

SSPiPad



iPad/Tablet PC-based Prompter Assembly and Operation Guide

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Latest additions

This document was written for build 1906 of the QStart software, released on 3 March 2010.

Any changes since that point have been referenced below. These changes have not been reflected in the rest of the document.

Revision history

Build number	Release date	Changes

Getting started

This section is designed to get your Starter Series Prompter setup as quickly as possible so that you can start writing and prompting your scripts.

Prepare and connect the prompting hardware

It is strongly recommended that you view the demonstration video showing the preparation of an Autocue starter series prompter. Click "Play Demonstration Video" on the main menu of the installation CD.

You can also view the video on the Autocue web site: <http://www.Autocue.com/autocueppvid>

1. Remove the unit from the shipping box.

Check that the following items have been received:

- a. Starter Series Prompter (SSP)
- b. 2 x camera securing screws



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- c. 4 x long camera plate support pillars (with countersunk screws attached)
- d. 4 x short camera plate support pillars
- e. Wide monitor mounting plate



Attach to tripod

2. Remove the camera mounting plate from your tripod. (Refer to the manufacturer's manual if you have difficulty doing this.)



3. Carefully turn your SSP unit over and place on a smooth padded surface to protect the mirror and monitor screen.



4. Use the screws of the camera mounting plate to attach it to the underside of your SSP unit.



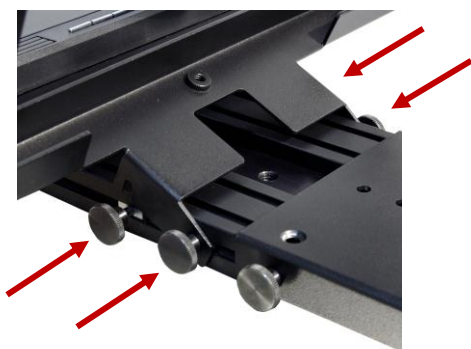
5. Secure the whole assembly onto your chosen tripod.



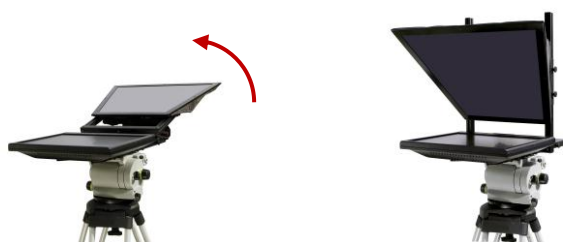
Note: It is likely that the position of the unit will have to be adjusted after you have mounted your camera so that it is balanced on the tripod. A balanced camera and prompter assembly will make it easier to perform smooth pan and tilt shots.

Position hood

6. Loosen the four thumbscrews of the hood assembly.



7. Raise the hood to the vertical position.

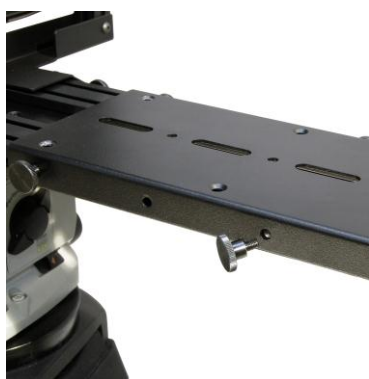


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8. Secure in place by tightening the four thumbscrews.

Prepare camera mount

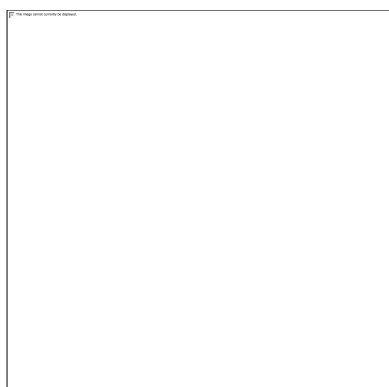
9. Remove the camera mounting plate.



Adjust camera mount height

Depending on the size of your camera you may need to use the supplied pillars to raise the camera mounting plate. The smallest cameras will most likely need the longest pillars. Larger cameras require either no pillars or the shortest ones.

Combine raising the camera with adjusting the position of the hood so that the camera lens is centred in the mirrored glass.



