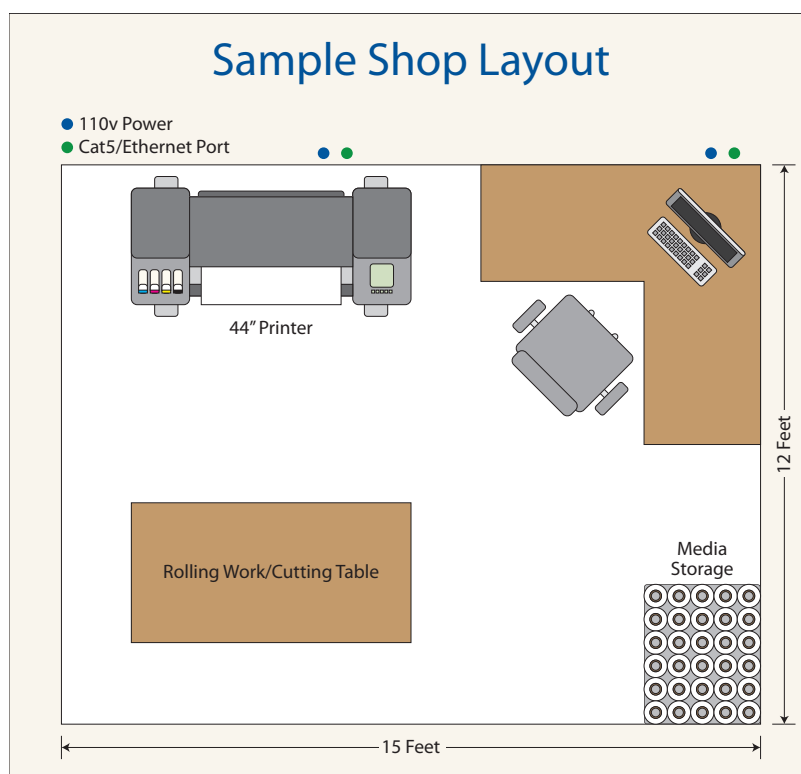# Printer Pre-Installation and Shipment Guide

Besides the actual installation of your new printer, the most crucial aspect is preparing for its delivery. Being adequately prepared and having all the details ironed out beforehand will make the installation itself go that much more smoothly so that you can get right into production. We appreciate your business and want the entire process to be as trouble-free as possible.

Pre-installation Checklist:

1. Prepare and plan your space.

- Note the dimensions of the printer so that you can prepare enough space for both its installation and the path to the print shop when it's delivered. A minimum of three feet of working space to the front of the printer is recommended.

- Include specifications and special needs to get the equipment from the delivery truck into the print shop: Elevator size, loading dock, lift gate, etc. (where applicable), and where the print shop is located in the building in relation to where the printer will be delivered. All doors, passageways, arches and corners should be measured to accommodate easy movement of the equipment.

- Develop a simple scaled floor plan diagram showing power outlets, network drops and where equipment will go.

- Plan the location of each component (printer, work tables, cutters, etc.). Make a complete list of all equipment, storage and supplies to be accommodated in the printing area. Define the workflow between equipment and identify efficient operational techniques.

- Arrange the components in the workspace based on your analysis of workflows and efficiencies. Be sure to allow sufficient aisle space for movement of media and personnel. Allow for maintenance access to equipment.

Sample Shop Layout

110v Power
Cat5/Ethernet Port
44" Printer
12 Feet
15 Feet
Rolling Work/Cutting Table
Media Storage

2. Plan for power outlets and electical loads.

- 110v service is required for aqueous printers.

- 220v service is required for solvent and UV-curable printers.

- Power outlets should be in close proximity to the printer.

- Surge protectors are not required, but are recommended.

- UPS (Uninterruptable Power Supplies) may be a good investment in areas where power outages are relatively frequent.

3. Plan for printer connections, either to a network or directly to your computer.

   - Most printers give you the option to connect directly via USB to the computer. For USB connections, a cable no longer than 10 feet is recommended to avoid any potential connectivity issues.

   - For printers connected to a network, drops are required for each printer on the network. Those network drops should be in close proximity to the printer.

   - Each printer on the network will require a unique IP address, which will be needed on the day of the installation. This is applicable only for users that have a primary domain controller in a corporate or administrative network.

   - For printers connected to a network, administrative access will need to be granted so that drivers and software can be installed to the network.

4. Plan for potential facility upgrades.

   - Ensure that all preparations for the printer installation are complete. It is essential to have all utilities (HVAC, exhaust, electrical) available at the time of installation.

   - It is your responsibility to ensure that room and equipment exhaust, makeup air supply, equipment supports, and electrical services meet all applicable codes and ordinances.

   - Check with the printer manufacturer for the optimum operating environment for your printer. A general range is between 59-89 degrees F and 10-80 percent humidity, non-condensing.

   - Additional measures may be required or desirable because of the particular or exceptional conditions or circumstances present in the user's work area or because of the requirements of applicable local law.

   - Do not assume that all necessary procedures, warnings and precautionary measures are described here.

Shipment Checklist:

Most printer deliveries proceed as planned without any hitches or damage to the printer. However, in the event that you notice any damage to the crate/box, the following procedures will prove helpful…

1. Inspect crates and cartons for any damage. If at all possible, do this with the delivery carrier's agent present. Photograph any damage and immediately file a claim with the carrier. Carriers cannot be held legally responsible for shipping damage unless they are notified within 15 days of delivery. If an indication of damage is observed, then the following steps should be taken:

   - You may refuse shipment of the printer, which is the best thing to do in this situation. If you refuse shipment, contact your LexJet account specialist who will ship a new printer to you.

   - If you do not refuse shipment, record the indicated state in the appropriate place on the shipping/delivery documentation before the delivery agent leaves your shop.

   - Notify the shipping agent that a mishandled item of packaging has been detected.

   - Obtain authorization from the shipping or insurance agent before the mishandled package is opened.

   - Notify your LexJet account specialist about the observed condition.

   Also, check the outside of the box to make sure you've received the printer model you actually ordered. This happens occasionally, and it's a simple precaution that saves a lot of headache if you take the printer out and find it's not the model you ordered.

2. Use personnel and equipment appropriate to move the equipment from the receiving area to the staging area. Measure aisles, doorways and archways to be sure there is enough clearance for the printer. Provide a sheltered area for the shipment close to the installation site to unpack and prepare the equipment for installation.

3. If you have asked for lift gate service to get the printer off of the back of the delivery truck and the delivery company arrives without a lift gate, you have two options:

- If you have enough help on hand, you can opt to unload the printer yourself. Please call your account specialist to let them know that the delivery was made without a lift gate so we can credit your account for the lift gate charge.

- You can refuse delivery and ask that it be redelivered with a lift gate. In this case, call your account specialist to let them know what has happened so they can contact the freight company to arrange for the printer to be re-delivered with a lift gate. Keep in mind that it may take a few days to get the printer re-delivered.

When the freight company delivers the printer it is considered *curbside delivery*. Be sure that you have help on hand to get the printer inside your location.

Helpful Reminders

- Don't forget to fill out and send in any rebate forms within 30 days of purchase.

- Download updated firmware and drivers from the manufacturer's website.

Need help? Call a LexJet account specialist at 800-453-9538.