KEITHLEY

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Model 4200-SCS Customer Repacking and Shipping Instructions

Purpose

These instructions define the steps necessary to pack and ship a Keithley Model 4200-SCS system using the original factory shipping materials. (If the unit is in warranty, factory packing materials can be obtained from Keithley at 1-888-534-8453 or optionally minimal non-Keithley materials can be used as described on page 3 of this packing list.) The unit must be packaged in a manner to ensure against damage or contamination during shipment, storage, and unpacking. If these instructions are not followed, the customer will be responsible for any shipping damage to the unit.

Scope

These steps apply to all Keithley Model 4200-SCS systems to be packed and shipped. Two different variations of the system are available. One of the systems has a flat panel display built into the main unit. The second variation uses a standard external video monitor.

The second variation requires additional instructions and *will be shown in bold italics.*

> *WARNING* **The Keithley Model 4200-SCS system may be configured so that its weight is greater than a one person lift. Lift the system carefully to avoid injury and to prevent the system from falling.**

> *CAUTION* **The Keithley Model 4200-SCS system unit must be shipped on a pallet.**

Packing using Keithley materials

The following steps are designed for one person to perform the actions for the packing and shipping of a Keithley Model 4200-SCS system.

1. Verify that the interconnect plug is disconnected and that the CD-ROM and floppy drives are empty.
2. Use one 9232-412B Shipping Pallet (40" × 30" × 5") and one large shipping box (Box 731A) (30.5" × 33.5" × 14") that consists of the box and 2 inserts. *Receive a second box for the external monitor or for additional equipment on the same order.*
3. Clean the system by wiping with alcohol wipes.
4. Open the box (Box 731A) and remove the top insert. Place the box with the lower insert onto the pallet. Place the Model 4200-SCS system into the cutout area designated for the unit, remembering to align the rear bracket with the area.

> *WARNING* **The above procedure can be performed by one person but for safety reasons have a second person available to help if needed.**

Using the following figures as a guide, pack the box with the products shown in the images.

5. Include a description of any problem with the unit's operation.
6. Use the nylon banding to attach the Box 731A to the pallet. Band the box(es) down to pallet with nylon banding. Secure the system to pallet. *Band the second box on top of the first box.*
7. On the shipping label, write ATTENTION REPAIR DEPARTMENT and the RMA (Return Material Authorization) number.
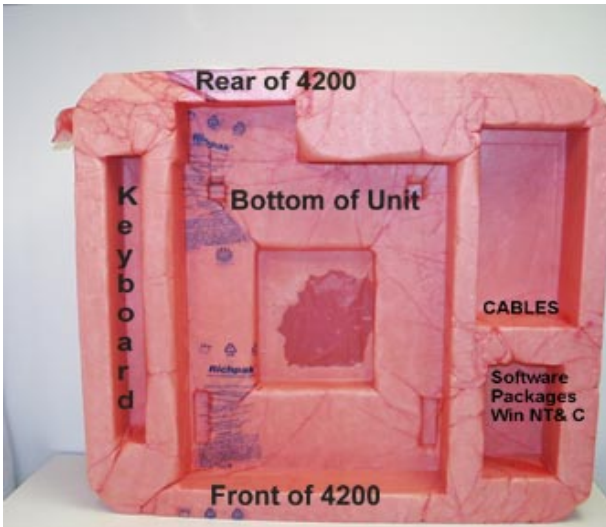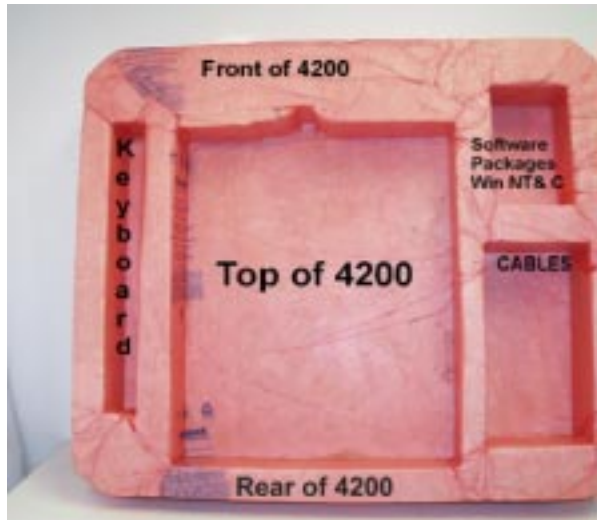
Figure 1

Figure 2

Figure 3

Rear of 4200

Keyboard

Bottom of Unit

CABLES

Software
Packages
Win NT& C

Front of 4200

Front of 4200

Keyboard

Software
Packages
Win NT& C

Top of 4200

CABLES

Rear of 4200

Packing using non-Keithley materials

The following steps are designed for one person to perform the actions for the packing and shipping of a Keithley Model 4200-SCS system.

1. Use a Shipping Pallet of a minimum (40"× 30"× 5") and one large shipping box, minimum of (30.5"× 33.5"× 14") with polyurethane foam (2 lbs/cubic ft) as packing material.

2. Remove the Rear Panel Bracket (42000-364B) and the PreAmps from the Model 4200-SCS. Wrap them in bubble wrap, and tape the ends to seal.

3. Place a minimum 2" slab of polyurethane foam in the bottom of the box, and place a minimum 2" slabs of polyurethane foam around the sides. (Cut the polyurethane foam slabs so the Model 4200-SCS fits snuggly in the box.)

4. Clean the system by wiping with alcohol wipes

5. Wrap the unit in bubble wrap (minimum one layer each surface). Tape to seal.

6. Place the Model 4200-SCS in the box.

7. Place a minimum 2" slab of polyurethane foam on top of the Model 4200-SCS.

8. Place the accessories on the top of the slab (i.e., keyboard, cables, Rear Panel Bracket (42000-364B), Preamps, etc.)

9. Place another minimum 1" slab of polyurethane foam over the accessories.

10. Use the nylon banding to attach the box to the pallet. Band the box(es) down to pallet with nylon banding. Secure the system to pallet. ***Band the second box on top of the first.***

11. On the shipping label, write ATTENTION REPAIR DEPARTMENT and the RMA (Return Material Authorization) number.