



# Photo Training: Station

## Photo Station

Photo stations are the staple system of the photo department. There are two styles: The Infinite and the Old-style (AKA Birdcages). We only send out the old-style on extremely busy weekends, so you may only encounter them once or twice.

### Infinite



### Old-Style (Birdcages)





# Photo Training: Station

## Photo Station

Photo stations will always come with two cases: the head unit case and the accessory pack. The majority of the time they also come with a printer and a backdrop.

## Head Unit



## Accessory Pack





# Photo Training: Station

## Backdrop

The most common backdrop for a photo station is a Green Screen. There are exceptions, such as floral backdrops, specialty prints, step and repeats and other customer provided backdrops.

Check which backdrop type you have and get that ready first to make set up easier. You'll want your station centered on the backdrop about 6ft away.



## Station Assembly

Once you've set up your backdrop, you can begin assembling the station. Start by feeding the cable wrap through the poles.



**IMPORTANT:**  
The poles are labeled top and bottom pole. You must assemble them the correct way or the head unit will not fit on the stand correctly.

Start with the top pole and feed the cable wrap down from top to bottom, putting together the poles as you go. Make sure you double check that you are feeding the cable the correct way!





# Photo Training: Station

## Station Assembly

Get the stand in place, and place the head unit on top. Make sure the camera side is facing the backdrop, you will not be able to swivel the head unit once it is on the stand.



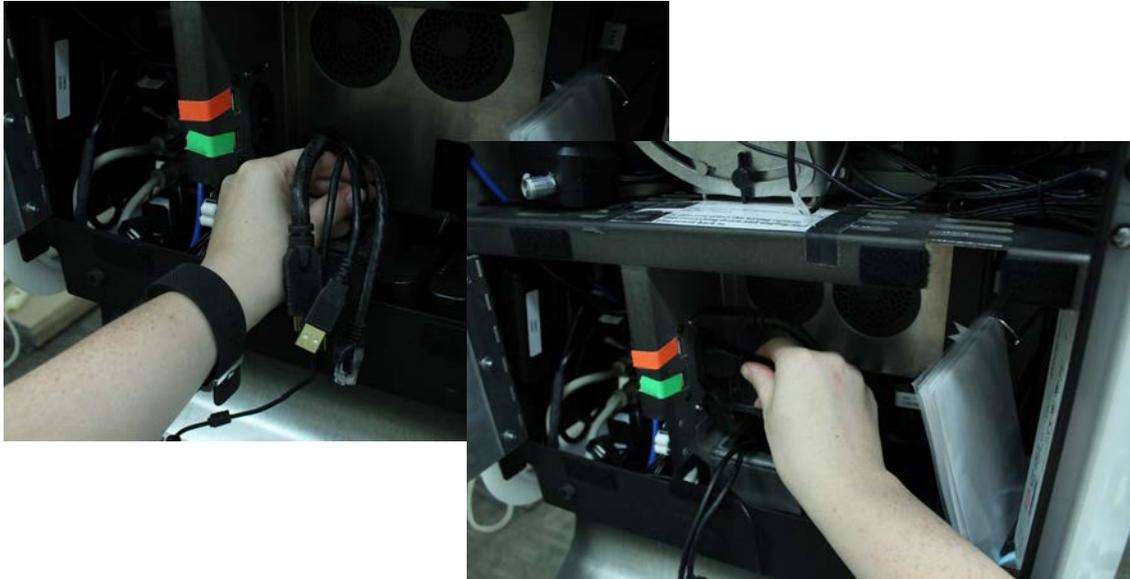
**IMPORTANT:**  
Make sure you tuck the cables back into the pole before putting on the head unit to ensure no cables get pinched or stuck.

Pull the tab to open the back of the head unit. Take out the bounce card and place on top of the unit.



## Station Assembly

Carefully pull the cables out of the stand and plug them all in.



The wireless keyboard is kept in the bottom left corner, remove it and place it to the side.





# Photo Training: Station

## Station Assembly

Take out the triple tap and 25ft AC from the accessory pack and plug in the system.



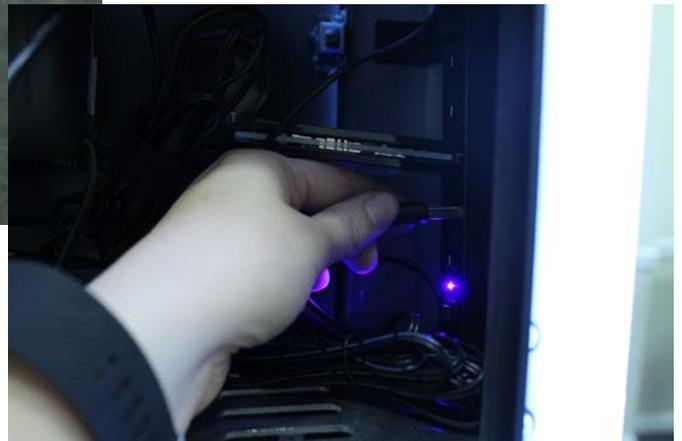
**IMPORTANT:**  
Make sure to plug in the triple tap at the base of the infinite so you have somewhere to plug in your printer.

Turn on the computer. The on button is tucked in the back right corner of the bottom shelf.



## Station Assembly

Take the hotspot from the accessory pack and turn on. Plug into the usb port in the back of the head unit to prevent the battery from draining.



Turn on the hotspot.



## Station Assembly



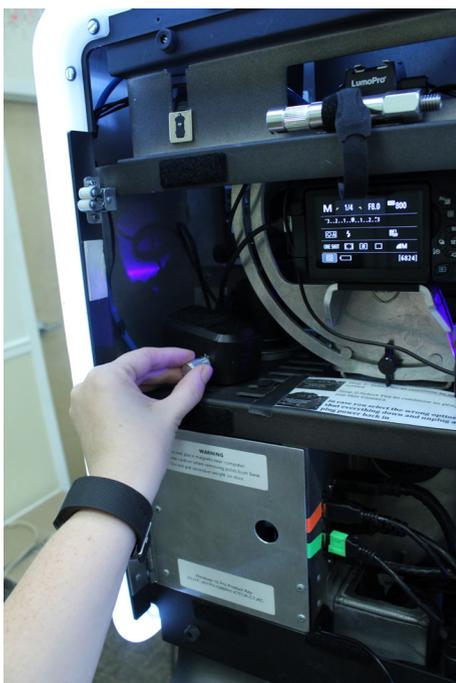
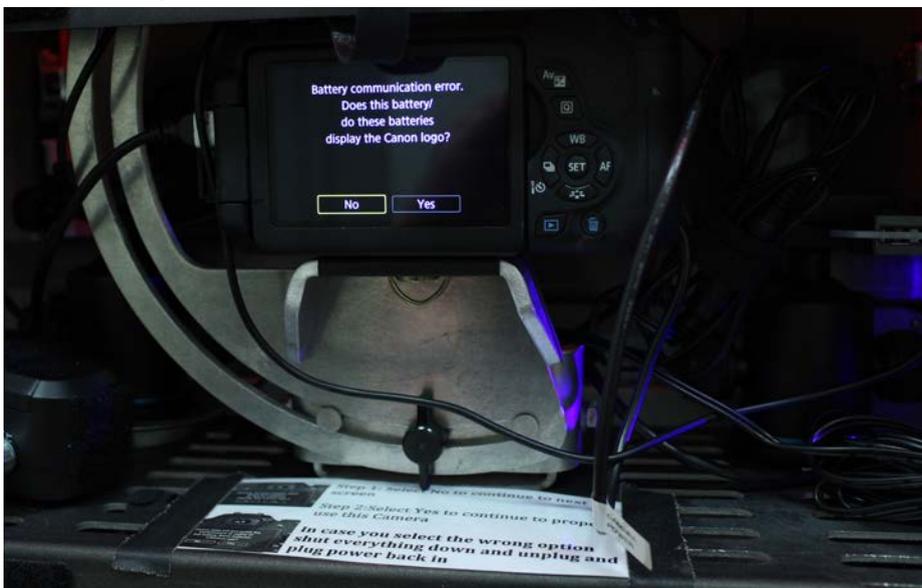
If it asks if you want to turn off WIFI hit cancel. If you notice your devices aren't connecting later, check back for this.



