

# PT-SH Teleprompter Shade Hood

---

## Instruction Manual

---

**Model:** PT-SH **For use with:** ikan PT415, PT417 and PT419 Teleprompter Systems

The PT-SH is a professional teleprompter shroud designed to block ambient light from reaching your teleprompter glass, giving talent reflection-free read in any lighting environment.

This manual covers installation, cable routing, care, and troubleshooting. Please read it fully before installing the PT-SH on your teleprompter system.

## What's in the Box

---

Before installation, please confirm the following components are included:

1. **PT-SH shade hood** — main shade body with pre-attached Velcro mounting strips
2. **2 × bottom covers** — Velcro-attached panels that seal the underside of the hood
3. **2 × rear felt cloths** — light-blocking cloths for the rear of the hood

If any component is missing or damaged, please contact ikan support before proceeding (see "Support" at the end of this manual).

## Before You Begin

---

### Compatibility Check

The PT-SH is designed for use with the **ikan PT415, PT417 and PT419 Teleprompter Systems**. It is not compatible with PT4200, EV3, or PT421 systems.

### Tools Required

None. The PT-SH installs entirely with Velcro — no screwdrivers, brackets, or modifications to your teleprompter are required.

## Recommended Installation Sequence

For best results, install the PT-SH **after** the hood is fully assembled on the teleprompter, with the monitor already mounted and connected. Installing the PT-SH before the hood is fully assembled may obstruct access to nuts and grommets on the underlying hood.

## Installation

---

### Step 1 — Prepare the Teleprompter

1. Confirm the teleprompter base is set up on a tripod or stand and the hood frame is fully assembled.
2. Verify the talent monitor is mounted in position and that all cables (HDMI, power, control) are not connected and routed cleanly to the monitor's I/O ports at the bottom of the assembly.
3. Verify the camera is in place behind the glass.

### Step 2 — Position the Shade Hood

1. When using the PT-SH with an M19W-NDI monitor as the script monitor, orient the PT-SH so the cable pass-through holes are at the **bottom**, aligned with the monitor's I/O ports. Skip this step if using a non NDI monitor
2. Lower the PT-SH over the hood frame, sliding it down until the inside Velcro strips align with the matching strips on the underlying hood.

### Step 3 — Secure the Velcro Mount

1. Press the inside Velcro strips of the PT-SH firmly against the matching strips on the hood. Work along each strip from one end to the other to ensure full contact.
2. Confirm the shade is seated evenly on all sides — the PT-SH should hang straight without sagging or pulling on the underlying hood.
3. Make sure when attaching the PT-SH to the hood, that the holes align with the nuts of the standard teleprompter hood and pass completely through.

**Note:** The Velcro is on the **inside** of the PT-SH only. There is no Velcro on the outside surface.

### Step 4 — Route Cables

1. Locate the cable pass-through holes on the sides of the PT-SH. Each hole is sealed with a Velcro flap and lined with a black rubber grommet.

2. Lift the Velcro flap on the appropriate pass-through, route the cable through the grommet, and press the flap closed around the cable.
3. The flap will conform to the cable jacket and re-seal to maintain the light barrier. Cables of various diameters (HDMI, power, BNC, RJ45) are accommodated.

## Step 5 — Attach the Rear Felt Cloths

1. Take the 2 rear felt cloths and position them at the rear of the hood, between the hood and the camera.
2. Press the Velcro tabs on each cloth firmly into place. The cloths can be applied in either orientation — both the hook and loop sides are present so they will adhere regardless of how they are flipped.
3. Confirm the cloths fully cover the back opening to prevent backlight leakage.

## Step 6 — Verify Installation

1. With the talent in position, check the teleprompter glass for reflections or hot spots. The script text should appear bright and well-defined against the camera scene behind the glass.

## Care and Maintenance

---

- **Cleaning:** Spot-clean the canvas exterior with a damp cloth. Do not machine wash or submerge.
- **Velcro:** Periodically remove lint, dust, and debris from the Velcro strips with a clean toothbrush or dedicated Velcro cleaner. Heavy contamination will reduce holding strength.
- **Felt cloths:** The rear felt cloths can be hand-washed in cold water with mild detergent. Air dry only — do not tumble dry.
- **Storage:** Store the PT-SH flat or loosely folded inside the teleprompter travel case. Avoid prolonged compression that could deform the hood shape.
- **Inspection:** Check Velcro strips and grommets before each shoot. Replace components if damage or significant wear is observed.

## Specifications

---

Specification	
Model	PT-SH
Compatibility	ikan PT415, PT417 and PT419 teleprompters

Specification	
Mounting	Velcro (inside surface only, tool-free)
Material	Canvas exterior, felt interior lining
Cable access	Velcro-sealed pass-through holes with rubber grommets
Components	1 × shade hood, 2 × bottom covers, 2 × rear felt cloths
Country of origin	Manufactured in China

## Safety and Important Notes

---

- The PT-SH is a soft accessory and contains no electrical components.
- Do not place the PT-SH near open flames, hot lights, or heat sources. Canvas and felt are flammable materials.
- The PT-SH is intended for indoor and protected outdoor use. Avoid exposure to rain, direct moisture, or extreme humidity.
- Do not use the PT-SH as a structural element — it is not designed to bear weight or support the teleprompter assembly.

## Warranty

---

The PT-SH is covered under ikan's standard accessory warranty against defects in materials and workmanship. Wear-and-tear items (Velcro, felt cloths, grommets) are not covered. Please retain your purchase receipt and packaging in case warranty service is required.

For full warranty terms, please refer to the warranty card included with your teleprompter system or visit [ikancorp.com](http://ikancorp.com).

## Support

---

If you have questions, encounter installation issues, or need replacement components, please contact ikan support:

- **Web:** [ikancorp.com](http://ikancorp.com)
- **Phone:** 713-272-8822

- **Email:** [support@ikancorp.com](mailto:support@ikancorp.com)

When contacting support, please have your description of the issue ready. Photos of the installation are helpful for troubleshooting.

*ikan Corporation — Houston, TX PT-SH Instruction Manual — Rev. 1*