

MimioMessage/Live User Guide

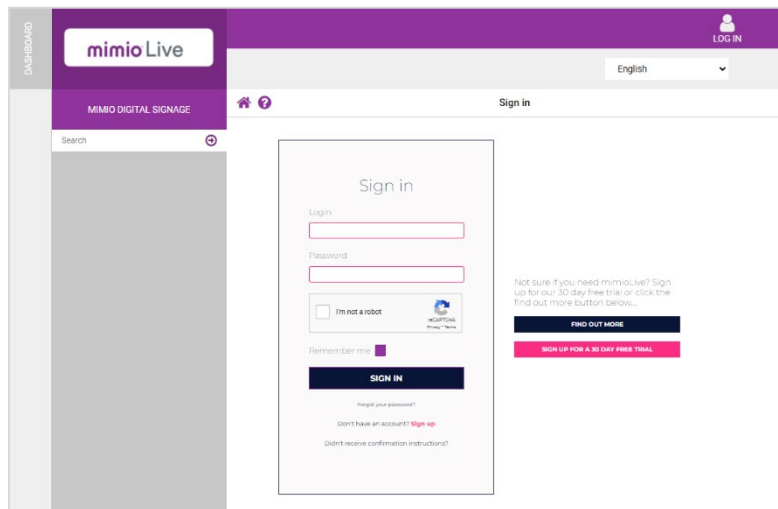
MARCH 7, 2022
BOXLIGHT

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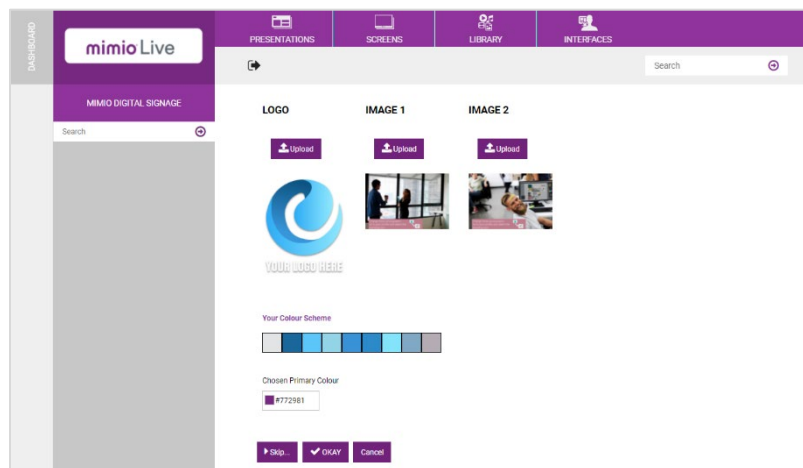
Getting Started

Registering for a MimioLive Account



1. Visit www.Mimiolive.com and follow the on-screen instructions to register and sign-in.

Personalizing the Account



2. Select an Upload button to replace the logo and/or images.
3. Browse to the image file on your computer.
4. Select Okay to upload the new logo/image.

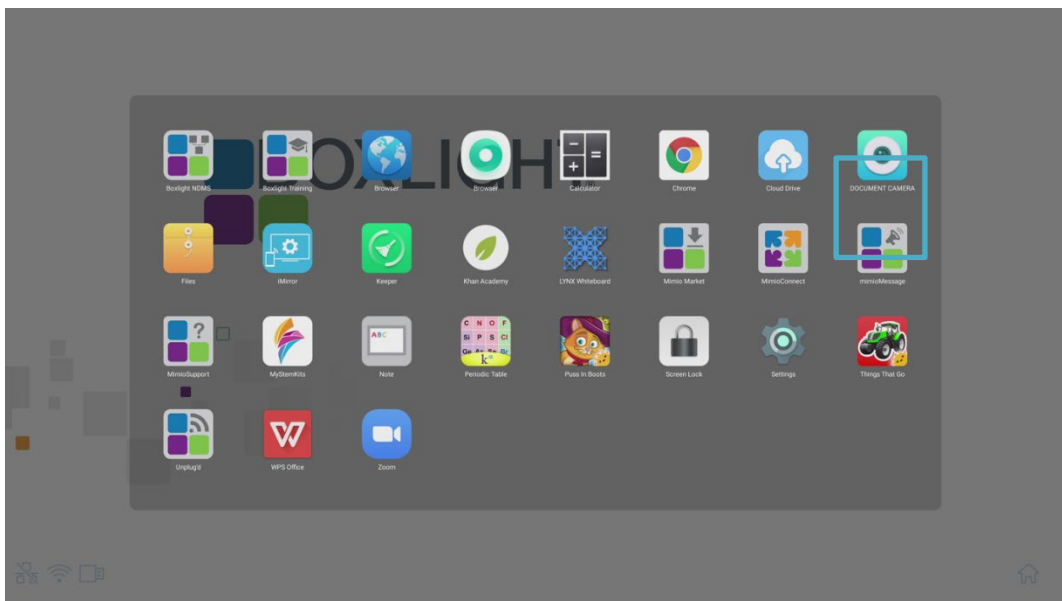


Adding screens to MimioLive

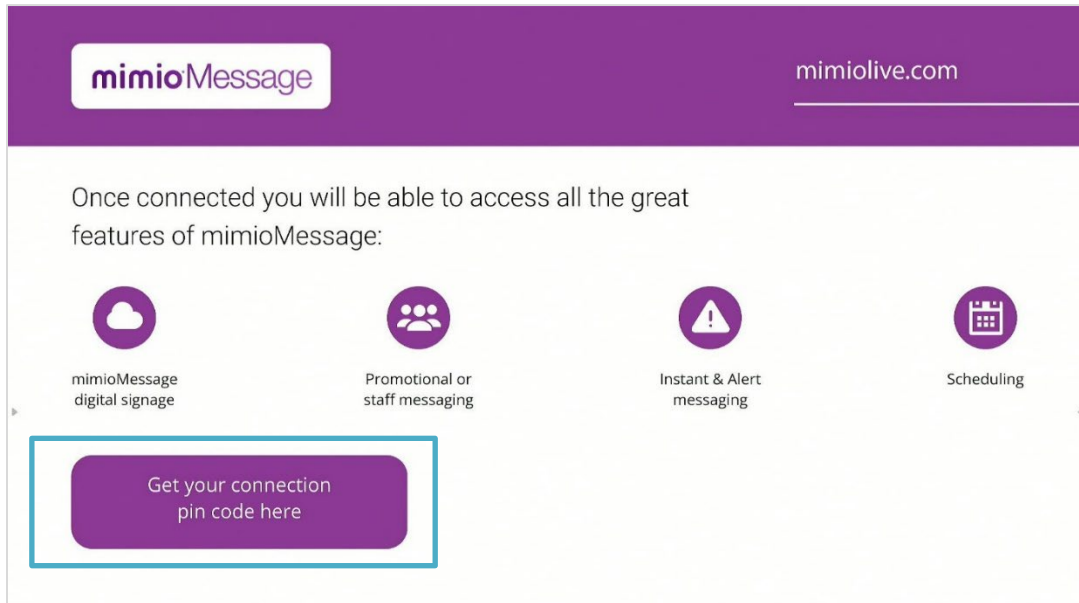
1. Select All Apps Page from the waffle on the Procolor XX3 home screen.



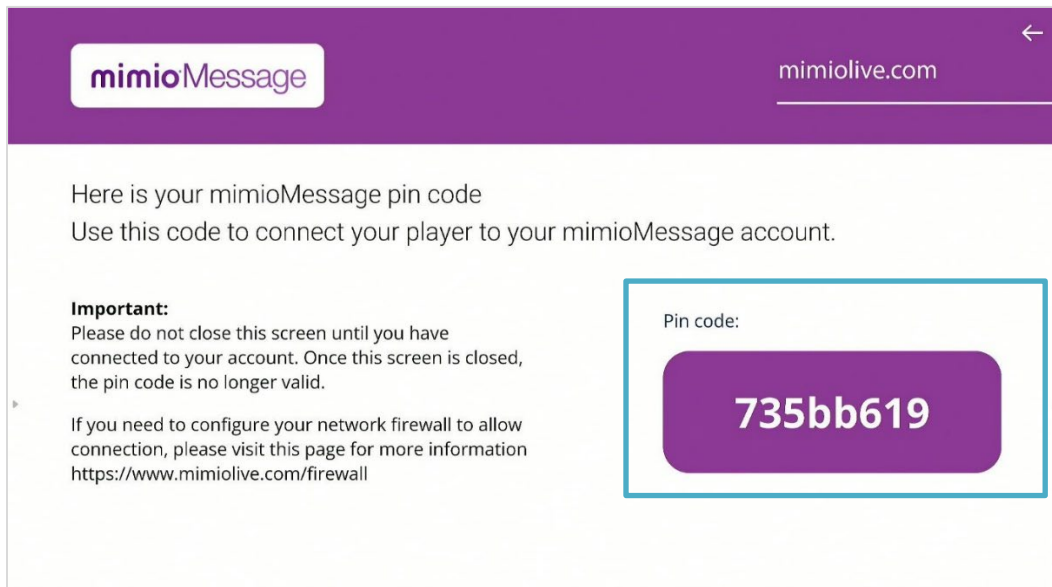
2. Select MimioMessage from the grid of apps.



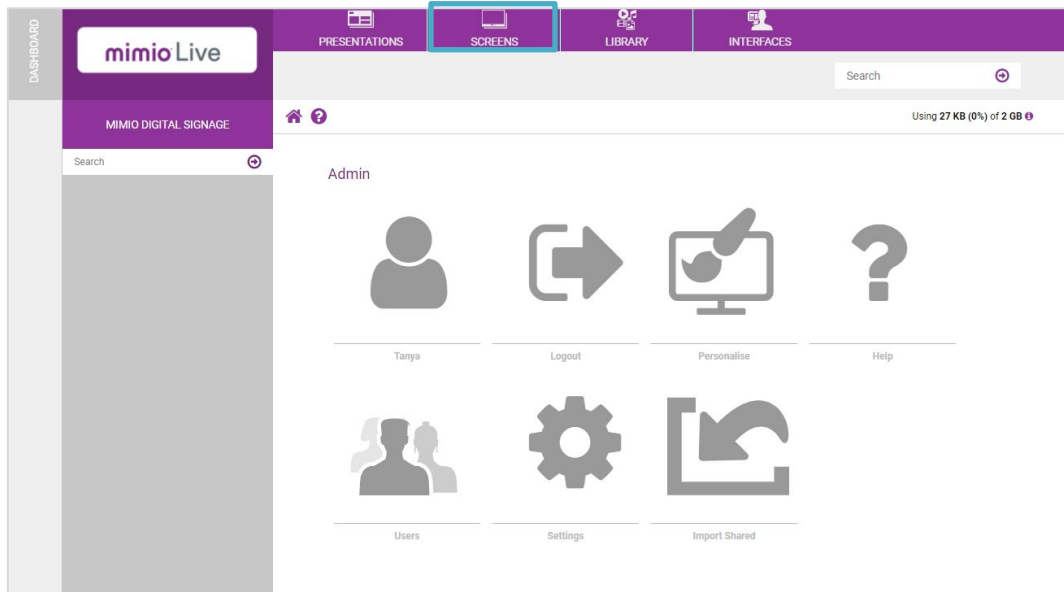
3. Select “Get your connection pin code here.”



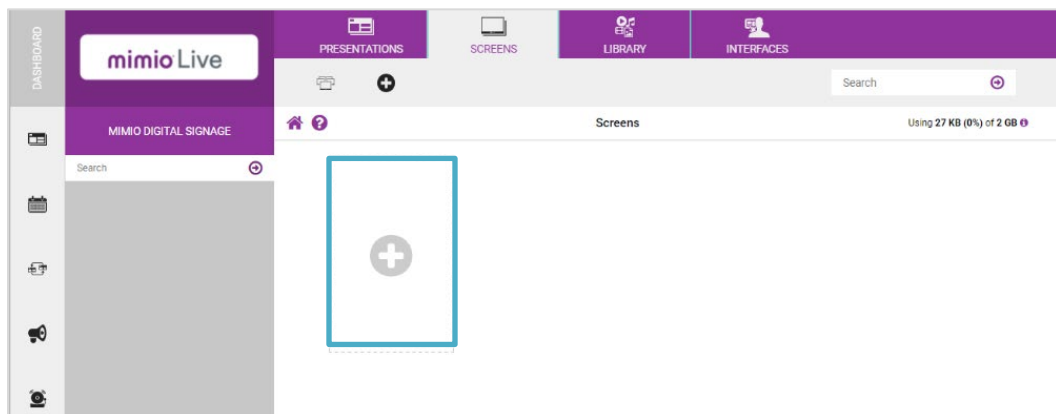
4. Make a note of the pin code. **Please do not close this screen.**



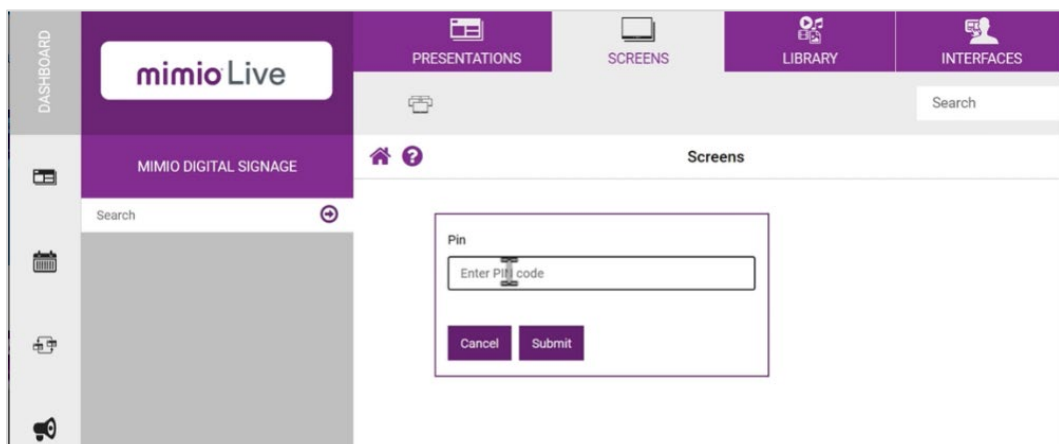
5. From the  Home screen, select the Screens tab.



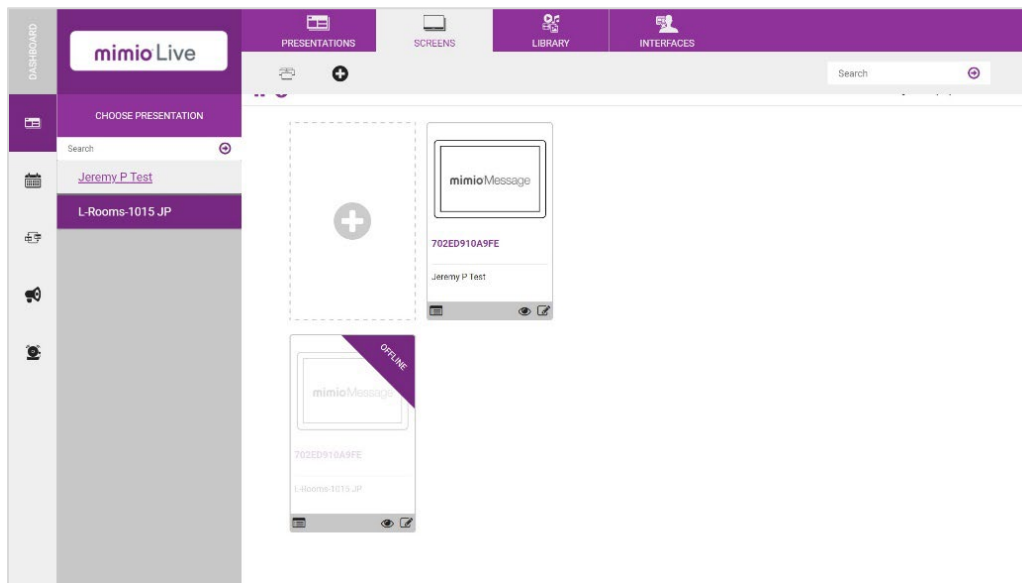
6. Click (+) Add.



7. Enter the pin code.



8. Your ProColor screen is now connected to your MimioLive account.

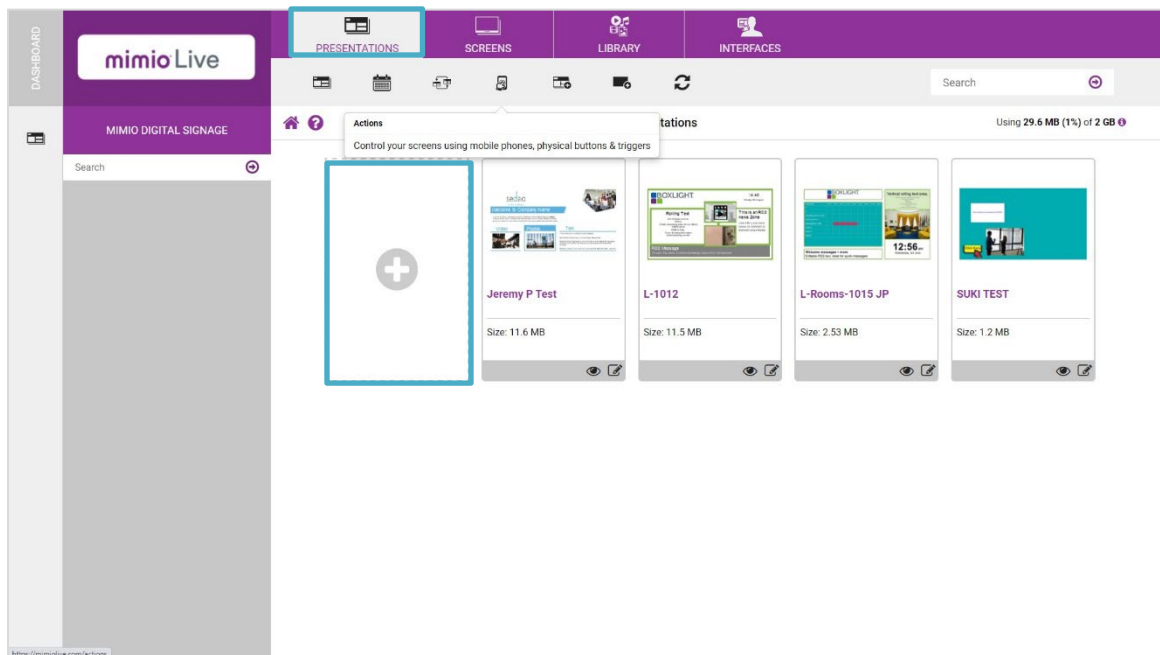


Working with Presentations

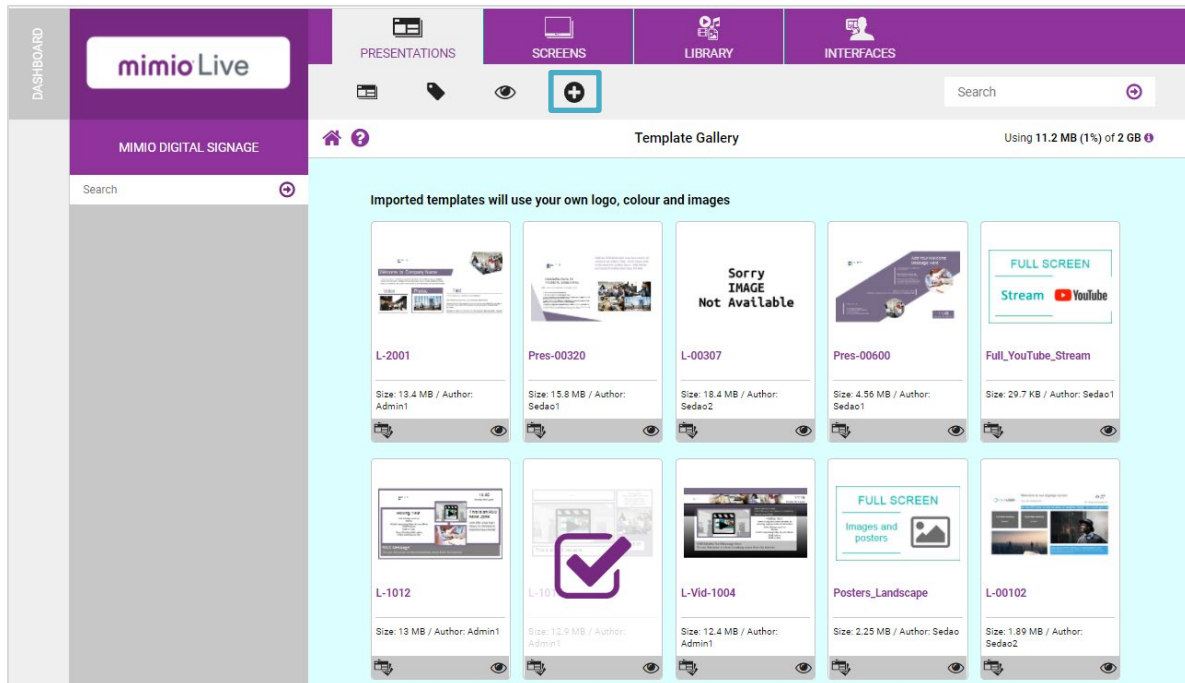
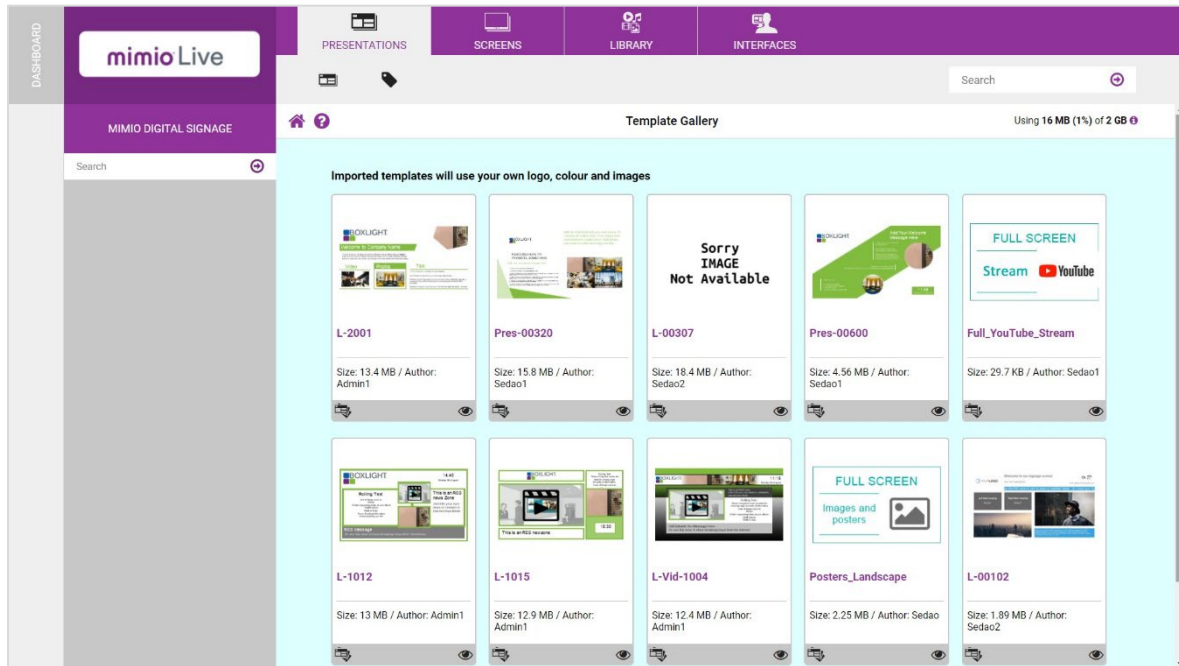
Note: The same steps apply to importing and modifying mobile interface.

