

# Slimline Network Freestanding Digital Poster (NON-ANDROID)

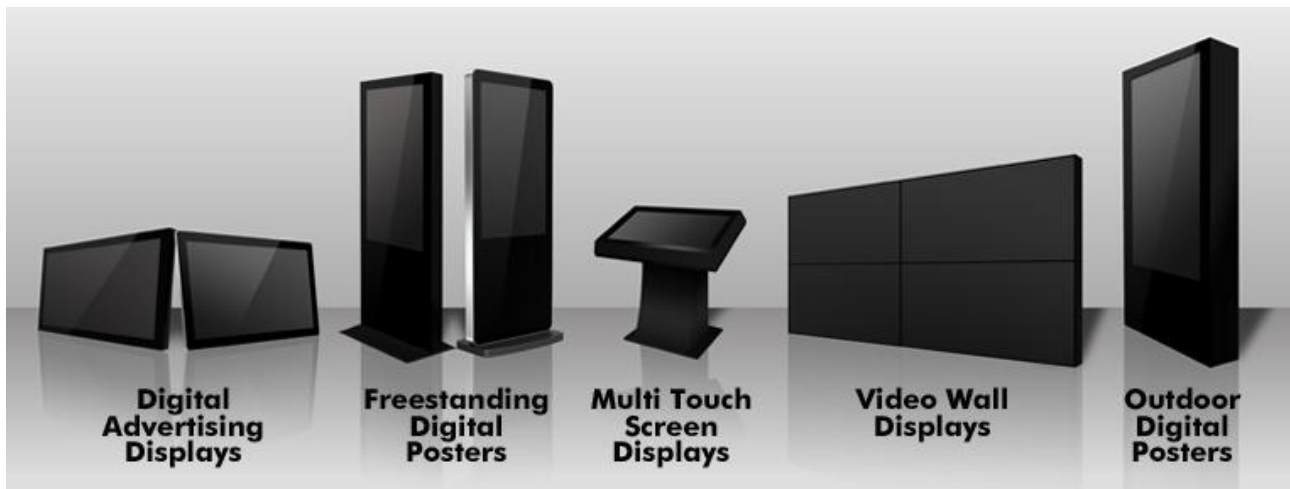
## *Quick Start User Manual*



Manual Version LL1.1q (NON-ANDROID)



## Our Full Product Range



## Safety Instructions



- Please keep the display away from any heat sources. Place the display in a stable and well-ventilated place.
- Please handle with care as product contains glass.
- The holes or openings on the display are designed for ventilation. Do not cover or block the ventilation holes or openings with any objects.
- Remove protective covering from the screen before you use the display.
- Shut off the power supply before cleaning. Use a soft lint-free cloth instead of a tissue to wipe the screen.
- You may use a glass cleaner to clean the product as required. However, never spray the cleaner directly onto the display surface.
- Do not attempt to repair this product yourself! Improper disassembly of the product may invalidate the warranty and lead to possible danger
- If you have a problem that cannot be solved using the "Troubleshooting" guidelines, please contact your supplier.

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# 1. Quick Start Guide

This is a quick start guide for a Freestanding Digital Poster in Vertical “Screen Mode”. It instructs you on how to update your screen with two images on a plain pre-developed template so you can familiarise yourself with the system. For all other functions please refer to the User Manual.

Once your screen is connected to your internet outlet (or router) via a LAN cable, and plugged into the mains via the power cable, you can begin.

**NOTE:** If you have purchased more than one network screen, we recommend that you make a note of the SN code of the screen you are testing first. This can be found on the packaging of the screen, usually handwritten and 8 digits long.



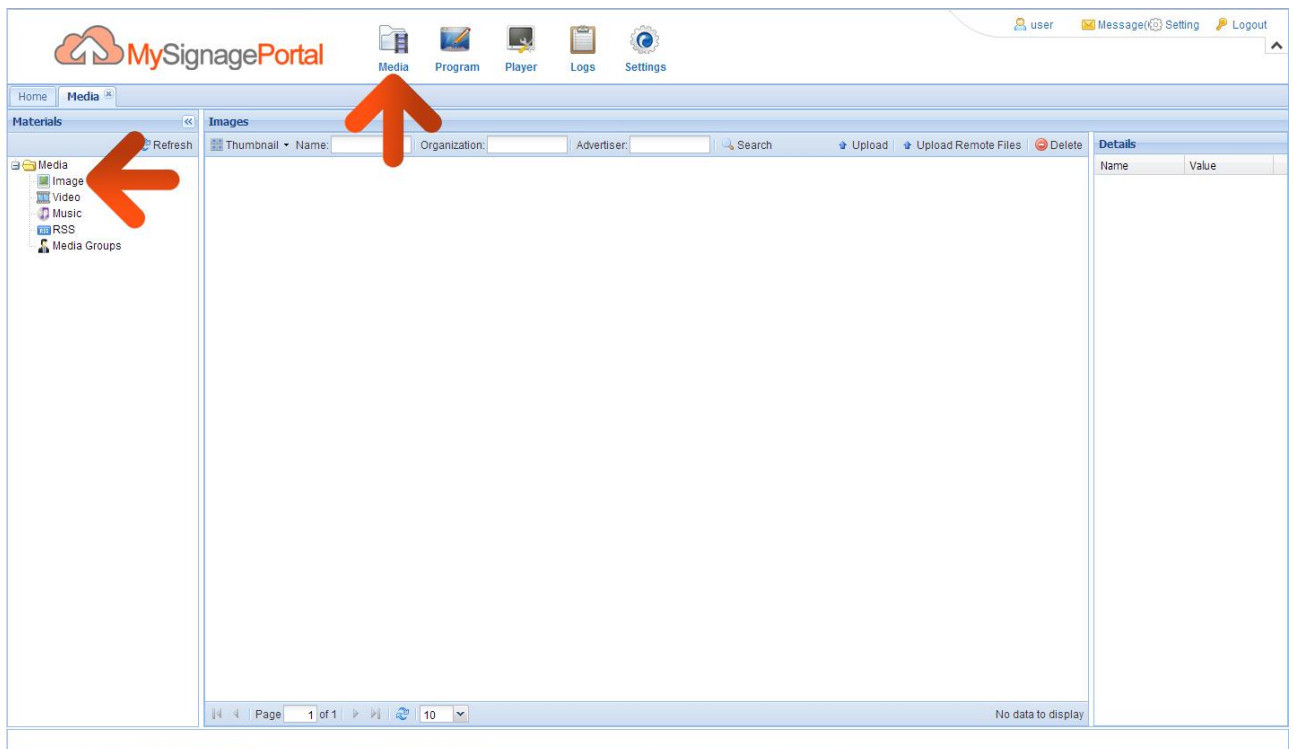
Figure 1 Position of LAN port

- 1 of 15. Begin by launching a web browser, we recommend Google Chrome however most popular browser should be compatible, then go to [www.mysignageportal.com](http://www.mysignageportal.com) and click “Login” from the top navigation menu. Next, enter the username and password that you were provided with when you received your screen along with the security code.

