Smart Phone Prompter Kit
TP-100

Instruction Manual

www.datavideo-tek.com

Contents

Disclaimer of Product and Services

The information offered in this instruction manual is intended as a guide only. At all times, Datavideo Technologies will try to give correct, complete and suitable information. However, Datavideo Technologies cannot exclude that some information in this manual, from time to time, may not be correct or may be incomplete. This manual may contain typing errors, omissions or incorrect information. Datavideo Technologies always recommend that you double check the information in this document for accuracy before making any purchase decision or using the product. Datavideo Technologies is not responsible for any omissions or errors, or for any subsequent loss or damage caused by using the information contained within this manual. Further advice on the content of this manual or on the product can be obtained by contacting your local Datavideo Office or dealer.

⚠ Warnings and Precautions

1. Read all of these warnings and save them for later reference.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a slightly damp cloth for cleaning.
4. Do not use this unit in or near water.
5. Do not place this unit on an unstable surface, cart, stand, or table. The unit may fall, causing serious damage.
6. Any slots and openings on the case top, back, and bottom are provided for ventilation. To ensure safe and reliable operation of this unit, and to protect it from overheating, do not block or cover these openings. Do not place this unit on a bed, sofa, rug, or similar surface, as the ventilation openings may become blocked. This unit should never be placed near or over a heat source or radiator. This unit should not be placed in a built-in installation unless proper ventilation is provided.
7. This product should only be operated from the type of power source indicated on the marking label of the AC adapter. If you are not sure of the type of power available, consult your Datavideo dealer or your local power company.
8. Do not allow anything to rest on the power cord. Do not locate this unit where the power cord will be walked on, rolled over, damaged or otherwise stressed.
9. If an extension cord must be used with this unit, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord's rating.
10. Make sure that the total amperes of all the units that are plugged into a single wall outlet do not exceed 15 amperes.
11. Never push objects of any kind into this unit through the case ventilation slots, as they may touch dangerous voltage points or short out parts that could result in risk of fire or electric shock. Never spill liquid of any kind onto or into this unit.
12. Except as specifically explained elsewhere in this manual, do not attempt to service this product yourself. Opening or removing covers that are marked "Do Not Remove" may expose you to dangerous voltage points or other risks, and will void your warranty. Refer all service issues to qualified service personnel.
13. Unplug this product from the wall outlet and refer to qualified service personnel under the following conditions:
    a. When the power cord is damaged or frayed;
    b. When liquid has spilled into the unit;
    c. When the product has been exposed to rain or water;
    d. When the product does not operate normally under normal operating conditions. Adjust only those controls that are covered by the operating instructions in this manual; improper adjustment of other controls may result in damage to the unit and may often require extensive work by a qualified technician to restore the unit to normal operation;
    e. When the product has been dropped or the case has been damaged;
    f. When the product exhibits a distinct change in performance, indicating a need for service.

GLASS - Handle with care

This product contains a sheet of 60/40 glass please handle it with care.

To avoid a risk of damage or injury please follow this instruction manual and use caution when transporting, un-packing, cleaning, assembling or dis-assembling this part of the product.

Warranty

Standard Warranty

- Datavideo equipment is guaranteed against any manufacturing defects for one year from the date of purchase.
- The original purchase invoice or other documentary evidence should be supplied at the time of any request for repair under warranty.
- Damage caused by accident, misuse, unauthorized repairs, sand, grit or water is not covered by this warranty.
- All mail or transportation costs including insurance are at the expense of the owner.
- All other claims of any nature are not covered.
- Cables & batteries are not covered under warranty.
- Warranty only valid within the country or region of purchase.
- Your statutory rights are not affected.

Two Year Warranty

- All Datavideo products purchased after 01-Oct.-2008 qualify for a free one year extension to the standard Warranty, providing the product is registered with Datavideo within 30 days of purchase. For information on how to register please visit www.datavideo-tek.com or contact your local Datavideo office or authorized Distributors
- Certain parts with limited lifetime expectancy such as LCD Panels, DVD Drives, Hard Drives are only covered for the first 10,000 hours, or 1 year (whichever comes first).

Any second year warranty claims must be made to your local Datavideo office or one of its authorized Distributors before the extended warranty expires.

