

MUSEUM on Main Street

Installation Instructions

What you will need:

- Exhibition drawings
- Minimum of three people; a fourth person would be useful to read exhibition plans aloud as you assemble units
- Small step ladder or step stools (to assist in placing top panels, headers and connectors)
- You may need 8 D-cell batteries in case the audio batteries need to be replaced.

General Installation Instructions:

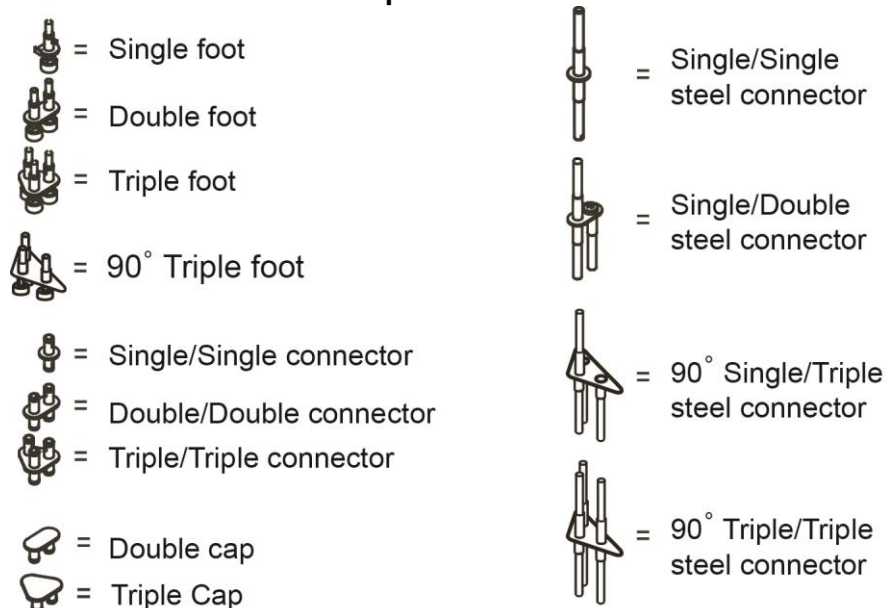
The panels are numbered based on which section of the exhibition they belong to:

- 1 – Introduction
- 2 – Where We Worked
- 3 – How We Worked
- 4 – Who Works
- 5 – Why We Work

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) or (Bot) bottom panel. Panel numbers appear engraved on the top of the panels. Additionally, each side of each panel is labeled A or B so that they can be oriented correctly. (e.g., 3.5B Top – This panel is panel number 5 in the third section of the exhibition, it is a top panel, and it is side B).

When looking at the panel numbers you will notice that the two sets of panel numbers face different directions and this is how you can tell which side is A and which side is B. For panel 3.5 A and B Top, if you can read 3.5B Top right side up then that is side B. The upside down numbers for 3.5A Top mean the opposite side is side A. Make sure to align the A and B sides according to the diagrams.

Connectors used to attach panels:



Helpful Hints:

Before starting your installation, remove the floor layouts from Crate 11, Tray A and set them out on your floor to 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.

- *The Way We Worked* is designed so that you need no special tools for installation. There are five freestanding units in the exhibition. Each section has a connector tray packed with the section panels. Each connector tray contains the specific connectors needed for that section.
- All of the panels needed for each section of the exhibition are packed together. You need to have only the crates for one section open at a time during installation. Most of the objects and pop off panels are packed together in crates 10-12. Most of the objects and pop off panels can be installed after all of the sections are put up and the crates are put away for storage.
- **Crate 11, Tray D** contains the condition report book. 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 panels 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 panels 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 overhead views and elevations of each section with the written instructions. You will need all three in order to install the exhibition. Also make note of which side of the panels are A or B. This is very important to make sure that the panels are correctly oriented.
- Always make sure the feet are screwed to the tightest position possible before using. They can be changed to level the panels after they are attached.
- Always set up all of the bottom panels before adding any top or header panels. Work from the bottom up.
- If you have to remove a panel for any reason, make sure that someone is holding the connectors to the adjoining panels so that panels will not fall.

Introduction

Section One

Ready? Begin . . . Unpack!

