Shipping Instructions

HGST Active Archive System SA-7000

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Revision 1.1

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1 For More Information

Topics:

- Points of Contact
- References

This chapter provides points of contact for the Active Archive System.

1.1 Points of Contact

For further assistance with the Active Archive System, contact Elastic Storage Platforms support. Please be prepared to provide the following information: serial number (S/N), product name, model number, and a brief description of the issue.

Telephone:

Region	Telephone Numbers	Support Hours and Additional Information
United States/International	1-408-717-7766	24 hours a day, 7 days a week
North America	1-844-717-7766	24 hours a day, 7 days a week Toll-free

Email:
support@hgst.com

Website:
www.hgst.com/support

1.2 References

- *Site Survey*
- *Site Requirements Document*
- *Installation Guide*

2 Hardware Requirements

Topics:

- Physical Dimensions

The following chapter provides the hardware requirements for the Active Archive System.

2.1 Physical Dimensions

The following section provides a description of the physical dimensions.

2.1.1 Packed System Dimensions

The following table displays the dimensions of the packaged Active Archive System:

Package	Dimensions (height x width x depth)
Packed Active Archive System	89.5 inches x 36 inches x 45 inches 2,273.3 millimeters x 914.4 millimeters x 1,143 millimeters
Pallet	6.5 inches x 40.25 inches x 54 inches 165.1 millimeters x 1,022.35 millimeters x 1,371.6 millimeters

Table 1: Packaged Active Archive System Dimensions

Note: The route to the data center or computer room location should have a clearance of 96 inches (2,438.4 millimeters) high and 45 inches (1,143 millimeters) wide to allow for maneuverability.

2.1.2 Packed System Weight

The following table displays the weight of the packaged Active Archive System:

Hardware	Dimensions (Width x Height x Depth)
Active Archive System	2,431 lbs. 1102 kg.

Table 2: Packaged Active Archive System Weight

Note: Ensure that the data center or computer room route and location have a floor rated at approximately 3,000 lbs to allow for adequate support.

3 Site Preparation Specifications

Topics:

The following chapter provides the preparation specifications for the Active Archive System.

3.1 Dock Delivery

During a dock delivery, if the facility does not have a dock, they are required to schedule a delivery truck that contains a lift gate rated for approximately 3,000 lbs.

3.2 Clearance

It is very important that the doorways, hallways, and elevators clearance allow for enough room to deliver the system. The route to the data center or computer room location should have a clearance of 96 inches (2,438.4 millimeters) high and 45 inches (1,143 millimeters) wide to allow for maneuverability.

3.3 Flooring

It is very important that the flooring en route to and in the computer room or data center are rated to support the weight of the system. Ensure that the data center or computer room route and location have a floor rated at approximately 3,000 lbs to allow for adequate support.

If there are ramps, it is important that they are also rated at approximately 3,000 lbs.

During delivery, it is very important that Masonite or a like material is utilized to cover the floor. This is to reduce the probability of tipping the rack if the pallet jack gets caught in a crack in the tile. It also provides protection for the floors while the system is being transported on the pallet jack.

The following table displays the floor weight support requirements for Active Archive System:

Model	Floor Reinforcement Area
SA-7000	82.52 inches x 23.62 inches x 40.35 inches 2,041 millimeters x 600 millimeters x 1,025 millimeters

Table 3: Floor Weight Support Requirements

4 Inspecting the Active Archive System

Topics:

- Inspecting the Active Archive System after Transit

The following chapter provides the inspection specifications for the Active Archive System.

4.1 Inspecting the Active Archive System after Transit

Note: Ensure that you inspect the hardware immediately after it has been unloaded from the truck.

To inspect the Active Archive System after transit, do the following:

1. Check the pallet for physical damage.
2. Check the cardboard coverings for physical damage.
3. Check the ShockWatch indicator for damage results.

   Note: If the indicator is red, take note in the Bill of Lading and inspect the system carefully.

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4. Check the TiltWatch indicator for damage results.

   Note: If the indicator is red, take note in the Bill of Lading and inspect the system carefully.

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5. Inspect all components and handles for damage and/or movement.

   Note:

   - Take note and report all issues and damage within the Bill of Lading.
   - Inspection by carrier must be accomplished within 15 business days of delivery.

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5 Tools and Hardware

Topics:

- Required Tools
- Pallet Hardware

The following chapter provides information on tools and hardware that will be needed for unpacking the Active Archive System.

> **Note:** The following tools are not provided by HGST. Please ensure that you have these tools before the delivery of the system.