Disposal

For EU Customers only - WEEE Marking

This symbol on the product indicates that it should not be treated as household waste. It must be handed over to the applicable take-back scheme for the recycling of Waste Electrical and Electronic Equipment. For more detailed information about the recycling of this product, please contact your local Datavideo office.

Packing List

| Item No.	Description	Quantity
1	**Prompter Hood with built in cradle**	1
2	**60/40 Glass sheet**	1
3	**Glass removal tool**	1
4	**Hood Starter ring 94mm to 77mm (Fitted)**	1
5	Stepping ring 77mm to 72mm	1
6	Stepping ring 77mm to 55mm	1
7	Stepping ring 77mm to 52mm	1
8	**Hood Starter ring 94mm to 43mm**	1
9	Stepping ring 43mm to 43mm	1
10	Stepping ring 43mm to 40.5mm	1
11	Stepping ring 43mm to 37mm	1
12	Stepping ring 43mm to 30.5mm	1
13	**Wired Remote Control 3m**	1
14	**Instruction Manual**	1

Product Overview

Why struggle with expensive re-takes, camera talent drifting off script or a presentator's loss of eye contact with the viewing audience? The Datavideo Smart Phone Prompter Kit, TP-100, is designed to help you overcome these problems by converting a smart phone (*not supplied*) into a low cost and effective prompter. Perfect for self shoot projects, video blogging or corporate video.

The Datavideo Prompter Kit for Smart Phone allows it to be used both on location and in a video studio. Prepared scripts or cue sheets can be easily loaded into the smart phone software from email and scrolled at a set automatic rate or controlled by a user with the wired remote for a more natural result. A number of clear fonts, colours and text sizes are available making reading comfortable from a variety of distances.

Features

- Simple software and wired remote allow users to produce professional results at low cost.
- Special 60/40 Glass allows the presenter to read the script and the camera to see the subject.
- Strong and rigid camera hood fixes securely to a wide variety of camcorder lens threads.
- Supplied Hood and stepping rings allow compatibility with a wide range of existing cameras.
- Quick and simple set up assembly requires no special tooling.
- Smart phone cradle in the prompter hood adapts to grip various sizes of device.
- 3m long wired remote control is perfect for self shoot projects.

