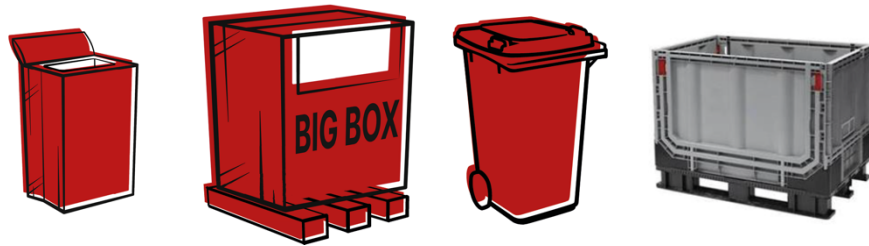


CONSUMABLES RECON- DITIONING – A CLEAN AFFAIR

User manual for ordering
and disposal of boxes



INTRODUCTION

The correct disposal and recycling of consumables are essential steps towards a more sustainable friendly future. Whether packaging, electronic components or other consumables – every material harbours the opportunity to recover valuable resources and reduce the impact on the environment.

This guide is intended as a practical orientation aid. With clearly structured and easy-to-understand processes, we want to help you implement recycling measures efficiently – and thus not only protect the environment, but also realise economic benefits. In addition to the technical aspects, our aim is to raise awareness of the importance of recycling in everyday life and the Red Boxes make this particularly easy for you!

**Together we can make the world a little more sustainable.
Let's take this path with responsibility and commitment!!**



CONTENT

1. Landingpage	3
2. Registration	3
3. Confirm registration	4
4. Selection	4
5. Authorise collection	4
6. Ordering new recycling boxes	5
7. Providing information	5
8. Send order	6



1. LANDINGPAGE

Visit our landing page to order new recycling boxes or to order a collection and disposal:

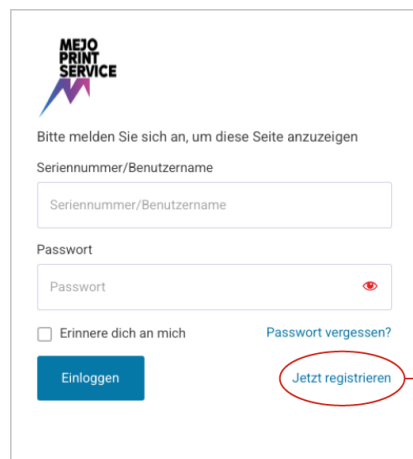
canon.de/business/insights/articles/elektrogesetz/verbrauchsmaterial-fachgerecht-entsorgen



2. REGISTRATION

Please register before you place your first order.

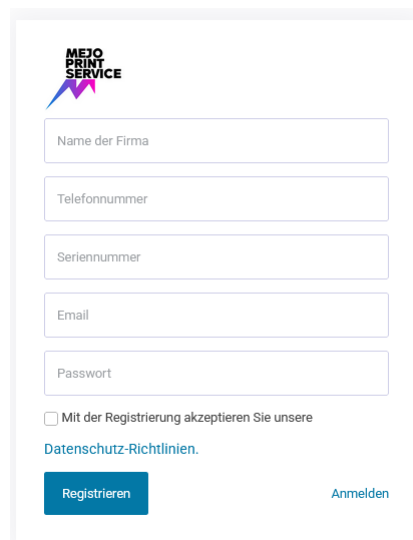
To register, we need a sample serial number of one of your devices. This helps us with identification in the event of queries and is used for registration. You can also set your individual password here.



Klicken Sie auf
„Jetzt registrieren“

Contact details

To complete the registration, please also enter your contact details.





3. CONFIRM REGISTRATION

After you have clicked on 'Register', you will receive a confirmation email. You can then access our landing page directly.

In future, simply log in with the selected serial number and your specified password.



4. SELECTION

Check the box for disposal, for ordering or both

Was wollen Sie beauftragen:

☐ Entsorgung Druckerpatronen

☐ Bestellung neuer Sammelbehälter



5. AUTHORISE COLLECTION

If the box is checked, you can order the collection of full recycling boxes, bins and other containers. To do this, select the desired quantity of the respective item in the drop-down menu.

