

Hardware Rental Packing & Return Instructions

Packing List:

- 1x original shipping box with all foam insert layers
- 1x metal stand riser
 - please collapse sections into shortest length
 - please tighten the two (2) large thumb screws to secure
- 1x metal stand tripod base
 - please collapse and lock legs into nested position
 - please ensure the one (1) large thumb screw is attached
- 1x enclosure with iPad, ring light, and metal mounting bracket
 - please position bracket as flat as possible against rear
 - please tighten all three (3) small thumb screws on bracket
 - please loosely coil power cable and secure with leather strap

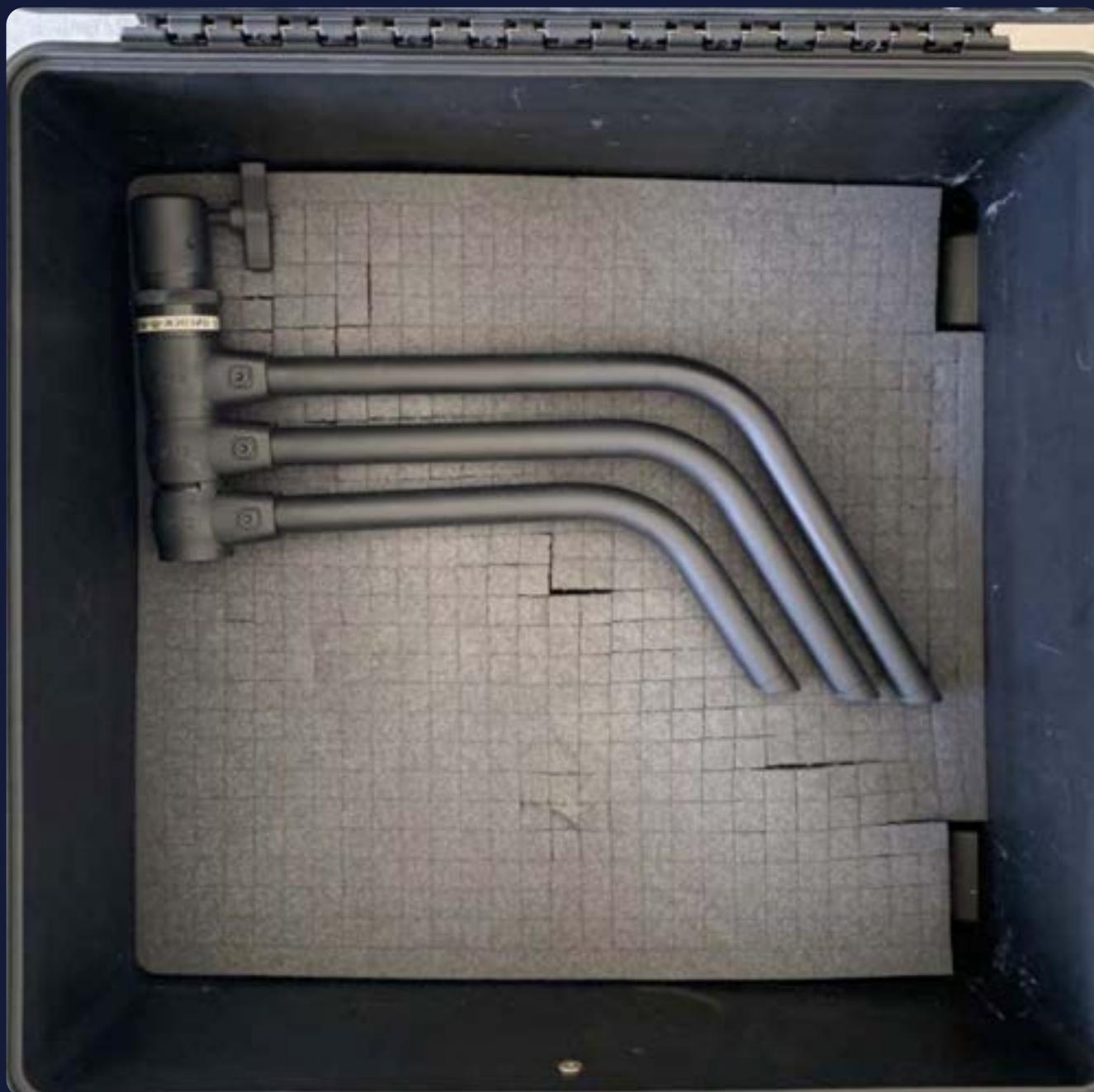
Step 1: Stand Riser

Remove all but the thin foam layer at the bottom of the shipping box. Place the metal stand riser diagonally across the bottom, as pictured.



Step 2: Stand Base

Place a foam layer over the stand riser, then place the metal stand base on top of the foam layer.



Step 3: Main Enclosure

Place a foam layer over the stand base, then place the main enclosure with ring light and iPad face down on top. If included, place the “border-only” foam layer around the main enclosure.



Step 4: Final Foam Layer

Place the foam layer with a hole taken out from the center towards the bottom. Place it over the main enclosure. The opening in the foam should fit around the mounting bracket, as pictured.





Step 5: Close, Label, and Return

Close the lid and press all six (6) clasps down until they click into a firmly locked position. You shouldn't be able to release the clasp without pressing the button in the center the clasp.

Attach the included prepaid UPS return label over top of the existing shipping label on the outside of the shipping box.

Schedule a UPS pickup OR drop off the labeled box at your nearest UPS Store or other UPS drop-off location.

Please complete this step the next business day after your event to avoid extended rental charges.