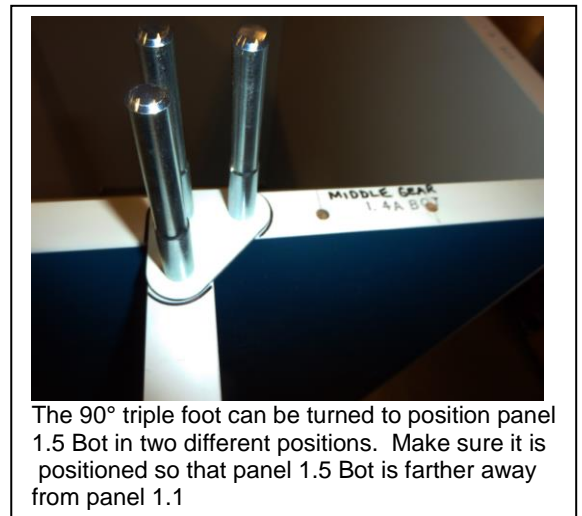
All of the panels for Section 1 are packed in **crate 1**. Using two people, wheel crate 1 into the workspace. You will also need access to **crates 11 and 12**.

Unlock the crate, lift the top 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.

Using the attached diagram of Section One, please note that the main layout is a cube in formation. Use the elevation to match connectors to intersections.

Install the bottom panels:

- Start by connecting panels **1.1 Bot** and **1.2 Bot**, forming a right angle (perpendicular to each other).
- Add panel **1.3 Bot** onto the end of panel 1.2 Bot, making sure it is parallel to panel 1.1 Bot.
- Add panel **1.4 Bot** between panels 1.1 Bot and 1.3 Bot, parallel to panel 1.2 Bot. You will need to attach the foot for panel 1.5 Bot in the middle of 1.4 before you secure panel 1.4 Bot.
- The 90° triple foot can be turned to position panel 1.5 Bot in two different positions. Make sure it is positioned so that panel 1.5 Bot is farther away from panel 1.1 Bot and the gears that will be mounted later.
- Add panel **1.5 Bot** onto the side of panel 1.4 Bot using the 90° triple/triple steel connector.
- We recommend sliding an extension cord for the audio unit under the kiosk at this point so that it is easier to connect when you add the top panel and audio box.

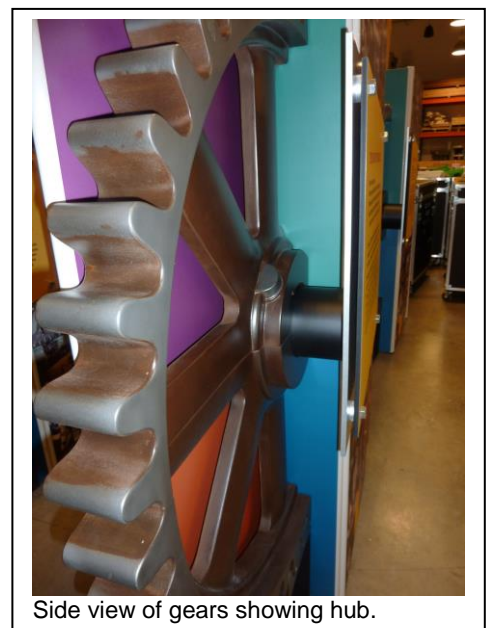


Add the Bottom and Middle Gears:

- Unpack the **Bottom Gear** from **Crate 12, Tray A**. Attach it to the bottom z-clip and Velcro on the side of panel 1.4 Bot. It will sit on the floor and there is a leveler that can be extended if needed.
- Unpack the **Middle Gear** from **Crate 12, Tray B**. In one motion, connect the z-clip and slide the two posts into the holes on the top of panel 1.4 Bot.

Now add the top panels:

- Add panel **1.1 Top** on top of panel 1.1 Bot.
- Add panel **1.2 Top** on top of panel 1.2 Bot.
- Add panel **1.3 Top** on top of panel 1.3 Bot, pulling the extension cord through the hole in the panel so that it is easy to reach when you attach the video unit later.
- Add panel **1.4 Top** on top of panel 1.4 Bot.
- Add panel **1.5 Top** on top of panel 1.5 Bot, making sure to align the 90° connectors appropriately so that the panel is positioned farther away from 1.1 Top.



