

## Supplies Needed

- To assemble this kiosk, you will need:
  - People:
    - (2) strong people
    - COULD HAVE 3<sup>rd</sup> person for part of a step.
  - Tools:
    - #2 Philips head screw driver
    - 9/16” wrench or socket driver
    - Allen wrenches
      - 5/64” Allen wrench
      - 7/32” Allen wrench
    - MAY NEED 6’ Ladder
  - Hardware:
    - Stand-offs (11)
      - Stand-off bases with set screw (11)
      - Stand-off clear washers (11)
      - Stand-off bolts (11)
    - Hex head bolts (7)
    - Button head bolts (4)
    - Nuts (4)
  - Parts (Found in Crate 02):
    - Hardware box (contains hardware)
    - Circular aluminum base plate
    - Cylindrical aluminum frame (Not stored in crate)
    - Fabric frame cover
      - IN draw-string bag.
    - Magnetic interactive (stores assembled):
      - Interactive graphic
      - Magnetic Core
      - Magnetic Compass
      - Nylon tether
      - U-bolt
      - Compass holster
      - Compass holster back plate.
    - Overview graphic
    - Artifact case
      - WITH Artist reproduction core sample
    - Artifact case back plate.

## Safety Precautions

- Precautions you should take are:
  - Base Plate
    - Base plate is heavy.
    - Move with at least 2 people.
    - Be careful of base plate tipping when removing from crate.
    - Be careful of smashing fingers between floor and baseplate.
  - Aluminum frame
    - Aluminum frame is large and unwieldy.
    - Move with at least 2 people.
    - It is easy to bump into objects, walls, ceiling and other people when moving.
    - Be aware of surrounding when moving frame.
  - Fabric frame cover
    - Fabric is large and unwieldy.
    - Move with at least 2 people.
    - Fabric can get dirty easily.
    - Do not touch to ground or any uncleaned surface.
  - Graphics
    - Graphics can get dirty or damaged easily.
    - Do not touch graphics to ground or lay on any uncleaned surface.
    - Avoid touching graphics directly with any metal tools.
    - The overview graphic is double sided.
    - Exercise caution placing the graphic on any surface
    - Know which side should be the outward facing side for your venue before assembly.

## Assembly Instructions

1. Place base plate on the floor with the flat face on the ground and the angle tabs facing up.
  - a. Use 2 people to move base plate.
2. Attach frame to base plate.
  - a. Lay cylindrical aluminum frame flat side down on the floor.
    - i. Use 2 people to move frame.
  - b. Remove fabric cover from draw-string bag.
    - i. Put draw-string bag back into crate. It is not needed for assembly.
  - c. Unfold fabric cover.
    - i. Use 2 people to move fabric cover
    - ii. DO NOT let fabric touch floor.
  - d. Position the fabric with the front facing the ground and the back facing the sky.
    - i. The front is an orange panel
    - ii. The back is a mostly white graphic panel with geometric shapes and photographs.
  - e. Both people should slide one of their arms through the fabric cover (like two legs in one leg warmer).
    - i. Position the fabric so the bottom is near their shoulder and the top is near their hands.
    - ii. The top is the orange horizontal strip with large white lettering on it that says “WHAT IS A CORE”.
  - f. Lift up the bottom end of the aluminum frame with your free hands.
  - g. Begin to slide the top of the fabric cover onto the bottom of the aluminum frame.
    - i. Take your time, and be gentle.
    - ii. Think of putting on pantyhose how it needs to be bunched up and unfurl smoothly.
  - h. Slide the entire fabric cover up to the top cylinder on the frame.
    - i. Be careful it is easy to let the top of the fabric cover touch the ground.
  - i. Tip the aluminum frame so the top is off the ground and the bottom is resting on the ground.
  - j. Align the front panel with the straight pipes on the lower half of the frame.
  - k. Begin to slide the top of the fabric cover over the bottom of the top cylinder frame.
  - l. Reach in and wrap the inner nylon pockets around the frame tubes in the center of the circle
    - i. The pocket wraps around both tubes.
    - ii. Zip the zippers to close the pocket.
  - m. Adjust the fabric to have the seams line up with the straight vertical tubes.
  - n. Pull the top of the fabric up over the top of the frame and begin to fasten the Velcro along the top of the fabric and frame.
    - i. This is a delicate process it is easiest to start at the front and circle around toward the back.
    - ii. This can be made easier with a third person.

