

Carousel Digital Signage

The Law School is testing a new system for the display monitors around the building called Carousel. Using your web browser, you may submit slides for inclusion on the monitors by using the following process.

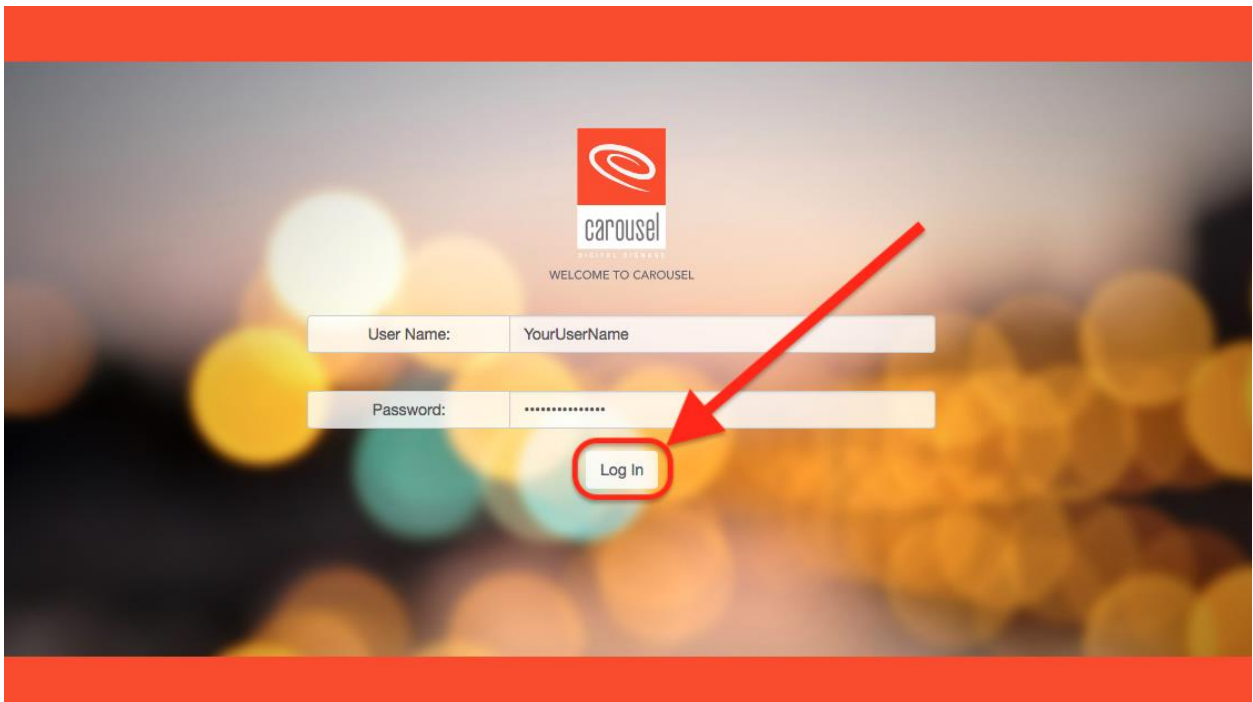
PLEASE NOTE THAT CAROUSEL DOES NOT WORK WITH INTERNET EXPLORER.

Adding Slides

Part 1: Create a New Bulletin

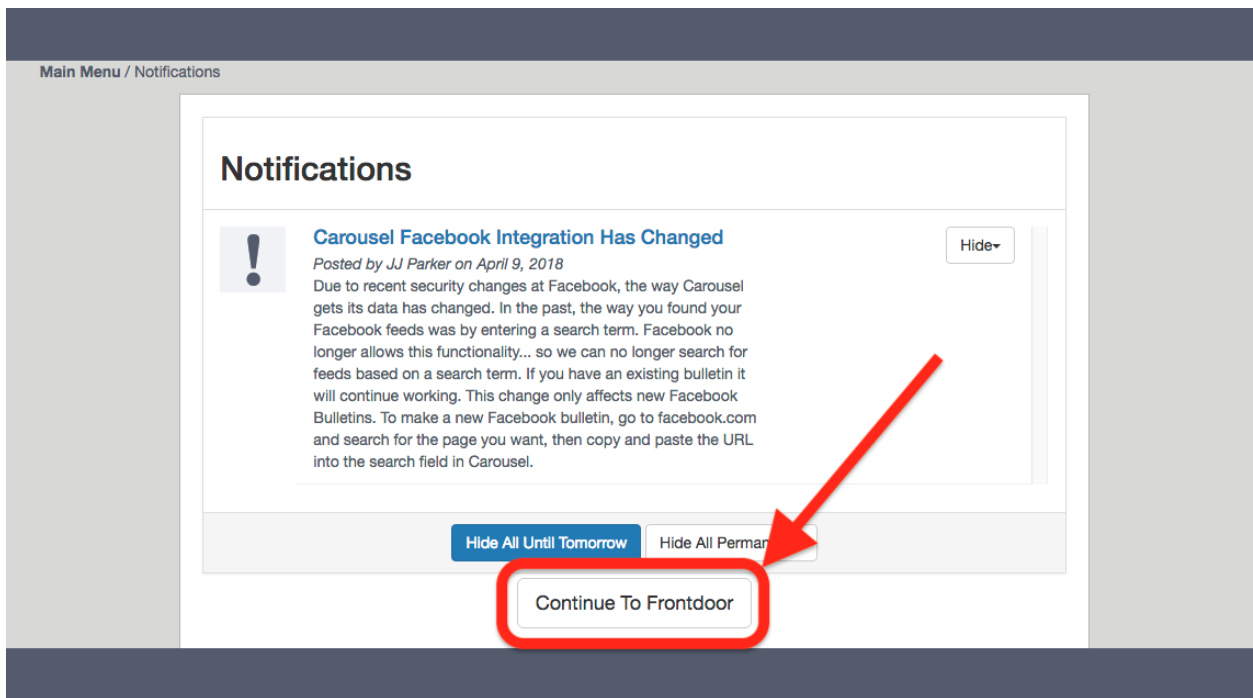
1. In your browser, navigate to: <https://lawsignage.memphis.edu> then type in your username and password, and click "Log In."

NOTE: You must be on campus or using VPN software to access the site. For instructions on setting up and using the VPN software, navigate to: <http://www.memphis.edu/umtech/solutions/docs/pcvpn.pdf>

