



## Welcome to DPS!

Thank you for your order! We look forward to a successful print partnership with you. Here is some helpful information you may need for ordering supplies and placing service calls. Feel free to reach out to us for any additional questions or concerns as well.

### To order supplies or place a service call, contact us by



Email: [customerservice@dpsamerica.com](mailto:customerservice@dpsamerica.com)



Online Portal: [www.dpsamerica.com](http://www.dpsamerica.com)

(Place a service call, order supplies,  
Submit meters & view equipment)



Phone: 330-659-0410

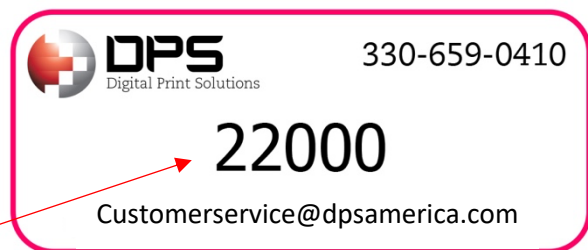
Toll Free: 855-535-0276

#### Placing a Service Call:

When placing a service call, please leave your full name, phone number, and email address so that we can follow up with you promptly.

You will need your equipment ID number to place service and supply calls and to report meters. It can be found on the silver sticker attached to the front of your machine.

Equipment ID #



#### Supply Orders:

Supply orders have a typical 3-5 business day turnaround time. Expedited shipping can be done at the customer's expense.

#### Accounts Receivable Contact Information:



AR Phone: 330-659-0410 x4



AR Email: [ar@dpsamerica.com](mailto:ar@dpsamerica.com)

[www.dpsamerica.com](http://www.dpsamerica.com)


# How to Create a Login

Contact AR for ACH information  
[ar@dpsamerica.com](mailto:ar@dpsamerica.com)


**NOTE if you have a CEO Juice login for [www.ceojuice.com](http://www.ceojuice.com) it does not work on the Juice Payment site, a separate registration is required**


Go to <https://payments.ceojuice.com/dps>


### Use your Microsoft account to log in



### or register a new account

 email

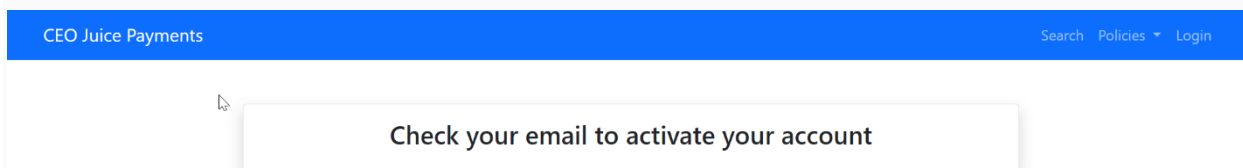
 password

 confirm password

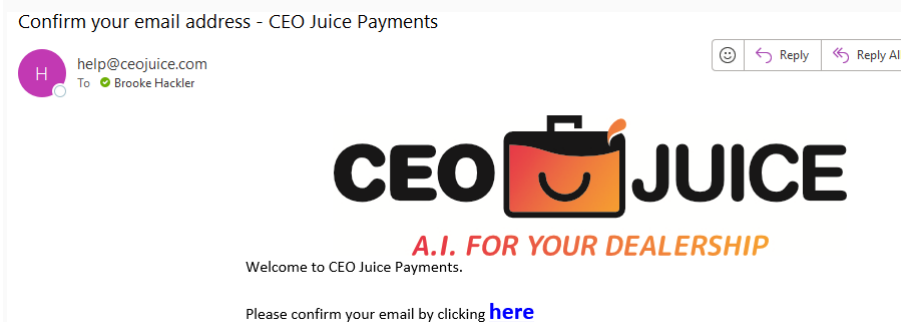
Register

Enter your email address and assign a password, **use the email address that you currently receive invoices to**, then select Register.

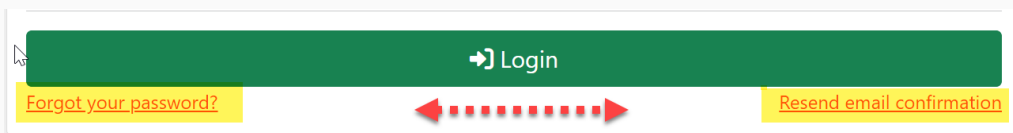
A validation email will be sent from [alerts@ceojuice.com](mailto:alerts@ceojuice.com), to the email address you registered with, open that email (check junk folder if it's not in your inbox).



Click on the link in the email to confirm



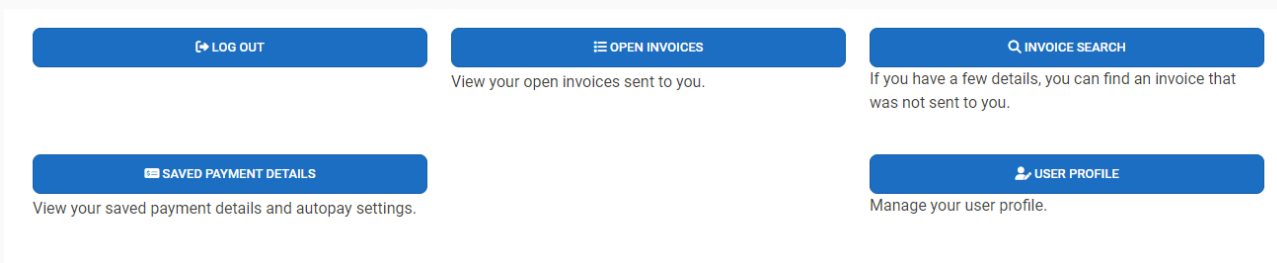
*\*If you didn't receive your verification email you can choose Resend email confirmation. After you have registered, if you have forgotten your password you can choose Forgot your password.*



You can now login using those credentials at <https://payments.ceojuice.com/dps>

## How to View Invoices

Once logged in your default homepage will be the below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.



**Invoice Search**, opens up a search page to view single invoices by entering the invoice number, invoice due date and postal code (you do not have to be logged in to view this page)

Search for an invoice or log in to see all of your invoices

Invoice Number

Invoice Date or Due Date

Postal Code (billing or shipping)

Search

**Open Invoices**, allows you to see all open invoices. Hover over the invoice number to view the entire invoices

Invoice #	Client	Customer	Due	Balance
50			2023-05-23	1495
49	3		2023-05-14	475

# How to Pay Invoices


Under Open Invoices, display all your companies' open invoices

Invoice #	Client	Customer	Due	Balance
<a href="#">50</a>			2023-05-23	1495
<a href="#">49</a>			2023-05-14	475

To make a payment for one invoice, in the Invoice # column click on the red linked invoice# to open it up.

