i-Vue

User Guide

Software Version 3.4

OCTOBER 2017

Contents

User Guide

About This Document

This document will:
1. Guide you through the Installation process of i-Vue software.
2. Advise you on how to set-up your hardware.
3. Describe how to use the i-Vue Management Area.

Terminology

In the USA, the term Installation will be replaced with Device. The term Practice will be replaced with Office.

Installing the Software

SYSTEM REQUIREMENTS
1. A computer running Windows XP SP2, Windows Vista or Windows 7. Windows Media Player 9, Internet Explorer 7 and .NET 3.5. Should a missing dependency exist on .NET, the installer will notify the user.
2. 2GB RAM
3. Processor: at least Duo core 2
4. PC should have a dedicated graphics card capable of at least 1280x720 (1920x1080 preferred) resolution compatible with the display screen.
5. Graphics output should be compatible with the display screen. Generally, it should be DVI or HDMI
6. If you want to playback sound you will need to have connect the MIC output from the PC to your screen
7. 5GB free hard drive space
8. USB drive
9. Active and fully functioning internet connection

   i-Vue software has been tested on the above specification. The software has been compiled free of any known viruses or malware. Optimed accepts no responsibility for any damage to hardware after installation.

CONSIDERATIONS
1. You will need a DEDICATED PC to run the digital signage system.
2. Keep the PC stored in an area with ventilation to avoid over heating

ONLINE ACCOUNT SETUP

1. After you have signed-up for i-Vue you will receive a Welcome email (example shown below).
   a. This email is contains your admin account username and password.
2. Sign in to My Account at www.optimed.co.uk/login
3. Click on Subscriptions and in the Your Company Logins area click on Login.

4. You will see your management area, click on your Practice.

5. The i-Vue Media Centre is shown below, please click on the Installation link.
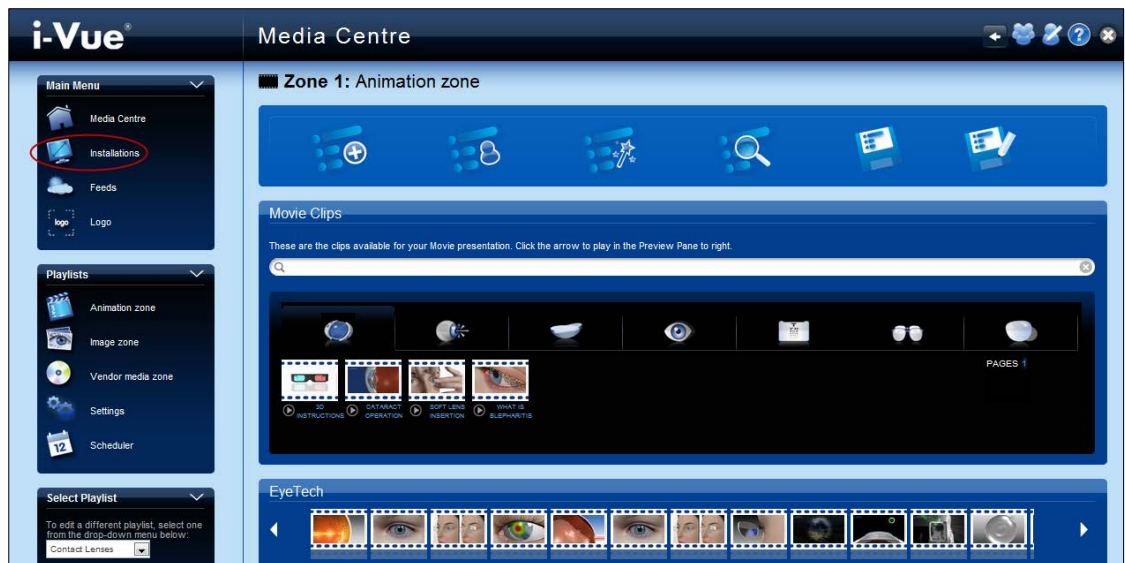
6. Click on the 'Add New' icon

