

# Packaging an XY Stage for Shipment

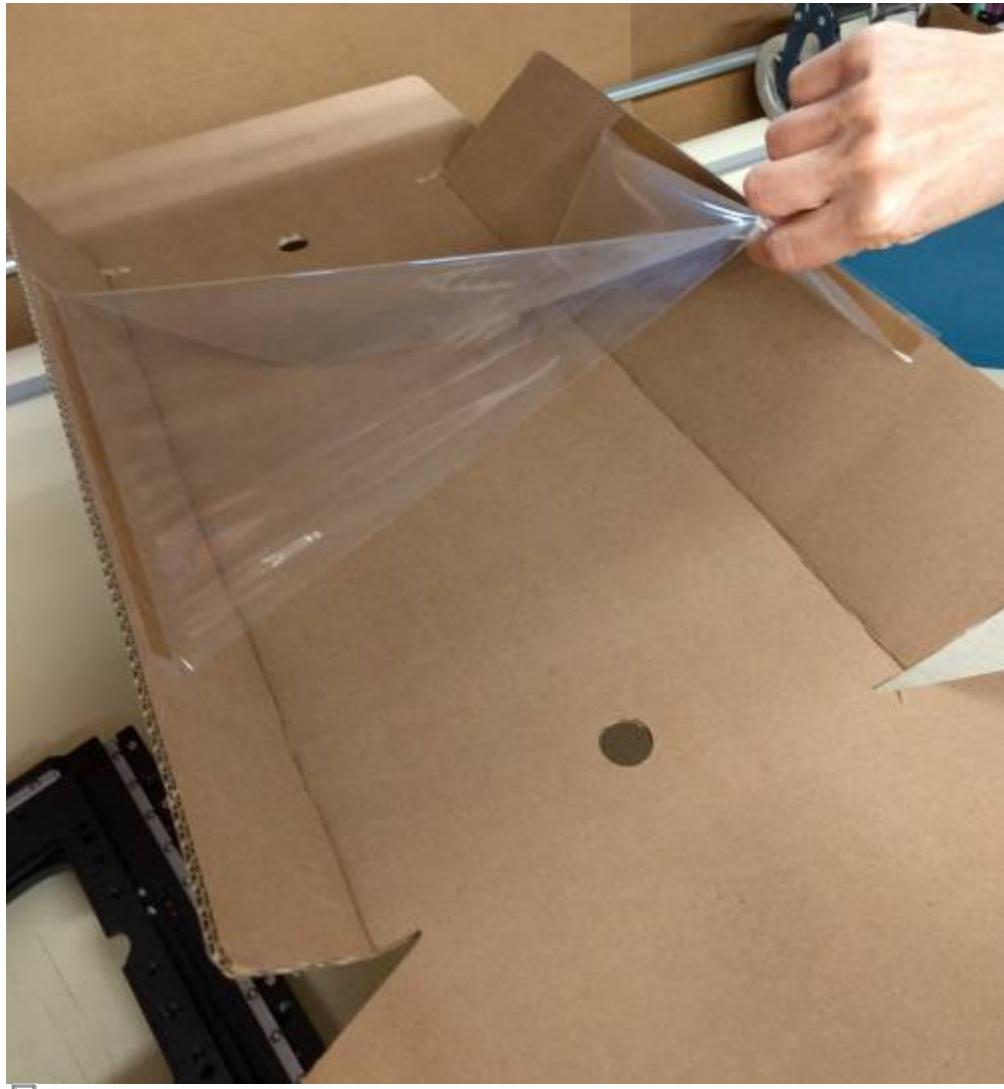
**Step 1:** Begin by inserting the shipping bolt in the stage. If you no longer have a shipping bolt or your stage is not fitted to use one, secure the stage with either zip ties or tape as available so that the plates cannot move during shipping. **This is a very important step and should not be omitted.**



**Step 2:** When returning a stage for RMA, it is ideal to return the stage in the original packaging which uses a special piece of cardboard with attached plastic wrap attached.

