

# EZ PROMPTER

## Instruction Booklet



The EZ PROMPTER is easy to setup and use,  
this booklet is your guide to help you get started.

**BARBER TECH**  
VIDEO PRODUCTS  
The Future of Video Products

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## **EZ PROMPTER INSTRUCTIONS**

Congratulations on your purchase of the EZ PROMPTER. Being that this is quite simple, there are only a few safety tips, and minimal instruction at this time. However, if you come up with any questions or suggestions we would love to hear from you. (818) 982-7775

**VERY IMPORTANT: DO NOT LET ANYONE USE THIS UNIT THAT HAS NOT READ THIS INFORMATION CAREFULLY!**

### **Safety Tips**

1. This unit does contain a part made of **GLASS, PLEASE BE VERY CAREFUL** whenever working with GLASS it can **CUT** you!
2. Do not leave the unit lying around when not in use, keep in case when not in use.
3. Do not leave prompter or case on anything high enough that it could fall and injure anyone or cause damage to the unit itself or other property.
4. Do not put anything in prompter case that might cause damage when closing case.
5. Do not use prompter or case as a weapon, except in life or death situation to defend yourself.
6. Use as much common sense as possible when working with prompter.

### **What's Included in your EZ Prompter Package:**

- a. Black Aluminum Case
- b. EZ Prompter (has 3 parts: black shell, glass, & paper tray)
- c. 4 Nylon Screws (attached)

### **Instructions:**

1. Remove lens hood and anything (possibly the camera mic, most can be reverse mounted getting them out of the way) blocking prompter from being properly mounted.



2. Open prompter case, remove prompter, make sure thumb screws (small white nylon) in mounting cone are out enough to allow mounting onto lens.



3. With widest portion of prompter down and mirror facing away from camera, slide prompter onto end of camera lens until it can go no further (or lines up properly with lens barrel), level with top of camera, then tighten thumb screws (small white nylon) holding prompter onto camera.









4. Make sure top spring screws (silver) are loose, then raise clear plastic paper tray until slightly above level with top of camera, next tighten thumb screws, left one first then right (**only finger tight, DO NOT OVER TIGHTEN**). **DO NOT ADJUST OR CLOSE CLEAR PLASTIC PAPER TRAY SPRING SCREWS ARE LOOSE! NEVER FORCE IT!**



5. Take copy that has either been typed or hand written as large as space allows and put into paper tray.



**If shooting in a situation when a camera light needs to be used,  
we offer 3 solutions:**

<p>1. Stud Light Adapter – For lights that fit over a stud. This is available in either a ¼-20 bottom or a shoe bottom.</p>	 <p>¼-20 bottom (\$19.00)</p>	 <p>Shoe bottom (\$29.00)</p>
<p>2. Shoe Light Adapter – For Lights that have a shoe on the bottom. This is available in either a ¼-20 bottom or a shoe bottom.</p>	 <p>¼-20 bottom (\$29.00)</p>	 <p>Shoe Bottom (\$39.00)</p>
<p>3. Flexi Arm - This is available in either a ¼-20 to shoe or a shoe to shoe bottom.</p>	 <p>¼-20 bottom (\$39.00)</p>	 <p>¼-20 bottom (\$49.00)</p>

# **Reversing the text for your EZ Prompter Stealth**

There are several ways to create a sheet of reverse text:

## **Microsoft Word**

Here is how to get your Text as large as possible on one page:

1. Type your script or copy and paste it into a word file.
2. Click on file and go to page set up.
3. Reduce all margins (top, bottom, left, right) to 0 (zero). MS Word will automatically fix the margins for you. So click on "OK", then "Fix", and "OK" again.
4. Now just adjust your font size until it's as big as possible to fill one page without flowing over to a second page.
5. To print, please refer to "Printers with Mirror Image Function" instructions.

## **Printers with "Mirror Image" function**

Several printers have functions that allow you to print backwards; sometimes it is called "Mirror Image", "Horizontal Flip", or "T-shirt Print". This is usually hidden in the Advanced Features, Printing Options, Printing Properties, Page Layout or similar. The printer will print a normal sheet of text in reverse. Note that printers also have a selection called "Reverse Printing" where a sequence of pages are printing from last page to first page; this is ***not*** the same as Mirror Image. Check the printer instructions manual for more details.

1. When printing, under "File", go to "Print", "Page Setup", or "Printer Setup".
2. Select "Preferences" or "Options" (the name is different depending on the printer)
3. Check the box that says "Mirror Image", and then press "OK".
4. The printer will now print the text in reverse. Be sure to go back into the printer setup to uncheck the Mirror Image box to resume normal printing.

## **ADOBE PHOTOSHOP**

Adobe Photoshop or similar graphics program are able to reverse text just like reversing an image. Check the graphics program for more details.

1. Open Adobe Photoshop.
2. Open a new image by clicking "file", then from the drop menu click "new".
3. Update the properties of your file to:
  - a. Width – 8.5 inches
  - b. Height – 11 inches
  - c. Resolution – 300 pixels / inch
4. Type your text in the new image. Make the font as big as you can yet still fit in a page.
5. Mirror the image by clicking "image", then from the drop-down menu, select "rotate canvas", then "flip horizontal".
6. Print the file and insert into the paper tray of the EZ Prompter.

## **Transparencies**

It is possible to print onto a transparency, reverse the transparency when inserting the sheet on the paper tray, be sure to have a blank white sheet of paper behind the transparency to make it visible for the reader.