All devices should automatically connect to the hotspot. If they don't, the hotspot name and password are on the home screen.

## Station Assembly

The battery adapter is off-brand, prompting the camera to ask a series of questions. There are instructions under the camera. It is important to do this correctly or the camera will not connect to the computer.



To the right or the left of the camera is the switch for the ring light.

### IMPORTANT:

Watch to ensure the corners of the photo are not covered by the ring light. You may need to adjust the camera slightly or zoom in. If you are in a bright room or outside, you can move the ring light to the side.

## Station Assembly

On occasion the client or venue will provide you with a table where you can set up your printer and any extras (scrapbook, props, etc). Normally, you'll have to create your own table out of your photo cases.



If you have enough room and a large enough black cloth, place both your head unit case and your accessory pack side by side.

**IMPORTANT:** Make sure you empty the cases of everything you'll need.



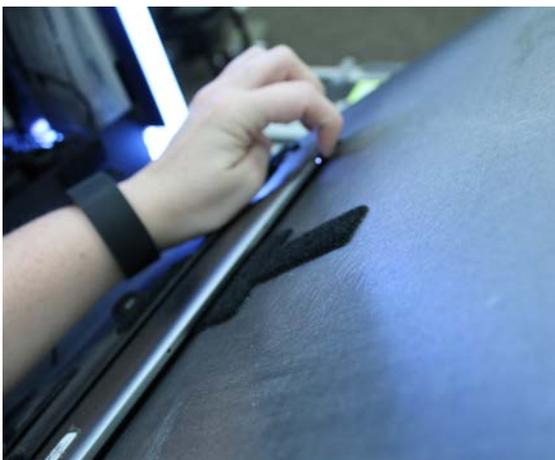
If you're tight for space or have a smaller piece of cloth, just use one of the cases as your table.



# Photo Training: Station

## Station Assembly

Place your printer on your makeshift table. Plug all cables in.



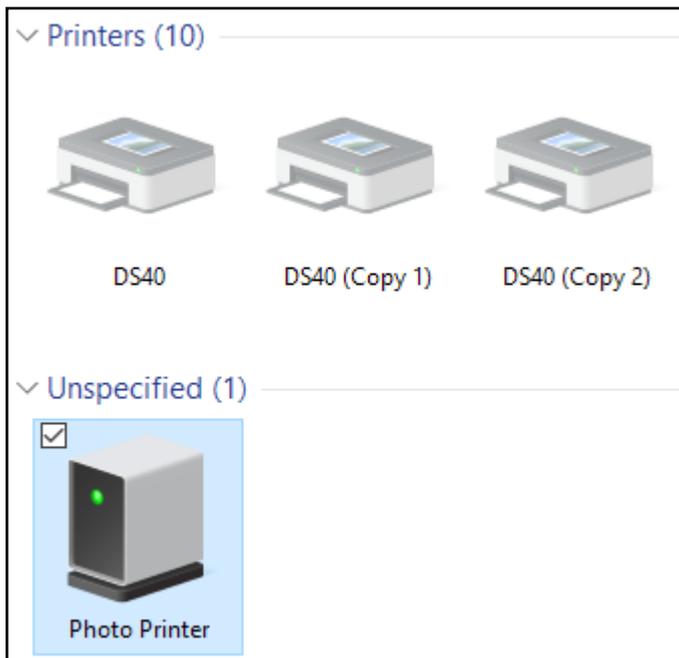
Turn on your back tablet and your iPad (if you were provided with one).

### **IMPORTANT:**

In some cases your station will be set up where it will be impossible/not probable for guests to use the back screen. This is a reason why we provide the iPad as well.

## Printer Setup

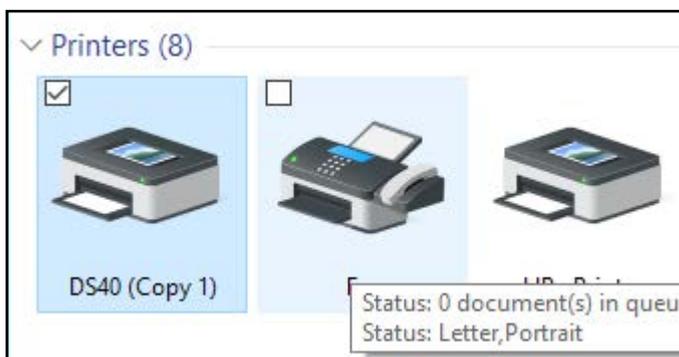
Check whether or not your printer is connected via 'Devices and Printers' under the Start menu.



Any grayed out printers are NOT connected, but are ghosts of printers that have been connected in the past. Any photo printers under "unspecified" are NOT connected.

**IMPORTANT:**

Sometimes it is necessary to remove past devices to allow your printer to connect properly, and sometimes you just need to move USB Ports.



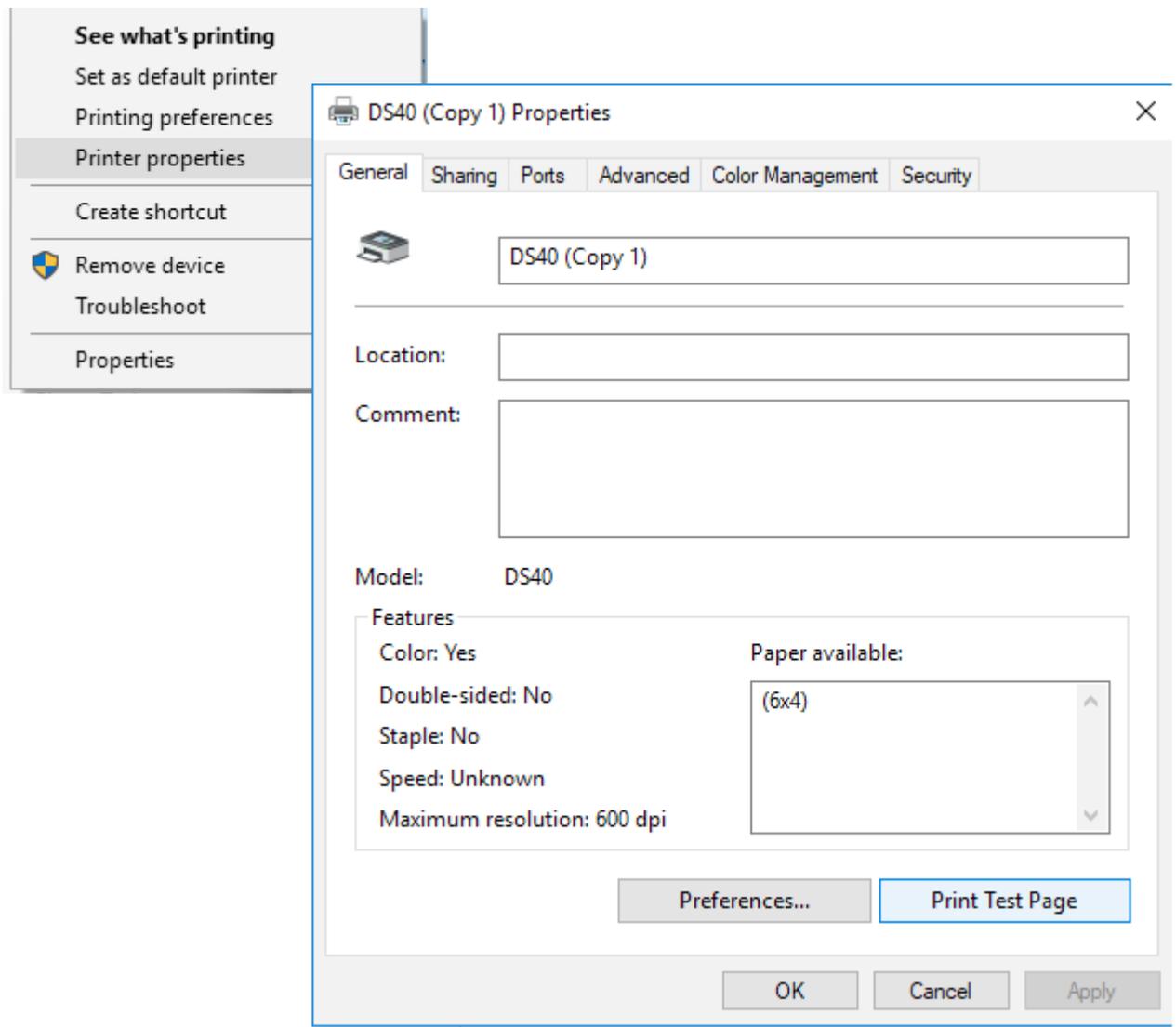
Connected printers will appear solid and will sometimes have a green check mark over them.

