

# Quick Start Guide

## Overview

This document describes how to unpack and install a NEO 8000e enterprise library from Overland Storage.

**WARNING:** To reduce the risk of electric shock or damage to equipment, always remove any power cords while working with the unit.

**AVERTISSEMENT:** pour réduire le risque de choc électrique ou endommagement de l'équipement, retirez toujours les cordons électriques en travaillant avec l'appareil.

**CAUTION:** While working with the unit, observe standard Electrostatic Discharge (ESD) precautions to prevent damage to micro-circuitry or static-sensitive devices.

## Register First

Before starting, it is **essential** that you activate your Overland warranty. Technical and warranty support are **not available** until this is done:

1. Go to the **Overland Storage** web site (<http://www.overlandstorage.com/>).
2. Click the **Service & Support** tab.
3. Select **My Products > Register New Product**.
4. At the **Site Login**, enter your **e-mail address** and **password** (Figure 1).

*NOTE: If you are not yet a member, click "New member?" and follow the instructions given. It's free and easy!*

**Figure 1. Support Site Login**

5. Fill in the information and click **Submit**.

**IMPORTANT:** Within three business days, you will receive an e-mail from Overland with your warranty certificate. Follow the instructions included to complete the process.

## Unpack the Library

**WARNING:** Exercise care when unpacking and moving the NEO 8000e Library. Due to its size and weight, it is recommended that at least two people be involved with the unpacking process.

**AVERTISSEMENT:** soyez prudent lors du déballage et du déménagement de la bibliothèque NEO 8000e. En raison de sa taille et son poids, il est recommandé qu'au moins deux personnes aident au déballage.

**CAUTION:** Read and become familiar with this entire document before starting this unpacking procedure. Steps performed out of sequence may cause damage to the library which voids existing warranties.

*NOTE: Retain all packaging materials in a protected place in case the library needs to be shipped to a different location.*

These tools are required to unpack and install the library:

- 9/16" wrench
- 10" adjustable wrench
- Box knife
- #2 Phillips stubby or offset screwdriver
- #2 Phillips screwdriver
- Level, at least 10 inches long (25cm)

## Remove the Outer Carton

1. Position the **shipping container** on a level surface with adequate clearance to work around it (Figure 2 on page 2).

*NOTE: The container pallet and box is labeled "RAMP SIDE" on the removal side.*

- Allow at least 10 ft. (3.0m) of clearance on the removal side of the container.
- Allow about 3 ft. (1.0m) of clearance around the other three sides.
- Allow at least 8 ft. (2.5m) of vertical clearance.



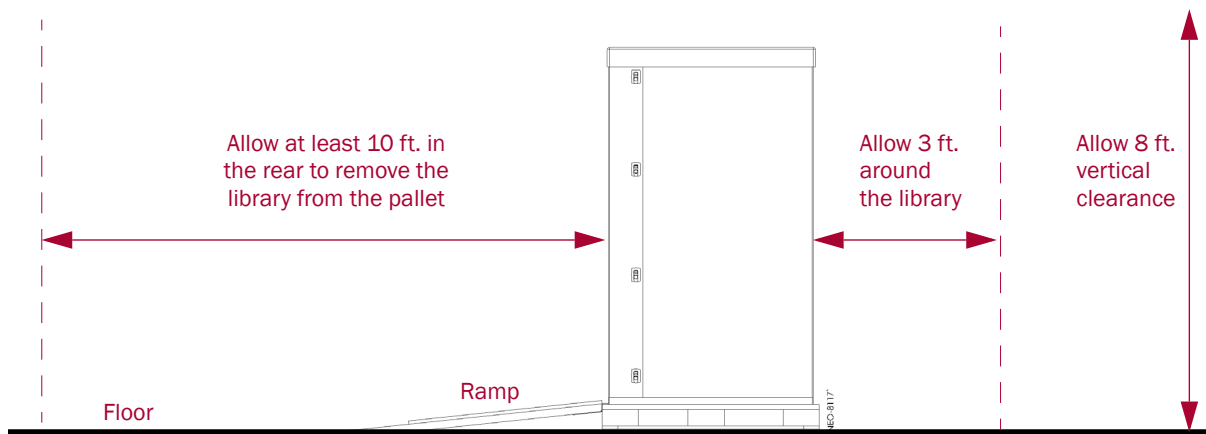


Figure 2. Unpacking Space Requirements

2. Remove the **outside** packaging (Figure 3).
  - a. Cut the **shipping straps** and remove.
  - b. Remove the **edge boards** from the top of the box.
  - c. Remove the **corner boards** from the sides of the box.
  - d. Remove the **top cap**.
  - e. Release and remove all of the **plastic retainers** (on opposite corners).
  - f. Remove the two (2) large pieces of **cardboard** surrounding the library.

