



# Preparing iPad for public use

If you are using Simple Booth for the first time or setting up on a brand new device, there are a few steps you will need to take to get your iPad ready.

## Helpful Resources

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[Getting Started Guide](#)

[HALO Event Kit Setup Guide](#)

[Printing Help](#)

[Pre-Event Checklist](#)

[Design Guide](#)

The following items are settings you will only need to change once for the initial setup of your device(s). To see a list of things to run through before each event, see our [pre-event checklist](#).

**Note:** these instructions are for the latest iOS available. If you are not on the most current iOS update, you may find these settings are named and organized slightly differently within your iPad's settings app.

## 1. Enable Guided Access

**Guided Access** prevents guests at your events from accessing other apps or sensitive information on your iPad. Enable the feature by opening your iPad's Settings app, then visit General > Accessibility > Guided Access, then turning it on and setting a pass code.

**Note:** Enabling Guided Access only needs to happen once, however you must start a new Guided Access session before each event by triple clicking the home or side button and starting Guided Access.

## 2. Display Auto-Lock

Display Auto-Lock is a Guided Access setting designed to shut off the iPad's screen after 20 minutes of inactivity in order to save power when Guided Access is in use. Enabling the Display Auto-Lock setting will prevent your screen from dimming or turning off during your events.

Update the feature by opening your iPad's Settings app, then visit Accessibility > Guided Access > Display Auto-Lock, then setting the auto-lock to never.

### 3. Enable AssistiveTouch through Accessibility Shortcut

We strongly encourage you to use lighting during your event! If your hardware makes it difficult to shut off the iPad's screen, using the **AssistiveTouch** feature together with **Accessibility shortcut** can make breaking down after events a bit easier.

To set up Accessibility Shortcut, open your iPad's Settings app and visit Accessibility > Accessibility Shortcut, then select the AssistiveTouch option from the list.

When you're ready to lock your iPad, triple click the home button on your iPad and choose AssistiveTouch. Then, use the on-screen button that appears to visit Device > Lock Screen. To remove the on-screen button, triple click the home button and deselect AssistiveTouch.

You might also find that you simply prefer to take the iPad out of your device in order to break down! This is totally personal preference. 👍

### 4. Disable Auto Brightness

Your iPad has Auto Brightness enabled by default. Leaving the feature enabled can cause the iPad's screen to dim during events, dark enough that it can almost appear as though the screen is off! Disable Auto Brightness by opening your iPad's Settings app and visiting Accessibility > Display & Text size, then disable the following: Smart Invert, Classic Invert, Reduce White Point, and Auto-Brightness. You also want to set Color Filters to off from this same menu.

### 5. Disable iCloud Photo Sharing

Leaving **iCloud photo settings** enabled while using Simple Booth can result in your iCloud storage filling up much more quickly than anticipated. If this will present a problem for you, disable iCloud photo settings by opening your iPad's Settings app, then visiting [Your Name] (at the top) > Photos, and disable "iCloud Photo Library" and "My Photo Stream."

## 6. Enable Find My iPad

It's rare that iPads go missing at events, but who doesn't want an extra layer of security?

Enabling **Find My iPad** within your iPad's settings will allow you to recover your device if it does get lost. If you're ever in this situation, Find My iPad allows you to sign in on a separate device, like a laptop, where you can see the location of your device and take a few actions to attempt to recover it.

Now that your iPad is ready to go, visit our **Pre-Event Checklist** to see what steps you'll want to take to get your device ready before each event.