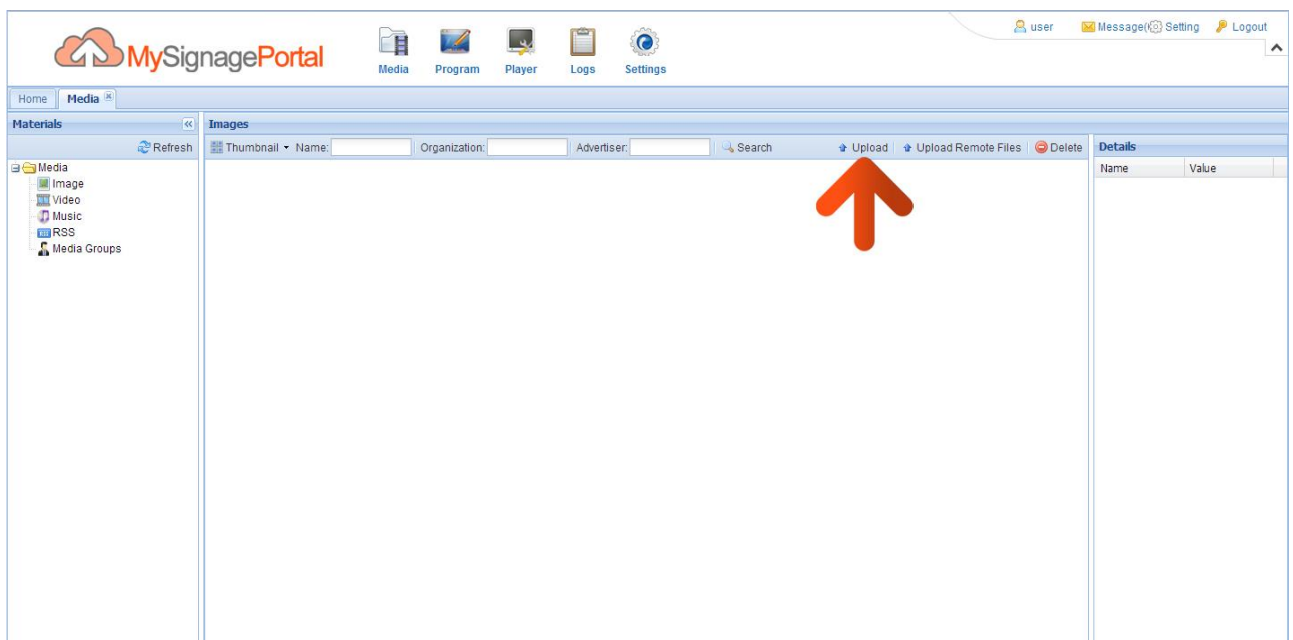


The screenshot shows the MySignagePortal login interface. At the top, there is a logo consisting of an orange cloud with a white house icon inside, followed by the text "MySignagePortal" in orange. To the right of the logo is a navigation menu with links: "Home", "Getting Started", "Support", and "Login". Below the navigation menu, the word "Login" is displayed in orange. A note in parentheses follows: "(Note: Please ensure that you are using a compatible web browser; [CLICK HERE](#) to find out more)". The login form contains three input fields: "User Name" with the text "user", "Password" with masked characters "\*\*\*\*\*", and "Security Code" with the text "4115". To the right of the Security Code field is a "Regenerate" button. Below the input fields are two buttons: "Login" and "Reset". At the bottom of the form, there is a line of text: "By using this website you are agreeing to our [terms and conditions](#)."

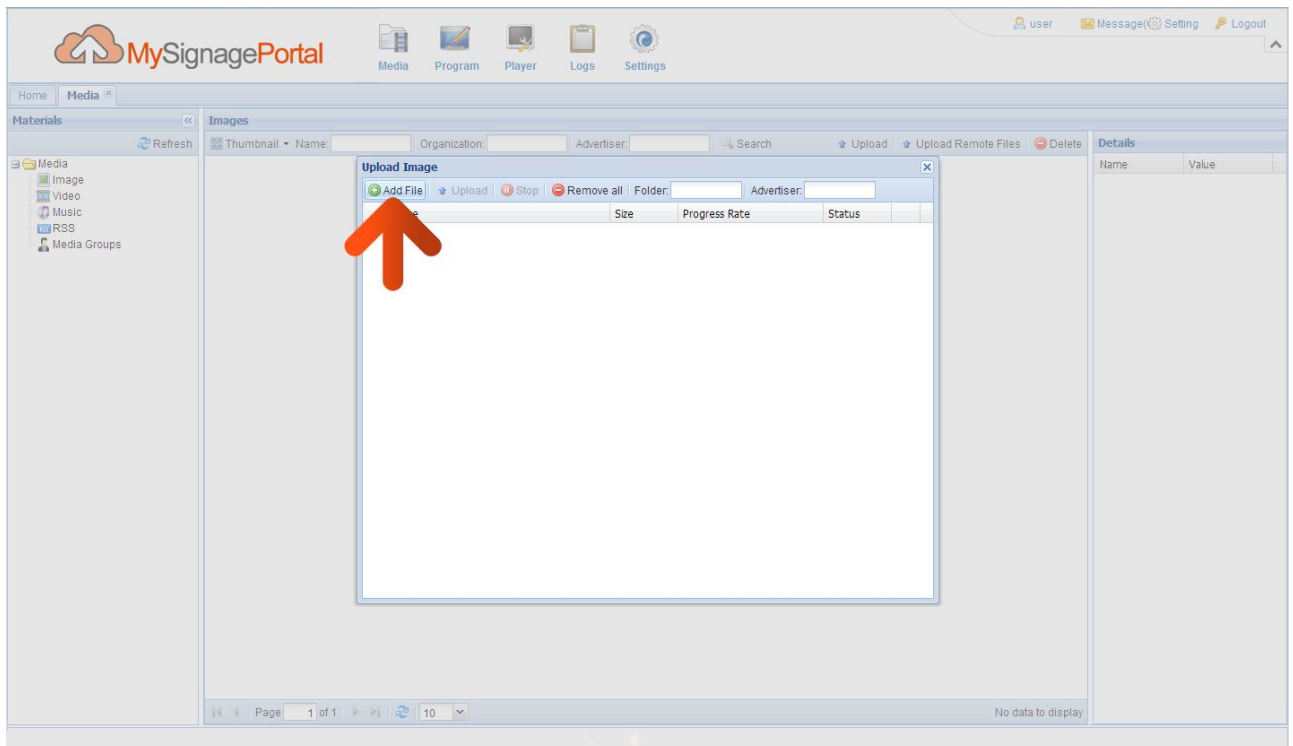
2 of 15. Once you have successfully logged in, upload two JPEG images. Begin by clicking on the “Media” icon on the Top Menu then click on “Image”.



