

Lenovo Global Labeling Guide

Volume 8 - Overview of Symbols and Special Labels

Lenovo Part Number 41U3004

Current Edition: 2.0

Release Date: Dec 18, 2008

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1. Introduction

This is volume 8 of a series of volumes which document what labels and packing lists should look like to conform to the needs of Lenovo. A list of all of the volumes in the Global Labeling series appears in volume 1 "Overview and General Rules" (Lenovo part number 41U2997).

The purpose of this volume is to serve as an overview of special marking and labels. We use the term "overview", because the details exist in other Lenovo documents and web sites. The reader is obliged to obtain and understand those details before using any of the symbols referenced in this document. The other documents can be found as follows:






Identification of Document	Type of Document	Where it can be found	How to acquire a copy
C-B x-xxxx-xxx	Lenovo Corporate Bulletin	e-SIS	from your Lenovo engineering representative
C-H x-xxxx-xxx	Lenovo Corporate Specification	e-SIS	"
C-S x-xxxx-xxx	Lenovo Corporate Standard	e-SIS	"
CP 10.13	Lenovo Corporate Procedure		"
GA21-9261-11	Lenovo Packaging Guide		from your Lenovo packaging representative
Lenovo Design Guide aka Lenovo Graphics Design Guide	Hard copy	Each Lenovo business unit has their own packaging spec.	from your Lenovo packaging representative
N-B x-xxxx-xxx	Lenovo National Bulletin	e-SIS	from your Lenovo engineering representative

Before reading this volume 8 you should first read volume 1 of the Global Labeling Guides. It contains background information that pertains to all of the volumes in the Global Labeling series.



2. Content

2.1 Country Specific Symbols for Labels

Except as noted, the items listed below may be applied to the package as a label or as printed text directly on the package. The method of application is left largely to each shipper to determine the best method unless otherwise specified below.

Sample of symbol or special label or attachment	Description	Where details can be found
	European Union (EU) mark of conformity.	C-S 1-1120-000
	Mexican NOM. Required by Mexican Legal for products which are AC connected. NOM is the logo.	C-S 1-1120-000
 АЯ46	Russian Compliance Mark. Required by Russian Legal. This is one of several symbols which are unique to the test agency that approved the machine. Label	Column 2 gives the details.
 		

	<p>Russian Compliance Mark. Required by Russian Legal. This is one of several symbols which are unique to the test agency that approved the machine. Label</p>	<p>Column 2 gives the details.</p>
		
	<p>Insect Free Symbol. Required by the USDA for heat treated wooden packaging if exported. Use of the symbol is controlled by lumber grading agencies and can only be used where authorized.</p>	<p>http://www.aphis.usda.gov/ppq/swp/</p>



	China Import Compliance symbol	http://www.china-contact.com/www/gov.html Do search on web for "China CCIB".
<p>Reusable Container</p> <p>Container made in xxx</p> <p>Contents made in yyy</p>	This marking is required on reusable containers by Customs Regulations. "Contents made in yyy" must be omitted when the container is empty. xxx denotes the full name of the country in English where the container was made. The only allowable abbreviations are USA and UK.	Column 2 gives the details.
For retail products sold in Canada, the product identity (e.g. "portable computer", "disk drive") and product function must appear in French and English.	This is required by the Canadian Consumer Packaging and Labeling Act and Regulations.	C-S 1-1120-000
For retail products shipped to the province of Quebec, text on containers must be in French. The presence of English is optional.	This is required by Quebec Law 101.	C-S 1-1121-000
	<p>RoHS Symbol.</p> <p>Lenovo PN: 93P8917</p> <p>Required to be placed on all products which have passed RoHS compliance.</p> <p>Background color to be white, text and graphics to be black.</p> <p>Barcode to be 39 (3 of 9) format. Barcode to be printed black.</p>	Conform to Engineering Spec 80X2324, 46G3772



2.2 Standard Handling/International Symbols

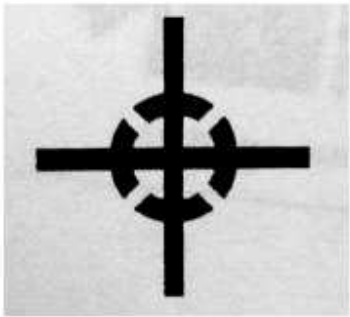
This section consists of symbols from International Standard ISO-780 or ASTM D5445. Whenever handling symbols are required, use only those provided in ISO-780 or ASTM D5445 symbols. New symbols should follow the design guidelines of those standards. If what you're trying to convey is not covered by either of those standards, then consult section 5.0 for symbols which have been custom created by Lenovo.

To comply with Chinese law, international symbols must be used. Reference ISO 780.