- **Red Box „Classic“:** Up to three recycling boxes are collected by parcel service. As soon as the parcel is labelled with a return label, you can hand it over to the parcel service provider at any time.
- **Pick-up by transport service:** If you have four or more recycling boxes, they will be collected by our own transport service. If there are special reasons – such as such as a weight of over 25 kg or a location that is not served by the usual parcel service providers – please select the 'Collection by transport service' option.

Our dispatch team will contact you after your order to discuss the best collection option. You will receive a reminder email one day before collection.

☒ Entsorgung Druckerpatronen

Die Rote Box "Classic" (Abholung per Paketdienst)
80x60x40 cm - 192 Liter - max. 25 kg

--select--



Die Rote Box "Classic" (Abholung per Fahrdienst)
80x60x40 cm - 192 Liter - max. 25 kg

--select--



Die Rote BigBox / PALETTE
120x80x110 cm - 1056 Liter

--select--



Die Rote Tonne
Plastiktonne - 240 Liter

--select--



Die Rote Box "COLLICO"
Plastikbox 121x81x90cm - 825 Liter

--select--









6. ORDERING NEW RECYCLING BOXES

Here, too, you can order new empty recycling boxes, bins and other containers after ticking the box. Enter the required quantity next to the respective item.

- **Collico plastic box:** Suitable for use on outdoor pitches.
- **Sustainability:** Order delivery and collection in one package.

Bestellung neuer Sammelbehälter

Die Rote Box "Classic" (Lieferung per Paketdienst) 80x60x40 cm - 192 Liter	-select-	
Die Rote BigBox / PALETTE 120x80x110 - 1056 Liter	-select-	
Die Rote Tonne 120x80x110 cm - 240 Liter	-select-	
Die Rote Box "COLLICO" Plastikbox 121x81x90cm - 825 Liter	-select-	



7. PROVIDING INFORMATION

Please give us as much information as possible.

This makes collection/delivery easier and helps to avoid misunderstandings.

You will receive an e-mail with a sign to be placed on your recycling box. The sign indicates that **only Canon consumables may be collected in this recycling box**. Finally, we need your contact details and the collection and/or delivery address. The more information we have, the more smoothly the order can be processed.

Attention: Please enter the e-mail address to which the shipping labels and further communication should be sent.

Firma	Ansprechpartner / Bestellberechtigte Personen	Straße und Hausnummer
E-Mail	PLZ	Telefon
Ort	Stellplatz / Stellplätze	Abholzeiten - Besonderheiten
Stapler erforderlich/ vorhanden -select-		
Bemerkungen / Wünsche		



8. SEND ORDER

Finally, click on 'Send'. You will receive a confirmation email with a summary of your order.

Your order will be processed by our scheduling team, who will contact you automatically with all the necessary information.



ADDITIONAL INFORMATION

- **Delivery of the new recycling boxes:**
In the case of collection by the parcel service, this usually takes place before the new delivery. With the haulage company and our own transport service, the exchange takes place on a 1:1 basis.
- **Orders by third parties:**
Third parties must re-register in order to place an order.
- **Use of the recycling boxes:**
The recycling boxes are exclusively for Canon consumables. The Red Box team will advise you of this by telephone and sort each collection individually.
- **Ensuring correct delivery:**
Each customer is created with an individual customer number. Orders that do not match are checked.
- **Collection at designated locations:**
Recycling boxes are only collected from designated collection points.
- **Packaging of the empty toner:**
Use the outer packaging of the new toner to bring it to the collection box.
- **Ordering other recycling boxes:**
If a different container is required, this can be selected within the order.
- **Collection of cardboard recycling boxes:**
Cardboard recycling boxes from other service providers can also be collected as long as they meet the requirements and are filled with Canon consumables.
- **Specify box dimensions:**
Please be sure to specify the dimensions of the filled box and ensure that the box is ready for dispatch.