

### I. POLE INSTALLATION



1. Insert pole into hole in back right corner of top shelf



Pole should be 11
1/4" below shelf leaving
4FT (48") above shelf

## II. FLASH INSTALLATION



GUIDE

PODIUM DETAILED SETUP

**PHOTO 4x6** 

FREE

1. Insert open umbrella through hole in aluminum cone and through guide on flash body



2. Attach Flash to top of pole using clamp – flash should point away from where consumer will have photo taken



3. Plug power cable into back of flash and run power cable through pole and podium and plug into power strip



4. Plug receiver into back of flash in sync input jack



5. Be sure to remove black bulb cover BEFORE powering on flash

## III. CAMERA INSTALLATION

## IV. <u>LAPTOP INSTALLATION</u>



1. Attach camera to pistol grip



2. Attach pistol grip to pole



3. Plug in USB Camera Cable (Yellow)



4. Plug in remote shutter (Orange)



5. Plug in camera power (White) and run cables through podium and plug into power strip



6. Attach Flash Transmitter to top of camera



GUIDE

SETUP

DETAILED

**PODIUM** 

4x6

**PHOTO** 

FREE

1. Place laptop on top shelf of podium



2. Plug in laptop power cable (White)



3. Plug in USB camera cable (Yellow)



4. Plug in printer cable (Red)



5. Plug in scanner cable (Green)



6. Plug in blue ethernet cable



1. Setup Printer on middle shelf of Free Photo Station and plug power and usb cables into back of printer



#### 1. Open Printer

- •Power on printer (bottom front right corner)
- •Open front panel by pulling on the blue latch on the bottom front of printer.



#### 2. Installing the Ink

- Remove ink ribbon tray
- •Insert ink ribbon into tray. Be sure both spools are snapped into place. Ribbon should roll over the topsee instructions on ribbon tray.
- Slide loaded tray into printer orange side first



#### 3.1 Installing Paper

- Push the blue, media release button on left side of printer media drawer. This will allow access to the paper compartment.
- •Next remove clear scrap box
- •IMPORTANT: KEEP AN UP TO DATE COUNT OF REMAINING PAPER AND INK ROLLS/BOXES



#### 3.2 Installing 4x6 paper

- •Insert new roll of media on black spools. Make sure there is no space between paper and spools
- •IMPORTANT: USE ONLY 4x6 PAPER and INK at the FREE 4x6 PRINTSTATION



# 3.3 Installing Paper

 The paper should be rolled over the top with the end of the paper facing you



**DETAILED SETUP GUIDE** 

**PODIUM** 

PHOTO 4x6

FREE

# 3.4 Installing Paper

 Rotate paper forwards until the printer beeps twice to confirm paper is properly loaded. Printer must be on when loading paper.





- Replace the scrap box
- close the paper compartment
- Fully close printer media drawer
- Printer will cycle through lights and print four blank test prints
- Printer is ready when only GREEN power light is on

### **Printer Error Lights**



- Power light and Paper light=reload paper/load new paper and ribbon
- Power light and Ribbon light=reload ribbon/load new ribbon and paper
- Any other error lights call your technical support numbers listed on reverse