

Shipping Crate Packing Procedure

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How to Pack Your Shipping Crate



1. Place only one laptop into each slot*



2. Close the lid and secure all 4 latches



3. Insert the shipping label into the pouch



4. Make sure the lock is on the box**

**If a divider slat detaches and becomes lost, please place crumpled paper between the devices to protect them during shipping.*

***Lock combination is 1381. If a lock is broken but shipment needs to happen immediately, please secure crate with a zip-tie.*

If You Are Sending an Emergency Box



1. Place 2 laptops in each sleeve



2. Place 5 sleeves per box*



3. Insert the shipping label in the pouch

**If a bubble bag deflates, please place crumpled paper between the bubble bags to protect the devices during shipping.*

Please contact us immediately at ADP@ER2.com if...

- Anything is missing
- A lock is broken and new one is needed (include regional main office address)
- A large quantity of laptops need service in a short period of time