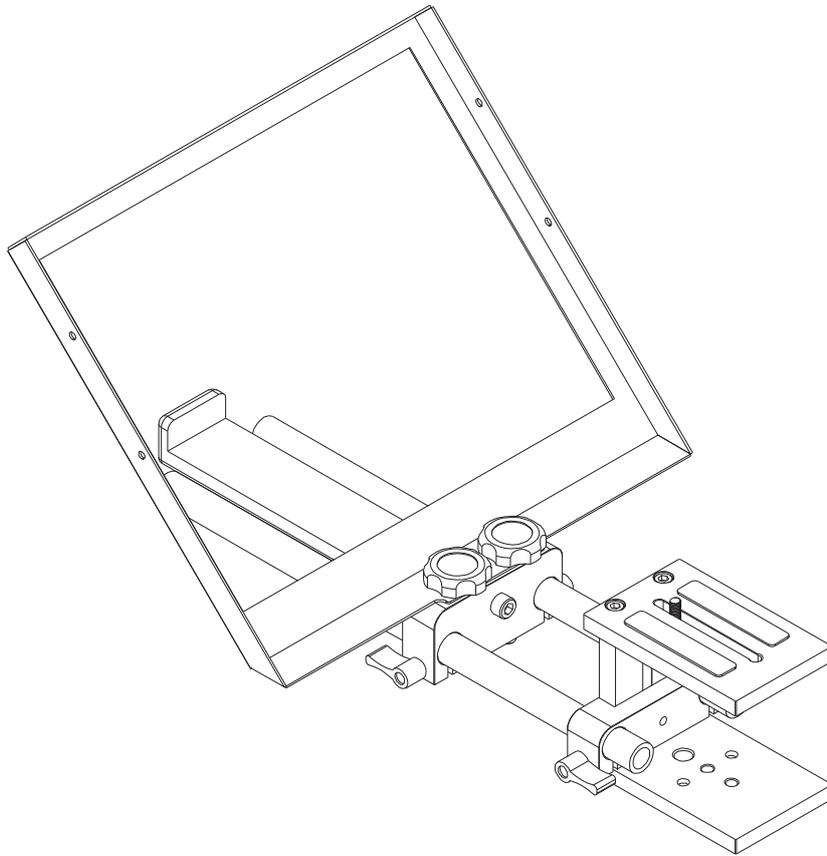# iPad & Tablet Teleprompter Kit
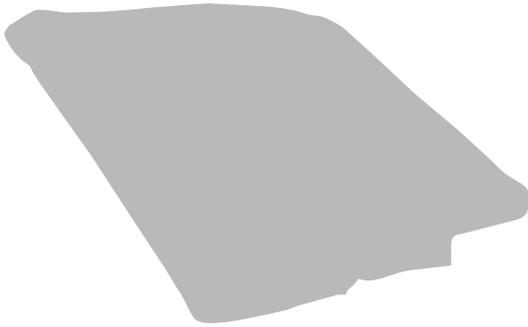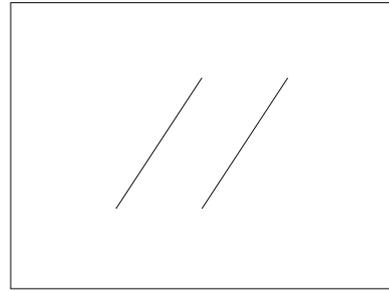
Instruction Manual
Model: **FOR-DS200**
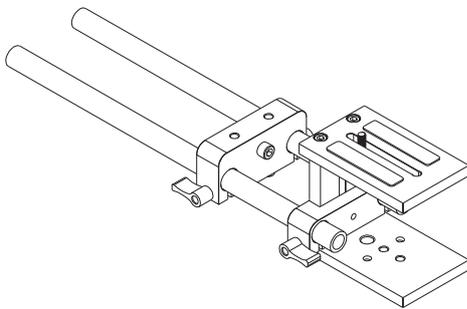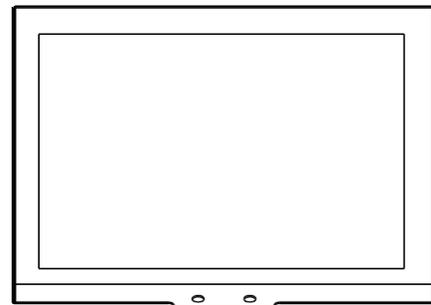
FOREST AV
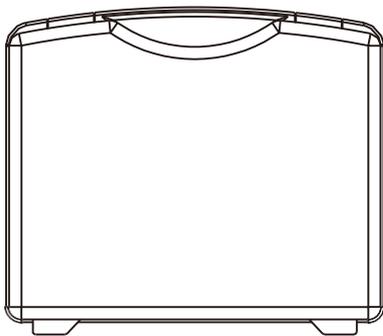FOREST-AV.com

