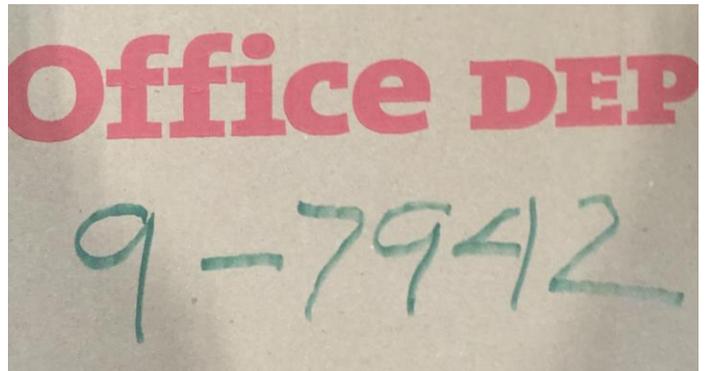


1. Most phones belong to DAS and need to be turned into Surplus. No need for you to create a PDR or enter anything into Reuse unless you own the phones.
2. For safe lifting, please limit boxes to no more than 20 phones per box.
3. Meridian, Nortel/Norstar phones should be sent to Garten as e-waste. Contact Garten by calling 503-581-4472 ext. 3198 or emailing a request to recyclepickup@garten.org
4. Cisco phones should be grouped by model (i.e. all 7942s together, all 7911s together, etc.)
5. Cisco phones should have receivers removed but packed in the same box as the phone, press side button to fold-up back brace/wing – see photos:



6. Label each box with quantity of each model of phone (i.e. 27 – 7942, 12 – 7962) – See photos:



7. Headset should be packaged individually with all components for each unit in one package – gallon bags work nicely for this.
8. Get them to Surplus:
 - a. Deliver them yourself
 - b. Send them via the Shuttle
 - c. Send them via UPS, USPS or other package delivery service
 - d. Arrange for us to pick them up, normal pick-up rate will apply (charged to DAS if DAS owned): \$50.00 per hour + \$2.00/mile (Billed in 15 minute increments, with a 1 hour minimum) Call Bob LaDuke at 503.378.4077 to schedule pick-up.