5.1 Required Tools

The following tools will be required for removing the system from the pallet:

> **Note:** The following tools are <u>not</u> provided by HGST

- Pallet jack

> **Note:** The pallet jack should be rated to handle greater than 3,000 lbs.

- Ladder
- Cordless drill or socket wrench
- Socket adapter for drill
- One 10 millimeter socket
- One 13 millimeter socket
- One 9/16 inch socket
- Crescent wrench
- Level
- Tape measure

5.2 Pallet Hardware

HGST provides the required hardware for the removal of the Active Archive System from the pallet (for example, ramps and lag bolts required to affix the ramps onto the pallet).

> **Note:** HGST does not provide the hardware to bolt the Active Archive System to the data center floor or ceiling.

6 Unpacking the Active Archive System
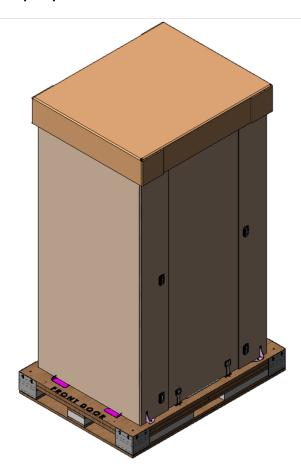
Topics:

- Unpacking the Active Archive System

The following chapter provides instruction on how to unpack the Active Archive System.

6.1 Unpacking the Active Archive System

To unpack the Active Archive System, do the following:

1. Cut the plastic bands holding the top cap to the cardboard panels.
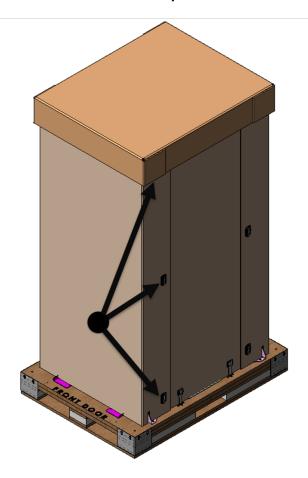2. Remove the **top cap** from the cardboard panels.

   Figure 1: Top Cap

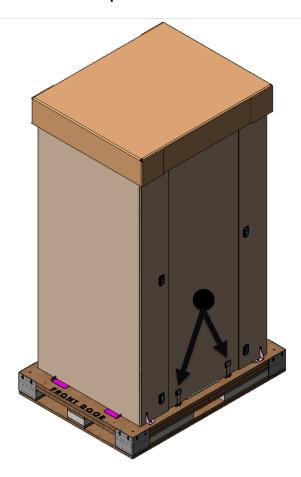3. Remove front and rear panels by unlocking **plastic clips**.

Note: The front is indicated by the **FRONT** marking on the pallet.

Figure 2: Front and Rear Plastic Clips

4. Remove side panels by unlocking **plastic clips** that are mounted to the pallet.

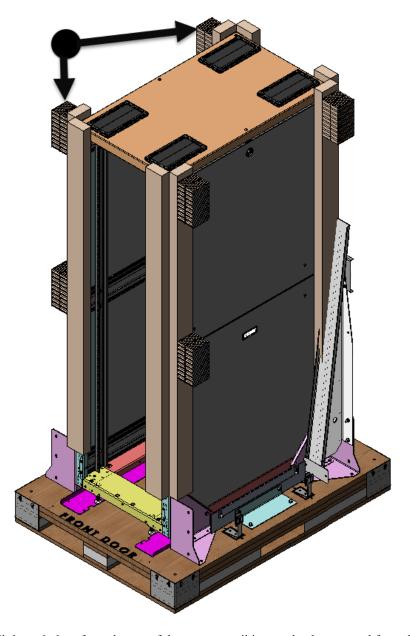**Figure 3: Pallet Plastic Clips**

Once the panels are removed, the internal packaging is exposed.

5. Remove internal **cardboard corners**.

Note: There are four cardboard corners in all.

Figure 4: Pallet Plastic Clips

6. Pull the **poly bag** from the top of the system until it completely removed from the system.

7 Removing the Active Archive System from the Pallet

Topics:

- Removing the Active Archive System from the Pallet

The following chapter provides instruction on how to remove the Active Archive System from the pallet.

Attention: For best results, follow the steps in the order they appear in this document.

