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I. Getting Started

Beginning with SAMVAD Quick Lite

- Quick Lite functions only with single Text file (.docx, .txt, .rtf), Html and PPT files.
- Quick Lite supports all font types.
- Quick Lite doesn't support Pdf files.
- Quick Lite doesn't support editing function.
- Quick Lite doesn't support any controller except presentation control.

a. Installation

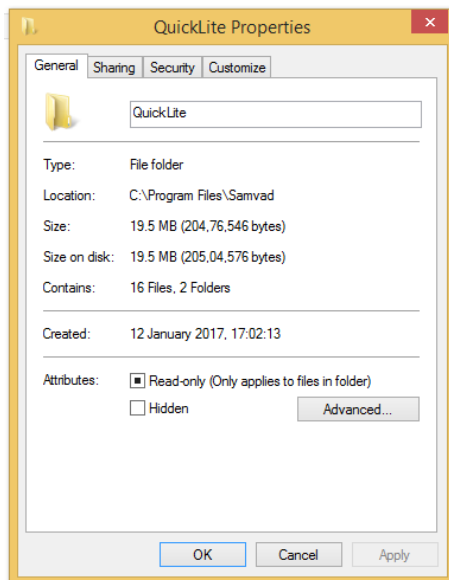
Run the.msi file provided to you. Follow the steps to complete the software installation. If you have installed the software in your System drive, normally C:/drive, you need to follow additional steps mentioned below to give permissions to software. It is advisable to follow these steps anyways, even in other drives.

Permission Settings:

- Go to drive in which your samvad software is installed=>Program file/Program file*86/Samvad/Software Select folder Quick Lite and right click on it.

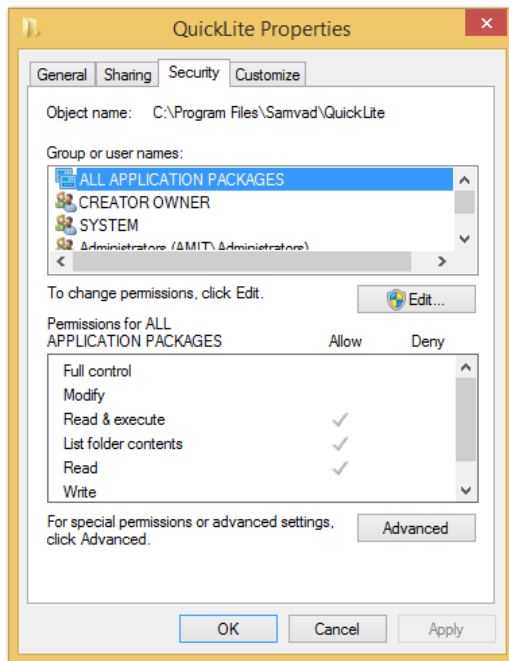
(By default on a 64 bit machine is "C:/Program file/Program file*86/Samvad"
On a 32 bit machine is: C:/Program file/Samvad)

- Go to Properties=>Disable the Read only if selected then Click on Apply Button

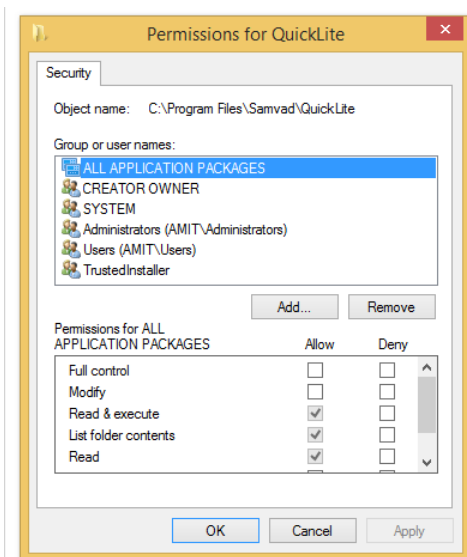


Here are the steps to give permissions to Everyone:

