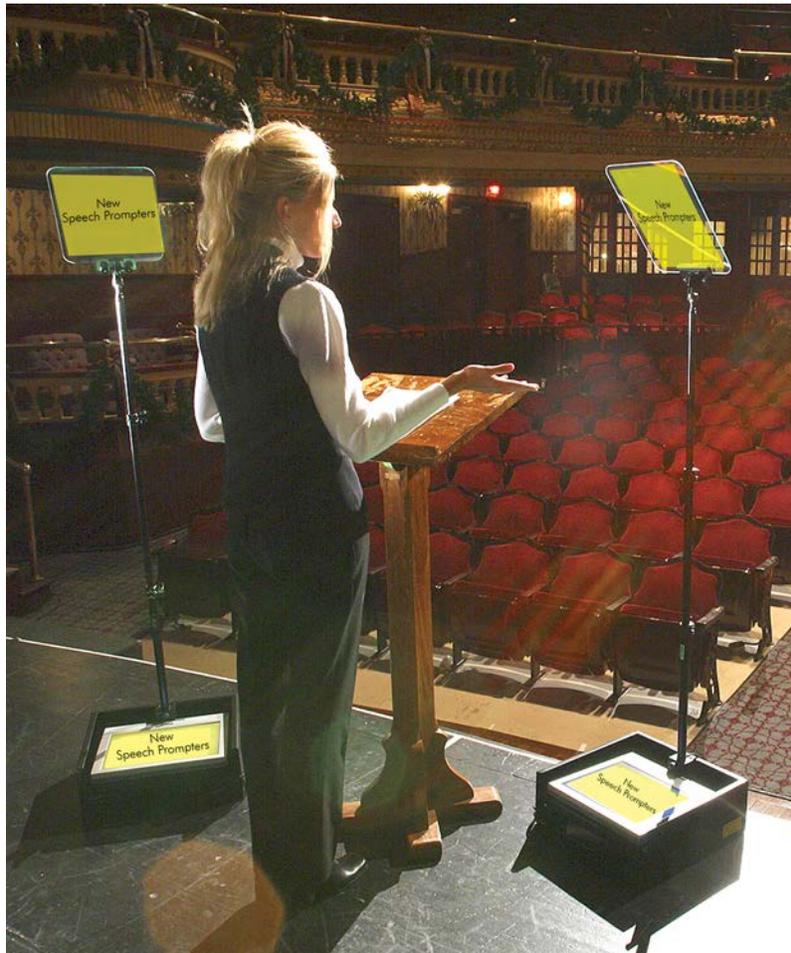
