

What you will need:

- Exhibition drawings
- Minimum of four people; a fifth or sixth person is ideal but more than that is too many
- Small step ladder or step stools
- Three extension cords for the videos in Section 2 and 5 of Crossways as well as the interactive kiosk in Section 6. Cord covers are packed in the top of Crate 11.

General Installation Instructions:

Crossroads consists of six freestanding exhibition sections.

The exhibition structure and panels are numbered based on which section of the exhibition they belong to:

- 1 – Introduction
- 2 – Identity
- 3 – Land
- 4 – Community
- 5 – Persistence
- 6 – Managing Change

Each panel has a number that starts with the section number and is followed by the panel number and letters identifying it as a top (Top), bottom (Bot), or middle (Mid) panel. Additionally, each side of each panel is labeled A or B so that they can be oriented correctly. (e.g., 1.3B Top – This panel is panel number 3 in the first section of the exhibition, it is a top panel, and it is side B).

Thumb Screws and connectors



Knob Screw with
washer



Thumb Screws

Helpful Hints:

Before starting your installation plan the layout in your space. This will make installation much easier and you can make sure you have 36" of space between each section in order to meet ADA guidelines. Exhibition floor templates are packed in Crate 14. Unroll them and use them to plan your layout.

- *Crossroads* is designed so that you need very few tools for installation. There are six freestanding sections in the exhibition. All the tools and connectors that you will need are packed in the toolbox in Crate 1.
- You can install all the bases first from Crates 2 and 3 and then open crates 1, and 4 – 11 for all of the panels. Finally, you can add the middle graphic panels from crates 12-14. You will need access to object cases and interactives from crate 15 throughout the installation.
- Make sure that you have two people to remove and replace the lids on the crates, particularly the large crates. Additionally, you will need one or two others to hold the crates so they don't roll while you are accessing them.
- The **Condition Report Book** is packed in **Crate 1**. Remove the condition report book and set aside. Condition reporting can be done when the exhibition is completely installed, but if you notice any damage as the components are being unpacked you should make a note of where the damage is located. Any damage to the exhibition discovered as it is unpacked is not necessarily your fault, but could be that of the previous exhibitor or may have occurred in transit. If the damage seems to be extreme, stop what you are doing and call SITES immediately.
- Please wash your hands after opening a crate and before beginning to assemble the exhibition to reduce smudges on the panels.
- Keep **all** packing material. Once the exhibition components have been unpacked, put all the packing material back in that crate for safe storage until it is time to pack and send the exhibition to the next exhibitor. Refasten the locks and move the crate into your clean, secure storage area.
- Before you begin to unpack, please look carefully at the exhibition drawings and become familiar with the installation instructions. Each section is shown on a separate page and there are plan views and elevations of each section with the written instructions. You will need all three in order to install the exhibition.
- Always lay your bases out first and then build up in one vertical section at a time. Leave the middle panels off until all the bottom and top panels are attached.
- The exhibition sections can't be moved once built so make sure the bases are in the correct location before building up.
- Make sure you always have two people to lift panels and exhibition components out of the crates and at least one person who is holding up the structure until enough panels are up that it is stable.

Section 1: Introduction

Ready? Begin . . . Unpack!

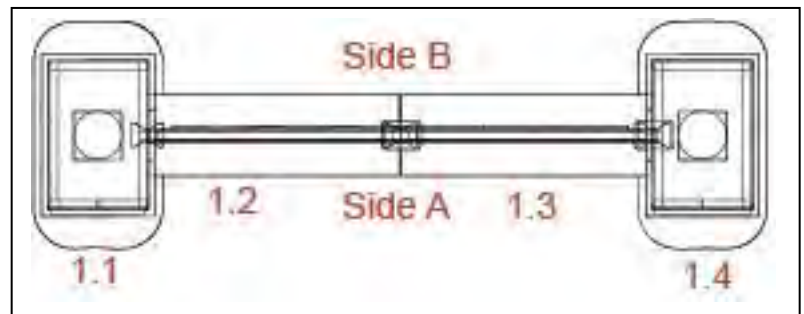
All of the panels for Section 1 are packed in **crates 1 and 6**. Using two people, wheel crates 1 and 6 into the workspace. The lid for crate 1 is heavy, make sure you have two people to remove the lid and at least one other person to keep the crate from rolling. You will also need to access the popoff panels in crate 6.

Unlock the crates take the lid off and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Remove panel 1.3 Mid so that you can get to the columns in the crate.

Install the bases:

- Unpack **1.1 Base**, **1.2-1.3 Base**, and **1.4 Base** from Crate 1
- Adjust the levelers on the bottom of the bases so that all the bases are level. Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.



Install the left column:

- With 2 people, lift out **1.1 Column** from Crate 1. Release the bungee cord from the base and gently feed it through the column until you can lift off the top brace. Set the top brace aside.
- Lift 1.1 Column off of the bottom brace and set it on 1.1 Base.

Install Section 1 Crossbar:

- Fit the **Section 1 support panels** together and place them on the 1.3 Base towards the far end.
- Unpack the **Section 1 Crossbar** from Crate 1 and using 2 knob screws, attach it to 1.1 Column.

Install Panel 1.2 Mid:

- With 2 people, unpack panel **1.2 Mid** from the lid of **Crate 1**. Add the two small section 1 support blocks on top of the Section 1 Crossbar.
- With at least 2 people lift Panel 1.2 Mid onto the support bars and have a third person attach it to 1.1 Column with 2 knob screws.
- Make sure at least one person continues to spot and support panels 1.2 Mid and the Section 1 Crossbar while the other panels are unpacked and attached.

Install Panel 1.3 Mid:

- Make sure one at least one person continues to support panels 1.2 Mid and the Section 1 Crossbar.
- Move one of the small section 1 spacers towards the end of the section 1 crossbar.

- With at least 2 people lift Panel **1.3 Mid** onto the spacer block and slide panels 1.3 Mid into panel 1.2 Mid. Attach the two panels together with thumb screws.
- Make sure at least two people continue to spot and support both panels 1.2 Mid and 1.3 Mid while the last column is attached.

Install 1.4 Column:

- Make sure at least two people are supporting panels 1.2 Mid and 1.3 Mid.
- Remove **1.4 Column** from Crate 1 and slowly release the bungie from the bottom brace and feed it through the column. Remove the top brace and lift the column off of the bottom brace.
- With 2 people lift 1.4 Column onto the 1.4 Base. Keep the column at a slight angle until you can fit panel 1.3 Mid and the Section 1 Crossbar into the groove on the side of the column.
- Attach the column to panels 1.3 Mid and the Section 1 Crossbar with knob screws.

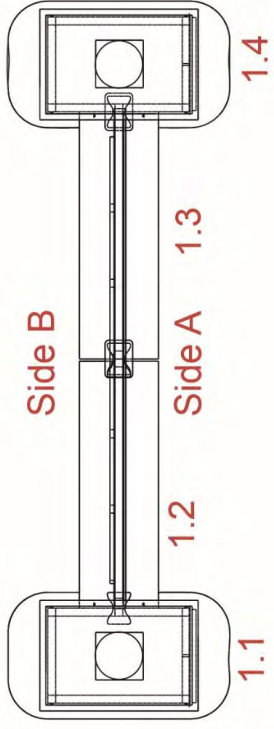
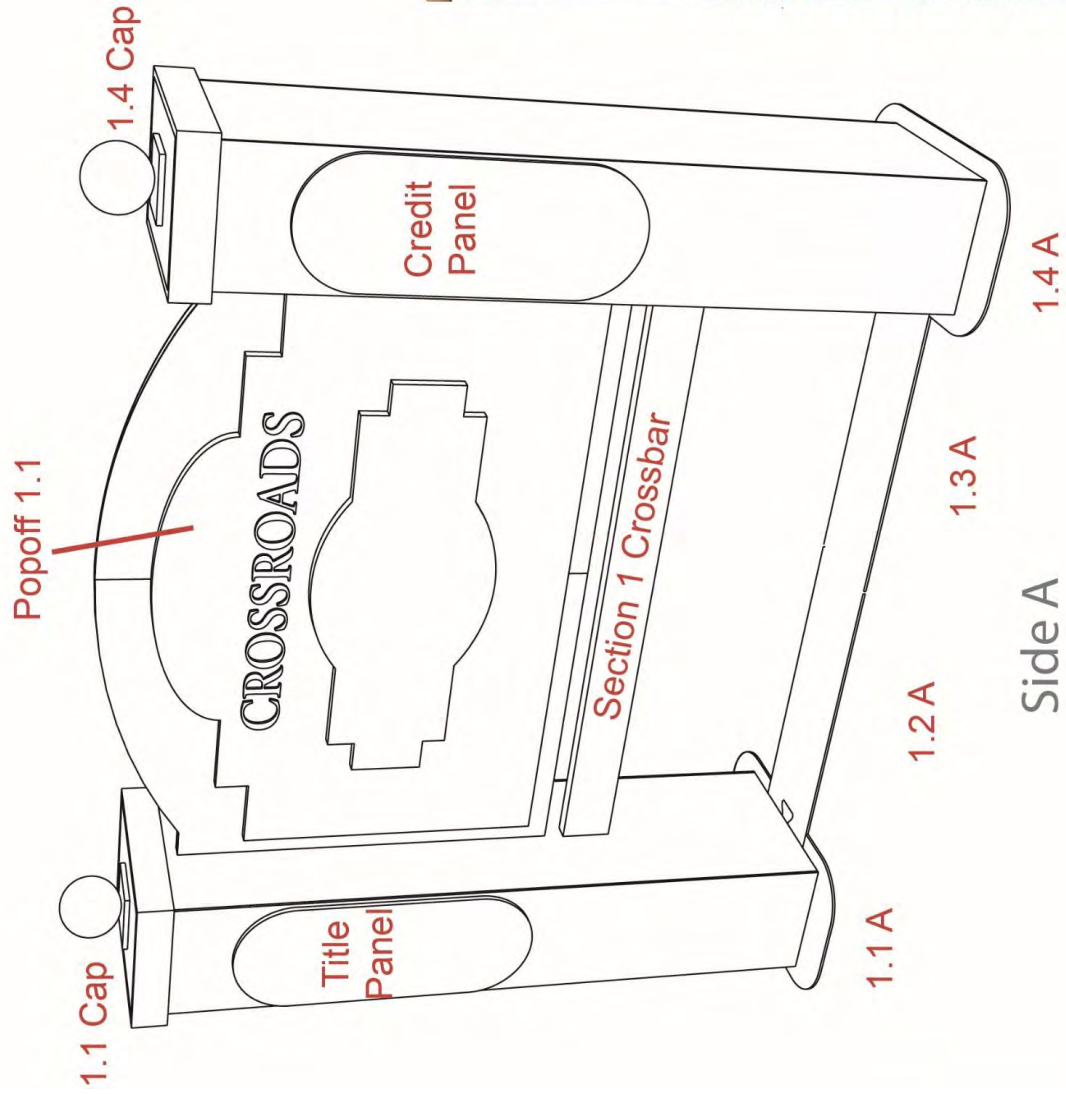
Install remainder of attachments:

- Place **1.1 Top Cap** and **1.4 Top Cap** on top of the Columns.
- With two people remove the lid from **Crate 6** and unpack **Popoff 1.1**. Hang Popoff 1.1 on the cletes on the front of Section 1.
- With two people remove **Popoff 1.2** from **Crate 6** and hang it on the cletes on the back of section 1.
- From **Crate 1**, hang the **Title Panel** and **Credit Panel** on the left and right front sides respectively.

