

Uncrating Instructions

This section contains detailed instructions for uncrating a new RIS InkCenter™ refill system.

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2.1 Installation Location Requirements Checklist

The RIS InkCenter™ refill system is designed to allow for flexibility in installation locations. However, the system does require certain conditions. In selecting an installation location, please be sure that it meets the following criteria:

- ☛ Area for unpacking the equipment must be at least four feet wide and nine feet long.
- ☛ Pathways and doorways must be at least 31 inches wide.
- ☛ Dry, indoor location.
- ☛ Available footprint of at least 37 inches wide and 33" deep (which includes 30" for the system depth and the minimum of 3" clearance behind the unit for proper ventilation).
- ☛ Minimum available clearance in front of the machine of at least 40" to allow space for the service person to roll the machine out to access the rear of the machine.
- ☛ Unobstructed access to the main power switch which is located on the back near the back right corner at a height of roughly 36 inches (92 cm) above the floor
- ☛ Minimum available vertical clearance of 60 inches (152 cm).
- ☛ A properly grounded electrical outlet within 7 feet of the right rear corner of the footprint with a minimum 15 amp electrical rating. Verify that the electrical circuit will not be overloaded by the addition of this equipment. Consult an electrician, if necessary.
- ☛ A network port located within 11 feet of the right rear corner of the footprint.
- ☛ Temperature between 60-77° F (15-25° C) and not subject to rapid fluctuations.
- ☛ Humidity between 40-75%
- ☛ No strong electric or magnetic fields exist
- ☛ No corrosive gases are present
- ☛ High amounts of dust are not present
- ☛ Flooring is solid, level and has adequate strength to support the weight of the unit. If carpeted, the carpet must be thin enough so it does not make it difficult to move the machine.
- ☛ No heat sources are nearby, such as open flames, radiators, heat registers, stoves, or other heat-generating electrical equipment.
- ☛ An Ethernet line is needed to allow for remote diagnostics & upgrades.

2.2 Removing the System from the Crate

The InkCenter™ shipping crate consists of a base pallet, and an upper structure. The crate incorporates a bumper system on the base pallet. One of these two bumpers is made up of two removable pieces which double as the ramps to remove the unit from the pallet. The machine is secured to the base pallet via four brackets which capture the leveling feet of the equipment.

Read through the entire procedure before proceeding.

2.2.1 Setup

Before attempting to uncrate the system, be sure that it is on a solid level surface with sufficient clearance around the sides, as follows:

TASK

1. The crate should be unloaded on a flat concrete pad or a solid asphalt area in good condition. Uneven surfaces will distort the base pallet and make it difficult to raise the leveling feet of the machine. Sloped surfaces may create unsafe conditions as the machine is quite heavy and rolls on four swiveling casters which will cause it to roll down the slope. Soft surfaces (such as gravel or dirt) may not be able to support the weight of the equipment and it may get stuck. Be sure to select an appropriate area to complete the uncrating procedure.
2. The front side of the crate requires at least 9 feet of clearance to allow room for the ramps to be attached to the base pallet and for the machine to be rolled clear of the ramps.
3. The back side of the crate requires at least 4 feet of clearance to allow room for the upper structure of the crate to be removed.
4. The sides of the crate require at least 3 feet of clearance to allow room for working beside the unit.

2.2.2 Tools Required

The following tools are required for completing the uncrating procedure.

- Box knife or scissors
- 6mm hex key wrench
- Adjustable crescent wrench

2.2.3 Unpack the System

TASK

1. Remove the packing straps from the crate to free the upper structure from the base pallet. Remove the starter kit boxes from the top of the crate. Once all the supplies are removed, carefully slide the upper structure off the base pallet and onto the ground.
2. Using the 6mm hex key wrench, loosen the four bolts that hold the two ramps which make up the bumper wall on the front side of the base pallet until the ramps can be removed. The bolts can stay in place in the ramps.
3. Set the ramps on the ground beside the base pallet and adjust the two leveling bolts on the base of each ramp so that the top of the ramp is set up even with the top surface of the base pallet. Be sure that the leveling bolts are even so that the ramps are secure on the ground and do not rock laterally.
4. Using a 6mm hex key wrench, remove the two brackets on the front of the base pallet that are securing the equipment's right side leveling feet to the base. Loosen the two brackets at the left side of the machine. Be careful not to scratch the equipment with the hex key wrench.
5. Raise the two leveling feet on the right side of the machine as far as possible. This will ensure that the leveling feet do not drag on the floor when the machine is rolled off the base pallet. Failure to fully raise the leveling feet may cause damage to the machine.
6. Line up the two ramps against the base pallet so that the hook-and-loop tabs line up with the corresponding material on the base pallet and secure the ramps into position. Make sure that the ramps are stable, adjusted to the correct height, and are securely held against the base pallet by the hook-and-loop material, adjusting as necessary.
7. Without rolling down the ramps yet, carefully roll the equipment a few inches toward the edge of the base pallet, just enough to allow access to the leveling feet on the left side of the equipment. DO NOT roll the equipment onto the ramps yet!
8. Raise the two leveling feet on the left side of the machine as far as possible. This will ensure that the leveling feet do not drag on the ramps when the machine is rolled off the base pallet. Failure to fully raise the leveling feet may cause damage to the machine.
9. If you have not already done so, remove the piece of foam that was glued to the top of one of the ramps (originally there to serve as a bumper).
10. Verify that all four leveling feet are raised up as far as possible and then **SLOWLY** roll the equipment down the ramps and onto the ground.
11. Dispose of crating materials properly unless a prior arrangement has been made to return them to RIS.