Invoice #
<a href="#">22115</a>

Displays the invoice details, download icon to obtain copy of invoice, and your two payment options




Contract Invoice22115

Due Date4/28/2023

Invoice Amount\$500.00

CEO Juice no longer accepts paper checks, please pay us online at [payments.ceojuice.com](https://payments.ceojuice.com)

Balance\$500.00

 Download a copy of this invoice  
[ar@ceojuice.com](mailto:ar@ceojuice.com)  
[www.ceojuice.com](https://www.ceojuice.com)

Payment Amount  
\$ 500.0000

Credit Card

Amount	\$500.00
Fee	\$15.00
Total	\$515.00

ACH

Amount	\$500.00
Fee	\$0.00
Total	\$500.00

Account Number  
000000000000

Routing Number  
000000000

Name on Account

First Name

Last Name

Email

Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment.

Payment Amount  
\$ 15.8800

Credit Card

Amount	\$15.88
Fee	\$0.48
Total	\$16.36

ACH

Amount	\$15.88
Fee	\$0.00
Total	\$15.88

A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Thank You! Payment confirmation #: 8



## Paying multiple invoices with the one payment

On the Invoice drop down tab choose *Open Invoices*. To pay more than one invoice at the same time choose *Add to the batch pay queue*, then choose payment amount above to open the payment screen.

DPS Digital Print Solutions

Customer: Offix (#109) Pay \$1,000.00

Due Date	Type	Invoice Amount	Balance Remaining		
2/1/2023	Contract	\$500.00	\$500.00	<span>Pay this Invoice</span>	<input checked="" type="checkbox"/> Add to the batch pay queue
3/1/2023	Contract	\$500.00	\$500.00	<span>Pay this Invoice</span>	<input checked="" type="checkbox"/> Add to the batch pay queue

DPS Digital Print Solutions

Invoice \$500.00  
Invoice \$500.00  
Total \$1,000.00

ar@ceoiuice.com  
ar@dpsamerica.com

Payment Amount  
\$ 1000.0000

Credit Card	
Amount	\$1,000.00
Fee	\$30.00
Total	\$1,030.00

ACH	
Amount	\$1,000.00
Fee	\$0.00
Total	\$1,000.00

Account Number  
000000000000

Routing Number

The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

## Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Select day of month you want the invoice to autopay, end date, option to set a min. or max \$ amount, and assign what type of invoice/s can be included in the Autopay.

☒ Automatically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month.  
1

End Date - Terminate the autoay after this date  
No termination mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)  
No min 0.00 No max 1000000.00

Auto-pay invoices of these types  
☒ Contract ☒ Service Ticket ☒ Sales ☒ Other

Pay \$1,495.00

If there are no open invoices you can go directly to **Save Payment Details** from the landing page

# Saved Payment Details

Manage your saved payment info and auto-pay details here.

Saved Payment Details

1. Choose Payment Method
2. Enter Payment Details
3. Choose when to auto pay on due date of a specific day of the month, set termination date, a min or max dollar amount and choose types of invoices applicable to auto pay
4. Choose **Submit Auto Pay** at the bottom to save all payment details

1

Payment Method  
☒ ACH  
☐ Credit Card

2

Account Number  
000000000000

Routing Number  
000000000

Name on Account

Postal Code

Your First Name

Your Last Name

3

Auto-pay on ☒ Due Date ☐ Day of Month  
End Date - Terminate the autoay after this date 

No termination mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)

No min 0.00 No max 1000000.00

4

Auto-pay invoices of these types  
☒ Contract ☒ Service Ticket ☒ Sales ☒ Other  

Submit Auto-Pay Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details.

## DPS Online Portal Cheat Sheet

**How to Register for the first time:** Go to [www.dpsamerica.com](http://www.dpsamerica.com) and click on our customer portal

Click on New user? Sign up now.

Log In

**DPS**  
Digital Print Solutions

**Login**  
User name:  
Password:  
Log In  
Forgot password?  
New user? Sign up now.

2:36 PM  
Tuesday  
December  
6

Input your contact information, company number and create your password then click Next

— Signup —

**STEP 1 - CONTACT INFORMATION**  
Please enter your contact information below.  
Email: +  
First name: +  
Last name: +  
Phone number: +

**STEP 2 - COMPANY IDENTIFICATION**  
Please enter your company number below, or you can enter your company name and address information.  
☒ I know my company number  
☐ I want to specify my company name and address  
Company number: +

**STEP 3 - PASSWORD**  
Please enter a password that you would like to use to access this site.  
New password: +  
Confirm password: +

Back Next Cancel

Inputting your company numbers works better than inputting your company address. Your company number can be found on your invoices or you can reach out to customer service to request this.

*This is the recommended way to order supplies for equipment on a contract as it will only show supplies for whichever piece of equipment you click on at the correct \$0 price.*

## How to Order Equipment Supplies:

Click on (On Contract) under Equipment/Item

**Digital Print Solutions**

Customer Gateway for:

Switch location or search all equipment

**Search**  
Find: Equipment/Item  
[Search Icon]

**Meters**  
--- Meters due  
**17** All meters

**Equipment/Item**  
**6** On record  
**5** ON Contract  
**1** OFF Contract

**4:22 PM**  
Wednesday  
November  
**30**

**Account summary**  
**Active** Status  
Current balance  
**NO LIMIT** Credit limit

**Invoices**  
**4** Recent (last 30 days)  
**92** All invoices  
[History] [Aging] [Pay All]

**Sales orders**  
--- New items  
--- Picked items  
**13** Shipped items (last 30 days)  
--- Back ordered items  
**1** Canceled items  
**2** Newly submitted orders  
**4** Orders (last 30 days)  
**98** All orders  
[New Sales Order]

**Service calls**  
--- Pending  
--- Scheduled  
--- Dispatched  
--- On hold  
--- Cleared  
**352** Invoiced  
**352** History  
[New Service Call]

**Moves**  
--- Open  
[Move Icon]

**MIF**  
[MIF Icon]

**Account settings**  
**5** Users

Choose which machine you would like to order supplies for by clicking on the Number

Back Print Home

— Equipment/Item —

ON Contract

Number	Description	Serial number	Contact	Phone	Customer	Location
21517	Canon ImagePRESS C700					
21513	Varioprint 110					
21552	Varioprint 135					
21565	Canon ImagePRESS C7011VP					
21588	Canon Varioprint 110 Printer Model					

5 list items

Click on Supplies

Back Meter Service Supplies Print Home

— Equipment/Item —

Equipment/Item Information

Equipment number: [Blank]  
Item number: C700

Contact:  
Phone number: [Blank]

Insert the quantity of supplies needed and click OK.

