



Ways to use your ReadyCam studio:

Live, on-air interviews  
Executive messaging

Remote video acquisition  
Ad-hoc video requests

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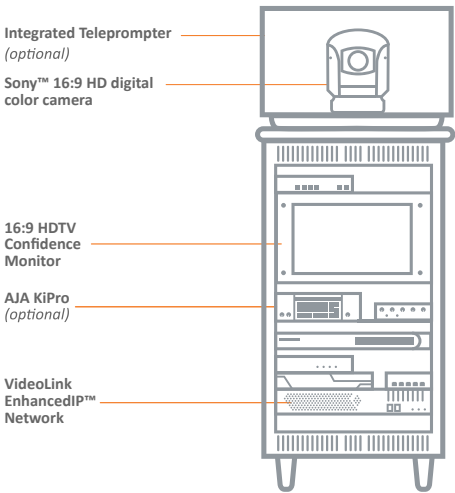
## QUICK START GUIDE

A step-by-step setup recap for your  
ReadyCam Video Publishing Studio

This is a quick step guide to  
preparing your ReadyCam studio  
for a successful video shoot.

For further details on ReadyCam  
setup, consult your user manual  
or watch the user guide videos  
accessible through VLGateway  
or on your electronic backdrop  
using the provided thumbdrive.





#### STANDARD

- Four-point LED lighting
- Dual lavalier audio microphones
- Browser-based user interface
- Television make-up kit and studio chair

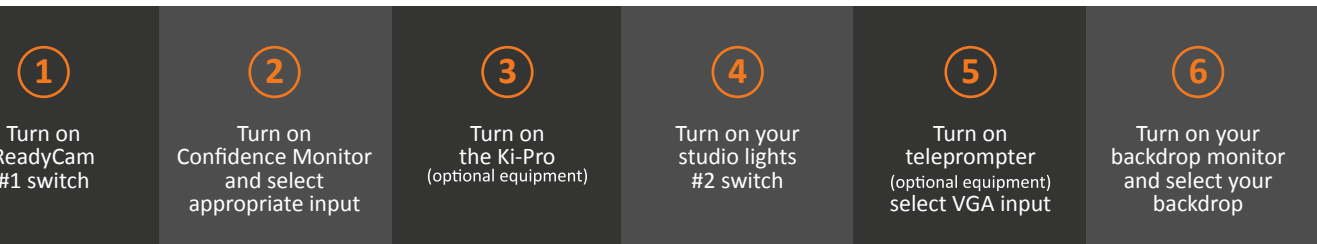
#### OPTIONS

- **Active Electronic Backdrop (AEB)** for better branding
- **KiPro** for editing and recording
- **Teleprompter** for reading scripts
- **VCU** for video conferencing

*Options may change the configuration of the ReadyCam unit*

## POWERING UP YOUR YOUR READYCAM VIDEO STUDIO

First, prepare your studio for a video shoot (live or recorded). Watch videos 2 & 3 for more detailed information.



### MANAGING YOUR SYSTEM

Now it's time to fine tune your system to deliver the best video possible.

**Note:** this is easier if you have one person framing the shot and another person sitting in the chair.

- White balance the camera.** Turn off all additional lighting. Hold the white card in front of the talent and fully zoom the camera until the confidence monitor is all white. **Press Data Screen** and **select White Balance One Push.** You will see "OK" on the monitor when complete. **Exit Data Screen.**
- Focus the camera.** Zoom camera until talent's face fills the monitor. **Press "auto"** to focus. When focus is crisp, lock it into place by pressing **"MANUAL"**.
- Frame your shot.** Use the right and left arrows on your remote or in VLGateway.
- Mic your talent.** Clip the microphone to your talent so that it is approximately 6 or 6.5" from talent's mouth.
- IFB.** If your talent is on-air, place the IFB in ear. Thread the cord under talent's clothes in the back.

### USING THE TELEPROMPTER (Optional Equipment)

If your ReadyCam studio is equipped with a teleprompter, you can read your video script. For detailed information about using the teleprompter, consult the ReadyCam user manual or watch video 6. Your studio should be ready to use. (see Turning on your system)

To use your teleprompter you will need **FlipQ** software on the computer. To learn more go to **FlipQ.com**.

1. Turn on your computer and upload your script to the desktop.
2. Open the FlipQ software and open your file as WHITE text.
3. In EDIT mode, change your script to ARIAL, size 48, White
4. In SETTINGS, select "show cue marker"
5. Click the 'lightening bolt' to run the script on the teleprompter
6. Use the mouse scrolling function to control the speed and left click to pause.
7. Click ESC to return to the FlipQ menu

### USING YOUR KI-PRO (Optional Equipment)

If your ReadyCam studio is equipped with a Ki-Pro device, you can record your videos. For detailed information about the Ki-Pro, consult the Ki-Pro manual or watch video 5. Your studio should be ready to use. (see Turning on your system)

1. Turn on the Ki-Pro. The button is located on the left hand side of the device.
2. Test the audio. Plug your headphone jack into the Ki-Pro. Speak into the microphone. Be sure you hold it 5" from your mouth. Use the L and R dials to adjust the audio until you consistently see green and yellow lights.
3. Test the video input. Your confidence monitor should show your subject. Select appropriate input on the confidence monitor. Press **Input** to lock in the picture.
4. Mic your talent. If your talent is distracted by the confidence monitor, turn it off (it will not affect the quality of your video recording).
5. Press RECORD to start recording video. When recording is finished, press STOP, press SLOT, and eject the hard drive and connect the drive to your computer.

*Be sure your Ki-Pro drive is properly formatted before you start recording. For more information, consult the users manual or watch video #5.*

For additional resources see our training videos at **readycamvideos.com**  
email us at **readycamsupport@videolinktv.com** or call us at **617-340-4300**.