



DIGITAL PRODUCTION GUIDE

Camera Kit & Setup

- What's Included In The Kit
- Equipment Positioning Room Layout
- Camera & Lighting Setup
- Camera Settings
- Technology Verification Before The Shoot

Footage Upload

Upload footage to: <https://www.3marketeers.com/proof>

Equipment Return

2951 W. River Drive
Sacramento, CA 95833

Camera Kit & Setup

Included in the kit:

- Zoom Q2n-4k Camera
- 4K Capture Card Device with HDMI & USB Cables
- Micro USB-to-USBc cable (red cable)
- Micro USB-to-USBa cable (gray cable)
- Card Reader-to-USBa or USBc (uGreen box)
- Backup Batteries AA
- Lavalier Mic (white) & 10' extension cable



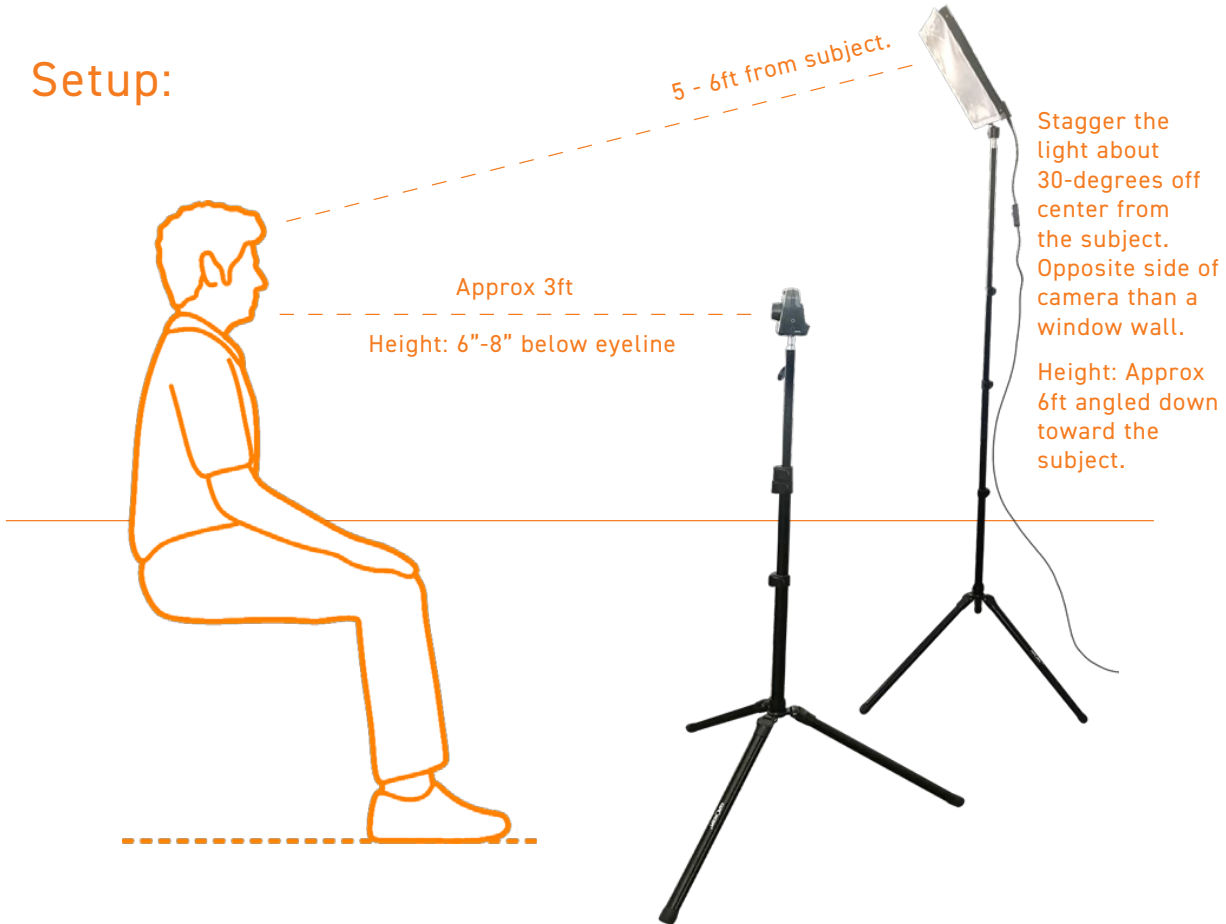
- Flexible LED Panel light
- Remote Control
- Power plug
- Collapsible light frame.
NOTE: When assembling, ensure that the threaded connection point faces the bottom.
- Velcro diffuser cover
- 10-foot multiport extension cord