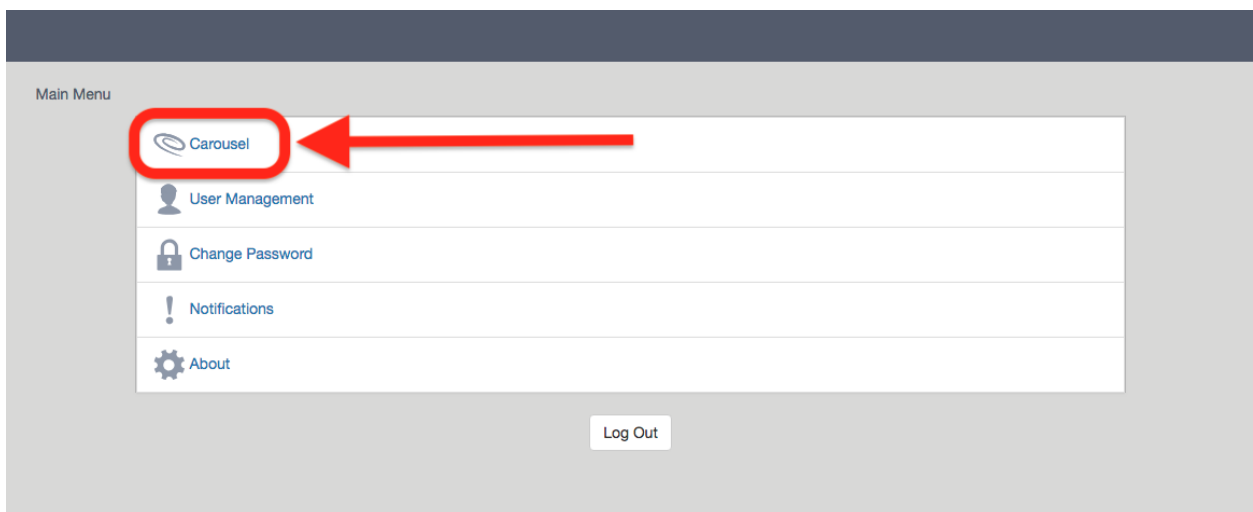


The screenshot shows the login interface for the Carousel Digital Signage system. At the top center is the Carousel logo, which consists of a red square with a white stylized 'C' and the word 'carousel' in lowercase. Below the logo is the text 'WELCOME TO CAROUSEL'. The login form has two input fields: 'User Name:' with the placeholder text 'YourUserName' and 'Password:' with a masked password '*****'. A red arrow points from the top right towards the 'Log In' button, which is a white button with a red border and the text 'Log In'.

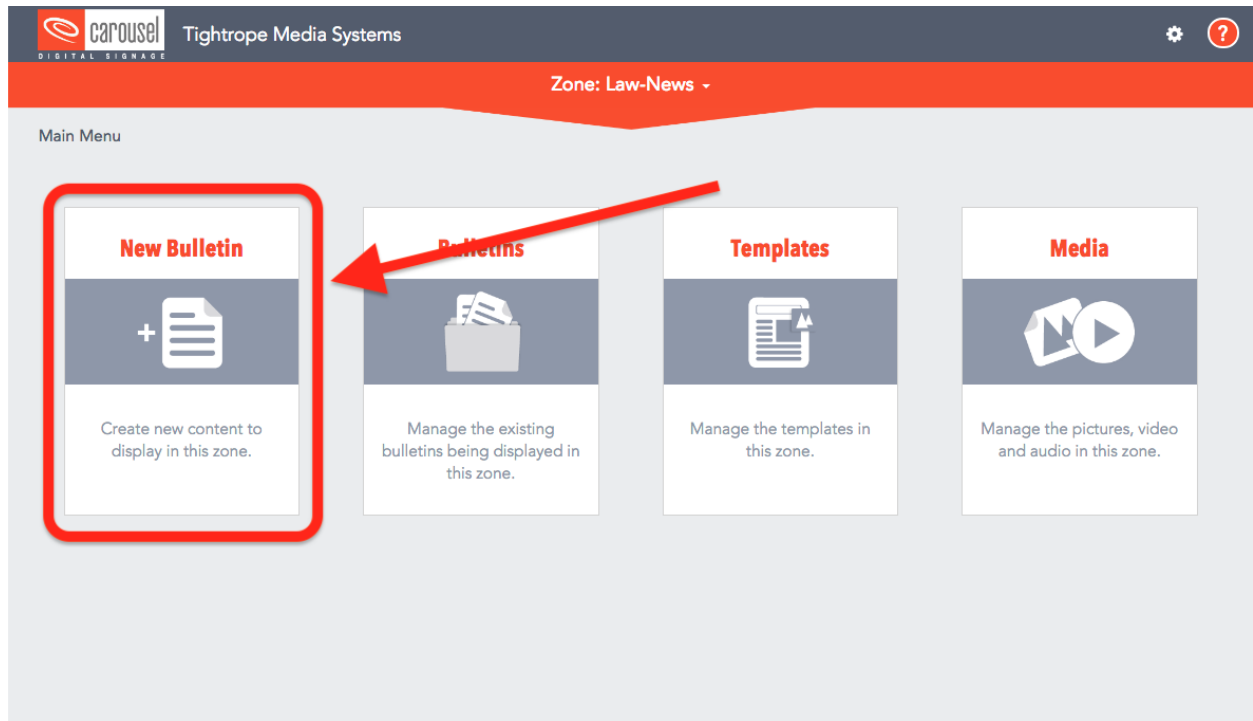
2. If you are taken to the “Notifications” screen, review the notifications then click “Continue To Frontdoor” to proceed to the Main Menu.



3. From the Main Menu, click “Carousel” to proceed.

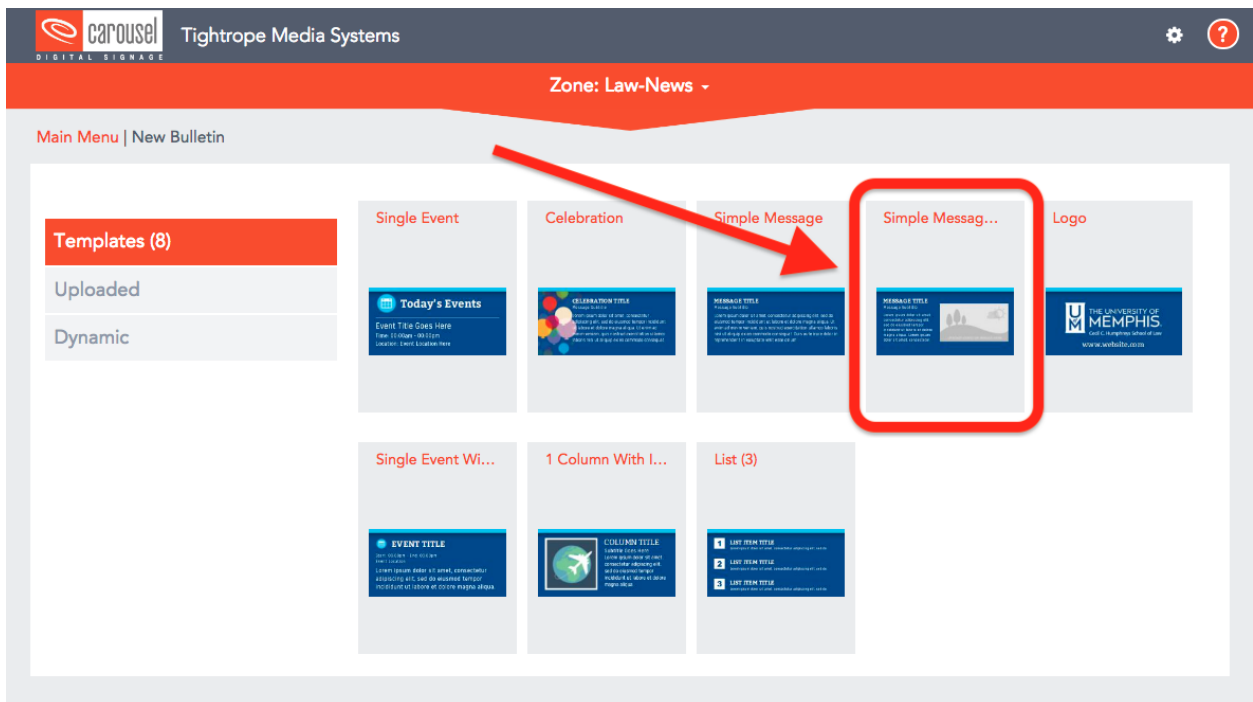


- Click “New Bulletin” to begin creating a new bulletin.



