MUSEUM on Main Street

Water/Ways 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
- One extension cord for the video in Section 1 of Water/Ways as well as power outlets for two kiosks and for charging the iPad. Cord covers are packed with the exhibition.

General Installation Instructions:

Water/Ways consists of five freestanding exhibition sections, as well as two interactive kiosks and the WaterSim America activity on an iPad.

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

> 1 – Introduction
> 2 – Source
> 3 – Flow
> 4 – Quench
> 5 – Water is Eternal
> Kiosk 1 – The Power of Water
> Kiosk 2 – Our Relationship with Water
> iPad – WaterSim America

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 Screw | Banner Screw |

Smithsonian Institution
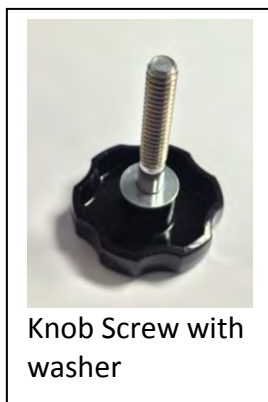
Helpful Hints:

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 18. Unroll them and use them to plan your layout.

- *Water/Ways* is designed so that you need very few tools for installation. There are five freestanding sections in the exhibition. All the tools and connectors that you will need are packed with the appropriate section.

- All of the panels and exhibition parts 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. The exhibition bases are packed in **Crates 19 and 20**. The video kiosks, and iPad interactive are packed in Crates 17 and 18. The exhibition tool-kit is packed in Crate 17.

- The **Condition Report Book** is packed in **Crate 17**. 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. Do not remove the slipsheets from the crates. The slipsheets are numbered 1-4 in each crate so you know which order they go in. 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
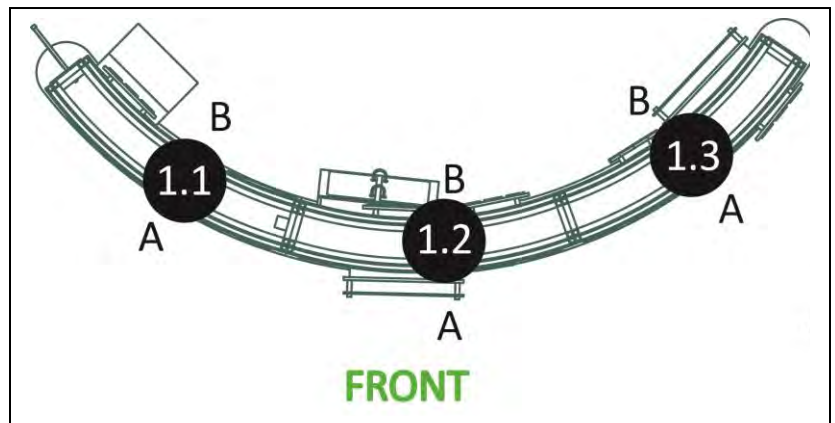
Ready? Begin . . . Unpack!

All of the panels for Section 1 are packed in **crates 1, 2, and 3**. The bases are packed in **crate 20**. Using two people, wheel crates 1 – 3, and 20 into the workspace. You will also need access to the watershed map in **crate 18** and the tool box packed in **crate 17.**

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.

Lift out all boxes or exhibit components packed on top of the panels. Also remove the foam shelf that locks the panels in place. Set these pieces aside so you can so that you can get to the main structural pieces.

Install the bases:

- Using two people, unpack the bases from Crate 20 and arrange according to plan view. The bases are labeled on the bottom. Be careful, they are heavy.
- Adjust the levelers on the bottom of the bases so that all the puzzle ends of the bases fit neatly together and are level on the top. 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 Panels 1.1:

- Open Crate 1 and remove the boxes with Flipbook 1 and Splash 1. Set them aside. Remove the foam shelf and set aside. Lift out **1.1 Bot**. Align the A side of panel 1.1 Bot using the plan view.
- Slide panel **1.1 Top** onto panel 1.1 Bot, with the A side matching the bottom panel. **Make sure you have someone to hold these panels while others are unpacking the next section.**

Install Panels 1.2:

- Open Crate 2 and remove the foam shelf. Install panel **1.2 Bot** next to 1.1 Bot. Align the A and B sides. Connect 1.1 Bot and 1.2 Bot with a knob screw. Make sure the panels are attached but **don't overtighten** the knobs.
- Install panel **1.2 Top** above 1.2 Bot. Connect 1.1 Top and 1.2 Top with a knob screw.
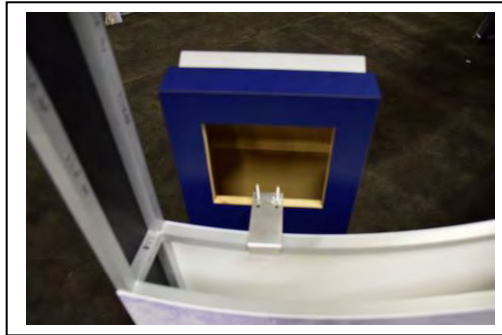
Install Panels 1.3:

- Open Crate 3 and remove the foam shelf. Install panel **1.3 Bot** next to 1.2 Bot. Align the A and B sides. Connect 1.2 Bot and 1.3 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.

- Install panel **1.3 Top** above 1.3 Bot. Connect 1.2 Top and 1.3 Top with a knob screw.

Install Watershed Map

- Unpack the **Watershed Map** from Crate 18. Set in front of panel 1.1B Bot. Remove the wing nuts and turn the bracket around so that it will hook over panel 1.1B Bot. Line up the bracket with the lines on the panel and reattach the wing nuts.

Install the Middle Panels:

- Hang panels **1.2A Mid** (front side)**, 1.1B Mid**, and **1.3B Mid** (back side). Make sure both sides of the panels are hooked onto the structure before you let go.
- Plug the **Television (1.2A Bot)** and the **Water Drop Interactive (1.3B Mid)** into the surge protector and connect an extension cord (not provided) to the surge protector.
- Install **Splash #1** (Crate 1) onto 1.1B Mid and attach with wing nuts on the back of the panel.
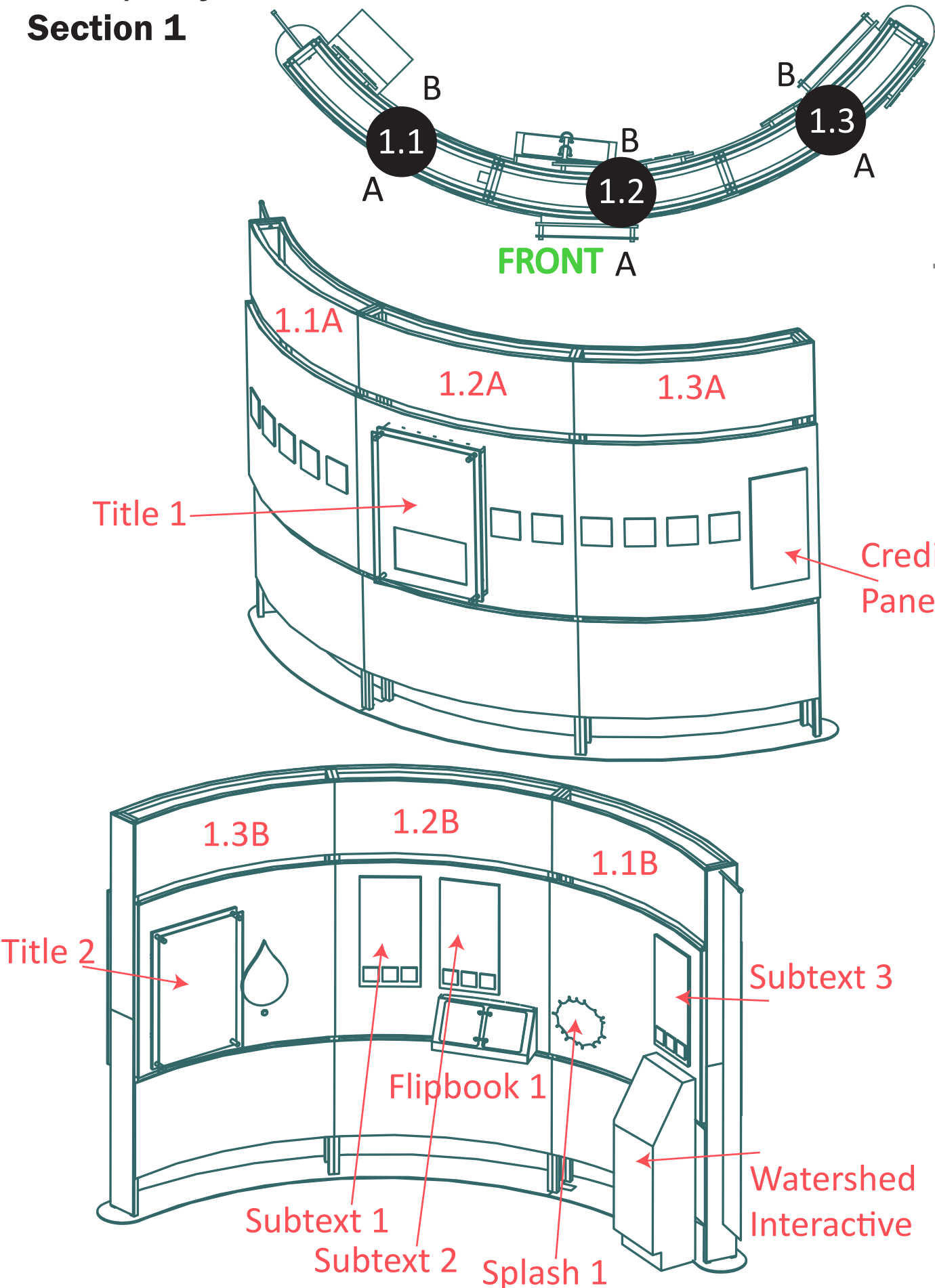- Hang panels **1.2B Mid**, **1.1A Mid**, and **1.3A Mid**.