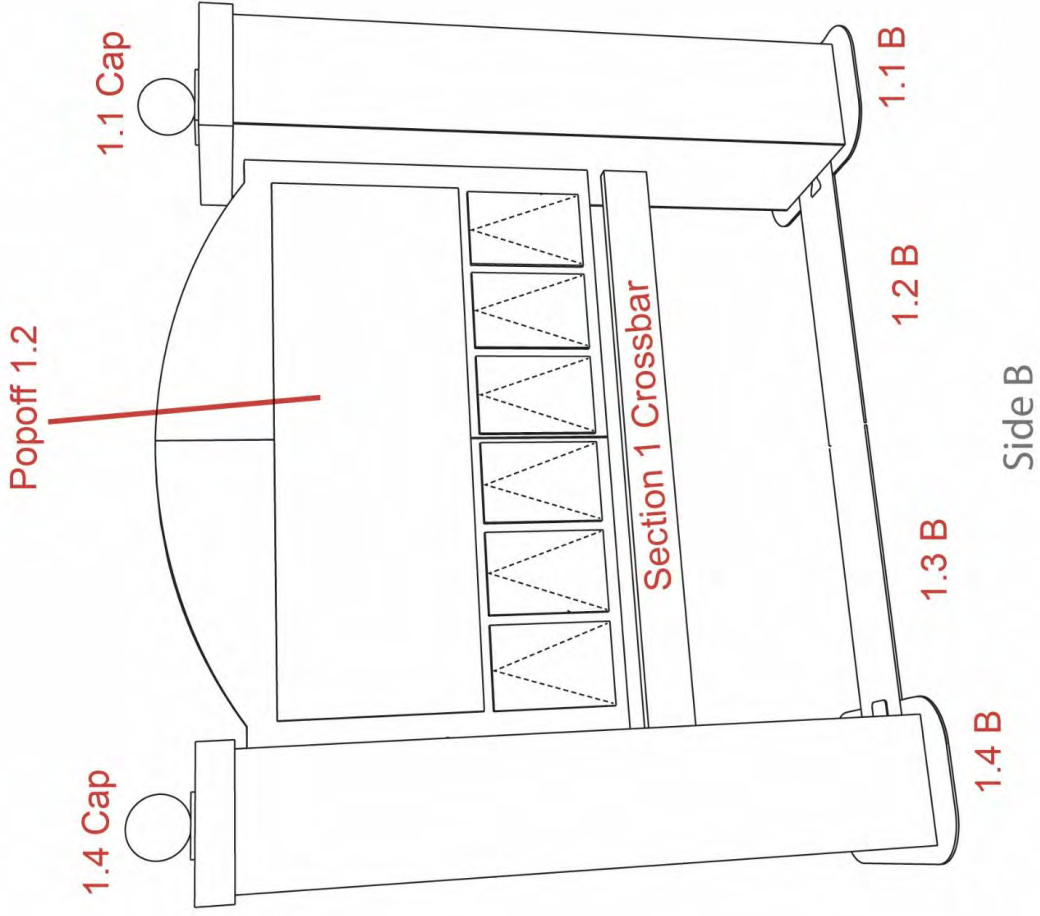
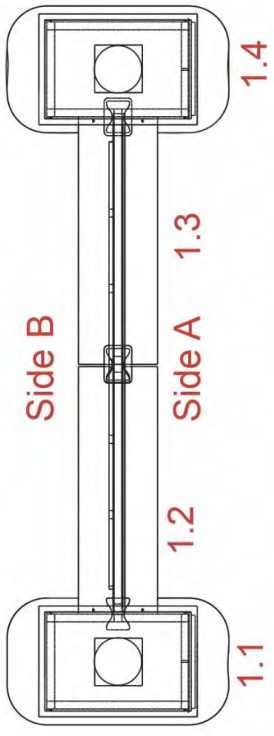
Unpack the rest of Crate 1:

- Remove the two Digital Photo Frames, the condition report book, the barbed wire, and the toolbox from Crate 1 and set aside.
- Return the Section 1 spacer blocks and supports to Crate 1.
- Repack the braces and bungies and close-up Crate 1. It can now be moved to your storage area.

Crossroads Section 1, Side A Introduction



Crossroads Section 1, Side B Introduction



General Installation Instructions for Sections 2 - 6

Bases:

All of the bases for the rest of the sections are packed in **Crates 2 and 3**. It is simpler to lay out all of the bases first and spend some time leveling them and getting them connected before adding the rest of the structure.

The bases all have levelers on the bottom and they connect together with square keys. They also have rounded end pieces that finish out the edges. It is important to get the bases as level as possible before you start building up the structure. The exception is section 4. The base for 4.1 is permanently attached to the structure. You can add the other base pieces after setting 4.1 BOT into place.

Bottom Panels:

After the bases have been set into place and leveled it is time to add the bottom panels. All of the straight bottom panels are nested together between two braces in **crates 4- 10**.

To remove the bottom panels from the crates, slide the brace out of its crate, unhook the bungee cords from the bottom brace first and slowly release the tension. It is very important to not let the bungee cords snap back together. Remove the bungee cords and set them aside. Then lift off the top brace. Make sure someone is holding onto both bottom panels. Carefully, lift off the inverted bottom panel being careful not to scratch the graphics on either panel. Then lift off the remaining panel.

Set the correct bottom panel onto the pegs of the correct base and make sure the A and B sides of the bottom panels are facing the correct way by matching them to the elevations in these instructions. Make sure someone is spotting the panels until you have enough connected together that they are stable.

Install the next bottom panels and connect it to the first with a knob screw. The knob screw goes into the side of the panel marked with a black circle. Screw the knob screw all the way in but don't overtighten it.

Continue installing all of the rest of the bottom panels for one section connecting them together as you go.

Top Panels:

The top panels are packed in slots in **crates 4, and 6-11**. Slide or lift them out of their slots and then slide them down on top of the appropriate bottom panel again making sure the A and B sides are aligned appropriately.

Connect the top panels together with knob screws. The knob screw goes into the side of the panel marked with a black circle. Screw the knob screw all the way in but don't overtighten. Always add all of the top panels before any of the middle panels in each section.

Add Middle Panels:

All of the middle panels are packed in **crates 12 – 14**. Carefully slide the middle panels out of their slots and hang them on the bottom panels. The middle panels have two keyholes on the back that hook onto two screws on the bottom panels. Make sure both side is firmly attached before letting go of the panel.

Add other interactives and cases as indicated in each section.

Section 2: Identity

Ready? Begin . . . Unpack!

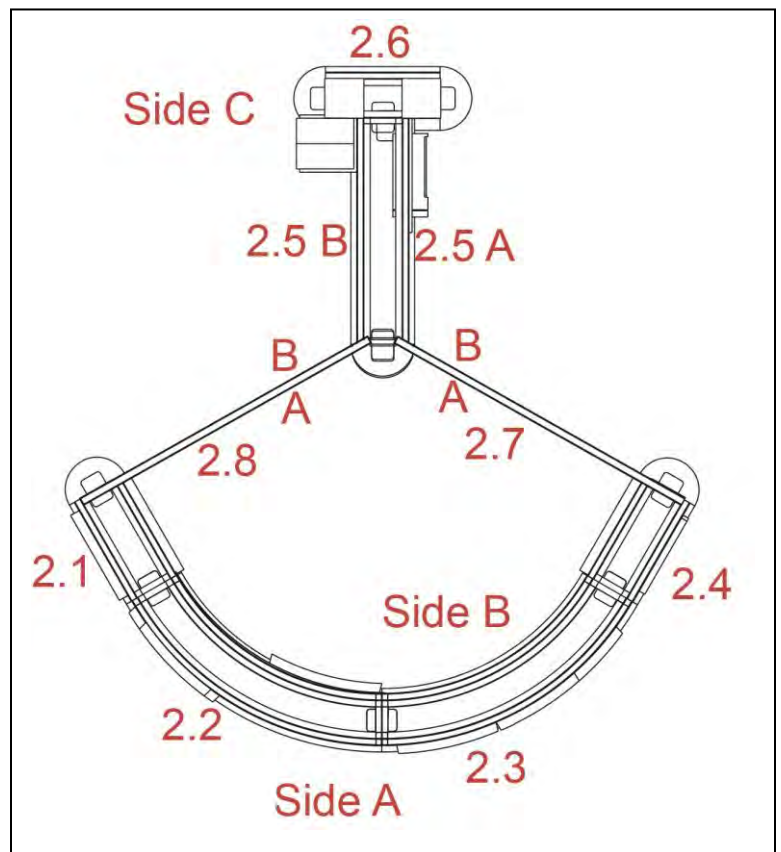
All of the panels for Section 2 are packed in **crates 4, 5, 6, and 7**. The bases are packed in **crate 2**. Using two people, wheel crates 4 – 7 into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Please refer to the General Installation Instructions on page 7 before starting installation of section 2.

Install the bases:

- Using two people, unpack the **bases** from **Crate 2** and arrange according to plan view. The bases are labeled on the bottom.
- Attach the bases with the **Keys** packed in **Crate 2, Tray D**. Add the round end bases.
- Unpack **Panels 2.7 Header and 2.8 Header** from **Crate 4**. Use the headers to make sure the spacing between 2.1 Base/2.4 Base and 2.5 Base is correct so that the Headers can be added at the end without having to move the structure.
- Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.



Install bottom panels 2.1 – 2.4:

- **2.1 Bot** – Crate 4, Brace C
- **2.4 Bot** – Crate 4, Brace C
- **2.2 Bot** – Crate 5, Brace A
- **2.3 Bot** – Crate 5, Brace A
- Install all four bottom panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install top panels 2.1 – 2.4:

- **2.1 Top** – Crate 4
- **2.4 Top** – Crate 4
- **2.2 Top** – Crate 11
- **2.3 Top** – Crate 11
- Install all four top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install Panels 2.5 and 2.6 Bot and Top:

- **2.5 Bot** – Crate 6, Brace A
- **2.6 Bot** – Crate 7, Brace A
- Install panels and connect them together with a knob screw. Make sure the A and B sides are facing the right direction.
- **2.5 Top** – Crate 7
- **2.6 Top** – Crate 4
- Install panels and connect them together with a knob screw. Make sure the A and B sides are facing the right direction.

Add the Headers:

- Add panel **2.7 Header** between panels 2.4 Top and 2.5 Top.
- Add panel **2.8 Header** between panels 2.1 Top and 2.5 Top.

Install the Middle Panels:

Install the middle panels and attachments in the following order:

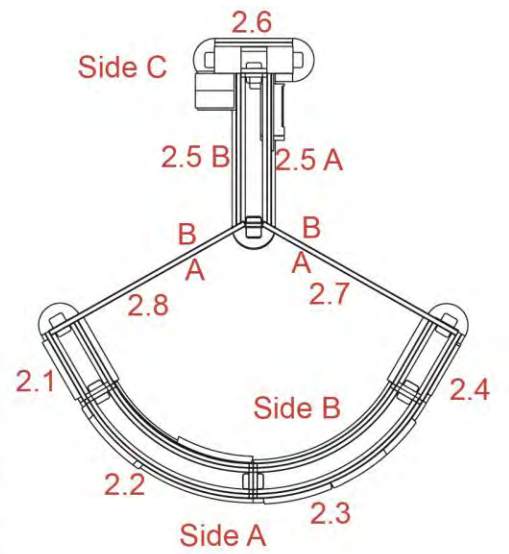
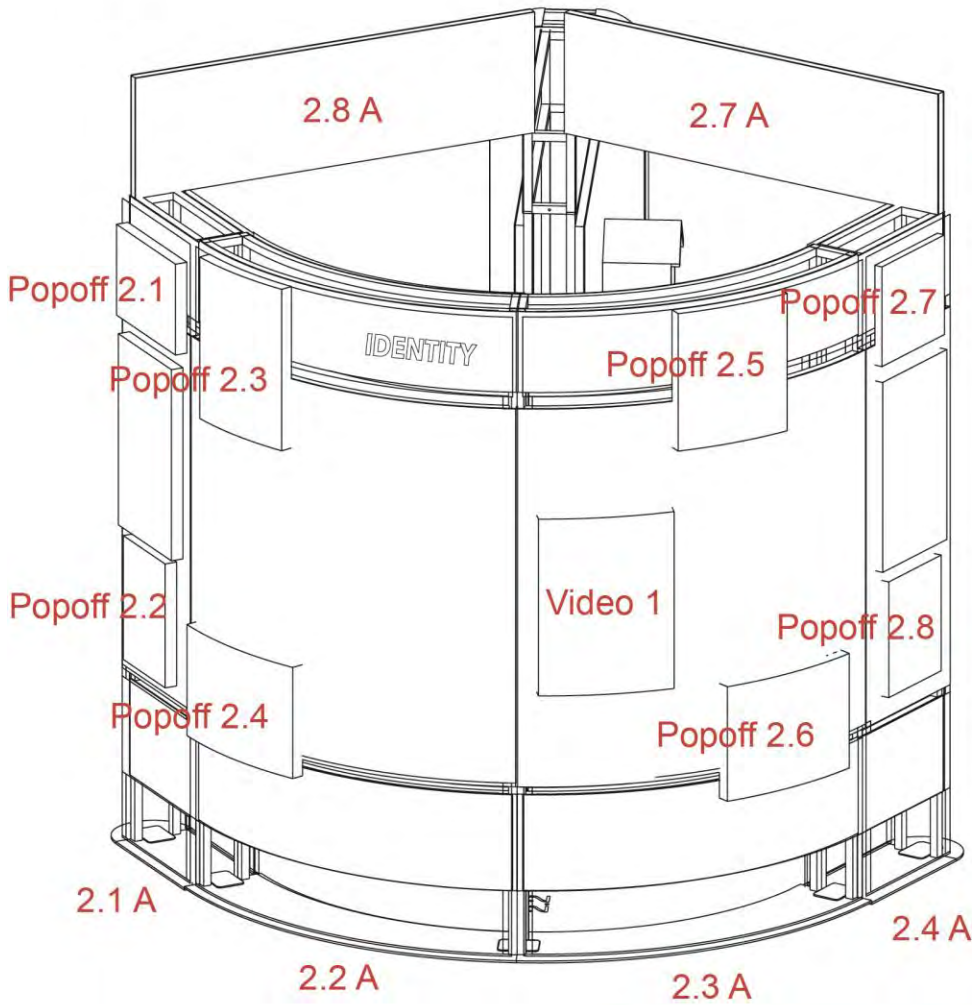
- **2.1A Mid, 2.1B Mid** – Crate 12
- **2.2A Mid** – Crate 14
- **2.3A Mid** – Crate 14
- **2.4A Mid, 2.4B Mid** – Crate 12
- Install **Video 1** from **Crate 15, Tray A** on panel 2.3A and attach with wing nuts on the back of the panel. Plug the power cord into the power strip.
- Connect an extension cord to the power strip and feed through Velcro to end of panel.
- Attach **Digital Photo Frame 1** and **2** (Crate 1) to panels 2.4B Mid and 2.1B Mid and plug their cords into the power strip. Use the Velcro tabs to capture the power cords to keep them out of view.
- **2.3B Mid** – Crate 14
- **2.2B Mid** – Crate 14
- **2.5A Mid** – Crate 12
- **2.5B Mid** – Crate 12
- **2.6 Mid** – Crate 12

The following attachments can wait to be installed as you get to them in the crates:

- Hang **Popoffs 2.1 – 2.8** from **Crate 3, Trays F and G** onto side A of section 2.
- Attach the **What is Rural Spinner** from **Crate 15, Tray A** to panel 2.5A Mid with 6 screws then cover with the **What is Rural Frame**.
- Hang the **Bookshelf** from **Crate 10** onto panel 2.5B. Fill the shelves with the **books** from **Crate 15, Tray A**.

