

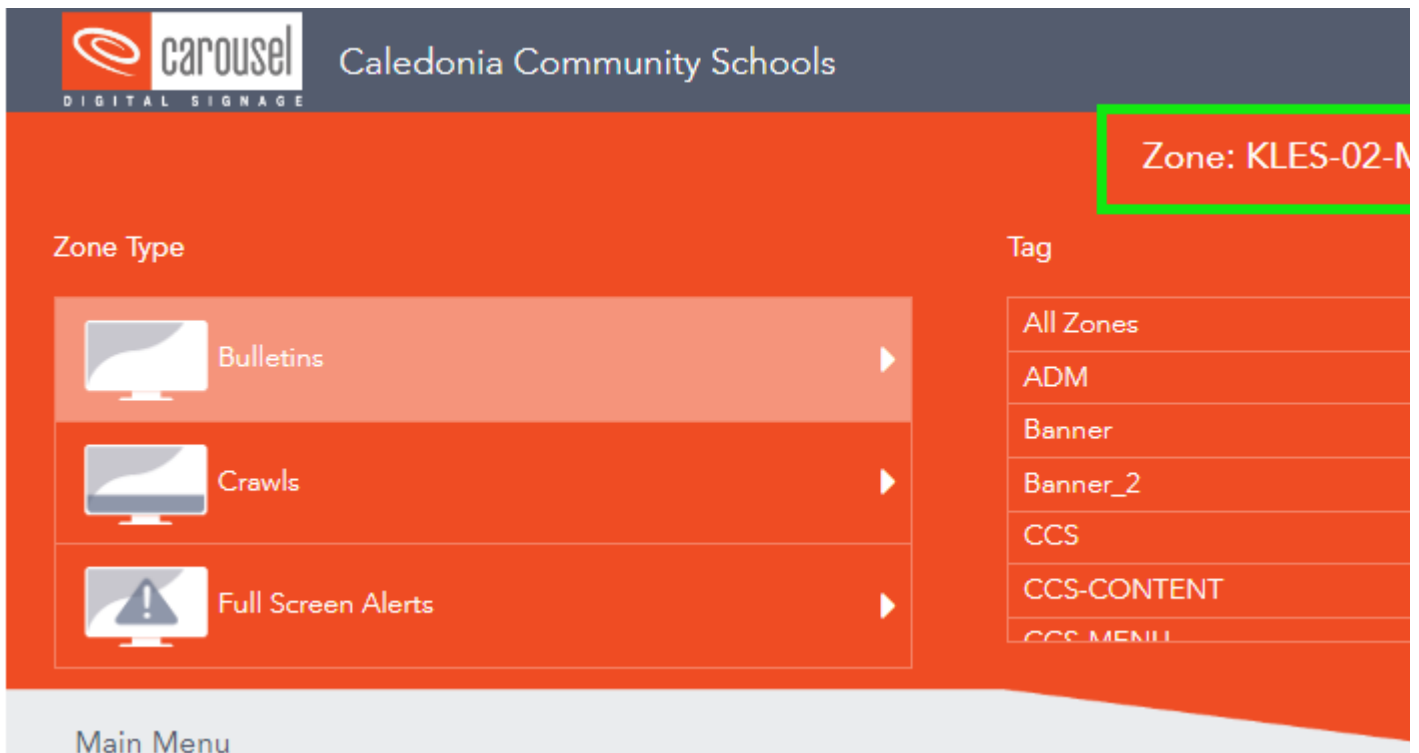
# Carousel

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

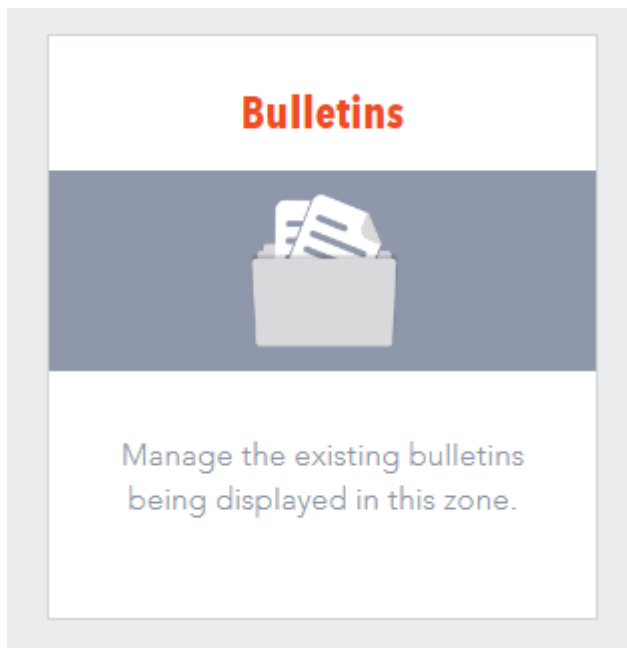
# Editing Digital Signage Bulletins

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

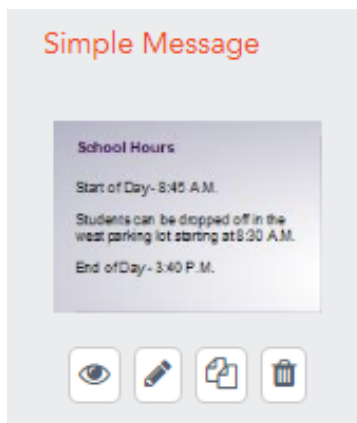
1. At the top of the screen, select the "Zone" that you would like to edit.





