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## I. Getting Started

### Beginning with SAMVAD Speech Pro

- Speech Pro functions only with single PPT, Images(GIF, JPG, JPEG, PNG & TIF) and Text file(txt., docx., rtf).

**NOTE: If you Import Other Files(Text Files, PPT, Mp3 etc.) with Images then Only Images Files will Imported & Display on Editor Window**

- Speech Pro supports text Editing, at non-playing time. It Has an In-built text Editor.
- Speech Pro supports Desk Control, Presentation Remote & Android Hand Controls.
- Speech Pro supports Back Ground Color, Font Color & Parenthesis Color Selections as per user requirements.
- Speech Pro Supports All Unicode & True Type Fonts.

#### a. Installation

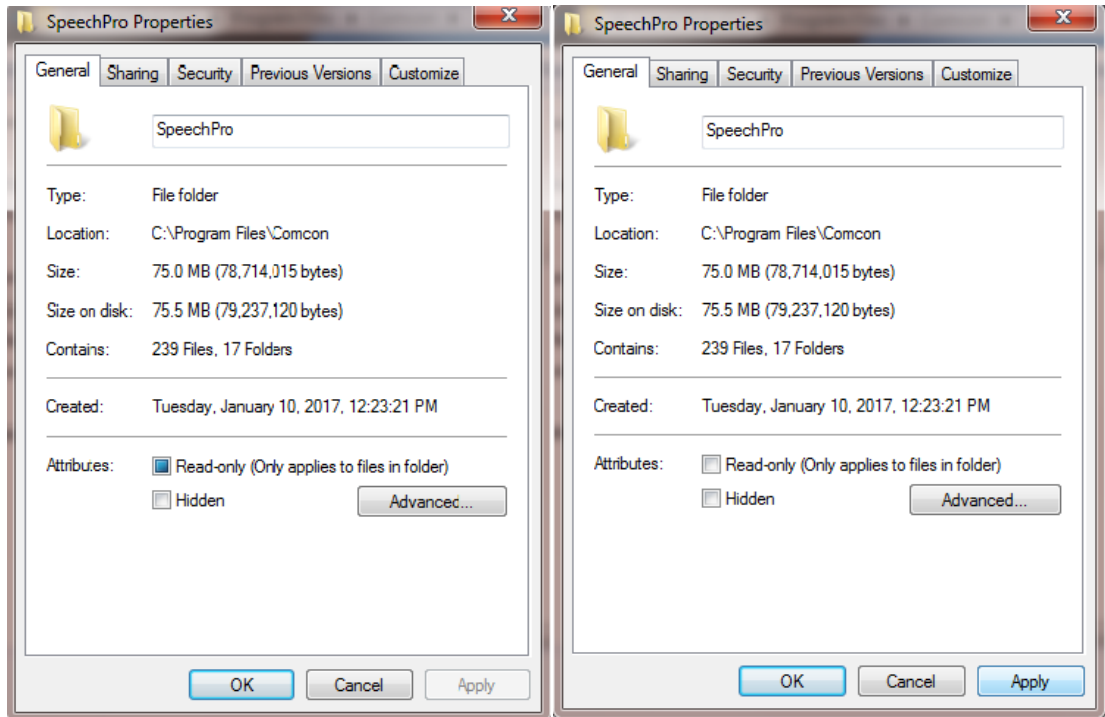
Run the.msi file provided to you. Follow the steps to complete the software installation. If you have installed the software in your System drive, normally C:/drive, you need to follow additional steps mentioned below to give permissions to software. It is advisable to follow these steps anyways, even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

#### Permission Settings:

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

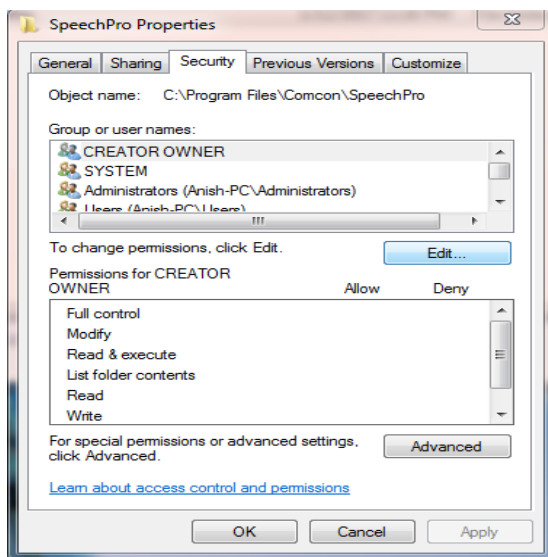
(By default on a 64 bit machine is "C:/Program file\*86/Samvad Teleprompters"  
On a 32 bit machine is: C:/Program file/Samvad Teleprompters)

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

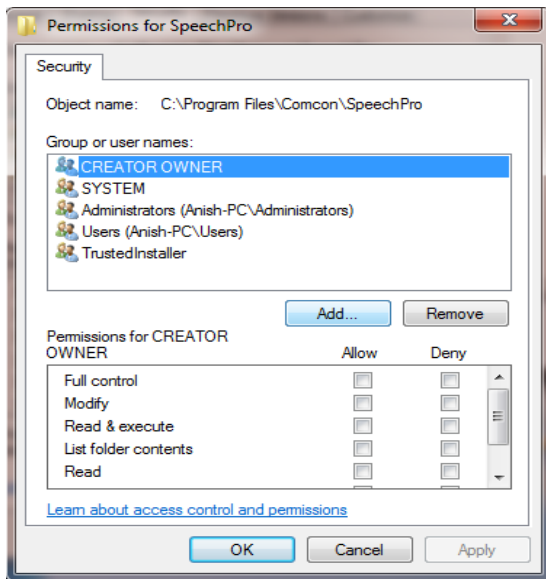


Here are the steps to give permissions to Everyone:

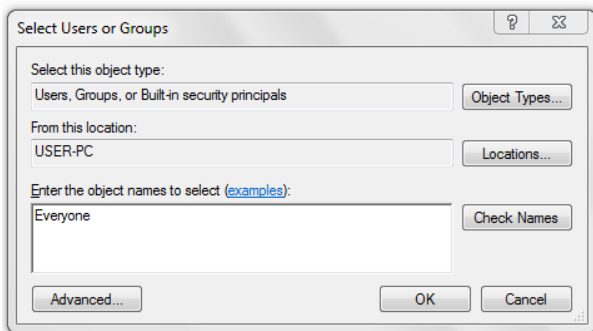
1. Go to the security tab and click on the Edit button:



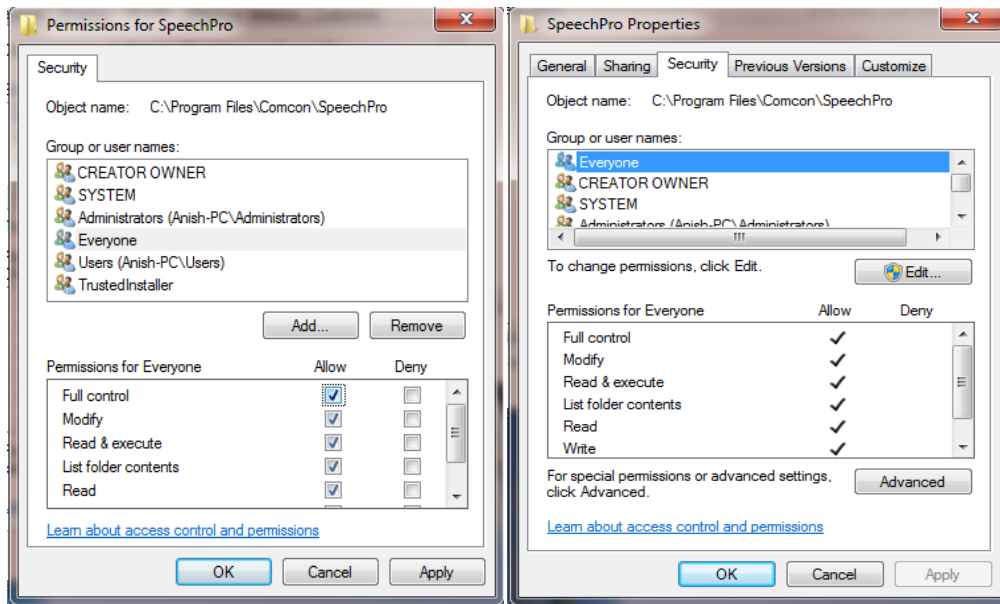
2. Then click on Add button as shown below:



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:



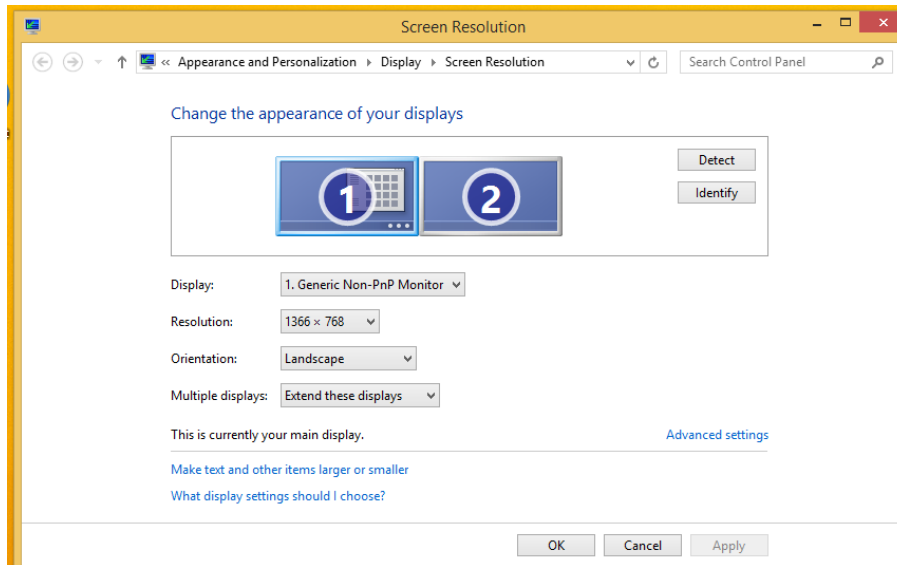
## b. Key registration

- For Demo key:
  1. Give all the permissions. (See the permission settings above).
  2. Run Samvad Speech Pro software then 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](mailto: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](mailto: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:

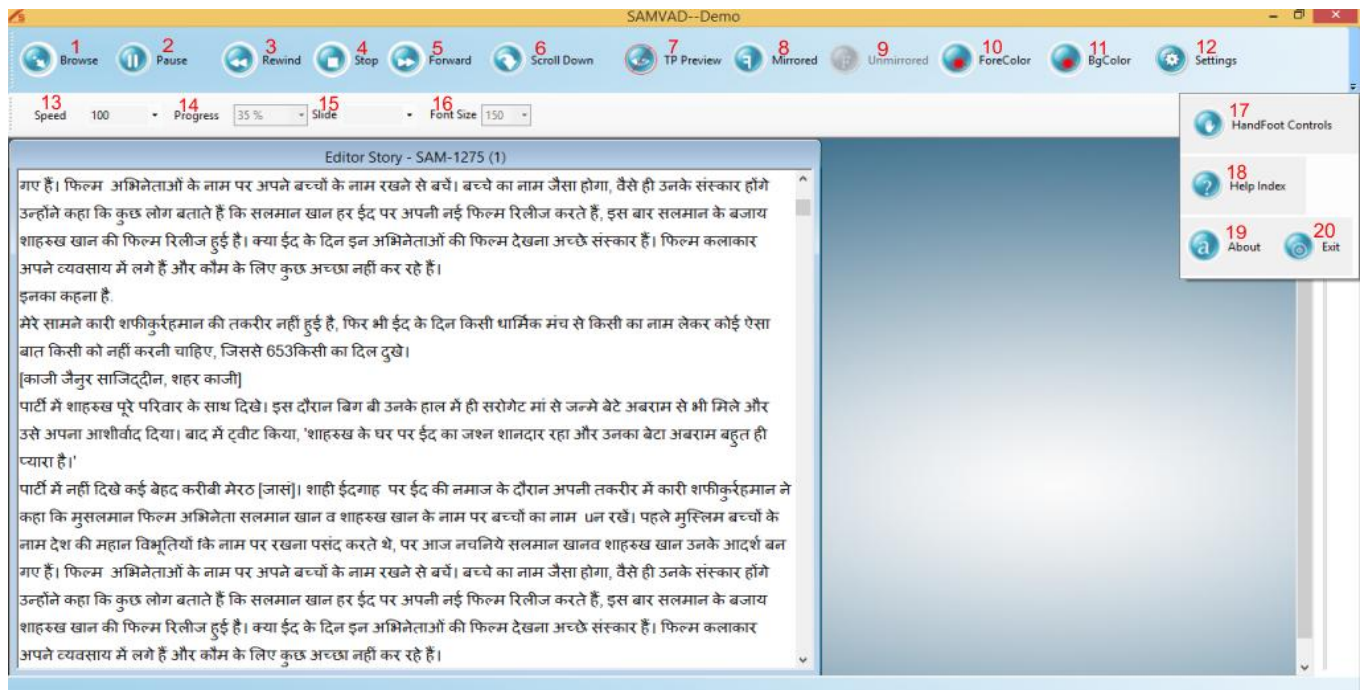


5. Then click on Identify button to identify the Teleprompter screen and primary screen (The system on which the samvad software is installed should always be the main screen)

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:

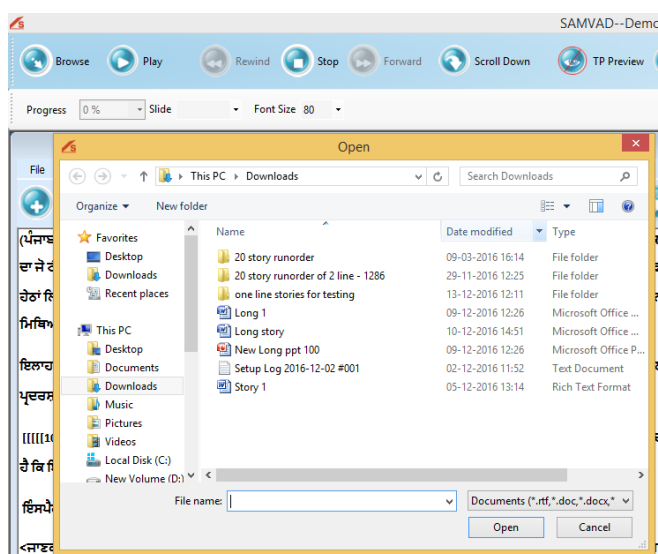


### b. Importing file

**1. Browse:** For selecting/browsing the PPT, Html and Text file from PC.

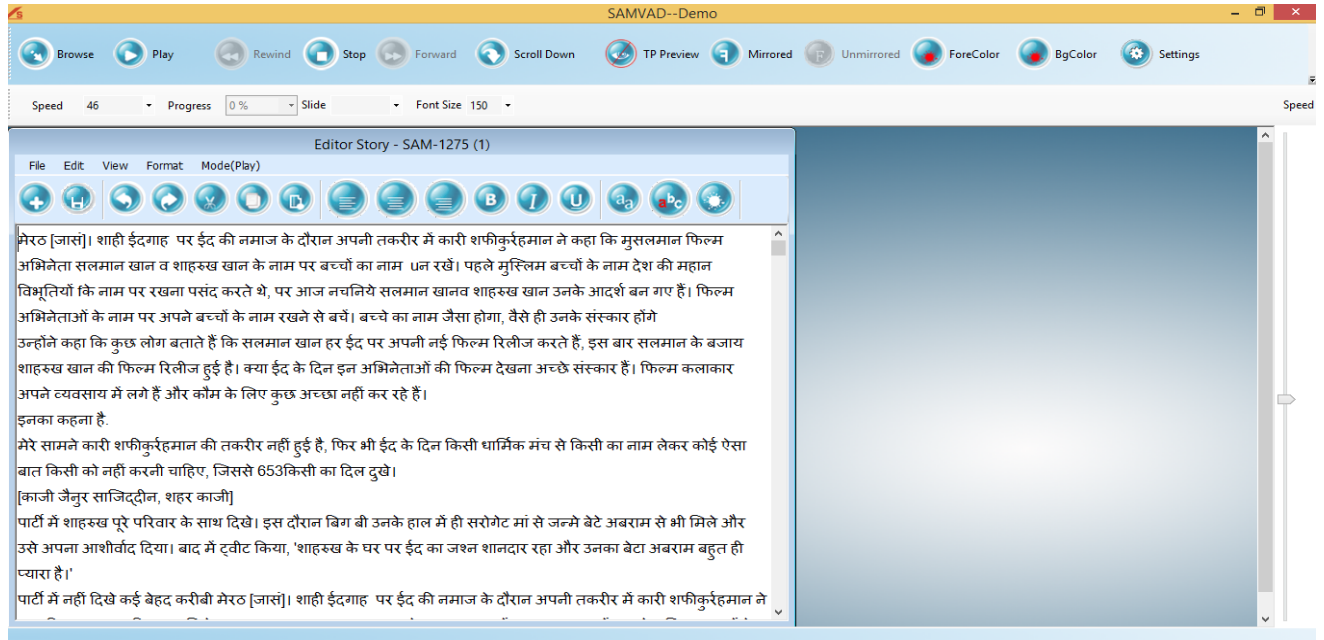
- User can Import/Browse Text file /docx / Presentation (PPT) from PC.

Once you click on browse (on the top left of Samvad Speech Pro screen) windows file browser will appear, as shown below in Figure 2.



**Note: Once a file has been imported through the above process, any changes made in the original file do not reflect in Samvad. Hence, it is advised either changes be made using Samvad editor only (for text files), or file (especially PPT) be imported just before play.**

The File imported will be displayed in the Editor Story window as shown below:



### c. Commands

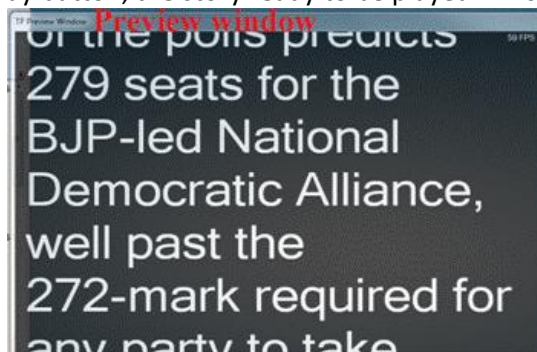
#### 2. Play: Command button to play/pause prompting.

User can play/pause a Story (Text file)/ PPT Slides by clicking on play button. User can Edit the Story i.e. Text file only (not PPT) in the Editor window followed by saving it before playing a story in order to reflect the changes at the time of playing.

Editor window contains the following i.e. undo, redo, cut, copy, paste, align left, align centre, align right, bold, italics, underline, fonts and colour options.

As we click on play button, the story ready to be played will soon appear in the preview window

shown below.





**3. Previous story(Rewind):** Command button to go back to previous slide during prompting. Users can Previous/go back to a previously played PPT Slide by clicking on previous button.

**4. Stop:** Command button to stop prompting. User can stop a playing Story/PPT Slides from playing by clicking on Stop button. As the story is stopped from playing, the preview window will disappear automatically.

**5. Next story(Forward):** Command button to move to next slide during prompting.

User can Skip/ go to next PPT Slides which is in queue for being played, by clicking on Skip button.

**Note: Next & Previous works only in PPT & Images & In text files this is work as Fast forward & Rewind.**

**6. Scroll down:** Command button to scroll the text down in prompting.

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 Preview window on PC/Laptop screen by default and by Enabling/Disabling the Teleprompter Preview button the story can be viewed on the operator/PC screen.

-TELEPROMPTER 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 / PPT Slides in un-mirrored form in prompting i.e. it in the Editor window. This option should only be used when prompting is being done without the glass hood.

**10.Fore Color :** To Change the Prompting Story Font Color on TP Screen as per user requirement.

**11.BG Color :** To Change the Prompting Story Background Color on TP Screen as per user requirement.

**Note: Font & Background Color Changes done form these icons only reflect on TP Screen & not on Editor Window of Story.**

**12.Settings:** To do the database related changes as per user requirement. More details given in Advance Settings Provide below.

**13.Speed:** Command to change the speed of the scrolling story text in prompting.

-User can vary the speed of scrolling text/slides 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.

**14. Progress:** To know the progress or how much story has been passed while playing.

1. User can view the progress of the playing story/Slides at progress button i.e. what percent of text content has been scrolled out.
2. User can also set the progress i.e. if he has left reading the story at 60% progress then by setting the progress to 60% he can continue his reading.