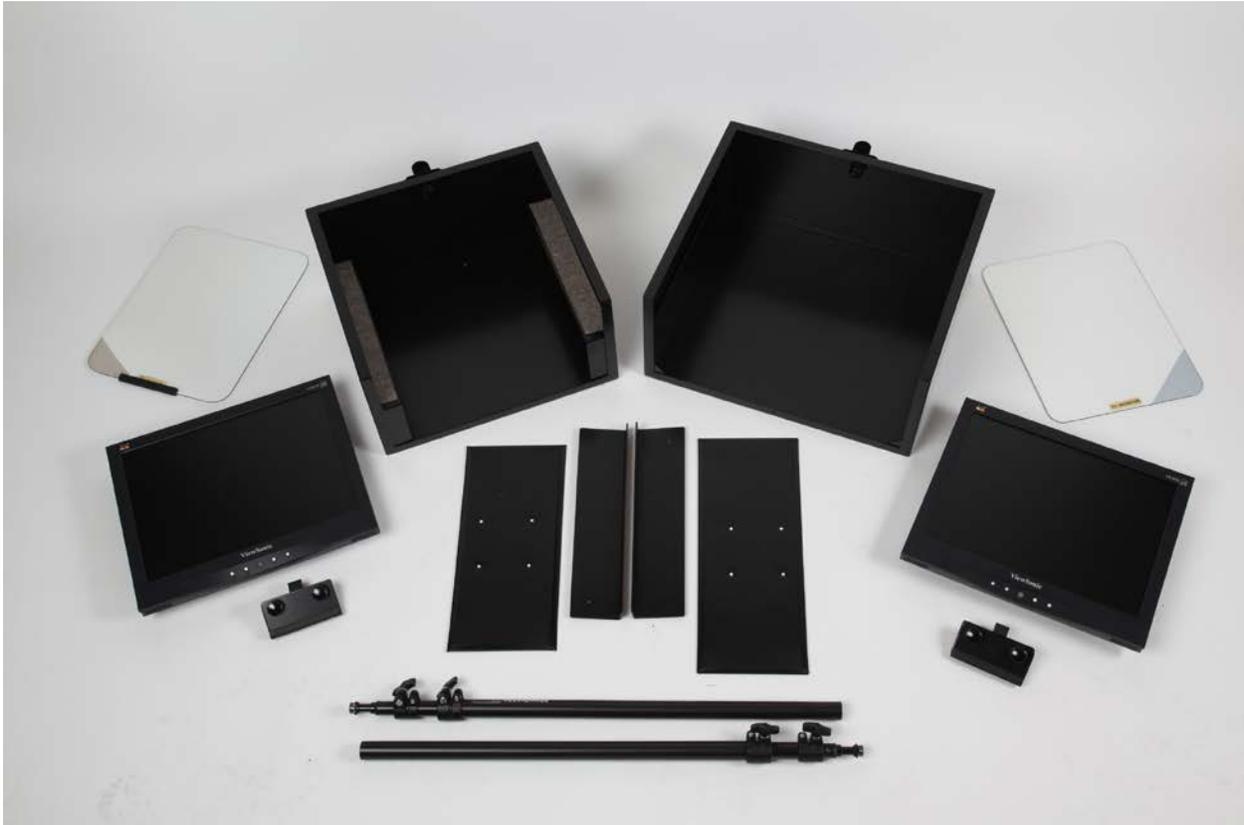


