

# VoxBox Pro<sup>®</sup>



## Operating Instructions

[www.voxbox.pro](http://www.voxbox.pro)



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# 1. Intended Use

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The VoxBox Pro® is a two-way mirror box which is positioned in front of the camera lens. It allows film makers to shoot down-the-lens interviews while maintaining eye contact between the interviewer and the subject. The tablet holder accessory allows the unit to be converted into a Teleprompter.

## **WARNINGS**

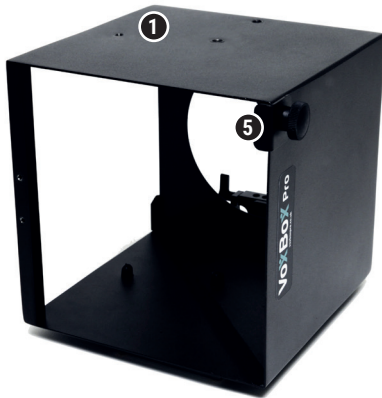
**This product contains sheet glass. To avoid serious injury, handle with extreme care at all times. Check all screws and clamps are secure to ensure glass parts do not detach from the unit. Do not allow any part of the product to get wet.**



## 2. Identifying the parts

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- ① **Main box** - positions in front of the lens
- ④ **Two-way mirror** - inserts into the VoxBox Pro® main box
- ⑤ **Glass retainer**
- ⑥ **Side mirror** - optional use depending on position of interviewer
- ⑦ **Side flag** - optional use with side mirror



## 2. Identifying the parts

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- ② **Rail block** - to slide onto 15mm rails
- ③ **L-bracket** - supports the main box
- ⑫ **Tablet holder** - to convert the unit into a Teleprompter
- ⑧ **Doughnuts** (63, 76 & 112mm) - fits on lens to prevent light entering the main box
- ⑨ **Cleaning cloth** - for handling and cleaning the mirrors
- ⑩ **16mm receiver** - optional to allow the unit to be mounted on a standard lighting stand
- ⑪ **Hex key** to adjust **Rail block**



### 3. How to attach the main box to the camera

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There are two methods to attach the **main box** depending on your camera setup. We strongly encourage you to mount the unit to your existing standard 15mm rails.

#### 3.1. How to attach to 15mm rails

NOTE: It is recommended to insert the **two-way mirror** after the **main box** is securely attached to the camera.

1. Remove your matte box, if fitted.
2. Ensure the rails do not extend beyond the front of the lens. For best results, rail ends should be in line the front of the lens.
3. Choose a suitable **doughnut** and fit around the rim of the lens.
4. Loosen the two levers on the **rail block**, slide the **main box** onto the rails. The front of the lens should be in line with the hole in the **main box**. (The height of the **main box** can be adjusted by re-positioning the **rail block** to so that the lens is centred in the hole.)
5. Re-tighten the two levers on the **rail block** to secure the **main box**.
6. Re-balance tripod head if necessary.



### 3. How to attach the main box to the camera

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#### 3.2. How to adjust the height of the main box

*This section only applies when the **main box** is mounted onto 15mm rails.*

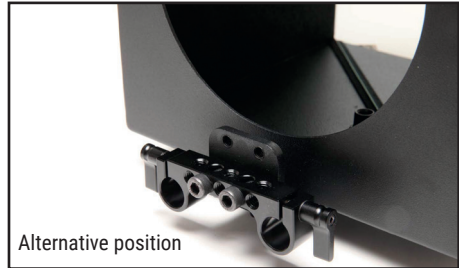
The height of the **main box** can be adjusted so that the lens is aligned with the centre of the hole.

1. Place the **main box** onto a firm surface.
2. Using the **hex key**, remove the two hex screws holding the **rail block**.
3. Locate the **rail block** in the alternative holes.

Note that the **rail block** can be inverted to give a total of four different heights.

Never invert the **L-bracket** in order to adjust the height. The rubber buffers on the bracket are designed to protect the paintwork and prevent damage to the threads on the **main box**.

