Digital Signage Protocol

Lecterns PC's

Staff in Academic Collaborative Technical Services (ACTS) have the ability to swap out the background image displayed on lectern and meeting room PC's

To have an image displayed the user's image must meet the rules below and follow the stated process:

The Rules:

- Minimum 3 days notice should be given
- Maximum duration for display is 3 weeks
- The message must be:
    o   non commercial
    o   strategic
    o   relevant to a large percentage of the UCC community, particularly students
    o   appropriate – a message that UCC supports
- Images will be displayed on a first come first served basis
- When two requests are submitted for the same time period, whichever message is considered to be more strategically relevant will be given precedence.

The Process

- Email the graphic or image to dewg@ucc.ie at least 3 days in advance of intended publication.
- Subject of the email should read: Digital Signage Request – Lectern PCs.
- The graphic document must be in line with the Digital Signage Policy and Visual Identity Guidelines and meet the rules above.

Image Specifications

- 965 px by 725 px – this ensures the image is not obscured by the icons on screen.
- File must be one of the following: .jpg, .png

Digital Displays

Details of locations are online along with details of the process below:

The Process

- Email the graphic or image to C.Ruxton@ucc.ie at least 3 days in advance of intended publication.
- Subject of the email should read: Digital Signage Request.
- The graphic document must be in line with the Digital Signage Policy and Visual Identity Guidelines.

Image Specifications:

- Template aspect must be 16:9 (landscape)
    o   A Wide Screen PowerPoint slide saved as an image would suit.
- Max 4000px in either width or height
- File size no greater than 2Mb
- File must be one of the following: .jpg, .png
- File name must relate to the subject content
- File name must not contain spaces (use an underscore where there would normally be a space)

Updated information on the above, and additional information such as a VI guidelines and style guide can be found online at: https://www.ucc.ie/en/dewg/resources/signage/