- Select the type of Bulletin you would like to create. Here we are using the “Simple Message With Photo Horizontal.” Choose the template best suited to your needs.

DO NOT add or delete templates. Use existing templates only.



6. Give the Bulletin a name.

Main Menu | New Bulletin | Create From Template

Save As Template Cancel Submit

Layout Content Schedule Extras

Bulletin Name:
2018-08-09 Simple Message With Photo Horizontal

Content

Background Image:
Law Background

Title:
MESSAGE TITLE

Subtitle:
Message Subtitle

MESSAGE TITLE
Message Subtitle
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur.

UPLOAD VIDEO OR IMAGES HERE

7. Add your text to the Bulletin by typing in the appropriate field.

Bulletin Name:
Practice Bulletin

Content

Background Image:
Law Background

Title:
MESSAGE TITLE

Subtitle:
Message Subtitle

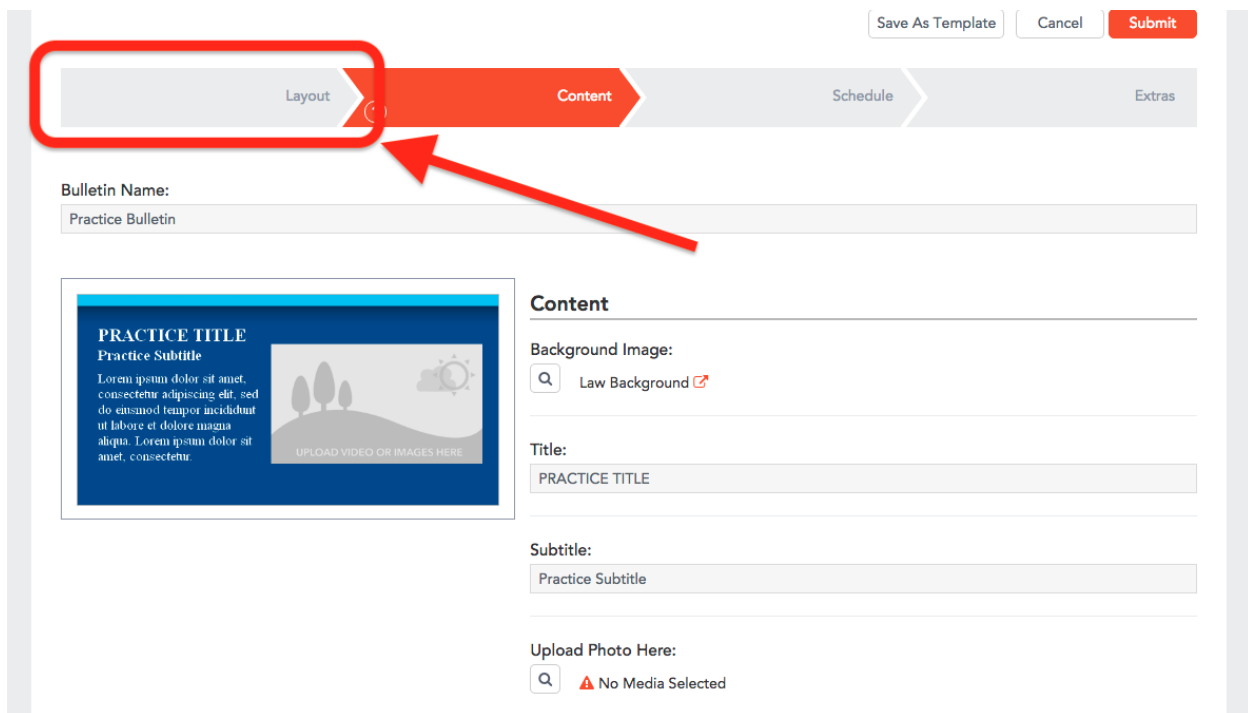
Upload Photo Here:
No Media Selected

Body:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur.

MESSAGE TITLE
Message Subtitle
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur.

UPLOAD VIDEO OR IMAGES HERE


8. To change the font, click on the “Layout” tab. DO NOT refresh your browser while the Layout screen is loading. Doing so may result in losing your work. If the layout page is hung, click “Content” to return to the Content screen.



Save As Template Cancel Submit

Layout Content Schedule Extras

Bulletin Name:
Practice Bulletin



PRACTICE TITLE
Practice Subtitle
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur

