

DIGITAL PHOTO BOOTH

Equipment Setup Guide



Equipment: Digital Social Media Photo Booth — Black & White

App: TouchPix | event.touchpix.com

Mode: Photobooth No Printing (Digital Delivery Only)

iPad PIN: 1222

EQUIPMENT INVENTORY

Digital Photo Booth — Black

- Digital Photo Booth Kiosk Hardshell Rolling Case
 - x1 Black photo booth stand with ring light & iPad kiosk screen head
 - x1 Black square base
 - x1 Tan cloth bag
 - x4 Black rotary-twist bolts (attach stand to base)
 - x2 Black twist-bolts (attach kiosk screen head)
 - x2 Kiosk power cords (x1 25' and x1 6')
 - Gaffer's Tape (secure power cord to floor)
- Backdrop Frame Stand Bag
 - Metal detachable rods & corner pieces (labeled & numbered)
 - x2 Metal bases
- Plastic Backdrop Box
 - Spandex graphic backdrop — client's choice
- Props Kit (if client requested)

Digital Photo Booth — White

- Digital Photo Booth Kiosk Hardshell Rolling Case
 - x1 White photo booth stand with ring light & iPad kiosk screen head
 - x1 White square base
 - x1 Tan cloth bag
 - x4 White rotary-twist bolts (attach stand to base)
 - x2 White twist-bolts (attach kiosk screen head)
 - x2 Kiosk power cords (x1 25' and x1 6')
 - Gaffer's Tape (secure power cord to floor)
- Backdrop Frame Stand Bag
 - Metal detachable rods & corner pieces
 - x2 Metal bases
- Plastic Backdrop Box
 - Spandex graphic backdrop — client's choice
- Props Kit (if client requested)

PHASE 1 — PHYSICAL ASSEMBLY

Step 1 Open the Travel Case

Open all latches on the photo kiosk body travel case. All components are safely packed inside the hard-shell transport case as shown below.



Step 2 Remove the Base Plate

Carefully remove the loose BDEP-tagged square base plate from the travel case.

Step 3 Position the Kiosk Body

Carefully lift the photo kiosk body with the BOTTOM side (the side with screw holes for the base) resting on the edge of the travel case. This makes installing the base bolts easier.

Step 4 Attach the Base — Install Rotary-Twist Bolts

Line up the base plate with the bottom of the kiosk body. The BDEP property label should face down. Hand-tighten the rotary-twist bolts into each bolt hole.

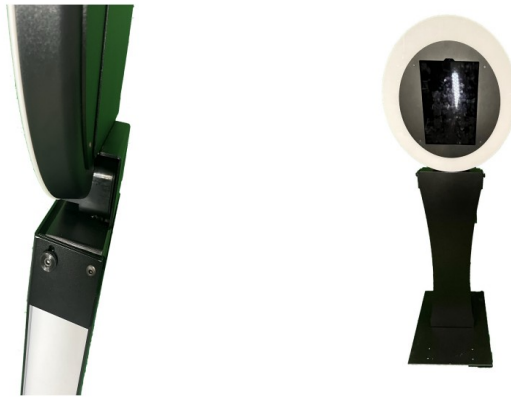


Step 5 Stand the Booth Upright

Lift the fully assembled photo kiosk body onto level ground and allow it to rest on its base.

Step 6 Unfold & Secure the Screen Head

Unfold the photo kiosk screen head from its folded transport position. Secure it upright by hand-tightening the two rotary-twist bolts on either side of the hinge. The images below show the kiosk head folded (left) and fully assembled (right).



Step 7 Connect Power & Power On

Connect the kiosk base power supply to in-wall power or the appropriate distribution box. Power on using the switch at the base — the tablet screen should auto-light.

If the screen does not turn on automatically: use the key to slide the back panel slightly, then press the power button on the top edge of the tablet.



PHASE 2 — SOFTWARE SETUP — TOUCHPIX

App: TouchPix

Admin Portal: event.touchpix.com

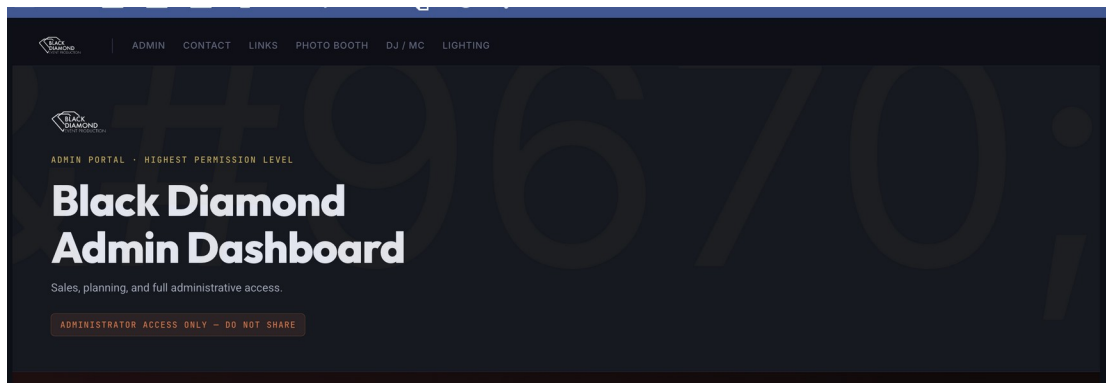
Login Email: info@blackdiamondep.com

Password: Contact DJ Buono for current password

iPad PIN: 1222 (swipe up on lock screen to enter)

