FirstDay Display Lite: How-To Guide

Announcements for your church, on every screen.

FirstDay Studio · November 2026 · Display Lite 2.6.3

FirstDay Display Lite puts your church's announcements on every screen in the building: the auditorium, the lobby TV, the foyer. You type announcements once (or import them from an email, a spreadsheet or FirstDay Sites) and every screen shows them in a rotating loop, all changing slides together.

Need songs, Scripture, sermon slides and video too? **FirstDay Display Pro** adds full worship presentation and keeps everything you set up in Lite.

This guide is for **Display Lite 2.6.3**.

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What you need

- A **Windows 11** PC that stays on during the week (the “Lite PC”). Its screen can be one of your displays. Windows 10 also works, but Microsoft ended regular support for it in October 2025. If a PC is still on Windows 10, enroll it in Microsoft's Extended Security Updates so it keeps getting security fixes, or move it to Windows 11.
- Your church network, if you want other TVs or PCs to show the announcements.
- Your license code (starts with **FL1-**).
- About 15 minutes.

Install Display Lite

1. Download **FirstDayDisplayLite-Setup-<version>-licensed.exe** from **firstdaystudio.app** and run it. Choose **Yes** when Windows asks for permission.
2. Accept the license agreement.
3. Create the first **administrator** account (username and password). Write it down somewhere safe.
4. Enter your license code when asked (you can also do this later).
5. Optional: tick **PowerPoint add-in (Live Web)**.
6. Finish setup. Display Lite installs as a **Windows service**, so it starts by itself every time the PC boots, even before anyone signs in.
7. Open **Start menu > FirstDay Display Lite** to reach the control screen, or browse to https://localhost:8443/.

Tip: Upgrading from FirstDay Studio Lite or the Announcement Board? Just run the new installer. Your announcements, accounts, settings and certificate carry over.

Enter your license code

FirstDay Display Lite needs a license code before it will show anything. Your code starts with **FL1-**.

1. Type or paste the code when the installer asks for it, **or** later on the license page that the control screen shows until a code is entered.

2. Some licenses are tied to one computer. If you were asked for a **machine code**, it is shown on the license page. Send it to us and we will send back a code for that PC.
3. Once the code is accepted, the top bar of the control screen shows who the copy is licensed to.

Good to know: The license box in the top bar turns **orange 30 days before the license expires**. Click it to enter your renewal code. Until a code is entered, the screens show "not licensed".

Good to know: A license tied to one PC stops working if Windows on that PC is reinstalled, because the machine code changes. Contact us for a new code.

First-time setup guide

The first time you open the control screen, a short setup guide walks you through your church name, the look of the screens, your logo, your visitor QR code and next steps. Click **Next** through each step, or **Skip setup** to do it later. You can reopen it from **Screen settings > Setup guide…**.

Sign in and manage accounts

The control screen always asks for a username and password. The audience screen (/display) never does, so TVs and display PCs need no account.

Two kinds of accounts

Role	Can do
Administrator	Everything: accounts, email import settings, licensing, backups, plus all editor tasks.
Editor	Change announcements, slides and screen settings, and their own password. Editors do not see administrator controls.

New accounts are editors unless you choose otherwise. There is always at least one

administrator.

Add or change an account

1. Click the **person icon** at the top right of the control screen.
2. Under **Accounts that can sign in**, enter a **Username**, a **Password** (8 or more characters) and a **Role**, then click **Add account**.
3. Use **Set password**, **Sign out** (ends all of that person's sign-ins) or **Remove** next to any account.
4. To change your own password, use **Change my password** in the same menu.

Things to know

- A sign-in lasts 30 days on that browser and is renewed while it is used.
- The accounts menu lists every device you are signed in on, with **Sign out everywhere else**.
- After 5 wrong passwords from one PC, that PC must wait 30 seconds, then longer after each wrong try (up to 15 minutes).
- **Forgot every password?** On the Lite PC: Start menu > FirstDay Display Lite > **Reset admin password**.
- Administrators can open **Activity…** to see who signed in and what was changed.

