when done.

Help & Support

If you wish to receive additional support, we're here to help! Contact us at:

Email: Support@Visione.com

Toll Free: (888) 611-2679

Website: www.VisioneConnect.com

©2017 Vision-e. All rights reserved. Vision-e® and gabi® are trademarks of InField SalesPro in the United States and/or other countries. Other company trademarks are also acknowledged.