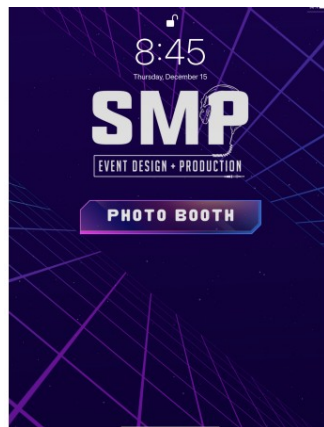
Mode: Photobooth No Printing — digital delivery only

The Black Diamond Admin Portal (shown below) provides administrative access to photo booth settings. For on-site staff, use the TouchPix iPad app for all event setup steps.



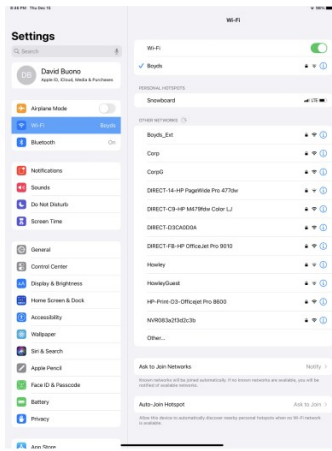
Step 8 Power Up & Login to the Tablet

Power on the iPad. On the lock screen, swipe up and enter PIN 1222 to unlock.



Step 9 Connect to WiFi

Go to Settings → Wi-Fi and connect to the venue's WiFi network or a mobile hotspot. Once connected, exit Settings.



Step 10 Open TouchPix & Log In

Locate and open the TouchPix app on the iPad home screen. Log in using the credentials listed above. Contact DJ Buono if you need the current password.

Step 11 Create a New Event — Select Photobooth No Printing

In the top-right corner of the TouchPix dashboard, tap Create New Event and select Create Event From Preset. From the preset list, choose Photobooth No Printing and scroll down to confirm.

Step 12 Enter Event Name, Date & Time — Create Event

Type the event name in the name field. Enable the Start and End Time toggle, set the date and time to match the current event, then tap Create Event.

Step 13 Retrieve the Event QR Code

From the event dashboard, tap Get QR Code. This QR code is what guests will scan to receive their photos via text or email. Keep this accessible or display it near the booth.

Step 14 Test the Booth

Before opening for guests, take a test photo and confirm the image is delivered correctly via QR scan to your own device. Verify the template, branding, and layout are correct for the event.

If the test image is not received: confirm WiFi is connected, then check that the event is active in the TouchPix dashboard and the mode is set to Photobooth No Printing.

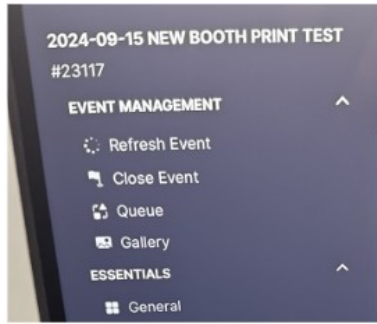
PHASE 3 — DURING THE EVENT

Step 15 Troubleshooting — Photos Not Reaching Guests

If guests report not receiving their photos, work through these checks in order:

1. Check the WiFi or hotspot connection on the iPad — disconnect and reconnect if signal is weak.
2. Return to the TouchPix event dashboard and verify the event is still active and running.

3. Tap the event name to open the Event Management sidebar (shown below), then tap Queue to view pending sends. If images are stuck, tap Send Queue or toggle WiFi off/on.
4. If the issue persists, contact DJ Buono directly.



It is normal for 1–3 images to show as unsent at any moment — these typically clear automatically once connectivity is restored.

PHASE 4 — PACKING AWAY

1. Power down the tablet, then reverse the Physical Assembly steps in order.
2. Return ALL small parts and hardware to the tan travel pouch. Do NOT place anything on top of the tablet screen.
3. NO metal on metal — the powder-coat finish is expensive and scratches very easily.
4. Coil cables neatly and return them to the travel case in their designated spots.
5. Securely latch all sides of the hard-shell travel case before moving it.



STAFF TECH SUPPORT

Questions or issues? Scan the QR code or visit:

blackdiamonddep.com/contact/tech-support

Great Work!

The booth is packed and ready. Thank you for representing Black Diamond with excellence.