Instructions

Tektronix

**Moving, Repacking and Shipping
a Phaser® 560 Color Printer**

The Phaser 560 laser printer is certified under IEC 825 as a Class 1 Laser Product. Refer to the printer's User Manual for complete information on safety.

Overview

It is important that you follow the correct procedure before moving or shipping a Phaser 560 laser printer. Complete repacking is required before shipping. For short moves between buildings or in a car to another site, remove the toner cartridges.

Repacking consists of the following basic tasks:

- Remove and repack the media tray(s).

- Remove and repack the four toner cartridges into the toner packing boxes.

- Prepare and secure the imaging unit belts.

- Vacuum the transfer roller/waste bin area of the printer.

- If you do not have the original packaging material, call the Customer Support Hotline at 1-800-835-6100 and order a packaging kit with part number 065-0566-00; it contains the following:

1 Large Shipping Box	1 Front Cushion
1 Wooden Shipping Pallet	1 Rear Cushion
2 Right Toner Cushions	1 Accessory Box
2 Toner Shipping Boxes	2 Left Toner Cushions
1 Accessory Box Shipping Tray	1 Bottom Tray
4 Joints	1 Cardboard Lock
1 Top Tray	1 Instruction Sheet
1 Top Foam Bag	1 Foam Sheet
1 Rebanding Kit	1 Top Cushion

Important tips

Correctly repacking the printer and its accessories reduces the possibility of damaging the printer. The most important challenges include:

■ The imaging unit is *very* light-sensitive and can be damaged by extended exposure.

■ Toner must be removed from the printer in these locations:

   ■ Toner cartridges

   ■ Transfer roller / waste bin area of the printer

Repacking a Phaser 560 laser printer

Before shipping a Phaser 560 laser printer, always follow these procedures to ensure that the printer is not damaged.

What you need

To repackage the printer, you need the following:

■ Original packing materials or the packaging kit

■ Printer / Accessories

■ Lower Tray Assembly (if applicable)

Note **To keep the printer's warranty valid, you must first remove and discard the transfer roller/waste bin, and prepare the imaging unit, then move or ship the printer in its Tektronix shipping box with the appropriate packing materials. In the U.S., call Tektronix at *1-800-835-6100* if you need replacement boxes. Outside the U.S., call your local Tektronix representative. Also, if you are returning the printer for service, call Tektronix for a return authorization number (RMA#).**
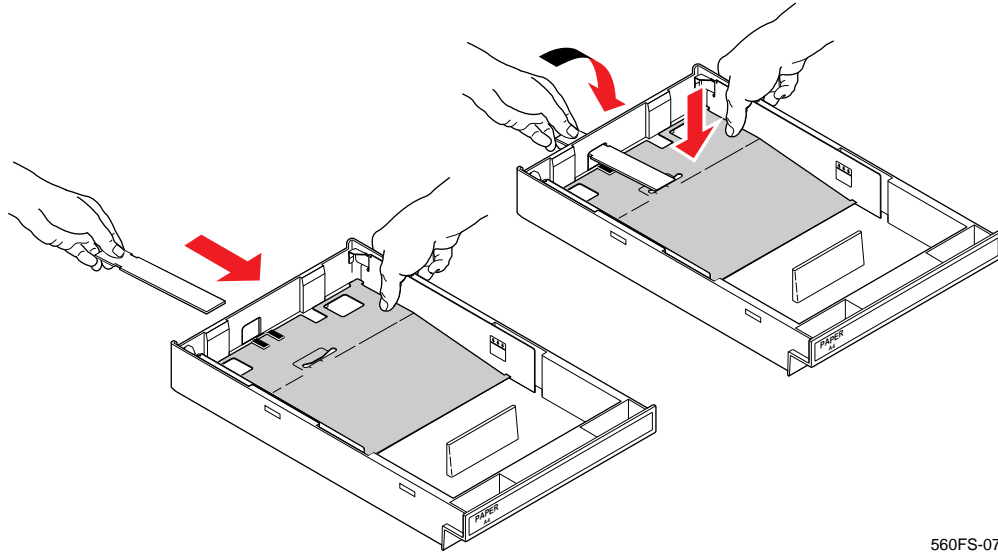
■ Two people to lift the printer: without the components, it weighs about 43 kg (94 lbs.) and the Lower Tray Assembly weighs about 14 kg (31 lbs.).