Except as noted, the items listed below may be applied to the package as a label or as printed text directly on the package. The method of application is left largely to each shipper to determine the best method unless otherwise specified below.

Sample of symbol or special label or attachment	Description	Where details can be found
	Fragile indicator. This symbol is usually printed directly on the carton.	Lenovo Design Guide Table 1 in C-S 1-1120-000
	Keep Dry indicator. This symbol is usually printed directly on the carton. The reader should consider the EIA/JEDEC Moisture Sensitive Symbol documented in section 5.0. i	Lenovo Design Guide Table 1 in C-S 1-1120-000



	<p>Stacking - Safe Stack Height. The number, X, identifies the maximum number of boxes that should be stacked vertically. It is usually printed on the carton. This symbol is required for packages to indicate safe stack height with regard to tipping over. All packages must be designed to be stackage to a height of 5m (200 inches) in unitized loads in warehouses. Do not use this symbol as a means to get by with a weak package which could otherwise be designed strong enough to stack 5m. For items which can be safely stacked 5m, the number that equates to a stack height of 5m should be used. The numeral indicates the number of boxes, not the number of pallets in the stack and includes the bottom carton in the stack.</p>	
	<p>This end up. This symbol is usually printed directly on the carton. This symbol is required for cartons which are accompanied with a tilt indicator and which should never be inverted or laid on side. Do NOT use this symbol routinely to indicate optimum stacking orientation or for cartons designed for six sided protection.</p>	<p>Lenovo Design Guide</p>

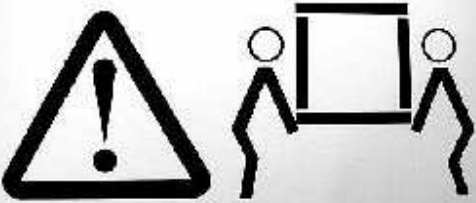

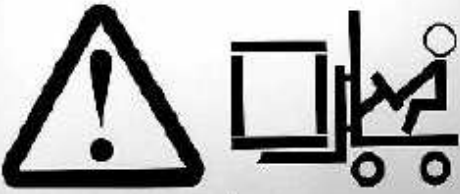


	<p>Top Heavy and Center of Gravity Indicators.. Two are used - one on front and one on adjacent side to indicate the location of the center of gravity of the package. These should be used on packages which are top heavy. This symbol is required for large crates regardless of height as well as top heavy items such as those for which tilt indicators are applied. This symbol is required by Chinese Law and Standard Practice for Export shipments. They are especially important on all crated items and otherwise any heavy, unwieldy or top heavy items.</p>	<p>This is an ISO-780 and ASTM D5445 symbol.</p>
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2.3 Custom Handling Symbols

The symbols in this section should only be used if a satisfactory symbol cannot be found in International Standard ISO-780 or ASTM D5445.

Note: Use of these symbols does not comply with Chinese law.

Sample of symbol or special label or attachment	Description	Where details can be found
	<p>Safety Alert symbol. The Safety Alert symbol is generally followed by the word "DANGER" or "CAUTION" in large bold letters:</p> <p>DANGER: Applicable to situations with the potential of causing death or serious injury.</p> <p>CAUTION: Applicable to situations with the potential of causing moderate or minor injury</p>	
	<p>Weight symbol Artwork:</p>	

 <p>18-32 kg. (39.7-70.5 lbs.)</p>	Weight symbol Artwork:	
 <p>32-55 kg. (70.5-121.2 lbs.)</p>	Weight symbol Artwork:	
 <p>55 kg. + (over 121.2 lbs.)</p>	Weight symbol Artwork:	
	<p>ESD Warning Label</p> <p>Label is to be applied to the package component that is providing the ESD protection. Access to the ESD sensitive part must require the user to break this label.</p>	C-H 2-0001-703
	<p>This Magnetized Material Warning is required by IATA/ICAO Dangerous Goods shipping regulations for international air transport.</p>	IATA/ICAO Dangerous Goods Manual
<p><u>Attention</u></p>	<p>This label is required for all machine shipments. It is not required for FRUs and components.</p>	<p>C-S 1-1121-000</p> <p>Lenovo Graphics Design Guide</p>

Receiving Personnel

**Inspect machine on arrival.
If there are visible damages:**

- 1. Have carrier sign delivery receipt noting visible damages.**
- 2. Notify Lenovo Branch Office immediately.**





2 Level

The left symbol is an EIA/JEDEC symbol to identify a moisture sensitive part.

The right symbol identifies the level of moisture sensitivity.

EIA/JEDEC document JEP113-B, "Symbols and Labels for Moisture Sensitive Parts".