At this point everything in section 2 should be installed. Replace the braces and bungee cords in their appropriate crates so they don't get mixed up.

Crossroads
 Section 2, Side A
 Identity

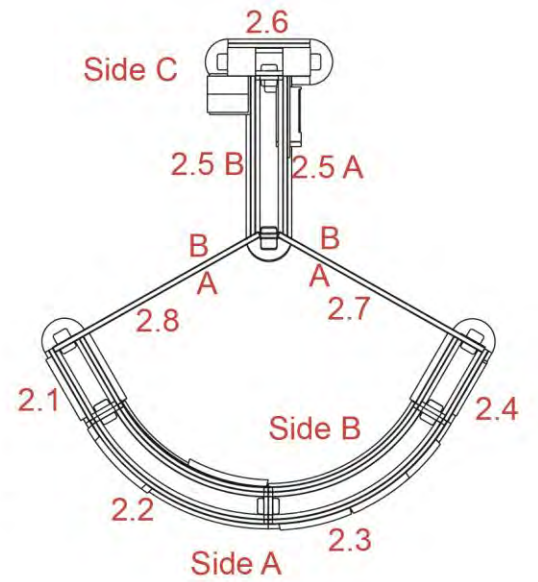
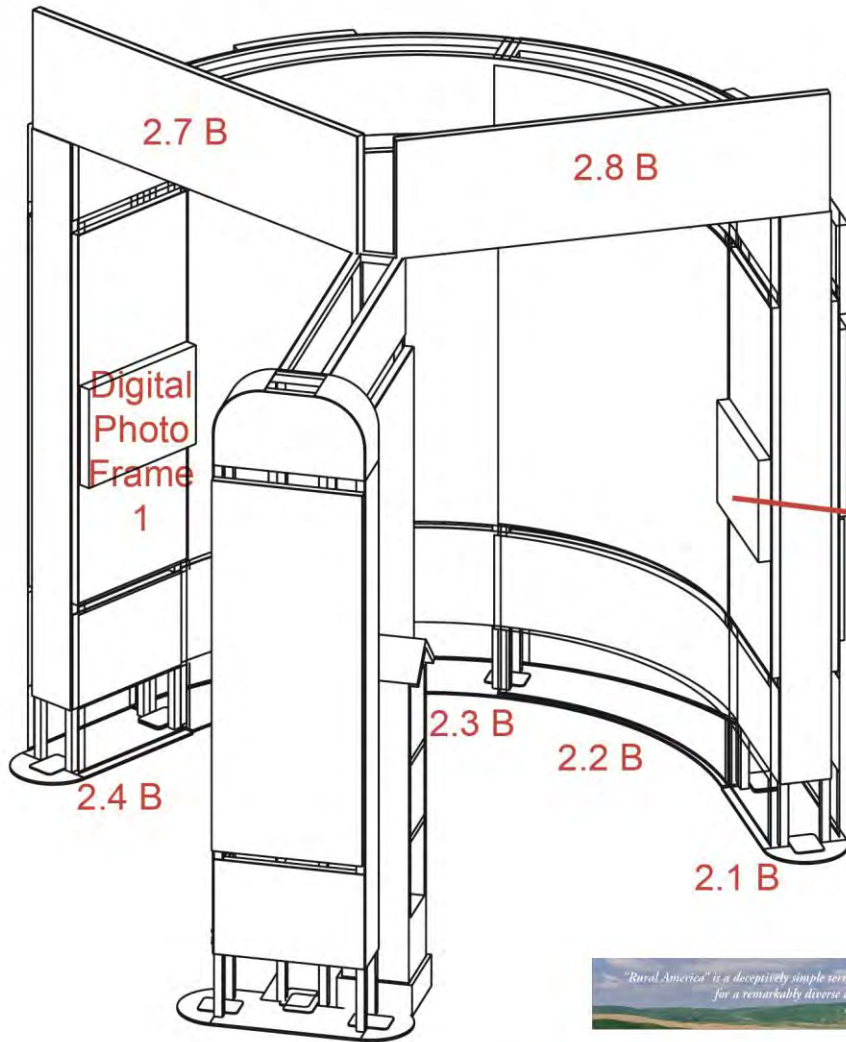


"When tillage begins, other arts follow. The farmers, therefore, are the founders of human civilization."
David MacLennan, *Country and the City*

"What I stand on is what I stand for."
Wendell Berry, *Manifesto*

A collage of framed images and text on a red wood background. The title "Creating IDENTITY" is at the top. Below it, there are several framed images and text boxes. One text box on the left is titled "Through the Artist's Eye" and another on the right is titled "On the Other Side of a Lens". A central text box is titled "VIDEO". At the bottom, there are three text boxes: "Equality", "Liberty", and "Opportunity". The collage is labeled with 2.1 A, 2.2 A, 2.3 A, and 2.4 A at the bottom.

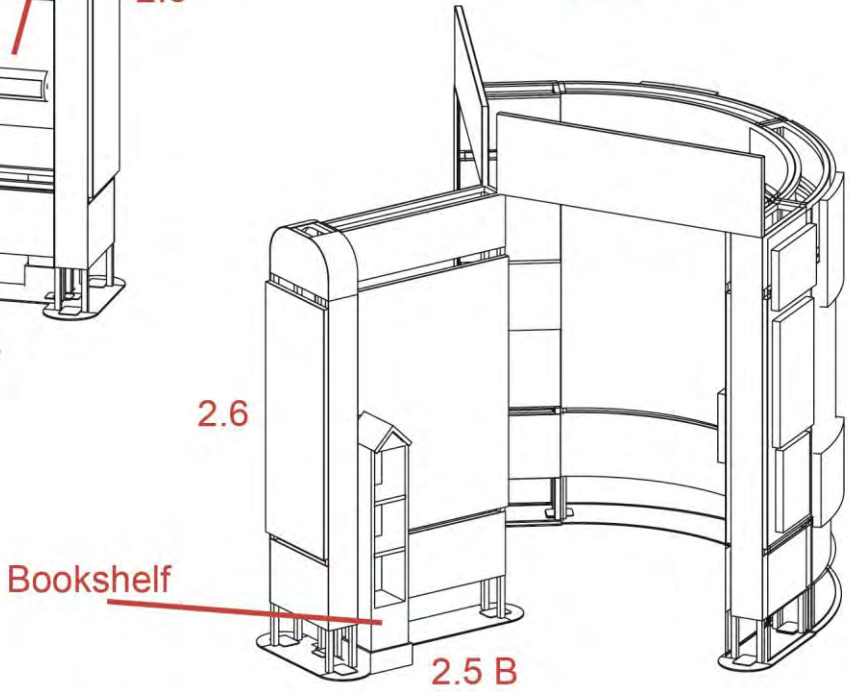
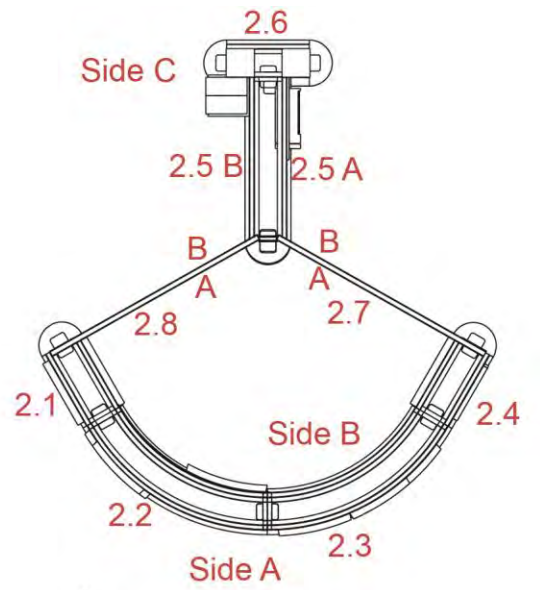
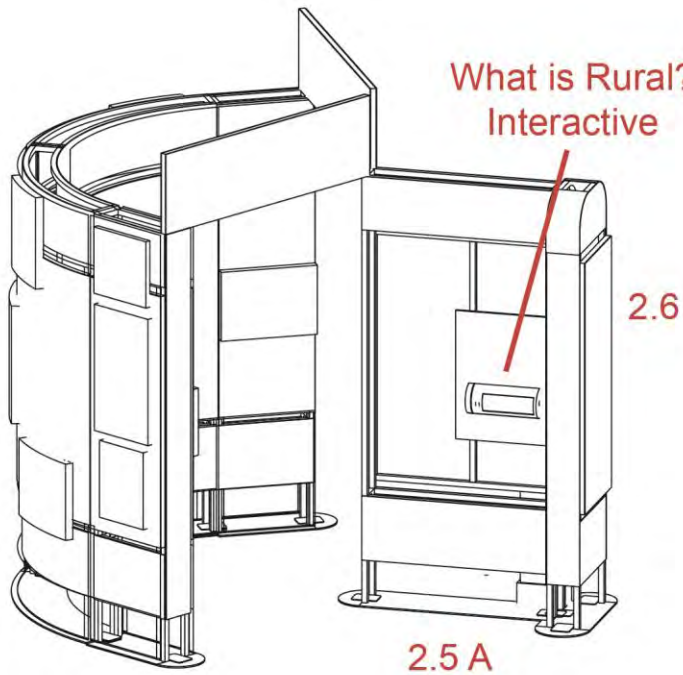
Crossroads
 Section 2, Side B
 Identity



Crossroads

Section 2, Side C

Identity



2.5 A



2.5 B



2.6

Section 3: Land

Ready? Begin . . . Unpack!

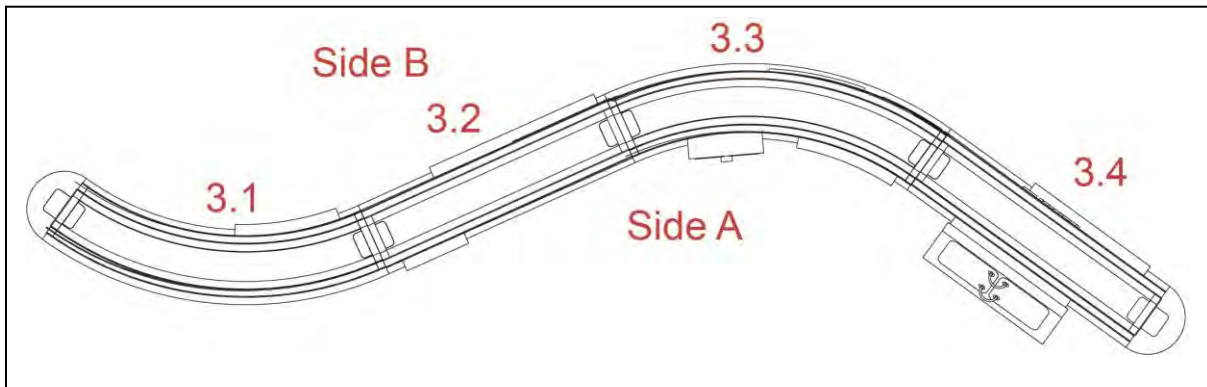
All of the bottom panels for Section 3 are packed in **crates 5 and 9**. The top panels are packed in **crates 7, 9, and 11**. The bases are packed in **crate 2**. The middle panels are in **crates 12 and 14**. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Please refer to the General Installation Instructions on page 7 before starting installation of section 3.

Install the bases:

- Using two people, unpack the **bases** from **Crate 2** and arrange according to the plan view. The bases are labeled on the bottom.
- Attach the bases with the Keys packed in Crate 2, Tray D. Adjust the levelers on the bottom of the bases so that all the bases fit neatly together and are level on the top. Add the round end bases.
- Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.



