



System operating instructions Pictor Digital Signage



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1 Information about the system.

The Pictor system is used to display presentations and remotely manage **information screens, interactive monitors, notice boards, advertisements on TVs**. It is ideal for presenting multimedia content on TV screens (advertisements, announcements, information) in schools, shops, travel agencies, clinics, offices and workplaces.

All you need to know is the code (ID) and password of your player, and you can control it from anywhere in the world. The revolutionary way of connecting makes it extremely simple to configure the content displayed.

You can even view the player screen **live** from your mobile phone.

1.1 Key functionalities.

- Playback of videos and photos (also with text description).
- Touch-panel interactive operation or loop playback.
- Showing web pages and PDF documents.
- Full-screen slide text adverts, also with photos.
- Report on the state of the air from GIOŚ measuring stations.
- Weather forecasts, also in the form of external html widgets.
- Text information bars (top and bottom of screen).
- Optional clock and company logo displayed above content.
- Remote management option without additional configuration from anywhere.
- Real-time management of each screen from any location.
- Perpetual licence to use the software (one-off payment).
- Multiple screen regions.
- Automatic switching on and off of equipment.
- Automatic dimming at night.

1.2 Who the Pictor system is for.

Our players have been used for many years by various institutions in Poland and abroad. These include:

- **Schools, universities, institutes** - multimedia information boards, educational touch panels.
- **Offices** - information for applicants, announcements.
- **Workplaces** - centrally managed employee information boards.
- **Travel agents** - presentation of photos and videos of travel events offered.
- **Clinics** - information for patients.
- **Company showrooms** - modern brand promotion with central management.
- **Chain shops** - easy addition of images of promoted products with descriptions of promotions, multimedia newsletters.
- **Cable TV** - special function to include sound from microphone input for content without its own sound.

2 Quick Start.

Key information about our system that you should know before you get started.

The Pictor system consists of two applications:

- **Pictor Player** - a content player, you install it on a computer usually placed behind the TV, which acts as a content player.
- **Pictor Manager** - is used to manage what is to be displayed on the player. You can install it on as many computers as you wish to manage presentations from.

and

- Pictor Manager **mobile app** downloadable from Google Play.

2.1 Pictor Player.

Pictor Player - the content player - can operate in two modes:

- **Full screen** - the player occupies the entire screen, hides the Windows bar, mouse cursor, etc. This is the program's default mode.
- **Standard window** - like any other programme. This mode is used most often for testing applications.

Remember! To return from full-screen mode to the standard window, press **ESC** on your keyboard or double-click on the Pictor Player window.

Mode of operation

The player's regions can operate in the selected operating mode:

- **Loop playback** - automatically showing consecutive slides (default after installation).
- **Interactive screen** - a mode of operation in the form of an interactive touch kiosk. The user decides what content they want to view by clicking on pre-programmed buttons on the screen.

Demo version

If the player does not have a licence or the licence is out of date (e.g. time-limited), it operates in demo mode. The demo version has no functional limitations. You can test all the features of the Pictor system. The only differences of the demo version compared to the full version are as follows:

- Limit continuous operation to 4 hours (the programme can then be restarted).
- A caption in the middle of the screen indicating that this is a demo version.
- A caption in the middle of the screen indicating the ID and password for the remote connection.

Important!

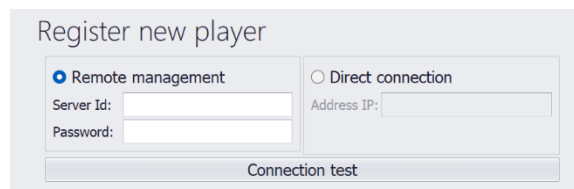
In the demo version, the Pictor Player screen displays the ID and password to connect to this player. These details are needed to be entered in Pictor Manager.

2.2 Pictor Manager

You use this program to manage what you want to show on the player (Pictor Player). After starting the Pictor Manager program, follow the steps.

1. Connect to the player.

Once you have started, the first thing you need to do is set up the connection to the player. To do this, press the Add Player button at the bottom of the Pictor Manager screen. It is most convenient to use the ID and password you saw on the player screen (Pictor Player). Enter them in the appropriate fields as below:

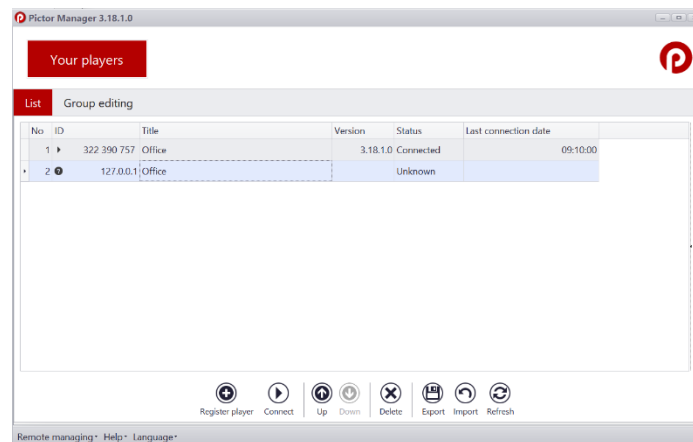


Attention!

Connection via ID and password requires both computers to be able to connect to the internet.

You can also connect to the player by entering its network address (IP address). This method requires you to be able to check what network address has been assigned to the player or to assign it a chosen address.

Once added, the player will appear in the list of registered players. In this way, you can register multiple players on one management computer. Double-click the player row to start the connection.



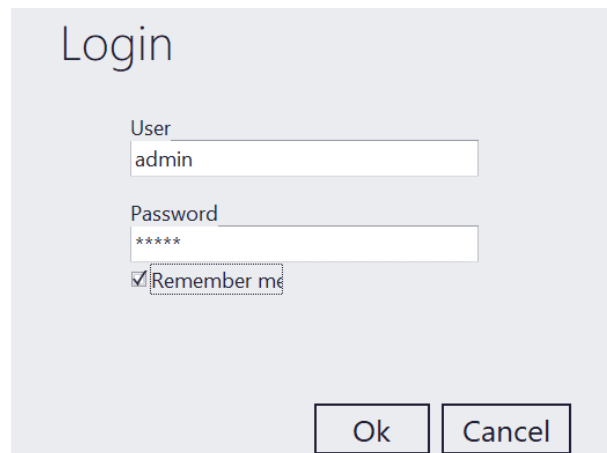
2. Log in.

Whichever way you connect to the player, you must additionally log in by entering your user name and password.

Default user: **admin**, password: **admin**

The login window should appear automatically. You can also bring it up by clicking the *Login* option on the right-hand side of the menu bar.

The login window looks like the one below.



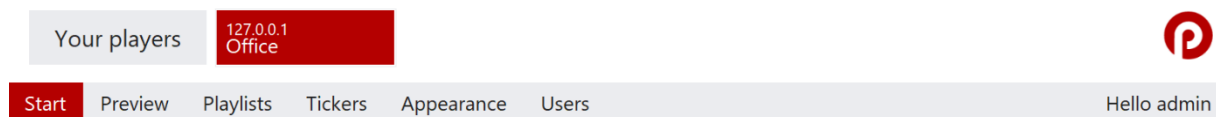
The screenshot shows a 'Login' dialog box with the following fields and options:

- User: admin
- Password: *****
- Remember me
- Buttons: Ok, Cancel

*If you think your computer is secure, you can tick **Remember me** so that you do not have to enter your username and password each time.*

3. Manage

The Pictor Manager menu is divided into several groups. You can select each group by clicking its name on the menu bar.



See what each option is used for.

Start - read basic information about the player. Here, it can **upload a new licence**, change the general settings of the player, among other things, **give it a name**.

Preview - a live preview of the player's screen. You see exactly what is being shown to the viewer at any given time.

Playlists - this is where you add, change and delete **presented content**. The player screen can be divided into more regions (areas). By clicking, you must select which region you wish to edit.

Information bars - here you set the displayed **texts of the information bars** at the bottom and top of the screen. The player supports up to 4 bars.

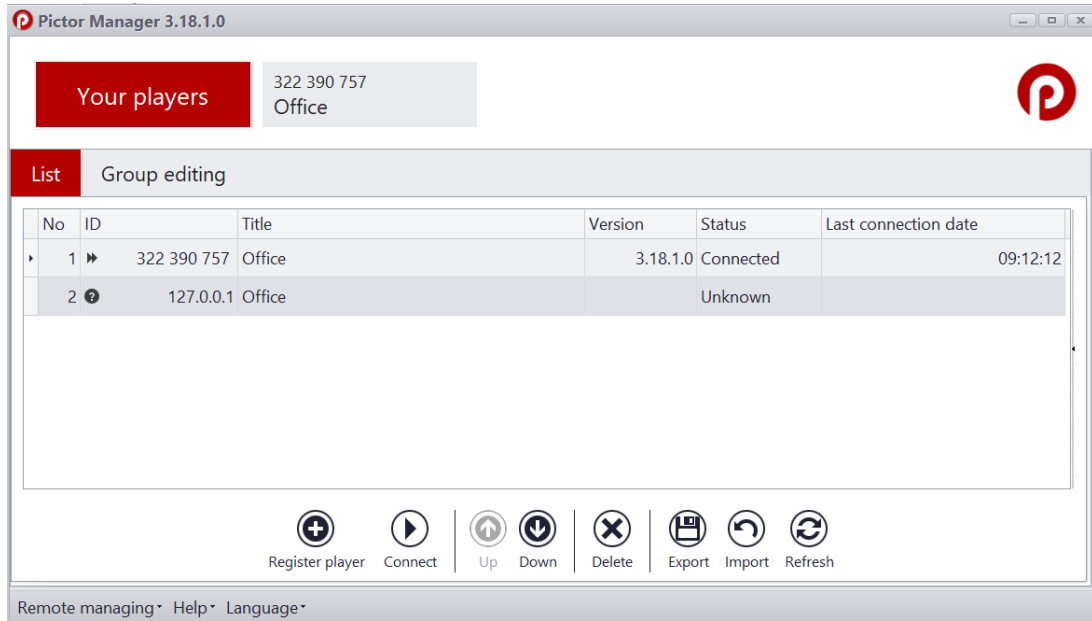
Appearance - look here for settings related to the split screen regions, the number of information bars, the logo display and the colours, fonts and all the minor settings related to appearance.

Users - this is where you change users and their rights to individual player functions.

Look for more information in the detailed operating instructions below.

4. Your players.

In the list, you can view all the players registered at a given position and their operating status, together with their basic data. Double-click on the selected player to open its management window.

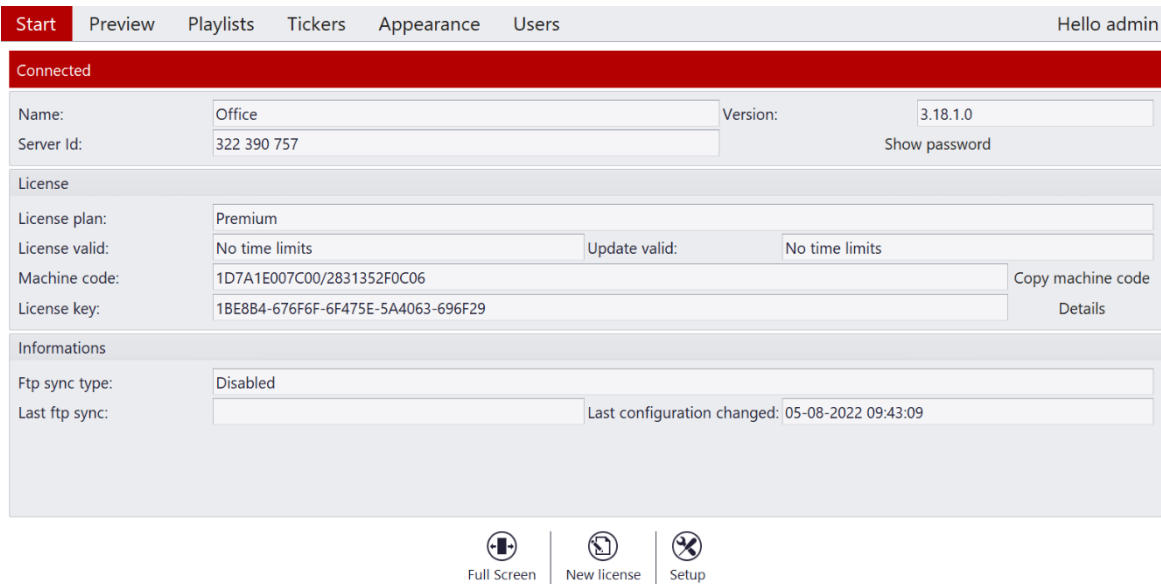


After expanding the panel on the right (click on the arrow on the right side of the window), you can preview what is currently playing on the selected player.

3 Pictor Manager.

A detailed description of all the functionalities of the Pictor system management software.

3.1 Start menu.



The screenshot shows the 'Start' menu in the Pictor Manager software. The interface is divided into several sections:

- Start** (selected), Preview, Playlists, Tickers, Appearance, Users. User: Hello admin.
- Connected** (red bar)
- Name:** Office, **Version:** 3.18.1.0
- Server Id:** 322 390 757, **Show password**
- License**
 - License plan:** Premium
 - License valid:** No time limits, **Update valid:** No time limits
 - Machine code:** 1D7A1E007C00/2831352F0C06, **Copy machine code**
 - License key:** 1BE8B4-676F6F-6F475E-5A4063-696F29, **Details**
- Informations**
 - Ftp sync type:** Disabled
 - Last ftp sync:** [empty], **Last configuration changed:** 05-08-2022 09:43:09

At the bottom, there are three icons: Full Screen, New license, and Setup.

