wise timetable
WISE TECHNOLOGIES

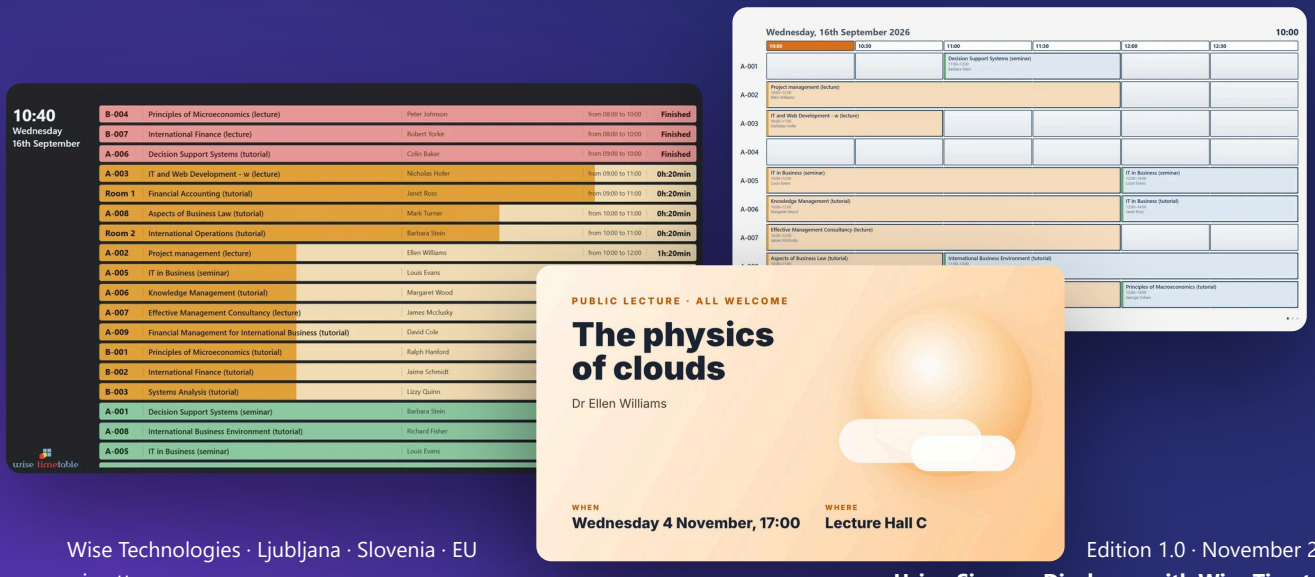
Using Signage Displays

with Wise Timetable

Turn the screens in your corridors into a notice board that never goes out of date: today's timetable, the posters of your events and the announcements of the day – set up by one person, in minutes, with no media player and no licence per screen.

A practical guide – no expert knowledge needed

Lessons flow · Day matrix · Years · Web page frame · Posters · Messages · Room door screens · 4K ready · 13 languages



Wise Technologies · Ljubljana · Slovenia · EU
wise-tt.com

Edition 1.0 · November 2026

Contents

1. What a signage display is 2
2. Your first display, step by step 4
3. Making it look right 6
4. Which kind of display? 9
5. Posters and notices 12
6. Messages 15
7. Putting it together 19
8. When something is not right 21

CHAPTER 1

What a signage display is

A signage display is a web page made for a television in a corridor, a lobby or a canteen. It shows today's timetable for the rooms you choose, refreshes itself all day, and can carry your own posters and announcements as well. There is no player box to buy, no software to install and no licence per screen.

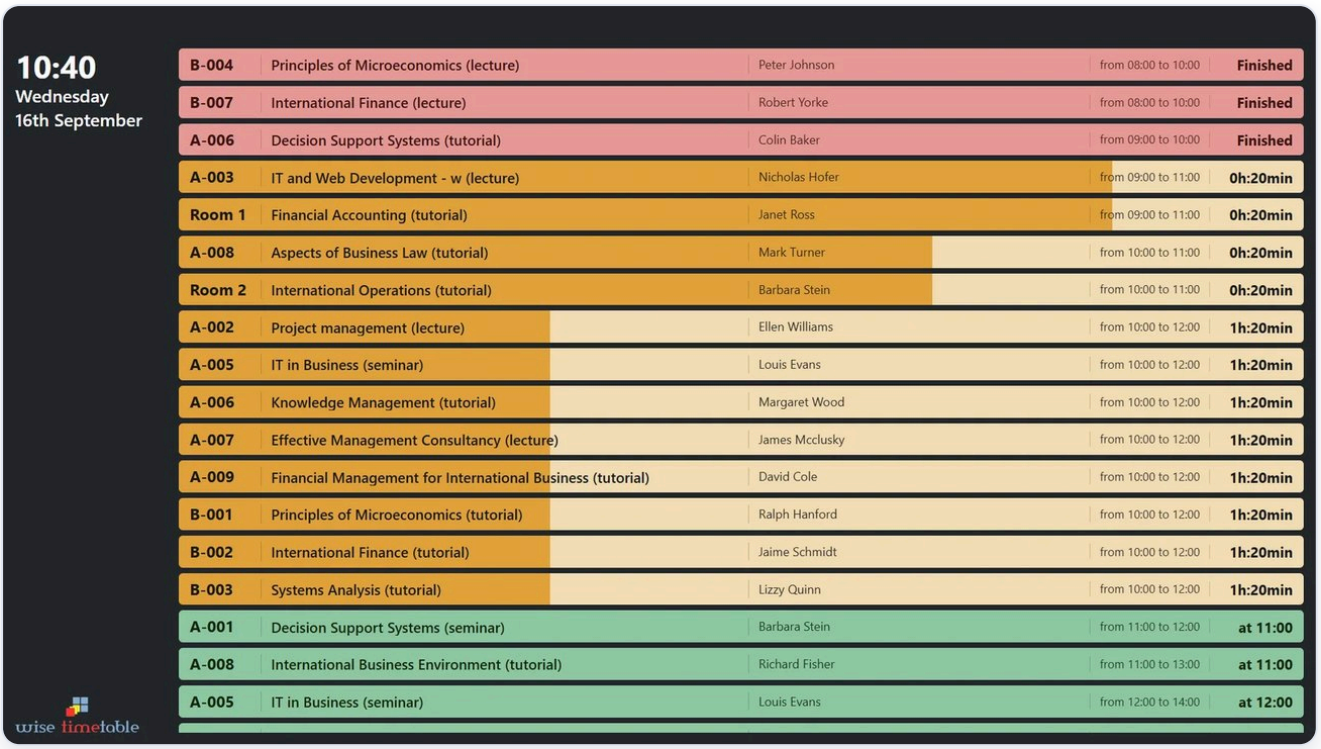


Figure 1. A Lessons flow display at a main entrance: what has finished is red, what is running is amber with a bar that fills as time passes, and what is coming is green.

What you need

- **A screen with a web browser.** Almost any smart television, a streaming stick or a small PC behind the screen will do. Nothing is installed on it.
- **The address of the display.** You make it yourself in Settings (Chapter 2); it looks like `https://wise-tt.com/web/yourschool/signage/main-entrance`.
- **Someone who may change the settings.** In every school this is a short list of *configuration administrators*. If the Settings page is not offered to you, ask the timetable office.

How it stays right

A display does not have a playlist that somebody has to remember to update. It reads the same live timetable as the web pages and the phone apps, so when a lesson moves, the screen outside the room follows at its next refresh – by default within a minute. On a day with no lessons it is simply empty: the screen always shows *today*.

Nobody signs in at the television

Anyone who has the address can watch the display. Treat everything on it as public, and do not put anything confidential on it.

Four kinds of display

Every display is one of four kinds. You choose the kind when you make it, and you can change it later without losing the address.

Kind	What it shows	Good for
Lessons flow	A list down the day: what is on now, with a bar that fills, and what is next.	A main entrance or a lecture-theatre door: *what is happening now?*
Day matrix	Every room against the coming hours, in half-hour columns.	A lobby: *which room is free at three?*
Years	One column for every year of study (or every group you choose) against today's hours.	A student corridor: *where is my year today?*
Web page frame	The day's timetable as a page that scrolls, made to sit inside your own website.	A faculty or department web page, and QR codes on doors.

