<u>Moving Your Computer</u>

Before moving your personal computer, 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 your destination.

<u>FLOPPY DISK DRIVE PREPARATION</u>

Make backup copies of your data files and store them together with the original program disks in a sturdy container, preferably a fireproof lock box. Remove any floppy diskettes from the drives and insert a cardboard disk or an old floppy disk in the drive and close the drive door.

<u>HARD DISK PREPARATION</u>

To avoid shock to your hard disk, the recording heads should be "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 park procedure. IBM and most hard disk clones include the program SHIPDISK.EXE that parks 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 un-parked when the computer is turned back on. Once your drives are

secure, you should turn the system OFF 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 that the original box is not available, your carrier will provide a sturdy packing container and materials.

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 ink cartridge as the ink may 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. If you are moving an ink jet printer, you should securely tape the cartridges to the unit in their normal parked state, to prevent movement of the heads while being shipped.