

# #bunibox

## 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.

## 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

## 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

### If you need to remove the iPad

Remove the **top right corner** of the iPad from the enclosure first. While keeping the right corner from popping back into the case, remove the **other top corner** from the enclosure. Once both top corners are freed, you can pull the iPad out of the enclosure.

### Tools Needed to Break Down

Keys

Recommended - Packing Blanket & Plastic Wrap - To wrap the blanket around the Bunibox for shipping