Importing a MimioLive Presentation Template

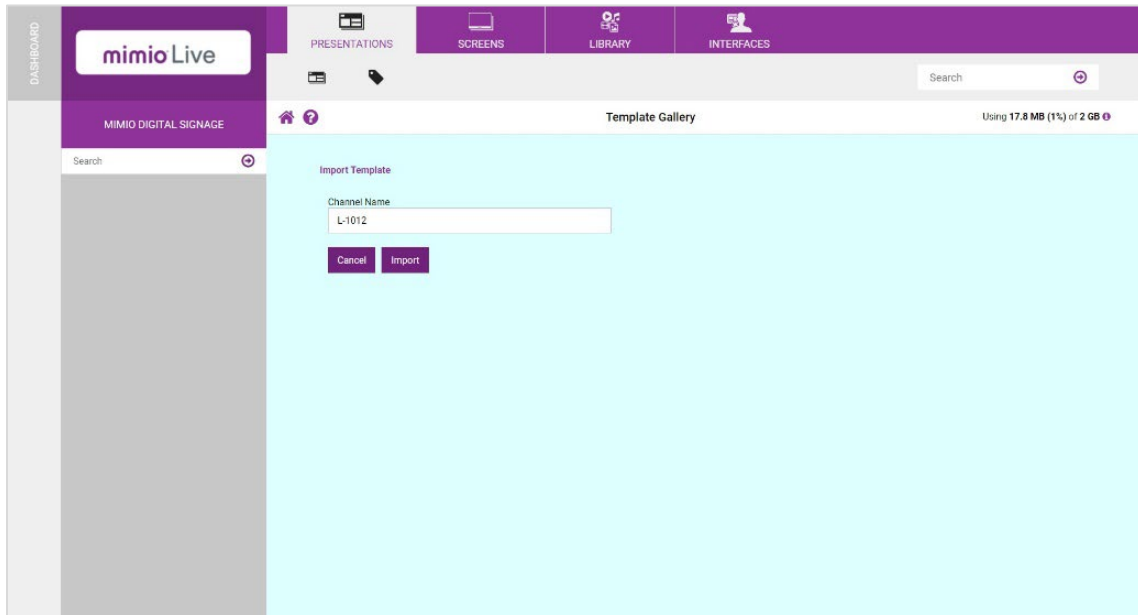
1. Select the Presentations tab. Select (+) Add.




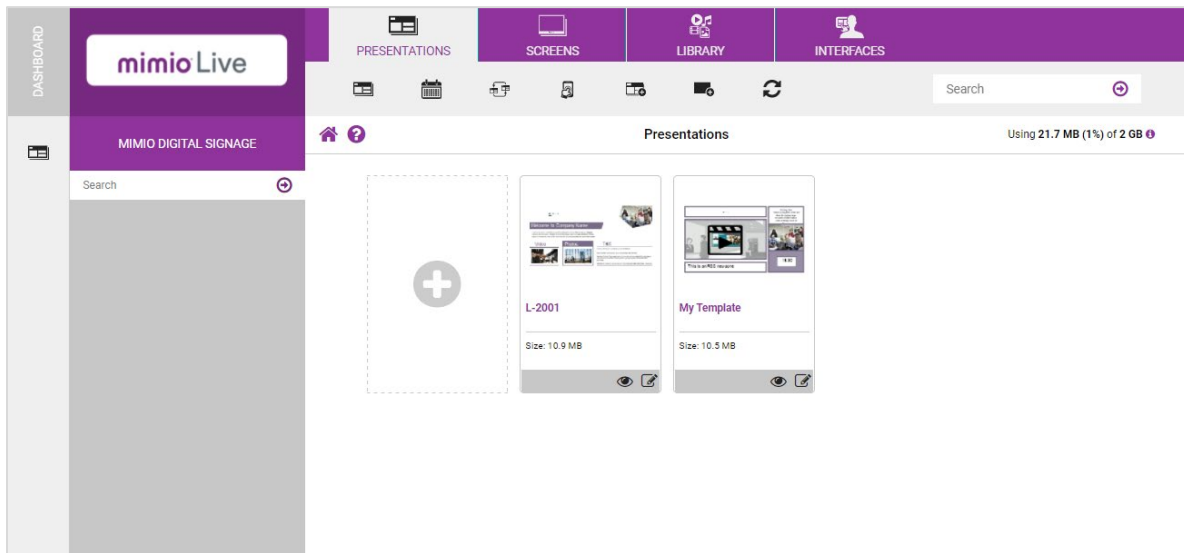
2. Select a presentation template.




4. Rename and select Import.

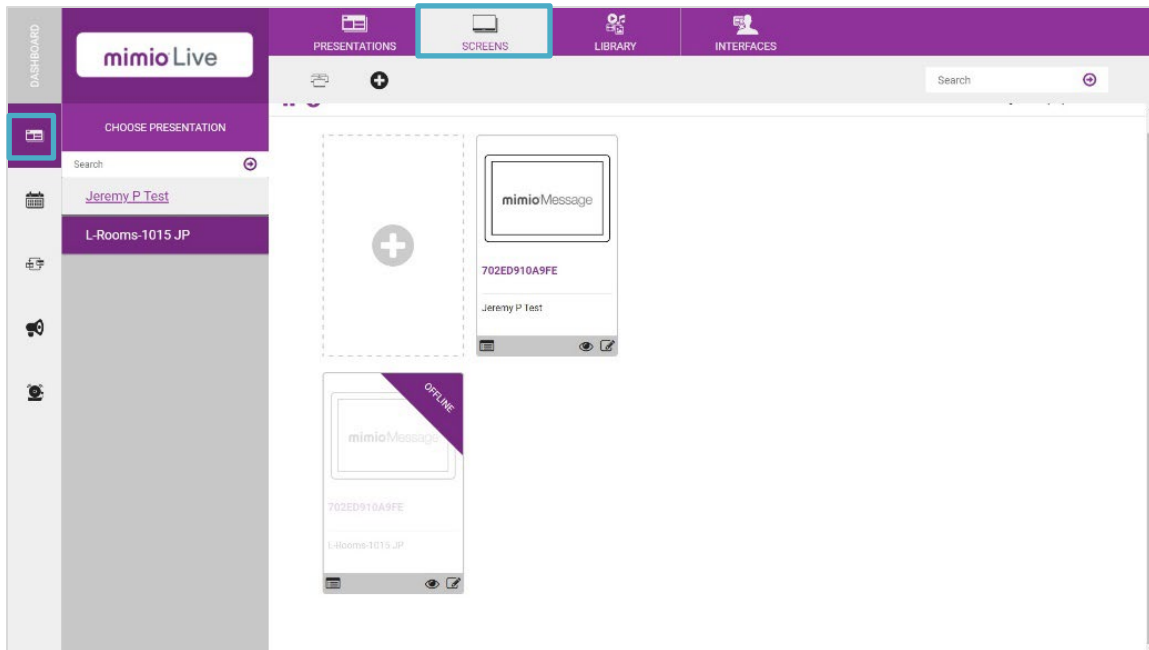


5. The new presentation will now appear in your MimioLive account. Click on the  Presentation icon to view.

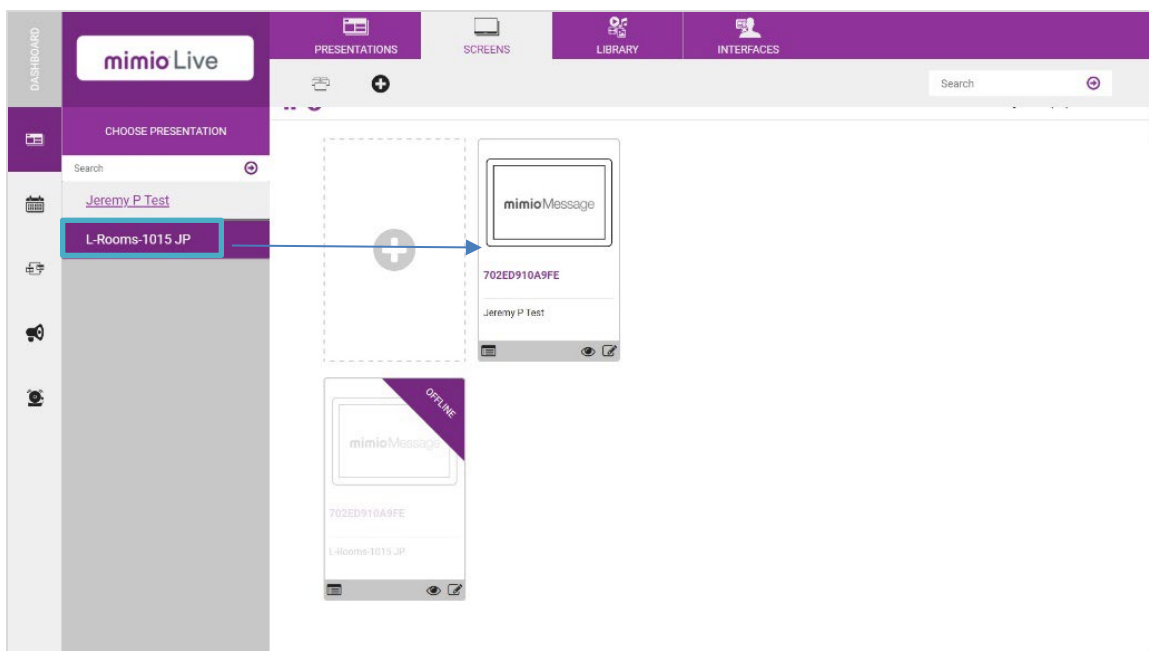


Sending a Presentation to a Screen


1. Select the Screens tab and click on the  Presentation icon on the left.

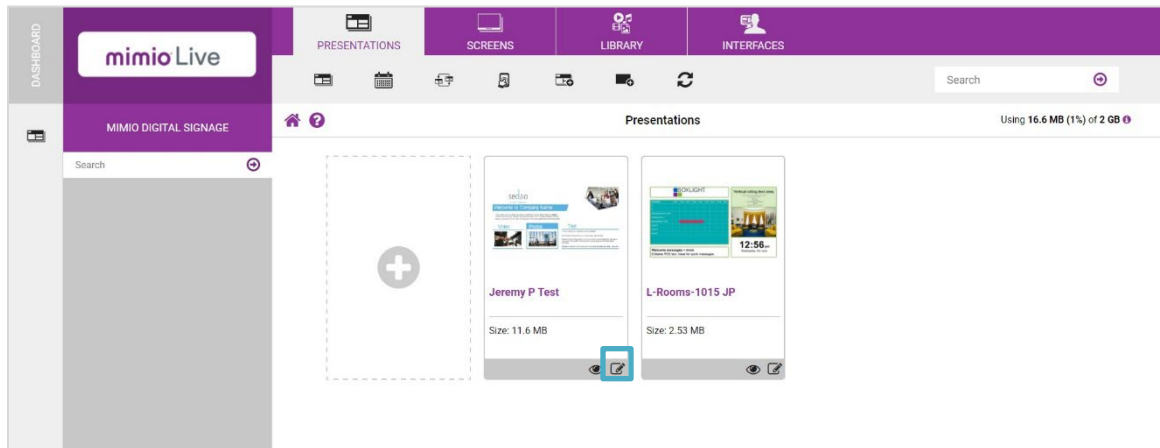


2. Drag the presentation to the screen.



Editing Presentations or Templates

1. Click on the Presentations tab. Click on the  Edit icon at the bottom right of the thumbnail.

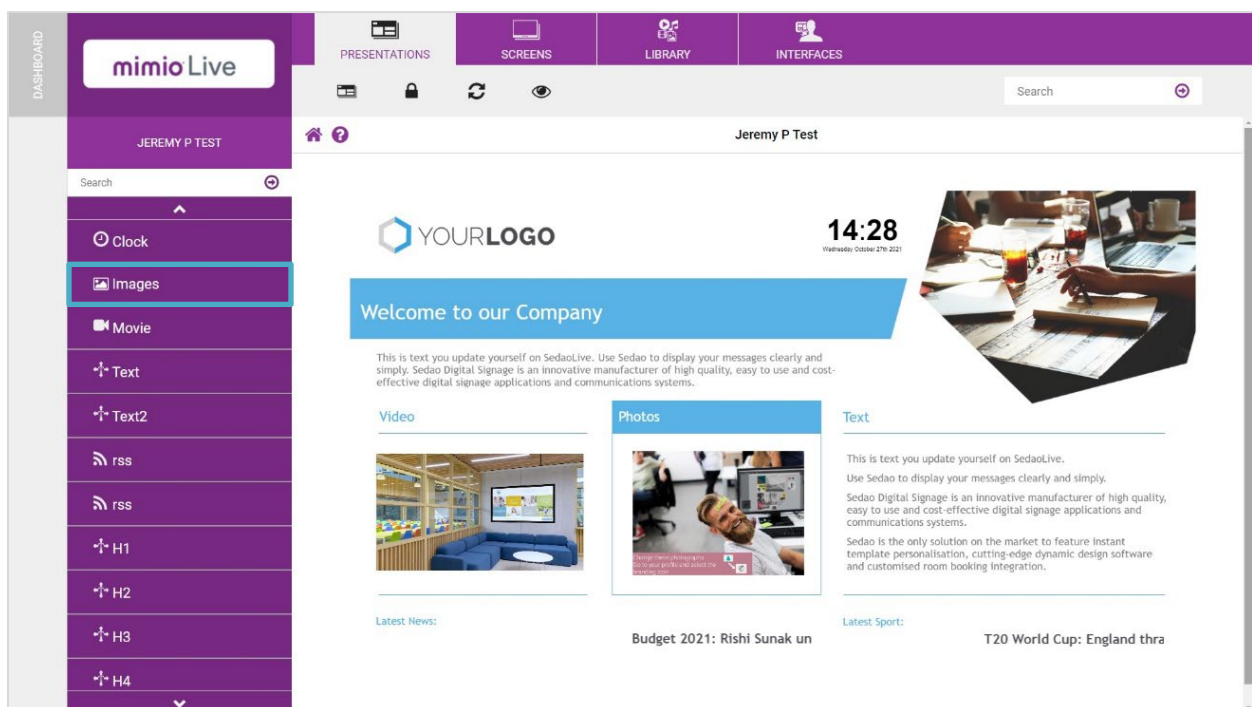


2. Click on the Padlock to open the design creation toolbar.

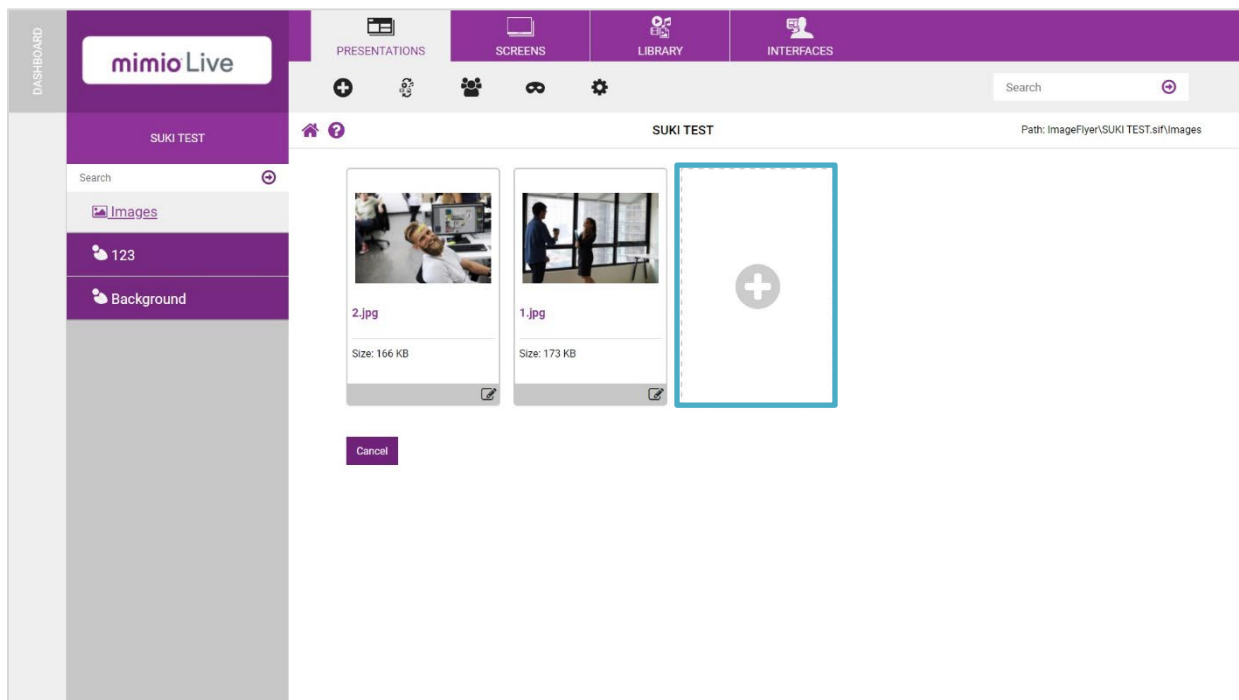


3. The media zones will appear on the left. Click on the zone you wish to edit.

1. Select the Images media zone from the left hand-side.



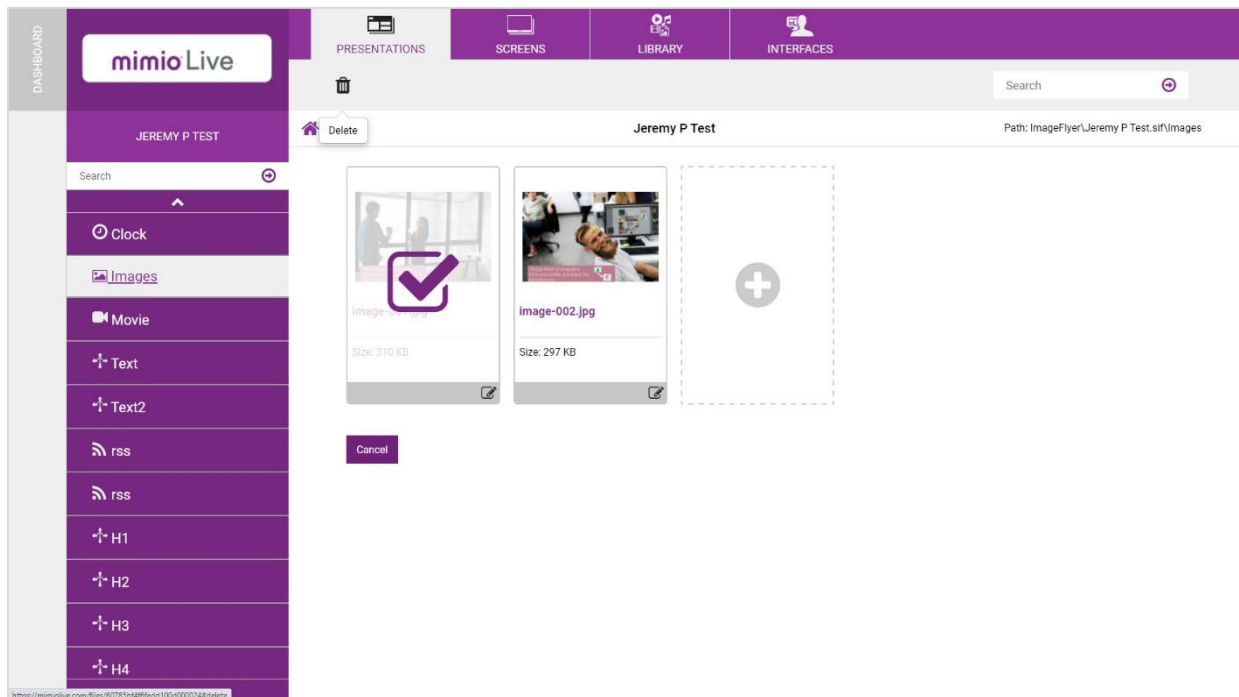
2. Use (+) Add to import new images.




