McGill

# Display Screen User Guide

Last Updated: October 28, 2016

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## **Before you Begin**

Before you begin to use the Digital Media Manager web application, you need to:

- Request access to manage display screens:
  - a. For new user, go to http://www.mcgill.ca/it/forms/request-display-screen-acct
  - b. For existing user who forgot the username and password and/or would like to change users, contact IT Service Desk at 514-398-3398.
- Create your display screen content in Microsoft PowerPoint and convert it to an image or SWF file.

#### **Create content in Microsoft PowerPoint**

The display screen standard Microsoft PowerPoint size is 20 x 11.25 inches.

To set the size in Microsoft PowerPoint 2013:

- 1. Click Design tab.
- 2. Click **Slide Size** drop down arrow > click **Custom Slide Size**.
- 3. The **Slide Size** window opens, fill out the following information:
  - a. Slides sized for: select Custom.
  - b. Width: enter 20.
  - c. Height: enter 11.25.
- 4. Click on the **OK** button.



5. The next step is to create your content in PowerPoint.

Note G

When creating the content in Microsoft PowerPoint, the recommended font size is 16 and up.



### Convert your content in Microsoft PowerPoint to images

Once you have finished designing your content in Microsoft PowerPoint, you can convert your slides as images.

To convert the content in Microsoft PowerPoint 2013 to JPG:

- 1. Click File tab.
- 2. Click Save As.
- 3. Click **Browse**.
- 4. The Save As window opens. Do the following steps:
  - a. File name: Enter a name.
  - b. Save as type: select JPEG File Interchange Format (\*.jpg).
  - c. Click on the Save button.
  - d. A dialogue box will appear and then click on the **All Slides** button to export all of the slides.
  - e. Another dialogue box appears and indicates the location of where each slide will be saved. Click on the **OK** button.
- 5. Now, you are ready to use the Digital Media Designer web application. Go to <u>Create your</u> <u>Presentation</u> on page 9.

#### **Convert your content in Microsoft PowerPoint to SWF files**

The two recommended software that you can use are:

- 1. FlashPoint for Microsoft PowerPoint 2010:
  - a. To buy: <u>http://www.flashdemo.net/powerpoint-to-flash/buynow.html</u>
  - b. Steps on how to use it: <u>http://knowledgebase.mcgill.ca/media/pdf/AV/Using-</u> <u>FlashPoint.pdf</u>
- 2. iSpring Pro 7 for Microsoft PowerPoint 2013:
  - a. To buy: <u>http://www.ispringsolutions.com/ispring-pro</u>



## Log into the Digital Media Manager (DMM)

You need to get your display screen credential before you could log into the Digital Media Manager. If you do not have one, go to:

http://www.mcgill.ca/it/forms/request-display-screen-acct.

1. Open up a browser and go to the URL below:

https://pds.campus.mcgill.ca:8443/

Note: For Internet Explorer users, if you see the following website security certificate warning, click **Continue to this website (not recommended)**.

8	There is a problem with this website's security certificate.								
	The security certificate presented by this website was not issued by a trusted certificate authority.								
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.								
	We recommend that you close this webpage and do not continue to this website.								
_	Ø Click here to close this webpage.								
	Source Continue to this website (not recommended).								
-	More information								

- 2. Enter the username and password (provided by the IT Service Desk).
- 3. You will see the Digital Media Manager home page. The next step is to <u>Upload file(s) to</u> <u>the Media Library</u> section on page 5.







## **Upload file(s) to the Media Library**

1. From the **Digital Media Manager** home page, click **Content Management**.



- 2. Click **Media Library** tab (located at the top).
- 3. Find and click your group folder name from the left of the screen under Assets tab > Categories > Media (e.g. ICS).
- 4. Click on the Add Media Asset button at the bottom of the screen.