Announcements: categories and items

Announcements are grouped into **categories** (for example “Upcoming Events”, “Ladies Class” or “Prayer List”). Each category gets its own colored heading on screen, and its announcements rotate through the slides.

Add a category

1. In the **Categories** panel, click **+ Add** and type a name.
2. Pick an **accent color** with the color box. If the color will be hard to read on your theme, you will see a warning.
3. Use the check box to show or hide the whole category, and the arrows to change its order.

Add an announcement

1. Choose the category, then click **+ Add announcement**.
2. Type a **title** and the **details**. Changes appear on every screen within moments.
3. Untick the check box next to an item to hide it without deleting it. Use the arrows to reorder and ✕ to delete.
4. Made a mistake? Use **Undo** and **Redo** in the top bar (Ctrl+Z / Ctrl+Y).

Optional: show-from and show-until dates

Turn on **Allow show-from and show-until dates on announcements** (in the Static slides panel). Each announcement then gets two optional date boxes. An announcement outside its dates stays in your list, marked “ended” or “not on screen yet”, but is not shown.

Controlling the slides

- **Prev**, **Pause** and **Next** in the top bar move every screen at once. All screens change slides together.
- **Seconds per slide** can be set for the whole board (Screen settings) or for each category (the box above the announcement list).
- **Phone** shows QR codes to control the slides from a phone (see “Use a phone as a remote”).

Static slides (welcome, visitor QR code, flyers)

Static slides stay on the loop week after week: a welcome slide, your visitor card QR code, a flyer for an event.

1. In the **Static slides** panel, open **+ Add a static slide…** and pick a type:
    - **Text** (icon, heading, message)
    - **Picture with text** (a QR code, photo or logo)
    - **Large picture** (a flyer or graphic)
    - **Pictures side by side**
2. Click **Edit** to change the wording. Click the picture placeholder, drag a picture onto it, or paste one to add a picture. A live preview shows exactly how it will look.
3. Click **Done** when finished. Use the seconds box to keep one slide up longer than the rest.

4. Choose where static slides go: **All at the start of each loop** or **Mixed in with announcements**.

- Schedule a slide to show only between two dates (screens update at midnight).
- **Hide picture slides until they have a picture** keeps empty “PICTURE / Add with Edit” boxes off the screen. It starts ticked on new boards (since 2.6.1); boards set up earlier keep their setting. The boxes still show in the previews while you edit.
- **Restore built-in slides** brings back the starter slides if you deleted them.

Tip: The built-in **Your visitor QR code** and church app slides start switched off until you add your own pictures.

Screen settings: how the screens look

Setting	What it does
Footer text	Shown at the bottom of the audience screen (for example your church name).
Theme	Navy, Black or Light.
Church logo (Add logo…)	Your church logo, next to the footer text.
Default seconds per slide	How long each slide stays up.
Items per slide	How many announcements share one slide.
Text size %	Makes all text larger or smaller.
Show clock	Shows the time on screen.

Click **Setup guide…** at the top of the Screen settings panel any time to walk through the basic setup again.

Import announcements from email (optional)

If your church already sends a weekly announcements email, FirstDay Display Lite can read it and turn it into slides automatically. It checks a mailbox, reads the newest matching email and

fills in the categories.

Set up the mail account

1. In the **Email import** panel, click **Settings**. (Administrators only.)
2. Under **Mail account**, fill in:
    - **IMAP server** and **Port (SSL)**. For Gmail: imap.gmail.com, port 993.
    - **Email address / login**.
    - **Password or app password**. For Gmail and most providers, create an **app password** in your account's security settings and use that, not your normal password.
    - **Mail folder** (usually INBOX) and **Check every (minutes)**. Use 0 to check only when you press the button.
3. Under **Emails to read**, type the sender address your announcement emails come from. Nothing is filled in for you.
4. Under **Where things go**, choose which category each kind of entry goes into (people, other entries, recap events, birthdays, anniversaries) and how many sentences to keep.
5. Click **Try it on a pasted email** and **Preview** to test with a real email before saving.
6. Click **Check email now** to import right away. **Log** shows what happened.