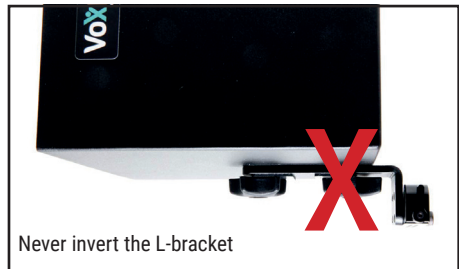
If you need to raise the height of the **main box** further than is possible by repositioning the **rail block**, we suggest using a riser, available from your equipment supplier.



Alternative position



Inverted rail block



Never invert the L-bracket



### 3. How to attach the main box to the camera


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The **main box** can be mounted onto a standard lighting stand having a 16mm spigot.

#### 3.3. How to attach if the camera does not have rails (such as DSLR)

NOTE: This mounting method is recommended if your tripod is lightweight, or using a DSLR.

1. Remove the **L-bracket** using the two hand wheels.
2. Screw the **16mm receiver** through the centre hole on the **main box**. ***Do not over-tighten as this will damage the threads on the 16mm receiver.***
3. Slide the **16mm receiver** onto your lighting stand.
4. Choose a suitable **doughnut** and fit it around the rim of the lens.
5. The **main box** is now ready to be positioned in front of the lens.

 **TIP:** Use the **side mirror** when mounted onto a lighting stand. The tilting mirror feature will allow a more comfortable eye-line.




## 4. How to insert the two-way mirror

**WARNING** - handle the **two-way mirror** with extreme care. Treat these surfaces like you would a lens. Handle using the **cleaning cloth**.

One side of the **two-way mirror** has a reflective coating; the other side is non-reflective and faces the lens, indicated by a label on the glass.

1. Loosen the thumbscrew on the **glass retainer** and rotate 90 degrees.
2. Observe the label on the **two-way mirror**. Slide the **two-way mirror** into the **main box** using the felt strips as a guide. DO NOT let any part of the glass come into contact with the metal surfaces of the **main box**.
3. Push the mirror all the way to the corners of the **main box**, so that glass is seated into the V-shape of the foam pads.
4. Rotate the **glass retainer** to back to its original position and push towards the edge of the **two-way mirror** to create a firm hold. Whilst firmly holding the **glass retainer** in this position, re-tighten the thumbscrew.


 **TIP:** The **two-way mirror** can remain fitted in the **main box** when packed away for transportation. To clean, brush or wash loose debris away. Clean using only the Selvyt **cleaning cloth**, using non-greasy window cleaner.



## 5. Positioning the interviewer

The VoxBox Pro® allows the interviewer to sit at one of four possible positions, depending on the layout of the filming area or whether the interviewer is also operating the camera.

The interviewer's position is determined by the position of the **L-bracket** (or the **16mm receiver**, if using) and the use of the **side mirror**. Both mounting options can be fitted on either the top or bottom of the **main box**.

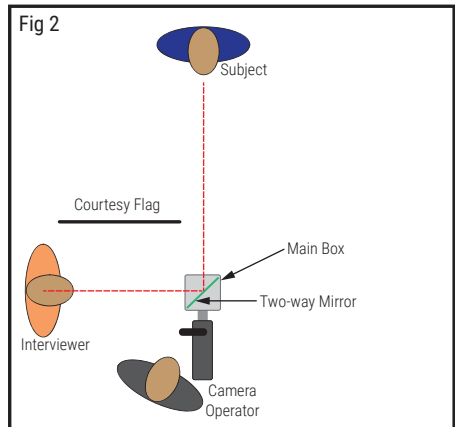
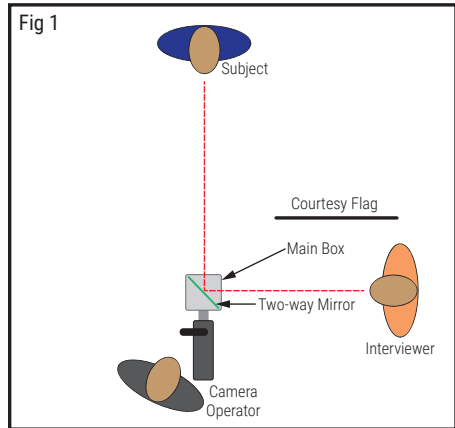
 **TIP:** In all circumstances, set the height of the camera to the eye line of the interviewer (just as you would with a traditional off-camera interview).

