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# Proper Packaging of Swecoin Receipt Printers and Power Supplies

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Please follow the procedures below to insure that printers and power supplies are not damaged in transit. Swecoin is not responsible for damage resulting from improper or inadequate packing.

## 1. Packing your printer for shipping

Utilize original packing materials whenever possible.

First place the printer in a plastic bag, then set it inside the original printer container you received from Swecoin. The design of these containers is such that the printer cannot move around inside it. If the original box liner is damaged, place the printer in the box and add packing peanuts around the sides of the box all the way up to the top. Add as many peanuts as necessary so that when you shake the closed box, no printer movement or sound is detected. The plastic bag is important because it prevents peanut and carton dust from contaminating the printer. Seal the top of the box with packing tape.

If the original box is not available, place the printer in a plastic bag, and wrap it with bubble pack so that the printer is covered by at minimum 1.5 inches of material on all sides. Then place bubble wrapped printer in a fitting box.

Place sealed printer containers in a larger, sturdy container (see #4 below).

## 2. Packing power supplies for shipping

Power supplies should also be shipped in their original boxes. If this box is not available, wrap the power supply in at least 1/2 inch of bubble pack. The power supply itself is not particularly damage-prone, but it does have sharp edges that may damage other items in the box.

Place sealed power supply containers or bubble wrapped power supplies in a larger, sturdy container (see #4 below).

## 3. Packing loose pieces (cables, accessories, etc.)

Any loose pieces that go with the printer should be placed in a bag that can be sealed such as a zip lock bag. If the pieces are fragile (e.g., optical sensors), wrap them in bubble wrap before placing them in the shipping carton (see #4)

## 4. Preparing the shipping carton

Individual printers and power supplies, even if packed in their original boxes as discussed above, must be placed in a second box for shipping. All empty space inside the shipping carton must be completely filled with packing peanuts, bubble wrap, or other packing material. Original boxes may be placed directly into a larger box without packing peanuts, **as long as the individual printer component boxes fill the container completely**, leaving no free space.

Place printer and power supply boxes or bubble wrapped items inside the bigger shipping carton before adding packing peanuts or other packing material.

In a properly packed box, items should not move once packing material has been added, and all items should be in close proximity to one another, not scattered throughout the box.