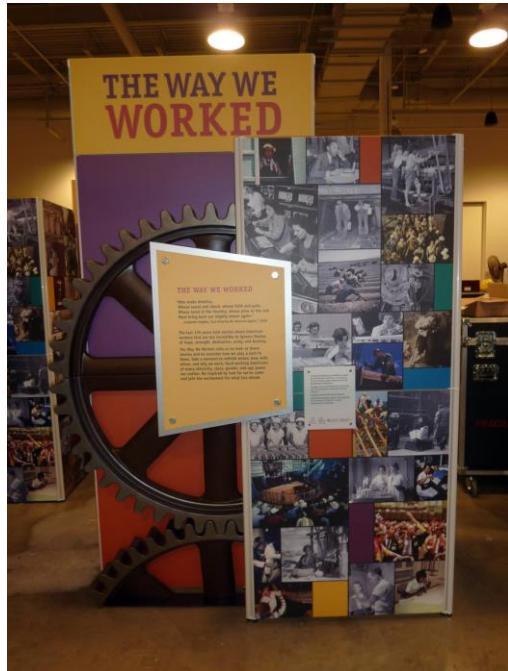
Add the Top Gear, Gear Hub and the Title Panel:

- Unpack the **Top Gear** from **Crate 12, Tray C**. Attach it to the two z-clips on the side of panel 1.4 Top.
- Unpack the **Gear Hub** from **Crate 11, Tray C**. Slide it through the hole between the Top and Middle gear sections. It will attach to panel 1.5 with magnets. The orientation for the Gear Hub does not matter.
- Unpack the **Title Panel** from **Crate 11, Tray D**. Lift the title panel higher than the bracket and slide it all the way down onto the bracket. The Gear Hub will be trapped between the title panel and panel 1.5.

Now add the Header:

- Panel **1.5 Head** is located in Crate 12, Tray E.
- Using a step-stool, add **1.5 Head** above panel 1.5 Top.

At this point everything in crate 1 should be installed. Pack the connector tray back in crate 1 and close the crate so that it can be packed away. The video monitor and credit panel can be added later.



Section 1 Side 1



Section 1 Side 2



Section 1 Side 3

Where We Worked

Section Two

Ready? Begin . . . Unpack!

All of the panels for Section Two are packed in **crates 2 and 3**. Using two people, wheel crates 2 and 3 into the workspace. You will also need access to **crate 11**.

Unlock the crate, lift the tops 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.

Using the attached diagram of Section Two, always start at an intersection where three panels meet. Use the elevation to match connectors to intersections.

Install the bottom panels:

- Start by connecting panels **2.1 Bot**, **2.2 Bot**, and **2.3 Bot**
- Add panel **2.6 Bot** onto the end of panel 2.3 Bot.
- Add panel **2.4 Bot** at the connection of 2.6 Bot and 2.3 Bot.
- Add panel **2.5 Bot** onto the end of panel 2.4 Bot.

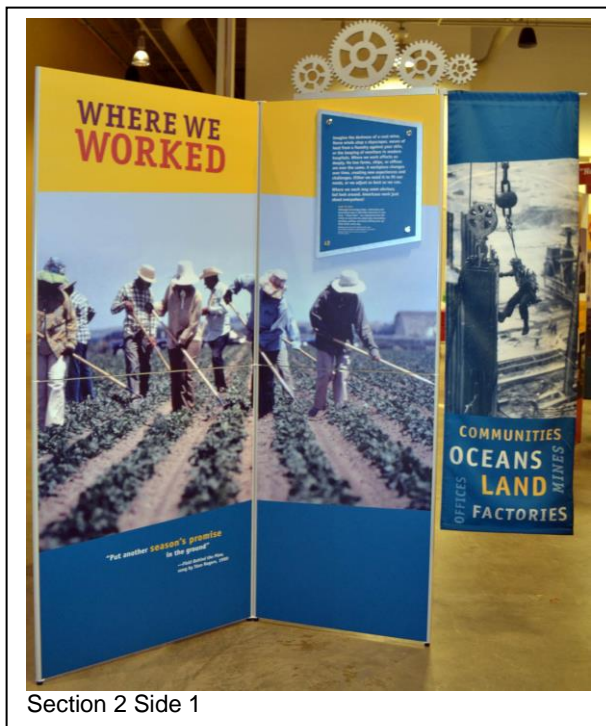
Now add Hat 1 (Miner's Hat):

- **Hat 1 (Miner's Hat)** is packed in **Crate 11, Tray A**
- It fits onto panel 2.4 Bot with the two prongs fitting down into the holes in the top of the panel.
- It should face towards side B of panel 2.4 Bot.