Install the bottom panels:

- **3.1 Bot** – Crate 5, Brace B
- **3.3 Bot** – Crate 5, Brace B
- **3.2 Bot** – Crate 9, Brace A
- **3.4 Bot** – Crate 9, Brace A
- Install all four bottom panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the top panels:

- **3.1 Top** – Crate 11, Shelf D
- **3.2 Top** – Crate 7

- **3.3 Top** – Crate 11, Shelf D
- **3.4 Top** – Crate 9
- Install all four top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the middle panels:

Install the middle panels and attachments in the following order:

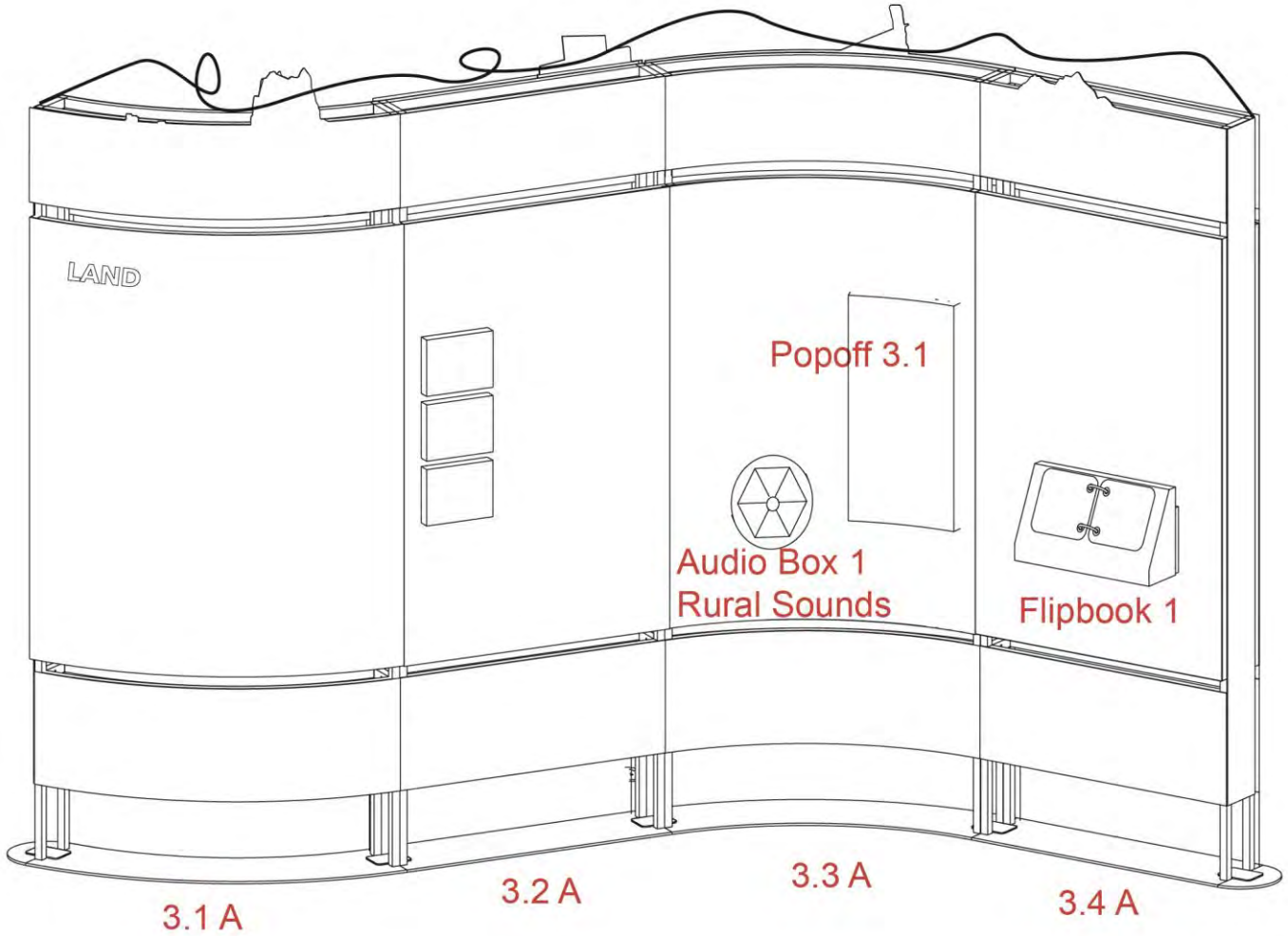
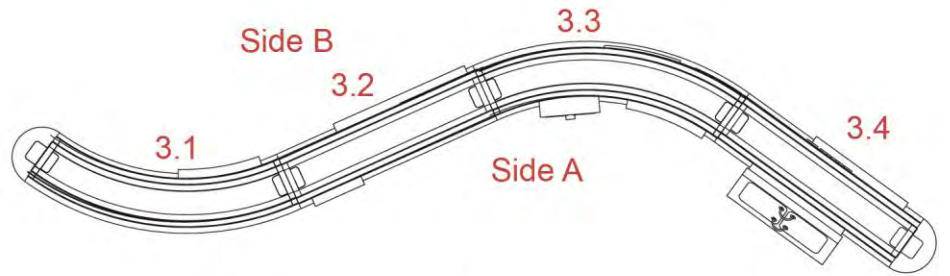
- **3.1A Mid** – Crate 14
- **3.2A Mid** – Crate 12
- **3.3A Mid** – Crate 14
- **3.4A Mid** – Crate 12
- Install **Audio Box 1 (Rural Sounds)** from **Crate 15, Tray B** into panel 3.3A Mid. Screw the audio box into the frame by screwing four thumb screws or knob screws from the interior of the audio box out to the aluminum structure.
- **3.1B Mid** – Crate 14
- **3.2B Mid** – Crate 12
- **3.3B Mid** – Crate 14
- **3.4B Mid** – Crate 12

The following attachments can wait to be installed as you get to them in the crates:

- Hang **Popoff 3.1** from **Crate 5** onto panel 3.3A Mid.
- Hang **Flipbook 1** from **Crate 11** onto panel 3.4A Mid. Attach with a thumb screw.
- Hang **Popoff 3.2** from **Crate 5** panel 3.1B Mid.
- Hang **Case 1** from **Crate 15, Tray C** onto panel 3.2B Mid.
- Hang the **Land/Deed Flipper** from **Crate 5** onto panel 3.3B Mid.

At this point everything in section 3 should be installed. Replace the Braces and bungie cords in their appropriate crates so they don't get mixed up. Close up any crates that are empty and move them to your storage area.

Crossroads
 Section 3, Side A
 Land



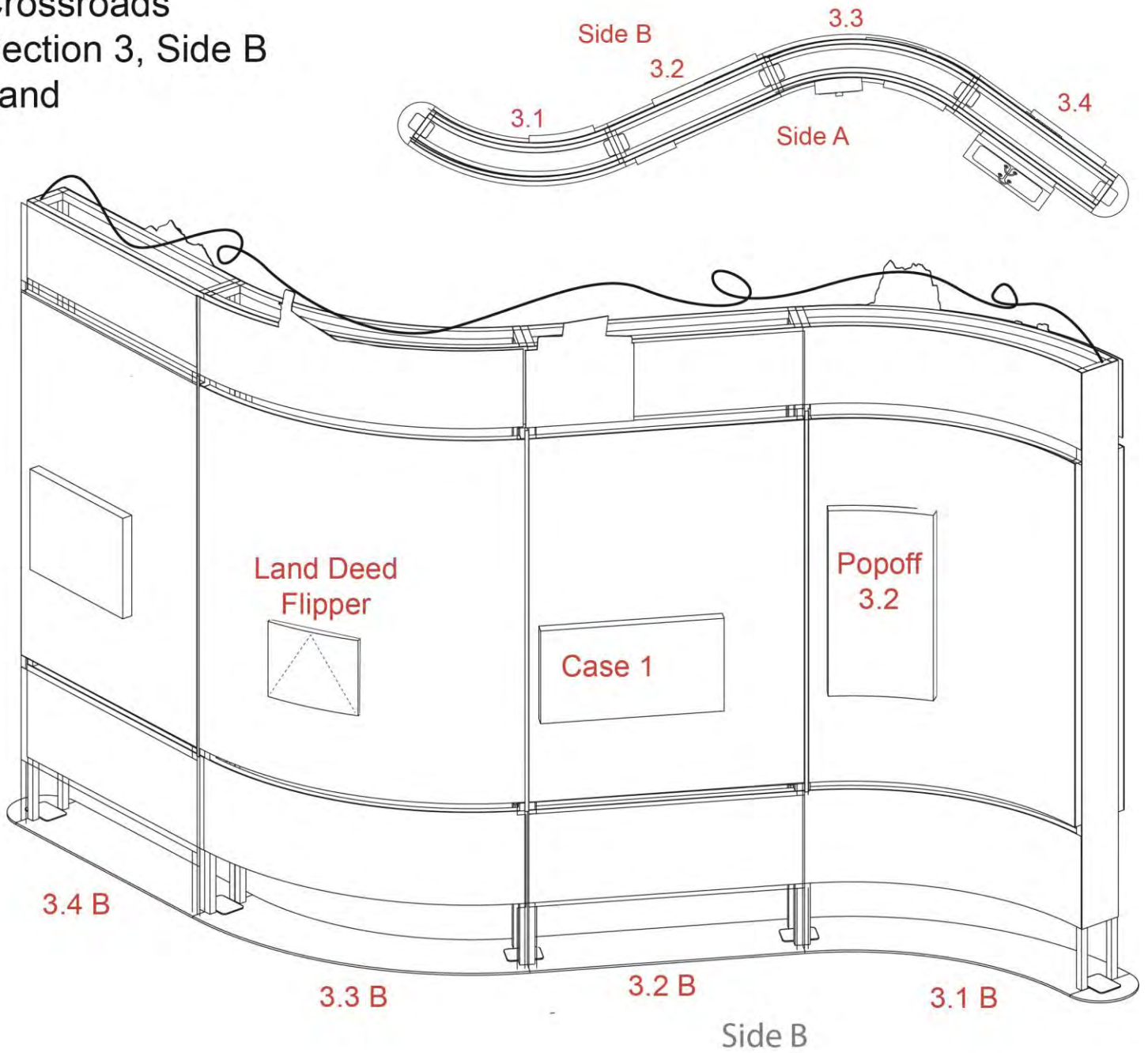
3.1 A

3.2 A

3.3 A

3.4 A

Crossroads
Section 3, Side B
Land



Section 4: Community

Ready? Begin . . . Unpack!

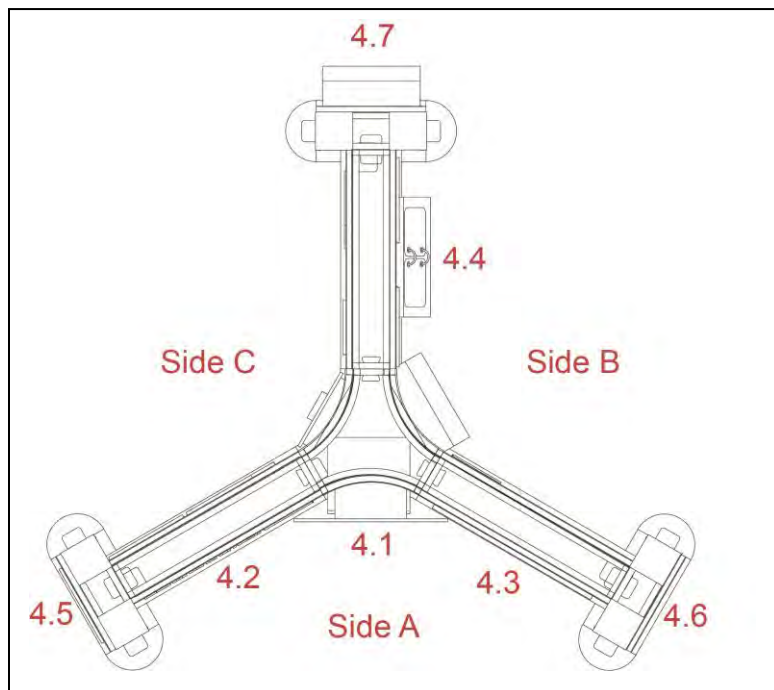
All of the top and bottom panels for Section 4 are packed in **crates 6, 7, and 8**. The bases are packed in **crate 3**. The middle panels are in **crates 12 and 13**. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Please refer to the General Installation Instructions on page 7 before starting installation of section 3.

Install Panels 4.1 Bot and Top:

- Panel **4.1 Bot** with the base permanently attached is packed in **Crate 8**. Roll crate 8 as close to the final location for 4.1 Bot as possible.
- **Panel 4.1 Bot is heavy** and you will need three people to lift it.
- Slowly pull the panel towards the edge of the crate until everyone can get a hand on one of the corners. Gently lift it down out of the crate and into place. The large Community Case and Main Street Sign are side A towards the front of the section.
- Remove the bungee cords from the bottom slowly and remove the top brace.
- Add 4.1 Top (Crate 8) over 4.1 Bot.



Install the bases:

- Using two people, unpack the rest of the **bases** from **Crate 3** and arrange according to plan view. The bases are labeled on the bottom.
- Attach the bases with the Keys packed in Crate 2, Tray D. Adjust the levelers on the bottom of the bases so that all the bases fit neatly together and are level on the top. Add the round end bases.
- Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.

