
Best Practices

Remote Recordings

To ensure the highest quality on your upcoming video, please reference these best practices. RUN Studios will set up a time to meet and review camera kit + backdrop set up, test audio, and camera framing to make sure we are all set prior to filming your remote presentation. We look forward to working with you!



Computer and Network

- Have your **computer plugged into a power outlet**. Do not rely on a battery.
- Make sure to use a computer that works well with **Zoom**. Make sure you have the desktop version of Zoom downloaded on the device you will be using during the presentation and pre-recording check in with the assigned RUN Producer/Production Manager.
- Make sure all **unnecessary programs are closed**.
- If possible, use a **wired network connection**. Make sure other computers and devices on the network are not sharing your bandwidth.
- Please **turn off all notifications** as to avoid any unwanted pop-ups.
- Set your status to **DO NOT DISTURB** on Slack, Chime, and any other applications.

Audio

- Find a **quiet location**. Sit quietly for a few minutes and listen to your environment.
- Turn off your cell phone, tablet, and any other device that may interrupt the session.
- Try to **pick a space that is smaller and with soft walls** such as curtains. It will keep the sound from bouncing around which will make your audio sound hollow.
- It's best to have a **headset or wireless Bluetooth headphones** if possible. A USB mic (we

use a DJI Microphone) is preferred. The small, internal microphone usually delivers subpar sound.

- Ideally, you will want to place the microphone in a place that does not obstruct your face too much since your image will be visible in most cases. RUN will provide a DJI Microphone in your camera kit with a clip to attach to your clothing. Please place the microphone in the inside of your collar or neckline of your shirt to avoid distractions.
- Soft spoken words tend to get garbled for the listener on the other end. Speaking up and keeping your level consistent will also help listeners set their volume correctly.

Video

To set up your kit, open the case and you'll find the following items:

- Ring Light
- Ring Light Desk Stand and Floor Tripod.
- DJI Osmo Pocket Camera with Case
- DJI Microphone
- Charging Cable
- Bluetooth Headphones



When setting up your shot, please take the following steps:

1. Set up your laptop.
2. Unfold the ring light tripod or stand (use whatever works best with your workstation) and place it directly behind your monitor.



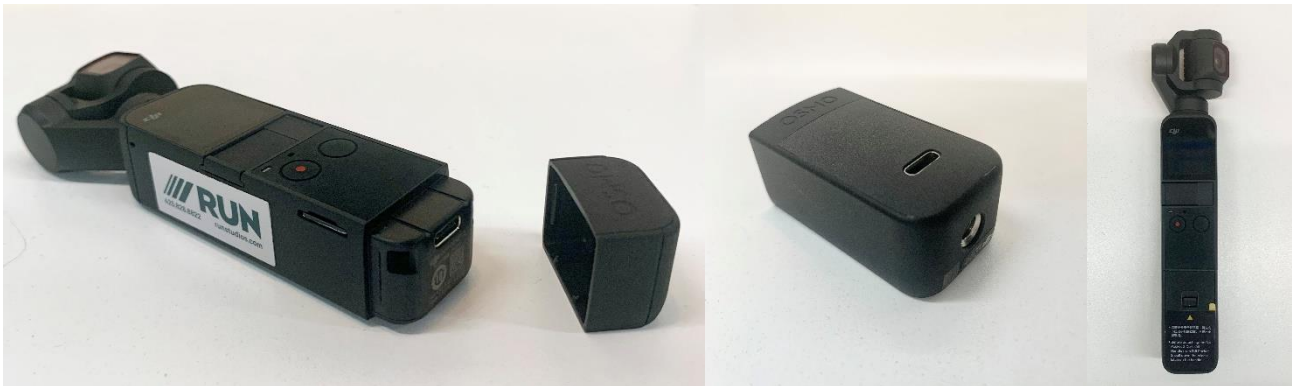
3. Attach the ring light to the tripod by screwing the base on to the stand.
 - a. RUN will provide two different sizes of Ring Light Stands. Please select the ring light stand best suited for your remote set up (floor stand or desk stand). The **camera should be stable, at or above eyelevel** (so not staring up at your chin).



4. Take the DJI Osmo out of the case. You'll notice the bottom has a threaded hole. Use this to screw the camera to the ring light itself. Try to orient the camera on the stand so that the screen is facing you. The camera comes with separate attachments for the bottom. You may need to switch it out if the camera is not oriented properly when secured to the ring light. To switch this attachment, see the following steps. Otherwise, continue to step 5.



- a. To remove the bottom, you will need to pull with some force. If you are having trouble, you can screw in the included desk stand to pull it straight out. **Do not pull side to side.**
- b. Once the bottom is removed, you can plug in the new attachment and screw it into the ring light.



5. Power on the camera by pressing the button on the side. If the camera is not facing you when turned on, press the bottom right button three times to turn it around. You can adjust the angle by using the thumb toggle attachment on the front. Make sure it is at eye level. If the thumb toggle is not already attached, see the below steps.



