

CANADA: DAY 1 (Installation Manual)



Produced by



Canadian Museum of Immigration at Pier 21
Musée canadien de l'immigration du Quai 21

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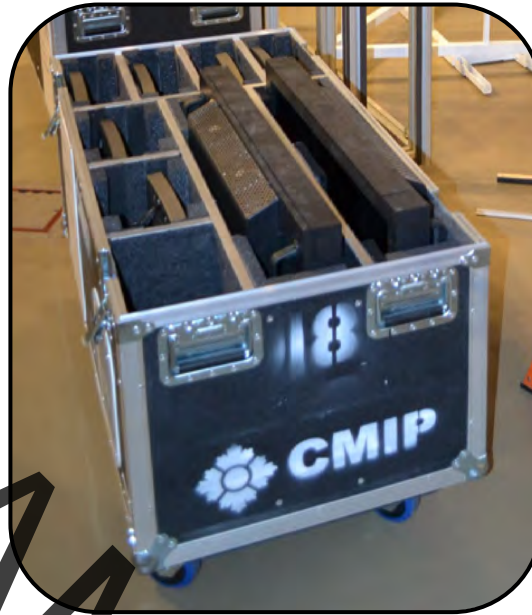
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SAMPLE

CRATE LIST

Crate Number	Length	Width	Height	Contents
1	125"	47"	41"	Arrivals Exhibition Panels: A1, A2, A3, A4, A5, A6, A7, A12, A13, A14, A55, A16, A21, A22, A23, A24, A25, A26, A29, A30, A31, A32, A33
2	125"	47"	41"	Arrivals Exhibition Panels: A8, A11, A17, A20, A27, A28, A34, A35, A36, A37, A38, A39, A40, End Caps (2)
3	125"	47"	41"	Encounters Exhibition Panels: E1, E2, E4, E5, E6, E7, E10, E11, E12, E13, E14, E15, E16, E19, E20, E23, E25, E26, E27, E29, E31, E32, E33, E34, E36, E38
4	125"	47"	41"	Encounters Exhibition Panels: E22, E24, E28, E30, E35, E37 Overlay Graphic Panels 8.25" x 120" (6) End Caps (2)
5	125"	47"	41"	Reflections Exhibition Panels: R8, R11, R17, R20, R24, R25, R26, R27, R28, R29, R30, R31, R32, R33, R34, R35, R36, R37, R38, R39, R40
6	125"	47"	41"	Reflections Exhibition Panels: R3, R4, R5, R6, R7, R12, R13, R14, R15, R16, R21, R22, R23 Spare Panels (2) & Caps (2)
7	125"	47"	41"	Finding Your Way Exhibition Panels: F1, F2, F3, F4, F5, F6, F7, F8, F11, F12, F13, F14, F15, F16, F17, F20, F21, F22, F23, End Caps (2)
8	125"	47"	41"	Finding Your Way Exhibition Panels: F24, F25, F26, F27, F28, F29, F30, F31, F32, F33, F34, F35, F36, F37, F38, F39, F40, F41
9	125"	63"	46"	Finding Your Way Corners (2) Arrivals Corners (2)
10	125"	63"	46"	Reflections Corners (2) Encounters Corners (2)
11	48"	24"	36"	Encounters: 46" Monitors (2) & Nexus 10 Tablets (6) Octanorm Arm Lights, Cables
12	48"	60"	31"	Reflections: Triangular Seats (5) Extension cords & power bars
13	48"	38"	67"	SMALL Free Standing Showcases with Acrylic Tops (2)
14	48"	38"	67"	LARGE Free Standing Showcases with Acrylic Top (1)



Road Case 11

- ⇒ Encounters: 6 tablets with chargers
 - ⇒ Two 46" monitors for Jihee Min & Deanna Bowen
- (No photo shown)

Road Case 17

- ⇒ This case contains three 46" monitors for *Arrivals* and *Transition* (Introduction wall in Reflections).
- ⇒ All HDMI and power cables can be found in this road case, or in road case 18.

Road Case 18

- ⇒ Contains two 36" TVs needed for the *Encounters* section.
- ⇒ All tablet holders and their power cables, spare cables & headphones are contained in this case.
- ⇒ Tablets are stored in crate #11



Crate 19

- ⇒ The artifacts needed for the display case (crate 14) can be found in crate 19 & 20.
- ⇒ The padding found in the crate surrounds the white luggage container, ensure that there is padding underneath the luggage.

