

When the Equipment is Delivered

OVERVIEW

During this phase; we will cover what to do once the equipment has been dropped off by the shipping company, assuming the delivery was not performed by a white glove service. This will include checking the delivery, checking for damage, transporting the printer into the building, unpacking equipment, assembling the stands, and lastly placing equipment onto to the stands.

You will want to ensure your equipment gets unpacked and setup in the way that will allow you to move around while in production. Getting the equipment placed; by way of building the stands and moving it to its final place before the technician arrives is important. The technician is not required to perform these tasks of building the stands and lifting equipment. These are strictly your responsibility to take care of. The main reason we want to do this is to maximize your time with the technician to discuss actual printing versus where to place equipment. This also gives the technician the opportunity to check the equipment thoroughly on the first day of the installation or upon arrival.

KEY LEARNING OBJECTIVES:

- ☑ Ensure that you have everything
- ☑ Ensure that the core equipment and consumables are all intact
- ☑ Unpacking the printer
- ☑ Moving the printer inside
- ☑ Unpacking the Heat Press
- ☑ Unpacking the Pretreatment device
- ☑ Stand Assemblies and Placing the Equipment on the Assembled Stand

ADDITIONAL DOCUMENTATION:

[GTX Stand Assembly](#)

[GTX Uncrating Instructions](#)

[Schulze III & IV Stand Assembly Instructions](#)

VERIFY EVERYTHING DELIVERED:

Depending upon what was order you should ensure everything has delivered. This is important as some items ship separately from the printer depending on the timing of a shipment. Items such as the starter kit may deliver at a separate time which you will need to have the tracking for. Some items may also ship parcel versus freight.

- Verify the printer and stand arrived.
- If you ordered a heat press and a pretreatment device you need to ensure you have received those and there stands if those items were ordered.
- If you ordered additional accessories at the time of ordering the printer you will want to verify receipt of those also.

CHECK FOR DAMAGES:

Once you have all the main pieces of the equipment such as the printer, you should check them for damages to ensure everything arrived from the freight company without damage. On rare occasions freight handlers may have caused some cosmetic damage to the printer. In this section we will go over the following:

- How to check for damages.
- What type of damage is present?
- How to report the damages.

UNPACK THE PRINTER:

In this section, we will go over how to unpack the printer and the items that need to be kept when unpacking the printer and those that need to be discarded.

- Where is the accessory box located?
- Where is the platen located?
- Where is the Quick Setup Guide located?
- Which pieces of cardboard can be discarded?

USING THE MOVE KIT:

Here, we will go over the move kit and using it to get the printer stood up onto the move kit. This is important if the final place the printer will rest in must pass through a standard sized doorway.

- What is the move kit?
- How to use the move kit.
- What should I do with the move kit when finished with it?

UNPACKING THE HEAT PRESS:

The heat press will come boxed when it arrives; it will need to be unpacked to get it ready to place on its stand. Here we will go over this quick process of how to unpack the MAXX2G heat press.

- We will cover opening the box.
- Verifying the contents of the box.
- Unpacking the unit.

UNPACKING THE PRETREATMENT DEVICE:

The pretreatment device needs to be uncrated from its packing materials before it can be placed on a stand. Here we will go over the quick process of getting the unit ready to be placed onto the stand.

- Uncrating the top layer of boards and cardboard.
- How to remove the Styrofoam.
- Verifying the accessories are present.
- What tools will be needed to uncrate the Schulze?

STAND ASSEMBLIES-INCLUDING PLACING THE EQUIPMENT ON THE STAND:

Depending on the items that were ordered there will likely be several stands that the various equipment needs to rest on. Here we will go over the three most common stand assemblies.

- How to assemble the printer stand & Key information of Equipment placement.
- Why is it important to assemble the printer stand a certain way?
- How to assemble the heat press caddie and attaching the press.
- How to assemble the pretreatment device's stand and key information about placing the device on the stand.

VERIFYING THE STARTER KIT & ACCESSORY BOX/PRINTER ITEMS:

During the process of everything being delivered and unpacked you should verify that you have everything needed for the installation. There are three items that the technician will immediately need.

- Be sure to keep the accessory box.
- Be sure to keep the platen.
- Ensure the starter kit is available.

OTHER RECOMMENDED ITEMS:

- You will need an Allen key set.
- A wrench set is also helpful.
- A rubber mallet is helpful when removing cardboard for the move kit.
- A Philips head screwdriver or bit set will be needed for uncrating the Schulze.

FOR ADDITIONAL TECHNICAL SUPPORT INFORMATION:

[GTX Support Videos](#)

[GTX Drivers/Firmware](#)