

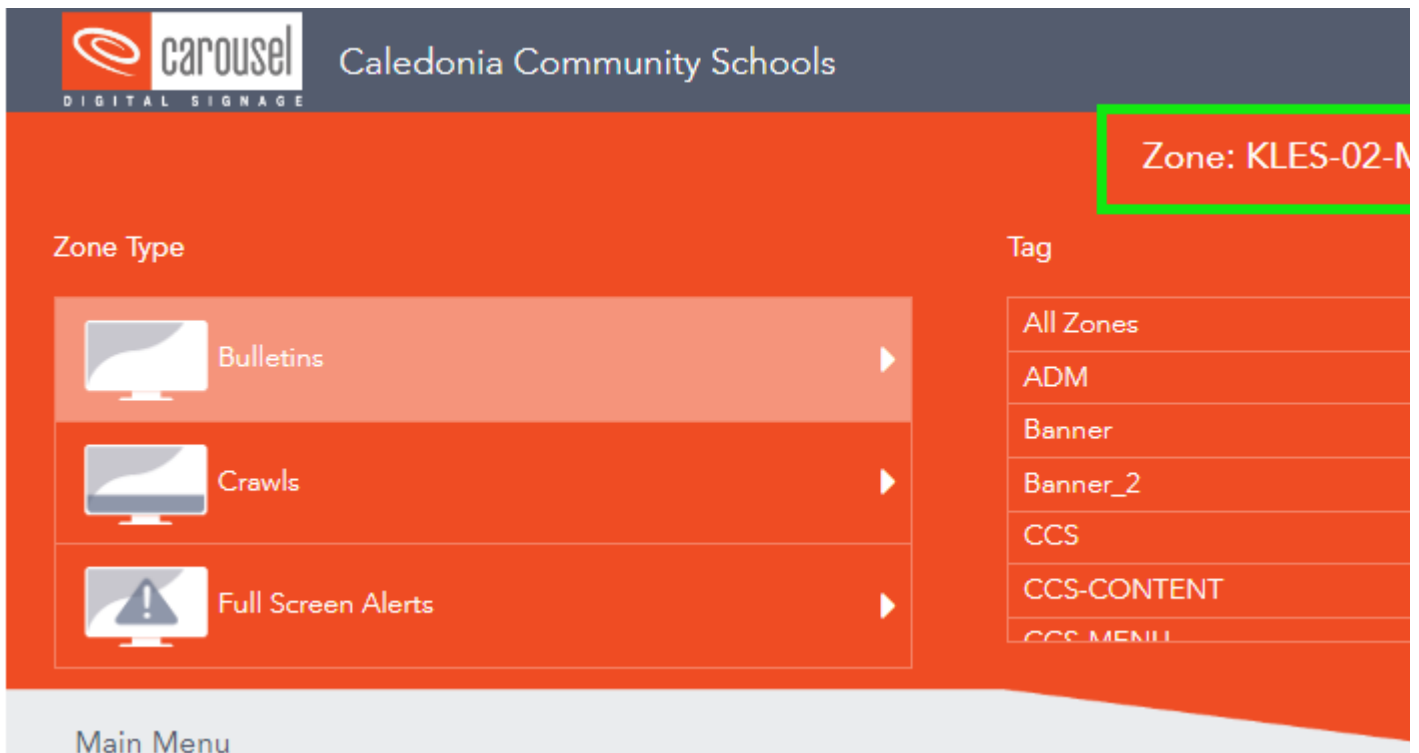
Carousel

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

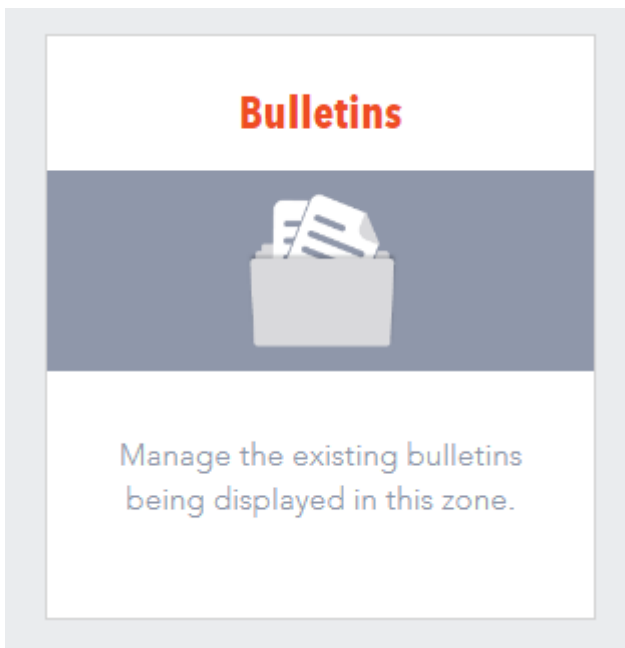
Editing Digital Signage Bulletins

How to change the content displayed on Carousel Digital Signage

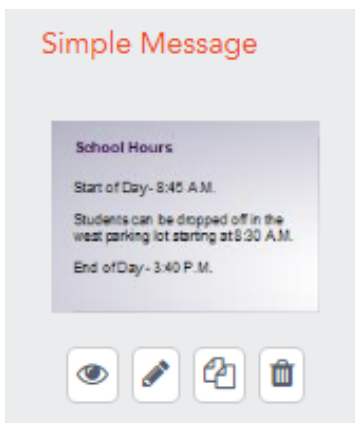
1. At the top of the screen, select the "Zone" that you would like to edit.




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 web-based bulletin editor. At the top, there is a label 'Bulletin Name:' followed by a text input field containing 'Simple Message'. Below this is a large preview area for the bulletin. Inside the preview, the title 'School Hours' is enclosed in an orange rectangular box. An orange line points from this box to a 'T' icon in a vertical sidebar on the right. Below the title, the main content of the bulletin is enclosed in a green rectangular box. This content includes 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.'. A green line points from this green box to a 'B' icon in the same sidebar. At the bottom left of the interface is an orange 'Publish' button.

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.

