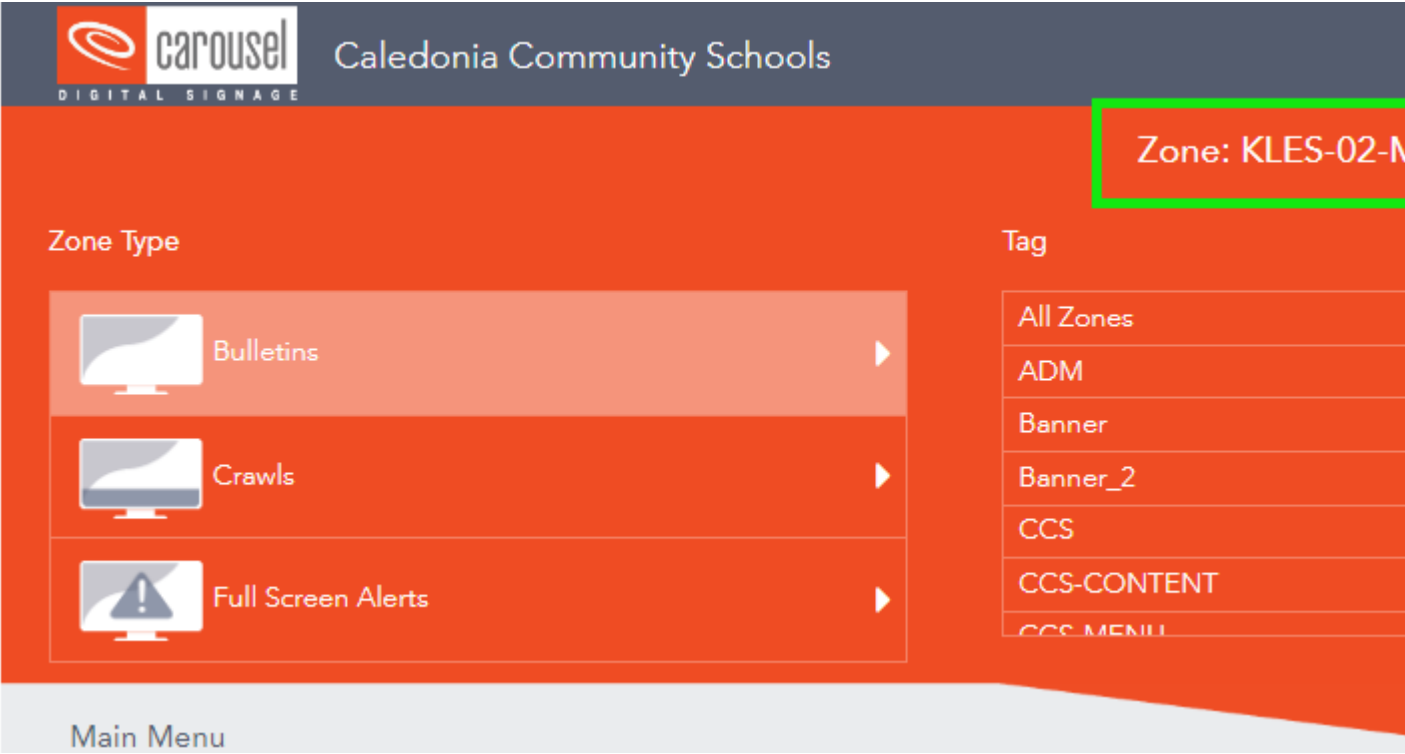# Carousel

- Editing Digital Signage Bulletins
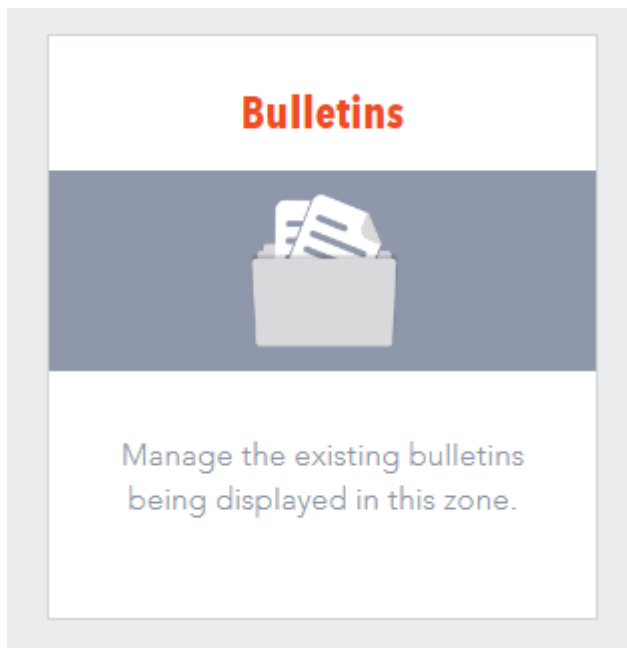- Uploading Images To A Zone

Editing Digital Signage Bulletins

How to change the content displayed on Carousel Digital Signage
