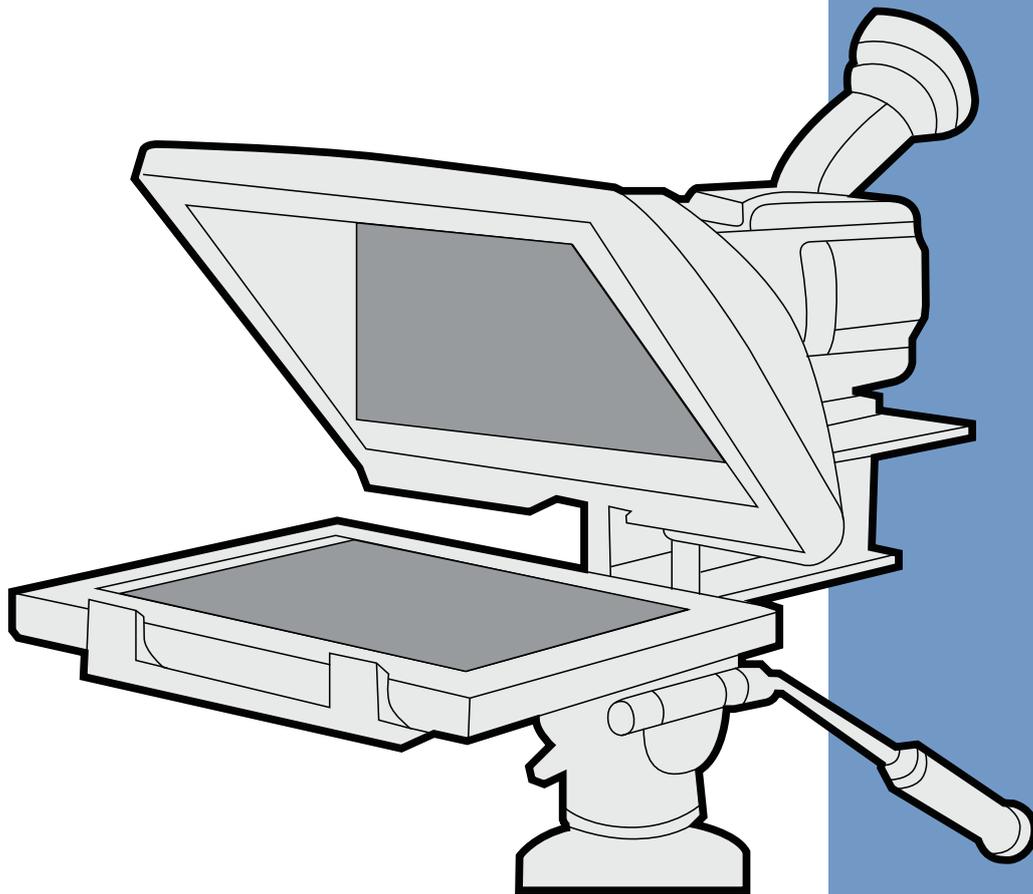


**datavideo**



**TABLET PROMPTER  
TP-300**

**Instruction manual**

[www.datavideo.com](http://www.datavideo.com)

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**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.

## FCC Compliance Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

## 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 damp cloth for cleaning.
4. Do not use this unit in or near water.
5. Do not place this unit on an unstable cart, stand, or table. The unit may fall, causing serious damage.
6. Slots and openings on the cabinet 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 on the bottom of the cabinet will be blocked. This unit should never be placed near or over a heat register 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, 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 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 cabinet 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 cabinet 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 mirror 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 are 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.
- The product warranty period begins on the purchase date. If the purchase date is unknown, the product warranty period begins on the thirtieth day after shipment from a Datavideo office.
- All non-Datavideo manufactured products (product without Datavideo logo) have only one year warranty from the date of purchase.
- Damage caused by accident, misuse, unauthorized repairs, sand, grit or water is not covered under warranty.
- Viruses and malware infections on the computer systems are not covered under warranty.
- Any errors that are caused by unauthorized third-party software installations, which are not required by our computer systems, are not covered under warranty.

- All mail or transportation costs including insurance are at the expense of the owner.
- All other claims of any nature are not covered.
- All accessories including headphones, cables, and batteries are not covered under warranty.
- Warranty only valid in the country or region of purchase.
- Your statutory rights are not affected.

### Register for 3 year Warranty

- All Datavideo products purchased after July 1st, 2017 are qualified for a free two years extension to the standard warranty, providing the product is registered with Datavideo within 30 days of purchase.
- Certain parts with limited lifetime expectancy such as LCD panels, DVD drives, Hard Drive, Solid State Drive, SD Card, USB Thumb Drive, Lighting, Camera module, PCIe Card are covered for 1 year.
- The three-year warranty must be registered on Datavideo's official website or with your local Datavideo office or one of its authorized distributors within 30 days of purchase.



