

# #būnibox

## Event Setup Checklist

Support Team | 281.661.3624

## LONG LEAD ITEMS

- Create Event Specific Overlays (1024x768) px. Custom overlays can be requested by calling or emailing [designers@bunibox.com](mailto:designers@bunibox.com) 1 week lead time is required for custom overlays.
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## ANYTIME BEFORE THE EVENT

- Charge iPad if needed
  - Update iPad
  - Test hotspot if being used, to ensure that service is still active
  - Create event on Bunibox app
  - Ensure access to Bunibox lockbox and keys
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## SETUP AT EVENT

- Setup backdrop or background of photo (open to the crowd is good too)
  - Setup near an outlet & plugin, the booth has 8ft cable
  - Set the iPad exposure to ensure its good for the lighting
  - **Ensure the iPad setting "Auto-Lock" is set to "Never".**  
**Settings>General>Auto-Lock**
  - Connect iPad to wifi
  - Test wifi connection by sending a photo from the Bunibox app
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### If you need to remove the iPad

Remove the **wing bolts** on the front side of the Bunibox. Slide out the printed front panel. While holding 1 hand on the face of the iPad to keep it from falling, use the key to unlock the front of the iPad dock.

### Tools Needed to Break Down

Keys

Cart to roll the Bunibox