### 5.1. To position the interviewer camera right (recommended) (Fig 1)

For best results, we recommend the interviewer sits camera right, at a 90 degree angle to the subject as shown in fig 1. The interviewer should sit 1-2 metres from the **main box**.

### 5.2. To position the interviewer camera left (Fig 2)

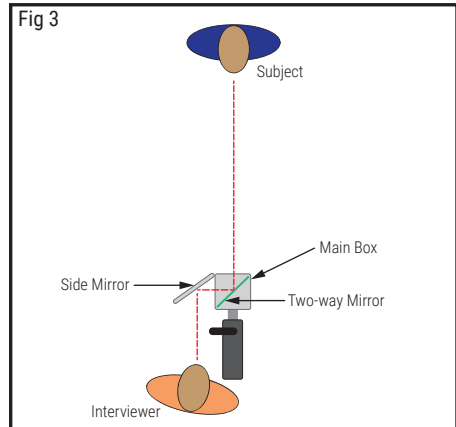
1. Detach the **main box** from the **L-bracket** (or **16mm receiver**, if using).
2. Invert the main box and re-attach to the **L-bracket** (or **16mm receiver**, if using).



## 5. Positioning the interviewer

### 5.3. Interviewing while operating the camera

1. Fit the **L-bracket** so the **two-way mirror** is positioned as shown in fig 3.
2. Attach the **side mirror** to the **main box** using the thumbscrews. See photo, bottom left.
3. Open the **side mirror** using the hinge until you can see the subject through it. Using the large thumbscrew on the mirror, tilt the mirror so that the subject's whole face can be seen comfortably. (See tips and photo on page 13).
4. In some circumstances, the interviewer and subject may see each other through the small gap between the **side mirror** and **main box**. This gap can be filled using the magnetic **side flag**, if required. See photo, bottom right.



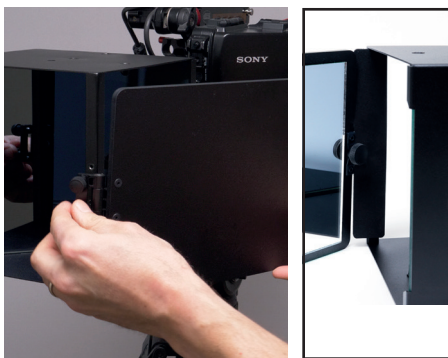
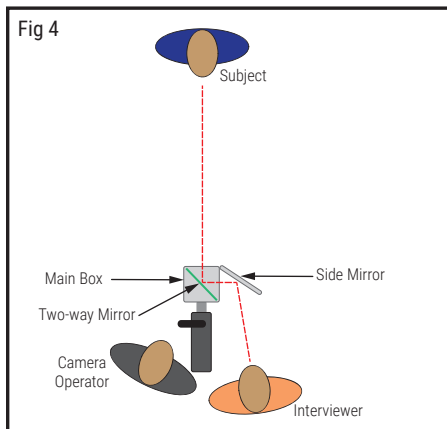
## 5. Positioning the interviewer

### 5.4 Fourth position for the interviewer

1. Fit the **L-bracket** so the **two way mirror** is positioned as shown in fig 4.
2. Attach the **side mirror** to the **main box** using the thumbscrews. See photo, bottom left.
3. Open the **side mirror** using the hinge until you can see the subject through it. Using the large thumbscrew on the mirror, tilt the mirror so that the subject's whole face can be seen comfortably. (See tips and photo on page 13).
4. In some circumstances, the interviewer and subject may see each other through the small gap between the **side mirror** and **main box**. This gap can be filled using the magnetic **side flag**, if required. See photo, bottom right.

