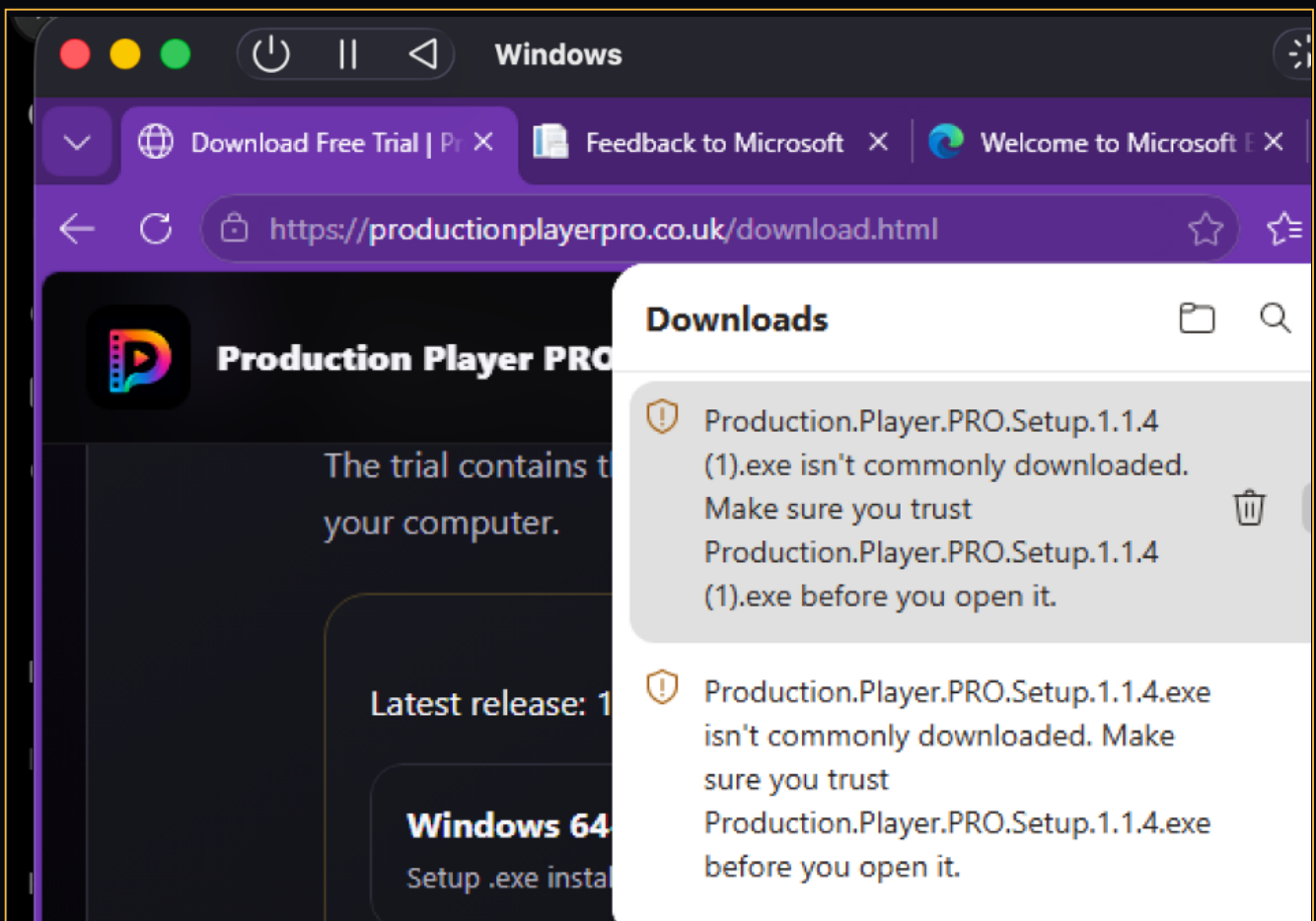


## 1. Download the installer

Windows 10 / Windows 11 - Microsoft Edge

1. Visit [productionplayerpro.co.uk/download.html](https://productionplayerpro.co.uk/download.html)
2. Select Download beside Windows 64-bit.
3. If Edge says the file is not commonly downloaded, open the three-dot menu beside the download.
4. Select Keep, then follow any further Keep option.



