OVERVIEW

Temporarily replace your Digicaster display’s regularly scheduled items with a few independent slides for a short amount of time, such as for an evening event, etc. You can override with as many or as few slides as you’d like. Overriding will not disrupt, delete or change native properties any of your regular programming.

HOW TO

1. Prior to your desired override dates, create your slide that you’d like to put on your display and upload it into CoolSign as per usual (content creation, content wizard, adding into CoolSign content library) **Note:** You don’t have to set any special duration properties, just the default 15 seconds will be fine.
2. Go to your respective display channel (i.e., MKTG – Meeting Room).
3. Select all of the content that is currently rotating in your channel that you would like to override (that you don’t want to display) for the duration of your event.
4. To select all items, click the *topmost item*, scroll to the bottommost item, hold down **Shift** and click the *bottommost item*. All items should now be highlighted.
5. Once all content is highlighted, click **Edit Item**…
6. In the edit menu, click the drop-down arrow that says **Base schedule** and select one of the dates from the calendar where you’d like to stop this content from playing.
7. Deselect, in the **Schedule Item Properties** table box, the content from running during your required dates. If you’ve selected multiple items, they will all be affected by this change.
8. Select **OK**.
9. Add your new slide, to override your content, in rotation to your channel as you would any normal slide.
10. Once the slide is added into your channel, edit the item by **double-clicking** it.
11. In the **Schedule Item Properties** table box, deselect the content from running regularly (turn all of the blue boxes in the table into white boxes).
12. Once the table is all white boxes, click the drop-down arrow that says **Base schedule** and select one of the dates from the *calendar where you would like the content to be the only piece of content running (should be same dates that you selected in step 5).*
13. Select the dates in the table box, so that the content is ONLY running on these days. (turn ONLY the dates where you would like the content to run from white boxes to blue boxes).

Overall, what this means is that you’ve stopped your regular content from running on the dates you’ve selected and scheduled a new piece of content to only run WITHIN those days. After those date/times...
have past, the scheduling will return to business as usual and the special event slide will no longer rotate on your signage.

**NEED HELP?**
If you have any issues with the accessibility in this document or would like any clarification or additional information, please contact:

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