### Disposal

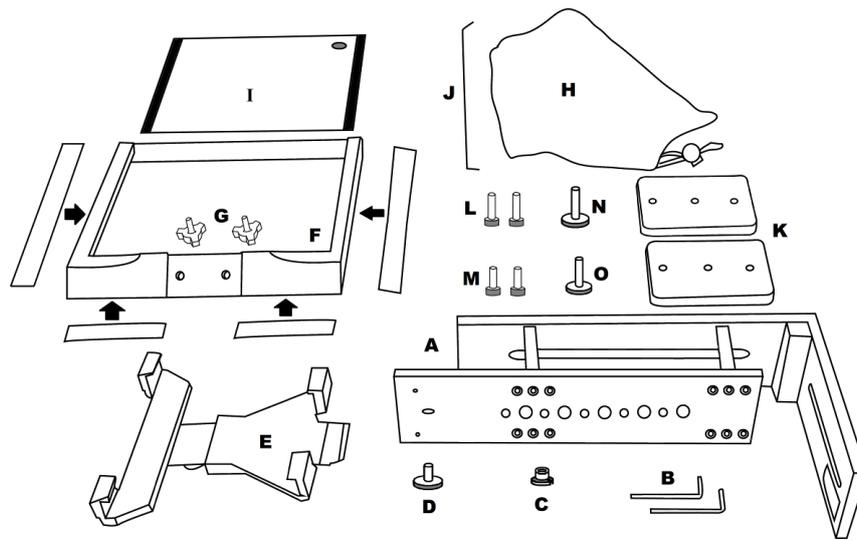
#### For EU Customers only - WEEE Marking

This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help to conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.



**CE Marking** is the symbol as shown on the left of this page. The letters "CE" are the abbreviation of French phrase "Conformité Européene" which literally means "European Conformity". The term initially used was "EC Mark" and it was officially replaced by "CE Marking" in the Directive 93/68/EEC in 1993. "CE Marking" is now used in all EU official documents.

**Packing List**



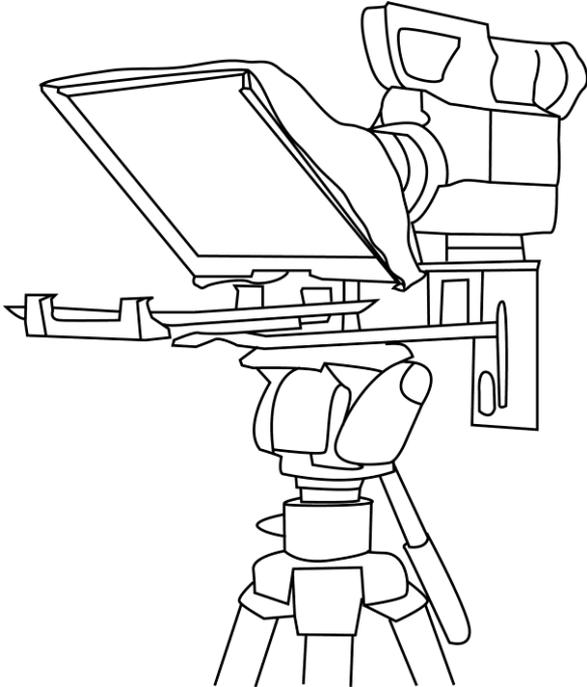
Item	Description	Quantity
A	Prompter Frame	1
B	Hex Tools to tighten Frame screws	2
C	Metal 3/8" to 1/4" adaptor screw for tripod plate <i>This item screws into one of the larger holes on the bottom of the prompter frame to make it compatible with a standard 1/4" screw on a tripod plate.</i>	1
D	Mounting Bracket Screw secures item E to A	1
E	Expandable mounting bracket for tablet	1
F	Glass Frame with matching Velcro straps	1
G	Wing nut screws 1/4" for securing the Glass Frame	2
H	Cloth Snood/Hood including side curtains and Velcro straps	1
I	60/40 Mirror Glass with Green and Red sticker	1
J	Snood/Hood support wire	1
K	Camera Riser Blocks 15mm thick	2
L	3mm Hex Block Screw long	2
M	2.5mm Hex Block Screw Short	2
N	Camera Riser Screw Long	1
O	Camera Riser Screw Short with two washers and nut	1
P	Instruction Manual	1

**NOTE:** Depending on your order, your TP-300 kit could have been supplied with one of a range of wired or Bluetooth remote controls – for more information on the remote controls please speak with your local Datavideo supplier or check our website [www.datavideo.info](http://www.datavideo.info) for details.

**NOTE:** The foam packing within this products retail carton has been designed so that it can be easily transferred to an **optional** hard case, called **HC-300**, for this kit. See page 19 for more information.

Please speak with your supplier if you wish to purchase an optional remote control or hard case for your prompter kit.

## Product Overview



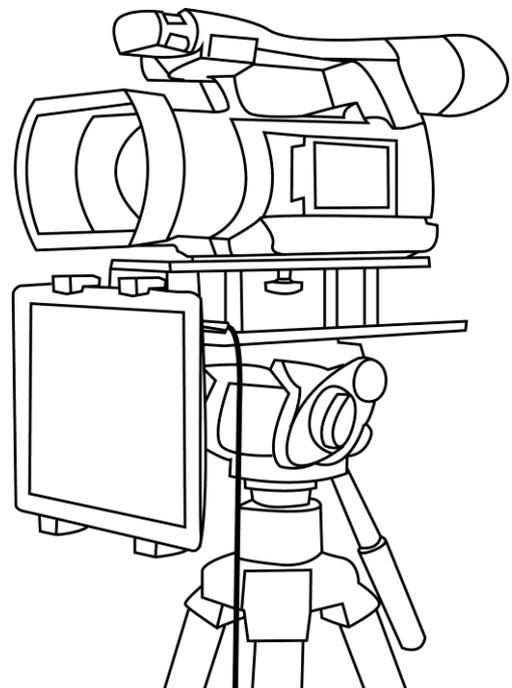
Why struggle with expensive re-takes, on stage talent drifting off script or a presenters' loss of eye contact with the viewing audience? This Datavideo Prompter Kit is designed to help you overcome these problems by converting a tablet computer (*not supplied*) into a low cost and effective prompter.