**15.Slide:**To Select the Slides at Playing/Non-Playing time.

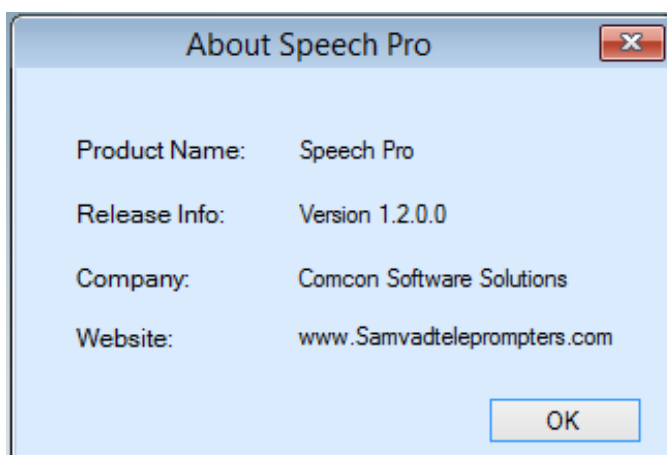
**16. Font Size:** Command to change the font size of the story text in prompting.

-User can change the font size as per his/her requirement which needs to be displayed on the Teleprompter glass screen by selecting the font size from the drop-down bar.

**17.Hand/Foot Controls:** To Enable/disable the Android Hand & Desk Controls & to Calibrate PPT Remote.

**18.Help Index:** To View the Help File of the Software.

**19. About:** Clicking on About option allows the user to get the details of SAMVAD i.e. product name, version etc as shown below.



**20.Exit:** Clicking on Exit option allows the user to exit from the SAMVAD Speech Pro.

#### 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.
Default Fontcolor	This Font color will be preselected as Font color for prompting every time software starts. <b>You can change color from database setting form.</b>
Default Background Color	This Background Color will be preselected as Background Color for prompting every time software starts. <b>You can change color from database setting form.</b>
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

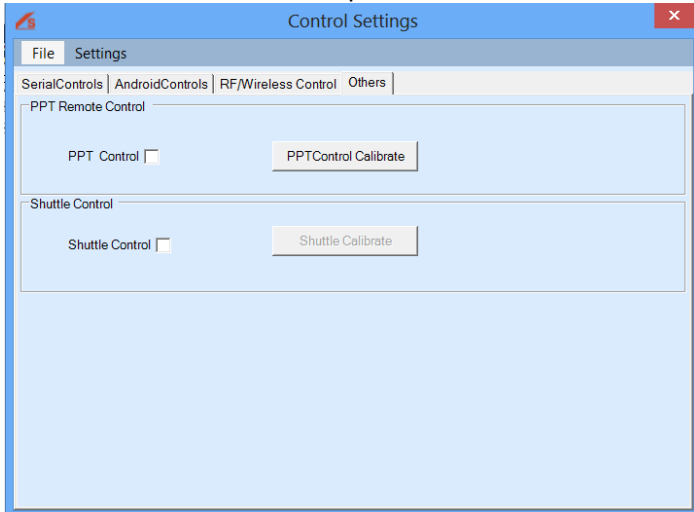
	side) of prompting window. By Default its 0 size.
Margin Right	Use this option to increase/decrease Right Margin (blank space at right Side) of prompting window. By Default its 0 size.
Margin Top	Use this option to increase/decrease Top Margin (blank space at top) of prompting window. By Default its 0 size.
Margin Bottom	Use this option to increase/decrease Bottom Margin (blank space at bottom) of prompting window. By Default its 0 size.
<b>Screen Settings:</b>	
Show TP on Screen	Select the Default Screen number for showing Prompting Window
Show Demo on Screen	Select the default Screen Number for showing Prompting Preview Window to Operator.
<b>Logging:</b>	
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.
<b>Other Settings:</b>	
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 Calibration**

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

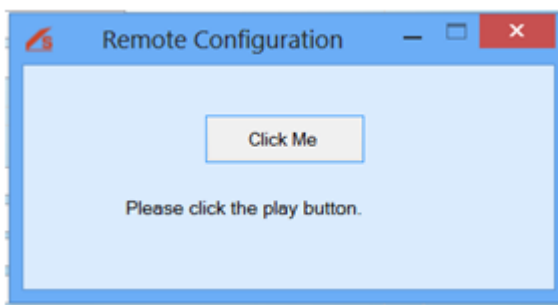
1.Open the Hand/Foot Control Form & Go to the Other Option in it.

2. Then a New Window will opened Select PPT Control & Click on PPT Control Calibrate button

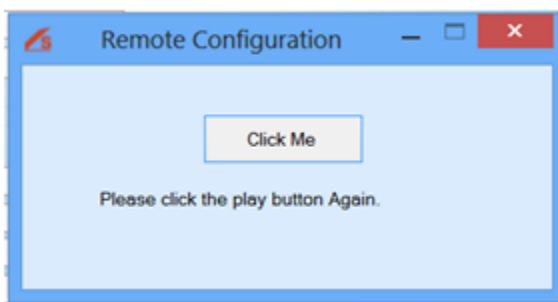


Then calibration window/UI window will open as shown below:

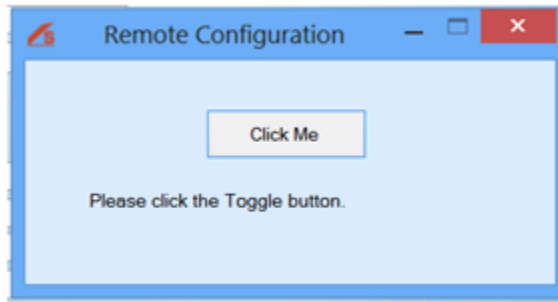
2. Then step by step follow the commands, as they appear on form.



