



Conference Timer

User Guide

Version 1.0

Section 1

Designed for Live Events

Conference Timer has been developed with flexibility in mind.

In the real world, keynote speakers finish early, panel discussions run over time, presenters arrive late and conference schedules change throughout the day.

Traditional countdown timers require operators to continually stop, reset and recreate timers as schedules change.

Conference Timer reduces this workload by allowing timers to:

- start automatically at scheduled times
- begin immediately after the previous session finishes
- wait for an operator to manually start them when the presenter is ready

This makes the software particularly suited to conferences, training events, awards nights, government events and corporate meetings.

How Conference Timer Works

At its core, the software uses three simple components.

Channel

A channel contains a schedule of countdown timers for a room or event.

Examples include:

- Main Ballroom
- Breakout Room A
- Breakout Room B
- Speaker Ready Room

Screen

A screen displays a single channel.

Multiple screens can display the same channel simultaneously, making it easy to provide confidence timers to presenters, stage managers and technicians.

Studio

Studio is the central control interface used to create schedules, configure timers, upload branding and manage display screens.

All connected player screens automatically update whenever changes are saved.

Typical Workflow



Typical Applications

Conference Timer is suitable for a wide range of event types, including:

- Corporate conferences
 - Annual general meetings
 - Training seminars
 - Government events
 - Hybrid conferences
 - Awards presentations
 - Product launches
 - Education and workshops
 - Churches and community events
 - Broadcast and livestream productions
-

Section 2

Get your first timer running in under 5 minutes

This guide will walk you through creating a timer channel, adding a countdown, and displaying it on a screen.

Step 1 – Create or Select a Channel

A **Channel** contains the schedule for a single room or event.

1. Open **Conference Timer Studio**.
2. Select an existing channel from the **Channel** drop-down list, or create a new channel from the WordPress **Timer Channels** menu.
3. Optionally upload a logo that will appear on the player screen.

Example: Main Ballroom, Breakout Room A, Training Room

Step 2 – Add Your First Timer

Click **Add Row** to create a new timer.

Enter:

- **Title** – Name of the session.
- **Start** – Fixed Date/Time, Follow Previous, or Manual Start.
- **Finish** – Fixed Time or Duration.
- **Duration** – Enter the session length in minutes (if using Duration).

Recommended: Use **Duration** for most conference sessions.

Step 3 – Configure Countdown Alerts

Set when presenters should receive visual or audible warnings.

Typical settings:

- **Warning Colour Change:** 180 seconds
- **Final Warning:** 30 seconds
- **Warning Bell:** Single Bell

- **Final Bell:** Double Bell at Timer End

Use **Test Warning Bell** and **Test Final Bell** to verify audio before the event begins.

Step 4 – Assign a Screen

Scroll to **Assign Screens**.

Select one or more display screens that will show this channel.

A single channel can be displayed on multiple devices simultaneously.

Step 5 – Save the Schedule

Click **Save & Refresh Screens**.

All connected player screens assigned to the channel will automatically update with the latest schedule.

Step 6 – Open the Player

Each channel has its own:

- **Short URL**
- **QR Code**

Open the URL or scan the QR code on any supported device, including:

- Windows PC
- Mac
- Tablet
- Smart TV
- Amazon Fire TV Stick
- BrightSign Player

The countdown will automatically display and stay synchronised with the Studio.

Using Manual Timers

For keynote presentations or sessions that may not start exactly on time:

1. Set **Start** to **Manual Start**.
2. Set **Finish** to **Duration**.
3. Save the schedule.

The player will display **Waiting to Start** until the presenter is ready.

When the session begins, click the ► **Start** button in Studio to begin the countdown.

Recommended Conference Workflow

For the smoothest operation:

- Create the first session using **Fixed Date/Time**.
 - Set all remaining sessions to **Follow Previous**.
 - Use **Duration** for session lengths.
 - Reserve **Manual Start** for keynote speakers, panel discussions, or any session that requires operator control.
 - Test bell sounds and display screens before delegates arrive.
 - Always click **Save & Refresh Screens** after making changes.
-

You're Ready!

Your Conference Timer is now configured and ready to keep presenters and event staff on schedule with clear visual countdowns, configurable alerts, and automatic updates across all connected screens.

Tip: Save the QR code or short URL for each channel in your event documentation so additional timer screens can be deployed quickly during setup or if extra displays are needed.

