



creation stations

USING THE PARROT TELEPROMPTER



North Vancouver  **City Library**

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PART I: BEFORE YOU START

You Will Need:

- Your **script**
- Your **smartphone** (Android or Apple)
- A "**script app**" with mirroring ability (to display the text in reverse) installed on your phone or tablet; this tutorial uses the Parrot Teleprompter app that is made by the same company that makes the Parrot Teleprompter unit, but you can use any script app that will mirror your text
- The **Teleprompter Kit**
- One of the library's **Camcorder Kits** – either the Canon DSLR or the Panasonic Handycam.

Preparing Your Script on the Parrot Teleprompter App

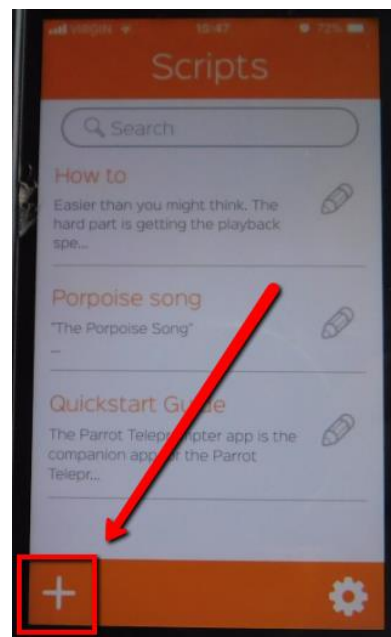
Download and install the Parrot teleprompter app onto your device. It is available for both Apple IOS and Android devices.



When you open the app **tap + to add a script to the app.**

You can either **type your own script** on the device keyboard or **import a .txt file into the app.**

If you are importing a file, make sure it is a basic text file (.txt) rather than say a word document (.docx)



PART II: SETTING UP THE TELEPROMPTER

Choosing an Adapter Ring

Select the adapter ring for the camera:

- **Canon DSLR Camera** with the EFS 22mm Lens:
 - use the **52mm adapter ring** with the **Red #1** sticker
- **Canon DSLR Camera** with the EFS 18-55mm zoom lens:
 - use the **58mm adapter ring** (the one that is attached to the teleprompter when packed up in its kit) – with the **Red #4** sticker.
- **Panasonic Handycam**
 - use the **49mm adapter ring** with the **yellow** sticker

If you want to use your own camera with the teleprompter kit, it must have:

- **“Filter Threads”**: in front of the optical lens, there is a small ring with screw threads cut into it. These threads allow for filters, and other accessories, to be attached to the front of the lens. and
- **The lens must have a 49, 52, or 58mm rating**: each lens carries a millimeter rating that tells the diameter of this front attachment point which is denoted with the “Ø” symbol. If yours has 49, 52, or 58 then it is compatible with the library’s teleprompter kit.

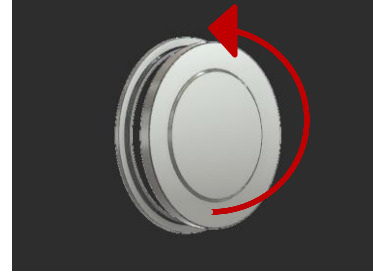


Attaching Adapter Rings to a Camera

Carefully lift up on the bottom edge of the lens adapter and **gently slide the lens adapter out through the base of the Teleprompter**. The 58mm Lens cap is always stored in the back of the teleprompter.



1. If you are using the **58mm adapter ring**, remove the **adapter cover** by unscrewing it from the ring in a counter-clockwise direction.



2. **Screw the adapter to camera lens.** Thread the base adapter along with any additional required adapters to the filter threads on the front of the camera lens. Be careful not to cross thread the threads. Also, avoid tightening the threads to avoid damaging them.



3. **Mount the lens on the camera body** as you normally would.

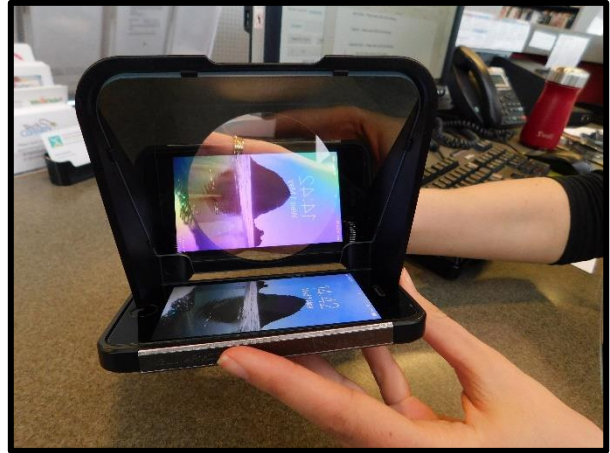


Place Your Phone

Remove the hood cover from the teleprompter – gently pull on one of the bottom corners of the hood cover to remove it.