Install remainder of attachments:

- Using two people, hang **Title 1** (Crate 2) on 1.2A Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang the **Credit Panel** (Crate 3) on 1.3A Mid and attach with at least 2 thumb screws.
- Using two people, hang **Title 2** on 1.3B Mid and attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 1** (Crate 1) and **Subtext 2** (Crate 2) on 1.2B Mid and attach with at least 2 thumb screws.
- Hang **Flipbook 1** (Crate 1) on 1.2B Mid. There are two locator pins that drop into the top of the brackets. Attach with two long thumb screws from the bottom of the flipbook.
- Hang **Subtext 3** (Crate 1) on 1.1B Mid and attach with at least 2 thumb screws.

At this point everything in section 1 should be installed. Repack all dividers and packing materials back in crates 1, 2, and 3 and close the crates. These three crates can now be moved out of the exhibition space to clear room for another section.

Water/Ways
Section 1

FRONT

1.1A
1.2A
1.3A

Title 1

Credit Panel

1.3B
1.2B
1.1B

Title 2

Subtext 3

Flipbook 1

Subtext 1

Subtext 2

Splash 1

Watershed Interactive
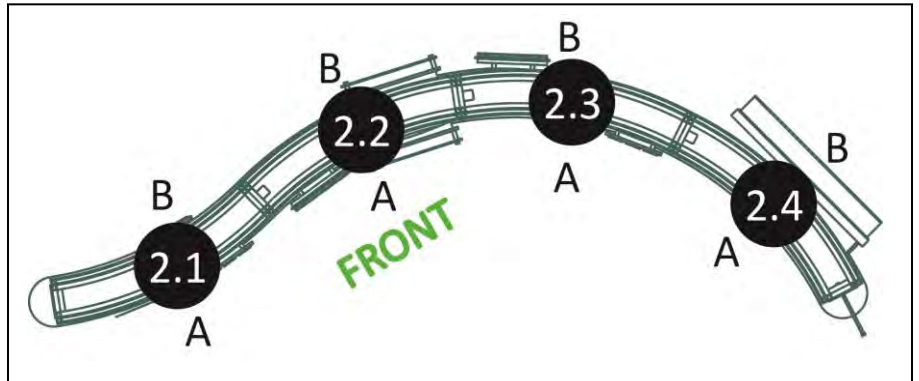
Section 2: Source

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 20**. Using two people, wheel crates 4 – 7 into the workspace. You will also need the toolbox from crate 17.

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.

Lift out all boxes or exhibit components packed on top of the panels. Also remove the foam shelf that locks the panels in place. Set these pieces aside so you can so that you can get to the main structural pieces.

Install the bases:

- Using two people, unpack the bases from Crate 20 and arrange according to plan view. The bases are labeled on the bottom. Be careful, they are heavy.
- Adjust the levelers on the bottom of the bases so that all the puzzle ends of the bases fit neatly together and are level on the top. 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 Panels 2.1:

- Open Crate 4 and remove the foam shelf and set aside. Lift out **2.1 Bot**. Align the A side of panel 2.1 Bot using the plan view.
- Slide panel **2.1 Top** onto panel 2.1 Bot, with the A side matching the bottom panel. **Make sure you have someone to hold these panels while others are unpacking the next section.**

Install Panels 2.2:

- Open Crate 5 and remove the foam shelf. Install panel **2.2 Bot** next to 2.1 Bot. Align the A and B sides. Connect 2.1 Bot and 2.2 Bot with a knob screw. Make sure the panels are attached but **don't overtighten** the knobs.
- Install panel **2.2 Top** above 2.2 Bot. Connect 2.1 Top and 2.2 Top with a knob screw.

Install Panels 2.3:

- Open Crate 6 and with two people lift out Case 1 and then the foam shelf and set them aside. Case 1 is heavy. Install panel **2.3 Bot** next to 2.2 Bot. Align the A and B sides. Connect 2.2 Bot and 2.3 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.
- Install panel **2.3 Top** above 2.3 Bot. Connect 2.2 Top and 2.3 Top with a knob screw.

Install Panels 2.4:
- Open Crate 7 and remove the boxes with Flipbook 2 and Splash 2. Set them aside. Remove the foam shelf and set aside.   Install panel **2.4 Bot** next to 2.3 Bot. Align the A and B sides. Connect 2.3 Bot and 2.4 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.
- Install panel **2.4 Top** above 2.3 Bot. Connect 2.3 Top and 2.4 Top with a knob screw.

Install the Middle Panels:
- Hang panels **2.1A Mid** and **2.4B Mid**. Make sure both sides of the panels are hooked onto the structure before you let go.
- Install **Splash #2** (Crate 7) onto 2.1A Mid and attach with wing nuts on the back of the panel.
- Using two people slide **Case 1** (Crate 6) into the front of panel 2.4B Mid and hold in place while a third person screws the case into the two brackets on the back side. The case attaches with phillips head screws.
- Hang panels **2.2A Mid**, **2.3A Mid**, **2.4A Mid**, **2.3B Mid**, **2.2B Mid** and **2.1B Mid**. Make sure both sides of the panels are hooked onto the structure before you let go.
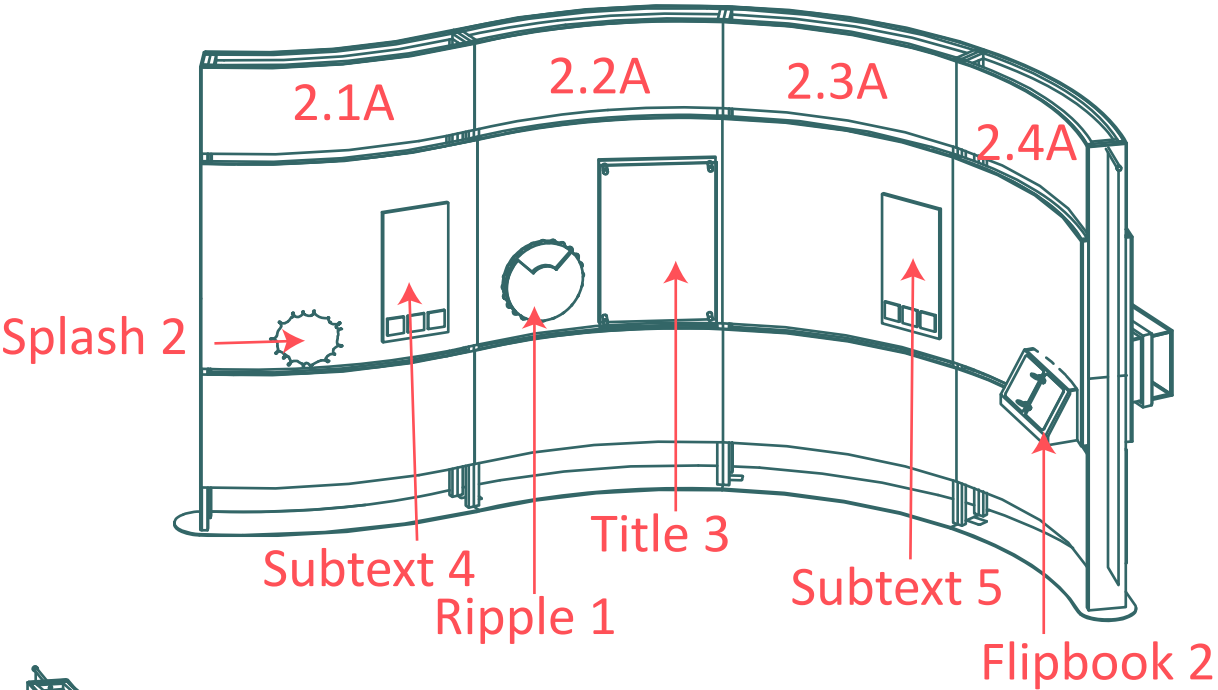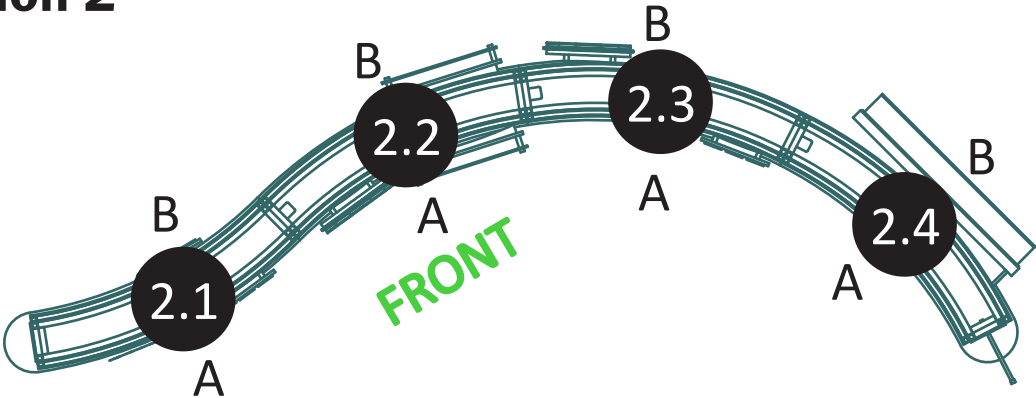
Install remainder of attachments:
- Hang **Subtext 4** (Crate 4) on 2.1A Mid and attach with at least 2 thumb screws.
- Using two people, hang **Title 3** (Crate 6) on 2.2A Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 5** (Crate 5) on 2.3A Mid and attach with at least 2 thumb screws.
- Hang **Flipbook 2** (Crate 7) on 2.4A Mid. There are two locator pins that drop into the top of the brackets. Attach with two long thumb screws from the bottom of the flipbook.
- Using two people, hang **Title 4** (Crate 5) on 2.2B Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 6** (Crate 4) on 2.1B Mid and attach with at least 2 thumb screws.