2. Choose "Bulletins".





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



 = Preview

 = Edit

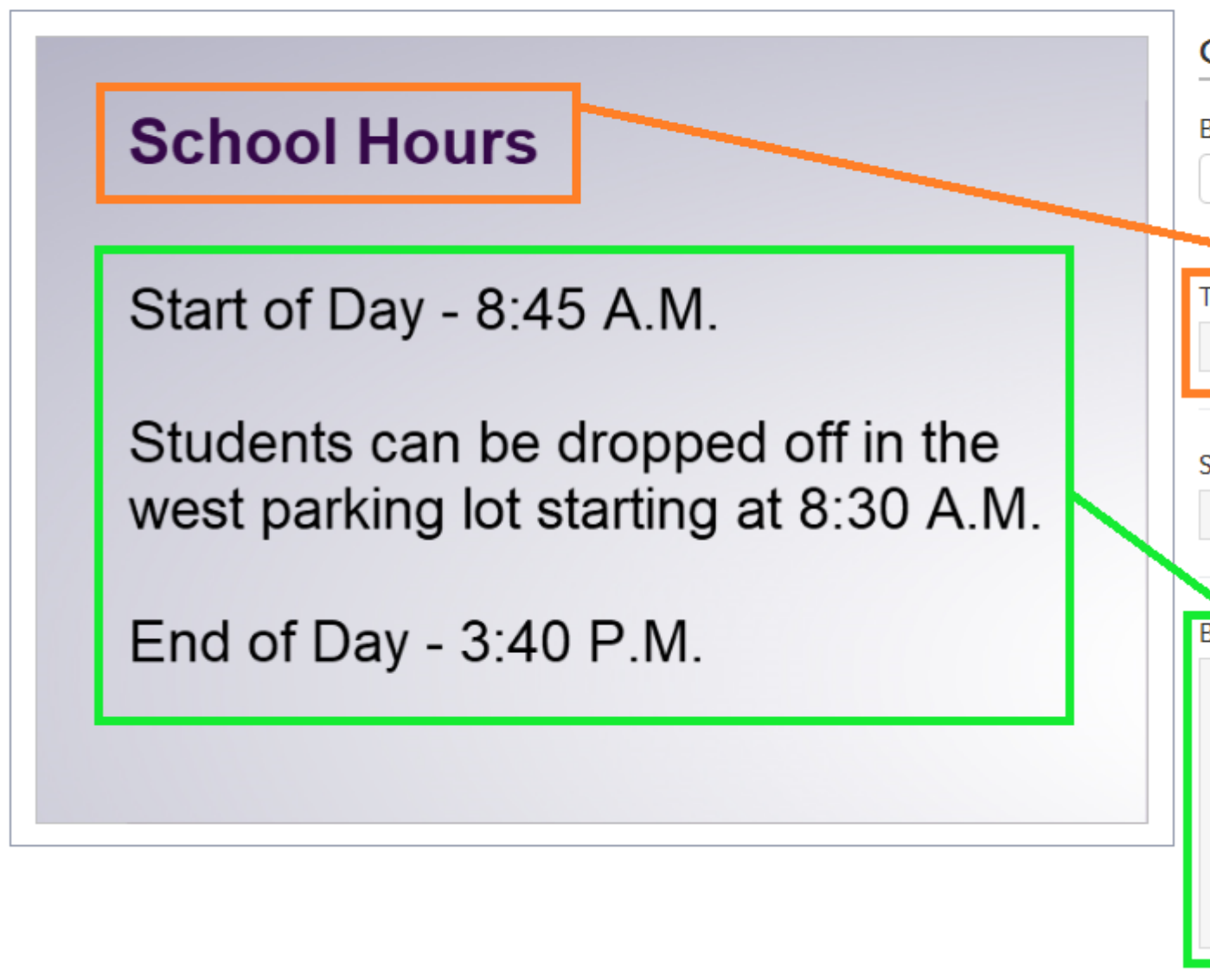
 = Duplicate

 = 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 rectangular area for the bulletin content. Inside this area, the text "School Hours" is highlighted with an orange border. Below it, a larger box with a green border 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.". On the right side