3. Click on Select Files to locate an image on your computer.

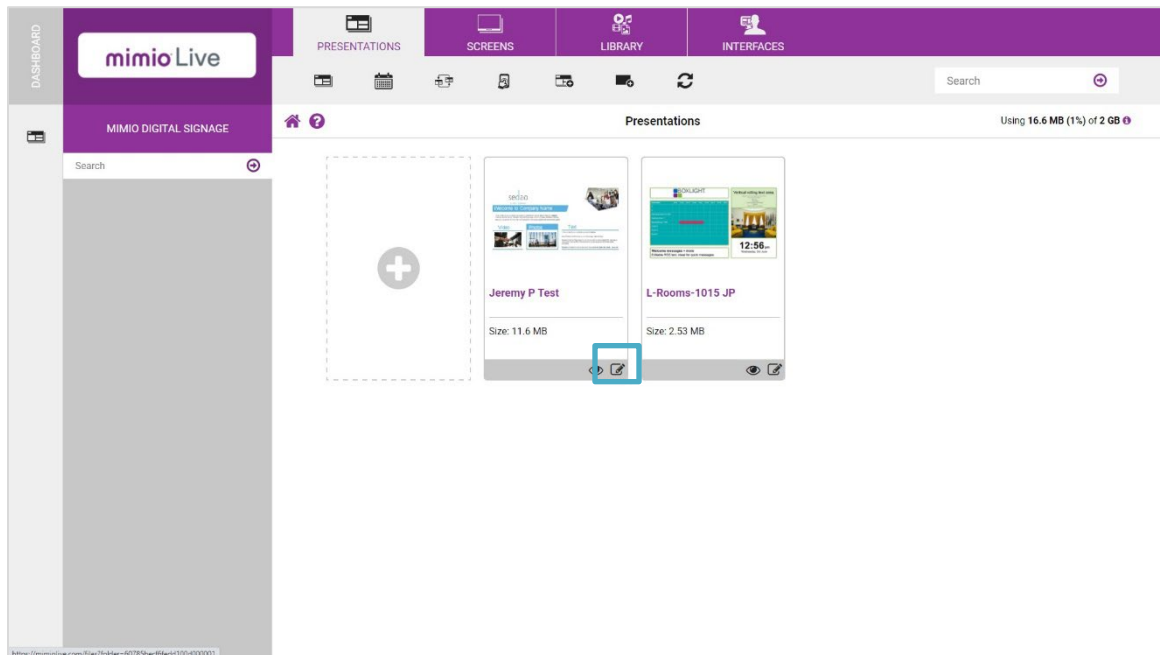
4. Once you have selected the file, click Finished. Your image will appear.

5. To remove an image, select the image. Click the Trash icon to remove.

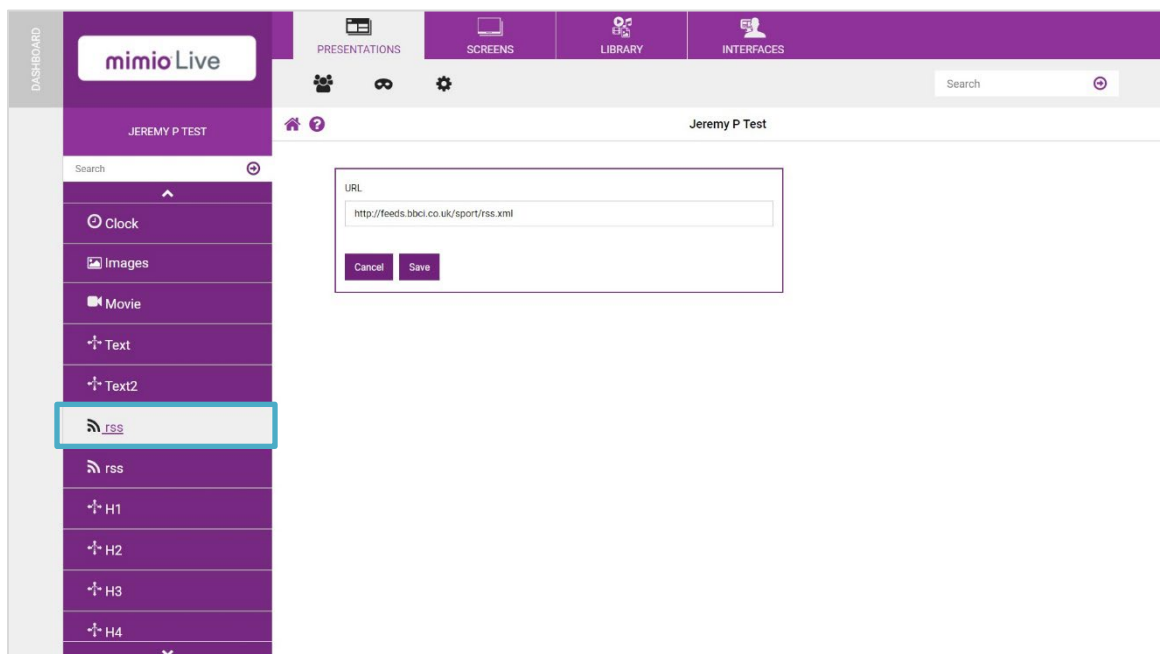


Adding an RSS Feed

1. Click on the Padlock to open the design creation toolbar. Edit the template by selecting the  Edit icon at the bottom-right of the thumbnail.



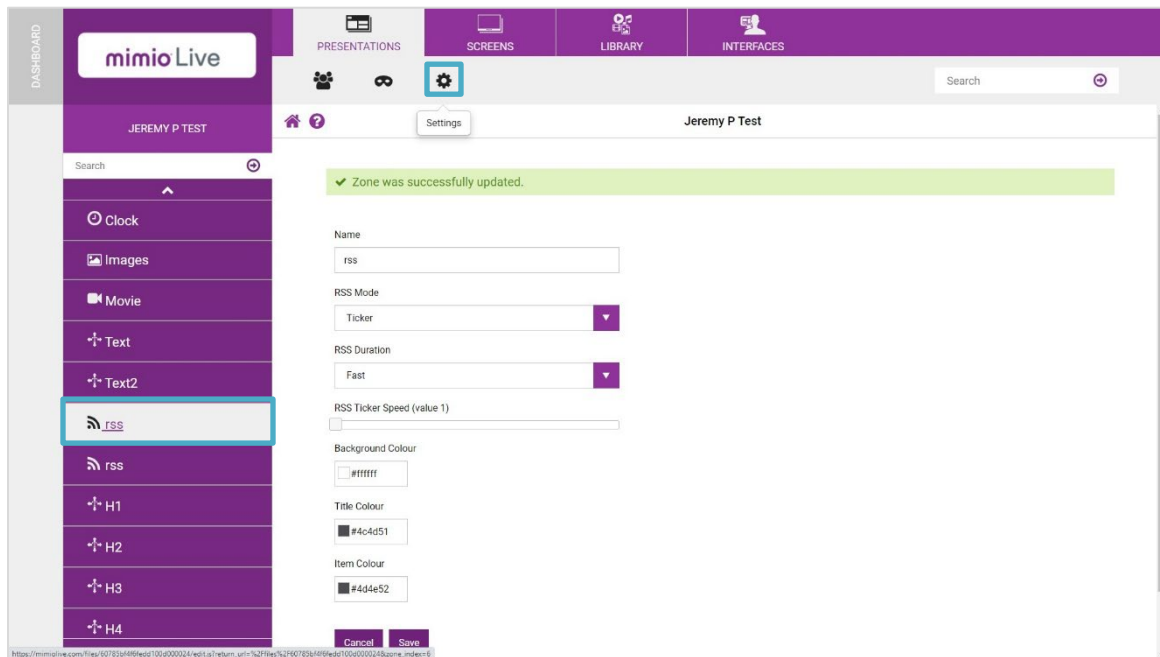
2. Select the rss media zone from the left hand-side.



3. Add the relevant rss feed and select Save.

Changing the Settings of the RSS Feed


1. Select the Gear icon in the gray toolbar.

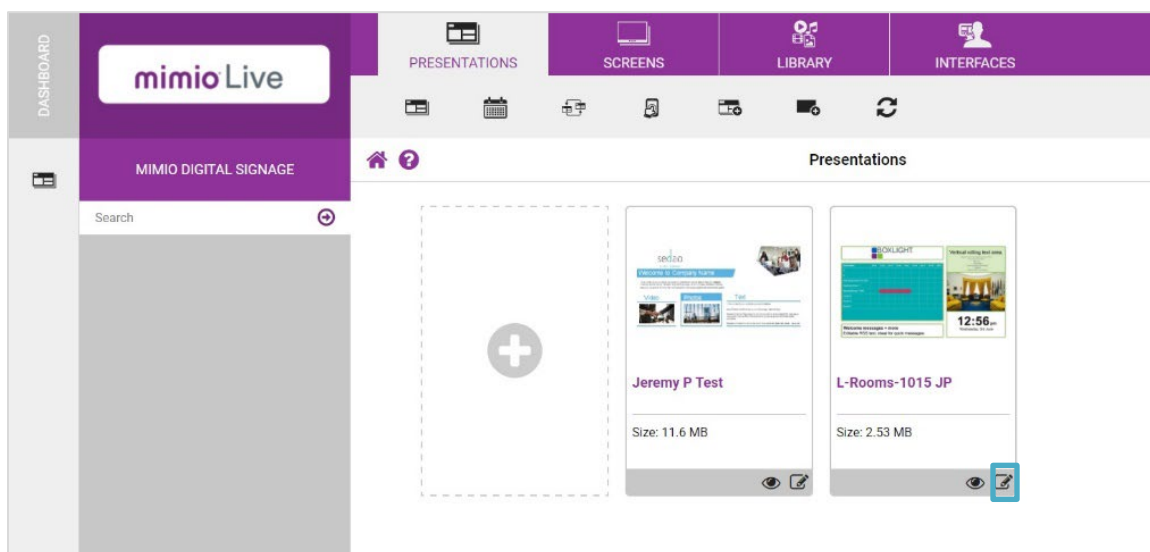


2. Add the appropriate settings and select Save.

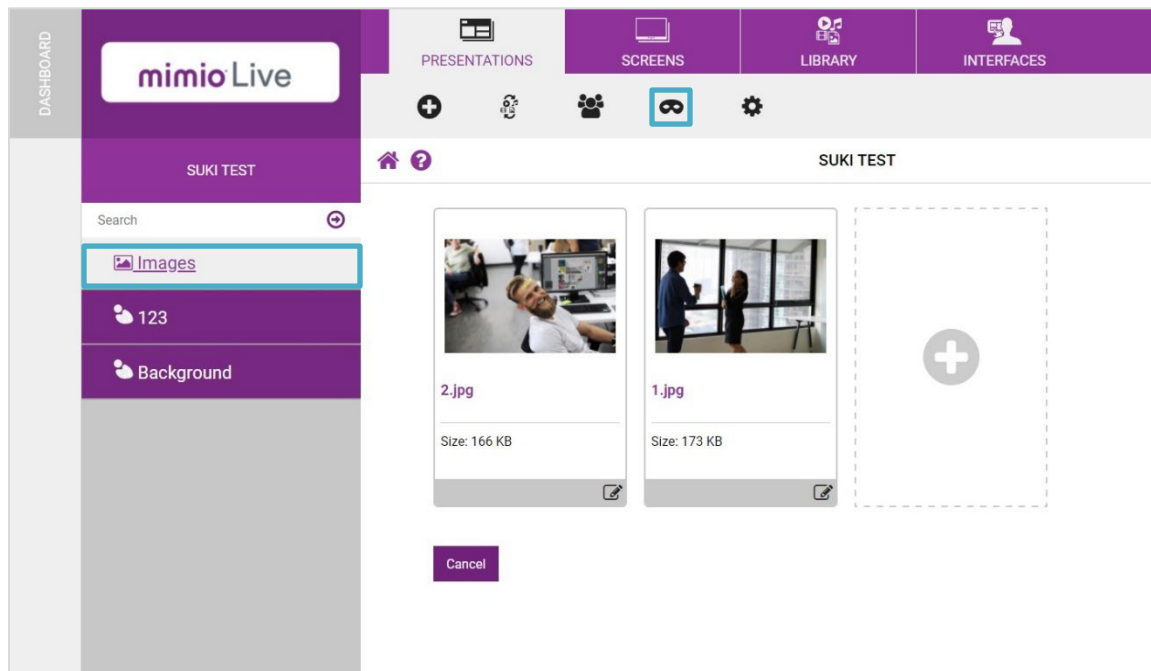
Applying a Mask

Add patterns, effects, and styles to your images and videos using masks.

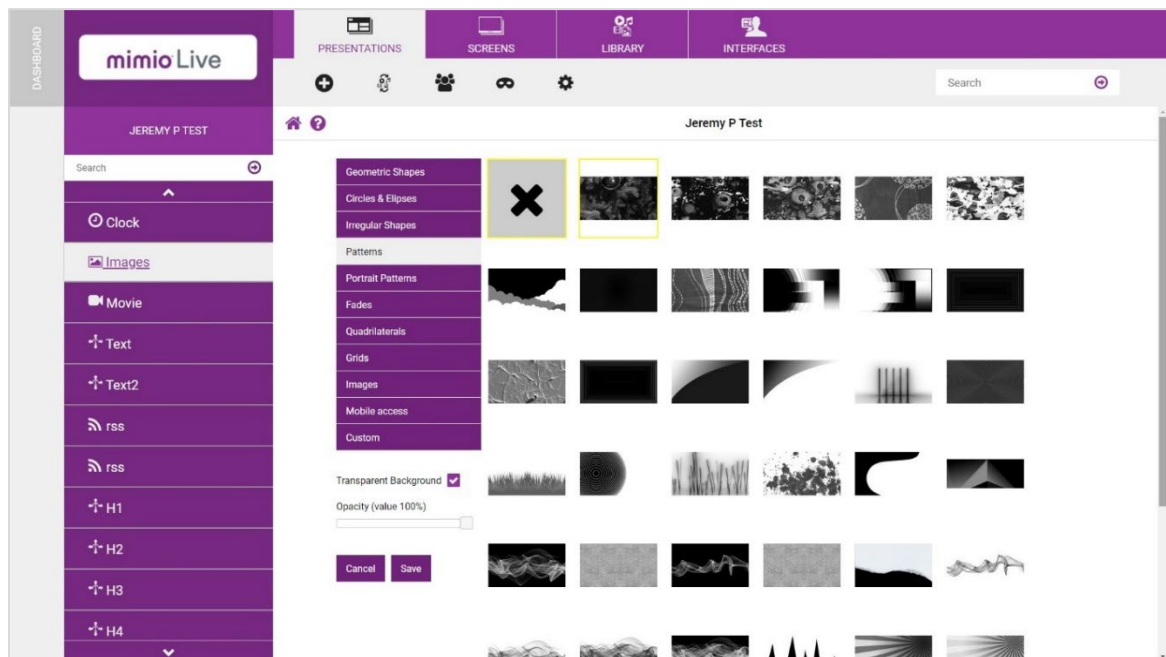
1. Click on the Padlock to open the design creation toolbar. Edit the template by selecting the  Edit icon at the bottom-right of the thumbnail.



2. Select the image or object you wish to add the mask. Then click on the Mask icon.

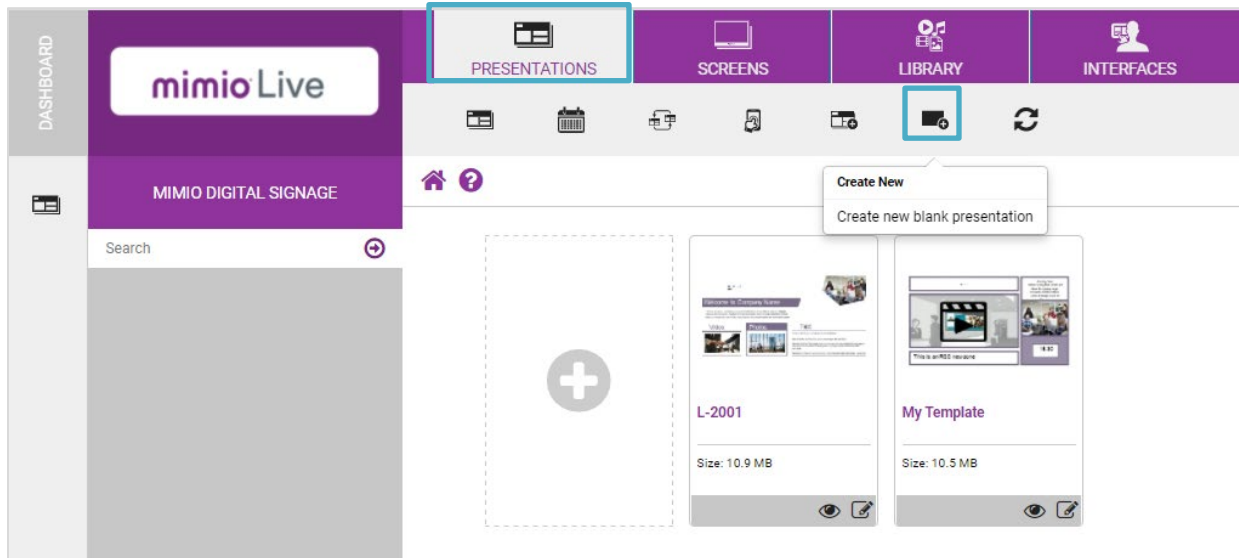


3. Select the appropriate mask and select Save.

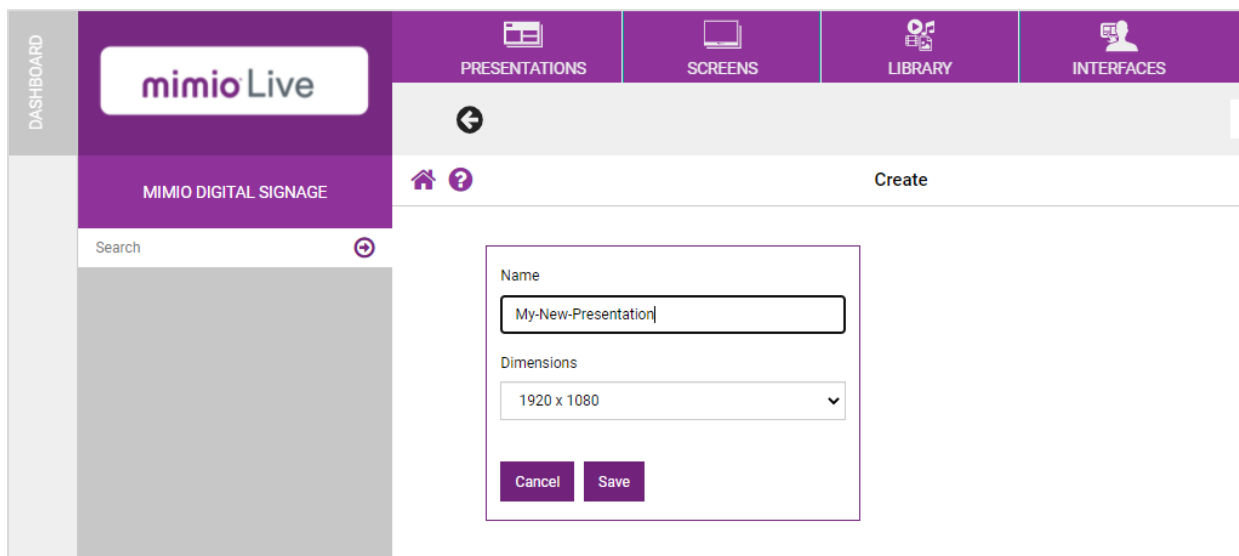


Creating a New Presentation

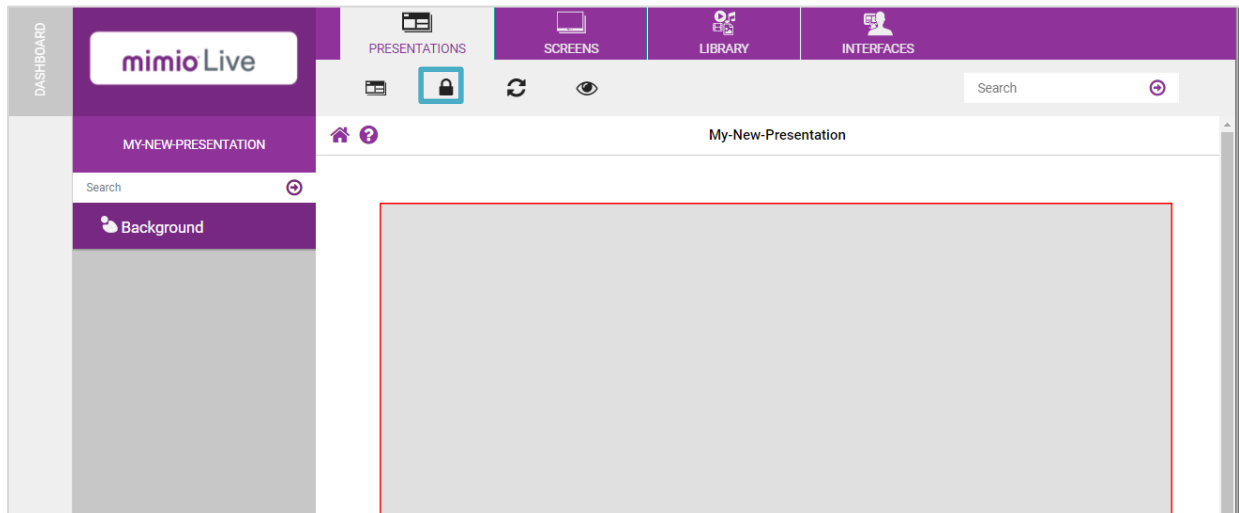
1. On the Presentations tab, select Create New Blank Presentation from the toolbar.



