

AgilePlans® by KVH

TracPhone V3_{HTS} Antenna and Ancillary Equipment

Reshipping Instructions



Getting Help

If you need assistance, please contact KVH’s Agile Orders Group at agileplansorders@kvh.com.

This guide explains how to prepare a TracPhone® V3-HTS antenna system, including the antenna, ICM, and any accessories (i.e., the Thales® VesseLINK™ 200/700 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.**

Packing Steps

The complete listing of packing steps is provided below.

1. Pack the ICM.....2
2. Pack the Antenna.....3
3. Pack the VesseLINK 200 (if applicable)7
4. Pack the VesseLINK 700 (if applicable)10
5. Pack the SAILOR 4300 (if applicable).....13

Tools Required

This procedure requires the following tools:

- The original packing material you received with the equipment
- Phillips screwdrivers
- 7/16" open-end wrench for J4 RF terminator
- Extraction tool or equivalent for B1-to-B2 locking jumper cable

Pack the ICM

You **must** return the following components:



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.

The ICM is now ready to pack with the antenna as described in the next section.

Pack the Antenna

You **must** return the following components:



Follow the instructions below to prepare the antenna for shipping.

Step 1 - Prepare the Antenna

Follow these instructions to install the shipping restraints inside the antenna.

- a. Remove the three #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: Due to the snug fit, some contact between the radome's sealing gasket and the antenna mechanism is normal.

- b. Reinsert the two #10-32 shipping restraint screws you saved from the antenna's initial installation into the antenna frame, to keep the reflector and frame from moving during shipment (see Figure 3). You will need to adjust the reflector and the frame to align the screw holes.
- c. Reinstall the radome onto the antenna. Secure it in place with the three #10-32 screws you removed in step a.

Figure 2: Radome Screws

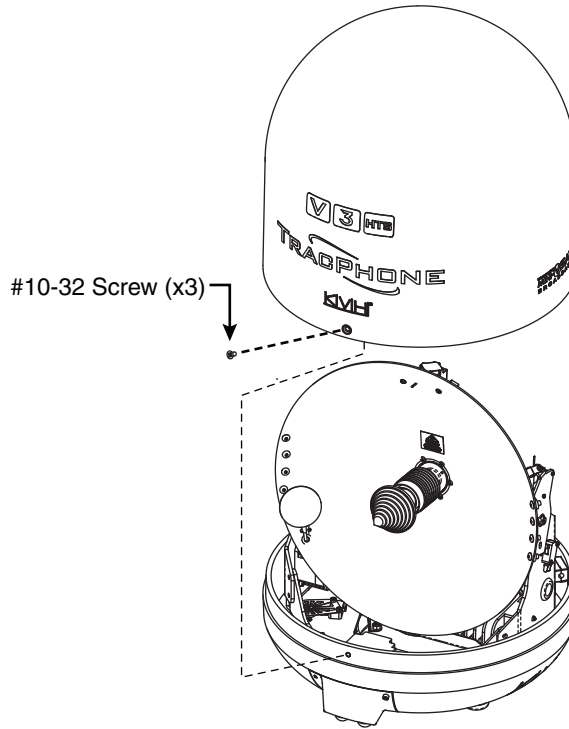
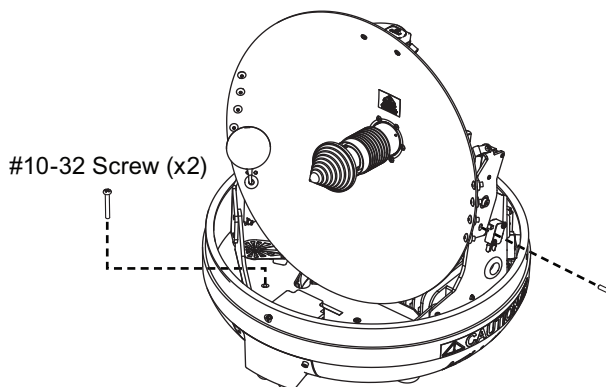


Figure 3: Shipping Restraints



Step 2 - Pack the Antenna

Follow the instructions below to pack the antenna and ICM together.

