



# Setup Checklists

## Pre-production checklist:

More information is available on the Help page of the app

- Sterilize server, cases, tablets, batteries, and accessories if they have been used within 72 hours of deployment
- Check that production data has been wiped (or import previously exported data to resume a production)
- Charge external tablet batteries (2x batteries per tablet)
- Charge tablets (avoid letting charge drop below 15%)
- Test HDMI and SDI inputs are working properly by plugging in a camera (for SDI and/or HDMI) or laptop (HDMI)
- Provision on-set tablets (via USB port). Tablet provisioning information is available on the About page of the app
- Provide sufficient Ethernet cable footage for the situation for mounting access points. Note: Multiple access points are required to provide a signal around concrete or metal walls
- Create app users from the crew list on the call sheet if it is available
- Indicate to the crew that they are responsible for bringing their own headphones (mini jack or Bluetooth)

## Post-production checklist:

- Export the production's data if required
- Wipe the production's data
- Sterilize kit contents

## On-location checklist:

- Secure stable source of AC power (110v, 130w draw)
- Position the server where the cables from the cameras and the sound cart can reach or the wireless feeds will be strong
- Ensure that the video source(s) are from the end of the video feed chain (e.g., if a monitor is in the video chain, loop out of the monitor and then into the server)
- The access point(s) provide coverage to the desired areas:
  - Test by walking around the areas and checking for drops (camera feed NOT required)
  - If the area has crowded WiFi with lots of other wireless devices, turn the system on last

## Offset Access (server WAN connection):

- A stable internet connection is required
- Direct hardwired access to the modem is strongly recommended. Contact us for remote access options
- The system requires DHCP and outgoing TCP and UDP traffic
- Captive portals, firewalls, and VPNs can require additional configuration and/or coordination with site IT services
- Contact us at Onset Communication Inc for support



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## Startup checklist:

- Turn on the red power button and then the round blue server button (reverse order to shutdown)
- Plug the access point ethernet cable into the patchbay and make sure it has fully powered on (indicated by a solid blue light on the access point) before handing out tablets
- Power on the tablets and launch the Onset Assistant app
- Turn the tablets' audio down to avoid audio feedback
- Insert charged batteries into tablets. Tablets may not charge from batteries if the tablet power level drops below 15%

## Audio:

If you are unsure about the audio source default to XLR audio source.

- Embedded: If the audio source is embedded in the video signal, go to the Maintenance page, and toggle the A/V Setting to Embedded  
**WARNING:** If the A/V setting is set to Embedded and no audio is embedded in the video no video signal will be displayed. If this occurs switch the A/V setting to XLR
- XLR: Plug in a mono audio signal from the sound cart. Go to the Maintenance page, and toggle the A/V Setting to Analog. Line level audio input only

## Video:

- Plug in video source into HDMI or SDI per camera feed (A, B, etc)
- Ensure the video feed is HD 1080p signal
- Ensure the video feed has a LUT applied to normalize the image before reaching the system (if applicable)

## Internet (offset access only):

- Plug in an ethernet cable to an open modem jack from the WAN port on the patchbay