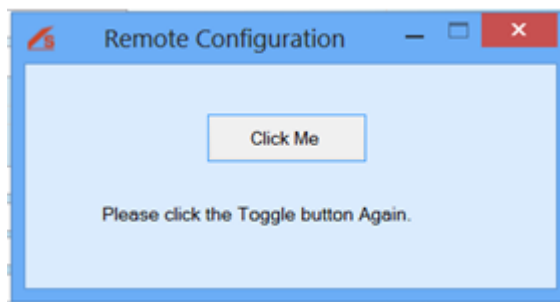
Click on remote button that you want to be configured for Play operation.



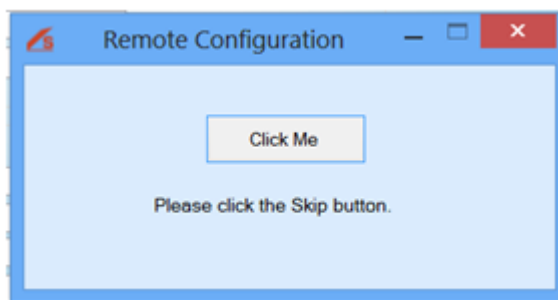
Again click on same remote button or alternate remote button that you want to be configured for Play operation.



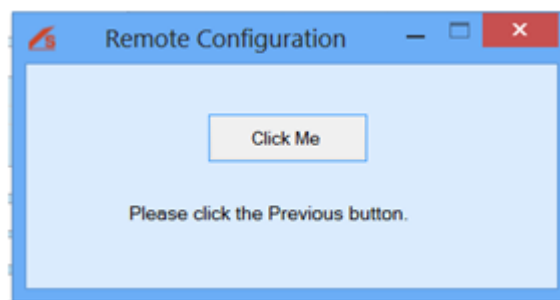
Click on remote button that you want to be configured for Toggle operation.



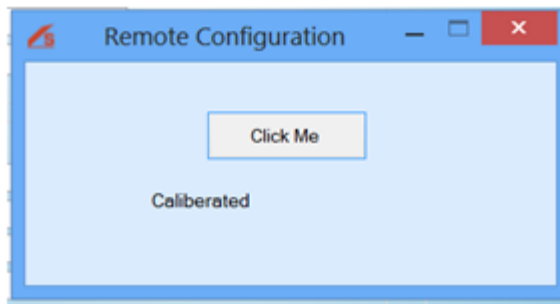
Again click on same remote button or alternate remote button that you want to be configured for Toggle operation.



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

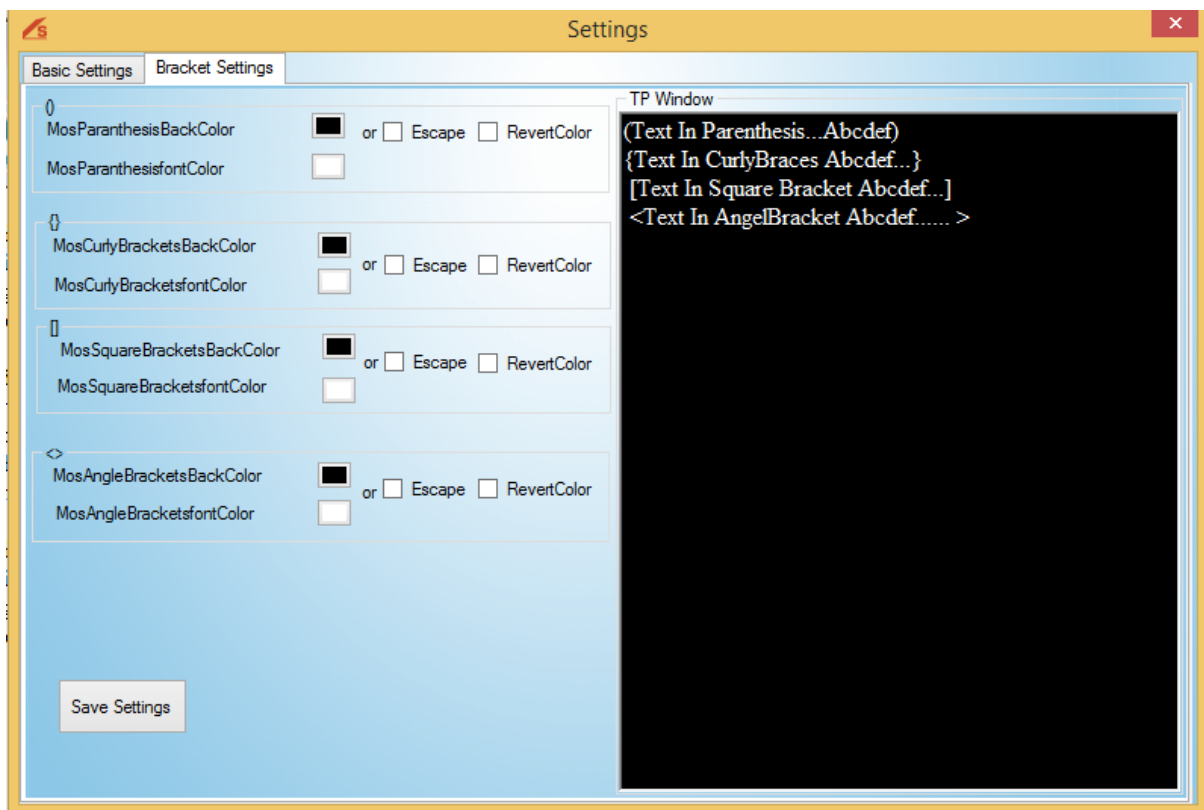


Click on remote button that you want to be configured for Previous operation.