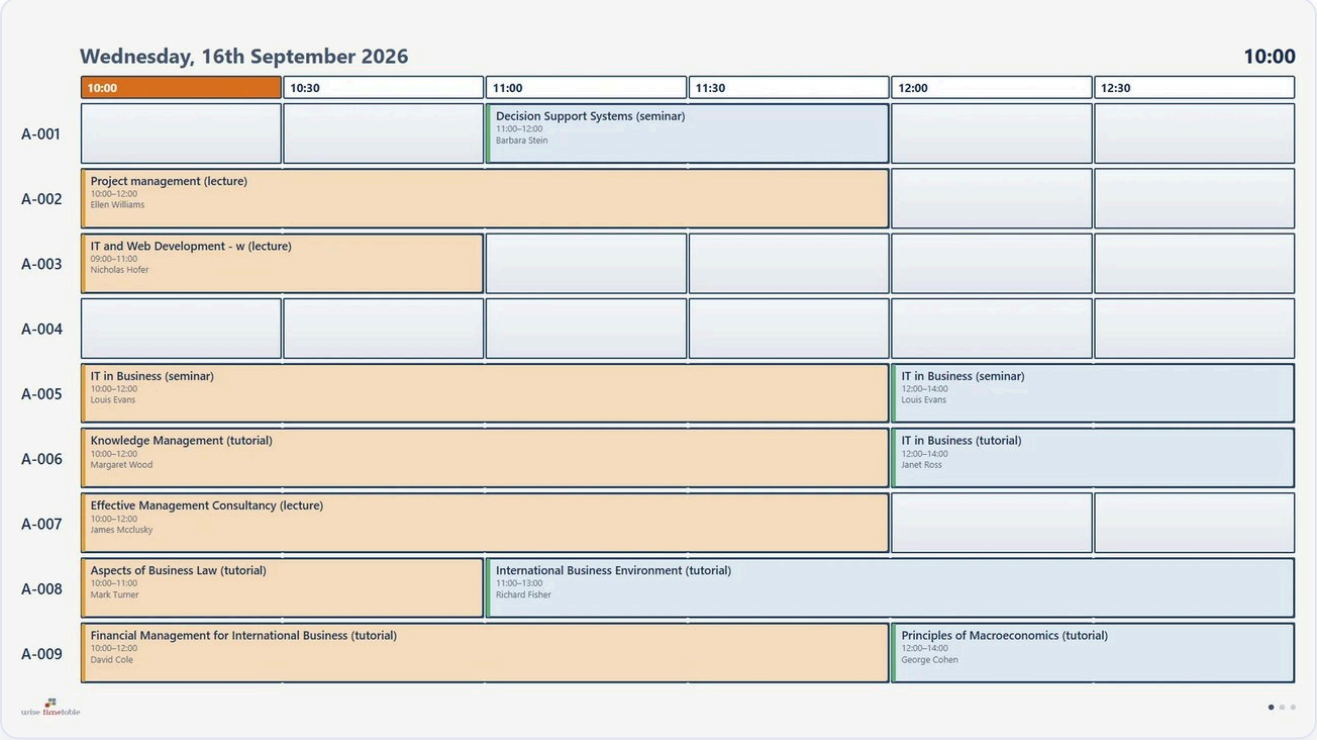


Figure 2. A Day matrix display: rooms down the side, the coming half-hours across. It pages through the rooms by itself when they do not all fit.

Chapter 4 helps you choose, and Chapters 5 and 6 show how to add your own posters and announcements to any of them.

CHAPTER 2

Your first display, step by step

Making a display takes a few minutes and nothing can break: until you open its address on a television, nobody sees it. Follow the steps once and you will know where everything is.

Where to find it

Sign in to the web timetable of your school and open **Settings**. The displays live on the **Signage displays** tab, the messages (Chapter 6) on the **Messages** tab next to it.

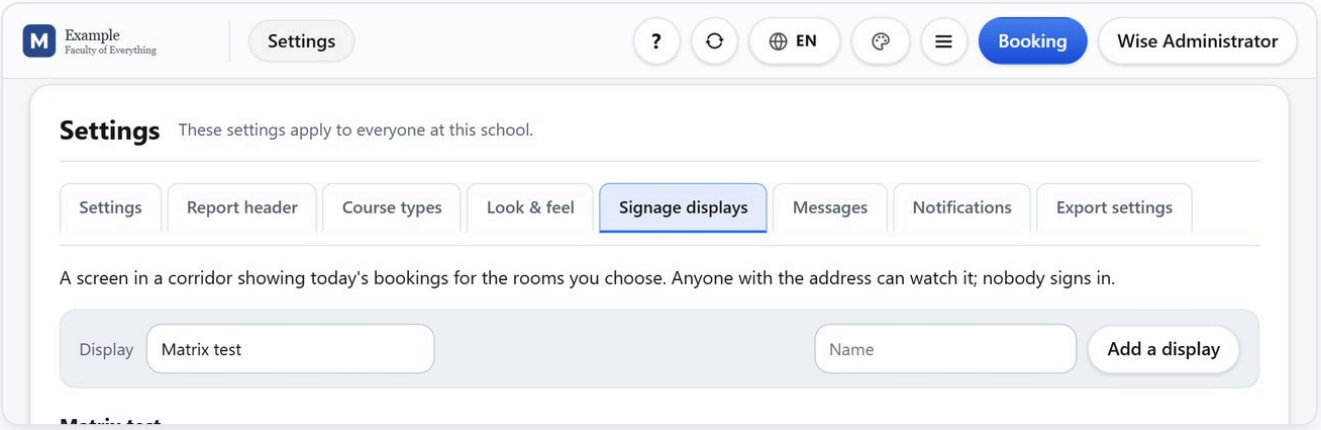


Figure 3. Settings → Signage displays. To make a new display type its name in the box at the right and press **Add a display**. The list on the left chooses which display you are editing.

Seven steps

1. **Add the display.** Type a name people will recognise, for example *Main entrance*, and press **Add a display**. The name is only for you.
2. **Choose the kind.** In the box **This display** pick the **Type**: Lessons flow, Day matrix, Years or Web page frame (Chapter 4 helps you decide). If you are not sure, start with **Lessons flow**.
3. **Look at the address.** Under **Address for the screen** you see the web address of this display. Use the small copy button next to it. You may change the last part (letters, numbers and dashes) whenever you like – the old address goes on working, so a screen that is already on a wall never needs touching.
4. **Tick the rooms.** In **Rooms it covers** tick the rooms this screen should show. Leave all of them unticked and the screen shows every room. **All** and **None** save clicks.
5. **Adjust the look** if you want to (Chapter 3). The defaults are sensible; you can come back to this later.
6. **Press Save.**
7. **Open the address on the television** and switch the browser to full screen (usually the F11 key). That is all: no installation, nothing that expires.

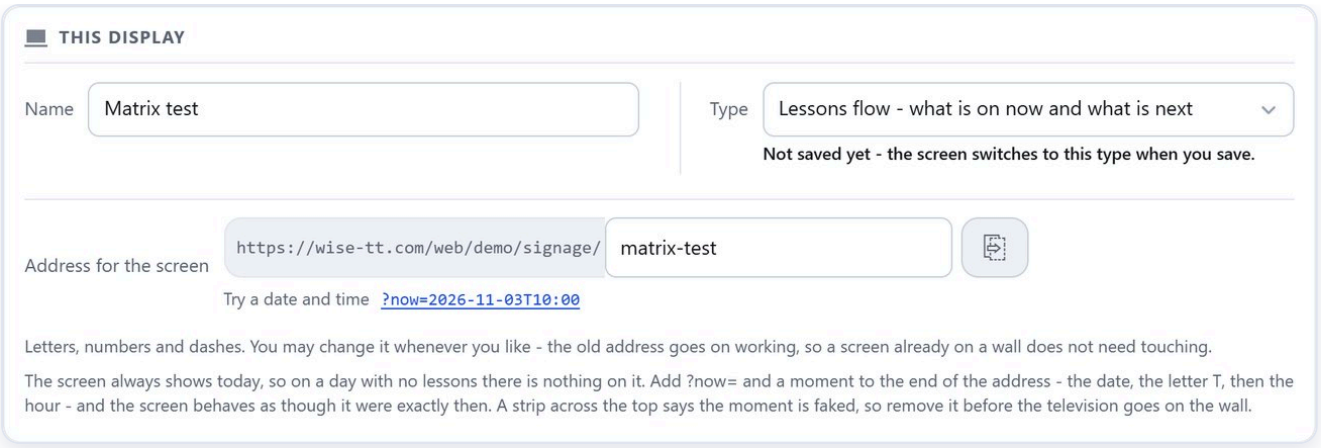


Figure 4. The box **This display**: its name, its kind, its address and a way to try a date and time.

