# MUSEUM
## on Main Street

# Voices and Votes
# Installation Guide

**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
- Five extension cords for the videos in Section 1, 2, 3, 4, and 6 of Voices and Votes. Cord covers are packed in the top of Crate 6.
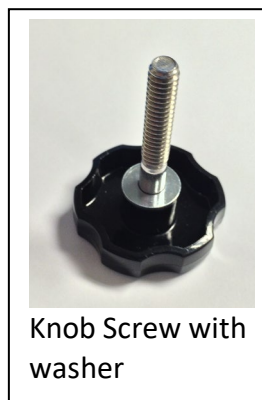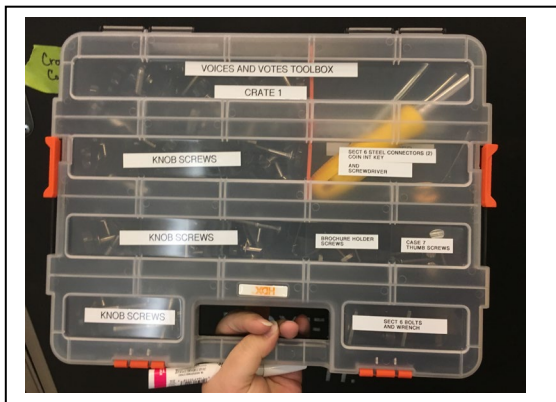
**General Installation Instructions:**

Voices and Votes consists of six freestanding exhibition sections. Section 1 has two parts

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

> 1 – Introduction
> 2 – A Vote, A Voice
> 3 – The Machinery of Democracy
> 4 – Beyond the Ballot
> 5 – Citizenship
> 6 – Story Kiosk

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,B, C, or D 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).

Toolbox and Knob Screws:





Knob Screw with washer

**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.**

- We recommend that you watch the following quick installation video before opening any crates for *Voices and Votes*.  You will find that video here: https://youtu.be/LslYjSggdEw

- *Voices and Votes* 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**.

- Make sure that you have two people to remove and replace the lids on the crates.  There are two locking casters on the fronts of crates 1 – 14.  Be sure to lock these before removing the lids.

- The **Condition Report Book** is packed in **Crate 1** with the exhibition toolbox.  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 of each section with the written instructions.  You will need both in order to install the exhibition.

- Install all the bottom panels, trusses, and then top panels first.  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 bottom panels 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 spotting the structure. Some components are heavy.

# General Installation Instructions for Sections 1-5

**Bottom Panels:**
All of the bottom panels are packed in Crates 1 – 9. Set up one section at a time.  With two people unpack the bottom panels and set them in place first and adjust the levelers so that all four corners of each panel touch the floor and the bottom panels are level with the panel next to them. The more time you spend leveling now the easier it will be to install the top and middle panels.  Make sure the A, B, and C sides of the bottom panels are facing the correct way by matching them to the elevations in these instructions.
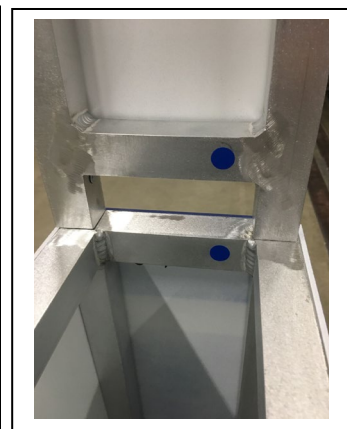
Connect each bottom panel to the next one with a knob screw.  Make sure that the knob screw has a washer then screw it all the way in but don't overtighten it.  Continue installing all of the rest of the bottom panels for one section connecting them together as you go.

Make sure each section is placed in its final position in the room. You cannot move the sections after they are fully built.

**Trusses:**
Each panel except for the end caps has two trusses.  They are packed by section in crates 2, 3, and 7.  Each truss is numbered with the panel number and has either a red or blue dot. Match the dot color to the dots on the bottom panels to ensure that you put them on the correct sides.  They just slide down into the bottom panels.  Attach each truss to the one next to it with a knob screw.

The end caps do not have trusses.  Instead, they have a whole middle panel section that has the trusses built in.  Unpack the middle end caps from the crates and set them in place on the bottom panels.  Connect the end cap to the truss of the adjoining panel with a knob screw.

**Top Panels:**
The top panels are packed in crate 1 – 9. With two people, slide or lift them out of their slots and then slide them down on top of the appropriate trusses again making sure the A and B sides are aligned appropriately.

Connect the top panels together with knob screws.  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 10 - 14**.  Carefully slide the middle panels out of their slots and hang them on the bottom panels.  The middle panels have four screws on the back that hook onto four keyholes on the trusses. Make sure all four screws are firmly attached before letting go of the panel.