- a. Remove the plastic plate by sliding it to the left.

- b. Take the thumb toggle attachment and position it so that the joystick is on the left and the button is on the right. Slide it into place until you hear a click.



6. Please be sure to check the video settings of the Osmo Pocket Camera to confirm that it is set to **2.7K/24 video recording**. The Osmo Pocket Camera battery should be fully charged so you are ready to start recording. If using the DJI Microphone, use the attachment and turn on the mic. Ensure the mic icon is displayed in the upper right-hand corner of the camera screen and both have a solid green light.



7. To begin recording, press the record button on the bottom left. A flashing red light will appear once the camera has started recording. Press the record button again to stop.

Important notes:

- Your face should be in **good, even light**, with no harsh backlight or distracting items behind it. Avoid mixing light sources (for example: window light and lamp light or Incandescent lighting and fluorescent light) as the different color temperatures will usually be dealt with poorly by your webcam/camera device. The included ring light has three different color options to match your

light source. Please use the remote attached to the ring light cord to select the best lighting option for your remote environment.

- **Reduce clutter in the background.** RUN will provide custom backdrops with a stand to set up behind you and use as the background of your video presentation. For ideal framing, place the backdrop about 55" inches from your webcam. Set up the Osmo Camera/Ring Light about 2.2 ft (27.5") from your seat with the backdrop placed behind you the same distance (see backdrop placement below). A helpful video tutorial detailing how to set up the backdrop can be found [here](#).



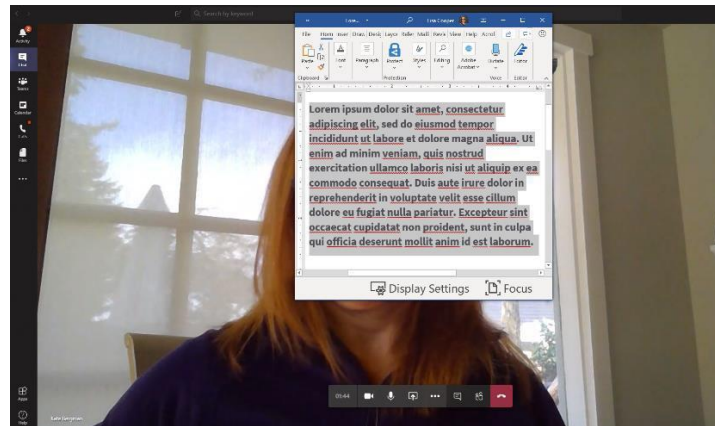
Wardrobe

- Please do NOT wear all white.
- **Solid colors** work best.
- Avoid small prints, stripes, plaid or intricate patterns (e.g., Herringbone, tweed, etc.) These can moire or vibrate on camera.
- Unless otherwise specified, shirts with logos and trademarks should be avoided.
- Avoid bold accessories (necklaces, bracelets, earrings) as it can be distracting to the viewer.



Prep

- **Script Notes:** If you want to reference a script or notes during your presentation, that's great! Put them in a digital format onscreen at a font size comfortable enough for you to read at a distance. Reduce the margins so that we don't see you reading. And pin them **as close to your webcam as possible**. Do not rely on sticky notes or hard copies beyond the camera eyeline.



- **Practice.** A little time spent practicing this will go a long way toward making you appear more comfortable in front of your webcam.
- Add extra **enthusiasm!** The camera tends to diminish energy.

Post-recording

After the recording session has concluded, you will need to upload the footage to one of our databases. You'll receive an invitation to an upload link through email. To upload the footage, you will:

- Plug in the USB-C end of the charging cable into the bottom of the DJI Osmo camera and the USB into your computer. One end of the charging cable should have a USB plug on one end and split into two USB-C plugs on the other end.
- Turn on your camera and select "YES" when you see a pop-up asking if you would like to connect to a computer.
- If you do not see this pop-up, plug in the other USB-C end of the cable, and wait for the pop up to appear.
- Open the USB folder on your computer. It works the same as if you were plugging in a flash

drive. From there you will need to navigate to DCIM>100MEDIA. There, you should be able to see all files from your recording session. The audio is synced with the video files since we used the DJI Microphone that was synced with the DJI Osmo Camera.

- Open the invitation link in your email. It should open a folder with your name as the title. From there, you should be able to drag and drop all files into the folder from the 100MEDIA folder. Depending on the amount and size of the files, this could take some time but should not require any additional attention.
- Make sure all files were copied to the new folder. After this, you can unplug and turn off the camera.

Returning the Camera Kit

If the kit was sent via FedEx, it will need to be returned the same way. Upon opening the kit for the first time, a return label should be packed inside the black protective case along with the rest of the camera equipment. When returning a kit, **please pack all equipment in the same way you received it**. There is a photo at the top of this guide for reference. Put all equipment back in the FedEx box, seal it, and attach the return label over the original shipping label. We ask that you please drop the package off at your nearest FedEx location or any Amazon reception desk **one business day after recording**.