2. Give the presentation a name and select Save.




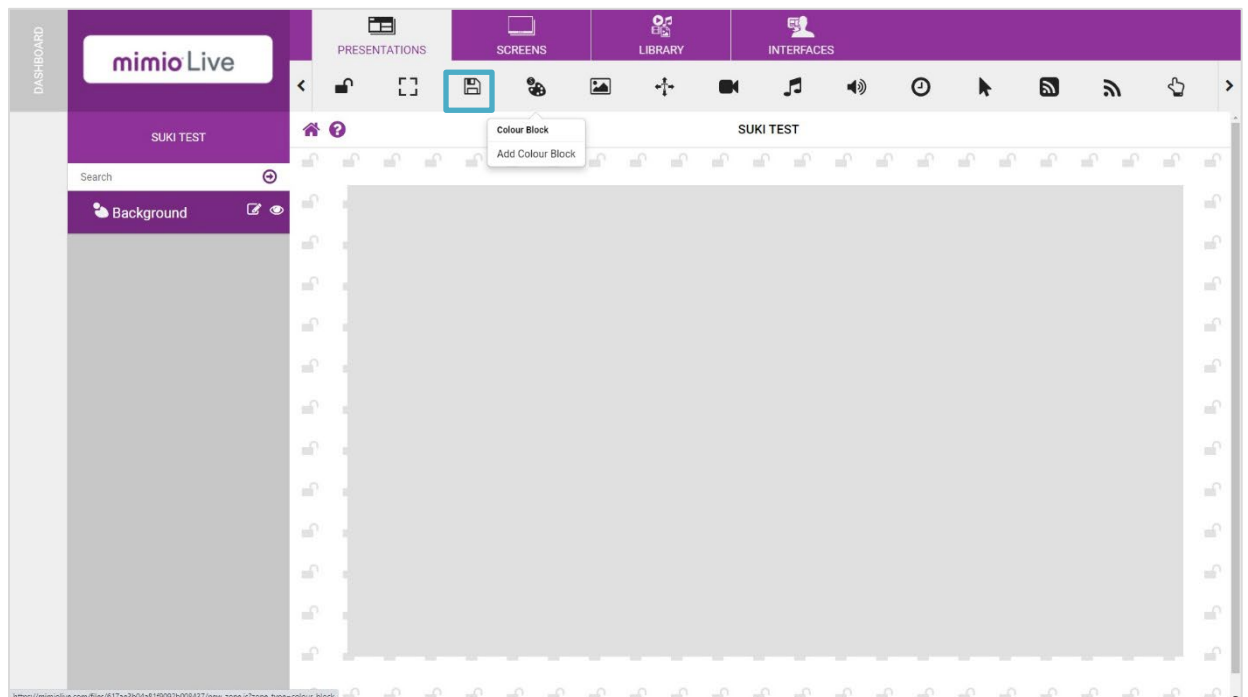
3. Turn on the edit mode by selecting the Lock icon in the toolbar. Select Continue when prompted.



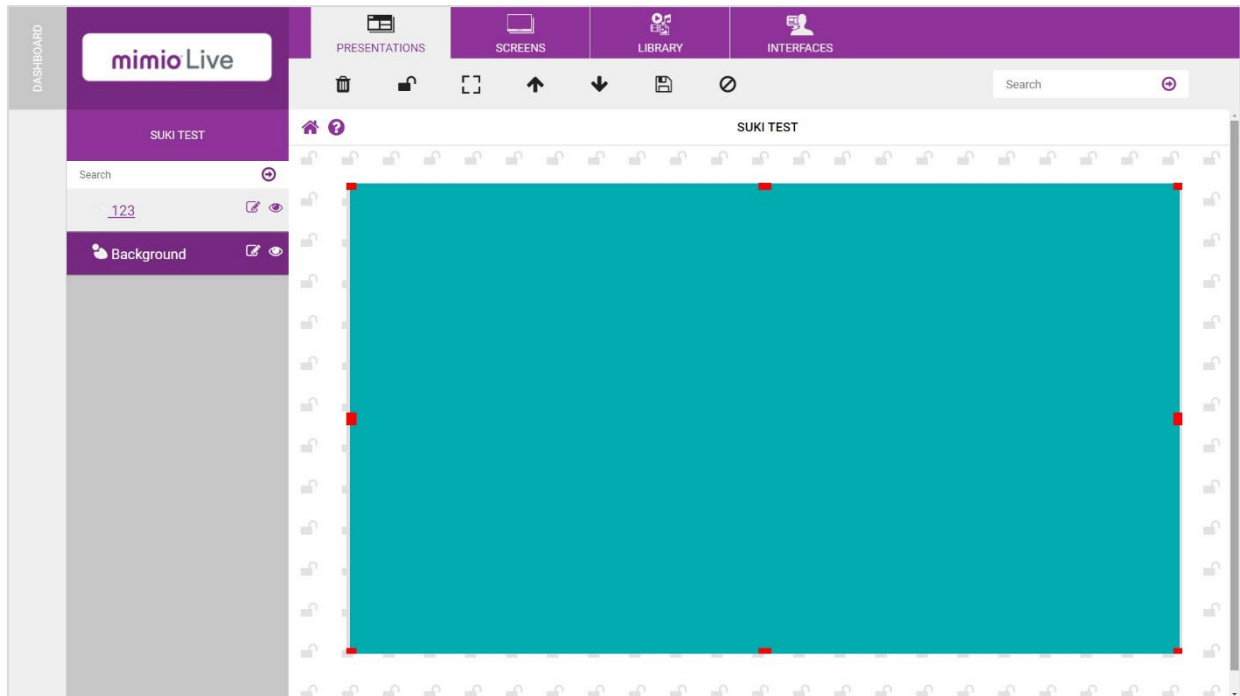
4. You are now able to add media zones to the presentation. This includes color backgrounds, images, videos, and more.

Adding a New Color Block Zone

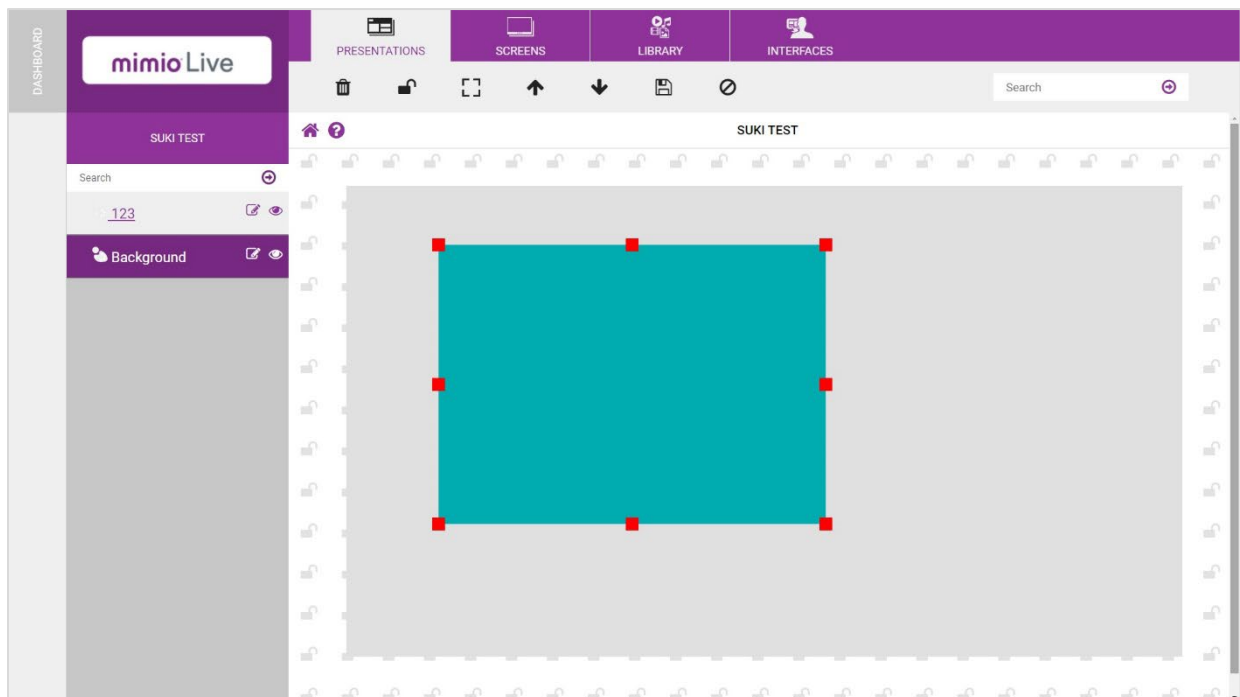
1. Click on the  Padlock to open the design creation toolbar. Select Add Color Block from the gray toolbar.




2. Name the color block media zone and select Save.
3. Use the mouse to position the color block. Select one of the 4 corners to resize the zone.



4. To proportionally resize the media zone, press the shift key when resizing the zone. (Only applies to bottom-center, bottom-right, and right-center drag handles).

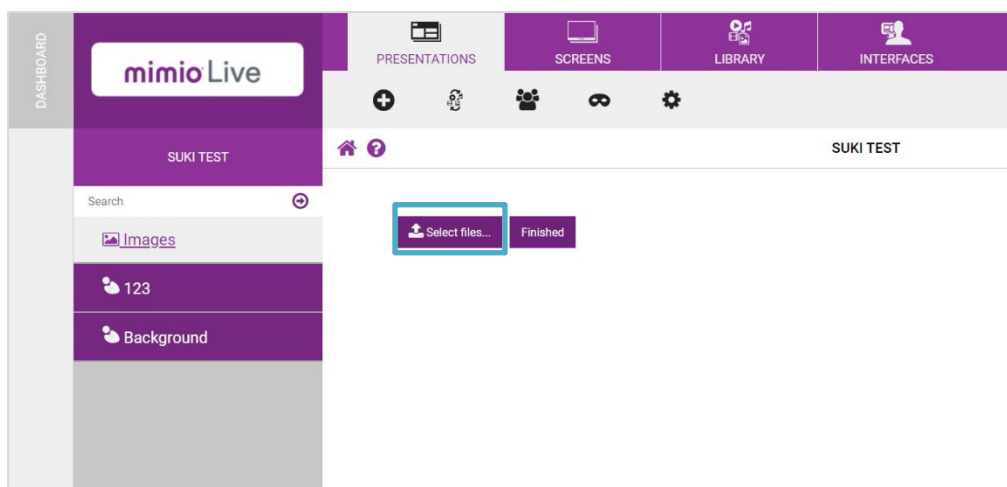
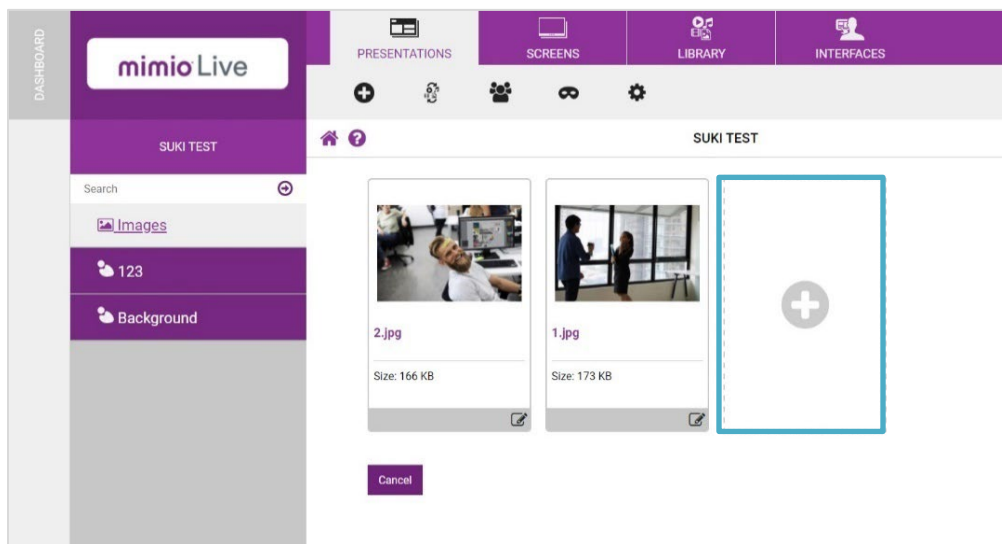


Adding New Image Zone

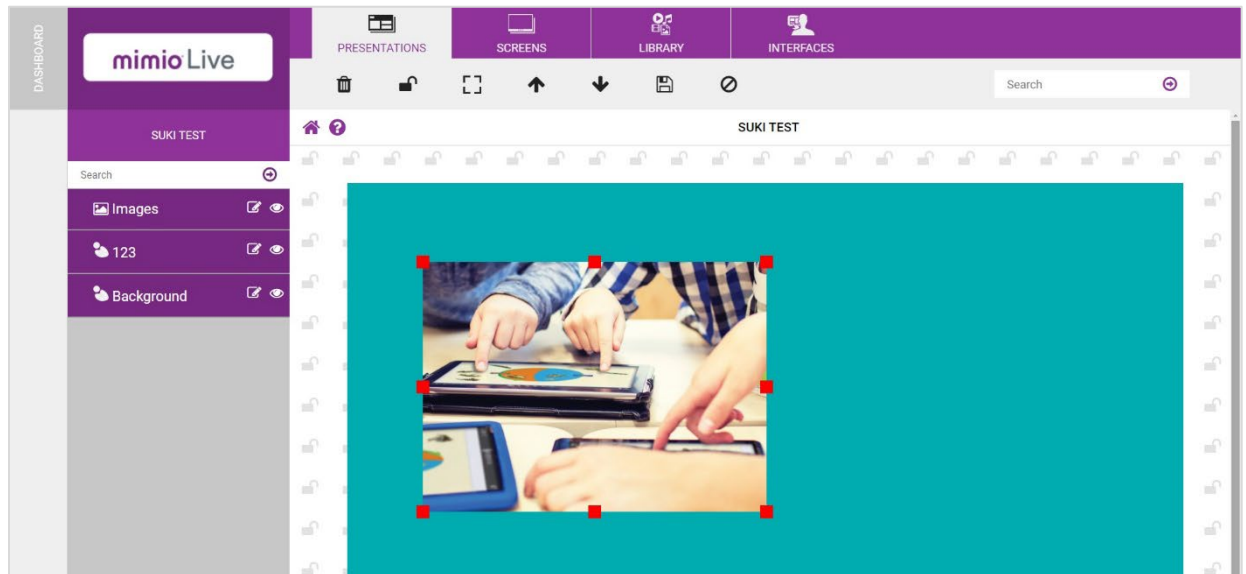
1. Click on the  Padlock to open the design creation toolbar. Select Add Images and Backgrounds from the toolbar.
2. Name the image media zone and select Save.

Note: By default there are two images in an image media zone. Animation is automatically applied. See [Adjusting Image Animation Settings](#) to learn how to modify.

3. Delete the images you do not wish to use. To delete an image, select the image and then click on the Trash icon.
4. If you would like to add a new image, click (+) Add.




- The new image will appear and you will be taken back to the presentation editor screen.



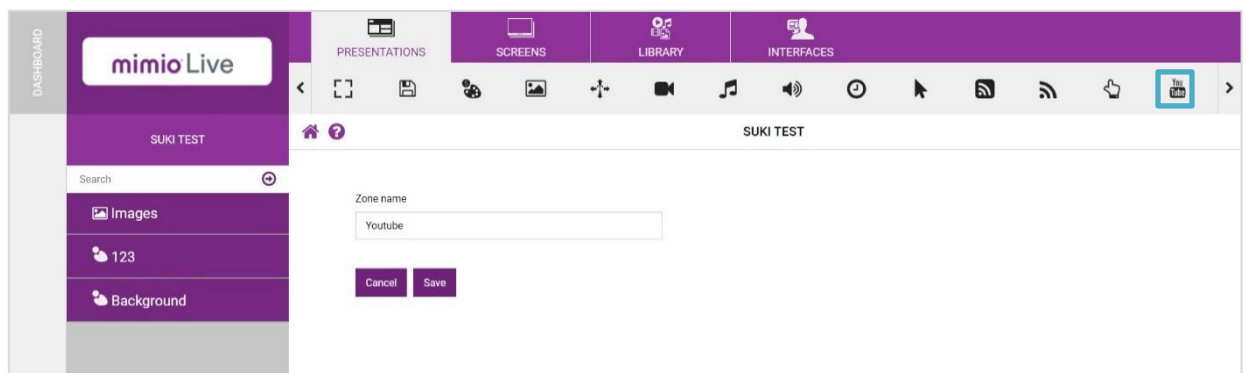
- Select the image then click on one of the 4 corners to resize the image.

Pro Tip: Press the shift key to proportionately resize the image. This will prevent unwanted stretching. (Only applies to bottom-center, bottom-right, and right-center drag handles).

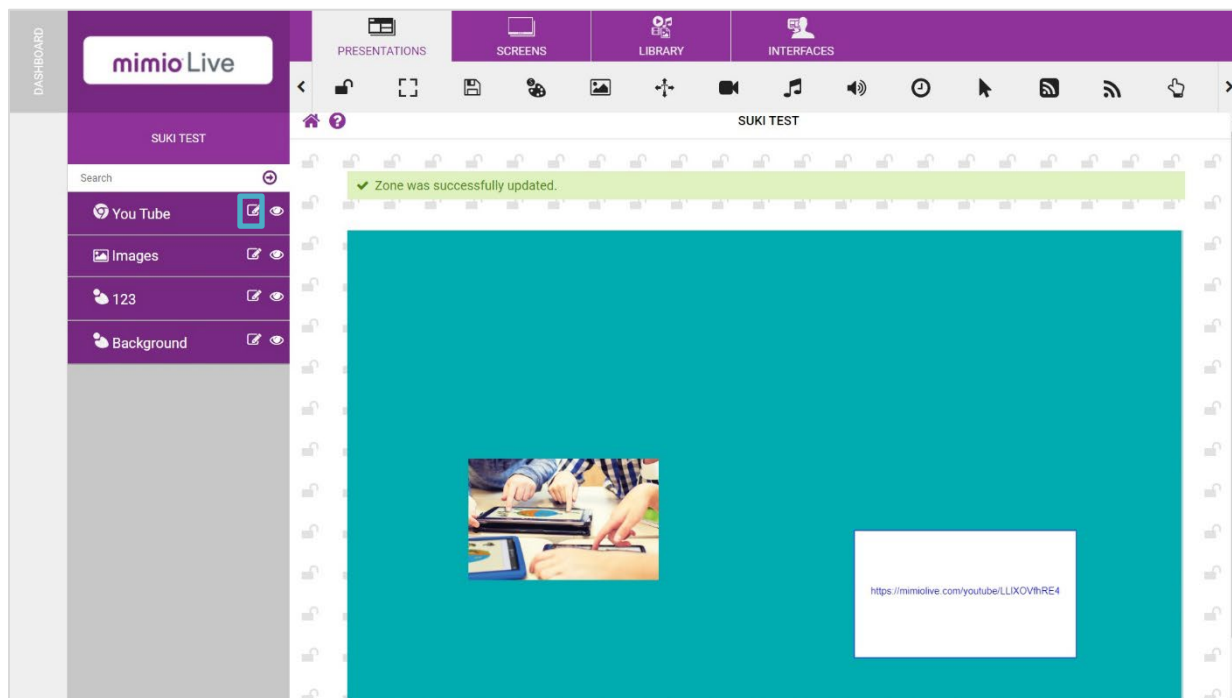
- Click on the  Padlock to open the design creation toolbar. Select the YouTube icon on the toolbar.