2.4 Safety Compliance Symbols

Sample of symbol or special label or attachment	Description	Where details can be found
	<p>Plastic bag with suffocation hazard warnings in 23 different languages. Text says "WARNING: TO AVOID DANGER FROM SUFFOCATION KEEP THESE BAGS AWAY FROM BABIES AND CHILDREN." This bag is legally required for all plastic bags 0.025 mm (0.001 inch) thickness or less and with an opening of 355 cm (14 inches) or greater (circumference) but recommended for all poly bags. Wording is printed directly on the bags. Note: In addition to the markings, 6 mm holes must be punctured in the bags to comply with UK standards. Use of this bag is required by various international laws (e.g. Canada, UK, and some U.S. states).</p>	<p>Column 2 contains all the details.</p>
	<p>Lenovo part number: 48Y3389</p> <p>Text says "DO NOT LOAD OR TRANSPORT PACKAGE IF DAMAGED" ,Minimum Dimensions:120mm×110mm</p> <p>Each package that contains lithium ion or lithium polymer cells and batteries must be labeled with this Lithium battery handling Label. This label is legally required by IATA(International Air and Transportation Association) Details can be found in Packaging Instruction 965, 966, 967, 968, 969, 970, IATA</p>	<p>Column 2 contains all the details.</p>




2.5 Security Seals and Symbols

All shippers of FRUs individually packaged in rigid containers are required to seal the containers using Security Seal tape or label equivalent. The purpose of this volume is simply to display a few examples of such seals and tape. The reader is urged to obtain a copy of and study Lenovo Corporate Bulletin C-B 0-3700-000 for details and further examples.

All packages containing Lenovo assets must be sealed with tamper evident tape or labels depending on the type of shipment and the asset classification level.

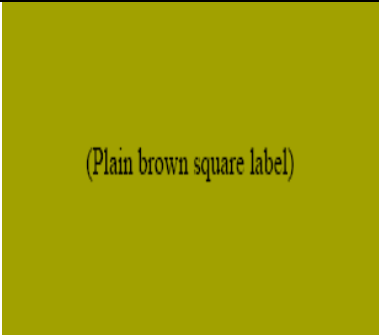
Sample of symbol or special label or attachment	Description	Where details can be found
	Security Seal / Label	Column 2 contains all the details.
	Lenovo Logo tape to seal all products.	Column 2 contains all the details.

2.6 Used Parts Labeling

Sample of symbol or special label or attachment	Description	Where details can be found
		Column 2 contains all the details.
	Container seal for field use in U.S. only. Serviceable Used Part indicator, Space is provided to fill in the date, employee name, employee ID, and Lenovo branch office number.	Column 2 contains all the details.
	Refurbished monitors require a "USED EQUIPMENT" label.	

2.7 Miscellaneous Labels and Symbols

Sample of symbol or special label or attachment	Description	Where details can be found
Reconditioned/Renovated by Lenovo Corporation	Required when the product has been reconditioned or renovated by an Lenovo facility.	C-S 1-1121-003
Reconditioned/Renovated For Lenovo Corporation Purchase, New York USA	Required when the product has been reconditioned or renovated for an Lenovo facility by a supplier.	C-S 1-1121-003
This machine is manufactured from new parts or new and used parts.	Required statement unless the responsible product manager can demonstrate and has certified in writing that only new parts are used in its manufacture and Legal approval has been obtained.	C-S 1-1121-003
This product is refurbished and contains used parts.	Required when the product has been reconditioned or refurbished.	C-S 1-1121-003

Sample of symbol or special label or attachment	Description	Where details can be found
<p>FILLER (EMPTY) BOX</p> <p>This box is deliberately shipped empty</p> <p>And is only used to stabilize the load.</p>	<p>This label is required to be placed on empty boxes used to complete a layer of cartons on a pallet load. It must be visible on the outside surfaces of the pallet load.</p>	<p>Column 2 contains all the details.</p>
<p><u>3</u></p> <p>FILLER (EMPTY) BOXES ARE</p> <p>USED TO STABILIZE THIS LOAD.</p>	<p>This label is required to be affixed to a pallet or case when one or more filler (empty) boxes have been placed on the pallet or in the case. The quantity is written in by the operator.</p>	<p>Column 2 contains all the details.</p>
 <p>(Plain brown square label)</p>	<p>Size: 16" x 16"</p> <p>Used to cover up old or outdated information as needed. This is sometimes required for items Lenovo builds as an OEM to another company to cover up our logo or other such information.</p>	<p>Column 2 contains all the details.</p>

3. Appendix - Revision History

Date	Version #	Changes
2006-02-28	1.0	Created new guide for Lenovo.
2008-12-18	2.0	Add “ Lithium battery handling Label” in Page 12, Section 2.4, Volume 8