Note: Here you will see the version number of the player. It is recommended to have the same versions of Pictor Player and Pictor Manager.

3.1.1 Full screen button.

Switch Pictor Player to full-screen mode. If the program is already in full-screen mode, clicking this button will not change anything.

3.1.2 New licence button.

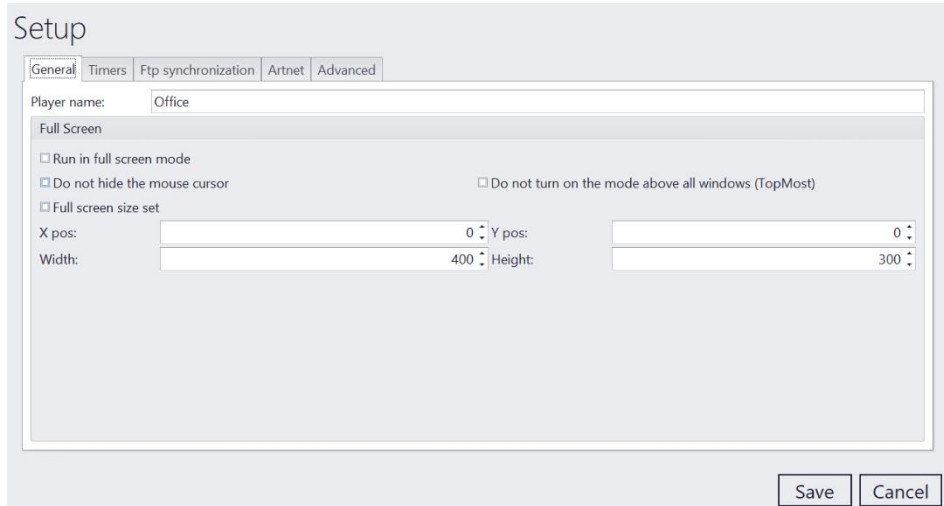
If you have received a licence key, you can upload it to the player by clicking this button. In the window that opens, type or paste the licence key you copied earlier and confirm with OK.

Please note: For purchased licence keys, you may be required to connect to the player by providing an ID (not a network IP address), as the licence key must be validated by our server.

3.1.3 Settings button .

General player configuration. In other program windows, e.g. when the selected region is displayed, you will also find the *Configuration* menu, but it will refer to the selected region.

3.1.3.1 General tab.



Player name

If you have more players, you can name each of them. The name will be displayed in Pictor Manager on the player connection tile. This makes it easy to identify which player you are connecting to. The same applies to the mobile app, which will display the name of the player in the list of all players entered.

Run in full-screen mode

If this option is checked, the player will always start in full-screen mode. If unchecked, the player will start in the mode in which it was closed. Default function checked. If this is not a test installation, it is recommended that it remains checked.

Do not hide the mouse cursor

Check if you want the mouse cursor not to be hidden in full-screen mode. This feature can be useful on touch screens using web forms.

Do not enable the mode over all windows (Top Most)

Check if you want the programme not to be always on top in full-screen mode. Check if you want the on-screen keyboard to be shown. The on-screen keyboard can be shown automatically by the programme for slides of type: web page, html widget.

Full screen dimensions

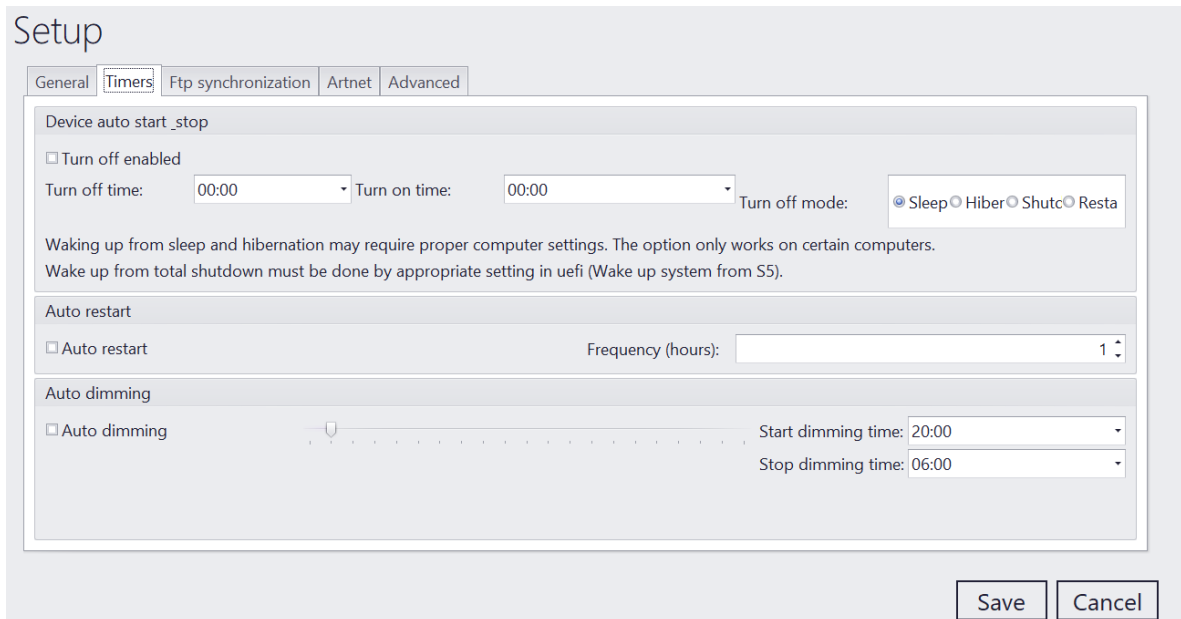
This option is used in conjunction with video screens, whose control programmes read out a selected part of the screen.

By default, in full-screen mode, the player window occupies the entire screen, hiding the Windows bar. If you select this option, the programme will only occupy the indicated region of the screen.

Select Monitor

Option to select the monitor on which to run the player.

3.1.3.2 Time control tab.



Turn the computer on and off automatically

You can set times when the player will be switched off in the evening and on in the morning.

Switch-off mode

- Sleep - put to sleep at a specific time. Possible wake-up (to be checked, see below).
- Turn off - completely turns off the computer at a specified time. Enable must be configured in the BIOS.
- Hibernation - hibernates at a specified time. Possible wake-up (to be checked, see below).
- Restart - restart the computer at a specified time. For continuous operation, we suggest restarting at night.

Note: The wake from sleep or hibernation function only works on compatible BIOS systems. You should check its operation on each computer.

Automatic switching on from BIOS level

If your computer allows it, you can set an automatic start at a specific time configured in your computer's BIOS. Look for the *Wake up system (from S5)* option. It allows you to configure the computer to switch on cyclically at a specified time.

Note that the BIOS wake-up operation often requires the *Enable fast boot* option to be unchecked (the tick is NOT to be checked) in the *Windows Control Panel*.

Automatic restart

Check if you want the computer to automatically restart every specified number of hours of continuous operation.

Automatic dimming

Function to reduce the brightness of the player's screen at certain times. Often used when working with external screens (video screens). Thanks to this function:

- You reduce energy consumption.
- You do not blind passers-by and drivers with the full brightness of the screen at night.

3.1.3.3 *FTP Synchronisation tab.*

Synchronisation via an FTP server allows the same content to be displayed on multiple players without the need to configure each one individually. One player acts as the master (uploads the configuration) and the others as slaves (downloads the configuration).

Note that you can create more player groups, but configure only one master player for each group and select a different folder on the FTP server.

Type of synchronisation:

- **Inactive** - no synchronisation via FTP.
- **Download FTP configuration** - display data will be downloaded periodically from the FTP server. Set this option on all players to synchronise with the master player.
- **Upload FTP configuration** - display data will be uploaded periodically to an FTP server. Set this option on one player, which acts as the master.
- **Upload screenshot to FTP** - option to upload screenshot only. In addition, if IP cameras are displayed on the screen, the image from each camera will be uploaded separately. In this way, it is possible to upload images from IP cameras to a website, for example.

Minutes:

- FTP - standard FTP protocol.
- SFTP - encrypted protocol.

Match the protocol to your FTP server.

Server - address of the FTP server

Folder - folder into which data will be uploaded or downloaded in the case of the *Download FTP configuration* option. The same folder should be set on the player uploading data and downloading data. Subfolders will be created automatically.

User - the name of the FTP user.

Password - FTP user password.

Port - the port of communication with the server.

3.1.3.4 *Artnet tab.*

The system allows selected playlist content to be launched via the Art-Net protocol.

Enable Artnet data reception - enables Art-Net data listening.

Port - UDP port on which the program will listen for Art-Net-compatible data. The default is port 6454.

Artnet broadcast - the netmask used to send Art-Net data. At the moment, the programme does not send any frames, but only receives.

After enabling Art.-Net listening, configure in the data edit window of the selected playlist item *Universe* and *Channel* that will trigger the content (Channel value greater than 100 = trigger the item).

3.1.3.5 *Advanced tab.*

Enable microphone input for content without sound

When checked, the player controls the volume of all sound inputs (microphone, line, etc.). If the content displayed on the main screen has its own sound, the inputs are muted. Otherwise, they are switched on.

A function used in cable television. It allows you to switch on, for example, internet radio during content without sound.

Time shift

You can configure the time offset shown by the player. This function is useful if the computer itself did not change the time setting after the summer/winter time change.

3.2 Preview menu.



In the *Preview* menu, you can see the player's screen. You see exactly what is being shown on the screen at the time. The delay is up to a maximum of 2 seconds. In addition, at the top of the screen you can expand the window and see the content data displayed on each region. The preview works in the following modes:

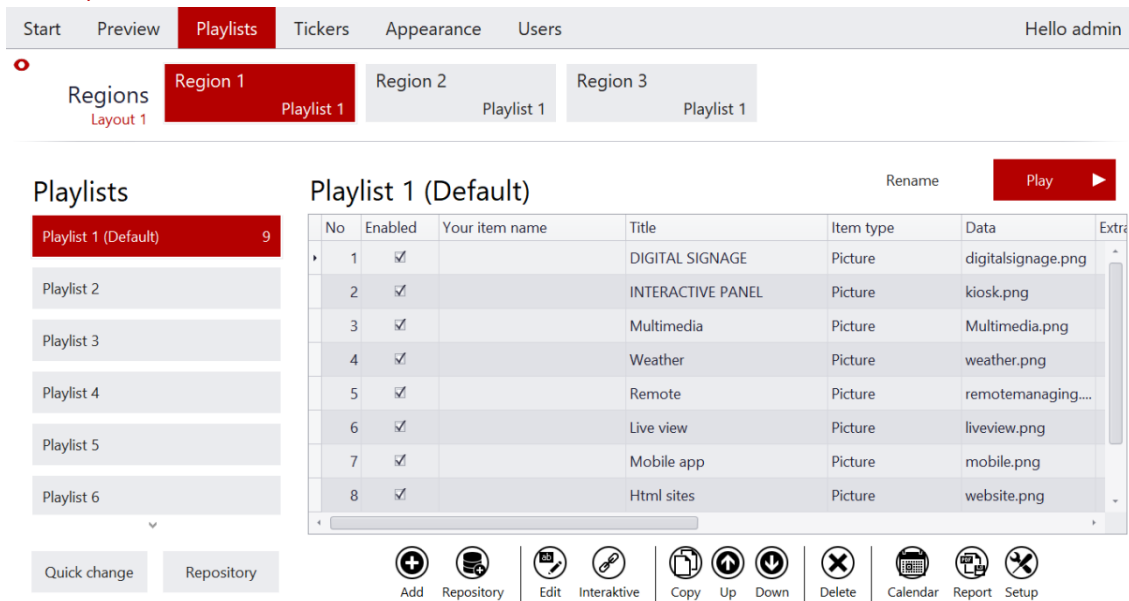
- **Automatic mode** - the image is constantly updated.
- **Manual mode** - the image is downloaded on demand using the *Refresh* button.

Buttons:

- **Start** - activate automatic mode.
- **Stop** - disable automatic mode (manual mode).
- **Refresh** - download the image once in manual mode.

Note: Automatic mode is deactivated after a few minutes. After this time, it can be switched on again by clicking the Start button. This is not a bug, just a safety feature for accidentally leaving the preview mode on (transferring a lot of data from the player).

3.3 Playlists.



The screenshot shows the Pictor Digital Signage interface. At the top, there are navigation tabs: Start, Preview, Playlists (selected), Tickers, Appearance, and Users. The user name 'Hello admin' is visible in the top right. Below the navigation, there are three region tiles: Region 1 (selected), Region 2, and Region 3. Each region tile has a 'Playlist 1' label. The main content area is divided into two sections. On the left, there is a 'Playlists' list with 'Playlist 1 (Default)' selected, showing a count of 9 items. Below this list are buttons for 'Quick change' and 'Repository'. On the right, the 'Playlist 1 (Default)' configuration is shown. It includes a 'Rename' button and a 'Play' button. Below these is a table with the following columns: No, Enabled, Your item name, Title, Item type, Data, and Extra. The table contains 8 rows of items:

No	Enabled	Your item name	Title	Item type	Data	Extra
1	<input checked="" type="checkbox"/>		DIGITAL SIGNAGE	Picture	digitalsignage.png	
2	<input checked="" type="checkbox"/>		INTERACTIVE PANEL	Picture	kiosk.png	
3	<input checked="" type="checkbox"/>		Multimedia	Picture	Multimedia.png	
4	<input checked="" type="checkbox"/>		Weather	Picture	weather.png	
5	<input checked="" type="checkbox"/>		Remote	Picture	remotemanaging...	
6	<input checked="" type="checkbox"/>		Live view	Picture	liveview.png	
7	<input checked="" type="checkbox"/>		Mobile app	Picture	mobile.png	
8	<input checked="" type="checkbox"/>		Html sites	Picture	website.png	

At the bottom of the configuration area, there is a toolbar with icons for: Add, Repository, Edit, Interaktive, Copy, Up, Down, Delete, Calendar, Report, and Setup.