**Add other interactives and cases as indicated in each section.**
- All of the interactives and cases are attached with VESA mounts.
- Match the case number to the labeled mount on the panel.
- Hold the case above the mount and slowly slide down making sure it grabs the mount and sits flush to the back panel.  Don't let go until you wiggle the case side-to-side a few times to make sure that it is really attached and not just resting on the top of the case.
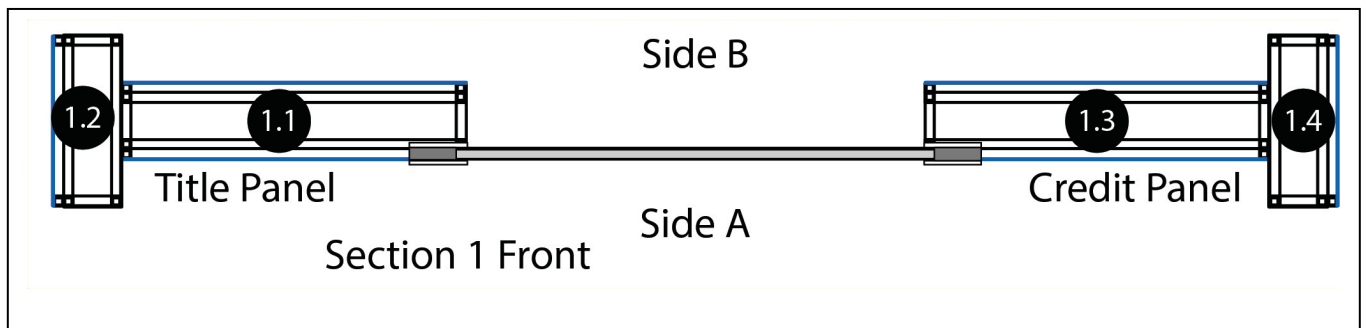
# Section 1: Introduction

**Ready? Begin . . . Unpack!**
All of the panels for Section 1 are packed in **crates 1, 2, 9, 10, 13,** and **14.**.  Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1. Section 1 has two separate structures.  Install panels 1.1 – 1.4 first, then install panels 1.5 – 1.7 behind the front section.

Lock the two front casters for each crate, then unlock the crates, remove the lids/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 3 before starting installation of section 1.**

## Section 1 Front Installation



**Install bottom panels 1.1 – 1.4:**
- **1.1 Bot** – Crate 1
- **1.2 Bot** – Crate 1
- **1.3 Bot** – Crate 1
- **1.4 Bot** – Crate 1
- Install all four bottom panels and connect them together with knob screws.  Make sure the A and B sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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.
- Unpack the Section 1 Header from Crate 5.  You'll have to lift out panel 3.1 Mid to get access to the box with the Section 1 Header. Replace panel 3.1 Mid in crate 5 so that it doesn't get damaged.
- Use the Section 1 Header to check your spacing between panels 1.1 Bot and 1.3 Bot.  If you make sure that the header fits here it will be much easier for you to install it once you have all of the panels up.  Set the Section 1 Header in a safe place until the rest of the structure is complete.

**Install Trusses**
- There are two trusses for each large panel (1.1 and 1.3). They packed in Crate 2.  Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install Middle End Cap Panels**
- **1.2 Mid** – Crate 2
- **1.4 Mid** – Crate 9
- Connect the Middle End Cap panels to the trusses with knob screws.

**Install top panels 1.1 – 1.4:**
- **1.1 Top** – Crate 1
- **1.2 Top** – Crate 1
- **1.3 Top** – Crate 1
- **1.4 Top** – Crate 1
- Install all four top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

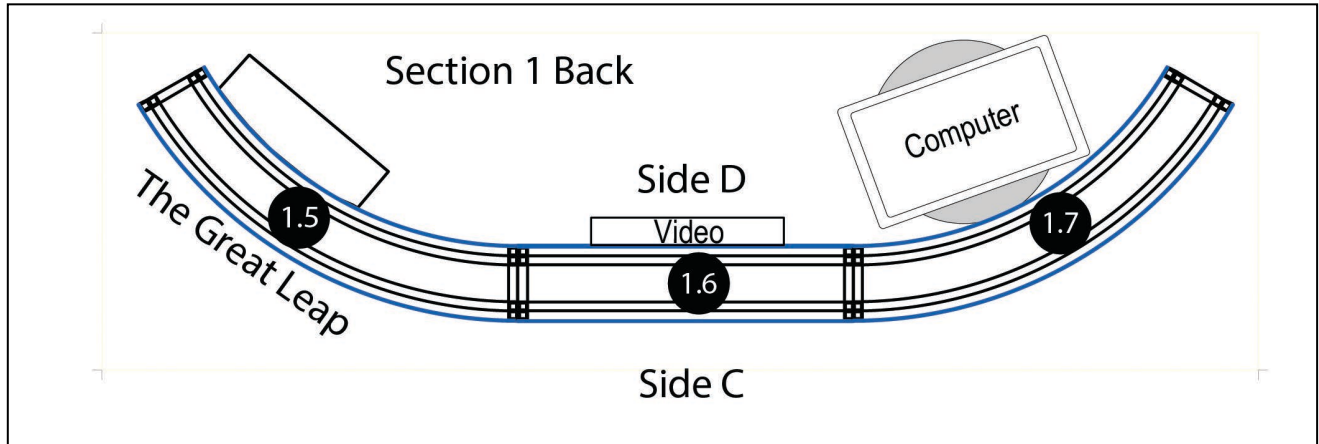**Install the Middle Panels:**
Install the middle panels:
- **1.1A Mid** – Crate 10
- **1.1B Mid** – Crate 10
- **1.3A Mid** – Crate 10
- **1.3B Mid** – Crate 10
- **1.2 Mid** – Crate 10
- **1.4 Mid** – Crate 10