Install the bottom panels:

- **4.2 Bot** – Crate 6, Brace B
- **4.3 Bot** – Crate 6, Brace B

- **4.4 Bot** – Crate 6, Brace A (removed from crate and set aside when installing section 2)
- **4.6 Bot** – Crate 7, Brace B
- **4.7 Bot** – Crate 7, Brace B
- **4.5 Bot** – Crate 7, Brace A (removed from crate and set aside when installing section 2)
- Install the bottom panels being sure to align the A, B, and C sides according to the plan view. Connect the panels together with knob screws.

Install the Top panels:

- **4.2 Top** – Crate 6
- **4.3 Top** – Crate 6
- **4.4 Top** – Crate 6
- **4.5 Top** – Crate 4
- **4.6 Top** – Crate 7
- **4.7 Top** – Crate 7
- Install the top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the Middle Panels:

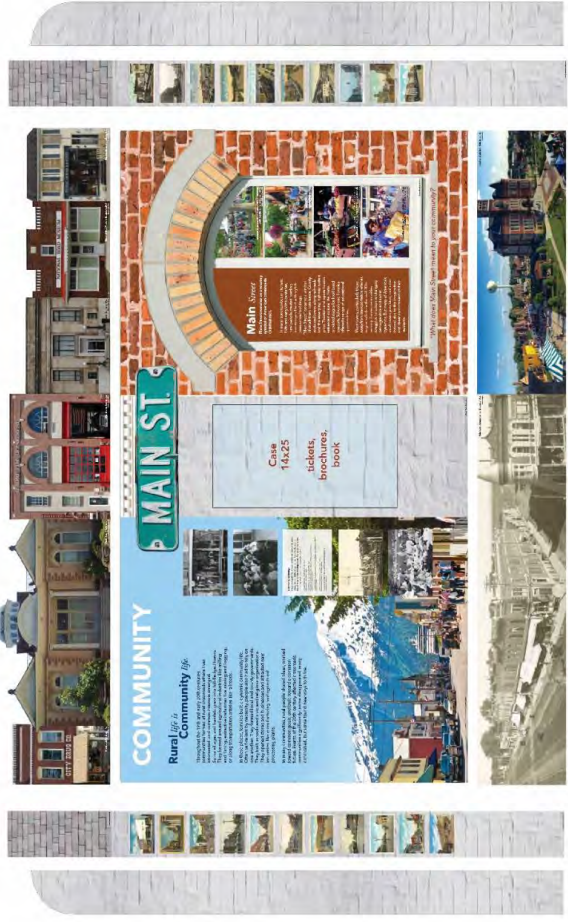
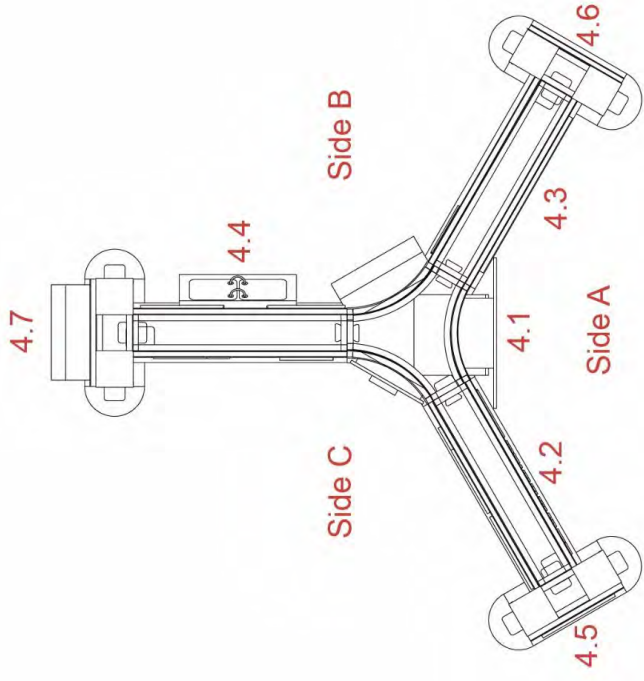
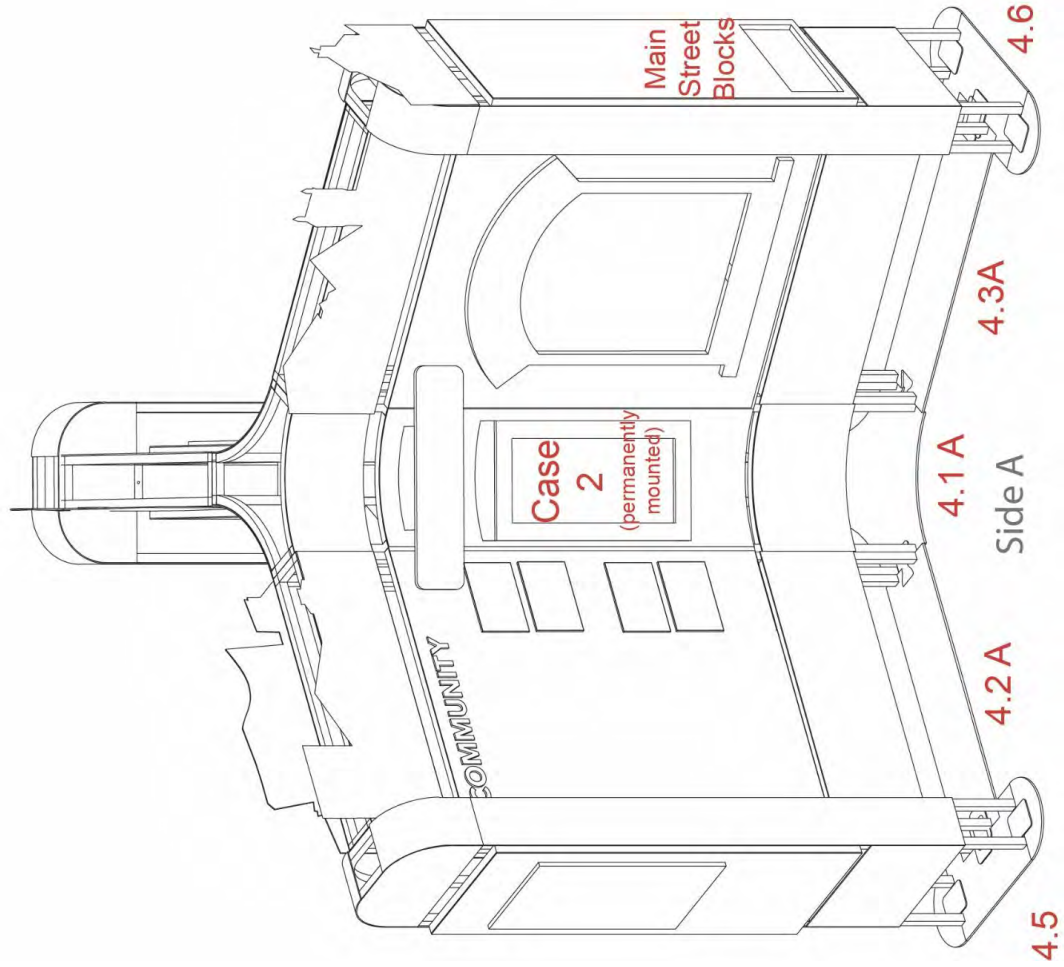
- **4.2A Mid** – Crate 13
- **4.3A Mid** – Crate 13
- **4.3B Mid** – Crate 13
- **4.4B Mid** – Crate 13
- **4.4C Mid** – Crate 13
- **4.2C Mid** – Crate 13
- **4.5 Mid** – Crate 12
- **4.6 Mid** – Crate 12
- **4.7 Mid** – Crate 12
- Make sure both sides of the panels are hooked onto the structure before you let go.

The following attachments can wait to be installed as you get to them in the crates:

- Hang **Flipbook 2** from **Crate 11** onto panel 4.4B Mid. Attach with a thumb screw
- Hang **Case 4 (Buttons)** from **Crate 5** onto panel 4.2C Mid.
- Insert the **Main Street Blocks** from **Crate 11** into 4.6 Mid
- Hang **Audio Box 2 (Radio)** from **Crate 11** on panel 4.7 Mid.

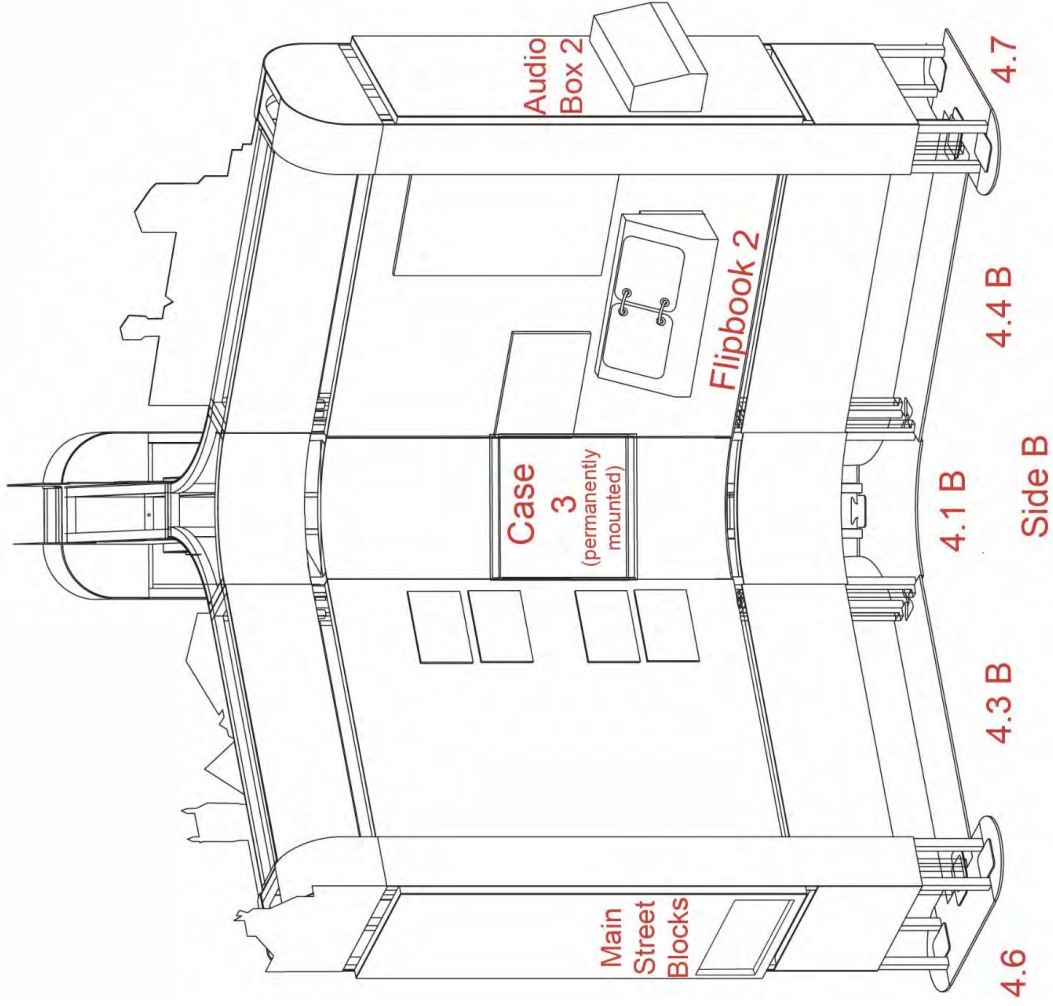
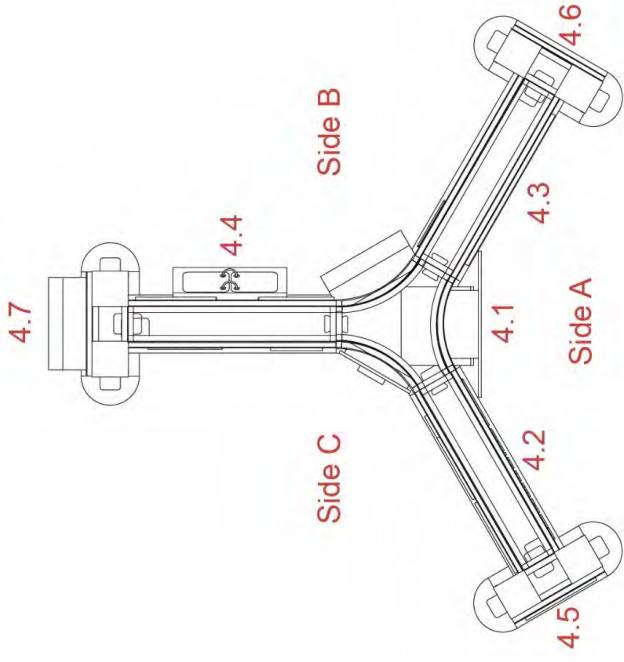
At this point everything in section 4 should be installed. Replace the braces and bungee cords in their appropriate crates so they don't get mixed up. Close up any crates that are empty and move them to your storage area.