■ Between 30 to 60 minutes, depending on repacking experience.

■ Toner vacuum. You can use any vacuum specifically designed for use with laser printer toner, or obtain one from Tektronix.

Note   **Make sure that you use a vacuum specifically designed for use with laser printer toner; regular household or shop vacuums cannot contain toner dust.**

Toner Vacuums

Part number	Vacuum
003-1496-00	115-Volt vacuum
003-1497-00	220/240-Volt vacuum
003-1498-00	Toner filter for the vacuums

1. Turn off the power; remove the power cord and all cables.

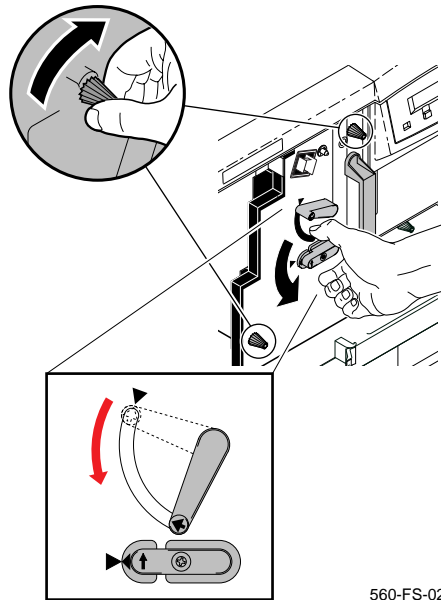2. Remove the media tray(s) and install cardboard locks.

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- Place the cardboard lock into one media tray; re-insert that tray into the printer.

- If you have other media trays, put a cardboard lock into each of them, then repack the media trays for shipping or storage in their packing boxes.
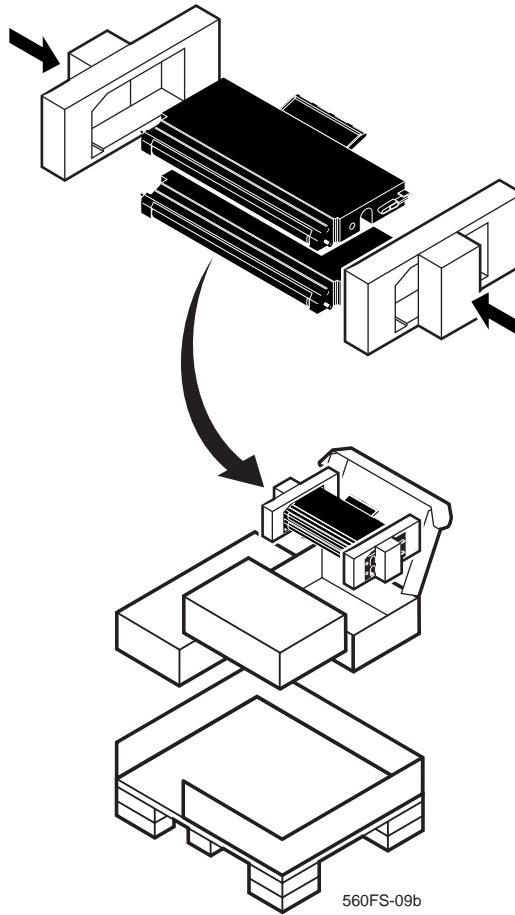
3. Prepare the imaging unit.

- Open the printer's front door.

- Make sure that the two small knobs are tight; turn them *clockwise* to tighten.

- Turn the upper lever 90° *counterclockwise.*

- Close the printer's door.

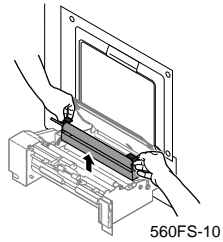560-FS-02

4. Remove and repack the toner cartridges.

- Be careful not to touch the roller with your fingers (the roller edge faces you in the illustration).
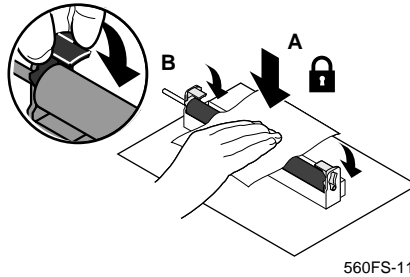
- Repeat these steps for all 4 cartridges.

