

# Receiving and Unpacking

## Gutor Modular

### User Guide

08/2022 Version 2



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# Safety Information

Read these instructions carefully and look at the equipment to become familiar with it before trying to install, operate, service or maintain it. The following safety messages may appear throughout this manual or on the equipment to warn of potential hazards or to call attention to information that clarifies or simplifies a procedure.

**IMPORTANT:** Save the safety information for future reference.



The addition of this symbol to a “Danger” or “Warning” safety message indicates that an electrical hazard exists which will result in personal injury if the instructions are not followed.



This is the safety alert symbol. It is used to alert you to potential personal injury hazards. Obey all safety messages with this symbol to avoid possible injury or death.

<b>⚠ DANGER</b>
DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury.
<b>Failure to follow these instructions will result in death or serious injury.</b>

<b>⚠ WARNING</b>
WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.
<b>Failure to follow these instructions can result in death, serious injury, or equipment damage.</b>

<b>⚠ CAUTION</b>
CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.
<b>Failure to follow these instructions can result in injury or equipment damage.</b>

<b>NOTICE</b>
NOTICE is used to address practices not related to physical injury.
<b>Failure to follow these instructions can result in equipment damage.</b>

## Please Note

Electrical equipment should only be installed, operated, serviced, and maintained by qualified personnel. No responsibility is assumed by Schneider Electric for any consequences arising out of the use of this material.

A qualified person is one who has skills and knowledge related to the construction, installation, and operation of electrical equipment and has received safety training to recognize and avoid the hazards involved.

# Inspection of the Crate at Delivery

Compare the components of the shipment with the delivery note. Report any missing items to the shipping agency and to Gutor Service Center immediately.

Always check that the crates are transported correctly according to the markings on the crates. It is important to examine the crates, boxes, cases, pallets and other packages for any transportation damage before, during and after unloading.

## DANGER

### HAZARD OF ELECTRIC SHOCK, EXPLOSION, OR ARC FLASH

Never attempt to install a damaged system.

**Failure to follow these instructions will result in death or serious injury.**

If any damage is found, immediately document the extent of the damage, contact Gutor Service Center and file a damage claim to the shipping agency **within 24 hours**. Always record all findings, especially if:

- Severe damage to the crate is discovered. The crate and equipment must be left untouched until the shipper and insurance company can inspect it.
- The crate, boxes, cases or other packing are found very wet or dirty. Always keep the crate, boxes, cases and any packing for inspection together with its content.
- Any hidden damage that could only be noticed after unpacking needs to be recorded and photographed in detail. Submit a report of the findings and evidence within 7 days of discovery, or within 3 days of discovery in case of sea freight

# Packing Process Information

## ⚠ CAUTION

### HAZARDOUS CHEMICALS

Some packaging options use volatile corrosion inhibitor (VCI). When in contact with VCI:

- Make sure the area is well ventilated.
- Always use protective gloves when handling VCI materials.
- Do not eat, drink or smoke nearby.
- Always wash your hands and exposed skin after handling VCI materials.

**Failure to follow these instructions can result in injury or equipment damage.**

## NOTICE

### LOSS OF PACKAGE PROTECTION

To ensure that the packing material protects the system:

- Open the protective packing just before installation.
- If opened for inspection, re-seal the packing material quickly and to the initial condition.
- Make sure the packing material does not get any scratches or cuts.

**Failure to follow these instructions can result in equipment damage.**

The inner and outer packing options depends on customer requests, country of origin and type of freight (land, sea, air).

Inner packing options:

- Plastic wrap
- VCI plastic cover
- Vacuum sealed aluminium foil

**NOTE:** There are multiple variations of the inner packing options. There can be different types on extra protections like foam, rubber pads, paper, additional layers or combinations of options.

Outer packing options:

- Solid wood frame
- Plywood crate
- Solid wood crate

## Symbols for Markings on the Crate






### ⚠ WARNING

#### HEAVY OBJECT

When transporting the crate always pay attention to the placement of the center of gravity markings.

**Failure to follow these instructions can result in death, serious injury, or equipment damage.**

The transportation crate is marked with the following standardized symbols to indicate how to handle, store and transport the transportation crate. For more information about how to transport the crate see the chapter *Transport the Crate Before Unpacking*, page 11.

Symbol	Description
	<b>This side up:</b> The crate must be stored, moved and transported so that the arrows are always pointing up.
	<b>Fragile. Handle with care:</b> The crate contains fragile goods. Handle the crate with care to not damage the goods.
	<b>Center of gravity:</b> Indicates the center of gravity of the crate. Always be aware of the center of gravity when lifting and moving the crate.
	<b>Keep away from rain:</b> Do not expose the crate to rain or wet conditions.
	<b>Do not stack:</b> It is not allowed to place anything on top of the crate or frame.



# Storage

## **⚠️⚠️ DANGER**

### **HAZARD OF ELECTRIC SHOCK, EXPLOSION, OR ARC FLASH**

Always repack cabinets and modules to their original delivered packing condition. Moisture inside cabinets or modules can create hazardous short circuits.

**Failure to follow these instructions will result in death or serious injury.**

## **NOTICE**

### **DAMAGED BATTERIES**

Never store batteries more than 6 months. If the batteries are de-energized for a long period of time, the batteries must be charged for 24 hours at least once every month.