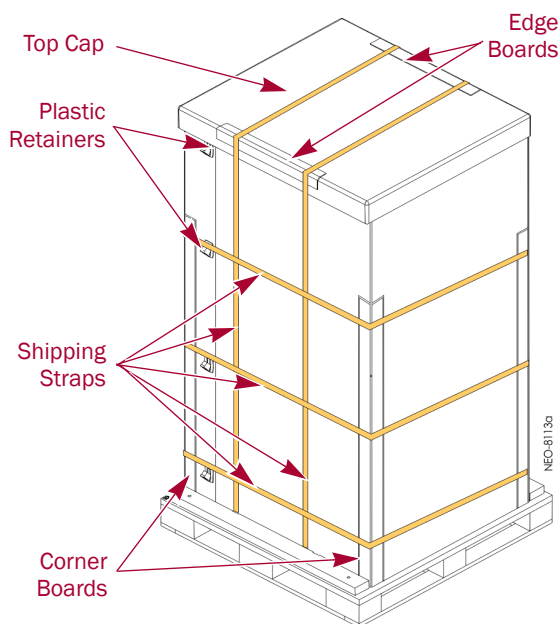


Figure 3. Library Packaging Components (Rear View)

3. Remove the **inner** packaging (Figure 4).
  - a. Holding the RAMP and DOOR boxes, remove the two (2) **Top Spacers**.
  - b. Remove the **RAMP and DOOR boxes** and set them aside.
  - c. Remove the **plastic bag** that covers the library.

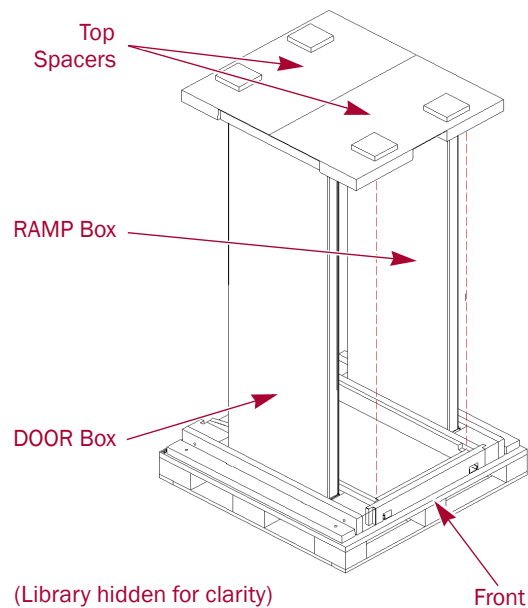


Figure 4. Ramp and Door Box Locations

## Detach the Pallet

Once the cardboard pieces are removed, you can remove the hardware that secures the library to the pallet.

1. Remove the **ramps** from the RAMP box and lay them down, placing the brackets into the corresponding slots on the rear of the pallet (Figure 5).

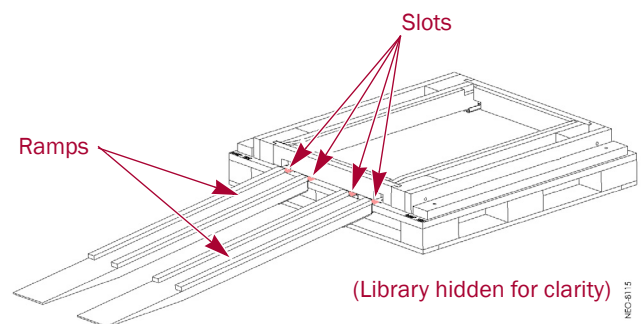


Figure 5. Placing the Ramps in Position

2. Remove the **rear hardware** holding the library on the pallet:

a. To access the hold-down bolts and leveling legs, remove the **rear crosspiece** (Figure 6).

