

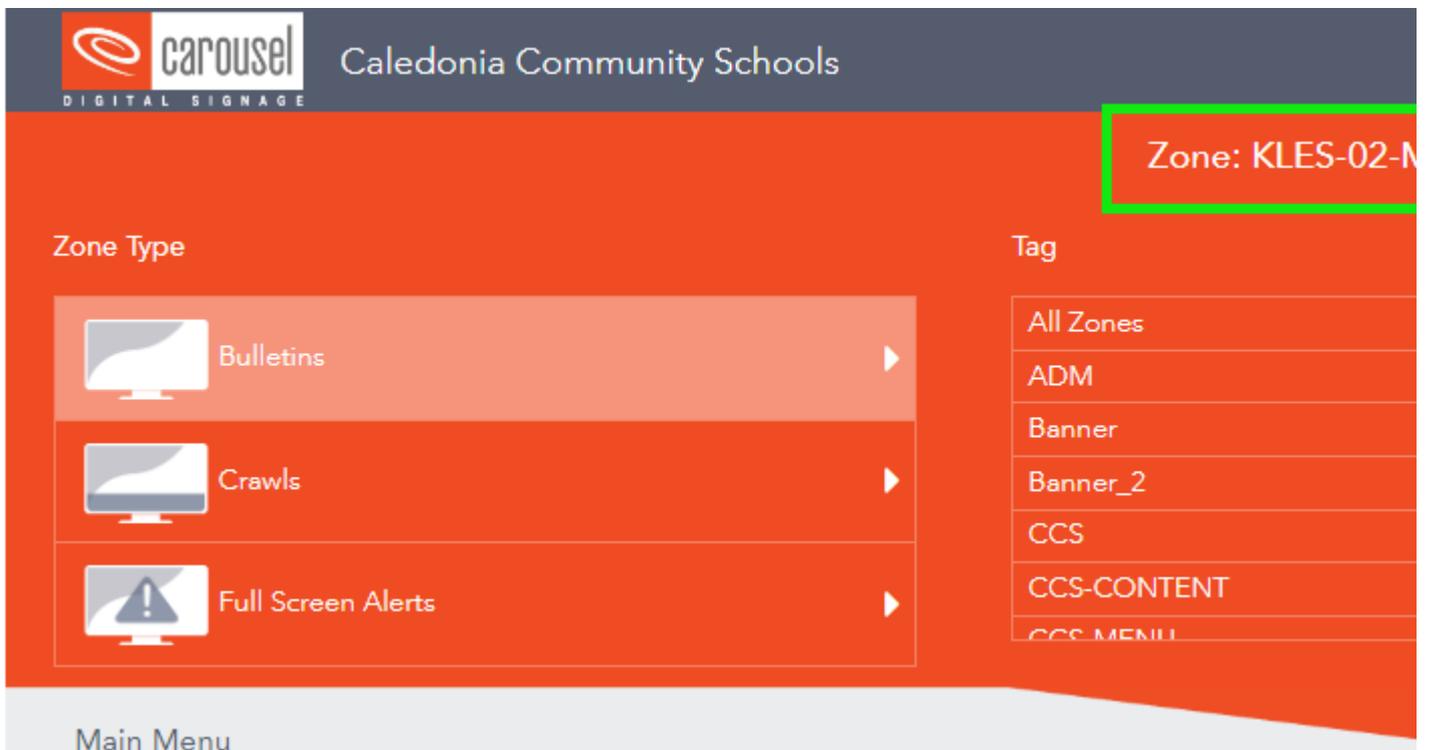
# Carousel

- Editing Digital Signage Bulletins
- Uploading Images To A Zone

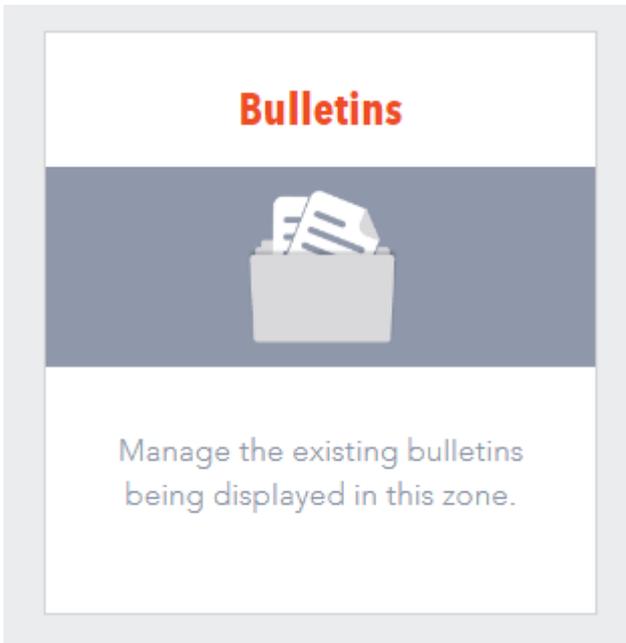
# Editing Digital Signage Bulletins

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

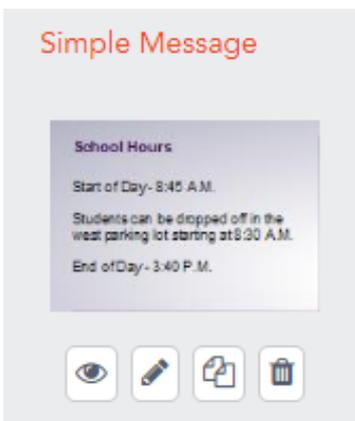
1. At the top of the screen, select the "Zone" that you would like to edit.



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 image shows a screenshot of a bulletin editor interface. At the top, there is a field labeled "Bulletin Name:" containing the text "Simple Message". Below this is a large gray rectangular area representing the bulletin content. Inside this area, the text "School Hours" is written in a large, bold, purple font and is enclosed in an orange