The Datavideo Prompter Kit, TP-300, can be used in either a theatre setting, or a video studio. Prepared scripts or cue sheets can be easily copied and pasted into the DV prompter app software from email and scrolled at a set automatic rate or controlled by a user with the wired/wireless 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.

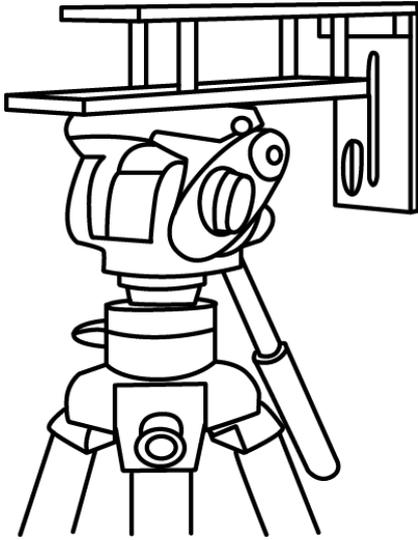
***That's Datavideo, sharing the value !***

## Features

- Simple software and 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 prompter frame fixes securely to any standard tripod quick release plate.
- The prompter frame is designed to allow stand alone, in front of camera or below lens prompting.
- The black camera snood/hood is adjustable to adapt for a wide variety of cameras.
- Quick and simple assembly that requires no special tooling.
- Expandable mounting bracket system allows simple but secure installation of tablet computer
- An optional remote control is available.



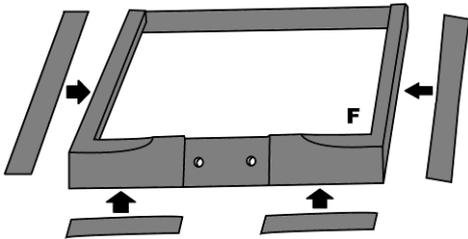
## Assembly – Normal tripod set up



1. Attach/screw the tripod camera quick release plate to the screw holes on the base of the prompter frame, **item A**.

If necessary use the adaptor screw, **item C**.

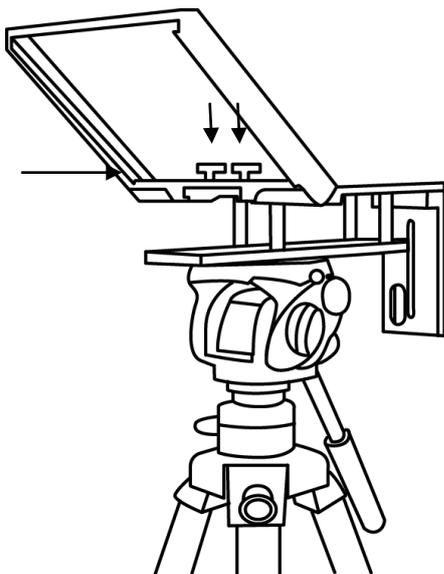
Slide and secure tripod plate, with prompter frame on top, onto the head of the tripod.



2. There are four adhesive Velcro straps are packed inside **item H**.

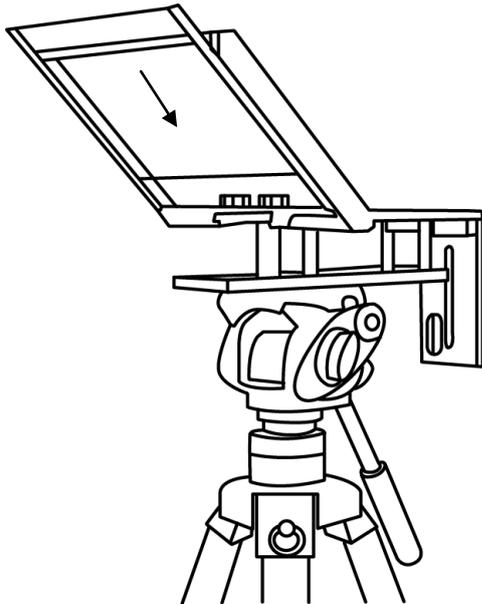
Peel off the white paper backing before applying these straps to the Glass Frame, **item F**. Apply the two long Velcro strips to the Glass Frame edges Left side and Right side.

Apply the two smaller Velcro strips to the Bottom Left and Right sides of the Glass Frame edge. Be careful to keep them straight.