**Add the Section 1 Header and Wings:**
- Use a ladder and make sure you have three people to help install the Section 1 Header.  It slides down into the front holes of panels 1.1 Top and 1.3 Top.
- Unpack the 2 **Header Wings** from Crate 1.  They wrap the sides of the header and hold with Velcro.  Start at an angle for easier assembly and have someone on a ladder or stepstool to help push them into the header.

# Section 1 Back Installation



**Install bottom panels 1.5 – 1.7:**
- **1.5 Bot** – Crate 2
- **1.6 Bot** – Crate 1
- **1.7 Bot** – Crate 2
- Install all three bottom panels and connect them together with knob screws. Make sure the C and D sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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 Trusses**
- There are two trusses for each large panel. They packed in Crate 2. Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install top panels 1.5 – 1.7:**
- **1.5 Top** – Crate 2
- **1.6 Top** – Crate 1
- **1.7 Top** – Crate 2
- Install all top panels and connect them together with knob screws. Make sure the C and D sides are facing the right direction.

**Add an Extension Cord** to the power strip on panel 1.6 Bot and feed it through the hole in either 1.5 Bot or 1.7 Bot to reach the closest power source. Cord covers are packed in Crate 6.

**Install the Middle Panels:**
Install the middle panels:
- **1.6D Mid** – Crate 10
- Plug the video monitor on 1.6D Mid into the power strip.
- **1.7D Mid** – Crate 13

- Unpack **Kiosk 1** from Crate 15 and slide it into place in front of panel 1.7D.  Connect the power cord from the computer to the power strip on panel 1.6 Bot.
- **1.5C Mid** – Crate 14
- **1.5D Mid** – Crate 13
- **1.6C Mid** – Crate 10
- **1.7C Mid** – Crate 14

**The following attachments can wait to be installed as you get to them:**
- **Flipbook 1 (Great Debates)** – Crate 3
- **2 Brochure Holders** – Crate 16, Tray A

     The Brochure Holders are attached with the large head screws from the toolbox. Use your fingers to tighten them. Do not overtighten or the acrylic will crack.



At this point everything in section 1 should be installed. Remove the Condition Report Book from Crate 1 and remove the American Experiments bags, Truss 5.1 Red and 5.1 Blue from Crate 2 and close up crates 1 and 2. They can now be moved out of your space.
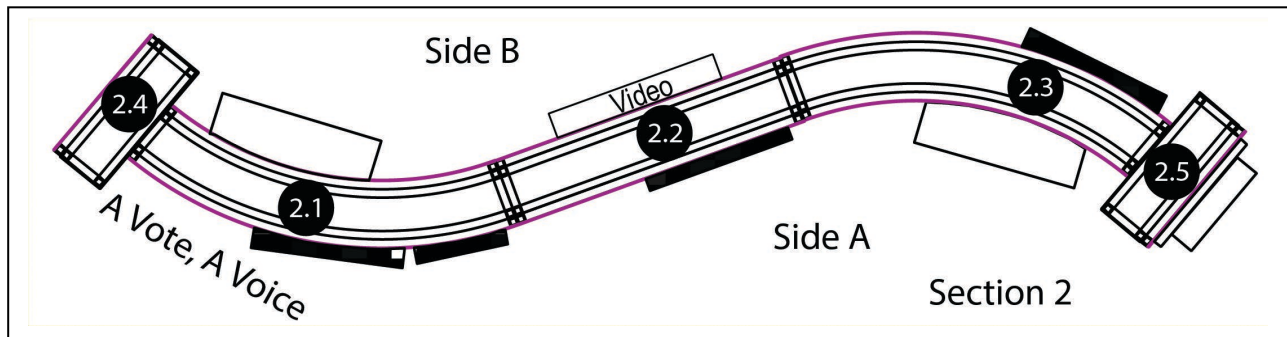
# Section 2: A Vote, A Voice

**Ready? Begin . . . Unpack!**

All of the panels for Section 2 are packed in **crates 3, 4**, **10**, **13**, and **14**. Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops/fronts 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 3 before starting installation of section 2.**



**Install bottom panels:**

- **2.1 Bot** – Crate 3
- **2.2 Bot** – Crate 4
- **2.3 Bot** – Crate 3
- **2.4 Bot** – Crate 4
- **2.5 Bot** – Crate 4
- Install all bottom panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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 Trusses**

- There are two trusses for each large panel. They packed in Crate 3. Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install Middle End Cap Panels**

- **2.4 Mid** – Crate 4
- **2.5 Mid** – Crate 4
- Connect the Middle End Cap panels to the trusses with knob screws.