Https://pds.campus.mcgil.ca/8443/	/TA5-core/medialibrary/Media.htm		7 C 🛛 🔛 - Go	ngle	P 🛱 1	8 +
digital Media Ma	inager					
Content Management *	Media Library Channels					
Assets Digital Medi	a Designer					
Categories	1963.53.08 remaining of 1674.15 08 total	Filter by: Title	* 5	earch	Go Clear Filter	
Media	Asset Title		Source Type	Size	Date Last Modified	
Autorisen	688-May7		FLASH	598.11 KB	5/7/2014 12:3:52	
<ul> <li>Animated_Assets_For_4400</li> </ul>	688-May8		FLASH	599.71 KB	5/8/2014 13:35:42	
Blue_Backgrounds	Date-Time-May2014		FLASH	55.29 KB	5/7/2014 12:14:55	
Blue_Tickers_And_More	May65_688_Display		FLASH	599.7 KB	5/8/2014 15:23:46	
Dark_Red_Backgrounds	May8c_688_Display		FLASH	599.7 KB	5/8/2014 15:35:58	
Dark_Red_Tickers_And,	McGill Date Time-Black		FLASH	69.57 KB	8/8/2011 16:19:5	
Green Backgrounds	McGill DateTime EST		FLASH	69.54 KB	11/4/2011 9:50:22	
Cores Takes and No.	McGill Date Time-may2014		FLASH	55.29 KB	5/1/2014 13:37:24	
Green_recers_And_wor	Welcome- Looking for IT Answers		FLASH	10.31 KB	3/22/2010 13:33:38	
icons						
Orange_Backgrounds						
Orange_Tickers						
Purple_Lines_Backgrou	14 4 Page 1 of 1 2 2 Show 25 M				Depleying 1 - 9 of 9	

- 5. The Add Asset window opens. Fill out the following:
  - a. Source: choose Local File and click Browse to upload the file.
  - b. **Title**: enter a name (e.g. May15\_688\_Display).
  - c. Asset Type: it will automatically detect the file; if not, select the type.
  - d. Click on the **Save** button.



Add Asset			
Single	Batch		Help 🚯
Source*:	URL(recommended)		
Local File*:	Choose File Pic-library.PNG		
Title*:	Pic-library	b	
Asset Type*:	Images (.jpg, .jpeg, .gif 🔻 🕻		
Est. Duration:	0 hr 0 min 0 sec		
Category:	Name 🔺	Delete	
	ICS	1	
	Select Category		
Description:			
Owner:			
Ca Save Ca	ncel		

- e. The View Asset window will display. Review the information.
- f. Click on the **Close** button.
- 6. You should now see your new file under the Asset Title section.

images	1863.47 GB remaining of 1874.15 GB total	Filter by: Title	v S	arch	Go Clear Filter
Dawson Hall	Asset Title		Source Type	Size	Date Last Modified
Dawson Hall 405	688-Nov6		FLASH	681.33 KB	11/6/2014 13:39:12
Dentistry	Blood Drive - Medical Students		IMAGES	181.94 KB	9/5/2014 14:20:9
Education	Date-Time-Oct2014		FLASH	6.06 KB	10/7/2014 10:23:57
Emergency Measures	Date-Time-Sept2014a		FLASH	6.03 KB	9/24/2014 8:49:23
Everytive Institute	Drive_Screen		IMAGES	181.94 KB	9/5/2014 14:26:59
500	McGill Date Time- Black		FLASH	69.57 KB	8/8/2011 16:19:5
105	McGill DateTime EST		FLASH	69.54 KB	11/4/2011 9:50:22
Gault	Nov4_688_Display		FLASH	564.83 KB	11/4/2014 8:51:19
History and Classical Studi	Nov5_688_Display		FLASH	488.6 KB	11/5/2014 15:52:6
ics	Oct29_688_Display		FLASH	730.69 KB	10/29/2014 9:33:15
Law	Pic-campus		IMAGES	57.35 KB	9/4/2014 15:37:1
Libraries	Pic-library		IMAGES	641.71 KB	11/7/2014 14:53:39
logos	Page 1 of 1 P P Show 25 V				Displaying 1 - 14 o



## To Add, Edit, View and Delete Asset

- 1. On the **Digital Media Manager** page, click the **Media Library** tab at the top.
- 2. Find and click your group folder name under Assets tab > Categories > Media (e.g. ICS).
- 3. Under the Asset Title section, click on the file. It will highlight in green.
- 4. Right click on the selected file and you will see a list of action items. Select one of the action items.

