

# AgilePlans® by KVH

## TracPhone V7<sub>HTS</sub> Antenna and Ancillary Equipment

### Reshipping Instructions

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#### Getting Help

If you need assistance, please contact KVH's Agile Orders Group at [agileplansorders@kvh.com](mailto:agileplansorders@kvh.com).

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This guide explains how to prepare a TracPhone® V7-HTS antenna system, including the antenna, ICM, and any accessories (i.e., the Thales® VesseLINK™ 200/700 system, Iridium Pilot® system, or SAILOR® 4300 system) for shipping.

#### Important!

These instructions assume the equipment has been removed from the vessel and that you have access to the original packaging. **If all essential components are not returned, or if the equipment is damaged and/or does not function normally, you will be billed for the cost of replacement or repairs.**

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#### Packing Steps

The complete listing of packing steps is provided below.

- |                                                 |    |                                                 |    |
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| 1. Pack the ICM.....                            | 2  | 4. Pack the VesseLINK 700 (if applicable).....  | 14 |
| 2. Pack the Antenna.....                        | 3  | 5. Pack the SAILOR 4300 (if applicable) .....   | 17 |
| 3. Pack the VesseLINK 200 (if applicable) ..... | 11 | 6. Pack the Iridium Pilot (if applicable) ..... | 20 |
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#### Tools Required

This procedure requires the following tools:

- The original packing material you received with the equipment
- Phillips screwdrivers
- 1/2" open-end wrench
- 3/4" socket/ratchet or wrench
- 3/4" socket/torque ratchet capable of settings between 25 and 30 ft-lbs (34 and 41 N-m) of torque
- Loctite C5-A anti-seize lubricant (or equivalent)
- 7/16" open-end wrench for J4 RF terminator
- Extraction tool or equivalent for B1-to-B2 locking jumper cable

# Pack the ICM

The following items must be returned:



Figure 1: ICM Box Ready for Shipping



Follow the instructions below to prepare the ICM for shipping.

- a. Remove the power cable, Wi-Fi antennas, RF terminator, Ethernet jumper cable, and strain-relief bracket from the ICM.

*NOTE: Use an extraction tool to remove the locking Ethernet jumper cable from the B1 and B2 jacks.*

- b. Place the ICM in a polybag. Then enclose the ICM with foam end caps (see Figure 1).
- c. Place the ICM into the shipping box. Close and seal the box.
- d. The ICM is now ready to pack with the antenna as described in ["Pack the Antenna" on page 3](#).

# Pack the Antenna

The following items must be returned:



Follow the instructions below to prepare the antenna for shipping.

- a. Remove the six #10-32 screws securing the radome to the baseplate (see Figure 2). Carefully lift the radome straight up until clear of the antenna assembly and set it aside in a safe place.

**NOTE:** The two hoisting eyelets on the antenna frame may be used to lift the antenna, if necessary (see Figure 3). Make sure they are undamaged and free of cracks before using them.

- b. For antenna reshipping instructions using the older packaging style, proceed to [“Older Packaging Style”](#) on page 4.

For antenna reshipping instructions using the current packaging style, skip to [“Current Packaging Style”](#) on page 8.

Figure 2: Radome Screws

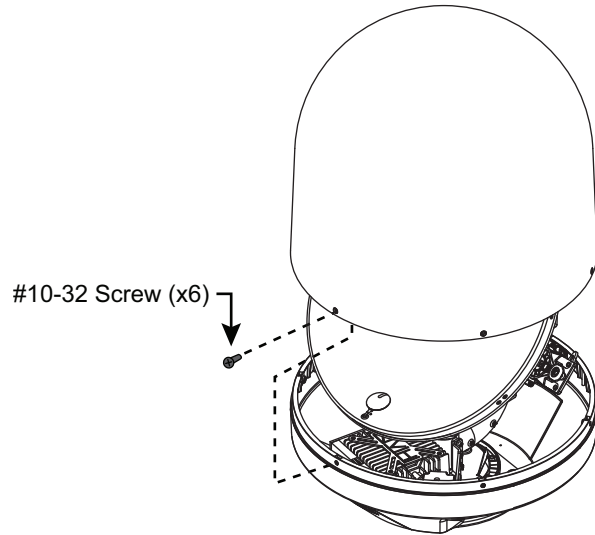
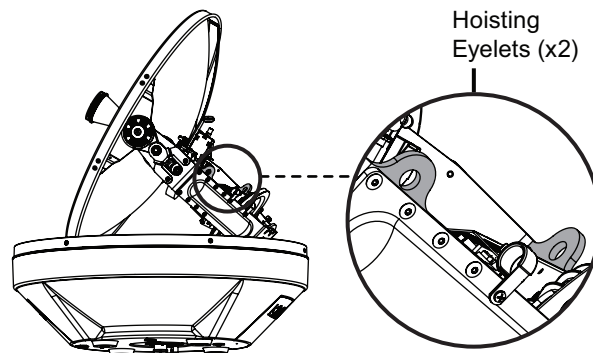