At this point everything in section 2 should be installed. Repack all dividers and packing materials back in crates 4 - 7 and close the crates. These four crates can now be moved out of the exhibition space to clear room for another section. Crate 20 is also now empty and can be closed up and stored.

Water/Ways
Section 2

B

B

2.2

B

2.3

2.1

A

FRONT

A

A

B

2.4

A

2.1A   2.2A   2.3A

2.4A

Splash 2

Subtext 4

Ripple 1

Title 3

Subtext 5

Flipbook 2

2.4B

2.3B   2.2B   2.1B

Case 1

Ripple 2

Title 4

Subtext 6
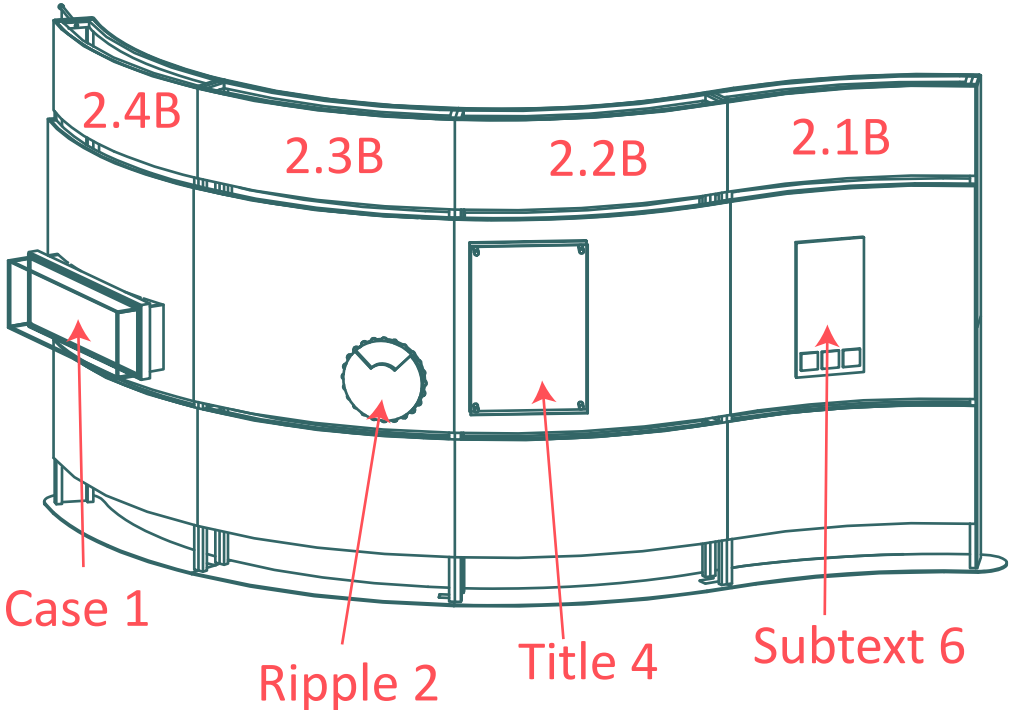
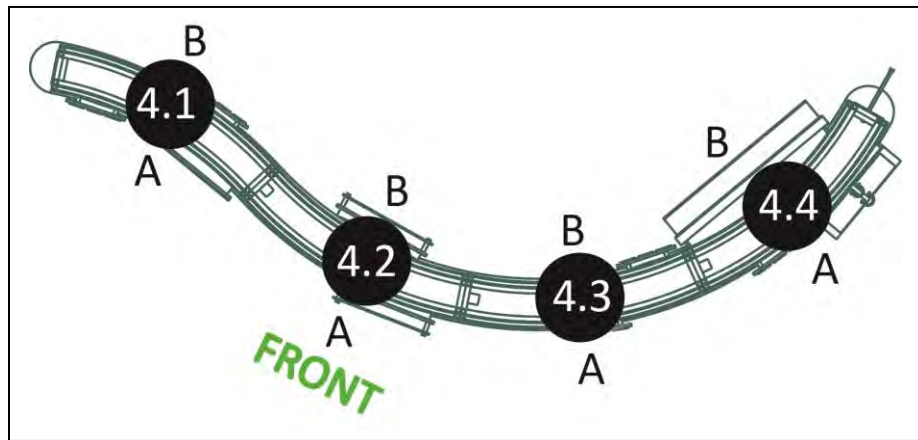# Section 4: Quench

Ready? Begin . . . Unpack!
All of the panels for Section 4 are packed in **crates 8, 9, 10,** and **11**. The bases are packed in **crate 19**. Using two people, wheel crates 8 – 11 into the workspace. You will also need the toolbox from crate 17.

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.

Lift out all boxes or exhibit components packed on top of the panels. Also remove the foam shelf that locks the panels in place. Set these pieces aside so you can so that you can get to the main structural pieces.

Install the bases:

- Using two people, unpack the bases from Crate 19 and arrange according to plan view. The bases are labeled on the bottom. Be careful, they are heavy.
- Adjust the levelers on the bottom of the bases so that all the puzzle ends of the bases fit neatly together and are level on the top. 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 Panels 4.1:

- Open Crate 8 and remove the box with Flipbook 2. Set it aside. Remove the foam shelf and set aside. Lift out **4.1 Bot**. Align the A side of panel 4.1 Bot using the plan view.
- Slide panel **4.1 Top** onto panel 4.1 Bot, with the A side matching the bottom panel. **Make sure you have someone to hold these panels while others are unpacking the next section.**

Install Panels 4.2:

- Open Crate 9 and remove the foam shelf. Install panel **4.2 Bot** next to 4.1 Bot. Align the A and B sides. Connect 4.1 Bot and 4.2 Bot with a knob screw. Make sure the panels are attached but **don't overtighten** the knobs.
- Install panel **4.2 Top** above 4.2 Bot. Connect 4.1 Top and 4.2 Top with a knob screw.

Install Panels 4.3:

- Open Crate 10 and with two people lift out Case 2 and then the foam shelf and set them aside. Case 2 is heavy. Install panel **4.3 Bot** next to 4.2 Bot. Align the A and B sides. Connect 4.2 Bot and 4.3 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.
- Install panel **4.3 Top** above 4.3 Bot. Connect 4.2 Top and 4.3 Top with a knob screw.

Install Panels 4.4:
- Open Crate 11 and remove the foam shelf. Install panel **4.4 Bot** next to 4.3 Bot. Align the A and B sides. Connect 4.3 Bot and 4.4 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.
- Install panel **4.4 Top** above 4.3 Bot. Connect 4.3 Top and 4.4 Top with a knob screw.

Install the Middle Panels:
- Hang panel **4.4B Mid**. Make sure both sides of the panels are hooked onto the structure before you let go.
- Using two people slide **Case 2** (Crate 10) into the front of panel 4.4B Mid and hold in place while a third person screws the case into the two brackets on the back side. The case attaches with phillips head screws.
- Hang panels **4.1A Mid**, **4.2A Mid**, **4.3A Mid**, **4.4A Mid**, **4.3B Mid**, **4.2B Mid** and **4.1B Mid**. Make sure both sides of the panels are hooked onto the structure before you let go.

Install remainder of attachments:
- Hang **Subtext 7** (Crate 8) on 4.1A Mid and attach with at least 2 thumb screws.
- Using two people, hang **How Much Water** (Crate 11) interactive on 4.1A Mid with at least 2 thumb screws on alternate sides diagonally.
- Using two people, hang **Title 5** (Crate 9) on 4.2A Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 8** (Crate 10) on 4.3A Mid and attach with at least 2 thumb screws.
- Hang **Subtext 9** (Crate 11) on 4.4A Mid and attach with at least 2 thumb screws.
- Hang **Flipbook 3** (Crate 8) on 4.4A Mid. There are two locator pins that drop into the top of the brackets. Attach with two long thumb screws from the bottom of the flipbook.
- Using two people, hang **Title 6** (Crate 5) on 4.2B Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 10** (Crate 8) on 4.1B Mid and attach with at least 2 thumb screws.

At this point everything in section 4 should be installed. Repack all dividers and packing materials back in crates 8 - 11 and close the crates. These four crates can now be moved out of the exhibition space to clear room for another section.

**Water/Ways
Section 4**

4.1 B A

4.2 B A

4.3 B A

4.4 B A

FRONT

4.1A

4.2A

4.3A

4.4A

Subtext 7

How Much
Water?