Section 3

Channels

Channel

channel 3

Schedules are saved to the selected channel.

Channel URL

<https://tools.baxav.com.au/ct/405>



Scan this QR code on the device you want to use as a timer screen.

One channel equals one event schedule.

Examples

- Ballroom
- Main Room
- Breakout Room
- Speaker Lounge

Section 4

Creating Timers

Add Row Duplicate selected to bottom Duplicate all to bottom

RUNNING

Title

test

Start

Fixed date/time

Finish

Duration

Start date

dd/mm/yyyy

Start time

--:-- --

Duration (minutes)

45

Mute bells for this timer

▶

↺

📄

↑

↓

×

Creating and Editing a Timer

Each row in the Studio represents a single countdown timer. Timers can be scheduled to run automatically or started manually during a live event.

Running Status

The green **RUNNING** indicator appears when this timer is currently active. This allows operators to quickly identify which session is live without needing to look at the player screen.

Select

Use the checkbox to select one or more timers for bulk actions such as **Duplicate Selected to Bottom**.

Title

Enter a descriptive name for the timer.

Examples:

- Welcome
- Opening Keynote
- Morning Tea
- Panel Discussion
- Closing Remarks

The title is displayed on the timer screen so presenters always know which session they are timing.

Start

Choose how the timer begins.

- **Fixed Date/Time** – Starts automatically at the specified date and time.
 - **Follow Previous** – Starts immediately after the previous timer finishes.
 - **Manual** – Waits for an operator to press the ► **Start** button.
-

Finish

Choose how the timer ends.

- **Fixed Date/Time** – Ends at a specific time.
- **Duration** – Ends after a specified number of minutes.

Using **Duration** is recommended for most conference sessions as it automatically calculates the finish time.

Start Date

For fixed timers, select the date the countdown should begin.

This field is hidden when using **Follow Previous** or **Manual** start modes.

Start Time

For fixed timers, enter the time the countdown should begin.

The timer will automatically start at this time without operator intervention.

Duration (Minutes)

Enter the length of the session.

For example:

- 15 minutes
- 30 minutes
- 45 minutes
- 60 minutes

When using **Duration**, the software automatically calculates the expected finish time.

Mute Bells

Tick this option if this timer should not play warning or final bells.

This is useful for:

- Silent presentations

- Break periods
 - Background timers
 - Sessions where audible alerts are not appropriate
-

Calculated End

Displays the automatically calculated finish time based on the selected start time and duration.

This provides a quick visual check that the schedule has been configured correctly.

Timer Controls

The buttons on the right-hand side control the selected timer.

► Start

Starts a **Manual** timer immediately.

The player screen changes from **Waiting to Start** to a live countdown.

↺ Reset

Stops the current manual timer and returns it to the **Waiting to Start** state.

📄 Duplicate

Creates an exact copy of the timer below the current one.

Useful when multiple sessions have similar settings.

↑ Move Up

Moves the timer one position higher in the schedule.

↓ Move Down

Moves the timer one position lower in the schedule.

✕ Delete

Removes the timer from the schedule.

Note: Changes are not sent to the player screens until you click **Save & Refresh Screens** at the bottom of the Studio.

Tip

For most conference agendas, a good workflow is:

1. Create the first session using **Fixed Date/Time**.
2. Set all remaining sessions to **Follow Previous**.
3. Use **Duration** to define each session length.
4. Save the schedule.
5. During the event, only switch to **Manual** mode for keynote presentations or sessions that may not start exactly on time.

This approach allows the schedule to flow naturally while still giving operators full control when needed.

Section 5

Manual Timers

The screenshot shows a dark-themed interface for creating a manual timer. At the top, there are three buttons: 'Add Row', 'Duplicate selected to bottom', and 'Duplicate all to bottom'. Below these is a green-bordered box containing the timer configuration. On the left, a green pill-shaped button says 'RUNNING' next to a small square icon. The main configuration area has a 'Title' field with the text 'test'. Below the title, there are three columns: 'Start' with a dropdown menu showing 'Manual start', 'Finish' with a dropdown menu showing 'Duration', and 'Duration (minutes)' with a text input field containing '45'. To the right of the duration field is a checkbox and the text 'Mute bells for this timer'. On the far right, outside the green box, is a vertical stack of buttons: a play button (▶), a reset button (↺), a copy button (📋), an up arrow (↑), a down arrow (↓), and a close button (✕).