Example Set Up
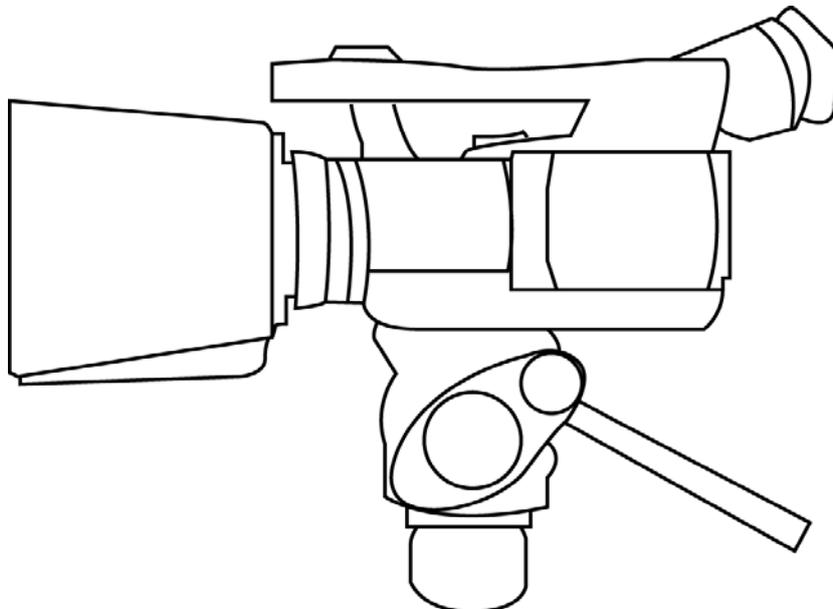
Assembly
Normal Set Up

The first thing to find out when using this prompter kit is the diameter size of the lens ring on your chosen camera. Usually this size is printed on the camera lens itself and it can also be found in the cameras manual too. To help you Datavideo have supplied a variety of rings which are compatible with the Prompter Hood and some of the standard size camera lenses.
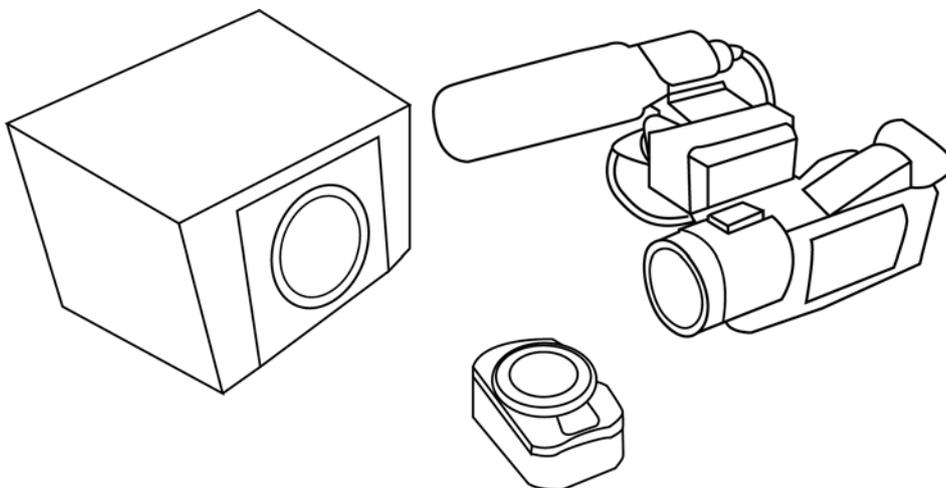
If your camera already has a lens/filter hood fitted then you will probably want to remove this to fit the Prompter Hood instead. Please consult your cameras manual for directions on how to remove the existing lens/filter hood correctly.

There are two Hood Starter Rings supplied in the kit and one may already be fitted to the hood when unpacked from the box. The outer diameter of the Hood Starter Rings is 94mm, one ring steps down to 77mm and the other starter ring steps down to 43mm.
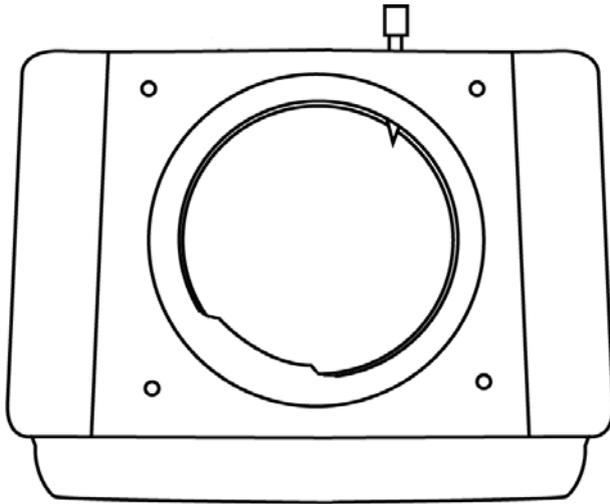
When looking at the rear of the Prompter Hood, at the top there is a thumb screw which holds one of two starter rings in place. When the screw is loosened up the starter ring can be swapped out by tilting the hood away from you and lifting the ring out of the bottom retaining rim. Follow these steps in reverse to fit the hood to a starter ring. Once the Hood thumb screw is tightened down the starter ring should be secure behind the screw tip at the top and the rim edge at the bottom.