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5. Remove and discard the transfer roller/waste bin.

Caution **Leaving the transfer roller/waste bin inside the printer may damage the printer.**

- Pull out the paper transport (shown in dotted outline).

- Remove the transfer roller/waste bin.

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■ Use a piece of paper to keep your hands clean, and push down on the transfer roller (**A**), and lock (**B**) the waste bin to prevent toner spillage.
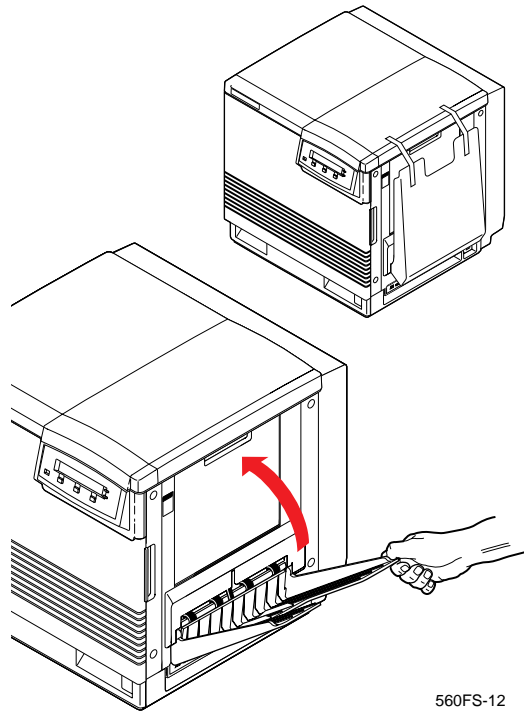

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■ After locking, discard the transfer roller/waste bin.

Note   **You can order from your local Tektronix dealer a transfer kit (part number 016-1533-00) to replace the transfer roller/waste bin that you removed and discarded.**

6. Vacuum the transfer roller/waste bin area of the printer.

■ Use any vacuum specifically designed for use with laser printer toner.
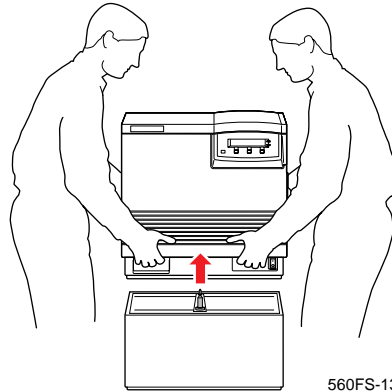
7. Close all doors and secure them with adhesive tape.

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8. If your printer has a Lower Tray Assembly, detach it:

- Lift the printer up and away from the Lower Tray Assembly.

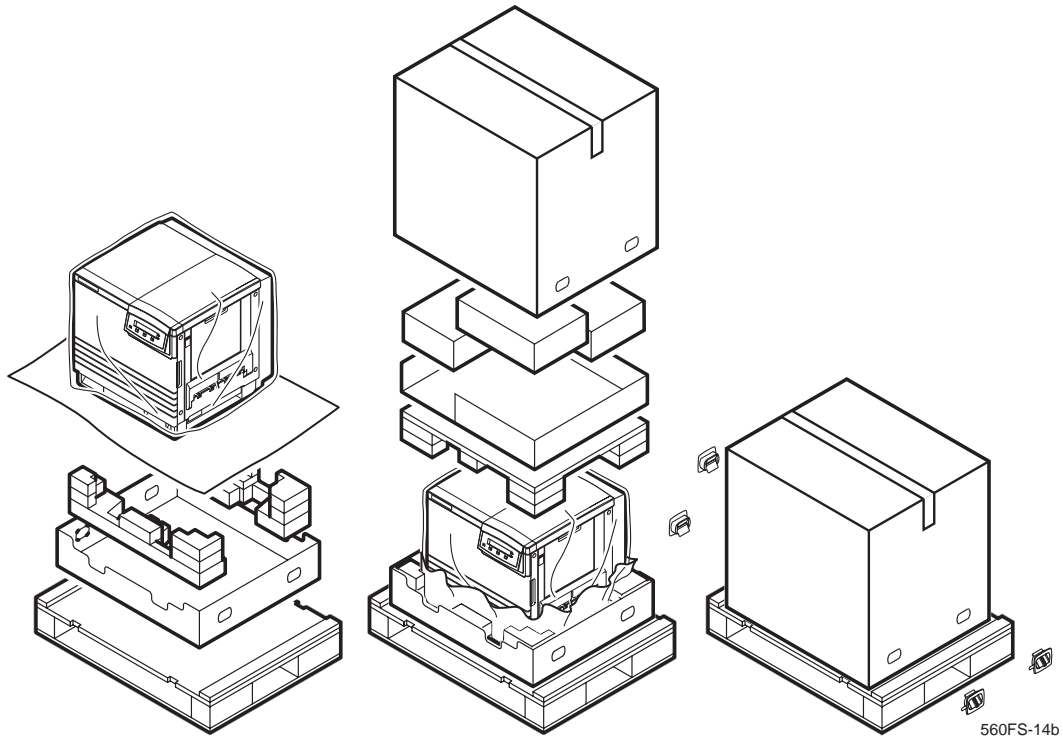- Repack the Lower Tray Assembly in its shipping box.