Number	Description	Qty	Unit	Unit Price
1007B001AA	Staple-N1, Corner T1a		Each	\$180.00
1008B001AA	Staple-P1 for Saddle Finisher T1a		Box	\$35.00
4993	Staples, FS524/527/Canon/Oce Saddlestitch staples T1a		Box	\$53.00
8066B001AA	T01 Black Toner, C700/800 (4/Box) WH	3	Each	\$0.00
8067B001AA	T01 Cyan Toner, C700/800 (6/Box) WH	1	Each	\$0.00
8068B001AA	T01 Magenta Toner, C700/800 (6/Box) WH	1	Each	\$0.00
8069B001AA	T01 Yellow Toner, C700/800 (6/Box) WH	1	Each	\$0.00
FM04910000	C700/800 Waste Toner (6/box) Z13		Each	\$0.00
FM04910R	C700/800 Recycled Waste Toner WH		Each	\$0.00

OK Cancel

Your order will be displayed and you can enter any PO information or order comments. Click Save and the order will be sent to DPS.

Cancel Save

— New Sales Order —

Bill to: Address: Ship to: Location:

Order Information: Ordered by: Ordered by email: PO number: Order total: Sub total: \$0.00 (Applicable freight and tax will be added) Order comments:

Items included in order

Item Number	Description	Equipment Number	Qty	Price	Extended Price	
8066B001AA	T01 Black Toner, C700/800 (4/Box) WH	21197	3	\$0.00	\$0.00	X
8067B001AA	T01 Cyan Toner, C700/800 (6/Box) WH	21197	1	\$0.00	\$0.00	X
8068B001AA	T01 Magenta Toner, C700/800 (6/Box) WH	21197	1	\$0.00	\$0.00	X
8069B001AA	T01 Yellow Toner, C700/800 (6/Box) WH	21197	1	\$0.00	\$0.00	X

Add Items...

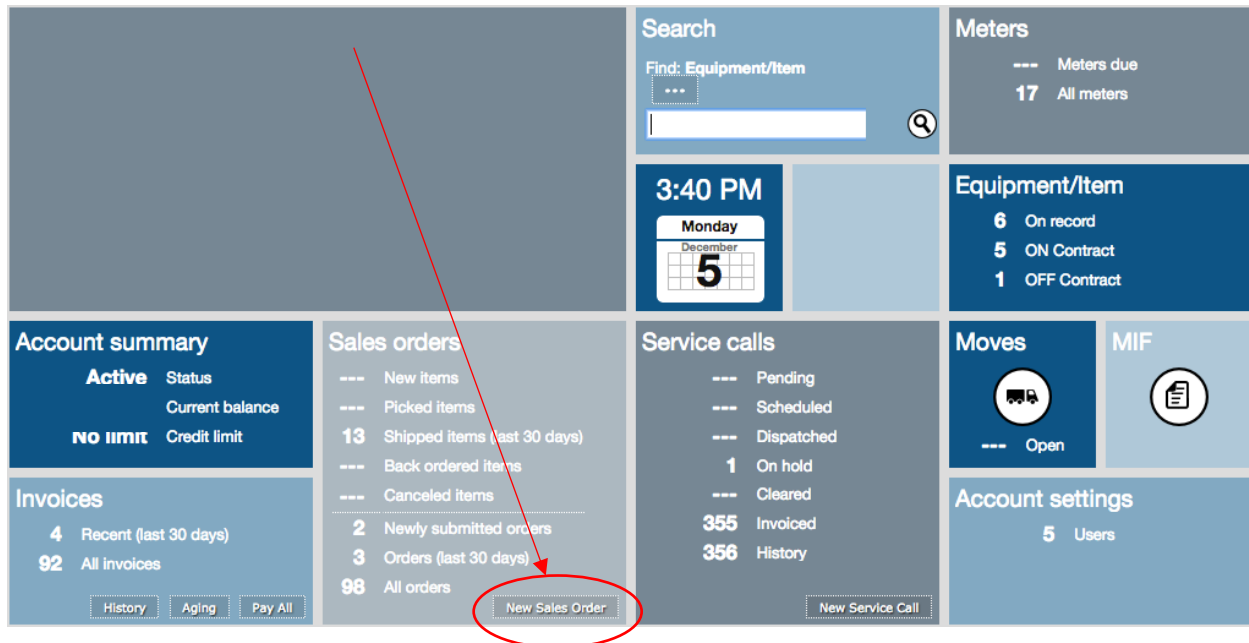
Sub total: \$0.00

Cancel Save

*This is best used for finishing supplies or ordering toner, ect. for equipment not on contract.*

## How to order Finishing Supplies:

Click on New Sales Order



A screenshot of a dashboard with various widgets. A red arrow points from the top left towards the 'New Sales Order' button in the 'Sales orders' widget. The 'Sales orders' widget lists: New Items, Picked Items, 13 Shipped items (last 30 days), Back ordered items, Canceled items, 2 Newly submitted orders, 3 Orders (last 30 days), and 98 All orders. The 'New Sales Order' button is circled in red.

**Search**  
Find: Equipment/Item  
[...]  
[Search Icon]

**Meters**  
--- Meters due  
17 All meters

**Equipment/Item**  
6 On record  
5 ON Contract  
1 OFF Contract

**Account summary**  
Active Status  
Current balance  
NO LIMIT Credit limit

**Invoices**  
4 Recent (last 30 days)  
92 All invoices  
[History] [Aging] [Pay All]

**Sales orders**  
--- New Items  
--- Picked Items  
13 Shipped items (last 30 days)  
--- Back ordered items  
--- Canceled items  
2 Newly submitted orders  
3 Orders (last 30 days)  
98 All orders  
**New Sales Order**

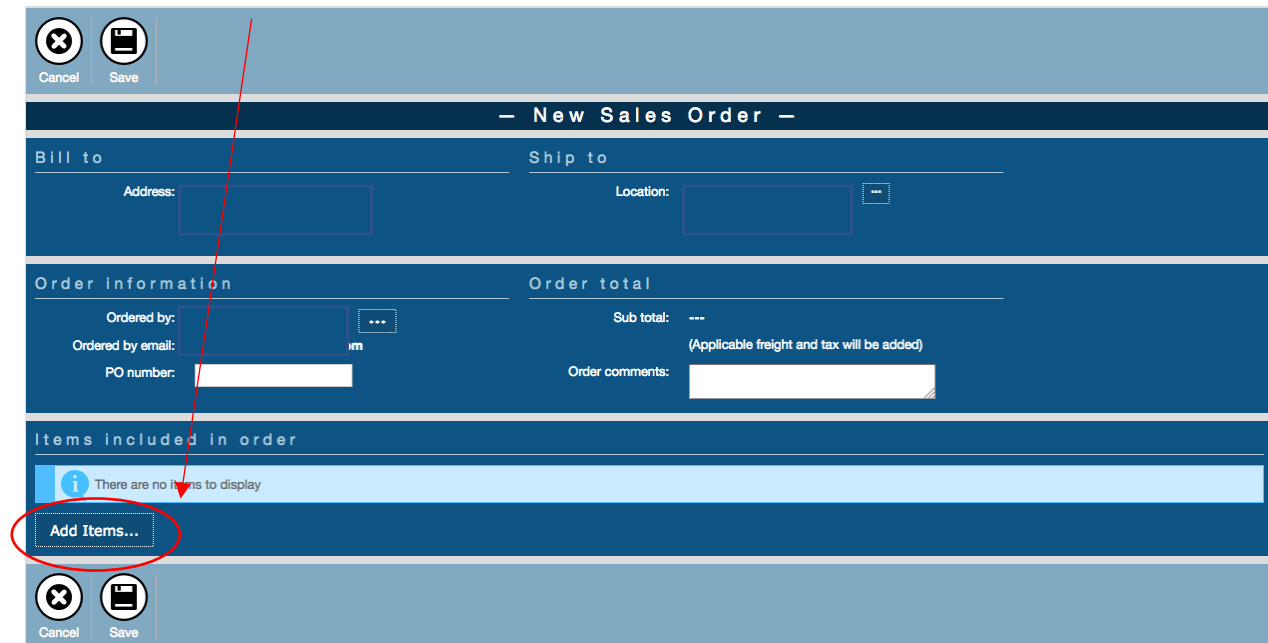
**Service calls**  
--- Pending  
--- Scheduled  
--- Dispatched  
1 On hold  
--- Cleared  
355 Invoiced  
356 History  
[New Service Call]

