

Packing Up Tax Site Supplies and Technology

Silver Cage

- All laptops inside black moving blanket, should all be incased like a taco.
- Ensure all power cords, extension cords, and surge protectors are picked up and placed in the cage (top shelf).
- Put printers, with power cords, back into their boxes.
- When printers are back in boxes and put back in cage, place 2x3 signs on top of the boxes, inside the cage. Break down easels and place in cage too.
- Tuck cage power and ethernet cable all the way back into the cage.



Plexiglass

- Remove from tables if your site has that kind of plexiglass connections.
- Take feet off plexiglass (Should have hex key/allen wrench tool in mouse box, if not just wiggle the feet a bit and they should slip off), put feet in blue or grey bins.
- If possible, stack the plexiglass on top of the silver cage, if you cannot, no worries, stack plexiglass against cage or carts so it doesn't get lost.



Shredder

- Put **EMPTY** shredder back into its box. The wheels will pull off the bottom of shredder and fit inside cutouts of the Styrofoam packaging. Shredder will not fit without removing wheels.

Black Carts

- Remove all signage from the walls, if sign is damaged throw it out. Place "good" signage into blue bins neatly.
- All loose paperwork needs to be in a blue bin or box. Please try to keep it organized.
- All bins and as many boxes as fit should be placed on the black carts. Do not take up space with copy paper cases unless everything else is on the carts.

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- Snacks, any unopened snacks can be sent back, anything open please give to security or have someone take them home. All water should come back with the supplies.

Placement for Shipping

- Place all carts, cages, boxes, tables/chairs (if you received them from Ladder Up), and water cases together.
- Don't forget to pull everything out of closets or backrooms.
- All Ladder Up equipment should be in one central location for the movers to pick up. They do not know what belongs to Ladder Up, so please sure it is all together.

Packing Printers, Laptops, and Shredder

Packing Printers

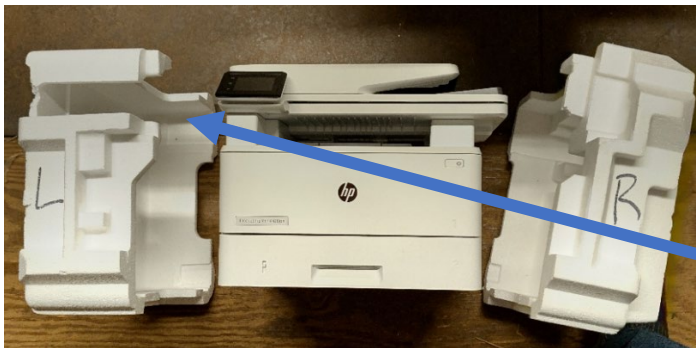
- Unplug printers and disconnect any ethernet cables.
- Locate printer boxes at your location, brown box is for the main printer and the white box is for the copier.
- Take top Styrofoam piece out of the **BROWN** printer box, place printer (backside down) into lower Styrofoam piece still in box (watch out for back flap of printer). Drop power cord into printer box, then put top piece of Styrofoam onto the printer and close flaps of box (just fold them over, DON'T tape or tuck together).



- Take both pieces of Styrofoam out of the white printer box, fit Styrofoam around copier, place copier with Styrofoam back into the white printer box,

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drop power cord into the box and close the flaps of box (just fold them over, DON'T tape or tuck together).



**Note the slot for the Screen



- Place printer box into sliver cage in same locations. Then place large signs and easels on top of the printer boxes.



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Packing Laptops for Shipment

- Laptops should be protected inside of moving blanket. The sides should be tucked under to keep the laptops from sliding into the sides of the cage. When properly packed, the laptops should be tucked into a moving blanket pocket, with moving blanket below above and on both sides of the large stacks.



Packing Shredder

- Unplug and empty your shredder, please do not pack up a full shredder.
- Locate shredder box at your tax site. Open box and locate top Styrofoam pieces (they are corner like pieces), remove them from the box but leave the larger bottom piece. Place shredder into box upside down (top of shredder should be in the bottom of the box). Pull on the wheels of the shredder, they should pop out with a little effort.



Packing Printers, Laptops, and Shredder

- Place top corner Styrofoam in place and put wheels in the cutouts. Fold top of box shut and place on a black cart.