7. Fill out the fields as shown below. Click 'Save'
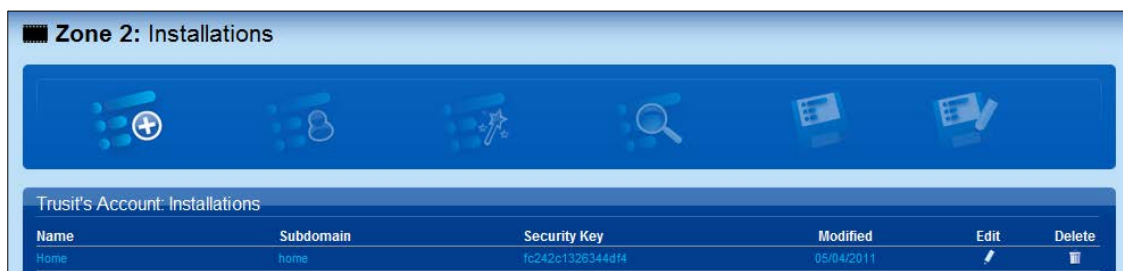
a. The http field should state the location e.g. 'waiting' or 'retail' to signify the location of the display screen.

b. The name can be anything but it is a good idea to call it something you can identify it by.
   c. It is useful to add the details of the PC such as operating system etc.
   d. If you have selected multiple languages, select the language in which you want captions and narratives displayed.
   e. The internet connection should be left as it is.
   f. Select the aspect ratio to match the screen resolution of your PC/Screen.
   g. If you want to have narration on leave the sound as 'Yes'. If you want narratives off then select 'no'. This is useful if you like to play a CD through your display system with relaxing music at the same time as running the i-Vue display system.

Once finished, click SAVE.

8. You will then see your installation added:

Copy the Security Key as you will need to enter this when you install your i-Vue software on the PC connected to your display screen.

SOFTWARE INSTALLATION

1. Within your 'My Account' area, click on Downloads. Click on the link to download the i-Vue software.
2. To install / run /uninstall you must be logged in as the same user. That user MUST be a member of the local machine 'Administrators' group.
3. Switch on the PC connected to the display screen and insert your memory stick.
4. To install it double click Setup.exe.
5. Follow the on-screen instructions to complete the installation.
6. Ensure that the PC screen resolution is the same as that set on page 5. This can be performed by going to CONTROL PANEL>DISPLAY>SETTINGS.
7. Make sure your PC is connected to the internet and then double click on the i-Vue icon on the desktop.
8. You will be asked to enter your security to activate the program.

9. The i-Vue program will start and proceed to download a default playlist. I-Vue will then automatically start playing animations.

SWITCHING OFF

1. To exit the application press ALT F4.
2. To switch off the system simply press the ON/OFF switch.

SWITCHING ON

1. To switch on i-Vue just press the ON button on the PC, the application will automatically start. Ensure it is connected to the internet.

Frequently Asked Questions

1. **What is the recommended specification for the LCD or Plasma screen?**
   You must ensure that the display screen you purchase has the following features:
   DVI or HDMI input.

   Screen resolution of 1280x720; 1365x768; 1920x1080. 1920x1080 is preferred. VESA compliant wall or ceiling mounting.

2. **What is the maximum distance from the PC to the Screen?**
   With good quality cables the distance between the screen and the PC should be no greater than 10m. Ideally cable length should be similar to the distance from the PC to the screen.

3. **How far can the internet cable be from the PC?**
   Internet cables should be anything up to 20m in length. Ideally cable length should be similar to the distance from the PC to the Router.

4. **i-Vue screens switch off after a period of time**
   Check that your screen saver has been disabled and the power management of the PC. Disable the screensaver by going to CONTROL PANEL>DISPLAY>SCREEN SAVER and select 'None'.

   POWER MANAGEMENT
   Go to CONTROL PANEL>DISPLAY>SCREEN SAVER and select click on 'Power'. On the 'Power Schemes' tab click on the drop down arrow for 'Turn off monitor' and select 'Never'. Finally click on the drop down arrow for 'Turn off hard disks' and select 'Never'. Click 'OK' to complete.

i-Vue Management Area

INTRODUCTION

The Management area is divided into 2 key areas:
1. The Company Management Area
2. i-Vue Media Centre

The Company is the organisation that has purchased the i-Vue license. The Company may have many practices. Login to your management page by clicking the link in the Welcome email.

