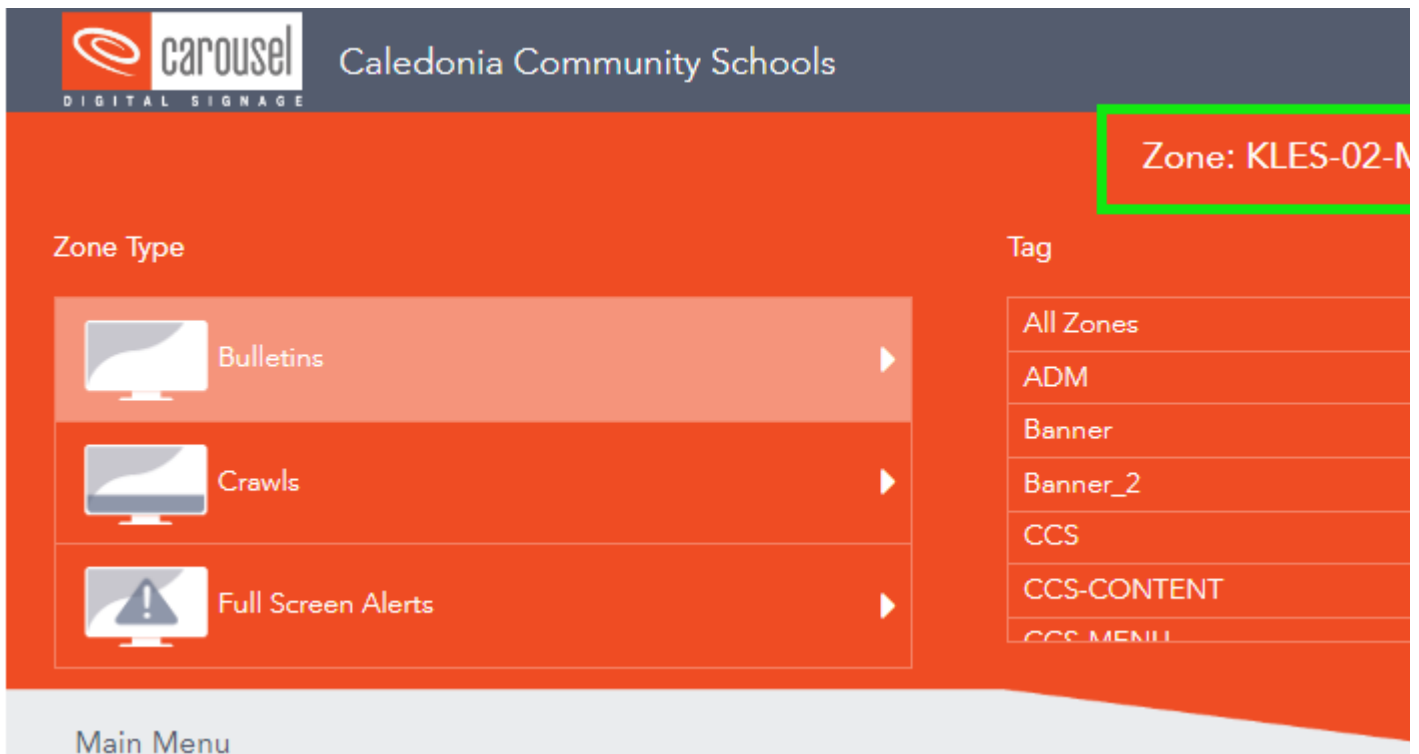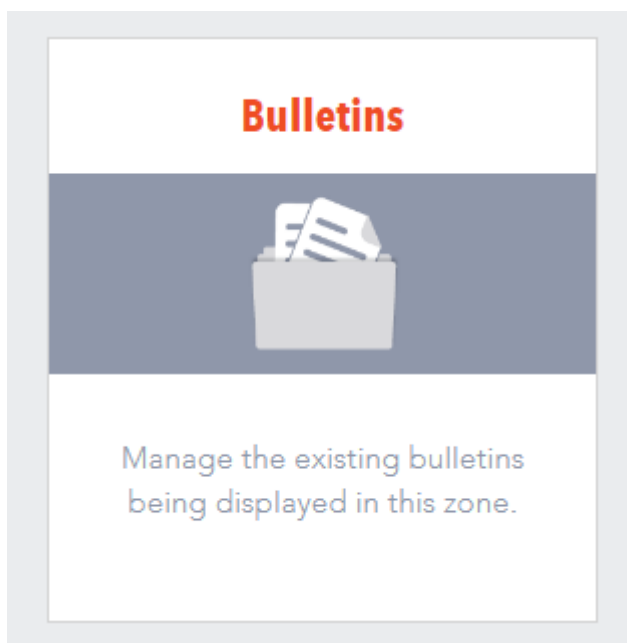# Uploading Images To A Zone

