

# Ring Light



# Basic Parts & Accessories

1. Base Plate
2. Kiosk
3. 6 Kiosk Screws
4. 3ft Power Cord
5. To-go Bag

(If Printing)

1. Printer
2. Print Server Computer
3. Printer power cord/ sync cord
4. Server Power cord
5. Media
6. Ring Light Supply Box

# Assembly Instructions

## 1- Unpack parts:

- Remove the base plate from the case, set to the side until needed.
- Lift the Kiosk from the case. Find an area to lay the kiosk across. (Note: it's easiest to use the case for this step.)
- Locate the bottom of the Kiosk and face it towards you.
- Remove the small bag that contains the 6 kiosk screws and LED remote.

## 2- Attach the baseplate:

- You will need 4 of the 6 kiosk screws for this step.
- Grab the base plate, with the "lip" of the metal facing you; Align the holes of the baseplate to the holes that are on the bottom of the kiosk stem, insert a screw into each hole. (it's best to do this in an X shape)

## 3- Finish set up

- Once you have the baseplate secured to the kiosk, go ahead and measure out 3-5 steps from the backdrop if applicable. (this will depend on the location and lighting of your event.)
- Place the kiosk in your measured area and stand it up.
- Flip the head so it's standing straight up, with the screen facing the backdrop.
- Grab the last 2 kiosk screws in your bag, and insert into each side of the head to secure.
- Attach and run your power cord to the bottom, backside of the kiosk and attach it to your extension cord that is plugged into a standard outlet.
- Set the lights to the matching theme of your event using the small LED remote that is located in your case.

(Note: There is an On/Off switch that is located to the power plug in. Please make sure this is switched to the "on" position.)

# Printer Assembly

- 1- Pull out Printer from the case and set it on the table, as well as the cords. (It should be noted that the printer will be sitting on the prop table for the duration of the event)
- 2- Pull out the Print Server Computer, and the Power cord.
- 3- From the supply box, remove the Circle extension cord. Plug into the outlet and hide the circle under the prop table.
- 4- Plug the Printer, the Computer cords and the kiosk into the circle extension.
- 5- Power up the Printer Server Computer and connect it to the ring light hotspot. (It should be noted that the Ring light Ipad and the Print Server need to be on the same wifi)

## Connecting Printer to Snappic

- 1- On the desktop open an app that is called "Print Server"
- 2- A pop-up will appear on the screen asking us to "allow changes", select Yes.
- 3- Open Gif Booth on the Ring Light Ipad
- 4- Refresh (top left corner) and select your event.
- 5- Select "Configure Printer" and select "print server" from the list. (NOT airprint)

## Troubleshooting Notes:

- If you do not see the print server in the list, double check that you have a strong internet connection. If you feel that the hotspot is the issue, connect the print server and the ipad to the venue wifi or your own hotspot.
- Close the print server app on the print server computer and reopen. Close snappic and reopen. Then try to connect the print server again.

# Operating the Photo Booth

- 1- From the Snappic event page (after printer is connected- if you are supposed to be printing) select “start booth”
- 2- Turn on the Ring Light with the small knob located in the back- bottom corner of the booth.
- 3- Step as close as you can to the backdrop and let the setting adjust automatically, hit the “start booth” again.
- 4- You will have 4 options to let guests choose from.
  - Photo (photos that can print)
  - 3 Photos (not printable, makes a GIF)
  - Boomerang (not printable, makes a Boomerang video)
  - Gallery (allows you to access gallery for the duration of your event. You can reprint photos from here as well as text/email.)
- 5- Take a test shot of each and send a test shot to yourself and the On- call person.
- 6- You're ready to go! Good job! 😊