UVU Digital Signage
Important Message System

The Important Message System is designed to allow University Administrators to override what is currently playing on the entire digital signage system and replace it with a custom message for a short period of time. It is set up to be done by email by anyone who has been added to the display_message list at UVU. Those who belong to this list will be able to send emails as well as receive all the emails sent to the list. This is not be confused with the display_trigger list which has been set up to permanently override the digital signage system in the case of an emergency. Contact Media Services if you need assistance in using either of these systems. Ext. 1111.

Sending a Message

1. Emails are to be sent to display_message@lists.uvu.edu.
2. The subject line must contain MSG:
3. The email should not contain any line breaks or signatures. It should contain a short paragraph of text only. Please be sure to remove any automatic signatures if necessary.
4. Do not mark your emails as high priority.

Example:

Please allow up to 5 minutes for your message to begin displaying. Your message will display for 30 minutes, and then the normal playlist will resume where it left off.

If for some reason you made a mistake in an email, feel free to correct it immediately. Your change will be reflected in what message displays, however, it will not restart the 30 minute timer. If it is necessary for the message to continue displaying after the 30 minutes, simply wait for it to finish and then send another email. An example of the important message script can be seen below. Note the number of minutes to expiration in the bottom-left corner.