When you click on the *Playlists* menu, the active regions of the screen will be displayed. By default, the first one will be selected and its settings will be shown below. The region tiles display the name of the region (you can change it in the *Appearance* tab) and the name of the currently displayed playlist.

The *Show inactive* button will show the 4 regions even if they are inactive.

Remember! *The player supports any number of screen regions that can independently display different content.*

Region 1 is the central part of the player screen. Depending on the settings in the *Appearance* menu, there may be additional regions on the left, right, bottom, etc. on the screen.

Regions

Click on the region tile you wish to configure.

Playlists (playlists)

Select the playlist tile that is displayed in the list beside it. Each region has 20 predefined lists (in the current version it is not possible to add more, but this change is planned).

A playlist is a collection of sequentially arranged content that will be displayed in the selected region if the list is active.

Next to the name of one of the lists is the word *Default*. This indicates that the list is the currently playing list if the *Weekly Calendar* does not point to another list.

Play button

Changing the active playlist / playlist.

Rename button

Rename the selected playlist/playlist.

Quick Change button

Switches the view to Playlist tiles only. By clicking on the selected playlist, it immediately becomes active and displayed on the screen. The mode is used to manage information on border crossing or road information monitors.

Repository button

A repository is an additional playlist whose items can be shared across multiple playlists. It is also a collection of graphics used as the default background for texts, weather reports, and more.

Remember! In the repository, you can choose the default background image for text content and other general system elements.

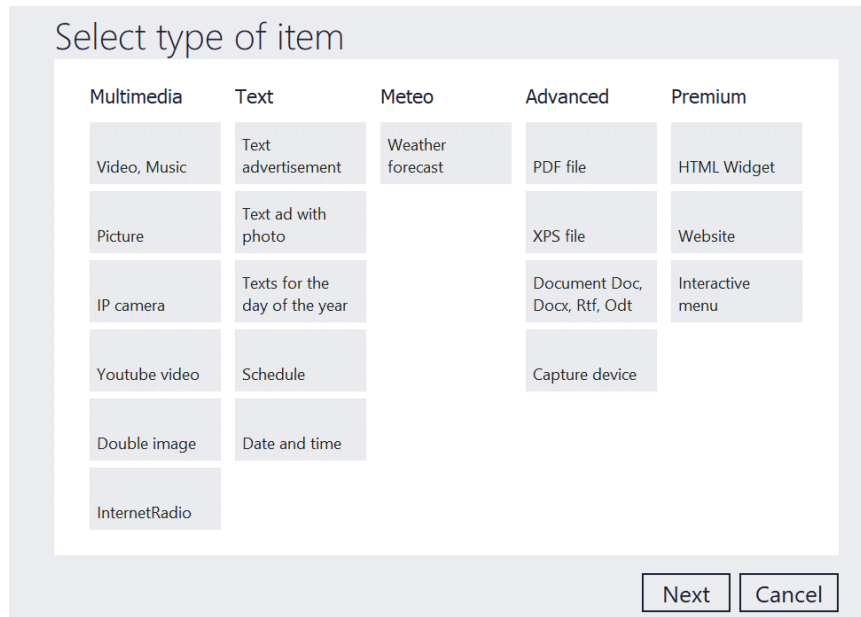
The title of the repository item	Meaning
DEF:BACKGROUND	Default background
METAR:SKC	Weather background: clear sky
METAR:FEW	Weather background: few clouds
METAR:SCT	Weather background: scattered clouds
METAR:BKN	Weather background: broken clouds
METAR:TS	Weather background: thunderstorm
METAR:BR	Weather background: mist
METAR:SH	Weather background: shower rain
METAR:RA	Weather background: rain
METAR:SN	Weather background: snow
AIRINDEX:GOOD	Air condition background: good
AIRINDEX:POOR	Air condition background: poor
AIRINDEX:BAD	Air condition background: bad
DEF:OPENINGSOUND	The sound of opening a new slide

3.3.1 Add button - add a new item to the playlist.

To add a new item (content) to the selected playlist, press the Add button at the bottom of the Playlists tab.

3.3.1.1 Choice of element type.

In the first step, you need to select the type of content you want to add.



Discussion of selected types of slides:

- **Video, music** - video files in various formats or music in mp3 format. Music can be played, for example, on an invisible region.
- **Image** - photo. You can add a title and description to the image.
- **Double image** - displaying two images side by side in configurable proportions.
- **IP camera** - you can show the stream directly from the IP camera.
Examples of addresses of video streams from Onvif-enabled cameras:
rtsp://<user>:<password>@127.0.0.1:554/cam/realmonitor?channel=1&subtype=0&unicast=true&proto=Onvif
Change the user, password and ip address and port of the camera.
- **Text ad** - the slide contains only the title and content. Used, for example, for advertisements. You can also insert photos as a background (preferably semi-transparent).
Remember, you can use date and time stamps in the title and content. See the appendix at the end of the instructions.
- **Ad with photo** - a slide similar to the ad, but the photo is displayed to the left or right of the text (not as a background).
- **PDF document** - a PDF document is displayed.
*Note: If you want to display two PDF documents side by side, select the **Additional right-hand panel** setting in the Appearance section. If you select Additional panel on the left, you may see a scroll bar between the PDF documents.*
- **Texts per day of the year** - this type allows different texts to be shown depending on the day of the year. A typical use is to show name days, which are different each day. This type requires the selection of a properly formatted csv file. The file should have format texts on the following lines:
<day of month>;<month>;<text to be displayed>.

An example for the namesake:

1;1;Mieszko Mieczyslaw Maria

2;1;Isidore Basil Gregory
3;1;Arleta Genowefa Danuta
4;1;Titus Aniela< br>Eugenius
...

In the last element, you can use the < br> character to split the text into multiple lines.

Remember! You can download the naming file from our website: [Go to](#)

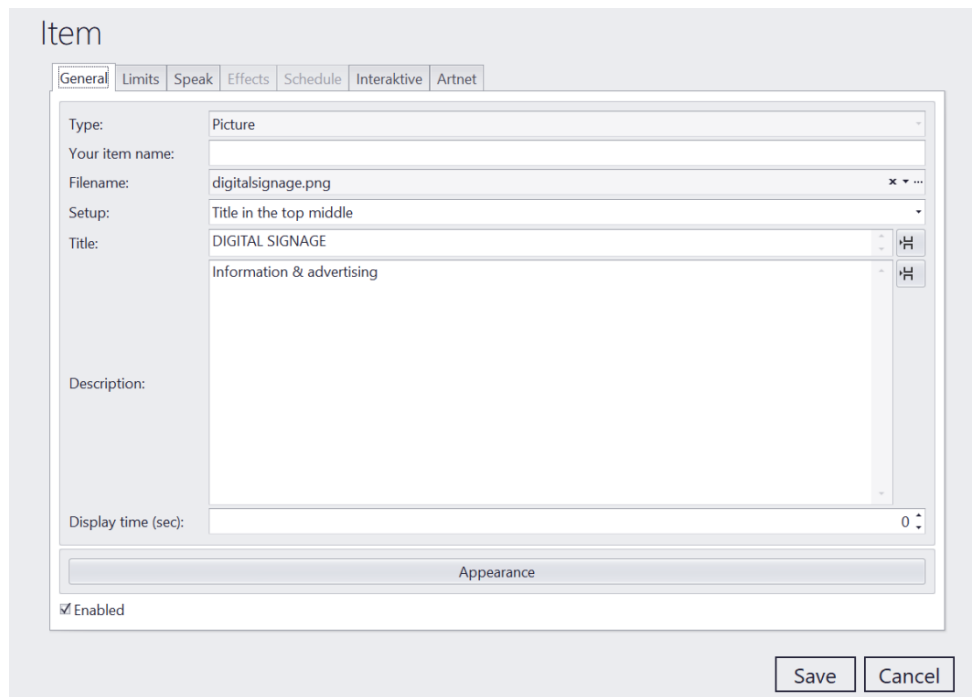
[PictorPlayer.com](#)

- **Date and time** – display the current time and date.
- **Countdown** – the element allows automatic countdown to a specific time and/or date. If you only fill in the time, the element will show the time until a specific time, and after that time, that time to specified time next day. If you set the date and time, the element will count down to the specified time and then zero time.
- **HTML widget** - a typical example of the use of this type of entry is to show the weather forecast from an external service that provides html code to be pasted into your own website. In our case, we paste this code into the *Description* field of the respective slide.
Note that the html widget may force the on-screen keyboard to be shown. E.g. if its purpose is to fill in a form.
- **Website** - any website. You enter the address of the page you wish to open in the data.
Note that a website may force the display of an on-screen keyboard. E.g. if its purpose is to fill in a form.
- **Interactive menus** - the screen is used to quickly show multiple interactive buttons. They can be shown in the form of a table with multiple columns.
- **Sheet** - allows schedules and other content to be created in the form of a table, which can be changed directly from our editor. The table automatically fills the screen according to the number of rows and columns entered.

3.3.1.2 *Element data.*

In the next window, you enter additional data. The amount of data depends on the type of content selected.

General.



- **Type** - the selected type of slide. The type is selected at the beginning and cannot be changed later.
- **Your item name** – item name not displayed anywhere. It will be used only for its identification during configuration.
- **Setup** - additional parameters related to the selected type of content, e.g. for the weather forecast you can select the form of presentation.
- **File name / background file** - if a content type is associated with a file you select it by clicking the button to the right [...]. Once the file has been uploaded to the player, it can no longer be changed.
- **Additional data** - selection of additional data needed for the display, for example, selection of a measuring station for air quality or a locality for the weather forecast.
- **Your item name** – never shown on the screen name that describes the item.
- **Title** - the content heading displayed, e.g. the title of the ad. You can leave the title blank, in which case it will not be displayed. Remember, not all content displays the title.
- **Description** - Text ad content or script for a widget-type slide.
- **Display time** - time in seconds how long the slide will be shown. A value of 0 (zero) means that the slide will play for the default time for the region (set in the *Region Configuration*). In the case of videos, the parameter is not used.
- **Main content margin** - a parameter used only for advertisements with a photo. The photo is moved away from the edge of the area by the entered number of pixels, as this often improves the appearance of the slide. The default is 10 pixels.
- **Enabled** - disabling the activity means that the element will not be displayed. With the option, we can temporarily disable the selected element, but not remove it completely.
- **Appearance** - the colour scheme for text content and interactive buttons. The default scheme is defined in the region settings on the *Appearance* tab. But for selected slides you can set your own colour scheme, e.g. to improve visibility against a photo background.

Limits

- **Activity date range** - if a start and/or end date and time is selected, only the specified time period will be displayed for the item.
- **Number of plays** – maximum number of views.
- **Playback frequency** – how often a given element should be shown. You don't have to duplicate playlist items to keep them playing every now and then. Just set the repetition frequency option.
- **Weekly calendar of restrictions** - if you select at least one day then only on the selected days and specified times will the item be displayed.

Speech

The text to be read when the element is displayed. The functionality supports the visually impaired and the handling of queues in offices.

Effects

- Crop – option to crop the IP camera image.
- Adjustments – settings for contrast, brightness, saturation of the video stream.

Schedule

Tab only active for the content type Schedule. Allows you to enter data in the form of a table.

Remember, you can use tags in the content. The tags used in a field apply to all the text in the field, or even all the text in a column. Multiple tags can be combined. Insert them before the content of the given field, e.g.: `bold text`.

Tag format	Result
<code><CR></code> .	Whole column to the right.
<code><CL></code> .	Whole column to the left.
<code><CB></code> .	Entire column in bold.
<code><CI></code> .	The whole column leaned.
<code><CU></code> .	Entire column highlighted.
<code><R></code>	Field text to the right.
<code><L></code>	Field text to the left.
<code></code>	Text of the field in bold.
<code><I></code>	Lean field text.
<code><U></code>	Field text underlined.

Interactive

- **Interactive screen saver** - if the region is in interactive screen mode, selected slides can act as a screen saver. They will be shown during inactivity (no user action for a certain period of time).
- **Hide interactive menu** - if the region is in interactive screen mode, an additional menu is shown at the bottom or top of the screen. This can be hidden for selected slides.

- **Interactive buttons** - the interactive button configuration window for this slide. The interactive menu section is also available under the *Interactive* button at the bottom of the screen (it is described in detail there).
- **Shortcut** - you can assign a keyboard shortcut that will launch the selected content. The content will be triggered even if it is *Off*. So it may not be displayed as a fixed list item, but only on demand (remote controls, usb buttons and more).

Artnet

Allows the setting of Uniworld and Channel, which will trigger the given content when the value exceeds 100. The content will be triggered even if it is *Off*. So it may not be displayed as a fixed list item, but only on demand. The option requires Artnet listening to be enabled in the player's general configuration on the Start tab.