**Install top panels:**
- **2.1 Top** – Crate 3
- **2.2 Top** – Crate 4
- **2.3 Top** – Crate 3
- **2.4 Top** – Crate 4
- **2.5 Top** – Crate 4
- Install all four top panels and connect them together with knob screws. Make sure the A and B sides are facing the right direction.

**Add an Extension Cord** to the power strip on panel 2.2 Bot and feed it through the hole in either 2.4 Bot or 2.5 Bot to reach the closest power source. Cord covers are packed in Crate 6.

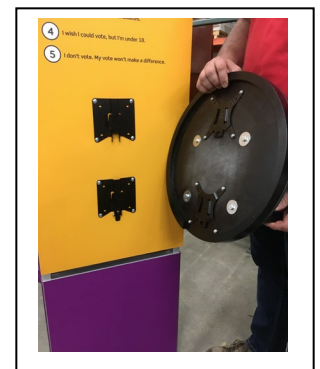**Install the Middle Panels:**
Install the middle panels:
- **2.1A Mid** – Crate 14
- **2.1B Mid** – Crate 13
- **2.2B Mid** – Crate 10
- Plug the video monitor on 1.6D Mid into the power strip.
- **2.2A Mid** – Crate 10
- **2.3A Mid** – Crate 13
- **2.3B Mid** – Crate 14
- **2.4 Mid** – Crate 10
- **2.5 Mid** – Crate 10

**Unpack and install Flipbooks 2 and 3** from Crate 4.  Install **Case 2 (23rd Amendment)** from Crate 3. Install **Flipbook 1 (Great Debates)** from Crate 3 onto panel 1.5D Mid.

**The following attachments can wait to be installed as you get to them in the crates:**
- **Case 1 (19th Amendment)** – Crate 16, Tray D
- **Case 2 (23rd Amendment)** – Crate 16, Tray A
- **Case 3 (26th Amendment)** – Crate 16, Tray F
- **Case 4 (Bloody Sunday)** – Crate 16, Tray F
- **Case 5 (Getting Out the Vote)** – Crate 16, Tray C
- **Coin Interactive** – Crate 16, Tray D

  The **Coin Interactive** sits on two VESA mounts and the bottom mount locks so that visitors can't remove it from the panel. Make sure both mounts are connected and you hear them snap into place.  To remove the Coin Interactive from the panel, first remove the entire panel from the wall and set it down on a table. Reach a finger under the bottom center of the interactive and pull the latch up towards you, then slide the interactive up and off the mounts. The key from emptying the coin interactive is packed in the toolbox.  Hold a box under the panel before turning the key.



At this point all of the structure for Section 2 should be installed. Crates 4 and 10 should now be empty and can be closed up and moved out of your space. You will still need access to Crate 3 for Section 3.

# Section 3: The Machinery of Democracy
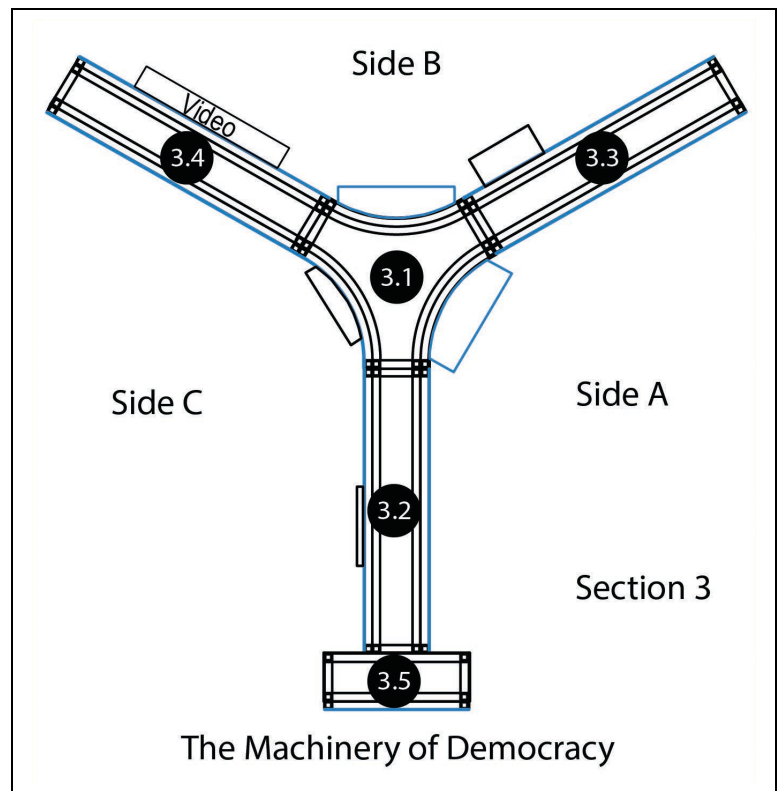
**Ready? Begin . . . Unpack!**
All of the panels for Section 3 are packed in **crates 3, 5, 6, 7** and **11**.  Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops/fronts 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 3 before starting installation of section 3.**

**Install 3.1 Bot, Middle, and Top:**
- Roll Crate 5 next to where you want section 3 installed. Lock the casters.
- With three people, lift panel 3.1 Mid out of the crate and set to the side.
- Remove panel 3.1 Bot and place in the center of section 3. Check to make sure that it is oriented in with the A side facing front.
- With three people, lift panel 3.1 Mid on top of 3.1 Bot. Make sure the A, B, and C sides are lined up appropriately.
- Place panel 3.1 Top on top of panel 3.1 Mid making sure the A, B, and C sides are correctly oriented.
- Return the Section 1 Header packaging to Crate 5 and close up.  Crate 5 can now be removed from your exhibition space.