**IMPORTANT:**

Which 'copy' your printer is can depend on which USB port and the day. Look out for another copy to appear if one that is already there is not connecting.

## Printer Setup

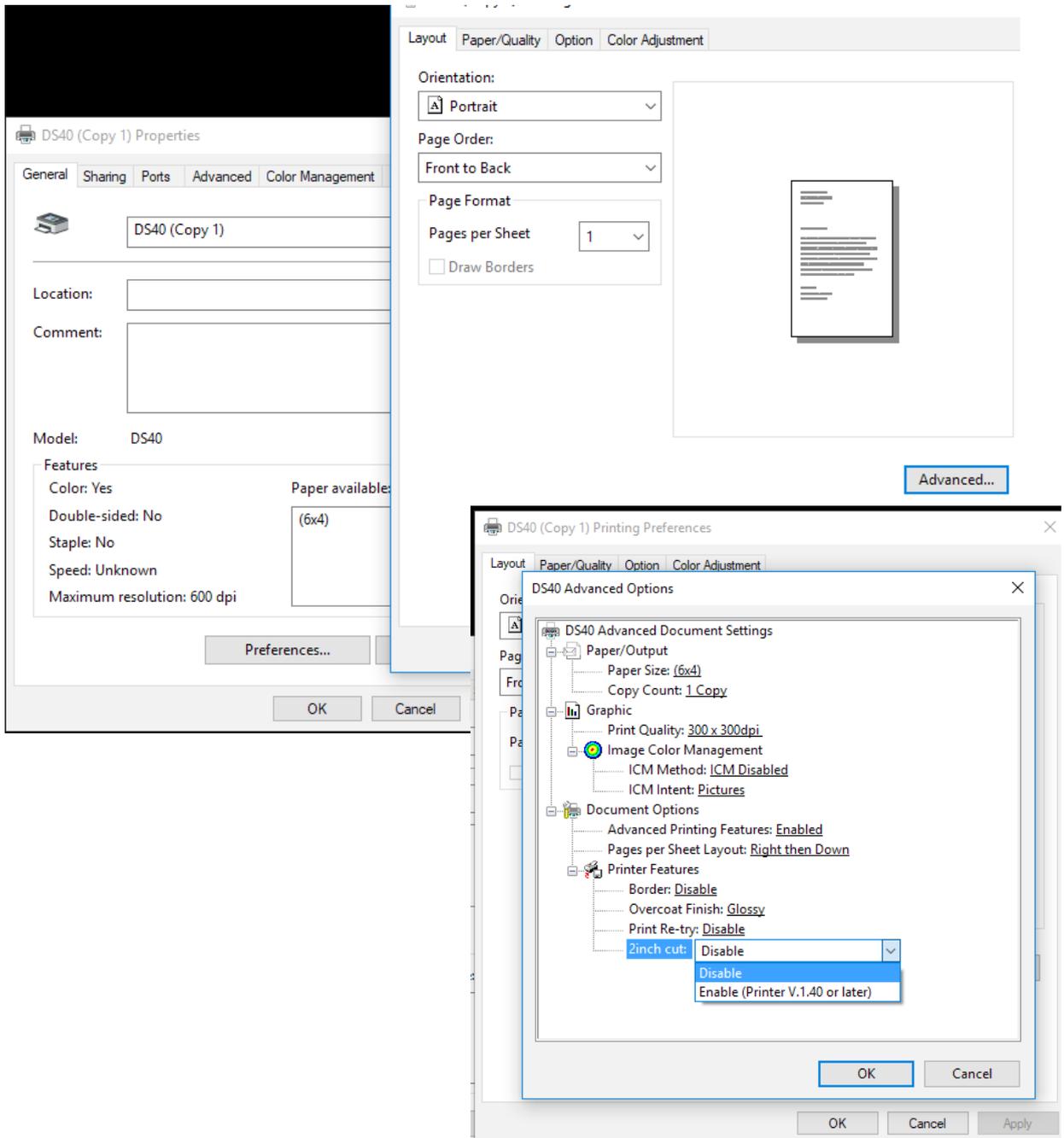
Right click on your connected printer and select printer properties. Here you can print a test page to ensure proper connection has been established and that all your printer settings are correct.



## Printer Setup

If any settings need changed you can go to preferences, advanced and change them from there. **ONLY CHANGE SETTINGS IF YOU KNOW WHAT YOU ARE DOING.**

The most common miss is the 2-inch cut being turned on/off. Stations normally need the 2-inch cut off.



## Printer Setup

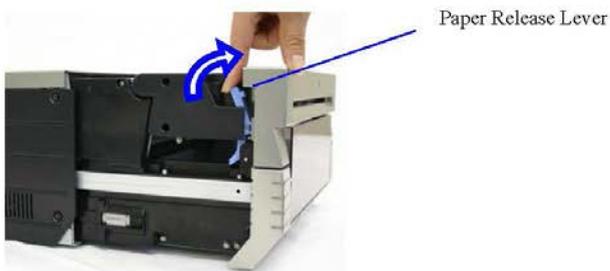
We use two types of printers: DNP DS40 and DNP DS620. They function the same way, the only difference is their ribbon type. Only change your media once you run out, you do not need to before the event starts.

### *Setting the Media*

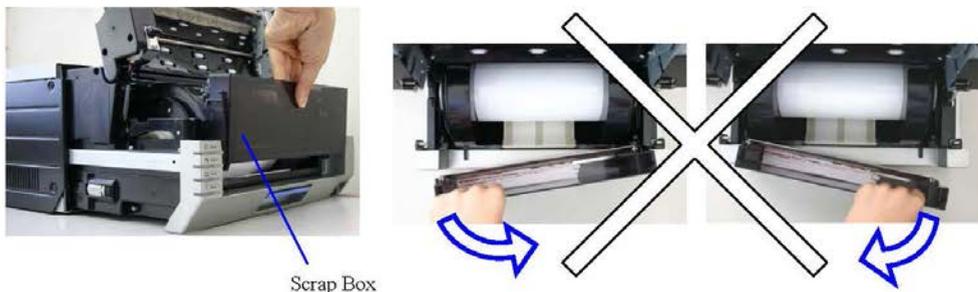
1. Release the Open Lever, and pull out the mechanism unit.



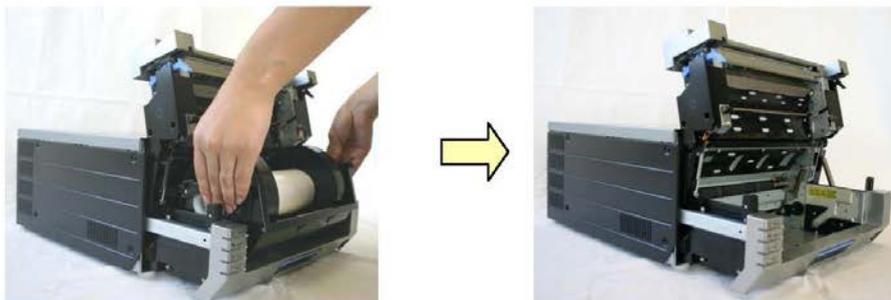
2. Open the Paper Release lever.