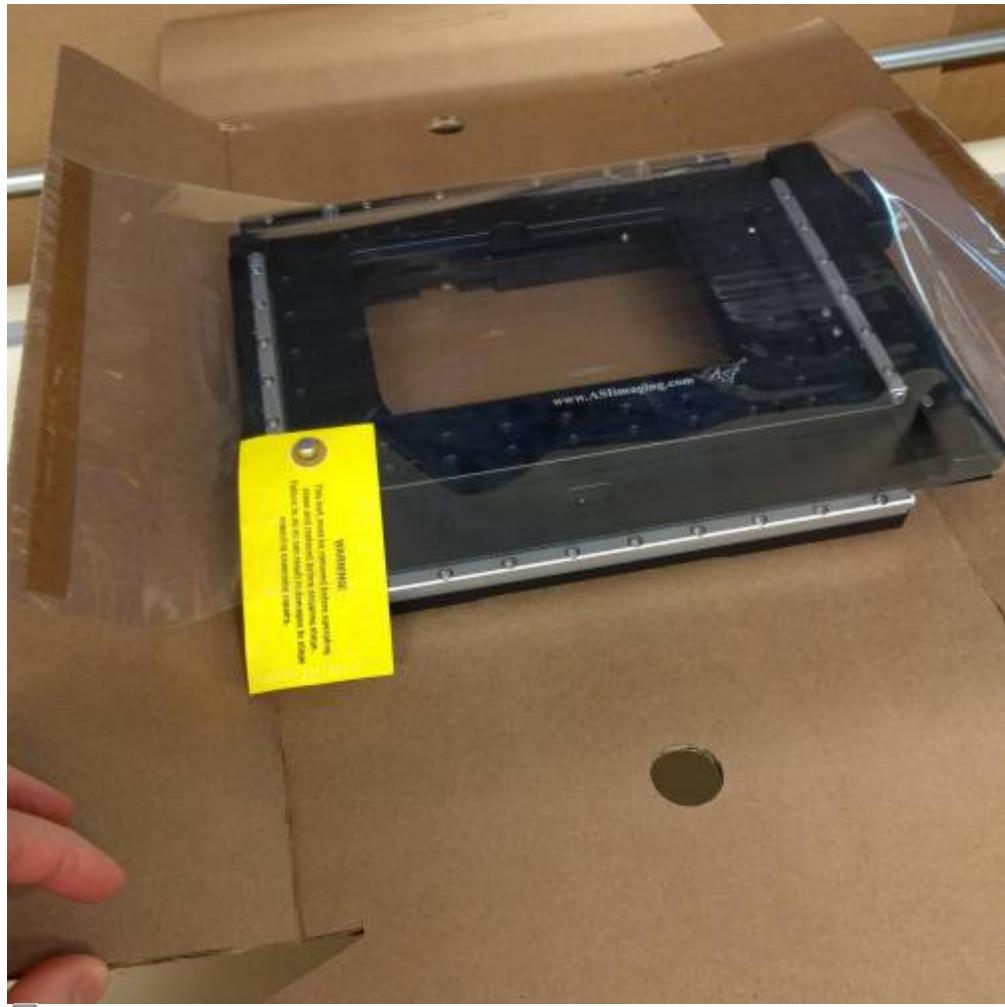
If you are returning the stage and do not have the original packaging, proceed by wrapping the stage in durable foam or a similar other manner where the stage will not hit the sides of the outer box even if the box is roughly handled in transit. Do not use styrofoam peanuts unless the stage is first sealed in an airtight bag (to prevent dust). The remainder of the instructions assume you have the original packaging.

Start by spreading the cardboard flat with the plastic wrap facing up. It is helpful to place a small box centered below the cardboard to facilitate bending the sides down later. Fold up the sides slightly so that the plastic wrap is loose as shown in Figure 1.



*Figure 1: Unfold the cardboard, fold the sides up and lift up the plastic wrap*

Next insert the stage in the plastic as shown in Figure 2. The stage should be centered in the plastic/cardboard both side to side as well as up and down.



 *Figure 2: Insert the stage under the plastic wrap*

Next fold down the cardboard sides and keep folding until they are folded underneath the stage next to the other cardboard. This stretches the plastic tight which will secure the stage to the cardboard.



 *Figure 3: Fold down the cardboard sides*

Next fold the cardboard above and below the stage as shown.



 *Figure 4: Fold the top/bottom of the cardboard*

Finally place everything in a 15" x 15" x 7" outer box. Only the stage goes in this box.



 *Figure 5: Place in the outer box*

### **Step 3: (if applicable)**

If you are also packaging a MS-2000 controller, find the 14" x 10" x 9" box that it came in along with two pieces of cardboard with plastic film. The controller will get sandwiched between the film.

Begin with the cardboard piece with film inside the box, plastic side up. Place the controller on top of the plastic film.



 *Figure 6: Place the controller on the bottom insert with solid plastic film*

Next place the other cardboard piece with plastic film over the top of the controller, plastic side down.

The plastic will have a cut for the joystick; take care to align that.



*Figure 7: Put the insert with cut plastic film over the joystick*

Cables, power brick, and other accessories are usually individually wrapped and shipped in a 12" x 8" x 4" box. For RMA purposes these are usually not required.

All of these individual boxes are then placed inside a 18" x 18" x 18" box for shipping as a complete package.

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