



DIGITAL SIGN TRAINING

- Carousel system can be accessed at signage.uwlax.edu
- You will initially have access to the playground zones.
- You can see the playground zones at:
 - <http://signage.uwlax.edu/CarouselWebDisplay/WebDisplay.aspx?ChannelID=112>
 - <http://signage.uwlax.edu/CarouselWebDisplay/WebDisplay.aspx?ChannelID=114>
- Once your training is complete, you'll be given access to the zones you will be working with.

Questions about Carousel? Contact us: <https://www.uwlax.edu/ucomm/our-services/digital-signs/>

Components

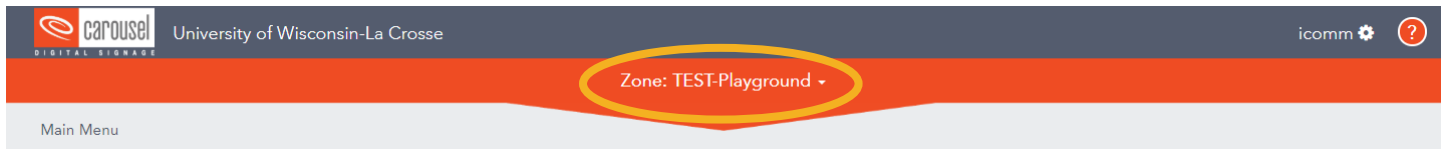
Player – the box that is typically mounted behind the monitor. It brings the signs to the monitor.

Channel – Administrators can change the channel on your player.

Zone – The area that holds the content that is on your channel. There can be one or more zones on a channel.

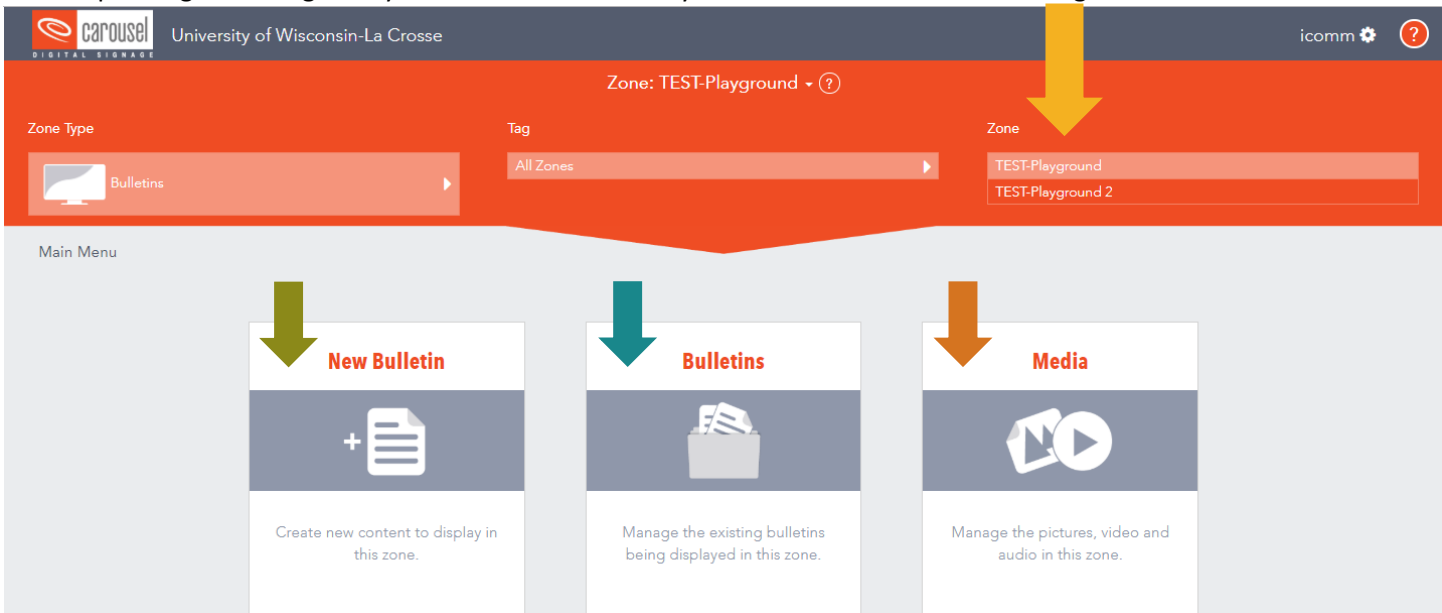
In most cases one player runs one channel which contains one zone, though we have been experimenting with multiple zone channels. *(multizone channel examples: use the links on the cover page & change the number at the end with 4, 64, 92 or 108)*

The Basics



Switching Zones-click the zone name in the orange bar to select your zone, if you work with more than one.