Title 5

Subtext 8

Subtext 9

Flipbook 3

4.4B

4.3B

4.2B

4.1B

Case 2

Title 6

Subtext 10
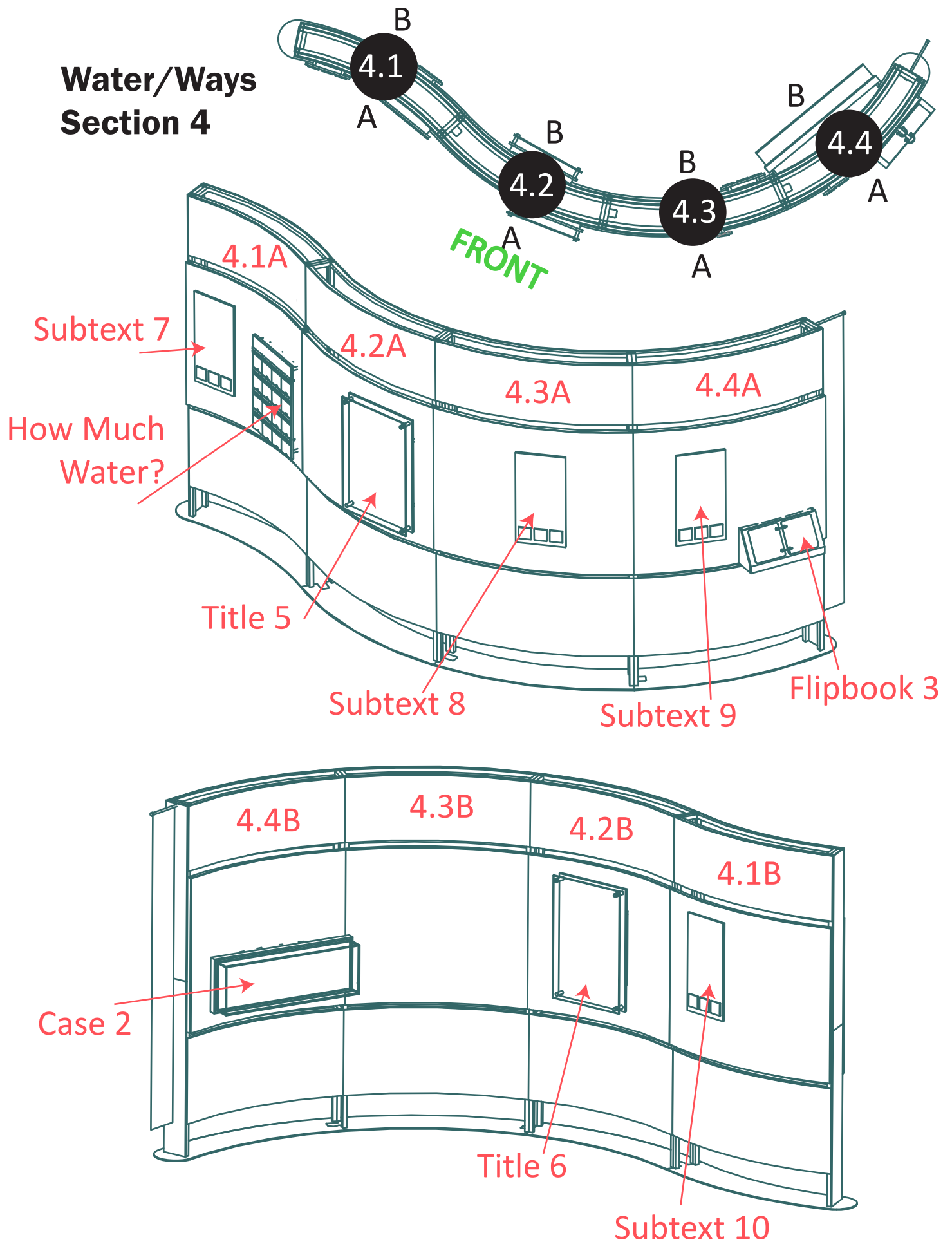
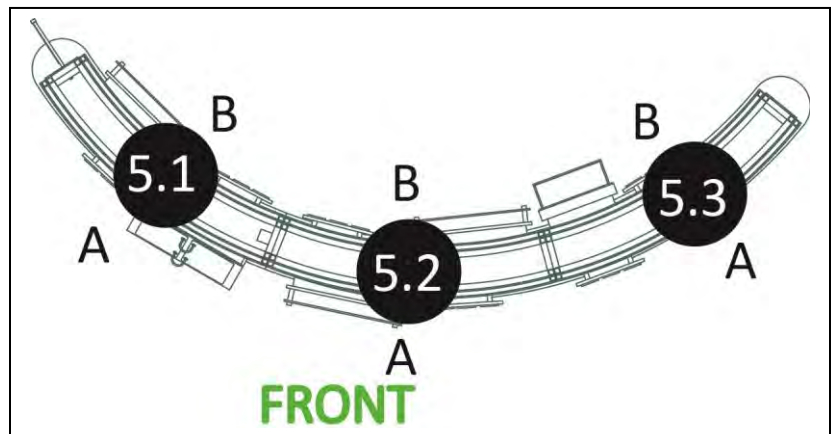# Section 5: Water is Eternal?

Ready? Begin . . . Unpack!
All of the panels for Section 5 are packed in **crates 12, 13, and 14**. The bases are packed in **crate 19**. Using two people, wheel crates 12-14, and 19 into the workspace. You will also need the toolbox from crate 17.

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.

Lift out all boxes or exhibit components packed on top of the panels. Also remove the foam shelf that locks the panels in place. Set these pieces aside so you can so that you can get to the main structural pieces.

Install the bases:
- Using two people, unpack the bases from Crate 19 and arrange according to plan view. The bases are labeled on the bottom. Be careful, they are heavy.
- Adjust the levelers on the bottom of the bases so that all the puzzle ends of the bases fit neatly together and are level on the top. 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 Panels 5.1:
- Open Crate 12 and remove the box with Flipbook 4. Remove the foam shelf and set aside. Lift out **5.1 Bot**. Align the A side of panel 5.1 Bot using the plan view.
- Slide panel **5.1 Top** onto panel 5.1 Bot, with the A side matching the bottom panel. **Make sure you have someone to hold these panels while others are unpacking the next section.**

Install Panels 5.2:
- Open Crate 13 and with two people lift out **Case 3** and then the foam shelf and set them aside. Case 3 is heavy. Install panel **5.2 Bot** next to 5.1 Bot. Align the A and B sides. Connect 5.1 Bot and 5.2 Bot with a knob screw. Make sure the panels are attached but **don't overtighten** the knobs.
- Install panel **5.2 Top** above 5.2 Bot. Connect 5.1 Top and 5.2 Top with a knob screw.

Install Panels 5.3:
- Open Crate 14 and remove Subtexts 13 and 14 and the foam shelf and set aside. Install panel **5.3 Bot** next to 5.2 Bot. Align the A and B sides. Connect 5.2 Bot and 5.3 Bot with a knob screw. Make sure the panels are attached but don't overtighten the knobs.
- Install panel **5.3 Top** above 5.3 Bot. Connect 5.2 Top and 5.3 Top with a knob screw.

Install the Middle Panels:
- Hang panel **5.3B Mid.** Make sure both sides of the panel are hooked onto the structure before you let go.
- Hang **Subtext 14** (Crate 14) on 5.3B Mid and attach with at least 2 thumb screws.
- Using two people slide **Case 3** (Crate 13) into the front of panel 5.3B Mid and hold in place while a third person screws the case into the two brackets on the back side. The case attaches with phillips head screws.
- Hang panels **5.1A Mid**, **5.2A Mid**, **5.3A Mid**, **5.2B Mid** and **5.1B Mid.**

Install remainder of attachments:
- Hang **Subtext 11** (Crate 12) on 5.1A Mid and attach with at least 2 thumb screws.
- Hang **Flipbook 4** (Crate 12) on 5.1A Mid. There are two locator pins that drop into the top of the brackets. Attach with two long thumb screws from the bottom of the flipbook.
- Using two people, hang **Title 7** (Crate 14) on 5.2A Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 12** (Crate 13) on 5.2A Mid and attach with at least 2 thumb screws.
- Hang **Subtext 13** (Crate 14) on 5.3A Mid and attach with at least 2 thumb screws.
- Using two people, hang **Title 8** (Crate 14) on 5.2B Mid. Attach with at least 2 thumb screws on alternate sides diagonally.
- Hang **Subtext 15** (Crate 14) on 5.2B Mid and attach with at least 2 thumb screws.
- Hang **Subtext 16** (Crate 14) on 5.1B Mid and attach with at least 2 thumb screws.
- Using two people, hang **Title 9** (Crate 12) on 5.1B Mid. Attach with at least 2 thumb screws on alternate sides diagonally.

At this point everything in section 5 should be installed. Repack all dividers and packing materials back in crates 12 -14 and close the crates. These three crates can now be moved out of the exhibition space to clear room for another section. Crate 19 will also now be empty and can be closed up and stored.