Manual Timers

Manual timers are designed for sessions that may not begin exactly on schedule, such as keynote presentations, panel discussions or Q&A sessions. Instead of starting automatically at a fixed time, the timer waits until the operator starts it.

Creating a Manual Timer

1. Enter a **Title** for the session.
2. Set **Start** to **Manual Start**.
3. Set **Finish** to **Duration**.
4. Enter the required session length in **Duration (minutes)**.
5. Click **Save & Refresh Screens**.

The player screen will display the session title along with a **Waiting to Start** message until the timer is started.

Starting the Timer

When the presenter is ready to begin, click the ▶ **Start** button on the right-hand side of the timer row.

The timer will immediately begin counting down from the configured duration, and the **RUNNING** indicator will highlight the active timer in the Studio.

Resetting the Timer

If the session is cancelled or needs to be restarted, click the ↺ **Reset** button.

This will stop the current countdown and return the player to the **Waiting to Start** state, allowing the timer to be started again when required.

Best Practice

Manual timers are ideal for sessions where the actual start time depends on the presenter or event proceedings. They eliminate the need to edit schedules during the event while still providing precise timing once the session begins. For most conference agendas, use **Fixed Date/Time** or **Follow Previous** for scheduled sessions, and reserve **Manual Start** for keynote presentations, panel discussions and other sessions that require operator control.

Section 6

Countdown Alerts

Countdown Alerts provide both visual and audible warnings as a session approaches its scheduled finish time, helping presenters and event staff stay on schedule without constant intervention.

Warning Colour Change

Specify the number of seconds remaining when the timer should change from its normal display colour to the **warning colour**. A common setting is **180 seconds (3 minutes)**, giving presenters an early indication that their allocated time is coming to an end.

Warning Bells

Choose whether a warning bell should sound when the timer reaches the warning threshold. Options include **No Bell**, **Single Bell**, or **Double Bell**.

Warning Bell Sound

Select the type of warning bell:

- **MP3 Bell** – Plays a custom audio file.
- **Generated Bell** – Uses the built-in synthesised bell sound.

Warning Bell MP3

If using an MP3 bell, specify the audio file to be played. A default bell sound is provided, or you can use your own custom audio file.

Final Warning Colour Change

Specify when the timer should enter the **final warning** state. A typical setting is **30 seconds**, changing the timer to its final alert colour to indicate that the session is almost complete.

Final Bells

Choose whether a bell should sound at the final warning. As with the warning bell, you can select **No Bell**, **Single Bell**, or **Double Bell**.

Final Bell Sound

Choose between the built-in generated bell or a custom MP3 audio file.

Final Bell Timing

Choose when the final bell should be played:

- **At Final Warning Threshold** – The bell sounds when the timer reaches the final warning point (for example, 30 seconds remaining).
- **At Timer End (0 Seconds)** – The bell sounds when the countdown reaches zero, indicating the session has officially finished.

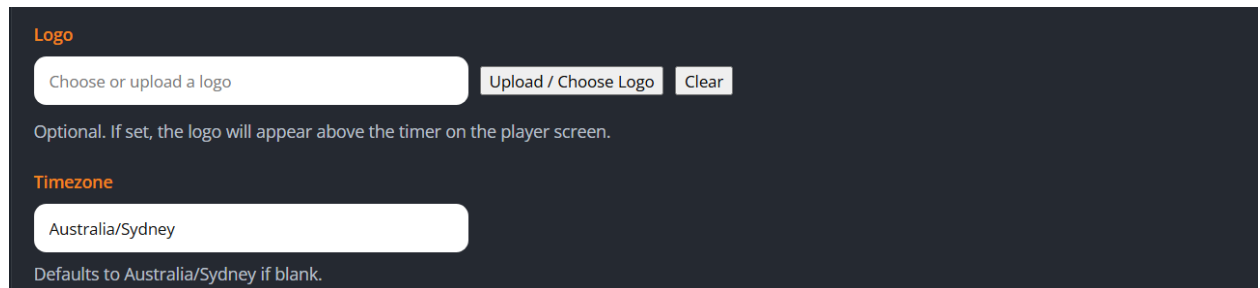
Testing Bells

Use the **Test Warning Bell** and **Test Final Bell** buttons to verify that the selected bell sounds are working correctly before the event begins.