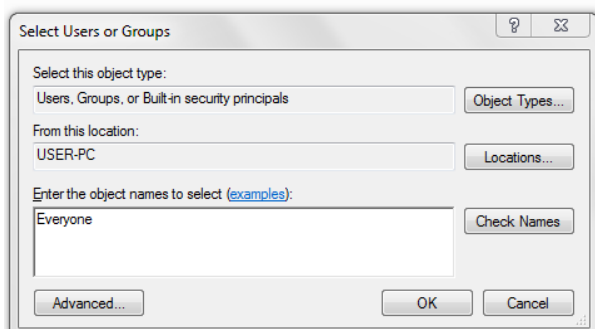
1. Go to the security tab and click on the Edit button:



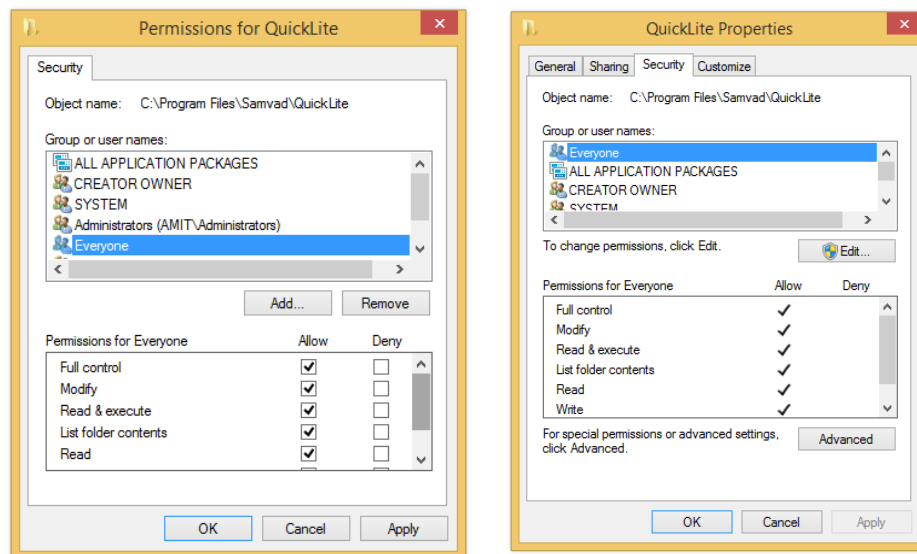
2. Then click on Add button as shown below:



3. Then a new window will open then enter Everyone in the text box below-(Enter the object names to select) option as shown below:



4. Then press the OK button and then everyone user is created then select and give all read/write permission to them & Click on Apply button as shown below:



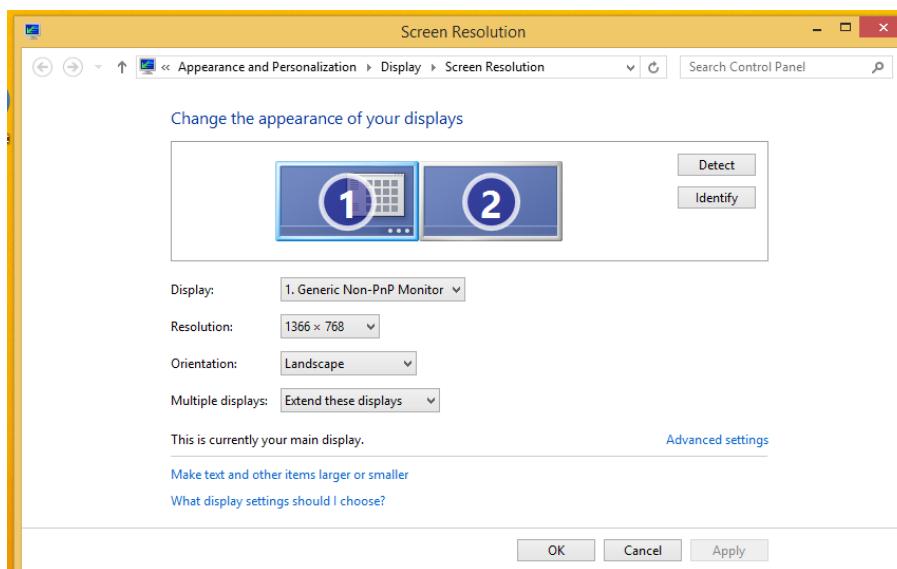
b. Key registration

- For Demo key:
 1. Give all the permissions. (See the permission settings above).
 2. Run Samvad Quick Lite software. Registration window will open.
 3. Export the key and save it on your system as a .txt file. Mail the file as attachment to keys@samvadteleprompter.com, to obtain a demo key.
 4. When you receive a demo key in mail, import this key into the software and click on registration.
 5. Restart the Software, and click on 'Run demo' button
- If you have a Dongle key:
 1. Firstly, connect the Dongle to USB slot in your system.
 2. Export the key and save it on your system as a .txt file. Mail the file as attachment to keys@samvadteleprompter.com, along with your order details, to obtain a dongle key. Your software might already be shipped with a dongle key.
 3. When you receive a permanent dongle key, import this key into the software and click on registration.
 4. Restart the Software

II. Prompting Operations

a. Display Settings

1. Attach the secondary monitor or Teleprompter with the system.
2. Go to screen resolution setting of the system
3. Then click on the Detect button of the screen resolution window
4. The Multiple Display setting should be set to Extend these displays' as shown below:



5. Then click on Identify button to identify the Teleprompter screen and primary screen (The system on which the samvad software is installed should always be the main screen)

If you have changed display settings, kindly re-start the software.

Understanding the main Screen

Features as marked in the screenshot below, are explained in detail as following:

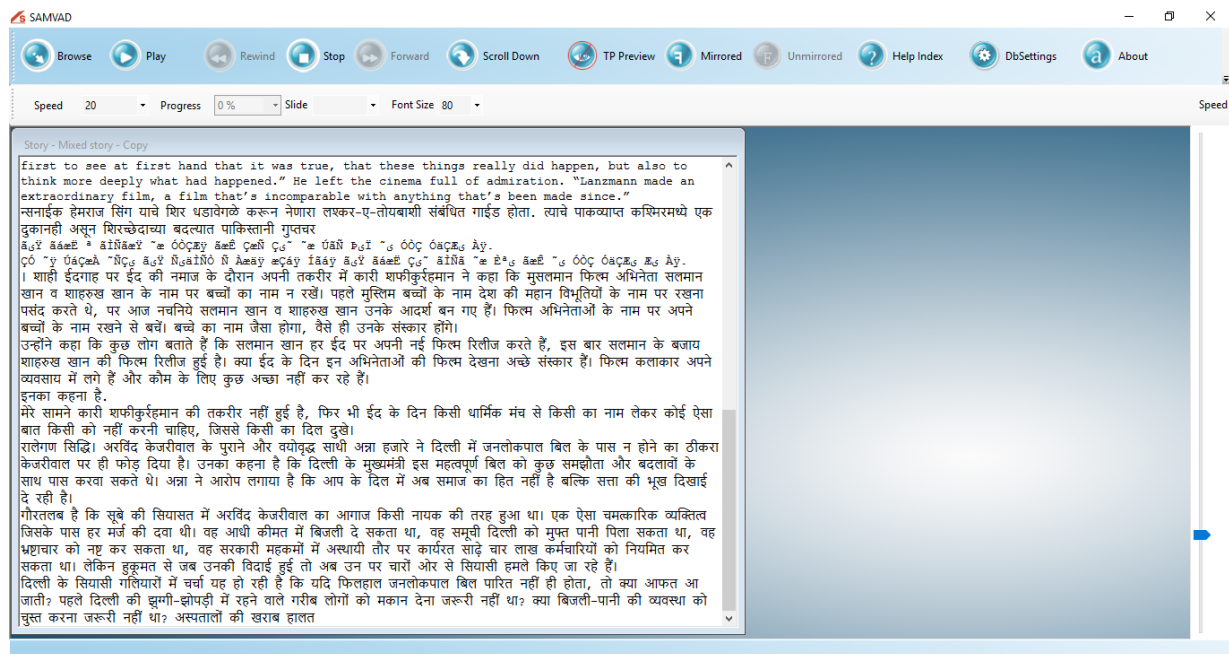


Figure 1

b. Importing file

1. Browse: For selecting/browsing the Text, docx, Ppt and Html files from pc.

-Once you click on browse (on the top left of Samvdy Quick Lite screen) windows file browser will appear, as shown below in Figure 2.

