



Remote Video Production with Thought Leader Media

thoughtleadermedia.co

*We want to make you look and sound great!
Here's how we'll make that happen.*

END RESULT LOOKS LIKE:



BUT TO BEGIN, IT LOOKS LIKE:



Includes extra batteries & gear

Gear Checklist

- [Elgato Keylight Air LED Lights](#) (x2) including power adapters (x2)
- [Sony ZV-1 cameras](#) (x2) - battery operated
- Orca case including [Rode](#) receiver (x1), transmitters (x2), [shotgun mic](#) (x1), [lav mics](#) (x2)
- [AJA UTAP](#) + [HDMI cord](#) + USB cord + [USB adapter](#)
- [Switchprod tripod](#)
- Ziplock with Sony batteries (x4) + USB charging cords (x2)
- Ziplock with back-up gear, including Tascam recorder + LogiTech webcam
- surge protector

LET'S DO THIS!!!

LIGHTS

[Elgato Keylight Air LEDs](#) are pre-assembled but you may need to adjust height. Plug in both ends of power cord – round end to back of light, plug into surge protector.



CAMERA + TRIPOD

1. Spread arms of [Switchprod](#) (tripod) so it's standing on its own.



2. Screw [Sony ZV-1](#) to top of Switchprod and use lever on side of Switchprod to adjust the camera so that it's level.



Next, let's set up your audio...

AUDIO – TWO choices: Lav wireless or shotgun mic

1. If you're in a room filled with cushions, carpet, etc. with minimal echo, use the [Sony shotgun mic](#).



2. If you're in a room *without* soft materials, connect the [Rode Wireless GO II](#) receiver with attached red cord to the camera hotshoe.

TIP: clamp down on clip BEFORE sliding in. Then, connect the red wire to the audio jack on the side of the Sony camera.



3. Keep lav mic attached to Rode transmitter - you'll clip this to your shirt when we're ready to record your voice.



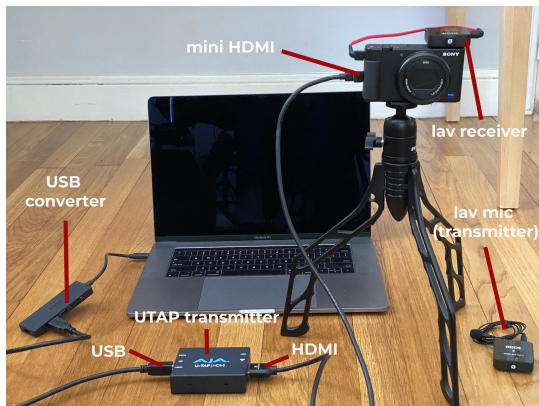
Now, let's connect the camera to the computer...

WIRES

1. Attach the [mini HDMI cable](#) to the right side of [AJA U-Tap](#), then [USB cable](#) to the left side.



2. Plug mini HDMI into side of Sony camera, and USB into computer, using USB converter if necessary.



Great! Now let's turn everything on...

POWER ON CAMERA


Press On/Off button and flip out screen so you can see yourself



POWER ON AUDIO

If using shotgun mic, turn lever on side from OFF to ZOOM



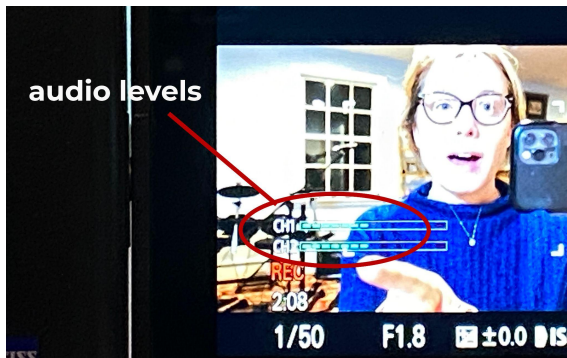
If using wireless mic, first, turn on Rode receiver on top of Sony camera - press and hold  button for 4 seconds



Next, turn on ONE of lav mics (transmitter) - press and hold  button for 4 seconds