You can read more about Art-net at: <https://art-net.org.uk/>

3.3.2 Edit button.

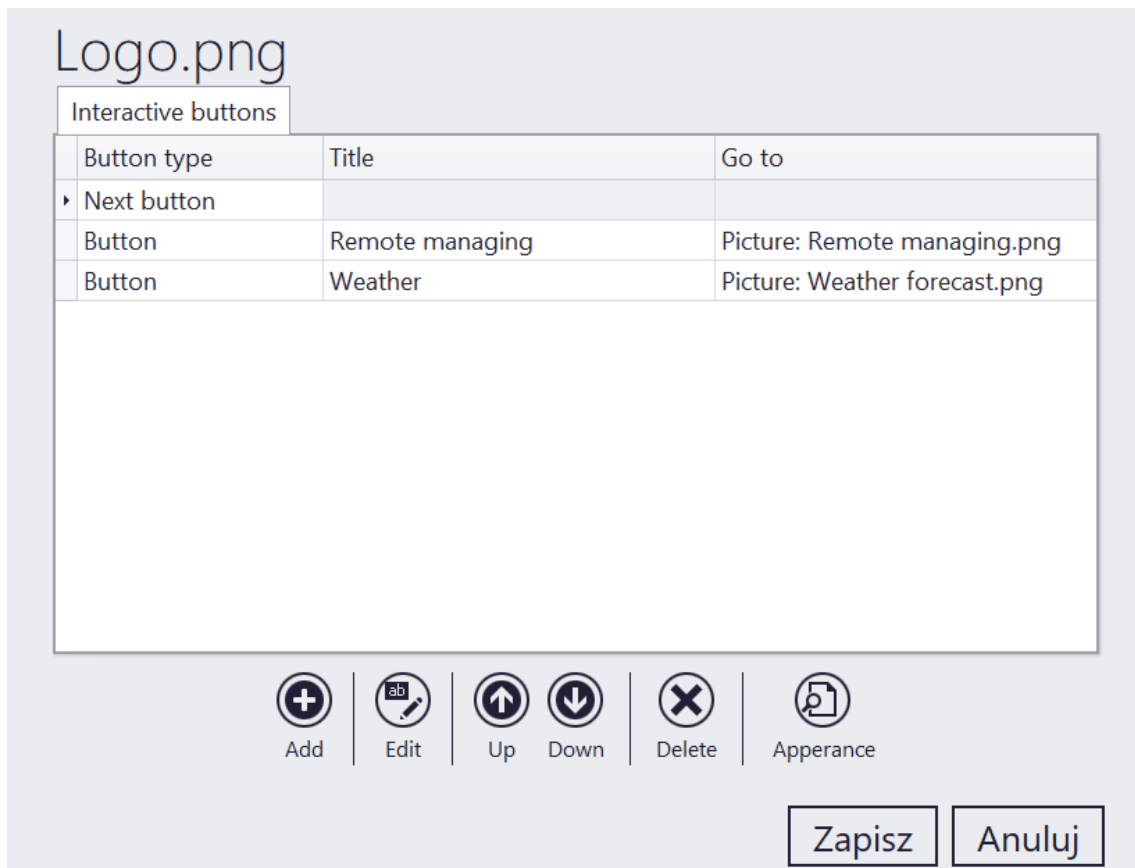
Option to change the parameters of the selected slide.

Note: The slide type is assigned at creation time and cannot be changed afterwards.

3.3.3 Interactive button.

Interactive button configuration window for the selected slide. If the slide is:

- **Interactive menu** - we configure the menu buttons, which will be distributed on the screen according to the selected formatting of the interactive menu (table, vertical left/right).
- **Other types** - each slide can have interactive buttons on it leading to other slides.



Add - add a new interactive button.

Edit - change the interactive button.

Up / down - changes the order of the interactive buttons. Relevant for buttons for the *Interactive Menu* type slide, so we can influence the order in which they are shown in the menu.

Delete - remove the interactive button. The *Next* button cannot be deleted, but the button will not be shown if there is no selected slide to which it leads.

Appearance - opens the *Appearance Settings* window for the *elements* of the respective slide (not the button!). The same window can be created from the playlist item editing window under the *Colours and Appearance* button.

Window for editing an interactive button

Interactive button

Button type:

Go to:

Title:

Image:

Button position

Alignment:

X Margin: Y Margin:

Width: Wysokość (0 domyślna):

Types of buttons:

- **Button** - a standard button shown above the content of the selected slide. The user selects the position of the button and the slide to be shown when the button is pressed.
- **Menu button** - a special type of button added only to the *Interactive Menu*. The options for selecting the position of the button on the screen are blocked - the menu decides this itself. The user has control over the order of the buttons.
- **Next button** - a special type of button leading to the next slide to be shown. If a slide is selected then *the Interactive Screen Menu* (at the bottom or top of the screen) will show the *Next button* leading to the selected slide.

Go to - select the slide to be shown at the press of a button.

Title - the inscription that will be on the button.

Image - alternatively, instead of text you can upload a graphic to be shown on the button. Please note that the graphic must be upload to the repository. Any image included in repository list can be selected in this window as the button image.

Button position - the position on the slide where the button will be shown. Applies only to standard buttons. For others, the option is disabled. For simplicity, alignment to one of the corners of the screen is selected and spacing is counted to that corner.

3.3.4 Copy button.

The option to copy the selected slide. You can use it, for example, if you want to show the same slide several times in the list and you do not want to send multiple times to the file player.

3.3.5 Up / Down buttons.

Option to change the order of slides in the list. Moves the selected list slide up or down.

3.3.6 Delete button.

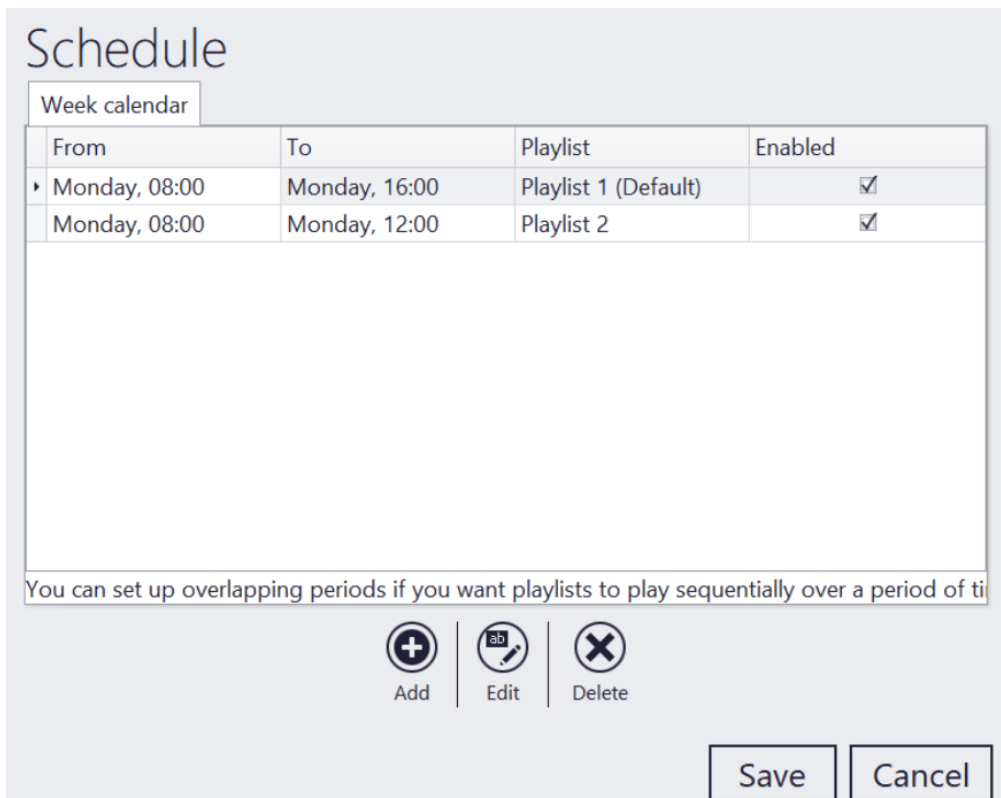
Option to delete the selected slide from the list. Note: Once confirmed, the slide will be completely deleted including the file in the player's data directory.

3.3.7 Calendar button.

The option to configure a weekly calendar for playlists. You can select which list is to be played on the selected days and times of the week.

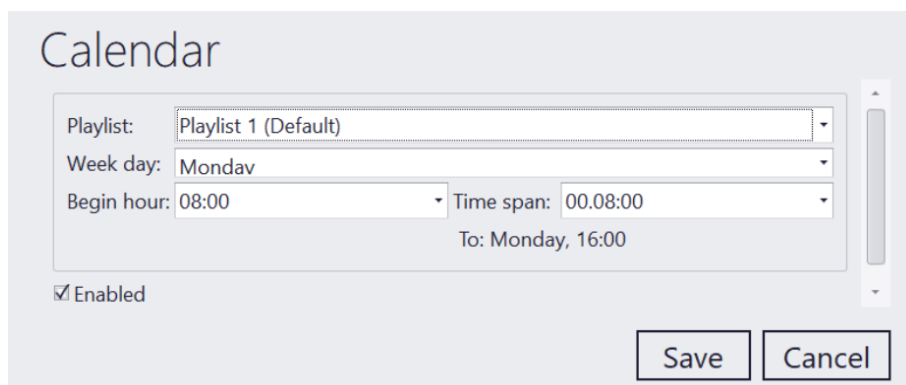
Note: You can define overlapping periods. In this case, the playlists will be played consecutively in that period.

Remember: During all free periods (not defined in the calendar), the default playlist will be played.



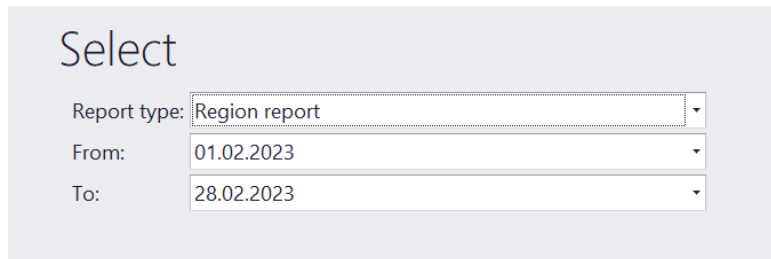
Attention!

In the calendar slide edit window, you configure the start time of the selected list activity and the **playback time** (length), not the end time. The end time (To) is calculated and is shown underneath.



3.3.8 Report button.

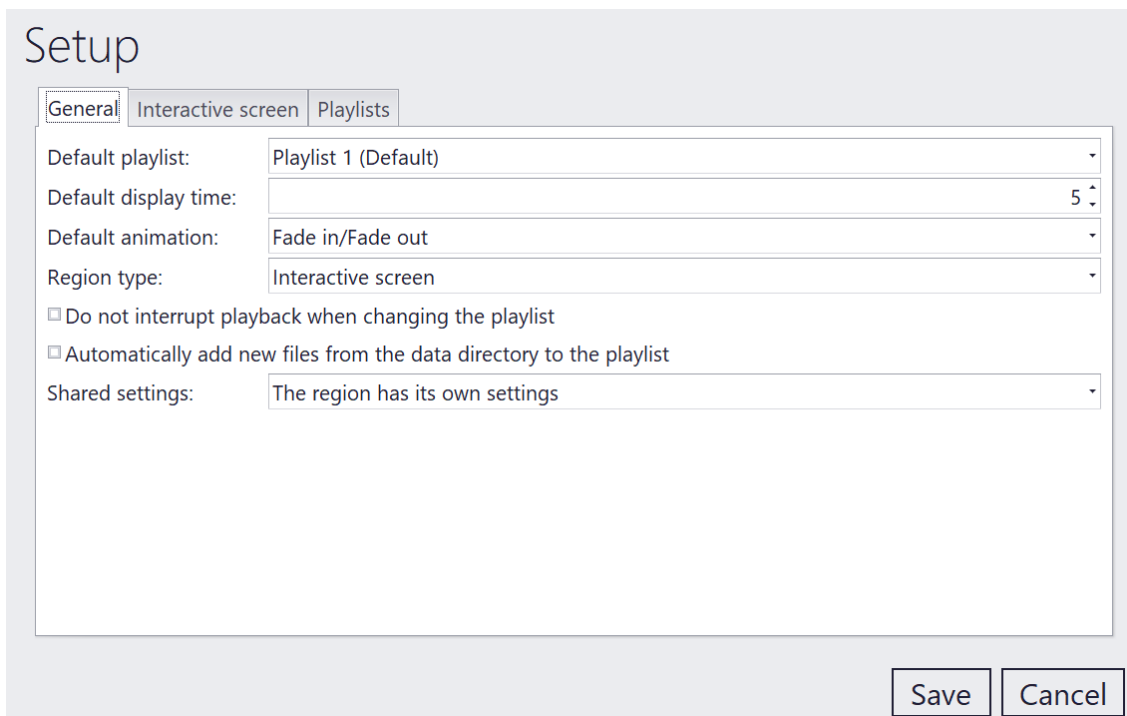
Generating a report on the amount and time of total playback of playlist items. Reports can be aggregated for the entire region or for the currently selected playlist item. You select the type and time range of the report in the displayed window.



The report is displayed in a window from which you can print it or export it, e.g. to PDF, XLS format.

3.3.9 Setup button - configure the parameters of the selected region.

Configuration window for the parameters of the selected region.