UPLOAD VIDEO OR IMAGES HERE

Content

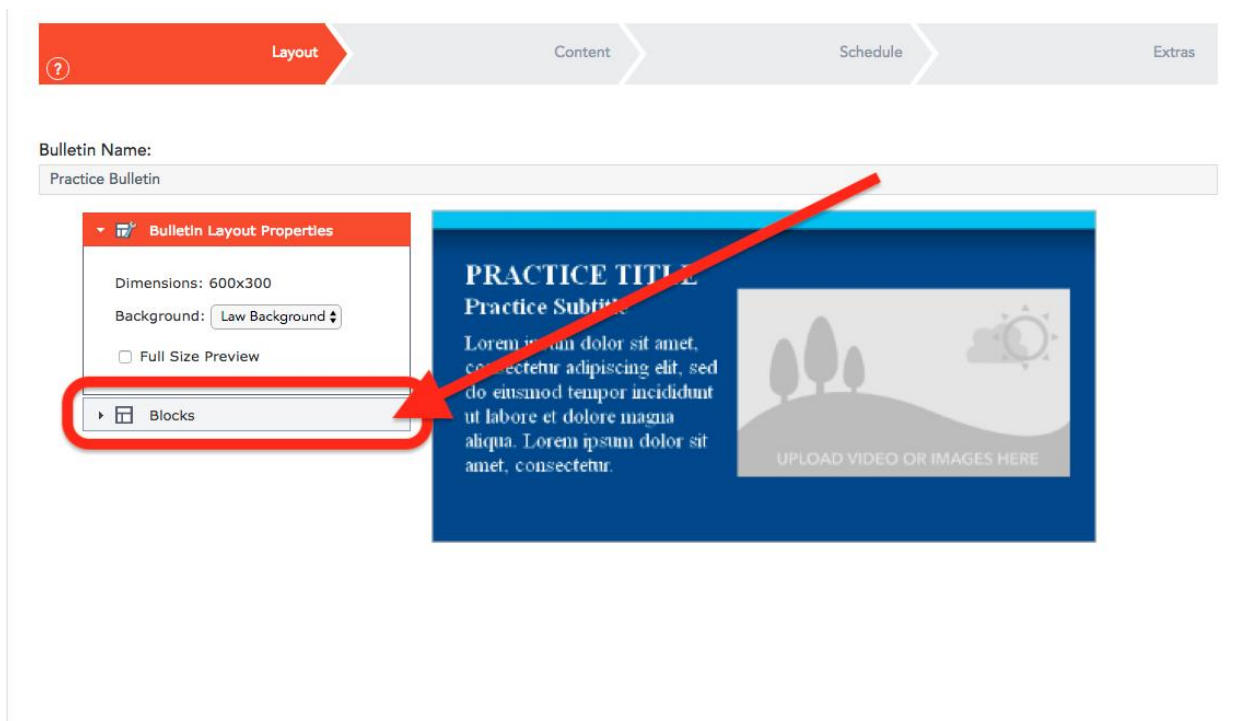
Background Image:
Q Law Background

Title:
PRACTICE TITLE

Subtitle:
Practice Subtitle

Upload Photo Here:
Q No Media Selected

9. Select the “Blocks” dropdown menu.



Layout Content Schedule Extras

Bulletin Name:
Practice Bulletin

Bulletin Layout Properties

Dimensions: 600x300

Background: Law Background

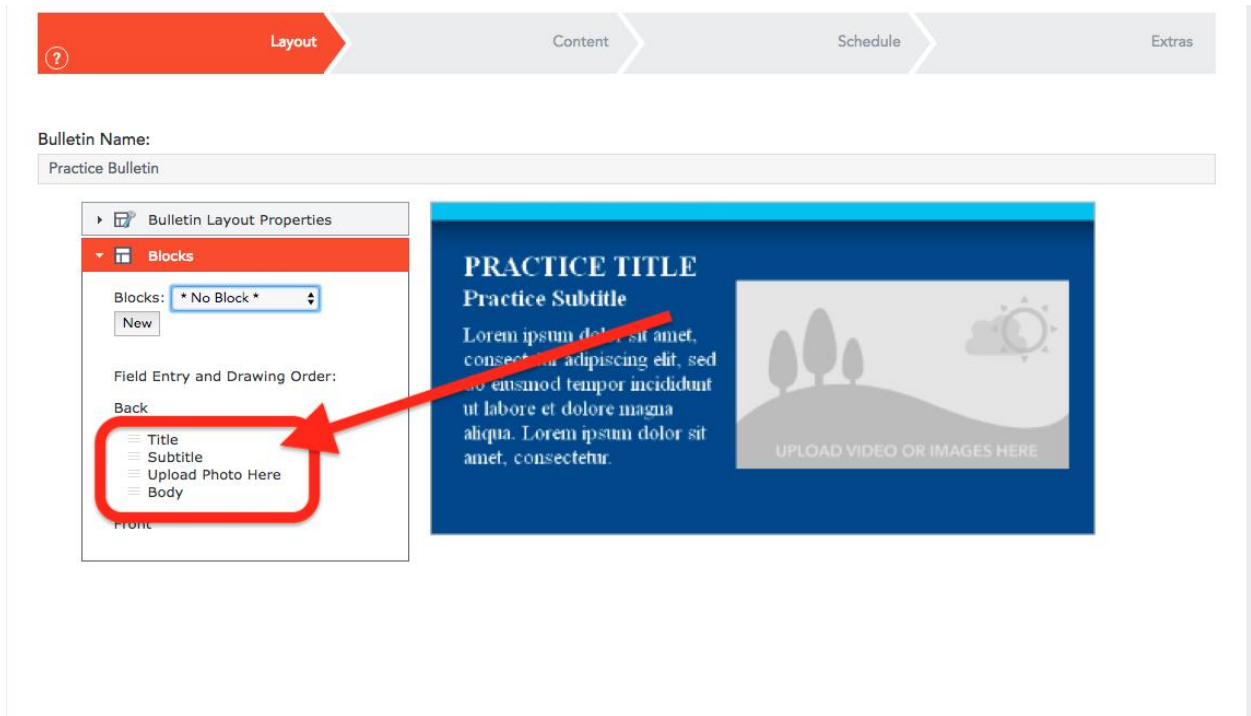
☐ Full Size Preview

Blocks

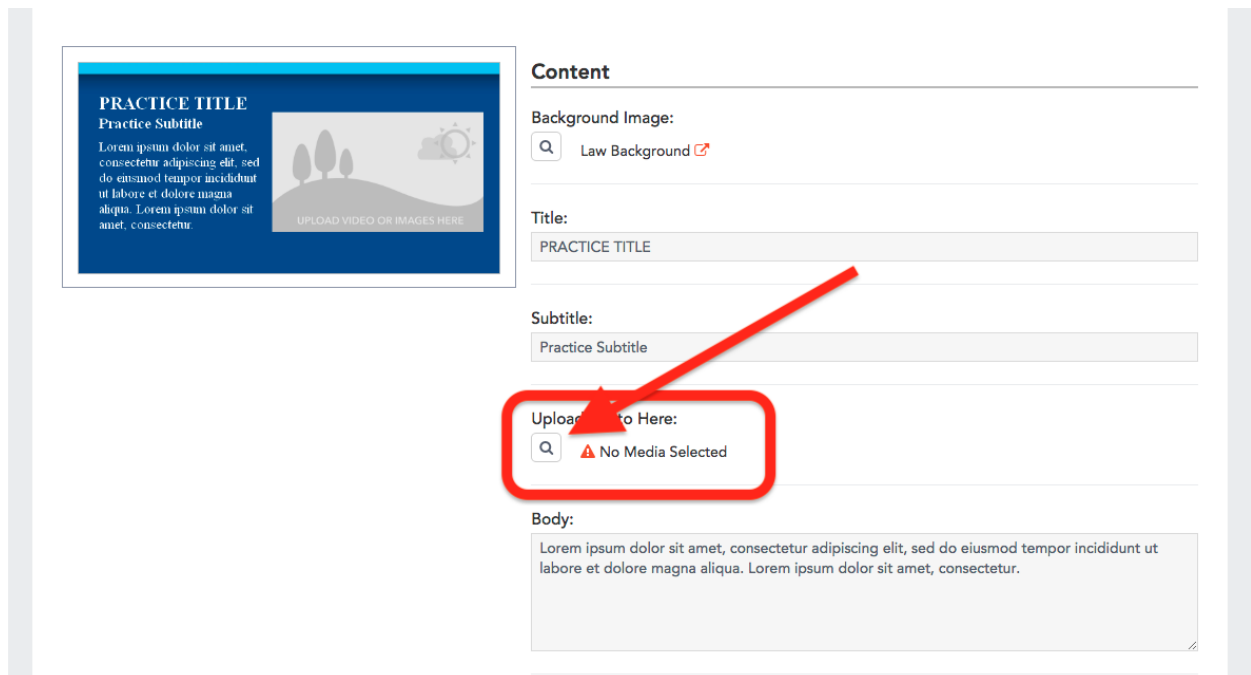
PRACTICE TITLE
Practice Subtitle
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur

UPLOAD VIDEO OR IMAGES HERE

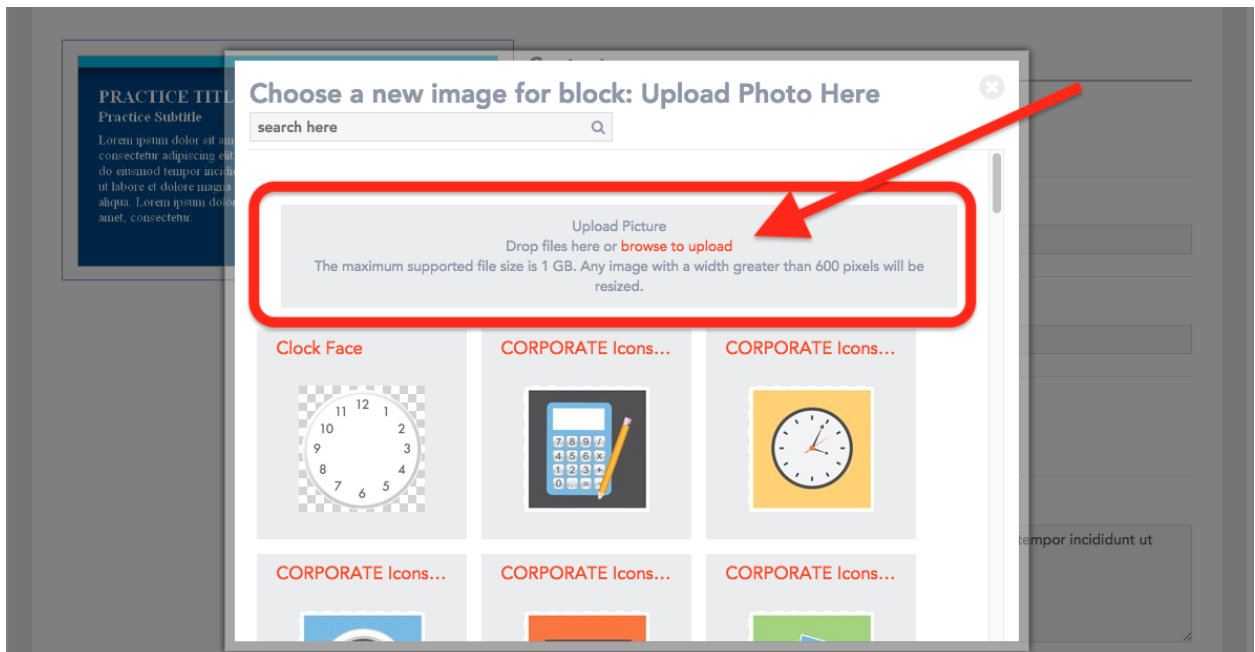
10. Select the section you would like to change the formatting of and make desired changes to the layout. The changes will be reflected in the preview pane. When you are finished, return to the Content screen by clicking "Content" in the banner.



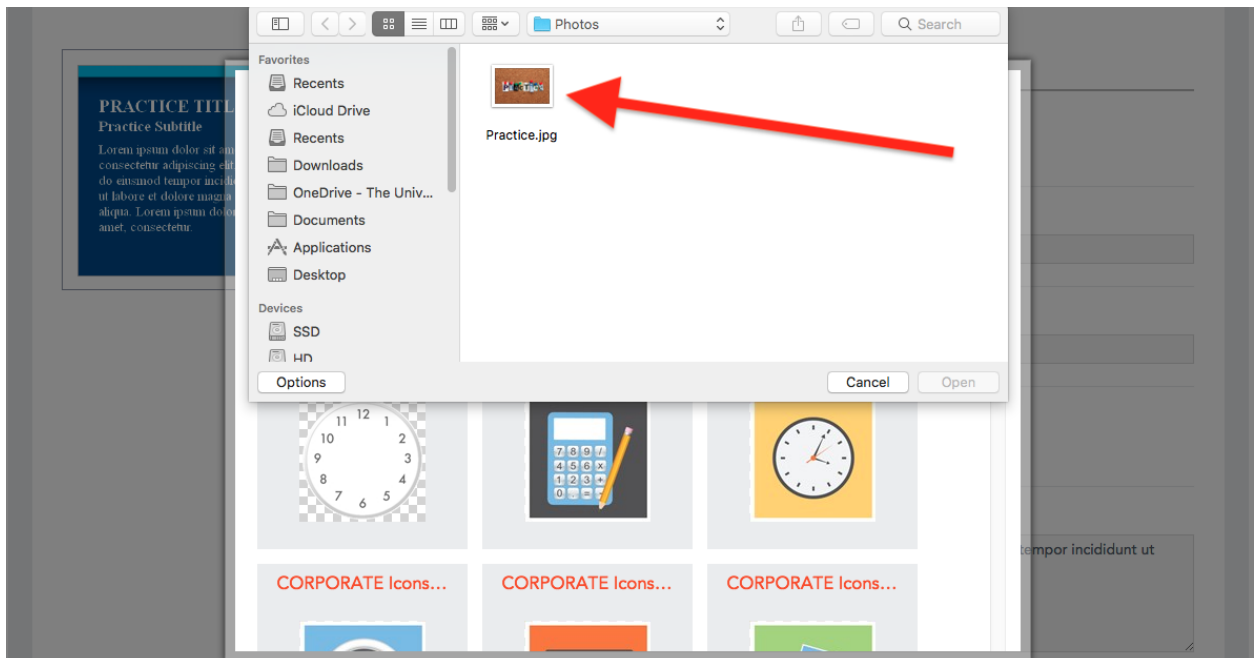
11. From the Content screen, click the magnifying glass to upload your photo.



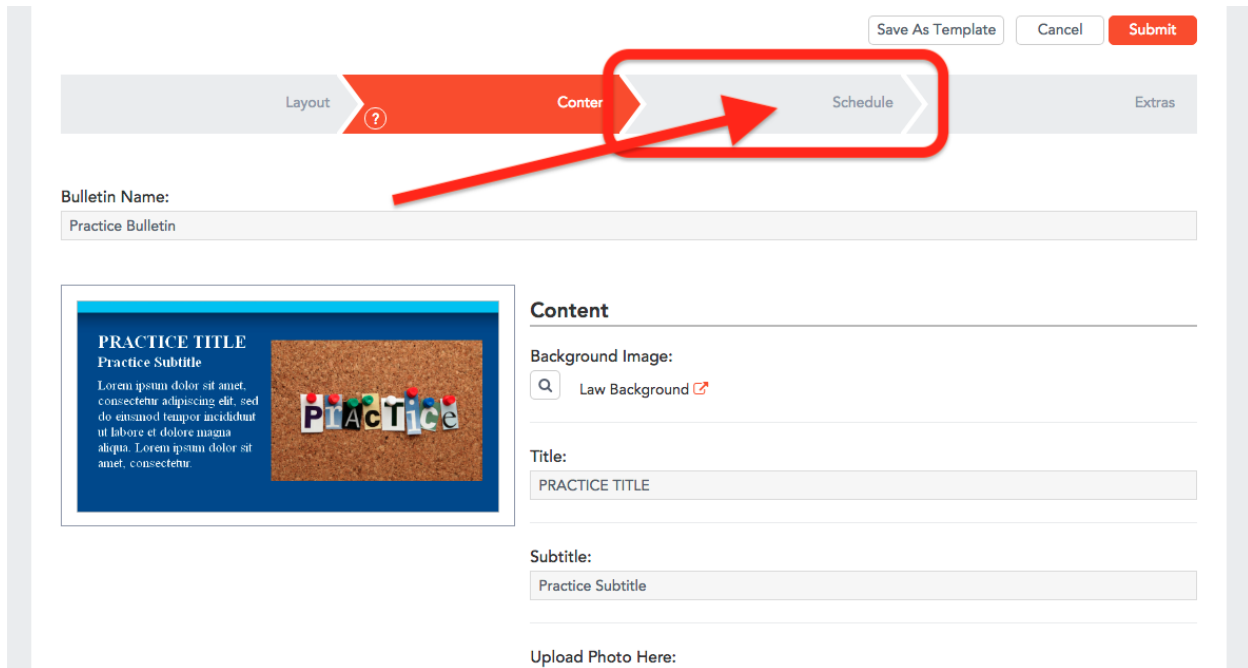
12. From the next screen, you may choose an existing image or upload your own image. To upload your own image, either drag and drop the file as instructed, or click “browse to upload” to select your image from your computer.