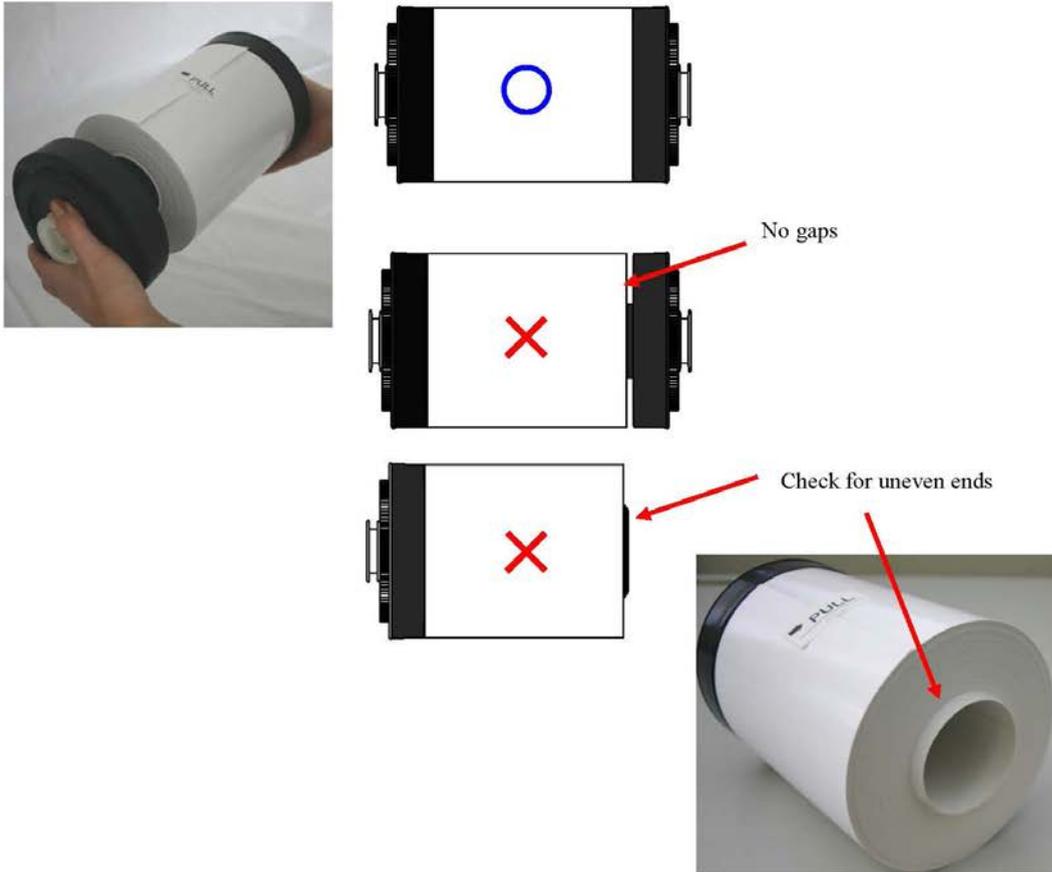
3. Remove the scrap box. Hold the center and lift it up straight.  
 Caution) Never remove the dust box diagonally.  
 The dust box may be damaged and the printer may not operate normally.



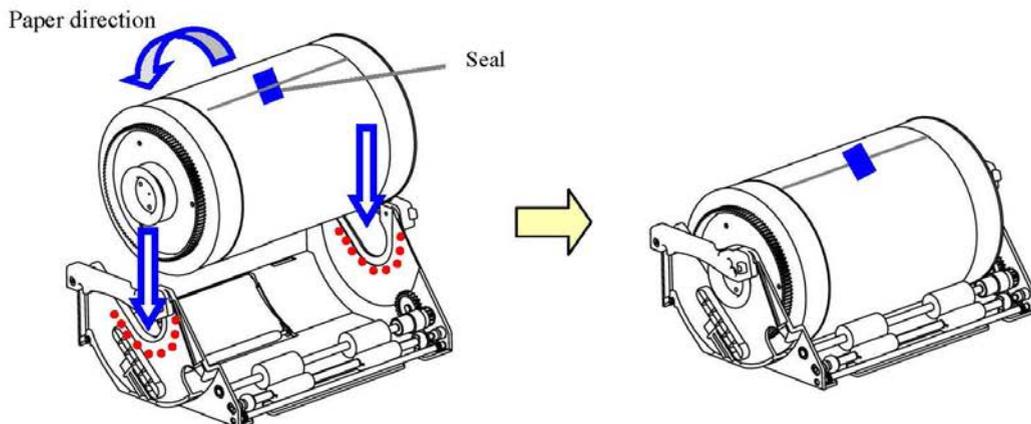
4. Remove the entire paper cassette unit.



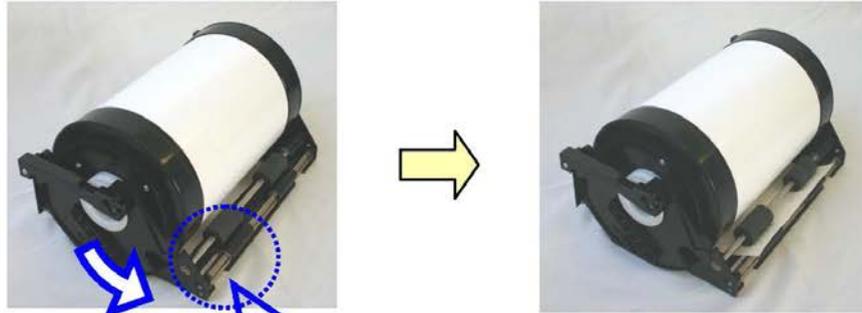
- Install the new roll of paper on the paper holder.  
When installing it, make sure there are no gaps between the paper and the holder.  
Make sure the paper is not sticking out. If the end of the roll is uneven (with paper sticking out), remove it from the holder, and flatten it.



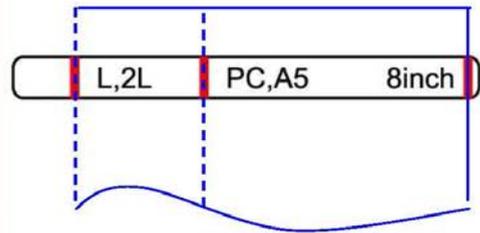
- Set the paper holder into the paper cassette. ((Set it firmly all the way in)  
Set the paper in the direction indicated below.



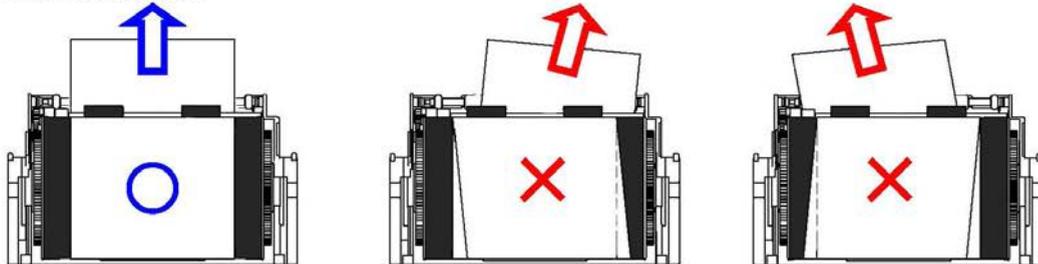
- Remove the tape, and advance the roll as indicated by the arrow. Set the end of the paper about 5mm beyond the roller. When doing this, insert the paper straight along the seal. If isn't inserted straight, the paper will be crooked, which could cause white line on the edges of the print, ribbon wrinkles, and register slippage.



Path of the paper



As seen from above



- Set the paper cassette into the printer.



9. Turn the paper in the direction of the arrow. When it is advanced enough, the buzzer will beep, and the flashing LED (orange) will go out.  
It is easier to set if the paper is turned while securing the holder with one hand.



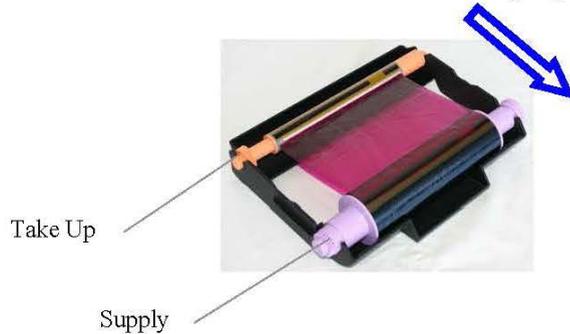
10. Set the scrap box, and close the cover.  
The printer will not operate without the scrap box.  
If the mechanism unit is closed without the scrap box attached, there will be a “No Scrap Box Error”, and the LED will flash (red).



