



Event Scheduling Guide



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Scheduling “Free Play” for events is menu-driven and very easy to do. Below are step-by-step instructions, to help you the first time you schedule an event.

1. Check or set the time on the photo booth.
2. Schedule each event by entering:
 - start time,
 - duration, and
 - whether to store photos
3. Upload and Select custom logo artwork.
4. Attach a USB flash drive to the drop cable.
5. “Free Play” will be automatic at the scheduled times.

❖ Open the coin door.

❖ Press the TEST button located inside the coin door, on the right side, to enter into the Service Menu.



- ❖ The Service Menu will appear on your screen.
- ❖ To navigate the Menu, use the SELECT and the ARROW buttons on the outside of the coin door.



1. Check the Time

- a. Check to be sure that the time on the Fun Stop Photos™ photo booth is correct.
- b. Use the UP and DOWN arrow buttons located below the screen inside your photo booth to scroll up to "System Information." Push the SELECT button.
- c. The top line will display the time that is set on the Fun Stop Photos™ photo booth.
- d. If the time displayed is incorrect:
 - Exit the System Information Menu.
 - Scroll up to "Adjustments," and push the SELECT button
 - Scroll up to "Change Date and Time," and push the SELECT button.
 - Set the year, month, day, hour, and minute. Then, scroll down to "Set Date and Time," and push the SELECT button.

2. Schedule the Events

- a. Open the coin door, and press the TEST button located on the right side.
- b. Use the UP and DOWN Arrow buttons to scroll up to "Event Options," and press SELECT.
- c. You can schedule up to 10 events for the day.

- d. Each event has three options associated with it:
 - Start Time
 - Duration
 - Store Photos
- e. For the first event, scroll up to “Event 1 Start Time,” and press SELECT.
- f. Set the Start Hour using the UP and DOWN arrow buttons.
- g. Press SELECT when the start time is correct.
- h. Move down one menu option to “Event 1 Duration,” and press SELECT.
- i. Use the UP and DOWN arrow buttons to set the number of hours for the event. Then press SELECT again.
- j. The third option for each event is whether to store the event photos to an operator-supplied USB flash drive.
- k. Highlight “Store Photos for Event 1,” and press the SELECT button.
- l. Use the UP and DOWN arrow buttons to set the “Store Photos” options for that event, and press SELECT.
- m. Repeat these steps for each event you have that day, by moving down the list scheduling Event 2, then Event 3, and so on.
- n. When you are done scheduling the events, exit the TEST menu.

3. Upload the Custom Logo Artwork for each Event

Artwork files for Scheduled Events* can be loaded from the “Adjustments” menu (above) or from the “Event Options” menu:

Main Menu

- > Event Options
 - > Event X
 - > Custom Photo Strip Logo
 - > Load Custom Logo
 - > Delete Custom Logo
 - > Select Custom Logo
 - > Custom Rear Logo
 - > Load Custom Logo
 - > Delete Custom Logo
 - > Select Custom Logo

- a. Open the coin door, and press the TEST button located on the right side.
- b. Use the UP and DOWN arrow buttons to scroll to “Event Options,” and press SELECT. Scroll to the Event, and press SELECT.
- c. Scroll to “Load Custom Logo” for the artwork type (Photo Strip or Rear Logo), and press the SELECT button.
- d. Scroll to the image file you would like to load, and press SELECT.
- e. After the file has been loaded, choose the menu option “Select Custom Logo.”
- f. Use the UP and DOWN arrow buttons to highlight the artwork that you want to activate for the duration of the Event, and press the SELECT button.
- g. When you are done loading and selecting artwork for your scheduled events, exit the Service Menu.

4. Install a USB Flash Drive to Store Event Photos

- a. If your event(s) are scheduled to store photos, you need to plug in a USB flash drive.
- b. Open the coin door, and find the drop cable located behind the coin door.
- c. Attach a USB flash drive to the end of the drop cable.

5. “Free Play” is Automatic for Scheduled Events

- a. At the time that an event is scheduled to start, the photo booth will automatically switch to “Free Play.”
- b. If the event is set to store photos, but there is no USB flash drive plugged into the USB drop cable located behind the coin door, the photo booth will enter the red screen error mode and display a message instructing you to plug in a flash drive.
- c. The photo booth will stay in “Free Play” for the scheduled number of hours and then will automatically exit “Free Play” after each event has ended.

**Team Play can create custom art, backgrounds or advertisements for you.
Please feel free to call (847) 952-7533 for details.**