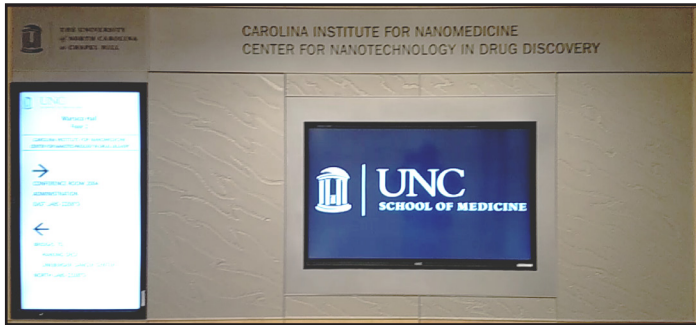


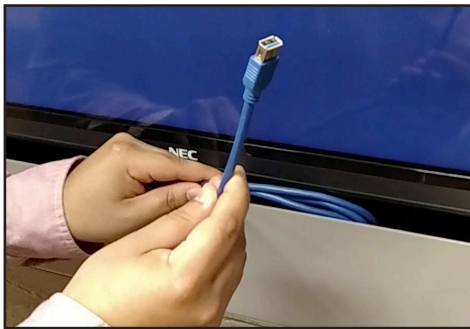
MARSICO HALL ELEVATOR LOBBIES

Introduction

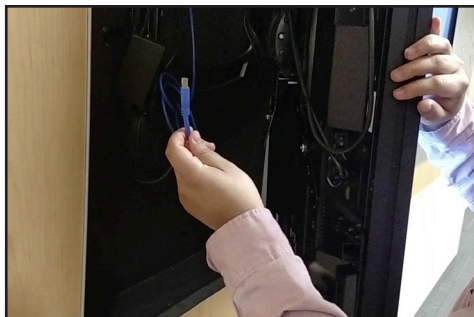
This guide is going to help you get up and running with the digital signage players in Marsico Hall. Each floor of Marsico Hall has two digital displays – one of which is horizontally oriented and the other being vertically oriented.



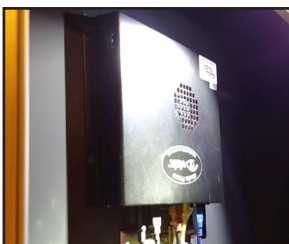
In the tray beneath the horizontal display, there is a blue USB cable. This connects to the Visix signage player behind the display.



The USB for the vertical display is behind the display.



The Visix signage players are the small black boxes attached to the wall.



We strongly recommend against making changes or powering this device on or off. The login procedure requires multiple passwords to get through the Visix software. If you

notice that a signage player is not functioning or requires a password to power on, you may contact Classroom Services.

Equipment

Departments managing the signage will need to provide the following to provide updates:

- A USB hub with at least three ports
- A keyboard
- A mouse
- A USB drive to transfer content to the displays.

You can purchase any brand of your choice, but we have tested and recommend the following devices to simplify your usage of the signs:

- **Axiom 3 Port Hub**
This is a very simple USB Hub. Its compact size makes it easy to simply insert into the USB Cable and manage your display.
- **LYNEC C2 Wireless Keyboard and Gyroscopic Mouse**
The majority of functions when managing your display are through the mouse. This device acts as a gyroscopic mouse and also has small keypad to allow for the rare text entry. This device has a rechargeable battery.

Again, please note that you may use any brand or device that you choose. All actions can be replicated on any keyboard, mouse, or hub.



