This procedure will cover the steps to properly pack up the Q600/2960 SDT for shipment.

**Packing Materials Provided:**
- Shipping foam
- “L” shipping bracket

**Tools Required:**
- 3/32” Allen wrench
- 5/32” Allen wrench
- Flathead screwdriver
- Heavy-duty tape
- Strapping kit

1. Open furnace half way between the open and close sensor.
2. Open balance housing and lock down the beams (Figures 1, 2 & 3).
3. Place the shipping foam around the beams (Figure 4).
   a. Q600 – Press the “SHIP” button. Press “OK” when asked if it is okay to override the furnace stability.
   b. 2960 – Press and hold the scroll button and press the furnace button.
5. After the furnace closes, install the shipping bracket (“L” bracket) on the left side of the furnace (Figure 5).
6. After the shipping bracket is installed, place some type of shipping strap around the furnace/balance assembly. This will keep the furnace casting from being damaged during shipment. This strap should go over the furnace and balance and go under the base casting (Figure 6).
7. Disconnect all cords, cables, and tubing to the instrument.
8. If shipping the instrument in the reusable TA plastic shipping container;
   a. Place instrument in shipping container.
   b. Using straps inside shipping container, secure instrument down
   c. 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.
   d. Your instrument is now ready to ship.

9. If shipping the Q600 in the cardboard shipping carton;
   a. Carefully lift the instrument and remove the feet.
   b. Place the instrument on the plastic pallet.
   c. Secure instrument to pallet with 4 shipping bolts.
   e. Place feet and accessories into accessory box and place box next to
instrument on pallet.
   f. Place outside carton over pallet and seal with heavy-duty tape.
   g. Using a strapping kit, secure outside carton to the plastic pallet.
   h. Your instrument is now ready to ship.

10. If shipping a 2960 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.
   i. Your instrument is now ready to ship.

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