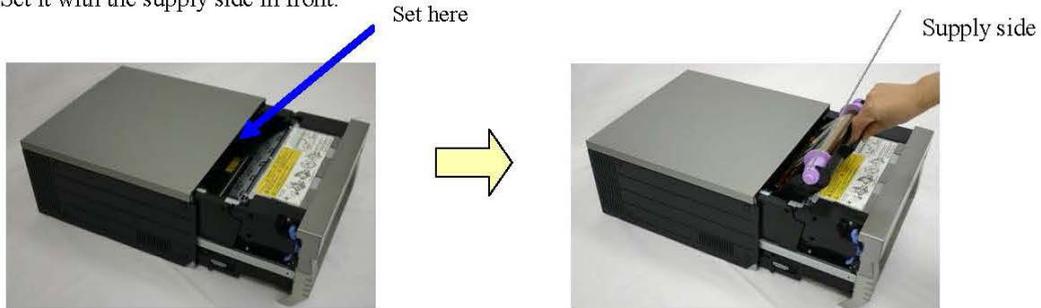
## CAUTION

- The printer will not operate without the scrap box attached.
- When the scrap box is removed, do not insert your fingers in the cutter at the top. They could be cut or severed.
- As prints are cut, the scrap box fills with scrap paper. Be sure to empty it when you change the paper and ribbon. If it becomes over-filled with scraps, it could cause problems with the printer.

- Set the new ribbon into the ribbon cassette.  
Advance the ribbon in the direction of the arrow, and take up any slack.



- Set it with the supply side in front.



- Close the mechanism unit.

\*When the mechanism unit is closed, the printer will run initialization (4 blank sheets will be fed out). However, if the power is turned ON after the paper is set, it won't run the initialization. By running initialization, the dirty outer layer of paper is cut off.



\*In order to facilitate media color adjustment, media type recognition, and print quantity management, an IC chip is built into the ink ribbon. Media without an IC chip, which has not been evaluated and cleared, may not function properly. (If correct data cannot be read from the IC chip, an alarm will sound. In this case, in order to protect the printer, it will lower the concentration for printing.)

\*Please change the media as a set, because the IC chip for each ribbon has unique information. Otherwise, errors could occur.

\*If different width media (for example L-size and PC-size) are used on the same printer, problems with the print quality could arise. Therefore, it is preferable not to mix the use of different width media on one printer.

## CAUTION

- Replace the ribbon and paper as a set to avoid problems later.

20 **IMPORTANT:**  
Change the ribbon and paper at the same time even if there is some paper left.



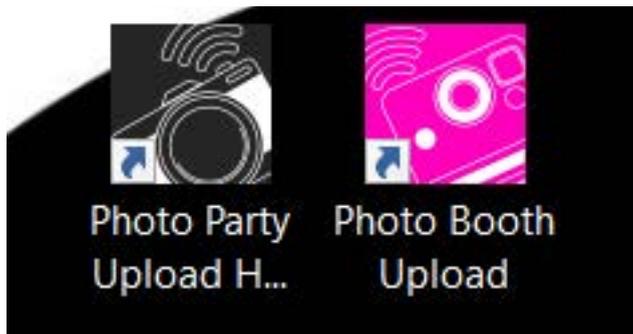
# Photo Training: Station

## LA Photo Party Program

Two icons on the desktop run the photo stations:

Photo Party Upload Helper (black icon)

Photo Booth Upload (pink icon)



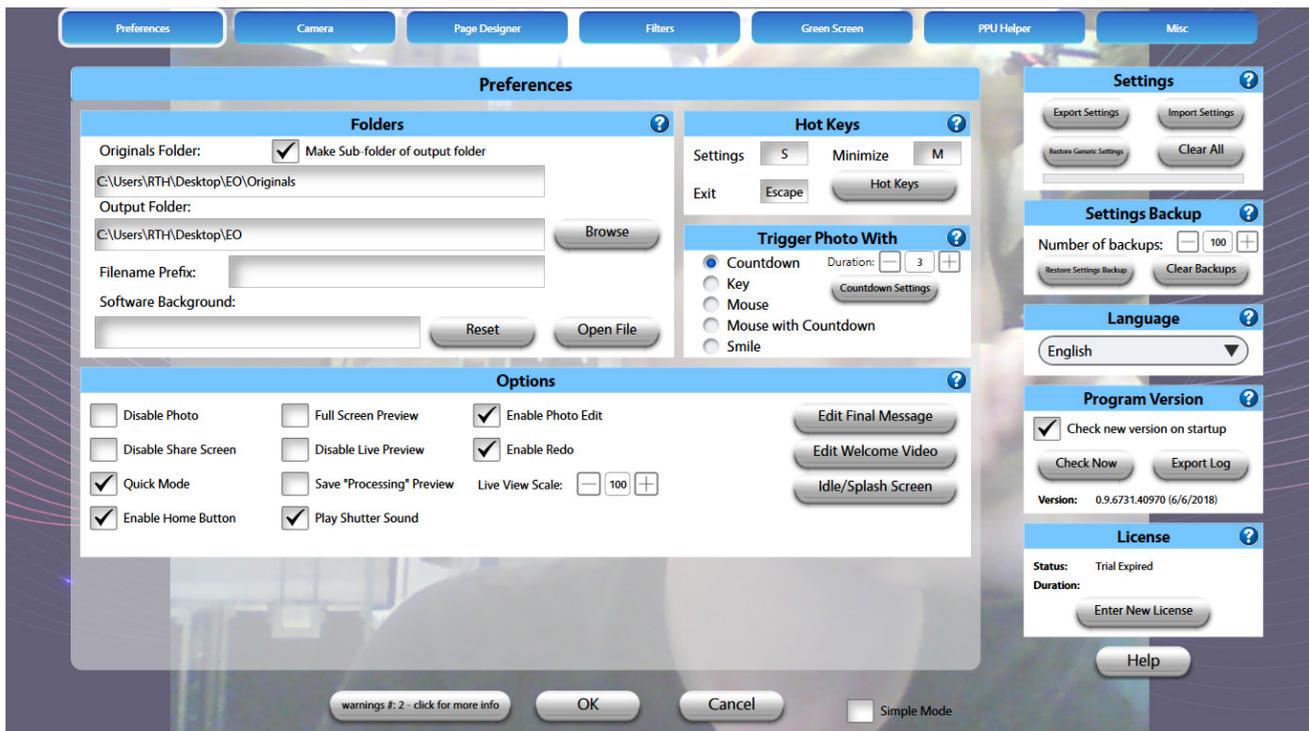
PPU Helper runs in the background and allows guests to text, email, share online and print their photos. It auto starts on the Infinities, but it is good practice to double click to start just in case.

Photo Booth Upload (commonly referred to as Photo Party Upload or PPU) is the actual Photo Booth program that takes the photos and creates the magic for the guests.

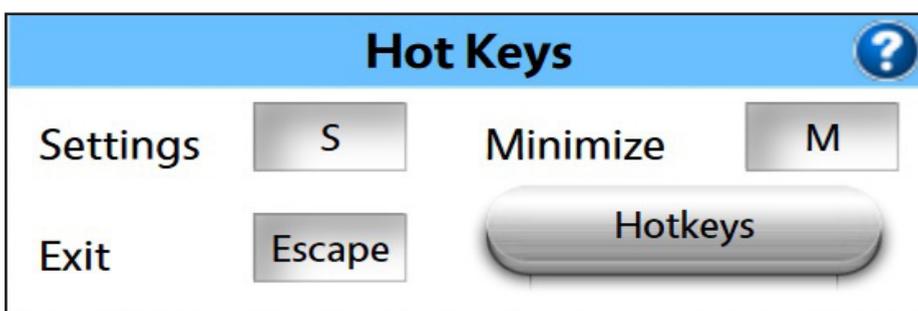
## LA Photo Party Program

Once you open the Photo Booth program, hit 'S' or triple tap in the bottom right corner to open up the settings menu.

The first tab you will come to is the "Preferences tab." Everything should be pre-set, but it's good to know what to look for in case changes need to be made.



The 'Hot Keys' are listed in the center of the preference tab. You never need to change these. You can remind yourself of these short cuts for your hand-held keyboard.