Use a #2 Phillips screw driver to remove the crosspiece screws. Then, lift and slide to remove.

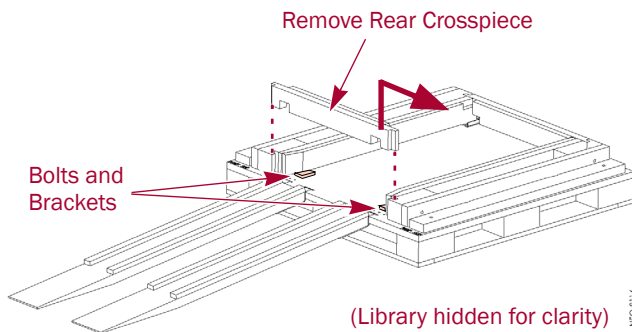


Figure 6. Removing the Rear Crosspiece

b. Using the 9/16" wrench, remove the two **bolts and hold-down brackets**.

c. Use a 10" adjustable wrench to raise the two **leveling legs** at least to the wheel tops (Figure 7).

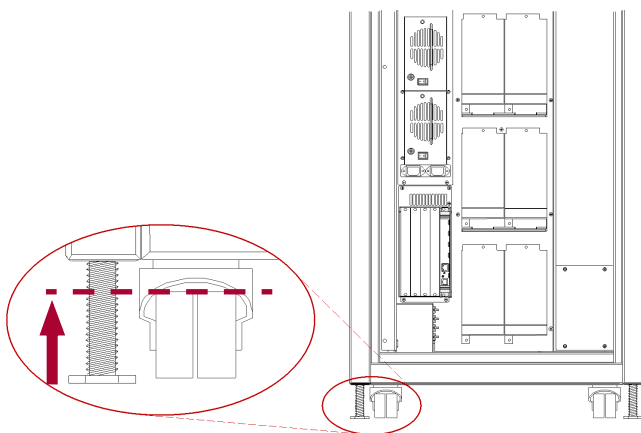


Figure 7. Raising the NEO 8000 Leveling Legs

3. Remove the **front hardware** holding the library on the pallet:

a. Using a #2 Phillips screw driver, remove the crosspiece **screws**.

b. Lifting one end of the crosspiece at a time, use the 9/16" wrench to remove the **bolts and hold-down brackets** securing the library to the pallet.

c. Using care not to allow the library to come off the pallet, move the library back just far enough to lift the **front crosspiece** out.

d. Use the 10" adjustable wrench to loosen and raise the two **leveling legs** at least to the wheel tops (Figure 7).

4. Verify that all four leveling legs can clear the floor at the bottom of the ramp and that the library is only **supported by the four caster wheels**.

**WARNING:** Most of the weight of a library is located in the rear. If the leveling legs are not raised high enough, they can catch at the bottom of the ramps, tipping over the library.

**AVERTISSEMENT:** la plupart des poids d'une bibliothèque est située à l'arrière. Si les pieds de nivellement ne sont pas élevés assez haut, ils peuvent prendre au bas de la rampe et faire basculer la bibliothèque.

5. Using two people, carefully **move the library** down the ramps and onto the floor.

**CAUTION:** To prevent damage, do not pull on the media drawer handles at any time while moving the library.

## Attach the Front Doors

Before moving the library to its final operating position, attach the doors.

**CAUTION:** The holes used to attach the NEO 8000e front doors are self-tapping. Care must be exercised during the attachment of the front library doors. If the screws are overtightened, the hole may strip. Hand tighten only.

*NOTE: The square, straight end of the door is the top and the curved end is the bottom.*

1. Remove the **two doors** from the DOOR shipping box and extract them from their plastic shipping bags.
2. Using the supplied Phillips screws, attach the **left door hinges** to the frame (Figure 8).
3. Repeat **Step 2** for the **right door**.

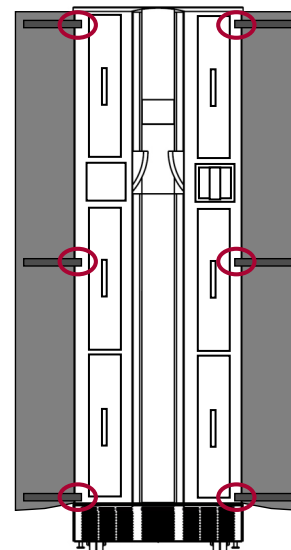


Figure 8. Attaching the Door Hinges

## Attach the Optional Rear Door

If the optional rear door was purchased with the library, follow the instructions that came with the door to install it at this time.