Pic-campus			IMAGES	57.35 KB	9/4/2014 15:37:1
Pic-library	Add Asset		IMAGES	641.71 KB	11/7/2014 14:53:39
Page 1	Edit Asset	how 25 🗸			Displaying 1 - 14 of 14
	View Asset				
Options	Delete Asset				Create Playlist

- a. Add Asset: This is another way to add a file to the Asset Title list.
- b. Edit Asset: It allows you to change the picture, and/ or modify the file name.
- c. View Asset: It allows you to see where this image is being used.

Click Usage tab > Presentation. You will see the name of the presentation.

View Presentation Details										
Overview Usage										
Playlist Presentation										
Name	Time Referenced	Date Modified								
688-Sherbrooke	1	12/3/2014 16:46:34								
Close										

d. Delete Asset: It will permanently delete the file(s) that have not been used in the presentation. You can find where it is being use by clicking **View Asset > Usage** tab > Presentation and then you have to go to that presentation and remove the file from the playlist

You can delete many files by pressing on the Ctrl keyboard and clicking on the file(s), but you ιÛ can only add, edit and view one file at a time. Note

We recommend that you always delete unused images and/or files to avoid slow down on the system.



## **Display Screen Presentation**

Make sure you have uploaded your file(s) in the Media Library (see <u>Upload file(s) to the Media Library</u> on page 5) before you design your display screen presentation. Here are the steps to create your display screen presentation:

### Design your display screen presentation

1. From the Digital Media Manager page, click on the Digital Media Designer tab.



- 2. Click on the Start Digital Media Designer 2.0 button.
- 3. A Welcome to the Digital Media Designer dialogue box opens. Click Start with a Blank Presentation.



4. The Digital Media Designer window opens. Set the canvas properties:



alta cisc	b Digit	al Media D	esigner									
File	Edit Arra	inge View Save	Help Preview	T Text	Shapes	Playlist	Synchronize Playlists	Nedia	Cast	RSS Text		
											▼ Objects	
											Canvas	A
											Size:	1920x1080px 💌
											Orientation: 	
											Size:	10%  Color
											Enable Proof-of-Play:	

- a. **Size**: It is important that you set the correct size for your screen display: **1920** for the width and **1080** for the height.
  - I. Select **Custom** from the drop down list.
  - II. Enter 1920 for the Width and 1080 for the Height.



b. **Orientation**: allows you to select portrait or landscape.



- c. **Show safe area margins**: should be set the same size as the Size section, which is 1920 for the width and 1080 for the height. Click **Custom** and set the size.
- d. Fill: allows you to choose the desired background color.
  - I. Click to choose the desired color.





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5. Design your presentation layout by deciding which use:

Playlist placeholder you would like to



- a. **All Media Types**: Allows you to display all types of files. If you created your content in PowerPoint and converted to a SWF file, you should use this.
- b. **Image Slideshow**: Only allows you to upload picture format files such as JPEG, PNG, and GIF.
- c. Audio Only: Only allows you to upload audio file format.
- 6. Once you have decided type of Playlist, you will see it on the content layout. For each type of Playlist, you can:
  - Move an item: Click and drag to move it to the desired area.
  - Make an item bigger or smaller: Click on the item and you will see all the corners highlighted. Click on the corner to make it bigger or smaller.





Note: Make sure you use all the space 1920 X 1080 and it should look like this:



7. Next step is to <u>import your content into the playlist</u> on page 12.



#### Import your content into the playlist

At this point, you would have already created your content in Microsoft PowerPoint and converted as images or flash file. Ensure that you have upload your content to the <u>Media Library Asset</u> on page 5.

1. From the **Digital Media Manager** page, click on the **Digital Media Designer** tab.



- 2. Click on the Start Digital Media Designer 2.0 button.
- 3. A Welcome to the Digital Media Designer dialogue box opens. Find your presentation either from **Open Last Modified** or **Open existing**.





4. Double click on the **Playlist** (e.g. **All Media Types** or **Image Slideshow)** placeholder.

This is where you will upload your images or flash file to show it on your display screen and set the duration of how long each images or flash file will play.

Note that the steps below are the same for the **All Media Types** and **Image Slideshow** placeholder:

a. A **Playlist Content** window appears. Click on the **Add Content** button.



b. Under **Assets By Category**, click on your department name. You should see the files that you uploaded in the Asset Title.