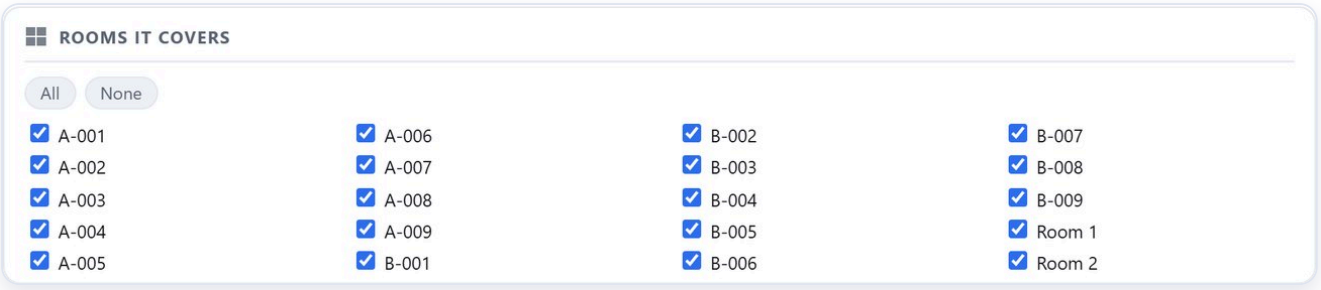


Figure 5. The box **Rooms it covers**: tick the rooms of this screen, or none at all for every room.

Try it before it goes on the wall

Open the address on your own computer first. If nothing is shown it is usually because the rooms you ticked have no lessons today – the screen always shows *today*. To see it as it would look on a busy day, use the link **Try a date and time** under the address: it adds, for example, `?now=2026-11-03T10:00` to the address (the date, the letter T, then the hour), and the screen behaves exactly as though it were that moment.

> **Remove the test time before the television goes on the wall**
>
> While a test time is in the address, a strip across the top says that the moment is faked. The address you give to the television must not contain `?now=`.

Five-minute checklist

Check	Done when
The right kind	You can read the screen from where people will stand.
The right rooms	Every room people ask about is on it, and no room that is not meant for them.
The address	It has no `?now=` and is the one you typed into the television.
Full screen	The browser shows no address bar and no tabs.
Saved	You pressed **Save** after your last change.

CHAPTER 3

Making it look right

A display is only useful if it can be read from where people stand. Most of the work is a few numbers in the box **How it looks**. Change one thing at a time, press **Save**, and look at the screen from the far end of the corridor.

Start from the problem

What you see on the wall	What to change
The text is too small to read from the door	Raise **Text size (%)**, for example to 130 or 150.
Too little fits on the screen	Lower **Text size (%)**. On the Day matrix this also decides how many rooms and hours fit.
The screen is hard to read in daylight	Tick **Light background**. Dark is the default, because at night a screen is the brightest thing in a corridor.
It speaks the wrong language for this corridor	Choose a language in **Language on this screen**. Left alone, the screen speaks whatever your school's site speaks.
A very large 4K television shows everything small	Do nothing: a screen larger than Full HD is enlarged to fill itself. Keep the text size at 100 and do not double it by hand.
You want the colours of your old screens	On the Day matrix, tick **One colour for every booking** and pick the colour beside it.

Look from where people stand

The size that looks right on your desk is almost always too small on the wall. Stand at the far end of the corridor, or ask a colleague to read a line aloud from there.

Settings of the Lessons flow

The Lessons flow keeps a few finished lessons under what is running now, and lists what is still to come. Two numbers decide how much of the day you see.

- **Finished lessons to show** – the most recently finished; **0** shows none.
- **Upcoming lessons to show** – what is still to come, at the bottom of the list; **0** shows none.

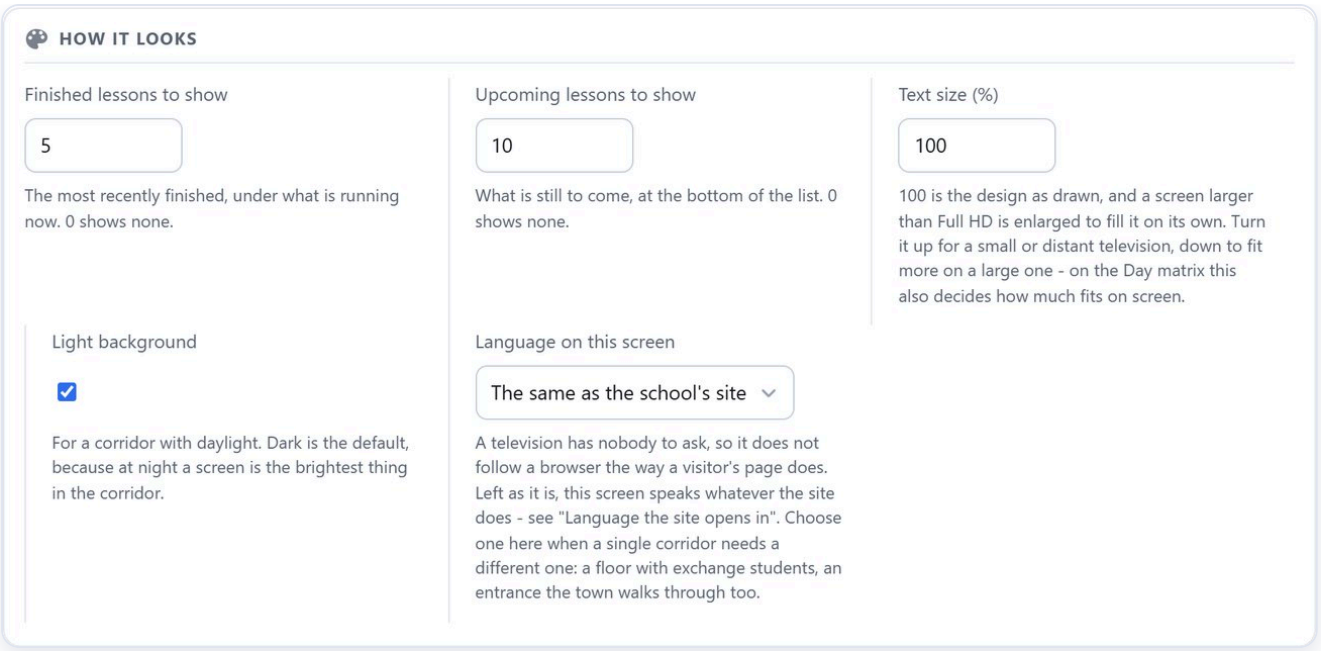


Figure 6. How it looks, for a Lessons flow: how many finished and upcoming lessons, text size, light background and the language of the screen.

Settings of the Day matrix

- **Rooms on one screen** – the rooms that do not fit come round in turn, one screenful at a time. Set this to what really fits on your television.
- **Hours shown ahead** – the grid starts at the current half hour and looks this far forward. What is over is not drawn: nobody in a corridor is deciding about the morning.
- **Only rooms with a booking** – a room with nothing in the hours shown is left off, so a long list turns over sooner.
- **One colour for every booking** – every lesson in one colour instead of by whether it is on now, next or finished.

