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LIFTEM[®] PACKING INSTRUCTIONS

The following procedure is a guide to prepare LIFTEM[®] for shipping via common carrier.

PACKING MATERIALS:

Ref.	Name	Qty	Description
A.	Pallet Base	1 ea.	Pallet includes two wood wheel blocks and corrugated box, pre-attached.
B.	Hold Down Bridge	1 ea.	Wooden bridge that securely fastens down the base to the pallet.
C.	Corrugated Box (Small)	1 ea.	30" x 10" x 10" box for shipping Lift Actuator, Battery and Handle Bar assembly
D.	Leg Bolts	12 ea.	1/4" x 3"
E.	Box Sleeve	1 ea.	Open ended Corrugated Box used to slip over the Lift and form the walls of the shipping crate.
F.	Box Bottom & Top (Trays)	2 ea.	Bottom and Top of crate.
G.	Misc. Wrapping Material	- - -	Soft padding material placed inside boxes and crate for impact absorption. Tie down Poly Strips to secure Mast, Boom and Lifting Bar.

Instructions Begin on the Next Page →

Step 1: DISSASSEMBLE THE LIFT

01. Center the Mast. Retract and Close Legs
02. Remove Sling and/or any peripherals/accessories that may be present on the Lift
03. Remove Lifting Bar
04. Unscrew retaining bolt where Mast and Boom Connect
05. Unscrew retaining bolt where Boom and Lift Actuator Connect
06. Remove Boom
07. Unscrew retaining bolt where Lift Actuator and Mast Connect
08. Remove Lift Actuator
09. Unscrew Mast Retaining Bolts
10. Lift Mast out of Base
11. Reattach Bolts to Mast Retainer
12. Remove Handle Bar from Mast

Step 2: PACKAGING LIFTEM

01. Cover opening where Mast enters Base. Wrap Base in protective material [G], and place aside.
02. Wrap Mast and Boom in protective material [G], and place aside.
03. Wrap Lift Actuator and Handle Bar in protective material [G], and place in corresponding box [C].
04. Wrap Lifting Bar in protective material [G], and place aside.

Step 3: ASSEMBLING THE TRANSPORTER

01. Place Lift Base on Pallet [A]. Lock rear wheels when in place against wooden block
02. Secure Base with front wooden wheel block and bolts [D]
03. Place Hold Down Bridge [B] across base (where leg diameter changes) and attach to Pallet with bolts [D]
04. Looking at the pallet from the Base end towards the front casters, place the wrapped Mast the LEFT length of the Pallet Base [A], with Cheek Plates (blue end) at LIFTEM® front casters , INSIDE Bridge Hold Down [B] and Tie in three (3) places- at Bridge Hold Down and LIFTEM® Base and leg cutouts.
05. Looking at the pallet from the Base end towards the front casters, place the wrapped Boom the RIGHT length of the Pallet Base [A], with the 600 lb. lift point end at LIFTEM® front casters , INSIDE Bridge Hold Down [B] and Tie in three (3) places- at Bridge Hold Down and LIFTEM® Base and leg cutouts.
06. Place Lifting Bar between Base and Hold Down Bridge [B] and secure Mast on one side and Boom on the other side with poly string
07. Place Small Box [C] with Lift Actuator, Battery and Handle Bar assembly between lift legs, below Hold Down Bridge [B]
08. Slide Box Sleeve [E] down, outside the wood pieces then place the Corrugated Box Lid [F] on top
09. Strap it all together and place new label over old one.