SF Studio Series
Set-Up Instructions
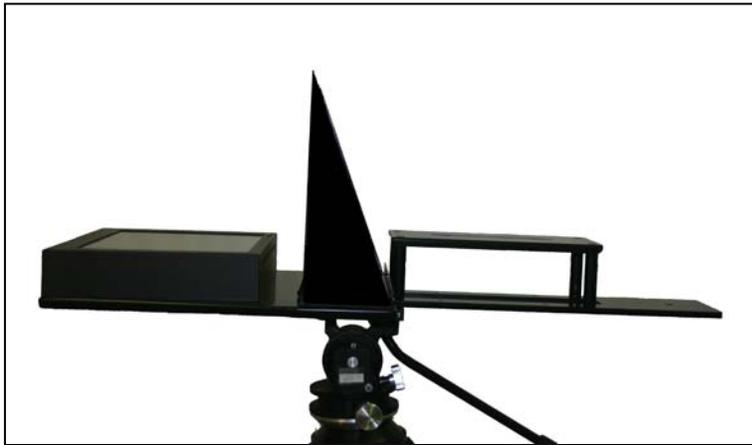
Teleprompter Parts

Step #1

Remove the quick-release plate from your tripod head. Set the plate on a flat surface (table, desk, etc) with anti-skid pads on top & camera bolts pointing up. Set Mirror Image mount arm on top of the plate so that the camera bolts go thru the long slot in mount arm. Place Mirror Image T-Nut into the long slot so that it sits over the top of the camera bolts (longer, flat surface of the T-Nut should be on top so that the protruding surface fits into the slot on the mount arm). Thread the camera bolts into the tapped holes in the t-nut (sandwiching the mount arm between the t-nut & quick-release plate). Before tightening the bolts completely, position the t-nut & plate assembly near the front of mount arm (between the 4 bolts & knobs). Tighten securely and place assembly back on tripod.

Step #2

Remove four plastic knobs on mount to reveal the bolts. Place the monitor assembly over the bolts & tighten the four plastic knobs back in place.

Step #3

Mount Triangle Hood Brackets to monitor assembly using plastic knobs, bolts, washers. Do not over-tighten at this time; it is easier to mount the hood & mirror while hood brackets are slightly loose.

Step #4

Remove the 4 knobs & washers on the back of the metal hood. Mount the hood to the hood brackets by feeding the hood's bolts thru the slot in hood bracket. Place the washers & knobs back onto the hood's bolts & tighten securely. Next, tighten the knobs holding the hood brackets to the monitor assembly.

Step #5

Remove the 3 phillips screws on the top front of hood. Pull the mirror brace/fin out of hood. Slide mirror into hood (with "To Monitor" sticker facing out) so that it rests on the rubber pads wrapped around the rim of the hood. Replace the mirror brace. *Now may be a good time to move the hood/mirror assembly up or down if you need to (for viewing purposes).*

Step #6

Attach your camera plate to the top of the riser using our provided camera knob. Click camera onto camera plate. Adjust camera & arm forward or back to balance the prompter assembly on the tripod. *Camera should always be as far back as possible.* The weight of the monitor/hood & camera should balance the prompter on your tripod. If you have troubles, Mirror Image has counterweights available.

Step #7

Plug in LCD, connect to computer, and get ready to prompt your script.

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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 FOR PRODUCT REGISTRATION.

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

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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.