CAROUSEL CLOUD TRAINING GUIDE

Managing Multiple Screens in Carousel Cloud

A companion guide to the training video. Use it to set up players, channels and zones so each screen shows the right content.

In this guide

1. Know the four key terms
2. Decide what each screen shows
3. Set up players and assign channels
4. Check the zones on each channel
5. Change content in the right zone
6. Quick reference and where to get help

Use this guide alongside the video "Managing Multiple Screens in Carousel Cloud".

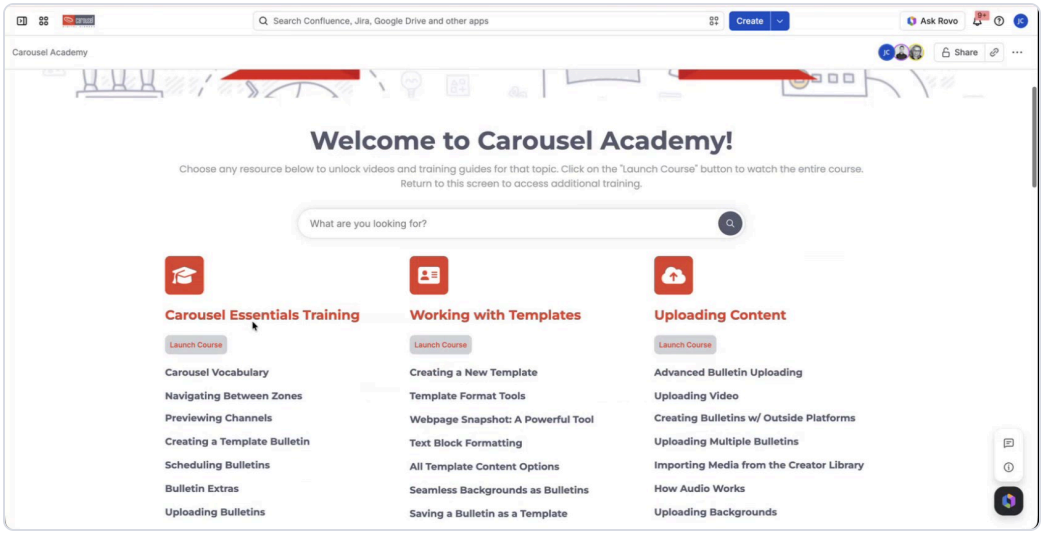
BEFORE YOU START

Know the four key terms

Managing multiple screens is easier once you know how the four main parts of Carousel fit together. Each screen has a player. Each player shows a channel. Each channel is split into zones. Each zone plays bulletins.

Term	What it means
Player	The media player connected to a screen. One player drives one screen.
Channel	The layout and content a player shows. You assign a channel to each player.
Zone	An area of a channel layout, such as a main area, a vertical side panel or a bottom banner. Each zone has its own content.
Bulletin	A single piece of content, such as an image, video or template, that plays in a zone.

Need a refresher? Select the graduation cap icon at the top right of Carousel Cloud to open Carousel Academy. Under Carousel Essentials Training, open **Carousel Vocabulary**.



Carousel Academy. The Carousel Vocabulary lesson is under Carousel Essentials Training.

STEP 1

Decide what each screen shows

Start with one question: do you want the same content on several screens, or unique content on each screen? Your answer decides how you assign channels.

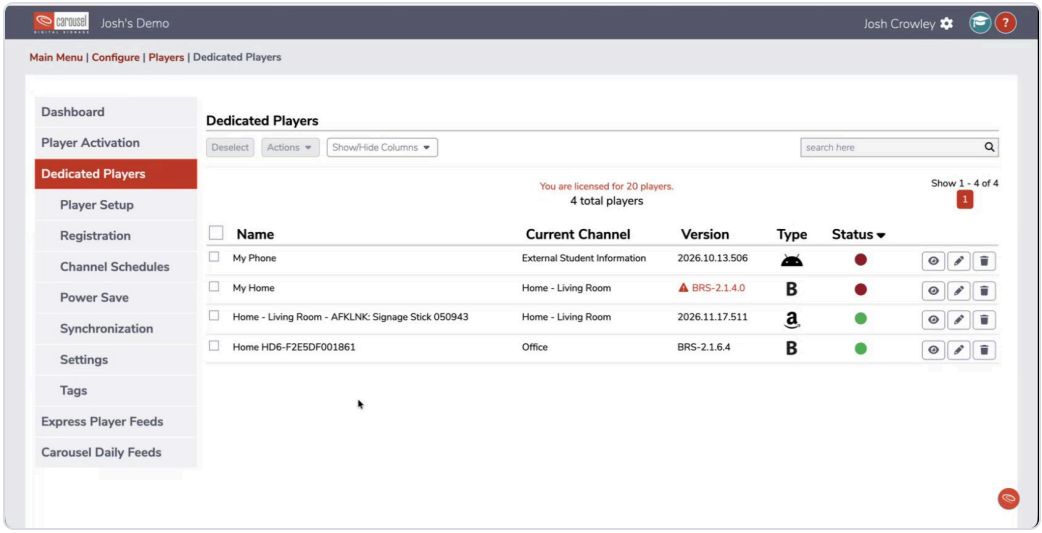
If you want	Then
The same content on several screens	Assign the same channel to each of those players.
Unique content on each screen	Give each player its own channel. Each channel has its own zones.

