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# TRI-BOOTH INSTRUCTIONS

## TO ASSEMBLE (TIME: 10 MINUTES)

1. **FIND BEST LOCATION:** To begin, determine where you'd like to place the booth. Ensure the location is relatively quiet, away from noisy air vents, humming electronics, buzzing lights, windows facing active streets, thermostat-controlled devices, etc.
2. **TAKE OUT ALL COMPONENTS:** Open the duffle bag and remove the contents. Your Tri-Booth arrives with all the parts in the main compartment. Feel free to make use of all the zippered compartments when you put it all back.
3. **ASSEMBLE TRIANGLES & LEGS:** Unbundle the poles bound with the red strap. When assembled, these pole segments create two TRIANGLES and three LEGS. Fit the pole ends into their shock-cord connected couplings. Ensure each pole segment fits into each coupling snugly, though there's no need to push the pole segments in too hard. You'll have one TRIANGLE with red tape on one corner coupling (this is the **BOTTOM TRIANGLE**) and one TRIANGLE with blue tape on one corner coupling (this is the **TOP TRIANGLE**). You'll also have three 6' 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**.
4. **ASSEMBLE THE FRAME:** Place the bottom TRIANGLE (with the red tape) on the floor with the corner couplings facing up. **\*NOTE: If you are taller than 6' and desire more headroom, retrieve the three pole extensions and attach one to the BOTTOM of each LEG before continuing. The extension on the UTILITY POLE should be placed on the end with the red tape.** Insert the end of the UTILITY POLE LEG with the red tape into the bottom TRIANGLE corner with the red tape. Put the other two LEGS in either of the remaining TRIANGLE corner couplings. Lift the top TRIANGLE over your head with corner couplings facing down and place the corner coupling with the blue tape onto the top of the UTILITY POLE with blue tape. Then put the other two other TRIANGLE corner couplings onto the two remaining poles. Gently pull down on each corner coupling to ensure the LEGS are firmly inserted into each TRIANGLE'S couplings. You have completed your Tri-Booth's framework. Now let's make it sturdier...

5. **BUCKLE STRAPS:** Remove the velcro binding on each of the EIGHT strapping bundles on the top and bottom of the booth framework. The side of the booth 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. **\*NOTE: THE STRAPS ARE ALREADY SET TO THE APPROPRIATE TENSION. NO NEED TO LOOSEN AND RETIGHTEN UNLESS YOU'VE ADDED THE HEIGHT EXTENSIONS! THE STRAPS ARE MEANT TO BE UNDER TENSION SO YOU'LL NEED TO USE A LITTLE FORCE TO CONNECT THE BUCKLES.** Facing one of the sides 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 with straps. Now that you've braced the booth, let's set things up inside...
6. **ADJUST MIC & COPY HOLDER BOOMS:** From top to bottom of the UTILITY POLE, there is a microphone boom, a copy holder boom, and room to attach the utility shelf/beverage holder. You can adjust the height of the booms by loosening the smaller knob on the boom, raising or lowering the boom to the desired height, then tightening the knob. To adjust the angle of the booms, loosen the large knob, swing the boom into the position that best suits you, then tighten the knob. You will then screw your mic mount (supplied by you) to the threaded end of the mic boom and clip your microphone in place. Then screw the copy holder onto the copy holder boom. You can adjust the black threaded collar on each boom to ensure the exact rposition of the mount and the copy holder. (DO NOT OVER-TIGHTEN!)
7. **INSTALL UTILITY SHELF & POWER HUB:** Retrieve the utility shelf and hook it around the UTILITY POLE at your preferred height and tighten it until just secure (DO NOT OVER-TIGHTEN!) You can place the POWER HUB on the shelf or anywhere you'd like. There are Velcro dots are in the red EMERGENCY KIT if you'd like to use them to secure the POWER HUB to any flat surface such as the utility shelf. You can now plug all of your gear into the POWER HUB's AC and USB outlets. Plug the POWER HUB into a nearby outlet or use the supplied EXTENSION CORD to reach available outlets. Now that you've powered up, let's take care of the acoustics.
8. **INSTALL ACOUSTIC BLANKETS:** There are three pieces of acoustic blanketing - two identical blankets with hooks along the top edge called SKIRTS and one triangular piece called the CAP. Pick up either one of the SKIRTS and starting at its top left corner, hook the first hook to the left of the center coupling at the top of the door side. Then continue moving to your right and attach the SKIRT'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 hook to the right of the center coupling at the top of the door side, overlapping the first SKIRT you've already attached. Moving to your left, attach all the hooks to the top TRIANGLE just as you did with the first SKIRT. Finally, pick up the CAP and look at its underside. Locate the corner with the white "Tri-Booth" button; this is the corner that corresponds with the UTILITY POLE. Standing in the booth, put the "Tri-Booth" button 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 and the large "Tri-Booth" patch is located directly over the DOOR slit. Now that your booth is "dressed", let's turn the lights on...

