

Posso digital signage

How to put your menus and promotions on a TV: add the screen, upload your pictures and videos, build a playlist, publish it, and schedule what shows when.

Screenshots taken on a demo store at app.posso.co.uk, 11 October 2026. Your menu, staff, printers and prices will be different.

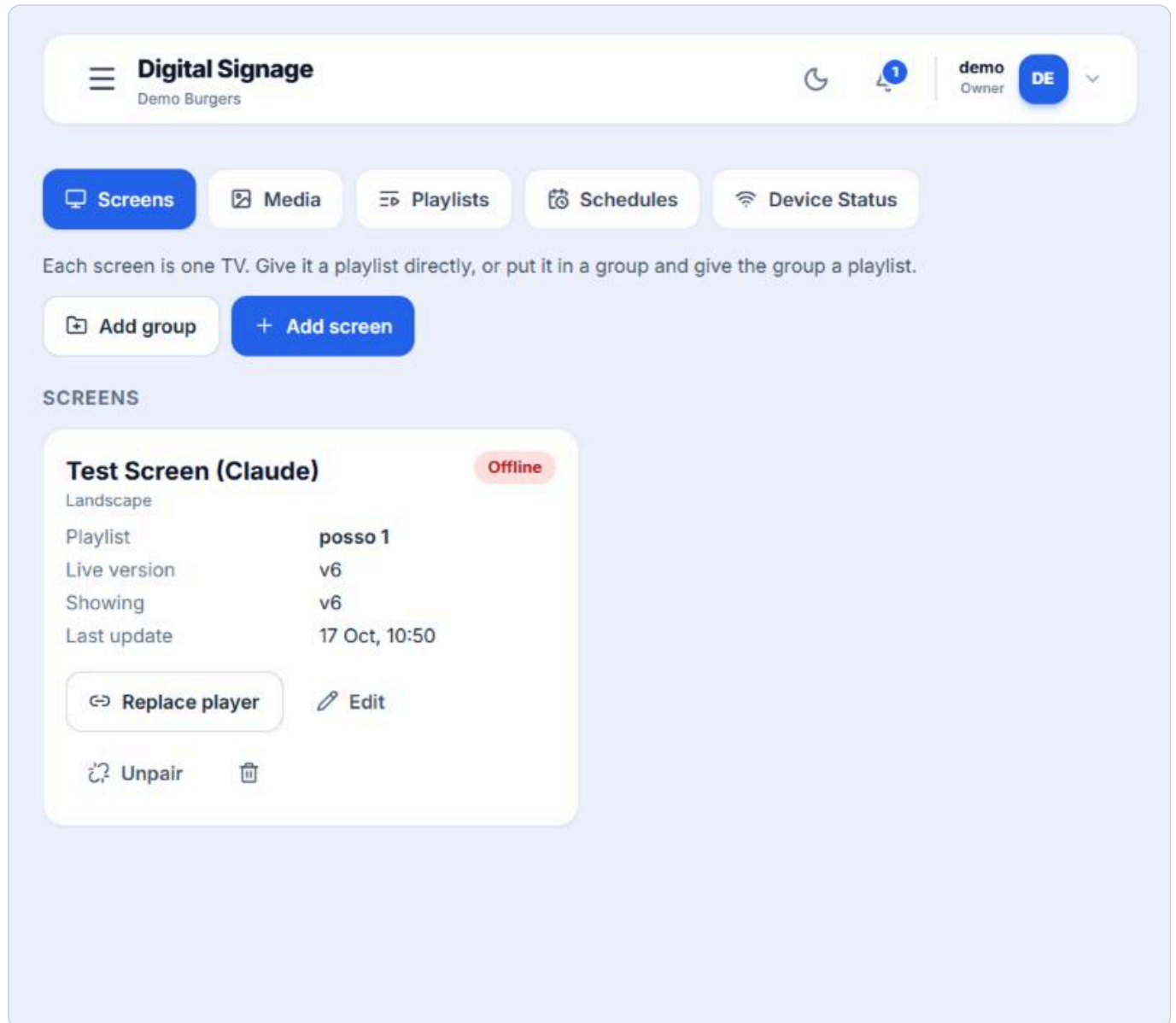
The short version

- From the **Dashboard** menu, open **Digital Signage**.
- **Media**: upload pictures and videos. **Playlists**: put them in order, then tap **Publish**.
- **Screens**: add each TV and pair it with the 6-digit code it shows. **Schedules** change the playlist by time of day.

