



# Getting Started Guide

Quick & easy, must-know information to get started with your new app.

## Helpful Resources

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[Preping iPad for public use](#)

[HALO Event Kit setup guide](#)

[Printing Help](#)

[Pre-Event Checklist](#)

[Design Guide](#)

## Where to customize settings

Simple Booth Classic settings can be customized in-app. HALO settings can be customized in-app or online from the [app preset](#) and [gallery pages](#). Both in-app and online, the settings screen is made up of various panels, and each panel customizes a different part of the platform.

**Note:** Some panels will only populate once a specific feature is enabled in another panel. For example, the print panel or email panel will only appear once those settings are selected in the send options panel.

## How to customize settings

### Designing your layout

With Simple Booth, the margins, corners, crop, background color, and filter effects on your pictures can all be adjusted within the design panel. One of the most powerful tools that you can use to customize the photo booth is the ability to add your own graphic designs to your layouts. Simple Booth layouts can contain a logo, custom margins backgrounds, overlays, and green screen backgrounds.\* After you create your designs with the program you prefer to use, we make it easy to upload those files into your app.

**Note:** For more specifics about designing your layout, please refer to our Design Guide. Custom backgrounds, overlays, and green screen only available on HALO.

### Edit Options

After guests take a photo, they can edit their picture. You are able to select which types of edits your guests are able to make, if any.

Edit options are available for the crop, color of the margins, the layout itself, rearranging the order of the frames, adding props, drawing on the picture, GIF speed adjustments, and changing the filter effect.

## Customizing the experience

The booth can be customized beyond the photos!

### Color theme

Adjust the color theme to change the colors that the font and background in the booth will appear in.

### Start Screen

The photo booth will rest on the start screen until a guest approaches to begin their photo booth session. Simple Booth allows you to customize how long the app counts down before taking photos, as well as additional settings. With certain HALO plans you can also upload your own background image to display instead of the “Tap to Start Booth” text.

### Data Capture

Simple Booth’s data capture feature\* must be enabled during your event in order to collect information from guests. When data capture is enabled, guests will see they are opting in and you will be able to access information collected from your analytics after the event.

**Note:** Data capture only available on HALO standard and premium.

## Sharing pictures

Once guests finish editing their photos, they will be brought to the send page. Similar to the edit page, you are able to pick and choose which options guests can use to send the pictures out, and whether or not they can print.

### Gallery Privacy

When guests receive a link to your Gallery they are first directed to their own photo. The default setting for each gallery is ‘public.’ This allows guests to tap to view the remainder of photos in the Gallery. Galleries can also be set to private or unlisted so that guests can only view their own pictures.

### Saving Pictures

Simple Booth can automatically save a copy of each finished layout and individual frame to your iPad’s Camera Roll. Pictures taken with HALO can be downloaded from your account online, and HALO is integrated with Dropbox as an additional option.

## Using the booth

Tapping the button in the top right corner will pull up your Preflight Check and allow you to launch Booth Mode or Test Mode. It's always a great idea to take some tests before your event, and our Test Mode allows you to switch easily between the booth and your settings to make adjustments quickly and easily.

The Preflight Check will display handy information about your under-the-hood settings that will help ensure your event goes off without a hitch. When everything is just right, launch the booth.

At this point, you'll be unable to return to the settings screen. This ensures guests can't access and change settings during your event. If at any point you need to return to the settings, you'll need to quit the app. In order to do so, double tap the home screen button, and slide the app up and off of the screen.

## Manage booth status during events

Simple Booth is simple enough to set up and leave unattended throughout your event. Still, there are a few settings that you may want to access during your event. If the WiFi connection is weak, you'll be able to check on the status of your offline upload queue without skipping a beat. If lighting changes during your event, you can make a quick adjustment to the camera's exposure to make sure guests receive quality pictures.

Tap and hold on the "tap to start" screen with two fingers for two seconds to access the Booth Status menu.