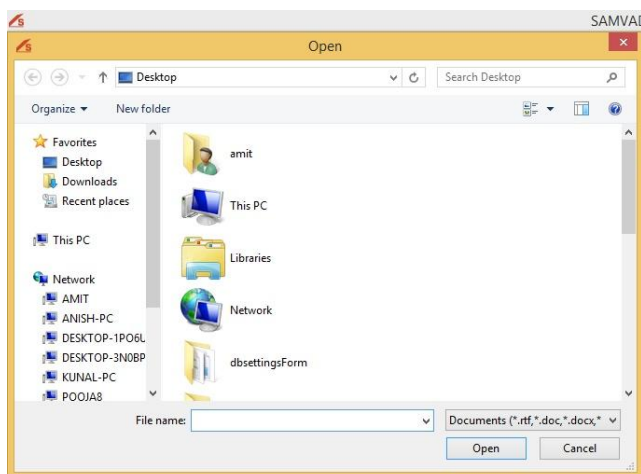


Figure 2

Note: Once a file has been imported through the above process, any changes made in the original file do not reflect in Samvdy. Hence, it is advised that changes be made before importing the files.

The Text file imported will be displayed in the Story window as shown below in Figure 3:

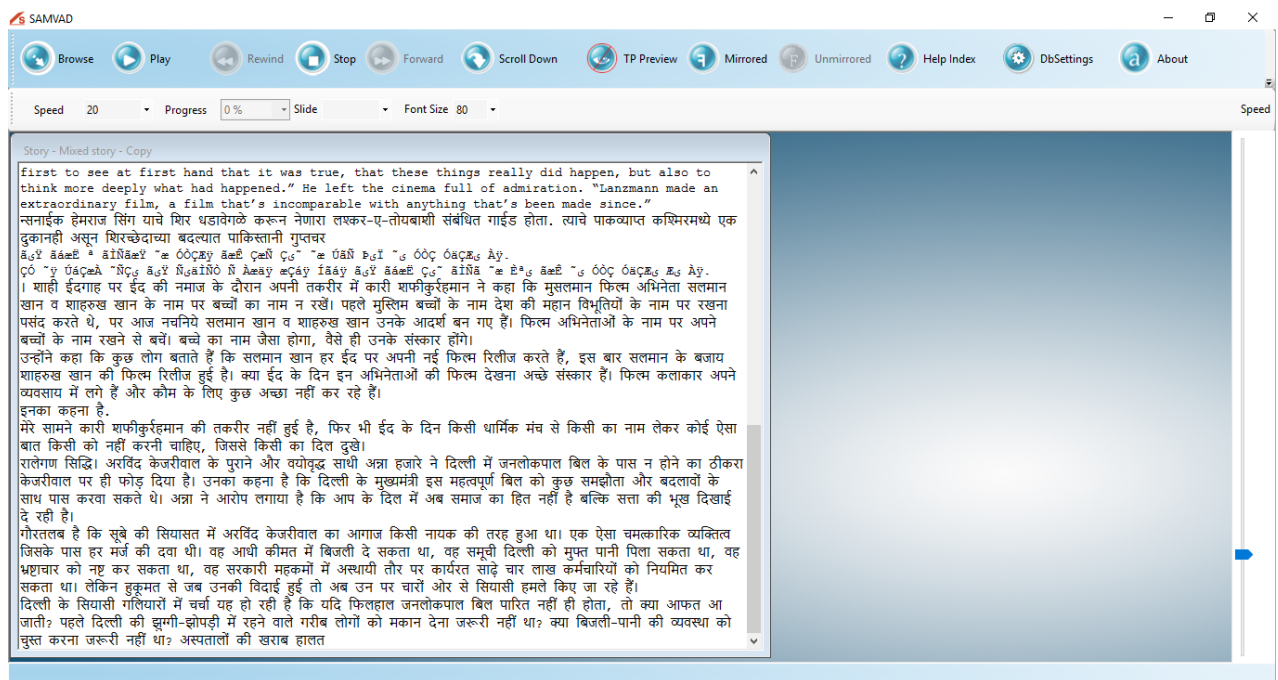


Figure 3

c. Commands

2. Play: User can play/pause a Story by clicking on play command button.

- As we click on play button, the story ready to be played will soon appear in the TP preview window(as shown in Figure 4)

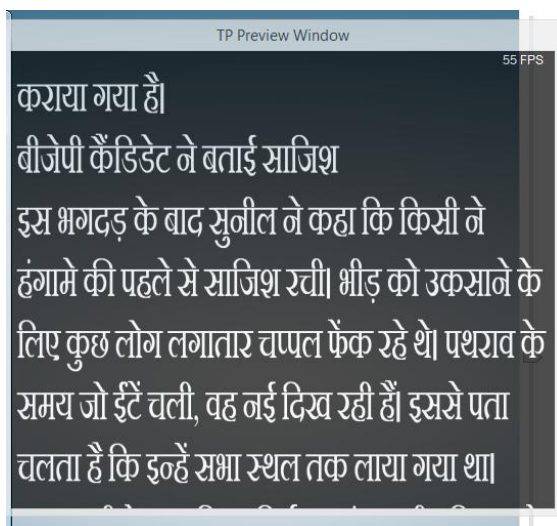
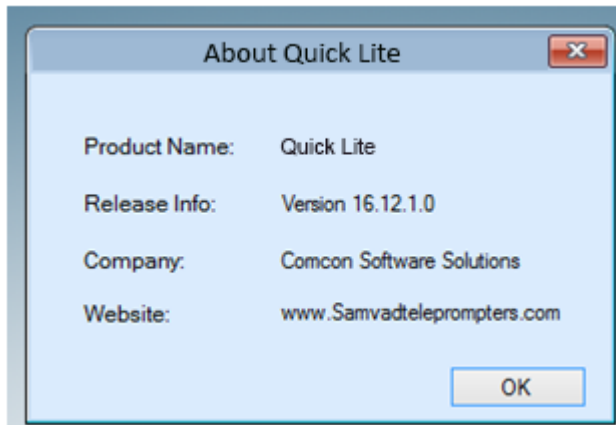


Figure 4

3. Rewind: To rewind the story/slides backward.

4. Stop: Command button to stop prompting. As the story is stopped from playing, the preview window will disappear automatically.
5. Forward: Forward command to Move to any part of the story/slides ahead.
6. Scroll up/down: User can scroll the text of Story/slides from top to bottom or bottom to top on Preview window & also on Teleprompter glass screen by clicking on the scroll down button (Clicking on scroll down will disable the scroll down option and scroll up option get enabled).
7. Teleprompter Preview: User can view the Teleprompter Preview window on PC/Laptop screen by default and by Enabling/Disabling the Teleprompter Preview button the story can be appear or not on the operator/PC screen.