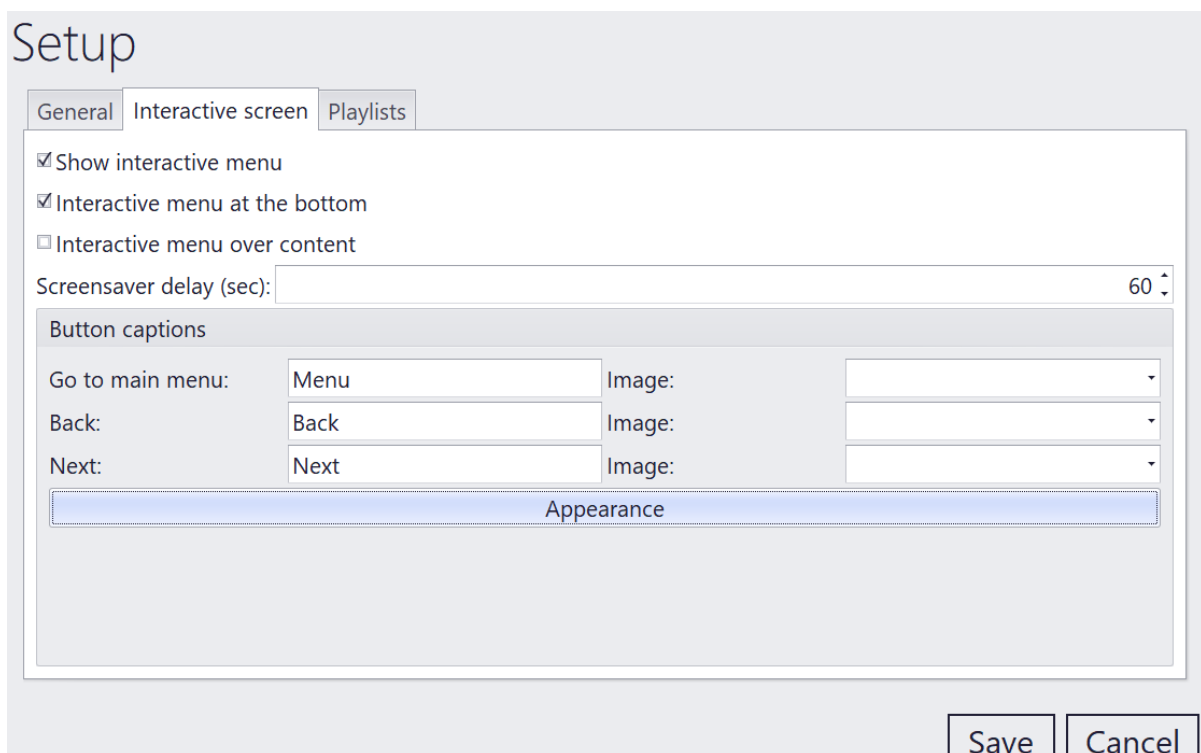


General tab

- **Default playlist** - the list that will play if the calendar does not indicate another list.
- **Default display time** - time in seconds for how long text content will be shown by default.
- **Default animation** - a type of graphic transition between consecutive slides.
- **Region type** - each region can operate in the following modes:
 - **Loop playback** - Subsequent slides are shown automatically in a loop of the respective playlist. No user action is required.
 - **Interactive screen** - The region does not automatically switch slides. It waits for the user to press a button. The first of the slides is the main menu (the suggested type of this slide is *Interactive Menu* with buttons leading to other slides).

- **Do not interrupt playback when changing the playlist** - if the list being played changes, the currently playing slide will be interrupted immediately and playback of the new list will begin. If this option is selected, the currently playing slide will be shown until it ends (e.g. until the end of the video), and only then will the list be changed.
- **Automatically add new files from the data directory to the playlist** - if this option is selected and new video or image files appear in the data directory, they will automatically be added to the playlist. The option can be used in conjunction with synchronising the playlist from an FTP server. Once it is checked, simply upload or delete files in the corresponding directory of the FTP server to change the playlist.
- **Shared settings** - in more complex configurations, we can choose for a region to have shared settings with another region. Then we don't have to change them in each region separately. This option is useful when the Appearance (with it the layout of the regions) varies depending on the selected playlist.

Interactive screen tab

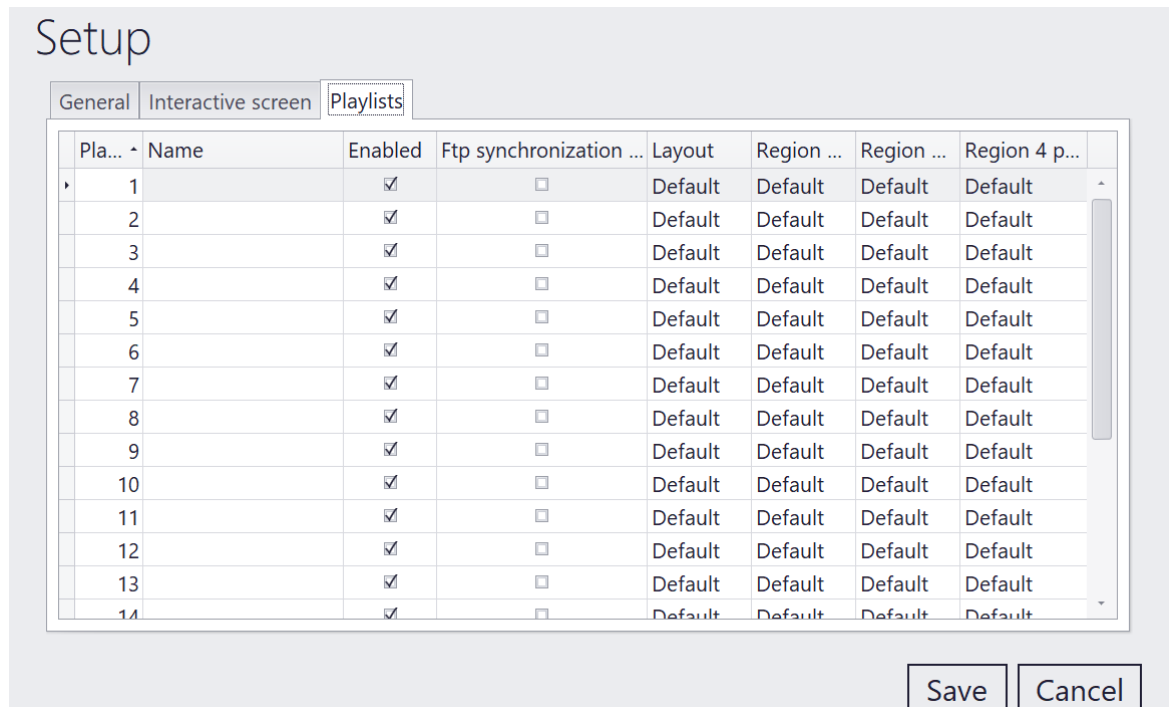


All options only work if the region is in interactive screen mode.

- **Show interactive menu** - show a special menu of the interactive screen with buttons leading to the main menu, back and next (selected by default).
- **Interactive menu at the bottom** - if this option is selected, the interactive screen menu will be at the bottom of the region. Otherwise at the top of the region.
- **Interactive menu over content** - if this option is selected, the interactive screen menu will be shown on the displayed slides. You can then configure, for example, its semi-transparency.
- **Screensaver delay** - if there is no user activity for a certain number of seconds, the player will start showing slides that have been marked with the *Show as interactive screen saver* option in a loop. The screensaver will be switched off if the screen is touched.

- **Button captions** - texts of the special menu buttons of the interactive screen.
- **Appearance** - option to set background colour (you can set semi-transparency), button colour, button size.

Playlists tab



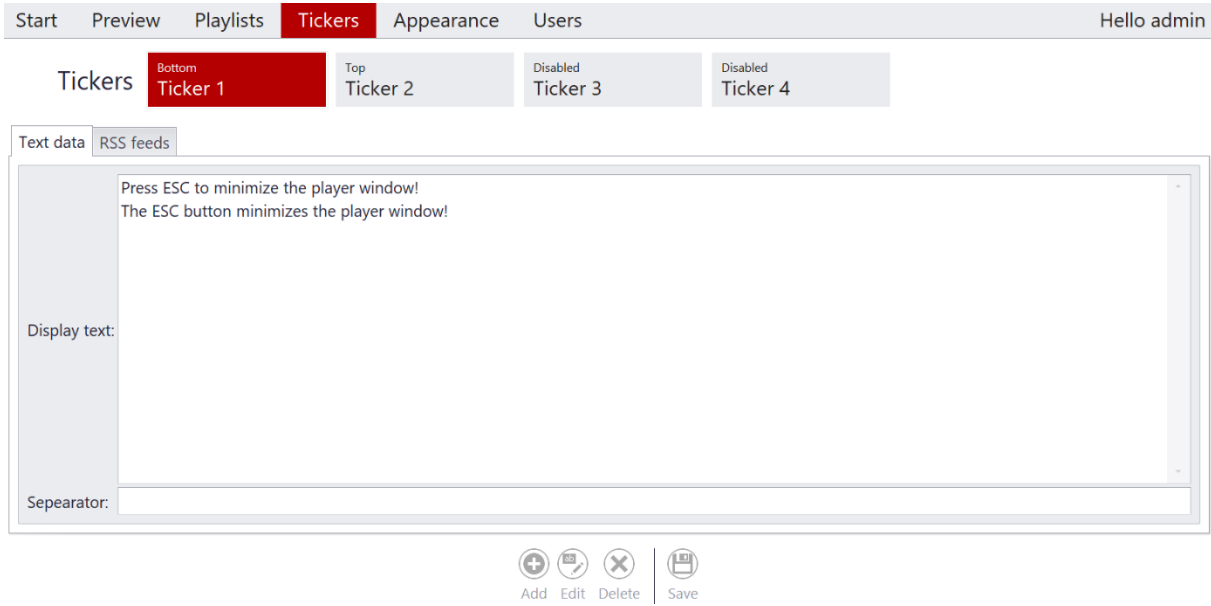
- **Name** - an option to give successive playlists their own names, which will be displayed instead of the default name in other places where playlists are used.
- **Disable FTP synchronisation** - if you select this option, the playlist in question will not be downloaded from the ftp server (the ftp download option is set in the player's general configuration on the Start tab). Users can configure it locally.
- **Enabled** - if you deselect this option, the playlist will not be visible elsewhere in the player configuration.
- **Layout** - for each main region playlist, you can choose a different layout for the content displayed. You configure the layouts in the Appearance tab. This allows you to configure playlists that are displayed on the entire screen and those that show additional regions.
- **Region 2 (3, 4) playlist** - the playlist number of the additional region to be played when the configured playlist is displayed on the main screen. You can link the information of the additional regions to a specific list of the main region.

3.4 Tickers.

Information bars are textual information at the bottom and/or top of the player screen. Depending on the settings (*Appearance* menu), the texts of the bars can be scrolled or replaced. In addition, there are predefined bar types, e.g. Date and Time, which do not display any additional text. Information taken from RSS feeds can be displayed in the bars.

The system supports up to four information bars. After clicking on the *Information Bars* menu, select which bar you want to configure.

3.4.1 Textual data.



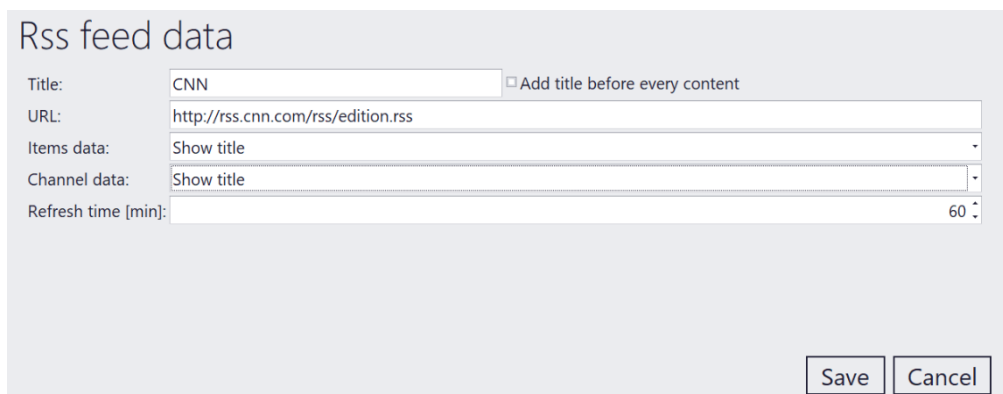
- **Display text** - text to be displayed on the information bar. Enter the texts on consecutive lines. They will be shown one after the other in the case of swipe bars, and separated by a separator in the case of scroll bars.
Remember, you can use date and time stamps in your content. See the appendix at the end of the instructions.
- **Separator** - in the case of scroll bars (configuration in the *Appearance* menu), a separator is inserted between consecutive texts.
Remember! You can precede and end the separator with the appropriate number of spaces, which will result in a larger space between the scrolling texts.

3.4.2 RSS feeds.

RSS is the standardised data format in which news services publish news. You can display information from any number of rss feeds consecutively in each bar.

3.4.3 Adding, editing, deleting an RSS feed.

Once you have navigated to the RSS Feeds tab, you can use the buttons at the bottom to add a new RSS feed or edit and delete it.



The screenshot shows the 'Rss feed data' configuration form. It has the following fields and options:

- Title: CNN Add title before every content
- URL: <http://rss.cnn.com/rss/edition.rss>
- Items data: Show title
- Channel data: Show title
- Refresh time [min]: 60

At the bottom right, there are 'Save' and 'Cancel' buttons.

- **Title** - a textual name used exclusively to identify the rss feed.
- **URL** - enter the network address of the RSS feed from the selected service in this field (copy it from your browser).
- **Items data** - setting what content of rss elements (e.g. individual news items) is to be displayed in the bar.
- **Channel data** - select whether the title or description of the channel should also be displayed between the content.
- **Refresh time** - how often the programme should download new data from the channel. There is usually no need to set this parameter to less than 30 minutes.

