



Dear Customer,

Thank you for your purchase of the TELMAX G<sub>2</sub> Teleprompter.

In this package you should find your TELMAX G<sub>2</sub> Teleprompter, Including the Mount Kit, and Instructions on how it all goes together.

Your TELMAX G<sub>2</sub> Teleprompter has a Lifetime warranty against any manufacture defects and your LCD display has a 36-month manufacturer warranty.

We strive to provide our customers with the highest quality equipment and stand behind all of our products. If you have any issues please contact us as soon as possible so we can get it corrected for you. We hope that you enjoy your new TELMAX G<sub>2</sub> Teleprompter as much as we enjoyed building it.

Thank you,

Edward Gilbert – President

Telmax Teleprompters, Inc.

1345 Pine Ave.

Orlando, FL 32824

888-239-7139

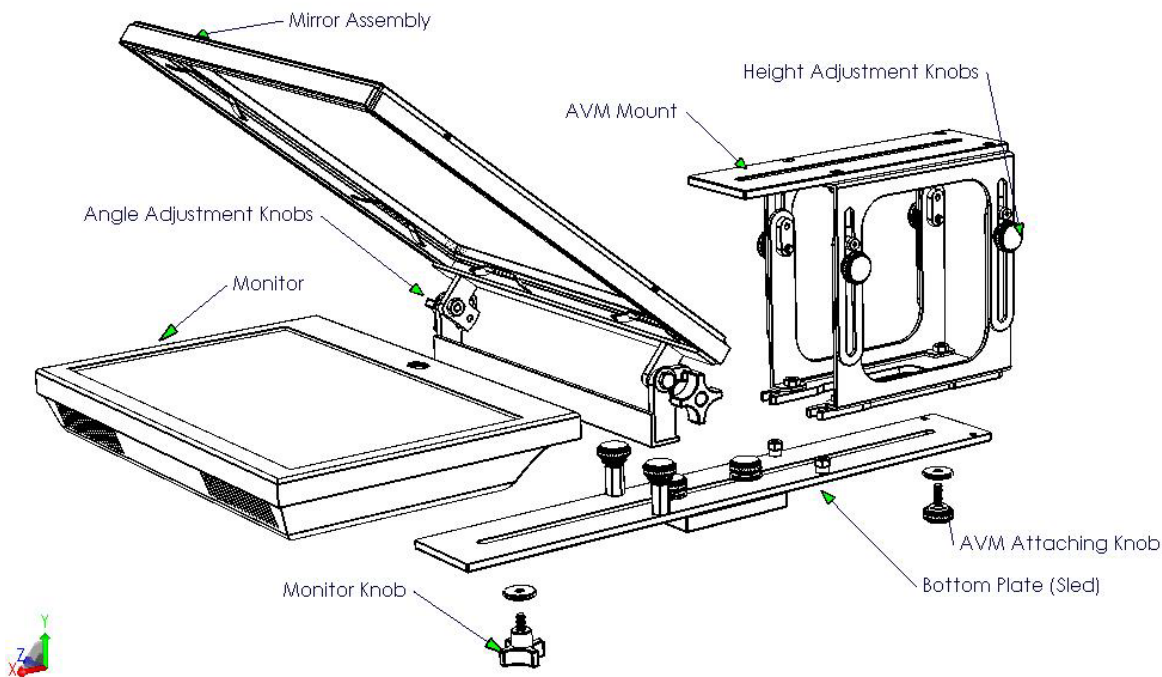
E-mail: [support@telmaxteleprompters.com](mailto:support@telmaxteleprompters.com)

**IF YOU HAVE ANY QUESTIONS, OR YOU NEED TECHNICAL SUPPORT FOR  
YOUR NEW TELEPROMPTER PLEASE CALL TELMAX TELEPROMPTERS AT 888  
239 7139**

**OR YOU CAN EMAIL US AT**

**[support@telmaxteleprompters.com](mailto:support@telmaxteleprompters.com)**

# Galaxy II Series Assembly Instructions



These instructions are available at [youtube.com/telmaxteleprompters](https://youtube.com/telmaxteleprompters)  
**Assembly Instructions**

## Instructions:

1. Attach Tripod Head to Tripod Mount located at bottom of Bottom Plate (See image above)
2. Insert Prongs of AVM mount under the flanged mounting posts then screw AVM attaching knob through the bottom plate into the threaded hole in bottom of AVM Mount.
3. Install mirror
  - a. Remove Plastic Mirror enclosure by gently prying from them mirror frame (it is attached with Velcro® tabs)
  - b. You will then loosen the screw on the L-bracket that holds the top rail on the mirror frame to the rest of the frame. Then remove the top rail from the frame.
  - c. Next you will turn tilt the mirror frame to a 90 degree position so it is straight up and down.
  - d. Now, you will need to determine which side of the Mirror is the coated side and which side is the uncoated side. There should be a sticker on the mirror indicating the "mirror side". The coated side (or mirror side) will be facing the out toward the monitor.
  - e. Now, slide the mirror into the frame.
  - f. Next, replace the top rail of the frame and tighten the screws.
  - g. There are several U-shaped clips that came with your teleprompter that are about three inches long and ½" wide. They are normally taped to the frame. These clips are what hold the mirror in place.
  - h. On the back side of the mirror frame there is a space between the mirror and the frame that is about ½" tall. Slide the clips between the mirror and frame. Make sure that you use clips all the way around the mirror so it is in the frame solid.

