

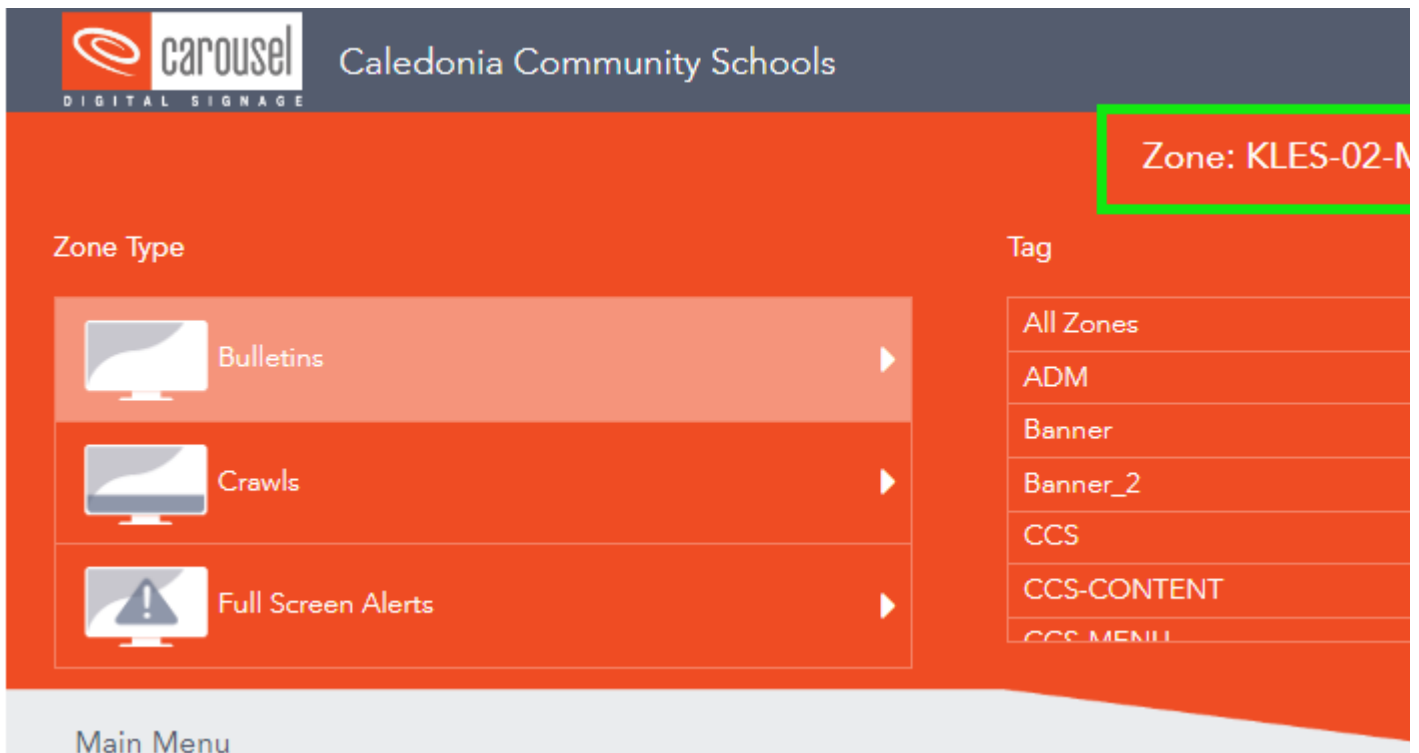
Carousel

- [Editing Digital Signage Bulletins](#)
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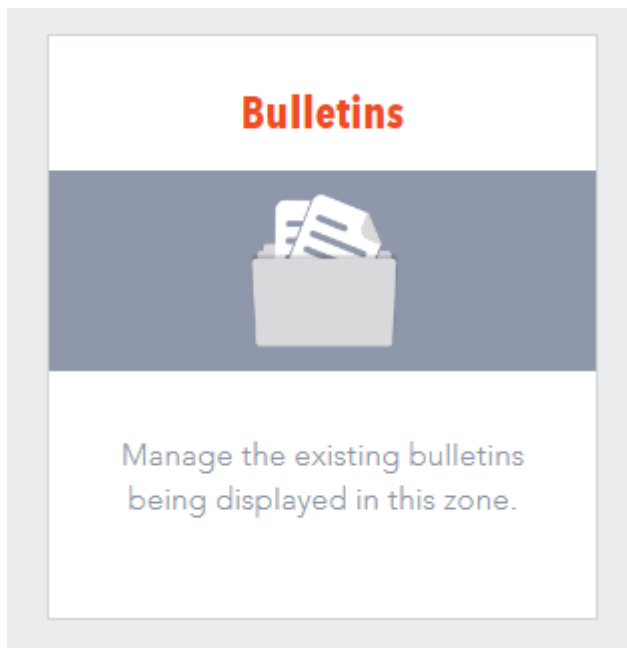
Editing Digital Signage Bulletins

How to change the content displayed on Carousel Digital Signage

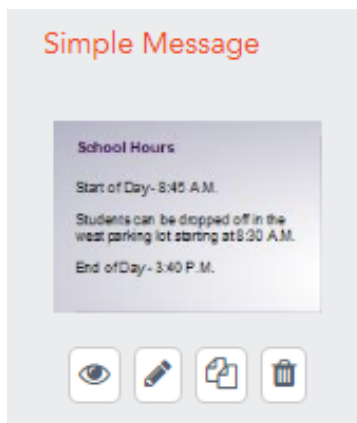
1. At the top of the screen, select the "Zone" that you would like to edit.