of the interface, there is a vertical sidebar with several buttons. An orange line points from the "School Hours" title to the "T" button, and a green line points from the green-bordered content box to the "S" button. The sidebar also shows parts of other buttons labeled "C", "B", and "B".

**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.

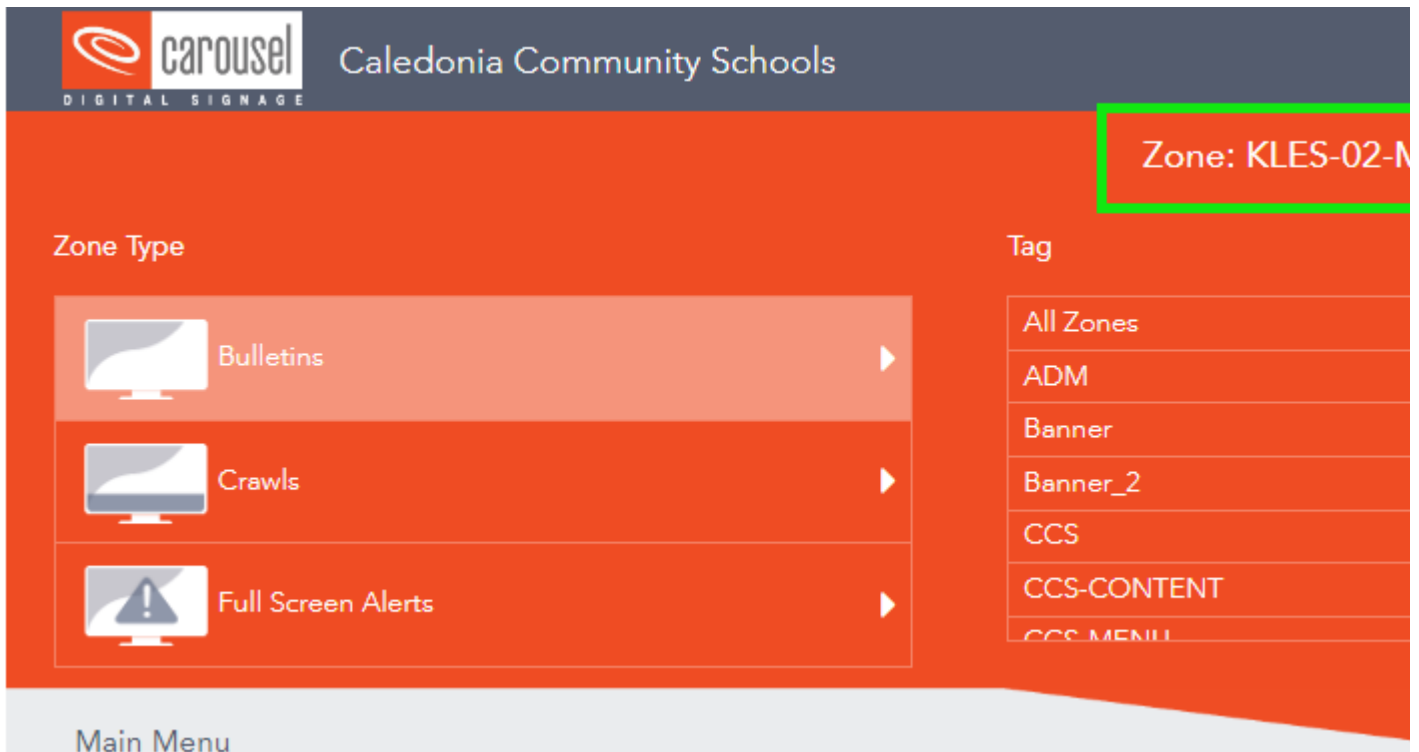
5. To save the changes made, click "Publish" at the top-right.