3. Slide the Glass frame, **item F**, on to the upper part of the prompter frame, **item A**.

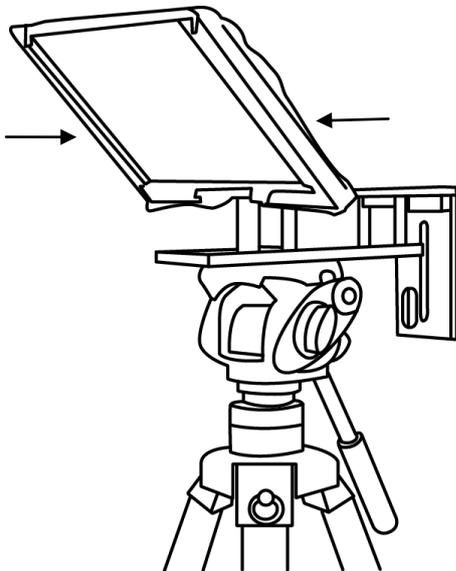
Secure in place using two wing nut screws, **item G**.



4. Guide/slide 60/40 Glass sheet, **item I**, into the Glass frame, **item F**.

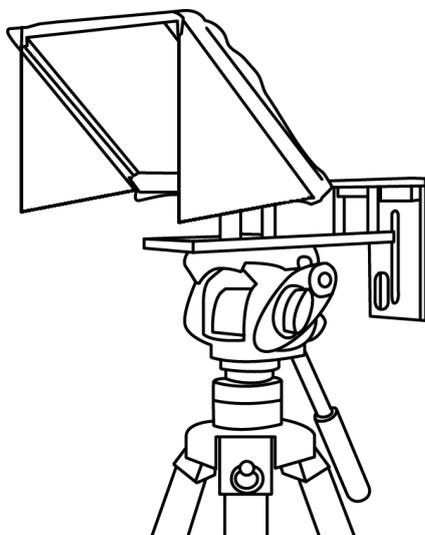
The **Red circle sticker** on the glass should be facing camera position / lens.

The **Green circle sticker** on the glass should be facing toward the on screen talent / commentator.



5. Apply the black camera Snood/Hood, **item H**, to the Glass Frame edges, **item F**.

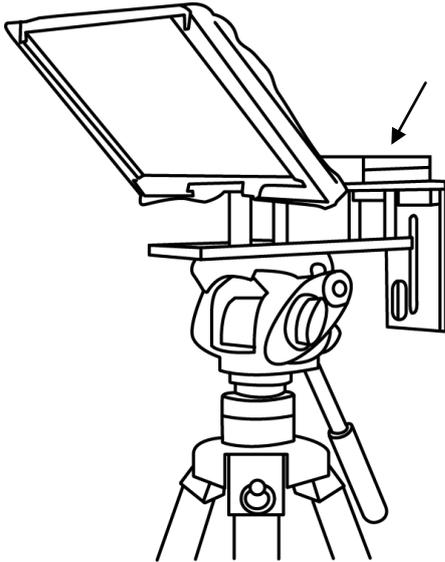
The Velcro strips should marry the Snood/Hood to the Glass Frame.



6. At this point decide if you want to fit the optional side curtains. Generally the side curtains should only be fitted when working in direct sunlight.

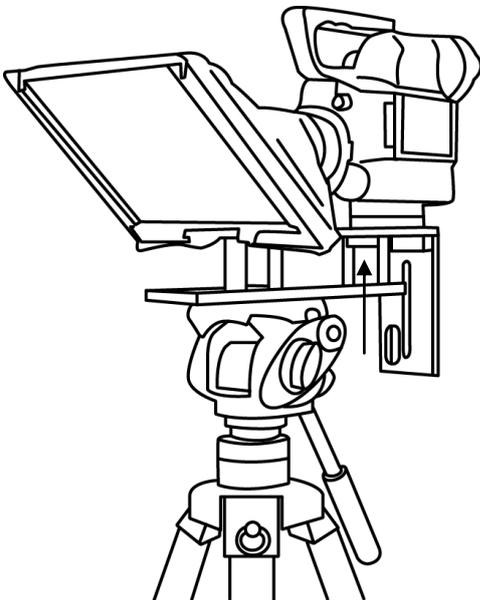
The side curtains are applied to each side of the frame first then the Snood/Hood is fitted over the top edge of each side curtain.

The curtains can help stop light from being reflected either off the mirror 60/40 glass or tablet.



7. Decide if camera riser blocks, **item K**, are required depending on the position of the camera lens.

If using 1 block, use the short hex screws, **item M**, through one block but leave the centre hole empty. Turn the block over so that screws project downwards and sit in the long slot on top of the prompter frame, **item A**.

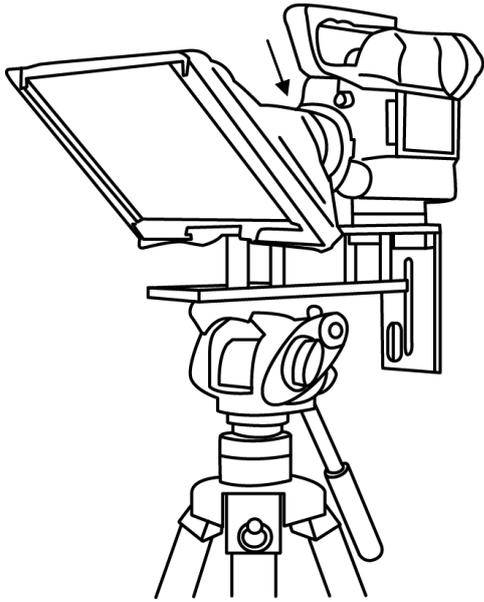


8. Fit the camera riser screw, **item O**, with washer from below the top slot, through the riser blocks centre hole and into the camera base, so the camera is secure with prompter block(s) and frame.