2. Choose "Bulletins".





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



 = Preview

 = Edit

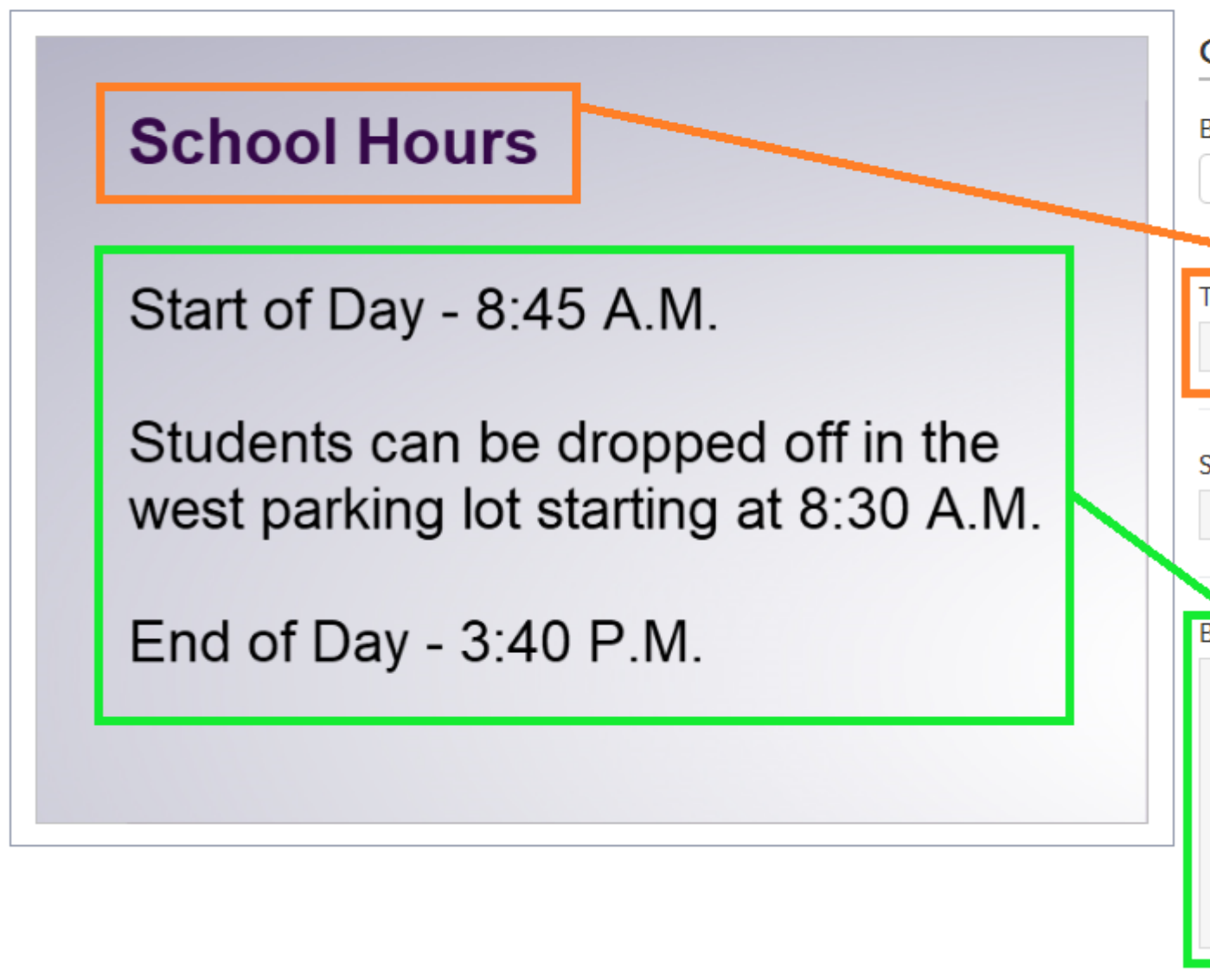
 = Duplicate

 = 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 enclosed in an orange rectangular box. Below it, a green rectangular box contains 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.". An orange line points from the "School Hours" box to the right edge of the gray area. A green line points from