

# GAYLORD | G | ARCHIVAL<sup>®</sup>

Preserve Today. Share Tomorrow.

GAYLORD ARCHIVAL<sup>®</sup>

## Charter<sup>™</sup> Pedestal Case

*Operation Manual*



### Package Contents

- Pedestal case
- Four keys

**Not** included but recommended:

- 2 large suction devices, a level & gloves for the safe handling of the heavy glass vitrine

**NOTE:** The enclosed keys are keyed alike and include a unique key number that is required for ordering additional or replacement keys. It is vital to save this number as neither Gaylord nor the manufacturer keeps a record of customer key numbers. The number is printed on an adhesive-backed label for convenience.

### ① Unpacking Instructions:

- Remove paperwork from exterior of crate.
- Remove top and front of crate. Red spray paint indicates which screws should be removed.
- Pedestal case consists of two pieces: the base and the vitrine. Each piece is packed separately within the crate.
- Walk base toward front of crate and tip front edge down until it rests on the floor.
- Slide crate backward and away from the base, then rest base fully on the floor.
- Remove pins holding display deck in place. Remove deck from base, remove wrapping material from deck and replace deck in base.
- Locate keys and set aside.
- Lift vitrine out of crate.
- Take off all jewelry and watches to avoid scratching the glass, then remove wrapping and foam from vitrine and set on a flat, stable surface (not on base).

### Inspecting Your Shipment:

*Before you sign the carrier's delivery receipt, check for external damage and concealed damage. Make sure you have all cartons listed. Note any damage or shortage on the delivery receipt to ensure carrier liability and freight claim payment.*

## ② Transporting the Charter Pedestal Case

- Transport base and vitrine separately.
- Lift base completely off floor and move to desired location. Never slide base across the floor as this may cause permanent damage.
- Place base on a stable, properly reinforced horizontal surface.
- Using optional large suction devices (not included), move vitrine to desired location.
- Do not place vitrine on base until base has been leveled.

**CAUTION:** Suction devices will lose their grip if left attached to vitrine for an extended period of time. Always reset them on the glass with each use.

## ④ Attaching the Vitrine

- Safety locks on the sides of the base secure the vitrine to the base. Locks must be in the unlocked position to attach vitrine.
- Using large suction devices (not included), lift vitrine and lower into notch in base (two people required).
- Once vitrine is in place, insert keys and turn them clockwise to engage the cam locks.
- Remove keys.



## ③ Leveling the Base

**This is the most critical step of the process.**

*Failure to properly level the base prior to attaching the vitrine for the first time can lead to vitrine breakage or base damage.*

- During shipping, the leveling feet may turn out. Start by tipping the base slightly and screwing in all the feet.
- Place a level (not included) on top of the deck.
- If base is not perfectly level from front to back and side to side, re-adjust feet.
- You may now add weight to the interior of the base or bolt the base to the floor if desired.

## ⑤ Removing the Vitrine

- Insert keys and turn counterclockwise to unlock the cams. (Once the case is unlocked, the keys cannot be removed from the locks as an additional security feature).
- Using large suction devices, lift vitrine up and entirely off the base (two people required).

## Micro Climate Compartment (Optional)

*Located in the base, this drawer functions independently of the display area, so you never need to remove the vitrine to replace silica. Following the steps outlined below will also help to maintain the optimal environment within your pedestal case.*

- Keep the temperature in your display room constant. Severe temperature fluctuations outside of the case will cause the silica to have to work harder to maintain conditions within the case.
- Only remove the vitrine when necessary. Every time you remove the vitrine it reduces the effective life of the silica gel.
- A narrow gap exists around the display plate in the base that allows for air exchange. Never cover this gap with exhibits.

## How to Access the Micro Climate Compartment

- Access is achieved from the exterior of the case, through an access door in the pedestal.
- Open the hinged compartment by sliding latch with your hand and place silica gel in the aluminum box.
- Close hinged compartment and tighten the latch to re-insulate the compartment space.



## Care and Maintenance

Proper maintenance and handling will keep your Gaylord® Charter™ Pedestal Case performing well for years. Follow the steps outlined below to care for your case.

**CAUTION:** Modifying this case may result in reduced performance or damage to the case, as well as damage to your exhibits or property and endangerment of patrons. Never alter the case in any way without first contacting Gaylord.

### Maintenance

- Use a non-abrasive, lint-free cloth to clean and dry surfaces.
- Do not use scouring agents or abrasive cleaners on glass. Clean glass with a mild detergent mixture or non-abrasive commercial glass cleaner.
- Use only a damp, lint-free cloth to clean parts made from composite materials.
- Do not damp-clean linen-covered surfaces. Use a dry, soft brush only.

### Routine Inspection

To maintain optimal performance, a technical inspection is recommended every time you move the pedestal case or remove it from storage, including the following points:

- Check whether case is level.
- Check whether locks work correctly.

Even without moving the case, it is exposed to various outside influences, such as changes to your building's structure and handling by visitors and staff. Gaylord recommends a full case inspection at least once a year, including the following points:

- Check whether case is level.
- Check whether locks work correctly.
- Inspect glass for damage.
- Inspect paint for damage.
- Inspect base for damage.
- Clean interior and exterior of case.

## Sales and Service

Contact Gaylord at 1-800-469-1592 for sales assistance, service or replacement parts. You will need the order and position number located on the orange label on the inside of the case when calling for service.