

# How to Assemble the FotoZap Portable Photo Booth



**fotozap®**

## Contents of the Black Case

<b>Bottom Piece (A)</b> Does not have two holes on the side	<b>Middle Piece (B)</b> Has two holes on the side but no vents	<b>Top Piece (C)</b> The longer piece	<b>Baseplate (D)</b>
			
 <p><b>Sleeve for the iPad Pro 12.9"</b></p>	 <p><b>White Battery Bank</b> to charge iPad between events</p>	 <p><b>Red Tool Bag</b> contains assembly tools and bolts</p>	 <p><b>Circular Bag -</b> backup accessories (see contents below)</p>

## What's in the Red Tool Bag?



Use this to assemble and disassemble the kiosk



Keys for the metal tower (the 4 locks use the same key)



Side Kiosk Screws - Qty 8  
(plus a spare set of 8)



Base Plate Screws -Qty 8  
(plus a spare set of 8)



Electric Screwdriver with  
5/32" hex bit



Hex Wrench (5/32")  
(backup for electric  
screwdriver)



Extra AA batteries (for  
electric screwdriver)



## What's in the Circular Bag?

**Extra accessories and spare cables which you might need (contents can vary)**



USB charger - charge the battery bank or the iPad when it is out of the kiosk



USB-A to Lightning cable - for charging the iPad when it is out of the kiosk



USB-A to Micro-USB cable - for recharging the white battery bank



Snips - if you need to cut any of the zip ties for any reason



Gaffers Tape - to tape down cables at events



12v Splitter Cable - A spare cable to power the lights

*Other accessories can also be placed in this bag like, zip ties, an extension cord or photo access cards.*

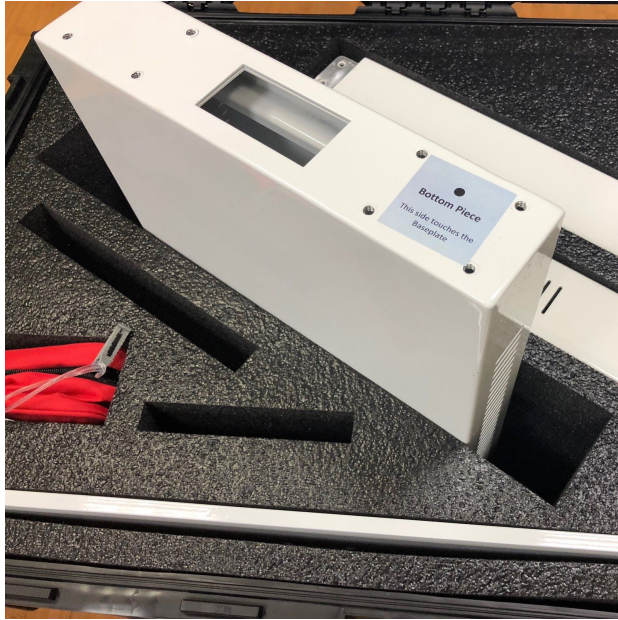
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# Assembly - Connecting the Baseplate to Bottom Piece

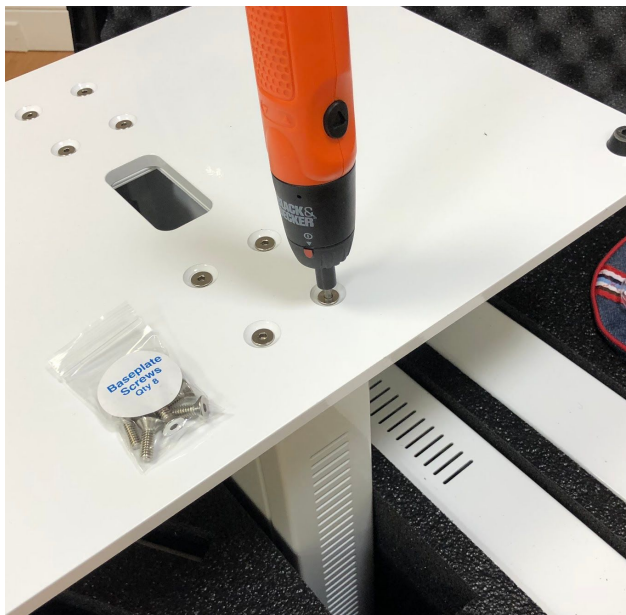
All the tools and screws you will need are in the red tool bag.



Stand the Bottom Piece up in the foam. To identify the Bottom Piece note that it does not have the two holes in the side and has vents.



Remove the Baseplate from the foam and line up the stickers.



Use the 8 Baseplate Screws and the electric screwdriver (or hex wrench) from the Red Bag to connect the baseplate to the Bottom Piece.



Now, remove this assembly from the case and place it on the floor. This is how it should look at this point.

## Assembly - Connecting the Bottom to Middle Piece



Connect the Middle Piece to the Bottom Piece. The stickers will indicate how they connect. Make sure that the back doors are on the same side.



Screw in two of the smaller screws on each side using the electric screwdriver (or hex wrench) from the Red Bag.



Pass the AC cable into the bottom unit and out the bottom hole. (If you are using the optional large capacity **battery**, you can just plug the AC cord into that battery).