**Moves**  
--- Open

**MIF**

**Account settings**  
5 Users

Click on Add Items...



A screenshot of the 'New Sales Order' form. A red arrow points from the 'Add Items...' button in the 'Items included in order' section to the text 'Click on Add Items...'. The 'Add Items...' button is circled in red.

**Cancel** **Save**

**— New Sales Order —**

**Bill to** **Ship to**  
Address: [Text Box] Location: [Text Box] [...]

**Order information** **Order total**  
Ordered by: [Text Box] [...]  
Ordered by email: [Text Box] [...]  
PO number: [Text Box]  
Sub total: ---  
(Applicable freight and tax will be added)  
Order comments: [Text Box]

**Items included in order**  
[i] There are no items to display  
**Add Items...**

**Cancel** **Save**

Click on Categories then choose the type of supply you are ordering & the quantity  
*You can also order Equipment supplies this way but the recommended route for equipment supplies is through the Equipment/Item box on the home screen.*

**Find Items**

Find items by:

- ☐ Equipment
- ☒ **Categories**
- ☐ Previous orders (last 30 days)
- ☐ Items
- ☐ Searching

Category Name

- Binding and Finishing
- Covers
- Fastback Strips (Boxes of 100)
- Laminate
- Overlay Binders
- Plastic Coils, All Colors**
- Plastic Combs
- Shrink Film
- Supplies Black Office
- Supplies Black Production
- Supplies Color Office

**Enter Item Quantity**

Number	Description	Qty	Unit	Unit Price
64BLK12	Spiral Black 6 mm, 4:1, 12 inch, 6mm pitch	1	Box	
74BLK12	Spiral Black 7 mm, 4:1, 12 inch, 6mm pitch		Box	
84BLK12	Spiral Black 8 mm, 4:1, 12 inch, 6mm pitch	4	Box	
94BLK12	Spiral Black 9 mm, 4:1, 12 inch, 6mm pitch		Box	
104BLK12	Spiral Black 10 mm, 4:1, 12 inch, 6mm pitch	3	Box	
114BLK12	Spiral Black 11 mm, 4:1, 12 inch, 6mm pitch		Box	
124BLK12	Spiral Black 12 mm, 4:1, 12 inch, 6mm pitch		Box	

Cancel OK Cancel

Your order will be displayed and you can enter any PO information or order comments. Click Save and the order will be sent to DPS.

**New Sales Order**

Bill to: Address: Ship to: Location:

Order information: Ordered by: Ordered by email: PO number: Order total: Sub total: Order comments: (Applicable freight and tax will be added)

Items included in order

Item Number	Description	Equipment Number	Qty	Price	Extended Price
64BLK12	Spiral Black 6 mm, 4:1, 12 inch, 6mm pitch		1		
84BLK12	Spiral Black 8 mm, 4:1, 12 inch, 6mm pitch		4		
104BLK12	Spiral Black 10 mm, 4:1, 12 inch, 6mm pitch		3		

Add Items...

Sub total: \$68.47

Cancel Save

## How to place a Service Call:

Click on New Service Call

The dashboard features several sections: Search, Meters, Equipment/Item, Account summary, Sales orders, Service calls, Moves, MIF, Invoices, and Account settings. A red arrow points from the 'New Service Call' button in the Service calls section to the next step.

**Search**  
Find: Equipment/Item  
...

**Meters**  
--- Meters due  
17 All meters

**Equipment/Item**  
6 On record  
5 ON Contract  
1 OFF Contract

**Account summary**  
Active Status  
| Current balance  
No limit Credit limit

**Sales orders**  
--- New Items  
--- Picked items  
13 Shipped items (last 30 days)  
--- Back ordered items  
--- Canceled items  
2 Newly submitted orders  
3 Orders (last 30 days)  
98 All orders  
New Sales Order

**Service calls**  
--- Pending  
--- Scheduled  
--- Dispatched  
--- On hold  
--- Cleared  
352 Invoiced  
352 History  
New Service Call

**Moves**  
--- Open

**MIF**

**Invoices**  
4 Recent (last 30 days)  
92 All invoices  
History Aging

**Account settings**  
5 Users

Select what piece of equipment you would like the service call for

The 'New Service Call' form includes a header with 'Cancel' and 'Save' buttons. The main section is titled 'Identify the equipment/item that requires service'. It contains two radio buttons: 'This IS an equipment/item existing in the system' (selected) and 'This is NOT an equipment/item existing in the system'. Below these is a dropdown menu for 'Equipment/Item' with the text 'Select equipment/item' and a red circle around the dropdown arrow. Other fields include 'Contact', 'Current location', and 'Location remarks'. At the bottom, there is a field for 'Enter customer PO number (optional)'.

Cancel Save

— New Service Call —

Identify the equipment/item that requires service

☒ This IS an equipment/item existing in the system  
☐ This is NOT an equipment/item existing in the system

Equipment/Item: \* -- Select equipment/item -- ...

Contact: ---  
Current location: ---  
Location remarks: ---

Enter customer PO number (optional)

Click on the equipment you would like to place a call for

The 'Select Equipment/Item' dialog box displays a table with columns: Number, Description, Serial Number, Contact, and Location. The table lists several items, with 'Varioprint 110' highlighted by a red circle.

Number	Description	Serial Number	Contact	Location
21197	Canon ImagePRESS C700			
21513	Varioprint 110			
21552	Varioprint 135			
21565	Canon ImagePRESS C7011VP			

Cancel



Type in a PO number if applicable and description of the problem, then click Save.