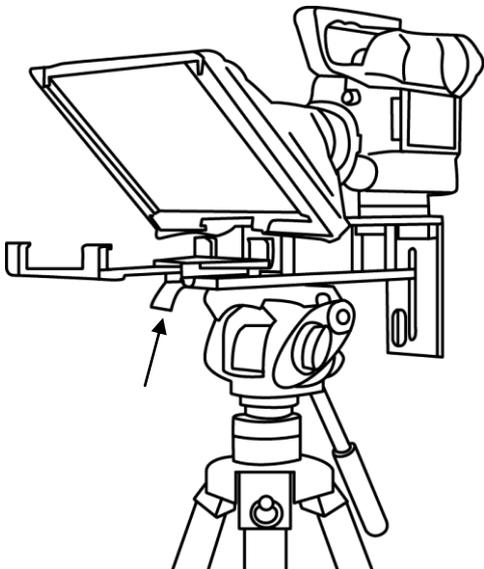


9. Decide if the Snood / Hood support wire, **item J**, needs to be fitted at this point.

There are three sets of holes in the Glass Frame for this wire.



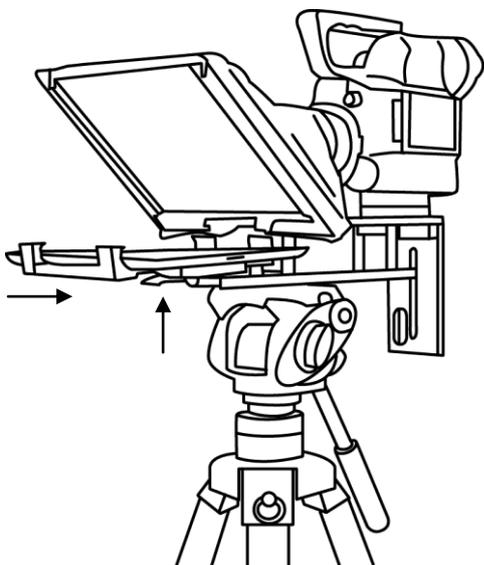
10. Pull the draw cord to secure the black camera Snood / Hood around the camera lens and to shut out light from camera side.



11. Fit the adjustable mounting bracket, **item E**, to the Prompter Frame just below the Glass Frame using the mounting bracket screw, **item D**, and the recess in the Prompter Frame.

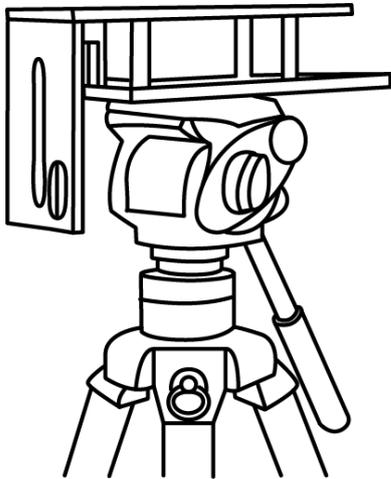
**Please be careful, do not over tighten the mounting bracket screw.**

12. Turn on the tablet being used and launch the **DV Prompter** software. Prepare the prompting text to be used. Then set up for the chosen **optional** remote control. See the section regarding the supplied remote control ([Optional Bluetooth Teleprompter Remote Control](#)) or separate remote and DV Prompter manual.

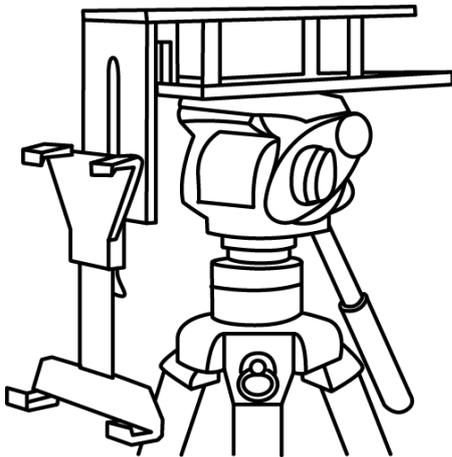


13. Put the configured tablet into the mounting bracket and ensure it is held securely by adjusting the size of the bracket holders for a snug fit and locking them in place. Use the locking lever on the bottom of **item E**.
14. Adjust the prompting settings where necessary.
15. Adjust the camera exposure settings as necessary. See **Camera Exposure**.
16. Read the section regarding the supplied remote control ([Optional Bluetooth Teleprompter Remote Control](#)).

