CHANGING THE FACE OF MEDICINE
CELEBRATING AMERICA’S WOMEN PHYSICIANS

A TRAVELING EXHIBIT TO AMERICA’S LIBRARIES

Exhibition and Computer Kiosk Unpacking, Set Up and Packing Manual*

*For Kiosk computer operation, see separate Computer Kiosks Mini-Manual
CHANGING THE FACE OF MEDICINE
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INTRODUCTION
This exhibit consists of six (6) panel display system units with header frames and two (2) computer kiosks.

The exhibit is divided into six (6) sections. Each section is presented on one panel system (including headers).

Section 1: *Introduction, Making a Difference, Kiosk A*
Section 2: *Fighting For Rights, Confronting Prejudice, Making a Difference*
Section 3: *Achieving Breakthroughs, Making a Difference*
Section 4: *Leading Change, Inspiring Others, Making a Difference*
Section 5: *Transforming the Profession, Local Legends, Making a Difference, Kiosk B*
Section 6: *Building the Future, Exhibition Credits*

The exhibit is shipped in eight (8) cases total, consisting of: six (6) panel display system cases and two (2) computer kiosk cases.

On the following pages you will find instructions on how to set up the display system, as well as instructions on how to take it down and package it. Please follow these instructions. It is very important that all panel display units are put back into their designated shipping cases as marked.

You will also receive a separate manual with instructions for setting up the two (2) computer kiosks.

Always store all shipping containers indoors.

CONTACT INFORMATION
For questions and concerns regarding this exhibit please contact:

American Library Association
Address: ALA Public Programs Office
         50 E. Huron St.
         Chicago, IL 60611
Phone: 312.280.5045
       800.545.2433 x 5045
Fax: 312.944.2404
Email: publicprograms@ala.org
DISPLAY PANEL SYSTEM PACKING LIST

CASE #1 HOLDS:
1 Folding display unit titled: Introduction, Making a Difference
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed
1 Exhibit Banner

CASE #2 HOLDS:
1 Folding display unit titled: Fighting For Rights, Confronting Prejudice, Making a Difference
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed

CASE #3 HOLDS:
1 Folding display unit titled: Achieving Breakthroughs, Making a Difference
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed

CASE #4 HOLDS:
1 Folding display unit titled: Leading Change, Inspiring Others, Making a Difference
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed

CASE #5 HOLDS:
1 Folding display unit titled: Transforming the Profession, Local Legends, Making a Difference
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed

CASE #6 HOLDS:
1 Folding display unit titled: Building the Future, Exhibition Credits
  10 graphic panels (already installed in display unit)
  5 header units with graphic panels already installed

CASE #7 HOLDS:
Computer Kiosk A (See p.10 for Kiosk packing list.)

CASE #8 HOLDS:
Computer Kiosk B
Section 1: Introduction, Making a Difference
15 panel system including 5 headers
Case 1

Section 2: Fighting For Rights, Confronting Prejudice, Making a Difference
15 panel system including 5 headers
Case 2

Section 3: Achieving Breakthroughs, Making a Difference
15 panel system including 5 headers
Case 3

Section 4: Leading Change, Inspiring Others, Making a Difference
15 panel system including 5 headers
Case 4

Section 5: Transforming the Profession, Local Legends, Making a Difference
15 panel system including 5 headers
Case 5

Section 6: Building the Future, Exhibition Credits
15 panel system including 5 headers
Case 6
PANEL DISPLAY SYSTEM SET UP

PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING

You will need two (2) people to help with the installation.

1. Please take cases to the exhibition area prior to unpacking. Units are difficult to move once assembled.

2. Lay the case down on its side with the largest side facing up. Unbuckle the four (4) straps.
PANEL DISPLAY SYSTEM SET UP

3. Lift off the top of the case and set aside. Remove cardboard piece (marked 3) and set aside. DO NOT DISCARD CARDBOARD PIECES.

4. With one person on either end, lift display unit straight up and out of the box.
PANEL DISPLAY SYSTEM SET UP

5. Place the display unit on the floor with the blue and yellow clicks and hinges at the top. Feet should be on the bottom and facing the assembly person.

6. One person stand to the right side of the panels. Place your left foot against the front of the bottom panel. Hold onto the bottom panels with feet firmly planted on the floor.
PANEL DISPLAY SYSTEM SET UP

7. The second person grip top panels (without feet) near the middle and swing into an upright position on top of the lower panels.

8. Engage the blue and yellow clicks by firmly pressing downward on the top of the panels until you hear a “snap” sound. There are two (2) clicks per panel for a total of ten (10) per unit. You may need to repeat this step once panels are placed in the desired floor plan.
PANEL DISPLAY SYSTEM SET UP

9. The unit can now be opened like a folding screen. Working from the center, open one half while the second person holds the other half. Arrange unit into desired configuration (see following pages for floor plan options).