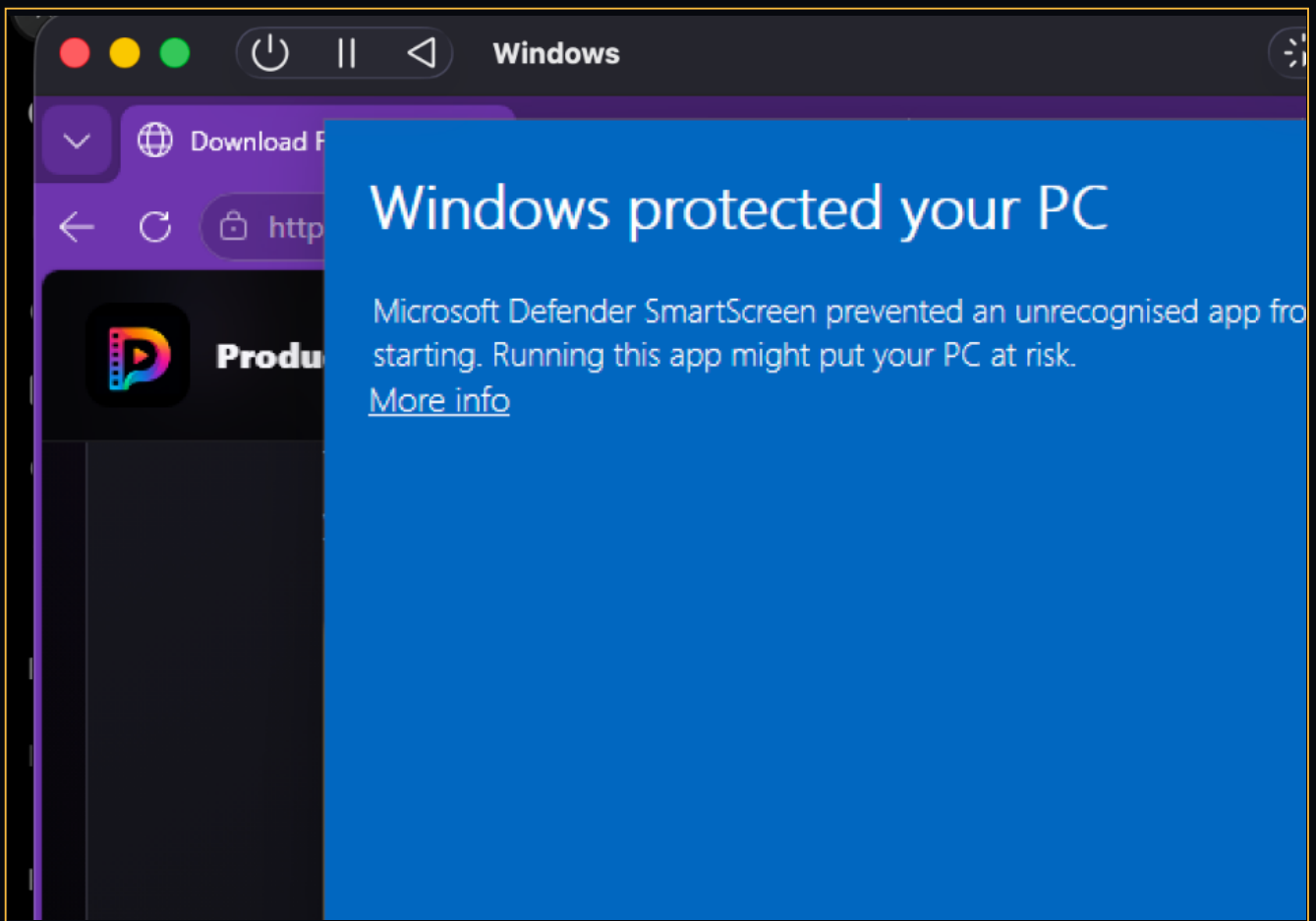
Only keep the file if you downloaded it from our official website.

## 2. Allow installation

Windows Defender SmartScreen warning

---

1. Open the downloaded Production Player PRO Setup file.
2. If Windows shows "Windows protected your PC", select More info.
3. Check the app name and select Run anyway.
4. Wait for the installer to finish and the app to open.



The installer is currently unsigned, so Windows may show warnings.