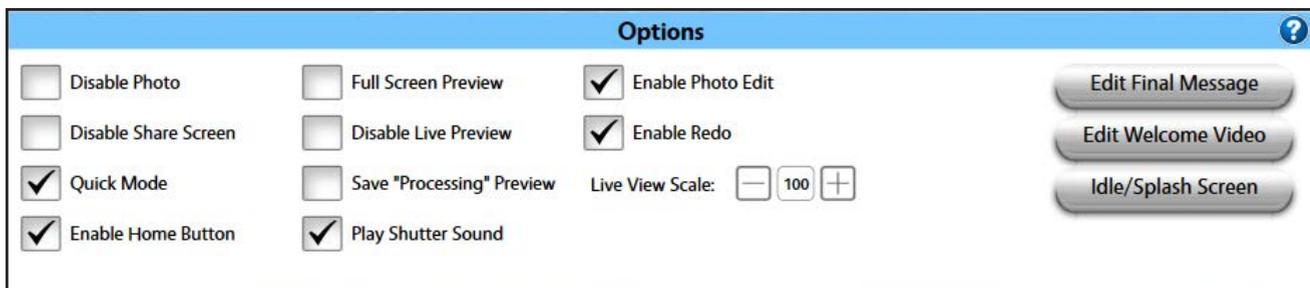




# Photo Training: Station

## LA Photo Party Program

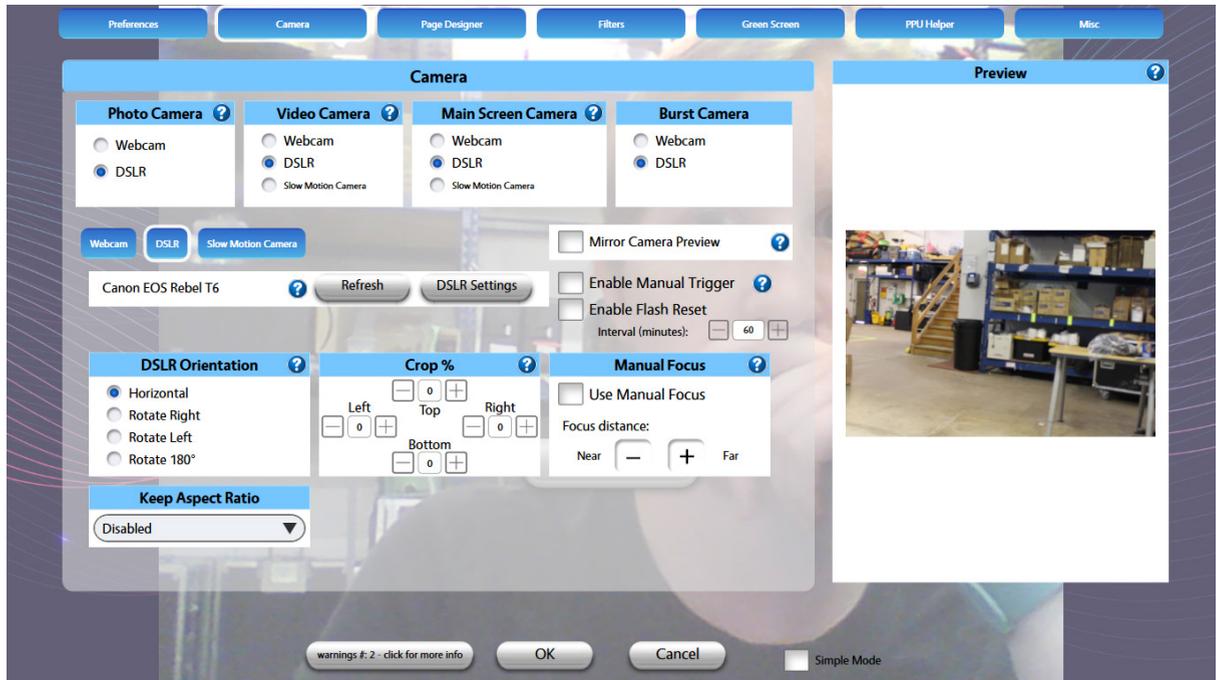
The "Options" section on the bottom of the Preference Tab gives customization options. Here you can see the normal set up, but if your client decides they want to do something different you can change it here.



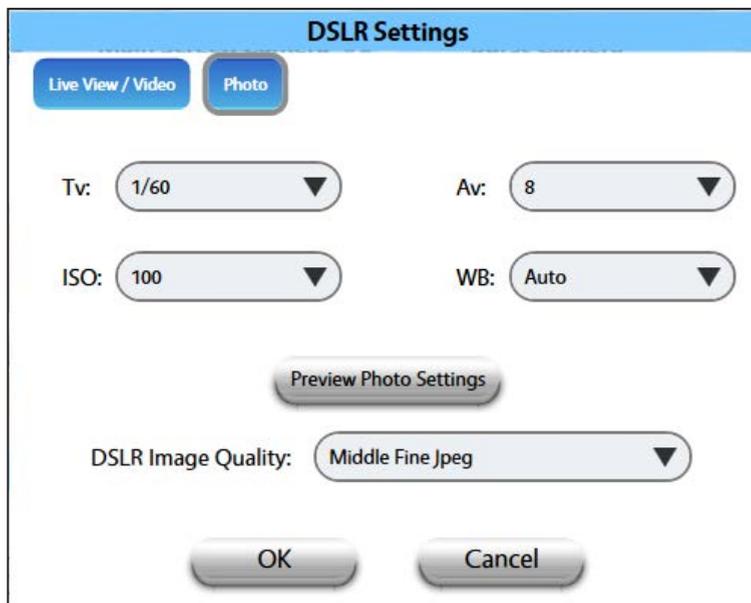
Examples of changes: Unchecking 'enable redo' to keep the line moving; Disabling 'share screen' if social media black out.

## LA Photo Party Program

The next tab is the "Camera" tab. Here you can control your camera settings for the live view and photo.



"DSLR" should be selected for each camera type. If nothing is showing for the preview, make sure you have completed the prompts on the back of the camera, check all cables and hit refresh.



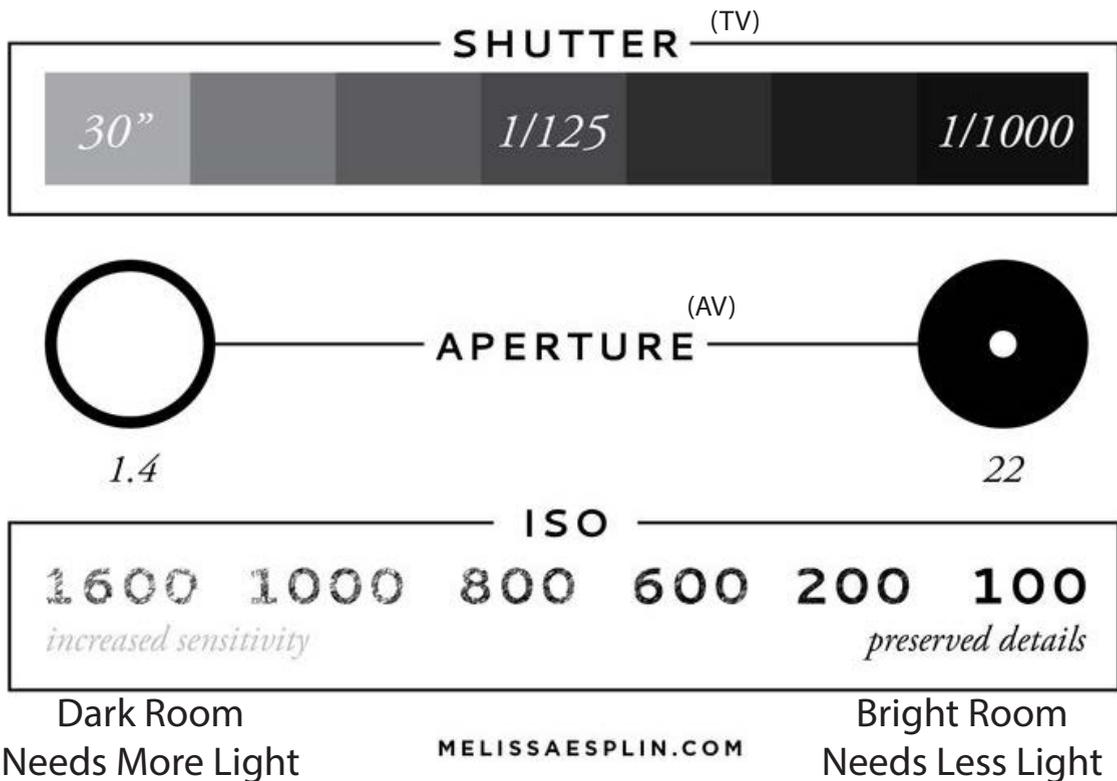
Click "DSLR Settings" to adjust your camera settings for your environment.