Figure 3: Antenna Hoisting Eyelets



## Older Packaging Style

- a. Position the antenna over the holes drilled in the shipping pallet. Then carefully lower the antenna onto the pallet and ensure the mounting holes are aligned (see Figure 4).

### **IMPORTANT!**

You will need to rotate the antenna assembly slowly by hand to see all four mounting holes. You will also need to fully install the first pair of mounting bolts prior to rotating the antenna assembly to install the second pair of bolts. If the antenna assembly hits a mechanical stop with excessive force, or it hits the head of a mounting bolt that wasn't secured in place, the limit switch might become damaged.



### **CAUTION**

Be sure to observe the safe handling instructions in the Material Safety Data Sheet (MSDS) provided with the anti-seize lubricant.

- b. At each of the four antenna mounting holes, insert a 1/2"-13 bolt from above and a 1/2" T-nut from below (see Figure 5).
- c. Secure each bolt through the shipping pallet and into the T-nut until the T-nut bottoms against the shipping pallet. Make sure the bolt heads are flush with the antenna's stationary plate before proceeding.
- d. Tighten the mounting bolts in a cross pattern until the four rubber feet on the baseplate are bottomed against the shipping pallet. KVH recommends that you tighten the nuts to between 18 and 20 ft-lbs (24 and 26 N-m) of torque.
- e. Carefully wedge the foam shipping restraint underneath the reflector to ensure the reflector is secure during transit. The reflector should rest within the shipping restraint's notch (see Figure 4).

Figure 4: Foam Shipping Restraint and Pallet Bolts

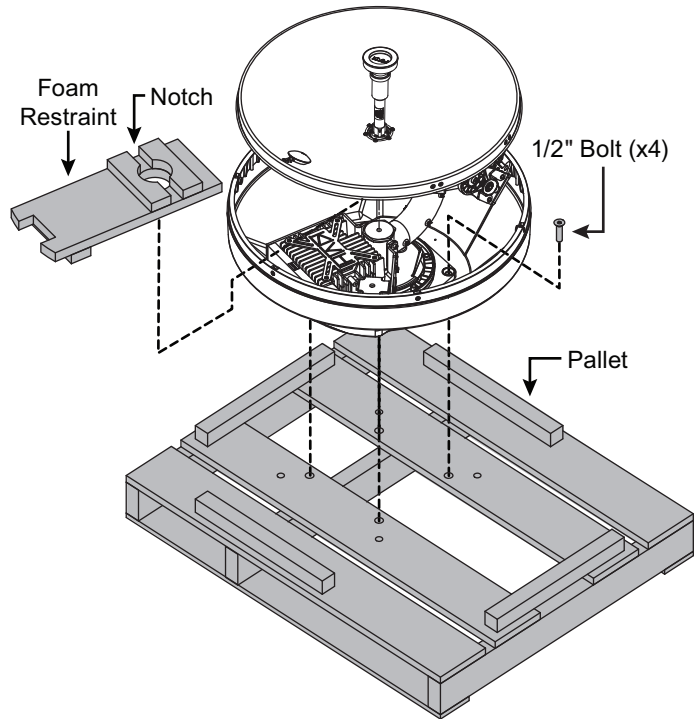
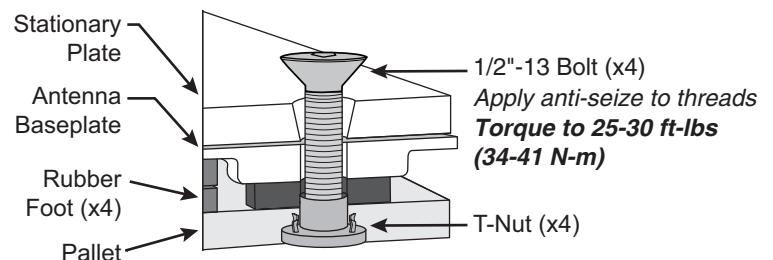


