

## U.S. NIPPURA, INC

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[www.usnippura.com](http://www.usnippura.com)

## Unpacking & Repacking Guidelines

Dear Reseller,

Thank you for your enthusiasm and effort in promoting Blue Ocean® Projection Screens to your clients. While Blue Ocean® Screens are tough and resilient to normal wear and tear; your staff must follow basic rules when handling to ensure that there is no damage or scratching to the Screen or Components. Please instruct your staff that the Screen and Components must be returned in the exact condition they were received. Extra Special Care must be taken if you are requesting an AR Coated Screen. Clean components only with a soft cotton chamois and approved plastic cleaner such as Novus or Brillianize. NEVER use abrasives, sprays, window cleaners, or solvents.

### Unpacking

- 1 First, assemble stand so you can place screen directly in it upon removing from crate. Follow acrylic stand instructions carefully to ensure safe and correct assembly.  
**Place Acrylic Stands on Carpet or Other Smooth Rubber Pads to avoid scratching and wear and tear.**
- 2 Be sure to have the proper number of people on hand to safely move screen.
- 3 Remove door of crate by only removing screws marked in red.
- 4 Take note of exactly how the screen is placed in crate, we expect it to be returned in the same way.
- 5 With at least one person pushing against screen, unscrew wing nut holding black screen retainer at top of crate. Remove and keep stored in crate for return shipment.
- 6 Lift screen with a secure hold on the bottom of screen, make sure you aren't just holding black protective sleeve or screen will slip. When handling the screen always use two persons, and be careful not to drop the screen, or hit the edges/corners. Hard-Impact will cause permanent damage.
- 7 Place screen in an upright position on floor just as it is in the crate (place on wooden blocks or something similar to prevent smashing your fingers). Carefully remove protective sleeve from screen by unfastening the Velcro strip along bottom and lifting up.
- 8 Fold protective sleeve neatly onto itself and keep in the crate. **If screen is returned without the protective sleeve, the reseller will be charged for the screen!**
- 9 Place screen into stand, secure according to acrylic stand instructions. When installing the bolts into the stand, take care not to scratch the stand or screen surface, follow stand directions carefully.
- 10 **Save all packing & shipping material.** Be sure to keep crate in storage for return shipment to U.S. Nippura. **If screen is returned in/on anything other than**

**original crate or a US Nippura authorized substitute, the reseller will be charged for the screen, stand/components, and crate.** Never store crate in a place that can be exposed to weather or moisture.

## Repacking

- 1 Remove screen from acrylic stand and place in an upright position on floor with tabs facing up (place on wooden blocks or something similar to prevent smashing your fingers). Then carefully slip protective sleeve back onto screen, making sure to reconnect Velcro (for best results, make sure screen sits on top of Velcro strip to decrease chances of it rubbing on the surface of the screen). This will prevent Screen and Acrylic surfaces from being scratched while in shipment. **DO NOT SEND BACK without protective sleeve properly re-applied or U.S. Nippura will immediately charge the reseller for the screen.**
- 2 Never apply tapes to Screen Surfaces.
- 3 Place screen into crate just as it arrived (tabs up) and replace black screen retainer making sure the wing nut is straight up and down so that the crate door will fit over top of it. Then place door back on crate and secure with screws. Do same for Stand Components.
- 4 NEVER SEND SCREEN OR COMPONENTS BACK ALONE, all MUST be properly packed in Crate.
- 5 Reseller will be responsible for replacement cost of Loan Item in event of improper packing/shipping return.

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