

## *Repacking the printer for shipping*

The following procedures are intended for the safe commercial shipment of the Phaser 780 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 065-0574-00.

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
- Fuser block
- Multi-purpose tray insert

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 780 printer. Do not leave the printer in its shipping configuration for longer than 5 days.*

### **Repacking the printer for a local move**

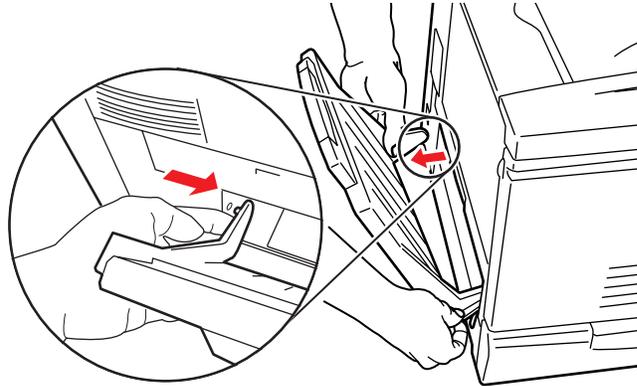
To prepare the printer for local shipping, for example, in the back of a van:

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.

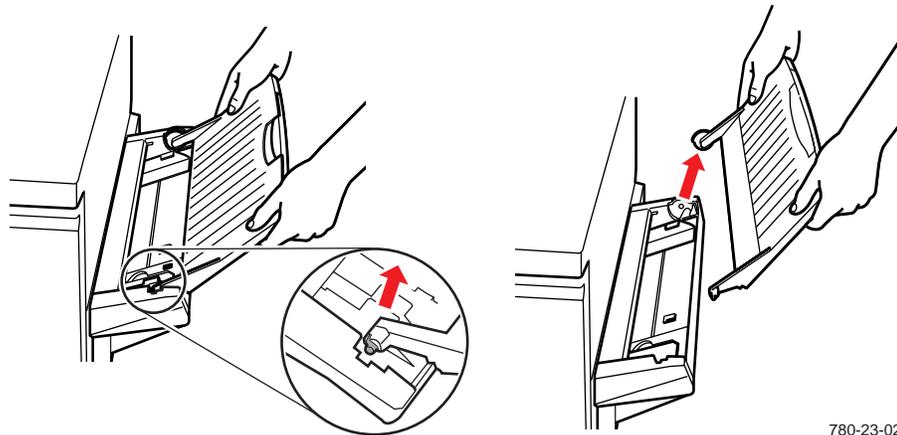
## Repacking the printer for commercial carrier shipping

4. Remove the exit tray located on the left side of the printer.
  - a. Gently flex the right tab to remove the exit tray.
  - b. Place the exit tray in its bubble wrapping.
  - c. Place the wrapped exit tray in the input/output tray box.



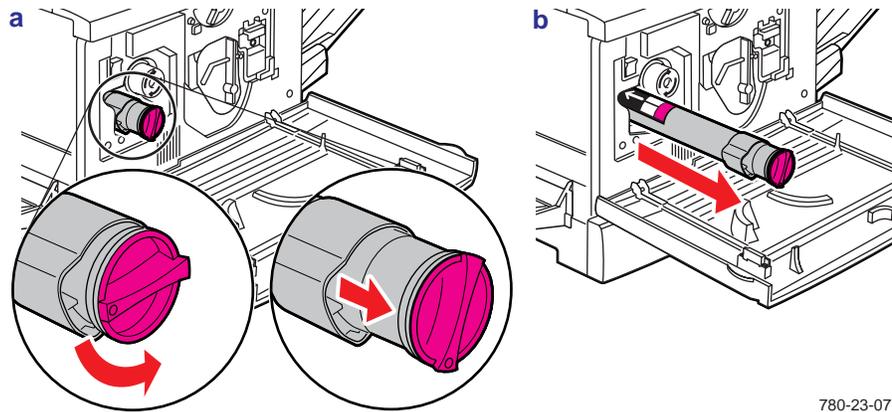
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5. Remove the multi-purpose tray located on the right side of the printer.
  - a. Gently flex the left tab to remove the multi-purpose tray.
  - b. Place the multi-purpose tray in its bubble-wrap bag.
  - c. Place the wrapped multi-purpose tray in the input/output tray box.