Note: If you do not see the YouTube icon, use the left and right arrows to scroll through the zones items.

- Name the YouTube media zone and Save.



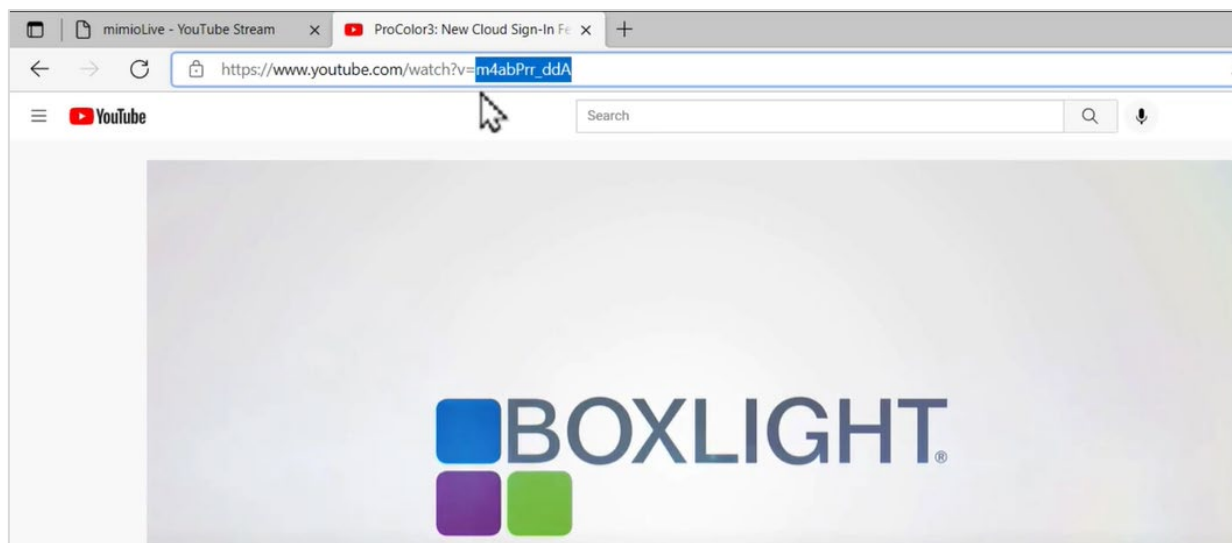
3. A link will appear in your presentation editor.



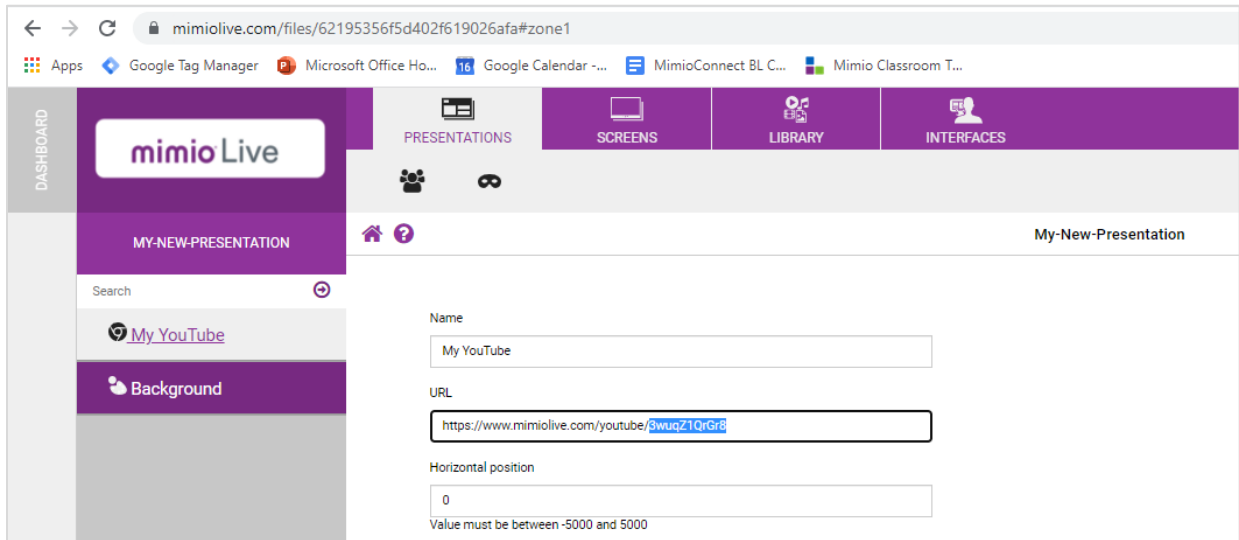
4. Double click on the box to edit or select the  Edit icon on the YouTube media zone.

5. Next open a new window in your browser (ie Chrome, Bing, etc.). Find the YouTube video you would like to add. You will need to add the video's unique identifier.



6. To do this, look closely at the web address at the top of the window. Everything after the = sign is the unique identifier. Copy this to your clipboard, then go back to your MimioLive presentation editor.

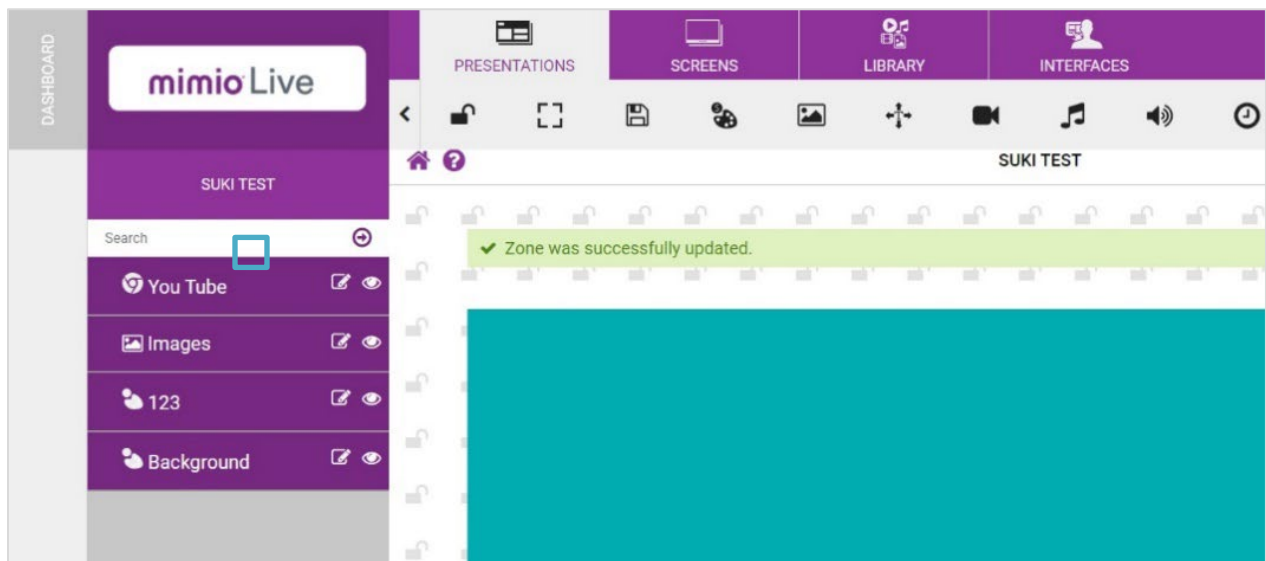


7. Paste the unique identifier into the URL field after .../youtube/.

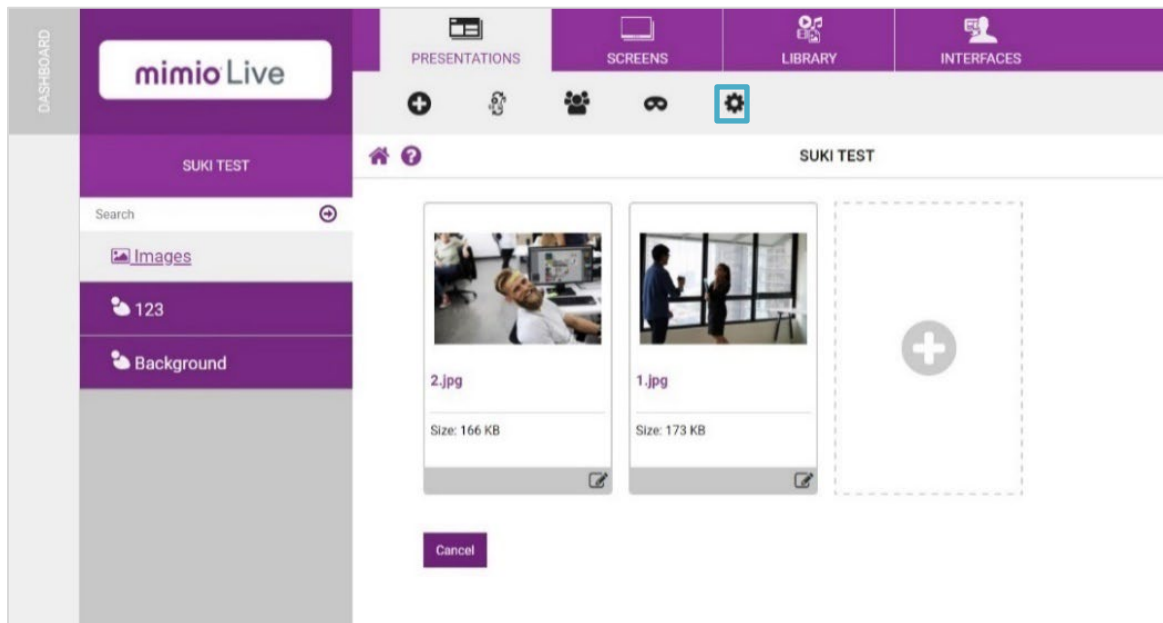


Adjusting Image Animation Settings

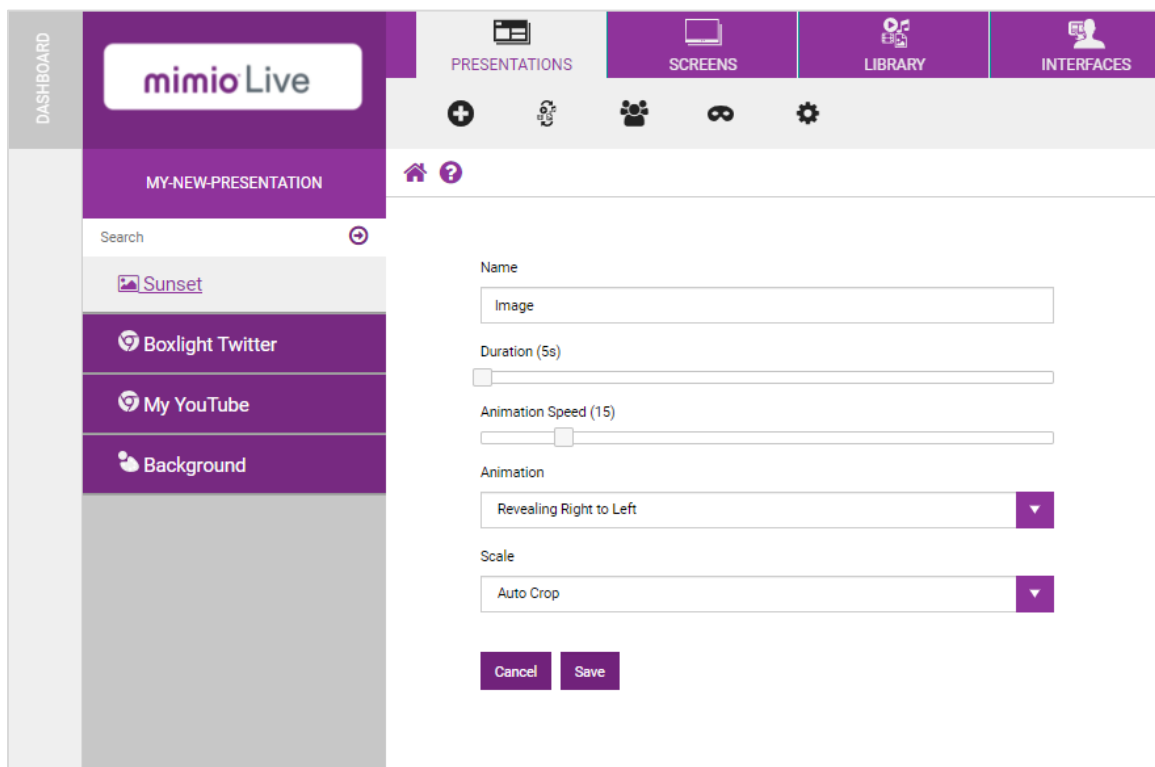
1. Click on the  Padlock to open the design creation toolbar. In the left column, click the  Edit icon on the Image media zone.



2. Click on the Gear icon.




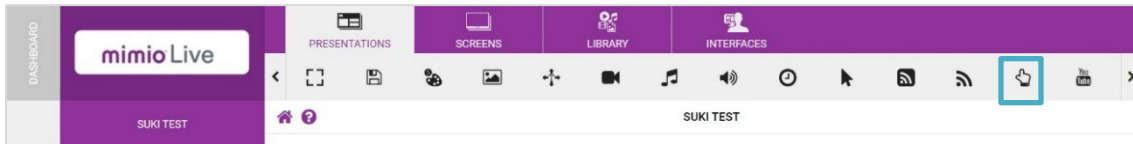
3. Change the appropriate settings and save.



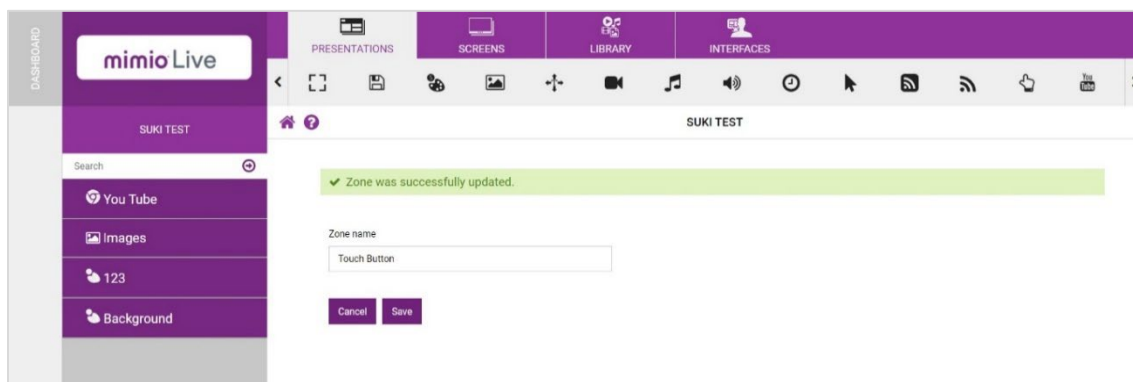
Adding a Touch Zone

Create a button that allows you to open another presentation.

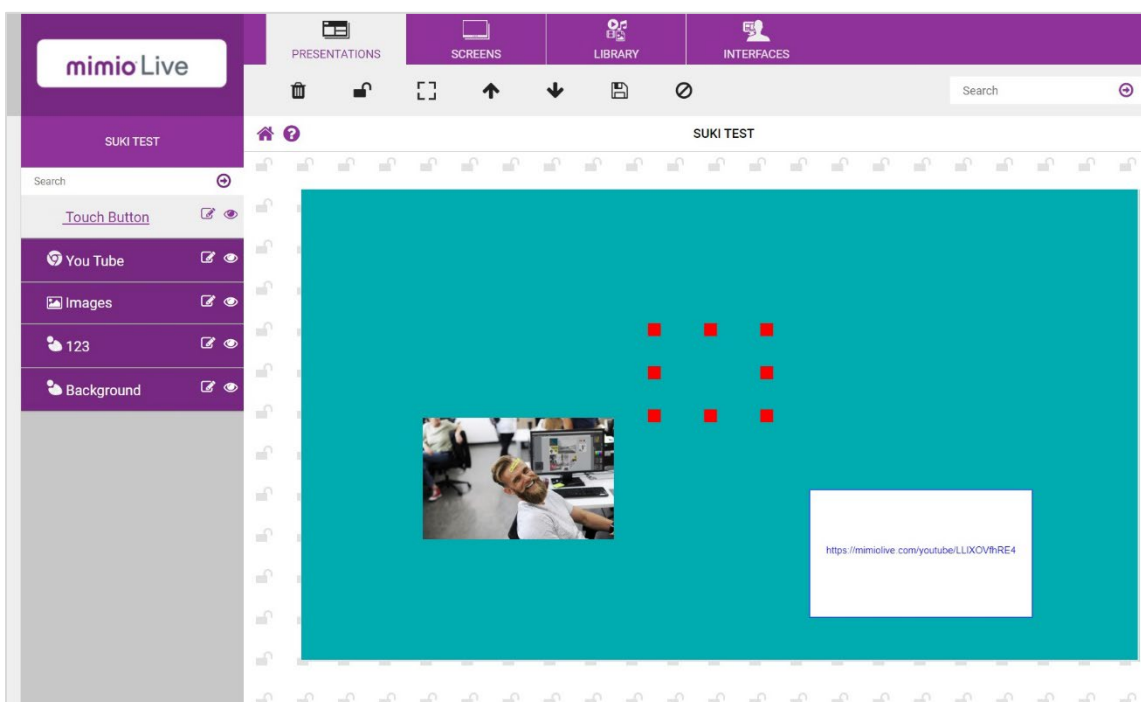
1. Click on the  Padlock to open the design creation toolbar. Select Add Touch Zone.




2. Name the zone and save.

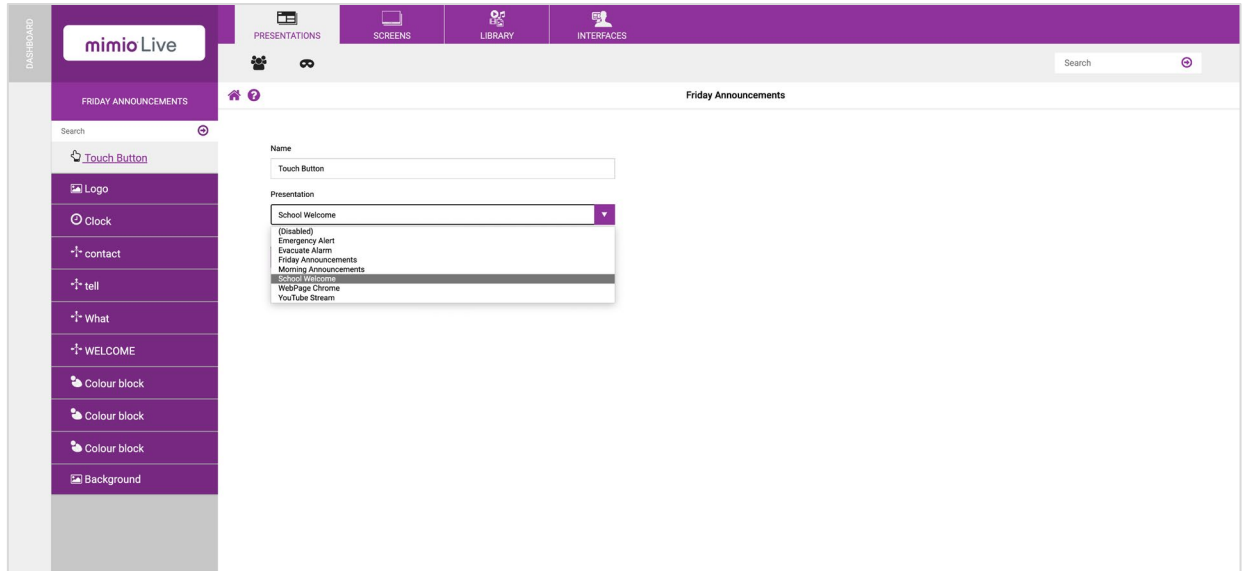


3. The touch zone is added to the presentation.



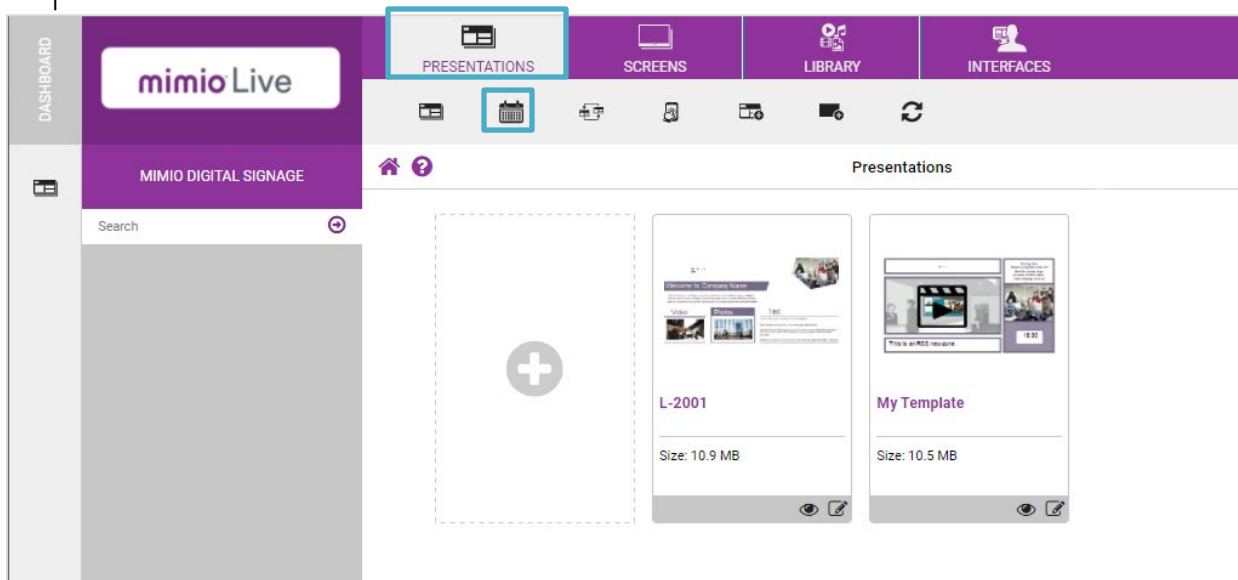
Note: To create a button effect, you can move the touch zone over the top of an image.