Combining PowerPoint Presentations

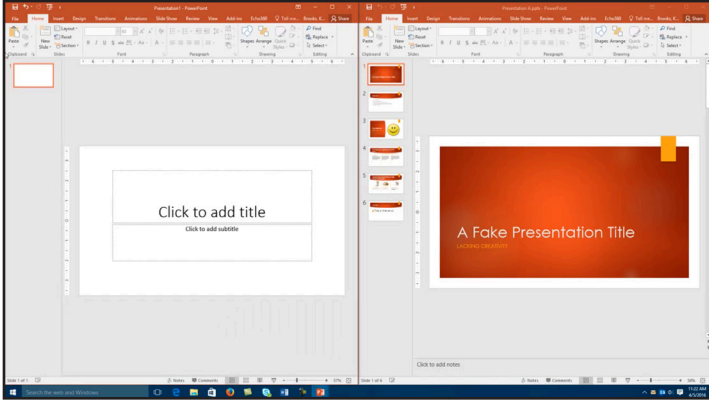
If you have multiple presentations that you want to have displayed, you will need to combine them into one. These directions will allow you to do that and ensure that formatting stays intact.

Note that the provided directions are based on Windows using Microsoft Office 2016.

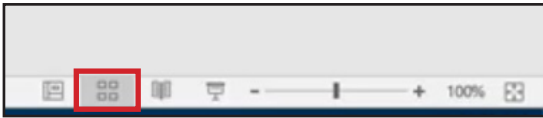
1. Open PowerPoint and start a new presentation.

MARSICO HALL ELEVATOR LOBBIES

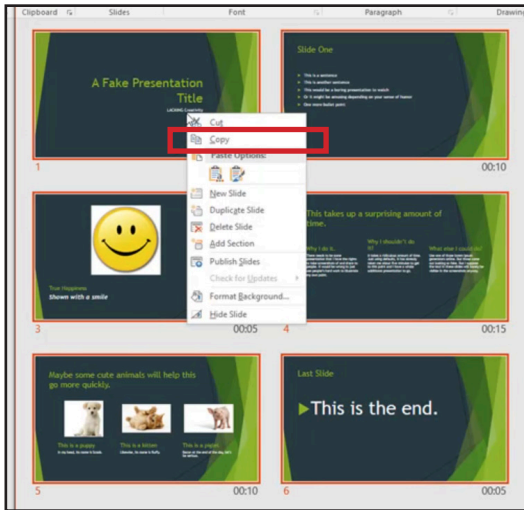
- Open the first presentation that you want to merge.
- You can dock the windows by clicking and dragging the title bar at the top to the right and left edges of the screen respectively. This way you can see both windows at the same time.



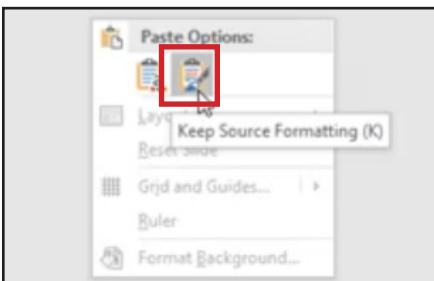
- Change the view of both windows to Slide Sorter View.



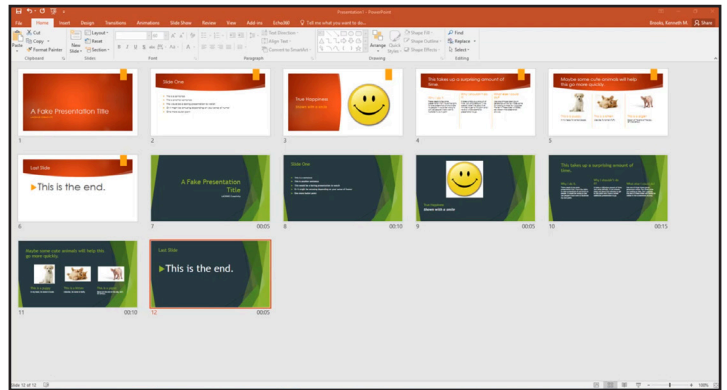
- You can delete the single blank slide from the new presentation (unless you plan to use it as part of the presentation).



- Select the slides from the presentation you want to use and copy them.
- In the blank presentation, right click on some empty gray space and select Keep Source Formatting under Paste Options.