Figure 5: Mounting Bolts (Side View)



- f. Reinstall the radome onto the antenna. Secure it in place with the six #10-32 screws you removed earlier (see Figure 2 on page 3).
- g. Place the empty cabling box next to the antenna (see Figure 6).
- h. Cover the antenna with a radome bag (see Figure 7).
- i. Place the shipping box over the antenna and cabling box and down to the shipping pallet (see Figure 8).

**Figure 6: Reshipping Box on Antenna with Empty Cabling Box**



**Figure 7: Radome Bag on Antenna**

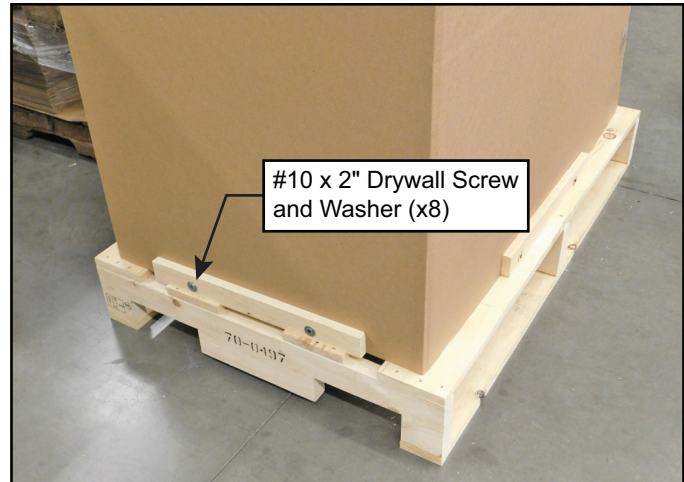


**Figure 8: Antenna Shipping Box on Pallet**



- j. On all four sides of the shipping box, center a wooden slat at the base of the box. Then secure the box to the pallet through the slat with two #10 x 2" drywall screws and washers, as shown in Figure 9.
- k. Insert the ICM box and empty accessories box in the shipping box on top of the empty cabling box. (see Figure 10).
- l. Fold a cardboard spacer to fit on one side of the ICM and accessories boxes, then fit a second spacer at the foot of the boxes (see Figure 11).

**Figure 9: Screws Securing Shipping Box to Pallet**



**Figure 10: Identical ICM and Accessories Boxes in Shipping Box**



**Figure 11: Rectangular Spacers Around ICM/Accessories Boxes**



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- m. Enclose the radome with the triangular spacers (see Figure 12).
  - n. Close and seal the box.
  - o. On the outside of the shipping box, clearly write the RMA number.

*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the antenna to the address provided by the KVH Agile Orders Group.**

**Figure 12: Triangular Spacers Around the Antenna**



**Figure 13: Sealed Antenna Shipping Box**



## Current Packaging Style

- a. Using a marker, circle the two mounting holes in the shipping pallet. Then align two of the antenna's mounting feet with the hole markings on the pallet (see Figure 14).
- b. Place plastic spacers over the two mounting holes in the stationary plate along the centerline of the pallet (see Figure 15).
- c. Place two 3/16" fender washers over the spacers and secure to the pallet with two #10 x 3-1/8" Torx screws.
- d. Carefully wedge the foam shipping restraint underneath the reflector to ensure the reflector is secure during transit. The reflector should rest within the shipping restraint's notch.
- e. Reinstall the radome onto the antenna. Secure it in place with the six #10-32 screws you removed earlier (see Figure 2 on [page 3](#)).
- f. Cover the antenna with a radome bag (see Figure 16)