Publish

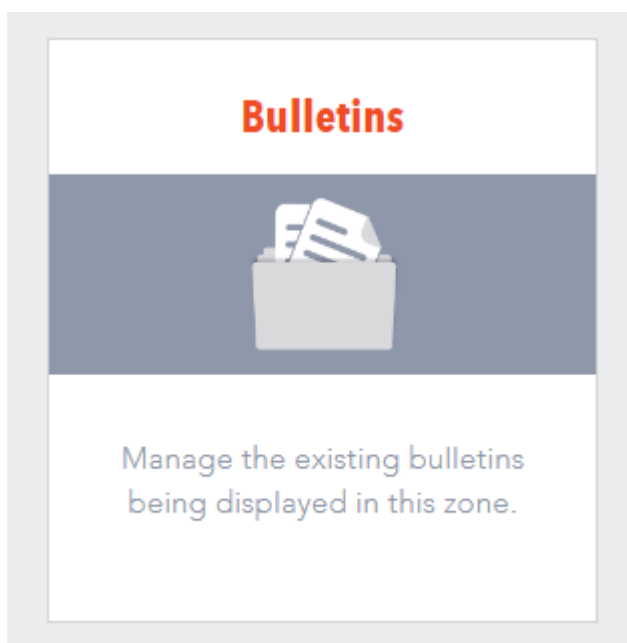
# Uploading Images To A Zone

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

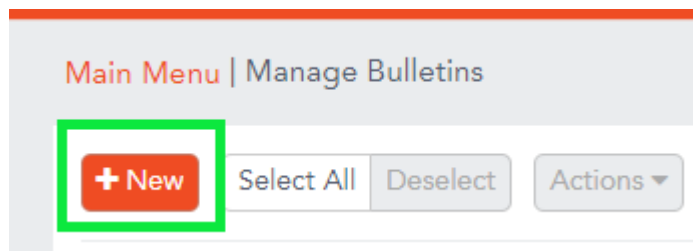
1. At the top of the screen, select the "Zone" that you would like to edit.



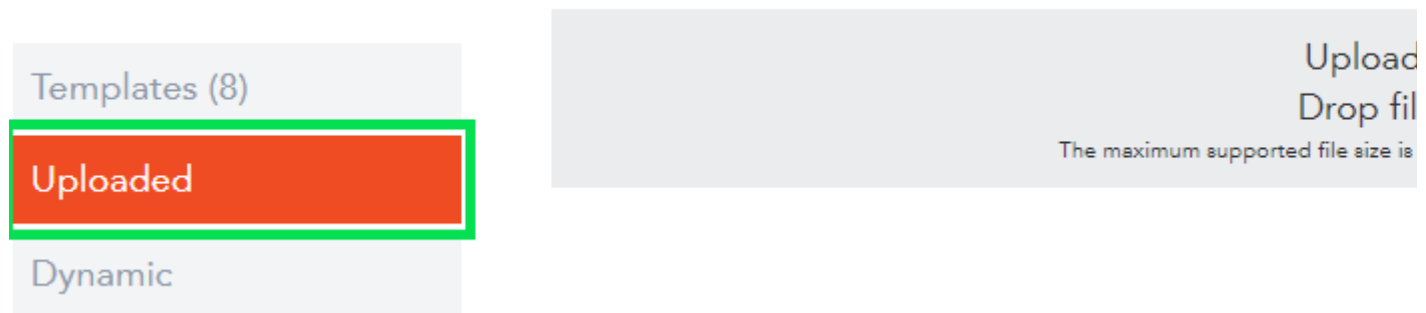
2. Select "Bulletins".