After expanding the orange bar you'll see the zones that you have access to listed in the right-hand column.



New Bulletin – allows you to add a new bulletin to your zone.

Bulletins – allows you see what bulletins are already in your zone. There is also a link to the new bulletin (+ New) in here, too.

Media – allows you to see and add media for use in building templates or dynamic signs, such as backgrounds and logos.

Bulletin types

Template – a template within the system which is built by an administrator. Work with the administrator if you want to use templates.

Upload – an uploaded JPG or PNG. **We use this most often.**

Dynamic – a digital sign that is pulling information from someplace else (i.e. web page, RSS feed, Twitter, weather, etc)

Schedule

Always Active – “Yes” will keep your sign running indefinitely. “No” allows you to schedule your sign.

The top date and time allow you to schedule just start and end. The bottom portion allows you to get more specific about time-of-day and days-of-the-week.

Extras features you may find useful

Alert – make something an alert to take over the channel

Repeat – make your sign repeat to give it heavier play.

Dwell Time – If you “let system decide dwell time,” an uploaded bulletin will default to 10 seconds. A dynamic bulletin or template will run based on how many words are on your sign.

Publish

Once you are done scheduling and adding your extras, click the publish button. Where your sign ends up depends on the schedule you’ve selected.

Tabs

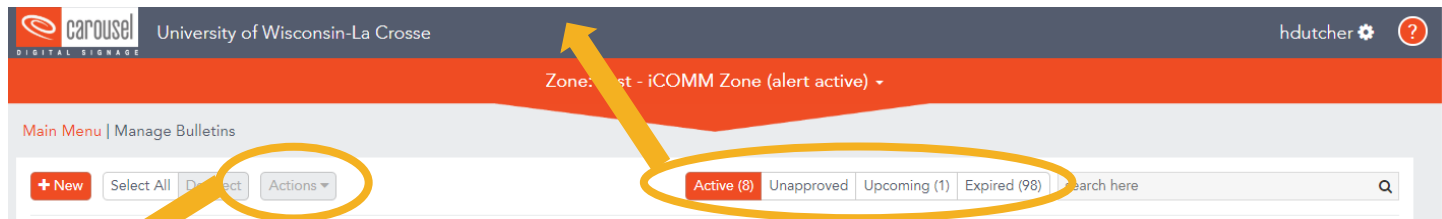
You can have 0-4 tabs open at one time.

Active – these are signs that are active and running in your zone.

Unapproved – these are signs that were uploaded by a “Bulletin Creator” and need to be approved by a manger before the schedule will go through.

Upcoming – these signs are scheduled for a later date or were uploaded and not scheduled/published.

Expired – Have been scheduled and the schedule ended. Managers should sort through and delete expired signs that won’t be needed again on a regular basis. Try to keep the number of signs in this zone under 100.



Actions – use when highlighting one or more bulletins

Duplicate – copies your sign to the same zone

Copy – copies your sign to a different zone

Move – moves your sign to another zone

Delete – deletes your sign. It will be permanently deleted out of the system.

