

# OmniVR, Synchrony, OmniTour Packaging Instructions

A Shipping Department Work Instruction

October 25<sup>th</sup>, 2024

Manager, Service Center

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WI-0066 (4)

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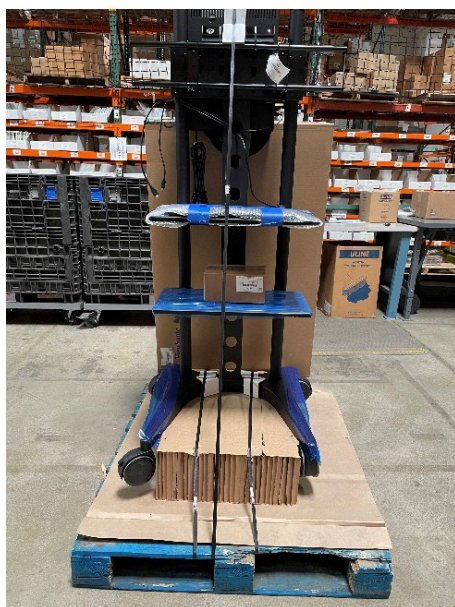
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## 1. Packaging Instructions (300600C)

- 1.1 Wrap bubble wrap around the keyboard and secure it with the blue protective tape
- 1.2 Apply protective tape to the bottom shelf and base to prevent damages
- 1.3 Place a cardboard skid on a 40X48 pallet along with a packaging block for the VR to stand on
- 1.4 With assistance, lift the VR onto the packaging block
- 1.5 Band the VR and block to the pallet in the two locations show below, also include protective corners to prevent damage to the device



- 1.6 Place an eggshell foam pad behind the VR allowing the monitor to sit on to help prevent any shipping damages
- 1.7 Band the monitor to the pallet and VR in the locations below, apply protective corners to each area the band is in contact with the VR



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- 1.8 Place a dust cover over the VR and band it to the pallet with the two locations shown below, apply protective corners to add strength to the box



- 1.9 Place the asset tag label on the top left corner

- 1.10 Place a "Deliver to Rehab" Label on top left corner right under the Asset tag label

## 2. Packaging Instructions (300800T)

- 2.1 Place the accessories below in a plastic bag, wrapped in bubble wrap and placed in a 9x6x4 box

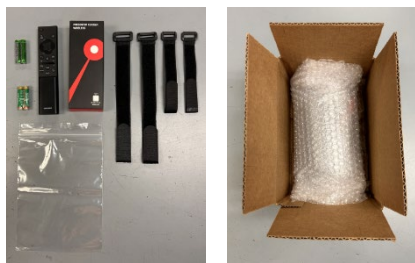
- 2.1.1 AAA two pack battery x2

- 2.1.2 TV remote x1

- 2.1.3 Air mouse x1

- 2.1.4 12" Velcro strap x2

- 2.1.5 8" Velcro strap x2



- 2.2 Stack the laptop, 9x6x4 accessory box and the trip mat on the shelf and secure them with protective film.

- 2.3 Wrap the laptop armature and secure it under the monitor bracket.

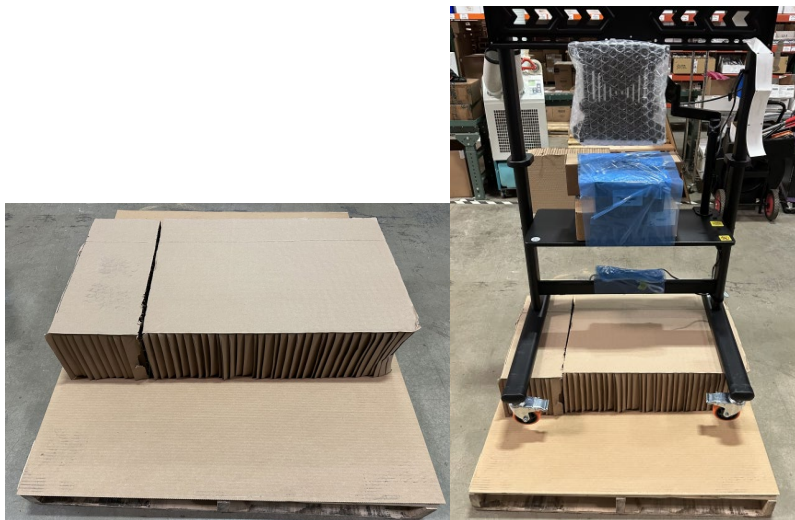


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2.4 Secure the power strip cord with protective film to the OmniTour stand.

2.5 Place a cardboard skid on a 40X48 pallet along with a packaging block for the Tour to stand on



2.6 With assistance, lift the Tour onto the two pre-cut packaging blocks

2.7 Band the Tour and blocks to the pallet in the two locations shown below, also include protective corners to prevent damage to the device



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- 2.8 Band the monitor to the pallet and Tour in the locations below, apply protective corners to each area the band is in contact with the Tour
- 2.9 Place the asset tag label on the top left corner
- 2.10 Place a “Deliver to Rehab” Label on top left corner right under the Asset tag label



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### 3. Packaging Instructions (300800A & 300800E)

- 3.1 Start by placing a VR insert into a 24X40 Pallet
- 3.2 Cut off the smaller section of the pre-cut line on the packaging block



- 3.3 Place the Synchrony stand onto the packaging block and band the device to the pallet while using protective corners to prevent any damage
- 3.4 After you band the stand make sure you adjust the height of the stand to the lowest point possible
- 3.5 Place the monitor on the top shelf of the stand and secure it with stretch wrap



- 3.6 Place the dust cover over the device and secure it to the pallet with two bands and 4 protective corners
- 3.7 Apply the device label and rehab sticker to the top left of the dust cover

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## 4. Where Posted

4.1 See Master Control

## 5. Revision History

5.1 See Master Control