Figure 14: Shipping Pallet Holes and Markings

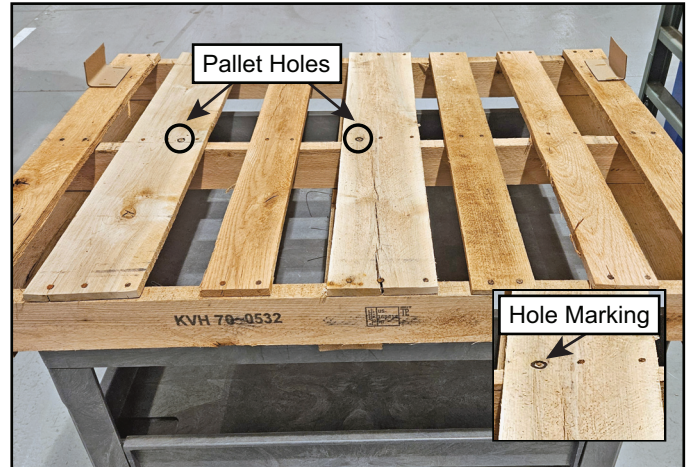


Figure 15: Spacers over Mounting Holes

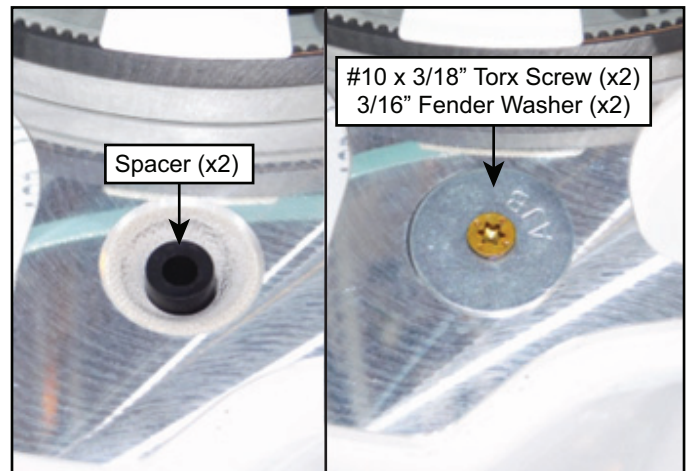


Figure 16: Antenna in Radome Bag



- g. Place the shipping box over the shipping pallet, positioning the ends so that they are within the edge brackets at the edges of the pallet (see Figure 17).
- h. Secure the sides of the shipping box with eight 1/4" flat washers and eight #6 x 1" screws (see Figure 18).
- i. Place four triangular cardboard spacers around the antenna (see Figure 19).