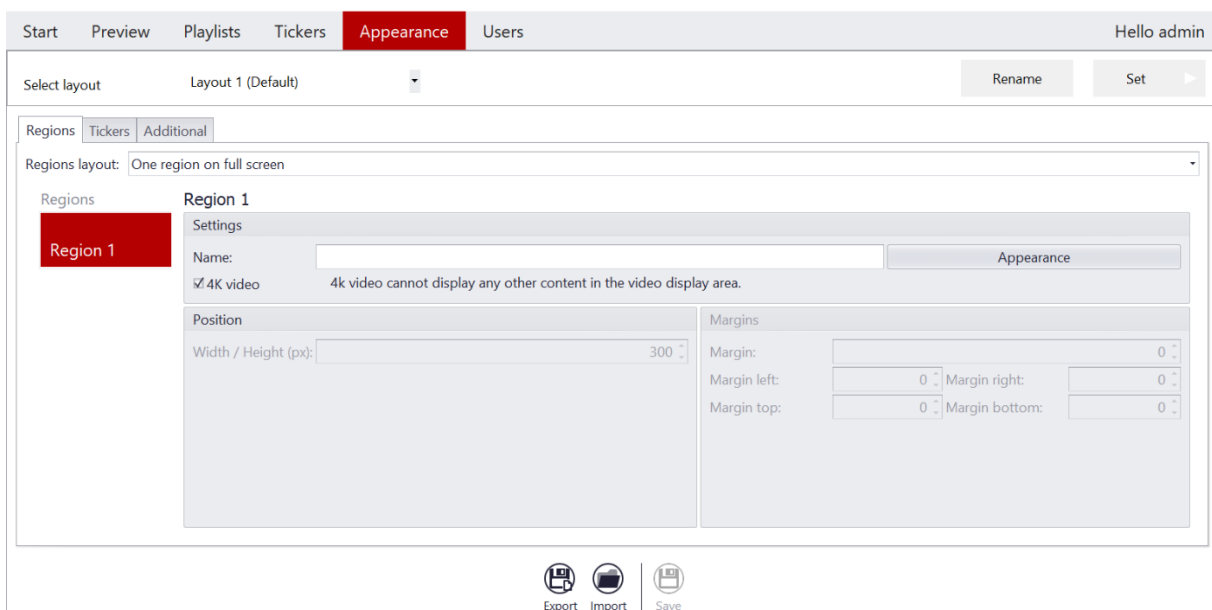
Remember to check whether the service in question allows you to publish data under the player's conditions. You can enter the title of the feed in the Content field. All texts from the Content field will be shown before the rss feed data.

3.4.4 Save button.

After changing any of the information bar configuration slides, press the *Save* button to send the changes to the player.

3.5 Appearance

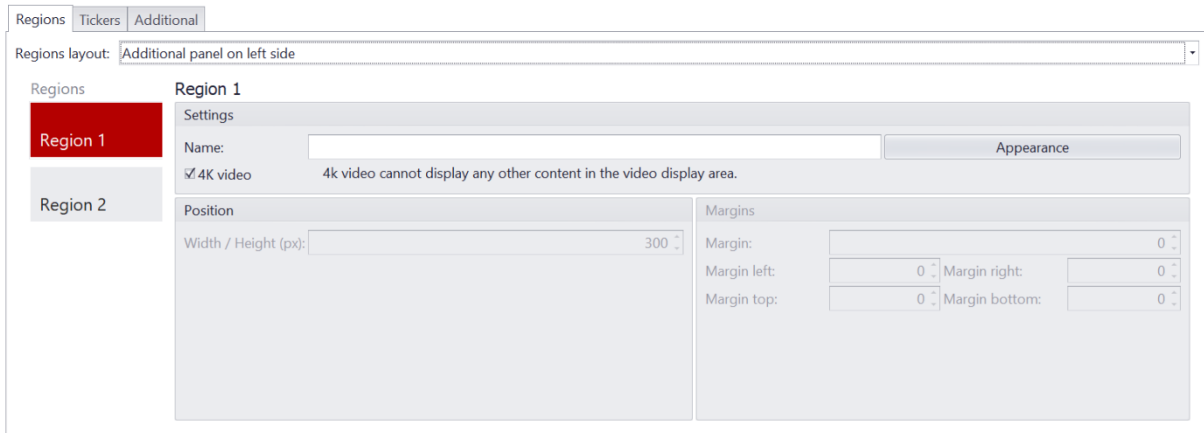
In the *Appearance* menu, you configure all settings related to the appearance of the player's screen.



- **Select layout** - you can configure 20 different appearances. One of these is the default appearance (default first). You can use the others to configure an individual appearance associated with a specific playlist of the main region (see Region 1 Settings, Playlists tab).
- **Rename** - Assign an individual name to the selected appearance. Facilitates configuration when using multiple looks.
- **Set** - change the default appearance of the screen.

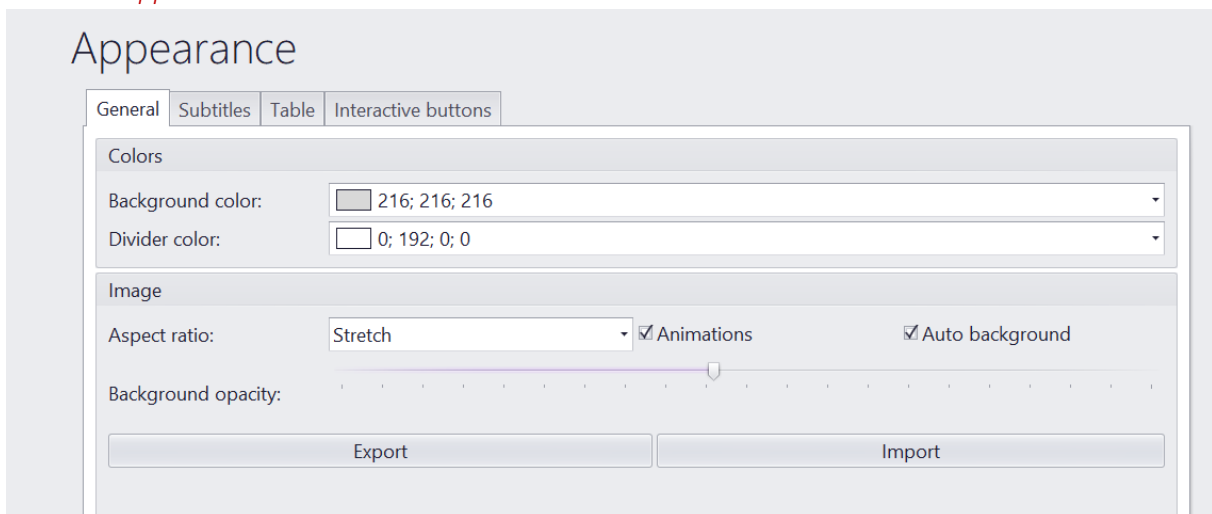
3.5.1 Regions tab.

Here you configure the number of regions / screen areas. Each region occupies its own place on the screen and displays content independent of the other regions. On the left-hand side of the window, you can select the region you wish to configure by clicking on its tile.



- **Regions layout** - the player's screen can display several regions/areas simultaneously (division of the screen into regions). Here you can choose how the screen will be divided. Further region layouts are continuously added in system updates.
- **Name** - in order to identify the configured region more easily, you can give it a name, e.g. Left, Bottom, etc.
- **Appearance** - colours of slides containing text, e.g. text announcements, weather forecast, air condition, photo descriptions.
Remember! These settings are general for all slides played in a region. But you can change them for a specific slide in the **Appearance** option in the slide configuration window.
- **4K video** - this option enables high-resolution playback mode on 4K screens. In this mode, program transitions between video content do not work (they should be made in the video) and the logo above the video content is not displayed. Use this option if you have a 4K screen and are displaying high-resolution videos.

3.5.1.1 Appearance.



- **Background color** - the default background color for text content (can be replaced with the default background image from the repository) and photos, if they do not fill the whole picture.
- **Divider color** – the color of the line separating the title and description of text ads.
- **Aspect ratio** – aspect ratio of images and videos (in mode without 4K Video selected)
- **Animations** – photo movement option (zooming in and out).
- **Auto background** - if the photo does not fill the entire screen, the background color can be automatically adjusted to the color of the photo.

3.5.2 Information Bars tab.

Information bars are textual information at the bottom and/or top of the player screen. In the tab, we configure the appearance settings of the information bars.



- **Enabled** - option to enable or disable the visibility of the bar.
- **Bar type** - you can choose from the following types of information bar:
 - **Text scrolling** - bar text scrolls from right to left.
 - **Text substitution** - bar text lines are shown sequentially on the bar.
 - **Date and time** - the bar shows the current time in one corner of the screen and the date in the other. This type does not use any additional text.
- **Top/bottom colour** - configure the colour of the bar. If the top and bottom colours are different, the bar will have a smooth colour transition between the colours (gradient).
- **Height** - the height of the bar in pixels. The default of 0 (zero) means that the height of the bar is calculated automatically based on the font size. If you enter a value greater than 0 (zero) in this field, the bar will change the height to the value entered (pixels).
- **Top of screen** - select this option if you want the bar to be shown at the top of the player screen. Otherwise, it will be shown at the bottom.
- **Speed** - the speed at which the text scrolls for *scrolling text* bars, or swaps text for subsequent text for *swapped text* bars.
- **Font** - configuration of the bar font.

3.5.3 Additional tab.

Configuration of additional slides displayed on the player's screen.

Regions Tickers Additional

Clock
 Show clock

Logo
 Show logo
Logo file name:
Opacity:

Show logo on selected position
Pos X (px): Pos Y (px): Height (px): Width (px):

- **Show clock** - option to enable the visibility of the clock in the top right corner of the screen above the slides displayed.
Remember: Optionally, you can show a Date & Time type information bar, which also shows the clock.
- **Show logo** - option to enable the showing of an image with a logo. The image is shown above the displayed slides.
- **Opacity** - the level of transparency of the image uploaded as a logo.
- **Show logo at selected position** - change the default position and size of the logo image according to the parameters given below.
Remember: You can upload the logo as a png image with transparency of the side parts of the image. This will improve the appearance of the logo.

3.6 Users menu.

Configuring new and changing existing system users and their rights.

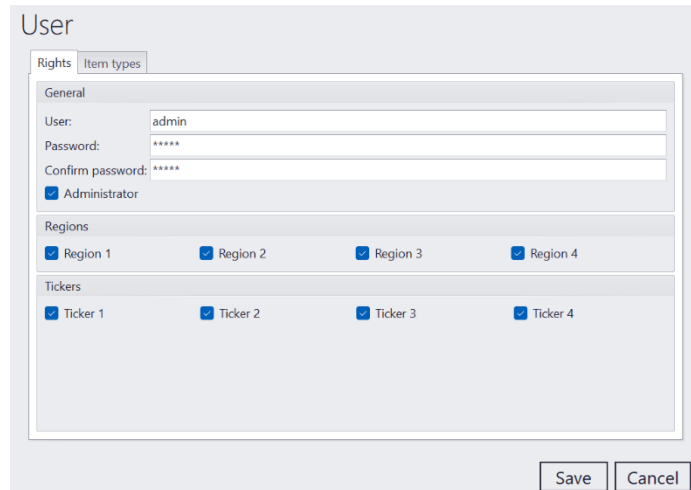
The default *admin* user has the rights to change all system options. It is recommended to change the default password (*admin*) of the *admin* user to something else.

Remember! You can use user rights so that people who are only supposed to add content to selected regions or bars do not accidentally make changes to other player slides.

3.6.1 Add button.

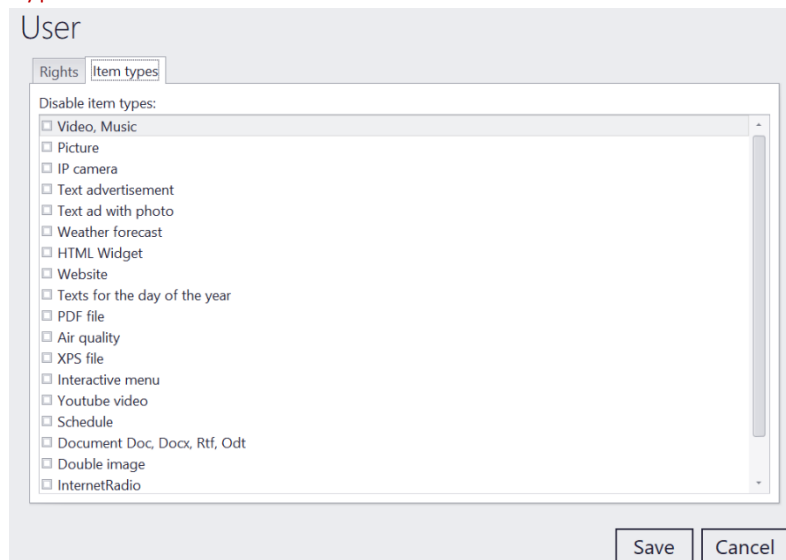
Option to add a new user.

3.6.2 Rights tab.



- **Administrator** - right to change the *Users* menu, *Appearance*, *Configuration* buttons.
- **Region 1...4** - the right to add, edit, delete list slides of a given region (*Play content* menu). If there are more regions than 4 then the tick next to Region 4 also indicates the ability to edit further regions.
- **Ticker 1...4** - right to edit the content of the respective information bar (*Information bars* menu)

3.6.3 Element Types tab.



You can block a user from adding selected types of content. A useful option, for example, to restrict the addition of content that is not used. The user will not get confused and has fewer options to choose from when working.

3.6.4 Edit button.

Changing the selected user. Opens a configuration window identical to that for a new user.

