

fader user guide



Welcome!

Now that your system is up and running, you're ready to start posting fader messages! Just follow these simple instructions, and you'll be communicating instantly with your patients in no time.

Because we care, we're using the very versatile WordPress blog software to support your fader functionality. This means two things for you. One is that we will be providing extremely stable and flexible solution for your fader announcement feature. And two, you will see some features and functions in the dashboard that you do not need to use. We highly recommend you read the entire **Quick Start Guide** before posting your first message.

Getting started

It is very important that you do not adjust any settings within the dashboard, as this could cause lost messages or other fader malfunction, and possibly have dangerous consequences for some very cute puppies. If you have questions about the system, let us know and we'll be happy to answer them for you. (We're just kidding about the puppies.)



First, you'll want to retrieve the welcome email that you received. Please note: you will receive two emails, one from WordPress and one from My Mediplay. The first is simply a notification of your username and password. We recommend that you store it somewhere safe just in case you need it later. The email from My Mediplay is the one you'll want to open now.

The subject line will read: **New My Mediplay Blog: [your] blog**

Once you've opened that email, you'll notice a link inside. It looks like this:

<http://practicename.my.mediplay.net/>

“**Practicename**” will actually be your practice name, or a clever equivalent. Below the second link, you'll find your username and password. So go ahead and click either link now.

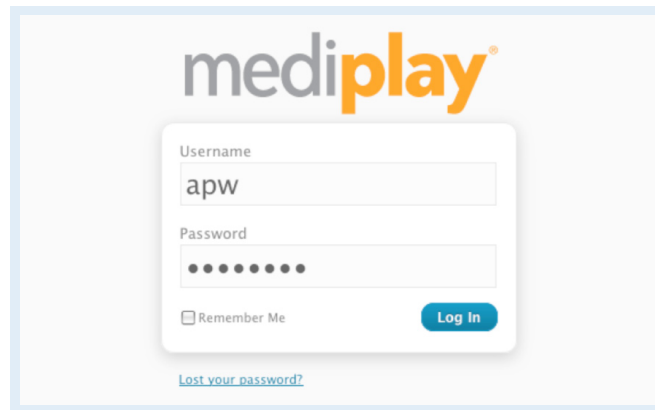
Your username cannot be changed, but you can change your password to something a little easier for you to remember. We'll provide instructions for you to do that later in this tutorial.

Let's get started!

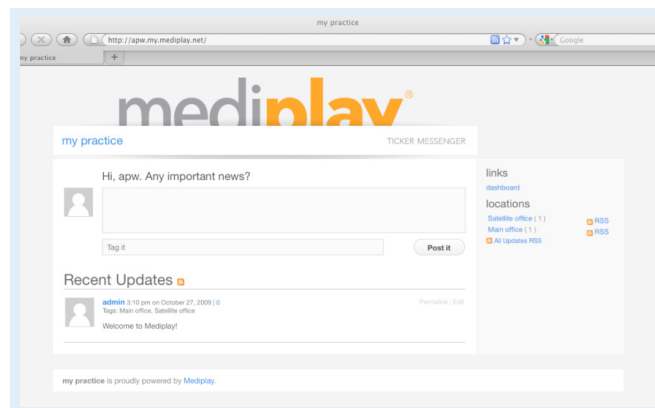
mediplay®

1. Log in

Your browser will open, and you'll be automatically directed to a log in page. Input your username and password, and then click the blue [Log In](#) button.



Once you arrive at the fader home page, you'll see a few key features.



The first is your practice name at the top left of the screen. Clicking this link will always bring you back to this page. This is helpful if you have more than one location, as you can always easily return to your main location.

The second main feature is the post box. This is where you type your message.

The [Post it](#) button is just to the lower right of the box.

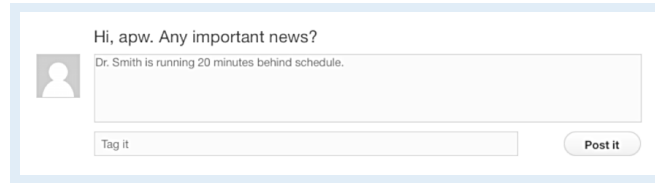
The [Tag it](#) line is directly underneath. [Tag it](#) is how you'll tell the announcement where to go.