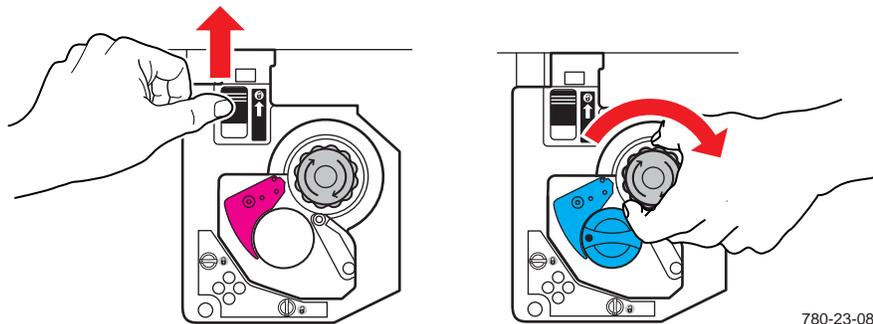
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6. Remove the toner cartridges.
  - a. Turn the toner cartridge counterclockwise a quarter turn to the “unlock” position.



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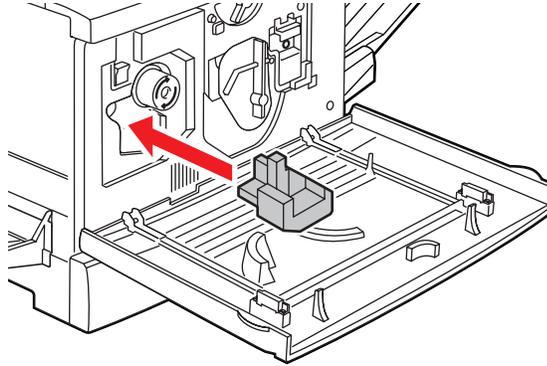
- b. Remove the toner cartridge and place it in the matching toner cartridge box.
  - c. Remove the remaining toner cartridges by pushing up the black switch.
  - d. Turn the carousel knob clockwise until it stops.



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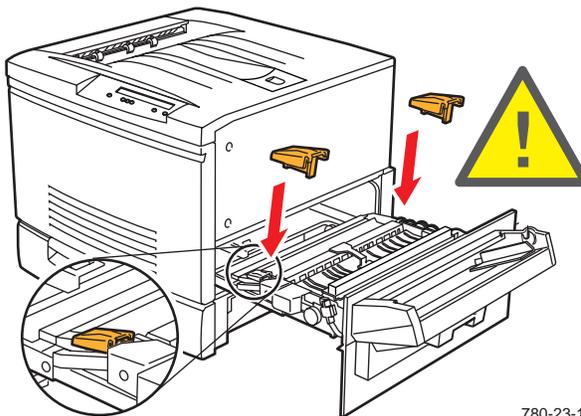
- e. Repeat Steps a through d until all four toner cartridges are removed and packaged.

7. Install the shipping blocks.
  - a. Install the carousel foam shipping insert.



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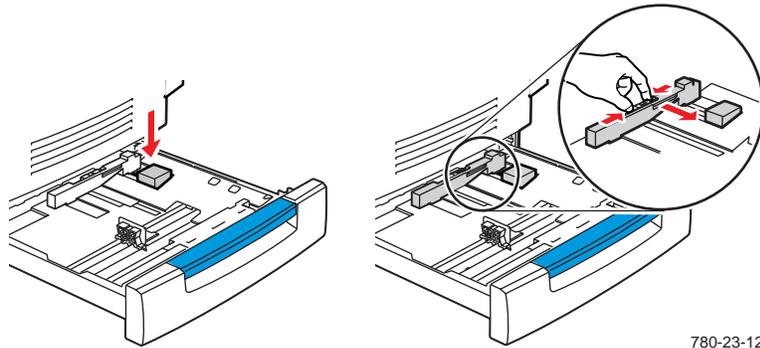
- b. Close the front cover, ensuring that the imaging unit latch is in the locked position.
    - c. At the right side of the printer, slide open the paper feeder.
    - d. Install the two plastic inserts on the front and rear of the paper-feed plate.



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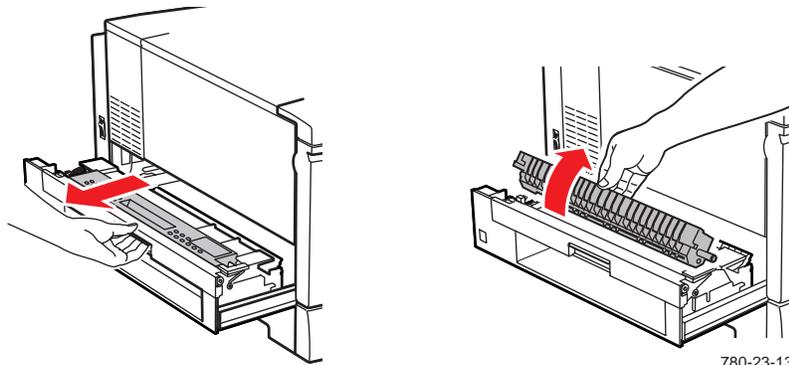
- e. Close the paper feeder.