- Once your slides have been pasted, you may close the original presentation and open the next.
- Repeat this process for your additional presentations.

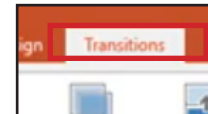


- Note that it is important to use the Keep Source Format option when pasting. In this example, we see background images, fonts, and timings are maintained. Not using this option may cause some of this formatting to be removed when pasting.
- Once you have your slides put together, you will need to prepare your presentation for the displays.

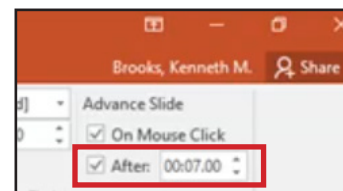
Preparing PowerPoint Presentations

In order to work properly on the displays, every slide will need to be timed to advance automatically, and the presentation will need to be setup to loop.

- Open the presentation you want to have displayed and set it to slide sorter view.
- Select the Transitions tab from the ribbon.



- Select all slides that don't have timings and set some unit of time where it says Advance Slide After. We recommend 7 seconds as a general time.

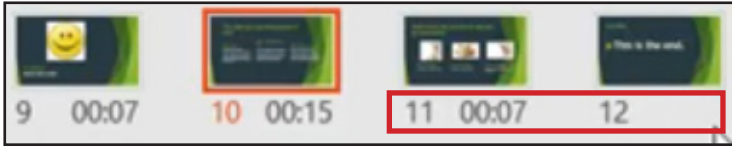


- Based on the content of the slide, you can adjust the timings. For slides with more text, you may want to go up to 15 seconds. For slides of just images or very little text, 7 seconds should suffice.

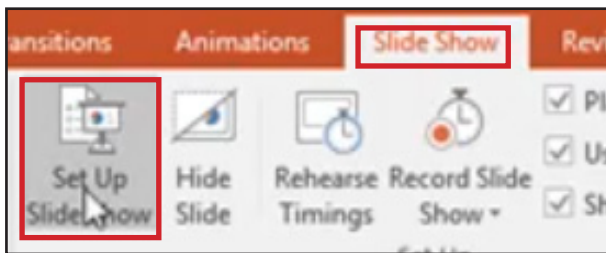


MARSICO HALL ELEVATOR LOBBIES

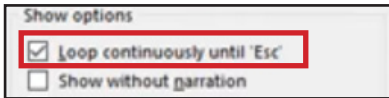
- Once you have set timings for all slides, use the zoom slider to shrink all of the slides down. This can give you a quick view to confirm that all slides have timings on them. It is VERY important for all slides to have timings. The slideshow will become stuck on a slide if it has no timing set.



- After you have confirmed this, select the Slide Show tab on the ribbon.
- Click Set Up Show.



- Click Loop Continuously Until Escape.



- Some online resources will recommend using the "Browsed at a Kiosk" option under Set Up Show. While this is the true option to use, this disables you from being able to manually advance slides with the mouse and keyboard if you choose to test the timings

