myViewBoard®   **myViewBoard Knowledge Base**

myViewBoard Manager

IT management of ViewSonic devices with a simple dashboard

Messages

Broadcast **messages** to devices from within the Manager console, with options to send urgent messages and to control the duration of the broadcast.

MANAGER ADVANCED BROADCASTING

With Manager Advanced devices, broadcast **media**, such as **images**, **videos**, media **playlists**, and **web pages**.

Learn more about **Advanced broadcasting with layouts (https://myviewboard.com/kb/manager/broadcasting/layouts)**.

Broadcasting basics

Send broadcasts (including Advanced broadcast features) from any device list page.

Available broadcasting features

For basic Manager users, the following broadcast options are available:

- Send **text messages** to devices.
  - Message appears as a banner at the top of device screens.
- Send **urgent messages** to devices.
  - Message takes up the entirety of a screen and can only be terminated from the Manager console.
  - Have the option to accompany the message with a **siren sound**.
- Set the **duration** of the broadcast.
- Set whether the device **user can terminate the broadcast**.
  - If left unchecked, the device user can tap a button on the screen to end the broadcast.
- **Stop broadcasting**.

Starting a broadcast

1. On the 🖵 **All Devices** page, select one or more devices in the list.
2. Press the **Broadcast** ⓦ button.
3. Select your desired broadcast type (only **Message** type available for basic Manager users).
4. Select your message type **Standard** or **Urgent.**
5. Input or insert the content to be broadcast.
6. Select whether the broadcast will be **Continuous** or set the broadcast duration to a **Custom** time.
   a. Continuous: The broadcast will display on receiving devices until device users stop the broadcast or a Manager user stops the broadcast.
   b. Custom: Set the intended duration of the broadcast after selecting this option.
7. (*Optional*) Check the **Forbid device user from stopping broadcast** option to prohibit device users from having the option to stop a broadcast.
   - *Note:* If this option is not checked, device users will be able to stop a broadcast, no matter if a **Continuous** or **Custom** broadcast is set.
   - *Note:* However, this option is not available for **urgent broadcasts**.

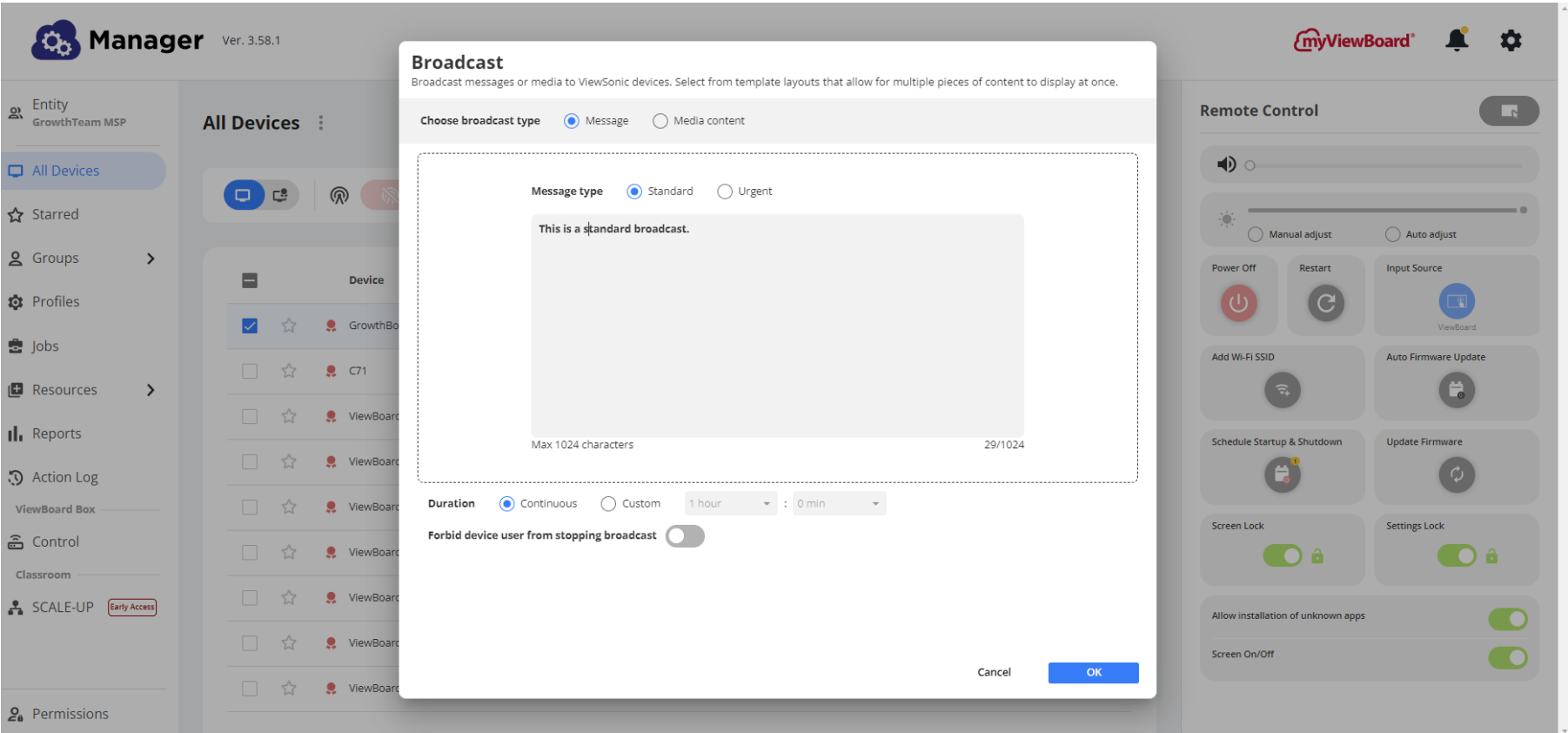8. After you have set up all desired options, press **OK** to start the broadcast.