The Machinery of Democracy

**Install bottom panels:**
- **3.2 Bot** – Crate 6
- **3.3 Bot** – Crate 6
- **3.4 Bot** – Crate 6
- **3.5 Bot** – Crate 6
- Install all bottom panels and connect them together with knob screws.  Make sure the A, B, and C sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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 Trusses**
- There are two trusses for each large panel. They packed in Crate 3.  Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install Middle End Cap Panel**
- **3.5 Mid** – Crate 3
- Connect the Middle End Cap panel to the trusses with knob screws.

**Install top panels:**
- **3.2 Top** – Crate 6
- **3.3 Top** – Crate 6
- **3.4 Top** – Crate 6
- **3.5 Top** – Crate 6
- Install all top panels and connect them together with knob screws. Make sure the A, B, and C sides are facing the right direction.

**Add an Extension Cord** to the power strip on panel 3.4 Bot and feed it through the hole in either 3.4 Bot to reach the closest power source. Cord covers are packed in Crate 6.

**Install the Middle Panels:**
Install the middle panels:
- **3.2A Mid** – Crate 11
- **3.2C Mid** – Crate 11
- **3.3B Mid** – Crate 11
- Install **Case 7 (Campaign Torch)** from Crate 7 in panel 3.3B Mid. Use the four **Torch Screws**  from the toolbox to attach Case 7 through the back of panel 3.3B Mid.  Make sure someone holds the case from the front as someone else attaches the thumb screws.
- **3.3A Mid** – Crate 11
- **3.4B Mid** – Crate 11
- Plug the video monitor on 1.6D Mid into the power strip.
- **3.4C Mid** – Crate 11
- **3.5 Mid** – Crate 11

**Unpack and install Case 6 (Party Symbols)** from Crate 3.

**The following attachments can wait to be installed as you get to them in the crates:**
- **Case 8 (Campaign Buttons)** – Crate 16, Tray C
- **Case 9 (New Yorker)** – Crate 16, Tray F
- **Flip Interactive 1** – Crate 16, Tray A

At this point all of the structure for Section 3 should be installed Remove the rest of the cord covers from Crate 6 and panels 5.6 Bot and Top and set aside. Crates 3, 5, and 6 should now be empty and can be closed up and moved out of your space.

# Section 4: Beyond the Ballot

**Ready? Begin . . . Unpack!**
All of the panels for Section 4 are packed in **crates 7, 8**, **11**, **12**, **13**, and **14**.  Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops/fronts 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.

<u>**Please refer to the General Installation Instructions on page 3 before starting installation of section 4.**</u>
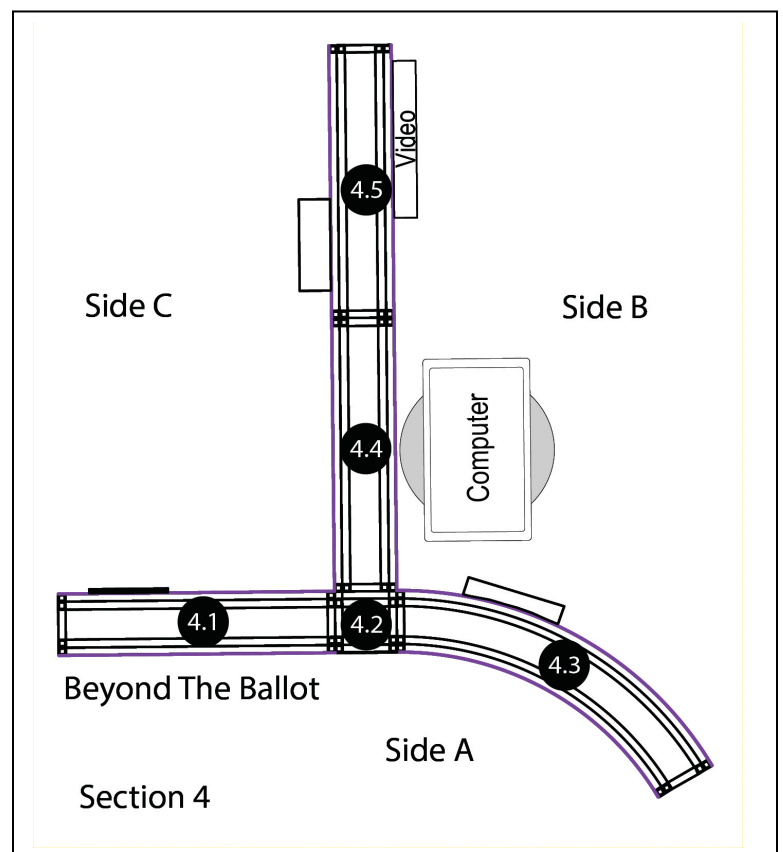
**Install bottom panels:**
- **4.1 Bot** – Crate 8
- **4.2 Bot** – Crate 8 (small square panel)
- **4.3 Bot** – Crate 7
- **4.4 Bot** – Crate 8
- **4.5 Bot** – Crate 8
- Install all bottom panels and connect them together with knob screws.  Make sure the A, B, and C sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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 Trusses**
- There are two trusses for each large panel. They packed in Crate 7.  Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install top panels:**
- **4.1 Top** – Crate 8
- **4.2 Top**– Crate 8 (small square panel)
- **4.3 Top** – Crate 7
- **4.4 Top** – Crate 8

