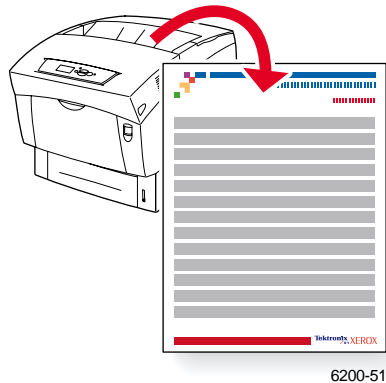


Moving

A large amount of information is stored in your printer as printable pages. The following page shows the **Moving Guide** printable page, which describes how to safely move your printer.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

Accessing printable pages

Access these pages from the **Printable Pages Menu**:

1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
2. Scroll to the desired printable page (such as **Moving Guide**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

Menu Map

For a complete list of printable pages, print the Menu Map:

1. Select **Menus** on the front panel and press the **OK** key.
2. Select **Print Menu Map** and press the **OK** key.

Follow these guidelines to move the printer within the office or to prepare the printer for shipment.

Precautions regarding moving the printer



WARNING: Follow these guidelines to avoid injuring yourself or damaging the printer.

- Always use at least two people to lift the printer.
- Always turn off the printer using the power switch.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the printer's warranty.
- Damage to the printer caused by improper moving is not covered by the printer's warranty.

Moving the printer within the office

The printer can be safely moved from one location within an office to another as long as it travels in an upright position, gently over smooth surfaces. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

Preparing the printer for shipment

To transport the printer by vehicle, the printer must be prepared according to a specific procedure. The printer must be repackaged in an appropriate shipping carton. The Imaging Unit* and Transfer Roller need to be removed and stored in an upright position. All Toner Cartridges must be locked in a normal operating position.

If you do not have all of the original packaging, order the repackaging kit from www.xerox.com/officeprinting/6200supplies or contact your local Xerox service representative. Additional instructions for repackaging the printer are provided in the repackaging kit and on the documentation CD-ROM. If you are unable to repackage the printer, contact your local Xerox service representative regarding our repacking services.

***Note:** Do not leave the Imaging Unit exposed to light for more than 10 minutes as damage could result. Use the dark bag that came with the Imaging Unit or dark paper as a cover.