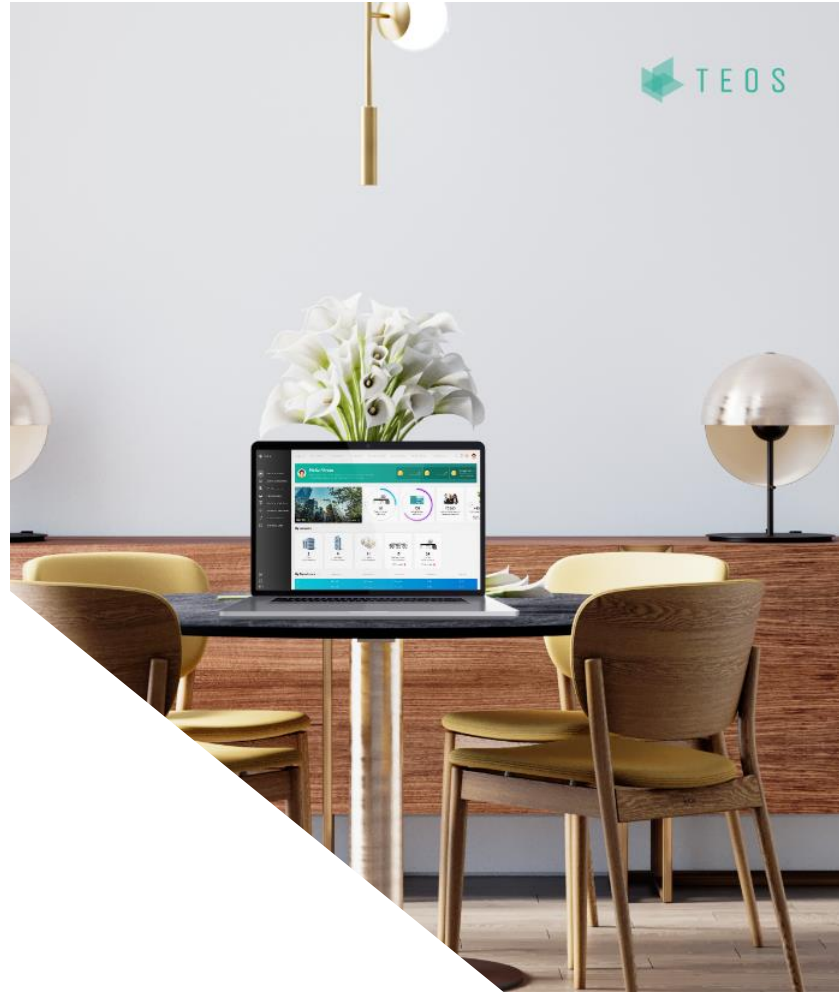




TEOS

TEOS



How-to Guide

How to setup wayfinding in Signage

Document revision 1.0

Making spaces
perform

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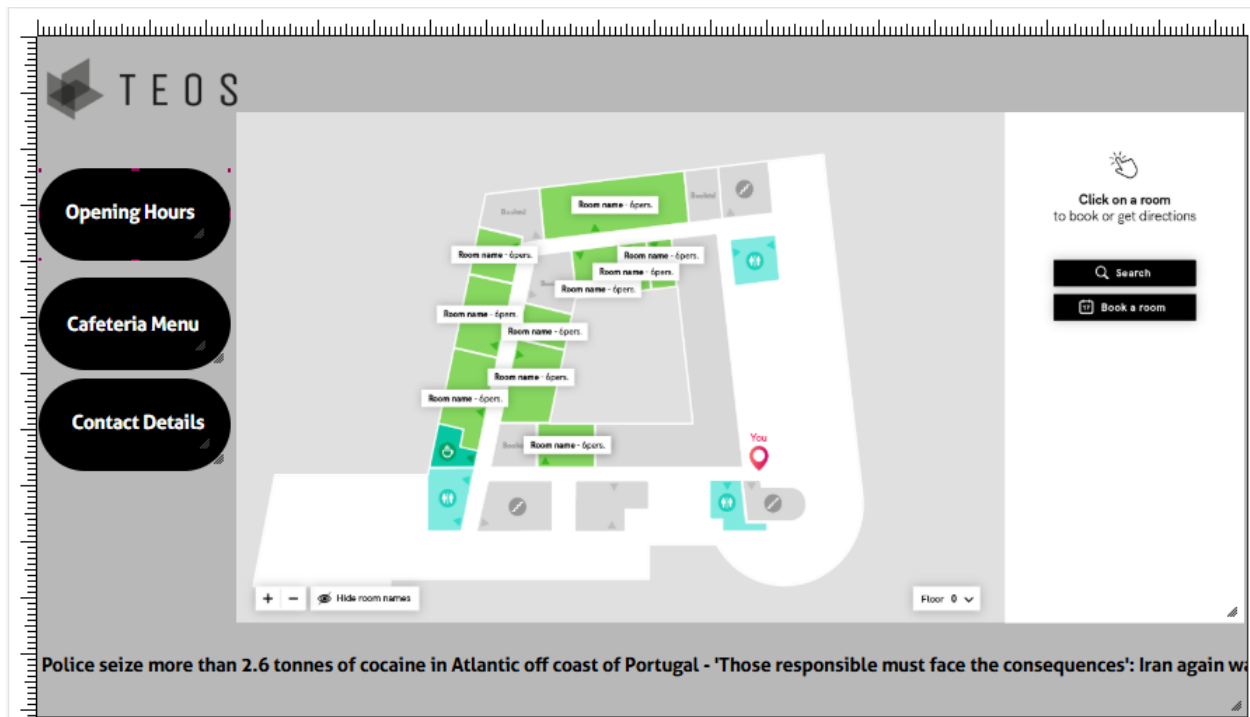
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Description

One of the new functionalities in TEOS Manage 3.4 is the ability to incorporate your Wayfinding solution in your Signage presentation. For details about how to set up wayfinding, see the guide: **“TEOS Wayfinding- Installation & User manual - rev1.3”**.

This solution allows you to display a regular Signage presentation, and show the Wayfinding solution every x pages.

