



STG - Systems

Server Packaging Instructions : X260 7U Tower (MT 8865) - Molded Cushion Solution

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Procedure Description

Body

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Procedure Text

NOTE:

This document is designed to be used on-line. You are responsible to use only the "Production" version on-line.

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IMPORTANT NOTICE: The Federal Aviation Administration requires certification that packages shipped by air do not contain explosives, hazardous materials, incendiaries or other destructive devices. Therefore, just prior to sealing the carton, you must inspect its contents to confirm that it contains only parts specified on the IBM bill of materials. If the contents meet specifications, then seal the carton with IBM logo tape or another tamper evident indicator specified on the bill of materials. The logo tape or tamper evident seal will indicate that the carton can be certified to meet FAA standards for air shipment. If you discover parts or devices that appear suspicious (whether or not potentially explosive), carefully secure the carton on the line and notify IBM management promptly.

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- Information contained in this document is for reference purposes only.
- Process and Part Numbers may vary in each manufacturing location.
- Refer to local site procedures and Bill of Materials for any substitutions.
- No deviation is to be made to the overall assembly without prior written approval from the responsible Packaging Engineer.

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## Section 1 - Applicable Systems, MTM Listing

These packaging instructions apply to the following machine types:

### Server

8865 - x260 (Tower Models)

**NOTE: RACK MODELS REFERENCE QMX DOCUMENT SG-P-01182**

## Section 2 - Unit Packaging

2.1 Inspect system to make sure there are no scuffs or scratches on unit.

2.2 Make sure voltage setting is correct.



2.3 Set up bottom tray (01R4034) as shown.

Pre-stretch Sanstrap to aid in assembly.

Fold one end and two side flaps up.

Place Sanstrap (37L7558) inside notches in the front and side flaps.

Lift rear flap and stretch Sanstrap along the side flaps and place inside notches in rear flap.

**(Scan tray Barcode if prompted by DFC)**

Place bottom tray on half pallet.

**NOTE: THE OUTSIDE EDGE OF TRY MUST BE CENTERED ON THE PALLET**

**NOTE: EACH SERVER MUST SHIP (ONE SERVER TO A HALF-PALLET)  
(P/N 6038888 OR P/N 7373961) PALLET PART NUMBERS MAY VARY  
BY MANUFACTURING LOCATION**





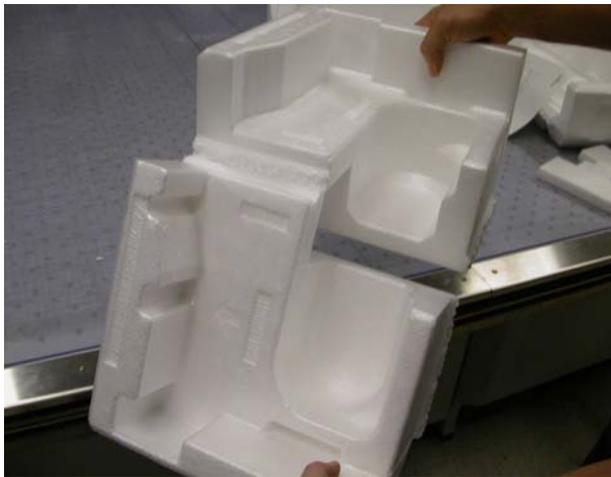
2.4 Locate and brake apart all three sections of bottom cushion set (01R4022). The front section of the cushion set Must Be Broken Apart for Tower Models. Do Not Install fabricated inserts (01R4049) into the elongated holes on the inside bottom surface of either the front or rear cushions for Tower Models.

