

# Packing of Used IT Equipment Guidelines

IT products are extremely sensitive goods, so poor packaging will almost certainly lead to transport damage. You will need to pack the Equipment in the appropriate boxes using sufficient packing materials. If you do not have enough boxes then please pack the IT equipment as per the following instructions. Please note that the pallets used should never be overloaded, as this can cause problems during transportation and lead to damage. The side and top edges should be well protected.

## Packaging for CRT Monitors

You can fit 3x2 (total 6) 17" monitors per layer on a Euro pallet (80cm x 120 cm). An industrial pallet (120cm x 120cm) will take 3x3 (total 9) 17" monitors per layer. No more than three layers should be loaded on a pallet. If such an overload is unavoidable the transport company must be notified in advance.



First place an unfolded carton on an empty pallet covered by a layer of bubble wrap to avoid any scratches on the monitors. Place the monitors face down with the bases facing inwards, wrapping each layer in stretch foil to prevent slipping. Cover the first layer with another unfolded carton and bubble wrap.



**It is important** that all monitors are covered, if necessary using two unfolded cartons and sufficient bubble wrap, as this forms the base for the next layer of monitors. It is preferable to use the same quantity of monitors for each level so that the layers are loaded to an equal height. Repeat the process for the third layer.

Use corner protection on the outer edges and wrap the whole pallet in an adequate amount of stretch foil/film. When packing 21" monitors, you should fit 2 units per layer on a Euro pallet and 4 on an industrial pallet. Pack only two layers of 21" monitors per pallet to avoid damaging the casing on the monitors underneath. The packaging for 21" monitors must also be secured with transport tape.



## Packaging for TFT monitors



TFT monitors are extremely sensitive to pressure and require particular care when packaging. Ideally you should use the original boxes, but as if these are not available it is recommended to use similar sized boxes. Attach a piece of Styrofoam (the size of the whole screen, not just the viewable area) to the front of the TFT so that any eventual pressure is spread equally over the TFT casing. Fill any gaps in the carton (including between the casing and the cardboard) with adequate bubble wrap.



Generally you can fit up to 18x TFTs (15" screen size) on a pallet, standing upright only, to a height of three layers. The TFTs should not bulge over the side of the pallet and must be wrapped in stretched foil/film to avoid slipping. On a chargeable basis and with sufficient advance notice we can supply professional packaging materials on request.



## Packaging for Notebooks



8x notebooks per layer will fit on a Euro Pallet, or 12x on an industrial pallet. You can load a maximum of 5 layers of notebooks per pallet. Avoid overloading at all costs. Lay an unfolded carton on the pallet and cover it with bubble wrap.

Wrap each Notebook individually in bubble wrap securing this with tape (please make sure that no tape is stuck to the notebook casing). Place the individual notebooks on the pallet with an unfolded carton between each layer. Secure the pallet with sufficient stretch foil/film.



### Packaging for PCs



You can load a maximum of 50x PCs on a pallet. Ensure that no PCs bulge over the edge of the pallet as this will lead to damages during the transport. Place the PCs with their front panels to the inside of the pallet to prevent damage. Please take care that 'tower' PC models are not packed on their sides, and that desktops are not packed on their edges. Wrap the PCs in stretch foil to prevent slipping.

### Packaging for Printers



Not all printers are suitable for packing in layers unless they are already adequately boxed. Due to the weight of the printers, it may not make sense to pack them on top of each other.

The **exception** is the HP LaserJet, which even without being boxed are suitable for a maximum of two layers per pallet, with between 4x and 8x printers per layer. Place an adequately strong sheet of cardboard and bubble wrap between the layers, standing the second layer of printers upright on top. Ensure that the printers are not bulging over the sides of the pallet as this will cause damage during the transport.



**It is important** that laser printers are always placed in an upright position to prevent the toner leaking. Paper trays that stick out of the printers should be removed and packed separately (ideally on top of the second layer of each pallet). Place the printers with the front towards the inside of the pallet to avoid damage during transport.

### Packaging of Accessories

Keyboards, mice, accessories, cables, software and parts should be packed carefully in boxes. Cables should be rolled up and secured so that they cannot become knotted. Please bubblewrap any external drives, modems and other sensitive accessories individually. These should then be packed in layers in a box with cardboard between each layer. The boxes should be loaded on a pallet and wrapped in stretch foil/film.



#### Contact

FUJITSU TECHNOLOGY SOLUTIONS GMBH  
FINANCIAL SERVICES  
Mies-van-der-Rohe-Str. 8  
80807 Munich, Germany

E-mail: [financialservices@ts.fujitsu.com](mailto:financialservices@ts.fujitsu.com)  
Website: [fujitsu.com/fts/financialservices](http://fujitsu.com/fts/financialservices)  
2013-04-16 [CEMEA&I] [EN]

All rights reserved, including intellectual property rights. Technical data subject to modifications and delivery subject to availability. Any liability that the data and illustrations are complete, actual or correct is excluded. Designations may be trademarks and/or copyrights of the respective manufacturer, the use of which by third parties for their own purposes may infringe the rights of such owner. For further information see [ts.fujitsu.com/terms\\_of\\_use.html](http://ts.fujitsu.com/terms_of_use.html)  
© Copyright Fujitsu Technology Solutions GmbH 2013