Warning The printer weighs approximately 43 kg (94 lbs.) with the components removed; the Lower Tray Assembly weighs approximately 14 kg (31 lbs.). Observe standard safety precautions for lifting heavy objects.

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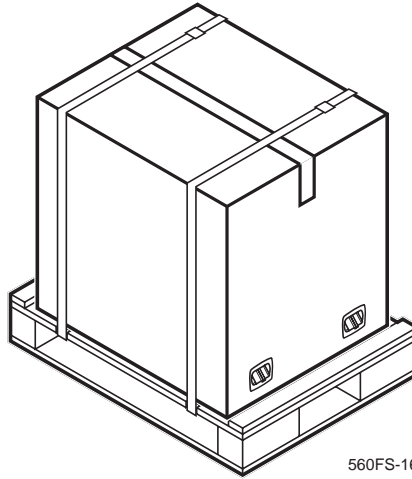9. Repack the printer and accessories in the packing boxes.

   ■ Be sure to include the power cord, cables, manuals, driver diskettes, and CD-ROMs.

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Note **If you are shipping the printer to Tektronix for repair, follow the instructions on page 13, "Shipping the printer for repair."**

10. Band the shipping boxes.

■ Follow the instructions that are shipped with the rebanding kit (the rebanding kit is part of the packaging kit you can order, as specified at the beginning of this section).

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Shipping the printer for repair

If you are shipping the printer to Tektronix for repair service, call 1-800-835-6100 for a return authorization number (RMA#).
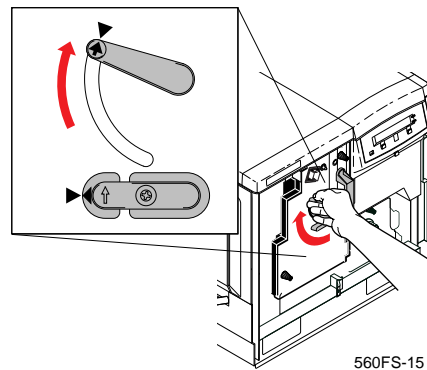
■ Write the RMA# on a sheet of paper. Attach this sheet to the top of the printer with adhesive tape.

■ Write the RMA# on the outside of all cartons.

■ Ship the printer (and consumables and accessories) to the following address:

CPID-Depot Repair
Tektronix M/S 83-172
266000 SW Parkway
Wilsonville, OR 97070

Unpacking

Follow the procedures detailed in the **User Manual** or the **Quick-Start Installation**. If you have any problems, in the U.S., contact Technical Support at **1-800-835-6100**. Outside the U.S., contact your local Tektronix representative.

1. Install the 4 toner cartridges.

2. Close the toner access door.

3. Prepare the imaging unit.

   ■ Open the printer's front door.

   ■ Turn the upper lever *clockwise* to align the lever's triangles with the triangle on the surface of the imaging unit.

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   ■ Close the printer's front door.

4. Connect the power cord and cables.

Note   **Wait 5 minutes before turning on the power to the printer; this allows the imaging unit recovery time from exposure to light.**

5. Make a few test prints to clear any excess toner.