1 Open Digital Signage

On the Dashboard, tap the menu button at the top left and choose **Digital Signage**. There are five tabs: **Screens**, **Media**, **Playlists**, **Schedules** and **Device Status**.

Each screen is one TV. You either give a screen a playlist directly, or put several screens in a group and give the group a playlist.



Each screen shows its orientation, its playlist, the version that is live, the version it is actually showing, and when it last updated.

2 Upload your pictures and videos

Tap **Media**, then **Upload media**. You can use pictures (JPG, PNG or WEBP) and MP4 videos. Each item shows its size and dimensions, with **Rename**, **Replace** and **Delete** underneath.

Digital Signage
Demo Burgers

demo
Owner

DE

Screens

Media

Playlists

Schedules

Device Status

Pictures (JPG, PNG, WEBP) and MP4 videos. Changes reach screens when you **Publish** a playlist.

Upload media

wok 11
142 KB · 1024×724

Rename Replace Delete

wok 2
225 KB · 1360×872

Rename Replace Delete

Tip. Uploading a picture does not change any screen. Screens only change when you publish a playlist (step 3).

3 Build a playlist and publish it

Tap **Playlists**. A playlist is a list of pictures and videos that plays on a loop. Tap **Create playlist** for a new one, or **Edit** on an existing one.

- **Add media** adds pictures or videos from your Media library.
- Set how many **seconds** each picture stays on screen. Pictures default to 10 seconds.
- Use the up and down arrows, or drag the handle on the left, to change the order.
- The **eye** hides an item without removing it. A hidden item is greyed out.
- The bin removes the item from the playlist.
- The line at the bottom tells you how long one full loop takes.

The screenshot shows the 'Digital Signage' app interface. At the top, there's a header with a menu icon, the text 'Digital Signage' and 'Demo Burgers', a refresh icon, a notification icon with '1', and a user profile 'demo Owner' with a 'DE' button. Below the header is a navigation bar with five tabs: 'Screens', 'Media', 'Playlists' (which is active and highlighted in blue), 'Schedules', and 'Device Status'. Under the 'Playlists' tab, there's a section for 'posso 1' with the text 'Live: version 6 (published 17 Oct, 10:48)'. To the right of this are three buttons: '+ Add media', 'Save draft', and 'Publish'. Below this is a bar that says 'Showing on: Test Screen (Claude)'. The main area displays a playlist with three items:

Order	Media Item	Duration	Actions
1	Modern EPOS Explained	10 sec	Up, Down, Hide, Bin
2	wok 11	10 sec	Up, Down, Hide, Bin
3	wok 2	10 sec	Up, Down, Hide, Bin

At the bottom of the playlist area, a line of text reads: 'One loop ~ 0 min 20 s. Pictures default to 10 seconds.'

Save draft keeps your changes without touching the screens. **Publish** sends the playlist to every screen showing it. The top of the editor says which version is live and which screens show it.

4 Add a screen

On **Screens**, tap **Add screen** and fill in:

- **Screen name**, for example Counter Menu 1 or Window Screen.
- **Group** (optional) and **Playlist**.
- **Orientation**: Landscape or Portrait, to match how the TV is mounted.
- **Content source**: **Posso One playlists**, or **USB memory stick**, which plays files from a POSSO folder on a stick plugged into the player instead of your playlists.