Datavideo supply several stepping rings in the Prompter Kit some are designed to step down from a 77mm diameter and some are designed to step down from 43mm. So these stepping rings immediately marry with one of the two Hood Starter Rings supplied in the box. If your camera lens does not immediately marry with either a starter ring or a stepping ring then another ring will need to be purchased. Please contact your dealer for advice on price and availability of the camera stepping ring that you require.
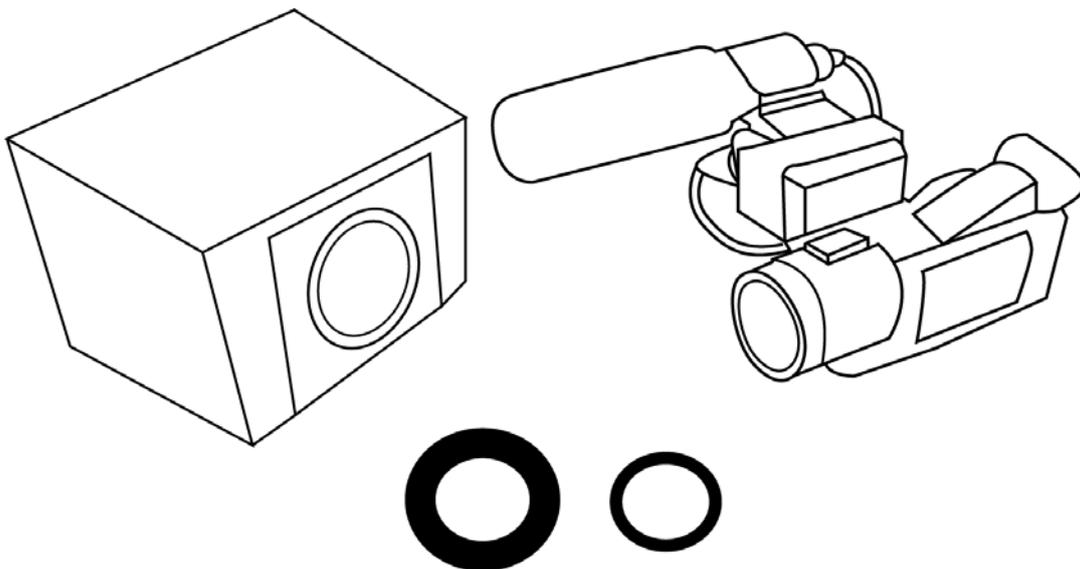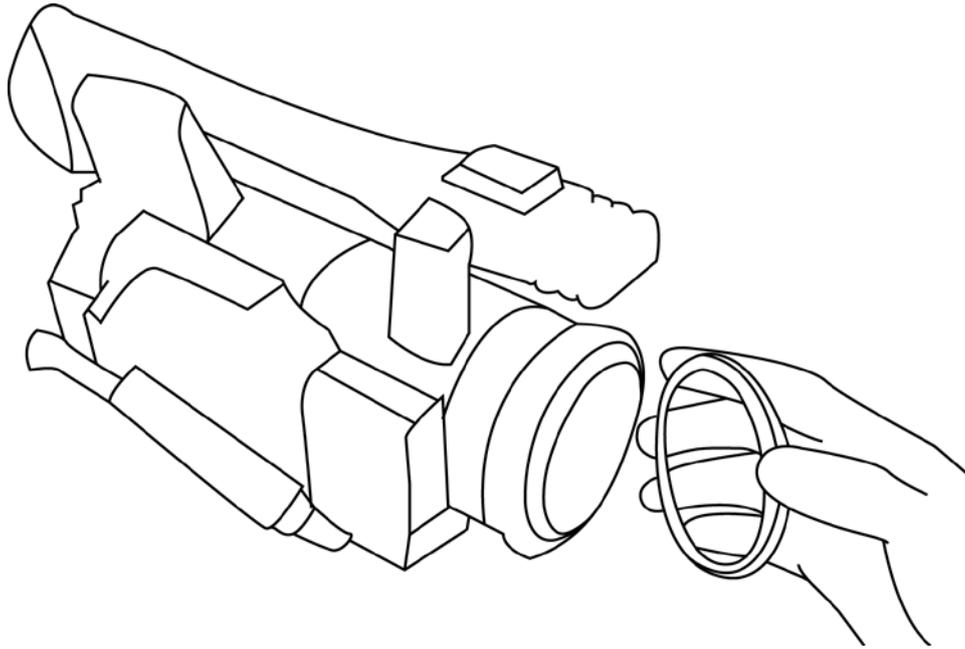
Once you have the stepping ring that you require, screw this stepping ring and the Starter ring to the lens thread on the camera. Be careful not to touch or scratch the camera lens with the ring or your fingers. Once these rings are secured in place on the camera lens thread then fit the Prompter Hood to the starter ring. Once the starter ring is fitted into the Hood retaining rim, then tighten down the hood thumb screw so the hood is secure.
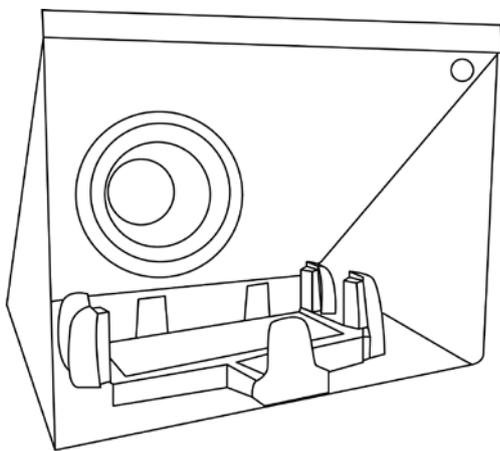
The top and bottom edges of the 60/40 Glass have velcro straps. Carefully fit the glass to the Prompter Hood by holding the top velcro edge. The glass should be installed at a 45 degree angle with the **green circle sticker in the top right hand corner facing you**. The red circle sticker should be on the opposite side of the glass facing the camera lens. The bottom of the glass is placed inside at the back and bottom of the Prompter Hood. The top of the glass is then lifted up to marry with the top of the Prompter Hood. The velcro straps that grip at the top and bottom of the hood should be sufficient to hold the glass securely in place. If you want to remove the glass, to reposition or clean the glass, then use the tool provided to break the velcro grip at the top of the glass by inserting it between the top edge and the hood.