7.1 Removing the Active Archive System from the Pallet

To remove the Active Archive System from the pallet, do the following:
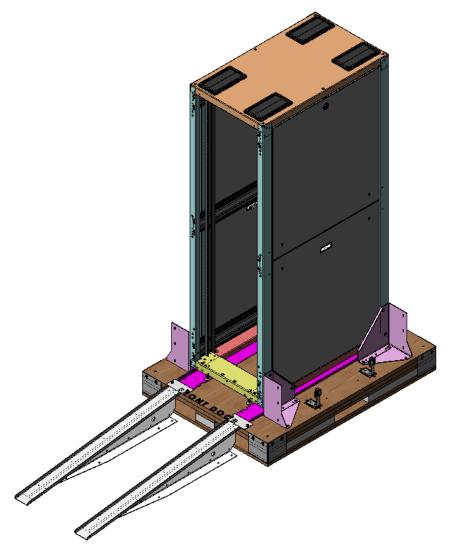
None

Table 4: Tools Required for this Task

Note:

- Ensure that the pallet is placed in a location that allows for enough space for both the unloading ramps and the system during the unloading process.

- It is recommended that you have four or more persons to assist with removing the system from the pallet.

Figure 5: Floor Anchor Brackets

1. From the side of the rack, unlock and remove the top side panels on either side of the rack.

   Note: This will ensure that you can maintain a good grip on the frame of the system.

2. At the rear of the rack, straighten the swivel casters.

Note: This is to ensure the system will not turn while being offloaded from the ramp.
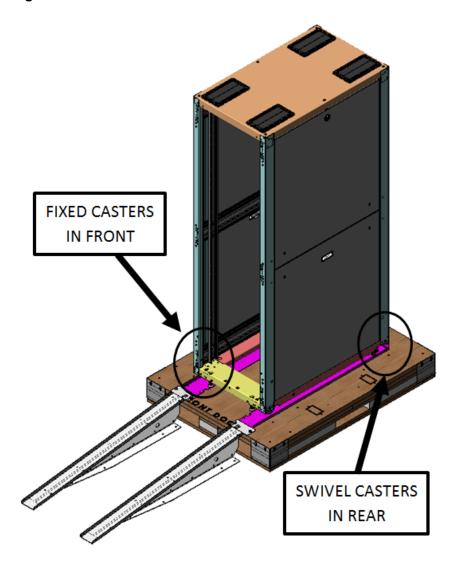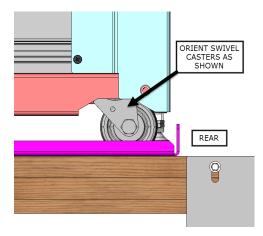
Figure 6: Swivel Casters

Figure 7: Swivel Casters Close View

3. Position one person on either side of the system.

> **Note:** The persons at the side of the rack need to grip both the **ramp mount brackets** and the rack frame before moving.

4. Position **one or more** persons at the rear of the system.
5. Position **two** persons at the front of the system.
6. Carefully line up and push the system onto the ramp.

> **Note:** At this point, the persons positioned around the system should safely and securely grasp the frame of the system.

7. Once all persons are ready, the person at the rear should push slowly and carefully on the system.
8. The persons at the bottom should brace for the weight of the system.
9. Carefully push the system down the ramp until it is clear of the ramps.

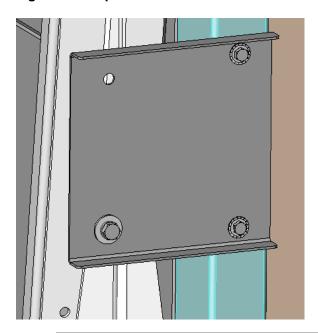# 8 Installing the Active Archive System Hardware

Topics:

- Moving the Active Archive System into Location

The following chapter provides instruction on how to install the Active Archive System hardware.

8.1 Moving the Active Archive System into Location

To move the Active Archive System into location, do the following:

1. Once the system has been remove from the pallet, identify the exact location you intend to install the system.
2. From the front of the system, firmly grip the rack frame and ramp mount brackets.

   Figure 8: Ramp Mount Bracket

   Note: It is much easier to navigate the system if you push from the front of the rack. This is due to the only casters with ability to turn being on the front of the system.

3. Carefully push the system into place.

   Note: Ensure that you take necessary precaution so as not to damage any components on the system or any existing systems within the installation space.

4. Identify that all sources needing to connect to the system are within the correct distance.

9 Inspecting the Active Archive System

Topics:

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The following chapter displays inspection recommendation of the Active Archive System will be installed.

9.1 Inspecting the Active Archive System

Do not unpack the Active Archive System until you are ready to install it. If the final installation site will not be ready for some time, keep the Active Archive System in its shipping container to prevent accidental damage.

