

Proc 14216_Operating TELEPROMPTER

1. Plug the teleprompter(s) into an electrical outlet and make sure they are powered on.
2. Connect the teleprompters to the iMac computer by attaching the cords (suspended from the ceiling) to the back underside of the unit(s).
3. CTV STAFF ONLY: Place teleprompter in desired location.
4. Turn on the iMac computer and log in to the “Teleprompter” account with the password “ctv” (without quotes).
5. CTV STAFF ONLY: Ensure that the display settings read 1024x768 for both the iMac and the teleprompters.
(System Preferences > SwitchResX > iMAC > Current Resolutions)
(System Preferences > SwitchResX > V173 > Current Resolutions)
6. Insert the CD or USB Drive that contains the script you intend to load. Files must be in text (.txt) or rich text format (.rtf).
7. Open “FlipQ” by clicking the computer monitor icon in the dock.
8. Click “File” and then select “Open as White Text.”
9. Select the .txt or .rtf file that contains the script you intend to load and click “Open.”
10. Once the script loads, go to “Edit” and click “Select All” (or Command + A) to select all of the text. Press Command + T to open the font properties and modify the text so that it is readable by the host. Close out of the window when you are finished.
11. Click on the “Centering” icon in the toolbar to center the text.
12. Click anywhere on screen to deselect the text.
13. On the “Settings” tab, make sure that “Normal” is selected under Main Display and the Small Screen is not checked.
14. Place a check by “Secondary Display.”
15. Under “Secondary Display,” check the box next to “Mirrored.”
16. Click the orange lightning bolt icon, at top of screen, to display the text on the teleprompters.
17. Adjust the scrolling speed with the rolling ball button/scroll feature on top of the mouse. Use the spacebar to start and stop playback.
18. To exit playback, press the Escape key.