Search by:       Title       Co       Clear Fill         Assets By Category       Itile       File Name       Description       File Type          • Media       Adminserv       Pic-library       C%3A%5Cfakepath%5/       IMAGES       Image: Search by:       Image	ect Media					
sasets By Category       Ititle       File Name       Description       File Type -         Media       Adminserv       Pic-library       C%3A%5Cfakepath%5'       MAGES       Images and the second a			Search by: Title	•	GoClear	r Filte
Media       Adminiserv       MAGES       MAGES         Adminiserv       Drive_Screen       C%3A%5Cfakepath%51       MAGES         > Animated_Assets_For_44C       Aft       Burnside Hall Lobby       MAGES       MAGES         > Cisco_Default_Content       Drive_Screen       C%3A%5Cfakepath%51       FLASH       MAGES         Dawson Hall       Nor19_688_Display       C%3A%5Cfakepath%51       FLASH       ELASH         Dawson Hall       Welcome-Looking for T       Looking for T answers.       Search the IT KB       FLASH         Dentistry       Education       McCill Date Time EST       mcgill-date-time-black.t       MCGill Date Time.Flack       FLASH         Evecutive Institute       FDS       Gault       History and Classical Studi       FLASH       Evecutive Institute         FDS       Law       K       Pane       of 2       M       Showing 1-10 of 18       0       y perpade	Assets By Category	Title	File Name	Description	File Type 👻	
Adminserv         State         Burnside Hall Lobby         Cisco_Default_Content         Dawson Hall         Dawson Hall         McGill Date Time Est         McGill Date Time Est         McGill Date Time Est         Multiplate Time Est         Date-Time-Sept2014a         C%3A%5Cfakepath%51 </td <td>🕶 Media</td> <td>Pic-library</td> <td>C%3A%5Cfakepath%</td> <td>5</td> <td>IMAGES</td> <td>Q</td>	🕶 Media	Pic-library	C%3A%5Cfakepath%	5	IMAGES	Q
Animated_Assets_For_44C Arts Burnside Hall Lobby Cisco_Default_Content Dawson Hall Dawson	Adminserv	Drive_Screen	C%3A%5Cfakepath%	5	IMAGES	Q
Arts         Burnside Hall Lobby         Cisco_Default_Content         Dawson Hall         Dawson Hall         Dawson Hall         Dawson Hall         Dawson Hall         Dawson Hall         Dentstry         Education         Emergency Measures         Executive institute         FDS         Gault         History and Classical Studi         Itsw	Animated_Assets_For_440	Pic-campus	Slide8.JPG		IMAGES	Q
Burnside Hall Lobby • Cisco_Default_Content Dawson Hall 405 Denistry Education Emergency Measures Executive Institute FDS Gault History and Classical Studi ICS Law • Cisco_Default_Content Dawson Hall 405 Denistry Education Emergency Measures Executive Institute FDS Gault • Cisco Law • Cisco • C	Arts	Time Sent 24	time-sent2014 swf	Time Sent 24	FLASH	
Cisco_Default_Content     Dawson Hall     Dawson Hall     Dawson Hall     Dawson Hall     Oscill Date Time EST     mcglil-date-lime-black; McGill Date Time First Starting Nor FLASH     McGill Date Time-Black mcglil-date-lime-black; McGill Date Time-Black     Education     Emergency Measures     Executive Institute     FDS     Gault     History and Classical Studi     ICS     Law     K & Page 1 of 2 & K     Showing 1-10 of 18 10 ~ perpa	Burnside Hall Lobby	Nov19 688 Display	C%3A%5Cfakenath%	5	FLASH	
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Dentistry       McCull Date Imme-black mcCull-date-Imme-black McCull Date Imme-black McCull Date	Dawson Hall 405	McGill Date Time ES	i mogili-date-time-est.s	w Date and Time for EST starting is	ELAON	4
Education Nov12_Display_Scree C%3A%5Cfakepath%5' FLASH Emergency Measures Executive institute FDS Gault History and Classical Studi ICS Law K 4 Page 1 of 2 th Showing 1-10 of 18 10 ~ perpa	Dentistry	McGill Date Time- Bl	ack mcgill-date-time-blac	K.s McGill Date Time-Black	FLASH	a
Emergency Measures  Date-Time-Sept2014a C%3A%5Cfakepath%5i FLASH  Gault History and Classical Studi  CS Law  K C Page 1 of 2 th Showing 1-10 of 18 10 -> per page	Education	Nov12_Displayy_Sci	ree C%3A%5Cfakepath%	5	FLASH	Q
Executive Institute FDS Gault History and Classical Studi ICS Law It I Page 1 of 2 th Showing 1-10 of 18 10 - per page	Emergency Measures	Date-Time-Sept2014	4a C%3A%5Cfakepath%	5	FLASH	Q
FDS Gault History and Classical Studi ICS Law It Page 1 of 2 th Showing 1-10 of 18 10 - per page	Executive Institute					
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History and Classical Studi ICS Law It Page 1 of 2 th Showing 1-10 of 18 10 - per page	Gault					
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Law It I Page 1 of 2 D D Showing 1-10 of 18 10 - perpa	ICS					
K K Page 1 of 2 > N Showing 1-10 of 18 10 - per pa	Law					
		Page 1	of 2 🚺 🔰	Showing 1-10 of 18	10 - per	page