rectangular box. Below this, the 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." is written in a black font and is enclosed in a green rectangular box. To the right of the bulletin content, there is a vertical toolbar with several icons: a blue 'C' icon, a blue 'B' icon, a blue 'T' icon, a blue 'S' icon, and a blue 'B' icon. The 'T' icon is highlighted with an orange box, and the 'B' icon at the bottom is highlighted with a green box. An orange line points from the 'T' icon to the "School Hours" text, and a green line points from the 'B' icon to the green box around the main text. At the bottom left of the page, there is a red button labeled "Publish".

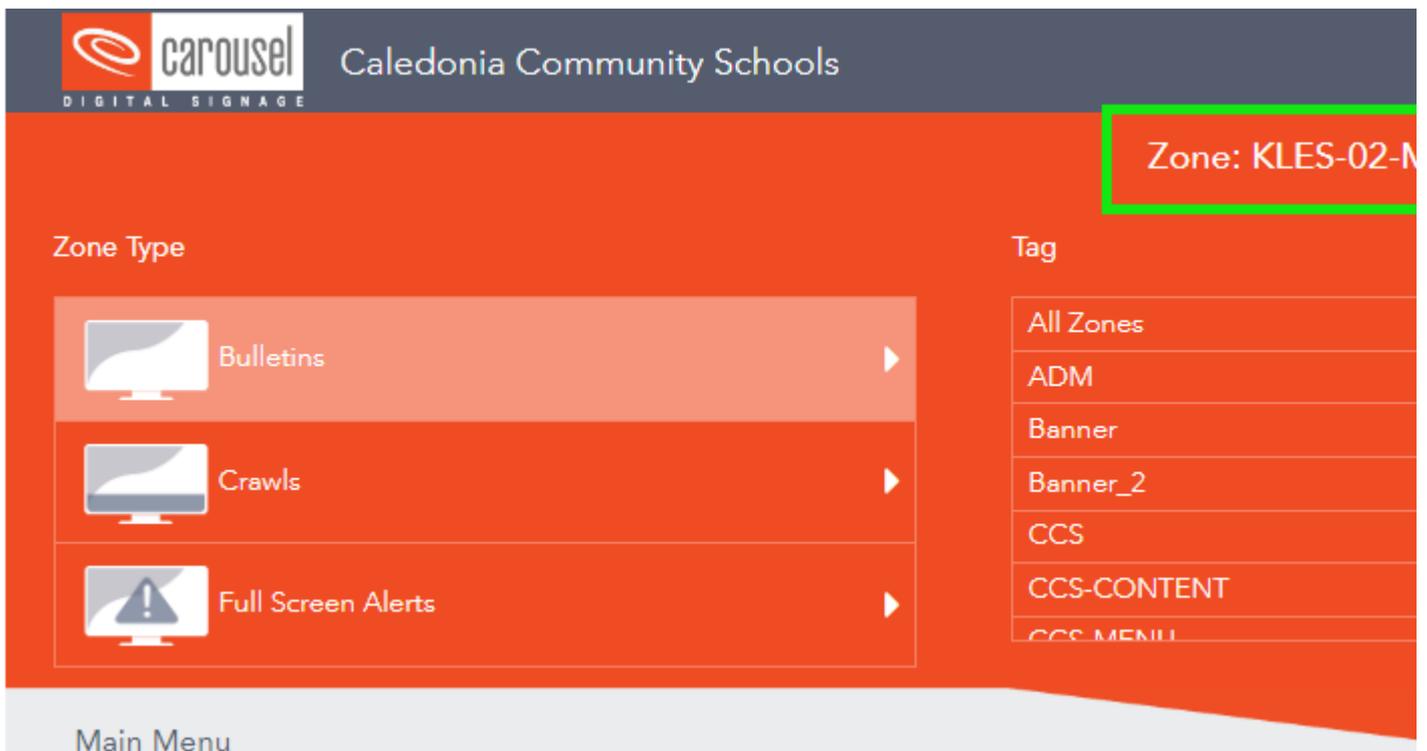
5. To save the changes made, click "Publish" at the top-right.

