**SHIPPING 824 & SYS-XX**

**1.0 APPLICABILITY**

This instruction applies to the 824 and SYS-XX products and provides the instruction for preparing the products for shipping.

**2.0 RESPONSIBILITY & AUTHORITY**

Order fulfillment or individual assigned to prepare the product for shipping has the responsibility to follow this instruction.

**3.0 ENABLE OPTIONS**

1. Open 824 Final Checklist. Enter mic type, mic S/N, Customer name and Order #. Check Program Options and initial Materials Control. Check Options needed.
2. Attach CBL006 and power cable to 824 and turn unit on.
3. Open 824 SLM\_UPGD program.
4. Select 824
5. Enter serial number and double click on SN. Program will ask if overriding previous data? Select OK.
6. Enter the order number in Service # window.
7. Check program options box and C: drive
8. Select Options button and check options needed and select OK.
9. Select Make disk and then close UPDG program.
10. Open 824 Options 824\_Util
11. Make sure 824 is connected and turned on. Select COM 1 and 9600 and select OK.
12. Select Browse and find file of 824 serial number.
13. Uncheck Apply Firmware, check Apply Options, and select Start.

**3.1 VERIFY OPTIONS**

Verify the appropriate options are enabled on unit. Press Tools key, press center check key, press right arrow key twice. If proper options are marked, press View key and the center check key and turn the unit off.

If proper options were not installed, repeat process.

**3.2 CALIBRATING PRE-POLARIZED MICROPHONES**

1. Turn 824 on and press center check key.
2. Arrow down (1) to Settings and press check key.
3. Arrow down (1) to SLM and press check key.
4. Arrow down (3) to Transducer and press check key.
5. Arrow down (1) to Elctret and press check key.
6. Press Tools key and arrow down (3) to Memory and press check key twice.
7. Arrow down (3) to Create EEprom backup and press check key. Unit will give message Creating EEprom backup.
8. Turn unit off when finished.

**3.3 SYS-XX**

If 824 is shipping as a SYS-XX, the data from the accompanying microphone(s) needs to be burned onto an Audit CD.

1. Open Mic program
2. Open folder icon
3. Scroll and select microphone
4. Scroll and select microphone serial number. If more than one, select data with the latest date.
5. Open Sweep results folder
6. Audit requires values? Select Actuator
7. Wrote mic frequency. Select Ok and close Mic program
8. Open shortcut to mic icon. File with mic data should be at the top. Drag this file into:
	1. R:drive
	2. Provo
	3. Logistics
	4. Mic data
9. Open Ashampoo
	1. Select Burn files & folders
	2. Update existing CD
	3. Insert CD and select next
	4. Open computer
10. R:drive
11. Provo
12. Logistics
13. Mic data. File with mic data should be at the top. Drag this file into Ashampoo
14. Select Write CD. Program will begin burning data onto the CD.
15. Data recorded successful. Select OK and Exit program.
16. Open computer, DVD RW drive D: and verify data is actually on the CD.

**4.0 UPDATE DATABASE**

Enter Order information and enabled options information into Larson-Davis database.

**5.0 REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 1753 | A | 10/4/17 | AW | Release new work instructions. |
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