Crossroads Section 4, Side A Community



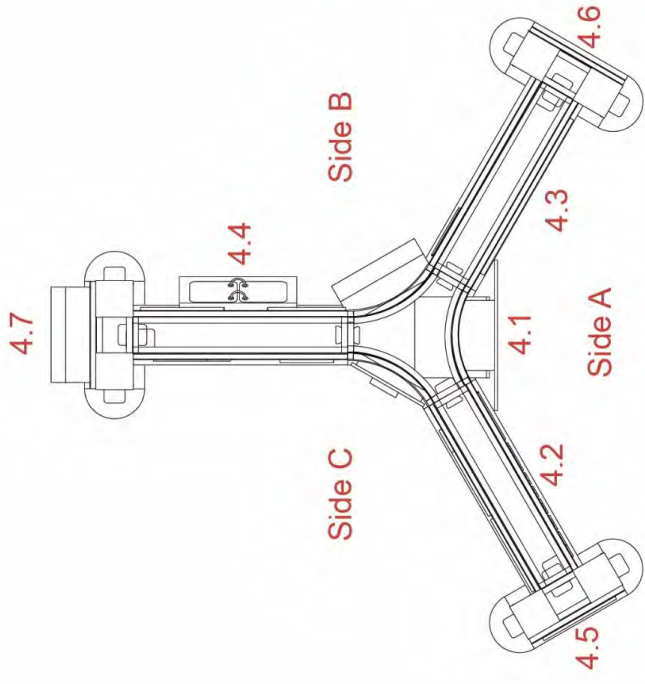
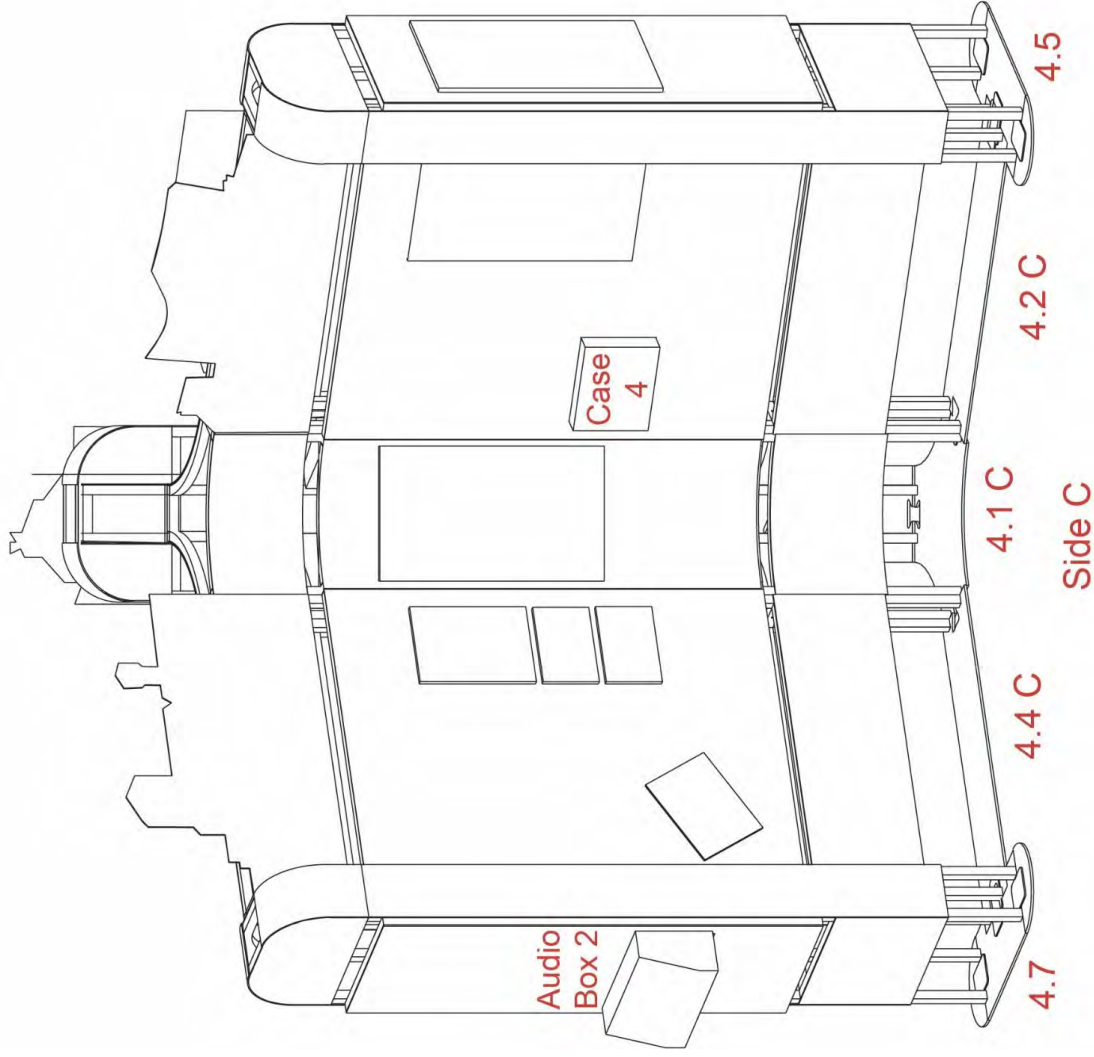
4.2 A 4.1 A 4.3 A

Crossroads Section 4, Side B Community



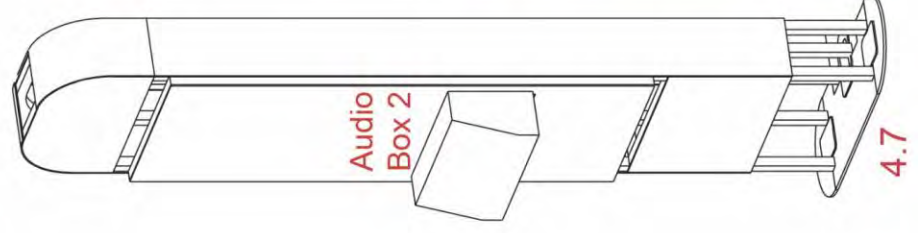
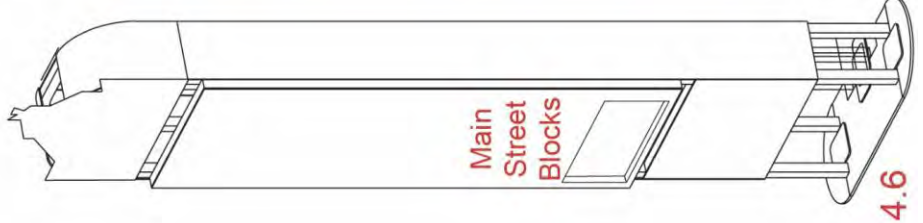
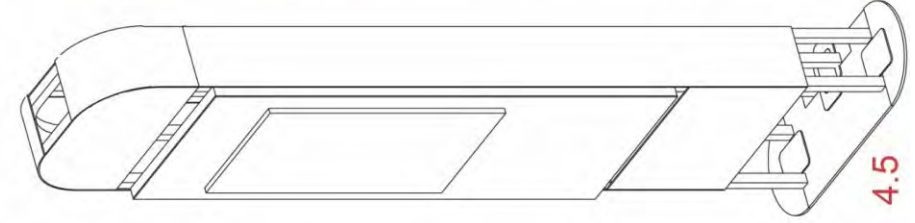
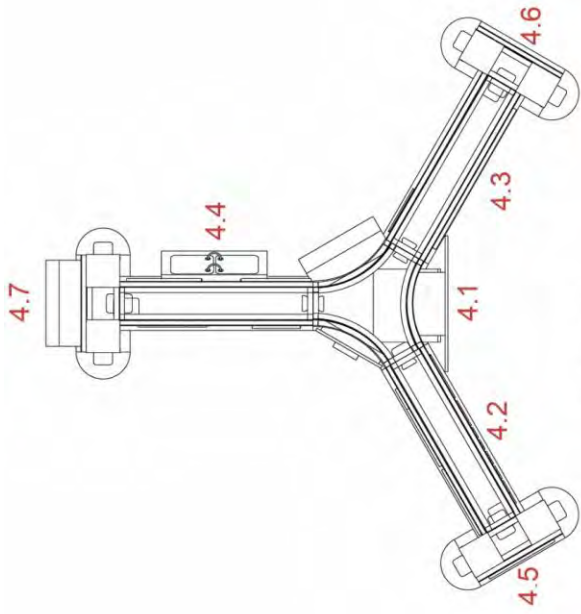
4.3 B 4.1 B 4.4 B

Crossroads Section 4, Side C Community



4.4 C 4.1 C 4.2 C

Crossroads Section 4, End Caps Community



Section 5: Persistence

Ready? Begin . . . Unpack!

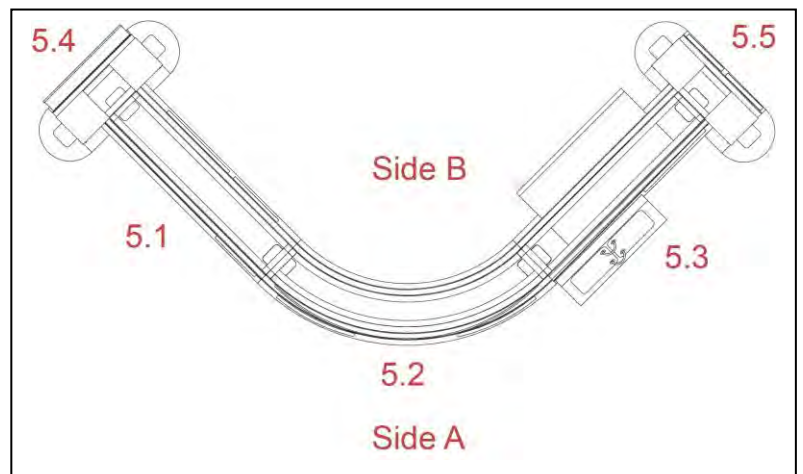
All of the panels for Section 5 are packed in **crates 7, 9, and 10**. The bases are packed in **crate 3**. The middle panels are in **crates 12 and 13**. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Please refer to the General Installation Instructions on page 7 before starting installation of section 3.

Install the bases:

- Using two people, unpack the bases from **Crate 3** and arrange according to plan view. The bases are labeled on the bottom.
- Attach the bases with the Keys packed in Crate 2, Tray D. Adjust the levelers on the bottom of the bases so that all the bases fit neatly together and are level on the top. Add the round end bases.
- Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.



Install the bottom panels:

- **5.2 Bot** – Crate 10, Brace A (Set panels 5.2B Mid and 5.2A Mid aside for now)
- **5.1 Bot** – Crate 9, Brace B
- **5.3 Bot** – Crate 9, Brace B
- **5.4 Bot** – Crate 7, Brace C
- **5.5 Bot** – Crate 7, Brace C
- Install the bottom panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the Top Panels:

- 5.1 Top – Crate 9
- 5.2 Top – Crate 10
- 5.3 Top – Crate 9
- 5.4 Top – Crate 7
- 5.5 Top – Crate 7

- Install the top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the Middle Panels:

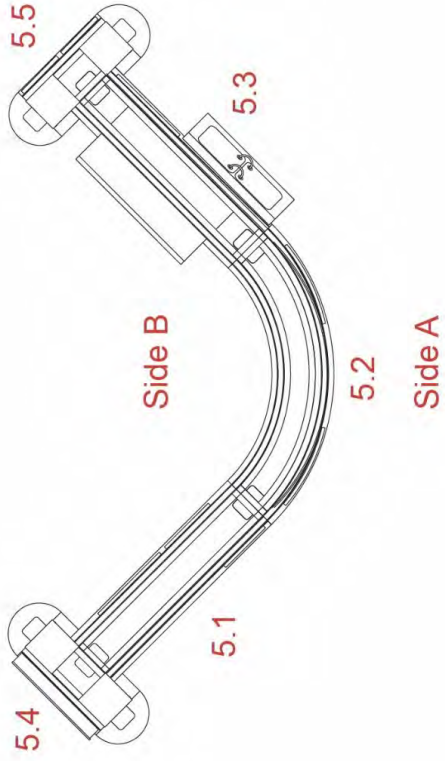
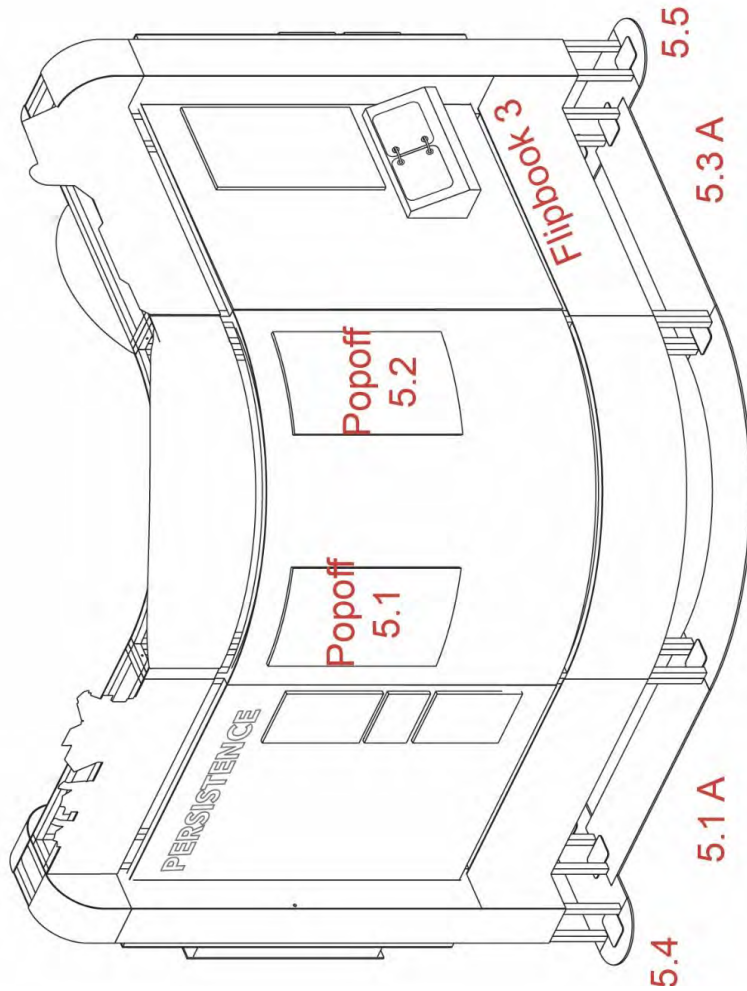
- **5.1A Mid** – Crate 13
- **5.2A Mid** – Crate 10
- **5.1B Mid** – Crate 13
- **5.2B Mid** – Crate 10
- **5.3B Mid** – Crate 13
- Install **Case 5 (Country Sells)** from **Crate 15, Tray C** into panel 5.3B Mid. Make sure you have at least two people to lift the case out of the crate and hold it in place until it is secured. **It is heavy.** Insert the case into panel 5.3B Mid, hold it from the front and have someone else screw it into the carriage using two knob screws. Don't let go until you are sure it is secure.
- **5.3A Mid** – Crate 13
- **5.4 Mid** – Crate 12 (Video 2 stays permanently attached to panel 5.4Mid. Feed an extension cord through the structure and plug it in before hanging panel 5.4 Mid.)
- **5.5 Mid** – Crate 12
- Make sure both sides of the panels are hooked onto the structure before you let go.

The following attachments can wait to be installed as you get to them in the crates:

- Hang **Popoffs 5.1 and 5.2** from **Crate 5** onto panel 5.2A Mid.
- Hang **Flipbook 3** from **Crate 11** onto panel 5.3A Mid. Attach to structure with a thumb screw.

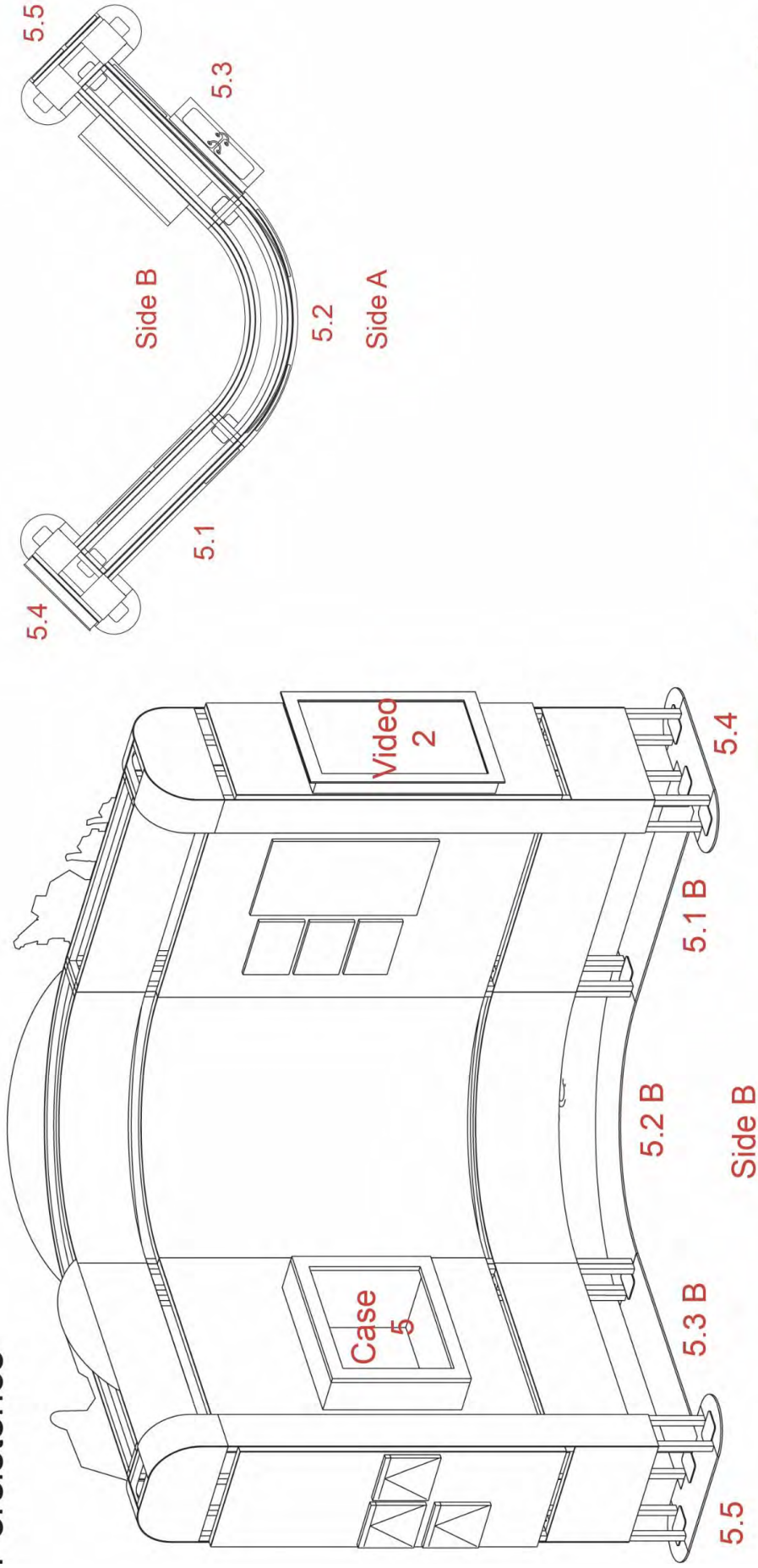
At this point everything in section 5 should be installed. Replace the braces and bungee cords in their appropriate crates so they don't get mixed up. Close up any crates that are empty and move them to your storage area.

Crossroads
Section 5, Side A
Persistence



5.1A 5.2A 5.3A

Crossroads Section 5, Side B Persistence



Section 6: Managing Change

Ready? Begin . . . Unpack!

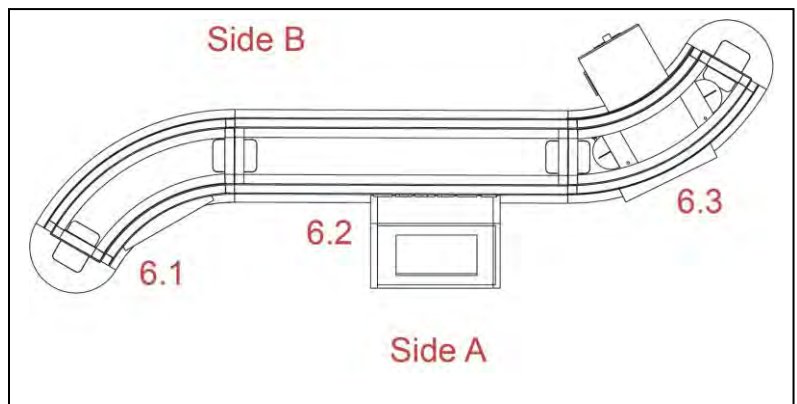
All of the bottom panels for Section 6 are packed in **crate 4**. The bases are packed in **crates 2 and 3**. The Top panels are packed in **Crate 11, Shelf C**. The middle panels are in **crates 13 and 14**. You will also need the toolbox from crate 1.

Unlock the crates, remove the lids and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Please refer to the General Installation Instructions on page 7 before starting installation of section 3.

Install the bases:

- Using two people, unpack the **bases** from **Crate 2 and 3** and arrange according to plan view. The bases are labeled on the bottom.
- Attach the bases with the Keys packed in Crate 2, Tray D. Adjust the levelers on the bottom of the bases so that all the bases fit neatly together and are level on the top. Add the round end bases.
- Double check your layout against the exhibition template or the plan view to confirm that it is in the correct location in your gallery. This is the last time you can move it.



Install the bottom panels:

- **6.1 Bot** – Crate 4, Brace B
- **6.3 Bot** – Crate 4, Brace B
- **6.2 Bot** – Crate 4, Brace A
- Install the bottom panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Install the Top Panels:

- **6.1 Top** – Crate 11, Shelf C
- **6.3 Top** – Crate 11, Shelf C
- **6.2 Top** – Crate 11, Shelf C
- Install the top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

Add the Interactive Kiosk Base:

- Unpack the **Interactive Kiosk Latch** from **Crate 3, Tray C**.
- Move the **Interactive Kiosk Base** from **Crate 10** in front of panel 6.2A Bot.
- Attach the Latch to the back of the Kiosk Base with 2 Thumb Screws.
- Use another Thumb Screw to lock the latch to the frame of 6.2A Bot.
- It is very important to connect the kiosk and the panels together for the stability of section 6. Make sure they are secure before adding any middle panels.
- Instructions for setting up the Interactive Kiosk top are at the end of the installation instructions.

Install the Middle Panels:

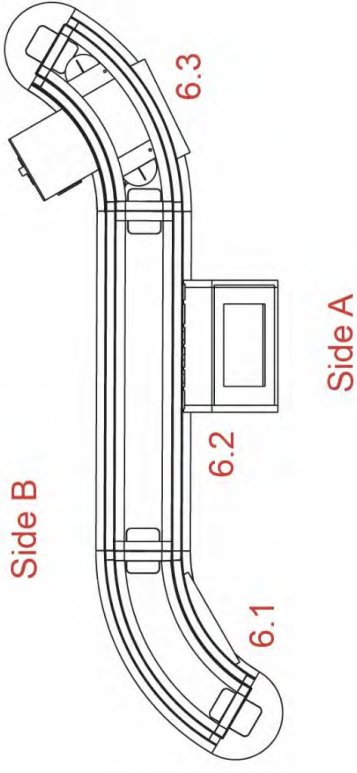
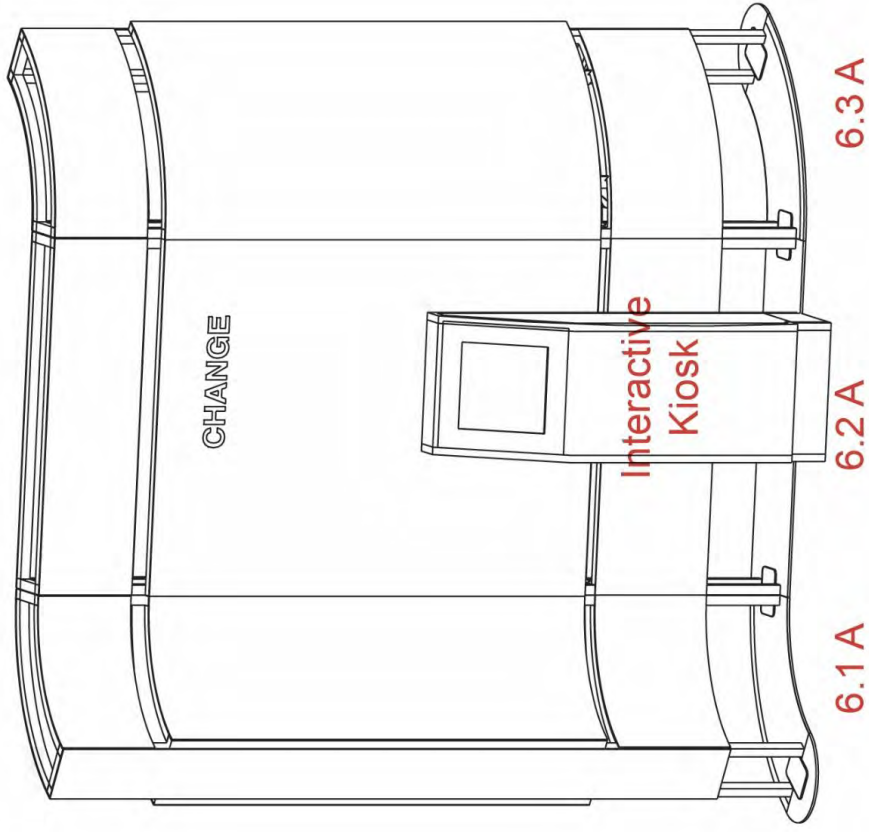
- **6.1A Mid** – Crate 14
- **6.2A Mid** – Crate 13
- **6.1B Mid** – Crate 14
- **6.2B Mid** – Crate 13
- **6.3B Mid** – Crate 14
- Install the **Mailbox** from **Crate 15, Tray C** into panel 6.3B Mid. Flip the flag on the mailbox up and insert the mailbox into the front of panel 6.3B Mid. Have one person hold the mailbox while someone else screws the mailbox into the carriage using the two mailbox screws from the toolbox.
- **6.3A Mid** – Crate 14
- Make sure both sides of the panels are hooked onto the structure before you let go.