the green box to the right edge of the gray area. On the far right, a vertical sidebar contains several buttons: "C", "B", "T", "S", and "B", each with a corresponding colored box next to it. The "T" button has an orange box, and the "B" button at the bottom has a green box. The "S" button has a gray box.

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

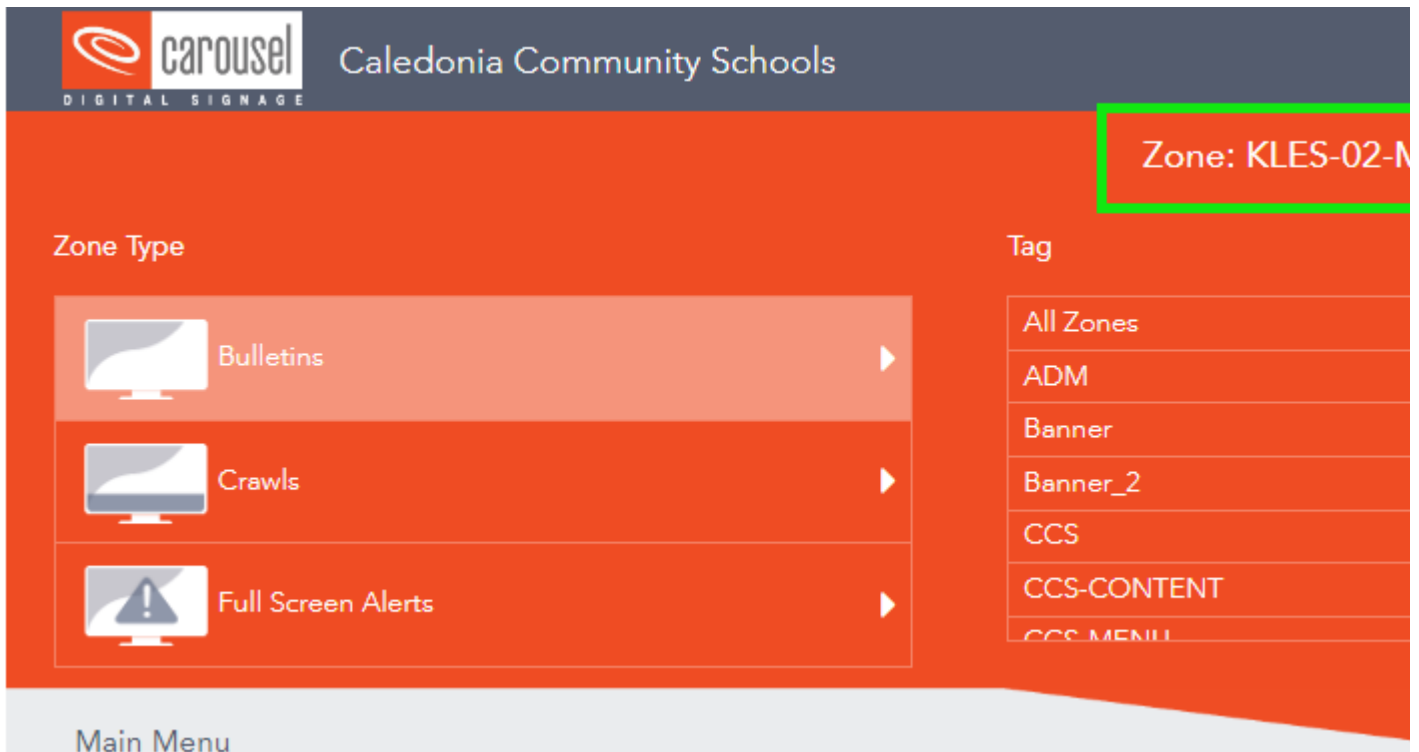
5. To save the changes made, click "Publish" at the top-right.

