



MOVING COMPUTERS

Your personal computer represents an investment, whether you use it to plan your family's budget, file recipes, communicate with your family and friends or simply enjoy games. Naturally, you want to safeguard it from damage. With careful planning and proper packing, your computer can be transported safely when you relocate. Before getting started, it is extremely important to refer to the owner's manual for instructions and or safety tips pertaining to moving or transporting your computer.

Before the move

If you do not have an exact record of the cost of your computer (including any accessories you have purchased to add to it), you may want to obtain a current retail cost of your complete system prior to selecting a protection plan from Von Paris. If you desire replacement cost protection, many moving companies, including Von Paris, offer full-value valuation against loss or damage.

Packing

Von Paris is best qualified to properly pack your personal computer. If you choose to pack it yourself, your computer should be placed in its original carton and packing material when possible.

If you have discarded the original packaging:

- Choose a sturdy box large enough to permit you to surround the computer with plenty of cushioning and packing material.
- Crumpled, unprinted newspaper and plastic bubble wrap are the best packing materials to provide extra protection. They will serve as a protective cushion and can be purchased from your local moving company.

The central processing unit (CPU) should be handled with extreme care. This unit is especially sensitive to jarring. Again, use a box large enough to accommodate the CPU and plenty of packing material on all sides. These precautionary steps also should be taken when handling an external disk drive.

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MOVING & STORAGE

The disks that contain your programming and stored data should be moved with you. They are sensitive to heat and cold, and warping could occur with extreme temperatures that can build up inside a moving van. As a precaution, you may choose to duplicate important files stored on disks and your computer's hard drive onto backup disks. Place these items in a different box or take them with you.

If you have a laser or ink jet printer, remove the toner and any ink cartridges, and carry the cartridges with you if your move occurs during hot weather. For other types of printers, the printer head should be secured – preferably with the original cardboard or plastic parts – to prevent it from shifting. Be sure to refer to the owner's manual for preparations specific to your printer model.

The remainder of your computer – the keyboard and monitor – consists of solid state circuitry, much like that in a television set. Place crumpled, unprinted newsprint in the bottom of a box and pack the items as you would other computer components. It is advisable to place all component parts in a large plastic bag and properly label the contents on the outside of the bag. Again, for additional instructions on packing monitors, please refer to your owner's manual.

At delivery

- Carefully check and mark off the inventory when your shipment is delivered.
- Allow the computer to reach room temperature before attempting to use it. If it has been particularly cold, watch for condensation, as moisture also can cause damage.
- If you have any loss or damage, contact your Von Paris customer service representative for assistance.

Final thoughts

For any special questions or concerns about moving your home computer, consult Von Paris or a computer manufacturer representative. Proper preparation prior to a move will ensure the safety of your computer. Be sure to identify the outside of each box as FRAGILE.