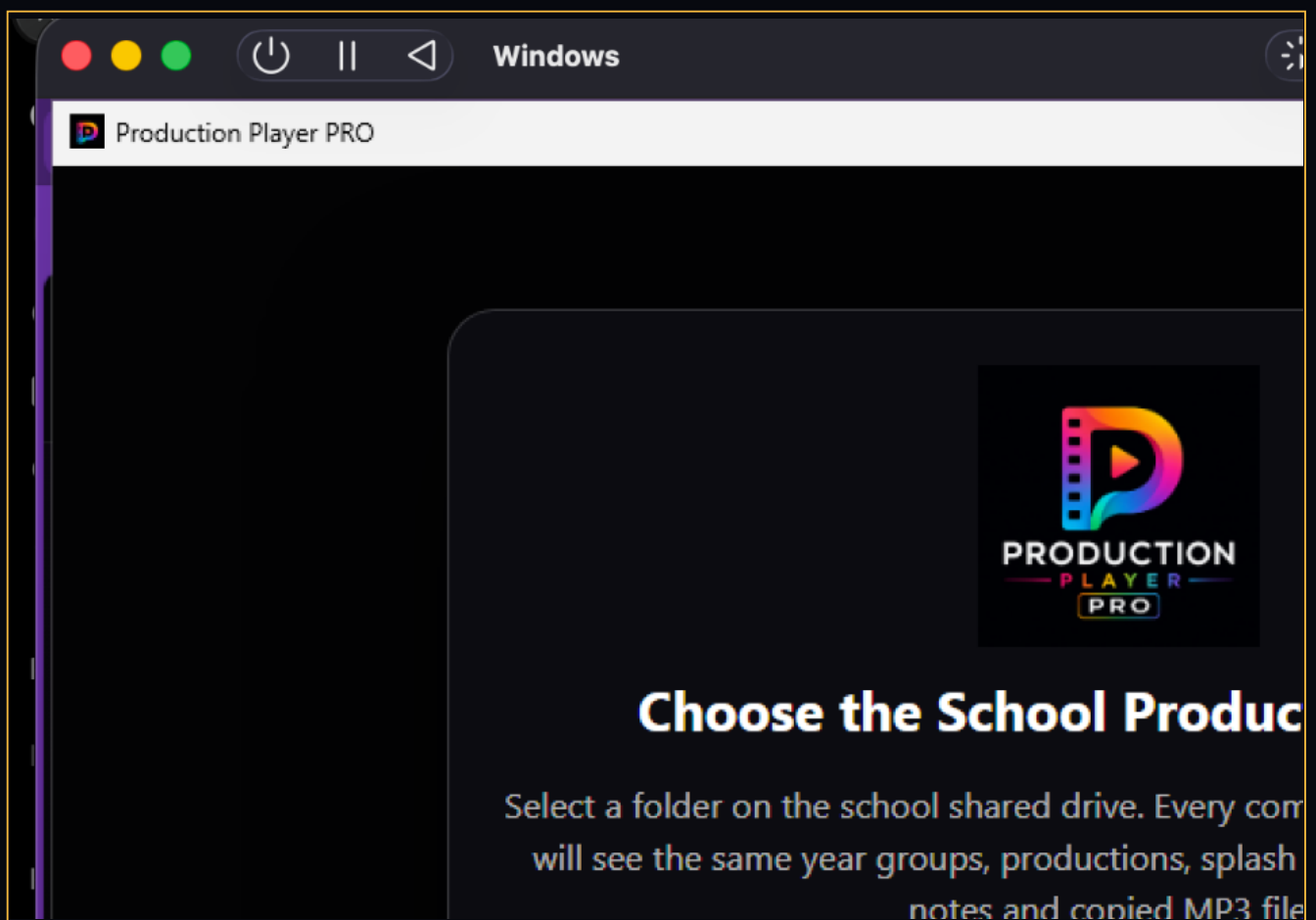
On managed school computers, ask your IT team for approval.

## 3. First-time setup

Choose where your school productions will be saved

---

1. When the app opens, select Choose Shared-Drive Folder.
2. Choose a folder for the Production Library.
3. For shared school access, ask IT to select a suitable network folder with the correct permissions.
4. Follow the app prompts to begin your 7-day trial.



Your Quick Start Guide begins on the following page.

It explains groups, productions, music, cue notes and more.



Production  
Player **PRO**



**QUICK START**

Version 1.0

# QUICK START GUIDE

This guide will help you set up your first production and get you ready for your performance in minutes.



Plan.



Play.



Perform.

Version 1.0



productionplayerpro.com



# 1. Create a Production Group

Start by creating a group to keep your productions organized.

- 1 Click **Add Group**.
- 2 Give your group a name.  
Examples: Year 6, Drama, GCSE Drama, Musical Theatre.
- 3 Click **Save Group**.

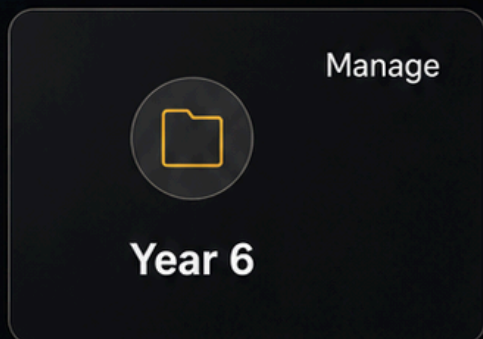
**Add Group** ×

Create any group (your actual needs, such as Year 6, GCSE, document name, etc.)