Publish

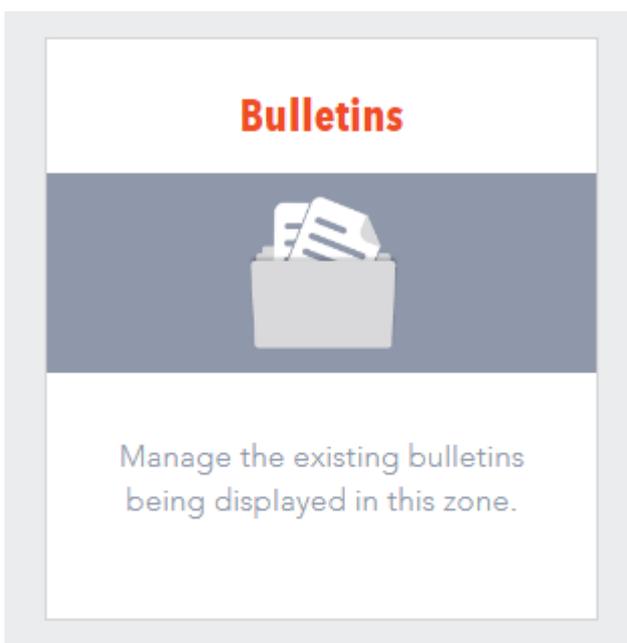
# Uploading Images To A Zone

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

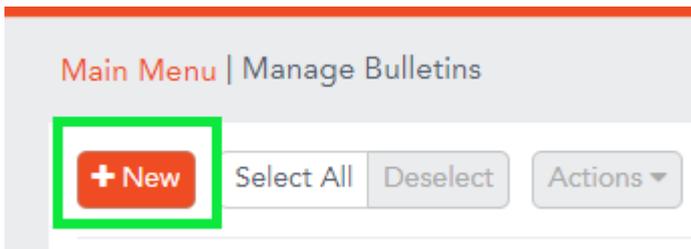
1. At the top of the screen, select the "Zone" that you would like to edit.



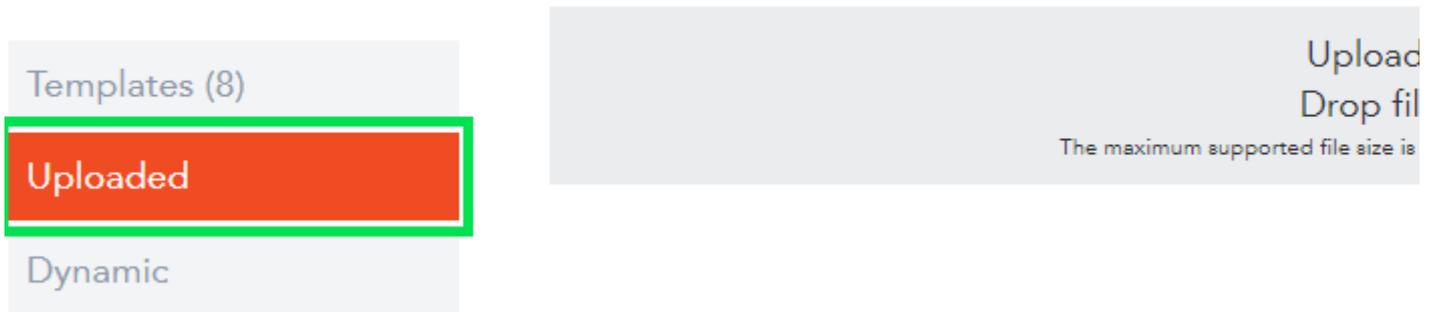
2. Select "Bulletins".



