

## Moving and Repacking the Printer

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For safety information, go to [Reference/Troubleshooting/User Safety](#) on the *User Documentation CD-ROM*.

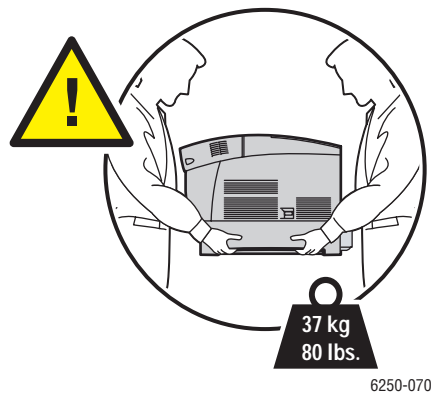
Follow these guidelines to move the printer within the office or to prepare the printer for shipment.

### Precautions for Moving the Printer

#### Warning

Follow these guidelines to avoid injuring yourself or damaging the printer.

- Always use two people to lift the printer.
- Always turn off the printer using the power switch and unplug all cables and cords.
- Always lift the printer from the designated lift points.
- Do not place any food or liquids on the printer.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the warranty, service agreement, or Total Satisfaction Guarantee.
- Damage to the printer caused by improper moving is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.



### Moving the Printer Within the Office

The printer can be safely moved from one location within an office to another as long as it travels in an upright position, gently over smooth surfaces. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

## **Preparing the Printer for Shipment**

To transport the printer by vehicle, the printer must be repackaged in the original packaging or a repackaging kit. The Imaging Unit and Transfer Roller need to be removed and stored in an upright position.

### **Caution**

Do not allow the Imaging Unit to be exposed to direct sunlight, or exposed to other light for more than 10 minutes, as damage could result. Use the dark bag that came with the Imaging Unit or dark paper as a cover.

### **Caution**

Do not remove the toner cartridges; leave them locked in the normal operating position.

If you do not have all of the original packaging, order the repackaging kit from [www.xerox.com/officeprinting/6250supplies](http://www.xerox.com/officeprinting/6250supplies). Instructions for repackaging the printer are provided in the repackaging kit or go to [Setup/Other Resources/Instruction Sheets](#) on *User Documentation CD-ROM* for additional information. If you are unable to repack the printer, contact your local Xerox service representative.