13. If you click “browse to upload,” browse through your computer and locate your image. When you locate your image, double click on it to add it to your bulletin.



14. Once you are satisfied with the Bulletin, click on “Schedule” to proceed to the scheduling options.



Save As Template Cancel Submit

Layout ? Content Schedule Extras

Bulletin Name:
Practice Bulletin

Content

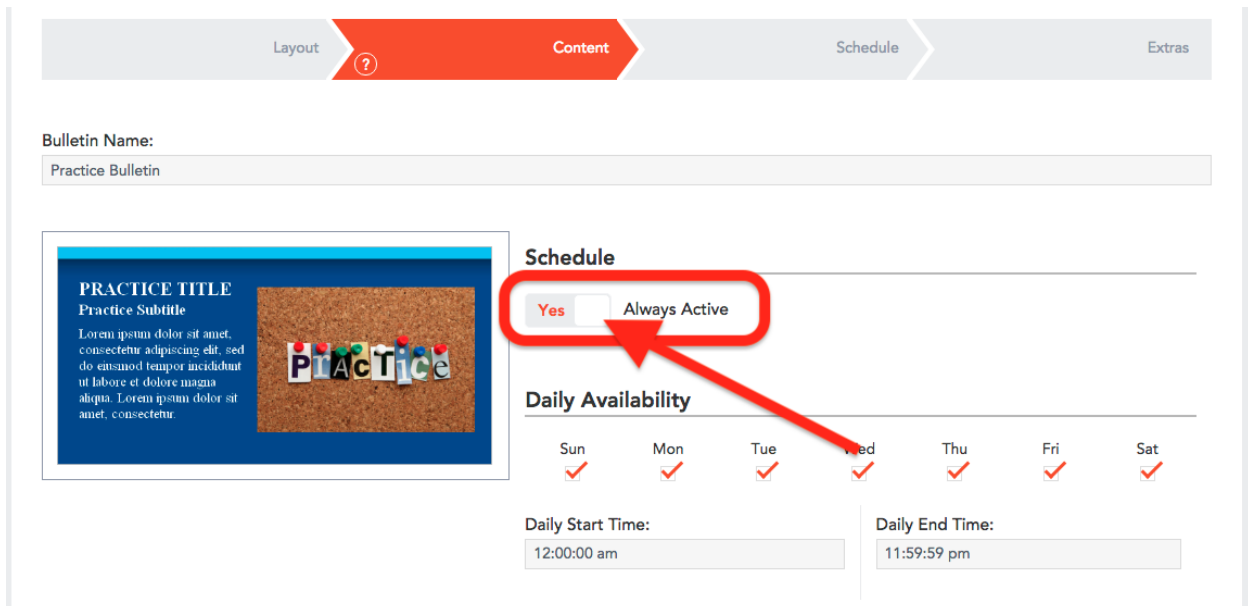
Background Image:

Title:

Subtitle:

Upload Photo Here:

15. Click on the “Always Active” switch to change it from “Yes” to “No.” This will present more scheduling options.



Layout ? Content Schedule Extras

Bulletin Name:
Practice Bulletin

Schedule

Yes Always Active

Daily Availability

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Daily Start Time:

Daily End Time:

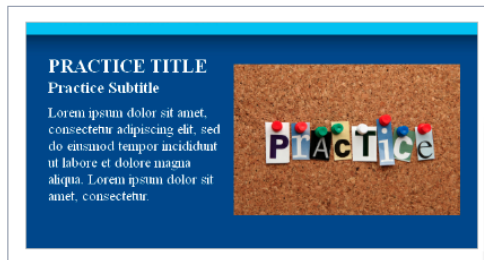
16. Select the date and time range you would like the Bulletin to display based on the event.

Please make sure to set the Bulletin to stop displaying at the time your event is over.

For example, if you have a lunch meeting on May 25 from 12 to 1 pm, please set the Bulletin to stop displaying at 1pm on May 25.

Bulletin Name:

Practice Bulletin



Schedule

☐ No ☒ Always Active

Start Date:

07/07/2018

End Date:

07/07/2018

Start Time:

12:00:00 am

End Time:

11:59:59 pm

Daily Availability

Sun



Mon



Tue



Wed



Thu



Fri



Sat



Daily Start Time:

12:00:00 am

Daily End Time:

11:59:59 pm

17. If you would like for the Bulletin to display only at certain times, make your selection in the “Daily Availability” section.

Bulletin Name:

Practice Bulletin



Schedule

☐ No ☒ Always Active

Start Date:

07/07/2018

End Date:

07/07/2018

Start Time:

12:00:00 am

End Time:

11:59:59 pm

Daily Availability

Sun



Mon



Tue



Wed



Thu



Fri



Sat



Daily Start Time:

12:00:00 am

Daily End Time:

11:59:59 pm

18. When you are satisfied with your Bulletin, click “Submit” to submit the Bulletin for approval.

DO NOT click “Save as Template.”

XXXX Save As Template Cancel Submit

Layout ? Content Schedule Extras

Bulletin Name:
Practice Bulletin

Content

Background Image:
Law Background

Title:
PRACTICE TITLE

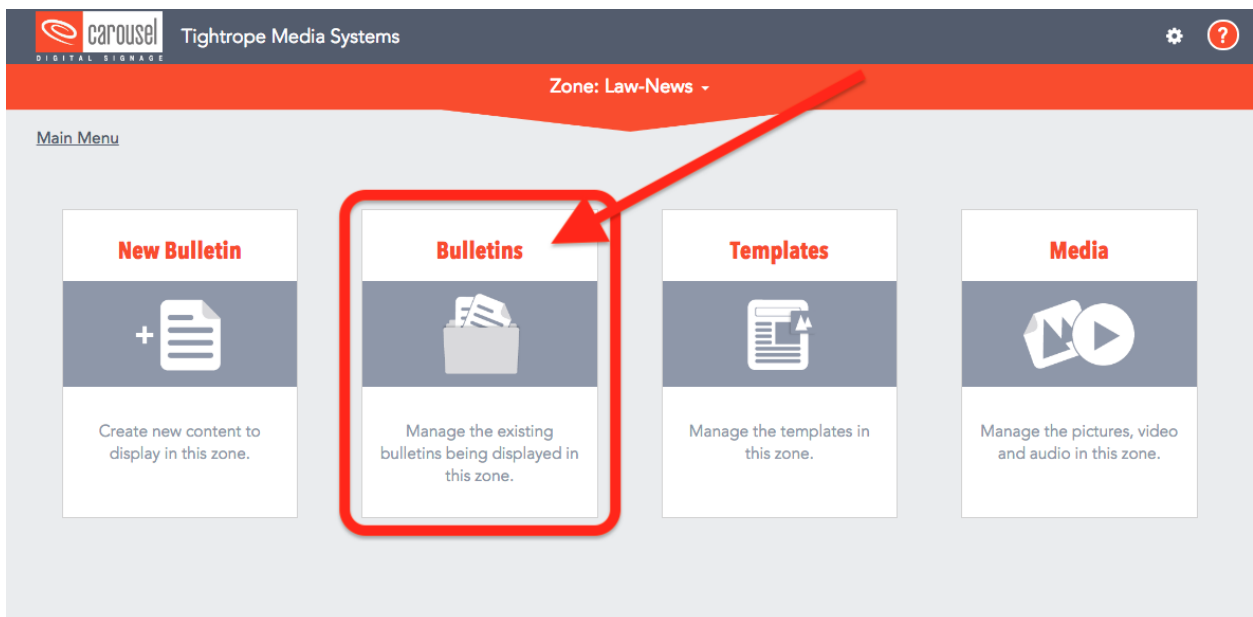
Subtitle:
Practice Subtitle

Upload Photo Here:

19. Once approved, your content will begin displaying at the specified time and will drop off automatically at the time specified.

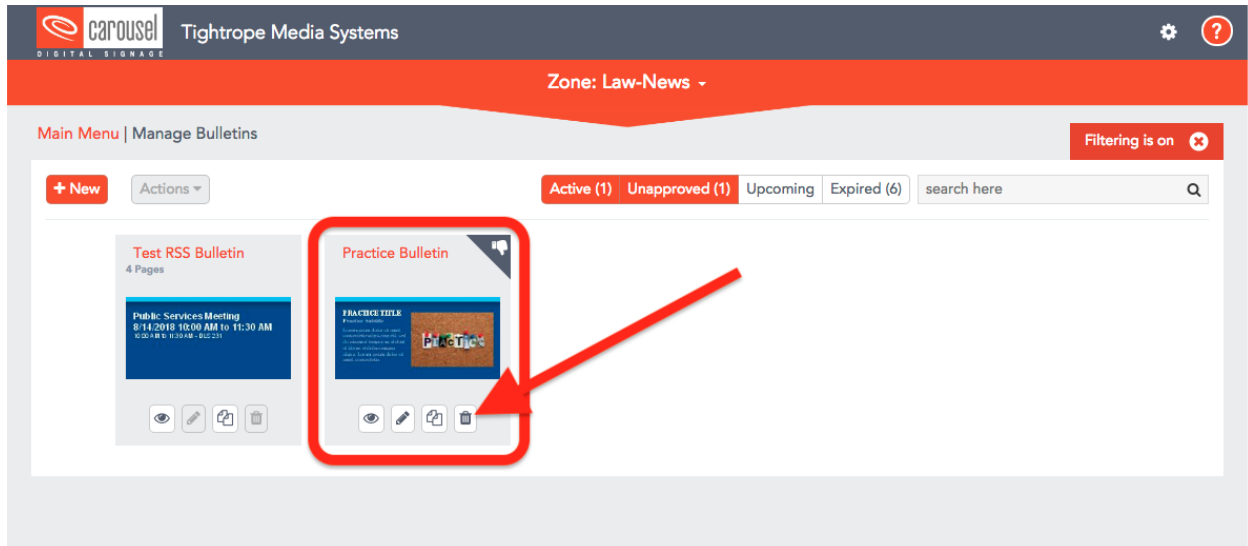
Deleting Bulletins and Photos

1. To delete a **bulletin**, select “Bulletins” from the Main Menu.

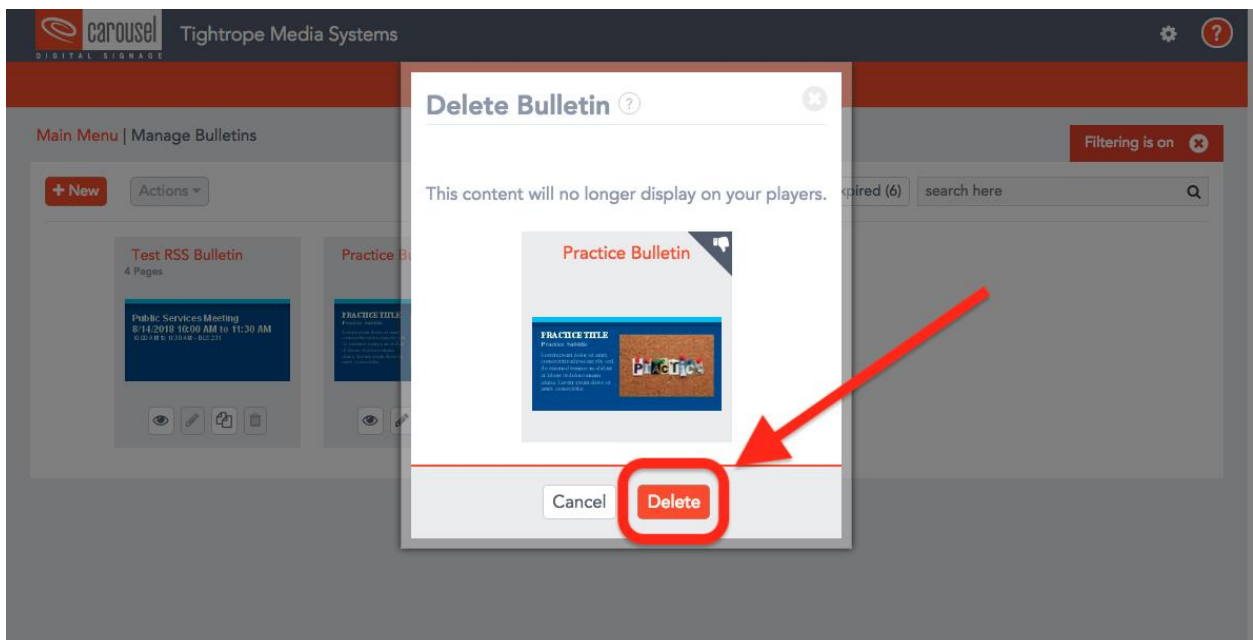


2. Locate your bulletin and click the small image of a trashcan.

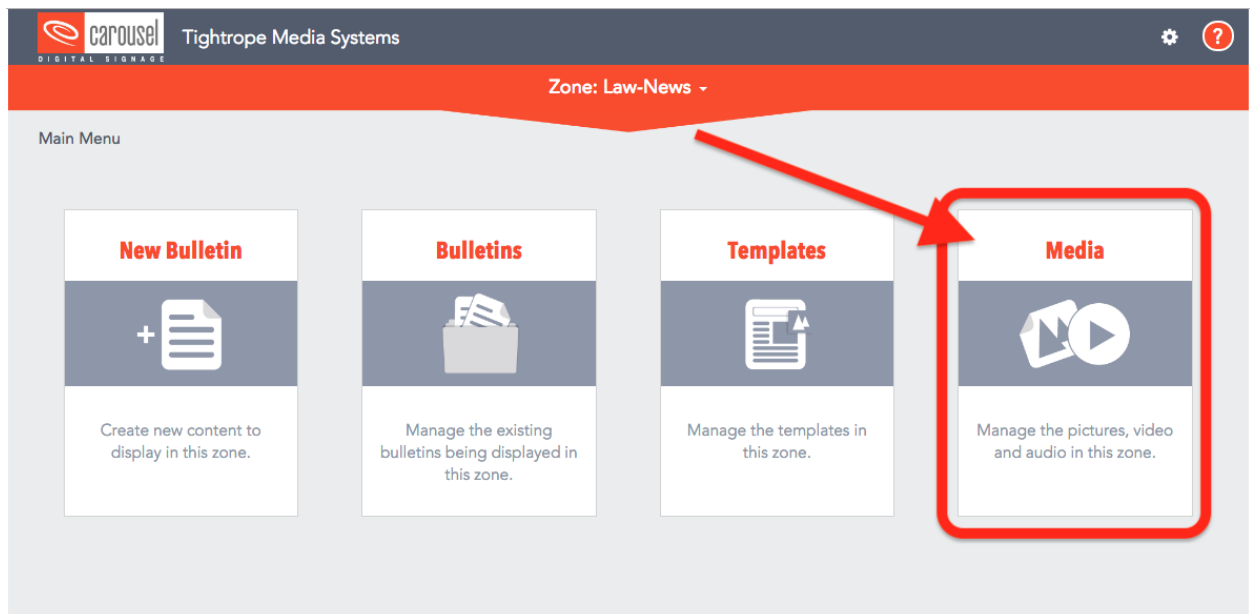
DO NOT delete any bulletin that you did not create!