Contents

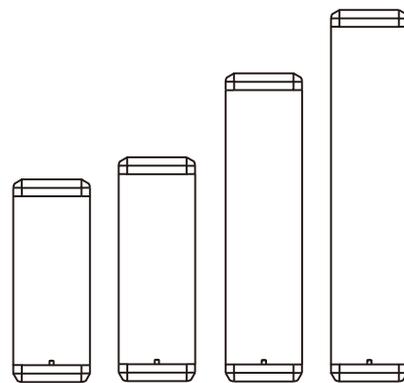Cloth Lens Cover Hood with Velcro

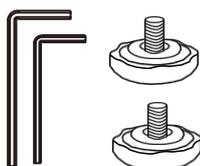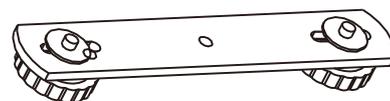Premium 70/30 HD Beam Splitter Glass

Base Assembly

Glass Frame

Custom Fit Case

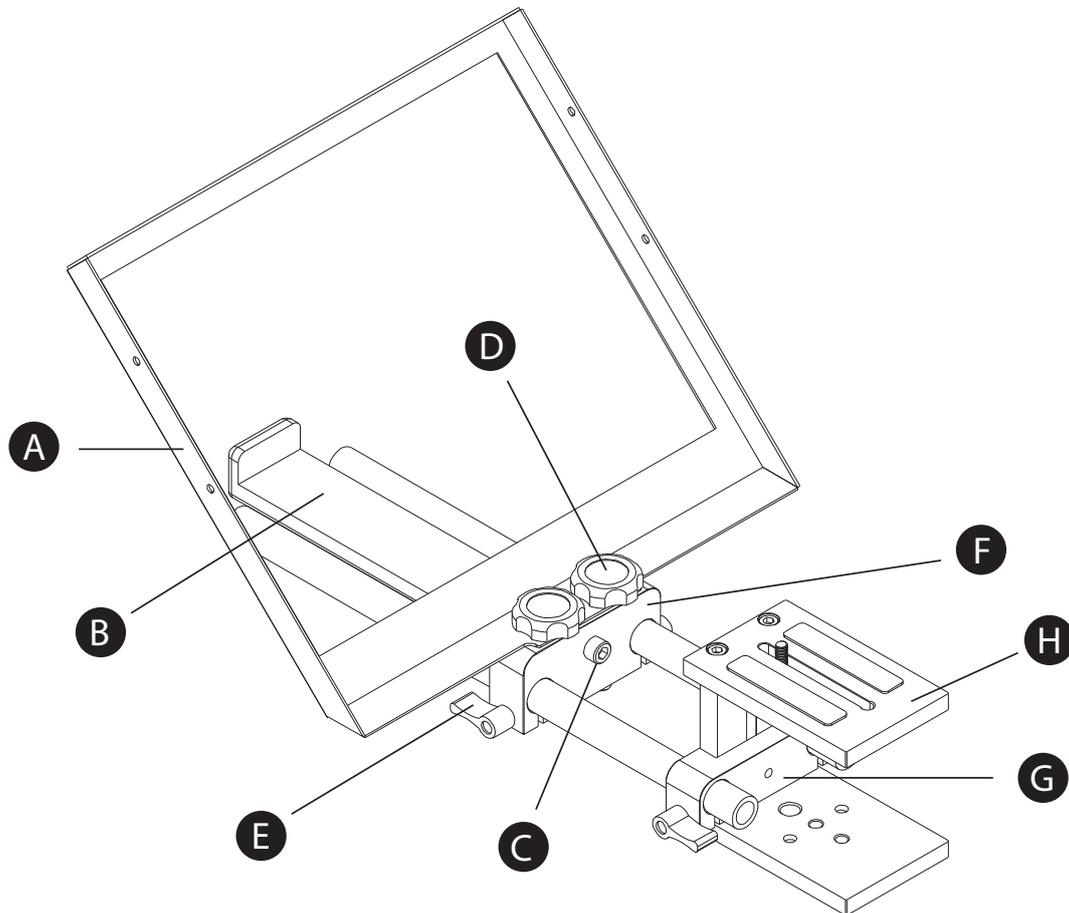Expanding Tablet / Mobile Clamps

Glass Frame Screws and Allen Keys

Mobile Extension Bar

Assembly Instructions

Please follow below instructions to assemble your Teleprompter for use.

1. Depending on the size of the tablet you will be using to display your script; Attach one of the four tablet / mobile holders to base assembly (F) using bolt (C). Tighten with the supplied Allen key. The largest holder which is suitable for most tablets is already attached by default.

2. *If you are using the Teleprompter with a Tripod;* Attach the bottom of base assembly (F) to your tripods quick release plate. Then, attach your quick release plate to your tripod and lock.

3. Attach the glass frame (A) to top of base assembly (F) using the two hand tighten screws (D).

4. Attach your video camera to the top of plate (H) using the 1/4" screw. If you are using a mobile to record, please also see the following section 'using your mobile to record video'.

5. Place your tablet in the extendable clamp (B).

6. Move the base assemblies (F) and (G) to required positions. Tighten the four red locking clips (E) by tightening clockwise. You can pull on the clip and rotate if it causes any obstruction.

