



Billboard Pro User Guide

Document v. 10-18-19.1

Quick Start for Billboard Pro

Vision-e Connect presents a [Billboard Pro](#) overview for New Accounts as follows:

Get Started

1. Create Company Profile and Add Company Logo.

2.

Get Started

3. Add your Sales Representative(s) and Executive(s) to allow a flawless connection between the Billboard Pro User and the respective representatives.

Get Started

4. Create/Edit your Machine Lists to enable with Billboard Pro.

Get Started

5. Manage Billboard Pro 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 Pro 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 Pro for ConnectKey® application.

Billboard Pro, similar to our Help Center application, is focused on enhancing your customer relationships while hosting the power of your Xerox® ConnectKey® enabled MFP. With our new, groundbreaking solution, Billboard Pro will allow for admins within your Organization to create customized communications to display on the user interface of your MFP.

These messages can span from company awards, internal events such as company holiday parties, updated company policies, employee suggestions, and even provide a flawless interaction between your client and their sales representatives within your establishment.

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

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1.1 Creating the Customer Account

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

Getting Started

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.

Getting Started

On the Login page, create your passwords by entering it twice.

Step 1

Getting Started

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

Step 2

Step 3

2.1 Set Up your Device

With your Billboard Pro 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:

GHd '%s

Determine the Serial Number of your MFP. You can do so on the actual device by touching the 8Yj]W option on the Home screen then tap on 5Vci h

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GHd '&s

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

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GHd ' s

You'll now be required to complete your account/company information. To do so, click **A m5Wci bh** and fill out the provided form under Company Profile. Click **Gi Va]h** when done.

Company Profile
Licenses

Company Logo

visionelogo

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Getting Started

Next, we'll need to build your app's Personnel which consist of the Sales Rep and Executive. Your **Customer** is the customer's main point of contact for any inquiries while the **Superior** can act as the rep's superior (Sales Manager, Managing Partner, etc.)

To begin, click the **Personnel** tab.



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

Getting Started

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

Next,

Getting Started

Next, click **Superior** and proceed to fill out the form. When done, click **Save**

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.

Next,

Getting Started

Next, you'll need to have your Control Panel recognize the MFP with Billboard Pro enabled.

To do so, click the **Machine Inventory** tab and click on **Customer** as shown within the next page.

Next,

[Add Machine](#) [Machine List](#) [Form Reasons](#)

Customer Name

Name your device

Serial Number

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Go to , s

When ready, complete the provided form and click on **Go**

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

2.2 Manage your Billboard Pro 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 Pro 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.

Go to %

To begin, click **Go** then click on **Go**

Go to &s

There are four options that the User can select on their device's display. Under **Channels**, select one of the following options:

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- **BUYg**: This channel will direct the user(s) to a profile page of the selected Sales Rep. This will also allow the user to contact the Sales Rep directly or even schedule a meeting.
- **6]`]b[** : This channel will allow the user(s) to directly contact your establishment's Billing Department/Representative for any financial/billing inquiries, such as lease expiration, payment methods, and so forth.
- **7i ghrca`a U] Y**: 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.
- **7i ghrca` : cfa** : This channel allows you to create a custom contact form, which can be utilized for Public Relations, Human Resources, etc. Simply provide a recipient email address and the user will be allowed to submit their inquiries to that end recipient.

GHd' s

Admins will be able to change the names and icons for each of your channels right from this screen at any given moment. Changes will be reflected from your Billboard Pro the next time you launch the application.

GHd(s

Lastly, much like the channel name and icon, you will be able to modify the application's display color.

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2.3 Setup Billboards

Now that you've enabled your Billboard Pro 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.

8YZi`h6]`VcUfX`HYa d`UHyfj

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

GHd`%s

Once you've logged into the Billboard Pro Control Panel, click the **6]`VcUfX`Dfc** tab then click **6]`VcUfX** next.

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

Guides

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

- A
- C

Guides

Navigate to [Billboard Pro](#) below for next steps.

7i gca '6]`VcUfX`HYa d`UHyfj

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:

Guides

To opt out of using the Default Billboard Templates, under the *Billboard Pro* tab, select [6\]`VcUfX](#) to upload your custom template once it has been created.

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

Guides

Enter your Billboard's [BUa Y](#) in the field provided.

