

Moving Your Computer Tips

It's easy to protect your computer, printer, peripherals and valuable files when moving.

Backup Your Data

Be sure to back up all of your important files and programs. Store the backup disks with your original program disks and keep in a secure container. Remove all floppy diskettes, cd-roms, tapes, etc. (Some older computers will have hard disk head parking utilities. If so, park the hard disk drive.)

Shut Down and Disconnect

1. Shutdown your computer before turning it off or unplugging any cables.
2. Carefully unplug all power cables.
3. Carefully unplug all cables to peripheral devices.
 - o Make note as to what devices the cables were plugged into by writing it on a piece of masking tape and attaching the tape to the cable.
 - o Don't stress cables-avoid crimping, pulling, and crushing forces.
4. Carefully move the monitor (for packing) as it can be heavy and awkward to move.
5. Disconnect the printer, park the print head, and remove ink cartridges, laser cartridge, or ribbon. Unplug and mark the cables as noted above.

Packing Your Computer

Follow these suggestions to avoid damage to your computer, monitor, printer and other peripheral devices during the move:

PROTECT THE COMPUTER EQUIPMENT AGAINST PHYSICAL JARRING AND SHOCK. The original box your computer and peripheral devices came in is the best choice for packing for your move. The rigid Styrofoam or formed cardboard packing material will hold the equipment securely in place.

Monitor

Take special care to safeguard your monitor as the screen is made of glass and is easily cracked or scratched on contact. Pack the monitor - in the event your original box is not available, you should get an appropriately sized box and shock resistant insulation (Styrofoam "popcorn" or bubble wrap) as a substitute.

CPU

A computer tower or desktop unit should be packed upright or on its side with the motherboard side lying flat on the bottom (consult your manual if you're unsure which side this may be). Systems that are carried/shipped upside down or with the motherboard side at the top can cause interior cards to loosen during shipment. While this may not permanently damage parts, it may require costly or time-consuming technical service afterwards to make it operable. Packing the CPU - in the event your original box is not available, you should get an appropriately sized box and shock resistant insulation (Styrofoam "popcorn" or bubble wrap) as a substitute.

Printer And Other Peripheral Devices

As with all computer equipment, the original packing box and material is the best choice for transport because the Styrofoam or formed cardboard is customized to fit each printer. In the event your original box is not available, you should get an appropriately sized box and shock resistant insulation (Styrofoam "popcorn" or bubble wrap) as a substitute.