



# Microscope Shipping Instructions

If your ACCU-SCOPE<sup>®</sup> microscope needs to be returned to ACCU-SCOPE or your distributor for repairs, please observe the following instructions:

- All microscopes should be covered with a plastic bag prior to repackaging.
- Repackage the microscope in the original Styrofoam shipping carton. If the Styrofoam carton is no longer available, place inside a crush resistant sturdy shipping carton with the instrument completely wrapped in bubble wrap and fill all remaining spaces with Styrofoam chips or additional bubble wrap. DO NOT use newspaper or tissue paper.
- **On our *Return Merchandise Authorization Form (RMA Form)* , give a brief description of the problem and the name of a person to contact if necessary. Please be sure all information is legible, including the name, address, telephone number, contact person, and description of problem.**
- The microscope or component should be sent post prepaid and insured. We recommend shipping by UPS, FEDEX, DHL or other commercial carriers. We ***do not*** recommend the U.S. Postal Service.

**NEVER ship the microscope on its side. ALWAYS ship the microscope in an upright position.**

## **INSTRUCTIONS FOR COMPOUND MICROSCOPES**

- Remove all of the objectives from the nosepiece. Objectives should be returned only if they are part of the problem.
- The microscope head should be returned only if it is part of the problem (i.e., if you are having trouble with the illumination, the microscope head does not need to be returned).
- If the original Styrofoam carton is not available, remove the head from the stand and individually wrap in bubble wrap.
- Follow ALL instructions on top of page.

## **INSTRUCTIONS FOR STEREO MICROSCOPES**

- Remove microscope head from yoke or stand.
- Remove eyepieces and replace with eyepiece caps if available. If eye caps are not available, make sure eyepieces are secured in microscope head via bubble wrap.
- The stereo head should be returned only if it is part of the problem (i.e., if you are having trouble with the illumination, the stereo head does not need to be returned).
- Follow ALL instructions on top of page.

## **INSTRUCTIONS FOR INVERTED MICROSCOPES**

PLEASE CALL FOR INSTRUCTIONS  
631-864-1000