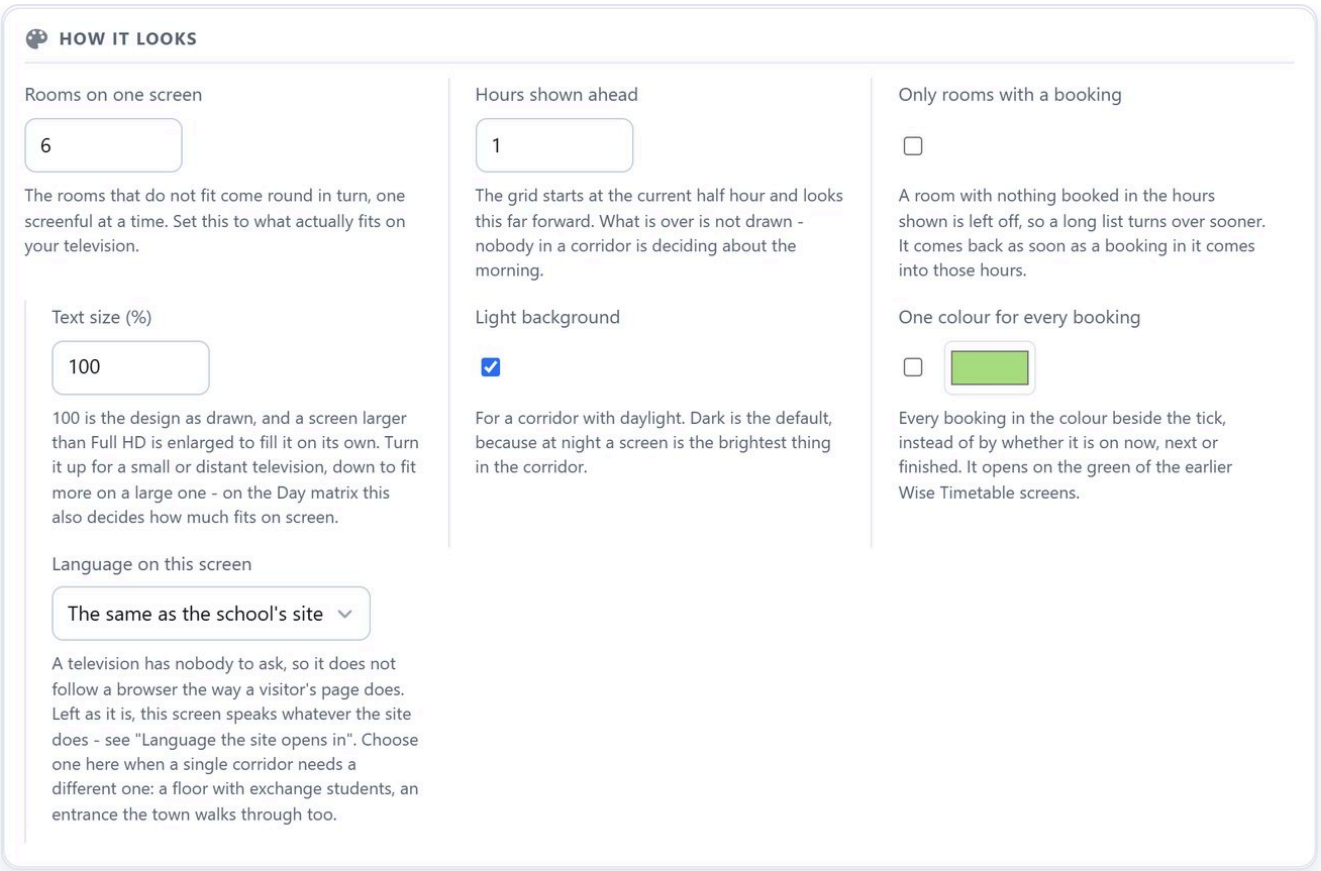


Figure 7. How it looks, for a Day matrix.

How often it refreshes

At the bottom of the form the box **Timing** has **Reload the timetable every (seconds)**, usually 60. A change in the timetable reaches the television within that time. If the network drops, the screen keeps its shape and says it could not refresh; it carries on by itself when the network returns.

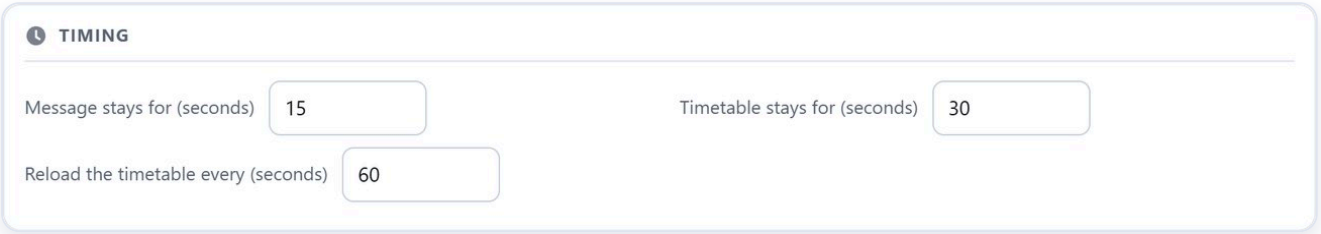


Figure 8. Timing: how long a message and the timetable stay in turn (Chapters 5 and 6), and how often the screen reloads.

CHAPTER 4

Which kind of display?

Choose by the question people are asking when they look up at the screen. You can always change the kind later: the address, the rooms and the pictures stay.

If you want to answer…

The question	Choose	Typical place
What is happening now, and what is next?	Lessons flow	Main entrance, foyer, outside a lecture theatre
Which room is free? Where is the lecture?	Day matrix	Lobby, staircase, library entrance
Where is *my year* today?	Years	A corridor of one programme
I want it on our own website.	Web page frame	Faculty page, department page, door QR codes

Lessons flow

One long list for the whole day, built to be read across a hall. Finished lessons are red, running lessons amber with a bar that fills as time passes and a countdown, and coming lessons green. It suits a screen that people pass at a distance. Tick the rooms of the building it stands in.

Day matrix

Rooms down the side, half-hours across the top: an overview of the building. It is the best answer to *which room is free?*. It pages through the rooms by itself, so a long list of rooms is not a problem. The light and the dark versions suit different corridors.

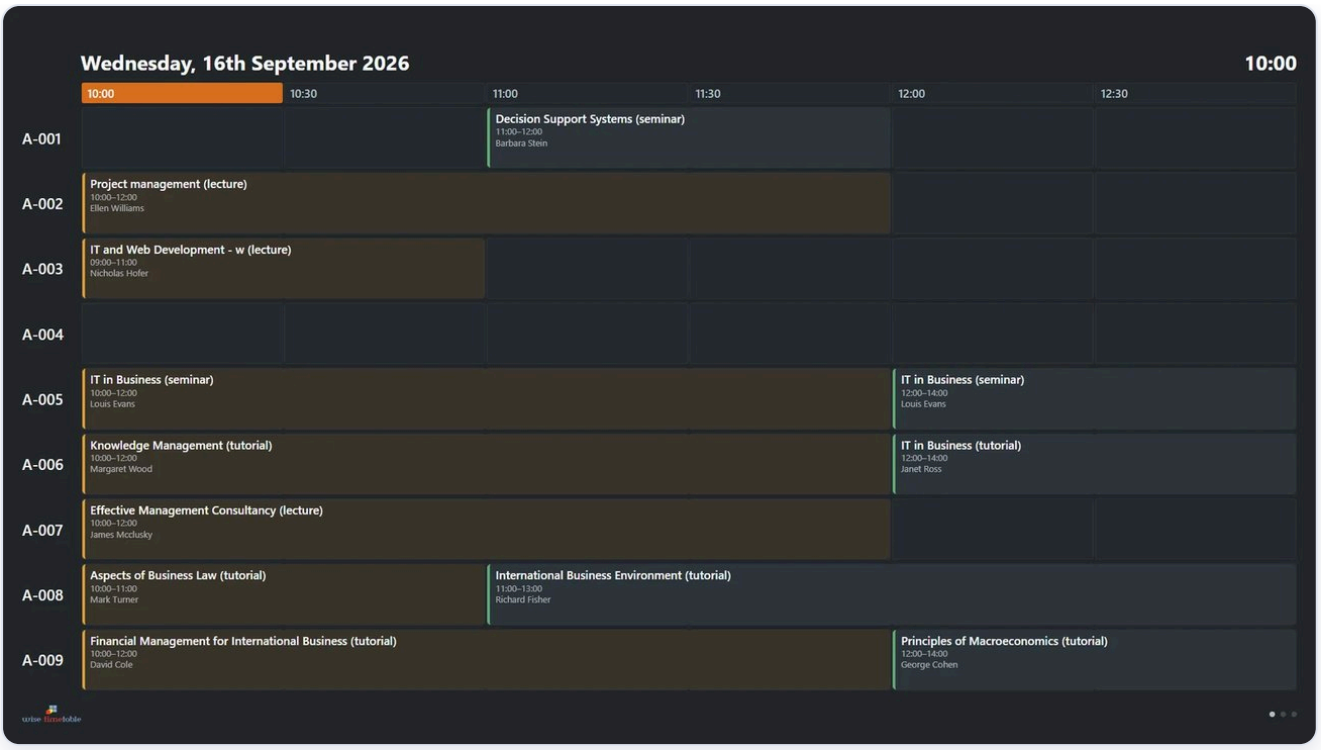


Figure 9. A Day matrix on the dark background, which is the default.

