

Moving and Repacking the Printer

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

Precautions for Moving the Printer

Caution

Always wait **30 minutes** after shutting down the printer before moving it or preparing it for shipment. This allows time for the ink in the printer to solidify.

Warning

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

- Always allow the printer to cool before it is moved to avoid ink spills which can damage the printer.
- Use the Fast Shutdown mode at the front panel (**Shut Down for Moving Printer**) for best results.
- Always turn off the printer using the power switch, located under the interface cover on the right side of the printer, and unplug all cables and cords. **Never** turn off the printer by pulling the power cord or using a power-strip with an on/off switch.
- Never move the printer if you receive a **Power Down Error-Head not Parked** message at the printer's front panel. This message means the printer is not ready to be moved. If the printhead is not locked, the printer can be damaged during shipment.
- Always look at the green flag in the exit tray to ensure that it is in the raised position. When the green flag is raised the printhead is locked.
- Always use two people to lift the printer.
- Always move the printer separately from the 525-Sheet Feeder.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

Note

The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details. (Free Color Printer customers are not eligible for this coverage.)

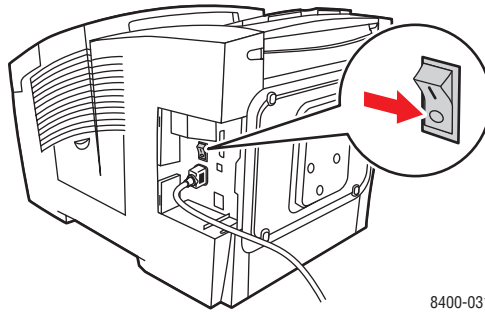
- Damage to the printer caused by improper moving is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

Note

The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details. (Free Color Printer customers are not eligible for this coverage.)

Moving the Printer Within the Office

1. Close the printer's door and covers.
2. Turn off the printer using the power switch located under the interface cover on the right side of the printer.

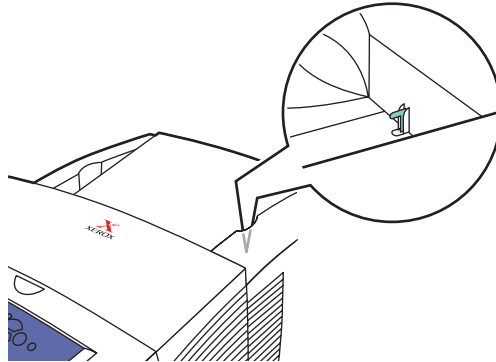


3. Within 10 seconds of turning off the printer, select **Shut Down for Moving Printer** at the printer's front panel.

Note

If you receive a **Power Down Error-Head not Parked** message at the printer's front panel, the printer is not ready to be moved. If the printhead is not locked, the printer can be damaged during shipment.

4. Verify that the green flag in the exit tray is in the raised position. When the green flag is raised the printhead is locked.



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5. Wait for the printer to complete the cool-down period for the ink to solidify. The printer will shutdown when it is cool enough to move.

Caution

If you turn off the printer but do not select **Shut Down for Moving Printer**, you must wait **30 minutes** before moving the printer. This allows a cool-down period for the ink to solidify and ensures that the printer is safe to move.

6. Unplug the printer after the cool-down cycle is complete.
7. Lift the printer by using the hand holds on each side of the printer. Move the printer separately from the 525-Sheet Feeder.