Notes

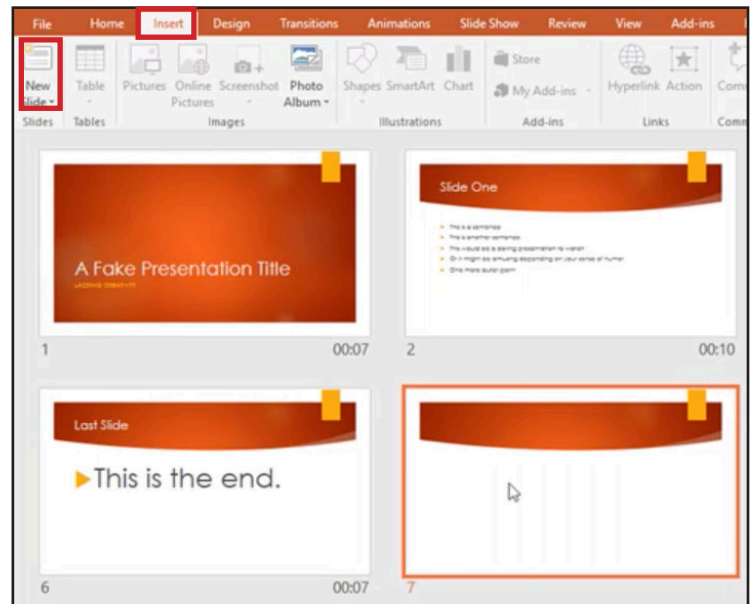
- For the vertical screen, you can change the orientation of the slide to portrait by clicking the Design tab, and clicking Slide Size > Custom Slide Size towards the left of the ribbon.
- The vertical screen is Touchscreen. To prevent your slideshow from being advanced by people touching the screen, you can select all of the slides, and uncheck the Advance Slide On Mouse Click option on the Transitions tab. This will still allow you to advance through the presentation with the keyboard arrows.
- Again, we emphasize EVERY SLIDE must have a timing or the slideshow will stop advancing on the slide with no timing. This procedure recommends setting a default time of all slides to 7 seconds and modifying those timings after everything is compiled.

Working with Video Files and PowerPoints

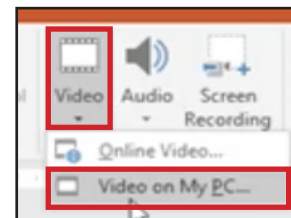
If you only have video files, you may simply add them to a playlist in VLC Player. See the Loading Your Content to the Displays section for directions on this.

If you want to show PowerPoints and video files, you will need to embed the videos into the PowerPoint presentations.

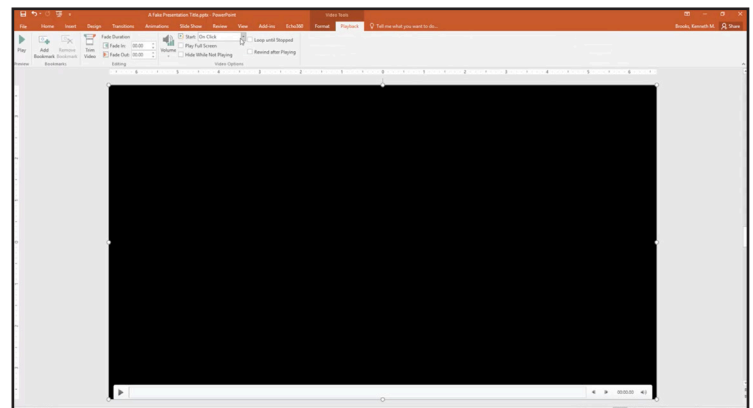
- To do this, open your PowerPoint presentation, and set it to Slide Sorter view. At the point you want your video to play, click between those slides (the slide to the left of the space will become highlighted) and insert a new slide from the Insert tab.



- Double click your new slide to edit it.
- From the Insert tab on the ribbon, select Video and Video on my PC.

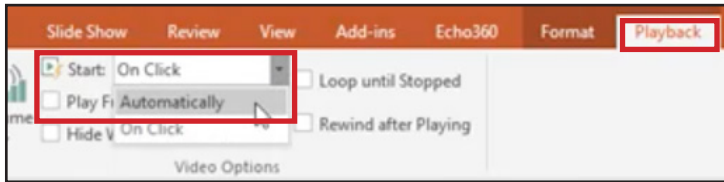


- Navigate to and select your video.
- Size your video object to wherever you want it on the slide, or stretch it to fill the slide.