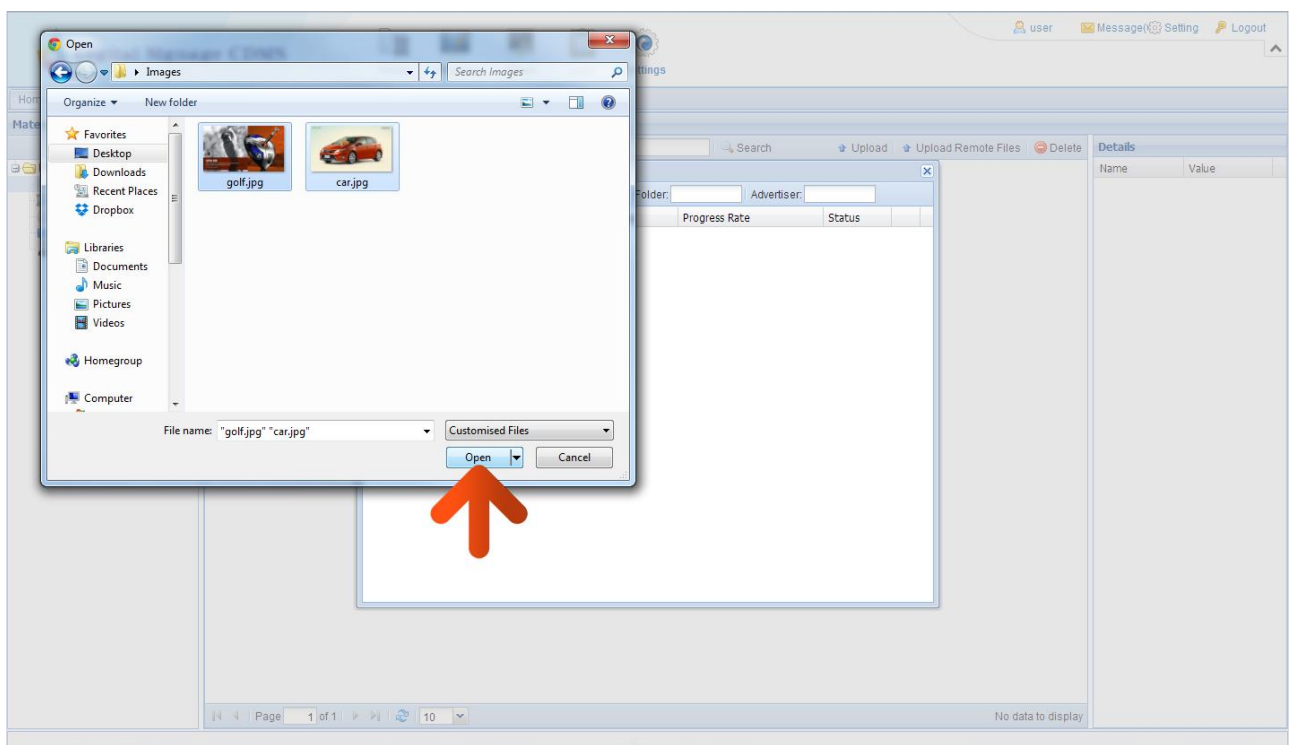
3 of 15. Then click on the “Upload” button.



4 of 15. The Upload Image window will now appear. To begin uploading files please click the “Add Files” button.

