Assembly Instructions
VCB Traveller Video Conferencing Background by Draper

Setting Up the Background

1. Rotate legs (attached to bottom) until they are perpendicular to the case (see Fig. 1).

2. Rotate carrying strap so it does not interfere with opening case. You can also remove the carrying strap by sliding down then off (see Fig. 2).

3. Unlatch and open the case.
4. Remove upright from clips in case behind background.
5. Place upright in upright stand, located inside case and centered on back of background. Adjust upright according to necessary background height (see Fig. 3).

6. Grasp bail and pull up in steady motion to raise background. Hook bail onto upright gooseneck (see Fig. 4). Adjust upright again if necessary.

Collapsing the Background

1. Generally reverse procedures used for setup. 
   Caution: Do not let go of the bail when collapsing the background; damage could result. Slowly allow background to roll into the case.

Troubleshooting

Background will not fully extend:
Make sure the background is not “catching” on anything. Make sure case lid is fully open. Make sure roller is properly seated.

Background will not close:
Check roller to make sure nothing is interfering with operation.

Background tips forward or backward:
Make sure legs are perpendicular to the case. If they are, background may be located on too severe an incline.

Case Latches will not open:
Press gently down on the case just above each latch while opening.

Case Latches will not close:
Press gently down on the case just above each latch while closing.

Carrying strap will not rotate out of the way so case will open:
Loosen or remove carrying strap altogether (see below).