**Water/Ways
Section 5**

5.1 B
A
5.2 B
5.3 B
A
FRONT A

5.1A
5.2A
5.3A

Subtext 11
Flipbook 4
Title 7
Subtext 12
Subtext 13

5.3B
5.2B
5.1B

Subtext 14
Case 3
Subtext 16
Title 9
Title 8
Subtext 15
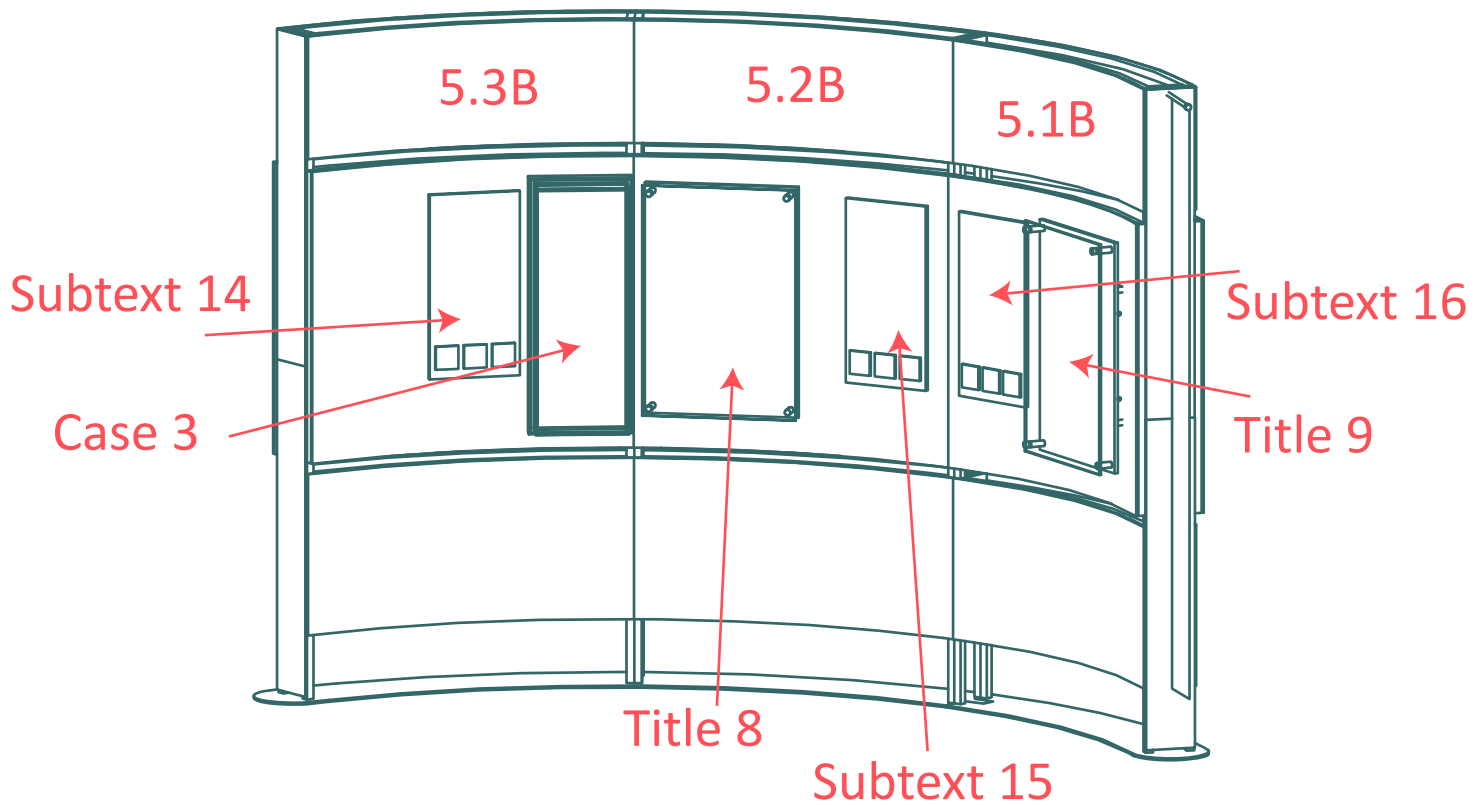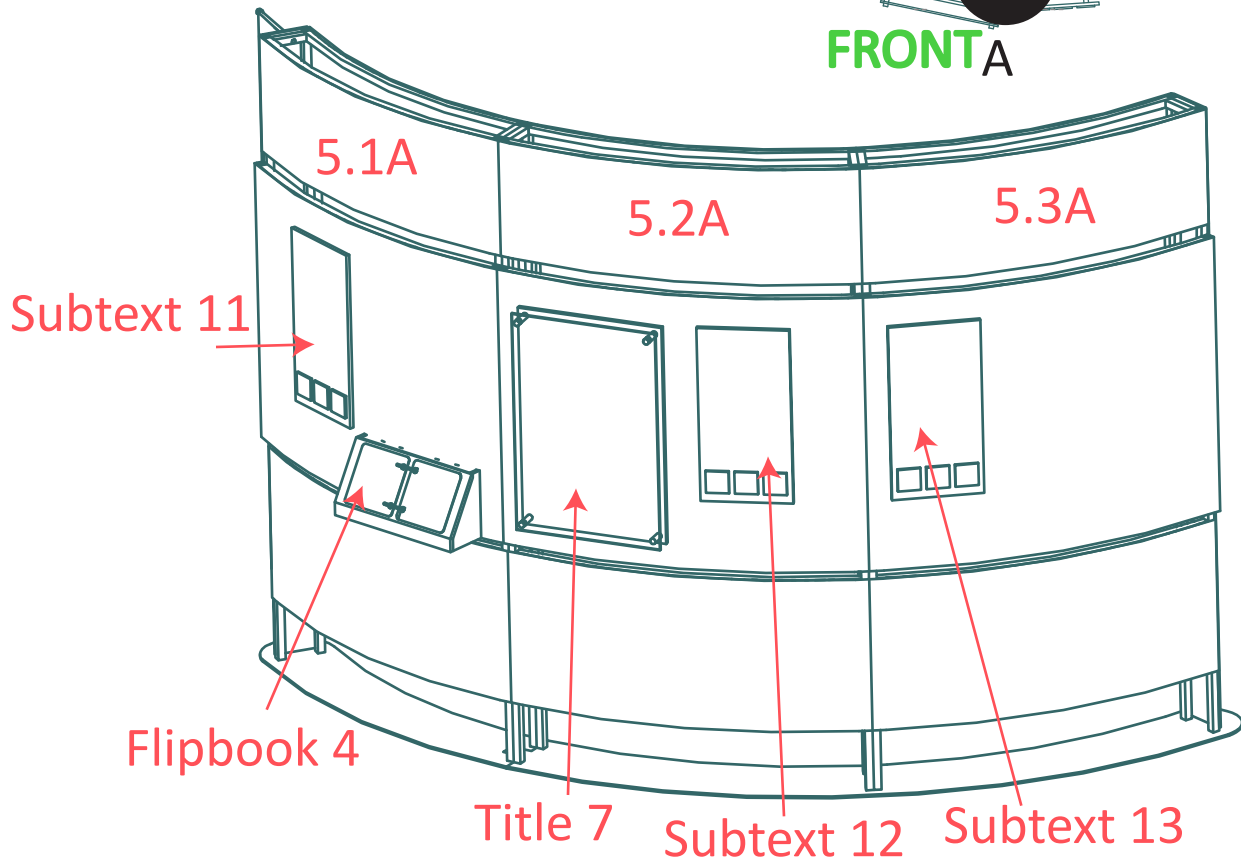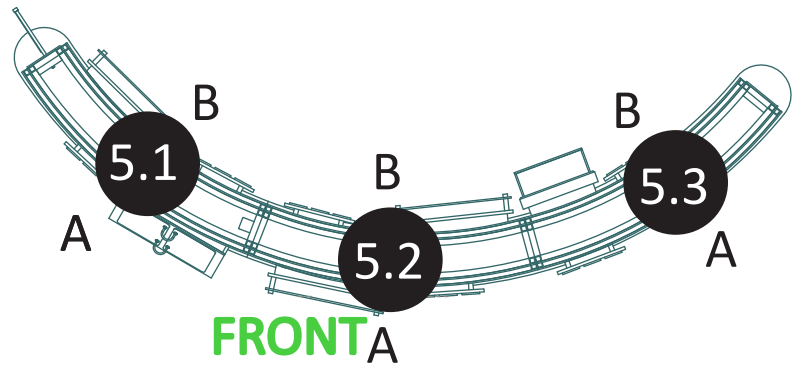
Section 3: Flow

Ready? Begin . . . Unpack!
All of the components for Section 3 are packed in **crates 15, and 16**. Using two people, wheel crates 15 – 16 into the workspace.

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.

Install Section 3 Bottom:

- You will need 5 people to move the bottom of section 3 in place. One person should hold the crate in place so it doesn't move when you are pulling the section out. The other four will be needed to move the section.
- The bottom of Section 3 is all one piece and is very heavy. Roll Crate 16 so the open end lines up with the location of this section in your gallery. This crate opens from the end so you just have to slide the exhibit out.
- With one person holding the crate, have two others start to slide the section out of the crate. As soon as possible add two more people on either side and carefully lower the section into place in the gallery.
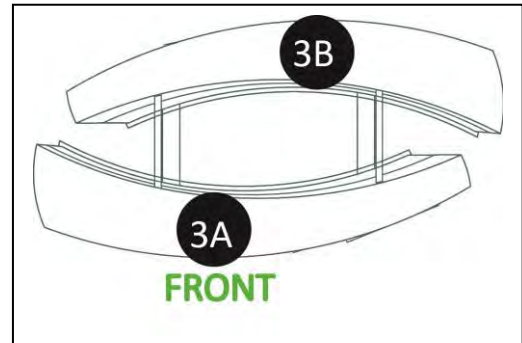
Install Section 3 Top:

- Open Crate 15 and remove Popoff 1 and 2 and set aside.
- The tops of section 3 are not that heavy but they are awkward to remove from the crate. One person can grab the skinny end of a top section while a second person can use the enclosed suction cup to grab the fatter end to lift the section three top out of the crate. Have one extra person as an extra hand and spotter.
- Lift **3A Top** out first and set on top of 3A Bot matching up the dowel pins to fit the top into place. Reach into the hole in the front of the bottom and **tighten the wing nuts on the bolt** to connect the two pieces together.
- Lift **3B Top** out next and set on top of 3B Bot matching up the dowel pins to fit the top into place. Reach into the hole in the top panel and **tighten the wing nuts on the bolt** to connect the two pieces together.