The screenshot shows the 'Add screen' dialog box overlaid on the 'Screens' management page. The dialog box contains the following fields and options:

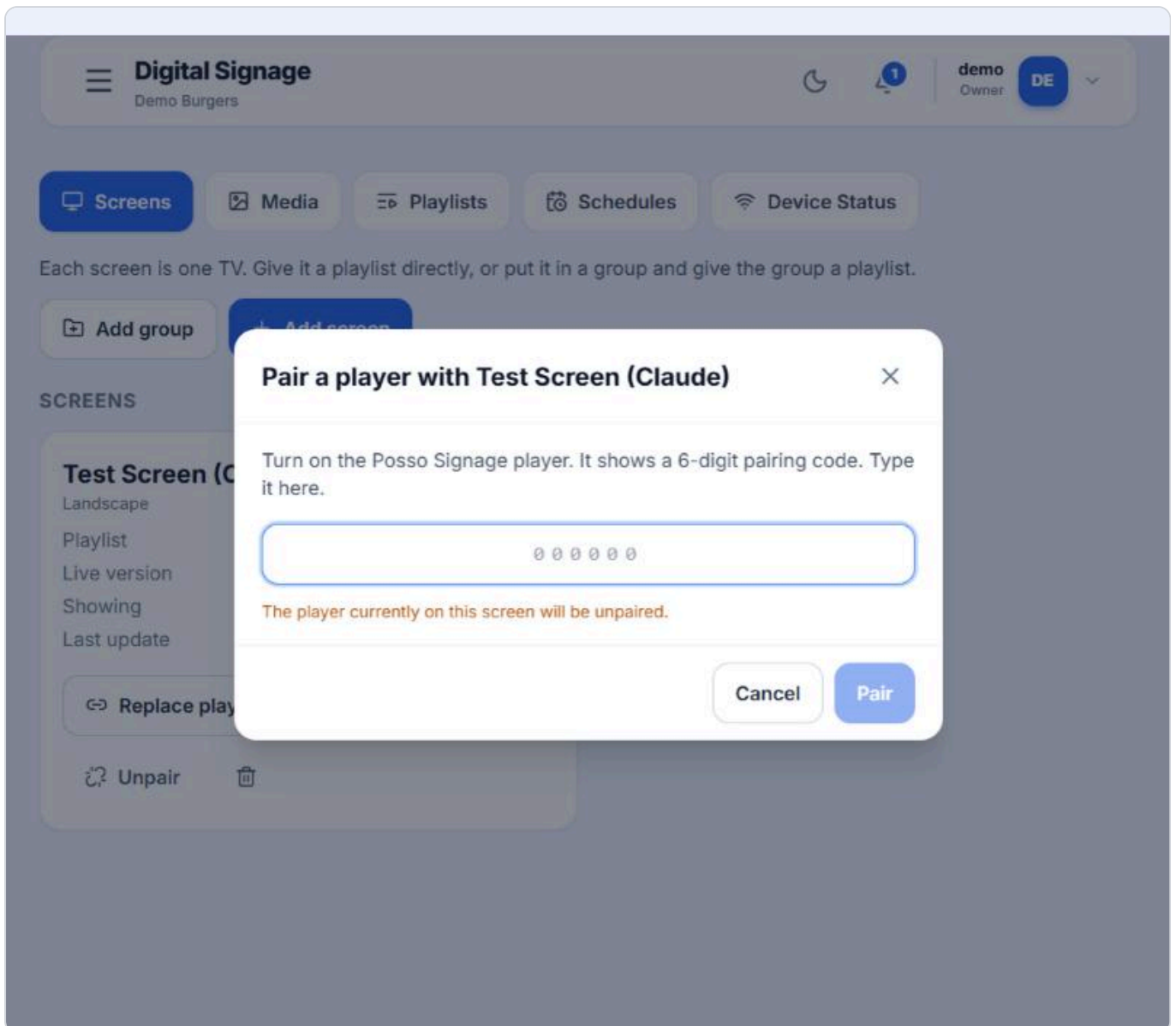
- Screen name**: A text input field with a placeholder example: "e.g. Counter Menu 1, Window Screen".
- Group**: A dropdown menu with "No group" selected.
- Playlist**: A dropdown menu with "None" selected.
- Orientation**: Two buttons, "Landscape" (selected) and "Portrait".
- Content source**: A dropdown menu with "Posso One playlists" selected. Below this, a note states: "USB mode plays files from a POSSO folder on a memory stick instead of your playlists."
- Width (optional)** and **Height (optional)**: Two empty input fields.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

The background interface shows the 'Screens' section with a list of screens, including a 'Test Screen (C)' with details like 'Landscape', 'Playlist', 'Live version', 'Showing', and 'Last update'. There are also buttons for 'Replace play' and 'Unpair'.