10. Screw in the appropriate length pillars that raise the plate to the required height for your camera.



11. Adjust the position of the pillars to align with the screw holes of the camera mounting plate.



12. Re-attach camera mounting plate

- if the camera is to be at the lowest level use the four thumbscrews
- if the camera is to be in one of the raised positions, use the countersunk screws to attach the plate to the tops of the mounting plate pillars



Attach camera to mounting plate

13. Use either the supplied $\frac{3}{8}$ " or $\frac{1}{4}$ " mounting screw to attach your camera to the mounting plate. You can place the screw through any of the slots in the camera mounting plate depending on the camera you are using. Ideally the camera lens should be close to the mirrored glass.



Note: If necessary, you can adjust the position of the whole unit forwards or backwards so that it is balanced on your tripod.

Use your prompter in different situations

You may not always need to use your prompter with a camera. The Starter Series hardware is designed to give you five alternative mounting arrangements depending on how you wish to use your system.

Note: When altering the position of the different components of your Starter Series Prompter, always handle with care to avoid damaging them, especially the mirrored glass.

Use the following procedures where required when rearranging the components of your prompter into the different configurations.

1. Remove the hood and mirrored glass

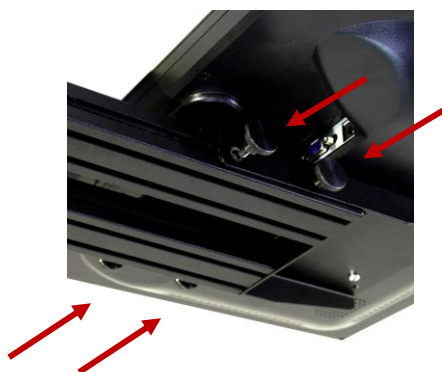
1. Locate the four thumb screws that attach the hood to the vertical frame



2. Remove the thumb screws
3. Carefully take the hood off the frame and store on a smooth, flat surface

2. Remove the monitor

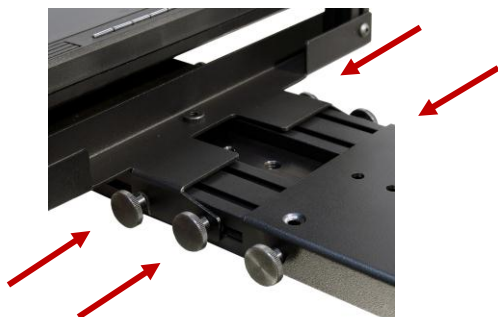
1. Locate the four thumb screws that attach the monitor to the base of the prompter



2. Remove the thumb screws
3. Carefully take the monitor off and place on a smooth, flat surface

3. Remove the vertical frame

1. Locate the four thumb screws that attach the vertical frame to the base of the prompter



2. Remove the thumb screws
3. Carefully take the frame off

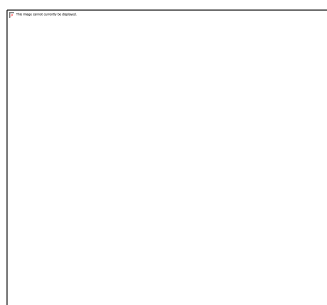
4. Change the monitor mounting plate

1. Remove the monitor
2. Lay the monitor face down on a smooth, flat surface
3. Remove the four screws securing the standard mounting plate to the back of the monitor



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4. Remove the iPad mounting plate
5. Align the supplied wide mounting plate over the correct holes on the rear of the monitor



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Note: As illustrated, your iPad or tablet PC must be attached in 'portrait' orientation.

6. Securely attach the wide mounting plate to the iPad adaptor.

Use the four procedures outlined above

1. Remove the hood and mirrored glass
2. Remove the monitor

3. Remove the vertical frame
4. Change the monitor mounting plate

when rearranging the components of your prompter into the different configurations described in the following sections.

Straight read (Monitor above the camera with no mirror)

The most common situation for using a straight read monitor is in conjunction with a light-ring for chromakey filming.



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1. Mount the prompter unit to the tripod head.
2. Remove the hood and mirrored glass.
3. Remove the monitor.
4. Change the monitor mounting plate

Note: As illustrated, your iPad or tablet PC must be attached in 'portrait' orientation.