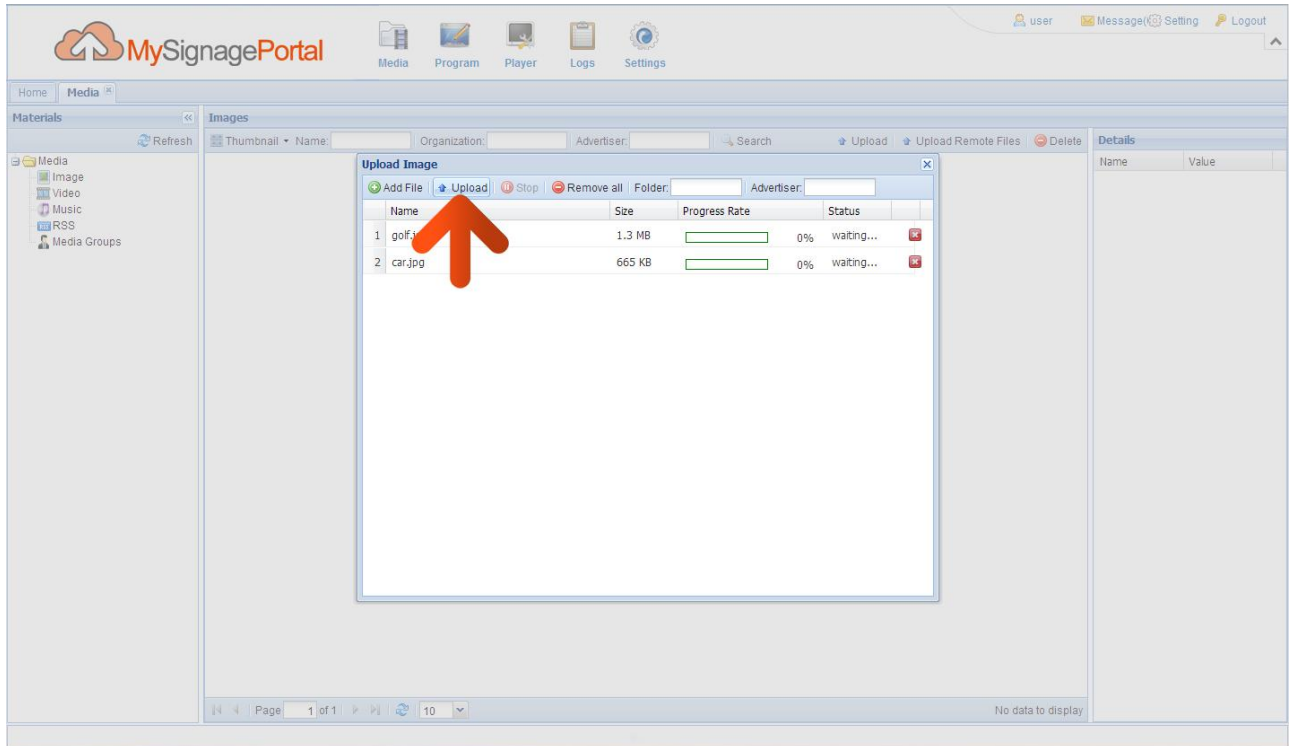


5 of 15. You can now browse through your files and select the JPEG images you wish to upload. Once you have selected the image files you wish to upload click “Open” in the browser window.