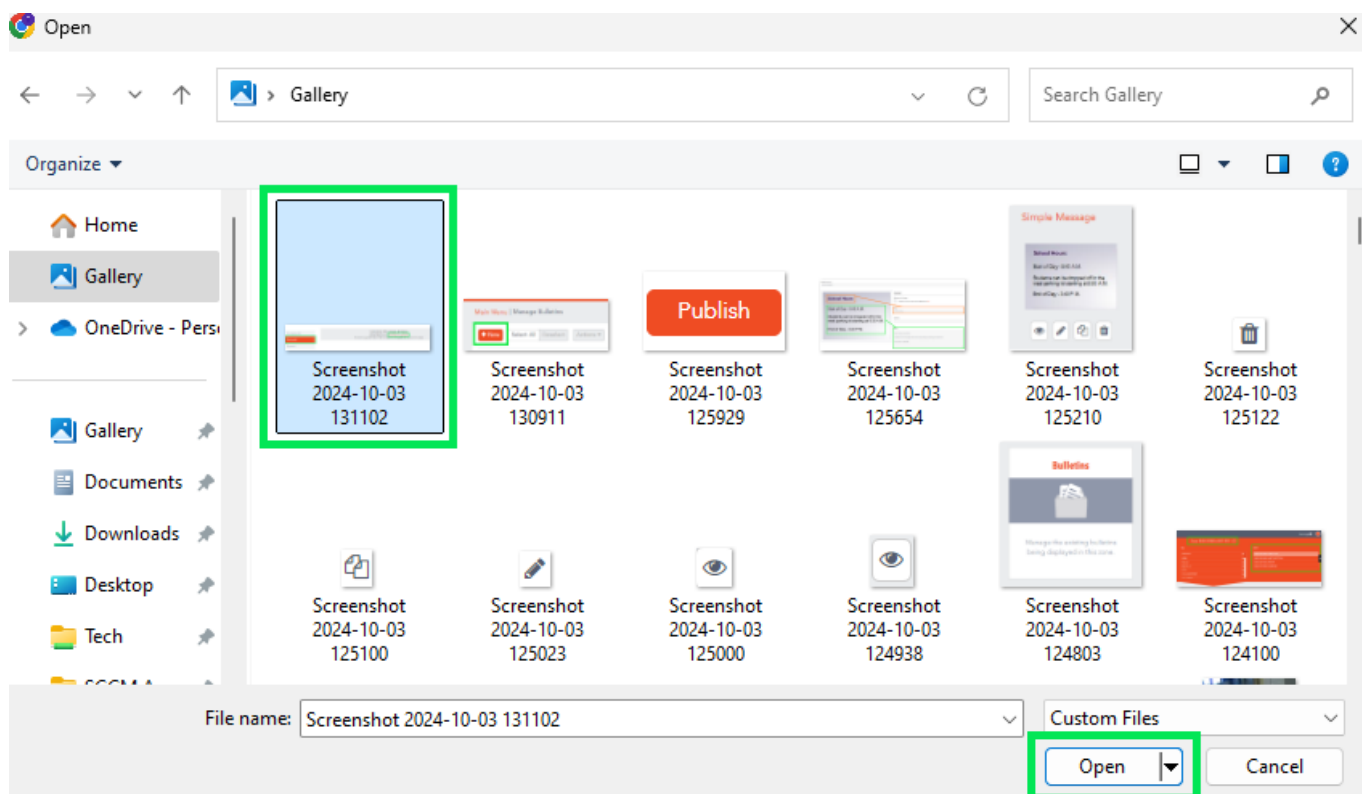
3. Select "+New".



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 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