### 5.5 Lighting the interviewer

In most circumstances, the interviewer will be in darkness and will need to be lit in order for the subject to see the face of the interviewer properly. This can be achieved by using a small camera top light or similar.



## 6. Filming the interview & tips for success

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### Filming the interview

1. With the **main box** positioned in front of the lens and with the **two-way mirror** in place, set the height of the camera lens to the same eye level as the interviewer (as you would a traditional off-camera interview). Position the subject at a similar height to the interviewer, if possible.
2. The subject and interviewer should always be able to see each other's full face through the mirror/s so that the eyes are positioned over the lens (see photo, right). If either the interviewer or subject deviate from this, it will result in an undesirable off-camera eye-line.

### Tips for success

- When configured without the **side mirror**, it is recommended that a courtesy flag is placed near the interviewer so that the subject does not make direct eye contact off-camera. (See chapter 5 for more details).
- When using outdoors (or indoors near large or bright natural light sources), light can enter the **two-way mirror** from the open side and cause an undesirable contrast shift. This can be reduced by repositioning the unit, using flags or can be reduced in post production.

- Using outdoors on uneven terrain can result in the subject and interviewer being at a substantially different height to each other. This will make it uncomfortable to make eye contact through the VoxBox Pro®.
- The simplicity of the VoxBox Pro® relies on mounting the unit to 15mm rails. We always recommend this method.
- Always remember to light the interviewer too.
- The **two-way mirror** can remain fitted in the **main box** when packed away for transportation. It is good practice to purchase a spare mirror and store this in the foam slot.



## 7. Using the VoxBox Pro® as a Teleprompter device

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The VoxBox Pro® can very quickly be converted into a Teleprompter or to conduct interviews using video calling applications.

1. Attach the **tablet holder** to the **main box** using the thumbscrew.
2. Loosen the thumbscrews on the two V-blocks on the **tablet holder**.
3. Position your mobile phone or tablet in the V-block grooves, re-adjust and tighten the thumbscrews to clamp the device firmly. Ensure the device cannot easily slide out of the clamp.

There are many free and paid-for Teleprompter software applications available. We recommend applications with the following features:

- Flip mirrored text horizontally
- Text justification (recommended if using a tablet larger than the **two-way mirror**)

For recommended applications, please check out our website or social media feeds for latest news.



## 8. Warranty

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### **Warranty provisions for this product are listed below**

- Guarantee this product for one year against defects in product and components, under normal installation and usage to the final customer who purchased from the manufacturer or reseller.
- If this product is made available for hire, this warranty is void.
- During the warranty period, repair the defects using new or renovated parts without any charge, or exchange the defective product with a new product or a product which has been manufactured by new or refurbished components and is functionally equivalent to the normal product.

### **Inapplicable Warranty**

- Expired warranty period.
- Breakage or damage caused by inappropriate usage, repair, maintenance and accident.
- Installation and removal with improper external equipment or improper usage.
- Fall and external shock.
- Exposure to the extreme environment of abnormal temperature, a solvent, an acid, flood and humidity.
- External damage such as scratch, dent and breakage.
- Disrepair and damage caused by installation, repair, improvement, addition, disassembly by unauthorised persons.
- Modified, replaced, removed information identifying the original product.
- Absence of valid proof of purchase.



## 9. Support and parts

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For the fastest response to support queries, please contact us via our website:

[www.voxbox.pro](http://www.voxbox.pro)

Manufactured in the UK by

**PrimeLight**  
Design

PrimeLight Design is a trading style of PrimeLight Films Ltd.

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Ilkley, LS29 9JB, United Kingdom.

Patent Pending. "VoxBox Pro<sup>®</sup>" is a registered trademark of PrimeLight Films Ltd.

## User notes

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## User notes

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