

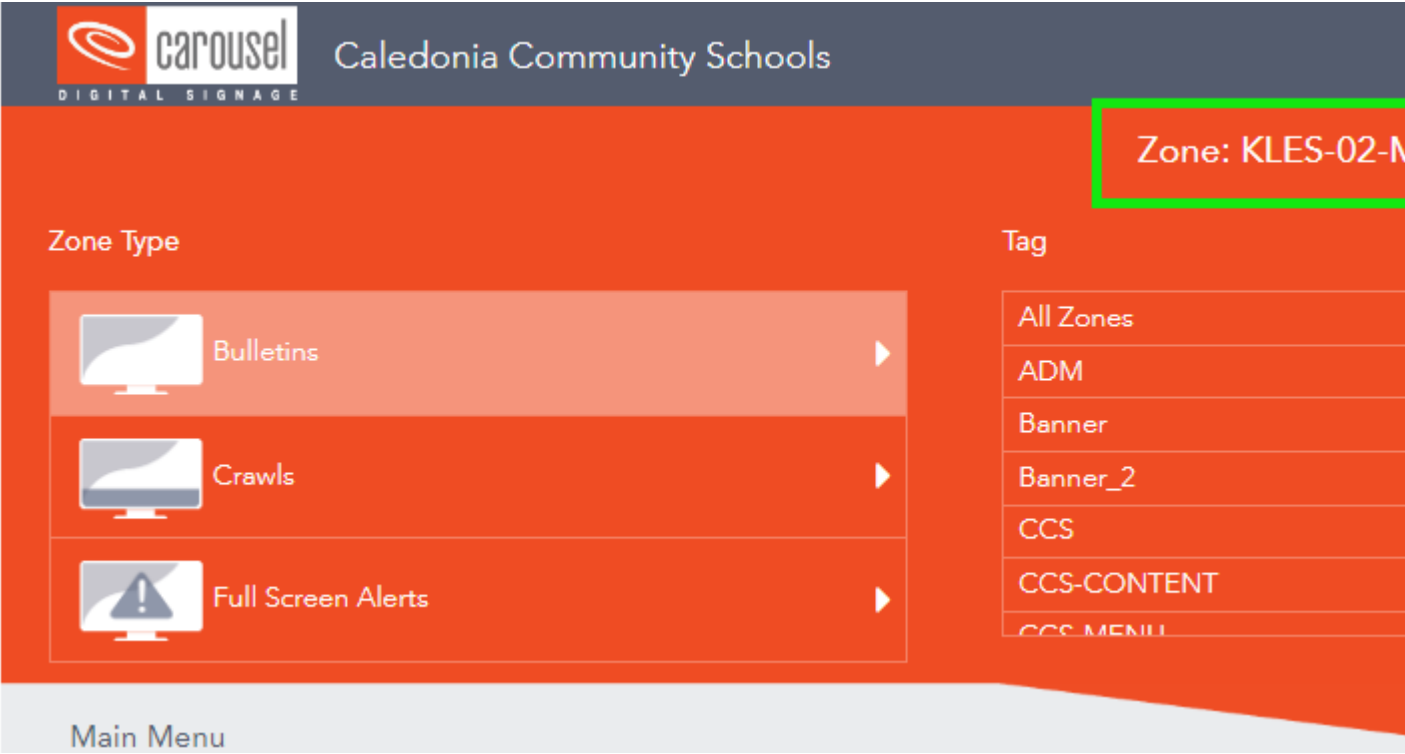
# Carousel

- [Editing Digital Signage Bulletins](#)
- [Uploading Images To A Zone](#)