- i. Now you can place the Hood on the Frame and you are ready to go.
4. Attach the mirror assembly to the two standoffs using the round knobs to hold it in place.
5. Place the monitor(or iPro Mount) on the front of sled and use the supplied knob to attach it to the sled by screwing the knob into the threaded hole on the mounting plate (Threads of knob will pass through the channel of the bottom plate)
6. Slightly loosen round knobs on tripod mount and slide the bottom sled backwards or forwards if needed to center the weight of the teleprompter. Do this with the tripod brake loosened. **Keep a firm grip on the teleprompter while performing this step! Once complete tighten the knobs again.**
7. Using the supplied ¼-20 4-arm knob and washer, attach your camera to the top plate on the AVM mount.
8. Slide your camera forward until it is as close to the mirror as possible then tighten the 4-arm knob.
9. Raise or lower the AVM mount by loosening the round knobs until the camera lens is approximately centered with the mirror (mirror will be tilted forward at a 45 degree angle)
10. Place fabric hood around the mirror assembly by lining up the Velcro, then put the small opening of the hood around the camera lens and cinch the opening tight using the cinch cord.
11. Re-adjust the center of gravity if necessary (camera can add extra weight and effect the balance)
12. Run VGA Cable from the teleprompter monitor to your PC or Mac.
13. Plug the power cable in for the monitor.

## SOFTWARE:

Your teleprompter includes ZaPrompt Pro, go to our website to download the software, then use the serial number provided to activate the software. If you have any problems with this step feel free to contact us for assistance. If you purchased the teleprompter directly from our website your software and serial number will be included in your account on the website. If you purchased from a reseller, then there will be a serial number assignment page that will be added to these instructions that will include additional instructions.

If you have any problems or questions please contact us.

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## Limited Warranty for TELMAX® Galaxy Series Teleprompters

Telmax Teleprompters, Inc. warrants to the original owner-user that this teleprompter will be free from defects in material or workmanship. This warranty for the Teleprompter and all associated parts excluding the monitor is a limited Lifetime warranty. The warranty for the monitor is provided by the manufacturer and limited to thirty six (36) months from the date of original sale, whether or not actual use begins on that date.

**Limitations and Exclusions** Telmax Teleprompters, Inc.'s obligations under this warranty and the sole remedy for its breach are limited to repair, at its manufacturing facility, of any part or parts of its Teleprompter which prove to be defective; or, in its sole discretion, replacement of such products. All returns of defective parts or products must include the product model number and serial number, and must be made through an authorized Telmax Teleprompters, Inc. distributor or arranged through Telmax Teleprompters, Inc. Customer Service. Authorized returns must be shipped prepaid. Repaired or replacement parts will be shipped by Telmax Teleprompters, Inc. F.O.B. shipping point.

1. The warranty provided herein does not cover charges for labor or other costs incurred in the troubleshooting, repair, removal, installation, service or handling of parts or complete products.
2. All claims under the warranty provided herein must be made within Thirty six (36) Months from the date of purchase. Failure to notify Telmax Teleprompters, Inc. of a warranted defect within Thirty six (36) Months of its discovery voids Telmax Teleprompters, Inc.'s obligations hereunder.
3. The warranty provided herein shall be void and of no effect in the event that (a) the product has been operated outside its designed output capacity (b) the product has been subjected to misuse, neglect, accident, improper or inadequate maintenance, corrosive environments, environments containing airborne contaminants (silicone, aluminum oxide, etc.), or excessive thermal shock; (c) unauthorized modifications are made to the product; (d) the product is not installed or operated in compliance with the manufacturer's printed instructions; (e) the serial number of the product has been altered, defaced or removed.
4. The warranty provided herein is for repair or replacement only. Telmax Teleprompters, Inc. shall not be liable for any loss, cost, damage, or expense of any kind arising out of a breach of the warranty. Further, Telmax Teleprompters, Inc. shall not be liable for any incidental, consequential, exemplary, special, or punitive damages, nor for any loss of revenue, profit or use, arising out of a breach of this warranty or in connection with the sale, maintenance, use, operation or repair of any Telmax Teleprompters, Inc. product. In no event will Telmax Teleprompters, Inc. be liable for any amount greater than the purchase price of a defective product. The disclaimers of liability included in this paragraph 4 shall remain in effect and shall continue to be enforceable in the event that any remedy herein shall fail of its essential purpose.
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