Camera Exposure

After setting up the camera, with the 60/40 glass in front of the lens, adjust the camera set up and white balance. This is because the 60/40 Glass affects the camera exposure by approximately 1 stop almost like the effect of a neutral density filter. Consult your camera manual for further help and advice with its exposure and white balance settings.

Software Download from the App Store™

Ensure your iPhone™ / iPod Touch™ has internet access via your cellular service provider or a secure wireless connection.

Tap the *App Store^{TM} icon* on the device Home Screen to download apps wherever you are. *Browse* the section of the store that features apps designed specifically for these devices or tap on the *Search bar* at the top/bottom of the screen and type in *Datavideo* or *DV Prompter*. Then execute the search by tapping on the Search icon to the right. You will see this software as a result listed, simply tap on the *Free* icon and then *Install*.

The App Store icon on your device will show you when an update is available for any app that you already have. Install the updates with a tap, and you'll always have the latest version of your favourite apps like *DV Prompter*.

Software Download from the Android Market Place™

Ensure your smart phone has internet access via your cellular service provider or a secure wireless connection.

Tap on the *Android Market Place^{TM}* icon on the device Home Screen to see the latest or popular software downloads. Browse the market for *Apps* or tap on the magnifying glass icon to show the *Search bar*. When searching type in *Datavideo* or *DV Prompter* then execute the search by tapping on the search icon again. You will see this software as a result listed, simply tap on it and choose install download.

Phone/Device Settings

Tip: Remember to turn the smart phone's Auto lock / Auto Sleep feature in Settings to 'Never' so this does not interrupt script reading when there may be very little use of the touch screen on the smart phone.

For the same reason it may also be wise to turn off the Cellular, SMS and Email functions of the device too before the prompting session.

You also need to ask yourself if you have enough battery life left in your device to run through the current prompting session.

Prompter Application Set Up
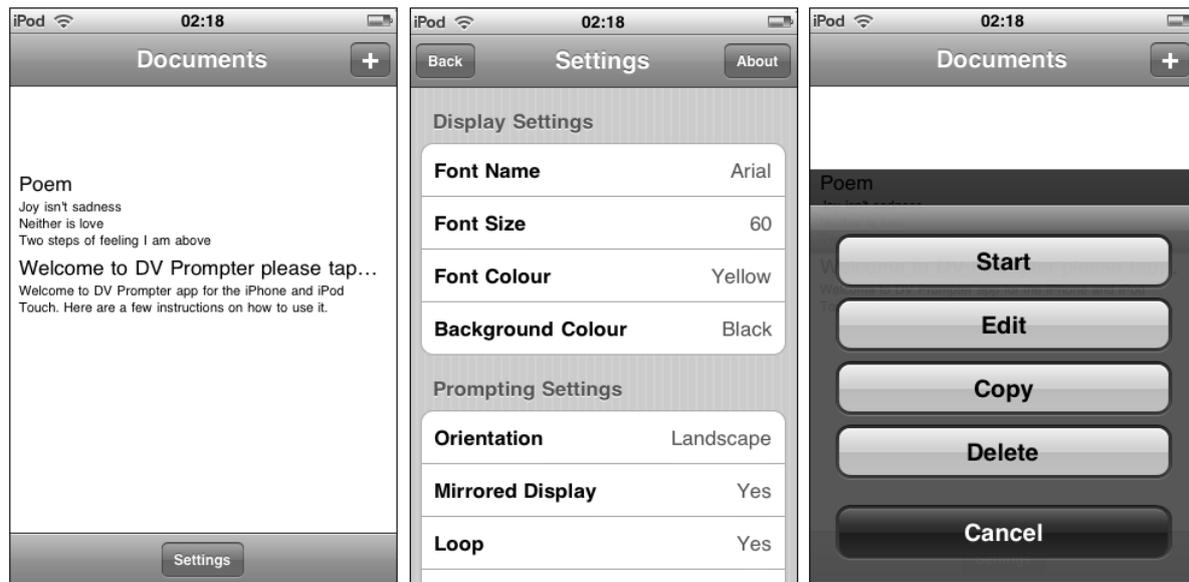
Display Settings

