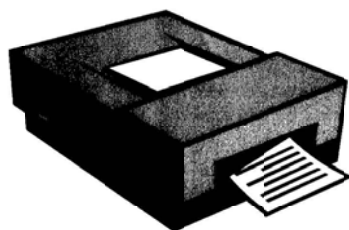


IF YOU ARE MOVING A PRINTER

The original packing box and material is the best choice for transport because the styrofoam is customized to fit each printer.

If you are moving a laser printer, remove the laser ink cartridge as the ink will spill and contaminate the laser engine.

If you are moving a pin printer you should insert a piece of paper in the platen to secure the print head.



Before moving your PC there are certain procedures to follow which will protect your system from mechanical failure or damage due to normal physical shock which occurs during transport.

If the following steps are taken prior to moving your computer, your system will arrive safely at destination.

DISK DRIVE PREPARATION



Make backup copies of your data files and store them together with the original program disks in a sturdy container, preferably a fire-proof lockbox. Remove any diskettes from the drive and insert the cardboard disk into the drive and close the drive door.

AMSA

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HARD DISK PREPARATION

To avoid shock to your hard disk, the recording heads should "parked" before transport. When automatic "park and lock" systems are powered down the disk automatically retracts the recording heads from the data area into a safety zone. Other PC systems require the running of a program to activate the part procedure. IBM and most hard-disk clones include the program SHIPDISK.EXE that parts the heads. The program is usually located on the diagnostic diskette that came with the computer. You can run the program from the menu of the diagnostic diskette, or you can copy SHIPDISK.EXE to your hard disk and run it. When SHIPDISK is invoked the red light of the disk goes on and off, indicating that the hard disk is parked. The hard disk is unparked when the computer is turned back on.

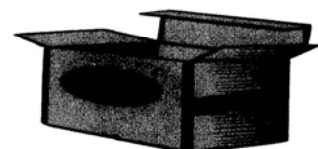


Practical tips for MOVING WITH YOUR PERSONAL COMPUTER



Once your drives are secure, you should turn OFF the system power and remove all cables from the back of the unit.

PACKING/SHIPPING PREPARATION



The original packing box your system came in is the best choice; the rigid styrofoam packing material will hold the system securely in place. In the event your original packing box is not available, your carrier will provide a sturdy packing container and materials.