Years

One column for every year of study, against today's hours. Tick the groups that should become columns, in the order you want them; with nothing ticked the screen shows every group that is not a subgroup – for a school with four years, the four years. It suits the corridor outside one programme's lecture rooms.

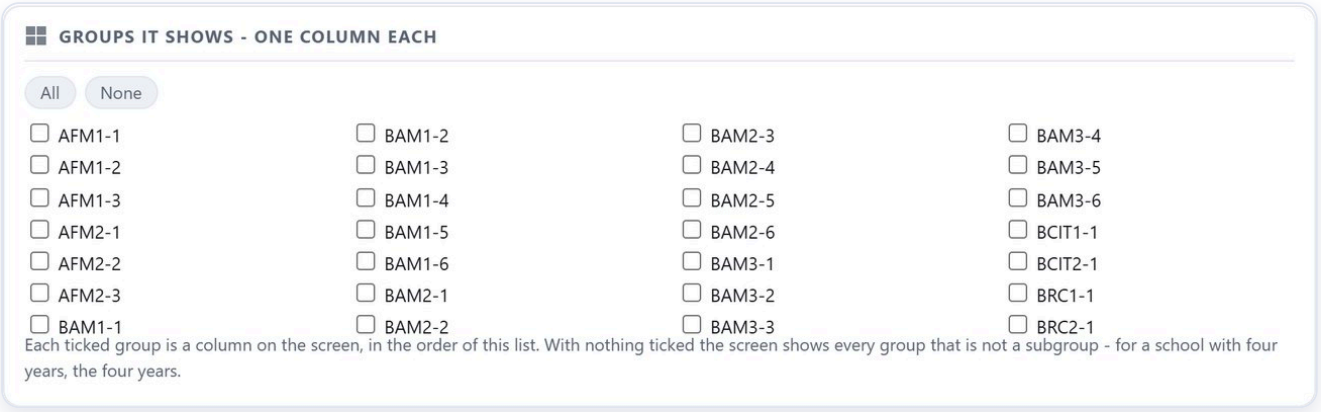


Figure 10. For the Years kind the box **Groups it shows** replaces the rooms: each ticked group is a column.

Web page frame

This kind is made for your *website*, not for a television. It shows the day's timetable as a page that scrolls and fits any width, a phone's included, with arrows for the previous and the next day. You paste a few lines into your page – in WordPress, into a **Custom HTML** block – and the timetable stands there.

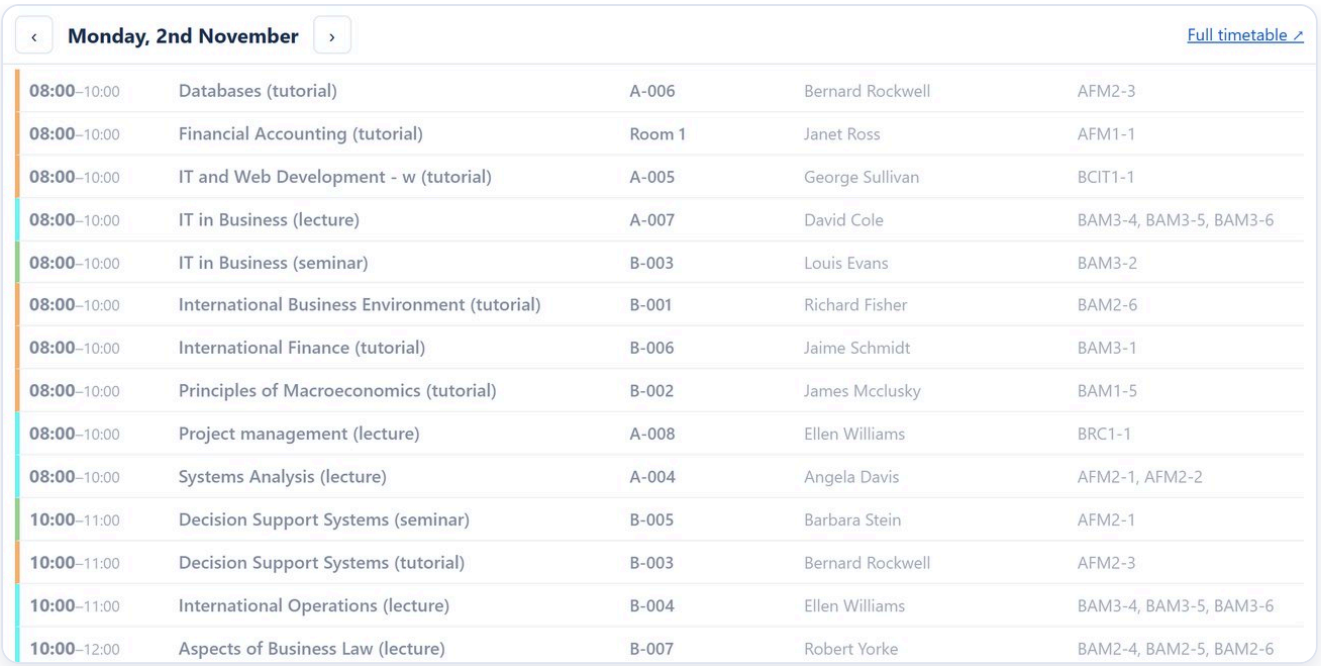


Figure 11. A Web page frame: the day's lessons by time, room, lecturer and group.

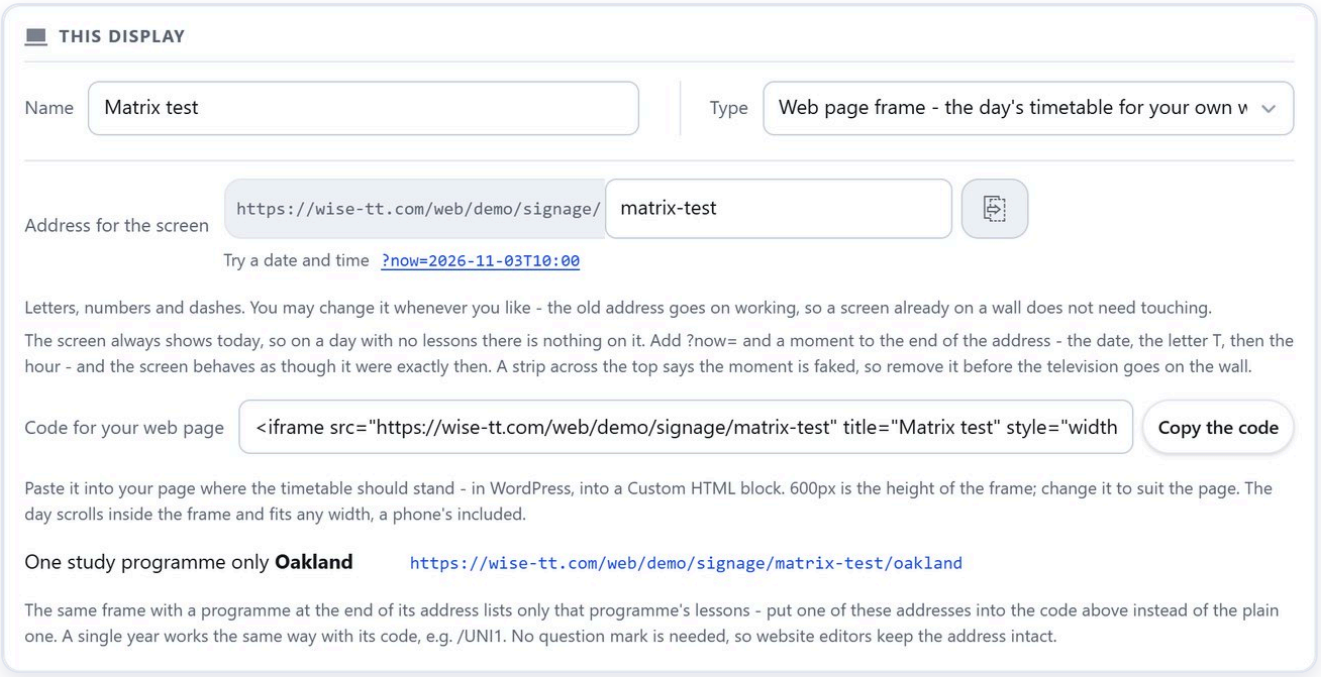


Figure 12. The settings of a Web page frame: the box **Code for your web page** holds the lines to paste, and the addresses below limit the frame to one study programme or one year.