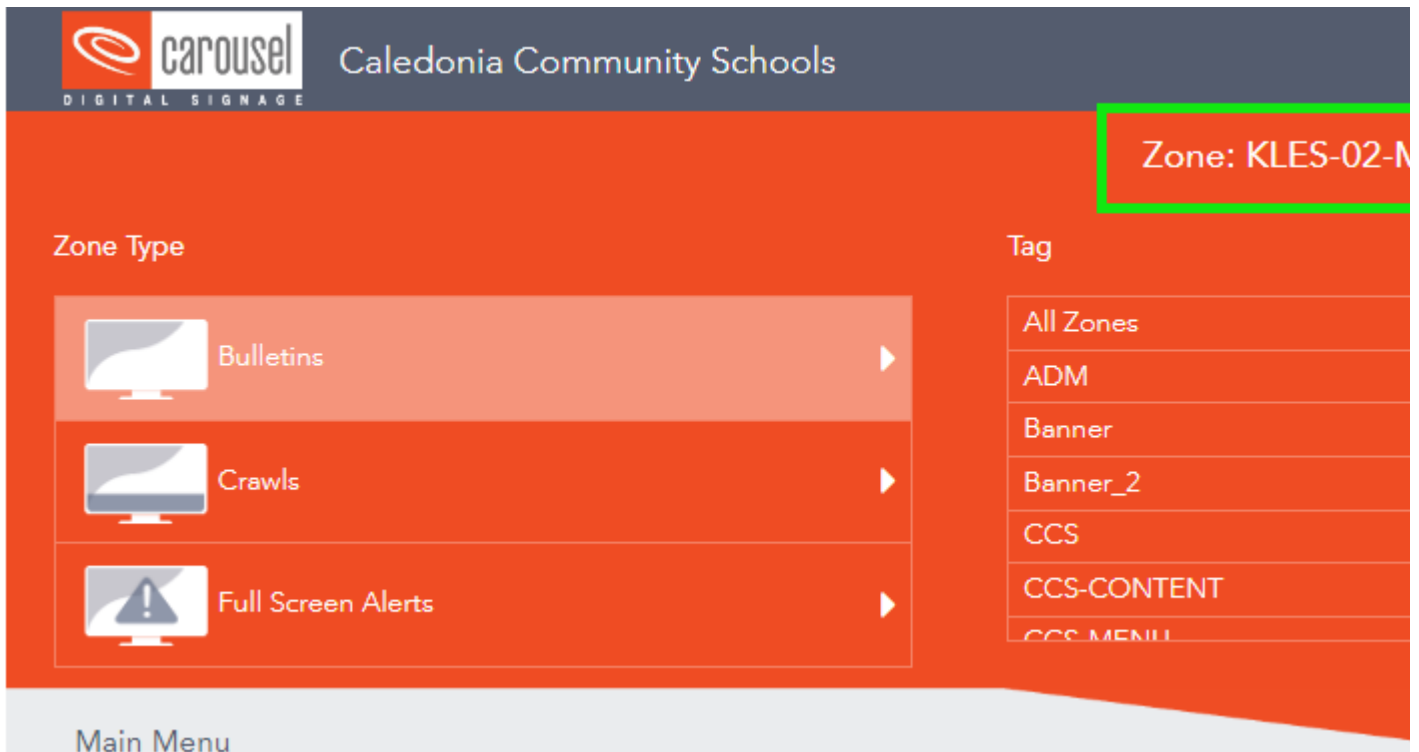
Publish

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

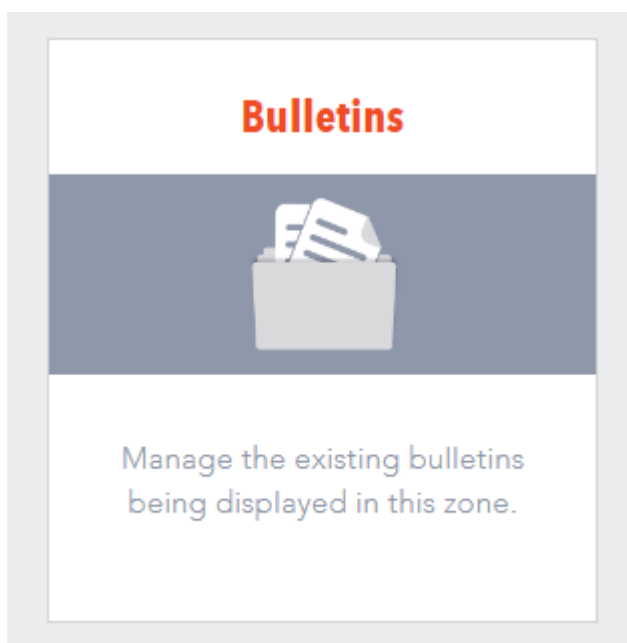
Uploading Images To A Zone

How to upload images to be displayed in a certain Zone