> **Rule to remember:** unique content requires a unique channel, which requires unique zones.

STEP 2

Set up players and assign channels

Go to `Configure > Players > Dedicated Players`. The list shows every player, its current channel, its version, its type and its status.



Dedicated Players. The Current Channel column shows which channel each player shows.

Add a new screen

If you have not set up all of your players yet, go to `Player Setup`, pick the player type you have and follow the steps to add the new player. Give each player a clear name, such as the room or location, so you can tell your screens apart.

Change the channel on a player

1. In **Dedicated Players**, select the edit (pencil) icon next to the player.
2. Under **Channel**, open **Default Channel** and pick the channel this screen should show.
3. Save your changes.

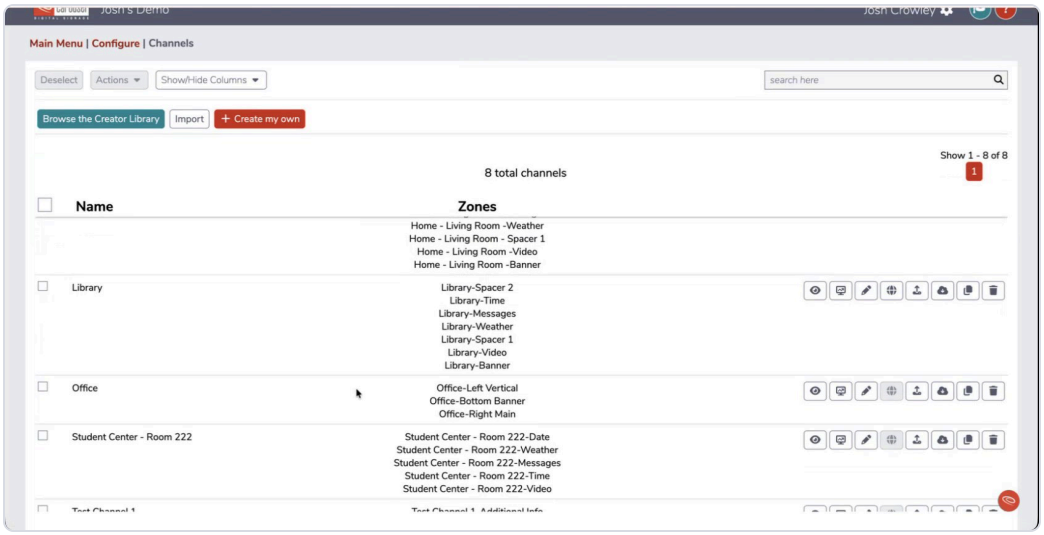


Edit player. The Default Channel setting controls what this screen shows.

STEP 3

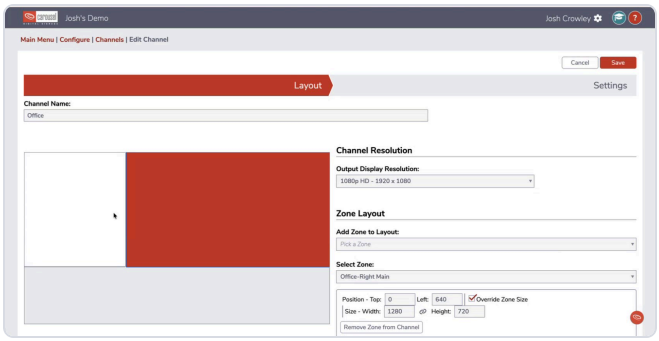
Check the zones on each channel

Before you change content, check which zones each channel has. Go to **Configure > Channels**. The Zones column lists every zone on each channel.