We'll get into more detail about what to do with each of these in the next section.

Third, you'll see a column to the right titled [Locations](#). This is where you'll find each of your media players listed.

2. Hi, you. Any important news?

Now that you're logged in, it's time to enter your message, so start typing.



Important safety tip #1: We suggest that you think about your message first, and do a double spelling check before posting your announcement. It can also be helpful to read your message out loud to be sure it's worded just right.

To help get the maximum exposure and retention for your messages, there is a 60-character limit on each post. **This includes spaces.** Remember, your message will be appearing with other information on screen, so the shorter it is, the higher the odds that your patients will read the entire thing.

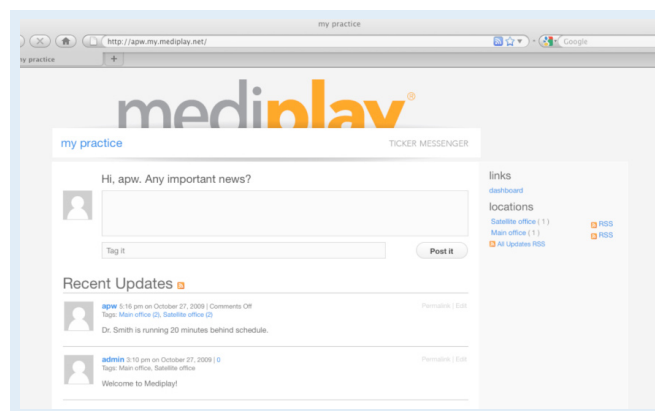
And remember, repetition is key to retention, so the fewer messages you have playing at once, the more repetitions you'll get.



Important safety tip #2: Do not copy text into the post box from another document (especially Word!), website or any other source. The coding on rich text is likely to cause damage to the structure of the message, so only type directly into the box.

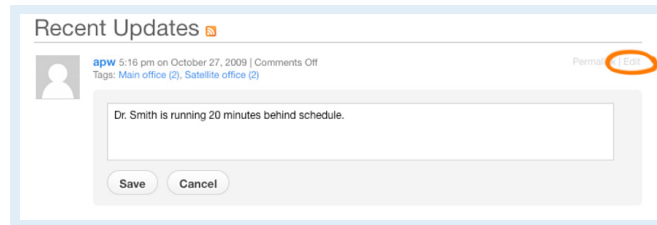
If you have multiple media players, you'll need to tag your message. If this is you, then hold off on hitting that **Post it** button until we get to step 4.

If you only have a single media player, once you've typed in your message just click Post it and your announcement is on its way!

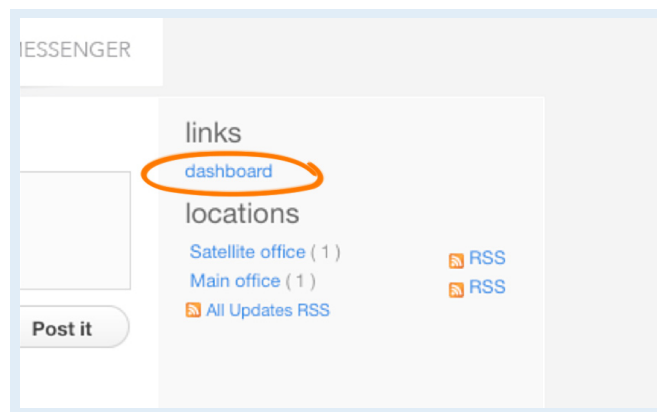


3. What if I made a mistake?

If you made a typo, or realized that your message doesn't read quite like you wanted it to, don't worry—you can still make edits. Simply click the [Edit](#) link to the right of your posted message. Click [Save](#) to submit your changes.



If you want to delete your message completely, you'll have to complete a few easy steps. Start by clicking the [Dashboard](#) link in the right-hand column, and you will find yourself at the main dashboard.



Important safety tip #3: The dashboard is the site of administrative access to your page. Please do not adjust any existing settings. Changing administrative settings may cause unintended adverse effects that can easily result in the loss of communication to your fader(s). Mediplay will not be responsible for the cost of support incurred by modifications made within the structure of the site.