5. Align the holes in the edge of the mounting plate with the slide nuts in the edge of the vertical frame



6. Loosely screw in four thumb screws
7. Adjust the position of the monitor by sliding it up and down the vertical frame



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8. Fasten the monitor in position by tightening the thumb screws fully

Straight read (Monitor below the camera with no mirror)

The most common situation for using a straight read monitor is in conjunction with a light-ring for chromakey filming.

Note: This is not a recommended configuration for the SSP17 monitor.



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1. Mount the prompter unit to the tripod head.
2. Remove the hood and mirrored glass.
3. Remove the monitor.
4. Move a slide nut to the end of the frame and align these with the middle screw holes on the monitor assembly



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5. Secure the monitor in a vertical position across the end of the prompter

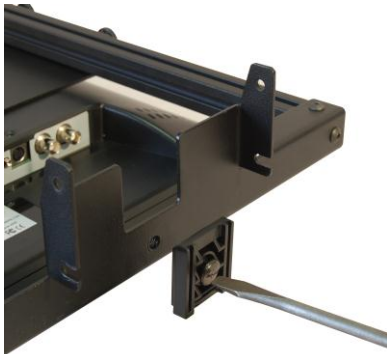
Free standing

You might use a free standing monitor where your presenters address a medium sized meeting where the monitor can be positioned behind and above the heads of the audience.



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1. Remove the hood and mirrored glass.
2. Remove the monitor.
3. Remove the vertical frame.
4. Change the monitor mounting plate
5. Screw your tripod head mounting plate into the threaded hole at the bottom of the vertical frame



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6. Mount the vertical frame onto your chosen tripod and fasten securely



7. Align the holes in the edge of the mounting plate with the slide nuts in the edge of the vertical frame



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8. Loosely screw in four thumb screws
9. Adjust the position of the monitor by sliding it up and down the vertical frame
10. Fasten the monitor in position by tightening the thumb screws fully

Floor standing

The floor standing arrangement is designed for events where a speaker is addressing small groups in an office or larger audiences from a stage. The monitor can be positioned unobtrusively low down so that the presenter can simply glance down at the screen to see the script.



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1. Remove the hood and mirrored glass.
2. Remove the monitor.
3. Re-attach the monitor assembly to the underside of the prompter base.



4. Adjust the position of the vertical frame so that the monitor is at the required angle.
5. Secure the vertical frame in position.

Conference stand

An optional add-on manual conference stand is also available. The conference stand is designed for corporate conferences or other events where a speaker is addressing an audience. The stand height and angle of the prompting glass are adjustable to match the eye-line of the presenter.

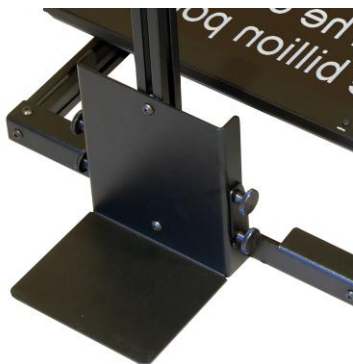


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1. Remove the hood and mirrored glass.
2. Remove the monitor.
3. Remove the vertical frame.
4. Change the monitor mounting plate.
5. Align the holes in the edge of the mounting plate with the slide nuts in the edge of the vertical frame.



6. Loosely screw in four thumb screws.
7. Adjust the position of the monitor by sliding it back and forth along the now horizontal frame.
8. Fasten the monitor in position by tightening the thumb screws fully.
9. Attach the conference stand and glass holder to the vertical frame and monitor assembly.



10. Insert glass into the glass holder at the top of the conference stand and adjust the height. (Ensure the blue dot on the glass faces the presenter.)



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If you need to contact Autocue

Support

Our hardware and software support is provided by in-house teams of experienced and dedicated staff.

We provide free telephone support for prompting customers during UK office hours (9am till 6pm GMT) and US office hours (9am till 5pm EST). When contacting the technical support teams, please provide as much detail as possible.

Information we need

Whenever you make a support enquiry, the minimum information we will need includes the model range and size (for example Professional Series 17-inch monitor) serial number and purchase date.

- The serial number can be found on a label on the back of a monitor or the bottom of a controller.
- The purchase date will allow us to determine whether a replacement unit can be supplied to you under warranty.

You should also check the FAQ section of our web site to see if the answer you need has already been provided:

<http://www.Autocue.com/faqs>

If you cannot find the answer on the web site, contact the Technical Support team.

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