- a. Cover the antenna with a radome bag (see Figure 4).
- b. Prepare the inner antenna box by placing the base layer of protective foam in the bottom of the box (see Figure 5).
- c. Place the antenna in the center of the inner antenna box. Make sure it is seated in the cutout in the base layer of protective foam (see Figure 6).

Figure 4: Antenna in Radome Bag



Figure 5: Protective Foam Inside Inner Antenna Box

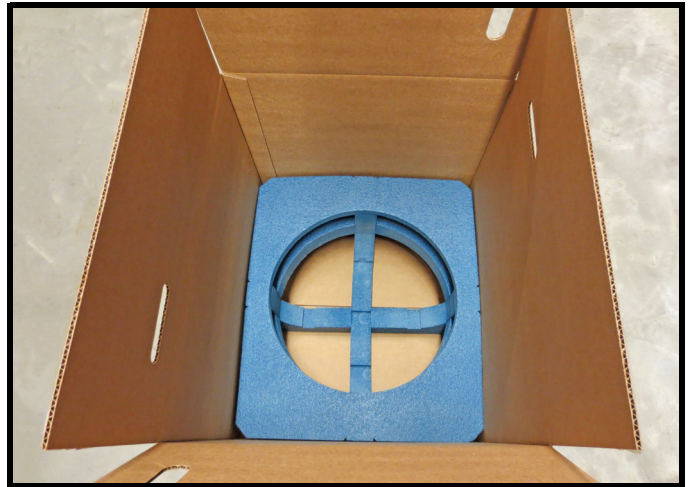


Figure 6: Antenna Inside Inner Box



- d. Enclose the antenna with the protective foam cap (see Figure 7).
- e. Close and seal the box (see Figure 8).
- d. Place the inner antenna box in the bottom of the antenna shipping box (see Figure 9).

Figure 7: Antenna Protected by Foam



Figure 8: Sealed Inner Antenna Box



Figure 9: Inner Antenna Box Inside Shipping Box



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- e. Insert the ICM box and empty accessories box in the shipping box on top of the inner antenna box. Separate the ICM and the accessories boxes with the cardboard spacer or several layers of bubble wrap to fill the remaining space and secure the boxes in place. (see Figure 10).
 - f. Close and seal the antenna shipping box (see Figure 11).
 - g. On the outside of the shipping box, clearly write the RMA number.
 - h. Using your personal freight collect account, ship the antenna and ICM to the address provided by the KVH Agile Orders Group.

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

Figure 10: Identical ICM and Accessories Boxes







Figure 11: Sealed Antenna Shipping Box



Pack the VesseLINK 200 (if applicable)

The following items must be returned:

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

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 12).

Figure 12: BDU in Foam Cutout



- b. Cover the BDU with the layer of protective foam (see Figure 13). 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 14).
- d. Place the cardboard collar over the top of the ADU (see Figure 15). Then close and seal the box.

Figure 13: BDU Protective Foam



Figure 14: ADU Centered in Box



Figure 15: ADU Cardboard Collar



- e. Place the BDU box in the bottom of the shipping box (see Figure 16).
- 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 17).
- g. Secure all the items in the box with ample packing paper or bubble wrap (see Figure 18). Then close and seal the shipping box.
- h. On the outside of the shipping box, clearly write the RMA number.
- i. Using your personal freight collect account, ship the VesseLINK 200 to the address provided by the KVH Agile Orders Group.

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

Figure 16: BDU Box Placed in Shipping Box



Figure 17: ADU, Power Supply, and Wi-Fi Antenna Placed in Box







Figure 18: Packing Material



Pack the VesseLINK 700 (if applicable)

The following items must be returned:

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

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 19).