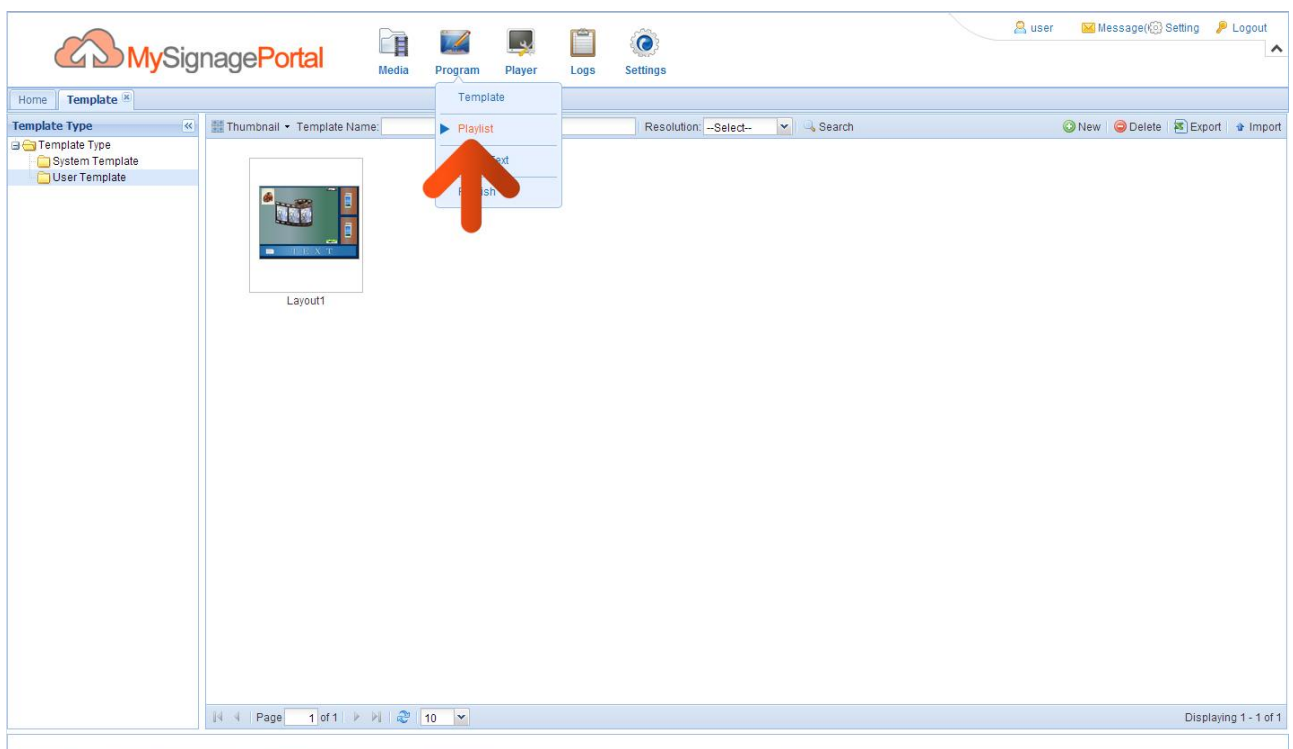




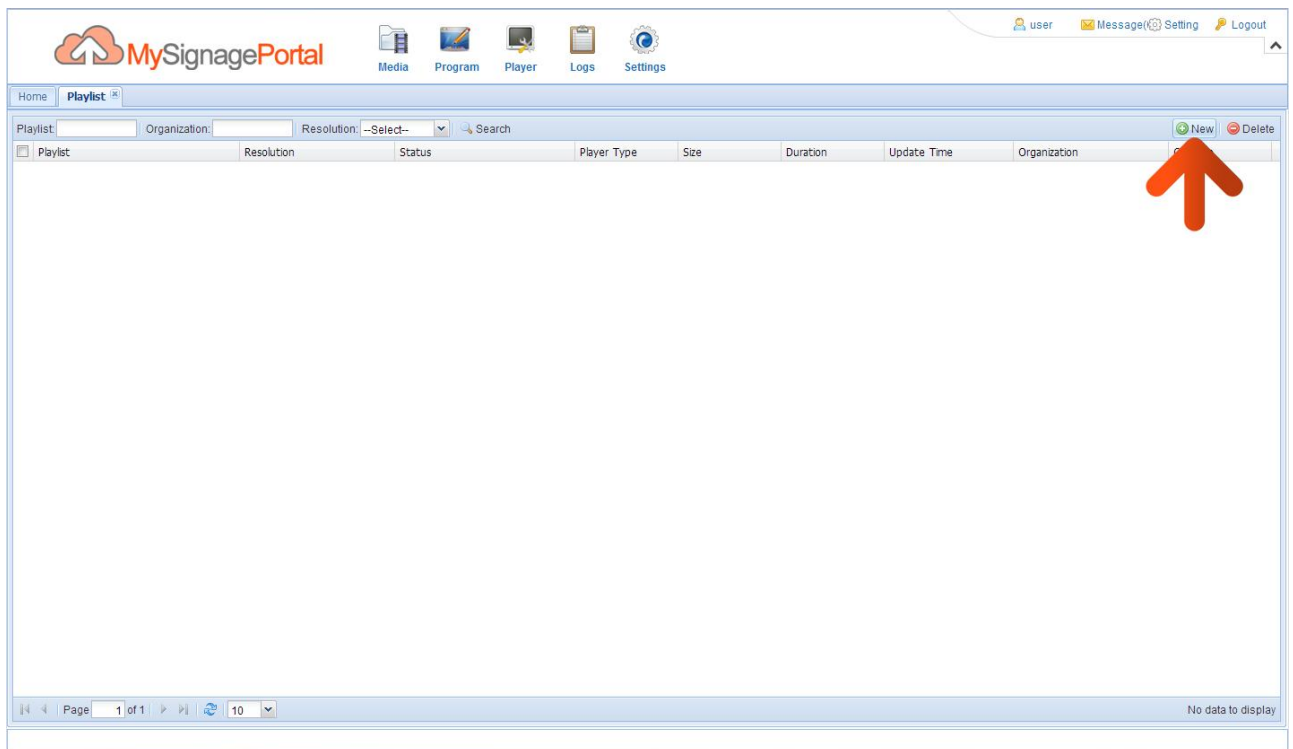
- 6 of 15. You will now have a list of all the images you selected to upload. Click the “Upload” button and wait until they have all finished uploading. You can track the progress of each file by the loading bar underneath the file name.



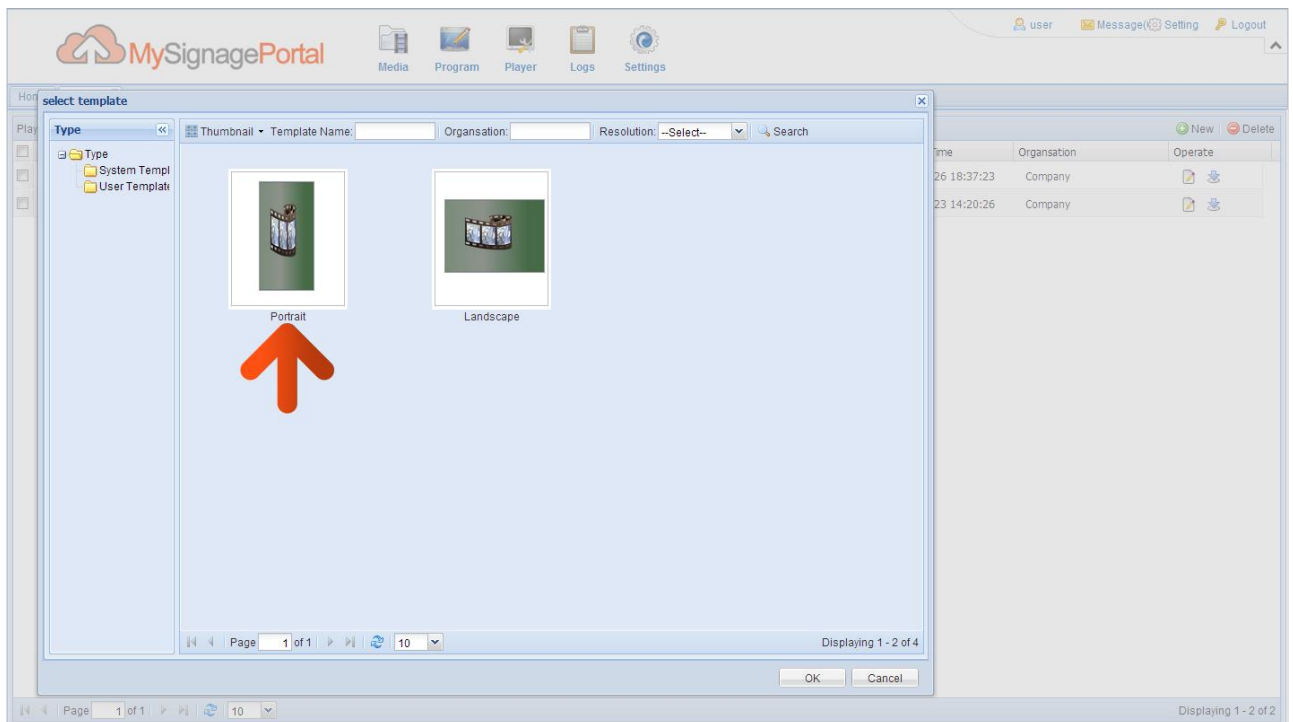
- 7 of 15. Once your images have uploaded, hover over the “Program” icon on the Top Menu then click on “Playlist”.