It is also possible to create your own touch presentation, where you can link to other pages, and from other back to your wayfinding map.



Requirements

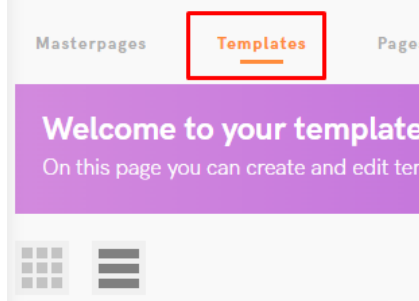
- TEOS Manage server with version 3.4.0
- Access to the TEOS Manage server with admin rights
- Have an existing Wayfinding solution set up
- Have your device configured in your wayfinding solution

1. Creating your template

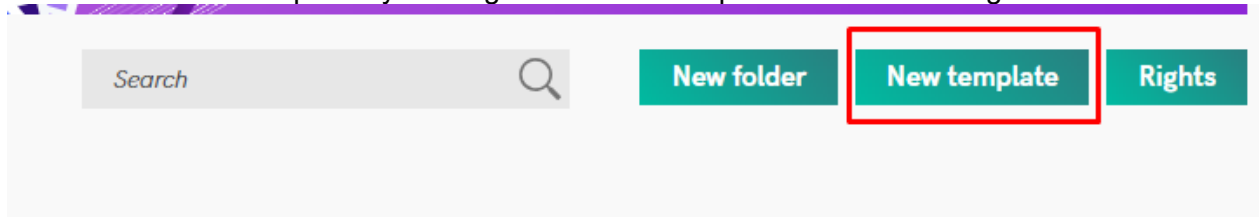
The module is only available in the Content Creation (Legacy) for now. To create a template with your wayfinding solution, open this content creation by clicking on the menu in the left side:



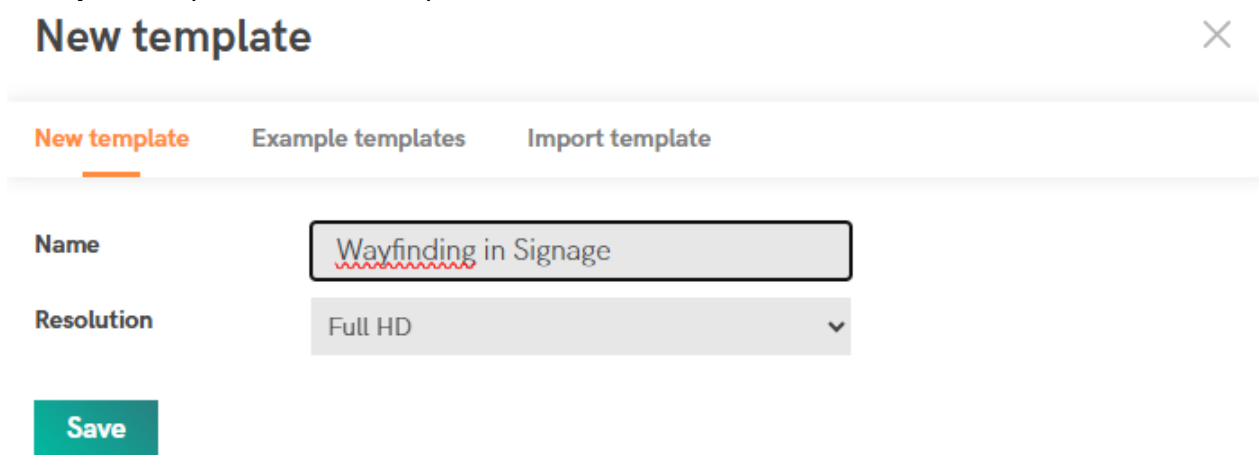
Next click on templates in the top:



And create a new template by clicking on the “new template button on the right”



Give your template a name and press Save



In the menu bar there is now a new icon for wayfinding. Click on this element, and drag an element onto your design canvas



Give your element a name in the first tab of the wayfinding element.

Wayfinding

Save

General

Layout

Wayfinding options

FullName

Wayfinding Element

Editable in page

☒

In the second tab you can specify the specific position in your template if you want to adjust it

Wayfinding

Save

General

Layout

Wayfinding options

Left

202

Top

128

Width

1627

Height

844

In the third tab you can configure the following options:

- Type
 - Floormap
 - When Floormap is selected, this element will display your wayfinding map
 - Zoom Buttons
 - When zoom buttons is selected, this element will display buttons to zoom in and out of your wayfinding solution. This way you can decide where you want to position the zoom buttons.
 - Wayfinding solution
 - In here you can select which existing wayfinding solution to use
 - Language
 - This option specifies the language which is being used inside the solution
 - Navigation location
 - Normal
 - This configuration positions the search fields and buttons on the right top side of your solution
 - Bottom
 - This configuration positions the search fields and buttons in the bottom of your solution
 - Button Text
 - You can leave this empty by default
 - Font Family
 - Specify the font you want to use
 - Font Size
 - Specify the size of the font you want to use
 - Text Color
 - Specify the color of the text
 - Allow user search
 - By enabling this, it is possible to search for employees inside the wayfinding map
 - Show Zoom buttons
 - If this button is enabled, the zoom buttons will be shown inside this element. That way you don't have to create a separate wayfinding zoom element
 - You are here icon
 - Specify the icon you want to use for the You are here icon.