What a new email replaces

Under **When a new email is imported, replace**, choose one:

- **Everything in the categories the email fills** (the default). Other categories are left alone.
- **Every announcement on the board.** Static slides are never touched.
- **Only items from earlier emails**, so anything you typed in by hand stays.

Good to know: The automatic check only changes the board when a **different** email arrives, so anything you type in after an import stays until next week's email (or until someone presses **Check email now**).

Good to know: For safety, FirstDay Display Lite only uses emails your mail provider confirmed really came from the sender (DMARC or DKIM). Forged emails are skipped and logged. Turn this off in Email import > Settings only if your real emails are being skipped.

Import announcements from a spreadsheet (CSV)

You can also keep announcements in a spreadsheet and save it as CSV.

1. The first row must be: Category,Title,Details,Active. Details and Active are optional. Put no in Active to hide a row. New category names are created automatically.
2. In the **Load from CSV** panel, choose **Import once**, or **Watch a CSV file** so the board updates every time the file is saved (checked every 5 seconds). **Stop watching** ends it.
3. **Export current as CSV** saves the current announcements as a starting file.

Static slides are not part of the CSV and are left alone.

Show the board on other PCs, TVs, tablets and phones

Any device on your church network can open the screens in a web browser. The Lite PC must be on and running.

What	Address
Control screen, on the Lite PC	https://localhost:8443/
Audience screen, on the Lite PC	https://localhost:8443/display
From another PC	https://<Lite PC name or address>:8443/ and …:8443/display
Trust page for TVs, tablets, phones	http://<Lite PC>:8080/trust

If port 8443 or 8080 was already in use on that PC when you installed (for example by another FirstDay app), setup said so and chose other ports. Use those numbers in place of 8443 and 8080.

Other Windows PCs: trust the board once

1. Copy the whole **For other PCs** folder from the Lite PC to the other PC (a USB stick is fine).
2. On the other PC, double-click **Trust-FirstDayStudioLite.cmd** and type the Lite PC's address (for example 192.168.1.20 or its computer name). Choose **Yes** when Windows asks.

3. Close and reopen the browser, then go to https://<Lite PC>:8443/display.

TVs, tablets and phones

1. Open http://<Lite PC>:8080/trust on the device and follow the steps on that page.
2. Before trusting, check that the fingerprint matches **board-ca-fingerprint.txt** in the For other PCs folder, or the control screen's info bar.

Tip: Set the TV or display PC's browser to open the /display address full screen when it starts. If the network drops, the screen keeps rotating on its own and lines up again when it reconnects.

Tip: If the PC's network address changes, the certificate renews itself. Other PCs do not have to trust it again.

Use a phone as a remote

1. On the control screen, click **Phone**.
2. Scan the first QR code to trust the Lite PC on the phone (one time only), then scan the second to open the remote.
3. Sign in. The remote has **Prev**, **Next** and **Pause** and shows what is on screen.

PowerPoint add-in (optional)

Tick **PowerPoint add-in (Live Web)** during setup to add a **Live Web** tab to PowerPoint. It shows a live web page, such as your audience screen, in a box on a PowerPoint slide during the show. Details: Start menu > FirstDay Display Lite > **PowerPoint add-in - read me**. Run setup again and untick it to remove it.

Link to FirstDay Sites (optional)

If your church uses FirstDay Sites for its website, FirstDay Display Lite can pull the approved announcements straight from Sites, so you only type them once. Sites sync is included with any Sites plan.

1. In FirstDay Sites, an administrator opens **Admin › Screens**, chooses **Display Lite** and clicks **Make a pairing code**. The code works once, for 15 minutes.

2. In FirstDay Display Lite, sign in as an administrator. In the **FirstDay Sites** panel (below Email import), click **Link to FirstDay Sites**.
3. Enter the **Sites address**, the **Pairing code** and a **Name for this PC** (for example “Auditorium PC”), then click **Link**.

