

Receiving & Handling Instructions

Topics Covered: How to prepare for receiving your console shipment

- Personnel required and receiving personnel instructions
- Optimum and minimum clearances required to move in your consoles

INSTRUCTIONS & QUICK-LINKS TO HELPFUL INFORMATION

(Updated - 06/2011)

*****DO NOT ACCEPT SHIPMENT IF UNIT IS OFF THE PALLET/SKID*****

ImageVision consoles are typically delivered fully assembled via enclosed trailer for loading dock delivery unless arranged otherwise. If delivery truck with lift-gate capability is required, please advise prior to shipment.

Please provide delivery contact persons name, phone number, as well as receiving days and hours to your ImageVision Project Representative so we can advise truck line and mark our shipping documents. **Advise Receiving Personnel to inspect ALL skids/crates for any damages BEFORE signing for acceptance; Note any damage on the Bill of Lading.**

Verify access to the facility where your consoles will be installed. Optimum entrance clearance is 48 inches through double doors or aisles. However, console monitor housings on AbleVIEW® units or monitor support tiers on AgileVIEW® units can be removed to allow for moving units through 30-inch wide door openings. After removing housings or risers from worksurfaces of units, and rotating them 90 degrees backward with the front edge of worksurfaces pointing straight up, then console base units or desks can be carried through a 30-inch doorway clearance.

Remove obstacles or any existing equipment in the area for consoles to be installed insure clear, level, floor space for console installation and access.

Determine truck arrival date/time or have ImageVision advise trucker to call 24hrs before arrival.

Arrange for a fork truck or pallet jack to handle the console shipping skids, and ramps and dolly as needed for unloading, unpacking and moving console units into their final location. In most cases, two people can move and assemble the console units.

If necessary, arrange for climate controlled temporary storage for consoles prior to installation, if needed. Consoles are shipped either crated, or in individual unit sections on skids, wrapped in plastic, with "V board" edge protection. Do not store outdoors. Also, do not store in salty/high humidity locations as this can cause rust to started commence on some of the all-steel console parts.

When consoles are delivered locate assembly hardware stored in cabinet or on worksurface of Unit/Module #1 of the shipment. Review list of tools required & assembly instructions or download them with these links:
Assembly & Installation Instructions AgileVIEW® - learn more... AbleVIEW® - Learn more...

Get the Waybill Number of your shipment from ImageVision and Track Your Shipment - [learn more...](#)

HAVE QUESTIONS? Contact ImageVision at (888) 664-6762

• **Control Room Consoles** • **Security Furniture** • **Command Centers** • **Medical Imaging**