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Getting Started

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

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

Steps

Step 1: Create

Click **Create Billboard**

Upload Image (use an image with a width/height ratio of 1.5 with a max size of 100kb):

Choose File No file chosen

Create Billboard

Step 2: Add

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

Step 3: Select

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

Steps

Step 1: Select

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

Filter

Change the billboard template for all the checked machines to this billboard template:

Out of Order ⌵

Update

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2.4 Surveys

Gathering intel from your users is an essential piece to the puzzle of building a successful relationship with both your clients and workforce.

Billboard Pro provides you the ability to create Surveys to appear within your Billboard Pro app from your Xerox® ConnectKey® enabled MFP.

Getting Started

To begin, you'll first need to create the Surveys by following the instructions below:

Step 1

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

Step 2

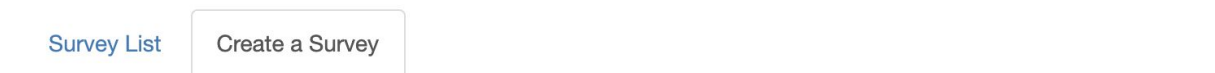
Next, login using your Free Online Account credentials. Once you're logged in, click the Surveys tab as shown below.



Step 3

Getting Started

If this is your first time managing Surveys, you'll need to click the Create a Survey tab.



Step 4

Getting Started

First step here will be to provide you Survey with a Unique Name within the **Give Your Survey a Unique Name** field.

Step 5

Questions

Type in the Question of your choice within the **BYK 'E i Ygncb** field. These questions will be displayed to the end user as part of your Survey.

Answers

To accompany your created Question, you'll need to add Answer Options within the provided field. Once you provide each answer, make sure to click **5XX '5bg Yf**.

Answers

As you continue to add your Answers, you'll see each entered option listed below the Answer Option field as shown below.

- Five Stars Remove
- Four Stars Remove
- Three Stars Remove
- Two Stars Remove
- One Star Remove

Byf. If you wish to delete any of the entered Answers, click the **Remove** link highlighted in red next to the answer.

Questions

When done with the entered Question and Answer(s), click the **5XX 'E i Ygncb** button. Your completed Survey Question will appear below the Add Question button as shown below.

How would you rate your experience with the Billboard Pro app? (Five Stars being the top option) Edit Remove

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Getting Started

To add additional Questions to the Survey, repeat the steps listed above.

Final Steps

When done, click the Save button

How would you rate your experience with the Billboard Pro app? (Five Stars being the top option) [Edit](#) [Remove](#)
 Have you found the application's usage positive overall? [Edit](#) [Remove](#)

[Create Survey](#)

Confirmation

Click OK when prompted.

Verification

To confirm your Survey was successfully saved, click the My Account tab and locate your survey as shown below.

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

Survey List [Create a Survey](#)

List of Surveys

Billboard Pro User Feedback [Remove](#)

Next Steps

Enabling the Survey

Now that you've created your desired Survey(s), you'll need to enable the survey to the respective Xerox® ConnectKey® enabled MFP to interact with your Billboard Pro users.

To do so, please follow the steps below:

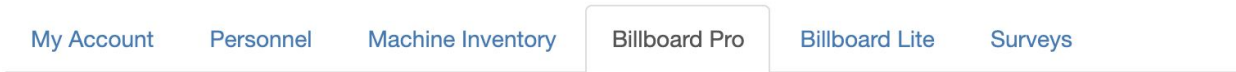
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Step 1

Navigate to www.VisionConnect.com and click the **Home** tab.

Step 2

Next, login using your Free Online Account credentials then click on the **Account** tab as shown below.



Step 3

Then click the **Account Settings** tab.




Step 4

Choose a Channel you wish to enable with your created Survey by clicking the *Page Type* drop down menu and selecting **Account**.

Page Type

Survey

Account



Account

Edit Icon

Account

Save

Step 5

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Step 1

Next, a secondary drop down menu will appear once you selected Survey. This menu will provide you every Survey you've created. Select the survey of your choice.

Step 2

You'll need to apply a channel icon that represents Surveys by clicking the **Apply** button and select the icon of your choice.

