

**VoxBox Pro<sup>®</sup>**

## Operating Instructions

MODEL: VB2-1001E

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



# Table of contents

---

<b>Chapter 1</b>	<b>Introduction and Caution</b> .....	4
<b>Chapter 2</b>	<b>Identifying the parts</b> .....	5-6
<b>Chapter 3</b>	<b>How to set up</b> .....	7-9
	3.1. Mounting to existing 15mm rails.....	8
	3.2. Adjusting the height of the main box on 15mm rails.....	9
	3.3. Mounting to a lighting stand.....	10
<b>Chapter 4</b>	<b>Inserting the beamsplitter glass</b> .....	11
<b>Chapter 5</b>	<b>Positioning the interviewer</b> .....	12-14
	5.1. To position the interviewer camera right (recommended).....	12
	5.2. To position the interviewer camera left.....	12
	5.3. Interviewing while operating the camera .....	13
	5.4. Fourth position for the interviewer .....	14
	5.5. Lighting the interviewer.....	14
<b>Chapter 6</b>	<b>Viewing the subject through the mirrors</b> .....	15
	6.1. Viewing the subject without using the side mirror .....	15
	6.2. Adjusting the mirror angle .....	15
	6.3. Viewing the subject through the side mirror.....	16
	6.2. Adjusting the friction of the hinge.....	16
<b>Chapter 7</b>	<b>Using the VoxBox Pro® as a Teleprompter device</b> .....	17
<b>Chapter 8</b>	<b>Warranty</b> .....	18
<b>Chapter 9</b>	<b>Support and parts</b> .....	19

# 1. Introduction and Caution

---

The VoxBox Pro® is a 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.

## CAUTION

- **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

---

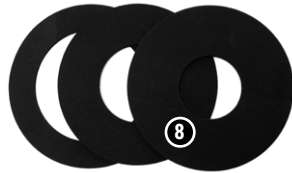
- 1 **Main box** - positions in front of the lens
- 2 **Rail block** - to slide onto 15mm rails
- 3 **L-bracket** - supports the main box
- 4 **Beamsplitter glass** - inserts into the VoxBox Pro® main box
- 5 **Glass retainer**
- 6 **Side mirror** - optional use depending on position of interviewer



## 2. Identifying the parts

---

- 12 **Tablet holder** - to convert the unit into a Teleprompter
- 8 **Doughnuts** (63, 80 & 112mm) - fits on lens to prevent light entering the main box
- 9 **16mm receiver** - to allow the unit to be mounted on a standard lighting stand
- 10 **Hex key** to adjust **rail block** height



### 3. How to set up

---

Choose your desired mounting option:



#### **OPTION 1: MOUNT TO EXISTING 15MM RAILS**

Recommended for full-size cameras having existing 15mm rails and medium/heavy duty tripod. We strongly recommend this option for fast setup and best performance. ⇒ Pg 8.



#### **OPTION 2: MOUNT ON A LIGHTING STAND**

Recommended for DSLR cameras; or if you do not have 15mm rails; or if your tripod is too small to support the weight of the VoxBox Pro. ⇒ Pg 10.

NOTE: All mounting holes are duplicated on the top and bottom of the **main box** to enable the interviewer to sit at different positions.

## 3.1. Mounting to existing 15mm rails



1 - Remove your matte box and ensure the 15mm rails do not extend beyond the front of the lens.



2 - Choose a suitable **doughnut** and fit around the rim of the lens.



3 - Loosen the levers on the **rail block** and slide the **main box** onto the rails. The front of the lens should be in line with the hole in the **main box**, (or pushed through to the glass if a wider focal length is needed). Re-tighten the two levers and re-balance your tripod head accordingly.



4 - The lens should be as shown. See page 9 if adjustment is required.



## 3.2. Adjusting the height of the main box on 15mm rails

---

There are several options available to adjust the height of the **main box**.



Option 1 - The two hex screws on the **rail block** set the height.



Option 3 - If there is a significant gap between the rails and the lens, the **L-bracket** can be inverted.



Option 2 - The **rail block** can be removed and inverted to give additional height options.