The Company Management Area

THE DASHBOARD

After you have logged in you will see the following screen:
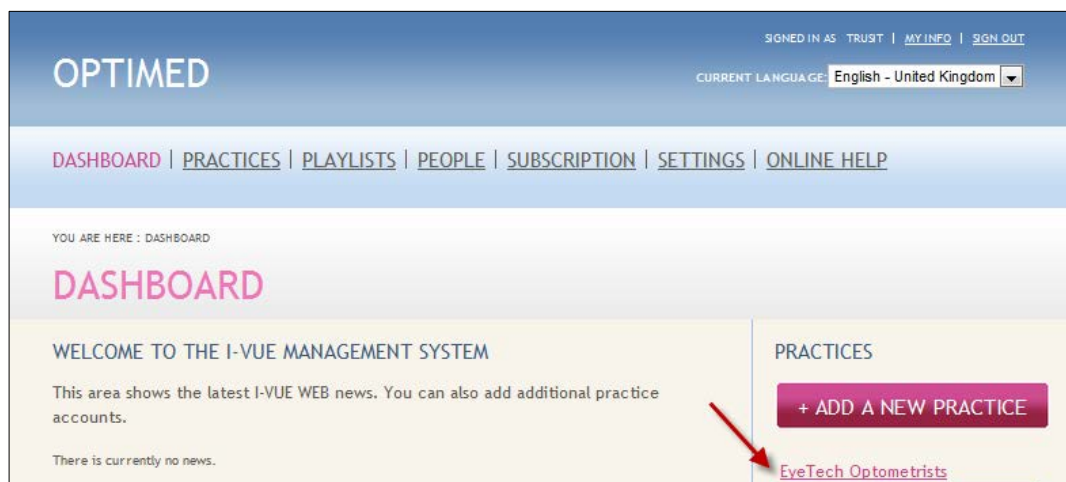
The Dashboard is shown to Company Admin users and Account owners. It shows company specific information.

1. If you have multiple practices in your account then you can add your practice/s. Each practice may have one or more i-Vue display systems within it. Clicking on the practice (see arrow) will take you to that Practice's i-Vue Media Centre.
2. You practice/s is shown here. You can click this link to access your Practice Management Area.
3. The 'My info' area allows you to edit your information such username, password and email.

PRACTICES

This area allows you to access the practice management area, edit the practice information, delete the practice and manage installations by going to the Media Centre. A screen shot is shown below:

Edit
Allows you to edit the practice address and opening times. I-Vue weather locations are taken from this area.

Delete
Click delete if you want to delete this practice. Once deleted, it cannot be undone.

Manage Installations
Click here to visit the i-Vue Media Centre.
Note: you can add as many practices as you wish to your Company.

PLAYLISTS

Clicking on Playlists will show you all the playlists in the entire company i.e. all playlists created by all users over all practices. From here you can Publish a playlist to any of your i-Vue installations. This is a major advantage for large customers with many installations in that multiple sites can be controlled from a centralized location.

If you want to publish to multiple locations, click on the publish link next to the playlist you want to publish and then select all or some of the installations and click SAVE. Your playlist will then publish and playback in approximately 30 minutes.

PEOPLE

The People section allows you to add users to your Company or Practice. You can add as many users as you wish. Users have different levels of access to your i-Vue account, they can access Company based information or Practice based. The screen shot of the People screen is shown below together with explanations.

1. Edit a user to change their name, email, role or practice that they are associated with. Changing the practice they are associated with will mean that they can control the playback of a different i-Vue located in a different practice.
2. Remove a user by clicking the delete link.
3. Add a new user by clicking the add new user button.

Roles

Users can have 4 roles. These are described below:

Account Owner

This is the highest authority user. Only another account owner delete account owners. Account owners can access the Company management area as well as the i-Vue Media Centre. Account owners will be able to publish playlists to all practices.

Admin

The Admin can do everything the Account owner can do except delete an Account owner.

Practitioner & User

These roles do not allow the users access to the Company management area. The i-Vue Media Centre can be accessed but no settings can be changed.

SUBSCRIPTION

You can view your subscription and upgrade or renew your account from this section. You may want to upgrade your account if you want to purchase more installations. If you are a user in the United Kingdom, you will also be able to view your payments and print off invoices.

