Packaging Instructions

General Packaging Instructions

- This document provides guidance for packaging equipment that is not returned in its original packaging, with the goal of preventing damage during transport.
- If additional precautions are necessary to ensure the safe packaging of the equipment, these must be taken by the sender to guarantee maximum protection during transit.
- All pallets or transport units must be clearly labeled with the **CHG transport order number.**
- All devices, boxes, and pallets must be packed and labeled in accordance **with ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)** regulations.
- Every pallet must be **securely wrapped in stretch film.**

---

1. PC Systems

- Pack all PC systems on pallets.
- Place a **cardboard layer** between each level.
- Distribute the systems **evenly** to ensure pallet stability.
- Pack devices in a way that keeps them **clearly visible** from the outside, with **serial numbers facing outward.**

Approximate capacity per pallet (depending on size):

- 25 large tower servers or workstations
- 30 medium towers or desktops
- 50 small form factor desktops

Required packing materials:

Pallet, cardboard interlayer, stretch film

---

2. Printers

2.1 Desktop Printers

- Must be placed on pallets.
- Use a **cardboard interlayer;** for sensitive equipment, add **foam bars** to ensure a flat and stable surface.

Required packing materials:

Pallet, cardboard interlayer, stretch film, foam bars (if necessary)

2.2 Multifunction Printers

- Must be placed on pallets.
- Depending on the model, stacking may be possible.

- When stacking, use **foam bars or cardboard layers** as intermediate layers to ensure flat surfaces.
- Any **protruding parts** (e.g. paper trays or attachments) must **be folded in or removed.**

Required packing materials:

Pallet, cardboard interlayer, stretch film, foam bars (if necessary)

2.3 Copiers / Roll-fed Printers / Plotters
- Take extra care when handling devices with rolls.
- **Release brakes** and turn pedestals **upwards.**
- Wrap each device in **stretch film or cardboard and secure it inside the truck with lashing straps.**
- Printers must remain **upright on their pedestals** to prevent toner spillage or ink leakage.

Required packing materials:

Stretch film, cardboard (if necessary), foam bars

---

3. Storage and Network Equipment
- Pack devices to ensure **complete protection from damage.**
- All **accessories** (e.g. rack rails, cables) must be included.
- Use **foam layers, stretch film,** or similar materials to prevent scratching and shifting.

Required packing materials:

Pallet, intermediate layer of foam sleeves or stretch film

---

4. Monitors
- Pack monitors in **cardboard boxes,** cushioned with **foam covers or bubble wrap.**
- If original packaging is available, it should be used.

Required packing materials:

Pallet, box, foam cover/bubble wrap

---

5. Smartphones and Tablets
- Pack in **cardboard boxes** and cushion with **foam covers or bubble wrap.**
- Fill remaining space inside the boxes to prevent the devices from shifting.
- Use the **original packaging** where available.

Required packing materials:

Pallet, box, foam cover/bubble wrap

6. Laptops / Notebooks

- Place laptops in a **vertical (upright) position** inside a cardboard box.
- Devices should be aligned with the **back edge facing downward.**
- Fill empty space in the box with **protective material (e.g. bubble wrap or paper)** to prevent movement during transport.
- **Accessories** that are part of the leasing agreement must also be returned. Please pack them in a **separate box.**
- Seal the cardboard box with tape and place it on a pallet.
- Secure the pallet and boxes with **stretch film,** ensuring they remain firmly attached.

Required packing materials:

Pallet, box, filling material, stretch film,

7. Loose Rechargeable and Non-Rechargeable Batteries

- Batteries must be packed to be shock- and drop-proof.
- One outer box may contain a maximum of 30 kg (multiple boxes permitted).
- Fill all cavities in the box and separate batteries from each other with appropriate filling material.
- Tape all poles completely and securely.
- Boxes must be secured crash-proof on a composite pallet.
- Transport of such batteries must be announced in advance.

Required packing materials:

Cardboard, foam cover/bubble wrap

8. General guidelines for the transport of batteries/accumulators according to ADR

- Apply the following labels to the pallet: "UN3481" and "Overpack".
- **Important: Do not include any bloated or damaged devices.** These are classified as hazardous and cannot be transported. If you need assistance with disposal, please contact us.

Required packing materials:

UN3481 label, Overpack label (printable versions available online)