- **4.5 Top** – Crate 8
- Install all top panels and connect them together with knob screws. Make sure the A, B, and C sides are facing the right direction.

**Add an Extension Cord** to the power strip on panel 4.5 Bot and feed it through the hole in  4.5 Bot to reach the closest power source. Cord covers are packed in Crate 6.

**Install the Middle Panels:**
Install the middle panels:
- **4.1A Mid** – Crate 11
- **4.1C Mid** – Crate 11
- **4.4B Mid** – Crate 11
- Unpack **Kiosk 2** from Crate 15 and slide it into place in front of panel 1.7D.  Connect the power cord from the computer to the power strip on panel 1.6 Bot.
- **4.5B Mid** – Crate 12
- Plug the video monitor on 1.6D Mid into the power strip.
- **4.4C Mid** – Crate 11
- **4.5C Mid** – Crate 12
- **4.2A Mid** – Crate 7
- **4.3A Mid** – Crate 13
- **4.3B Mid** – Crate 14
- Make sure that you install panel 4.4B Mid before 4.3B Mid because they overlap slightly in the corner.

**The following attachments can wait to be installed as you get to them in the crates:**
- **Case 10 (Protest Fashion)** – Crate 16, Tray B
- **Popoff 1 (Petitioning)** – Crate 16, Tray A
- **Popoff 2 (Give Me Liberty)** – Crate 16, Tray A
- **Popoff 3 (UAW Supports)** – Crate 16, Tray A
- **Case 11 (Lobby Material)** – Crate 16, Tray E

At this point all of the structure for Section 4 should be installed. You will still need access to Crates 7, 8, 11, 12, 13 and 14 for Section 5.
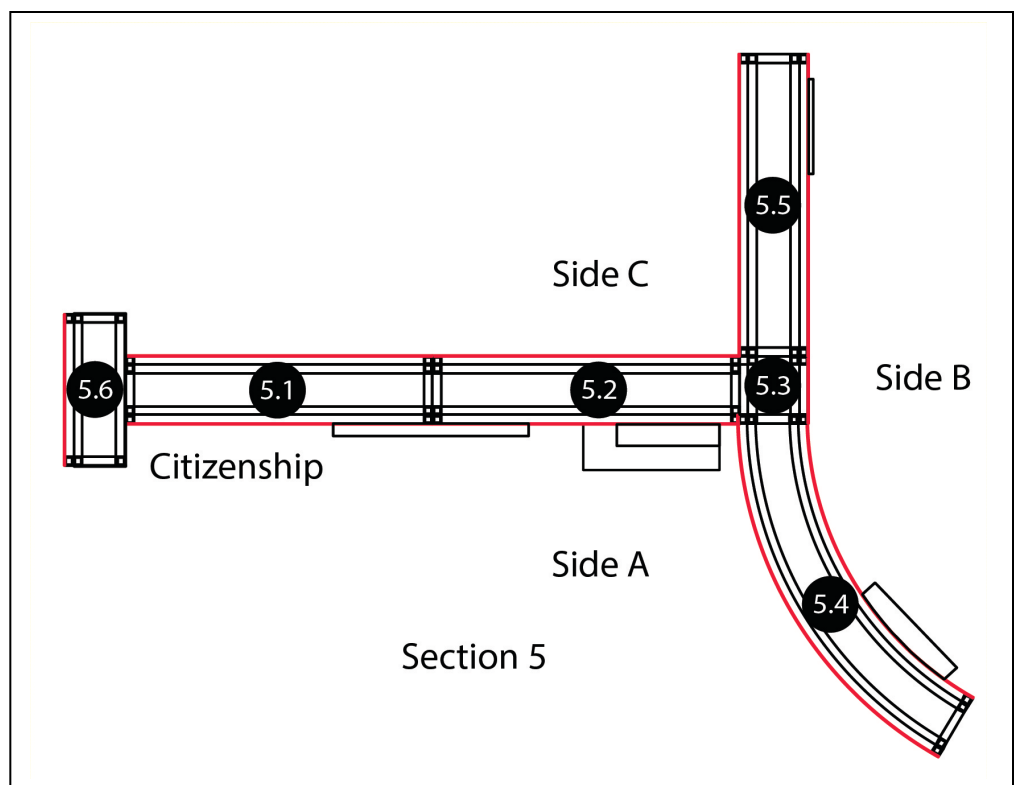
# Section 5: Citizenship