Figure 17: Shipping Box in Edge Brackets

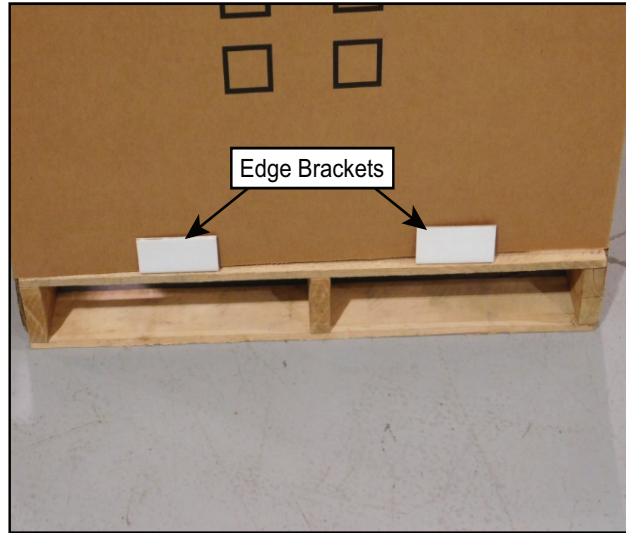


Figure 18: Screws Securing Shipping Box to Pallet

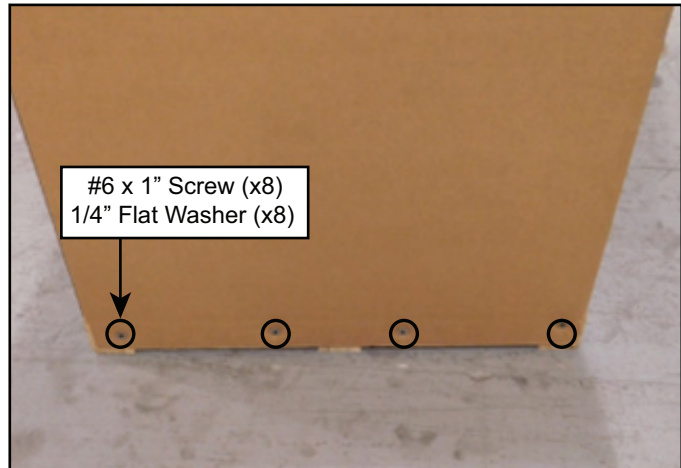
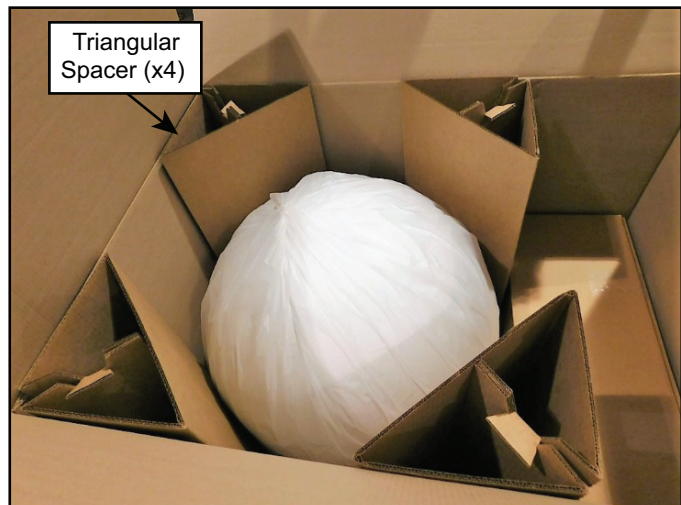


Figure 19: Triangular Spacers Around Antenna



- j. Insert the ICM box and empty accessories box in the shipping box (see Figure 20).
- k. Fold cardboard spacers to fit on one side of the ICM and accessories boxes (see Figure 20).
- l. Insert an empty cardboard box on top of the cardboard boxes and spacers in the shipping box (see Figure 21).
- m. Close and seal the antenna shipping box.
- n. On the outside of the shipping box, clearly write the RMA number.

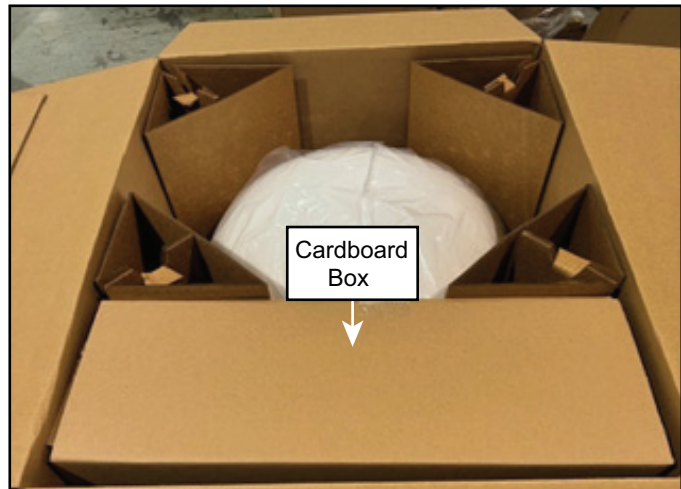
*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the antenna to the address provided by the KVH Agile Orders Group.**

**Figure 20: ICM and Accessories Boxes in Shipping Box**







**Figure 21: Cardboard Box in Shipping Box**



# Pack the VesseLINK 200 (if applicable)

The following items must be returned:

		
<p>Above Deck Unit (ADU) Quantity: 1</p>	<p>Below Deck Unit (BDU) Quantity: 1</p>	<p>AC-DC Power Supply Quantity: 1</p>
		
<p>Wi-Fi antenna Quantity: 1</p>		

Follow the instructions below to prepare the Thales VesseLINK 200 system for shipping.

- a. Place the BDU in the foam cutout in the BDU box (see Figure 22).