-TP Preview enables the preview screen for the operator/producer. Preview screen is meant for guiding the operator by replicating the screen visible to the reader. Operator can control play/pause, stop and speed etc of story/slides using the preview screen.
8. Mirrored: To view the story text in mirrored form in prompting. User can click on the mirrored option to view the story text/Slides in mirrored form i.e. mirror image of the story text as it is in Editor window will be displayed on Teleprompter glass screen by enabling the mirrored option. Our specialized splitter glass displays a mirror image of a pre-prepared text reflected from the prompter LCD screen at the base of the stand. While using Glass Hood, this option should be used.
9. Un-mirrored: To view the story text in un-mirrored form in prompting. This option should only be used when prompting is being done without the glass hood.
10. Progress: To know the progress or how much story has been passed while playing. User can view the progress of the playing story/Slides at progress button i.e. what percent of text content has been scrolled out.
11. Font Size: Command to change the font size of the story text in prompting. User can change the font size as per his/her requirement which needs to be displayed on the Teleprompting glass screen by selecting the font size from the drop-down bar.
12. Speed: Command to change the speed of the scrolling story text in prompting. User can vary the speed of scrolling text by moving the speed bar from left to right as per his/her requirement at the time of playing and even speed can be set in advance.
13. About: Clicking on About option allows the user to get the details of SAMVAD i.e. product name, version etc as shown below.



14: Exit: Clicking on Exit option allows the user to exit from the SAMVAD Quick Lite.

d. Advanced Settings

1. To open the setting form, click on setting icon from the menu bar.
2. Following settings can be altered through this form:

Default FontSize	This Font size will be preselected as font size for prompting every time software starts.
Import Font	Files without font information will be imported in this font by default. It is advised that if you use language other than English and import .txt files, you set this font correctly.
Default speed	This speed will be preselected as speed for prompting every time software starts.
Preview Font size	Preview Font size is the Font size at which Story Preview Window displays text.
Margin:	
Margin Left	Use this option to increase/decrease Left Margin(blank space at left side) of prompting window. By Default its 0 size.
Margin Right	Use this option to increase/decrease Right Margin(blank space at right Side) of prompting window. By Default its 0 size.
Margin Top	Use this option to increase/decrease Top Margin(blank space at top) of prompting window. By Default its 0 size.
Margin Bottom	Use this option to increase/decrease Bottom Margin(blank space at bottom) of prompting window. By Default its 0 size.
Screen Settings:	
Show TP on Screen	Select the Default Screen number for showing Prompting Window to Operator.
Show Demo on Screen	Select the default Screen Number for showing Prompting Preview Window to Operator.

Logging:

Enable Logging

When enabled, this generates Log files that can be shared with Team samvad to ascertain cause of an error or unexpected behaviour . This may take up considerable space, and should not be changed unless advised by support team.

Playing Logging

When enabled, this generates Log files that can be shared with Team samvad to ascertain cause of an error or unexpected behaviour that occurred during prompting time. This may take up considerable space, and should not be changed unless advised by support team.

Other Settings:

Fix Time Set

Enabling Fix Time set might reduce Prompt time jerk in certain CPU's. Try both on and off options, To find one that's best suited for your system.

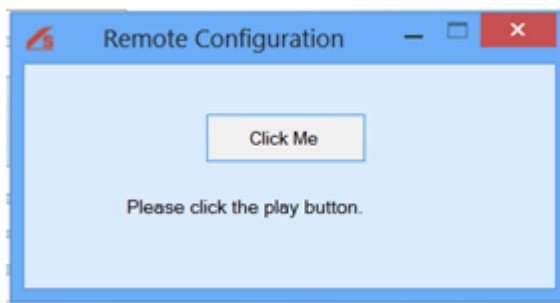
Remote Caliberation

This lets you configure any generic Windows remote , to be operational with the software.

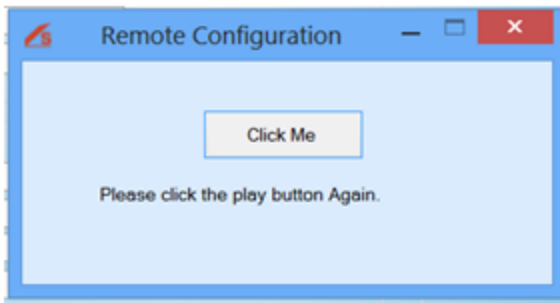
1. Click on start button, then calibration window/UI window will open as shown below:



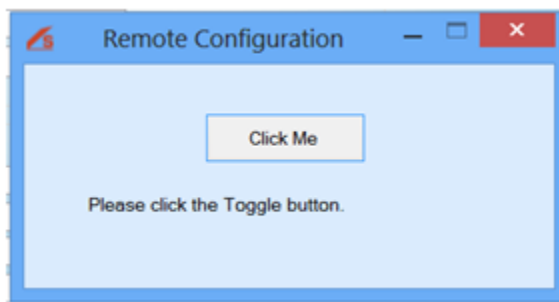
2. Then step by step follow the commands, as they appear on form.



