

Digital Sign Deployment Instructions for Four Winds Interactive Content Manager Web:

- 1) Develop your graphic image using the “Quick Guideline to Design for Digital Screens” instruction set as a development guide.
- 2) Name your document using your areas naming prefix and underscore characters – i.e. food_campus_burger_menu1.jpg where food is the area’s prefix.
- 3) Upload your document into the college “File Host” system using the link to file host media server. Using your college L# and password, log in and confirm that you are in the /FWI directory. You can upload your document using the “+” and select upload or drag and drop your file into the directory.
- 4) The document link for the Content Manager Web will convert over to the public accessible link. The public link convention will be listed at the top of the /FWI directory for reference.
- 5) Access the Four Winds Interactive Content Manager Web software and log in using the credentials provided to you by Information Technology. (Access is not your L# and password in this case).
- 6) Locate the sign to update by open up Lane Community College, then open the Building and then open the specific sign, and finally open the Region of the sign to update.
- 7) Select “+ Add New Content” in the lower left of the form and select the type of the content to be added to the sign and open the content builder.
- 8) Enter the “Name” (required) of the graphic or video item. Suggested name is the same name as was used in File Host, but underscores are not required. Add the date that the image should be removed at the end of the file name i.e. “MDTA Fall Concerts Dec 10”
- 9) Enter the location of the graphic (required). This the public access URL that is used to access the graphic or video. Copy and paste or type in that URL into the Location box. (See [2_File_Host_Public_Access_URL_Convention.pdf](#) at the top of the File Host document set to help build your URL.
- 10) Change the Duration to 15 from the default of 30 seconds.
- 11) Select the appropriate Scale Mode – Center and fit to container – is the standard, but not the default.
- 12) Select OK to save the new content item.
- 13) Drag and drop this new item into the Region of the sign. Drag and drop as many times as you want the item to repeat in the rotation list. The rotation list goes from top to bottom and repeats.
- 14) Save and Deploy the sign. Deployment pushes all of the content of the sign to the Content Player PC behind the sign.
- 15) Publish the sign to the web by doing a right mouse click on your Building and select publish.
- 16) Complete!
- 17) For deployment of your graphic or video, send the name of the file in File Host to DigitalSignRequest@lanecc.edu . Specify the specific sign(s), departments, campuses or college wide locations where you want the images to be deployed.