## Position and Level the Library

Move the library into its final position and level it:

**CAUTION:** To prevent damage, do not pull on the media drawer handles at any time while moving the library.

1. **Position** the library at its operating location.
2. Run down **all four leveling legs** by hand until they contact the floor.
3. Using the 10" adjustable wrench, turn each **leveling leg**, one after the other in equal increments, until you have turned them at least one full turn.

*NOTE: Be sure the library has been raised high enough so none of the casters touch the floor.*

4. Place the level, front to rear, on the **top side edge** of the library (Figure 9).
5. Note the position of the bubble. **Raise** both of the front legs or both of the rear legs the **same amount** to achieve a level front-to-rear reading.
6. Place the level across the **top front edge** of the library.
7. Note the position of the bubble. **Raise** both of the left feet or both of the right feet the **same amount** to achieve a level side-to-side reading.
8. **Recheck** the level from front-to-rear and from side-to-side. Adjust as needed until the library is level.

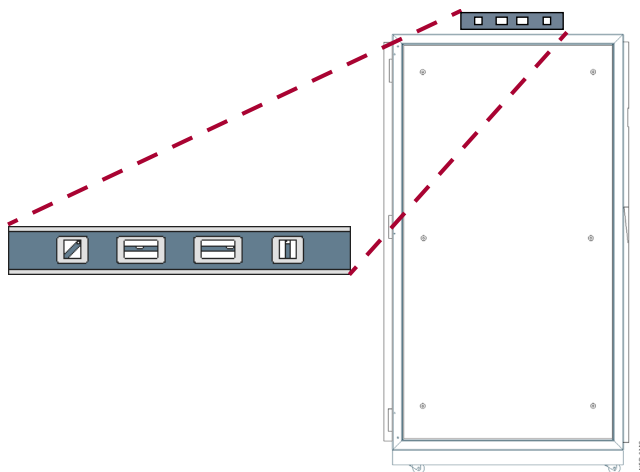


Figure 9. Positioning the Level

## Remove the Drawer Brackets

Once the library is in position, use a #2 Phillips stubby or offset screwdriver to remove the **six** drawer shipping brackets located inside the doors (Figure 10) on the side trim pieces. Replace the screws back into the trim pieces and retain the brackets with the shipping carton.

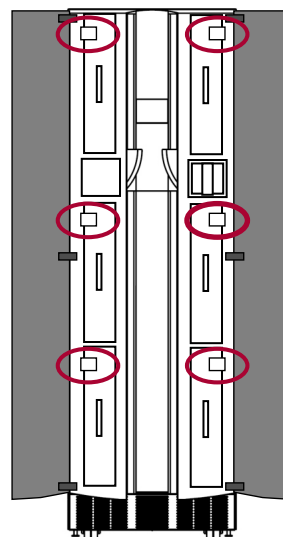


Figure 10. Removing the Drawer Shipping Brackets

## Additional Information

Your library is now ready to install and connect the tape drive assemblies (ordered separately), connect any network management cables, and power it on.

Follow the instructions that come with the tape drive assemblies to install them. Additional information and documentation for the NEO 8000e is available online.

### User Guide

For detailed information on configuration and setup of your library, including expansion and partitioning, refer to the *NEO 8000e User Guide*. It is **available online** at:

<http://docs.overlandstorage.com/neo>

### Warranty and Technical Support

For warranty and technical support information, see our [Contact Us](#) web page:

<http://www.overlandstorage.com/company/contact-us/index.aspx>

For information on contacting Overland Technical Support, see our [Contact Support](#) page:

<http://docs.overlandstorage.com/support>

To search for more service information, visit our [Expert Knowledge Base System](#):

<http://support.overlandstorage.com/kb>

If you want to be notified whenever a change is made, click **Watch Category** in the Tools box on the upper right on the Knowledge Base sub-category pages.



<http://support.overlandstorage.com>

You can get additional technical support on the Internet at the [Overland Storage Support web page](#), or by contacting Overland Storage using the information found on the [Contact Us](#) page on our web site.