

# RENT MY WEDDING

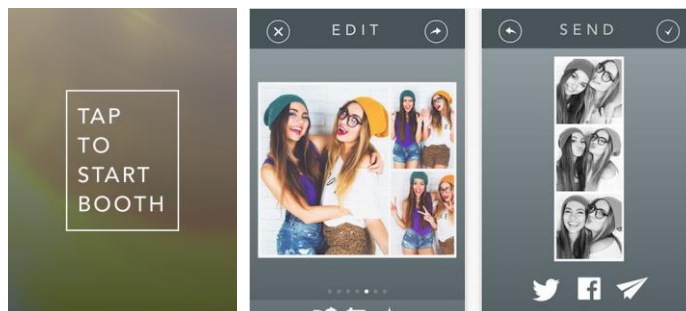
## PHOTO BOOTH SETUP INSTRUCTIONS

**\*\*IMPORTANT: Test Booth As Soon As You Receive It\*\***

### **PART 1: TEST PHOTO BOOTH:**

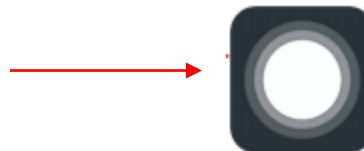
*Open plastic shipping cases to locate monitor and/or printer*

1. Press ON button on left side of monitor.
2. Press ON button again to unlock screen.
3. Follow the prompts on screen to take a sample photo. Share via text and email. You can then share the image via any social media network.



4. If you plan to plug your photo booth into a power outlet at the event, continue to Step 5. Otherwise, if you don't want to use a power cord, be sure to charge up the battery ahead of time. Check the battery level on top right corner of screen. Leave photo booth plugged in until battery level reaches 100%

5. Power off monitor. Press "Off" button on screen.



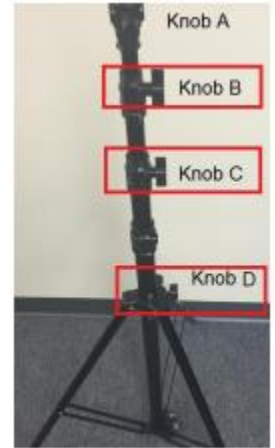
***YOU'RE DONE TESTING!***

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## PART 2: ASSEMBLE PHOTO BOOTH

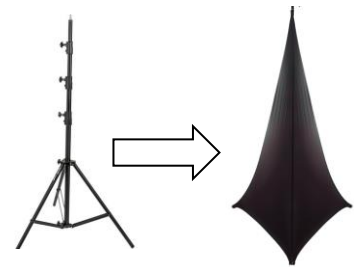
### A. TRIPOD STAND

1. Loosen Knob D. Spread out legs. Tighten knob to lock in place.
2. Loosen Knob B. Slide pole all the way up. Tighten knob to lock in place.
3. Loosen Knob C. Slide pole up until you see a white line. Tighten knob to lock into place.



### B. FABRIC COVER

1. Place black fabric over tripod. Pull down to cover stand
2. Slide tripod legs into foot pockets at bottom of fabric



### C. ATTACH MONITOR TO STAND

1. Look for screw on back of monitor
2. Insert screw into hole on top of stand
3. Twist black knob on tripod to tighten



### D. FLASH

1. Screw flash onto top of monitor  
*\*Some photo booths have the flash pre-attached to bottom of monitor. If so, skip this step.*
2. Turn on flash using slider wheel on side  
*\*There is a white mark on this button for recommended brightness level*



**To begin using the booth, follow the same steps as Part 1.**

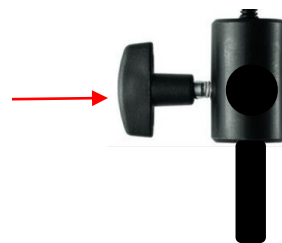
***YOU'RE DONE!***

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## PART 3: TEAR DOWN INSTRUCTIONS

### I. UNASSEMBLE PHOTOBOOTH

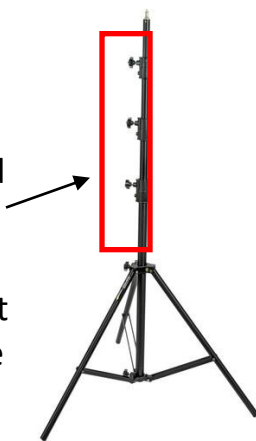
1. Twist the black knob on the tripod to loosen the monitor
2. Remove the monitor (Unscrew flash if needed)
3. Remove the fabric cover
4. Collapse the tripod stand