After that, the PC syncs every 5 minutes. **Sync now** syncs at once, and **Unlink** disconnects it. Editors can see the status but cannot link, sync or unlink. The board gets:

- approved announcements in categories marked **On screens** in Sites
- any urgent notice (weather, closing), shown first as “Urgent Notice”
- the extras switched on in Sites settings: **Coming Up**, **Birthdays & Anniversaries** (shown like “Birthday · Sat, Nov 14”), **Welcome New Members** and **Prayer List**

Good to know: Sites takes over only the categories it sends. Your other categories and static slides are left alone, and items you hid stay hidden. If you also use Email import, turn it off or point it at different categories. If the internet drops, the board keeps showing its last copy.

The FirstDay Sites panel needs Display Lite 2.5.0 or later. If you do not see it, check for an update.

Back up and restore

- A backup is saved automatically every week on this PC, and the newest 8 are kept. A backup is also saved before every restore.
- **Download a backup** saves everything to one file. **Back up now** makes one at once.
- **Also keep the weekly copy in**: pick a OneDrive or Google Drive folder, or a USB drive, and click **Save**. We strongly recommend this, so a failed hard drive does not take your slides with it.
- **Restore from a file…** puts a backup back. It is all or nothing: if any part fails, nothing changes.

Good to know: Backups do not include accounts, passwords, certificates or the license code.

How Display Lite keeps running

- It runs as a Windows service named **FirstDay Display Lite**. It starts a minute or two after Windows starts, before anyone signs in.

- If it stops, Windows restarts it. A watchdog also checks every 2 minutes that it answers, and restarts it if not.
- To stop it on purpose, set the service to **Disabled** in Windows Services; otherwise the watchdog starts it again.
- Your data is kept in C:\ProgramData\FirstDayStudioLite. The folder keeps its older name on purpose, so upgrades keep working.
- Uninstall from **Settings > Apps > Installed apps**. You are asked whether to keep your announcements and settings.

Good to know: Anyone on the church network can view the audience screen, including the prayer list. If guests use the same Wi-Fi, ask whoever runs your network to put guests on a separate guest network.

Update to the newest version

- When a newer version is published, the header shows **Update X.Y.Z**. Download the new installer from **firstdaystudio.app** and run it on the Lite PC. Your data, accounts, license and certificate are kept.
- Display Lite and Display Pro always have the same version number. Version 2.6.3 (November 2026) is the newest as of this guide. 2.6.1 named the output screen the “audience screen” everywhere and hid empty picture slides on new boards, and 2.6.2 and 2.6.3 brought security and wording fixes. (Display Pro 2.6.0 added FirstDay Slides, which Lite does not have, so there is no Lite 2.6.0.)
- Ready for songs, Scripture and sermon slides? Install Display Pro on the same PC; it keeps everything you set up in Lite.

Troubleshooting

Problem	What to do
Windows shows “Windows protected your PC” when installing	Click **More info**, then **Run anyway**, but only for an installer you downloaded from firstdaystudio.app.

Problem	What to do
The screens say “not licensed”	Enter your license code on the control screen's license page.
Another PC says the connection is not private	That PC has not trusted the board yet. Run **Trust-FirstDayStudioLite.cmd** from the For other PCs folder, then restart the browser.
A TV or PC cannot open the board at all	Check the Lite PC is on, both are on the same network, and you are using the right address and port (8443, unless setup chose another).
The board stopped after a power cut	Wait two minutes after Windows starts; the service starts on its own. If not, restart the PC.
Email import does nothing	Open **Email import > Log**. Common causes: the sender address is not filled in, the app password is wrong, or the email failed the DMARC/DKIM check.
Empty “PICTURE / Add with Edit” boxes show on screen	Tick **Hide picture slides until they have a picture** in the Static slides panel, or add the picture.
Locked out of every account	On the Lite PC: Start menu > FirstDay Display Lite > **Reset admin password**.
The header shows “Update X.Y.Z”	A newer version is available. Download it from firstdaystudio.app and run it; your data is kept.

Quick reference

Action	Where
Next / previous / pause slides	Top bar: Next, Prev, Pause
Undo / redo	Ctrl+Z / Ctrl+Y
Open the audience screen	Top bar: Open audience screen
Accounts, passwords, sign out	Person icon, top right
License	License box in the top bar
Rerun setup	Screen settings > Setup guide…