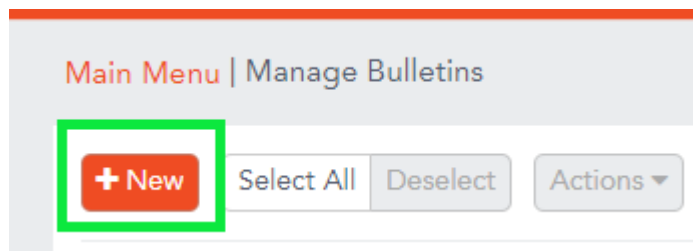
1. At the top of the screen, select the "Zone" that you would like to edit.



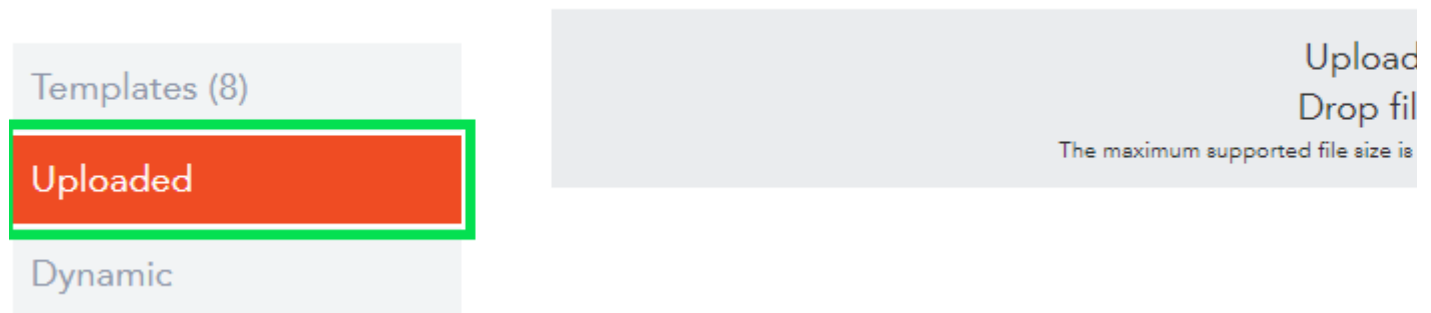
2. Select "Bulletins".