1. Choose the kind **Web page frame** and tick the rooms (or the groups) it should list.
2. Press **Copy the code** and paste it where the timetable should stand. 600 pixels is the height of the frame; change it to suit the page.
3. For one programme only, put the longer address shown under **One study programme only** into the code instead of the plain one. A single year works the same way.

QR codes for doors

On the same form you can make one QR code for every ticked room (every room when none is ticked), each opening that room's day in the frame. The download holds every code as SVG for printing and as PNG, plus a sheet of labels ready to print on A4. The codes use the saved address, so save the display first.

CHAPTER 5

Posters and notices

A display is also your notice board. Before you learn about messages (Chapter 6), the simplest way to put something of your own on a screen is a picture: your logo, a poster, an announcement you already have as an image or a PDF.

Three places for a picture

The box **Pictures** of a display offers three, and each answers a different need.

Picture	Where it appears	Typical use
Corner image	Top left, always, beside the timetable.	Your faculty's mark or logo.
Side picture	A tall picture down the left side, on screen **together with** the timetable, all the time.	A conference, a summer school, a public lecture, an exhibition – anything that should stay in view for days.
Fullscreen message	The whole screen, **in turn** with the timetable: the timetable for some seconds, then the picture for some seconds, and round again.	An announcement that deserves the whole screen: an event tonight, a closure, a call for applications.

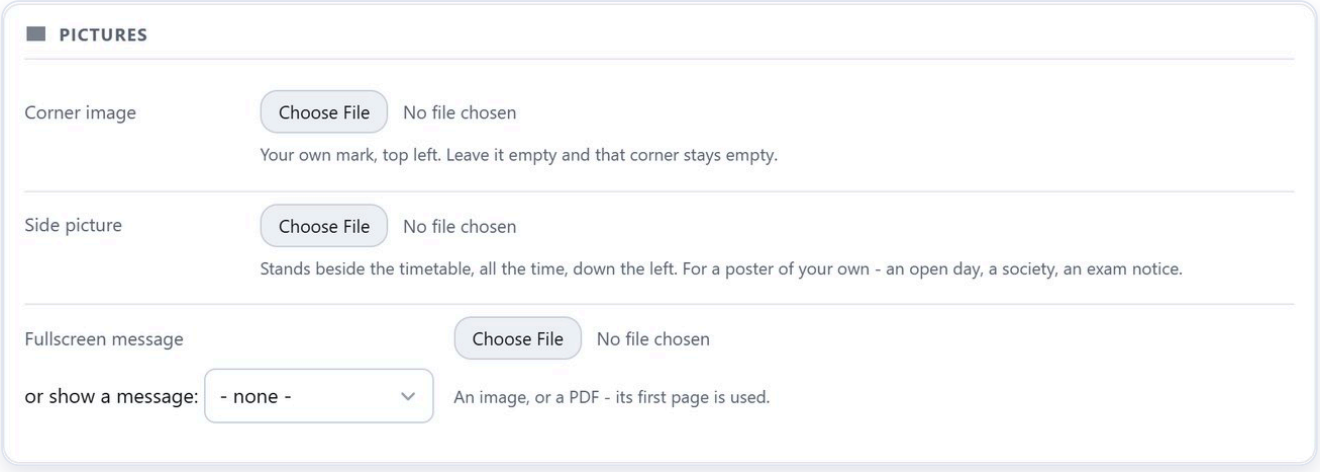


Figure 13. The box Pictures of a display with nothing chosen yet. A display with no pictures looks exactly as it always did.

Putting a picture on a screen

1. Open **Settings → Signage displays** and choose the display.
2. In **Pictures** press **Choose File** beside **Corner image**, **Side picture** or **Fullscreen message**. Any image will do. For the fullscreen message a **PDF** works too – its first page is used – so the poster your events team has already made can go straight up.
3. Under **Timing** set **Message stays for (seconds)** and **Timetable stays for (seconds)**, for example 15 and 30.
4. Press **Save**. The television picks the picture up at its next refresh; nobody has to touch it.

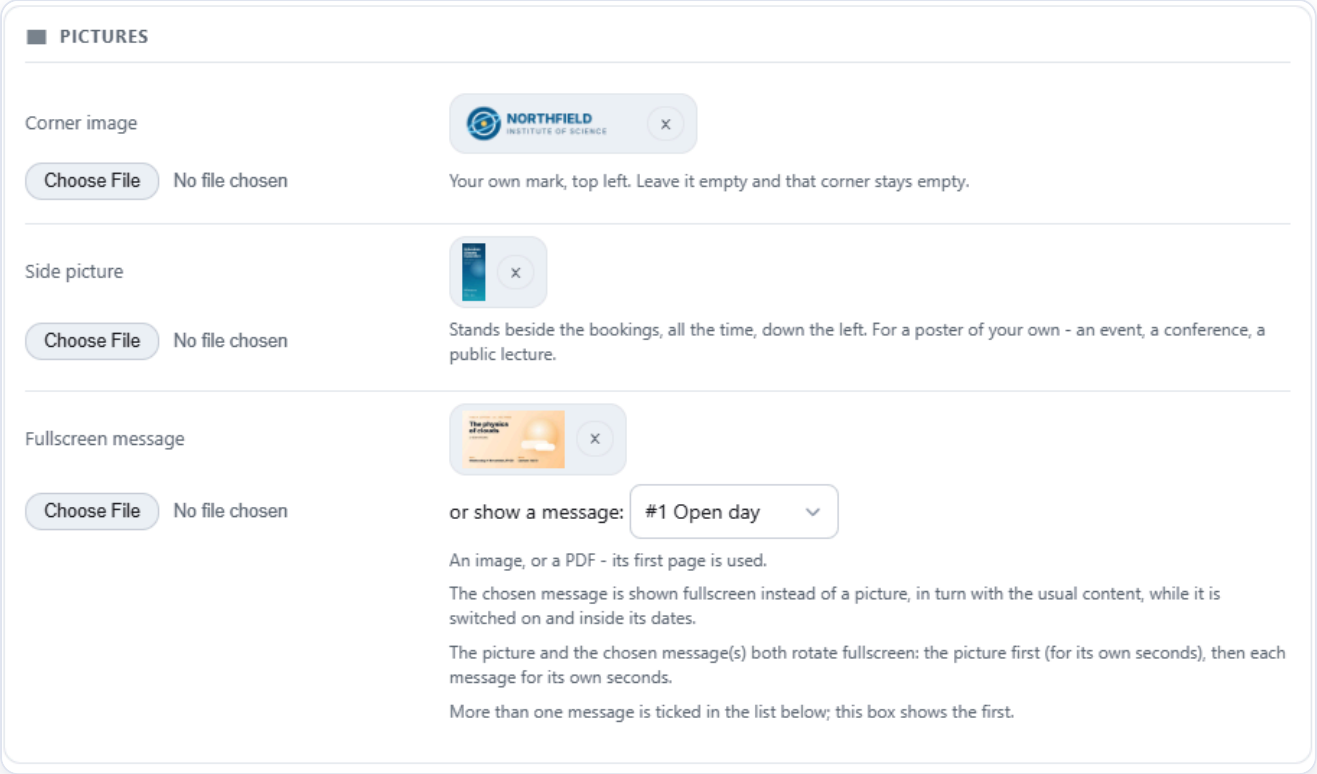


Figure 14. The same box with a corner image, a side picture and a fullscreen message chosen. Each picture has its own × to take it down again.



Figure 15. What the fullscreen message looks like on the wall: it takes over the whole screen for its seconds, and then the timetable comes back.

Good sizes and good habits

- **Side picture:** portrait, about 600 × 1500 pixels.
- **Fullscreen picture:** landscape, 1920 × 1080 pixels. Larger pictures are scaled down.
- **Few words, large letters.** People read a screen in the time it takes to walk past.