The screenshot shows a 'New Service Call' form. At the top, there are 'Cancel' and 'Save' buttons. The form is divided into sections: 'Identify the equipment/item that requires service', 'Enter customer PO number (optional)', and 'Enter a description of the problem you are experiencing with the equipment/item'. The first section has radio buttons for 'This is an equipment/item existing in the system' (selected) and 'This is NOT an equipment/item existing in the system'. Below this are fields for 'Equipment/Item' (with a dropdown showing '21513'), 'Contact', 'Current location', and 'Location remarks'. The second section has fields for 'Name', 'Email', 'Phone', and 'Customer PO number'. The third section has a large 'Description' text area. Red circles and arrows highlight the 'Customer PO number' field, the 'Description' field, and the 'Cancel'/'Save' buttons. A callout box points to the 'Description' field with the text: 'Please include the contact name and phone number in the description box so dispatch and the technician can follow up appropriately.'

## To Submit Meters:

Click on Meters due

The screenshot shows a dashboard with various widgets. A red arrow points from the text 'Click on Meters due' to the 'Meters due' link in the 'Meters' widget. The 'Meters' widget shows '14 Meters due' and '21 All meters'. Other widgets include 'Search' (with a dropdown for 'Find: Equipment/Item'), 'Equipment/Item' (with counts for 'On record', 'ON Contract', and 'OFF Contract'), 'Account summary' (with 'Active' status and 'NO INVOICES'), 'Invoices' (with counts for 'Recent (last 30 days)' and 'All invoices'), 'Sales orders' (with counts for 'New items', 'Picked items', 'Shipped items', 'Back ordered items', 'Canceled items', 'Newly submitted orders', 'Orders (last 30 days)', and 'All orders'), 'Service calls' (with counts for 'Pending', 'Scheduled', 'Dispatched', 'On hold', 'Cleared', 'Invoiced', and 'History'), 'Moves' (with 'Open' status), 'MIF' (with a document icon), and 'Account settings' (with '6 Users').

Input meters for the correct machine in the New Reading box and click Submit

Cancel

Submit

Print

— Meter Reading —

Equipment

Equipment number: 20111  
Description: Ikon Cpp650  
Serial number:   
Make-Model: KONICA MINOLTA – KMC6500/C5500  
Meter instructions: ---

Contact/Location

Contact:   
Phone:   
Location:   
Location remarks: ---

Meter reading

Meter reading date: 12/5/2016

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
11/15/2016	395,799	BW	* <input type="text"/>	Now due	
11/15/2016	4,523,718	Total	* <input type="text"/>	Now due	

⚠

Meter reading IS REQUIRED



# Canon Laser Consumable Return Program





# Canon's Overview on the Environment



We at Canon are guided by the philosophy of *Kyosei* –living and working together for the common good. As a world-class leader in imaging technologies, we consider it our responsibility to protect and preserve valuable environmental resources. Canon seeks to be a truly excellent global corporation. For our customers, we offer the best products possible. Simultaneously, we strive to improve our relationships with local communities and to increase our respect for the environment as we contribute to the prosperity of the world and the happiness of its people.

Our company's commitment and contribution to the environment and to the world community are an integral part of Canon's management structure, product design, manufacturing, and corporate culture. This commitment has inspired many special corporate programs at both the global and regional level.

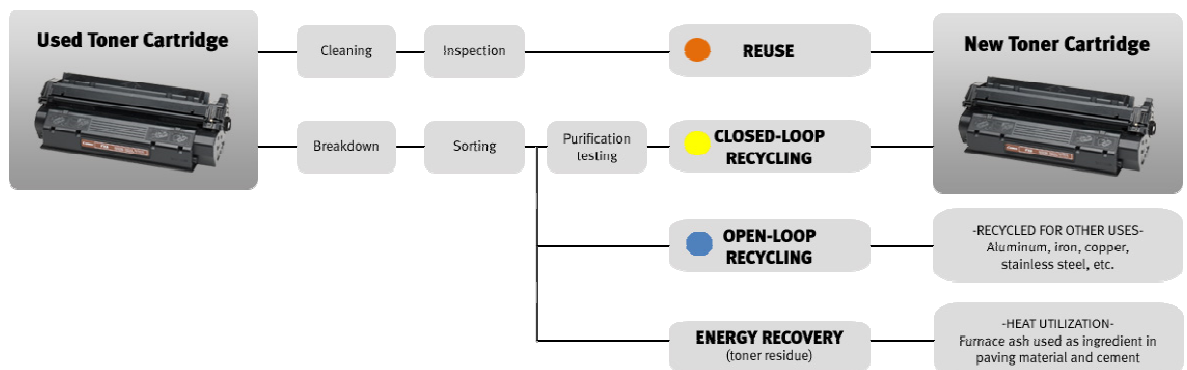
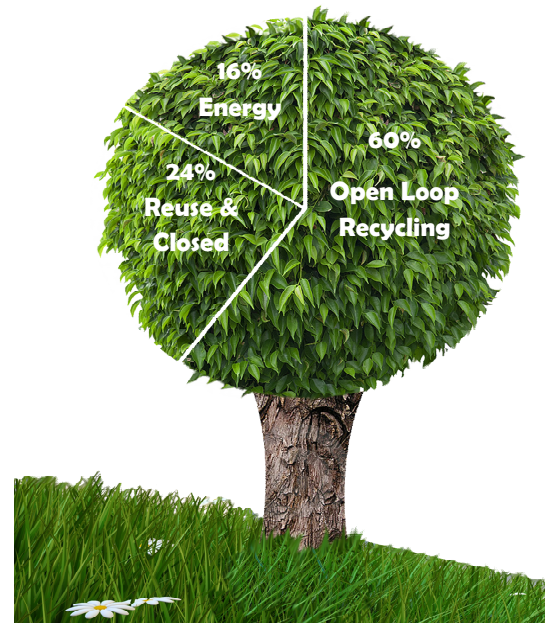
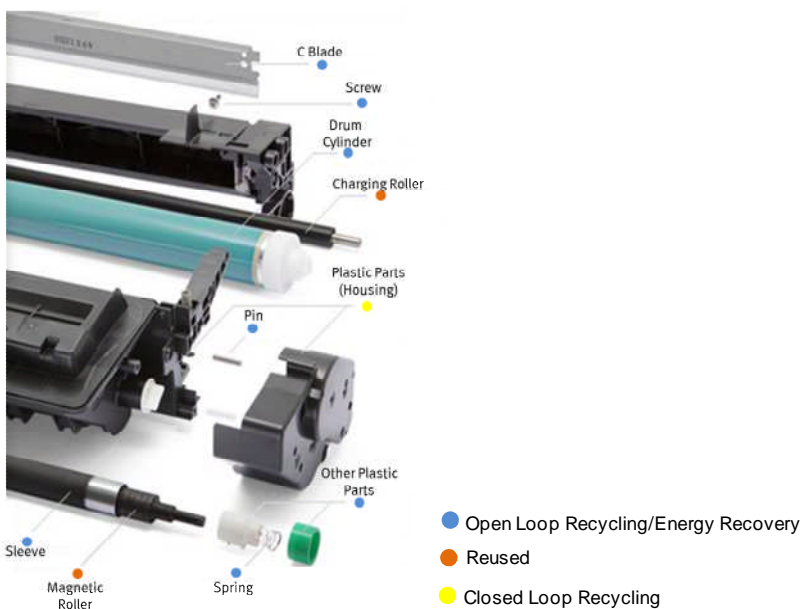
At Canon, we believe in living and working together into the future. We're committed to bringing you advanced technologies that run your business while respecting the global environment. For additional information on these programs please contact your Local Authorized Dealer. To learn more about other Canon environmental and community initiatives please visit:

[http://www.usa.canon.com/cusa/about\\_canon/community\\_environment](http://www.usa.canon.com/cusa/about_canon/community_environment)

In 1990, Canon became the first company to launch a recycling program for its cartridges. With the cooperation of its customers, Canon has collected more than 378,000 tons around the world. The goal of this program is to achieve zero landfill waste by reusing parts, recycling materials and employing energy recovery.

## So what happens at the Toner Cartridge Recycling Center?

Let the breaking down and sorting begin! Canon's all-in-one cartridges combine a photosensitive drum, charging unit, cleaner, and developing unit that can be reused. The toner cartridges are taken apart, sorted, and parts are then reused, recycled, or put through the energy recovery process. This process produces plastics, metals, and reconditioned parts that can be used in the manufacturing of new cartridges and other products. Absolutely no landfill waste is generated from the Canon Toner Cartridge!







**TONER CONTAINER  
RECYCLING**

The goal of recycling Toner Containers is to achieve zero landfill waste. Unlike Canon's all-in-one cartridges, toner containers are made mainly of plastic material, making local recycling and energy recovery possible.

### So what happens at the Canon Toner Container Recycling Center?

The toner containers are collected and sorted, and put through the recycling process. This process recycles at least 75% of toner and plastic and produces plastic flakes that can be used in the manufacturing of new cartridges, asphalt and other products. Absolutely no landfill waste is generated from the Canon Toner Container!



Start

Canon Toner Containers  
are sent to Canon's  
Recycling Center



Toner Containers are  
processed to generate  
clean, plastic flakes.



Pellets are then used  
for producing new  
cartridges and left over  
toner to make asphalt.

End

# Returning Canon Laser Consumable Supplies

## Think Globally, Recycle Locally

When local recycling is utilized, environmental impacts associated with the transportation of cartridges/containers are reduced. In the case that local recycling isn't an option, Canon has created alternative options for dealers and customers.

## Canon's Toner Recycling Center

When local recycling or energy recovery facilities are unable to accept toner supplies, Canon GENUINE toner containers, cartridges, and waste toner containers can be shipped to the Toner Container Recycling Center by Dealers or Customers.

### Canon Toner Recycling Center

5980 Industrial Drive

Gloucester, VA 23061

## Canon's Toner Recycling Center—Bulk Ship

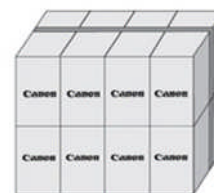
When bulk orders are collected, customers can ship all toner cartridges/bottles and waste toner containers to the Canon Toner Recycling Center using a pre-paid shipping label\*. To generate the pre-paid shipping label, please visit: [http://www.usa.canon.com/tonercartridge\\_recycling](http://www.usa.canon.com/tonercartridge_recycling).

Bundle multiple Canon Brand consumable boxes together securely with tape.

Use your own large box to send bulk shipments for Canon Brand consumables.

When using the Bundled Box or Volume Box Return options, please be sure the shipment does not exceed UPS specifications:

- Maximum weight is 70 pounds
- Maximum length is 108 inches
- Maximum girth is 130 inches (length + 2 x width + 2 x height)



Bundle Shipping



## Shipping Labels\*

Shipping labels for the Canon Laser Consumable Return Program can be generated on the Canon U.S.A. Website. To help conserve resources and reduce energy during transportation, Canon asks its customers to return more than one item in a box per shipping label. To generate a shipping label please visit: [http://www.usa.canon.com/tonercartridge\\_recycling](http://www.usa.canon.com/tonercartridge_recycling) or call 1800-OK-CANON.

\* Pre-paid labels can be used ONLY for acceptable Canon GENUINE brand cartridges/bottles and waste toner containers in the United States. For shipping details and restrictions, please visit the Canon U.S.A. website [http://www.usa.canon.com/tonercartridge\\_recycling](http://www.usa.canon.com/tonercartridge_recycling).



