

Moving Your Computer Tips

It's easy to protect your computer, printer, peripherals and valuable files when moving.

Backup Your Data

Be sure to back up all of your important files and programs. Store the backup disks with your original program disks and keep in a secure container. Remove all floppy diskettes, cd-roms, tapes, etc. (Some older computers will have hard disk head parking utilities. If so, park the hard disk drive.)

Shut Down and Disconnect

1. Shutdown your computer before turning it off or unplugging any cables.
2. Carefully unplug all power cables.
3. Carefully unplug all cables to peripheral devices.
 - Make note as to what devices the cables were plugged into by writing it on a piece of masking tape and attaching the tape to the cable.
 - Don't stress cables-avoid crimping, pulling, and crushing forces.
4. Carefully move the monitor (for packing), as it can be heavy and awkward to move.
5. Disconnect the printer, park the print head, and remove ink cartridges, laser cartridge, or ribbon. Unplug and mark the cables as noted above.