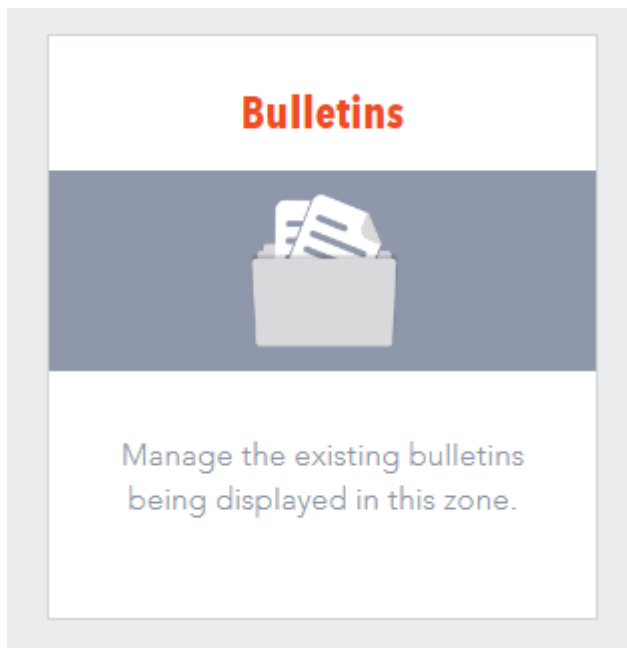
# Editing Digital Signage Bulletins

*How to change the content displayed on Carousel Digital Signage*

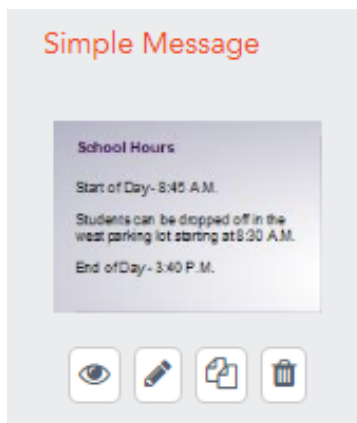
1. At the top of the screen, select the "Zone" that you would like to edit.





