

**Pro Kiosk**



# Basic Parts & Accessories

1. Base Plate
2. Lower Section
3. Middle section with cut out
4. Printer Shelf- 2 sides and 2 bridges
5. Head
6. 4 Kiosk Screws
7. Printer Box/ Printer
8. Supply Box/Flash

# Assembly Instructions

## 1- Unpack parts:

- Remove the base plate from the case, place base 5 footsteps away from the backdrop.
- Remove the lower and middle pieces from the case.
- Remove the small bag that contains the 4 kiosk screws.

## 2- Attach the baseplate to the lower section of the stem:

- Remove the lower section. The lower section has the largest cut out and 2 screws in the bottom. (screws in the bottom are permanently attached in this part of the kiosk)
- Set the lower section piece on top of the baseplate and screw in the bolts until they are tight. Please ensure you are tightening and loosening them intermittently to avoid jamming/bending the screws.

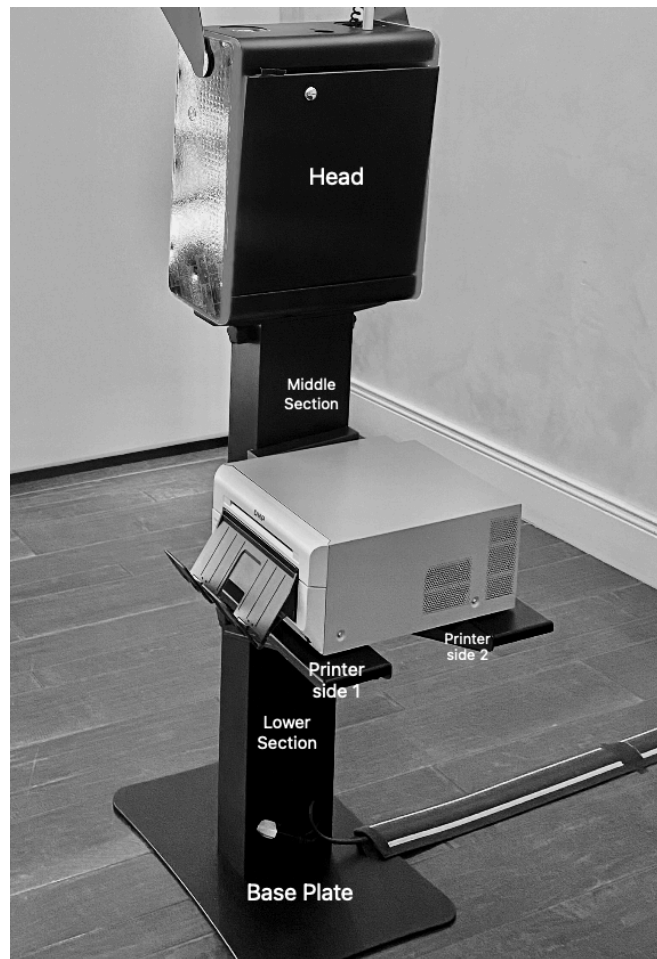
(Note: most of the booths have a platform that fits perfectly inside the bottom of the lower section to ensure proper placement. ALL cutouts should be faced away from the backdrop.)

## 3- Attaching the Middle Section & Printer shelf

- This piece of the kiosk has a small oval cut out, and two small “wings” located at the bottom of the section.
- Grab the small bag that contains your 4 screws. Put on stand by for the next couple of steps.
- Next, grab the 2 side pieces and the 2 bridges that make up the printer shelf.
- You will notice the small logo that is cut out on each of the side pieces of the shelf, those will need to be facing upright before being attached. (the logo reads “ATA”)
- (Note: The printer shelf should be assembled behind the kiosk, away from the backdrop.)
- Align both the shelf side piece and the middle section hole and screw in 1 of the kiosk bolts that was pulled from the small bag.
- Repeat that same step on the other side.
- There are 2 small “Bridges” in the bottom of the case where the head is located. These will be used to connect both of the side pieces of the printer shelf.
- (Note: it’s best to attach the bridge that is furthest from the backdrop FIRST, and wait until you’ve fed the cords through the cut out before attaching the second bridge to the shelf.)
- DO NOT SET THE PRINTER ON UNTIL THE WHOLE KIOSK IS ASSEMBLED.

#### 4- Attaching the Head

- Camera side down, remove the head from the case and move to a vertical position. **Be sure to hold the door closed while positioning the head to the kiosk.**
- Attach the head by inserting the 2 “wings” located at the bottom of the head, into the stem (middle section) of the kiosk.
- Next, remove the remaining 2 screws from the small bag and attach them on both sides of the kiosk head to secure in place.
- (Note: the door of the head should be facing away from the backdrop)



## 5- Threading the cords

- Once the head is secured, open the door on the back.
- Locate the 3 main cords that will be threaded throughout the kiosk. There is the main power cord and the printer cords. (printer cords will be bound together with a plastic spiral covering.)
- Start with the **Spiral covered cords**, thread down and stop at the **middle section** of the kiosk. You will notice the small cutout, thread the spiral cords through this hole.
- Next, grab the **main power cord**. This cord will be threaded through to the very **bottom section's** cut out.
- Now find the two cords that connect to the flash, they are labeled. There is a power cord, and a sync cord. The sync cord is spirally and connected to the Hotshoe on the camera.