These settings allow the look of the text to be changed. You can change the *Font Name*, the *Font Size* of the font, the *Font Colour* and the *Background Colour*.

The software initially defaults to White, Arial, 60pt size text on a Black Background. However, you can choose from the following text or background colours; White, Black, Red, Yellow, Blue, Green or Orange. All text will be displayed in the colour chosen. Currently you cannot have different colours for different sections of the text. The size of the text can range from small (8pt) to large (72pt). However, you need to experiment a little to find the text font and size that you, or your on-screen talent, can read comfortably at a distance away from the prompter or camera.

NB: The wired remote control is approx. 3m long so this may be the maximum distance you want to work at on your own.

Prompting Settings

You use these settings to change the *Orientation* of the displayed text and if it will be *mirror* reflected off the 60/40 Glass or just used as a normal display. You can also set the text *Scrolling Speed* here which can be slowed down or made faster with the wired remote. A scrolling speed of 5 should be a good starting point. *Slow Time* and *Fast Time* are used to speed up or slow down the text scroll when using the speed buttons on the wired remote. If the on screen talent takes 5 to 8 seconds to read one page of text then set Slow Time to 8 seconds and Fast Time to 5 seconds. Now when the speed buttons are pressed on the remote during text play back the speed will change in steps accordingly. There are also options for connecting an external *VGA* or Composite monitor (additional cable required, not available on all devices) as well as switching the display *Border* function on or off.

Start Settings

You can set the prompter up to automatically start scrolling text straight away or you can delay the beginning of the text scroll process by up to 10 seconds after tapping on start.

Remote Settings

Here you can choose to use the wired remote and set up text characters that indicate a break in the scrolled text called **break markers**. These markers can then be used to quickly jump forward or backward between points in the text using the wired remote should the running order of the production change.

Build Version

Only confirms the version of the software being used.

How to quickly add text into a DV Prompter document

The prompting script, or presentator's text, will probably exist as a text document from the planning stage of the production. By attaching this script text document to an email it can be quickly transferred to the smart phone and into a DV prompter document by using the **Copy** and **Paste** function of the device itself.

Simply choose to edit an existing DV Prompter document and then save it as a new file name. This protects the original document from changes. Then replace the existing text in the newly saved file with the text that has been emailed to the smart phone.

Tidy up the transferred text as necessary, add some break markers and you have your newly created prompting document.

Importing a Text file via iTunes™

1. Connect your apple device to your PC or Mac via the apple USB cable
2. Launch iTunes™
3. Select your apple device under the Devices section in the left hand pane of iTunes™
4. Select the Apps tab at the top of the iTunes™ window
5. Scroll down to the bottom of the page and select DVPROMPTER from the FILE SHARING Apps menu.
6. Click the 'Add' button and browse for the text file you wish to import
7. Disconnect the apple device and restart DVPROMPTER, you should now see a new document in the list.

Using the wired Remote Control

Before you are able to use the wired remote you must first turn on the remote control feature within the prompter software. The remote plugs into the headphone jack on the smart phone. Ensure the remote jack has a good connection with the phone socket. It may be necessary to remove the phone from any 3rd party protective skin before the phone is fitted to the prompter hood cradle.

