



Release 5
Quick Start Guide

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Carousel Quick Start Guide 5.0.5 Build 12

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1 Carousel Quick Start

This quick start guide is designed to act as a brief reference for setting up your Carousel system. By default, Carousel is a blank slate, ready to be customized to meet your needs.

There are three areas you should configure before using Carousel; Zones, Channels, and Media. In this guide, we will create a Zone, place it on a Channel, and add some Media to the Zone. After these steps are completed, you will have a basic Carousel server setup and ready to go.



This guide will take you through a very simple setup scenario. You should tailor this scenario to your specific installation. See the Carousel manual for information on planning your system.

1.1 Prerequisites

Before you begin the quick start, be sure to have completed the following items.

- The Carousel server is plugged in and powered on.
- The server is connected to your network, and has an IP address.
- The Carousel web site is accessible to other computers on your network.

1.2 Step 0: Logging In

Before you can access Carousel, you must first log in. Logging in is done via FrontDoor.

Welcome to FrontDoor.
Please log in.

User Name:

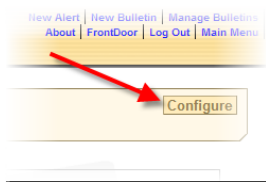
Password:

1. Open a web browser, and navigate to “<http://<YourServerIPAddress>/FrontDoor>”
2. You should be taken to the FrontDoor log in screen. Log in with the default username and password of “admin” and “trms”.
3. After logging in, click on the **Carousel** link on the FrontDoor main menu. You will be taken to the Carousel web site.

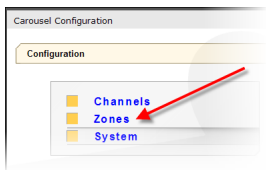
For more information about FrontDoor, see the FrontDoor manual.

1.3 Step 1: Creating Zones

Zones act as distinct areas of content to be shown on-screen with the DisplayEngine. You can create as many zones on your system as you'd like.



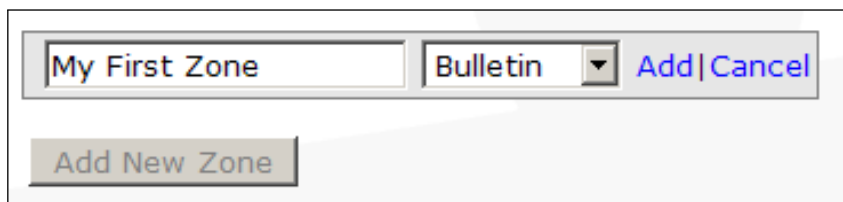
In order to realize the full potential of your Carousel system, we recommend spending some time planning your zones before forging ahead. For suggestions and guidance, see the Carousel manual.



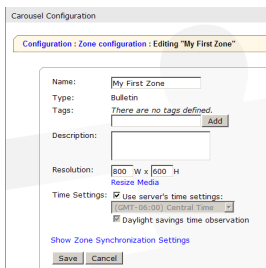
To create a zone, navigate to the main menu of Carousel and click on the **Configure** button. Click on the **Zones** option in the resulting **Carousel Configuration** window. You'll see a list of zones on the system. (Assuming that this is a brand new system, the list will be empty.)

Click on the **Add New Zone** button, give the zone a name, and select the zone type as in figure 1.1. For this first zone, we'll create a standard "Bulletin" zone. When finished, click the **Add** link.

FIGURE 1.1:
Creating a new zone.



The next screen lets you configure specific settings for the zone. This is where you'll add Zone Tags, set the zone resolution, etc. For now, we'll accept the defaults. Click the **Save** button.



At this point, we have a zone created on the system. We're ready to add that zone to a Channel.

1.4 Step 2: Creating Channels

! → The relationship between channels and zones is flexible; A single channel can display multiple zones, and a single zone can be placed on multiple channels. In this quick start scenario, we will place a single zone (created in section 1.3) onto a single channel.



Planning the assignment and layout of zones onto channels is one of the most important steps you'll undertake when designing your system. See the Carousel manual for more interesting and complex examples.

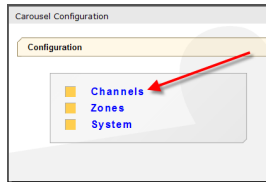
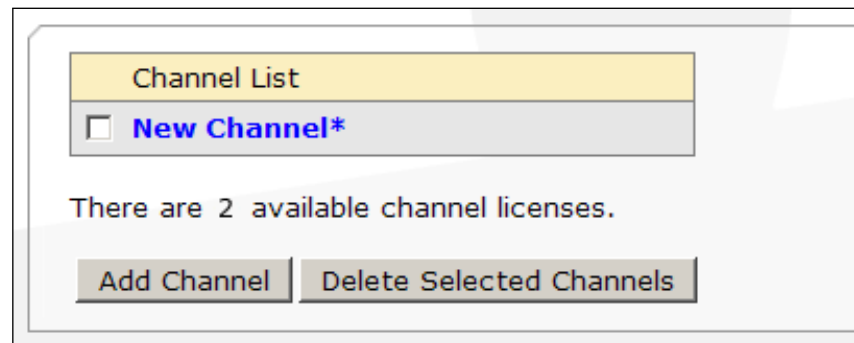


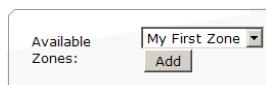
FIGURE 1.2:
Creating a new channel.