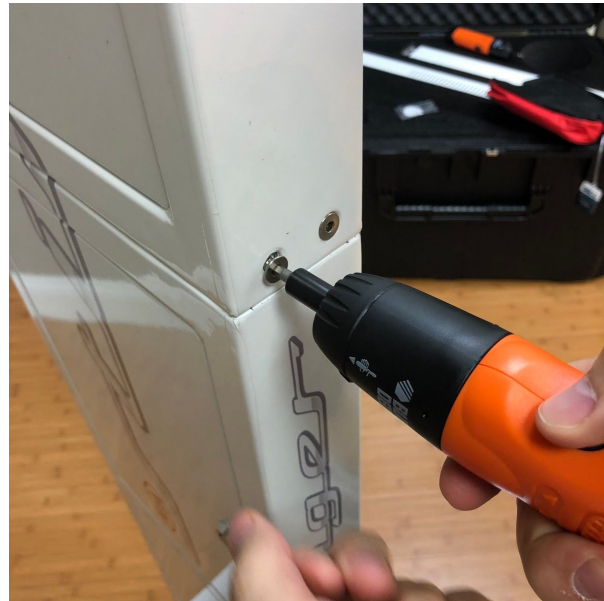
You can then run the AC cable underneath the Baseplate and plug it into an AC outlet. *Note: It is easier to do this before attaching the top piece.*



## Assembly - Connecting the Middle to the Top Piece



Attach the top piece to the middle piece. Make sure that the doors are on the same side.



Screw in two screws on each side with the electric screwdriver or the hex wrench.



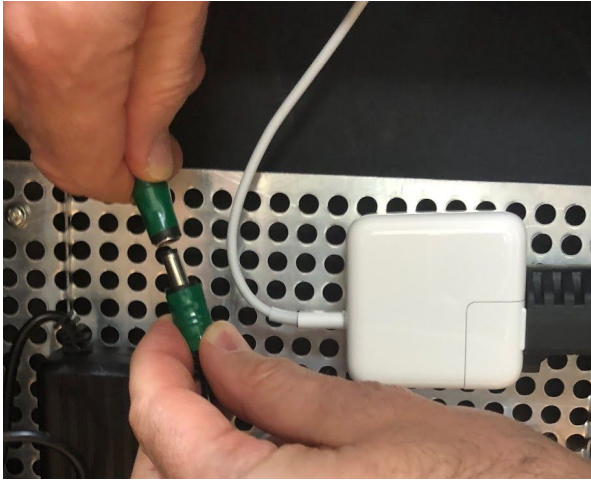
Unlock the back doors with the included keys.



The two cables you need to connect, will run between the top and middle piece (see next page).



## Assembly - Connecting the Internal Wiring



Drop the black DC cable that powers the lights down through the hole to the Middle Piece, and connect it to the power supply cable.

This black cable should be marked with green tape on both sides.



Unhinge the clasp, lay the iPad on the metal shelf as shown, then close it and snap the clasp.

**NOTE: Before installing the iPad, we recommend running the FotoZap Booth app, and uploading a photo (see next section). This can be easier to do before installing the iPad in the kiosk.**



If it is not already, plug the USB-C cable end of the white cable into the power supply in the Middle Piece.


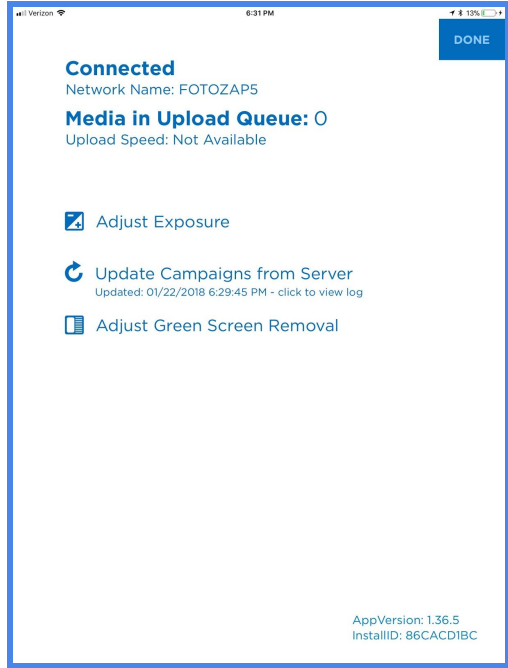


Pass the white cable up through the hole to the Top Piece, and then plug the lightning cable into the iPad as shown on the sticker.


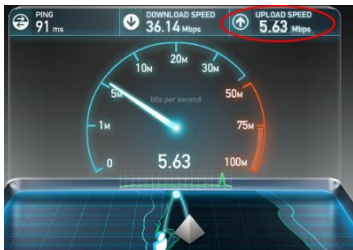
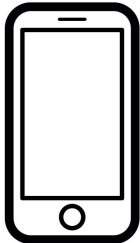
Drop the black power cable down through the hole, and connect to power supply.

Pass the cable from the white power supply up through the hole and to the iPad

# Testing Out the Photo Booth

	
<p>Tap the screen to capture an image with the photo booth app. Send it to yourself.</p> <p>Tip: To return to the main Settings screen, double tap the home button, and then swipe up to kill the app. Then start the FotoZap Booth app again.</p>	<p>Press and hold a finger on the Attract Screen for 5 seconds to get to the <b>Admin Info Screen</b> shown above.</p> <p>On this screen you can see whether the iPad is connected to the Internet. and if there are any images that haven't uploaded. The <b>"Images in Queue"</b> should be zero or it should be actively uploading.</p>

## How to Test the Internet Speed

		
<p>Tap to run the Speedtest.net app. This app should be loaded on the iPad.</p>	<p>Click to begin the test. Note both the Upload and Download Speed.</p>	<p><b>Call the support line at (786) 735-3330 with any problems.</b></p>



# Support Information

Have a question? Contact us:

**Web Knowledge Base:**

<http://support.fotozap.com>

**Support Email:**

[support@fotozap.com](mailto:support@fotozap.com)

**Emergency Support Hotline:**

(786) 735-3330