# Acceptable Canon Laser Consumable Supplies for Return

CRG-034 Cartridge/ Drum	CRG-039 Cartridge	CRG-039H Cartridge	CRG-040 L Cartridge	CRG-040 H Cartridge	CRG-041 Cartridge	CRG-041 H Cartridge	CRG-045 L Cartridge
CRG-045H Cartridge	CRG-046 L Cartridge	CRG-046H Cartridge	CRG-101 Cartridge	CRG-102 Drum	CRG-103 Cartridge	CRG-104 Cartridge	CRG-105 Cartridge
CRG-106 Cartridge	CRG-107 Cartridge	CRG-108 Cartridge	CRG-110 Cartridge	CRG-110 II Cartridge	CRG-111 Cartridge	CRG-112 Cartridge	CRG-115 Cartridge
CRG-116 Cartridge	CRG-117 Cartridge	CRG-118 Cartridge	CRG-119 Cartridge	CRG-119 II Cartridge	CRG-120 Cartridge	CRG-125 Cartridge	CRG-126 Cartridge
CRG-128 Cartridge	CRG-131 Cartridge	CRG-131H Cartridge	CRG-137 Cartridge	CRG-324 Cartridge	CRG-324 II Cartridge	CRG-332 Cartridge	A30 Cartridge
E20/E40 Cartridge	CRG-P Cartridge	PC Cartridge	EP-22 Cartridge	EP-25 Cartridge	EP-32 Cartridge	EP-52 Cartridge	EP-62 Cartridge
EP-72 Cartridge	EP-82 Cartridge/Drum	EP-83 Cartridge/ Drum	EP-85 Cartridge	EP-86 Cartridge	EP-87 Cartridge/Drum	EP-A Cartridge	EP-E Cartridge
EP-H Cartridge/Drum	EP-L Cartridge	EP-P Cartridge	EP-S Cartridge	EP-W Cartridge	F100 Cartridge	FX-1 Cartridge	FX-2 Cartridge
FX-3 Cartridge	FX-4 Cartridge	FX-5 Cartridge	FX-6 Cartridge	FX-7 Cartridge	FX-8 Cartridge	FX-11 Cartridge	GPR-1 Cartridge
GPR-7 Cartridge	GPR-28 Cartridge	GPR-29 Cartridge	GPR-40 Cartridge	GPR-41 Cartridge	GPR-44 Cartridge	GPR-45 Cartridge	L50 Cartridge
MP Cartridge 10	MP Cartridge 20	MP Cartridge 30	MP Cartridge 40	S35 Cartridge	X25 Cartridge	C120 Toner	C330D Toner
CLC 1100 Series Toner	CLC 5000/3900 Toner	CLC 700/800 Toner	CRG-102 Toner	GP200 Toner	GPR-2 Toner	GPR-4 Toner	GPR-5 Toner
GPR-6 Toner	GPR-8 Toner	GPR-9 Toner	GPR-10 Toner	GPR-11 Toner	GPR-12 Toner	GPR-13 Toner	GPR-15 Toner
GPR-16 Toner	GPR-17 Toner	GPR-18 Toner	GPR-19 Toner	GPR-20 Toner	GPR-21 Toner	GPR-22 Toner	GPR-23 Toner
GPR-24 Toner	GPR-26 Toner	GPR-27 Toner	GPR-30 Toner	GPR-31 Toner	GPR-32 Toner	GPR-33 Toner	GPR-34 Toner
GPR-35 Toner	GPR-36 Toner	GPR-37 Toner	GPR-38 Toner	GPR-39 Toner	GPR-42 Toner	GPR-43 Toner	GPR-48 Toner
GPR-51 Toner	GPR-53 Toner	GPR-53L Toner	GPR-54 Toner	GPR-55 Toner	GPR-55L Toner	GPR-56 Toner	GPR-57 Toner
GPR-58 Toner	IPQ-1 Toner	IPQ-2 Toner	IPQ-3 Toner	IPQ-4 Toner	NP1010/1020 Toner	NP6/7/8000 Toner	NPG-1 Toner
NPG-7	NPG-10	NPG-11 Toner	NPG-12 Toner	NPG-13A Toner	NPG-14 Toner	T01 Toner	T02 Toner
Canon Waste Toner Containers	Canon varioPRINT DP Toner	Océ varioPRINT DP Toner					

\* Only Canon GENUINE Cartridges/Containers listed above are acceptable for return. No third party, remanufactured or refilled supplies of any kind will be accepted. Any unauthorized use may result in the return to sender at sender's expense.



# Reduce, Reuse, Recycle



1-800-OK-CANON

[www.usa.canon.com](http://www.usa.canon.com)

Programs and services are subject to change without notice. CANON and the GENUINE LOGO are registered trademarks of Canon Inc. in the United States and may be registered trademarks or trademarks in other countries.

© 2018 Canon U.S.A., Inc. All rights reserved.

February 2018

Version 3.AMP

Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747



Ricoh  
Savin  
Lanier

Toner Cartridge/  
Container Recycling  
Programs



Sustainable Technology Leaves Nothing to Waste



Ricoh, Savin and Lanier  
branded toner  
containers and  
cartridges can be  
returned to us  
for environmentally  
friendly recycling



Order Code: 003838MIU  
Dimensions:  
26" (h) x 19" (w) x 10" (d)  
Two boxes/liners and  
pre-paid return labels included

## CONSUMABLE END-OF-LIFE TAKE BACK OPPORTUNITIES

RICOH® recommends that our customers utilize their local recycling resources whenever possible to reduce environmental impact and encourages recycling of end-of-life consumables and supplies. If local recycling is not available, our Toner Cartridge/Container/Maintenance Kit Return Program makes returning the items easy.

## TONER CONTAINER RETURN BOX PROGRAM

With our Toner Container Return Box Program, you can return all empty RICOH®, SAVIN® and LANIER™ branded toner containers and cartridges to our recycling facility. Simply order our shipping kit and you will receive two sets of shipping boxes, liners, and pre-paid return labels. None of the returned materials will end up in a landfill.

### Convenient Collection and Return

We want to make the return of our toner containers as convenient as possible. Features of the program are:

- A container box that is attractive and compact enough to be placed conveniently near your document management or recycling hubs
- A durable plastic liner included with the box ensures safe transport with no leakage of any residual toner
- A pre-paid shipping label affixed to the box for convenient return

For more information visit us at:  
[www.ricoh-usa.com/environment](http://www.ricoh-usa.com/environment)

Maximize the space in the carton by stacking  
empty containers and cartridges correctly.



### Use Your Own Box and Ship for Free

As an exciting addition to the Toner container recycling program, Ricoh has expanded its take back capabilities by allowing our customers to return genuine Ricoh, Savin and Lanier toner containers using their own carton boxes and printing a pre-paid return label at [www.ricoh-usa.com/recycling](http://www.ricoh-usa.com/recycling).

Not only does this program save our customers time and money, it helps the environment even more! By reusing a carton box that has already been shipped to our customer, it eliminates the use of new box materials, recycles the carton in the process and eliminates the need to send out new carton boxes – all adding to a healthier Earth.



## PARTNERING TO PROMOTE A RESOURCE RECIRCULATING SOCIETY

For over four decades, Ricoh has contributed to the development of a sustainable, resource-conserving society. As we strive to provide the world with greener products and services, we encourage our partners to share in collective environmental responsibility. This means working together to ensure that material waste from end-of-life products is recycled.

## IN THE BOX PRE-PAID LABEL PROGRAM FOR RICOH, SAVIN AND LANIER TONER CARTRIDGES

If your toner cartridge box contains a pre-paid label, please use this label for returning your empty cartridge in the original box. The Toner Container Return Box Program should not be used for these cartridges.

The toner cartridges in Ricoh, Savin and Lanier Fax Systems, Printers and some Multifunction Products incorporate mechanical and electrical components that are part of the imaging process. When the toner is consumed, many of these parts are in as-new condition and can be reused. Recycling these cartridges keeps them out of landfills and reduces the environmental impact that comes from using virgin materials and parts.

Returned cartridges are sorted for parts reuse, material and energy recovery. The parts are cleaned and inspected using sophisticated testing systems and equipment. Those that meet Ricoh's strict quality standards are reused in the manufacturing of cartridges.