7. Attach the reflective glass to the glass frame (A) - Velcro strips on the glass edges and on the glass frame will hold it in place. Ensure that the small circle sticker on the glass faces the presenter and the other side faces the camera.

8. Attach the black clock hood to the glass frame (A) by marrying the Velcro strips. Tighten the cord around your camera lens. If using a mobile to record, the hood can be placed loosely around the mobile.

Using your mobile to record video

If you are using a mobile phone to record video please follow the below additional instructions.
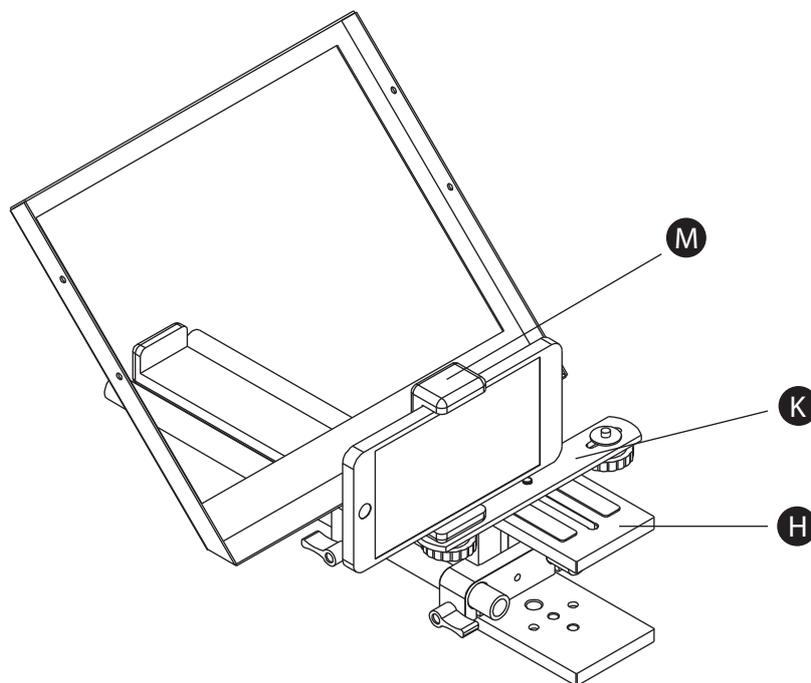
1. Attach the extension bar (K) to the top of base plate (H) using the 1/4" screw.

2. Attach one of the expanding mobile clamps (M) to the extension bar (K) using the hand tighten screws.

3. Place your mobile into the expanding clamp (M), ensuring that the rear camera faces the glass and the camera lens is at the bottom (near extension bar).

4. You may need to zoom in on your phone to exclude the glass frame from view. Not suitable for wide angle lenses.

Base Plate Flexibility

This Teleprompter features a flexible base plate which allows you to change how it functions in multiple ways.
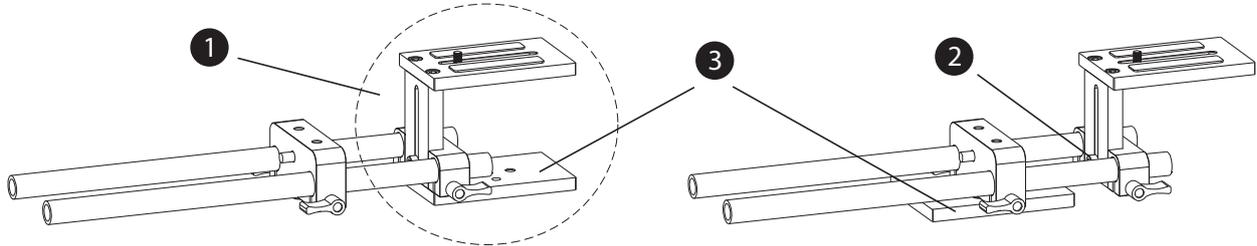
1. This base plate which attaches to your camera and your tripods quick release plate comes apart into three sections using supplied Allen key. The three separate plates can be rearranged in different positions as required.

2. Adjust the height of the plates by loosening this bolt using the supplied Allen key.

3. The base plate can be separated so that the tripod can be positioned under the glass frame instead of under the camera.

Each of the two aluminum rods have M12 threads on one end. This allows you to extend the rods (extension rods not included).

Glass Care

This product contains a sheet of 70/30 mirror glass. To avoid damage or injury please handle with care when assembling or disassembling the product.

Glass can be cleaned using warm soapy water and a cotton or microfiber cloth. You can also use isopropyl alcohol (rubbing alcohol). Do **not** use household cleaning products; they could permanently damage the reflective coating on the glass.

App Download

Using a Teleprompter App* on your Tablet – Simply add your text to the App, set the scroll speed and press start. Your scrolling text is displayed on the reflective glass for you to read while looking directly at the camera lens.

* Free and paid Teleprompter Apps are available on App stores. Ensure you select one that has 'mirroring' option.