

Packaging guidelines

General packaging procedures:

- These guidelines have been created to ensure maximum protection against damage in transit.
- All pallets must be labeled with the appropriate transportation assignment number(s).
- All pallets must be wrapped in stretch film.

Procedures for unpackaged goods:

Desktop PCs

- Should be packed on pallets
- Corrugated cardboard should be used between layers
- Depending on size, one pallet can hold:
 - approx. 25 large tower servers or workstations
 - or approx. 30 medium-sized towers or desktop PCs
 - or approx. 50 small form factor desktop PCs

Packaging material:



1. Pallet

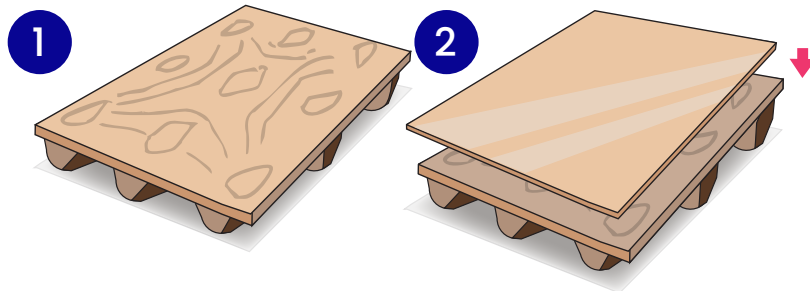


2. Cardboard sheets



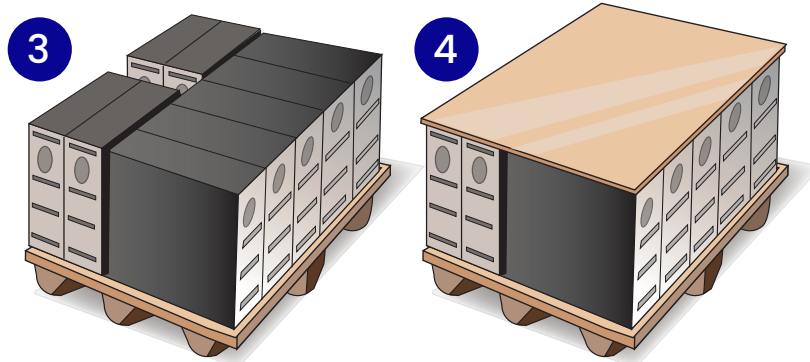
3. Stretch film

Position the pallet.



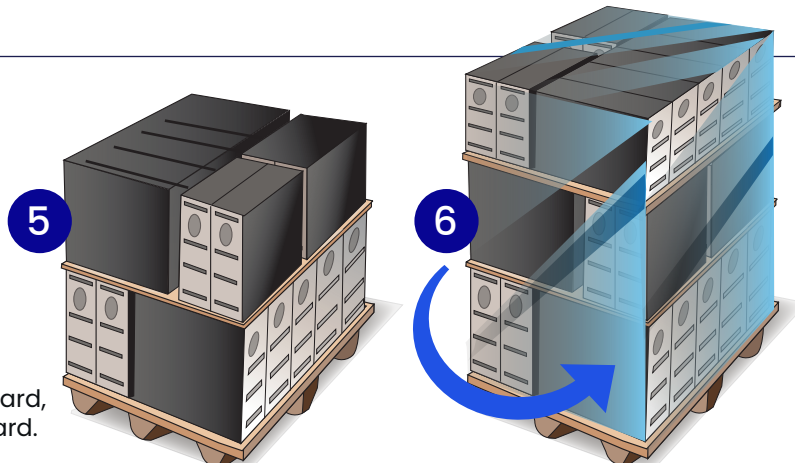
Add a layer of cardboard sheets.

Distribute the PCs evenly on the pallet, serial numbers facing outward.



Place a cardboard sheet on top of the PCs.

Distribute a second layer of PCs evenly on the cardboard, serial numbers facing outward.



Wrap the packed pallet in stretch film.