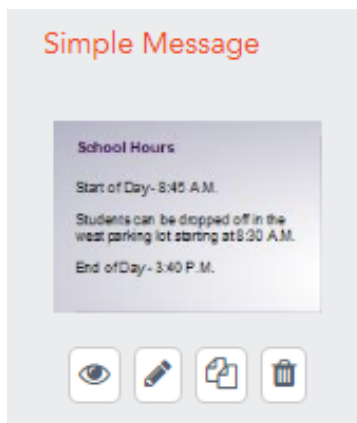
1. At the top of the screen, select the "Zone" that you would like to edit.

2. Choose "Bulletins".

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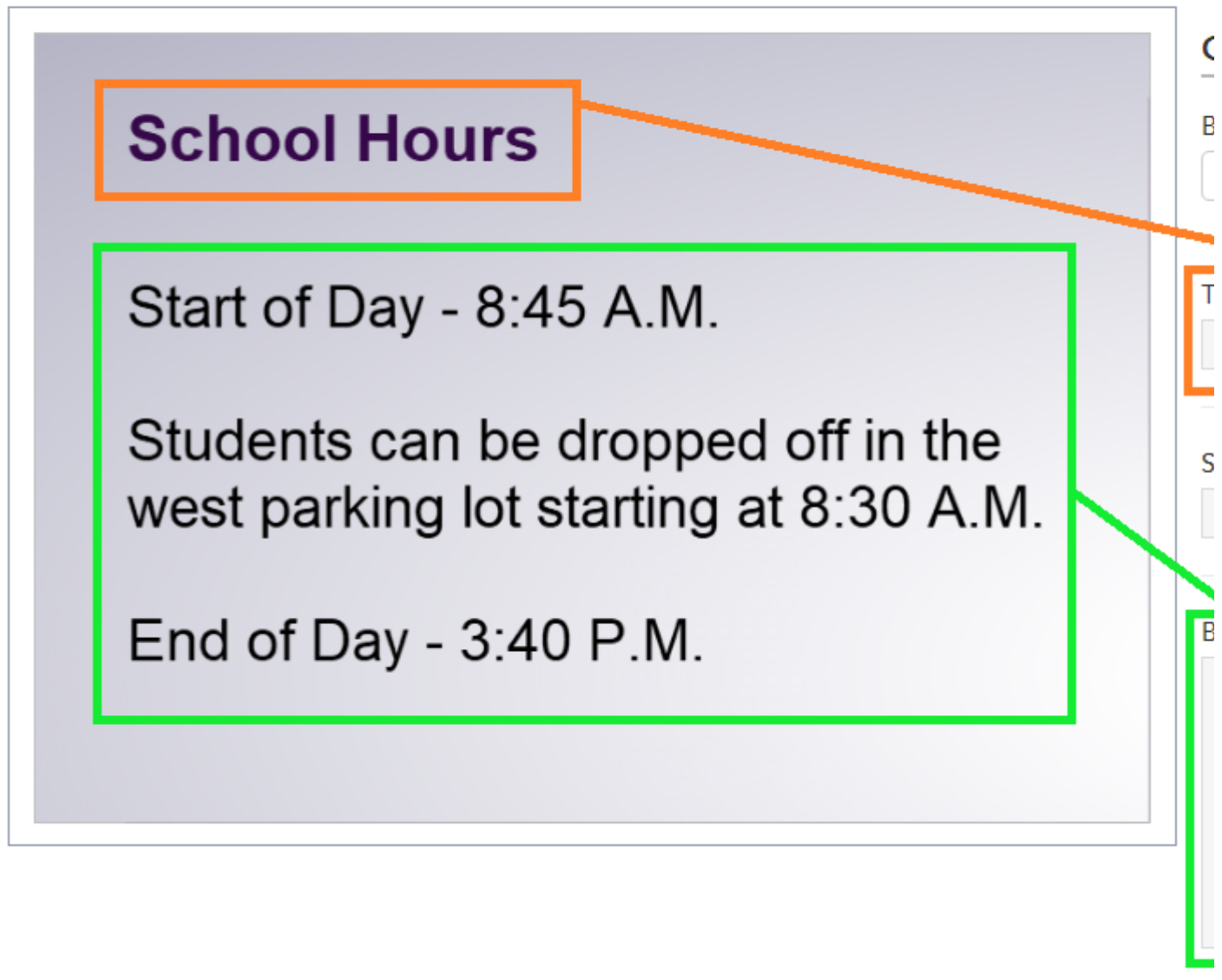

