**TV SCREEN DISPLAY IMAGE SPECS:**

The specs for each size are listed below.

**Process:**

Email the sized image to the following people to post on the TV display in their departments:

1. Financial Aid & Scholarships – Wade Nacinovich- [wadnaci@pdx.edu](mailto:wadnaci@pdx.edu) - (2 screens over Financial Aid windows) 1920w x 1080h

2. Admissions, Records & Registration Student Affairs: Nicolle Du Ponte – nixonn@pdx.edu -(1 screen over the Admissions and Registration window) 1920w x 1080h

3. Rec Center - You may send your ad to eskeen@pdx.edu no later than 10 business days before the event date or when you would like the ad to go up (must be 10 days or longer). You must include your contact information and which PSU group you are affiliated with. Ads will only run for one week at a time. The ad must follow these dimensions or it will not be accepted: 870 x 540 pixels in a .jpg

4. Student Affairs – Send image to JR Tarabocchia, [tarabocc@pdx.edu](mailto:tarabocc@pdx.edu) image size 1920w x 1080h

5. SBA - Skipp Thomsen – [skipp@pdx.edu](mailto:skipp@pdx.edu) – monitor, lobby of SBA – 1600w x 900h pixels in jpg format. (2 screens)

6. MCECS – Julie Rutherford – image needs to be standard size – (1 screen lobby of MCECS) 1920h x 1820h

7. – Welcome Center, ARSC – Nicholas Running – [nrunning@pdx.edu](mailto:nrunning@pdx.edu) – 3555 x 2000 (1 screen)

8. Library - Michael Brown, Library Systems Administrator, Library - [mwbrown@pdx.edu](mailto:mwbrown@pdx.edu)

**Library Digital Signage System Policy Statement**
- The digital signage system will display 10-15 slides at any given time.
- Design specifications: Resolution: 1920w x 1080h or 1280w x 720h with a 16:9 aspect ratio
- Orientation: Landscape only
- Formats: JPG, WMV - 720p or 1080p, 16:9,
- Duration: Individual slides will display for a maximum of 12 seconds. Video will play from beginning to end regardless of the length. Videos are recommended to not be more than 20 seconds or contain greater than 4 slides running at 5 seconds each with transitions for sequential slides.