

Printer Relocation

If you need to relocate your printer, read the following descriptions to decide which type of move you are performing.

- **Simple Move** If you are moving your printer within the same building and there are no major obstacles such as stairs, a very rough floor surface use the **Simple Move** procedure provided in this document.
- **Complex Move** If the printer will be transported in a motor vehicle to the new site it is recommended you use the Xerox Repack Kit to avoid damage to the printer during the move. You can order the Repack Kit from your dealer or Xerox.



CAUTION: Properly preparing the printer for a move will avoid possible permanent damage to your printer.

Simple Move

PREPARE THE PRINTER



Warning: After turning off the printer, allow the Fuser to cool to a safe temperature before handling.

1. Press the printer power switch to OFF.
2. Disconnect the power cord and any network interface or port cables.
3. Open the front shell and **remove** the Toner Collector. Retain this part for reinstallation.
4. Open the top cover and **remove** the Fuser assembly. Pack this in a separate box. It is important to **not allow it to tip** as oil can collect in hidden areas and this may result in an oil spill.
5. Close all covers.



MOVE THE PRINTER

CAUTION: Keep the printer level at all times during relocation. Tipping or tilting the printer may cause the dry ink (toner) and developer to shift in the cartridges, causing printing defects.

1. Ensure that two people lift and carry the printer. Be careful when lifting the printer as it weighs over 80 pounds (39 kg). Use a flat cart if possible to transport the printer to the new location.
2. Place the printer on a firm, level surface. Arrange the printer to allow room for any panels to be opened, covers to be removed, and the Manual Feed tray to be installed.

REINSTALL THE PRINTER

1. Connect the power cable to the rear of the printer and any network interface or port cables.
2. Open the front shell and replace the Toner Collector.
3. Open the top cover and replace the Fuser assembly. Be sure this assembly is free of spilled oil.
4. Close all covers
5. Press the printer power switch to ON.
6. Access the <**PRINT**> menu and print one of the settings pages as a test print.



CAUTION: Allow the printer to stabilize for several hours before making any adjustments.