Figure 22: BDU in Foam Cutout



- b. Cover the BDU with the layer of protective foam (see Figure 23). Then close and seal the box.
- c. Place the ADU in the center of the ADU box. Make sure it is seated in the cutout in the base (see Figure 24).
- d. Place the cardboard collar over the top of the ADU (see Figure 25). Then close and seal the box.

Figure 23: BDU Protective Foam



Figure 24: ADU Centered in Box



Figure 25: ADU Cardboard Collar



- e. Place the BDU box in the bottom of the shipping box (see Figure 26).
- f. Place the ADU box, power supply, Wi-Fi antenna, and power cable on top of the BDU box in the shipping box (see Figure 27).
- g. Secure all the items in the box with ample packing paper or bubble wrap (see Figure 28). Then close and seal the shipping box.
- h. On the outside of the shipping box, clearly write the RMA number.

*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the VesseLINK 200 system to the address provided by the KVH Agile Orders Group.**

Figure 26: BDU Box Placed in Shipping Box



Figure 27: ADU, Power Supply, and Wi-Fi Antenna Placed in Box







Figure 28: Packing Material



# Pack the VesseLINK 700 (if applicable)

The following items must be returned:

		
<p>Above Deck Unit (ADU) Quantity: 1</p>	<p>Below Deck Unit (BDU) Quantity: 1</p>	<p>AC-DC Power Supply Quantity: 1</p>
		
<p>Wi-Fi antenna Quantity: 1</p>		

Follow the instructions below to prepare the Thales VesseLINK 700 system for shipping.

- a. Place the ADU in the center of the ADU box. Make sure it is surrounded by protective foam (see Figure 29).

Figure 29: ADU Protected in Foam Base





- e. Place the ADU box in the bottom of the shipping box (see Figure 33).
- f. Place the BDU box, power supply, Wi-Fi antenna, and power cable on top of the ADU box in the shipping box (see Figure 34).
- g. Secure all the items in the box with ample packing paper or bubble wrap (see Figure 35). Then close and seal the shipping box.
- h. On the outside of the shipping box, clearly write the RMA number.

*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the VesseLINK 700 system to the address provided by the KVH Agile Orders Group.**

**Figure 33: ADU Box Placed in Shipping Box**



**Figure 34: BDU, Power Supply, and Wi-Fi Antenna Placed in Box**



**Figure 35: Packing Material**



# Pack the SAILOR 4300 (if applicable)

The following items must be returned:

A white, dome-shaped electronic device with the SAILOR logo and COBHAM branding on top.	A black, rectangular electronic device with various ports and connectors on the front panel.	A black power cable with a specific connector at one end.
SAILOR 4300 Above Deck Unit (ADU) Quantity: 1	SAILOR 4300 Below Deck Unit (BDU) Quantity: 1	BDU power cable Quantity: 1

Follow the instructions below to prepare the SAILOR 4300 system for shipping.

- a. Place the ADU in the center of the ADU box. Make sure it is seated in the cutout in the base layer of foam (see Figure 36).
- b. Enclose the ADU with the protective foam cap (see Figure 37). Then place a thin layer of foam on top so it is flush with the top of the box.
- c. Close and seal the box.

Figure 36: ADU in Box



Figure 37: ADU Protective Foam



- d. Place the BDU upside down in the foam cutout in the BDU box (see Figure 38).
- e. Cover the BDU with the thick layer of protective foam (see Figure 39).
- f. In the center cutout of this thick layer of foam, place the BDU power cable. Then place a thin layer of foam on top so it is flush with the top of the box.
- g. Close and seal the box.