- c. Locate your file. If you have uploaded many files, you can find your file either by:
  - Filtering:

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to increase the number of items per page,

if needed.

- II. Find your file(s) bye either:
- III. Click **File Type** to filter the same file type and then click on the checkbox to select your file(s).

			Se	arch by: Title	•	Go	Clear Filt
Assets By Category			Title	File Name	Description	File Type	-
• Media		h	Drive_Screen	C%3A%5Cfakepath%5		IMAGES	Q
Adminserv	Н		1-library	C%3A%5Cfakepath%5		IMAGES	Q
Animated_Assets_For_440	Ľ	h	Pic-library	C%3A%5Cfakepath%5		IMAGES	Q
Arts	Ш	h	Pic-campus	Slide8.JPG		IMAGES	Q
Burnside Hall Lobby	Н		2- campus	C%3A%5Cfakepath%5		IMAGES	Q
Cisco_Default_Content	11	h	Blood Drive - Medical S	C%3A%5Cfakepath%5		IMAGES	Q
Dawson Hall 405	Ц		3- computer lab	C%3A%5Cfakepath%5		IMAGES	Q
Dentistry			Clock-test	http://nuwebmail.mcgill		HTML	Q
Education		Ī	Nov12_Displayy_Scree	C%3A%5Cfakepath%5		FLASH	Q
Emergency Measures			McGill Date Time- Blac	mcgill-date-time-black.	McGill Date Time- Black	FLASH	Q
Executive Institute			Date-Time-Oct2014	C%3A%5Cfakepath%5		FLASH	Q
FDS		Ī	McGill DateTime EST	mcgill-date-time-est.sv	Date and Time for EST starting N	FLASH	Q
Gault			Nov19_688_Display	C%3A%5Cfakepath%5		FLASH	Q
History and Classical Studi		T	688-Nov6	688-Nov6.swf	688-Nov6	FLASH	Q
ICS		h	Time Sept 24	time-sept2014.swf	Time Sept 24	FLASH	Q
aw							

- Search:
  - I. Type the name of your file.
  - II. Click on the **Go** button.



d. Click on the **OK** button. You will the file(s) that you just added on the Playlist.



ior comen								
dd Contei	nt Add URL	Delete	Clear A	II				
			Cha	nne duration of each item	to hrs of		Applu	•••••
			Cilla	inge duration of each term			Арріу	
Item No.	Title	File Name	Туре	Estimated Duration	Planned Duration	Preload Time 🌘	Size	
				00 00 : 00	00:00:10	0 sec		Q
2	2- campus	C%3A%5C1	Image	00 00 : 00	00:00:10	0 sec	39.73 KB	Q
3	3- computer lab	C%3A%5C1	Image	00 00 : 00	00:00:10	0 sec	26.82 KB	Q

e. Set the duration of how long each file will play and loop (minimum of 10 seconds for images and 0 for SWF files).

Two ways to set the duration:

• To set for all of the images or flash file: set the duration and then click on the **Apply** button.