2. Choose "Bulletins".





3. Select the bulletin that you would like to edit.



 = Preview

 = Edit

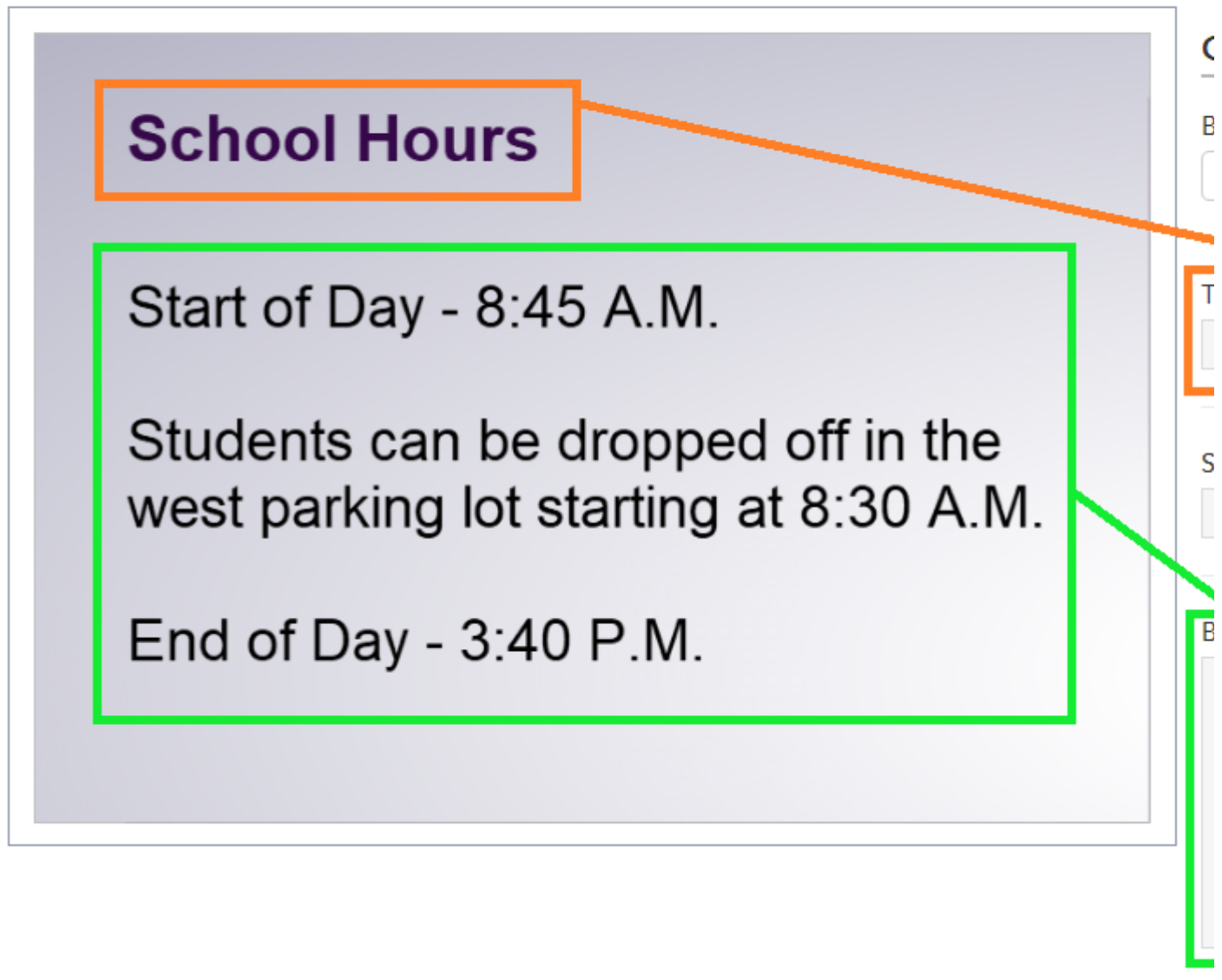
 = Duplicate

 = Delete

4. To change the content's text, edit the text fields on the right side under "Content".

Bulletin Name:

Simple Message



The screenshot shows a bulletin editor interface. At the top, there is a label "Bulletin Name:" followed by a text input field containing "Simple Message". Below this is a large gray rectangular area representing the bulletin content. Inside this area, the text "School Hours" is highlighted with an orange rectangular border. Below it, a larger green rectangular border encloses the following text: "Start of Day - 8:45 A.M.", "Students can be dropped off in the west parking lot starting at 8:30 A.M.", and "End of Day - 3:40 P.M.". To the right of the gray area, a vertical sidebar contains several buttons: "C", "B", "T", "S", and "B". An orange line points from the "School Hours" text to the "T" button. A green line points from the green-bordered text block to the "S" button. The "T" and "S" buttons are also highlighted with orange and green rectangular borders, respectively.

**School Hours**

Start of Day - 8:45 A.M.

Students can be dropped off in the west parking lot starting at 8:30 A.M.

End of Day - 3:40 P.M.

C  
B  
T  
S  
B

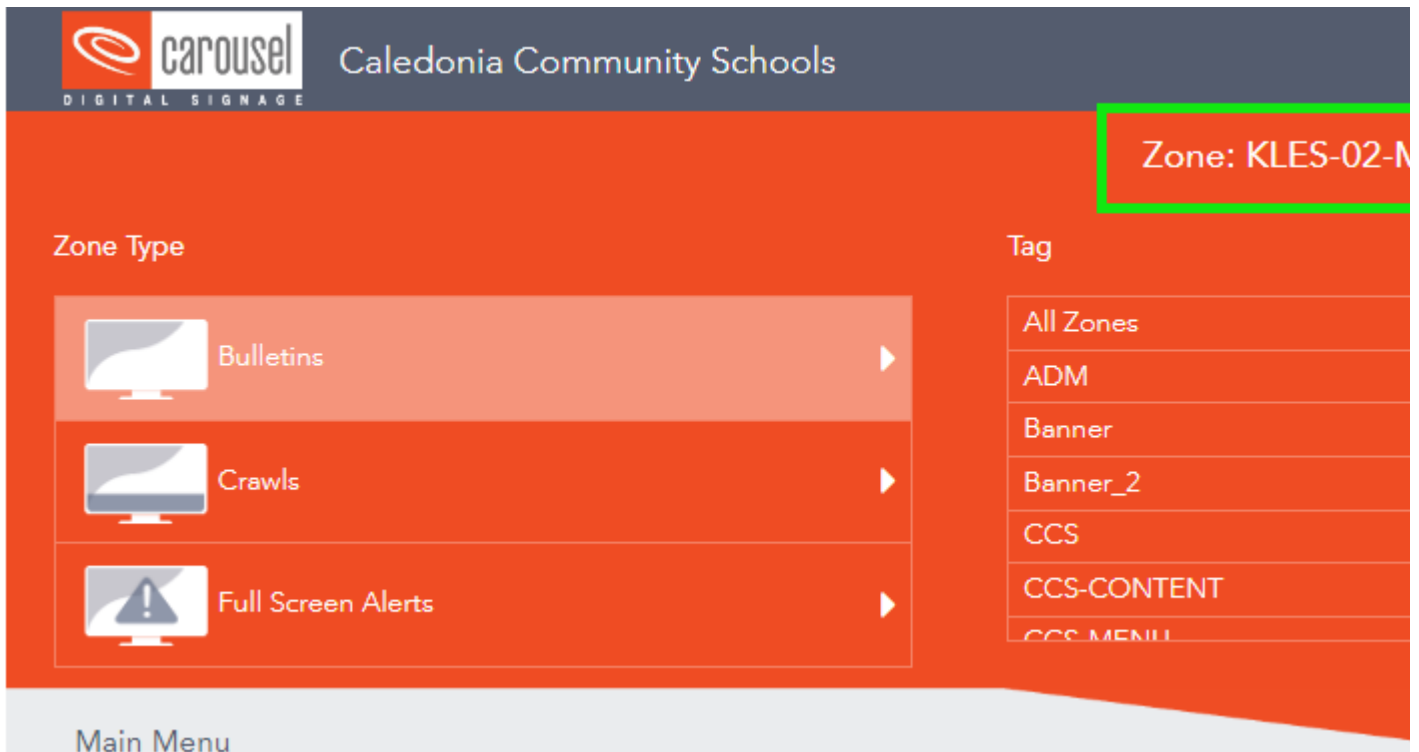
5. To save the changes made, click "Publish" at the top-right.