Publish

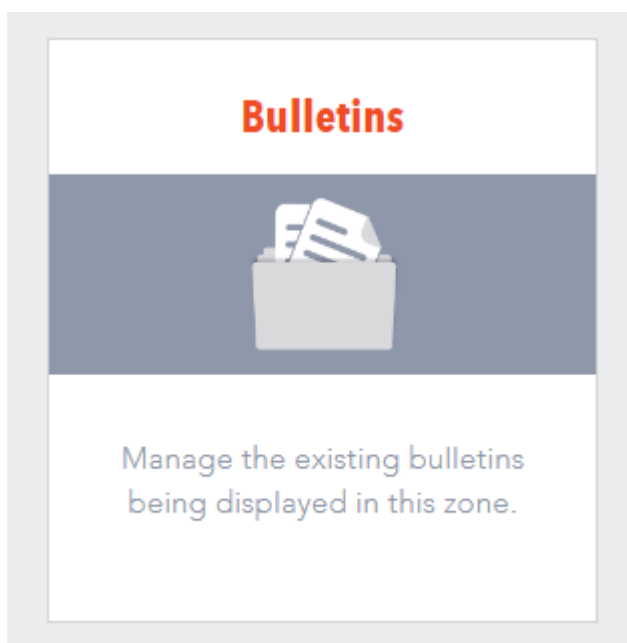
Uploading Images To A Zone

How to upload images to be displayed in a certain Zone

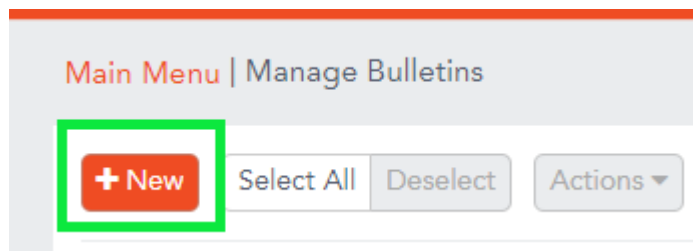
1. At the top of the screen, select the "Zone" that you would like to edit.



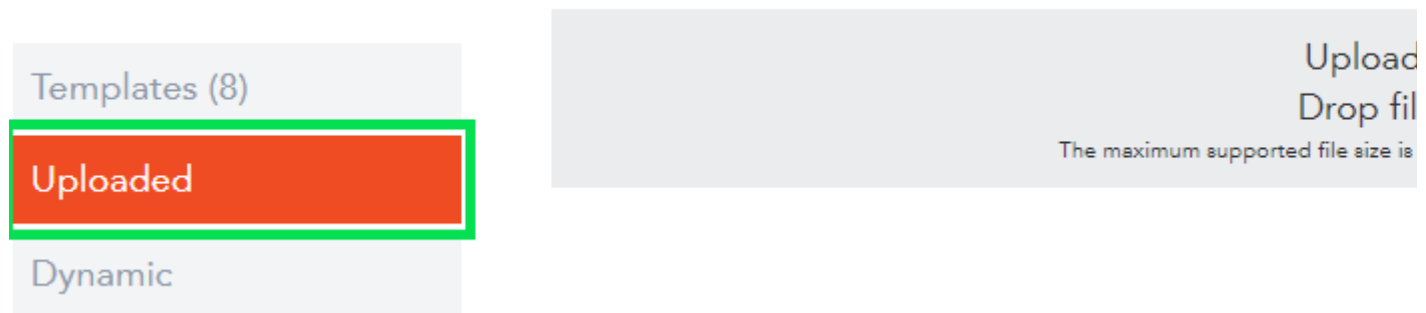
2. Select "Bulletins".