**NOTE: BRAKE APART ALL THREE SECTIONS OF CUSHION (01R4022) FOR TOWER MODELS**

**NOTE: THE FRONT SECTION OF CUSHION (01R4022) MUST BE BROKEN APART FOR TOWER MODELS**

**NOTE: FABRICATED FOAM INSERTS ARE NOT USED IN TOWER MODEL CUSHIONS**

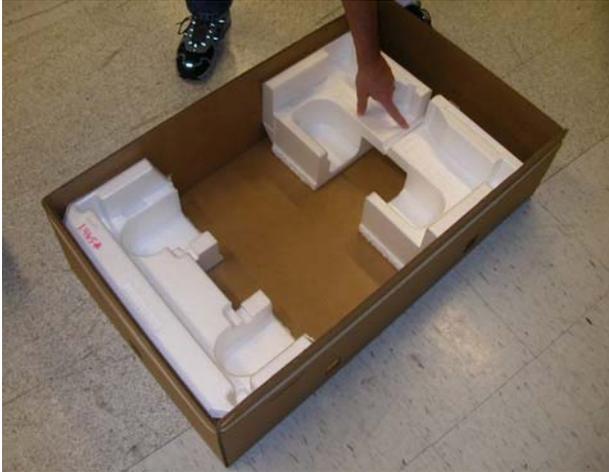




2.7 Place Both bottom front cushion section of cushion (01R4022) in tray. Make sure bottom front cushions are placed in tray so the side cutouts on the cushion align with front, side clip holes in tray and leaves approximately 2.5 inches of space between the front cushion and front edge of bottom tray. Place the bottom rear section of cushion (01R4022) in tray and push it all the way to the back of the tray.

**NOTE: THE FRONT SECTION OF CUSHION (01R4022) MUST BE BROKEN APART FOR TOWER MODELS**

**NOTE: FOAM INSERTS ARE NOT INSTALLED IN CUSHIONS FOR TOWER MODELS**



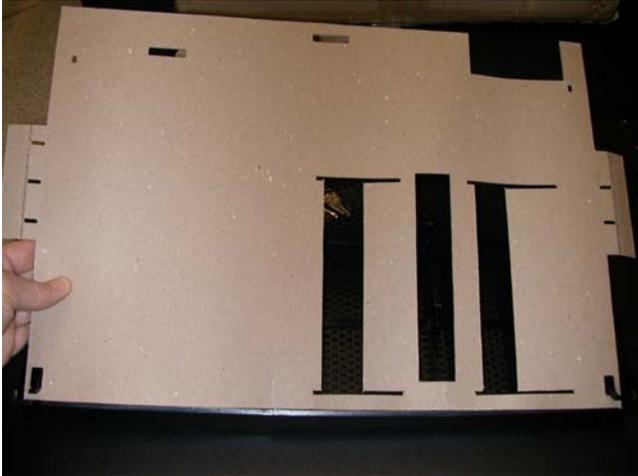
2.8 Place load spreader (32R0212) inside the bottom void in the rear of the unit.  
Assemble and place load spreader (32R0211) inside the entire void in the rear of the unit.  
Care should be taken to insure that Corrugated load spreader (32R0211) fully engages the side covers of the unit. Tape the Corrugated load spreader to the side covers of the unit with (4) four 152mm pieces of Strapping Tape (01R3747).  
[\(Scan load spreader Barcode if prompted by DFC\)](#)





2.9 Remove plastic front bezel from front of Tower machine. Place 152m piece of Strapping Tape (01R3747) on bottom right side of Metal bezel at location indicated in photo below. Place Chipboard insert (39Y9983) on rear side of the plastic front bezel. Insure holes in insert align with tabs on back side of plastic front bezel. Place plastic front bezel back on machine.  
[\(Scan chipboard insert Barcode if prompted by DFC \)](#)







2.10 Place PolyBag (37L0557) over top of unit. Once bag is on, tuck one end of the bag under the unit between the front and rear wheels and pull through to the opposite side, eliminating any slack in the bag. Place IBM logo tape on end of bag that was pulled through under the unit and seal shut.

**NOTE: BEFORE PLACING UNIT IN CUSHIONS, MAKE SURE BAG IS NOT UNDER THE WHEELS**





2.11 Place tamper label (06P6550) on bag vertically (as shown) next to previously placed IBM logo tape to seal edge of fold over bag. Press label firmly onto surface of bag to provide adequate adhesion.

**NOTE: DO NOT PLACE TAMPER SEAL OVER TAPE**



2.12 Place unit in bottom cushions. Make sure system is positioned all the way down and not sitting on the cushion ledge.