Best Practice: A common conference setup is a warning at **3 minutes remaining** with a **single bell**, followed by a final warning at **30 seconds** and a **double bell** at the end of the session. This provides clear, progressive cues for presenters without being distracting to the audience.

Section 7

Logos



The screenshot shows a dark-themed settings panel. At the top, the word "Logo" is written in orange. Below it is a white input field containing the text "Choose or upload a logo". To the right of this field are two buttons: "Upload / Choose Logo" and "Clear". Below the input field, a line of text reads: "Optional. If set, the logo will appear above the timer on the player screen." Further down, the word "Timezone" is written in orange. Below it is a white input field containing the text "Australia/Sydney". At the bottom of the panel, a line of text reads: "Defaults to Australia/Sydney if blank."

Logo and Branding

Conference Timer allows you to display your organisation's logo above the countdown on every player screen, providing a professional and branded appearance for your event.

Uploading a Logo

Click **Upload / Choose Logo** to open the WordPress Media Library.

From here you can:

- Select an existing image from the Media Library.
- Upload a new image from your computer.
- Click **Use this Logo** to apply it to the selected timer channel.

The selected logo will automatically appear in the logo field and will be displayed on all player screens assigned to that channel after the schedule is saved.

If you wish to remove the logo, click **Clear**.

Tip: For the best appearance, use a high-quality PNG image with a transparent background. This allows the logo to blend seamlessly with the timer display regardless of the background colour or theme.

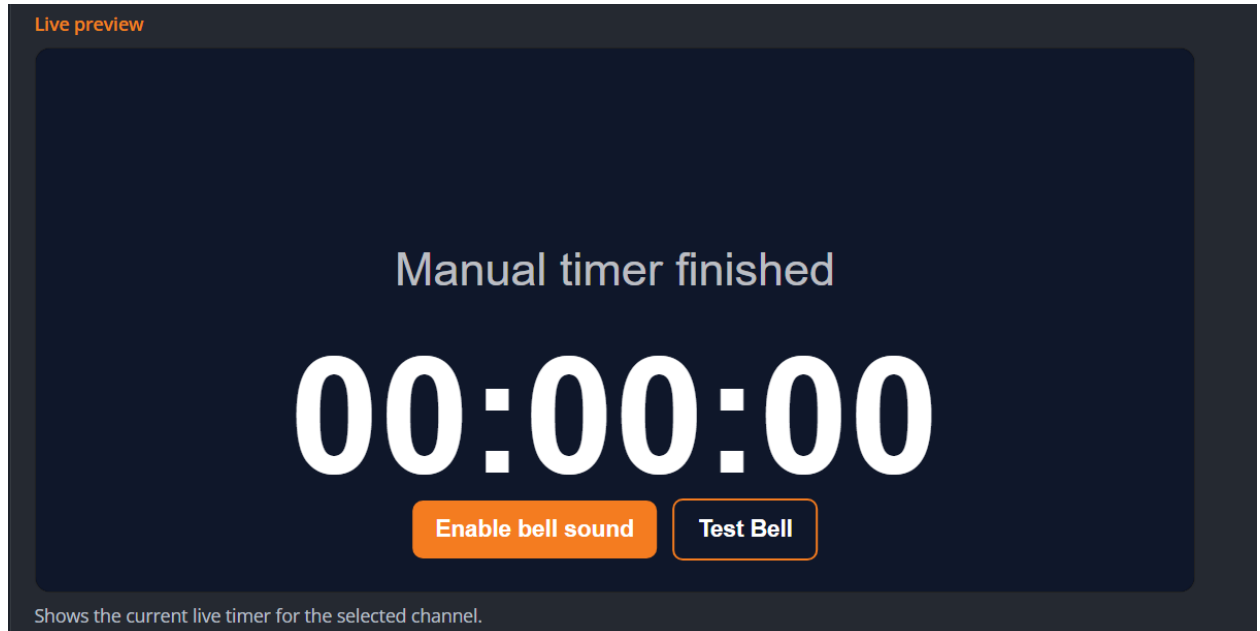
Timezone

Select the timezone that applies to the event schedule. All fixed start and finish times will be interpreted using this timezone.

If left blank, Conference Timer will default to **Australia/Sydney**. This setting only needs to be changed when operating events in other regions or time zones.

Section 8

Live Preview



Shows current timer
