

### **EXCITING CHANGES!**

Konica Minolta's Clean Planet Program is pleased to announce a new website (kmcleanplanet.com) designed as a one stop shop for all your Clean Planet program needs. The new website offers easier access to registering your account, accessing your customer information, placing an order, and obtaining tracking information for your kit orders. The new website also provides monthly reporting of the number of units and weight of printing consumables you have recycled through the Clean Planet Program.

# **COLLECTION AND RECYCLING PROCEDURES**

#### To Begin:

- 1. Assemble the collection box Refer to directions for assembly on the box.
- 2. Remove all packaging from the cartridges before placing in the collection box.
- 3. Put **ANY** imaging consumable from **ANY** laser printer, inkjet printer, fax machine, or photocopier into the box.

## **COLLECTION BOX IS FULL?**

### **Full Collection Box:**

- 1. Seal the collection liner with an enclosed zip tie.
- 2. When sealing the box, make sure the flap with the UPS label on it is facing out.
- 3. If UPS currently picks up or delivers to your location, leave the 'full & sealed off' box at your nominated UPS collection point.
- 4. If you need help scheduling a UPS pick-up, you can use the website or call for assistance.
- 5. Insert a new liner into a new collection box and repeat the collection process.

### To order more collection boxes:

Please visit our website (www.kmcleanplanet.com) or call 1-855-45-EARTH (1-855-453-2784) or to request additional boxes.