2.13 Place carton (39Y7693) around outside of bottom tray.  
Push carton all the way down.  
(Scan carton Barcode if prompted by DFC)

**NOTE: THE OUTSIDE EDGE OF CARTON MUST BE CENTERED ON THE PALLET**



2.14 Place corrugated clip (6X) (37L0511) into square holes at bottom of tray and snap shut.

**NOTE: CLIP MUST BE INSTALLED IN FRONT TRAY HOLE BEFORE INSTALLING SHIPGROUP CARTON**



2.15 Place tamper label (74F8851) over one of the four bottom tray clip located on the sides of the unit.



2.16 Assemble shipgroup carton (01R4039). Place power cords pubs, Sanstrap, and other proper shipgroup content inside Tower shipgroup carton #1.  
(Scan shipgroup carton #1 Barcode if prompted by DFC)

**NOTE: DO NOT PLACE KEYBOARD AND MOUSE INSIDE THIS CARTON**



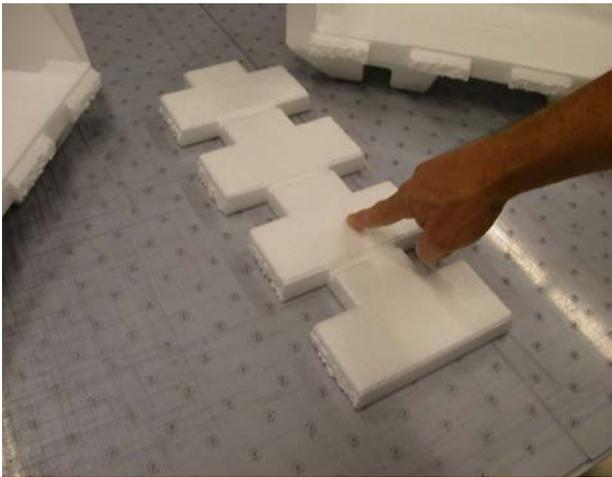
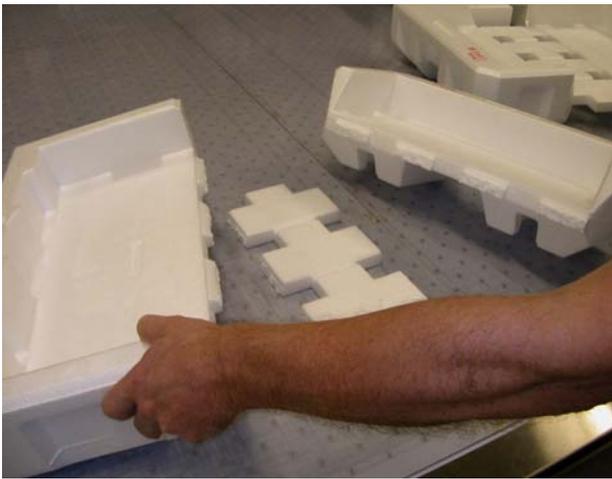
2.17 Place populated shipgroup carton in front of machine, between bottom front cushion and carton. Make sure kit is pushed all the way down and flush with the bottom of tray.

**NOTE: CLIP MUST BE INSTALLED IN FRONT TRAY HOLE BEFORE INSTALLING SHIPGROUP CARTON**



2.18 Locate and brake apart bottom cushion set (01R4023). The center section of the top cushion is not used and should be discarded.

**NOTE: BRAKE APART AND DISCARD THE CENTER SECTION WHEN PACKAGING TOWER MODELS**





**NOTE: FOAM INSERTS ARE NOT INSTALLED IN CUSHIONS FOR TOWER MODELS AND SHOULD BE DISCARDED**

2.19 Place top cushions on unit. Make sure the top front cushion (01R4043) is on the front of the unit and the top rear cushion (01R4044) is on the rear of the unit.



2.20 Using approximately 3" of designated logo tape, secure unpack instruction flier (01R4032) on top of PolyBag.

**(Scan unpack instruction flier Barcode if prompted by DFC )**



2.21 Assemble Tower Shipgroup carton #2 (01R4040). Place keyboard and mouse inside carton. Place carton in center cavity between the top cushions. [\(Scan shipgroup cart #2 Barcode if prompted by DFC\)](#)



2.22 Close the top of the carton and seal with printed tape. (74F5699 - Automatic taper, 74F5698 - for hand held dispensers)

**NOTE: TAPE PART NUMBERS MAY VARY BY GEO**



2.23 Place Intel label (if called out in DFC) on the top of the carton between label location marks.

## Section 3 - Manufacturing Palletization

### Worldwide Sites

3.1 Place one 24 inch corner boards on each of the four sides of the single unit load. Ensure that the corner boards touch the floor. Use one Sanstrap to hold the four corner boards in place.

**NOTE: THE OUTSIDE EDGE OF CARTON MUST BE CENTERED ON THE PALLET**

**NOTE: EACH OF THE FOUR CORNER BOARDS MUST TOUCH THE FLOOR**



3.2 Place one 24 inch corner board on each of the two short top edges of the package and two way band the unit to the half-pallet.