INSTALLATION & TIPS: A Visual Guide

Clamp and Lock System.....

Step 1: Measuring out the Layout

Step 2: Levelling Feet

Step 3: Unpacking the skids

Step 4: Assembling the frames

Step 5: Corner Pieces

Step 6: Using the loose rails

Step 7: Plywood Fillers

Step 8: Corner bracket placement

Step 9: Laser Level

Step 10: Cases, AV, and Electrical

Step 11: Powering up your exhibit

Step 12: Graphic Panel Installation

Step 13: Headphones

Step 14: Light box graphics

Step 15: arrivals Section

Step 16: Encounters

**Tablet security instructions

Step 17: Encounters artwork

Step 18: Finding Your Way

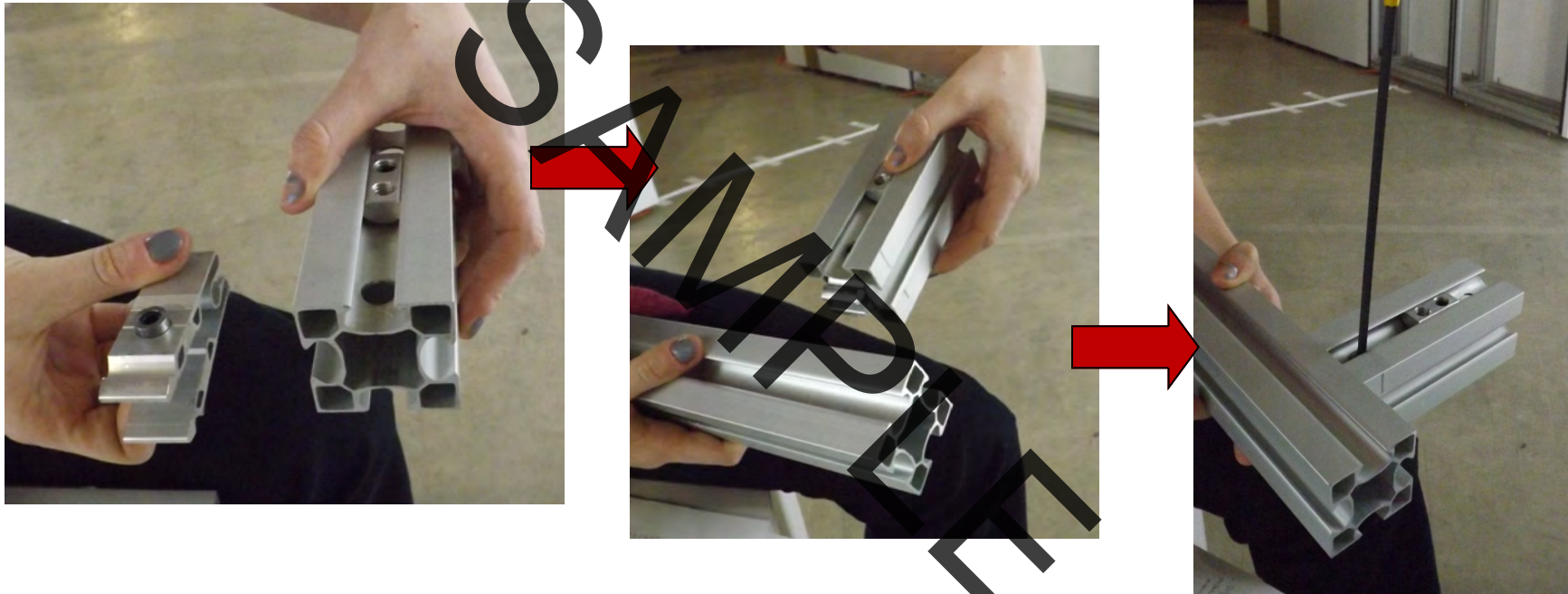
Step 19: Reflections Luggage

Step 20: Freestanding Showcases

Final Steps & Modifications

SAMPLE

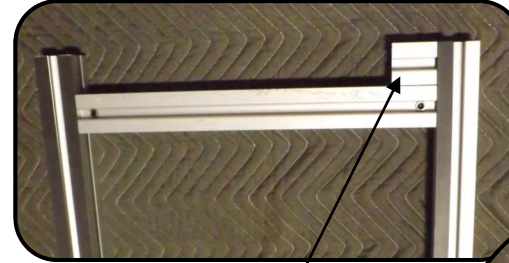
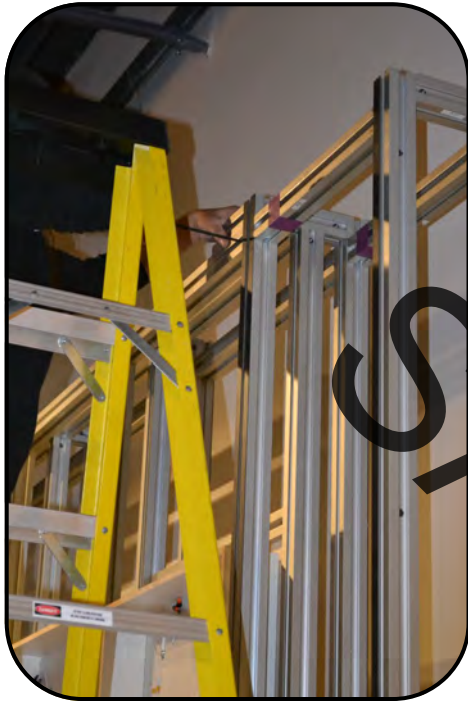
CLAMP AND LOCK SYSTEM REFERENCE GUIDE