5. Select the  Edit icon next to the touch zone in the left-hand column.
6. Select the presentation from the drop-down menu and select Save.

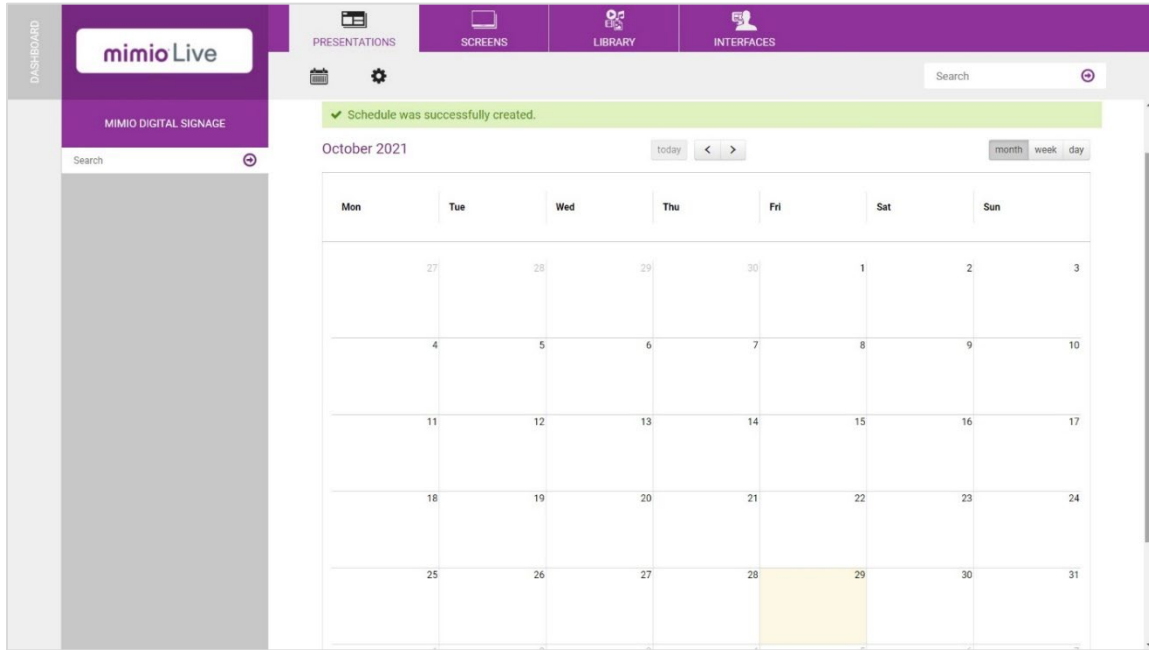


Scheduling Presentations

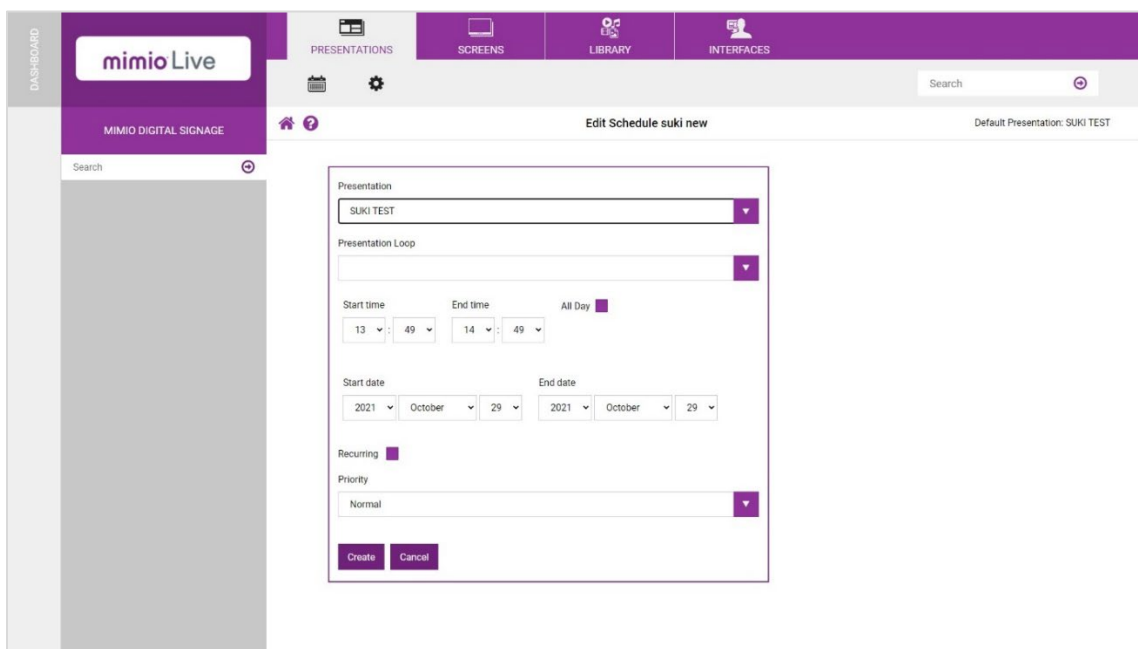
1. Select the Presentations tab and then click on the Schedule icon.



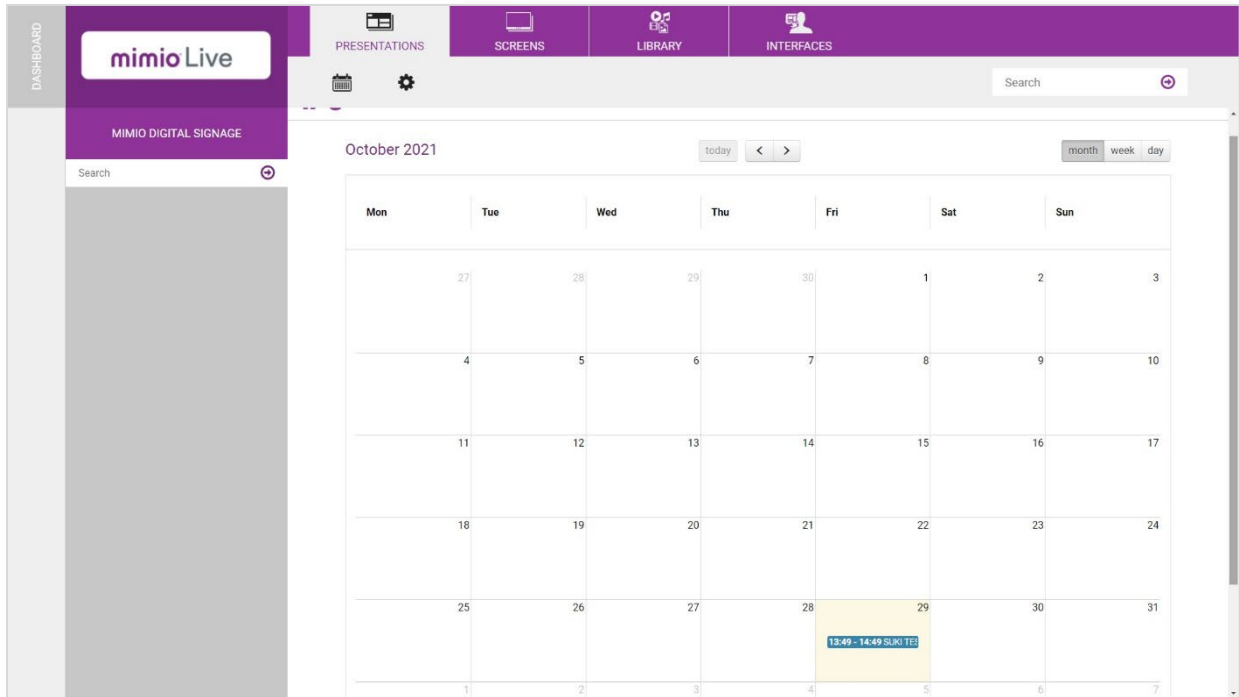
2. Select (+) Add.
3. Name the schedule then select a presentation to go back to when the schedule ends. Click Save.
4. Click on the date that you wish to schedule your presentation.



5. Select a presentation from the drop-down menu, and edit the start time and end time. Check the recurring box to set up a recurring schedule. When finished, click Create.

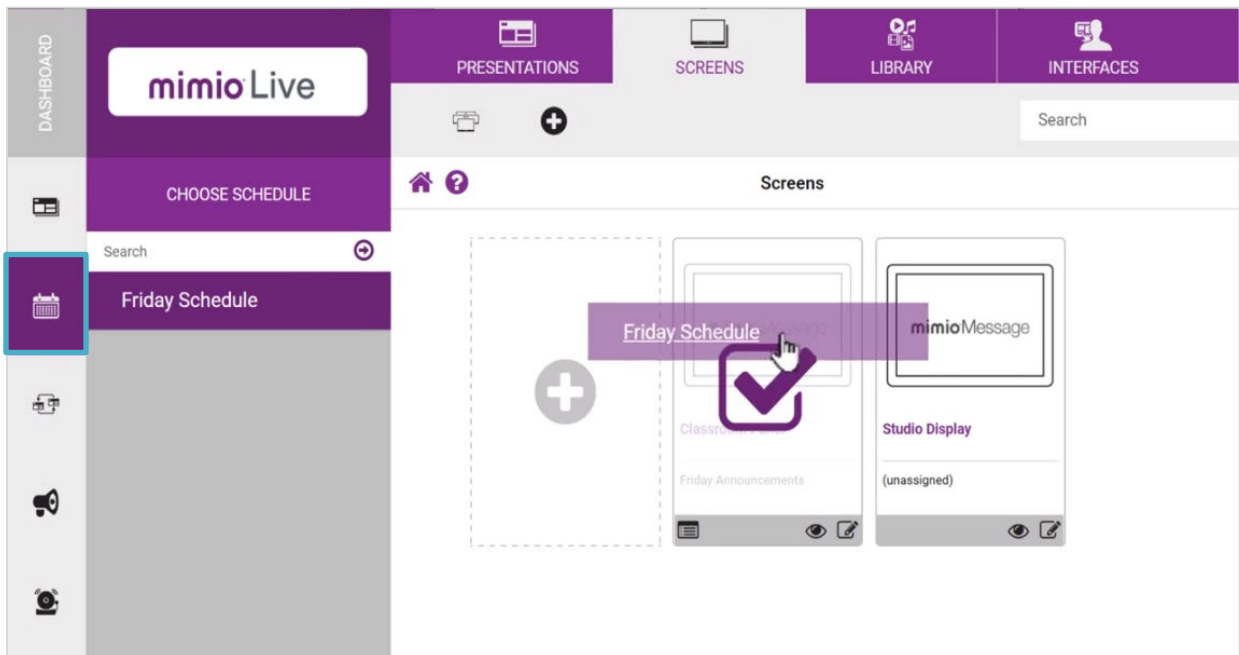


6. The scheduled presentation will now appear on the calendar.

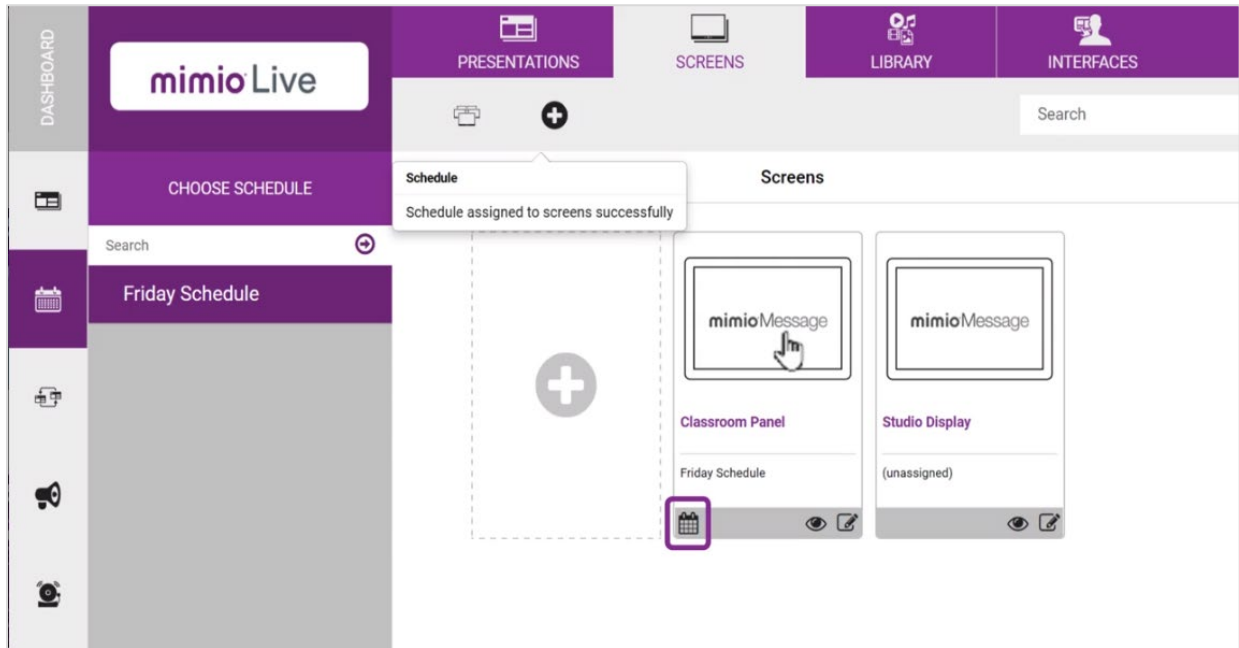


7. Select the Screens tab.

8. Click the Schedule icon on the left-hand side and drag the schedule to the screen(s).

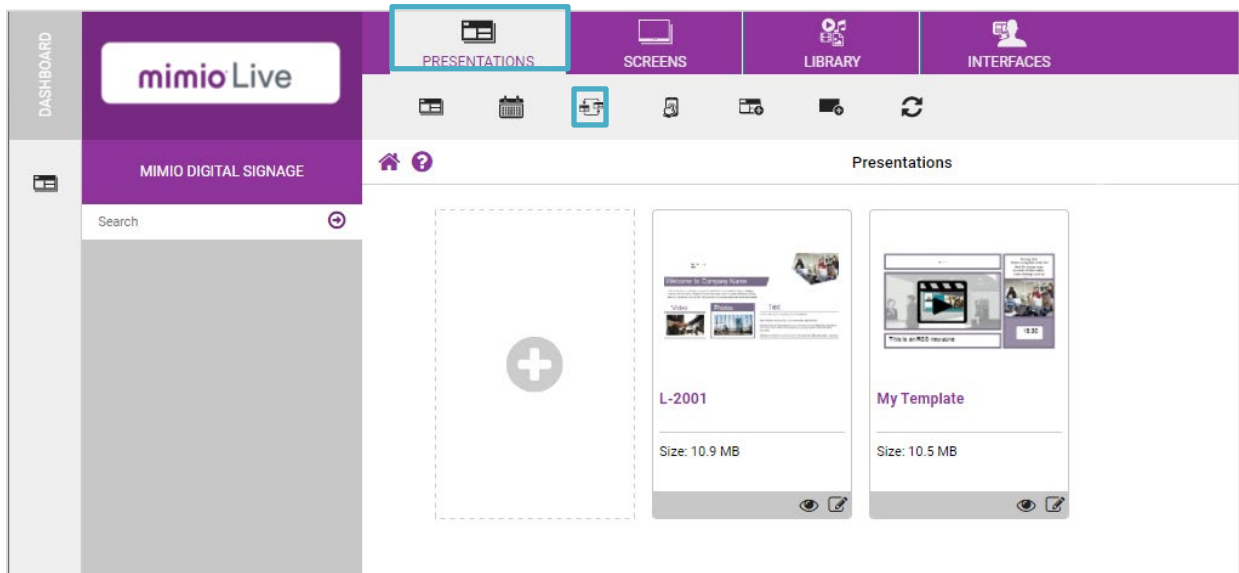


9. The thumbnail will now contain a Schedule icon on the bottom left.

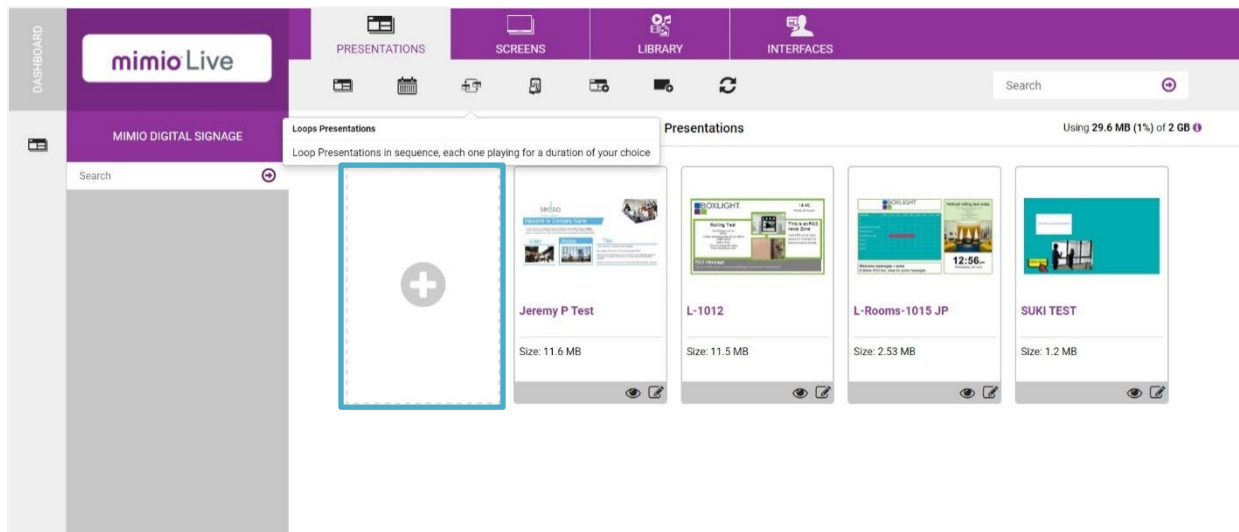


Presentation Loops

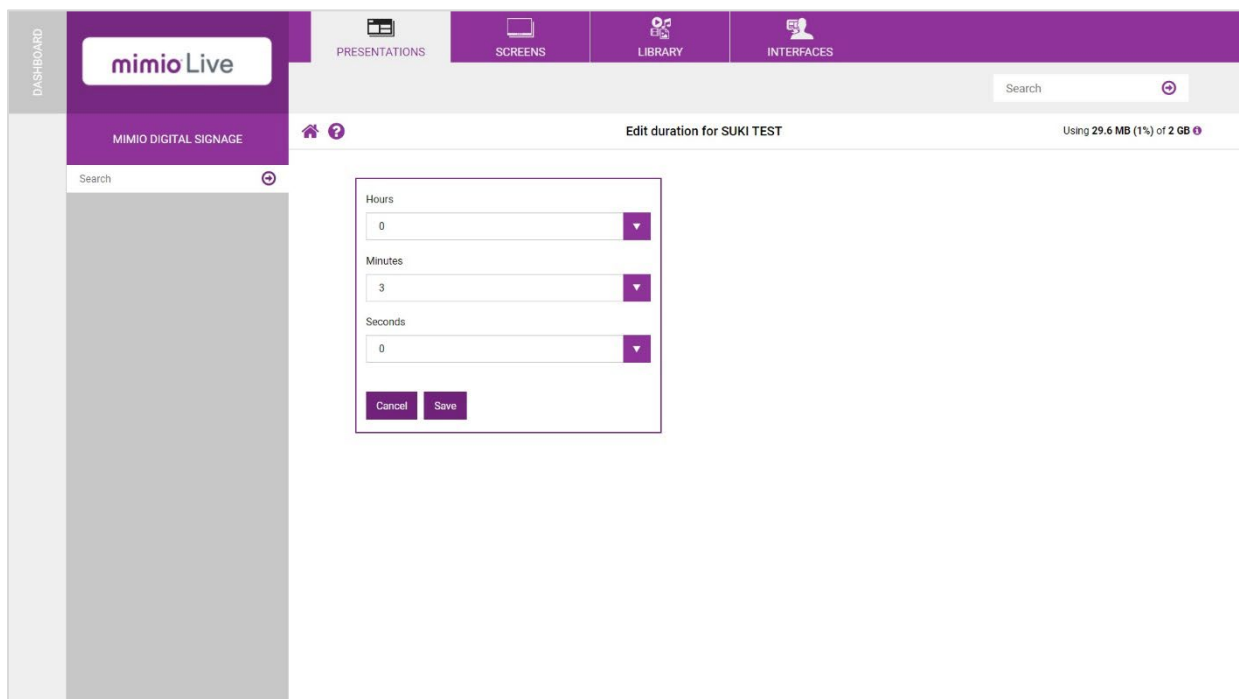
1. Select the Presentations tab and then the Presentation Loop icon.