**Ready? Begin . . . Unpack!**
All of the panels for Section 5 are packed in **crates 2, 6, 7, 8, 9**, **11, 12**, **13**, and **14**. Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops/fronts 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 3 before starting installation of section 5.**

**Install bottom panels:**
- **5.1 Bot** – Crate 9
- **5.2 Bot** – Crate 9
- **5.3 Bot** – Crate 8 (small square panel)
- **5.4 Bot** – Crate 7
- **5.5 Bot** – Crate 9
- **5.6 Bot** – Crate 6
- Install all bottom panels and connect them together with knob screws. Make sure the A, B, and C sides are facing the right direction.
- Adjust the levelers as you go to make sure the panels are as level as possible. This will make the rest of the panels fit together better.
- 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 Trusses**
- There are two trusses for each large panel. Two are packed in Crate 2 and the rest are packed in Crate 7. Unpack the trusses and set them on the correct panel making sure to match the blue and red dots to the bottom panels.

**Install Middle End Cap Panel**
- **5.6 Mid** – Crate 9



Side C

Side B

5.6   5.1   5.2   5.3

5.5

5.4

Citizenship

Side A

Section 5

- Connect the Middle End Cap panel to the trusses with knob screws.

**Install top panels:**
- **5.1 Top**– Crate 9
- **5.2 Top** – Crate 9
- **5.3 Top** – Crate 8 (small square panel)
- **5.4 Top** – Crate 7
- **5.5 Top** – Crate 8
- **5.6 Top** – Crate 6
- Install all top panels and connect them together with knob screws. Make sure the A, B, and C sides are facing the right direction.

**Install the Middle Panels:**

Install the middle panels:
- **5.1A Mid** – Crate 12
- **5.1C Mid** – Crate 12
- **5.2A Mid** – Crate 12
- **5.2C Mid** – Crate 12
- **5.4A Mid** – Crate 13
- **5.4B Mid** – Crate 14
- **5.3B Mid** – Crate 7
- **5.5B Mid** – Crate 12
- **5.5C Mid** – Crate 12
- **5.6 Mid** – Crate 11
- Make sure that you install panel 5.2A Mid before 5.4A Mid because they overlap slightly in the corner.

**Unpack and install the Audio Box**  from Crate 9.

**The following attachments can wait to be installed as you get to them in the crates:**
- **Flip Interactive 2 (Citizenship Test)** – Crate 16, Tray A
- **Case 12 (George Washington)** – Crate 16, Tray E
- **Case 13 (Reaching Out)** – Crate 16, Tray B

At this point all of the structure for Section 5 should be installed. Remove the Exterior Banner, Section 6 bases and Section 6 clamp from Crate 13 and set aside.  Crates 7, 8, 9, 11, 13 and 14 should now be empty and can be closed up and moved out of your space. You will still need access to Crate 12 for Section 6.
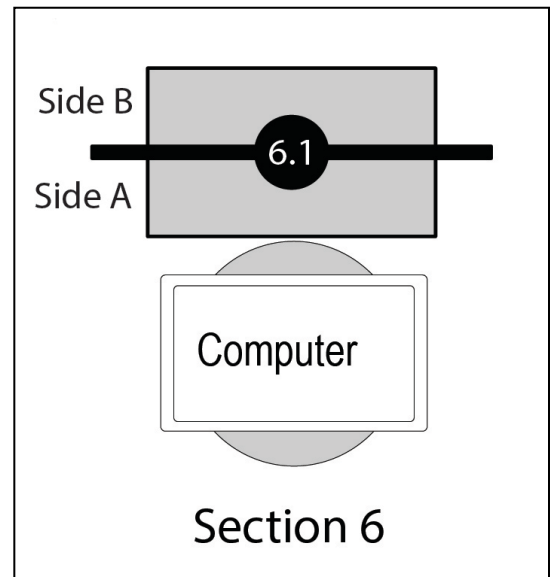
# Section 6: Equal Rights for All

**Ready? Begin . . . Unpack!**
The panels for Section 6 are packed in **crates 12** and **13**.  Using two people, wheel these crates into the workspace. You will also need the toolbox from crate 1.

Unlock the crates, remove the tops/fronts 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.

**Attach Section 6 Bases to 6.1 Bot:**
- Unpack the Section 6 Bases from Crate 13
- Unpack panel **6.1 Bot** from Crate 12 and turn it upside down
- Have one person hold the panel while someone else lines up the two pieces of the base with the holes in panel 6.1 Bot
- Use the orange clamp to hold the bases to the panel while you connect the bolts.
- Use the two bolts and nuts packed in the toolbos to connect the two pieces of the base together through the panel.
- Use the allen wrench from the toolbox and to tighten the nuts and secure the bases to the panel.
- Flip panel 6.1 Bot over and add the two steel connectors from the toolbox.

Section 6 bases clamped to the bottom of panel 6.1 so that the bolts and nuts can be attached. Remove clamp after bolting.