**Group Name**

Example: GCSE Drama

Cancel Save Group



**Tip:** You can create as many groups as you need to keep productions organized.



## 2. Create Your Production

Follow the simple setup wizard to create your production.

1 Enter your **production name**.

Create a New Production

Production Details

Good. Give your production a name so you can find it in this group.

Production name

Example\_Musical\_JR

Cancel

Next

2 Choose a **Splash Screen** (optional).

Create a New Production

Splash Screen

This image appears briefly while the welcome page loads in Kiosk.

Choose File No file chosen.

Choose a splash image

Back

Next

3 Choose a **Player Background** (optional).

Create a New Production

Player Background

This image appears behind the stage and cast notes.

Choose File No file chosen.

Choose a background image

Back

Next

4 Click **Create Production**.

Create a New Production

✓

Production Created

'Aladdin' has been added to Drama.

View Production Set Up



## 3. Open Your Production

Your new production will now appear in your Production Library.

### Drama Productions

[+ Create New Production](#)



matilda

Open Production

Manage



Click **Open Production** to open and start building your show.



**TIP:** You can create multiple productions in the same group.



## 4. Add Your Music

Add all the music and audio files you need for your production.

- 1 Click **Choose Files**.
- 2 Browse to your music folder.
- 3 Select your files and click **Open**.
- 4 Production Player PRO will automatically create a cue for each file.

### Songs

| # | Song             | Duration |
|---|------------------|----------|
| 1 | Opening Music    | 02:45    |
| 2 | Scene 1          | 01:20    |
| 3 | Thunder          | 00:15    |
| 4 | Drama Underscore | 02:05    |
| 5 | Finale           | 03:10    |

### Cue Notes

**B**

Font size ▼

Add your notes here...



Choose Files



Play



Pause



Stop



Next Cue



**TIP:** Supported formats: MP3, WAV, M4A, FLAC, OGG



## 5. Add Cue Notes

Add notes to each cue to help guide your performance.

- 1 Select a cue in the list.
- 2 Type your notes in the **Cue Notes** panel.
- 3 Your notes will be visible during playback.

### Songs

| # | Song             | Duration |
|---|------------------|----------|
| 1 | Opening Music    | 02:45    |
| 2 | Scene 1          | 01:20    |
| 3 | Thunder          | 00:15    |
| 4 | Drama Underscore | 02:05    |
| 5 | Finale           | 03:10    |

### Cue Notes

**B**

Font size ▼

Lights fade.  
Curtain opens.  
Actor enters Stage Left.  
Watch for shadows.

 Choose Files

 Play

 Pause

 Stop

 Next Cue



**TIP:** Use notes for lighting cues, stage directions, SFX & timings, and performer reminders.



## 6. Show Menu

The Show Menu gives you access to powerful production tools.

### Show Menu



Production Remote



Enter Performance Mode



Enter Full Screen



Manage Production

Close



### Production Remote

Display a QR code to control your production from your iPhone or iPad.



### Enter Performance Mode

Hides editing controls for a clean, distraction-free performance view.



### Enter Full Screen

Maximise the player and remove desktop distractions.



### Manage Production

Edit production details and create another production in the same group.



**TIP:** Use Performance Mode and Full Screen for rehearsals and live shows.



## 7. Production Remote

Control your production remotely from your phone or iPad.

### Production Player Remote

X

Scan with an iPhone or iPad to control the current production.



QR code  
will appear here



Remote is ready — scan the QR code

Click Start Remote, then scan the QR code with an iPhone or iPad camera.

<https://production-player-remote.php?sid=<id>>  
needs to allow remote-ctrl TOKEN



Start Remote



Copy Link



Stop Remote



Scan the QR code using your iPhone or iPad to connect.



Once connected, you can start, pause and advance cues from anywhere in the theatre.



**TIP:** Make sure your device is on the same Wi-Fi network.



# 8. You're Ready!

Your production is set up and ready to perform.



Test every cue



Check your cue notes



Connect your QR Remote  
(if using)



Enter Performance Mode



Enter Full Screen



Save your production



Enjoy the show!

## BEFORE THE AUDIENCE ARRIVES PERFORMANCE CHECKLIST

- ☐ Production loaded
- ☐ Audio output tested
- ☐ All cues checked
- ☐ Cue notes reviewed
- ☐ QR Remote connected  
(if using)
- ☐ Performance Mode enabled
- ☐ Full Screen enabled
- ☐ Volume checked
- ☐ Backup copy available



Plan.



Play.



Perform.