

# STANDARD TRI-BOOTH INSTRUCTIONS

(See VIDEO instructions at [www.tribooth.com](http://www.tribooth.com))



## TO ASSEMBLE (TIME: <8 MINUTES)

1. To begin, determine where you'd like to place the booth. Ensure it is a relatively quiet location, away from noisy air vents, humming electronics, buzzing lights, windows facing active streets, thermostat-controlled devices, etc.
2. Take out all of the pole segments. When assembled, the poles create two triangles and three 6' poles or "LEGS". Assembly of these five parts is easy as each one is composed of pole segments which are strung together by bungee cord like tent poles. Ensure each pole segment fits into each coupling. There's no need to push the pole segments in too hard.
3. Place one bottom triangle on the floor where you want your booth.  
\*NOTE: If you are taller than 6' and desire more headroom, retrieve the three pole extenders from the zippered compartment of the suitcase and attach one to each leg before continuing.  
Insert the three legs into the triangle corner couplings; it doesn't matter which end of which leg goes in which corner as they are all identical.
4. Then lift the top triangle over your head and place one corner coupling onto the top of a leg pole. Once you've done that, you can put the other two other triangle corner couplings onto the two remaining poles. Pull down on each corner coupling with a little pressure to ensure the legs are firmly inserted into each triangle's couplings. You now have completed the booth's framework. Now to make it sturdier...
5. Remove the velcro binding on each of the EIGHT strapping bundles on the top and bottom of the booth framework. There are four bundles on each of two adjacent sides of the booth. The one side that doesn't have straps is the "DOOR" side. The female ends of the buckles are on the straps at the top of the booth, the adjustable male ends of the buckles are on the straps attached to the bottom of the booth. Facing one side of the booth with straps, buckle the upper left female buckle to the lower right male buckle. Then attach the upper right female buckle to the lower left male buckle. This forms an "X" with the straps. Repeat with the other side of the booth with straps. Now gently pull on each of the four straps with male buckles to take up any slack. Do not over tighten any strap; try to keep them all even. Now that

you've braced the booth, now would be the ideal time to set up your microphone, copy holder, laptop or tablet, and any other recording necessities.

6. Now, let's take care of the acoustics. There are three pieces of acoustic blanketing here: two identical blankets with black hooks called "SKIRTS" and one triangular piece we call the "CAP". Pick up either one of the skirts and starting at its top left corner, hook the first black hook to the left of the center coupling at the top of the door side. Then continue moving to your right and attach the blanket's hooks to the top triangle until all hooks have been attached. Then pick up the second skirt and starting with the upper right corner of blanket, hook the first black hook to the right of the center coupling at the top of the door side, overlapping the first blanket you've already attached. As with the first skirt, continue moving to your left, attaching all the hooks until they are all attached to the top triangle. Finally, pick up the "cap" and look at its underside. Locate the corner with the white star or button, this is the corner that corresponds with the utility pole. Standing in the booth, put the star corner of the cap on the utility pole coupling with the blue tape. Then put the other corners of the cap on their respective corner couplings. Go outside the booth and ensure that the cap fits snugly over the top triangle. Boom! You have assembled your own fully-functioning, adjustable, professional sound recording environment.

## **TO DISASSEMBLE**

1. Begin disassembly by unplugging all of your personal equipment: phones, tablets, laptops, accessory cords, microphones and mic mounts, etc.
2. Remove the cap and fold it or roll it roughly into a 1'x2' rectangle. Put it on top of the copy stand and shelf in the bottom of the right side of the suitcase.
3. Remove each section of the skirt from the top triangle. Fold them vertically at each hook, then fold them each horizontally into thirds. Stack on folded skirt on top of the other and place in the remaining area of the right side of the suitcase.
4. Unbuckle each of four sets of straps. Roll or accordion fold each strap and secure with the attached velcro so that you have eight bundles.
5. Remove the top triangle by grasping each corner coupling with one hand and twisting the leg connected to it, then pulling them apart. Once the top triangle is removed, set it aside and remove each leg by gently stepping on a corner of the bottom triangle and gently twisting the leg and pulling them free from the bottom triangle. Now twist and pull apart each pole segment where that connect at a coupling.

**Remember, they are all connected by bungee so they'll easily accordion fold into small bundles. Place each bundle into the left side of the suitcase.**

- 6. Zip up the left-side pole compartment, shut the suitcase and zip it up. You are now packed up and ready to roll.**