Figure 19: ADU Protected in Foam Base



- b. Cover the ADU with the layer of protective foam (see Figure 20). Then close and seal the ADU box.
- c. Place the BDU in the foam cutout in the BDU box (see Figure 21).
- d. Cover the BDU with the layer of protective foam (see Figure 22). Then close and seal the box.

Figure 20: ADU Protective Foam



Figure 21: BDU in Foam Cutout



Figure 22: BDU Protective Foam



- e. Place the ADU box in the bottom of the shipping box (see Figure 23).
- 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 24).
- g. Secure all the items in the box with ample packing paper or bubble wrap (see Figure 25). Then close and seal the shipping box.
- h. On the outside of the shipping box, clearly write the RMA number.
- i. Using your personal freight collect account, ship the VesseLINK 700 system to the address provided by the KVH Agile Orders Group.

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

Figure 23: ADU Box Placed in Shipping Box



Figure 24: BDU, Power Supply, and Wi-Fi Antenna Placed in Box



Figure 25: Packing Material



Pack the SAILOR 4300 (if applicable)

You **must** return the following components:

A white, dome-shaped electronic unit with the SAILOR logo and COBHAM text.	A black, rectangular electronic unit with various ports and connectors.	A black power cable with a standard three-prong electrical plug and a connector for the BDU.
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.

Step 1 - Pack the ADU

Follow the instructions below to pack the ADU.

- 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 26).
- Enclose the ADU with the protective foam cap (see Figure 27). Then place a thin layer of foam on top so it is flush with the top of the box.
- Close and seal the box.

Figure 26: ADU in Box



Figure 27: ADU Protective Foam



Step 2 - Pack the BDU

Follow the instructions below to pack the BDU.

- a. Place the BDU upside down in the foam cutout in the BDU box (see Figure 28).
- b. Cover the BDU with the thick layer of protective foam (see Figure 29).
- c. 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.
- d. Close and seal the box.

Figure 28: BDU in Foam Cutout

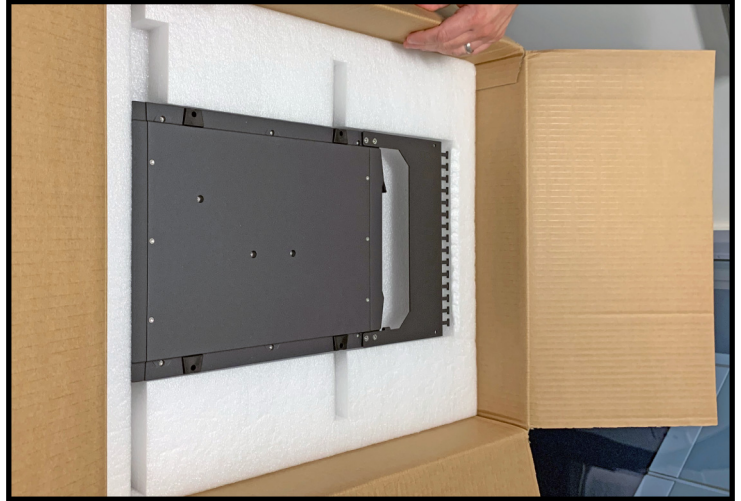


Figure 29: BDU Protective Foam



Step 3 - Pack All Components Together

Follow the instructions below to pack the ADU and BDU together.

- a. Place the ADU box in the bottom of the Sailor 4300 shipping box (see Figure 30).
- b. Place the BDU box on top of the ADU in the Sailor 4300 shipping box (see Figure 31).
- c. Close and seal the box.
- d. On the outside of the shipping box, clearly write the RMA number.
- e. Using your personal freight collect account, ship the Sailor 4300 to the address provided by the KVH Agile Orders Group.

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

Figure 30: ADU Box in the Sailor 4300 Shipping Box



Figure 31: BDU Box In the Sailor 4300 Shipping Box