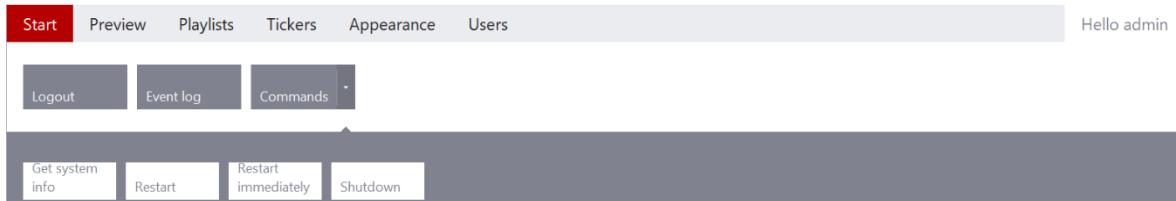
3.6.5 Delete button.

Option to delete the selected user.

Note: Be careful not to remove all system administrators. However, if, despite safeguards, you inadvertently delete the last administrator, our technical support will help you regain control of the player.

3.7 User menu

If the user is logged in, the menu on the right shows the user's name preceded by *Welcome*. When clicked, the user menu will appear.



- **Logout** - option to log the user out.
*Remember: If you have ticked Remember me on the login window, clicking Logout will log you out and you will no longer be logged in automatically. You can select Remember **me** again when logging in.*
- **Event log** - an option to view the player's technical entries. Usually used by technicians to diagnose problems.
- **Commands** - option to send selected system commands to the player.
 - **Get system info** – download and display technical information from the computer on which the player is installed (IP address, memory, disk, etc.).
 - **Restart** - restart the computer in normal mode with a delay.
 - **Restart immediately** - reboots the computer immediately (without waiting for the application to close).
 - **Shut down** - complete shutdown of the computer.

3.8 Menu in the bottom bar

There is an additional menu in the bottom bar of the programme.

- **Remote management** - option to change the address of the remote management server. Only used in installations with their own communication server. If you are not the administrator of such a system, do not change this option.

4 Pictor Player

If Pictor Player is not in full-screen mode, its menu is displayed.

- **Program**
 - **Data directory** - the place on the disk where the programme saves all data, including files that are played.
 - **Open** - opens the location of the data directory in *File Explorer*.
 - **Remote management** - displays a window with ID and password to manage the player.
 - **Close application** - Pictor Player is terminated.
- **Full screen**
 - **Enable full-screen mode** - switches the programme to full-screen mode without frames with the visibility of the Windows bar, mouse cursor, etc. disabled.
 - **Enable without maximising** - an unusual (for testing) full-screen mode that does not disable the Windows bar and mouse cursor.
 - **Enable without maximising and hiding the frame** - an unusual (for testing) full-screen mode that does not disable the Windows bar and mouse cursor. The window frame is also not hidden, allowing the window to be manually resized.
- **Content directories** - directory(s) where the content to be played, including the configuration of regions, bars, etc., is stored in the selected directory. In exceptional situations (e.g. our demonstration panels), you can create more directories and switch between them.
 - **Content directory location** - an option to change the disk location where all programme data is stored. If a computer has more than one drive, we can store data on a drive other than the system drive.
 - **Add new** - option to add a new directory. You will be prompted to enter a name for the new directory. The directory will be created in the data directory, subdirectory Content.
 - **Default** - if no content subdirectory is selected, the programme saves the content directly in the data directory. This location is specified as the default.

4.1 Full screen mode.

Pictor Player can operate in two modes:

- **Full screen** - the player occupies the entire screen, hides the Windows bar, mouse cursor, etc.
- **Standard window** - like any standard Windows programme.

By default, after installation (also in the demo version), the programme starts in full-screen mode.

Attention!

*To exit full-screen mode, press **ESC** on the keyboard.*

4.2 Content directory.

The data directory is where on the disk the programme stores all configuration data. This includes the files shown on the screen.

Caution: manually changing data, especially configuration files, may cause problems with content playback. If you want to change something in the data directory make a copy of it.

4.3 Content catalogues.

The content to be played, together with the configuration of regions, bars, etc., is stored in the selected directory. In exceptional situations (e.g. our demo panels), you can create more directories and switch between them. Switching can only be done from within Pictor Player (Manager does not support content directory switching).

Remember! When you install Pictor Player, the demo content is played. If you do not want to manually delete all demo content simply create a new content directory and switch the program to this directory.

Note: A restart of Pictor Player is always required after switching the content directory.

4.4 Known errors.

- The logo hides under certain types of content: 4K video (4K option checked in the Appearance section), PDF documents, Doc, Docx, Rtf, Odt, Xps. When showing these types of content with the logo, we recommend showing an additional panel at the top of the screen and setting the logo area to fit on this panel.
- When showing two PDF documents side by side in the *Appearance* section, select the *Additional panel* setting on the *right*, not the left. An incorrect choice of setting may result in a scroll bar appearing between the documents.

5 Extras.

5.1 Date and time stamps.

Date and time *stamps* can be used in text content. By entering a marker anywhere (left column below), it will be replaced by the current value (example in right column) before being displayed. The text is replaced when shown.

Tag format	Result (example)
<date>.	29 May 2015
<time>.	05:50
< dateformat(MM/dd/yyyy)>	05/29/2015
< dateformat(dddd, dd MMMM yyyy)>	Friday, 29 May 2015
< dateformat(dddd, dd MMMM yyyy)>	Friday, 29 May 2015 05:50
< dateformat(dddd, dd MMMM yyyy)>	Friday, 29 May 2015 05:50 AM
< dateformat(dddd, dd MMMM yyyy)>	Friday, 29 May 2015 5:50
< dateformat(dddd, dd MMMM yyyy)>	Friday, 29 May 2015 5:50 AM
< dateformat(dddd, dd MMMM yyyy HH:mm:ss)>	Friday, 29 May 2015 05:50:06
< dateformat(MM/dd/yyyy HH:mm)>.	05/29/2015 05:50
< dateformat(MM/dd/yyyy hh:mm tt)>	05/29/2015 05:50 AM
< dateformat(MM/dd/yyyy H:mm)>	05/29/2015 5:50
< dateformat(MM/dd/yyyy h:mm tt)>	05/29/2015 5:50 AM
< dateformat(MM/dd/yyyy HH:mm:ss)>.	05/29/2015 05:50:06
< dateformat(MMMM dd)>.	May 29
< dateformat(HH:mm)>.	05:50
< dateformat(hh:mm tt)>.	05:50 AM
< dateformat(H:mm)>.	5:50
< dateformat(h:mm tt)>.	5:50 AM
< dateformat(HH:mm:ss)>.	05:50:06
< dateformat(yyyy MMMM)>	2015 May

5.2 Dell Wise 5070 configuration.

The Dell Wyse 5070 computer has a special version of Windows 10 IoT Enterprise installed. Among other things, the system is designed for digital signage applications. Choosing such a system ensures more reliable operation of devices whose primary purpose is to display content. The user will not be surprised by pop-up windows or prolonged updates as with standard versions of Windows.

5.2.1 Default settings.

The computer is configured in start-up mode as a so-called Kiosk with automatic start-up of the Pictor Player application. The configuration is set up in the Wyse Easy Setup software.

- All you have to do is turn on your computer for the Pictor presentation to start.
- Unauthorised users are unable to administer the computer.

Two user accounts are configured on the computer:

- **Admin (without password** or with password: **PictorDS**) - an administrative account. From it you change the system and computer settings (e.g. Wifi connection). For security reasons, it is recommended that you change the admin password.
- **Pictor** (password: **pictor**) - an account that is automatically started when the computer is switched on. Pictor Player is automatically activated on this account. The account must have a password for the automatic login to work.

Please note that by default the Admin user does not have a password assigned. You must log in as Admin user and change the password in Settings -> Accounts -> Login option.

5.2.2 Computer administration.

If you want to enter the change of system settings, you must log in with your Admin account. To do this:

1. Minimise and close Pictor Player (by clicking ESC and close it by clicking the cross in the top right corner of the program window).
2. Press the ALT+CTRL+DEL key combination.
3. Select Logout.
4. Log in by selecting the Admin user (default without password).
5. The familiar Windows interface will open (minor differences are due to the system version).
6. Make the required changes.
7. Log off user Admin.
8. Log in again as Pictor user (default password: pictor).

5.2.3 Dell Write Filter (WF) - disk write protection.

By default, the Dell Write Filter disk change protection system is activated on the computer. If the system is active, no file changes will be permanently saved. When the computer is restarted, the file versions prior to the changes will be restored. An exception is made in the Dell WF (or Dell Wyse WF) configuration for the entire Pictor system data directory. This ensures that configuration changes are made permanently.

5.2.3.1 Pictor system update.

Before updating the Pictor system, **it is essential to** disable **Dell Wyse WF** by clicking the appropriate **Dell Wyse WF Disable** icon on the **Admin** user desktop. The computer will reboot automatically. Log in as Admin and then install the new Pictor system version (the installer will uninstall the older version beforehand).

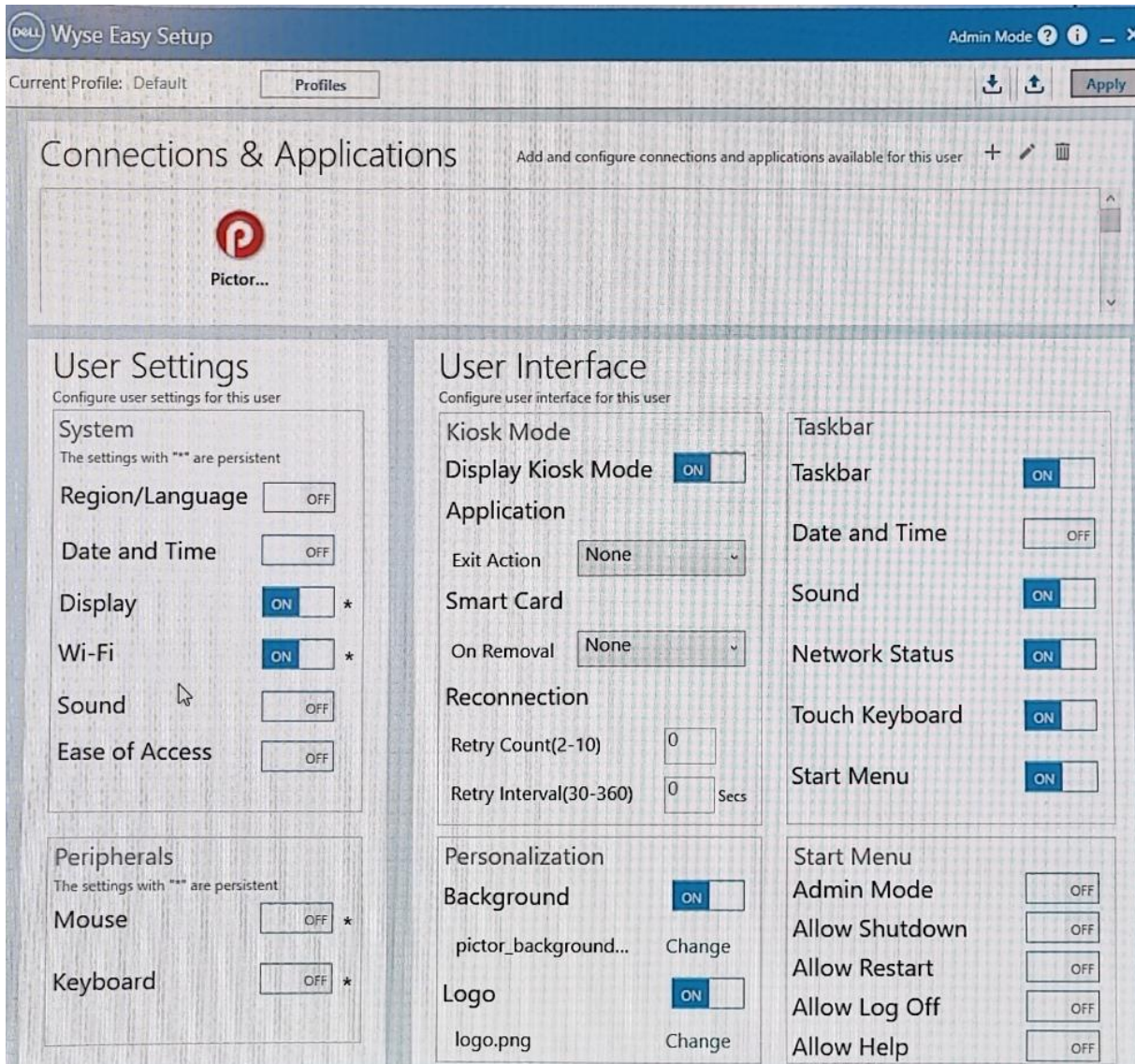
Remember!

After installing the new system version, click the **Dell Wyse WF Enable** desktop icon. The computer will reboot again.

5.2.4 Wyse Easy Setup programme.

The program is used to configure the interface and features available when a Pictor user logs in. In the applications section, the only application that this user can launch is selected, which is Pictor Player with the option to automatically launch after login.