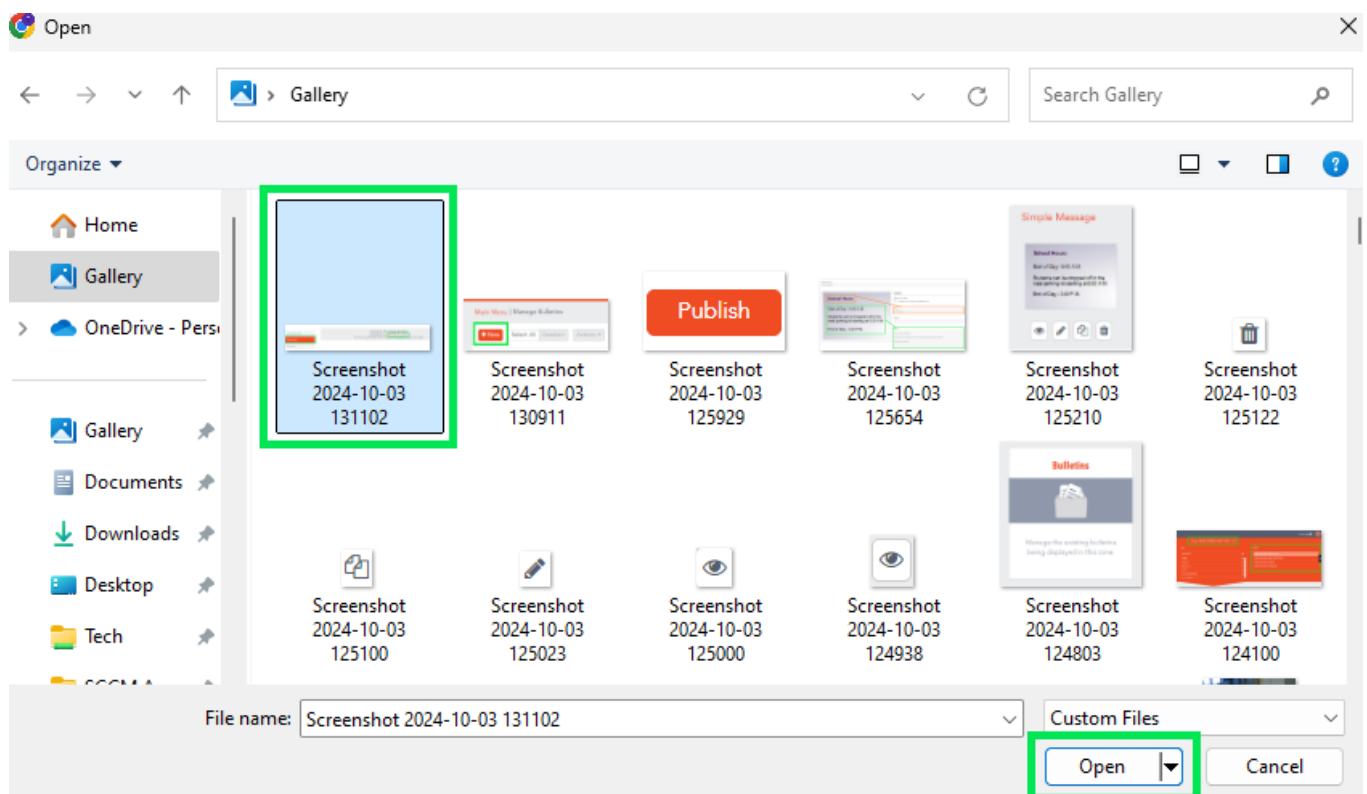
3. Select "+New".



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