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](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/pvpn.pdf](http://www.memphis.edu/umtech/solutions/docs/pvpn.pdf)
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.
4. Click “New Bulletin” to begin creating a new bulletin.

5. 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.**

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

9. Select the “Blocks” dropdown menu.
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.

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

17. If you would like for the Bulletin to display only at certain times, make your selection in the “Daily Availability” section.
18. When you are satisfied with your Bulletin, click “Submit” to submit the Bulletin for approval. **DO NOT click “Save as Template.”**

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.