3. When asked to confirm, click "Delete" to delete your bulletin.

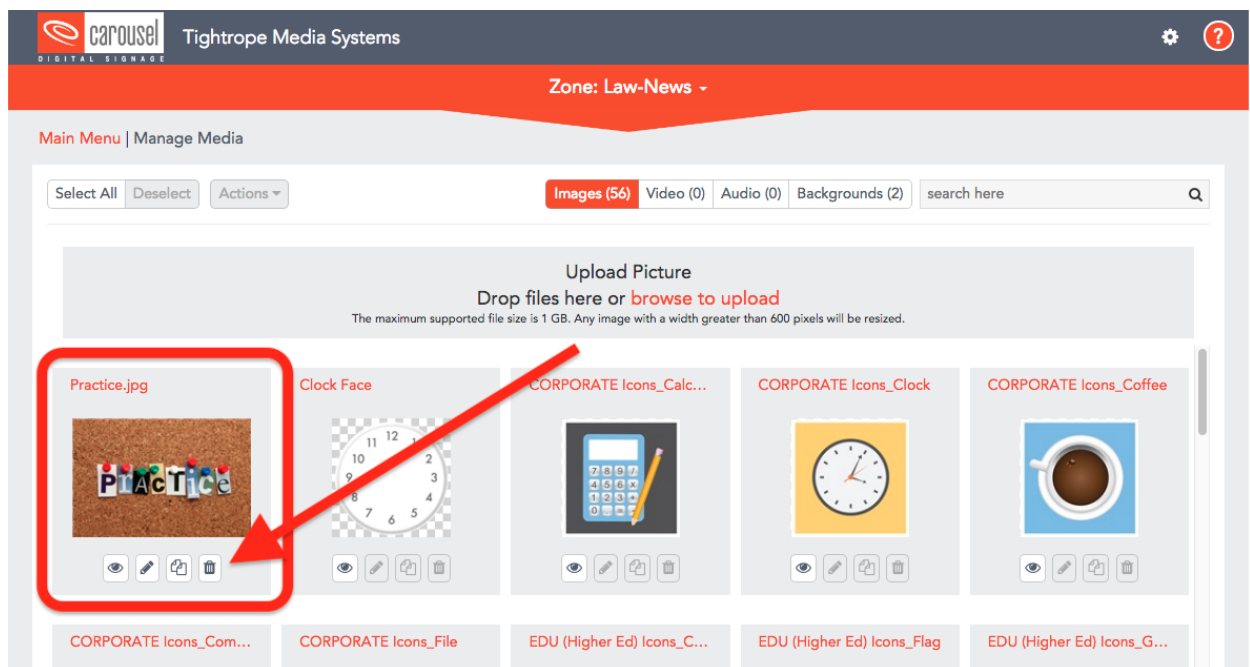


4. To delete an **image**, select “Media” from the Main Menu.

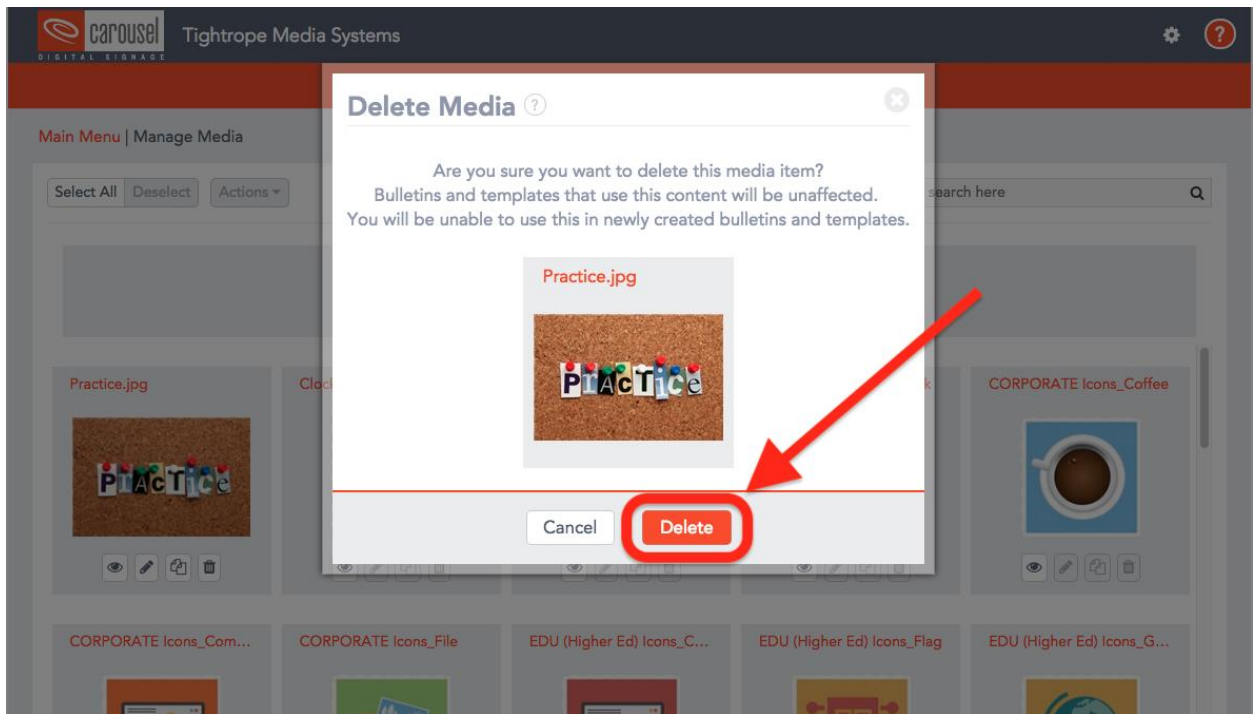


5. Locate your image and click the image of a trashcan.

DO NOT delete any image that you did not add!



6. When asked to confirm, click “Delete” to delete your image.



If you have any questions or require further assistance, please contact LawIT@memphis.edu.