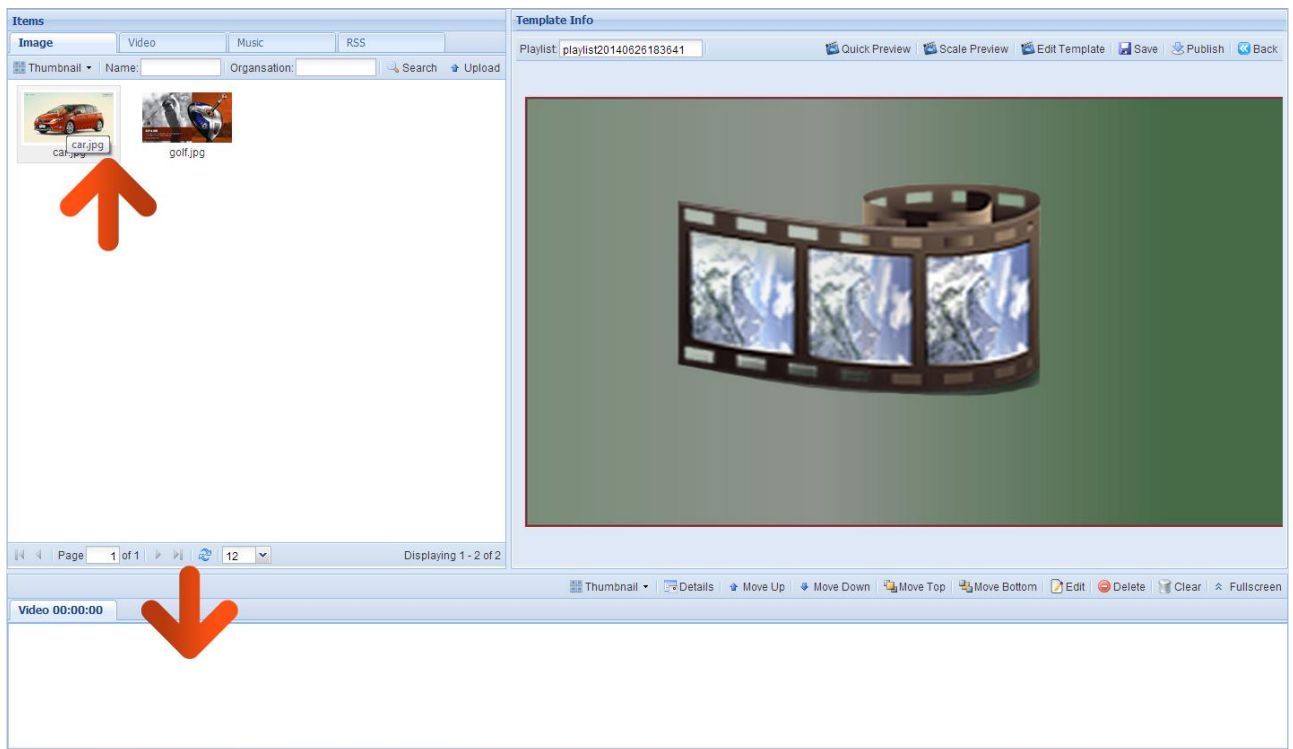
8 of 15. Click the “New” button.



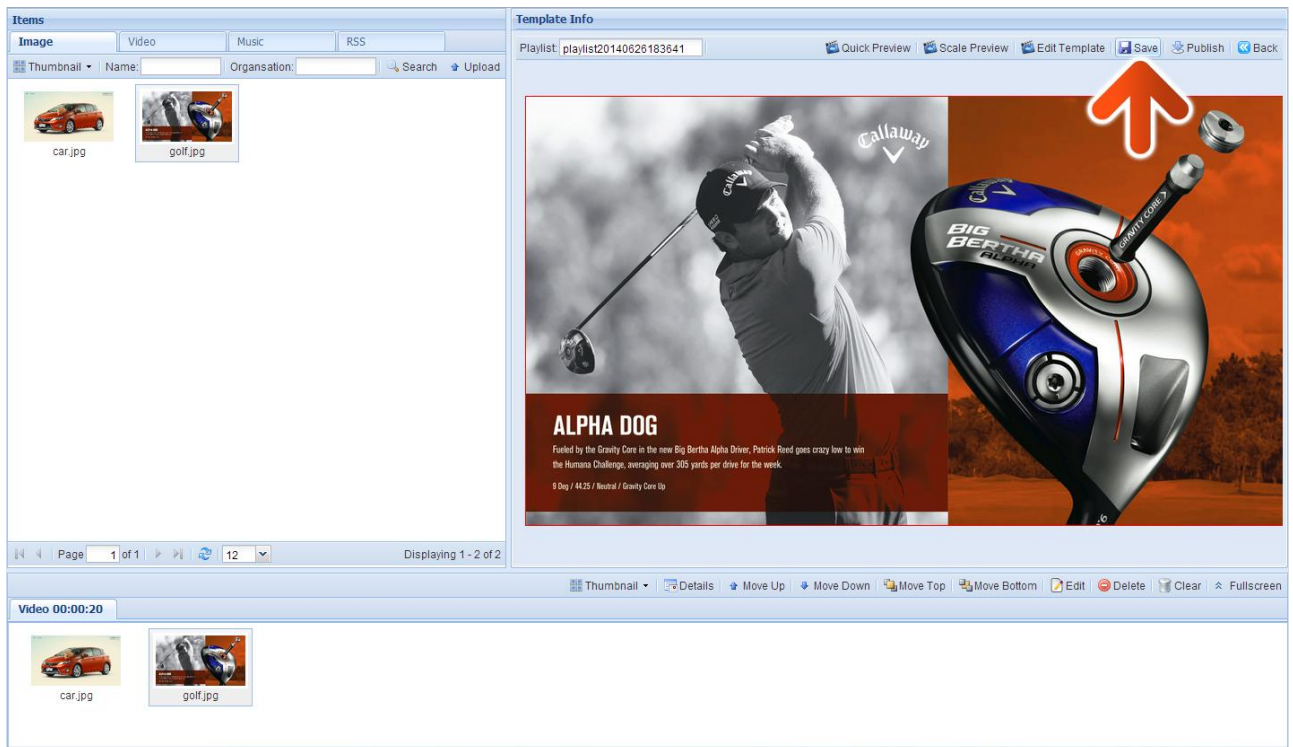
9 of 15. You then have to select a Template. This will bring up a grid of your pre-developed templates; select the one with a plain layout called “Vertical” and click “OK”.



