**Portable Prompter Setup**

1. Loosen the two thumb screws on base of Impact – Heavy Duty Tripod. This will allow you to expand the tripod legs.

A tripod on the floor

Description automatically generated with low confidence

1. After expanding tripod legs, tighten both base thumb screws. Ensure there is enough clearance at the base of the tripod to fit the sand bag.
2. Insert sand bag at bottom of tripod base. This will ensure the prompter will not fall due to inclement weather.

A picture containing ground, bicycle, tripod, floor

Description automatically generated

1. Loosen lower extendable center thumb and extend the height to about chin level.

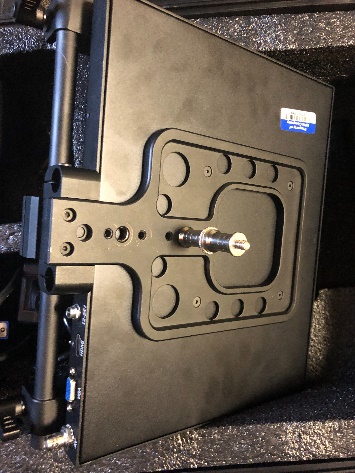
A picture containing tripod, floor, ground, indoor

Description automatically generatedA picture containing indoor, wall, floor, flooring

Description automatically generated

1. Next Screw the double-ended spigot tightly into the bottom of the portable prompter.

A picture containing ground, outdoor, bullet

Description automatically generated 

1. Loosen the top Thumb screw on the extendable center.

A picture containing tripod, floor, ground, indoor

Description automatically generated

1. Attach portable prompter to the tripod and tighten the top thumb screw

A picture containing indoor, tripod

Description automatically generated

1. Loosen thumb screw on the back of the Prompter to adjust the mirror.

A picture containing weapon, rifle, indoor, firearm

Description automatically generated

1. Adjust mirror (top) at a 45 degree angle from the prompter screen (bottom) and then tighten the Thumb screws on the back of the prompter.

A picture containing indoor, wall, shelf

Description automatically generated

1. Next locate the magnetic prompter hood, Unfold and zip up both sides of the hood.

A picture containing ground, car, floor

Description automatically generatedA picture containing text, leather, bag, accessory

Description automatically generated

1. Place the magnetic hood onto the back of the mirror (top).

A picture containing indoor, accessory, case, wall

Description automatically generated

1. Connect the power supply (screw in to secure) and HDMI cable into the back of the prompter.   
   A picture containing indoor, machine, bicycle, bike

   Description automatically generatedA close up of a cable

   Description automatically generated with low confidence
2. If you are shooting inside and have access to a power outlet. Connect the power cable to outlet.

13a. If you do not have access to power. Connect prompter power to the Portable power supply in the Prompter kit.

A close up of a piece of fabric

Description automatically generated with low confidenceA hand holding a black rectangular object

Description automatically generated with low confidence

1. Next Connect HDMI cable to your Laptop.

A close up of a keyboard

Description automatically generated with low confidence

14a. If you do not have an HDMI port on your laptop. Use the USB-C to HDMI cable provided.

A close up of a computer

Description automatically generated with low confidence

1. Locate Thumb mouse and plug usb dongle into your laptop.

A close up of a black object

Description automatically generated with low confidenceA picture containing headphones, hat, fashion accessory, floor

Description automatically generatedA close up of a computer

Description automatically generated with low confidence

1. Power on portable power supply if you are not connected to power outlet. Then Power on Prompter

A close up of a device

Description automatically generated with low confidenceA close up of a camera

Description automatically generated with low confidence

1. Adjust Screen Resolution for Prompter to 1280 x 1024
   1. Right click on Desktop and select Display Settings

A screenshot of a computer menu

Description automatically generated with medium confidence

* 1. Press Identify to find the screen number for the portable prompter. Select Screen 2 (it should be highlighted blue)

A picture containing rectangle, screenshot, line, diagram

Description automatically generated

* 1. Scroll down in your display setting to find “Display resolution”. Click the drop down arrow and select 1280 x 1024

A screenshot of a computer screen

Description automatically generated with low confidence

* 1. When Prompted to keep display settings. Select “Keep Changes”

A blue box with white text

Description automatically generated with low confidence

* 1. Exit out of display settings

A black square on a white background

Description automatically generated with low confidence

1. Launch Prompter4 Program with Script (see KNPN How To’s – Prompter4 for more information)
2. Drag talent screen to Prompter screen and maximize window
3. Ensure there is a battery in the thumb mouse. Turn on and scroll up/down thru script.

A picture containing person, holding, microphone

Description automatically generatedA picture containing person, indoor, lever, remote

Description automatically generated

Scroll

Power