Publish

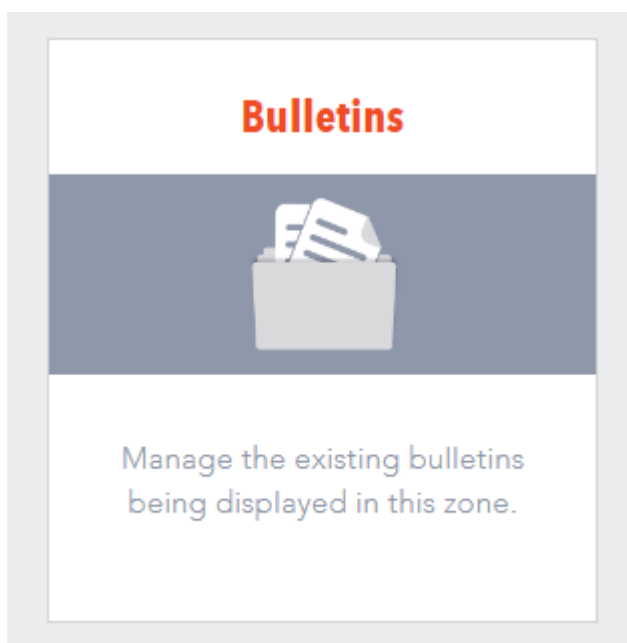
# Uploading Images To A Zone

*How to upload images to be displayed in a certain Zone*

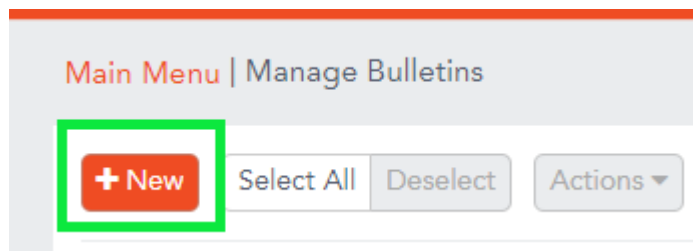
1. At the top of the screen, select the "Zone" that you would like to edit.



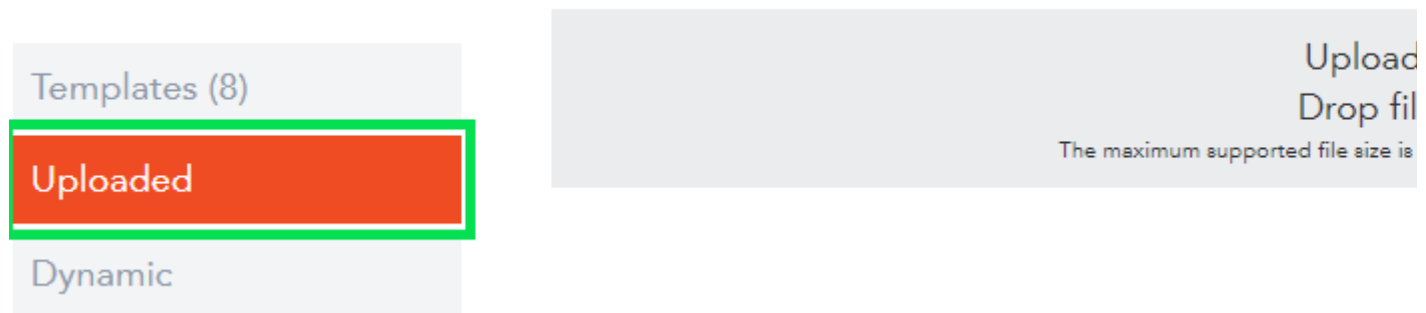
2. Select "Bulletins".