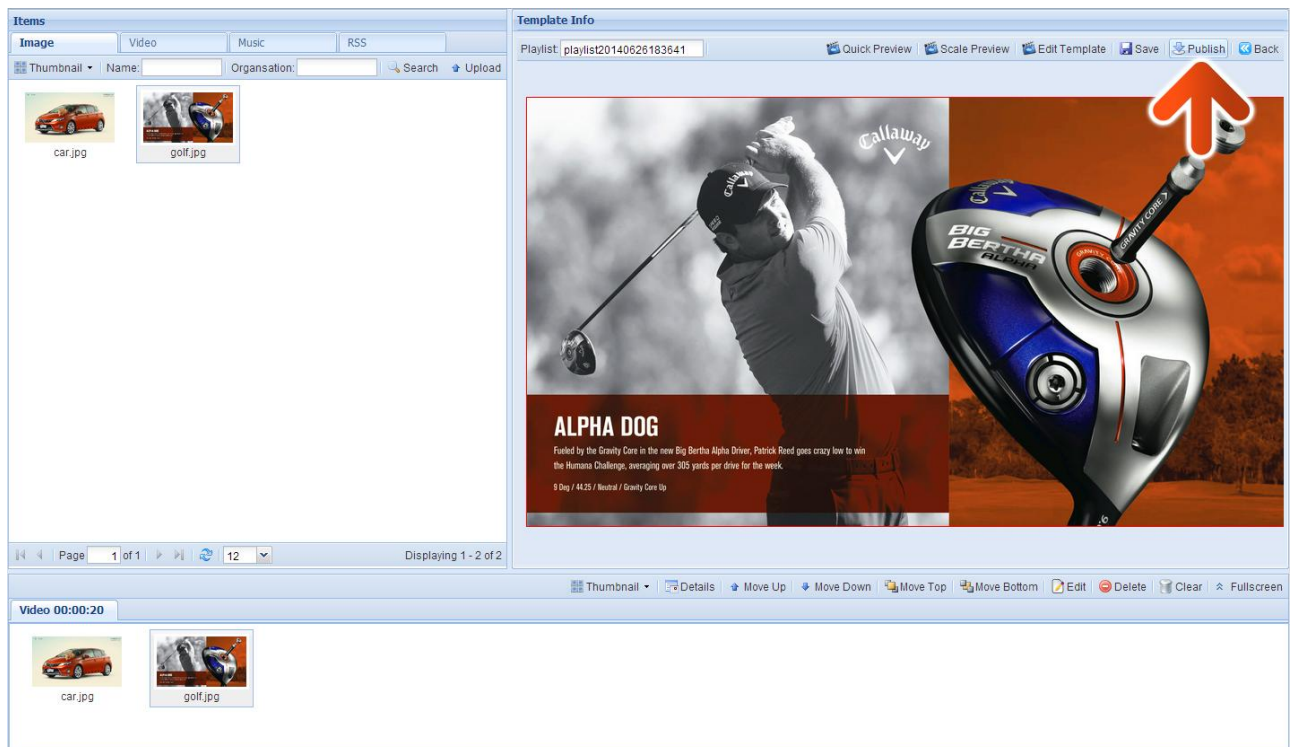
10 of 15. Drag and drop the images that you have uploaded into the bottom section.



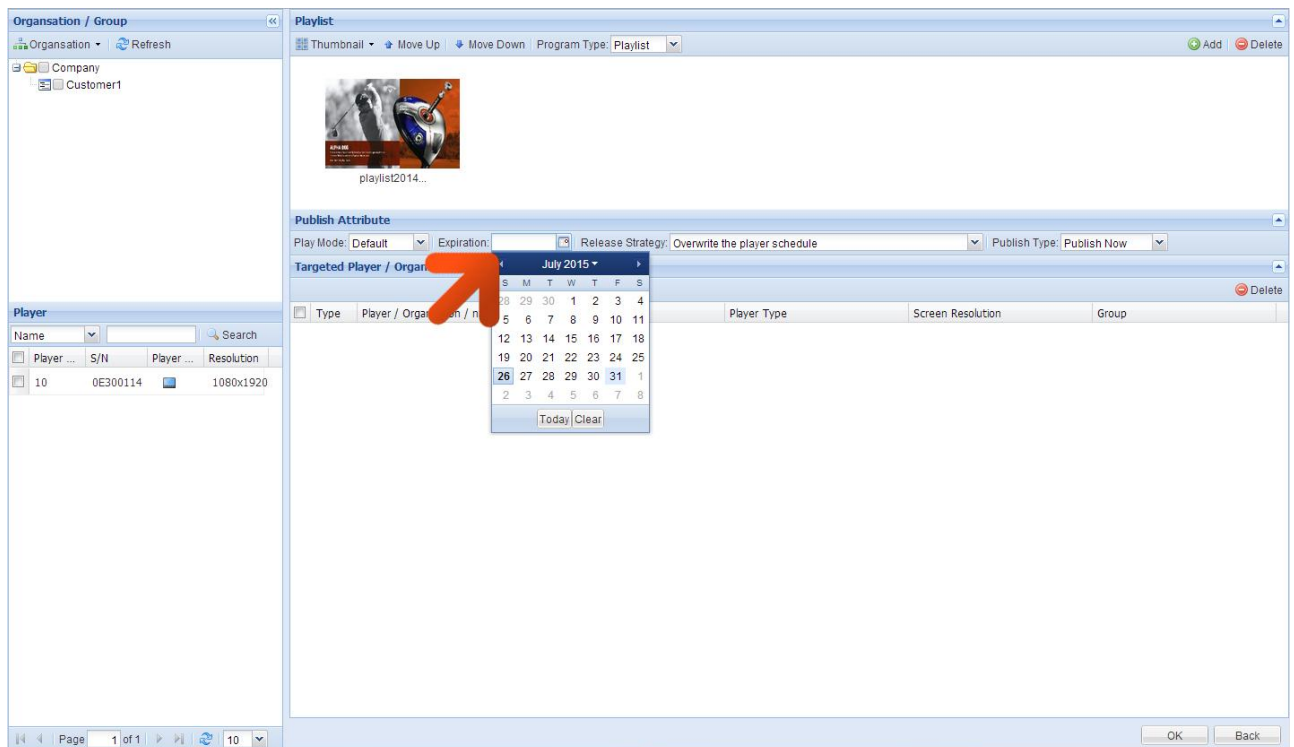
11 of 15. You will now see a list of the image files that this zone contains. Next, click “Save”.