The following attachments can wait to be installed as you get to them in the crates:

- Hang **Popoff 6.1** from **Crate 5** onto panel 6.1B Mid.
- Hang the **Postcard Holder** from **Crate 3, Tray C** onto the end of panel 6.3 Bot. Place the postcards you received with your publications in the postcard holder.
- If you have room, add a table and/or a couple of chairs nearby with some pencils so visitors will be encouraged to answer the questions on the postcards and add them to the mailbox. Periodically, check the postcards in the mailbox and use the magnets in the toolbox to post postcards onto panel 6.2B Mid.

At this point everything in section 6 should be installed. Replace the braces and bungee cords in their appropriate crates so they don't get mixed up. Close up any crates that are empty and move them to your storage area.

Crossroads Section 6, Side A Managing Change



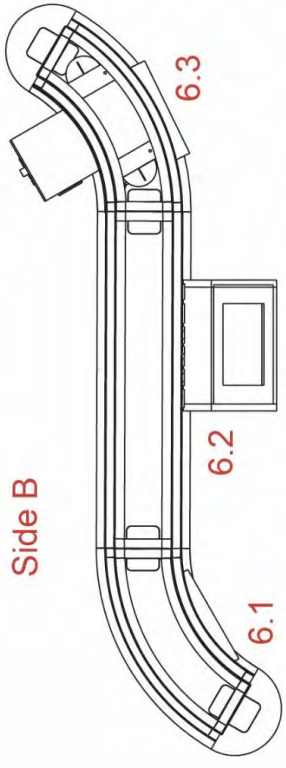
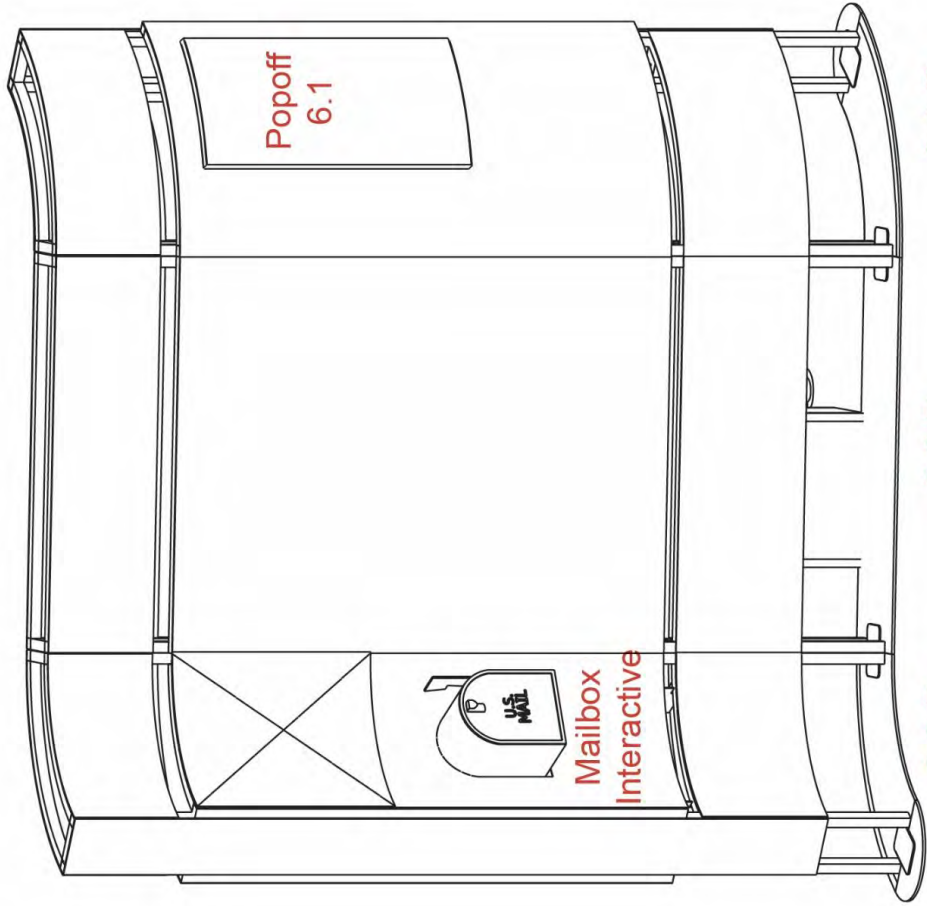
Laminate
Newmar S4022T Sunray

6.1 A

6.2 A

6.3 A

Crossroads Section 6, Side B Managing Change



Side A



6.3 B

6.2 B

6.1 B

Television Instructions

There are two televisions in Crossroads that play looping videos. They are in Sections 2 and 5. Use the following instructions to set up the videos to play and loop continuously.

Use the TV Remote to turn on the television. The menus will all be sideways because the video plays vertically.

1. Once the television turns on select the **Home** button (looks like a little house in the upper right corner)



2. Select **USB Media Player**



3. Select the **USB Drive**



4. Select the **Video**



5. Press the * key on the remote to bring up the settings menu.



6. Make sure that "Repeat All" is turned on and Select OK.



7. Select **Play** on the Video screen.



Digital Photo Frame Instructions

There are two Digital Photo Frames in Crossroads that play looping slides. They are on panel 2.1B Bot and 2.4B Bot. They should start playing their slideshows as soon as they are plugged in.

Interactive Kiosk Instructions

Ready? Begin . . . Unpack! Operating the “Life at the Crossroads” Kiosk

You’ve already installed the Interactive Kiosk Base to Panel 6.2A Bot. Unpack **the Interactive Kiosk Top** from **Crate 15, Tray B**. Make sure you have two people to carry it because it is heavy. Line up the Kiosk Top over the Kiosk Base and feed the extension cord through the Kiosk Base. Then set the Kiosk Top down on the Kiosk Base using the wood block to hold the Kiosk Top in the correct position. Attach the Kiosk Top to the Kiosk Base with four thumb screws. Don’t let go of the Kiosk Top until it is securely screwed into the Base.

To start each computer after installation:

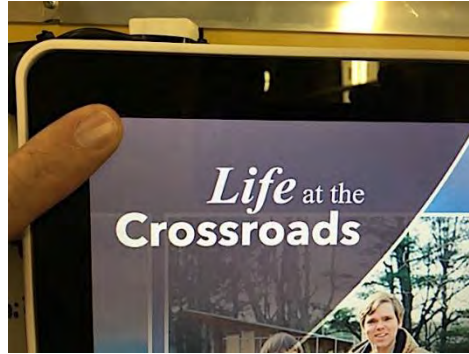
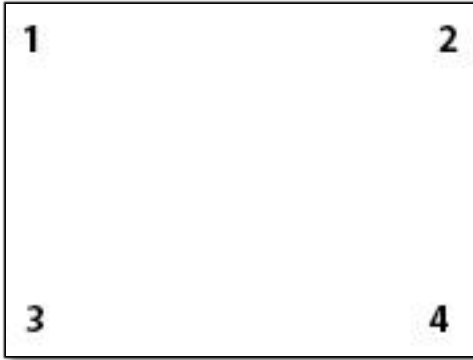
- 1) Plug the cord into an electrical outlet. (You may need to add an additional extension cord to reach the nearest outlet.)
- 2) Remove the Interactive Kiosk cover by removing the six mounting screws. Find the row of buttons along the bottom right side of the computer. Press the right-most button to turn the computer on.
- 3) After booting, the kiosk program will load automatically without entering a password. A Windows login screen with a “MoMS” account will briefly appear. The computer will then move to a blue Windows desktop screen. The computer will continue booting for an additional 30-60 seconds before loading the kiosk program, which runs in Google’s Chrome browser.
- 4) Once the kiosk loads, you are ready to go! Replace the computer module cover and secure it with the six mounting screws.

Daily operation:

- 1) After installation, the computer will be locked in kiosk mode. The computer will automatically turn itself on around 7:00 AM and off around 10:00 PM each day. (NOTE: Don’t be alarmed if the computer starts up or shuts down 5 to 15 minutes after the hour. Because the computer is unplugged during travel, its system clock may be a few minutes behind schedule.), When the computer turns back on each day, it will go directly back into the locked-down kiosk mode.
- 2) A knob for adjusting the speaker volume can be accessed through the rectangular hole in the bottom of the computer module.

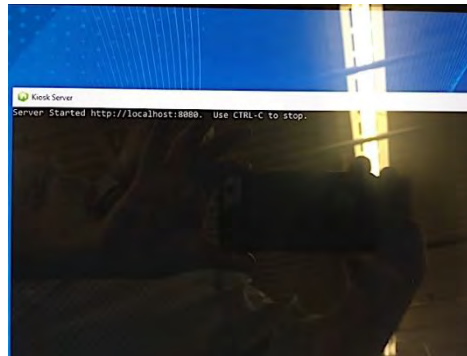
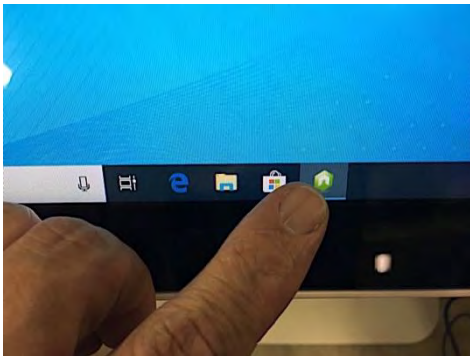
To shut down each computer for shipment:

- 1) When you dismantle the exhibition and are ready to pack, remove the computer module cover by removing the six mounting screws.
- 2) Exit the kiosk menu by pressing each corner of the viewing screen in the following sequence:



Be sure to press as close to the edges of each corner as you can!

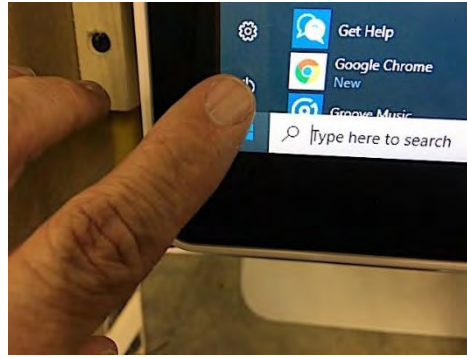
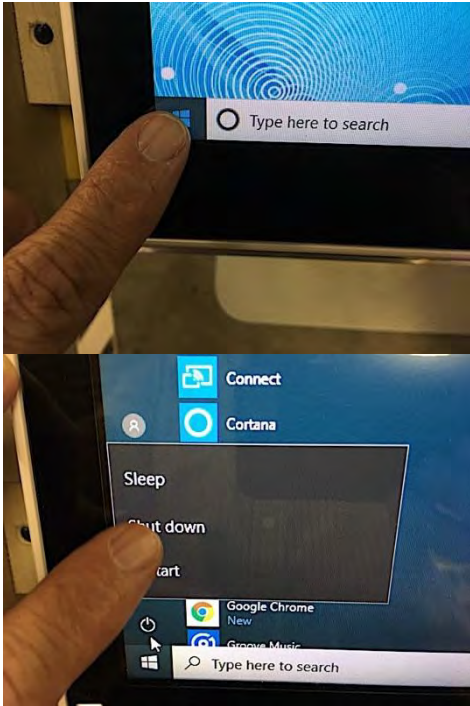
- 3) The computer will exit the kiosk and the Windows desktop screen will appear. In the Windows taskbar at the bottom of the screen, touch the icon with the green shield to open the “Kiosk Server” window.



Press the left-most of the buttons along the bottom right side of the computer to bring up the touch keyboard. Press CTRL-C to close the “Kiosk Server” function.



- 4) It’s now okay to power-down the computer. Press the Windows symbol at the lower-left corner of the screen to bring up the Start Menu. Press the Power symbol and select “Shut down.”



- 5) Replace the Interactive Kiosk cover and the six mounting screws. Remove the Interactive Kiosk Top from the Kiosk Base and pack both in their respective crates.

To change the time settings

- 1) The computer will arrive set to the time zone for the first venue in your state, but since many states are covered by multiple time zones, you may find that you need to adjust the time settings on the computer. If changing the time setting is necessary, you can do that easily through the Windows system settings. Exit the kiosk program by using the 1-2-3-4 touch sequence in the corners of the screen. Close the “Kiosk Server” program by pressing CTRL-C on the touch keyboard before changing any other settings.
- 2) Go to the Windows Start Menu by touching the icon at the lower left corner of the screen. Touch the gear symbol to bring up the Control Panel. Choose the “Time and Language” settings. Select the correct time zone. Then, close the window.
- 3) Go to the Windows Start Menu and click on the Power button. Select “Restart” and the computer will reboot and return to the kiosk.

If you have any questions about the Interactive Kiosk, please contact Robbie Davis at 202-633-5335.