This procedure will cover the steps to properly pack up the 2970 DEA for shipment.

**Packing Materials Provided:**
- Wooden plate*
- 4 Threaded rods*
* Not required if returning instrument to TA Instruments for repair

**Tools Required:**
- 5/32” Allen key
- 1/2” Wrench

1. Power down the instrument.
2. Disconnect all cords, cables, and tubing to the instrument.
3. Remove bell jar.
4. Remove any plates or ram from the cell area.
5. If you are sending instrument to TA Instruments for repair, **DO NOT SEND BELL JAR**. Store bell jar in a safe place and go to step 10.
6. Replace bell jar.
7. Using a 5/32” Allen key, remove 4 screws on base plate (Figures 1 & 2).
8. Screw in the 4 threaded rods into the screw holes of the base plate (Figure 3).

9. Insert wooden plate around bell jar with threaded rods going through the holes of the wooden plate (Figure 3).

10. Install washers and nuts on the 4 threaded rods.

11. Tighten wooden plate down with nuts. DO NOT over tighten (Figure 4).

12. If shipping the instrument in the reusable TA plastic shipping container;
   a. Place instrument in shipping container.
   b. Place top portion of shipping container over the instrument. Note the direction, the “FRONT” is labeled on both the top and bottom portions of the container. Secure the latches on all of the sides.
   c. Your instrument is now ready to ship.

13. If shipping the instrument in the cardboard shipping carton;
   a. Carefully lift the instrument and remove the feet.
   b. Align instrument to the shock mounts on the wooden pallet.
   c. Secure instrument to pallet with 4 shipping bolts.
   d. Place pallet with instrument inside shipping carton.
   e. Place sleeve inside shipping carton.
   f. Place feet and accessories inside box and seal with heavy-duty tape.
   g. Using a strapping kit, secure carton to a shipping pallet.
   h. Your instrument is now ready to ship.

**TA Instruments strongly recommends using a Motor Freight Carrier!**