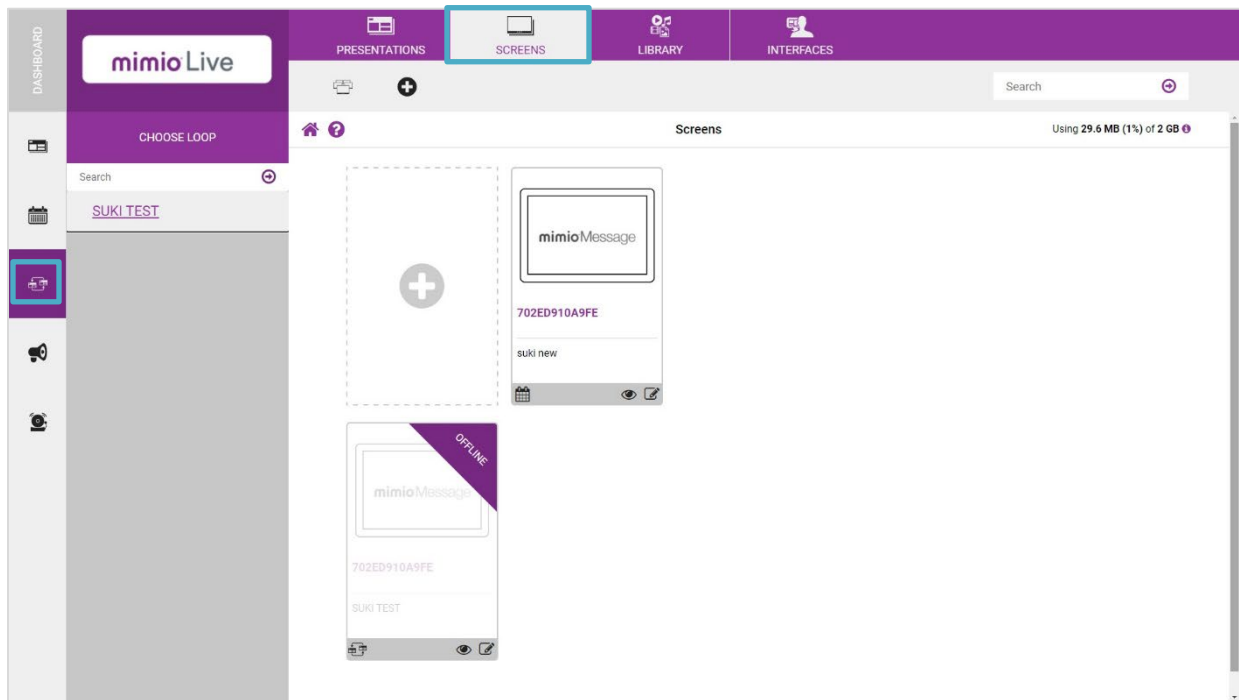
2. Select (+) Add.



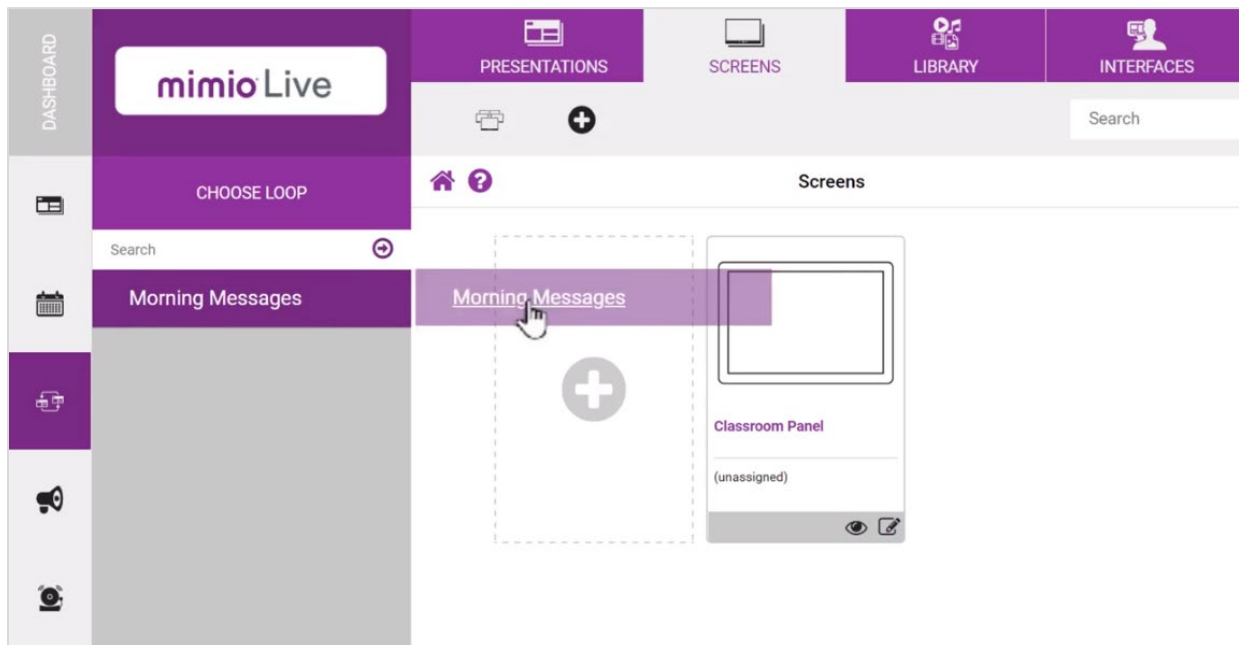
3. Give the presentation loop a name and select Save.
4. Drag the presentations that are to be included in the loop onto the page.
5. On each thumbnail, select the time button at the bottom right and select a time the presentation loop plays on the screen.
6. Add the time on each presentation then select Save.



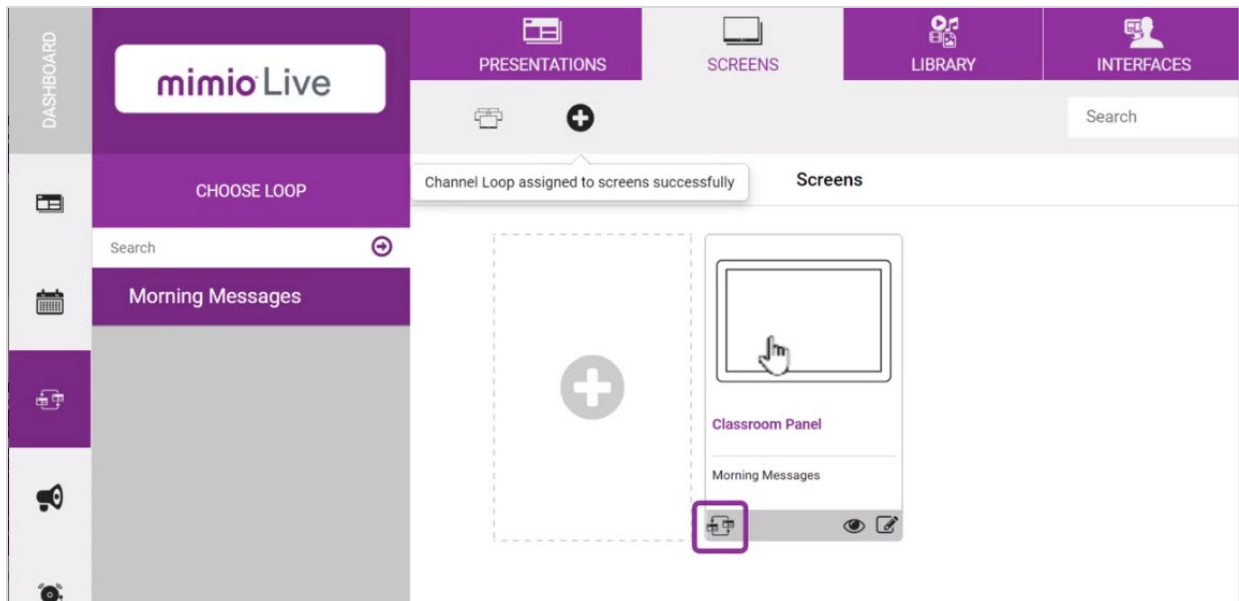
7. Select the Screens tab and Presentation loops icon.



8. Drag the presentation loop to the screen(s).



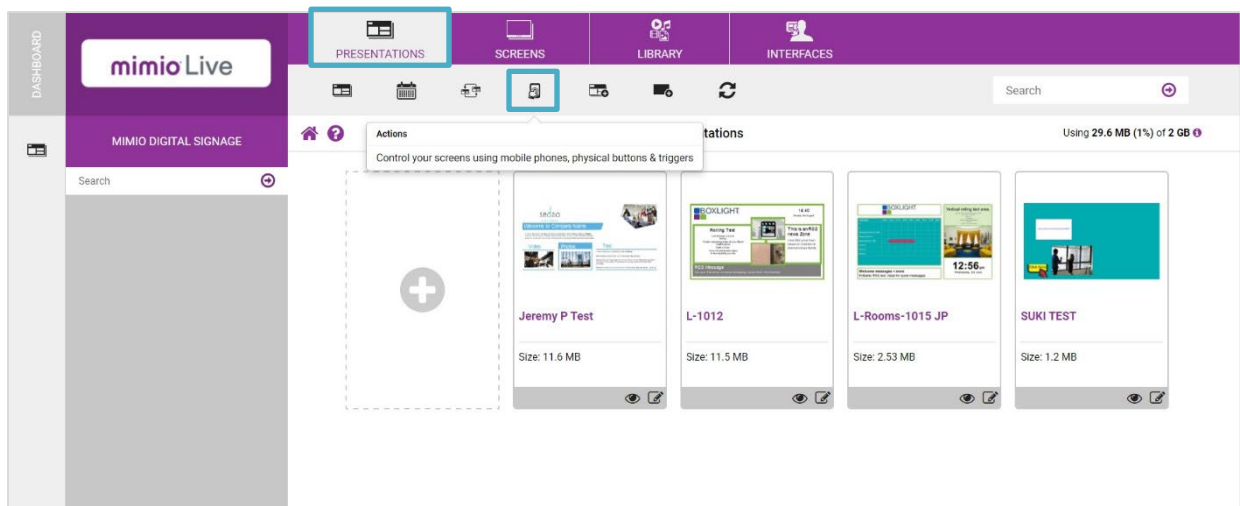
9. The thumbnail will now contain a Presentation Loop icon at the bottom left.



Adding Actions

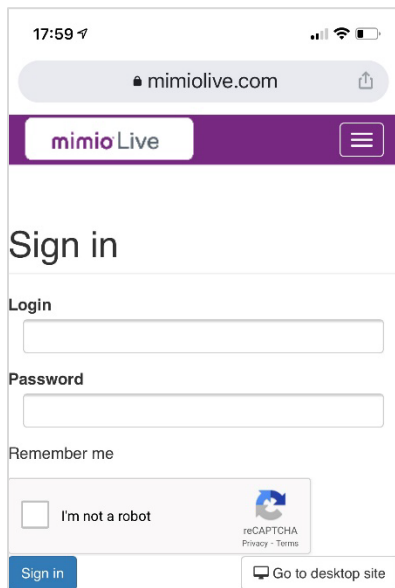
Control your presentations using your mobile devices, buttons, and triggers.

1. Select the Presentations tab. Click on Actions from the gray toolbar.



2. Click (+) Add.
3. Name the action.
4. Choose what to play on a specific screen. Browse to choose an icon and then save.
5. The new virtual button action and icon will appear on the screen.

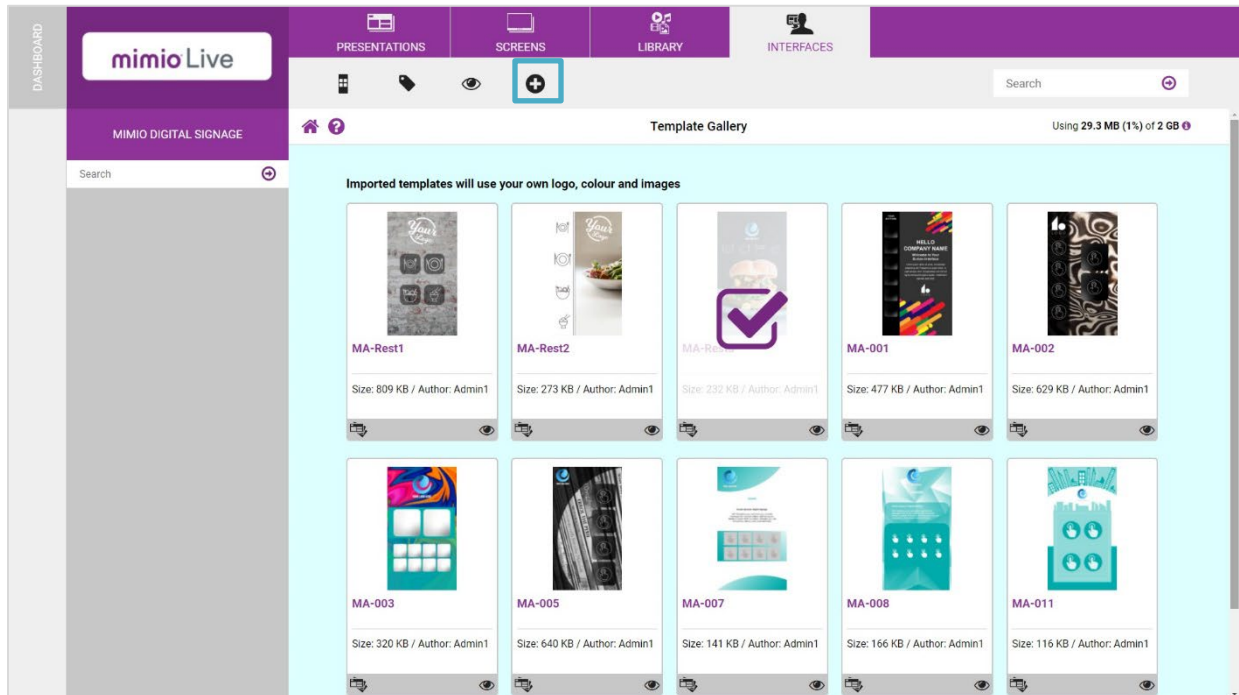
6. Create a mobile interface.
7. Login to your MimioLive account on your mobile device.



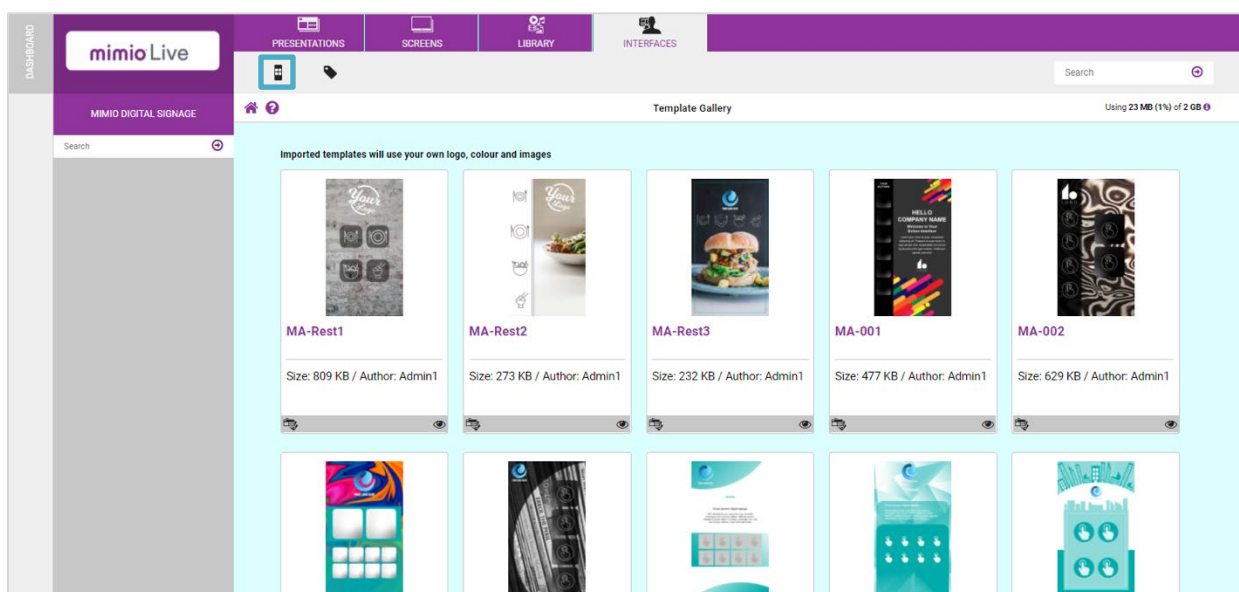
8. Select the icon on the mobile device to send the presentation.

Creating a QR Code

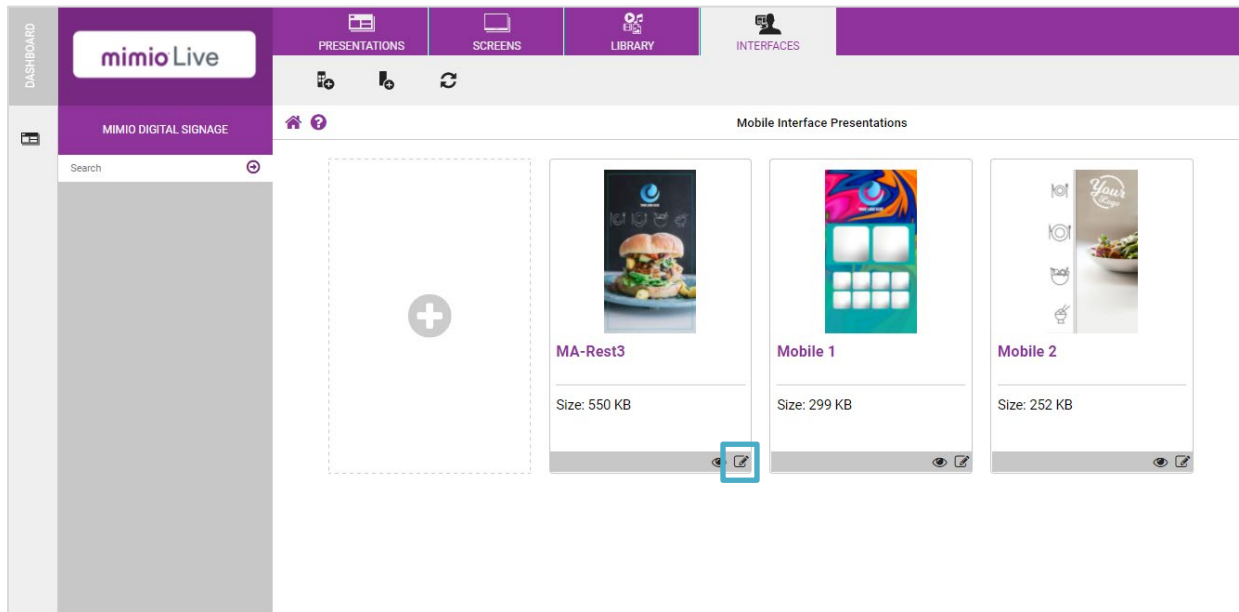
1. Select the Interface tab.
2. Click (+) Add.
3. Select a template and click on the add icon.