Let's create a channel that will contain our zone. Navigate back to the **Carousel Configuration** window, and click on **Channels**. You'll see a list of configured channels on your system. Again, if this is a new installation, the list will be empty. Click on the **Add Channel** button to create a new channel¹. The new channel will appear in the list (as shown in figure 1.2). Click the channel name to configure it.

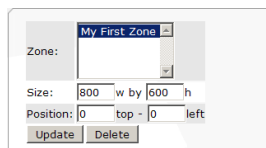


The resulting channel configuration menu has several options. You should configure these options as appropriate for your installation (details, of course, are in the Carousel manual). For now, we want to simply add our zone to the channel. We can do this in the Channel Layout screen (shown in figure 1.3 on the following page). Click on **Channel Layout**.

This screen is responsible for two things: setting the channel resolution, and assigning zones to the channel. For this scenario, we'll assume that our final channel output resolution will be the default 800 by 600 pixels. This means that we have 800x600 pixels of real estate on which to place our zones.



To add a zone to a channel, select the zone in the **Available Zones** drop-down menu and click the **Add** button. The zone will be placed onto the channel.



After adding a zone to a channel, you can configure the size and position of the zone by using the zone layout tools. As you move the zone around the channel, the channel preview image will be updated. You can use this preview image to get an idea of what your final channel layout will look like.

¹ Unlike zones, the number of channels you can create depends on the license you purchased.

In this example, we want our zone to fill the entire channel, so we will keep the zone layout as is. The final channel layout screen is shown in figure 1.4.

To finish up, click the **Save** button to save your layout, and close the **Carousel Configuration** window. You should be taken back to the Carousel main menu.

Now we have a zone on a channel, but we still don't have any content on the system. Let's add some media.

FIGURE 1.3:
The Channel Layout screen.

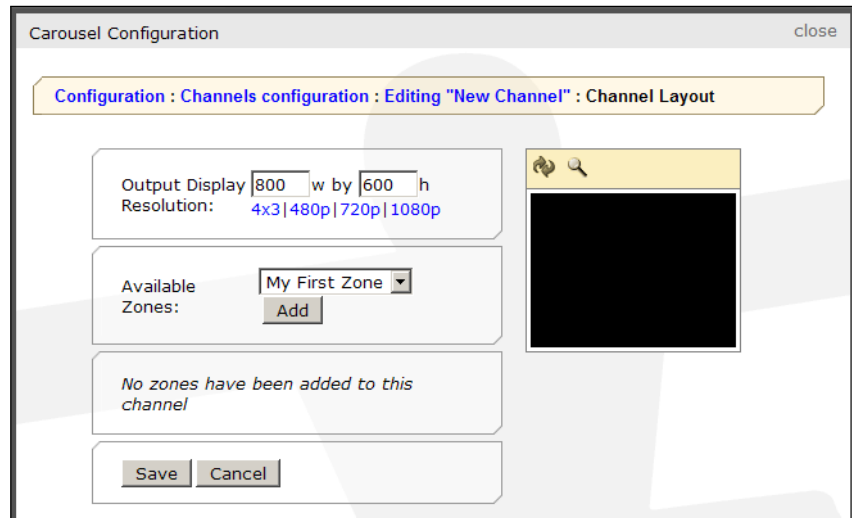
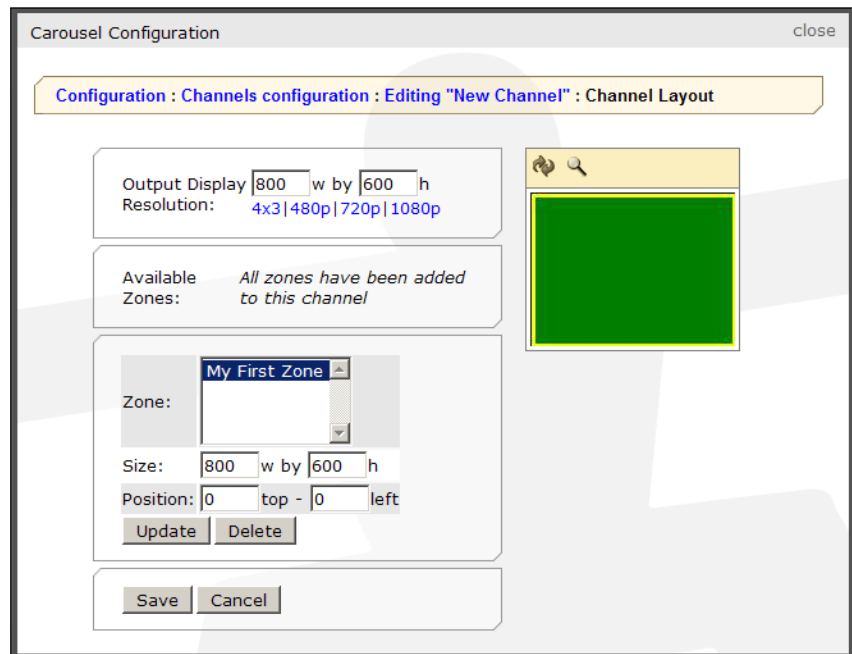