 = Preview

 = Edit

 = Duplicate

 = Delete

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

Bulletin Name:

Simple Message

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.
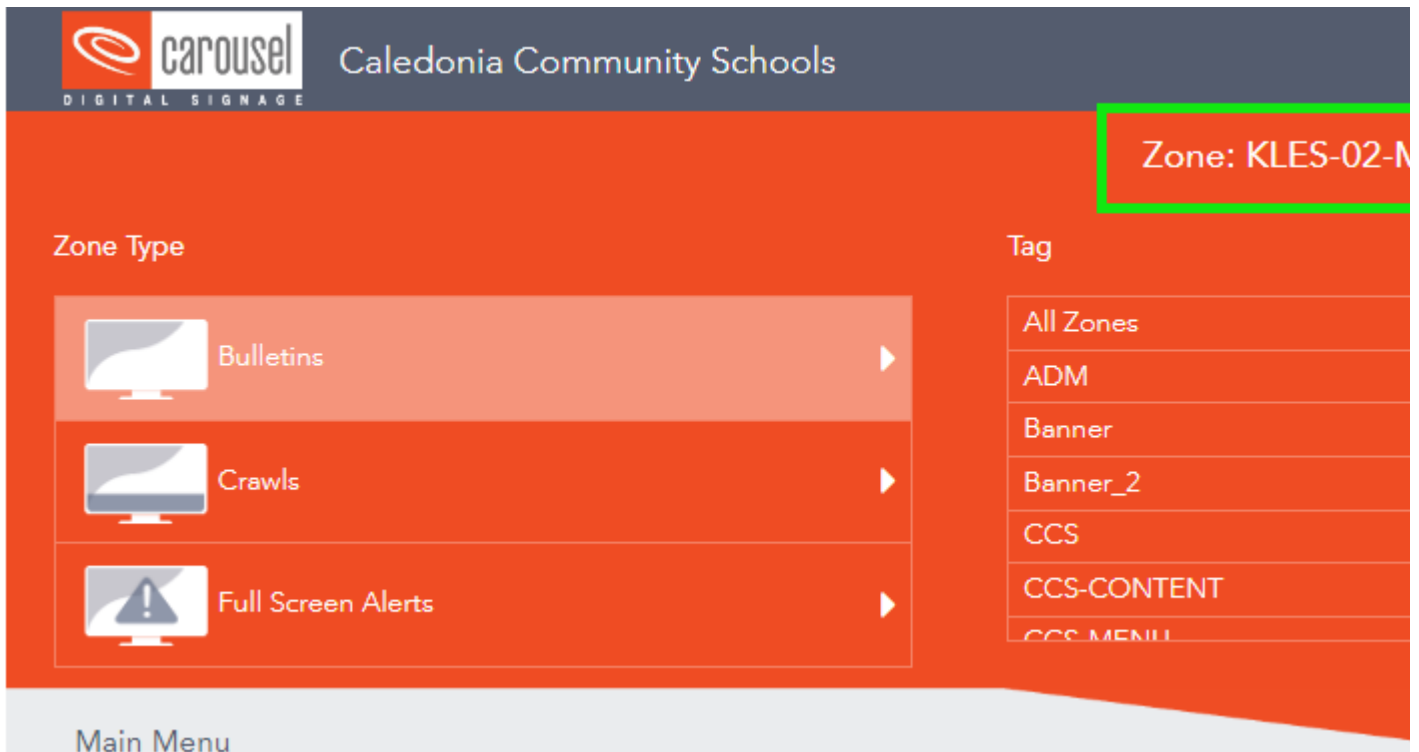
End of Day - 3:40 P.M.