Add the top panels:

- Add panel **2.1 Top** on top of panel 2.1 Bot
- Add panel **2.2 Top** on top of panel 2.2 Bot
- Add panel **2.3 Top** on top of panel 2.3 Bot
- Add panel **2.6 Top** on top of panel 2.6 Bot
- Add panel **2.4 Top** on top of panel 2.4 Bot
- Add panel **2.5 Top** on top of panel 2.5 Bot

Wait to add the rest of the popoffs until the end. At this point everything in crates 2 and 3 should be installed. Pack the connector tray back in crate 3 and close up the crates so that they can be packed away.



Section 2 Side 1



Section 2 Side 2



Section 2 Side 3



Section 2 Side 4

How We Worked

Section Three

Ready? Begin . . . Unpack!

All of the panels for Section Three are packed in **crates 4 and 5**. Using two people, wheel crates 4 and 5 into the space. You will also need access to **crates 10 and 11**.

Unlock the crates, lift the tops 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.

Using the attached diagram of Section Three, always start at an intersection where three panels meet. Use the elevation to match connectors to intersections.

Install the bottom panels:

- Start by connecting panels **3.1 Bot**, **3.2 Bot**, and **3.3 Bot**
- Add panel **3.5 Bot** onto the end of panel 3.3 Bot.
- Add panel **3.4 Bot** at the connection of 3.5 Bot and 3.3 Bot.
- Add panel **3.6 Bot** between panels 3.5 Bot and 3.4 Bot.
- Add panel **3.7 Bot** at the connection of 3.6 Bot and 3.4 Bot.

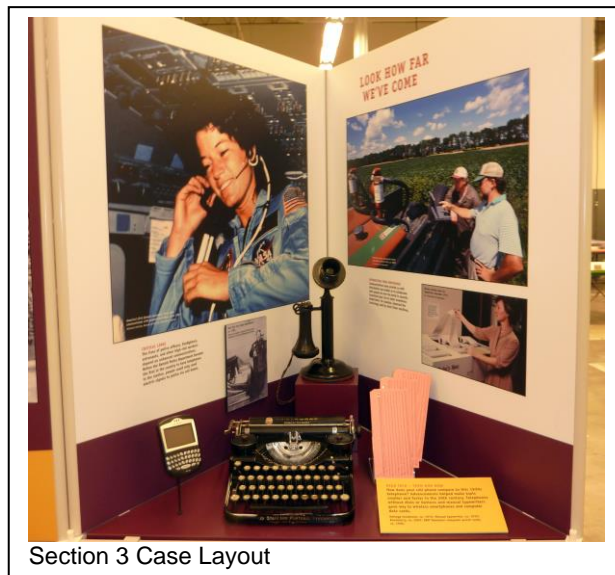
Add Flipbook 1, Hat 2 (Union Hat) and shelf:

- **Flipbook 1 (We Run on Human Power)** is packed in **Crate 10, Tray A**. It fits onto panel 3.3 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 3.3 Bot.
- **Hat 2 (Union Hat)** is packed in **Crate 11, Tray A**. It fits onto panel 3.1 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 3.1 Bot.
- The **Section 3 Shelf** is packed in **crate 5**. It fits in the triangle between panels 3.4 Bot, 3.5 Bot, and 3.6 Bot.
- You can wait and install all the objects at the end.