SETTINGS

Enter your Company details in this General Settings. There is also another button - Appearance. Click on this area to customize the appearance of your i-Vue in terms of adding a logo:

1. If you have chosen multiple languages, then you can select the default language to display the narratives and captions for the i-Vue, however, each practice can select different languages specific installations.
2. Click on the browse button to upload your logo. The logo must be specific size (335x170 pixels) as detailed in the HELP area and in jpeg format. Once you have selected your logo, click the save button. Your logo will then be displayed.

I-VUE MEDIA CENTRE

The i-Vue Media Centre Panel allows you to remotely control the content displayed in the waiting area from any web browser. Some of the features include the ability to:

    a. Create playlists using i-Vue's engaging animations
    b. Add your own promotional images
    c. Add your own promotional videos
    d. Schedule playlists at specific times and on specific days
    e. Display Live Weather and New Feeds, even add your own Facebook feeds.

Main Menu

The Main menu screen is divided into 2 areas. The left pane contains panels related to specific areas such as installations and playlists. Across the top of the page are icons that will enable you to add new items and save your work. The Media Centre screen is shown below:

1. Clicking here returns you to the main screen (as above)
2. Clicking on the Installations link will display the screen below.

Installations

Add a New Installation

Click the Add New button to add a new installation. You will then see another screen where you must enter the name of the display system, the practice where it is located, the default language (this is the language in which narratives and captions will be displayed) and also the whether you want to have sound on or off. Once you do this, click save to complete the addition of the installation. Copy the Security key for this installation and then proceed with the installation procedure as described on page **Error! Bookmark not defined.**).
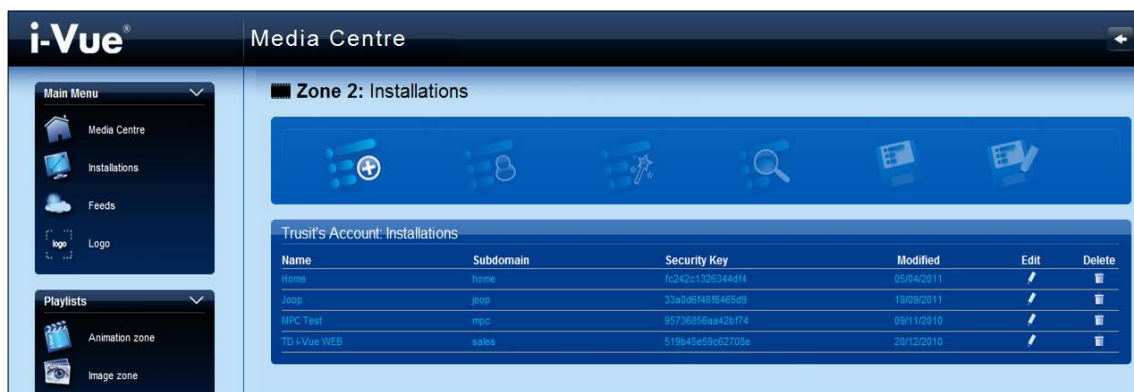
Edit Installation

When editting an installation you can change its name but also change the practice in

which it is allocated. This is important because it allows a different subset of users to control the playback of the device.

Feeds

The i-Vue display can be shown in two ways:

1. Split screen with live news feeds, weather, animations and your logo.
2. Full screen animations.

If you select the feeds link in the Man Menu and deselect all feeds you see the full screen view. Otherwise you must select the Weather and at least one other feed to see the split screen view.
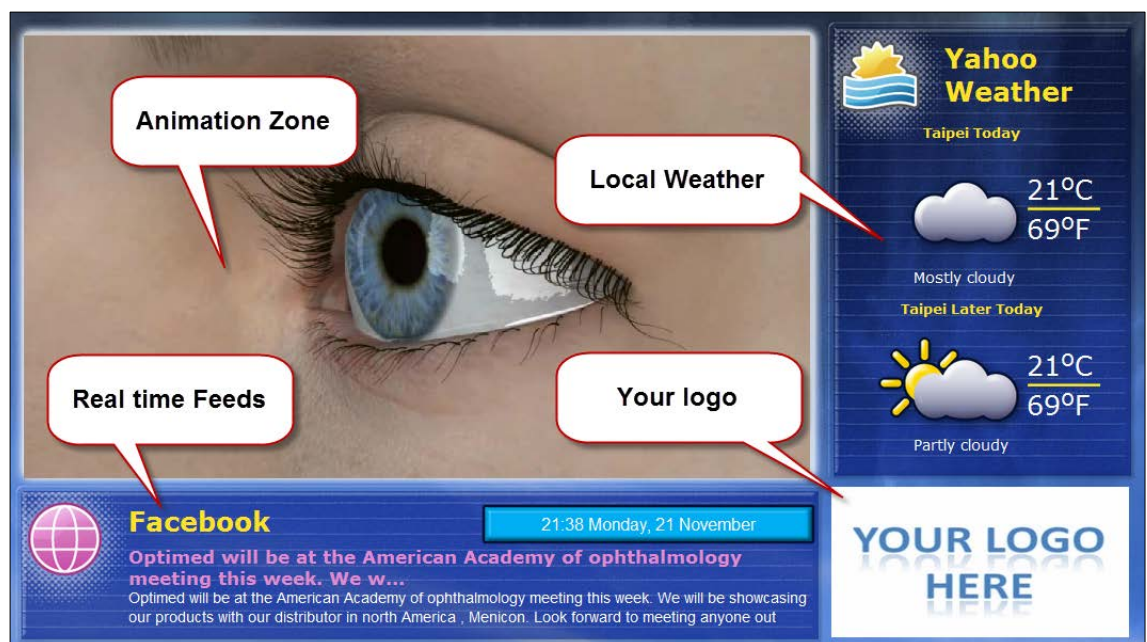
1. Click on the Feeds link from the main menu.
   a. Click the 'Add New' icon.
2. Where it says 'Type' click Facebook
3. Enter the URL of your Facebook RSS feeds.
   a. To find the URL, go to your Facebook page
   b. In the left panel you will see a link that says 'Get updates via RSS', click on it
   c. It will open the RSS feeds in a browser window, copy the URL in the Address bar of the browser and paste it in the URL field.
4. Add a description
5. Enter the display time for each feed segment and click the save icon at the top.

You can also add individual feeds.

1. Click add new.
2. In the type area, click Practice
3. Enter a name (or feed title) e.g 50% off!
4. Enter a description, this will be the body of text beneath the feed title.
5. Enter a display time and then click the save icon at the top of the page.

Logo

You can also add your logo from the media centre.

1. From the main menu, click logo.
2. In the left pane at the bottom you will seea Logo pane, click the 'upload' button.
3. Select the logo from your PC and click open.   The logo will then display in the logo tab.
4. Drag and drop the logo on the 'Current logo' film strip segment.
5. Click the save icon and your logo will appear on the i-Vue associated with this practice.

Playlists Panel

The Playlists Panel allows you to configure your playlists. A playlist is an ordered list of media as defined in the film strip on the Dock. The playlist panel is divided into 5 areas.

Animation Zone

The animation zone shows the i-Vue animations ordered in categories. To add it to the film strip left click and hold the mouse on the animation picture and then drag the animation to an empty film strip segment. Dragging it over a filled segement will over-write the previous content. If you want to copy that movie to another slot, just left click it and drag to another slot. If you want to delete it, just double click the film strip segment.

The film strip can be any length, as you fill up the empty segements you can scroll by clicking on the right arrow to expose empty segments.

If you want to preview an animation, click on the text underneath it, this will bring up a window that will play the entire animation and display the animation duration and description as shown below:


Image Zone

Click on Image Zone in the left pane to add static images in between animations. Select from a number of predefined and categorized template images or even upload your own image. To add it to the filmstrip drag a drop it to an empty segment. Notice that as you fill an empty segment another one appears. This means that you can add multiple images in between animation movies.