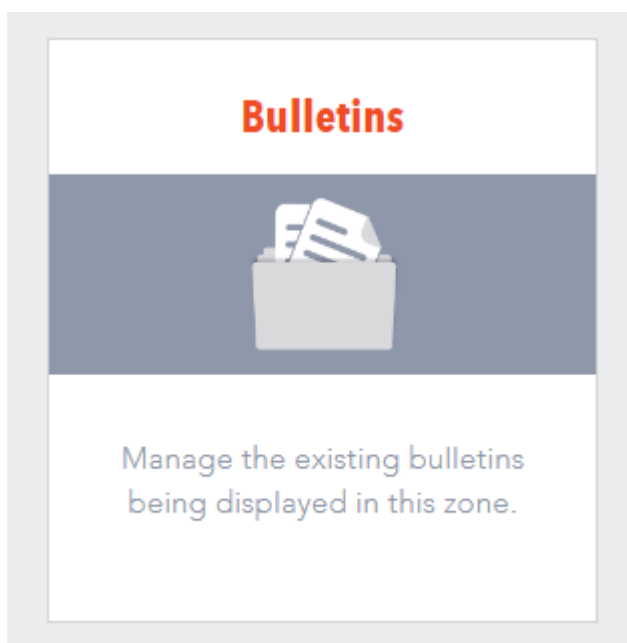5. To save the changes made, click "Publish" at the top-right.

Publish

Uploading Images To A Zone

How to upload images to be displayed in a certain Zone
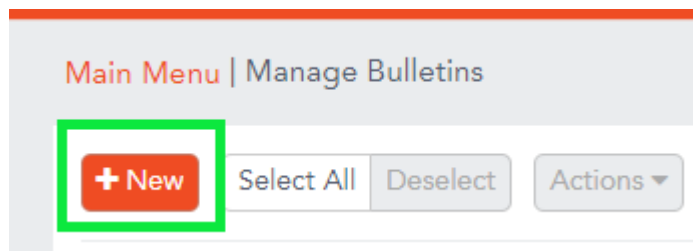