## LA Photo Party Program

Remember that Live View and Photo are two different sets of settings. Start by adjusting the ISO, then AV, then TV. Only adjust one or two settings at a time before testing.

### FOR THE PHOTO SETTINGS:

Try to keep the ISO close to 100, AV close to 16 and try to never let the TV go slower than 1/60. There are always exceptions, but this is a good starting point.



### IMPORTANT:

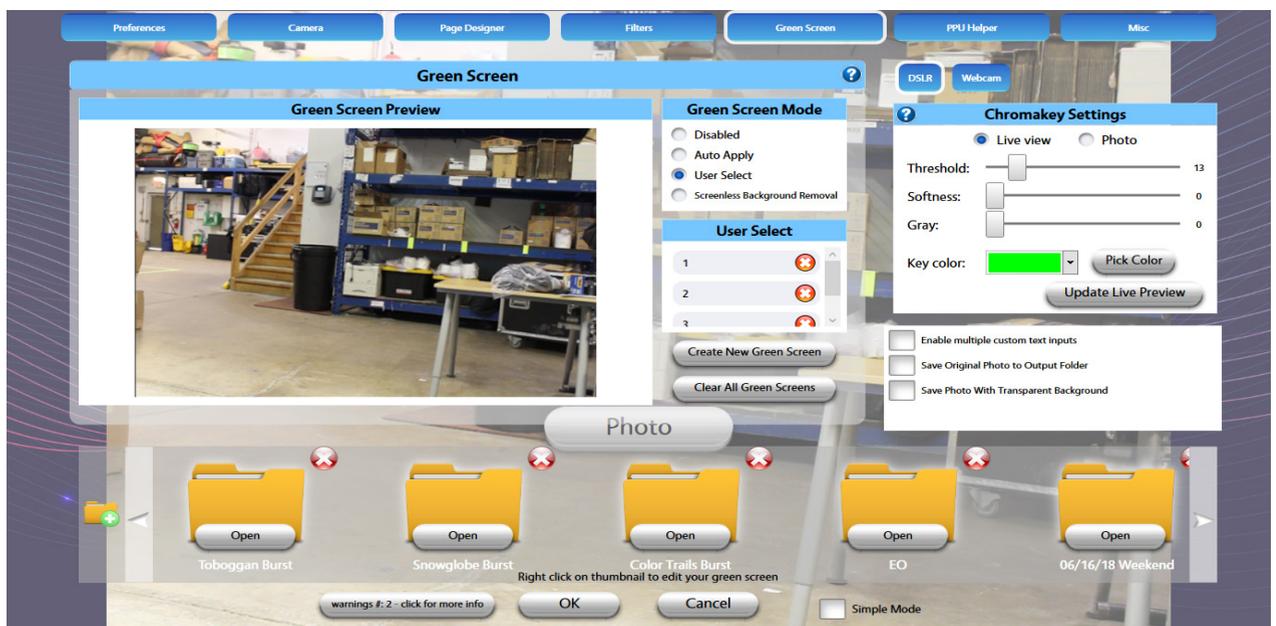
If you set the TV slower than 1/60 it can cause motion blur. TV is measured in seconds: 1/60 is a 60th of a second.



# Photo Training: Station

## LA Photo Party Program

You can ignore the next two tabs, "Page Designer" and "Filters." The "Green Screen" tab is where your designs will live the majority of the time.



Open the folder labeled for the weekend, inside will be a folder for your event. Click on a design inside the folder to enable the Green Screen Preview.

### Important:

If your designs are loaded properly, your foreground (if applicable) will show up in the preview no matter what your green screen settings are. The button over your designs will say "unselect" if it is selected.

## LA Photo Party Program

Remember that Live View and Photo are two different sets of settings. Update your Live/Photo Preview to see the most recent image.



Drop all settings to zero. Hit "Pick Color" and then tap on the green screen preview to select the color. Slowly adjust from there, starting with the threshold.

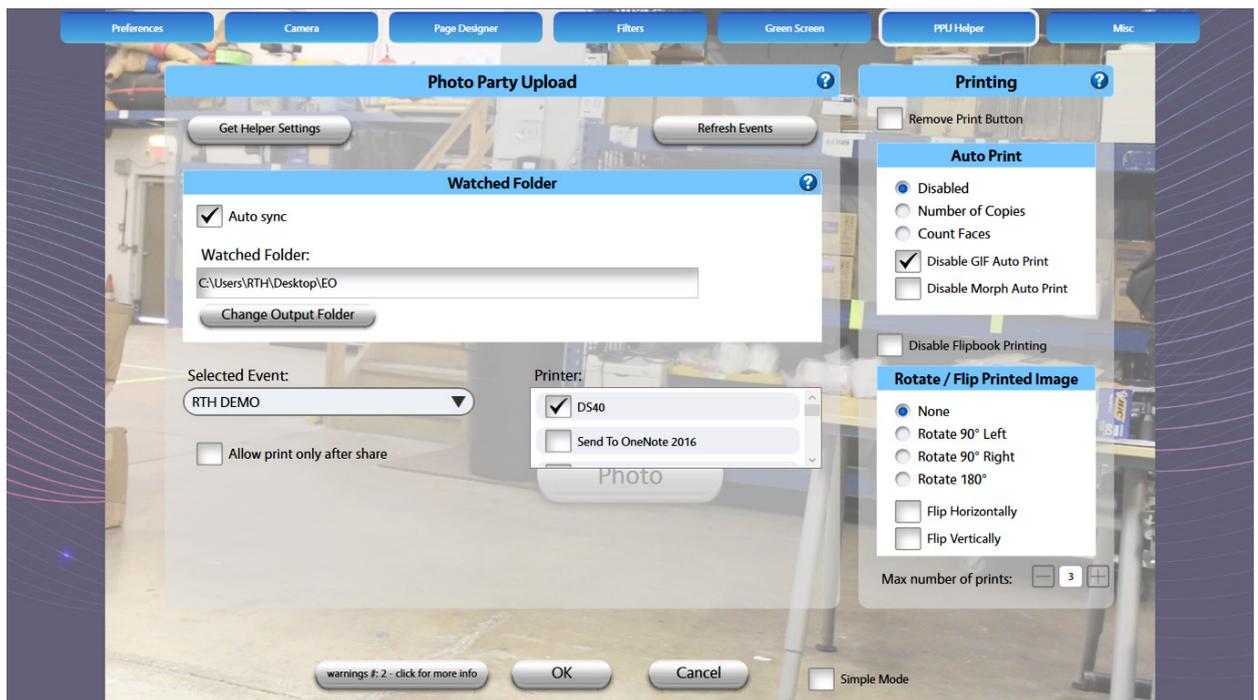
Threshold: Adjusts how aggressively the color is removed.

Softness: Softens the edges of subject.

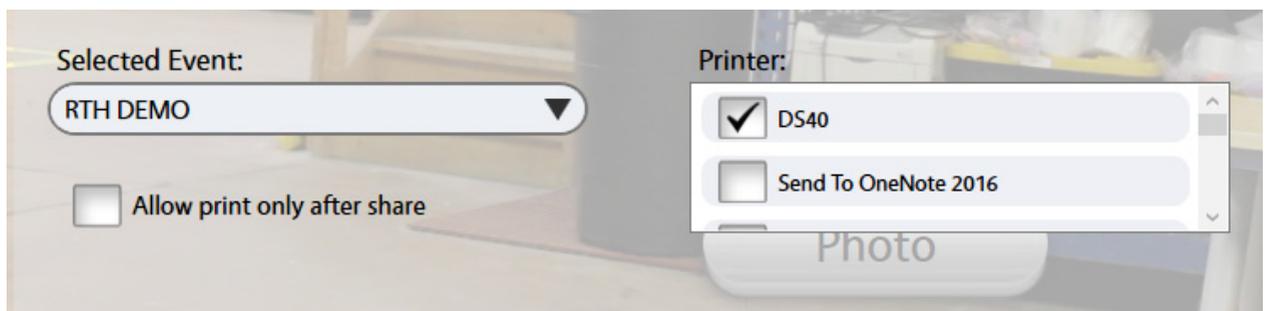
Gray: Affects gray tones like shadows.

## LA Photo Party Program

The PPU Helper tab ensures that you are connected to the Photo Party Helper Program (the black icon on the desk top).

