The Teleprompter Operator’s job is to run the Teleprompter during all run-throughs and during the live show so that the on-camera talent can read their scripts from the Teleprompters on the cameras.

**BEFORE THE SHOW**

1. Check formatting of scripts in the prompter to make sure there are no extra spaces. Adjust scripts in Rundown Creator as necessary.

2. Run prompter for show run-through. Get an idea of each anchor’s reading speed.

3. Load the correct show by clicking on “Load a rundown…” at the top left of the screen. Select the correct show.

**LOGGING IN AND USING THE TELEPROMPTER WITH RUNDOWN CREATOR**

1. Log into the prompter computer. Use your own username and password.

2. Log into Rundown Creator at www.rundowncreator.com/oregon. You can use your own credentials if you have them, or use the general studio login, which is *studio* for the username and password.

3. Load the correct show by clicking on “Load a rundown…” at the top left of the screen. Select the correct show.

4. To launch the prompter, click on the name of the show on the far left of the top blue line on the rundown. This will launch a drop-down menu of options. Choose Teleprompter.
5. This launches the prompter. To scroll through the prompter, use the up and down arrow keys. The up arrow key scrolls the prompter forward. The down arrow key scrolls the prompter backwards.Pressing the arrow keys repeatedly will make the prompter scroll faster in that direction. To make the prompter scroll slower, press the opposite arrow key. This will slow the speed until the prompter stops. At that point, continuing to press that arrow key will start scrolling the prompter in that direction. Try to keep the line that the anchor is reading level with the white arrow on the left side of the screen.

6. To return to the rundown to edit scripts, click “return to the rundown in the top right of the screen.

**DURING THE SHOW**

1. Run the prompter for the anchors. Adjust speed to match their reading speed.
2. Follow along for the entirety of each script, including all packages and VOSOTs.
3. The prompter will update if the producer makes any changes to the script or rundown in Rundown Creator, but always listen to the director to be prepared to skip stories if they get dropped from the show before the producer can make the changes in Rundown Creator. Always make sure to have the prompter in the correct place for the anchors. Consult your rundown often to make sure you are in the correct place.

**AFTER THE SHOW**

1. Debrief with the cast and crew.
2. Close Rundown Creator and log out of the teleprompter computer.