10. Remove headers from cardboard container in the bottom of the case. Place one header on top of each panel by sliding the pins (attached to the corners of the header) into the top of the display frame.

11. After you have set up all the exhibit panels, fill out and return to ALA the "Condition/Damage Report Form" found on p. 55 of the Site Support Notebook.
KIOSK PACKING LIST

Note: upon receipt and return of this unit, it is important to check both the cases and kiosks against the following list to ensure that the following items exist and are in good working order. Please report any missing or damaged items to the ALA immediately.

Kiosks and shipping cases
1. Case (includes all blocking, door panel, etc.)
2. Kiosk unit
3. 3 keys (there are 3 keys on the back of the door in case #7)
4. Kiosk computer restore disks (restore disks for both kiosk A and B are in the manual/hardware box in case #7)
5. Touch-up paint (2 bottles-check to make sure that caps are tight, in the manual/hardware box in case #7)
7. Screwdriver for leveling casters (in the manual/hardware box in case #7)

AV hardware (note that this equipment is either inside the kiosk or has been permanently affixed to it)
1. Keyboard (I&E kiosk keyboard)
2. CPU w/ power supply (Dell OptiPlex SX280)
3. Monitor (Planar 20”)
4. Monitor mount (GCX-9” pole mount and 75mm mounting plate)
5. Outlet strip/surge protector
6. Headphones (dbi Pro700 w/ 2.8 cables)
7. Data cable
8. Audio switch
KIOSK SET UP

1. PLEASE READ ALL INSTRUCTIONS PRIOR TO STARTING!
2. Shipper to bring cases into library. Keep cases “upright” at all times.
3. Roll the cases to the exhibit area and place near the final kiosk locations.
4. Remove all bolts on the vertical “door” panel of the case. Start with bolts at the bottom and work up. Note this is NOT a hinged panel, and once all bolts have been removed, the “door” panel must be supported to avoid possible injury to staff, surrounding surfaces or exhibitry.
5. Save and set all bolts aside. Please do not discard bolts as they will be needed for repacking. There are six (6) bolts.
6. Remove case door panel and set aside with “inside” of door facing out. Remove 1 key from back of case #7 door, and forward to appropriate staff member. SHOULD ADDITIONAL KEYS BE REQUIRED, PLEASE DO NOT TAKE LAST KEY FROM BACK OF DOOR PANEL as it will be needed by other institutions. If additional keys be required, please contact the ALA Public Programs Office (see contact information at the front of the manual). YOU MUST RETURN ALL KEYS TO THE BACK OF THE KIOSK CASE PANEL DOOR WHEN YOU REPACK THE KIOSK.
7. Remove two (2) bolts that secure monitor and blocking/bracket and set aside. DO NOT DISCARD.
8. With 1 staff member on each side, SLOWLY slide kiosk unit straight out, and set on floor. DO NOT LIFT KIOSK BY HEADPHONE SUPPORT.
9. The kiosk should be free to roll to its “final” installed location. If kiosk does not roll freely, please unlock and open the 2 door panels using keys from step #6. Reach inside the kiosk and make sure that all 4 “levelers” located at each corner are released. Reach inside and raise levelers using screwdriver found in the manual/hardware box. Re-lock the door panels.
10. Roll kiosk to final location. Unlock the door panels. Lower and engage all 4 “levelers” at corners. Check to make sure that the unit is level and stays in place when slight force is applied.
11. Reach inside kiosk unit and thread both the power and data cables through the mousehole located on the back/bottom of the unit. Plug in both cables to their respective outlets. Lock the door panels.
12. Adjust angle of monitor, by grasping the sides and tilting as required.
13. To start computer, refer to, and follow directions in the “Traveling Exhibit Kiosk Computer Mini-Manual”. If required, the computer restore disk and kiosk manual can be found in the manual/hardware box in Case #7. When finished, return the disk and manual to their original location.
14. Place all blocking back inside case, as well as 2 bolts that were removed from the blocking.
15. Place door panel back in position, and reinstall the six (6) bolts. Roll case to a dry, clean location for storage while at the venue.
16. If you observe damage, please contact ALA (see contact information at the front of the manual).
FLOOR PLAN IDEAS: OPTION 1
FLOOR PLAN IDEAS: OPTION 2
FLOOR PLAN IDEAS: OPTION 3
FLOOR PLAN IDEAS: OPTION 4
PANEL DISPLAY SYSTEM TAKE DOWN AND PACKING

Please be sure to put each unit back into the correct case.

1. Remove headers and place them back in the cardboard tray in the bottom of each case. Place cardboard piece marked 2 on top of headers tray.

2. Working from the outside, fold the panels into one unit.

3. Pull upwards on the top panels to unlock the blue and yellow clicks. Fold top panels down onto bottom panels. Folded panels should have yellow and blue clicks on top and feet on the bottom.
PANEL DISPLAY SYSTEM TAKE DOWN AND PACKING

4. With one person on each end, carefully place unit back into the correct case. The unit should fit snugly between styrafoam bumpers at each corner. Place cardboard piece marked 3 on top of unit.