**NOTE: EACH SERVER MUST SHIP (ONE SERVER TO A HALF-PALLET)  
(P/N 6038888 OR P/N 7373961) PALLET PART NUMBERS MAY VARY  
BY MANUFACTURING LOCATION**

**NOTE: EACH OF THE FOUR CORNER BOARDS MUST TOUCH THE FLOOR**



3.3 Stretch wrap the unit to the pallet utilizing "Best of Breed" methods. The Stretch wrapping Machine MUST wrap a minimum of three times around the base and four times around the top of the load with 100% coverage of the product using the roping technique. If roping capabilities are not available you Must use palletization Methods 2 or 3 as outlined in documents 92F6168 "Best of Breed" Pallet Unitization or QMX document P-04146.

**NOTE: EACH OF THE FOUR CORNER BOARDS MUST TOUCH THE FLOOR**

**NOTE: STRETCH WRAP MUST SECURELY TIE THE LOAD TO THE SHIPPING PALLET TO PREVENT SHIFTING DURING TRANSPORTATION**



3.4 Place two pallet labels (33G6283) one on the front and one on the left sides of the pallet load.

## **Section 4 - Distribution**

### **Worldwide Sites**

**NOTE:** All units will be received into Distribution as indicated above in Section #3, Manufacturing Palletization, and are approved to be stacked 3 pallets high.

4.1 Load must be secured to pallet utilizing a combination of the methods described in section

#3 MANUFACTURING PALLETIZATION and "Best of Breed" palletization methods.  
See 92F6168 - "Best of Breed" Pallet Unitization or QMX document P-04146.

4.2 Use pallet configuration table provided below to determine pallet usage.

Quantity	Half Pallet
1	X

4.3 Label load for shipment as necessary.

**NOTE: THE OUTSIDE EDGE OF CARTON MUST BE CENTERED ON THE PALLET**

**NOTE: EACH SERVER MUST SHIP (ONE SERVER TO A HALF-PALLET)  
(P/N 6038888 OR P/N 7373961) PALLET PART NUMBERS MAY VARY  
BY MANUFACTURING LOCATION**

## Section 5 - Materials Listing (BOM)

Tower Pkg BOM - 25P1355

Tower Pkg BOM OEM - 25P1360

PART NUMBER	DESCRIPTION	QTY
39Y7693	Outer Carton	1
01R4037	OEM Carton	1
01R4034	Bottom Tray	1
06P6550	Tamper Label	1
01R4022	Top Cushion Set	1 Molded(Preferred)
01R4023	Bottom Cushion Set	1 Molded(Preferred)
01R4041	Twr Bot/Fnt Rck Tp/Fnt	1 Fabricated (Optional)
01R4042	Twr Bot/RE Rck Tp/RE	1 Fabricated (Optional)
01R4043	Twr Tp/Fnt Rck Bot/Fnt	1 Fabricated (Optional)
01R4044	Twr Tp/RE Rck Bot/RE	1 Fabricated (Optional)
01R4039	Tower Shipgroup Carton#1	1
01R4040	Tower Shipgroup Carton#2	1
32R0211	Load Spreader Corrugated	1
32R0212	Load Spreader Foam	1
01R4032	Tower Unpack Flier	1
39Y9983	Chipboard Insert	1
37L7558	Sanstrap	2
37L0511	Corrugated Clip	6
37L0557	Bag, system	1
33G9780	Label Stock, blank	2
33G6283	Label Stock, pallet	2/1 unit
01R3747	Tape -Strapping	As required
74F5699	Tape - Automatic	As required
74F5698	Tape - hand held	As required
6272199	Tape - OEM	As required
7386000	Banding, manual	As required
7386001	Banding clip, manual	As required

00K7755	Corner posts	6/1 unit
6317267	Stretchwrap	As required
6038888	Pallet, half	1/1 unit
73G6665	Cap, sheet	1/1 unit
73G6666	Cap, Top Corner	4/1 unit
74F8851	Tamper label	1

**NOTE: PART NUMBERS FOR ITEMS SUCH AS PALLETS , LABELS, TAPE, BANDING, BANDING CLIPS, CAPS, STRETCHWRAP, AND CORNER BOARDS MAY VARY BY LOCATION**

## Records and Controlled Documents

References  
Document Management  
Revision History  
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