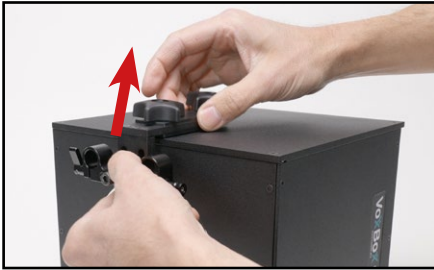


The optimum height for the lens is shown.

### 3.3. Mounting to a lighting stand

---

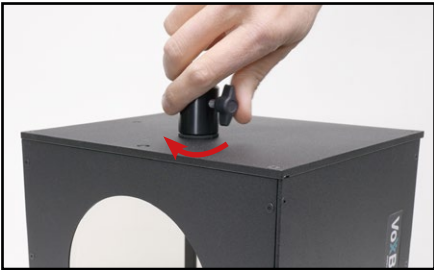
If your camera does not have 15mm rails, or if you are using a DSLR, the **main box** can be mounted onto a standard lighting stand having a 16mm spigot.



1 - Remove the **L-bracket**.



3 - Choose a suitable **doughnut** and fit around the rim of the lens.



2 - Screw the **16mm receiver** through the centre hole on the **main box**. **Do not screw into the outer hole as the main box will not be balanced properly.**



4 - Position the **main box** in front of the lens.

## 4. Inserting the beamsplitter glass

**CAUTION:** Handle the **beamsplitter glass** with extreme care; it will shatter on impact. Treat the surfaces like you would a lens. Handle only by the edges. ALWAYS ENSURE THE GLASS RETAINER IS SECURE AFTER FITTING.



1 - Release the **glass retainer** to allow access to the glass guides.



3 - Re-position the glass retainer to firmly clamp the **beamsplitter glass**.



2 - Observe the label on the **beamsplitter glass** and slide into position.

### TRANSPORTATION

The **beamsplitter glass** can remain fitted in the **main box** when packed away for transportation. It is strongly recommended a spare is purchased and stored in the hard case.

### CLEANING ADVICE

To clean the **beamsplitter glass**, brush or wash loose debris away. Clean with a lens 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**.

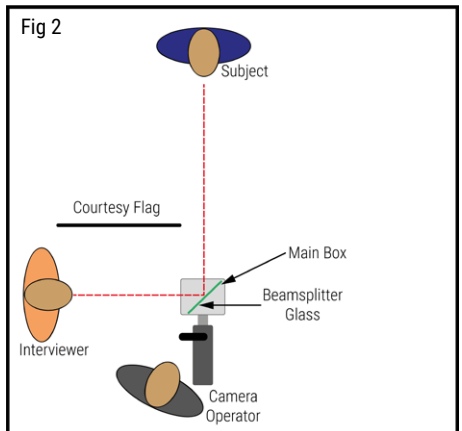
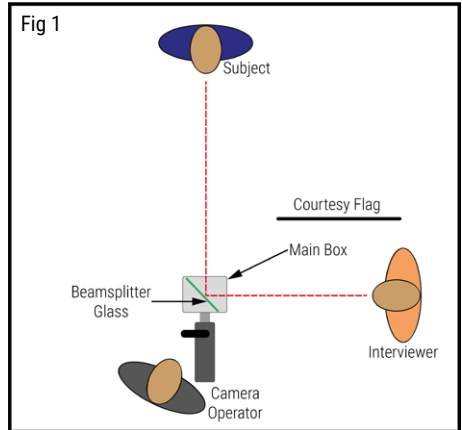
### 5.1. To position the interviewer camera right (Fig 1)

The interviewer sits camera right, at a 90 degree angle to the subject as shown in fig 1.

### 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).

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.

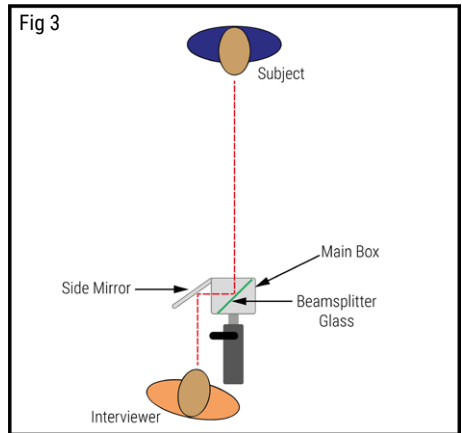


# 5. Positioning the interviewer

## 5.3. Interviewing while operating the camera

1. Fit the **L-bracket** so the **beamsplitter glass** is positioned as shown in fig 3.
2. Attach the **side mirror** to the **main box**. See photo, bottom.
3. Position the **side mirror** until you can see the subject through it. (See page 15 for more details).