Tap **Save**.

5 Pair the TV

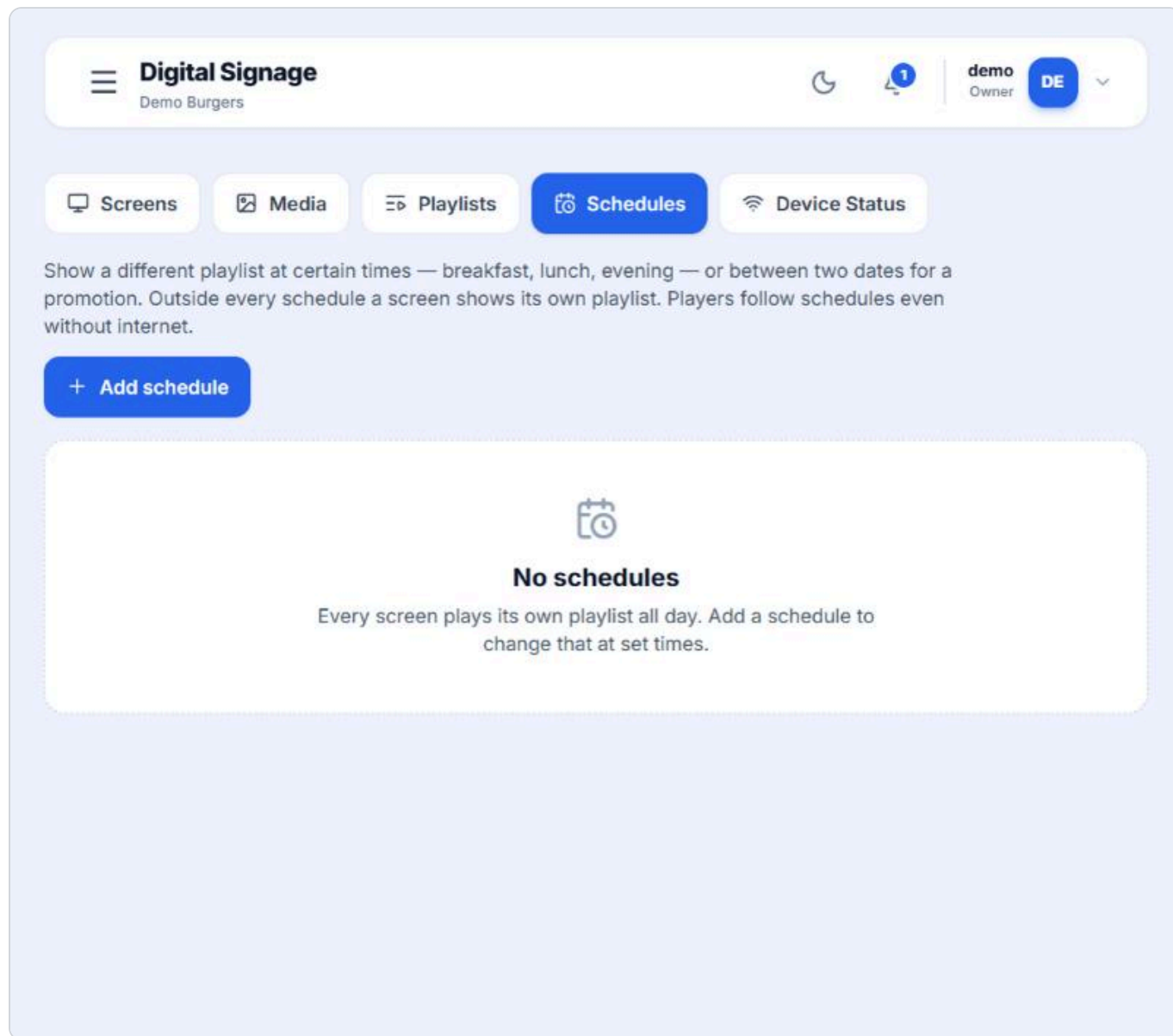
Turn on the **Posso Signage player** on the TV. It shows a 6-digit pairing code. In Digital Signage, open the pairing window on that screen, type the code and tap **Pair**.