Wayfinding

Save



General

Layout

Wayfinding options

Type Floormap

Wayfinding Solution Hoogveen

Language Dutch

Navigation location Normal

Button text

Font family Aller_Bd

Font size

Text color

Allow user search ☐

Show zoom buttons ☐

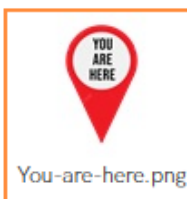
You are here icon



Demo Content



Pepijn

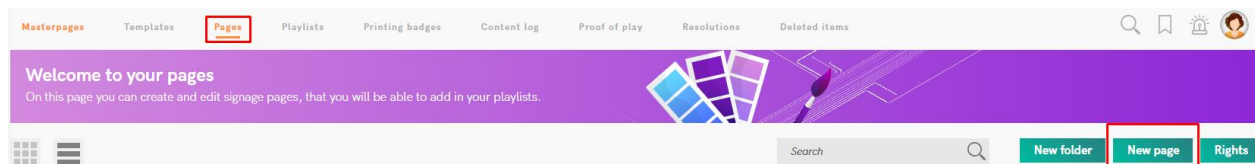


You-are-here.png

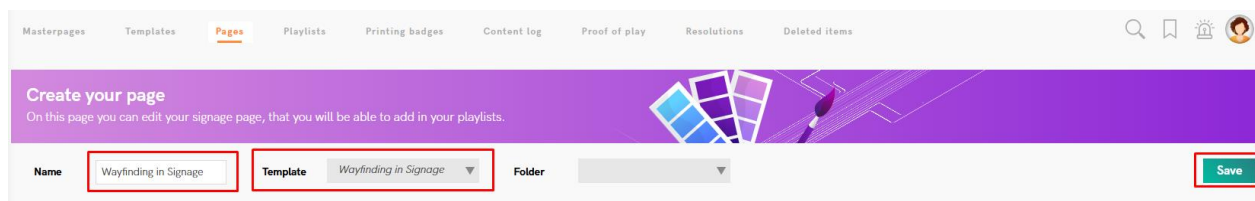
NEW UPLOAD

2. Linking your wayfinding Signage to your device

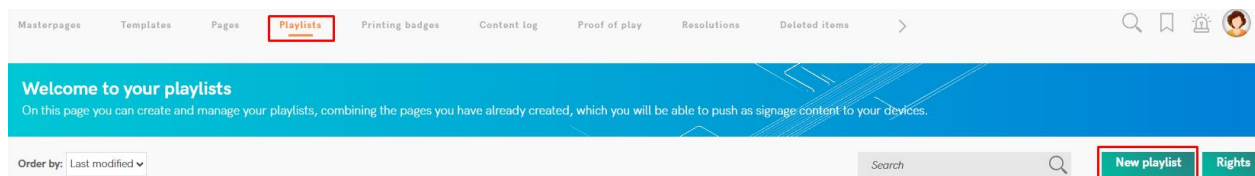
After you have your template ready, create a new page based on your template. To do this you go to “pages”, and select “new page”



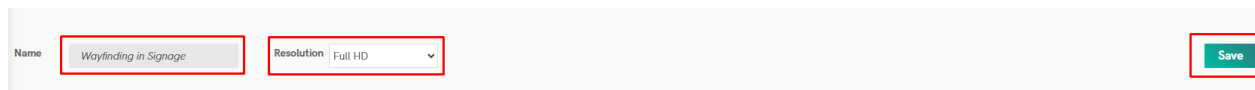
Give your page a name, select your wayfinding template you created in the previous step, and press Save



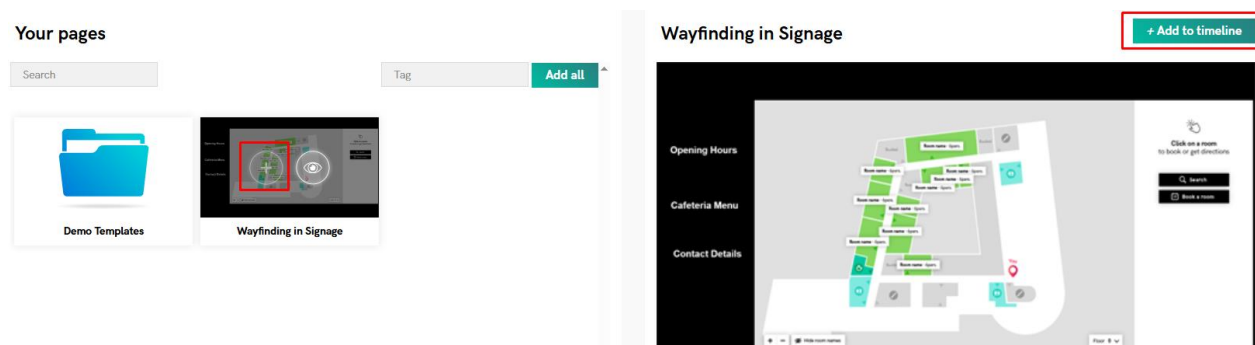
The next step is to create your playlist. Go to “playlists” and select “New Playlist”



Give your playlist a name, select your resolution and press Save.



