Xerox
Phaser® 790
Network Laser Printer

Repacking the printer for shipping

The following procedures are intended for the safe commercial shipment of the Phaser 790 printer. The original packaging is safe for repackaging the printer for up to three commercial shipments. Any additional shipments require a new Repackaging Kit, part number 065-0595-00.

The repacking kit includes the following:

■ Instructions for repacking the printer for either a local move or for shipping by commercial carrier

■ Shipping box, cushions and pallet

■ Accessory boxes

■ Developer block

Remember to save all your printer packaging materials for safe reshipment and performance of your printer.

Caution

> Failure to perform these steps in proper sequence could result in damage to the Phaser 790 printer. Do not leave the printer in its shipping configuration for longer than 5 days.

Repacking the printer for a local move

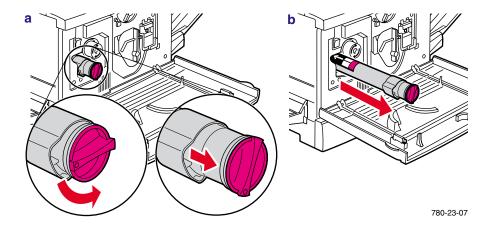To prepare the printer for local shipping, for example, in the back of a van:

1. Turn off the printer.

2. Do not remove the fuser unit, toner cartridges or imaging unit.

3. Carefully move the printer. Avoid hard bumps or jarring the printer. Do not tilt the printer.

The printer design is robust enough to withstand short-distance moves in the back of a van or similar vehicle without any special preparations. However, the imaging unit could be damaged if the printer receives a hard bump or shock. Unfortunately, removing the imaging unit prior to transporting the printer allows toner in the printer's waste auger system to spill inside the printer during the move.
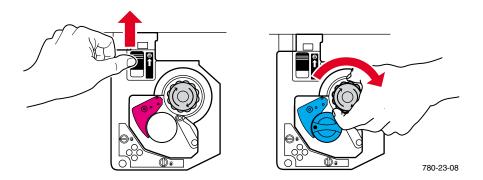
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Repacking the printer for commercial carrier shipping

1. Remove the toner cartridges.

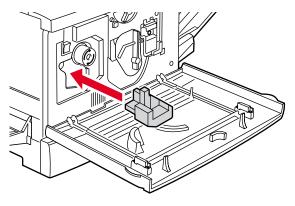   a. Turn the toner cartridge counterclockwise a quarter turn to the "unlock" position.

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   b. Remove the toner cartridge and place it in the matching toner cartridge box.

   c. Remove the remaining toner cartridges by pushing up the black switch.

   d. Turn the carousel knob clockwise until it stops.

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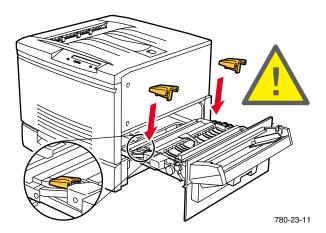   e. Repeat Steps **a** through **d** until all four toner cartridges are removed and packaged.

2. Install the shipping blocks.

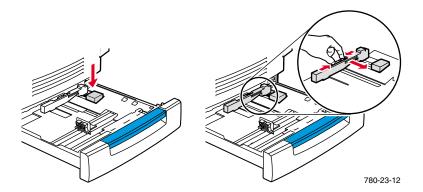   **a.** Install the carousel foam shipping insert.

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    b. Close the front cover, ensuring that the imaging unit latch is in the locked position.

    c. At the right side of the printer, slide open the paper feeder.

    d. Install the two plastic inserts on the front and rear of the paper-feed plate.

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    e. Close the paper feeder.

    f. Open each paper tray and remove any paper in the tray. Place the tray's shipping foam block on the side paper guide.

g. Slide the side paper guide to capture the foam block between the guide and lift plate.
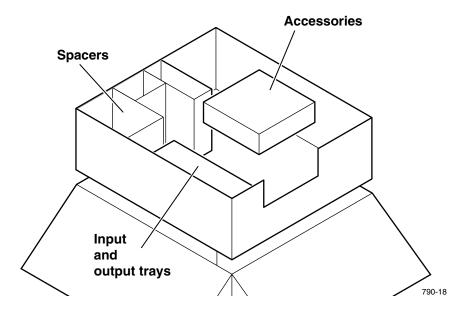

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3. Prepare the shipping box

a. Place the foam bottom cushions onto the bottom of the shipping pallet.

b. Place the plastic liner over the bottom foam cushions.

c. Place printer on top of the foam cushions.

d. Place the plastic bag snugly over the printer.

e. Install the four corner posts.

f. Install the two top foam cushions.

g. Place the accessories tray on top of the foam cushions. The following illustration show the proper accessories tray repacking.

h. Place the box shell over the printer and tape.

i. Use two bands to secure the boxed printer to the pallet.

Your printer is now ready for shipment.