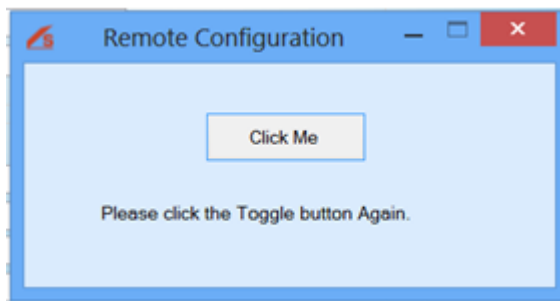
Click on remote button that you want to be configured for Play operation.



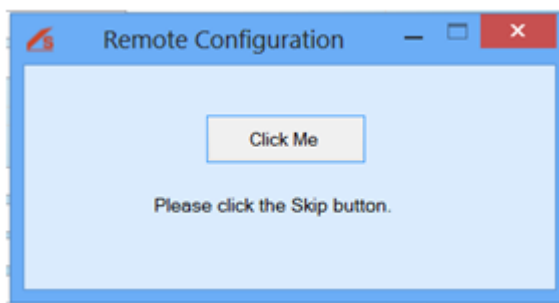
Again Click on same remote button or alternate remote button that you want to be configured for Play operation.



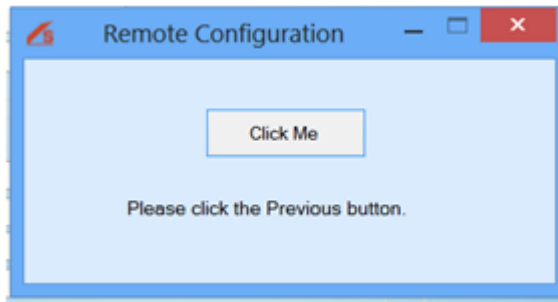
Click on remote button that you want to be configured for Toggle operation.



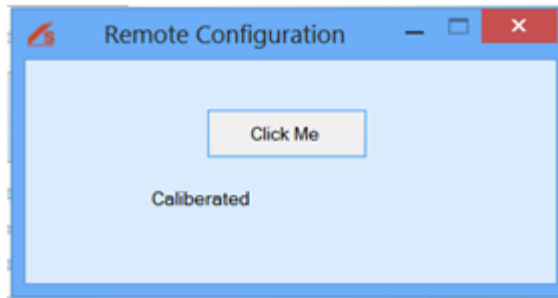
Again Click on same remote button or alternate remote button that you want to be configured for Toggle operation.



Click on remote button that you want to be configured for Skip operation.



Click on remote button that you want to be configured for Previous operation.



3. Click on save settings button.

e.Shortcut keys

Operations	Short cut Key
Play/Pause	ctrl+ space
Stop	ctrl+shift+space
Forward	ctrl+shift+right
Rewind	ctrl+shift+left
scroll Up Playing direction	ctrl+alt+Up
scroll Down Playing direction	ctrl+alt+down
Increase Speed	ctrl+(+)key
Decrease Speed	ctrl+()Key

III. Control

a. Connections

Presentation control

1. First connect the USB device into the system
2. Then, press the power button a green light will turn on (Red light means the remote is off)
3. Then Restart the software and the remote is ready to use

b. Controls Operations

- Play: User can play/pause a Story by clicking on play command button.
- Rewind: To rewind the story backward.
- Stop: Command button to stop prompting.
- Forward: To move the story/ slides ahead.
- Toggle: Command button to scroll the text down or upward in prompting.

-User can scroll the text of a Story/Slides from top to bottom on Preview window and also on Teleprompter glass screen by clicking on the scroll down button Ppt slides will scroll in decreasing order like slides 10 then 9, 8...