Step 3

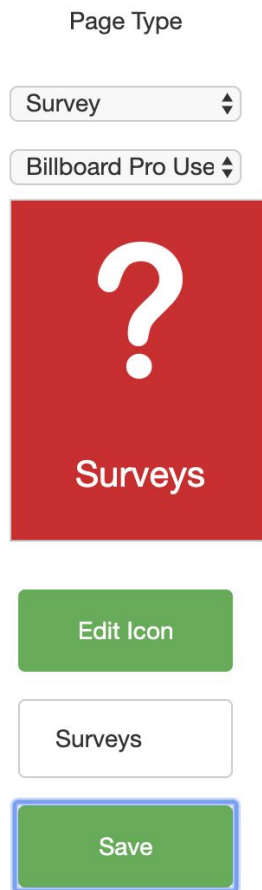
Click **OK** when prompted.

Step 4

Lastly, type in the Channel Name as Surveys then click **OK** when prompted.

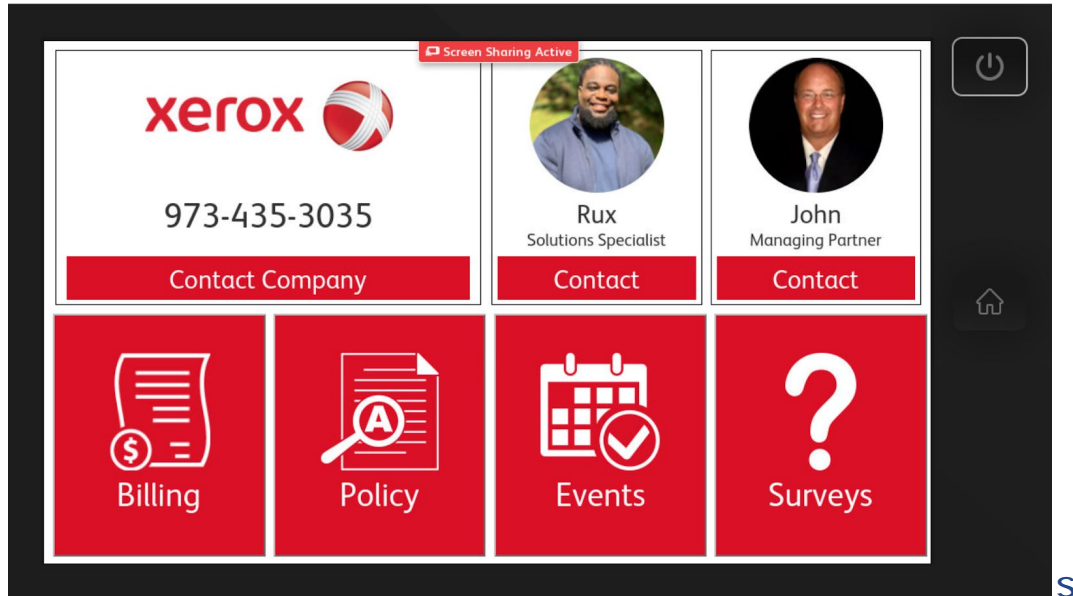
Step 5

Your channel should look similar to the below example:



Get Ready

To confirm all changes have been successfully made, we recommend accessing your Billboard Pro app on the respective MFP to view your new Surveys channel!



Steps

1. Access the Dashboard

Now that your Survey is live, you may find yourself needing to review the existing Survey(s) or more importantly you wish to view the user's Survey responses.

To do so, please follow the steps below:

Step 1

Navigate to www.VisionConnect.com and click the **Account** tab.

Step 2

Next, login using your Free Online Account credentials then click on the Surveys tab.

Step 3

From here, click the **Account** tab then click the **Account** from the provided List.

You'll be able to view a breakdown of how your Survey is being received from the Billboard Pro users by clicking through each Survey Question as shown on the next page.

Steps

Survey List Create a Survey

List of Surveys

Billboard Pro User Feedback Remove

Billboard Pro User Feedback

How would you rate your experience with Billboard Pro? Five Stars being the top rating.

| | |
|-------------|-----------------|
| Five Stars | 0 out of 0 (0%) |
| Four Stars | 0 out of 0 (0%) |
| Three Stars | 0 out of 0 (0%) |
| Two Stars | 0 out of 0 (0%) |
| One Star | 0 out of 0 (0%) |

Would you recommend using Billboard Pro for other businesses within your industry?

Do you wish for an Account Representative reach out to you regarding any Referral Programs offered?

2.5 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.

