

TRI-BOOTH INSTRUCTIONS

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



TO ASSEMBLE (TIME: <10 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. Lay the case on the ground (preferably something soft such as carpet, sofa, or bed.) Unzip the case, open it, and then unzip left-side compartment containing the poles segments and remove them.
3. When assembled, the poles create two triangles, one with **red** tape on one corner coupling (this is the **BOTTOM** triangle) and one with **blue** tape on one corner coupling (this will be the **TOP** triangle) and three 6' poles or "LEGS"; the leg with the **red** and **blue** tape and the pre-installed black hardware for your microphone and copy holder is the "UTILITY POLE". Assembly of these five parts is easy as each one is composed of pole segments which are strung together by bungee cord. Ensure each pole segment fits into each coupling firmly. There's no need to push the pole segments in too hard.
4. Place the bottom triangle (with the **red** tape) 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 utility pole leg with the matching **red** tape into the triangle corner with the **red** tape. Put the other two legs in the remaining triangle corner couplings; it doesn't matter which end of which leg goes in which corner as they are all identical.
5. Then lift the top triangle over your head and place the corner coupling with the **blue** tape onto the top of the utility pole leg with **blue** tape. 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...

- 6. 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, let's set things up inside...**
- 7. From top to bottom of the Utility Pole, there is a microphone boom, a copy holder boom, and space where you'll install your power hub shelf/beverage holder. You can set these up in any order, but let's start from the top with the mic boom. Loosen the mic boom by turning the large knob on its side to the left and swing the arm to the position that best suits you and tighten the knob to the right. You will then attach your mic mount and microphone to the end of boom.**
- 8. Next, adjust your copy stand boom to your liking by turning the large knob to the left to loosen and then to the right to tighten. Now, remove the blanketing from the right side of the suitcase revealing the the copy stand beneath them. Slide the copy stand onto the end of the boom, then tighten the small knob behind it to secure it in place.**
- 9. Now retrieve the power hub shelf from the right side of the suitcase and hook it around the utility pole at a suitable height and tighten it until secure. You can plug all of your gear into the white power hub. Plug the hub into a nearby outlet or use the supplied extension cord (in a zippered compartment in the suitcase) to reach any available outlet. Note the round white button to power the hub on. Now that you've powered up, let's take care of the acoustics.**
- 10. 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. Now that your booth is “dressed”, let’s get her working...

11. If you wish, page the door skirt to the side by unhooking a corner of a blanket so you can easily see inside the booth. Get the light bar and its power cord from the suitcase’s center zippered compartment. Secure the ends of the light bar in the two black elastic straps on the underside of the cap. Plug one end of the power cord into either end of the light bar, page the power cord over the closest top triangle pole, and plug the other end into the power hub. Close the skirt completely by ensuring all of the hooks are back in place.
12. 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, and anything else you may have plugged into the power hub. Also, unplug the power cord from the wall outlet and, if you used it, bundle and store the extension cord in a zippered compartment in the suitcase.
2. Remove the light bar and its power cord. We recommend accordion-folding the cord and using the supplied velcro to wrap around and manage the cable. Store the light and cord in the suitcase’s middle zippered compartment.
3. Loosen the knob behind the copy holder and remove it from the copy holder boom. Place the copy holder in the bottom left corner of the right side of the suitcase.
4. Loosen the shelf from the utility pole and remove it, bundle the cord, and place it in the bottom right corner of the right side of the suitcase.
5. Loosen the large knobs for the mic boom and the copy holder boom and adjust them so that they are parallel to the vertical utility pole and tighten the knobs to secure them.

- 6. 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.**
- 7. 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.**
- 8. 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.**
- 9. 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.**
- 10. Zip up the left-side pole compartment, shut the suitcase and zip it up. You are now complete and ready to roll.**