VIDEOLINK

Ways to use your ReadyCam studio:

Live, on-air interviews   Remote video acquisition
Executive messaging   Ad-hoc video requests

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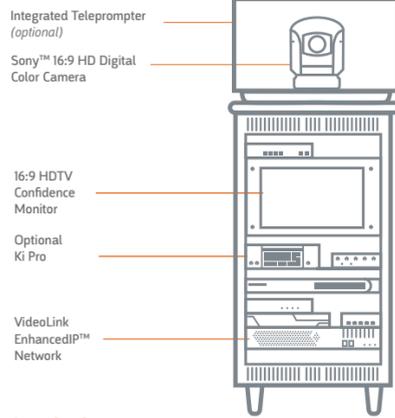
READYCAM
VIDEOLINK

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 thumb-drive.

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Integrated Teleprompter *(optional)*

Sony™ 16:9 HD Digital Color Camera

16:9 HDTV Confidence Monitor

Optional Ki Pro

VideoLink EnhancedIP™ Network

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

Options
- Active Electronic Backdrop (AEB) - for better branding
- Ki Pro
- Teleprompter - for reading scripts
- VCU - for video conferencing

Options may change the configuration of the ReadyCam unit

POWERING UP YOUR READYCAM VIDEO STUDIO

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

①	②	③	④	⑤	⑥
Turn on ReadyCam #1 switch	Turn on Confidence Monitor and select appropriate input	Turn on Ki Pro *(optional equipment)*	Turn on your studio lights #2 switch	Turn on Teleprompter *(optional equipment)* and select VGA input	Turn on your backdrop monitor and select your backdrop

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 use your Pan and Tilt arrows.

Mic your talent. Clip the microphone to your talent so that it is 6 to 6.5 inches 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.

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

1. Turn on the computer connected to your teleprompter and upload your script to the desktop.
2. Open the FlipQ software and open your file as white text.
3. In edit mode, select the text of the script and change the font settings to Arial, 48 points, white.
4. In settings, select **show cue maker**.
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, you can record your videos. For detailed information consult your ReadyCam User Guide or the product manual.

A few quick tips:

1. Be sure your recording media has been properly formatted before you start recording.
2. Confirm you have video by checking your Confidence Monitor.
3. Verify you have audio by using your headphones.
4. Make a short test video to confirm that both the Confidence Monitor and audio are working.
5. Once your session is complete, be sure to follow instructions for saving your video before removing the recorded media.

For additional resources see our training videos at VLGateway.com
Email us at readycamsupport@videolinktv.com or call us at 617.340.4300.