Bolt and wing nut on 3A

Bolt and wingnut on 3B

Install Popoffs:

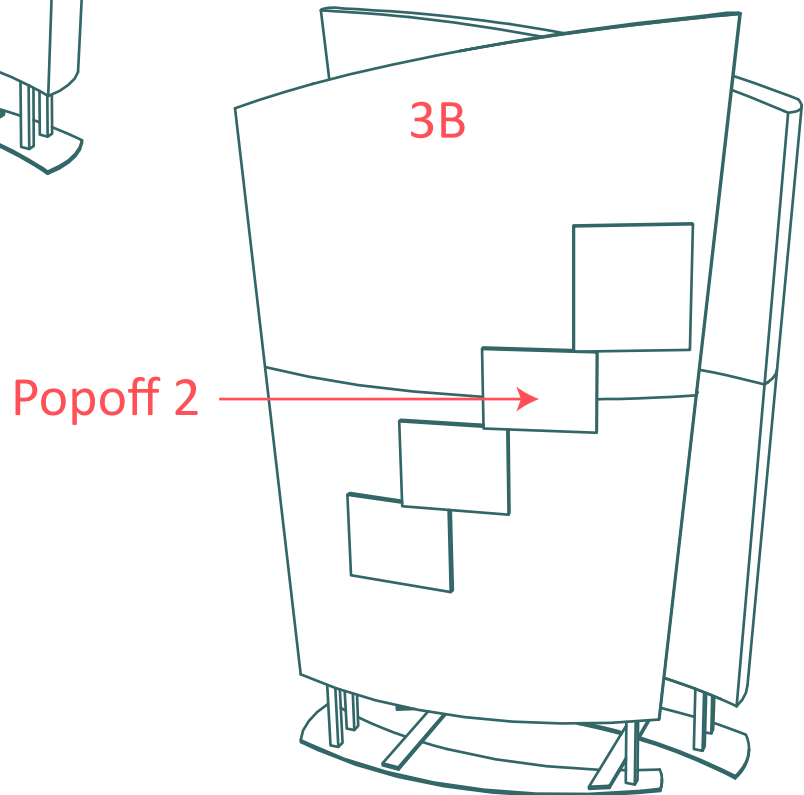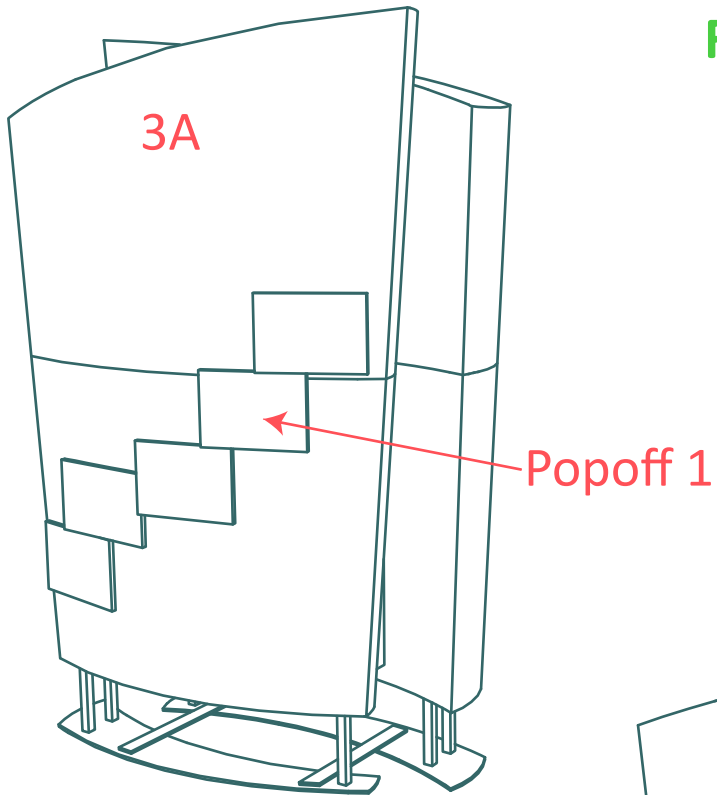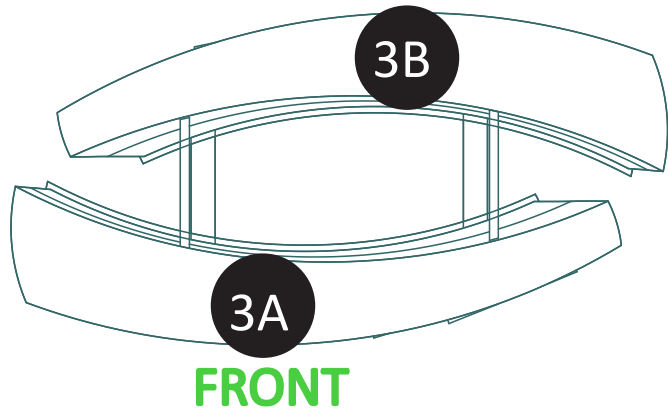- Hang **Popoff 1** with velcro on 3A Bot and **Popoff 2** with velcro on 3B Bot.

Section 3 Side A

Section 3 Side B

**Water/Ways
Section 3**

3B

3A

3A

Popoff 1

3B

Popoff 2

Banners

Four exhibition banners and banner bars are packed in Crate 18. The banners match the name of each section: Water/Ways, Source, Quench, and Water is Eternal. Each section gets one banner and it can be hung at either end of the sections as best fits your space.

Stand on a stepladder and hook the L-bracket at the end of the banner bar over then endcap at one end of the exhibition section. Screw the Banner Screw into the threaded insert in the top of the structure. The wavy end of the banner should hang towards the outside of the structure.

Banner Screw
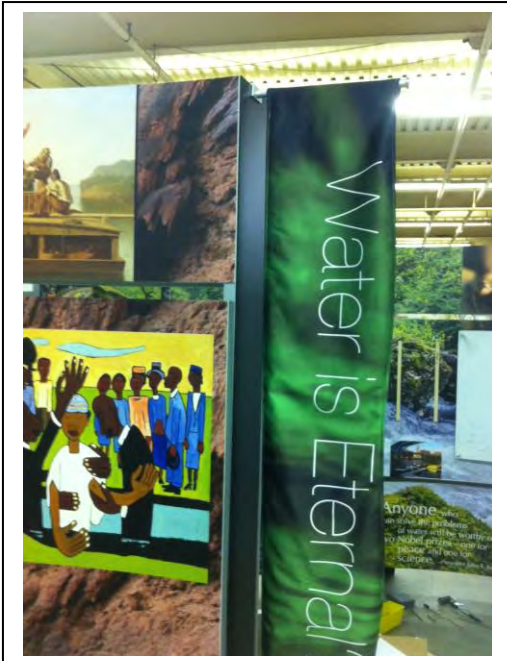
Television Instructions

There is one television in section 1 that runs a looping video of water in the environment and home.

Operating Instructions:
There is a Remote Control packed in the toolbox in Crate 17. You will need this to turn the television on and off every day. Instructions for programming the televisions are on the remote control.

1. Press POWER
2. Wait 5 seconds
3. Press MEDIA.P
4. Select VIDEO on the screen
5. Press SELECT to PLAY
6. Press TOOLS to set repeat mode
7. Scroll DOWN once to REPEAT MODE
8. Scroll RIGHT once to TITLE
9. EXIT

You will have to set this program every time you turn on the television.
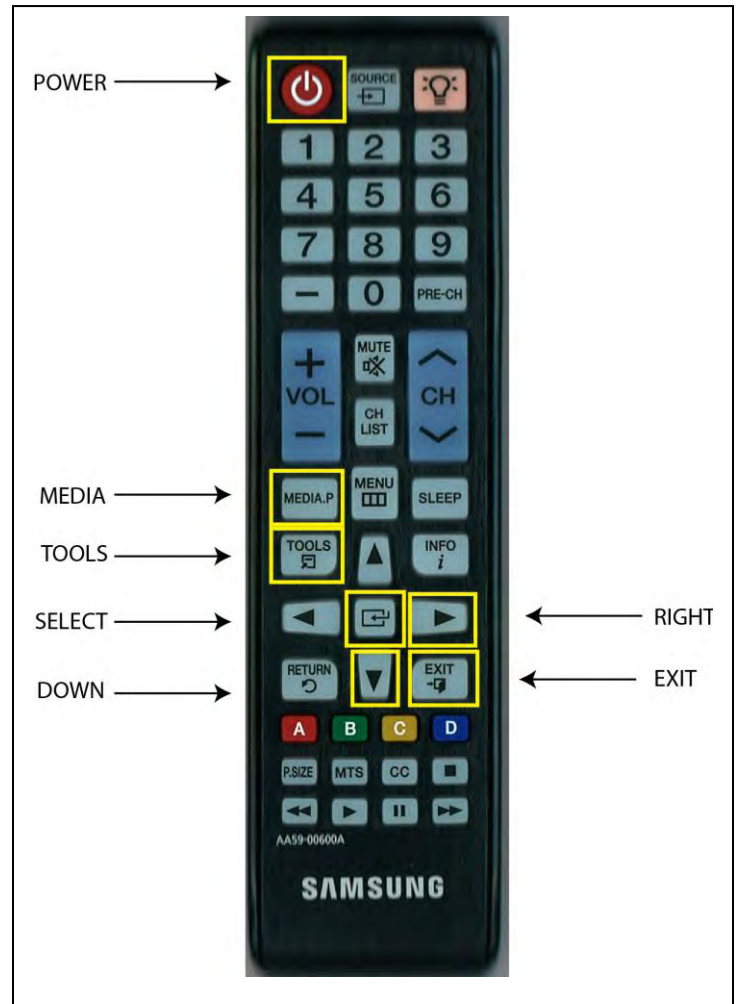
Kiosk Instructions

Ready? Begin . . . Unpack!
The two multimedia kiosks and computers are packed in **crates 17 and 18**. Kiosk 1 is "Power of Water" and is packed in Crate 18. Kiosk 2 is "Our Relationship with Water" and is packed in Crate 17.

Unlock the crates, lift the tops off and examine the components 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.

Set up Kiosks:
- Remove Kiosk 1 Stand from Crate 18. Make sure computer power cord is fed through the stand.
- With two people lift Computer 1 "Power of Water" out of Crate 18.
- Have a third person connect the power cord to the computer and spot the placement of the computer on the stand. Slide the computer mount into the top of the stand. Do not let go until you are sure that the computer is stable and fully locked onto the kiosk stand.

Connect Computer to Kiosk Stand by 2 screws
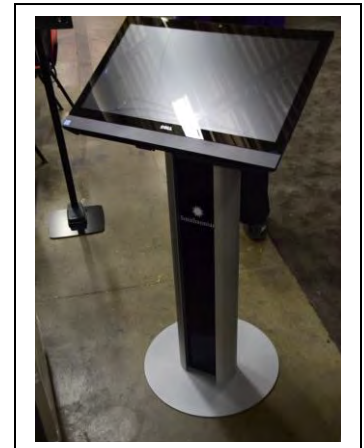
Operating the "Power of Water" and "Our Relationship with Water" Kiosks
To start each computer after installation:
1) Following the instructions in your installation manual, remove the stands and computers from the crates. Assemble the stands and mount both computers. Plug each computer into the nearest electrical outlet.
2) Turn on each computer. After booting, both computers will open to a screen showing the time and date.