NOTE: When using outdoors (or indoors near large or bright natural light sources), light can enter the **beamsplitter glass** from the open side and cause an undesirable contrast shift. This can be reduced by repositioning the unit, using flags or can be adjusted during post production.



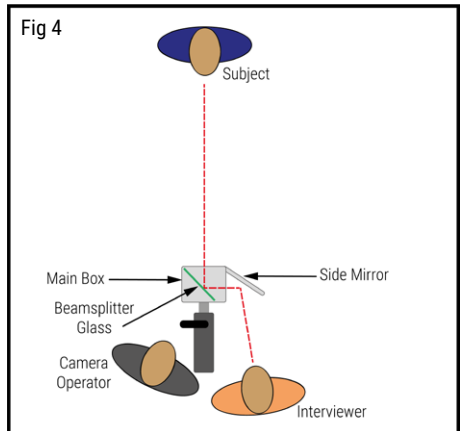
## 5. Positioning the interviewer

### 5.4 Fourth position for the interviewer

1. Fit the **L-bracket** or **16mm receiver** so the **beamsplitter glass** is positioned as shown in fig 4.
2. Attach the **side mirror** to the **main box** using the thumbscrews. See photo, bottom.
3. Position the **side mirror** until you can see the subject through it. (See page 15 for more details).

### 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. Viewing the subject through the mirrors

### 6.1 Viewing the subject without using the side mirror.

1. Set the height of the camera lens to the eye level of 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 so that the eyes are positioned over the lens. If either the interviewer or subject deviate from this (see photo, below), it will result in an undesirable off-camera eye-line.



Incorrect position - the subject will appear to be looking above the lens.

### 6.2 Adjusting the mirror angle (*only applies when mounted onto 15mm rails*)

In *extreme cases* if the interviewer and subject are at a considerably different height to each other and this cannot be corrected by adjusting the seating or camera height, it is possible to rotate the **main box**.



1 - With the interviewer and subject in position, and while supporting the **main box**, use the **hex key** to slightly loosen the two hex bolts on the **rail block**.



2 - Rotate the **main box** until the subject can be seen as shown, then re-tighten the hex bolts.

## 6. Viewing the subject through the mirrors

---

### 6.3 Viewing the subject through the the side mirror.

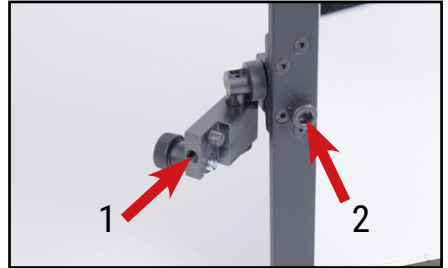
The **side mirror** allows the interviewer to easily adjust the viewing position to see the subject. Simply adjust the **side mirror** accordingly, using the lateral and tilt movement. The subject and interviewer should always be able to see each other's full face through the mirrors (see fig 6). If either the interviewer or subject deviate from this, it will result in an undesirable off-camera eye-line.



Fig 6: The optimum viewing position as seen by the interviewer.

### 6.4 Adjusting the friction of the hinge.

The amount of friction (or torque) on the hinge may need to be adjusted periodically.



1 - The lateral friction (1) and the tilt friction (2) can be adjusted using a hex key.



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

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



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 **beamsplitter glass**)

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



1 - Position your mobile phone or tablet in the **tablet holder** and clamp the device firmly. Ensure the device cannot easily slide out.



2 - Attach the **tablet holder** to the **main box** using the thumbscrew.

## 8. Warranty

---

### **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

---

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

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

Designed and assembled in the UK by

**PrimeLight**  
Design

PrimeLight Design is a trading style of PrimeLight Films Ltd.

Registered in England & Wales: 06036110.  
Ilkley, LS29 9JB, United Kingdom.

“VoxBox Pro®” is a registered trademark of PrimeLight Films Ltd.