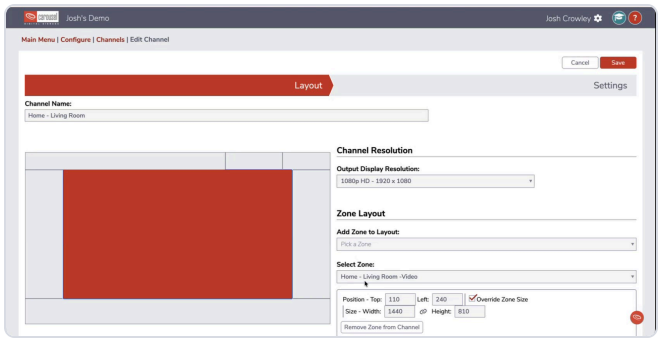


Channels list. The Office channel has three zones.

To see where each zone sits on the screen, select the edit icon for the channel. On the Layout tab, pick a zone under **Select Zone**. The zone is highlighted in the layout preview.



Office channel: Office-Right Main, Office-Left Vertical and Office-Bottom Banner.



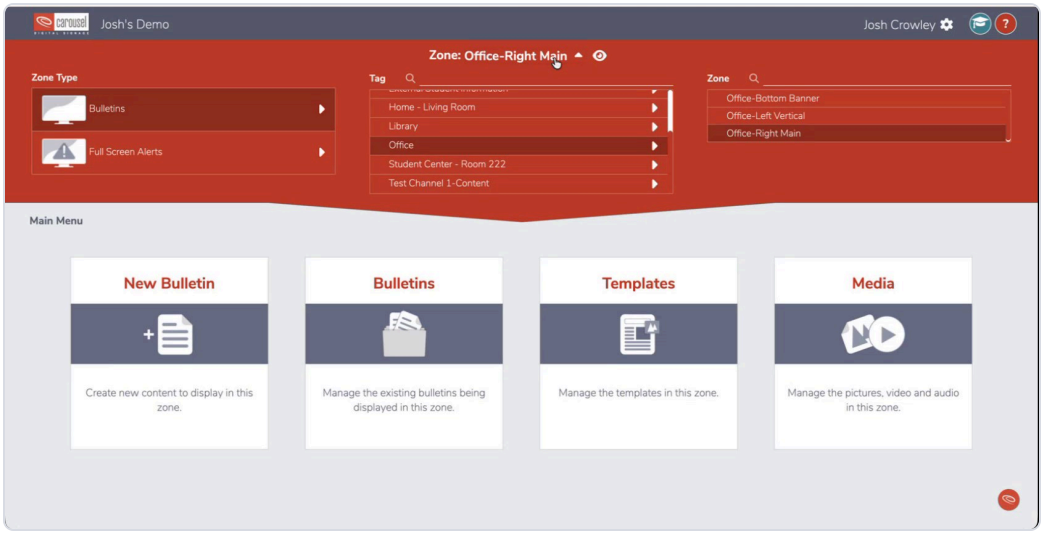
Home - Living Room channel: the main zone is Home - Living Room -Video.

In this example there are two screens, two channels and different content on each. To update either screen, you work in the zones of its channel. Select **Cancel** to leave the channel without changes.