FIGURE 1.4:
The zone has been added to the channel.



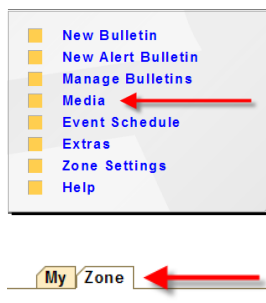
1.5 Step 3: Adding Media

Each zone can have a set of media (backgrounds, templates, pictures, etc) associated with it. Carousel ships with some sample packages of media that you can upload into your zones. The packages come in a variety of common sizes and dimensions, so you can choose the package that most closely resembles the zone resolutions that you have set up.

! → Since Carousel will scale media to fit inside a zone, it is important to upload media that isn't wildly different in size, otherwise the media might look distorted.



You can find the media packages on the hard drive of your Carousel system. They'll usually be located in "D:\TRMS\CarouselMediaPackages".

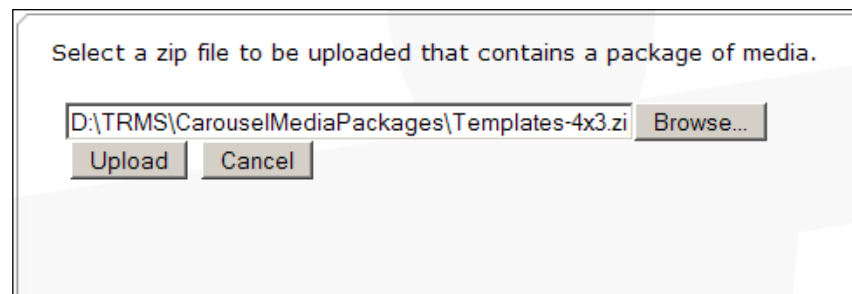


There are two types of media packages shipped with your system; templates and backgrounds. For this example, we'll upload a package of templates. (The process to upload backgrounds is identical.) First, make sure you're on the zone to which you'd like to upload the packages, and navigate to the "Media" section of your zone by clicking on **Media** from Carousel's main menu.

By default, you'll be placed in the "My" media section for the zone. Switch to the "Zone" media section by clicking on the **Zone** tab, then click on the **Add media package** link.

You'll be taken to screen that allows you to select and upload a media package. Click the **Browse...** button and select the media package you'd like to upload. In figure 1.5, we're about to upload the 4x3 templates package (appropriate for zones with a 4x3 aspect ratio). Click the **Upload** button, and the package will be uploaded to the system.

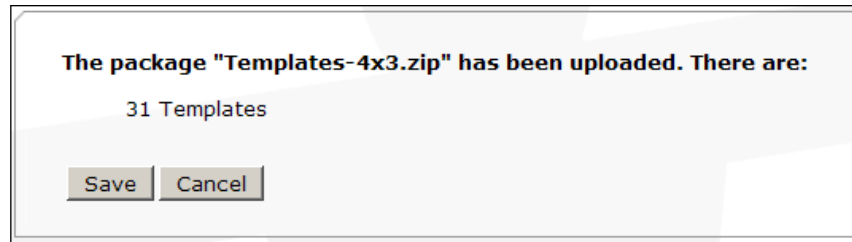
FIGURE 1.5:
Preparing to upload
a template package.



After the media package has been uploaded, you'll be asked to confirm the upload. If you have multiple zones on your system, you'll also be asked if you'd like to copy the media to other zones. In our example we only have a single zone, so our confirmation screen looks like figure 1.6 on the next page.

Click on the **Save** button on the confirmation screen, and the templates will be copied to the appropriate zones.

FIGURE 1.6:
Confirming the upload.



1.6 Conclusion

In this quick start, we've created a zone and a channel, added the zone to the channel, and added some media to the zone. At this point, Carousel is ready for use. Feel free to start creating and managing bulletins on your new system!

Once again, for further details on any of the steps mentioned in this guide please see the Carousel manual.