This is the Hotshoe



This is a Sync Cord

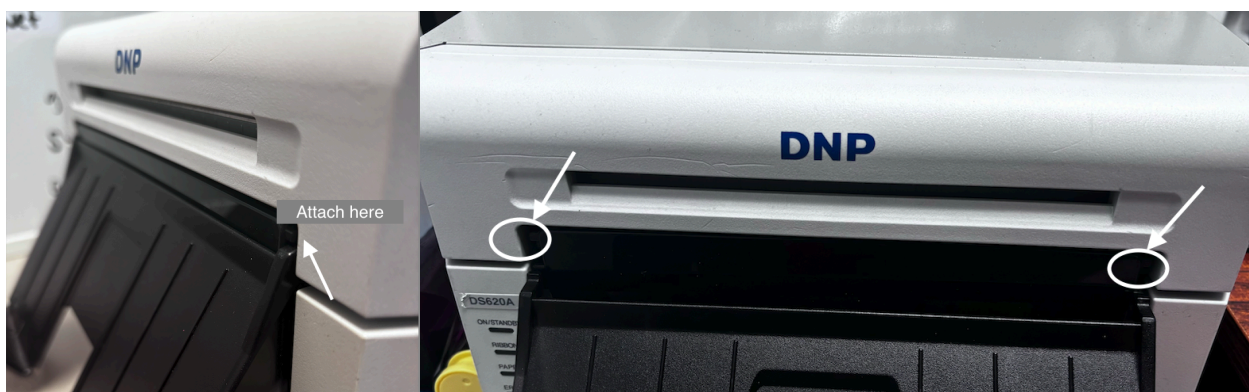


## 6- Plugging in and taping cords

- Grab your Supply Box. You will need supplies for the next couple of steps.
- Remove the appropriate length extension cord, (there is a 25ft and 15ft cord in your supply box).
- Locate the nearest outlet and plug it in. Plug extension cord into the main power cord. (located in the lower section of the booth)
- Next, as NEAT and STRAIGHT as you can, cover the cord with gaff tape or cord covers.
- (Note: If you're using gaff tape to cover your cord, use small sections to tape the cord straight, before covering completely. This will make for a nicer finish)

## 7- Setting up the printer

- Remove the Printer from its case, place onto the printer shelf. You can decide which direction you want to face it (i.e. Left or right). Make sure you can reach the print outs comfortably to hand to guests throughout the event.
- Plug the spiral bound cords into the printer, there are two cords and two plug-in's. Match them up, and connect.
- Once the printer has power, ensure that you have a green light on in the front. (Please see printer troubleshooting for error codes on printer)
- Attach the printer tray from your printer box. This inserts in the front of the printer, and hangs down.
- Ensure you have the proper media loaded. (metallic for glam)





## 8- Connecting the Flash

- Remove the flash and the flash pole from the supply box.
- Gently remove the flash bulb cover by squeezing the two small “wings” located on the top of the flash, and pull off the cover.
- On the head of the kiosk, on the very top- pull back the bounce card.
- Look for the small hole that is drilled into the kiosk. ( this is not the hole located above the camera, it’s off to one side and worn from use.)
- Remove the screw from the bottom of your flash pole and from the inside of the head, stick the screw through the small hole until it’s visible.
- Grab the flash pole and tighten it onto the exposed screw until secure.
- Next, grab your flash
- Face the bulb away from the backdrop, and set onto the pole. Tighten the small screw on the side to secure flash to the pole.
- Connect the power cord and the sync cord to the flash.
- Grab your umbrella, pop it open and slide it through the small ravine on the top of the flash, then use the small screw to tighten it in place.
- Turn on the power and adjust lighting as shown in training.



## Starting the Software

### 1- Power on computer

- Open the head of the kiosk, reach to the back and place your finger on the top ridge of the computer. There will be a small button on the right side, press down until the windows logo appears on the screen.
- One screen loads, type the password. Usually this is a 4 digit number. (8585, or smash8585)

### 2- Connecting the Hotspot

- In the head of the kiosk you will see an iphone. Make sure your phone has had a few minutes to charge, then unlock it using the same code. (8585)
- Open settings
- Find “cellular data” and switch off for 30 seconds. Turn back on.
- Scroll down to the “hotspot” and click. Once the menu opens, switch the hotspot to off.
- Go around the front of the kiosk, Turn off wifi for 15 seconds.
- Switch the phone hotspot to on, then move to the kiosk and turn wifi back on. You should be able to see the hotspot at this point.  
(for example: sb.proA.Hotspot)

### 3- Darkroom

- Make sure you've connected the hotspot, and have the printer on.
- Locate the Pink icon labeled darkroom
- Double Click the icon to open the app.
- Once it is open, find your correct event. (Note: events are formatted in this style; DyearMonthDay\_name i.e. D20240711\_Smith) Please double check the date and client's last name to ensure you are using the correct event.
- Once your event is selected, navigate to the "output" screen. (click menu located between the two arrows on top of the screen.)
- Ensure that there is a blue check mark next to the "print photo" on the top of the list.
- Select "start booth" and take your test shot. Be sure you text a copy to the person that is on call.

You're done! Nice job.

\*This is a basic set up guide. For troubleshooting, please refer back to the knowledge base and find the issue you need help working through. \*

