Office of the President – Communications Team
Digital Screen Procedure

The Office of the President Communications Team is the content manager for the digital screens on the Oakland campus.

Oakland - contact Judi Baker at jbaker@samuelmerritt.edu.
Sacramento Learning Center - contact Celia Flores at cflores@samuelmerritt.edu
SF Peninsula Learning Center - contact Rachel Luna at rluna@samuelmerritt.edu.

Please follow the following guidelines when submitting content to be displayed on the digital screens:

1. Please provide at least a **one-week notice** before you want your content to go live.

2. Please include start and end dates for your content

Please use the following guidelines when submitting content:

- **Images** - .jpg or .png files must be 1400 x 900 pixels
- **Movies** - Flash or .mov format (1920x1080 pixels) <1gb file size
- **Streaming media** - webpage cannot be require authentication to view content

A finished, sized image is preferred. If you need an image created for you, please email jbaker@samuelmerritt.edu with the copy you would like included, along with an image to be used in the slide.