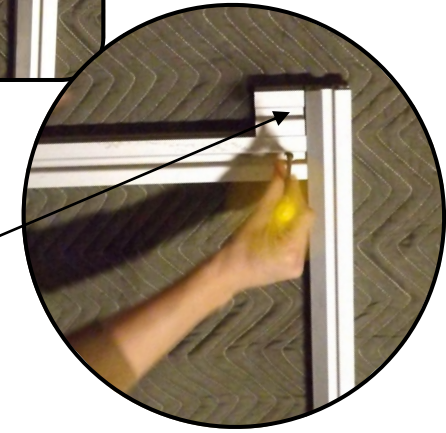
NOTE

⇒ All of the frames in the exhibition are put together using a clamp & lock system—see above photo series. The clamp fits into the end of the aluminum frame bars and, once it locks into place, the provided 3/16 Bondhus Allen key tools can be used to tighten the frame together.

Tip: If the clamp is locked or is not able to tighten, the clamp may not be fully inserted into the aluminum bar. Place the Allen key in the hole and move it around until the clamp snaps into place. The raised circular piece on the clamp should fit completely through the hole in the aluminum bar.



2" Spacer used on the top of each frame to position the cross rails accurately



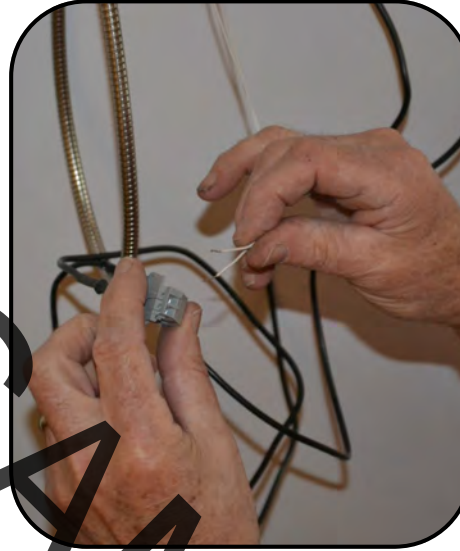
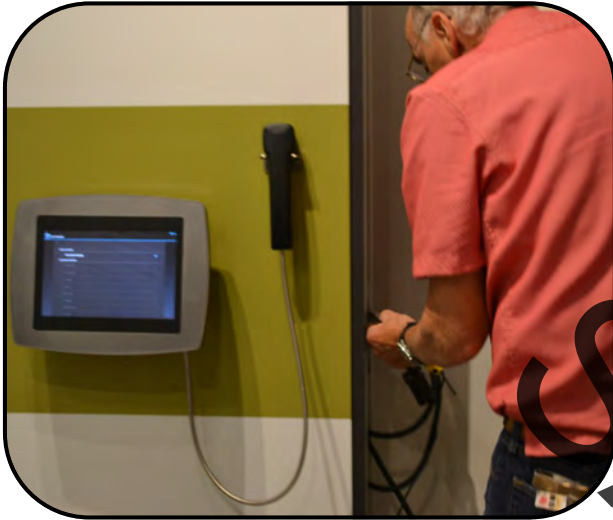
NOTE

Rails that have feet MUST be aligned and locked to be **flush with the long vertical frame rail.

