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GAYLORD ARCHIVAL®

Curator™ Terrace Case

Operation Manual



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.

Package Contents

- Terrace case
- 2 keys
- 25mm wrench for leveling feet
- Suction device to lift the glass hood
- Gloves for handling glass

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.





Unpacking Instructions:

- (A) ▪ Remove paperwork from exterior of crate.
- (B) ▪ Remove top of crate. Red spray paint indicates which screws should be removed.
 - Remove front of crate. Red spray paint indicates which screws should be removed.
- (C) ▪ Lift case (do not slide) and remove through front of crate (two people required).
 - Remove keys taped to top of case and set aside.
 - Locate 25mm wrench and set aside.
- (D) ▪ Take off all jewelry and watches to avoid scratching the glass, then remove wrapping and cardboard corners from case.

Transporting the Terrace Case

- Lift case completely off floor and move to desired location. Never slide case across the floor as this may cause permanent damage.
- Place case on a stable, properly reinforced horizontal surface.
- Make sure case is at least 6" from wall so that the hinged vitrine can be opened safely.

Leveling the Terrace Case

This is the most critical step of the process. Failure to properly level the case prior to moving the case for the first time can lead to vitrine breakage or base damage.

- (E) ▪ During shipping, the leveling feet may turn out. Start by tipping the case slightly and screwing in all the feet.
 - Turn all four threaded leveling feet in the base with the enclosed 25mm wrench until case appears level.
 - Place sufficient film or tape on top of glass vitrine to avoid scratches, then place your spirit level (not included) on top.
 - If case is not perfectly level from front to back and side to side, re-adjust feet.

(F)



Opening the Vitrine with gas lifter

- The enclosed suction device must be attached to the front face of the glass case to be used as a handle to lift the case. Make sure the glass is clean and dust free before installing the suction device.
- The safety cylinder locks are installed under the front blind. The key is inserted from below. When the case is unlocked, the key cannot be removed from the lock as an additional security feature.
- Turn the key 90° so the glass hood is unlocked.
- Once you turn the key, slowly lift the glass hood using the suction device as a handle and lift fully to the end stops of the gas struts. If you do not lift to the end stops, the vitrine will fall down.
- Lifting too fast or a free flip will damage the display case. Lift slowly!

ATTENTION! When the glass hood is closed over a longer period, the gas pressure springs may stick together and can cause failure of the struts. Therefore, the display case should be opened at least once a month.

Closing the Vitrine with gas lifter

- To close the display case, the lock has to be opened. Failure to leave the locks open could lead to damaging the frame and case.
- The enclosed suction device must be attached to the front face of the glass case to be used as a handle to lower the case. Make sure the glass is clean and dust free before installing the suction device.
- Slowly lower the vitrine using the suction device as a handle. Failure to use the suction device as a handle could cause damage to the case or cause fingers to be caught and crushed at the bottom edge.

The display case is locked by turning the key. The key can be removed only in the locked position.

Micro Climate Compartment

Located underneath the base, this drawer functions independently of the display area, so you never need to open the vitrine to replace silica. Following the steps outlined below will also help to maintain the optimal environment within your panel leg 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 open the vitrine when necessary. Every time you open the vitrine it reduces the effective life of the silica.
- 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, underneath the base.
- Open the hinged compartment by unscrewing the thumb-screw with your hand (no tools required) and place silica in the aluminum box.
- Close compartment and tighten thumbscrew to re-insulate compartment.

Care and Maintenance

Proper maintenance and handling will keep your Gaylord® Curator™ Terrace 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 Terrace case or remove it from storage, including the following points:

- Check whether case is level.
- Check whether lock works 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 lock works correctly.
- Inspect glass for damage.
- Inspect paint for damage.
- Inspect vitrine hinge for damage.
- Inspect lifting device 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.