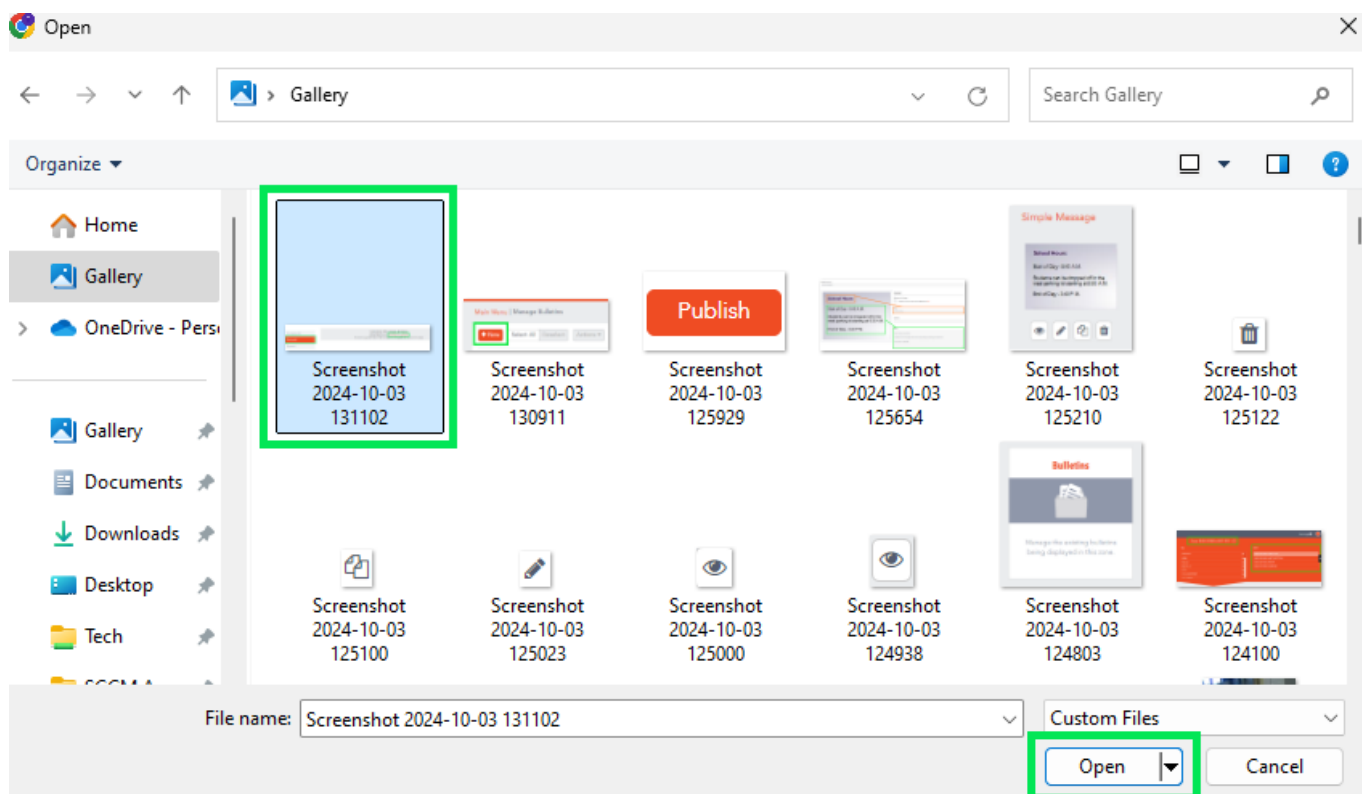
3. Select "+New".



4. Select "Uploaded", and then "browse to upload".



5. Navigate to the save location of your image, select it, and click "Open".



6. By default the new Bulletin will always be active, if you want to change it, adjust the schedule as necessary.

# Schedule

Yes

☐

Always Active

## Daily Availability

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Daily Start Time:

12:00:00 am

Daily End Time:

11:59:59 pm

7. To save the changes made, click "Publish" at the top-right.

Publish