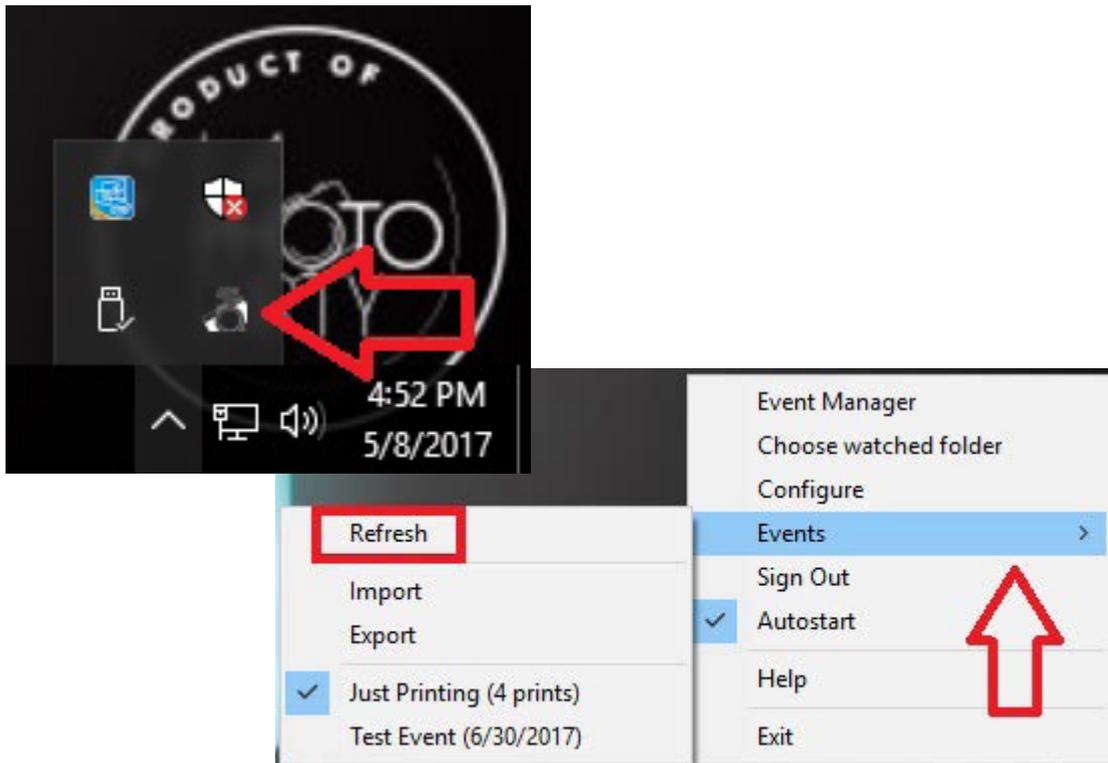


Unless specifically requested by a client, an RTH event will always have social media. If "Selected Event" is blank or says "Just Printing" make sure you are connected to the hotspot and try refreshing your event. An SSE event may not have sharing - "Just Printing" is the correct event to select then.



## LA Photo Party Program

You can also right click on the helper icon on the task-bar and refresh the events from there.





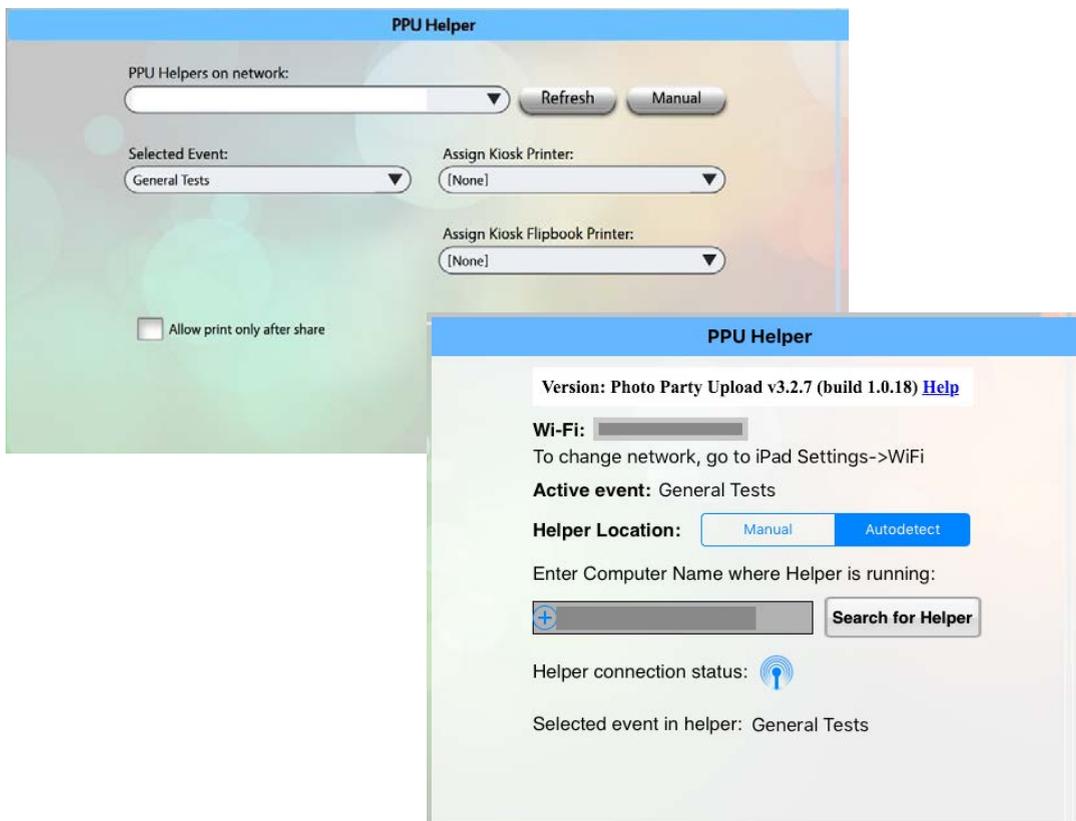
# Photo Training: Station

## LA Photo Party Program

The tablet, iPad and computer MUST be on the same WIFI for the sharing app to work properly. Open the Kiosk app on the tablet/iPad. It is a green icon.



Triple tap on the icon in the corner to search for a helper or to open the settings. The icon will be green if it's connected, yellow when it is loading an image and red if it does not see a connection.



Make sure the correct event and the correct printer is selected to ensure sharing and printing works. If no printer is selected, you must manually select the Kiosk printer.



# Photo Training: Station

## Quick Fixes To Remember

- Refresh DSLR camera.
- Fixing DSLR settings will help with the green screen.
- Green screen threshold needs to be adjusted AFTER you set your DSLR settings.
- Make sure all devices are connected to the same hotspot (double and triple check).
- Make sure PPU Helper is running and updated (black icon).
- Make sure DSLR is the selected camera.
- Make sure your event is selected.
- Turn everything off and back on.

## Breakdown

Things to remember:

- ALWAYS, ALWAYS, ALWAYS empty your paper strips (even just one).
- Properly shut down all computers/tablets.
- Wrap cords neatly.
- Fold Green Screens/Backdrops/Drape with tag facing out.
- Put all equipment away correctly and neatly.
- EMPTY PAPER STRIPS.



# Photo Training: Station

## Photo Host Reminders

We are there to ensure the client and their guests have a great time. We should only be posing in photos to take tests and if guests insist or to encourage shy guests to use the systems.

Smile, be patient and say hello.

Communicate and bring your "A" game.

Interact with guests and stay alert.

Keep area and equipment nice and tidy.

Don't panic! You've got this! Have you thought through all the steps? Restarted the system (maybe a few times). If all else fails remember to try the on call number: 440-561-7668 or your photo manager if needed.

<https://support.photopartyupload.com> is a great resource if you are stuck or are just curious.

We do our best to give you the same standard equipment every time, but shortages do happen. If you ever have something that isn't what you normally have (a birdcage instead of the normal classic system, shop-style drape instead of normal photo drape, etc.) DON'T PANIC, it all works the same. The shell is different, but the product is the same and we trust you to make the same magic happen with whatever equipment you're given. You've got this rock-stars!

## Do it right! Make it rock!



# Photo Training: Station