Within the **DV prompter** app menu scroll down to or tap on the **Settings** option. Then choose **Remote Settings**; from here tap on **Remote Type** and then select the **Wired** remote option.

Note: *A scrolling speed of 5 should be a comfortable starting point for most people when using the remote. See also Increase and Decrease speed buttons.*

Play Button
Use this green button to start the script scrolling.

Stop Button
Use this red button once to Pause the scrolling text. Press this button twice to Stop the script and bring up the menu bar. You can then exit the application, change text or change settings in the normal way using the touch screen display.

Increase and Decrease Speed Buttons
These buttons allow the user to increase (arrows up) or decrease (arrows down) the scrolling text speed. Pressing these buttons allows you to vary the text scroll speed by 3 settings. For example; if you have the speed set initially at 5 then you could slow the text down 4, 3 then 2 or speed it up to 8.

Break Markers
The increase and decrease speed buttons can also be used to quickly jump forward or backwards through the script after the script has been stopped with the red button. The script should be marked in advance with break marker text characters to set logical points that the speaker may need to jump to should the running order of the production be changed at short notice.

Cleaning the 60/40 Glass sheet

GLASS HANDLE WITH CARE

This product contains a sheet of 60/40 glass please handle it with care.

To avoid a risk of damage or injury please follow this instruction manual and use caution when transporting, un-packing, cleaning, assembling or dis-assembling this part of the product.

Datavideo recommend cleaning the glass regularly to remove dust and finger print marks. This will ensure the best image quality is recorded when the camera is looking through the glass.

Never attempt to clean the glass whilst it is mounted in the prompter hood instead remove it carefully from the hood using the tool provided to break the grip of the Velcro straps, clean the glass and then re-install it into the prompter hood. Handle the glass carefully using the cloth covered edges of the glass at all times.

To retain the required qualities of the glass and to avoid scratching the glass during cleaning.
- ***Never use*** abrasive cloths, pads or abrasive based cleaning fluids on the glass.
- ***Never use*** cleaning fluids based on an acid or vinegar solution.

Place the glass on a soft, stable, dirt and lint free work surface such as a table with a clean cloth already laid out on it. Then use a second clean, lint free, soft cloth to clean the glass.
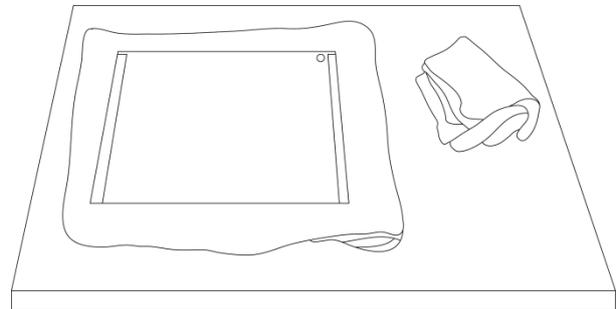
Do not apply cleaning fluids to the glass directly, instead apply or spray a small amount of the cleaning fluid onto the cloth. Proceed to clean the glass and work in a light circular motion with the cloth. Ensure all finger marks and streaks are gone before turning the glass over and repeating with the other side.

Once finished re-install the glass back into the prompter hood, again using the cloth covered edges only. ***Ensure the green circle sticker on the glass is facing you*** and the red circle sticker is facing the camera lens. Reseat/secure the camera hood if necessary.

Specifications

Text File Format		Copy and paste from email or text file
Reading Range		3m (9ft)
Remote control cable length		3m (9ft)
Remote control battery life		2 years at average usage

Hood Dimensions (approx)

	Width:	190 mm (7.48 inches)
	Height:	140 mm (5.51 inches)
	Depth:	135 mm (5.31 inches)

Nett Weight:

	Kit:	1.04 lbs (0.47 Kg)
	Phone:	0.28 lbs (0.13 Kg)
	Combined:	1.32 lbs (0.60 Kg)

Packed weight: (Gross)

	Kit:	2.42 lbs (1.1 Kg)

Service and Support

It is our goal to make your products ownership a satisfying experience. Our support staff are available to assist you in setting up and operating your system. Please refer to our web site www.datavideo-tek.com for answers to common questions, support requests or contact your local office below.

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