While supporting the hood with one hand use the other hand to pull down the phone clamp and hold it in place. Slide the phone into place and carefully release the phone clamp to hold it in place.



Mount the teleprompter

Slide the Parrot Teleprompter hood assembly over the base adapter until the retainer clip clicks in place.



You will need to have a "script app" that has a mirroring ability on your phone/tablet (this displays the text in reverse) so that you can easily read the text as it is displayed on the screen.

We are using the Parrot teleprompter app, which is free from the makers of the Padcaster Teleprompter we are using – see the next page for instructions on using the Parrot Teleprompter app.

When you are finished filming, reverse the setup process.



PART III: USING THE PARROT TELEPROMPTER APP

Preparing Your Script on the Parrot Teleprompter App

Download and install the Parrot teleprompter app onto your device. It is available for both Apple IOS and Android devices.



Adding a New Script

When you open the app **tap "+"** to add a script to the app.

You can either **type your own script** on the device keyboard or **import a .txt file into the app**.

If you are importing a file, make sure it is a basic text file (.txt) rather than say a word document (.docx)

Playing an Existing Script

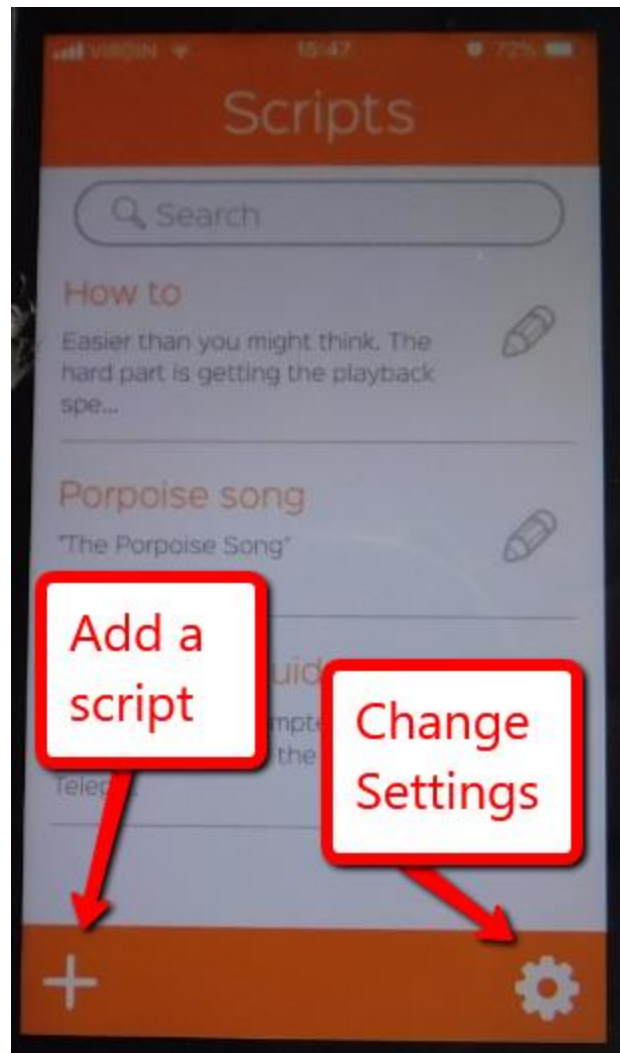
Press the displayed script – in this case the one that says "how to".

When ready press the play button on your phone screen.

Adjusting Settings

To change the app settings, including the text size, speed, turning mirror mode on, etc., press the **cog symbol**.

See the next page for details on settings.



1. You can alter the **text size** by adjusting the slider.

2. The **speed of the text** scrolling is adjusted with this slider.

3. **Mirror mode** displays the text in reverse; this is required to display properly on the teleprompter screen.

4. **Toggle marker** highlights the text line currently being read.

5. Loop Script will continuously repeat your script