- 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.



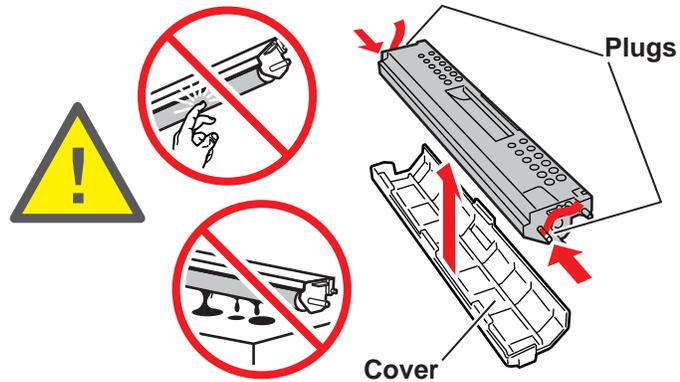
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- 8. Remove the fuser roll cartridge
  - a. Pull open the fuser drawer on the left side of the printer.
  - b. Remove the fuser roll cartridge by pulling up on the blue handle.



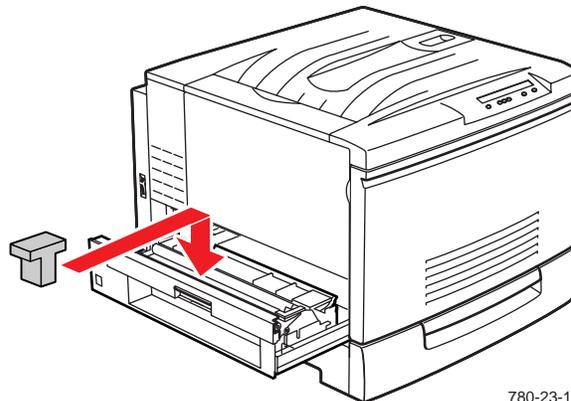
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- c. Install the oil-roll plugs into the holes at each end of the oil roll. You may need to rotate the oil roll to bring the holes into view.
- d. Clamp the white cover onto the fuser-roll cartridge.



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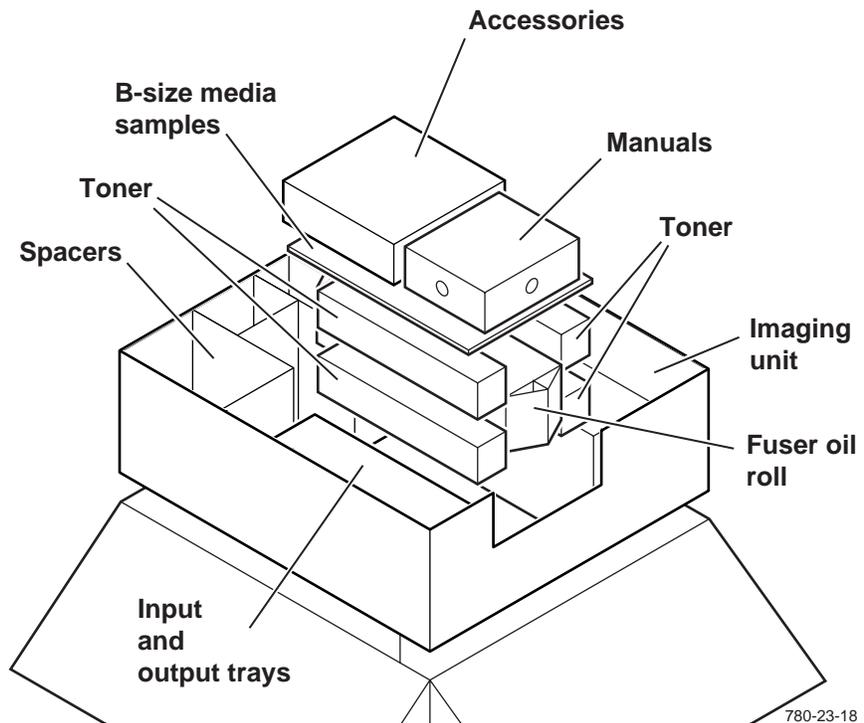
- e. Place the covered cartridge into its protective bag.
  - f. Place the fuser-roll cartridge into the correct box with the shipping cushion.
9. Prepare the fuser. *The fuser must be cooled for at least 30 minutes.*
- a. Install the fuser foam block in the center of the fuser cavity; secure with tape.



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- b. Close the fuser.

10. 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.



Repacking a printer's accessories tray

- 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