Use your finger to swipe up on the screen to reveal the purple Windows login screen.
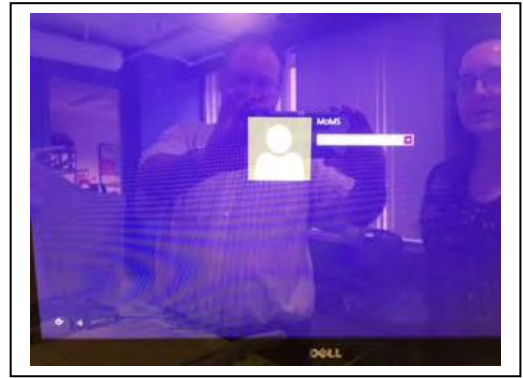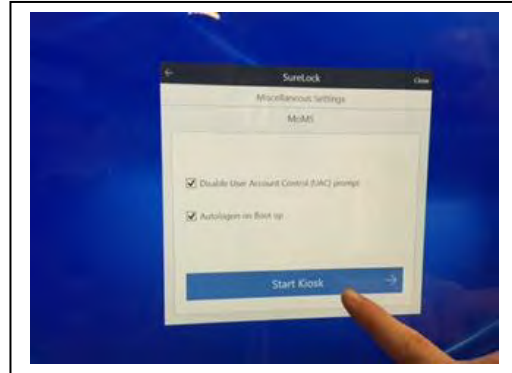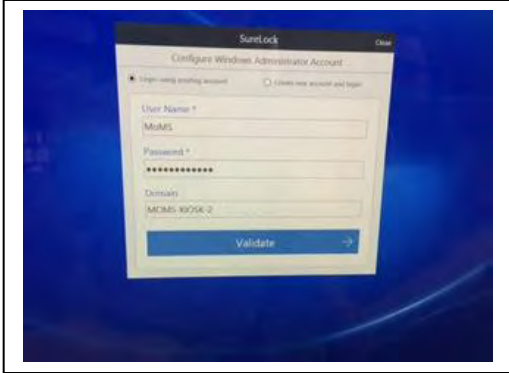

3) Touch the white text box. A touchable keyboard will appear. Enter **moms4water!!** as your password.
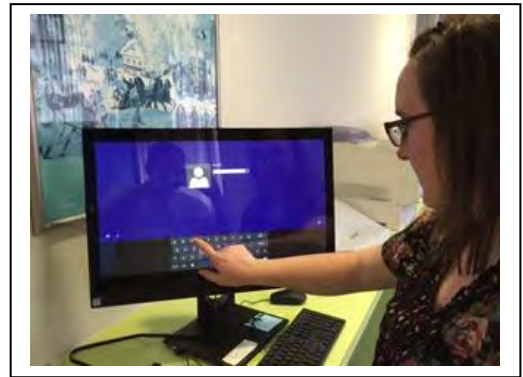
4) The computer will load the blue Windows desktop screen. Double-touch the "Start Kiosk" icon.
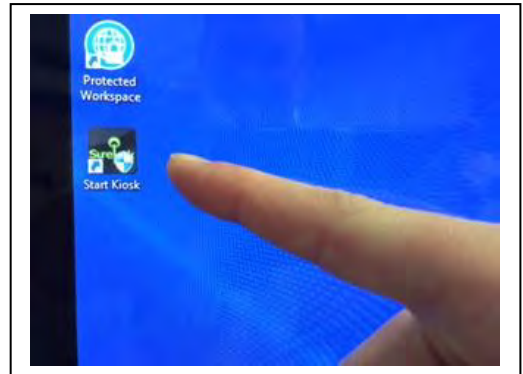
A validation screen for the computer's SureLock software will open. Touch the "Validate" button. On the next screen, touch "Start Kiosk."

A dialog box asking for permission to reboot before entering lockdown mode will appear. Double-touch on "Yes."
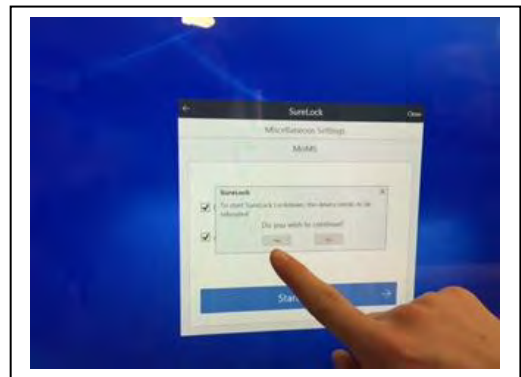
The computer will reboot and automatically run the SureLock program and open the kiosk menu screen.

After this point, the computer will be locked in the kiosk mode. The computer will automatically turn itself on at 7:00 AM and off at 10:00 PM. When the computer turns back on each day, it will go directly back into the locked-down kiosk mode. Follow the same process to start the second computer.

To shut down each computer for shipment:
1) When you dismantle the exhibition and are ready to pack the computers, 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!
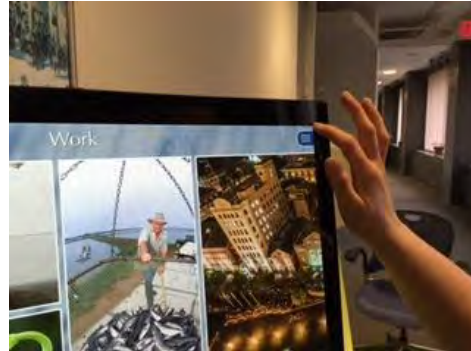
2) After you press each corner, the computer will exit to a white SureLock software screen. Touch the SureLock screen five times in succession. A small box for entering a password to exit SureLock will appear. Enter **820820** in the box. A confirmation box will ask you to touch "Exit" to end the lockdown mode.
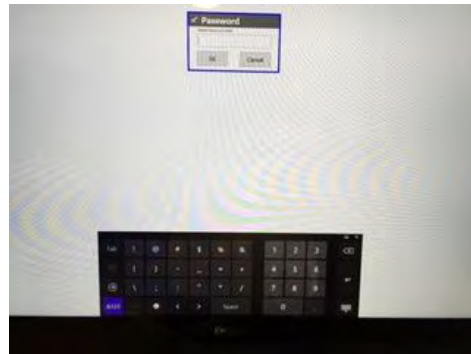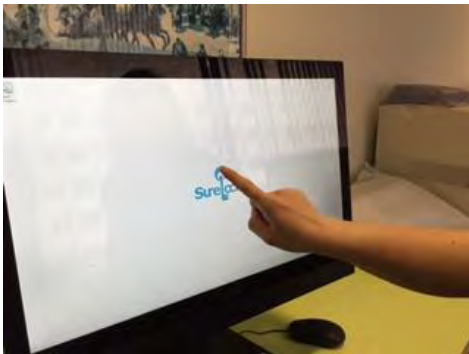
3) Windows will ask you to touch "Yes" to confirm restart. Touch "Yes." The computer will reboot.

   When the time and date screen appears, swipe up to reveal the purple Windows login screen. Touch the Power symbol at the lower right of the screen and select "Shut Down."
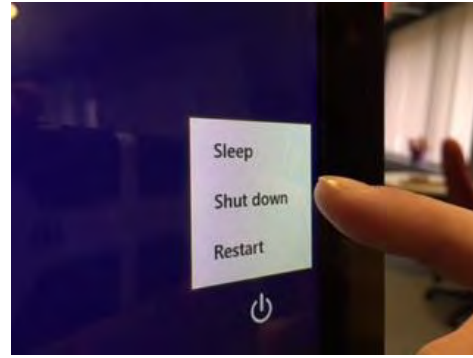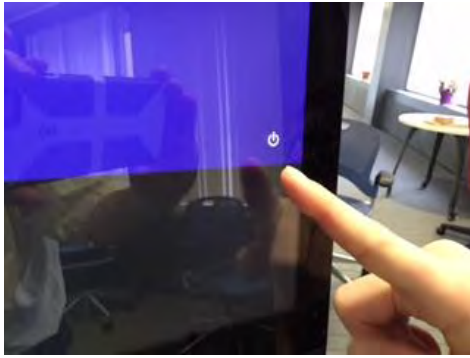
The computer will power down and will be ready to remove from the stand. Follow the same process on the other computer. Pack the computers and stands into the crates for shipment.

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

# WaterSim America iPad Instructions

The iPad and Stand are both packed in Crate 18. The key and power cord for the iPad are packed in the tool box.

It is very important that make sure that the iPad stays charged. If the battery runs down you will have reset the ipad using the following procedures. You <u>do not</u> have to leave the ipad stand plugged in all the time but keep an eye on the battery life so that you don't let it run down.

Before setting up the iPad holder and stand, you will need to configure the iPad for use at your site.

<u>**WaterSim America App Set-Up**</u>
1. Turn the iPad holder over and squeeze the two faceplate release catches together to release the front cover. Slide the front cover off to reveal the iPad. Gently detach the black cord plugged into the iPad's Lightning connector and remove the iPad.