To swap a broken player for a new one, use **Replace player** on the screen and pair the new one. The old player is unpaired. **Unpair** disconnects a player without replacing it.

6 Schedule menus by time of day

Tap **Schedules**. Outside every schedule, a screen shows its own playlist. A schedule swaps in a different playlist at set times, for example breakfast, lunch and evening, or between two dates for a promotion. Players follow schedules even without the internet.



7 Fill in the schedule

Tap **Add schedule**.

- **Name**, for example Breakfast or Halloween promotion.
- **Playlist to show** and **On** (which screen or group).
- **Days**: tap a day to switch it on or off.
- **From** and **Until**, or tick **All day**.
- **Start date** and **End date** are optional. The schedule stops by itself after the end date.
- **Priority**: if two schedules overlap, the higher number wins.
- **Schedule is on**: untick to pause it without deleting it.

The screenshot shows a mobile application interface for digital signage. In the background, there's a menu with 'Screens' and a description 'Show a different play promotion. Outside e without internet.' A blue button '+ Add schedule' is visible. The foreground features a white 'Add schedule' dialog box with a close button (X) in the top right. The dialog contains the following fields and controls:

- Name**: A text input field with a placeholder 'e.g. Breakfast, Halloween promotion'.
- Playlist to show**: A dropdown menu currently showing 'posso 1'.
- On**: A dropdown menu currently showing 'Test Screen (Claude)'.
- Days**: A row of seven blue buttons labeled 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'.
- All day**: A checkbox that is currently unchecked.
- From**: A time input field showing '07:00' with a clock icon.
- Until**: A time input field showing '11:00' with a clock icon.
- Start date (optional)**: An empty date input field.
- End date (optional)**: An empty date input field.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Tap **Save**.

8 Check each screen is working

Tap **Device Status**. Players report in every minute. Each screen shows when it was last seen, what it is showing, the latest published version, the app version, the device, its network address, free storage and when it was paired.

The screenshot shows the 'Digital Signage' app interface. At the top, there's a header with a menu icon, the text 'Digital Signage' and 'Demo Burgers', a refresh icon, a notification bell with '1', and a user profile 'demo Owner' with a 'DE' button. Below the header is a navigation bar with five buttons: 'Screens', 'Media', 'Playlists', 'Schedules', and 'Device Status' (which is highlighted in blue). Below the navigation bar is a text block: 'Players report in every minute. A short internet drop shows as "Slow to respond" before "Offline". Screens keep playing either way.' Below this is a 'Refresh' button. The main content area shows a card for 'Test Screen (Claude)' with a red 'Offline' status tag. The card contains a table of device information:

Last seen	1 h ago
Showing	posso 1 v6
Latest published	v6
Last update	17 Oct, 10:50
App version	1.0.0
Device	Android TV Android TV - Android 16
Network address	192.168.1.99
Storage free	1.9 GB of 3.8 GB
Paired	17 Oct, 09:45

A short internet drop shows as **Slow to respond** before **Offline**. Screens keep playing either way. Tap **Refresh** to update the list.

If something is not right

I changed the playlist but the TV has not changed	Open the playlist and tap Publish . Saving a draft does not reach the screens.
---	---

Showing and Live version are different	The player has not picked up the new version yet. Check Device Status : if it says Offline, check the TV is on and connected to the internet.
--	--

A picture is on the playlist but not on the TV	Check it is not hidden: the eye on that line should be open.
--	--

The wrong menu shows at lunchtime	Check the schedule times and days, and the Priority if two schedules overlap.
-----------------------------------	--

The TV shows a pairing code	It is not paired. Type the code into Pair on the right screen.
-----------------------------	---

Need a hand? Call Posso support free on 0808 175 3956, Monday to Friday, 9am to 9:30pm, or see posso.co.uk/support. More guides: posso.co.uk/downloads.