

# On-Camera Unit Quick Assembly Instructions

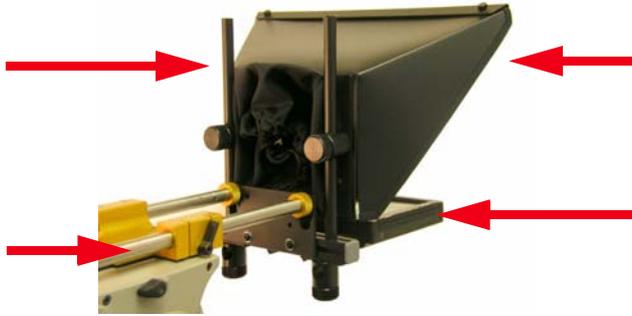
**NOTE:** Full assembly instructions for your specific On-Camera Unit can be found on the CD that accompanied the equipment or from either of the web sites shown at the bottom of the page.

## Introduction

All Autocue/QTV on-camera units (OCUs) comprise four components. An example is illustrated below:

1. Bracket (attaches to the mounting plate to hold the hood and monitor in front of the camera)

3. Mounting Plate and Telescopic Rods attach the prompter to the tripod/ pedestal



2. Hood and reflective glass

4. Monitor

All brackets attach to Autocue/QTV mounting plates using the same method.

All hoods and monitors are secured using common screw tube-clamps.

## 1. Hood and Glass Assembly

Autocue/QTV produces three sizes of hood and glass: small, medium and large wide-angle.



**NOTE:** Small OCUs—which comprise a small wide-angle hood, small bracket and 5-, 8- or 10-inch monitor—are delivered pre-assembled.

Large and medium wide-angle hoods are delivered flat-packed and will require assembly.

1. Ensure that you have the required components:

- hood body
- glass panel
- glass retaining bar
- locking clamps
- screws



2. Open the side panels of the hood and fold the flaps over the black metal frame.



3. Secure a side panel flap with four of the supplied M3 screws.

*Repeat for the opposite flap.*

**NOTE:** The medium hood requires fewer screws.



4. Push the threaded pins of the lower Glass Retaining Strip through the holes in the wide-angle hood frame and secure in position with the supplied Screw Posts.

*Ensure the retaining strip is on the inside of the hood as illustrated.*



5. Remove the large screw from a tube clamp and position the clamp so that the locating pin aligns with the small hole adjacent to the tube clamp screw hole in the metal frame.



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Repeat for the second tube clamp.

**NOTE:** The locating pins ensure the holes in the tube clamps are orientated correctly.

Use the supplied screws to secure the tube clamp in position using a suitable Allen key.



**NOTE:** The tube-clamps of the medium wide-angle hood are fixed in place using two screws for each clamp.

- Remove the upper Glass Retaining Strip by unfastening the two thumb screws securing it to the top edge of the hood.



- Insert the shorter edge of the semi-reflective glass panel into the lower Glass Retaining Strip.

Ensure the blue dot is on the side of the glass facing you.



- Position the upper Glass Retaining Strip over the edge of the glass panel and re-attach with the thumb screws that were removed in step 6.



- Place the assembled hood, glass panel face down, on a solid, stable surface.

Carefully stretch the elasticated end of the fabric light baffle around the four screw posts on the rear of the frame.



**CAUTION:** The glass plate is fragile. Take great care when handling it and the completed hood.

WIDE-ANGLE HOOD FULLY ASSEMBLED



## 2. Mounting Plate Preparation

Autocue/QTV produces three standard mounting plates to cover all camera/tripod combinations. Telescopic rods are also available for large studio lenses and pedestal configurations.

Gold Plate



Pro Plate



Roller Plate



Telescopic Rods



All three mounting plates connect to the tripod head in the same way:

- Remove the tripod camera plate.



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2. Attach the tripod camera plate to the base of your mounting plate.