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Procedures for unpackaged goods:

Laptops

- Should be placed on pallets in cardboard boxes
- A pallet can fit 12 boxes / a total of 120 laptops

Packaging material:



1. Pallet



2. Cardboard box



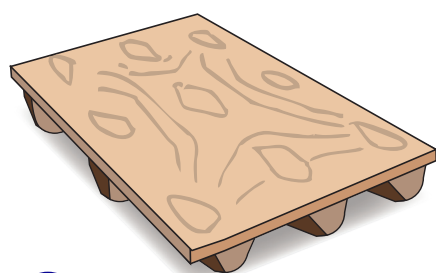
3. Insert



4. Stretch film

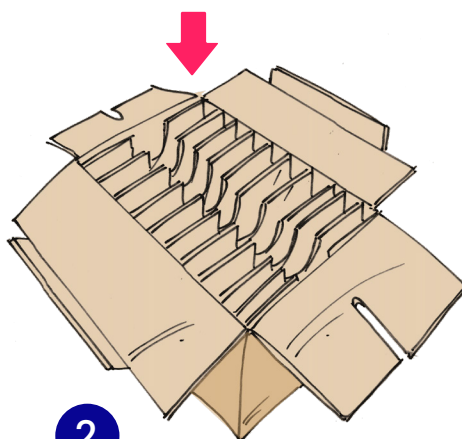


5. 'Hazardous goods' label if not printed on box



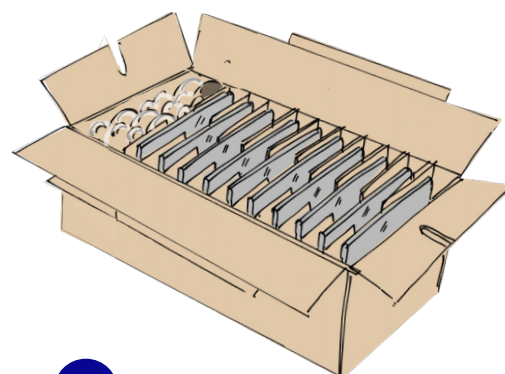
1

Position the pallet.



2

Open the box and place the insert inside.



3

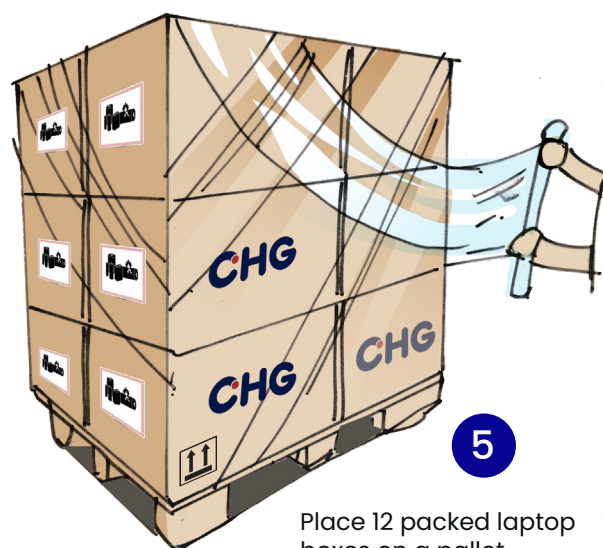
Add one laptop only per slot and use the large section for power supply units.



4

Seal the boxes.
Affix the 'hazardous goods' label if it is not printed on the box.

40 laptops
40 laptops
40 laptops



5

Place 12 packed laptop boxes on a pallet and wrap in stretch film.

Packaging guidelines

General packaging procedures:

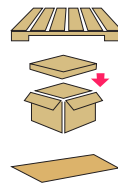
- These guidelines have been created to ensure maximum protection against damage in transit.
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Procedures for unpackaged goods:

TFT monitors

- Should be packed in TFT boxes and protected by a foam sleeve
- Depending on size, one box can hold
 - approx. 30 TFT monitors measuring 17–19" or
 - approx. 25 TFT monitors measuring 22–24"

Packaging material:



1. Pallet

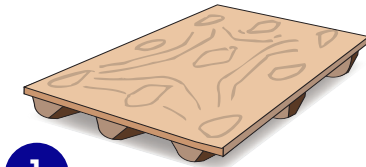
2. TFT box with lid

3. Cardboard sheet



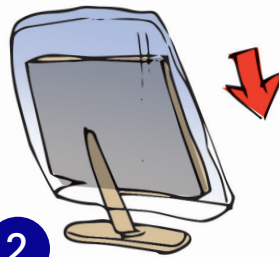
4. Foam sleeves

5. Stretch film



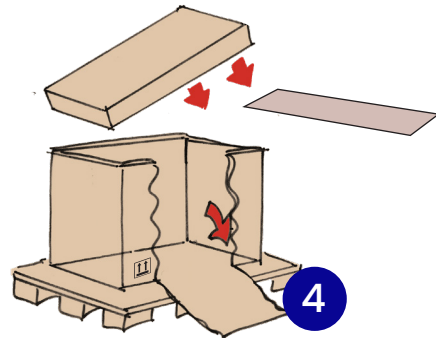
1

Position the pallet.



2

Cover TFT monitors in TFT sleeves.



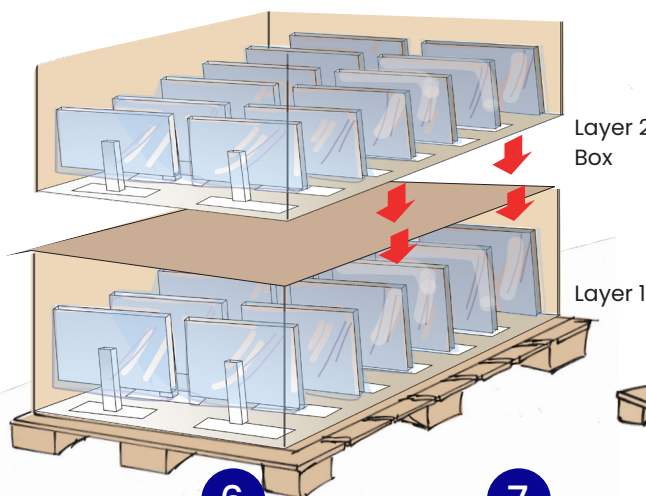
3

Open TFT box and place on the pallet.

4

A TFT box has three parts:

- Box
- Cardboard sheet
- Lid



5

Place the monitors in their sleeves inside the TFT box.
The feet must not overlap!

6

Place the cardboard sheet onto the first layer of TFT monitors.

7

You can now add a second layer in the same way as the first.

8

Finally, put the lid on and seal the box.

9

Two boxes can be placed on top of each other. Wrap the packed pallet in stretch film.

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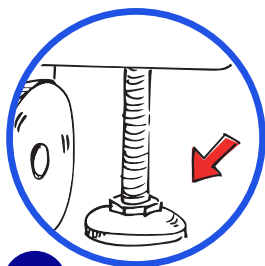
Procedures for unpackaged goods:

MFPs on wheels:

- Be particularly careful with wheels
- Release the brakes and raise the feet
- The machine must have edge protectors, be wrapped in film, and be held in place on the truck by load-securing straps
- Printers must be transported in an upright position to prevent toner and/or liquids from leaking

Packaging material:

-  1. Corner protectors
-  2. Stretch film
-  3. Straps

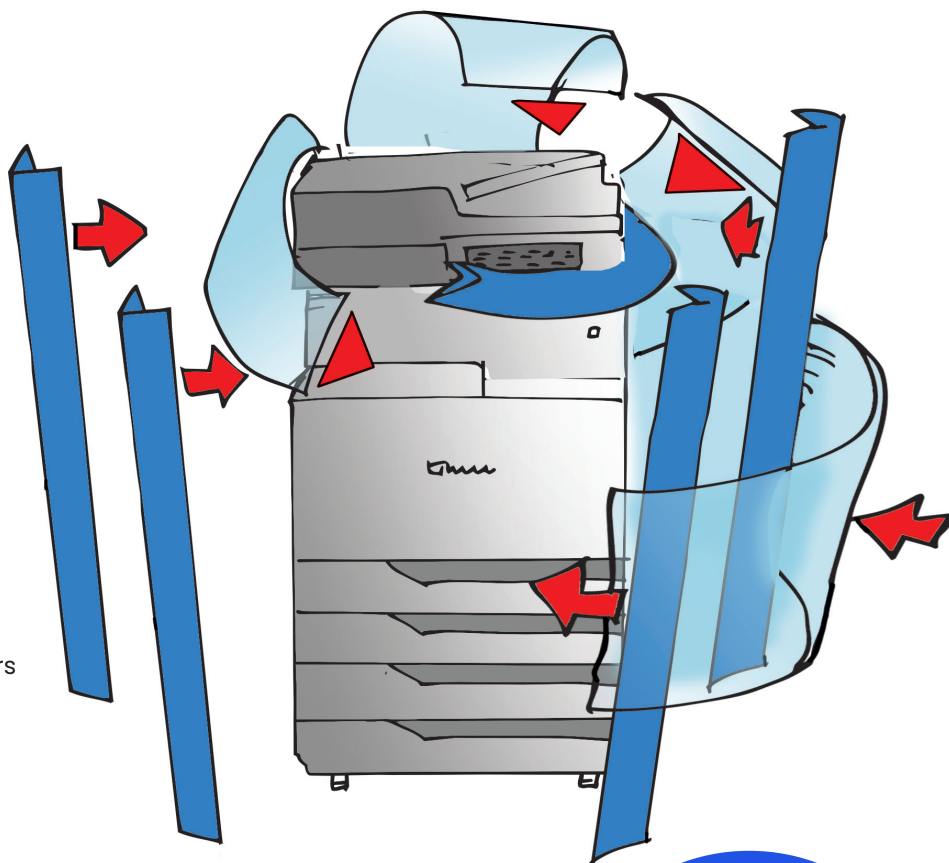


1

Release the brakes and/or raise the feet.

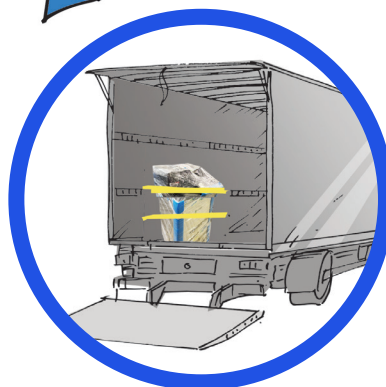
2

Add corner protectors and wrap securely in stretch film.



3

Transport in an upright position, secured with straps.



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Procedures for unpackaged goods:

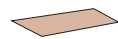
Desktop printers

- Must be packed on pallets
- A cardboard sheet should be inserted as a cushion between the stacked machines. If sensitive machines are being stacked, foam blocks should also be used to create a level surface

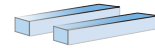
Packaging material:



1. Pallet



2. Cardboard sheet



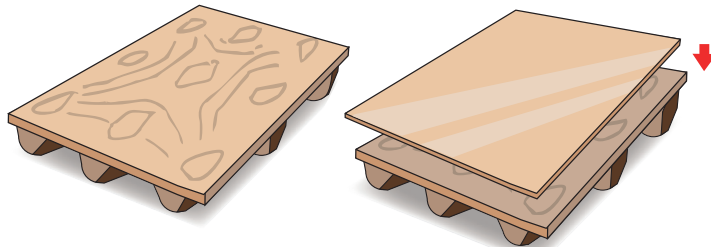
3. Foam blocks (optional)



4. Stretch film

1

Position the pallet.

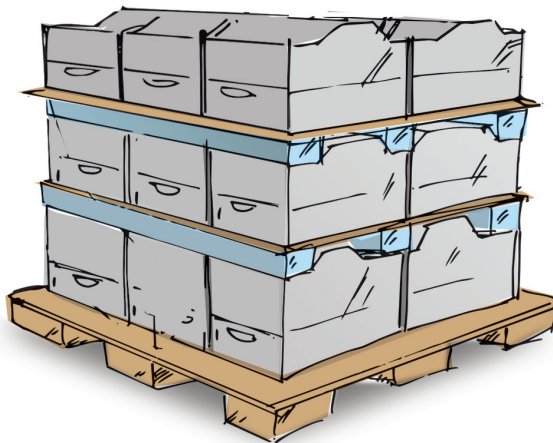


2

Place a cardboard sheet on the pallet.