3. Click on save settings button.

### Parenthesis Color Settings:



**You can Select the different-different colors for Parenthesis by simply Select the desire color Option from color selection window given adjacent to the Parenthesis in the table .**

**Escape:** You can also Escape texts in the Parenthesis by simply Select the Escape Option Adjacent to the Parenthesis in the table which you want to Escape.

**Revert Color** : You can also Revert the Background & Font Color of the texts in the Parenthesis by simply Select the Revert Color Option given Adjacent to the Parenthesis in the table which you want to Revert.

**Note** : By Default Background Color is “Black” & Font Color is “White” of the Prompting Story. So when you select the Revert Color Option from Table then Selected Parenthesis Background & Font Color is Revert i.e. Background Color becomes “White” & Font Color becomes “Black” of the Prompting Story.

#### e. Shortcut Keys

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



### III. Controls

#### a. Connections

##### 1. Desk Control

1. Connect the Desk control using Ethernet cable with RJ45 connector and other end to the Ethernet to USB converter, then to the system.



2. After connecting the wires desk control is ready to use.

##### Technical Details:

Connection with Computer: USB Port

Length: Extendible through Cat 5

##### Supported Functions:

- ✓ Speed Control: Scroll
- ✓ Toggle Direction: Button
- ✓ Play/Pause: Button
- ✓ Skip: Button
- ✓ Previous: Button
- ✓ Stop : Button
- ✓ Forward: Scroll
- ✓ Rewind: Scroll

##### 2. 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.

### 3. Android Hand control

Android hand control which is based on wifi connectivity can be used with Samvad Teleprompters or speech prompter; you can use multiple devices simultaneously within wifi range.

Here is how it connects:

1. Open the Android hand control and add the system's IP address ( IP address of same system which needs to be connected to the app control )
2. Port is by default 8888.
3. Wifi should be open on the Android hand control and on the system and both should be connected on same network.
4. Then click on any Control(Key,Scroll & Gesture) of android control & control window will open.

#### Technical Details:

No interfering RF signals

Work on wifi LAN

Multiple controls can be used simultaneously

#### Supported Functions:

- ✓ Speed Control by Buttons as well as sliding touch on screen
- ✓ Toggle Direction: Button
- ✓ Play/Pause: Button
- ✓ Skip: Button
- ✓ Previous: Button



## b. Controls Operations

- **Play/pause:** 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.
- **Previous:** To move to the previous story content.
- **Skip:** To skip the story while prompting.
- **Speed increase/decrease:** To increase/decrease the story speed while prompting
- **Gesture control:** controls through Gesture function is in Android hand control functions includes single tap on screen for play/pause, double tap for toggle, swipe your finger right to skip forward/swipe left for previous, swipe up to increase speed/swipe down to decrease speed.
- **Key control:** key controls are use for prompting operation offers by Android hand control i.e. play/pause, previous, skip, toggle and speed up/down.
- **Scroll control:** User can scroll the text of Story/Slides from top to bottom by using scroll control offer by android hand control; there is a slider to increase/decrease the scrolling speed.

**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. Android Hand control not working**

1. First, Open the Hand control Form, Select Android control and check the status if it is connected or disconnected.

#### **I. If it is connected:**

- First disable it then enable it, save the changes and check the play/pause button of controller
- If the above doesn't work:
  - Simply close the Samvad software and go to the Application folder -> Control test.exe.
  - Then press the Run button and the exe will confirm that the buttons are ok and values appearing or not.
- Check the port listening:
  - Go the command/run prompt, enter command – netstat ( after entering this command you will get the system port number)
  - Add that port number in the android control and hand / foot window, then click on save changes
  - Then restart the software and check the controller again.