- **Taking an event down:** press the small × on the thumbnail and save. There is no switch to forget; a picture shows exactly when one is uploaded.
- **Each display has its own pictures,** so the screen by the auditorium can advertise the conference held there while the entrance shows the public lecture.

Pictures or messages?

A picture is quickest when you already have one. A **message** (next chapter) is better when you want a video, several pages, a headline written on the spot, a message that appears only between two dates, or the same announcement on many screens.

CHAPTER 6

Messages

A message is a small canvas that you compose once in the browser and show on as many screens as you like. It can hold a picture, a YouTube video, a PDF, a piece of HTML or a headline – up to four of them side by side. Screens show it full screen, in turn with the timetable.

What a message is

A message has a **layout** – the canvas divided into one to four **zones** – and in every zone one thing. It has a name, an optional start and end date, and a number of seconds it stays on screen. It is written and corrected on its own, without any screen in sight; which screens show it is a separate choice, made when you save it or later in a screen's own settings.

In a zone you can put	Notes
Picture	PNG, JPG, WEBP or SVG.
YouTube video	Paste a YouTube link or the 11-character video id. It plays muted, in a loop.
PDF	Its pages are turned into pictures in your browser and shown one after another, for **Seconds per page** each.
HTML	HTML and CSS, shown in an isolated frame; scripts never run. For a web designer.
Headline	A few words in a size you choose – Small, Medium, Large or Huge – with a text colour and a background colour. The quickest way to say *Library closed today*.

Making your first message

1. Open **Settings → Messages** and press **+ New message**.
2. **Choose the layout.** Seven are offered: Full screen, Two columns 50/50, Two columns 70/30, Two rows, Large left with two stacked right, Four quadrants, and a Header strip over one large zone. The picture in the middle of the form shows the canvas as you build it.
3. **Fill every zone.** Press **Zone 1**, **Zone 2**… and choose what the zone holds; the form changes to ask for what that kind needs.
4. **Where it is shown.** Tick the **Signage screens** that should show the message. Leave the seconds empty to use the message's own.
5. **Name it and set its life** in the bar at the bottom: **Name**, **Show from** and **Show until** (both optional), **Seconds on screen** and the tick **Enabled**.
6. Press **Save**. The message is on air from the first moment its dates allow.

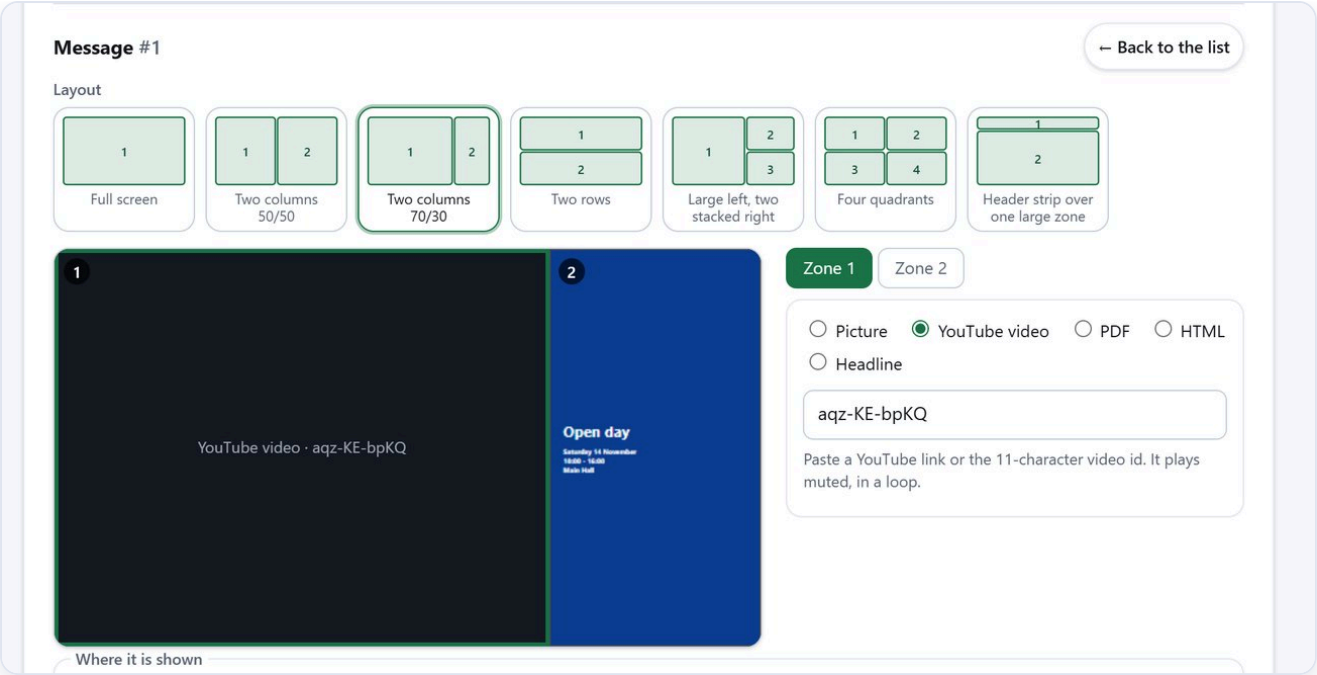


Figure 16. The message editor: the layouts along the top, the canvas with its numbered zones on the left, and on the right what the chosen zone holds. Here Zone 1 plays a YouTube video and Zone 2 carries an announcement.

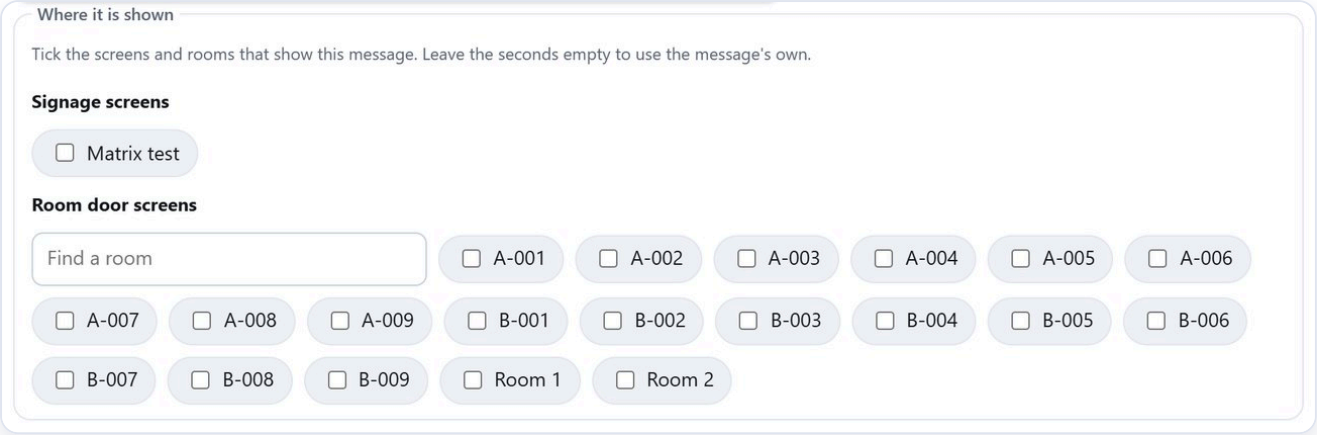


Figure 17. Where it is shown: tick the signage screens, and the room door screens, that show this message.

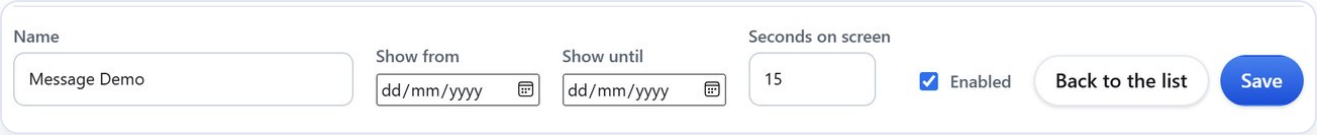


Figure 18. The bar at the foot of the editor: name, the dates it is valid between, seconds on screen and the Enabled tick.