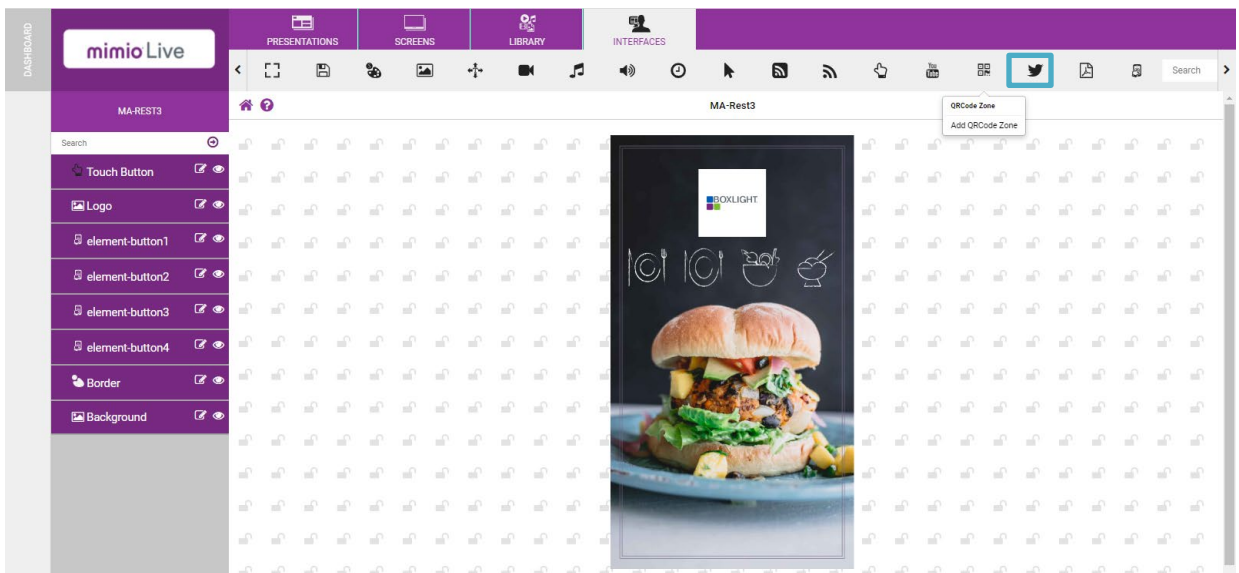
4. Name and then select Import.
5. Select the mobile access icon.





6. Select the  Edit icon in the thumbnail.

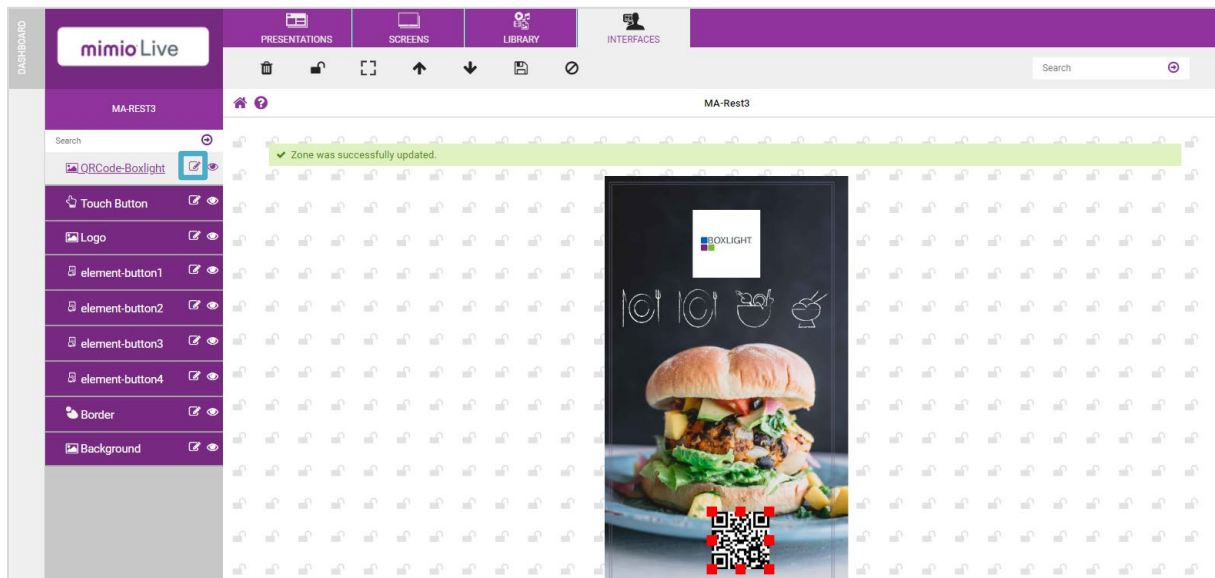


7. Click in the edit area.
8. Click on the QR Code Zone. Name and save.



9. A QR code will be added to the mobile presentation. Select the QR code and adjust the size and location. Click  Save in the top menu to save the QR Zone position.

10. To add a web address to the QR code, click on the  Edit icon.

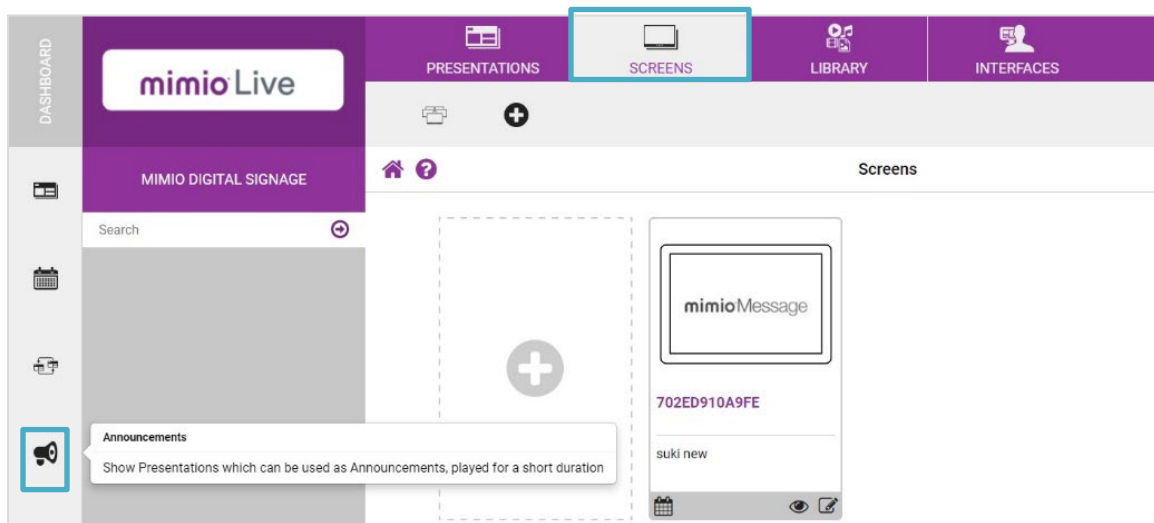


11. Select colors and add a weblink.
12. Click Save when complete.
13. Users can scan the QR code with a smartphone to visit the weblink.

Announcements & Alerts

Sending Announcements

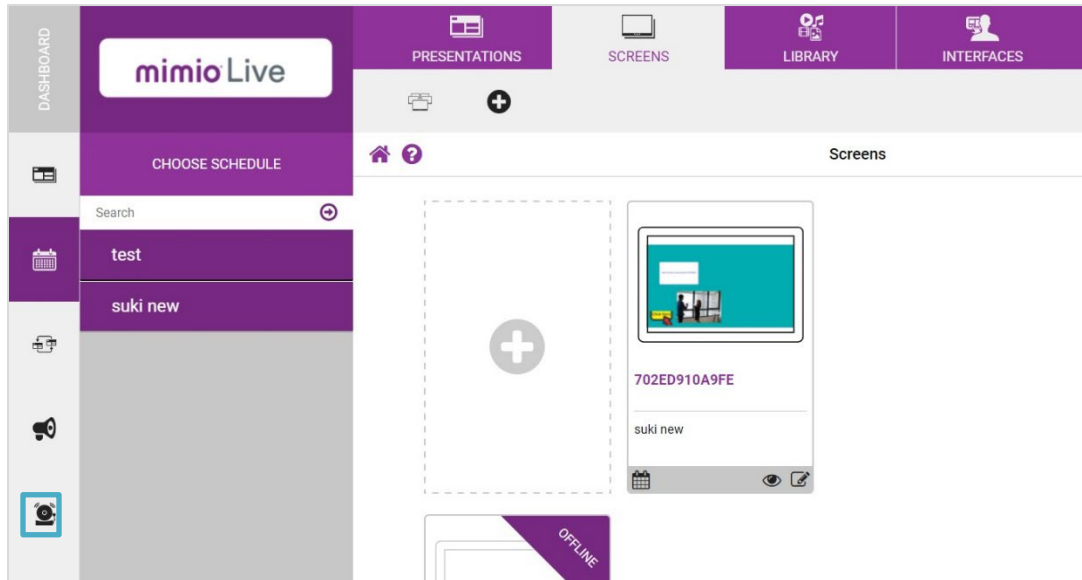
1. Select the Screens tab and then click on the Announcement icon.



2. Drag a presentation to the screen, set the duration, and click Send.

Sending an Alarm

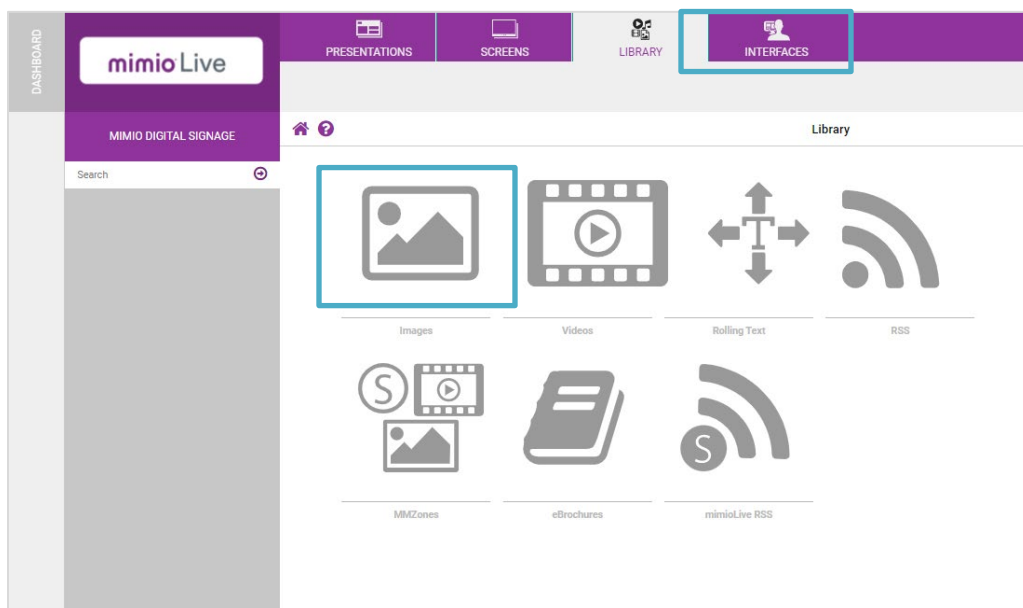
1. Click on the Alarm icon.



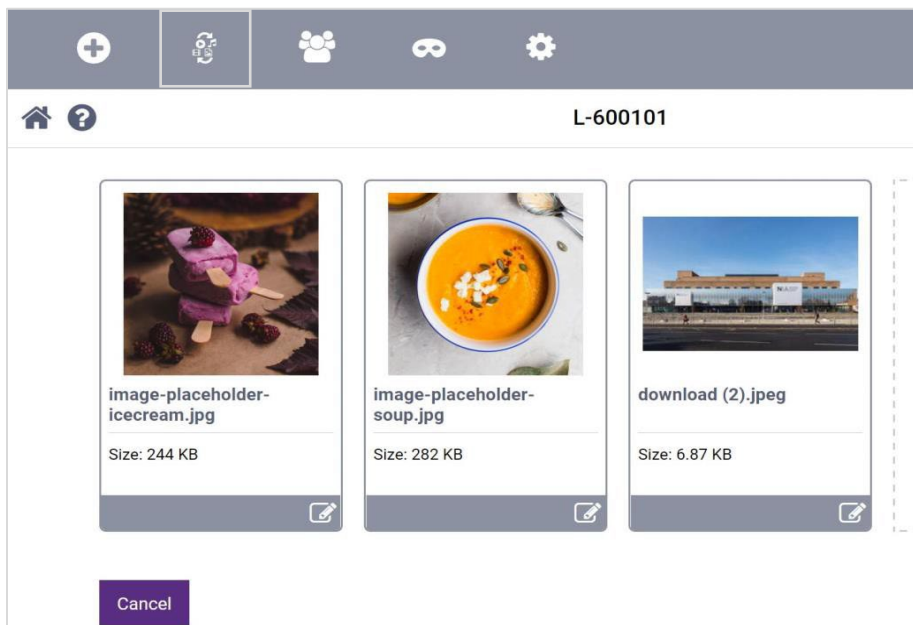
Note: The presentation will play until a cancel message is dragged to the screen.

Library (Images)

1. Select the Library tab and click on Images.



2. Click on (+) Add.
3. Give the Library a name and then Save.
4. Select the (+) Add icon.
5. Select the files to be used in the Library then select Finished.
6. Navigate to a presentation that contains images.
7. Edit the presentation.
8. Select the edit image button on the left pane.
9. Select the switch to media library content.

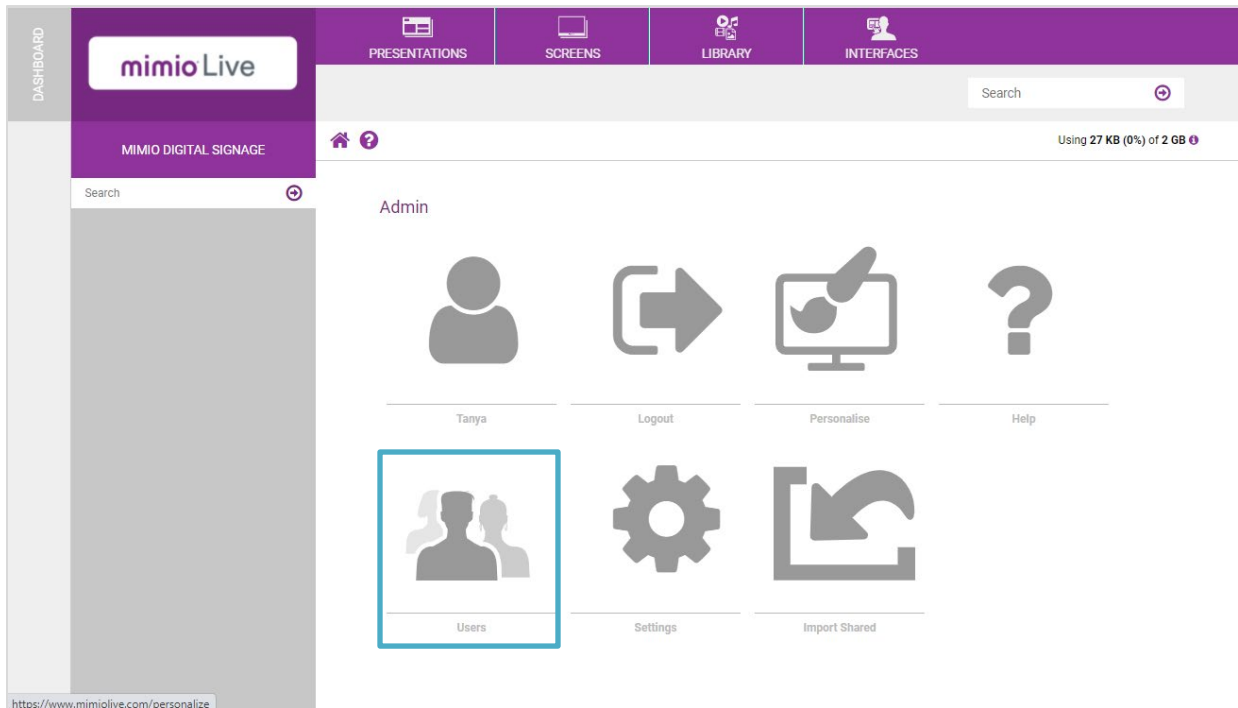


10. Select the newly created Library from the drop-down menu, then select Save.

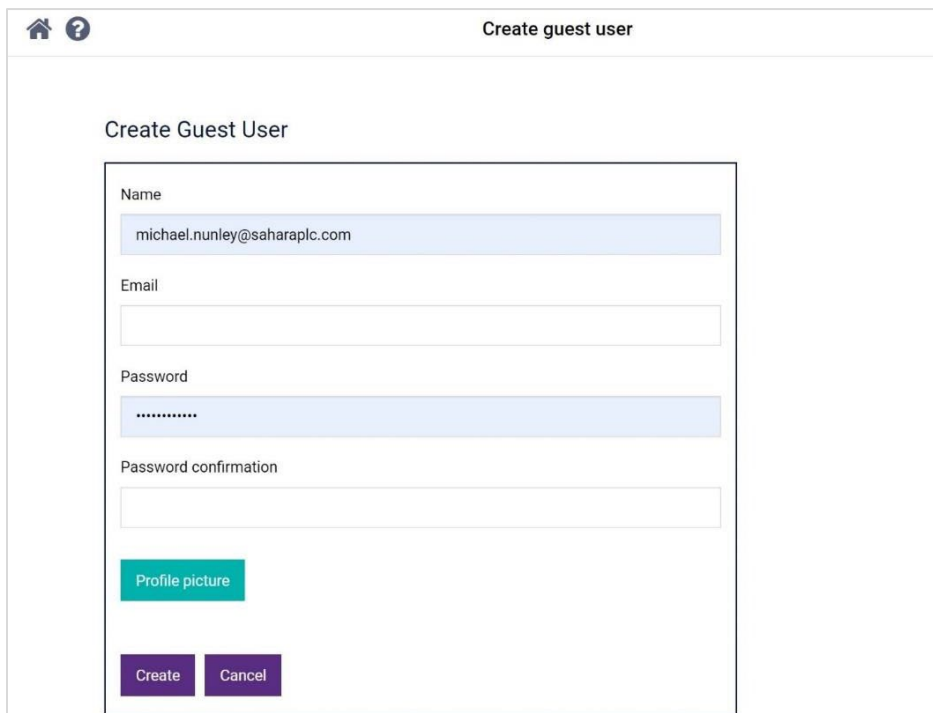
Creating Users

1. On the home screen select Users.

Note: Click on the  Home icon to bring up the Home screen.



2. Select Create User.
3. Fill out the Create Guest user form and select Create.

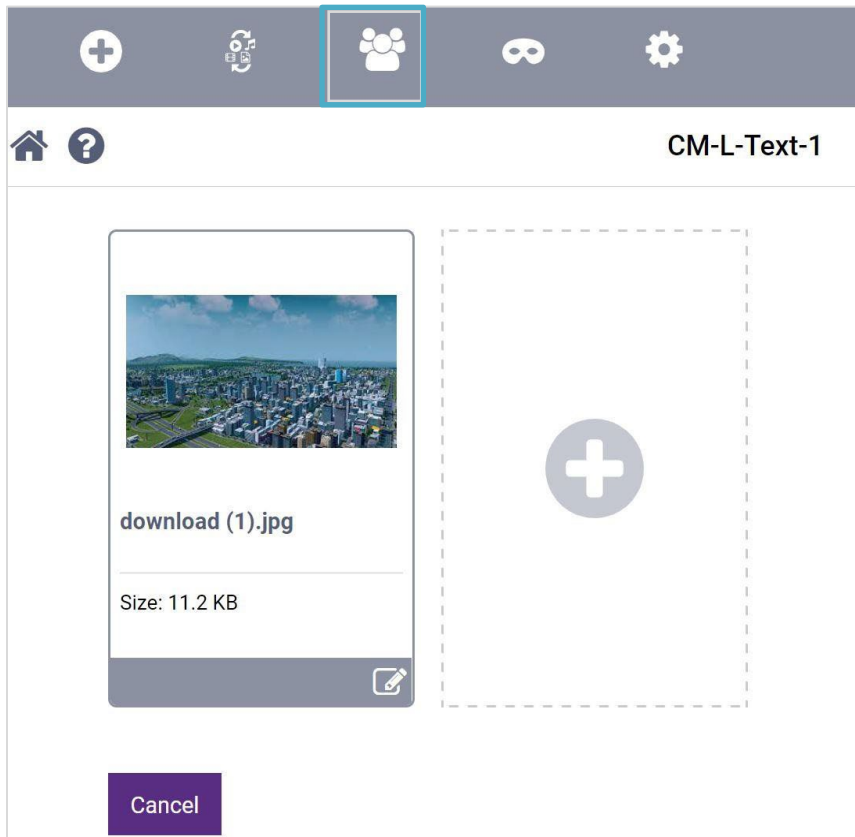


The screenshot shows the 'Create guest user' form. The form is titled 'Create Guest User' and contains the following fields and buttons:

- Name:** michael.nunley@saharapl.com
- Email:** (empty field)
- Password:** (masked with dots)
- Password confirmation:** (empty field)
- Profile picture:** (button)
- Create:** (button)
- Cancel:** (button)

Set Guest User Permissions

1. Edit a Presentation.
2. Click on the Padlock to open the design creation toolbar.
3. Click on any zone.
4. Select Guest user permissions.



5. Select which users can update the message and then click Save.