**II. If it is disconnected:**

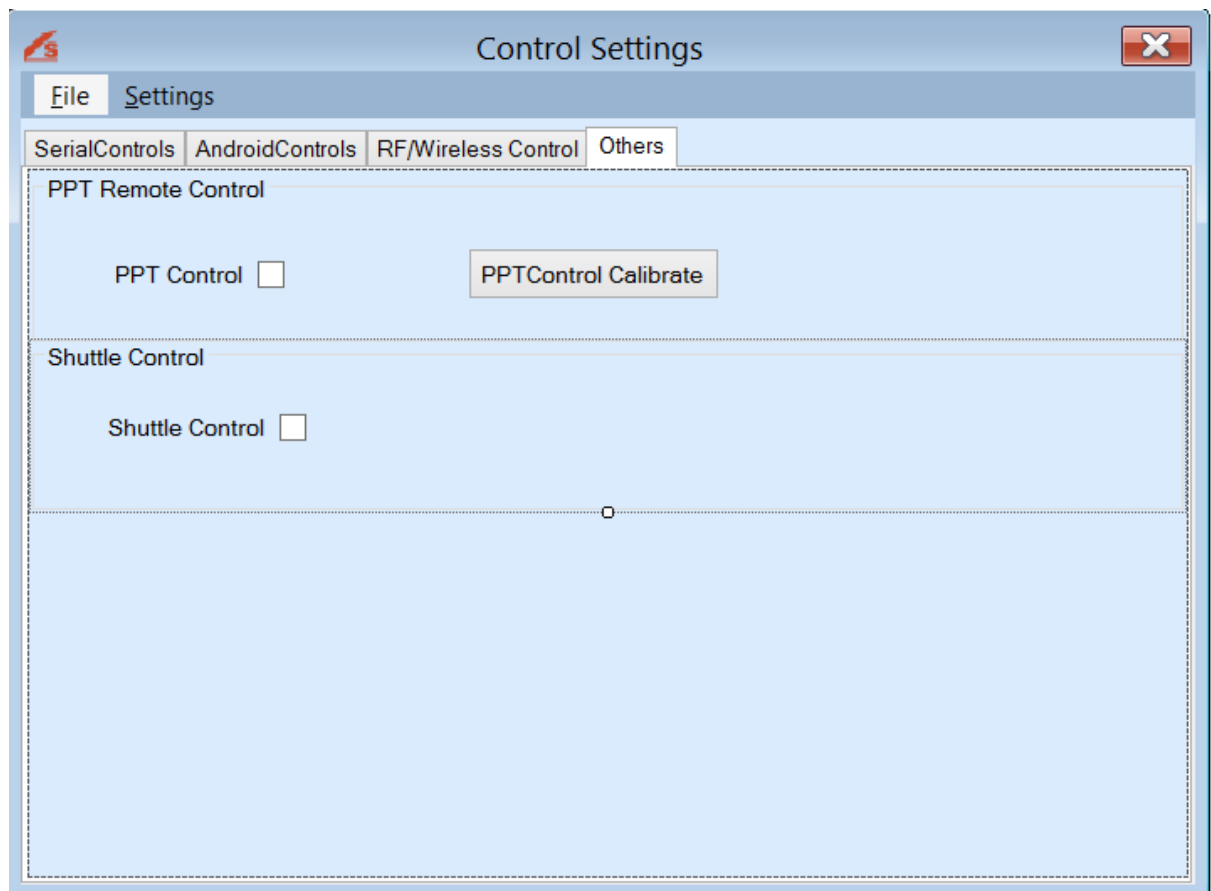
- Check the status if it is connected or not.
- Then check the cable connections first.
- If it is connected then try enable/disable option.
- Then Restart the app.

**➤ Android Hand Control Issue.**

- Check Android device & System should be on same network & Connect to Network
- For connection Ping both Devices (ping ip address -t)
- Enter System IP address in to Android control window (Hand/Foot control form) of software and click on Save button & Enter same IP Address in to Android Device & Click on Connect button

**d. Desk control not working**

- Go to the hand/foot control form, Select the Other Setting Options then Un-checked & Checked the Shuttle Control Box. Close the form and check the desk control working or not.

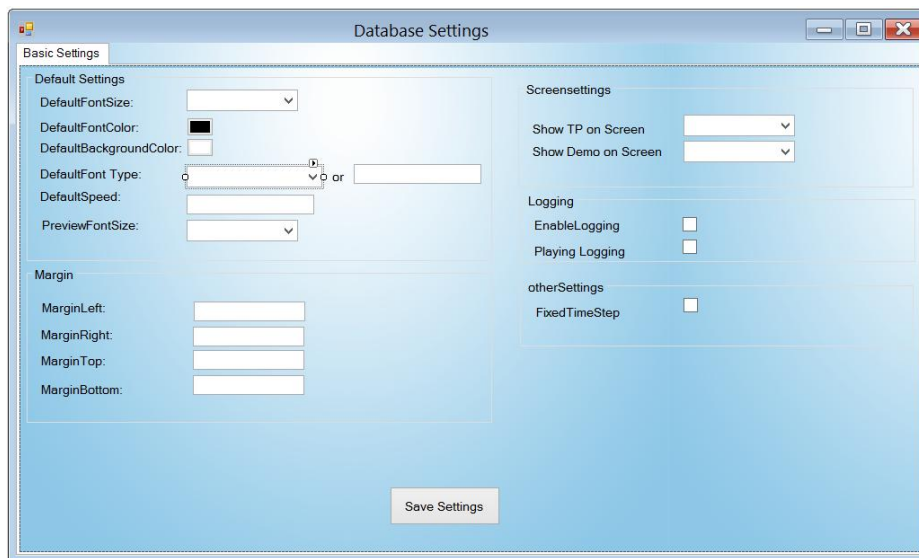
**➤ If the above doesn't work:**

- Simply close the Samvad software and go to the Application folder -> Control test.exe.

- Then press all the buttons of the controls ( unique numeric values will appear for each button you press)
- If numeric values don't appear, check the wire connections then again do the same process mention above.
- If above mentioned didn't work contact support.

#### e. Boxes showing Font issue.

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



#### f. 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](#)

#### g. 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**

Website: [www.samvadteleprompter.com](http://www.samvadteleprompter.com)

Mail: [samvadsupport@comconservices.com](mailto:samvadsupport@comconservices.com)

Phone: +91-9971289008