This is contrasted with the top rails which must be locked in place using the 2" extrusions spacers provided. The top of the spacers must be level with the top of the long vertical frame rail (see above).

If this step is not done correctly the frames that go together will not be square which will make panel installation very difficult

Tip: It is good to double check the arrangement of the rails before and after levelling the feet as the rails may shift slightly during levelling.

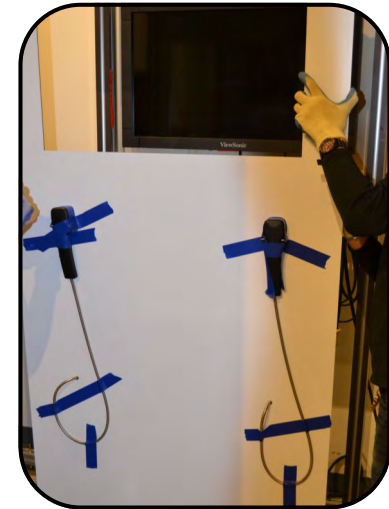


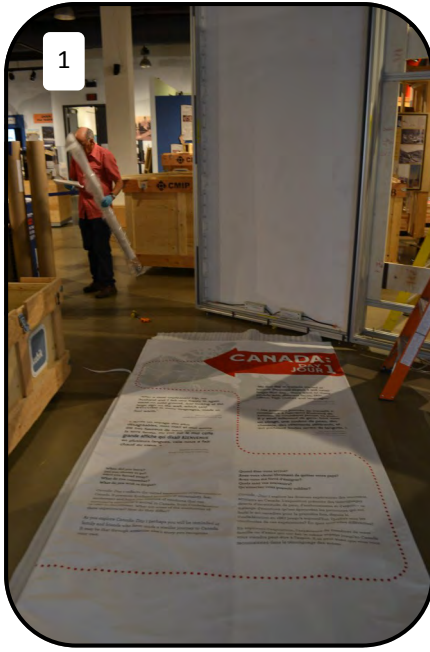
Step 13: Installing Telephone Headphones

- ⇒ When installing telephone headphones found in *Arrival, Encounters* and *Finding Your Way* sections, ensure the thick wound metal cabling has been pulled through to the back of the panel.
- ⇒ Simple connections join telephone to sound driver. Phones are 'live' on the panels and are easy to install by inserting each end wire into to each side of the jack (see images, top right).
- ⇒ **TROUBLESHOOTING:** If no audio comes out when the section is powered, check cable connections, make sure all connections are solid. If there is still an issue the SD file may need to be redownloaded to its SD card, found in the tablet.
- ⇒ Be sure to tuck in all loose wires when closing in panel. Telephones should have enough slack to be picked up by tall adults.

Takedown:

- ⇒ Upon dismantle phones must be taped to their appropriate panels with supplied painters tape so phones don't fall off in travel and hit other panels in the crate. If necessary they can also be soft wrapped in ethafoam.