Bolt and nut for section 6 Bases

Section 6 connector in 6.1 Bot

**Install top panel 6.1 Top:**
- Slide panel 6.1 Top on top of panel 6.1 Bot making sure that the graphics line up.

**Install Kiosk 3**
- Unpack **Kiosk 3** from Crate 15 and slide it into place in front of panel 6.1.  Connect the power cord from the computer to the your extension cord.  Cord covers are packed in Crate 6.

At this point all of the structure for Section 6 should be installed. Crates 12 and 13 should now be empty and can be closed up and moved out of your space.

# Video Monitor Instructions

There are four video monitors in Voices and Votes that play looping videos. They are in Sections 1, 2, 3, and 4. Once plugged in and turned on the videos should play and loop continuously.

On the left side of each monitor the power button is marked with a ★ . The volume can be adjusted up or down with the buttons marked with a + or − sign.

# Interactive Kiosk Instructions

**Ready? Begin . . . Unpack!**
You've already installed the computer kiosks in Sections 1 and 4 and the Stories of Democracy Kiosk in Section 6.

To start **Kiosk 1 (Creating the Constitution)** in Section 1 and **Kiosk 2 (Protesting With Your Feed)** in Section 4 loosen the Velcro straps holding the bezel to the computer, lift up the bottom right corner of the bezel, and push the power button (button furthest to the right) on the computer. A small blue LED will indicate that the computer is on. The interactive should start on its own. Press the bezel back into place and tight the Velcro straps on the back.

**These kiosks will turn themselves off at midnight every night and reboot at 8AM.**

**Kiosk 3 (Stories from Democracy)**
To start **Kiosk 3 (Stories from Democracy)** in Section 6, loosen the Velcro straps holding the bezel to the computer, lift up the bottom right corner of the bezel, and push the power button (button furthest to the right) on the computer. A small blue LED will indicate that the computer is on. The interactive should start on its own. Press the bezel back into place and tight the Velcro straps on the back.

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.

Once the kiosk loads, you are ready to go! An external speaker is attached at the top rear of the computer. A round knob for adjusting the volume can be accessed on the right side of the external speaker.

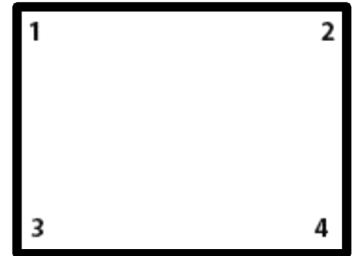**At 10:00 pm, the kiosk computer is set to automatically shut down.**

**Daily operation:**

On your second day with the exhibition, the computer will be powered off, having shut down on its own on the prior evening. You will need to power on the computer each day by loosening the lower Velcro strap, lifting the cover and pressing the computer's power button. When the computer turns back on each day, it will automatically login and run the kiosk program. It will go directly back into the locked-down kiosk mode.
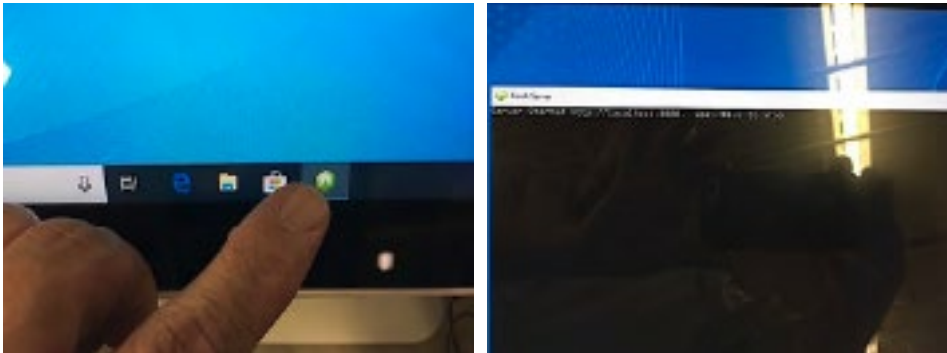
**If you need to change the time settings:**

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.

2) Exit the kiosk program by touching the corners of the screen in the following sequence: 1) upper left; 2) upper right; 3) lower left; and 4) lower right. Be sure to touch the screen as close to each corner as possible. You may have to do this several times before the kiosk program closes. You may also find it necessary to remove the kiosk bezel to gain full access to each screen corner.



3) After the kiosk program ends, then close the "Kiosk Server" program by touching the icon with the green shield at the bottom of the screen to open the "Kiosk Server" window. Then, press CTRL-C on the touch keyboard to terminate the program.



4) Then, to continue with the time settings, 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.

5) Go to the Windows Start Menu and click on the Power button. Select "Restart" and the computer will reboot and return to the kiosk.

**Preparing for shipment:**

1) When you dismantle the exhibition and are ready to pack, the computer should already be shut down from the prior evening. If it is running, you will need to properly shut it down by following steps 2, 3, and 5 in the Changing the Time Settings instructions.

2) Once the computer has been shut down, unplug it from the power outlet and pack it in the appropriate crate.

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