Uploading your own image is also possible. In the left area of the screen (shown below) there will be a 'Upload Image' panel. Click the upload button and select an image on your computer. The image must jpeg and 1920x1080 in size. Once it is uploaded it will be populated in the 'Practice Images' category tab. You practice images are for your practice only and will not be visible to anyone else.
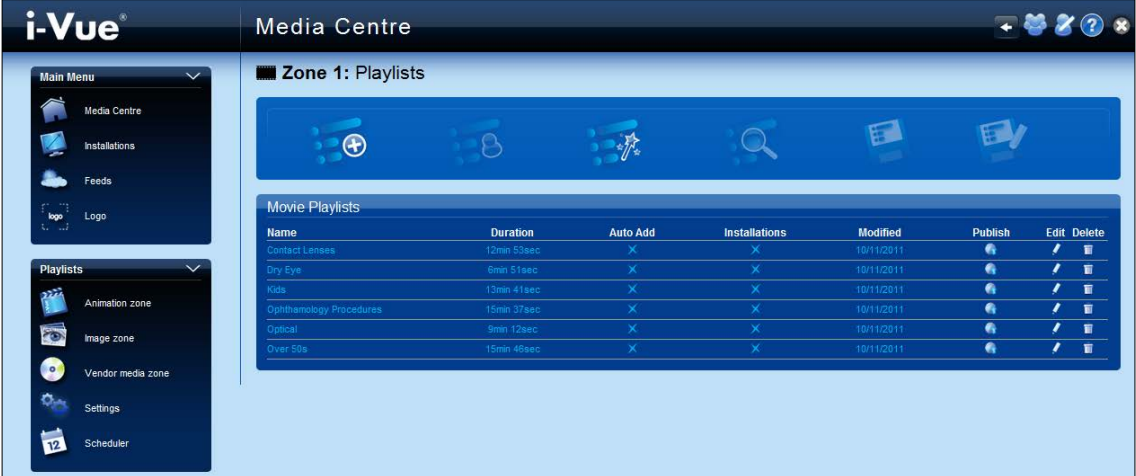
Vendor Media

The Vendor Media folder contains movies that we have provided from partnering suppliers. You can add these movies to your playlist. In addition, on your display installation PC you will notice that there is Vendor Media folder on your desktop (see below). To add your own movies, just copy the movie to the Vendor Media folder and restart CAPTIV8 (close down CAPTIV8 from the small icon in the Taskbar), the movie will appear in the Vendor Media areas in the Control Panel as shown below.

The movie should be wmv, avi, mov, mo4, m4v. Furthermore, the movie must be iin widescreen format ie. 16:9 (1280x720, 1365x768, 1920x1080). Note that captions are not available for movies that you add to Vendor Media.
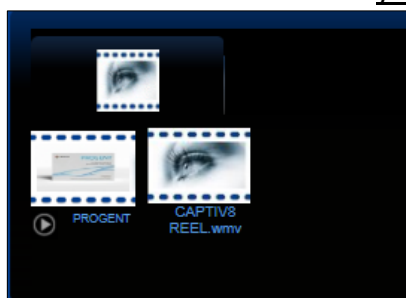
Playlist Settings

Once you have created your playlist/s you need to publish the playlist/s to your installation/s. Clicking on the Settings link in the Playlist Panel will show the screen shot below.

The table shows all your playlists within that practice (if you are a practice user) or all the playlists throughout ALL your practices if you're a Company admin or account owner user. The duration of the playlist is displayed and also which installations any particular playlist is currently published to. In order to publish a playlist, click the publish icon, select your installation/s and click the publish button. After 30 minutes or so, your waiting area system will update (the PC must be connected to the Internet).

You can also edit and delete playlists from this area.

SCHEDULER

The Scheduler allows you to publish multiple playlists at specific times of the day and on specific days of the week. Many users create specific playlists such as 'dry eye', 'over 50's' etc in order to target specific segments of patients visiting the practice or office. The Scheduler allows users to deploy these playlists at specific times and days.

All playlists are shown in the left panel, left click, hold and drag the playlist to a specific time slot. The playlist name will then be displayed in this area. Then drag and drop another playlist at a point where you would like it to start playing. In the example above, the Over 50's playlist will start playing at 9am and continue looping until 11am. At this point, the Dry eye playlist will start playing and looping until the next time point. Note that the next playlist only starts after the previous plsylist's animation has finished playing so as to avoid any abrupt change to playback.

If you want the same schedule to play every day, leave the other days of the week blank. Once you have scheduled your playlists click the save button at the top of the page. Finally, to deploy your schedule, click the publish button at the bottom of the screen, select your installations and click on the publish button. Your schedule will be

deployed after 30 minutes (the installation/s must be connected to the Internet).

Support

Please log onto www.optimed.co.uk for support videos (you must login to view these). Alternatively, email or call you local distributor.

Trademarks

CAPTIV8® and i-Vue® are registered trademarks of Optimed Ltd.
Optimed Ltd is a Company registered in the United Kingdom and the owner and developer of CAPTIV8, i-Vue, ANIM8 and EyeDraw.