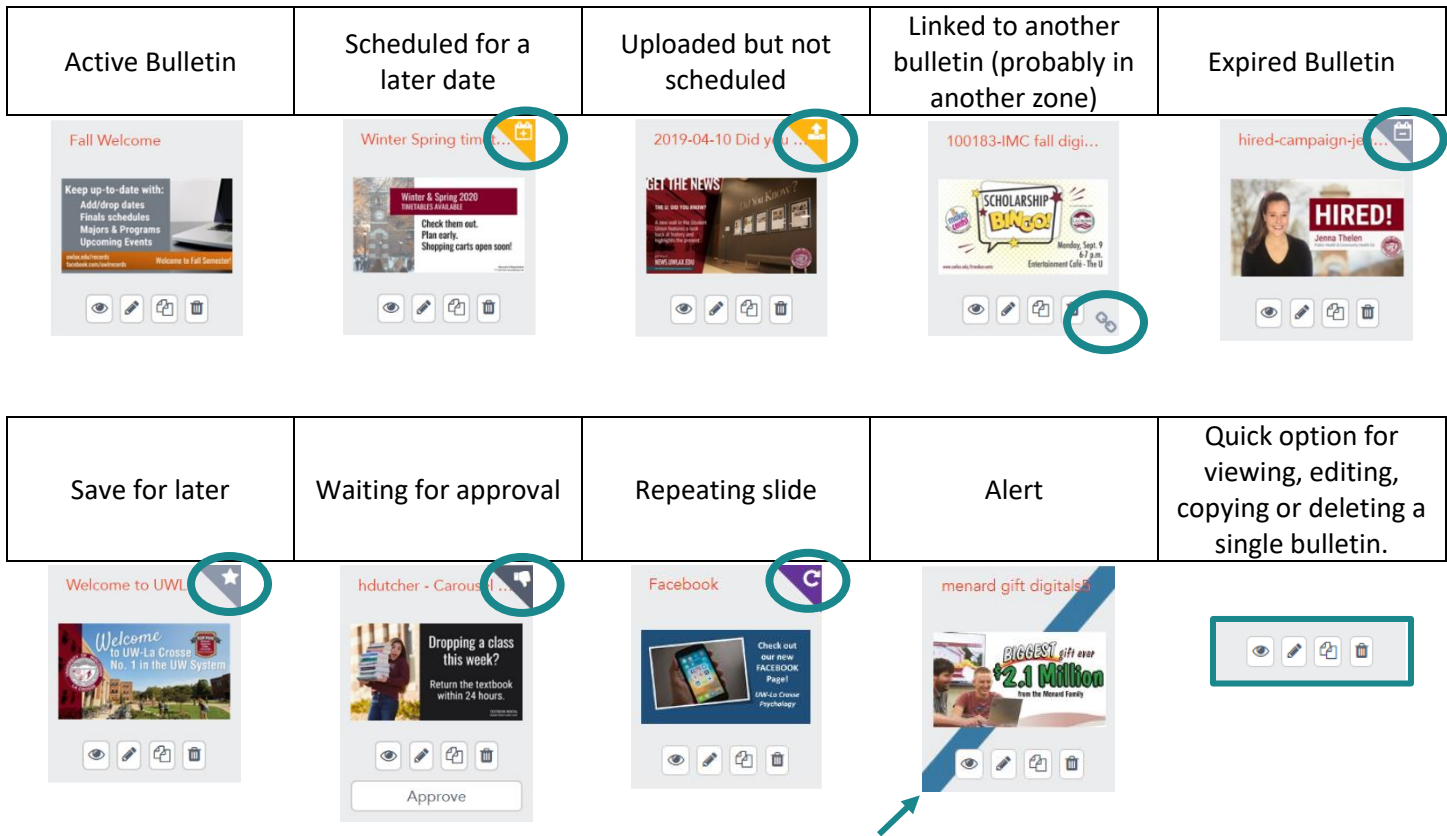
Group – brings selected signs into a folder

Export – downloads sign(s) you have selected

Assign Owner – gives someone else ownership of your sign.

Change Schedule – change the schedule of selected sign(s)

Track Impressions – tells the system you’d like it to track how many times your sign runs. Carousel Admins can pull your report for you.



RAVE Alerts – Come from Campus Police and overtake everything on a given channel. Police dispatch sends these through to appropriate buildings & sign types.

Tightrope vs Brightsign – Primarily there are two types of players on campus. Most players on campus are BrightSign players, which have limited capabilities.

Glossary

Server – Onsite computer that houses the system. Carousel software is installed on this computer. Managed by IT.

Players – Receives all the signage information from the server and are connected to your displays. The player powers the content that displays on your screen.

Channels – The collection of content that fills your screen. Your channel can be split up into smaller sections of the screen, which update independently with different types of messages.

Zone – Several types of messages can appear on a loop here.

Bulletin – Individual messages that appear in a zone.

Here is a handy little video to provide more information on the above terms: <https://www.youtube.com/watch?v=JvF3AlVcUn4>

User Types

Administrator – Has access to all zones/channels/players on campus and works with zone managers across campus.

Zone Manager (General User) – Manages one or more zones.

Bulletin Creator – Can add a bulletin to one or more zones, but their submissions must be approved by a manager or administrator.

Contributor – Submits signs for display on the digital sign system.

Audience – Views digital signs on campus.