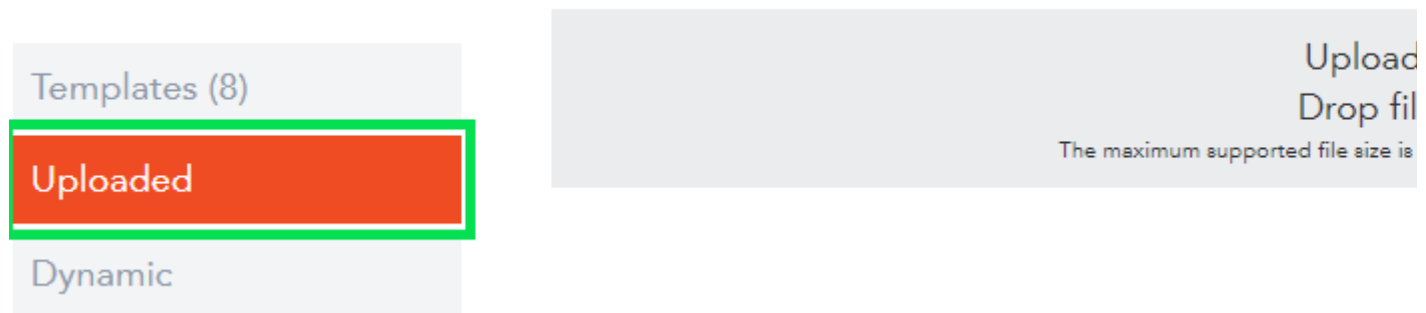1. At the top of the screen, select the "Zone" that you would like to edit.
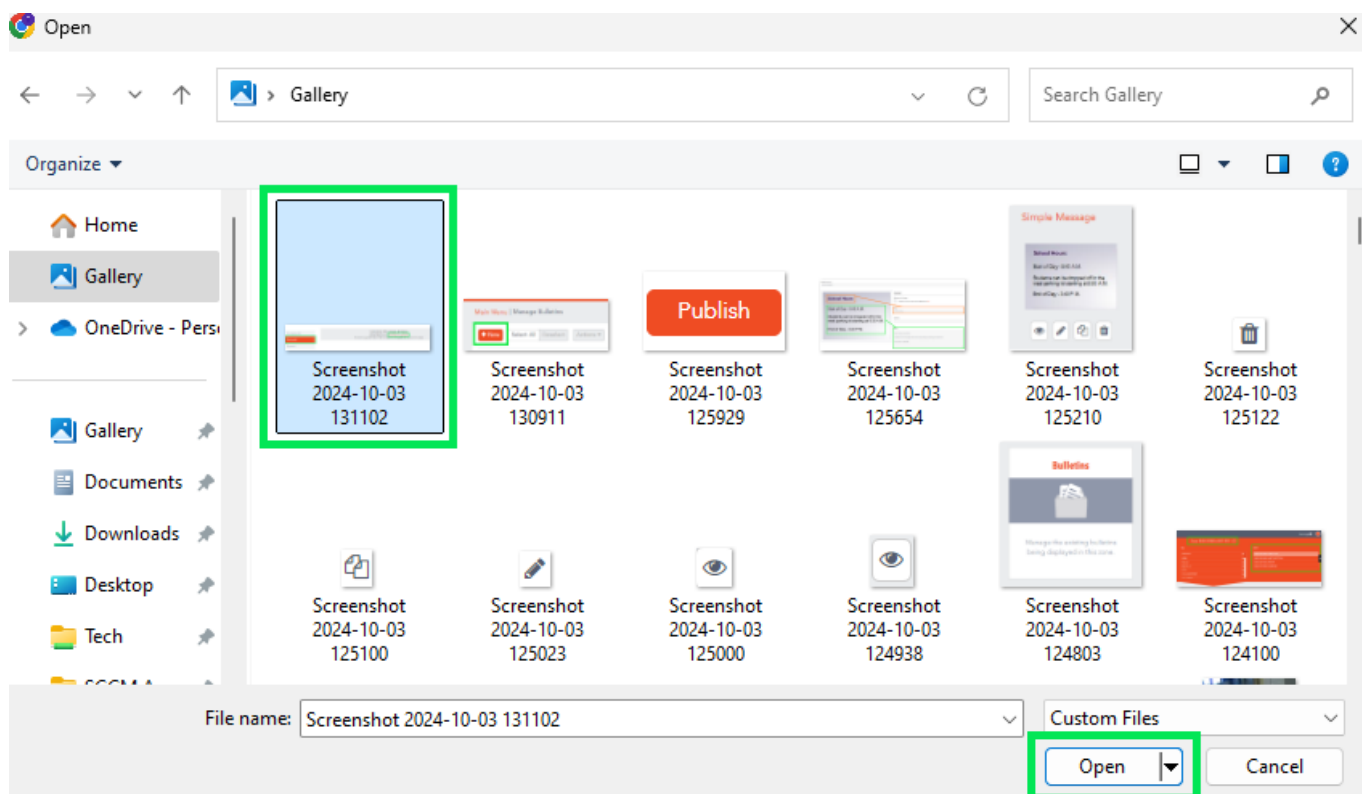

2. Select "Bulletins".

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 alway be active, if you want to change it, adjust the schedule as neccessary.

Schedule

Yes		Always Active

Daily Availability

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