VIII. Prompting tips

- All the cable connections should properly checked before prompting.
- Ask the operator to set the font size to suit your eyesight.
- Remember the speed of the scroll is controlled by the operator, and they will follow you. Don't try to beat them or worry you'll run out of words. If you pause, they will pause.
- Rehearse the script beforehand and practice with the Teleprompter.
- Don't forget to smile. Smiling is perhaps the simplest way to connect with your audience.
- It's also very important to practice. See just how the words roll off your tongue, and if necessary make changes to the text that will make it easier for you to deliver.
- It's easier to read when numbers are written in words like write one thousand five hundred and one . . . not 1,501.
- It's also easier to read a script that's written in capitals and lower case rather than all in capitals
- Do not use short forms it may confuse the speaker or the audience.
- It's important to write in a way that when spoken it sounds natural. For example:
Use we've . . . not we have
Use haven't . . . not *have not*
- The magic of the teleprompter is that it enables you to look directly into the camera lens, creating the illusion of eye contact with your audience. Take full advantage of this by not looking away.

IX. Troubleshooting

a. Asking for key/registration window is showing again.

- If you have a Dongle key then check the dongle is properly connected or not. If it is connected, and system is still showing registration key, use your old dongle key to register again. If even then, it doesn't work, kindly contact support.
- And if you have a Demo key and is expired the registration window will be shown then contact the support person, will register the dongle key

b. Presentation remote not working

1. Firstly, check the battery of the presentation remote.

2. Then, press the power button if green light turns on then the remote is on, Red light means the remote is in lock mode.

3. And, The USB should be properly connected

4. To check the USB properly connected or not:

- Open the notepad/ Ms word in the system
- Then press the play pause button of the remote if English alphabet small b appears after clicking the play button then the remote is working.
- And if b doesn't appear while pressing play then attach the connected USB to some other slot and then check again.

c. Boxes showing Font issue.

- If fonts issues occur then install the same font in the system in which the Quick Lite software is having the issue.
- Set the required font as the default font in the [setting](#) form and then save the changes.

d. Unmirrored text issues

- Unmirrored text is use to view the story text in un-mirrored form in prompting. To resolve the unmirrored text issues check the secondary monitor or click on the unmirrored option to view the story text Slides in unmirrored form.
- [Check the Screen resolution setting](#)

e. Software throwing exception

- Normally exceptions occur when software has not been given proper permissions on system. Set permissions: [Permission settings](#)

X. About us

Company profile - Comcon Software Solutions

Comcon software solution is an imminent solution provider for the broadcast and media industry in India, specializing in development and sales of software based broadcast products and software designs.

It is amongst India's foremost Radio & TV infrastructure and equipment marketing companies, and has completed several system Integration projects during the 25 years since its inception.

The company since its establishment aiming in reducing dependence on International products used for teleprompting and gained trust of customers in India and abroad. Currently, we have Teleprompter, speech teleprompter and tablet prompter running successful in India and abroad.

Our commitments

- Dependable - developing solutions that are robust and long-lasting
- Responsive - listening to our customers and innovating to meet their needs.
- Dynamic - delivering the best technology today and supporting our users.
- Visionary - with the commitment to remain a leader in the industry through innovation and a clear vision of the future.

Comcon software solutions has been constantly challenging its potential to unveil the best of its products with new and advanced technology improving with each year. Continuity of expertise and professionalism are two of the hallmarks of Comcon with a core management and staff complement that has stayed put throughout the company's rapid evolution in the challenging world of high technology.

The company had started with the production of most basic Teleprompter with simple operations, which has now expanded into multiple categories of Samvad Teleprompter used for variety of applications. It has established a strong customer base in both the private as well as public sectors in India.

In this way Comcon software solution aims to be the competent, dependable choice with quality products, affordable pricing and great customer support. Comcon software solutions have experienced continuous growth through the years and are continuously expanding its product basket with each passing year.

XI. Contact Us

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