Supplies Needed

- To assemble this kiosk, you will need:
  - People:  
    - (2) strong people  
    - COULD HAVE 3rd 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.
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 hind 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)