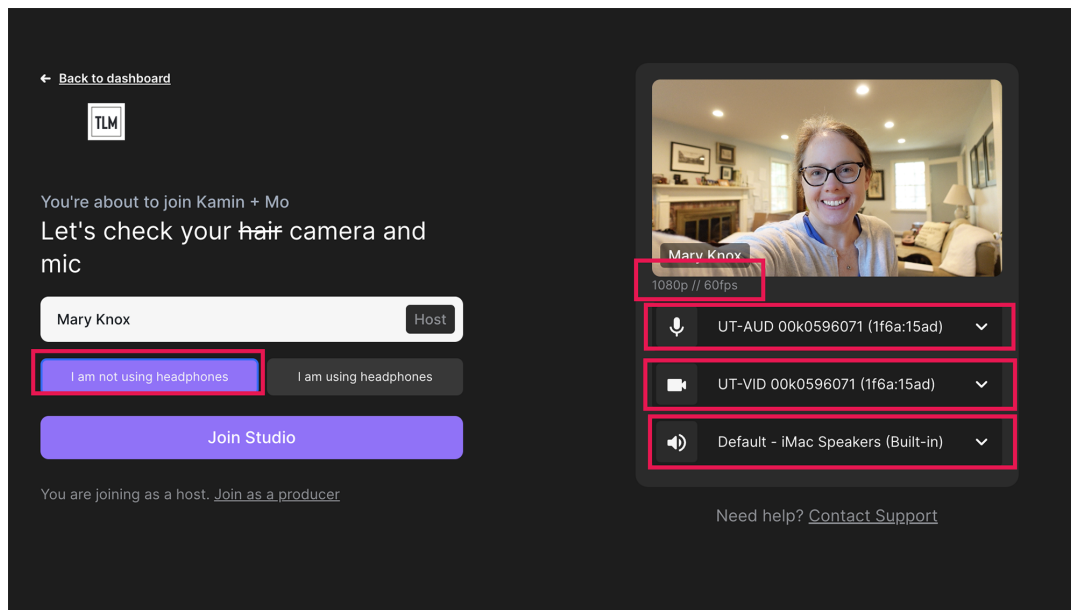
Now, confirm audio is working. Audio is working when levels on camera move from left to right as you speak



POWER ON COMPUTER – TWO choices: RIVERSIDE or ZOOM

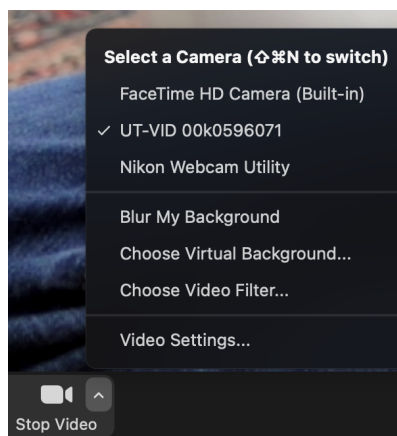
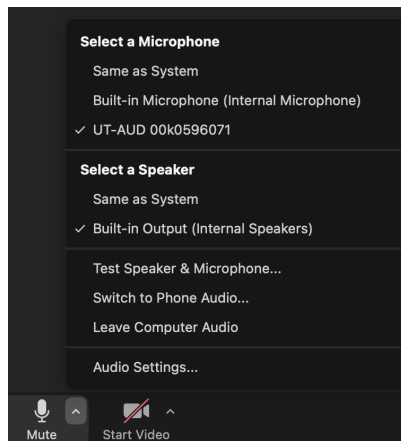
If we're recording via [RIVERSIDE](#) it means we're taking things up a notch :) Click on the link in your calendar invite and open in the most up to date [Chrome](#) or **Microsoft Edge** browser.

Here's what it looks like – make sure all settings in **red boxes** mirror what you see before clicking 'Join Studio'



If we're recording via **ZOOM**, log into the application.

Next, set **audio to UT-AUD** and **video to UT-VID**.



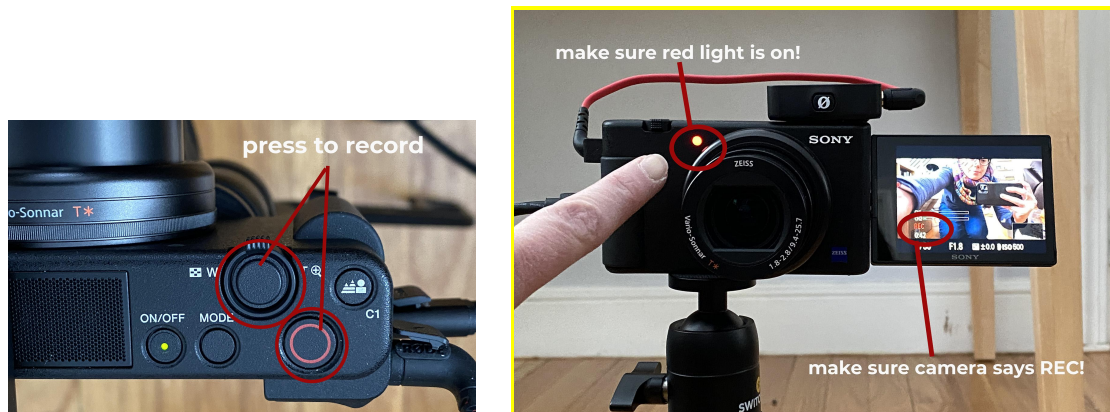
Both Riverside and Zoom allow us to see your high quality picture and audio stream in real time. Any tweaks, including lav mic placement and camera positioning happen now.

Last but not least, don't forget to press record!!!

We'll record to the cloud **AND** direct to camera as a back-up.

RECORD TO CAMERA

You'll know you're recording when the bright red light shines on the front of the camera and the letters REC are seen on the camera screen.



That's A Wrap!

Once we're done filming, make sure everything goes back in the case – all items listed below.

When ready to ship, secure locks on case & place return shipping label on case handle.

Any questions, don't hesitate to reach out:

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