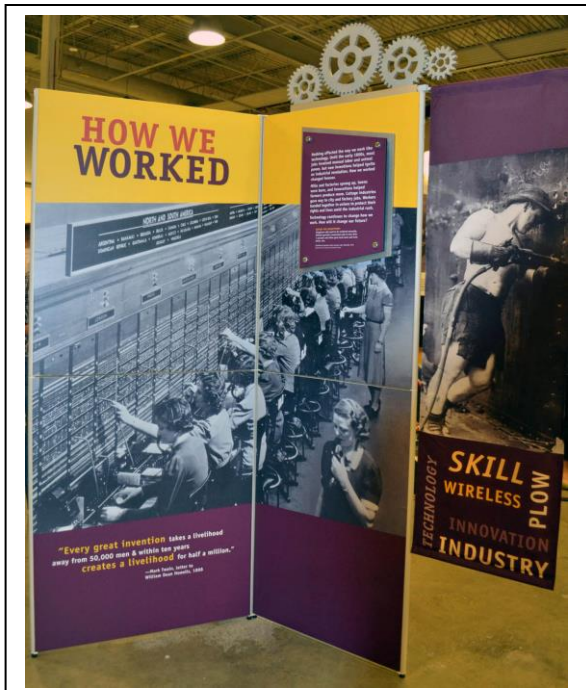
Now add the top panels:

- Add panel **3.1 Top** on top of panel 3.1 Bot.
- Add panel **3.2 Top** on top of panel 3.2 Bot.
- Add panel **3.3 Top** on top of panel 3.3 Bot.
- Add panel **3.4 Top** on top of panel 3.4 Bot.
- Add panel **3.5 Top** on top of panel 3.5 Bot.
- Set panel **3.6 Top** aside until after you add the objects.
- Add panel **3.7 Top** on top of panel 3.7 Bot.

At this point everything in crates 4 and 5 should be installed. Pack the connector tray back in crate 5 and close up these crates so that they can be packed away.



Section 3 Case Layout



Section 3 Side 1



Section 3 Side 2



Section 3 Side 3



Section 3 Side 4

Who Works

Section Four

Ready? Begin . . . Unpack!

All of the panels for Section Four are packed in **crates 6 and 7**. You will also need the two long headers (4.7 Head and 4.8 Head) from **Crate 11, Tray E**. Using two people, wheel crates 6 and 7 into the space. You will also need access to **crates 10 and 11**.

Unlock the crates, lift the tops 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. Using the attached diagram of Section Four, use the elevation to match connectors to intersections.

Install the bottom panels:

- Start by connecting panels **4.1 Bot** and **4.2 Bot**
- Add panel **4.3 Bot** onto the end of panel 4.2 Bot.
- Connect panel **4.4 Bot** to panel **4.5 Bot** and line up 4.4 Bot across from 4.2 Bot
- Add panel **4.6 Bot** onto panel 4.5 Bot

Line up the Headers:

- Before adding the top layer, line up the bottom panels with the two long headers, panels **4.7 Head** and **4.8 Head**. Make sure panels 4.2 and 4.4 are parallel to each other.
- Make sure the two pieces of section 4 are in the right place and that the headers fit before doing anything else. The two parts of section 4 cannot be moved once the top layer is in place.

Now add Flipbook 2, Hat 3 (Cowboy Hat) and Hat 4 (Navy Hat):

- **Flipbook 2 (Moving for Work: Immigrants and Migrants)** is packed in **Crate 10, Tray A**. It fits onto panel 4.5 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 4.5 Bot.
- **Hat 3 (Cowboy Hat)** is packed in **Crate 11, Tray C**. It fits onto panel 4.4 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side A of panel 4.4 Bot.
- **Hat 4 (Navy Hat)** is packed in **Crate 11, Tray A**. It fits onto panel 4.3 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 4.3 Bot.

Add the top panels:

- Remove the two headers (4.7 Head and 4.8 Head and set aside)
- Place panel **4.1 Top** on top of panel 4.1 Bot
- Add panel **4.2 Top** on top of panel 4.2 Bot. Use single/double steel connector to connect panels together.
- Add panel **4.3 Top** on top of panel 4.3 Bot. Use single/double steel connector to connect panels together.
- Add panel **4.4 Top** on top of panel 4.4 Bot
- Add panel **4.5 Top** on top of panel 4.5 Bot. Use single/double steel connector to connect panels together.
- Add panel **4.6 Top** on top of panel 4.6 Bot

Now add the headers:

- Add panels 4.7 Head and 4.8 Head between the two parts of section 4 with the words facing out.