# SP Speech Series Set-Up Instructions



## Teleprompter Parts



### Step #1

Place steel monitor housing on floor with the open side toward the podium.

## Step #2

Insert pole into receiving tube at the back of the housing. Tighten knob in housing to help prevent the pole from rotating.



## Step #3

Connect VGA/Video cables and power cables to the LCD monitor, Splitter/Amplifier, and computer. Place LCD monitor into steel housing with the screen base & buttons toward the pole side (for SP-150 & SP-190). SP-160 & SP-220 allows the monitor to have the LCD buttons toward the open side of the steel housing.



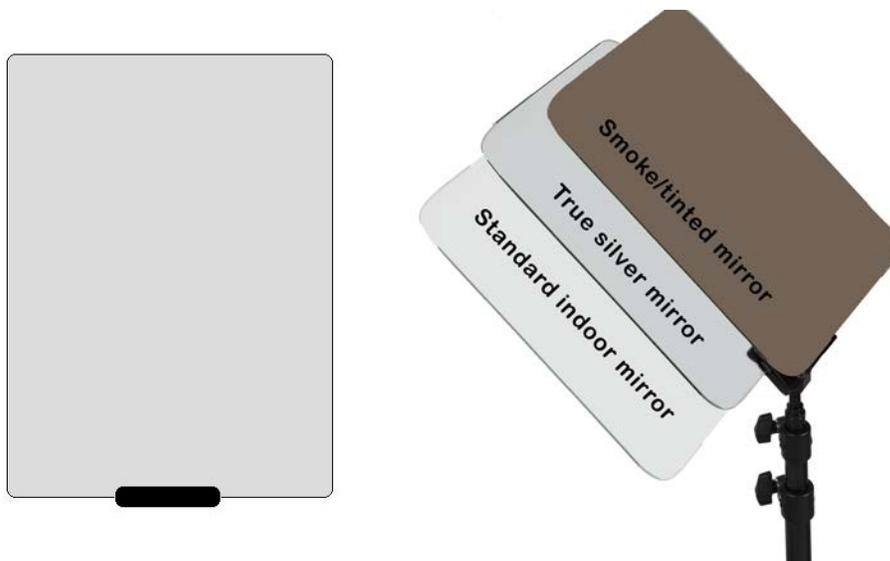
## Step #4

Attach glass holder to the top of the pole. When attached, the glass will be tilted toward the podium (appears to hover above the LCD).



## Step #5

Slide attach rubber strip to the center edge of mirror. Place mirror into glass holder and tighten knobs.



## Step #6

Position the system near the podium. Monitor/Mirror should be start at approximately 45 degree angle and arms length in relation to the podium. Adjust left or right as needed. Raise or lower pole until LCD image appears in the mirror. (see cover page for example).

## SET-UP FOR EZPROMPT DUAL SCREEN

Before opening EZPrompt program (and while no other programs are running)...

**-Open Control Panel / Display Properties / Settings**

Select Monitor 2 (if this option is available – if not available, then your computer can not handle Dual Screen)

Check the box labeled “Extend my Windows desktop onto this monitor”

Click Apply & OK

Close the Control Panel

**-Start EZPrompt 5.0**

Under the Prompter tab, choose General Options

Check the box labeled “Dual Screen”

**-Operation of the EZPrompt program should now provide a reversed image on the computer output only.\*\*\*Note...if there is not a “Monitor 2” selection available, then this computer will not operate as a Dual Screen\*\*\***

**-Now, you can click on General Option tab in EZPrompt again & select Mirror L/R to reverse the images when prompting.**

To return the laptop & monitor to normal usage...

**-Close EZPrompt 5.0 and any other programs**

**-Open Control Panel / Display Properties / Settings**

Monitor 2 should be selected

Un-check the box labeled “Extend my Windows desktop onto this monitor”

Click Apply & OK

Close the Control Panel

**-Use the Function & Monitor buttons to turn on 1 or both of the external monitor and/or laptop screen.**



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## WARRANTY INFORMATION

MIRROR IMAGE TELEPROMPTERS OFFERS ALL CUSTOMERS A LIMITED 3-YEAR WARRANTY\*\*, FROM DATE OF PURCHASE, ON THE TELEPROMPTER MONITOR AND HARDWARE (NOT INCLUDING MIRRORS). WE WILL REPAIR OR REPLACE THESE ITEMS, AT OUR DISCRETION, WHEN DAMAGES OCCUR DUE TO DEFECTS IN MATERIALS OR MANUFACTURING.

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ANY & ALL TELEPROMPTER MIRRORS WILL BE REPLACED AT A COST TO THE CUSTOMER (\$100.00 TO \$200.00 DEPENDING ON SIZE) UNLESS DAMAGED IN THE INITIAL SHIPMENT.

REPLACEMENT PARTS FOR ITEMS THAT ARE LOST OR DAMAGED DUE TO NORMAL WEAR CAN BE PURCHASED DIRECTLY FROM MIRROR IMAGE TELEPROMPTERS.

CUSTOMERS SHOULD CONTACT MIRROR IMAGE DIRECTLY WITH OPERATION, WARRANTY, REPLACEMENT, OR REPAIR QUESTIONS.

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MODEL / PART # \_\_\_\_\_

SERIAL # \_\_\_\_\_

PLEASE VISIT OUR WEB SITE [WWW.TELEPROMPTERS.COM](http://WWW.TELEPROMPTERS.COM) FOR PRODUCT REGISTRATION.

**\*\*ALL PURCHASES MADE PRIOR TO APRIL 2005 CARRY THEIR ORIGINAL ONE-YEAR WARRANTY\*\***