5. Replace case lid and fasten four (4) buckles securely. Lid should be held tightly in place by buckles.
KIOSK TAKE DOWN AND PACKING

1. **PLEASE READ ALL INSTRUCTIONS PRIOR TO STARTING!**

2. Roll case from storage location to gallery. Place near kiosk. Be sure that kiosks go into correct cases. Kiosk labeled A (see inside of door panel) goes in case #7, and kiosk B goes into case #8.

3. Remove bolts that hold the vertical “door” panel on case. Start with the bolts at the bottom, followed by the ones at the top. Note this is NOT a hinged panel, and once all bolts have been removed, must be supported to avoid possible injury to staff, surrounding surfaces or exhibitry. Set door aside with the inside facing out.

4. Remove blocking and bolts from inside case and set aside.


6. Unlock and open both kiosk door panels.

7. Unplug both power and data cables from their respective outlets. Feed both power and data cables through mousehole located on the back/bottom of the unit. Carefully coil both and place inside cabinet.

8. Reach inside the kiosk and raise all 4 “levelers”, that are located in each corner of the kiosk. The unit should roll easily.

9. Close and lock both kiosk door panels, remove keys from door.

10. The kiosk should be rolled and positioned in front of the case, and the monitor returned to its’ upright position. Headphones should be facing outwards.

11. Align kiosk with right side of case. With 1 staff member on each side, lift the kiosk unit and SLOWLY slide straight into the case. DO NOT LIFT THE KIOSK BY THE HEADPHONE RACK!

12. Slide monitor blocking/bracket down and into place. Securely fasten with two (2) bolts.

13. Check the Kiosk Packing List on p. 10 to be sure you are returning all items to the kiosk packing case. Return the following items to the manual/hardware box inside of case #7, then lock manual/hardware box:
   a. Two (2) Restore disks,
   b. Traveling Exhibit Kiosk Computer Mini-Manual,
   c. Two (2) bottles of touch-up paint,
   d. Screwdriver for leveling casters.

14. Three (3) keys should be screwed to back of the door in case #7 (ALL THREE KEYS MUST BE PACKED WITH THE KIOSK).

15. Reposition the door panel and reinstall all bolts that had been set aside earlier. If you do not have all the bolts, please replace the ones that are missing.

16. Clear a pathway between the exhibit gallery and the institution’s shipping area. Roll the case to the shipping area.
REPLACING A PANEL

NOTE: DAMAGE REPORT FORMS ARE IN THE RED TAB SECTION OF THE SITE SUPPORT NOTEBOOK.

Please contact the American Library Association Public Programs Office at 800.545.2433 x 5045 to order replacement panels using the codes provided on the following pages.

1. If the display system has already been set up, remove the headers. Unlock the clicks and fold the top portion down (see take down instructions). Flip the unit upside down so that the feet are facing up. If you are replacing a top panel, this will be done from the top of the frame. If you are removing a bottom panel, this is done from the bottom of the frame.

2. Remove adjustable feet (if replacing a bottom panel).
REPLACING A PANEL

3. Locate the ball bearing that is visible through the small hole in the rail. Slide rail towards the side of the frame opposite the ball bearing until it is clear of the frame.

4. Slide old panel up frame to remove.

5. Slide new panel down frame to replace.

6. Replace the rail by sliding it back into place.

7. Fold into one unit and begin with step #5 of the set up instructions.
REPLACEMENT PANEL CODES

Section 1: Introduction, Making a Difference

15 panel system including 5 headers

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A TRAVELING EXHIBITION FOR AMERICA'S LIBRARIES

1. H1
1. H2
1. H3
1. H4
1. H5

1. P1
1. P2
1. P3
1. P4
1. P5

1. P6
1. P7
1. P8
1. P9
1. P10

Changing the Face of Medicine introduces some of the many extraordinary and inspiring women who have studied and practiced medicine in America. If you have a favorite woman doctor, please add her to the roster by clicking on above the caption the icon below. We invite you to celebrate all of America's women physicians.
Section 2:
Fighting For Rights, Confronting Prejudice, Making a Difference

15 panel system including 5 headers

REPLACEMENT PANEL CODES

- 2. H1
- 2. H2
- 2. H3
- 2. H4
- 2. H5
- 2. P1
- 2. P2
- 2. P3
- 2. P4
- 2. P5
- 2. P6
- 2. P7
- 2. P8
- 2. P9
- 2. P10
Section 3:
Achieving Breakthroughs, Making a Difference

15 panel system including 5 headers
Section 5: Transforming the Profession, Local Legends, Making a Difference

15 panel system including 5 headers
Section 6: Building the Future, Exhibition Credits

15 panel system including 5 headers