- Light stand with adjustable ball-head
- Camera stand

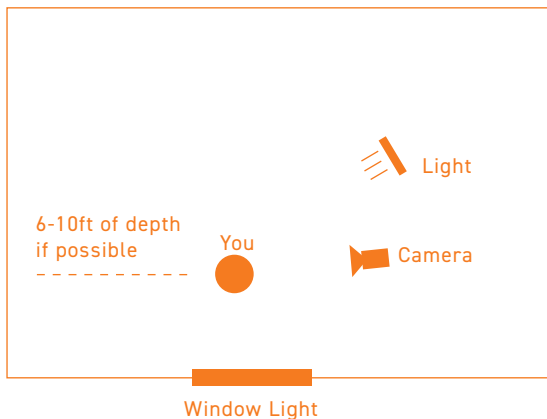


Camera Kit & Setup

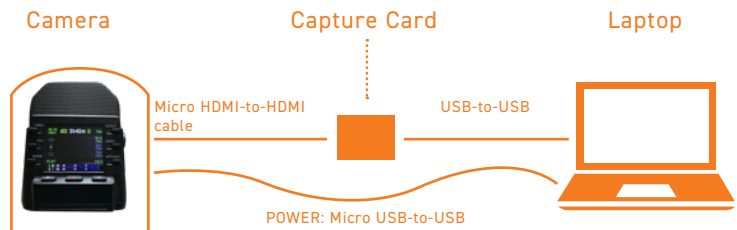
Setup:



ROOM LAYOUT



CONNECTING THE CAMERA



Camera Kit & Setup

Camera Light Attachment



Camera simply screws onto the head of the stand.

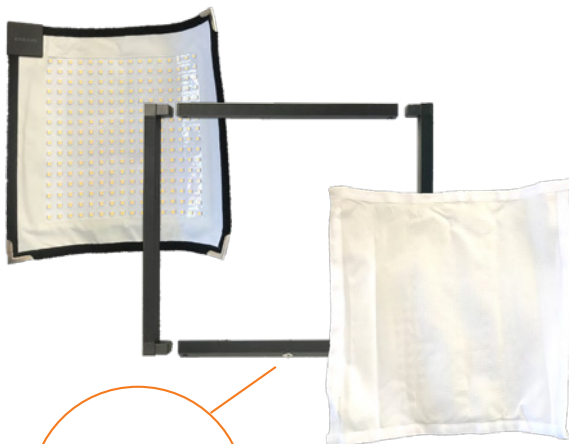


The camera has a good onboard mic, but for echoey or noisy rooms or exterior shots with lots of ambient noise, use the lavalier mic.



Assembled light panels screws onto the "ball head" that is attached to the light stand. The ball head will allow you to direct the angle of the light toward the subject.

Switch on before using remote



The light panel velcros to the back of the frame with LED bulbs facing into the frame.

The diffuser velcros to the front of the frame covering the LED bulbs.



Attachment threads facing down

Camera Kit & Setup

Camera Settings

Verify that camera settings match the screen shown below.



Sound Meter:
 With the Mic plugged in, you should see the sound meter reach the -6 to -3 area. If it consistently hits the red zone, we may need to change the gain setting.

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AFTER THE SHOOT FOOTAGE UPLOAD INSTRUCTIONS

Things you need:

- Memory card from the camera
- USB card reader
- Your laptop
- The internet
- Access to this link: www.3marketeers.com/proof

1. Firstly, create a miscellaneous folder on your desktop which will be used to copy the video files from the camera to your computer. This will help speed up the upload process.
2. Remove the memory card from the camera, by removing battery plate on the bottom of the camera. The memory card is very small and can be ejected by pressing it in until it clicks and springs out.
3. Identify the USB Card Reader that is provided in the kit and insert the memory card into the smaller slot on the side. The card only fits in one direction so if it feels like it is going in at an angle DON'T FORCE IT. Simply flip the card over and try again. The card slot is spring loaded so you will need to press until it clicks and sets in place.
4. Plug the USB Card Reader into your laptop. You can use either side. One side is USB-C and the other side is regular USB.
5. The files will appear as an external drive on your laptop, exactly like using a USB memory stick. Navigate to the drive and click through the folders until you reach the DCIM folder. The video files will appear as ZOOM001.mp4 (or similar numbering)
6. Copy those files to your newly created miscellaneous folder on your desktop. The files may take 10-15 minutes to copy.
7. Once files are fully copied to your desktop, then open your internet browser and go to www.3marketeers.com/proof
8. Accept the cookies show in the upload window.
9. Now drag and drop the files from your desktop into the dotted lines box titled "Drag files anywhere".
Click UPLOAD. NOTE: You can drag multiple files at once, no need to upload individually.



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