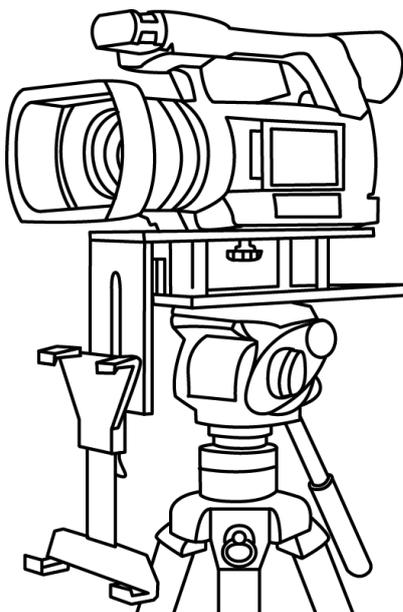
## Assembly – Below lens set up



1. Attach/screw the tripod camera quick release plate to the screw holes on the base of the prompter frame, **item A**. If necessary use the adaptor screw, **item C**. Slide and secure the tripod plate, with prompter frame on top, onto the head of tripod. Ensure the vertical plate of the prompter frame is facing toward the on screen talent / commentator.

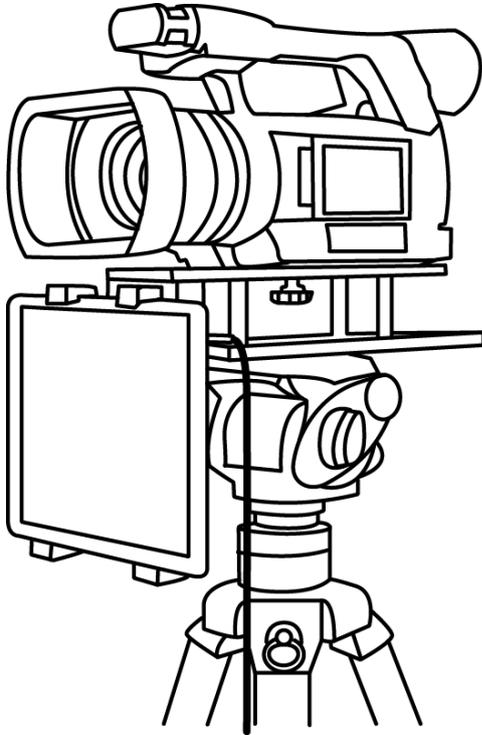


2. Use the mounting bracket screw, **item D**, to secure the mounting bracket for the tablet computer to the front of the Prompter frame's vertical plate.



3. Fit the camera riser screw, **item O**, from below the prompter frame's long top slot. Marry the camera's base plate screw hole with Camera riser screw and secure the camera to the frame. Adjust position of the camera so the camera lens is at the edge of the prompter frame.

4. Turn on the tablet being used and launch the *DV Prompter* software. Prepare the prompting text to be used. Also set up for the chosen optional remote control. See separate remote and DV Prompter manual or the section on [Optional Bluetooth Teleprompter Remote Control](#).



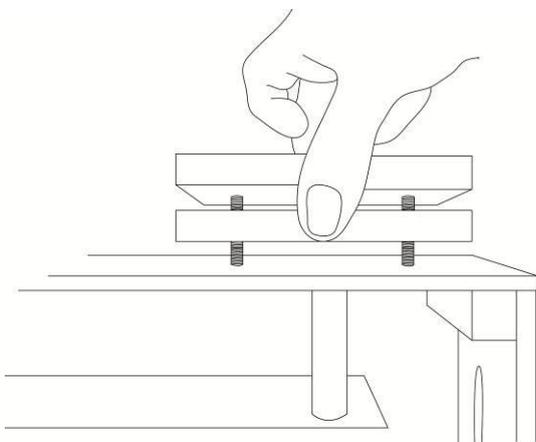
5. Put the configured tablet into the mounting bracket, **item E**, and ensure it is held securely by adjusting the size of the bracket holders for a snug fit and locking them in place. Use locking lever on **item E**.

6. You should now be ready to start using the Prompter.

### Camera Exposure and the 60/40 Glass

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.

### Using the Riser Blocks



When using this TP-300 Prompter Kit you may need to use one or both riser blocks to raise the camera up so that the camera lens is positioned vertically as near to the middle of the 60/40 Glass as possible.

Two sets of screws are supplied for use with these riser blocks. The longer screws are for use with two blocks and the shorter screws when using only one block.

In some cases the blocks are not required at all.

## Free app download from the App Store™

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

Tap the **App Store™ 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**.

## Free Android App download from Google play™

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



Tap on the **Google play™ icon** on the device Home Screen to see the latest or popular App downloads. Browse for **Apps** or tap on the magnifying glass icon to show the **Search bar**.

When searching type in **DV Prompter** then execute the search by tapping on the search icon again. You will see our app as a result listed, simply tap on **DV Prompter** and choose **install**.

*Android and Google play are trademarks of Google Inc.*

## Optional remote control manual

See the following section, [Optional Bluetooth Teleprompter Remote Control](#), which covers how to use the remote control. There is also a separate manual supplied with the remote control and can also be downloaded as a PDF document from your local Datavideo office website.

---

## Optional Bluetooth Teleprompter Remote Control

This **WR-500** remote control is designed to be used with Datavideo's teleprompter products, **DV Prompter** and **DVP-100**.

**DV Prompter app is a FREE download** from the Apple app store for iOS devices and also from Google Play for Android devices. **DVP-100** is a synchronised, multi tablet / camera, teleprompting product.