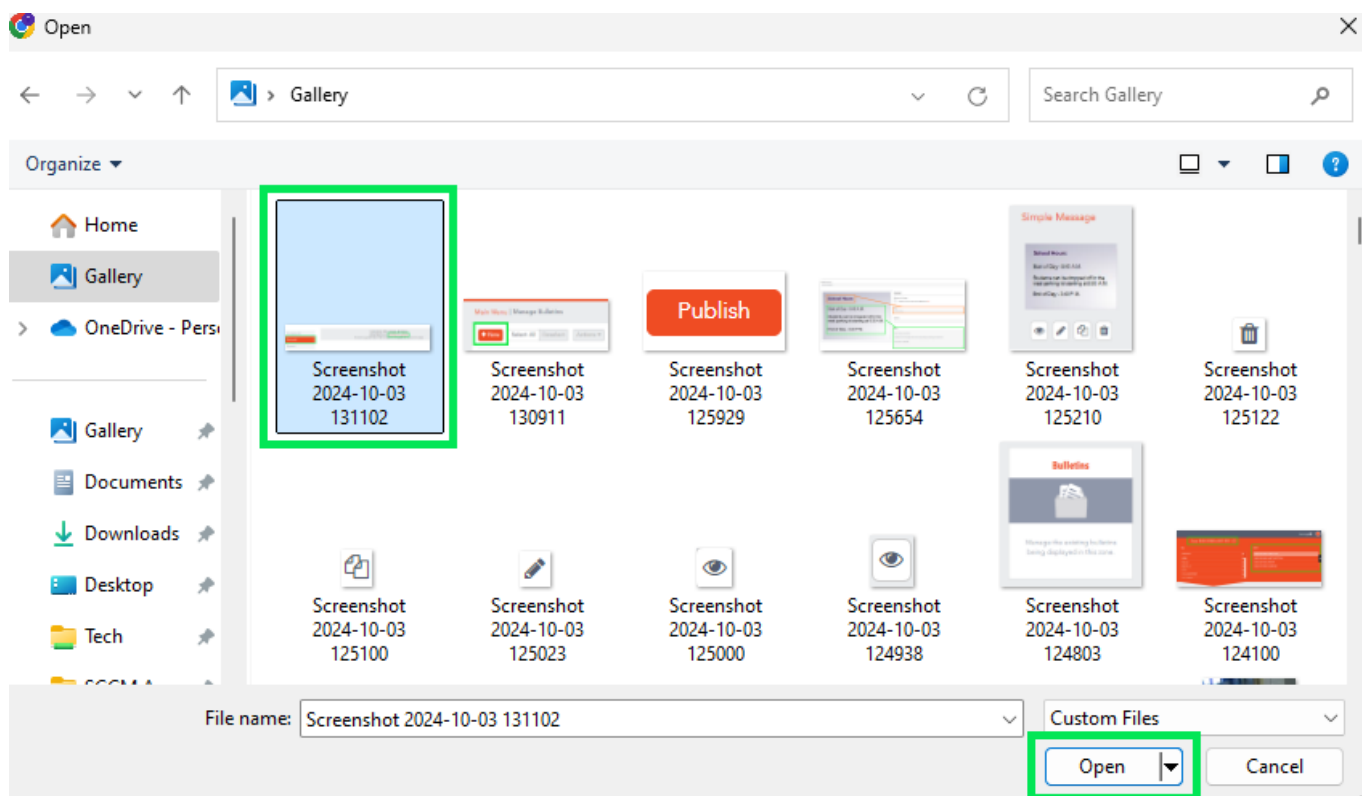
3. Select "+New".



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



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