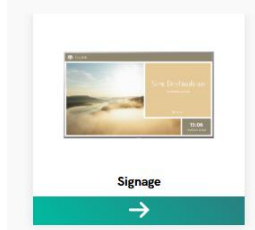
If you want to use an existing playlist you can select your existing playlist. To add your new page to your playlist you can press on the + icon on the preview, or press add to timeline on the right side of the screen.



The next step is to create your presentation. To do this navigate to Workplace solutions



Open the Signage module:



New presentation

Select an existing presentation, or create a new one by clicking on

In case you want to create a new presentation, fill in a Name, select your resolution and select a masterpage in case you want to use one. After this press Save

General

Name

Resolution ?

Masterpage ?

Enable screensaver ☐ ?

Save

Export presentation

The next step is to add your playlist to the presentation. To do this click on the + icon in the right top corner.

Connect playlist



There are currently no playlists linked to this presentation.

Select your playlist and press the + icon

Add playlist



wayfinding

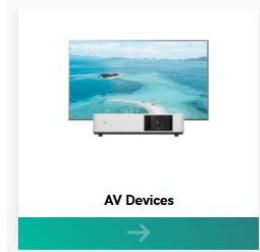


Wayfinding in Signage

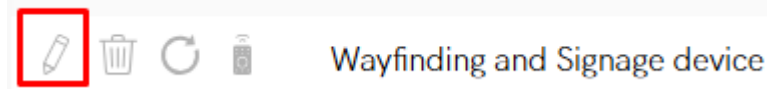
Now that your presentation is ready, we need to add it to your device. To do this navigate to the Administration menu. Do this by clicking on Administration in the menu on the left side



Next select AV Devices

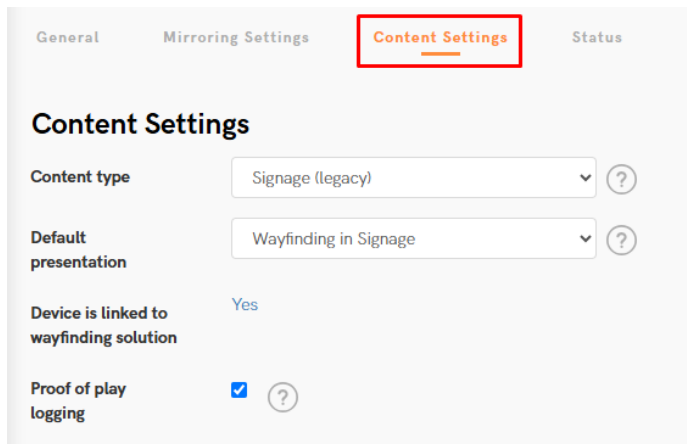


Next edit your device that you want to show your presentation on which includes wayfinding:



Open the Content Settings tab

Make sure content type is set to "Signage (legacy)". Next select your wayfinding presentation. If your existing wayfinding solution is set up correctly, it will also show below that the device is linked to a wayfinding solution.

A screenshot of the "Content Settings" form. The "Content Settings" tab is selected and highlighted with a red box. The form contains the following fields:

- Content type:** A dropdown menu with "Signage (legacy)" selected and a help icon.
- Default presentation:** A dropdown menu with "Wayfinding in Signage" selected and a help icon.
- Device is linked to wayfinding solution:** A toggle switch currently set to "Yes".
- Proof of play logging:** A checkbox that is checked, with a help icon.

Your device is now set up to show wayfinding in your signage presentation.



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