Thank you for purchasing the AxisTV Comprehensive Training Package!

As part of your *AxisTV Comprehensive Training Package* purchase, your organization receives unlimited participation for one year from date of purchase in six online courses. Each interactive session is presented live via GoToTraining by a Visix Software Trainer.

The *Introduction to AxisTV Training Video* is a prerequisite for our web based training courses. Click the following to view the video: Introduction to AxisTV Training Video. Once the video has played in its entirety, participants may register for the following web based training courses: Content Creation, Managing Content, Template Design, Layout Design, Configuring Users & Settings and System Administration. Course information, is listed below for your convenience.

Please read through the information carefully to ensure that the proper personnel attend the appropriate classes so you get the most from your AxisTV training. See the instructions at the end of this document to register for training sessions.

System Administration Training

Objectives:	This session will help administrators understand hardware, software and network requirements. Participants will learn how to access the Channel Player and Content Manager for maintenance and troubleshooting; Manage System Tools, Error Logs and Status Reports. We will also discuss the process for AxisTV data backups and software updates.
Participants:	It is imperative that your network administrator and personnel responsible for maintaining your AxisTV system attend this training.
Schedule:	This is a one hour course that is offered on Wednesdays at 2:30 PM. (All times are U.S. Eastern Standard Time.)

Configuring Users & Settings Training

Objectives:	This session will teach users how to configure AxisTV Content Settings, administer system security within the AxisTV Web User Interface, create user accounts and assign privileges to users by creating, modifying and deleting user roles.
Participants:	It is imperative that the personnel responsible for user management and configuration of AxisTV features attend this training.
Schedule:	This is a one hour course that is offered on Wednesdays at 4:00 PM and Thursdays at 9:00 AM. (All times are U.S. Eastern Standard Time.)

Layout Design Training

Objectives:	This session will teach users how to create, copy and edit AxisTV display layouts, apply a layout to a media player and how to create a layout schedule.
Participants:	Individuals who are responsible for the overall appearance of the AxisTV displays – including where content will appear on the displays and the use of branded or custom layout designs – should attend this training session.
Schedule:	This is a ninety minute course that is offered on Tuesdays at 2:00 PM and Wednesdays at 9:00 AM. (All times are U.S. Eastern Standard Time.)

Template Design Training

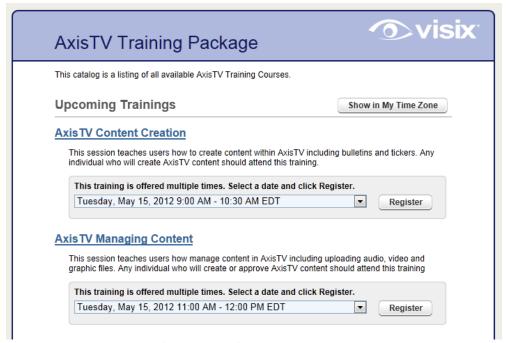|	
Objectives:	This session will discuss design standards and teach users how to create Bulletin Templates and how to manage the Template Library.
Participants:	Individuals responsible for the overall appearance of the AxisTV displays and those who oversee organization branding and design standards should attend this training session.
Schedule:	This is a one hour course that is offered on Tuesdays at 4:00 PM and Wednesdays at 11:00 AM. (All times are U.S. Eastern Standard Time.)

Content Creation Training

Objectives:	This session teaches users how to create content using AxisTV web tools, import content from other applications and schedule content to appear on displays.
Participants:	Any individual who will create AxisTV content should attend this training.
Schedule:	This is a ninety minute course that is offered on Tuesdays at 9:00 AM and Thursdays at 2:00 PM. (All times are U.S. Eastern Standard Time.)

Managing Content Training

Objectives:	This session teaches users how to manage playlists and crawlists, organize, edit and delete content and manage content libraries.
Participants:	Any individual who will create or approve AxisTV content should attend this training. **Content Creation Training is a pre-requisite for this course.**
Schedule:	This is a one hour course that is offered on Tuesdays at 11:00 AM and Thursdays at 4:00 PM. (All times are U.S. Eastern Standard Time.)

Instructions to register for AxisTV Training
1. Click the following link: **AxisTV Training Package Registration Page**
2. Locate the Course Title for the course in which you wish to participate
3. Select the desired date and time from the dropdown list below the course title
4. Click **Register**

5. Complete the registration form on the following page
6. Click **Register**

GoToTraining will send a confirmation email to the email address you provided in the registration form. This generated email includes the link you will use the day of the training to join the on-line session with a live AxisTV software trainer, as well as instructions to connect to the audio portion of the session.

Once all participants have completed the courses above, please contact us to schedule your custom training and Q&A session, also included with your purchase.

We look forward to working with you and ensuring that you are completely satisfied with your AxisTV training. If at any time you have any questions or need assistance, please do not hesitate to contact us by phone at 800-572-4935 or 770-446-1416 or by email training@visix.com.