

Recycle Process for Ricoh Toner Bottles

The process for the larger MFP units (long cylinder toner bottles) with the #7 recycle code:

1. Ricoh machine (larger MFP-Copies/Prints/Scans) runs out of toner.
2. Old toner bottle is pulled from the Ricoh machine.
3. The new toner bottle is pulled out of the box.
4. Shake the new toner bottle 6 times and put in machine.
5. Place old (empty) toner in the box and close the end.
6. Mark the box to be delivered to CENTRAL RECEIVING.

The process for the smaller desktop (Ricoh 4100) toner bottles is:

1. Ricoh machine (smaller desktop unit - 4100) runs out of toner.
2. Old toner bottle is pulled from the Ricoh machine.
3. The new toner bottle is pulled out of the box.
4. Shake the new toner bottle and put in machine.
5. Place the self-addressed supplied label on the old (empty) toner and place in your outgoing mail.