Wait to add the rest of the popoffs until the end. At this point everything in crates 6 and 7 should be installed. Pack the connector tray back in crate 7 and close up the crates so that they can be packed away.



Section 4 Front



Section 4 Side 1



Section 4 Side 2



Section 4 Side 3



Section 4 Side 4

Why We Work

Section Five

Ready? Begin . . . Unpack!

All of the panels for Section Five are packed in **crates 8 and 9**. Using two people, wheel crates 8 and 9 into the workspace. You will also need access to **crates 10 and 11**.

Unlock the crates, lift the tops 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.

Using the attached diagram of Section Five, always start at an intersection where three panels meet. Use the elevation to match connectors to intersections.

Install the bottom panels:

- Start by connecting panels **5.1 Bot**, **5.2 Bot**, and **5.3 Bot**.
- Add panel **5.6 Bot** between panels 5.1 Bot and 5.3 Bot.
- Add panel **5.4 Bot** at the connection of panels 5.6 Bot and 5.3 Bot.
- Add panel **5.5 Bot** onto the end of panel 5.4 Bot.

Add Flipbook 3 (Why We Work), Interactive 2 (Flip-up Posters), Hat 5 (Hard Hat) and Shelf:

- **Flipbook 3 (Why We Work)** is packed in **Crate 10, Tray A**. It fits onto panel 5.5 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 5.5 Bot.
- **Interactive 2 (Flip-up Posters)** is packed in **Crate 10, Tray B**. It fits onto panel 5.4 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side A of panel 5.4 Bot.
- **Hat 5 (Hard Hat)** is packed in **Crate 11, Tray B**. It fits onto panel 5.2 Bot with the two prongs fitting down into the holes in the top of the panel. It should face towards side B of panel 5.2 Bot.
- The **Section 5 Shelf** is packed in **crate 9**. It fits in the triangle between panels 5.1 Bot, 5.6 Bot, and 5.3 Bot. You can wait and install all the objects at the end.

Now add the top panels:

- Add panel **5.1 Top** on top of panel 5.1 Bot
- Add panel **5.6 Top** on top of panel 5.6 Bot
- Set panel **5.3 Top** aside until after you add the objects.
- Add panel **5.2 Top** on top of panel 5.2 Bot
- Add panel **5.4 Top** on top of panel 5.4 Bot
- Add panel **5.5 Top** on top of panel 5.5 Bot

Wait to add the rest of the popoffs and until the end. At this point everything in crates 8 and 9 should be installed. Pack the connector tray back in crate 9 and close up these crates so that they can be packed away.



Section 5 Case Layout



Section 5 Side 1



Section 5 Side 3



Section 5 Side 2

Audio Box

There is one **audio box** in the exhibition pack in **Crate 10, Tray A**. The audio box is set up with a digital repeater that has a volume dial and 8 D Batteries. The volume is clearly marked inside the case so you can adjust the volume to fit your space. If the sound on the audio is messing up or not running completely through then the batteries are probably running low. Always check the batteries first if there is a problem. When replacing the batteries you sometimes have to spin them in their holders to get them to connect properly. If it doesn't turn on after you have replaced the batteries, twisting the batteries in their holder will usually solve the problem. If that still doesn't work, please call the Smithsonian for further guidance on how to fix the audio.



Audio Box in Section 3



Interior of Audio Box

Video Monitors

There are three **video units** in the exhibition (**Crate 10, Tray D**). They all have a power cord that needs to be plugged into a standard outlet. You will need to provide extension cords if necessary but we have provided 3 ten foot extension **cord covers** for your use. You will find them in **crate 11, Tray C**.

The cord for the section 1 video feeds through a hole in the panel and will come out underneath the kiosk. The two other videos have cord covers attached to the cords and these attach to the panel with Velcro to hide the cords.

To run the videos, simply plug them in and turn on the power switch located in the lower left corner on the back of the monitor. The video will start automatically and will run for 6 minutes. The unit will turn off if the motion sensor does not register movement after 6 minutes. It will restart if somebody walks in front of it. There is a volume control on the right side panel of the monitor. You should not need to access the top panel at all. Please do not take it off.

Please do not use tape on the cords or cord covers.