Stopping a broadcast

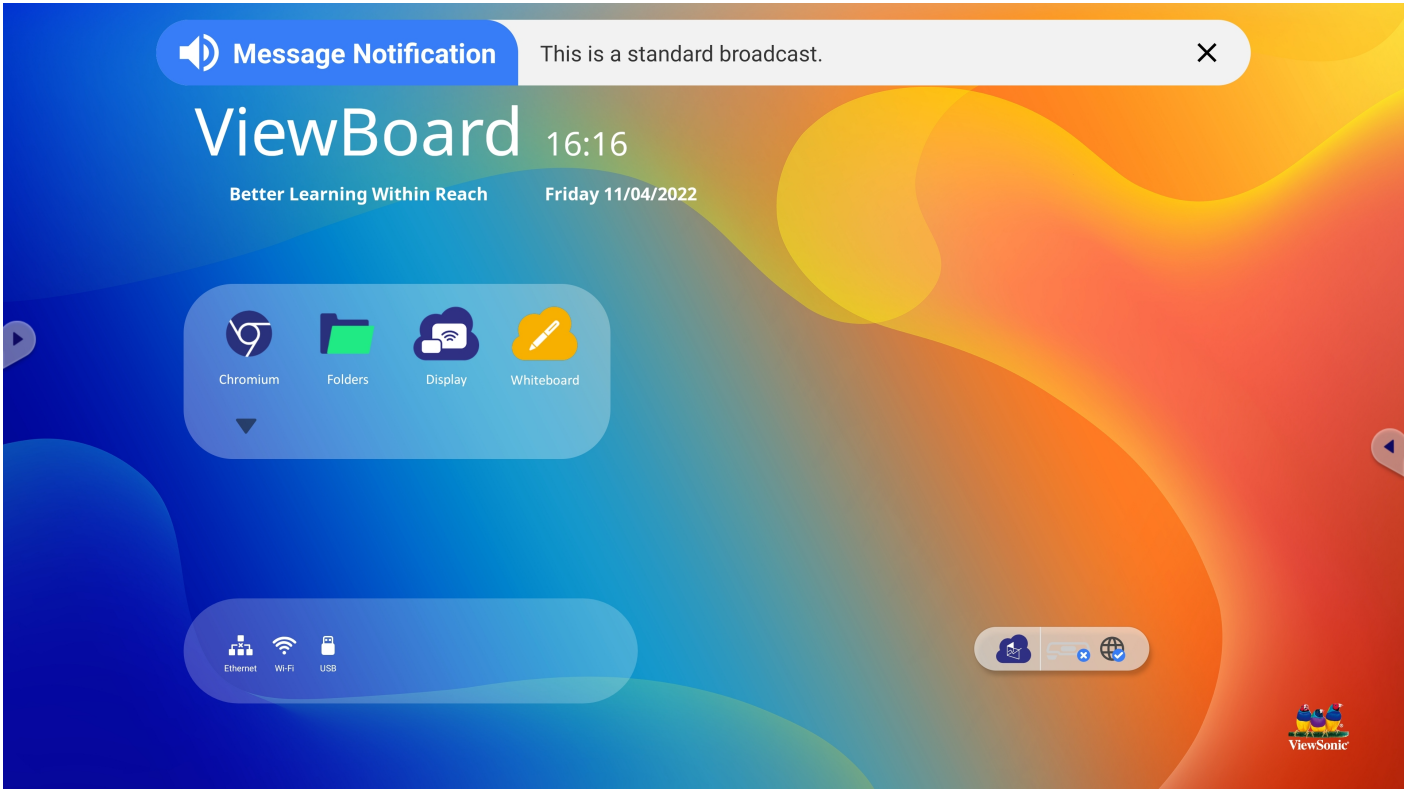The following steps describe how to stop a broadcast through the Manager console:

1. On the 🖥 **All Devices** page, select the devices on the list on which you want to stop a broadcast.
   - *Tip:* You can quickly identify current broadcasting devices by sorting the **Status** column. Devices currently broadcasting display 🔴 in this column.

2. In the toolbar above the device list, press **Stop Broadcasting** 🚫.

3. Confirm, and broadcasts will stop on these devices.

Broadcasting a message

1. On the 🖥 **All Devices** page, select one or more devices in the list.

2. Press the **Broadcast** button 📡 to open the Broadcast a Message prompt.

3. Choose **Message** as broadcast type

4. Select a message type.

5. Input your desired message.

6. Select the duration of the broadcast.

7. (Optional) Check the **Forbid device user from stopping broadcast** box if you wish to forbid the device user from manually ending the broadcast. Otherwise, they can do so by tapping the screen.

8. Press **OK** to broadcast.

Send messages to devices in real-time. Note the option to forbid device users from stopping the broadcast. Multimedia and playlists can be broadcast to devices with a Manager Advanced license.

Example of a Standard message on a ViewBoard. Urgent messages will, instead, overlay the entire screen.

Broadcasting an urgent message

1. On the 🖥 **All Devices** page, select one or more devices on the list.

2. Press the **Broadcast** button 📡 to open the text broadcast prompt.

3. Choose **Message** as broadcast type.

4. Select **Urgent** message type.

5. Input your desired message.

6. Select the duration of the broadcast.

7. (Optional) Check the **Siren** box to accompany the message with a siren sound.

8. Press **OK** to broadcast.

FUNCTIONALITY OF URGENT MESSAGES

Urgent messages take up the entire device's screen with a red background. Additionally, device users will not be able to terminate the broadcast. It can only be terminated from Manager.

---

myViewBoard Knowledge Base