How to upload images to be displayed in a certain Zone
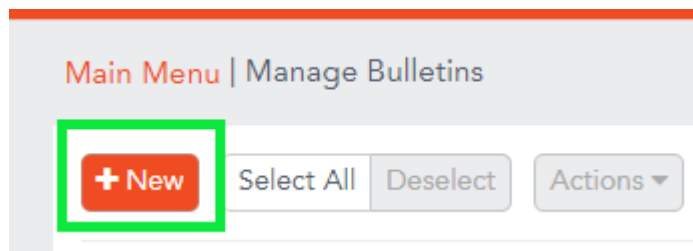
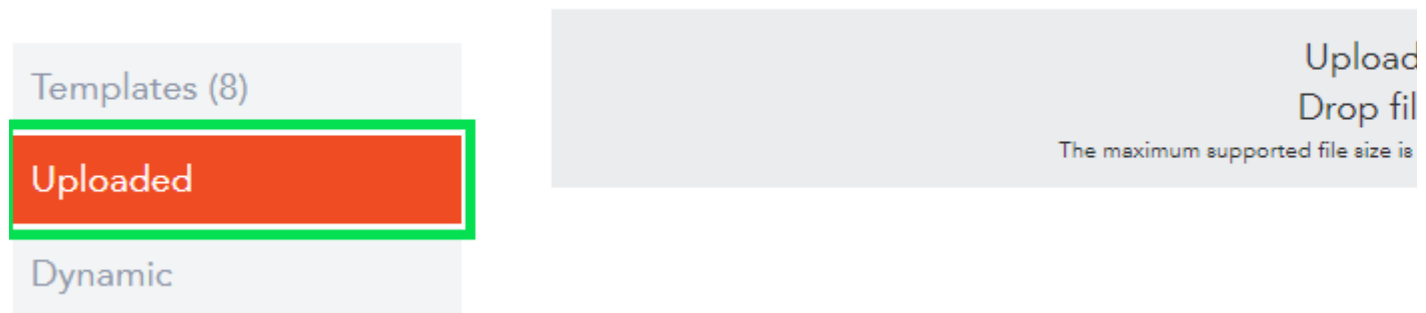1. At the top of the screen, select the "Zone" that you would like to edit.
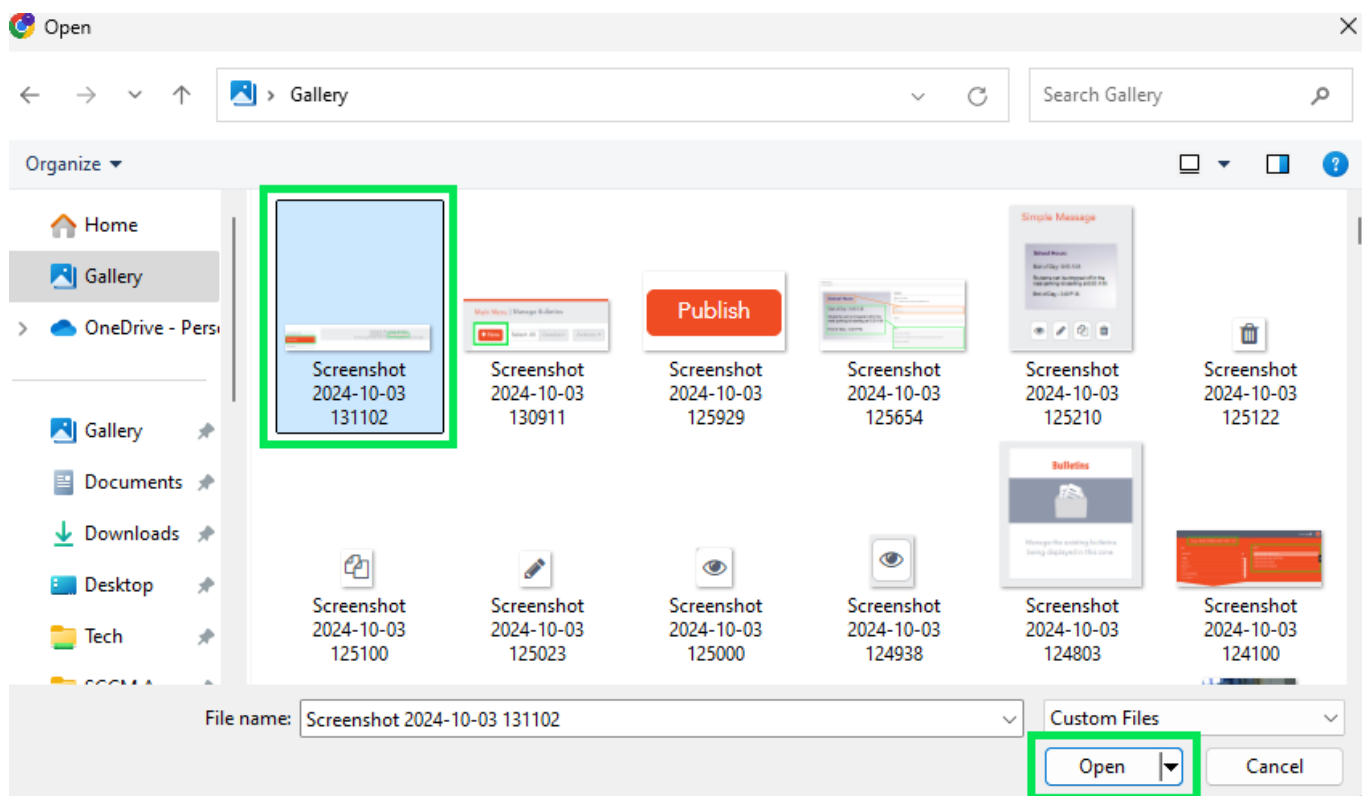

2. Select "Bulletins".

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

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