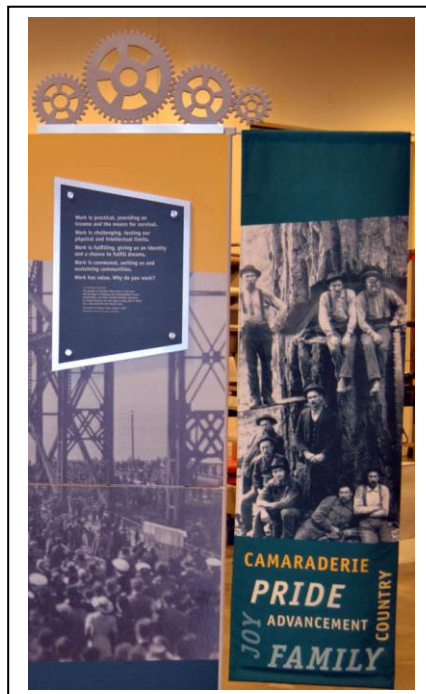
Section 4 Video Monitor with cord covers

Gear Headers, Banner Bars, and Banners

Sections 2, 3, 4, and 5 each have a **gear header**, a **banner bar**, and a **banner**. The banners and banner bars are all packed in **Crate 10, Tray C**. The Gear Headers are packed in **Crate 12, Trays F and G**. Install these last.

Unpack a banner bar and the appropriate banner for each section. Slip the banner on the bar and attach it to end of the appropriate panel. (Panel 2 for all sections except section 4 where it is panel 4.6).

After the banner has been attached, place the gear header in the two slots into the top of the panel. The gear headers overhang the banners so they have to be added last.



Unpack and Install Everything Else

All of the rest of the crates can now be unpacked in order and all of the objects and popoffs attached to the kiosks. Return all packing materials to each crate as you empty the crate.

Section 1

- Section 1 Video – Crate 10, Tray D
- Credit Panel – Crate 12, Tray E

Section 2

- Popoff 1 (Wharf) – Crate 10, Tray E
- Popoff 2 (Military Service) – Crate 10, Tray F
- Popoff 3 (Postman) – Crate 10, Tray H
- Interactive 1 (Lenticular Images) – Crate 10, Tray B
- Case 1 (Shorthand Book) – Crate 10, Tray B

Section 3

- Section 3 Video – Crate 10, Tray D
- Popoff 4 (Machines) – Crate 10, Tray E
- Popoff 5 (Child Labor) – Crate 10, Tray F
- Popoff 6 (Boy on Farm) – Crate 10, Tray H
- Audio Box – Crate 10, Tray A – **be sure to check the batteries and volume level before installing**
- Section 3 Case (see pictures for placement)
 - Object 1 (Typewriter) – Crate 12, Tray D
 - Object 2 (Candlestick Telephone) – Crate 11, Tray D
 - Telephone furniture – Crate 11, Tray D
 - Object 3 (Blackberry) – Crate 12, Tray D
 - Object 4 (IBM Punch cards) – Crate 12, Tray D
 - Object label for Section 3 – Crate 12, Tray D

Section 4

- Popoff 7 (Great Migration) – Crate 10, Tray F
- Popoff 8 (Rosie) – Crate 10, Tray E
- Popoff 9 (Family Farms) – Crate 10, Tray G
- Popoff 10 (This is America) – Crate 10, Tray G
- Section 4 Video – Crate 10, Tray D
- Popoff 11 (Army Poster) – Crate 10, Tray E
- Popoff 12 (Chemist) – Crate 10, Tray H

Section 5

- Popoff 13 (Company Towns) – Crate 10, Tray G
- Popoff 14 (Pickett Yarn Mill Village) – Crate 10, Tray I
- Flipbook 3 (Why We Work) – Crate 10, Tray A
- Popoff 16 (Uniform) – Crate 10, Tray I
- Popoff 15 (Nurse) – Crate 10, Tray I
- Section 5 Case (see pictures for placement)
 - Object 5 (Postcard Wedge) – Crate 12, Tray A
 - Object 6 (Nashville Plate) – Crate 12, Tray A
 - Object 7 (Louisville Slugger bat) – Crate 11, Tray D
 - Object 8 (Packer's Hat) – Crate 12, Tray D
 - Object label for Section 5 Case – Crate 12, Tray D

