1. Remove the probe and stage from the instrument.

2. Remove the outer cover around the shuttle assembly.

3. Remove the weight tray. Tape the nylon screw in place and lay the weight tray in the top of the furnace. (Fig 1 & 2).
4. Remove the 8 shoulder screws from the front support bracket. (Figure 3).

5. Carefully slide the front support bracket between the upper and lower suspensions, behind the weight tray mounting bracket (Fig. 5)
6. Carefully slide the rear supports between the upper and lower suspensions. (Fig 7)

![Figure 7](image)

7. Install the shoulder bolts through the front support bracket and thread them into the rear support brackets (Fig 8).

![Figure 8](image)
8. Remove one of the bolts from the outer clamp and install the outer clamp. The clamp should go above and below the upper and lower suspensions. (Fig 9)
9. Install the bolt in the other end of the outer clamp and tighten. (Fig 10).

10. The suspension should now be immobilized.

11. Install the rear shipping foam support under the lower weights. (Fig 11)
12. Lower the furnace. Tape the weight tray into the top of the furnace.

13. Place the cardboard sleeve over the furnace lift shaft. (Fig 12 & 13)
14. Tighten the lockdown cap into the top of the furnace lift shaft. This will immobilize the furnace.

15. If this is a 2940, turn off the power switch. If this is a Q400, go to the next step.

16. On the Q400 display panel, press the “Display Menu” button.

17. Press the “Shutdown” button. Wait for the display screen to show that the instrument is shutdown and it is safe to turn off the instrument.

18. Turn off the power switch located on the back of the instrument near the power cord.

2940:

19. Remove the instrument feet and place the instrument on the shipping plywood.

20. Secure the instrument to the plywood with the long ¼-20 bolts provided.

21. Place the board with the instrument attached into the shipping box.

22. Place the inner sleeve inside the box.

23. Seal box and place the green return label on the outside of the box.

Q400:

24. Bolt the Q400 down on the shipping pallet. Place the cardboard box over the pallet.

25. Strap the cardboard box down over the pallet and instrument.

26. Seal the box and place the green return label on the top of the box.