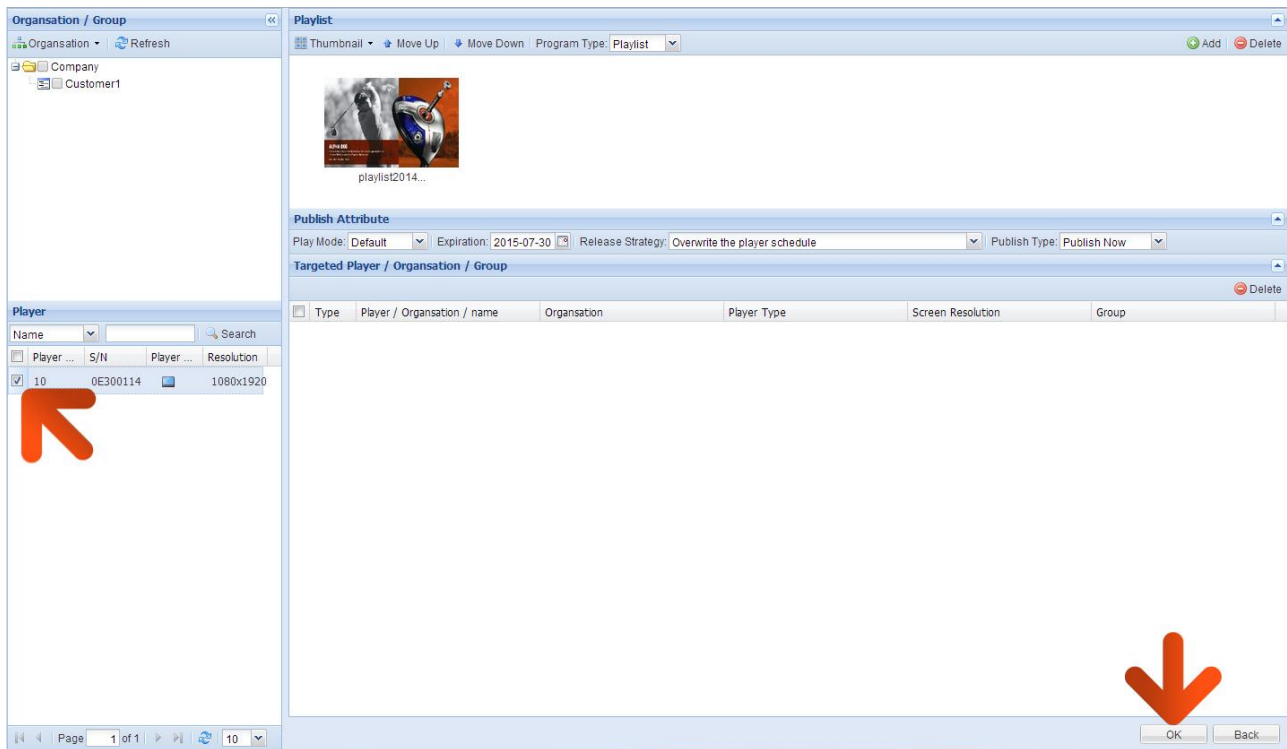
12 of 15. Then, click “Publish”.



13 of 15. Click the “Expiration” field and set an expiration date of at least one year on from the current date just in case you want to refer back to this playlist in the future.



14 of 15. Finally add the screens that you would like to Publish the Playlist to by clicking the checkbox next to the name of the screen. Then Click “OK”.



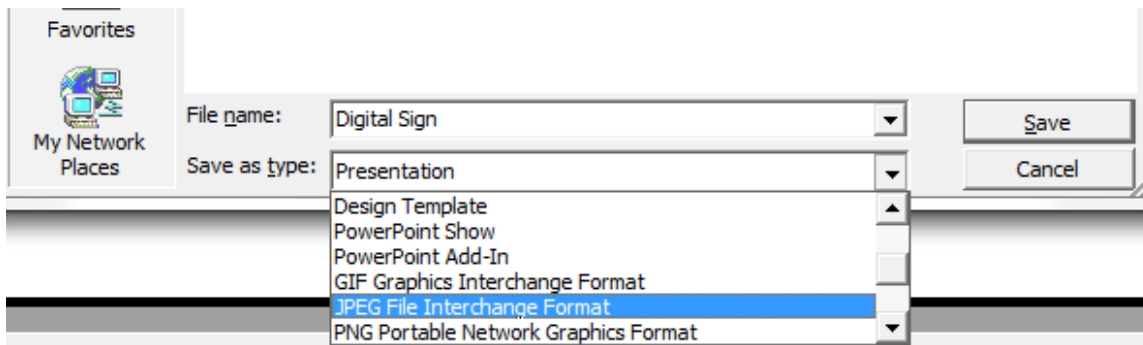
15 of 15. Check your screen; the two images should now be playing in a loop.

## 2. F.A.Qs and Troubleshooting Guide

### 2.1 How do I play PowerPoint presentations on my display?

You can save the PowerPoint presentation as a JPEG File Interchange Format (.JPG). Microsoft PowerPoint software allows the user to do this

- 1) Create or open a PowerPoint presentation.
- 2) Click File > Save As
- 3) Enter a File name
- 4) Click on “Save as type” scroll down and find the file extension “JPEG file interchange format”, as shown in the image below.



- 5) Click Save.
- 6) A message will appear asking if you would like to save all slides as JPEG's
- 7) Once you have selected your option, The JPEG images will be saved and are ready to use within a playlist or to upload to a storage device.

**NOTE: For the best resolution, you can use the following PowerPoint Page Setup:  
Width 24cm; Height 42.6cm (9:16 Ratio).**

### 2.2 My media file does not fit properly on the screen

This has happened because the file does not have a 9:16 aspect ratio (1080x1920). Please resize file to 1080x1920 pixels and try uploading the media onto the display once again.

### 2.3 My moving GIF files will not move.

As the screen recognises any .gif file as an image it will display the first frame of a moving gif for the allocated image display time.