Figure 38: BDU in Foam Cutout

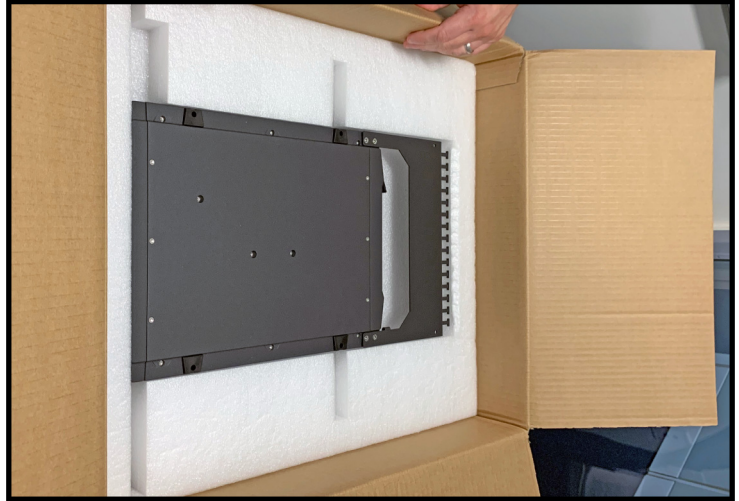


Figure 39: BDU Protective Foam



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- h. Place the ADU box in the bottom of the shipping box (see Figure 40).
  - i. Place the BDU box on top of the ADU in the shipping box (see Figure 41).
  - j. Close and seal the shipping box.
  - k. On the outside of the shipping box, clearly write the RMA number.

*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the Sailor 4300 system to the address provided by the KVH Agile Orders Group.**

**Figure 40: ADU Box Placed in Shipping Box**








**Figure 41: BDU Box Placed in Shipping Box**



# Pack the Iridium Pilot (if applicable)

The following items must be returned:

		
<p>Iridium Pilot Above Decks Equipment (ADE) Quantity: 1</p>	<p>Iridium Pilot Below Decks Equipment (BDE) Quantity: 1</p>	<p>Iridium OpenPort Captain Handset Quantity: 1</p>
		
<p>BDE power module Quantity: 1</p>	<p>BDE power adapter cable Quantity: 1</p>	

Follow the instructions below to prepare the Iridium Pilot system for shipping.

- a. Place the ADE in the ADE box.
- b. Enclose the ADE with the protective foam cap (see Figure 42).
- c. Close and seal the box.

Figure 42: ADE in Box (Foam Cap Shown)

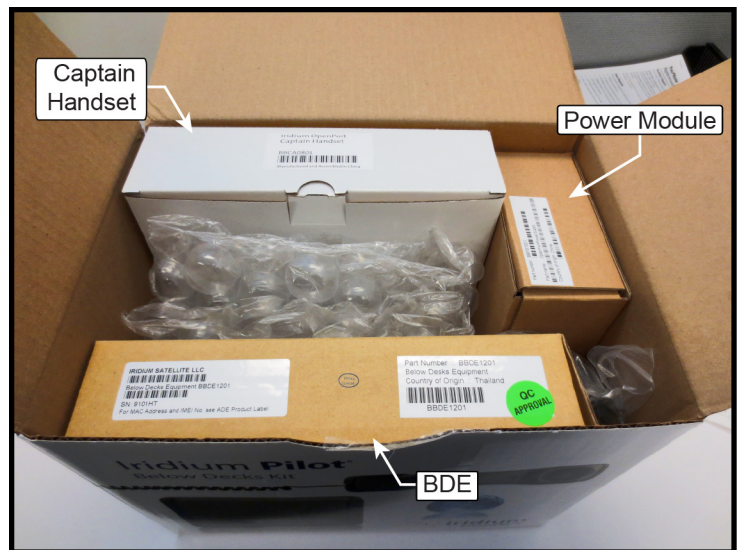


- d. Place the BDE, power module, and handset into individual sealed ziplock bags (see Figure 43).
- e. Pack the BDE, power module, and handset into their individually labeled boxes. Then arrange all four boxes in the Below Decks Kit box and secure the boxes in place with bubble wrap (see Figure 44).
- f. Close and seal the box.

Figure 43: Iridium System Component in Foam Bag (Example)



Figure 44: Below Decks Kit Box



- g. Place the ADE box in the bottom of the shipping box (see Figure 45).
- h. If you are returning the mounting bracket, place it in the Mounting Kit box.
- i. Place the BDE power adapter cable and any other accessories in the accessories box (see Figure 46).
- j. Arrange the Mounting Kit box, Below Decks Kit box, and accessories box in the shipping box so that they are secure during transit.
- k. Close and seal the shipping box.
- l. On the outside of the shipping box, clearly write the RMA number.

*NOTE: Shipments received without an RMA number will be returned to you at your expense.*

**Using Incoterms DDP, ship the Iridium Pilot system to the address provided by the KVH Agile Orders Group.**

**Figure 45: ADE Box Placed in Shipping Box**



**Figure 46: Belowdecks Components**