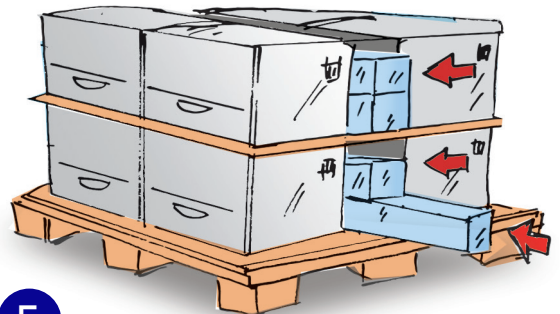
3

Use foam blocks to ensure everything is level.



4

Insert layers of cardboard.

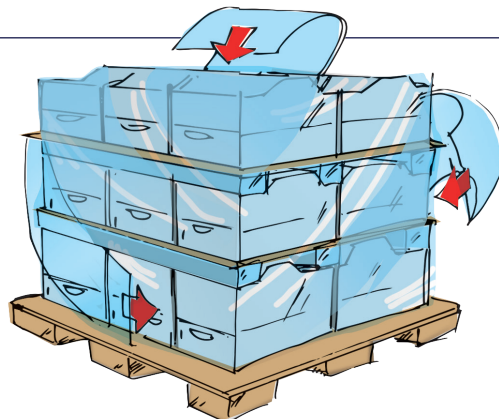


5

Ensure that any delicate protruding elements face inward and fill the space between with foam blocks.

6

Secure by wrapping it all in stretch film.



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Procedures for unpackaged goods:

Smartphones and tablets

- Should generally be packed using the packing material provided specifically for this equipment
- The packing material is suitable for all conventional sizes
- Tablets: boxes must be transported the right way up

Packaging material:



1. Pallet



2. Suitable box

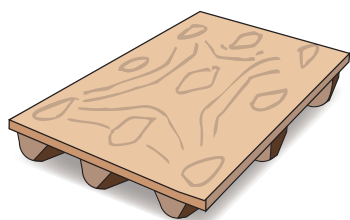


3. Suitable foam insert(s)



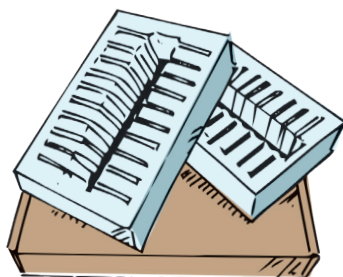
4. 'Hazardous goods' label if not printed on box

Smartphones



1

Position the pallet.



2

Open the box
2 foam inserts
per box.



3

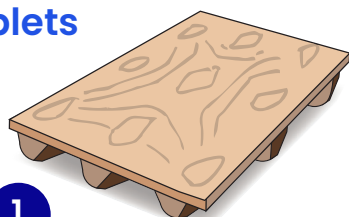
Place the smart-
phones into the
foam inserts in the
box.



4

Seal the box.

Tablets



1

Position the pallet.



2

Open the box
1 foam insert
per box.



3

The slots can hold one
large tablet, or several smaller
tablets side by side.
There should be no contact
between devices at any point.

4

Seal the box,
store upright.

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Procedures for unpackaged goods:

>85" monitors

- Place directly on pallet if too large for cardboard box
- Transport upright and cover in bubble wrap
- Place 2 pallets front and back and fix in place using straps

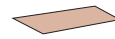
Packaging material:



1. Three pallets



2. Bubble wrap



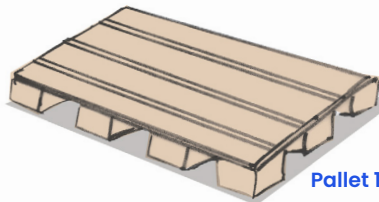
3. Cardboard sheet (optional)



4. Straps

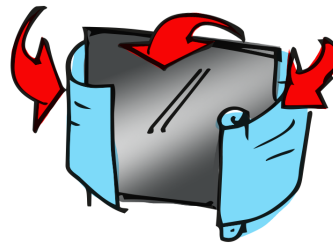
1

Position the pallet.