Playlist Content	×
Add Content Add URL Delete Clear All	
Change duration of each item to O + hrs O + min O + Sec Apply	

• To set an image or flash file individually: double on the field under **Planned Duration** and then enter the duration.

list Conten	nt							
Add Conte	nt Add URL	Delete	Clear A	II				
			Cha	nge duration of each iten	n to o hrs o d		Apply	
							~ppay	
Item No.	Title	File Name	Туре	Estimated Duration	Planned Duration 1	Preload Time	Size	
ltem No. 1	Title 1-library	File Name C%3A%5C1	Type Image	Estimated Duration	Planned Duration         0           00         00         20	Preload Time () 0 sec	Size 109.19 KB	Q
Item No. 1 2	Title 1-library 2- campus	File Name C%3A%5C1 C%3A%5C1	Type Image Image	Estimated Duration 00 00 : 00 00 00 : 00	Planned Duration         Image: Control of the second	Preload Time 1 0 sec 0 sec	Size 109.19 KB 39.73 KB	Q Q

- f. Click on the **OK** button, when you are done.
- 3. Now, save the presentation by clicking on the **Save** icon.



File	Edit	Arrange	Э	View	ŗ	Help
New	O	pen	s	ave		Preview

- 4. If this is the first time you are saving your presentation, the **Save Presentation** window opens. Do the following:
  - a. **Name:** enter a name (the name of your presentation should include the name of your department + date of last modified e.g. EducationSept2014)
  - b. **Description:** enter a description (e.g. indicate the location of the display screen, which display screen it is, etc.)
  - c. Click on the Save button.

Save Presentat	ion	×
Name: *	Untitled-1	
Description:	No description	
Save as a t	emplate	
	Save Cancel	

5. Click the **Preview** icon below the menu to see the presentation you just saved.



- The Preview only gives you a general idea of how it will look like. Sometimes what you see on the preview is not the same as when you see it on the display screen. It is always best to preview the presentation on the display screen.
   The Preview may not work in Firefox.
  - 6. Close the **Digital Media Designer** window. The next step is to <u>Publish your presentation</u> on page 20.



For each display screen, you should create a maximum of 2 presentations (1 main and 1 backup). This is to avoid slow down on the system.



## Remove content from the playlist and Media Library

The following step will show you how to remove content from the playlist and how to remove it permanently from the Media Library Asset.

- 1. Go to your display screen presentation.
- 2. Double click on the Playlist (e.g. All Media Types or Image Slideshow) placeholder.



3. The Playlist Content dialogue box opens. Click the file that you want to delete.

			Cha	nge duration of each item	to 0 thrs 0 t	min 10 🖨 sec	Apply	
Item No.	Title	File Name	Туре	Estimated Duration	Planned Duration 1	Preload Time	Size	
1	1-library	C%3A%5C1	Image	00 00 : 00	00:00:10	0 sec	109.19 KB	Q
2	2- campus	C%3A%5C1	Image	00 00 : 00	00:00:10	0 sec	39.73 KB	Q
3	3- computer lab	C%3A%5C1	Image	00 00 : 00	00:00:10	0 sec	26.82 KB	Q

- 4. Click on the **Delete** button, located at the top.
- 5. Click **OK**.
- 6. Save your presentation and close the Digital Media Designer.
- 7. From the Digital Media Manager Designer, click Assets tab.
- 8. Find the file, click on it and right-click on **Delete Asset**.



Asset Title	
1-library	Add Arrest
2- campus	Edit Asset
3- computer la	View Asset
4-lab	Delete Asset
5-mcgill	
688-May13	
688-May19	

9. Click **OK** to confirm it.

#### Find existing display screen presentation

The following are steps on how to find your presentation and edit it:

10. From the **Digital Media Manager** page, click **Digital Media Designer** tab.



- 11. Click on the Start Digital Media Designer 2.0 button.
- 12. A Welcome to the Digital Media Designer dialogue box opens.



You can either:

- a. Click on the presentation next to **Open Last Modified**.
- b. Or click on **Open Existing** and do the following steps:
  - I. Change the filter to show 100 per page.
  - II. Use the scroll bar to find your presentation.



Display Screen Presentation Page 18 of 18

- III. Click to select your presentation.
- IV. Click on the **OK** button.



13. Begin editing your presentation. Don't forget whenever you make changes to your presentation, you have to save it before you publish it.

#### **Delete existing display screen presentation**

1. From the **Digital Media Manager** page, click **Digital Media Designer** tab.



- 2. Click on the Start Digital Media Designer 2.0 button.
- 3. A Welcome to the Digital Media Designer dialogue box opens. Open your presentation.
- 4. Click File > Delete Presentation.