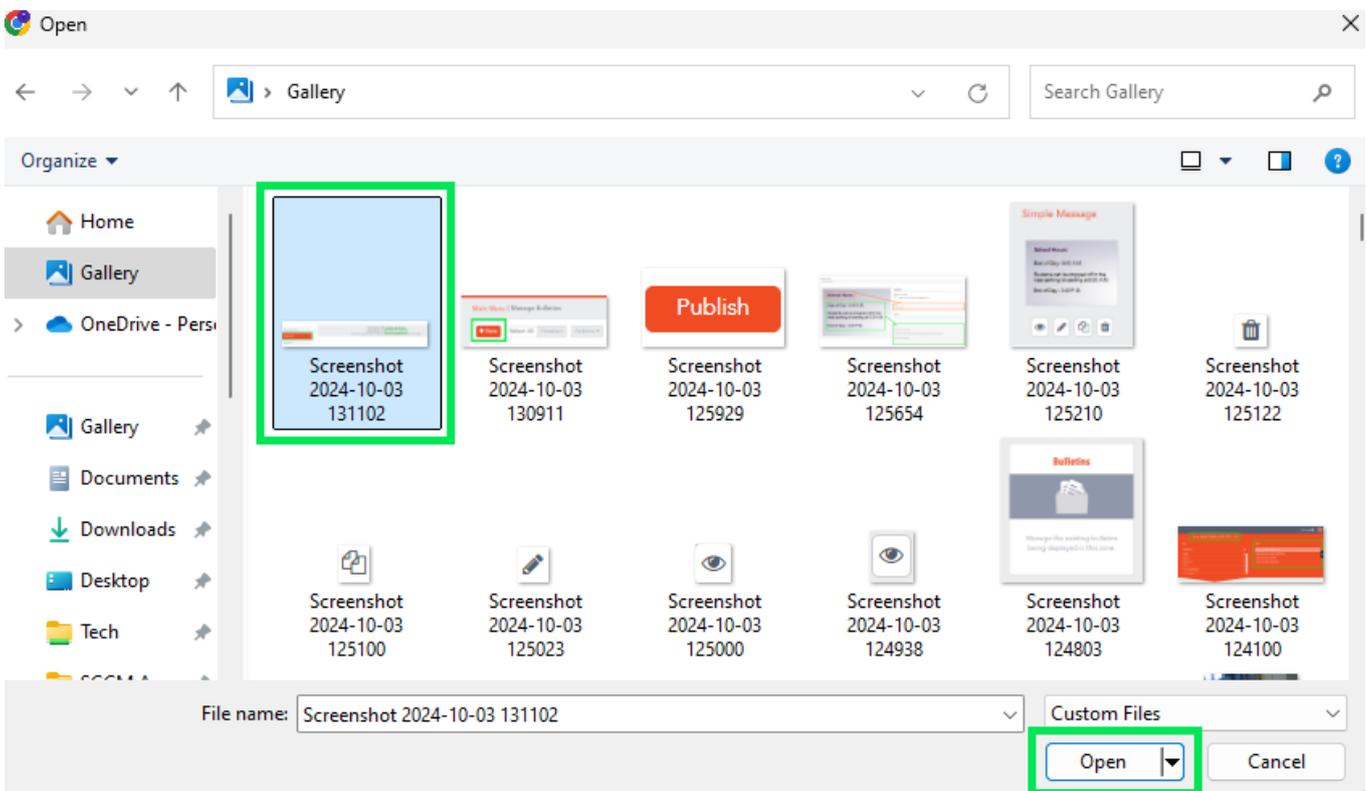
3. Select "+New".



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

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Yes

Always Active

## Daily Availability

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Sun



Mon



Tue



Wed



Thu



Fri



Sat



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