2

Protect from scratches by using bubble wrap and/or cardboard.



Pallet 3

3

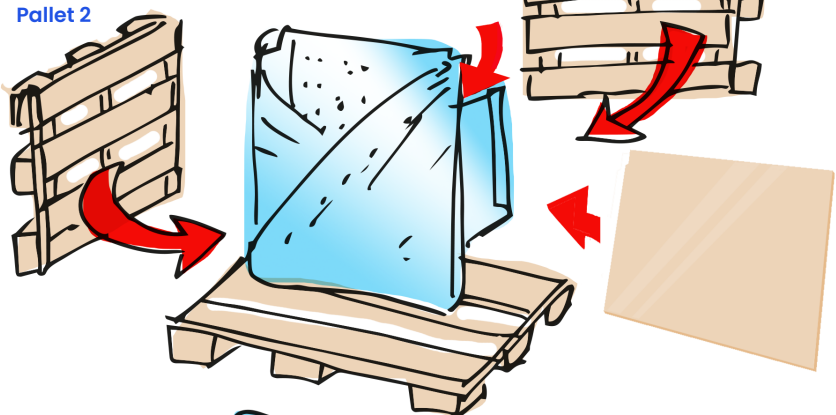
Place the monitor lengthways along the middle of the pallet.

Protect with a layer of cardboard where necessary.

Use two additional pallets front and back to keep the monitor upright.

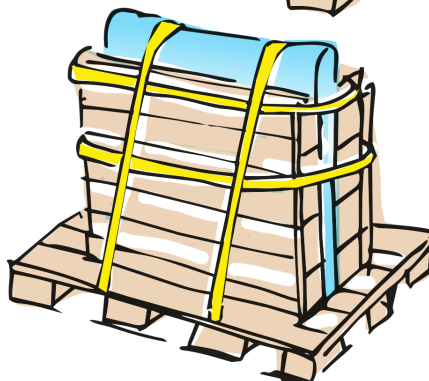
Ensure that these pallets are able to stay upright.

Pallet 2



4

Use tension straps to fix everything in place. Do not tighten too much to avoid damaging the device.



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Procedures for unpackaged goods:

Large-format displays/TVs

- Place on pallet
- Choose the right box by size:
 - small:** 1320 x 160 x 750mm, max. load 50kg / max. 55"
 - medium:** 1750 x 160 x 1050mm, max. load 50kg / 56–75"
 - large:** 2000 x 160 x 1200mm, max. load 50–60kg / from 76"
- Lay corrugated cardboard cushioning in the bottom of the box before placing the device inside
- Transport upright

Packaging material:



1. Pallet



2. Suitable box



3. Corrugated cardboard cushioning



4. Straps (optional)

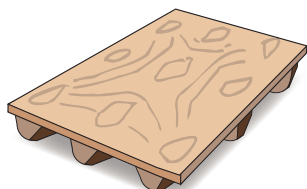


5. Tape



6. Stretch film

Large-format displays/TVs



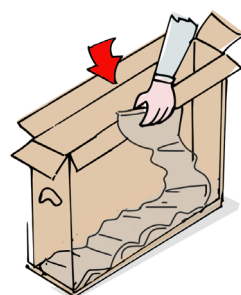
1

Position the pallet.



2

Select a suitable box size. Open the box and seal with tape.



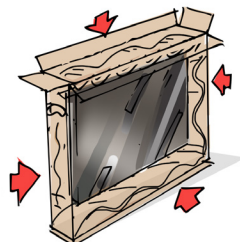
3

Place cardboard cushioning along the bottom. Cut to size as required.



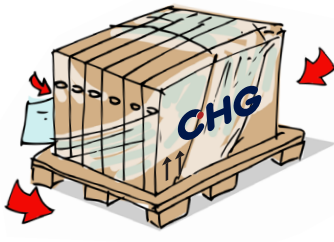
4

Lift the device into the box or place the box over the device.

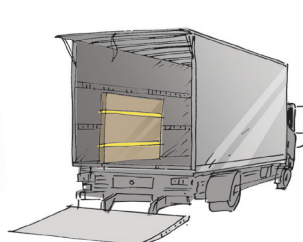


5

Carefully turn the box until the opening is on top. If the device does not fill the box, add more cardboard cushioning down the sides and on top.