**Failure to follow these instructions can result in equipment damage.**

If the system, modules or batteries needs to be stored a short time after delivery but before installation, the system should be stored in the transportation crate with the sealed inner packing intact.

If the system, modules or batteries needs to be stored for a longer period of time please refer to the information in the sections:

- Storage of the Batteries, page 9
- Storage of the Modules, page 9
- Storage of the System, page 10

## Recommended Storage Environments

- Storage temperature:
  - Battery: See recommendations from the original equipment manufacturer (OEM).
  - System and modules : -10 °C to +55 °C (+14 °F to +131 °F)<sup>1</sup>
- Relative humidity: 0–95% Non-condensing

## Storage of the Batteries

Batteries have different storage requirements than systems and depends on, for example, type, charge and manufacturer. If the batteries have to be stored after delivery but before installation the requirements of the original equipment manufacturer (OEM) have to be followed.

## Storage of the Modules

Store the modules in the packing as delivered in the recommended storage temperature. The modules can be stored up to 24 months before system start up.

Check the module packing for damage during storage and handling.

1. For aluminum foil vacuum sealed packing with indicator instruments the storage temperature is +5 °C to +60 °C (+41 °F to +140 °F).

## Storage of the System

The sealed inner packing protects the system against corrosion by slowing down the corrosive process. Desiccant bags are placed inside the cabinet to absorb humidity inside.

**IMPORTANT:** Only with vacuum sealed aluminium foil or VCI can the system be stored for any extended time after delivery.

To make sure that the protection lasts during storage it is important to:

- Install and put the system into operation within 24 months after the packing date. If the system is not installed after 24 months please contact [Gutor Service Center](#) directly.
- That the crate is stored in the recommended environment.
- Examine the crate after every transportation, movement or lifting operation.
- If the crate is damage, the crate needs to be open to make sure that the sealed inner packaging is not damaged.
- If the sealed inner packing has been damaged, for example if the aluminium foil has a scratch or a hole, the system is no longer protected against corrosion. Please contact [Gutor Service Center](#) directly.

The system is not protected from corrosion if:

- The original packing is manipulated, removed or changed.
- The sealed inner packing has been opened.
- The crate or packing have not been treated correctly during transportation or storage.

# Unpacking

## ⚠ WARNING

### SHORT CIRCUIT

Never install a system with moisture inside the cabinet, it can create hazardous short circuits. To protect the system from moisture:

- Only unpack the system just before installation.
- Always unpack the system in a clean and dry environment.

**Failure to follow these instructions can result in death, serious injury, or equipment damage.**

Unpack the system in a clean and dry (humidity < 60%) storage area.

If the system is not completely dry, for example if there is any moisture or condensed water, let the system stand with the cabinet doors open in a dry and warm area for at least 24 h.

## Transport the Crate Before Unpacking

## ⚠ WARNING

### HEAVY OBJECT

When transporting the crate always pay attention to the placement of the center of gravity markings.

**Failure to follow these instructions can result in death, serious injury, or equipment damage.**

**NOTE:** The gross weight of the crate is printed on the crate.

When transporting the crate make sure to check:

- That the transport equipment can carry the weight and size of the crate in a safe way.
- Observe the position of the center of gravity on the crate, make sure it is correctly placed.
- Make sure that the crate is positioned correctly on the forks.
- Make sure that the floor can support the weight of the system during transport.

Before unpacking remove the delivery note that is attached in an envelope on the side of the crate. Keep the delivery note to check that the description and quantity of all the items of the packing list is correct. If any discrepancies are found this must be reported to Gutor Service Center as soon as possible.

## Unpack the System from the Crate/Frame

### ⚠ CAUTION

#### RISK OF CRUSHING AND SHARP EDGES

Always use protective gloves when unpacking the system.

**Failure to follow these instructions can result in injury or equipment damage.**

Use the right tool depending on the construction of the crate/frame:

- For screws use a screwdriver.
- For metal clamps use a flat screwdriver.

**NOTE:** For solid crates it is not necessary to remove the skids.

1. Remove the top with the correct tool.
2. Remove the side walls with the correct tool one after another until all side walls are removed.

Now the system is on the pallet with the inner packing protection.

**NOTE:** Always dispose of any waste in accordance with local regulations and rules.

## Unpack the System

### NOTICE

#### PARTS DELIVERED IN SEPARATE PACKAGES

Be careful when unpacking the system that none of the packages or bags with parts for installation are thrown away.

When any crate or frame have been removed continue to unpack the system by:

1. If applicable, remove the vacuum sealed aluminium foil or VCI plastic.
2. If applicable, remove any protective plastic, paper, felt and/or foam.
3. If applicable, remove any desiccant bags.
4. If applicable, remove any VCI-foam strips placed inside the system.
5. The system is delivered on a customized pallet.
6. Loose parts are delivered under the rain roof on top of the system and/or inside the cabinet.
7. The modules and any batteries will be delivered in a separate crate/pallet (typically either EUR-pallet or EUR-6-pallet).
8. Examine the inside of the system for any transportation damage. If any damage is found, immediately contact both the shipping agency and Gutor Service Center.
9. The system is now ready to be moved to the installation site. For more information see the *Installation Manual*.

**NOTE:** Always dispose of any waste in accordance with local regulations and rules.



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