The list of messages

The **Messages** tab lists every message with its number, a small picture of its layout, its name, its status and the screens that show it. **On air** means it is enabled and inside its dates; **Disabled** means it is switched off. From the list you can **Edit** a message, **Duplicate** it – the quickest way to make next week's version of an announcement – or **Delete** it, which also removes it from every screen that shows it.

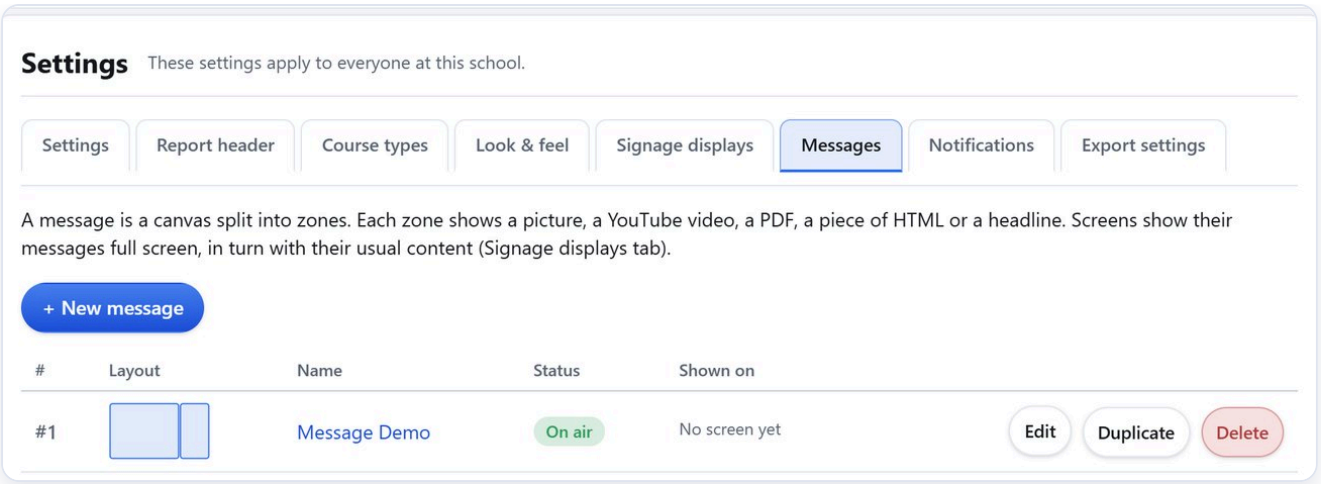


Figure 19. Settings → Messages: the list, and the button for a new message.

Giving a message to a screen

There are two ways, and they always agree with each other.

1. **From the message,** as in step 4 above: tick the screens in **Where it is shown**.
2. **From the screen.** In **Settings → Signage displays**, in the box **Pictures**, the fullscreen picture has a choice **or show a message**: pick one of your messages and it is shown instead of a picture. Below, the box **Messages** ticks several at once, with the **Seconds on screen** and the **Order** of each; open **Several messages, order and seconds** to see them.

A screen's picture and its messages take turns as the slides of one rotation: the timetable for its seconds, then the picture, then each message for its own seconds, then the timetable again. A message that is disabled, or outside its dates, is simply skipped.

Room door screens

The same messages can be shown on the small screen at the door of a room. In **Where it is shown** tick the rooms under **Room door screens**. The message appears full screen in turn with the room's status, and never while somebody is using the screen.

Writing for a corridor

- **Seven words beat seventy.** One idea per message; if you have two, make two messages.
- **Big and plain.** Use Large or Huge for headlines, and a strong contrast between text and background.
- **10 to 20 seconds** is enough for a short message; people pass the screen, they do not study it.
- **Say when and where.** A date, an hour and a room make an announcement useful.
- **Set the dates when you write it,** not when you remember: **Show until** takes the message down by itself.

Four messages to start with

Message	Layout	What goes in the zones
Open day	Two columns 70/30	A short YouTube video of the faculty, and a headline with the date, the hour and the hall.

Message	Layout	What goes in the zones
Library closed	Full screen	One Huge headline, light on a dark red background. Dates from the first closed day to the last.
Welcome week	Header strip over one large zone	A headline *Welcome* on top, the first-week poster (a PDF) below.
Exam notice	Two rows	A headline *Exams start Monday*, and the picture of the schedule below.

CHAPTER 7

Putting it together

The parts of this guide fit together: a kind of display, its rooms, a few pictures and a handful of messages. Here are combinations that work, ready to copy. Each one is a few minutes of work.

The main entrance

Lessons flow, all rooms of the building, **corner image** with the faculty logo, a **side picture** for the event of the month, and **two messages** in turn: the welcome and the notice of the week.

Timetable stays 30 seconds, each message 15: in a minute a passer-by sees the timetable, then both messages, then the timetable again.

The lobby wall

Day matrix on the light background if the lobby has windows, **Hours shown ahead** set to what fits, and **Only rooms with a booking** ticked so that the list turns over quickly. One message – open day, a closure, an exhibition – takes the screen in turn with the matrix.

The student corridor

Years, with the groups of one programme ticked in the order of the years. In the first weeks of the semester add the message *Welcome* with **Show from** and **Show until** set to the first fortnight: it appears on the first morning and disappears by itself.

The website and the doors

Web page frame pasted into the faculty page, one frame per programme using the programme addresses. On the same form make the QR codes for the doors, print the A4 sheet of labels and stick one beside every room: a phone scan opens that room's day.

One announcement, every screen

Compose the message once and tick every signage screen in **Where it is shown**. When the date changes, press **Edit** on the message, correct it and save: every screen shows the new version. Nothing is repeated on ten screens.

A season of announcements

Make the three messages for a season in advance – the open day, the enrolment, the graduation – and give each its own dates. They appear and disappear on schedule, and nobody has to remember to take anything down. **Duplicate** last year's message and change the dates.

A rehearsal before the big day

Open the screen's address with `?now=2026-11-03T10:00` added, and the screen behaves as though it were that morning, with that day's lessons. Check how the timetable will look, then remove the test time.

At a glance

Where	Kind	Pictures	Messages
Main entrance	Lessons flow	Corner logo, side picture	Welcome, notice of the week
Lobby	Day matrix	–	Open day or closure
Student corridor	Years	Corner logo	Welcome week, with dates
Faculty website	Web page frame	–	–
Door of a room	Door screen	–	The room's own notice

CHAPTER 8

When something is not right

Almost every problem with a display is one of the few below. Find what you see on the screen in the left column.

What you see, and what to do

What you see	Why, and what to do
The screen is empty	The screen always shows *today*. If the rooms you ticked have no lessons today it has nothing to show. Add `?now=` and a busy day to the address to check, and make sure the right rooms are ticked.
A strip across the top says the time is faked	The address still contains `?now=`. Remove it from the address on the television.
A new picture or message does not appear	The screen picks changes up when it next reloads – within the seconds set in **Reload the timetable every (seconds)**. To see it at once, reload the page in the browser (F5).
A message never appears on a screen	Check four things: it is **Enabled**; today is between **Show from** and **Show until**; the screen is ticked in **Where it is shown**; and **Seconds on screen** is not zero.
A YouTube video is a black box	The link must be a youtube.com, youtu.be or youtube-nocookie.com address, or the 11-character video id, and the television must be able to reach YouTube. It plays muted, in a loop.
A PDF could not be read	Its pages are turned into pictures in your browser. Save the PDF again from the program that made it and choose it again; if it still fails, send the pages as pictures.
The text is too small, or too large	**Text size (%)** in **How it looks**. See Chapter 3.
It shows the wrong language	**Language on this screen** in **How it looks**.
The network went down	The screen keeps its shape, says that it could not refresh, and carries on by itself when the network returns.
I changed the address	The old address goes on working, so a screen already on a wall does not need touching.

Before the television goes on the wall

1. The address has no `?now=`.
2. The browser is in full screen and the screen does not go to sleep.
3. You have stood where people stand, and the text can be read.
4. Every message you want shown is **Enabled**, within its dates and ticked for this screen.

5. You pressed **Save**.

Where to ask

For anything about who may change the settings, ask your timetable office. For anything else about displays and messages, write to Wise Technologies through **wise-tt.com**; the people who built this will answer.

More guides

The other guides of Wise Timetable – for administrators, lecturers and students – are on **wise-tt.com/documentation/**.