

How to recycle Ricoh used toner

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Follow these instructions to recycle used or empty Ricoh Toner.

Instructions:

In our ongoing efforts to redirect waste from landfill, Ricoh runs a recycling program for all Ricoh equipment sold in Canada. To recycle used or empty toner, first [remove the old or used toner](#) and insert the new one into the device. Once the toner is removed from the device, follow these instructions:

1. Place the empty Toner Bottles or cartridges in the box that the full replacement toner bottles or cartridges came in.
2. Label the box as "Empty Toner".
3. Drop the box off in your department mail room. Central Receiving and Mail Services will pick up the empty toner box for recycling.



Be green
Recycle that toner



3 easy steps

- ① **Box it** - Place bottles and cartridges in original box.
- ② **Mark it** - Label the box as "Empty Toner".
- ③ **Drop it** - Leave the box in your mailroom.
Central Receiving & Mail Services will pick it up for recycling.

FOR RICOH DEVICES ONLY.
For other devices, visit it.ok.ubc.ca/toner-recycling





 For more information or assistance, please contact the [IT Services Helpdesk](#) - 250.807.9000 or 855.807.9001.
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