9. **INSTALL LIGHT BAR:** If you wish, page the door SKIRT to the side by unhooking a corner of a blanket and re-hooking it back on itself so you can easily see inside the booth. Retrieve the light bar and its power cord. Secure the ends of the light bar in the two elastic straps on the underside of the cap. Plug one end of the light's 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.
10. **COMPLETE:** You now have assembled your TRI-BOOTH. Now get in there and book something!

## **TO DISASSEMBLE (TIME: 10 MINUTES)**

1. **REMOVE ACCESSORIES:** Begin disassembly by unplugging all of your personal equipment: phones, tablets, laptops, accessory cords, microphones, 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 LIGHT BAR:** Remove the light bar and its power cord. We recommend accordion-folding the cord and using the supplied velcro to manage the cord. Store the light and cord in any of the exterior zippered compartments of the duffle bag.
3. **REMOVE CAP:** Remove the cap and fold it or roll it roughly into a 1'x2' rectangle and place it in one end of the duffle bag.

4. **REMOVE SKIRTS:** Remove each section of SKIRT from the top TRIANGLE. Fold each SKIRT vertically at each hook, then fold each horizontally in half. Place one folded skirt in the duffle bag and place the other SKIRT aside for a moment.
5. **BUNDLE STRAPS:** Unbuckle each of four sets of straps. Roll or accordion fold each strap and secure with the attached velcro so that you have eight strap bundles.
6. **REMOVE COPY HOLDER:** Unscrew the copy holder from its boom. Place the copy holder in the duffle bag on top of the SKIRT.
7. **LOWER BOOMS:** Loosen the large knobs for the mic and the copy holder booms and adjust them so that they are parallel to the utility pole and then tighten the knobs. The booms should stay on the UTILITY POLE when the booth is disassembled.
8. **REMOVE UTILITY SHELF:** Loosen and remove the utility shelf from the UTILITY POLE and place it in the other end of the duffle bag, opposite the cap. Bundle and velcro the cord of the POWER HUB, and place it in any of the exterior zippered compartments of the duffle bag.
9. **BUNDLE POLES:** Remove the top TRIANGLE by grasping each corner coupling with one hand and twisting the LEG connected to it, then gently 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 until it is free from the bottom TRIANGLE. Now twist and pull apart each pole segment on the LEGS and TRIANGLES where they connect at a coupling. Remember, they are all connected by bungee so they'll easily accordion fold into bundles. Collect all folded pole segments and secure them with the red belt. Place the belted pole bundle on top of the copy stand and SKIRT in the duffle bag. Place the remaining SKIRT on top of the pole bundle in the duffle bag and zip it closed.
10. **FINISHED:** Place any other accessories (like the EMERGENCY KIT, extension cord, door hanger) in any of the remaining exterior zippered compartments. And that's it. Finished!