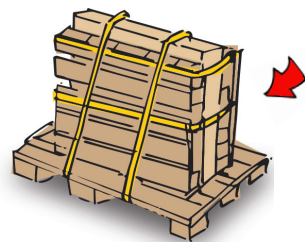


6

Always send upright! Seal the box(es) with tape and secure to a pallet (stretch film and/or tension straps).

7

When sending a single device, either omit the pallet completely and secure the box to the side wall...



8

... or place the box on a pallet, add pallets front and back, and secure with tension straps.

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Procedures for unpackaged goods:

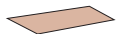
Servers, storage/network devices

- Place on pallet
- Must be packed so as to prevent this equipment from being damaged in any way whatsoever
- It is important that all accessories (rails, cables) are included in the delivery

Packaging material:



1. Three pallets



2. Cardboard sheet

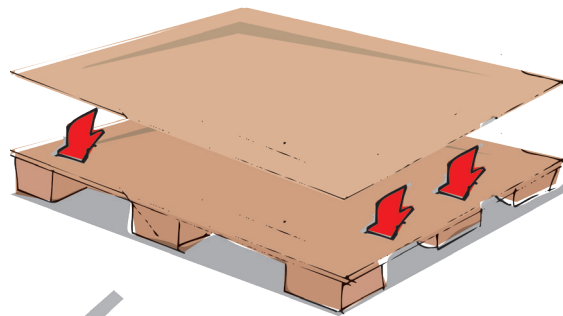


3. Non-slip layers, e.g. TFT covers or stretch film



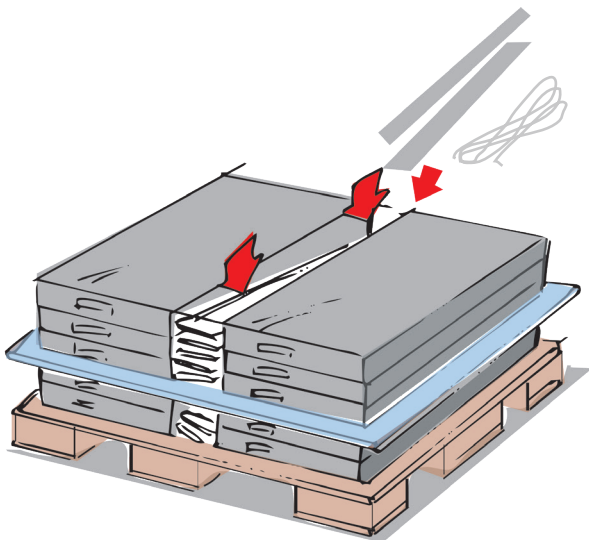
4. Stretch film

Servers Storage devices Network devices



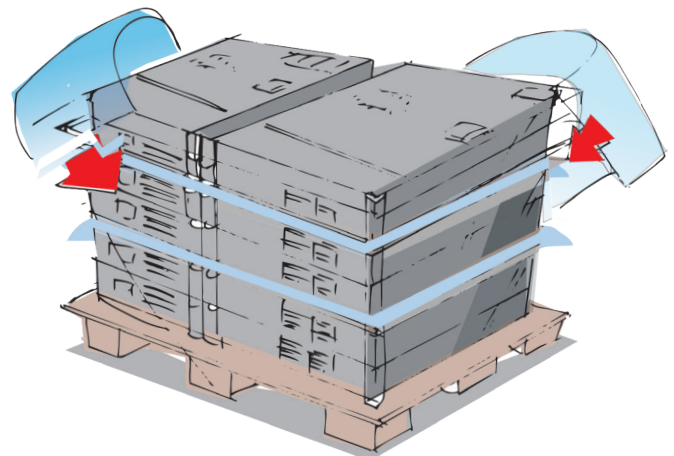
1

Position the pallet and place a cardboard sheet on it.



2

Package in the appropriate direction. Ensure that no damage can occur during transportation. Don't forget small parts such as rails and cables.



3

Use plenty of non-slip layers in between. Secure the entire package with stretch film.