## HOW TO COLLAPSE THE PHOTO BOOTH STAND

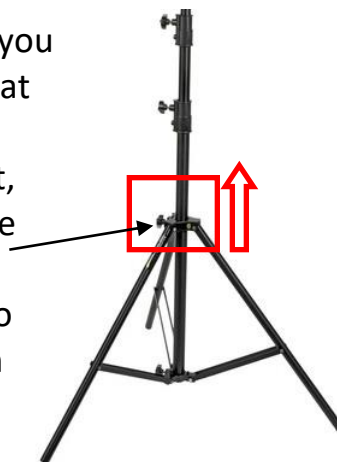
### Step 1:

Unscrew these 3 knobs until the center rod slides down and fully collapses. When the middle rod can't collapse or slide down anymore, tighten the knobs.



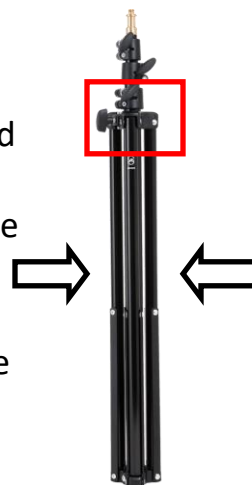
### Step 2:

Make sure you see a knob at the bottom here. If not, unscrew the knob and move it into place. Then tighten the knob.



### Step 3:

Push all 3 legs inward until all the legs are straight. Then tighten the knob near top.



### II. PACK IN CASE & BOX

1. Place the tripod and fabric cover in carrying case, and then pack in cardboard box.
2. All other items should be packed in the plastic shipping case. Monitor should be shipped with screen facing up. Close the plastic shipping case securely by pressing down on each corner using the force of the palm of your hands and closing each flap until you hear a click.

### III. AFFIX LABELS AND RETURN

1. Remove previous FedEx shipping label from the outside of box and discard.
2. Affix the pre-paid FedEx return shipping label provided to the outside of each box.
3. Drop off at any FedEx location.

**MISPLACED RETURN SHIPPING LABEL:** Email [info@rentmywedding.com](mailto:info@rentmywedding.com) or call 1-800-465-8020 and we will email you the labels. FedEx can print the labels for you if needed.

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## TIPS & TROUBLESHOOTING

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### **CHARGING BATTERY FOR A WIRELESS PHOTO BOOTH**

**BATTERY LIFE:** When the photo booth has 80% battery, it will last for at least 5 hours of continuous use. With 100% battery, the photo booth will last for at least 8 hours at the event.

#### **HOW TO CHARGE BATTERY:**

- Use the power cord provided to leave the photo booth monitor connected to a wall outlet for at least 6 hours for a full charge

#### **HOW TO CHECK BATTERY LEVEL DURING EVENT:**

- Tap the "ON" button twice (front left side of monitor)
- Swipe to see other windows; tap on any one of those other windows
- Review the battery level in the upper right corner
- Tap the "ON" button twice (front left side of monitor)
- Swipe to find "Tap to Start Booth" window. Tap that window to go back to taking photos

#### **POWER CORD OPTION:**

- You can also just plug the photo booth into a power outlet for unlimited use during your event.

### **PHOTO BOOTH PROGRAM DOESN'T APPEAR**

*If you follow the steps to turn on photo booth, but do NOT see the "TAP TO START BOOTH" screen, follow these steps:*

1. Press the "ON" button on the front left side of monitor
2. Tap the "PHOTOBOOTH" icon on the top left of the screen
3. You will see a setup page. Do NOT adjust settings.  
Just tap arrow symbol on top right corner of screen.
4. You will see a pop-up box with the message:  
"Entering Booth Mode." Tap "OK" / "Continue"
5. Do NOT adjust exposure. Just tap the top right of the screen.
6. You will now see the "TAP TO START BOOTH" screen.

### **NEED HELP?**

We're here for you! Just call 1-800-465-8020 or email us at [info@rentmywedding.com](mailto:info@rentmywedding.com).