- iii. The graphic should be smooth and wrinkle free when applied correctly.
  - o. DO NOT attach the bottom of the fabric cover yet.
  - p. Lift the frame and place the semicircular bottom of the frame on the base plate.
    - i. Frame should align with the angle tabs on the base plate.
  - q. One person will hold the frame in place while holding the fabric out of the way.
  - r. The second person bolts the frame to the base plate.
  - s. Take the 7 hex head bolts and thread them through the holes on the angle tabs into the threaded inserts on the frame.
    - i. You may need to wiggle the frame up and down or left and right to line everything up.
    - ii. Finger tighten them only at this point and keep all the bolts a bit loose so you can wiggle the frame to line up all 7 bolts with the threaded inserts.
  - t. Once you have finger tightened all of the bolts give each one an additional quarter turn with the 9/16” wrench.
    - i. DO NOT over tighten bolts. Someone will need to disassemble this in the future.
  - u. Now attach the velcro on the bottom of the fabric cover to the Velcro on the bottom of the frame.
    - i. Keep in mind to keep the front orange panel aligned to the front of the aluminum frame.
  - v. Look at the fabric cover and adjust if necessary.
    - i. To adjust the top of the fabric cover after attaching the aluminum base plate it is recommended to use a 6’ or 8’ ladder.
- 3. Attach 11 stand-off bases to the aluminum frame with 11 Philips button head screws.
  - a. Place 11 Philips head screws into 11 stand-off bases.
  - b. On the front panel of the fabric cover there are 11 holes that align with 11 threaded inserts in the aluminum frame.
  - c. Use the #2 philips head screwdriver to stabilize the screws inside of the bases.
  - d. Use the screws to gently align the holes with the threaded inserts.
    - i. The second person can pull the fabric to help alignment.
  - e. Screw in each stand-off base with the set screw facing to the outside of its corresponding graphic panel.
- 4. Attaching the artifact case to the overview panel.
  - a. Place the overview graphic on a clean, flat, dry surface.
  - b. Place the artifact back panel underneath the graphic and align the holes
  - c. Place the artifact case on top of the graphic and align the holes.
  - d. Place 4 button head bolts in the holes
  - e. Gently lift the assembly enough to hand tighten 4 nuts onto the 4 bolts.
  - f. Stabilize each nut with the 7/32” Allen wrench while tightening the nuts using a 9/16” ren an additional quarter turn.
- 5. Attaching the overview panel to the stand-offs.
  - a. Use 2 people to attach the overview panel.
    - i. One person holds the graphic while stabilizing the artifact case.
    - ii. The other person places and hand tightens the stand-off bolts.
  - b. Put 5 clear plastic washers on 5 stand-off bolts.

“What is a Core” Kiosk – Assembly Instructions (photos at end)

- c. Starting with the top hole put a stand-off bolt through the hole in the graphic and hand tighten to the top stand-off base.
  - d. Proceed with the other 4 stand-off bolts.
  - e. Once all of the stand-off bolts are hand tightened take the 5/64” Allen wrench and gently tighten the set screws on the 5 stand-off bases.
    - i. DO NOT over tighten, someone will have to disassemble this kiosk later.
6. Attaching the interactive graphic panel.
  - a. Use 2 people to attach the interactive graphic panel
    - i. One person holds the graphic
    - ii. The other person places and hand tightens the stand-off bolts.
  - b. Put 6 clear washers on 6 stand-off bolts.
  - c. Starting with one of the top holes put a stand-off bolt through the hole in the graphic and hand tighten to the top stand-off base.
  - d. Proceed with the other 5 stand-off bolts.
  - e. Once all of the stand-off bolts are hand tightened take the 5/64” Allen wrench and gently tighten the set screws on the 6 stand-off bases.
    - i. DO NOT over tighten, someone will have to disassemble this kiosk later.
7. Congratulations! The What is a Core Kiosk is now assembled.

## Assembly Photos





“What is a Core” Kiosk – Assembly Instructions (photos at end)





“What is a Core” Kiosk – Assembly Instructions (photos at end)





## The image consists of two side-by-side photographs. The left photograph shows a tall, red cylindrical structure in a workshop. The top of the cylinder has a white band with the text "WHAT IS A CORP" in red. Below this, the cylinder is red. At the base, there is a small logo and the text "DESIGNED BY". The workshop background includes workbenches, tools, and a person in the distance. The right photograph is a close-up of a person's hands using a green and black screwdriver to attach a small, dark-colored panel to the red surface of the cylinder.









“What is a Core” Kiosk – Assembly Instructions (photos at end)