Attach the mounting plate to the tripod. All three



Telescopic rods are attached directly to the pedestal head using the appropriate sockets.



## 3. Bracket Set Preparation

Autocue/QTV produces three sizes of Wide-Angle Bracket Set: Medium, Small and Large.



**NOTE:** The vertical hood mounting bars are longer than the horizontal prompter display unit mounting bars.

A Bracket Set consists of a square, grooved length of aluminium extrusion, horizontal prompter display unit mounting bars, vertical hood mounting bars and a one- or two-keyhole plate. All sizes are put together in the same way.

1. Unscrew the keyhole plates in the bracket and rotate them to the upright position.



2. Screw in the horizontal prompter display unit mounting bars.



3. Screw in the vertical hood mounting bars.



4. Loosen all the mounting bars slightly and align the horizontal bars with the holes in the clamps of your prompter display monitor and align the vertical bars with the holes in the tube clamps attached to your hood.



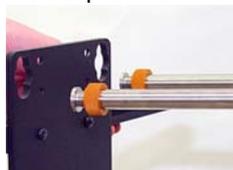
5. Once positioned correctly, tighten all the mounting bars. The Bracket Set is now ready to attach to the mounting plate.

## 4. On-Camera Unit Assembly

### Attach Bracket Set

**NOTE:** Ensure that the Mounting Plate is securely attached to a tripod or shoulder mount.

1. Loosen the knurled locking rings on the adaptor rods at the front of the Mounting Plate.
2. Place the openings in the keyhole plates over the ends of the adaptor rods.



**NOTE:** Ensure the keyhole plates remain in front of the locking rings.

3. Tighten the locking rings to secure the mounting bracket in position.



### Attach Wide Angle Hood

1. Slide the locking clamps of the Wide Angle Hood over the vertical bars of the Mounting Bracket.



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2. Move the hood down the vertical bars to position the unit so that the lens of your camera will be centred in the glass plate of the hood.
3. Secure in the required position by tightening the locking clamps on the rear of the hood.



## Attach prompter display

1. Slide the horizontal rods of the Bracket Set into the mounting holes in the prompter display chassis or the tube clamps on the base of the unit.

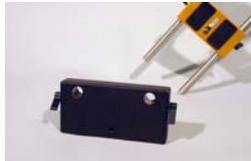


2. Secure in the required position by tightening the locking clamp on the side of the chassis or the tube clamp.
3. Repeat for the other clamp.

## Adjust weight and balance

Adjust the position of the camera and the OCU on the tripod so that the whole assembly is stable and that the lens is positioned in the centre of the glass.

If required, counter-balance weights can be fitted.



## Connect cables

Plug the required video input and power cables into the appropriate sockets on the display unit.



## 5. Installing USB-Serial Converter

If you have purchased a USB To Serial Converter supplied by Autocue, follow the steps outlined below to install it.

The converter allows you to connect a serial scroll controller to your computer using a standard USB port.

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**NOTE:** Do NOT attach the USB-Serial Converter to your computer before installing the drivers.

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1. Place the mini-CD supplied with the converter into the CD/DVD drive of your computer.  
A web browser window will be displayed.
2. In the USB Version 1.1 section of the browser window, locate the entry for the **USB To Serial Cable (DB-9M) FTDI Chip** and click on **Installation Driver**.
3. Double-click the Win 98-XP Driver.exe and follow the on-screen instructions.
4. When the drivers have been successfully installed, remove the CD.
5. Plug the converter into a USB port on your computer and use the Device Manager to see that the device has been correctly identified as a serial port.
6. Note the number of the COM port that has been assigned to the converter. This will be required when configuring any scroll controller that is attached to the converter.

## Further information

- If you require more detailed instructions please refer to the CD included in your shipment.
- Further help and guidance may be obtained from our web sites (URLs at the bottom of the page) or contact Technical Support via email: [support@autocue.com](mailto:support@autocue.com) or [support@qtv.com](mailto:support@qtv.com).