



Library Equipment Return Instructions:

1. Wrap the shell of the machine with plastic or bubble wrap. Separately wrap any cables, plug adaptors, and other accessories in plastic or bubble wrap.
2. Place the device in a box and fill any remaining space with additional packaging material to hold the machine securely in place. It's best to avoid loose packaging, such as polystyrene peanuts, as loose material is less effective at preventing the laptop from sliding around on the move. Then add the accessories.
3. Gently shake the box to ensure it is securely packed and there is no internal sliding. Close the box and tightly seal with tape to avoid moisture getting in.
4. Print and tape the return label onto the box. Make sure to scribble out any additional labels if you are reusing a box.