## TONER CARTRIDGE WITHOUT A PRE-PAID LABEL IN THE BOX

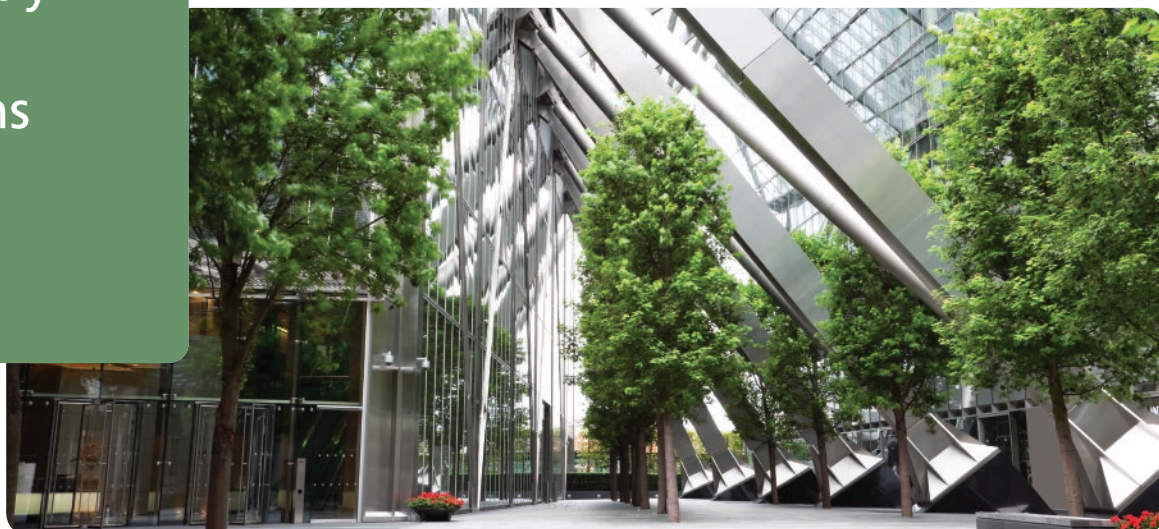
Ricoh maintains a strong commitment to a sustainable environment. To help reduce CO<sub>2</sub> impact and support our green initiatives, we request genuine Ricoh, Savin or Lanier empty toner cartridges that are not being returned through our Toner Cartridge Return Box or in the box pre-paid Return Program be shipped back to our recycling vendor by printing out a pre-paid label from [www.ricoh-usa.com/recycling](http://www.ricoh-usa.com/recycling) and packaging two or more items together as explained on the environmental website.



## FOUR WAYS TO PARTICIPATE

- If the cartridge box contains a pre-paid shipping label, use it to return the package.
- Place the empty toner cartridge in the box as described in the Toner Container Return Box Program section of this brochure.
- Use your own carton box and print a pre-paid return label from the environmental web page.
- To recycle multiple containers in their original carton boxes by printing a pre-paid label, visit the Ricoh website: [www.ricoh-usa.com/recycling](http://www.ricoh-usa.com/recycling).

## Frequently Asked Questions



### What are my recycling options for the Ricoh, Savin and Lanier supplies that I have in my office?

For those cartridges that have UPS or FedEx shipping labels inside, remove the label from the box. Place the used cartridge in the box and tape the pre-paid shipping label to the outside of the package. Please utilize the return instructions on the form. For those cartridges and maintenance kits that DO NOT have UPS or FedEx shipping labels inside the box, select pre-paid shipping label from the website [www.ricoh-usa.com/recycling](http://www.ricoh-usa.com/recycling) and print out a label for return of the box. Once printed, tape the pre-paid shipping label to the outside of the package. Please utilize the return instructions on the form. For more information, please visit our website at: [www.ricoh-usa.com/environment](http://www.ricoh-usa.com/environment).

### How do I participate or find out more information about your Toner Container Return Box Program?

To purchase a toner container return box, use order code: 003838MIU at [www.myricoh.com](http://www.myricoh.com) or call **1-888-456-6457**.

### Can I recycle my toner containers locally?

Municipalities or private recyclers determine what they are able to take back and policies vary. You will need to verify acceptance on an individual basis. Chemical content information that the recycler may need is available via Safety Data Sheets. For more information, customers can access the Safety Data Sheets regarding Ricoh consumable supplies on the Ricoh website at: <http://www.ricoh-usa.com/sds/> or by calling: **1-800-336-6SDS (6737)**.

### Can I return Non-Ricoh, Savin or Lanier toner cartridges and containers using this program?

Ricoh does NOT accept other OEM cartridges through the recycling programs described in this brochure. We suggest that you visit the respective manufacturer's website for their recycling program options.

**All programs described in this brochure are available to customers within the United States (including Alaska and Hawaii) for the return of Ricoh, Savin and Lanier cartridges and toner containers only.**

**RICOH** | **SAVIN** | **LANIER**

Ricoh Americas Corporation, 70 Valley Stream Parkway, Malvern, PA 19355

Ricoh® and the Ricoh Logo are registered trademarks of Ricoh Company, Ltd. Savin® is a registered trademark of Ricoh Americas Corporation. Lanier™ is a trademark of Ricoh Americas Corporation. All other trademarks are the property of their respective owners. ©2014 Ricoh Americas Corporation. All rights reserved. Savin and Lanier products and services are offered by Ricoh Americas Corporation and its affiliates. The content of this document, and the appearance, features and specifications of Ricoh products and services are subject to change from time to time without notice. Products are shown with optional features. While care has been taken to ensure the accuracy of this information, Ricoh makes no representation or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions in these materials. Actual results will vary depending upon use of the products and services, and the conditions and factors affecting performance. The only warranties for Ricoh products and services are as set forth in the express warranty statements accompanying them.





# DPS

Digital Print Solutions

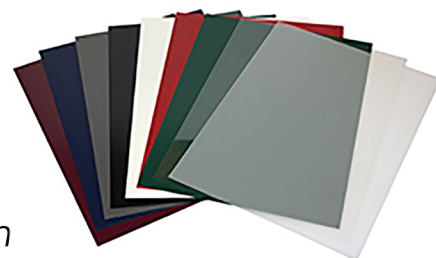


Get

# 20% OFF

your first supply order  
with promo code **FIRSTORDER20**

Need binding/finishing supplies? Digital Print Solutions offers a wide variety of supplies and equipment including coils, lamination, fastback strips and much more!



Contact us for more information  
[customerservice@dpsamerica.com](mailto:customerservice@dpsamerica.com) or 1-888-DIGITAL

***We stock and ship locally!***

Mention promo code FIRSTORDER20 in the subject line of your email to receive 20% off your first finishing supply order.

[www.dpsamerica.com](http://www.dpsamerica.com)



DPS is a Proud Partner with

**Canon**

**RICOH**



**KONICA MINOLTA**

**XANTÉ**



**skandacor™**

**Duplo**



**PLOCKMATIC**



**STANDARD  
Horizon**



**CRON**

**EXCEL  
PACKAGING**

**Preferred  
Packaging  
SYSTEMS**



**FORMAX®**

**Foster**



**ROSBACK**



**ACCUFAST™**



**RENZ®**

**GRAPHTEC  
GRAPHTEC AMERICA, INC.**

**AKILES**



**POWIS**

**MBM  
CORPORATION**