**A separate manual is provided for DVP-100 and the DV Prompter app.** For further details please visit our website [www.datavideo.com](http://www.datavideo.com)

### Remote starts in Wired Mode

When first removed from the retail package the WR-500 remote is already in **wired mode**. When a button is pressed a **RED LED** will flash. The WR-500 can be switched to Bluetooth mode if required.

In wired mode, the remote needs to be physically cabled to the tablet it is controlling. A four pole jack to jack plug cable is provided with this remote.

**One end of the cable fits into the tablet's headset socket.** The other end plugs into the jack socket on the WR-500 remote.



**NOTE:** When using this remote in wired mode the **DV Prompter app** should also be set to **Wired – WR-500** in the **Remote menu option**.

## Bluetooth Mode – Pairing to your tablet device

Switch the **Bluetooth** function **ON** within the **tablet device settings**.

Open the DV Prompter app on the same tablet device and choose **Bluetooth – WR-500** in the **Remote Control menu**.

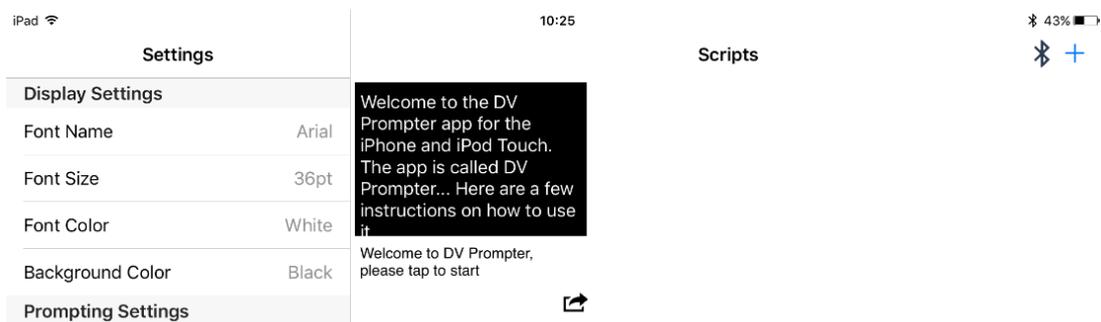
Select and start the required script within the DV Prompter app.

To switch the remote into Bluetooth pairing mode press and hold the centre Play / Pause button for 3 to 4 seconds.

The **GREEN LED** will now blink on / off repeatedly to indicate it is ready to pair with a Bluetooth device.



Once paired a Bluetooth icon will be shown in the top right hand corner of the main app screen and bottom right corner of the script.



for the iPhone and iPod Touch. The

**Note:** The remote will sleep after 5 minutes of inactivity to save battery life. Press the play/pause button to wake the remote and it will automatically try to re-pair with the tablet previously used.

## RESET – Return the Remote to Wired Mode

To return the WR-500 remote to wired mode from Bluetooth mode simply **press and hold the Play / Pause button until the GREEN LED stops flashing** and becomes a steady GREEN light.

When a **RED** LED is shown on button presses the remote is in wired mode.

### Control Buttons

Button	Whilst scrolling text	Whilst text paused
+	Speed up text scroll	Next Break Marker
—	Slow down text scroll	Previous Break Marker
	Pause text	Play text
	Reduce font size	Load previous script
	Increase font size	Load next script

### LED Indicators

<b>RED LED</b>	Wired Mode
<b>GREEN LED</b>	Bluetooth 4

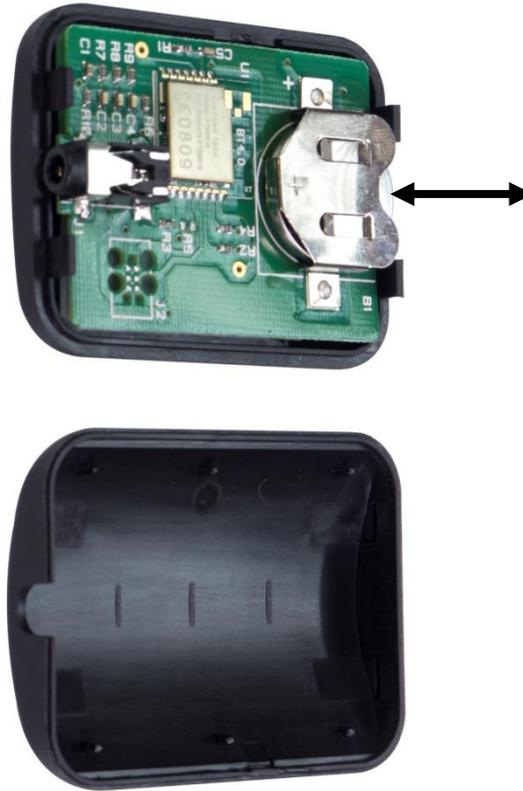
---

**Remote Accessories****Lanyard Necklace**

Plug the lanyard necklace into the jack plug socket.

**CR2032 Battery**

A **CR2032 button battery** is installed inside this remote. The original battery supplied (when new) is expected to last for 3 years under average / normal use.



