

# Moving Guide

## Before moving the printer

**⚠ CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If two or more optional finishers are installed, then remove the finishers individually from the printer.

### Notes:

- Make sure to remove the topmost finisher first.
- To remove the finisher, hold the finisher on both sides, and then lift the latches to unlock the finisher.



- If the printer does not have a caster base but is configured with optional trays, then remove the trays.

**Note:** Slide the latch on the right side of the optional tray toward the front of the tray until it *clicks* into place.



- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Make sure there is adequate clearance around the printer.
- Use only the power cord provided with this product or the manufacturer's authorized replacement.

**Warning—Potential Damage:** Damage to the printer caused by improper moving is not covered by the printer warranty.

## Selecting a location for the printer

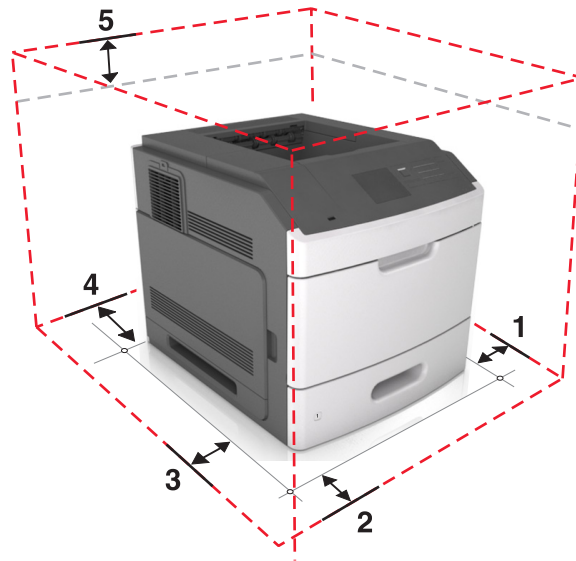
**⚠ CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, then leave enough room for them also. It is important to:

- Set up the printer near a properly grounded and easily accessible electrical outlet.
- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
  - Clean, dry, and free of dust.
  - Away from stray staples and paper clips.
  - Away from the direct airflow of air conditioners, heaters, or ventilators.
  - Free from direct sunlight and humidity extremes.
- Observe the recommended temperatures and avoid fluctuations:

Ambient temperature	15.6 to 32.2°C (60 to 90°F)
Storage temperature	-40 to 60°C (-40 to 140°F)

- Allow the following recommended amount of space around the printer for proper ventilation:



1	Right side	152 mm (6 in.)
2	Front	508 mm (20 in.)
3	Left side	152 mm (6 in.)
4	Rear	152 mm (6 in.)
5	Top	115 mm (4.5 in.)

## Moving the printer to another location

The printer and its hardware options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the hardware options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

## Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.