

# GOOD + USEFUL WORK

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A CENTURY OF RED CROSS  
IN SOUTH AUSTRALIA

## **Installation instructions**

This travelling display is a joint project of History Trust and Red Cross (South Australian Division).

### **Display components:**

- 7 double-sided 850 mm Rollaway display units
- 14 information panels, installed and locked in Rollaway units
- 7 assembly rods for the Rollaway units
- 7 carry bags
- 1 instruction sheet (keep in bag 1 of 7)

## **Assembling and dismantling the display**

### **General instructions**

- You do not need any special tools or skills.
- You will need a small step ladder.
- You will need two people working together to assemble the units.
- Assemble the units one at a time.
- Note that the 7 carry bags are tagged and numbered.
- Assemble the units near their display location to avoid handling and moving once assembled.

## Installation steps

- Remove one of the Rollaway units from its carry bag and place it flat on the floor, as close as possible to where you wish it to stand when assembled.
- You will see that the information panels are rolled away, like a blind, into each side of the base of the unit. Note the hook at the centre of each rolled-away panel.
- Remove the assembly rod from the side pocket inside the carry bag.
- Join the three parts of the rod together and insert the rod into the hole in the centre of the Rollaway unit.
- Roll up one of the information panels, holding the hook firmly, and hook it into the top of the rod. You may need the step ladder here, in order to reach up to the top of the rod.
- Repeat for the information panel on the other side of the Rollaway unit.
- If you need to move the units once assembled, do so very carefully. Use two people at each side of the panel. Try to slide the units at the base rather than attempting to lift and carry them. Lifting by the rod may cause the rod to dislodge. Lifting by holding the information panels may damage the panels.
- Repeat the above steps for all 7 units.
- Store the carry bags in a secure storage place. Place instruction sheet in bag 1.

## Dismantling steps

- Work with one unit at a time. Use the step ladder, if required. Work in pairs.
- Unhook the two information panels, one at a time, from the top of the rod. Hold on to the panel firmly to ensure a slow and smooth roll-away. Move the panel carefully up and down if the panel doesn't roll away fully at first.
- Ensure the rollaway displays are returned to their correctly numbered bag
- Put a delivery and return address on each bag

## Care instructions

- Do not expose the text panels to direct heat.
- To remove finger marks or other grime, wipe panels carefully with clean damp cloth.
- Report any damage or other problems to History Trust.

the  
power of  
humanity



100 YEARS  
PEOPLE HELPING PEOPLE  
1914-2014



Government  
of South Australia