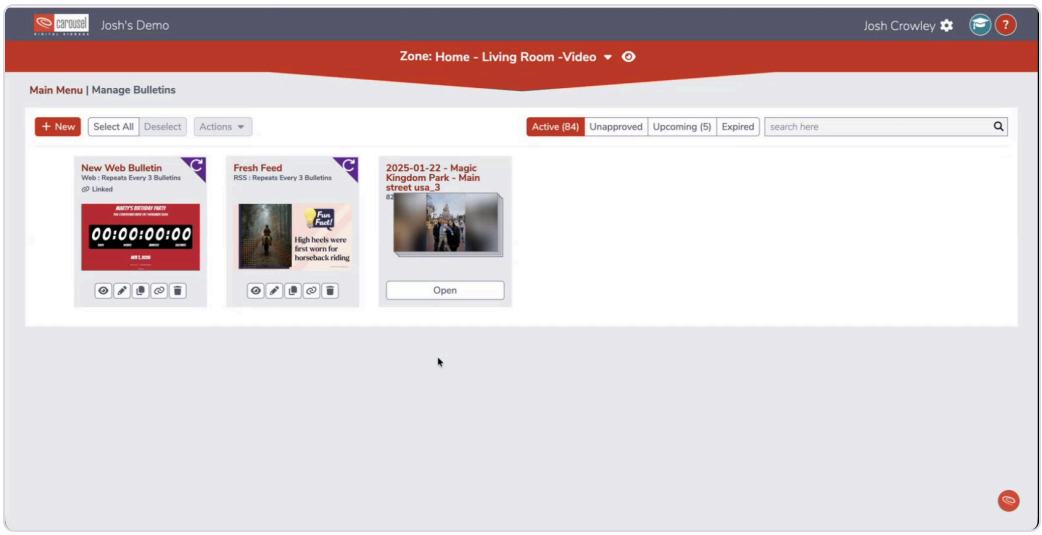
STEP 4

Change content in the right zone

1. Go back to the **Main Menu**.
2. Open the zone selector in the red bar at the top (it shows **Zone: ...**).
3. Under **Tag**, pick the channel for the screen you want to change, for example Office.
4. Under **Zone**, pick the zone, for example Office-Right Main.
5. Select **Bulletins** to see what plays in that zone. Change, add or remove bulletins as needed.



Zone selector. Pick the Tag (channel), then the Zone.



Manage Bulletins for the Home - Living Room -Video zone. Changes here update only the screens that show this channel.

Repeat the same steps for each screen. For the living room screen, pick the Home - Living Room tag, then the main video zone, then manage its bulletins.

> **Tip:** always check the zone name in the red bar before you edit. It tells you which area of which screen you are about to change.

QUICK REFERENCE

Checklist

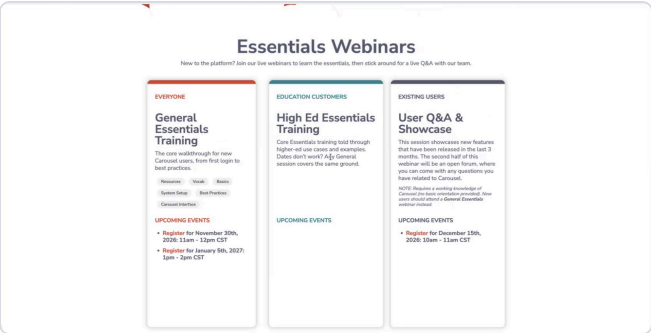
- [ ] I know what players, channels, zones and bulletins are.
- [ ] I decided which screens share content and which need unique content.
- [ ] Every screen has a clearly named player.
- [ ] Players that share content use the same channel.
- [ ] Players with unique content each have their own channel.
- [ ] I know which zone controls which area of each screen.
- [ ] I changed bulletins in the correct Tag and Zone.

Task	Where to go
See all players	Configure > Players > Dedicated Players
Add a player	Configure > Players > Player Setup
Change a player's channel	Dedicated Players > Edit > Default Channel
See zones on a channel	Configure > Channels > Edit > Select Zone
Change content	Main Menu > zone selector > Tag > Zone > Bulletins

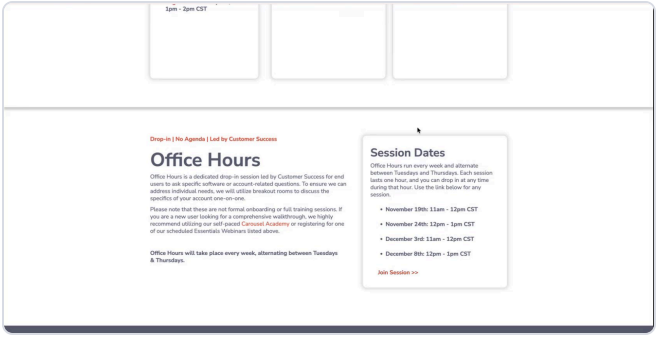
RESOURCES

Get more help

- **Carousel Academy:** self-help videos and guides. Select the graduation cap icon in Carousel Cloud.
- **Your Customer Success Manager (CSM):** contact your CSM if you need more help.
- **Essentials Webinars:** live training sessions. Register from the Carousel website.
- **Office Hours:** drop-in sessions led by Customer Success. The schedule and drop-in link are on the same web page as the webinars.



Essentials Webinars on the Carousel website.



Office Hours, with session dates and the Join Session link.

Video chapters

Time	Chapter
0:00	Introduction and key terms
0:39	Step 1: Decide what each screen shows
0:52	Step 2: Set up players and assign channels
1:36	Key rule: match channels to content
1:41	Step 3: Check the zones on each channel
2:36	Step 4: Change content in the right zone
3:19	Summary
3:53	Get more help