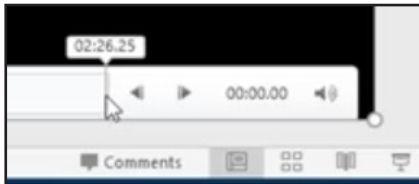


MARSICO HALL ELEVATOR LOBBIES

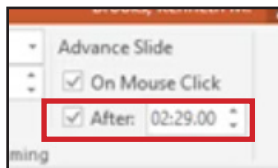
6. From the Playback tab, change Start to Automatically.



7. Hover over the bottom of the video object to see the timeline.
 8. Hover over the timeline towards the end of the video to get the length of it.



9. Go to the Transitions tab, and change the value of the Advance After box to the length of the video in the format minutes colon seconds. It is recommended to append an extra two or so seconds to this to allow for the video loading time.

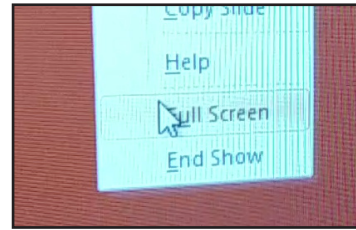


Loading Your Content to the Displays

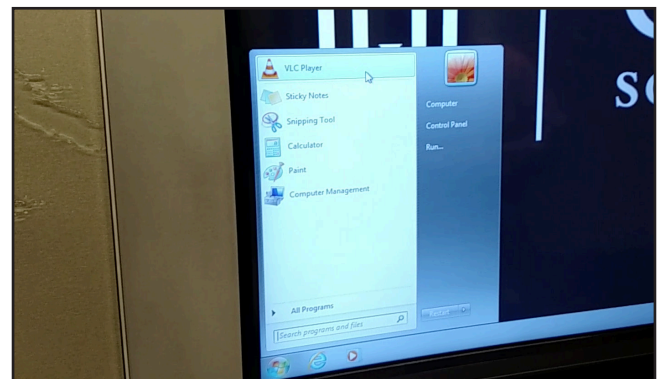
To load content to the displays, you will need your USB hub, a mouse, a keyboard, and a flash drive. Please see the Intro and Devices video for more information about this. Prepare your presentation or videos using the instructions provided in previous tutorials.

1. Transfer your presentations or videos to a USB Flash drive.
2. Connect your hub to the provided blue USB cable. For the horizontal display, this is located in the tray below the display. For the vertical display, you will need to pull the display out from the wall to access the USB cable. (See images on first page for reference.)
3. Connect your mouse, keyboard, and flash drive to the ports on the hub.
4. If there is a presentation or video playing, use the Escape Key to exit the full screen, and close the program.
5. Once you are at the black UNC School of Medicine logo, you can hover towards the bottom of the screen to show the taskbar.
6. Open the Start Menu and go to Computer to navigate to your flash drive on the Display, and transfer the files from the flash drive to the computer.
7. If you are loading a PowerPoint, double click the file to open it in PowerPoint viewer.

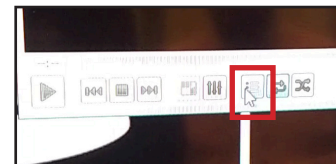
8. Right click the slide and select Full Screen. This is a VERY important step. If you do not do this, the slideshow will not loop.



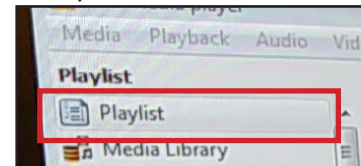
9. If you are loading video files that are not embedded in a PowerPoint presentation, open the VLC Player from the Start Menu of the computer.



10. In VLC click the Toggle Playlist button to bring up the video playlist.



11. Be sure that Playlist is selected on the left of the screen.



12. Add videos to the playlist by clicking and dragging them from wherever you transferred them to on your computer into the white box. Click a video and press delete to remove it. Click and drag up and down within the list to re-order the videos.
 13. Once you have your videos in order, verify that the loop is on by making sure the loop button is highlighted in blue.



14. Once you are done, you can click the Play button. Double click the video screen to make it show full screen.
 15. At this point you may disconnect your devices from the computer.