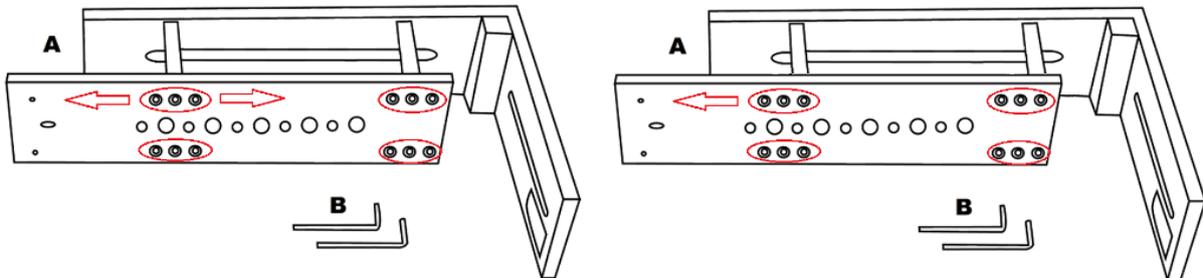
This button battery can be replaced by the user when it dies. **Please remove the back case cover carefully** to avoid user damage to the PCB or case. Then slide the old battery out.

Please ensure the new button battery is installed with the positive (+) side of the cell facing the (+) sign on the PCB battery slot.

## Adjusting the lower rail of the prompter frame

Depending on the size and shape of the tablet used, it may be necessary to adjust the position of the lower rail on the prompter frame (Item A on page 6). The lower rail of the prompter frame can be removed and relocated. This is to move the position of the tablet forwards away from the camera position or backwards towards the camera position.

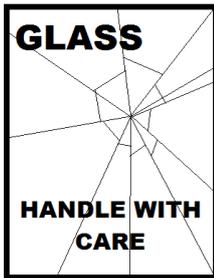
To do this you will need the hex tools provided with the TP-300 kit (Item B on page 6).



1. First carefully dismantle the current TP-300 set up to remove the prompter frame (Item A).
2. Lay the prompter frame upside down on a flat surface so you can see the lower hex screws.
3. Use the larger hex tool (Item B) to remove the lower rail from its current position. Leave the pillars of the frame connected to the other rail. **Be careful not to lose any Hex screws.**
4. Re-locate the lower rail to its new position, either one hole backward or forward of where it was originally.
5. Secure the rail in its new position using the same Hex tool and screws.

You can now rebuild the TP-300 set up with the modified prompter frame by using the supplied assembly directions from page 8 onwards.

## Cleaning the 60/40 Glass



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.

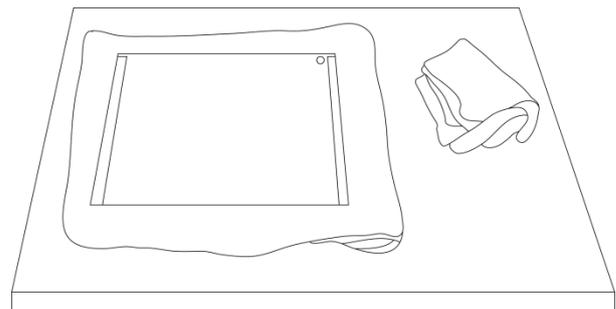
**Never attempt to clean the glass whilst it is mounted in the prompter** instead remove it carefully from the prompter, clean the glass and then re-install it into the prompter frame. Handle the glass carefully using the cloth covered edges of the glass at all times.

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.

## Optional HC-300 Hard Case

The foam packaging of the TP-300 kit has been designed so that customers who buy the optional hard case can simply lift the foam out from the retail carton of the TP-300 and insert it directly into the optional HC-300 hard case.



As standard, the HC-300 hard case is supplied with the usual diced, pick & pluck foam so these cases can also be used as optional carrying cases for a variety of equipment – not just the TP-300 kit.

### HC-300 Features

- Press & pull latches
- Secure impact resistant hinges with integrated feet
- Case can stand upright and level on hinge spine
- Solid core handle is both comfortable and durable
- Shock proof, vibration proof, dust proof and rust proof
- Low temperature (-25C / -13F) resistance tested
- Sealable for moisture protection
- Pressure release valve
- Stackable

Please speak with your supplier or dealer if you wish to purchase an optional HC-300 hard case.

### HC-300 specifications

<b>Dimensions : External</b>	H 380mm x W 430mm x D 160mm
<b>Dimensions : Internal base</b>	H 320mm x W 394mm x D 110mm without foam
<b>Dimensions : Internal lid</b>	H 320mm x W 394mm x D 30mm without foam
<b>Weight :</b>	2.86 Kg ( 6.31 lbs ) with pick and pluck foam only
<b>Weight :</b>	4.80 Kg ( 10.58 lbs ) Including TP-300 kit and foam

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## Specifications

**Prompter Size****Width:** 250 mm (9.84 inches)**Height:** 210 mm (8.27 inches)**Depth:** 447 mm (17.6 inches)**Expandable Mounting Bracket****Sizes:** 110 mm (Minimum tablet width)

210 mm (Maximum tablet width)

**Nett Weight:****Kit:** 1.9 Kg (4.2 lbs)**Packed weight: (Gross)****Kit:** 2.8 Kg (6.18 lbs)

# Service & Support

It is our goal to make owning and using Datavideo products a satisfying experience. Our support staff is available to assist you to set up and operate your system. Contact your local office for specific support requests. Plus, please visit [www.datavideo.com](http://www.datavideo.com) to access our FAQ section.

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