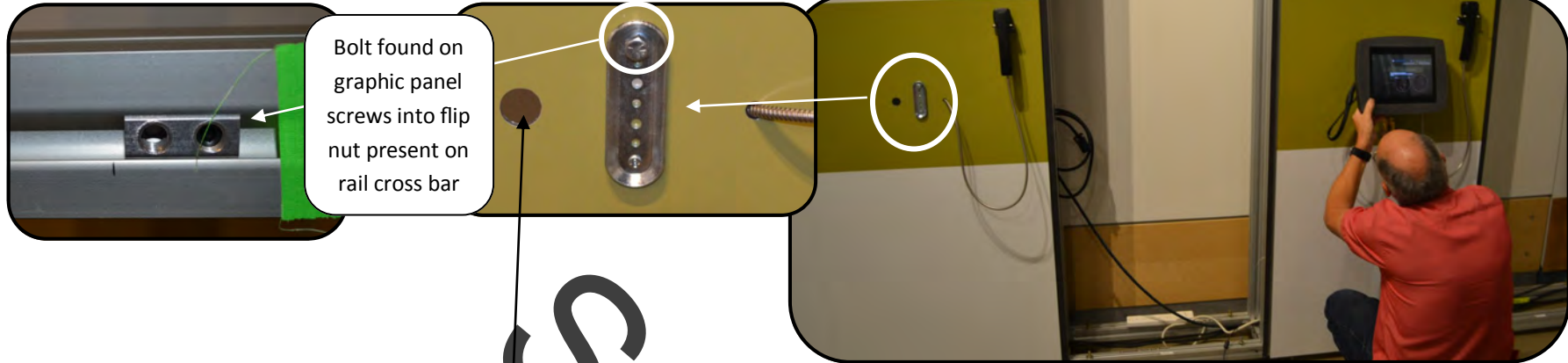


Step 14: Light Box Graphics—Installation

⇒ Once all of the graphic panels have been installed, install the 5 fabric light box graphics (1 per section + Exhibition Intro).

Steps for installation

- 1) Find the appropriate cardboard roll, and lay down an 8 ft x 3 ft long sheet of ethafoam/clean sheeting on the floor. This will act as a buffer between the panel and the floor to prevent dirt or scuffing from damaging the panel.
- 2) Put on gloves to avoid fingerprints on the panel.
- 3) Unroll the panel onto the floor. *Always roll for storage, this will prevent the graphics from becoming creased.*
- 4) The installation begins at the top by tacking each corner using your fingers or with the small rectangular round-cornered tool provided. Once the corners are tacked, the banner is secured by working your way down from the top. Always work your way evenly on the left and right side to ensure the proper tension is being reached.



Steps 16 for installation continued...

- 6) Once the tablets are inserted and the holders are closed, run all cables through the hole to the reverse side of the panel.
- 7) Installing mounts onto the graphic panels. First use the provided 1 3/8" bolt and ratchet to tighten the bolt present on front of panel (see images above) so that it screws into inner flip nut that is attached to the crossbar rail. This flip nut's position can be adjusted by using a small allen key to loosen, move into place then tighten.
- 8) The tablet holder slides into place by placing it just above the mounted bracket and sliding it down the wall.
- 9) Tighten the mounted holder into place by using a small allen key to turn the pressure fit screw into place. (see images, left).
- 10) Once tightened the tablet can be used by visitors.



FINAL STEPS

- ⇒ Ensure that all of the electronic components are working and that sound is audible on all devices.
- ⇒ Complete a final clean, including sweeping and wipe down (using provided plexiglass cleaner and wipes) of the exhibition walls and showcases/display cases.
- ⇒ Arrive slightly early or wait until the timers are set to shut-off to ensure that the timers are working correctly.



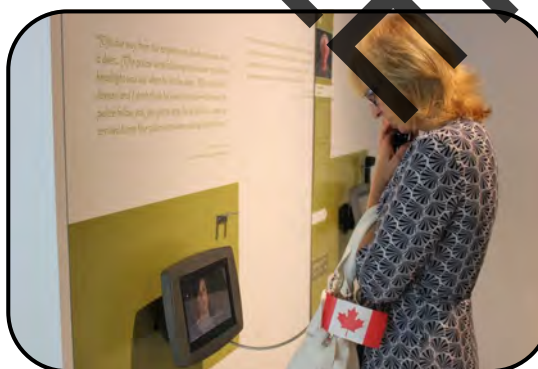
MODIFICATIONS

- ⇒ The “long arm” of some sections can be shortened to accommodate more space. This is not ideal, and should only be used after consulting with a Canadian Museum of Immigration at Pier 21 representative.
 - ⇒ If space is needed entire frame sections and graphic panels can be removed. The panels and frames can be stored in the crates which they arrived in. In the *Encounters* section, all items coded with E7 & E33 can be removed and stored and in *Finding Your Way* all items labeled with F8 & F36 can be removed and stored.

If you have any questions regarding the installation of this exhibition, if any components break during display or if you have any questions during the display of the exhibition at your location please contact:

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Western Development Museum 1910 Boomtown, Saskatoon opening event, 2015.

