

**Set up equipment for live video streaming**  
**You will need 30 minutes to set everything up**

1. camera battery on camera
2. turn camera upside down, attach audio box (audio box switches: should be on mono, both channels on mic, both channels audio level 10, check test g1 or g2 for a slight hum... it's the "ground")
3. then attach tripod plate to audio box
4. place the camera on the tripod
5. connect the handheld or shotgun mic and connect the mic cable from the mic to the audio box. Shotgun mic needs battery & to be turned on.
6. connect headphones, listen during entire shoot and adjust level as needed
7. plug camera & laptop into powerstrip which is connected to extension cord
8. place a dv tape in the camera if you are also recording to tape
9. plug 50' Ethernet cable into the laptop and into the wall jack for internet
10. hook up external usb video card. You will connect the camera to it using the 3-headed RCA cable (yellow, red, white)... make sure to match the colors, video is yellow, red and white is right/left audio channels). Also, the mini 1/8" audio connector from the computer usb end needs to go into the mic input of the laptop, not the headphone input.
11. power up the laptop and log in, hit enter on next 4 screens
12. open the adobe flash media live icon and follow/read those instructions
13. make sure to select option "stream to flash media server check the box"
14. also make sure to check the correct inputs for video and audio. They are most likely defaulted to the laptops camera and mic!!! In the video input window, click and select external camera option for USB. Same for audio, click and select line in not mic array for the mic setting... otherwise its only coming from the laptop!!!
15. make sure the selection to record a file at the same time is selected- you should change the name from sample to whatever it is you are recording
16. turn the camera on and make sure it is in "tape" mode not "memory"
17. you should see and hear what the camera sees/hears on the input window of the laptop. You will begin recording with the dv tape at this point (if you are also recording to tape) and also click start on the laptop to begin streaming live. Remember you are LIVE and anything/everything said and shown is being delivered live to "the world" and you need to be 100% sure it stays clean/appropriate at ALL times! ALL OF OUR NECKS ARE ON THE LINE WITH THIS ONE!!!
18. please use the included T.ed "Slate" with a dry-erase marker to fill in the information of the shoot you are doing and record it full screen for the first 10 seconds. Pull the sheet away and begin taping the event.
19. pack up equipment the way you found it and keep it safe!!! You have over \$3,500 of equipment with you!!! Bring it inside at home, do not leave in car.
20. Return the gear to Mr. Tieri only the next morning before A-block begins.