	File	Edit	Arrange	Vie
	New			
	Ope	n		
_	Ope	n Recen	t	ive
1	Clos	e		
	Save	9		
1	Save	e as		
1	Dele	te prese	entation	
	Ren	ame pre	sentation	
	Prev	iew pres	entation	
	Exit			
				-

- 5. The **Cisco Digital Media Designer** dialogue box opens. Click on the **Yes** button.
- 6. Click on the **OK** button to confirm that you have deleted your presentation.



## Publish your display screen presentation

U	Every time you make changes to your content, you have to:
Note	<ol> <li>Upload the new file(s) to the Media Library</li> <li>Delete the old file(s), upload new file(s) in your presentation and save it</li> <li>Republish your presentation.</li> </ol>

1. Go to the **Digital Media Manager** page, click **Digital Media Manager** to go back to the menu page.



2. Click Network and Endpoints.





3. Under **DMP Groups** column (located on the left side), click arrow next to **ALL DMPs** to expand the list and then click to select your department.

Network and En	dpoints 💌
DMP Manager	Deploy
DMP Groups Expand	Collapse All
ALL DMPs	
Adminserv	
Arts	
Burnside Hall Lobby	
Dawson Hall	
Dawson Hall 405	
Dentistry	
Education	
Emergency Measures	Office
Executive Institute	
Faculty of Law	
FDS	
Gault	
History and Classical	Studies
ICS	

4. You will see the name of your display screen on the right side. Click to put a check next to the name of your display screen.

		Name	Status	LCD Status	IP Address	Version	Product	Description	Internal Storage	External Storage	WAAS
-	- 🔽	688 Sherbrooke	~	Not Set	172.18.75.60	5.4.1(RB*	4400	2nd floor in front of the ele	2.71/2.86		no

5. Click on the **Run Task** button.

Cont	rol TV Run Task	-								Filter:	Name	•
	Name	Status	LCD Status	IP Address	Version	Product	Description	Internal Storage	External Storage	WAAS	Actions	
	688 Sherbrooke	~	Not Set	172.18.75.60	5.4.1(RB <sup>-</sup>	4400	2nd floor in front of the ele	2.71/2.86	0/0	no	् 🖉 🕻	1

6. The **Run Task** window opens. Find your presentation by typing the name of your presentation and click on the **Go** button.

Run Task	×
You have selected the following	DMP(s):
688 Sherbrooke	1
	1 DMP(s) selected Add More DMPs
Select Task	Search by: Title  Go Clear Filter
➡ Digital Signs Tasks	Title Description

- 7. Click to select your presentation.
- 8. Click on the **OK** button.
- 9. Now, go check your display screen and make sure the new presentation is showing properly.



## **Reboot the Digital Media Manager System**

Whenever there is an electrical shutdown, your content on the display screen may not appear. When this happens, you should first check that your display screen is plugged and the screen is on. After verifying this, do the following steps to reboot the system:

- 1. Go to Network and EndPoints.
- 2. Under ALL DMPs, select your department.
- 3. Put a check on your display screen name.
- 4. Click on the **Run Task** button.
- 5. The Run Task window opens.
  - a. Click System Tasks.

Kull Task				
You have selected the following	DMP(s):			
688 Sherbrooke				
				1 DMP(s) selected Add More DMPs
Select Task	Se	arch by:	Title 🔻	Go Clear Filte
	Title			Description
Presentation	FTP OFF			FTP OFF
<ul> <li>Advanced Tasks</li> </ul>	FTP ON			FTP ON
File Transfer to DMP or server	Reboot			Reboot DMP(s) (without Settings Save)
System Tasks	Save Settings			Save DMP(s) Settings (no reboot)
	Save Settings And Ret	oot		Save DMP(s) Settings and reboot
	Screen Resolution Aut	odetection	Off	Screen Resolution Autodetection Off (only when
	Screen Resolution Aut	odetection	On	Screen Resolution Autodetection On (only when
	Show Browser			Show Browser
	N A Page 1	of 3	► H	Showing 1-10 of 28 10 👻 per pa

- 6. Click **OK**.
- 7. Go check your display screen.

If all fails, contact IT Service Desk at 514-398-3398 and explain to them what happened.