2. Holding the iPad in a portrait position with the home button at the bottom, turn on the iPad by holding the On/Off button down on the top right until you see an Apple logo appear on the screen.
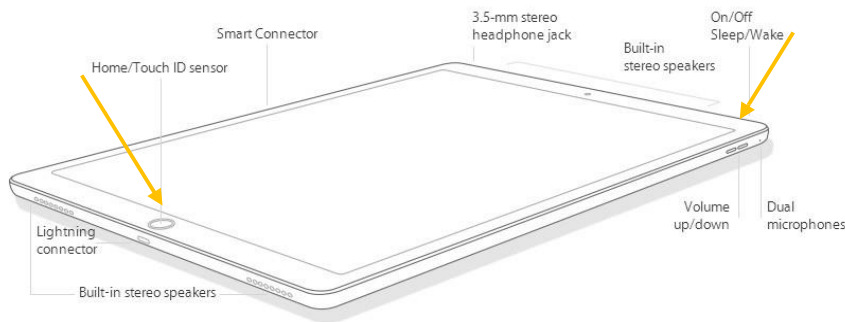

3. Now hold the iPad in landscape position with the Home button on the right hand side. At the iPad home screen, slide your finger across to unlock the device.
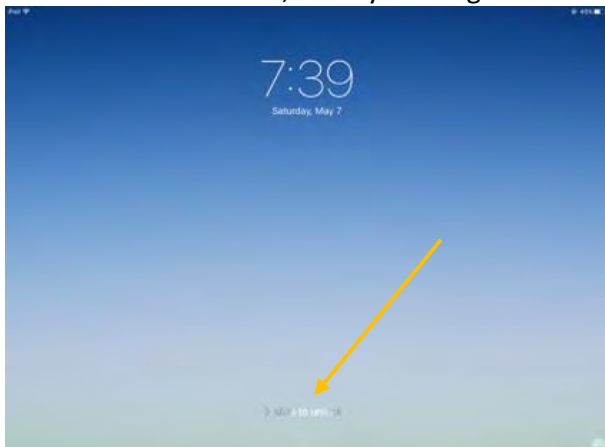
4. Tap the Settings icon.
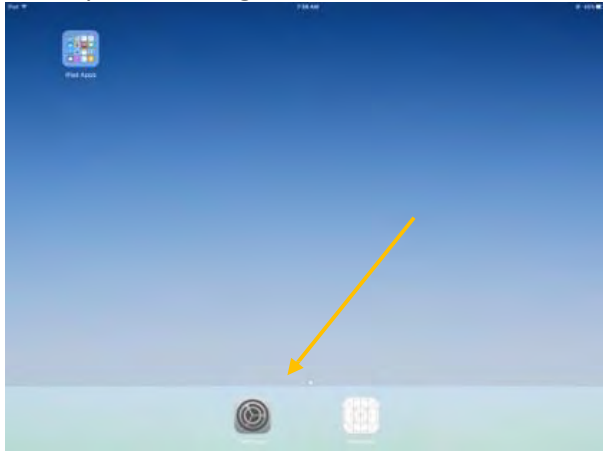
5. *[If Wi-Fi is unavailable at your site, skip this step.]* **To utilize the simulation features of the app, Internet access via Wi-Fi is required. You will need to connect the iPad to your wireless internet service.** Select Wi-Fi from the column at the left. Make sure the Wi-Fi toggle is green. The iPad will search for Wi-Fi connections. If one is not automatically selected, select the appropriate Wi-Fi address for your site. If required by your router, you will be prompted to fill in your username and password to initiate Wi-Fi access. Enter your information and then return to the iPad home screen by pressing the iPad's Home button.
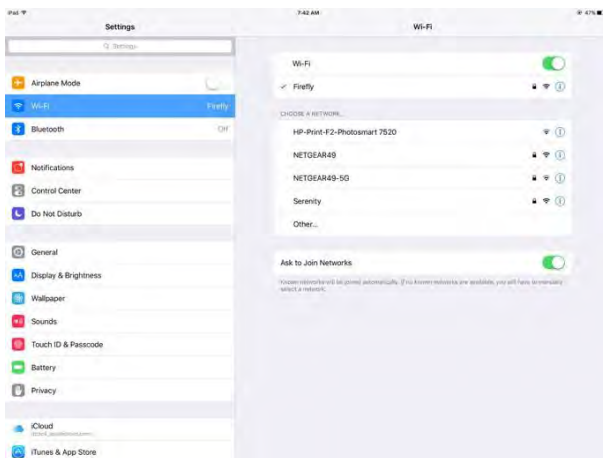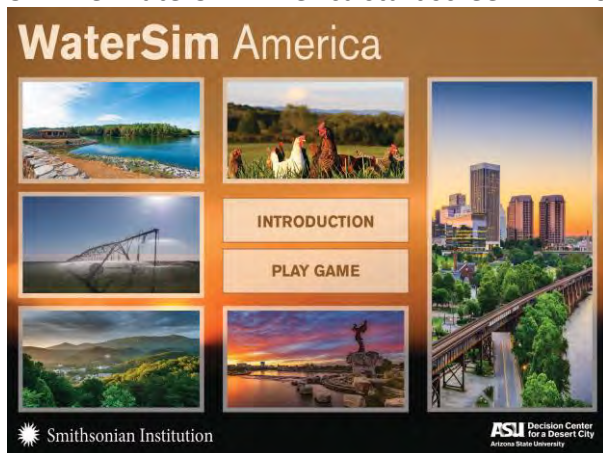
6. Tap the WaterSim app icon in the bottom tray of the iPad home screen.
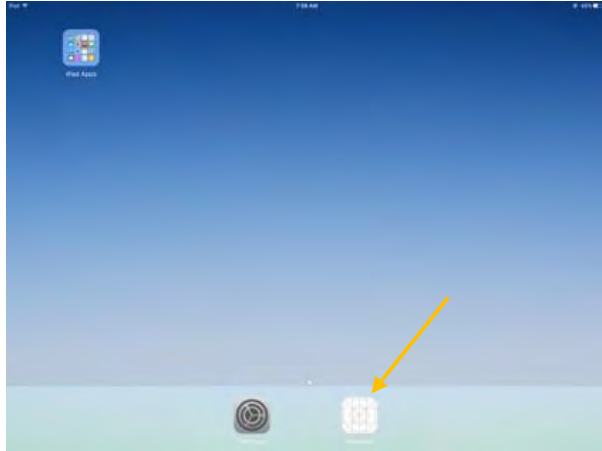
7. A pop-up box will ask if you have Wi-Fi internet access. Tap yes or no.

8. The WaterSim America start screen will now be active.

9. Press INTRODUCTION

10. The Introduction Video will begin playing.

11. Adjust the volume on the iPad so that it is at your desired volume level for the exhibit. Holding the iPad in a landscape position with the home button on the right, the volume adjustment is on the top left side of the iPad. Press + or - .

12. **IMPORTANT! Guided Access must be enabled before installing the iPad in the metal holder.** Quickly press the iPad's home button 3 times. This will initiate Guided Access and you will see a brief message, "Guided Access Started," in the center of the screen. This will disable the ability to drop down "Today View" access and will keep visitors from exiting the app.

    • **Guided Access notes:** If the iPad battery is fully drained at any point, Guided Access must be restarted when you restart the iPad. You will need to remove the iPad from the holder and reconfigure Guided Access. If you need to exit Guided Access for any reason, press the iPad home button 3 times in quick succession. Enter **323232** as your passcode and press "End" to stop Guided Access. Be sure to always enable Guided Access before making the iPad available to visitors.

13. Place the iPad back into the cover in a landscape position with the iPad Home button on the right hand side. Plug the black cord into the Lightning connector. Slide the faceplace back on until it locks into place. Make sure it is firmly attached before using the key to attach the cover with ipad to the stand.

14. Press PLAY GAME. A short Tutorial Video will begin playing if internet is active and transition to a live version of WaterSim America.

15. At this point, visitors can interact with the model by selecting policies to make water decisions.
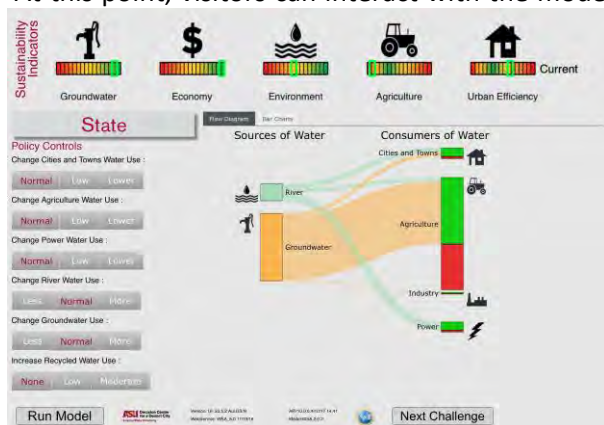
16. If a visitor does not touch the screen for 3 minutes, WaterSim America will ask if the visitor would like to continue playing. If no response is given, WaterSim America will restart and return to the WaterSim America start screen.

17. When the Tutorial Video ends and there is no internet access, a WaterSim America demonstration will begin. When the demonstration ends, WaterSim America resets and the WaterSim America start screen appears.

Operating Notes:

Charging: The iPad battery should be recharged nightly for best performance. To recharge the iPad move the entire stand over to an electrical outlet. Attach the power block and cord and plug it into the outlet. You may also choose to leave it plugged into an electrical outlet. Remember that if the iPad battery drains completely, you will need to re-enable Guided Access.

To prepare the iPad for shipment:

1) Remove the iPad holder from the stand. Be sure to have one person supporting the holder while another person uses the key to release the holder to prevent the holder from dropping. Return the stand to the crate.
2) Press the On/Off button to turn off the iPad. The device will ask you to swipe to shut down. When the device is completely shut down, reattach the faceplate and place the iPad holder in the crate.

Technical Assistance for WaterSim America App
Liz Marquez
Program Manager, Decision Center for a Desert City Arizona State University
liz.marquez@asu.edu
Office, M-F 8:00 a.m. – 4:00 p.m. MST (480) 965-2177

Technical Assistance for IPad and to Report Problems
Robbie Davis
Museum on Main Street
(202) 633-5335
davispr@si.edu