

# Equipment Return Policy- Article no. 1201

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## Introduction

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### Equipment Return Information

- **All equipment** with an **MRC** *must* be returned; [see full list of equipment charges, here](#)
- To avoid unreturned equipment charges, **our equipment** must be returned **prior to**, or **on the day services are disconnected**; charges calculate **starting** the **day** of disconnection
- **Converters** and their **Remote Controls** must be returned
- **Internal ONTs\*** a customer can **access** like a cable modem **must be returned**
  - ONT's are disconnected by the green fiberoptic jack, caution customers not to look into the plug
  - Some ONT's have the green jack hidden behind an access door near the base, (Calix 854G) for these, the access door must first be removed**\*see exception for Hunter St. below**
- **External ONTs** in Chicago, IL (Site 14, Co 10) **not** in a **locked case must be returned**
- In **CA, OR** and **WA**, [Smart Home Panels](#) must be returned

### Equipment that Stays with the Property and Customer-Purchased Equipment

- **24-hour EMTA back-up batteries** *purchased* by a customer should **not** be returned
- **Internal ONTs** located at **4325 Hunter St.** *remain* with the unit, and should **not** be returned
- **External ONTs** that are **not accessible** should **not** be returned
- **In Texas, Alarm Equipment** should **not** be returned

## Resolution Steps

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### Three Ways to Return Equipment

- **Customers** can drop off equipment at their [Local Office](#)\*\*
- Customers can visit [our website](#) to send a **pre-paid Equipment Return Label** to their email; a **tracking number** is provided once the request is submitted
- For a **fee**, a **technician** can [pick up](#) equipment at the **service address**; see the [IR Policy](#) to add all applicable fees
  - Technicians **cannot** provide **paper** receipts; entering an email address into their handheld device, the technician can send the receipt **via email**

\*\***No** Local Offices in Philadelphia, PA (Site 39, Co 43) or San Luis Obispo, Los Angeles and San Jose, CA

### Special Information for enTouch, TX HOAs and Non-GPON Symmetrical

## (formerly Wave G)

- **HOAs in enTouch TX** *except Sidney Bulk* coordinate **annual opt-out events** to collect equipment, which is picked up at their community center
- **Non-GPON Symmetrical** (formerly Wave G):
  - Customers can return **VDSL modems and routers** to a **Local Office** or by visiting **our website** to send a **pre-paid Equipment Return Label**
  - **All other** equipment must be **picked up by a technician**

## Seasonal Disconnect

- Ensure all seasonal MRCs are on all occurrences
- Ensure equipment is assigned to the correct occurrence
- **Balance the account**

Online URL: <https://agentx-astound-kb-qa.hgsdigital.com/article.php?id=298>