

Thanks for the opportunity to record your video footage remotely. This basic checklist will help us create a great experience for you, and get the best results.

Before We Start

If you're using your smartphone or tablet, please download and install the free app, [OpenReel Capture](#) (Version 2.0) on your Apple device. Do **not** use the older, "OR Capture 1.0" app.



OpenReel

The OpenReel app works only on Apple iOS devices (iPhone 7 or newer and 5th Generation or newer iPads). It does not work with Android devices at this time.

If you record with your webcam, no special app is needed. However, you must use either Firefox (<https://www.mozilla.org/en-US/firefox/>) or Google Chrome (<https://www.google.com/chrome/>) when logging in to the recording session.

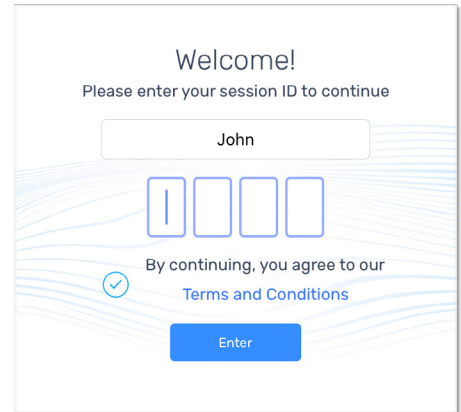
Preparation

Before the session is scheduled, there are things you can do beforehand that will make recording a better experience:

- Find a quiet, comfortable place to do the recording.
- Look behind you; see what the camera will see. Create a pleasant, clutter-free, non-distracting environment within the camera's field of view.
- Make sure there are no open windows or other bright light sources *behind* where you'll be sitting or standing. (A window to one side or in front is OK.)
- Avoid wearing clothing that may cause visual problems—such as black or dark clothing against a dark background or patterns that may “vibrate” in the video. Also avoid jewelry that could add unwanted noise.
- If you need any extra equipment (tripods, lights, external microphones, adapters, etc.), then we'll discuss it with you beforehand. We can send you equipment, if it's needed.
- If you're using a script, rehearse reading it beforehand. We'll use your device as a teleprompter, but the more comfortable you are with the script, the better the results.

The Recording Session

- ❑ When the session is scheduled to begin, open the OpenReel app on your iPhone or iPad. You'll see a login screen like this one.
- ❑ Type your name and enter the four-digit session ID code that we'll send you. **It is case sensitive.** Check the Terms and Conditions box before you enter. If this is your first recording session, OpenReel will request permission to use your camera and microphone.
- ❑ If you are recording with your webcam, we'll send you an email invitation containing a link and the four-digit session ID code. Make sure you open the URL using the Firefox or Chrome browser, and give OpenReel permission to use your webcam and microphone. Also, be sure to close all other applications that use video, such as Zoom or Microsoft Teams.



When you're logged in, you'll be able to see and talk to the director, similar to meeting in a Zoom session. Before we start recording we'll help you get ready, including the following:

- ❑ Setting up and positioning available lights. (Two light sources are ideal.) You may need to close window blinds if outside light is interfering with the shot.
- ❑ Making sure the sound level is good and checking for devices that may create audio interference, such as fans, heaters, or electronic devices.
- ❑ Closing doors or windows, which will lessen ambient noise, and checking again for any visual clutter.

And, Finally...

- ❑ Let others in the house or office know you're about to record. Request a quiet environment, if possible. (If there's an unexpected noise, or if a child or pet wanders into the shot, that's OK. We can always do another take.)
- ❑ Before recording, we will run through the teleprompter script, if there is one. We'll also make sure you're positioned well in the frame. Above all, we will help you relax and feel comfortable on camera.
- ❑ When the recording is done, we will ask you to leave your device or PC on—long enough for the video files to upload to the cloud.