

# Consumable Recycling Return Process Guide

**RICOH**  
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**Ricoh will accept used consumables from any manufacturer's facsimile machine, printer or photocopier from Ricoh customers.**

**Returning the used consumables depends on the type of service you have registered for please note a fair use policy applies.**

## **Postback service for low use customers in all areas:**

**This service is for customers using less than 6 consumables per month per location.**

Once you have successfully registered for the recycling service online simply package up your used Ricoh consumables, download a reply paid post back label online, attach it to the package and drop the package in your regular outgoing mail or at your nearest Australia Post outlet to make use of our Reply Paid service.

## **Pickup service for high use Ricoh customers in metro areas:**

**For customers using more than 6 consumables per month per location.**

Once you have successfully registered for a collection box, specialised recycling bags and bag ties will be sent to you. Place your used consumables into the recycling bags provided.

Once the bag is nearly full, simply go online and request a Recycling Pickup using your registration code provided to you in the registration confirmation email. Please remove the bags from the boxes (the box stays with you) be sure to secure them properly using the bag ties provided to avoid any leakage and have the bags available for the pickup

service which usually takes up to 10 business days. Additional bags and ties can be requested at the same time as the pickup request.

## **Drop-off service for high use Ricoh customers in regional areas:**

**For customers using more than 6 consumables per month per location.**

Once you have successfully registered for a collection box, specialised recycling bags and bag ties will be sent to you. Place your used consumables into the recycling bags provided.

Once the bag is full, please remove the bags from the boxes (the box stays with you) be sure to secure them properly using the bag ties provided to avoid any leakage and drop them at your nearest Australia Post outlet to make use of our Reply Paid service. Additional bags and ties can be requested online.

## **Scheduled service for enterprise collections in metro areas:**

**For customers with large quantities of consumables per month from a central metro location.**

This service can be arranged for customers with large campuses or security restrictions and is available only to certain Ricoh customers. Please contact your account manager for more details.

**To find out more visit [ricoh.com.au](http://ricoh.com.au)**