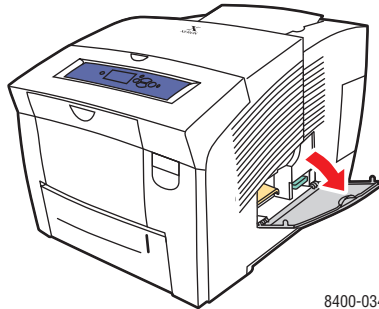


Preparing the Printer for Shipment

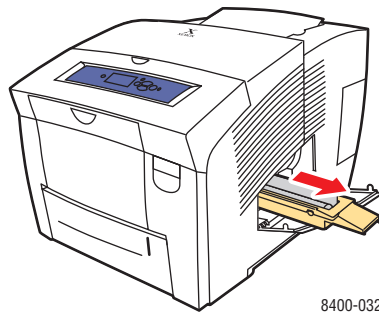
Caution

To transport the printer by vehicle, the printer must be repackaged in the original packaging or a repackaging kit. If you do not have the original packaging, order a repackaging kit at www.xerox.com/office/8400supplies. Additional instructions for repackaging the printer are provided in the repackaging kit or can be found on the *User Documentation CD-ROM*.

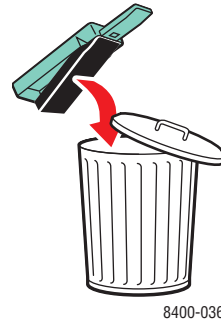
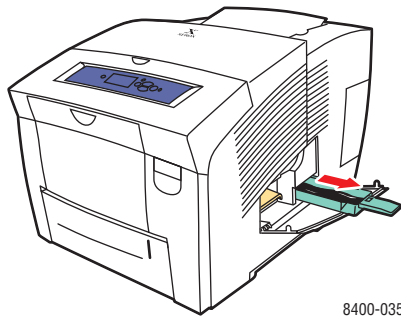
1. Verify that the printer is turned on.
2. Open the side door on the right panel.



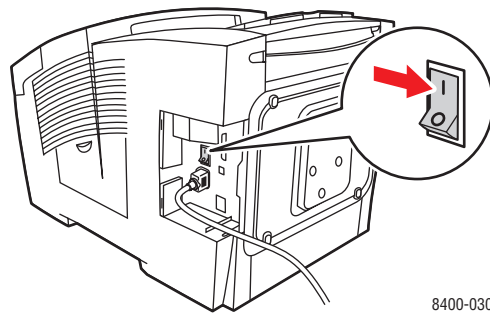
3. Remove the orange maintenance kit (labeled A) and place it in a plastic bag for storage.



4. Remove the green waste tray (labeled B), empty the waste, then place the tray in a plastic bag for storage.



5. Close the printer's door and covers.
6. Turn off the printer using the power switch located under the interface cover on the right side of the printer.

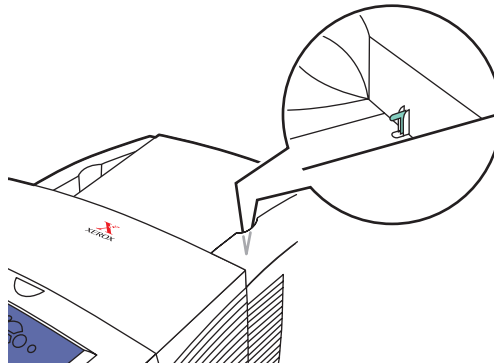


7. Within 10 seconds of turning off the printer, select **Shut Down for Moving Printer** at the printer's front panel.

Note

If you receive a **Power Down Error-Head not Parked** message at the printer's front panel, the printer is not ready to be moved. If the printhead is not locked, the printer can be damaged during shipment.

8. Verify that the green flag in the exit tray is in the raised position. When the green flag is raised the printhead is locked.



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9. Wait for the printer to complete the cool-down period for the ink to solidify. The printer will shut down when it is cool enough to move.
10. Unplug the printer after the cool-down cycle is complete.
11. Lift the printer by using the hand holds on each side of the printer. Move the printer separately from the 525-Sheet Feeder.



12. Repack the printer using the original packing material and box or a Xerox repackaging kit. Do not ship the orange maintenance kit or green waste tray with the printer.

Caution

Shipping the printer with the maintenance kit and waste tray installed will damage the printer.

If you do not have all of the original packaging, order the repackaging kit from www.xerox.com/office/8400supplies. 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.