7fYUHY U'G]XYg\ck

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 [GYMcb'&"](#) (Pg. 8)

When ready, please follow the below instructions to begin:

GHyd %s

Navigate to www.VisioneConnect.com and click the [@ \[\]b](#) tab.

GHyd &s

Next, login using your Free Online Account credentials. Once you’re logged in, click the [6\]`VcUFX`Dfc](#) tab.

My Account
Personnel
Machine Inventory
Billboard Pro
Billboard Lite
Surveys

S

Get started

Then click on the **Slideshow** tab.

Get started

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

Get started

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

Create your billboard slideshows below

Transitions Speed in seconds

Best Practice: 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!

Get started

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

Get started

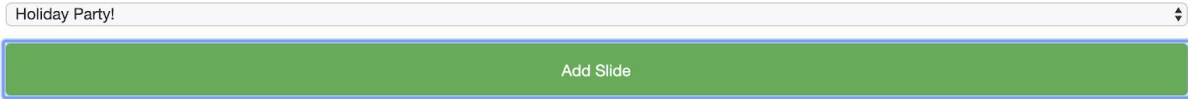
Get started

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

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Slide 1

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.



Slide 2

Last but not least, click **Finish** when done then click **Cancel** when prompted.

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

Next Steps

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!

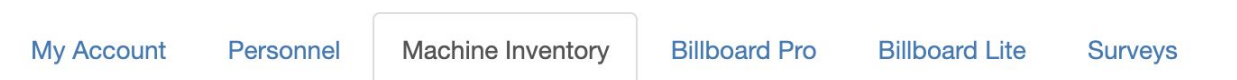
To begin, please follow the below instructions:

Step 1

Navigate to www.VisionConnect.com and click the **Account** tab.

Step 2

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



5

Getting Started

Click the **Machine Inventory** tab.



Steps

Step 1

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.

| 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 |

Steps

Step 2

Getting Started

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

Getting Started

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

Enable Billboard

- No Billboard
- Single Billboard
- Billboard Slideshow

Getting Started

Make sure to select **Billboard Slideshow**.

Getting Started

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

Steps

Enable Billboard

- No Billboard
 - Single Billboard
 - Billboard Slideshow
- Billboard Slideshow**

Upcoming Gabi Events 

Next Steps

Click the **Go Back** button when done then click **Cancel** when prompted.

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

Deleting Slideshows

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

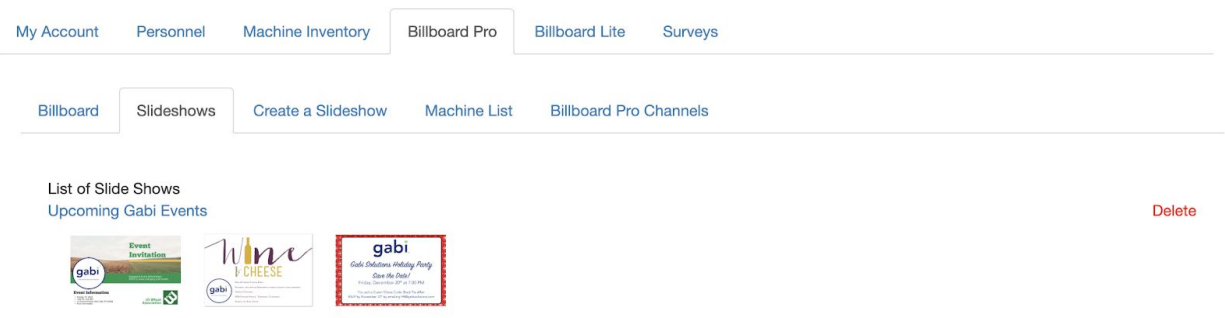
To do so, please follow the below instructions:

Step 1

Navigate to www.VisionConnect.com and click the **Account** tab.

Step 2

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



Step 3

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

Getting started

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

Account Roles

Personnel within your Billboard Pro application consist of the Sales Rep and Executive. Your **Account Manager** is the customer's main point of contact for any inquiries while the **Admin** can act as the rep's superior ("Sales Manager, Managing Partner, etc.)

3.1 Manage Personnel

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 Pro app:

Step 1

Click the **Admin** tab within your Billboard Pro Control Panel.

Step 2

Click **Account Manager**. 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 **Account Manager** from the drop down menu.

Step 4

Click **Save** when done.

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

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Hc``: fYY. (888) 611-2679

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