Inspect all items for shipping damage. If anything appears to be damaged, or if you encounter problems installing your Active Archive System, refer to the Points of Contact on page 3 to contact Elastic Storage Platforms customer service.

For safety and regulatory information, see the Safety and Regulatory section.

10 Site Checklists

Topics:

- Site Inspection Checklist
- Delivery Survey

The following chapter displays the checklists for the site where the Active Archive System will be installed.

10.1 Site Inspection Checklist

The following checklist is intended to be used for inspection of the Active Archive System:

No.		Yes	No	Comment or Date
Facility				
1.	Will the rack be unpacked in a different location than it is installed in?			
2.	Is the raised floor capable of supporting up to 3,000 pounds or 1360 kilograms?			
3.	Is floor protection available for delivery?			
Server Room				
4.	Is there adequate space for maintenance needs?			
5.	Is access to the site or server room restricted?			
6.	Are there channels or cutouts for cable routing?			
7.	Are customer supplied cables available and of the proper type?			
8.	Are rack anchors and stabilizers located in the space in which the system will be installed?			
Power and Lighting				
9.	Are lighting levels adequate for maintenance?			
10.	Are A/C outlets available for servicing needs? (for example, vacuuming)?			
11.	Does the input voltage correspond to equipment specifications?			

No.		Yes	No	Comment or Date
12.	Does the input frequency correspond to equipment specifications?			
13.	Is power conditioning equipment installed?			
14.	Is there a dedicated branch circuit for equipment?			
15.	Are the input circuit breakers adequate for equipment loads?			
Safety				
16.	Is there an emergency power shut-off switch?			
17.	Is a fire protection system installed in the server room?			
18.	Is antistatic flooring installed?			
19.	Do any equipment servicing hazards exist (loose ground wires, poor lighting, or others)?			
Cooling				
20.	Can cooling be maintained?			
21.	Can temperature changes be maintained according to equipment specifications?			
22.	Can humidity levels be maintained?			
23.	Are air conditioning filters installed and clean?			

Table 5: Inspection Checklist

10.2 Delivery Survey

Special instructions or recommendations should be documented. The following list gives examples of special instructions or issues:

- Packaging restrictions at the facility (for example, size and weight limitations)
- Special delivery procedures
- Special equipment required for installation (for example, tracking or hoists)
- What time the facility is available for installation (after the equipment is unloaded)
- Special security requirements applicable to the facility

Note:

- To better define answers, please circle options where available.

- HGST does not advocate tipping configured racks to navigate height restricted doorways.

Preparation for Delivery		
1.	What are the hours the facility is open for deliveries?	a.m. or p.m.?
2.	Can delivery be done during the day during normal business hours?	Yes or No
3.	Are appointments required?	Yes or No
4.	Are there any security or building access requirements?	Yes or No
5.	On what floor in building will the equipment be installed? This information should take height and width clearances of various obstacle along the route into consideration	
6.	If equipment is not going on the first floor, is there an elevator? **Note:** For elevator specifics, please see the Elevator section below.	Yes or No
7.	Is the path from the loading dock to the computer room or server room robust enough to support the weight of the configured system?	Yes or No
Dock Delivery		
8.	Is the dock large enough for a semitrailer?	Yes or No
9.	What is the location of the dock?	
10.	What is the street name if different than company address?	
Street Delivery		
11.	What is the location of the access door?	North, south, east, or west
12.	What is the street name, if different than company address? (cross street)	
13.	What is the height of access door?	feet or meters
14.	What is the width of access door?	feet or meters
15.	Are there any required special permits? Please list the type and agency obtained from.	Yes or No

Elevator		
16.	What is the capacity of the elevator?	pounds or kilograms
17.	What is the depth of the elevator?	feet or meters
18.	What is the height of the elevator?	feet or meters
19.	What is the width of the elevator?	feet or meters
Stairs		
20.	How many flights of stairs are there?	
21.	What is the width of the stairwells?	feet or meters
Installation Space		
22.	Is there a delivery/unpacking/staging area?	Yes or No
23.	Is there a raised floor or are there any thresholds of concern?	Yes or No
24.	If there is a raised floor, how deep is it?	feet or meters
25.	What sort of equipment maneuvering is required to gain access?	
26.	Are there special equipment needs required to place the equipment in the computer room? (for example, steel plates or floor covers)	Yes or No Specify special needs, if any:

Table 6: Delivery Checklist

Notes:

Table 7: Additional Notes