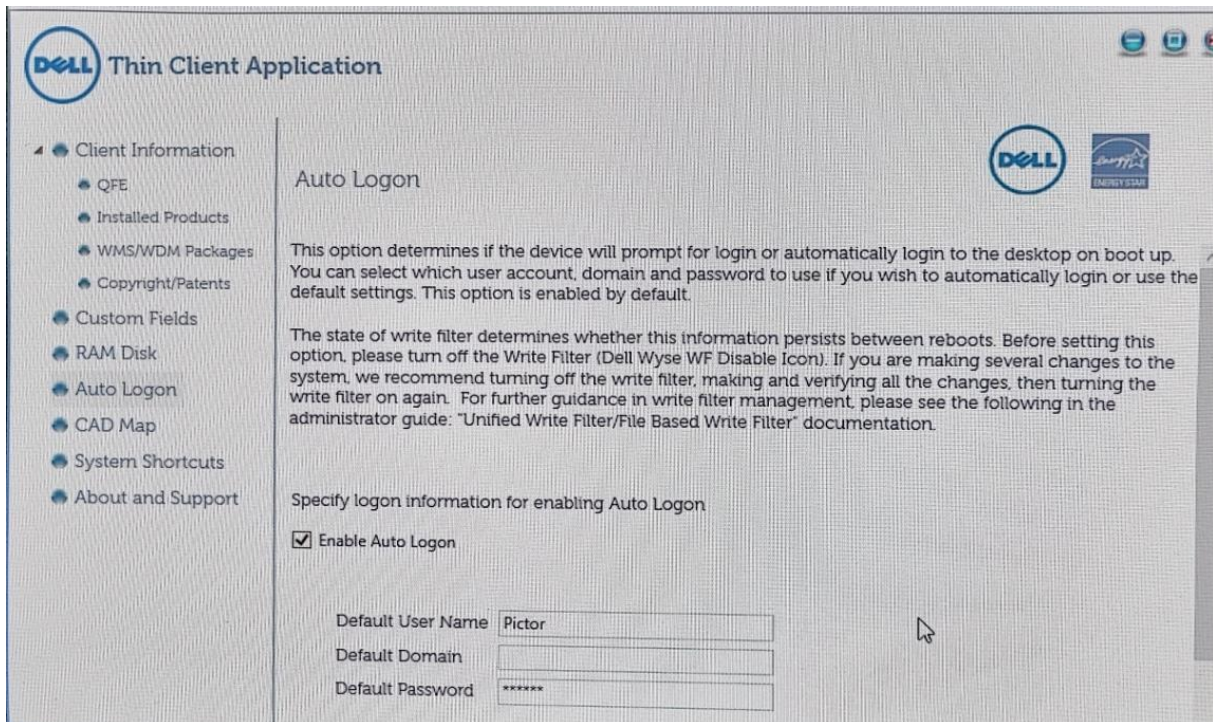
Note that the Pictor account is not a system administrator by default. Therefore, when you log in to this account, only a simplified console is shown.



Display Kiosk Mode - this option sets how the screen is displayed to users in Kiosk mode. It should remain selected.

5.2.5 Thin Client Application.

The application is used for quick access to selected administrative functions. The most important setting in this application is the selection of a Pictor account for automatic login after system start-up.

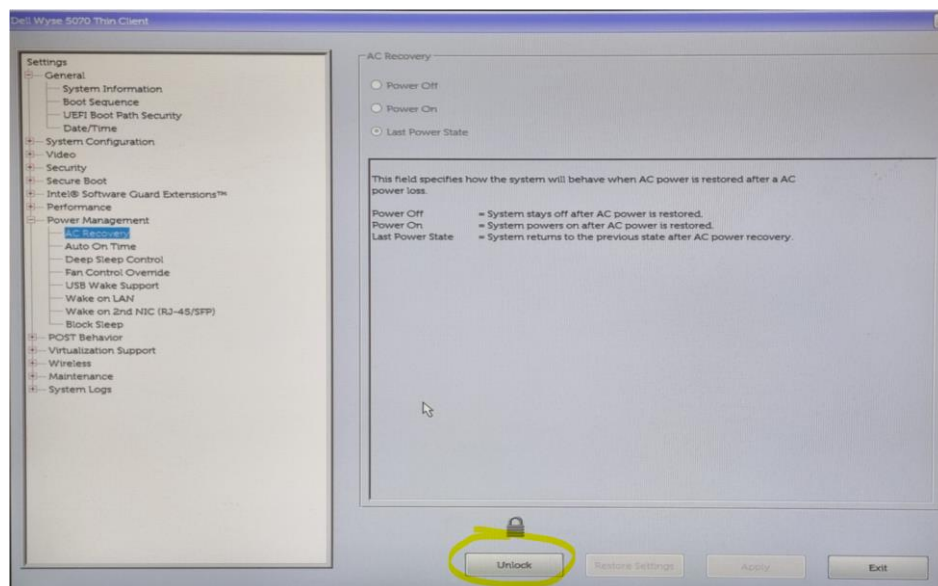


5.2.6 Useful UEFI BIOS settings.

This section describes the selected UEFI BIOS settings of the Wyse 5070 computer. The Dell logo is briefly displayed during boot-up. During this time, press the **F2** key. The BIOS settings dialog box is displayed.

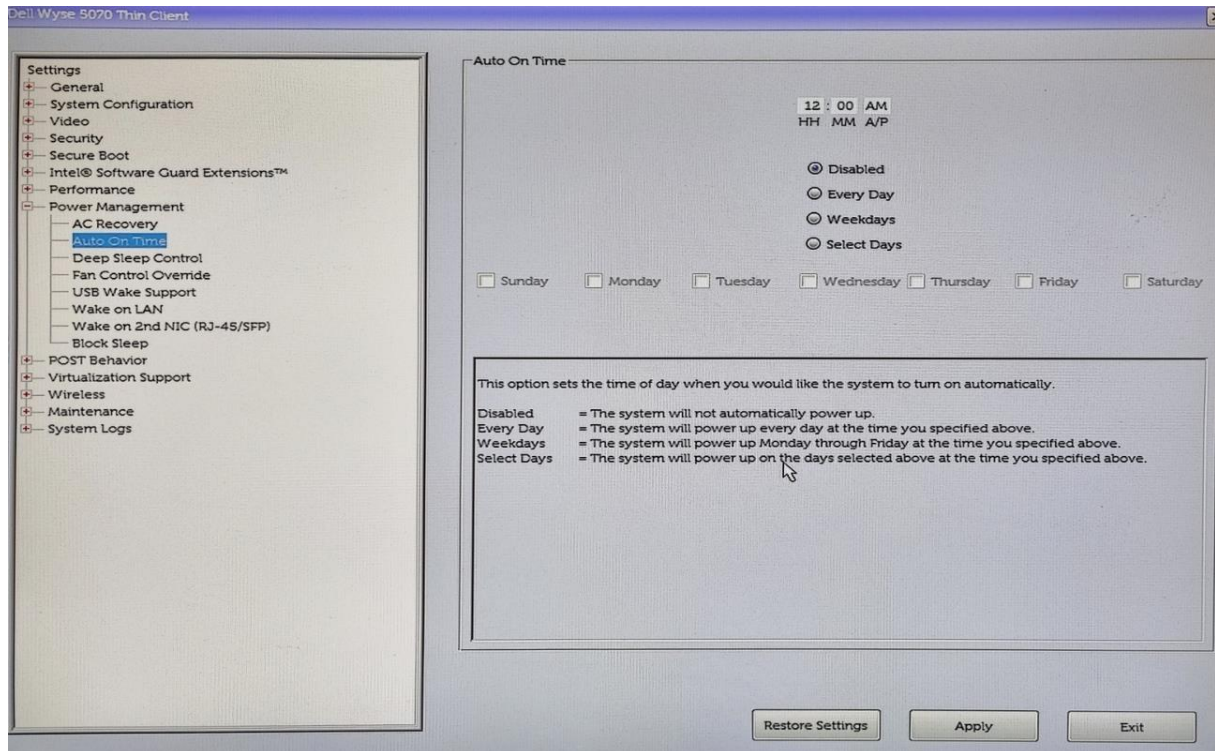
Remember! Before changing the settings, press the **Unlock** button at the bottom of the window.

Default password: **Fireport**



5.2.6.1 Automatic start-up.

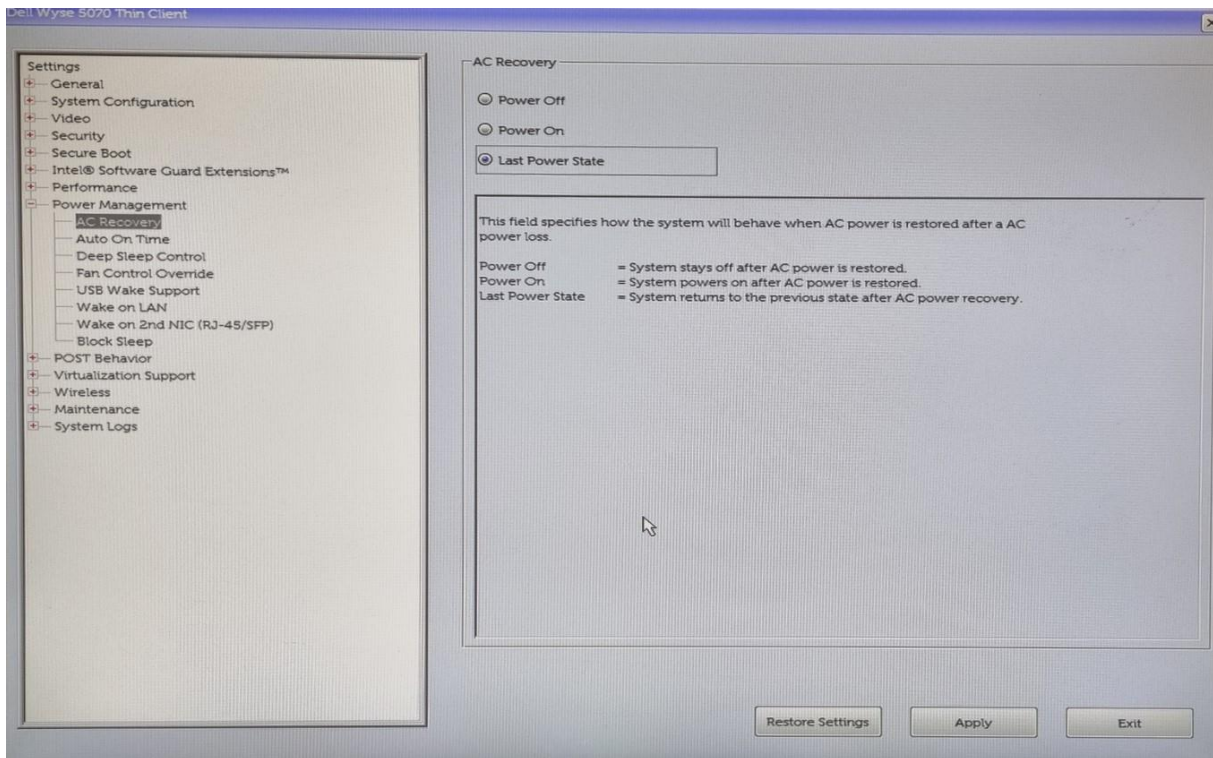
The computer can be automatically started every day or on selected days of the week. To do this, go to *Power Management -> Auto On Time*.



5.2.6.2 Start-up in the event of power failure.

To configure the behaviour of the computer when power is restored, go to **Power Management -> AC Recovery**. Choose from the following options:

- Power ON - the computer will always switch on when power returns.
- Power OFF - the computer will remain switched off.
- Last Power State - the computer will boot if it was on before the power failure. This is the option we suggest you choose.

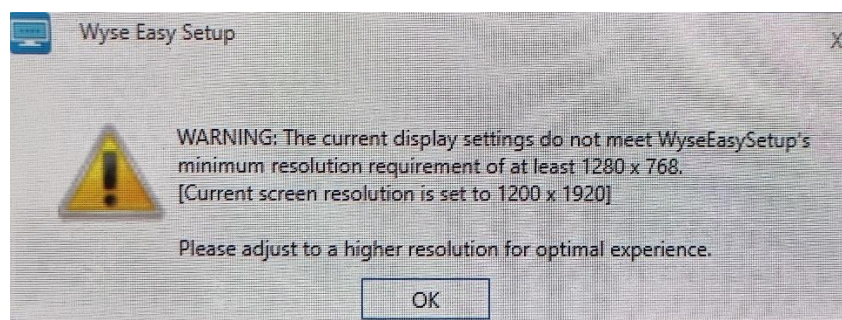


5.2.6.3 Vertical screen configuration.

If your screen has a portrait orientation you will need to change the player's default settings.

1. Log in as the Admin user (described above).
2. Click **Dell Wyse WF Disable** to enable saving the persistent configuration. The system will reboot.
3. Log in again as an Admin user.
4. Right-click on the screen and select Screen Settings.
5. In the window that opens, select Screen orientation: Vertical (Portrait).
6. Click **Dell Wyse WF Enable** to enter normal playback mode.

Note: If you see the following message after changing the screen orientation, you still need to perform additional actions.



Perform the following steps:

1. Log in as the Admin user (described above).

2. Click **Dell Wyse WF Disable** to enable saving the persistent configuration. The system will reboot.
3. Log in again as an Admin user.
4. Windows settings -> Accounts -> option on the left Family and others.
5. Select the Pictor user and click **Change account type to Administrator**.
6. Then press Windows+ r (the Windows key is usually on the keyboard between/adjacent to the left Ctrl and Alt keys).
7. In the window that opens, type: **Shell:common startup** and click Enter.
8. The file explorer window opens. Create a shortcut to PictorPlayer in the open directory. The easiest way to do this is by dragging or copying (ctrl+c) and pasting (ctrl+v) it from the desktop.
9. Log in as a Pictor user to enable the default hiding of the Windows taskbar.
10. Go to Windows Settings then **Personalisation**, on the left-hand side of the **Taskbar**. Check the **Automatically hide** option.
11. Log in again as an Admin user.
12. Click **Dell Wyse WF Enable**. The computer will reboot.

After this configuration, the computer will still automatically log in the Pictor user when it starts up, but you will see the standard Windows screen (you can remove unnecessarily visible desktop icons). Pictor will start automatically.

6 Please visit our portals.

You can read more about our system on the Pictor system page:

www.pictorplayer.com

Check out the news on our Facebook page



www.facebook.com/PictorPlayer

View the videos on the Youtube channel



www.youtube.com/channel/UC3iuKNFad-SkKAUjCTPIiVQ

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